



Research and Innovation Participant Portal

Introduction to the services

eFP7 Communication Office

RTD A3.1



Services of the Participant Portal without login

Funding
opportunities

- **FP7 Calls**

- Find FP7 Calls
- Access the electronic proposal submission in the FP7 Calls' pages

Organisation
registration

- **My Organisations**

- Access the organisation registration service
- Search for a PIC number
- Access the financial viability simulation tool

Find help

- **Support**

- Read the frequently asked questions (FAQ)
- Contact the helpdesk
- Find out what's new on the Portal
- Sign up for RSS feed



Further services after ECAS login

Personalised services

Organisation registration

• **My Organisations**

- Register an organisation or update its data
- Access organisation-related data

Proposals for funding

• **My Proposals**

- Access draft and submitted proposals

Project-related services

• **My Projects**

- Access negotiation, amendments, reporting functions

Managing access rights

• **My Roles**

- Manage the roles and access rights in projects or organisations

Service messages

• **My Notifications**

- View all types of personal notifications of the linked services of the Portal, set call-specific ones

Funding opportunities

• **FP7 Calls**

Find help

• **Support**



European
Commission

Home page after ECAS login


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

European Commission
RESEARCH - Participants

European Commission > Research > Participant Portal

Home | My Organisations | My Projects | My Roles | FP7 Documentation | Support

LOGIN

 [Change Password](#)
[Logout](#)

User: test PORTAL

ECAS help is available [here](#).
Portal registration demo is available [here](#)

FAQ

The answers to the most frequent questions that are submitted to the [eFP7 service desk](#).
See the [online user manual](#)
Watch the demonstration of the Participant Portal:
- [Introduction](#)
- [For all users](#)
- [For LEARs](#)
- [For Coordinators](#)
- [Getting support](#)
You can consult [FAQs](#)
[>> read more](#)

WHAT'S NEW

Participant Portal V2.0 (11/2009) containing

- the support of the role management
- a reviewed layout of the home page
- a reviewed layout of the My Project tab
- a reviewed layout of the My Roles tab
- a new support tab

[>> read more](#)

PROCESSES

Manage Organisations

[Search an organisation](#) → [Register an organisation](#) → [Manage organisation data](#)

Identify Opportunities

[Read FP7 related documentation](#)

Negotiations

[Browse and/or manage negotiations](#)

Grant Execution

[Browse and/or access grants](#) → [Manage amendments](#) → [Periodic reporting](#)

[Manage scientific deliverables](#)

Others

[Manage roles and delegations](#)

[Support](#)



Funding opportunities

• FP7 Calls

- Find FP7 Calls
- Access the electronic proposal submission in the FP7 Calls' pages

1. Find FP7 funding opportunities

- Open/closed/forthcoming FP7 calls
- Latest information on published calls
- Search on the calls' pages

2. Access the electronic proposal submission system

- Prepare and submit proposals using EPSS or the new proposal submission system of the Portal





European Commission

Latest information on calls

Home My Organisations FP7 Calls Support

Latest Info Cooperation Ideas People Capacities Euratom Search Calls

LOGIN

Login

Authentication and security help is available [here](#).

STAY TUNED

FP7-Fission-2012

The call FP7-Fission-2012 is expected to be announced in the Official Journal of the EU in the second half of January 2012. The closing date of the call is scheduled for 27

LATEST CALLS

You can access all calls (open, closed, or forthcoming) by clicking on the specific programme tabs at the top.

Latest dates of call publications:

- New calls published on 13/01/2012
- New calls published on 12/01/2012

Show 10 entries Search:

Programme	Call Identifier	Latest Information	Date
Cooperation	FP7-NMP-2012-SME-6	12/1/2012: Flash Info on Results of Stage 1 Evaluation	
		26/9/2011 - The Guide for Applicants (Annexes) has been updated. The modification concerns the content of section 1.1 for the stage 1 calls, on page 26.	2012-01-12
		12/1/2012: Flash Info on Results of Stage 1 Evaluation	
		11/1/2011 - The Guide for Applicants (Annexes) has been updated. The modification concerns the content of section 1.1 for the stage 1 calls, on page 26.	2012-01-12
		12/1/2012: Flash Info on Results of Stage 1 Evaluation	
		26/9/2011 - The Guide for Applicants (Annexes)	

Latest dates of call publications

Latest information on updates of documents, additional information linked to a call, eg. flash info on the results of the evaluation - as prepared by the call coordinators.



European Commission

Access FP7 Calls

The screenshot shows the 'FP7 Calls' section of the European Commission website. A red box highlights the 'COOPERATION' tab, which contains sub-tabs for 'Open', 'Closed', and 'Forthcoming'. A list of call categories is displayed, including Information and Communication Technologies, Energy, Food, Agriculture and Fisheries, and Biotechnology, among others. A 'STAY TUNED' section on the left provides information about the FP7-Fission-2012 call. A table at the bottom lists specific call proposals with columns for Call Identifier, Call Title, Publication Date, and Deadline.

Call Identifier	Call Title	Publication Date	Deadline
FP7-ICT-2011-C	FET Open	2010-07-20	2013-03-12
FP7-ICT-2011-8	ICT Call 8	2011-07-20	2012-01-17

- FP7 calls are listed per specific programmes: open, closed, forthcoming calls for proposals.
- Stay tuned: additional, general call-related information



European
Commission

Home

My Organisations

FP7 Calls

Support

Proposal submission

WHAT'S NEW

Participant Portal V3.1.1 (07/2011)

➤ The Participant Portal has become the European Commission's single authoritative website for the publication of FP7 calls. The FP7 call-related information is no longer published on CORDIS. Users of the 'Find a call' section on CORDIS are redirected to the relevant pages of the 'FP7 Calls' section of the Participant Portal.

➤ Additional services such as RSS feeds, deep linking and e-mail notifications are also provided and users are requested to sign up for these services on the Participant Portal

[read more](#)

QUICK LINKS

- | | | |
|--------------------------|---|---------|
| <input type="checkbox"/> | Council decision concerning People Specific Programme | English |
| <input type="checkbox"/> | European Parliament and the Council decision of 18 December 2006 concerning the FP7 EC (2007-2013) | English |
| <input type="checkbox"/> | Regulation laying down the rules for the participation to FP7 EC (2007-2013) | English |
| <input type="checkbox"/> | Rules for submission of proposals and the related evaluation, selection and award procedures (the specific arrangements for each call are described in the relevant Guide for Applicants) | English |

Download

Electronic Proposal Submission Service (EPSS)

Instructions on the submission of your proposal through the EPSS

The Electronic Proposal Submission Service (EPSS) is not available for this call.

Participant Portal Submission Service

Please click [here](#) to access the participant portal submission service (note: this funding scheme uses another submission system than EPSS. User guide is available [here](#)).

Get Support

The call page gives access to the available proposal submission system

- EPSS or
- The new proposal submission service of the Portal (eg. ICT Call 9)
- Either EPSS or the new proposal submission service of the Portal is used for a certain call.



The new proposal submission system

Available after ECAS login from the Portal under a call's page.

European Commission > Research & Innovation > Participant Portal

LOGIN FUNDING SCHEME CREATE DRAFT PARTIES EDIT PROPOSAL SUBMIT

Step 2 Funding Scheme

FP7-ICT-2011-9

User name

Configuration OK ✓

You're using Explorer 7 on Windows. **Adobe Reader** (version 9 or above) is installed.

For more information, go to the [help page](#), or read the [Starter Manual](#).

Funding scheme

Funding schemes are the types of research projects of the European Commission for the 7th Research Framework Programme. See more on funding schemes

Choose your funding scheme

Support actions CSA-SA <input type="button" value="SELECT"/>	Small or medium-scale focused research project INFSO (STREP) CP-FP-INFSO <input type="button" value="SELECT"/>
Coordination (or networking) actions CSA-CA <input type="button" value="SELECT"/>	Coordination (or networking) actions INFSO - FET CSA-CA-INFSO-FET <input type="button" value="SELECT"/>
Support actions INFSO - FET CSA-SA-INFSO-FET <input type="button" value="SELECT"/>	ERANETplus CSA-ERA-Plus <input type="button" value="SELECT"/>

Proposal submission

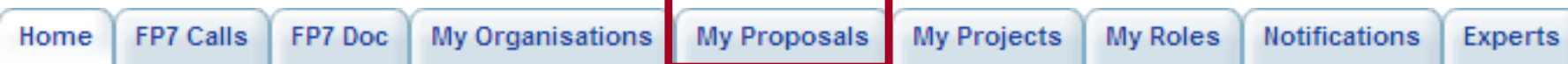
How to access draft proposals?

Access to EPSS: user id, password used only for EPSS

(<https://www.epss-fp7.org>)

Access to proposals using the new submission system:

- login from the Participant Portal to your ECAS account,
- go to the 'My Proposals' tab





Organisation
registration

• My Organisations

- Access the organisation registration service
- Search for a PIC number
- Access the financial viability simulation tool

Organisation registration

The registration of the organisation allows the simpler handling of the organisation-related data, ensures data consistency and helps to reduce the number of interactions with the Commission or its services.

- The person registering the data receives online the PIC number for the identification of the organisation.
 - PIC number: a 9-digit number, the identifier of an entity.
- PIC numbers are required in the new proposal submission system. Participants are encouraged to register their organisations as soon as possible before drafting a proposal.
- The registration is available after ECAS login.





European
Commission

Home

My Organisations

FP7 Calls

Support

Organisation registration

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

Organisations Register Search LFV Simulation

REGISTER NEW ORGANISATION

Register an organisation

Registering an organisation will allow you to receive its Participant Identification Code (PIC). More information about PICs can be found here. 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. You can check if an organisation has already a PIC [here](#) If you do not find a pic for your organisation you have to first register as ECAS user here. With your ECAS password you can register your organisation here.

STEP 1: Search

Use the [search](#) facility to check whether your organisation is already registered.

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 Central Validation Team (CVT). 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.
- STEP 3b.**
If you have already submitted your registration and if CVT 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](#).

LOGIN

Logout

Agnes MAGY

Authentication and security help is available [here](#).

NEED HELP?

- See the [online user manual](#)
- You can consult [FAQS](#)
- Watch the demonstration of the Participant Portal : [Introduction](#)
- If you cannot find an answer there, then submit your question via the [contact form](#)

WHAT'S NEW

Participant Portal V3.1.1 (07/2011)

- The **Participant Portal** has become the European Commission's single authoritative website for the **publication of FP7 calls**. The FP7 call-related information is no longer published on CORDIS.

**Start the registration for a PIC number
or modify your data.**

Organisation registration

Search facility

To check if an organisation has already a PIC number.

LFV Simulation

To make an online pre-check of the **financial viability** of the organisation.



European
Commission

Home

My Organisations

FP7 Calls

Support

Search for a PIC on the Participant Portal (without login)

The screenshot shows the 'SEARCH ORGANISATIONS' page on the Participant Portal. The page has a blue header with navigation tabs: Home, My Organisations, FP7 Calls, and Support. Below this is a sub-header with Register, Search, and LFV Simulation tabs. The main content area is titled 'SEARCH ORGANISATIONS' and contains the following text: 'Please fill in the search criteria to find the organisation'. It explains that either the 'legal name' or 'VAT number' field must be filled with at least a three-character string. It also notes that results are truncated after the 200th record and that searches in national languages may not yield results, suggesting a translation to English. The search form includes fields for 'Name of the organisation : *', 'Country :', 'VAT number : *', and 'City :'. A verification code 'm0t5er' is displayed in a distorted font, with a prompt to enter it in a text box. A red asterisk note states '* Either Name or VAT number are mandatory'. At the bottom are 'Search' and 'Clear' buttons. On the left side, there is a sidebar with a 'LOGIN' section, a 'NEED HELP?' section with links to the online user manual, FAQs, and a demonstration, and a 'WHAT'S NEW' section mentioning 'Participant Portal V3.1.1 (07/2014)'.

The search is available without login to check a PIC number of a given organisation.

It helps to avoid multiple registrations for the same entity.



- Home
- FP7 Calls
- FP7 Doc
- My Organisations
- My Proposals
- My Projects
- My Roles
- Notifications
- Experts
- Organisations
- Register
- Search
- LTV Simulation

Organisation registration after login

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?

Does it have a business registration number?

Does it have a website?

Self Registration – Welcome screen
Step 1: Mandatory search on previous registrations

Organisation registration - registering data

WELCOME STATUS ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Step 2:

Please enter the data based on your organisation's legal documents.
In case of natural persons, references to establishment are deemed to refer to habitual residence.

Enter your organisation information

Establishment/Registration country *	<input type="text" value="Belgium"/>
Legal name *	<input type="text" value="ACME"/>
Official language *	<input type="text" value="--Please Select"/>
Name in second language	<input type="text"/>
2nd language	<input type="text" value="--Please Select"/>
Business name	<input type="text"/>
Business registration No.*	<input type="text" value="ABC123"/>
Registration date*	<input type="text"/>
Registration authority *	<input type="text"/>
VAT Number*	<input type="text"/>
Nace code*	<input type="text" value="--Please Select"/>
Legal form*	<input type="text" value="OTHER"/>
Legal form*	<input type="text" value="OTHER"/>
Year* <input type="text" value="2001"/>	Financial year end date * <input type="text"/>
Is autonomous <input type="checkbox"/>	
Number of employees <250	<input type="text"/>
Annual turnover in EUR <50M	<input type="text"/>
Annual balance sheet in EUR <43M	<input type="text"/>

Example: Organisation information screen

Please keep the legal reference documents at hand for a better registration result.



European
Commission

Organisation registration - final step

WELCOME STATUS ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

What's next?

You can now use your PIC number to identify your organization. Please use the following PIC number to identify your organisation in any communications or interactions with the European Commission or Agencies. You will receive shortly an e-mail confirmation of your registration.


You have registered the following data for your organisation

PIC number 966220493

ACME Ltd, 28, Rue Belliard, Bruxelles, Belgium
VAT BE666666666, registration #, ABC123.

- Is a legal person
- Is a non profit organisation
- Is a public body
- Is an international organisation
- Is an international organisation of European interest
- Is an enterprise
- Indirect Cost Method - Real Indirect Costs

Thank you for your registration.


European Commission, Validation Services Team

Print Close

User Manual

Self Registration – Final step:
Receiving the PIC number for the organisation

**• My Roles**

- Manage the roles and access rights in projects or organisations

The role management

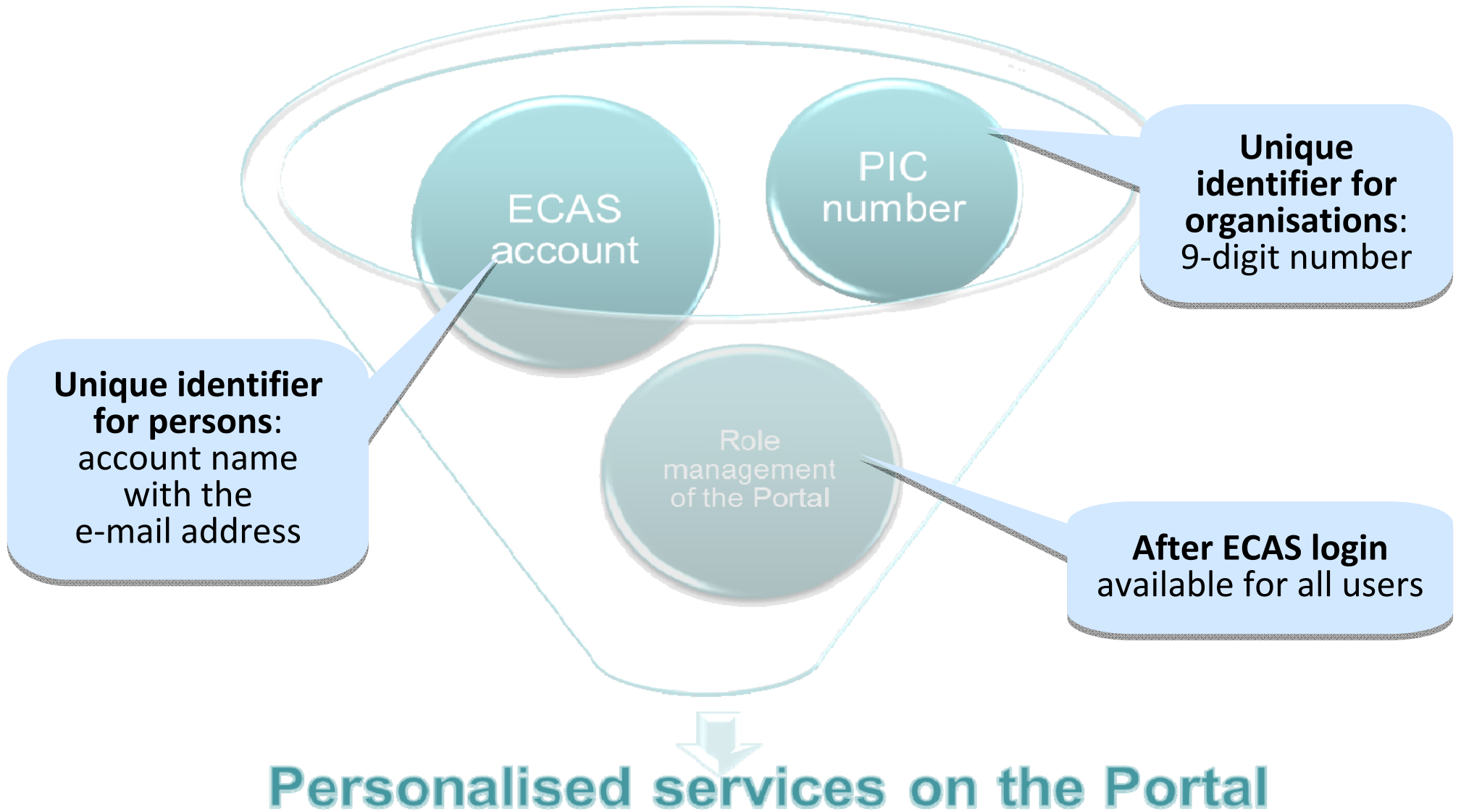
- The **I**ntity and **A**ccess **M**anagement allows us to define and/or manage changes of **access rights of users of the Participant Portal.**
- **It gives personalised access to the different services.**
- It allows **flexible** and **quick** management of access rights to the electronic tools on the Portal with high **security.**
- **Any change in the roles of the users is saved** to allow a monitoring & tracking service.

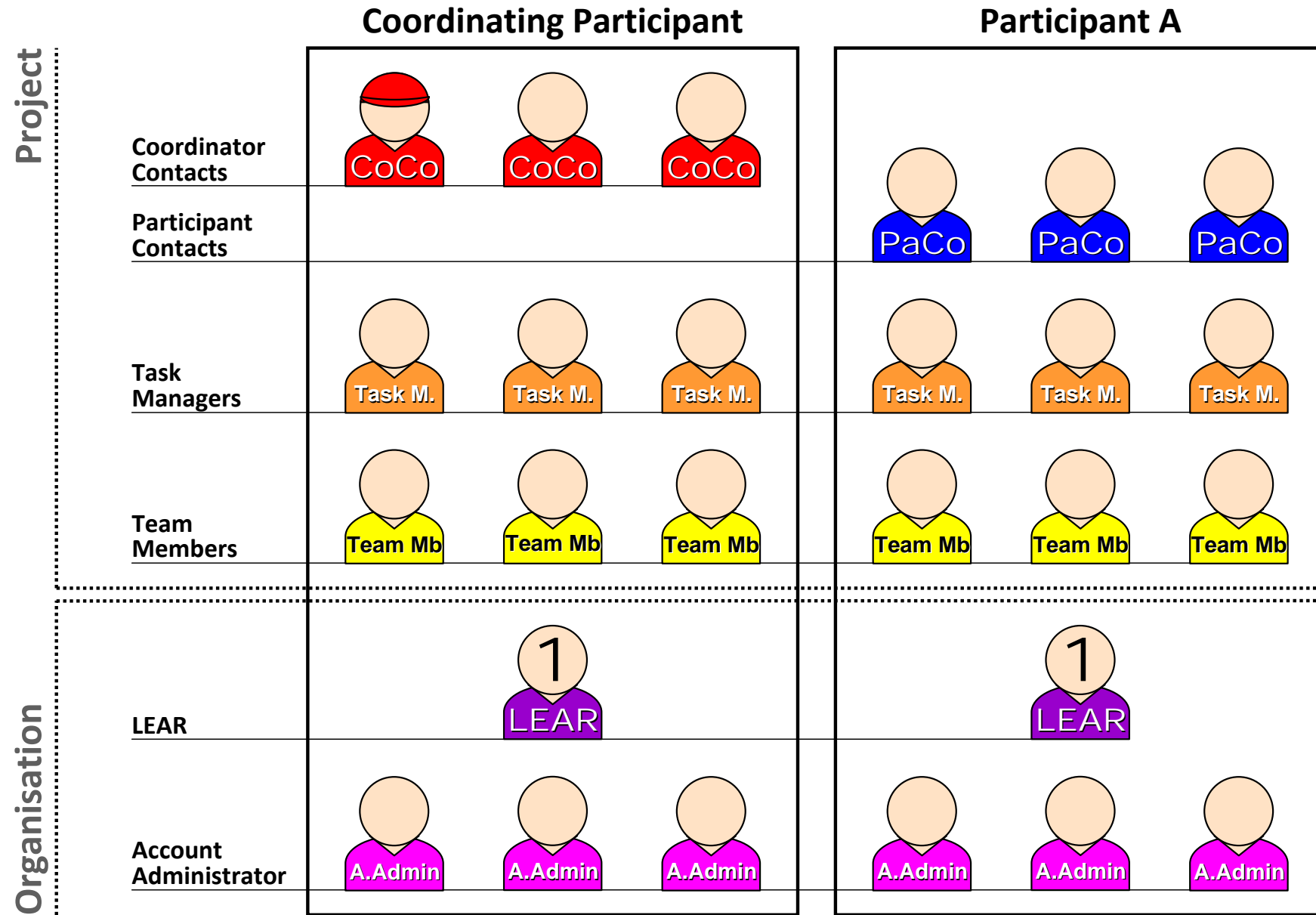
Roles in the Participant Portal

- According to the role of the participant in an organisation and in the different projects, different access rights are provided on the Portal to the tools.
- Minimum involvement by the Commission/Agency staff allowing for **flexibility for managing the consortium online**
- Only the top roles are defined by COM/Agency staff: **(Primary) Coordinator Contact** and the **LEAR (Legal Entity Appointed Representative)**.



Role management





The new version of the identity and access management (IAM)

Major changes of the new version (1/2)

The major objective of the new version is to simplify the role management and make it more flexible.

In that perspective, the following changes are made:

- 1. The uniqueness of the Coordinator and Participant Contacts disappear:**
 - one **Primary Coordinator Contact** as the main contact for the European Commission;
 - **more Coordinator Contacts** can be nominated per project;
 - **more Participant Contacts** can be nominated per organisation in a project.

Major changes of the new version (2/2)

2. Task Managers and Team Members are **no longer restricted to specific scope(s)**.

3. The roles of **Named Representatives** are redistributed:

→ Former **Financial and Scientific Named Representatives, and Authorised Representatives** automatically become **Participant Contacts (Coordinator Contacts** for the Coordinating Participant).

→ Former **Administrative/Legal Named Representatives** automatically become **Task Managers**.

→ Former **Authorised Signatories** automatically become **Participant Contacts** as well.

4. Those using the new URF version to register an organisation for a PIC, will have a **self-registrant role**.



“Original roles”

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

- The **Coordinator Contact** identified in the proposal will be recognised by the Commission as the **(Primary) Coordinator Contact for the Participant Portal**.
- The **contact persons of the participating organisations** identified during **proposal submission** will become **Participant Contacts** at the beginning of negotiations.
- The **LEAR** is validated by the Commission during the validation process of his/her organisation.



'My Roles' tab

Users can check the level of access rights to projects and/or legal/financial data of the organisation.

- **View your role** in the project/organisation
- **Nominate** new persons: give access to your colleagues; view your previous nominations
- **Revoke roles**: delete previous access rights if not needed

'My Roles' tab

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

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

LOGIN

Logout

Test Account

Authentication and security help is available [here](#).

NEED HELP?

- See the [online user manual](#)
- You can consult [FAQS](#)
- Watch the demonstration of the Participant Portal : [Introduction](#)
- If you cannot find an answer there, then submit your question via the [eFP7 service desk](#)

[read more](#)

WHAT'S NEW

Participant Portal V3.2 (02/2012)

The Participant Portal has become the European Commission's single authoritative website for the publication of FP7 calls. The

ORGANISATION ROLES LIST

List of the roles existing for your username in your organisation. You can nominate or revoke account administrator for your organisation following the Roles link in "My organisation" tab.

Show 10 entries

PIC	Organisation Name	Role	Nominations
123456789	TEST ACCOUNT 1 ORGANISATION	Account Admin.	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Roles at Organisation level

PROJECT ROLES LIST

Show 10 entries

Acronym	ProjectID	Program	Role	PIC	Nominations
TEST PROJECT1	123456	FP7	Participant Contact	XXXXXXXXXX	
TEST PROJECT2	XXXXXX	FP7	Task Manager	XXXXXXXXXX	
TEST PROJECT3	XXXXXX	FP7	Team Member	XXXXXXXXXX	
TEST PROJECT4	XXXXXX	FP7	Participant Contact	XXXXXXXXXX	

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

Roles at Project level

'My Roles' - Roles in projects

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

LOGIN

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[read more](#)

WHAT'S NEW

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ORGANISATION ROLES LIST

List of the roles existing for your username in your organisation. You can nominate or revoke account administrator for your organisation following the Roles link in "My organisation" tab.

Show 10 entries Search:

PIC	Organisation Name	Role	Nominations
998923849	TEST ACCOUNT 1 ORGANISATION	Account Admin.	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

View Project details

View/manage own nominations in the Project

View/manage Consortium

Show 10 entries Search:

Acronym	ProjectID	Program	Role	PIC	Nominations
TEST PROJECT1	XXXXXX	FP7	Participant Contact	XXXXXXXXXX	
TEST PROJECT2	xxxxxxx	FP7	Task Manager	XXXXXXXXXX	
TEST PROJECT3	XXXXXX	FP7	Team Member	XXXXXXXXXX	
TEST PROJECT4	XXXXXX	FP7	Participant Contact	XXXXXXXXXX	

Showing 1 to 4 of 4 entries

First Previous 1 Next Last



European
Commission

'My Organisations'

European Commission > Research & Innovation > Participant Portal

Home My Organisations My Proposals My Projects My Roles My Notifications FP7 Calls Support

Organisations Register Search LFV Simulation

MY ORGANISATIONS

Organisation(s) linked via projects.

Show 10 entries Search:

Name	Pic	VAT
Test Account Organisation	XXXXXXX	XXXXXXXXXX

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

LOGIN

Logout

Test Account

Authentication and security help is available [here](#).

NEED HELP?

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- You can consult [FAQS](#)
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[read more](#)

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- Additional services such as RSS feeds, deep linking and e-mail notifications are also provided and users are requested to sign up for these services on the Participant Portal

[read more](#)

The organisation appears in the "My Organisations" tab

Access is given to the legal and financial data of the organisation and the linked services.



Research & Innovation Participant Portal

European Commission > Research & Innovation > Participant Portal > Organisations > Organisation List

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

Organisations | Register | Search | LFV Simulation

List of organisations where the user has a role as LEAR, account administrator or self registrant

MY ORGANISATIONS

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

Show 10 entries Search:

Name	Pic	VAT	Actions
TEST ACCOUNT 1 ORGANISATION	XXXXXXXXXX	XXXXXXXXXX	OD VP RO

Showing 1 to 1 of 1 entries

List of organisations where the user has a role in a given project.

Organisation(s) linked via projects

Show 10 entries Search:

Name	Pic	VAT
TEST ACCOUNT 2 - ABC1 SECTOR XY UNIVERSITY OF TOWN ORGANISATION	XXXXXXXXXX	XXXXXXXXXX
TEST ACCOUNT 3 - ABC1 SECTOR XY RESEARCH INSTITUTION ORGANISATION	gXXXXXXXXXX	XXXXXXXXXX

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

LOGIN

Logout

Test Account

Authentication and security help is available [here](#).

NEED HELP?

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- If you cannot find an answer there, then submit your question via the [eFP7 service desk](#)

[read more](#)

WHAT'S NEW

Participant Portal V3.1.1 (07/2011)

The Participant Portal has become the European Commission's single authoritative

Terminology

LEAR: Legal Entity Appointed Representative

The person is authorized to manage the legal data of the organisation online. The LEAR appointment form and procedure is available in the [FAQ](#) under point 3.

Account Administrator:

One or more persons appointed by the LEAR to assist with the online management of the legal data.



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

Organisations Register Search LFV Simulation

LOGIN



Logout

Test Account

Authentication and security help is available [here](#).

ORGANISATION MENU

Back to List

Organisation Details

Organisation Roles

Organisation Projects

Organisation Proposals

ORGANISATION SUMMARY

Organisation Pic :

XXXXXXXXXX

Business Name :

ORGANISATION DETAIL: TEST ACCOUNT 1 ORGANISATION

TEST ACCOUNT 1 ORGANISATION

PIC :XXXXXXXXXX

VAT :XXXXXXXXXXXX

NACE :

Status : VALIDATED

Organisation Legal Address

Street: XXXXXXXXXXXX ITASSE

48

Number:

Post XXXXXXX

Code:

City: XXXXXXXXXXXX

XXXXXXXX

Country: DE

Active LEAR

Title:

First Name:

Last Name:

Phone:

Fax:

Mr

XXXXXXX

XXXXXXXXXXXX

XXXXXXXXXXXX

View
Update

Access the online data of the organisation

Services for LEARs and Account Administrators:

- Organisation details
- All roles of contacts within the organisation
- All projects of the organisation
- All proposals submitted in FP7 – **NEW service**



'My Projects'

Under the 'My Projects' tab coordinators, participants contacts, task managers and team members have access to

- the **list of the projects** they are involved in and
- the **project-related services**: negotiation, amendment and reporting functions.
- the **roles and nominations** of a given project.



PROJECT LIST FOR TEST ACCOUNT

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

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

Show entries Search:

Acronym	Call	Prog.	Project ID	Roles	Phase	Actions
TEST PROJECT 1	FP7-HEALTH-2007-B	FP7	XXXXXXXXXX		Active	RD FR
TEST PROJECT 2	FP7-SSH-2009-A	FP7	XXXXXXXXXX		Active	RD FR

Showing 1 to 2 of 2 entries First | Previous | 1 | Next | Last

View Project details

View all roles in the Project

Manage Consortium

Edit Consortium function:
Nominations at the highest level
(coordinator and participant contacts)

LOGIN

Logout

Test Account

Authentication and security help is available [here](#).

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- If you cannot find an answer there, then submit your question via the [eFP7 service desk](#)

[read more](#)

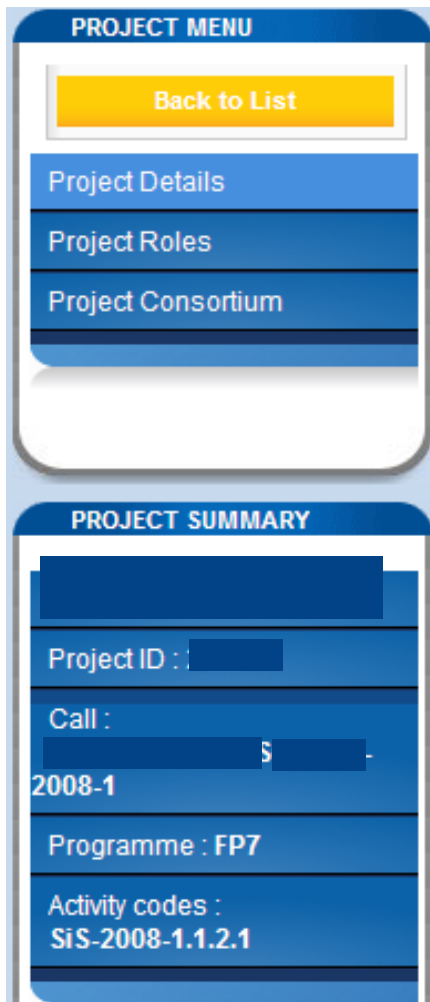
WHAT'S NEW

Participant Portal V3.1.1 (07/2011)

The Participant Portal has become the European Commission's single authoritative website for the publication of FP7 calls. The FP7 call-related information is no longer published on CORDIS. Users of

'My Projects' – Project Menu

Project menu and project summary information are displayed on the left:



- **Project details** with basic data, abstract and list of participants

- **Roles within a project** can be set and modified:
the contacts and representatives of coordinators and participants can be added and revoked according to the current situation of a consortium.

- **Project Consortium** screen: the top roles can be managed (for those who are authorized)/viewed including the coordinator and participant contacts.



'My Projects - Access Negotiations

European Commission RESEARCH - Participants

European Commission > Research > Participant Portal

Home My Organisations My Projects My Roles My Notifications FP7 Documentation FP7 Calls Support

LOGIN

[Change Password](#)
[Logout](#)

Coordinator EXTERNAL

- Authentication and security help is available [here](#)
- Portal registration demo is available [here](#)

NEED HELP?

- See the [online user manual](#)
- You can consult [FAQS](#)
- Watch the demonstration of the Participant Portal: - [Introduction](#)
- If you cannot find an answer there, then submit your question via the [eFP7 service desk](#)

PROJECT LIST FOR COORDINATOR EXTERNAL

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

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

Show 10 entries Search:

Acronym	Call	Prog.	Project ID	Roles	Phase	
TEST PROJECT 1			XXXXXXXXXX			
TEST PROJECT 2	FP7-HEALTH-2009-single-stage	FP7	24100XXXXXXXX		Negotiation	AN
EuroMarine	FP7-ENV-2010	FP7	265099		Negotiation	AN

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

AN button: Access Negotiation
Displayed when the negotiations
are opened.

'My Projects' - Access reporting functions

PROJECT LIST FCTEST ACCOUNT

If you are a LEAR of your organisation, please visit the tab My Organisations and follow the link "View projects" to have the list of projects for 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

1. Go to the Portal, sign in with ECAS
2. Go to the 'My projects' tab
3. See list of **Active** projects

Show 10 entries

Search:

Acronym	Call	Prog.	Project ID	Roles	Phase		
PROJECT 1	FP7-INFRASTRUCTURES-2007-2	FP7	XXXXXXXX		Active	PR	
PROJECT 2	FP7-ICT-2007-1	FP7	XXXXXXXX		Active	PR	AA
PROJECT 3	FP7-KBBE-2007-1	FP7	XXXXXXXX		Active	RD	FR AA
PROJECT 4	FP7-INFRASTRUCTURES-2007-1	FP7	XXXXXXXX		Active	RD	FR
PROJECT 5	FP7-INFRASTRUCTURES-2007-1	FP7	XXXXXXXX		Active	RD	FR

Showing 1 to 5 of 5 entries

First Previous

AA = Access Amendment
FR = Financial Reporting
PR = Periodic Reporting
RD = Reporting & Deliverables



'My Notifications'

Participants can view and set their notifications for the different services and their frequency.

Subscription Criteria:

Subscribe for e-mail notifications on specific calls.

Service messages

• My Notifications

- View all types of personal notifications of the linked services of the Portal, set call-specific ones



European
Commission

'My Notifications'

European Commission > Research & Innovation > Participant Portal

Home My Organisations My Proposals My Projects My Roles My Notifications FP7 Calls Support

Inbox Your Subscribed Calls Subscription Criteria

LOGIN

Logout

Test Account

Authentication and security help is available [here](#).

NEED HELP?

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[read more](#)

WHAT'S NEW

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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)