# 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 1,9 million page views per month.**

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

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**STEP 1**

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

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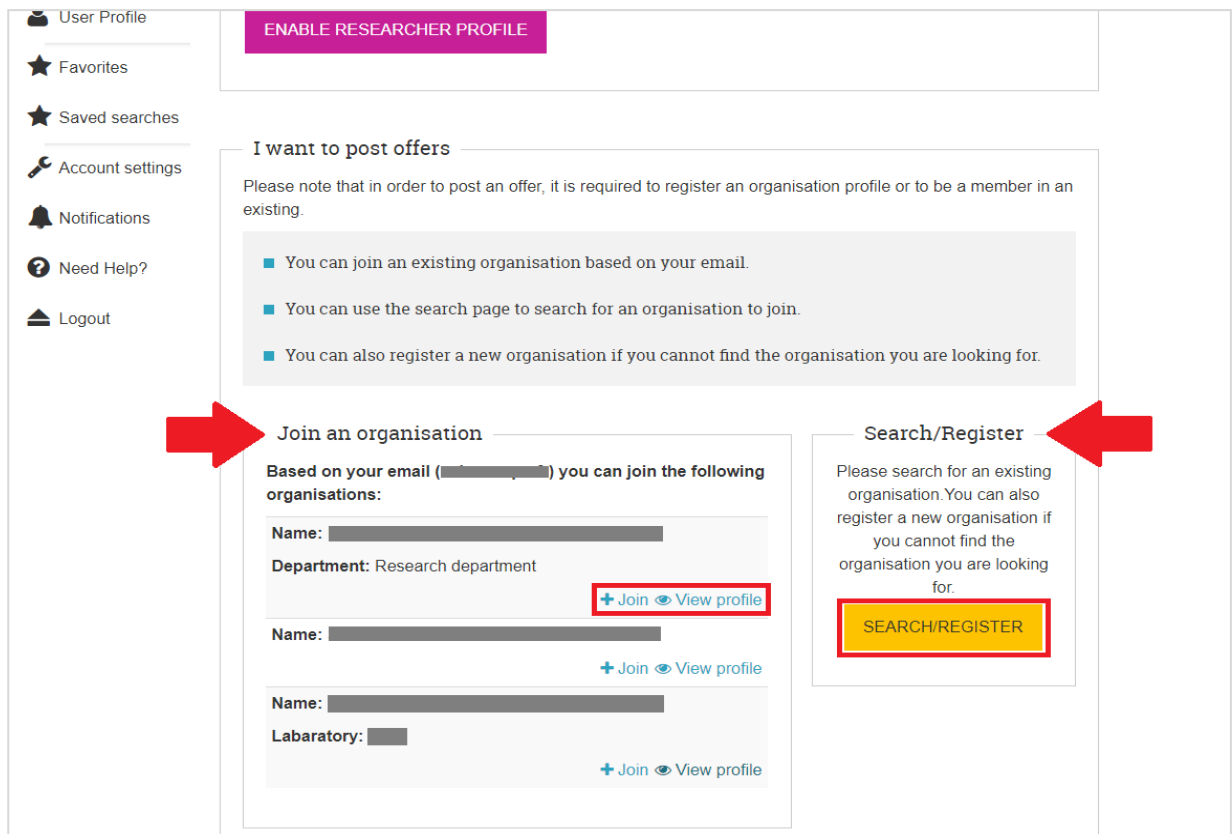
Any organisation who wishes to post a job/hosting offer has to be registered in our portal and only a registered member can create or join an organisation to post offers.

**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.

### Search for an organisation

You can search for an organisation by name, department, laboratory and URL. If a match is found you can ask the administrator to add you as a member. If no match is found you can proceed and register your new organisation.

- Dashboard
- User Profile
- Favorites
- Saved searches
- Account settings
- Notifications
- Need Help?
- Logout

Organisation Name *

URL *

Department

Laboratory

SEARCH

#### Results

There are no exact matches based on your input.

#### Relevant Organisations

**Name**

Name:
Department:
Labaratory:

✉ Contact the Organisation Admin | 👁 View profile

Name:
Department:
Labaratory:

✉ Contact the Organisation Admin | 👁 View profile

Name:
Department:
Labaratory:

✉ Contact the Organisation Admin | 👁 View profile

Since there are no exact matches, you can proceed to register your organisation

REGISTER ORGANISATION

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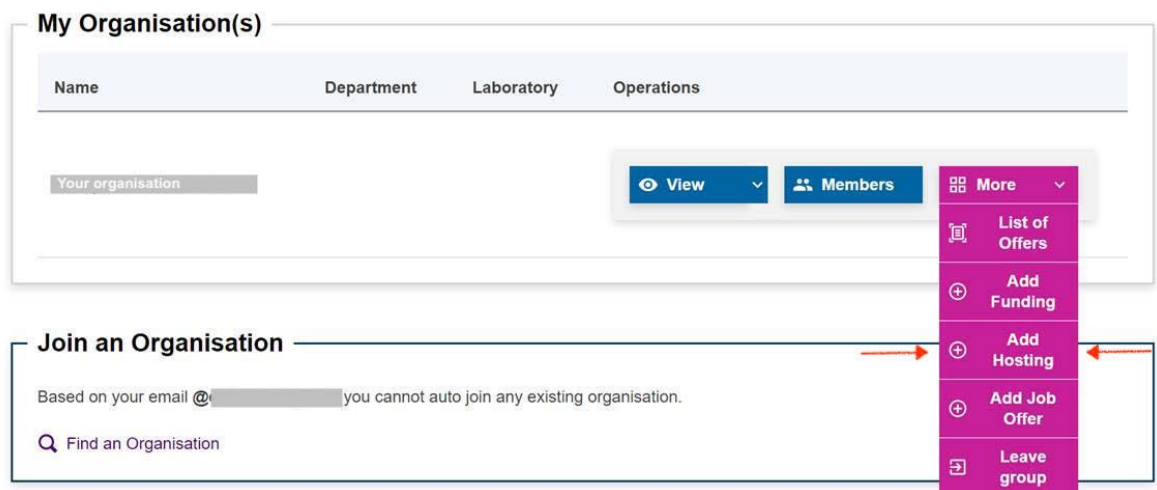
Upon registration approval, you will be informed by e-mail (normally registration requests are treated within the same working day). Then, you will able to post hosting offers.

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**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.**

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You can add your hosting offers directly through the "Hosting" menu under "Content", or though the "More" button under "My Organisation" tab in the "My Euraxess" page. Here you can also find 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 "Horizon Europe/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 *

B  *I*  S  x²  x₂  |  ☰ ☰ ☰ ☰  | ⋮≡ ≟≡  -≣ -≣ 99  |  ↩ ↪ ⊡ ⊡  | ∞ ⊠ ⚑ | ⊡ ☰ Ω ⊞

⧉ Source  |  ⤢  *Ix*  |  Format  ▾  |  Styles  ▾  |  🔍  �📊  ▭ ☰ ⚙ ⊡ ◙ ▥ ☰ ⊡ ⊡ ⊟

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 visualisation 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.

## 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 |

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

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 Postdoctoral Fellowships-Global Fellowships (MSCA PF GF).
- Spread your hosting offer among your colleagues based in Europe. In the context of the MSCA-PF-GF call, institutions outside Europe are called "Associated Partners".

**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 tool for European researchers active 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 register in our mailing list here. Contact us at lac@euraxess.net.