

Electronic-only submission of FP7 forms C

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RTD M2

Purpose of e-only submission

- Abolition of parallel electronic and paper streams
 - reduction of a source of errors and inconsistencies
- Reduced administrative burden for beneficiaries and Commission
- Clearer management of time-to-pay
- First test case for full paperless grant management (planned for Horizon 2020)

Revised FP7 model grant agreement (draft)

ANNEX II. GENERAL CONDITIONS

Article II.3 is modified as follows:

"Each beneficiary shall:

o) designate a legal entity appointed representative (LEAR) as the authorised person to perform the role and tasks stipulated in its document of appointment. If a LEAR has already been appointed the beneficiary agrees that the role and tasks of this LEAR are replaced by those stipulated in the document of appointment in force on the date of signature of this grant agreement."

Point 5 of Article II.4 is replaced by the following:

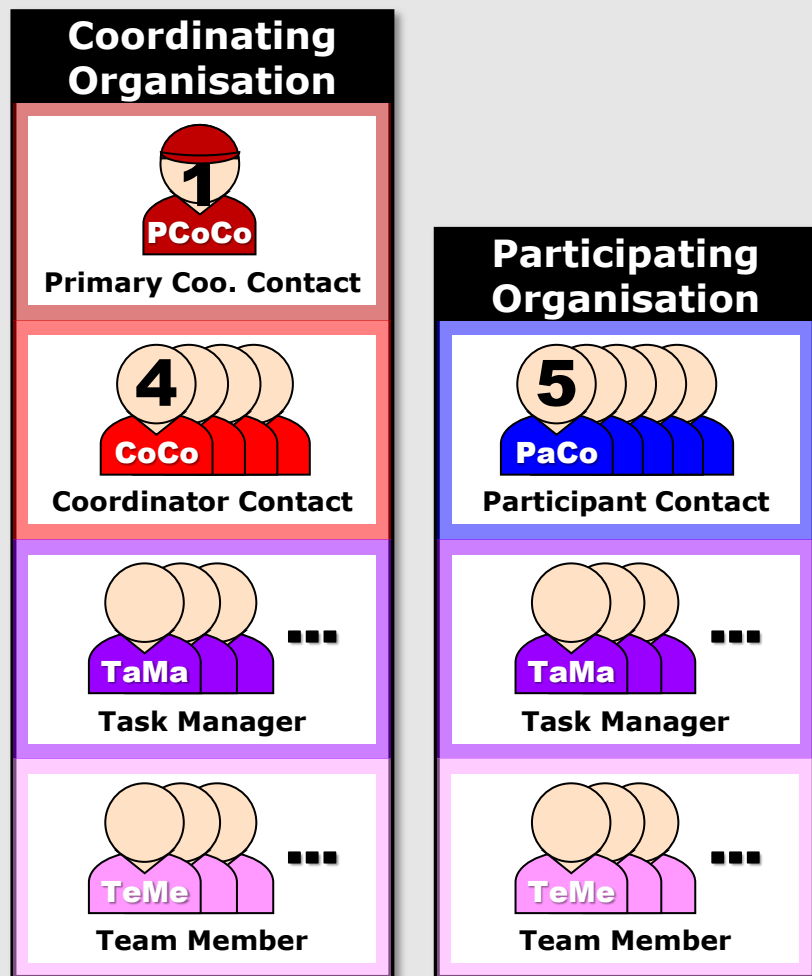
"The consortium shall transmit the reports and other deliverables through the coordinator to the Commission using the electronic exchange system set up by the Commission. In particular:

- **Form C must be transmitted and electronically signed through the electronic exchange system by the authorised person(s) within the *beneficiary's* organisation.**
- **The certificates on the financial statements and on the methodology must be hand-signed by an authorised person of the auditing entity on paper and the *beneficiary* shall keep the originals according to Article II.22.3. A scanned copy of the certificates shall be transmitted through the electronic exchange system".**

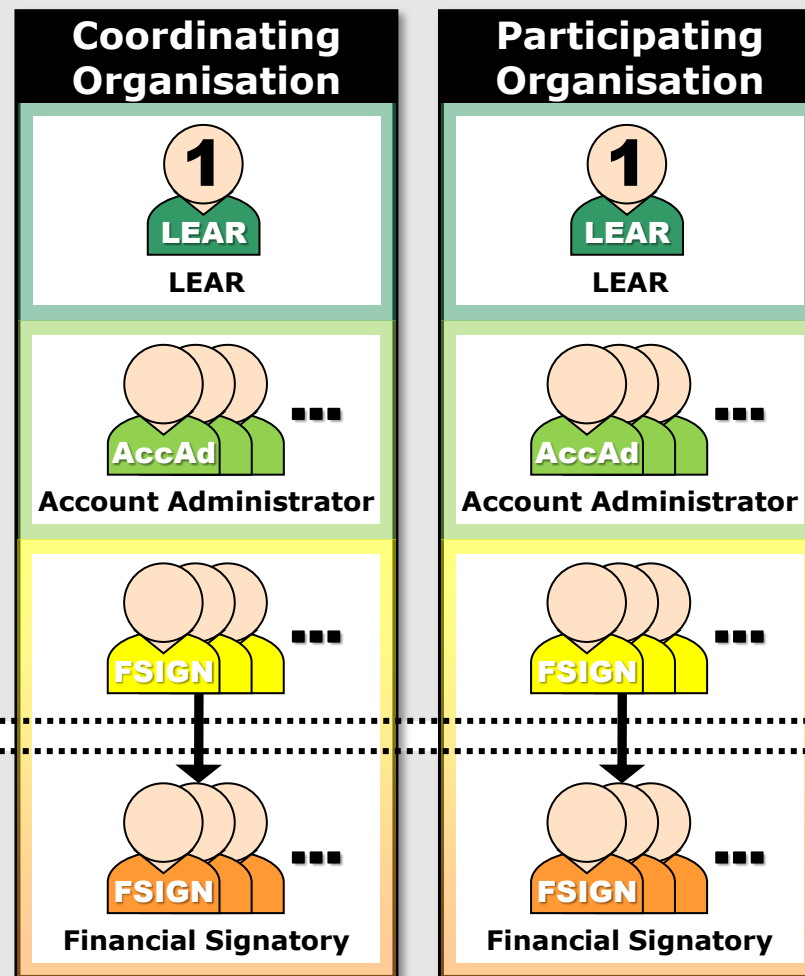
The new version of IAM *(January 2013)*

European
Commission

Project level



Organisation level



New role in the identity and access management

- **New role** in the identity and access management: **persons authorised to sign Forms C** for their organisation (**FSIGN**)
- **Nominations for this new role by LEARs** (or their Account Administrators)
 - under the “organisation roles” function
- **Unlimited** number of FSIGNs can be nominated
- **LEARs can add comments** for each FSIGN (e.g. which part of the Forms C of the organisation they can sign)
- Comments are visible to the persons having project roles in the organisation (Participant Contacts (PaCos) etc.)



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Organisations > Organisation List

Home Funding Documents My Organisations My Proposals My Projects My Roles Notifications Experts Support

Organisations Register Search Legal Entity LFV Simulation

LOGIN



Logout

Demo ACCOUNT

In addition to logging out, you must close all your browser windows to avoid any unauthorised access

NEED HELP?

- 1 [Frequently Asked Questions](#) (NEW) [Experts area](#) (Quick info)
- 2 [User manual](#) (NEW) [Electronic proposal submission user manual](#)
- 3 [Presentations](#) (NEW) [Submission of proposals](#)
- 4 [Contact the Helpline](#)

WHAT'S NEW

Participant Portal V3.5 (12/2012)

- 1 Support for electronic-only submission of Financial Statements (when applicable)
- 2 Role management:
 - 1 new role of FSIGN (Financial Statement Authorized Signatories)
 - 2 consolidation of role management screens
- 3 Call for proposals
 - 1 Publication of CIP calls (new calls only)

MY ORGANISATIONS

Refresh

Organisation(s) as LEAR or Account Administrator or Self Registrant

LEGEND			
OD	Organisation Data	OP	Organisation Proposals
RO	Organisation Roles	VP	Organisation Projects
Show 10	entries	Copy	Excel
		Print	Search:
Name	Pic	VAT	Actions
TEST ORGANISATION	999999999	BE123456789	
Showing 1 to 4 of 4 entries			
First Previous 1 Next Last			

LEARs and Account Administrators can nominate FSIGNS in the "My Organisations" tab, through the "RO" icon

TEST ORGANISATION 1	999999999	BE123456789
TEST ORGANISATION 2	999999999	BE123456789
TEST ORGANISATION 3	999999999	BE123456789
TEST ORGANISATION 4	999999999	BE123456789
Showing 1 to 4 of 4 entries		
First Previous 1 Next Last		

Process of electronic-only submission

- **Participant Contact assigns an FSIGN** to the project (from the list nominated by the LEAR) in the "**My Projects**" tab
- Participant Contact or task manager **prepares Form C** (as today)
- If applicable, Participant Contact or Task Manager **uploads scanned copy of certificate** on financial statement (signed by the auditor), original to be kept in the files of the beneficiary
- When ready, Participant Contact **identifies Form C as "ready for signature"**, triggering a **notification to the FSIGN**
- **FSIGN electronically signs & submits Form C to the coordinator**
- After submission by the coordinator of the Forms C package to the Commission, a **digitally signed eReceipt** is issued for each Form C and another one is issued for the whole package
- **No more paper signature of Forms C**, no more paper sending of certificates on financial statements

Forms C of third parties (SC10)

- **Participant Contact or Task Manager** of the main beneficiary (or a person of the third party getting an IAM role by the main beneficiary) drafts third party Form C
- Participant Contact of the main beneficiary submits the third party Form C to coordinator (no electronic signature, no FSIGN involved)
- After submission of the package by the coordinator to the COM, third party Form C is printed (by the main beneficiary) and hand-signed by the legal representative of the third party
- This hand-signed original is kept in the files of the main beneficiary (for potential later audit) – no sending to the Commission
- **No need for third parties to appoint LEARs and FSIGNs**



Drafting of Form C

Upload of scanned copies of certificates
(if applicable)

Identify
Form C as
"ready for
signature"

*Notification
to FSIGN*

Electronic signature
of Form C
&
Submission
of signed Form C
(+ certificates)

PCoCo

CoCo

Reject

Reception
of Form C

Approve

Submission
of all signed Forms C
(+ certificates
where applicable)

Creation of 1 e-receipt
for each Form C
+ 1 for the whole
package

PARTICIPANT

COORDINATOR

COMMISSION

Value of the eReceipt

- Electronic receipt = digitally signed PDF version of the document submitted. Both the content of the document and a set of metadata (time stamp, ECAS credentials of submitter) are digitally sealed.
- The digital signature mechanism, using a public-private key pair mechanism, uniquely binds the eReceipt to the transaction and ensures its full integrity. Therefore a complete digitally-signed trail of the transaction is available both for the beneficiaries and the Commission.
- Any attempt to modify the content will lead to a break of the integrity of the electronic signature, which can be verified at any time by clicking on the signature in the PDF document.
- The eReceipt can be downloaded at any time and stored on other electronic media.

Date of entry into force; retroactiveness?

- New regime is **obligatory for all grants signed after 1.1.2013** (changed model grant agreement)
- Consequence: **nomination of LEARs will become obligatory**
- For grants signed **before 1.1.2013**, the current **parallel paper and electronic submission** will remain available as an option
- However: consortia are encouraged to go for the electronic-only also for existing grants
- **Pre-requisite: signature of a simple amendment** (accepting the new stipulations of the revised model grant agreement)