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).

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- 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)

Participants				
Deadline 13 January 2022 17:00:00 Brussels Local Time	In this step you as coordinator should Only you as coordinator can edit the e Note: Your changes will be applied on	manage and review the participants of your proposal. lements on this screen. Ily after you click the "Save Changes" button.		×
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Download Dart B templates	1			

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).

Participants								
Deadline 13 January 2022 17:00:00 Brussels Local Time	STOCKHOLMS	universitet	× participan	nts of your proposa	L			×
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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".

Lars Emrén ver 230810

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).

Europ	nission Funding: Submission	Service Welcome Lars EMRÉN	
	Login Topic selection	Create proposal Participanta Proposal formis Salemit	In the second se
	Create proposal		
	Deadline 13 January 2022 17:00:00 Brussels Local Time	Please submit your proposal at the latest 48 hours before the deadline (to avoid system congestion or system incompatibility issues). Late proposals will not be accepted. Don't wait until the end because you are worried about confidentiality - we will not open the proposals before the deadline. You can submit the proposal as many times as you wish up until the deadline. Each new submitted version will replace the previous one.	
	Call data:	Find your organisation	
	Call: ERC-2022-STG Topic: ERC-2022-STG Type of action: HORIZON-ERC Type of MGA: HORIZON-AG	PIC 999885022 Short name STOCKHOLMS UNIVERSITET	
	Copic and type of action can only be changed by creating a new proposal.	Organisations you have been previously associated with. (Click to select) PIC: 999885022	
	Download Part B templates	STOCKHOLMS UNIVERSITET UNIVERSITETSVAGEN 10 STOCKNOM ME	
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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)

Participants				
Deadline 13 January 2022 17:00:00 Brussels Local Time	In this step you as coordinator should Only you as coordinator can edit the e Note: Your changes will be applied on	manage and review the participants of your proposal. lements on this screen. Ily after you click the "Save Changes" button.		×
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Proposal data:	Change organisation	ontact organisation		
Acronym: TEST Draft ID: SEP-210804490]		Add Partner	•
Download Dart B templates	1			

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

Participants									
Deadline 13 January 2022 17:00:00 Brussels Local Time STOCKHOLMS UNIVERSITET		UNIVERSITET	<pre>x participants of your proposal. x k Changes' button.</pre>						
Call data: Call ERC-2022-STG Topic: ERC-2022-STG Type of action: HORIZON-ERC Type of MGA: HORIZON-AG Topic and type of action can only be changed by creating a new proposal.	Please enter the of Project Role Access Rights First Name Last Name Email Address	contact name and details: Main Host Institution Contact Coordinator contact (full access) Lars Emren Iars.emren@su.se	¢ 40 45 84	ontacts: O Lars Emren - Principal Investigator	Add	contact	+		
Proposal data: Acronym: TEST Draft ID: SEP-210804490 Download Part B templates		This email is already used by an other of Please change it.	ntact.	SAVE SUE AND GO TO	Add Pa	rtner 4			

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".