

# Eurostars guidelines for obtaining a PIC number.

Eurostars is part of the European Partnership on Innovative SMEs. [The partnership is co-funded by the European Union through Horizon Europe.](#)

This document aims to help the applicants find their PIC number, which is requested in the Eurostars registration form.<sup>1</sup>

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<sup>1</sup> *These guidelines are informative only. They merely serve as explanations provided by the Eureka Secretariat to guide applicants/experts through the Eurostars processes. They do not create any rights and obligations. The Eureka Network AISBL assumes no responsibility or liability for any errors or omissions in the content of the guidelines. The information contained in these guidelines is provided on an "as is" basis with no guarantees of completeness, accuracy or usefulness.*

## What is a PIC number

The Participation Identification Code (PIC) is a 9-digit unique identification number attributed by the European Commission to organisations participating in a call for proposals with eSubmission<sup>2</sup>.

**All organisations participating in Eurostars-3 projects are required to provide their PIC number in their registration form.** Therefore, all partner organisations of a consortium must have an individual PIC number.



Please note: The PIC number is a mandatory field of the registration form. Without a PIC number, you will not be able to complete the registration and therefore start, join or submit a Eurostars application. **Please allow sufficient time to obtain a PIC number for your organisation before registering and submitting the application form.** In case of a technical problem, it might require several days to obtain your PIC number. As the PIC webpage is not run by the Eureka Secretariat, we will not be able to help you nor accept your application in case of delays beyond the submission deadline.

To obtain a PIC number, you must submit a request through the European Commission's Funding and Tenders Portal. The portal provides a dedicated webpage with detailed information on how to obtain a PIC number, which you can access at:

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

## To retrieve your PIC number

To check whether your organisation has already been registered for a PIC number, you can search for it directly in the Funding and Tenders Portal of the European Commission.

- Go to the Funding and Tenders Portal webpage of the European Commission by clicking on the following link:

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

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<sup>2</sup> eSubmission allows applicants to prepare and submit their application electronically on a designated platform.

- Click on “Find a registered organisation”.

European Commission | EU Funding & Tenders Portal

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Home > Funding > Participant Register

## Participant Register

**i** The participant register is now multilingual! Select your preferred language from the top right corner of the Portal.

If you want to participate in a call for proposals or in a call for tenders with eSubmission, your organisation needs to be registered. The register contains all participants of EU programmes.

### Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

**Q Find a registered organisation**

- Search for your organisation using the name of organisation and/or VAT number. Additionally, you can use the different filters to find your organisation.
- If you cannot find it, please follow the steps of the next session.

## To register for a new PIC number

If you do not have a PIC number, you can register for one by following these steps:

- Go to the Funding and Tenders Portal webpage of the European Commission by clicking on the following link:  
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>

- Click on the tab “Register your organisation”.

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## Participant Register

The participant register is now multilingual! Select your preferred language from the top right corner of the Portal.

If you want to participate in a call for proposals or in a call for tenders with eSubmission, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission. The register contains all participants of EU programmes.

### Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

Find a registered organisation

### Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account. Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

Register your organisation

You can suspend the registration process at any time: the data entered can be saved as draft and you can continue your registration later. To return to your registration, please log in and get into My Organisation(s) in the My Area section. Incomplete, draft r

Additionally, for actions where the SME status is an eligibility criterion (like, e.g. the EIC Accelerator) you must also carry out the SME self-assessment.

Should your project or tender be successfully evaluated, the registered data will be verified by the Central Validation Service team before the signature of the Grant Agreement or of the Framework Contract.

- Sign in if you already have an account or if you are using a European eID. If you do not have an account, select “Create an account” and complete the process.

## Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

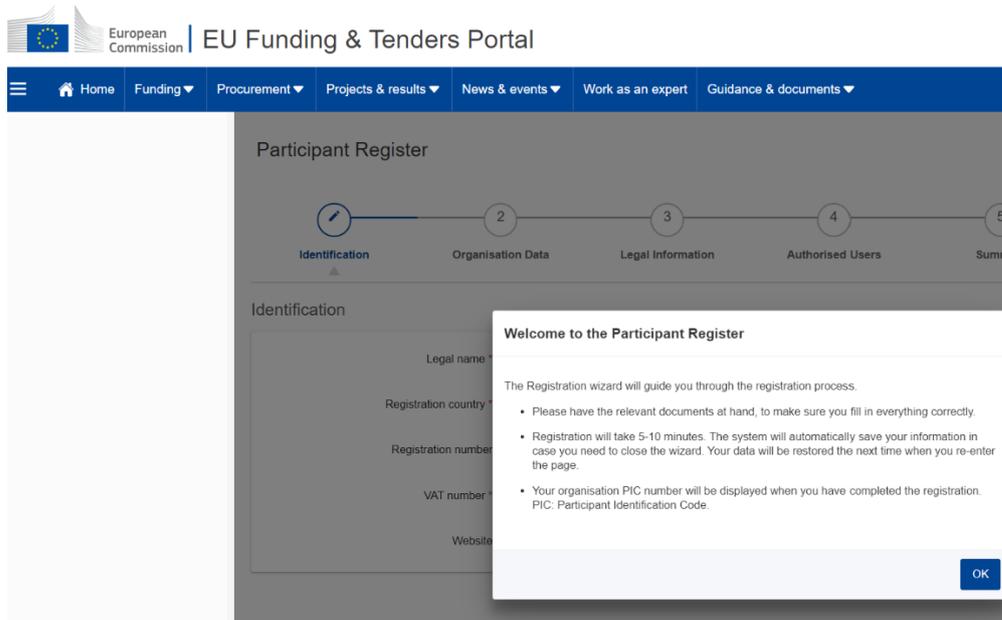
E-mail language

English (en)

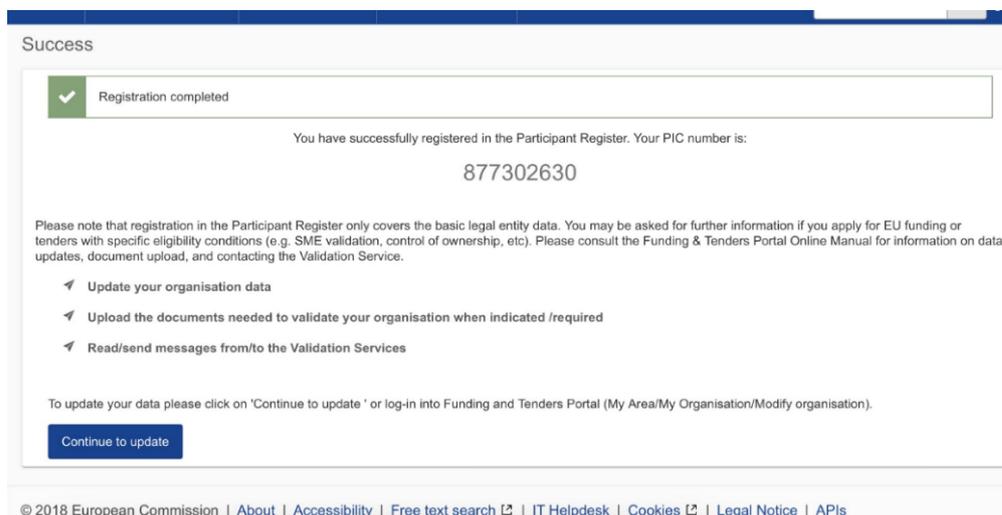
By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Create an account Cancel

- Once you are logged in, select the tab “Funding – Participant register”.



- Complete the required information by following the instruction of the platform.
- Once the process is completed, you might have to wait a few minutes until the system automatically displays your new PIC number. The picture below shows an example of how the final page should look like.



- Make sure to save your PIC number, as you will need to provide it in your Eurostars registration form. If the system does not display a number, your registration is not complete, and you might need to try again.



Please note: the Eureka Secretariat does not own nor manage the European Commission platform. If you experience delays, loading issues, errors, or other technical problems, please contact the platform's helpdesk directly. You can use the form here: [IT Helpdesk Contact Form https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/helpdesks/contact-form](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/helpdesks/contact-form)