Beneficiary Register

User Guide

24/11/2016

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BENEFICIARY REGISTER

The **Beneficiary Register** is an online web interface offering registration and data update services for participants via the **Research and Innovation Participant Portal** as well as the **Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal**.

Please note that the Beneficiary Register User guide is designed to assist the users of the Beneficiary Register application via the **Research and Innovation Participant Portal** as well as the **Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal**.

The Beneficiary Register enables Participant Portal users to:

- **register** their organisation in order to participate in EU-funded research & innovation and education, audio-visual, culture, citizenship & volunteering programmes

- **manage** their organisational data in the Update mode

Before starting your registration, we kindly advise you to read these frequently asked questions (FAQ) to help you better understand the registration process.

FAQ

- Why registering my organisation?

Before applying for research funding (by submitting a project proposal), all organisations (partners) involved in the project must first be registered with the Commission.

When an organisation **does not have legal personality**, his/her representatives must prove they have the capacity to undertake legal obligations on behalf of the organisation and that the organisation has financial and operational capacity equivalent to that of legal persons.

You can **check if your organisation is already registered** on the Participant Portal [Beneficiary Register](#) page.

- Where I can find the Registration Wizard?

Initial registration in the Beneficiary Register is the registration of an organisation from the Research Participant Portal. See also "How to register an organisation"

- What documents should I prepare before registering?

All registration documents will help you fill the data with the correct information.

Once validation will start, **you will be asked to provide supporting documents** to demonstrate the following:

1. legal name
2. legal form
3. legal address – address of head office or, for individuals, their habitual residence

You can provide documents in any official EU language but you may be asked to provide an English translation. A translation is required for documents submitted in languages other than the EU official languages. The supporting documents have to be recent at all times. A VAT or VAT exemption document cannot be older than 6 months.

During validation, you will be required to provide the following supporting documents – in printed or electronic format:
Signed identification document:

- **for individuals ('natural persons'):** copy of valid identity card or passport AND if the person is VAT registered, an official VAT document
- **for public bodies :** copy of the resolution, law, decree or decision establishing the public body; or, failing that, any other official demonstrating its status as a public body AND if the body is VAT registered, an official VAT document; if not, proof of VAT exemption may be requested
- **for businesses and other types of organisation SMEs (small and medium-sized businesses):**

    1. copy of any official document (e.g. official gazette, register of companies, etc.) showing the legal name, address and national registration number

2. copy of the VAT registration document (required only if the organisation is VAT registered and the VAT number does not appear on the above official document). If the organisation is not VAT registered, proof of VAT exemption must be provided.

3. SME status will be validated based on a self-declaration through a web-based questionnaire in the Beneficiary Register of the Participant Portal. This questionnaire allows you to determine your status in a user-friendly way.

4. If the SME status is an eligibility criterion and based on the result of the SME questionnaire, you may request the Validation Services to confirm this status. In this case and in case of ex post checks or audits, the following documents will need to be submitted:
    - balance sheet, profit and loss accounts, staff head count expressed in annual work units - AWU (for your organisation and for linked and partner companies)
    - a self-declaration, including a bona fide estimate (in the form of a business plan) made in the course of the financial year in case you are a newly established enterprise (e.g. start-up companies) that has not yet closed accounts
    - a declaration of the investment made and the likely expected return to demonstrate that, despite the lack of turnover, your enterprise is engaged in an economic activity (if you are an enterprise whose activity implies a long time-to market).

- Who can register as an organisation?

In the Beneficiary Register, you can register your own organisation or also an organisation you work for, with whom you are in a close business relationship or even a different organisation - by declaring a different contact person (registration "on behalf of another organisation").

In case of registering on behalf of another organisation, you are asked to provide details for the relevant Contact Person of the organisation being registered. The Contact Person must be formally associated with the

organisation as they will be contacted during the validation process and prior to the appointment of the LEAR for the organisation.

- What is the result of the Registration process?

The Registration Wizard allows you to obtain a **Participant Identification Code (**PIC) for your organisation in the quickest possible way. Participants are only required to register once – the Beneficiary Register then assigns a unique **(PIC)** that can be used for all future communication and interaction with the European Commission and its Agencies. The use of a single PIC for each organisation helps to avoid redundant requests for information and facilitates the update of participant-related information.

- Who can update/manage organisation's data ?

After completing the registration of an organisation (and getting a PIC), the **Self-registrant** role will be assigned to the user logged in to EU Login at the time of registration. The self-registrant is allowed to access the PIC in the Participant Portal and update organisation's data.

If a **Contact Person**, different from the person registering the PIC has been indicated during registration (registration "on behalf"), also this user will be allowed to update Organisation's data. After the Validation of the Organisation, a Legal Entity Appointed Representative (LEAR) will be appointed and approved for the respective organisation. From that moment, the Self-registrant and the Contact person will not have access anymore to the PIC. The LEAR will be able to appoint an account administrator who will have access to the data management of the PIC.
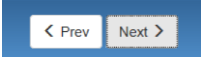
Navigating in the Registration Wizard

When logging in to the Beneficiary Register through the Participant Portal and starting the Registration process, a new tab through which you can access the registration wizard will open in your browser. A navigation bar resembling a 'metro line' will appear at the top of the page highlighting the registration step that you are currently working on. The Registration Wizard is using the restful web services for his URL

This means that users can access a specific page of the Beneficiary Register application simply by including the correct sub-folders of the URL in their browser.
https://ec.europa.eu/research/participants/urf/registration/summary

The registration process finishes on completion of six steps which follow a logical sequence: Welcome, Identification, Organisation, Contact, Summary and Success. During the identification step 2, of the registration process, the new wizard employs a heuristic method to automatically detect organisation duplicates.

- **Mandatory fields** [1] You are required to fill in all the mandatory fields (marked with a red asterisk *). It is recommended to provide as much information as possible in all other input prompts.
- **Info tips** [2] For each field, when clicking the icon 🛈 , an info tip will appear on your screen providing a detailed description of the data to be provided in the Beneficiary Register Wizard.
- **Error messages** [3] In case a wrong value is entered or a mandatory field is missing, an error message will appear in red colour.
- **Saving a draft** [4] After you complete the initial step in the organisation page of the registration process, you can save a draft of the registration data submitted up to that point and resume the registration at a later time by clicking on the **'Save'** button.
- **Navigation** The following buttons facilitate your navigation through the Registration Wizard: click 'Next'/'Prev' to go to the next / previous registration page. You can only proceed to the next step if you have completed all the mandatory fields in the currently open page.
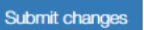
NAVIGATING IN THE MODIFY ORGANISATION (UPDATE PAGE)

When logging in to the Beneficiary Register through the Participant Portal and starting the organisation data's update process, a new tab will open in your browser enabling you to access the update page. The Update page is using the restful web services for his URL

This means that users can access a specific page of the Beneficiary Register application simply by including the correct sub-folders of the URL in their browser.
https://ec.europa.eu/research/participants/urf/registration/**summary**

The modify registration process consists of a series of data input fields and selection lists organised thematically on a page.

- **Navigation** [1] You can directly move to one of the several section of the page by scrolling down into the page. You can also use the menu in the left of the screen where a vertical line helps you select the appropriate section.
- **Info tips** [2] For each field, when clicking the icon 🛈 , an info tip will pop up providing a detailed description of the data to be provided in the Beneficiary Register Wizard.
- **Mandatory fields** [3] You are required to fill in all the mandatory fields (marked with an asterisk *). It is recommended to provide as much information as possible in all other input prompts.
- **Submit your changes** [4] When modifying the organisation data using either the input fields or the selection lists, a warning message will appear in orange asking you to submit your changes by clicking on the button Submit changes ;
- **Validation status** .

Contact & Support

Refer the **Horizon 2020 Helpdesk** for questions regarding organisation registration and data updates via the **Research and Innovation Participant Portal and via the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal** as well as any aspect of European research and the EU Research Framework Programmes.

Refer to the **Research IT Helpdesk** for any IT-related problems that you might experience with the Research or Education Participant Portals.

How to register an organisation?

Accessing the Beneficiary Register

Go to the Participant Portal (in this example is Research and Innovation Participant Portal):

http://ec.europa.eu/research/participants/portal/desktop/en/home.html

Select "How to participate" (top menu)

Select "Beneficiary Register (left menu)

To make sure that your organisation has not already been registered in the Beneficiary Register, search for existing organisations by clicking [SEARCH].

If you did not find your organisation in the system, you can start the registration of a new organisation.

If you did not login in the Participant Portal, you will be asked to do it when selecting "registering organisation".

After you logged in, you will finally land in the Welcome page of the Beneficiary Register Registration Wizard.

Welcome page

In the first page of the Registration Wizard you can read some useful information on the registration process.

If you did not complete your registration in a previous session, you will also see a message "continue your existing registration?" and the application will allow to continue it by clicking on Next > .

Click on Start a new Registration if you want to delete the draft.

Via the **Research and Innovation Participant Portal**

Via the **Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal**

Identification (Duplicate check)

The Registration Wizard needs to detect if the organisation you are registering is a potential duplicate in the system. For this purpose, you are asked to fill in five data fields that enable the system to match existing database entries against your search criteria.

Legal Name

Enter the legal name of the organisation that must correspond to the official legal name in the statute of the organisation.

Establishment/Registration Country
Select the 'Establishment/Registration Country' of the organisation from the drop-down list. Usually this is the location of the headquarters of the organisation.

VAT number
Provide the 'VAT number' of the organisation (if available). The VAT number is a unique number given to every organisation that pays Value Added Tax (VAT). In the European Union, the VAT is a general, broadly based consumption tax, assessed on the value added to goods or services. Check "not applicable" if you don't have a VAT number.

Registration Number
Enter your 'Business registration number' of the organisation (if available). This is a unique code identifying your organisation, ordinarily provided by the Chamber of Commerce.

Website
Specify the Website for official communication with the organisation.

Find similar existing organisations

By clicking on next, the system will launch the search and return, as results, some similar organisations. If no organisations are found, the registration will continue with the "organisation data".

If the system detects existing entries matching the search terms that you have entered, it will display them in a list as shown in the picture below.

Ignore proposed duplicates and continue registration

If the details of the selected organisation do not correspond with the data of the organisation that you would like to register, just tick the box at the bottom of the similar organisation's list . This will allow you to proceed to the following step.

Important: The system will not allow you to click on "next" if the checkbox is not ticked.

My organisation can be already registered

If you think that one of the listed organisations might be yours, you can get more information by clicking on it.

You will be able to view the address, VAT number, national registration number, PIC as well as status of the PIC (declared to validated).

Use the existing PIC (Use this PIC)

If the selected organisation is the one you would like to register (e.g. characteristics such as name, VAT number, country of establishment, match those of your organisation), you can use the PIC that has been generated without needing to register again.

Click on Use this PIC for more options.

In order to be able to change some data before using the PIC, you might want to contact the LEAR (or the Contact Person of the organisation) by email.

Click the [Contact Organisation ✈] to compose a message.

Click [Send message] button to send it.

Organisation Data

If the system did not find your organisation during the identification step and you want to continue registration you now have to start entering Organisation's data.

Legal name and status

Enter the name of your organisation.

ℹ The Legal Name of the organisation as stated in the legal statute or the registration act/decree establishing the organisation. The Legal Name size can be up to 240 characters long. The Legal Name should be in Latin characters (phonetic translation if the original characters are non-Latin characters).

In the next four prompts, you will have to describe **the legal status of your organisation** by using the existing options. When clicking on the icon ℹ, the info tips will pop-up giving you a description of each of the various types of organisations you can find in the following table. Please note that if you need more information about the rules for participation and dissemination in "Horizon 2020, you can consult the "REGULATION (EU) No 1290/2013 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 11 December 2013 ".

To access the regulation, follow the link below:

http://ec.europa.eu/research/participants/data/ref/h2020/legal_basis/rules_participation/h2020-rules-participation_en.pdf+

Natural Person /Legal Person

ⓘ **A 'Legal Person'** has a legal personality, can act on its own name, exercise rights and be subject to obligations.

A 'Legal Person' is established on the basis of an act of incorporation and usually also a registration is required. A 'Legal Person' exercises rights and is subject to obligations with regard to the national law of its place of establishment, community law or international law. A 'Legal Person' can group other legal entities (natural or legal), or contain only possessions (e.g. foundation).

ⓘ **A 'Natural Person'** is a citizen (to be distinguished from a 'Legal Person', which refers to corporations, etc.). Natural Persons always have legal personality and are therefore legal entities without other proof being required than their identification papers.

For Profit / Non-Profit Organisation

ⓘ A legal entity is qualified as a **'Non-Profit Organisation'** when it is considered as such by national or international law (international organisations as well as any specialised agency set up by international organisations). When the 'non-profit' status does not arise directly from the legal form of the organisation, there should be the statutory/legal obligation to reinvest all the profits made in the activity of the same organisation, without any possibility to distribute them to the shareholders or members. Decisions on not distributing profits made by the managing board, associates, members or stakeholders are not sufficient proof of the non-profit nature. The obligation has to be specifically inserted in the articles of association, statutes or act of establishment.

Private entity / Public Body

ⓘ A **'Public Body'** stands for any legal entity established as such by national public law, and international organisations.

Established as 'public body' signifies that the entity must be: 1) Incorporated as a public body in the act of creation or recognised as a public body by national law AND 2) Governed by public law. Both conditions must be satisfied.

NGO

ⓘ A '**non-governmental organization (NGO)'** is any non-profit, voluntary citizens' group which is organized on a local, national or international level. This field is not displayed if the organisation is "public"

Registration data

Select the **'Establishment/Registration Country'** of the organisation from the drop-down list. ⓘ Usually this is the country of registration or establishment of the organisation.

Enter the **'Business registration number'** of the organisation (if available).

ⓘ This is a unique code identifying your organisation, usually provided by the Chamber of Commerce of the country of registration/establishment of the organisation.

The Registration Number, the Registration Authority and the Registration Date are often provided in the same document. Contact your financial department for more information.

Enter the **'Registration Date'** when the organisation was established/registered.

ⓘ The Registration Date is the official authority that registered the organisation (e.g. the administrative body of the city/region, the Chamber of Commerce, etc).

Enter the **'Registration Authority'** under which the organisation was established/registered. ⓘ The Registration Authority is the official authority that registered the organisation (e.g. the administrative body of the city/region, the Chamber of Commerce, etc).

Specify the **'Legal form'** of your organisation – expand the drop-down list and select the option that best corresponds to the legal registration form of your organisation.

ⓘ The legal form is usually noted in the registration act/statute of the organisation. Be sure to select the country first to be able to see the appropriate legal forms.

Provide the **'VAT number'** of the organisation (if available) – click 'Yes' and enter the VAT number in the field that is will appear next to the button.

ⓘ The VAT number is a unique number given to every organisation that pays Value Added Tax (VAT). In the European Union, the VAT is a general, broadly based consumption tax, assessed on the value added to goods or services.

 Enter the **'Business Name'** of the organisation (optional). ⓘ The Business Name can be the official acronym or the native language appellation of the organisation. It can be up to 400 characters long.

> Select the **'Official Language'** for the organisation. ⓘ This is the language officially used for communication within the organisation.

Legal address

In the **Legal address** section, the Beneficiary Register will prompt you for the legal address of your organisation and for other data related to this – such as, internet address, phone numbers, etc.

You are required to fill in all the mandatory entry fields (marked with an asterisk *) and it is recommended to provide as much information as possible in all other input prompts.

In the first prompt,

Specifies the 'Region/County' where the organisation was established.

Then, in the other prompts you should:

Enter the **'Street name'** as part of the Legal Address, as stated in the official legal statute of the organisation (in most cases this is the address of the headquarters, not the address of subsidiaries, departments, and so on).

Enter the **'P.O. Box'** number if the organisation has a postal box.

Enter the **'Postal code'** - the Postal/ZIP Code of the organisation's Legal Address.

Select the **'City'** of the organisation's Legal Address from the list. This is the official name of the City where the organisation was established.

Specify the **'Main phone'** number for official communication with the organisation. Use the following format, without any spaces: +CCCNNNNNNNNNNNNNNxBBBBB : international code C̶ (1-3 digits, no zeroes) followed by your phone number N̶ (max 14 digits), followed by extension B̶ ("x" char + max 5 digits; optional). > Enter the **'Fax'** number for official communication with the organisation. Use the following format, without any spaces: +CCCNNNNNNNNNNNNNNxBBBBB : international code C̶ (1-3 digits, no zeros) followed by your phone number N̶ (max 14 digits), followed by extension B̶ ("x" char + max 5 digits; optional).

Specify the **'Secondary phone'** number for official communication with the organisation. Use the following format, without any spaces: +CCCNNNNNNNNNNNNNNxBBBBB : international code C̶ (1-3 digits, no zeroes) followed by your phone number N̶ (max 14 digits), followed by extension B̶ ("x" char + max 5 digits; optional). Specify the 'website' for official communication with the organisation. The format must be www.homepage.domain - for example, www.mycompany.com.

Contact Data

In the fourth step of the Beneficiary Register Wizard, the Organisation page will prompt you to provide three categories of data for your contact data:

1 - **Contact person**, **2** - **Address**, **3 – Phones**

In the **CONTACT** person section of the Registration Wizard, the Beneficiary Register will prompt you to enter the contact information of the person who will be the official point of contact for this organisation until someone – the same person or someone else - gets validated as the LEAR for the organisation.

If you are registering on behalf of another organisation, the Participant Identification Code (PIC) that is created at the end of the registered organisation will be also associated with this other person, so please provide

contact data that is relevant to that legal entity, including a Contact Person who will be requested to provide supporting documents during the process of validation of the data.

Note: See the FAQ section on the Participant Portal and the H2020 Online Manual for more information about the LEAR role. You are required to fill in all the mandatory entry fields (marked with an asterisk *) and it is recommended to provide as much information as possible in all other input prompts.

In the **Address section**,

- Click 'Yes' if you want to use the previously entered address information for the Legal Person. This option will automatically copy the address data provided in the previous step.If you leave the option to 'No' (default), please provide new address information as follows.
- Enter the 'Street name' and the 'Street number' (or the name of the building on the street) of the Contact Person's address.
- Enter the 'P.O. Box' number if the Contact Person has a postal box.
- Enter the 'Postal code' - the Postal/ZIP Code of the Contact Person.
- Enter the 'CEDEX' code (only applicable for France).
- Select the 'City' of the Contact Person's address from the list.
- Specify the 'Region/County' of the Contact Person's address.
- Select the 'Country' of the Contact Person's address

In the **Phones section**,

- Select 'Yes' if the phone numbers of the Contact Person are the same as previously entered for the Legal Person. This option will automatically copy the phone data provided in the previous step. If you leave the option to 'No' (default), please provide new phone number information as follows.
- Specify the 'Main phone' number of the Contact Person. Use the following format, without any spaces: +CCCNNNNNNNNNNNNNNxBBBBB : international code C (1-3 digits, no zeroes) followed by your phone number N (max 14 digits), followed by extension B ("x" char + max 5 digits; optional).
- Enter the 'Fax' number of the Contact Person. Use the following format, without any spaces: +CCCNNNNNNNNNNNNNNxBBBBB : international code C (1-3 digits, no zeroes) followed by your phone number N (max 14 digits), followed by extension B ("x" char + max 5 digits; optional).
- Specify the 'Secondary phone' number of the Contact Person. Use the following format, without any spaces: +CCCNNNNNNNNNNNNNNxBBBBB : international code C (1-3 digits, no zeroes) followed by your phone number N (max 14 digits), followed by extension B ("x" char + max 5 digits; optional).

Click [Next >] to proceed to the next step.

Summary

In this step you can see an overview of the data you provided in Organisation and Contact page

You can review and if necessary edit organisation data by clicking the [Edit] button as shown in the picture above. This action will take you back to the Organisation (or Contact) page where you can edit your previously entered data.

Once you are sure that the data you provided are both correct and complete, you can submit by clicking the green [Submit] bottom on the right bottom. This action will finalise your registration.

Success page (+ what's next)

Registration Completed

After filling in your data and clicking the Submit button, the system will display a message confirming your successful registration as a Legal Entity.

Your PIC has been generated and can now be used to submit a proposal via the electronic proposal submission service.

If you want to continue updating your data (e.g. providing SME Status information or Research specific data), in this page you will find also indications on how to proceed.

If you want to provide additional information, click the Continue to update button.

This option will open the Modify Organisation/Update page.

Closing the browser's tab is now safe. The information provided are submitted to the system and the PIC is created.

Modify Organisation – the UPDATE page of the Beneficiary Register

In the latest version of the Beneficiary Register, the Update page (Modify Organisation) is particularly important. Through this page you can provide specific data about your organisation after registration.

Here you can contact EC Validation Services or enter additional information and documents (LEAR details, SME Status, Research Legal Status, Financial and other data) that may be requested for specific programmes (H2020, FP7).

Important: Some information, data groups or other elements of the Update page that are specific to Research programmes may not be visible when opening the Update page from the Education Participant Portal. All available data can be viewed and edited at all times (e.g. an user accessing the Education portal who has previously entered Research Legal status, will always have access to this specific data).

How to access the Update page from the Research Participant Portal

It is through this page that you can access your organisation's data; either right after completing the registration or later. Simply log on to the Beneficiary Register via the Participant Portal (Research or Education) and select "My Organisations".

Click the MO Icon in the "My Registered Organisations" table to open a new tab in your browser and access the update page.

How to access the Update page from the Education Participant Portal

Contact & Support

You can use the Messaging function (section Messages) on this page to contact the EC Validation Services.

Refer to the *__Horizon 2020 Helpdesk__* for questions regarding organisation registration and data updates, as well as any aspect of European research and the EU Research Framework Programmes.

Refer to the *__EC-RESEARCH-IT-HELPDESK@ec.europa.eu__* for any IT-related problems that you might experience with the Research or Education Participant Portals.

Content of the Update page

The **Update page** consists of a series of data input fields and selection lists organised thematically by groups on a single page.
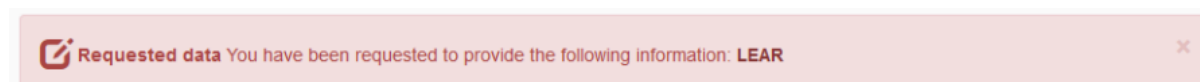
You can also manage your Messages and Documents through the relevant sections.

The data groups are Organisation (Organisation data, Legal Address, Contact information), LEAR, H2020 and Fp7 (Legal Status, Indirect Cost Method, Certification), SME, Financial viability.
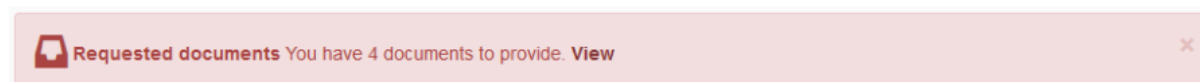
When updating their data in Beneficiary Register, the activities section are presented on the top of the scrolling page as dismissible alerts. Each activity can be closed by clicking on the "x" icon. These alerts will appear in following cases:

when data is required from the LEAR and/or Financial roles:

when documents are requested from the participants:

Requested data You have been requested to provide the following information: **LEAR**

when documents are requested from the participants:

Requested documents You have 4 documents to provide. **View**

In case there are unread messages

New messages You have 9 unread messages. **View**
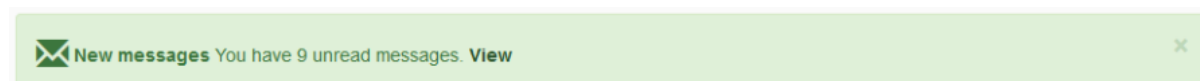
Structure of the Update page

The Update screen is divided into 3 main parts:

1. A **header,** on top with:
    o   the user logged into the application;
    o   the name of the organisation;
    o   the PIC number;
    o   links to user manuals.
2. A **navigation menu** on the left, always present on the screen;
3. The **body of the page** containing the data section, on the right, consisting of a series of data groups.

The header of the Update page

The Header of the update page displays the following elements:

The name of the Participant Portal (in the image below, it is Research & Innovation Participant Portal) and in the blue ribbon displays the path to follow to get to the Beneficiary Register.

In a grey area just below you can check the name of the user, the PIC as well as the name of the Organisation which can also be edited .

The two icons describe Help topics. Clicking each of them, will open in new browser tabs the H2020 online manual and the How To wiki pages respectively. You will find other links to these resources in the context.

Layout of data groups

Data groups are the main part of the Update Page of the Beneficiary Register.

They contain the data you entered during registration and other data sections to provide additional information. Some Groups (Organisation, H2020 and Fp7) are structured into sub sections.

The icon next to the data group header gives you information on the submission status of your data (To submit, requested, formatting error).

Data Fields

Tooltip

For each field where you see the ℹ️ icon, a tooltip will provide a description of the data to be entered. You can open a tool tip by clicking the ℹ️ icon. It will close once you remove the mouse cursor from the tool tip window.
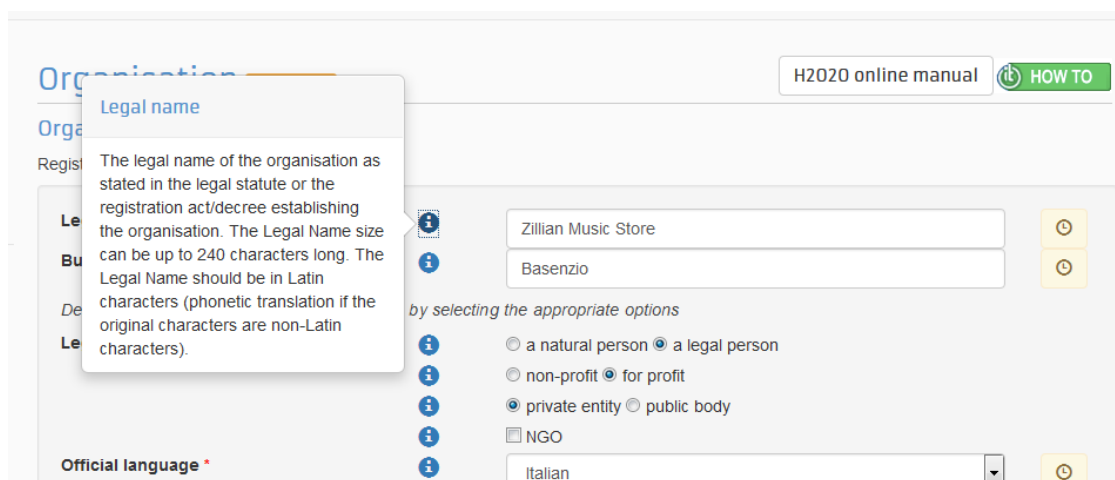
Mandatory fields

All fields marked with an asterisk * must be filled in.

It is recommended to provide as much information as possible in all other input prompts.
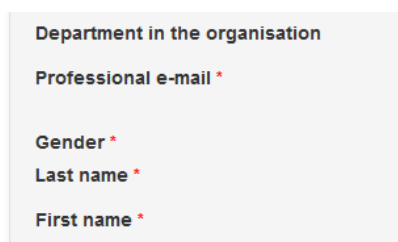

Validation Status

In certain cases, the Commission will need to validate the information you provided (e.g. H2020 and FP7).

If you enter a value for a field requiring validation, a clock icon will appear until validation is performed.

It may happen that, after validation, you submit a new value for the data field. The Clock icon is now active again. Clicking it will to open a window displaying both "Current *declared* value" and "Last *validated* value".
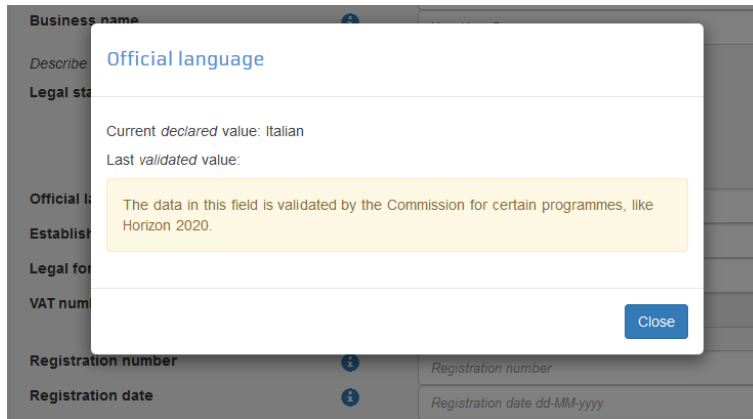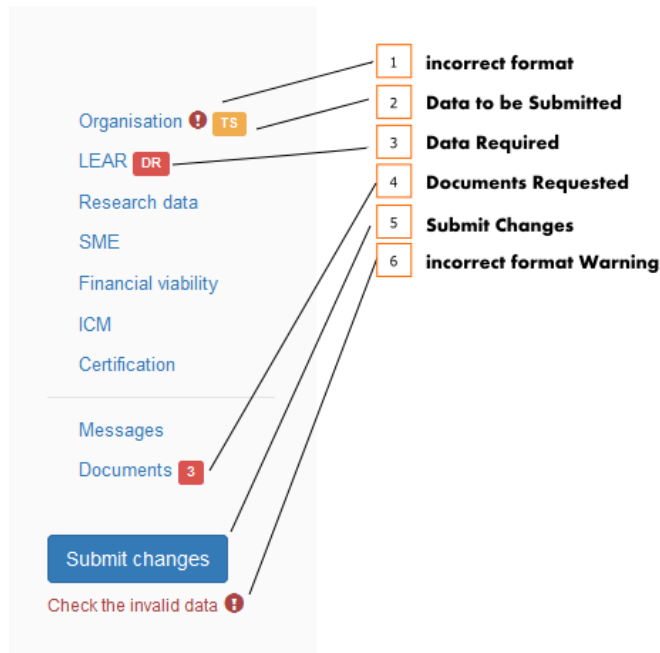

Navigation Menu

The navigation menu allows an easy navigation through data groups and section of the Update page. You can select the relevant data section to view or edit your organisation's data.

The navigation menu also provides information on the status of data submission in the Update Page.

Read more about icons and symbols within the navigation menu in the following paragraph.

Icons and Symbols

1. **Incorrect format**: the incorrect format icon appears when you submit data that does not correspond to the formatting rules (e.g. too many characters). The icon will be displayed next to the data category in the navigation menu. Additionally, a warning is displayed below the submit changes button;
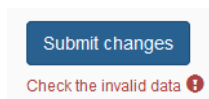
    Important: When this icon is displayed, you **cannot submit** changes until the data is entered in the correct format;

2. **Data not Submitted**: every time you modify data, a yellow icon TS is displayed. The user is reminded to submit changes before closing the application. The navigation menu displays an icon in the relevant data group. In the main page, data groups containing unsubmitted data will be marked with the label To Submit .
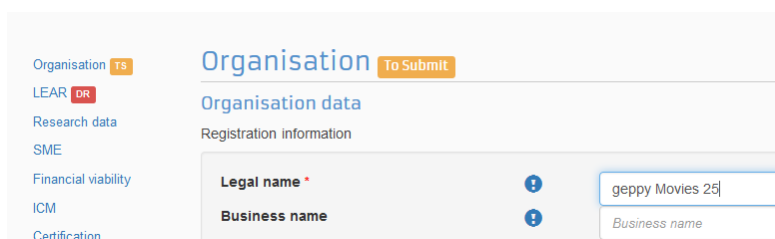
    Important: You are advised not to close the browser tab while the page shows a "To be Submitted" icon as the system will not retain your modified data. The system will display an alert should you accidentally close the browser tab.

3. **Data Required:** the Data Required and DR icons appear if specific data is requested by the Validation Services. In such cases, you can still submit changes but the icons will be displayed as long as the requested data is still missing.

4. **Document Requested**. The number inside the red box 3 details how many documents are requested by the EC Validation Services.
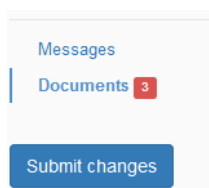
    All requested documents, as listed in the document section below, can be uploaded one by one.
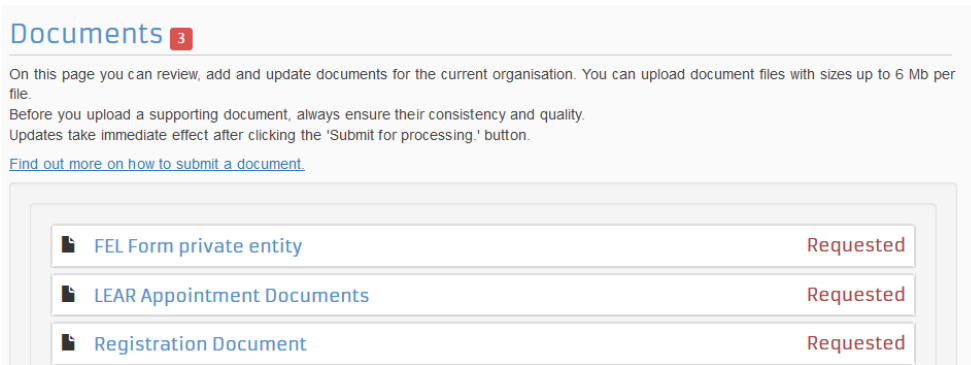
5. **Submit changes:** click the [Submit changes] button to finalise your data update. You can find this button when you access the page in "update" mode and at least one input field has been changed ([To Submit] icon appears). Once changes are submitted, the page will be in View (read only) mode. To continue editing, you can click [New update request] .

6. **Info tips:** for each field, click the icon 🛈 for a description of the data field. To close it, click outside the window.

Data Groups

1. Organisation

In this section, you can update your registration data: Organisation's data, Legal Address and Contact Person's Information.

Please refer to the Registration Wizard Wiki page for further information on the data fields for "Organisation"

2. LEAR

The LEAR data group allows you to add or update personal information of the Legal Entity Representative of your organisation (It is always possible to reuse Address[2] and Phone details entered for the contact person, by selecting 'Yes' in the relevant data sections). If there is no request for LEAR data, your LEAR tab will appear as below:

LEAR

In parallel to its validation in the Beneficiary Register, when requested your organisation must appoint a Legal Entity Appointed Representative (LEAR). Until you have been requested to appoint a LEAR , it will not be possible for you to enter this data. Once requested, by clicking the button 'Appoint/Replace LEAR' you can provide the LEAR data and create the three original documents to be printed, signed and sent to the Commission. This will speed up LEAR data entry and reduce the chance of error. Alternatively, if you encounter any problems, you can download the form templates from the Participant Portal and complete them offline.

No LEAR data was requested

You are only asked (and able) to enter LEAR information if the **DR** and **Data Required** labels appear.

Requested data You have been requested to provide the following information: **LEAR**

You can replace the current LEAR or appoint a new LEAR by clicking Appoint/Replace LEAR .

Important: Once your data has been validated by the Validation Services and a (new) Legal Entity Appointed Representative (LEAR) appointed, the Self-registrant role(s) will be revoked and only the LEAR (or an Account Administrator appointed by the LEAR) will be able to modify the data of the organisation and provide supporting document(s) in the future.

Please consult more detailed information about the LEAR appointment process in the How to Wiki pages.

Click Appoint/Replace LEAR , to access the LEAR data entry screen..

The **LEAR EU LOGIN account** section must be filled in first with the key data for the person who will be appointed as LEAR.

This information will also be used to create an EU LOGIN account for the new LEAR (if he/she does not already have one).

If the future LEAR has no EU LOGIN account yet, be sure to enter the official email address as it will be used to create his or her new EU LOGIN account.

Once the EU LOGIN account information has been filled in, click Proceed to continue..

The data you enter here must correspond to a valid EU LOGIN account. If not, you will not be able to complete the remainder of the LEAR data entry screen (see below on how to invite the future LEAR to register in EU LOGIN).

In the **LEAR data** section, click 'Yes' if you want to reuse details entered for the contact person in the first step.

In the **Legal Representative data** section, enter the First/Last name and position of the person who can represent your organisation. He or she will have to sign the original documents required for appointing a LEAR. This can be the CEO of the company, the rector of the university, the Director-General of the institute, etc.

Click Save to go to the next step.

If the email address of the future LEAR does not correspond to his or her EU LOGIN account data, you will have the option of "inviting" him or her to register.
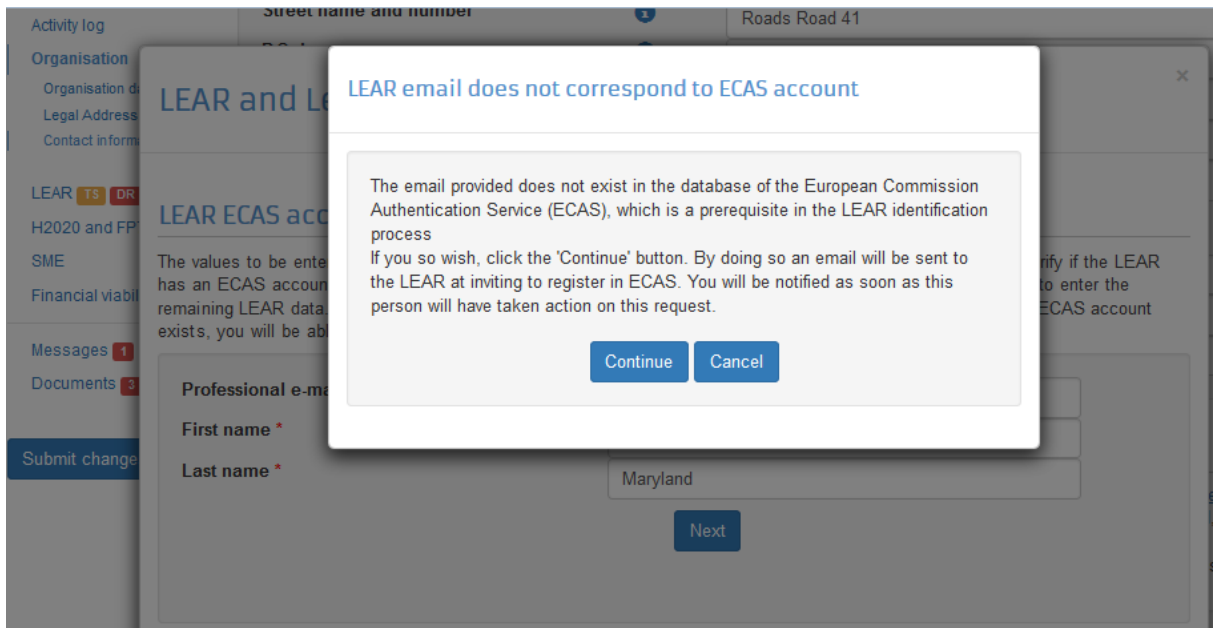
By clicking Continue, an "invitation" email is sent to the account holder of the email address.

You will have to wait for the LEAR to accept the invitation before you can continue providing LEAR data.
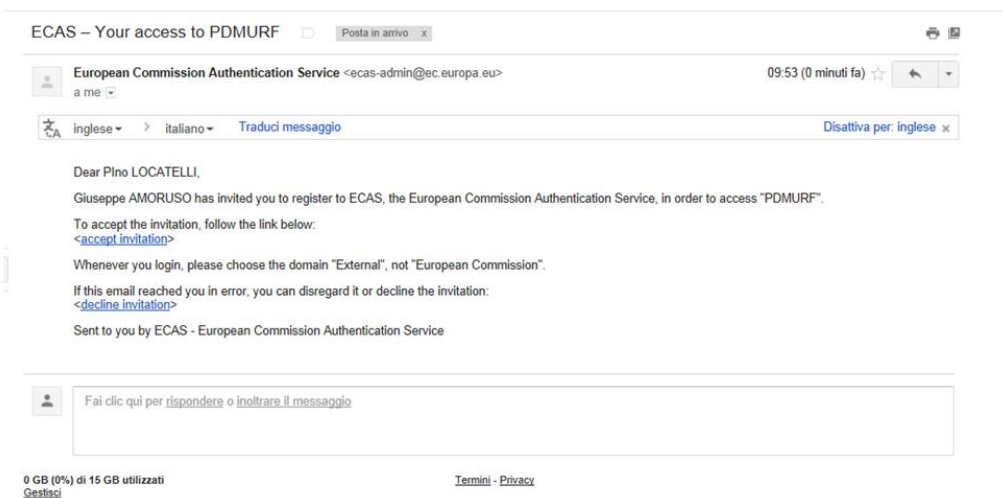
Only when the future LEAR accepts this invitation, will you be able to resume LEAR appointment.

The LEAR section will display a disabled "continue" button that will be reactivated once the EU LOGIN invitation is received and confirmed. Also a notification in the Activity section of the page will remind the user that it is temporarily not possible to continue the LEAR appointment process.

Once the invitation is accepted, a notification will be sent to the participant with instructions on how to continue with the LEAR appointment.

If the email address of the LEAR corresponds to an existing EU LOGIN account but it is linked to a different first and/or last name, the following error message will appear:
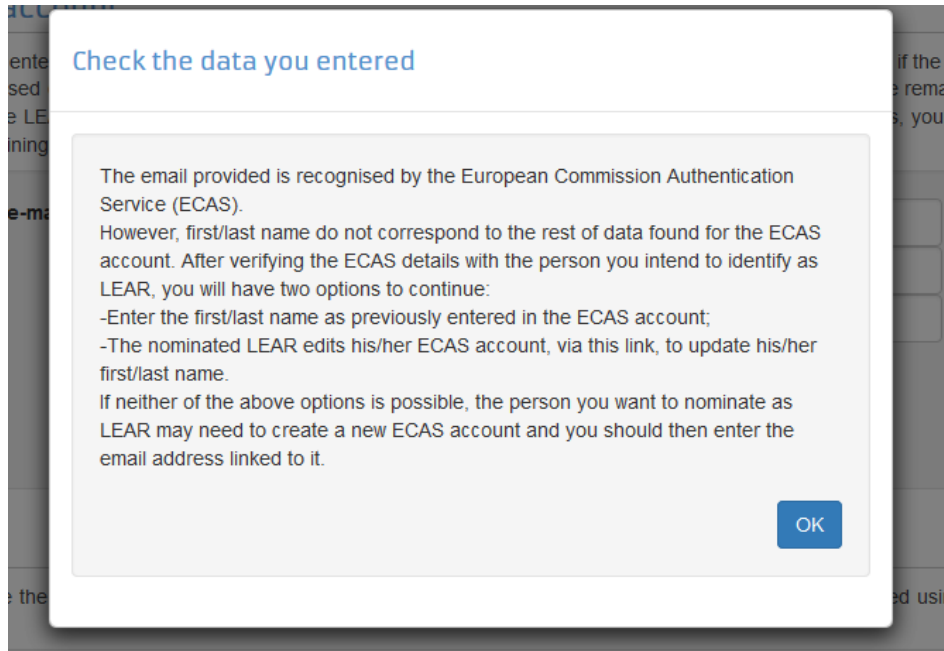
If the account credentials do not match the information recorded in EU LOGIN. the participant will have two options:

a) Asking the future LEAR to modify first name and/or last name directly in EU LOGIN, or

b) entering a different email. **Address**

After saving the data, the following information can be found in the LEAR data section:

SME

Financial viability

Messages 3

Documents 3

Submit changes

LEAR To Submit Data Required

In parallel to its validation in the Beneficiary Register, when requested your organisation must appoint a Legal Entity Appointed Representative (LEAR). Until you have been requested to appoint a LEAR , it will not be possible for you to enter this data. Once requested, by clicking the button 'Appoint/Replace LEAR' you can provide the LEAR data and create the three original documents to be printed, signed and sent to the Commission. This will speed up LEAR data entry and reduce the chance of error. Alternatively, if you encounter any problems, you can download the form templates from the Participant Portal and complete them offline.

First name	Last name	Email	Action	Documents	Status
Giuseppe	amoruso	Giuseppe.AMORUSO1@ext.ec.europa.eu	Edit	ℹ	Data Provided To Submit

Appoint/Replace LEAR

You submit your data by clicking the "submit changes" button as shown in the figure below:

Activities

Organisation

LEAR TS DR

H2020 and FP7

SME

Financial viability

Messages 1

Documents 4

Submit changes

After clicking the submit changes button, you will be asked to confirm this action in a pop-up message as shown in the figure below:

Region/county ℹ Midland

Main ph

Fax

Second

Website

You're about to submit your changes

You modified the following data groups:

• LEAR

Submit changes Cancel

Contact i

Until the LEAR of the organisation has been validated, the Commission will use this information to contact you and send au

Each set of documents is marked with an identification code that corresponds to your most recently submitted information.

It is now possible to view and print the LEAR appointment document, (prefilled with all relevant data, and to be signed by the Legal Representative and the LEAR).

Lastly, send the following documents (in original and signed by the LEAR):

1. **the H2020 LEAR appointment letter (signed and stamped)**

2. **the LEAR role and duties document (signed and stamped)**

3. **declaration of consent to the terms and conditions of use of the Participant Portal electronic exchange system (signed and stamped)**

4. **copies of an official proof of identity (ID-card, Passport) carrying a photo and signature for both**

   o **the legal representative and**

   o **the appointed representative (LEAR)**

5. **a document(s) proving that the legal representative appointing the LEAR is empowered as such, if both conditions below are met:**

   o **it clearly indicates a role/function within the organization as legal representative of the organisation,**

   o **it identifies and appoints a specific person (by indicating his/her personal data) as the person covering that specific role/function.**

to:

European Commission
Research Executive Agency
Participant Validation and Support Unit (REA.C3)
COV2 13/132
B-1049 Brussels
Belgium

TIP: Should you encounter any problems with the LEAR appointment, please contact the Validation Services via the messaging service in **My Organisations** menu, clicking on the action button Modify Organisations.

3. H2020 and FP7

Legal Status

This section enables you to add or update the information about the Research legal status of your organisation.

For Horizon 2020 participation, an entity that does not have a legal personality under the applicable national law, will only be accepted as a legal entity on condition that its representatives have the capacity to undertake legal obligations on behalf of the entity and that they offer guarantees for the protection of the Union's financial interests equivalent to those offered by legal persons.

Note : A participant organisation can only be registered for the 7th Framework Programme if it is a 'Legal Entity' - any Natural Person, or any Legal Person created under the national law of its place of establishment or under Community or international law, which has a legal personality and which may, acting on its name, exercise rights and be subject to obligations.


See below for a detailed description of each legal type.

Non-Profit Organisation
A legal entity is qualified as a 'Non-Profit Organisation' when it is considered as such by national or international law (international organisations as well as any specialised agency set up by international organisations).
As a general consequence, any possible profits have to be reinvested within the organisation itself and may not be distributed. The quality of being a Non-Profit Organisation has to be proven by your statute.

Public Body
A 'Public Body' stands for any legal entity established as such by national public law, and international organisations.
Established' signifies that the legal entity must be either incorporated as a Public Body in the formal act and/or governed by public law (usually both are required).

To define a legal entity as a Public Body, more criteria are required than just the direct supervision of a legal entity by the State, the public financing or the public service mission.

International organisation
An 'International Organisation' stands for an inter-governmental organisation other than the European Community, which has legal personality under international public law. Any specialised agency set up by such international organisations is also considered an 'International Organisation'.

International organisation of European interest
An 'International Organisation of European Interest' stands for an international organisation, the majority of whose members are Member States or Associated Countries, and whose principal objective is to promote scientific and technological cooperation in Europe.

Higher or secondary education establishment
A 'higher or secondary education establishment' is an organisation, whose main objectives are training and education, and which produces diplomas recognised by the respective State.

Research Organisation
A 'Research Organisation' stands for a Non-Profit Organisation, which carries out scientific and/or technical research as its main objective. The quality of being a Research Organisation must be stated in the statute of this organisation. Important – this status is based on self declaration

Large Research Infrastructure
To define your organisation as a 'Large Research Infrastructure', please note that you should carefully read the instructions provided under the information icon and also listed below. Only requests from entities with an already validated PIC and LEAR will be taken into account. Therefore if you are self-registering your organisation for the first time, please wait till the PIC and LEAR are validated in order to introduce this declaration. Only complete requests with the supporting elements listed in the information box will be taken into account. The declaration in the information box follows below:
By ticking this box, I declare that my organisation:

- operates 'large research infrastructure' within the meaning of Point D.4 of Article 6.2 of the Horizon 2020 Model Grant Agreement (including the thresholds);
- has already a cost accounting methodology in place which complies with the conditions set out in the Guidelines as part of the Horizon 2020 Annotated Model Grant Agreement;
- requests an ex-ante assessment of its methodology for declaring the costs for large research infrastructure(see administrative procedure)
  I also confirm that to complete this request, I have already provided the documents proving the following:
- A brief description of the activities of my organisation (i.e.: legal form, organizational chart, etc.),in particular the ones associated with the large research infrastructure (i.e. different domains of activities (research/focus areas), etc.);
- A breakdown of the research infrastructure per location and research area and the associated costs as set registered in the accounts of the beneficiary. This must be reconcilable with the fixed asset register of the beneficiary.
- The two last statutory accounts (balance sheet, profit&loss accounts and its annexes).
- I have uploaded the documents in the Documents tab and marked them as 'Large Research Infrastructure' document type.

Civil society organisation

You can only select this option if your organisation is a 'Non-Profit Organisation' one and is NOT a 'Higher or secondary education establishment'.
The types of civil society organisations are as follows:

- Citizens' association pursuing a common purpose of public interest
- Foundation or charity pursuing a common purpose of public interest
- Organisation pursuing a common purpose of public interest
- Organisation representing commercial interest

- Other types of civil society organisation, requires entering additional comment - another type that does not fall into the other categories, if you select this option, you will be prompted to enter a brief description to clarify the type of your civil society organisation.
- Professional association [e.g. lawyers, doctors, etc.]
- Science centre, museum, library and other cultural mediator
- Think tank, policy institute or other organisation conducting policy research
- Trade Union and other labour organisation

FP7 Indirect Cost Method (ICM)

If you are registering your organisation for Horizon 2020 participation, this information is not relevant and the 'Not Applicable' value defined by default can be left as such.

If you are registering for FP7 participation, you can use the drop-down menu to define the relevant FP7 Indirect Cost Method for your organisation. The indirect cost calculation method is determined on the basis of the legal status of the participant, the status of their accounting system, and the history of indirect cost calculation methodologies used in previous FP7 Research participations (if present).

FP7 Indirect Cost Method (ICM)

If you are registering your organisation for Horizon 2020 participation, this information is not relevant and the 'Not Applicable' value defined by default can be left as such. If you are registering for FP7 participation, you can use the dropdown to define the relevant FP7 Indirect Cost Method for your organisation.

Indirect costs method *   ⓘ   Not applicable ▾

The participant shall apply the same indirect cost calculation method in all grant agreements under the Seventh Framework Programme. For any exceptions and for further information, please consult the Guide to Financial Issues.

You can use the drop-down menu to define the relevant FP7 Indirect Cost Method for your organisation. Below you can find a detailed description of each Indirect Cost Method.

Not Applicable
Indirect costs are set at a single flat rate for all H2020 participants, so select this option if you are registering for Horizon 2020 participation.

Real Indirect Costs
This method is available to all categories of beneficiaries, which can identify their indirect costs using an analytical accounting system.

Simplified Method
This method is available to all categories of beneficiaries, which can only aggregate their indirect costs at the level of the legal entity and are hence unable to perform a detailed cost allocation. This method cannot be used if the participants have used Real Indirect Costs in previous FP7 Research participations.

Specific Flat Rate of 60%:
Also referred to as ´Transitional Flat Rate of 60%´. This method is available to certain organisations (Non-Profit Public Bodies, secondary and higher education establishments, Non-Profit research organisations, and SMEs that are active in research and development activities), which are unable to identify with certainty their real indirect costs unless they have used the Real Indirect Costs method or the Simplified Method before. The method applies **a flat rate of 60%** of the organisation's total eligible costs, excluding the direct eligible costs for subcontracting and the costs for reimbursement of resources made available by third parties that are not used on the premises of the participant.

Standard Flat Rate
This method is available to all categories of beneficiaries, unless they used the Re4al Indirect Costs method or the Simplified Method in previous FP7 Research participations. The method applies **a flat rate of 20%** of the organisation's total direct eligible costs, excluding its direct eligible costs for subcontracting and the costs of

reimbursement of resources made available by third parties that are not used on the premises of the participant.

ATTENTION: If your organisation participated in the 6th Framework Programme and used the Full Cost (FC) model, it can be assumed that your organisation has an analytical accounting system and would therefore not be eligible for the 'Specific Flat Rate of 60%' method in FP7 Research programmes. Such non-eligibility might be revealed through potential ex-post audits, with all the potential consequences for the organisation as a result.

Certification

The Certification Data of an organisation, if present, can only be updated by the Validation Services Team on request. By default, the Certification Data content (when available) is in read-only mode in the Beneficiary Register Update Panel unless there is an update request.

The following visual example shows the state of an organisation without any certification data.
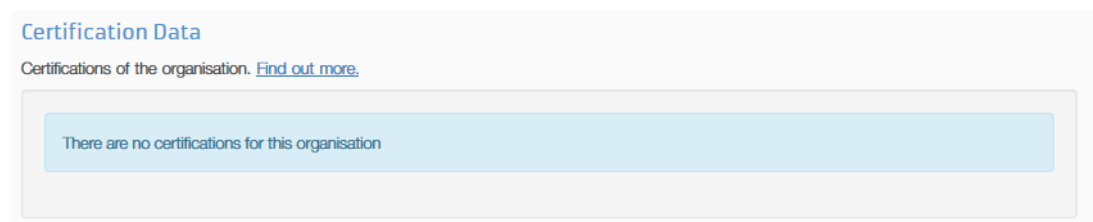
4. SME

The Small Medium Enterprise (SME) Status can be set and modified in this data group.

Use this section to provide information about your SME Status. In some Horizon 2020 calls, like the SME instrument topics, the Self-Assessment is mandatory.

For more information, read the SME page of the Participant Portal and/or the SME definition page.

Important: SME Information is optional if you apply for the Education Programmes

In the SME section of the Update mode of the Beneficiary Register, you can:

- View existing SME data for the available financial periods;
- Open the SME Self Assessment Wizard to run the SME self-assessment questionnaire and check whether your organisation qualifies as an SME (or finalise an incomplete SME Self Assessment, starting from an existing draft);
- Declare your organisation's SME Status

Viewing the SME data of your organisation

If some SME data has already been provided, the first sub-section of SME data group will display a table with the existing SME information.

Each table row relates to a specific existing financial year and displays the following information:

- Financial year;
- Result (SME/Not SME);
- Type of SME data (Self declaration, Self-Assessment, EC validation);
- Details (available for Self-Assessments and EC validations);
- Financial Closing date;
- Status (this shows the To Submit status for data not yet submitted);

Important: the SME Data table is only visible if some SME information is available.

Run the SME self-assessment

To perform the SME self-assessment, you can click the START SME self-assessment button.

When starting the assessment, please consider the following points:

- You can find relevant information and guidelines on the "How to" link that you will find in the SME self-assessment section;
- An SME self-assessment for a specific financial year will overwrite existing SME data for the same year;
- After completing the SME self-assessment, you will see a new row appearing in the SME data table with the status `To Submit`. In order to adopt the changes made, you must click the `Submit changes` button;
- The system will save a draft copy of your Self-Assessment and keep it for you to work on later. You can continue working on it by selecting the option `Continue SME self assessment`. **Important :** this option is not available if you completed the SME self-assessment wizard.

Provide an SME self-declaration

To declare your organisation as SME (or not SME), you can use the option in the last section of the SME data group (SME self-declaration). After selecting your SME status, you must add a date and click the "ok" button.

A new row will appear in the SME data table displaying the status "To Submit". In order to adopt the changes made, you must click the `Submit changes` button;

Please be aware that a new SME declaration will overwrite any existing SME data already provided for the same financial year. A warning will prevent you from accidentally overwriting the existing SME self-assessment data

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Nice to know:

Q: SME Declaration and Self-Assessment: which Financial Year am I creating?

A: The Financial Year you create is computed from the date you enter. For dates from 1/1/xx to 30/6/xx the system will generate the financial year xx-1; For dates from 1/7/xx to 31/12, the system will generate Financial Year xx.

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5. **Financial viability**

After the Validation of the Organisation, if requested by the Validation Service**,** the LEAR/Account Administrator must provide recent Financial information (data and supporting documents).

You can provide Financial data **only** when the icon   `Data Required`   appears in the data group and navigation menu.

To fulfil the request: click on the   `View/Edit`   button in the requested financial year.

A pop-up window will allow you to enter financial data .

Before submitting **the financial data requested**, please consider the following points:

-all mandatory fields must be filled;
-you cannot modify the "*Year*"[1]. If you are providing data referring to an year different from the one requested, just enter the financial closing date[2]. The correct financial year will be set by the Validation Services;

- the total value of the "*Assets and Liabilities"* field must be equal;

Before starting to **upload the financial document**, please consider the following points:

- you cannot save your financial data if you don't upload at least one financial document;

- The information relating to the Year cannot be modified. The Validation Services will correct this information if documents are referring to a different year.

- To submit your document, click on [Submit for processing]

- after providing all data and documents requested, you can click on Update financial data. This will close the Financial Viability pop-up window.

On performing this action, you will see the Year in the Financial data table with the new status '*To be Submitted'*.

Click the Submit changes button in the navigation menu to adopt the data changes (documents are already sent, when submitted for processing).

6. Messages

This section allows users, associated with the organisation, to create and send custom messages concerning the organisation, to the EC Validation Services.

To write a new message, click [New message]

Use standard editing and formatting tools from toolbar and add a subject line.

Click [Send] to send your message, .

Sent messages can be viewed clicking the icon [ ] . To read a received message click on [ ] .

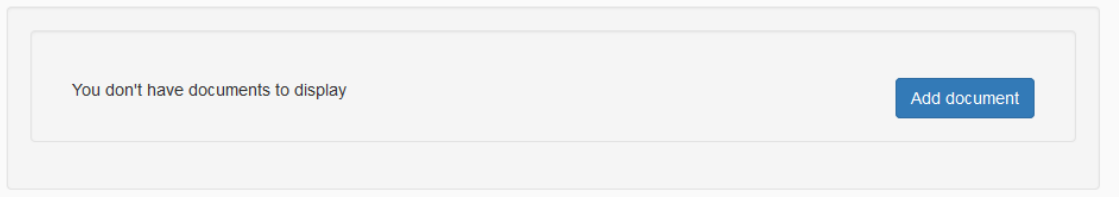The unread messages in the Messages section of the Beneficiary Register Update are displayed in bold.

7. Documents

In the Documents section you can upload new documents by using the [Add document] or specific documents requested by the Validation Services. You can also modify the details of the documents uploaded (description, type, year).

Size of the Documents: You can **upload** as many documents as you want but a single file cannot exceed 6 megabytes.

For each document you upload, you can provide 'description', 'type' and other details where available.

The Self Registrant/Contact person (and later, the LEAR, once appointed) can **read** and **download** existing documents for the respective organisation. Existing documents cannot be deleted once uploaded to the system.

Multiple documents must be uploaded **one at a time,** taking into account the appropriate document type.

Please note that uploading a document in the Beneficiary register will trigger the generation of an AL ID code. This code is included in the top right corner of the document and will be used by the Validation Services as a reference for the requested data to be provided.

See section **DOCUMENT MANAGEMENT** for full details about document management in the Beneficiary Register.

Step by step procedure: Upload a requested document

1. Go to the **documents** section;
2. Select **requested document** [1] you want to upload;
3. Click on **browse**[2] to select the file upload the document of the requested type (document type is not editable)
4. Use the **Description field** [3] to provide additional information on the document (a description of the file – author, subject, content, and so on);
5. Check the **'Original language'**[4] box if the document is in the original language of the organisation (for example, the place of establishment of the organisation).
6. Click on **'Submit for Processing'** [5] button to send the requested document or "cancel" to abandon document upload.

The document status is now defined as **sent**.

Next time you will access the update page or after refreshing the page, the state will be "Received".

Step by step procedure: Upload a new document

1. Go to the documents section[1]
2. Click on **Add new document** [2];
3. The new document tab will expand in the document section.

4. Click on **browse**[3] to select the file.

5. Select from the dropdown list [4] a document type;

6. Use the **Description field** [5] to provide additional information on the document (a description of the file – author, subject, content, and so on).

7. Check the **Original language** [6] box if the document is in the original language of the organisation (for example, the place of establishment of the organisation).

8. Click on **Submit for Processing** [7] button to send the requested document or "cancel" to abandon document upload.

9. The document status is now defined as "sent". Next time you will access the update page or after refreshing the page, the state will be "Received"

Documents Status

For every document requested or uploaded in the" documents" section, you can verify the status.

The status of the Document will appear as "*Requested*" when Validation Services need the document in order to perform the validation of specific data (Legal Entity, Financial Viability).

📄 FEL Form private entity		Requested
📄 Registration Document		Requested

After you sent your document by clicking on "**Submit for Processing"**, the status of the Document will appear as "*Sent*"

Submission of the data

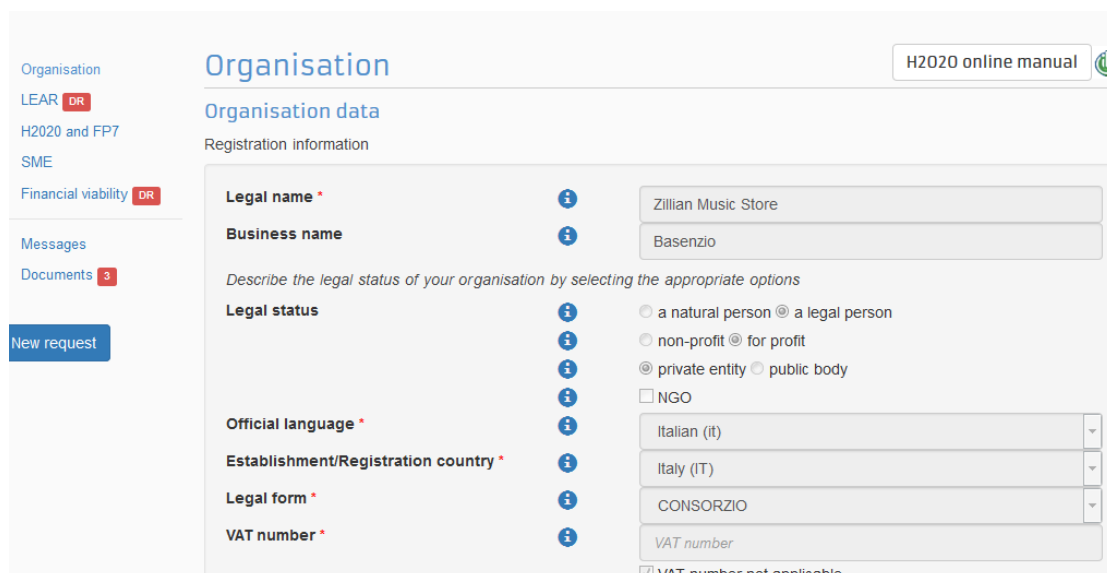After you finish editing your organisation's data, click the [Submit changes] button.

A confirmation dialogue will list all modified data groups that you wish to submit.
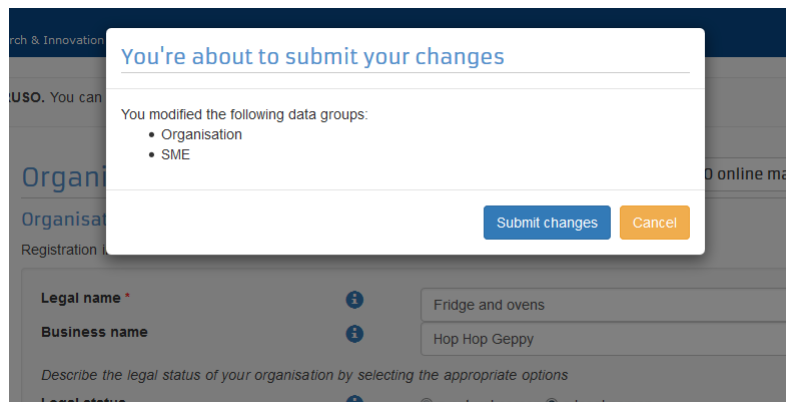
Once submitted, your data on the Update page will be in "read-only" mode (View Organisation).

You can neither modify data nor access specific tools such as the SME Self-Assessment Wizard in "View Organisation" mode. All data fields will be greyed out and the [Submit changes] buttonwill be replaced by [New request] .

Click [New request] if you wish to continue modifying your organisation's data. You will be redirected to the Modify Organisation (Update organisation).