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.

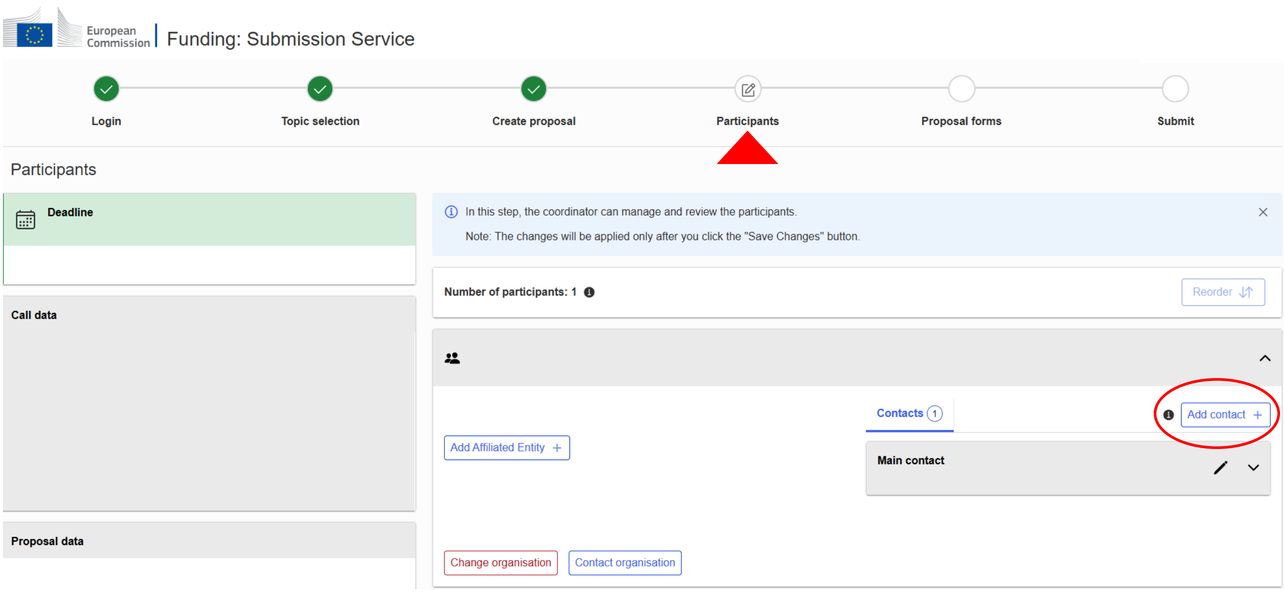
This requirement is intended to support you in the process and ensure that administrative and financial aspects are handled smoothly, both during the application phase and in the subsequent project phase if your proposal is funded. If you are not sure who to add to your application, contact your local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

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

<u>For applications in the EU funding and Tenders Portal:</u>

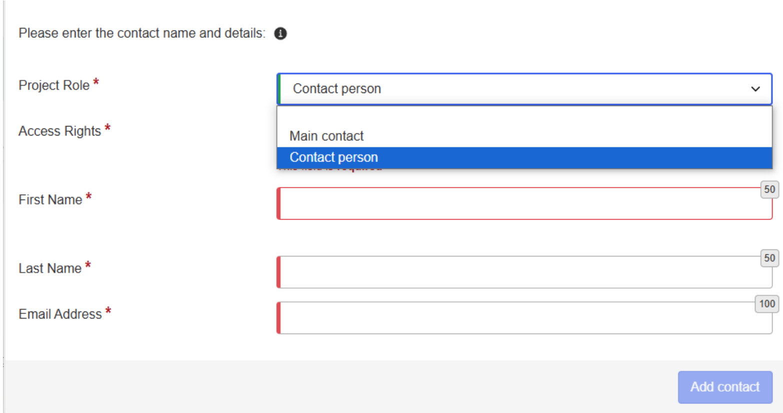
1) **Click on *add contact***

   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 op window will appear.

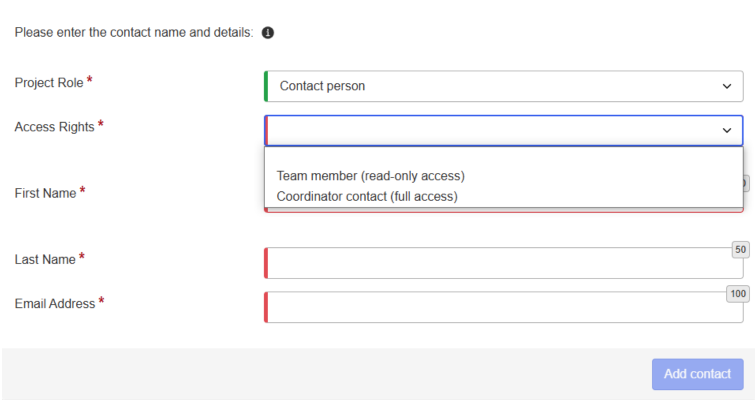


Note: If you are a partner, and not a coordinator, the website will look slightly different.

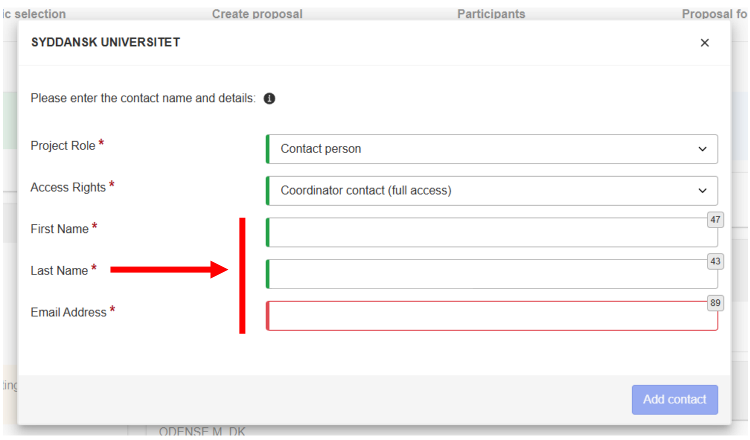
2) **Add a project role**. This is <u>always</u> *contact person*.



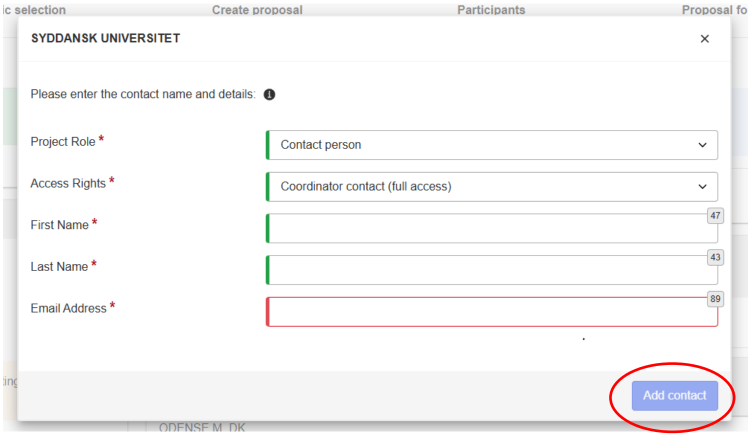
3) **Access rights.** If you are a coordinator, you must choose *coordinator contact*. If you are a partner, the pop up will look slightly different and you must choose *participant contact*.



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



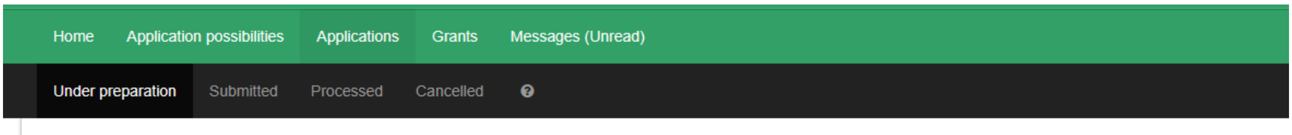
5) **Click on *add contact***



<u>For applications in e-grant:</u>

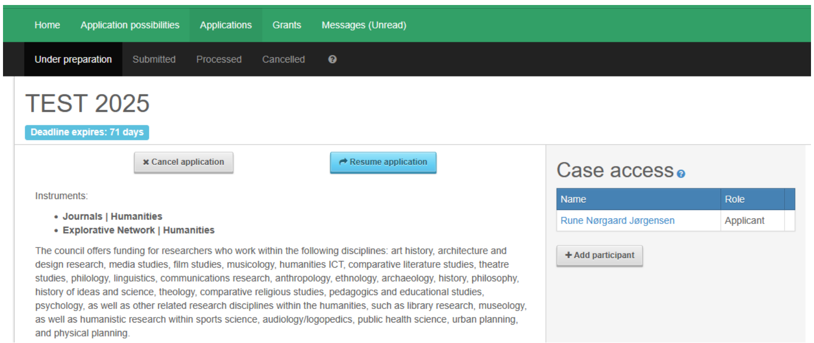
1) **Access your application in e-grant**

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

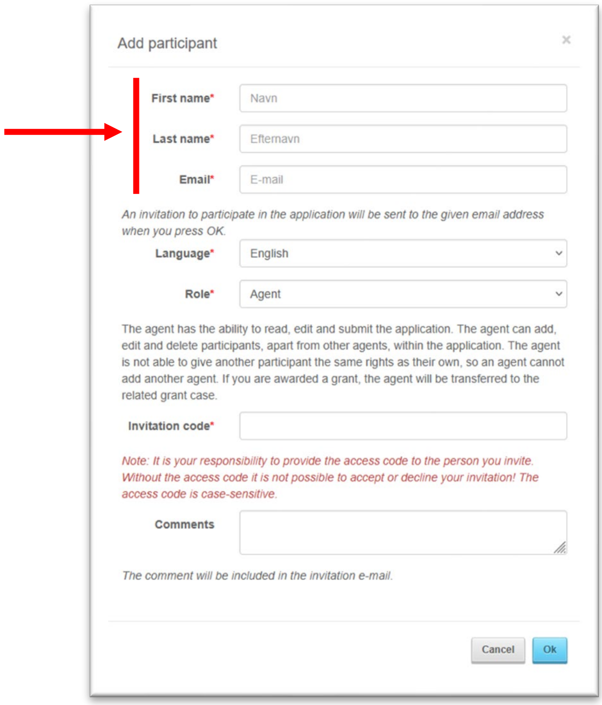


2) **Add a participant to the application**

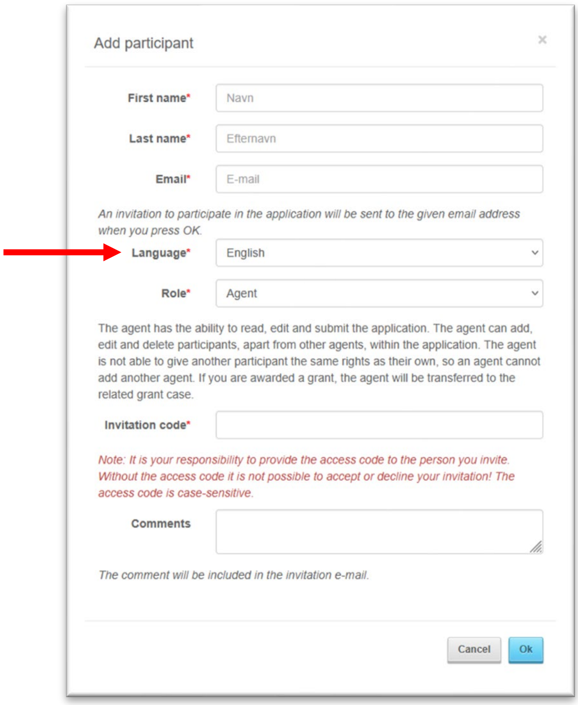
   1. Select *Participants* from the left menu
   2. Click the *Add participant* button



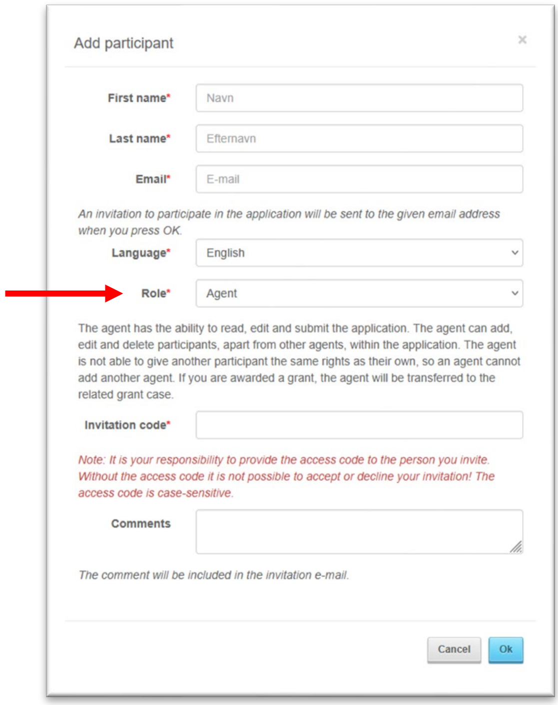
3. Enter the information on the participant in the form



4. Choose language



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

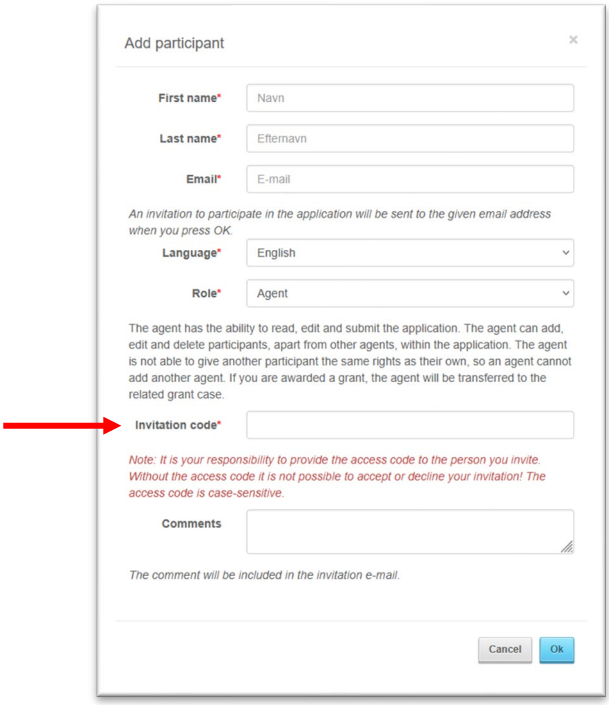


6. Choose invitation code

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.



7. Click *OK* and send invitation