Lars Emrén
ver 230810
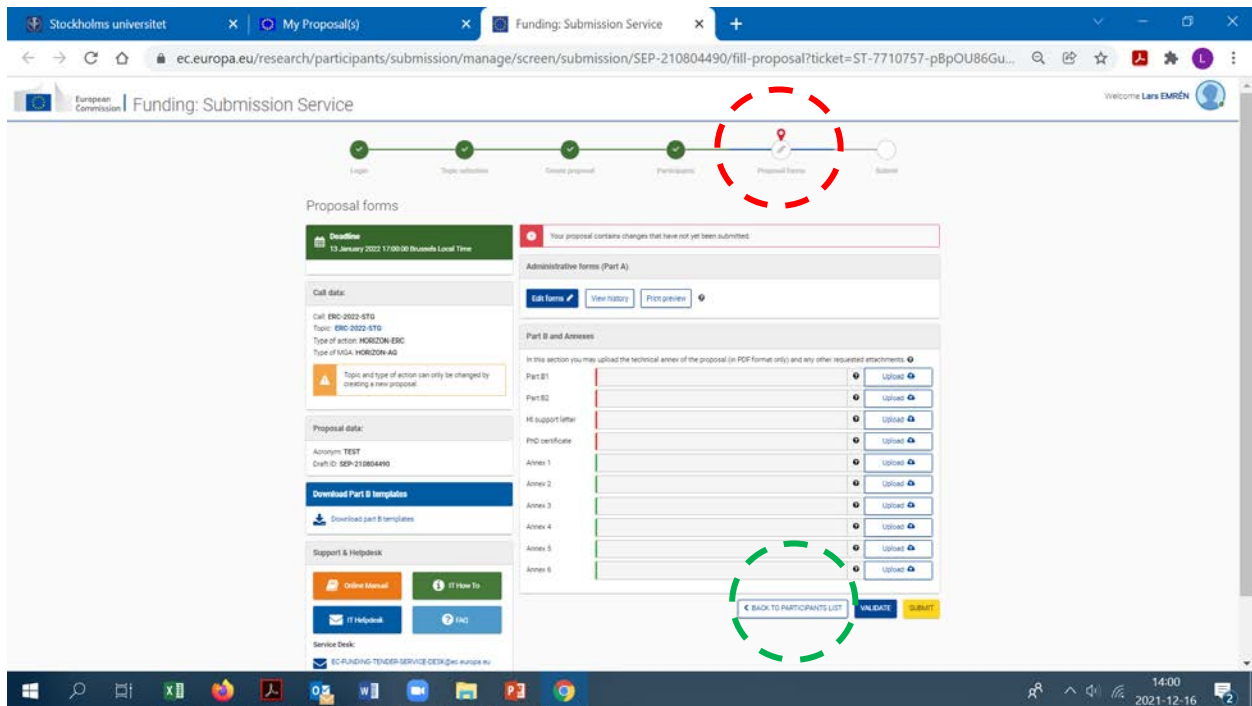
How to add Main Host Institution Contact (MHIC) in your ERC proposal
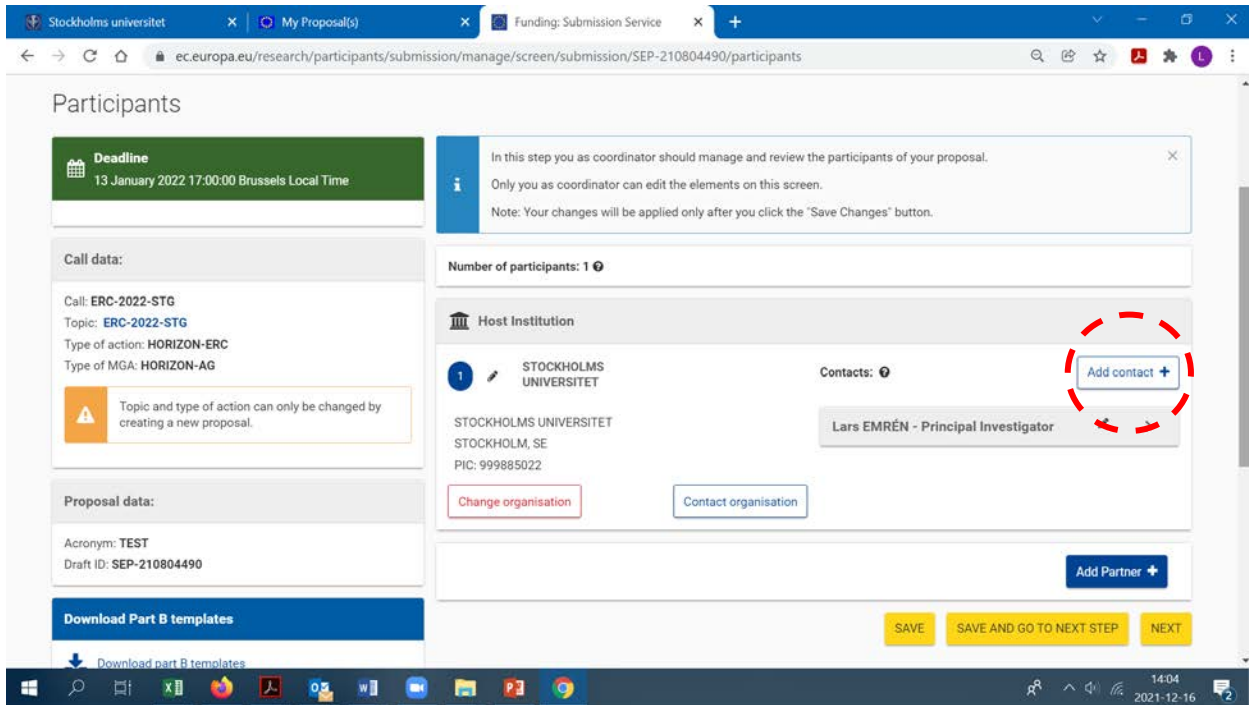
1. When you <u>already have initiated your proposal</u> in the portal Funding and Tender Opportunities (p. 1)
2. When you are <u>about to initiate a proposal</u> in the portal Funding and Tender Opportunities (p. 3)

1. Add Main Host Institution Contact, when you <u>already have initiated your proposal</u> in the portal Funding and Tender Opportunities.
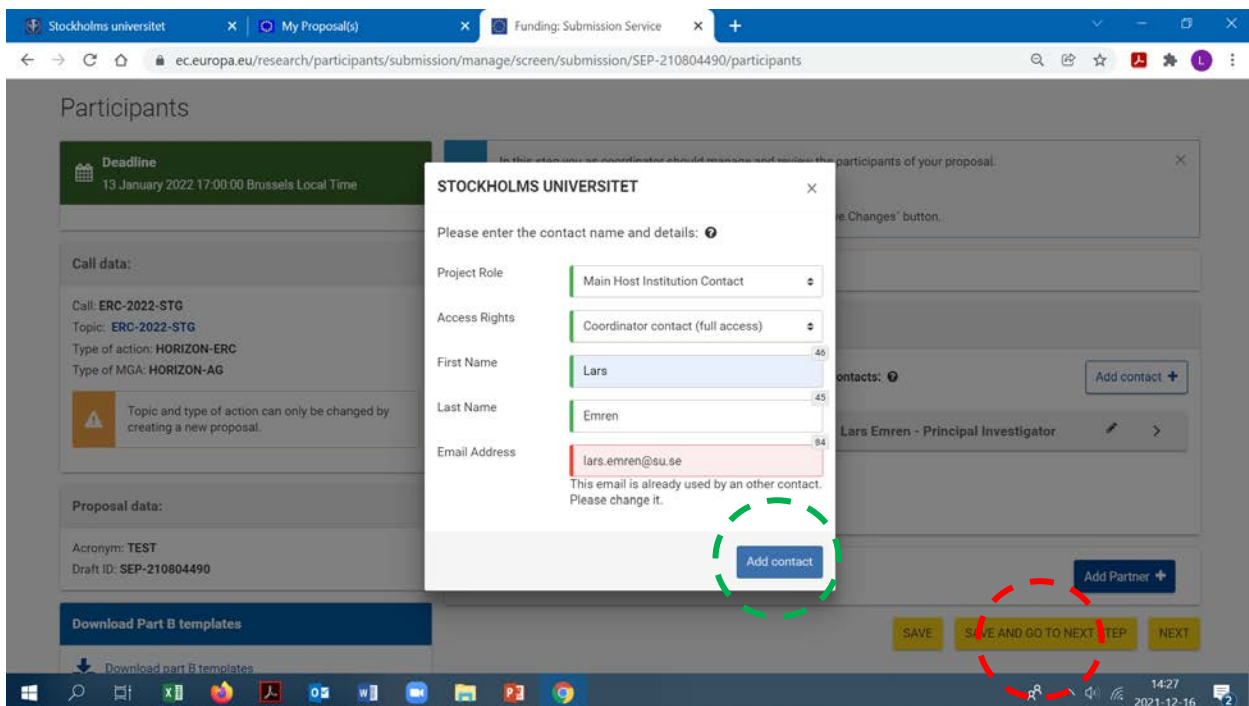
    A) When you choose to edit your proposal, you will end up in the phase "Proposal forms" (figure below). Check the red marker in the top of the page (red circle in the figure below).

    B) You need to go back to phase "Participants". Therefore, click the box "BACK TO PARTICIPANTS" at the bottom of the page (compare the green circle in the figure above)

    C) In the phase "Participants" (figure below), you click the box "Add contact +" (red circle in the figure below)

D) Choose Main Host Institution Contact as "Project Role" and fill in the details of Lars Emren (lars.emren@su.se) as in the figure below. Click "Add contact" (in the green circle below).

E) Finally, click the yellow box "SAVE AND GO TO NEXT STEP" in the bottom (in red circle above). Then, MHIC is added and you are back in the phase "Proposal forms".

2. Add Main Host Institution Contact, when you are <u>about to initiate a proposal</u> in the portal Funding and Tender Opportunities
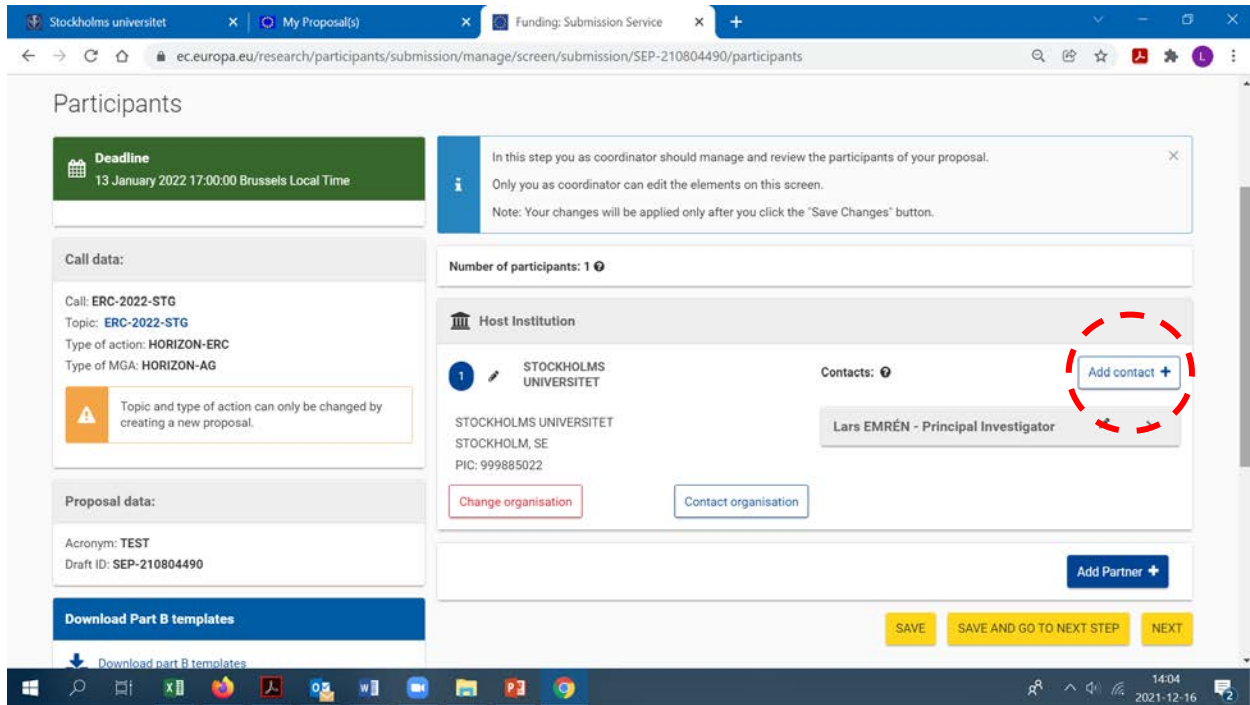
A) Initiate your proposal

For ERC Starting Grant 2024, use the following link:

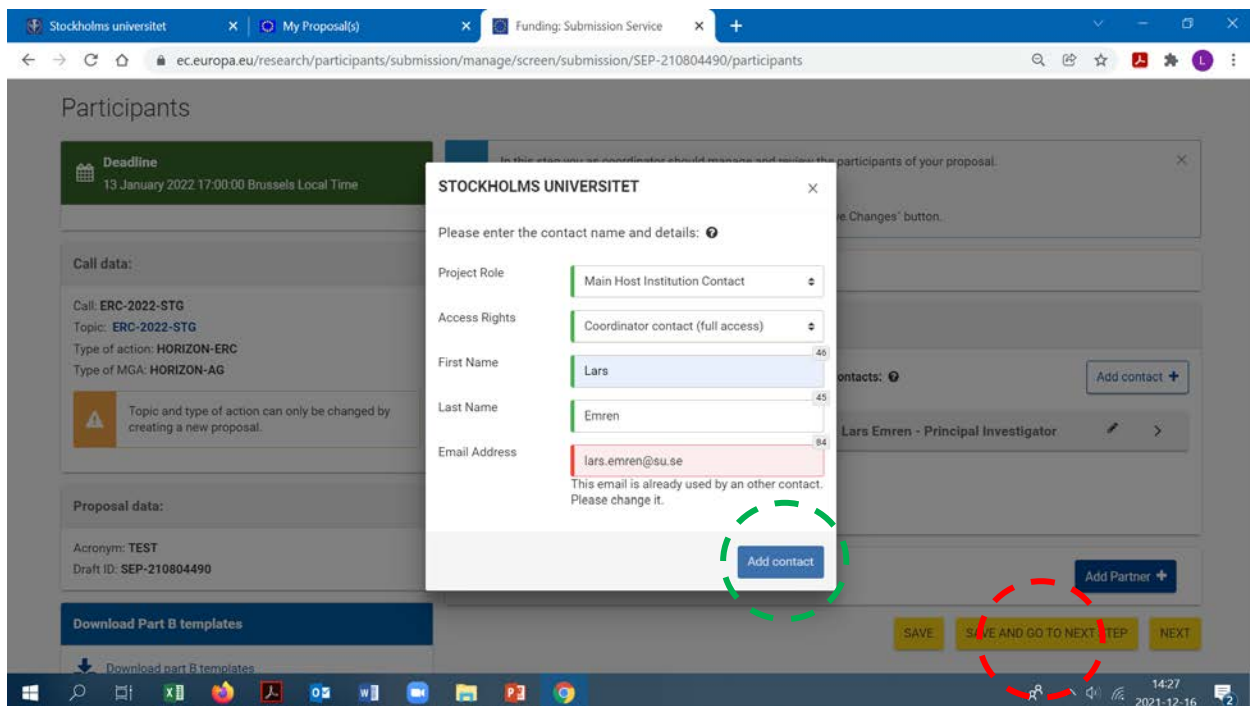https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/erc-2024-stg

B) In the phase "Create proposal" you need to enter the **PIC number** of "Stockholms universitet", which is **999885022** (red circle in the figure below).

B) You will be able to modify acronym, short summary and choice of panel later. Enter temporary data and finish by clicking the yellow button "SAVE AND GO TO NEXT STEP" in the bottom of the page.

C) In the phase "Participants" (figure below), you click the box "Add contact +" (red circle in the figure below)

D) Choose Main Host Institution Contact as "Project Role" and fill the details of Lars Emren (lars.emren@su.se), compare figure below. Finally click "Add contact" (green circle in the figure below).

E) Finally, click the yellow box "SAVE AND GO TO NEXT STEP" in the bottom (in red circle above). You have added MHIC and can continue in the phase "Proposal forms".