

1 - Open the Research Participant Portal web page and login

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RESEARCH & INNOVATION
Participant Portal

European Commission Research & Innovation Participant Portal My Organisations

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

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

My Organisations H2020 ONLINE MANUAL

To access and manage your organisation data online, you must have registered the data initially or been nominated as a Legal Entity Appointed Representative (LEAR) or an Account Administrator (appointed by the LEAR). As a Financial Statement Authorised Signatory (FSIGN), you can have a view of your organisation data. LEARs and Account Administrators can view all the roles of their organisation, nominate and revoke roles, as well as access the list of projects and proposals.

My Registered Organisations

LEGEND VO View Organisation MO Modify Organisation OP View Proposal OR View Roles VP View Project CO Contact Organisation

Show 10 entries Search

NAME	PIC	VAT	STATUS	ACTIONS
[REDACTED]	[REDACTED]	[REDACTED]	VALIDATED	VO MO OP OR VP

Showing 1 to 1 of 1 entries. PREVIOUS 1 NEXT

Do you want to continue the registration of your organisation to receive a PIC?

If you started the registration of your organisation in the Commission register some time ago, but did not finalise it - your organisation has not received a PIC number yet - you will not be able to see it above in the section My Organisations. Please continue its registration by clicking on the button that leads you to the registration tool. You may check the information that will be necessary for the registration in the [user manual](#).

CONTINUE REGISTRATION

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2 - Click on “My Organisations” tab

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RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > Organisation Roles

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

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My Expert Area

Organisation File
Details Roles Projects Proposals

Organisation: [Redacted] Pic: [Redacted]

Show 10 entries Search [Redacted]

ROLE	NAME	EMAIL	PROJECT
Coordinator	[Redacted]	[Redacted]	[Redacted]
Coordinator Contact	[Redacted]	[Redacted]	[Redacted]
Coordinator Contact	[Redacted]	[Redacted]	[Redacted]

Showing 1 to 3 of 32 entries. (filtered from 32 total entries)

PREVIOUS 1 NEXT

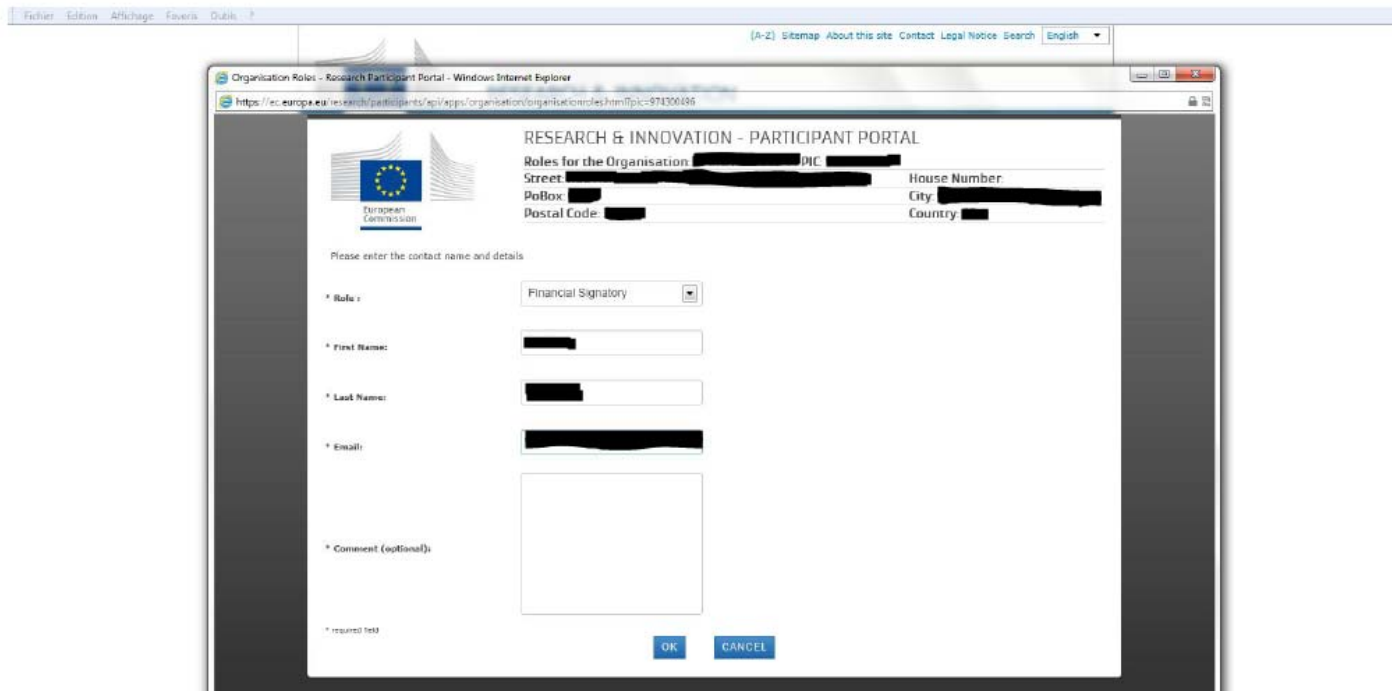
EDIT ROLES

HORIZON 2020 RESEARCH ON EUROPA CORDIS OLAF

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3 - Click on " My Roles "

4 – Click on " Edit Roles "



5 - A new window will open, fill in the information as requested, then click on "OK".

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

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

My Project(s)

My projects

This page enables you to access all your projects that have been selected and approved for funding.

Depending on your roles, you can view or manage the following project-related tasks:

- Prepare and sign your grant agreement
- Submit amendments to your grant agreement
- Manage your scientific and financial reports
- View or manage roles and access rights in your projects consortia

If you are LEAD and want to see the full list of your organisation projects, please go to [My Organisations](#) and click on the action button VP. LEAD can only view the list of projects in which their organisation is involved. If you want to see project details, your organisation main contact for this project or the project Coordinator has to give you access rights. For more details see the [H2020 online manual](#).

Legend: AA Access Amendment, GR Grant Preparation, MP Manage Projects, FR Financial Reporting, PR Periodic Reporting, RD Reporting & Deliverables, PC Project Consortium, VP View Proposal

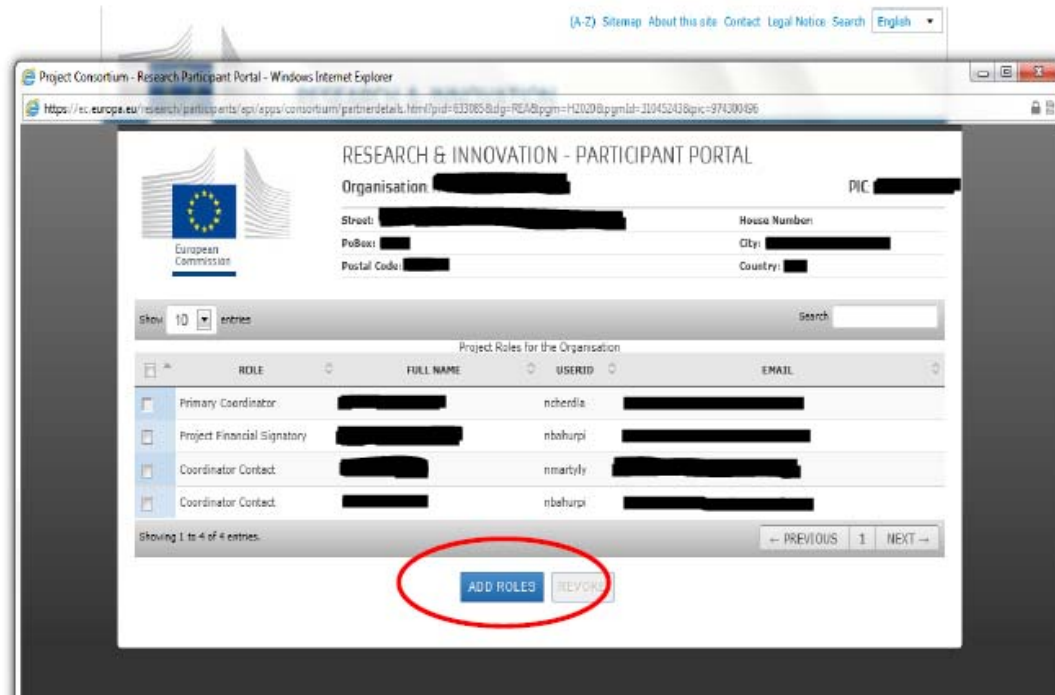
Show 10 entries EXCEL Search

ACRONYM	CALL	PRDG	PROJECT ID	ROLES	PHASE	ACTIONS
[Redacted]	[Redacted]	FP7	[Redacted]	PC	Grant Management	RD, RD
[Redacted]	[Redacted]	FP7	[Redacted]	PC	Grant Management	VP, MP
[Redacted]	[Redacted]	FP7	[Redacted]	PC	Grant Management	AA, PR, VP, RD
[Redacted]	[Redacted]	FP7	[Redacted]	PC	Grant Management	FR, RD
[Redacted]	[Redacted]	FP7	[Redacted]	PC	Grant Management	FR, RD
[Redacted]	[Redacted]	H2020	[Redacted]	PC	Grant Preparation	VP, MP

Showing 1 to 6 of 6 entries. PREVIOUS 1 NEXT

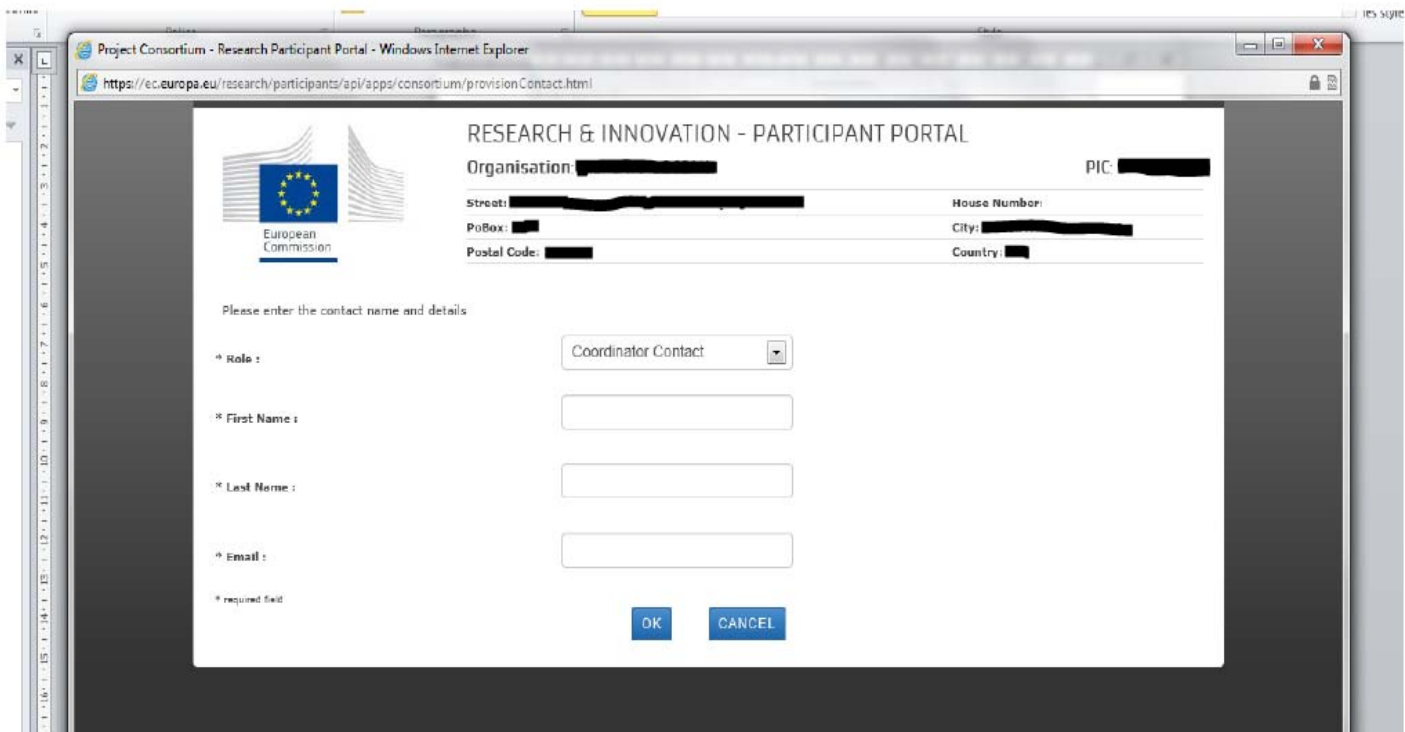
6 – Click on the “ My Projects “ tab

7 – Click on the project icon “PC” to make the change



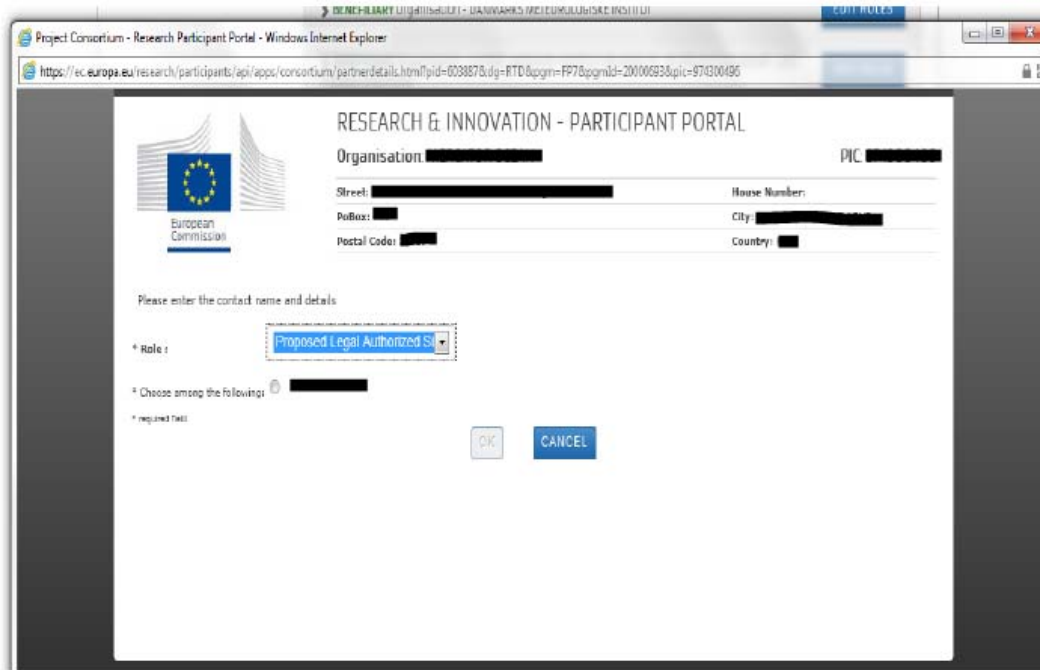
8 – A new window will open showing existing roles

9 – Click on “Add roles”



10 – A new window will open, fill in the information as requested, then click on “OK”.

If the LSIGN role does not appear at this stage, you need to carry out steps 2 to 5 again.



11 - When you click on “Proposed Legal Authorized Signatory” or “Project Financial Signatory”, you should only be able to select the person(s) designated in steps 2 to 5.