

2019.5.27

操作編：個人アカウント、仮登録、研究者の登録

1. 個人の登録(仮登録者、研究者共通)
2. 仮登録者の登録
3. 仮登録者の追加登録
4. 研究者の登録



1. 個人の登録(仮登録者、研究者共通)

個人登録

個人アカウントIDを作成します。

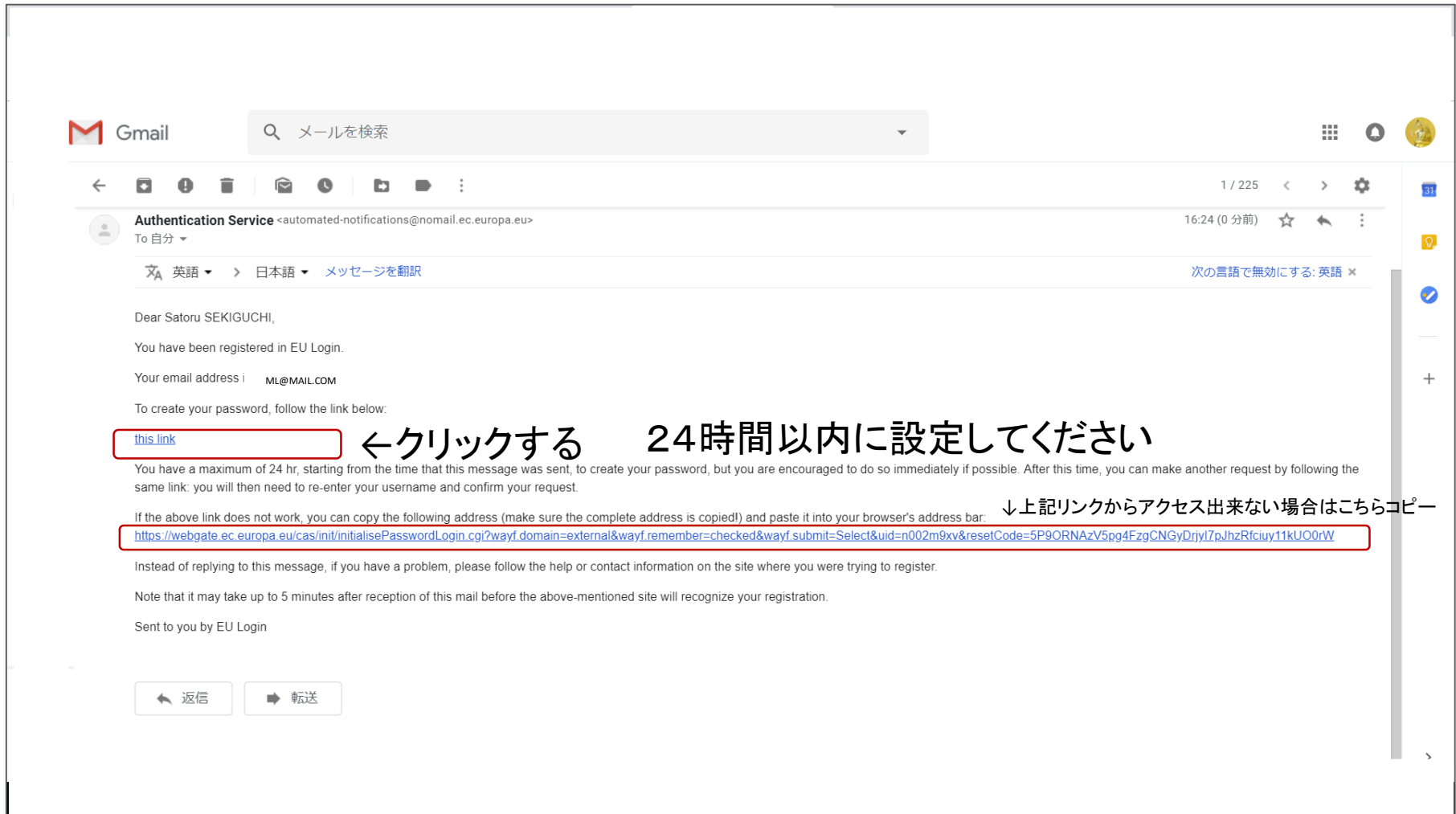
Register (登録)をクリックし、メール、氏名、表示された文字を入力し作成ボタンを押す

The screenshot shows the 'Create an account' page on the European Commission F&T Portal. The page is titled 'Funding & tender opportunities' and 'Single Electronic Data Interchange Area (SEDIA)'. The main heading is 'Create an account'. The form includes the following fields and elements:

- [Help for external users](#)
- First name:
- Last name:
- E-mail:
- Confirm e-mail:
- E-mail language:
- Enter the code:
- Refresh and Next buttons for the CAPTCHA.
- By checking this box, you acknowledge that you have read and understood the [privacy statement](#).
-

In the top right corner, the 'Register' button is highlighted with a red box and an orange arrow. The page also features a search bar, a 'Help for external users' link, and a 'Create an account' button at the bottom of the form.

個人登録完了のメールが届くので、ECの確認メールからパスワードを設定する



The screenshot shows a Gmail interface with an email from 'Authentication Service'. The email content includes a greeting, registration confirmation, and a link to set a password. A red box highlights the link 'this link'. Overlaid on the email is the Japanese text: '←クリックする 24時間以内に設定してください'. Another red box highlights a long URL: 'https://webgate.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?wayf_domain=external&wayf_remember=checked&wayf_submit=Select&uid=n002m9xv&resetCode=5P9ORNAzV5pg4EzgCNGyDrrylZpJhzRfciuy11kUO0rW'. Below the URL, there is a note: '↓上記リンクからアクセス出来ない場合はこちらコピー'.

Authentication Service <automated-notifications@nomail.ec.europa.eu>
To 自分

英語 > 日本語 > メッセージを翻訳

Dear Satoru SEKIGUCHI,
You have been registered in EU Login.
Your email address is ML@MAIL.COM
To create your password, follow the link below:
[this link](#) ←クリックする 24時間以内に設定してください
You have a maximum of 24 hr, starting from the time that this message was sent, to create your password, but you are encouraged to do so immediately if possible. After this time, you can make another request by following the same link: you will then need to re-enter your username and confirm your request.
If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it into your browser's address bar: ↓上記リンクからアクセス出来ない場合はこちらコピー
https://webgate.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?wayf_domain=external&wayf_remember=checked&wayf_submit=Select&uid=n002m9xv&resetCode=5P9ORNAzV5pg4EzgCNGyDrrylZpJhzRfciuy11kUO0rW
Instead of replying to this message, if you have a problem, please follow the help or contact information on the site where you were trying to register.
Note that it may take up to 5 minutes after reception of this mail before the above-mentioned site will recognize your registration.
Sent to you by EU Login

返信 転送

パスワードを設定後、使用上の規則に同意した後に確認のページが開きます。

個人IDの登録情報の確認画面では何も表示されていないので別のタブを開く。

The screenshot shows the 'EU Login' interface. At the top left, it says 'EU Login' and 'One account, many EU services'. On the right, there is a yellow button 'Where is ECAS?', a moon icon, and a language dropdown menu set to 'English (en)'. In the top right corner, the user's name 'Hanako NICHIOU' is displayed next to a gear icon. The main heading is 'Successful login'. Below this is a blue notification box with an exclamation mark icon: 'You are now logged in to EU Login. To log out, close all your web browser windows.' Underneath is the section 'My account details' which contains a table of user information.

Username	n002pw25
Domain	External
Unique identifier at the Commission (uid)	n002pw25
Most recent login	09/05/2019 09:21 GMT+02:00
Previous login	
Account created	09/05/2019 09:00 GMT+02:00
Name	Nichiou Hanako
Email preferred language	en
E-mail	ncpj.eujc2015@gmail.com

別のタブからFunding and tenders Portalを開き、Loginボタンを押す

The screenshot shows the homepage of the 'Funding & tender opportunities' portal. At the top left is the European Commission logo. The main header features the text 'Funding & tender opportunities' and 'Single Electronic Data Interchange Area (SEDIA)'. On the right, there are 'English EN' and 'Register' buttons, with the 'Login' button highlighted by a red box. A dark blue navigation bar contains a home icon and menu items: 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A red notification banner with a close button (x) contains text about system unavailability on 04.03.2019 and 05.03.2019. Below this is a light blue banner with the text: 'Funding & tender opportunities (the Single Electronic Data Interchange Area) is the entry point for participants and experts in funding programmes and tenders managed by the European Commission and other EU bodies.' The main content area is titled 'Find calls for proposals and tenders' and features a search bar with the placeholder text 'Search calls for proposals and tenders by keywords, programmes...' and a yellow 'Search' button. At the bottom, a dark blue section titled 'Calls for proposals by EU Programme' lists various programs: 3rd Health Programme (3HP), Asylum, Migration and Integration Fund (AMIF), Consumer Programme (CP), Creative Europe (CREA), European Defence Industrial Development Programme (EDIDP), EU Aid Volunteers Programme (EUAID), Erasmus+ Programme (EPLUS), and Europe For Citizens (EFC).

European Commission | Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

English EN
Register Login

SEARCH FUNDING & TENDERS HOW TO PARTICIPATE PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT

Legal Entity and Bank Account validations tasks will experience issues in the Grant Management Services & the Identity, Bank Account, Contracts and Payments functionalities in the Experts Area of the F&T Portal will be unavailable **TONIGHT, 04.03.2019, between 20:00 and 21:30 (CET)**.
Grant Management Services will be unavailable on **Tuesday, 05.03.2019, between 07:30 and 08:10(CET)**.
We apologize for any inconvenience this may cause.

Funding & tender opportunities (the Single Electronic Data Interchange Area) is the entry point for participants and experts in funding programmes and tenders managed by the European Commission and other EU bodies.

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes... Search



Calls for proposals by EU Programme


3rd Health Programme (3HP) Asylum, Migration and Integration Fund (AMIF) Consumer Programme (CP) Creative Europe (CREA) European Defence Industrial Development Programme (EDIDP) EU Aid Volunteers Programme (EUAID) Erasmus+ Programme (EPLUS) Europe For Citizens (EFC)

確認画面にProceedが表示されるのでクリック

EU Login

One account, many EU services

Where is ECAS?  English (en) 

Hanako NICHIOU 

Successful login

Click **Proceed** below to continue to **ec.europa.eu1**

Proceed

My account details

Username	n002pw25
Domain	External
Unique identifier at the Commission (uid)	n002pw25
Most recent login	09/05/2019 09:21 GMT+02:00
Previous login	
Account created	09/05/2019 09:00 GMT+02:00
Name	Nichiou Hanako
Email preferred language	en
E-mail	ncpj.eujc2015@gmail.com

My Areaが表示される事を確認

European Commission | Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

Welcome **Fumiko Oda**

Manage my area

法人情報を登録後、ここにMy Organizationタブが表示されます

GRANTS

My Formal Notification(s)

My Area

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

The Unique Registration Facility will be under maintenance **Thursday, between 18:00 and 19:00**.
Legal Entity and Bank Account validations tasks will experience issues in the Grant Management Services on **Thursday, 14.03.2019, between 16:00 and 19:00 (CET)**..
We apologize for any inconvenience this may cause.

Funding & tender opportunities (the Single Electronic Data Interchange Area) is the entry point for participants and experts in funding programmes and tenders managed by the European Commission and other EU bodies.

ここからは法人の設定ですが、仮登録者、研究者で方法が異なります

Calls for proposals by EU Programme

3rd Health Programme (3HP)	Asylum, Migration and Integration Fund (AMIF)	Consumer Programme (CP)	Creative Europe (CREA)	European Defence Industrial Development Programme	EU Aid Volunteers Programme (EUAID)	Erasmus+ Programme (EPLUS)	Europe For Citizens (EFC)
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2. 仮登録者の登録

How To Participate>> Participant Register>>Register Organizationを選択する

Funding & tender opportunities

Single Electronic Data Interchange Area (SEDIA)

Welcome **Hanako Nichiou (n002pw25)**

SEARCH FUNDING & TENDERS | **HOW TO PARTICIPATE** | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

Participant Register

Online manual
"Register in the Participant Register"

IT HOW TO
"Participant Register"

If you want to participate in a project proposal, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

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

Register your organisation

To register, you need to login in the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

Register your organisation

利用規約を承諾する(スクロールして承諾の旨を☑し、承諾ボタンを押す。)

Terms and Conditions !

Funding & Tenders Portal Terms and Conditions (Last update – 21.09.2018)

1. SUBJECT MATTER AND SCOPE

1.1. The EU Funding & Tenders Portal ('Portal') is an electronic portal and exchange system managed by the European Commission and used by itself and several other EU services (together 'EU') for the management of their funding programmes and procurements.

1.2. It is open to:

- users applying for or managing **EU grants, procurement and prizes**
- **external experts** hired in the context of EU funding programmes

and allows them to:

- register (in the [Participant Register](#) or [Expert Data Base](#)) and view and edit their data;
- create, revise and submit proposals for funding and tenders;
- prepare and sign grants and contracts;
- manage their projects and contracts (e.g. submit deliverables, reports and payment requests);
- for experts: perform their tasks inside the system (evaluation, monitoring, etc).

1.3. These Terms and Conditions govern the relation between:

- the European Commission (as owner of the Portal)

仮登録者の登録

はじめのページは簡単な説明が開くので何もせずNEXTボタンを押す



Research & innovation
Participant portal - Beneficiary registration

European Commission > Research & Innovation > Participant Portal > > Beneficiary Register

Welcome Identification Organisation Contact Summary Success

Welcome to the Beneficiary's Register

The Registration Wizard will guide you through the process of registration.

- ✓ Please keep the basic legal information (Registration extract, VAT data) of the organisation at hand so you can fill in the forms quickly and correctly.
- ✓ The registration process normally takes about 5-10 minutes to complete. The system will automatically save the information provided during registration in case you want to exit the wizard. Your data will be restored the next time you will access the Beneficiary's Register.
- ✓ At the end, it will assign and display the PIC (Participant Identification Code) of your organisation.

(参考訳)
迅速かつ正確に記載して頂くために基本情報(登記簿等)をお手元にご用意ください。

(参考訳)
書用時間は5-10分程度です。本システムは自動保存機能が作動するため、途中保存する事ができます。

(参考訳)
Participant Identification Code (PIC)は、登録(仮)後に発効され画面に表示されます。

Next >

© European Commission

仮登録者の登録

法人名の仮登録で使用する法人名、法人番号を記載する

Welcome

Identification

Organisation

Contact

Summary

Success

Identification

Please fill in some preliminary information about your organisation required to check if this organisation has already been registered, as well as to identify any existing PIC numbers of similar organisations that could potentially match your request.

Legal name

1

Establishment/Registration country *

Registration number

VAT number *

Website



2

入力内容の解説

Tele & Company

Belgium (BE)

Registration number

VAT number

If the VAT number is not applicable, please check the option below

VAT number not applicable ←日本はこれを選択

The format should be www.homepage.domain - for example, www.mycompany.co

4 保存して後から作業する場合はSaveをクリック

3 未記入がないか確認しNEXT

Save

Saved at: 11:12:30 18/09/2015

Check all the fields

< Prev

Next >

基本情報をもとに表示される機関リストから重複がないか確認し同意して次へ進む

Welcome **Identification** Organisation Contact Summary Success

Identification completed! The following organisations are already existing in the Beneficiary's Register

If you recognise one of these organisations as yours, select it and click on the 'Use this PIC' button to proceed.

🏠 ASSOCIAZIONE SPORTIVA TROFEO TOPOLINO SCI
🇮🇹 Italy - 937799202

🏠 Pippo e topolino
🇮🇹 Italy - 945172948

🏠 topolino
🇮🇹 Italy - 926745858


Address	VAT number	National registration number	Status	PIC	Use this PIC
via rom, roma			Declared	926745858	

🏠 topolino
🇮🇹 Italy - 926749835

None of the organisations above corresponds to Pipo and I want to proceed with the registration of Pipo.

Save Saved at: 15:11:38 27/08/2015 < Prev Next >

重複がない事を確認したら左記に☑しNEXTをクリック



Research & innovation

Participant portal - Participant registration

European Commission > Research & Innovation > Participant Portal > Participant Register

Welcome **Fu Oda**. You can edit the data of organisation **Nichio Sangyo Kyoryoku Centre** PIC: 905069850

Activity log HOW TO H2020 online manual

Organisation **TS**

LEAR

Bank Accounts

Programme specific information

SME

Financial capacity

Messages

Documents

Submit changes

Activity log

There are no recorded actions in the Participant Register

Organisation To Submit

Organisation data

Legal name *	<input type="text" value="Nichio Sangyo Kyoryoku Centre"/>
Business name	<input type="text" value="Business name"/>
Legal status	<p>Describe the legal status of your organisation by selecting the appropriate options</p> <p><input type="radio"/> a natural person <input checked="" type="radio"/> a legal person</p> <p><input type="radio"/> private entity <input checked="" type="radio"/> public body</p> <p><input checked="" type="radio"/> non-profit <input type="radio"/> for profit</p>
Official language *	<input type="text" value="Japanese (ja)"/>
Establishment/Registration country *	<input type="text" value="Japan (JP)"/>
Legal form *	<input type="text" value="IPPAN ZAIDAN HOJIN"/>
VAT number *	<input type="text" value="VAT number"/> <input checked="" type="checkbox"/> VAT number not applicable
Registration number	<input type="text" value="Registration number"/>
Registration date	<input type="text" value="Registration date dd-MM-yyyy"/>
Registration authority	<input type="text" value="Registration authority"/>

ECからの採択のお知らせと管理者設定依頼を受け取るコンタクト先を登録

Activity log

Organisation **TS**

Organisation data **TS**

Legal Address

Contact information

LEAR

Bank Accounts

Programme specific information

SME

Financial capacity

Messages

Documents

Submit changes

Contact information

Until the [LEAR](#) of the organisation has been validated, the Commission will use this information to contact you and send automatic e-mail notifications about the actions to do. You have the so-called [Self-Registrant role](#) on the Participant Portal.

Modifying the contact person below will not automatically give him/her access to edit/view organisation's data. Add or revoke access rights to the organisation data in the [relevant section of the Participant portal](#)

Is Fu Oda the contact person? Yes No

Country * Japan (JP) ▼

Title Title

Position in the organisation Position in the organisation

Department Department

Professional e-mail * fu.oda05@gmail.com

Gender Not declared ▼

Last name * Oda

First name * Fu

[Change personal information](#)

Use the existing organisation's address? Yes No

Street name and number * 1-27-6

P.O. box 108

Postal code 108

City * 港区白金

Region/country Japan ▼

Use the existing organisation's phone numbers? Yes No

Main phone * +81364080281

Fax Expected format: +CCNNNNNNNNNNNNNNxBBBBB

Secondary phone Expected format: +CCNNNNNNNNNNNNNNxBBBBB

LEAR

Once validation of the declared data for your organisation has started (but not before) your organisation must nominate a [Legal Entity Appointed](#)

確認画面で登録内容を確認する

Welcome Identification Organisation Contact **Summary** Success

All required information has been provided. The Registration process is almost completed. Before submitting your data to the system, please take a minute to review the information.

Organisation data

- Legal name and status
- Registration data
- Legal Address

Contact information

- Contact person
- Address
- Phones

Print summary

Organisation Edit

Legal name and status

Legal name		Nichio Sangyo Kyoryoku Centre
Legal status		a natural person
		non-profit
		public body

Registration data

Establishment/Registration country		Japan
Registration number		
Registration date		
Registration authority		
Legal form		IPPAN ZAIDAN HOJIN
VAT number		VAT number not applicable
Business name		
Official language		Japanese

Legal Address


Region/county		Japan
Street name and number		1-27-6
P.O. Box		108
Postal code		108
City		港区白金
Main phone		+81364080281
Fax		
Secondary phone		
Websites		

< Prev Submit

仮登録者の登録

PICコードが発効され、プロポーザルの提出が可能となる。

そのままEU側コーディネーターへPICを伝えてください




Research & innovation

Participant portal - Participant registration

European Commission > Research & Innovation > Participant Portal > Participant Register

Welcome Identification Organisation Contact Summary **Success**



Registration completed

You have successfully registered your Legal Entity.
Your PIC number is:

999888777

What's next?

You will shortly receive an email confirming your registration.

To submit your proposal you may need to provide additional information such as:

- Programme specific information**
Further details about the **legal status** of your organisation. These will be used to determine eligibility and funding rates of your proposals.
- SME information**
If you are an SME, we are interested to know. In particular, if the SME status is an eligibility criterion in a call, you must carry out the SME self-assessment. Otherwise, a simple self-declaration will be enough.

In addition, once the PIC has been registered, you may:

- Update your organisation data**
- Upload the documents needed to validated your organisation when we ask you to do so**
- Read/send messages from/to the Validation Services**

You can do all the above by clicking **Continue to update** at the bottom of this page or later on once logged in to the Participant Portal (via the section **My area -> My organisations**, clicking the MO button next to your registered organisation)

[Continue to update](#)

仮登録者の登録

My Area >> My OrganizationのActionから4つのオプションがある事を確認しておく。
(Modify Organizationで法人情報の編集や、採択後の申請等が可能になります)

The screenshot shows the 'My Organisation(s)' page in the NCP Japan portal. The page features a navigation menu on the left with 'My Organisation(s)' selected. A red banner at the top indicates a system maintenance period on Wednesday, 09.01.2019. Below the banner, there are buttons for 'Online manual' and 'IT HOW TO'. The main content area displays a table with one organization listed: 'Institute for International Studies and Training'. The 'Actions' column for this organization is expanded, showing four options: '法人情報の閲覧', '法人情報の編集(入力・申請等)', '仮登録者の追加・削除', and 'パートナープロフィール設定'. The 'Modify Organization' option is highlighted.


LEGAL NAME	PIC	VAT	STATUS	ACTIONS
Institute for International Studies and Training	999999999		DECLARED	<ul style="list-style-type: none">法人情報の閲覧法人情報の編集(入力・申請等)仮登録者の追加・削除パートナープロフィール設定

※特にModify Organizationは法人の応募プロジェクトのうち、いずれかの採択後に再度必要

3. 仮登録者の追加登録

仮登録者の追加登録

My Organizationへアクセス



Funding & tender opportunities

Single Electronic Data Interchange Area (SEDIA)

Welcome **新しいSR名**

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

- My Organisation(s)
- GRANTS
- My Formal Notification(s)

The Unique Registration Facility will be under maintenance **Thursday, between 18:00 and 19:00**. Legal Entity and Bank Account validations tasks will experience issues in the Grant Management Services on **Thursday, 14.03.2019, between 16:00 and 19:00 (CET)**.

We apologize for any inconvenience this may cause.

Funding & tender opportunities (the Single Electronic Data Interchange Area) is the entry point for participants and experts in funding programmes and tenders managed by the European Commission and other EU bodies.

Find calls for proposals and tenders

Search

Calls for proposals by EU Programme

3rd Health Programme (3HP)	Asylum, Migration and Integration Fund (AMIF)	Consumer Programme (CP)	Creative Europe (CREA)	European Defence Industrial Development Programme	EU Aid Volunteers Programme (EUAID)	Erasmus+ Programme (EPLUS)	Europe For Citizens (EFC)
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仮登録者の追加登録

My Area >> My Organizationへアクセスする
ActionからManage Rolesをクリックします

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT | select programme

My Organisation(s)

There will be issues with accessing and uploading of documents in the Portal Grants and Audits Management and in the Participant Register Services on Wednesday, 09.01.2019, between 20:00 and 23:00 CET. The Legal Entity, Bank Account, Contracts and Payments functionalities in the Experts Area of the F&T Portal, will be unavailable, on Wednesday, 09.01.2019, between 20:00 and 23:00 CET.

Online manual "Register in the Participant Register" | IT HOW TO "Participant Register"

More info

Results: 1

LEGAL NAME	PIC	VAT	STATUS	ACTIONS
Institute for International Studies and Training	999999999		DECLARED	<ul style="list-style-type: none">法人情報の閲覧法人情報の編集(入力・申請等)仮登録者の追加・削除パートナープロフィール設定

※上記4つのオプションは仮登録者アカウントにのみ表示されます。

仮登録者の追加登録

現時点では既存の仮登録者のみ表示されている。
新しい仮登録者を追加するにはEdit Organization Rolesボタンをクリック

My Organisation: Nichio Sangyo Kyoryoku Centre

Details Roles Projects Proposals

Results: 1 [Download excel list of those roles](#) Search..

ROLE ^	NAME ^	Fumiko Oda	EMAIL ^	USERNAME ^	ACCOUNT DATA CHANGE DATE ^	PROJECT (PROPOSAL) ^
Self Registrant	Fumiko Oda		FumikoOda-eu-j.gr.jp	n00296nt	n.a	

« 1 » 10

[Edit Organisation Roles](#)

仮登録者の追加登録

新しい仮登録者の氏名とメールアドレスを登録し、OKをクリック



Roles for the organisation:

Nichio Sangyo Kyoryoku Centre

Please enter the contact name and details

Role *
Please choose
Self Registrant

First Name *
Satoru

Last Name *
Sekiguchi

Email *
SatoruSEKIGUCHI-eu-j.gr.jp

* required field

Ok Cancel

Organisation:

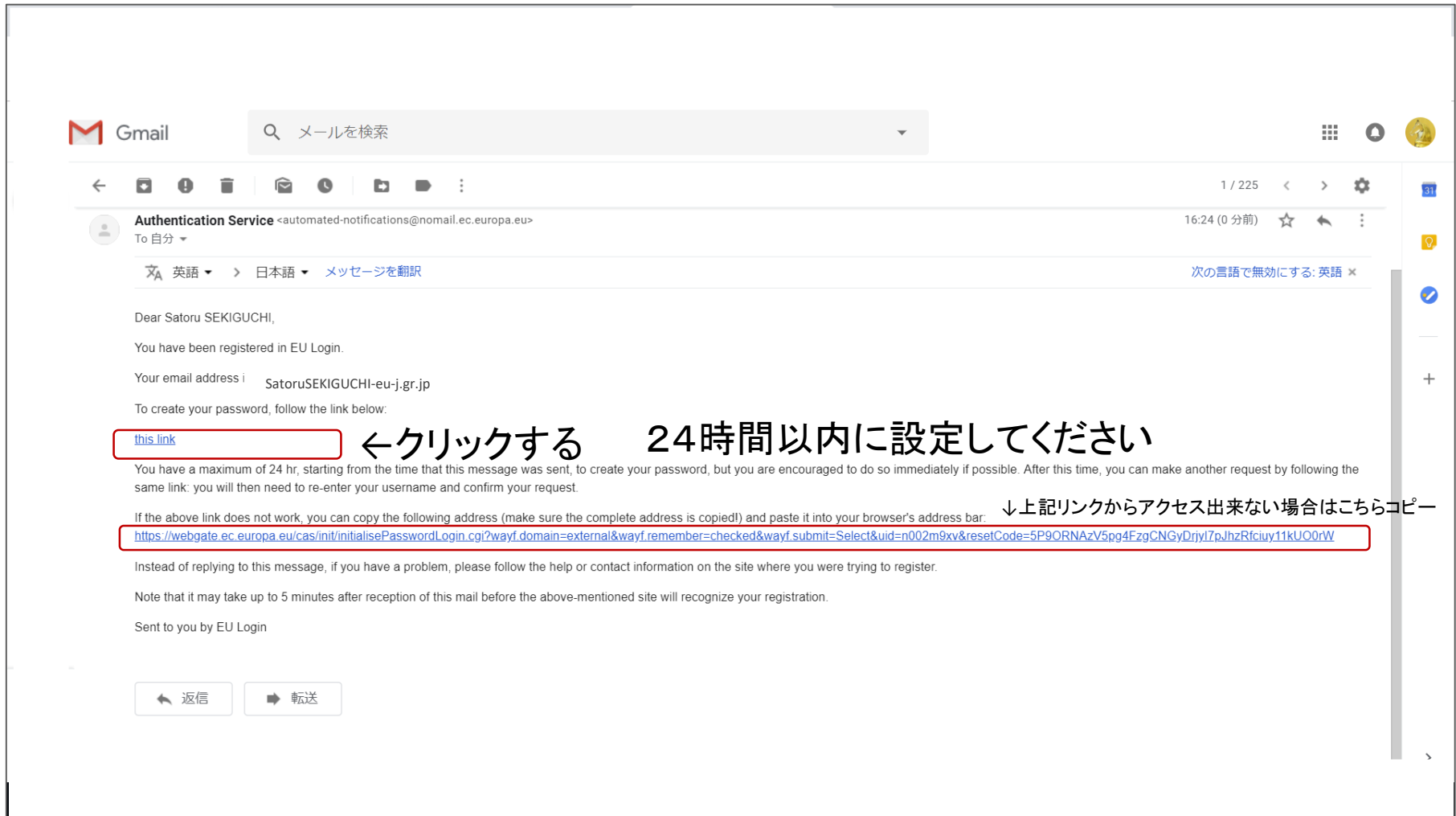
EU-Japan Centre
(法人名が記載されます)

PIC: 999888777

Organization Add
(国名、県名、市町村名が
表示されます)

仮登録者の追加登録

新しい仮登録者が、ECの確認メールのリンクからパスワードを設定



The screenshot shows a Gmail interface with an email from 'Authentication Service'. The email content is as follows:

Dear Satoru SEKIGUCHI,
You have been registered in EU Login.
Your email address is SatoruSEKIGUCHI-eu-j.gr.jp
To create your password, follow the link below:

[this link](#) ←クリックする 24時間以内に設定してください

You have a maximum of 24 hr, starting from the time that this message was sent, to create your password, but you are encouraged to do so immediately if possible. After this time, you can make another request by following the same link: you will then need to re-enter your username and confirm your request.

If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it into your browser's address bar: ↓上記リンクからアクセス出来ない場合はこちらコピー

https://webgate.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?wayf_domain=external&wayf_remember=checked&wayf_submit>Select&uid=n002m9xv&resetCode=5P9ORNAzV5pg4EzgCNGyDrryl7pJhzRfciuy11kUO0rW

Instead of replying to this message, if you have a problem, please follow the help or contact information on the site where you were trying to register.
Note that it may take up to 5 minutes after reception of this mail before the above-mentioned site will recognize your registration.
Sent to you by EU Login

リンクから24時間以内にパスワードを設定してください。
パスワードを設定すると、ブランクのページが開きます。

仮登録者の追加登録

個人IDの登録情報の確認画面が開く。何も表示されていないので別のタブを開く。

The screenshot shows the 'EU Login' interface. At the top left, it says 'EU Login' and 'One account, many EU services'. On the right, there is a 'Where is ECAS?' button, a moon icon, and a language dropdown menu set to 'English (en)'. In the top right corner, the user's name 'Hanako NICHIOU' is displayed next to a gear icon. The main heading in the center is 'Successful login'. Below this is a blue notification box with an exclamation mark icon, containing the text: 'You are now logged in to EU Login. To log out, close all your web browser windows.' Underneath the notification is the section 'My account details', which contains a table of user information.

Username	n002pw25
Domain	External
Unique identifier at the Commission (uid)	n002pw25
Most recent login	09/05/2019 09:21 GMT+02:00
Previous login	
Account created	09/05/2019 09:00 GMT+02:00
Name	Nichiou Hanako
Email preferred language	en
E-mail	ncpj.eujc2015@gmail.com

仮登録者の追加登録

別のタブからFunding and tenders Portalを開き、Loginボタンを押す



The screenshot shows the homepage of the 'Funding & tender opportunities' portal. At the top left is the European Commission logo. The main header includes the text 'Funding & tender opportunities' and 'Single Electronic Data Interchange Area (SEDIA)'. On the right, there are 'English EN' and 'Register' buttons, with the 'Login' button highlighted by a red box. A dark blue navigation bar contains a home icon and menu items: 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A 'select programme' dropdown is also present. A red notification banner with a close button (x) contains text about service unavailability on 04.03.2019 and 05.03.2019. Below this is a light blue banner with the text: 'Funding & tender opportunities (the Single Electronic Data Interchange Area) is the entry point for participants and experts in funding programmes and tenders managed by the European Commission and other EU bodies.' The main content area is titled 'Find calls for proposals and tenders' and features a search bar with the placeholder text 'Search calls for proposals and tenders by keywords, programmes...' and a yellow 'Search' button. At the bottom, a dark blue section titled 'Calls for proposals by EU Programme' lists various programs: 3rd Health Programme (3HP), Asylum, Migration and Integration Fund (AMIF), Consumer Programme (CP), Creative Europe (CREA), European Defence Industrial Development Programme (EDIDP), EU Aid Volunteers Programme (EUAID), Erasmus+ Programme (EPLUS), and Europe For Citizens (EFC).


仮登録者の追加登録

確認画面にProceedが表示されるのでクリック

EU Login

One account, many EU services

Where is ECAS?  English (en) 

Hanako NICHIOU 

Successful login

Click **Proceed** below to continue to **ec.europa.eu1**

Proceed

My account details

Username	n002pw25
Domain	External
Unique identifier at the Commission (uid)	n002pw25
Most recent login	09/05/2019 09:21 GMT+02:00
Previous login	
Account created	09/05/2019 09:00 GMT+02:00
Name	Nichiou Hanako
Email preferred language	en
E-mail	ncpj.eujc2015@gmail.com

仮登録者の追加登録

My Areaが表示され、最初にMy Organizationが表示される

European Commission | Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

Welcome 新しいSR名

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s) My Organization (情報登録、PIC発効済) が既に表示されている

GRANTS

My Formal Notification(s)

The Unique Registration Facility will be under maintenance **Thursday, between 18:00 and 19:00.**
Legal Entity and Bank Account validations tasks will experience issues in the Grant Management Services on **Thursday, 14.03.2019, between 16:00 and 19:00 (CET).**
We apologize for any inconvenience this may cause.

Funding & tender opportunities (the Single Electronic Data Interchange Area) is the entry point for participants and experts in funding programmes and tenders managed by the European Commission and other EU bodies.

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes... Search

Calls for proposals by EU Programme

3rd Health Programme (3HP) | Asylum, Migration and Integration Fund (AMIF) | Consumer Programme (CP) | Creative Europe (CREA) | European Defence Industrial Development Programme | EU Aid Volunteers Programme (EUAID) | Erasmus+ Programme (EPLUS) | Europe For Citizens (EFC)

仮登録者の追加登録

My Area >> My Organizationへアクセスし、ActionからManage Rolesをクリック

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT | select programme

My Organisation(s)

There will be issues with accessing and uploading of documents in the Portal Grants and Audits Management and in the Participant Register Services on Wednesday, 09.01.2019, between 20:00 and 23:00 CET. The Legal Entity, Bank Account, Contracts and Payments functionalities in the Experts Area of the F&T Portal, will be unavailable, on Wednesday, 09.01.2019, between 20:00 and 23:00 CET.

Online manual "Register in the Participant Register" | IT HOW TO "Participant Register"

More info

Results: 1

LEGAL NAME	PIC	VAT	STATUS	ACTIONS
Nichio Sangyo Kyoryoku Centre	905069850		DECLARED	Actions

- 法人情報の閲覧
- 法人情報の編集(入力・申請等)
- 仮登録者の追加・削除
- パートナープロフィール設定

- View Organisation
- Modify Organisation
- Manage Roles
- View Partner Search Profile

※上記4つのオプションは仮登録者アカウントにのみ表示されます。

仮登録者の追加登録

仮登録者が2名に増えている事を確認してください

My Organisation(s)

My Formal Notification(s)

Roles for the organisation:
Nichio Sangyo Kyoryoku Centre

Results: 2

Search..

ROLE	NAME	EMAIL	USERNAME	ACTIONS
Self Registrant	Fu Oda	fu.oda05@gmail.com	n00296nt	
Self Registrant	Satoru SEKIGUCHI	skgcstr@gmail.com	n002m9xv	

Go back Add roles

EU-Japan Centre
(法人名が記載されます)

PIC: 999888777

JP - 108 港区白金
1-27-6

仮登録者は最高9名まで登録が可能

追加を行った既存のSRにも登録完了の連絡が送付されます

INFO: Allocation of role of Self Registrant for organisation <905069850 - Nichio Sangyo Kyoryoku Centre> 受信トレイ x

European Commission <EC-NO-REPLY-GRANT-MANAGEMENT@nomail.ec.europa.eu>
To 自分, Satoru ▾

🗨️ 英語 ▾ > 日本語 ▾ [メッセージを翻訳](#)

Europa / Funding & Tenders Portal notification

Dear Funding & Tenders Portal User,

The following person Sekiguchi Satoru (SatoruSEKIGUCHI-eu-j.gr.jp) has been granted the role of **Self Registrant** for the organisation EU-Japan Centre

Regards,
The Funding & Tenders Portal Service

Please do not reply to this message
This notification was generated by the Funding & Tenders Portal of the European Commission.

If you want to change the frequency of receiving notifications with importance "Normal", you can do it in the [Funding & Tenders Portal](#) > [My Notifications](#) > [Preferences](#)

[← 返信](#) [← 全員に返信](#) [➡ 転送](#)

4. 研究者の登録

How To Participate>> Participant Register>>Register Organizationを選択する

Funding & tender opportunities

Single Electronic Data Interchange Area (SEDIA)

Welcome **Hanako Nichiou (n002pw25)**

SEARCH FUNDING & TENDERS | **HOW TO PARTICIPATE** | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

Participant Register

Online manual
"Register in the Participant Register"

IT HOW TO
"Participant Register"

If you want to participate in a project proposal, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

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

Register your organisation

To register, you need to login in the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

Register your organisation

利用規約を承諾する(スクロールして承諾の旨を☑し、承諾ボタンを押す)。

Terms and Conditions !

Funding & Tenders Portal Terms and Conditions (Last update – 21.09.2018)

1. SUBJECT MATTER AND SCOPE

1.1. The EU Funding & Tenders Portal ('Portal') is an electronic portal and exchange system managed by the European Commission and used by itself and several other EU services (together 'EU') for the management of their funding programmes and procurements.

1.2. It is open to:

- users applying for or managing **EU grants, procurement and prizes**
- **external experts** hired in the context of EU funding programmes

and allows them to:

- register (in the [Participant Register](#) or [Expert Data Base](#)) and view and edit their data;
- create, revise and submit proposals for funding and tenders;
- prepare and sign grants and contracts;
- manage their projects and contracts (e.g. submit deliverables, reports and payment requests);
- for experts: perform their tasks inside the system (evaluation, monitoring, etc).

1.3. These Terms and Conditions govern the relation between:

- the European Commission (as owner of the Portal)

はじめのページは簡単な説明が開くので何もせずNEXTボタンを押す

Research & innovation
Participant portal - Beneficiary registration

European Commission > Research & Innovation > Participant Portal > > Beneficiary Register

Welcome Identification Organisation Contact Summary Success

Welcome to the Beneficiary's Register

The Registration Wizard will guide you through the process of registration.

- ✓ Please keep the basic legal information (Registration extract, VAT data) of the organisation at hand so you can fill in the forms quickly and correctly.
- ✓ The registration process normally takes about 5-10 minutes to complete. The system will automatically save the information provided during registration in case you want to exit the wizard. Your data will be restored the next time you will access the Beneficiary's Register.
- ✓ At the end, it will assign and display the PIC (Participant Identification Code) of your organisation.

(参考訳)
迅速かつ正確に記載して頂くために基本情報(登記簿等)をお手元にご用意ください。

(参考訳)
書用時間は5-10分程度です。本システムは自動保存機能が作動するため、途中保存する事ができます。

(参考訳)
Participant Identification Code (PIC)は、登録(仮)後に発効され画面に表示されます。

Next >

© European Commission

研究者の登録

法人名、法人番号を記載する



Research & innovation

Participant portal – Beneficiary registration

European Commission > Research & Innovation > Participant Portal > > Beneficiary Register

Welcome **Identification** Organisation Contact Summary Success

Identification

Please fill in some preliminary information about your organisation required to check if this organisation has already been registered, as well as to identify any existing PIC numbers of similar organisations that could potentially match your request.

Legal name *	<input type="text" value="Legal name"/>	法人名（英語もしくは 〇〇Daigaku等のローマ字で記入）
Establishment/Registration country *	<input type="text" value="-Select one-"/>	Japan を選択
Registration number	<input type="text" value="Registration number"/>	登記番号(登記簿の#で構いません)
VAT number *	<input type="text" value="VAT number"/>	Not Applicableをクリックしてください
	<input type="checkbox"/>	VAT number not applicable VAT Not Applicable を選択)
Website	<input type="text" value="The format should be www.home"/>	所属大学/企業/研究機関のURL mycompany.com.

法人名、登記された国、VAT（日本はnot applicableを☑）等を設定し次へ進む

© European Commission

既存の所属法人の法人名、法人番号を選択する

Register

If you recognise one of these organisations as yours, click on it and then click on the 'Use this PIC' button to proceed.

🏠 INSTITUTE FOR INTERNATIONAL STUDIES AND TRAINING

🌐 Japan - 954733656

Address

TORANOMON
JITSUGYOUKAIKAN 2F
1-1-20, 105 0001,
MINATO KU TOKYO

VAT number

National registration number

112233445566

Status

Validated

PIC

954733656

Name

Use this PIC

🏠 THE UNITED NATIONS UNIVERSITY - INSTITUTE OF ADVANCED STUDIES - UNUIAS

🌐 Japan - 993422009

📄 Save Saved at: 13:51:17 31/03/2017

< Prev Next >

既存の所属法人の法人名、法人番号が自身のアカウントに適用される

Welcome Identification Organisation Contact Summary Success

Use this PIC

INSTITUTE FOR INTERNATIONAL STUDIES AND TRAINING
PIC: 954733656

Registration number: 100123456789
Address: [REDACTED]
Country: Japan

You recognised the organisation above as the one you are registering. If you would like to verify if it is the correct PIC for you to use, you can send a message to the Contact person/ LEAR of the organisation

[Contact Organisation](#)

To go back to the list of previously registered organisations, click the "PREV" button.

現時点では、PICが存在している事しか分かりません。担当者と連絡を取るには「Contact Organisation」から直接メッセージを送り、応答を待つ事が可能です。

< Prev

© European Commission

以上で研究者の個人登録及び法人アカウントの設定は完了です。

研究者の登録

Funding and Tenders Portalを開くとMy Organizationには仮登録者と同じ法人が表示されますが、操作オプションは限られています。

My Organisation(s)

GRANTS

My Proposal(s)

My Formal Notification(s)

My Organisation(s)

Online manual
"Register in the Participant Register"

IT HOW TO
"Participant Register"

More info

Results: 1

Search..

LEGAL NAME	PIC	VAT	STATUS	ACTIONS
EU-JAPAN CENTRE FOR INDUSTRIAL COOPERATION	932668387	BE0850850148	DECLARED	Actions Contact Organisation

1 10

Do you want to continue the registration of your organisation to receive a PIC?

If you started the registration of your organisation in the Commission register some time ago, but did not finalise it - your organisation has not received a PIC number yet - you will not be able to see it above in the section My organisations. Please continue its registration by clicking on the button that leads you to the registration tool. You may check the information that will be necessary for the registration in the [user manual](#).

CONTINUE REGISTRATION

研究者の登録

EU側コーディネーターに連絡し、以下の作業を行ってもらう

Step 4
Manage Your Related Parties

Parties コーディネーターのMy Proposal画面

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save changes" button.

Number of participants: 1 **Add Partner** ①

Consortium eligibility
Call requires at least 3 participant(s) from different EU member states or associated countries, currently you have 1.

Acronym	ID	PIC	Contact
Baird Consulting SCS			Contact
TEST			Contact

Add contact

TEST

Please enter the contact name and details: ?

Project Role: Main contact

Access rights: Participant contact (full access) ④
 Team member (read-only access)

First Name *
Last Name *
Email Address *

* required field

⑤ **OK** **Cancel**

該当する研究窓口が所属する法人のPICを登録する

コーディネーターが日本側研究者の氏名とメール(個人登録ID)を入力しOKを押す

研究者の登録

Funding and Tenders Portalを開くと、My Proposalが表示されActionボタンに表示されるEditボタンでいつでも提案書にアクセスできるようになる。

The screenshot displays the 'Funding & tender opportunities' portal. The left sidebar contains a menu with 'My Proposal(s)' highlighted in red. The main content area is titled 'My Proposal(s)' and includes buttons for 'Online manual', 'IT HOW TO', and 'More info'. Below this is a table of results with one entry. The 'Actions' dropdown for this entry shows 'Edit Draft' and 'Delete Proposal' options.

PROGRAM	CALL	FUNDING SCHEME	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	CLOSURE DATE	ACTIONS
H2020	H2020-LC-SC3-2018-2019-2020	CSA	SEP-210583575	COOP-JEC	Draft	95	28-08-2019 00:00:00	Actions Edit Draft Delete Proposal



次は事務手続き座学②です

