

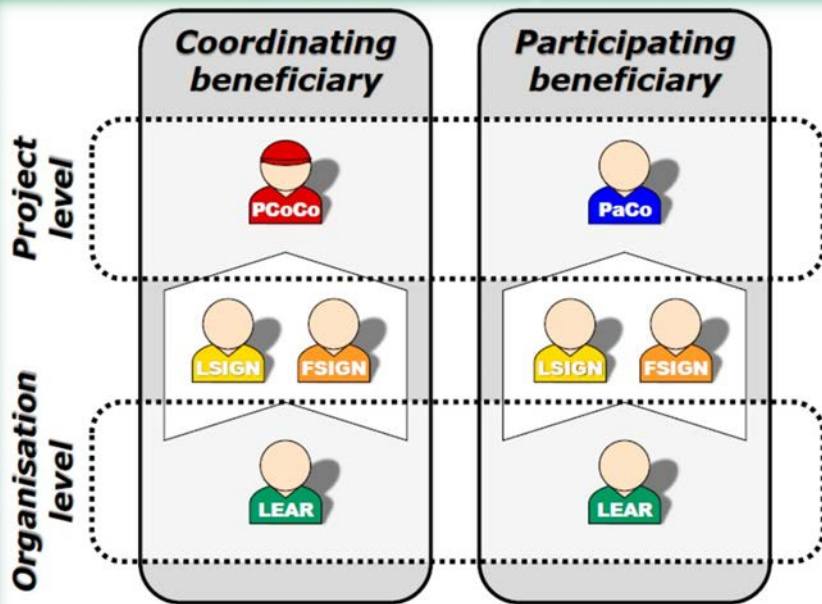
¿CÓMO DAR DE ALTA A NUEVOS PERFILES?

EN TU PROYECTO O EN TU PROPUESTA



Oficina Europea de I+D
Universidad Complutense de Madrid

DIFERENTES ROLES, DIFERENTES TAREAS



Access rights

	<ul style="list-style-type: none"> Read all forms Write all forms Submit all forms to EC 	
	<ul style="list-style-type: none"> Read own forms Write own forms Submit own forms Sign own financial forms 	<ul style="list-style-type: none"> Read own forms Write own forms Submit own forms Sign own legal forms View organisation data View lists of organisation's projects, proposals and roles
	<ul style="list-style-type: none"> Read own forms Write own forms Submit own forms to coordinator 	
	<ul style="list-style-type: none"> Read own forms Write own forms 	
	<ul style="list-style-type: none"> Read own forms 	
		<ul style="list-style-type: none"> View organisation data Modify organisation data View lists of organisation's projects, proposals and roles
		<ul style="list-style-type: none"> View lists of organisation's projects, proposals and roles

¿CÓMO CONCEDER/REVOCAR PERMISOS?

Proyectos



The screenshot shows the 'RESEARCH & INNOVATION Participant Portal' interface. The user is logged in as LETICIA RIAZA. The 'My Project(s)' menu item is selected in the left sidebar. A maintenance notice is displayed at the top right. Below the 'My projects' section, there is a list of project-related tasks and a legend for various actions. A table lists two projects, 'PROYECT 1' and 'PROYECT 2', with columns for ACRONYM, CALL, PROGRAM, PROJECT, PHASE, and ACTIONS. A red arrow points to the 'PC' button in the ACTIONS column for 'PROYECT 1'.

European Commission

RESEARCH & INNOVATION
Participant Portal

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

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP LETICIA RIAZA

My Organisation(s)
My Proposal(s)
My Project(s)
My Notification(s) 1
My Formal Notification(s)
My Expert Area

The Participant Portal will be under maintenance **Tuesday 10th of November from 17:00 to 19:00 (CET)**. During this period users may encounter problems accessing the Participant Portal services. We apologise for any inconvenience this may cause.

My projects [FD7 REF. DOCS](#) [H2020 ONLINE MANUAL](#) [HOW TO](#)

This page enables you to access all your EU projects managed via the Participant Portal that have been selected and approved for funding.

Depending on your roles, you can view or manage the following project-related tasks:

- Prepare and sign your grant agreement
- Submit amendments to your grant agreement
- Manage your scientific and financial reports
- View or manage roles and access rights in your projects consortia

If you are LEAR and want to see the full list of your organisation projects, please go to **My Organisations** and click on the action button **VP**. LEAR can only view the list of projects in which their organisation is involved. If you want to see project details, your organisation main contact for this project or the project Coordinator has to give you access rights. For more details see the [H2020 online manual](#).

Legend

- AA Access Amendment
- GP Grant Preparation
- MP Manage Projects
- FR Financial Reporting
- PR Periodic Reporting
- RD Reporting & Deliverables
- PC Project Consortium
- VP View Proposal

Show 10 entries EXCEL Search

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
PROYECT 1	topic 1	H2020	111111	Active	PC VP MP
PROYECT 2	topic 2	H2020	111111	Active	PC VP MP

Dentro del apartado “My Project(s)”, a través del botón amarillo “PC (Project Consortium)”

¿CÓMO CONCEDER/REVOCAR PERMISOS?

Propuestas – paso 1

Step 4
Manage Your Related Parties

TOPIC

USER NAME
Leticia RIAZA

TOPIC

TYPE OF ACTION
RIA

A.B.C.
ACRONYM

DRAFT ID | SEP-210319925

TUE DEADLINE (Brussels Local Time)

0 days left until closure

Configuration OK

Download Part B Templates

Visit our 'How to' user guide

Visit our 'H2020 Online Manual'

Parties

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save Changes" button.

Number of participants: 12 [Add Partner](#)

1 **Coordinator** [Contact](#) [+](#) [?](#)

UCM
UNIVERSIDAD COMPLUTENSE DE MADRID
AVENIDA DE SENECA 2, 28040 MADRID, ES
PIC: 999874546

[Change Organisation](#) [Contact LEAR](#)

- Main contact [✎](#) [✕](#) [i](#)

Leticia Rianza - Contact person [✎](#) [i](#)

2 **Partner** [Contact](#) [+](#) [?](#) [✕](#)

Socio 2

- Main contact [✎](#) [✕](#) [i](#)

PIC:
[Change Organisation](#) [Contact LEAR](#)

3 **Partner** [Contact](#) [+](#) [?](#) [✕](#)

Socio 3

- Main contact [✎](#) [✕](#) [i](#)

PIC:
[Change Organisation](#) [Contact LEAR](#)

4 **Partner** [Contact](#) [+](#) [?](#) [✕](#)

[next >>](#)

¿CÓMO CONCEDER/REVOCAR PERMISOS?

Propuestas – paso 2

Step 4
Manage Your Related Parties

TOPIC

USER NAME
Leticia RIAZA

TOPIC

TYPE OF ACTION
RIA

A.B.C. ACRONYM

DRAFT ID | SEP-210319925

TUE DEADLINE (Brussels Local Time)

0 days left until closure

Configuration OK ✓

Download Part B Templates

Visit our 'How to' user guide

Visit our 'H2020 Online Manual'

Parties

In this step you can manage the parties related to your proposal.
Only you as coordinator can manage the parties.

Note: Your changes will be applied to all parties.

Number of participants: 4

1 **Coordinator**
UCM
UNIVERSIDAD COMPLUTENSE DE MADRID
AVENIDA DE SENECAS, 91
PIC: 999874546
Change Organisation

2 **Partner**
Socio 2

3 **Partner**
Socio 3

4 **Partner**

Add contact

Please enter the contact name and details:

Project Role: Contact person

Access rights: Coordinator contact (full access)

First Name *

Last Name *

Email Address *

* required field

OK Cancel

next >>

[Ignacio Gómez Cuesta](mailto:ignacio.gomez@rect.ucm.es)
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[Leticia Riaza Gambero](mailto:l.riaza@ucm.es)
l.riaza@ucm.es

[Luis José López de Ayala Hidalgo](mailto:ljayala@ucm.es)
ljayala@ucm.es