



PROSPECT

FAQs for Applicants

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1 CONNECTION TO PROSPECT

1.1 How to connect to the PROSPECT system?

You can find all relevant information on the EuropeAid website:

https://ec.europa.eu/europeaid/prospect_en

A link to PROSPECT is also provided on the same page:

<https://webgate.ec.europa.eu/europeaid/prospect/index.htm>

Note that you can also google this information, should the link change.

If you access PROSPECT for the first time, you will be requested to create an ECAS ID based on a username, your name and surname, and e-mail address. For detailed information, the User Manual is also available following a google search.

1.2 I already have an EU Login account that I use for PADOR. Can I use my PADOR details?

It is possible to login to PROSPECT using the same EU Login account that you use for PADOR.

Note though that PROSPECT accounts are individual (there is no "organisational" account) – meaning that the accounts are directly linked to the users (persons) who manage specific applications.

1.3 Why am I not redirected to PROSPECT when trying to login?

Sometimes it happens that the EU Login portal does not automatically redirect to the requested application. Please enter the PROSPECT URL address (Internet link) again, preferably in a different tab or window.

2 SUBMITTING AN APPLICATION

2.1 How many persons can edit the proposal? What if the person who started encoding cannot finish and submit?

If one person submits or start the submission of a proposal and has to stop for any reason, the proposal cannot be taken over by another user, even if belonging to the same organisation.

If you have already started an application, note that you cannot start another one from scratch, either. In this case, please contact the functional mailbox of the respective call and request the encoding of your proposal on behalf of your organisation (offline).

2.2 How to find calls to apply to?

Connect to PROSPECT. You can then perform a search for existing calls. Select the "Calls to apply" tab and you will have the possibility to see the more recent calls or to search for a particular call using selection criteria (number, title, deadline, program or geographical zone).

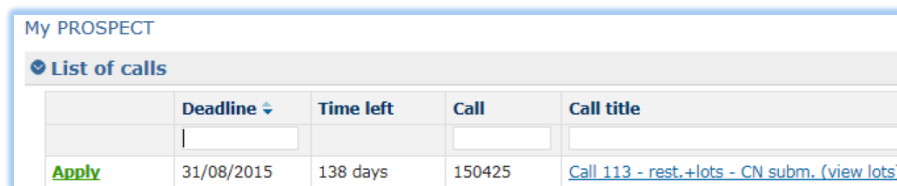
You can also search for existing calls through the EuropeAid website following the link below:

<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=QS>

You will have the possibility to see all the calls or to make an "advanced Search" using selection criteria (e.g. programme, geographical zone, type, status, date of publication).

2.3 How to apply for a call?

Click on the "Apply" button in PROSPECT:



	Deadline ↓	Time left	Call	Call title
Apply	31/08/2015	138 days	150425	Call 113 - rest.+lots - CN subm. (view lots)

Or in the EuropeAid website, corresponding to the call you select:

<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&userlanguage=en>

2.4 Do we need to apply both in PROSPECT and offline (by post / in-hand delivery)?

No, applying via PROSPECT is enough. Note that a confirmation message "Thank you for your submission!" is displayed when your proposal has been successfully submitted.

2.5 Does the PROSPECT recognise the PADOR offline form?

Indeed, you have the possibility to upload the PADOR offline form in PROSPECT under the Contact tab if you are the main applicant, without any EuropeAid ID requested for the Concept Note stage.

2.6 In which format should I submit my CN / FA?

PROSPECT supports various formats: Word (.doc & .docx), Excel (.xls and .xlsx), PowerPoint (.ppt and .pptx), PDF (.pdf), RTF (.rtf), JPEG (.jpg and .jpeg), text (.txt), TIFF (.tif and .tiff) and ZIP. ZIP files can only contain these file types, except for another ZIP; the maximum file size allowed is 10.00 MB.

However, please refer to the Guidelines of the call if there is any indication of the accepted file type.

2.7 How can I change my application after submission?

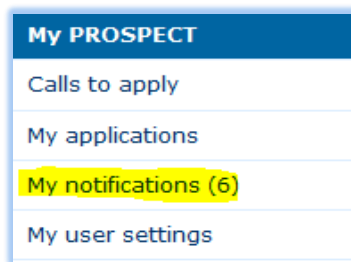
There is no possibility in PROSPECT to change your application after it has been submitted.

If you require making any changes after submission, contact the functional e-mail box of the call to check if they accept any modifications and to send any supporting document requested.

3 FOLLOW-UP ON PROPOSAL STATUS

3.1 How can I see the status of my application?

In order to see any notifications regarding your application please login to PROSPECT and check "My Notifications" tab:



3.2 Who receives notifications?

All notification e-mails are sent from PROSPECT to the e-mail address that the user has used in order to login to the system, which is under "My user settings" tab, as well as to the e-mails that are mentioned under the "Contact" tab (personal and/or organisational e-mail address).

3.3 How can I see my letter?

As soon as the evaluation is finalized, PROSPECT informs the applicants that the decision has been made by sending them a notification by e-mail. It is just to inform you that the status of your application has changed. You may see the same message in the tab "My notifications" in PROSPECT. In order to see the status of your application and the letter with the results, you have to check the "My applications" tab. There you will find the letter attached (PDF):

My applications									
My applications									
Deadline	Call	Organisation	Title of the action	N°	Action location(s) (Status	Letter		
							CN	FA	
07/11/2015	150054	N/A	N/A		N/A	Draft			
25/02/2014	135012 - Lot 1	BoDep	humanitarian help for	7	Rwanda	Accepted (CN)			
25/02/2014	135012 - Lot 1	BoDep	Uni goes global - The E...	6	French Polynesia	Accepted (CN)			

3.4 Will I receive the letter by post also?

If you submitted in PROSPECT, the letter will only be made available in the "My applications" page.

However, if you submitted offline, the letter will be sent to the e-mail addresses of your organisation and of the contact person, as indicated in the Contact part. You may also receive it by normal post if the Internet connection is known to be bad in your region.

3.5 I received a notification that documents for the call have been published. Where can I see them?

Call documents are published within the call, on the EuropeAid website – click on call title in Prospect or go directly to the website.

4 HOW TO FIND DETAILED INFORMATION?

4.1 Where can I find more detailed documentation?

If you already have a PROSPECT account, click on the "How to use PROSPECT?" menu option and select the "Applicants" link. You will be redirected to the main resources page – including user manuals, e-learning, and a PowerPoint presentation on the PROSPECT system:



If you do not have a PROSPECT account yet, the user manual including information on how to create an EU Login account is available by performing a google search, as well as on the EuropeAid website https://ec.europa.eu/europeaid/prospect_en.

4.2 The user manual or the e-learning does not open

Please make sure that you have Adobe PDF reader installed on your computer. Note that this software is free of charge.