

## Rapide tutoriel pour naviguer sur le portail de la Commission européenne

### Accès aux informations et documents des appels à projets sur le programme européen CERV

Lien : <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/programmes/cerv>

**En cliquant sur le lien ci-dessus, vous arrivez sur cette page :**

The screenshot shows the European Commission portal for the Citizens, Equality, Rights and Values Programme (CERV). The page is in English and includes a search bar for funding and tenders. A cookie consent banner is visible at the top. The main content area is titled 'Citizens, Equality, Rights and Values programme' and includes a search bar for calls for proposals. A red circle highlights the 'View (22)' button, and a red arrow points to it from a text box below. The 'Projects & Results' section is also visible on the right side of the page.

Cliquez sur le bouton View, vous arrivez sur la page ci-dessous.

Vous pouvez alors cliquer sur le statut des appels (à venir, ouverts, fermés)

The screenshot shows the 'GRANTS' and 'TENDERS' tabs. Under 'Submission status', there are three buttons: 'Forthcoming (8)', 'Open for submission (3)', and 'Closed (10)'. A red circle highlights these buttons, with an arrow pointing to the 'Open for submission' button. Below this, there are filters for 'Programming period' (2021 - 2027 (21)), 'Citizens, Equality, Rights and Values Programme (CERV)', and 'Programme part' (Select a Programme part...). A red arrow points to the 'Programme part' dropdown menu. On the right, there are three call details cards. The first card is for 'Call for proposals limited/restricted to national Data Protection Authorities on reaching out to stakeholders in data protection legislation'. The second card is for 'Promote capacity building and awareness on the EU Charter of Fundamental Rights and activities on strategic litigation relating to democracy, the rule of law and fundamental rights breaches'. The third card is for 'Citizens' engagement and participation'. A red circle highlights the 'Deadline date' field in the second card, with a red arrow pointing to it.

Date de clôture de l'appel.

Vous pouvez choisir un volet en particulier.

The screenshot shows the EC.europa.eu website with search results for funding opportunities. The left sidebar contains filters for 'Programming period' (2021 - 2027 (21)), 'Citizens, Equality, Rights and Values Programme (CERV)', 'Programme part' (Select a Programme part...), 'Filter by call' (Select a Call...), 'CPV code (Tenders Only)' (Select a CPV code...), and 'Places of delivery or performance (Tenders Only)' (Select a Place of delivery...). The main content area shows three call details cards. The first card is for 'Promote capacity building and awareness on the EU Charter of Fundamental Rights and activities on strategic litigation relating to democracy, the rule of law and fundamental rights breaches'. The second card is for 'Citizens' engagement and participation'. The third card is for 'European Remembrance'. A red circle highlights the 'Citizens' engagement and participation' card, with a red arrow pointing to it. A red box contains the text 'Cliquer sur l'appel de votre choix.'.

Cliquer sur l'appel de votre choix.

Vous arrivez sur une page de ce type.



Descendre jusqu'à voir apparaître les deux rubriques *Topics description* et *Topics and call conditions*.

Pour avoir accès aux documents de l'appel, cliquer sur le bouton *show more*.

The screenshot shows the 'General information' section of a funding opportunity page. A red circle highlights a list of documents under section 6:

- Standard proposal template
- Call document
- Mono/Multi-beneficiary Model Grant Agreement
- CERV 2021-2022 work programme
- Decision authorizing the use of lump sums

Other visible information includes:

- 5. Indicative timetable for evaluation and grant agreement:**
  - Publication of the call: 14/10/2021
  - Deadline for submitting applications: 10/02/2022 17:00 (Brussels Time)
  - Evaluation period: February - June 2022
  - Information to applicants: June - July 2022
  - Signature of grant agreement: July - October 2022

Cliquer sur chaque document pour qu'il s'ouvre.

En descendant encore sur la page, vous accédez à un espace pour la recherche et l'offre de partenariat en lien avec l'appel.

The screenshot shows the 'Partner search' section of the funding opportunity page. A red circle highlights a button labeled 'View / Edit' next to the number '70'.

Other visible information includes:

- 70 Organisations are looking for collaborating partners for this topic**
- LEARs, Account Administrators or self-registrants c...

Cliquer pour ouvrir la liste des recherches et des offres de partenariat.

Descendre encore pour accéder à la fonction « Start submission » pour déposer votre candidature le cas échéant.

Funding & tenders x Programme "Citoyenneté, Egalité" x +

https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/cerv-2022-citizens-civ;callCode=null;f...

**General information**

Topic description  
Conditions and documents  
Partner search  
Submission service  
Topic related FAQ  
Get support  
Call information  
Call updates

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** that corresponds to your proposal. You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

**Please select the type of your submission:**

CERV Lump Sum Grants [CERV-LS], CERV Lump Sum Grant [CERV-AG-LS]

[Start submission](#)

[Need help?](#)

**Topic related FAQ** **Intéressant à consulter...**

[Go back to search results](#)

**How do we have to fill in the budget in the Call CERV-2022-CITIZENS-CIV?**  
Please use the lump sum Calculator in Excel format to calculate the budget of your project. The total amount of the calculator has to match with the total 'requested grant amount' in...

**How should work package 1 (WP 1) in Part B of the Call CERV-2022-CITIZENS-CIV be completed?**  
As indicated in the Call Document (section 10), one work package corresponds to one event/lump sum of the budget. WP 1 must therefore correspond to the first event/lump sum of the bu...

8°C Ensoleillé 14:44 08/12/2021