

Creating an Account in the Research Council of Norway Portal

Guide for International Researchers and Research Organizations

Dear researcher and organizational representative,

You and your institution are invited to participate in one of the upcoming calls by the Research Council of Norway - <https://www.forskningsradet.no/en/call-for-proposals/>. This short seven-step guide explains how to create an account and log in to the portal in order to accept your participation in an application.

Step 1: Visit the webpage <https://www.forskningsradet.no/en/log-in/>

Step 2: Choose the following login option and press “Log in to My page”

Log in to My page (new application system)

If you have created an application or applied in the new application system, use this login.

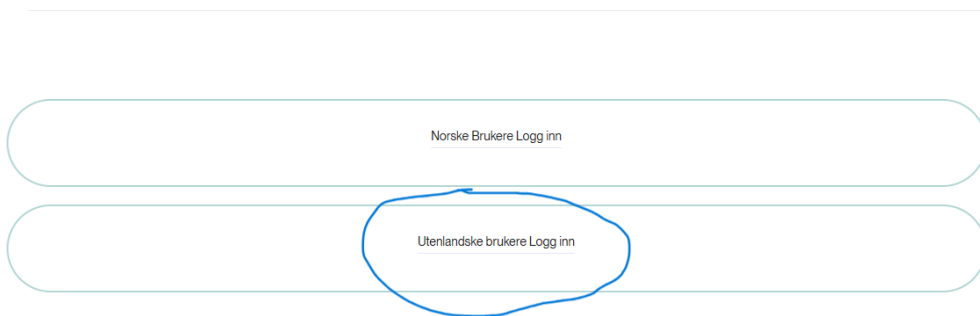
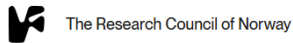
It is important that the email and phone number you use when you log in are the same as those used in the application form if you have been added with a role there. They must be identical for you be able to access the application. If the email address is different from the email you received the invitation to, you can change this under My profile.

If you have problems logging in, [you can watch this video](#). If you want to get text on the tutorial, click on the small speech bubble that appears if you place the mouse cursor in the bottom right corner of the video. Choose between subtitles in Norwegian or in English.



Log in to My page ↗

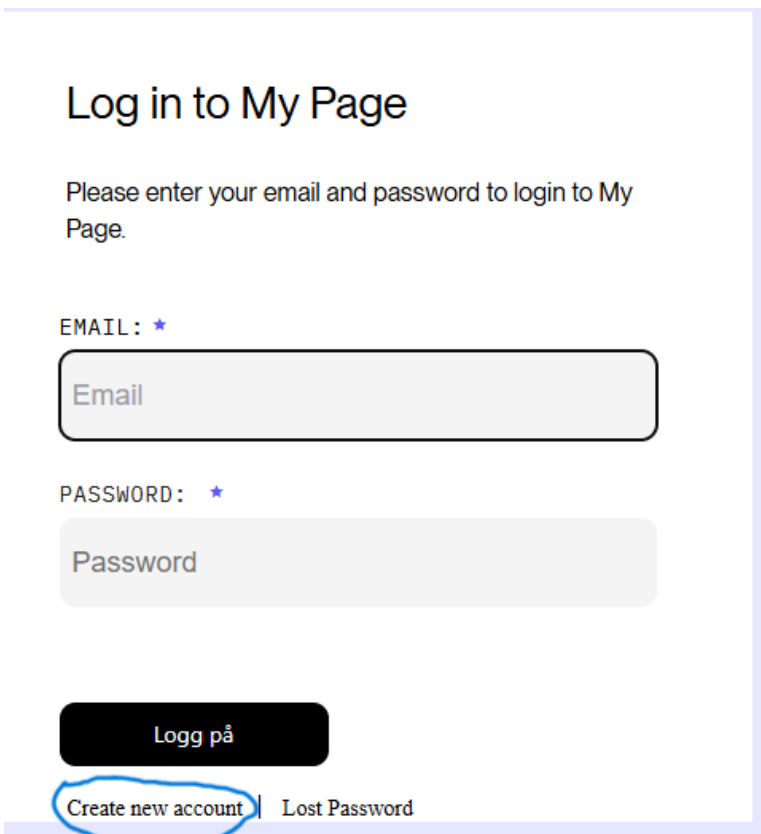
Step 3: Choose the second option: “**Utenlandske brukere – Logg inn**” (Foreign users – Log in)



Norske Brukere Logg inn

Utenlandske brukere Logg inn

Step 4: Press **Create new account**. During account creation, you will be asked to set up two-factor authentication. You may need to download an authenticator app from your mobile app store.



Log in to My Page

Please enter your email and password to login to My Page.

EMAIL: ★

Email

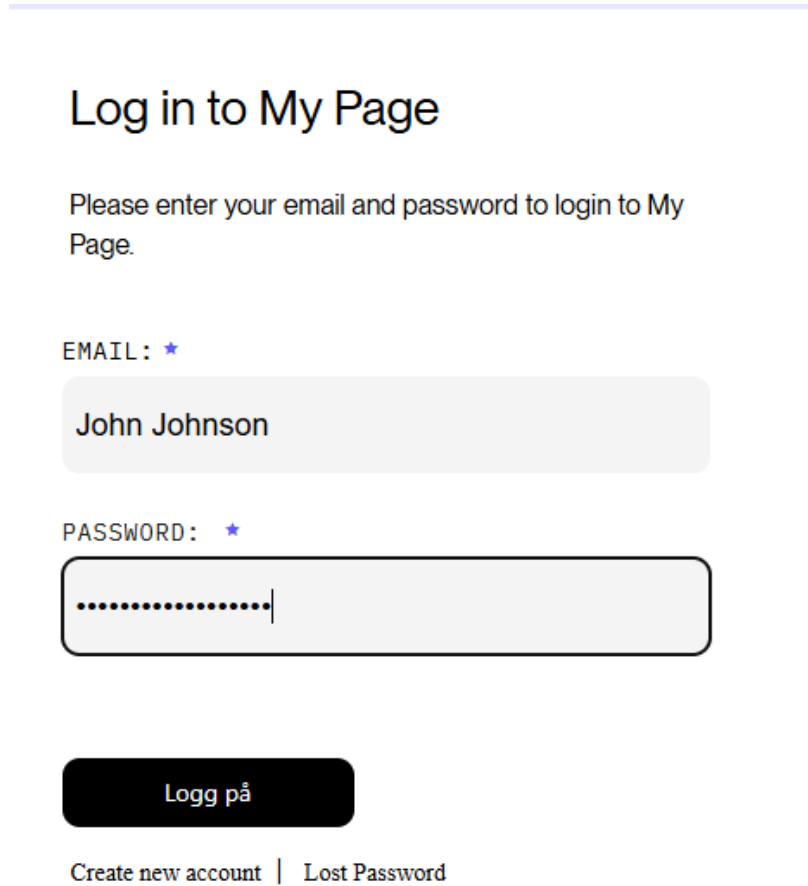
PASSWORD: ★

Password

Logg på

Create new account | Lost Password

Step 5: After creating your account, return to Steps 1–4. This time, instead of selecting “Create new account”, enter your email address and password and click “**Logg på**” to log in:



The screenshot shows a login interface titled "Log in to My Page". Below the title is a prompt: "Please enter your email and password to login to My Page." There are two input fields: "EMAIL : ★" containing the text "John Johnson" and "PASSWORD : ★" which is masked with dots. A black button labeled "Logg på" is positioned below the password field. At the bottom, there are two links: "Create new account" and "Lost Password", separated by a vertical line.

Step 6: Once you have created an account, please share your full name, email address and phone number with your colleague at Østfold University of Applied Sciences. The Principal Investigator (PI) or research administrator will add you to the application.

Step 7: When you are invited to participate in an application, you will receive an email. After you log in you will see the following page, please press **Accept invitation**. If you want to see the application first before accepting, you can scroll down on the same page, and you will see the application under **Applications**.



The Research Council of Norway

⚠ Please note! The application cannot be submitted until the mandatory roles

My page

Invitations and requests

Here you can see your own personal invitations and requests.

Application title: Personlig og kontekstbevisst f...

ROLE: PROJECT ADMINISTRATOR

DUE DATE: 08.05.2026

Decline invitation

Accept invitation

The PI will receive a notification that you have accepted the invitation and confirmed your participation in the project. If you are a researcher, you can coordinate with the PI regarding the specific task you have in the application. Organizational representatives do not need to take any further action.

Thank you!

Reach out to research administration at Østfold University of Applied Sciences if you have any questions:

<https://www.hiof.no/english/about/organisation/administration/research/research-administration/people/>