

Guide for EU projects

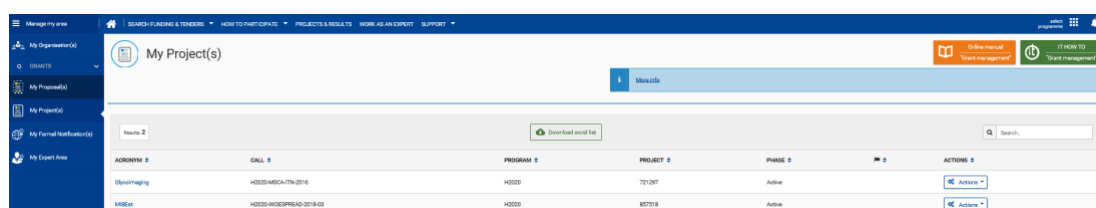
How to add Project Legal Signatory, Project Financial Signatory and other roles to EU projects that have reached the stage of Grant Agreement Preparation.

1. Login to the Funding & Tenders Portal.

The login button is located in the upper right corner.

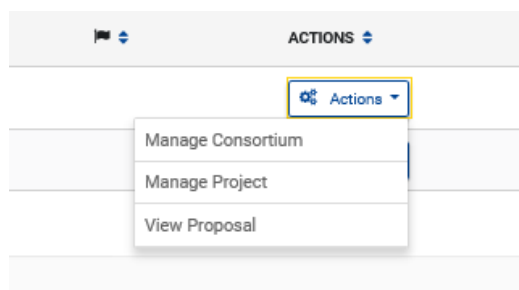
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

2. Choose My project(s).

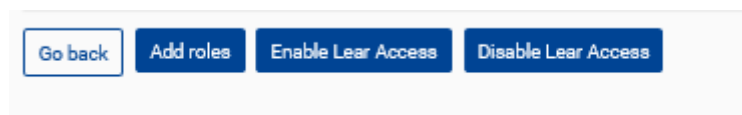


3. Click the Actions button.

By doing so, a list appears. Choose Manage Consortium. A new list with all the beneficiaries in the project is now available.



4. Choose Umeå University, and then edit roles.



5. Click the Add roles button.

By doing so you can add all the co-workers that need to be added, as well as (and this is very important) *Project Legal Signatory* and *Project Financial Signatory*, both of which is **Per Ragnarsson**, Deputy university director at Umeå University.

Furthermore, you need to add the following administrators as project members, so that they can support you during the course of the project:

- * **Maria Karlsson**, maria.karlsson02@umu.se – Legal affairs officer
- * **Tina Nordström**, tina.nordstrom@umu.se – Legal affairs officer
- * **Agneta Hånell Plamboeck**, agneta.plamboeck@umu.se – EU expert