



FP7 Quick info for National Contact Points

April 2008

Unique registration of legal entities – deployment phase of PDM-URF

Following up to our Quick Info of January 2008 on the same subject, here are now the details on the actual deployment of the new system (PDM-URF: Participant Data Management – Unique Registration Facility).

What will happen in the coming days?

- The URF is deployed over the weekend of 26-27 April, comprising a database storing data on existence and legal status of all participants in FP7 centrally, and a Web interface (<https://ec.europa.eu/research/participants/urf/>) for self-registering of new entities and for access by each organisation to its data (via the LEAR, for viewing and requesting updates).
- In parallel, some changes to the systems for proposal submission (EPSS) and grant agreement negotiation (NEF) will be introduced:
- In EPSS, the use of the Participant Identification Code (PIC) will be enabled for all calls closing after 15 May.
- NEF will be closed from Friday 25 April 12.00 for several days. Neither Commission staff nor coordinators will have access to the system in this period.
- All fields in NEF related to existence (including legal name and address) and legal status of entities will become read-only for all participants. If corrections are necessary, they have to be introduced via the URF.
- When resuming operations after 29 April, NEF will display the PIC for participants in ongoing negotiations. New participants to be added to a consortium during negotiation have first to register in URF.

Where do we need your support?

To make the system work properly, one Legal Entity Appointed Representatives (LEARs) has to be nominated as quickly as possible for each organisations involved in grants and negotiations. It would be much appreciated if NCPs could encourage their constituencies to do so. The forms and guidance for the appointment of LEARs will be available at http://cordis.europa.eu/fp7/urf-lear_en.html.

Some practical consequences of the changes

During proposal submission for all calls closing after 15 May:

- If the proposal has already been submitted, no specific action is needed. The link to the PDM system will be made at the early stages of negotiation (for successful proposals).

- If the proposal has not yet been submitted, the proposer can either continue as before (and the link will be made as above), or the proposer can use the PIC to simplify data entry during proposal submission.
- If the proposal has not yet been submitted, and the proposer has used the PIC mechanism, any changes to organisation data can be made through the PDM-URF (or the mailbox of the Central Validation Team listed above). However, the changes will not be visible in the proposal record; they will be transferred from PDM to the proposal record during negotiation.

During proposal negotiation:

- NEF will not be available for several days (see above).
- When NEF restarts:
 - Participant data will be retrieved from PDM and may not be the same as what was entered previously in NEF.
 - Participant data will be read-only, and can only be updated through PDM-URF, as described above.

Important links:

Guidance and forms for LEAR appointment:

http://cordis.europa.eu/fp7/urf-lear_en.html

URF interface for self-registration of new entities and for access by LEARs:

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

Technical helpdesk of URF:

DIGIT-EFP7-SUPPORT@ec.europa.eu

Mail box of Central Validation Team:

RTD-URF-VALIDATION@ec.europa.eu