

# Collaborate to Innovate

Access to European funding

## Registering your organisation for a PIC code



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# What is a PIC code?

- A **P**articipant **I**dentification **C**ode is a unique 9-digit identifier for the European Commission to confirm your organisation's details
- Before registering it is recommended that you confirm your organisation does not already have a PIC code, follow the link below:  
<http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html>
- Your PIC code can be used 48 hours after the registration process
- First you will need to register with ECAS via the Unique Registration Facility (URF)



# What is ECAS?

Prior to registering further you need to create an ECAS (the European Commission's user Authentication Service) account:

- ECAS enables authorised users to log in to a wide range of Commission information systems, using a single username and password.
- A LEAR (Legal Entity Appointed Representative) must also have an ECAS account in order to manage organisation data. The same applies for Account Administrators, assigned by the LEAR. Note: You can only create a LEAR account for an organisation after the validation of this organisation's data.
- For more information, see ECAS help at: <https://webgate.ec.europa.eu/cas/help.html>



# What is a LEAR?

- The **L**egal **E**ntity **A**ppointed **R**epresentative (LEAR) is a person within an organisation appointed to be the correspondent with the Commission on all issues related to the legal status of the entity
- After appointment, the LEAR becomes the exclusive Contact Person of the organisation in URF and is responsible for facilitating the and preventing a duplicate registration for their organisation.
- Under Horizon 2020, the LEAR can nominate Account Administrators who have the rights to perform the same actions so that they can assist in his/her work.



# How do I receive a PIC code?

- PICs are administered via the Unique Registration Facility (URF)
- As explained you must have an ECAS account to access the URF
- Once you have registered with ECAS then you have access to more EC information and also the URF
- A PIC code will be allocated as shown in the example in the following slide



# PIC number allocated

WELCOME STATUS ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

**Next steps**  
You can now use the following PIC number to identify your organisation in your further communication or interactions with the European Commission and its Agencies. You will receive an email confirming your registration shortly.

You are now able to modify your organisation's data and upload supporting documents from the My Organisations tab in the Participant Portal.

You have registered the following data for this organisation:

Legal Name	Sciant Associates Ltd.
Legal Address	, 3 Dunav Str., Sofia, Bulgaria
VAT	BG0123456
Business Registration Number	0123456
Research - specific information	
Is it a legal person?	Yes
Is it a non-profit organisation?	Yes
Is it a public body?	No
Indirect Cost Method	Standard Flat Rate

**PIC number: 949651826**

Thank you for using the Participant Portal

Print Close



# Will my financial capacity be checked?

The official line from the European Commission is as follows:

*“Before granting funding, the Commission may check your organisation's financial viability, depending on the type of organisation and various other criteria.*

*You can check your organisation's financial viability yourself using this Financial self-check tool. The tool uses the ratios described in the section of legal entity validation of the H2020 Grants Manual.”*

- Only coordinators in projects requesting funding from the Union of €500,000 or more will be subject to a financial viability check, in which they must prove that they have the resources to implement the project
- The self check can be completed by going to:

<http://ec.europa.eu/research/participants/portal/desktop/en/organisations/lfv.html>





# Summary

- To avoid complications or delays it is advised that you register your organisation for a **PIC**
- You will first need to register on **ECAS** to access further EC sites
- Someone from your organisation will also be required to register as your **LEAR**
- Your financial viability will not be checked at this stage, but you have the opportunity to self-check should you wish



# Contacts for further questions/help

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<http://ec.europa.eu/research/participants/data/support/manual/urf.pdf>



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