



M-ERA.NET

Partner Search Facility

- User Manual -

04.03.2024

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1) Registration

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

The "Competences" field is a free text field that can be used to describe your organization'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 the system does not check the address's validity. 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 the M-ERA.NET website's registration page. On the left is a navigation menu with 'REGISTRATION' and 'USER LOGIN'. The main content area is titled 'Register new User' and includes a 'Save' button. Below this is the 'Profile Details' section with the following fields: 'Sex' (dropdown menu), 'First Name (*)' and 'Last Name (*)' (text boxes), 'Email / Login (*)' and 'Academic Title' (text boxes), 'Organization (*)' (text box), 'Street (*)', 'Zip / Postal Code (*)', and 'City (*)' (text boxes), and 'Country (*)' (dropdown menu). All mandatory fields are marked with an asterisk.

Screenshot 1: Registration form for a new user

If all mandatory fields are 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.

Dear Dr. Michael Wessel,

you registered for NMP TeAm with the following email address:

[email address](#)

In order to complete this registration step you need to confirm your account's e-mail address by visiting the following URL:

<https://services.ptj.de/partnersearch/nmp/registration?action=activation&id=3366&ac=65d7a136a5b4eea6c37b0d8da1605a00d79ae3f6>

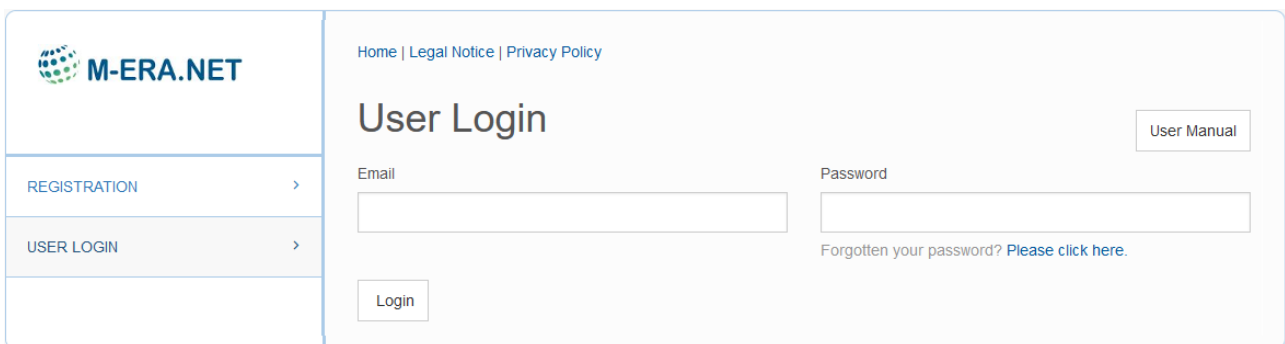
Screenshot 2: *Registration typical confirmation e-mail*

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

2) Login

The PSF-website's URL is <https://services.ptj.de/partnersearch/nmp/user-login>, but it can also be reached via the M-ERA.NET website (<https://www.m-era.net/joint-calls/partnersearch>). 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 the M-ERA.NET user login interface. On the left, there is a navigation menu with 'REGISTRATION' and 'USER LOGIN' links. The main content area is titled 'User Login' and includes a 'User Manual' link. There are input fields for 'Email' and 'Password', a 'Login' button, and a link for 'Forgotten your password? Please click here.'

Screenshot 3: Login

3) Edit Profile

On the upper right part of the website 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 4: *Edit Profile*

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.

M-ERA.NET

GO TO PORTAL WEBSITE >

ENTRIES >

E-MAIL-ALERTS / RSS FEEDS >

BROKERAGE >

Entries

+ Create new Entry

Filter entries

Offer / Search

Show 10 entries Search:

Topics	Type	Date	Approved	
NMBP-03-2016	Offer	05.04.2017		
NMBP-04-2017		15:42:47		
NMBP-05-2017				

Showing 1 to 1 of 1 entries

Previous 1 Next

Screenshot 5: 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.

M-ERA.NET

GO TO PORTAL WEBSITE >

ENTRIES >

E-MAIL-ALERTS / RSS FEEDS >

BROKERAGE >

Entries

+ Create new Entry

Filter entries

Offer / Search

Show 10 entries Search:

Topics	Type	Date	Approved	
NMBP-03-2016 NMBP-04-2017 NMBP-05-2017	Offer	05.04.2017 15:42:47		

Showing 1 to 1 of 1 entries

Previous 1 Next

Screenshot 6: Entry form for a new partner search

The entered offers will undergo a plausibility check by the M-ERA.NET consortium. If the information given passes this plausibility check, your request(s) will be published on the page "List of Partner Offers / List of Partner Requests".

Do not worry if you do not find any topics outside the calls. The calls in the PSF are synchronised with the actual calls (e.g. the 2023 M-ERA.NET call was open from 01.03.2023 until 16.05.2023).

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 7: *Topic selection (examples are calls from H2020)*

5) 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. 2024) 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.

M-ERA.NET

GO TO PORTAL WEBSITE >

ENTRIES >

E-MAIL-ALERTS / RSS FEEDS >

BROKERAGE >




Entries

+ Create new Entry

Filter entries

Search

Show 10 entries Search:

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

Showing 1 to 1 of 1 entries

Previous 1 Next

Screenshot 8: Search for Partner Entries

6) Search for Partner Entries

When searching for partner entries that are already published in the PSF, the user has to enter the website <https://www.m-era.net/joint-calls/partnersearch/entries#/search>. Here, the entries can be refined by several categories and the entry texts can be search for phrases as well.

The screenshot displays the 'Search Entries' section of a website. At the top, a navigation bar shows the path: Home > JOINT CALLS > PARTNERSEARCH > PARTNER SEARCH - SEARCH ENTRIES. Below this, the 'Search Entries' section features a search bar with a 'Search' button and a 'Clear search filter' button. Several filter categories are listed, each with a dropdown menu: 'Phrase:' (empty), 'Type of topics:' (Both), 'Entry type:' (Both), 'Country:' (All), 'Partner type:' (All), 'Partner role:' (All), and 'SIC-Code:' (empty). On the right side, a sidebar menu includes 'Materipedia', 'Register as an Evaluator for M-ERA.NET', and a list of 'Joint Call' entries from 2016 to 2024. Below the list, there are links for 'Partnersearch', 'Registration', and 'Login'. The 'Partner Search - Search Entries' link is currently selected.

Screenshot 9: Search Partner Entries

7) Search for Partner Profiles

When searching for partner profiles that are already in the PSF, the user has to go to the website <https://www.m-era.net/joint-calls/partnersearch/profiles#/search>. 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 Clear search filter

Phrase:

Country: All

Partner type: All

SIC-Code: All

✓ Search Clear search filter

Materipedia

Register as an Evaluator for M-ERA.NET

Joint Call 2024

Joint Call 2023

Joint Call 2022

Joint Call 2021

Joint Call 2020

Joint Call 2019

Joint Call 2018

Joint Call 2017

Joint Call 2016

Partnersearch

Screenshot 10: 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 11: 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 12: Organization Profile

8) Contact

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