

Horizon 2020 accepted projects:
Add ROLES through the Participant Portal

Step 1: Log in ECAS

The image shows the ECAS login interface. At the top left is the European Commission logo. The main header reads "EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)" and "External". Below this is a navigation bar with "Login", "New password", "Sign Up", and "Help". The main content area features the ECAS logo and the text "(authenticates your identity on European Commission websites)". The login form is highlighted with an orange circle and contains the following elements:

- A "Login" button with a user icon.
- Links for "New password", "Sign Up", and "Help".
- A "Login" heading with a link for "Not registered yet".
- A domain selection box with the text "Is the selected domain correct? External Change it".
- Input fields for "Username or e-mail address" and "Password", both marked as required with an asterisk.
- A "More options..." link.
- A "Login!" button and a link for "Lost your password?".
- A note: "* Required fields".
- A section titled "Or log in with your" with icons for "Mobile phone", "Token", and "eId".

An orange arrow points from the right side of the login form to the text "Log in".

Step 2: In the Participant Portal: under Project(s)

RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > My Projects

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP ANDREAS MORTENSEN

My Organisation(s)
My Proposal(s)
My Project(s)
My Notification(s)
My Expert Area

My projects FP7 REF. DOCS H2020 ONLINE MANUAL

This page enables you to access all your projects that have been selected and approved for funding.

Depending on your roles, you can view or manage the following project-related tasks:

- [Prepare and sign your grant agreement](#)
- [Submit amendments to your grant agreement](#)
- [Manage your scientific and financial reports](#)
- [View or manage roles and access rights in your projects consortia](#)

If you are LEAR and want to see the full list of your organisation projects, please go to **My Organisations** and click on the action button **VP**. LEAR can only view the list of projects in which their organisation is involved. If you want to see project details, your organisation main contact for this project or the project Coordinator has to give you access rights. For more details see the [H2020 online manual](#).

Legend

- AA Access Amendment
- GP Grant Preparation
- MP Manage Projects
- FR Financial Reporting
- PR Periodic Reporting
- RD Reporting & Deliverables
- PC Project Consortium
- VP View Proposal

Show 10 entries EXCEL Search: Satisfactory

ACRONYM	CALL	PROG	PROJECTID	ROLES	PHASE	ACTIONS
SatisFactory	H2020-FoF-2014	H2020	636302	PC	Grant Preparation	VP MP

Showing 1 to 1 of 1 entries. (filtered from 424 total entries) PREVIOUS 1 NEXT

Click on PC

Step 3a: Consortium: select EPFL

For a consortium:

Details Consortium

Project Acronym AlterEgo

Project ID 600610 Program FP7 RDG CNECT

> COORDINATOR Organisation - UNIVERSITE MONTPELLIER I	EDIT ROLES
> BENEFICIARY Organisation - ECOLE POLYTECHNIQUE FEDERALE DE LAUSANNE	EDIT ROLES
> BENEFICIARY Organisation - UNIVERSITY OF BRISTOL	EDIT ROLES
> BENEFICIARY Organisation - DEUTSCHES FORSCHUNGSZENTRUM FUER KUENSTLICHE INTELLIGENZ GMBH	EDIT ROLES
> BENEFICIARY Organisation - CENTRE HOSPITALIER UNIVERSITAIRE MONTPELLIER	EDIT ROLES
> BENEFICIARY Organisation - THE UNIVERSITY OF EXETER	EDIT ROLES

Click on EDIT ROLES

Step 3b: Coordinator: click on EDIT ROLES

For a coordinator/individual project:



The screenshot shows a web interface with two tabs: 'Details' and 'Consortium'. Below the tabs, there are several rows of project information:

- Project Acronym:** AOC
- Project ID:** 339539
- Program:** FP7 RDG ERCEA

At the bottom, there is a list of coordinators. The first entry is circled in orange:

- COORDINATOR:** Organisation - ECOLE POLYTECHNIQUE FEDERALE DE LAUSANNE

To the right of this entry is a blue button labeled 'EDIT ROLES', which is also circled in orange. An orange arrow points from this button down to the text 'Click on EDIT ROLES'.

Click on EDIT ROLES

Step 4: Click on ADD ROLES

RESEARCH & INNOVATION - PARTICIPANT PORTAL

Organisation: ECOLE POLYTECHNIQUE FEDERALE DE LAUSANNE PIC: 999973971

Street: BATIMENT CE 3316 STATION 1 House Number:

PoBox: 000 City: LAUSANNE

Postal Code: 1015 Country: CH

Show 10 entries Search

Project Roles for the Organisation

	ROLE	FULL NAME	USERID	EMAIL
<input type="checkbox"/>	Project Financial Signatory	Thierry CROCOLL	ncrocthi	fsign@epfl.ch
<input type="checkbox"/>	Participant Contact	Ludger WEBER	nwebelud	ludger.weber@epfl.ch
<input type="checkbox"/>	Participant Contact	nicolas HAUSHEER	nhausnic	sf.fonds@epfl.ch
<input type="checkbox"/>	Participant Contact	Benoît DEVEAUD	ndebenoï	research.office@epfl.ch
<input type="checkbox"/>	Participant Contact	Andreas MORTENSEN	nmortand	andreas.mortensen@epfl.ch

Showing 1 to 5 of 5 entries. ← PREVIOUS 1 NEXT →

ADD ROLES REVOKE

Click on ADD ROLES

Step 5: Choose the roles you need to add

RESEARCH & INNOVATION - PARTICIPANT PORTAL

Organisation: ECOLE POLYTECHNIQUE FEDERALE DE LAUSANNE PIC: 999973971

Street: BATIMENT CE 3316 STATION 1 House Number:

PoBox: 000 City: LAUSANNE

Postal Code: 1015 Country: CH

Please enter the contact name and details

* Role :
* First Name :
* Last Name :
* Email :
* required field

Coordinator Contact
Coordinator Contact
Proposed Legal Authorized Signatory
Project Financial Signatory
Task manager
Team Member

OK CANCEL

Select and Add following contacts:

1. **Project Financial Signatory:** Thierry Crocoll - fsign@epfl.ch
2. **Proposed Legal Authorized Signatory:** Andreas Mortensen - lsign@epfl.ch
3. **Participant Contact* or Coordinator Contact**:** Nicolas Hausheer - sf.fonds@epfl.ch
4. **Participant Contact* or Coordinator Contact**:** Andreas Mortensen - research.office@epfl.ch

*for consortia

** for individual projects

Step 6: Select roles and click OK

Street: BATIMENT CE 3316 STATION 1 House Number:

PoBox: 000 City: LAUSANNE

Postal Code: 1015 Country: CH

2. Project Legal Authorized Signatory

Please enter the contact name and details

* Role : Project Specific Legal Authori

* Choose among the following : Andreas MORTENSEN

* required field

OK CANCEL

Select and Click Ok

Street: BATIMENT CE 3316 STATION 1 House Number:

PoBox: 000 City: LAUSANNE

Postal Code: 1015 Country: CH

1. Project Financial Signatory

Please enter the contact name and details

* Role : Project Financial Signatory

* Choose among the following : Thierry CROCOLL

* required field

OK CANCEL

Step 6b: Fill in the name and click OK

3. Participant Contact [Andreas Mortensen research.office@epfl.ch](mailto:research.office@epfl.ch)

Street: BATIMENT CE 3316 STATION 1 House Number:

PoBox: 000 City: LAUSANNE

Postal Code: 1015 Country: CH

Please enter the contact name and details

* Role : Participant Contact

* First Name : Andreas

* Last Name : Mortensen

* Email : research.office@epfl.ch

* required field

OK CANCEL

4. Participant Contact [Nicolas Hausheer sf.fonds@epfl.ch](mailto:sf.fonds@epfl.ch)

Street: BATIMENT CE 3316 STATION 1 House Number:

PoBox: 000 City: LAUSANNE

Postal Code: 1015 Country: CH

Please enter the contact name and details

* Role : Participant Contact

* First Name : Nicolas

* Last Name : Hausheer

* Email : sf.fonds@epfl.ch

* required field

OK CANCEL

Fill in the name
and
Click Ok

Step 7: Check if the 4 roles were added



RESEARCH & INNOVATION - PARTICIPANT PORTAL

Organisation: ECOLE POLYTECHNIQUE FEDERALE DE LAUSANNE

PIC: 999973971

Street: BATIMENT CE 3316 STATION 1

House Number:

PoBox: 000

City: LAUSANNE

Postal Code: 1015

Country: CH

Show 10 entries

Search

Project Roles for the Organisation

<input type="checkbox"/>	ROLE	FULL NAME	USERID	EMAIL
<input type="checkbox"/>	Project Financial Signatory	Thierry CROCOLL	ncrocthi	fsign@epfl.ch ←
<input type="checkbox"/>	Proposed Legal Authorized Signatory	Andreas MORTENSEN	nmortena	lsign@epfl.ch ←
<input type="checkbox"/>	Participant Contact	Dimitris KIRITSIS	nkiritdi	dimitris.kiritsis@epfl.ch
<input type="checkbox"/>	Participant Contact	nicolas HAUSHEER	nhausnic	sf.fonds@epfl.ch ←
<input type="checkbox"/>	Participant Contact	Soumaya ELKADIRI	nelkasou	soumaya.elkadiri@epfl.ch
<input type="checkbox"/>	Participant Contact	Andreas MORTENSEN	ndebenoi	research.office@epfl.ch ←

ROLES are added

Showing 1 to 6 of 6 entries.

← PREVIOUS

1

NEXT →

ADD ROLES

REVOKE