

Approval/Rejection letters for Research Project Proposals

ARES Registration Procedure



Unit creates new
ARES document



Import (with Annexes) the letter without date and without the mention "e-Signed"



The mention "e-Signed" must be added only once the SIGN task in ARES is completed!



Creation of an e-Signatory with ve_estat.microdata in the workflow as sender

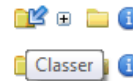


After signature, check out the invitation letter, add "e-Signed" and check it in



Register and Send

The Virtual Entity registers the ARES document



Classer

Ref. Ares(2014)198584

The Virtual Entity files the ARES document and sends it after conversion into PDF with the ARES stamp

The ARES document is sent to the external recipient

By e-mail

On paper (pdf version with ARES stamp)