Bilateral Fund Open Call #1

Instructions for registration at *Balcão dos Fundos* platform and submitting an application (for Norwegian and Icelandic entities)

1. Purpose of this Document

These instructions explain how Norwegian and Icelandic entities must register on the Balcão dos Fundos platform and submit an application under this call and use it successfully.
Portuguese entities must register directly on the platform and should follow the general national procedures.

2. Registration at *Balcão dos Fundos* platform

Balcão dos Fundos is a Portuguese public platform used to apply and to manage the approved projects under various funding schemes, including the EEAFM 2021–2028. Given that Norwegian and Icelandic entities do not have a Portuguese tax identification number, they cannot register directly on the platform. Therefor they must complete a prior registration through the following form **until August 14th 2026**:
https://forms.office.com/e/eNpz9bpCbX?origin=lprLink0

The registration process differs depending on the entity role on the application: promoter or partner.

3. Partner entities

3.1 Registration for partner entities

The partner entity must only fill in the form with some basic information and a contact person. This will be needed so that the promoter will be able to add the entity as partner during the application process at *Balcão dos Fundos*.
There will be no need to further interaction with the platform.
After registration, the contact person will receive an email validating the process. Entities are advised to complete this step in advance, as validation may take a few days.

4. Promoter entities

4.1 Registration for promotor entities

The promoter entity must fill in the form with some basic information:

- User identification;
- Entity identification;
- Contact person (for the entity and application) identification.

After registration, the user and contact person will receive an email validating the process. Entities are advised to complete this step in advance, as validation may take a few days.

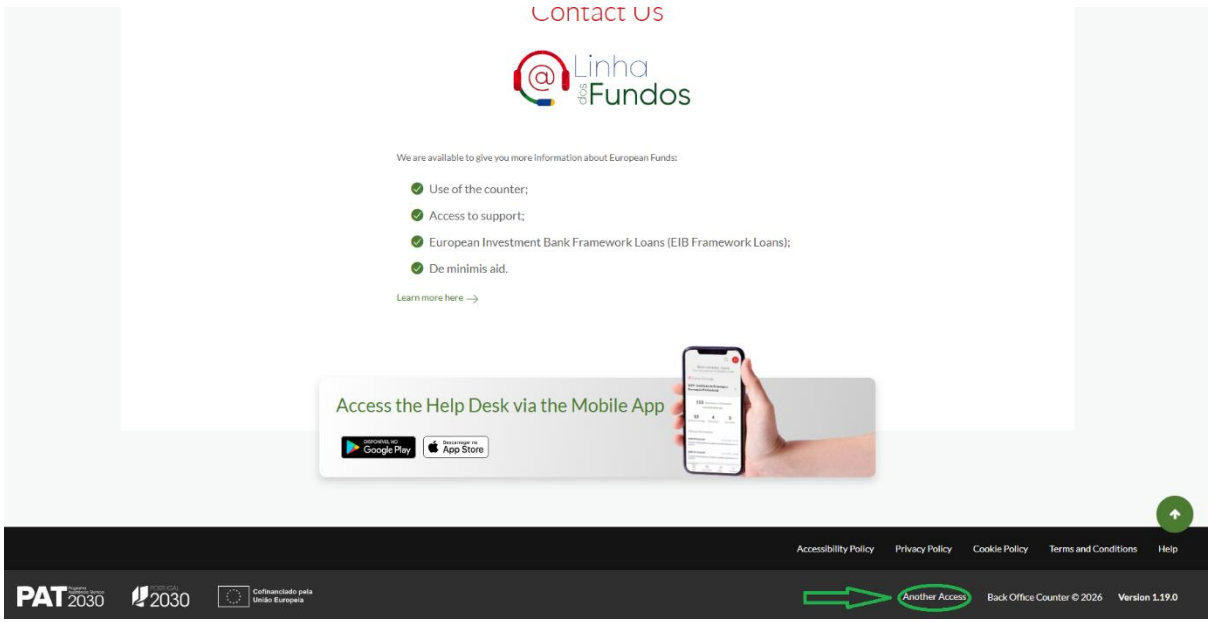
4.2 Language of the platform

Given that *Balcão dos Fundos* only has a Portuguese version, applicants are advised to use the automatic translation tools available in the browser. Although this does not provide an official translation of the different fields, it will allow for better understanding of what the different information or requirements needed.

4.3 Using the *Balcão dos Fundos* platform

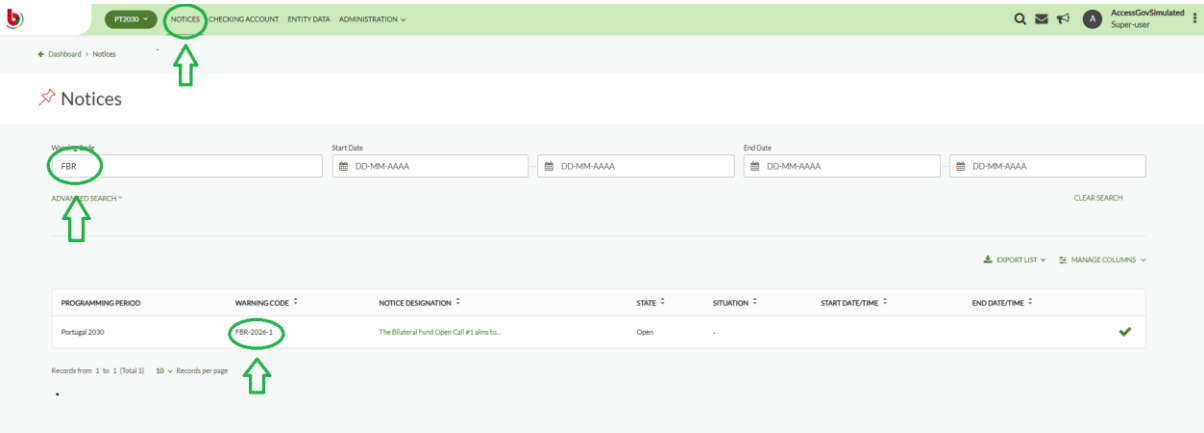
After the validation of the registration, promoters will be able to access the platform through:
https://balcaofundosue.pt

To do so, promoters must choose the option Outro Acesso/Another Access at the bottom right of the page.

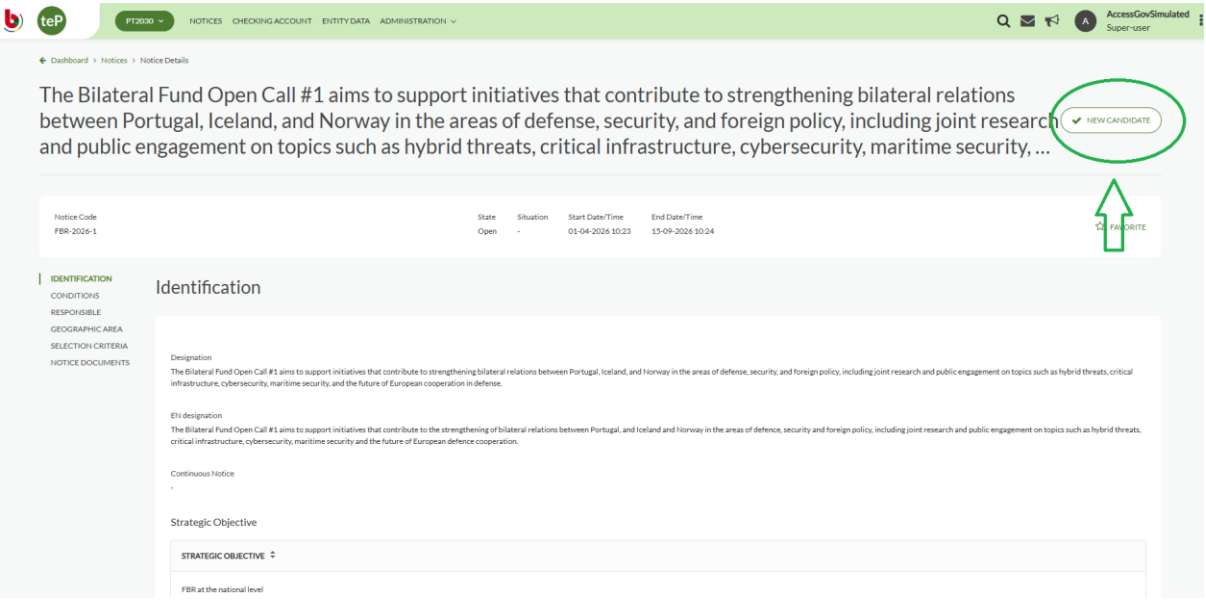


4.3 Submitting an application

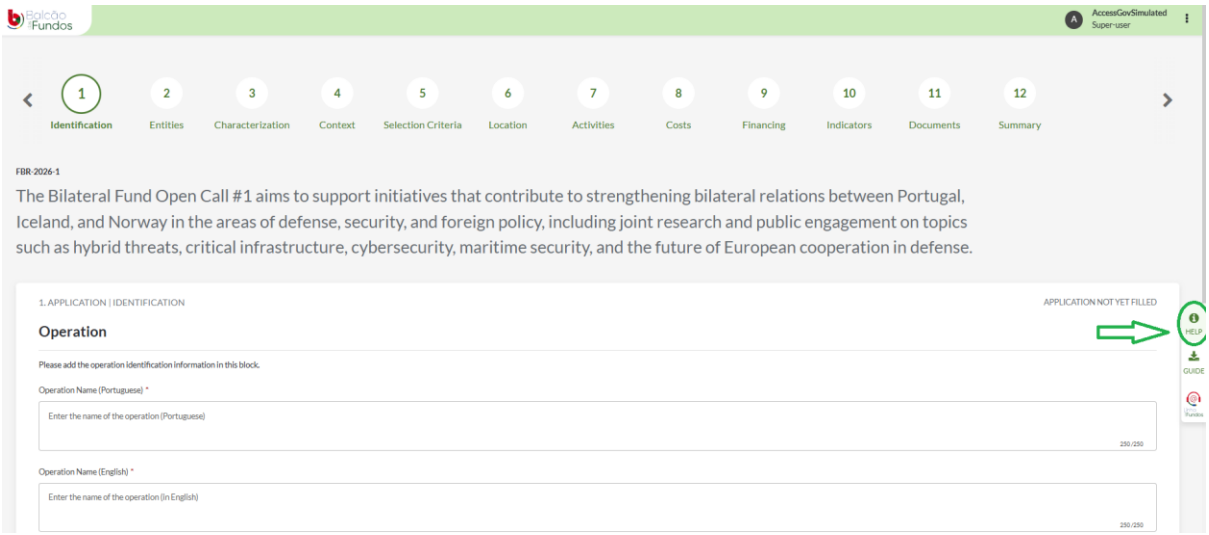
After accessing the application, promotors must select Avisos/Notices in the upper menu.
In case the Bilateral Fund Open Call #1 is not immediately visible, it is possible to do a quick search with the acronym “FBR”. The call code is FBR-2026-1.
Application can be started by both users (entity and contact person), however only the contact person user will be able to submit it.



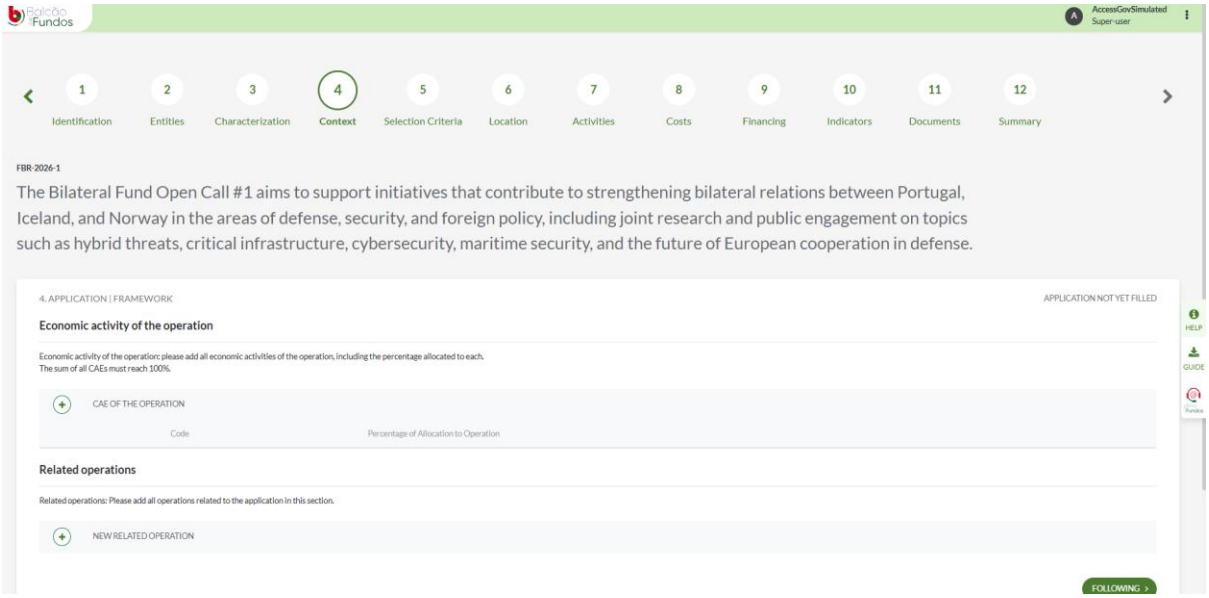
After selecting the call, promoters must choose the option Nova candidatura/New candidate in the upper right.



After starting a new application, promotors must fill in the different pages that comprise the application. At each page there is the option “help” that will provide some more information regarding each section.

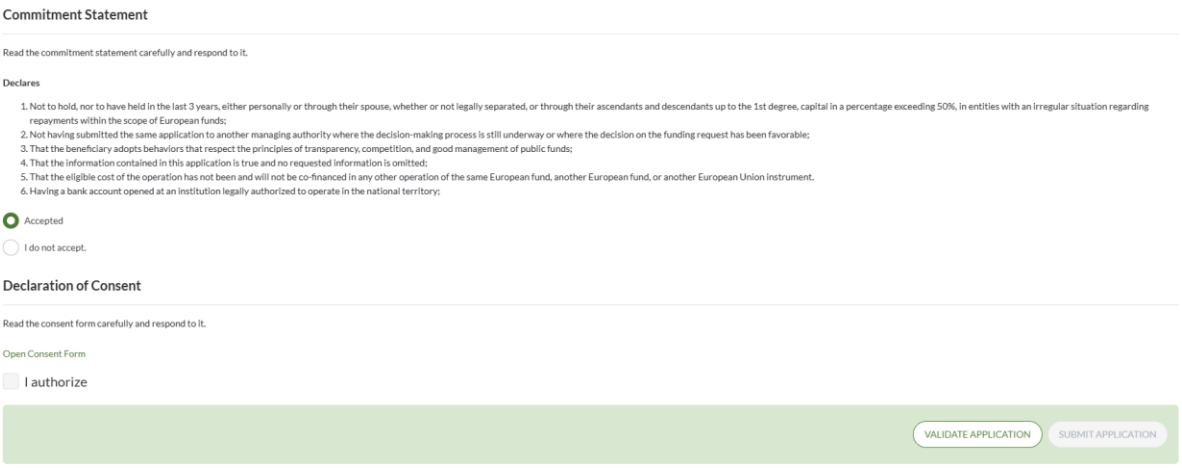


Regarding **page 4 of the application: Enquadramento/Context**, this information concerns a Portuguese code on the economic activity of the operation (CAE). As Norwegian and Icelandic entities do not have this code, they are advised to choose the option **80300 Atividades de Investigação/Research Activities**. This step is mandatory in this platform however it will have no consequence on the evaluation of the applications. The section Operações relacionadas/Related Operations can be left blank.



After all the mandatory fields are completed, at the last **page 12 Resumo/Summary**, there is need to:

- validate Candidatura/Application to check whether there are no errors in the application fields;
- accept a Declaração de Compromisso/Commitment Statement;
- authorize a Declaração de Consentimento/Declaration of Consent.



After this the application can be submitted by the contact user.

5. Contact for questions

Questions and requests related to the function of Balcão dos Fundos plataform must be sent via email to the contact provided in the call.