

Manage a Contractor and its Information

Each section under **Proposal > Contractor** other than the *Contractors* tab, can only be accessed, edited, and finalised by users with *Coordinator Rights*. Additionally, partners cannot edit Contractor Information if they are not linked to that partner. After a section is finalised no further editing is available until the section is unfinalised by the Project Coordinator. The Project Coordinator can follow the preparation status of each section through **Proposal > Project > Status** or **DoW > Project > Status**.

Contractor Details

Under **Proposal > Contractor > Contractor's Details** you are able to enter general information about the Contractor. Select your Contractor from the left side panel in order to complete the missing information:

- *Participant Identification Code (PIC)*: Organisations participating in FP7 are assigned a Participant Identification Code by the organisation's ECAS account. If your organisation has already signed an FP7 grant agreement or submitted a proposal in 2013, your organisation already has a PIC. If not, then you can register your organisation in the Unique Registration Facility (URF), which is hosted in the Participant Portal.
- *Information on Contractor*: Street Name, Number, Postal Code, Town, Country, Internet Homepage.
- *Type of Organisation (funding rates)*: Select a type from the pre-defined Types of Organisation (e.g. Private Company, SME, Non-Profit Organisation...) by clicking the radio button left of the organisation type. Depending on the selected type of organisation, EMDESK applies the correct funding rates and for some types of organisations the reimbursement rates. It is also possible to select the option of an Individual Type of Organisation and be able to type in the proper name for the organisation as well as the specific funding rates that EMDESK will need to apply for calculations of the contribution.

Contractor's Details
Finalise Information

Contractor's Details
Key Personnel
Financial Information
Estimated Budget Overview

P 4 | UDO

Universidad del Oriente
Role: CR | Participation Period: M1 - M36

Participant Identification Code (PIC)
PIC No.
 Please enter your PIC provided by your organisation's ECAS account.

Information on Contractor

Street Name
Number
Postal Code

Town
Country
Internet Homepage

Type of Organisation (funding rates)

	RTD	DEM	MGNT	OTHER
<input type="radio"/> Enterprise (not SME)	50 %	50 %	100 %	100 %
<input type="radio"/> SME	75 %	50 %	100 %	100 %
<input type="radio"/> Non Profit Organisation	75 %	50 %	100 %	100 %
<input type="radio"/> Public Body	75 %	50 %	100 %	100 %
<input type="radio"/> Research Organisation	75 %	50 %	100 %	100 %
<input checked="" type="radio"/> Secondary and higher education establishment	75 %	50 %	100 %	100 %
<input type="radio"/> Non Profit Organisation (50% RTD Funding)	50 %	50 %	100 %	100 %
<input type="radio"/> <input style="width: 40%;" type="text"/>	<input style="width: 10%;" type="text" value="0"/> %	<input style="width: 10%;" type="text" value="0"/> %	<input style="width: 10%;" type="text" value="0"/> %	<input style="width: 10%;" type="text" value="0"/> %

- *Organisation Description*: Enter in the text box a description of the organisation. Please remember there is a 2,000 character maximum limit.
- *Roles, Involvement and Previous Experience*: Here, you can add Work Package Involvements, along with defining roles and major contributions as well as experience for each Work Package.
- *Person in Charge*: Title, Email, Last and First Name, Phone Number and Fax Number.

Organisation Description

Description of Activity (1716 chars left)

The University of the Orient Institutes is a specialized research unit, created in 1994. The institute is envisioned to accelerate computer sciences research. It coordinates closely with its collaborators, the Department of Computing and the National Office of Science and Technology.

Roles, Involvement and previous Experience + Add WP Involvement

1 1 Work Package	Roles/Major Contribution	Experience
<input type="checkbox"/> 0 WPs <input type="checkbox"/> WP 1 <input type="checkbox"/> WP 2 <input type="checkbox"/> WP 3 <input type="checkbox"/> WP 4 <input type="checkbox"/> WP 5 <input type="checkbox"/> WP 6 <input type="checkbox"/> WP 7 <input type="checkbox"/> WP 8		

Person Details

Title **E-Mail**

Last Name **First Name**

Phone Number **Fax Number**

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