Participant Portal Identity and Access Management (IAM) in a nutshell

In FP7, a growing number of interactions between beneficiaries and the Commission in the management of proposals and grants are made via the **Participant Portal** http://ec.europa.eu/research/participants/portal.

The Portal is going to become a **unique platform** for all project related exchanges. Currently, the services for **legal entity registration, grant negotiation, amendments and financial and scientific reporting** are already accessible from the portal. More functions (eg. management of expert-evaluators, proposal submission) will be made available in the future.

The implementation of the concept of a unique platform requires an appropriate **management of access rights**, to provide each individual user access to the projects in which he/she is involved with the appropriate roles.

The identity and access management in the participant portal is based on a number of basic principles:

- Access is based on an **ECAS** (European Commission Authentication System) account for each user (physical person). Therefore in order to access the different services mentioned above, users have to login first via their ECAS account.

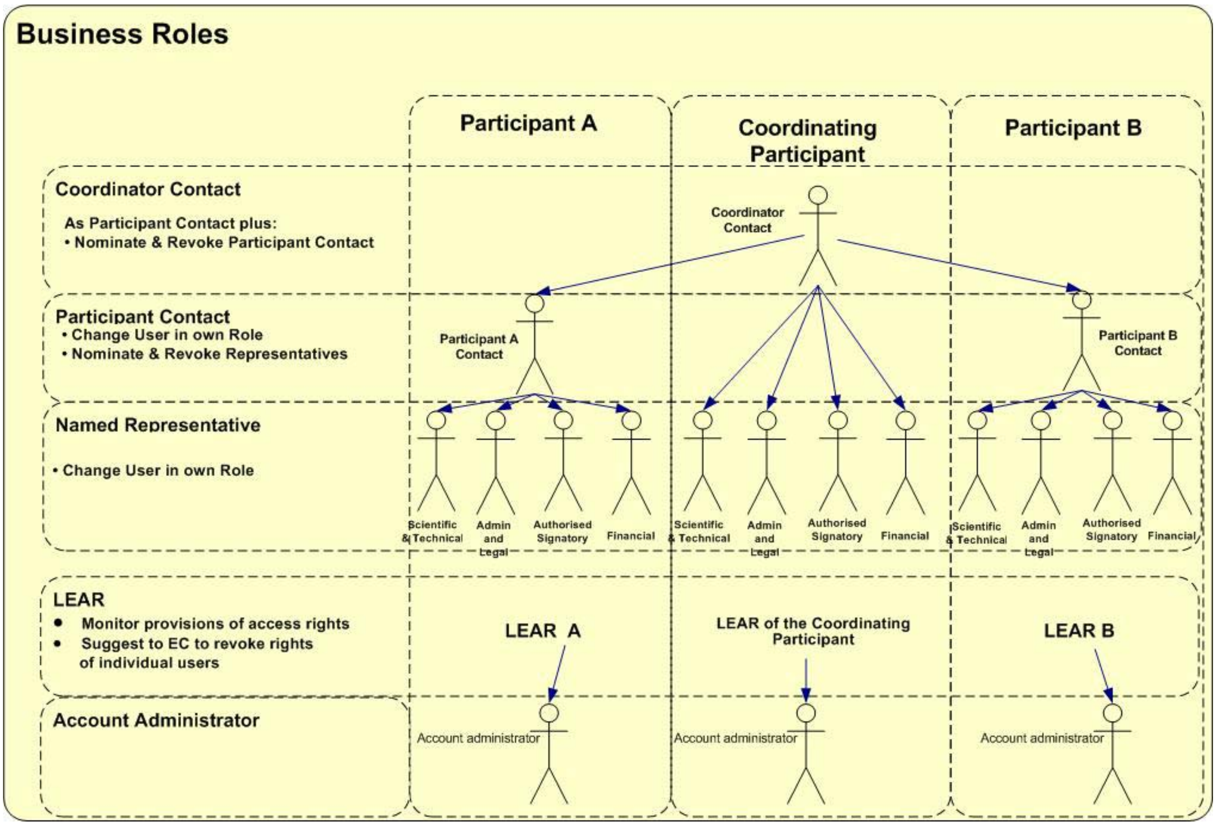
- The portal applies the **"single sign-on"** approach. The **unique identifier** for a physical person in ECAS is **his/her e-mail address**. This implies that the same person using several ECAS accounts with different e-mail addresses will be treated as several different persons. Access rights to projects and services are not transferred between different ECAS accounts belonging to the same person. It is therefore highly recommended to use only one single e-mail address and consequently one single ECAS account per person for all interactions related to FP7 projects. The e-mail address has to be indicated in the relevant field while creating the ECAS account, please do not use it as a login name.

- The unique ECAS account and the single sign-on imply that one person can be registered in the portal and linked to different organisations and projects in a variety of roles. When a person logs in to the portal, a personalised Web space will be presented to him/her with links to all information and functions related to this variety of roles. This means that e.g. a person being at the same time a coordinator contact in project A, a LEAR of an organisation and an administrative contact person in project B will be able - in his personalised Web space - to maintain the legal data of his organisation, to submit scientific reports for project A and to fill in a financial statement for his organisation in project B.

- The **granting of access** to projects and provisioning of roles within a project is largely given **into the hands of the consortia themselves**. This provides great flexibility to handle the access according to the specific needs of each consortium but puts also a specific responsibility on participants to handle the access management correctly. Currently, only LEARs (Legal Entity Appointed Representatives) and Coordinator contacts require approval by Commission staff, all other access rights and roles can be assigned and changed by the consortium directly in the portal.

Business roles on the Participant Portal

For providing access rights to the functions in individual projects for grant negotiation, amendments and financial and scientific project reporting, the following three-level "pyramid" approach applies:



First level:

At the top of the pyramid, there is the **Coordinator Contact**, who is the main contact person for the Commission at the coordinating beneficiary. Nomination of only one person per project is possible in this role. By default, this role is provisioned with the respective name and contact details given in the proposal (under A2. 'Contact point').

The Coordinator Contact has the right to grant and revoke the roles of the Participant Contacts. In addition, he/she has, for the coordinating beneficiary, the same rights as the Participant Contacts (see second level below).

During negotiation, the Coordinator Contact and the negotiating project officer have to make sure that the contact details are set properly in NEF and match one of the contact person's details given in GPF A 2.4. of the coordinating beneficiary.

<u>Specific responsibility of the Coordinator Contact</u>: Assure that the assignments of Participant Contacts are up to date and reflect the reality (including removal of obsolete access rights). Inform the Commission on time when the Coordinator Contact has to be changed.

Second level:

At the second level of the pyramid, there are the **Participant Contacts**, who are the main contact persons for the coordinator at the participating beneficiaries. Nomination of only one person per beneficiary and project is possible in this role. By default, these roles are provisioned with the respective names and contact details given in the proposal. These persons can be changed by the Coordinator Contact (without approval by the Commission). The Participant Contacts have the right to grant and revoke roles to scientific, administrative, financial, legal contacts (third level) within their organisation.
At the third level, several persons can be nominated in the same role, and the same person can be nominated in several roles.

<u>Specific responsibility of the Participant Contact</u>: Assure that the assignments of third level roles within the own organisation are up to date and reflect the reality (including removal of obsolete access rights). Inform the Coordinator Contact when the Participant Contact has to be changed.

Third level:

At the third level of the pyramid, there are the persons in each participating organisation, who are able to work on functions related to scientific, administrative, legal and financial negotiation, amendment handling and reporting. These persons can be changed by the Participant Contacts of their organisations. They cannot themselves nominate other persons.

The **LEAR** of an organisation does not have an active role in the provisioning of access rights within a specific grant, but he/she is able to monitor the list of the users representing his/her organisation and to suggest the Commission or the Participant Contact revoking rights of individual users in his/her organisation if he/she has a doubt whether such right is well-founded.
In case a **LEAR** of a beneficiary suggests **revoking rights of a contact person:**

- if this is the Coordinator Contact, the Commission officer of the project can revoke access for the person in the above screens after thorough assessment of the justification obtained;

- if this is the Participant Contact of a beneficiary other than the coordinator, the Commission officer has to inform the Coordinator Contact who can revoke access for the person in the portal after thorough assessment of the justification obtained;

- if this contact is another type of contact person, this is an internal matter between the LEAR and the persons concerned in the same organisation (no intervention by the Commission).

The LEAR can be assisted by an **'Account Administrator'**. This role can be assigned only by the LEAR.

Further actions that can be performed in relation to the roles:

General actions:
- All contacts can see the project and read its details under the 'My projects' tab.

Negotiation:
- All contacts have read-only rights to view all project-related information.
- All contacts can draft and validate their own forms.
- Only the coordinator contact can draft and validate common forms.
- Only the coordinator can submit data on behalf of the whole consortium to the Commission.

Amendments:
- Action can be initiated only by the coordinator contact.

The rest of the actions and rights are the same as during the negotiation.

Financial reports (Form C, CFS, financial summary):
- All contacts have read-only rights to view their own entity's forms.
- All contacts can draft and upload their own entity's forms.
- All contacts can read the financial summary.
- The coordinator can read all partners' forms.
- Participant contact and financial contact person can submit forms to the coordinator.
- Coordinator contact is entitled to submit all forms to the Commission.

Scientific reports:
- All contacts have read-only rights to view their own entity's forms.
- All contacts can draft and upload their own entity's forms and deliverables.
- All contacts can read common forms and documents including scientific deliverables.
- The coordinator can draft and upload common forms and documents.
- The participant contact and coordinator contact can read all partners' forms.
- Participant contact and scientific contact person can submit forms and deliverables to the coordinator.
- Coordinator contact is entitled to submit all forms, documents and deliverables to the Commission.

Important links:

Participant Portal/
http://ec.europa.eu/research/participants/portal

European Commission Authentication Service (ECAS):
https://webgate.ec.europa.eu/aida/selfreg

Introduction to ECAS:
https://webgate.ec.europa.eu/cas/ec/help.jsp

Participant Portal Frequently Asked Questions:
http://ec.europa.eu/research/participants/portal/appmanager/participants/portal?_nfpb=true&_pageLabel=faq

Technical helpdesk of Participant Portal:
DIGIT-USER-ACCESS@ec.europa.eu

Information on LEARs: http://cordis.europa.eu/fp7/pp-lear_en.html