





























Registrieren:

https://webgate.ec.europa.eu/cas/eim/external/register.cgi

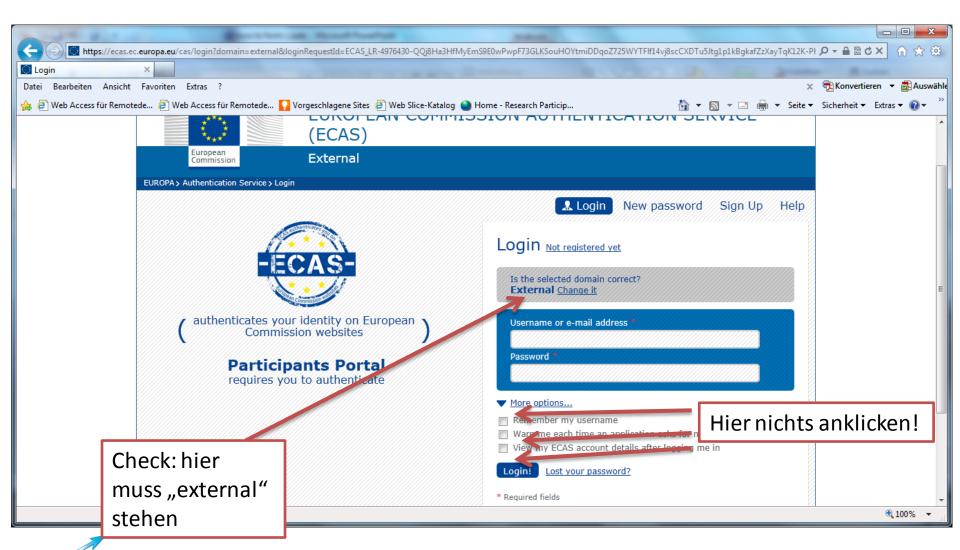
Generell nur über die email – Adresse des jeweiligen principal investigators, genau so wie sie in den Grant Preparation Forms angegeben war!



















Rechte und Vergabe von Rechten

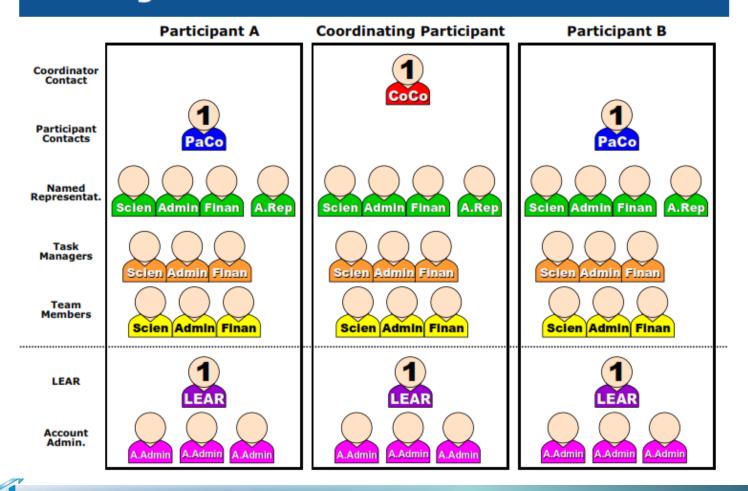








Changes in the new version of IAM

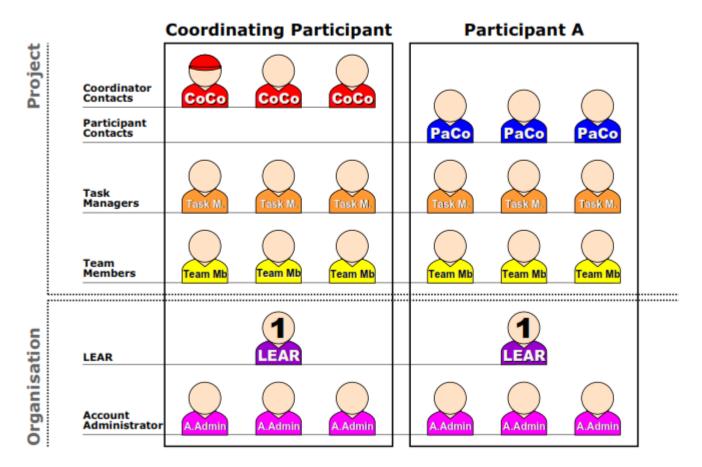








The new version of IAM



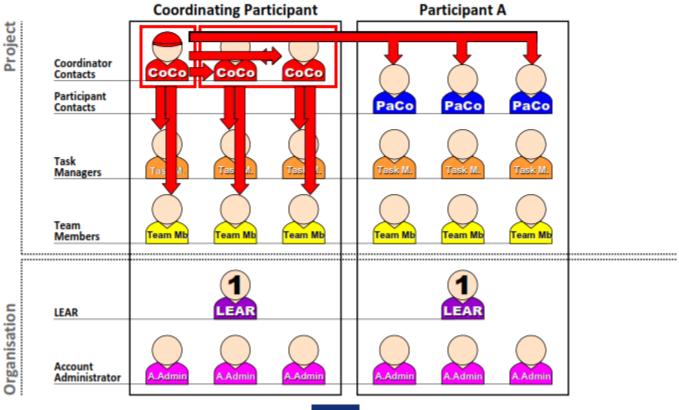












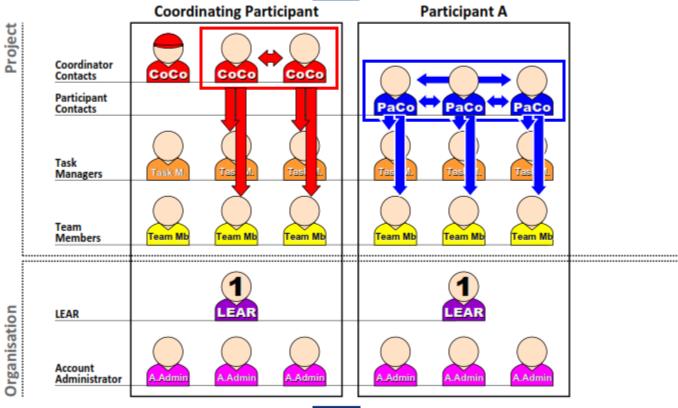






















Access rights: Project roles



Nominate and revoke Participant Contacts for any participating organisation.





Nominate and revoke other Coordinator Contacts;

- Read/write access to own and common forms;
- Submit to European Commission/Agency;





 Nominate and revoke Participant Contacts, Task Managers and Team Members within their organisation;

- Read/write access to own forms;
- Submit to the Coordinator Contacts;

+



- Create and update forms;
 - +
- Read-only access









Access rights: Organisation roles



Nominate and revoke Account Administrators within their organisation

+



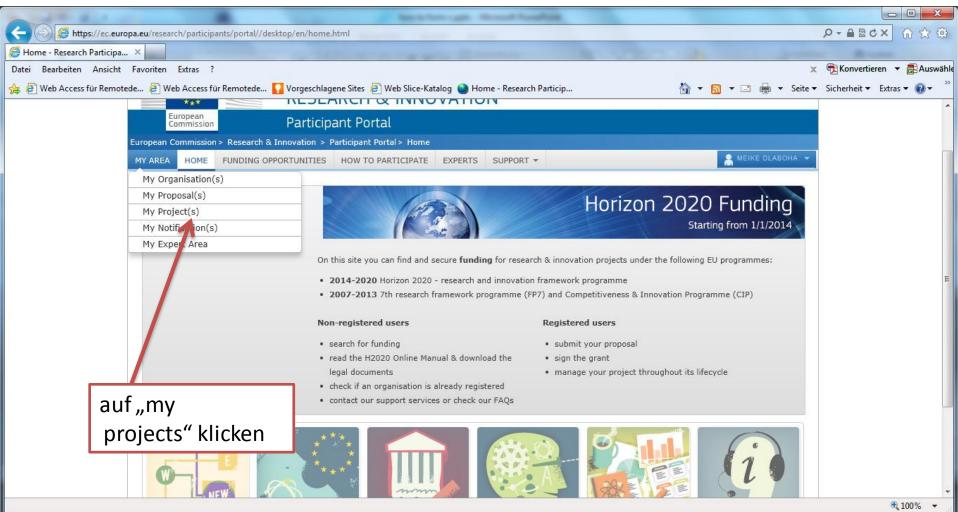
- Access the list of roles/persons representing their organisation
- Access their organisation's list of Projects and their summaries
- May request to revoke users from roles within his/her organisation









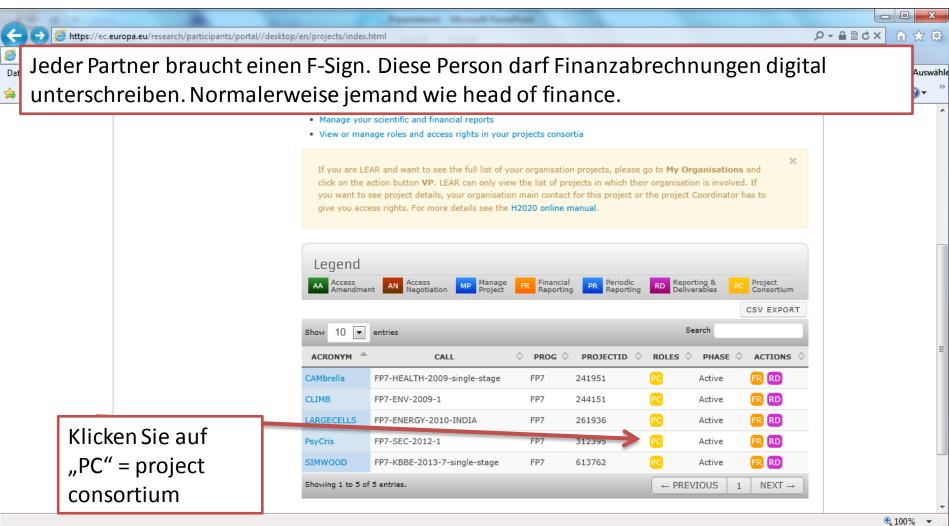










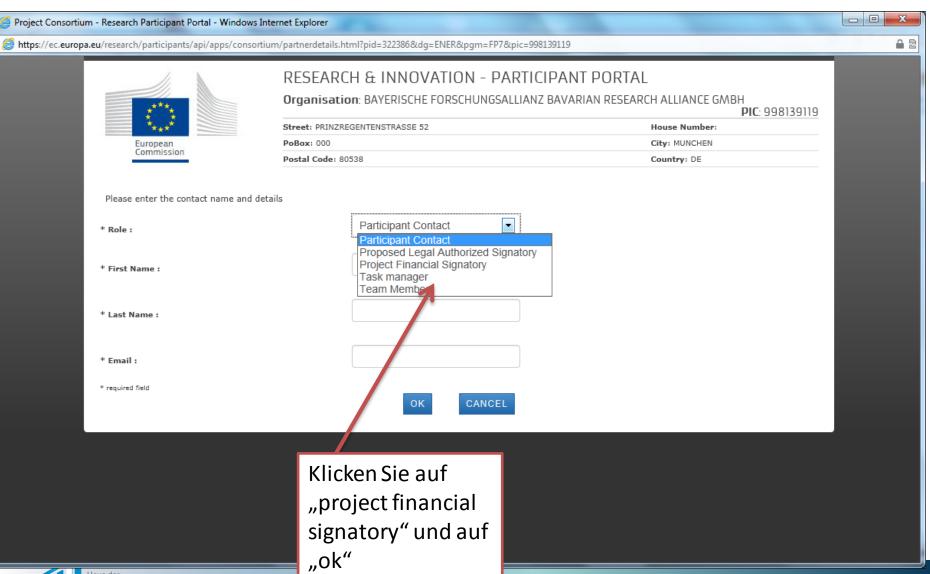








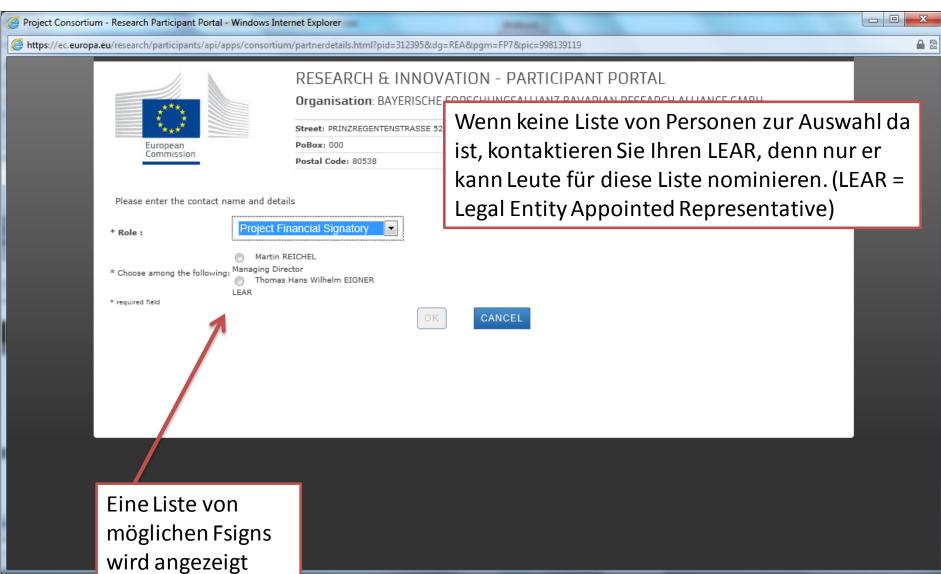






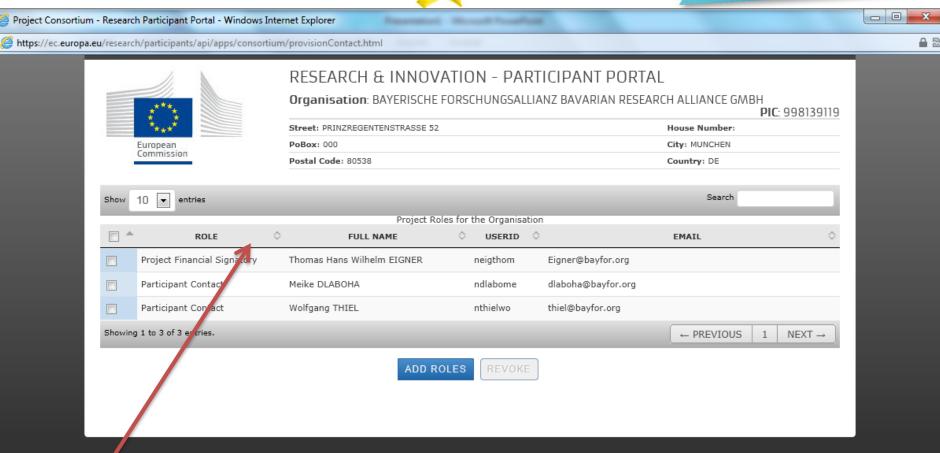










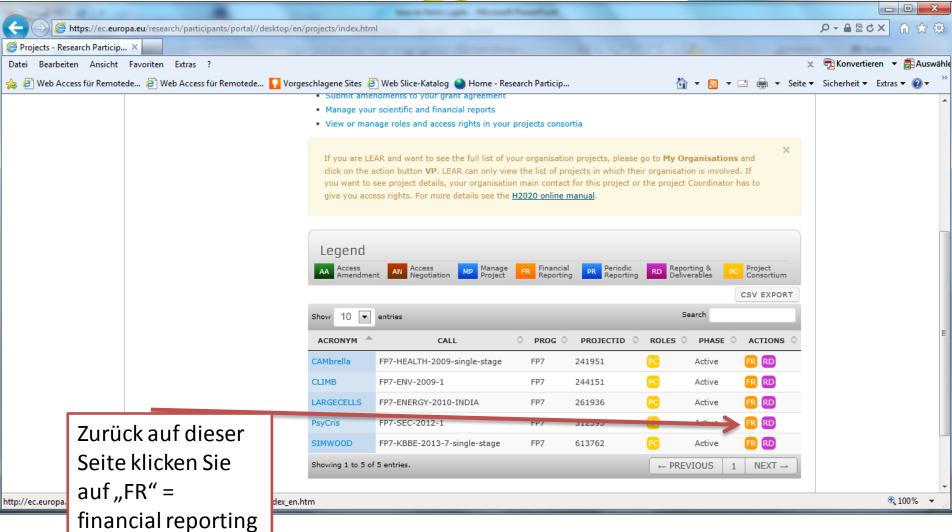


Nachdem Sie eine Person ausgewählt haben, sehen Sie den Namen und die Rolle in Ihrer Liste. Bitte schließen Sie das Fenster.







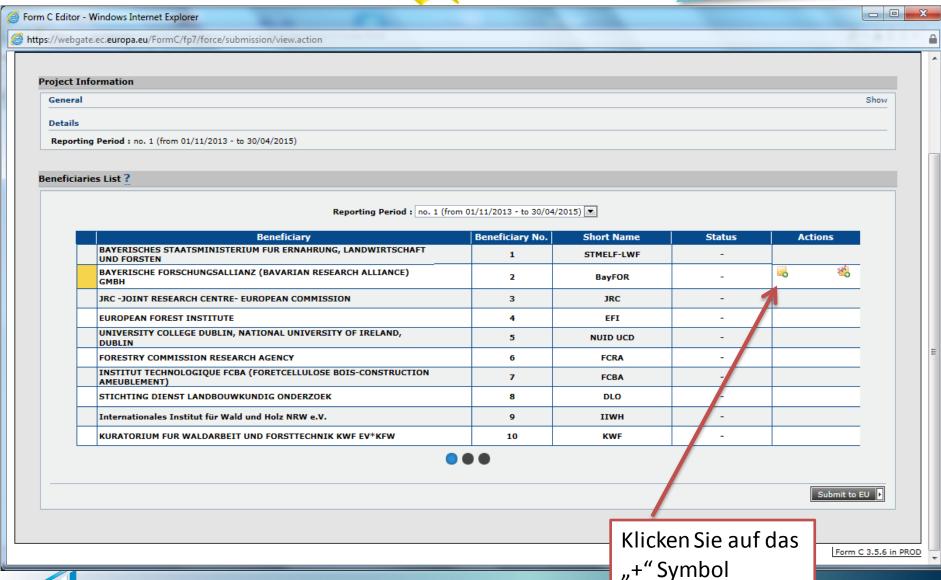














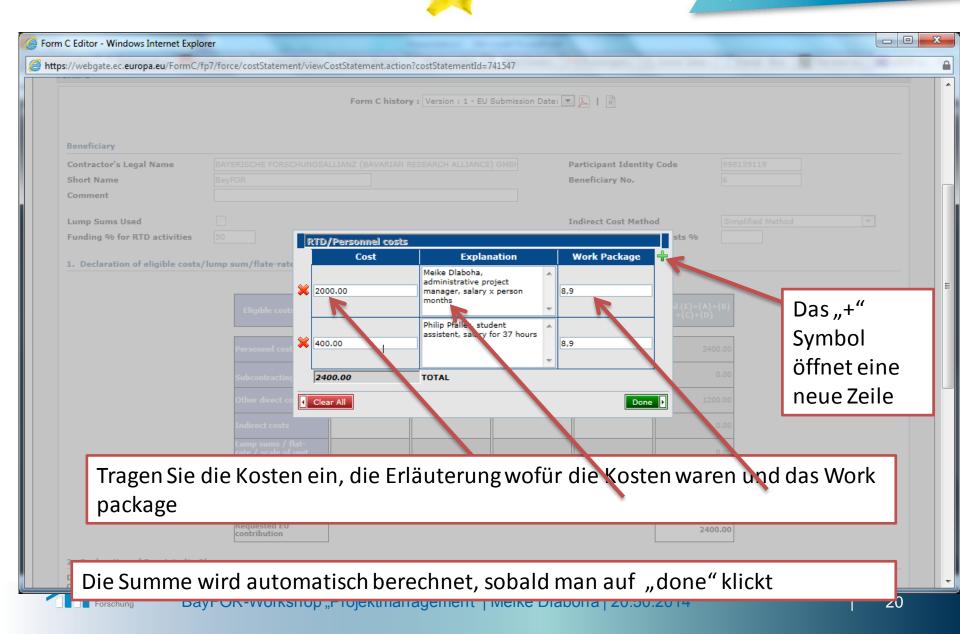




E	Form C Editor - Windows Internet Explorer			market No.	and from Park				X
6	https://webgate.ec.europa.eu/FormC/fp7/force/co	ostStatement/viewCos	tStatement.action	?costStatementId=7	41547				<u></u>
			Form C history	y: Version : 1 - EU :	Submission Date: 🔻	. I R			•
	Beneficiary Contractor's Legal Name BAYERIS	SCHE FORSCHUNGSALLI	IANZ (BAVARIAN R	ESEARCH ALLIANCE	GMBH	Participant Identity	Code 9	98139119	
	Short Name BayFOR		FORSCHUNGSALLIANZ (BAVARIAN RESEARCH ALLIANCE) GMBH			Beneficiary No.	6		
	Comment								
	Lump Sums Used				1	Indirect Cost Metho	d s	Simplified Method	
	Funding % for RTD activities 50			-		Flat Rate for Indired	ct Costs %		
	1. Declaration of eligible costs/lump sum	/flate-rate/scale of u	unit (in €)						
							Ξ		
	E	ligible costs (in €)	Type of activities				Total (E)=(A)+(B +(C)+(D)		
			RTD (A)	Demonstration (B)	Management (C)	Other (D)	(-) (-)	Der obere Teil	
	Per	rsonnel costs	2400.00				2400.	wird automatisch	
	Sub	ocontracting 🛕					0.		
	Oth	ner direct cos				1200.00	1200.	ausgefüllt, aber	
		lirect costs					0.	ein Check lohnt	
	Lur	mp sums / flat- e / scale of unit					0.	sich	
	dec	clared							
	Total	tal	2400.00			1200.00	3600.00		
	Klicken Sie auf die Ze	elle in	1200.00	0.00	0.00	1200.00	2400.0	0	
		·					2400.0	0	
	die Sie etwas eintrag	gen							
	wollen.		, free of charge f	rom third parties?	-f.tht				+

Ein Pop-up Fenster geht auf. Wenn nicht, überprüfen Sie den Pop-up Blocker

ısallianz





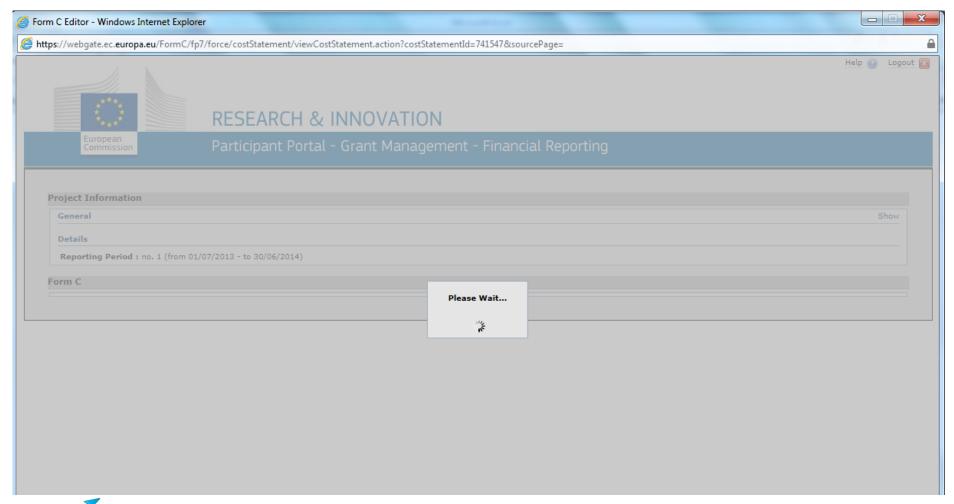


Speichern Sie ab und an, denn das

orm C Editor - Windows Internet Explorer		personal formal formalists	Portal stürzt ganz					
ttps://webgate.ec.europa.eu/FormC/fp7/	force/costStatement/viewCostStatement.action?c	ostStatementId=741547						
2. Declaration of Receipts (in €)			gern mal ab.					
	fers or contributions in kind, free of charge fro come which could be considered a receipt accor (in f)							
	ed by the pre-financing (in €) (To be completed	only by the coordinator)	\					
Did the pre-financing you received If yes, please mention the amount	generate any interest until $31/12/2012$ accord (in $\mathfrak E$)	ding to Art. II.19?						
4. Certificate on the methodology								
	Do you declare average personnel costs according to Art. II.14.1?							
Is there a certificate on the methodology provided by an independent auditor and accepted by the European Union according to Art. II.4.4? ☐ Name of the auditor Cost of the certificate (in €), if charged under this project								
5. Certificate on the financial statements								
Is there a certificate on the financi Name of the auditor	al statements provided by an independent aud	itor attached to this financial statement according to Art. 1 Cost of the certificate (in €)	II.4.4?					
6. Beneficiary's declaration on the	ir honour ?							
Name of the person authorised to	sign this Financial Statement	Date dd/MM/yyyy						
₹ Cancel	Datum nicht	(Forms C) and certificates (if needed) in the secured electronic system provided it of use are available at [https://ec.eu Even if your organisation seems to authorised signatory for the Form Cs or cannot proceed at this stage. Please revie link and check internally whether your L signatories for your organisation and who	rant agreement (article II.4.5) if nancial statemennust be electronically signed and submitted throughy the Commission (relevant instructions and termuropa.eu/research/participants/po_tal/page/fag/have nominated a LEAR, at this mo, ient there is if your organisation assigned to this project and you the instructions provided in the above mentione EAR has already nominated the author sed financiather one of those has been assigned to this project contact persons as defined in the Partic, ant Portice the contact persons as defined in the Partic.					
	vergessen							



...so sieht es aus, wenn man speichern vergessen hat: 😊

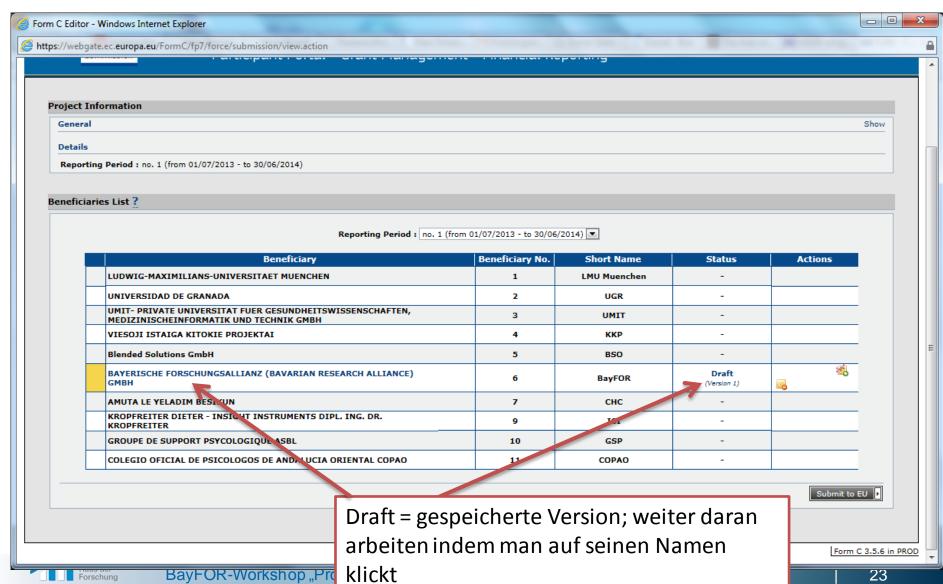
















os://webgate.ec.europa.eu/FormC/fp7/force/costStatement/viewCostStatement	t action?costStatementId=741547	
ss.//webgate.ec.europa.eu/ronnc/ip//iorce/coststatement/viewcoststatemen	Laction: Costatemental=741347	
2. Declaration of Receipts (in €)	To the late to	-
Did you receive any financial transfers or contributions in kind, free of cl Or did the project generate any income which could be considered a rece		
If yes, please mention the amount (in $oldsymbol{\epsilon}$)		
3. Declaration of interest generated by the pre-financing (in €) (To be considered in €).		-
Did the pre-financing you received generate any interest until 31/12/20	12 according to Art. II.19?	
If yes, please mention the amount (in $\mathfrak E$)	Wenn Ihr Fsign noch nicht benannt ist,	
4. Certificate on the methodology	,	
Do you declare average personnel costs according to Art. II.14.1?	bekommen Sie diese Warnung angezeigt	
Is there a certificate on the methodology provided by an independent au	ditor and accepted by the European Onion according to Arts 11.717:	
Name of the auditor Cost of	f the certificate (in t), if charged under this project	
5. Certificate on the financial statements		
	dent auditor attached to this financial statement according to Art. II.4.4?	-
Name of the auditor	Cost of the certificate (in €)	
6. Beneficiary's declaration on their honour ?		_
Name of the person authorised to sign this Financial Statement	Date dd/MM/yyyy	
	Please that according to your grant agreement (article II.4.5) financial statements	_
	(Forms C) and certificates (if needed) must be electronically signed and submitted through	h
	the secured electronic system provided by the Commission (relevant instructions and terms of use are available at [https://ec.europa.eu/research/participants/portal/page/faq]).	
√ Cancel	Even if your organisation seems to have nominated a LEAR, at this moment there is no authorised signatory for the Form Cs of your organisation assigned to this project and you	
	cannot proceed at this stage. Please review the instructions provided in the above mentioned link and check internally whether your LEAR has already nominated the authorised financial	
	signatories for your organisation and whether one of those has been assigned to this project by the relevant contact persons as defined in the Participant Portal.	t
	Delete Delete	i
	October 1	ᆁ



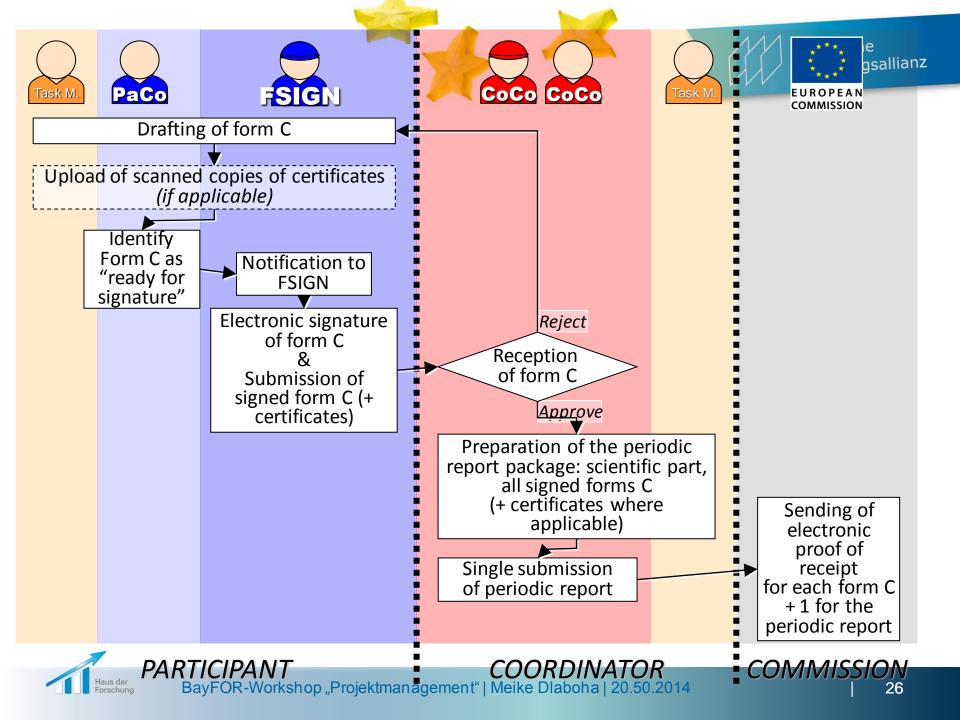
Form C Editor - Windows Internet Explorer



_ D X

Wenn Ihr Fsign korrekt nominiert ist, klicken Sie auf "notify Fsign". Der Fsign kann dann das Form C weiterleiten an den Koordinator.

	rce/costStatement/viewCos	ststate						
	Lump sums / flat- rate / scale of unit					0.00		
	declared Total	2400.00			1200.00	3 500.00		
	Maximum EU Contribution	1200.00	0.00	0.00	1200.00	24 0.00		
	Requested EU contribution					2400 00		
2. Declaration of Receipts (in €)								
Did you receive any financial transfer								
Or did the project generate any incon	ne which could be conside			of the grant agree	ment?			
If yes, please mention the amount (i	n €)							
3. Declaration of interest generated l	by the pre-financing (in f	(To be complete	ad only by the soon	dinator)			1	
							1	
Did the pre-financing you received ge If yes, please mention the amount (in	-	31/12/2012 acco	ording to Art. II.19	? 🔲			1	
ir yes, please mention the amount (in	10)						1	
4. Certificate on the methodology							\	
Do you declare average personnel cos	sts according to Art. II.14	4.1?						
Is there a certificate on the methodol	logy provided by an indep	endent auditor a	nd accepted by the	European Union a	cording to Art. II.	1.4?	\	
Name of the auditor		Cost of the ce	rtificate (in €), if c	harged under this	project		\	
							\	
	ents							
5. Certificate on the financial statem								
Is there a certificate on the financial	statements provided by a	ın independent au	iditor attached to t			rt. II.4.4?	\	
Is there a certificate on the financial	statements provided by a	n independent au	iditor attached to t	his financial staten Cost of the cer		rt. II.4.4?	\	
Is there a certificate on the financial Name of the auditor		nn independent au	iditor attached to t			rt. II.4.4?	\	
Is there a certificate on the financial s Name of the auditor 6. Beneficiary's declaration on their l	honour ?		ditor attached to t	Cost of the cer	tificate (in €)	rt. II.4.4?	\	_
Is there a certificate on the financial	honour ?		ditor attached to t		tificate (in €)	rt. II.4.4?	\	\
Is there a certificate on the financial s Name of the auditor 6. Beneficiary's declaration on their l	honour ?		ditor attached to t	Cost of the cer	tificate (in €)	rt. II.4.4?		
Is there a certificate on the financial s Name of the auditor 6. Beneficiary's declaration on their l	honour ?		ditor attached to t	Cost of the cer	tificate (in €)	rt. II.4.4?	ete D Save	Notify FSign
Is there a certificate on the financial Name of the auditor 6. Beneficiary's declaration on their l Name of the person authorised to sig	honour ?		ditor attached to t	Cost of the cer	tificate (in €)		ete 🕽 Save [Notify FSign

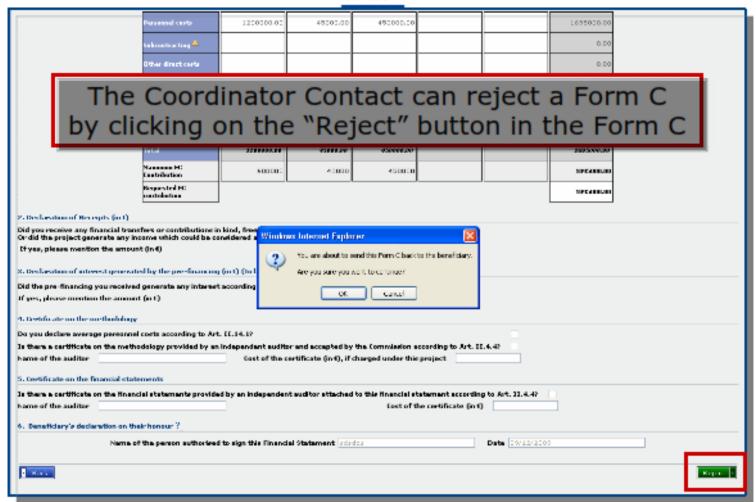








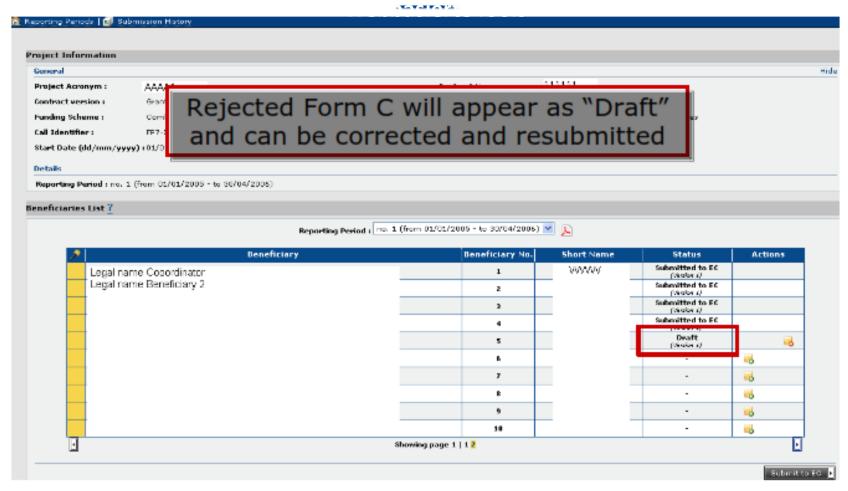
ी र जना देश है क









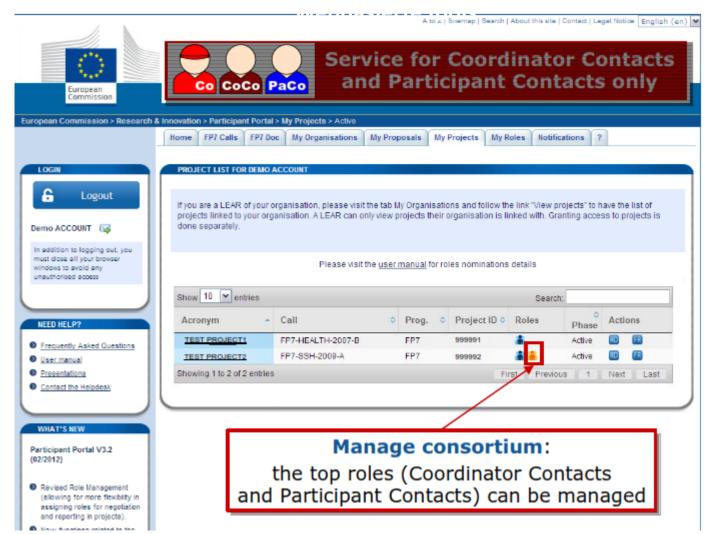




















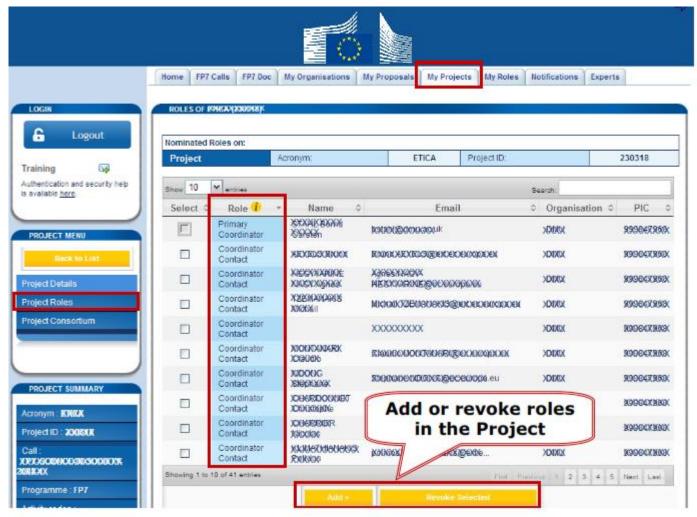














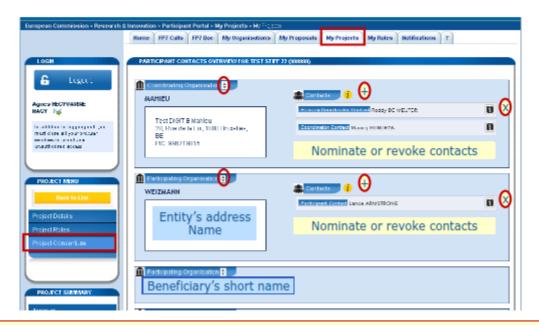








Project consortium - role management



Add or revoke contacts if you are a (primary) coordinator contact or participant contact.

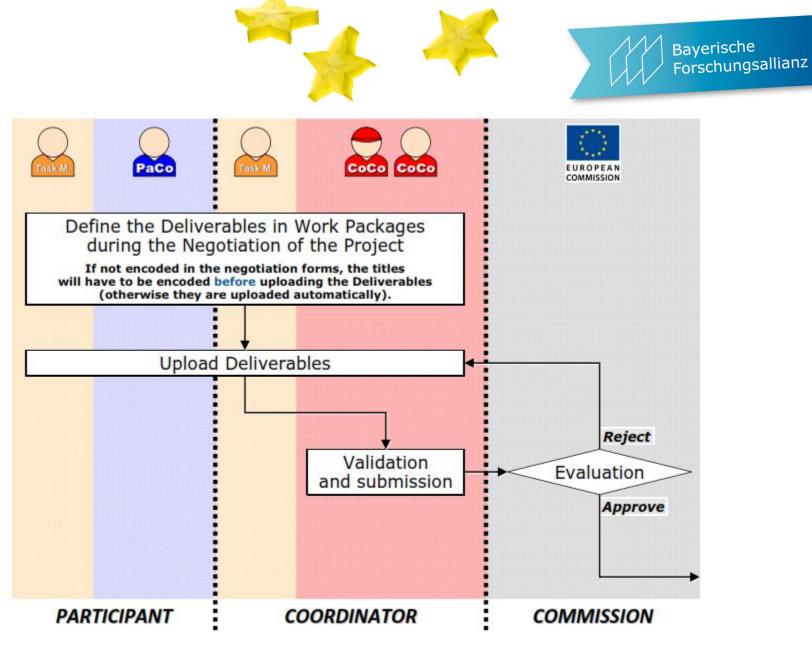






NEF = negotiation facility



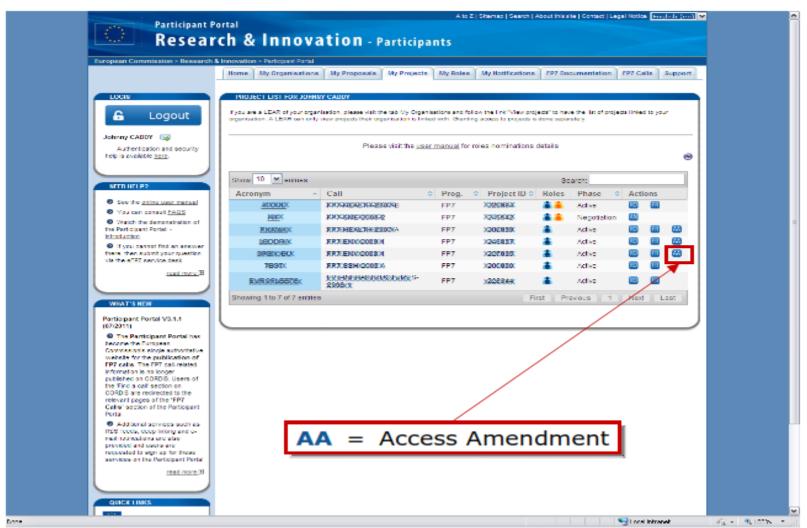




















Deliverables und Reporting







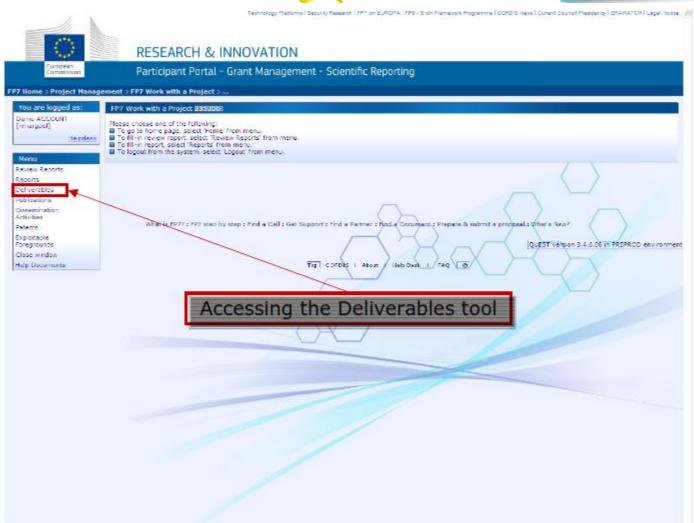


















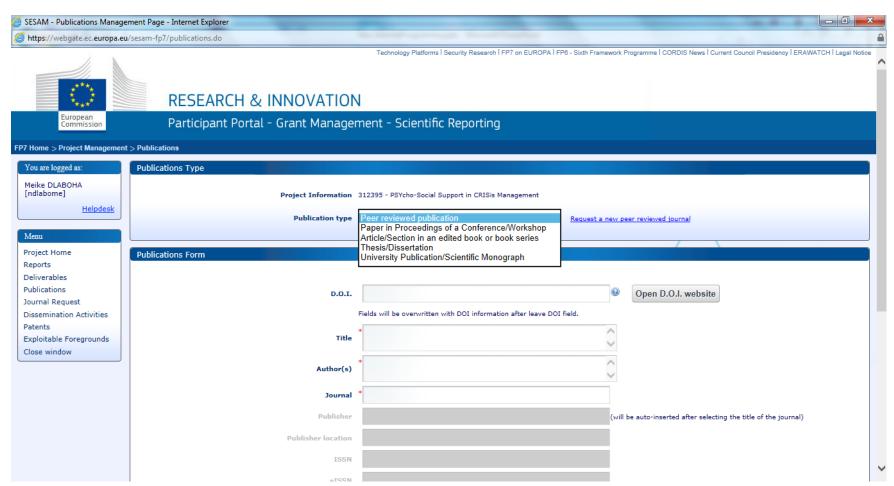






























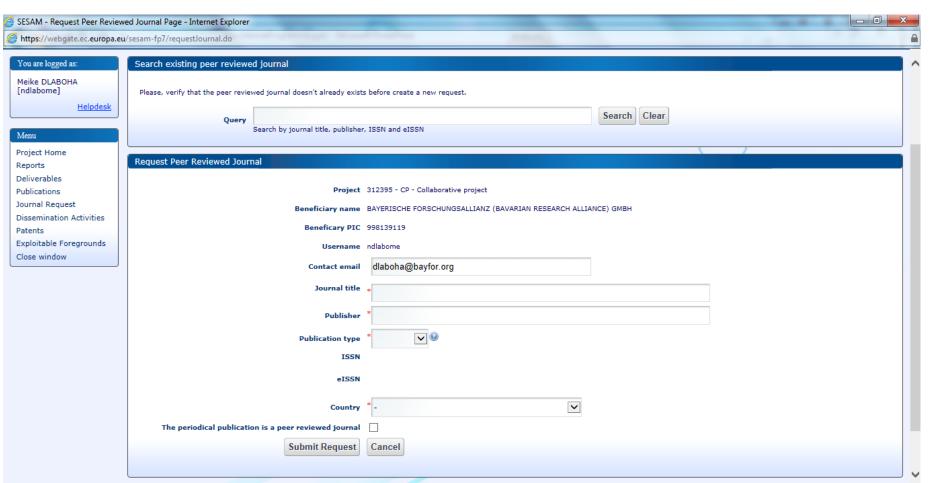
SESAM - Publications Manager	ment Page - Internet Explorer			X
Attps://webgate.ec.europa.eu/	/sesam-fp7/publications.do			
Deliverables Publications Journal Request	D.O.I.			
Dissemination Activities	1	Fields will be overwritten with DOI information after leave DOI field.		
Patents Exploitable Foregrounds Close window	Title	*		
Close william	Author(s)	*	≎	
	Journal ¹	*		
	Publisher		(will be auto-inserted after selecting the title of the journal)	
	Publisher location			
	ISSN			
	eISSN			
	Volume/Issue	*		
	Date of publication	* Syntax: dd/mm/yyyy		
	URL			
	Relevant pages	*		
	Open access is/will be provided to this publication	Yes O No O		
	Add Publication	Cancel Edition		
	Project Publications (Peer reviewed publication)			
	Order No D.O.I. Title Author Title of the periodical	or Number, date or Publisher Place of Date of frequency publication publication	Relevant Open access is/will be provided Status Action: pages to this publication	5









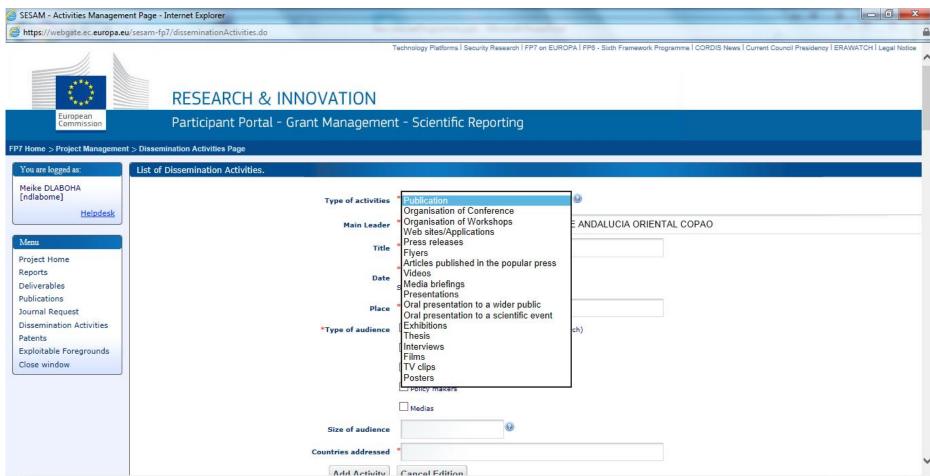










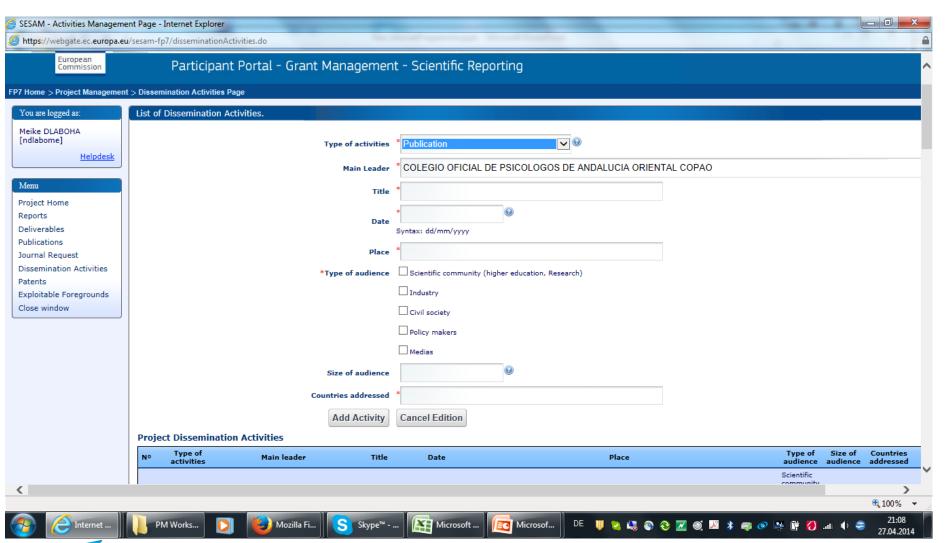










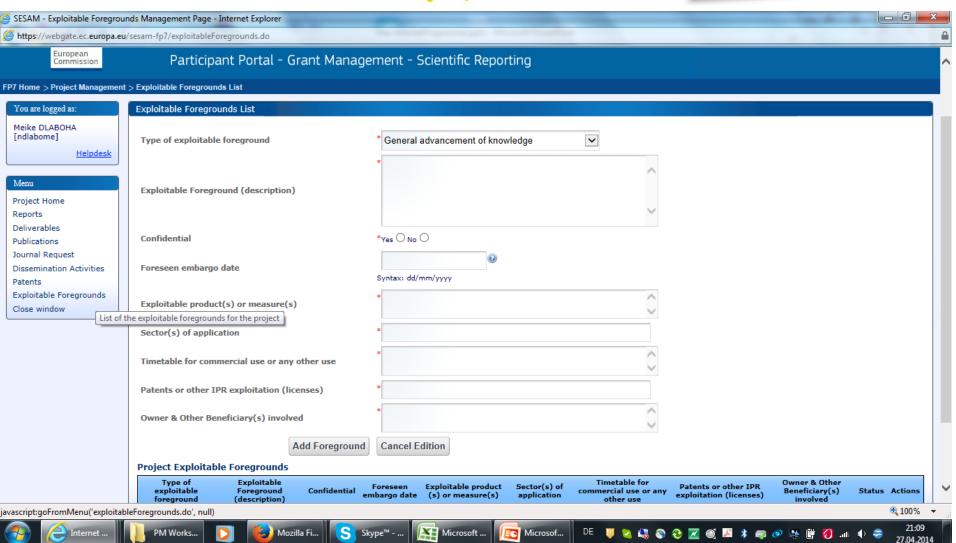




















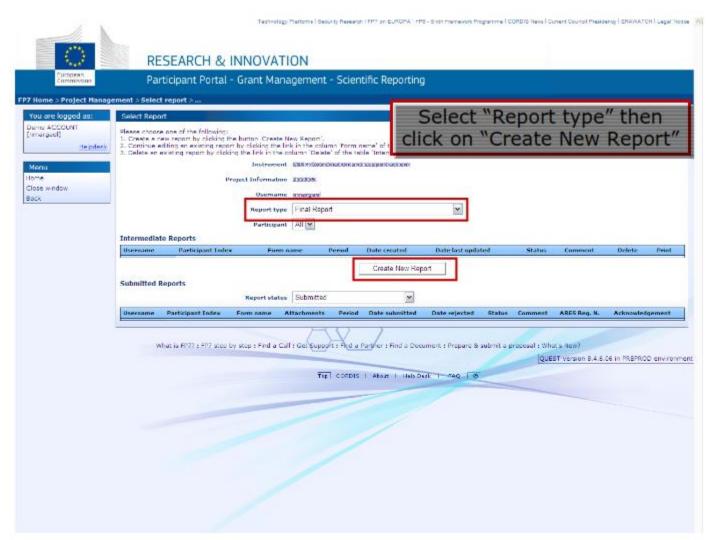
European	Participant Portal - Grant Management - Scientific Reporting	
Commission	Farticipant Fortat Grant Management Scientific Reporting	
e > Project Managemen	nt > Patents Page	
e logged as:	List of applications for Patents, Trademarks, Registered designs, etc.	
DLABOHA come] Helpdesk	Please follow these instructions when filling in applications: 1. Only applications already registered (with a valid Application Reference) should be input in SESAM. 2. One entry per application registration should be created in SESAM in order to have only one application reference per entry. 3. If you select type 'Patents', you will be requested to provide the IP organisation to which the patent was registered. 4. The code of the IP organisation selected should be present in the application reference that you provided. 5. If the IP organisation field doesn't apply to your patent, please select the '-' value for that field.	
t Home	Type of IP Rights * Patents	
rables	Application reference (e.g. EP123456) *	
I Request	Intellectual Property Organization *	
s sable Foregrounds	Subject or title of application *	
window	Confidential *Yes O No O	
	Foreseen embargo date Syntax: dd/mm/yyyy	
	Applicant(s) (as on the application)	
	URL of application (Mandatory for Patents)	
	Add Patent Cancel Edition	
	Project Patents	
	Type of IP Application reference(s) (e.g. Intellectual Property Subject or title of Confidential Foreseen embargo Applicant(s) (as on the URI Rights EP123456) Organisation application date application) applic	L of Status Action





















How to submit the reports?

By electronic means:

(via the Participant Portal web services)

Periodic Reports, Final Reports, Deliverables, etc. and Forms C

By normal post:

(to the mail address indicated in article 8 of the GA)

- the signed Forms C (prepared and seit Start 2013

 the Participant Portal include Nicht mehr seit Start 2013

 the certificate FP7 Projekte! Nicht mehr seit Start 2013

 the certificate FP7 Projekte! Nicht mehr seit Start 2013

 the certificate FP7 Projekte! Nicht mehr seit Start 2013

 the certificate FP7 Projekte! Nicht mehr seit Start 2013









(Nerven-)Killer: nicht-Einhalten von Fristen und Deadlines



- ⇒ früh anfangen zu erklären
- ⇒ üben lassen
- ⇒ Anleitungen schicken
- ⇒ nerven und irgendwann täglich nachfragen
- ⇒ Urlaube berücksichtigen!
- ⇒ gelbe Post ist nicht zulässig.

