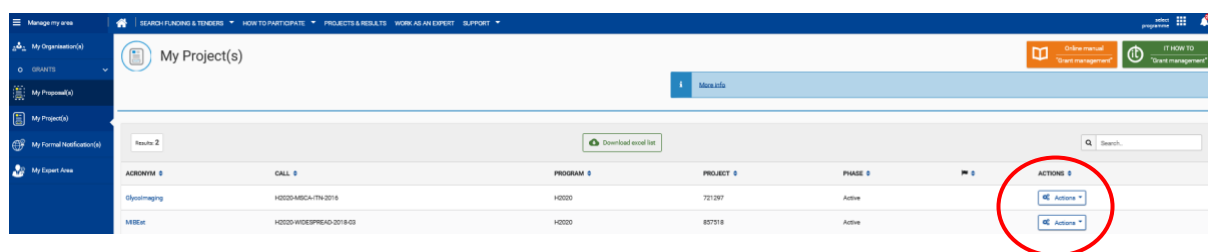


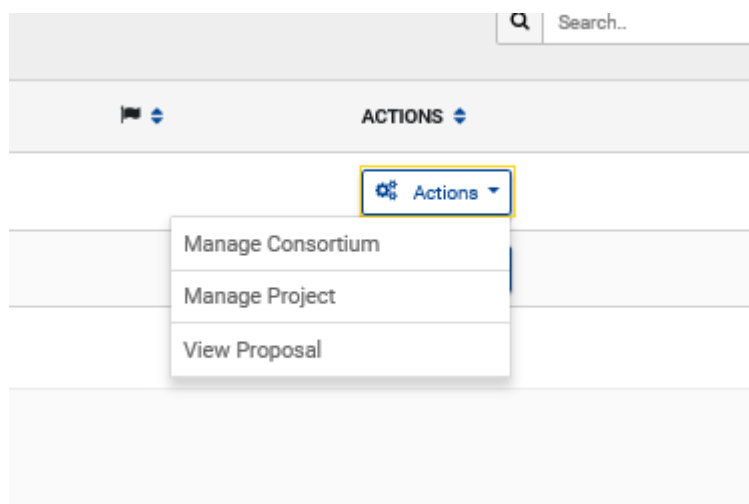
# Guide for EU projects

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



- By clicking **Actions** a list will appear. Choose **Manage Consortium**.



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

Go back

Add roles

Enable Lear Access

Disable Lear Access

- 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:

- Tina Nordström, [tina.nordstrom@umu.se](mailto:tina.nordstrom@umu.se) – Legal affairs officer
- Anna-Karin Sjölund-Alm, [anna-karin.sjolund@umu.se](mailto:anna-karin.sjolund@umu.se) – Legal affairs officer
- Agneta Hånell Plamboeck, [agneta.plamboeck@umu.se](mailto:agneta.plamboeck@umu.se) – EU expert
- Sussi Mikaelsson, [sussi.mikaelsson@umu.se](mailto:sussi.mikaelsson@umu.se) – Financial advisor

Their role should be **Task manager**.

### Do you have any questions?

Please contact EU expert **Agneta Hånell Plamboeck**:  
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