

# ERCEA CONTRACT SIGNATURE INFORMATION

## Steps, FAQs and eventual issues

ERCEA EXPERT MANAGEMENT TEAM  
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- **LINK F&T PORTAL PROFILE EXPERT AREA /+ GUIDANCES**



## LINK TO CONTRACT

When the contract is ready to be read and signed, as an expert, you will receive an automated email notification containing the direct link to the contract in the expert profile in the portal - 'My Expert Area'.

Please check your mailbox SPAM or JUNK folder, as depending on the security setting of your mailbox, the notification can be redirected to one of these folders.

It is always possible to access your contract(s) in the expert profile/expert area in the portal, where you can identify the contract or amendment to be signed:

### Link to F&T portal / contract section:

<https://ec.europa.eu/research/participants/experts/web/contract>

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## LOGIN WITH EU LOGIN

Please make sure to use the EU login of your expert profile.  
Usually the EU login corresponds to the 'To' email address of the notification.

If you are denied access, before a new attempt, we recommend to make sure that you:

- Use the correct EU login + corresponding password;
- Completely close and re-open your browser – or use another one - to prevent and clean eventual 'denied access' session cookies.

**!** Password: A copy/paste of the password may introduce a blank space, resulting in the password being considered as different. Manually typing the password may avoid such an error.

If the email should be updated, please refer to the explanation below: [EMAIL/ EU LOGIN UPDATE](#).

### Reset password guidance download:

[https://erc.europa.eu/sites/default/files/content/pages/pdf/EU\\_login\\_change\\_password.pdf](https://erc.europa.eu/sites/default/files/content/pages/pdf/EU_login_change_password.pdf)

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## SIGNATURE (OR DECLINATION) OF THE CONTRACT

The signature of the contact has to be done on-line; the e-signature is applied with EU login.

The steps:

**FIRST** > **Read the Contract**: It downloads the contract for your reading and activates the signature options. **Sign the Contract** button will appear.

**SECOND** > **Proceed to sign**, which has three options:

- **I will sign my contract.** I confirm my point of departure (PoD), and I declare that to the best of my knowledge I have no conflict of interest (COI) in carrying the work covered in this contract.
- **I will sign my contract and declare a change** of point of departure (valid also for temporary PoD relocation) and/or a COI.
- **I decline to sign my contract** for other reason than PoD or COI (then enter a full explanation in the field provided).

**!** For options 2 and 3 additional fields will require complementary information on PoD and/or COI.

The ERCEA will be automatically notified and will confirm to you by email acknowledgement and receipt of this information.

For eventual COI questions/clarifications please contact your panel coordination team.

### Then

- Click the Code of Conduct checkbox
- Click the **Sign the Contract** button (e-signature applied with EU login).

### Step by step guidance here:

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Managing+Contracts>

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### PERSONAL ADDRESS NOT UP TO DATE

The information in the contract is frozen at its generation time using information registered in the expert profile. If an update is still required when receiving the contract, you have two options:

1. **You can sign the contract first** and have time to update information afterward (most straightforward).
2. **Otherwise you have to decline the contract** + update the information so the ERCEA can to generate a new contract (which will take a few days as updates are not immediate).

**Personal address update** (for permanent move - not temporary), there are two options (**same impact – no difference**):

1. **Most straightforward:**  
**Proceed to read and sign the contract** and declare a change of Point of Departure (PoD) with new address + reason (foreseen in the signature process). The ERCEA/Expert management team will be automatically notified and will confirm to you by email that this change of PoD has been taken into consideration.

! Afterwards you will have to update your personal address for any eventual future contract(s) (in the personal data menu of your expert profile).

## 2. Will delay signature and access to proposal material of several working days.

Proceed to read the contract and select “I decline to sign my contract and declare a change of PoD” indicating the reason + new address). You then need to update your personal address + eventually submit ID information and ID scan - (in personal data menu of your expert profile). When the information is received, it will be validated by the EC Central Service. The ERCEA will generate the new contract with the updated address and send it to you for signature (new automated email notification when ready).

### F&T portal direct link to my expert area

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/mvarea/expertarea>

Scroll down to button **View/Edit profile**

### Guidance for address update ! only contact details + ID required for contract

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Viewing+and+editing+your+personal+data>

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### BANK ACCOUNT NOT UP TO DATE

The bank account information is used only at the payment and reimbursement claim, opened as from the end of each panel evaluation session. For each cost claim, you select the bank account to where the payment should be sent. The most straightforward is to sign the contract now, and you have the time to update/delete/add another bank account before cost submission.

### Guidance for bank account management

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Adding+or+Deleting+a+Bank+Account>

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### EMAIL/ EU LOGIN UPDATE

The email reflected in the contract corresponds to the EU login account used to connect to your expert profile. Your contract can be signed before or after the update of EU login email.

The EU login email is strictly personal and only the EU login account owner can update it. It is not recommended to create a new EU login but to update the existing one.

### ! FYI: Regular EU login/email update issues

If the new email you would like to use has been already registered as an EU login ('duplicate'), the system will block you from updating the email.

Please contact [ERC-EXPERTS@ec.europa.eu](mailto:ERC-EXPERTS@ec.europa.eu) who will propose you a personalised solution and liaise with IT support in charge.

**Guidance here**

**- EU login email update guide download:**

[https://erc.europa.eu/sites/default/files/content/pages/pdf/EU\\_Login\\_change\\_email.pdf](https://erc.europa.eu/sites/default/files/content/pages/pdf/EU_Login_change_email.pdf)

**-Reset password guide download:**

[https://erc.europa.eu/sites/default/files/content/pages/pdf/EU\\_login\\_change\\_password.pdf](https://erc.europa.eu/sites/default/files/content/pages/pdf/EU_login_change_password.pdf)

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### **IMPORTANT - DECLINATION OF PARTICIPATION (OTHER REASONS THAN ADDRESS UPDATE)**

If for any reason you are definitely not able to participate to the evaluation process, you have to decline the contract.

Proceed to read the contract and select 'I decline to sign my contract' + indicating the reason(s).

**!** In addition to declining the contract, please contact your panel coordination team (email address in cc of this communication) **as soon as possible** + [ERC-EXPERTS@ec.europa.eu](mailto:ERC-EXPERTS@ec.europa.eu) to inform them about this.

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### **EXPERT MANAGEMENT CONTACT**

For any administrative questions (other than evaluation related) and after you received your contract:

[ERC-EXPERTS@ec.europa.eu](mailto:ERC-EXPERTS@ec.europa.eu)

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### **F&T PORTAL / DIRECT LINK TO EXPERT AREA**

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/myarea/expertarea>

**Scroll down to button [View/Edit profile](#)**

### **ALL GUIDANCES FOR EXPERTS TASKS IN THE F&T PORTAL PROFILE/UPDATE/ID/BANK ACCOUNT/CONTRACT:**

**For Information update**

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Register+as+an+expert>

**For Managing contract and payments**

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Manage+your+contract+and+your+payments>

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