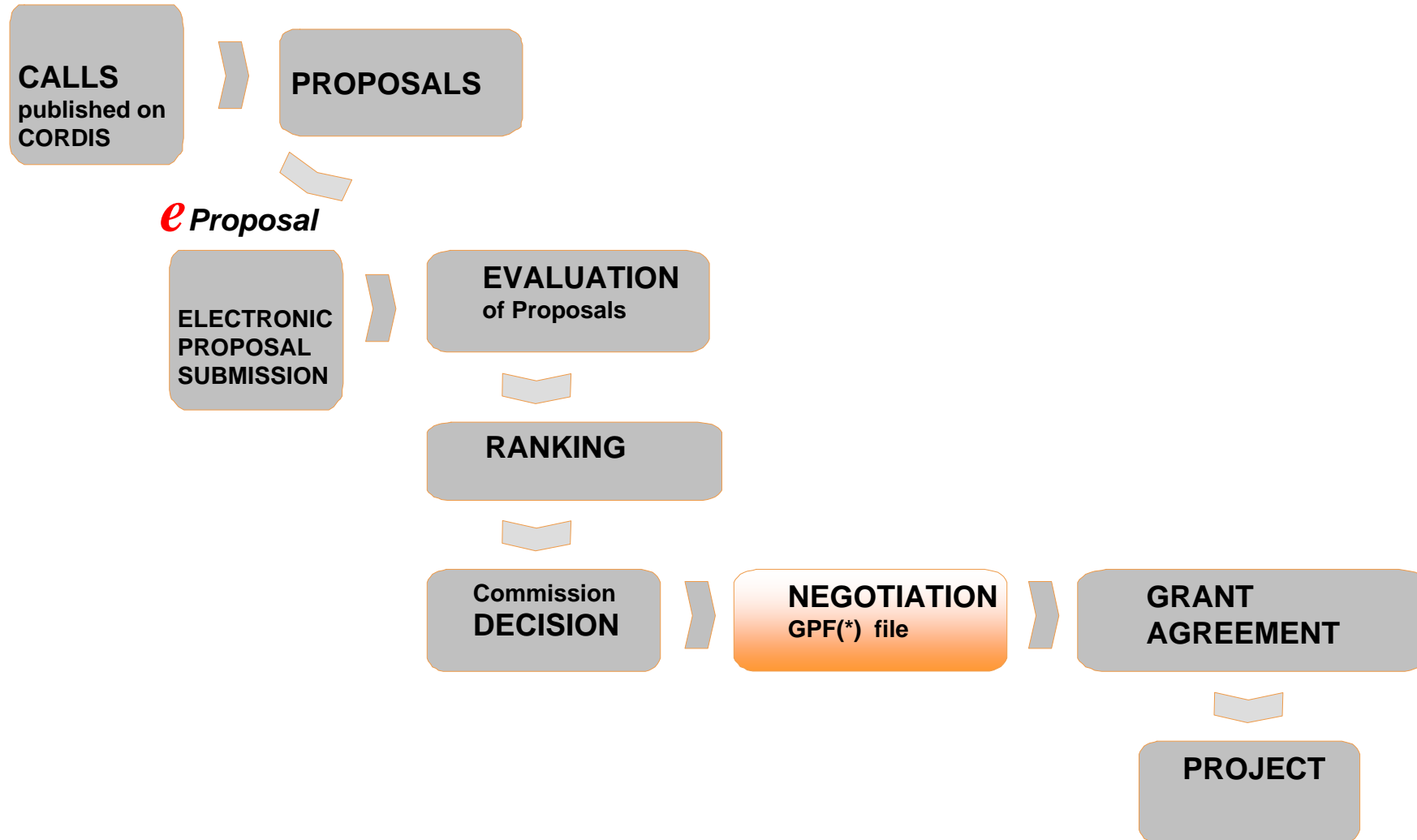




Information session 22/01/2008

Negotiation Process

NEF



(*) **GPF file** : GRANT AGREEMENT PREPARATION FORM



NEF

The negotiation process allows the exchange of information between EC Officers and the external Coordinator of the Project.

NEF (Negotiation Forms) is the Web application that has to be used to collect information and to complete the **GPF (Grant Agreement Preparation form)** file.

The Coordinator inserts legal, financial and other background information in the GPF using NEF.

NEF : BACK OFFICE (module used inside **Commission**)

NEF : FRONT OFFICE (module used by **external Coordinator**)



EC Officer

WORKFLOW

Coordinator



IF DATA NOT OK

opens the **Negotiation** for a **Project**

creates a new **Session**

(mail sent: **link to NEF**,
Proposal number and
Access Key)

Completes and saves the data

Submits the data to EC

Checks data, gives comments, marks the session as verified and closes the session

mail sent automatically

IF DATA OK

closes the **Negotiation**



EC Officer

**EC Officer opens
Negotiation for a Project
and creates a
first Negotiation Session**



MAIL SENT TO
COORDINATOR



Mail sent automatically to Coordinator containing the link to NEF (1), the Proposal number (2) and the Access Key (3)

Subject: Proposal 211435: Invitation to negotiate

Dear Prof. Erhard Kernitz,

We are inviting you to negotiate the proposal **"INFLUCO - Innovative metal fluoride and metal oxofluoride coatings"**.

To open the negotiation, please follow this link: <http://fp6.cc.cec.eu.int:10005/nef/frontoffice/>

◀ (1)

To access the proposal, you will need to provide the following information:

Proposal number

211435

◀ (2)

Access key

29213-54462-73305-89174

◀ (3)

Please review comments to previous sessions:

Submitted on

Verified on

Comments




**Coordinator accesses NEF
(clicks on hyperlink sent in the mail)
and fills in the Access Key**



Access key (fill in ONLY open positions)

Important Legal Notice



2007 - 2013

[About](#) | [Sitemap](#)

Welcome to the negotiation

Please input your proposal number and access key to enter the negotiation session.

Proposal number

Access key - - -

[Top](#) | [Help Desk](#)



[help](#) | [Logout](#)

Welcome to the negotiation

Please input your project number and access key to enter the negotiation session.

Project number

Access key - - -



[Top](#) | [Help Desk](#)



**Coordinator checks the data
completes the data
and saves the changes**



After login: Summary page

201321 - NEUGLAMOD

Parameters

CONTACTS	LIFECYCLE	DEADLINES	PROPOSITIONS
Scientific/Project GROHOLOVA Marcela ✉	Opening date 03/10/07	GPFs 31/10/07	Duration 36 months
Legal/Financial ✉	Expected end date 14/11/07	Technical annexes 31/10/07	Contribution 2,816,069 euros
Registration ✉		Legals documents 24/10/07	

Session history

Not yet submitted by the coordinator Opened on 04/10/07 at 12:51 Created on 03/10/07 at 15:56

 PDF preview

Submit to sent back to the EC Officer after filling in data → data read-only for Coordinator

Project

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- [Reporting periods](#)

Coordinator "ERASMUS MEDICAL CENTER ROTTERDAM" (EMC)

- [Legal data](#)
- [Organisation status](#)
- [Authorised representatives](#)
- [Contact persons](#)
- [Eligible costs](#)
- [Bank account](#)

Participants

- [KANTONSSPITAL BRUDERHOLZ \(KSSG\)](#)
- [JOHANNES GUTENBERG UNIVERSITAET MAINZ \(JGUM\)](#)
- [WEIZMANN INSTITUTE OF SCIENCE \(WIS\)](#)
- [+ Add new participant](#)



PDF Preview of the Grant Agreement Preparation Forms

201321 - NEUGLAMOD

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Coordinator "ERASMUS MEDICAL C

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- [WEIZMANN INSTITUTE OF SCIENCE \(WIS\)](#)

Grant Agreement Preparation Forms



Coordinator checks data, fills in data : e.g. Organisation status

Organisation status

[Return to Summary](#)

[Save Changes](#)

Certain types of organisations benefit from special conditions under FP7 participation rules. If you are one of these, please tick the appropriate box(es) below.

- Natural person [?](#)
- Public body [?](#)
 - Non profit public body [?](#)
 - Profit public body [?](#)
 - International organisation of European interest [?](#)
 - International organisation - other [?](#)
- Secondary and higher education establishment [?](#)
- Non-profit research organisation [?](#)
- Enterprise [?](#)
 - SME [?](#) Are you an SME? [Do the test!](#)
 - Non-SME [?](#)
- None of the above Please specify



Coordinator checks or fills in data : e.g. Bank account

Co-ordinator's bank account

[Return to Summary](#)

[Save Changes](#)

Account name and full address of account

Account name	<input type="text" value="N/A"/>	?
PO Box	<input type="text"/>	
Street name and number	<input type="text" value="N/A"/>	?
Postal Code/ Cedex	<input type="text"/>	? !
Town	<input type="text"/>	!
Country	<input type="text"/>	? !
VAT number	<input type="text"/>	

Contact person for the account

Name	<input type="text"/>	!
First name(s)	<input type="text"/>	!



Information on Fields: help ?, mandatory !

Co-ordinator's bank account

[Return to Summary](#) [Save Changes](#)

Note: Mandatory fields (!) have all to be filled in to Save Changes

Account name and full address of account

Account name	N/A	?
PO Box		
Postal Code/Cedex		? !
Street name and number	N/A	?
Town		!
Country		? !
VAT number		

Contact person for the account

Name		!
First name(s)		!
Phone		?
Fax		?
E-mail		

The name or title under which the account has been opened and not the name of the authorised agent.

Please insert the full numbers including country and city/area code. Example +32-2-2991111.




Information on Fields: Calendar button

Registration data of the participant

Legal registration number ?

Place of registration ?

Date of registration →  ?

VAT Number

Legal form

October, 2007							
Today							
wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
39		1	2	3	4	5	6
40	7	8	9	10	11	12	13
41	14	15	16	17	18	19	20
42	21	22	23	24	25	26	27
43	28	29	30	31			

Contact person for legal

Family name !

First name !

Phone 1 ? !

Phone 2 ?

e-mail !

Fax ? !

The contact person is the contact point of the organisation with respect to legal information on the organisation. This person can be contacted by the Commission's Legal Validation Team to provide legal documentation and maintain up-to-date legal information on the organisation.



Information on Fields: Automatic Calculations

Estimated eligible costs

Return to Summary
Save Changes

Funding % for Coordination and Support Actions (A) ? !

Indirect costs

Indirect costs are all those eligible costs which cannot be identified by the beneficiary as being directly attributed to the project, but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project. They may not include any eligible costs.

Actual indirect costs ?

Simplified method ?

Standard flat rate ?

Special transitional flat rate ?

My legal entity is established in an ICPC and I shall use the lump sum funding method Yes No ?

Costs Table

	Coordination / Support (A)	Management (B)	Other (C)	Total (A+B+C)
Personnel costs	92800	110200	0	203,000.00
Subcontracting	0	0	0	0.00
Other direct costs	33000	9000	0	42,000.00
Indirect costs	0	0	0	0.00



Legal data : Validated status (data read-only)

Legal data

Return to Summary

Save Changes

Organisation

Participant Identity Code 999016791 ?

Legal name ALBERT-LUDWIG

Short name ALU ?

Status of validation **VALIDATED** ?

The Participant Identity Code is available when your organisation has already registered for FP7.

If the legal information is not validated or has the status of validated but is not correct, supporting documents will have to be provided to the Commission. Legal supporting documents include an *Identification Fiche* and depending on your legal status, supporting documents (see [Application form/legal entities](#) page on Europa).

Legal address of the participant

Street name Fahnenbergplatz ? Street number ?

Town FREIBURG ? Postal Code/Cedex 79085 ?

Country Germany ?

Internet homepage <http://www.uni-freiburg.de>

Registration data of the participant

Legal registration number GBIS517 ?

Place of registration ?

Date of registration ?

VAT Number DE142116817 ?



Legal data : Not Validated

Legal data

Organisation

Participant Identity Code *N/A* ?

Legal name ?

Short name ?



Status of validation ?

If the legal information is not validated or has the status NOT VALIDATED, you should provide the Commission with supporting documents (see [Legal entities identification form/legal entities](#) page on Europa).

- If the status of validation is VALIDATED, this means the data provided in this form has been validated by the Commission and this validated information is given in this form.
- If the information that is provided is VALIDATED but is incorrect you should provide to the Commission an *identification fiche* and recent (not older than 6 months) supporting legal documents (see http://ec.europa.eu/budget/execution/legal_entities_en.htm).
- If the information that is provided is VALIDATED but refers to another legal entity and has no relation to your organisation you should contact the Project Officer assigned to your project.
- If the status of validation is NOT VALIDATED, you should provide the Commission an *identification fiche* and recent (not older than 6 months) supporting legal documents (see http://ec.europa.eu/budget/execution/legal_entities_en.htm).

be provided to the Commission. Legal entities identification form/legal entities page on

Legal address of the participant

Street name

Town

Country

Internet homepage

Registration data of the participant

Legal registration number

Place of registration ?

Hyperlink to legal documents



Participants: Click on hyperlink to check data or fill in

201321 - NEUGLAMOD

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Coordinator “ERASMUS MEDICAL CENTER ROTTERDAM” (EMC)

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Participants

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- [WEIZMANN INSTITUTE OF SCIENCE \(WIS\)](#)





Participant xxx : check data or fill in

Important Legal Notice



[Help](#) | [Logout](#)

[201321 - NEUGLAMOD /](#)

JGUM

[Return to Summary](#)

JOHANNES GUTENBERG UNIVERSITAET MAINZ

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[✖ Remove participant](#)



Summary page : Add a new Participant


201321 - NEUGLAMOD

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- [JOHANNES GUTENBERG UNIVERSITAET MAINZ \(JGUM\)](#)
- [WILHELM INSTITUTE OF SCIENCE \(WIS\)](#)
- **+ Add new participant**





Participants: Add a new Participant (2)

201321 - NEUGLAMOD /

Legal data of the new participant

Organisation

Participant Identity Code ?

Legal name ? !

Short name ? !

Status of validation ?

Official name of participant organisation. If applicable, name under which the participant is registered in the official trade registers.

If the legal information is not validated or has the status of validated but is not correct, supporting documents will have to be provided to the Commission. Legal supporting documents include an *Identification Fiche* and depending on your legal status, supporting documents (see [Application form/legal entities](#) page on Europa).

Legal address of the participant

Street name ? Street number ?

Town ? ! Postal Code/Cedex ? !

Country ? !

Internet homepage

Registration data of the participant

Legal registration number ?



Project : Reporting periods

Reporting periods

Return to Summary

Save Changes

Project duration Duration in months

[+ New period](#) [X Delete selected period](#)

From month	To month	Estimated eligible costs	Requested EC contribution
<input type="text" value="1"/>	<input type="text" value="12"/>	<input type="text" value="590489"/>	<input type="text" value="590489"/>
<input type="text" value="13"/>	<input type="text" value="24"/>	<input type="text" value="409471"/>	<input type="text" value="407472"/>
<input type="text" value="1"/>	<input type="text" value="24"/>	<input type="text" value="999,960.00"/>	<input type="text" value="997,961.00"/>

Selected period 1 of 2

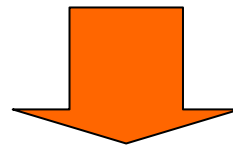
Eligible costs and requested contribution

Participant	Coordination / Support (A)	Management (B)	Other (C)	Total (A+B+C)	Total receipts	Requested EC contribution
OME	114,945	37,450	0	152,395		152,395
CDER	23,487		0	23,487		23,487
DLR	69,432		0	69,432		69,432
EDF	97,130		0	97,130		97,130
EPURON	52,029		0	52,029		52,029
KERNENERGIEN	134,820		0	134,820		134,820
MEKOROT	57,781		0	57,781		57,781



Coordinator

**Coordinator
submits the data of the first session
to EC Officer**



**(data becomes read-only for
Coordinator)**



Coordinator submits the data to EC Officer
→ (data read-only for the Coordinator)


201321 - NEUGLAMOD

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- [WEIZMANN INSTITUTE OF SCIENCE \(WIS\)](#)



A mail is sent automatically to the EC Officer

Proposal 202247: Negotiation session is closed

PeterAllenspach [peter.allenspach@psi.ch]

Follow up

To: EC FP6 IT TRAINING

Peter Allenspach has submitted the proposal "**NeutronSourceESS - The European Spallation Neutron Source (ESS)**" for review.

Please [open the proposal](#) to review the changes.



EC User

**IF data OK
EC Officer closes the
Negotiation
for the Project**

**IF DATA NOT OK, EC Officer creates a new
negotiation session → new mail (new access key...)**



A mail is sent automatically to the Coordinator

Dear Prof. Jon D. Laman,

We are inviting you to negotiate the project "NEUGLAMOD - Novel models for neuron-glia interaction and drug assessment".

To open the negotiation, please follow this link: <https://webtest.cec.eu.int/nef/>

To access the negotiation session, you will need to provide the following information:

Project number

201321

Access key

23984-07337-48262-17394

Please review comments to previous sessions:

Submitted on	Verified on	Comments
03/10/07	03/10/07	change of the street, participant no 1

**New
Access
key for
new
session**

**Comments
given by EC
officer for
previous
session**



Second session :Summary Page after login

Coordinator completes the data following the comments given in the mail.

Coordinator clicks the **SUBMIT** button...

Different sessions possible...

201321 - NEUGLAMOD

Parameters			
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