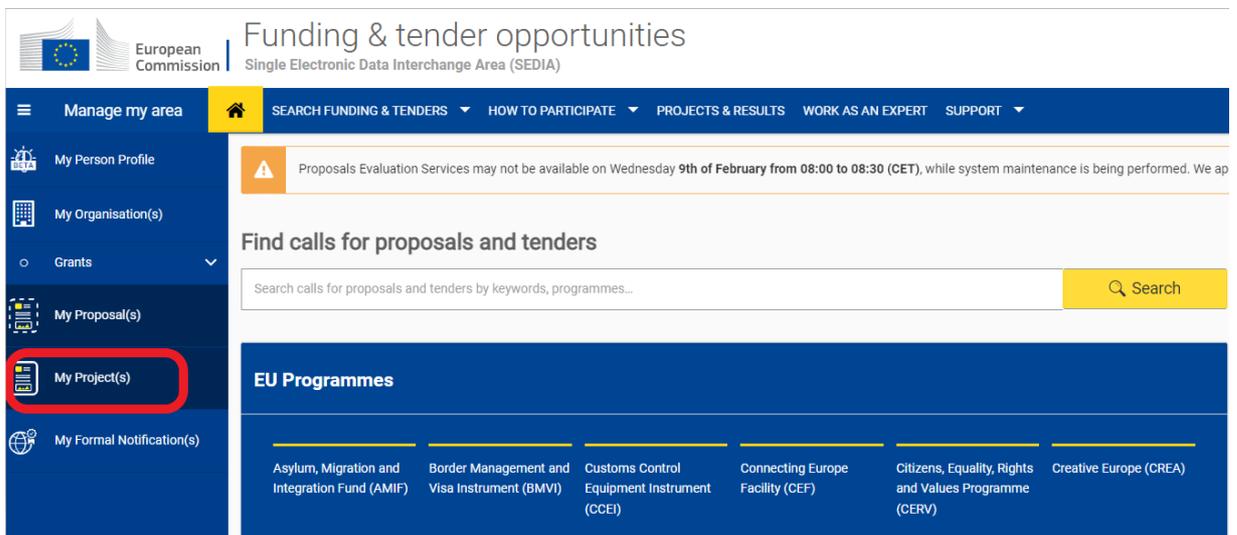


Assigning a Project Legal Signatory (PLSIGN)

EU Horizon Europe – Assigning UCD PLSIGN (Legal Signatory appointed to a project)

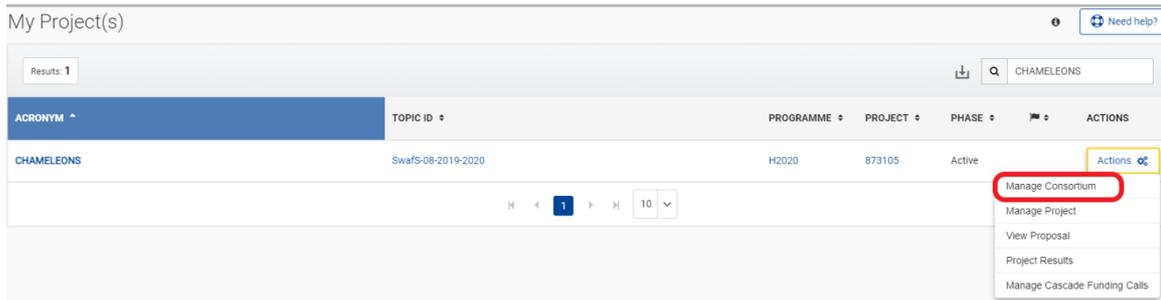
In order for the Grant Preparation stage of your project to be progressed, UCD Research needs to have access to your project, so that we can assist you if necessary. To do this, you need to assign **Richard Leahy** on the Participants Portal as a **PLSIGN (Project Legal Signatory)** on your project. Proceed as follows:

1. Log into the [EU Portal](#) 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.

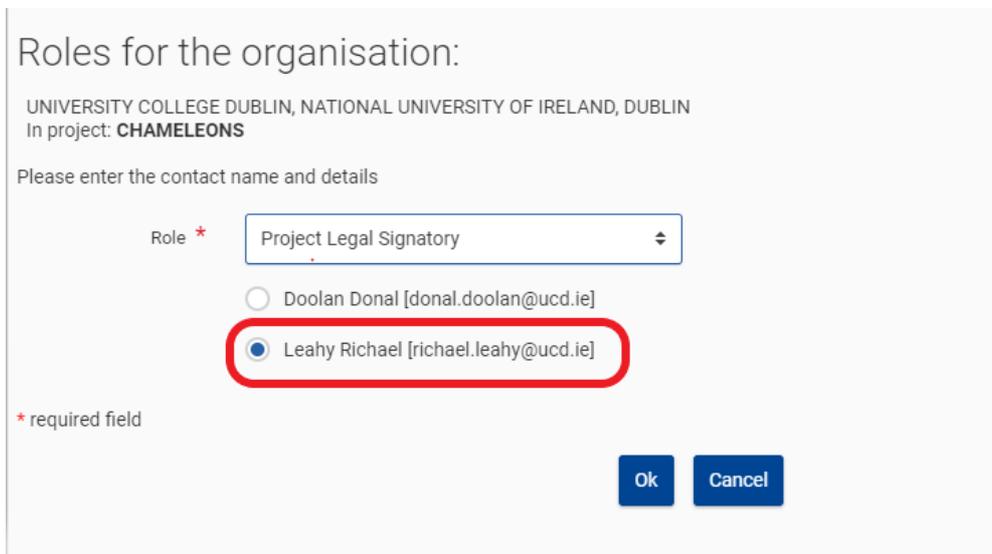


The screenshot displays the 'Funding & tender opportunities' page on the European Commission's Single Electronic Data Interchange Area (SEDIA). The page features a navigation menu on the left with 'My Project(s)' highlighted in a red box. The main content area includes a search bar for proposals and tenders, a warning message about system maintenance, and a section for 'EU Programmes' with links to various funding programs like AMIF, BMVI, CCEI, CEF, CERV, and CREA.

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



- 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 Legal Signatory” from the drop down menu, and click the radio button beside Richard Leahy’s name. Click OK.



- At the same time, you should also add UCD Grant Registration 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 *

First Name *

Last Name *

Email *

* required field

Ok

Cancel