

Come assegnare un "Financial Statement Authorised Signatory (FSIGN)" ad un progetto.

1. Effettuare l'accesso al Participant portal dall'indirizzo:

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

The screenshot shows the homepage of the European Commission Research & Innovation Participant Portal. The page features a blue header with the European Commission logo and the text "RESEARCH & INNOVATION Participant Portal". Below the header is a navigation menu with links for Home, Funding, Documents, My Organisations, Experts, and Support. The main content area is divided into several sections: "LOGIN" with a "Login" button and a "Register your account" link; "NEED HELP?" with links to frequently asked questions, user manuals, presentations, and the helpdesk; "WHAT'S NEW" with news about the portal version and LEAR changes; "WELCOME" with a description of the portal's role as an entry point for electronic administration; "What does it offer today?" with a list of services; "Forthcoming functionalities" with a list of upcoming features; and "How does it work?" with a four-step process diagram. A red arrow points to the "Login" button in the top left navigation area.

2. Una volta entrati nel portale, selezionare il progetto all'interno della sezione "My projects":

The screenshot shows the "My Projects" section of the European Commission Research & Innovation Participant Portal. The page features a blue header with the European Commission logo and the text "RESEARCH & INNOVATION Participant Portal". Below the header is a navigation menu with links for Home, Funding, Documents, My Organisations, My Proposals, My Projects, My Roles, Notifications, Experts, and Support. The main content area is divided into several sections: "Manage Organisations" with a flow diagram showing "Search an organisation", "Register an organisation", and "Manage organisation"; "Identify Opportunities" with a flow diagram showing "Read FP7 related documentation" and "Search for a call"; "Proposals" with a flow diagram showing "Browse and/or manage proposals" and "Browse Proposals of your organisation"; and "Negotiations". A red arrow points to the "My Projects" tab in the top navigation menu.

3. Selezionare l'icona "Roles" relativa al progetto interessato:

Home Funding Documents My Organisations My Proposals My Projects My Roles Notifications Experts Support

LOGIN

Logout

Adele DEL BELLO

In addition to logging out, you must close all your browser windows to avoid any unauthorised access

NEED HELP?

- Frequently Asked Questions (NEW) Electronic-only submission of Forms C (Quick info) Experts area (Quick info)
- User manual (NEW) Electronic proposal submission user manual
- Presentations (NEW) Submission of proposals
- Contact the Helpdesk

WHAT'S NEW

Participant Portal V3.7.1 (07/2013)

- Possibility for LEAR to change the content of the submitted

PROJECT LIST FOR ADELE DEL BELLO

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

Refresh

LEGEND AA Access Amendment AN Access Negotiation FR Financial Reporting PR Periodic Reporting RD Reporting & Deliverables

Show 10 entries Copy Excel Print Search:

Acronym	Call	Prog.	Project ID	Roles	Phase	Actions
AirPROM	FP7-ICT-2009-6	FP7	270194		Grant Management	PR
ATHENIS_3D	FP7-ICT-2013-11	FP7	619246		Negotiation	AN
BIO-NMD	FP7-HEALTH-2009-single-stage	FP7	241665		Grant Management	RD FR
CEOP-AEGIS	FP7-ENV-2007-1	FP7	244159		Grant Management	RD FR
ConHaz	FP7-ENV-2009-1	FP7	244159		Grant Management	RD FR
EDSCIENCE2011	FP7-PEOPLE-2011-NIGHT	FP7	287450		Grant Management	RD FR
RISK	FP7-PEOPLE-ITN-2008	FP7	237984		Grant Management	RD FR

Showing 1 to 7 of 7 entries First Previous 1 Next Last

4. Aggiungere un contatto:

an Commission > Research & Innovation > Participant Portal > My Projects > My Projects

Home Funding Documents My Organisations My Proposals My Projects My Roles Notifications Experts Support

LOGIN

Logout

Adele DEL BELLO

In addition to logging out, you must close all your browser windows to avoid any unauthorised access

PROJECT MENU

- Back to List
- Project Details
- Project Consortium
- Reporting & Deliverables
- Financial Reporting

PROJECT SUMMARY

PARTICIPANT CONTACTS OVERVIEW FOR CONHAZ (244159)

Coordinating Organisation: HELMHOLTZ-Z...

Participating Organisation: SMASH

Participating Organisation: UNIFE

UNIFE
 UNIVERSITA DEGLI STUDI DI FERRARA
 9, SAVONAROLA, 44100 FERRARA, IT
 PIC: 999839626

Contacts

- Participant Contact: ...to CIAVOLA
- Participant Contact: ...DEL BELLO

Participating Organisation: UIBK

Participating Organisation: MU

5. Nel menù a tendina indicare “Project Financial signatory” quindi selezionare nell’elenco il nominativo del Direttore di Dipartimento interessato e confermare:

PARTICIPANT CONTACTS OVERVIEW FOR CONHAZ (244159)

Coordinating Organisation
HELMHOLTZ-Z...

Participating Organisation
SMASH

Add a Contact
UNIFE

Please enter the contact name and details

* Role : Project Financial Signatory

* Choose among the following:

- CHIARA SCAPOLI
- Dario DI LUCA
- Luigi GRASSI
- Alberto LIBONI
- Giorgio VANNINI
- Matteo GALLI
- Roberto CALABRESE
- Severo SALVADORI
- Lorenzo PARESCHI
- Roberto DI GIULIO
- Giovanni DE CRISTOFARO
- Simonetta RENGA

* required field

Ok Cancel

A questo punto il Project Financial signatory è assegnato al progetto e riceverà una notifica dal sistema informatico.