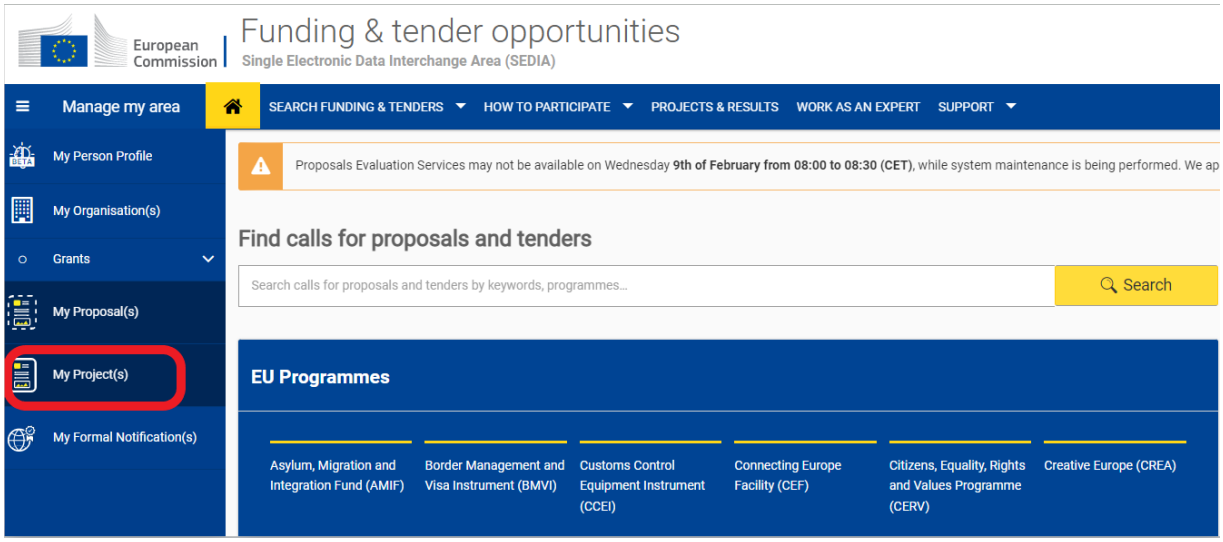
Assigning a Project Financial Signatory (PFSIGN)

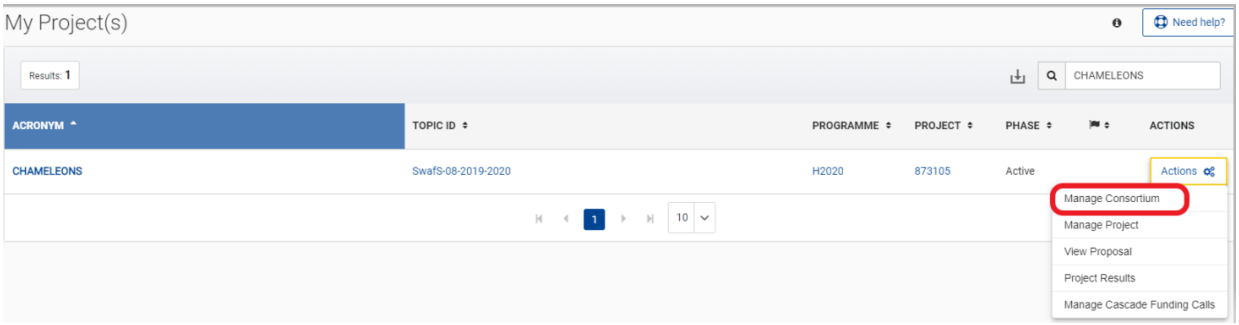
EU Horizon Europe – Assigning UCD PFSIGN (Project Financial Signatory)

At the initiation of the Grant Preparation stage of your project, you need to allow access to your project on the EU Participants Portal, to UCD central support units. To do this, you assign **Richael Leahy** on the Participants Portal as a **PFSIGN (Project Financial Signatory)**. You should proceed as follows:

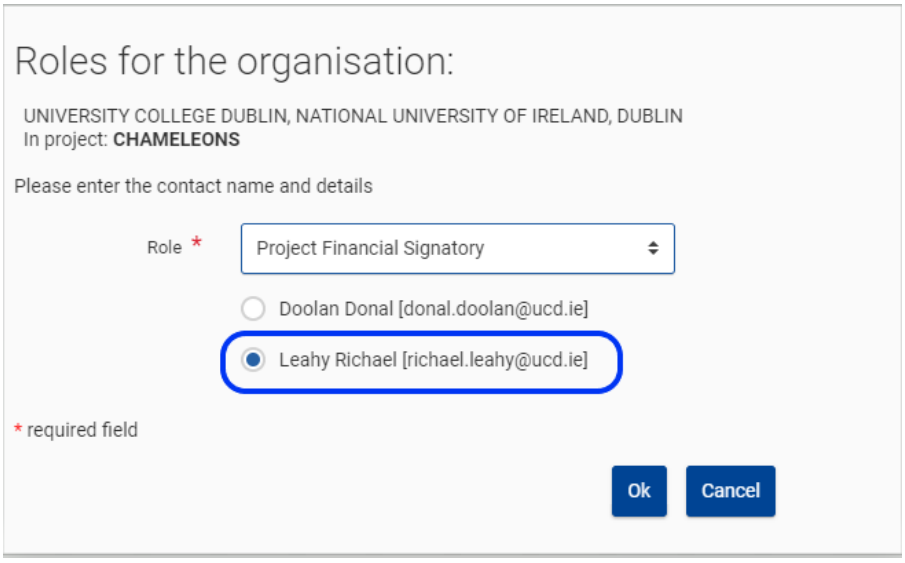
1. Log into the EUPortal using your email address and password
2. Click the link on the drop-down menu entitled “My Project(s)”. You will then see the projects that you are involved in, listed in a box in the middle of the screen.



3. Click on the “Manage Consortium” icon for your project under the Action button, as per below:



4. Click on the “Edit Roles” button on the right-hand side and then click “Add Role” button at the bottom of the screen. Next select “Project Financial Signatory” from the drop-down menu and click the radio button beside Richael Leahy’s name. Click OK.



5. At the same time, you should also add UCD Grant Registration Team as a Participant Contact or Coordinator Contact (if UCD coordinates the Project), so that UCD Research has access to the negotiations process. To do this, select “Participant Contact / Coordinator Contact” from the drop down menu, add “Grant” as First name, “Registration” as Last name and email address grantreg@ucd.ie and then click “OK” - see below:

Roles for the organisation:

UNIVERSITY COLLEGE DUBLIN, NATIONAL UNIVERSITY OF IRELAND, DUBLIN
In project: **CHAMELEONS**

Please enter the contact name and details

Role *	Coordinator Contact
First Name *	Grant
Last Name *	Registration
Email *	grantreg@ucd.ie

* required field

Ok Cancel