

Participant Portal

User's Guide

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Introduction

The Participant Portal is an Internet portal for the participants to the 7th Framework Programme (FP7) and the Competitiveness and Innovation Programme (CIP). Its ultimate aim is to become over time the participants' gateway and single entry point to interact with the Research programmes of the European Commission.

It provides a consistent and coherent set of online services in order to facilitate the participants' interactions with the Research Directorates-General of the European Commission and improve operations and data quality. It will eventually host a full range of web applications **that facilitate the monitoring and the management of proposals and projects** throughout their lifecycle.

This document describes how to access and use the Participant Portal (PP).

Typographical convention

Hyperlink or email address

[Button]

"Tab"

Figure or Table

<Field> or <Column>

Participant Portal's main actors

The different types of users defined for the Participant Portal are organised by roles and are globally described as follow¹:

- Public : Any person that goes to the PP URL
- Registered User:
A user that has registered himself and has received credentials for logging on.
A registered user can be a natural person or a member of a legal entity.

A member of a legal entity can have one of the following roles:

- Researcher:
Person who directly or indirectly interacts with Framework Programme information
- Organisation Member : User who acts on behalf of an entity
 - Self registrant : user who self-registered an organisation in the **Unique Registration Facility**
 - Legal Entity Appointed Representative (LEAR);,
possibly delegating updates of company information and other capabilities to other representatives of the organisation, called "Account Administrators" (AA) under the Participant Portal:
 - Account Administrator (AA): the Account Administrator is appointed by the LEAR in order to provide support with the management of the organisation data.
- Project/Proposal Participant :
Member of an organisation who participates in a project or a proposal
 - Primary Coordinator Contact:
Coordinator of a project/proposal who is the first point of contact between a Consortium² and the European Commission.

¹ Thorough descriptions of the available roles are given in sections 2.5.1 (Legal Entity Appointed Representatives and account administrators) and 2.7.3 (Roles of a Project).

- **Participant Contact:**
Primary point of Contact for an organisation within a Consortium
- **Coordinator Contact:**
a Participant Contact who belongs to the same organisation as the Primary Coordinator Contact.
- **Team Member:**
Has minimal read-only rights to project resource information. For the majority of users the role represents a *project team member*.
They can be designated by a Coordinator or Participant Contact of the same organisation
- **Task Manager:**
Extends the Team Member role with the capability to perform submit, update and delete actions. Like the Team Member, they can be designated by a Coordinator or Participant Contact of the same organisation.
- **Financial Signatory:**
a person nominated by the LEAR or the Account Administrators (on behalf of legal representative) that will be entitled to sign the financial statements (form-C) for the beneficiary of a project.

Depending on their role(s), users will receive different rights regarding the access to the hosted services.

Participant Portal's main services

The Participant Portal has been created to cover the whole lifecycle of the projects: proposals submission, evaluation, grant agreement negotiations and submission of periodic and final reports during project implementation, administrative support to the experts...

Currently, the Participant Portal is the gateway to access

- the **Unique Registration Facility** (URF), allowing organisations registration and data management
- the **FP7 Negotiation Facility** (NEF), facilitating the negotiation process
- the **reporting tools** (NEF, SESAM, FORCE) to submit the technical and financial reports
- the **Funding** database
- the FP7 Documentation (Documents)
- the **Notification** service
- the **Legal and Financial Viability** (LFV) simulation tool
- the **proposal system** services
- the **expert** database

System requirements for using the Participant Portal

The participant portal operates on-line, without saving anything on the computer. The recommended minimum system requirements are:

- a computer with a minimum 1.2 GHz processor and minimum 1Gb RAM;
- an Internet connection, preferably 1Mb/s or higher;
- a screen with a minimum resolution of 1024 x 768;

² A Consortium is a group of Participants (or Beneficiaries) formed in pursuit of a Project.

- Internet Explorer 8.0 (or above) or Firefox 8.0 (or above). Other web browsers may work but have not been tested. Note that for security reasons your browser may request to identify the Participant Portal website and the ECAS system as "trusted". Once added as trusted, we recommend that you restart your browser session. If you encounter issues with previous versions of browsers we recommend that you first upgrade to the minimum browser version indicated before contacting the helpdesk;
- Windows (XP, 7), Mac OS X 10.7 (Lion). Other operating systems may work but have not been tested.

Where can the participants get support?

A Frequently Asked Questions section is available on the Participant Portal.

The users looking for help with the Participant Portal and its underlying services should use The contact form <http://ec.europa.eu/research/participants/portal/page/contactus>.

For issues related to the registration and login using the European Commission's Authentication Service (ECAS), participants can visit this website <https://webgate.ec.europa.eu/cas/help.html> or send an e-mail to DIGIT-USER-ACCESS@ec.europa.eu.

For questions related to the Framework and similar RDG Programmes, the participants are invited to contact the Research enquiry services via the following link: <http://ec.europa.eu/research/enquiries>. The FP7 Help Desk can also be contacted by sending an e-mail to EC-FP7-IT-HELPDESK@ec.europa.eu.

1 HOW TO ACCESS THE PARTICIPANT PORTAL?

Except for a few services, such as Documents, Funding, LFV simulation tool or the PIC search function, access to the Portal and its underlying services requires an ECAS account.

1.1 *European Commission's Authentication Service*

ECAS is the **E**uropean **C**ommission's **A**uthentication **S**ervice.

It provides a single sign-on across a large number of Commission information systems: once you have authenticated yourself to ECAS, you do not have to re-enter your credentials (username and password) within the same browser session.

Protected information systems request ECAS to supply the current user's identity – if you have already been authenticated, it does not ask you to do so again (provided that you have not disabled the use of cookies in your browser).

ECAS authentication is available only with applications that have been specifically adapted to use it. These applications request ECAS to authenticate you on their behalf and do not authenticate you directly. This means that when you use your ECAS password, it will always be on a distinctive page belonging to ECAS, even though you may have typed in the application's address, not that of ECAS. Never enter your ECAS password on any other page.

Do not divulge your ECAS password to anyone - there is no reason for anyone else, including system administrators and support staff, to ask for it or know it.

1.2 *ECAS Registration*

If you are a new user please register on the ECAS. The creation of the ECAS account is free and easy.

1. To create your ECAS account, go to the Participant Portal home page:
<http://ec.europa.eu/research/participants/portal/>. (see Figure 1: Participant Portal home page)

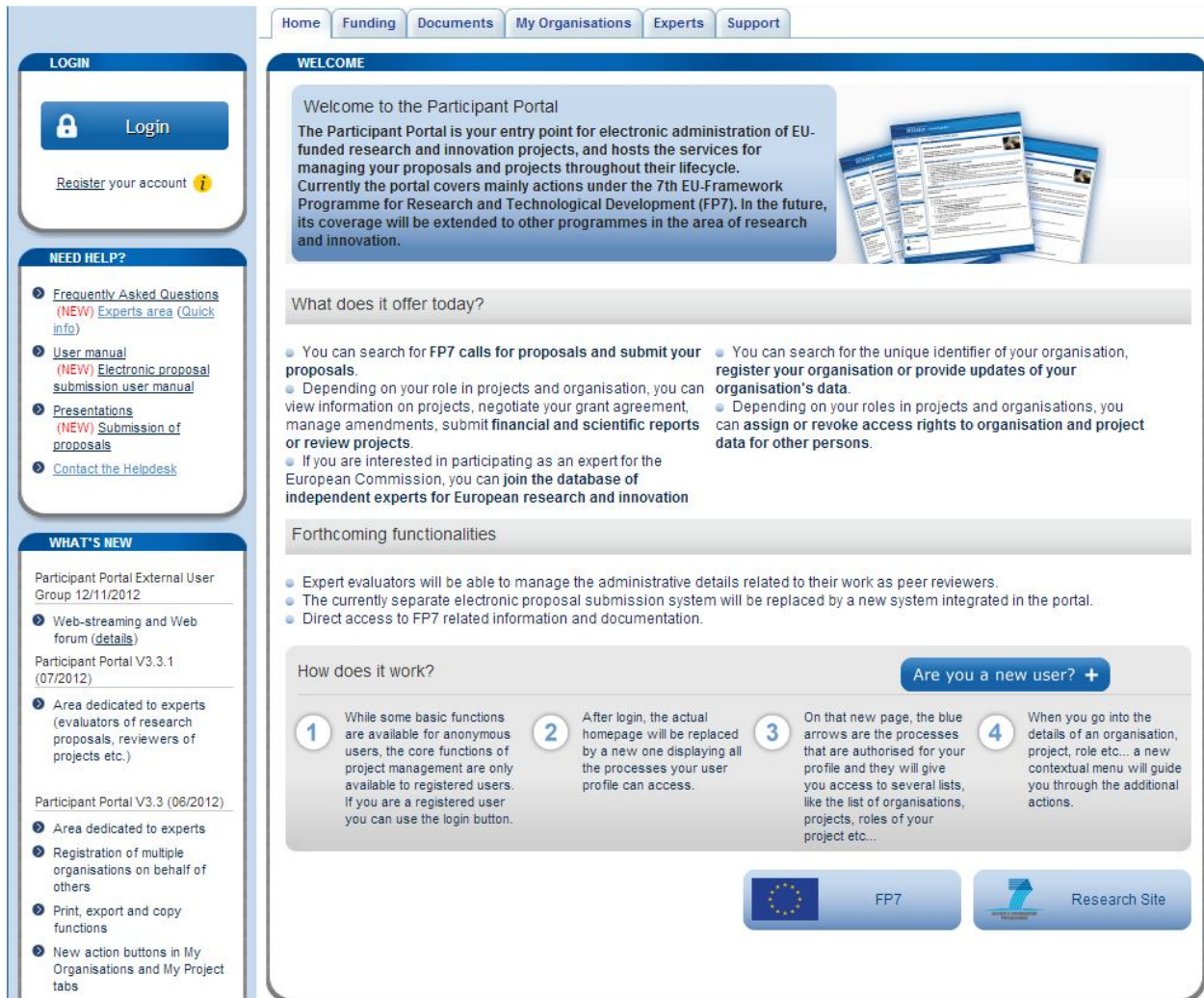


Figure 1: Participant Portal home page

2. Then click on the [Are you a new user?] and then on ["This link"](#) (see Figure 2: Register as new user).

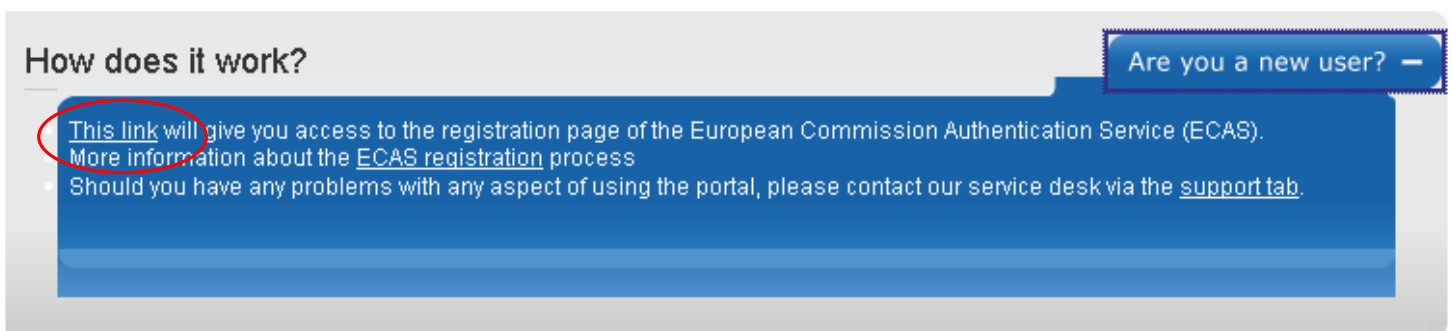


Figure 2: Register as new user

3. The ECAS User Registration Form opens: please fill it in using your individual professional e-mail address in the relevant fields (Figure 3: ECAS User Registration Form). It allows the system to identify you and credit you with the right access and services.
Please avoid using your email address as Username; this could cause issue if your email address is modified.

4. Select the privacy statement acknowledgement checkbox, copy the security code into appropriate text area and submit the form for processing.

External European Commission Authentication Service (ECAS)

EUROPA > Authentication Service > Sign Up

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

Login New password **Sign Up** Help

ECAS (authenticates your identity on European Commission websites)

Sign Up

[Help for external users](#)

Choose a username

First name *

Last name *

E-mail *

Confirm e-mail *

E-mail language * English (en)

[Try another](#)

[Audio version](#)

Enter the code *

Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#) *

Sign up

* Required fields

Last update: 17/01/2012 (2.2.0-m) | 5 ms | [Top](#)

Figure 3: ECAS User Registration Form

5. The confirmation screen indicates that within a few minutes you will receive an email allowing you to complete the registration process. **Note that the process must be completed within 1h30 after your original request!**
6. Go to your mail box. You will see that the European Commission Authentication Service has sent you a message to initialise your password. Open it and click on the link indicated in the e-mail: you will be redirected to the Password initialisation page of ECAS (Figure 4: Password initialisation page of ECAS).

Figure 4: Password initialisation page of ECAS

7. On the password initialisation page create and initialise your password.
8. Click on the **[Submit]** button. The ECAS password initialisation success page will appear: your ECAS password was successfully initialised.
9. You can return to the home page of the Participant Portal. It is now possible to log on.

Please note that your ECAS credentials are strictly personal and confidential and should not be shared! They will allow you to access different services and data that might be critical for your organisation.

1.3 Log on to the Participant Portal

1. Go to the Participant Portal home page: <http://ec.europa.eu/research/participants/portal>
2. In the login box click on the login link (see Figure 5: Login box)

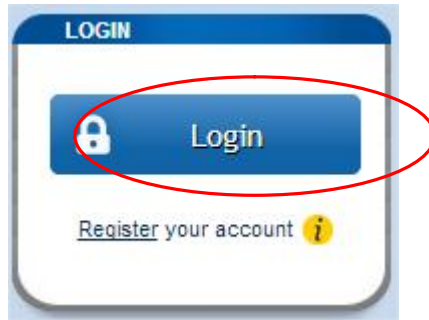


Figure 5: Login box

The login page (ECAS authentication) appears (Figure 6: ECAS Login page):

- Whenever you login, please make sure that the selected domain is “external”. Should another domain be selected, please change it by clicking on the *use a different domain* link.
- Enter your <Username> (if you have created one) or your <email address> and your <password>, and click on the [Submit] button.
- You are then redirected to the secured environment of the Participant Portal.

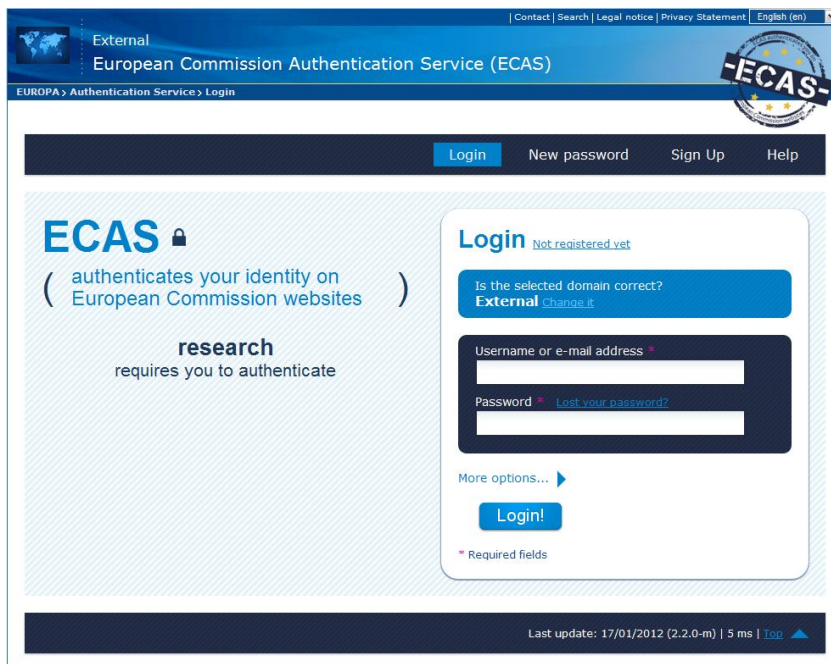


Figure 6: ECAS Login page

3. Now that you have logged on to the Participant Portal, you are identified as a user (Figure 7: Login box)

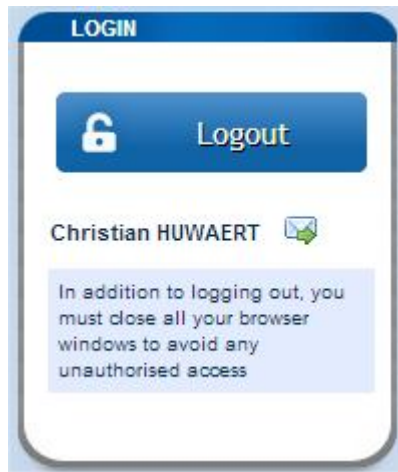


Figure 7: Login box

Depending on your role, you will be able to access different services.

1.4 Log out from the Participant Portal

1. In the login box of the Participant Portal click on the [Logout] button (Figure 7: Login box)
2. This will end your session in the Participant Portal and **close all the applications accessed via the Participant Portal and supported by the ECAS authentication (URF, NEF, SESAM, and FORCE).**

2 HOW TO USE THE PARTICIPANT PORTAL?

2.1 Roles

2.1.1 Role basics

Every user will benefit from different rights, crediting them with access to specific information and services.

Once a user has been authenticated, the list of actions that can be performed in a FP7/CIP project context depending on the user's role is displayed (see Figure 8: Home Page after login).

The screenshot displays the Participant Portal Home Page after login. At the top, a navigation bar contains tabs for Home, Funding, Documents, My Organisations, My Proposals, My Projects, My Roles, Notifications, Experts, and Support. The main content area is divided into a left sidebar and a central 'PROCESSES' section. The sidebar includes a 'LOGIN' section with a 'Logout' button and user information for 'Gill FOXIE'. Below this is a 'NEED HELP?' section with links to 'Frequently Asked Questions', 'User manual', 'Presentations', and 'Contact the Helpdesk'. The 'WHAT'S NEW' section lists updates for 'Participant Portal External User Group' and 'Participant Portal V3.3.1'. The 'QUICK LINKS' section is at the bottom. The 'PROCESSES' section is organized into categories: 'Manage Organisations' (Search, Register, Manage), 'Identify Opportunities' (Read documentation, Search for call), 'Proposals' (Browse/manage proposals, Browse proposals of your organisation), 'Negotiations' (Browse/manage negotiations), and 'Grant Execution' (Browse/access grants, Manage amendments, Periodic reporting, Manage scientific deliverables). An 'Others' section on the right contains 'Manage roles and delegations' and 'Support'.

Figure 8: Home Page after login

"Table 1 – Processes" below describes the processes indicated in this graphical representation.

The columns are:

- PROJECT LIFE CYCLE STAGE
- SERVICES related to the stage

ROLES: The roles for which the services are available.

PROJECT LIFE CYCLE STAGE	SERVICES	ROLES
Organisation management	Search for an organisation	Any
	Register an organisation	Any
	Manage registered organisation data, upload documents (until validation)	Self-Registrant
Identify opportunities	Manage organisation data	LEAR, Account Administrator, .
	LFV Simulation	Logged or not logged users
Negotiations	Read FP7 related documentation	Any
	Search for a call	Any
Grant execution	Browse and/or manage Negotiations	Participant Contact, Coordinator Contact, Task Manager, Team Member.
	Browse and/or manage Grants ³	Participant Contact, Coordinator Contact, LEAR, Account Administrator ,Task Manager, Team Member
	Browse and/or manage Amendments	Participant Contact, Coordinator Contact, Task Manager, Team Member
	Browse and/or manage financial periodic and final reporting	Participant Contact, Coordinator Contact, Task Manager, Team Member
	Browse and/or manage deliverables and final reporting	Participant Contact, Coordinator Contact, Task Manager, Team Member
Horizontal processes	Manage roles and nominations	Any role
	Manage notifications	Any role
	Support	Any

Table 1 – Processes

³ LEAR, Account Administrator and Team Member can only browse some information

2.1.2 Identify your roles

Every user will benefit from different rights, crediting them with access to specific information and services. These rights are related to the role(s) the user plays within an organisation (as a LEAR or Account Administrator) and/or a project (as a Coordinator, Participant, Representative, Task Manager or Team Member). You can identify your role(s) by following these instructions:

1. Log on to the Participant Portal
2. Select the **"My Roles"** tab.
3. If you have one or more organisation role(s) (i.e. LEAR or Account Administrator), a list of each organisation for which you have these roles will be displayed in the "Organisation Roles List" section.
The list consists of the **Participant Identification Code (PIC)**, the name of the organisation and the role you are playing (Figure 9: My Roles).
4. If you have one or more project role(s) (i.e. coordinator, participant, task manager, team member, reviewer or rapporteur, EC Project Officer), a list of each project for which you have these roles will be displayed under the Project Roles section.

The list consists of the Acronym of the project, the project identification number, the funding programme to which the project belongs, your role in the project (if you have multiple roles in the project, there will be one line per role).

The screenshot shows the 'My Roles' tab selected in the navigation menu. Below the navigation menu, there are two main sections:

ORGANISATION ROLES LIST

List of the roles existing for your username in your organisation. You can nominate or revoke the account administrator(s) for your organisation by following the Roles link in the 'My Organisation' tab.

Refresh

Show 10 entries Search:

PIC	Organisation Name	Role
957456349	STICHTING STODT PRAKTIJKCENTRUM VOOR GEAVANCEERDE TECHNOLOGIE	Self Registrant
999646693	COUNCIL FOR SCIENTIFIC AND INDUSTRIAL RESEARCH	Account Admin.
999890648	UNIVERSITY OF NAIROBI	Account Admin.
999890648	UNIVERSITY OF NAIROBI	Financial Signatory

Showing 1 to 4 of 4 entries

PROJECT ROLES LIST

Refresh

Show 10 entries Search:

Acronym	ProjectID	Program	Role	PIC
AgroCos	245336	FP7	Task Manager	999919845
ARASCOM	222620	FP7	Task Manager	999619533
CESSDA-PPP	212214	FP7	Coordinator Contact	999856989
DEMASST	218264	FP7	Task Manager	999984059

Showing 1 to 4 of 4 entries

Figure 9: My Roles

Select the  icon in order to refresh the memory cache; it allows reloading the most recent data.

2.2 The list search/filter box

You can use the Search box to filter out any list displayed by the participant portal. Simply start typing the word to filter on and the list will dynamically adapt itself in order to show you only the relevant lines. The filtering is done on all the fields of the table.



Figure 10: The search/filter box

2.3 Search for an organisation and retrieve its Participant Identification Code

It is possible to check if an organisation has already registered by retrieving its PIC. However the search module provided on the Participant Portal will only retrieve the name and PIC of validated or under validation organisations. So if you have just registered your organisation, your PIC will not be displayed until the validation of your registration request has started.

1. Under the **"My Organisation"** tab, select the **"Search"** tab
2. The search Legal Entity module appears (Figure 11 - Search Legal Entity)
3. There you can check whether your organisation has already registered and if so, retrieve the PIC that has already been assigned. It is obligatory to complete **either** the <legal name> field **or** the <VAT number> field with at least a three character string. The other search fields can be left blank (Figure 12: Search Results)
- 4.

Note: if searching for a legal name in the national language does not yield results you might try with a translation in English

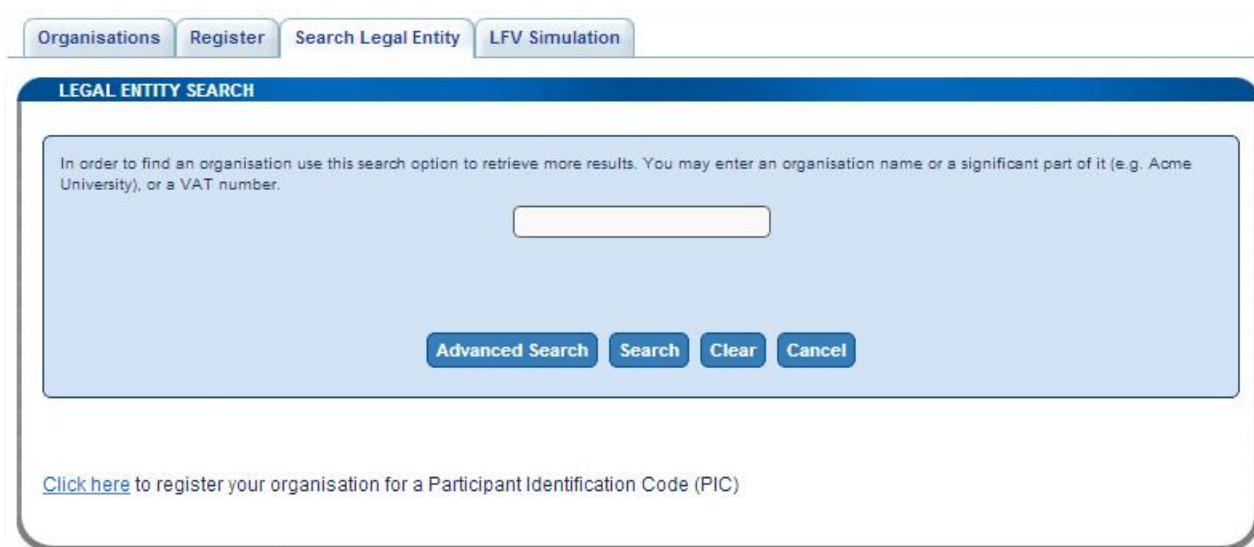


Figure 11 - Search Legal Entity

Note: When your search returns too many results only the first 200 are shown. You should refine your search criteria

Organisations Register Search Legal Entity LFV Simulation

LEGAL ENTITY SEARCH

In order to find an organisation use this search option to retrieve more results. You may enter an organisation name or a significant part of it (e.g. Acme University), or a VAT number.

DISNEY

Advanced Search Search Clear Cancel

Search results for DISNEY

<p>THE WALT DISNEY COMPANY LIMITED</p> <p>QUEEN CAROLINE STREET LONDON, UK VAT : GB539293808 Registration no. : 00530051 Status : VALIDATED</p> <p>PIC 972874208</p>	<p>THE WALT DISNEY COMPANY (SWITZERLAND) GMBH</p> <p>HOESCHGASSE ZURICH, CH VAT : CH279815 Registration no. : CH02030020549 Status : VALIDATED</p> <p>PIC 992654060</p>
--	---

[Click here](#) to register your organisation for a Participant Identification Code (PIC)

Figure 12: Search Results

This feature is also available when you are not logged in (but there is an additional field to be filled for the security code).

As explained in section 2.2, you can use the Search box to filter out any list displayed by the participant portal.

2.4 Using the LFV Simulation tool

Any user (logged in or not) has the ability to perform a simulation related to the legal and financial viability (LFV) of his organisation. This simulation tool does not save the data on any server of the European Commission. The data is lost when the tool is closed.

If the user is not logged in then a verification code is asked before launching the ratio's calculation. Just go on the "**LFV Simulation**" tab and click on the **[Go to LFV simulation]** button in order to launch the LFV simulation tool (see Figure 13: LFV simulation tab).

In this tool (see Figure 14: LFV Simulation tool), you have to enter balance sheet data (assets and liabilities) and data related to profit and loss account.

When done, you can launch the financial viability simulation by clicking the **[Calculate]** button. If you are not logged in you have to fill the verification code first.



Figure 13: LFV simulation tab

Profit and loss account		
	Turnover	0.00
+	Variation in stocks +/-	0.00
+	Other operating income	0.00
=	Operating income	0.00
-	Costs of material & consumables	0.00
-	Other operating charges	0.00
-	Remuneration and charges(Staff costs)	0.00
=	Gross operating Profit or Loss	0.00
-	Depreciation and value adjustments on non-financial assets	0.00
=	Net operating profit	0.00
+	Financial income and value adjustments on financial assets	0.00
-	Interest paid	0.00
-	Similar charges	0.00
=	Profit/loss on ordinary activities	0.00
+	Extraordinary income	0.00
-	Extraordinary charges	0.00
-	Taxes on profits	0.00
=	Profit/loss for financial year	0.00

Financial Viability Simulation					
Ratio's Results			Analysis		
Indicators	Value	Qualification	Quote	Concise	More-in-depth
Quick Ratio	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
G.O. Profit Ratio	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Profitability (1)	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Profitability (2)	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Solvency	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Noteworthy value's Results					
Equity Flags	<input type="text"/>	<input type="text"/>			

Figure 14: LFV Simulation tool

2.5 Register an organisation

In the past, participants had to provide the Commission with their organisation legal and financial information every time they submitted a proposal or negotiated a contract. This is simplified in FP7.

Participants can register their organisations data ONCE. This will generate a **Participant Identification Code (PIC)**, which defines their organisation's details and status, to be used in the process of electronic proposal submission and negotiation.

Registering an organisation will allow you to receive its Participant Identification Code (PIC). Using a PIC for your organisation has several advantages which are fully explained in [this FAQ entry](#).

Use the search facility to check if an organisation has already a PIC.

If you do not find a PIC for your organisation you have to first register as an ECAS user.

With your ECAS password you can register your organisation as **Self Registrant**.

Log on to the Participant Portal, under "**My Organisations**" tab click on the "**Register**" sub-tab (see Figure 15: Register steps).

Follow the steps described below:

STEP 1. Search

Use the [search](#) facility to check whether your organisation is already registered or in the process of being registered (see section 2.4).

STEP 2. Self-Register your organisation in PP

[Register](#) your organisation using your ECAS account details.

After providing all the necessary details, press the **[CONFIRM]** button to submit your registration information to [the I Validation Services \(VS\)](#).

If you wish to suspend the registration process at any point, the data entered may be saved as a draft by clicking the **[Save Draft]** button. You may then resume your registration at any time.

STEP 3. Modify your Self Registration

STEP 3a

If you saved your data as draft it is still possible to [modify or delete](#) your self-registration.

or

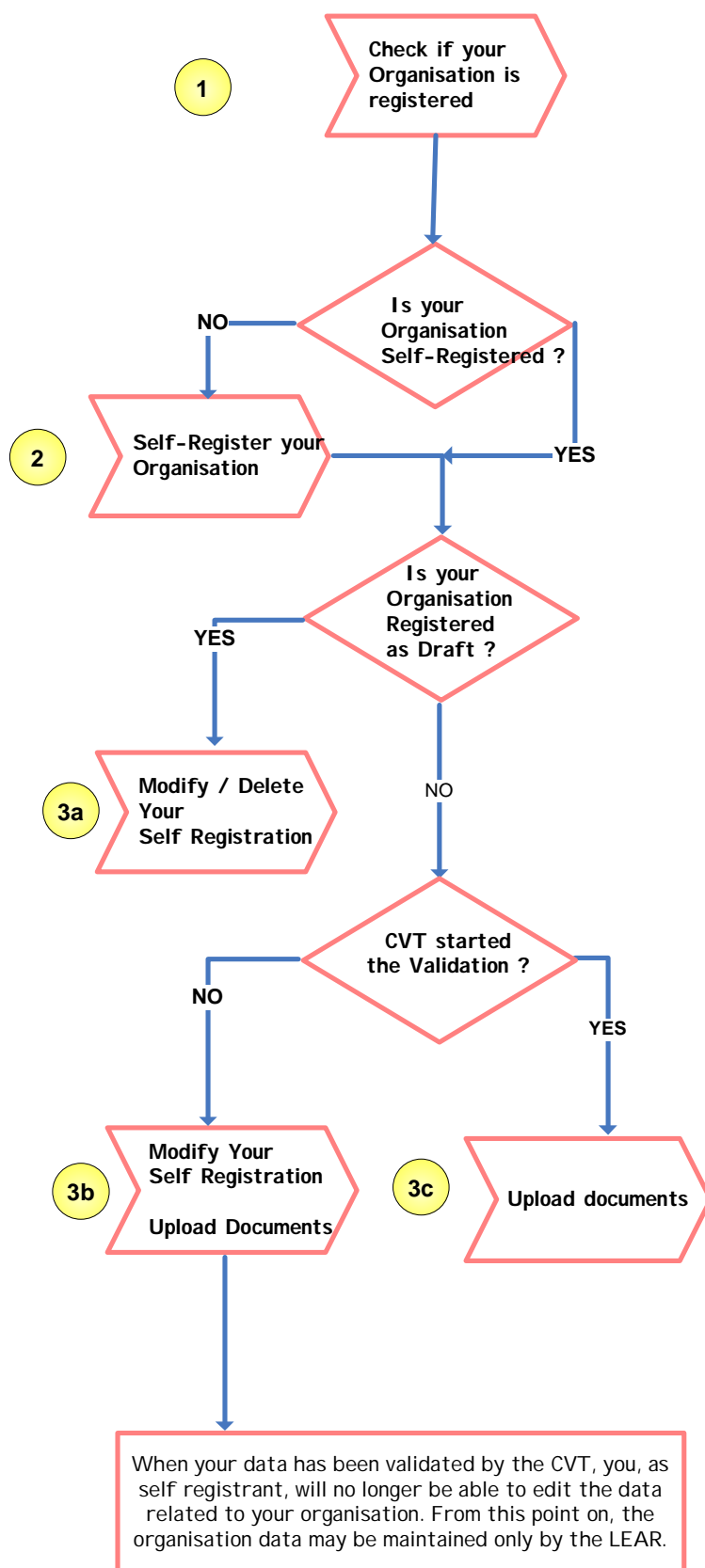
STEP 3b

If you have already submitted your registration and if VS has not started the verification process that will eventually lead to [the appointment of a Legal Entity Appointed Representative \(LEAR\)](#), it is still possible to [modify](#) your self-registration and/or [upload](#) additional documents.

or

STEP 3c

If VS has already started the verification process, you can no longer modify your self-registration data but you are still able to [upload](#) additional documents



After identification, the VS begins a verification process that will eventually lead to [the appointment of a Legal Entity Appointed Representative \(LEAR\)](#). During this period, the data that you have declared about your organisation can no longer be modified. You will however still be able to [upload](#) up to 10 Mb of additional supporting documents.

Once uploaded, these documents cannot be withdrawn or modified, except by the validated LEAR.

When your data has been validated by the VS, you, as self-registrant, will no longer be able to edit the data related to your organisation. From this point on, the organisation data may be maintained only by the LEAR.

For the self-registration, you are re-directed to URF. (See Figure 16: URF – Self Registration).

You can find more information in the [URF user's manual](#).

Home Funding Documents My Organisations Experts Support

Register Search Legal Entity LFV Simulation

REGISTER NEW ORGANISATION

Register an organisation

The Commission has a central register of the organisations participating in the EU research and innovation programmes. This allows consistent and simpler handling of the organisation-related official data and avoids multiple requests for the same information.

ECAS login Register Validation LEAR Appointment Financial viability check Data update

Why register?

You register your organisation once, and the data will be available for all future interactions. You can then maintain the data of your organisation online.
A unique identifier - a nine-digit **PIC number** (Participant Identification Code) - will be assigned to the entity.

The PIC number enables the organisations to take advantage of the personalised services of the Participant Portal and will serve as a reference for the Commission and its Services in any further interactions.

- Start the registration
- Resume a draft registration
- Modify the registered data
- Upload supporting documents
- Modify the validated data

Figure 15: Register steps

WELCOME STATUS ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

The steps:
 This wizard will guide you through the process of registration. At the end of this registration, you will obtain the Participant Identification Code (PIC) of your organisation.
 In order to complete the forms quickly and correctly, please keep the basic legal information (Registration extract, VAT data) of your organisation at hand and then the registration will take you 5-10 minutes.
 The first step of this wizard will ask you a few questions to determine whether your organisation is registered already and to identify existing PIC numbers that may match your request.

Welcome John DOE

What is the legal name of the organisation?

What is the country of registration?

Does your organisation have a Value Added Tax (VAT) number? yes no

Does it have a business registration number? yes no

Does it have a website? yes no

[next >>](#)

[User Manual](#)

Figure 16: URF – Self Registration

2.5.1 Legal Entity Appointed Representatives and account administrators

The Legal Entity Appointed Representative (LEAR) is the person chosen by the organisation to ease the communication with the E.C. and avoid double registrations. Only the LEAR (or account administrator, see the end of the section below) may do a change request of his/her organisation's data and submit legal documents through URF.

LEARs can submit requests for update for

- Legal Data (Name, address, registration number etc)
- FP7 account legal type (SME, Public private, educational etc...) and indirect cost method (ICM)
- Balance sheet data (if requested)

And they can upload supporting documents in URF to back their requests.

More information on the LEAR is available in the FAQ section of the Participant Portal:

http://ec.europa.eu/research/participants/portal/appmanager/participants/portal?_nfpb=true&_pageLabel=fq#LEAR

The documents to appoint a LEAR (LEAR appointment form and role and task definition) are available on <ftp://ftp.cordis.europa.eu/pub/fp7/docs/appointment-lear.pdf>

and <ftp://ftp.cordis.europa.eu/pub/fp7/docs/lear-role-tasks.pdf>

Both documents must be signed and stamped, and then sent to the Validation Services (VS) by regular letter.

Note that this guide describes only the access to the URF services. URF does offer a user-friendly environment and its use is very straightforward. Nevertheless, a user manual provides a detailed

description of the URF services and how to use them:

http://ec.europa.eu/research/participants/portal/ShowDoc/Participant+Portal/portal_content/help/URF_USER_MANUAL.pdf

This is how the Participant Portal supports the LEARs' action.

They can

- **View the information** stored in the account of their legal entity and to **introduce change requests**.
- **Access the list of projects** that their organisations are currently working on.
- **View the roles** of people in their organisation on the projects.

All these services are protected so you must first log on to the Participant Portal.

The process to follow is described under the "Log on the Participant Portal" chapter of this guide.

In order to lighten the LEAR workload (especially in bigger organisations), the participant portal provides the capability to the LEAR to nominate (and subsequently revoke) one or more account administrators. These persons will have all the rights of the LEAR (except the one of nominating/revoking account administrators themselves) and can therefore perform those tasks on his/her behalf. See section 2.6.4, Roles of an Organisation for more information.

2.6 Manage the organisation data

1. Log on to the Participant Portal
2. Once you are connected to the secured environment of the Participant Portal, select the **"My Organisations"** tab, and then click on **"Organisations"**. You can also click on the "Manage Organisation Data" icon in the home page displayed after login.
3. This tab is divided in 2 parts (see Figure 17: My Organisations):
 - A list of organisations where you are LEAR, Account Administrator, Financial Signatory or Self Registrant
 - A list of organisations where you are involved in a project.

The screenshot shows the 'MY ORGANISATIONS' interface. At the top, a navigation bar includes 'Home', 'Funding', 'Documents', 'My Organisations', 'My Proposals', 'My Projects', 'My Roles', 'Notifications', 'Experts', and 'Support'. Below this, a secondary bar contains 'Organisations', 'Register', 'Search Legal Entity', and 'LFV Simulation'. The 'Organisations' tab is circled in red.

The main content area is titled 'MY ORGANISATIONS' and is divided into two sections:

Organisation(s) as LEAR or Account Administrator or Self Registrant

This section includes a 'Refresh' button and a legend for icons: OD (Organisation Data), OP (Organisation Proposals), RO (Organisation Roles), and VP (Organisation Projects). It also features a search bar, 'Copy', 'Excel', and 'Print' buttons, and a table with 10 entries per page.

Name	Pic	VAT	Actions
EADS DEUTSCHLAND GMBH	999991819	DE167015661	OD VP RO OP
UNIVERSIDAD DE CORDOBA	999872703	ESQ1418001B	OD VP RO OP

Showing 1 to 2 of 2 entries. Navigation: First, Previous, 1, Next, Last.

Organisation(s) linked via projects

This section also includes a 'Refresh' button, search bar, and table with 10 entries per page.

Name	Pic	VAT
UNIVERSIDAD DE CORDOBA	999872703	ESQ1418001B

Showing 1 to 1 of 1 entries. Navigation: First, Previous, 1, Next, Last.

Figure 17: My Organisations

4. If you are a LEAR, Account Administrator or Self-Registrant of the organisation, under the Actions column three buttons are present at the right of the screen: [OD](#) Organisation Details / [VP](#) View Projects / [RO](#) Roles. By clicking one of these buttons you can open a new *portlet*⁴ below the

⁴ A web *portlet* is a small, self-contained window within a web portal that displays useful information or offers a relevant service.

"Organisations" sub-tab.

If you are Financial Signatory, you can only view the Organisation Details.

If you are Self-Registrant, selecting the  [Organisation Details](#) button will display the URF screen corresponding to that organisation (see Figure 18 - Organisation details for Self-Registrant).

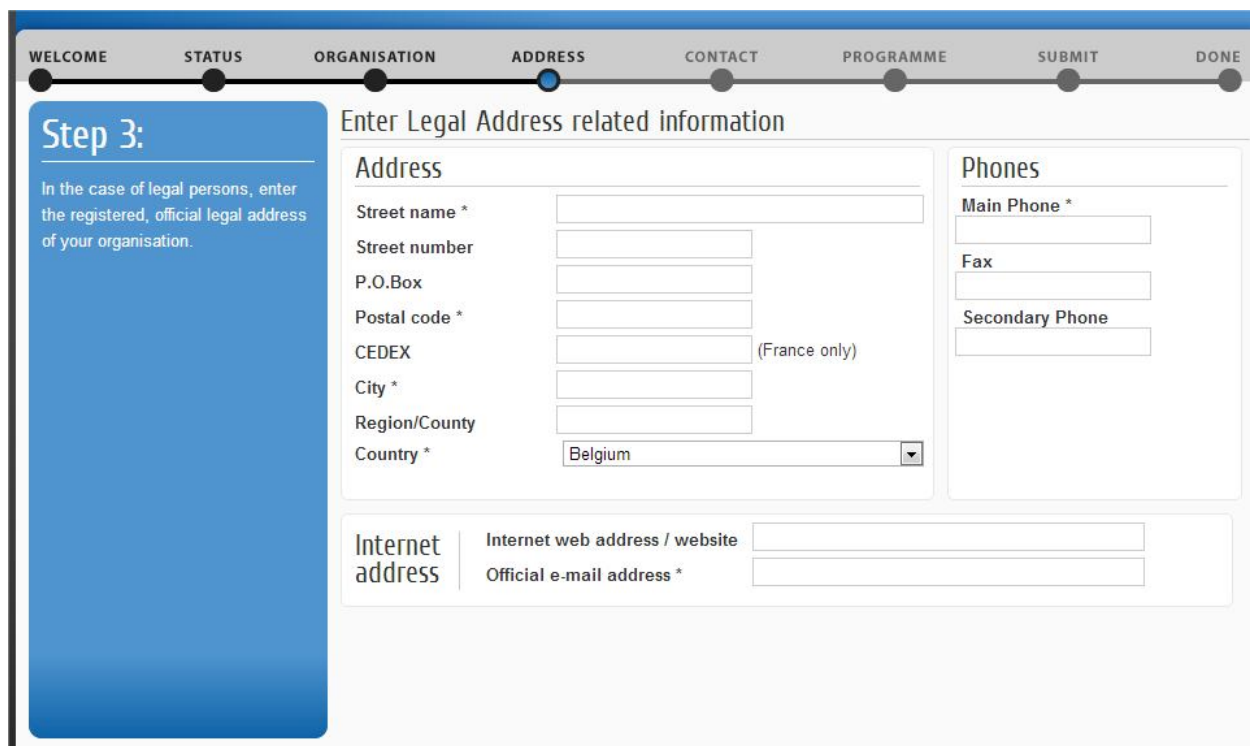


Figure 18 - Organisation details for Self-Registrant

5. If you are not a LEAR or Account Administrator but only linked to an organisation as a project member, you will only be able to see the  [Roles](#) button.

Note : no hyperlink is present in the organisation name where you are self registrant for the other role the organisation details applet is displayed when you click on the organisation name.

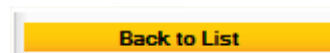
2.6.1 The organisation menu and organisation summary portlets

Whenever specific organisation information is displayed in the main area of the portal, two portlets are shown on the left side of the screen: Organisation menu and Organisation summary (see Figure 19: Organisation Menu and Summary).

The "Organisation Summary" will display core essential information about the currently selected project (Organisation PIC, Business Name VAT and NACE code).

The "Organisation menu" allows the following global navigation actions:

- Returning to the Organisation list (by selecting the **[Back to list]** orange button
- Displaying the Organisation Details
- Displaying/Managing Roles that are bound to this Organisation
- Displaying the Proposals bound to the Organisation



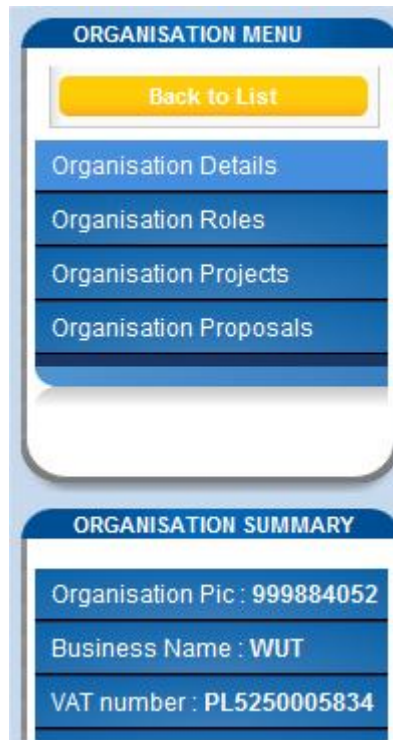


Figure 19: Organisation Menu and Summary

2.6.2 Status of my organisation

By clicking on the  [Organisation Details](#) button or on the [Organisation Name](#) in the "My Organisation" tab (see Figure 17: My Organisations) you can:

2.6.2.1 Check if your request has been validated or is in validation.

Organisations Register Search LFV Simulation

ORGANISATION DETAILS: DOBON'S TECHNOLOGY S.L.

DOBON'S TECHNOLOGY S.L.

PIC : 998407712	Organisation Legal Address	Active LEAR	View
VAT : ESB38626040	Street: San Juan Bautista	Title: Mr	Update
NACE : 73.1	Number: 48	First Name: Julian	
Status : VALIDATED	Post: 38001	Last Name: Monedero	
	Code:	Phone: +34922568927 +34659821859	
	City: Santa Cruz de Tenerife	Email: GKWEUABF@WDIGSINTR.PKG	
	Country: ES	Fax: +34922568913	
	Phone: +34 922280354 +34 659821859		
	Fax: +34 922280354		
	Email: EZZSDVTN@OGPNPAFT.RND		
	NPEFXHPM@SWUJAEJ.BGI		
	Website: www.dobontech.com		

Request History

Date	Organisation Name	Type	Status	Action
4/12/2008	DOBON'S TECHNOLOGY S.L.	LEAR UPDATE	VALIDATED	View
29/7/2008	DOBON'S TECHNOLOGY, S.L.	SELF REGISTRATION	VALIDATED	View

Showing 1 to 2 of 2 entries

Figure 20: Status of an Organisation

2.6.2.2 View organisation or change (within request history)

You get redirected to URF. No extra authentication will be requested. In URF you will be able to view or modify your organisation data, or verify the status of your registration request (if it has been validated or not). (See Figure 20: Status of an Organisation).

2.6.2.3 Create a change request

If you need to change the data of your organisation through URF, you have to click on the [Update](#) link. (See Figure 21: Status of an Organisation - Update request). You are then redirected to URF where you can create an update request of your data.

The screenshot displays the 'ORGANISATION DETAILS: DOBON'S TECHNOLOGY S.L.' page. It features a navigation bar with 'Organisations', 'Register', 'Search', and 'LFV Simulation'. The main content area is divided into two columns: 'Organisation Legal Address' and 'Active LEAR'. The 'Organisation Legal Address' column lists details such as Street (San Juan Bautista), Number (48), Post (38001), City (Santa Cruz de Tenerife), Country (ES), Phone (+34 922280354 +34 659821859), Fax (+34 922280354), Email (EZZSDVTN@OGPNPAFT.RND, NPEFXHPM@SVWUJAEJ.BGI), and Website (www.dobontech.com). The 'Active LEAR' column lists details such as Title (Mr), First Name (Julian), Last Name (Monedero), Phone (+34922568927 +34659821859), Email (GKWEUABF@WDIGSNTR.PGK), and Fax (+34922568913). A 'View' link is present in the top right, and an 'Update' link is circled in red. Below the details is a 'Request History' section with a table showing two entries: one for 'LEARN UPDATE' on 4/12/2008 and one for 'SELF REGISTRATION' on 29/7/2008. The table has columns for Date, Organisation Name, Type, Status, and Action.

Date	Organisation Name	Type	Status	Action
4/12/2008	DOBON'S TECHNOLOGY S.L.	LEARN UPDATE	VALIDATED	View
29/7/2008	DOBON'S TECHNOLOGY, S.L.	SELF REGISTRATION	VALIDATED	View

Figure 21: Status of an Organisation - Update request

Please note that when VS is validating your change request, you are no longer able to modify your data. Only the [View](#) option is available.

Two types of change request can be managed from this tab:

- "NORMAL" change requests defined as "LEARN UPDATE" under the <Type>column of the "Request History" area – **financial info as balance sheet cannot be created/modified.**
- "FINANCIAL" change requests: this change request has to be done "on demand" from NEF. The message below appears:
You are requested to provide additional financial information in order to complete the negotiation of your grant for proposal #proposal_id#.
For this new request type, you can only Create/Modify balance sheets and upload documents (mandatory).

You can find more information in the URF user manual, available at:

http://ec.europa.eu/research/participants/portal/ShowDoc/Participant+Portal/portal_content/help/URF_USER_MANUAL.pdf

2.6.2.4 Delete change request

You can delete your change request as long as the VS has not yet started the validation of your request. The [Delete](#) link is displayed in the request history part. (See Figure 22: Status of an Organisation - Request not yet validated).

A message asks you to confirm your deletion.

2.6.2.5 Update change request

You can also modify your change request while VS has not yet started the validation of your request. The [Update](#) link is displayed in the request history part. (See Figure 22: Status of an Organisation - Request not yet validated).

You are directed to URF and your data can be modified.

ORGANISATION DETAILS: DOBON'S TECHNOLOGY S.L.

DOBON'S TECHNOLOGY S.L.

PIC : 998407712	Organisation Legal Address	Active LEAR	View
VAT : ESB38626040	Street: San Juan Bautista	Title: Mr	
NACE : 73.1	Number: 48	First Name: Julian	
Status : VALIDATED	Post: 38001	Last Name: Monedero	
	Code:	Phone: +34922568927 +34659821859	
	City: Santa Cruz de Tenerife	Email: GKWEUABF@WDIGSNTR.PGK	
	Country: ES	Fax: +34922568913	
	Phone: +34 922280354 +34 659821859		
	Fax: +34 922280354		
	Email: EZZSDVTN@OGPNPAFT.RND NPEFXHPM@SWWUJAEJ.BGI		
	Website: www.dobontech.com		

Request History

Date	Organisation Name	Type	Status	Action
26/4/2011	DOBON'S TECHNOLOGY S.L.	LEARN UPDATE	CREATED	View Update Delete
4/12/2008	DOBON'S TECHNOLOGY S.L.	LEARN UPDATE	VALIDATED	View
29/7/2008	DOBON'S TECHNOLOGY, S.L.	SELF REGISTRATION	VALIDATED	View

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Figure 22: Status of an Organisation - Request not yet validated


2.6.3 View Projects of an Organisation

By clicking on the  [View Project](#) button, you can display a view of all the Projects an organisation is involved in, (see Figure 23: Project list of an Organisation).

PROJECT LIST FOR UNIVERSIDAD DE CORDOBA

The list displayed below might not be the exhaustive list of the FP7/CIP projects associated with your organisation. Only the projects for which on-line services are available through the Participant Portal for the specific user are currently presented. Technical work is ongoing to resolve this limitation.

A LEAR can only view projects their organisation is linked with. Granting access to projects is done separately. Please contact the Project Coordinator if you want a participant contact role, or contact your participant contact to obtain a specific role.

[Refresh](#) 

Show entries [Copy](#) [Excel](#) [Print](#)

Project ID	Acronym	Call	Prog.	Phase
16250	SABRE	20100091		Grant Management
19277	SIGNALPATH	20100097		Grant Management
212844	DEER	31001594		Grant Management
213637	SUSTOIL	31001432		Grant Management
216672	CAP-IRE	31002260		Grant Management
219605	PK2-KISS	31003442		Grant Management
22047	CHIRALHYBROXICAT	20100100		Archive
222738	BASELINE	31002660		Grant Management
23025	DELIVER	20100092		Grant Management
235560	Meta-GnRH	31004047		Grant Management

Showing 1 to 10 of 44 entries [First](#) [Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [Next](#) [Last](#)

Figure 23: Project list of an Organisation

2.6.3.1 Project details

Click on the underlined Acronym of a Project (leftmost column) (see Figure 23: Project list of an Organisation) to see the details of this project (see Figure 24: Details of a project).

PROJECT DETAILS FOR: PILLS (214599)

Title	Process intensification methodologies for liquid-liquid systems in structured equipment		
Project ID	214599	Call	FP7-NMP-2007-SMALL-1
Programme	FP7	Rdg	RTD
Keywords			
Activity Codes	NMP-2007-3.2-2		
Abstract	<p>This project has the objective to develop and validate a design methodology & criteria for dealing with two-phase liquid-liquid systems leading to a new generation of flexible and high-performance process equipment (niche through to mass structured) for continuous manufacturing. This generic approach will be developed by the project members and will involve practical, theoretical and modelling aspects. The designs developed will be applied to 2 different industrial systems to show the wide applicability in the chemical industry: the reconcentration of benzene and the cocatalysis of t-butene. Micro and macro-scale reactors will be operated at scales relevant to commercial production to demonstrate improved selectivity, yield and specific performance. A state-of-the-art experimental research facility will be designed and constructed, this will be modular, flexible and expandable to ensure flexibility of process and operation. Having developed an improved fundamental understanding of these multiphase processes and the design and operation of appropriate micro-structured environments, the partners will codify this learning, in the form of a 'toolkit', to identify the most suitable continuous processing methods for any liquid-liquid system. This will allow operators to improve the sustainability of chemical production by selecting intensified process methods that are both eco-efficient and offer increased safety. The partners are drawn from six countries and include a knowledge transfer company, two SMEs, two manufacturers of equipment and three potential end-users thereof. Manufacturers of two complementary continuous processing systems (micro and macro-scale) will combine forces with three end-users (two of whom in fact are engaged on pre-competitive research). The project will develop an e-learning course and a practical demonstration on a educational mini system to train process technologists in the toolkit of methodologies developed during the project.</p>		
Participants	<ul style="list-style-type: none"> • INSTITUT FÜR MIKROTECHNIK BANG OMSH (098858408) - PARTICIPANT • CHANGMOTRY INNOVATION LIMITED (098858088) - COORDINATOR • GATECO LTD (098858088) - PARTICIPANT • UNIVERSIDADE DE COIMBRA (097628294) - PARTICIPANT • FLUIDIONA ENGENHARIA DE FLUIDOS SA (098448325) - PARTICIPANT • OUF-Químicos Industriais, S.A. (098908270) - PARTICIPANT • POLITECHNIKA VARGASZANYOKA (098884053) - PARTICIPANT • GYALUARI GUMOS SA (098883584) - PARTICIPANT • ECOLE POLYTECHNIQUE FEDERALE DE LAUSANNE (098973671) - PARTICIPANT • HUNTSMAN EUROPE OMSH (097490830) - PARTICIPANT 		

Figure 24: Details of a project

2.6.4 Roles of an Organisation

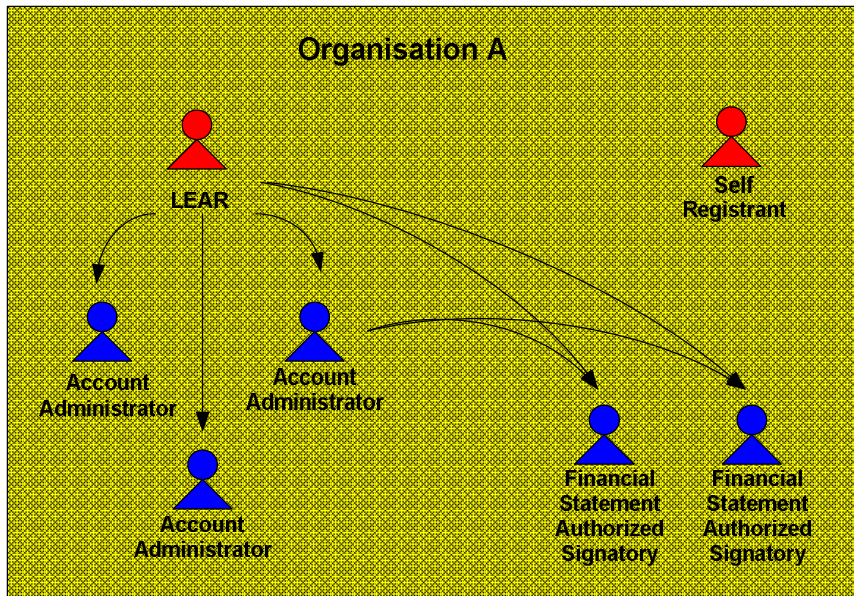



Figure 25: Participant User Account Management


By clicking on the  [Roles](#) button, in the "My Organisation" tab you can display all the roles of the people in your organisation. (See Figure 26: Roles of the Organisation).

ROLES OF UNIVERSIDAD DE CORDOBA (999872703)

Depending on your role in the organisation, you could grant or revoke contact. Details are available in the [user manual](#). You can only revoke roles you have granted.

Refresh 

Show 10 entries Search:

Select	Role 	Name	Email	Project
<input type="checkbox"/>	LEAR	BERRY Frank	frankBerry.pptest@yahoo.com	
<input checked="" type="checkbox"/>	Account Admin.	FIELDING Bill	billFielding.eSubTest18@live.co.uk	
<input checked="" type="checkbox"/>	Financial Signatory	ASH Terry	terryAsh.eSubTest10@live.co.uk	
<input checked="" type="checkbox"/>	Financial Signatory	DINES Fred	fredDines.eSubTest04@yahoo.com	
<input checked="" type="checkbox"/>	Financial Signatory	DINES Fred	fredDines.eSubTest04@yahoo.com	282845
<input type="checkbox"/>	Primary Coordinator	FOXIE Gill	gillFoxie.pptest@hotmail.co.uk	282845
<input type="checkbox"/>	Coordinator Contact	ALLAN Peter	peterAllan.pptest@hotmail.co.uk	282845
<input type="checkbox"/>	Task Manager	DAKAR Joe	joeDakar.pptest@hotmail.co.uk	282845
<input type="checkbox"/>	Task Manager	HUWAERT Chris	chris.huwaert@ext.ec.europa.eu	282845

Showing 1 to 9 of 9 entries 1

Figure 26: Roles of the Organisation

Depending of your role in the organisation, you could grant or revoke contact. You can only revoke roles you have granted.

As explained in section 2.2, you can use the Search box to filter out any list displayed by the participant portal.

2.6.4.1 Add a role to an organisation

As LEAR, you can add an Account Administrator or Financial Signatory role. Just click on the **[Add+]** button.

When adding Account Administrators:

- Enter the first name, last name and email address of the person that you want to nominate.

When adding Financial Signatories:

- As for Account Administrators, enter the first name, last name and email address of the person that you want to nominate.
- If necessary, add a comment that will help Participant Contacts choose this Financial Signatory to his/her project (whenever a Participant Contact will want to add a Financial Signatory to his project, he will be presented with a list of all the Financial Signatories that have been nominated for his/her PIC. The comment field will allow for a better selection)..

Nominated persons will receive a mail announcing their nomination. If they do not have an ECAS account yet, they will be asked to confirm the creation of a new ECAS account. (See Figure 27 - Add a Financial Signatory role).

ADD ROLE TO UNIVERSIDAD DE CORDOBA (999872703)

Frank BERRY As

Grants The User:

First Name

Last Name

Email Address

With The Role

Comment (optional):

All fields are mandatory.


OK Cancel
















Figure 27 - Add a Financial Signatory role

2.6.4.2 Revoke a role from an organisation

Account Administrators and/or Financial Signatory can also be revoked by the LEAR. Select the check box on the left of the role to be revoked. Click on the **[Revoke Selected]** button and confirm the revocation.

2.6.5 Proposals of an Organisation

If you are a LEAR or Account Administrator of an Organisation, you can view a list of the Proposals in which it is taking part by selecting "Organisation Proposals" from the Organisation Menu (see Figure 19: Organisation Menu and Summary) (remember that you can reach the Organisation Menu by choosing Organisation Details  from the My Organisation list).



PROPOSALS LIST FOR LINKOPINGS UNIVERSITET						
Show	10	entries	Search: <input type="text"/>			
Number	Acronym	Role	Contact	Pic	Legal Name	More
238033	RIPS 	Participant Representative	Christina Eriksson	999852236	LINKOPINGS UNIVERSITET	
238081	TeachingSex 	Participant Representative	Linda Eric	999852236	LINKOPINGS UNIVERSITET	
238096	genderknow 	Participant Representative	Linda Eric	999852236	LINKOPINGS UNIVERSITET	
238210	InViDA 	Participant Representative	Mikaela Eriksson	999852236	LINKOPINGS UNIVERSITET	
238464	HEALTH'ssr 	Participant Representative	Ylva Eriksson	999852236	LINKOPINGS UNIVERSITET	
238503	EUChild 	Participant Representative	Susanne Eriksson	999852236	LINKOPINGS UNIVERSITET	
238606	hESC-Trainer 	Participant Representative	Mikaela Eriksson	999852236	LINKOPINGS UNIVERSITET	
238838	A4MAP 	Participant Representative	Linda Eriksson	999852236	LINKOPINGS UNIVERSITET	
239556	SynEnergy 	Participant Representative	Tommy Eriksson	999852236	LINKOPINGS UNIVERSITET	
239824	STEAM 	Participant Representative	Mikaela Eriksson	999852236	LINKOPINGS UNIVERSITET	

Showing 1 to 10 of 197 entries

First Previous 1 2 3 4 5 Next Last

Figure 28 - Organisation Proposal List

The list is composed of:

- The proposal number
- The proposal acronym (if you hover over the yellow information icon , the complete title of the proposal is displayed)
- The role of the Organisation within that proposal
- The contact person name (selecting the name will enable to send an email to that person)
- The PIC that was used for this Organisation at the time of that proposal submission
- The Legal Name for this Organisation at the time of that proposal submission
- An information icon . If you select it, a small pop-up window containing the Framework Program Call and Funding scheme information of the proposal will appear.

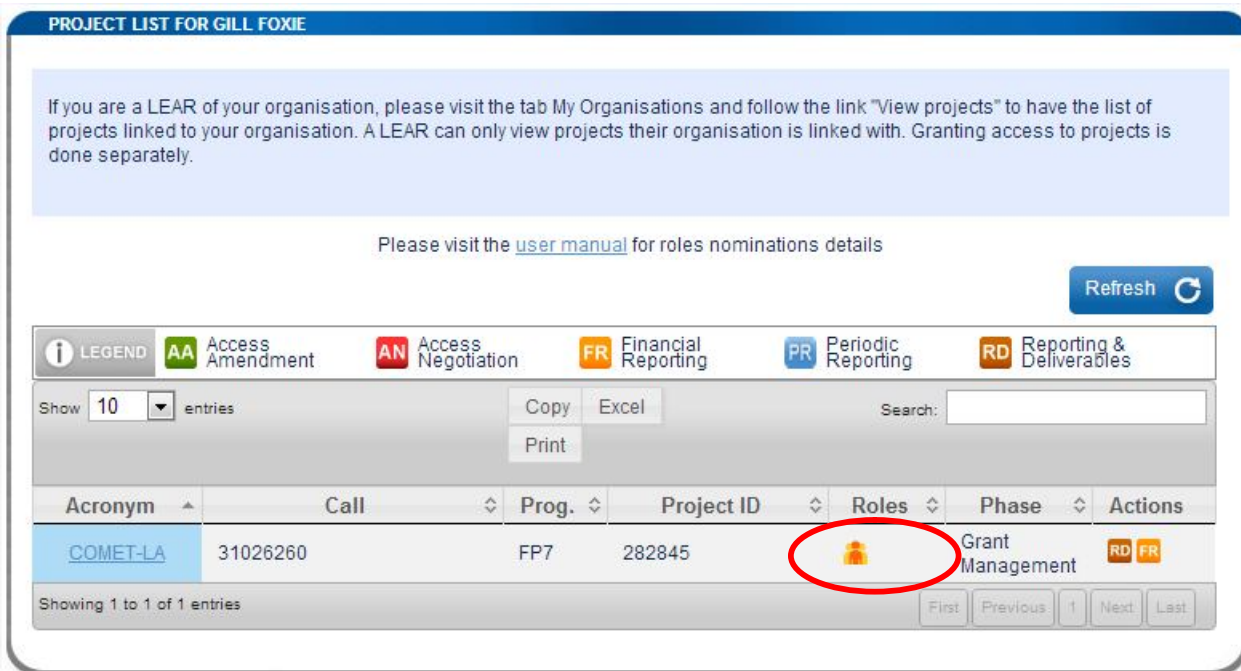
2.7 Manage projects

Note that all the services described below are protected so you must first log on to the Participant Portal. The process to follow is described under the "Log on to the Participant Portal" chapter of this guide.

2.7.1 Access to the list of projects and project details





Coordinators, participants, financial signatories, task managers and team members can access the list of the projects they are involved in:

1. Log on to the Participant Portal
2. Once you are connected to the secured environment of the Participant Portal, select the **"My Projects"** tab
3. You will see a list of all the projects you are involved in.



The screenshot shows a web interface titled "PROJECT LIST FOR GILL FOXIE". It includes a legend with icons for Access Amendment (AA), Access Negotiation (AN), Financial Reporting (FR), Periodic Reporting (PR), and Reporting & Deliverables (RD). Below the legend is a table with columns: Acronym, Call, Prog., Project ID, Roles, Phase, and Actions. The first row shows a project with Acronym "COMET-LA", Call "31026260", Prog. "FP7", Project ID "282845", and Roles "Grant Management" (with a person icon circled in red). The Actions column contains "RD" and "FR" icons. The interface also features a search bar, a "Refresh" button, and a "Showing 1 to 1 of 1 entries" indicator.

Figure 29: My Projects

4. The interface will display the list (see Figure 29: My Projects), originally sorted by the Project Acronym for which you have a relevant role (for example, participant contact, coordinator contact or Primary Coordinator)
The following fields will be displayed for each project listed:
 - The <Acronym> of the project. (You can see the full title if you hover over the acronym).
 - The <Call identifier> of the Project
 - The <programme> of the Project
 - The <project ID> (or project number)
 - The <Roles> Icon  for Consortium/participant Contacts/Roles
 - The <Phase> of the project (possible values Active or Negotiation)
 - One or more links to the available process of the projects (depending on the current one(s) the links can be:
 - Periodic reporting ,
 - Reporting & Deliverables ,
 - Financial Reporting ,

- Access Amendment **AA** ,
 - Access Negotiation **AN**
 - For an example of a link to the Negotiation Facility tool (NEF) see § 2.7.4 Access to the negotiations activities (Negotiation Facility tool -NEF)
5. If you have a vast amount of projects, you can filter them using the Search box (as explained in section 2.2).

By selecting the underlined acronym from the list (see Figure 29: My Projects), the same Project Details portlet than the one described in section 2.6.3.1 (Project details, see above), will replace the project list. It contains a more complete set of information about the project that was selected. You can go back to the project list by using the project menu portlet described in section 2.7.2 below.

2.7.2 The project menu and project summary portlets

Whenever specific project information is displayed in the main area of the portal, two portlets are shown on the left side of the screen: project menu and project summary (see Figure 30: Project Menu and Summary).

The "Project Summary" will display core essential information about the currently selected project (Acronym, ID, Call, Programme and Activity codes).

The "Project menu" allows the following global navigation actions:

- Returning to the project list (by selecting the "Back to list" orange button
- Displaying the Project Details
- Managing the Project Roles and/or Consortium (if you are a Primary Coordinator) of the project

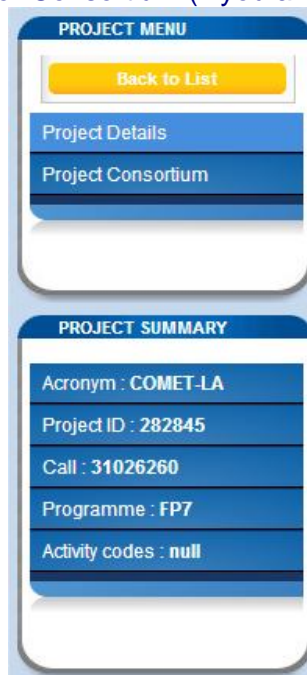


Figure 30: Project Menu and Summary

2.7.3 Roles of a Project

The figure below shows the roles and dependencies inside a project.

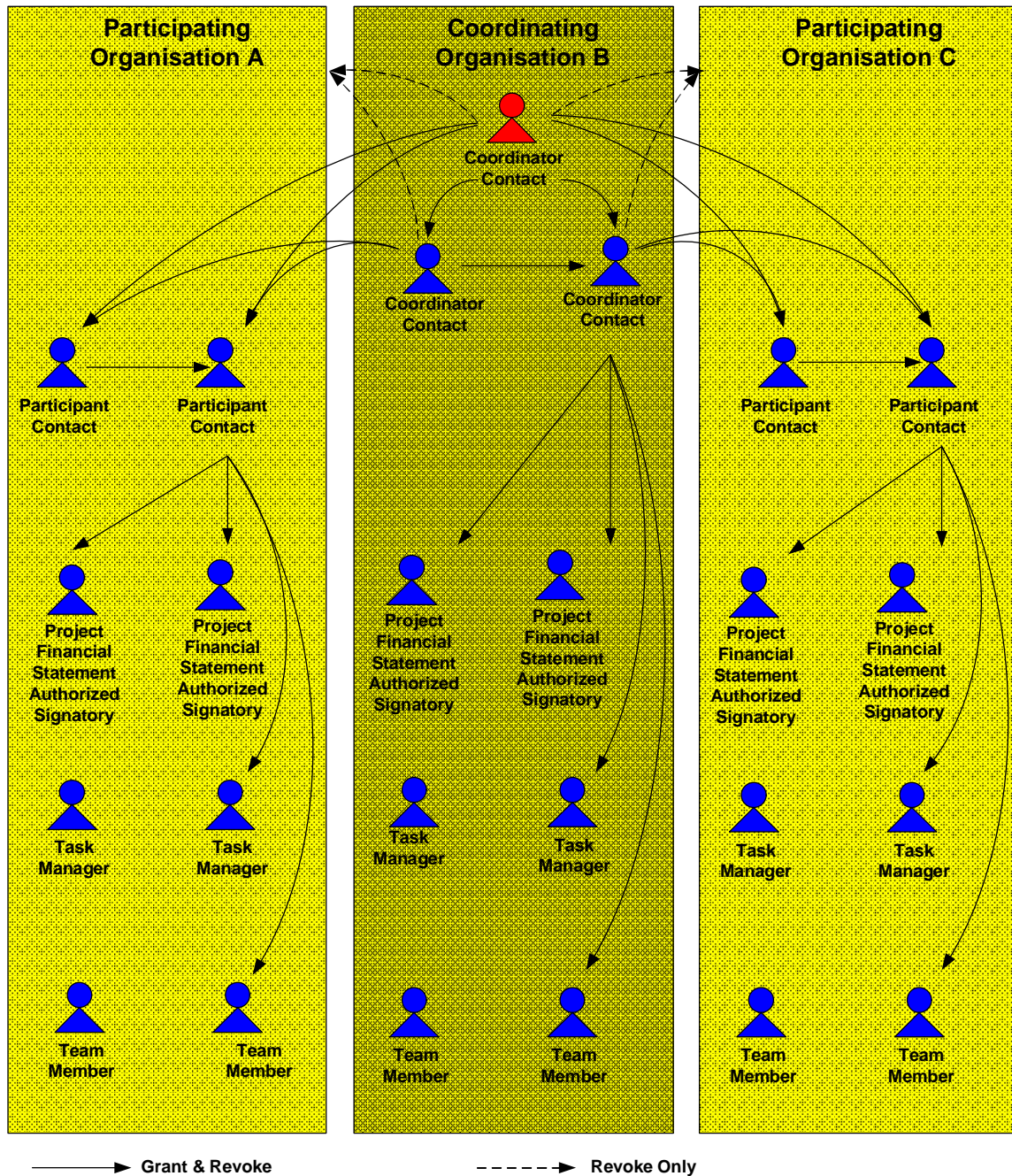


Figure 31: Business and portal roles in a project

2.7.3.1 First level: Primary Coordinator Contact

At the top of the pyramid, there is the Primary Coordinator Contact, who is the main contact person for the Commission at the coordinating beneficiary.

Nomination of only one person per project is possible in this role. By default, this role is provisioned with the respective name and contact details given in the proposal (under A2. 'Contact point').

The Primary Coordinator Contact has the right to grant and revoke the roles of the Participant Contacts in any organisation that is taking part in the Consortium.

In addition, he/she has, for the coordinating beneficiary (i.e. his/her own Organisation, the same rights as the Participant Contacts (see second level below).

During negotiation, the Coordinator Contact and the negotiating Project Officer have to make sure that the contact details are set properly in NEF and match one of the contact person's details given in GPF A 2.4. of the coordinating beneficiary.

Specific responsibility of the Coordinator Contact:

- Assure that the assignments of Participant Contacts are up to date and reflect the reality (including removal of obsolete access rights).
- Inform the Commission on time when the Coordinator Contact has to be changed.

2.7.3.2 Second level: Participants Contacts (including Coordinator Contacts)

At the second level of the pyramid, there are the Participant Contacts, who are the main contact persons for the Primary Coordinator at the participating beneficiaries. Nomination of only five persons per beneficiary and project is possible in this role (note that the Primary Coordinator Contact count in this total for the Coordinator beneficiary).

Participant Contacts who belong to the same Organisation as the Primary Coordinator Contact are called Coordinator Contacts. Like the Primary Coordinator Contact, Coordinator Contacts have the right to grant and revoke the roles of the Participant Contacts in any organisation that is taking part in the Consortium.

By default, these roles are provisioned with the respective names and contact details given in the proposal.

A Participant Contact can nominate other Participant Contacts within his/her own Organisation. (without approval by the Commission).

The Participant Contacts have also the right to grant and revoke Task Manager and Team Members (3rd level) within their organisation.

Specific responsibility of the Participant Contact:

- Assure that the assignments of third level roles within the own organisation are up to date and reflect the reality (including removal of obsolete access rights).
- Inform the Primary Coordinator Contact when the Participant Contact has to be changed.

2.7.3.3 Third level: Financial Signatories, Task Managers and Team Members

At the third level of the pyramid, there are the Financial Signatories, Task Managers and Team Members. The Financial Signatories are originally granted by the LEAR or the Account Administrators at organisation level and are available for being assigned to projects by the participant/coordinator contacts.

Team Members have minimal read-only rights to project resource information.

Task Managers extend the Team Member role with the capacity to perform submit, update and delete actions on artefacts of the project they are assigned to.


At the third level, several persons can be nominated in the same role, and the same person can be nominated in several roles.

2.7.3.4 Other roles:

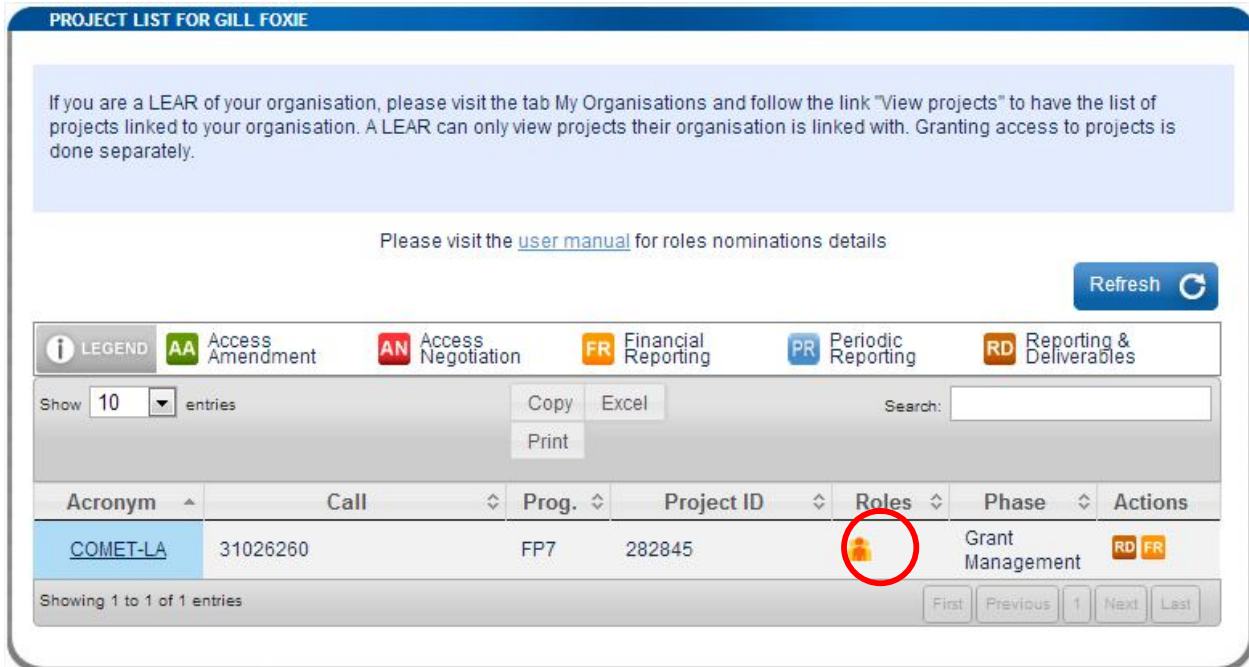
The portal also supports two other roles that you might see in the project roles list:

- The EC Project Officer (person who is dealing with the project at the European Commission)
- The Reviewer (person representing a project reviewer, i.e. who is in charge of reviewing the project).
- The Rapporteur (person representing a project reviewer that is responsible of creation and submission of the consolidated review report. This notion only concerns FP7 projects.).

2.7.3.5 Display Roles

When you click on the role () icon that is on the line of a project (see Figure 32: The project list roles icon), the consortium of this project is displayed.


This screen gives you an overview of all the Participants taking part in the Project (i.e. the Consortium) and, for each Participant, a list of their Contacts (see Figure 33 - Consortium and roles of a project), along with the project menu and project summary (see section 2.7.2 for a description of the project menu and project summary).








PROJECT LIST FOR GILL FOXIE




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

Refresh 

LEGEND  Access Amendment  Access Negotiation  Financial Reporting  Periodic Reporting  Reporting & Deliverables

Show 10 entries Copy Excel Print Search:

Acronym	Call	Prog.	Project ID	Roles	Phase	Actions
COMET-LA	31026260	FP7	282845		Grant Management	 

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Figure 32: The project list roles icon



PARTICIPANT CONTACTS OVERVIEW FOR COMET-LA (282845)

Coordinating Organisation 

UNIVERSIDAD...

UNIVERSIDAD DE CORDOBA
5, Avda. Medina Azahara, 14071
CORDOBA, ES
PIC: 999872703

Contacts  

Primary Coordinator Contact: Gill FOXIE 

Task Manager: Chris HUWAERT  

Task Manager: Joe DAKAR  

Coordinator Contact: Peter ALLAN  

Financial Signatory: Fred DINES  

Participating Organisation 

CCC

CONSEJO COMUNITARIO DE LA
COMUNIDADNEGRA DE LA CUENCA
BAJA DEL RIO CALIMA
CARRERA 2 1-20 EDIFICIO
CASCAJAL, 764501
BUENAVENTURA, CO
PIC: 972672351

Contacts  

Participant Contact: Annie DUPONT  

Financial Signatory: Elizabeth DENHAM 

Figure 33 - Consortium and roles of a project

2.7.3.6 Add a new role in your project

When you click on the [+] button (Figure 33 - Consortium and roles of a project), you have to enter the email address, first name and last name of the user you grant in the "Add role" area (Figure 34: Add role).

This user will receive a notification (see section 2.9 Manage notifications) announcing him his nomination. If not already done, he will be asked to register in ECAS.

Then, depending on your own role, you have to choose the role given (see Figure 31: Business and portal roles in a project for more information about the nominations you can make depending on your own role).

The screenshot shows a web interface for adding a contact. At the top, it says 'PARTICIPANT CONTACTS OVERVIEW FOR COMET-LA (282845)'. Below that is a tab labeled 'Add a Contact'. The main heading is 'UNIVERSIDAD...'. A sub-heading says 'Please enter the contact name and details'. The form contains the following fields: '* Role : Task Manager' (a dropdown menu), '* First Name :', '* Last Name :', and '* Email :'. Below these fields is a note '* required field'. At the bottom of the form, there are two buttons: 'Ok' and 'Cancel'. The 'Ok' button is circled in red.

Figure 34: Add role

In the above example, a Participant Contact is adding a Task Manager.

2.7.3.7 Revoke a role from your project

Depending on your role, you can also revoke some roles (see Figure 35: Confirmation of the revocation). Select the [X] icon to the right of the role to be revoked. Click on the [Revoke Selected] button and confirm the revocation.

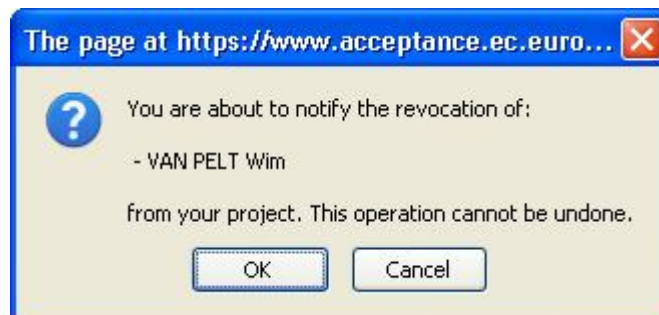


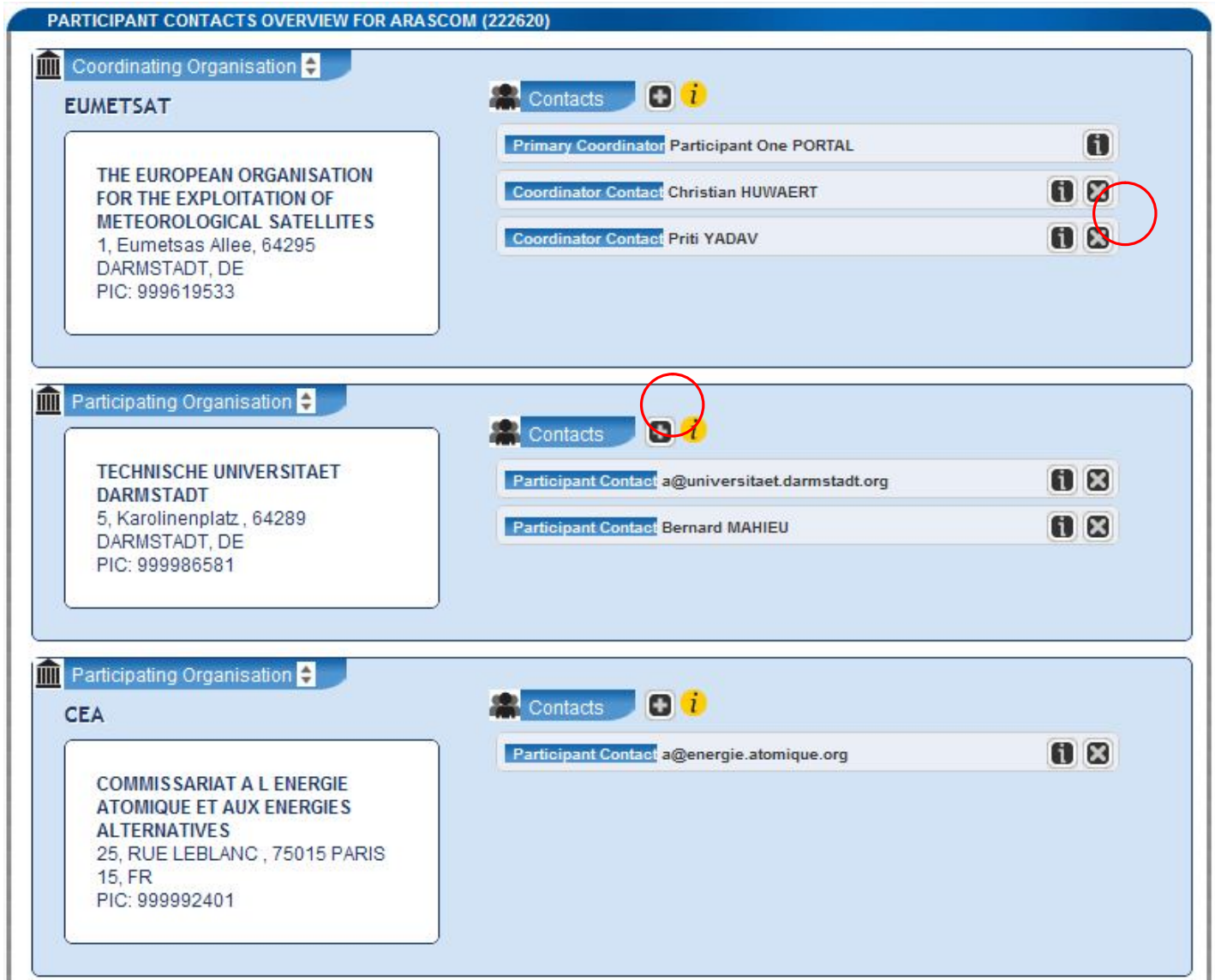
Figure 35: Confirmation of the revocation

2.7.3.8 Manage the Consortium (or Manage Participants)

If you are Primary Coordinator or Participant contact (including Coordinator contact⁶) the same screen allows you to manage all the Participant Contacts bound to the project.

If you are a Participant Contact, you will be able to modify Participant Contacts for your Organisation only. If you are Primary Coordinator, you will be able to modify Participant Contacts for any Organisation making up the Consortium.

To add a contact, you must select the little "plus" button at the top of the list () next to the participant you want to add the contact to (see below).



PARTICIPANT CONTACTS OVERVIEW FOR ARASCOM (222620)

Coordinating Organisation
EUMETSAT
THE EUROPEAN ORGANISATION FOR THE EXPLOITATION OF METEOROLOGICAL SATELLITES
1, Eumetsas Allee, 64295 DARMSTADT, DE
PIC: 999619533

Contacts + i

- Primary Coordinator Participant One PORTAL
- Coordinator Contact Christian HUWAERT
- Coordinator Contact Priti YADAV

Participating Organisation
TECHNISCHE UNIVERSITAET DARMSTADT
5, Karolinenplatz, 64289 DARMSTADT, DE
PIC: 999986581

Contacts + i

- Participant Contact a@universitaet.darmstadt.org
- Participant Contact Bernard MAHIEU

Participating Organisation
CEA
COMMISSARIAT A L ENERGIE ATOMIQUE ET AUX ENERGIES ALTERNATIVES
25, RUE LEBLANC, 75015 PARIS 15, FR
PIC: 999992401

Contacts + i

- Participant Contact a@energie.atominque.org

Figure 36 - Managing the Participant Contact details

Note that there is a limitation of 5 Contacts per Participant. If you reach that number the little + button will not be visible.

By selecting "+", the "Add a contact" screen is displayed (see Figure 37 - Adding a Contact to a Participant).

⁶ Quick reminder: a Participant Contact belonging to the Coordinating Organisation is called Coordinator Contact.

Figure 37 - Adding a Contact to a Participant

If you want to remove a contact from the list, select the X button next to his name. A confirmation screen will be shown (see Figure 38 - Removing a Contact). Select OK to remove the Contact.

Figure 38 - Removing a Contact

Reminders:

- The Primary Coordinator cannot be removed.
- If you are a Participant Contact you can only add or remove contacts to or from your own Organisation.
- The Primary Coordinator and Coordinator contacts can add or remove contacts to or from any Organisation

2.7.4 Access to the negotiations activities (Negotiation Facility tool -NEF)

Your project has been selected for negotiation. Once the negotiations are opened by the Commission, you will receive an e-mail (see Figure 39: Invitation from NEF) inviting you to connect to the Participant Portal in order to access the negotiation sessions supported by NEF (Figure 40: Projects list - Access Negotiation).

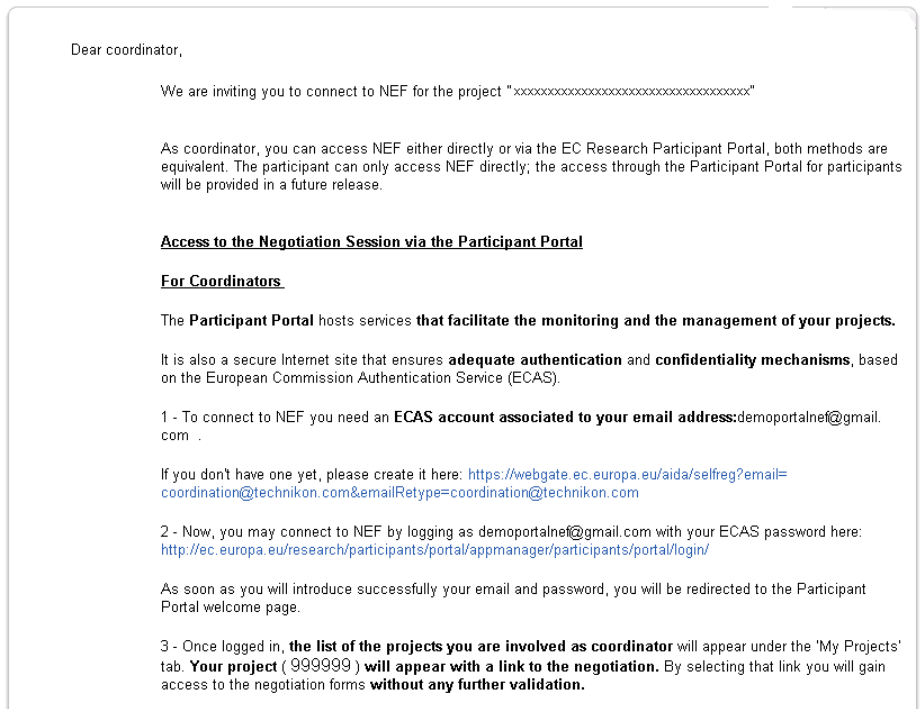




Figure 39: Invitation from NEF

1. Log on to the Participant Portal
2. Once you are connected to the secured environment of the Participant Portal, select **"My Projects"** tab
3. The list of the projects you are involved will be displayed. On the right side of the screen, the link **Access Negotiation**  is displayed only once the negotiations are open by the Commission (see Figure 40: Projects list - Access Negotiation)
4. Note that for some projects, a link to **Access Amendment**  is provided. It is displayed only once a grant agreement has been signed and amendments are requested (see Figure 41: My Projects - Links to NEF for amendments).

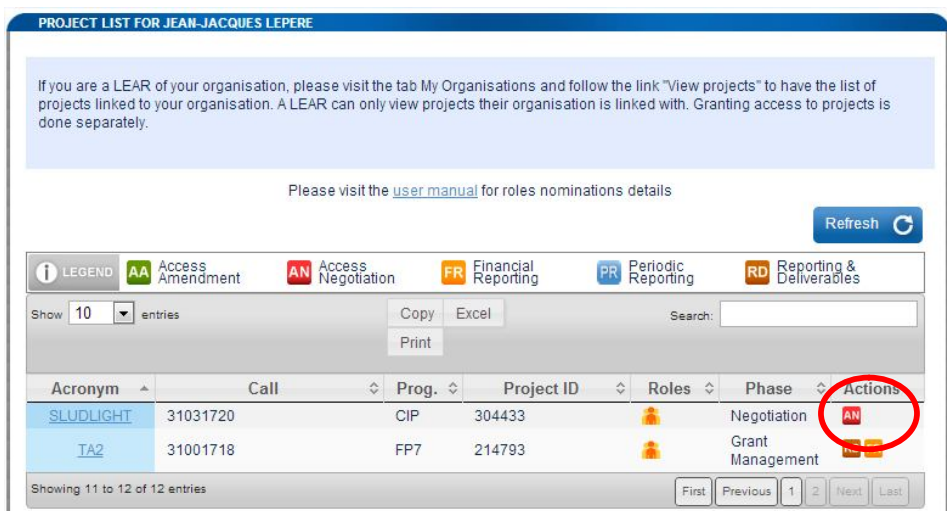


Figure 40: Projects list - Access Negotiation

5. You will be automatically redirected to the project page of NEF, with no further authentication requirements (see Figure 42: NEF). Depending on your role, you will be able to perform different tasks on NEF. In case of multiple partners' projects, the participants can also access NEF in a

more limited way – mainly to enter data to be submitted by the coordinator. The validation of the data you might enter in NEF is the sole responsibility of the coordinator of the project.

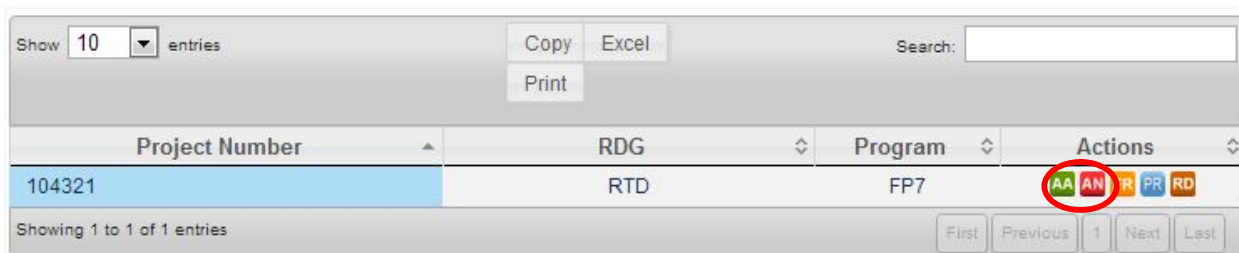


Figure 41: My Projects - Links to NEF for amendments

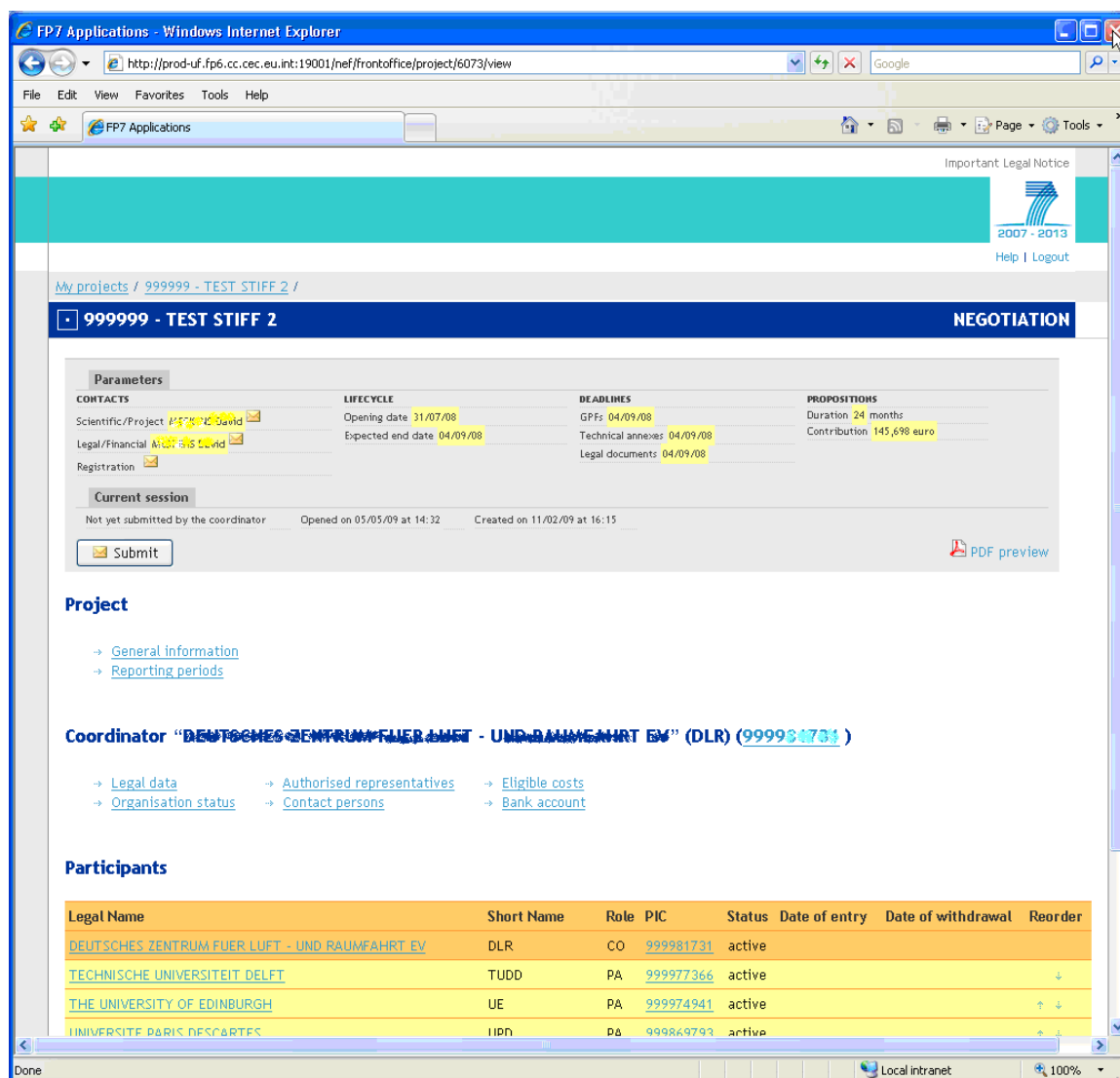


Figure 42: NEF

More information on how to use NEF can be found in the [NEF user guide](#).

Please note that the Participant Portal is the single gateway to NEF for both coordinators and other participants involved in negotiations, replacing the old way of accessing NEF – the access key mechanism.

2.7.5 Access to the reporting activities

In order for a user to have access to the Reporting functionality, s/he must have the role of Participant Contact (incl Coordinators) or task manager.

2.7.5.1 Accessing the reporting functions

1. Log on to the Participant Portal
2. Once you are connected to the secured environment of the Participant Portal, select **"My Projects"** tab
3. The list of the projects you are involved with will be displayed. (See Figure 43: Access to Reporting applications).
4. For any of your project that is in the "Active" phase, you can access both the technical reporting (Reporting & Deliverables **RD**) as the financial one **FR**, (Form C). Once you have clicked on the link, you will be redirected to the right supporting application.

PROJECT LIST FOR JEAN-JACQUES LEPERE

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

Refresh

LEGEND **AA** Access Amendment **AN** Access Negotiation **FR** Financial Reporting **PR** Periodic Reporting **RD** Reporting & Deliverables

Show 10 entries Copy Excel Search:

Print

Acronym	Call	Prog.	Project ID	Roles	Phase	Actions
SLUDLIGHT	31031720	CIP	304433		Negotiation	AN
TA2	31001718	FP7	214793		Grant Management	RD FR

Showing 11 to 12 of 12 entries

First Previous 1 2 Next Last

Figure 43: Access to Reporting applications

2.8 Manage roles

Please see sections "2.1 Roles", "2.6.4 Roles of an Organisation" and "2.7.3 Roles of a Project" for a complete description of Role management within the portal.

List of roles and their rights

FULL ROLE NAME	SHORT ROLE NAME	Who can enrol?	Who can revoke/notify revocation
LEAR	LEAR	SYSTEM	SYSTEM
ACCOUNT ADMINISTRATOR	AA	LEAR	LEAR
SELF REGISTRANT	REG	SYSTEM	SYSTEM
PRIMARY COORDINATOR CONTACT	PRIMARY COORDINATOR	SYSTEM	SYSTEM
COORDINATOR CONTACT ⁷	COORDINATOR	PRIMARY COORDINATOR, COORDINATOR	PRIMARY COORDINATOR, COORDINATOR
PARTICIPANT CONTACT	PARTICIPANT CONTACT	PARTICIPANT CONTACT (same PIC), PRIMARY COORDINATOR, COORDINATOR	PARTICIPANT CONTACT (same PIC), PRIMARY COORDINATOR, COORDINATOR
FINANCIAL SIGNATORY	FSIGN	LEAR (builds the list of available FSIGN for a PIC) COORDINATOR, PARTICIPANT CONTACT: assign to a Project)/	LEAR ⁸ (all projects +list) COORDINATOR, PARTICIPANT CONTACT: revoke from a project.
TASK MANAGER	TM	COORDINATOR, PARTICIPANT CONTACT	COORDINATOR, PARTICIPANT CONTACT
TEAM MEMBER	TB	COORDINATOR, PARTICIPANT CONTACT	COORDINATOR, PARTICIPANT CONTACT

Table 2: List of roles and their nomination rights

⁷ It is a Participant Contact with the same PIC as the PRIMARY COORDINATOR

⁸ If a LEAR revokes an FSIGN from the list of available FSIGNS for a PIC, that FSIGN will be revoked from all the Projects he/she has been assigned to by the Participant Contacts

2.9 Manage notifications

Notifications are messages sent by the different services available on the Participant Portal. Currently, notifications are sent via email but it is foreseen that other channels will be made available in the future. They are also displayed in the "Inbox" sub tab of the "My Notifications" tab. (See Figure 44: My Notifications).

Examples of notifications:

- You will receive a notification if you are nominated in a new role.
- A LEAR will receive a notification if someone of his/her organisation is nominated in a new role.
- A notification can be sent to all Portal users in case of an exceptional situation of the Portal or its services.
- Notifications are sent when modifications are done on calls that you have subscribed to (see "Your Subscribed Calls" below) and also on calls that fulfil your selected criteria (see "Subscription Criteria" below).

2.9.1 Notifications

In the Participant Portal, your notifications are visible from the "Inbox" sub tab of the "My Notifications" tab. (See Figure 44: My Notifications).

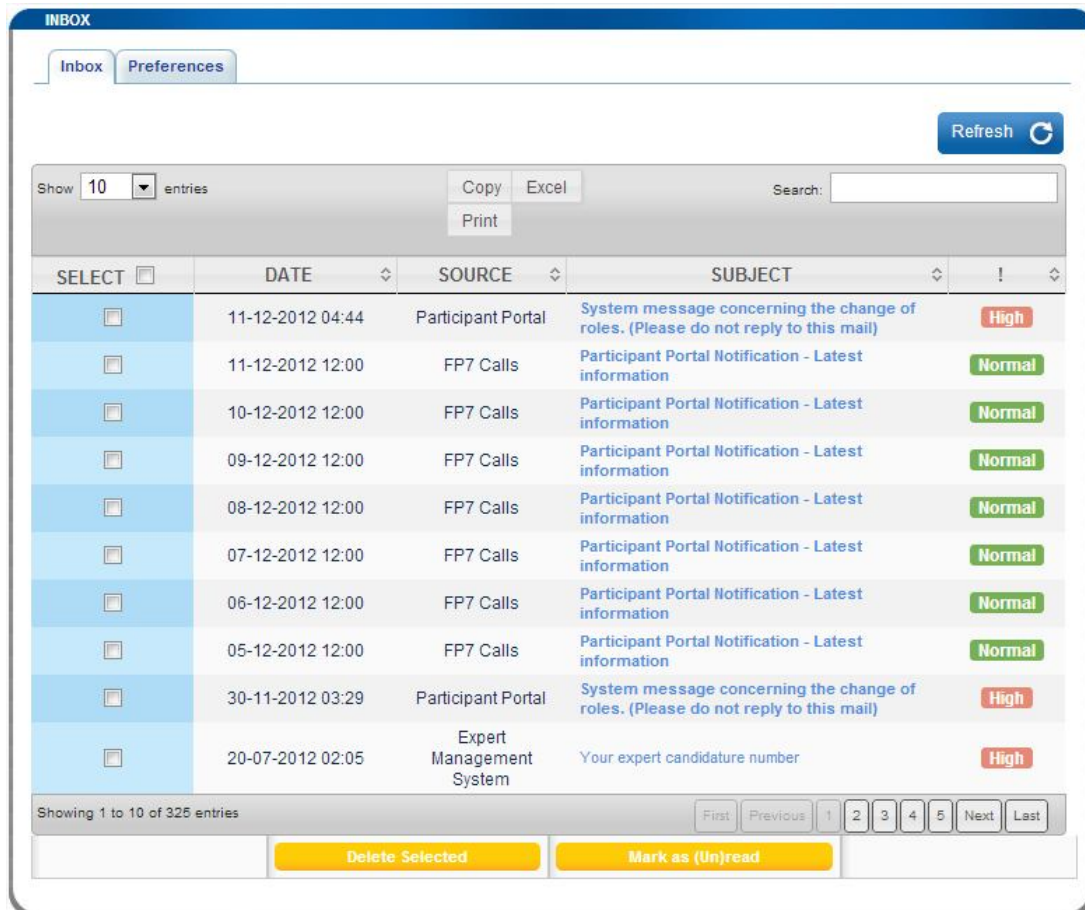



Figure 44: My Notifications

2.9.1.1 Columns in the Inbox tab

- A <SELECT>checkbox allows the participant to delete or mark as (un)read the selected records.
- The <DATE> is the date of the notification when the message was sent.
- The <SOURCE> represents the sender of the notification message. The source of the messages can be:
 - Participant Portal: e.g. when the user has been assigned to a new role;
 - FP7 Calls: e.g. when data of a call you subscribed has changed
 - Notification coming from the Submission and Evaluation of Proposals system.
- If the <SUBJECT> is underlined (hyperlink mode) then the participant can click on it, in order to open the notification and display the message body (see Figure 45: Notification content). If the message body is empty then the subject is not underlined. The font style of the subject is bold when the message is unread and regular once the message is read.
- The <!> symbol (as in Outlook) is the importance level of the notification. The levels are LOW-NORMAL – HIGH and VERY HIGH. The records can be filtered by introducing one of the four statuses above in the "Search" text box.

2.9.1.2 Buttons

A refresh button  allows the participant to refresh his notifications. No automatic refresh exists. The button should be used e.g. if after logging in the user adds a new call to the e-mail notifications. The call will be listed under the "My Notifications" "Your Subscribed Calls" tab, after the refresh button has been used or after the user logs in again.

The **[Delete Selected]** button allows the participant to delete the selected notifications.

The **[Mark as (un)Read]** button changes the status of all the selected notifications. If all the selected notifications are read then the button displays **[Mark as Unread]** else it displays **[Mark as Read]**

The **[Select All]** button allows the participant to select all the notifications currently displayed.

2.9.1.3 Notification content

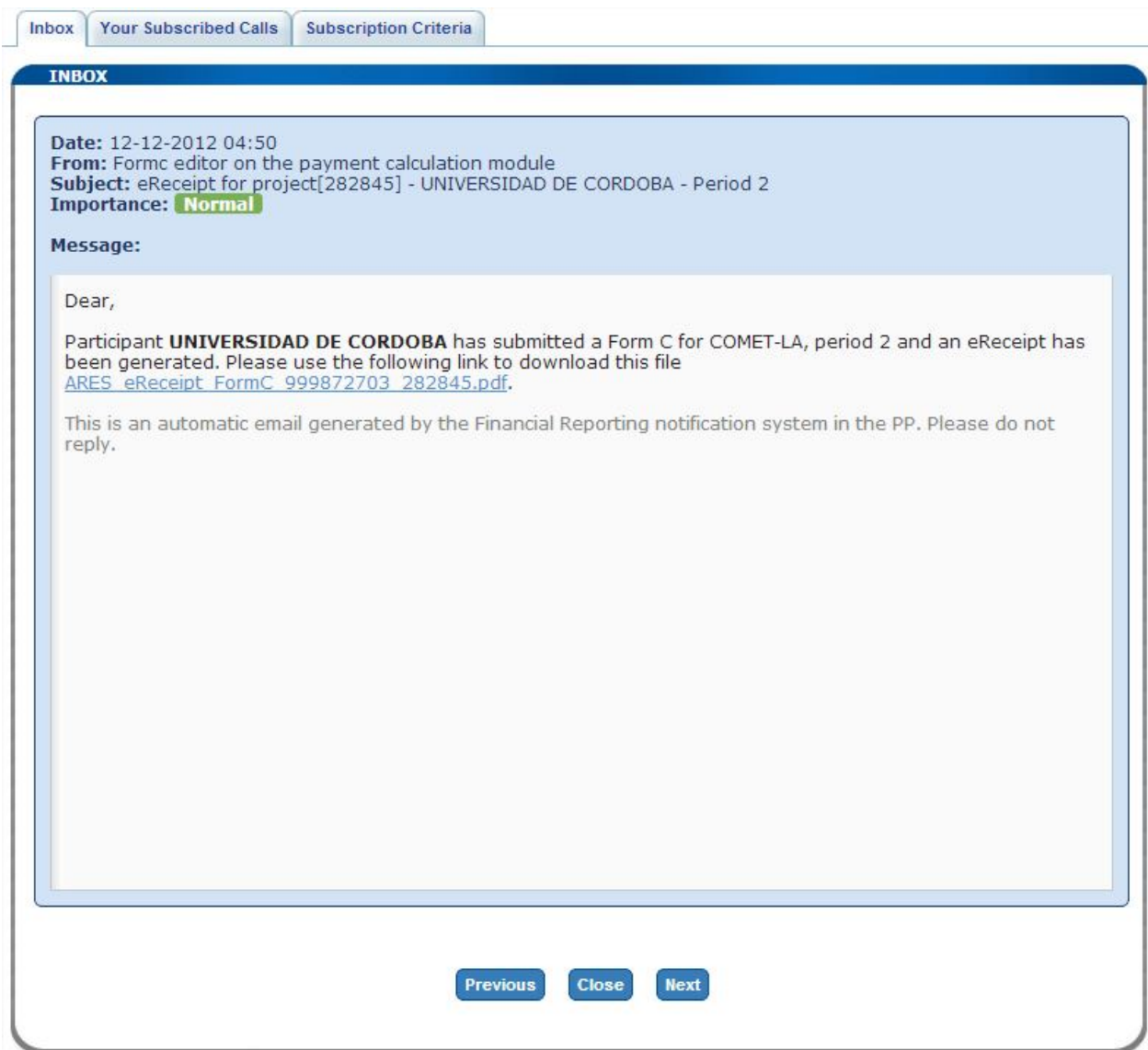


Figure 45: Notification content

The notification is displayed in the page above when the participant clicks on an underlined subject. It contains

1. The date when the message was sent
2. The sender (see above)
3. The subject
4. The importance level in text mode
5. The message body with vertical and horizontal scroll bars displayed when the message body is too long or too large.

The [**Close**] button closes the notification content and returns to the notification list.

The [**Previous**] and [**Next**] buttons allow browsing through the set of notifications of the "My Notifications" tab.

2.9.1.4 Example of an e-mail notification

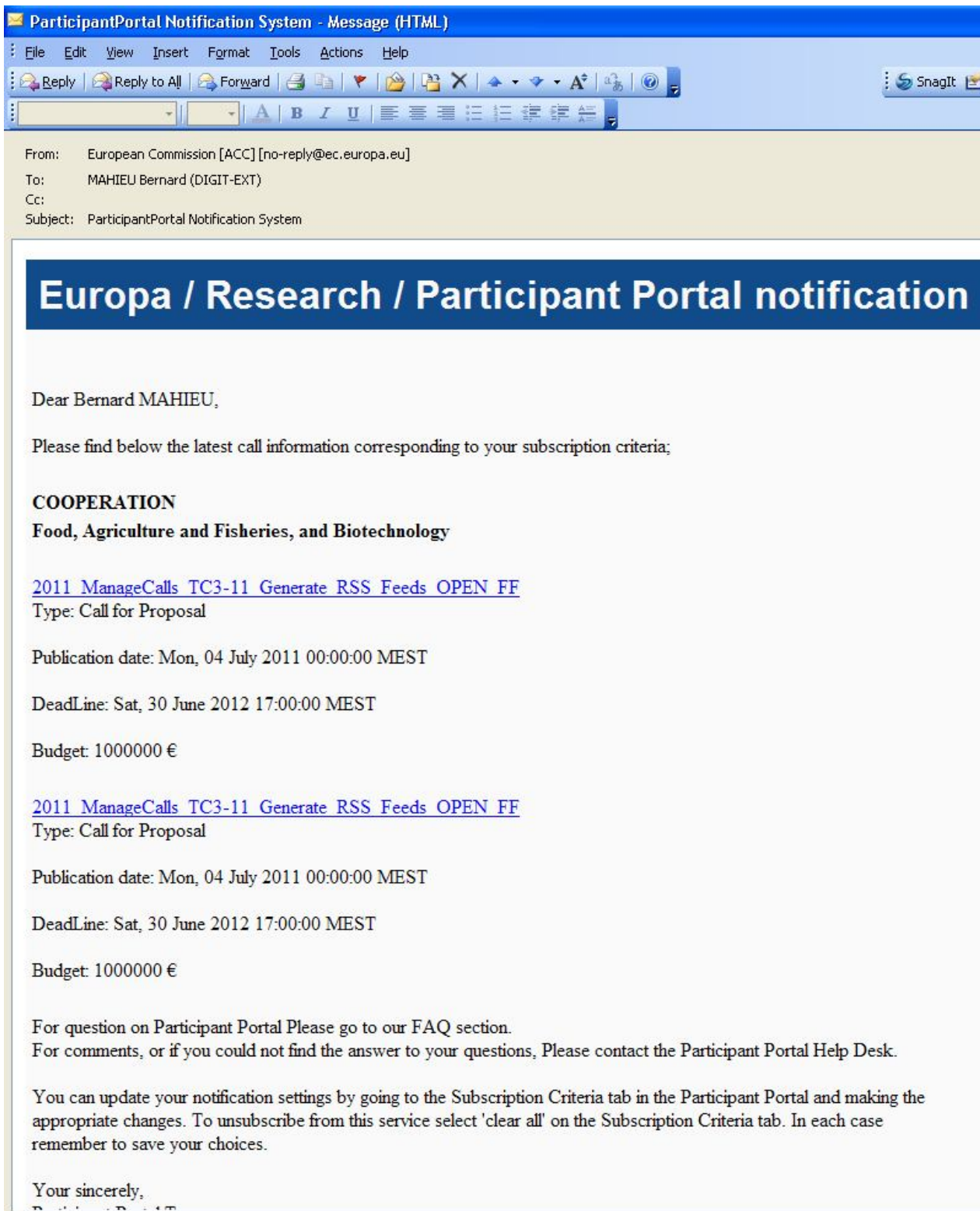


Figure 46: Notification e-mail

2.9.1.5 Notification and event

The following table gives an overview of the messages currently sent through the notification service:

NOTIFICATION	LEVEL	EVENT	RECIPIENT(S)
Organisation Role Nomination	High	A new Account Administrator has been nominated by the LEAR of an organisation. Automatically generated message.	<ul style="list-style-type: none"> All the Account Administrators of the organisation⁹. The newly nominated user.
Project Role Nomination	High	The Primary Coordinator Contact of a Project has nominated a user as a Participant Contact (see section 2.7.3.8, Manage the Consortium) or a new nomination is done at project level (e.g. a Participant Contact nominates a Team Member; see section 2.7.3.6, Add a new role in your project). Automatically generated message.	<ul style="list-style-type: none"> The LEAR of the Organisation for which the Contact has been nominated. All the Account Administrators of the Organisation of the newly nominated user. The newly nominated user.
Call	Normal	When a call has been published or when any call-related information (e.g. the "Latest information on call") is modified. Criteria to be defined by the user.	<ul style="list-style-type: none"> Any user that subscribed to call(s) or defined subscription criteria

Table 3: Current Notification details

2.9.1.6 Preferences

As a user, you can decide the minimum level of Notification you want to receive (knowing that the "Very High" level cannot be ignored) as well as the frequency of reception per level (as soon as they occur, daily or weekly).

You can change this through the "Preferences" link available from the "inbox" sub tab of the "My Notifications" tab. (See Figure 47: Notifications – Preferences).

⁹ It is the LEAR who is the originator of the nomination, therefore he/she is not notified.

Figure 47: Notifications – Preferences

If you select **High** as minimum level of notification you will not receive FP7 calls notification – see **Table 3: Current Notification details**)

- If you select **Asap** the notification/event is sent immediately.
- If you select **Daily** the notification/event is sent from midnight.
- If you select **Weekly** the notification/event is sent Friday from midnight.

The figure above shows you the recommended configuration.

2.9.2 Subscription Criteria

The Participant Portal e-mail notification feature allows the Participant Portal's users to receive notifications about any new information published on a specific call or a group of calls as defined by the user.

Under this tab, the registered users can define the types of calls on which they are interested in receiving information. The users can add/modify or delete the e-mail notification criteria at any time.

You will receive notification e-mails whenever new information is published which meets one of your criteria or when a specific call (chosen previously as your subscription criteria) is reaching a deadline (2 weeks and 1 week).

The criteria are the following:

Global Criteria

- **Call categories:** Call for Proposals, Call for Tenders

If e.g. Call for Proposal is selected the user will receive notifications for each update on calls for proposals. This can be an update of information, the opening of a call for proposal, the closing of a call for proposal, etc.

- **Call States:** Open, Closed, Forthcoming

If e.g. Open is selected the user will receive a notification whenever a new call is opened/published.

Other example: if "Call for proposal" is selected and "Open" is selected the user will receive notifications on all "Call for proposals" that are opened.

The criteria can be more specific by choosing a Programme or a theme (see below). Example: if a user chooses COOPERATION/Health he/she will be notified on any change concerning the call for COOPERATION/Health. If "Open" is selected the notification will be limited to the COOPERATION/Health calls that are opened..

Important remark: The "Subscription Criteria" does not reflect the changes you made in the "Your subscribed calls" section See the paragraph below for more explanation about the tab "Your subscribed calls".

Specific Criteria linked to Programmes and themes – see the following print screen (Figure 48: Subscription criteria)

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

Inbox Your Subscribed Calls Subscription Criteria

SUBSCRIPTION CRITERIA

[select all](#) | [clear all](#)

Subscribe to the following call categories

Call for Proposals

Call for Tenders

Subscribe to the following call States

Open

Closed

Forthcoming

Subscribe to the following programmes and themes

COOPERATION

- Food, Agriculture and Fisheries, and Biotechnology
- Health
- Information and Communication Technologies
- Nanosciences, Nanotechnologies, Materials and New Production Technologies - NMP
- Energy
- Environment (including Climate Change)
- Transport (including Aeronautics)
- Socio-economic sciences and Humanities
- Space
- Security
- General Activities
- Joint Technology Initiatives (Annex IV-SP1)
- Article 169 (Annex IV-SP1)

IDEAS

- ERC

PEOPLE

- Marie Curie Actions

CAPACITIES

- Research Infrastructures
- Research for the benefit of SMEs
- Regions of Knowledge
- Research Potential
- Science In Society
- Support for the coherent development of research policies
- Activities of International Cooperation
- Article 169 Joint (Annex IV-SP4)

EURATOM

- Fusion Energy
- Nuclear Fission and Radiation Protection
- JRC direct nuclear actions


[Save](#)

Figure 48: Subscription criteria

2.9.3 Your Subscribed Calls

Under the "Funding" tab, after choosing a specific call, users can subscribe to the e-mail notification related to that selected call. Click on the "[Subscribe to e-mail notification of this call](#)" link at the bottom of the page, see (Figure 49: Funding – Details of a specific call).

All files have been treated uniformly and compressed to facilitate the access to the individual documents and to optimise the speed of transfer. To access the files, you will need a file compression utility capable of opening the 'zip' format.

All documents as a zip file  (EN only).
Caution: Download time will vary depending on your internet connection. this type of zip file can exceed 40 Mb.

Electronic Proposal Submission

To access the Electronic Submission Service of the call, please select the funding scheme or objective corresponding to the work programme topic that is most relevant to your proposal from the list below. You will then be linked to the correct entry point.

To access existing draft proposals for this call, please login to the Participant Portal and select the "My Proposals" tab.


Download the [user guide](#) of the Participant Portal Submission Service.

Available activity topics:


Development and exploitation of genomic data and tools, phenotyping appr...[KBBE.2013.1.1-01]

Get Support

- View or contact relevant [National Contact Points](#) for further help.
- To ensure compliance with **ethical issues**, further information is available on the [Ethics review](#) on CORDIS and on the [Europa Portal](#)
- **Enquiry service:** Ask your questions about any aspect of European research in general and the EU Research Framework Programmes

in particular from the [Research Enquiry Service](#). 

- The [European IPR Helpdesk](#) assists beneficiaries on intellectual property issues.
- A partner search is offered on [CORDIS Partners Service](#)



- [Enterprise Europe Network](#).
- Do you know how to tackle standardization in your future project proposal? Contact CEN and CENELEC, the European Standards Organisations to receive tailor-made help at research@cenelec.eu (CEN-CENELEC Research Helpdesk) or visit the websites of [CEN](#) and [CENELEC](#)

E-mail notification

Figure 49: Funding – Details of a specific call

The list of calls that you have subscribed to in this way, is displayed in the "**Your Subscribed Calls**" tab. You can unsubscribe to the subscription to a single call by selecting it and by clicking the **[Unsubscribe]** button. (See Figure 50: Your Subscribed Calls).

YOUR SUBSCRIBED CALLS

[select all](#) | [clear all](#)

- ❑ **Cooperation**
 - ❑ **Joint Technology Initiatives (Annex IV-SP1)**
 - ❑ [SP1-JTI-CS-2011-02](#)
- ❑ **Ideas**
 - ❑ **ERC**
 - ❑ [ERC-2011-PoC](#)
- ❑ **People**
 - ❑ **Marie Curie Actions**
 - ❑ [FP7-PEOPLE-2011-IEF](#)
- ❑ **Euratom**
 - ❑ **Fusion Energy**
 - ❑ [FP7-Fusion-2007](#)

Figure 50: Your Subscribed Calls

2.10 Manage Funding

Any user (logged or not) can have access to the "Funding" tab.

The screenshot shows the 'FUNDING OPPORTUNITIES' page. At the top, there are navigation tabs: Home, Funding, References, My Organisations, Experts, Support. Below these are sub-tabs: Latest Info, FP7 Calls, CIP Calls, Other Calls, Search Calls. The 'FUNDING OPPORTUNITIES' section includes a 'New calls' header, a paragraph explaining how to access calls, and a list of 'Latest dates of call publications' with a 'View new calls' link. Below this is a table titled 'Latest information on calls' with a search bar and a table of call entries.

Programme	Call Identifier	Latest Information	Date
FP7 - COOPERATION	FP7-ICT-2013-C	The submission session is now available for: CSA-CA, CSA-SA, CP-FP-INFISO test	2012-12-05
CIP - IEE	CIP-IEE-2012	Call still open for the cut-off date 30 April 2013	2012-12-03

Figure 51: FP7 Calls

When you click on this tab, the "Latest info" tab is displayed. It contains the latest dates of call publications and the latest calls published. These can be filtered by specific Framework programme in the following tabs: "FP7 calls", "CIP calls", "Other Calls",

2.10.1 Calls by Framework Programmes

If you select a particular framework programme, a menu will appear in the left bar allowing you to select one of its particular specific programmes (See Figure 52 and Figure 53).



Figure 52 - CIP specific programmes



Figure 53 - FP7 specific programmes

2.10.2 Calls by specific programme

When you select a specific programme, the list of open call is displayed by default, the FP7 calls are classified by call type (call for proposal / call for tender) and by theme. (See Figure 54: Calls by programme).

Closed and forthcoming calls are displayed in adjacent tabs with the same classification principle..

The screenshot shows a web interface for FP7 calls. At the top, there are navigation tabs: Home, Funding, References, My Organisations, Experts, Support. Below these are sub-tabs: Latest Info, FP7 Calls, CIP Calls, Other Calls, Search Calls. The main content area is titled "COOPERATION" and has sub-tabs for Open, Closed, and Forthcoming. Under the "Open" tab, there is a list of themes and their respective open calls:

- [Food, Agriculture and Fisheries, and Biotechnology](#) / 3 open calls
- [Information and Communication Technologies](#) / 7 open calls
- [Nanosciences, Nanotechnologies, Materials and new Production Technologies - NMP](#) / 2 open calls
- [Energy](#) / 4 open calls
- [Environment \(including Climate Change\)](#) / 3 open calls
- [Transport \(including Aeronautics\)](#) / 4 open calls
- [Socio-economic sciences and Humanities](#) / 3 open calls

The first theme, "Food, Agriculture and Fisheries, and Biotechnology", is selected. Below it, there is a "Call for proposals" section with a table of calls. The table has columns for Call Identifier, Call Title, Publication Date, and Deadline. The first three rows are visible:

Call Identifier	Call Title	Publication Date	Deadline
FP7-KBBE-2013-7-single-stage	KBBE-2013	2012-07-10	2013-02-05
FP7-OCEAN-2013	The Ocean of Tomorrow 2013	2012-07-10	2013-02-07
FP7-ERANET-2013-RTD	ERA-NET Call 2013	2012-07-10	2013-02-28

Below the table, there are navigation controls: "Showing 1 to 3 of 3 entries" and buttons for "First", "Previous", "1", "Next", "Last". The interface also includes search and print options.

Figure 54: Calls by programme

2.10.3 Call info

When you click on the Call Identifier hyperlink, the call info page is displayed (see Figure 55: Call info). This page contains all the info related to the selected call. You can download documents and subscribe to receive notifications about this call.

You can also be redirected to the Electronic Proposal Submission Service –EPSS (see Figure 56: EPSS) or in the future to the new Submission and Evaluation Program.

The screenshot shows a web interface for EURATOM. At the top, there is a navigation bar with links: Home, FP7 Calls, FP7 Doo, My Organisations, My Proposals, My Projects, My Roles, Notifications, Experts. Below this is a secondary navigation bar with: Latest Info, Cooperation, Ideas, People, Capacities, Euratom, Search Calls. The main content area is titled 'EURATOM' and has tabs for 'Open', 'Closed', and 'Forthcoming'. The call title is 'Nuclear Fission, Safety and Radiation Protection' with a 'Return to calls' button. The call identifier is 'FP7-Fission-2012'. Other details include: Publication Date: 17 January 2012; Budget: € 53 251 000; Deadline: 27 March 2012 at 17:00:00 (Brussels local time); OJ Reference: OJ C014 of 17 January 2012; Specific Programme(s): EURATOM; Theme(s): Nuclear Fission and Radiation Protection. There is a section for 'Latest information on Call' with a date of 18-01-2012 and a message: 'EPSS is now available for this call for proposals'. Below this is an 'Information Package' section with a warning icon and text: 'Key documents required for the preparation of your proposal'. It lists four items to be selected: 1. The call fiche (only available in .pdf format), 2. The work programme (.pdf format), 3. FP7 factsheets in your preferred language - an overview of the basic features of this programme (.pdf format), 4. The Guides for Applicants relevant to the funding schemes used in this call (.pdf format). A note states: 'All files have been treated uniformly and compressed to facilitate the access to the individual documents and to optimise the speed of transfer. To access the files, you will need a file compression utility capable of opening the '.zip' format.' There are 'select all' and 'clear all' links. Below are three checkboxes: 'Call Fiche' (English), 'Work Programme 2012 - Euratom' (English), and 'Guide for Applicants' (English). A 'Download' button is present. The 'Additional Documents' section has the subtitle 'Useful documents on the call and on FP7 in general'. It asks to choose documents to download and lists three items: 'Council decision concerning Euratom Specific Programme 2012-2013' (English), 'Council Decision concerning the Euratom Framework Programme 2012-2013' (English), and 'Regulation laying down the rules for the participation to Euratom 2012-2013' (English). There are 'select all' and 'clear all' links and a 'Download' button. The 'Electronic Proposal Submission Service (EPSS)' section has the subtitle 'Instructions on the submission of your proposal through the EPSS'. It asks to select the funding scheme or sub-funding scheme and shows a dropdown menu with 'Combined Collaborative Project (Large-scale integrating project) and Coordination and Support Action [CP-CSA]' and a 'Go' button. The 'Get Support' section provides links to National Contact Points, Ethical review, Europa Portal, Research Enquiry Service, European IPR Helpdesk, and CORDIS Partner Service. It also mentions Enterprise Europe Network and CEN and CENELEC. At the bottom, there is an 'E-mail notification' section with a 'Subscribe to e-mail notification of this call' button and a 'Return to calls' button.

Figure 55: Call info




The EPSS web application is best viewed with
 - Internet Explorer 6.0 (and above)
 - or Mozilla Firefox 1.0 (and above)
 Safari is NOT supported (whatever the OS)
 For other browsers please refer to the EPSS User Guide

Attention!

EPSS Helpdesk working hours from 11/07/2011 until 26/08/2011:
 the EPSS helpdesk will be available from 9am to 5pm Brussels local time and from 8am to 8pm during 48 hours before calls deadlines.

Welcome to EPSS, the Electronic Proposal Submission Service

Call Selected: **ENIAC-2011-2**
 Sub-Scheme Selected: **JTI-CP-ENIAC**

I am the coordinator of a proposal and I need a user name and a password		REGISTER¹
I already have an online user name and a password		LOGIN
I am a participant (not the coordinator) in a proposal and I need a user name and password		CONTACT YOUR COORDINATOR

[EPSS user guide](#)
[Privacy Statement](#)

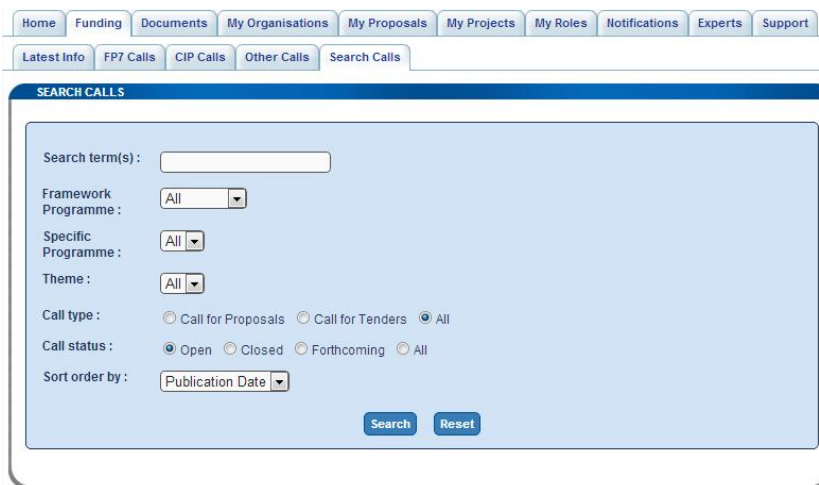
Figure 56: EPSS

2.10.4 Search Calls

Any user can use the Search Calls functionality from the "**Funding**" tab, by clicking the **[Search]** button. (See Figure 57: Search Calls).

The user can enter as search criteria: search terms, programme, call status, call type, sorted by information and click **[Search]**.

The page is refreshed with the calls matching the request, and an opportunity to Search again.



The screenshot shows the 'Search Calls' interface. At the top, there are navigation tabs: Home, Funding, Documents, My Organisations, My Proposals, My Projects, My Roles, Notifications, Experts, and Support. Below these are sub-tabs: Latest Info, FP7 Calls, CIP Calls, Other Calls, and Search Calls. The 'SEARCH CALLS' section contains the following fields and options:

- Search term(s):
- Framework Programme:
- Specific Programme:
- Theme:
- Call type: Call for Proposals Call for Tenders All
- Call status: Open Closed Forthcoming All
- Sort order by:

At the bottom of the search area are 'Search' and 'Reset' buttons.

Figure 57: Search Calls

2.11 Manage Experts

A top level tab ("Experts") is used for the experts management (see Figure 58: PP home page below).

This tab is displayed for all logged-in and not logged in users. For users that are not logged in, it displays a home page inviting users to take some actions:

If you are logged in, some different actions need to be executed

2.11.1 Not logged in users

The screenshot shows the Participant Portal home page. At the top, there is a navigation bar with the European Commission logo and the text "RESEARCH & INNOVATION Participant Portal". Below this, a secondary navigation bar contains tabs for "Home", "Funding", "Documents", "My Organisations", "Experts", and "Support". The "Experts" tab is circled in red. The main content area is titled "WELCOME" and contains a "Welcome to the Participant Portal" message, a list of services offered today, and a section for forthcoming functionalities. A "How does it work?" section follows, with a four-step process flow and a "Are you a new user?" button. The page also includes a "LOGIN" section, a "NEED HELP?" section with frequently asked questions, and a "WHAT'S NEW" section with recent updates.

Figure 58: PP home page

For not 'logged in' connected users (anonymous) the Expert tab is displayed in the following portlet (Figure 59: Experts tab - anonymous user):

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

RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > Experts > Welcome

Home Funding Documents My Organisations Experts Support

LOGIN

Login

Register your account

HELP FOR EXPERTS

- FAQ
- Technical help
- Question about FP7

NEWS FOR EXPERTS

Welcome to the brand new area in the Participant Portal dedicated to experts. A new registration service is now available.

QUICK LINKS FOR EXPERTS

- List of appointed experts
- Expert recommendations

Logistics for Brussels

- Map of evaluation area
- Info on hotels
- Metro map
- From airport to Brussels

EXPERT AREA

Join the database of independent experts for European research and innovation

The European Commission appoints independent experts to assist with research and innovation assignments including the evaluation of proposals, the review of projects and the monitoring of programmes or policies.

New Experts

What do the assignments involve?

- Experts, as peer reviewers, assist in the:
 - **evaluation** of research and innovation proposals;
 - **review** of research and innovation projects.
- In addition experts assist in:
 - **monitoring** the progress, outcome and impact of research and innovation programmes as well as giving advice on the shape of future research and innovation activities.
 - Assignments mainly concern research and technological development, falling within the [current framework programme \(FP7\)](#) aimed at improving employment, competitiveness and quality of life in Europe.
 - Take a look at the most [recently funded projects](#).

Who can be an Expert?

You have a chance of being selected as an expert if you:

- have a high level expertise in research or innovation in any scientific and technological field, including managerial aspects;
- have at least a university degree, and
- can be available for occasional, short-term assignments.

Registered Experts

Already registered with CORDIS/EMM ?

- First create an ECAS account, if you have not created one yet, in order to have the possibility to retrieve your CORDIS/EMM profile.
- Some changes to the design of the new registration service require additional information from experts, so please [log-in](#) and update your profile.

Interested in participating as an expert for the European Commission?

- [Create your ECAS Account](#)
- Register or update your profile

Figure 59: Experts tab - anonymous user

In this page, the [Create Your Ecas Account](#) link is enabled while the [Register or update your profile](#) is not.

[Create Your Ecas Account](https://webgate.ec.europa.eu/cas) opens a page to create ECAS account at <https://webgate.ec.europa.eu/cas>

2.11.2 Logged in users without Expert profile defined in EMPP

If a "logged-in" user selects the **Experts** tab and if he does not have an Expert profile, he will see a similar page as non-logged users except the fact that the [Register or update your profile](#) link that is now activated while the [Create your ECAS account](#) link is deactivated (see Error! Reference source not found.)

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

RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > Experts > Welcome

Home | Funding | Documents | My Organisations | My Proposals | My Projects | My Roles | Notifications | Experts | Support

LOGIN

Logout

Christian HUWAERT

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

HELP FOR EXPERTS

- FAQ
- Technical help
- Question about FP7

NEWS FOR EXPERTS

Welcome to the brand new area in the Participant Portal dedicated to experts. A new registration service is now available.

QUICK LINKS FOR EXPERTS

- List of appointed experts
- EMEX
- Expert recommendations
- Logistics for Brussels
 - Map of evaluation area
 - Info on hotels
 - Metro map
 - From airport to Brussels

EXPERT AREA

Join the database of independent experts for European research and innovation

The European Commission appoints independent experts to assist with research and innovation assignments including the evaluation of proposals, the review of projects and the monitoring of programmes or policies.

New Experts

What do the assignments involve?	Who can be an Expert?
<ul style="list-style-type: none"> Experts, as peer reviewers, assist in the: <ul style="list-style-type: none"> evaluation of research and innovation proposals; review of research and innovation projects. In addition experts assist in: <ul style="list-style-type: none"> monitoring the progress, outcome and impact of research and innovation programmes as well as giving advice on the shape of future research and innovation activities. Assignments mainly concern research and technological development, falling within the current framework programme (FP7) aimed at improving employment, competitiveness and quality of life in Europe. Take a look at the most recently funded projects. 	<p>You have a chance of being selected as an expert if you:</p> <ul style="list-style-type: none"> have a high level expertise in research or innovation in any scientific and technological field, including managerial aspects; have at least a university degree, and can be available for occasional, short-term assignments.

Registered Experts

Already registered with CORDIS/EMM ?

- First create an ECAS account, if you have not created one yet, in order to have the possibility to retrieve your CORDIS/EMM profile.
- Some changes to the design of the new registration service require additional information from experts, so please log-in and update your profile.

Interested in participating as an expert for the European Commission?

- Create your ECAS Account
- [Register or update your profile](#)

Figure 60: Logged in users without Expert profile

"Register or update your profile" opens the "Import/create Expert Profile" page (see Figure 61: Import/Create Export profile).

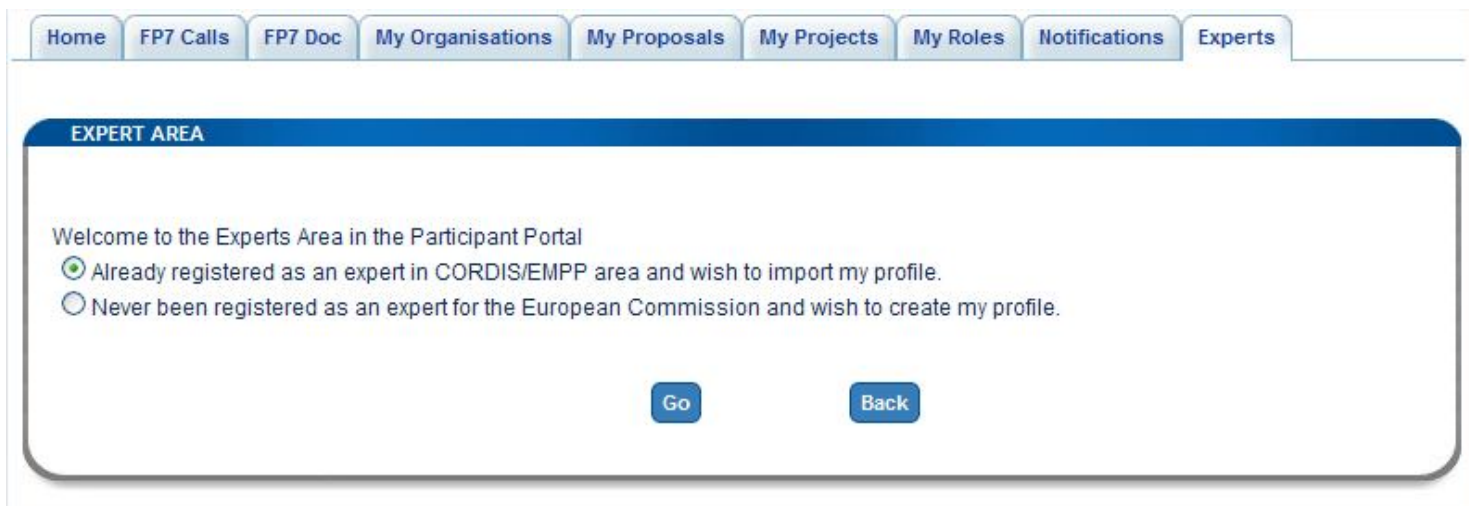


Figure 62: Import/Create Export profile

If "*Never been registered as an expert ...*" is selected, by clicking the [Go] button it opens the following page in the Participant Portal (see Figure 63: Create your profile)

The [Create profile] button opens EMPP where the user can define his profile (see Figure 64: EMPP).

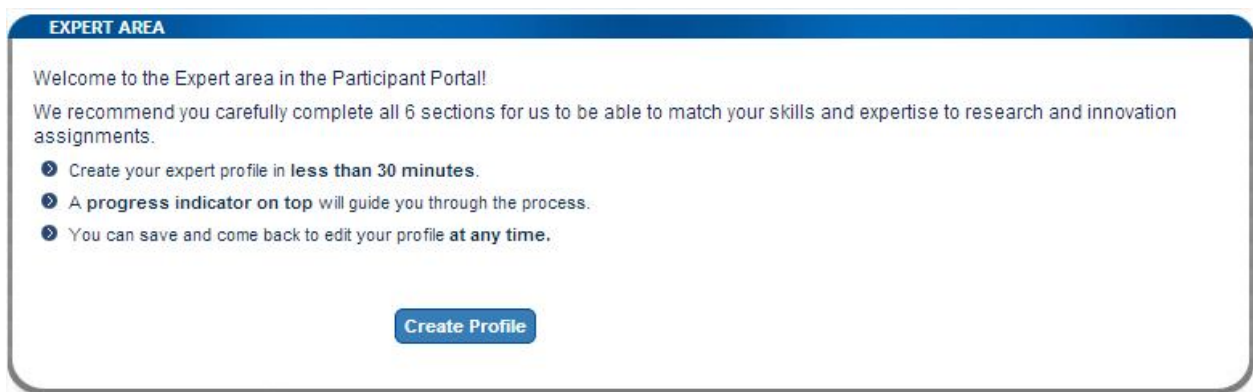


Figure 63: Create your profile

PERSONAL details	LANGUAGES	EDUCATION	AREA of expertise	PROFESSIONAL experience	DATA privacy
-------------------------	-----------	-----------	-------------------	-------------------------	--------------

Welcome

Candidature number
EX2011D095598

Status
0/6 Invalid

Personal Details

Languages

Education

Area of Expertise

Professional Experience

Data Privacy

Questions?

FAQ

Contact

Personal Details

Let us know who you are.

i We respect your privacy. You can consult our privacy statement [here](#)

Title	Mr. <input type="button" value="v"/>
First name	<input type="text"/>
Family name	<input type="text"/>
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth <small>(dd/mm/yyyy)</small>	<input type="text"/>
Nationality	Select... <input type="button" value="v"/>
Second nationality <small>(if applicable)</small>	Select... <input type="button" value="v"/>

Contact Details

Let us know how to contact you and where to send any documentation

i e-mail is the main form of communication, although we may need to get in touch by other means.

e-mail address <small>If you want to change this email, please update your ECAS account.</small>	Bernard.MAHIEU@ext.ec.europa.eu
Street name and number	<input type="text"/>
Town/City	<input type="text"/>
Country	Select... <input type="button" value="v"/>
Post code	<input type="text"/>
Use a different address for correspondence	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Figure 64: EMPP

If " *Already registered as an expert in CORDIS and wish to import my profile* " is selected, by clicking the **[Go]** button it opens the Expert profile import (see Figure 65: Import Expert profile from CORDIS).

2.11.2.1 Import Expert profile from CORDIS

The user has to enter his user name and password **previously used in CORDIS**

The screenshot shows a web form titled "EXPERT AREA" with a blue header. It contains two input fields: "Please enter your CORDIS username:" and "Please enter your CORDIS password:". Below these fields is a blue button labeled "Import Profile". Underneath the button is the text "Forgot your username and/or password? Click [here](#)". In the bottom right corner of the form area is a blue button labeled "Back".

Figure 65: Import Expert profile from CORDIS

If the entered data is OK, you can click the **[Import profile]** button, in order to import his data from CORDIS.

If the import is successful, the exported Expert profile is displayed.

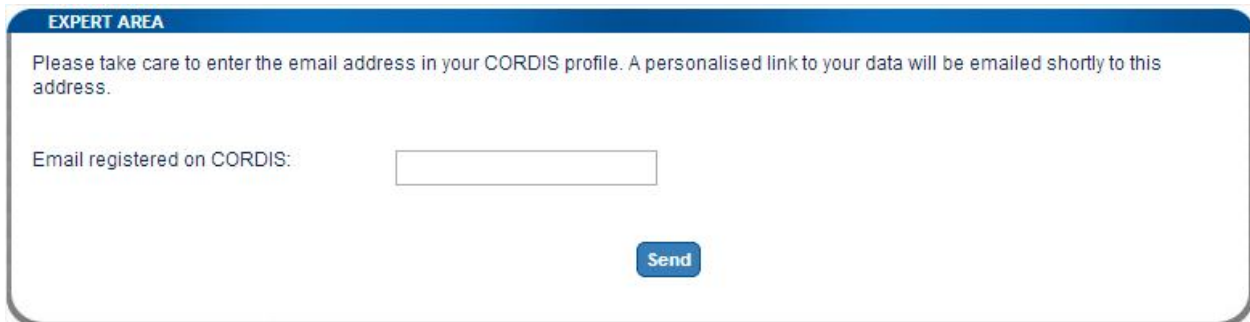
If the manual import cannot be processed due to various reasons then the user is presented with the following message:

"We are sorry but your profile cannot be imported at this time. Please try again later. If the problem persists, please contact the [Help-Desk](#) (hyperlink to eFP7 Service Desk form)."

If you forgot your user name and/or password, you can recover them by clicking the [Click here](#) hyperlink and be directed to the password/user name recovery (see Figure 66: Recover user name /password from CORDIS)

The **[Back]** buttons goes back one step up.

2.11.2.2 Recover CORDIS profile



EXPERT AREA

Please take care to enter the email address in your CORDIS profile. A personalised link to your data will be emailed shortly to this address.

Email registered on CORDIS:

Send

Figure 66: Recover user name /password from CORDIS

You have to enter your email address recorded in CORDIS. By clicking on the **[Send]** button, the application requests CORDIS to send an email with a link allowing the user to recover his CORDIS user name and password. The mail is sent to your mailbox associated with your ECAS account. A copy of this mail can also be found in the **My Notifications** tab.

If the email address is not valid then an error message "*Invalid email address. Please check the email address provided to CORDIS.*" is displayed.

The **[Quit]** button is used to return to home page for not logged in experts (see Error! Reference source not found.)

When the Expert profile is imported from Cordis you are redirected to the Expert Profile page (see **Error! Reference source not found.**)

2.11.3 Logged users with Expert profile imported from Cordis

When the user logs in for the **first time** in the PP (expert area) and if he uses, in ECAS, an email address already registered on his CORDIS profile then his EMPP profile will automatically be imported and associated with his ECAS account

When the Expert profile of a new EMPP user has been automatically imported from CORDIS, then the following portlet is displayed in the "**Expert**" tab (see **Error! Reference source not found.**)



WELCOME EXPERTS

Welcome < First name > <Last Name to the Expert area in the Participant Portal.
Your profile has been imported from CORDIS.

With the help of the step-by-step guide, please carefully review all 6 sections of your profile, updating your data and completing any new sections

- Review your expert profile in **less than 15 minutes**.
- **A progress indicator on top** will guide you through the process.
- You can save, come back and edit your profile **at any time**.

Edit Profile

Figure 67: Expert profile after import from CORDIS

The **[Edit profile]** button opens EMPP and takes the expert to the 'personal details' page and users review all screens to edit the profile.

2.11.4 Logged in users with Expert profile defined in EMPP

When logged experts open the "**Expert**" tab then the following portlet is displayed

The screenshot shows the 'My Profile' page for an expert in the Participant Portal. The breadcrumb trail is 'European Commission > Research & Innovation > Participant Portal > Experts > My Profile'. The navigation menu includes 'Home', 'FP7 Calls', 'FP7 Doc', 'My Organisations', 'My Proposals', 'My Projects', 'My Roles', 'Notifications', and 'Experts'. The main content area is titled 'EXPERT AREA' and contains a welcome message: 'Welcome to the Expert area in the Participant Portal. New employer or qualification to add? Change in contact details? It is important to keep your profile up-to-date!'. Below the message is an 'Edit Profile' button. On the left sidebar, there are four portlets: 'LOGIN' with a 'Logout' button and a link to 'Participant one PORTAL'; 'HELP FOR EXPERTS' with links to 'FAQ', 'Technical help', and 'Question about FP7'; 'NEWS FOR EXPERTS' with a welcome message about the new area; and 'QUICK LINKS FOR EXPERTS' with links to 'List of appointed experts', 'EMEX', and 'Expert recommendations'. The footer contains copyright information for the European Communities from 1995-2011.

Figure 68: Expert profile in PP

The [Edit profile] button opens EMPP and takes the expert to the 'personal details' page (see Error! Reference source not found.)

2.12 Logged in users with JTI Representative or Member State Representative role

Through the "**Expert**" tab , EMPP will be used to provide access to the database of experts for users that have the following roles:

- Member State and countries associated to the Framework Programme contact points (representatives of the Member States and FP Associated Countries)
- JTIs contact points (representatives of JTIs)

Member State and Associated Country contacts are able to search through the group of experts that have explicitly allowed their profile to be made available to them, while JTI contacts will be able to search through the group of experts that have explicitly allowed their profile to be made available to them.

2.13 RSS

2.13.1 What is the RSS format?

RSS is a data presentation format facilitating the automated broadcast of information streams to Internet users. It also facilitates the syndication of content by giving other web sites the opportunity to reproduce such data, in full or in part, with ease.

With the RSS format there is no need to visit your favourite sites one by one to receive news from them; all you have to do is enter their RSS information stream into a compatible program and all your news sources will appear on a single screen!

In this way, by receiving Research Participant Portal information streams you can read the latest news published on our site on your computer screen without even having to visit our homepage.

2.13.2 How to access RSS feeds

There are several ways to receive information streams published by Research Participant Portal on your computer.

You can:

- use your e-mail application to consult this information source while reading your e-mails
- use your Internet browser to display the various newsfeeds in the form of a homepage
- use specialist RSS information stream aggregation software, known as an RSS reader or news aggregator or even read information streams on your Smartphone, PDA or pocket PC connected via Bluetooth to a GRPS mobile phone.

Whichever method you choose, you must register the URL of each newsfeed you wish to receive in the chosen software. This is a very simple operation - often it only takes a click of your mouse

indeed, most sites broadcasting information streams display a small icon on their RSS or XML pages. By clicking on the icon, your software application will recognise the information stream automatically and add it to your content aggregation list.

2.13.3 What do they look like?

For a first look at a newsfeed, without installing anything on your computer, you can use an online RSS reader which can read any RSS feed. Open a new window in your browser and enter one of the following URLs in the address field:

- [RSS Feed - Latest Call information](#)
- [RSS Feed - Recently published Calls](#)

This is what a Research Participant Portal RSS feed looks like. If you wish to view another feed, simply enter its address in the address field. Now you can move on to the next step by installing a real content aggregation tool.

There are content aggregators to suit all users and all platforms; many are available free of charge.

2.13.4 Step by step

2.13.4.1 How can I read RSS feeds?

You will need a news reader to check the feeds you subscribe to and let you view headlines and links to newly published content. See below for details of how to get a reader if you don't currently have one

RSS feeds, on this site, are indicated by orange icons next to the title of a specific RSS feed.

Clicking the icon will take you to a page that describes the feed in greater detail. From there you can click a link to open the feed window. Copy and paste its URL into your newsreader to subscribe.

Some browsers including Internet Explorer 7+, Firefox, Opera, Safari and Chrome, automatically support RSS and do not require you to paste the feed URL into a separate reader.

If you have difficulties subscribing to a feed, please refer to the instructions that come with your reader.

When new content is published, you can use the reader to scan headlines and click through to our web site to view the full version of the article or feature.

2.13.4.2 How do I get a news reader?

There are many different versions of newsreaders, some accessed using a browser and some which are downloadable applications. Deciding which one to use is a matter of personal choice. Different readers work on different operating systems, so you will need to choose one that will work with your computer.

Below is a list of popular readers that you may wish to use:

Windows:

- [FeedReader](#)
- [NewzCrawler](#)

Mac OSX:

- [NetNewsWire](#)

Web:

- [Bloglines](#)
- [Google Reader](#)

- [How do I unsubscribe from an RSS feed?](#)

Please refer to the instructions that come with your browser or newsreader if you would like to unsubscribe from an RSS feed.

2.13.4.3 Webmasters

Content contained in Research Participant Portal RSS feeds can be added to websites a number of different ways. Each method for displaying the RSS feed has pros and cons associated with it. Webmasters will need to determine which option will best meet their hosting and technology needs.

Using JavaScript to Display RSS:

JavaScript is the easiest way to display RSS feeds on a website. There are a number of sites that will allow you to generate code that can be inserted into a website. The JavaScript will auto-update, showing the latest headlines as the feed is updated. Each time a visitor visits the website the JavaScript pulls the data from the feed. Often, the various scripts can be customized so that the look of the feed can be made to match a specific web site feeds with hopes that the search engines will devour and spider the contents, you will be disappointed. When JavaScript is used to display RSS feeds, search engines do not actually "see" the contents of the feed, meaning that the search engines will not index the contents of the feed within the website.

Feedroll:

Feedroll is a free service for syndicating RSS and ATOM news feeds on your website. Simply select a feed, customize the design, then copy and paste the code provided onto your page - [Feedroll](#)

Using PHP to Display RSS:

PHP is a slightly more complex solution for displaying RSS. Like JavaScript, as the contents of the feed updates, the web page contents will update as the page is refreshed. The benefit of using PHP to display RSS is that the contents of the feed displayed with the webpage can be spidered and indexed by search engines. The result is a feed that always displays the most current information from the RSS feed and the web page content is considered search engine spider and robot-friendly.

rss2html.php:

The rss2html.php script allows users to create web pages that will always display the most current information from the RSS feed, and because the resulting page is pure HTML, it will be in a format friendly to search engine robots. Using rss2html.php, webmasters can customize the format and look of the web page created from the feed. The RSS feed's contents can easily be integrated into an existing website's theme. The rss2html.php script parses the RSS file, extracts the pertinent information, formats it, and serves it up as regular HTML - [Feedforall](#)

Using ASP to Display RSS:

ASP is similar to PHP. The free ASP/ASP.NET scripts can be used to convert RSS feeds into HTML and display on ASP/ASP.NET web-server.

rss2html.asp:

ByteScout has implemented a guide for displaying of RSS/XML feed using free RSS2HTML.ASP script in ASP or ASP.NET environment. This script can be used free of charge on any ASP or ASP.NET web-server and generate HTML from RSS feed. This free ASP script uses MSXML to load RSS feed from URL and display it. You can use it as a standalone or call from script on HTML page to generate HTML content from RSS feed and then display on your HTML page - [Bytescout](#)

RssFeed:

RssFeed is an open-source custom ASP.NET server control that displays the contents of a specified RSS feed in an ASP.NET web page - [RssFeed](#)

If PHP or ASP is used to update feeds, the website will have free fresh, relevant content each time the feeds referenced are updated.

Export RSS to HTML:

If you wish to dress up the feed's appearance you can use a template exporting the feed as HTML or an HTML table. Publishers can incorporate exported tables into an HTML template using a server-side include. Each time the feed is updated, the feed will need to be exported to HTML and uploaded along with the feed. Though this only takes a few moments, exporting RSS to HTML does require webmaster intervention to update the content. The end result, though, is a complete web page with an RSS feed in it that will be search engine-friendly.

FeedForAll:

FeedForAll allows users to export RSS feeds from RSS to HTML. The look of the HTML can be modified to match an existing website's design - [Feedforall](#)

Using Services:

There are a number of services available that host and display RSS feeds, in many cases free of charge. Because these services operate on a different domain server there is little benefit to end-users displaying their feeds in this fashion. That said, the services are generally free of charge, so you get what you pay for.

RSS2HTML.com:

Select a layout, colour scheme and enter the URL of the feed. A web page URL will be generated that will display the feed in the selected scheme - [RSS2hTML](#)

FeedBurner:

FeedBurner provides a number of online services. Among them is a service that displays RSS feeds on a website - [Feedburner](#)

Using XSL to Display RSS:

Although using XSL and CSS style sheets to display XML directly is easy to understand in theory, it is rather tricky to implement in the real world and is very tough for novices to use successfully. Webmasters must be fairly familiar with CSS and XSL to have the formatting work well, and webmasters then have to address browser incompatibilities and exceptions. As a result, not a lot of resources or services yet exist to display RSS using XSL.

Using highly targeted feeds, webmasters can enhance their websites with themed content. Ultimately, providing relevant, educational or newsworthy information from reputable related sources will establish expertise in a specific area.

2.13.5 Research Participant Portal RSS feeds

In the Participant portal, you have to open the "Funding" tab . In the "Stay Tuned" element (on the left column) click on the RSS icon (see Figure 69: Stay tuned - RSS).

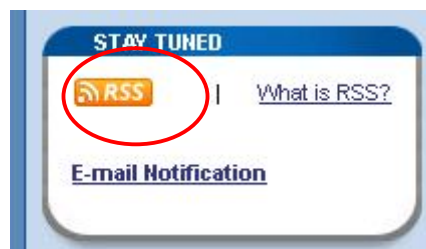


Figure 69: Stay tuned - RSS

If you select the RSS orange icon, you will be presented with a choice of RSS feeds that you can subscribe to (see Figure 70: RSS - Choose your feed)

- [RSS Feed - Latest Call information](#)
- [RSS Feed - Recently published calls](#)



Figure 70: RSS - Choose your feed

In the Subscription page, you can filter the content of the Common Feed list (depending on your browser. See Figure 71: Feed Subscription on Internet Explorer and Figure 72: Feed Subscription on Mozilla using Google)

Research Participant Portal - FP7 Calls - Latest information

You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. [Learn more about feeds.](#)

[Subscribe to this feed](#)

Nuclear Fission and Radiation Protection

06 July 2011, 00:00:00

Identifier: FP7-Fission-2011
Specific programme: Euratom
Theme(s): Nuclear Fission and Radiation Protection
Type: Call for Proposals
Publication Date: Fri, 20 Aug 2010
Deadline: Thu, 7 Apr 2011 00:00:00 (Brussels local time)
Budget: 41.000.000,00 €

Modification Date: Fri, 8 Jul 2011

Latest information:

Flash Information on the Evaluation Results available under "Additional documents"

Displaying 3 / 176

All 176

Sort by:

▼ Date
Title

Filter by category:

Call for Proposals	176
Capacities	21
Cooperation	74
● Euratom	3
Ideas	10
People	68

Figure 71: Feed Subscription on Internet Explorer

Research Participant Portal - FP7 Calls - Recently published Calls

FP7 calls for proposals and calls for tenders published in Research Participant Portal since 12 May 2011.
<http://ec.europa.eu/research/participants/portal/rss/call/fp7/newest>

Google offers two different ways to keep up-to-date with your favorite sites:

Your Google homepage brings together Google functionality and content from across the web, on a single page.

Google Reader makes it easy to keep up with the latest content from a large number of sites, all on a single reading list.

Add to Google homepage

or

Add to Google Reader



Figure 72: Feed Subscription on Mozilla using Google

4 GLOSSARY

Term	Definition
FP7	7th Framework Programme of Research and Technological Development of the European Commission
CIP	Competitiveness and Innovation Programme
Coordinator	The participants' coordinator in a consortium
EC Officer	European Commission's Project/Scientific Officer or Administrative Officer representing the European Commission during the negotiations.
NEF	The negotiation process is supported by the online Negotiation Facility tool (NEF), an electronic implementation of the negotiation forms used to exchange information between the participants and the European Commission. NEF provides the main channel for interactive communication between the Consortium and the EC Project Officer as all necessary administrative and financial data about the projects and the participants is collected and agreed through NEF.
Negotiation	Concerns one stage of the procedure applicable immediately after a favourable evaluation. The negotiation is a process during which the details about the proposal are agreed between the participants and the Commission. The participants of proposals that may be selected will receive a request to provide further information Negotiation covers three areas : - scientific negotiation - financial negotiation - contractual negotiation
Negotiation session	A period during which the coordinators are allowed to provide changes on their proposals
PIC (Participant Identity Code)	Participant Identity Code (The unique ID of an organisation) Unique Identifier for an organisation – obtained through URF registration & used in each step of the process to identify an organisation. The Temporary PIC received directly after URF registration and Validated PIC (VS has validated the data & legal documents of the organisation) are the exact same number: 9 digits starting with 99...and will remain the same during the entire existence of its organisation.
URF	Unique Registration Facility: a service providing unique registration for participants in the Framework Programmes at proposal and contract stages. It encompasses a set of rules for data acquisition and validation.

LEAR	<p>A legal signatory of each legal entity will be asked by the Commission to appoint one person (the so-called LEAR - Legal Entity Appointed Representative) for being the correspondent towards the Commission on all issues related to the legal status of the entity.</p> <p>The LEAR provides the Commission with up-to-date legal and financial data (including supporting documents, where necessary) and commits to maintain the account so that it is up-to-date enabling future use for grants and other transactions between the entity and the Commission research (and other) programmes.</p> <p>This person is chosen by the organisation itself in order to ease the communication with the E.C. & avoid double registrations. Only the LEAR may do a Change request (of his organisation's data) through URF and submit legal documents through URF.</p>
Status of validation	Indicates that data provided in a form have been validated by the Commission.
Participant Portal	<p>The Participant Portal hosts services that facilitate the monitoring and the management of the participants' proposals and projects.</p> <p>It is a secure Internet site that ensures adequate authentication and confidentiality mechanisms, based on the European Commission Authentication Service (ECAS).</p>
Participant	<p>Any entity, legal or otherwise, that has some dealings with FP or CIP programmes. For example: Legal Entity as partner to a grant agreement, department or institute of such, person working in participating organisation and relevant to the programmes, expert. Participants are external to the Commission.</p> <p>In order to structure this participant concept into further details, a clear distinction should be made between:</p> <p>The <i>"executing participant"</i> proposing and executing an action (e.g. a department within a university or an independent expert)</p> <p>The <i>"participating legal entity"</i> endorsing the responsibility of this proposition and execution (e.g. a university or the expert as a legal natural person). "A participating legal entity is any Legal Entity that has participated, participates, or will participate in the programmes of FP and CIP, whether in Grant Agreements, contracts or proposals only" (List of Agreements PDM/URF WG, as of 14th January 2007).</p> <p><i>"Contacts"</i> by the executing participants and participating legal entities for exchange of information (e.g. a professor within the university department, the financial officer of the university, an expert him/herself, etc.). Contacts typically play roles within participating entities and may have a specific address.</p> <p>It is worth noting that the "executing participant" and the "participating legal entity" can be the same entity (e.g. a private company) or that several legal entities could collectively endorse the responsibility for a single executing participant (case of a consortium).</p>

