



# Participant Portal

**Legal and Financial NCP meeting**  
**24 June 2014**



# E-only grant management

**Basics**



## "Chain of trust" for enabling e-signature of H2020 grants

- **Nomination of the LEAR** by the legal representative of the organisation; paper-based, blue ink signatures, validated by REA, registered in PDM-URF
- **LEAR nominates** online **persons** in his/her organisation **authorised to sign** grants and amendments (LSIGNs) and financial statements (FSIGNs)
- **Participant Contacts assign signatories to the individual grant** from the list established by the LEAR



# The nomination process for LEARs – documents

- 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)

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

(Before GA signature, each beneficiary must sign declaration on non-exclusion – same signature process as described below)

- 1) **COM** prepares GA for signature: pdf document, digitally sealed, is made available in the PP. **PLSIGN** of the coordinator is **notified**.
- 2) **PLSIGN** of the coordinator logs in, chooses “My projects” and the respective project with "MP-Manage Project" action button, where he/she finds the GA for signature (with possibility to download and print).
- 3) **PLSIGN** clicks for **initiating** electronic signature. A pop-up alerts him/her on the signification of this action and asks for confirmation, prompting again for the ECAS password.
- 4) **PLSIGN** reintroduces his/her ECAS password and **clicks ‘Sign’**.



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

- 5) System creates a new version of the pdf document, adding a third party digital seal with the ECAS credentials of the signatory and a timestamp; visually replacing the placeholder for the signature by the coordinator.
- 6) The **LEAR** of the coordinator and **other relevant actors** in the project are **notified** that a GA was signed by the organisation.
- 7) **COM authorising officer** is **notified** that GA was signed by the coordinator.
- 8) Following a similar procedure as under 2) to 6), the **COM authorising officer signs** the GA.
- 9) **PLSIGNs** of all **other beneficiaries** are notified that the GA signed by coordinator and COM 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 in the project are **notified**.



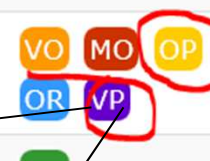
**11 June 2014 release:**

**Proposal list for LEAR  
Contact LEAR  
Other EU programmes**

# Lists of proposals and projects of the organisation for the LEAR

FRAUNHOFER-GESELLSCHAFT ZUR FOERDERUNG DER  
ANGEWANDTEN FORSCHUNG E.V

999984059 DE129515865 VALIDATED



**Organisation:** FRAUNHOFER-GESELLSCHAFT ZUR FOERDERUNG DER ANGEWANDTEN  
FORSCHUNG E.V

**Pic:** 999984059

Show 10 entries

EXCEL

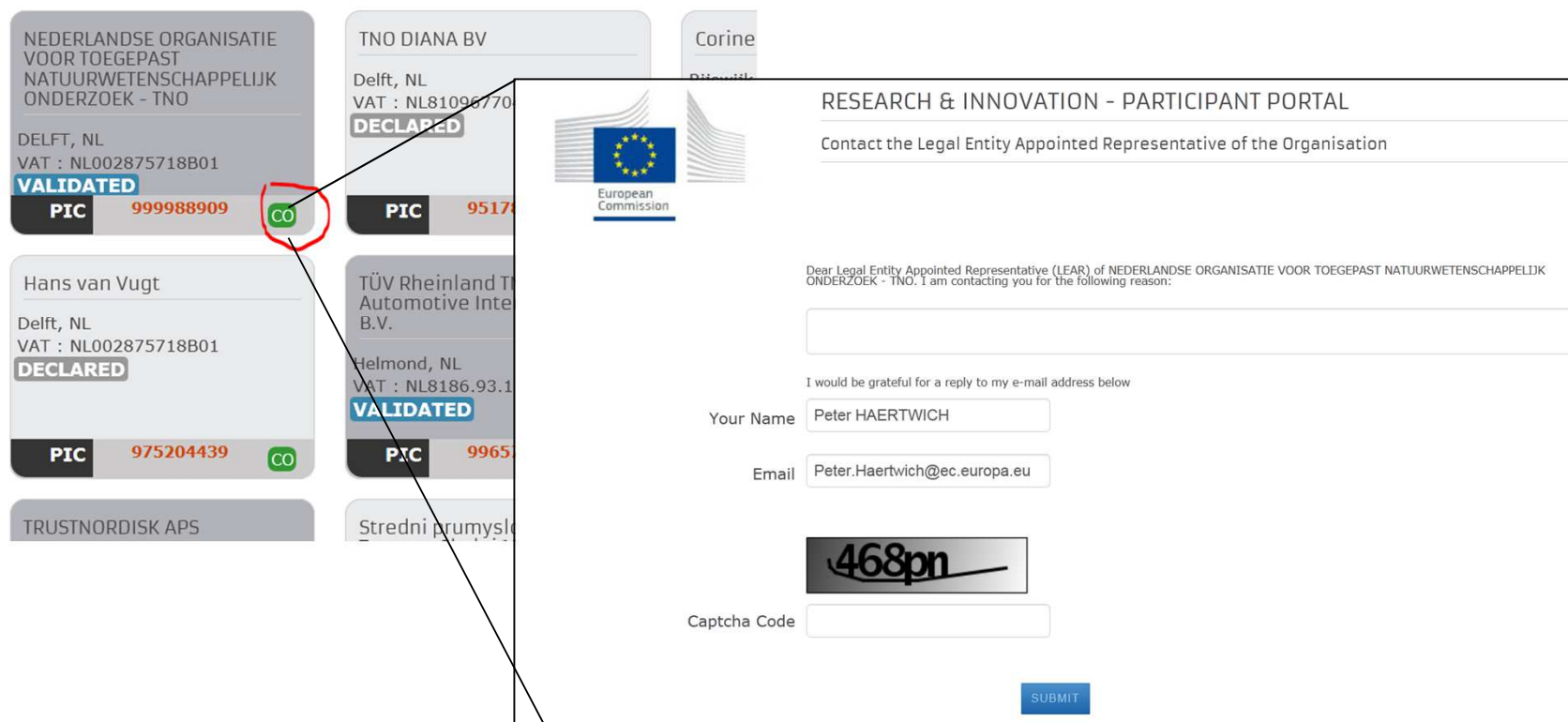
Search:

PROJECT ID	ACRONYM	CALL	PROGRAM	PHASE
100016	CESAR	ARTEMIS-2008-1	FP7	GRANT_MANAGEMENT
100022	CHESS	ARTEMIS-2008-1	FP7	NEGOTIATION
100230	SMECY	ARTEMIS-2009-1	FP7	NEGOTIATION
100233	R3-COP	ARTEMIS-2009-1	FP7	NEGOTIATION
100266	MEEE	ARTEMIS-2009-1	FP7	NEGOTIATION
200431	INNOSHADE	FP7-NMP-2007-LARGE-1	FP7	GRANT MANAGEMENT



# Function for contacting LEARs

200 search results for [tno](#)



The screenshot displays a search results page for 'tno' with 200 results. The first result is 'NEDERLANDSE ORGANISATIE VOOR TOEGEPAST NATUURWETENSCHAPPELIJK ONDERZOEK - TNO', located in Delft, NL, with VAT: NL002875718B01. It is marked as 'VALIDATED' and has a PIC of 999988909. A red circle highlights a green 'CO' icon next to the PIC. The second result is 'Hans van Vugt', also in Delft, NL, with VAT: NL002875718B01, marked as 'DECLARED', and has a PIC of 975204439 and a green 'CO' icon. The third result is 'TNO DIANA BV', located in Delft, NL, with VAT: NL81096770, marked as 'DECLARED', and has a PIC of 9517. The fourth result is 'TÜV Rheinland T Automotive Inter B.V.', located in Helmond, NL, with VAT: NL8186.93.1, marked as 'VALIDATED', and has a PIC of 9965. The fifth result is 'TRUSTNORDISK APS'. The sixth result is 'Stredni prumysl'. A red circle highlights a green 'CO' icon next to the PIC of the first result. A callout box shows the 'RESEARCH & INNOVATION - PARTICIPANT PORTAL' contact form for the Legal Entity Appointed Representative (LEAR) of NEDERLANDSE ORGANISATIE VOOR TOEGEPAST NATUURWETENSCHAPPELIJK ONDERZOEK - TNO. The form includes fields for 'Your Name' (Peter HAERTWICH) and 'Email' (Peter.Haertwich@ec.europa.eu), a captcha code (468pn), and a 'SUBMIT' button.

NEDERLANDSE ORGANISATIE VOOR TOEGEPAST NATUURWETENSCHAPPELIJK ONDERZOEK - TNO  
Delft, NL  
VAT : NL002875718B01  
**VALIDATED**  
PIC 999988909 CO

Hans van Vugt  
Delft, NL  
VAT : NL002875718B01  
**DECLARED**  
PIC 975204439 CO

TNO DIANA BV  
Delft, NL  
VAT : NL81096770  
**DECLARED**  
PIC 9517

TÜV Rheinland T Automotive Inter B.V.  
Helmond, NL  
VAT : NL8186.93.1  
**VALIDATED**  
PIC 9965

TRUSTNORDISK APS

Stredni prumysl

Corine

RESEARCH & INNOVATION - PARTICIPANT PORTAL  
Contact the Legal Entity Appointed Representative of the Organisation

Dear Legal Entity Appointed Representative (LEAR) of NEDERLANDSE ORGANISATIE VOOR TOEGEPAST NATUURWETENSCHAPPELIJK ONDERZOEK - TNO. I am contacting you for the following reason:

I would be grateful for a reply to my e-mail address below

Your Name Peter HAERTWICH

Email Peter.Haertwich@ec.europa.eu

468pn

Captcha Code

SUBMIT

# Other EU funding programmes

## Other EU Programmes 2014-2020

Research Fund for Coal & Steel

COSME

3rd Health Programme

Consumer Programme

## FP7 & CIP Programmes 2007-2013

Calls



Call Updates



Other Funding Opportunities

### Improving access to markets

- Improving framework conditions for the competitiveness and sustainability of Union enterprises
- Promoting entrepreneurship and entrepreneurial culture

## Specific calls open under COSME

### Open Calls

#### More favourable conditions for business creation and growth

Maximising synergies between tourism,  
high-end and creative industries

COS-TSYNER-2014-3-15

**Deadline.Date:** 16/09/2014

**Pub.Date:** 16/06/2014

#### Supporting Entrepreneurs

Entrepreneurship education (Pan-  
European entrepreneurial learning  
initiative)

COS-ENTEDU-2014-4-06

**Deadline.Date:** 20/08/2014

**Pub.Date:** 11/06/2014

#### Supporting Entrepreneurs

Erasmus for Young Entrepreneurs 2014

COS-EYE-2014-4-05

**Deadline.Date:** 17/07/2014

**Pub.Date:** 20/05/2014

### Closed Calls

#### Improving access to markets Enterprise Europe Network

COS-EEN-2014-2-01

**Deadline.Date:** 03/06/2014

**Pub.Date:** 22/01/2014



## **Submission of financial statements (forms C) of linked third parties**

(Linked third parties do not have to have a LEAR, do not have access to the electronic exchange system by default)

1. The electronic form C for the third party is completed in the electronic system (either by a CoCo/PaCo/TaMa of the beneficiary or by granting temporary access (TaMa) to a person from the third party)
2. The completed electronic form C for the third party is printed, signed and stamped on paper by the third party and given to the beneficiary
3. The beneficiary files the stamped and signed paper
4. The beneficiary prepares and signs electronically its own form C, and submits it to the coordinator together with the electronic version of the form C of the third party

(There is no "consolidated" form C to be submitted; the third party form C is not signed by the beneficiary – neither electronically nor on paper)



## Exchange rate calculation; AMGA p. 154:

To calculate this rate, you may use the editable charts on the [ECB website](#)<sup>44</sup>.

### Procedure for calculating the rate on the ECB website:

**Step 1** — Go to the [ECB website](#).

**Step 2** — Click on the chart corresponding to your currency.

**Step 3** — Choose the start and end date of the period for which the average daily exchange rate is calculated (i.e. the reporting period) by using the sliding tool in the second table.

**Step 4** — The average appears above the first table.

**Example:** A Romanian university with accounting in New Romanian Leu (RON) is the beneficiary of a GA with one reporting period, from 24.1.2013 to 23.1.2014. The costs incurred in RON during this period are RON 500 000. The university will convert its costs into euros at the average rate of RON 4.4274 for EUR 1 (established following the steps mentioned above). The university will report costs of EUR 112 933, 10 (RON 500 000 / RON 4.4274 \* EUR 1).



## Test calls for NCPs in the submission system

RIA :

[https://ec.europa.eu/research/participants/submission/manage/secure/createdraft?preregvalue=SEAC-1-2014&preregtype=Topic&callId=NCP\\_TEST\\_H2020&submissionSessionId=4621&step=2](https://ec.europa.eu/research/participants/submission/manage/secure/createdraft?preregvalue=SEAC-1-2014&preregtype=Topic&callId=NCP_TEST_H2020&submissionSessionId=4621&step=2)

RIA 1<sup>st</sup> stage :

[https://ec.europa.eu/research/participants/submission/manage/secure/createdraft?preregvalue=MG-1.1-2014&preregtype=Topic&callId=NCP\\_TEST\\_H2020&submissionSessionId=4617&step=2](https://ec.europa.eu/research/participants/submission/manage/secure/createdraft?preregvalue=MG-1.1-2014&preregtype=Topic&callId=NCP_TEST_H2020&submissionSessionId=4617&step=2)

RIA 2<sup>nd</sup> stage :

[https://ec.europa.eu/research/participants/submission/manage/secure/createdraft?preregvalue=MG-1.1-2014&preregtype=Topic&callId=NCP\\_TEST\\_H2020&submissionSessionId=4618&step=2](https://ec.europa.eu/research/participants/submission/manage/secure/createdraft?preregvalue=MG-1.1-2014&preregtype=Topic&callId=NCP_TEST_H2020&submissionSessionId=4618&step=2)

IA :

[https://ec.europa.eu/research/participants/submission/manage/secure/createdraft?preregvalue=ICT-01-2014&preregtype=Topic&callId=NCP\\_TEST\\_H2020&submissionSessionId=4613&step=2](https://ec.europa.eu/research/participants/submission/manage/secure/createdraft?preregvalue=ICT-01-2014&preregtype=Topic&callId=NCP_TEST_H2020&submissionSessionId=4613&step=2)

CSA :

[https://ec.europa.eu/research/participants/submission/manage/secure/createdraft?preregvalue=MG-1.6-2014&preregtype=Topic&callId=NCP\\_TEST\\_H2020&submissionSessionId=4615&step=2](https://ec.europa.eu/research/participants/submission/manage/secure/createdraft?preregvalue=MG-1.6-2014&preregtype=Topic&callId=NCP_TEST_H2020&submissionSessionId=4615&step=2)

PCP (IN) :

[https://ec.europa.eu/research/participants/submission/manage/secure/createdraft?preregvalue=PHC-27-2015&preregtype=Topic&callId=NCP\\_TEST\\_H2020&submissionSessionId=4623&step=2](https://ec.europa.eu/research/participants/submission/manage/secure/createdraft?preregvalue=PHC-27-2015&preregtype=Topic&callId=NCP_TEST_H2020&submissionSessionId=4623&step=2)

PPI (OUT) :

[https://ec.europa.eu/research/participants/submission/manage/secure/createdraft?preregvalue=PHC-29-2015&preregtype=Topic&callId=NCP\\_TEST\\_H2020&submissionSessionId=4624&step=2](https://ec.europa.eu/research/participants/submission/manage/secure/createdraft?preregvalue=PHC-29-2015&preregtype=Topic&callId=NCP_TEST_H2020&submissionSessionId=4624&step=2)

H2020-SMEINST-1-2014

<https://ec.europa.eu/research/participants/submission/manage/secure/createdraft?preregvalue=BG-12-2014-1&preregtype=Topic&callId=H2020-SMEINST-1-2014&submissionSessionId=4378&step=2>

H2020-SMEINST-2-2014

<https://ec.europa.eu/research/participants/submission/manage/secure/createdraft?preregvalue=BG-12-2014&preregtype=Topic&callId=H2020-SMEINST-2-2014&submissionSessionId=4379&step=2>