



Culture & Creativity

Funded by the
European Union



PIC REGISTRATION GUIDANCE



Registering in the “Funding and Tender Opportunities Portal European Commission”

Calls for Proposal 2023



Before submitting your proposal to EIT Culture & Creativity all applicants need to register their organisation on the EU Participant Portal:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>.

As a first step you may wish to check if your organization has been already registered, through PIC search. **If yes**, you may proceed with your application. However, please make sure that the information that you are providing is consistent with the legal information connected to your PIC (legal name, VAT, registration number, legal address, LEAR – legally appointed representative responsible for updating organisation's information on EU participant portal). It is essential that your LEAR has access to your PIC account and related email address at any time.

If not, please select the appropriate option in order to register. Upon registration, you will receive your PIC number in the email that you will have indicated during the registration process. All new PIC numbers get assigned a status of "Declared", which means your organisation has not been fully validated but the new PIC number can already be used during your proposal submission. Full validation of your PIC number will happen at a later stage if you are selected in the call.

Any organisation applying for EU funding must be registered at the Funding and Tender Opportunities Portal and keep the stored information updated.

For more details on new PIC registration and validation, please follow the link:

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Registration+and+validation+of+your+organisation>

For more details on how to access your PIC account, please follow the link:

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Registration+steps>