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RESEARCH - Participants

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FP7 Documentation

LOGIN

[Login](#)

You don't have an ECAS account yet?
Please [register](#).

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](#)
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You can consult [FAQs](#)

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WELCOME

Welcome to the Participant Portal

The **Participant Portal** will become your single entry point of interaction with the Research Directorates-General of the European Commission. It will host a full range of services that **facilitate the monitoring and the management of your proposals and projects** throughout their lifecycle.

What does it offer today?

- You can **register your organisation's data** in the **Unique Registration Facility (URF)**, avoiding redundant requests for information;
- After registration you will receive a **Participant Identification Code (PIC)** that uniquely identifies your organisation. You can use it to maintain your organisation's details and monitor its status in the processes of electronic proposal submission and negotiation;
- You can also **check whether your organisation has already registered** and if so, retrieve the PIC that has already been assigned;
- The appointed representative of your organisation, called the **LEAR (Legal Entity Appointed Representative)** can **provide and update relevant legal & financial data** via the portal.

Other functionalities are currently implemented as pilot services:

- All visitors may search for **FP7-related support documents**;
- LEARs may access the **list of projects** associated with their organisation, including project details and the status of amendments.

How does it work?

Except for the FP7 documentation and the PIC search function, **access to the Portal and its underlying services** requires an **ECAS account**.

Do you already have an ECAS account?

- Please [log in](#)
- "My organisations" and "My projects" tabs will appear
- Under "My organisations":
 - You may **register your organisation's data and obtain a PIC**
 - LEARs may **update their organisation's data**
 - LEARs may access the **list of projects** of their organisation
- Under "My projects":
 - Coordinators will soon be able to access the list of their projects.



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Participant Portal

What is it for?

- Short term
 - Offer external stakeholders (participants, LEARs, coordinators,...) a **unique entry point**, based on a **single sign-on** (ECAS), to access URF, NEF (negotiation and amendment sessions), lists of projects, soon: financial and scientific reporting
 - Personalised Web space linked to roles and functions, link to projects
 - Help the participants to identify what they can perform through the portal to support their organisations and their projects
 - **Bring homogeneity** and better service integration for grant management
- Later on ...
 - Unified look & feel
 - Centralized document access (delivery and consortium documents)
 - Homogeneity and visibility on Business Processes (transparency)
 - Access to calls information, consortium building, etc.
 - Management of proposals
 - ...



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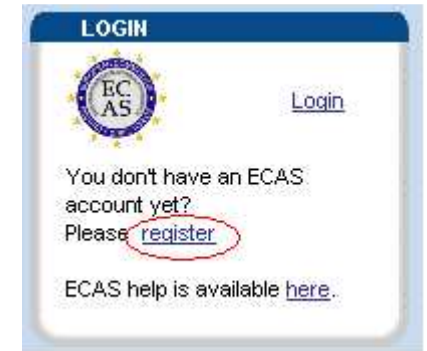
Example

- Mrs. X is the LEAR of company YZ (PIC123456789) and at the same time coordinator contact in proposal 321456 currently under negotiation, partner contact in ongoing grant 654123, registered in the expert database for peer reviewers and selected as peer reviewer for proposals 135790 and 246810
- **Today** (or very soon), her personalised Web space in the Participant Portal provides the following (after login with her ECAS credentials):
 - Under the tab “My organisations”, the full set of legal entity data of her organisation as validated in the Unique Registration Facility, and the possibility to introduce changes online
 - Under the tab “My organisations”, a link to the list of all FP7 grants in which company YZ is involved, with the possibility to “drill” down into the details of each project
 - Under the tab “My projects”, a list with the two projects 321456 and 654123, with a link to the negotiation for project 321456 and a link to the (financial and scientific) reporting for project 654123
- **In the future:** Under a new tab “My expert profile”:
 - her expert profile with a possibility of online updating;
 - a list with proposals 135790 and 246810 and a link for preparing and submitting the remote evaluation for these two projects
 - Etc.



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How does it work?

The access to the Portal and its underlying services requires an **ECAS account**.

New users are invited to register on the European Commission Authentication Service (ECAS).

Note! The e-mail address – as indicated in EPSS/NEF – is the trigger to identify the users and credit them with the relevant rights.

Persons and roles are provisioned from NEF to the identity and access management of the portal (e-mails used have to be identical!)



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Important links

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More information is available on the Participant Portal (FAQ box)

<http://ec.europa.eu/research/participants/portal>

Login to access the Participant Portal secured services

<http://ec.europa.eu/research/participants/portal/appmanager/participants/portal/login/>

Creation of an ECAS account

<https://webgate.ec.europa.eu/aida/selfreg>

Technical helpdesk of the Participant Portal via the contact form hosted on

http://ec.europa.eu/research/participants/portal/appmanager/participants/portal?nfpb=true&pageLabel=contactus#wlp_contactus