



Participant Portal Grant Management digitale

Valter PAGANI

Principi

- **Participant Portal come unica via per tutte le modifiche**
- **Registrazione singola:** unico user name e password (ECAS) consente l'accesso a tutte le funzioni;
- **Spazio web personalizzato** dopo il login: puoi vedere tutte le risorse legate alle tue proposte, ai contratti...
- **Trasparenza:** tutti coloro che hanno un ruolo all'interno di un progetto possono vedere l'archivio completo di tutti i documenti e i cambiamenti.
- **Gestione flessibile dei compiti e dei diritti d'accesso:** la maggior parte dei compiti viene assegnato/revocato dal Consorzio stesso.
- **Sigillo digitale** dei documenti; **firma digitale** che sostituisce la firma su carta.



RESEARCH & INNOVATION

European Commission

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 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 and 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

Ruoli assegnati (definendo specifici diritti d'accesso)

Assegnati all'organizzazione:

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

Assegnati al progetto:

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

Ruoli e diritti d'accesso (organizzazione)

Role	Read	Write/ Save	Assign/ Revoke AcAds	Assign/ Revoke LSIGNs and FSIGNs
LEAR	✓	✓	✓	✓
AcAd	✓	✓	✗	✓
LSIGN	✓	✗	✗	✗
FSIGN	✓	✗	✗	✗

Ruoli e diritti d'accesso (progetto)

Role	Read	Write/ Save	Submit to Coord.	Submit to COM	SIGN GA	SIGN Fin Stat.	Assign /revok e access
CoCo	✓	✓	✓	✓	✗	✗	✓
PaCo	✓	✓	✓	✗	✗	✗	✓
TaMa	✓	✓	✗	✗	✗	✗	✗
TeMe	✓	✗	✗	✗	✗	✗	✗
PLSIGN	✓	✓	✗	✗	✓	✗	✗
PFSIGN	✓	✓	✗	✗	✗	✓	✗

Configurazione minima dei diritti d'accesso per la corsa a un progetto

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

Una persona (= one ECAS account, cioè European Commission authentication Service) può assumere un numero infinito di compiti (ad esempio il titolare di una ditta individuale può essere allo stesso tempo PaCo, LEAR, LSIGN E FSIGN)

Esempio: un Consorzio con 10 partners: prevede minimo 40 compiti per minimo 10 persone.

Come acquisire i ruoli/ l'accesso?

I diritti d'accesso sono **gestiti dalle organizzazioni e dai consorzi stessi** (con due eccezioni)

LEAR: processo cartaceo gestito dalla rappresentanza dell'organizzazione, approvato dalla Commissione.

AcAd: dal LEAR

LSIGN, FSIGN: dal LEAR o dall'AcAd

PCoCo: gestiti come da progetto, i cambiamenti sono possibili solo attraverso la Commissione project officer.

CoCo: gestiti come da progetto o da un altro CoCo

PaCo, TeMe: gestiti come da progetto o dal CoCo o da altri PaCo

TaMa: dal CoCo o dal PaCo

PLSIGN, PFSIGN: dalla lista dei LSIGNs and FSIGNs; dal CoCo o dal PaCo.



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Participant Portal

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MY AREA HOME FUNDING OPPORTUNITIES HOW TO PA

My Organisation(s)

My Proposal(s)

My Project(s)

My Notification(s)

My Expert Area

My projects

This page enables

Depending on you

[Prepare and st](#)

ESGI

FP7-INFRASTRUCTURES-2010-

FP7

262055

PC

Grant

Management

FR

RD

1

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)
- ation(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, ESMEALDA aims to deliver a flexible methodology to provide the building blocks for pan-European and regional assessments. The work will ensure the timely delivery to EU member states in

Project Acronym ESMERALDA

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

➤ COORDINATOR Organisation - [REDACTED]	EDIT ROLES
➤ BENEFICIARY Organisation - [REDACTED]	EDIT ROLES
➤ BENEFICIARY Organisation - [REDACTED]	EDIT ROLES
➤ BENEFICIARY Organisation - [REDACTED]	EDIT ROLES
➤ BENEFICIARY Organisation - [REDACTED]	EDIT ROLES
➤ BENEFICIARY Organisation - [REDACTED]	EDIT ROLES

Assegnare/revocare l'accesso

Details

Consortium

Project Acronym ESMERALDA

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

➤ **COORDINATOR** Organisation - [REDACTED] UNIVERSITÄT ZÜRICH

EDIT ROLES

Address: , OLSHAUSEN [REDACTED] / DE

PIC: [REDACTED]

Coordinator Contact

[REDACTED]

[REDACTED]

Proposed Legal Authorized Signatory

[REDACTED]

[REDACTED]

Coordinator Contact

[REDACTED]

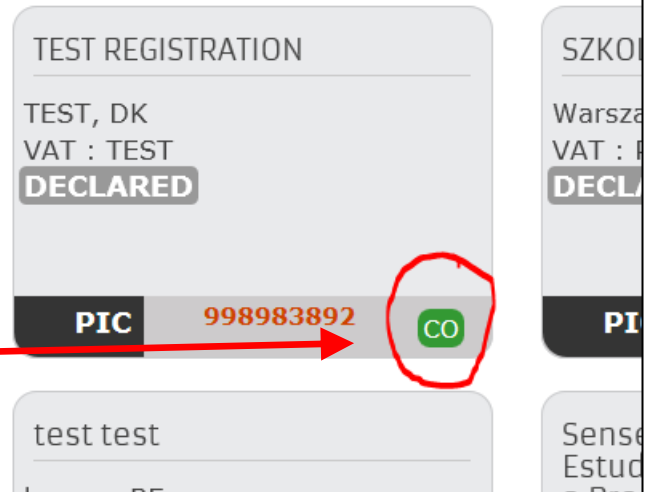
[REDACTED]

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



Go to the portal, search for your organisation, use the "Contact LEAR" function

199 search results for test



TEST REGISTRATION

TEST, DK
VAT : TEST
DECLARED

PIC 998983892 **CO**

test test

SZKON
Warsza
VAT : P
DECL

PI

Sense
Estud
e Pre

A screenshot of a search results page. The main entry is 'TEST REGISTRATION' with details 'TEST, DK', 'VAT : TEST', and a 'DECLARED' status. Below this, there is a row with 'PIC' and the number '998983892', followed by a green circle containing the letters 'CO'. A red arrow points from the text 'Contact LEAR' in the previous block to this 'CO' circle. To the right, there are partial views of other search results.

COMMISSION



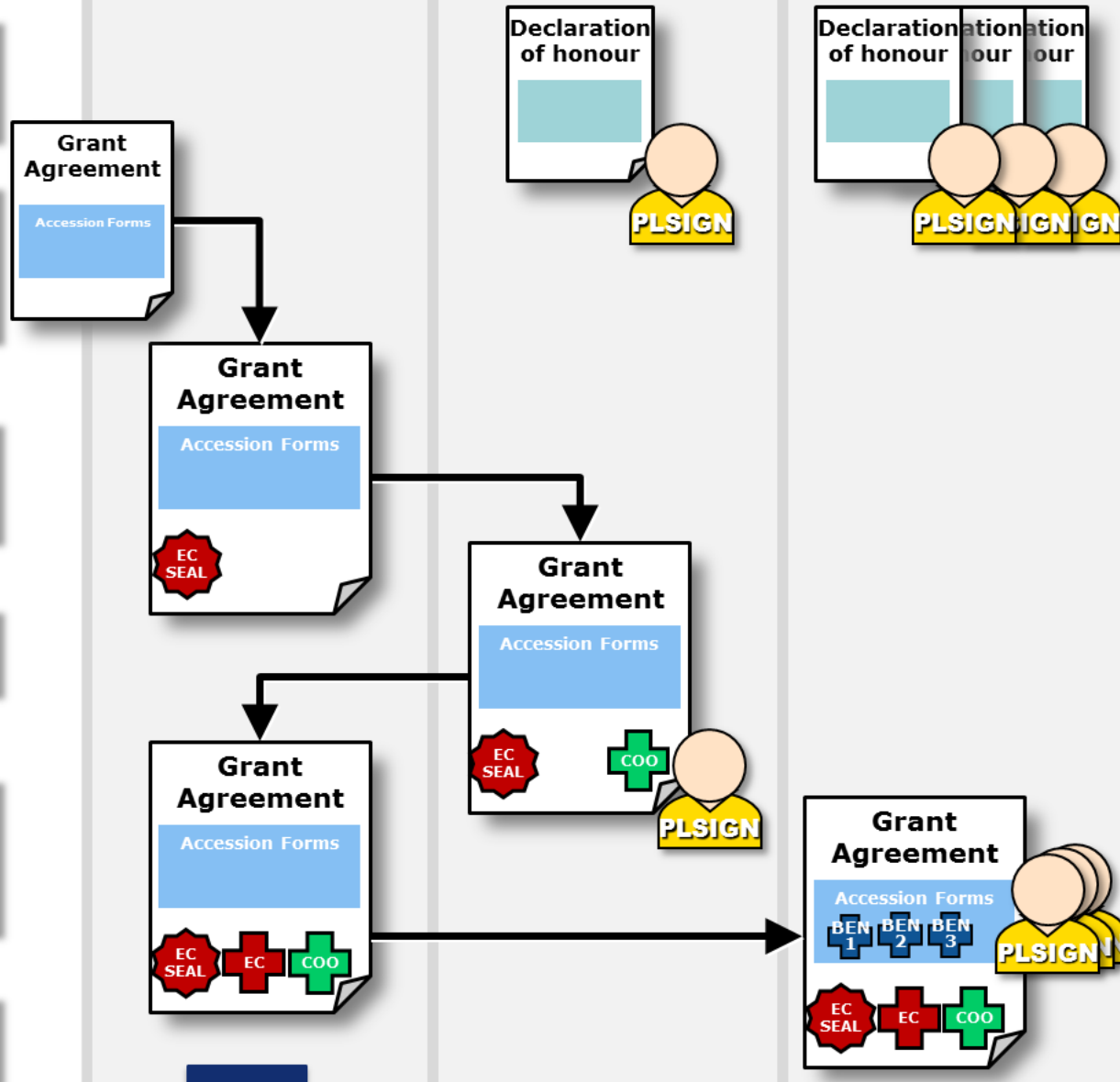
COORDINATOR



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.





European Commission

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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 (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



European Commission

RESEARCH & INNOVATION

Participant Portal - Grant Management Services

Ppgms COP

MY PROJECT



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See all data ...



[H2020 ONLINE MANUAL](#)

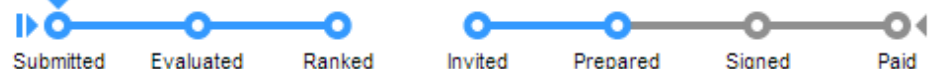
HOW TO

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 Sigld-149-aMIV26gNACxL0WtlyzhOrB2a8nrSzyu6lhzzMJcgehlCB43sWfsCbybhWYbx4zJFEeUzWy7c0QIPhFdBdozvw8O-Jj71zxYb8yrRuMI89j7Uci-SIMggdYKZVbA9a2nbstHZROJ3RESK3FKCklul4dUczK). Timestamp by third party at Fri Aug 29 11:08:32 CEST 2014

For the *Agency*



Signature Validation Status

 Signature is VALID, signed by sealingservice.grants.ec.europa.eu.

- The Document has not been modified since this signature was applied.
- The signer's identity is valid.

Signature Properties... Close

For the *Agency*



Signature Validation Status



- Signature is VALID, signed by sealingservice.grants.ec.europa.eu.
- The Document has not been modified since this signature was applied.
 - The signer's identity is valid.

Signature Properties...

Close

SIGNATURES

For the beneficiary

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

Documentazione e guida

- [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.



HORIZON 2020

Grazie per l'attenzione!

More:

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