

## **1. INTRODUCTION**

The Unique Registration Service/Facility (URF) is an online web interface, providing access to the registration service for FP7 participants. Participants should register only once, so the registration process they go through should be unique. URF has been conceived to avoid redundant requests for information and to facilitate keeping up-to-date the information concerning the participants. In order to support this process, URF introduces the notion of the unique Participant Identification Code.

The helpdesk's contact is: [EC-FP7-IT-HELPDESK@ec.europa.eu](mailto:EC-FP7-IT-HELPDESK@ec.europa.eu)

**Before self-registering, you must have an ECAS Password. A LEAR (Legal Entity Appointed Representative) must also have an ECAS password.**

ECAS stands for the European Commission's user Authentication Service. It allows authorised users to login to a wide range of Commission information systems, using a single username and password.

### **Benefits of using the URF**

- Registering your organisation only ONCE;
- Receiving a Participant Identification Code (PIC), which identifies your organisation (details and status;)
- Confirmation and approval of your data done by ONE Central Validation Team (CVT) based on supporting documents;
- Using the PIC in the process of electronic proposal submission and negotiation;
- Multiple use of participant's data during all FP7 activities for all Research DG's programmes ;
- Validated information can be available during proposal submission;
- The LEAR can provide relevant legal and financial data via the URF;
- The organisation's data is updated in the relevant IT systems.

## 2. U.R.F. (UNIQUE REGISTRATION FACILITY) WELCOME SCREEN

The first screen which appears when accessing the URF website is the Welcome Screen (see Figure 1 : URF Welcome screen).

**YOUR ADVANTAGES ARE**

- > Register your organisations data ONCE
- > Receive a Participant Identification Code (PIC), which defines your organisation's details and status
- > Use the PIC in the process of electronic proposal submission and negotiation
- > The LEAR (Legal Entity Appointed Representative) can provide relevant legal & financial data via the URF
- > The organisation's data is updated in the relevant IT systems
- > ONE Central Validation Team confirms and approves the data based on supporting documents

**UNIQUE REGISTRATION FACILITY**

In the past, participants had to provide the Commission with their legal and financial information every time they submitted a proposal or negotiated a contract. This is simplified in FP7 by using the URF as the central entry point. The URF has been available on the web since May 2008.

**WHAT SHOULD YOU DO ?**

- 1) If your organisation is not registered: enter the data and send supporting documents via the URF site - once.\*
- 2) Nominate a "Legal Entity Appointed Representative" (LEAR) who can access and modify the data.
- 3) Use your temporary PIC when preparing a new proposal, even if the evaluation is ongoing.

**SEARCH PIC**

If you think your organisation has already registered in URF, check to retrieve your organisation PIC.

**SEARCH**

**MANAGE YOUR ORGANISATION DATA**

At any time you can screen your last validated data and update them with the recent changes.

The request for update will be processed by Central Validation Team compared with the appropriate documentation that you should provide for this reason. You can access your last updated data and the last request for update by clicking this button.

**LOGIN**

**NEW USER/ OBTAIN ECAS PASSWORD**

Register here to enable your ECAS account and return to log in.

**REGISTER**

\*After URF registration you will receive a Participant Identification Code (or PIC) which you will be able to use in all proposals submissions and negotiations.

Figure 1 : URF Welcome screen

According to your profile there are three different choices.

- If you are a new user, then you need an ECAS login first. Select
- If you already have an active ECAS Profile, then select
- If you want to search for the PIC of an organisation, then select

**REGISTER**

**LOGIN**

**SEARCH**


<p style="text-align: center;"><b>REGISTER</b></p>	<p>If your organisation does not already have an FP7 grant agreement, then you should register your organisation in URF. A PIC (Participant Identification Code) is provided at the end of the registration process that can be used after 48 hours for proposal submissions. During registration, URF does not check for duplicate registrations; this will be done at a later stage, if your proposal is retained for negotiation. Please note, when you register you will be given a PIC, which before being validated is a temporary PIC. When validated, the PIC becomes permanent, to be used for all correspondence and applications under FP7.</p> <p><i>Please note:</i></p> <p><i>Do not create a spontaneous application in URF if a PIC (temporary or permanent) already exists for your organisation.</i></p> <p><i>Do not use self registration screens to update incorrect data (appoint a LEAR and modifications entered by him or her will be treated as a priority).</i></p>
<p style="text-align: center;"><b>LOGIN</b></p>	<p>If you are the LEAR (Legal Entity Appointed Representative), use this to view/update your organisation's data.</p>
<p style="text-align: center;"><b>SEARCH</b></p>	<p>If you do not know if your organisation has a validated PIC, or if you search for the validated PIC of another organisation, it is mandatory to complete either the "Name of the organisation" field or the "VAT number" field with a string of at least three characters. The other search fields can be left blank. However, too unspecific queries may result in a long results list. If searching for a legal name in the national language does not yield results, you might try with a translation in English.</p>

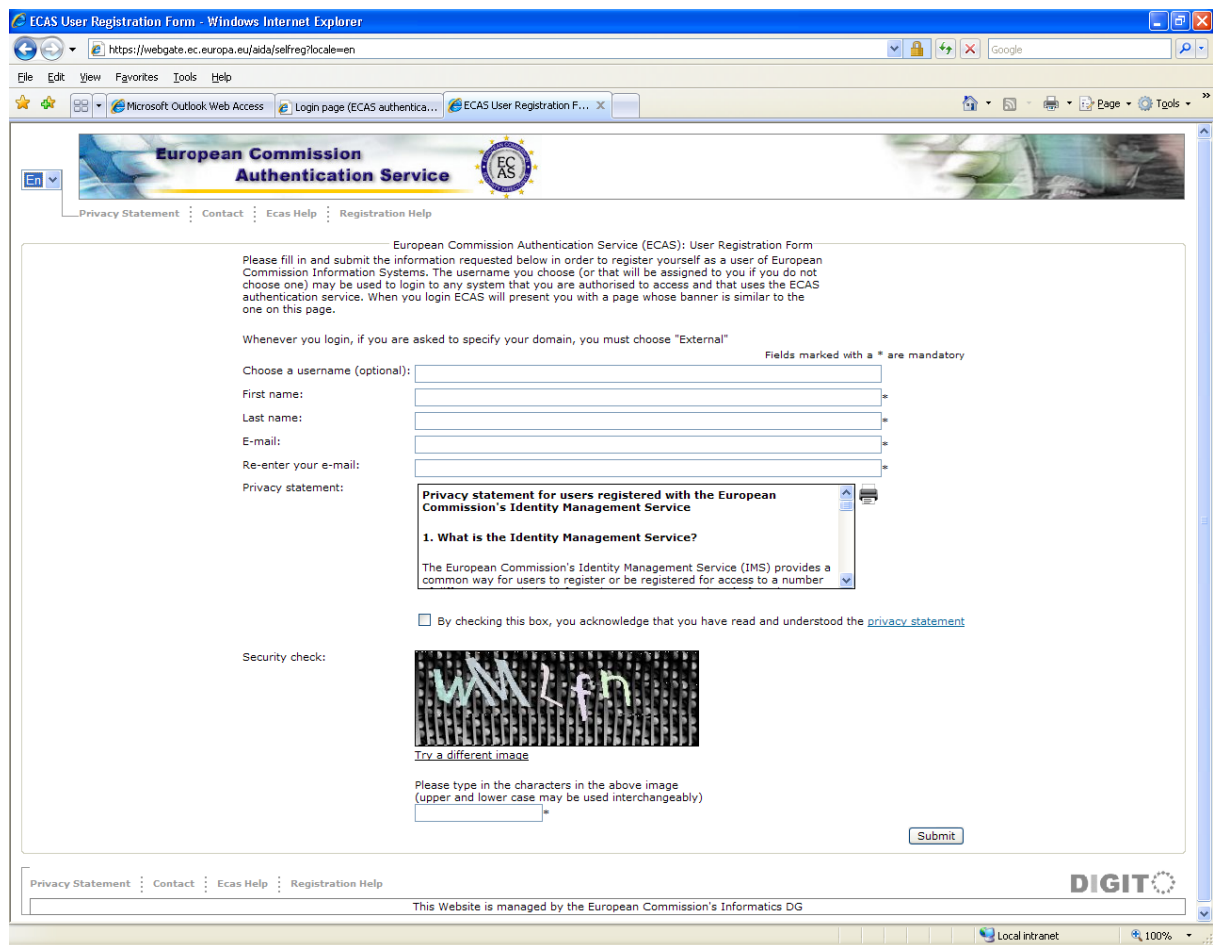
### 3. REGISTRATION AS A NEW USER TO OBTAIN AN ECAS PASSWORD



#### 3.1. ECAS REGISTRATION

Before accessing URF through a self registration or as a [LEAR](#), you must have an ECAS Password.

If you do not have an ECAS Password yet, please, click on the button  ; the ECAS Registration page will be displayed (see **Figure 2: ECAS registration page**)



**Figure 2: ECAS registration page**

- Fill in all the fields in the ECAS registration page:

**Tip:** Before filling in the fields, be sure that you can read the characters in the Security Check image. If you cannot distinguish clearly these characters, then click on the [**Try a different image**] link to get a new set of characters.

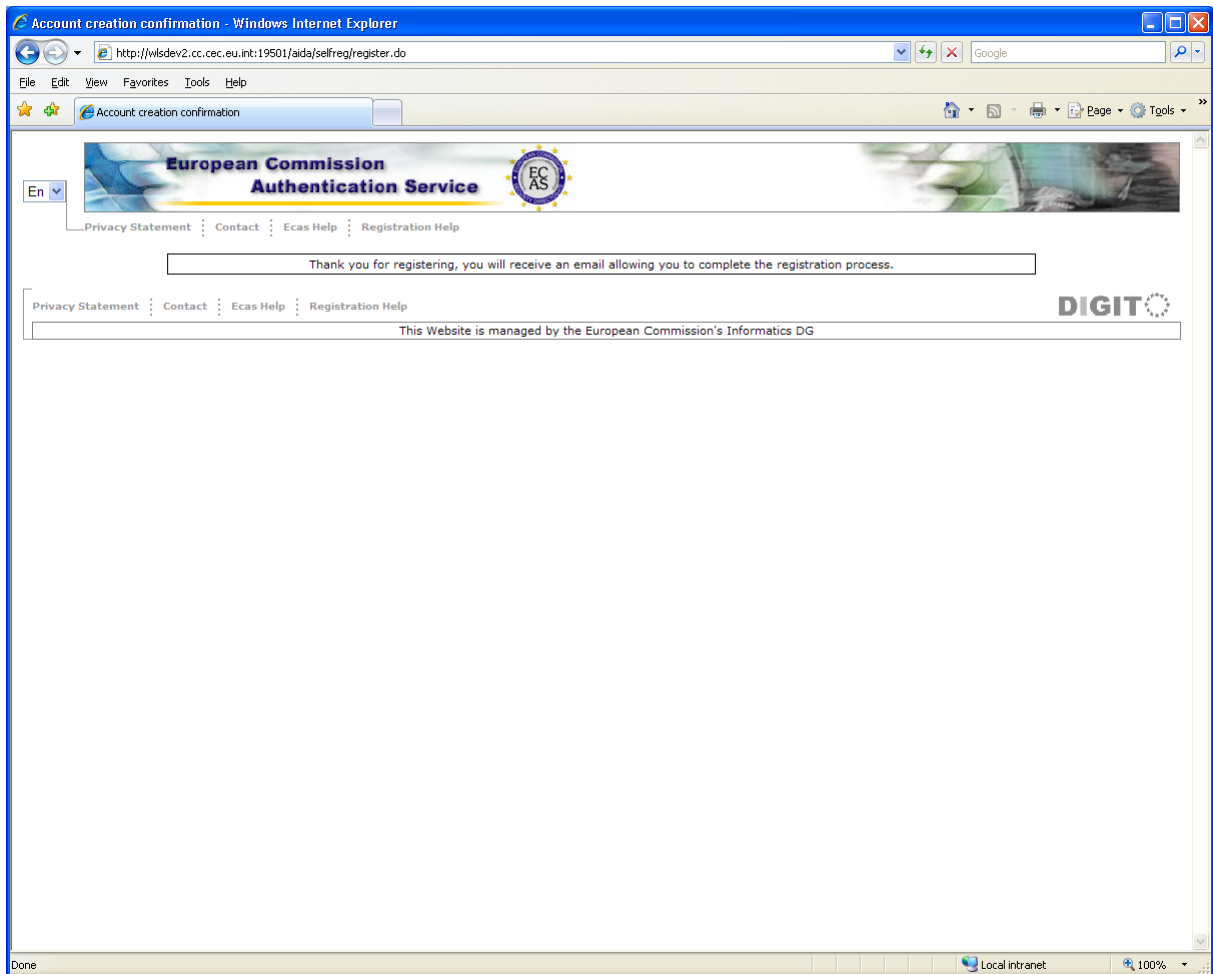
FIELD	COMMENT
USER NAME	Optional
YOUR FIRST NAME	You should enter your first name (name of the person who is registering in ECAS).
YOUR LAST NAME	You should enter your family name (name of the person who is registering in ECAS)
YOUR E-MAIL	You should enter a valid e-mail address. This email address is needed to activate the process to obtain an ECAS account. Please note you cannot use the same e-mail address for several accounts. <b>If you have to register another organisation, it is mandatory to provide a different e-mail address for each organisation.</b>
YOUR E-MAIL AGAIN	Just to confirm your e-mail address.
PRIVACY STATEMENT CONFIRMATION	Acknowledge that you have read and understood the privacy statements
TYPE THE CODE SHOWN	It is a security measure to avoid "Robot registration". You just have to type the code that you see.
SUBMIT	After clicking this button you will received an e-mail to confirm your registration

**Warning:** Please note that the next step, regarding the confirmation of your ECAS registration and setting of the ECAS password (explained in Section 3.2) will have to be done within 30 minutes from when you first submit your registration request (through screen on Figure 2).

- After filling in the fields on this screen, click on the [**SUBMIT**] button

*If all fields have been correctly filled in, the person registering will be notified through an e-mail message containing a link and the instructions to complete the registration with ECAS.*

- The Account Confirmation page is displayed. You are warned that a confirmation e-mail is about to be sent to your e-mail address: "Thank you for registering; you will receive an e-mail allowing you to complete the registration process." See **Figure 3: ECAS account creation - confirmation.**



**Figure 3: ECAS account creation - confirmation**

- You can now read your e-mail message.

This is an example of the confirmation e-mail:

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**From:** [European Commission Authentication Service](#)

**To:** your e-mail address

**Sent:** Tuesday, January 20, 2009 11:45 AM

**Subject:** Your password / Votre mot de passe

### **English version**

Version française ci-dessous

Dear John Doe,

Your account has been created by the European Commission Authentication Service. Your user name is **nnnnnnnn**. Please follow [this link](#) to initialize your password.

If the above mentioned link does not work, you can copy-paste the following address (without any line break) in your browser address bar:

<https://ecast.cc.cec.eu.int:7002/ecas/init/initialisePasswordLogin.do?wayf.domain=external&wayf.remember=checked&wayf.submit=Select&.....>

Sent to you by European Commission Authentication Service

#### Version française

Cher/Chère John Doe,

Votre compte a été créé par le Service d'Authentification de la Commission Européenne. Votre nom d'utilisateur est **nnnnnnnn**. Rendez-vous sur [cette adresse](#) pour initialiser votre mot de passe.

Si le lien ci-dessus ne fonctionne pas, vous pouvez copier-coller l'adresse suivante (sans retour de ligne) dans la barre d'adresse de votre navigateur :

<https://ecast.cc.cec.eu.int:7002/ecas/init/initialisePasswordLogin.do?wayf.domain=external&wayf.remember=checked&wayf.submit=Select&.....>

Ce message vous est adressé par le Service d'Authentification de la Commission Européenne

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### 3.2. CONFIRMATION OF YOUR ECAS REGISTRATION – SET PASSWORD

**Warning:** The process must be completed within 30 minutes from your original registration request (through screen on Figure 2).

- In your ECAS confirmation e-mail message, click on the address link.

The ECAS password initialisation page is displayed. See **Figure 4: ECAS Password initialisation**

You have to enter:

- Your user name
- Your password twice.

Leave your domain as 'External'.

**Note:** Passwords may not include your username and must contain at least 10 characters chosen from at least three of the following groups (no other characters are permitted apart from the white space):

- Upper case: A to Z
- Lower case: a to z
- Numeric: 0 to 9
- Special characters:!"#\$%&'()\*+,-./:;<=>?@[\\]^\_`{|}~

FR

**European Commission Authentication Service**

ECAS

Login | Change Password | Privacy Statement | Contact | Help

Domain : External (Change)

>> EUROPA > Authentication Service > Password initialisation

### Login

This page allows you to reset your ECAS password. The process must be completed within **30** minutes of your original request. If you did not mean to change your ECAS password and instead want to reset your Internet password, please click [here](#).

*This password should only be used when prompted by the Commission's Authentication Service (ECAS). ECAS is identified by a distinctive logo and your browser will display a symbol indicating a secure connection (padlock for Internet Explorer). Never use this password on a page outside the ECAS (except if you use the password for Windows login).*

Passwords may not include your username and must contain at least 10 characters chosen from at least three of the following four character groups (no other characters are permitted apart from the white space):

- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters: !"#%&'()\*+,-./:;<=>?@[\\]^\_`{|}~

Examples: BorSD]gUlr c3lPdi=wWC ax1dAtyxq' [ [Generate other sample passwords.](#) ]

**Note:** Please take great care in entering your new password. Once you have created it, you will only be able to change or reset it yourself after 1 day(s).

Domain: External

Username: \_\_\_\_\_

New ECAS password: [password field]

Confirm new ECAS password: [password field]

Login | Change Password | Privacy Statement | Contact | Help

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This Website is managed by the European Commission's Informatics DG - Version 1.8.6.3617 - 16/12/2008 - 19:20 - Processing: 196 milliseconds

Terminé ecast.cc.cec.eu.int:7002 Adblock

**Figure 4: ECAS Password initialisation**

When you click on the **[SUBMIT]** button, the "ECAS Password initialisation success" page will appear. See **Figure 5: ECAS Password initialisation Success**





**Figure 5: ECAS Password initialisation Success**

**Note:** You must follow the link and complete the process within 30 minutes. If you do not complete the page within the 30 minutes, you will receive a page with the following message: See **Figure 6: ECAS - registration time elapsed**

**The time that has elapsed since this password reset request was confirmed exceeds the time allowed for the reset to be performed. If you still wish to change your password, please click [here](#) to make another request**

**Clicking on the here link will allow you to reset your password.**



Figure 6: ECAS - registration time elapsed

## 4. LOGIN TO URF FOR SELF REGISTRATION




### 4.1. Self Registration

When you connect the first time to URF (not being a [LEAR](#)), you have to self register as participant.

In your browser you connect to URF, using the following URL:

<http://ec.europa.eu/research/participants/urf/>

The URF welcome page is displayed in your browser. See **Figure 1 : URF Welcome screen**

Then, you click on the  button. The next page shows that you have not registered any organisation yet. See **Figure 7: URF Self Registration empty**



**Figure 7: URF Self Registration empty**

To self register, just click on the **[Register an Organisation]** button.

## 4.2. Self-registration – Organisation data

The first page to be displayed is related to the organisation's data. You have to fill in a set of fields (see table below).

**Complete the form with at least all the mandatory fields marked with \*, in order to proceed to the next screen.**

Note the following buttons present on all the pages during self-registration.

**[NEXT STEP] [PREVIOUS STEP]:** go to next/ previous registration page.

**[SAVE DRAFT]:** save current data in a temporary URF database.

**[CANCEL]:** cancel current work since last saved draft or last login.

**Figure 8: Self Registration - Organisation data**

FIELD	COMMENT
* PARTICIPANT LEGAL NAME	Official name of the organization. This field should contain less than 240 characters.
BUSINESS NAME	The official acronym of your organization. This field should contain less than 40 characters.
* OFFICIAL LANGUAGE	Language used within the organization for communication.
2 <sup>nd</sup> LANGUAGE	Language used for the translation of the legal name.

FIELD	COMMENT
<b>NAME IN 2<sup>nd</sup> LANGUAGE</b>	Translation of the legal name, usually to be provided in English.
<b>* LEGAL FORM</b>	This is a free text box. Please enter the form under which your organisation is legally registered, as in your organisation's statute. The legal form depends on the type of entity and the country. If your organisation is a private body, your form could be for example LLP, Ltd, PLC, SA, GmbH, etc. Please note that "university" or "public body" are not legal forms. After validation, this field will display the legal form as validated by the European Commission.
<b>* VAT NUMBER</b>	<p>It is the unique number given to organisations that pay Value Added Tax (VAT). In the European Union, the VAT is a general, broadly based consumption tax, assessed on the value added to goods or services.</p> <p><i>Tips: If you are not sure about your VAT number, check with your financial department. If your organisation does not have a VAT number, you could enter "not applicable".</i></p>
<b>* REGISTRATION NUMBER</b>	<p>Code usually provided by the Chamber of Commerce of your country.</p> <p><i>Tips: The registration number, the registration authority and the registration date are usually provided in the same document. Contact your financial department for more information. If your organisation does not have a registration number, you could enter "not applicable".</i></p>
<b>* REGISTRATION AUTHORITY</b>	<p>The authority by which your organisation was registered, such as e.g. the administration of the city, or region, the Chamber of Commerce, etc.</p> <p><i>Tips: The registration number, the registration authority and the registration date are usually provided in the same document. If your organisation does not have a registration authority, you could enter "not applicable".</i></p>
<b>* NACE CODE</b>	<p>The statistical classification of economic activities in the European Community (in French: Nomenclature statistique des activités économiques dans la Communauté européenne), commonly referred to as NACE, is a European industry standard classification system consisting of a 6 digit code.</p> <p><b>More info on:</b>  <a href="http://ec.europa.eu/eurostat/ramon/index.cfm?TargetUrl=DSP_PUB_WELC">http://ec.europa.eu/eurostat/ramon/index.cfm?TargetUrl=DSP_PUB_WELC</a></p>
<b>* ESTABLISHMENT REGISTRATION COUNTRY</b>	Enter the location of the head-quarters of the organisation.
<b>* REGISTRATION DATE</b>	<p>Date when your organisation was registered, for example with the Chamber of Commerce in your country.</p> <p><i>Tips: The registration number, the registration authority and the registration date are usually provided in the same document Enter 01-01-1900 if not applicable".</i></p>

**Complete the form with at least all the mandatory fields marked with \*, in order to proceed to the next screen.**

#### 4.2.1. Self-registration – Legal Address

Figure 9: Self Registration - Legal address

FIELD	COMMENT
* STREET NAME	Street where the organisation is established
STREET NUMBER	Number or name of the building on the street (max. 20 alphanumeric characters)
PO BOX	If the organisation has a postal box
COUNTY / REGION	Enter your county/region
* POSTAL CODE	ZIP CODE of the organisation
* CEDEX	Only for France
* CITY	Official name of the city where the organisation is established
* COUNTRY	Select the country where the organisation is established
INTERNET HOMEPAGE	The format should be www.homepage.domain
FAX	Format should be: (international code) and FAX number without space
* PHONE 1	Format should be: (international code) and PHONE number without space
PHONE 2	Format should be: (international code) and PHONE number without space
COMPANY E-MAIL	This information was transferred from the initial Registration screen.

**Complete the form with at least all the mandatory fields marked with \*, in order to proceed to the next screen.**



#### 4.2.2. Self-registration – Main contact data

This person is to be contacted until a person is validated as LEAR for the organisation. For further explanations on LEAR, please see: [http://cordis.europa.eu/fp7/urf-lear\\_en.html](http://cordis.europa.eu/fp7/urf-lear_en.html)

Figure 10: Self Registration - Main contact data

FIELD	COMMENT
<b>TITLE</b>	The title: Mr., Mrs., Prof., Dr. ...
<b>* GENDER</b>	Specify the gender
<b>* LAST NAME</b>	Automatically filled with the last name registered field can be modified
<b>* FIRST NAME</b>	Automatically filled with the first name registered field can be modified
<b>* POSITION IN ORGANISATION</b>	The title in your organisation
<b>DEPARTMENT</b>	The department in your organisation
<b>* CONTACT COUNTRY</b>	Select the country where you are established
<b>* CONTACT STREET</b>	Enter the street name
<b>* CONTACT STREET NUMBER</b>	Fill with the street number
<b>PO BOX</b>	Fill with the PO BOX number
<b>COUNTY / REGION</b>	Enter the county/region
<b>* POST CODE</b>	Enter the ZIP CODE of your address

FIELD	COMMENT
* CEDEX	Only for France
* CITY	Official name of the city
INTERNET HOMEPAGE	The format should be: www.homepage.domain
FAX	Format should be: (international code) and your FAX number without space
* PHONE 1	Format should be: (international code) and your PHONE number without space
PHONE 2	Format should be: (international code) and your PHONE number without space
E-MAIL 1	Automatically filled with the registered e-mail can be modified

**Complete the form with at least all the mandatory fields, in order to proceed with the next screen.**

### 4.2.3. Self-registration – Status of the Organisation

In the "Status of your organisation" screen, please select the right status for your organisation. The status selected will need to be demonstrated by your statute and registration document.

For the definitions of the status of organisations, please see below and consult the "REGULATION (EC) No 1906/2006 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 December 2006 laying down the rules for the participation of undertakings, research centres and universities in actions under the Seventh Framework Programme and for the dissemination of research results (2007-2013)".

To access the regulation, follow the link:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:391:0001:0018:EN:PDF>

The screenshot shows a web browser window displaying the 'European Commission RESEARCH - Participants' portal. The page title is 'RESEARCH - Participants' and the breadcrumb trail is 'European Commission > Research > Participant Portal > Unique Registration Facility'. The main heading is '-> SELF REGISTRATION'. Below this, a progress bar indicates five steps: 1. ORGANISATION DATA, 2. LEGAL ADDRESS, 3. MY CONTACT INFORMATION, 4. STATUS OF THE ORGANISATION (current step), and 5. SUMMARY OF YOUR DATA. The 'Status of the Organisation' section features a dropdown menu with 'Indirect Cost Method' selected. Below the dropdown are several checkboxes for different organization types: Natural person, Legal person, Non-profit, Research organisation, Public body, International organisation, International organisation of European interest, Higher or secondary education establishment, Enterprise, and SME. A 'Comment' text area is located below these options. The 'SME Status data' section includes checkboxes for: Number of employees < 250, Annual turnover < 50M, Annual balance sheet < 43M, and Autonomous. At the bottom of the form are four buttons: 'Previous Step', 'Next Step', 'Save Draft', and 'Cancel'. The browser's status bar at the bottom shows 'Local intranet' and a zoom level of 100%.

Figure 11: Self Registration - Status of the Organization

In the "Status of your organisation" screen, please select the right status for your organisation.

FIELD	COMMENT
<b>Indirect cost calculation method</b>	<p>The indirect cost calculation method is chosen by the participant. Indirect costs, also called overheads, are all the eligible costs which cannot be identified by the beneficiary as directly attributed to the project, but can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs of the project. The available options for the choice are determined by the legal status of the participant, the status of their accounting system and the history of indirect cost calculation methodologies in previous FP7 participations. The options are described as follows:</p> <ul style="list-style-type: none"><li>○ <b>Actual or real indirect costs:</b> available for all categories of beneficiaries which have an analytical accounting system to identify their indirect costs. A simplified method is also available for all categories of beneficiaries which are unable to perform detailed cost allocation and can aggregate their indirect costs only at the level of the legal entity, unless they used actual indirect costs before. The simplified approach must be based on actual costs derived from the financial accounts of the period in question.</li><li>○ <b>Standard flat rate:</b> available for all categories of beneficiaries, unless they used actual indirect costs or the simplified method before. The flat rate is <b>of 20% of its total direct eligible costs</b>, excluding its direct eligible costs for subcontracting and the costs of reimbursement of resources made available by third parties which are not used on the premises of the participant.</li><li>○ <b>Special transitional flat-rate:</b> available for <b>non-profit public bodies, secondary and higher education establishments, and research organisations and SMEs</b>, which are unable to identify with certainty their real indirect costs and unless they used actual indirect costs or the simplified method before. When participating in funding schemes which include research and technological development activities <b>may opt for a flat-rate of 60%</b> of the total direct eligible costs. This flat-rate of 60% excludes costs for subcontracting and the costs of reimbursement of resources made available by third parties which are not used on the premises of the participant. If these participants change their status during the life of the project, this flat rate shall be applicable up to the moment they lose their status.</li></ul> <p><b>The participant shall apply the same indirect cost calculation method in all grant agreements under the Seventh Framework Programme.</b></p> <p><i>Tips: View the financial guide page 45 to 51 for explanation of the method of calculation of indirect costs:</i> <a href="http://ftp.cordis.europa.eu/pub/fp7/docs/financialguide_en.pdf">http://ftp.cordis.europa.eu/pub/fp7/docs/financialguide_en.pdf</a></p>

FIELD	COMMENT
<b>Natural Person</b>	A "natural person" is a citizen (to be distinguished from "legal persons", which refer to corporations). Natural persons always have legal personality and are therefore legal entities without other proof being required than their identification papers. Individuals who are registered as free-lance professionals and have a VAT number, are also legal persons. Please note, that citizens who are freelance-professionals and want to be validated as FP7 participants, have to choose whether they want to apply as "natural person" or as "legal person".
<b>Legal person</b>	For a "legal person" to exist, an act of incorporation and usually also a registry is required. A legal person exercises rights and is subject to obligations with regard to the national law of its place of establishment, community law or international law. A legal person can group other legal entities (natural or legal), or contain only possessions (e.g. foundation).
<b>Non profit</b>	A legal entity is qualified as a "non-profit organisation", when considered as such by national or international law (international organisations as well as any specialized agency set up by international organisations). Generally, as a consequence, any possible profits have to be reinvested within the organisation itself and cannot be distributed. The quality of being a non-profit organisation has to be proven by your statute.
<b>Research organisation</b>	"Research organisation" means a non-profit organisation which carries out scientific or technical research as its main objective. The quality of being a research organisation has to be stated in your statute.
<b>Public body</b>	"Public body" means any legal entity established as such by national public law, and international organisations. Bodies providing services of public interest are not necessarily public bodies. The quality of being a public body has to be stated in your statute.
<b>International organisation</b>	"International organisation" means an intergovernmental organisation, other than the European Community, which has legal personality under international public law, as well as any specialized agency set up by such international organisations.
<b>International organisation of European interest</b>	"International organisation of European interest" means an international organisation, the majority of whose members are Member States or Associated Countries, and whose principal objective is to promote scientific and technological cooperation in Europe.
<b>Higher or secondary education establishment</b>	It is an organisation which has as main objectives training and education, and delivers state recognized diplomas.

<b>Enterprise</b>	Any entity engaged in an economic activity, irrespective of its legal form. This includes commercial companies, but also self-employed persons and family businesses engaged in craft or other activities, as well as partnerships or associations regularly engaged in an economic activity.
<b>SME</b>	"SMEs" are micro, small and medium-sized enterprises within the meaning of Recommendation 2003/361/EC in the version of 6 May 2003.  <i>Tips: To determine what type of SME your organisation is, see <a href="http://ec.europa.eu/research/sme-techweb/index_en.cfm">http://ec.europa.eu/research/sme-techweb/index_en.cfm</a></i>
<b>Number of employees &lt; 250</b>	Click the check box if your organization has less than 250 employees
<b>Annual turnover &lt;50M</b>	Click the check box if the annual turnover is less than € 50 millions
<b>Annual balance sheet &lt;43M</b>	Click the check box if the annual balance sheet is less than € 43 millions
<b>Autonomous</b>	Click the check box if your organization is autonomous

#### 4.2.4. Self-registration – Summary of your data

The final screen summarises all values entered in the previous screens. You are still able to provide corrections by selecting the **[Edit]** buttons for each section.

The screenshot displays the 'SUMMARY OF YOUR DATA' page in the European Commission RESEARCH - Participants portal. The page is divided into several sections, each with an 'Edit' button:

- Organisation Data:**
  - Participant legal name: **Smith ACME Ltd**
  - Business name: **ACME**
  - Official language: **English**
  - Name in 2nd Language: **Dupont ACME**
  - 2nd Language: **French**
  - Legal form: **Ltd**
  - VAT number: **UK1247979**
  - Registration number: **AZ33F324**
  - Registration date: **14-11-2006**
  - Registration authority: **Chamber of Commerce**
  - Nace code: **73.1 [R&D on natural sciences and engineering]**
  - Establishment/Registration country: **United Kingdom**
- Legal Address:**
  - Street name: **Bond Street**
  - Street number: **45**
  - PO Box:
  - County/Region:
  - Postal code: **12NE345**
  - CEDEX:
  - City: **LONDON**
  - Country: **United Kingdom**
  - Internet homepage:
  - Phone 1: **+4434788345**
  - Phone 2:
  - Fax:
  - Company Email: **info@acme.uk**
- Main Contact Person:**
  - Title: **Mr**
  - Gender: **M**
  - Last Name: **BOND**
  - First Name: **JAMES**
  - Position in organisation: **N° 7**
  - Department: **LTK**
  - Contact Country: **United Kingdom**
  - Contact street: **Bond Street**
  - Contact street number: **23**
  - PO Box:
  - County/Region:
  - Postal code: **23HE45**
  - CEDEX:
  - City: **LONDON**
  - Internet homepage:
  - Phone 1: **+449865793**
  - Phone 2:
  - Fax:
  - Email 1: **james.bond@acme.uk**
- Status of the Organisation:**
  - Indirect Cost Method: **Standard Flat Rate**
  - Is Natural Person?
  - Is Legal Person? **Y**
  - Is a Non profit?
  - Is a Research organisation?
  - Is Public body?
  - Is International Organisation?
  - Is International Organisation of European Interest?
  - Is a Higher or secondary education establishment?
  - Is an Enterprise? **Y**
  - Self declare SME Status? **Y**
  - Is number of employees below 250? **Y**
  - Is annual turnover below 50M? **Y**
  - Is annual balance sheet below 43M? **Y**
  - Is autonomous? **Y**
  - Your comments:

At the bottom of the page, there are three buttons: **Confirm**, **Save Draft**, and **Cancel**.

Figure 12: Self Registration - Summary of your data

After verification and when the data provided are correct, you have to select the **[CONFIRM]** action to submit the information to [the Validation Team CVT](#). Note that you will not be able to

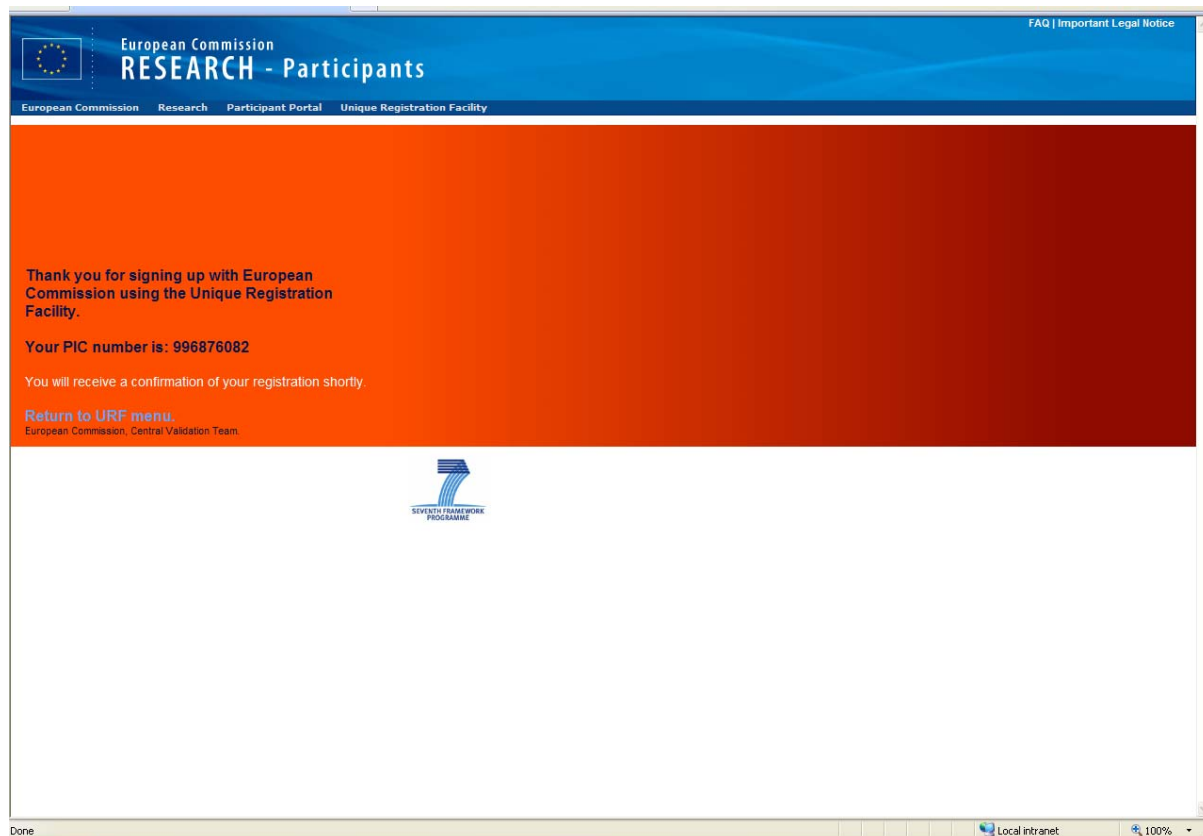
correct the organisation data in URF until the Validation Team processes the information submitted and [the Legal Entity Appointed Representative](#) has been appointed and validated (see below).

You can also suspend your verification by clicking the **[Save Draft]** button.

#### 4.2.5. Self-registration – Confirmation

After you having confirmed your data by selecting the **[CONFIRM]** button, the confirmation page is displayed. See **Figure 13: Self Registration - Confirmation**

Note: Your Participant Identification Code (PIC number) is displayed on the page.



**Figure 13: Self Registration - Confirmation**

Immediately after the data has been submitted for validation, you will receive an e-mail with the data you entered, and a Participant Identification Code (PIC) will be provided to you.

This is an example of the confirmation e-mail:

---

**From:** *fp7-urf-noreply@ec.europa.eu fp7-urf-noreply@ec.europa.eu*

**To:** *your\_email\_registered*

**Subject:** *Your registration at PDM/URF*

**Dear Mr. / Mrs. John Doe,**

**The Research Directorates-General of the European Commission thank you for having registered your legal entity in our database of participants.**



The record has been successfully created. The Participant Identification Code (PIC) for the legal entity you have registered is 123456789.

If you intend to use your PIC for proposal submission, please note that there is a delay of 48 hours before the associated data is visible to EPSS.  
This time constraint effectively prevents you from submitting a proposal to a call closing within the next two days using the above-mentioned PIC.

If you have registered because your organisation is currently negotiating a grant agreement, please provide us as soon as possible with the supporting documents so that your organisation can be validated.  
On the link - [http://cordis.europa.eu/fp7/urf-valid\\_en.html](http://cordis.europa.eu/fp7/urf-valid_en.html) - you can find downloadable forms and instructions for the submission of supporting documents. Please note that the validation could result in a possible change of the PIC.

If you are negotiating a grant agreement, you are also kindly invited to launch the process of appointment of the Legal Entity Appointed Representative (LEAR) within your organisation.  
The LEAR will be responsible for updating in URF the legal and financial data of your organisation.  
On the link - [http://cordis.europa.eu/fp7/urf\\_en.html](http://cordis.europa.eu/fp7/urf_en.html) - you can find downloadable forms and instructions for the appointment of the LEAR. You will find as well some additional information regarding the PIC usage and the LEAR.

#### The Central Validation Team

Below is the summary of your entered data:

##### Organisation Data

Legal name : xxxxxxx  
Business name : xxxxxxx  
Official language : xxxxxx  
Translated name : xxxxxx

Translated language : xxxxxx  
Legal form : xxxxxx  
VAT number : xxxxxxxx  
Registration number : xxxxxxxx  
Registration date : xxxxxxxx  
Registration authority : xxxxxxxx  
NACE Code : xxxxxxxx  
Registration country : xxxxxx

##### Legal Address

Street name : xxxxxxx  
Street number : 12345789  
PO box : 123456789  
Region/County :  
Postal code : 123456789  
CEDEX :  
City : xxxxxx  
Country : xxxxxxx  
Internet homepage : www.myorganisationwebpage.domain  
Fax : +123 1234567890  
Phone1 : +123 1234567892

Phone2 : +123 1234567891  
Email1 : youremailaddress@domain.name

##### Main Contact Person

Contact Title : XXXXX  
Contact Gender : X  
Contact Position in organisation : XXXXXXX  
Contact Department : XXXXXXX  
Contact Last name : XXXXXXX

Contact First name : XXXXXXX  
Contact Country : XXXXXXX  
Contact Street : XXXXXXX  
Contact Street number : 123456  
Contact PO box : 123456  
Contact Region/County : XXXXXXX  
Contact Postal Code : 123456  
Contact CEDEX : 123  
Contact City : XXXXXXX  
Contact Internet homepage : www.XXXXXX.XXX  
Contact Fax : +123 123456789  
Contact Primary phone : +123 1234568788

Contact Secondary phone : +123 12345787

Contact E-mail : XXXXX@XXXXX.XX

##### Status of the Organisation

Indirect Cost Method : Standard Flat Rate  
Is it a Natural Person? X  
Is it a Legal Person? X  
Is it a Non profit? X  
Is it a Research organisation? X  
Is it a Public body? X  
Is it an International Organisation? X  
Is it an International Organisation of European Interest? X

*Is it a Higher or secondary education establishment? X*  
*Is it an Enterprise? X*  
*Self declared SME Status? X*  
*Is the number of employees below 250? X*  
*Is the annual turnover below 50M? X*  
*Is the annual balance sheet below 43M? X*  
*Is it autonomous? X*  
*Your comments:*

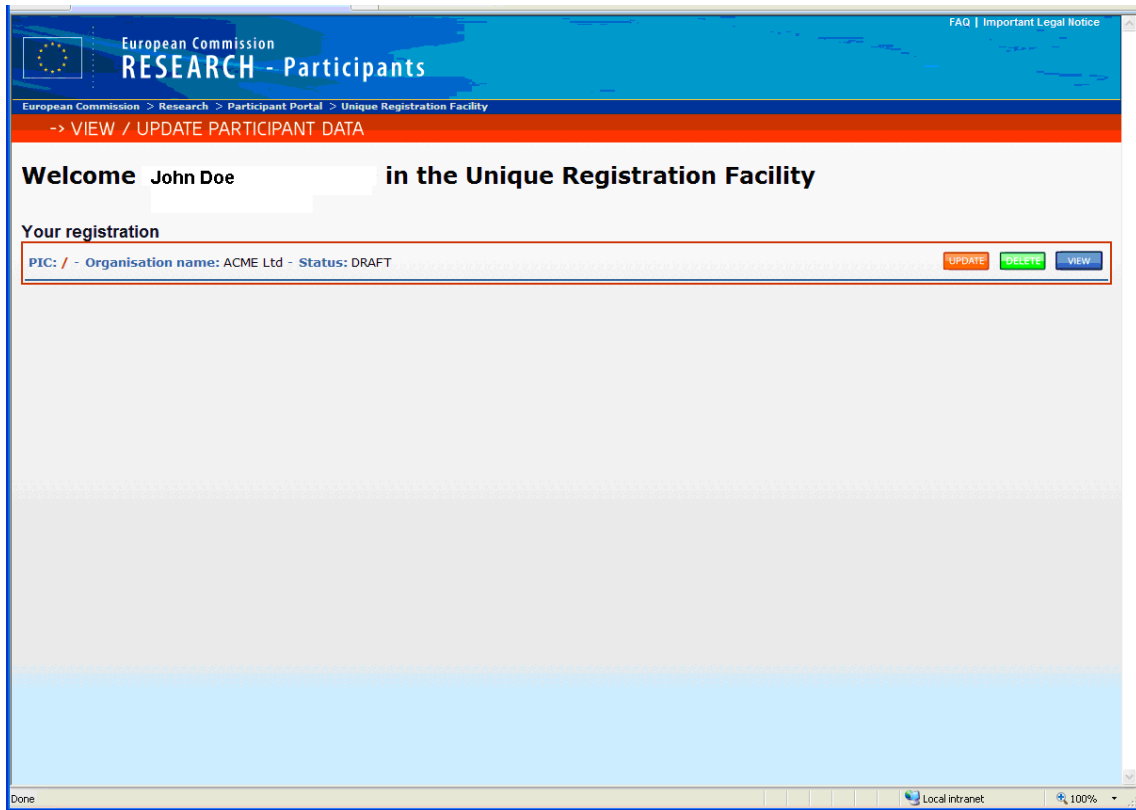
XXXXXXXXXXXXXXXXXXXX

---

### 4.3. Modify Self-registration data

During Self registration, if you have saved your data by using the **[SAVE DRAFT]** button, you will be directed to the following page: **Figure 14: Self Registration - Modify draft data.**

The same page is also displayed if you login again during self registration.



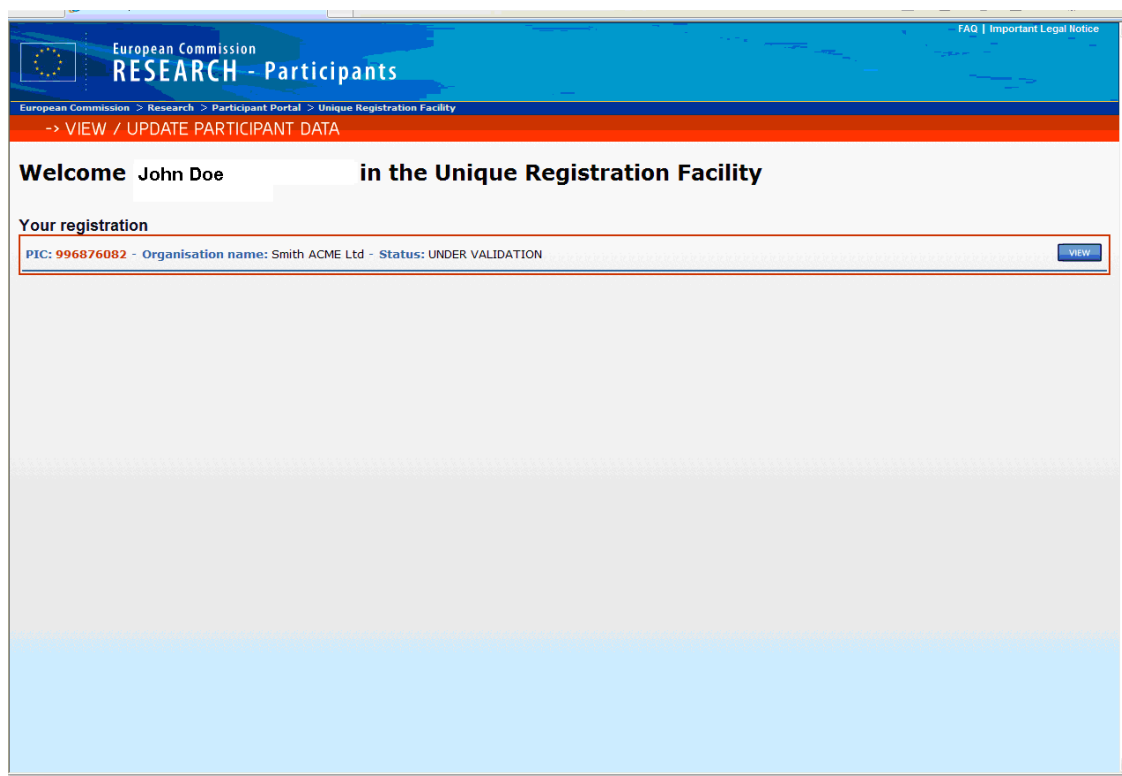
**Figure 14: Self Registration - Modify draft data**

You can modify your data by clicking on the **[UPDATE]** button. Then you will have access to the different pages described above.

## 4.4. View Self-registration data

During self-registration you can modify your data (data which is not confirmed yet, but saved as draft – see Figure 12) by using the **[UPDATE]** button (see Figure 14).

After your self registered data have been submitted (using the **[CONFIRM]** button shown in Figure 12) , you cannot modify your data anymore, until it is validated by the CVT. You can in the meanwhile view your data only as reand-only by clicking on the **[VIEW]** button.



**Figure 15: Self Registration - Data under validation**

Your registered data can then be seen in read-only mode (see **Figure 16: Self Registration - View data under validation**)

From these pages you can always logout (**[LOGOUT]** button) or go back to the URF menu (**[Return URF menu]** link).

European Commission  
**RESEARCH - Participants**

European Commission > Research > Participant Portal > Unique Registration Facility  
 -> VIEW / UPDATE PARTICIPANT DATA

**Your Data (read-only mode):**

ORGANISATION DATA    LEGAL ADDRESS    STATUS OF THE ORGANISATION

Organisation data of the participant

PIC /

Status DRAFT

Participant legal name \* ACME Ltd

Business name ACME

Official language \* English

Name in 2nd Language ACME fr

2nd Language French

Legal form \* LTD

VAT number \* UK12123432

Registration number \* HE12-234-321

Registration date \* 12-02-2003 (dd-mm-yyyy)

Registration authority \* Chamber of Commer

Nace code \* R&D on natural sciences and engineering

Establishment/Registration country \* United Kingdom

\* Mandatory Fields

LOGOUT  
 Please click here to logout:  
 LOGOUT

Return to URF menu.

Done    Local intranet    100%

**Figure 16: Self Registration - View data under validation**

## 4.5. Login as a LEAR

This login is to be used by the persons who have been validated as LEAR (Legal Entity Appointed Representative) of their organisations.

As a LEAR you can connect using your ECAS account:

At first, you receive by email your username and explanation on how to activate your account.

Subject: 7th Framework Programme - User account creation

Dear [John Doe](#),

In the context of the 7th Framework Programme, you have recently been nominated as the LEAR for your organisation. In order to access the Unique Registration Facility (URF), the web application that allows you to manage the data of your organisation, an account has been created for you by the European Commission. Once activated, this account can be used to access initially the Unique Registration Facility (URF) and subsequently, it may be possible for you to access other Commission sites.

Your user name is: [nnnnnnnn](#)

(Note: you can also use your registered email address instead of the username to access your account).

You will soon receive by letter (and if possible, by phone) your personal identification number (PIN) required to activate your account.

When you receive the PIN, please visit [this link](#) and follow the instructions on screen to activate your account. Please make sure that the domain that is selected in ECAS is "External", not European Commission.

You will be asked to provide your user name and PIN. Then, you will be offered the opportunity to choose a password of your liking. Please choose your password wisely in accordance to the instruction provided on the pages. When you have completed these steps, your account will be automatically activated.

If the above mentioned link does not work, you can copy the following address (without any line break) and paste it in your browser address bar:

<https://webgate.ec.europa.eu/ecas/init/PINCode.do?domain=external>

Once your account has been activated, you can visit the URF application at the following address: <http://ec.europa.eu/research/participants/urf>

If you believe that this message has reached you in error or should you require any further assistance, please do not hesitate to contact our eFP7 Service Desk using the coordinates provided below.

The eFP7 Service Desk Team

E-mail: [digit-efp7-support@ec.europa.eu](mailto:digit-efp7-support@ec.europa.eu)

Phone: +352 4301 31570

Fax: +352 4301 33099

For the LEAR that self registered, the mail is quite different :

---

**From:** DIGIT CED CUD SUPPORT  
**Sent:** Thursday, February 19, 2009 5:27 PM  
**To:** John.Doe@nowhere.com  
**Subject:** 7th Framework Programme - User account upgrade  
**Importance:** High  
**Sensitivity:** Private

Subject: 7th Framework Programme - User account upgrade

Dear **John Doe**

In the context of the 7th Framework Programme, you have recently been nominated as the LEAR for your organisation. In order to access the Unique Registration Facility (URF), the web application that allows you to manage the data of your organisation, you can use the existing user account that was previously created for you by the European Commission. Nevertheless, you are required to upgrade this account.

Your user name is: **username**

(Note: you can also use your registered email address instead of the username to access your account).

In order to start using the system, your account must be upgraded. You will soon receive by letter (and if possible, by phone) your personal identification number (PIN) required to upgrade your existing account.

When you receive the PIN, please visit [this link](#) and follow the instructions on screen to activate your account. **Please make sure that the domain that is selected in ECAS is "External", not European Commission** (see the attached file).

You will be asked to provide your user name and PIN. Then, you will be offered the opportunity to choose a password of your liking. Please choose your password wisely in accordance to the instruction provided on the pages. When you have completed these steps, your account will be automatically activated.

If the above mentioned link does not work, you can copy the following address (without any line break) and paste it in your browser address bar:

<https://webgate.ec.europa.eu/ecas/init/PINCode.do?domain=external>

Once your account has been activated, you can visit the URF application at the following address: <http://ec.europa.eu/research/participants/urf>

*We regret that, for technical reasons, you will be unable to use your existing account for access to any Commission information system until your account has been upgraded. Please contact us if you have an urgent need for access but have not yet received your PIN.*

If you believe that this message has reached you in error or should you require any further assistance, please do not hesitate to contact our eFP7 Service Desk using the *details* provided below.

The eFP7 Service Desk Team  
E-mail: [digit-efp7-support@ec.europa.eu](mailto:digit-efp7-support@ec.europa.eu)  
Phone: +352 4301 31570  
Fax: +352 4301 33099

And a letter with your PIN code is also sent :



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL  
INFORMATICS  
Directorate B - Information systems  
**e-Commission, Interoperability, Architecture and Methods**



Dear **John DOE**,

Re: your nomination as Legal Entity Authorised Representative (LEAR)

The European Commission's Unique Registration Facility is a web-based application for participating organisations in the Seventh Research Framework Programme. This online service allows registered users to view and update their organisation's legal and financial data.

According to our records, you are the Legal Entity Authorised Representative (LEAR) for the above-mentioned organisation. The European Commission Authentication Service (ECAS) has therefore created a user account for you to access the Unique Registration Facility and manage your organisation's data.

An email was sent to your registered email address: **aaaa.bbbb@aba** It explains how to activate your new user account using a PIN code. Please follow the instructions carefully.

Your activation PIN is: **xxxxx**

Your user account is **strictly personal** and will allow you in future to access other online services the European Commission is currently developing for the Seventh Research Framework Programme and the Competitiveness and Innovation Programme.

Please contact the eFP7 Service Desk if any of the information about yourself or your organisation contained in this letter is inaccurate or if you have any problem activating your account.

Yours sincerely,



FR **European Commission**  
**Authentication Service** 

Login :: Change Password :: Privacy Statement :: Contact :: Help Domain : External (Change)

>> [EUROPA](#) > [Authentication Service](#) > [Password initialisation](#)

### ECAS password initialisation

Please provide your *username* and your **PIN code** in order to start the initialisation of your ECAS password.

Username   
PIN Code

W3C WAI-A WCAG 1.0 **DIGIT** top

This Website is managed by the European Commission's Informatics DG - Version 1.8.7.3685 - 11/02/2009 - 20:34 - Processing: 14 milliseconds

### Figure 17 : ECAS Password initialisation for LEAR

After login, you can see the following page ( **Figure 18: LEAR - Organization page** )

The first part of the page contains the history of the requests related to your organization and some buttons allowing you to view or modify those different requests.

The second part, related to your registration, allows you to view your data in the URF registry.

European Commission  
**RESEARCH - Participants**

European Commission > Research > Participant Portal > Unique Registration Facility  
 -> VIEW / UPDATE PARTICIPANT DATA

**Welcome John Doe in the Unique Registration Facility**

**Your organisations**

PIC: 996876082 - Organisation name: Smith ACME Ltd - Status: VALIDATED [UPDATE](#) [VIEW](#)

Request history:	Date	Organisation name	Type	Status	Action
	2009/02/02	Smith ACME Ltd	SELF REGISTRATION	VALIDATED	<a href="#">VIEW</a>

**Your registration**

PIC: 996876082 - Organisation name: Smith ACME Ltd - Status: VALIDATED [VIEW](#)

Done Local Intranet 100%

**Figure 18: LEAR - Organization page**

### 4.5.1. Modify data

As a LEAR, you are able to modify your data (when the [UPDATE] button is enabled in the page above).

The modification page (**Figure 19: LEAR - Modifications of the validated data** ) contains 3 tabs:

- Organisation data
- Legal address (see **Figure 19: LEAR - Modifications of the validated data**)
- Status of the organisation

European Commission  
RESEARCH - Participants

European Commission > Research > Participant Portal > Unique Registration Facility  
-> VIEW / UPDATE PARTICIPANT DATA

Your Data (edit mode):

ORGANISATION DATA   LEGAL ADDRESS   STATUS OF THE ORGANISATION

Legal Address (Head office)

Street name \* Bond Street  
Street number 45  
PO Box  
County/Region  
Postal code \* 12NE345  
CEDEX \* (France only)  
City \* LONDON  
Country \* United Kingdom  
Internet homepage http://www.acme.uk  
Fax  
Phone 1 \* +4434788345  
Phone 2  
Company Email info@acme.uk

\* Mandatory Fields

UPDATE YOUR DATA

LOGOUT  
Please click here to logout:  
LOGOUT

Return to URF menu.

**Figure 19: LEAR - Modifications of the validated data**

In these different tabs, an [UPDATE YOUR DATA] button is present. This button saves all the data from **ALL** tabs.

Once this button is clicked, a confirmation page appears. You are then asked to confirm or cancel your modifications (see **Figure 19: LEAR - Modifications of the validated data**).



**Figure 20: LEAR- Confirmation of modifications**

When you confirm your modifications by clicking on the **[SUBMIT]** button, another confirmation page is displayed (see **Figure 20: LEAR- Confirmation of modifications** )



**Figure 21: LEAR modifications submitted**

You can then logout or return to the URF menu (see **Figure 22: LEAR - Organization page with new request**)

You can see that the URF menu page has changed in the Request history part:

- The first request is now in read-only: only the **[VIEW]** button is enabled
- Your submitted modifications are displayed in the second request. While the CVT (Central Validation Team) has not yet set the request status to 'UNDER VALIDATION', you will be able to update or delete your request.

The screenshot shows the 'Unique Registration Facility' (URF) interface for a participant named John Doe. The page is titled 'Welcome John Doe in the Unique Registration Facility'. It displays the participant's organizations and a request history table.

**Your organisations**

PIC: 996876082 - Organisation name: Smith ACME Ltd - Status: VALIDATED [VIEW](#)

	Date	Organisation name	Type	Status	Action
Request history:	2009/02/02	Smith ACME Ltd	SELF REGISTRATION	VALIDATED	<a href="#">VIEW</a>
	2009/02/03	Smith ACME Ltd	LEAR UPDATE	CREATED	<a href="#">UPDATE</a> <a href="#">DELETE</a> <a href="#">VIEW</a>

**Your registration**

PIC: 996876082 - Organisation name: Smith ACME Ltd - Status: VALIDATED [VIEW](#)

Figure 22: LEAR - Organization page with new request

## 5. SEARCH PIC



The URF website provides a tool to search for the PIC of any organisation registered in URF.

In order to find the PIC of an organisation, you only need to fill in the search criteria. It is mandatory to complete either the "**Name of the organization**" field or the "**VAT number**" field with a string of at least three characters. The other search fields can be left blank. However, too unspecific queries may result in long results' lists. The results' lists are truncated after 20 record listings. If searching for a legal name in the national language does not yield results, you might try with a translation of the organisation's name in English.

Type also the code on the image (upper and lower case may be used interchangeably).

**Tip:** If the letters in the image are not easily readable, click on the **[RESET]** button to get a new image.

Click on **[SEARCH]** to display the results.

The screenshot shows the 'SEARCH PIC' page on the European Commission Research - Participants website. The page has a blue header with the European Commission logo and the text 'RESEARCH - Participants'. Below the header is a navigation bar with the breadcrumb 'European Commission > Research > Participant Portal > Unique Registration Facility' and a link to '-> SEARCH PIC'. The main content area is titled 'Please fill in the search criteria to find your organisation' and contains the following text: 'It is obligatory to complete either the "legal name" field or the "VAT number" field with at least a three character string. The other search fields can be left blank. However, too unspecific queries may result in a long results list. Only the first 20 results are displayed. If searching for a legal name in the national language does not yield results you might try with a translation in English.' Below this is a 'NOTE: Search PIC functionality applies only to VALIDATED Organisations'. The search form includes four input fields: 'Name (or part of the name) of your organisation \*', 'Country' (a dropdown menu), 'VAT number \*', and 'City'. A CAPTCHA image showing the word 'siderex' is displayed above a text input field labeled 'Type the code shown:'. At the bottom of the form are two buttons: 'SEARCH' and 'RESET'. A small asterisk indicates that the name and VAT number fields are mandatory.

**Figure 23 : Search Participants**