

Guide for adding roles in EU projects

When your EU project enters the Grant Agreement Preparation (GAP) stage, specific roles must be assigned in the Funding & Tenders Portal. This guide explains how to add the required signatories and support staff for Umeå University.

1) Log in to the Funding & Tenders Portal

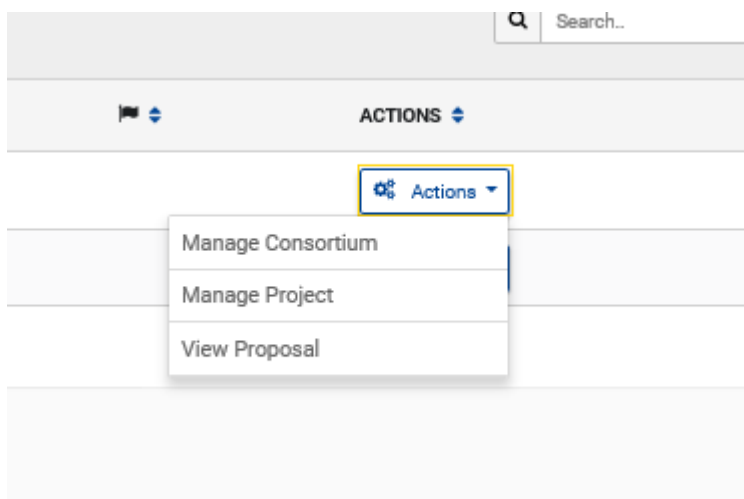
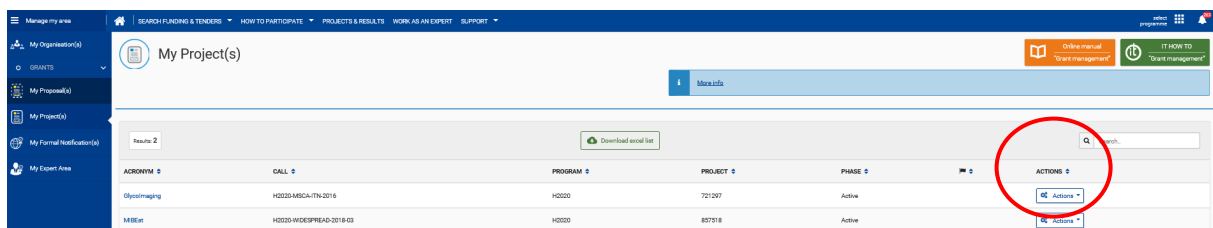
Go to the portal and click **Log in** in the upper-right corner.

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

2) Open your project

After logging in:

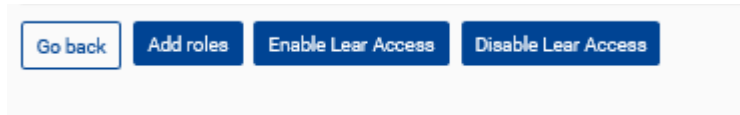
- Select **My Projects**.
- Locate your project and click **Actions**.
- Select **Manage Consortium** from the drop-down menu.



3) Add roles for Umeå University

A list of all project beneficiaries will be displayed.

- Select **Umeå University**.
- Click **Add Roles**.
- Assign the required project roles to the relevant project members.



i) **Mandatory signatory roles**

Please ensure that the following roles are assigned:

- **Project Legal Signatory (PLSIGN)**: Per Ragnarsson
- **Project Financial Signatory (FSIGN)**: Per Ragnarsson

When these roles are selected, the appropriate person will be linked automatically.

ii) **Administrative support roles**

To ensure efficient support throughout the project, please also add the following staff as project members with the role **Task Manager**:

- Tina Nordström, tina.nordstrom@umu.se – Legal officer
- Anna-Karin Sjölund-Alm, anna-karin.sjolund@umu.se – Legal officer
- Agneta Hånell Plamboeck, agneta.plamboeck@umu.se – EU expert
- Maria Königsson, maria.konigsson@umu.se – Project coordinator

iii) **Departmental financial administrator**

Remember to add the financial administrator at your department. The role should be either:

- **Participant Contact**, or
- **Task Manager**

Questions?

If you have any questions, please contact:

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