

# Chapter 3 - Accessing and submitting an application with e-Calls PROSPECT

[blocked URL](#)

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## 3. Accessing and Submitting an Application with e-Calls PROSPECT

### Announcement:

**From the 1st of June 2022, users will have to use EU Login 2-factor verification to access e-Calls PROSPECT and e-Calls PADOR.** EU Login is the European Commission's user authentication service. The EU Login authentication, composed of an e-mail address and a password, allows authorised users to access a wide range of Commission web services through a variety of verification methods. We encourage you to download the EU Login app from your mobile phone's app store to use as a verification method, and confirm validation requests via a PIN code, face ID, QR code, etc. You can [login or create your EU Login account](#) now. Please view the [EU Login Guide](#) for more information, or if you need help, please contact [INTPA SUPPORT SERVICES](#).

### 3.1 Log in to e-Calls PROSPECT

#### 3.1.1 New Users

If you are a **new user** and you **do not have an EU Login account**:

1. Go to the e-Calls PROSPECT application by clicking on the following link:

<https://webgate.ec.europa.eu/prospect>

The EU Login sign-in screen will be displayed.

# Sign in to continue

Enter your e-mail address or unique identifier

[Create an account](#)

Next >

Or



[Sign in with your eID](#)



[Sign in with Facebook](#)



[Sign in with Twitter](#)



[Sign in with Google](#)

Easy, fast and secure: download the **EU Login app**



2. Click on the **"Create an account"** link and fill in all the fields to create your account.

# Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail



E-mail language

☐ By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Create an account

Cancel

Field in the screen	Fill in with
First name	Type your first name
Last name	Type your surname
E-mail	Enter your e-mail address; it is the e-mail address used during registration that you will be requested to provide when logging into the PADOR system.
Confirm e-mail	Confirm the e-mail address entered above
E-mail language	Select the language in which you prefer to receive notifications related to your account; the default is English but all the EU languages are available for selection
Enter the code	Type the code displayed in the picture underneath the field.  You can click on the "refresh" button to display a new code, if required, and/or you can press "play"  to listen to the sound.

3. Tick the privacy statement acceptance box before clicking on the "Create an account" button.
  4. You will receive a **confirmation e-mail** in the inbox of the e-mail address provided during the EU Login account registration.
  5. Follow the instructions in the [EU Login Guide](#) to confirm your EU Login account, and create your required *2-factor verification method*.
- Once your registration is completed, you can continue to [Chapter 3.1.2 - Existing Users](#) below.

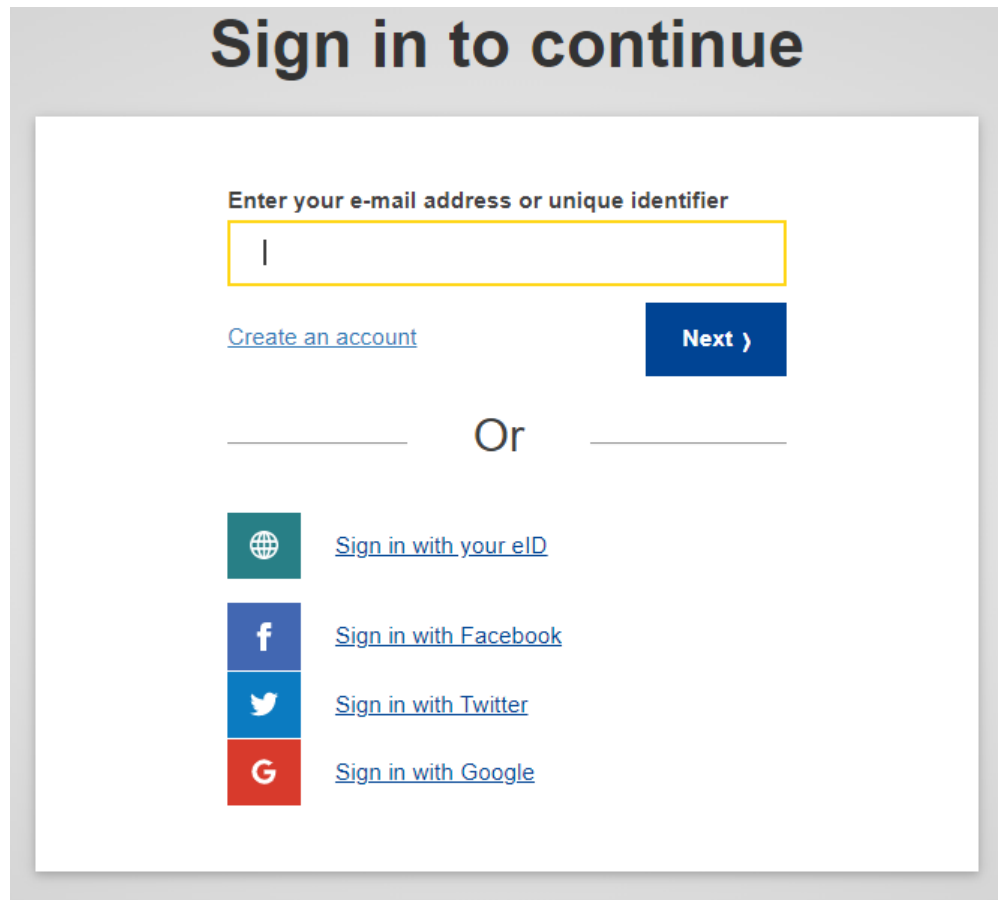
### 3.1.2 Existing Users

If you **already have an EU Login**, please follow the below procedure:

1. Go to the **e-Calls PROSPECT** application by clicking on the following link:

<https://webgate.ec.europa.eu/prospect>

2. Enter your e-mail address in the available field and click on the **"Next"** button.

A screenshot of a web application's sign-in page. At the top, the text "Sign in to continue" is displayed in a large, bold, black font. Below this, there is a section titled "Enter your e-mail address or unique identifier" in a smaller, bold, black font. Underneath the title is a text input field with a yellow border and a cursor. To the left of the input field is a blue link "Create an account". To the right is a blue button with the text "Next >". Below the input field, the word "Or" is centered between two horizontal lines. Underneath the lines are four social media login options, each consisting of a colored square icon and a blue link: a green square with a globe icon for "Sign in with your eID", a blue square with a Facebook 'f' icon for "Sign in with Facebook", a blue square with a Twitter bird icon for "Sign in with Twitter", and a red square with a white 'G' icon for "Sign in with Google".

3. Enter your password, select your **2-factor verification method**, and then click on the **"Sign in"** button.



If you need to setup your **2-factor verification method** for EU Login, please follow the step-by-step instructions in the [EU Login Guide](#).

# Sign in to continue

## Welcome

**external.user**

(European Commission)

[Sign in with a different e-mail address?](#)

Password

.....|

[Lost your password?](#)

Choose your verification method



**EU Login Mobile App PIN  
Code**

Use your registered EU Login Mobile  
app to verify your identity.




**Sign in**

4. Once you have **completed the verification**, you will be automatically redirected to the e-Calls PROSPECT application homepage.



If you have already used e-Calls PROSPECT before on behalf of an organisation, the system will ask you to confirm which organisation you want to represent in the current session (you might be linked to several organisations). Tick the "**Continue with selected**" button corresponding to your organisation.



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e-calls

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English

our world  
our dignity  
our future

European Commission > International Cooperation and Development > Funding > PROSPECT

e-calls PROSPECT

Calls to apply for

My applications

My notifications (74)

My user settings

e-calls PADOR

My organisation

Useful links

Online support

How to use PROSPECT

User

org ONE

Login : noneoror - External

Logged: 20/02/2017 - 09:39

Log me out

My PROSPECT

My applications

Show applications which I can ☒ submit or edit ☐ view only

for calls that are ☒ ongoing ☒ completed

This list displays by default all applications for ongoing calls that you can modify (submit or edit), including the ones that you have created (owner).

Export list

Deadline	Call	Lead applicant	Title of the action	Nº	Action location(s) (	Status	Letter		
							CN	FA	ELG
19/02/2014	<a href="#">134978 - Lot 1</a>	R6_100_PDFs_ 131	<a href="#">R6_100_PDFs_ 131</a>	24	France, Germany, ...	Under eval. (CN)			
19/02/2014	<a href="#">134978 - Lot 1</a>	R6_100_PDFs_ 136	<a href="#">R6_100_PDFs_ 136</a>	18	France, Germany, ...	Under eval. (CN)			
19/02/2014	<a href="#">134978 - Lot 1</a>	R6_100_PDFs_ 146	<a href="#">R6_100_PDFs_ 146</a>	14	France, Germany, ...	Under eval. (CN)			
19/02/2014	<a href="#">134978 - Lot 1</a>	R6_100_PDFs_ 141	<a href="#">R6_100_PDFs_ 141</a>	5	France, Germany, ...	Under eval. (CN)			
28/02/2014	<a href="#">134944 - Lot 1</a>	test	<a href="#">R6_Concurrent_2_126</a>	23	France, Germany, ...	Under eval. (CN)			
05/02/2014	<a href="#">134902 - Lot 1</a>	test	N/A	N/A		Draft			
26/01/2014	<a href="#">134877</a>	R6_Test	<a href="#">Test action</a>	1	Belgium, Cyprus, ...	Accepted			
25/01/2014	<a href="#">134863 - Lot 1</a>	R6_To be rejected at ...	<a href="#">To be rejected at OAC 1</a>	8	Belgium, Bulgaria, ...	Rejected (CN)			
19/01/2014	<a href="#">134870 - Lot 2</a>	R6_To be rejected at ...	<a href="#">To be rejected at OAC 1</a>	8	France, Germany, ...	Rejected (CN)			
25/01/2014	<a href="#">134863 - Lot 3</a>	To be rejected at OAC 1	<a href="#">To be rejected at OAC 1</a>	4	France, Germany, ...	Rejected (CN)			

Clear selection


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View items 51 to 60 of 65

List of notifications






	Subject	From	Received on: ↓
	150231 A new document has been published for this call	DG DEVCO	02/02/2017
	150684 - Lot 1 - Application 1 status changed to: Submitted	DG DEVCO	02/02/2017

e-calls PROSPECT is available in four languages: English, French, Spanish, and Portuguese. You can switch between these two languages by clicking on the "My user settings" left main menu link.

To log out from the application, click on the "Log me out" button .

### 3.1.3 Screens and Navigation in e-calls PROSPECT

The **left main menu** is the main tool for navigation through e-calls PROSPECT.

 <b>e-Calls PROSPECT</b>
Calls to apply
My applications
My notifications (58)
My user settings
 <b>e-Calls PADOR</b>
My organisations
 <b>Useful links</b>
Online support
How to use PROSPECT
 <b>User</b>
<b>org ONE</b> Login : noneoror - External Logged: 17/02/2017 - 09:50
 Log me out

Every item in the left main menu is a link to the corresponding page in e-Calls PROSPECT.

Click on the relevant link below for more information on that specific page.

#### e-Calls PROSPECT

- [Calls to apply](#) (List of calls to apply for)
- [My applications](#)
- [My notifications](#) (List of notifications)
- [My user settings](#)

#### e-Calls PADOR

- My organisations

#### Need help?

- [Online support](#) form for contacting the IT Helpdesk
- Resources on how to use PROSPECT (User Manuals, e-Learning) – [How to use PROSPECT](#).

The menu also displays the login details of the currently connected user

### 3.1.3.1 Home page - My PROSPECT

The home screen is divided into two main sections:

- **My applications** – this section displays all the previous applications to calls for which the currently connected user is either a submitter, an editor, or an owner (started encoding the draft application)
- **List of notifications** – this section displays all the notifications that the user has received; unread notifications are displayed in bold.

3.1.3.2 List of calls to apply for

If you wish to search for a call to apply for in the e-Calls PROSPECT system, select the "Calls to apply" option in the left main menu.

Calls to apply

List of calls

	Deadline	Time left	Call	Call title	Program	Geo zone
Apply	31/12/2017	342 days	150684	<a href="#">Call load 1000+1000</a>	Environment	South East Asia Regi...
Apply	31/12/2017	342 days	150681	<a href="#">Call load 750+750</a>	Environment	South East Asia Regi...
Apply	31/12/2017	342 days	150678	<a href="#">Call load 500+500</a>	Environment	South East Asia Regi...
Apply	31/12/2017	342 days	150675	<a href="#">Call load 375+375</a>	Environment	South East Asia Regi...
Apply	31/12/2017	342 days	150672	<a href="#">Call load 250+250</a>	Environment	South East Asia Regi...
Apply	31/12/2017	342 days	150669	<a href="#">Call load 200+200</a>	Environment	South East Asia Regi...
Apply	31/12/2017	342 days	150666	<a href="#">Call load 150+150</a>	Environment	South East Asia Regi...
Apply	31/12/2017	342 days	150663	<a href="#">Call load 100+100</a>	Environment	South East Asia Regi...
Apply	31/12/2017	342 days	150660	<a href="#">Call load 50+50</a>	Environment	South East Asia Regi...
Apply	31/08/2018	585 days	150425	<a href="#">Call 113 - rest with lots - CN subm.</a>	Environment	Ghana

Clear selection

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View items 1 to 10 of 35

Search for a call

Call N°

Call title

Deadline

Program

Geographical zone

after

dd/mm/yyyy

Clear selection

Search

The **List of calls** table displays the following data:

Column	Description
Apply	Click on this link to start the application for the respective call.  When clicking on this link, you are redirected to the Applicant tab of an application. If the call has lots, a pop up window is displayed, allowing you to select the lot for which you wish to apply.
Deadline	This is the deadline for submitting a concept note / full application to the respective call / lot, in format DD/MM/YYYY.  Calls are sorted in the ascending order of their deadline.
Time left	This column is filled in with the number of days / hours left before the call submission deadline. When the deadline approaches, the time is displayed in red: <div><div>Time left</div><div>49d</div><div>362d</div><div>48d</div><div>62d</div><div>26h</div></div>
Call	This is the unique reference of the call. You are invited to use it in any communication you have with the European Commission.



Call title	This column displays the call title. By clicking on this link, you are redirected to the call details on the EC website.
Program	This is the defined domain for the call.
Geo zone	This column displays the geographical zone for the call.

Several criteria are available beneath the table, allowing you to search for a call according to your preferences. For more details, please consult [Chapter 3. 2.1 - Searching for a Call](#) below.

### 3.1.3.3 My applications

You can access your call applications either directly from the **"My PROSPECT"** page, or by selecting the corresponding option in the left main menu.

My applications



#### My applications

Show applications which I can ☒ **submit or edit** ☐ **view only** for calls that are ☒ **ongoing** ☒ **completed**

This list displays by default all applications for ongoing calls that you can modify (submit or edit), including the ones that you have created (owner).

Export list

Deadline	Call	Lead applicant	Title of the action	N°	Action location(s) (	Status	Letter		
							CN	FA	ELG
19/02/2014	<a href="#">134978 - Lot 1</a>	R6_100_PDFs_ 131	<a href="#">R6_100_PDFs_ 131</a>	24	France, Germany, ...	Under eval. (CN)			
19/02/2014	<a href="#">134978 - Lot 1</a>	R6_100_PDFs_ 136	<a href="#">R6_100_PDFs_ 136</a>	18	France, Germany, ...	Under eval. (CN)			
19/02/2014	<a href="#">134978 - Lot 1</a>	R6_100_PDFs_ 146	<a href="#">R6_100_PDFs_ 146</a>	14	France, Germany, ...	Under eval. (CN)			
19/02/2014	<a href="#">134978 - Lot 1</a>	R6_100_PDFs_ 141	<a href="#">R6_100_PDFs_ 141</a>	5	France, Germany, ...	Under eval. (CN)			
28/02/2014	<a href="#">134944 - Lot 1</a>	test	<a href="#">R6_Concurrent_2_126</a>	23	France, Germany, ...	Under eval. (CN)			
05/02/2014	<a href="#">134902 - Lot 1</a>	test	N/A		N/A	Draft			
26/01/2014	<a href="#">134877</a>	R6_Test	<a href="#">Test action</a>	1	Belgium, Cyprus, ...	Accepted			
25/01/2014	<a href="#">134863 - Lot 1</a>	R6_To be rejected at ...	<a href="#">To be rejected at OAC 1</a>	8	Belgium, Bulgaria, ...	Rejected (CN)			
19/01/2014	<a href="#">134870 - Lot 2</a>	R6_To be rejected at ...	<a href="#">To be rejected at OAC 1</a>	8	France, Germany, ...	Rejected (CN)			
25/01/2014	<a href="#">134863 - Lot 3</a>	To be rejected at OAC 1	<a href="#">To be rejected at OAC 1</a>	4	France, Germany, ...	Rejected (CN)			

Clear selection

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The **My applications** table displays the following data:

Column	Description
Apply (FA)	This column is displayed only for applications that are in status Accepted CN (i.e., for which the Concept Note has been accepted). By clicking on this link, a draft is created of the full application corresponding to the Concept Note.
Deadline	This is the deadline submitting a concept note / full application to the respective call / lot, in format DD/MM/YYYY. Calls are sorted in the ascending order of their deadline.
Call	This column displays the call reference as well as the lot number, if the call has lots.
Lead applicant	This column displays the name of the organisation that submitted the application. This organisation is also specified in the Applicant tab of the application.
Title of the action	This is a link to the Overview tab of the organisation. If the action title is not yet defined, 'N/A' is displayed.
N°	This is the application number. It is an identifier inside a call or within the lot (if the call has lots). The number is assigned at the time of the application submission. Draft applications have no number.
Action location(s)	This is the action location of the application, as defined in the project tab.
Status	This column displays the current status of the application.

Letter	<p>At the finalisation of each step, applicants are notified that there is a new letter. A tooltip on the letter icon shows whether this is a "Concept note letter", a "Full application letter", or an "Eligibility letter".</p> <p>For each letter, an icon allows you to download it. An "unread letter" icon distinguishes unread letters from the read ones. Also, rows corresponding to unread letters are in bold.</p> <p>Please note that the notification e-mail is always sent to the Contact person, and to the organisation in Cc.</p>
--------	--



Please note that by default, the table only displays the applications for which you have submit or edit rights (including the ones that you have created and therefore for which you are the owner), and that concern ongoing calls.

You can set for e-Calls PROSPECT to also display the applications for which you have view-only rights, and/or to applications for completed calls:

### My applications

Show applications which I can ☒ **submit or edit** ☐ **view only** for calls that are ☒ **ongoing** ☒ **completed**

### 3.1.3.4 List of notifications

You can access your list of notifications, either directly from "My PROSPECT" page, or by selecting the corresponding option in the left-hand menu:

My notifications



#### My notifications

<input type="checkbox"/>		Subject	From	Received on: ↓
<input type="checkbox"/>	<b>NEW</b>	150053 - Application 2 status changed to: Under eval. (CN)	DG DEVCO	17/11/2015
<input type="checkbox"/>	<b>NEW</b>	150053 - Application 1 status changed to: Under eval. (CN)	DG DEVCO	17/11/2015
<input type="checkbox"/>	<b>NEW</b>	150243 - Lot 1 - Application 1 status changed to: Under eval. (CN)	DG DEVCO	15/12/2014
<input type="checkbox"/>	<b>NEW</b>	150237 - Lot 1 - Application 1 status changed to: Rejected (CN)	DG DEVCO	09/12/2014
<input type="checkbox"/>	<b>NEW</b>	150231 - Lot 1 - Application 1 status changed to: Under eval. (CN)	DG DEVCO	08/12/2014
<input type="checkbox"/>	<b>NEW</b>	150234 - Lot 1 - Application 1 status changes to: Rejected (CN)	DG DEVCO	01/12/2014
<input type="checkbox"/>	<b>NEW</b>	TBD 150237 - Lot 1 - Application 1 status changed to: Under eval. (CN).	DG DEVCO	26/11/2014
<input type="checkbox"/>	<b>NEW</b>	TBD 150234 - Lot 1 - Application 1 status changed to: Under eval. (CN).	DG DEVCO	26/11/2014
<input type="checkbox"/>	<b>NEW</b>	TBD 150243 - Lot 1 - Application 1 status changed to: Submitted.	org ONE	25/11/2014
<input type="checkbox"/>	<b>NEW</b>	TBD 150237 - Lot 1 - Application 1 status changed to: Submitted.	org ONE	25/11/2014

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This section displays all the received notifications concerning the call you applied for. All unread notifications are displayed in **bold**.



**Remember to consult your profile regularly to make sure you get the latest call updates and follow up the progress of your application.**

Click on the relevant notification to view it. Please note that there are no editable fields, you may only view, print or delete notifications.

Use the "recycle bin" icon **blocked URL** to delete notifications from the list.

### 3.1.3.5 My user settings

The following settings can be configured using this link:

Component	Description
Language	Select your preferred language for working in e-Calls PROSPECT. The default value is English.

Receive e-mail notifications	If you check this box, you will receive an e-mail for each e-Calls PROSPECT notification. The default is checked. You may uncheck the box if you do not wish to receive notifications by e-mail. In this case, remember to login to e-Calls PROSPECT and consult your profile regularly.
E-mail address	By default, the e-mail associated to your EU Login account is displayed. If you wish to receive your notifications to a different e-mail address, you can change it.

#### My user settings



##### Settings

Language	English
Receive e-mail notifications	<input checked="" type="checkbox"/>
E-mail address	applicant.mail@gmail.com

Save

### 3.1.3.6 Need any help?

Two menu options allow you to access Commission resources to help you with your application – they are available under the "Useful links" section in the left-hand menu:

1. **Online support** – click this link in case you are experiencing a technical problem with the e-Calls PROSPECT system; a pop-up form will display, allowing you to directly contact the Support Helpdesk to ask for assistance. For more information, please consult [chapter 6 - Help in e-Calls PROSPECT](#).
2. **How to use e-Calls PROSPECT** – click this link to access a page that provides a link to the learning resources (User Manuals and e-Learnings), and then click on the "Applicants" link.
3. **e-Calls PADOR – My organisations** – click this link to access the e-Calls PADOR system, where you can update and sign the profile of your organisation. For details, please refer to the [e-Calls PADOR documentation](#).

## 3.2 Submitting an Application

### 3.2.1 Searching for a Call

A potential applicant can search for a call for proposal from either the:

- [International Partnerships](#) website (previously EuropeAid); or
- [Funding and Tender Opportunities Portal](#) (from the **13/03/2023**); or
- [e-Calls PROSPECT > Call Search](#)



Please note that following a short transition period, the [International Partnerships](#) website will **no longer be used for the publication of calls**. Currently, there is **no change for applying for a call**, whether from the International Partnerships or Funding and Tenders Portal websites, as the call publication will redirect the applicant to [complete the application](#) for the call exactly as before in **e-Calls PROSPECT**.

In **e-calls PROSPECT**, the call search mechanism is based on several search criteria.


Select the "Calls to apply for" option from the left main menu, and fill in the required criteria to begin your search:

Search for a call	
Call N°	<input type="text"/>
Call title	<input type="text"/>
Deadline	after <input type="text"/> dd/mm/yyyy
Program	<input type="text"/>
Geographical zone	Central Asia Region <input type="text"/>

Clear selection Search

Criterion	Description
Call N°	Enter the reference number of the call (without the lot number).
Call title	Enter the title of the required call
Deadline	You can use this criterion to search for calls whose Concept Note or Full Application deadline is before or after a specific date. Use the drop-down list and the calendar to help the selection.
Program	Select a program from the available list. (Programs are ordered in alphabetical order)
Geographical zone	Select a geographical zone from the available list. (Zones are ordered in alphabetical order)

Click on the **"Search"** button; the system will refresh the calls list with those that match your search criteria.

 Please note that if no criterion is defined, the system will display a list of all the existing calls in the system which are currently in the **"Open"** status.

Please also note that you can perform a search by using the empty fields on top of the list of calls table (e.g. type the required geographical zone in the field corresponding to the relevant column, and then press **"Enter"** on your keyboard to filter the values directly).

List of calls						
	Deadline	Time left	Call	Call title	Program	Geo zone
						Kazakhstan
<a href="#">Apply</a>	31/10/2016	271 days	150240	<a href="#">Call 73 - open with lots - CN subm.</a>	Environment	Kazakhstan
<a href="#">Apply</a>	31/10/2016	271 days	150218	<a href="#">Call 72 - open without lots - CN subm.</a>	Environment	Kazakhstan
<a href="#">Apply</a>	31/10/2016	271 days	150217	<a href="#">Call 71 - open without lots - CN subm.</a>	Environment	Kazakhstan
<a href="#">Apply</a>	31/10/2016	271 days	150216	<a href="#">Call 70 - open without lots - CN subm.</a>	Environment	Kazakhstan
<a href="#">Apply</a>	31/10/2016	271 days	150214	<a href="#">Call 68 - open without lots - CN subm.</a>	Environment	Kazakhstan
<a href="#">Apply</a>	31/10/2016	271 days	150213	<a href="#">Call 67 - Open without lots - CN subm.</a>	Environment	Kazakhstan
<a href="#">Apply</a>	31/10/2016	271 days	150212	<a href="#">Call 66 - open without lots - CN subm.</a>	Environment	Kazakhstan
<a href="#">Apply</a>	31/10/2016	271 days	150211	<a href="#">Call 65 - open without lots - CN subm.</a>	Environment	Kazakhstan
<a href="#">Apply</a>	31/10/2016	271 days	150210	<a href="#">Call 64 - open without lots - CN subm.</a>	Environment	Kazakhstan
<a href="#">Apply</a>	31/10/2016	271 days	150209	<a href="#">Call 63 - open without lots - CN subm.</a>	Environment	Kazakhstan
Clear selection				Page 1 of 2	10	View items 1 to 10 of 12

## 3.2.2 Creating and filling in a call application

### 3.2.2.1 Submitting a Concept Note for a Restricted Call

You can only apply for a restricted call if it's status is **"Submission ongoing"** (open for reviewing concept notes).

List of calls						
	Deadline	Time left	Call	Call title	Program	Geo zone
<a href="#">Apply</a>	31/10/2016	271 days	150240	<a href="#">Call 73 - open with lots - CN subm.</a>	Environment	Kazakhstan

If you require viewing the call details, click on the title of the respective call. The call as published on the Europa website is displayed in a separate tab.



INTERNATIONAL COOPERATION AND DEVELOPMENT

Calls for proposals & Procurement notices

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English (en) ▼

European Commission > International Cooperation and Development > Funding > Funding > Calls for proposals & Procurement notices

## Calls for proposals & Procurement notices

European Instrument for Democracy and Human Rights (EIDHR) - Country-based Support Scheme KENYA

Apply

Reference	EuropeAid/154297/DD/ACT/KE	Updated	
Published	16/01/2017	Type	Action Grants
Status	Open » 2/03/2017	Geographical Zone	Kenya
Programme	Human Rights		
Budget	1,660,000 (EUR)		

Documents

Back to list

English:	Annex A.2 - Full application.rtf	16/01/2017
	Annex A.1 - Concept note.rtf	16/01/2017
	Guidelines for grant applicants_PROSPECT_restricted.rtf	16/01/2017
	Annex B - Budget.xls	16/01/2017

You may use the "Apply" button to start your application.

Alternatively, in **e-Calls PROSPECT**, click on the "Apply" link corresponding to the call (for which you wish to apply) in the list displayed according to your search criteria above. If the call has lots, select the required lot.

Select lot

Call

Call title: Call for development in education

Please select the lot to which you wish to apply:

Apply

150261 - Lot 1 :Infrastructure

Apply

150261 - Lot 2 :Teachers

When you click "Apply", you will be redirected to the Application page (tabs). You may now start to fill in your application.



Please note that if you have already applied for the respective call or lot (if the call has lots), the system will ask whether you wish to continue the initial application, or start a new one.

Please refer to [Chapter 4 - Manage Application Users in e-Calls PROSPECT](#) of this manual to know how to manage the different users who can fill in and submit an application form for a call.

The application is divided in the following tabs:

- [Contact](#)
- [Project](#)
- [Co-applicants](#)
- [Documents](#)
- [Overview](#)
- [Submit](#)

The tab headers also display the progress of your application:

- Tabs that still need to be filled in are in grey;
- Completed tabs are in green - if some of the information provided is not correct, a warning message is displayed, and an exclamation mark is indicated for the tab;
- Tabs where some of the information is missing, an error message is displayed, and the tab is marked in red.



To move from one tab to the new another, simply click on the relevant heading. Once you have completed a tab, click on the "**Save and continue**" button at the bottom of the tab.

**All mandatory fields are marked with an asterisk (\*).**



Please note that if you require an on-screen spell check, please use e-Calls PROSPECT in a Mozilla Firefox web browser.

#### 3.2.2.1.1 Contact tab

Please note that you do not necessary need an EuropeAid ID (a unique identifier with the Commission) to apply for a call. But, **in order to be awarded a contract, you must have an EuropeAid ID**. To check if your organisation has a EuropeAid ID, please go to the [e-Calls PADOR](#) webpage.

You must therefore have either a valid EuropeAid ID, or a completed [EuropeAid offline registration form](#).

Select whether you have a EuropeAid ID by clicking on the corresponding radio button:

<b>Does it have a EuropeAid ID? *</b>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Natural person - no EuropeAid ID required
<b>Organisation *</b>	
<b>Established (country) *</b>	



If you apply for an **EIP call**, you will neither use e-Calls PADOR (subsequently, no EuropeAid ID is required), nor the EuropeAid Offline Registration Form.

<b>Organisation *</b>	<input type="text" value="New Dev"/>
<b>Established (country) *</b>	<div><input type="text" value="Greece"/> </div> <div><input type="text"/></div> <div></div>

1. If you have an EuropeAid ID (for ACT/FPA calls), an "Add EuropeAid ID" button will be displayed, allowing you to enter it.

<b>Does it have a EuropeAid ID? *</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Natural person - no EuropeAid ID required
<b>EuropeAid ID</b>	<b>Add EuropeAid ID</b>
<b>Organisation *</b>	
<b>Established (country) *</b>	

Click on the **"Add EuropeAid ID"** button. A pop-up window will display.

Add EuropeAid ID

Please refer to the guidelines of grant applicants for information about when you need to register in PADOR. To check if the organisation already has an EuropeAidID, please go to the PADOR website.

<b>EuropeAid ID</b>	CL-2008-BZB-0708576637
---------------------	------------------------

Add

Type in your EuropeAid ID, and then click on the **"Add"** button.

If the ID is valid, the system will automatically display all the details of your organisation in the **"Contact"** tab.

Lead applicant

<b>Does it have a EuropeAid ID? *</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Natural person - no EuropeAid ID required
<b>EuropeAid ID</b>	<a href="#">CL-2008-BZB-0708576637</a>
<b>Organisation *</b>	UNITED NATIONS ECONOMIC COMMISSIO...
<b>Established (country) *</b>	Chile

Address\* : Fill in the address and postal code (if available) or specify P.O BOX

<b>Address</b>	Avenida	<b>Phone number</b>	092 / 690 9023
<b>Postal code</b>	3000	<b>Fax number</b>	092 / 541 5923
<b>P.O. Box</b>	87	<b>Organisation e-mail *</b>	prospect.redirect@gmail.com
<b>City *</b>	Santiago	<b>Confirm e-mail *</b>	prospect.redirect@gmail.com

<b>LEF</b>	
<b>Legal type</b>	Public Law Body
<b>Profit making</b>	No
<b>NGO</b>	No

Contact person details

<b>First name *</b>	Organisation	<b>E-mail address *</b>	uat.july.2013.org1@gmail.com
<b>Last name *</b>	One	<b>Confirm e-mail *</b>	uat.july.2013.org1@gmail.com

Please remember that when you add the EuropeAid ID, all the users that are in the users list of the respective organisation will be by default able to view this application. A confirmation message is displayed in this respect.

- If you do not have an EuropeAid ID, the [EuropeAid offline registration form](#) is compulsory. The system will allow you to upload it and enter the details of your organisation manually.  
The same applies if you are a natural person.

1 CONTACT
2 PROJECT
3 CO-APPLICANTS
4 DOCUMENTS
OVERVIEW
5 SUBMIT
USER LIST

This application has not yet been submitted (342 days remaining before submission deadline).  
To see who can submit, edit or view this application go to the tab "User list"

Lead applicant

Does it have a EuropeAid ID? \*
☐ Yes
☒ No
☐ Natural person - no EuropeAid ID requ

PADOR off-line form
No document ...

Organisation \*
Child Aid Organisation

Established (country) \*
Romania

Address\* : Fill in the address and postal code (if available) or specify P.O BOX

Address
Postal code
P.O. Box
City \*

Phone number
Fax number
Organisation e-mail \*
Confirm e-mail \*

Contact person details

First name \*
Last name \*

E-mail address \*
Confirm e-mail \*

☐ Address is the same as organisation address

Address
Postal code
P.O. Box
City \*
Country \*

Phone number
Fax number

Fields marked with an asterisk (\*) are mandatory.

Save and continue


Enter the following information:

Field	Description
Organisation	Type the name of your organisation.
Established (country)	<p>Use the magnifying glass to select the country where your organisation is established, or start typing the country name and select it from the list that will be displayed.</p> <p>You can also start typing the country name in the field – PROSPECT will suggest all the countries that contain the letter combination; select the country using the arrow keys, or with your mouse.</p>
Address	<p>You have the option to either fill in the address or the P.O. box.</p> <p>If no P.O. box is specified, this field is mandatory.</p>
Postal code	Specify the postal code of your organisation address if you filled in the Address field.
P.O. box	Fill in this field if you do not wish to use an address for your organisation.
City	Enter the city of your organisation
Phone number	<p>Enter the contact phone number of your organisation.</p> <p>Please note that the allowed characters are numbers, the blank space, '/' and '+'. </p>
Fax number	<p>Enter the fax number of your organisation.</p> <p>Please note that the allowed characters are numbers, the blank space, '/' and '+'. </p>
Organisation e-mail	<p>Enter the contact e-mail address of your organisation.</p> <p>Please note that the value must comply with an e-mail address format.</p>
Confirm e-mail	<p>Enter your organisation's e-mail again.</p> <p>Please note that this value must match the one previously entered.</p>



Contact person details section	
First name	Enter the first name of the contact person of your application
Last name	Enter the last name of the contact person of your application
E-mail address	This field is filled in with the e-mail of the connected person, as known by EU Login.
Confirm e-mail	The e-mail address entered here must match the contact person e-mail address.
Address is the same as organisation address	<p>This box is unchecked by default.</p> <p>If the contact address where you wish to receive communications concerning your application is the one you entered above, check it. The fields displayed below will collapse.</p> <p>If you wish to receive communications at a different address, leave the box unchecked and enter the required information in the empty fields below.</p>
Address, Postal code, P.O. box, City, Country, Phone number, Fax number	<p>Enter the contact address details.</p> <p>Please note that you must specify either the address or the P.O. box.</p>

### 3.2.2.1.2 Project tab

Details of the action	
Title of the action *	<input type="text" value="Rural education"/>
Language of the proposal *	EN ▾
Requested EU contribution (amount) *	<input type="text" value="400.000"/> EUR
Requested EU contribution as % of total eligible costs (indicative) *	<input type="text" value="80"/> %
Total indicative budget	500.000 EUR
Total action duration *	<input type="text" value="12"/> months
Action location(s) (country/ies) *	<input type="text" value="Ghana"/> 

To complete the **"Project"** tab, you must refer to the Guidelines for grant applicants of the specific call. These Guidelines will contain the necessary information concerning the **"EU financing requested"**, **"Requested EU contribution as % of total eligible costs"**, **"Total action duration"**, and **"Action location(s) (country/ies)"** fields.

Enter the following information:

Field	Description
Title of the action	Enter the full title of the action
Language of the proposal	<p>This should be a language in which proposals are accepted, as defined in the call.</p> <p>If several languages are accepted, select the language in which you are going to submit your proposal.</p>
Requested EU contribution (amount)	<p>Enter the requested EU contribution amount in positive numbers, with no decimals (maximum 17 digits are allowed).</p> <p>If you need to use a currency converter, you can refer to the following link: <a href="http://ec.europa.eu/budget/infoneuro/index_fr.cfm">http://ec.europa.eu/budget/infoneuro/index_fr.cfm</a></p>
Requested EU contribution as % of total eligible costs	Enter the percentage of the requested EU contribution in the eligible costs for your proposal.
Total indicative budget	The total indicative budget for the project is automatically calculated based on the two values entered above.
Total action duration	Enter the action duration in number of months.
Action location(s) (country/ies)	Select the location(s) from the alphabetically ordered list. Note that you may also delete locations after you have selected them, if required. Each selected country will be displayed on a separate line.

 Please note that for EIP calls, the **"Project"** tab will have a different display.

*ⓘ* This application has not yet been submitted (237 days remaining before submission deadline).
*ⓘ* To see who can submit, edit or view this application go to the tab "User list"

Details of the action

Title \*

Language of the proposal \*

EN ▾

Country/ies \*

Total Investment Cost \*

EUR

Description \*

Objectives \*

Sector(s) \*

Fields marked with an asterisk (\*) are mandatory.

Back

Save and continue

Fields for EIP calls

Description

Total investment cost

Description

Objectives

Sectors

Enter the cost of the investment.

Enter the description of the investment.

Enter the objectives of the foreseen investment.

Enter the sector in which the investment will be made.

A "magnifying glass" icon enables you to select from a list of several options:

Sector(s)

Code

Title

AGR

ENG

ENV

ICT

OTH

PSC

SSC

TRN

Agriculture

Energy

Environment

ICT

Other

Private Sector

Social Sector

Transport

Clear selection

Filter

Page 1 of 1

10

View items 1 to 8 of 8

Cancel

Insert

Tick the box that applies to your sector, and then click on "Insert" button to confirm your selection.

3.2.2.1.3 Co-applicants tab

In the "Co-applicants" tab, please enter any co-applicants or affiliated entities that you might have in the project.

#### List of co-applicants

Add EID (if the organisation is registered in PADOR) or PADOR off-line form (if the organisation is not yet registered) for your co-applicants.

EuropeAid ID	Organisation name ↕	Established in (country)
Page 0 of 0		
No records available		
Add a co-applicant		

#### List of affiliated entities

Add EID (if the organisation is registered in PADOR) or PADOR off-line form (if the organisation is not yet registered) for your affiliated entities.

EuropeAid ID	Organisation name ↕	Established in (country)
Page 0 of 0		
No records available		
Add an affiliated entity		

Back Save and continue

You must refer to the call Guidelines, for a definition of co-applicants and affiliated entities, and for more information on call specific requirements regarding this section.

If the action does not involve co-applicants and affiliated entities, you may continue to the next tab of your application.

Or, if you are required to add a new co-applicant/affiliated entity, click on the corresponding "Add" button.

The following information is required:

- EuropeAid ID (to check if the organisation already has an EuropeAid ID, please connect to the [e-Calls PADOR](#)); or
- Organisation name and country where it is established.

**Add a co-applicant** X

Refer to the Guidelines of grant applicants for information about when you need to register in PADOR.

Does it have a EuropeAid ID? *	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Natural person - no EuropeAid ID required
Organisation name *	
Established in (country) *	

Fields marked with an asterisk (\*) are mandatory.

Add

Please refer to [Chapter 3.2.2.1.1 - Contact tab](#) above for more information on how to fill in these fields.

#### 3.2.2.1.4 Documents tab

Use the "Documents" tab to attach the required documents for your application.

## Documents

If this file is bigger than 10MB, upload a compressed file (e.g.: .zip) or a light format file (e.g.: .doc .pdf). Do not upload the scanned signed declaration(s) here. Please use the separate section below.

Concept note \*

 [Concept Note.docx](#)


## Declaration by the applicant, Mandate for co-applicants (when required), Affiliated entities statement (when required)

If this file is bigger than 10MB, upload a compressed file (e.g.: .zip) or a light format file (e.g.: .doc .pdf).

Signed document (Concept Note step) \*

 [Signed document.docx](#)

Signed document (Concept Note step)

 No document ...


The maximum file size is 10.00 MB. If you exceed this limit please compress your files (e.g. .zip).  
Fields marked with an asterisk (\*) are mandatory.

[Back](#)

[Save and continue](#)

When you first create your application, it is **mandatory** to attach the *Concept Note* of your project, **and** the *Signed Declaration* or *Mandates* (depending on the case).

When a signature is required (only for the declaration of confidentiality), please note that the standard procedure is that you print the documents, sign them, and then submit (upload) a scanned version of these documents. There must be a scan of a real signature.

Click on the **"upload"** icon  to browse for the file on your computer, and then attach the documents.

The following document formats are accepted: 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 also only contain these above file types (except for another ZIP). The maximum file size allowed is 10MB.

You must refer to the call specific guidelines for information about the required documents. The templates of these documents are available for download from the call publication on either the [International Partnerships](#) website (previously EuropeAid), [Funding and Tender Opportunities Portal](#), or on the [EuropeAid offline registration form](#).

The call publication can also be accessed by clicking on the **title** of the call in e-Calls PROSPECT – the system will automatically redirect you to the relevant webpage, containing a list of documents for the particular call.

### 3.2.2.1.5 Overview tab

In the **"Overview"** tab, you can see the overview of your application.

At this stage, information can still be modified by navigating to the other corresponding tabs.

### 3.2.2.1.6 Submit tab

Submit your application by clicking on the **"Submit"** button. Do not forget to tick the box **"I have read and accepted the terms and conditions"** before submitting your application.

## Terms and conditions

The lead applicant, represented by the PROSPECT user, being the authorised representative of the lead applicant for the purpose of submitting the present application, hereby declares that:

- the declaration by the lead applicant has been duly signed and uploaded in PROSPECT under "Documents" tab
- the documents mentioned under section 2.2 of the guidelines for grant applicants have been uploaded in PROSPECT under the "Documents" tab

☐ I have read and accepted the terms and conditions


[Back](#)

[Submit](#)



Please remember that you cannot make changes to your application once it has been submitted.

Errors and/or warnings are displayed if mandatory information has **not** been provided.

**5 error(s), 0 important information (not blocking)** 

00129	FA: Signed document is missing
00133	Concept note is missing
00134	Full application is missing
00135	Logical framework is missing
00136	Budget is missing

---

Error

blocking for submission


Ignore

Stay and correct

You may choose to ignore the warnings or to correct them.

If **errors** are displayed in **red**, you will be blocked with the submission until you have corrected them.

Once the information has been verified and/or corrected, you may confirm the submission of your application.

**Confirm submission** 

Please note that you will not be able to make any modifications after submission.

Please make sure that you have reviewed your application.

You are about to submit this application. Do you confirm?

Cancel

OK

You will be notified that the submission is accepted:

1 CONTACT(!)
2 PROJECT(!)
3 CO-APPLICANTS
4 DOCUMENTS
OVERVIEW
5 SUBMIT
USER LIST

Application ENV/2017/51 submitted on 23/01/2017 11:51 (Brussels date and time) by Child Aid Organisation.

Thank you for your submission!

### 3.2.2.2 Submitting a Full Application for a Restricted Call

If your *Concept Note (CN)* is pre-selected, you will be invited to submit a *Full Application (FA)*.

The lead applicants will be informed in writing of the Contracting Authority's decision concerning their application. This letter will be sent by e-mail and will appear online automatically in the e-Calls PROSPECT profile of the user who submitted the application. The user who submitted the application must check regularly their e-Calls PROSPECT profile, taking into account the indicative timetable of the call. Lead applicants who, in exceptional cases (see section 2.2 of the Guidelines for grant applicants), had to submit their application by post or hand-delivery, will be informed by email or by post if they did not provide any e-mail address. The Contracting Authority cannot be held responsible for non-delivered emails due to issues with the reliability of e-mail providers.

In the **e-Calls PROSPECT**, go to **"My Applications"**, and then click on the title of your application in order to fill in the requested fields.

The reference number of the application for which you are requested to send a **FA** is mentioned in your **CN** acceptance letter.

The flow of updating the application form is similar to the one for submitting a **CN** – see details in [Chapter 3.2.2.1 - Submitting a Concept Note for a Restricted Call](#) above.

At this point you have to upload the EuropeAid Offline Registration Form in the **"Contact"** or **"Co-applicants"** tab – if the applicant, as the co-applicant(s) and/or the affiliated entity(ies) do not already have a EuropeAid ID, or if they did not *already* upload them when submitting the **CN**.

The **"Project"** tab will be adapted automatically:

Details of the action

Title of the action *	Education in rural areas
Language of the proposal *	EN
Estimated total budget of the action *	500.000 EUR
Requested EU contribution (amount) *	350.000 EUR
Requested EU contribution as % of the total eligible costs *	70,00 %
Total action duration *	18 months
Action location(s) (country/ies) *	Burundi

Fields marked with an asterisk (\*) are mandatory.

Back

Save and continue

At **FA** level, the **"Requested EU contribution as % of total eligible costs"** is automatically calculated by the system based on the estimated budget for implementing the action and the requested EU contribution.

In the **"Documents"** tab, you must also attach the mandatory documents:

- **Concept Note** – already attached in the previous step; it can be downloaded but not deleted, nor modified;
- **Full Application** – the following document formats are accepted: 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 previous file types, except for another ZIP file; the maximum file size allowed is 10MB;
- **Logical Framework** – all document types are accepted;
- **Budget document** – all document types are accepted;


## Documents

If this file is bigger than 10MB, upload a compressed file (e.g.: .zip) or a light format file (e.g.: .doc .pdf). Do not upload the scanned signed declaration(s) here. Please use the separate section below.

Concept note *	 <a href="#">Concept Note.docx</a>
Full application *	 No document ...
Logical framework *	 No document ...
Budget *	 No document ...

## Declaration by the applicant, Mandate for co-applicants (when required), Affiliated entities statement (when required)

If this file is bigger than 10MB, upload a compressed file (e.g.: .zip) or a light format file (e.g.: .doc .pdf).

Signed document (Full Application step) *	 No document ...
---	---

The maximum file size is 10.00 MB. If you exceed this limit please compress your files (e.g. .zip).  
Fields marked with an asterisk (\*) are mandatory.

[Back](#)[Save and continue](#)

When you have completed the required fields, and uploaded the mandatory documents, select the **"Submit"** tab, then click on the **"Submit"** button in order to submit your proposal.

### 3.2.2.3 Submitting an Application for an Open Call/Lot

You may submit an online application for an open call/lot once you have submitted a *Concept Note* and a full application for the call (see the chapters above).

Select a call from the list of calls and click on the **"Apply"** link.

Fill in the details of the application and attach the mandatory documents, then click on the **"Submit"** button to submit your application.

### 3.2.3 Edit or delete an application which has not yet been submitted


Select **"My applications"** to access your application list.

Select the application that you wish to modify by clicking on the title. The **"Overview"** tab of the respective application will be displayed by default. Select the required tab to edit the relevant information.

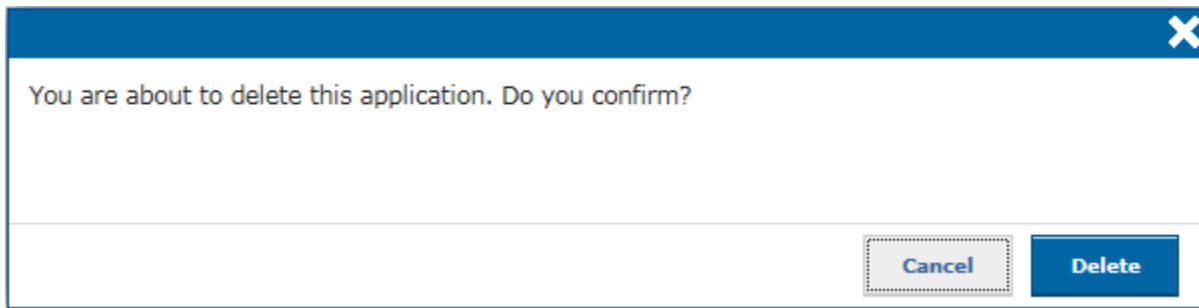
Please note that you can only edit applications that are in draft status. For submitted applications, the information displayed in the tabs is in read-only mode.

In order to delete an application, click on the **"Delete"** button corresponding to the application you wish to delete.

## My applications

		Deadline	Call ref.	Organisation	Title of the action	N°	Action location(s)	Status	Letter		
									CN	FA	ELG
		12/06/2015	150228	ATTITUDES	<a href="#">Comment avoir une vi...</a>		African Union	Draft			

A pop-up message will prompt you to confirm the deletion.



### 3.3 Follow-up an Application

You will receive all notifications concerning your application at the e-mail address you provided when you submitted the application (in the "**Applicant**" tab).

You also have access to all these notifications from the "**My notifications**" page in e-Calls PROSPECT. The list contains all the messages you have received. All unread notifications are displayed in **bold**.

In order to view a specific notification, simply click on it. Please note that there are no editable fields - you may only view, print, or delete notifications.

#### 3.3.1 Follow up the status of your application and view results

1. Connect to the Prospect application (for more information, please refer to [Chapter 3.1 - Log in to e-Calls PROSPECT](#) of this manual).
2. Access the "My applications" screen via the left main menu to see the list of your applications.
3. In the status column, you can see the status of your applications (Draft/Submitted/Under evaluation/Accepted/Rejected).
4. On the right side, you can access the letters notifying you of the evaluations results, by clicking on the PDF icon.

[Tips before starting your application in e-Calls PROSPECT](#)

[Manage Application Users in e-Calls PROSPECT](#)