

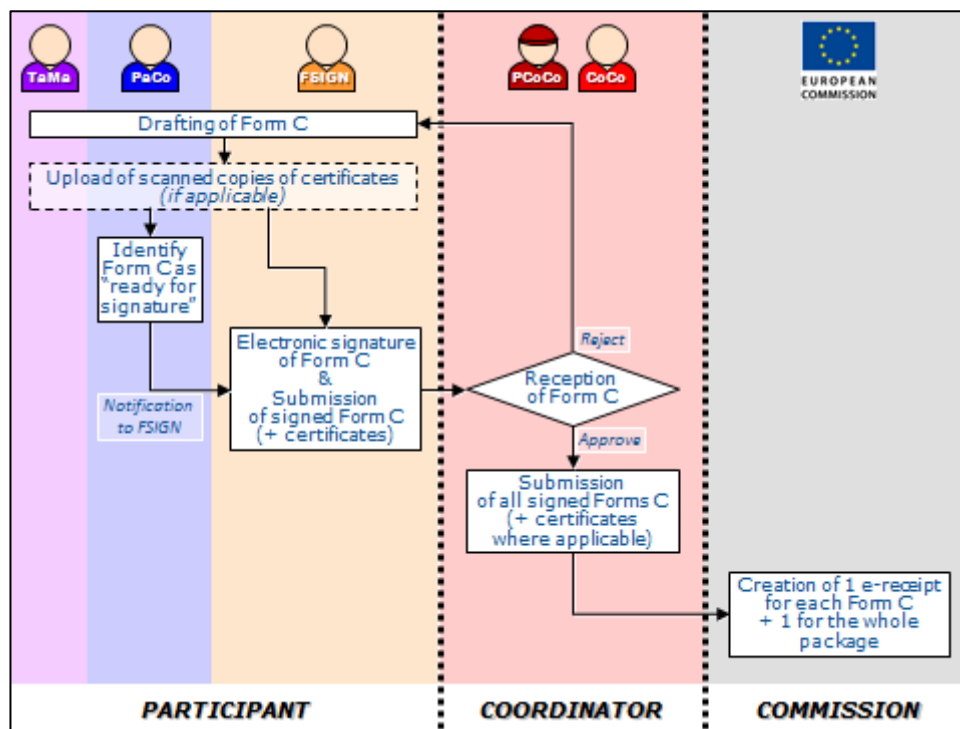
# FP7 Quick Info on the electronic-only transmission and signature of Form C and electronic-only transmission of certificates (Forms D and E)



## No more signed paper financial statements (Forms C)

Paperless FP7 grant management comes closer; the electronic-only transmission of financial statements (Forms C) started on 1 January 2013.

### New process



1) Organisations have to identify online the persons authorised to sign Forms C. For this, a **new role**, the **Financial Statement Authorised Signatory (FSIGN)**, is introduced in the [identity and access management](#) (IAM) of the Participant Portal.

a) **First step: Identification / Nomination of the LEAR**

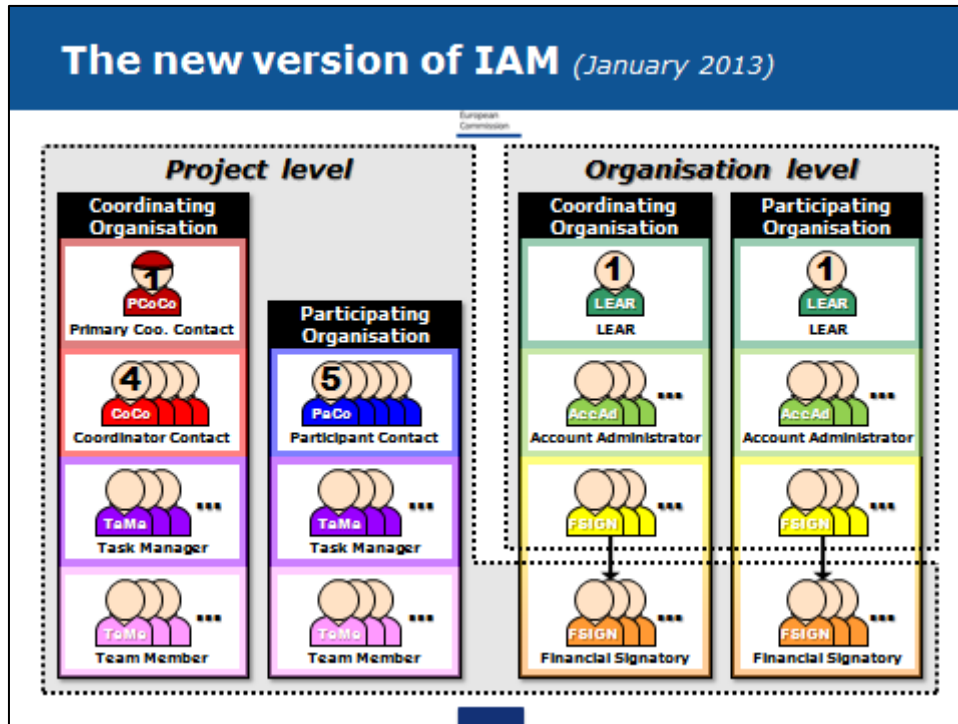
As FSIGNs are directly nominated by the Legal Entity Appointed Representative (**LEAR**) on the Participant Portal, the **nomination of a LEAR** for each participating organisation becomes thus **mandatory** (see revised articles of the model grant agreements ([general](#), [ERC](#) and [Marie Curie grant agreements](#)) and [new LEAR mandate](#)). The LEAR is appointed by sending the [appointment form](#) to the Validation Services.

b) **Second step: LEAR (or Account Administrator) nominates FSIGNs**

LEARs and Account Administrators can nominate and revoke FSIGNs at any time in the role management screen under the "My Organisations" tab. They can nominate as many FSIGNs as needed for their organisation. If necessary, they can also add a specific comment for each FSIGN when nominating them.

c) **Third step: Participant Contact assigns FSIGN to a project**

The Participant Contact (PaCo) – or (Primary) Coordinator Contact (PCoCo/CoCo) in case of the coordinating entity – assigns one or more FSIGNs for a particular project from the list nominated by the LEAR. This is done in the role management screen under the "My Projects" tab.



- 2) When a periodic report is due, after the financial data is introduced in the financial reporting module, the **PaCo identifies a Form C as "ready for signature"** (instead of submitting directly to the coordinator). This triggers a notification to all the **FSIGNs assigned to this project**, who can then revise the information and, if correct, **sign it electronically and submit it to the coordinator**. If no FSIGN has been assigned to the project yet (see point 1), the system alerts the PaCo and provides instructions on the necessary steps to take.

**Certificates on financial statements (CFS):**

If applicable, CFS have to be scanned and the electronic copy uploaded alongside the Form C before the form is identified as "ready for signature". The original of the CFS (signed by the certifying auditor) must be kept in the files of the beneficiary and available in case of audit (sending the paper version to the Commission is no longer needed).

**Third Parties:**

A separate Form C for the third party has to be completed in the financial reporting module and transmitted by the PaCo of the main beneficiary to the coordinator (without electronic signature). After the coordinator has submitted the whole package to the Commission, the Form C of the third party must be printed and hand-signed by an authorised representative of the third party. This document must be kept in the files of the main beneficiary (sending the paper version to the Commission is no longer needed).

- 3) The CoCo collects all the participants' Forms C and CFS in one package and submits it to the Commission. A digitally-signed electronic receipt is available for each Form C (for PaCos, LEARs and FSIGNs) and another one is available for the whole package (for

PriCo/CoCos). LEAR, FSIGNs and PaCos from each beneficiary will be notified electronically and be able to download this electronic receipt for their organisation.

### **Applicability and retroactiveness**

This new regime applies to FP7 grants signed after 1.1.2013 (revised model grant agreement entering into force). For grants signed before this date, the traditional parallel electronic submission and paper signature is still available as an option. **However, the Commission strongly encourages all beneficiaries in all FP7 grants to use the new electronic-only transmission.**

To this end, coordinators of on-going grants have to initiate a simple amendment, with the agreement of all beneficiaries of the project. The amendment becomes applicable to all beneficiaries under a given grant, i.e. there will be no "mixed" reporting in a consortium (either all electronic-only or all with paper signature).

#### **Important links:**

##### **Participant Portal:**

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

##### **European Commission Authentication Service (ECAS):**

<https://webgate.ec.europa.eu/aida/selfreg>

##### **Introduction to ECAS:**

<https://webgate.ec.europa.eu/cas/ec/help.jsp>

##### **Participant Portal Frequently Asked Questions:**

[http://ec.europa.eu/research/participants/portal/appmanager/participants/portal?\\_nfpb=true&\\_pageLabel=faq](http://ec.europa.eu/research/participants/portal/appmanager/participants/portal?_nfpb=true&_pageLabel=faq)

##### **Technical helpdesk of Participant Portal:**

[EC-RESEARCH-IT-HELPDESK@ec.europa.eu](mailto:EC-RESEARCH-IT-HELPDESK@ec.europa.eu)

##### **Information on LEARs:**

[http://cordis.europa.eu/fp7/pp-lear\\_en.html](http://cordis.europa.eu/fp7/pp-lear_en.html)