Sessão de Informação sobre os assuntos legais e financeiros no âmbito do 7º Programa-Quadro de I&DT (7ºPQ) da Comissão Europeia

LEAR –Legal Entity Apointed Representative

8 de Fevereiro de 2011 | Porto | Faculdade de Letras da Universidade do Porto

LEAR –Legal Entity Apointed Representative

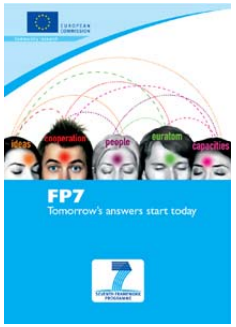
- No passado, necessidade de providenciar a comissão com a informação legal e financeira inúmeras vezes (propostas, contratos, ...)

- Para eliminar estas redundâncias surge o ***Unique Registration Facility*** (URF) - no portal do participante- no qual os dados de cada instiuição apenas são inseridos uma vez!

- O Portal do Participante é uma plataforma *online* que oferece uma série de serviços, facilitando o contacto e a interação, com a Comissão Europeia.

- É seguro e assegura a autenticidade e a confidencialidade dos dados.

- Após o registo da organização será enviado um código de participante (Participant Identification Code - PIC) que será utilizado em todas as propostas ou negociações.



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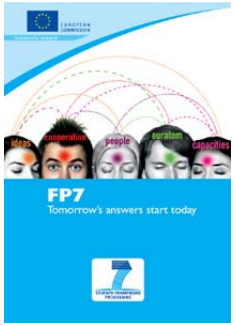
- Cada organização deverá nomear um Representante da Entidade Legal:
- Ponto de contacto da instituição para com a Comissão, responsável por manter os dados legais e financeiros da Instituição, relativamente a todos os projectos que a instituição submeteu no âmbito do 7.º PQ e do CIP – *Competitiveness and Innovation Programme .*

- Só poderá haver um por instituição!



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- Providencia à comissão todos os dados actualizados relativamente à situação legal e financeira da organização (incluindo documentos legais sempre que necessário)

- Comunica e seu papel internamente na organização e providencia o PIC a outros colaboradores que que queiram submeter propostas ou assinar *grant agreements*.
- Verifica regularmente os dados e providencia a sua actualização sempre que necessário

➢ Para nomear um LEAR deve seguir os seguintes passos:

1. Saber quem pode comprometer legalmente a organização
2. Definir quem cumpre os requisitos para o papel de LEAR na organização
3. Descarregar os documentos *LEAR Appointment form* e *LEAR role and tasks*-:

http://cordis.europa.eu/fp7/pp-lear_en.html

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4. Ambos os documentos devem ser devidamente assinados por quem de direito na organização

preencher, imprimir, assinar e carimbar e enviar para:

European Commission
Research Executive Agency
FP7 Support (A1)
COV2 13/132
B-1049 Brussels
Belgium

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5. Para activar a conta na aplicação URF do Portal do Participante:

a) receberá um email da Comissão Europeia confirmando a criação da conta de utilizador, contendo username, *hyperlink* e instruções para activar a conta.

b) receberá uma carta, por correio, contendo o código PIN requerido para a activação da conta.

Participants Portal

http://ec.europa.eu/research/participants/portal/appmanager/participants/portal

Research Participant Portal - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://ec.europa.eu/research/participants/portal/appmanager/participants/portal;efb7_SESSION_ID=cnh5NP1p0Wnd4nRMFLkN44dkJ2nr36S4KJ7q003

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European Commission
RESEARCH - Participants

European Commission > Research > Participant Portal

Home | My Organisations | FP7 Documentation | FP7 Calls | Support

LOGIN

Login

- You don't have an account yet? Please register
- Authentication and security help is available here
- Portal registration demo is available here

NEED HELP?

- See the online user manual
- You can consult FAQS
- Watch the demonstration of the Participant Portal: - Introduction
- If you cannot find an answer there, then submit your question via the eFP7 service desk

WHAT'S NEW

Participant Portal V2.3.1 (01/2011)

- Activation of the MyNotification Tab
- Correction of the automatic refresh for the FP7 calls pages
- Close time for all calls is forced to 5 pm
- Several Bug Fixes

read more

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?

- All visitors may search for **FP7-related support documents;**
- Possibility to view or to search for FP7calls;
- You can **register your organisation's data** in the **Unique Registration Facility** (URF), avoiding redundant requests for information;
- The appointed representative of your organisation, called the **LEAR** (Legal Entity Appointed Representative) **can provide and update** relevant **legal & financial data** via the portal.
- LEARs may access the **list of projects** associated with their organisation, including project details and the status of amendments.
- LEARs can delegate their capabilities to Account Administrator(s).
- Depending on your role in a project, possibility to perform common tasks such as project reviewing, consortium role management, project role management, negotiation management, amendment management as well as periodic financial and scientific reporting.

How does it work?

Except for the FP7 documentation, the FP7 calls 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
- The homepage will be replaced by a new one displaying all the processes your user profile can access.
- Under "My organisations" or via the Manage Organisation processes:
  - 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
  - You will see the other participants of the research networks set in place for the projects managed by your organisation.
- Under "My projects" or the Negotiation and the Grant Execution processes participants will have the possibility to view their project information and manage their project related data like:
  - View and grant project roles;
  - Submit periodic reports.

Are you a new user?

Done

start | Windows Live Mess... | Inbox for marta.bar... | Elaboração de prop... | Sessão Leria_ICT 1... | LEAR.pptx | Research Participan... | Re: Welcome II links... | 16:07

Research Participant Portal - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://ec.europa.eu/research/participants/portal/appmanager/participants/portal

Most Visited Customize Links

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European Commission

RESEARCH - Participants

European Commission > Research > Participant Portal

Home | My Organisations | My Projects | My Roles | My Notifications | FP7 Documentation | FP7 Calls | Support

LOGIN

Change Password

Logout

Marta BARBAS

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PROCESSES

Manage Organisations

Search an organisation | Register an organisation | Manage organisation data

Identify Opportunities

Read FP7 related documentation | Search for a call

Negotiations

Browse and/or manage negotiations

Grant Execution

Browse and/or access grants | Manage amendments | Periodic reporting

Others

Manage roles and delegations

Support

Done

ec.europa.eu

start | Windows Live Mess... | LEAR - Thunderbird | Elaboração de prop... | Sessão Leina_ICT 1... | LEAR.pptx | Research Participan... | Document1 - Micros... | 16:27

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- Para mais informações consultar as FAQ:
- http://ec.europa.eu/research/participants/portal/appmanager/participants/portal?_nfpb=true&_pageLabel=faq#wlp_faq

- REA-LEAR-validation@ec.europa.eu
- Marta Barbas: marta.barbas@gppq.mctes.pt