



SAPIENZA
UNIVERSITÀ DI ROMA



HR EXCELLENCE IN RESEARCH

Webinar “Utilizzo del Funding and Tender Portal”

Parte I:

- Ruoli e diritti di accesso
- Come presentare una proposal

Roma, 27 novembre 2024

Area Supporto alla ricerca
Ufficio Supporto alla ricerca internazionale
Settore Grant Office programmi collaborativi internazionali

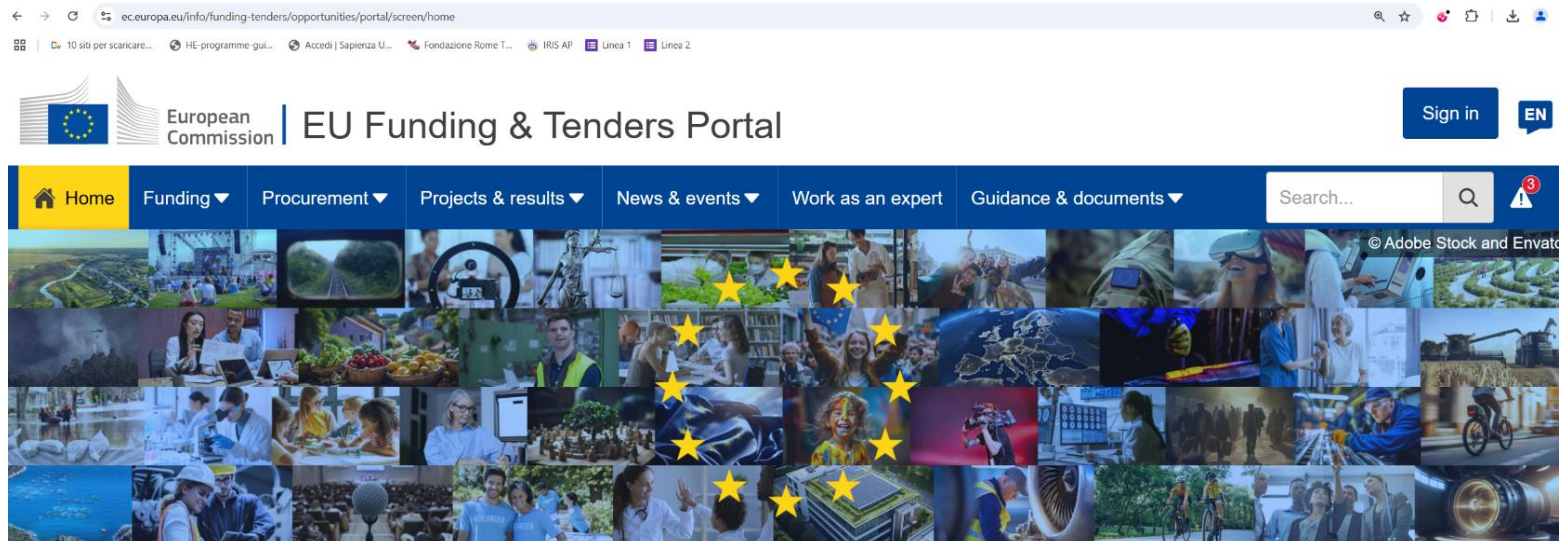
Il Funding and Tender Portal

Introduzione

Il [Funding & Tenders Portal](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home) è il sistema elettronico di interscambio dati utilizzato dalla Commissione Europea per la gestione dei principali programmi di finanziamento dell'UE.

Il Portale consente (tra le altre cose) di:

- Creare, editare e sottomettere le proposte progettuali;
- Preparare e firmare i Grant Agreement;
- Gestire i progetti (es. presentare i deliverables, i report tecnico- scientifici, le richieste di pagamento, ecc..)



Il Funding and Tender Portal

Introduzione



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Per utilizzare il Portale è necessario disporre di un **EU Login account**.

EU Login permette all'utente di accedere al Portale tramite una propria identità verificata e, ad ogni accesso, rende disponibili, in modo sicuro, le proprie impostazioni personali, la cronologia, i diritti di accesso per proposta o progetto e i relativi documenti associati.

È possibile creare facilmente un account, andando alla pagina web <https://ecas.ec.europa.eu/cas/login> e cliccando su "Create an account".

Per informazioni: [User Guide](#)

Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

E-mail language
English (en)

Enter the code

☐ By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Il Funding and Tender Portal

Tipologia di ruoli

I ruoli e i corrispondenti diritti di accesso limitano le informazioni che un utente può visualizzare e le attività che può eseguire.

Il Portale suddivide i ruoli in due differenti tipologie:

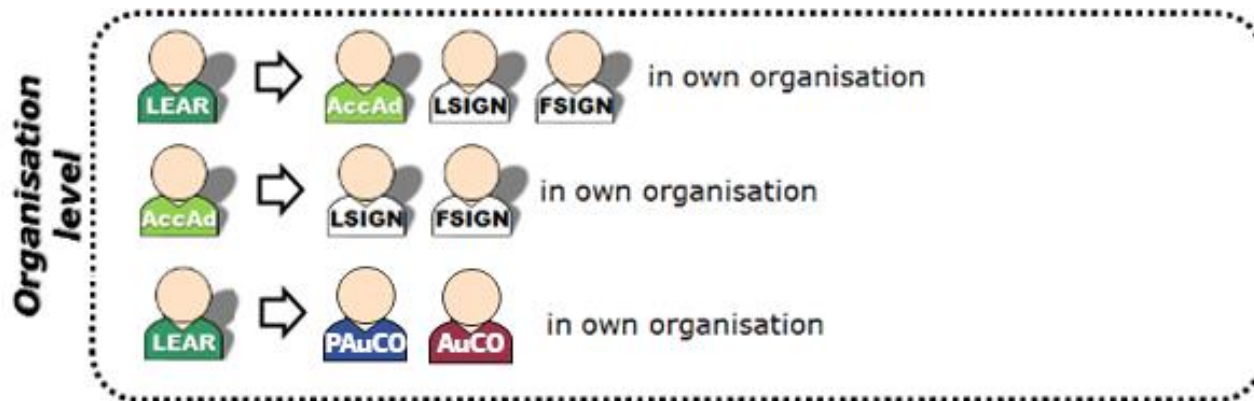
- **Organisation roles**, che sono collegati al ruolo e alle funzioni che un utente svolge all'interno del Portale per conto dell'organizzazione (nel suo complesso e non in relazione ai singoli progetti).
- **Project roles**, che sono definiti, progetto per progetto, nella fase di presentazione della proposta o in quella di preparazione e gestione del grant agreement. Ad ogni project role possono corrispondere differenti diritti di accesso (lettura, scrittura, submission).

La maggior parte dei ruoli possono essere assegnati autonomamente assegnati e gestiti da un utente o da un'organizzazione, in base alle rispettive esigenze, ad eccezione dei ruoli di **LEAR** e di **PCoCo**.

II Funding and Tender Portal

Organisation Roles

- **LEAR** - Legal Entity Appointed Representative (in Sapienza: Capo Ufficio Supporto alla ricerca internazionale);
- **AccAd** - Account administrator (in Sapienza: Capi settore);
- **LSIGN** - Legal Signatory (in Sapienza: Direttori Centri di Spesa);
- **FSIGN** - Financial Signatory (in Sapienza: Rad);
- **PAuCo** - Primary Audit Contact (in Sapienza: Capi settore) e **AuCo** Audit Contact (in Sapienza: RaD dipartimenti sottoposti ad audit)



II Funding and Tender Portal

Organisation Roles - Explanation



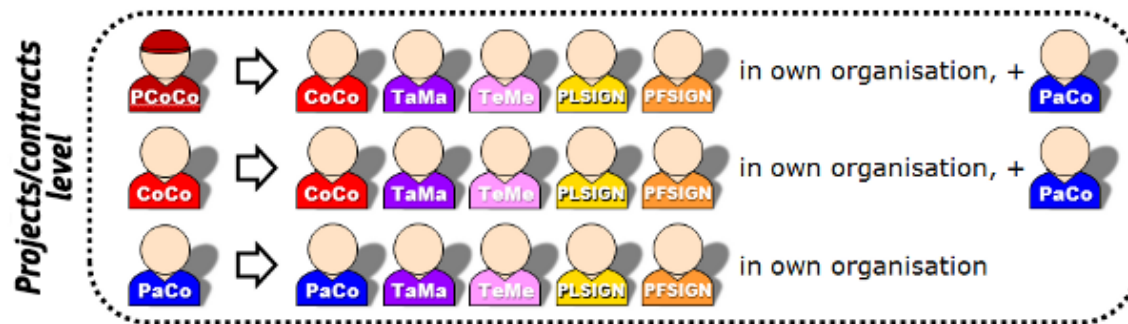
Organisation roles

Role	Explanation
Legal Entity Appointed Representative (LEAR)	The LEAR is the formally nominated main responsible for an organisation use of the Portal and thus bears the final responsibility for all the organisation actions in the Portal. LEARs have system rights to: • update their organisation data • nominate/revoke representatives of their organisation to electronically sign grant/contracts • nominate/revoke representatives of their organisation to electronically sign cost claims/invoices • nominate/revoke Account Administrators within their organisation to help them with their work. ⚠ The LEAR does NOT assign the Legal Signatories and Financial Signatories for a particular project/contract. This is done by the Coordinator Contact (CoCo) or Participant Contact (PaCo) of that project/contract.
Self-registrant	The Self-registrant is the person who first registers an organisation in the Portal Participant Register. Before the LEAR is validated, Self-registrants can provide the EU with requested information and documents about their organisation. Once the LEAR has been formally validated (normally after the organisation has been validated by the Central Validation Service), the role of Self-registrant is revoked and replaced by the LEAR.
Account Administrator	The LEAR may delegate tasks to one or more Account Administrators. Though the LEAR keeps the full responsibility, Account Administrators can fulfill tasks for their LEAR. An organisation can have an unlimited number of Account Administrators. If the organisation nominates a new person as their LEAR, the existing Account Administrators remain, but can be revoked by the new LEAR.
Legal Signatory (LSIGN)	LSIGNs must be nominated for an organisation by the LEAR or an Account Administrator (<i>see Figure 3</i>). LSIGNs are assigned to a particular project by a Coordinator or Participant Contact (<i>see Figure 3</i>). An organisation can have an unlimited number of LSIGNs.
Financial Signatory (FSIGN)	FSIGNs must be nominated for an organisation by the LEAR or an Account Administrator (<i>see Figure 3</i>). FSIGNs are assigned to a particular project by a Coordinator or Participant Contact (<i>see Figure 3</i>). An organisation can have an unlimited number of FSIGNs.
Primary Audit Contact (PAuCo) and Audit Contact (AuCo)	Audit roles can be assigned in the Portal only when the organisation is audited. The LEAR is automatically assigned the Primary Audit Contact (PAuCo), and can nominate other PAuCos in the organisation. The PAuCo(s) must also nominate at least one Audit Contact (AuCo) as main contact for audits on the organisation, and additionally, assign both the AuCo and the audit to an audit action within the organisation.

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Project Roles

- **PCoCo/CoCo** - (Primary) Coordinator Contact, ovvero il punto di contatto principale tra il consorzio e l'UE per un determinato progetto/proposta;
- **PaCo** - Participant Contact, ovvero il rappresentante di un'organizzazione partner del consorzio (che non ricopra il ruolo di organizzazione coordinatrice);
- **TaMa** - Task Manager e **TeMe** - Team Member, funzioni limitate e TaMa solo per la fase di gestione del progetto;
- **PLSIGN** - Project Legal Signatory, sottoscrive il GA in rappresentanza dell'ente;
- **FLSIGN** - Financial Legal Signatory, sottoscrive le rendicontazioni in rappresentanza dell'ente;



II Funding and Tender Portal

Project Roles - Explanation

Role	Explanation
(Primary) Coordinator Contact (PCoCo/CoCo)	The Primary Coordinator Contact is for each project the main contact between the consortium and the EU for a particular project/contract. By default, it is the person that creates the application in the Portal. The PCoCo can nominate/revoke a Coordinator Contact (CoCo) for the project/contract (unlimited number possible), who will then have the same rights — except the right to revoke the PCoCo. All Coordinator Contacts can: • nominate/revoke Participant Contacts for other organisations in the consortium • nominate/revoke Task Managers and Team Members in their own organisation • assign Legal and Financial Signatories in their organisation to their projects • make changes to project documents on the Portal • communicate with the EU services and submit applications and project documents to the EU. ⚠ It is important to list your partner organisations (and their contact persons) relatively early on in the application process, because this will give them access to the application and allow them to appoint other roles for their organisation.
Participant Contact (PaCo)	The PaCo is a representative of an organisation in the consortium that is not the coordinating organisation. An organisation can have an unlimited number of PaCos per project, and each will be able to: • nominate/revoke other PaCos in their organisation • assign Legal and Financial Signatories in their organisation to their projects/contracts • submit their work to the Coordinator • nominate/revoke Task Managers and Team Members in their own organisation • make changes specifically to the participant-related sections of the project documents on the Portal • submit information directly to the EU services (if required under the Grant Agreement)

II Funding and Tender Portal

Project Roles - Explanation

Role	Explanation
Task Manager (TaMa)	TaMas can perform some restricted actions: creating, updating and uploading documents about their organisation's participation and completing, modifying or deleting project/contract information. An organisation can have an unlimited number of TaMas per project. They cannot nominate or revoke anybody, nor submit information to the Coordinator or EU. This role is not used during the application phase.
Team Member (TeMe)	TeMes have limited access rights: search and read-only functions.
Project Legal Signatory (PLSIGN)	The PLSIGN has the right to sign the grant/contract (and amendments) for a specific project on behalf of the organisation. The LEAR (or Account Administrators) must first appoint LSIGNS; the Coordinator and each participant (PCoCo/CoCos/PaCos) can then assign PLSIGNS for a given project to act as legal signatory for the participant in the project. An organisation can have an unlimited number PLSIGNS per project. They have the same rights as CoCos/PaCos for project/contract information. They cannot assign/revoke any roles.
Project Financial Signatory (PFSIGN)	The PFSIGN has the right to sign cost claims/invoices on behalf of the organisation. The LEAR (or Account Administrators) must first appoint FSIGNS; the Coordinator and each participant (PCoCo/CoCos/PaCos) can then assign PFSIGNS for a given project to act as legal signatory for the participant in the project. An organisation can have an unlimited number of PFSIGNS per project. They have the same rights as CoCos/PaCos for project/contract information. They cannot assign/revoke any roles.

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Organisation and Project Roles – Access Rights

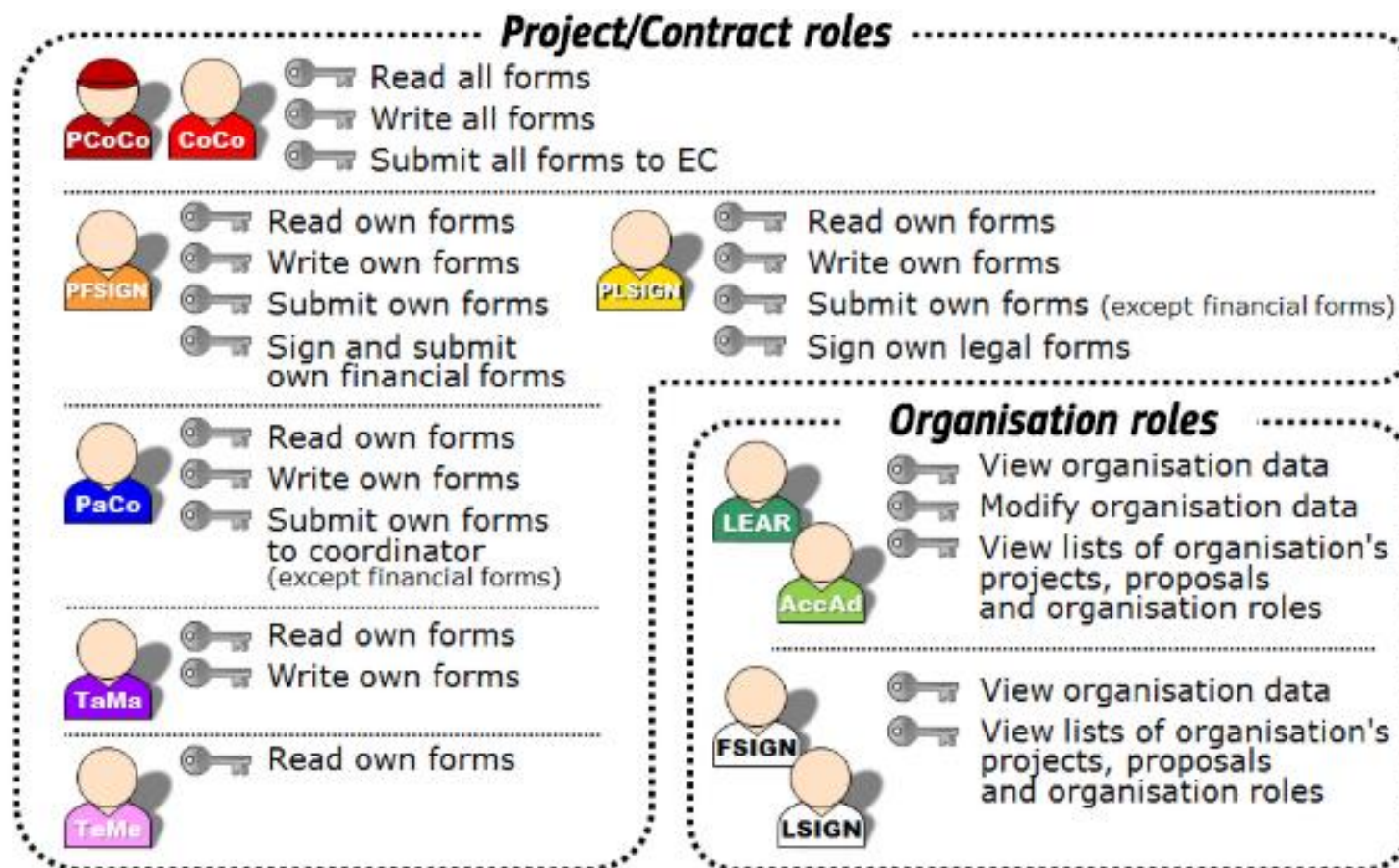


Figure 6 - Which roles can perform which actions?

Il Funding and Tender Portal

Come assegnare il ruolo di PLSIGN



Il **PaCo**, dopo aver fatto accesso al [Portale](#), deve:

- cliccare su LOGIN, menù orizzontale, in alto a destra, e inserire credenziali del proprio account;
- andare alla sezione "my projects" (posizionato nel menù della colonna sinistra);
- cliccare sul pulsante actions nella riga corrispondente al vostro progetto e scegliere l'opzione "Manage Consortium"
- cliccare sul pulsante "edit roles" nella riga per Sapienza;
- cliccare su "add roles";
- scegliere dal menù a tendina la voce "Project legal signatory";
- a questo punto compariranno una serie di nominativi, tra cui quello del Direttore del dipartimento, e potrete sceglierlo in modo da attribuirgli il ruolo di **PLSIGN** (se non trovate il nominativo, contattate i nostri uffici).

Il PaCo, seguendo gli stessi step, con le dovute differenze a partire da "add roles", può attribuire il ruolo di **PFSIGN al Rad**

Il Funding and Tender Portal

Come individuare le call sul Portale

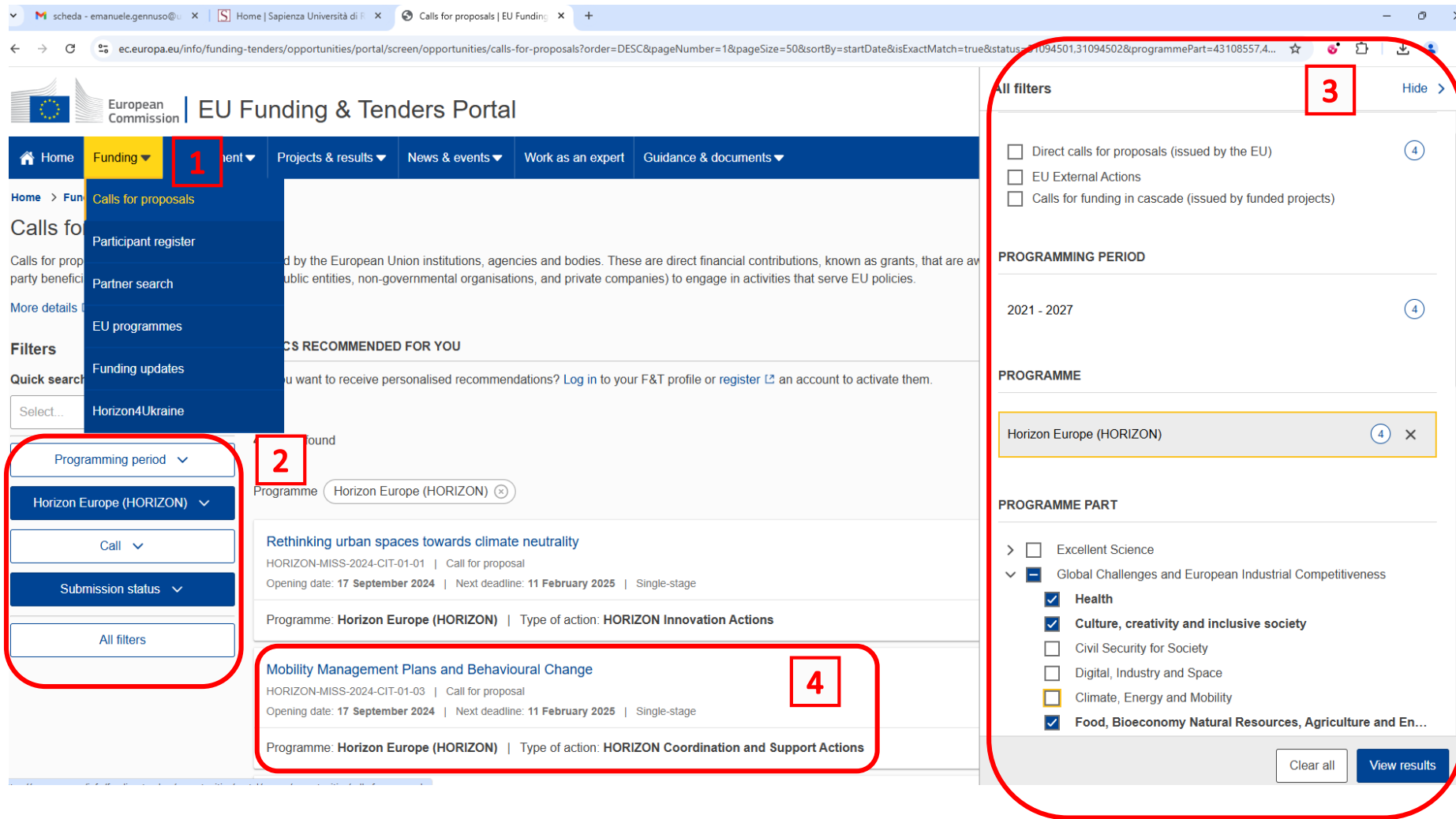


L'utente interessato a individuare una call aperta o in via di pubblicazione alla quale partecipare potrà seguire i seguenti step:

1. Accedere al [Funding & Tenders Portal](#) e cliccare sulla sezione Funding/Call for Proposals;
2. Utilizzare nella sezione *Quick Search* uno o più filtri di ricerca (ad es. Keyword, Programma, call, submission status, ecc.) per restringere i risultati di ricerca a quelli corrispondenti ai propri interessi;
3. Scegliere l'opzione *All filters* per selezionare altri campi di ricerca (ad es. Pillar o Cluster del Programma Horizon Europe, deadline, ecc..) e restringere ulteriormente i risultati;
4. Selezionare, tra i risultati della ricerca apparsi, il topic di interesse ed accedere alla call page;
5. Acquisire maggiori informazioni sulle caratteristiche e sulle modalità di partecipazione, scorrendo la call page lungo le varie sezioni in cui è strutturata (*General Information, Topic description, Conditions and documents*, ecc.).

Il Funding and Tender Portal

Come individuare le call sul Portale



The screenshot shows the EU Funding & Tenders Portal interface. The browser address bar displays the URL: ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/calls-for-proposals?order=DESC&pageNumber=1&pageSize=50&sortBy=startDate&isExactMatch=true&status=1094501,31094502&programmePart=43108557,4...

Annotation 1: Points to the 'Funding' menu in the top navigation bar.

Annotation 2: Points to the 'Programming period' dropdown menu in the left sidebar.

Annotation 3: Points to the 'All filters' button in the top right corner of the main content area.

Annotation 4: Points to the 'Mobility Management Plans and Behavioural Change' call listing in the main content area.

The main content area displays a list of calls for proposals. The first call is 'Rethinking urban spaces towards climate neutrality' (HORIZON-MISS-2024-CIT-01-01), with an opening date of 17 September 2024 and a next deadline of 11 February 2025. The second call is 'Mobility Management Plans and Behavioural Change' (HORIZON-MISS-2024-CIT-01-03), also with an opening date of 17 September 2024 and a next deadline of 11 February 2025. Both calls are part of the Horizon Europe (HORIZON) programme.

The left sidebar contains a 'Filters' section with the following options:

- Participant register
- Partner search
- EU programmes
- Funding updates
- Horizon4Ukraine

The right sidebar contains a 'All filters' section with the following options:

- Direct calls for proposals (issued by the EU)
- EU External Actions
- Calls for funding in cascade (issued by funded projects)
- PROGRAMMING PERIOD: 2021 - 2027
- PROGRAMME: Horizon Europe (HORIZON)
- PROGRAMME PART: Excellent Science, Global Challenges and European Industrial Competitiveness, Health, Culture, creativity and inclusive society, Civil Security for Society, Digital, Industry and Space, Climate, Energy and Mobility, Food, Bioeconomy Natural Resources, Agriculture and En...

Il Funding and Tender Portal

Come individuare le call sul Portale



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Browser tabs: scheda - emanuele.gennuso@u... | Home | Sapienza Università di R... | EU Funding & Tenders Portal | E... | +

Address bar: ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/HORIZON-MISS-2024-CIT-01-03?order=DESC&pageNumber=1&pageSize=50&sortBy=startDate&isExactMatch=true&status=31094501,3109450...

European Commission | EU Funding & Tenders Portal

Sign in EN

Home Funding Procurement Projects & results News & events Work as an expert Guidance & documents

Search...

Home > Funding > Calls for proposals > Mobility Management Plans and Behavioural Change

Mobility Management Plans and Behavioural Change

HORIZON-MISS-2024-CIT-01-03

Topic Call for proposal

Internal navigation **5**

- General information
- Topic description
- Topic updates
- Mission
- Destination
- Conditions and documents
- Budget overview
- Partner search announcements
- Start submission
- Topic Q&As
- Get support
- Call information
- Call updates

General information

Programme
Horizon Europe (HORIZON)

Call
Changing urban spaces and mindsets to accelerate the transition to climate neutrality (HORIZON-MISS-2024-CIT-01)

Type of action HORIZON-CSA HORIZON Coordination and Support Actions	Type of MGA HORIZON Action Grant Budget-Based [HORIZON-AG]	Open For Submission
Deadline model single-stage	Opening date 17 September 2024	Deadline date 11 February 2025 17:00:00 Brussels time

Topic description

Expected Outcome:
Projects are expected to contribute to all the following outcomes:

- Better understanding of schemes' conditions and users' motivations leading to the uptake of urban mobility management schemes, including identification of levers as well as of challenges and barriers preventing their rapid and wide replication and uptake;
- Enhanced societal acceptance (e.g. measured by actual uptake) of mobility management schemes by relevant categories of "destination" organisations and their users: e.g. schools, universities, hospitals and other health facilities, tourism and leisure sectors, shopping malls, private companies;
- Shift towards low- and zero-emission means of mobility, such as active mobility (e.g. walking and cycling), public transport, shared mobility services or micromobility and a decrease in the use of motorised vehicles, in particularly internal combustion engine driven ones (e.g. through low emission zones);
- Broader acceptance and uptake of smart and bi-directional electric vehicle recharging of electric vehicles to alleviate the need to invest in distribution grid extension due to the increase in the number of electric vehicles used in cities, and to facilitate locally powered zero-emission mobility in cities across electric mobility modes including public transport;

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Come presentare una proposta

Le proposte devono essere presentate tramite l'Electronic Submission Service del Funding & Tenders Portal.

La procedura di application si articola nei seguenti 6 step:

- Step 1: Accesso al Portale;
- Step 2: Accedere alla call page e al Submission Service;
- Step 3: Creazione del draft della proposta progettuale;
- Step 4: Gestione delle parti coinvolte e dei dettagli di contatto;
- Step 5: Editing della proposta;
- Step 6: Submission della proposta.

Per maggiori informazioni:

[Proposal Submission Service User Manual](#)

[Submit a proposal](#)

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Step 2: Accesso al Submission Service

Accedere alla call page e cliccare sul pulsante “Start Submission”, disponibile scorrendo la pagina o cliccando sulla voce “Submission service” del menù laterale

fo/funding-tenders/opportunities/portal/screen/opportunities/topic-details/HORIZON-MISS-2024-CIT-01-03?order=DESC&pageNumber=1&pageSize=50&sortBy=startDate&isExactMatch=true&status=31094501,31094502&progra...

EU Funding & Tenders Portal

Sign in

Procurement ▾ Projects & results ▾ News & events ▾ Work as an expert Guidance & documents ▾

Search... Q

View / Edit

LEARs, Account Administrators or self-registrants can publish partner requests for open and forthcoming topics after logging into this Portal, as well as any user having an active public Person profile.

Start submission

Need help?

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** that corresponds to your proposal. You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

Please select the type of your submission:

☒ HORIZON Coordination and Support Actions [HORIZON-CSA], HORIZON Action Grant Budget-Based [HORIZON-AG]

Start submission

Topic Q&As
0 item(s) found

General FAQ Q Filter...

Il Funding and Tender Portal

Step 3: Creazione del draft della Proposal

Inserire i dati generali identificativi (ad es. PIC, short name, ruolo, acronimo, abstract, ecc..) al fine di pre-registrare la proposta e poter accedere ai successivi step di vera e propria compilazione dell'application.

ec.europa.eu/research/participants/submission/manage/screen/submission/create-draft/37821?topic=HORIZON-MISS-2024-CIT-01-03&ticket=ST-28471569-birF1Q1nizMuwGDxmhp02Y6maBkZzivfzZQAnvj5EqEM5oqFtyXzOsX2x3HY4mrEgME...

European Commission | Funding: Submission Service

Welcome Emanuele Gennuso

Login Topic selection **Create proposal** Participants Proposal forms Submit

Create proposal

Deadline
11 February 2025 17:00:00 Brussels Local Time
77 days left until closure

Call data
Call: HORIZON-MISS-2024-CIT-01
Topic: HORIZON-MISS-2024-CIT-01-03
Type of action: HORIZON-CSA
Type of MGA: HORIZON-AG
⚠ Topic and type of action can only be changed by creating a new proposal.

Download Part B templates
Download part B templates

Support & Helpdesk
Online Manual IT How To
IT Helpdesk FAQ
Service Desk:
EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

⚠ Please submit your proposal at the latest 48 hours before the deadline (to avoid system congestion or system incompatibility issues). Late proposals will not be accepted. Don't wait until the end because you are worried about confidentiality – we will not open the proposals before the deadline.
You can submit the proposal as many times as you wish up until the deadline. Each new submitted version will replace the previous one.

Find your organisation
PIC * 999987745 Short name * UNIROMA1 242 Search

Your role
Please indicate your role in this proposal *
☒ Main contact
☐ Contact person

Your proposal
It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.
Acronym * TEST 18
Short Summary * TESTI 1990

SAVE AND GO TO NEXT STEP

Il Funding and Tender Portal

Step 4: Gestione delle parti e dei contatti

Aggiungere i partner e, per ciascuno di esso, inclusa Sapienza, le persone di contatto.

ec.europa.eu/research/participants/submission/manage/screen/submission/SEP-211115049/participants

European Commission | Funding: Submission Service

Welcome Emanuele Gennuso EG

Login Topic selection Create proposal **Participants** Proposal forms Submit

Participants

Deadline
11 February 2025 17:00:00 Brussels Local Time
77 days left until closure

Call data
Call: HORIZON-MISS-2024-CIT-01
Topic: HORIZON-MISS-2024-CIT-01-03
Type of action: HORIZON-CSA
Type of MGA: HORIZON-AG
⚠ Topic and type of action can only be changed by creating a new proposal.

Proposal data
Acronym: TEST
Draft ID: SEP-211115049

Download Part B templates
Download part B templates

In this step, the coordinator can manage and review the participants.
Note: The changes will be applied only after you click the "Save Changes" button.

Number of participants: 1 ⓘ Reorder ↕

Coordinator
UNIROMA1

1 / UNIROMA1
Add Affiliated Entity +

Contacts 1 ⓘ Add contact +

Main contact
Emanuele Gennuso

UNIVERSITA DEGLI STUDI DI ROMA LA SAPIENZA
ROMA, IT
PIC: 999987745
Change organisation Contact organisation

Add Partner + Add Associated partner +

SAVE SAVE AND GO TO NEXT STEP NEXT

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Step 5: Editing della Proposta

Questo step rappresenta la parte più consistente ed importante dell'attività di preparazione della proposta progettuale

ec.europa.eu/research/participants/submission/manage/screen/submission/SEP-211115049/fill-proposal

European Commission | Funding: Submission Service

Welcome Emanuele Gennuso EG

Login Topic selection Create proposal Participants Proposal forms Submit

Proposal forms

Deadline
11 February 2025 17:00:00 Brussels Local Time
77 days left until closure

Call data
Call: HORIZON-MISS-2024-CIT-01
Topic: HORIZON-MISS-2024-CIT-01-03
Type of action: HORIZON-CSA
Type of MGA: HORIZON-AG
⚠ Topic and type of action can only be changed by creating a new proposal.

Proposal data
Acronym: TEST
Draft ID: SEP-211115049

Download Part B templates
Download part B templates

⚠ Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)
Edit forms View history Print preview ⓘ

Part B and Annexes
In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ⓘ

Part B * Upload

BACK TO PARTICIPANTS LIST VALIDATE SUBMIT

Il Funding and Tender Portal

Step 5: Editing della Proposta

L'editing della proposta può essere fatto in vari momenti e lo step 5 rappresenta anche lo step di accesso per il proponente ogni volta che riedita il draft.

← → ↺ ec.europa.eu/info/funding-tenders/opportunities/portal/screen/myarea/proposals 🔍 ☆ 🏠 👤 ⋮



European Commission

EU Funding & Tenders Portal

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nsapieas

EN

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My organisations

Formal notifications

Grants centre ^
Proposals
Projects

Procurement centre ^
Submissions
Contracts

Proposals

Results: 107

📄

🔍 Search...

PROGRAMME	CALL	TYPE OF ACTION	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	CLOSURE DATE (Brussels time)	ACTIONS
HORIZON	HORIZON-MISS-2024-CIT-01	HORIZON-CSA	SEP-211115049	TEST	Draft	76	11/02/2025 17:00:00	Actions ⚙️ Edit Draft Delete Proposal
HORIZON	HORIZON-CL3-2024-CS-01	HORIZON-IA	101226158	TAPAs	Final	Closed	20/11/2024 17:00:00	
HORIZON	HORIZON-CL3-2024-CS-01	HORIZON-RIA	101225871	SQUASH	Final	Closed	20/11/2024 17:00:00	
HORIZON	HORIZON-CL3-2024-FCT-01	HORIZON-RIA	101225726	DEFADE	Final	Closed	20/11/2024 17:00:00	Actions ⚙️
HORIZON	HORIZON-CL3-2024-FCT-01	HORIZON-RIA	SEP-211071027	test	Draft	Closed	20/11/2024 17:00:00	Actions ⚙️
HORIZON	HORIZON-EIC-2024-PATHFINDERCHALLENGES-01	HORIZON-EIC	101223245	STRATOLASER	Final	Closed	16/10/2024 17:00:00	Actions ⚙️
HORIZON	HORIZON-EIC-2024-PATHFINDERCHALLENGES-01	HORIZON-EIC	SEP-211103698	Porrima	Draft	Closed	16/10/2024 17:00:00	Actions ⚙️
HORIZON	HORIZON-EIC-2024-PATHFINDERCHALLENGES-01	HORIZON-EIC	101223309	ALL U CAN PACK	Final	Closed	16/10/2024 17:00:00	Actions ⚙️
HORIZON				MARE				Actions ⚙️

Il Funding and Tender Portal

Step 6: Submission della Proposta

Concluso lo step 5 cliccando su "Submit", la proposta può essere ritenuta valida, completa e inviata alla Commissione Europea per la valutazione. Il coordinator contact e le contact persons riceveranno un'email di notifica generata in automatico dal portale che conferma l'avvenuta presentazione della proposta.

Si ricorda che, fino al momento della deadline della call, il proponente avrà la possibilità di:

- rieditare la proposta, tornando allo step 5. Una volta fatte le modifiche, per chiudere la proposta sarà necessario cliccare nuovamente su "submit";
- cancellare la proposta, al fine di evitare che venga sottoposta alla valutazione;
- scaricare la proposta generata dal portale in unico file pdf, contenente la notifica digitale dell'avvenuta presentazione

GRAZIE PER L'ATTENZIONE!

Emanuele Gennuso

Area Supporto alla Ricerca (ASUR)

Ufficio Supporto alla Ricerca

Settore Grant Office Programmi collaborativi internazionali

Contacts:

grantoffice@uniroma1.it



HR EXCELLENCE IN RESEARCH

GESTIONE DEI PROGETTI DAL F&T PORTAL

UTILIZZO DELL'EU
FUNDING & TENDER PORTAL

27 NOVEMBRE 2024

AREA SUPPORTO ALLA RICERCA - UFFICIO
RICERCA INTERNAZIONALE



SAPIENZA
UNIVERSITÀ DI ROMA

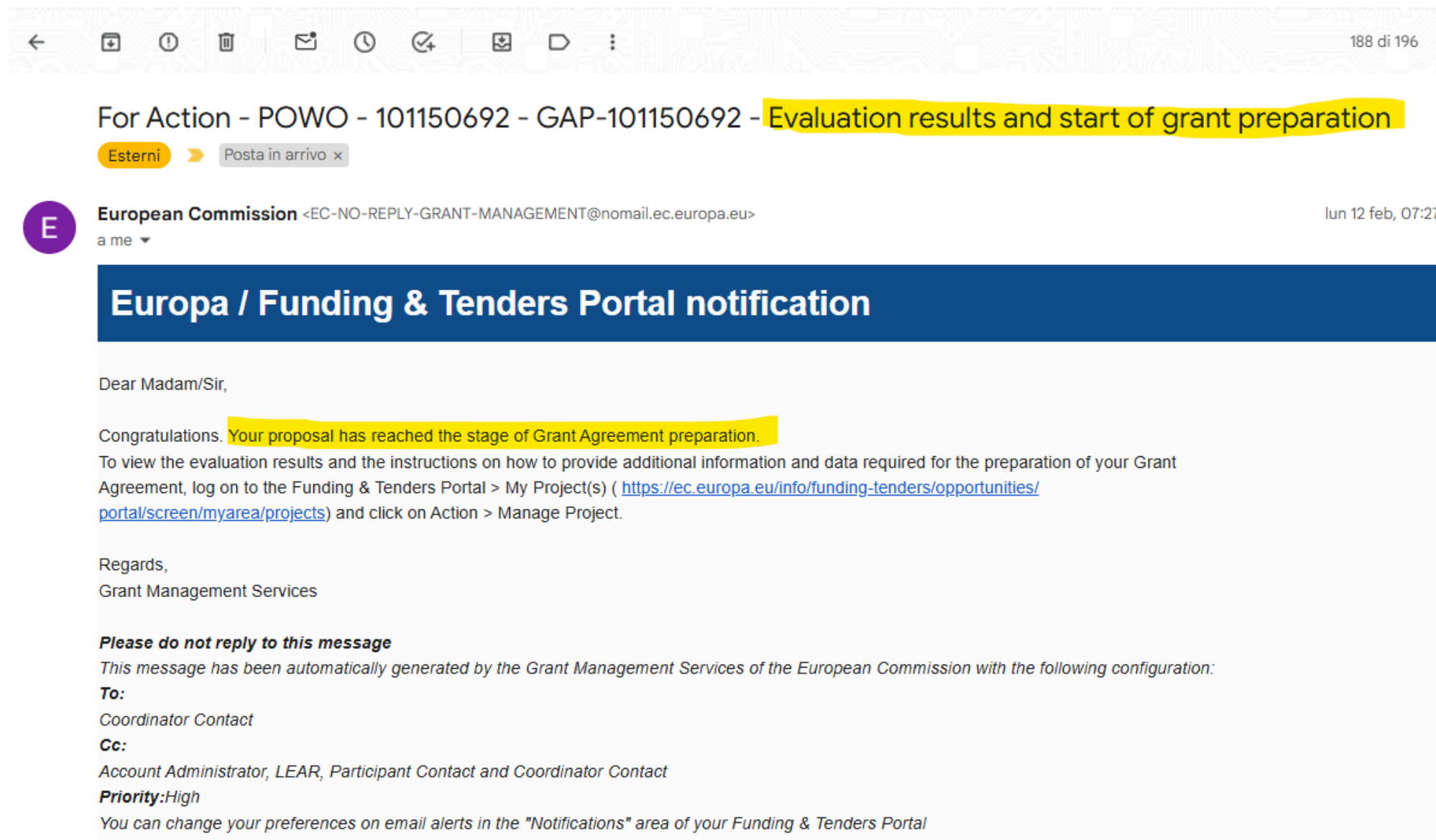
3 FASI PRINCIPALI:

FASE 1 - AVVIO DEL PROGETTO

FASE 2 - IMPLEMENTAZIONE DEL PROGETTO

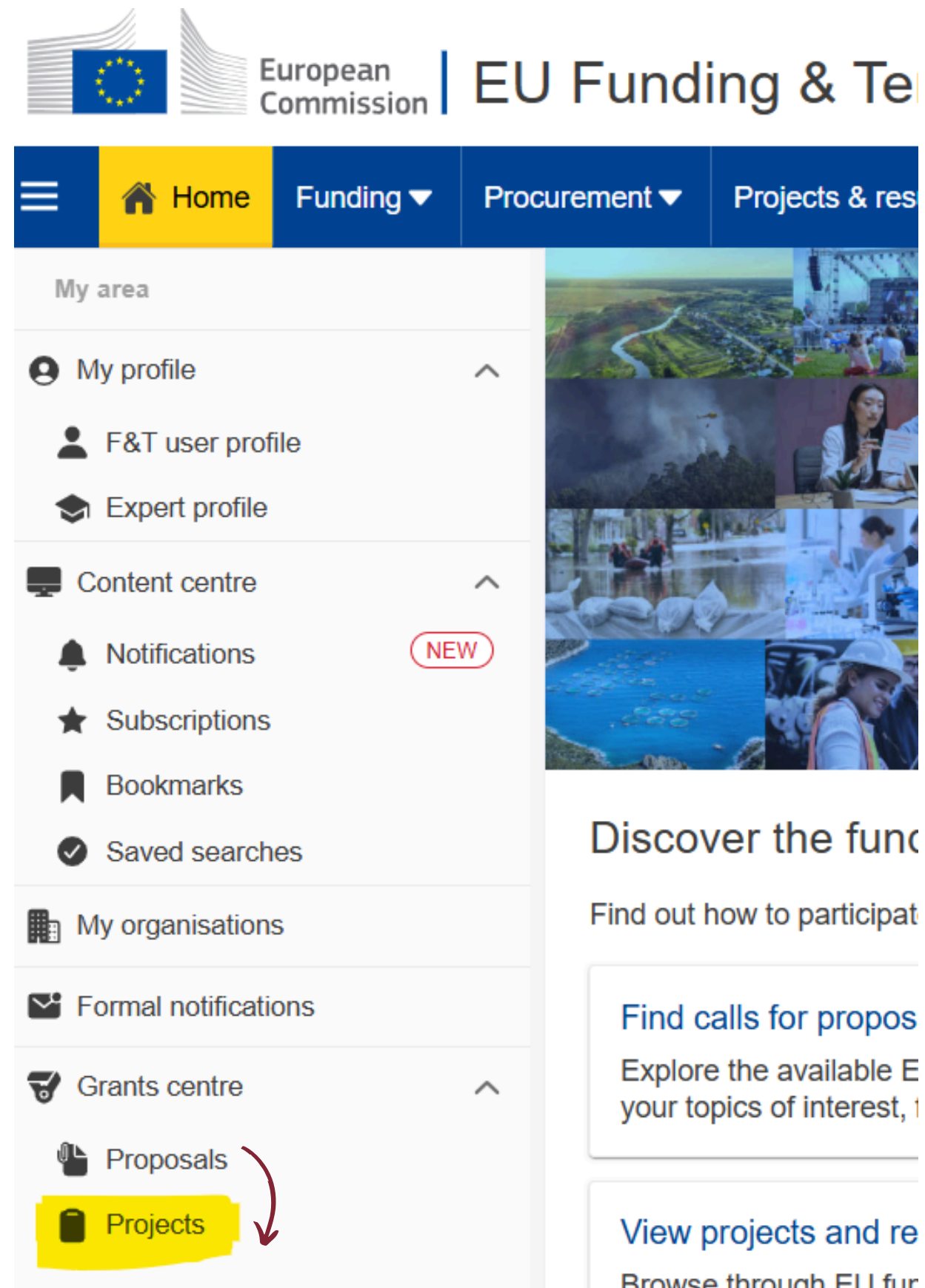
FASE 3 - CHIUSURA DEL PROGETTO

COMUNICAZIONE DI AVVENUTO FINANZIAMENTO



INVIATA A:
Responsabile scientifico
Grant Office
Contact Person/s

La comunicazione dà avvio alla
c.d. fase di
**GRANT AGREEMENT
PREPARATION**



Dal momento della comunicazione di avvenuto finanziamento, il progetto risulta visibile ed accessibile nella sezione “**Projects**” del Funding & Tenders Portal per il Responsabile Scientifico e le contact persons inserite in fase di proposta

GRANT AGREEMENT PREPARATION (GAP)

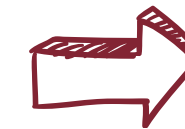
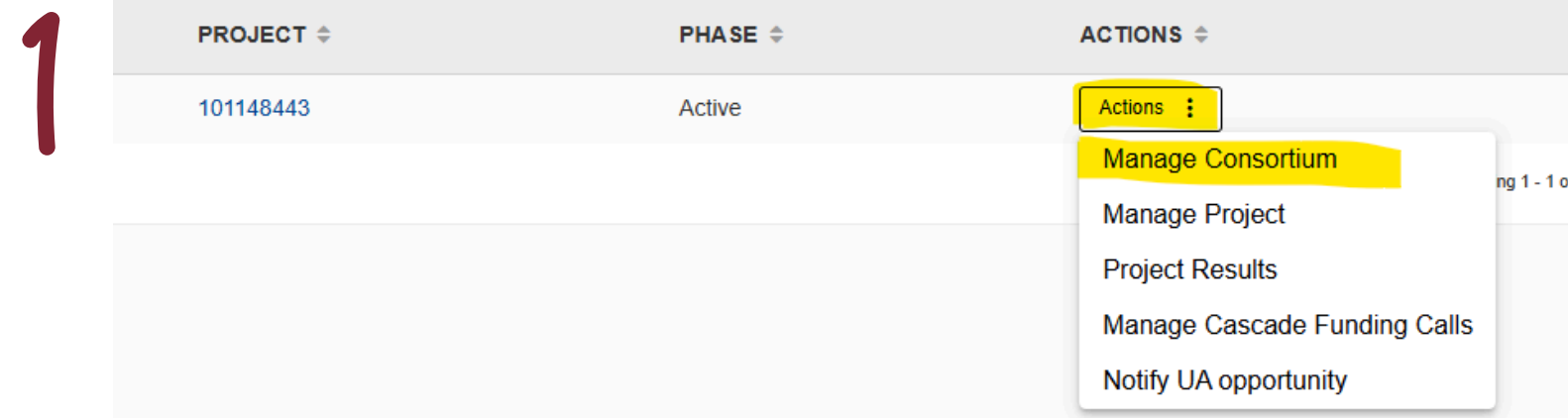
Riguarda le procedure per la **predisposizione** e la **stipula** del Grant Agreement (ossia la convenzione di sovvenzione tra Sapienza e la Commissione Europea-REA).

La fase GAP richiede l'espletamento di alcune azioni sul portale (piattaforma SyGMa - System for Grant Management):

- Attribuzione dei ruoli di Project Legal Signatory (PLSIGN) e di Financial Legal Signatory (FLSIGN) rispettivamente al Direttore e al RAD del Dipartimento
- Inserimento di alcuni dati (tra cui la data di inizio del progetto e l'IBAN del dipartimento)
- Firma della Declaration on Honour da parte del Direttore di Dipartimento

1. ATTRIBUZIONE RUOLI PLSIGN E PFSIGN

- 1.dalla lista Projects, selezionare “**Actions**” --> “**Manage Consortium**”
- 2.fare click su “**Edit Roles**”
- 3.scegliere l’opzione “**Add Roles**” e inserire il Project Legal Signatory (Direttore di Dipartimento) e il Project Financial Signatory (RAD)
- 4.inserire i dati (nome, cognome, email) e fare click su “**Save**”



4

Please enter the contact name and details

Role *

First Name *

Last Name *

Email *

* required field

Cancel Save



3

Go back Add roles Enable Lear Access Disable Lear Access

2. INSERIMENTO DATI

- 1.dalla lista Projects, selezionare “**Actions**” --> “**Manage Project**”
- 2.fare click su “**Grant Agreement Data preparation**”
- 3.inserire i dati all’interno dei singoli tab che presentano informazioni mancanti (segnalati con il simbolo rosso o il simbolo giallo). Se si è coordinatori, una volta compilati tutti i dati, fare click su “**Submit to EU**”

1

PROJECT	PHASE	ACTIONS
101148443	Active	Actions - Manage Consortium - Manage Project - Project Results - Manage Cascade Funding Calls - Notify UA opportunity

2

Launch new interaction with the EU

01 Nov 2023

Submitted

Informed

Invited

Prepared

02 Aug 2024
(13/275 days)

Signed

Paid

Grant agreement data preparation

Submit to EU

3

*

Grant Agreement Data																
Project Summary	Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Associated Partners	Researchers	Work Packages	Deliverables	Milestones	Reviews	Critical Risks	Ethics Info	Security
i	✓	!	✓	✓	✓	✓	i	✓	✓	✗	!	!	!	!	!	✓

Documents

SKO - RIZOS Konstantinos)

*

Icons used	Description
✓	No missing information
✗	Missing information, which is blocking
i	Only for information
!	Warning: not blocking at this point, but

3. FIRMA DELLA DECLARATION ON HONOUR

- 1.dalla lista Projects, selezionare “**Actions**” --> “**Manage Project**”
- 2.per firmare è sufficiente fare click su “**Sign**” in corrispondenza della voce GA Declaration

N.B. la Declaration on Honour deve essere firmata dal **Direttore di Dipartimento (PLSIGN)**, pertanto per procedere alla firma è necessario che il Direttore entri nel portale utilizzando le proprie credenziali ECAS

1

PROJECT ▾	PHASE ▾	ACTIONS ▾
101148443	Active	Actions ▾ Manage Consortium Manage Project Project Results Manage Cascade Funding Calls Notify UA opportunity



2

Grant Preparation
219850 - 219850 OLiD - Horizon-RIA

01 Jun 2021 (125/275 days)

Submitted Informed Invited Prepared Signed Paid

Grant agreement data preparation

Submit to EU

GA Declaration - GAP-219850 - 973276467 signature

The signature of the Declaration of Honour (DoH) is a prerequisite for signing the Grant Agreement. The DoH must be signed electronically by your Project Legal Signatory (PLSIGN).

If you have linked third parties, you will also have to upload signed DoHs for them. Please download, for each linked third party, the DoH templates from the task below, ask them to sign and send them back, and then upload the signed PDFs and submit them to the EU by clicking on "Complete".

In case you do not see tasks below for the DoHs for your linked third parties, please ask your linked third parties to download the template from Portal Reference Documents, send it to you filled out and signed, and then send it to us through Formal Notification. This can be done by clicking on "Launch Interaction with the EU" and selecting "Launch Formal Notification".

For more details and requirements please consult the corresponding section of the Online Manual.

Progress status for this task type:

[AST GmbH] [CNRS] [ULANC]

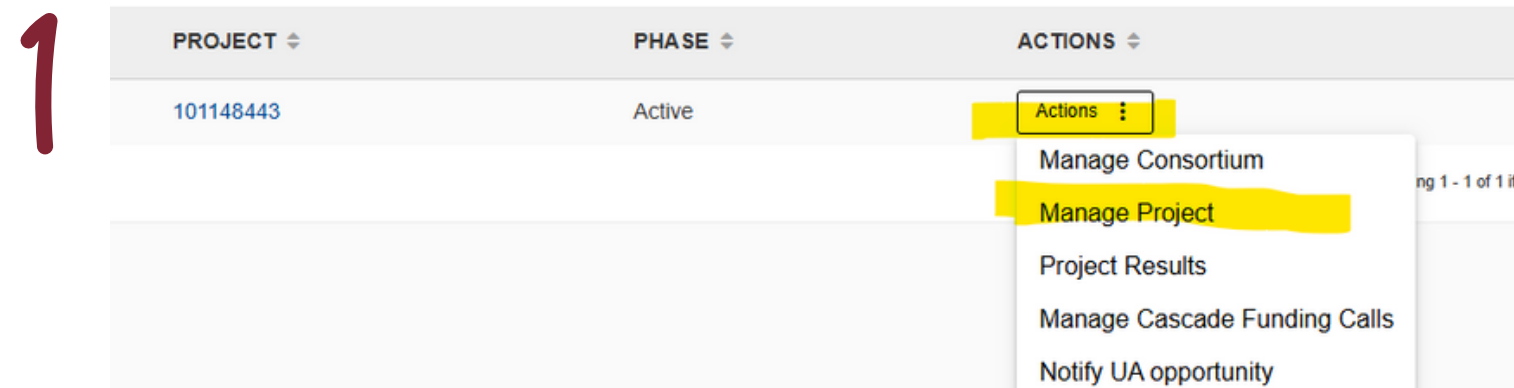
Sign

Process documents

FIRMA DEL GRANT AGREEMENT

Una volta completata la fase preparatoria, la REA predisporrà il Grant Agreement (GA) e lo caricherà sul portale per la firma.

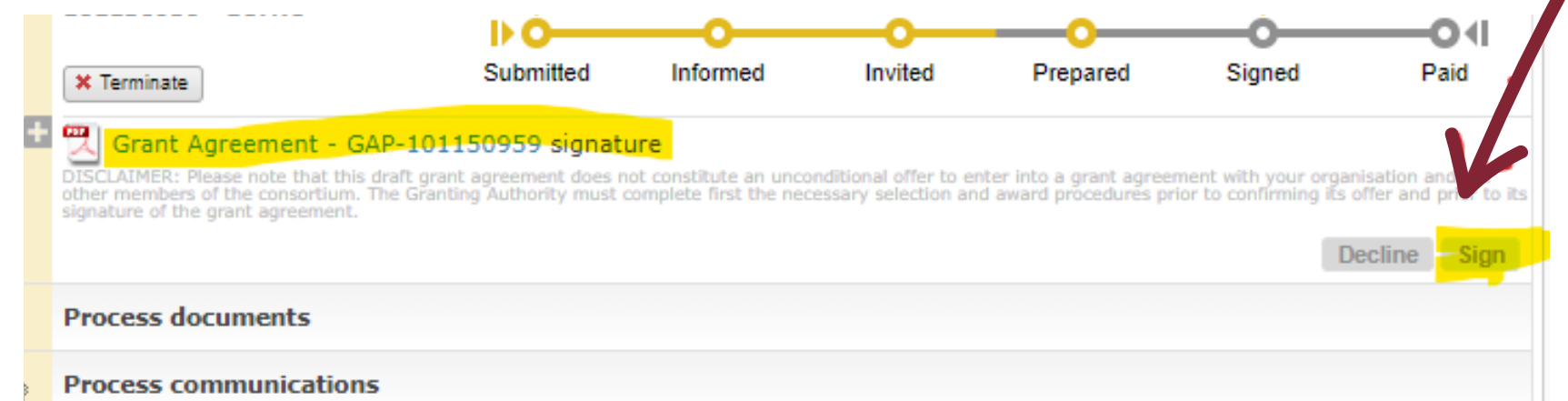
Il GA deve essere firmato con le medesime modalità della Declaration on Honour e sempre dal Direttore di Dipartimento:



Una volta firmato il Grant Agreement il progetto può essere ufficialmente avviato



2



Dalla data di inizio del progetto, selezionando “**Actions**” --> “**Manage Project**” comparirà la seguente interfaccia:

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' portal. The header includes the European Commission logo and a 'Help' dropdown. The user 'Rosa Cecilia DI STEFANO' is logged in. The main content area is titled 'MY PROJECT' and features a 'Launch new interaction with the EU' button. The project details for 'HORIZON 2020' are listed on the left, and the project progress is shown on the right.

MY PROJECT

HORIZON 2020

Call: H2020-MSCA-IF-2020
Type of Action: MSCA-IF-GF
Acronym: PARCA
Current Phase: Grant Management
Number: 101029204
Duration: 36 months
GA based on the: H2020 MGA MSCA-IF — Mono - 5.null
Start Date: 01 Feb 2022
Estimated Project Cost: €269,002.56
Requested EU Contribution: €269,002.56
Contact: [Robert BEGIER](#)

Continuous Reporting
101029204 - PARCA

01 Feb 2022

Started

Completed

Continuous reporting data

Process documents

Process communications

Process history

CONSULTAZIONE INFORMAZIONI E DOCUMENTI

Call: H2020-MSCA-IF-2020

Type of Action: MSCA-IF-GF

Acronym: PARCA

Current Phase: Grant Management

Number: 101029204

Duration: 36 months

GA based on the: H2020 MGA MSCA-IF — Mono - 5.null

Start Date: 01 Feb 2022

Estimated Project Cost: €269,002.56

Requested EU Contribution: €269,002.56

Contact: Robert BEGIER

Latest Legal Data

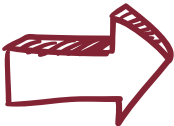
Active Processes

Document Library

Communication Centre

Archived Processes

Formal Notifications to EU



Date	Documents
September 2020	▸ Proposal (1)
February 2021	▸ Evaluation Result Letter (1) ▸ Evaluation Summary (1) ▸ Grant Agreement (1) ▸ Grant Declaration (1)
March 2021	▸ GrantData (1)
February 2022	▸ Prefinancing (1)
July 2022	▸ Deliverables (1)
October 2022	▸ Inbound Notification (1)
December 2023	▸ Inbound Notification (1)
March 2024	▸ Periodic Report (1)
April 2024	▸ Interim Payment (1)

Durante la vita del progetto, tutti i documenti della REA relativi al progetto stesso vengono raccolti nella “**Document Library**”

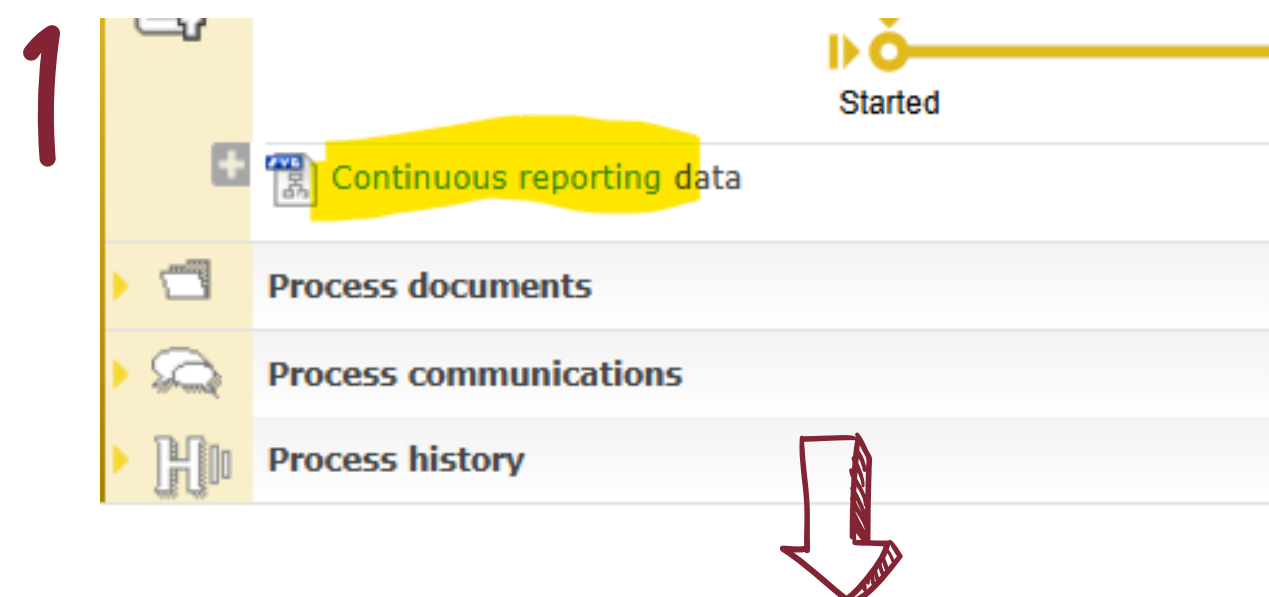
Da questa sezione è possibile scaricare, ad esempio, il Grant Agreement.

CONTINUOUS REPORTING

Dalla data di inizio progetto, viene abilitata sul portale la funzione “**Continuous Reporting**” attraverso la quale è possibile caricare i deliverables e diverse altre informazioni, quali pubblicazioni, attività di comunicazione, brevetti, etc., al fine di aggiornare periodicamente sul progresso del progetto. Le informazioni inserite saranno automaticamente riportate nel “Periodic Reporting” richiesto in fase di rendicontazione. A seconda del tipo di programma, il Continuous Reporting mostra

le diverse sezioni (“tab”) che devono essere compilate online. Le istruzioni per compilare i singoli tab sono disponibili a questo [link](#).

Tutti i beneficiari possono contribuire al Continuous Reporting (è uno strumento collaborativo).



2

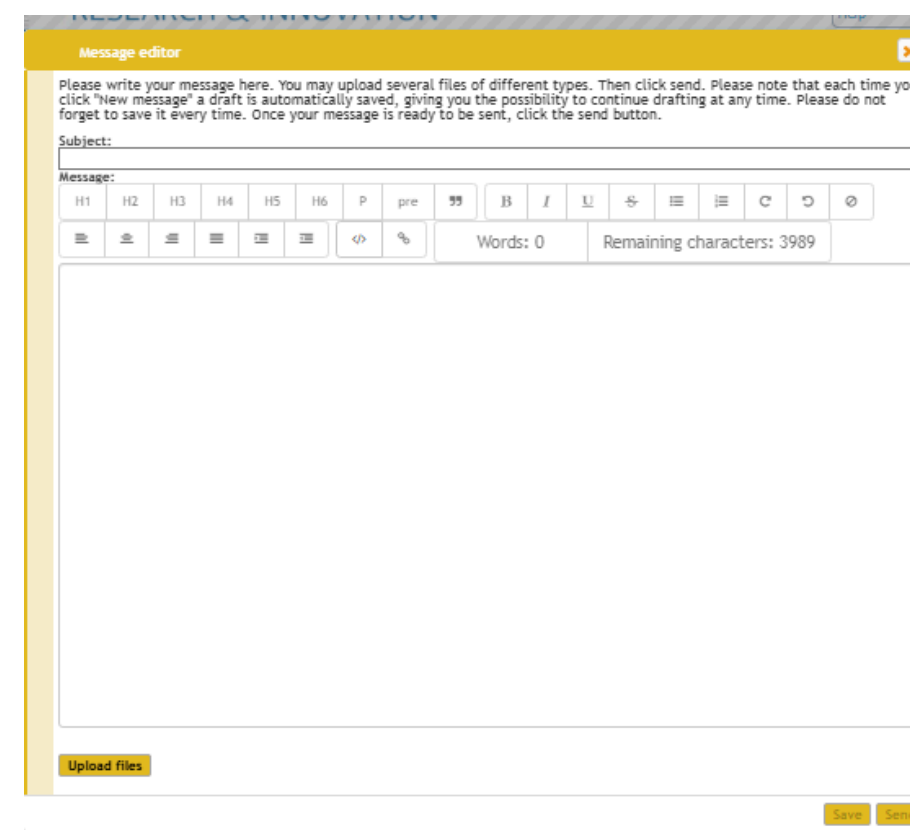
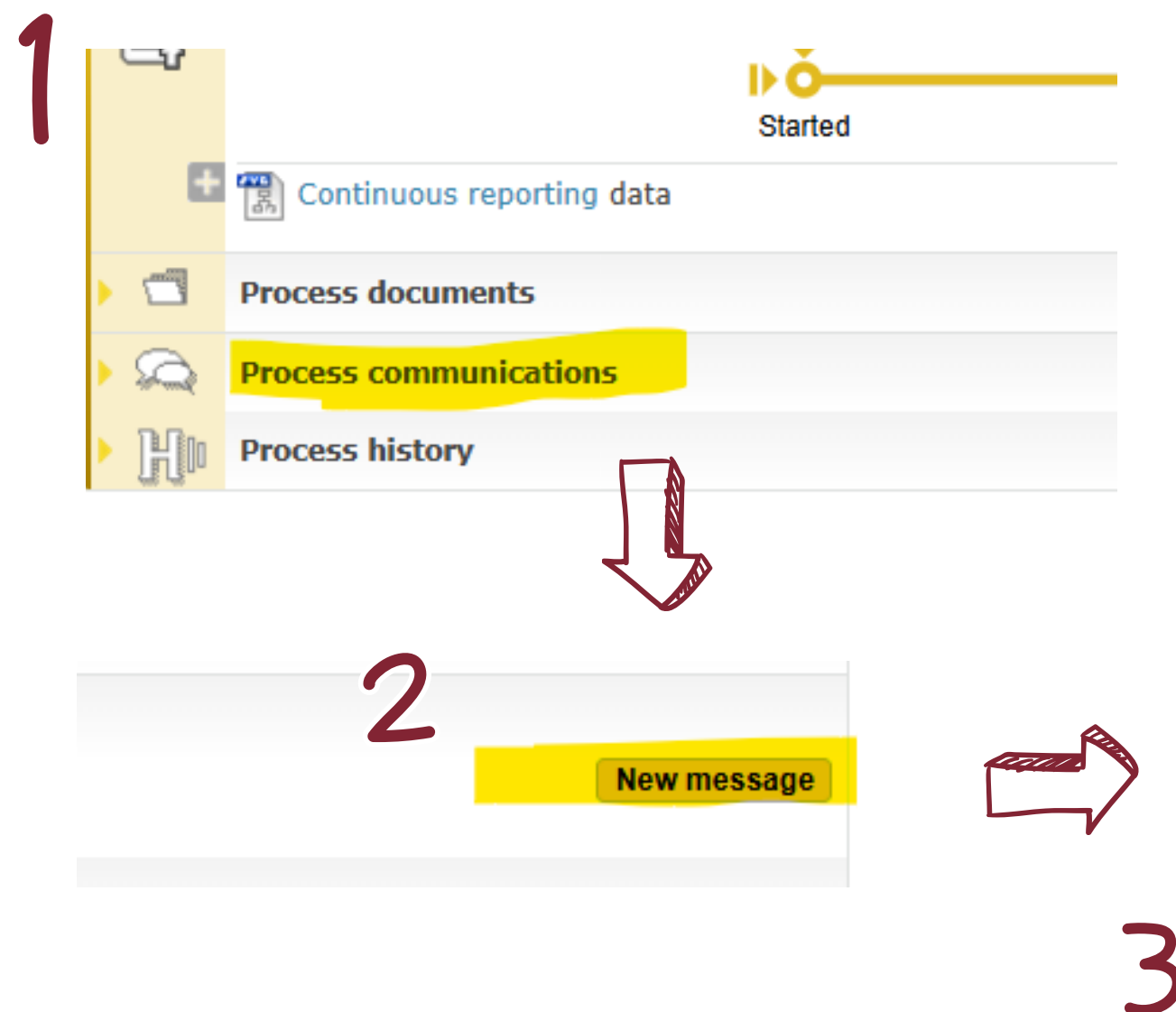
Project Continuous Report													
ement	Summary for publication	Deliverables	Milestones	Critical Risks	Publications	Results	Disseminat... activities	Communic... Activities	Standards	Intellectual property rights (IPR)	Datasets	Mobility	Impact
ORIZON-... 01													

COMUNICAZIONI CON LA REA

Dalla medesima interfaccia, è possibile aprire la funzione di messagistica attraverso la quale comunicare con il Project Officer della REA, ad es. per chiedere chiarimenti in merito alla corretta gestione del progetto, oppure per informarlo/a di eventuali criticità.

Per accedere a tale funzione fare click su **“Process Communications”** e poi su **“New Message”**

Attenzione: solo i coordinatori possono inviare messaggi alla REA tramite questa funzione



I beneficiari hanno l'obbligo contrattuale di trasmettere alla Commissione Europea relazioni scientifiche e finanziarie, definite "report", sullo stato di avanzamento del progetto, secondo le tempistiche indicate all'interno del Grant Agreement. Tutti i progetti devono presentare almeno un report (Final Report) a fine progetto. A seconda del tipo di programma, potranno essere richiesti anche dei report intermedi.

Durante le fasi di rendicontazione, selezionando **“Actions”** --> **“Manage Project”** comparirà la seguente interfaccia:

Periodic Reporting
 REP-101063989-1 - period
 01/11/2022 > 31/10/2024

01 Nov 2024

Draft
 Submitted
 Observations
 Paid

+

Technical Part contribution

Lock for review

+

Financial Part UNIROMA1 [PIC 999987745]

Lock for review

+

Periodic Report composition

Submit to EU

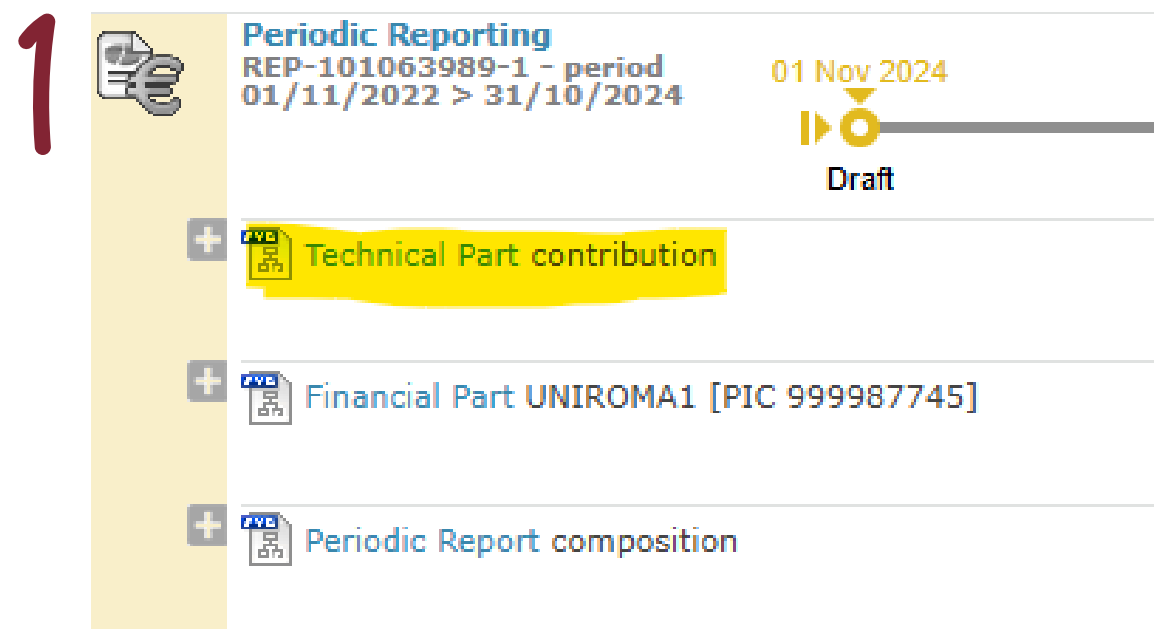
Process documents

PERIODIC/FINAL REPORTING

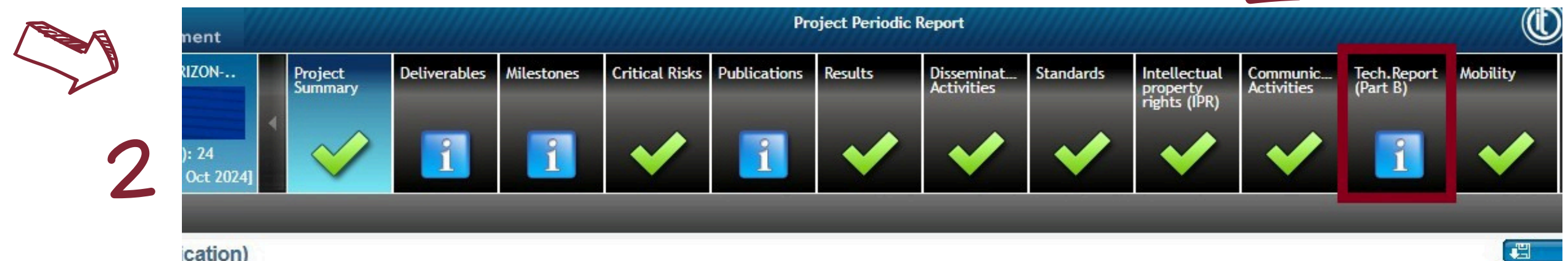
Il reporting richiesto in fase di rendicontazione si compone di due elementi:

- report tecnico scientifico (Technical Report)
- report finanziario (Financial Statement)

Per accedere al report tecnico-scientifico, bisogna cliccare su **“Technical Part Contribution”**:



Il report tecnico-scientifico si compone di una serie di informazioni che devono essere compilate direttamente online (Parte A) all'interno dei vari tab e da una descrizione narrativa che deve essere caricata come file pdf (Parte B).

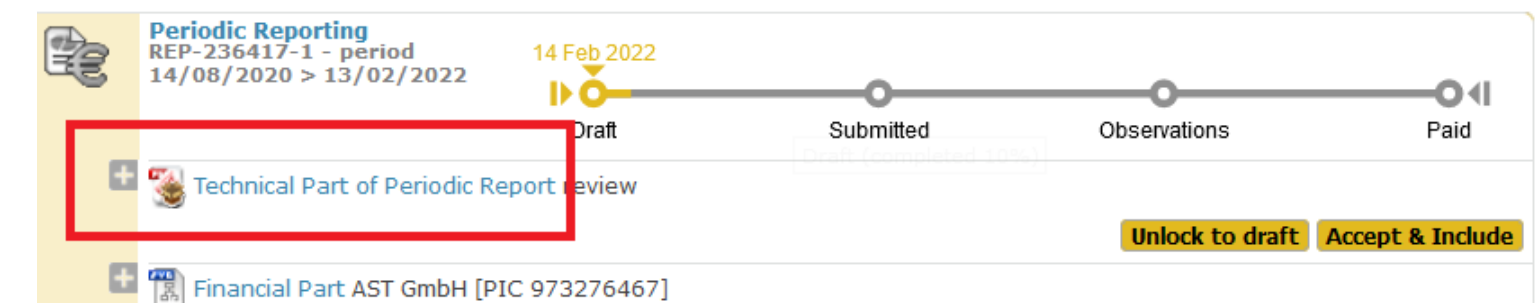


PERIODIC/FINAL REPORTING

Una volta inserite tutte le informazioni richieste all'interno dei tab, cliccare su **“Lock for Review”** per finalizzare e chiudere la propria parte di Technical Report (*PCoCo/CoCo/PaCo*)



Una volta che tutti i partner hanno chiuso la propria parte di Technical Report, il coordinatore seleziona **“Accept & Include”** per accettare e includere il Technical Report al report generale oppure **“unlock to draft”** per apportare modifiche (*PCoCo/CoCo*)



PERIODIC/FINAL REPORTING

Il report finanziario consiste in un “**Financial Statement**” che deve essere firmato dal PFSIGN (RAD):

- cliccare su “Financial Part” per accedere al report finanziario (*PCoCo/CoCo/PaCo*)
- compilare il Financial Statement e fare click su “Save” (*PCoCo/CoCo/PaCo*)
- fare click su “Lock for review” per abilitare il PFSIGN alla firma (*PCoCo/CoCo/PaCo*)
- fare click su “Sign & Submit” (*PFSIGN*)

1

Periodic Reporting
REP-101063989-1 - period
01/11/2022 > 31/10/2024
01 Nov 2024
Draft

- Technical Part contribution
- Financial Part UNIROMA1 [PIC 999987745]
- Periodic Report composition

2

Financial Statements

Calculate Costs

Please click on the "Calculate costs" button (only available for user with edit rights) to fill declarations in continuous report)

Period
01 Nov 2022 - 31 Oct 2024 (Period No. 1)

Eligible costs:

Category

- Estimated EU contribution
- Estimated eligible unit contributions (per budget category)
 - A. Contributions for recruited researchers
 - (a) A.1 Living allowance

3

2022

Submitted Observations Paid

Lock for review

Submit to EU

4

14 Feb 2022

Draft Submitted Observations Paid

AST GmbH[PIC 973276467] signature and submission to Coordinator

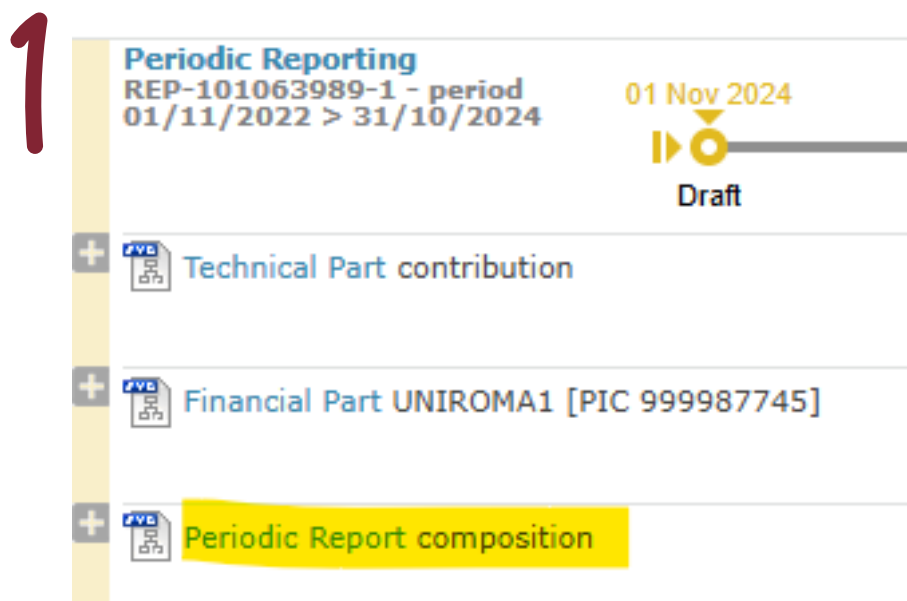
Unlock to draft Sign & Submit

position

PERIODIC/FINAL REPORTING

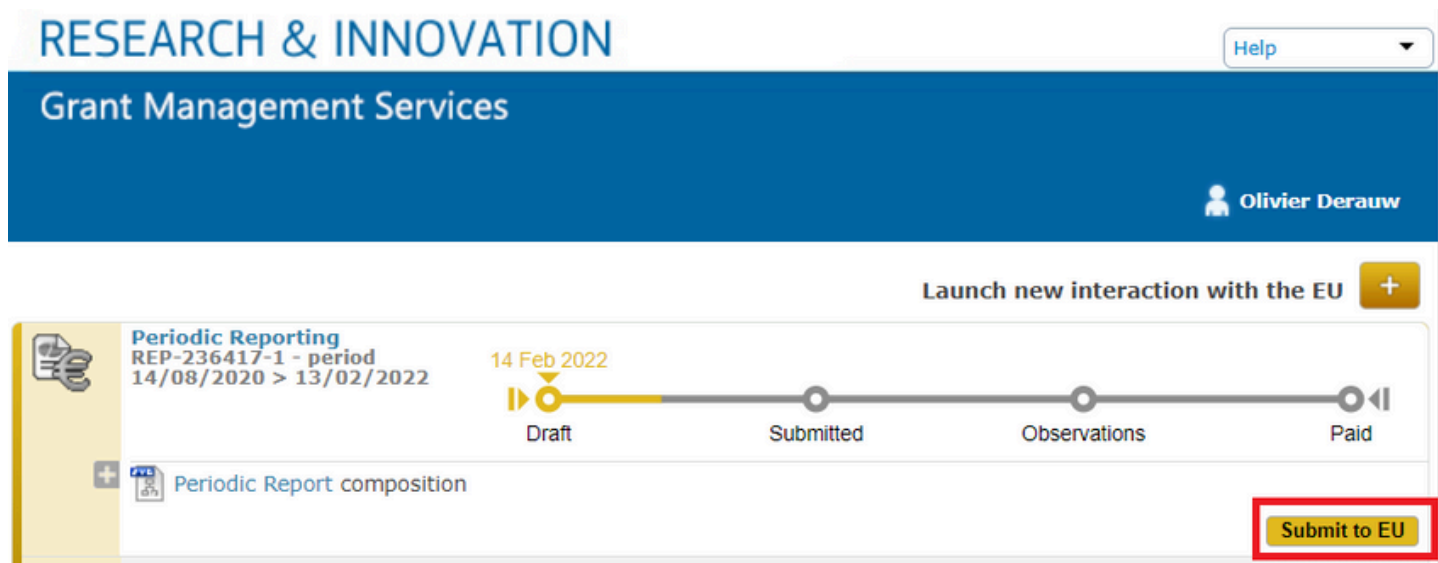
Il report deve essere inviato alla REA dal coordinatore del progetto attraverso i seguenti step:

- cliccare su **“Periodic Report composition”** (PCoCo/CoCo)
- selezionare **“Include”** per accettare i Financial Statement o **“Redo”** per richiedere delle modifiche (PCoCo/CoCo)
- una volta che tutti gli elementi del report sono stati accettati, fare click su **“Submit to EU”** (PCoCo/CoCo)



2

Periodic Report Composition [Period No: 1 (14 Aug 2020 - 13 Feb 2022), Project No: 236417]			
Report Item		Status	Action
▼ Technical report			
Technical Part of Periodic Report		Included	<button>Redo</button>
▼ Financial report			
1 (1/2)	Financial Statement AST GmbH[PIC 973276467]	Included	<button>Redo</button>
	Financial Statement CEA[PIC 999992401]	Sent to CO	<button>Redo</button> <button>Include</button>
2 (0/1)	Financial Part EPEM [PIC 950033327]	Draft	



GRAZIE PER L'ATTENZIONE!

ROSA CECILIA DI STEFANO

AREA SUPPORTO ALLA RICERCA
UFFICIO RICERCA INTERNAZIONALE
SETTORE GRANT OFFICE PROGRAMMI INDIVIDUALI INTERNAZIONALI

CONTATTI:

ricercainternazionale@uniroma1.it



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