

Manual of the digital signature

Version 1 of 13/04/2021

INSTRUCTION TO USE THE DIGITAL SIGNATURE FOR THE REQUESTS IN THE SIU

PHASE 1: TO DOWNLOAD REQUEST FORM

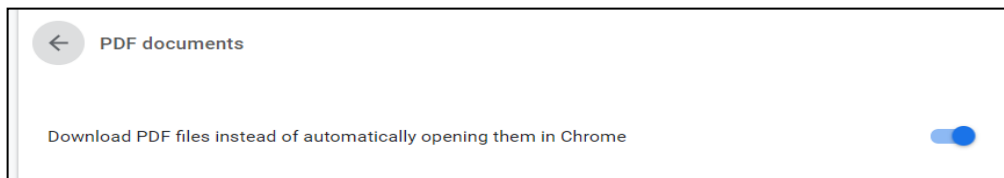
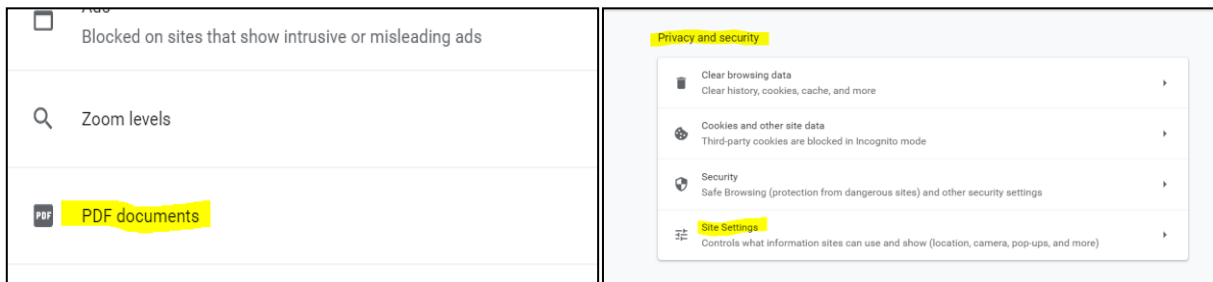
After the confirmation of the request (Application Form, Progress Report and Application for Reimbursement etc.) and the JS allowance of the submission, please download the request from the main page.



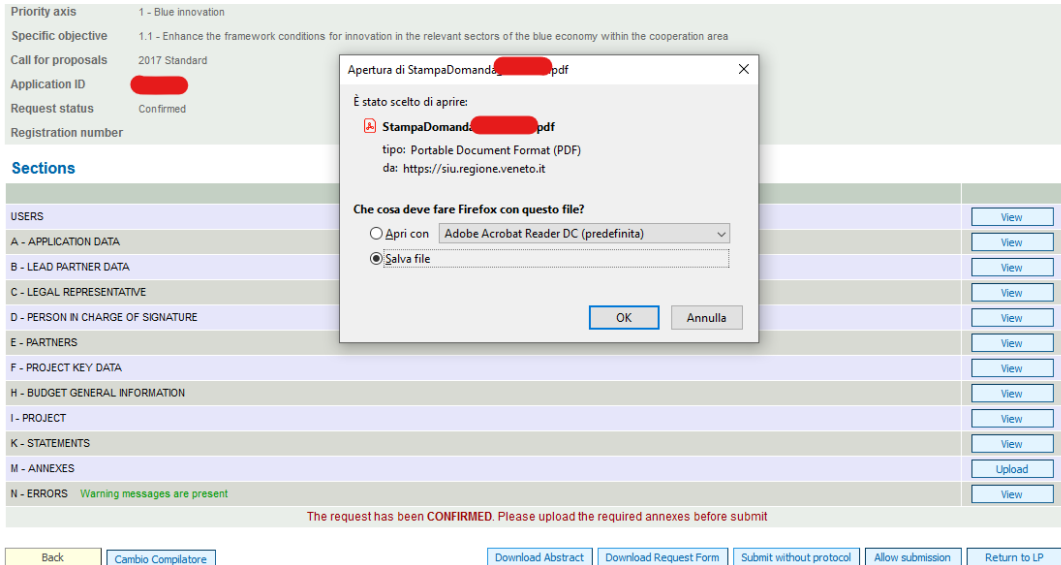
Before to download the request form, we recommend that user controls that the browser does not open the pdf form automatically.

It is possible to change the configuration of the browser following this example:

- Google Chrome settings → privacy and security → site settings → PDF documents → Download PDF files instead of automatically opening them in Chrome (activate the function by the blue button)



At the request to open the file, select 'Save file' option. Alternatively, the browser automatically will download it.



The screenshot shows a web application interface for a request form. The top section displays the following details:

- Priority axis: 1 - Blue innovation
- Specific objective: 1.1 - Enhance the framework conditions for innovation in the relevant sectors of the blue economy within the cooperation area
- Call for proposals: 2017 Standard
- Application ID: [Redacted]
- Request status: Confirmed
- Registration number: [Redacted]

Below this is a 'Sections' table with various categories and 'View' buttons:

| Section | Action |
|-----------------------------------|--------|
| USERS | |
| A - APPLICATION DATA | View |
| B - LEAD PARTNER DATA | View |
| C - LEGAL REPRESENTATIVE | View |
| D - PERSON IN CHARGE OF SIGNATURE | View |
| E - PARTNERS | View |
| F - PROJECT KEY DATA | View |
| H - BUDGET GENERAL INFORMATION | View |
| I - PROJECT | View |
| K - STATEMENTS | View |
| M - ANNEXES | Upload |
| N - ERRORS | View |

A modal dialog box titled 'Apertura di StampaDomanda_[IDdomanda].pdf' is open, showing the file name and type (Portable Document Format (PDF)). It asks 'Che cosa deve fare Firefox con questo file?' and offers two options: 'Apri con Adobe Acrobat Reader DC (predefinita)' and 'Salva file' (selected). The dialog also includes 'OK' and 'Annulla' buttons.

At the bottom of the page, a red message states: 'The request has been CONFIRMED. Please upload the required annexes before submit'. Navigation buttons include 'Back', 'Cambio Compilatore', 'Download Abstract', 'Download Request Form', 'Submit without protocol', 'Allow submission', and 'Return to LP'.

The file should be saved with the original name ('StampaDomanda_[IDdomanda].pdf'); otherwise, it could be recognized as different by the system and not allow it to be uploaded.

PHASE 2: TO UPLOAD REQUEST FORM

The legal representative or the person in charge of signature (Picos) has to sign the request form in **the Cades p7m extension**. Then the user has to upload the signed file without any modifications in the appropriate line called "Present application/request form" of the section "Annexes", through the button "Upload".

NOTA BENE: In the case, the person who downloads the request form is not the "signatory", this one has to follow the procedure:

1. To download the pdf file
2. To zip the file and sent it by email to the signatory person
3. To Sign the file without opening or renaming it
4. To transform it back into zip format
5. To send back it to the sender
6. To unzip the file (without renaming or opening it)
7. To load the system signed request form.