



FUEL CELLS AND HYDROGEN
JOINT UNDERTAKING

Grant Agreement Preparation

Overview

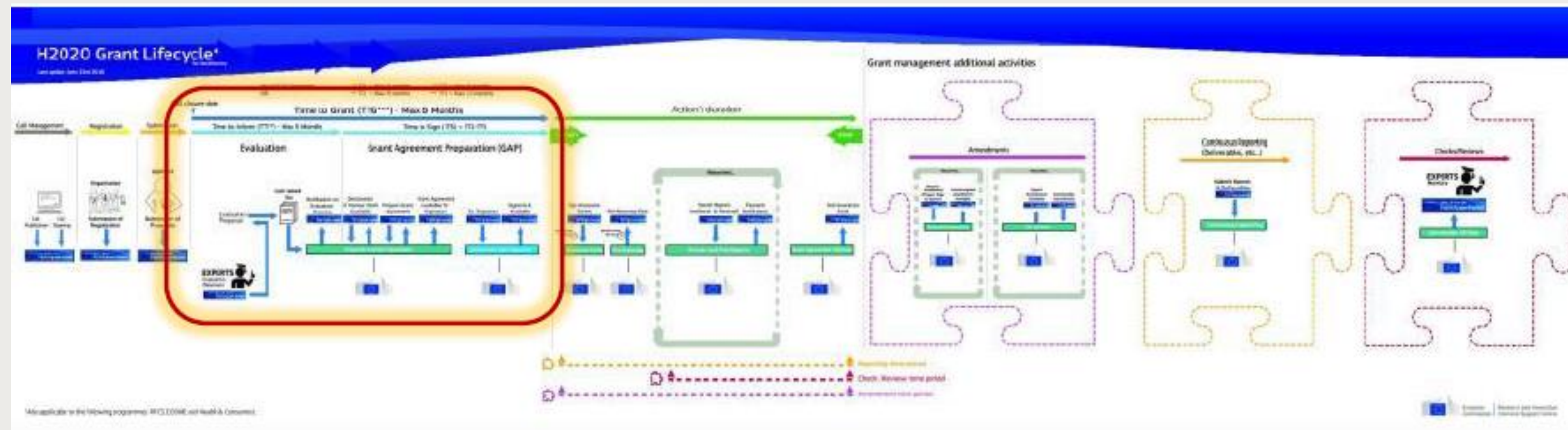
Lionel Boillot

Call Coordinator



Horizon 2020 Grant Management Lifecycle

GAP (Grant Agreement Preparation) is the starting piece



Principles

Single gateway: **Participant Portal**

- **Deep integration** of IT tools and services in the Portal
- Uniform experience
- Common business processes

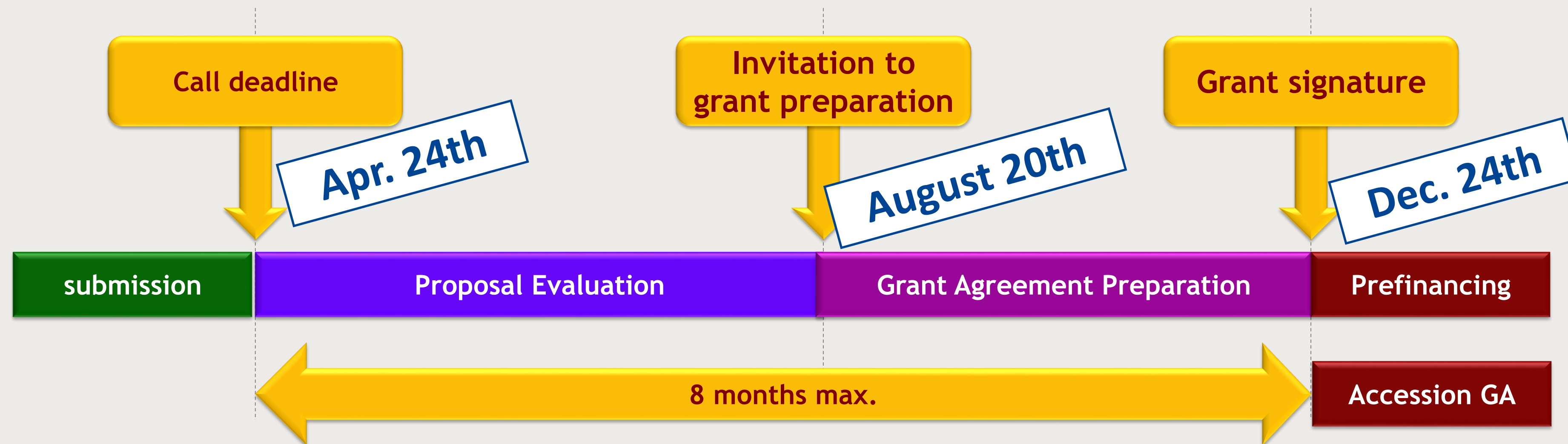
Electronic-only paperless process flows

- **Digital sealing** of documents
- **Digital signature** on all formal documents
- Single, common document repository
- **Full traceability and audit trail ensured** (who-what-when)
- Pre-defined business rules implemented in the IT suite ensure compliance



Time-bound process

Committed to make it simpler and quicker




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 24/12/2018 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.



GAP – the main process steps

From 20th August 2018 to 24th January 2019



When?

20 Aug.
17 Sept.

What?

- **Invitation to grant preparation** (*evaluation results letter*)
- **Grant preparation** (*first iteration*)
- **Validation of participants** (*automatically triggered, simultaneous process*)
- **Setting IAM roles**
- **Review by EU services**

Who?

CO and beneficiaries

each beneficiary

each beneficiary

No-negotiation, your proposal is “project ready”

No negotiation does not mean "no control"



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



IT system suite for grant management

Fully integrated in the Participant Portal



RESEARCH & INNOVATION
Participant Portal

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

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

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.

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 WP. 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.

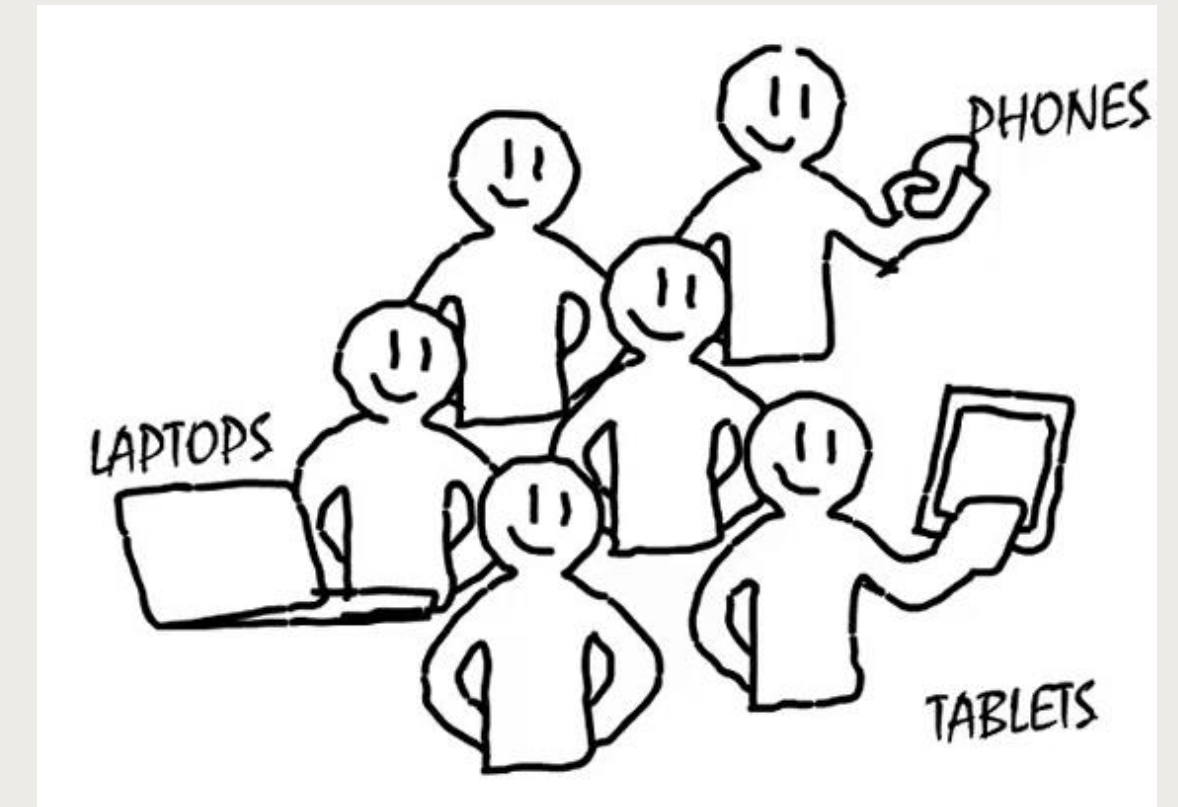
Legend

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

Show 10 entries Search

ACRONYM	CALL	PROG	PROJECTED	ROLES	PHASE
DEMO1	FP7-TEST-CALL-1	FP7	200800	PC	GRANT_MANAGEMENT
DEMO2	FP7-TEST-CALL-1	FP7	200801	PC	GRANT_MANAGEMENT

Showing 1 to 2 of 2 entries. PREVIOUS 1 NEXT



From everywhere, everytime:

- Saves time
- Saves paper
- Is secured

Manage Project



IT system suite for grant management



Fully integrated in the Participant Portal

The screenshot displays the 'RESEARCH & INNOVATION Participant Portal - Grant Management Services' interface. The top header includes the European Commission logo and the user 'Dygnna COPL'. The main content area is divided into several sections:

- MY PROJECT:** A sidebar on the left containing project details for 'H2020-2020' (Call: H2020-INNO-SUP-2014-5, Type of Action: H2020-FCT-2015, Acronym: Mindflex, Current Phases: 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, Contact: James). A 'See all data' link is at the bottom.
- Proposal Management & Grant Preparation:** The main section, featuring a 'Process description and reference' (28109 - Mindflex) and a 'Process timeline' (Submitted, Evaluated, Ranked, Invited, Prepared, Signed, Paid). A yellow box highlights the 'Grant agreement data preparation' task, with an annotation 'Open and perform the task (Available to you when in a yellow box)'. A 'Submit to EU' button is also visible, with an annotation 'Complete the task (enabled when available to you)'.
- Documents:** A section for managing project documents.
- Messages:** A section for project-related communications.

At the bottom of the interface, there are links for 'H2020 ONLINE MANUAL', 'HOW TO' (highlighted with a green box and the annotation 'How to use the IT system'), and 'Project Tools'.



IT system suite for grant management

Working on process task: inside the grant management tool



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)

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 Actions:	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 ALLEGRIHI (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








Electronic-only grant management

Identity and Access Management



- E-only: paper-free process endorsed by e-signature
- Based on "Chain of trust" enabling e-signature
- Roles enabling e-signature
- **Legal Entity Authorised Representative (LEAR)**
- **Legal Signatory (LSIGN)** and **Financial Signatory (FSIGN)**

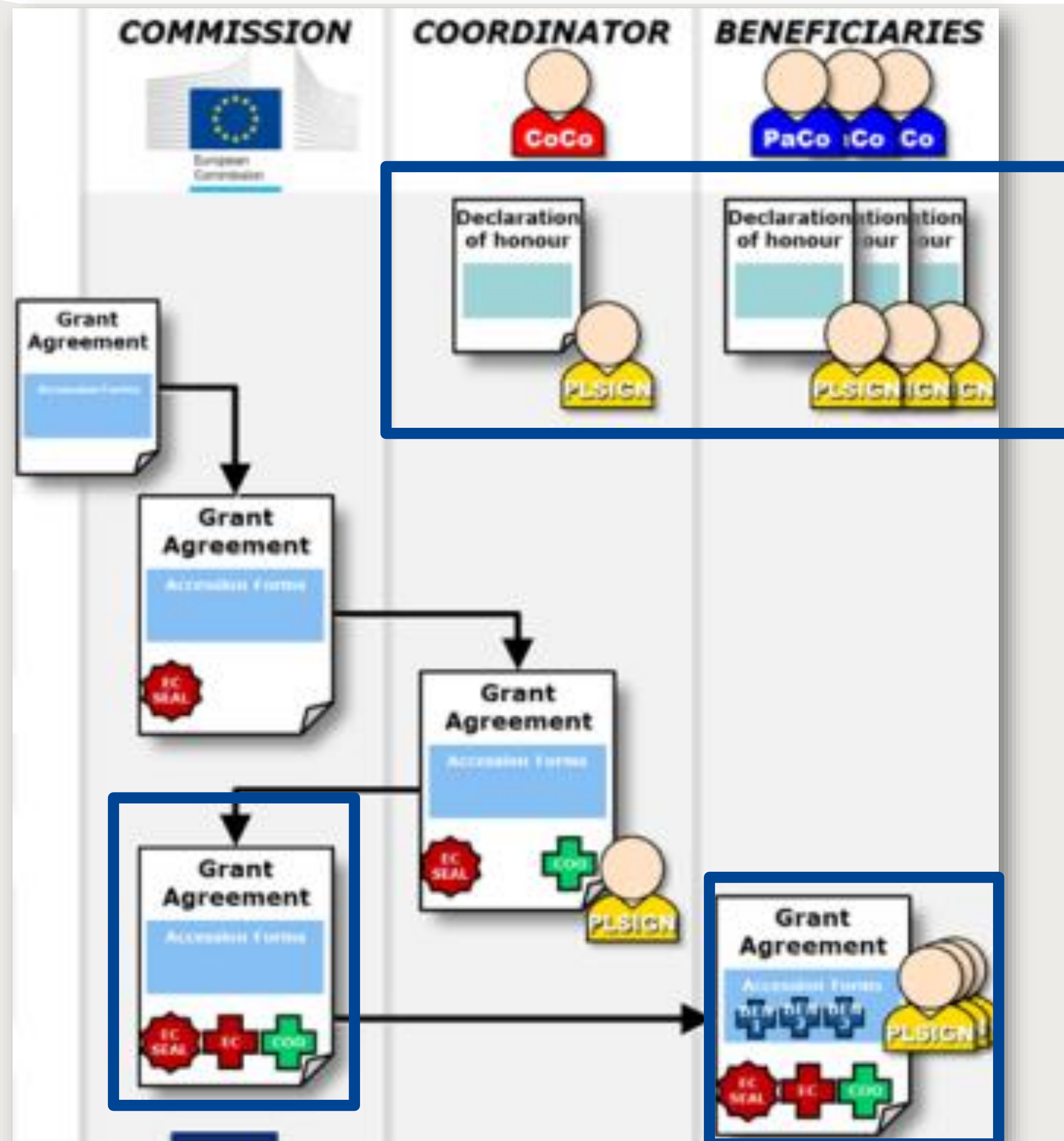
The **minimum configuration** is:

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



Electronic signature in the Grant Agreement Preparation (GAP)

Important signatures in GAP



■ Declaration of honour

22/10/2018

the coordinator and each beneficiary,
signed by the **LSIGN**

■ The Grant Agreement

24/12/2018

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

■ Accession Forms

24/01/2019

each beneficiary - by the **LSIGN**

Some metrics (as of Feb. 2018)

E-Grant at cruising speed



Overall

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

Grant Preparation (GAP)

- More than 18.000 grant agreements e-signed
- Other 2.200+ GAs are under preparation

> 56.000 unique users
> 600.000 electronic documents
> 290.000 e-signatures

Consortium initiated amendments

- 5.900 amendments signed and in force
- Other 1.080+ under preparation or assessment

Reporting – payments

- More than 7.500 reports have been processed with payment deliverables submitted



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



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 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

© European Communities

Public access

EU Login or
registration

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The screenshot shows the Horizon 2020 Participant Portal. At the top, there's a navigation bar with the European Commission logo and the text 'RESEARCH & INNOVATION Participant Portal'. Below this is a breadcrumb trail: 'European Commission > Research & Innovation > Participant Portal > Home'. A secondary navigation bar contains links: 'MY AREA', 'HOME', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'EXPERTS', 'SUPPORT', and a 'DEMO ACCOUNT' button. The 'MY AREA' dropdown menu is open, showing options: 'My Organisation(s)', 'My Proposal(s)', 'My Project(s)', 'My Notification(s)', and 'My Expert Area'. A red box highlights this menu with the text 'Personalised access to the IT tools'. The 'DEMO ACCOUNT' button is also highlighted with a red box and the text 'Personalised access to the user account'. The main content area features a 'Horizon 2020 Funding' banner with the text 'Starting from 1/1/2014'. Below the banner, it states: 'On this site you can find and secure **funding** for research & innovation projects under the following EU programmes:'. A list follows: '• 2014-2020 Horizon 2020 - research and innovation framework programme' and '• 2007-2013 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)'. The page is divided into two columns: 'Non-registered users' and 'Registered users'. The 'Non-registered users' column lists: 'search for funding', 'read the funding guide & download the legal documents', 'check if an organisation is already registered', and 'contact our support services or check our FAQs'. The 'Registered users' column lists: 'submit your proposal', 'sign the grant', and 'manage your project throughout its lifecycle'. At the bottom, there's a row of six tiles: 'WHAT'S NEW?', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'WORK AS AN EXPERT', 'MY PERSONAL AREA', and 'INFORMATION AND SUPPORT'. The footer includes 'RESEARCH ON EUROPA', 'CORDIS', 'OLAF', and '© European Communities'.

European Commission

RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

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

Horizon 2020 Funding

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Registered users

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- 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

© European Communities

Personalised access
to the IT tools

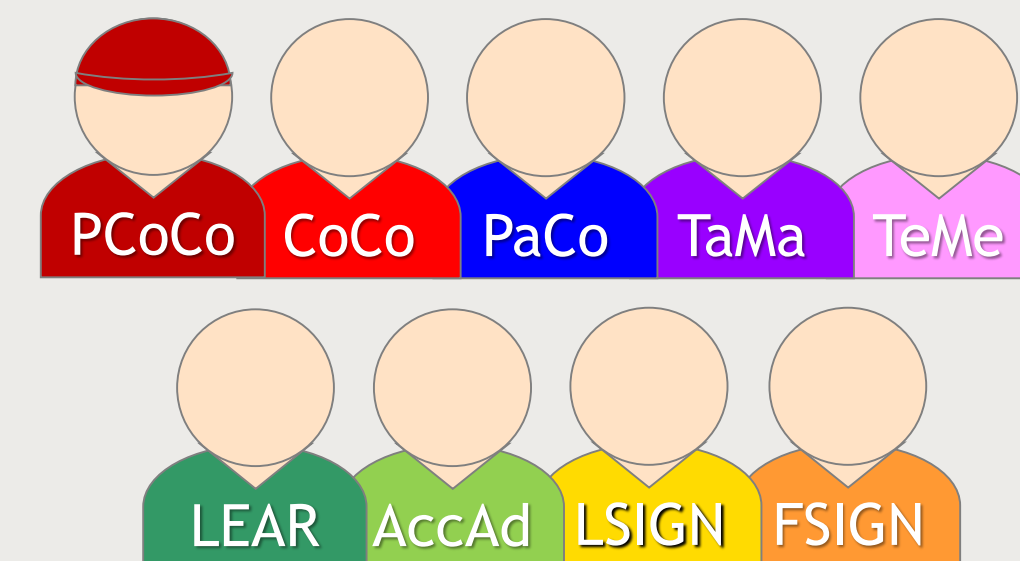
Personalised access
to the user account

Personalised services

Access to personalised space is based on 3 elements



- 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.



I have no EU Login

What should I do?



- Go to Participant Portal and create one
<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>



Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

E-mail language
English (en)

Enter the code

☐ By checking this box, you acknowledge that you have read and understood the [privacy statement](#)



Roles - Nomenclature

Organisation roles



Legal Entity
Appointed
Representative



*Account
Administrator*



Legal
Signatory

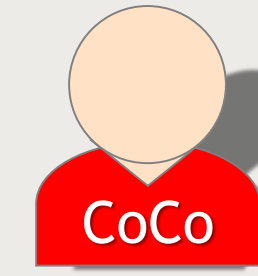


Financial
Signatory

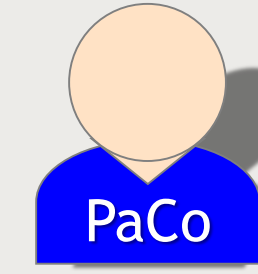
Project roles



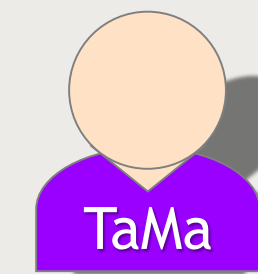
Primary
Coordinator
Contact



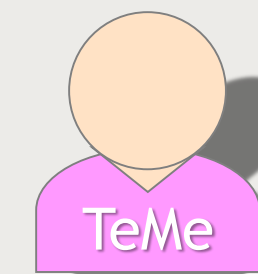
*Coordinator
Contact*



Participant
Contact



Task Manager



Team Member

Roles – Right management - principles

Chain of trust



- **LEAR** is formally nominated by the legal representative of the organization
- LEAR appoints on PP a list of persons authorised to **sign legal documents** (LSIGN) and **financial statements** (FSIGN)
- Only these persons get access to sign relevant documents on PP after Project contacts (PaCos and CoCos) have appointed them to a given project
- "Sign and submit" triggers creation of **digitally signed pdf documents**
- All persons that need to know about signature are **notified** and have **access** to the signed documents
- Full **audit trail** of all electronic transactions



Roles – Access right - recap

A visual summary



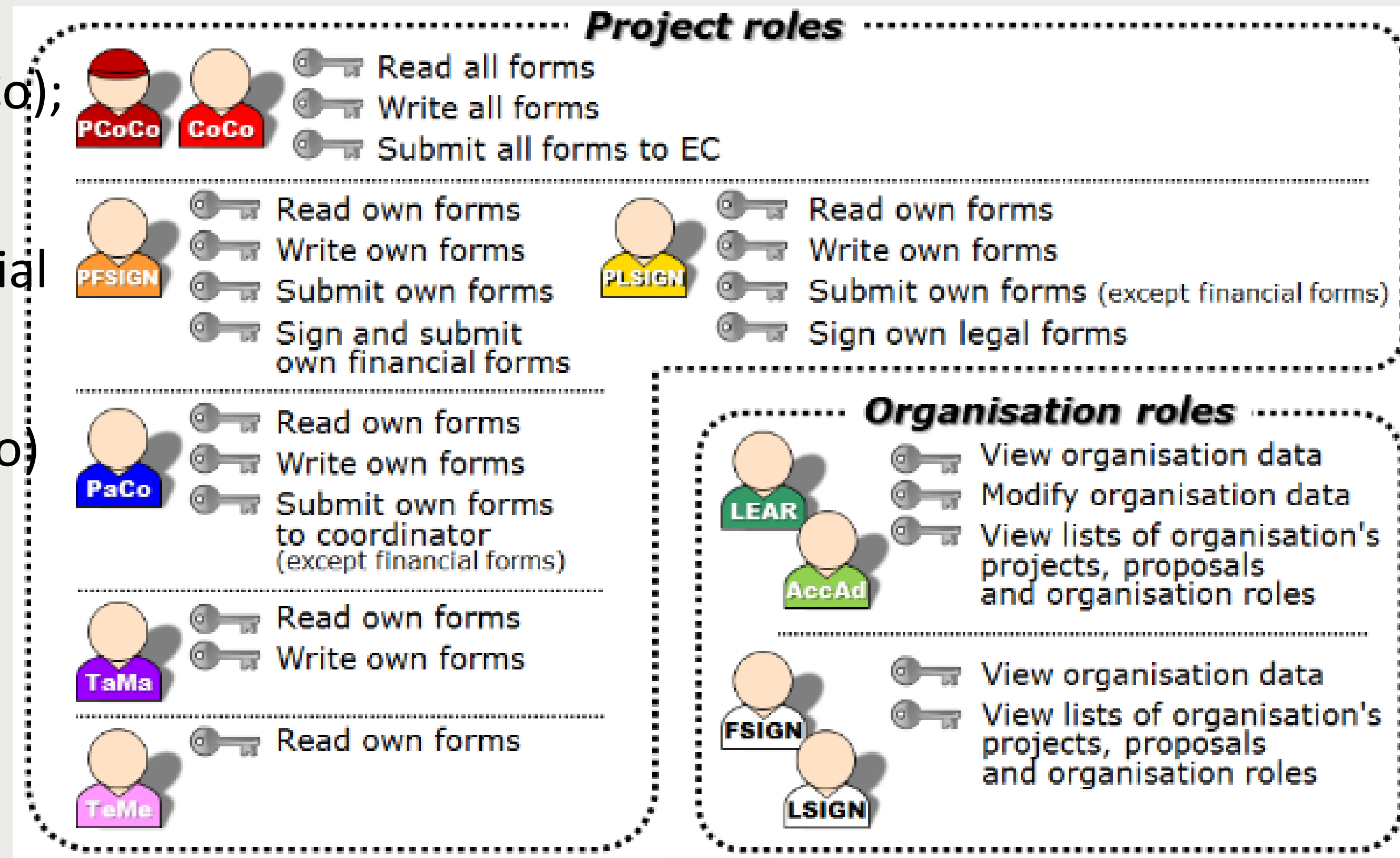
Coordinator Contact (CoCo);

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)



Roles and access right – ORGANISATION data



Organisation

Role	Read	Write	Assign/ Revoke AcAd role	Assign/ Revoke LSIGNs and FSIGNs
LEAR	✓	✓	✓	✓
AcAd	✓	✓	X	✓
LSIGN	✓	X	X	X
FSIGN	✓	X	X	X



Roles and access right – PROJECT data



Project

Role	Read	Write/ Save	Submit to Coordinator	Submit to EU service	SIGN GA	SIGN FS financial statement	Assign revoke access to project
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



How to acquire roles/access?



Access rights are managed by the organisations and consortia themselves ... **two exceptions!** ➔

➔ **LEAR:** EU 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



I have an EU Login, but no access to nay proposals, projects or organisation data

What should I do?



Ask persons having access to the respective data for granting you access:

- **Proposals** – person who created the proposal on PP
- **Projects** – any Participant Contact or Coordinator Contact [PaCo] or [CoCo]
- **Organisation data** – the LEAR of your organisation



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 EU Login account) can cumulate 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



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

View
OrganisationModify
OrganisationView
ProposalView
RolesView
ProjectContact
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 →

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.

LEAR can grant/revoke organisation roles in “my Organisation” section

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

Reference Documents
Beneficiary Register
Partner Search
Financial Viability Self-Check
SME Participation

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 so, no 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. NO.
VALIDATED	AT	STADL-PAURA	LINDE GAS GMBH		924597696	ATU66563989		FN365024



How can a LEAR edit roles?



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.			
Account Admin.			
Account Admin.			
Account Admin.			
Account Admin.			eu
Financial Signatory			
Financial Signatory			
Financial Signatory			
Financial Signatory			
Lear			eu

Showing 1 to 10 of 10 entries.

PREVIOUS

1

NEXT

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

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.

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](#)

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

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
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 →





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





Street and House Number: Test Street 1

PoBox:

City: Test City

Postal Code:

Country: NO

Show 10 entries

Search

Project Roles for the Organisation

	ROLE	FULL NAME	USERID	EMAIL
<input type="checkbox"/>	Primary Coordinator Contact	Piret NOUKAS	noukapi	Piret.NOUKAS@ec.europa.eu
<input type="checkbox"/>	Project Legal Signatory	Piret NOUKAS	noukapi	Piret.NOUKAS@ec.europa.eu
<input type="checkbox"/>	Coordinator Contact	Francisco DE LA TORRE	ntofcisc	francisco.de-la-torre-francia@ec.europa.eu
<input type="checkbox"/>	Coordinator Contact	Joaquin PEREZ ECHAGUE	perezjq	Joaquin.Perez-Echague@ec.europa.eu
<input type="checkbox"/>	Coordinator Contact	Peter HAERTWICH	hartwpe	Peter.Haertwich@ec.europa.eu
<input type="checkbox"/>	Coordinator Contact	Ulrich GENSCHEL	genscul	Ulrich.GENSCHEL@ec.europa.eu
<input type="checkbox"/>	Coordinator Contact	Isabel VERGARA OGANDO	vergaais	Isabel.VERGARA-OGANDO@ec.europa.eu
<input type="checkbox"/>	Coordinator Contact	Maria Arrate OYARBIDE ORBE	oyarbma	Arrate.OYARBIDE@ec.europa.eu
<input type="checkbox"/>	Coordinator Contact	Geert VANCRAEYNEST	vancrge	Geert.VANCRAEYNEST@ec.europa.eu
<input type="checkbox"/>	Coordinator Contact	Attila BERCZIK	berczat	Attila.BERCZIK@ec.europa.eu

Showing 1 to 10 of 14 entries

← PREVIOUS

1

2

NEXT →

ADD ROLES

REVOKE

Organisation: NCP Test Company E PIC: 934187892

Finnmark



Street and House Number: Test Street 1

PoBox:

City: Test City

Postal Code:

Country: NO

Please choose the role and enter the person's name and contact details or select a person from the provided list.

Role : *

Coordinator Contact

Coordinator Contact
Project Legal Signatory
Project Financial Signatory
Task manager
Team Member

First Name : *

Last Name : *

Email : *

* required field

OK

CANCEL

Notifications system



- **E-mail** notifications about all the actions that you are to carry out for grant preparation and signature.
- Notifications alert you while the **full information** about the action is provided in the PP My Area after you have logged in – choose the menu **My Projects** and click on the action button **MP**.
- All the notifications that you receive by e-mail are also available in **My Notifications inbox** on PP.
- Notifications are addressed to the role that is to carry out the action. The roles that may need to be aware of this action, receive it in CC. TASK/INFO notifications

The full list of **grant preparation and management Notifications** with the addressee roles on IT HOW TO wiki



Documentation and Guidance

Where to find help?



H2020 ONLINE MANUAL

online guide divided by business processes. Provides full information on the process, reference documents

 **HOW TO** screens & step-by-step guidance on the tools, including videos

FAQ database – searchable by categories and keywords

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

