Nordic Council of Ministers' project portal

All projects and programmes funded by the Nordic Council of Ministers (NMR) are administered through our project portal.

You will use the portal to provide essential contact details for your project and contract. Both you and NMR will upload important documents, including your project contract, to the shared document archive on the portal.

For further information about funding and the process of managing Nordic Council of Ministers' projects, please visit: https://www.norden.org/en/information/about-funding-nordic-council-ministers

1) Logging in to the project portal

1. You can access the project portal using this link:
https://ubw.unit4cloud.com/dk_nmr_prod_web/Login/Login.aspx

2. To log in, please enter the username you received in an e-mail, followed by MR on the second line, and then input the generic password.

Choice for signing in
= Unit4 application
authentication

Your
username

Client = MR

Password

UNIT4
In business for people.

Unit4 application authentication ▾

xxx

MR

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Login

Forgotten your password?

3. The first time you log in to the portal, you will be asked to change the password to one of your choice.

If you forget your password, you will receive a new one using the "Forgotten your password?"

The front page of the portal provides an overview of your current projects registered with the Nordic Council of Ministers. It displays the following information:

Project ID: This is your project number, please cite this in all future correspondence with NMR
Project name: Title of your project
Project type: The type of contract you have with NMR
Customer ID & name: If your organization/company exists in our client list you will see the name and number here
Status: Current status of the project
Work order ID & name: Contract number and title
Date to/from: Duration of your contract
Status: Current status of your contract

You must now:
1. *Check that the registered customer information (including the bank account) is correct. If not, please complete and submit the form **Enter customer information** (see page 5). If you, during the contract period, change your bank account number, you need to submit the form **Enter customer information** again.*
2. *Check that all the contract details on the project are up to date. If not, please complete and submit the form **Enter Administrative information** (see page 6).*

E-Learning Videos

On the front page of the portal you can access descriptive step-by-step e-learning videos in English and Scandinavian for each of the parts described in this manual.

The videos can be found by clicking on the blue lightbulb ('Knowly') in the upper right-hand corner:

Choose the video you would like to play and then on the link 'e-guide-english'.

A new window will open, and you can now play the video step-by-step. Once complete, close the window to return to the project portal.

Entering or updating customer information

On the front page, click the grey circle next to your Customer ID. You now have two options:
1. Customer information (top) – select this to view the information registered about your organisation/company, including bank details.
2. Enter customer information (bottom) – select this to enter your bank details for the first time or to update existing information.
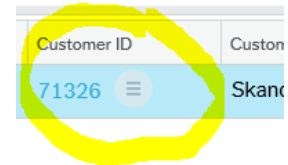
1. On the page **Customer information,** you will be able to view the information currently registered about your organisation/company (including address, bank details and company registration number). The payment receipt will be sent to the e-mail registered on the customer when the funds are disbursed. Please check that these details are correct and up to date. To amend them, follow the steps below.

2. On the page **Enter customer information,** you can enter or amend your organisation/company's contact information and bank details. To complete the form, please include your Project ID (which you can find on the front page of the portal), then enter the correct details and press Submit form (at the bottom). A message confirming that the information has been saved should appear.

Please note that the submitted information is sent to our accounting team for control purposes. It will only appear on the portal once it has been checked.

Entering or updating contract information

On the front page, click the grey circle next to your Project ID. You now have two options:

1. Administrative information (top) – select this to see the information registered about your project.
2. Enter Administrative information (bottom) – select this to enter or update the contact details of your project manager, auditor and contract signatory.
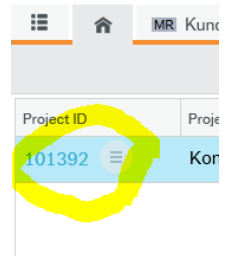
On the page **Enter Administrative information,** please enter your project ID, your project auditor's contact details (name and address), and the name, email and phone number of the project manager and the contract signatory. You must also include a short summary of your project (max. 1,000 characters) in English (or a Scandinavian language), which will be displayed on the Nordic Council of Ministers' Project Database.
Once you have finished, click Submit form. A message confirming that the information has been saved should appear.

Please note that the contract cannot be completed until we have received this information.

*If there are any changes or updates to the submitted details during the project period, please notify NMR by completing and resubmitting the **Enter Administrative information** form.*

Accessing or uploading documents

To access your project, go to the portal's front page and click the Project ID on the left. This will take you to the following page. The document archive can be found at the bottom left.

--> To download a contract for signing:
1. In the document archive on the bottom left, you will find the prepared contract with all relevant attachments in the folder **Opstart/Start** as soon as NRM has uploaded it to the portal.
2. To download it, click on the document title. You will be given the option to either open it or save it to your computer.

--> To upload a signed contract:
1. In the document archive, click <u>Add document</u>.
2. In the window that appears, under <u>Document type</u>, select **Opstart/Start**. In the box <u>File name</u>, upload the relevant document from your computer. You then have the option to change the title of the document and add a description in the box below.
3. Press **Save**. NRM will receive an email notification that you have uploaded your signed contract.

--> To upload status or final reports:
1. In the document archive, click Add document.
2. In the window that appears, under Document type, select the appropriate option:

> **Opstart/Start** – contracts for signing, appendices to the contracts and signed contracts.
> This is also where you should upload your bank verification letter.
> **Status** – status reports
> **Afslut/Finalise** – final reports, includings.

Under File name, select the relevant document to be uploaded from your computer. You have the option to change the title of the document and add a description in the box below.
3. Press **Save**. NMR will receive an email notification that you have uploaded a new document.

Guidelines and report forms are available on NMR's website:
https://www.norden.org/en/information/about-funding-nordic-council-ministers