The NMP TeAm 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
Content

0. Introduction ........................................................................................................................................ 3

1. Topic specific deadlines .................................................................................................................... 5

2. Common registration level for the three activities. ....................................................................... 6

3.1 User - Registration ......................................................................................................................... 7

3.2 User - Login .................................................................................................................................. 9

3.3 User - Edit Profile .......................................................................................................................... 10

3.4 User - Enter and submit a Partner Offer or Partner Search ....................................................... 11

3.5 User - Brokerage Events ............................................................................................................... 14

3.6 E-Mail Alert & RSS Feeds ............................................................................................................. 15

    E-Mail Alert ................................................................................................................................... 16

    RSS Feeds ....................................................................................................................................... 17

3.7 Managing Entries .......................................................................................................................... 18

3.8 Search for Partner Entries ............................................................................................................ 19

3.9 Search for Partner Profiles ........................................................................................................... 20

3.10 Navigation .................................................................................................................................... 22

4. Responsible for the manual: ............................................................................................................ 23

5. Contacts ............................................................................................................................................ 24
0. Introduction

The NMP Partner Search Facility (PSF) has been created as part of the NMP TeAm web-service [www.nmpteam.com](http://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](http://www.partnersearch.c-energy2020.eu)), **NCPs CaRE** (SC 5 Climate Action, Environment, Resource Efficiency and Raw Materials [www.partnersearch.ncps-care.eu](http://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.

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](https://services.ptj.de/partnersearch/registration-overview)

**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.

![Screenshot 4: Registration form for a new user](image)

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.

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.

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 deleteTrash an existing one. By choosing the “Create new Entry” button, the respective forms regarding partner offer or partner search appear.
**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. **1. FOUNDATIONS FOR TOMORROW'S INDUSTRY**
   1. **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.

**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.

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**

**Topics**

- **EE9-03-2015** Integration of advanced technologies for heating and cooling at building and district level.
- **NMIP-04-2017** Architectural / Advanced material concepts for intelligent bulk material structures
- **NMIP-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, consectetur adipiscing elit. Sed diam nonummy elismod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

**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.

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](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 Form](image)

**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](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**

![Search Profiles](image)

**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](link)

**Search Results**

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Country</th>
<th>Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Parker</td>
<td>Material Scientist (for inducement prize only)</td>
<td>Germany</td>
<td>Daily Mail</td>
</tr>
<tr>
<td>Clark Kent</td>
<td>All</td>
<td>Germany</td>
<td>Daily Planet</td>
</tr>
</tbody>
</table>

**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](link)

**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:

Ingo Rey
German National Contact Point Materials
Projektträger Jülich - PtJ
52425 Jülich
Germany
Tel.: +49 2461-612623
http://www.nks-werkstoffe.de
i.rey@fz-juelich.de

Michael Wessel
German National Contact Point Materials
Projektträger Jülich - PtJ
52425 Jülich
Germany
Tel.: +49 2461-6185088
http://www.nks-werkstoffe.de
m.wessel@fz-juelich.de
5. Contacts

German National Contact Point for Materials

Ingo Rey
Tel.: +49 2461-612623
52425 Jülich, Germany
i.rey@fz-juelich.de

Michael Wessel
Tel.: +49 2461-6185088
52425 Jülich, Germany
m.wessel@fz-juelich.de

http://www.nks-werkstoffe.de

German National Contact Point for Environment

Shilpi Saxena
Tel.: +49 30-201993215
10969 Berlin, Germany
s.saxena@fz-juelich.de

Antje Többe
Tel.: +49 228-60884203
53175 Bonn, Germany
a.toebbe@fz-juelich.de

http://www.nks-umwelt.de

Irish National Contact Point for Energy

Philip Cheasty
Tel: +353 021-4800216
East Point Business Park, Dublin 3
philip.cheasty@enterprise-ireland.com