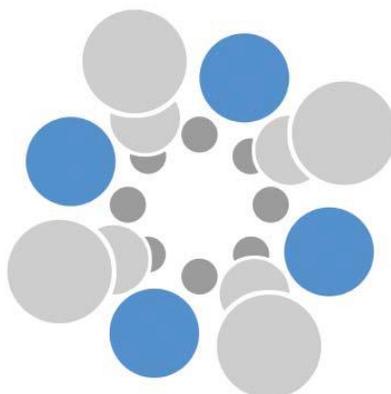




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NMP TeAm

At the service of the NMP NCP Network & its clients

NMP Team/NCPs CaRE/C-Energy2020

Partner Search

- User Manual -

11/10/2017

The NMP TeAm 4 project has received funding from the European Community's Programme for Research and Innovation – Horizon 2020 (2014-2020), 5. Leadership in enabling and industrial technologies, ii. Nanotechnologies, Advanced Materials, Biotechnology and Advanced Manufacturing and Processing), under grant agreement no 646112



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0. Introduction

The NMP Partner Search Facility (**PSF**) has been created as part of the NMP TeAm web-service www.nmpteam.com for the purpose of offering a comprehensive and easy to use web-based tool that supports the building of consortia for promising proposals.

One of the main features of this tool is the validation of requests by a responsible National Contact Point - NCP. This ensures a high level of reliability and accuracy of data.

The validation of the entries includes an examination as to whether the information is reliable and the specifications of the selected call topics have been considered.

Requests of users coming from EU member states or associated countries will be validated by the NCP of the same country. Registered NCPs from third countries will validate requests of users from their countries. In the case that a request has been submitted from a user located in a third country without a registered NCP, one of the NMP Team members will validate the entry.

Another important feature is the distinction between:

- Partner offer - Researchers who offer their expertise in a specific topic of research and are looking for collaboration in possible project consortia and
- Partner search - Researchers or consortia with a definite idea for a project looking for additional partners to complement their expertise.

So far more than 3.600 unique stakeholders from 95 countries have been registered to the service: 22% coming from the industry, furthermore 15% coming users from SMEs and 60% coming from Higher Education and Research Organisations. Since the launch of this service, more than 1.500 partner offers and 136 partner searches have been published. In 2016, 135 search offers for the NMBP topics were posted in the tool. 30 participants

(22%) were found to be an active part of a H2020 proposal, while four resulting projects were selected for funding (total EC funding of the projects: 21.4 M€).

Due to the success of the service, the tool has been extended to the NCP network projects

C-Energy2020 (SC 3 Secure, Clean and Efficient Energy www.partnersearch.c-energy2020.eu), **NCPs CaRE** (SC 5 Climate Action, Environment, Resource Efficiency

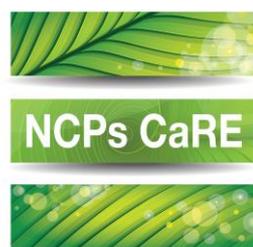
and Raw Materials www.partnersearch.ncps-care.eu). In order to keep the compatibility of

the services, a knowledge exchange has been organized and common ideas for

improvements have been discussed by the consortia of NMP TeAm, C-Energy2020 and

NCPs CaRE such as:

1. Topic specific deadlines to avoid entries on already closed calls for proposals.
2. Common registration level for the three activities.



1. Topic specific deadlines

In 7th Framework Programme call topics were published as a part of yearly changing annual work programmes. After the all calls were closed, the opportunity to submit new partner offers or searches ended respectively. In Horizon 2020 the timespan of the work programmes has been extended to two years or even three years with yearly calls for proposals and respective call topics. As a result of this action, several partner searches and offers have been uploaded although the deadlines already elapsed. In order to avoid this, **every topic is linked to its respective deadline** now. Additionally, a link to the relating topic specific information at the participant portal is added.

The screenshot displays the 'Topic' form in the NMP TeAm system. On the left is a navigation menu with the NMP TeAm logo and various menu items: USERS, COUNTRIES, BROKERAGE, STRUCTURE, Work programm, Call, Action plan, Topic, ENTRIES, and MAIL-MANAGEMENT. The main form area is titled 'Topic' and contains the following fields:

- Save** button (checked)
- Shortcut (*)**: DT-NMBP-01-2018
- Sequence (*)**: 1
- Description (*)**: Open Innovation Hubs for Lightweight nano-enabled multifunctional materials and components (IA)
- Superordinate Category**: 1.1. OPEN INNOVATION HUBS
- Startdate (*)**: 31.10.2017
- Enddate (*)**: 31.07.2018
- Link (Participant Portal)**: <https://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/calls/h2020-nmbp-2016-2017.html#c,topics=ca>
- Save** button (checked)

A **Back to the list** link is located in the top right corner of the form area.

Screenshot 2: *Topic specific information*

2. Common registration level for the three activities.

Due to the fact that several users of the three partner search facilities (NMP TeAm, C-Energy2020 and NCPs CaRE) are active in more than one of the thematic areas it has been decided by the members of the network projects to offer a common registration level.

The registration webpage: <https://services.ptj.de/partnersearch/registration-overview>

Partner Search Service

Welcome to the partner search service of the Horizon 2020 NCP network projects NMP TeAm, NCPs CaRE and C-Energy 2020. At this website you can register and get active in order to find partners for promising proposals in one or more of the respective fields of Horizon 2020. Once registered you can choose whether you would like to offer your cooperation (partner offer) and/or project idea (partner search) on open call topic(s).



- NMP TeAm (LEIT, Nanotechnologies, Advanced Materials, Advanced Manufacturing and Processing, and Biotechnology) www.nmp-partnersearch.eu
- C-Energy 2020 - Societal Challenge 3 Secure, Clean and Efficient Energy www.partnersearch.c-energy2020.eu
- NCPs CaRE - Societal Challenge 5 Climate Action, Environment, Resource Efficiency and Raw Materials www.partnersearch.ncps-care.eu

Registration

Please register for your favorite portal. Later you can also register for the other portals under 'manage registrations'.

[Registration for NMP TeAm](#)

Registration for C-Energy 2020 (coming soon)

[Registration for NCPs CaRE](#)

Screenshot 3: Common registration level

This offers the opportunity for registered users to enter partner searches and offers on call topics of all the thematic areas of Horizon 2020 covered by the three networks.

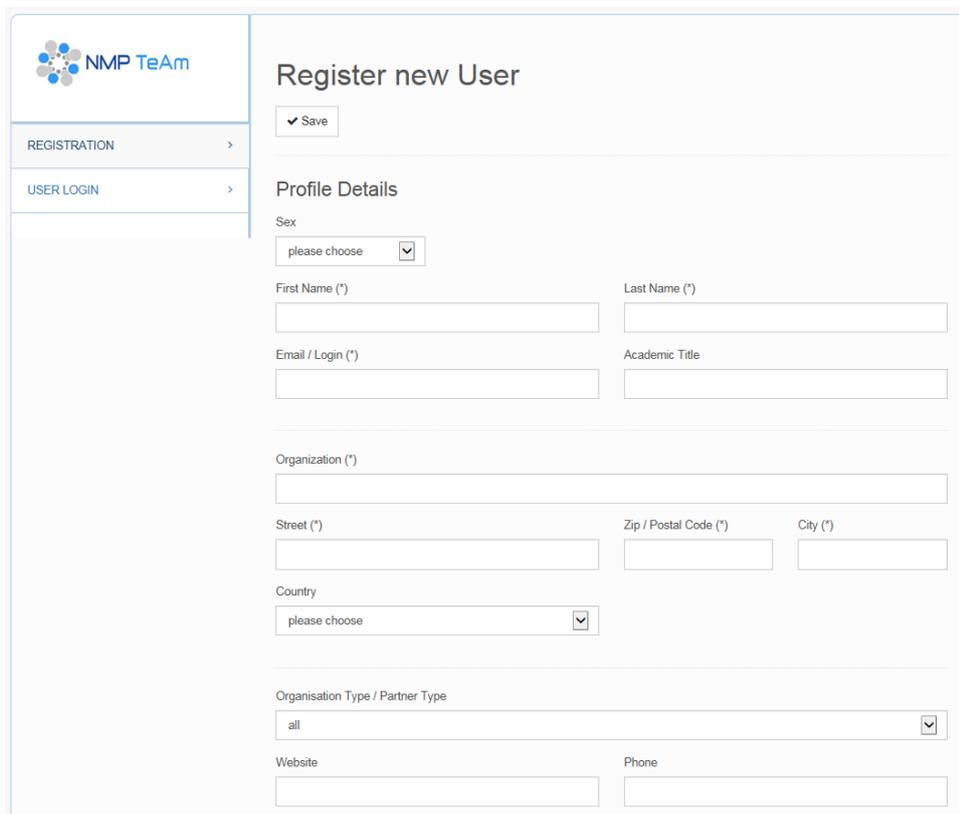
3.1 Registration

In order to get active as a new user of the Partner Search System it is necessary to register and fill in at least all mandatory form fields (marked with an asterisk).

The "Competences" form field is a free text field that should be used to describe the organisation's business fields and competences.

The "SIC Codes" (Subject Index Classification Codes) field is another option to classify the business by standardized key words and make it easier for other users to find the entry.

Make sure that the entered e-mail address is valid as it is **not** checked by the system. The password must have a length of least of eight characters and must include at least one special character, an upper case letter or one digit.

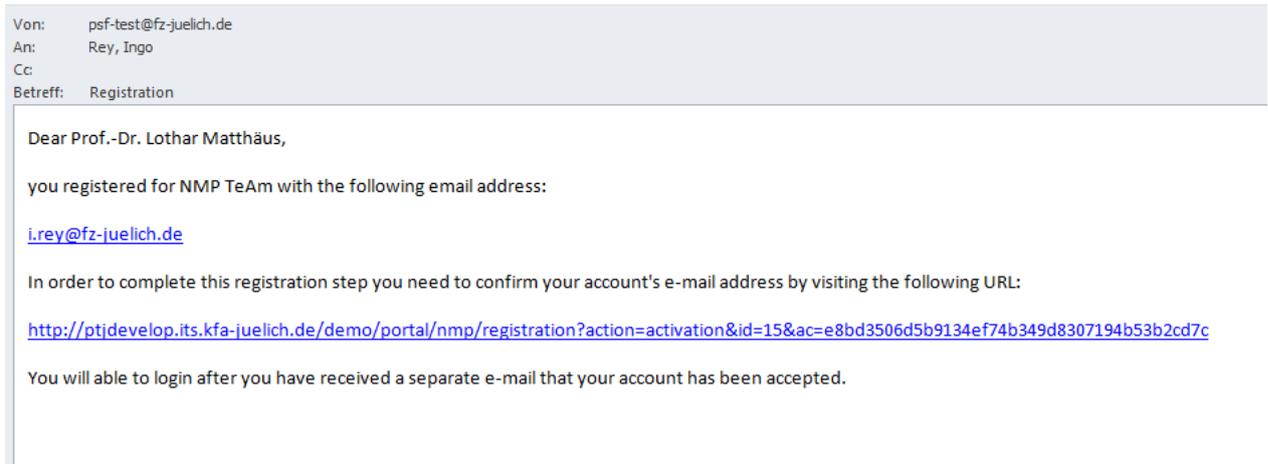


The screenshot shows a web interface for the NMP TeAm system. On the left is a navigation menu with 'REGISTRATION' and 'USER LOGIN' options. The main content area is titled 'Register new User' and includes a 'Save' button. Below this is a 'Profile Details' section with several form fields: a 'Sex' dropdown menu, 'First Name (*)' and 'Last Name (*)' text boxes, 'Email / Login (*)' and 'Academic Title' text boxes, an 'Organization (*)' text box, 'Street (*)', 'Zip / Postal Code (*)', and 'City (*)' text boxes, a 'Country' dropdown menu, an 'Organisation Type / Partner Type' dropdown menu (set to 'all'), and 'Website' and 'Phone' text boxes. Asterisks (*) indicate mandatory fields.

Screenshot 4: Registration form for a new user

If all mandatory fields have been completed, the registration is ready to be submitted. After saving the entries the validation of the entered data will be done automatically by the web

application. In case of a successful validation the applicant will receive a confirmation message that the registration has been accepted.



Screenshot 5: Registration typical confirmation e-mail

To complete the registration procedure and activate the user account, the link in the received registration e-mail has to be followed. After this, the account is ready for use and partner searches and partner offers can be entered.

3.2 Login

The PSF-webpage s found under: The registration webpage:

<https://services.ptj.de/partnersearch/nmp/user-login>. Registered user of the tool can log in by entering their e-mail address and password.

Keep in mind that the username **IS** case sensitive so that MISTER@smith.com is different to mister@smith.com.

The screenshot shows a web interface for the NMP TeAm. On the left, there is a logo consisting of a cluster of blue and grey dots next to the text 'NMP TeAm'. Below the logo is a vertical navigation menu with two items: 'REGISTRATION' and 'USER LOGIN', each followed by a right-pointing chevron. The main content area is titled 'User Login'. It contains two input fields: 'Email' and 'Password'. Below the 'Email' field is a 'Login' button. To the right of the 'Password' field, there is a link that reads 'Forgotten your password? Please click here.'

Screenshot 6: *Login*

3.3 Edit Profile

On the upper right part of the webpage the user name is displayed. The respective link offers the opportunity to edit the user profile. A drop-down menu appears with the items "Profile", "Logout" and "Manage registration". If "Profile" is chosen, the possibility to change personal data is given. After the desired changes have been performed, the data can be saved by using the "Save" button.

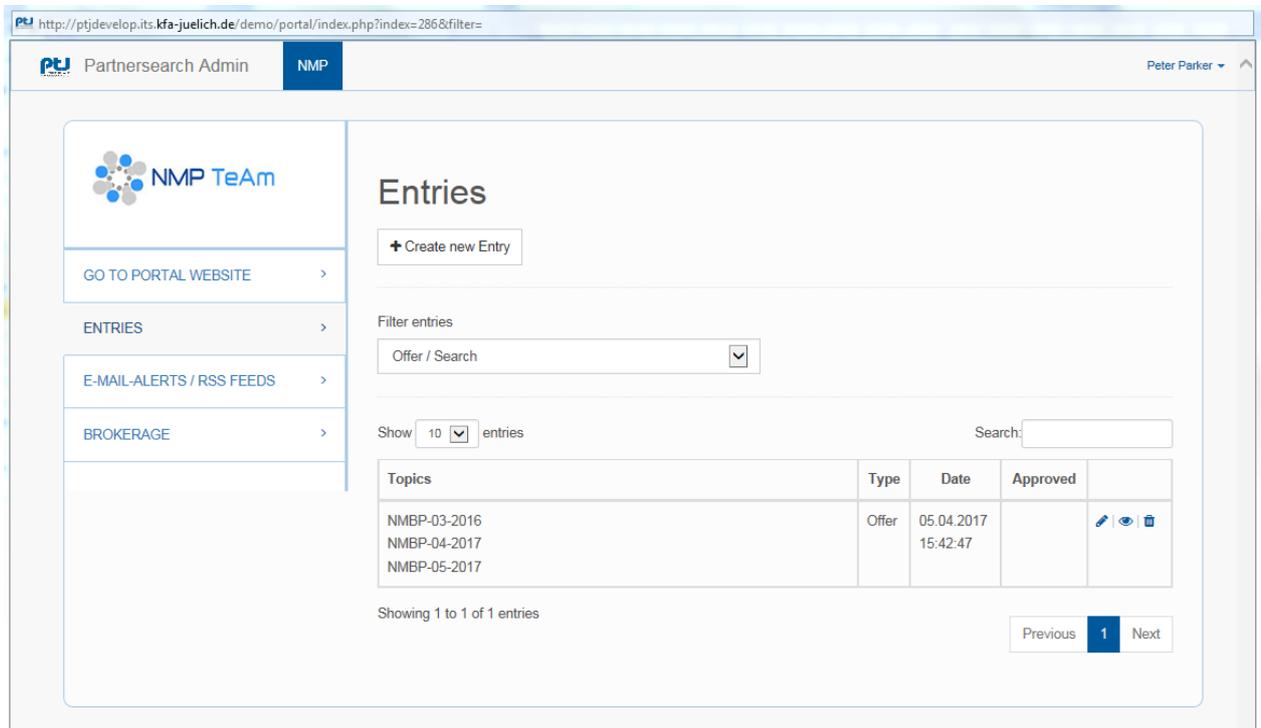
The screenshot displays the 'User Profile' editing interface. At the top left, the 'NMP TeAm' logo is visible. The top right corner shows the user's name 'Clark Kent' with a dropdown arrow. Below this, a menu is open with options: 'Profile', 'Logout', and 'Manage registrations'. The main content area is titled 'User Profile' and features a 'Save' button. The 'Profile Details' section contains the following fields:

- Sex: Male (dropdown menu)
- First Name (*): Clark
- Last Name (*): Kent
- Email / Login (*): .
- Academic Title: (empty)
- Organization (*): Daily Planet
- Street (*): ---
- Zip / Postal Code (*): ---
- City (*): Metropolis
- Country (*): (dropdown menu)

Screenshot 7: Edit Profile

3.4 Enter and submit a Partner Offer or Partner Search

By following the "Entries link" a list of already published entries generated by the user appears.



Screenshot 8: *Entries List View*

Registered users can either add a new entry or have the choice to edit  , view  or delete  an existing one . By choosing the "Create new Entry" button, the respective forms regarding partner offer or partner search appear.



GO TO PORTAL WEBSITE >

ENTRIES >

E-MAIL-ALERTS / RSS FEEDS >

BROKERAGE >

Entry

Offer

[Back to the list](#)

Partner role (*):

Topics (*):

Competences concerning to the NMP topic (*):

Title of Project Idea:

Abstract (*):

Screenshot 9: *Entry form for a new partner search*

Up to three open call topics can be selected per partner search or offer:

Topic selection

1 - FOUNDATIONS FOR TOMORROW'S INDUSTRY

1.1. OPEN INNOVATION HUBS

DT-NMBP-01-2018
Open Innovation Hubs for Lightweight nano-enabled multifunctional materials and components (IA)
→ [Info on Participant Portal](#)

DT-NMBP-02-2018
Open Innovation Hubs for Safety Testing of Medical Technologies for Health (IA)

DT-NMBP-03-2019
Open Innovation Hubs for nano-enabled surfaces and membranes (IA)

DT-NMBP-04-2020
Upscaling of bio-based nano-materials and solutions (IA)

DT-NMBP-05-2020
Upscaling of functional materials for building envelopes (IA)

DT-NMBP-06-2020
Upscaling of nano-pharmaceuticals production (IA)

Screenshot 10: *Topic selection*

3.5 Brokerage Events

Brokerage events on the covered thematic areas and that are (co-)organised by one of the three network projects NMP TeAm, C-Energy2020 and NCPs CaRE can be found here.

The list shows the title/thematic area, the date and offers the opportunity to indicate whether an attendance is planned. This option has been added to make contact with possible partners at these events easier.

Name	Date	Attending	
EU Brokerage Event on KET (Nanotechnologies and Advanced Materials, Biotechnologies, Advanced Manufacturing and Processing) in Horizon 2020 - Call 2018-2020	17.10.2017	No	
Horizon 2020 Brokerage Event on Nanotechnology and Advanced Materials	16.11.2017	No	

Screenshot 11: Brokerage Events

Clicking the eye symbol, a new page is opened. This page shows more details of the brokerage event and offers the opportunity to indicate the participation within the PSF (item: **participation**) and provides a link to the registration of the brokerage event itself (item: **B2Match Registration**).

3.6 E-Mail Alert & RSS Feeds

Complementary to the already described opportunities (looking for partners or projects by generating a partner offer or partner search), registered users of the PSF have now the opportunity to be informed about new entries regarding call topics of interest. This service can be subscribed by two ways: **via e-mail alert** or **via RSS feed**.

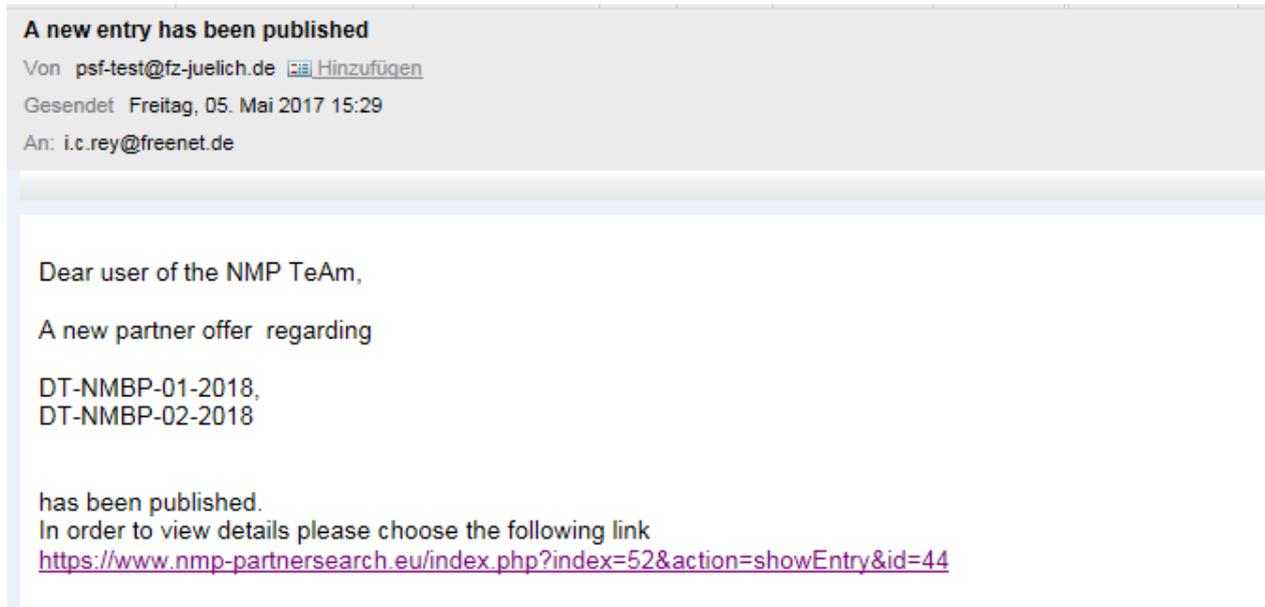
This option is found on the left part of the web page und "E-Mail-Alerts / RSS Feeds". The user can choose between "all current offers and searches" or by choosing "specific topic(s)". The selection can be changed in his profile at any time.

Topics	RSS Feed	E-mail alert
all current offers and searches	<input checked="" type="checkbox"/>	<input type="checkbox"/>
a) 5.ii. Nanotechnologies, Advanced Materials, Biotechnology and Advanced Manufacturing and Processing		
CALL FOR NANOTECHNOLOGIES, ADVANCED MATERIALS, BIOTECHNOLOGY AND PRODUCTION		
NMBP-03-2016 Innovative and sustainable materials solutions for the substitution of critical raw materials in the electric power system	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NMBP-04-2017 Architected / Advanced material concepts for intelligent bulk material structures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NMBP-05-2017 Advanced materials and innovative design for improved functionality and aesthetic in high added value consumer goods	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CALL FOR ENERGY-EFFICIENT BUILDINGS		

Screenshot 12: *E-Mail Alert / RSS Feed selection*

E-Mail Alert

If a user has chosen to be informed via e-mail alert about new entries, he will receive an advice as soon as a new entry has been published:



Screenshot 13: E-Mail notification

By following the link, details of the relevant entry will be displayed:

Offer

[Back to list](#)

Topics

EEB-03-2016

Integration of advanced technologies for heating and cooling at building and district level

NMBP-04-2017

Architected / Advanced material concepts for intelligent bulk material structures

NMBP-05-2017

Advanced materials and innovative design for improved functionality and aesthetic in high added value consumer goods

Competences / Expertise

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

Contact

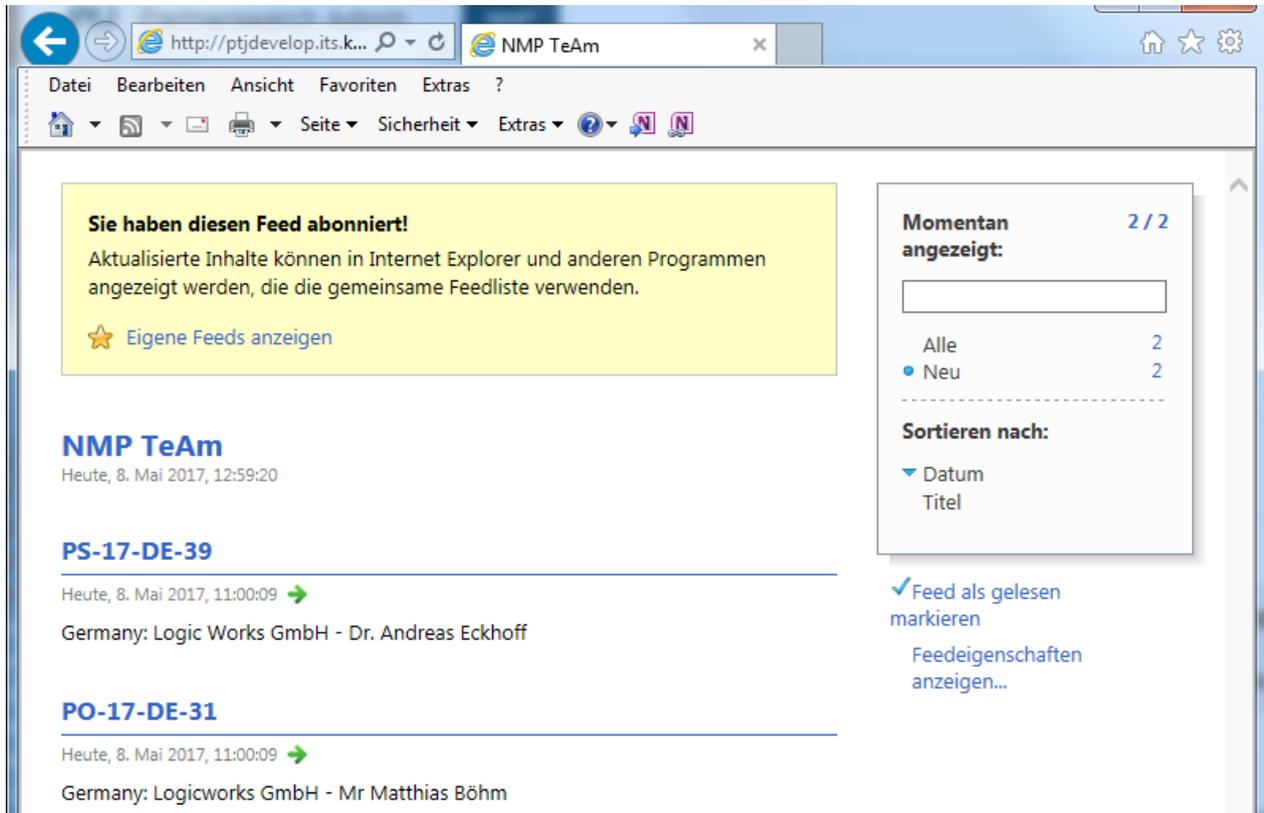
Name

Organization

Screenshot 14: Displayed Partner Offer

RSS Feeds

The RSS Feed option offers similar opportunities to the E-Mail alert. A feed of all partner offers and searches as well as filtered by areas can be received.



Screenshot 15: Subscribed RSS Feeds

3.7 Managing Entries

Managing entries that are already in the PSF can be done by following the "entries" item on the left. The list of partner entries can be filtered for "search", "offer" and "offer/search" and the number of shown entries can be varied between 10, 25, 50 and 100. The entries can be searched for keywords (e.g. *NMBP* or *2018*) by entering those in the box on the right side. Entries that do not match the search parameter will be excluded from the list. All owned entries can be viewed, edited and deleted.

Entries

+ Create new Entry

Filter entries

Search

Show 10 entries Search:

Topics	Type	Date	Approved	
LC-NMBP-26-2018	Search	06.04.2017		  
CE-NMBP-25-2020		11:01:24		

Showing 1 to 1 of 1 entries

Previous 1 Next

Screenshot 16: Search for Partner Entries

3.8 Search for Partner Entries

When searching for partner entries that are already published in the PSF, the user has to enter the webpage <https://www.nmp-partnersearch.eu/index.php?index=53>. If the item **SEARCH ENTRIES** is chosen, a new frame is opened. Here, the entries can be refined by several categories and the entry texts can be search for phrases as well.

Search Entries

Search Clear Search Filter

Phrase:

Type of Topics:

Work Programs

Calls

Action Plans

Topics

Entry Type:

Country

Partner Type:

Partner role:

SIC-Code:

Search Clear Search Filter

Screenshot 17: Search Partner Entries

3.9 Search for Partner Profiles

When searching for partner profiles that are already in the PSF, the user has to go to the webpage <https://www.nmp-partnersearch.eu/index.php?index=53>. If the item **SEARCH PROFILES** is chosen, a new frame is opened. Here, the entries can be refined by several categories and the entry texts can be search for phrases as well. The search parameters are realised according to the information that has been generated on the base of the organisation profiles and consist of the main business fields and competences of the registered users of the Partner Search Facility.

Search Profiles

Phrase:

Country

Partner Type:

SIC-Code:

Screenshot 18: Search profiles

As the result of the search a list of entries that fit the search criteria will be displayed:

Profile Results

[Back to the search form](#)

Search Results

Name	Type	Country	Organisation
Peter Parker	Material Scientist (for inducement prize only)	Germany	Daily Mail
Clark Kent	All	Germany	Daily Planet

Screenshot 19: *List of identified Organisations*

By choosing one of the displayed names, detailed information about the organisation appears:

User Profile

[back to search result](#)

Clark Kent

Competences

No competences submitted

Contact

Clark Kent

--- Metropolis

Website:

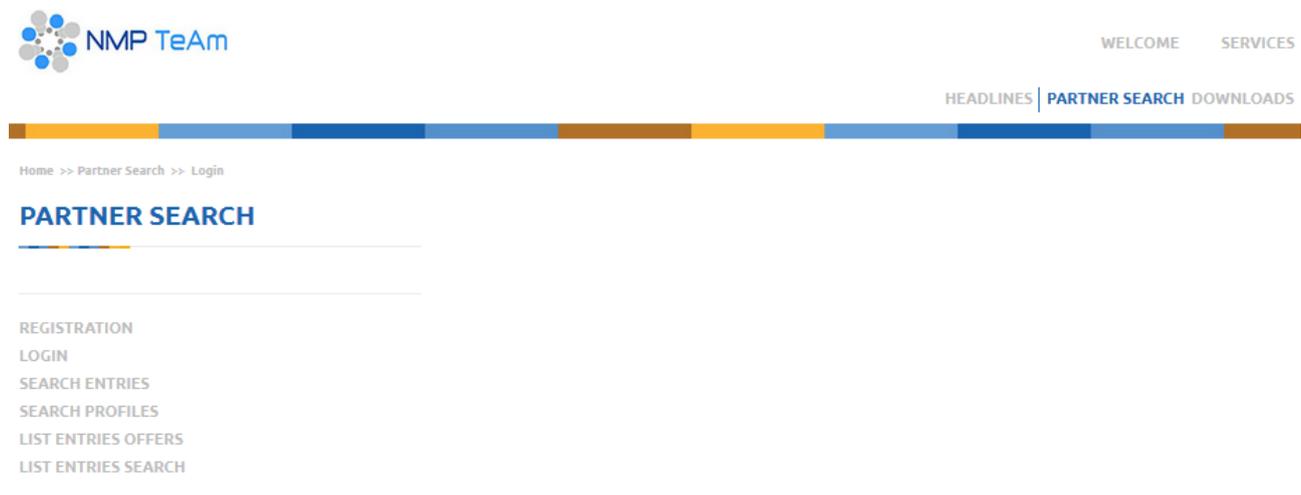
Email:

Organisation: Daily Planet

Screenshot 20: *Organization Profile*

3.10 Navigation

On the left, the user can find six hyperlinks. The first one is **REGISTRATION** and offers the possibility to register as a user. Second is **LOGIN**, which allows logging in as a registered user. **SEARCH ENTRIES** will lead you to the search engine which will allow you to search the partner entry database using various search criteria. **SEARCH PROFILES** offers the opportunity to identify potential partners independent from the current call topics. The search parameters are realised according to the information that has been generated on the base of the organisation profiles and consist of the main business fields and competences of the registered users of the Partner Search Facility. The next link leads to the **LIST ENTRIES OFFERS** which will display all partner offers and the last link **LIST ENTRIES SEARCH** will likewise display **all** partner searches.



Screenshot 21 : User Navigation Box

4. Responsible for the manual:

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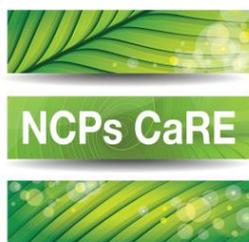
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