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PRIAMOS Frequently Asked Questions (FAQ)

Registration / user accounts / legal entity information update

Where to register:

For downloading the application form your legal entity has to be registered in the Priamos system. Please visit following link <https://ec.europa.eu/priamos/register> and fill in and submit the registration form. Your registration will be delivered to our team and you will receive the confirmation email.

Please wait, you will receive the login name and password by email from us. To avoid double preregistrations, all registrations are treated manually, so please be patient. Registration procedure sometimes takes several days.

Registration:

Each legal entity is registered in our system only once - during the first registration. If you fill in and submit your registration form again it means for us that you want to create a new login account for another employee of your organisation.

If you want to change some information on your legal entity or user:

If you want only to change some information on your legal entity, please do not fill the registration form again. In that case only send and requesting email to the address JLS-PRIAMOS-USM@ec.europa.eu

Wrong characters in the registration confirmation:

National characters can be used in the registration form as well. In that case, some characters are wrongly showed in the PDF file in the confirmation email you will receive. Be aware, that in our system are your characters stored properly. The problem is only in the PDF file and no action is needed from your side.

Login

For the login please use following link:

https://webgate.ec.europa.eu/priamos/toto/bc/bsp/sap/crm_ui_frame

To login you have to be registered first (see section Registration). After manual processing of your registration you will obtain the initial password. We recommend insert this password by copy and paste. You will be requested to change this password during the very first login.

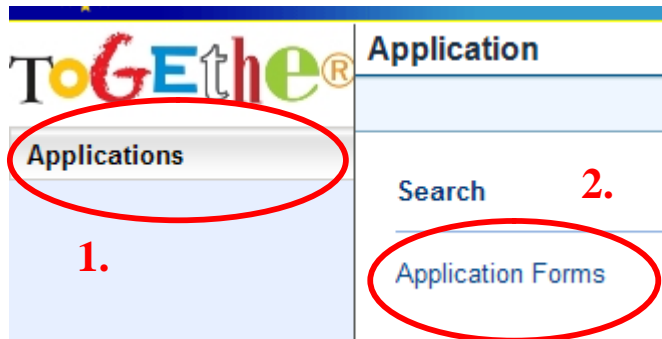
Notes:

- While you type the password, please pay attention the keyboard settings you have. In different national keyboards the keys are placed differently.
- If you have a problem with your password, please contact us on JLS-PRIAMOS-USM@ec.europa.eu. Please indicate your login name in your email.

Application form download

How to download your application form:

After login in the Priamos please click "Applications" in the left menu and then "Application Forms" in the Search column. If you want to see all applications, keep searching criteria empty and simply click on the "Search" button. Then you will see the list of application forms. Each application form you can open and download by clicking on it in "Description" column.



Search Criteria

Reference is

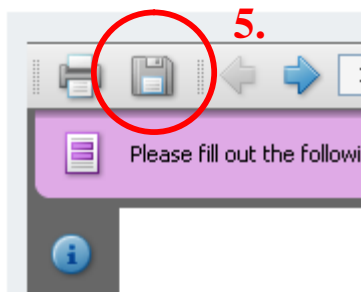
Description is

Maximum Number of Results

Save Search As

Result List

Reference	Description
JLS/2008/CFP/CJ/08-1AG	Call - civil justice, action grants
JLS/2008/CFP/DAP/2008-1	Daphne III Action grants 2008
JLS/2008/CFP/DPIP/08-2AG	Drug Prevention and Information 2008
JLS/2008/CFP/FRC/2008-1	Call for Action Grants FRC 2008-1



Problems with download of the application form

We have information that the PDF file is not appearing in some web browsers (e.g. Firefox). If you have such a problem, please try to use another browser or computer. In the worst case please send a request to our functional mailbox and we will download it for you. Please indicate your login name, password and the CFP you want to be downloaded.

Editing the form

If there is not enough character places in the form:

Unfortunately our system is supporting only limited number of characters in particular fields. In that case please use abbreviations or write only beginning of the name.

Application Reference field in the form:

There is "Application Reference" field in the application form. This field is only for your internal use. There you can write your internal index if you wish.



How to add attachments:

All attachments have to be inserted directly into the downloaded PDF application form. There is a function directly in the Acrobat Reader for this - the clip icon in the left side bar.

Important:

Please ensure that you use only characters from English alphabet in names of attachments. Avoid characters from national alphabets like á é etc.

Application submission / update submission

Application submission:

After fill in you can submit your application by logging in the Priamos then click "Applications" and then "Upload forms".

Application update / submission several applications for the same grant:

Your organisation is eligible to submit proposals for more than one project. In that case each application has to be submitted on separate PDF form downloaded from Priamos individually. Please repeat Search, Retrieving and saving steps for each PDF form for each your application.

If you use the same PDF form for different project, Priamos understands it as update previously submitted application.

If you wish to change your application, simple open particular PDF file in your computer, make the changes and upload it as usual. Due you used the same PDF file, Priamos understands it as update and you can see the same registration number like you previously had.

Other questions

May I 100% follow the training materials and guidelines?

Priamos is currently under very rapid development and improvement. Due this fact, the real functions, procedures and sub-windows are sometimes different than described in the training materials. We are doing our best to keep all materials up to date, but it is not always possible. Thank you for your understanding.

How can I manually sign the application?

In some training materials is written that you have to sign the application form manually. From Priamos perspective, no such a think is possible. Please upload only electronic form of the application form, which you previously downloaded from Priamos and then filled in by Acrobat Reader. **Do not print it, scan it, sign it manually etc.**

Each call for proposal (CFP) has a little bit different propositions. Please read it carefully. That is the only legal material you have to follow. In the CFP document you can find whether also the signed copy of the application form sent by **regular mail** is required.

Self learning materials:

For other reference please use our self-learning materials, which are available on the link http://ec.europa.eu/justice_home/funding/doc/electronic_applications/Introduction_Applicants.htm