



Grant Agreement Preparation Overview

Lionel Boillot – Call Coordinator



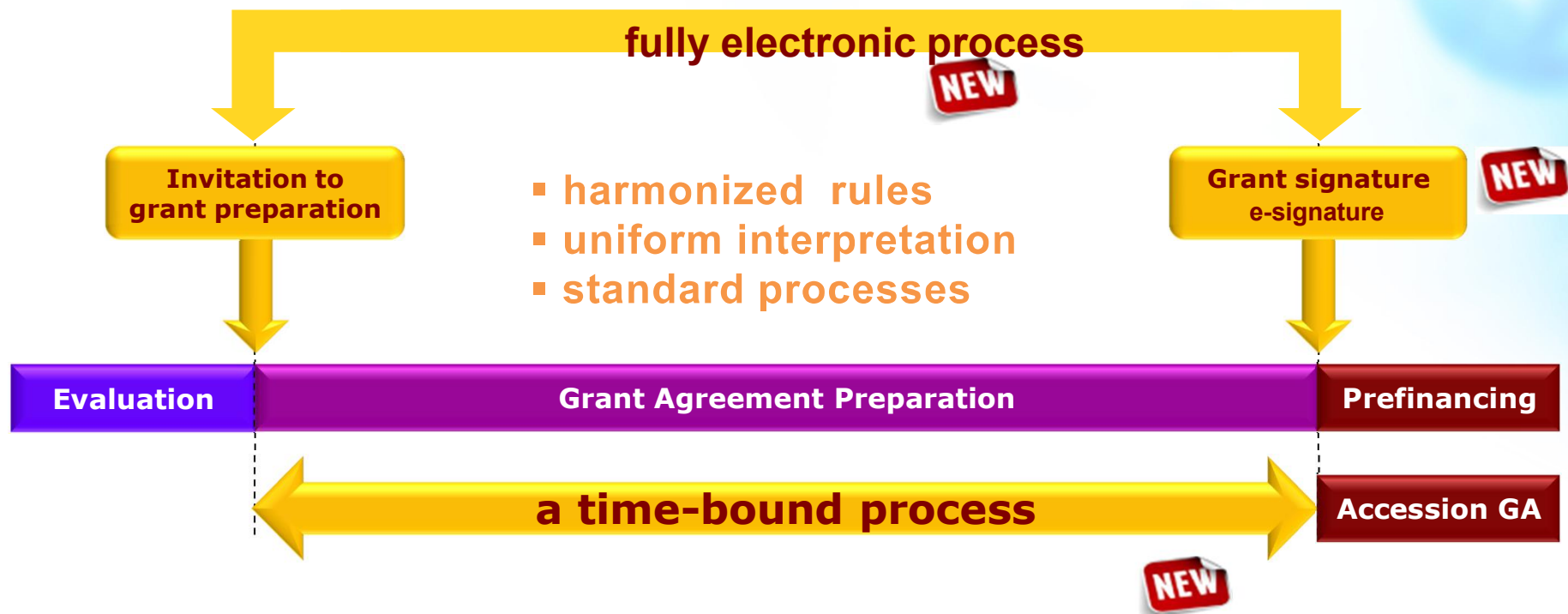
<http://www.fch.europa.eu/>

Grant agreement preparation (GAP) in H2020

- H2020 GAP – the process overview
- Key novelties – what's new

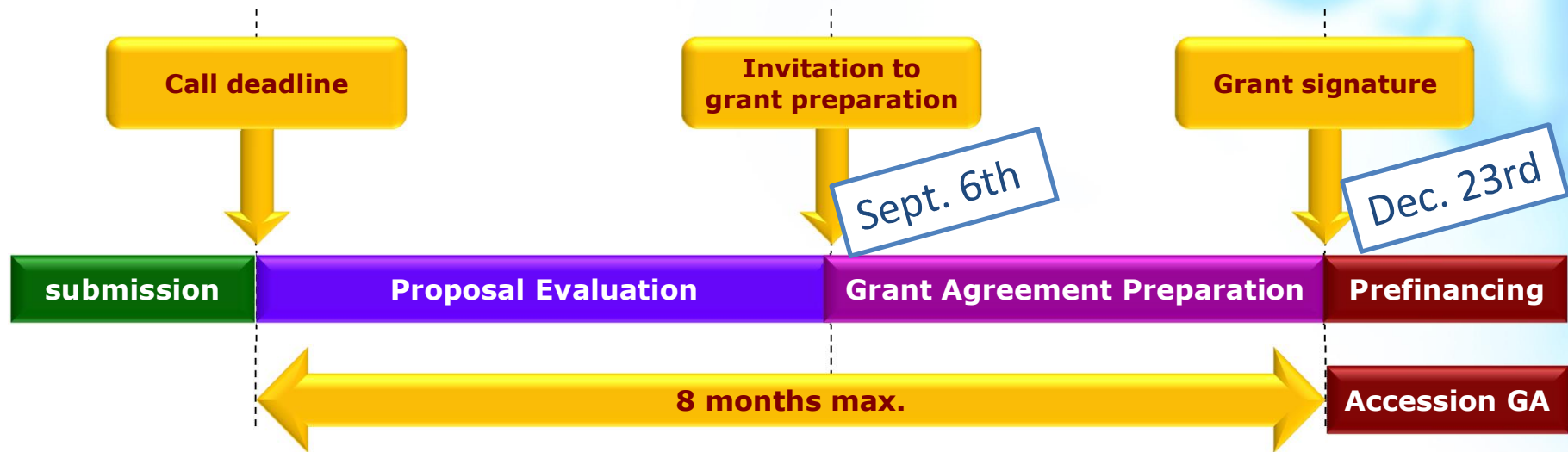


H2020 GAP – the process overview



committed to make it simpler and quicker

Time-bound process



- Deadlines for submission are firm
- GA must be countersigned by FCH2 JU on 23/12/2016 latest

No-negotiation

Your proposal is taken "as is"

- The Grant Agreement (GA) is prepared on the basis of the proposal selected for funding
- Proposals are evaluated on their merit and not on their potential






BUT this does not mean "no change at all"

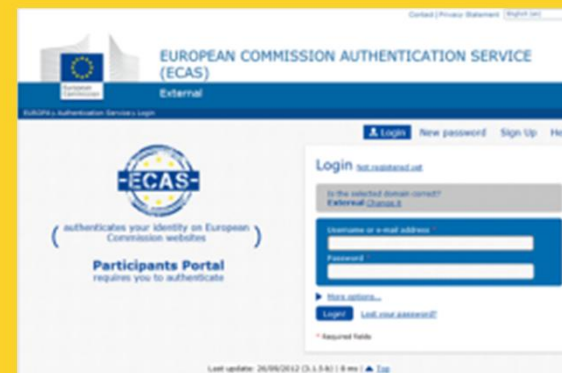
- Changes to meet legal and/or financial requirements (additional instructions)
- Changes that are necessary:
 - Requirements resulting from ethics review
 - Due to removal of a participant (if agreed)
 - Correction of clerical errors and obvious inconsistencies
 - Recommendations in Evaluation Summary Report

Electronic-only grant management

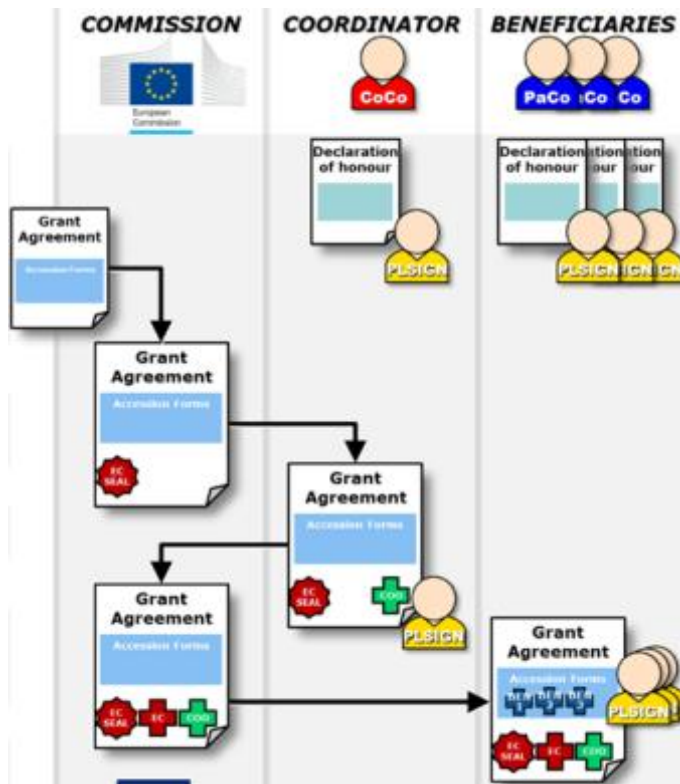
- E-only: paper-free process endorsed by e-signature
- Based on "Chain of trust" enabling e-signature
- Identity and Access Management (IAM)
- Roles enabling e-signature

The **minimum configuration** is:

- ✓ 1 LEAR per organisation 
- ✓ The Primary Coordinator Contact 
- ✓ 1 Participant Contact per beneficiary 
- ✓ 1 Legal Signatory per organisation 
- ✓ 1 Financial Signatory per organisation 

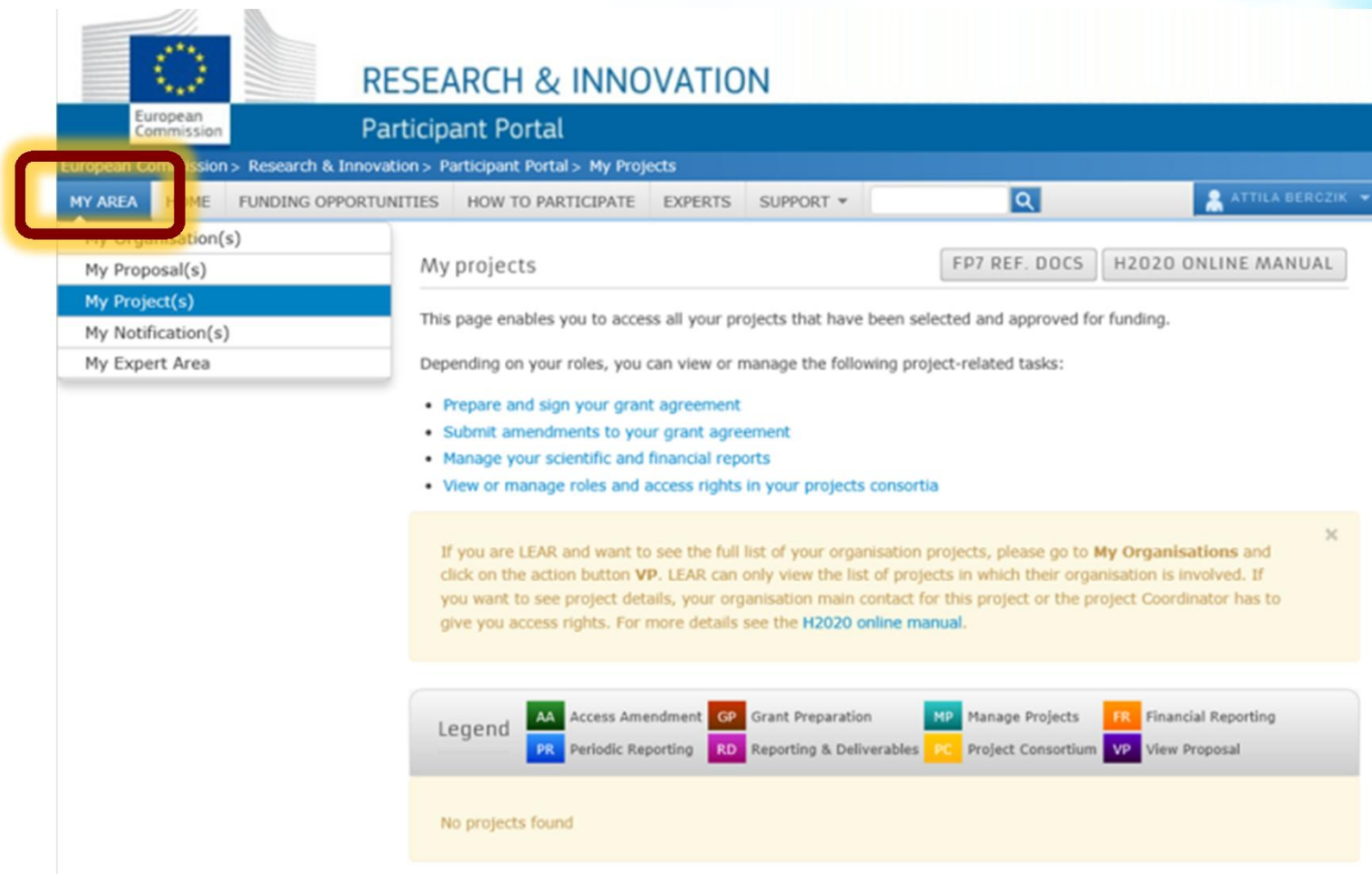


Electronic-only grant management



- **Declaration of honour**
the coordinator and each beneficiary, signed by the **LSIGN**
- **The Grant Agreement**
 - **first** the coordinator, by the **LSIGN**
 - **second** the EU **EC/Agency**
- **Accession Forms**
each beneficiary - by the **LSIGN**

IT system suite for grant management



The screenshot displays the European Commission Research & Innovation Participant Portal. The header includes the European Commission logo and the text "RESEARCH & INNOVATION Participant Portal". A breadcrumb trail shows the path: "European Commission > Research & Innovation > Participant Portal > My Projects". The main navigation bar contains links for "MY AREA", "HOME", "FUNDING OPPORTUNITIES", "HOW TO PARTICIPATE", "EXPERTS", and "SUPPORT". The "MY AREA" link is highlighted with a red box. A dropdown menu is open under "MY AREA", listing options: "My Organisation(s)", "My Proposal(s)", "My Project(s)" (which is selected and highlighted in blue), "My Notification(s)", and "My Expert Area".

My projects FP7 REF. DOCS H2020 ONLINE MANUAL

This page enables you to access all your projects that have been selected and approved for funding.

Depending on your roles, you can view or manage the following project-related tasks:

- [Prepare and sign your grant agreement](#)
- [Submit amendments to your grant agreement](#)
- [Manage your scientific and financial reports](#)
- [View or manage roles and access rights in your projects consortia](#)

If you are LEAR and want to see the full list of your organisation projects, please go to **My Organisations** and click on the action button **VP**. LEAR can only view the list of projects in which their organisation is involved. If you want to see project details, your organisation main contact for this project or the project Coordinator has to give you access rights. For more details see the [H2020 online manual](#).

Legend

AA	Access Amendment	GP	Grant Preparation	MP	Manage Projects	FR	Financial Reporting
PR	Periodic Reporting	RD	Reporting & Deliverables	PC	Project Consortium	VP	View Proposal

No projects found

IT system suite for grant management

The screenshot displays the 'My Projects' page within the European Commission's Research & Innovation Participant Portal. The page is designed for users to manage their funded projects. A sidebar on the left contains navigation links: 'My Organisation(s)', 'My Proposal(s)', 'My Project(s)', 'My Notification(s)', and 'My Expert Area'. The 'My Project(s)' link is highlighted with a red box. The main content area is titled 'My projects' and includes a 'H2020 ONLINE MANUAL' button. It provides instructions on how to use the page and lists project-related tasks such as negotiating grant agreements, submitting amendments, managing reports, and managing consortium roles. A yellow box contains a note for LEAR users regarding project visibility. Below this is a 'Legend' section with color-coded icons for various actions: Access Amendment (AA), Access Negotiation (AN), Manage Project (MP), Financial Reporting (FR), Periodic Reporting (PR), Reporting & Deliverables (RD), and Project Consortium (PC). The bottom section features a table of projects with columns for Acronym, Call, Program, Projected, Roles, Phase, and Actions. Two projects are listed: DEMO1 and DEMO2, both under the FP7-TEST-CALL-1 call. The table shows the roles and phases for each project, along with the actions available for each. The page also includes a search bar, a 'Show 10 entries' dropdown, and pagination controls at the bottom.

European Commission
RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > My Projects

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT DEMO ACCOUNT

My Organisation(s)
My Proposal(s)
My Project(s)
My Notification(s)
My Expert Area

My projects H2020 ONLINE MANUAL

This page enables you to access all your projects that have been selected and approved for funding.

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- Submit amendments to your grant agreement
- Manage your scientific and financial reports
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Legend

- AA Access Amendment
- AN Access Negotiation
- MP Manage Project
- FR Financial Reporting
- PR Periodic Reporting
- RD Reporting & Deliverables
- PC Project Consortium

Show 10 entries Search

ACRONYM	CALL	PROG	PROJECTED	ROLES	PHASE	ACTIONS
DEMO1	FP7-TEST-CALL-1	FP7	200000	PC	GRANT_MANAGEMENT	FR RD
DEMO2	FP7-TEST-CALL-1	FP7	200001	PC	GRANT_MANAGEMENT	PR

Showing 1 to 2 of 2 entries. -- PREVIOUS 1 NEXT --

IT system suite for grant management

The screenshot displays the 'RESEARCH & INNOVATION Participant Portal - Grant Management Services' interface. The top header features the European Commission logo and the user 'NEF AUTOPART'. The main content area is divided into three sections:

- MY PROJECT:** A sidebar on the left for 'HORIZON 2020' providing project details:
 - Call: H2020-Adhoc-2014-20
 - Type of Action: CSA
 - Acronym: 888039 3F
 - Current Phase: Grant preparation
 - Number: 888039
 - Duration: 12 months
 - Start Date:
 - Estimated Project Cost: €258,500.00
 - Requested EU Contribution: €258,500.00
 - Contact: Jean-Francois LAMBOTTEA 'See all data ...' link and three icons are at the bottom of this section.
- Proposal Management & Grant Preparation:** The central section shows a workflow timeline starting with 'Submitted' (dated 30/12/2013) and followed by 'Evaluated', 'Ranked', 'Invited', 'Prepared', 'Signed', and 'Paid'. A red box highlights the 'Grant agreement data preparation' step. A 'Submit to EU' button is located at the end of the timeline.
- Documents & Messages:** Two sections below the timeline, each with a folder icon and a speech bubble icon respectively.

At the bottom, there are links for 'H2020 ONLINE MANUAL' and 'HOW TO', and a footer indicating '© European Communities - Version 1.1.0'.

IT system suite for grant management

The screenshot displays the H2020 Participant Portal - Grant Management Services interface. The interface is divided into several sections:


- Header:** Features the European Commission logo and the text "RESEARCH & INNOVATION Participant Portal - Grant Management Services".
- Left Sidebar:** Contains project details for "H2020-INO-SUP-2014-5" (Type of Action: H2020-FCI-2015, Acronym: Mindflex, Current Phase: Grant management, Number: 28109, Duration: 48 months, Start Date: 2013-04-23, Estimated Project Costs: €4,543,454.00, Requested EU Contribution: €999,123.00, Contact: James). It also includes a "See all data ..." link and "Project Tools" icons.
- Main Content Area:**
 - Proposal Management & Grant Preparation:** Shows a timeline from 12/04/2013 to 12/09/2014 with stages: Submitted, Evaluated, Ranked, Invited, Prepared, Signed, and Paid. A yellow box highlights the "Submitted" stage.
 - Grant agreement data preparation:** A task listed below the timeline.
 - Documents and Messages:** Sections for managing documents and messages.
 - Submit to EU:** A button to submit the grant agreement.
- Footer:** Includes links for "H2020 ONLINE MANUAL", "HOW TO" (highlighted in green), and "H2020 Business Information".

Yellow arrows and text annotations highlight key features:


- Process description and reference:** Points to the "Proposal Management & Grant Preparation" section.
- Process timeline:** Points to the timeline showing the stages of the grant process.
- Key Project Data:** Points to the project details in the left sidebar.
- Open and perform the task (Available to you when in a yellow box):** Points to the "Grant agreement data preparation" task.
- Complete the task (enabled when available to you):** Points to the "Submit to EU" button.
- Project Tools:** Points to the icons in the left sidebar.
- H2020 Business Information:** Points to the "H2020 ONLINE MANUAL" link.
- How to use the IT system:** Points to the "HOW TO" link.

IT system suite for grant management

<< portal nexterli (EXTERNAL) ?

**SyGMa**
System for Grant Management

Grant Agreement Data

Project 888823 (Project 888823)	Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Work Packages	Deliverables	Milestones	Reviews	Critical Risks
 Call: H2020-INFRAIA-2014-2015 Action: CSA Resp. Unit: RTD/B/07 Duration: 36	✗	✗	✓	⚠	✓	✗	i	✗	✗	⚠	⚠	⚠

DOCUMENTS

Project Summary

Project 888823 (Project 888823) SAVE

Responsible Unit: RTD/B/07
Call: H2020-INFRAIA-2014-2015
Topic: INFRAIA-1-2014-2015 - Integrating and opening existing national and regional research infrastructures of European interest
Type of Action: CSA
Duration: 36

Budget Information:
Total Costs in the Proposal: 256.00 €
Max EU Grant Amount(following evaluation): 1,240.00 €
Total Costs: 1,240.00 €
Maximum Grant Amount: 1,237.00 € 100 % of total costs

Officers:
Project Officer: Maria ALLEGRIH (RTD/B/07)

Deadlines:
Deadline for first version of the grant agreement data (incl. annexes) 20/05/2014
Deadline for the signature of the participants certified declarations 11/07/2014
Deadline foreseen for the signature of the grant agreement 28/07/2014

Validate




Participant Portal (PP)

Paperless Grant Management

Paperless Grant Management - 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

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RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOMEFUNDING OPPORTUNITIESHOW TO PARTICIPATEEXPERTSSUPPORT

LOGINREGISTER

Horizon 2020 Funding

Starting from 1/1/2014

On this site you can find and secure **funding** for research & innovation 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

Non-registered users


- search for funding
- read the funding guide & download 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
- manage your project throughout its lifecycle



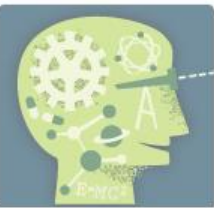
WHAT'S NEW?




FUNDING OPPORTUNITIES




HOW TO PARTICIPATE



WORK AS AN EXPERT



MY PERSONAL AREA



INFORMATION AND SUPPORT


RESEARCH ON EUROPA CORDIS OLAF

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Public access

ECAS login or registration

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MY AREAHOMEFUNDING OPPORTUNITIESHOW TO PARTICIPATEEXPERTSSUPPORT

DEMO ACCOUNT

My Organisation(s)

My Proposal(s)

My Project(s)

My Notification(s)

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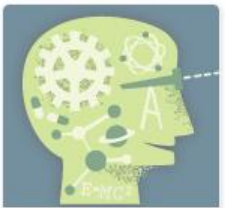
WHAT'S NEW?




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HOW TO PARTICIPATE



WORK AS AN EXPERT



MY PERSONAL AREA



INFORMATION AND SUPPORT

RESEARCH ON EUROPA CORDIS OLAF

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**Personalised
access
to the IT tools**

**Personalised access
to the user account**

Roles - Nomenclature

Organisation roles



Legal Entity
Appointed
Representative



*Account
Administrator*



Legal
Signatory



Financial
Signatory



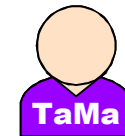
Primary
Coordinator
Contact



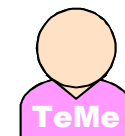
*Coordinator
Contact*



Participant
Contact



Task Manager



Team Member

Project roles

Roles (defining specific access rights)

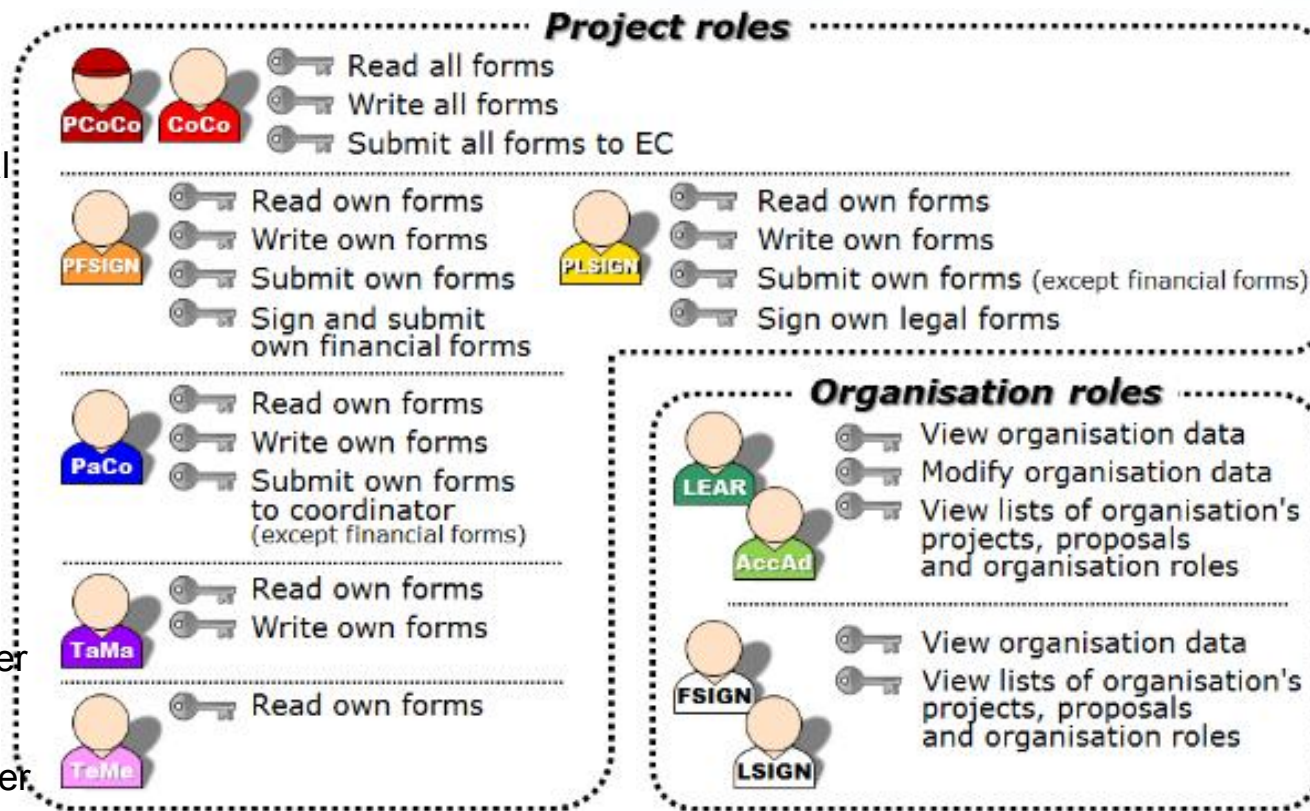
Coordinator
Contact
(CoCo);

Project Legal
Signatory
(PLSIGN) ;
Project
Financial
Signatory
(PFSIGN)

Participant
Contact
(PaCo)

Task manager
(TaMa)

Team Member
(TeMe)



Legal Entity
Appointed
Representative
(LEAR)

Account
Administrator
(AcAd)

Legal Signatory
(LSIGN) ;
Financial
Signatory
(FSIGN)

How to acquire roles/access?

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

Self-registrant: the person who registers the PIC

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

Account Administrator: by LEAR

LSIGN, FSIGN: by LEAR/Account Administrator

→ **Primary CoCo:** from proposal, **change via project officer**

CoCo: from proposal or by another CoCo

Participant Contact, Team Member: from proposal or by CoCo, other PaCo

Task Manager: by CoCo or PaCo

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

Roles for Organisations

European Commission **RESEARCH & INNOVATION** **Participant Portal**

European Commission > Research & Innovation > Participant Portal > My Organisations

MY AREA | HOME | FUNDING OPPORTUNITIES | HOW TO PARTICIPATE | EXPERTS | SUPPORT | Search PP | AGNES HEGYVARINE NAGY

My Organisation(s)
My Proposal(s)
My Project(s)
My Notification(s)
My Expert Area

My Organisations [H2020 ONLINE MANUAL](#)

To access and manage your organisation data online, you must have registered the data initially or been nominated as a Legal Entity Appointed Representative (LEAR) or an Account Administrator (appointed by the LEAR). As a Financial Statement Authorised Signatory (FSIGN), you can have a view of your organisation data. LEARs and Account Administrators can view all the roles of their organisation, nominate and revoke roles, as well as access the list of projects and proposals.

My Registered Organisations

LEGEND VO View Organisation MO Modify Organisation OP View Proposal **OR View Roles** VP View Project CO Contact Organisation

Show 10 entries Search win

NAME	PIC	VAT	STATUS	ACTIONS
NAME	99999999	VAT no.	VALIDATED	VO MO OP OR VP

Showing 1 to 1 of 1 entries. (filtered from 22 total entries) ← PREVIOUS 1 NEXT →

Functions for LEARs:

- View or modify your organisation's data.
- View all roles linked to the PIC.
- View list of proposals or projects.

Functions for self-registrants (before LEAR validation):

- View or modify your organisation's data.



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > My Organisations

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My Registered Organisations

LEGEND



View Organisations



Modify Organisations



View Proposals



View Roles



View Projects

Show 10 entries

Search

NAME	PIC	VAT	STATUS	ACTIONS
TEST ORGANISATION	999999999	BE123456789	VALIDATED	

Showing 1 to 1 of 1 entries.

PREVIOUS 1 NEXT

Do you want to continue the registration of your organisation to receive a PIC?

If you started the registration of your organisation in the Commission register some time ago, but did not finalise it - your organisation has not received a PIC number yet - you will not be able to see it above in the section My Organisations. Please continue its registration by clicking on the button that leads you to the registration tool. You may check the information that will be necessary for the registration in the [user manual](#).

CONTINUE REGISTRATION

Organisation roles can be granted/revoked
in the "My Organisations" section,
through the blue "OR (Organisation Roles)" icon

MY AREA

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT

Search PP

AGNES HEGYVARINE NAGY

My Organisation(s)

My Proposal(s)

My Project(s)

My Notification(s)

My Expert Area

Organisation File

Details

Roles

Projects

Proposals

Organisation:

NAME

Pic:

99999999

Show 10 entries

Search

ROLE	NAME	EMAIL	PROJECT
Account Admin.	Peter		
Account Admin.	Veron		
Account Admin.	Steph		
Account Admin.	Piret I		
Account Admin.			
Financial Signatory	Franci		
	FRAN		
Financial Signatory	Peter		
Financial Signatory	Noem		
Financial Signatory	Olivie		
Lear	Agnes		

Showing 1 to 10 of 10 entries.

PREVIOUS1NEXT

EDIT ROLES

Edit roles:

Add roles or revoke existing rights by identifying the e-mail/name of a person.

List of names and e-mails of contacts linked to the PIC number of the organisation.



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > My Projects

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

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My projects

H2020 ONLINE MANUAL

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Legend

AA Access Amendment AN Access Negotiation MP Manage Project FR Financial Reporting PR Periodic Reporting RD Reporting & Deliverables PC Project Consortium

Show 10 entries

Search

ACRONYM	CALL	PROG	PROJECTID	ROLES	PHASE	ACTIONS
DEM01	FP7-TEST-CALL-1	FP7	200000	PC	GRANT_MANAGEMENT	FR RD
DEM02	FP7-TEST-CALL-1	FP7	200001	PC	GRANT_MANAGEMENT	PR

Project roles can be granted/revoked in the "My Projects" section, through the orange "PC (Project Consortium)" icon



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Project Consortium

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT DEMO ACCOUNT

My Organisation(s)
My Proposal(s)
My Project(s)
My Notification(s)
My Expert Area

Project File

Details Consortium

Project Acronym DEMO1

Project ID 200000 Program FP7 RDG RTD

> COORDINATOR Organisation - Test Organisation 1

EDIT ROLES

Address: Sesame Street, 1000, Brussels, BE

PIC: 999999999

Primary Coordinator	John DOE	john.doe@test.com
Coordinator Contact	Jack DOE	jack.doe@test.com
Coordinator Contact	William DOE	william.doe@test.com
Team Member	Averell DOE	averell.doe@test.com

> BENEFICIARY Organisation - Test Organisation 2

EDIT ROLES

> BENEFICIARY Organisation - Test Organisation 3

EDIT ROLES

> BENEFICIARY Organisation - Test Organisation 4


EDIT ROLES

> BENEFICIARY Organisation - Test Organisation 5

EDIT ROLES

Edit roles - if you are Primary Coordinator Contact, Coordinator Contact or Participant Contact

View the organisation's basic details and list of project roles



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal

MY AREA
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My Organisation(s)
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My Expert Area

My projects

This page enables you to manage your projects.

Depending on your role, you can:

- Prepare and submit proposals

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

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

Project Acronym ESMERALDA

Project ID 642007 Program H2020 RDG RTD

➤ **COORDINATOR** Organisation - [REDACTED]

EDIT ROLES

➤ **BENEFICIARY** Organisation - [REDACTED]

EDIT ROLES

➤ **BENEFICIARY** Organisation - [REDACTED]

EDIT ROLES

➤ **BENEFICIARY** Organisation - [REDACTED]

EDIT ROLES

➤ **BENEFICIARY** Organisation - [REDACTED]

EDIT ROLES

➤ **BENEFICIARY** Organisation - [REDACTED]

EDIT ROLES

Assign/revoke access

Details

Consortium

Project Acronym

ESMERALDA

Project ID

642007

Program

H2020

RDG

RTD

> COORDINATOR

Organisation - [REDACTED] UNIVERSITÄT ZÜRICH

EDIT ROLES

Address: , OLSHAUSEN [REDACTED] [REDACTED], [REDACTED], DE

PIC: [REDACTED]

Coordinator Contact

[REDACTED]

[REDACTED]

Proposed Legal Authorized Signatory

[REDACTED]

[REDACTED]

Coordinator Contact

[REDACTED]

[REDACTED]

LEARNERS' DOCUMENTS

- LEAR appointment letter:
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
- 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
- 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

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
DECLARED

PIC

998983892

CO

test test

SZKO

Warsza
VAT : P
DECLA

PI

Sense
Estud
a Pre

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



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 ([ncoplppq](#)) | 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 COP

MY PROJECT

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✓ 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-aMIV26gNACxL0WtlyzhOrB2a8nrSzyu6lhzzMJcgehlCB43sWfsCbybhWYbvx4zJFEeUzWy7c0QlPhFdBdozv8O-Jj71zxYb8yrRuMI89j7Uci-SIMggdYKZVbA9a2nbstHZROJ3RESK3FKCklul4dUczK). Timestamp by third party at Fri Aug 29 11:08:32 CEST 2014

For the *Agency*


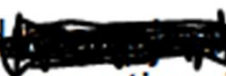


For the *Agency*



SIGNATURES

For the beneficiary

 with ECAS id  signed in the Participant Portal on 29/08/2014 at 11:08:30 (transaction id SigId-149-aMIV26gNACxL0WtlyzhOrB2a8nrSzyu6lhzzMJcgehlCB43sWfsCbybhWYbvx4zJFEeUzWy7c0QIPhFdBdozvw8O-Jj71zxYb8yrRuMI89j7Uci-SIMggdYKZVbA9a2nbstHZROJ3RESK3FKCklul4dUczK). Timestamp by third party at
Fri Aug 29 11:08:32 CEST 2014

Sig

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.

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](#)

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Your user account & roles

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FP7 Funding Guide

Find guidance, process by process

(drill-down approach)



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- › Reports & payment requests
 - › Periodic reports
 - › Final report
- › Deliverables
- › Dissemination & exploitation

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Enter & submit grant data

Ethics review

Security scrutiny

Grant preparation

 HOW TO

Preparing Grants

Key points

- **Invitation to prepare a grant agreement:** After assessment, if your proposal has been proposed for funding, we will send you the 'Evaluation Summary Report' and ask you to help prepare a grant agreement.
- **Online grant preparation:** Please use the Participant Portal to provide any legal and administrative details not included in the proposal.
- **Follow your proposal:** Horizon 2020 actions (i.e. projects) must be implemented in accordance with the assessed proposal. The grant agreement must not differ from the proposal. This is without prejudice to corrections needed
 - as a result of an ethical review or security scrutiny
 - to ensure the project conforms to the applicable rules, e.g. legal and financial rules
 - to remove clerical errors or clear inconsistencies
 - when, under exceptional circumstances, a participant is removed from a consortium during grant preparation
- **Shortcomings:** You may correct shortcomings identified by the experts in the 'Evaluation Summary Report', provided that this does not delay your part in preparing the grant agreement beyond the applicable deadlines.
- **Electronic signatures:** You do not need to sign a hard copy of the grant agreement, accession form, or 'Declaration of Honour'. All signatures are electronic.
- **Timeframe:** The agreement must be signed at the latest 3 months after starting the grant preparation.
- **Consortium agreement:** The members of the consortium are also obliged to sign a consortium agreement between each other. For more information see [Annotated Model Grant Agreement, Article 41.3](#) and the [guidance on establishing a consortium agreement](#).

AIM OF THE GRANT PREPARATION

- gather legal, administrative and financial information from you as a prospective beneficiary (project

European Commission Participant Portal H2020 Online Manual

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Roles and access rights

HOW TO

- How are access rights managed?
 - How are the roles assigned?
 - Exceptions
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 - Organisation roles
 - Project roles
- Nomination process
- Specific roles in grants under the European Research Council (ERC)
- Specific roles in Marie Skłodowska-Curie Actions (MSCA)

Roles and access rights restrict the information a user can view and the tasks they can perform. For instance, only a person with the coordinator role can delete a draft project proposal.

Access rights are linked to a user's 'roles' in the electronic exchange system (which are in turn linked to their functions within their organisation or in relation to a particular grant).

How Are Access Rights Managed?

Roles are divided into 2 main sections:

- "Organisation roles" are linked to the whole entity and its data (but without any access to the projects)
- "Project roles" are defined project by project and cover all possible cases for allowing access to a project's data (read/write/submit)

One user can have several roles at the same time.

HOW ARE THE ROLES ASSIGNED?

Most of these roles can be freely assigned and managed by the organisations and consortia, according to their needs:

- you can start creating a proposal yourself
- you can be invited by other users - who have created a proposal - to join their proposal
- persons in your organisation can give you (and revoke) access to roles of your organisation
- persons involved in on-going grants can give you (and revoke) access to roles in their grants

All access rights are linked to the user's ECAS account.

EXCEPTIONS

The Commission needs to intervene in the assignment of the following 2 key roles:

- LEAR (Legal Entity Appointed Representative) - organisation role**

http://ec.europa.eu/research/participants/docs/h2020-funding-guide/user-account-and-roles/roles-and-access-rights_en.htm

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.

