

Hur lägger jag till administrativa kontaktpersoner till min EU-ansökan?

Logga in i Funding and Tenders Portal med ditt EU Login och klicka på **Proposals** i vänstra menyfältet. Där finner du utkastet på din ansökan. Klicka på de tre prickarna i kolumnen Actions och sedan på **Edit Draft**.

The screenshot shows the 'EU Funding & Tenders Portal' interface. The left sidebar contains a 'My area' menu with 'Proposals' highlighted. The main content area displays a table of proposals. The table has columns for Acronym, Programme, Type of action, Call, Status, Remaining time, Closure date, and Actions. One row is highlighted in grey, and its 'Actions' column contains three dots and a red circle around the 'Edit Draft' link.

Acronym	Programme	Type of action	Call	Status	Remaining time	Closure date	Actions
[redacted]	HORIZON	HORIZON-TMA-MSCA-PF-EF	HORIZON-MSCA-2025-PF	Submitted	0 days	10/09/2025 17:00:00	[redacted]
[redacted]	HORIZON	HORIZON-TMA-MSCA-PF-EF	HORIZON-MSCA-2025-PF	Submitted	0 days	10/09/2025 17:00:00	[redacted]
[redacted]	HORIZON	HORIZON-TMA-MSCA-PF-EF	HORIZON-MSCA-2025-PF	Submitted	0 days	10/09/2025 17:00:00	[redacted]
[redacted]	HORIZON	HORIZON-RIA	HORIZON-CL2-2025-02-TWO-STAGE	Draft	6 days	16/09/2025 17:00:00	[redacted] Edit Draft
[redacted]	HORIZON	HORIZON-RIA	HORIZON-CL2-2025-01	Draft	6 days	16/09/2025 17:00:00	[redacted]
[redacted]	HORIZON	HORIZON-RIA	HORIZON-CL6-2025-01	Draft	7 days	17/09/2025 17:00:00	[redacted]
[redacted]	HORIZON	HORIZON-ERC-SYG	ERC-2026-SYG	Draft	56 days	05/11/2025 17:00:00	[redacted]
[redacted]	HORIZON	HORIZON-ERC	ERC-2025-ADG	Final	Closed	28/08/2025 17:00:00	[redacted]
[redacted]	CREA2027	CREA-LS	CREA-CULT-2025-COOP	Final	Closed	13/05/2025 17:00:00	[redacted]

När du loggar in i ansökan kommer du i regel till fliken **Proposal forms**. Klicka i så fall på **Back to participants list** längst ner på sidan.

The screenshot shows the 'Funding: Submission Service' interface. The progress bar at the top indicates the current step is 'Proposal forms'. The main content area contains information about the proposal, including a deadline of 17 September 2025 17:00:00 Brussels Local Time and 8 days left until closure. There are sections for 'Call data', 'Proposal data', and 'Administrative forms (Part A)'. At the bottom right, there are buttons for 'Edit forms', 'View history', 'Print preview', 'Part B', 'Detailed budget table', 'Upload', 'Validate', and 'Submit'. The 'BACK TO PARTICIPANTS LIST' button is circled in red.

Nu är du på **Participants** fliken. Scrolla ner till Södertörns högskola och klicka sedan på **Add contact +**.

European Commission | Funding: Submission Service

Participants

Deadline: 17 September 2025 17:00:00 Brussels Local Time
8 days left until closure

Call data
Call: HORIZON-CL6-2025-01
Topic: HORIZON-CL6-2025-01-BIODIV-07
Type of action: HORIZON-RIA
Type of MGA: HORIZON-AG-LS

Proposal data
Acronym: [redacted]
Draft ID: [redacted]

Download Part B templates
Download part B templates

Number of participants: 19

Coordinator: SH-SWE

1 SH-SWE

Add Affiliated Entity +

SODERTORNS HOGSKOLA
HUDDINGE, SE
PIC: 998344080

Contacts (7)

Add contact +

Contact person [redacted]

Main contact [redacted]

Contact person [redacted]

Contact person [redacted]

En ruta visas nu där du kan fylla i kontaktuppgifterna för den administrativa personalen. Ange för- och efternamn samt e-postadress. Det är viktigt att du väljer **full access** så att administratörer kan lägga in kollegor som kan behöva ha åtkomst till ansökan. Bekräfta genom att klicka på **Add contact**.

SODERTORNS HOGSKOLA

Please enter the contact name and details:

Project Role *
Contact person

Access Rights *
Coordinator contact (full access)

First Name *
[redacted] 50

Last Name *
[redacted] 50

Email Address *
[redacted] 100

Add contact

Viktigt: när du kommer tillbaka till **Participants** fliken måste du spara dina ändringar genom att scrolla ända ner till botten av sidan och klicka **Save**.