

## **INDEX**

- Page 03 Accessing the platform
- Page 11 Creating an application
- Page 23 Submitting an application
- Page 26 How to register a new institution
- Page 28 How to register a new city



## 1. ACCESSING TO THE PLATFORM

## 1. ACCESSING TO THE PLATFORM

Click here ere if this is your first time applying for PICE benefits.

Click here if you are already registered in the system.

La Important: Users who submitted applications to PICE before 2021 must re-register in the database, as if it were their first time accessing the system.

If this is your first time accessing the platform, you must register your contact details by clicking on the SIGN UP button.



Make sure you complete all the fields marked as mandatory:

Name

First surname

Gender

Applicant organisation / entity / company (the one requesting the financial assistance)

Current occupation

Contact person's email address

Confirm contact person's email address

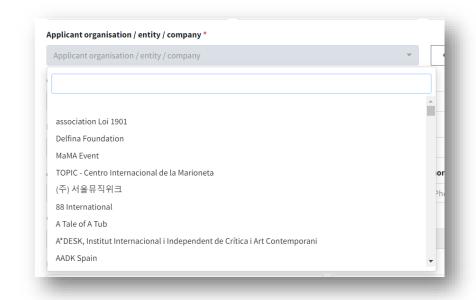
Password // Confirm password

Security tip: Use a password that combines uppercase letters, lowercase letters, numbers, and symbols. Avoid birth dates or common words.

To complete the APPLICANT ORGANISATION / ENTITY / COMPANY field, you must select an option from the drop-down menu.

How to search for your entity? Start typing part of the entity name. The system will automatically show you a list of available matches. Select the correct option from the drop-down list.

Can't find your entity? If none of the options shown match your entity, you can register it manually:



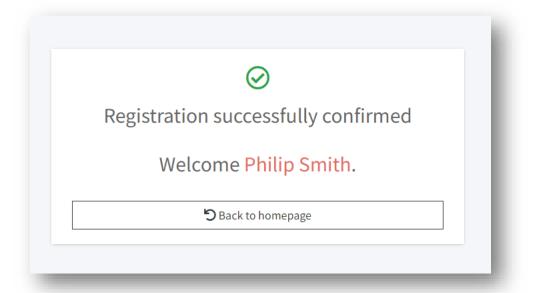
Press the NOT ON THE LIST" button. (A new option will open to register the entity.) See the section "How to register a new institution" on page 26 of this manual.

- **Enter your country and city of residence.** When selecting your country and city of residence, the city you are looking for may not appear among the available options after choosing the country.
- Can't find your city? ☐ Click on the option ☐ "NOT IN THE LIST" ★ (This will allow you to create a new city manually.) See the section "How to register a new city" on page 28 of this manual.
- Before submitting the form: ✓ Read and accept the data protection policy. You can consult it at the link ✓ TERMS AND CONDITIONS. ♠ Click the "SEND" button to complete the registration.

#### Email confirmation

Once you have submitted your details, you will receive an email at the address you provided during registration.

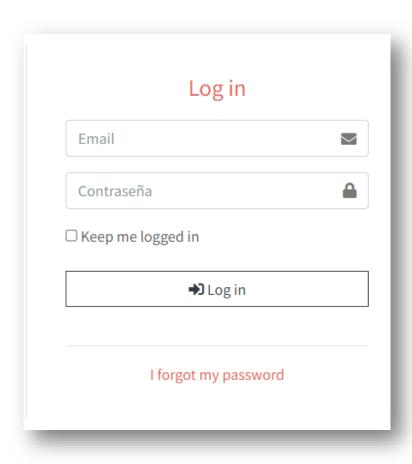
Follow the instructions in that email to complete the registration process and access the platform.



### § Important:

If you cannot find the email in your inbox, please check your spam or junk mail folder.

## 1.2. ACCESS WITH REGISTRERED USER



### Access to the PICE platform

If you are already registered, log in using your username and password.

### ? Forgot your password?

Click on I FORGOT MY PASSWORD to recover it.

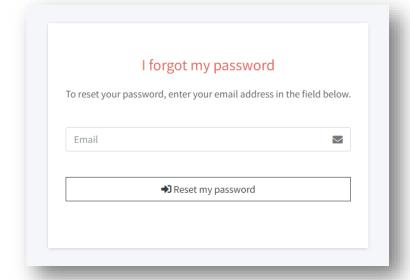
## 1.2. ACCESS WITH REGISTRERED USER

If you have forgotten your password and you wish to create a new one, please provide the email address you used to sign up to our system. Next, click on RESET MY PASSWORD.

### Reset password

Enter your registered email address. Click on I FORGOT MY PASSWORD. You will receive an email with a link to create a new password.

Once created, click on BACK TO HOMEPAGE to access the platform.





## 2. CREATING AN APPLICATION

### 2. CREATING AN APPLICATION

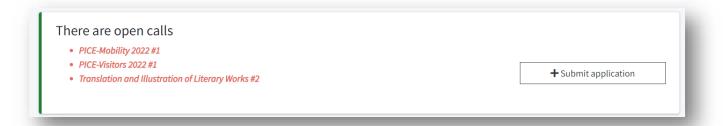
### Access to calls for applications

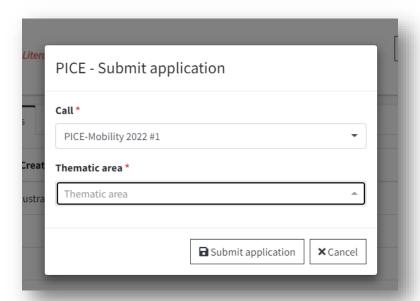
Once you have registered on the platform, you will be able to access the list of calls for applications that are currently open.

### + New application

If you wish to participate in any of them, click on the SUBMIT APPLICATION button.

A window will open for you to select the call for applications and the subject area to which you wish to submit your application.





## 2. CREATING AN APPLICATION

The system will then display a blank form that you must complete.

The form consists of several tabs:

- **Event**
- Participants/ International visitors (depending on the type of call)
- Entities / Venues
- Legal Representative
- Contact details
- Documents

## 2.1. CREATING AN APPLICATION. EVENT

The EVENT tab contains basic information about the project for which financial assistance is being requested. This information helps us to contextualize the activity that will involve Spanish participation or international visitors (depending on the type).

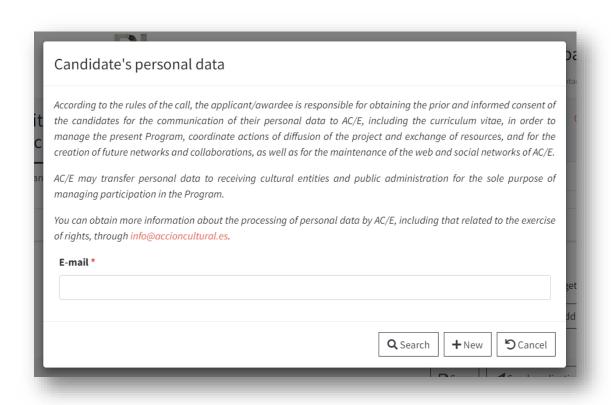
## 2.2. CREATING AN APPLICATION. SPANISH PARTICIPANTS / INTERNATIONAL VISITORS

- The PARTICIPANTS / INTERNATIONAL VISITORS tab collects data on each of the participants for whom the financial incentive is requested.
- + To add a candidate, click the ADD NEW PARTICIPANT button.

A window will open:

- Enter the email address of the participant/visitor you wish to include.
- Click SEARCH.

# 2.2. CREATING AN APPLICATION. SPANISH PARTICIPANTS / INTERNATIONAL VISITORS



- If the search returns results, it means that the participant/visitor already exists in our database. A new screen will open where you can fill in their details.
- If the search does not return any results, it means that the participant/visitor does not exist in the database and will need to be added.
- + To do this, click on the NEW button.

# 2.2. CREATING AN APPLICATION. SPANISH PARTICIPANTS / INTERNATIONAL VISITORS

Next, you can fill in the details of the Spanish participant or international visitor you wish to register.

Important: In addition to the candidates' contact details, you will need to fill in the budget you are requesting for each one. Please note that some expense categories have limits. This means that you cannot request an amount higher than that allowed in the call for applications. Please refer to the terms and conditions for more information.

There are limits per event and participant:

- MOBILITY: €15,000 per event and €5,000 per participant.
- VISITORS: €20,000 per event and €2,000 per participant.

Furthermore, Mobility cannot request an amount greater than 50% of the amount included in the field **TOTAL**BUDGETED TO COVER ALL THE COSTS GENERATED BY THIS CREATOR/GROUP PARTICIPATION AT THE EVENT

## 2.3. CREATING AN APPLICATION. ENTITIES / VENUES

The ENTITIES/VENUES tab will include all entities involved in the project.

### Please note:

All applications must have at least one applicant entity.

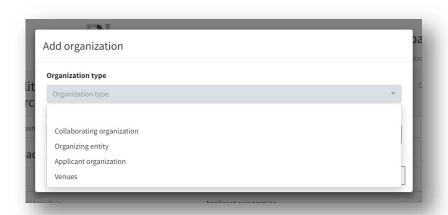
All applications must have at least one organizing entity.

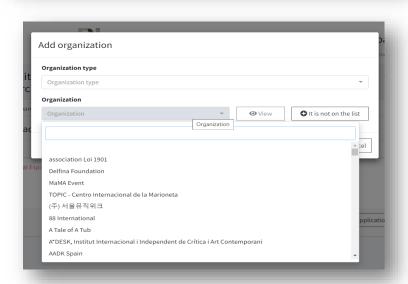
All face-to-face or blended projects must have at least one venue.

Optionally, collaborating entities may be included.

## 2.3. CREATING AN APPLICATION. ENTITIES / VENUES

- To include entities in the request, follow these steps:
  - Click the ADD button.
  - Select the type of entity you want to insert.
- Select an option from the list. You can enter characters in the search bar to narrow down the list of results.
- ⚠ If you cannot find the entity you are looking for, you can register it by clicking on the NOT IN THE LIST button. For more information, click <a href="here">here</a>.





## 2.4. CREATING AN APPLICATION. LEGAL REPRESENTATIVE

- > To add a legal representative of the entity requesting financial assistance, click the NEW button.
- This action will open a new window where you can enter the details of the entity's legal representative.
- The required information is:

First name

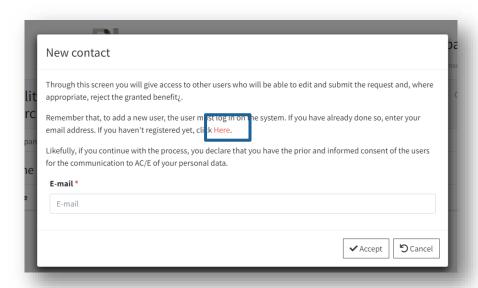
Last name

Position in the institution

+ You can include as many representatives as you wish.

## 2.5. CREATING AN APPLICATION. CONTACT DETAILS

- The CONTACTS DETAILS tab will display the details of the person who created the request by default.
- + If you want to give other contacts access to it, click the ADD NEW button.
- Enter the new contact's email address in the EMAIL field.
- 1 If they are not registered, follow the instructions and click HERE to create a new record.



## 2.6. CREATING AN APPLICATION. DOCUMENTS

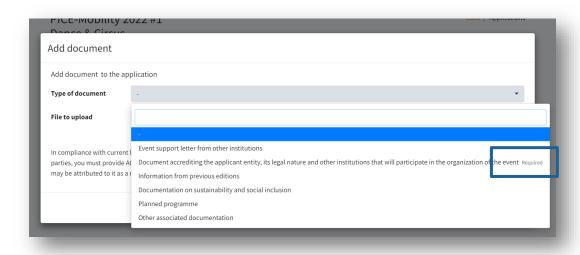
From the **DOCUMENTS** tab, you can attach all reports and documents that support and expand on the information in your application.

The information is organized into two main sections:

**Application documentation** 

**Participant documentation** 

⚠ The required documentation varies depending on whether the application is for Mobility or Visitors.



To find out which documents are required, in the TYPE OF DOCUMENT drop-down menu you will find an indication after the name of the document.



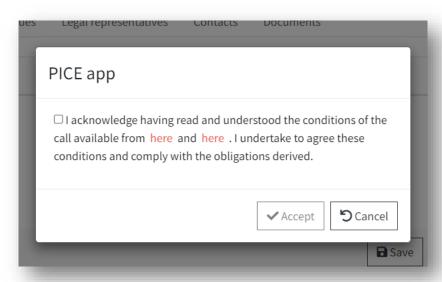
## 3. SUBMITTING AN APPLICATION

## 3. SUBMITTING AN APPLICATION

Once you have completed the application, you can submit it by clicking on the SEND APPLICATION button at the bottom right of the screen.



If everything is correct, a new window will open in which you must confirm that you have read and understood the terms and conditions of the call for applications.



## 3. SUBMITTING AN APPLICATION. FOLLOWING STEPS

- Once the application period has closed, AC/E has approximately 25 calendar days to publish the provisional list of results.
- If you are awarded a grant, you will receive an email informing you of the successful candidates and the amount awarded to each of them.
- The award will be considered automatically accepted unless you indicate otherwise in one of the following ways:
- Within five business days after the provisional decision is published: You can decline the award by clicking on the link included in the confirmation email.
- After the five business day period: You can withdraw by sending an email to the relevant department (detailed in point 12 of the framework rules for the call for applications).

25



# 4. HOW TO REGISTER A NEW INSTITUTION

## 4. HOW TO REGISTER A NEW INSTITUTION

If none of the available options match the entity you want to select, you can register it manually.

To do this, click on the NOT ON THE LIST button. A form will open for you to enter the entity's contact information.

Required information that must be completed:

Company name in original language

Company name in English

**Contact email address** 

Tax address

Country/City

Website and social media (register at least one)

Recommendation: Carefully review the list of available entities before registering a new one to avoid duplicates.



## 5. HOW TO REGISTER A NEW CITY

## 5. HOW TO REGISTER A NEW CITY

If, when selecting a country, the city you are looking for is not among the available options:

Click on the option NO FOUND (located at the top of the drop-down menu). A new field will

Not found Arnsberg Berlin

open where you can manually enter the desired city.



#### Important recommendations:

Check the existing list carefully to avoid duplicates.

Verify the selected language (Spanish or English), as city names will be displayed according to that language.

