

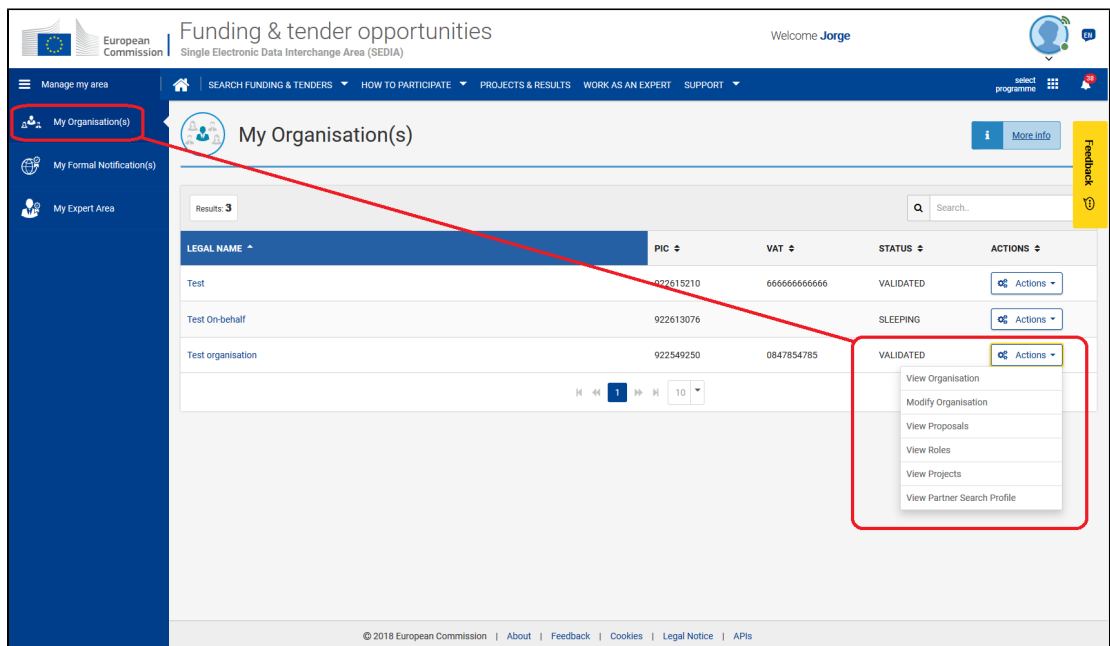
By default, the projects in which your organisation is participating will be visible to you only if a role at level of the project is allocated to your profile, even if you are the LEAR of the organisation.

In this page we describe how to request and grant the read only access or an active role for a project /proposal in order to view its details via the **Projects / Proposals** tabs within the information of **My Organisations**, under the **Manage my area**.

★ This is applicable both to LEARs and Account Administrators. Granting LEAR access, will grant also read access to the project/proposal to Account Administrators.

When logging to F&T Portal, access **My Organisations** on the left.

This applies only to organisations where you are LEAR/Account administrator from the list of your organisations. This means that the status is validated and you have the option **Modify Organisation** when clicking on the **Actions** button on the right.



Click on the Legal Name of the organisation to display the details, and on the **Projects** or on the **Proposals** tab to see the projects/proposal where your organisation is participating.

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My Organisation(s)

My Organisation(s)

Results: 3

LEGAL NAME	PIC	VAT	STATUS	ACTIONS
Test	922615210	666666666666	VALIDATED	Actions
Test On-behalf	922613076		SLEEPING	Actions
Test organisation	922549250	0847854785	VALIDATED	Actions

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My Organisation(s)

My Organisation: UNIVERSITAET BURG

GRANTS

My Proposal(s)

My Project(s)

My Formal Notification(s)(1)

My Expert Area

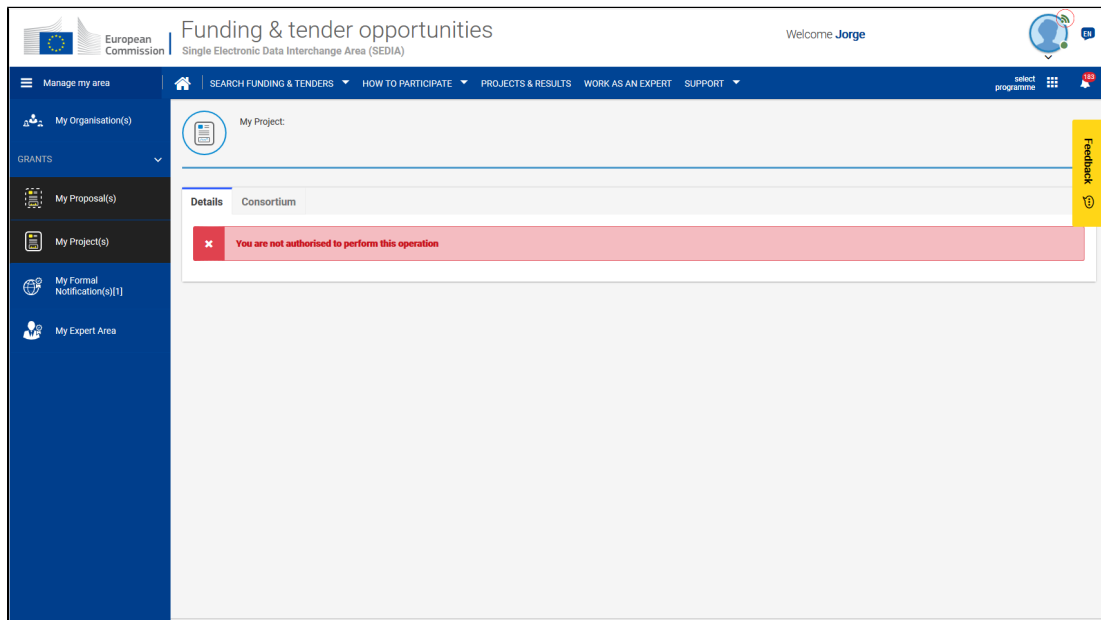
Details Roles Projects Proposals

Results: 123

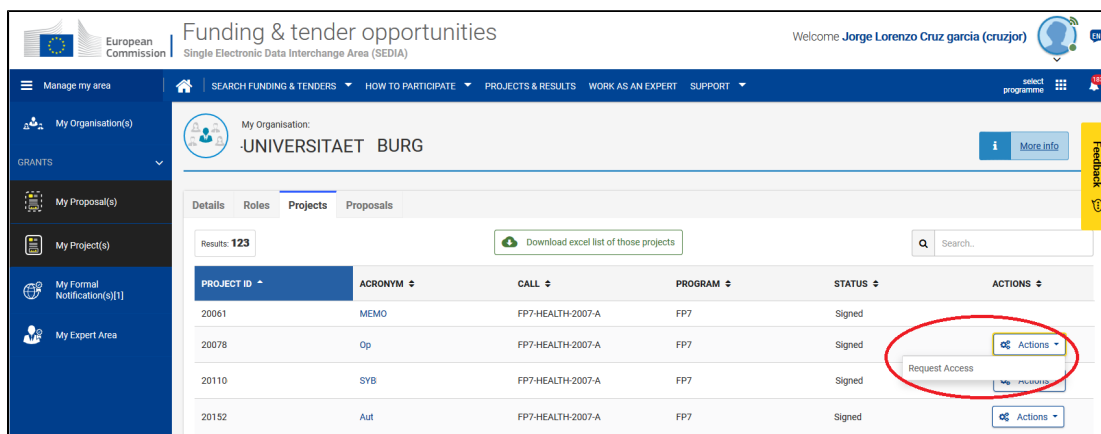
Download excel list of those projects

PROJECT ID	ACRONYM	CALL	PROGRAM	STATUS	ACTIONS
20061	MEMO	FP7-HEALTH-2007-A	FP7	Signed	
20078	Op	FP7-HEALTH-2007-A	FP7	Signed	Actions
20110	SYB	FP7-HEALTH-2007-A	FP7	Signed	Actions
20152	Aut	FP7-HEALTH-2007-A	FP7	Signed	Actions

Organisations can be involved in a project where the LEAR/Account administrator does not have an actual team member role (roles in the consortium). Click on the Acronym of a project. If you do not have a project role, following message gets displayed



💡 **Tip:** Whenever you see the **Request Access** under the **Actions** button for a project or a proposal, it means that you do not have a specific role on the project or on the proposal.



Select the Request Access under **Actions**. A pop-up window displays with two possible options

**REQUESTING ACCESS TO PROJECT 932558 REPA TRAINING PROJECT: E0 [ABAC: AB...**

By submitting your request, you accept that the message corresponding to the option you select below will be sent to Participant Contacts of your organisation in Project 932558 REPA TRAINING PROJECT: E0 [ABAC: ABACBUDL]

☐ Option 1      Request to be personally added as a contact for your organisation in the project.  
 You accept that your first name, last name and email address become visible to any person having access to the project.

**Leonardo Vince (lear.propreq@mailinator.com)** accessed the Funding & Tenders Portal as **LEAR** of **ROOD WIT BLAUW WATER SERVICES BV** and requested to be added as contact on project **932558 REPA TRAINING PROJECT: E0 [ABAC: ABACBUDL] (932558)** . Could you please consider this request? More info on [online manual](#)

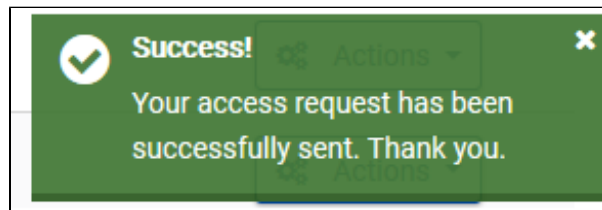
☐ Option 2      Request to authorise access for the LEAR and all Account Administrators of your organisation.  
 LEAR and all Account Administrators will not be listed in the contacts of the project.  
 LEAR and Account Administrators access is currently not specified

**Leonardo Vince (lear.propreq@mailinator.com)** accessed the Funding & Tenders Portal as **LEAR** of **ROOD WIT BLAUW WATER SERVICES BV** and requested to authorise LEAR access for **932558 REPA TRAINING PROJECT: E0 [ABAC: ABACBUDL] (932558)** . Could you please consider this request? More info on [online manual](#)

Cancel
Submit

Select option 1 if you want to be given a project role within the project. Select option 2 if you just want to have read access to the project. Click on **submit**.

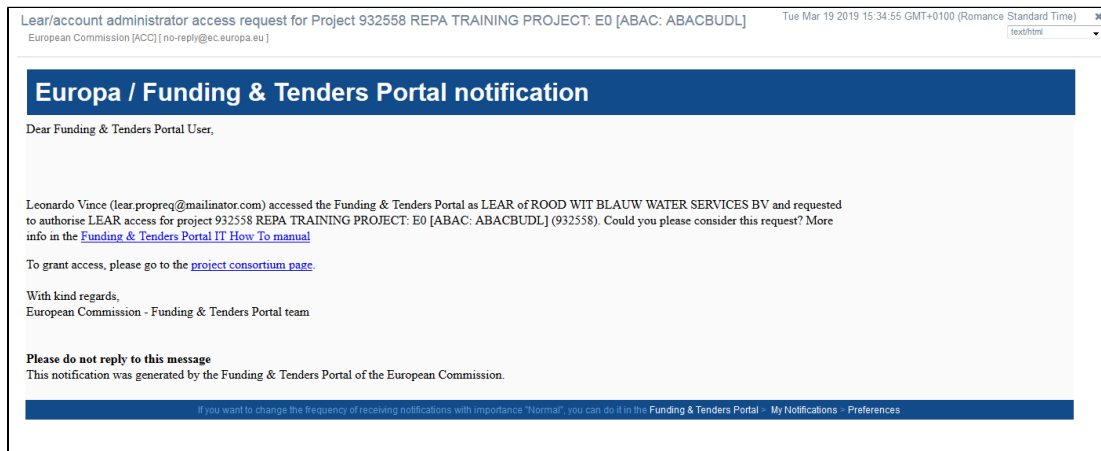
When done, a confirmation message will shortly display on the right-lower corner of the browser.



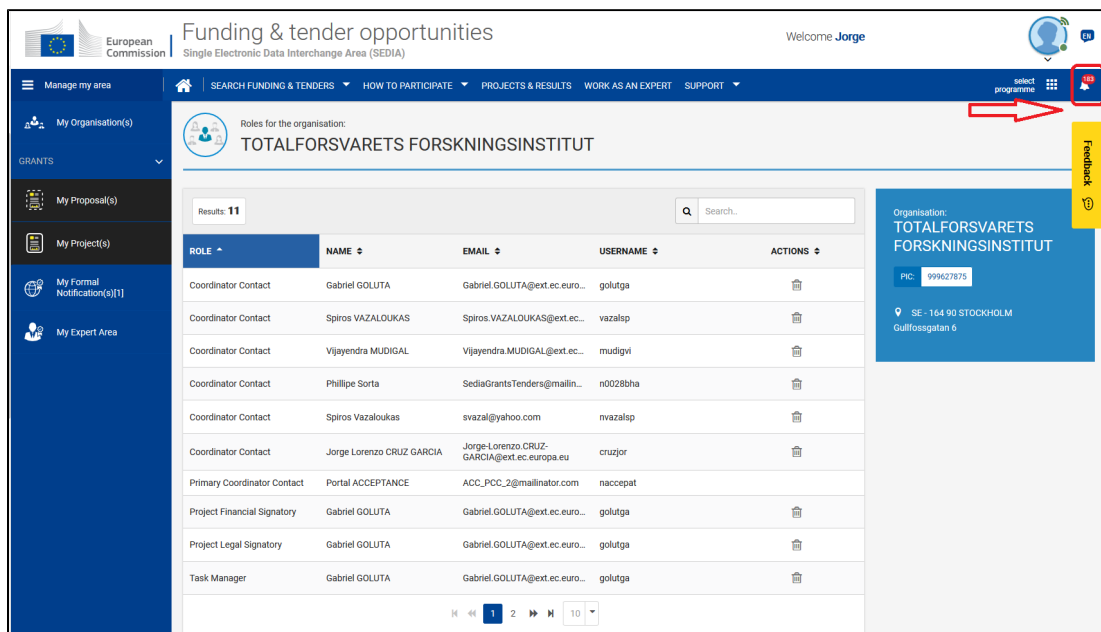
If your organisation is the coordinating organisation in the project, the email will be sent to the PCoCo /CoCo. If your organisation is not coordinating the project, the email will be sent to the PaCo. Read more about roles in [Roles and access rights](#).

[For option 1 \(active role\)](#)  
[For option 2 \(read only access\)](#)

PCoCo/CoCo or PaCo, depending of the situation, receives email notification informing of the request.

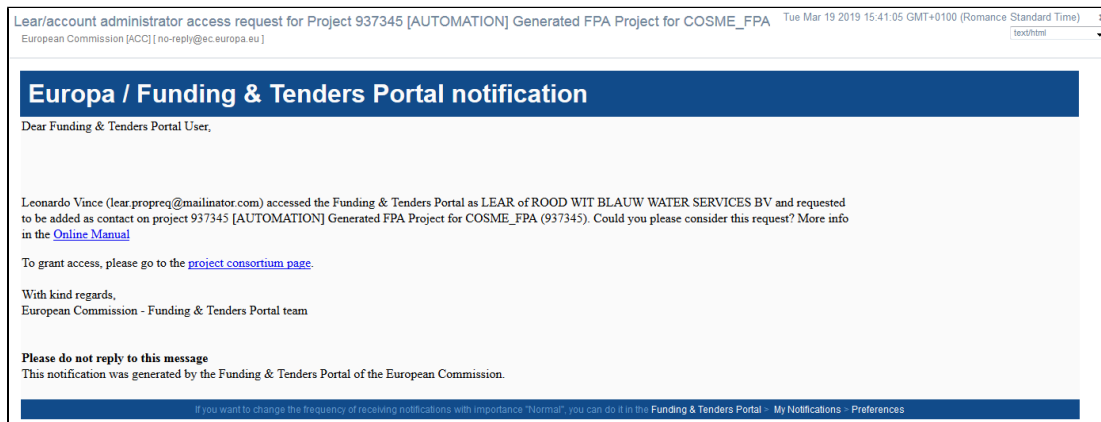


The notification is also accessible via **My Notifications**, which you can access by clicking on the bell icon on the right of the screen.

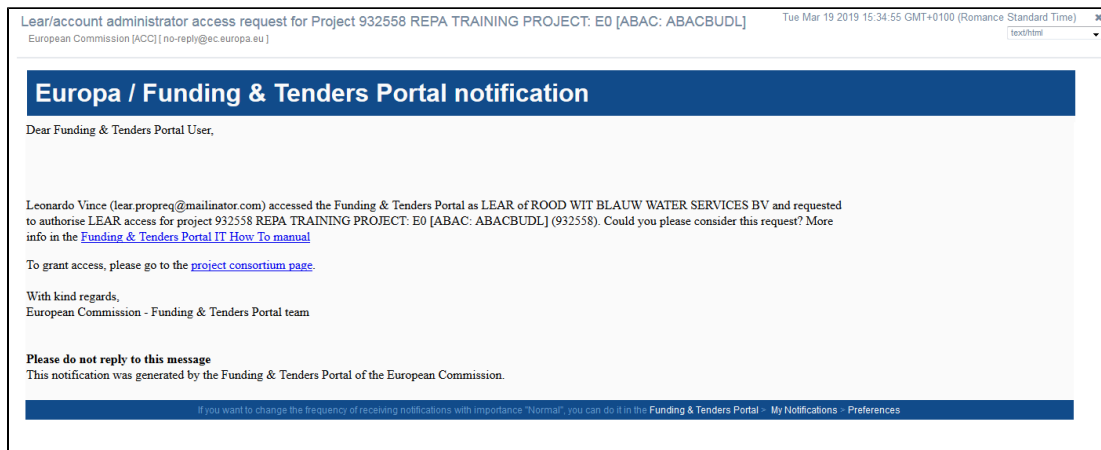


However, the content of the notification and the steps to be taken will be different depending on the selected option.

Option 1: When user requests to be added a contact of the project. The message indicates "requested to be added as contact on project" + Project ID-Name and Pic numbers.



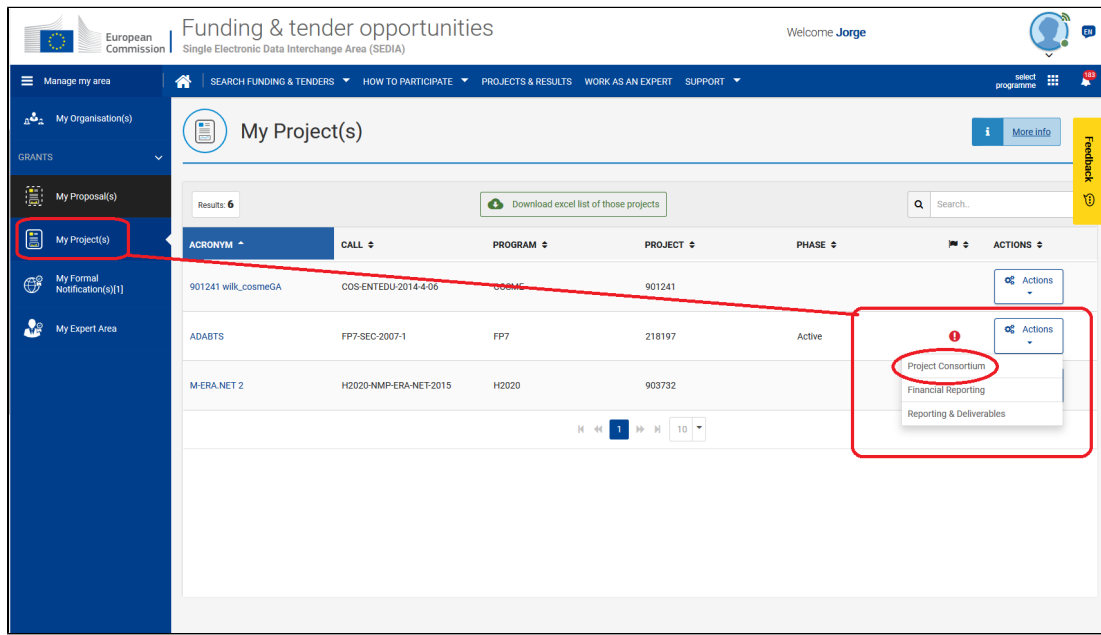
Option 2: When user requests to have read access to the project without a role in the project. The message indicates "requested to authorise LEAR access for project" + Project ID-Name and PIC.



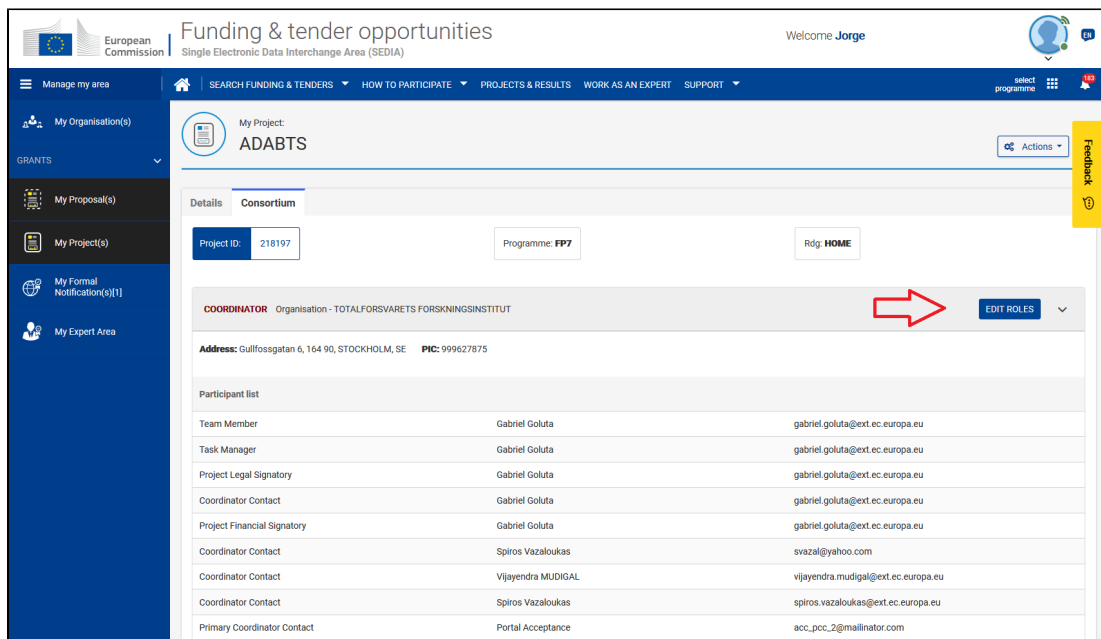
In both cases, the notification contains a link, and if the request is for access to a proposal instead of a project, the word 'project' will be substituted by 'proposal'. Clicking on the link takes you to the project consortium page. Then proceed as follows:

### **For option 1 (active role)**

Access **My projects** and select Project Consortium from the options under the **Actions** button if not using the link from the message.



Then click on the **Edit Roles** button of the corresponding organisation.



In the following screen, click on the **Add Roles**.

Roles for the organisation:  
**TOTALFORSVARETS FORSKNINGINSTITUT**

Results: **11**

ROLE	NAME	EMAIL	USERNAME	ACTIONS
Coordinator Contact	Gabriel GOLUTA	Gabriel.GOLUTA@ext.ec.euro...	golutga	
Coordinator Contact	Spiros VAZALOUKAS	Spiros.VAZALOUKAS@ext.ec...	vazalsp	
Coordinator Contact	Vijayendra MUDIGAL	Vijayendra.MUDIGAL@ext.ec...	mudigvi	
Coordinator Contact	Phillipe Sorta	SediaGrantsTenders@mailin...	n0028bha	
Coordinator Contact	Spiros Vazaloukas	svazal@yahoo.com	nvazalsp	
Coordinator Contact	Jorge Lorenzo CRUZ GARCIA	Jorge-Lorenzo.CRUZ-GARCIA@ext.ec.europa.eu	cruzjor	
Primary Coordinator Contact	Portal ACCEPTANCE	ACC_PCC_2@mailinator.com	nacceptat	
Project Financial Signatory	Gabriel GOLUTA	Gabriel.GOLUTA@ext.ec.euro...	golutga	
Project Legal Signatory	Gabriel GOLUTA	Gabriel.GOLUTA@ext.ec.euro...	golutga	
Task Manager	Gabriel GOLUTA	Gabriel.GOLUTA@ext.ec.euro...	golutga	

Organisation: TOTALFORSVARETS FORSKNINGINSTITUT  
 PIC: 999627875  
 SE - 164 90 STOCKHOLM  
 Gullfösgatan 6

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Then select the role and fill in the name and email details. Click on **OK** to confirm.

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My Organisation(s) | My Proposal(s) | My Project(s) | My Formal Notification(s) | My Expert Area

Roles for the organisation:  
**TOTALFORSVARETS FORSKNINGINSTITUT**

Please enter the contact name and details

Role \*

First Name \*

Last Name \*

Email \*

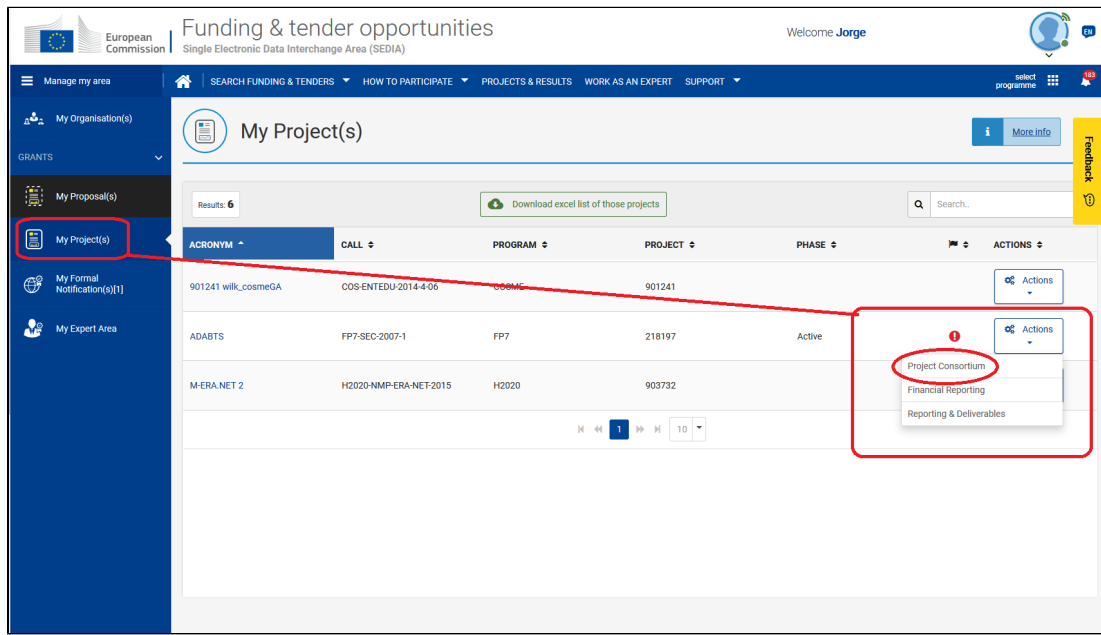
\* required field

Organisation: TOTALFORSVARETS FORSKNINGINSTITUT  
 PIC: 999627875  
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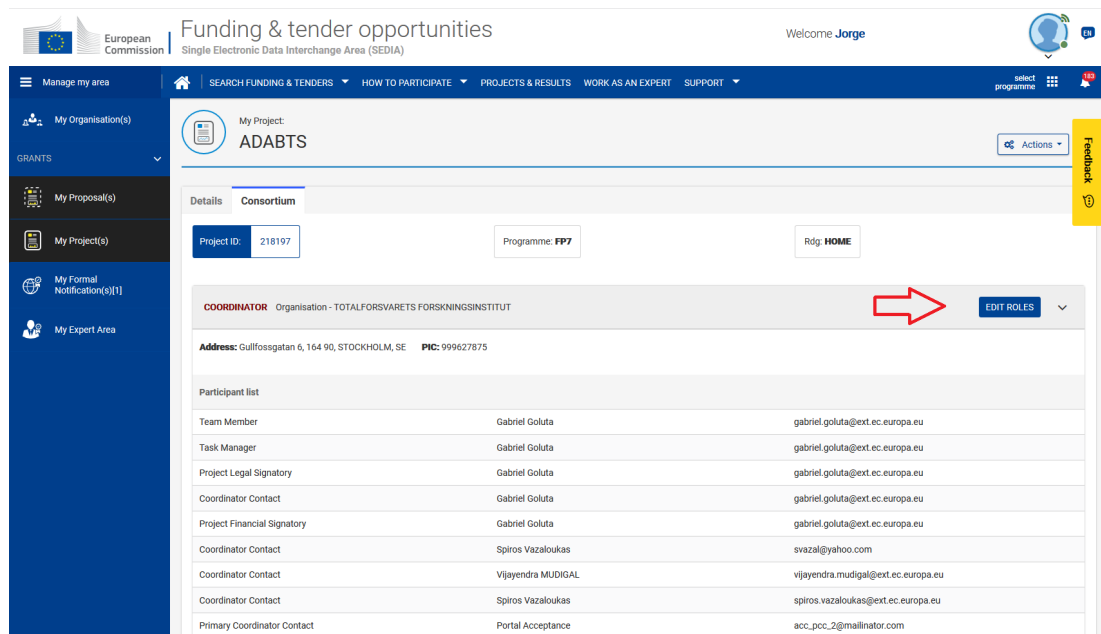
### For option 2 (read only access)

Access **My projects** and select Project Consortium from the options under the **Actions** button if not using the link from the message.






Then click on the **Edit Roles** button of the corresponding organisation.



In the following screen, click on the **Enable Lear Access**.




Roles for the organisation:  
**TOTALFORSVARETS FORSKNINGSPINSTITUT**

Results: **11**

ROLE	NAME	EMAIL	USERNAME	ACTIONS
Coordinator Contact	Gabriel GOLUTA	Gabriel.GOLUTA@ext.ec.euro...	golutga	
Coordinator Contact	Spiros VAZALOUKAS	Spiros.VAZALOUKAS@ext.ec...	vazalsp	
Coordinator Contact	Vijayendra MUDIGAL	Vijayendra.MUDIGAL@ext.ec...	mudigvi	
Coordinator Contact	Phillipe Sorta	SediaGrantsTenders@mailin...	n0028bha	
Coordinator Contact	Spiros Vazaloukas	svazal@yahoo.com	nvazalsp	
Coordinator Contact	Jorge Lorenzo CRUZ GARCIA	Jorge.Lorenzo.CRUZ-GARCIA@ext.ec.europa.eu	cruzjor	
Primary Coordinator Contact	Portal ACCEPTANCE	ACC_PCC_2@mailinator.com	naccepap	
Project Financial Signatory	Gabriel GOLUTA	Gabriel.GOLUTA@ext.ec.euro...	golutga	
Project Legal Signatory	Gabriel GOLUTA	Gabriel.GOLUTA@ext.ec.euro...	golutga	
Task Manager	Gabriel GOLUTA	Gabriel.GOLUTA@ext.ec.euro...	golutga	

Go back
Add roles
Enable Lear Access



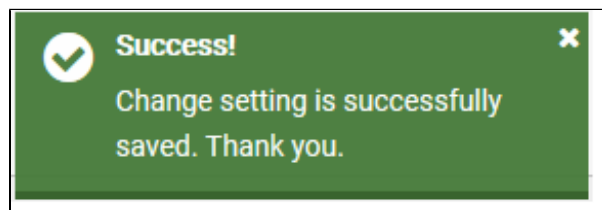
Organisation:  
**TOTALFORSVARETS FORSKNINGSPINSTITUT**

PIC: 999627875

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Feedback

A confirmation pop-up window will display on the right-lower corner of the browser.



**Note:** When you grant access to projects or proposals for LEARS/Account administrator, the **Enable Lear Access** becomes **Disable Lear Access**, click on it to remove their read access.



Roles for the organisation:

## TOTALFORSVARETS FORSKNING SINSTITUT

Results: 11



Search...

ROLE ^	NAME ^	EMAIL ^	USERNAME ^	ACTIONS ^
Coordinator Contact	Gabriel GOLUTA	Gabriel.GOLUTA@ext.ec.euro...	golutga	
Coordinator Contact	Spiros VAZALOUKAS	Spiros.VAZALOUKAS@ext.ec...	vazalsp	
Coordinator Contact	Vijayendra MUDIGAL	Vijayendra.MUDIGAL@ext.ec...	mudigvi	
Coordinator Contact	Phillipe Sorta	SediaGrantsTenders@mailin...	n0028bha	
Coordinator Contact	Spiros Vazaloukas	svazal@yahoo.com	nvazalsp	
Coordinator Contact	Jorge Lorenzo CRUZ GARCIA	Jorge-Lorenzo.CRUZ-GARCIA@ext.ec.europa.eu	cruzjor	
Primary Coordinator Contact	Portal ACCEPTANCE	ACC_PCC_2@mailinator.com	nacceptat	
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Project Legal Signatory	Gabriel GOLUTA	Gabriel.GOLUTA@ext.ec.euro...	golutga	
Task Manager	Gabriel GOLUTA	Gabriel.GOLUTA@ext.ec.euro...	golutga	

1 2 10

Go back

Add roles

Disable Lear Access

Organisation:

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