



Network of Universities
from the Capitals of Europe

Recommendations for the improvements of Grant Management Services

**Prepared by the participants of the 9th UNICA EU Research Liaison Officers
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Submitted to SyGMA Advisory Group

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1. Access of LEARs to information concerning single projects awarded to the institution:

We all agreed that the system is quite easy to use and is working well but since most of us are LEARs we shared the same problem - the lack of information regarding the Principal investigator/Main contact who represents our organisation in the project. Since we do not have this information there is a lot of confusion in the organisations and the LEARs are unable to help the Main contacts and LSIGNs to smoothly perform the signing process. The consequence is that the PaCo is waiting for the LEAR to get the instructions from him how to proceed with the signature process and the LEAR is waiting for the PaCo to be informed about the need for signature and the result is the delay in the signing process. **The LEAR** as a person who belong to the "circle of trust" build by the Commission (based on the ECAS account, copy of the ID and the sample of the signature), **should:**

- **be automatically notified whenever the institutional PIC ID used**, and in particular whenever the application ID submitted od grant awarded,
- **be informed about the invitation to PLSIGN to sign the document**,
- **have access to the PI's contact details and to the projects details** at least in the read only mode: under My Organisations/Proposals the PI's name (contact) is already listed and is exported to Excel when clicking the button for Excel. But under My Organisations/Projects this is not the case and this piece of info is not exported to Excel. The Commission just needs to make the contact item available under My organisations/Projects as well as under My Organisations/Proposals. We also suggest that in the My Organisation/Proposals table instead of the PIC code and the name of the organisation (which is the same all the time for

one LEAR) there should be the information about the Programme (H2020, FP7,...) and the call. Attached is the proposal of the suggested modifications in the tables (Proposals and Projects).

2. The list of PICs used by the institution shall be verified and the unauthorized PICs shall be removed from the list of PICs associated with the name of the institution.
 3. At the GA preparation stage, the LEAR should have a right to enter the bank information details to the SyGMA system and upload the copy of the banking information stamped and signed by the institutional authorized representative and the bank representative. It's important for the institutions generating separate accounts for each grant to be able to keep the GA preparation deadlines specified by the Commission.
 4. Beneficiary notification system needs to be improved (many notifications reach wrong addressees requesting different actions concerning other Participant Portal users).
 5. Request to accelerate the process of validation of the LEARS (whether a new one or reappointed) or at least a priority (fast track validation) should be given to those beneficiaries at the GA preparation stage.
 6. In the first SyGMA External User Group meeting there was mentioned that it would be possible for LEARS to see the success rate for their organisations. Is this option still in place? The LEARS would very much appreciate it.
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About UNICA EU Research Liaison Officers Group

Since 2006, the UNICA EU Research Liaison Officers Group addresses issues related to administrative and financial management of European research projects. During the annual meetings, the representatives from [UNICA member universities](#) share best practices and putting forward recommendations to the relevant European units. The Group has issued a position paper for the simplification of future Framework Programmes of Research and Technological Development of the European Union (2010) and recommendations related to six-monthly financial reporting and simplification measures proposed by the European Commission for Horizon 2020.

About SyGMA

Established in 2013, SyGMA Working Group is the External User Group for the new Research and Innovation Grant Management Services for Horizon 2020 accessed through the Participant Portal (the IT portal for managing EU research and innovation grants). The aim of the Group is to improve different services on Participant Portal based on recommendations by the Group members - experienced users from European research organisations and universities which were invited by European Commission.