

### **FORCE – Form C Web Based Editor for FP6 and FP7:**

FORCE is used for:

- The preparation of FP6 and FP7 FORMS C with updated and correct contract/grant information of each beneficiary participating in the project/grant
- Printing of Forms C
- Electronic submission of FORMS C to the Commission (signed paper version to be sent afterwards)
- Correction of Forms C after refusal by Commission

Important notes about FORCE:

- FORCE relies on the contractual information encoded in the contract management system of the Commission
- The Forms C of new beneficiaries joining a grant agreement will appear in FORCE only when the relevant amendment is signed by the Commission
- If there are problems with your organisation's Cost models/indirect costs methods in FORCE, please contact your LEAR.

Access to FORCE is via SESAM:

1. The first thing to do is to register as a new user in SESAM/FORCE from <http://webgate.ec.europa.eu/sesam> and then, you have to request access to a specific project in SESAM/FORCE. ( we note that the site seems to be currently unavailable, we hope this is just a glitch that will be shortly sorted out)
2. The EC project officer then receives an email whereby he is requested to approve your registration to the project - In case of problems or too long delays contact your project officer.
3. Once approved, FORCE will call up automatically the appropriate Forms C for your project, taking into account the instrument/funding scheme and the framework programme (FP6 or FP7) under which your project falls.
4. You are now able to produce, edit, print and submit the Form Cs.

Please Note:

- **Only the coordinator should submit Forms C to the Commission**
- When submitting Forms C to the Commission please submit them as a group per reporting period and do not submit each form C individually
- There can be a 'Request for Revision' where you can also view the Comments by the PO within FORCE.
- Complete Reporting Periods are locked by PO

Please use the logout button of FORCE to log out. Closing the application via the web browser will leave the project inaccessible for 30 minutes