Participant Portal
Paperless Grant Management

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DG RTD CSC J3

Principles

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

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

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

Live demo

Non-registered users

- search for funding
- read the H2020 Online Manual, 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
- register as expert advising the Commission

WHAT'S NEW?

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

WORK AS AN EXPERT

MY PERSONAL AREA

INFORMATION AND SUPPORT

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Roles (defining specific access rights)

Assigned to an organisation:

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

Assigned to a project:

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

Roles and access rights (organisation)

Role	Read	Write/ Save	Assign/ Revoke AcAds	Assign/ Revoke LSIGNs and FSIGNs
LEAR	✓	✓	✓	✓
AcAd	✓	✓	X	✓
LSIGN	✓	X	X	X
FSIGN	✓	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
CoCo	✓	✓	✓	✓	X	X	✓
PaCo	✓	✓	✓	X	X	X	✓
TaMa	✓	✓	X	X	X	X	X
TeMe	✓	X	X	X	X	X	X
PLSIGN	✓	✓	X	X	✓	X	X
PFSIGN	✓	✓	X	X	X	✓	X

Minimum configuration of access rights for running a project

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

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

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

How to acquire roles/access?

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

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

AcAd: by LEAR

LSIGN, FSIGN: by LEAR or AcAd

PCoCo: from proposal, change via COM project officer

CoCo: from proposal or by other CoCo

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

TaMa: by CoCo or PaCo

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

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 →

- sal(s)
- ct(s)
- cation(s)
- rt Area

Project File

Details | Consortium

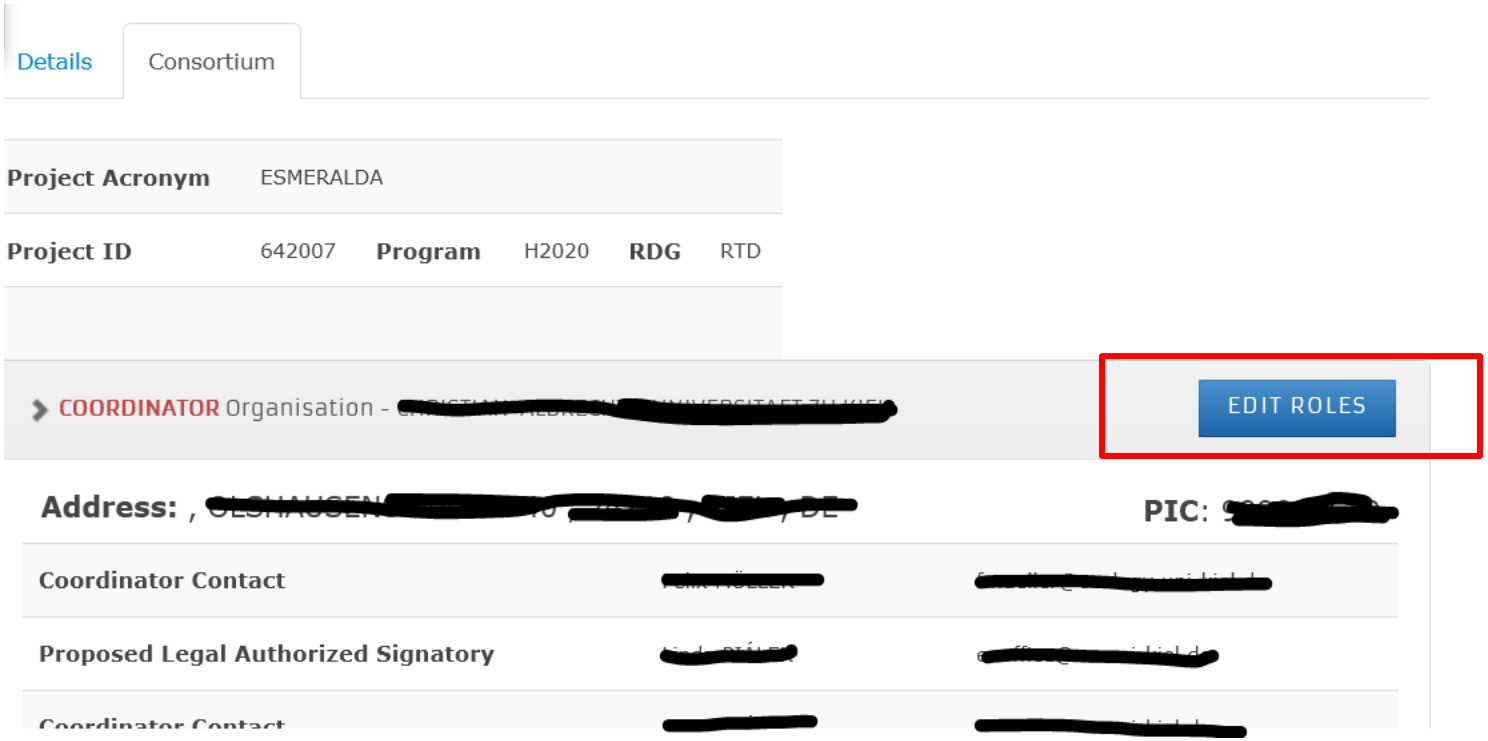
Title	Enhancing ecoSysteM sERvices mApping for poLicy and Decision mAking		
Project ID	642007	**Call**	31053723
Programme	H2020	**Rdg**	
Keywords			
Activity Codes	31000355		

Abstract

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

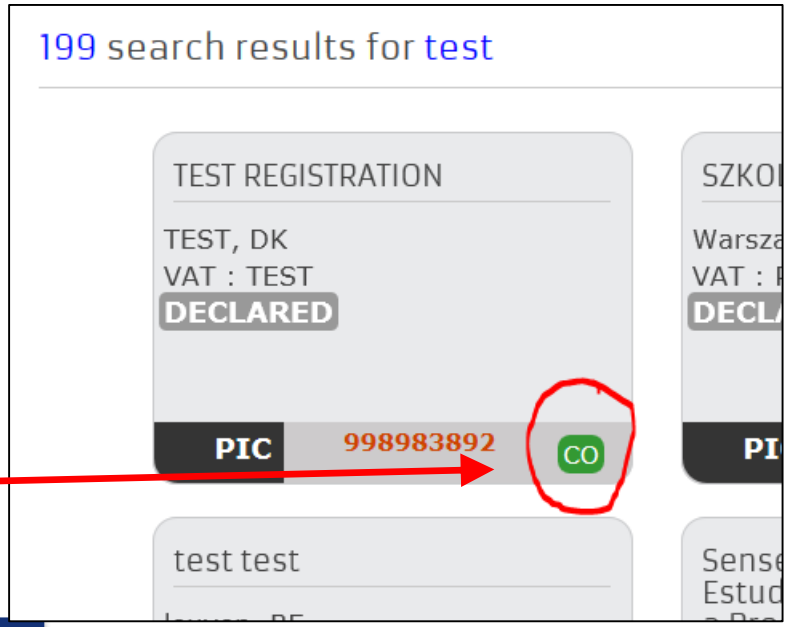
Project Acronym ESMERALDA
Project ID 642007 Program H2020 RDG RTD
COORDINATOR Organisation -
EDIT ROLES
BENEFICIARY Organisation -
EDIT ROLES
BENEFICIARY Organisation -
EDIT ROLES
BENEFICIARY Organisation -
EDIT ROLES
BENEFICIARY Organisation -
EDIT ROLES
EDIT ROLES

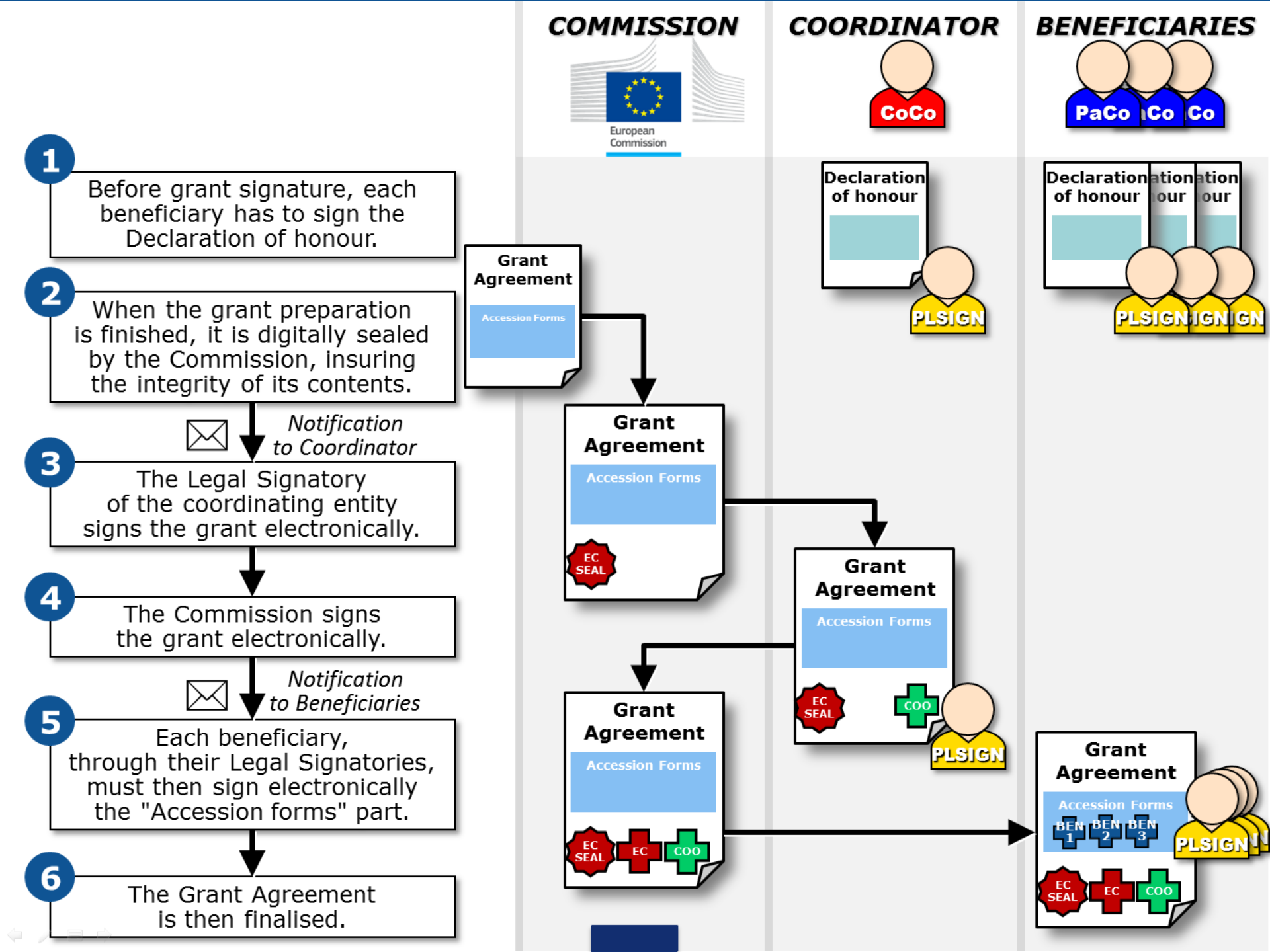
Assign/revoke access



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




COMMISSION
COORDINATOR
BENEFICIARIES
European Commission
CoCo
PaCo
Co
Co
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 Agreement
Accession Forms
Declaration of honour
PLSIGN
EC SEAL
COO
EC
BEN 1
BEN 2
BEN 3

MY PROJECT

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

Submitted — Evaluated — Ranked — Invited — Prepared — Signed — Paid

Grant Agreement signature

Sign

The Coordinator Legal Aut
electronically sign the gra

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

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European Commission

EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

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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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

Submitted | Evaluated | Ranked | Invited | Prepared | Signed | Paid

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**

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ARTICLE 58 — ENTRY INTO FORCE OF THE AGREEMENT

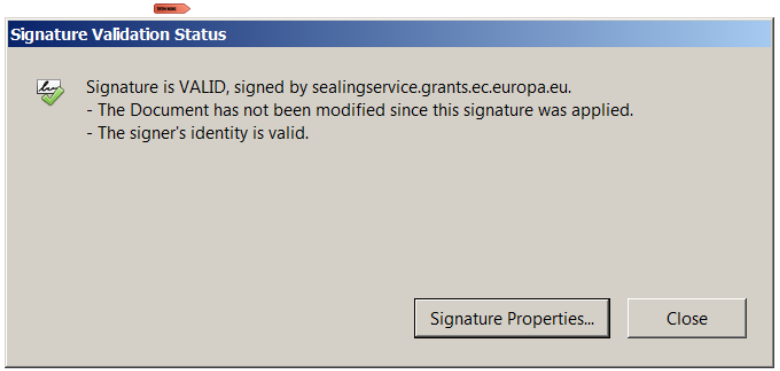
The Agreement will enter into force on the day of signature by the *Agency* or the beneficiary, depending on which is later.

SIGNATURES

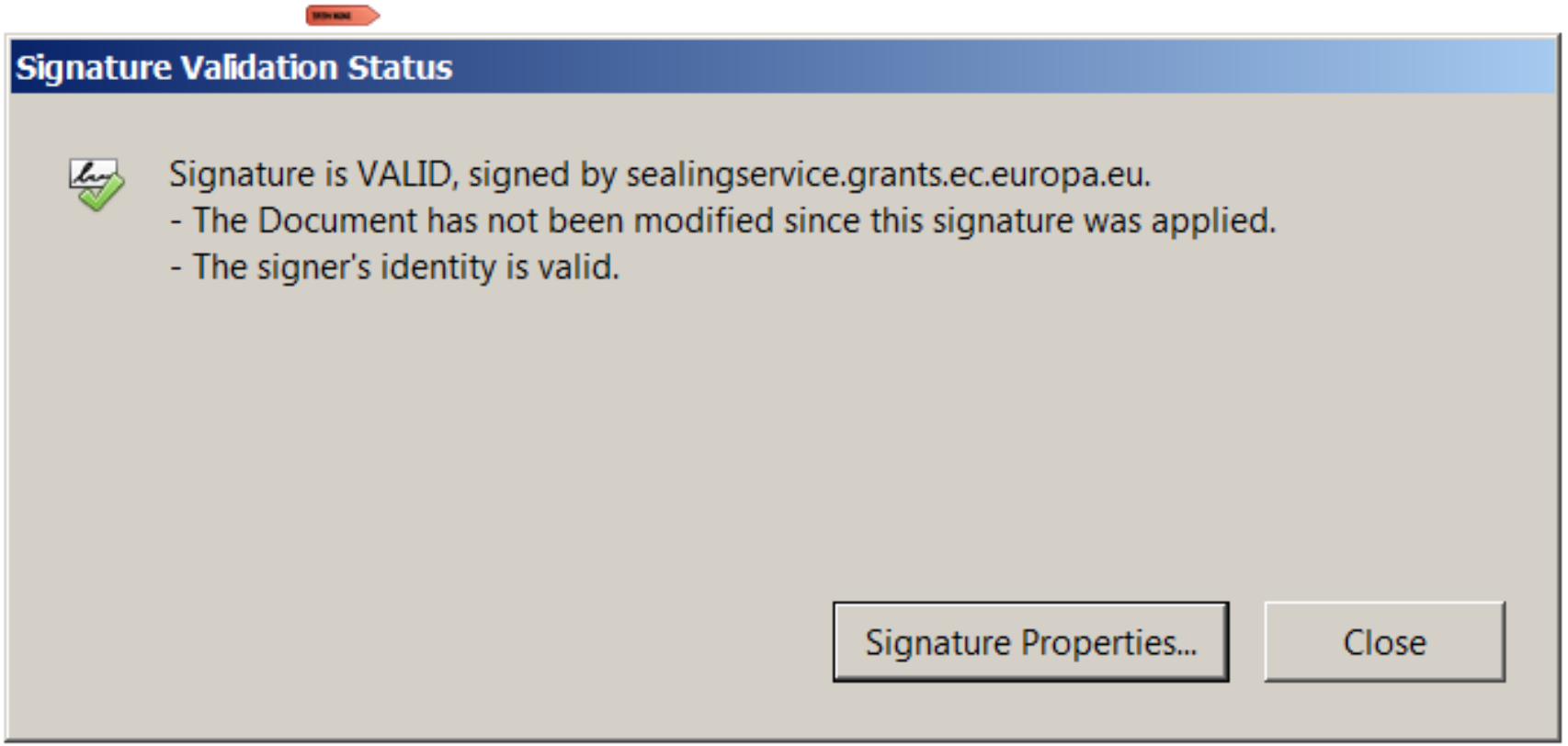
For the beneficiary

[redacted] with ECAS id [redacted] signed in the Participant Portal on 29/08/2014 at 11:08:30 (transaction id SigId-149-aMIV26gNACxL0WtIyzhOrB2a8nrSzyu6lhzzMJcgehICB43sWfsCbybhWYbvx4zJFEeUzWy7c0QIPhFdBdozvw8O-Jj71zxYb8yrRuMl89j7Uci-SlMggdYKZVbA9a2nbstHZROJ3RESK3FKCkIuI4dUczK). Timestamp by third party at
Fri Aug 29 11:08:32 CEST 2014

For the *Agency*



For the *Agency*



SIGNATURES

For the beneficiary

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Fri Aug 29 11:08:32 CEST 2014

Documentation and guidance

- Online manual, sections on roles, grant signature and LEAR appointment
- Terms and conditions of use
- Video on e-signature
- Video on LEAR appointment

Terms of use

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

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

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

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

Many thanks for your attention!

More:

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