

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.

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

European Commission | EURAXESS | Login/Register

EURAXESS

Home | JOBS & FUNDING | CAREER DEVELOPMENT | PARTNERING | INFORMATION & ASSISTANCE | EURAXESS WORLDWIDE | LOGIN / REGISTER

Why Register?

Manage your application process
Registration at EURAXESS is free and comes with a lot of benefits for researchers and entrepreneurs. Once you have registered you will be welcomed to My EURAXESS private area, where among many others, you will fill in and manage your user and researcher profile, Science4Refugees Buddy Programme preferences as well as many more. It's quick, simple and free of charge. Register now and you will have your own EURAXESS user account in no time!

Manage your recruiting process
As a research institution, university or business, My EURAXESS area lets you manage your organisation profile, post job, funding and hosting offers, search for the best candidates and many more! Register an account with us and join EURAXESS' large research community today!

Login

E-mail *

Password *

[LOGIN](#) [Forgot your password?](#)

Create new account

E-mail *

I agree with the [Privacy Statement](#) and [Specific Conditions](#). *

I'm not a robot

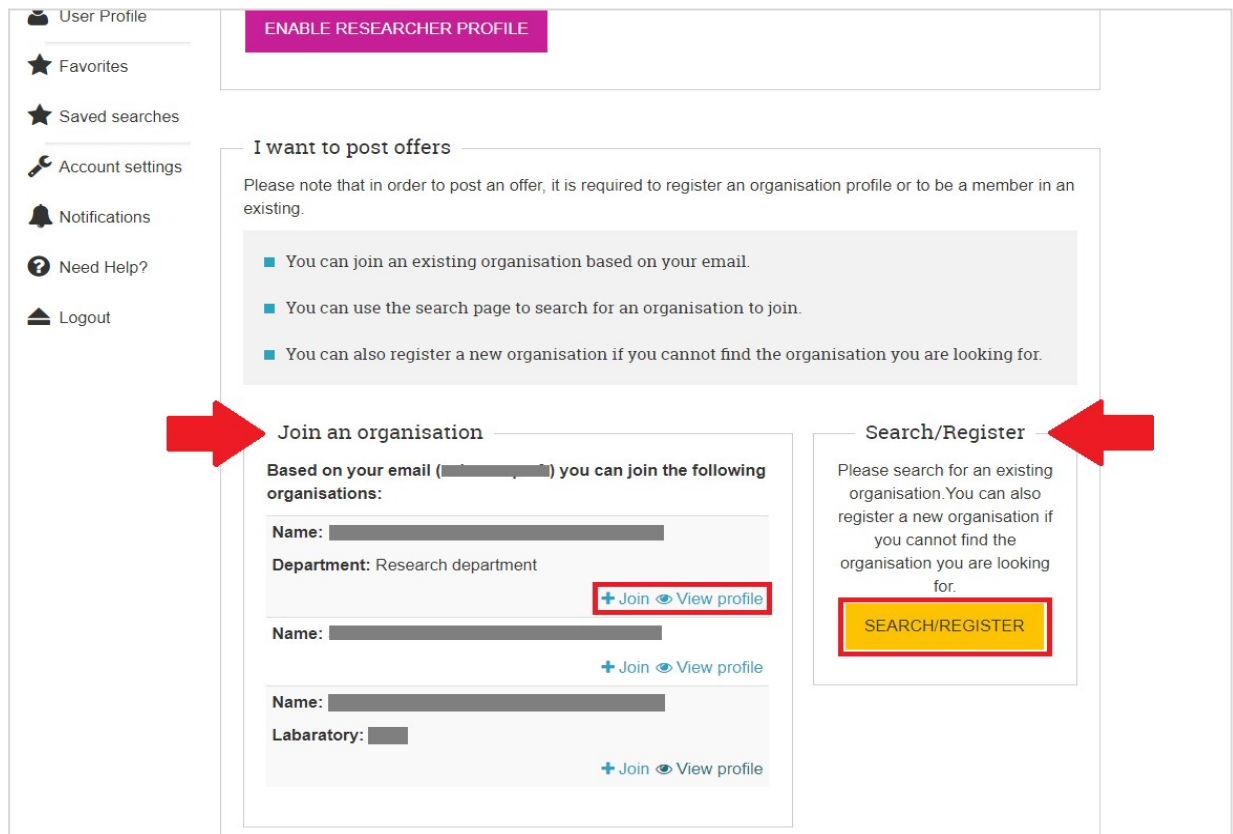


STEP 2

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.



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

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.

Organisation Name *

URL *

Department

Laboratory

SEARCH


Results

There are no exact matches based on your input.

Relevant Organisations

<p>Name: <input type="text"/></p> <p>Department: <input type="text"/></p> <p>Laboratory: <input type="text"/></p>	<p>Contact the Organisation Admin View profile</p>
<p>Name: <input type="text"/></p> <p>Department: <input type="text"/></p> <p>Laboratory: <input type="text"/></p>	<p>Contact the Organisation Admin View profile</p>
<p>Name: <input type="text"/></p> <p>Department: <input type="text"/></p> <p>Laboratory: <input type="text"/></p>	<p>Contact the Organisation Admin View profile</p>

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;
- Public Research Institution;
- International / Intergovernmental Organisation;
- Research Laboratory;
- Large Company;
- Small Medium Enterprise, Start-up;
- Private with public mission;
- 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 be 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 add your hosting offers directly through the “Hosting” menu under “Content”, or through 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.

My Organisation(s)

Name	Department	Laboratory	Operations
Your organisation			

View Members More

- List of Offers
- Add Funding
- Add Hosting
- Add Job Offer
- Leave group

Join an Organisation

Based on your email @ you cannot auto join any existing organisation.

Find an Organisation

Add information about the offer:

- **Title:** The title of the hosting offer (limit 255 characters)
- **EU Research Framework Programme:** Select “Horizon Europe/Marie Skłodowska 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.



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.

The screenshot shows the EURAXESS website header with a navigation menu including: HOME, JOBS & FUNDING, CAREER DEVELOPMENT, PARTNERING, INFORMATION & ASSISTANCE, EURAXESS WORLDWIDE, MY EURAXESS (highlighted), and EXTRANET. Below the menu, there are two notifications: "Hosting EOI de MSCA-IF has been updated." and "Offer saved as 'Draft'". A pink banner below the notifications reads: "To publish your hosting offer you have to click 'Send for approval'. See help on posting hosting offers."

The screenshot shows the "My Hosting Offers" page. On the left is a sidebar with navigation options: Dashboard, User Profile, Researcher Profile, My Research Buddy, HRS4R, Organisation, Job Offers, Funding Offers, and Hosting Offers. The main content area has a "CREATE HOSTING OFFER" button and a text prompt: "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'". Below this, it says "Displaying 1 - 1 of 1". There are two filter buttons: "Closed" and "Expired", both set to "No". An "APPLY" button is next to them. A table lists the hosting offer:

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 Skłodowska 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 Australia & New Zealand

Euraxess Australia & New Zealand is a tool for European researchers active in Australia & New Zealand and for researchers from Australia & New Zealand wishing to collaborate with and/or pursue career in Europe.

Euraxess Australia & New Zealand provides information about research in Europe, European research policy, opportunities for research funding, and international collaboration and for trans-national mobility. **Membership is free.**

Visit us at <https://euraxess.ec.europa.eu/worldwide/australia-nz> and register in our mailing list [here](#). Contact us at australians@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.