



Horizon2020 Energy NCP Network

H2020 Energy
& Euratom
Partner Search / Offer

User Manual
November 2017



This project has received funding from “Horizon 2020 – the Framework Programme for Research and Innovation (2014-2020) under grant agreement no 641003 (2014-2018)



Contents

1. Introduction	3
2. Login.....	4
2.1 First time user.	4
2.1 Login if already Registered.....	6
2.2 Edit Profile.....	7
3. Enter and submit a Partner Offer or Partner Search	8
3.1 Adding an Offer.....	9
3.2 Adding a Search.	11
4. Brokerage Events	12
5. E-Mail Alert & RSS Feeds.....	13
5.1 Email Alert.....	13
5.2 RSS Feed.....	13
6. Search Facilities.....	15
7. Manage registrations.	18
8. Revisions	19
9. Contact Details.....	19

1. Introduction

The C-Energy2020 Partner Search Tool has been created as part of the C-Energy2020 website <http://www.c-energy2020.eu>. The purpose is to offer a comprehensive and easy to use web-based tool that supports the building of consortia for promising proposals that are **targeted at the open calls under the Horizon2020 Energy and Euratom Workprogrammes**.

One of the main features of this tool is the validation of requests by a responsible National Contact Point - NCP. This ensures a high level of reliability and accuracy of data.

The validation of the entries includes an examination as to whether the information is reliable and if the specifications of the selected call topics have been considered.

Requests of users coming from EU member states or associated countries will be validated by the NCP of the same country. Registered NCPs from third countries will validate requests of users from their countries. In the case that a request has been submitted from a user located in a third country without a registered NCP, one of the C-Energy2020 members will validate the entry.

For searches from third countries an appointed NCP from the EU member states or the associated countries will validate the partner details. The appointed NCP will be on a voluntary basis.

Another important feature is the distinction between:

- **Partner offer** - Researchers who offer their expertise in a specific topic of research and are looking for collaboration in possible project consortia

and

- **Partner search** - Researchers or consortia with a definite idea for a project looking for additional partners to complement their expertise.

The base tool, developed by LogicWorks for Julich has also been used by the NCP Networks NMPTeam (Nanotechnologies, Advanced Materials, Biotechnology and Advanced Manufacturing and Processing <http://www.nmpteam.eu/>) and NCPs CaRE (SC 5 Climate Action, Environment, Resource Efficiency and Raw Materials www.partnersearch.ncps-care.eu). In order to keep the compatibility of the services, a knowledge exchange has been organized and common ideas for improvements have been discussed by the consortia of NMP TeAm, C-Energy2020 and NCPs CaRE such as:

1. Topic specific deadlines to avoid entries on already closed calls for proposals.
2. Common registration level for the three activities.

For the current list of National Contact Points of the Energy and Euratom areas of Horizon2020 visit the Participant Portal at http://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html

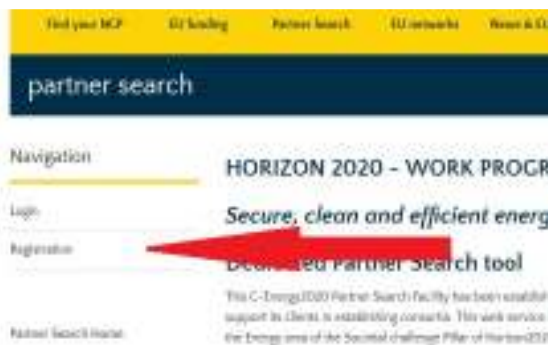
2. Login

2.1 First time user.

To use the tool to submit a partner entry (partner search or partner offer) you have to register your details before you can submit a partner entry.

Go to <http://www.c-energy2020.eu/>

1. Select Partner Search



2. Select the registration link.

The latest version of the Partner Search tool allows users to create a common registration profile that will also allow them access to the partner search tools of NMPB (nanotechnologies, advanced materials, advanced manufacturing and processing, and biotechnology) and SC5 (Climate Action, Environment, Resource Efficiency and Raw Materials)

3. Select the C-Energy Registration Link



4. Fill in the registration form.

Email address *is* case sensitive.

In order to register as a new user of the C-Energy Partner Search System it is necessary to fill in at least all mandatory form fields which are marked with an asterisk *.

The "Competences" form field is a free text field where you can describe your organisation's business fields and competences.

The "SIC Codes" (Subject Index Classification Codes) field is another option to classify your business and make it easier for other users to find you.

Make sure that the entered e-mail address is valid as it is not checked by the system.

The ***password*** must have a length of at ***least eight characters*** and must include at least one special character, an upper case letter or one digit.

If all mandatory fields have been completed, you are ready to submit your registration. The web application will validate your data. In case of a successful validation you will receive a confirmation message that your registration has been accepted.

5. Respond to registration email.

To complete the registration process and activate your user account, you have to follow the link in the e-mail that you received after submitting the registration form. (check that the email is not in your junk mailbox)

After this, the account is ready for use and partner searches and partner offers can be entered.

Congratulations! You are now a registered user of the C-Energy2020 Partner Search tool.

2.1 Login if already Registered.

If you are a registered user of the "C-Energy2020 Partner Search"

Go to <http://www.c-energy2020.eu/>

1. Select Partner Search



2. Select login

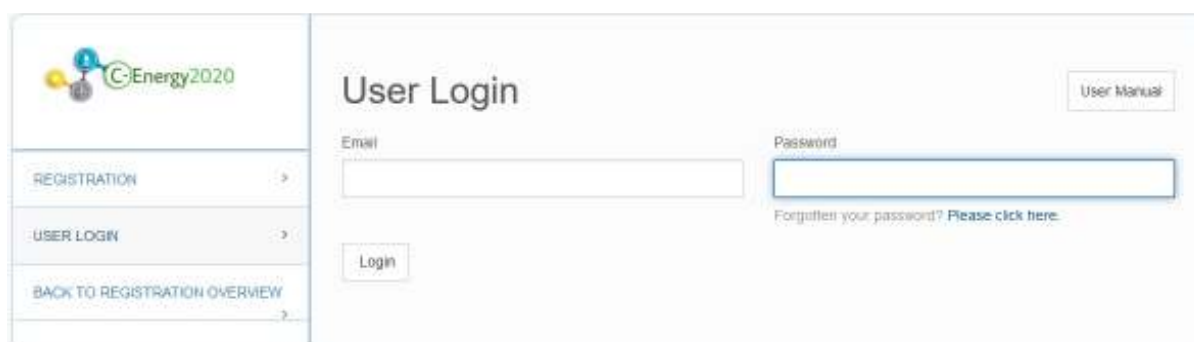


Note: If you are already registered you can also login from the common registration page at

<https://services.ptj.de/partnersearch/registration-overview>

by selecting the "User Login for C-Energy 2020" link

Enter your username (e-mail address) and password to log in.

The image shows the 'User Login' page. On the left, there is a navigation menu with three items: 'REGISTRATION', 'USER LOGIN', and 'BACK TO REGISTRATION OVERVIEW'. The 'USER LOGIN' item is selected. The main content area has a heading 'User Login' and a 'User Manual' link. Below the heading, there are two input fields: 'Email' and 'Password'. A 'Login' button is located below the 'Email' field. Below the 'Password' field, there is a link: 'Forgotten your password? Please click here.'.

If you have forgotten your password select the "Forgotten your password"? option and enter the e-mail address you used for the registration.

Keep in mind that in all these cases the email username **IS** case sensitive so peter@gmail.com is different to Peter@smith.com .

2.2 Edit Profile.

The screenshot shows the 'User Profile' page in the Partnersearch Admin interface. The page has a header with 'PU Partnersearch Admin', 'C-Energy2020', 'NCPs CaRE', 'NMP Team', and a user name 'Philip Cheasty'. A sidebar on the left contains navigation links: 'GO TO PORTAL WEBSITE', 'ENTRIES', 'E-MAIL-ALERTS / RSS FEEDS', and 'BROKERAGE'. The main content area is titled 'User Profile' and includes a 'Save' button. Below this is the 'Profile Details' section with the following fields: 'Sex' (set to 'Male'), 'First Name (*)' (Philip), 'Last Name (*)' (Cheasty), 'Email / Login (*)' (philip.cheasty@enterprise-ireland.com), 'Academic Title', and 'Organization (*)' (EI). A dropdown menu is open next to the user name, showing options for 'Profile', 'Logout', and 'Manage registrations'.

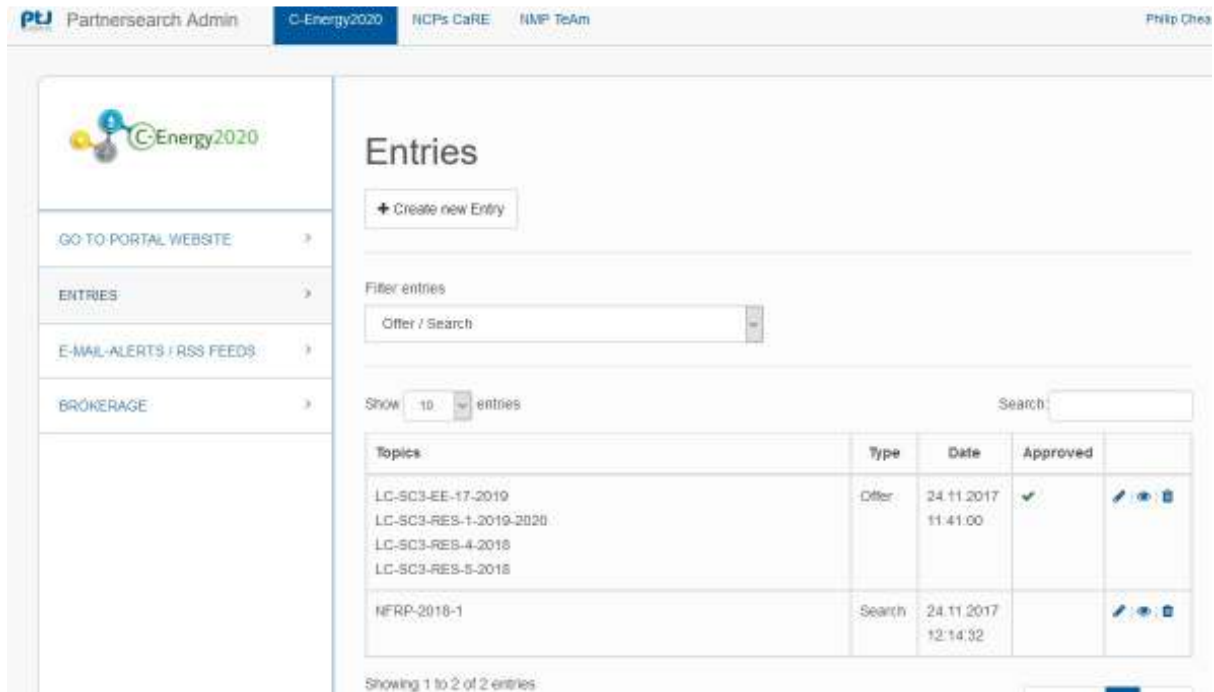
Under the User name on the **top right** you can access a drop-down menu.

You can update your personal data and change your password by selecting **Profile**.







You can add or edit registrations to the other platforms (NMPB and/or SC5) by selecting **Manage registrations**. See section 7 of this manual.

3. Enter and submit a Partner Offer or Partner Search




By following the [Entries](#) link on the left-hand menu bar a list of your entries will appear.



The screenshot shows the Partnersearch Admin interface. The top navigation bar includes 'Partnersearch Admin', 'C-Energy2020', 'NCPs CaRE', 'NMP TeAm', and 'Philip Chea'. The left sidebar contains links for 'GO TO PORTAL WEBSITE', 'ENTRIES', 'E-MAIL-ALERTS / RSS FEEDS', and 'BROKERAGE'. The main content area is titled 'Entries' and features a '+ Create new Entry' button. Below this is a 'Filter entries' section with a search input field containing 'Offer / Search'. A 'Show 10 entries' dropdown is also present. The main table displays the following data:

Topics	Type	Date	Approved	
LC-SC3-EE-17-2019 LC-SC3-RES-1-2019-2020 LC-SC3-RES-4-2018 LC-SC3-RES-5-2018	Offer	24.11.2017 11:41:00	✓	  
NFRP-2018-1	Search	24.11.2017 12:14:32		  

Showing 1 to 2 of 2 entries

You can either Create a new Entry or have the choice to view  , edit  or delete  an existing one.

To add an Entry select the [Create new Entry](#) link, the respective forms regarding partner offer or search appear.

3.1 Adding an Offer.

Partner offer – This is for participants **who want to offer their expertise** in a specific area and are looking for collaboration in possible project consortia targeting specific H2020 Energy or Euratom topics.

1. Select the Offer tab
2. You can offer yourself as a partner or as a coordinator under Partner role.
3. Select a topic of interest. Maximum 3 open topics to be selected per entry. The topic details can be reviewed using the link which directs to the full topic details on the Participant Portal. All topics (Energy & Euratom) that are listed on the participant portal are available on the PS Tool.
4. Detail your Competences concerning to the topic. Please give specific information that will allow potential reviewers to assess your suitability for the specific topics.
5. Save.

When the new Entry is saved the responsible NCP will be notified so it can be reviewed and published on line.

Topic selection



G. Fusion research

NFRP-2018-11

Open data access for fusion research. CSA

[→ Info on Participant Portal](#)

Secure, clean and Efficient Energy 2018-2020

Building a low-carbon, climate resilient future: Secure, Clean and Efficient Energy

Cross-cutting issues

LC-SC3-CC-1-2018-2019-2020

LC-SC3-CC-1-2018-2019-2020: Social Sciences and Humanities (SSH) aspects of the Clean-Energy Transition. RIA

[→ Info on Participant Portal](#)

LC-SC3-CC-2-2018

Modelling in support to the transition to a Low-Carbon Energy System in Europe. RIA

[→ Info on Participant Portal](#)

LC-SC3-CC-3-2019

Support for the opening of low-carbon energy research databases in Europe. CSA

[→ Info on Participant Portal](#)

Validation.

Remember that new Partner Offer entries will be checked by an NCP before they are published and appear online. In case of a positive validation and publication of your entry by the responsible NCP, you will receive an e-mail notification. Once the entry has been checked and published by the NCP you have the opportunity to update the information or delete the entry.

3.2 Adding a Search.

Partner search – This is for Researchers or consortia *who have a definite idea for a project and are looking for additional partners* to complement their expertise. The proposed idea is targeting specific H2020 Energy or Euratom topics.

1. Create a new Entry, Select the “Search” tab.
2. You can offer yourself as a partner or a coordinator.
3. Select a topic of interest. Maximum 3 open topics can be selected. The topic details can be reviewed using the link which directs to the full topic details on the Participant Portal. All topics (Energy & Euratom) that are listed on the participant portal are available on the PS Tool.
4. Enter the mandatory fields for proposed Project Title / Abstract / Project description.
5. Give details of Partners already involved in the proposed consortium
6. Detail the type of Partners sought concerning to the topic(s). Please give specific information that will allow potential reviewers to assess their suitability to be involved.
7. Save.

Validation.

Remember that new Partner Search entries will be checked by an NCP before they are published and appear online. In case of a positive validation and publication of your entry by the responsible NCP, you will receive an e-mail notification. Once the entry has been checked and published by the NCP you have the opportunity to update the information or delete the entry.

4. Brokerage Events

For the open H2020 Energy and Euratom Workprogrammes there will be a number of brokerage events organised that will target H2020 Energy topics.

Brokerage events on the covered thematic areas and that are (co-)organised by one of the three network projects NMP TeAm, C-Energy2020 and NCPs CaRE can be found here. The list shows the title/thematic area, the date and offers the opportunity to indicate whether an attendance is planned. This option has been added to make contact with possible partners at these events easier.

The screenshot displays the 'Brokerage Events' section of the NMP TeAm portal. It features a sidebar with navigation options: 'GO TO PORTAL WEBSITE', 'ENTRIES', 'E-MAIL ALERTS / RSS FEEDS', and 'BROKERAGE'. The main content area is titled 'Brokerage Events' and includes a search bar and a 'Show: 10 entries' dropdown. Below this is a table with two entries:

Name	Date	Attending	
EU Brokerage Event on IET (Nanotechnologies and Advanced Materials, Biotechnologies, Advanced Manufacturing and Processing) in Horizon 2020 - Call 2016-2020	17.10.2017	No	
Horizon 2020 Brokerage Event on Nanotechnology and Advanced Materials	16.11.2017	No	

At the bottom of the table, it says 'Showing 1 to 2 of 2 entries'. There is also a 'Previous' button and a 'Next' button.

Clicking the eye symbol, a new page is opened. This page shows more details of the brokerage event and offers the opportunity to indicate the participation within the PSF (item: [participation](#)) and provides a link to the registration of the brokerage event itself (item: [B2Match Registration](#)).

5. E-Mail Alert & RSS Feeds

Complementary to the already existing opportunities to look for partners or projects by generating a partner offer or partner search, registered users of the PS Tool have the facility to indicate whether they would like **to be informed about new entries**.

This service can be subscribed to in two ways:

- via E-mail alert or
- via RSS feed.

When logged in this option is found on the left part of the web page under "E-Mail-Alerts / RSS Feeds". The user can choose between "all current offers and searches" or by choosing "specific topic(s)". The selection can be changed in his profile at any time.

Topics	RSS Feed	E-mail alert
all current offers and searches	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Euratom 2018		
Nuclear Fission, Fusion and Radiation Protection Research		
A. Nuclear Safety		
NFRP-2018-1 Safety assessments to improve accident management strategies for Generation III & IV reactors. RA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NFRP-2018-2 Road development and safety assessments for Generation IV reactors. RA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NFRP-2018-3 Research on the safety of Light Water Small Modular Reactors. RA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NFRP-2018-4 Improved nuclear data for energy and non-energy modelling applications. RA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Decommissioning and environmental remediation		

5.1 Email Alert.

If a user has chosen to be informed via e-mail alert about new entries, he will receive an advice email as soon as a new entry has been published:

By following the link in the email, details of the relevant entry will be displayed:

5.2 RSS Feed

A RSS Feed is available. By selecting the RSS feed you will receive subject links to the RSS Feeds of all partner offers and searches uploaded. You can select a feed for all topics or filter by topic. A number

of options to subscribe to the feed is available. (Through Live Bookmarks, Microsoft outlook etc). You can also link to other RSS feed readers that you may prefer.



6. Search Facilities.

This Partner Search Facility has several methods for searching the database of entries under the **Navigation side bar**.

From the main website <http://www.c-energy2020.eu/> select Partner Search link or go direct to <http://www.partnersearch.c-energy2020.eu/>

The image shows a screenshot of a website's navigation sidebar. The sidebar is titled "partner search" and contains a "Navigation" menu with the following options: Login, Registration, Partner Search Home, Search for Partner Entries, Search for Partner Profiles, List of Partner Searches, and List of Partner Offers. A red circle highlights the "Search for Partner Profiles" option, and a red arrow points to it from the right. The main content area shows "HORIZON 2020 - WORK P" and "Secure, clean and efficient Dedicated Partner Search t".

List of Partner Offers. This will list all partner offers by date of entry for the current Energy & Euratom workprogrammes.

List of Partner Searches. This will list all partner Searches (consortiums looking for partners) by date of entry for the current Energy & Euratom workprogrammes.

Search for Partner profile. This profile related search has been developed to offer the opportunity to identify potential partners **independent** from the current call topics. The search parameters are realized according to the information that has been generated on the base of the organisation profiles and consists of the main business fields and competences of the registered users of the Partner Search Facility. The Free Text form field allows to scan the profile data of the registered users.

As the result of the search a list of entries that fit the search criteria will be displayed:

Profile Results

[Back to the search form](#)

Search Results

Name	Type	Country	Organisation
Peter Parker	Material Scientist (for inducement prize only)	Germany	Daily Mail
Clark Kent	All	Germany	Daily Planet

By choosing one of the displayed names, detailed information about the organisation will be displayed:

Search for Partner Entries.

In order to find the partner entry that you have been looking for simply click the Search for partner entries link in the Navigation box and use our Search form. There are several search options you can choose from. Use the **Phrase** form field to search the whole entry database for the phrase you require or choose one or multiple filter options from the given select fields **Type of Calls, Categories / sub-categories / Topics, Type of entry, Country, Partner Type, Partner Role** or **SIC Code**.

Navigation

Login

Registration

Partner Search Home

Search for Partner Entries

Search for Partner Profiles

List of Partner Searches

List of Partner Offers

Search Entries

SEARCH

CLEAR SEARCH FILTER

Phrase:

Type of topics:

Open topics



Work programs

Secure, clean and Efficient Energy 2018-2020



Calls

Building a low-carbon, climate resilient future: Secure, Clean and Efficient Energy



Action plans

Cross-cutting issues



Topics

LC-SC3-CC-1-2018-2019-2020



Entry type:

Both



Country:

All



Partner type:

All



Partner role:

All



SIC-Code:

All



SEARCH

CLEAR SEARCH FILTER

7. Manage registrations.

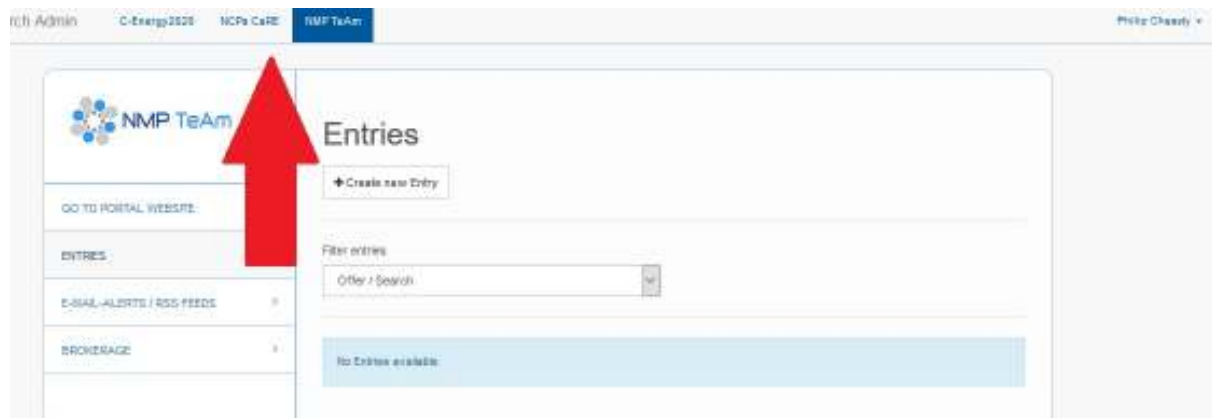
Since several users of the three partner search facilities (NMP TeAm, C-Energy2020 and NCPs CaRE) are active in more than one of the thematic areas it has been decided by the members of these network projects to offer a common registration level. The registration webpage: <https://services.ptj.de/partnersearch/registration-overview> allows users select which tool to register with.

Once you are registered and logged-in you can add the other workprogrammes Partner Search tool to your account using the Manage Registrations feature.

You can register for all 3 platforms if required.



Once you are registered for any of the workprogrammes you can add entries from those workprogrammes by selecting the appropriate TAB when logged in.




8. Revisions

February 2016. Updated to reference adding Euratom topics to the partner search tool.

November 2017. Updates include cross workprogramme (Energy/Euratom/NMPB/SC5) capability.

9. Contact Details.

	<p>Irish National Contact Point for Energy</p> <p>Philip Cheasty philip.cheasty@enterprise-ireland.com Tel: +353 021-4800216 Rossa Ave, Bishopstown Cork, Ireland http://www.horizon2020.ie/</p>
	<p>German National Contact Points for Materials</p> <p>Ingo Rey i.rey@fz-juelich.de Tel.: +49 2461-612623 52425 Jülich, Germany</p> <p>Michael Wessel m.wessel@fz-juelich.de Tel.: +49 2461-6185088 52425 Jülich, Germany</p> <p>http://www.nks-werkstoffe.de</p>
	<p>German National Contact Points for Environment</p> <p>Shilpi Saxena s.saxena@fz-juelich.de Tel.: +49 30-201993215</p> <p>Antje Többe a.toebbe@fz-juelich.de Tel.: +49 228-60884203 10969 Berlin, Germany 53175 Bonn, Germany</p> <p>http://www.nks-umwelt.de</p>