



Electronic-only submission of FP7 forms C

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 current version of IAM *(since February 2012)*

European
Commission

Coordinating Participant

Participant A

Project

Coordinator
Contacts



Participant
Contacts



Task
Managers



Team
Members



Organisation

LEAR



Account
Administrator



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** to 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.)

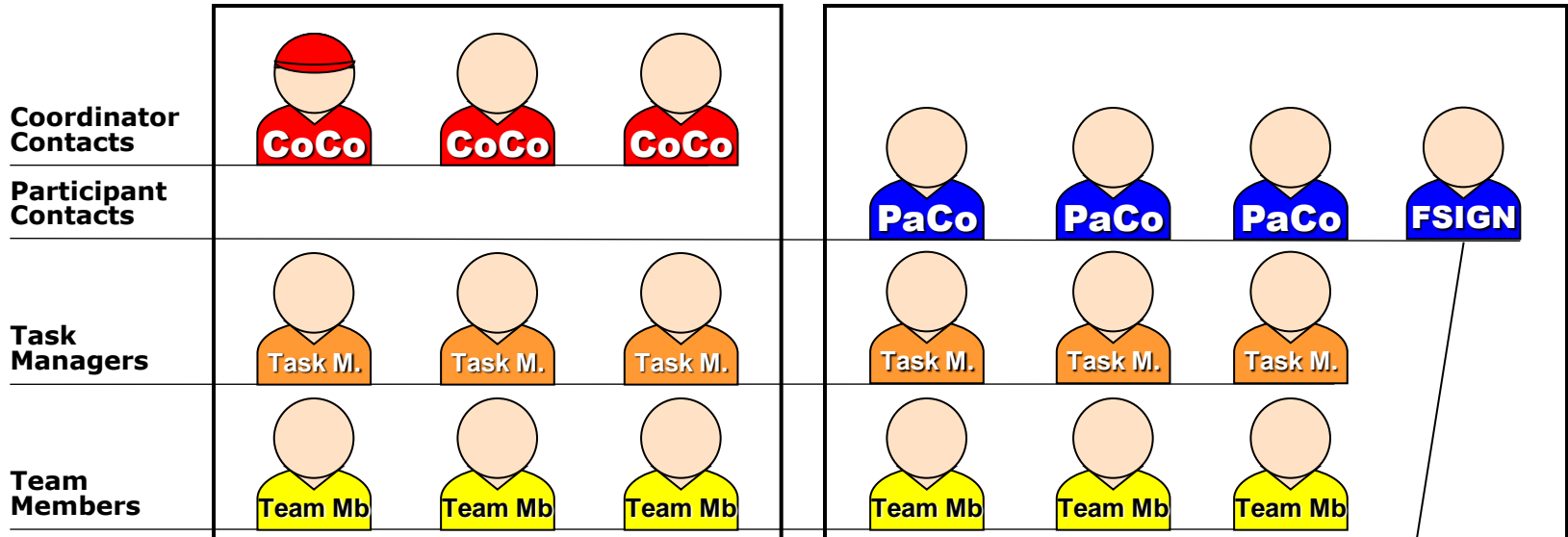
The new version of IAM

European
Commission

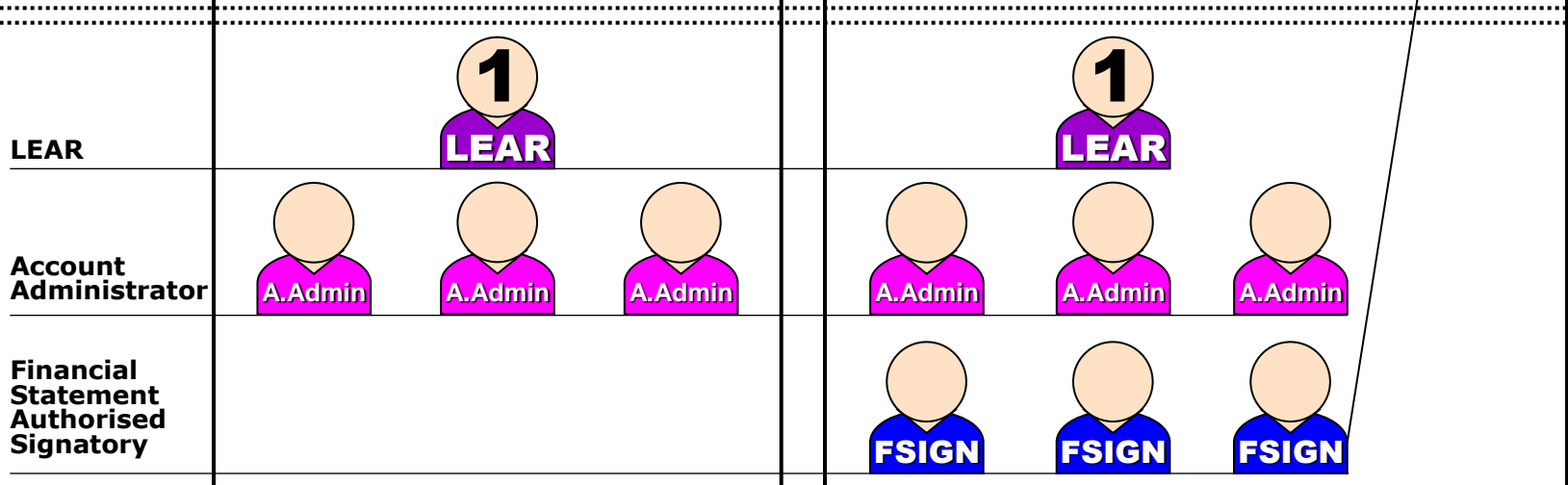
Coordinating Participant

Participant A

Project

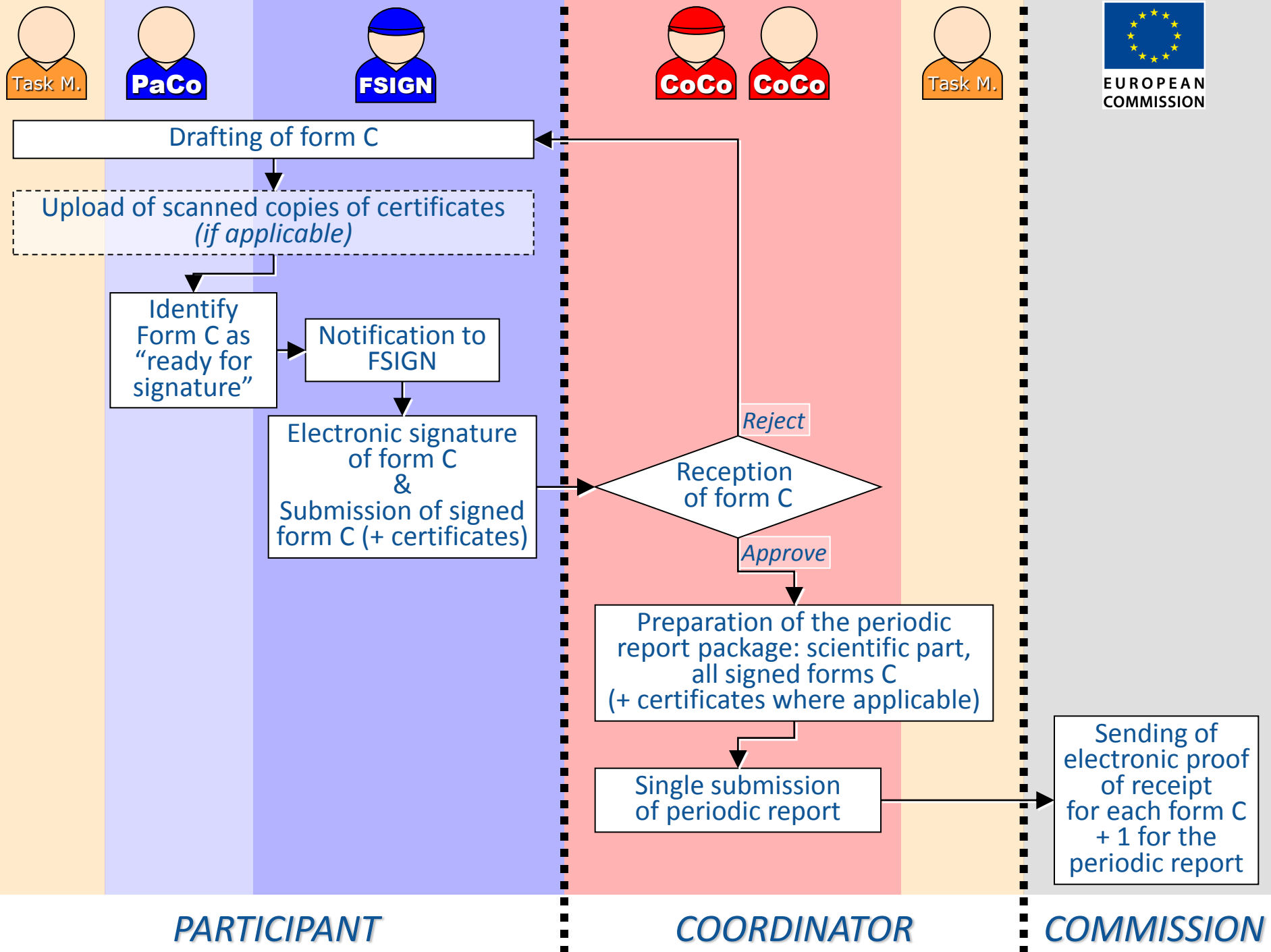


Organisation



Process of electronic-only submission

- **Participant contact assigns an FSIGN** to the project (from the list nominated by the LEAR)
- 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 and 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
- **No more paper signature of forms C**, no more paper sending of certificates on financial statements



PARTICIPANT

COORDINATOR

COMMISSION

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)
- Template for requesting this amendment will be made available

FP7 Quick info for National Contact Points November 2012

No more signed paper financial statements (forms C)

Paperless FP7 grant management comes closer; the paperless submission of financial statements (forms C) will start on 1 January 2013.

New process

- Organisations have to identify the persons authorised to sign forms C. For this, a **new role**, the **Financial Statement Authorised Signatory (FSIGN)** is introduced in the identity and access management (IAM) of the Participant Portal [[hyperlink](#)]. **FSIGNs** are nominated by the Legal Entity Appointed Representative (**LEAR**), online directly in the portal (see revised model grant agreement [[hyperlink](#)] and new LEAR mandate [[hyperlink](#)]). The **nomination of a LEAR** for each participating organisation becomes thus **mandatory**. LEARs can register an unlimited number of FSIGNs for their organisation, can add comments to each name and can revoke or replace them at any time. Account Administrators (nominated by LEARs and having delegated powers from the LEAR) can do the same. Nominations are made in the role management screen under "My organisations".
- The participant contact (PaCo) for a particular project chooses a FSIGN for the project from the list nominated by the LEAR. This is done in the role management screen of the project.
- When a periodic report is due, after the financial data are introduced in the financial reporting module, PaCos identify a form C as "ready for signature" (instead of submitting directly to the coordinator as currently). This triggers a notification to the



Single submission of periodic reports

Single submission of periodic report

- Grant agreement: periodic report is **one package**, comprising scientific, administrative and financial aspects; comprising contributions of all partners
- Current practice: bits and pieces come in separately (scientific part, forms C)
- Future practice: electronic-only submission of the full package in one go by the coordinator when deemed complete; "dossier" in the reporting module of the PP
- No subsequent delivery, e.g. of forms C for partners being late – anything missing at the time of single submission goes to next reporting period
- Advantages: clarity, more transparent handling of the clock for time-to-pay; incentive for "latecomers"



Thank you!

Time for discussion

Peter HÄRTWICH

peter.haertwich@ec.europa.eu

eFP7 Communication Office

RTD M3.1