How to post hosting offers on EURAXESS portal?

Are you keen to host a Marie Skłodowska-Curie fellow at your own institute? Post your hosting offers on the EURAXESS portal.

EURAXESS has over 2 million visitors annually and 1,2 million page views per month.

In this step-by-step guide we explain how to post hosting offers so you can possibly receive researchers completely funded by the EU, with no costs for your institution.

STEP 1

Create a new user individual account or login into in the EURAXESS portal: https://euraxess.ec.europa.eu/user.

You can create a new user account using an e-mail address and following the instructions sent to you via e-mail. Make sure you have access to the institutional e-mail account you will be using.

Any organisation who wishes to post a job offer has to be registered in our portal and only a registered member can create or join an organisation to post offers.

STEP 2

Check if your organisation is registered. If it is already, you can join it as explained below provided that your email domain is similar to the registered institution's URL. If your email domain is different than the institution's URL, you must ask the Organisation Administrator to add you as a member.

If the organisation does not have an EURAXESS organisational account yet, you can proceed to register it.

From the "My EURAXESS" dashboard, swipe downwards a little **to find out if you are provided options to join an organisation account (they are generated based on the domain of your email address).** You should pay attention to the parts in red.
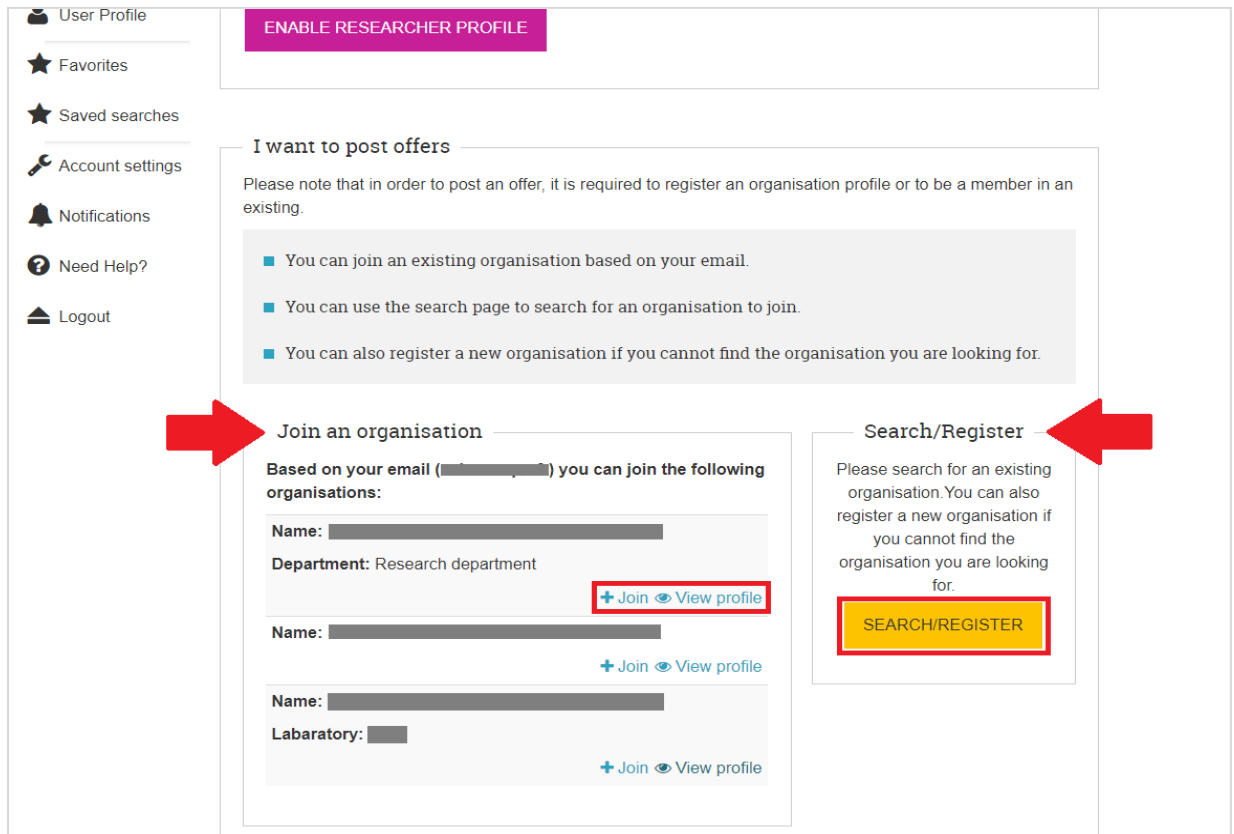
While using an institutional e-mail, you may be automatically suggested to join your organisation if it is already registered, as you can see above on the left.

Otherwise, you can search for your organisation on the "Search/Register" button on the right and check if it is already registered. To do so , fill in the "Organisation Name" and its "URL". You can also insert a "Department" and a "Laboratory".

You may find more than one organisation entry when it comes to different Laboratories or Departments of the same institution.

You should **view the profile of all the entries that appear on your search before deciding to register a new organisation**.

If there is no match for your search, you can proceed to register a new organisation.

⇒ If you already found your organisation within your search results , you should click on the "Contact the Organisation Admin" button so they can add you as member to the same organisational account if your email domain is different than the URL of the registered institution..

⇒ In the case you want to register a specific department or lab, please proceed to "Register Organisation" as you can see below.

You'll have to inform your institution's name, URL, address and Country, and to choose your organisation type among:

- Higher Education Institute;
- International / Intergovernmental Organisation;
- Large Company;
- Private with public mission;

- Public Research Institution;
- Research Laboratory;
- Small Medium Enterprise, Start-up;
- Other

After filling in all the required information, you will submit it for validation. This is necessary to ensure that your organisation is related to research and avoid duplicate account registrations of the same organisation.

Upon registration approval, you will be informed by e-mail (normally registration requests are treated within the same working day). Then, you will able to post hosting offers.

STEP 3

Create a hosting offer for your organisation. Note that all vacancies are published in English.

Both Organisation Admins and Members can publish offers on EURAXESS.

You can access this option either by the Organisation's List button "Create Hosting Offer" or from the My EURAXESS menu named "Hosting Offers" where you can also see a list of all the hosting offers created by your organisation and update the ones you previously created.

Add information about the offer:

- **Title**: The title of the hosting offer (limit 255 characters)
- **EU Research Framework Programme**: Select "H2020/Marie Sklodowska Curie"
- **Hosting Description**: Add a description of the offer
- **Offer deadline**: The date up to which applications will be accepted. When the offer is expired, it will not appear in the results any more.

Create Hosting

Hosting description

Title *

ex. Marie Sklodowska - Curie Actions Individual Fellowships (IF)

EU Research Framework Programme *

- Select a value -

Hosting Description *

Offer Deadline *

Date	Time	Timezone
10/07/2019	17:30	Europe/Athens

☐ Is the Hosting related to a project within a Research Infrastructure?

By default, the contact information established in the organization profile created in Step 2 will appear, but it is possible to edit or add more information.

Useful adds you might want to make specifically for a given hosting offer:

- Contact details: How the applicants can contact the hiring organisation (Website, Email, Phone, Mobile, Fax). You can add multiple values for each entry by clicking "NEW" button.

Organisation/Institute

Organisation/Company *

Fundación Española para la Ciencia y la Tecnología

Department | Laboratory

ex. Faculty of Biology | ex. Leverhulme Centre for Human Evolutionary Stu

Organisation/Institution Type * | Country *

Private with public mission | Spain

Street

Pintor Murillo 15

City * | State/Province | Postal Code

Alcobendas | Madrid | 28100

Website

http://fecyt.es

NEW WEBSITE

STEP 4

Publish your hosting offer.

When you save your offer it automatically becomes "Draft-Non published".

To publish your offer you need to fill in all required fields of the "Hosting description" and "Hosting organisation/institute" sections and click "SEND FOR APPROVAL" at the bottom of the page. When your offer is accepted by the organisation administrator, it will be published.

Remember:

- To get a visualization of the offer, you can use "PREVIEW"
- If, in step 2, you choose to join an existing organization profile, the offer must be validated by the person acting as administrator of said organization profile.
- In case you need to edit any aspect of the offer (eg, because you already have a candidate and want to close), you can do from "MY EURAXESS" → "Hosting offers"
- In case your offer has been expired, you can still find it in your job offers list from My EURAXESS menu, so that you can modify it and reopen it. It will automatically become "Draft-Non published" and you will be able to "SEND FOR APPROVAL" again in order to have it published.

EURAXESS

	JOBS & FUNDING	CAREER DEVELOPMENT	PARTNERING	INFORMATION & ASSISTANCE	EURAXESS WORLDWIDE	MY EURAXESS	EXTRANET

- Hosting *EOI de MSCA-IF* has been updated.
- Offer saved as "Draft".

To publish your *hosting* offer you have to click "Send for approval". See help on posting *hosting* offers.

- Dashboard
- User Profile
- Researcher Profile
- My Research Buddy
- HRS4R
- Organisation
- Job Offers
- Funding Offers
- Hosting Offers

My Hosting Offers

CREATE HOSTING OFFER

Are you a research institution interested in hosting MSCA fellows? Do you dispose of research infrastructures (facilities, resources, services or any other infrastructure of a unique nature essential to achieve excellence in research and innovation) that you wish/are able to make available to researchers? Please enter your hosting offer here! For jobs and funding opportunities, please refer & publish at the sections "Job offers" / "Funding offers"

Displaying 1 - 1 of 1

Title		Closed	Expired	
		No	No	APPLY

Title	Organisation/Company	Deadline	Updated date	Status	Actions
EOI de MSCA-IF	Fundación Española para la Ciencia y la Tecnología	10/07/2019 17:30 - Europe/Athens	12/03/2019 - 17:55	Draft - Non published	Edit Delete

Don't forget to:

- Inform the researchers at your institution about the possibility to host Europe-based researchers for up to 2 years thanks to the Marie Sklodowska Curie Individual Fellowships-Global Fellowships (MSCA IF GF).
- Spread your hosting offer among your colleagues based in Europe. In the context of the MSCA-IF-GF call, institutions outside Europe are called "Partner organisations".

Help: In case you need help to add some extra information to your profile or to post/manage a job/hosting offer, just visit our FAQ section or get in touch with us at support@euraxess.org

About EURAXESS LAC

EURAXESS LAC is a networking tool for European researchers active/seeking activity in Latin America and the Caribbean and for LAC researchers wishing to collaborate with and/or pursue a career in Europe.

EURAXESS LAC provides information about research in Europe, European research policy, opportunities for research funding, for EU-LAC and international collaboration and for trans-national mobility. **Membership is free.**

Visit us at lac.euraxess.org and click on the Join the community button. Contact us at lac@euraxess.net.

Disclaimer

The European Commission is committed to personal data protection. Any personal data is processed in line with the Regulation (EC)45/2001. All personal information processed by the Directorate-General for Research and Innovation is treated accordingly.

Any registered Euraxess member can apply free of charge to the offers published in the jobs, funding and hosting data base. Euraxess member organisations can also publish vacancies free of charge. The responsibility for the advertisements published on this website lies entirely with the employer. The application is handled uniquely by the employer, who is also fully responsible for the recruitment and selection processes. All hiring and compensation for work performed by the applicant is handled directly between the employee and the employer. Euraxess does not perform any background checks on the Euraxess members applying for jobs, nor on employers posting job opportunities. Employers and applicants are encouraged to request reference information from each other as needed to establish qualifications, credentials and overall fit between the employer and the applicant.