



# **Participant Portal Paperless Grant Management**

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DG RTD CSC J3**

# Principles

- **Participant Portal as single gateway for all exchanges**
- **Single sign-on:** One user name and password (ECAS) gives access to all functions
- **Personalised web space** after login: you see all your assets related to your proposals, grants, expert account...
- **Transparency:** Everybody having a role on a project sees the full archive of all exchanges and documents
- **Flexible management of roles and access rights:** most roles to be assigned/revoked by the Consortium itself
- **Digital sealing** of documents; **digital signatures** replacing paper signatures



## RESEARCH & INNOVATION

### Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT ▾



LOGIN



REGISTER



## Horizon 2020 Funding

Starting from 1/1/2014

On this site you can find and secure **funding** for projects under the following EU programmes:

- **2014-2020** Horizon 2020 - research and innovation framework programme
- **2007-2013** 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)
- Research Fund for Coal & Steel, COSME, 3rd Health Programme, Consumer Programme

#### Non-registered users

- search for funding
- read the Horizon 2020 Online Notice and the legal documents
- check if an organisation is already registered
- contact our support services or check our FAQs

#### Registered users

- submit your proposal
- sign the grant agreement
- manage your project throughout its lifecycle
- register as expert advising the Commission

# Live demo



WHAT'S NEW?



FUNDING  
OPPORTUNITIES



HOW TO  
PARTICIPATE



WORK AS AN  
EXPERT



MY PERSONAL  
AREA



INFORMATION  
AND SUPPORT



# **Roles** (defining specific access rights)

## **Assigned to an organisation:**

- **Legal Entity Appointed Representative (LEAR)**
- **Legal Signatory (LSIGN) ; Financial Signatory (FSIGN)**
- Account Administrator (AcAd)

## **Assigned to a project:**

- **Coordinator Contact (CoCo); Participant Contact (PaCo)**
- **Project Legal Signatory (PLSIGN) ; Project Financial Signatory (PFSIGN)**
- Task manager (TaMa)
- Team Member (TeMe)

## Roles and access rights (organisation)

Role	Read	Write/ Save	Assign/ Revoke AcAds	Assign/ Revoke LSIGNs and FSIGNs
LEAR	✓	✓	✓	✓
AcAd	✓	✓	✗	✓
LSIGN	✓	✗	✗	✗
FSIGN	✓	✗	✗	✗

## Roles and access rights (project)

Role	Read	Write/ Save	Submit to Coord.	Submit to COM	SIGN GA	SIGN Fin Stat.	Assign /revok e access
CoCo	✓	✓	✓	✓	X	X	✓
PaCo	✓	✓	✓	X	X	X	✓
TaMa	✓	✓	X	X	X	X	X
TeMe	✓	X	X	X	X	X	X
PLSIGN	✓	✓	X	X	✓	X	X
PFSIGN	✓	✓	X	X	X	✓	X



# Minimum configuration of access rights for running a project

- ✓ 1 Primary Coordinator Contact (CoCo)
- ✓ 1 Participant Contact (PaCo) per beneficiary
- ✓ 1 LEAR per organisation
- ✓ 1 Legal Signatory (LSIGN) per organisation
- ✓ 1 Financial Signatory (FSIGN) per organisation

**One person (= one ECAS account) can cumulate an unlimited number of roles** (e.g. owner of a one-person SME can be PaCo, LEAR, LSIGN and FSIGN at the same time)

**Example:** Consortium with 10 partners: minimum 40 roles for minimum 10 persons



# How to acquire rôles/access?

Access rights are managed **by the organisations and consortia** themselves (two exceptions)

**LEAR:** paper process, by the legal representative of the organisation, approval by COM

**AcAd:** by LEAR

**LSIGN, FSIGN:** by LEAR or AcAd

**PCoCo:** from proposal, change via COM project officer

**CoCo:** from proposal or by other CoCo

**PaCo, TeMe:** from proposal or by CoCo, other PaCo

**TaMa:** by CoCo or PaCo

**PLSIGN, PFSIGN:** from list of LSIGNs and FSIGNs; by CoCo or PaCo





# RESEARCH & Innovation Participant Portal

European Commission > Research & Innovation > Participant Portal

MY AREA

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

My Organisation(s)

My Proposal(s)

My Project(s)

My Notification(s)

My Expert Area

## My projects

This page enables you to manage your projects in the Participant Portal.

Depending on your role, you can:

- Prepare and submit proposals
- Manage your projects
- Monitor the progress of your projects
- Report on the progress of your projects

ESGI	FP7-INFRASTRUCTURES-2010-1	FP7	262055	PC	Grant Management	FR	RD
ESMERALDA	H2020-SC5-2014-one-stage	H2020	642007	PC	Grant Preparation	VP	MP
EuroDSD	FP7-HEALTH-2007-A	FP7	201444	PC	Grant Management	FR	RD

Showing 1 to 10 of 29 entries.

← PREVIOUS

1

2

3

NEXT →

osal(s)

ct(s)

cation(s)

rt Area

## Project File

Details

Consortium

<b>Title</b>	Enhancing ecoSysteM sERvices mApping for poLicy and Decision mAking		
<b>Project ID</b>	642007	<b>Call</b>	31053723
<b>Programme</b>	H2020	<b>Rdg</b>	
<b>Keywords</b>			
<b>Activity Codes</b>	31000355		

### Abstract

Mapping and assessment of ecosystems and their services (ES) are core to the EU Biodiversity (BD) Strategy. They are essential if we are to make informed decisions. Action 5 sets the requirement for an EU-wide knowledge base designed to be: a primary data source for developing Europe's green infrastructure; resource to identify areas for ecosystem restoration; and, a baseline against which the goal of 'no net loss of BD and ES' can be evaluated. In response to these requirements, ESMERALDA aims to deliver a flexible methodology to provide the building blocks for pan-European and regional assessments. The work will ensure the timely delivery to EU member states in



# Assign/revoke access

Details

Consortium

Project Acronym

ESMERALDA

Project ID

642007

Program

H2020

RDG

RTD

> COORDINATOR Organisation - [REDACTED] UNIVERSITÄT ZÜRICH

EDIT ROLES

Address: , [REDACTED] [REDACTED] / DE

PIC: [REDACTED]

Coordinator Contact

[REDACTED]

[REDACTED]

Proposed Legal Authorized Signatory

[REDACTED]

[REDACTED]

Coordinator Contact

[REDACTED]

[REDACTED]



# The nomination process for LEARs – documents

- LEAR appointment letter:  
[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/lev/h2020-lear-applet\\_en.doc](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/lev/h2020-lear-applet_en.doc)
- LEAR role and tasks:  
[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/lev/h2020-lear-roltas\\_en.doc](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/lev/h2020-lear-roltas_en.doc)
- Terms and conditions of use of the electronic exchange system:  
[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/lev/h2020-lev-terms-of-use\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/lev/h2020-lev-terms-of-use_en.pdf)
- Declaration of consent to the terms and conditions of use:  
[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/lev/h2020-lev-declaration-consent\\_en.doc](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/lev/h2020-lev-declaration-consent_en.doc)



I do not know whether my organisation has a LEAR and - if yes - who it is



Go to the portal, search for your organisation, use the "Contact LEAR" function

199 search results for test

TEST REGISTRATION	
TEST, DK VAT : TEST <b>DECLARED</b>	
<b>PIC</b>	998983892
	<b>CO</b>

test test

SZKOL  
Warsza  
VAT : P  
**DECL**

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a Res

## COMMISSION



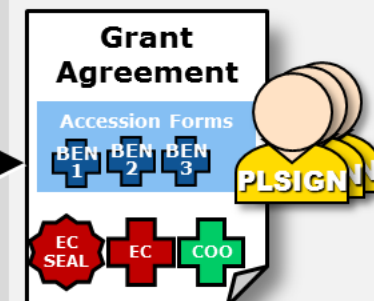
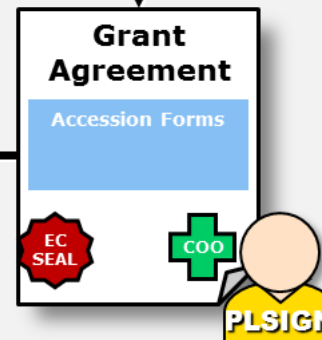
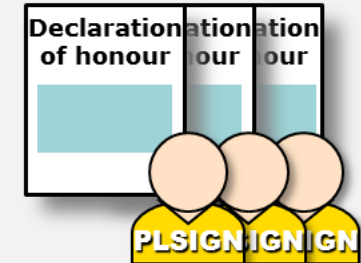
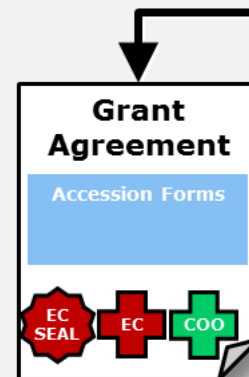
## COORDINATOR



## BENEFICIARIES



- 1 Before grant signature, each beneficiary has to sign the Declaration of honour.
- 2 When the grant preparation is finished, it is digitally sealed by the Commission, insuring the integrity of its contents.  
Notification to Coordinator
- 3 The Legal Signatory of the coordinating entity signs the grant electronically.
- 4 The Commission signs the grant electronically.  
Notification to Beneficiaries
- 5 Each beneficiary, through their Legal Signatories, must then sign electronically the "Accession forms" part.
- 6 The Grant Agreement is then finalised.



## E-signature of grant agreements (1/2)



(Before GA signature, each beneficiary must sign declaration on non-exclusion – same signature process as described below)

**1)COM** prepares GA: pdf document, digitally sealed, made available in the PP. **PLSIGN** of the coordinator is **notified**.

**2)PLSIGN** of the coordinator logs in, selects project with "MP-Manage Project" action button, finds GA for signature (with possibility to download and print).

**3)PLSIGN** clicks for **initiating** electronic signature. Pop-up alerts on the signification of this action and asks for confirmation, prompting again for the ECAS password.

**4)PLSIGN** reintroduces ECAS password and **clicks 'Sign'**.





## E-signature of grant agreements (2/2)

- 5) System creates new version of the pdf, adding third party digital seal, ECAS credentials of the signatory, timestamp; visually replacing the placeholder for the signature by the coordinator.
- 6) **LEAR** of the coordinator and **other relevant actors** are **notified**
- 7) **COM authorising officer** is **notified** that GA was signed by the coordinator.
- 8) Following a similar procedure as under 2) to 6), **COM authorising officer signs** the GA.
- 9) **PLSIGNs** of all **other beneficiaries** are notified that GAs are ready for their accession.
- 10) **PLSIGN** of each beneficiary signs (see 2) to 5)) accession form
- 11) **LEARs** of the beneficiaries having signed the accession form and other relevant actors are **notified**.



# RESEARCH & INNOVATION

## Participant Portal - Grant Management Services

Ppgms COPL

### MY PROJECT

HORIZON 2020

**Call:** H2020-INNOSUP-2014-5  
**Type of Action:** H2020-FCT-2015

**Acronym:** Mindflex  
**Current Phase:** Grant management  
**Number:** 28108


**Duration:** 48 months  
**Start Date:** 2013-04-23  
**Estimated Project Cost:** €4,545,454.00

**Requested EU Contribution:** €999,123.00  
**Contact:** James

 See all data ...



H2020 ONLINE MANUAL

 HOW TO



### Proposal Management & Grant Preparation

28108 - Mindflex

12/04/2013



Grant Agreement: signature

Sign



### Documents



Grant Agreement



Grant Declaration



Grant Declaration



Grant Declaration



Grant Declaration



Grant Declaration



Grant Declaration



Grant Declaration



Grant Declaration



Third pa...larations

The Coordinator Legal Aut electronically sign the gran



### Messages



Partner Contact (test 4) test content tfdsa 111 on 17.03.2014 10:14



Coordinator Authorized Signatory (test 3) test content tfdsa dsadsa on 17.03.2014 10:14



Partner Authorized Signatory (test 2) test content tfdsa 666 on 17.03.2014 10:14



Coordinator Contact (test 1) test content tfdsa 444 on 17.03.2014 10:14



# EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > ECAS Signature

Logout [Change password](#) [Account information](#) [Help](#)

**Ppgms COPL** ([ncoplppg](#)) | External

## ECAS Signature

Welcome **Ppgms COPL** to the ECAS Signature page. This page allows you to digitally sign a transaction using your ECAS password.

The 127.0.0.1 application is asking you to sign a transaction

The transaction has the following description: **Signature of the Grant Agreement 28108-Mindflex as authorised representative of the coordinating legal entity**

[See the complete transaction](#)



[Printer-friendly Version](#)

To sign the transaction, please enter your ECAS password

Reason

**For signature**

Password \*

**Sign**

\* Required fields

**Accept to sign the transaction**



# RESEARCH & INNOVATION

## Participant Portal - Grant Management Services

Ppgms COPI

### MY PROJECT

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See all data ...



H2020 ONLINE MANUAL

HOW TO

✓ Document has been sent to Signature System. After a while it should be available with signatures.



**Proposal Management & Grant Preparation**  
28108 - Mindflex

12/04/2013



**Documents**



**Messages**



**Coordinator Authorized Signatory (ncoplppg) signed the grant agreement on 17.03.2014 10:32**



**Partner Contact (test 4) test content tfdsa 111 on 17.03.2014 10:14**



**Coordinator Authorized Signatory (test 3) test content tfdsa dsadsa on 17.03.2014 10:14**



**Partner Authorized Signatory (test 2) test content tfdsa 666 on 17.03.2014 10:14**





**Coordinator Contact (test 1) test content tfdsa 444 on 17.03.2014 10:14**

## ARTICLE 58 — ENTRY INTO FORCE OF THE AGREEMENT

The Agreement will enter into force on the day of signature by the *Agency* or the beneficiary, depending on which is later.

### SIGNATURES

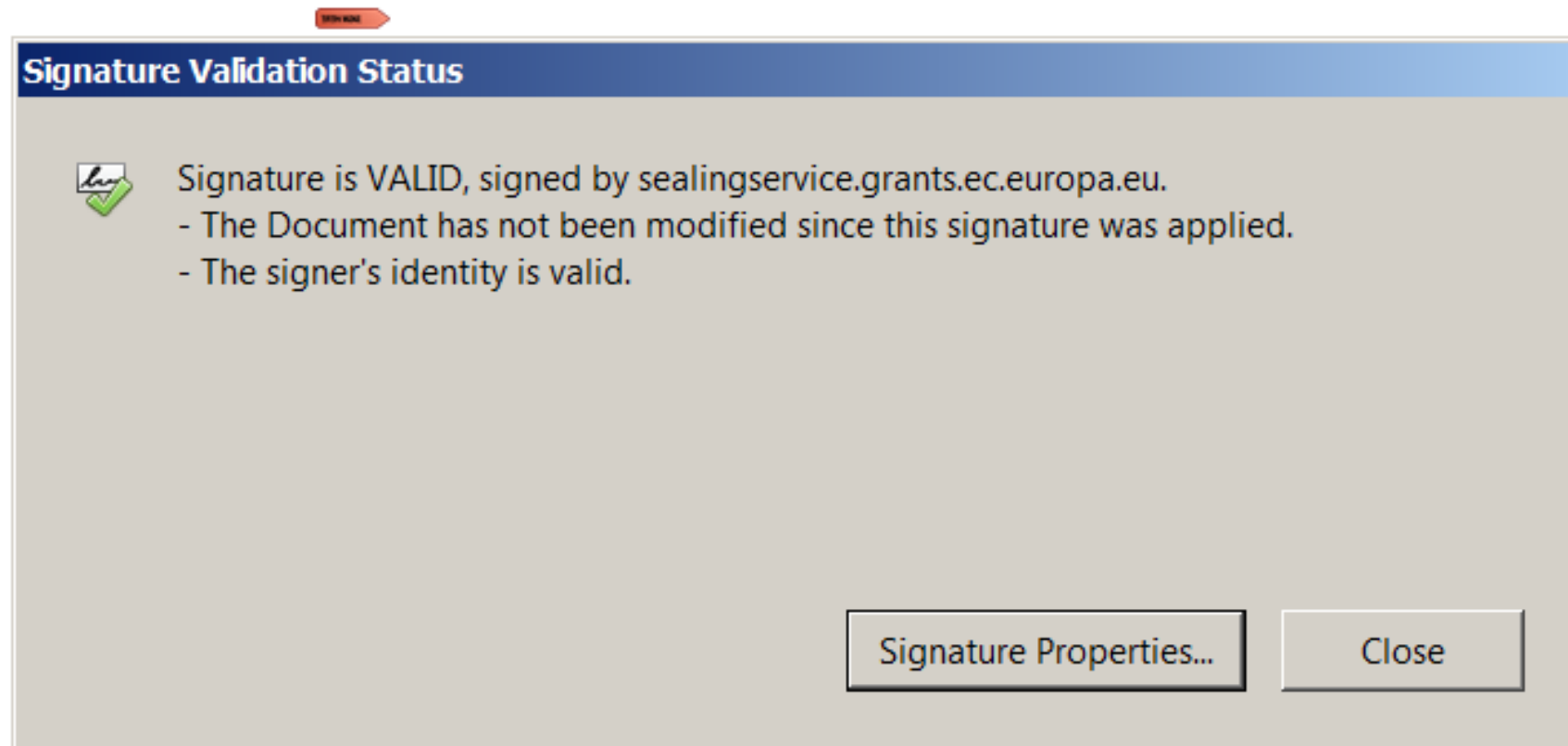
For the beneficiary

 with ECAS id  signed in the Participant Portal on 29/08/2014 at 11:08:30 (transaction id SigId-149-aMIV26gNACxL0WtlyzhOrB2a8nrSzyu6lhzzMJcgehICB43sWfsCbybhWYbvx4zJFEeUzWy7c0QIPhFdBdozv8O-Jj71zxYb8yrRuMI89j7Uci-SIMggdYKZVbA9a2nbstHZROJ3RESK3FKCklui4dUczK). Timestamp by third party at Fri Aug 29 11:08:32 CEST 2014

For the *Agency*





# For the *Agency*





# SIGNATURES

For the beneficiary

 with ECAS id  signed in the Participant Portal on 29/08/2014 at 11:08:30 (transaction id SigId-149-aMIV26gNACxL0WtlyzhOrB2a8nrSzyu6lhzzMJcgehlCB43sWfsCbybhWYbvx4zJFEeUzWy7c0QlPhFdBdozvw8O-Jj71zxYb8yrRuMI89j7Uci-SIMggdYKZVbA9a2nbstHZROJ3RESK3FKCklul4dUczK). Timestamp by third party at  
Fri Aug 29 11:08:32 CEST 2014

Sig



## Documentation and guidance

- Online manual, sections on [roles](#), [grant signature](#) and [LEAR appointment](#)
- [Terms and conditions of use](#)
- [Video on e-signature](#)
- [Video on LEAR appointment](#)





## Terms of use

2.2.3 The means of access (i.e. the ECAS account user name and password) are strictly personal and users are responsible for safeguarding their confidentiality and security, and ensuring their appropriate use.

Users undertake to take all steps to prevent any unauthorised third party from gaining knowledge and making use thereof.

Users may not transfer or sell their means of access to any third party.

Users must notify the European Commission immediately (via the IT helpdesk under the ‘Support’ menu at <http://ec.europa.eu/research/participants/portal>) of the loss, theft, breach of confidentiality or any risk of misuse of the means of access.

The background of the slide is a vibrant blue space-themed image. It features a glowing, translucent sphere of the Earth in the center-left, with bright light rays emanating from behind it. The background is filled with a starry space scene and abstract, flowing blue lines that suggest a sense of motion and exploration.

# HORIZON 2020

**Many thanks for your  
attention!**

**More:**

<http://ec.europa.eu/research/participants/portal>

HORIZON 2020