Funding & Tenders Portal

Identity and Access Management (IAM)

Common Implementation Centre – Business Processes

RTD B3

Personalised services

The Funding & Tenders Portal allows each user to have access
to a personalised space, based on 3 main elements:

- Each user is supposed to have a **unique EU Login account**,
  which is the **unique identifier for persons**
  (linked to their professional email address).

- Each EU Login account is linked to one (or more) **PIC number**(s),
  which are the **unique identifier for organisations**.

- Each EU Login account is linked to all the roles
  that the user has in projects and/or organisations through IAM.
  One user can have as many roles as necessary.

PCoCo CoCo PaCo TaMa TeMe PLSIGN PFSIGN   LEAR AccAd LSIGN FSIGN
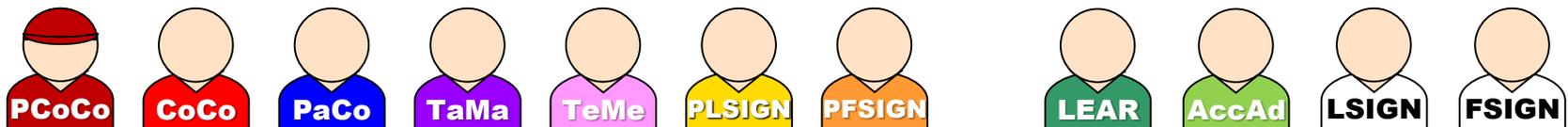
The Identity and Access Management

- The **I**dentity and **A**ccess **M**anagement allows us to define and/or manage changes of **access rights of users of the Funding & Tenders Portal**.

- It gives **a personalised and secure access to the different services** of the Funding & Tenders Portal.

- Minimum involvement by the Commission/Agency staff allowing for **flexibility in the online management of the consortium**.

- **Any change in the roles of the users is saved** to allow a monitoring & tracking service.

The Identity and Access Management
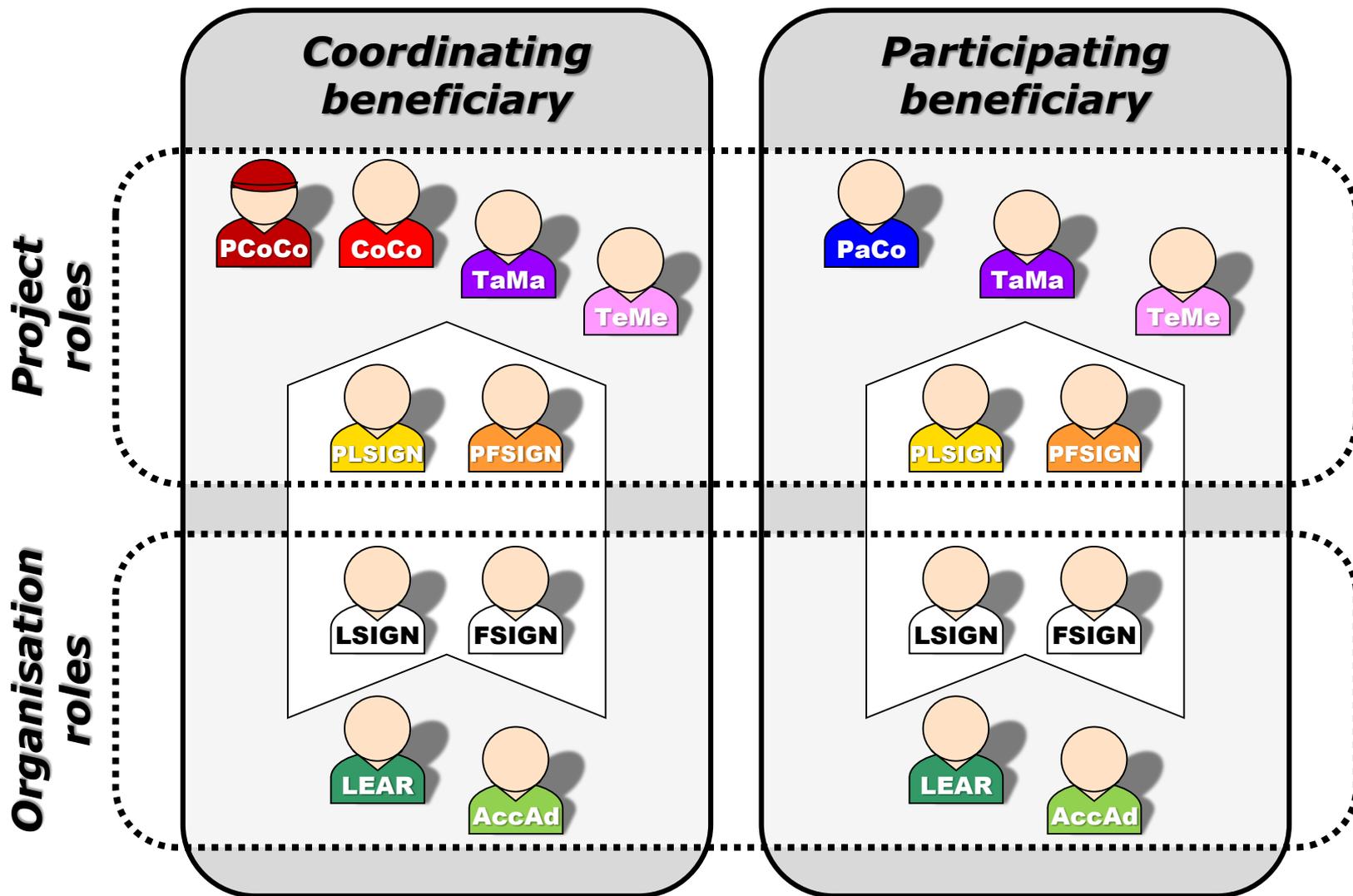
Nomenclature

Organisation roles

Legal Entity Appointed Representative
LEAR

Account Administrator
AccAd

Legal Signatory
LSIGN

Financial Signatory
FSIGN

Project roles

Primary Coordinator Contact
PCoCo

Coordinator Contact
CoCo

Participant Contact
PaCo

Task Manager
TaMa

Team Member
TeMe

Legal Signatory assigned to a project
PLSIGN

Financial Signatory assigned to a project
PFSIGN

Important remarks

- Only the key roles of the **LEAR** and **Primary Coordinator Contact are defined/modified by the Commission**.
  The rest is left at the discretion of the consortium.
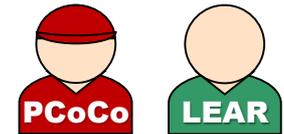
- One person can have **several roles at the same time**.

- The complexity of the consortium depends on the participants. The **minimum configuration** is:
  - ✓ The Primary Coordinator Contact
  - ✓ 1 Participant Contact per beneficiary
  - ✓ 1 LEAR per organisation
  - ✓ 1 Legal Signatory per organisation
  - ✓ 1 Financial Signatory per organisation

Minimum configuration
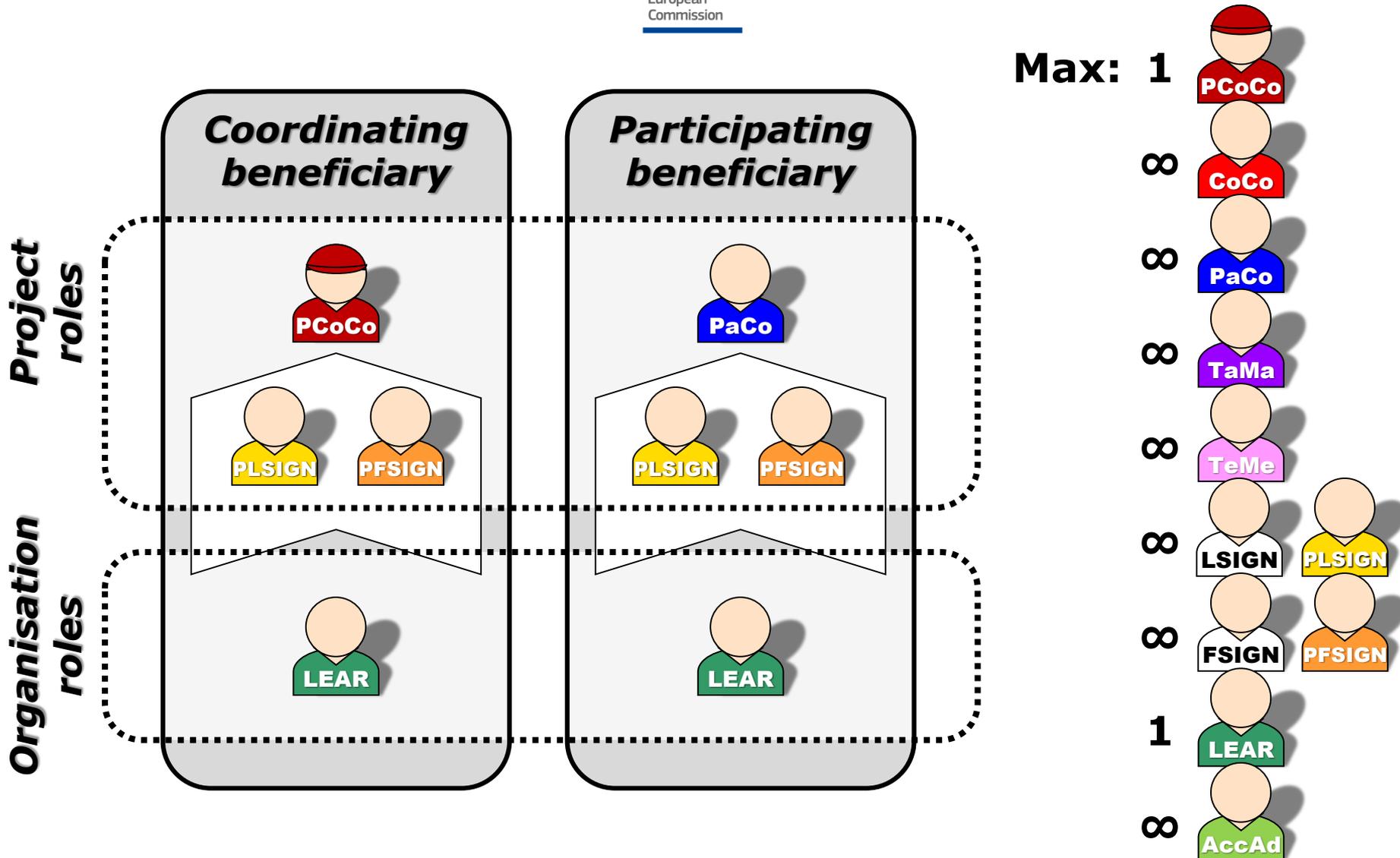
Access rights

Project roles

PCoCo CoCo
- Read all forms
- Write all forms
- Submit all forms to EC

PFSIGN
- Read own forms
- Write own forms
- Submit own forms
- Sign and submit own financial forms

PLSIGN
- Read own forms
- Write own forms
- Submit own forms (except financial forms)
- Sign own legal forms

PaCo
- Read own forms
- Write own forms
- Submit own forms to coordinator (except financial forms)

TaMa
- Read own forms
- Write own forms
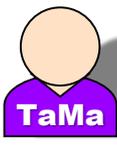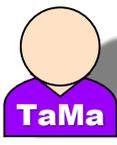
TeMe
- Read own forms

Organisation roles

LEAR AccAd
- View organisation data
- Modify organisation data
- View lists of organisation's projects, proposals and organisation roles

LSIGN PLSIGN
- View organisation data
- View lists of organisation's projects, proposals and organisation roles

The nomination process: "Original roles"

Some roles are automatically provisioned in the early stages of the Project ("original roles") as follows:

- The **proposal initiator in the proposal submission phase** will automatically be recognised by the Commission as the **Primary Coordinator Contact**.

- The **"Main Contacts" of the participating organisations** identified during **proposal submission** will become **Participant Contacts** at the beginning of the grant preparation.

- The **LEAR is validated by the Commission** during the validation process of his/her organisation.

The nomination/revocation process
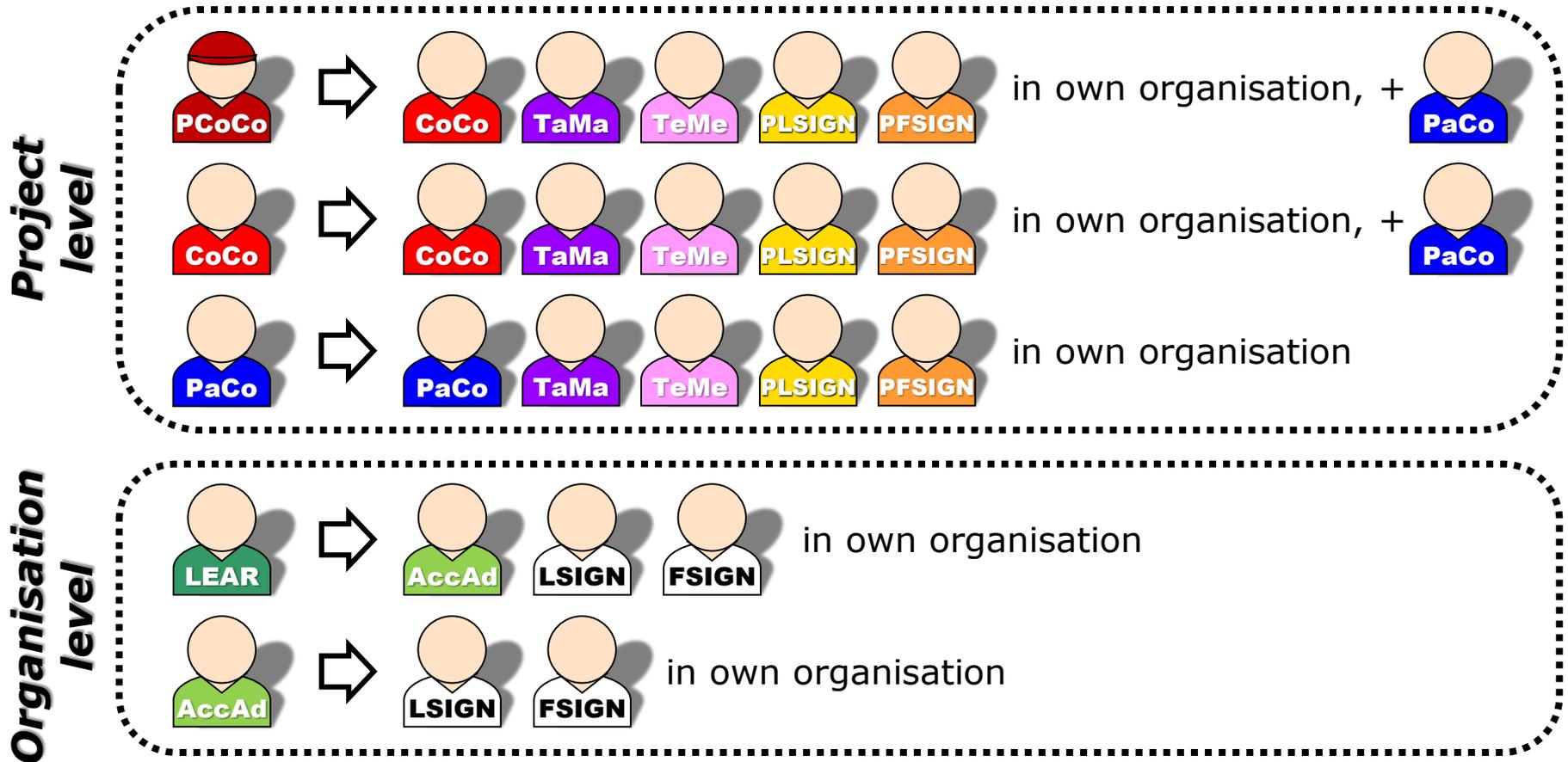
The nomination/revocation process: how to nominate/revoke someone?

To grant a role, the e-mail address of the "new user" will have to be filled in; **this e-mail address should be the same as the one used for the EU Login account** of the "new user".

If this "new user" has no EU Login account, he/she will automatically receive an invitation to create his/her EU Login account.

Project roles can be granted/revoked
in the "**My Projects**" section

European Commission

Manage my area

SEARCH FUNDING & TENDERS   HOW TO PARTICIPATE   PROJECTS & RESULTS   WORK AS AN EXPERT   SUPPORT

select programme

102

My Organisation(s)

GRANTS

My Proposal(s)

My Project(s)

My Formal Notification(s)

My Expert Area

My Project:
NCP-PLAYGOUND-105-UA

Download excel list

Actions

Details   **Consortium**

Project ID: 688925   Programme: **H2020**   DG/Agency: **RTD**

COORDINATOR   Organisation - NCP Test Company B   EDIT ROLES   >

BENEFICIARY   Organisation - NCP Test University A   EDIT ROLES   >

BENEFICIARY   Organisation - NCP Test Company E   EDIT ROLES   >

View the organisation's basic details and full list of project roles

**Edit roles
(only if you are
Primary Coordinator Contact
or Coordinator Contact)**

Welcome **Olivier Marganne (margaol)**

Manage my area

- My Organisation(s)
- **GRANTS**
- My Proposal(s)
- My Project(s)
- My Formal Notification(s)
- My Expert Area

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

select programme

Roles for the organisation:
NCP Test Company B

Results: 5

ROLE	NAME	EMAIL	USERNAME	ACTIONS
Coordinator Contact	Olivier MARGANNE	Olivier.MARGANNE@ext.ec.europa.eu	margaol	🗑
Coordinator Contact	Noemi Horvath	noemi.horvath@ext.ec.europa.eu	horvano	🗑
Coordinator Contact	Peter HAERTWICH	Peter.Haertwich@ec.europa.eu	hartwpe	🗑
Coordinator Contact	Leonardo Paoli	leonardo.paoli@ec.europa.eu	paolile	🗑
Primary Coordinator Contact	Piret Noukas	piret.noukas@ec.europa.eu	noukapi	

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Organisation:
NCP Test Company B

PIC: 934525646

📍 EE - Test City
Test Street 1

Go back | **Add roles** | Enable Lear Access | Disable Lear Access

Add new role

Revoke existing role

Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

Welcome **Olivier Marganne (margaol)**

Manage my area

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

select programme

My Organisation(s)

GRANTS

My Proposal(s)

My Project(s)

My Formal Notification(s)

My Expert Area

My Organisation(s)

Online manual
"Register in the Participant Register"

IT HOW TO
"Participant Register"

More info

Results: **13**

Search..

LEGAL NAME	PIC	VAT	STATUS	ACTIONS
CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE CNRS	999997930	FR40180089013	VALIDATED	Actions
DEBRECENI EGYETEM	999881239	HU17782218	VALIDATED	Actions
NCP Test Company B	934525646		VALIDATED	Actions
NCP Test Company E	934187892		VALID	
NCP Test Research Org D	934188086		VALID	
NCP test SME C	934188280		VALID	
NCP Test University A	934526519		VALID	
NCP Test University F	934187795		VALIDATED	Actions
THE BRUSSELS OFFICE SA	958300443	BE0476213184	VALIDATED	Actions
UNIVERSITY OF LEEDS	999975426	GB613451470	VALIDATED	Actions

View Organisation

Modify Organisation

View Proposals

View Roles

View Projects

View Partner Search Profile

"View roles"

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Do you w

If you star
its registra

Organisation roles can be granted/revoked
in the **"My Organisations"** section

CONTINUE REGISTRATION

European Commission

Welcome **Olivier Marganne (margaol)**

My Organisation(s)

GRANTS

My Proposal(s)

My Project(s)

My Formal Notification(s)

My Expert Area

My Organisation:
NCP Test Company B

| Details | Roles | Projects | Proposals |

Results: 168

Download excel list

Search..

ROLE	NAME	EMAIL	USERNAME	ACCOUNT DATA CHANGE DATE	PROJECT (PROPOSAL)
Account Administrator	Jorge CAMPOS VALLEJO	jorge.campos-vallejo@ec.europa.eu	campoje	n.a	
Account Administrator	Marc WALRAVENS	chituflorin2002@yahoo.com	nwlramar	n.a	
Account Administrator	Peter Haertwich	peter.haertwich@ec.europa.eu	hartwpe	n.a	
Account Administrator	Olivier Marganne	olivier.marganne@ext.ec.europa.eu	margaol	n.a	
Account Administrator	Agnes Hegyvarine nagy	agnes.nagy-hegyvarine@ec.europa.eu	nagyhag	n.a	
Account Administrator	Peter HÄRTWICH	peter.haertwich@gmx.net	nhaertpr	n.a	
Coordinator Contact	Barbara Trammer	barbara.trammer@kpk.gov.pl	ntrammba	n.a	685514
Coordinator Contact	Geert VANCRAEYNEST	geert.vancraeynest@ec.europa.eu	vancrge	n.a	(754448)
Coordinator Contact	Nicole Schröder	nicole.schroeder@dlr.de	nschroni	n.a	685494
Coordinator Contact	Marlen Damjanovic	health@euresearch.ch	ndamjanm	n.a	685535

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Edit Organisation Roles

Back

Edit Organisation Roles
(only if you are LEAR or Account Administrator)

European Commission

Manage my area

- My Organisation(s)
- **GRANTS**
- My Proposal(s)
- My Project(s)
- My Formal Notification(s)
- My Expert Area

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

select programme

Roles for the organisation:
NCP Test Company B

Results: **9**

Search..

ROLE	NAME	EMAIL	USERNAME	ACTIONS
Account Administrator	Olivier MARGANNE	Olivier.MARGANNE@ext.ec.europa.eu	margaol	
Account Administrator	Marc WALRAVENS	marc.walravens@ext.ec.europa.eu	nwlramar	
Account Administrator	Peter HÄRTWICH	peter.haertwich@gmx.net	nhaertpr	
Account Administrator	Peter HAERTWICH	Peter.Haertwich@ec.europa.eu	hartwpe	
Account Administrator	Agnes HEGYVARINE NAGY	Agnes.NAGY-HEGYVARINE@ec.europa.eu	nagyhag	
Account Administrator	Jorge CAMPOS VALLEJO	Jorge.Campos-Vallejo@ec.europa.eu	campoje	
Financial Signatory	Agnes HEGYVARINE NAGY	Agnes.NAGY-HEGYVARINE@ec.europa.eu	nagyhag	✏ 🗑
LEAR	Peter HAERTWICH	postph@posteo.de	nhaertpt	
Legal Signatory	Giuseppina LAURITANO	Giuseppina.LAURITANO@ec.europa.eu	lauriga	✏ 🗑

1 | 10

Go back | Add roles

Organisation:
NCP Test Company B

PIC: 934525646

EE - Test City
Test Street 1

Add new role

Edit/Revoke existing role

The nomination process: LSIGN/FSIGN

Organisation level

Project level
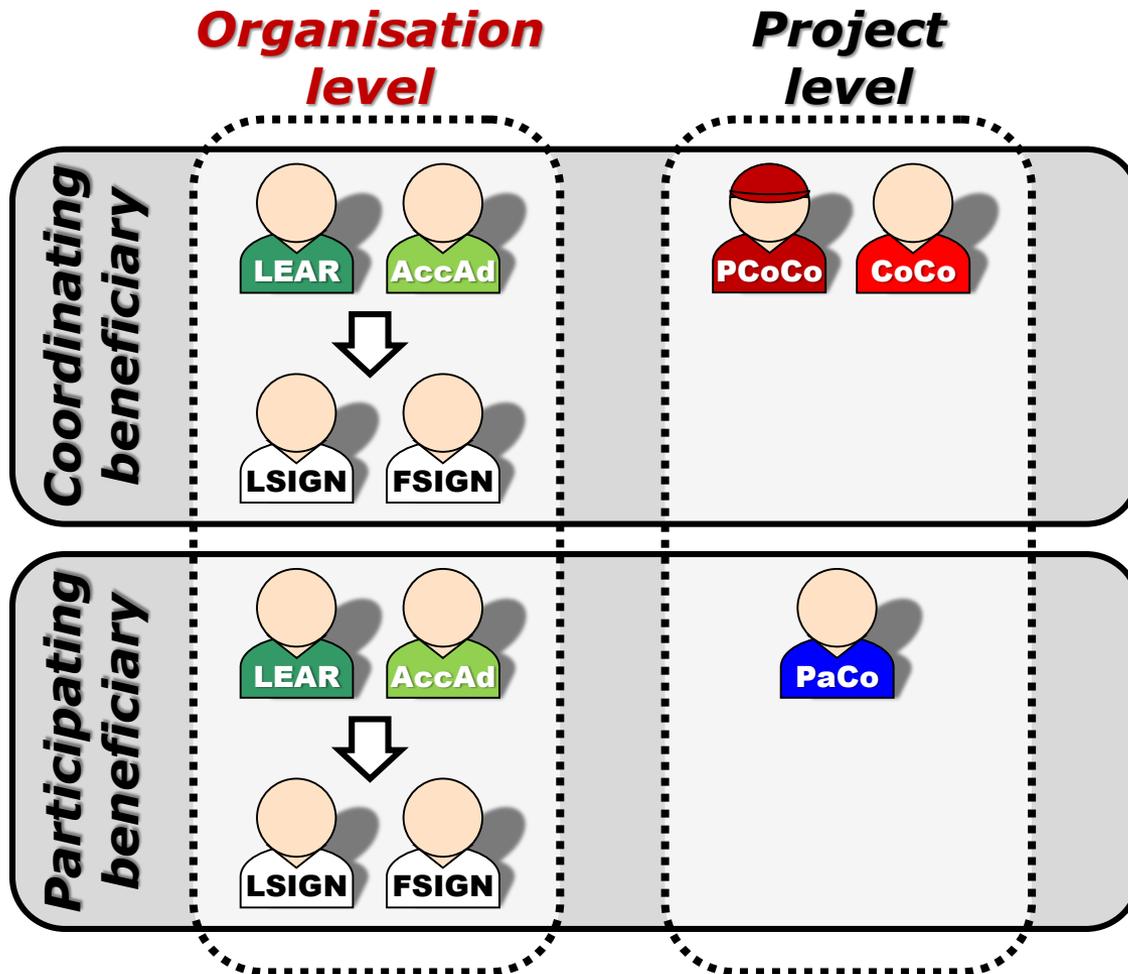
1. The **LEAR (or Account Administrators)** nominate as many LSIGNs/FSIGNs as they want.

   At this stage, the FSIGN cannot do anything, while the LSIGN has read-only access to the organisation's data and lists of projects, proposals & roles.

The nomination process: LSIGN/FSIGN

Organisation level

Project level
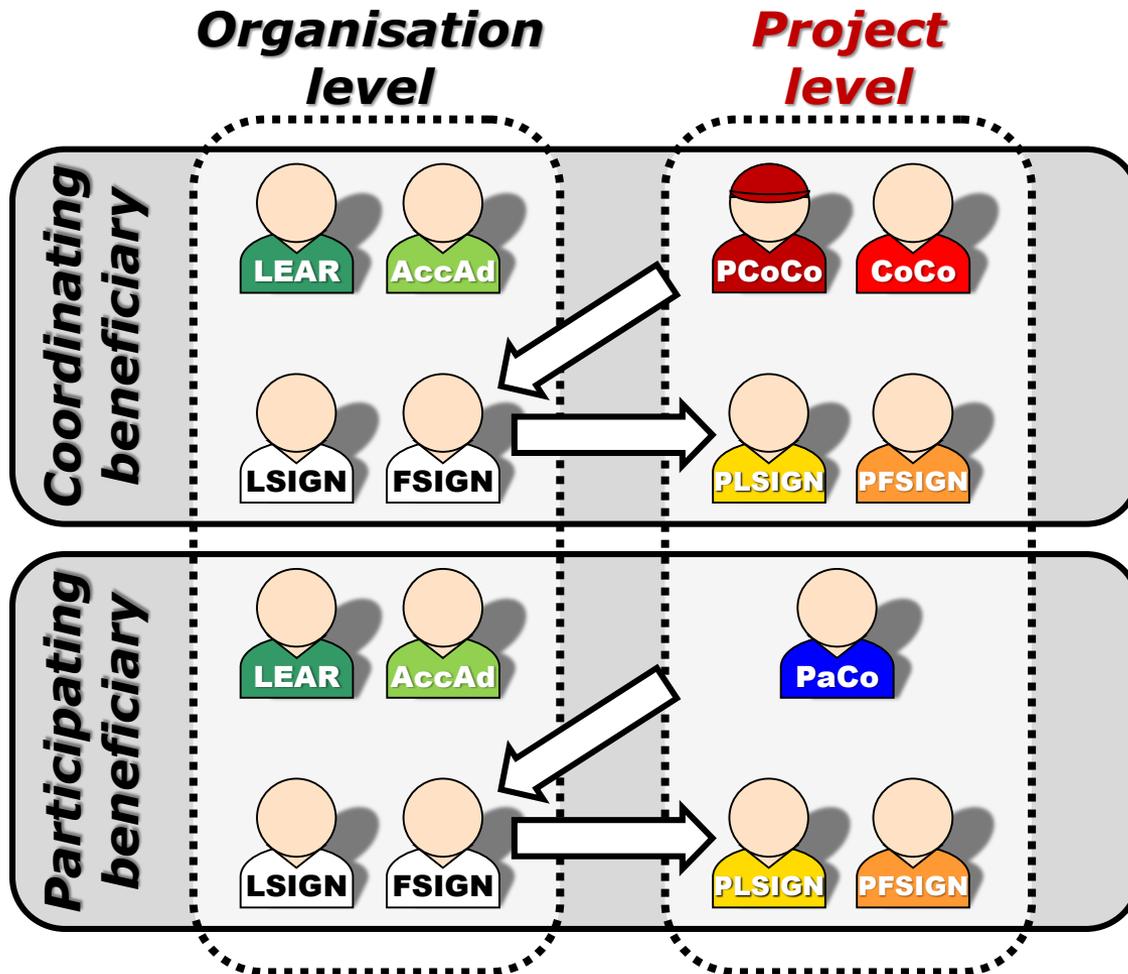
2. The **(Primary) Coordinator Contacts / Participant Contacts** need to assign to their project as many LSIGNs/FSIGNs for their own organisation as needed.

The PLSIGN and PFSIGN now have their own access to the tools.

Funding & Tenders Portal services: after login

My Account

1. **My roles**: list of all the roles linked to the EU Login account

2. **Security Settings**: you can activate the 2-step verification by registering your mobile device

3. **IT Helpdesk**

4. **My Account**: information about your EU Login account

5. **Logout**

Welcome **Olivier Marganne (margaol)**

- My roles
- Security Settings
- IT Helpdesk
- My Account
- Logout

Manage my area

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

SEARCH FUNDING & TENDERS   HOW TO PARTICIPATE   PROJECTS & RESULTS   WORK AS AN EXPERT   SUPPORT

Funding & tender opportunities (the Single Electronic Data Interchange Area) is the entry point for participants and exper programmes and tenders managed by the European Commission and other EU bodies.

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes…   🔍 **Search**

EU Programmes

3rd Health Programme (3HP)	Asylum, Migration and Integration Fund (AMIF)	Consumer Programme (CP)	Creative Europe (CREA)	European Defence Industrial Development Programme (EDIDP)	EU Aid Volunteers Programme (EUAID)	Erasmus+ Programme (EPLUS)	Europe For Citizens (EFC)
European Maritime and Fisheries Fund (EMFF)	European Statistics (ESTAT)	HERCULE III (HERC)	Horizon 2020 Framework Programme (H2020)	Internal Security Fund Borders and Visa (ISFB)	Internal Security Fund Police (ISFP)	Justice Programme (JUST)	Pilot Projects and Preparatory Actions (PPPA)
Programme for the Competitiveness of Enterprises and small and medium-sized enterprises (COSME)	Programme for the Environment and Climate Action (LIFE)	Promotion of Agricultural Products (AGRIP)	Research Fund for Coal & Steel (RFCS)	Rights, Equality and Citizenship Programme (REC)	Union Civil Protection Mechanism (UCPM)	Programming Period 2007-2013 (FP7 - CIP)	Overview of EU funding

What are calls for proposals?

With calls for proposals the Commission selects, on a competitive basis, organisations or natural persons to implement projects co- financed by EU because these projects contribute to EU policy aims

In a nutshell:

- Advance payments allowed
- Reimbursement for real costs

What are calls for tenders?

With calls for tenders the Commission aims to purchase goods, services or works in exchange for payment of an agreed price.

In a nutshell:

- Payment to agreed conditions and price
- Delivery of goods, services or works in compliance with predefined requirements

How to participate in 5 steps

- Find an OPPORTUNITY
- Find PARTNER(s) (optional, only for grants)
- Create an ACCOUNT
- Register your ORGANISATION

Welcome **Olivier Marganne (margaol)**

My Organisation(s)

GRANTS

My Proposal(s)

My Project(s)

My Formal Notification(s)

My Expert Area

My Roles

My roles

Online manual
"Roles & access rights"

IT HOW TO
"Roles & access rights"

Organisation Roles List

Results: **7**   ⬇ Download excel list   🔍 Search..

PIC ⇕	ORGANISATION NAME ⇕	ROLE ⇕
915907369	TEST TEST TEST TEST	Self Registrant
934187795	NCP Test University F	Account Administrator
934187892	NCP Test Company E	Account Administrator
934188086	NCP Test Research Org D	Account Administrator
934188280	NCP test SME C	Account Administrator
934525646	NCP Test Company B	Account Administrator
934526519	NCP Test University A	Account Administrator

|◁ ◁◁ **1** ▷▷ ▷| 10 ▼

Project Roles List

Results: **41**   🔍 Search..

ACRONYM ⇕	PROJECT ID ⇕	PROGRAM ⇕	ROLE ⇕	PIC ⇕
NCP-PLAYGOUND-105-UA	688925	H2020	Coordinator Contact	934525646
NCP-PLAYGROUND-01-BG	685628	H2020	Coordinator Contact	934526519
NCP-PLAYGROUND-02-BE	685555	H2020	Coordinator Contact	934188086
NCP-PLAYGROUND-03-CZ	685556	H2020	Coordinator Contact	934526519
NCP-PLAYGROUND-05-DE	685494	H2020	Coordinator Contact	934525646
NCP-PLAYGROUND-06-EE	685495	H2020	Coordinator Contact	934526519
NCP-PLAYGROUND-07-IE	685497	H2020	Coordinator Contact	934187795
NCP-PLAYGROUND-08-EL	685498	H2020	Coordinator Contact	934188280
NCP-PLAYGROUND-09-ES	685499	H2020	Coordinator Contact	934187892
NCP-PLAYGROUND-10-FR	685500	H2020	Coordinator Contact	934188086

Funding & Tenders Portal services: need help?

1. Guidance & Manuals

- Access the **Online Manual** (guide for **business processes**)
- Access the **IT How To** wiki (guide for **IT processes**)

2. FAQ

- FAQ database with search engine

3. Helpdesks

- IT Helpdesk to report bugs & incidents, etc.

The support section is also **Programme-based**; some specific helpdesks & guidance documents will only be available for a dedicated Programme.