Research and Innovation Participant Portal

How to register for an ECAS account

Welcome to the Participant Portal

The Participant Portal

- is your **entry point** for electronic administration of your EU-funded research and innovation projects or proposals that

- hosts a full range of **services** for managing and monitoring proposals and projects throughout their lifecycle.

To be able to login on the Participant Portal and benefit fully from these services, users have to **register first for an ECAS account**.

What is “ECAS” ?

ECAS means **E**uropean **C**ommission **A**uthentication **S**ystem. It is the system for logging on to a whole range of web sites and online services run by the Commission.

This ensures a **secure, “single sign-on” approach**:
1 person = **1** e-mail address = **1** ECAS account.

The creation of an ECAS account is free and easy.

European Commission

RESEARCH & INNOVATION

Participant Portal

LOGIN

Login

Register your ECAS account

NEED HELP?

- Frequently Asked Questions
- User manual
- Presentations
- Contact the Helpdesk

WHAT'S NEW

Participant Portal V3.2 (02/2012)

- Revised Role Management (allowing for more flexibility in assigning roles for negotiation and reporting in projects).
- New functions related to the organisation registration (list of FP7 proposals for LEARS or Account Administrators, new self-registrant role).
- Availability of FP7 documents (legal documents, work programmes, guidance notes, etc.).
- New advanced search functions (for FP7 Calls and FP7 Documents).

read more

QUICK LINKS

Research on Europa

WELCOME

Welcome to the Participant Portal

The Participant Portal is your entry point for electronic administration of EU-funded research and innovation projects, and hosts the services for managing your proposals and projects throughout their lifecycle.
Currently the portal covers mainly actions under the 7th EU-Framework Programme for Research and Technological Development (FP7). In the future, its coverage will be extended to other programmes in the area of research and innovation.

What does it offer today?

- You can search for **FP7 calls for proposals and submit your proposals**.
- Depending on your role in projects and organisation, you can view information on projects, negotiate your grant agreement, manage amendments, submit **financial and scientific reports or review projects**.
- You can search for the unique identifier of your organisation, **register your organisation or provide updates of your organisation's data**.
- Depending on your roles in projects and organisations, you can **assign or revoke access rights to organisation and project data for other persons**.

Forthcoming functionalities

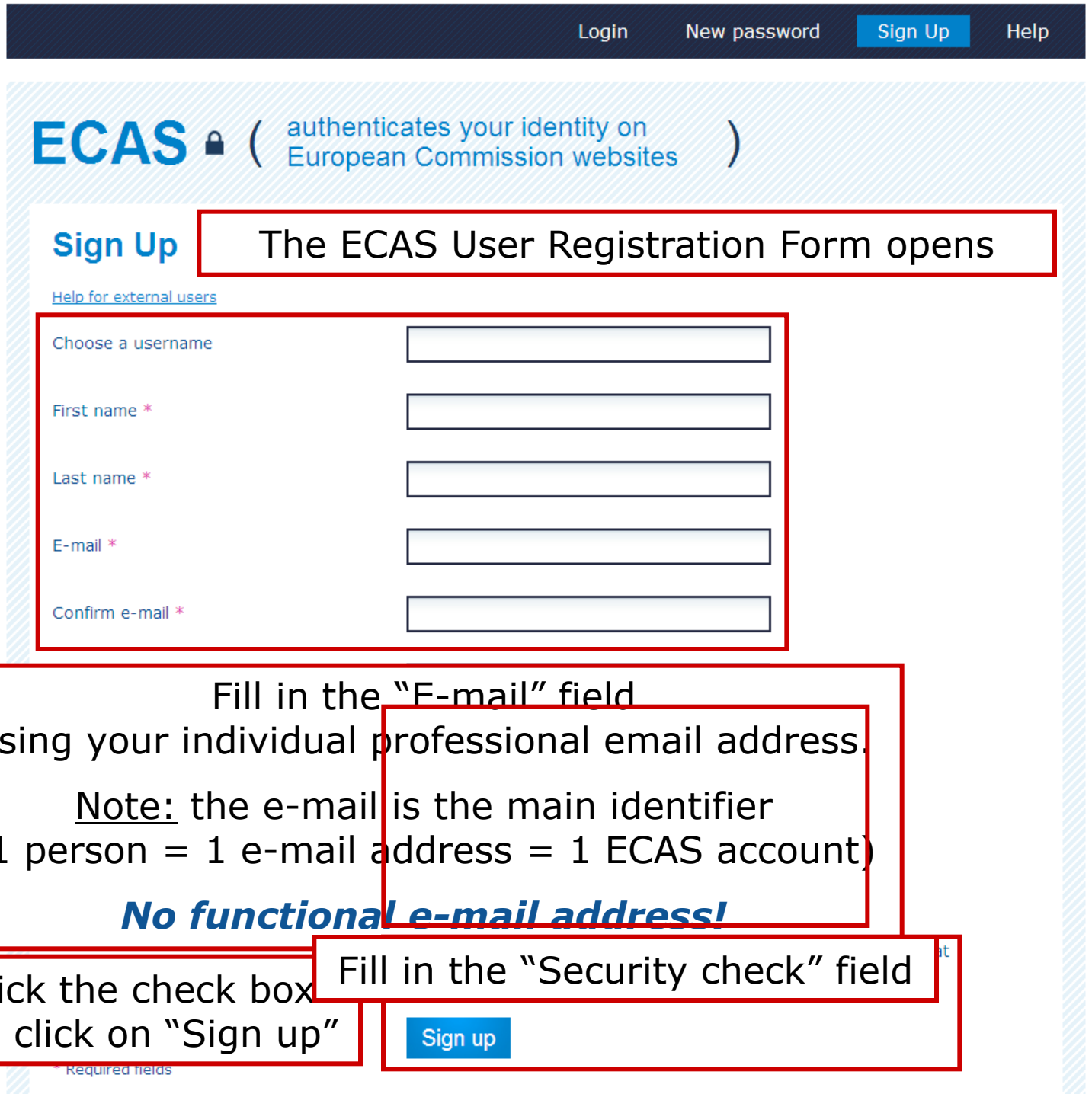
- Expert evaluators will be able to manage the administrative details related to their work as peer reviewers.
- The currently separate electronic proposal submission system will be replaced by a new system integrated in the portal.
- Direct access to FP7 related information and documentation.

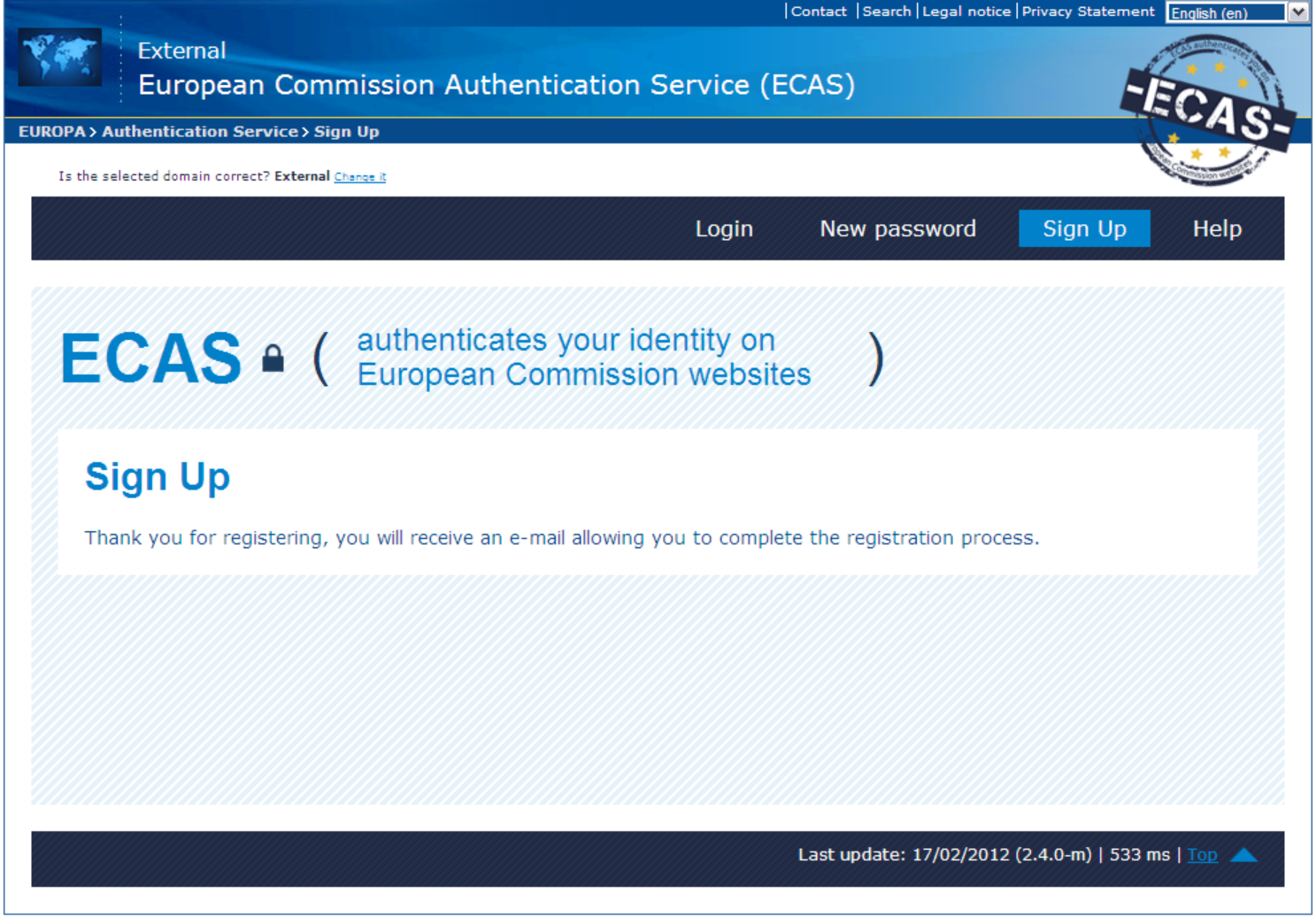
How does it work?

Are you a new user? +

1. While some basic functions are available for anonymous users, the core functions of project management are only available to registered users. If you are a registered user you can use the login button.
2. After login, the actual homepage will be replaced by a new one displaying all the processes your user profile can access.
3. On that new page, the blue arrows are the processes that are authorised for your profile and they will give you access to several lists, like the list of organisations, projects, roles of your project etc...
4. When you go into the details of an organisation, project, role etc... a new contextual menu will guide you through the additional actions.

How to register for an ECAS account?


Login
New password
Sign Up
Help
ECAS
(authenticates your identity on European Commission websites)
Sign Up
The ECAS User Registration Form opens
Help for external users
Choose a username
First name *
Last name *
E-mail *
Confirm e-mail *
Fill in the "E-mail" field
using your individual professional email address.
Note: the e-mail is the main identifier
(1 person = 1 e-mail address = 1 ECAS account)
No functional e-mail address!
Fill in the "Security check" field
▪Tick the check box
and click on "Sign up"
Sign up
* Required fields



Check your mailbox, a confirmation e-mail will arrive within a few minutes.

This process must be completed within 1 hour and a half after the original request.

European Commission

Click on the link in the confirmation e-mail
to be redirected to the Password initialisation page of ECAS

Dear [redacted],

You have been registered in ECAS, the European Commission AuthenticationService.

Your user name is [redacted]

To create your password, click:

this link

You have a maximum of 1h30,starting from the time that this message was sent, to create your password,but you are encouraged to do so immediately if possible.After this time, you can make another request by following the same link:you will then need to re-enter your username and confirm your request.

If the above link does not work, you can copy the following address(make sure the complete address is copied!) and paste it into yourbrowser's address bar:https://webgate.ec.europa.eu/cas/init/initialisePasswordLogin.cgi?wayf.domain=external&wayf.remember=checked&wayf.submit=Select&uid=naccouec&resetCode=zMNyYdvwQQHtk1IzWYPjiD04pdtu9yqBZzcksdAfy

Whenever you login, please choose the domain "External", not"European Commission".

Instead of replying to this message, if you have a problem, please followthe help or contact information on the site where you were trying to register.

Sent to you byECAS - European Commission Authentication Service

External
European Commission Authentication Service (ECAS)

Is the selected domain correct? **External** Change it

ECAS (authenticates your identity on European Commission websites)

New password

Please choose your new password.

Username: xxxxxxx

New password *

Confirm new password *

Submit

* Required fields

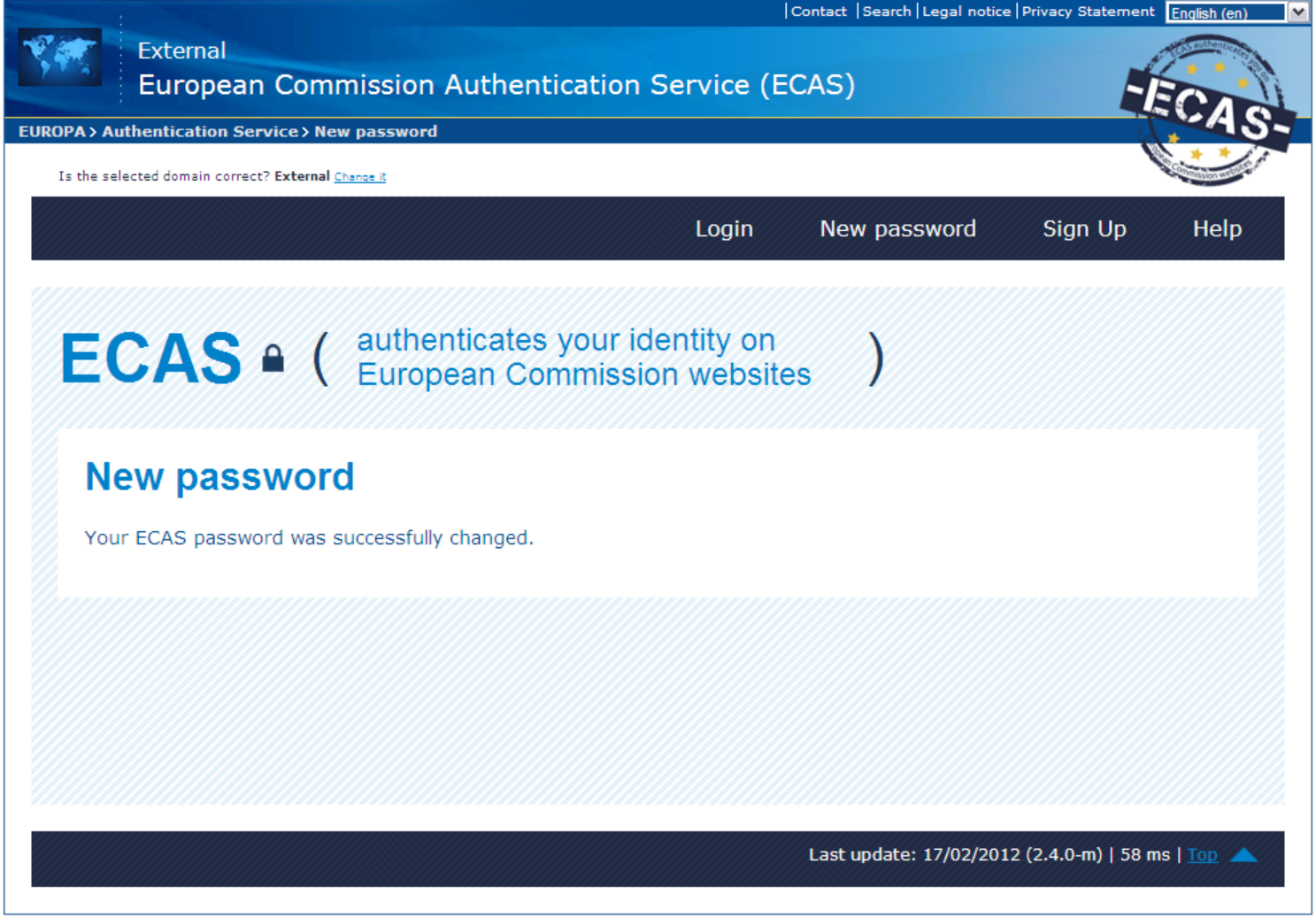
Passwords cannot include your username and must contain at least 10 characters chosen from at least three of the following four character groups (white space permitted):

- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters:!"#$%&'()*+,-./:;<=>?@[\]^_`{|}~

Examples: ;I3bhlTqWi | tafBfN\yXw | gR.PThtvzx

[Generate other sample passwords]

Create a new password and click on "Submit"



Your new ECAS password is successfully created.
You can now log in to the Portal.

Important: ECAS credentials are strictly confidential!

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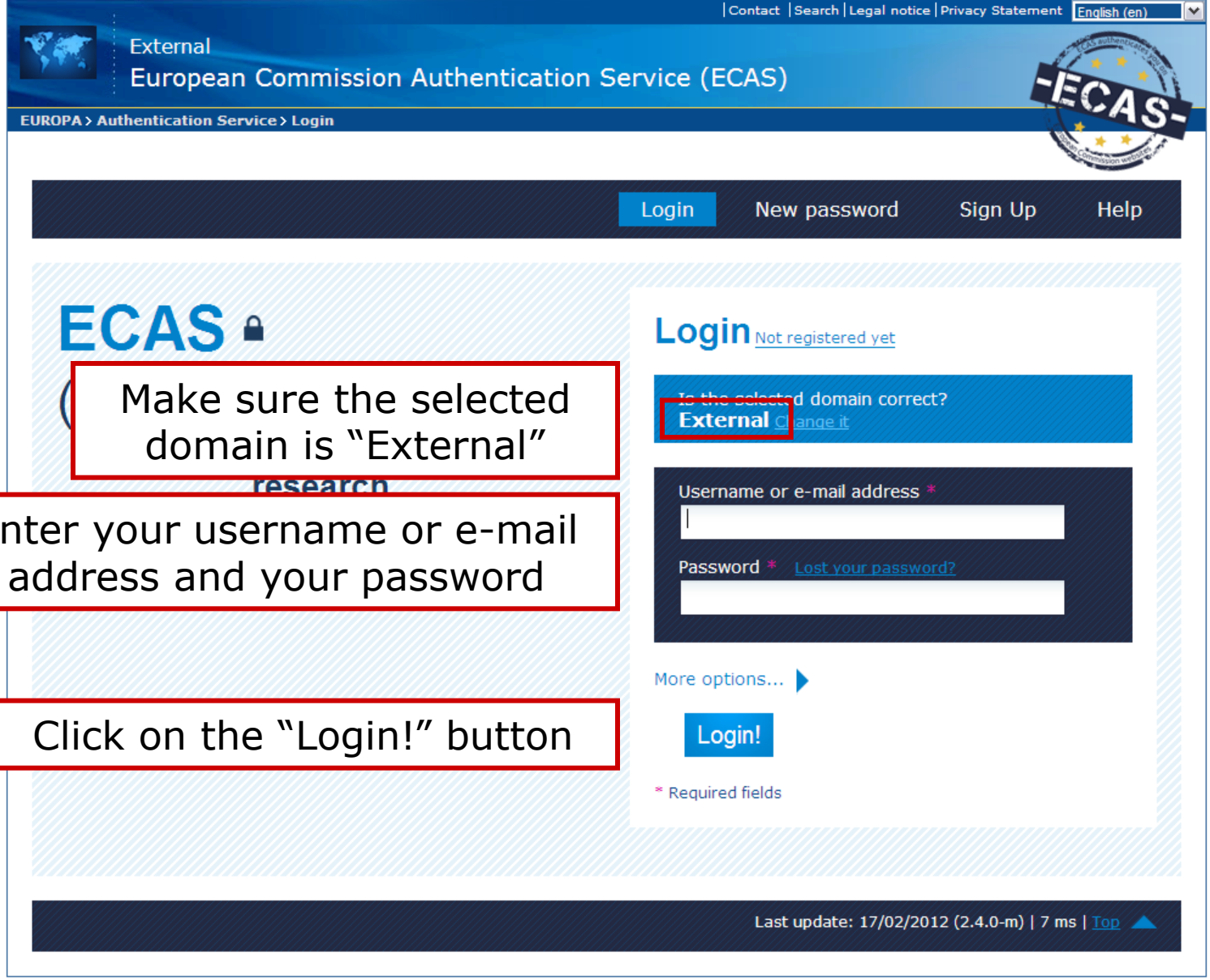
Research Site

Login with your ECAS account



Make sure the selected domain is "External"

Enter your username or e-mail address and your password

Click on the "Login!" button

The Login page (ECAS authentication) appears

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English (en)
European Commission
RESEARCH & INNOVATION
Participant Portal
European Commission > Research & Innovation > Participant Portal > Home
Home
FP7 Calls
FP7 Doc
My Organisations
My Proposals
My Projects
My Roles
Notifications
Experts
LOGIN
Logout
Demo ACCOUNT
In addition to logging out, you must close all your browser windows to avoid any unauthorised access
NEED HELP?
Frequently Asked Questions
User manual
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New advanced
functions (for F
FP7 Documents
PROCESSES
Manage Organisations
Search an organisation
Register an organisation
Manage organisation data
Identify Opportunities
Search for a call
Proposals
Browse and/or manage proposals
Browse Proposals of your organisation
Negotiations
Browse and/or
access grants
amendments
reporting
Others
Manage roles and delegations
Expert Area
Support
You are now logged in to the Participant Portal.
Depending on their roles,
users will have access to different services.