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