



Co-funded by
the European Union

Registering your organisation in the “Funding and Tender Opportunities Portal – European Commission”

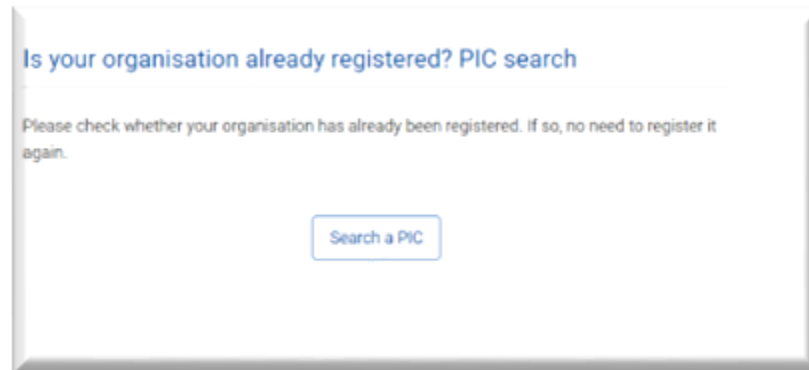
Call for Proposals 2023

Leuven, Belgium
June 2022

eitfood.eu

Registering your organisation in the “Funding and Tender Opportunities Portal – European Commission”

Before submitting your proposal to EIT Food all involved applicants need to register their organisation on the EU Participant Portal following this link: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>



Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

Search a PIC

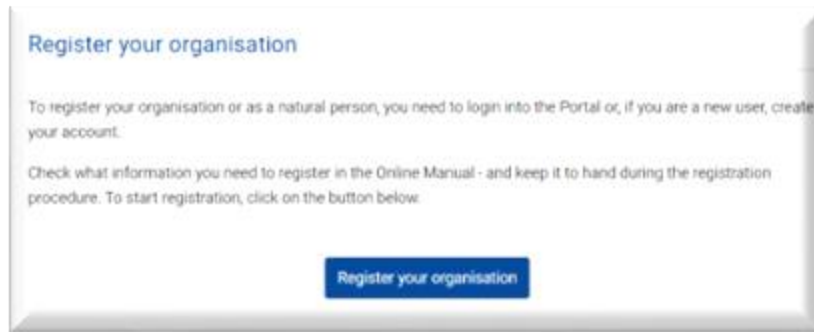
If you have already participated in projects funded by the EU before and have your PIC number validated, you can proceed with your application.

However, please make sure that the information that you are providing is consistent with the legal information connected to your PIC (legal name, VAT, registration number, legal address, LEAR – legally appointed representative responsible for updating organisation’s information on EU participant portal). It is essential that your LEAR has access to your PIC account and related email address at any time.

If this is your first time participating in an EU funded project or your organisation cannot access your already validated PIC and there are updates to the organisational data that need to be done, you need to register/re-register your organisation.

Primary registration of your PIC number takes about 10 minutes, and your PIC number is generated within another 10 minutes and will be sent to the email address that you have indicated during the registration.

All new PIC numbers get assigned a status of “Declared”, which means your organisation has not been fully validated but the new PIC number can already be used during your proposal submission. Full validation of your PIC number will happen at a later stage if you are selected in the call. That is why it is essential that you always have access to your PIC account and related email address.



Any organisation applying for EU funding must be registered at the Funding and Tender Opportunities Portal and keep its legal organisational data updated.

For more detailed information about new PIC registration and validation, please follow the detailed guidance:

[Registration and validation of your organisation - Online Manual - Confluence \(europa.eu\)](#)

For more information on how to access your PIC account, please follow the guidance:

[Accessing the Participant Register - European Commission It-How-To Manual - Confluence \(europa.eu\)](#)

