



**EU PRIZE** for  
**WOMEN INNOVATORS**  
2020



**H2020 Programme**

**APPLICATION GUIDE**

Version 1.0

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Research and  
Innovation

## Getting Started

This simple guide will take you through each step of the submission process for the EU Prize for Women Innovators 2020.

Applications are submitted via the web-based submission forms available on the Funding and Tenders Portal. You can access the Portal [here](#), or by clicking 'Apply now' on the official prize webpage.

Applications submitted by any other means will not be accepted. Applications must be submitted prior to the call closure deadline – 21 April 2020, 17:00 (Central European Time).

The application is in two parts, which you will fill out before you can submit:

- Part A is where you provide information about yourself and your company, and declare that you meet the eligibility criteria for this prize.
- Part B is the main body of your application that you will download and fill out before submission. This is where you tell us why you should win the prize.

### Step 1 - Identify yourself

On the Funding and Tenders Portal, start by logging in or registering:

- **>login<** - if you have used the Portal before, you may already have an EU Login account (or former ECAS account).
- or **>register<** - follow the instructions to create a new EU Login. More help on how to create an EU Login account [here](#).

### Step 2 - Funding Scheme

Simply click **>next<** to continue.

### Step 3 - Creating a draft proposal

- **Your organisation:**

Please fill in your Participant Identification Code (PIC), which is used to identify your company. If you have already applied for an EU grant or prize, your organisation may already have a PIC. More information on PIC numbers [here](#).

- **Your role:**

Please select 'main contact'.

- **Your proposal:**

In the **acronym box** please put your **own name**.

In the **Short Summary box**, briefly tell us why you should win the prize. You may copy and

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paste the abstract from Part B of your application. Please also include the link to a **short inspirational video** message, lasting up to 90 seconds.

Now you need to select which **category** you wish to compete under: the 'Women Innovators' main category if you are born before 1 January 1985, or the 'Rising Innovators' category for young innovators at the start of their career. You will find more information about each category on the [prize website](#).

In the Funding and Tenders Portal, these categories are referred to as 'Subtopics':

- Select "**Subtopic A - women innovators**" if you are born before 1 January 1985
- Select "**Subtopic B - rising innovators**" if you are born on or after 1 January 1985.

Once you have carefully read the terms and conditions of use, click **>next<** to accept them.

Your draft application has now been created and you will receive an automatic e-mail.

You can return to the application to continue working (before the deadline):  
[My Proposal Menu](#)

#### Step 4 - Parties

You are the main contact for this contest. If you like, you may add another contact person here. If not, simply click **>next<** to continue.

#### Step 5 - Edit Proposal

Now, you can write and edit your proposal:

- **Part A:** fill in, edit, view and print the **administrative forms**;
- **Part B:** download the Part B template and prepare your application. **Upload Part B**

#### PART A - Administrative Forms

Clicking **>edit forms<** opens Part A. You can modify this at any time up to the deadline.

You can validate your application at any step. When clicking **>validate form<** at the top of any page. If there are any problems (such as missing data), this will be shown on the last page.

#### PART B - Your application

Please download the template for Part B and fill it out.

Please keep to the structure of this template when preparing your application. It has been designed to ensure that the important aspects of your work are presented in a way that will

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enable the experts to make an effective assessment against the evaluation criteria. The proposal cannot exceed 10 pages. Please respect the page limit. Any extra pages will not be visible to the evaluators.

Once you have completed (and validated) Part A and uploaded Part B, click >**submit**<.

**Please note that you will be prevented from submitting your application until all mandatory information has been provided**

### **Step 6 - Application Status page**

If you have reached this step, this means your application has been submitted. Your submission will be evaluated after the deadline, and you can expect to hear back from us within two to three months.

After you have submitted, you can still:

- **Download your application.** We recommend downloading your application to check that everything is in order. The PDF will be digitally signed and time stamped.
- **Edit and resubmit your application.** You may make changes and resubmit your application right up until the deadline. Any new version you submit will overwrite the previous one.
- **Withdraw your application.** If you withdraw your application, it will not be considered for evaluation. You will be asked to provide a reason for withdrawing your application. Your draft application will not yet be deleted from the server. This withdrawal action can be reversed, but only before the deadline, by simply re-submitting it.

The same information and actions can also be found here: [My Proposal menu](#)