

## Participant Portal und Force (force majeure = höhere Gewalt) und andere Katastrophen





European Commission

## RESEARCH & INNOVATION

### Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

Home | **FP7 Calls** | FP7 Doc | My Organisations | ?

#### LOGIN



Login

[Register your account](#)

#### NEED HELP?

- [Frequently Asked Questions \(NEW\) Explanations on the use of resources \(Quick info\)](#)
- [User manual](#)
- [Presentations](#)
- [Contact the Helpdesk](#)

#### WHAT'S NEW

Participant Portal V3.3 (06/2012)

- [Registration of multiple organisations on behalf of others](#)

#### WELCOME

Welcome to the Participant Portal

The Participant Portal is your entry point for electronic administration of EU-funded research and innovation projects, and hosts the services for managing your proposals and projects throughout their lifecycle. Currently the portal covers mainly actions under the 7th EU-Framework Programme for Research and Technological Development (FP7). In the future, its coverage will be extended to other programmes in the area of research and innovation.



#### What does it offer today?

- You can search for **FP7 calls for proposals and submit your proposals.**
- Depending on your role in projects and organisation, you can view information on projects, negotiate your grant agreement, manage amendments, submit **financial and scientific reports** or **review projects.**
- You can search for the unique identifier of your organisation, **register your organisation or provide updates of your organisation's data.**
- Depending on your roles in projects and organisations, you can **assign or revoke access rights to organisation and project data for other persons.**

#### Forthcoming functionalities

- Expert evaluators will be able to manage the administrative details related to their work as peer reviewers.
- The currently separate electronic proposal submission system will be replaced by a new system integrated in the portal.
- Direct access to FP7 related information and documentation.



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!



https://ecas.ec.europa.eu/cas/login?domain=external&loginRequestId=ECAS\_LR-4976430-QQj8Ha3HfMyEmS9E0wPwpF73GLKSouHOYtmiDDqoZ725WYTFf14vj8scCXDTu5Jtg1p1kBgkafZzXayTqKl2K-PI

Login

File Bearbeiten Ansicht Favoriten Extras ?

Web Access für Remotede... Web Access für Remotede... Vorgeschlagene Sites Web Slice-Katalog Home - Research Particip...

European Commission External

EUROPA > Authentication Service > Login

Login New password Sign Up Help

ECAS  
(authenticates your identity on European Commission websites)

Participants Portal  
requires you to authenticate

Is the selected domain correct?  
**External** [Change it](#)

Username or e-mail address \*

Password \*

More options...

Remember my username

Warn me each time an application asks for my password

View my ECAS account details after logging me in

**Login!** [Lost your password?](#)

\* Required fields

100%

Check: hier muss „external“ stehen

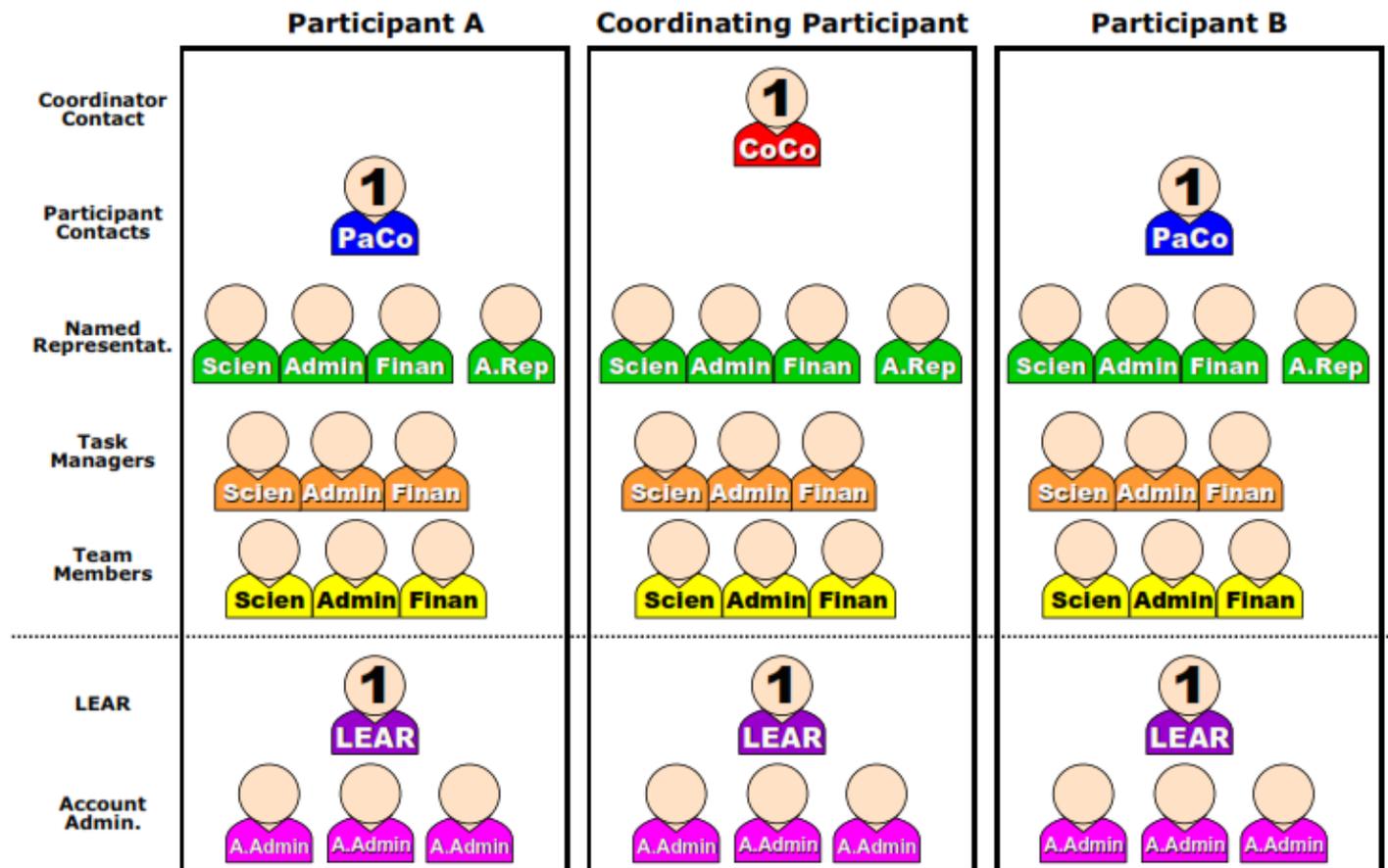
Hier nichts anklicken!



## Rechte und Vergabe von Rechten

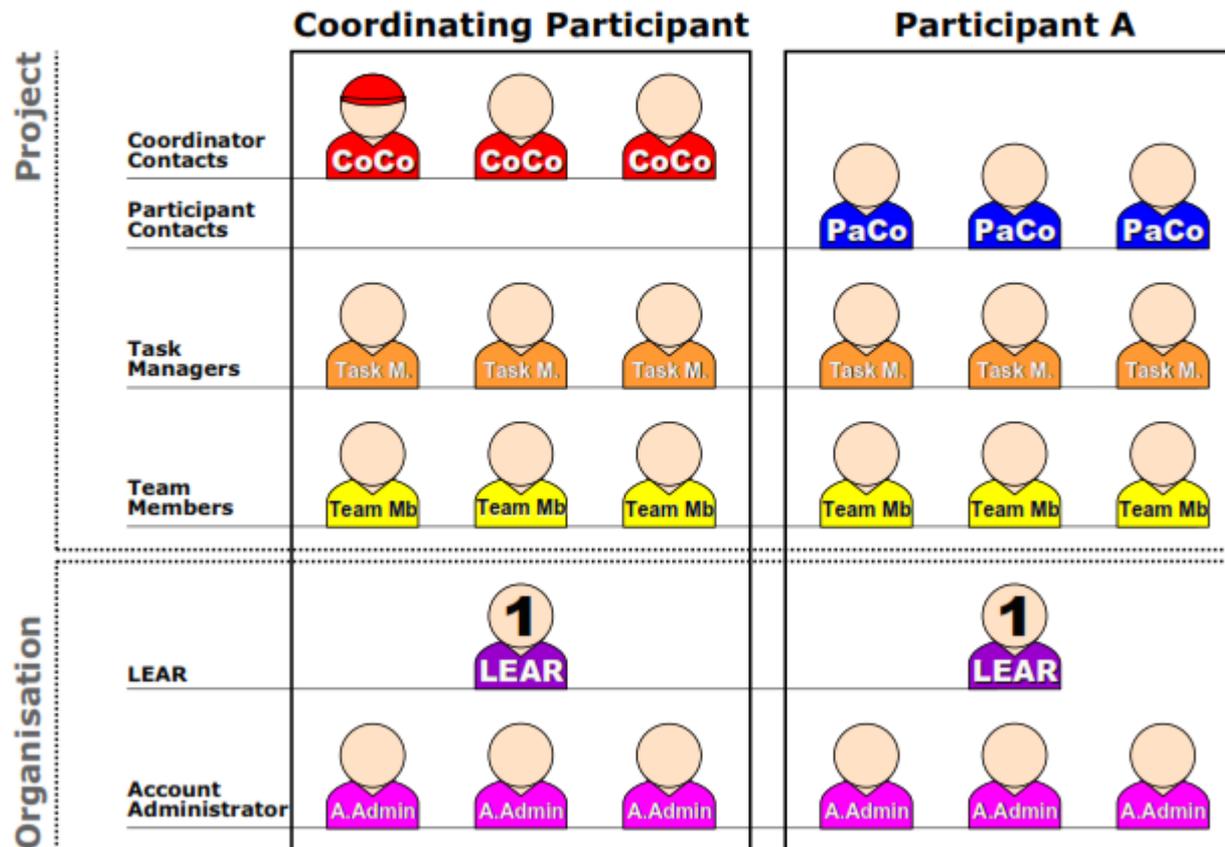


# Changes in the new version of IAM



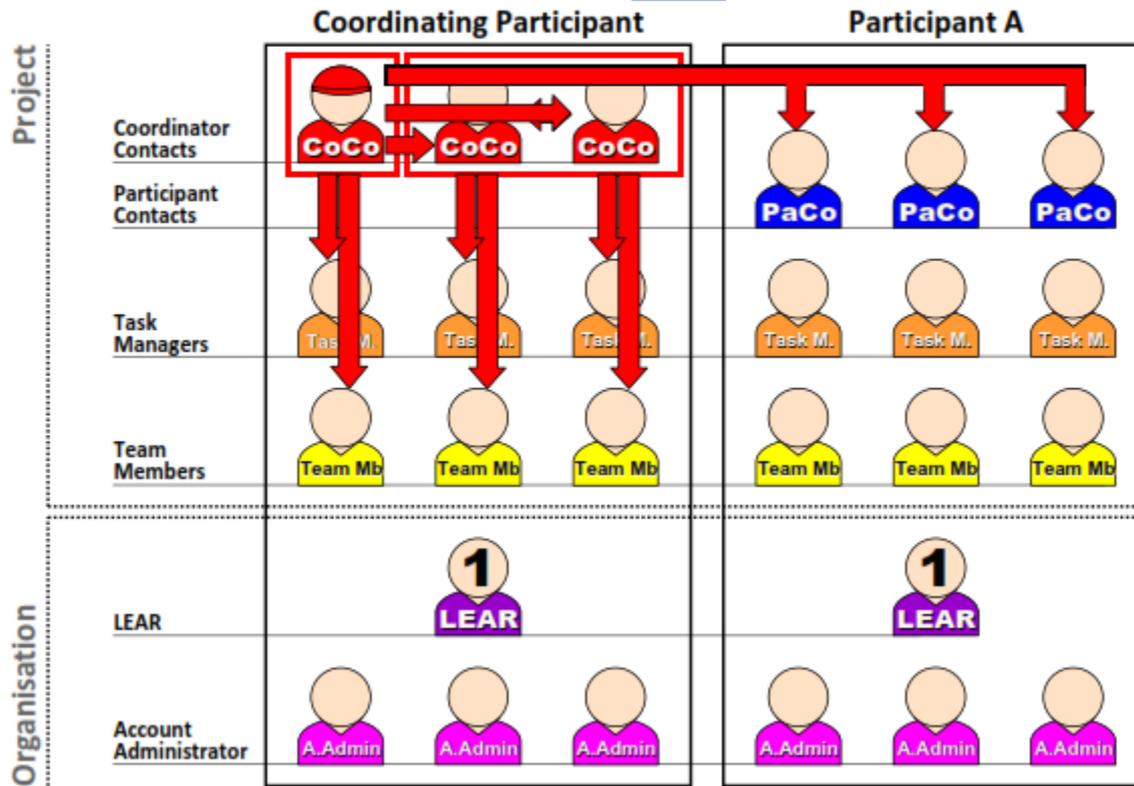


# The new version of IAM



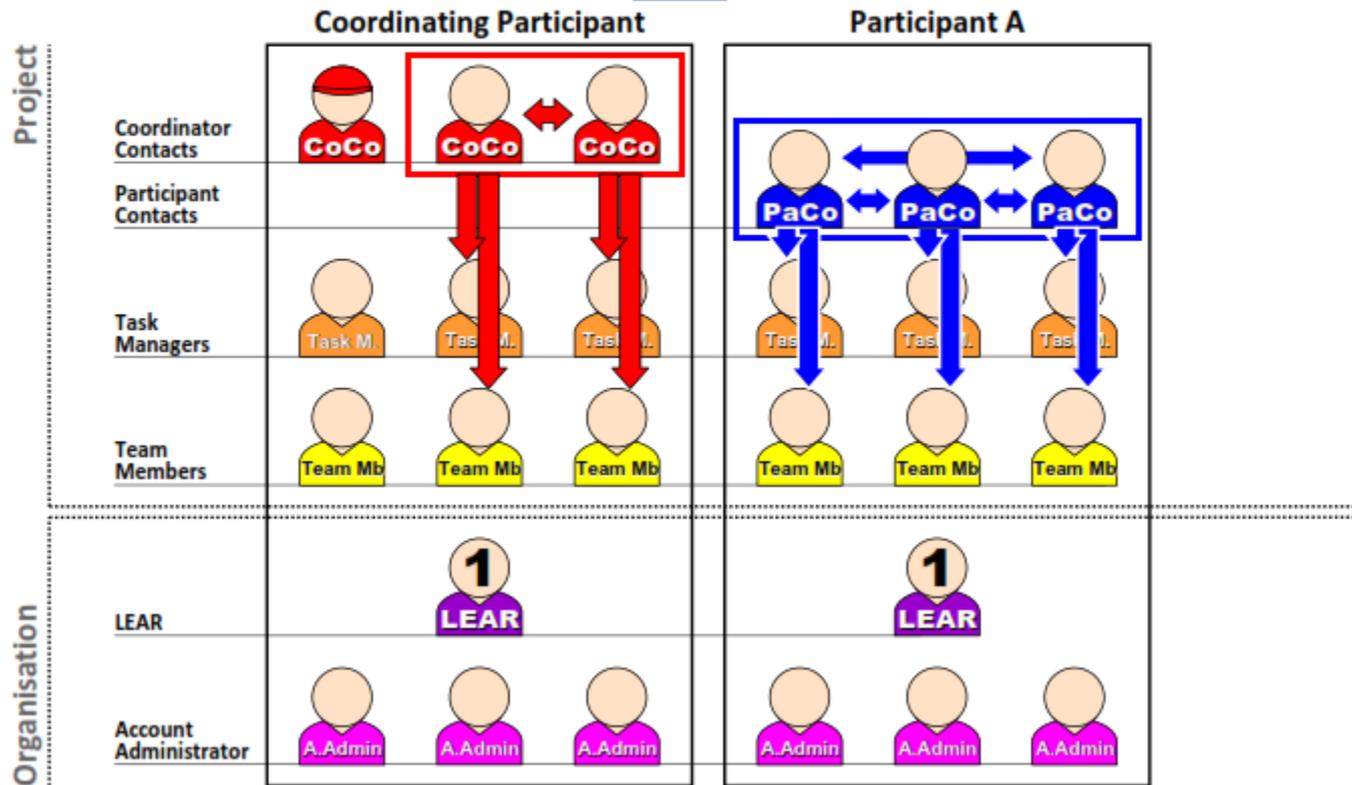


European  
Commission





European  
Commission





## 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; Neu: heißt jetzt TaMa



- Read-only access Neu: heißt jetzt TeMe



## 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

Neu: heißt jetzt AcAd



Home - Research Participa... x

https://ec.europa.eu/research/participants/portal/desktop/en/home.html

Datei Bearbeiten Ansicht Favoriten Extras ?

Web Access für Remotede... Web Access für Remotede... Vorgeschlagene Sites Web Slice-Katalog Home - Research Particip...

European Commission

# Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

MEIKE DLABOHA

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

## Horizon 2020 Funding

Starting from 1/1/2014

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
- 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

100%

auf „my  
projects“ klicken



Jeder Partner braucht einen F-Sign. Diese Person darf Finanzabrechnungen digital unterschreiben. Normalerweise jemand wie head of finance.

- [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

CSV EXPORT

Show 10 entries

Search

ACRONYM	CALL	PROG	PROJECTID	ROLES	PHASE	ACTIONS
CAMbrella	FP7-HEALTH-2009-single-stage	FP7	241951	PC	Active	FR RD
CLIMB	FP7-ENV-2009-1	FP7	244151	PC	Active	FR RD
LARGECELLS	FP7-ENERGY-2010-INDIA	FP7	261936	PC	Active	FR RD
PsyCris	FP7-SEC-2012-1	FP7	312395	PC	Active	FR RD
SIMWOOD	FP7-KBBE-2013-7-single-stage	FP7	613762	PC	Active	FR RD

Showing 1 to 5 of 5 entries.

← PREVIOUS 1 NEXT →

Klicken Sie auf  
„PC“ = project  
consortium



Project Consortium - Research Participant Portal - Windows Internet Explorer

https://ec.europa.eu/research/participants/api/apps/consortium/partnerdetails.html?pid=322386&dg=ENER&pgm=FP7&pic=998139119



European  
Commission

### RESEARCH & INNOVATION - PARTICIPANT PORTAL

**Organisation:** BAYERISCHE FORSCHUNGSALLIANZ BAVARIAN RESEARCH ALLIANCE GMBH **PIC:** 998139119

**Street:** PRINZREGENTENSTRASSE 52 **House Number:**

**PoBox:** 000 **City:** MUNCHEN

**Postal Code:** 80538 **Country:** DE

Please enter the contact name and details

\* **Role :**

- Participant Contact
- Participant Contact
- Proposed Legal Authorized Signatory
- Project Financial Signatory
- Task manager
- Team Member

\* **First Name :**

\* **Last Name :**

\* **Email :**

\* required field

Klicken Sie auf „project financial signatory“ und auf „ok“

Wenn ein FSign einem Projekt zugeordnet ist, wird er zum PFSign



Project Consortium - Research Participant Portal - Windows Internet Explorer

https://ec.europa.eu/research/participants/api/apps/consortium/partnerdetails.html?pid=312395&dg=REA&pgm=FP7&pic=998139119

RESEARCH & INNOVATION - PARTICIPANT PORTAL

Organisation: BAYERISCHE FORSCHUNGSALLIANZ BAVARIAN RESEARCH ALLIANCE GMBH

Street: PRINZREGENTENSTRASSE 52

PoBox: 000

Postal Code: 80538

Please enter the contact name and details

\* Role :

\* Choose among the following:

- Martin REICHEL  
Managing Director
- Thomas Hans Wilhelm EIGNER  
LEAR

\* required field

OK CANCEL

Wenn keine Liste von Personen zur Auswahl da ist, kontaktieren Sie Ihren LEAR, denn nur er kann Leute für diese Liste nominieren. (LEAR = Legal Entity Appointed Representative)

Eine Liste von möglichen Fsigns wird angezeigt



Project Consortium - Research Participant Portal - Windows Internet Explorer  
https://ec.europa.eu/research/participants/api/apps/consortium/provisionContact.html



## RESEARCH & INNOVATION - PARTICIPANT PORTAL

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**Street:** PRINZREGENTENSTRASSE 52 **House Number:**

**PoBox:** 000 **City:** MUNCHEN

**Postal Code:** 80538 **Country:** DE

Show 10 entries

Project Roles for the Organisation

ROLE	FULL NAME	USERID	EMAIL
<input type="checkbox"/> Project Financial Signatory	Thomas Hans Wilhelm EIGNER	neigthom	Eigner@bayfor.org
<input type="checkbox"/> Participant Contact	Meike DLABOHA	ndlabome	dlaboha@bayfor.org
<input type="checkbox"/> Participant Contact	Wolfgang THIEL	nthielwo	thiel@bayfor.org

Showing 1 to 3 of 3 entries.  1

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



Browser window showing the URL: <https://ec.europa.eu/research/participants/portal/desktop/en/projects/index.html>

Navigation menu: Datei, Bearbeiten, Ansicht, Favoriten, Extras, ?

- 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

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CSV EXPORT

Show 10 entries

ACRONYM	CALL	PROG	PROJECTID	ROLES	PHASE	ACTIONS
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CLIMB	FP7-ENV-2009-1	FP7	244151	PC	Active	FR RD
LARGECELLS	FP7-ENERGY-2010-INDIA	FP7	261936	PC	Active	FR RD
PsyCris	FP7-SEC-2012-1	FP7	312355	PC	Active	FR RD
SIMWOOD	FP7-KBBE-2013-7-single-stage	FP7	613762	PC	Active	FR RD

Showing 1 to 5 of 5 entries.

← PREVIOUS 1 NEXT →

Zurück auf dieser Seite klicken Sie auf „FR“ = financial reporting



### Project Information

General

Show

Details

Reporting Period : no. 1 (from 01/11/2013 - to 30/04/2015)

### Beneficiaries List ?

Reporting Period : no. 1 (from 01/11/2013 - to 30/04/2015)

Beneficiary	Beneficiary No.	Short Name	Status	Actions
BAYERISCHES STAATSMINISTERIUM FUR ERNAHRUNG, LANDWIRTSCHAFT UND FORSTEN	1	STMELF-LWF	-	
BAYERISCHE FORSCHUNGSALLIANZ (BAVARIAN RESEARCH ALLIANCE) GMBH	2	BayFOR	-	 
JRC -JOINT RESEARCH CENTRE- EUROPEAN COMMISSION	3	JRC	-	
EUROPEAN FOREST INSTITUTE	4	EFI	-	
UNIVERSITY COLLEGE DUBLIN, NATIONAL UNIVERSITY OF IRELAND, DUBLIN	5	NUID UCD	-	
FORESTRY COMMISSION RESEARCH AGENCY	6	FCRA	-	
INSTITUT TECHNOLOGIQUE FCBA (FORETCELLULOSE BOIS-CONSTRUCTION AMEUBLEMENT)	7	FCBA	-	
STICHTING DIENST LANDBOUWKUNDIG ONDERZOEK	8	DLO	-	
Internationales Institut für Wald und Holz NRW e.V.	9	IIWH	-	
KURATORIUM FUR WALDARBEIT UND FORSTTECHNIK KWF EV*KFW	10	KWF	-	

Submit to EU

Klicken Sie auf das „+“ Symbol



Form C Editor - Windows Internet Explorer  
https://webgate.ec.europa.eu/FormC/fp7/force/costStatement/viewCostStatement.action?costStatementId=741547

Form C history : Version : 1 - EU Submission Date: [dropdown] [print icon] [refresh icon]

**Beneficiary**

Contractor's Legal Name: BAYERISCHE FORSCHUNGSALLIANZ (BAVARIAN RESEARCH ALLIANCE) GMBH  
Short Name: BayFOR  
Comment: [text area]

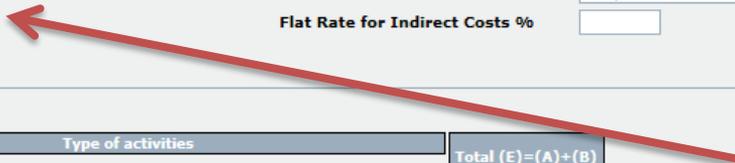
Lump Sums Used:   
Funding % for RTD activities: 50

Participant Identity Code: 998139119  
Beneficiary No.: 6  
Indirect Cost Method: Simplified Method  
Flat Rate for Indirect Costs %: [text area]

1. Declaration of eligible costs/lump sum/flat-rate/scale of unit (in €)

Eligible costs (in €)	Type of activities				Total (E)=(A)+(B)+(C)+(D)
	RTD (A)	Demonstration (B)	Management (C)	Other (D)	
Personnel costs	2400.00				2400.00
Subcontracting					0.00
Other direct costs				1200.00	1200.00
Indirect costs					0.00
Lump sums / flat-rate / scale of unit declared					0.00
<b>Total</b>	<b>2400.00</b>			<b>1200.00</b>	<b>3600.00</b>
	1200.00	0.00	0.00	1200.00	2400.00
					2400.00

free of charge from third parties?  
received a receipt according to Art 117 of the grant agreement?



Der obere Teil wird automatisch ausgefüllt, aber ein Check lohnt sich

Klicken Sie auf die Zelle, in die Sie etwas eintragen wollen.

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

The screenshot shows the 'Form C Editor' interface in Internet Explorer. The main window displays a 'Declaration of eligible costs/lump sum/flat-rate' table. A pop-up window titled 'RTD/Personnel costs' is open, allowing the user to add new rows to the table. The table has three columns: 'Cost', 'Explanation', and 'Work Package'. The pop-up window contains a table with two rows of data and a 'TOTAL' row. A green '+' symbol in the top right corner of the pop-up window is used to add new rows. Red arrows point from the '+' symbol to the text box on the right, and from the '+' symbol to the 'Work Package' column of the first row. Another red arrow points from the '+' symbol to the 'Cost' column of the first row. A third red arrow points from the '+' symbol to the 'Explanation' column of the first row. A fourth red arrow points from the '+' symbol to the 'Work Package' column of the second row. A fifth red arrow points from the '+' symbol to the 'Cost' column of the second row. A sixth red arrow points from the '+' symbol to the 'Explanation' column of the second row. A seventh red arrow points from the '+' symbol to the 'Work Package' column of the 'TOTAL' row. A eighth red arrow points from the '+' symbol to the 'Cost' column of the 'TOTAL' row. A ninth red arrow points from the '+' symbol to the 'Explanation' column of the 'TOTAL' row. A tenth red arrow points from the '+' symbol to the 'Work Package' column of the 'TOTAL' row. A eleventh red arrow points from the '+' symbol to the 'Cost' column of the 'TOTAL' row. A twelfth red arrow points from the '+' symbol to the 'Explanation' column of the 'TOTAL' row. A thirteenth red arrow points from the '+' symbol to the 'Work Package' column of the 'TOTAL' row. A fourteenth red arrow points from the '+' symbol to the 'Cost' column of the 'TOTAL' row. A fifteenth red arrow points from the '+' symbol to the 'Explanation' column of the 'TOTAL' row. 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Cost	Explanation	Work Package
2000.00	Meike Dlaboha, administrative project manager, salary x person months	8,9
400.00	Philip Pfäfers, student assistant, salary for 37 hours	8,9
<b>2400.00</b>	<b>TOTAL</b>	

Das „+“ Symbol öffnet eine neue Zeile

Tragen Sie die Kosten ein, die Erläuterung wofür die Kosten waren und das Work package

Die Summe wird automatisch berechnet, sobald man auf „done“ klickt



Speichern Sie ab  
und an, denn das  
Portal stürzt ganz  
gern mal ab.

Form C Editor - Windows Internet Explorer  
https://webgate.ec.europa.eu/FormC/fp7/force/costStatement/viewCostStatement.action?costStatementId=741547

**2. Declaration of Receipts (in €)**  
Did you receive any financial transfers or contributions in kind, free of charge from third parties?  
Or did the project generate any income which could be considered a receipt according to Art.II.17 of the grant agreement?   
If yes, please mention the amount (in €)

**3. Declaration of interest generated by the pre-financing (in €) (To be completed only by the coordinator)**  
Did the pre-financing you received generate any interest until 31/12/2012 according to Art. II.19?   
If yes, please mention the amount (in €)

**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 financial statements provided by an independent auditor attached to this financial statement according to Art. II.4.4?   
Name of the auditor  Cost of the certificate (in €)

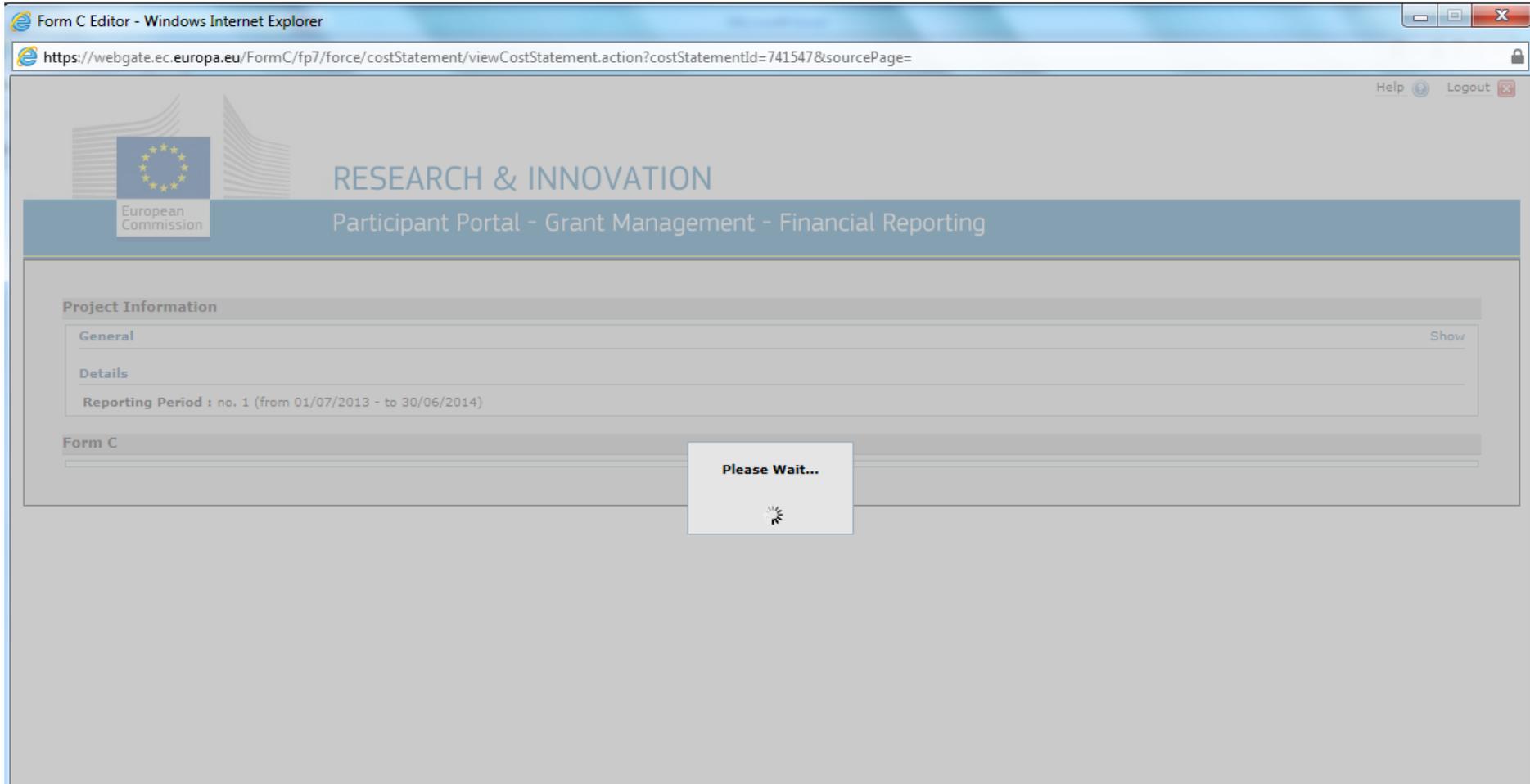
**6. Beneficiary's declaration on their honour ?**  
Name of the person authorised to sign this Financial Statement  Date dd/MM/yyyy

⚠ Please note 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 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>]).  
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.

Datum nicht vergessen

Form C 3.5.6 in PROD

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



The screenshot shows a Windows Internet Explorer browser window titled "Form C Editor - Windows Internet Explorer". The address bar contains the URL: <https://webgate.ec.europa.eu/FormC/fp7/force/costStatement/viewCostStatement.action?costStatementId=741547&sourcePage=>. The page content includes the European Commission logo and the text "RESEARCH & INNOVATION Participant Portal - Grant Management - Financial Reporting". A "Project Information" section is visible with tabs for "General" and "Details". The "General" tab is active, showing "Reporting Period : no. 1 (from 01/07/2013 - to 30/06/2014)". A "Form C" section is partially visible below. A modal dialog box with the text "Please Wait..." and a loading spinner is centered on the screen, indicating a loading or saving error.



Form C Editor - Windows Internet Explorer

https://webgate.ec.europa.eu/FormC/fp7/force/submission/view.action

### Project Information

General Show

Details

Reporting Period : no. 1 (from 01/07/2013 - to 30/06/2014)

### Beneficiaries List ?

Reporting Period : no. 1 (from 01/07/2013 - to 30/06/2014)

Beneficiary	Beneficiary No.	Short Name	Status	Actions
LUDWIG-MAXIMILIANS-UNIVERSITAET MUENCHEN	1	LMU Muenchen	-	
UNIVERSIDAD DE GRANADA	2	UGR	-	
UMIT- PRIVATE UNIVERSITAT FUER GESUNDHEITSWISSENSCHAFTEN, MEDIZINISCHEINFORMATIK UND TECHNIK GMBH	3	UMIT	-	
VIESOJI ISTAIGA KITOKIE PROJEKTAI	4	KKP	-	
Blended Solutions GmbH	5	BSO	-	
<b>BAYERISCHE FORSCHUNGSALLIANZ (BAVARIAN RESEARCH ALLIANCE) GMBH</b>	6	BayFOR	<b>Draft</b> (Version 1)	 
AMUTA LE YELADIM BESHUN	7	CHC	-	
KROPFREITER DIETER - INSIGHT INSTRUMENTS DIPL. ING. DR. KROPFREITER	9	YI	-	
GROUPE DE SUPPORT PSYCOLOGIQUE ASBL	10	GSP	-	
COLEGIO OFICIAL DE PSICOLOGOS DE ANDALUCIA ORIENTAL COPAO	11	COPAO	-	

Submit to EU

Form C 3.5.6 in PROD

Draft = gespeicherte Version; weiter daran arbeiten indem man auf seinen Namen klickt



## 2. Declaration of Receipts (in €)

Did you receive any financial transfers or contributions in kind, free of charge from third parties?  
Or did the project generate any income which could be considered a receipt according to Art.II.17 of the grant agreement?

If yes, please mention the amount (in €)

## 3. Declaration of interest generated by the pre-financing (in €) (To be completed only by the coordinator)

Did the pre-financing you received generate any interest until 31/12/2012 according to Art. II.19?

If yes, please mention the amount (in €)

## 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.14.2?

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 financial statements provided by an independent 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

Wenn Ihr Fsign noch nicht benannt ist,  
bekommen Sie diese Warnung angezeigt

 Please note 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 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>]).

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.

Cancel

Delete

Save



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

Form C Editor - Windows Internet Explorer  
https://webgate.ec.europa.eu/FormC/fp7/force/costStatement/viewCostState

Lump sums / flat-rate / scale of unit declared					0.00
Total	2400.00			1200.00	3600.00
Maximum EU Contribution	1200.00	0.00	0.00	1200.00	2400.00
Requested EU contribution					2400.00

**2. Declaration of Receipts (in €)**  
Did you receive any financial transfers or contributions in kind, free of charge from third parties?  
Or did the project generate any income which could be considered a receipt according to Art.II.17 of the grant agreement?   
If yes, please mention the amount (in €)

**3. Declaration of interest generated by the pre-financing (in €) (To be completed only by the coordinator)**  
Did the pre-financing you received generate any interest until 31/12/2012 according to Art. II.19?   
If yes, please mention the amount (in €)

**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 financial statements provided by an independent 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



e  
gallianz

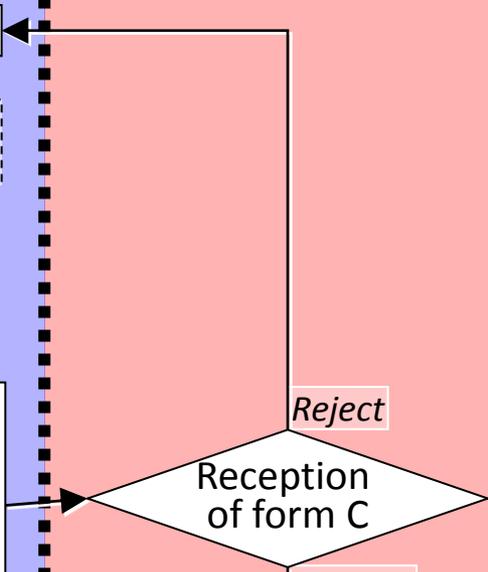
Drafting of form C

Upload of scanned copies of certificates  
*(if applicable)*

Identify Form C as  
"ready for signature"

Notification to  
FSIGN

Electronic signature  
of form C  
&  
Submission of  
signed form C (+  
certificates)



Reject

Reception  
of form C

Approve

Preparation of the periodic  
report package: scientific part,  
all signed forms C  
(+ certificates where  
applicable)

Single submission  
of periodic report

Sending of  
electronic  
proof of  
receipt  
for each form C  
+ 1 for the  
periodic report





10/10/2011

Reporting Periods | Submissions History

### Project Information

General Hide

Project Acronym : AAA  
Contract version : Grant  
Funding Scheme : Com  
Call Identifier : FP7-  
Start Date (dd/mm/yyyy) : 01/0

Rejected Form C will appear as "Draft"  
and can be corrected and resubmitted

Details

Reporting Period : no. 1 (from 01/01/2009 - to 30/04/2006)

### Beneficiaries List ?

Reporting Period : no. 1 (from 01/01/2009 - to 30/04/2006)

Beneficiary	Beneficiary No.	Short Name	Status	Actions
Legal name Coordinator Legal name Beneficiary 2	1	WWWV	Submitted to EC (Details)	
	2		Submitted to EC (Details)	
	3		Submitted to EC (Details)	
	4		Submitted to EC (Details)	
	5		Draft (Details)	
	6		-	
	7		-	
	8		-	
	9		-	
	10		-	

Showing page 1 | 1

Submit to EC



A to z | Sitemap | Search | About this site | Contact | Legal Notice | English (en) ▼

European Commission

Co CoCo PaCo

## Service for Coordinator Contacts and Participant Contacts only

European Commission > Research & Innovation > Participant Portal > My Projects > Active

Home | FP7 Calls | FP7 Doc | My Organisations | My Proposals | My Projects | My Roles | Notifications | ?

### LOGIN

Logout

Demo ACCOUNT

In addition to logging out, you must close all your browser windows to avoid any unauthorised access

### NEED HELP?

- Frequently Asked Questions
- User manual
- Presentations
- Contact the Helpdesk

### WHAT'S NEW

Participant Portal V3.2 (02/2012)

- Revised Role Management (allowing for more flexibility in assigning roles for negotiation and reporting in projects).
- New functions related to the

### PROJECT LIST FOR DEMO ACCOUNT

If you are a LEAR of your organisation, please visit the tab My Organisations and follow the link "View projects" to have the list of projects linked to your organisation. A LEAR can only view projects their organisation is linked with. Granting access to projects is done separately.

Please visit the [user manual](#) for roles nominations details

Show 10 entries Search:

Acronym	Call	Prog.	Project ID	Roles	Phase	Actions
TEST PROJECT1	FP7-HEALTH-2007-B	FP7	999991		Active	<a href="#">RD</a> <a href="#">FR</a>
TEST PROJECT2	FP7-SSH-2008-A	FP7	999992		Active	<a href="#">RD</a> <a href="#">FR</a>

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

**Manage consortium:**  
the top roles (Coordinator Contacts and Participant Contacts) can be managed



European Commission

# RESEARCH & INNOVATION

## Participant Portal

European Commission > Research & Innovation > Participant Portal > My Projects > Active

Home | FP7 Calls | FP7 Doc | My Organisations | My Proposals | My Projects | My Roles | Notifications | ?

### LOGIN

Logout

Demo ACCOUNT

In addition to logging out, you must close all your browser windows to avoid any unauthorised access

### PROJECT LIST FOR DEMO ACCOUNT

If you are a LEAR of your organisation, you can view the list of projects linked to your organisation. If you are not a LEAR, you must contact your organisation to have the list of projects done separately.

Please visit the [user manual](#) for roles nominations details

Show 10 entries

Acronym	Call	Prog.	Project ID	Roles	Phase	Actions
TEST STIFF 22		FP7	999999		Negotiation	

Showing 1 to 1 of 1 entries

### NEED HELP??

- Frequently Asked Questions
- User manual
- Presentations
- Contact the Helpdesk

### WHAT'S NEW

Participant Portal V3.2 (02/2012)

- Revised Role Management (allowing for more flexibility in assigning roles for negotiation and reporting in projects).
- New functions related to the

**Available tools for projects in "Negotiation" phase:**

**AN = Access Negotiation**



Home FP7 Calls FP7 Doc My Organisations My Proposals **My Projects** My Roles Notifications Experts

**ROLES OF PROJECT**

Nominated Roles on:

Project	Acronym:	ETICA	Project ID:	230318
---------	----------	-------	-------------	--------

Show 10 entries

Select	Role	Name	Email	Organisation	PIC
<input checked="" type="checkbox"/>	Primary Coordinator	XXXXXXXXXX XXXXXX	XXXXXXXXXX@XXXXXX.uk	XXXX	XXXXXXXXXX
<input type="checkbox"/>	Coordinator Contact	XXXXXXXXXX	XXXXXXXXXX@XXXXXXXXXX	XXXX	XXXXXXXXXX
<input type="checkbox"/>	Coordinator Contact	XXXXXXXXXX XXXXXXXXXX	XXXXXXXXXX XXXXXXXXXX@XXXXXX	XXXX	XXXXXXXXXX
<input type="checkbox"/>	Coordinator Contact	XXXXXXXXXX XXXX	XXXXXXXXXX@XXXXXXXXXX	XXXX	XXXXXXXXXX
<input type="checkbox"/>	Coordinator Contact	XXXXXXXXXX	XXXXXXXXXX	XXXX	XXXXXXXXXX
<input type="checkbox"/>	Coordinator Contact	XXXXXXXXXX XXXX	XXXXXXXXXX@XXXXXXXXXX	XXXX	XXXXXXXXXX
<input type="checkbox"/>	Coordinator Contact	XXXXXX XXXXXX	XXXXXXXXXX@eccc.eu	XXXX	XXXXXXXXXX
<input type="checkbox"/>	Coordinator Contact	XXXXXXXXXX XXXXXX		XXXX	XXXXXXXXXX
<input type="checkbox"/>	Coordinator Contact	XXXXXXXXXX XXXX		XXXX	XXXXXXXXXX
<input type="checkbox"/>	Coordinator Contact	XXXXXXXXXX XXXX	XXXX@XXXX...	XXXX	XXXXXXXXXX

Showing 1 to 10 of 41 entries

Find: First 1 2 3 4 5 Next Last

**Add +** **Revoke Selected**

**Add or revoke roles in the Project**



## Project consortium – role management

European Commission - Research & Innovation - Participant Portal - My Projects - My Projects

Home FP7 Calls FP7 Doc My Organisations My Proposals **My Projects** My Roles Notifications ?

**LOG IN**

Log out

Agency: **REGYVAMIE**  
**HACT**

Back to List

Project Details  
Project Roles  
**Project Consortium**

**PROJECT SUMMARY**

**PARTICIPANT CONTACTS OVERVIEW FOR TEST STEP 23 (999999)**

**Coordinating Organisation**

**MAMIEU**

Test DIGHT B MAMIEU  
211, Rue de la Loi, 1180 Brussels,  
BE  
TIC: 888718015

Coordinator Contact: Noddy DC NEUTER

Coordinator Contact: Mandy HEMMINK

Nominate or revoke contacts

**Participating Organisation**

**WEIZMANN**

Entity's address  
Name

Participant Contact: Lance ARMSTRONG

Nominate or revoke contacts

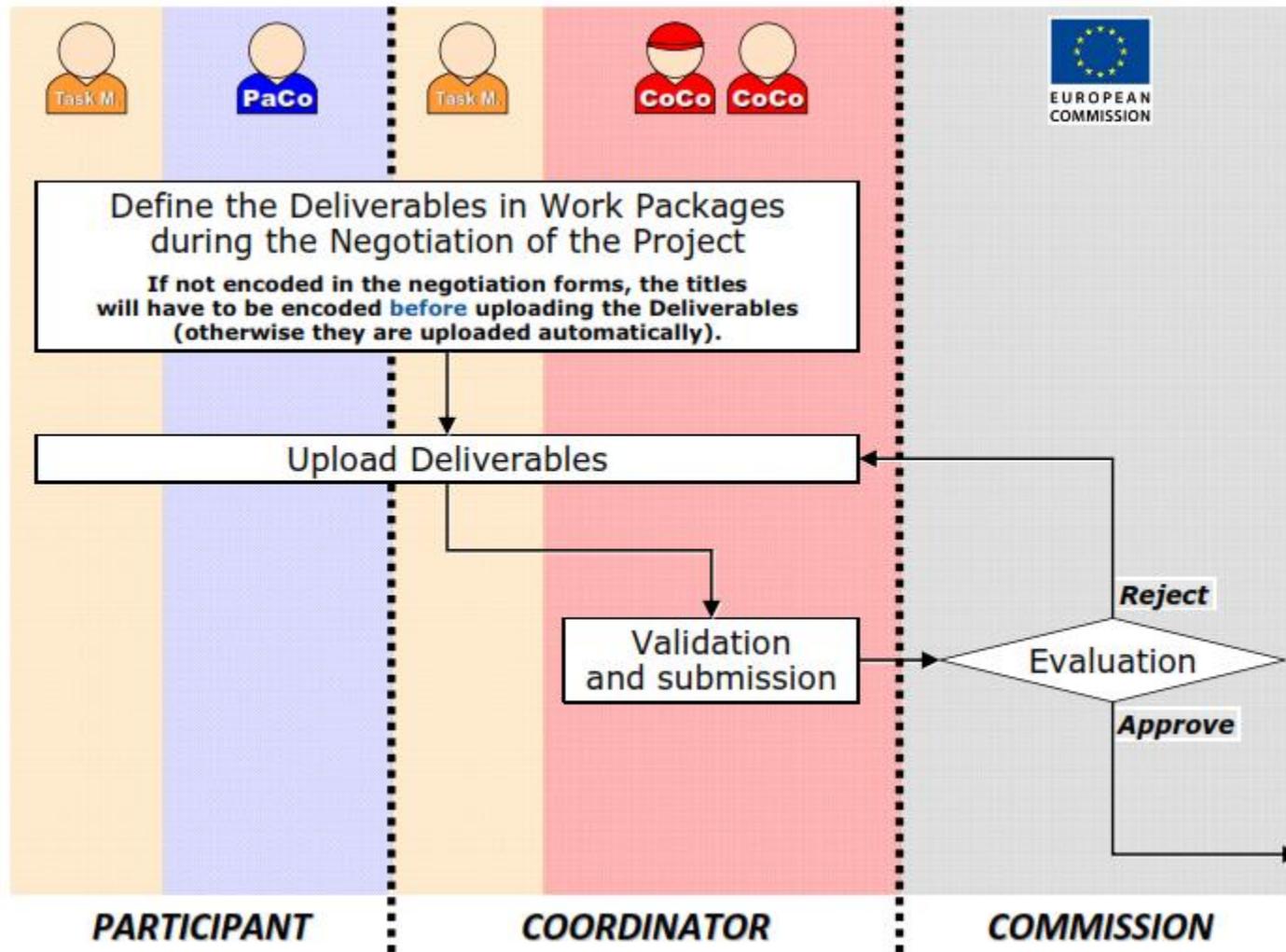
**Participating Organisation**

Beneficiary's short name

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



NEF = negotiation facility







## Deliverables und Reporting



RESEARCH & INNOVATION  
Participant Portal - Grant Management - Scientific Reporting

FP7 Home > Project Management > FP7 Work with a Project > ...

You are logged as:  
Demo ACCOUNT  
[logout]

Menu

- Review Reports
- Reports
- Deliverables**
- Publications
- Dissemination Activities
- Patents
- Exploitable Foregrounds
- Close window
- Help Documents

FP7 Work with a Project: BBSERRS

Please choose one of the following:

- To go to home page, select 'Home' from menu.
- To fill-in review report, select 'Review Reports' from menu.
- To fill-in report, select 'Reports' from menu.
- To logout from the system, select 'Logout' from menu.

What is FP7? : FP7 step by step : Find a Call : Get Support : Find a Partner : Find a Document : Prepare & submit a proposal : What's New?

QUEST Version 8.4.6.06 in PREPROD environment

Tip | CORDIS | About | Help Desk | FAQ

**Accessing the Deliverables tool**



**RESEARCH & INNOVATION**  
Participant Portal - Grant Management - Scientific Reporting

FP7 Home > Project Management > FP7 Work with a Project > ...

You are logged as:  
Demo ACCOUNT  
[logout]

Menu  
Review Reports  
Reports  
Deliverables  
**Publications**  
Communication  
Activities  
Patents  
Exploitable  
Foregrounds  
Close window  
Help Documents

FP7 Work with a Project 2833366

Please choose one of the following:  
 To go to home page, select 'Home' from menu.  
 To fill-in review report, select 'Review Reports' from menu.  
 To fill-in report, select 'Reports' from menu.  
 To logout from the system, select 'Logout' from menu.

What is FP7? FP7 tool by step: Find a Call | Get Support | Find a Partner | Find a Document | Prepare & submit a proposal | What's New?

QUEST version 3.4.6.06 in PREPROD environment

Top | CORDIS | About | Help Desk | FAQ

**Accessing the Publications tool**



# RESEARCH & INNOVATION

## Participant Portal - Grant Management - Scientific Reporting

FP7 Home > Project Management > Publications

**You are logged as:**  
Meike DLABOHA [ndlabome]  
[Helpdesk](#)

- Menu**
- Project Home
  - Reports
  - Deliverables
  - Publications
  - Journal Request
  - Dissemination Activities
  - Patents
  - Exploitable Foregrounds
  - Close window

**Publications Type**

**Project Information** 312395 - PSYcho-Social Support in CRISis Management

**Publication type** Peer reviewed publication  
 Paper in Proceedings of a Conference/Workshop  
 Article/Section in an edited book or book series  
 Thesis/Dissertation  
 University Publication/Scientific Monograph

[Request a new peer reviewed journal](#)

**Publications Form**

**D.O.I.**  [Open D.O.I. website](#)

Fields will be overwritten with DOI information after leave DOI field.

**Title** \*

**Author(s)** \*

**Journal** \*

**Publisher**  (will be auto-inserted after selecting the title of the journal)

**Publisher location**

**ISSN**

**ATCEN**



https://webgate.ec.europa.eu/sesam-fp7/selectPubTitle.do - Internet Explorer

https://webgate.ec.europa.eu/sesam-fp7/selectPubTitle.do



## RESEARCH & INNOVATION

Participant Portal - Grant Management - Scientific Reporting

Peer-reviewed scientific journals

Please select a scientific journal title or an ISSN/eISSN:

**Scientific Journal title:** \*physical rev| ✕ Found 11 results

**ISSN:**

- Biophysical Reviews - ISSN: 1867-2450 - eISSN: 1867-2469
- Biophysical Reviews and Letters - ISSN: 1793-0480

**eISSN:**

- Physical Review A - Atomic, Molecular, and Optical Physics - ISSN: 1050-2947 - eISSN: 1094-1622
- Physical Review B - Condensed Matter and Materials Physics - ISSN: 1098-0121
- Physical Review C - Nuclear Physics - ISSN: 1089-490X - eISSN: 0556-2813





SESAM - Publications Management Page - Internet Explorer  
 https://webgate.ec.europa.eu/sesam-fp7/publications.do

- Reports
- Deliverables
- Publications
- Journal Request
- Dissemination Activities
- Patents
- Exploitable Foregrounds
- Close window

**D.O.I.**

Fields will be overwritten with DOI information after leave DOI field.

**Title** \*

**Author(s)** \*

**Journal** \*

**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  No

**Project Publications (Peer reviewed publication)**

Order No	No	D.O.I.	Title	Author (s)	Title of the periodical or the series	Number, date or frequency	Publisher	Place of publication	Date of publication	Relevant pages	Open access is/will be provided to this publication	Status	Actions
----------	----	--------	-------	------------	---------------------------------------	---------------------------	-----------	----------------------	---------------------	----------------	---	--------	---------



SESAM - Request Peer Reviewed Journal Page - Internet Explorer  
https://webgate.ec.europa.eu/sesam-fp7/requestJournal.do

**You are logged as:**  
Meike DLABOHA [ndlabome]  
[Helpdesk](#)

**Menu**  
Project Home  
Reports  
Deliverables  
Publications  
Journal Request  
Dissemination Activities  
Patents  
Exploitable Foregrounds  
Close window

**Search existing peer reviewed journal**

Please, verify that the peer reviewed journal doesn't already exists before create a new request.

Query

Search by journal title, publisher, ISSN and eISSN

**Request Peer Reviewed Journal**

**Project** 312395 - CP - Collaborative project

**Beneficiary name** BAYERISCHE FORSCHUNGSALLIANZ (BAVARIAN RESEARCH ALLIANCE) GMBH

**Beneficiary PIC** 998139119

**Username** ndlabome

**Contact email**

**Journal title** \*

**Publisher** \*

**Publication type** \*  ⓘ

**ISSN**

**eISSN**

**Country** \*

**The periodical publication is a peer reviewed journal**



# RESEARCH & INNOVATION

## Participant Portal - Grant Management - Scientific Reporting

FP7 Home > Project Management > Dissemination Activities Page

You are logged as:

Meike DLABOHA [ndlabome]

[Helpdesk](#)

Menu

- Project Home
- Reports
- Deliverables
- Publications
- Journal Request
- Dissemination Activities
- Patents
- Exploitable Foregrounds
- Close window

List of Dissemination Activities.

Type of activities *	Publication	
Main Leader	Organisation of Conference	E ANDALUCIA ORIENTAL COPAO
Title	Organisation of Workshops	
Date	Web sites/Applications	
Place	Press releases	
*Type of audience	Flyers	
	Articles published in the popular press	
	Videos	
	Media briefings	
	Presentations	
	Oral presentation to a wider public	
	Oral presentation to a scientific event	
	Exhibitions	
	Thesis	
	Interviews	
	Films	
	TV clips	
	Posters	
	<input type="checkbox"/> Policy makers	
	<input type="checkbox"/> Medias	
Size of audience		
Countries addressed *		



You are logged as:  
Meike DLABOHA  
[ndlabome]  
[Helpdesk](#)

- Menu
- Project Home
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  - Publications
  - Journal Request
  - Dissemination Activities
  - Patents
  - Exploitable Foregrounds
  - Close window

List of Dissemination Activities.

Type of activities \* Publication

Main Leader \* COLEGIO OFICIAL DE PSICOLOGOS DE ANDALUCIA ORIENTAL COPAO

Title \*

Date \*  
Syntax: dd/mm/yyyy

Place \*

\*Type of audience  
 Scientific community (higher education, Research)  
 Industry  
 Civil society  
 Policy makers  
 Medias

Size of audience \*

Countries addressed \*

Project Dissemination Activities

Nº	Type of activities	Main leader	Title	Date	Place	Type of audience	Size of audience	Countries addressed
						Scientific community		



You are logged as:  
Meike DLBOHA [ndlabome]  
[Helpdesk](#)

- Menu
- Project Home
- Reports
- Deliverables
- Publications
- Journal Request
- Dissemination Activities
- Patents
- Exploitable Foregrounds
- Close window

List of the exploitable foregrounds for the project

### Exploitable Foregrounds List

Type of exploitable foreground \*

Exploitable Foreground (description) \*

Confidential \*  Yes  No

Foreseen embargo date  \*  
Syntax: dd/mm/yyyy

Exploitable product(s) or measure(s) \*

Sector(s) of application \*

Timetable for commercial use or any other use \*

Patents or other IPR exploitation (licenses) \*

Owner & Other Beneficiary(s) involved \*

#### Project Exploitable Foregrounds

Type of exploitable foreground	Exploitable Foreground (description)	Confidential	Foreseen embargo date	Exploitable product (s) or measure(s)	Sector(s) of application	Timetable for commercial use or any other use	Patents or other IPR exploitation (licenses)	Owner & Other Beneficiary(s) involved	Status	Actions
--------------------------------	--------------------------------------	--------------	-----------------------	---------------------------------------	--------------------------	---	--	---------------------------------------	--------	---------



You are logged as:

Meike DLABOHA [ndlabome]

[Helpdesk](#)

Menu

- Project Home
- Reports
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- Publications
- Journal Request
- Dissemination Activities
- Patents
- Exploitable Foregrounds
- Close window

List of applications for Patents, Trademarks, Registered designs, etc.

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.

Type of IP Rights \* Patents

Application reference (e.g. EP123456) \*  [Load Patent Application data](#)

Intellectual Property Organization \*

Subject or title of application \*

Confidential \* Yes  No

Foreseen embargo date    
Syntax: dd/mm/yyyy

Applicant(s) (as on the application) \*

URL of application   
(Mandatory for Patents)

Project Patents

Type of IP Rights	Application reference(s) (e.g. EP123456)	Intellectual Property Organisation	Subject or title of application	Confidential	Foreseen embargo date	Applicant(s) (as on the application)	URL of application	Status	Actions
-------------------	--	------------------------------------	---------------------------------	--------------	-----------------------	--------------------------------------	--------------------	--------	---------





## 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)*

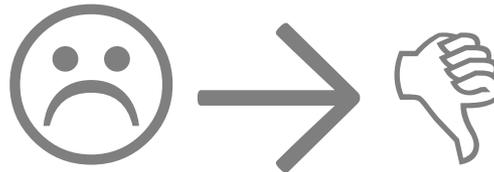
**In parallel to the electronic submission** and

- the **signed Forms C** (prepared and submitted via the Participant Portal web services)
- the **certificates on financial statements or certificates on technology** (where applicable/necessary)

Nur noch für alte 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.



# Ausblick: IT system suite for grant management

RESEARCH & INNOVATION  
Participant Portal - Grant Management Services

Process description and reference

Process timeline

Submitted Evaluated Ranked Invited Prepared Signed Paid

Grant agreement data preparation

Submit to EU

Documents

Messages

Open and perform the task (Available to you when in a yellow box)

Complete the task (enabled when available to you)

Key Project Data

Project Tools

H2020 ONLINE MANUAL

H2020 Business Information

HOW TO

How to use the IT system

MY PROJECT

HORIZON 2020

Call: H2020-INNOSUP-2014-5  
Type of Action: H2020-FCT-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  
Contacts: James



# Ausblick: IT system suite for grant management

**SyGMa** System for Grant Management

Grant Agreement Data

Project 888823 (Project 888823)

**HORIZON 2020**

Call: H2020-INFRAIA-2014-2015 Action: CSA  
Resp. Unit: RTD/B/07 Duration: 36

Beneficiaries: ❌ General Information: ❌ Reporting Periods: ✅ GA Information: ⚠️ GA Options: ✅ Financial Information: ❌ LF Overview: ⓘ Work Packages: ❌ Deliverables: ❌ Milestones: ⚠️ Reviews: ⚠️ Critical Risks: ⚠️

DOCUMENTS

### Project Summary

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: 256.00 €  
Max EU Grant Amount (following evaluation): 1,240.00 €  
Total Costs: 1,237.00 €  
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



## Icons used



No missing information



Missing information: blocking



For information only



Missing information: not blocking at this point



# Beneficiary data are imported from your proposal

**SyGMa** System for Grant Management

Grant Agreement Data

Project 888823 (Project 888823)

**HORIZON 2020**

Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36

Beneficiaries (marked with a red X icon)

General Information (marked with a red X icon)

Reporting Periods (marked with a green checkmark icon)

GA Information (marked with a yellow warning icon)

GA Options (marked with a green checkmark icon)

Financial Information (marked with a red X icon)

LF Overview (marked with a blue information icon)

Work Packages (marked with a red X icon)

Deliverables (marked with a red X icon)

Milestones (marked with a yellow warning icon)

Reviews (marked with a yellow warning icon)

Critical Risks (marked with a yellow warning icon)

DOCUMENTS

SAVE

Beneficiaries

+ Change Coordinator + Add New Beneficiary

Number	Short Name	Legal Name	Role	Country	PIC	PIC Status	Actions
1	AST	AST ADVANCED SPACE TECHNOLOGIES GMBH	CO	DE	973276467		
2	RHP	RHP-TECHNOLOGY GMBH & CO KG	BEN	AT	973104001		🔄 ❌
3	CNRS	CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE	BEN	FR	999997930		🔄 ❌
4	LANC UNIV	LANCASTER UNIVERSITY	BEN	UK	999840984		🔄 ❌

Validate



# Project representatives are imported for each beneficiary: check and update if necessary

**SyGMA** System for Grant Management Grant Agreement Data

Project 888823 (Project 888823)

**HORIZON 2020**

Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36

**Beneficiary 1: AST**  
Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH  
PIC: 973276467 Status: UNKNOWN  
Legal Address: ZEPPELINSTRASSE 9B , 28816 , Germany

Partner Summary ⚠ Financial Information ✖ **Project Representatives** ⚠ Bank Account ⚠ Linked Third Parties i

← slide to select beneficiary →

### Project Representatives

SAVE

#### Legal Signatory

Function	User Id	Family Name	First Name	Email	More Info
----------	---------	-------------	------------	-------	-----------

#### Contact Persons

User Id	Family Name	First Name	Email	More Info
nautopne	AUTOPART	NEF	nef.autopart@gmail.com	<a href="#">details</a>
nexterli	EXTERNAL	Lies	lies.external@gmail.com	<a href="#">details</a>

Validate



# Add the department(s) carrying out the work for each beneficiary

Project 888823 (Project 888823)

**HORIZON 2020**

Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36

Beneficiary 1: AST  
Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH  
PIC: 973276467 Status: UNKNOWN  
Legal Address: ZEPPELINSTRASSE 9B, 28816, Germany

Partner Summary (Warning icon)

Financial Information (Green checkmark)

Project Representative (Warning icon)

Bank Account (Warning icon)

Linked Third Parties (Info icon)

Partner Summary

PIC: 973276467

Short Name: AST

Legal Name: AST

Legal address: ZEPPELINSTRASSE 9B, 28816, Germany

Phone:  
Fax:  
Email:  
Website:  
VAT Number: 123

Registration Data:  
Legal Form:  
Legal Status: Legal Person SME 2013

Financial:  
Partner Costs: 1174 € (95% of project)  
Partner Max amount: 173 € (14% of project)

Department(s) carrying out the work:

+ add department

Dep. Name	Address	Actions
dept1	teststreet 1930, Belgium	✖ 🗑

Validate



## Add linked 3rd parties (if any) for each beneficiary

**SyGMa** System for Grant Management

Grant Agreement Data

Project 888823 (Project 888823)

**HORIZON 2020**

Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36

Beneficiary 1: AST

Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH  
PIC: 973276467 Status: UNKNOWN  
Legal Address: ZEPPELINSTRASSE 9B , 28816 , Germany

Partner Summary

Financial Information

Project Representati

Bank Account

**Linked Third Parties**

slide to select beneficiary

**Linked Third Parties** SAVE

+ Add new Third Party

Short Name	Legal Name	Country	PIC	PIC Status	EWS	Joint Several Liability	Actions

Validate

NB: Linked 3<sup>rd</sup> parties need to register and are validated like beneficiaries.



# Select bank account (coordinator only)

<p>Project 888823 (Project 888823)</p> <p>Call: H2020-INFRAIA-2014-2015 Action : CSA Resp. Unit: RTD/B/07 Duration: 36</p>	<p>Beneficiary 1: AST Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH PIC: 973276467 Status: UNKNOWN Legal Address: ZEPPELINSTRASSE 9B , 28816 , Germany</p>	<p>Partner Summary</p>	<p>Financial Information</p>	<p>Project Representativ</p>	<p><b>Bank Account</b></p>	<p>Linked Third Parties</p>
--	---	------------------------	------------------------------	------------------------------	----------------------------	-----------------------------

slide to select beneficiary

### Bank Account

SAVE

Select Bank Account

<p>Account Number</p> <p>Account Number</p> <p>IBAN</p> <p>BIC</p>	<p>Account Holder Name and Address</p> <p>Account Holder Name</p> <p>PO Box</p> <p>Postal Code</p> <p>Street Name and Number</p> <p>Town</p> <p>Country</p>
<p>Bank Name and Address</p> <p>Bank Name</p> <p>Postal Code</p> <p>Street Name and Number</p> <p>Town</p> <p>Country</p>	

Validate



# Specify the project's start date

Other general information is imported (title, abstract, ...)

General Information   SAVE

Project Number	888823
Acronym	<input type="text" value="Project 888823"/>
Title	<input type="text" value="This is a mockup for project with number 888823"/>
Duration	<input type="text" value="36"/>
Topic	INFRAIA-1-2014-2015
Call	H2020-INFRAIA-2014-2015
Start Date	<input checked="" type="radio"/> The first day of the month after the entry into force of the Grant Agreement <input type="radio"/> A fixed starting date
Abstract	<input type="text" value="abstract value"/>
Free Keywords	test1, test2, test3

NB: If you choose a fixed start date you will need to provide a justification



# Reporting periods

will be completed by the project officer



Project 888823 (Project 888823)

**HORIZON 2020**

Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36

Beneficiaries General Information **Reporting Periods** GA Information GA Options Financial Information LF Overview Work Packages Deliverables Milestones Reviews Critical Risks

DOCUMENTS

### Reporting Periods

[+ Add New Period](#)

Reporting Period No.	From Month	To Month	Duration	Actions
1	1	18	18	
2	19	36	18	

Validate



# Grant agreement information (read only)



Project 888823 (Project 888823) <b>HORIZON 2020</b> Call: H2020-INFRAIA-2014-2015 Action : CSA Resp. Unit: RTD/B/07 Duration: 36	Beneficiaries	General Information	Reporting Periods	<b>GA Information</b>	GA Options	Financial Information	LF Overview	Work Packages	Deliverables	Milestones	Reviews	Critical Risks
---	---------------	---------------------	-------------------	-----------------------	------------	-----------------------	-------------	---------------	--------------	------------	---------	----------------

DOCUMENTS

## Grant Agreement Information

### Granting Authority

Commission/Agency Representative for the purposes of signing the Grant Agreement

Function:  
Surname:  
Name:

### Article - Evaluation of the impact of the action

Evaluations may be started during implementation of the action and after three years the payment of the balance for up to

### Article - Keeping records - Supporting documentation

Beneficiaries must keep records and other supporting documentation, three years after the balance is paid for a period of

### Article - Internal arrangements

Consortium Agreement is required

### Article - Communication between the parties

DG, Agency or JU

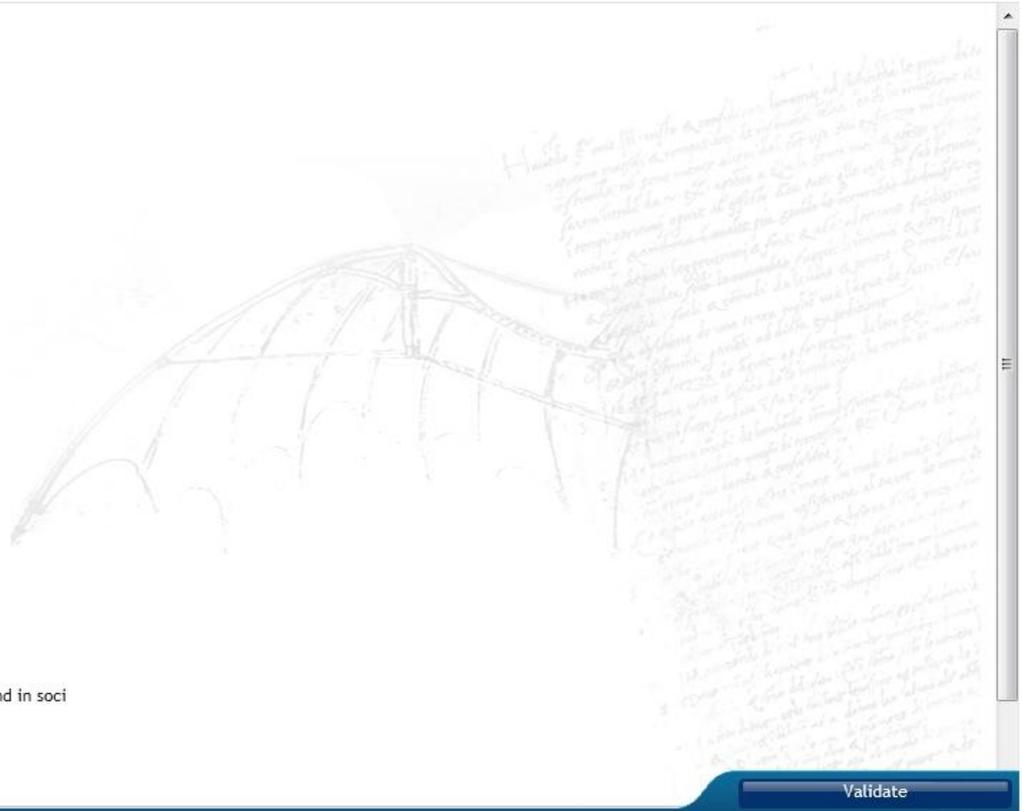
RTD

Responsible Unit

Science for and in soci

Office Details

### Address



Validate

# Grant agreement options (read only)



Project 888823 (Project 888823) <b>HORIZON 2020</b> Call: H2020-INFRAIA-2014-2015 Action : CSA Resp. Unit: RTD/B/07 Duration: 36	Beneficiaries	General Information	Reporting Periods	GA Information	<b>GA Options </b>	Financial Information	LF Overview	Work Packages	Deliverables	Milestones	Reviews	Critical Risks

## Grant Agreement Options

AUTOMATED		
<input checked="" type="checkbox"/>	3	Article 6.2 D.2 - Depreciation costs of equipment
<input type="checkbox"/>	4	Article 6.2 D.2 - Full purchase costs of equipment
<input type="checkbox"/>	5	Article 6.2 D.4 Large Research Infrastructure costs
<input type="checkbox"/>	13	Article 16.1 - Rules for providing trans-national access to research infrastructure
<input type="checkbox"/>	14	Article 16.2 - Rules for providing virtual access to research infrastructure
<input type="checkbox"/>	15	Article 20.5 - Information on cumulative expenditure incurred
<input type="checkbox"/>	16	Article 28.1 - General obligation to exploit the results - additional exploitation obligations
<input type="checkbox"/>	17	Article 28.2 - Notification if results could contribute to standards
<input type="checkbox"/>	18	Article 29.1 - General obligation to disseminate results - additional dissemination obligations
<input type="checkbox"/>	19	Article 29.1 - General obligation to disseminate results - additional dissemination obligations for interoperability
<input type="checkbox"/>	20	Article 29.1 - General obligation to disseminate results - additional dissemination obligations for cross-border interoperability
MANUAL		
<input type="checkbox"/>	1	Article 2 - Complementary Grant
<input type="checkbox"/>	2	Article 2 - Jointly Funded Action
<input type="checkbox"/>	6	Article 10.1 - Rules for purchasing goods, works or services
<input type="checkbox"/>	7	Article 13.1 - Rules for subcontracting action tasks
<input type="checkbox"/>	8	Article 13.1 - action involving PCP or PPI
<input type="checkbox"/>	9	Article 13.1 - action involving PPI: Participation in PPI tendering procedures
<input type="checkbox"/>	10	Article 13.1 - action involving PCP: The subcontracts must provide...
<input type="checkbox"/>	11	Article 15.1 - Rules for providing financial support to third parties

Validate



# Budget tables are imported: check and update if needed

Project 888823 (Project 888823)

**HORIZON 2020**

Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36

Beneficiary 1: AST  
Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH  
PIC: 973276467 Status: UNKNOWN  
Legal Address: ZEPPELINSTRASSE 9B, 28816, Germany

Partner Summary **Financial Information** Project Representati Bank Account Linked Third Parties

slide to select beneficiary

### Financial Data H2020

Use of 'costs of in-kind contributions not used on premises?' (m)  yes  no 5.00 €

Use of 'costs of large research infrastructure' in the grant?  yes  no

No contribution requested?  yes  no

Individual costs table:

Cost Category	Unit Cost	Number of Units	Subtotal	Total	Actions
a) Direct personnel costs declared as actual costs				100.00 €	
b) Direct personnel costs declared as average costs				0.00 €	
▼ c) Direct personnel costs declared as unit costs				0.00 €	
c1) SME owner/manager costs	unit cost: 32,1 3 €	x units:	=	0.00 €	
d) Direct costs of subcontracting				300.00 €	
e) Direct costs of providing financial support				400.00 €	
f) Other direct costs				200.00 €	
g) Indirect costs (= 0.25 * (a + b + c + f - m))				73.75 €	
j) Total costs (= a + b + c + d + e + f + g)				1,073.75 €	
k) Maximum EU contribution (100%)				1,073.75 €	
l) Maximum grant amount				1,173.00 €	



# Add budget details of linked 3rd parties (if any)

Project 645530 (GAPLESS)

**HORIZON 2020**

Call: H2020-ICT-2014-1    Action : IA  
Resp. Unit: RTD/J/04    Duration: 48

**Beneficiary 3: UNI**  
Legal Name: UNITED NATIONS INSTITUTE FOR TRAINING AND RESEARCH  
PIC: 997721825    Status: VALIDATED  
Legal Address: Palais des Nations , 1210 , Geneva Switzerland

**Third Party 1: CDE**  
Legal Name: CENTRO DE ESTUDOS PARA A INTERVENCAO SOCIAL  
PIC: 997787591    Status: VALIDATED  
Legal Address: RUA RODRIGUES SAMPAIO 31 , 1150 278 , LISBOA Portugal

Partner Summary ✓  
**Financial Information** ✓  
Specific Legal ✓

← slide to select beneficiary    ← slide to select third party

## Financial Data H2020

Use of 'costs of in-kind contributions not used on premises'? (m)  yes  no 2,435.00 €

Use of 'costs of large research infrastructure' in the grant?  yes  no

### Individual costs table:

Cost Category	Unit Cost	Number of Units	Subtotal	Total	Actions
a) Direct personnel costs declared as actual costs				2,345.00 €	
b) Direct personnel costs declared as average costs				234.00 €	
d) Direct costs of subcontracting				2,345.00 €	
e) Direct costs of providing financial support				2,345.00 €	
f) Other direct costs				0.00 €	
g) Indirect costs (= 0.25 * (a + b + f - m))				36.00 €	
j) Total costs (= a + b + d + e + f + g)				7,305.00 €	
k) Maximum EU contribution (100%)				7,305.00 €	
l) Maximum grant amount				5,000.00 €	

NB: In the proposal, you specified a cumulative budget for each beneficiary and its linked 3<sup>rd</sup> parties. In the grant agreement, this must be resolved into separate budgets. The sum remains unchanged.



# Financial information

- check budget table
- prefinancing amount is for information

Project 888823 (Project 888823)

**HORIZON 2020**

Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36

Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	<b>Financial Information</b>	LF Overview	Work Packages	Deliverables	Milestones	Reviews	Critical Risks
✗	✗	✓	⚠	✓	✗	i	✗	✗	⚠	⚠	⚠

DOCUMENTS

## Financial Information

	Amount	Percentage		
Prefinancing	618.50 €	50.00 %	of 1,237.00 €	Default
Guarantee Fund	61.85 €	5.00 %	of 1,237.00 €	Default

Actual amount to transfer to Coordinator is : 556.00 €

## Cost Table

Number	Beneficiary	Direct personnel costs declared as actual costs	Direct personnel costs declared as average costs	Direct personnel costs declared as unit costs	Direct costs of subcontra	Direct costs of providing financial support	Other direct costs	Indirect costs	Special unit costs	Special unit costs covering direct and indirect costs	Total costs	Maximum EU contributi	Maximum grant amount	Costs of in-kind contributi not used on premises
▶ 1	<a href="#">AST</a>	100.00 €	0.00 €	0.00 €	300.00 €	400.00 €	200.00 €	74.00 €	0.00 €	100.00 €	1,174.00 €	1,174.00 €	1,173.00 €	5.00 €
▶ 2	<a href="#">RHP</a>	105.00 €	0.00 €	0.00 €	7.00 €	8.00 €	6.00 €	2.00 €	0.00 €	5.00 €	33.00 €	33.00 €	32.00 €	2.00 €
▶ 3	<a href="#">CNRS</a>	105.00 €	0.00 €	0.00 €	7.00 €	8.00 €	6.00 €	2.00 €	0.00 €	5.00 €	33.00 €	33.00 €	32.00 €	2.00 €
▶ 4	<a href="#">LANC UNIV</a>	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
<b>TOTAL</b>		<b>310.00 €</b>	<b>0.00 €</b>	<b>0.00 €</b>	<b>314.00 €</b>	<b>416.00 €</b>	<b>212.00 €</b>	<b>78.00 €</b>	<b>0.00 €</b>	<b>110.00 €</b>	<b>1,240.00 €</b>	<b>1,240.00 €</b>	<b>1,237.00 €</b>	<b>9.00 €</b>



# Legal & financial overview (read only)

Project 888823 (Project 888823)

**HORIZON 2020**

Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36

Beneficiaries General Information Reporting Periods GA Information GA Options Financial Information **LF Overview** Work Packages Deliverables Milestones Reviews Critical Risks

DOCUMENTS

## Legal and Financial Overview

Number	Legal Name	Role	Legal Data	Financial Data	Lear Appoin.	Lear ext. mandate
1	AST ADVANCED SPACE TECHNOLOGIES GMBH	CO				
2	RHP-TECHNOLOGY GMBH & CO KG	BEN				
3	CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE	BEN				
4	LANCASTER UNIVERSITY	BEN				



# Add work packages from Part B of your proposal

Project 888823 (Project 888823)

**HORIZON 2020**

Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36

DOCUMENTS

Work Packages

Number	Title	Lead Beneficiary	Total Effort	Start Month	End Month	Deliverables No.	Actions
Total:			0				

Validate



# Add deliverables from Part B of your proposal

Project 888823 (Project 888823)

**HORIZON 2020**  
Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36

Beneficiaries General Information Reporting Periods GA Information GA Options Financial Information LF Overview Work Packages **Deliverables** Milestones Reviews Critical Risks

H+ DOCUMENTS

**Deliverables** SAVE

Add Deliverable

Number	Relative Number in WP	Title	Lead Beneficiary	Type	Dissemination Lev	Due Date (in mont	Actions

Validate



# Add milestones from Part B of your proposal

Project 888823 (Project 888823)

**HORIZON 2020**

Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36

Beneficiaries General Information Reporting Periods GA Information GA Options Financial Information LF Overview Work Packages Deliverables **Milestones** Reviews Critical Risks

DOCUMENTS

Milestones

SAVE

Number	Title	Lead Beneficiary	Due Date (in months)	Description	Work Package No.	Actions

Validate

[+ Add Milestone](#)



# Project reviews

will be completed by the project officer

Project 888823 (Project 888823)

**HORIZON 2020**

Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36

Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Work Packages	Deliverables	Milestones	Reviews	Critical Risks
✗	✗	✓	⚠	✓	✗	i	✗	✗	⚠	⚠	⚠

H+ DOCUMENTS

### Reviews

Revision No.	Tentative Timing	Planned Venues	Comments

Validate



# Risks and mitigation measures from Part B of your proposal



Project 888823 (Project 888823)

**HORIZON 2020**

Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36

Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Work Packages	Deliverables	Milestones	Reviews	Critical Risks
✗	✗	✓	⚠	✓	✗	i	✗	✗	⚠	⚠	⚠

DOCUMENTS

Critical Risks For Implementation

SAVE

Number	Description	Risk Mitigation Measures	Work Package No.	Actions

Add Critical Risks

Validate



# Ethics screen (read only)

Project 633053 (EUROfusion)

**HORIZON 2020**

Call: EURATOM-Adhoc-2014-20 Action : COFUND  
Resp. Unit: RTD/J/04 Duration: 60

Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Work Packages	Deliverables	Milestones	Reviews	Critical Risks	Ethics

DOCUMENTS

## Ethics Appraisal

Ethics Issues:

hESC:

Ethics Clearance: Conditionally clear

Title	ARES Ref	Date	Type	Comment	Doc

Title	ARES Ref	Date	Type	Comment	Doc
jhgkghkjkhj,kbk	Ares(2014)29802	14/05/2014	ECO_A	kuhuhk	

Number	Ethics Issues Category	Description	Before Signature	Compliance Date	Assessment
1	Personal data protection	blah blah testing ethics requirement	<input type="checkbox"/>	1	
2	Animals	Testing before signature	<input checked="" type="checkbox"/>	1	
3	Other ethics issues	testing last issue	<input type="checkbox"/>	1	
4	Human cell tissues	oiuyoyo	<input checked="" type="checkbox"/>	1	

Validate

Complete



# Upload Annex 1, Part B (pdf)



Grant Agreement Data

Project 123456 (Example)

HORIZON 2020

Call: H2020-PHC-2014-single-stage Action : RIA  
Resp. Unit: RTD/E/05 Duration: 48

Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Work Packages	Deliverables	Milestones	Reviews	Critical Risks	Ethics

DOCUMENTS

## Documents

Title	
▼ Grant Agreement Summary	
Grant Agreement Data Sheet	
▼ Grant Agreement	
Grant Agreement	
Annex 1 - Description Of Action (part A)	
Annex 1 - Description Of Action (part B)	
<input type="text"/> Browse... Upload	
Annex 2 - Estimated budget of the action	
<input type="checkbox"/> Annex 2a - Additional information on the estimated budget of the action (if unit costs are used)	
<input type="text"/> Browse... Upload	
Annex 3 - Accession Forms	
Annex 4 - Model for the Financial statement	
Annex 5 - Model for the certificate on the financial statements	
Annex 6 - Model for the certificate on the methodology	

Validate

# Signature



Bayerische  
Forschungsallianz



## RESEARCH & INNOVATION

### Participant Portal - Grant Management Services

Ppgms COPL

#### MY PROJECT

HORIZON 2020

Call: H2020-INNOSUP-2014-5

Type of Action: H2020-FC-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** 12/04/2013  
28108 - Mindflex

Submitted Evaluated Ranked Invited Prepared Signed Paid

Grant Agreement signature

Sign

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

#### Documents

Grant Agreement

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



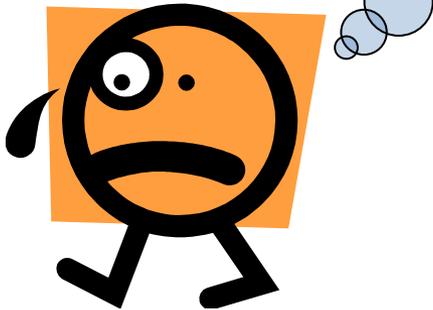
Partner Authorized Signatory (test 2) test content tfdsa 666 on 17.03.2014 10:14



Coordinator Contact (test 1) test content tfdsa 444 on 17.03.2014 10:14



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



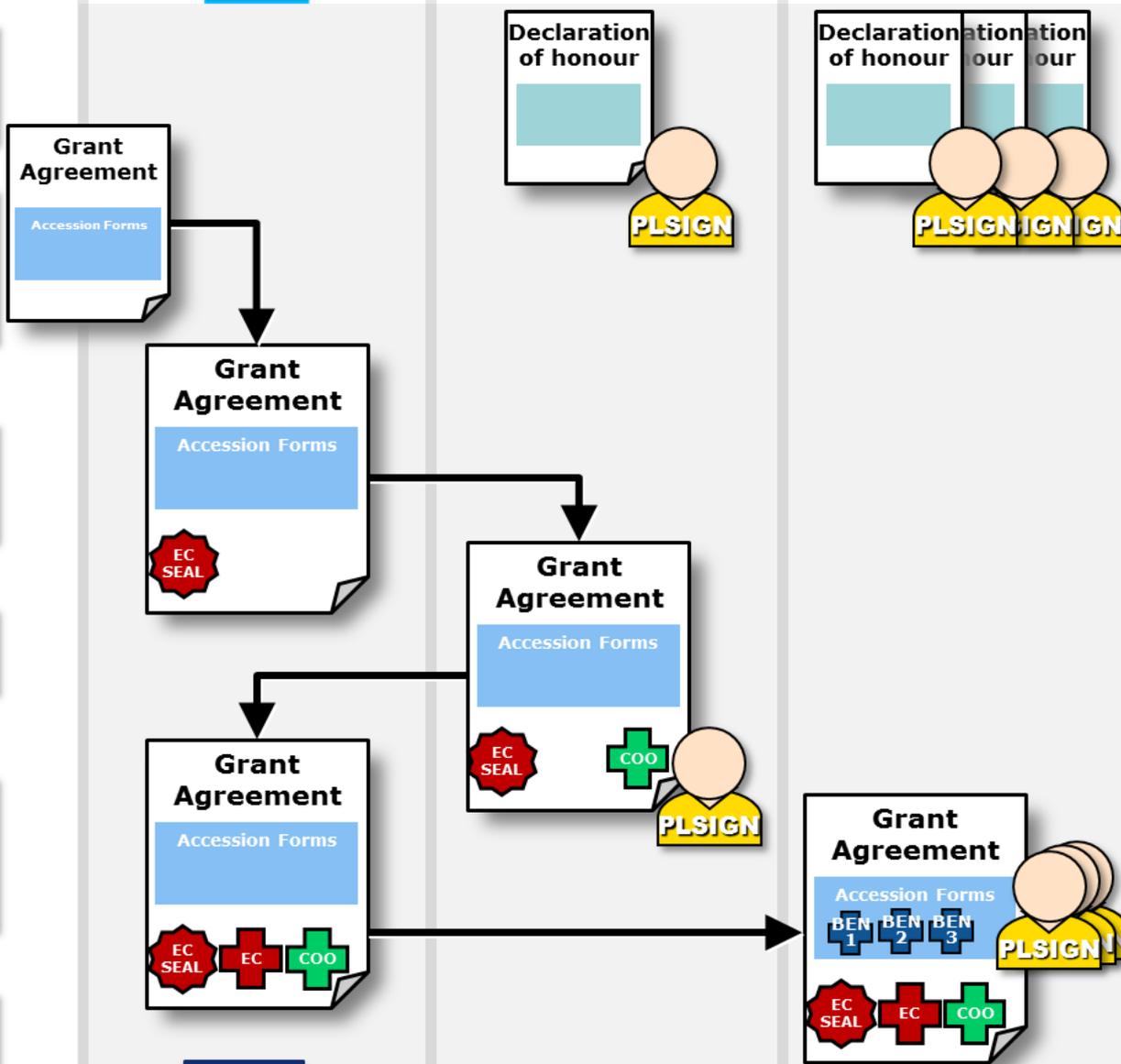
# COORDINATOR



# 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.





## 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-aMIV26gNACxL0WtlyzhOrB2a8nrSzyu6lhzzMJcgehlCB43sWfsCbybhWYbx4zJFEeUzWy7c0QIPhFdBdozv8O-Jj71zxYb8yrRuMI89j7Uci-SIMgddYKZVbA9a2nbstHZROJ3RESK3FKCklul4dUczK). 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



European Commission

## RESEARCH & INNOVATION

### Participant Portal - Grant Management Services

Lies EXTERNAL

**MY PROJECT**

**HORIZON 2020**

**Call:** H2020-INFRAIA-2014-2015  
**Type of Action:** CSA  
**Acronym:** Project 888823  
**Current Phase:** Grant preparation  
**Number:** 888823  
**Duration:** 36 months  
**Start Date:**  
**Estimated Project Cost:** €1,240.00  
**Requested EU Contribution:** €1,237.00  
**Contact:** Maria ALLEGRINI

See all data ...

**Proposal Management & Grant Preparation** 25/04/2014  
888823 - Project 888823

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

Grant agreement data preparation **Submit to EU**

DRAFT De...973276467 to print, complete, sign and scan **Upload** **Complete**

**Documents**

**Messages**

**Messages**

H2020 ONLINE MANUAL

**HOW TO**