



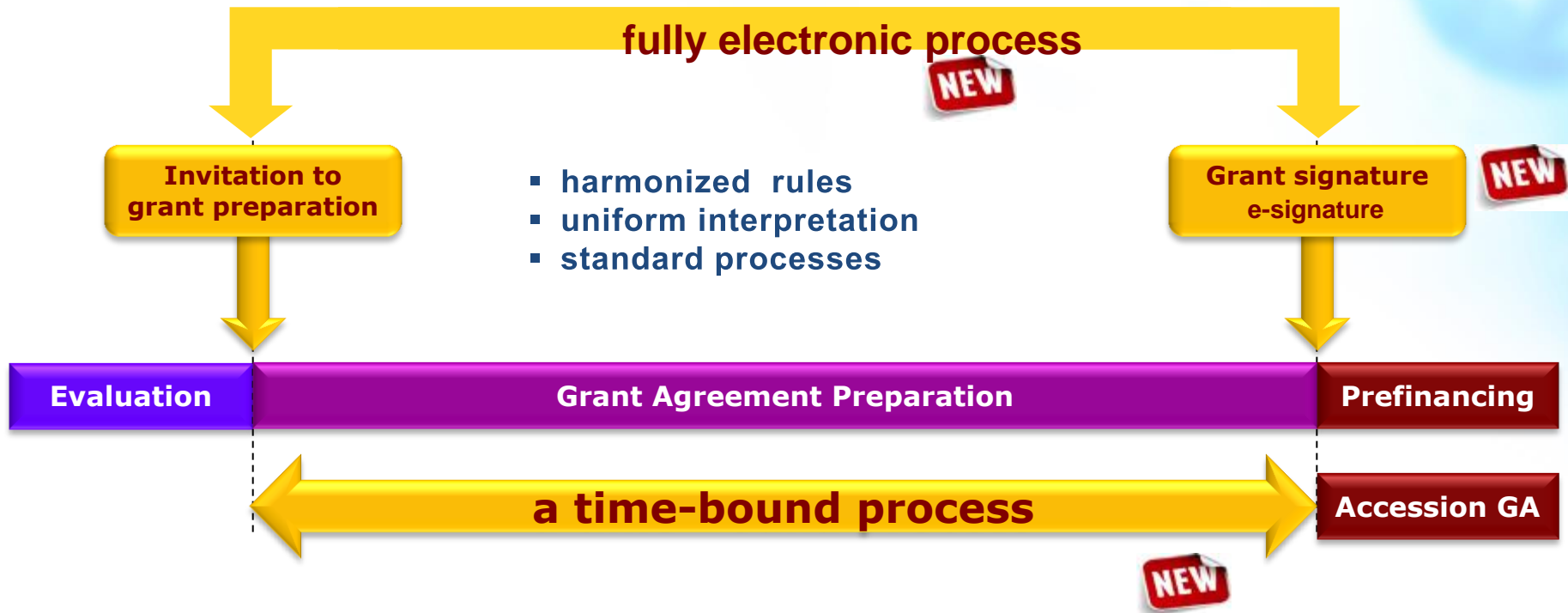
# The Grant Agreement Preparation (GAP) - an overview

Mirela Atanasiu - Call Coordinator



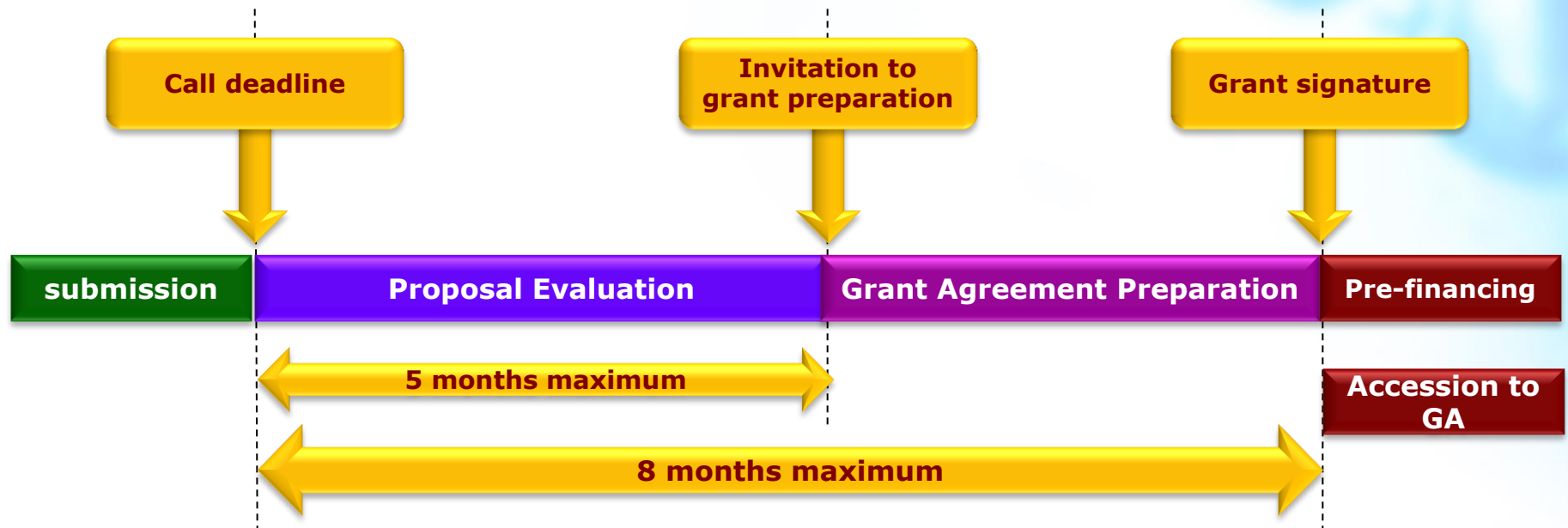
[www.fch-ju.eu](http://www.fch-ju.eu)

# H2020 GAP – the process overview



committed to make it simpler and quicker !

# 'time-bound process'



- Maximum **five months** from call closure date - until the date of informing applicants about the outcome of proposal evaluation
- Maximum **eight months** from call closure - until the signature of the grant agreement

- **Your proposal is taken "as it 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 (e.g. please refer to additional instructions for Part B/Annex 1)
- Changes that are necessary:
  - Requirements resulting from ethics review or security scrutiny
  - Due to removal of a participant (if agreed with the PO) – under exceptional circumstances only!
    - *Modifying a consortium can only be accepted for reason that arose or become known after submission of proposal !*
  - Correction of clerical errors and obvious inconsistencies (e.g. minor shortcomings identified by the experts in the ESR)

# 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

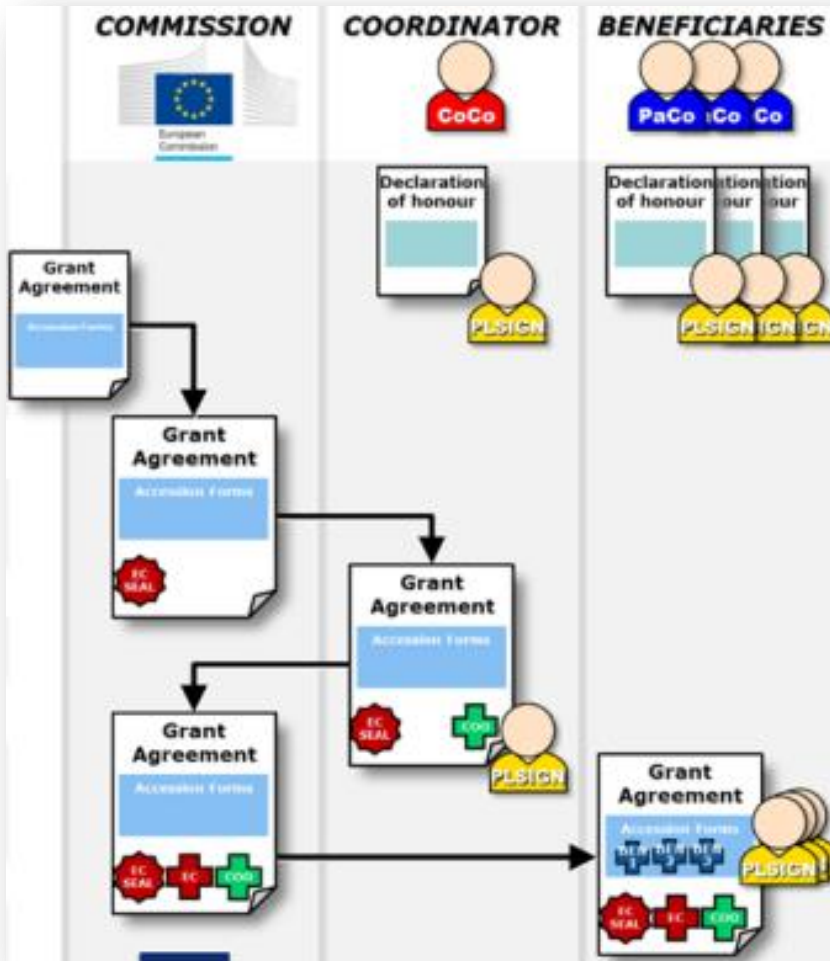
The **minimum configuration** is:

- ✓ 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

## - *LEGAL* signatures



- **Declaration of honour**  
the coordinator and each beneficiary;  
signed by the **LSIGN**
- **The Grant Agreement**
  - **first** the coordinator, by the **LSIGN**
  - **second** the EU/FCH2 JU
- **Accession Forms**  
each beneficiary, by the **LSIGN**

# IT system suite for grant management

The screenshot displays the 'RESEARCH & INNOVATION Participant Portal' interface. The top navigation bar includes the European Commission logo and a breadcrumb trail: 'European Commission > Research & Innovation > Participant Portal > My Projects'. A dropdown menu for 'MY AREA' is open, showing options: 'My Proposal(s)', 'My Project(s)' (highlighted), 'My Notification(s)', and 'My Expert Area'. The main content area is titled 'My projects' and includes buttons for 'FP7 REF. DOCS' and 'H2020 ONLINE MANUAL'. It contains a paragraph explaining the page's purpose and a list of tasks: 'Prepare and sign your grant agreement', 'Submit amendments to your grant agreement', 'Manage your scientific and financial reports', and 'View or manage roles and access rights in your projects consortia'. A yellow information box provides instructions for LEAR users. At the bottom, a legend defines color-coded codes: AA (Access Amendment), GP (Grant Preparation), MP (Manage Projects), FR (Financial Reporting), PR (Periodic Reporting), RD (Reporting & Deliverables), PC (Project Consortium), and VP (View Proposal). The status 'No projects found' is displayed 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

My Proposal(s)  
**My Project(s)**  
My Notification(s)  
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](#).

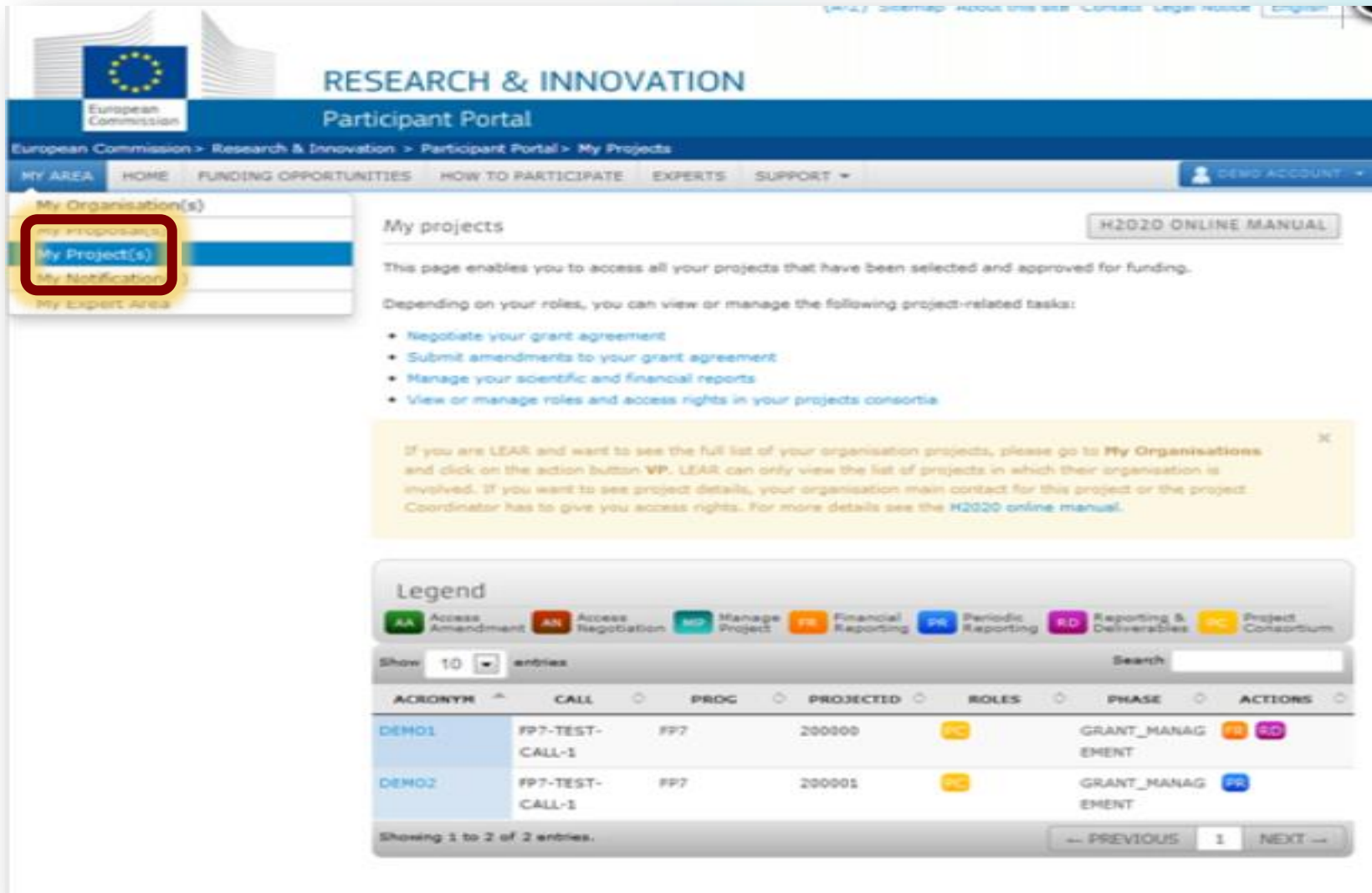
**Legend**

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 'RESEARCH & INNOVATION Participant Portal' interface. The top navigation bar includes links for 'MY AREA', 'HOME', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'EXPERTS', and 'SUPPORT'. A sidebar on the left contains a menu with '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 rectangular box. The main content area is titled 'My projects' and includes a button for 'H2020 ONLINE MANUAL'. It provides instructions on how to access project information and lists tasks such as negotiating grant agreements, submitting amendments, managing reports, and managing roles. A yellow information box explains that LEAR users can only view projects in which their organization is involved. Below this is a 'Legend' section with color-coded icons for various actions: AA (Access Amendment), AN (Access Negotiation), MP (Manage Project), FR (Financial Reporting), PR (Periodic Reporting), RD (Reporting & Deliverables), and PC (Project Consortium). The bottom section is a table listing project entries.

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



# IT system suite for grant management

The screenshot displays the 'RESEARCH & INNOVATION Participant Portal - Grant Management Services' interface. The top header includes the European Commission logo and the user 'NEF AUTOPART'. The main content area is divided into a left sidebar and a central workspace. The sidebar, titled 'MY PROJECT', features a 'HORIZON 2020' banner and a list of project details: 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, and Contact: Jean-Francois LAMBOTTE. A 'See all data ...' link and three icons are at the bottom of the sidebar. The central workspace shows the 'Proposal Management & Grant Preparation' section for project 888039 - 888039 JF, dated 30/12/2013. It includes a progress bar with stages: Submitted (active), Evaluated, Ranked, Invited, Prepared, Signed, and Paid. Below the progress bar is a 'Grant agreement data preparation' section with a 'Submit to EU' button. A 'Documents' section is also visible. A red rectangular box highlights the 'Messages' section, which is currently empty. 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'.

European Commission

## RESEARCH & INNOVATION

### Participant Portal - Grant Management Services

NEF AUTOPART

#### MY PROJECT

##### HORIZON 2020

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 LAMBOTTE

See all data ...

H2020 ONLINE MANUAL

HOW TO

#### Proposal Management & Grant Preparation

888039 - 888039 JF

30/12/2013

Submitted Evaluated Ranked Invited Prepared Signed Paid

Grant agreement data preparation

Submit to EU

#### Documents

#### Messages

© European Communities - Version 1.1.0

# IT system suite for grant management

The screenshot displays the H2020 Participant Portal - Grant Management Services interface. The header includes the European Commission logo and the text "RESEARCH & INNOVATION Participant Portal - Grant Management Services". The user "Dygnis CODL" is logged in.

**Process description and reference:** A yellow arrow points to the "Proposal Management & Grant Preparation" section, which includes the reference "28109 - Mindflex".

**Process timeline:** A yellow arrow points to the timeline showing stages: Submitted (12/04/2013), Evaluated (12/08/2014), Ranked, Invited, Prepared, Signed, and Paid.

**Key Project Data:** A yellow arrow points to the "MY PROJECT" sidebar, which displays details for "HORIZON 2020":

- Call: H2020-INNO-SUP-2014-3
- Type of Action: H2020-ECT-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
- Contact: James

**Open and perform the task (Available to you when in a yellow box):** A yellow arrow points to the "Grant agreement data preparation" task, which is highlighted in a yellow box.

**Complete the task (enabled when available to you):** A yellow arrow points to the "Submit to EU" button, which is highlighted in a yellow box.

**Project Tools:** A yellow arrow points to the "Documents" and "Messages" sections in the sidebar.

**H2020 Business Information:** A yellow arrow points to the "H2020 ONLINE MANUAL" link.

**How to use the IT system:** A yellow arrow points to the "HOW TO" link.

# IT system suite for grant management

<< portal nexteri (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												

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)

---

**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***

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



# RESEARCH & INNOVATION

## Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT ▼



LOGIN



REGISTER



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

Public access

ECAS login or registration



WHAT'S NEW?



FUNDING OPPORTUNITIES



HOW TO PARTICIPATE



WORK AS AN EXPERT



MY PERSONAL AREA



INFORMATION AND SUPPORT

RESEARCH ON EUROPA

CORDIS

OLAF





# 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



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 Programme (CIP)

### Non-registered users

- search for funding
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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

© European Communities

**Personalised  
access  
to the IT tools**

**Personalised access  
to the user account**



# The Identity and Access Management (IAM)

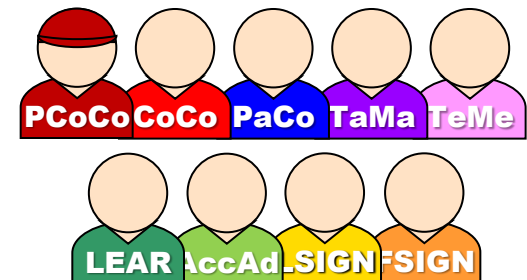
- The Intity and Access Management allows us to define and/or manage changes of **access rights of users of the Participant Portal**
- It gives **a personalised and secure access to the different services** of the Participant Portal
- Minimum involvement by the Commission/FCH2 JU staff allowing for **flexibility in the online management of the consortium**
- **Any change in the roles of the users is saved** to allow a monitoring & tracking service

The Participant Portal allows each user to have access to a personalised space, based on 3 main elements:

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




999999999



# 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 and access rights (organisation)

Role	Read	Write/Save	Assign/Revoke AccAds	Assign/Revoke LSIGNs and FSIGNs
<b>LEAR</b>	✓	✓	✓	✓
<i>AccAd</i>	✓	✓	X	✓
<b>LSIGN</b>	✓	X	X	X
<b>FSIGN</b>	✓	X	X	X

# Roles and access rights (project)

Role	Read	Write/Save	Submit to Coord.	Submit to COM	SIGN GA	SIGN Fin Stat.	Assign/revoke access
<i>CoCo</i>	✓	✓	✓	✓	X	X	✓
<b>PaCo</b>	✓	✓	✓	X	X	X	✓
<i>TaMa</i>	✓	✓	X	X	X	X	X
<i>TeMe</i>	✓	X	X	X	X	X	X
<b>PLSIGN</b>	✓	✓	X	X	✓	X	X
<b>PFSIGN</b>	✓	✓	X	X	X	✓	X

# 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

- 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**

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

Show  entries

NAME	PIC	VAT	STATUS	ACTIONS
NAME	99999999	VAT no.	VALIDATED	<span>VO</span> <span>MO</span> <span>OP</span> <span>OR</span> <span>VP</span>

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





# RESEARCH & INNOVATION

## Participant Portal

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

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 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 Organisations



Modify Organisations



View Proposals



View Roles



View Projects

Show 10 entries

Search

NAME	PIC	VAT	STATUS	ACTIONS
TEST ORGANISATION	999999999	BE123456789	VALIDATED	VO MO <b>OR</b> VP

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

## Organisation File

[Details](#)
[Roles](#)
[Projects](#)
[Proposals](#)

**Organisation:** 
**Pic:**

Show  entries

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

Showing 1 to 10 of 10 entries. ← PREVIOUS 1 NEXT →

### 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.

EDIT ROLES



# 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](#)

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

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

**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**

# Minimum configuration of access rights for running a project

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

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

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

# The nomination process for LEAR – documents

**The only process on paper !**

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

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



Go to the portal, [search for your organisation](#), use the "Contact LEAR" function

199 search results for test

TEST REGISTRATION

TEST, DK  
VAT : TEST  
**DECLARED**

**PIC**

998983892

**CO**

SZKO

Warsza  
VAT : P  
**DECL**

**PI**

test test

Sense  
Estud  
e Pre



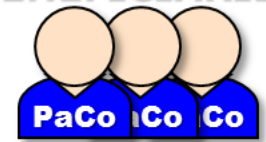
## COMMISSION





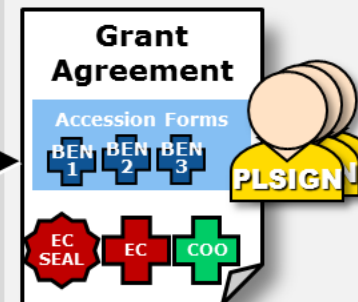
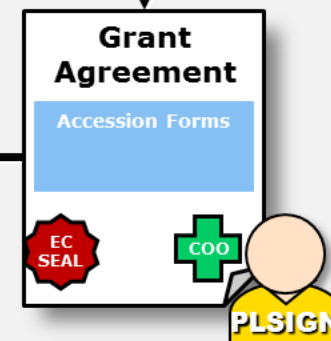
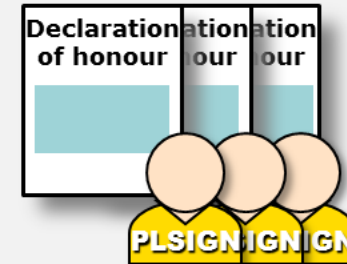
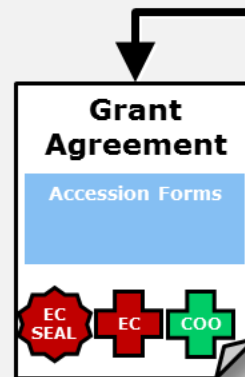
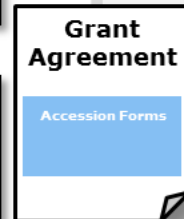
## COORDINATOR



## 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.



# Grant management

## Paperless submission - principles

- LEAR nominates a list of persons authorised to sign legal documents (LSIGN) and financial statements (FSIGN) for a project
- Only these persons get access to the "Sign and submit" function in the appropriate tool
- "Sign and submit" triggers the creation of an eReceipt that is stored in the electronic project archive
- All persons 'needing to know' (including the LEAR) are notified on the transaction and have access to the eReceipt

# Value of the eReceipt

- Electronic receipt = **digitally signed PDF version of the submitted document**
- Both the content of the document and a set of metadata (time stamp, ECAS credentials of submitter) are **digitally sealed**
- The digital signature mechanism, using a public-private key pair mechanism, uniquely binds the eReceipt to the transaction and **ensures its full integrity**. Therefore a **complete digitally-signed trail of the transaction is available** both for the beneficiaries and the FCH JU
- **Any attempt to modify the content will lead to a break of the integrity of the electronic signature**, which can be verified at any time by clicking on the signature in the PDF document
- The eReceipt is stored in the project archive where it **can be downloaded at any time by any actor in the project** and stored on other electronic media

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



*(Before GA signature, each beneficiary must sign a declaration on non-exclusion)*

- 1) **FCH JU prepares GA:** pdf document, digitally sealed, made available in the PP - **PLSIGN** of the coordinator is **notified**
- 2) **PLSIGN** of the coordinator logs in, selects project with "MP-Manage Project" action button, finds GA for signature (*with possibility to download and print*)
- 3) **PLSIGN** clicks for **initiating** electronic signature - Pop-up alerts on the signification of this action and asks for confirmation, prompting again for the ECAS password
- 4) **PLSIGN** reintroduces ECAS password and **clicks 'Sign'**

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

- 5) System creates new version of the pdf, adding third party digital seal, ECAS credentials of the signatory, timestamp; visually replacing the placeholder for the signature by the coordinator.
- 6) **LEAR** of the coordinator and **other relevant actors** are **notified**
- 7) **FCH2 JU authorising officer (Exec. Director)** is **notified** that GA was signed by the coordinator
- 8) Following a similar procedure as under 2) to 6), **FCH2 JU authorising officer signs** the GA
- 9) **PLSIGNs** of all **other beneficiaries** are notified that GA is ready for their accession
- 10) **PLSIGN of each beneficiary signs** (see 2) to 5)) accession form
- 11) **LEARs** of the beneficiaries having signed the accession form and other relevant actors are **notified**

### 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](#)

The Coordinator Legal Authorized Signatory is invited to electronically sign the grant agreement




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

## ECAS Signature

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

The 127.0.0.1 application is asking you to sign a transaction

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

[See the complete transaction](#)



[Printer-friendly Version](#)

To sign the transaction, please enter your ECAS password

Reason

**For signature**

Password \*

**Sign**

\* Required fields

**Accept to sign the transaction**



### MY PROJECT

HORIZON 2020

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

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**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

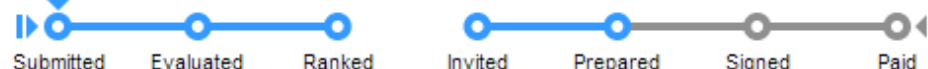
 HOW TO

✓ 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-aMIV26gNACxL0WtlyzhOrB2a8nrSzyu6lhzzMJcgehlCB43sWfsCbybhWYbvx4zJFEeUzWy7c0QIPhFdBdozv8O-Jj71zxYb8yrRuMI89j7Uci-SIMggdYKZVbA9a2nbstHZROJ3RESK3FKCKlul4dUczK). Timestamp by third party at Fri Aug 29 11:08:32 CEST 2014

For the *Agency*



## 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.

# Where to find help?

## How to Participate

### H2020 Online Manual

- New online guide divided into business processes
- Aims at providing all the information, list of documents & useful links (IT wiki, etc.) for each specific process
- 2 ways of finding info:  
General overview with drill-down approach  
Direct linking to specific sections from some Participant Portal pages (via the "H2020 Online Guide" button)

### HOW TO

- Videos about the given IT tool
- Step by step descriptions
- Full user guides with all details

### H2020 Online Manual

#### Your user account & roles

- › Login with ECAS
- › Roles & access rights

#### Grants

##### Applying for funding

###### Find a call

- › Horizon 2020 structure and budget
- › What you need to know about Horizon 2020 calls

###### Find partners or apply as individual

##### Register an organisation

- › Registration of organisation
- › LEAR appointment
- › Validation of organisation
- › Financial viability self-check
- › Data update

###### Submit a proposal

##### From evaluation to grant signature

- › Evaluation of proposals
- › Grant preparation
- › Grant signature

##### Grant management

###### Reports

###### Periodic report

- › Financial report
- › Scientific report

###### Deliverables

###### Patents & publications

###### Report on the final distribution of EU contribution

###### Project technical review

###### Final report

###### Dissemination of results

###### Amendments

###### Audits & certifications

#### Working as an expert

Your user account & roles

### Grants

#### Applying for funding

Find a call

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

Expert registration

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

## My Area - User account &amp; roles

- › Login with ECAS
- › Roles & access rights
- › Terms and Conditions of Use

## Grants

## Applying for funding

- Find a call
  - › Horizon 2020 structure and budget
  - › What you need to know about Horizon 2020 calls

- › Find partners or apply as individual

## Register in the Beneficiary Register

- › Registration of your organisation
- › LEAR appointment
- › Validation of potential beneficiaries
- › 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

- › Keeping records
- › Amendments

## Reports &amp; payment requests

- › Periodic reports
- › Final report

- › Deliverables

- › Dissemination & exploitation

[› H2020 Online Manual > Grants > From evaluation to grant signature >](#)

Enter &amp; 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

# 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](#)