



# Grant Agreement Preparation Overview

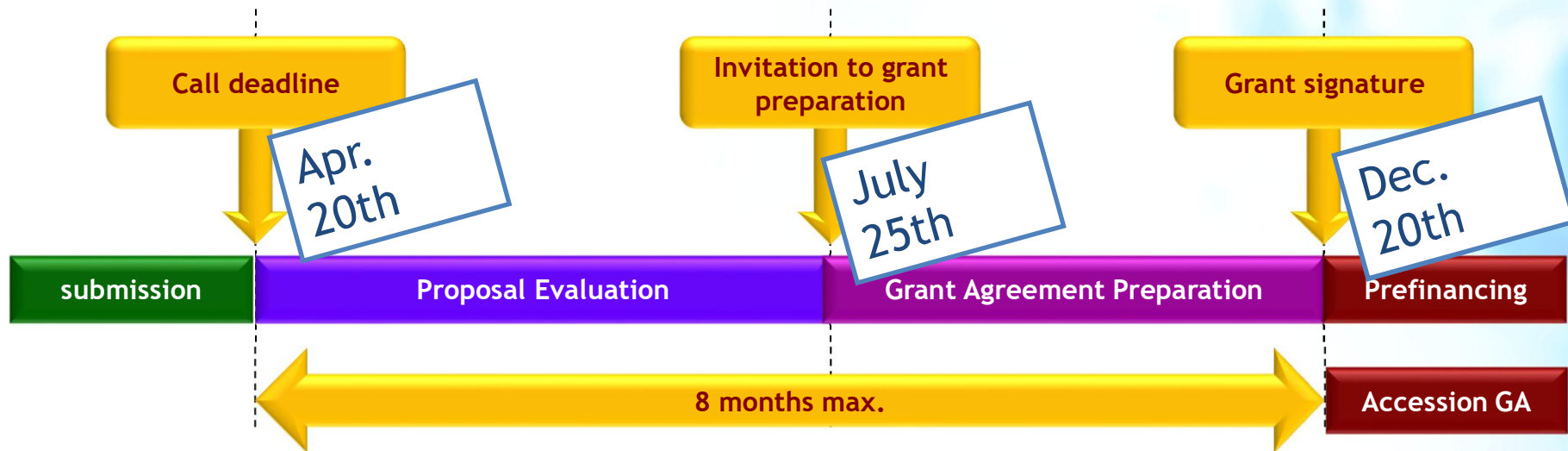
Lionel Boillot - Call Coordinator



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



# Time-bound process



## Fully electronic process

- Harmonized rules
- Uniform interpretation
- Standard processes

## A time-bound process

- Deadlines for submission are firm
- GA must be countersigned by FCH2 JU on 20/12/2017 latest

**⚠** If you have **not been granted an extension**, and you fail to meet the established deadlines, preparation of your grant agreement may be terminated and your proposal rejected.

# 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

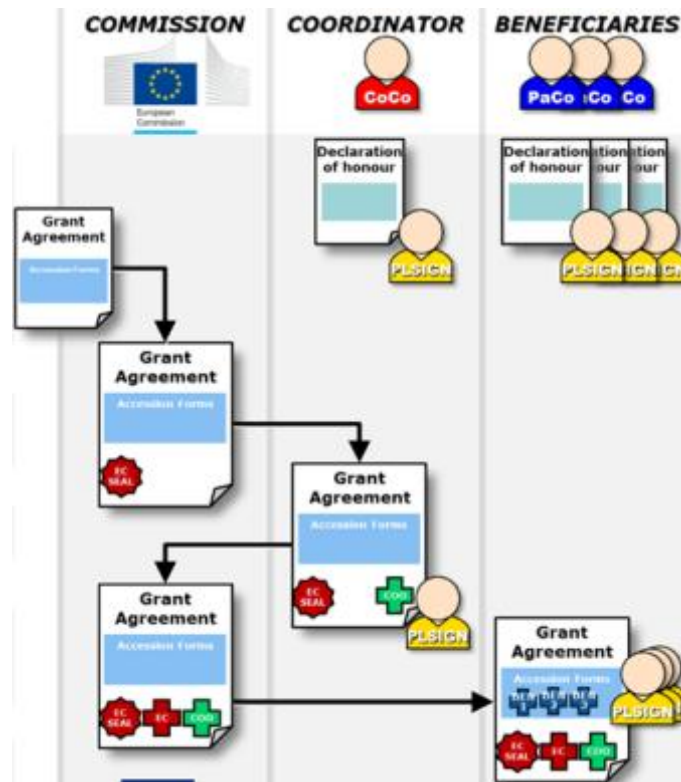
- E-only: paper-free process endorsed by e-signature
- Based on "Chain of trust" enabling e-signature
- Identity and Access Management (IAM)
- Roles enabling e-signature

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

23/10/2017

## ■ The Grant Agreement

- first the coordinator, by the LSIGN
- second the FCH JU

20/12/2017

## ■ Accession Forms

each beneficiary - by the LSIGN

# IT system suite for grant management

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 Organisation(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.

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

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

Show 10 entries

| ACRONYM | CALL            | PROC | 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 containing project details for 'HORIZON 2020'. The details include:
  - Call: H2020-Adhoc-2014-20
  - Type of Action: CSA
  - Acronym: 888039 JF
  - 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 LAMBOTTEAt the bottom of this section are icons for documents, messages, and a 'See all data ...' link.
- Proposal Management & Grant Preparation:** The central section shows a workflow diagram with stages: Submitted, Evaluated, Ranked, Invited, Prepared, Signed, and Paid. The 'Submitted' stage is highlighted with a red box, and a 'Grant agreement data preparation' button is visible within it. A 'Submit to EU' button is located at the end of the workflow.
- Documents and Messages:** Two sections below the workflow, each with a folder icon and a speech bubble icon respectively.

At the bottom of the interface, 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, with yellow arrows pointing to specific features and their functions:


- Process description and reference:** Points to the "Proposal Management & Grant Preparation" section, which includes the project number "28109 - Mindflex".
- Process timeline:** Points to the timeline showing the progression of the grant process: Submitted (12/04/2013), Evaluated (12/09/2014), Ranked, Invited, Prepared, Signed, and Paid.
- Open and perform the task (Available to you when in a yellow box):** Points to the "Grant agreement data preparation" task, which is highlighted in a yellow box.
- Complete the task (enabled when available to you):** Points to the "Submit to EU" button, which is also highlighted in a yellow box.
- Key Project Data:** Points to the "MY PROJECT" section on the left, which displays project details such as Call: H2020-INNOSUP-2014-5, Type of Action: H2020-FCT-2015, Acronym: Mindflex, Current Phase: Grant management, Number: 28109, Duration: 48 months, Start Date: 2013-04-23, Estimated Project Costs: €4,545,454.00, Requested EU Contribution: €999,123.00, and Contact: James.
- Project Tools:** Points to the "Documents" and "Messages" sections below the task list.
- H2020 Business Information:** Points to the "H2020 ONLINE MANUAL" link at the bottom left.
- How to use the IT system:** Points to the "HOW TO" link at the bottom left.




# IT system suite for grant management

<< portal nexterli (EXTERNAL) ?

---

Grant Agreement Data

---

**Project 888823 (Project 888823)**  
  
Call: H2020-INFRAIA-2014-2015 Action: CSA  
Resp. Unit: RTD/B/07 Duration: 36

|               |                     |                   |                |            |                       |             |               |              |            |         |                |
|---------------|---------------------|-------------------|----------------|------------|-----------------------|-------------|---------------|--------------|------------|---------|----------------|
| Beneficiaries | General Information | Reporting Periods | GA Information | GA Options | Financial Information | LF Overview | Work Packages | Deliverables | Milestones | Reviews | Critical Risks |
|               |                     |                   |                |            |                       |             |               |              |            |         |                |

---

DOCUMENTS

---

### Project Summary SAVE

---

**Project 888823 ( Project 888823 )**

---

|                   |  |
|-------------------|--|
| 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:               |            |
| Max EU Grant Amount(following evaluation): | 256.00 €   |
| Total Costs:                               | 1,240.00 € |
| Maximum Grant Amount:                      | 1,237.00 € |

100 % of total costs

---


**Officers:**

Project Officer: Maria ALLEGRIINI (RTD/B/07)

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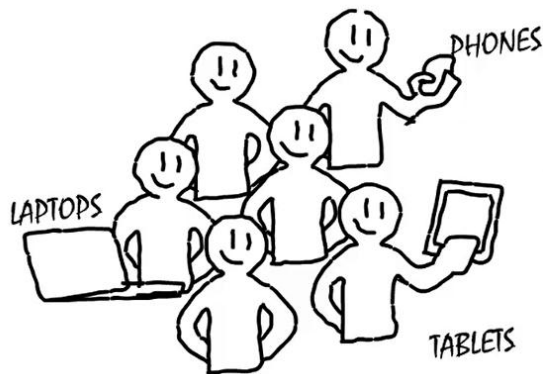
**Deadlines:**

|  |            |
|--|------------|
| 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 |



# Participant Portal (PP)

## *Paperless Grant Management*



Everyone can access documents from anywhere, and it:

- **Saves time**
- **Saves paper**
- **Is more secured**

# Paperless Grant Management - Principles

- **Participant Portal as single gateway for all exchanges**
- **Single sign-on:** One user name and password (EU Login) 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

(A-Z) Sitemap About this site Contact Legal Notice English



# 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

EU Login or registration

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# RESEARCH & INNOVATION

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DEMO ACCOUNT

My Organisation(s)

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My Project(s)

My Notification(s)

My Expert Area

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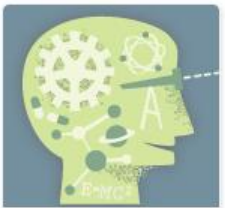
WHAT'S NEW?




FUNDING OPPORTUNITIES




HOW TO PARTICIPATE



WORK AS AN EXPERT



MY PERSONAL AREA



INFORMATION AND SUPPORT

RESEARCH ON EUROPA CORDIS OLAF

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**Personalised  
access  
to the IT tools**

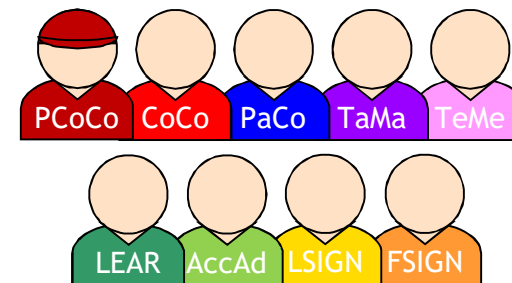
**Personalised access  
to the user account**



# Personalised services

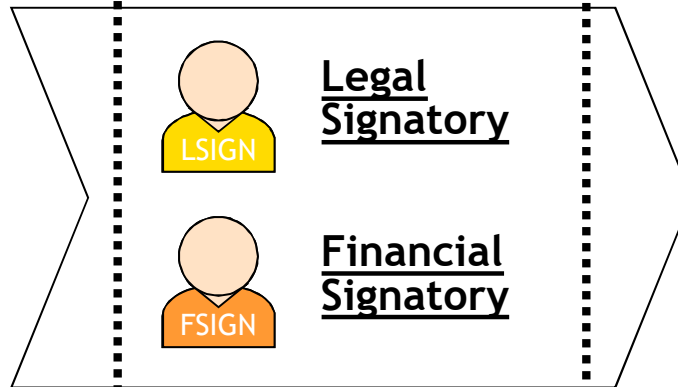
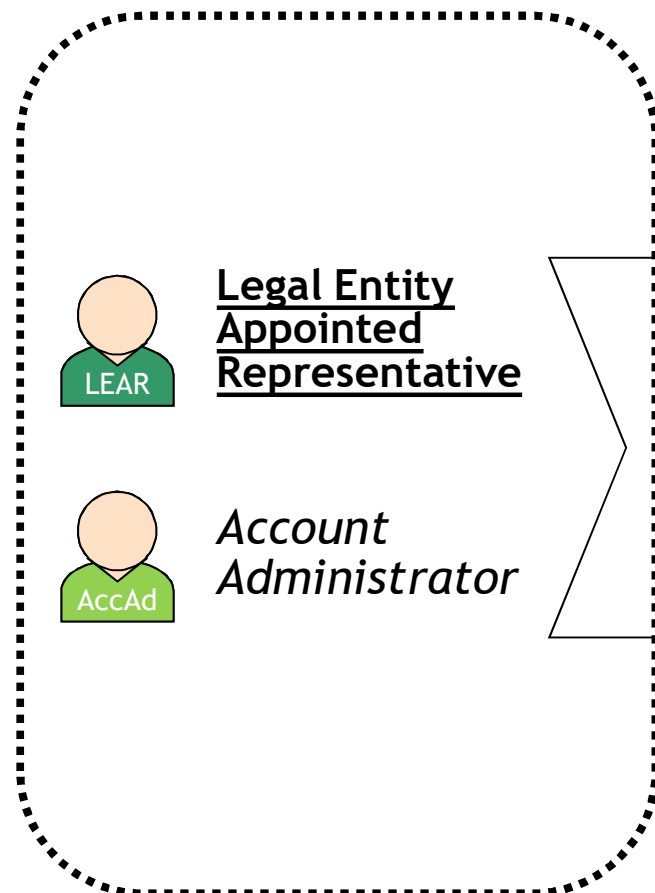
Users have access to a personalised space:

- Each user is supposed to have a **unique EU Login account**, which is the **unique identifier for persons** (linked to their professional email address).
- Each EU Login account is linked to one (or more) **PIC(s)**, the **unique identifier of the organisation**.
- EU Login account is linked to all roles that the user has in projects and/or organisations.  
**One user can have as many roles as necessary.**

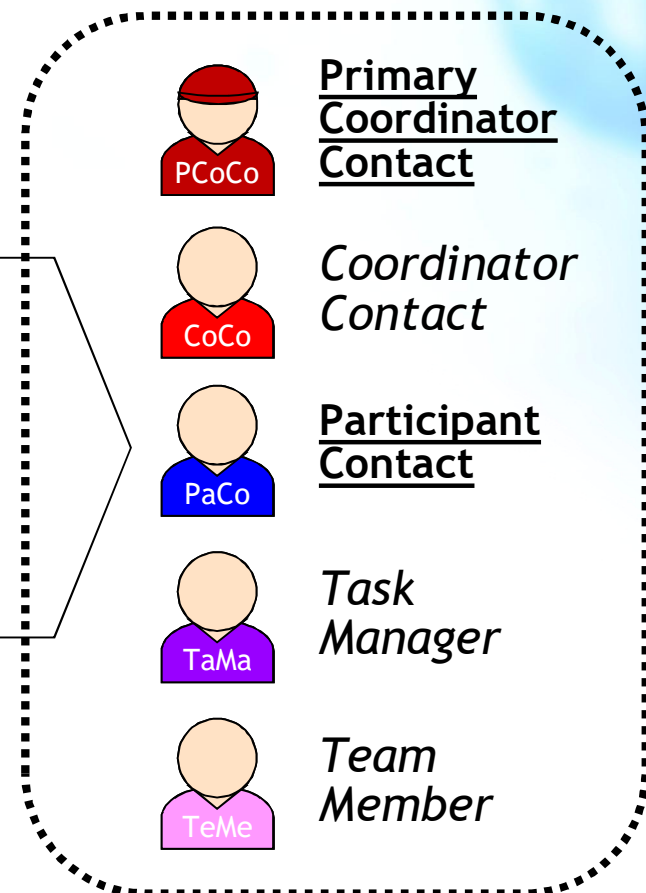


# Roles - Nomenclature

## Organisation roles



## Project roles



# Roles (defining specific access rights)

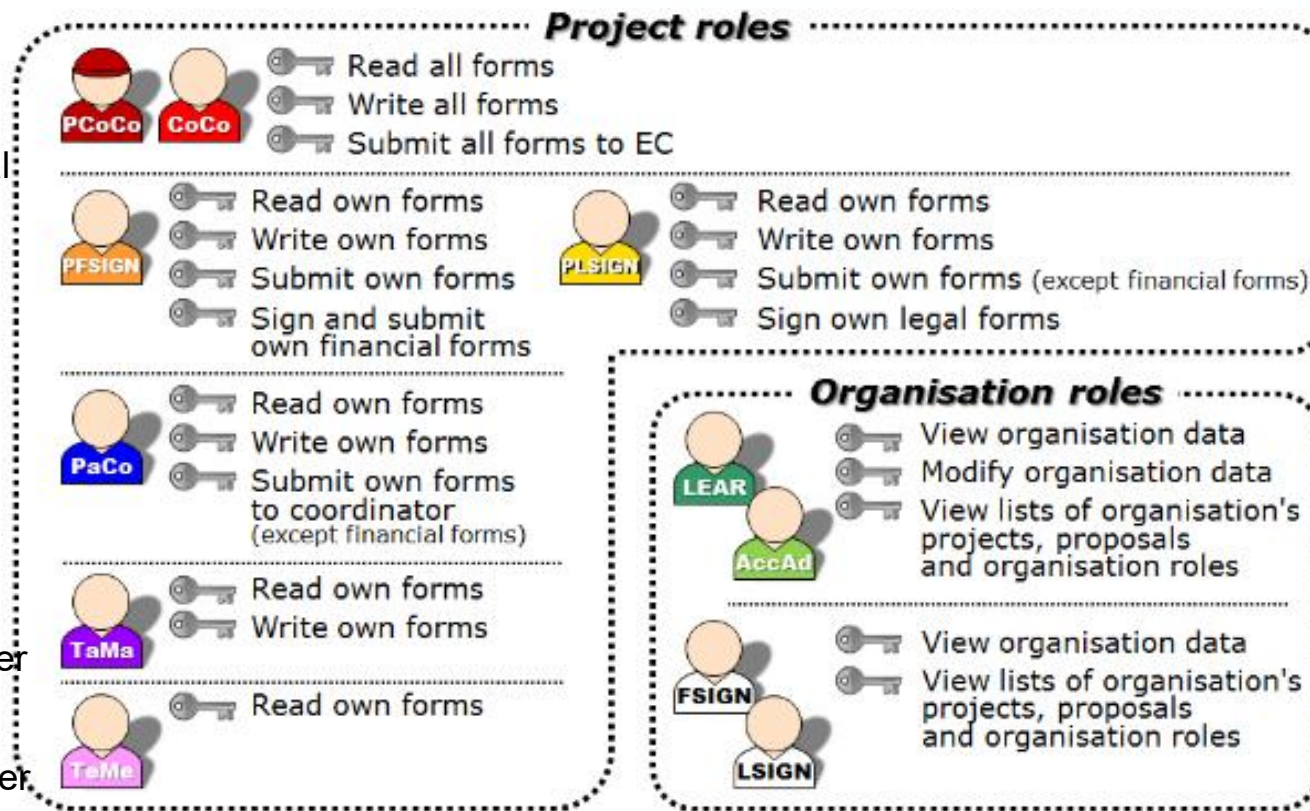
Coordinator  
Contact  
(CoCo);

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



European  
Commission

## RESEARCH & INNOVATION

### Participant Portal

# Roles for Organisations

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

MY AREA

HOME

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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.

#### 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.

### My Registered Organisations

LEGEND



View Organisation



Modify Organisation



View Proposal



View Roles



View Project



Contact Organisation

Show 10 ▾ entries

Search win

NAME

PIC

VAT

STATUS

ACTIONS

NAME

99999999

VAT no.

VALIDATED



Showing 1 to 1 of 1 entries. (filtered from 22 total entries)

← PREVIOUS

1

NEXT →





## 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

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HOW TO PARTICIPATE

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SUPPORT

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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

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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)  
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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](#) | [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.

Depending on your role, you can:

- [Browse and select 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

**Project Acronym**    ESMERALDA

**Project ID**    642007    **Program**    H2020    **RDG**    RTD

➤ **COORDINATOR** Organisation -

EDIT ROLES

➤ **BENEFICIARY** Organisation -

EDIT ROLES

➤ **BENEFICIARY** Organisation -

EDIT ROLES

➤ **BENEFICIARY** Organisation -

EDIT ROLES

➤ **BENEFICIARY** Organisation -

EDIT ROLES

➤ **BENEFICIARY** Organisation -

EDIT ROLES

# Assign/revoke access

Details

Consortium

Project Acronym

ESMERALDA

Project ID

642007

Program

H2020

RDG

RTD

> COORDINATOR Organisation

EDIT ROLES

Address:

PIC:

Coordinator Contact

Proposed Legal Authorized Signatory

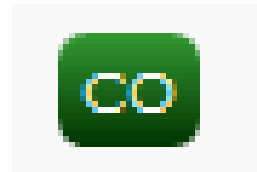
Coordinator Contact

## LEAR participants

- 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)

# Who is my LEAR – in 4 steps?

1. Participant Portal
2. Beneficiary register
3. Search for your organisation
4. Use "Contact LEAR" function



Commission Participant Portal

European Commission > Research & Innovation > Participant Portal > Organisation Search

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search LIONEL BOILLOT

My Organisation(s)  
My Proposal(s)  
My Project(s)  
My Notification(s) 763  
My Formal Notification(s)  
My Expert Area

Beneficiary Register H2020 ONLINE MANUAL

If you want to participate in a project proposal, your organisation needs to be registered and have a **9-digit Participant Identification Code (PIC)**. Please quote your PIC in all correspondence with the Commission

The **register contains all beneficiaries** participating in the EU research and innovation or education, audiovisual and cultural programmes.

Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If not, you need to register it again.

SEARCH

Register your organisation

Find a registered organisation

You may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford") and optionally select a country. You cannot search by country only. Organisation names are in **English or in the national language**.

Name\* enter an organisation name Country Austria

City enter a city Registration Number enter a registration number

PIC enter complete PIC number, e.g. 987654321 VAT enter a VAT number

Erasmus Code enter erasmus code

Basic Search

SEARCH CLEAR

Show 10 entries

| STATUS    | COUNTRY | CITY        | LEGAL NAME     | BUSINESS NAME | PIC       | VAT         | ERASMUS CODE | REG. N. |
|-----------|---------|-------------|----------------|---------------|-----------|-------------|--------------|---------|
| VALIDATED | AT      | STADL-PAURA | LINDE GAS GMBH |               | 924597696 | ATU66563989 | FN365024     | CO      |





# 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 ([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**

### 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-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-aMIV26gNACxL0WtlyzhOrB2a8nrSzyu6lhzzMJcgehlCB43sWfsCbybhWYbvx4zJFEeUzWy7c0QlPhFdBdozvw8O-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](#)

### H2020 Online Manual

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        - What you need to know about Horizon 2020 calls
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Your user account & roles

### Grants

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Find partners

Register an organisation

Submit a proposal

#### Evaluation & Grant signature

Evaluation of proposals

Grant preparation

Grant signature

#### Grant management

Reports

Dissemination of results

Amendments

Audits & certifications

### Working as an expert

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Contracting & payment

Expert roles & tasks

### Cross-cutting issues

International cooperation

Regional aspects

Ethics

Intellectual property

Gender

SMEs

FP7 Funding Guide

**Find guidance, process by process**

***(drill-down approach)***





### H2020 Online Manual

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#### Grants

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  - › Horizon 2020 structure and budget
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- › Find partners or apply as individual

##### Register in the Beneficiary Register

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- › LEAR appointment
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- › Financial viability check
- › Data update
- › Certifications

##### Submit a proposal

#### From evaluation to grant signature

- › Eligibility check
- Evaluation of proposals
  - › Eligibility and evaluation criteria
  - › Evaluation process and results

##### Grant preparation

##### Grant signature

#### Grant management

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

> H2020 Online Manual > Grants > From evaluation to grant signature >

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

Search

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    - Reports & payment requests

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Login with ECAS Roles & access rights Terms and conditions of use

## Roles and access rights

HOW TO

- How are access rights managed?
  - How are the roles assigned?
  - Exceptions
- Roles - overview
  - 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:

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

## Some metrics (as of Sept. 2016)

### **Overall**

- More than 200.000 e-signatures collected
- More than 550.000 electronic documents stored in e-repository

### **Grant Preparation (GAP)**



- More than 10.000 grant agreements e-signed
- Other 1.200+ GAs are under preparation

### **Consortium initiated amendments**

- 1.670 amendments signed and in force
- Other 420+ is under preparation
- More than 100 with on-going EC assessment

### **Reporting – payments**

- More than 8,000 deliverables submitted
- 574 reports are under preparation
- Another 265 are submitted un assessment
- And 1.176 reports have already been processed with payment

- 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.

## COMMISSION



## COORDINATOR



## BENEFICIARIES

