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Session open to beneficiaries/coordinator

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Session open to EU staff

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Summary:

**Editable screens:**

1. **Coordinator** can edit ALL data that the externals are supposed to edit: the common data (like "General Information", "Work Packages", "Milestones", ...) and data of a specific beneficiary, or third party.
2. **Beneficiary** can view all the data of the project, but it can edit only the data of itself.
3. **EU staff** can view the data of the project and they can edit specific data "reserved" for internals to edit: "GA Option", prefinancing amount, "GA Information", "Reporting Periods", Duration, Joint and Several Liability flag.

⚠ The coordinator and the beneficiary should, as soon as they have been invited:

Nominate their Legal Entity Authorised Representative (LEAR) (take into account that the validation of the LEAR by the EU Validation Services can take a while)

Nominate their Project Legal Signatory (PLSIGN) (this is done by the LEAR)

⚠ The coordinator should select the PLSIGN who will appear in the Grant Agreement in Sygma from all PLSIGNs which have been nominated in the Funding & Tenders Portal. All nominated PLSIGNs are able to sign. Please see [How to Nominate/revoke a Role](#) to nominate other PLSIGNs.

⚠ Currently, beneficiaries still receive a warning when they haven't nominated a PLSIGN when the grant needs to be signed, although this nomination is not mandatory for beneficiaries at this point in the funding process. This warning will soon disappear.

**Summary:**

SyGMA screens	Coordinator	Non-coordinator beneficiary	EU staff
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Beneficiaries (general information)	Edit all data	Edit only its data	Edit  (only to change the Coordinator)
Beneficiaries Partner Summary	Info normally read-only except for:  the option to edit Short Name  and Add a department	Edit only its data	View
Beneficiaries Financial Information	Edit all data	Edit only its data	View
Beneficiaries Project Representatives	Info imported from the Funding & Tenders Portal  not editable,  The coordinator has to tick one of the names if several have been selected as PLSign in the Funding & Tenders Portal, as the ticked name will appear in the GA (any PLSign may sign). *** (see note at the beginning of this table)  For the other beneficiaries, no need to do anything. (Currently there is a warning, which will be corrected soon).*** (see note at the beginning of this table)  <a href="#">How to Nominate/revoke a Role</a>	Edit only its data	View
Beneficiaries Bank Account	Edit all data	View	View
Beneficiaries Linked Third Parties	Edit all data	Edit only its data	Edit (only to flag Joint Several Liability)
(Grant Agreement) General Information	Edit all data  All except duration	View	Edit  (only duration)
Reporting Periods	View	View	Edit
GA Information	View	View	Edit (only duration of the project)
GA Options	View	View	Edit
Financial Information	View	View	Edit (only the pre-financing data)
LF Overview	View	View	Edit
Work Packages	Edit all data	Edit all data	View
Deliverables, Ethics, DMP, Other Reports	Edit all data	Edit all data	View
Milestones	Edit all data	Edit all data	View
Reviews	View	View	Edit
Critical Risks	Edit all data	Edit all data	View
Infrastructures	Edit all data	Edit only its data	Edit
Principal Investigator	Edit all data	View	View
Researcher	Edit all data	View	View
Recruitment	Edit all data	View	View
Secondments	Edit all data	View	View
Scientific Periods	View	View	Edit
Partner Organisations	Edit all data	View	View
Ethics	View	View	Edit
Security	View	View	Edit

Partner Membership (only for FCH)	Edit all data	Edit only its data	View
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### Editable screens:

1. Internals: full edit to all the data.
2. Externals: only view, no edit.

### Summary:

SyGMa screens	Coordinator	Non-coordinator beneficiary	EU staff
Beneficiaries (general information)	View	View	Edit
Beneficiaries Partner Summary	View	View	Edit
Beneficiaries Financial Information	View	View	Edit
Beneficiaries Project Representatives	View	View	Edit
Beneficiaries Bank Account	View	View	Edit
Beneficiaries Linked Third Parties	View	View	Edit
General Information	View	View	Edit
Reporting Periods	View	View	Edit
GA information	View	View	Edit
GA Options	View	View	Edit
Financial Information	View	View	Edit
LF Overview	View	View	Edit
Work Packages	View	View	Edit
Deliverables, Ethics, DMP, Other Reports	View	View	Edit
Milestones	View	View	Edit
Reviews	View	View	Edit
Critical Risks	View	View	Edit
Ethics	View	View	Edit
Security	View	View	Edit