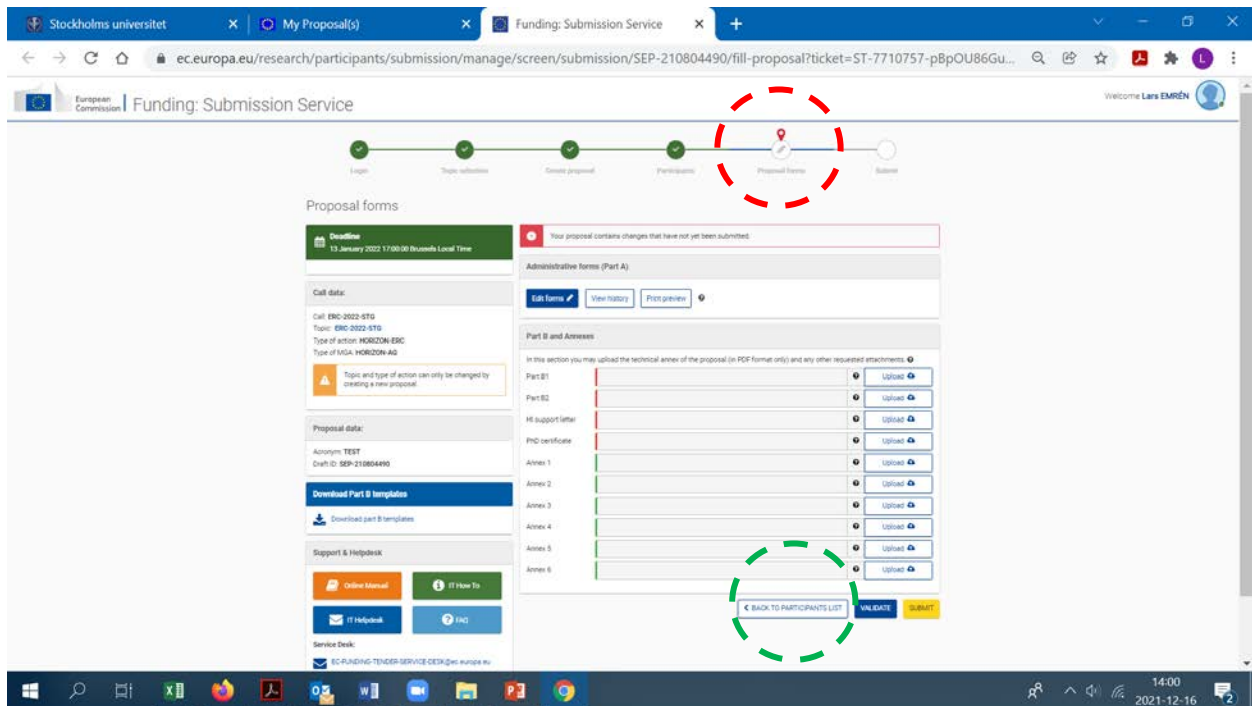


How to add Main Host Institution Contact (MHIC) in your ERC proposal

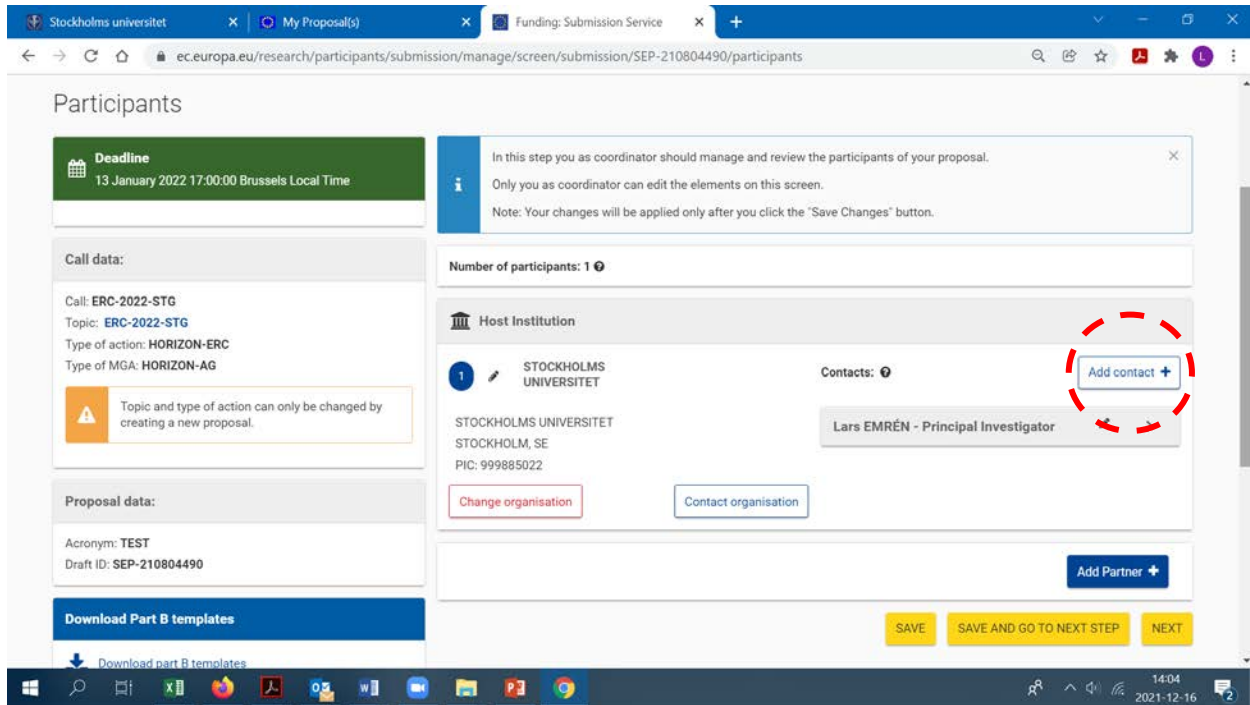
1. When you already have initiated your proposal in the portal Funding and Tender Opportunities (p. 1)
2. When you are about to initiate a proposal in the portal Funding and Tender Opportunities (p. 3)

1. Add Main Host Institution Contact, when you already have initiated your proposal in the portal Funding and Tender Opportunities.

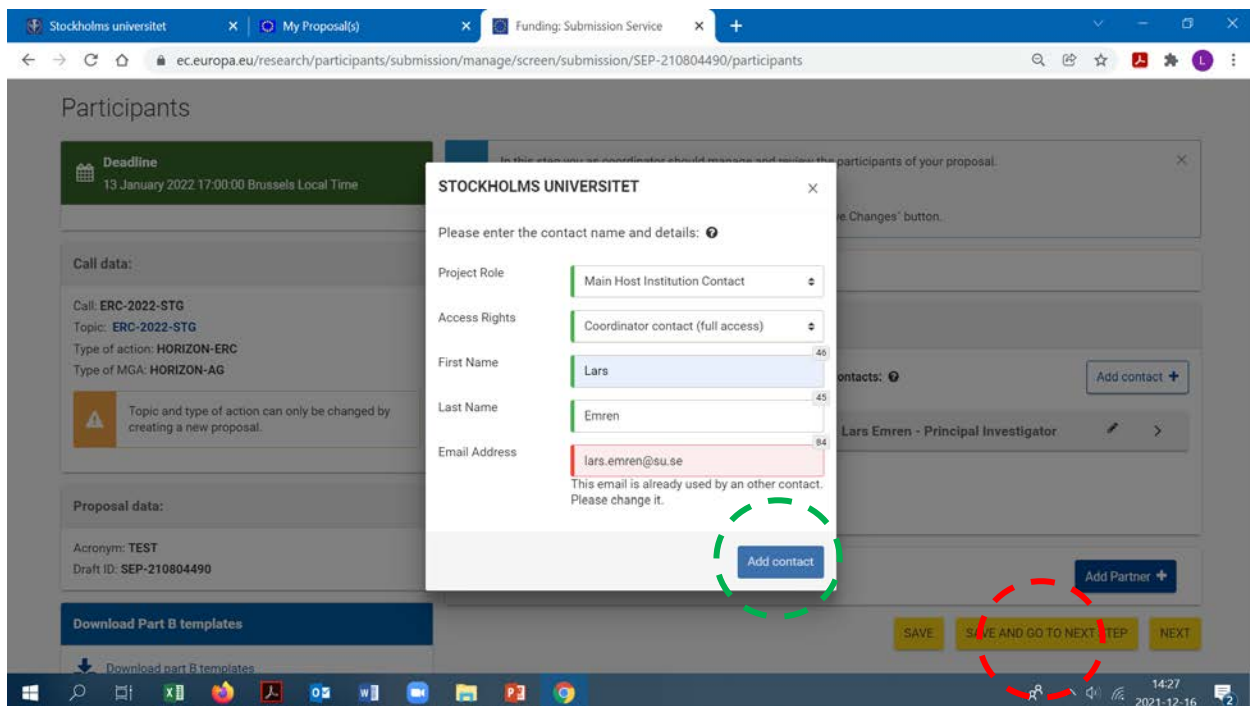
- A) When you choose to edit your proposal, you will end up in the phase “Proposal forms” (figure below). Check the red marker in the top of the page (red circle in the figure below).



- 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, MHC is added and you are back in the phase “Proposal forms”.

2. Add Main Host Institution Contact, when you are about to initiate a proposal in the portal Funding and Tender Opportunities

A) Initiate your proposal

For ERC Advanced Grant 2024, use the following link:

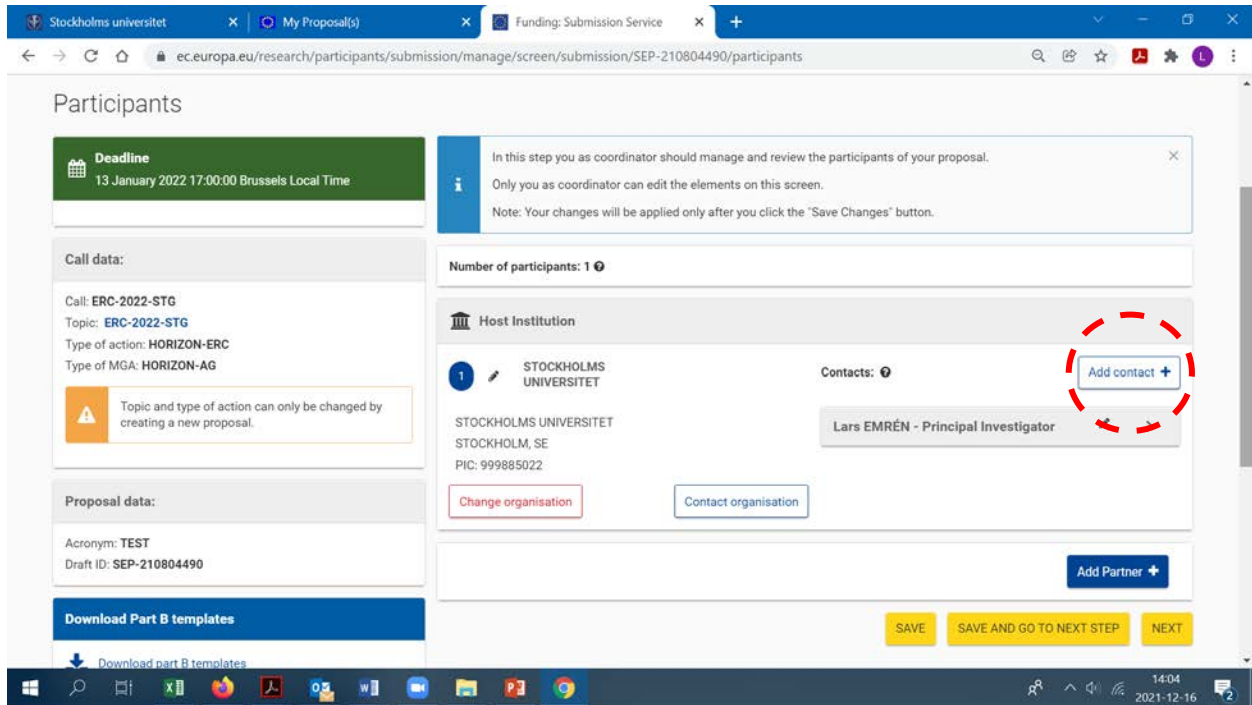
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/erc-2024-adg>

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).

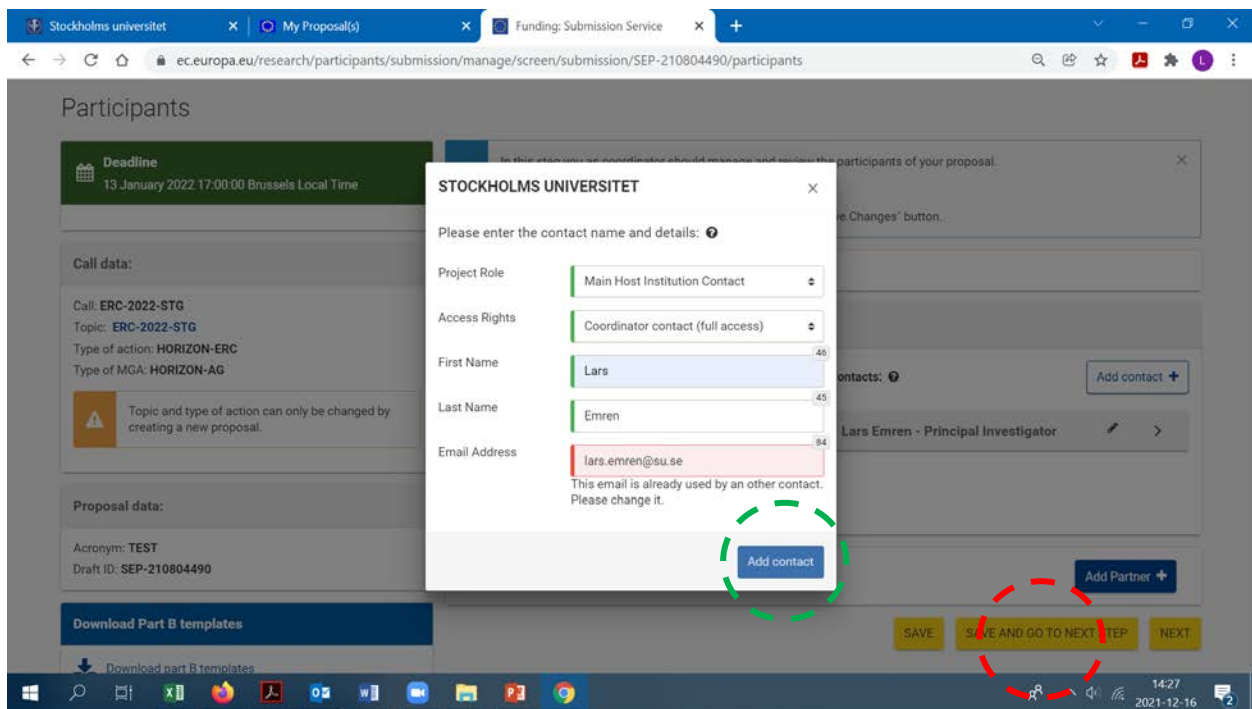
The screenshot shows the 'Create proposal' page in the 'Funding: Submission Service' portal. The page is titled 'Create proposal' and features a progress bar with six steps: Login, Topic selection, Create proposal (active), Participants, Proposal forms, and Submit. The 'Create proposal' section includes a 'Deadline' of 13 January 2022 17:00:00 Brussels Local Time. Below the deadline, there is a 'Call data' section with the following information: Call: ERC-2022-STG, Topic: ERC-2022-STG, Type of action: HORIZON-ERC, and Type of MGA: HORIZON-AG. A warning message states: 'Topic and type of action can only be changed by creating a new proposal.' There is a 'Download Part B templates' button. The 'Find your organisation' section has a 'PIC' field with the value '999885022' and a 'Short name' field with the value 'STOCKHOLMS UNIVERSITET'. A red circle highlights the PIC field. Below the search fields, there is a 'Search for your organisation' button. The 'Organisations you have been previously associated with. (Click to select)' section shows a list of organisations, with 'PIC: 999885022 STOCKHOLMS UNIVERSITET UNIVERSITETSVAGEN 10 STOCKHOLM, SE' selected, indicated by a green checkmark.

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 MHC and can continue in the phase “Proposal forms”.