## **Guide for EU projects**

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

- Login to the **Funding & Tenders portal:** <u>https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home</u> The login button is in the upper right corner.
- When you are logged in, choose **My project**.
- Then click Actions.

Manage my area	SEARCH FUNDING & TENDERS - HOW TO	PARTICIPATE * PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT *					properties III 🦨
ైటీ <sub>ది</sub> My Organisation(s)	My Project(s)						
o grants 🗸 🗸			_				Grant management
(a) My Proposal(a)			•	More info			
My Project(a)							
My Formal Notification(e)	Results: 2		Download excel list				Q Search.
My Expert Area	ACRONYM 0	CALL 0	PROGRAM 0	PROJECT 0	PHASE 0		ACTIONS 0
	Olycolmaging	H2020-MSCA-(TN-2016	H2020	721297	Active	(	0 Actions *
	MBEst	H2020 WIDESPREAD 2018-03	H2020	857518	Active		C Actions *

• By clicking Actions a list will appear. Choose Manage Consortium.

	ACTIONS ≑	
	Ø₀ Actions ▼	
Manage Consort	tium	
Manage Project		
View Proposal		

- A new list showing all the beneficiaries in the project is now available.
- Choose Umeå University and click Edit roles.

- By clicking the button Add roles, you can add all the co-workers that need to be added. You also need to, and this is *very important*, add Project Legal Signatory (Per Ragnarsson) and Project Financial Signatory (Per Ragnarsson). By doing so, the people that should be added for these roles will be listed automatically. Furthermore, you need to add the following administrators as project members so that they can support you during the course of the project:
  - o Tina Nordström, <u>tina.nordstrom@umu.se</u> Legal affairs officer
  - Anna-Karin Sjölund-Alm, <u>anna-karin.sjolund@umu.se</u> Legal affairs officer
  - Agneta Hånell Plamboeck, <u>agneta.plamboeck@umu.se</u> EU expert
  - Maria Königsson, <u>maria.konigsson@umu.se</u> Financial advisor

Their role should be Task manager.

## Do you have any questions?

Please contact EU expert **Agneta Hånell Plamboeck**: <u>agneta.plamboeck@umu.se</u>