

How to add an administrative colleague to your proposal

When preparing a research application in e-grant or the EU funding and Tenders Portal, it is mandatory to add an administrative colleague – for example, a financial officer, project coordinator, or research support staff member – to the application.

This requirement is intended to support you in the process and ensure that administrative and financial aspects are handled smoothly, both during the application phase and in the subsequent project phase if your proposal is funded. If you are not sure who to add to your application, contact your local faculty research support.

Below is a step-by-step guide on how to add a colleague on each portal.

For applications in the EU funding and Tenders Portal:

1) Click on **add contact**

You find **add contact** under *participants* when you are preparing your application in the EU funding and Tenders Portal. When you click on **add contact** a pop up window will appear.

The screenshot shows the 'Funding: Submission Service' interface. At the top, a progress bar indicates the steps: Login, Topic selection, Create proposal, Participants (highlighted with a red triangle), Proposal forms, and Submit. Below the progress bar, the 'Participants' section is active. It includes a 'Deadline' section, a 'Call data' section, and a 'Proposal data' section. The main content area shows 'Number of participants: 1' and a 'Reorder' button. Below this, there is a 'Contacts' section with a 'Main contact' card. The 'Add contact +' button is circled in red. At the bottom, there are buttons for 'Change organisation' and 'Contact organisation'.

Note: If you are a partner, and not a coordinator, the website will look slightly different.

2) **Add a project role.** This is always *contact person*.

Please enter the contact name and details: ⓘ

Project Role *

Access Rights *

First Name *

Last Name *

Email Address *

3) **Access rights.** If you are a coordinator, you must choose *coordinator contact*. If you are a partner, the pop up will look slightly different and you must choose *participant contact*.

Please enter the contact name and details: ⓘ

Project Role *

Access Rights *

First Name *

Last Name *

Email Address *

4) **Fill in the remaining information about administrative colleague**

ic selection Create proposal Participants Proposal fo

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Please enter the contact name and details: ⓘ

Project Role *

Access Rights *

First Name *

Last Name *

Email Address *

5) Click on *add contact*

ic selection Create proposal Participants Proposal fo

SYDDANSK UNIVERSITET

Please enter the contact name and details: ⓘ

Project Role * Contact person

Access Rights * Coordinator contact (full access)

First Name * 47

Last Name * 43

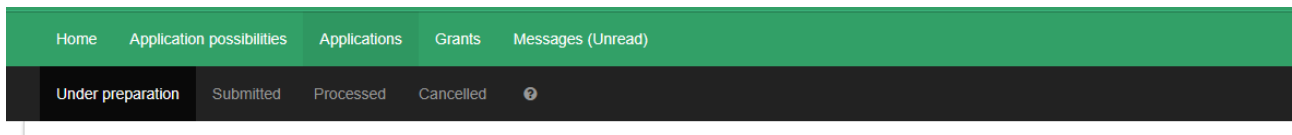
Email Address * 89

Add contact

For applications in e-grant:

1) Access your application in e-grant

1. Log in at www.e-grant.dk
2. Go to *My applications*
3. Click the relevant application to open it



2) Add a participant to the application

1. Select *Participants* from the left menu
2. Click the *Add participant* button

Home Application possibilities Applications Grants Messages (Unread)

Under preparation Submitted Processed Cancelled ⓘ

TEST 2025

Deadline expires: 71 days

Cancel application Resume application

Instruments:

- Journals | Humanities
- Explorative Network | Humanities

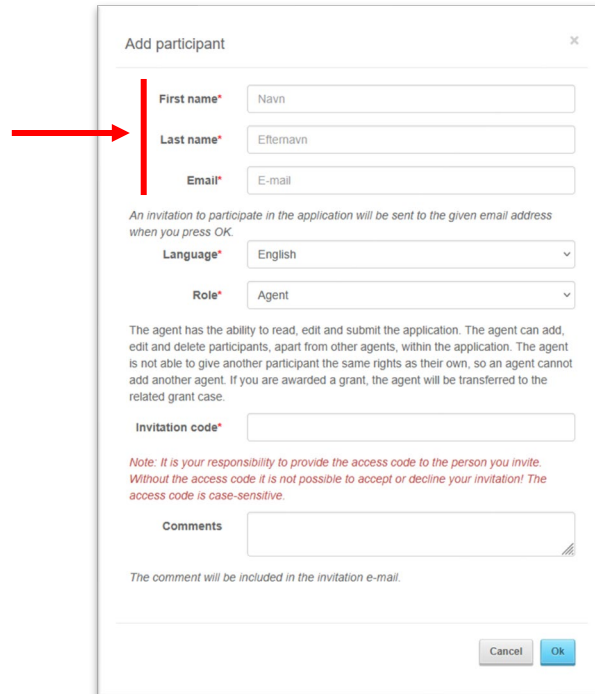
The council offers funding for researchers who work within the following disciplines: art history, architecture and design research, media studies, film studies, musicology, humanities ICT, comparative literature studies, theatre studies, philology, linguistics, communications research, anthropology, ethnology, archaeology, history, philosophy, history of ideas and science, theology, comparative religious studies, pedagogics and educational studies, psychology, as well as other related research disciplines within the humanities, such as library research, museology, as well as humanistic research within sports science, audiology/logopedics, public health science, urban planning, and physical planning.

Case access ⓘ

Name	Role
Rune Nørgaard Jørgensen	Applicant

+ Add participant

3. Enter the information on the participant in the form



The screenshot shows the 'Add participant' form. A red arrow points to the 'First name*' and 'Last name*' fields. The form contains the following fields and text:

- First name***: Input field with placeholder 'Navn'.
- Last name***: Input field with placeholder 'Efternavn'.
- Email***: Input field with placeholder 'E-mail'.
- Language***: Dropdown menu with 'English' selected.
- Role***: Dropdown menu with 'Agent' selected.
- Invitation code***: Input field.
- Comments**: Text area.

Below the 'Email*' field, there is a note: "An invitation to participate in the application will be sent to the given email address when you press OK."

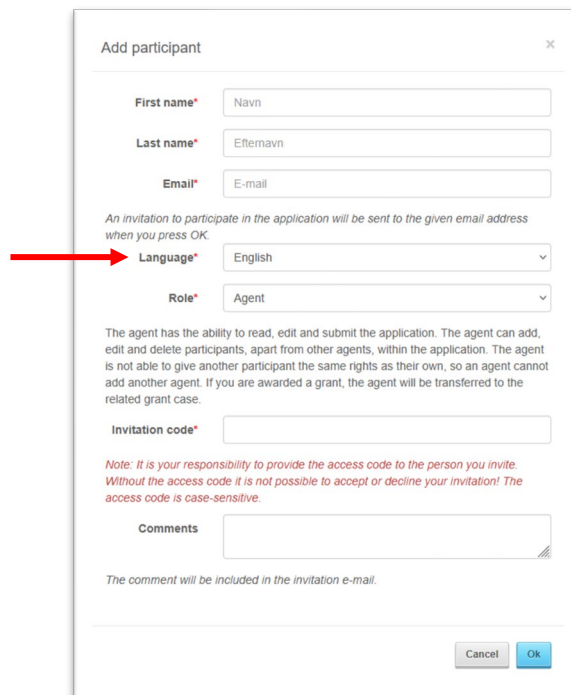
Below the 'Role*' field, there is a paragraph: "The agent has the ability to read, edit and submit the application. The agent can add, edit and delete participants, apart from other agents, within the application. The agent is not able to give another participant the same rights as their own, so an agent cannot add another agent. If you are awarded a grant, the agent will be transferred to the related grant case."

Below the 'Invitation code*' field, there is a note: "Note: It is your responsibility to provide the access code to the person you invite. Without the access code it is not possible to accept or decline your invitation! The access code is case-sensitive."

Below the 'Comments' field, there is a note: "The comment will be included in the invitation e-mail."

At the bottom right, there are 'Cancel' and 'Ok' buttons.

4. Choose language



The screenshot shows the 'Add participant' form. A red arrow points to the 'Language*' dropdown menu. The form contains the following fields and text:

- First name***: Input field with placeholder 'Navn'.
- Last name***: Input field with placeholder 'Efternavn'.
- Email***: Input field with placeholder 'E-mail'.
- Language***: Dropdown menu with 'English' selected.
- Role***: Dropdown menu with 'Agent' selected.
- Invitation code***: Input field.
- Comments**: Text area.

Below the 'Email*' field, there is a note: "An invitation to participate in the application will be sent to the given email address when you press OK."

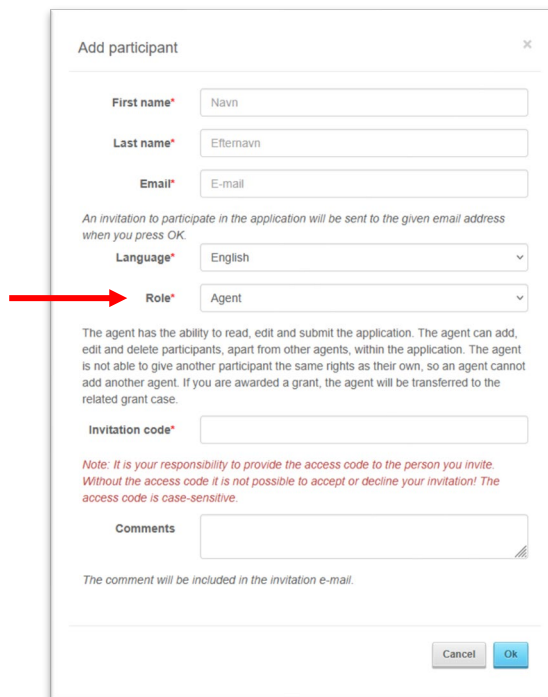
Below the 'Role*' field, there is a paragraph: "The agent has the ability to read, edit and submit the application. The agent can add, edit and delete participants, apart from other agents, within the application. The agent is not able to give another participant the same rights as their own, so an agent cannot add another agent. If you are awarded a grant, the agent will be transferred to the related grant case."

Below the 'Invitation code*' field, there is a note: "Note: It is your responsibility to provide the access code to the person you invite. Without the access code it is not possible to accept or decline your invitation! The access code is case-sensitive."

Below the 'Comments' field, there is a note: "The comment will be included in the invitation e-mail."

At the bottom right, there are 'Cancel' and 'Ok' buttons.

5. Choose role – either “agent” (UK) / “fuldmagtshaver” (DK)



The screenshot shows a web form titled "Add participant" with a close button (X) in the top right corner. The form contains several input fields and dropdown menus:

- First name***: A text input field with the placeholder text "Navn".
- Last name***: A text input field with the placeholder text "Efternavn".
- Email***: A text input field with the placeholder text "E-mail".
- Language***: A dropdown menu with "English" selected.
- Role***: A dropdown menu with "Agent" selected. A red arrow points to this field from the left.

Below the dropdowns, there is a paragraph of text: "An invitation to participate in the application will be sent to the given email address when you press OK."

Below this text is a paragraph explaining the role of an agent: "The agent has the ability to read, edit and submit the application. The agent can add, edit and delete participants, apart from other agents, within the application. The agent is not able to give another participant the same rights as their own, so an agent cannot add another agent. If you are awarded a grant, the agent will be transferred to the related grant case."

Below this text is an **Invitation code*** text input field.

Below the code field is a note in red text: "Note: It is your responsibility to provide the access code to the person you invite. Without the access code it is not possible to accept or decline your invitation! The access code is case-sensitive."

Below the note is a **Comments** text area with a small icon in the bottom right corner.

Below the comments area is a line of text: "The comment will be included in the invitation e-mail."

At the bottom right of the form are two buttons: "Cancel" and "Ok".

6. Choose invitation code

When adding a participant, you must choose an Invitation code. This is a personal access key that the invited person will need to accept the invitation. You decide the code – it can be any combination of letters and/or numbers. The code must be sent manually by you to the person you are inviting (e.g., by email).

Do not include the code in the e-grant invitation form. This ensures that if an incorrect email is entered, the unintended recipient cannot access your application. The code is case-sensitive, so double-check before sharing.

Best practice: Send the invitation from e-grant first – and then send a separate email from your SDU account with the access code and a short message.

Add participant

First name*

Navn

Last name*

Efternavn

Email*

E-mail

An invitation to participate in the application will be sent to the given email address when you press OK.

Language*

English

Role*

Agent

The agent has the ability to read, edit and submit the application. The agent can add, edit and delete participants, apart from other agents, within the application. The agent is not able to give another participant the same rights as their own, so an agent cannot add another agent. If you are awarded a grant, the agent will be transferred to the related grant case.

Invitation code*

Note: It is your responsibility to provide the access code to the person you invite. Without the access code it is not possible to accept or decline your invitation! The access code is case-sensitive.

Comments

The comment will be included in the invitation e-mail.

Cancel

Ok

7. Click OK and send invitation

Add participant

First name*

Navn

Last name*

Efternavn

Email*

E-mail

An invitation to participate in the application will be sent to the given email address when you press OK.

Language*

English

Role*

Agent

The agent has the ability to read, edit and submit the application. The agent can add, edit and delete participants, apart from other agents, within the application. The agent is not able to give another participant the same rights as their own, so an agent cannot add another agent. If you are awarded a grant, the agent will be transferred to the related grant case.

Invitation code*

Note: It is your responsibility to provide the access code to the person you invite. Without the access code it is not possible to accept or decline your invitation! The access code is case-sensitive.

Comments

The comment will be included in the invitation e-mail.

Cancel

Ok