



# Detailed description of your project

*Description of the action (Annex 1)*

Mirela Atanasiu - Project Manager



## of grant preparation:

**Transfer** information from the proposal to the grant agreement

**Collect** additional information not present in the proposal (e.g. budget details, third parties)

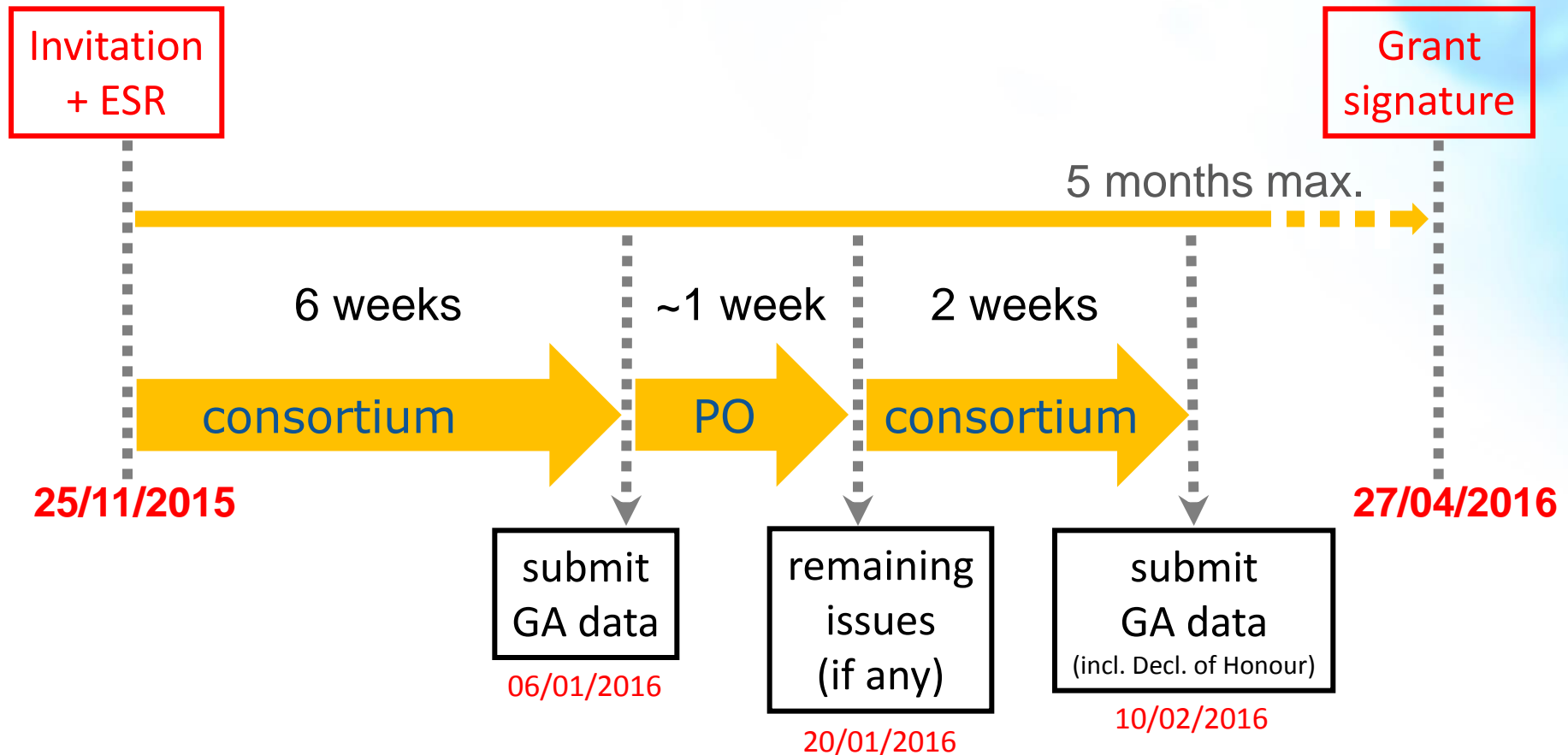
**Ensure** consistency between proposal and grant agreement

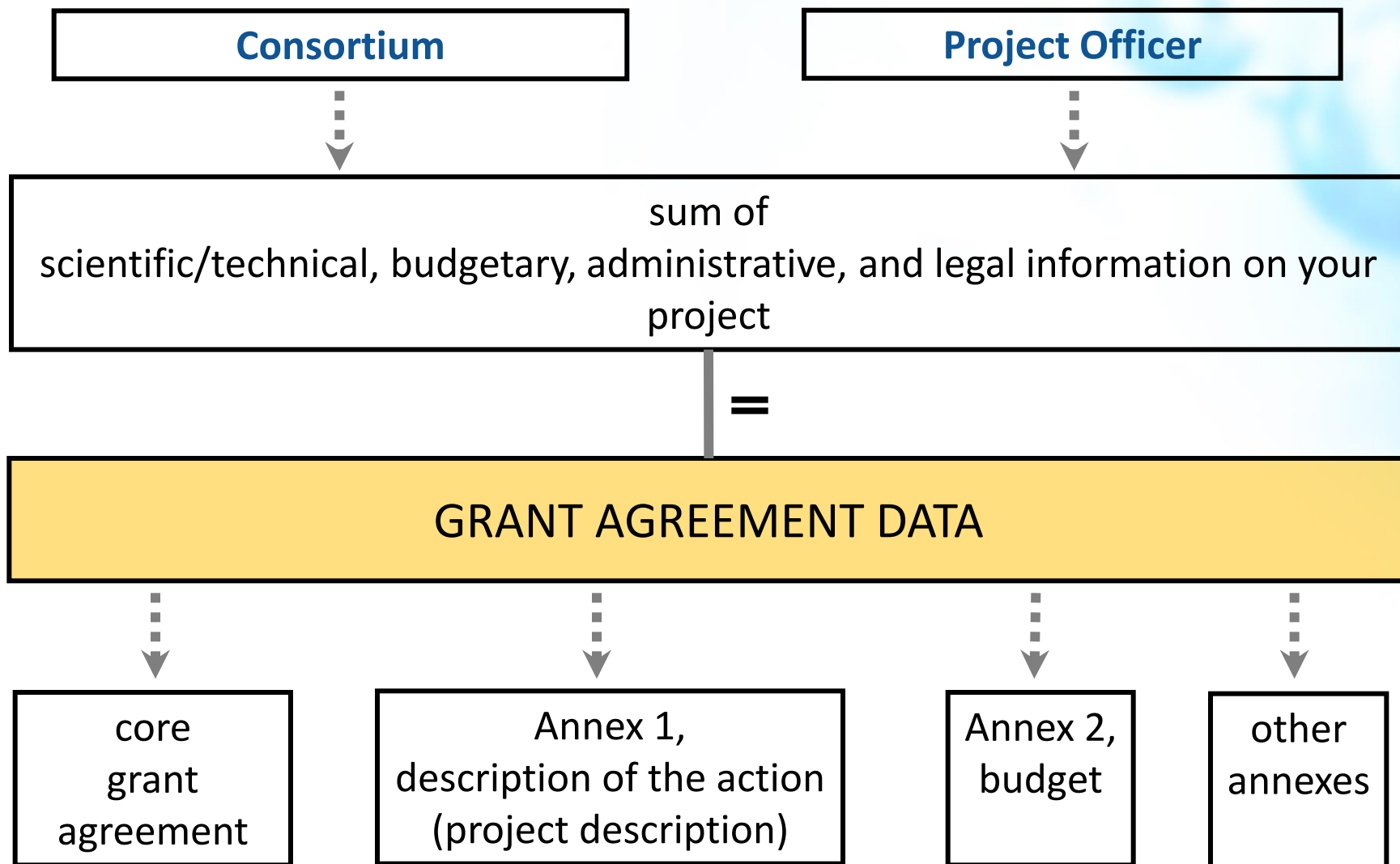
if applicable, also:

**Implement** any requirements from an ethics review

## grant agreement data (GA data) – call 2015

(applicants informed after 3 months (incl. evaluation results) → 5 months left for GAP)





# Possible changes to your project

Successful proposals are expected to be mature and ready to be implemented

- **No substantial changes are allowed between your proposal and your project**

## Optional changes:

- Obvious errors or inconsistencies may be removed
- You may correct shortcomings identified by the experts in the ESR

## Necessary changes (can) follow from:

- Ethics review
- Removal or replacement of a participant (if agreed)
- Change of administrative aspects (e.g. the legal status of a participant can affect the budget)

# Description of the Action (DoA)

- is a detailed description of how the project will be carried out
- follows the structure of the proposal, also comprising Parts A & B
  - Part A is partially pre-filled with proposal data; the remaining information is entered through online forms
  - Part B is the narrative description of your project; it is generated from Part B of the proposal + draft Plan for exploitation of results – to be uploaded as a PDF

# Instructions for generating the DoA

- generate DoA/Part B from Proposal/Part B
- template available online during grant preparation

## **Annex 1 to the Grant Agreement (Description of the Action)**

*- Instructions -*

*Version 2.0 (December 2014)*

**H2020**

**Research and Innovation Actions (RIA)**

**Innovation Actions (IA)**

**Coordination and Support Actions (CSA)**

## Complete online forms (Participant Portal) !

**1.1** – The project summary (automated, proposal table A1)

**1.2** – The list of beneficiaries (automated, proposal table A2)

**1.3** – Work plan tables – Detailed implementation

1.3.1 WT1 List of work packages (based on Proposal table 3.1b)

1.3.2 WT2 List of deliverables (based on Proposal table 3.1c + add. deliverable on data reporting!)

1.3.3 WT3 Work package descriptions (based on Proposal table 3.1a)

1.3.4 WT4 List of milestones (based on Proposal table 3.2a)

1.3.5 WT5 Critical risks and mitigation actions (based on Proposal table 3.2b)

1.3.6 WT6 Summary of project efforts in person months (based on Proposal table 3.5a)

1.3.7 WT7 Tentative schedule of project reviews (set by project officer)

**1.4** – Ethics requirements (if any, set by project officer)



## FCH2 JU specific deliverable on DATA reporting

- To be introduced in [WT2 List of deliverables](#)
- Name: **'Annual data reporting'**
- Periodicity: every year (deadline month of **April**)
- On a specific template (depending on technology, TRL etc) – to be provided by the FCH2 JU in a dedicated on-line platform/tool (accessible to projects, password protected)

*More details in the separate Knowledge Management presentation !*

**Start from Part B of your proposal, transform into Part B of the DoA ...**

## INSTRUCTIONS

- Start from Part B of your proposal. Use the version that was submitted for evaluation.
- Remove the cover page(s) of Part B of your proposal.
- Remove the list of participants. This is included in Part A.
- Add a table with the history of changes. Specify the changes you introduced into Part A or Part B of Annex 1 (i.e. changes compared with the proposal or compared with previous versions of Annex 1). Changes should be described concisely. You do not need to include minor changes that do not modify the meaning of Annex 1 (e.g., correction of spelling and grammar, changes in formatting).
- Add a table of contents with page numbers (or update the existing table of contents).

## DoA – Part B (cont.)

- Add a table of contents with page numbers (or update the existing table of contents).
- Remove tables 3.1a, 3.1b, and 3.1c from section 3.1. They are included in Part A.
- Remove tables 3.2a and 3.2b from section 3.2. They are included in Part A.
- Remove table 3.4a from section 3.4. It is included in Part A. Keep table 3.4b in Part B.
- Include the following information at the bottom of each page (e.g. in a footer):  
"[Proposal number] [Proposal acronym] – Part B – [Page number (starting at 1 for Part B)]"
- You may need to update specific sections of Part B or include additional information (e.g., in order to remove inconsistencies or to meet ethics requirements).
- Convert the final Part B into PDF format and upload the PDF file via the Participant Portal.

**... update as necessary, convert to PDF, and upload**

# Draft Plan for dissemination and exploitation of results

Submitted as **separate document in the proposal phase !**

Becomes **part 2.2 of the DoA/Part B (copy/paste exercise:-)**

In addition, if not properly addressed in the proposal, please further develop

(ii) Estimate of additional activities to be performed:

- Please start by copying the information you have submitted in the proposal
- If a beneficiary is a member of IG/RG:
  - The mention of additional activities is an obligation and is subject to separate reporting. In this situation, it is sufficient to mention “IG/RG member: subject to separate reporting”
- For all other beneficiaries:
  - In order to measure the impact/leverage of the FCH 2 JU programme in the sector, please indicate the type of additional activities and estimated amount that you will carry in the FCH sector

*This indication is not a formal commitment but information on your intentions, which helps us to assess the effect of the FCH 2 JU programme.*

*At each reporting period, the FCH 2 JU will ask you to report the additional activities carried out so far, in order to update its information on the leverage/further impact of the programme.*

## History of changes

## Table of Contents

### 1. Excellence

#### 1.1. Objectives

#### 1.2. Relation to the work programme

#### 1.3. Concept and approach

#### 1.4. **Ambition** *(not applicable for CSA type of actions)*

### 2. Impact

#### 2.1. Expected impacts

same numbering,  
same headings  
as in the proposal

**etc. ...**

### ➤ Avoid repetition of information


- E.g., no duplication between work plan tables (Part A) and free text (Part B)
- All information should appear in one, findable place only

### ➤ Ethics

- Some proposals were subject to an **ethics review**
  - For example, if you flagged such issues in your proposal (or similar issues were identified by the Ethics Committee)
  
- The results must be implemented in the grant agreement – for **clearance** before signing the grant agreement
  - 'Ethics requirements' are binding - they will be entered by the PO in Part A (DoA)
    - Most of issues (declared or not) are on third country participation (including Associated Countries e.g. Switzerland, Norway, Iceland)
    - Other issues (e.g. data protection)
  - **Situation in call 2015:**
    - 2 proposals self-declared ethics + 8 proposals identified by the Ethics Committee (further instructions from Project Officers will follow soon)

# Complete Annexes 1 (and 2, Budget) at the Participant Portal

(A-Z) Sitemap About this site Contact Legal Notice Search English ▼



## RESEARCH & INNOVATION Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

---

### Horizon 2020 Funding


Starting from 1/1/2014

On this site you can find and secure **funding** for projects under the following EU programmes:


- **2014-2020** Horizon 2020 - research and innovation framework programme
- **2007-2013** 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)
- Research Fund for Coal & Steel, COSME, 3rd Health Programme, Consumer Programme

Non-registered users	Registered users
<ul style="list-style-type: none"><li>• search for funding</li><li>• read the H2020 Online Manual &amp; download the legal documents</li><li>• check if an organisation is already registered</li><li>• contact our support services or check our FAQs</li></ul>	<ul style="list-style-type: none"><li>• submit your proposal</li><li>• sign the grant</li><li>• manage your project throughout its lifecycle</li><li>• register as expert advising the Commission</li></ul>


---



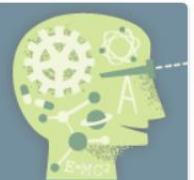
WHAT'S NEW?



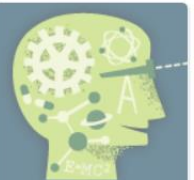
FUNDING OPPORTUNITIES




HOW TO PARTICIPATE



WORK AS AN EXPERT




MY PERSONAL AREA



INFORMATION AND SUPPORT





## RESEARCH & INNOVATION


### Participant Portal - Grant Management Services




Lies EXTERNAL


#### MY PROJECT

# HORIZON 2020

**Call:** H2020-INFRAIA-2014-2015  
**Type of Action:** CSA  
**Acronym:** Project 888823  
**Current Phase:** Grant preparation  
**Number:** 888823  
**Duration:** 36 months  
**Start Date:**  
**Estimated Project Cost:** €1,240.00  
**Requested EU Contribution:** €1,237.00  
**Contact:** Maria ALLEGRINI

 See all data ...





#### Proposal Management & Grant Preparation

888823 - Project 888823

25/04/2014

Submitted

Evaluated


Ranked


Invited


Prepared


Signed


Paid




 Grant agreement data preparation

 DRAFT De...973276467 to print, complete, sign and scan

 Documents

 Messages


 Messages



Submit to EU

Upload Complete

H2020 ONLINE MANUAL


 HOW TO

© European Communities - Version 1.0.4

# Project summary

<< portal


nexterti (EXTERNAL) ?



SyGMA  
System for Grant Management

Grant Agreement Data

Project 888823 (Project 888823)



Call: H2020-INFRAIA-2014-2015    Action : CSA  
Resp. Unit: RTD/B/07    Duration: 36

Beneficiaries

General Information

Reporting Periods

GA Information

GA Options

Financial Information

LF Overview

Work Packages

Deliverables

Milestones

Reviews

Critical Risks

H+

AB

DOCUMENTS

Project Summary

SAVE

Project 888823 ( Project 888823 )

Responsible Unit:

RTD/B/07

Call:

H2020-INFRAIA-2014-2015

Topic:

INFRAIA-1-2014-2015 - Integrating and opening existing national and regional research infrastructures of European interest

Type of Action:

CSA

Duration:

36

Budget Information:

Total Costs in the Proposal:

256.00 €

Max EU Grant Amount(following evaluation):

1,240.00 €

Total Costs:

1,237.00 €

Maximum Grant Amount:

1,237.00 €

100 % of total costs

Officers:

Project Officer:

Maria ALLEGRIINI (RTD/B/07)

Deadlines:

Deadline for first version of the grant agreement data (incl. annexes)

20/05/2014

Deadline for the signature of the participants certified declarations

11/07/2014

Deadline foreseen for the signature of the grant agreement

28/07/2014

Validate

## Icons used



No missing information



Missing information: **blocking**




For information only




Missing information: not blocking at this point




# Validation function

<< portal

  
System for Grant Management

Project 888823 (Project 888823)

  
Call: H2020-INFRAIA-2014-2015 Action :  
Resp. Unit: RTD/B/07 Duration :

   DOCUMENT

Project Summary

Project 888823 ( Project 888823)

Responsible Unit:  
Call:  
Topic:  
Type of Action:  
Duration:

Budget Information:  
Total Costs in the Proposal:  
Max EU Grant Amount(following evalua  
Total Costs:  
Maximum Grant Amount:

Officers:  
Project Officer: Maria ALLEGRI (RTD

Deadlines:  
Deadline for first version of the grant a  
annexes)  
Deadline for the signature of the partic  
declarations  
Deadline foreseen for the signature of

Validation Report

[Expand All](#) [Collapse All](#)

▼ Project

✖ Project contribution is equal to the sum of beneficiaries contribution check: The Project Contribution does not match the sum of the beneficiaries contribution [Total Contribution]

✖ Annex I part B is uploaded check: Annex I part B is missing [General]

✖ Work Package existence check: There should be at least one Work Package for the project [Work Packages]

✖ Total Contribution against ranking Proposed Contribution check: The total contribution is higher than the proposed contribution from the proposal ranking [Total Contribution]

✖ DLV Deliverable mandatory existence: There are no deliverables indicated for the project [deliverables]

⚠ Milestone mandatory existence check: There are no milestones indicated for the project [Milestones]

⚠ Project Review Mandatory presence check: There are no reviews indicated for the project [Reviews]

⚠ Grant Agreement Option Art15.1 vs cost break down check: There are direct costs of financial support to third parties but the GA option Art15.1 is not set [costBreakDowns]

⚠ Critical Risk mandatory existence: There are no critical risks indicated for the project [criticalRisks]

▼ GA information / General information / AA information

⚠ Mandatory field check: Missing mandatory field [Granting Authority]

⚠ Mandatory field check: Missing mandatory field [Commission/Agency Representative for the purposes of signing the Grant Agreement]

⚠ Mandatory field check: Missing mandatory field [EC Communication Address]

▼ Beneficiary 1 (AST)

⚠ Bank account is mandatory for Coordinator check: The Bank Account is mandatory for the Coordinator [Bank Account]

⚠ No PLSIGN assigned for BEN in IAM: The Beneficiary 973276467 has no PLSIGN role defined in IAM for this Project. He will not be able to sign electronically any document [General]

⚠ No Legal Signatory selected in SyGMA for BEN: The Beneficiary 973276467 has no Legal Signatory representative selected [Project Representatives]

▼ Beneficiary 2 (RHP)

⚠ No PLSIGN assigned for BEN in IAM: The Beneficiary 973104001 has no PLSIGN role defined in IAM for this Project. He will not be able to sign electronically any document [General]

⚠ No Legal Signatory selected in SyGMA for BEN: The Beneficiary 973104001 has no Legal Signatory representative selected [Project Representatives]

▼ Beneficiary 3 (CNRS)

⚠ No PLSIGN assigned for BEN in IAM: The Beneficiary 999997930 has no PLSIGN role defined in IAM for this Project. He will not be able to sign electronically any document [General]

⚠ No Legal Signatory selected in SyGMA for BEN: The Beneficiary 999997930 has no Legal Signatory representative selected [Project Representatives]

▼ Beneficiary 4 (LANC UNIV)

✖ No requested contribution check: There is no maximum amount of grant requested [Cost Break Downs]

nexterli (EXTERNAL) ?

stones

Reviews

Critical Risks

⚠

⚠

⚠

SAVE

Validate



# Beneficiary data are imported from your proposal

**SyGMa**  
System for Grant Management

Grant Agreement Data

Project 888823 (Project 888823)

**HORIZON 2020**

Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36

**Beneficiaries** General Information Reporting Periods GA Information GA Options Financial Information LF Overview Work Packages Deliverables Milestones Reviews Critical Risks

**H+** **DOCUMENTS**

**Beneficiaries** **SAVE**

**Change Coordinator** **Add New Beneficiary**

Number		Short Name	Legal Name	Role	Country	PIC	PIC Status	Actions
1	👤	AST	AST ADVANCED SPACE TECHNOLOGIES GMBH	CO	DE	973276467		
2	👤	RHP	RHP-TECHNOLOGY GMBH & CO KG	BEN	AT	973104001		👤 ✖
3	👤	CNRS	CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE	BEN	FR	999997930		👤 ✖
4	👤	LANC UNIV	LANCASTER UNIVERSITY	BEN	UK	999840984		👤 ✖

**Validate**

# Project representatives are imported for each beneficiary: check and update if necessary

 **SyGMA**  
System for Grant Management

Grant Agreement Data

Project 888823 (Project 888823)



Call: H2020-INFRAIA-2014-2015    Action : CSA  
Resp. Unit: RTD/B/07    Duration: 36

Beneficiary 1: AST

Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH  
PIC: 973276467    Status: UNKNOWN  
Legal Address: ZEPPELINSTRASSE 9B , 28816 , Germany

Partner Summary



Financial Information



Project Representative



Bank Account



Linked Third Parties



H+

slide to select beneficiary

Project Representatives

SAVE

Legal Signatory

Function	User Id	Family Name	First Name	Email	More Info
----------	---------	-------------	------------	-------	-----------


Contact Persons

User Id	Family Name	First Name	Email	More Info
nautopne	AUTOPART	NEF	nef.autopart@gmail.com	<a href="#">details</a>
nexterli	EXTERNAL	Lies	lies.external@gmail.com	<a href="#">details</a>

Validate

# Add the department(s) carrying out the work for each beneficiary

Project 888823 (Project 888823)




Call: H2020-INFRAIA-2014-2015    Action : CSA  
Resp. Unit: RTD/B/07    Duration: 36


Beneficiary 1: AST

Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH  
PIC: 973276467    Status: UNKNOWN  
Legal Address: ZEPPELINSTRASSE 98 , 28816 , Germany


Partner Summary




Financial Information




Project Representative



Bank Account



Linked Third Parties



slide to select beneficiary

SAVE

Partner Summary

PIC: 973276467

Short Name:

Legal Name: AST

Legal address: ZEPPELINSTRASSE 98 , 28816 , Germany

Phone:

Fax:

Email:

Website:

VAT Number: 123

Registration Data:

Legal Form:


Legal Status: Legal Person  
SME 2013



Financial:


Partner Costs: 1174 € (95% of)

Partner Max amount: 173 € (14% of project)

Department(s) carrying out the work:

 add department

Dep. Name	Address	Actions
dept1	teststreet 1930 , Belgium	 



Validate

# Add linked 3rd parties (if any) for each beneficiary

 SyGMa  
System for Grant Management

Grant Agreement Data

Project 888823 (Project 888823)

 HORIZON 2020

Call: H2020-INFRAIA-2014-2015    Action : CSA  
Resp. Unit: RTD/B/07    Duration: 36

Beneficiary 1: AST

Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH  
PIC: 973276467    Status: UNKNOWN  
Legal Address: ZEPPELINSTRASSE 9B , 28816 , Germany

Partner Summary



Financial Information



Project Representative



Bank Account



Linked Third Parties




H+

slide to select beneficiary

Linked Third Parties

 SAVE

 Add new Third Party

Short Name	Legal Name	Country	PIC	PIC Status	EWS	Joint Several Liability	Actions


Validate

**NB: Linked 3<sup>rd</sup> parties need to register and are validated like beneficiaries**



# Select bank account (coordinator only)

Project 888823 (Project 888823)

  
Call: H2020-INFRAIA-2014-2015    Action : CSA  
Resp. Unit: RTD/B/07    Duration: 36

Beneficiary 1: AST

Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH  
PIC: 973276467    Status: UNKNOWN  
Legal Address: ZEPPELINSTRASSE 9B , 28816 , Germany

Partner Summary

Financial Information

Project Representative

**Bank Account**

Linked Third Parties

slide to select beneficiary

SAVE

Select Bank Account

Account Number

Account Number

IBAN

BIC

Account Holder Name and Address

Account Holder Name

PO Box

Postal Code

Street Name and Number

Town

Country

Bank Name and Address

Bank Name

Postal Code

Street Name and Number


Town

Country

Validate

# Specify the project's start date

## Other general information is imported (title, abstract, ...)

General Information 

Project Number 888823

Acronym Project 888823

Title This is a mockup for project with number 888823

Duration 36

Topic INFRAIA-1-2014-2015

Call H2020-INFRAIA-2014-2015

Start Date

☒ The first day of the month after the entry into force of the Grant Agreement

☐ A fixed starting date

Abstract abstract value

Free Keywords test1, test2, test3


SAVE

**NB: If you choose a fixed start date you will need to provide a justification**


# Reporting periods


will be completed by the project officer


Project 888823 (Project 888823)





Call: H2020-INFRAIA-2014-2015    Action : CSA  
Resp. Unit: RTD/B/07    Duration: 36


Beneficiaries 


General Information 


Reporting Periods 


GA Information 


GA Options 


Financial Information 


LF Overview 




Work Packages 

Deliverables 

Milestones 

Reviews 

Critical Risks 

   DOCUMENTS

Reporting Periods SAVE

Reporting Period No.

From Month

To Month

Duration

Actions

1

1


18


2

19

36

18



 Add New Period

Validate

# Grant agreement information (read only)

Project 888823 (Project 888823)  
**HORIZON 2020**  
Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36

Beneficiaries

General Information

Reporting Periods

**GA Information**

GA Options

Financial Information

LF Overview

Work Packages

Deliverables

Milestones

Reviews

Critical Risks



DOCUMENTS

## Grant Agreement Information

### Granting Authority

Commission/Agency Representative  
for the purposes of signing the Grant Agreement

Function:

Surname:

Name:

### Article - Evaluation of the impact of the action

Evaluations may be started during implementation of the action and after three years  
the payment of the balance for up to

### Article - Keeping records - Supporting documentation

Beneficiaries must keep records and other supporting documentation, three years  
after the balance is paid for a period of

### Article - Internal arrangements

Consortium Agreement is required



### Article - Communication between the parties

DG, Agency or JU

RTD

Responsible Unit

Science for and in soci

Office Details

### Address

Validate

# Grant agreement options (read only)

Project 888823 (Project 888823)  
  
Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36

Beneficiaries

General Information

Reporting Periods

GA Information

**GA Options**

Financial Information

LF Overview

Work Packages

Deliverables

Milestones

Reviews

Critical Risks

H+ DOCUMENTS

## Grant Agreement Options

**AUTOMATED**

<input checked="" type="checkbox"/>	3	Article 6.2 D.2 - Depreciation costs of equipment	
<input type="checkbox"/>	4	Article 6.2 D.2 - Full purchase costs of equipment	
<input type="checkbox"/>	5	Article 6.2 D.4 Large Research Infrastructure costs	
<input type="checkbox"/>	13	Article 16.1 - Rules for providing trans-national access to research infrastructure	
<input type="checkbox"/>	14	Article 16.2 - Rules for providing virtual access to research infrastructure	
<input type="checkbox"/>	15	Article 20.5 - Information on cumulative expenditure incurred	
<input type="checkbox"/>	16	Article 28.1 - General obligation to exploit the results - additional exploitation obligations	
<input type="checkbox"/>	17	Article 28.2 - Notification if results could contribute to standards	
<input type="checkbox"/>	18	Article 29.1 - General obligation to disseminate results - additional dissemination obligations	
<input type="checkbox"/>	19	Article 29.1 - General obligation to disseminate results - additional dissemination obligations for interoperability	
<input type="checkbox"/>	20	Article 29.1 - General obligation to disseminate results - additional dissemination obligations for cross-border interoperability	


**MANUAL**

<input type="checkbox"/>	1	Article 2 - Complementary Grant	
<input type="checkbox"/>	2	Article 2 - Jointly Funded Action	
<input type="checkbox"/>	6	Article 10.1 - Rules for purchasing goods, works or services	
<input type="checkbox"/>	7	Article 13.1 - Rules for subcontracting action tasks	
<input type="checkbox"/>	8	Article 13.1 - action involving PCP or PPI	
<input type="checkbox"/>	9	Article 13.1 - action involving PPI: Participation in PPI tendering procedures	
<input type="checkbox"/>	10	Article 13.1 - action involving PCP: The subcontracts must provide...	
<input type="checkbox"/>	11	Article 15.1 - Rules for providing financial support to third parties	


Validate





# Budget tables are imported: check and update if needed


Project 888823 (Project 888823)  
  
Call: H2020-INFRAIA-2014-2015    Action : CSA  
Resp. Unit: RTD/B/07    Duration: 36


Beneficiary 1: AST  
Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH  
PIC: 973276467    Status: UNKNOWN  
Legal Address: ZEPPELINSTRASSE 9B , 28816 , Germany

Partner Summary  


Financial Information  


Project Representative  


Bank Account  


Linked Third Parties  


H+    slide to select beneficiary

Financial Data H2020    SAVE

Use of 'costs of in-kind contributions not used on premises?' (m)    ☒ yes    ☐ no    5.00 €

Use of 'costs of large research infrastructure' in the grant?    ☐ yes    ☒ no

No contribution requested?    ☐ yes    ☒ no

Individual costs table:

Cost Category	Unit Cost	Number of Units	Subtotal	Total	Actions
a) Direct personnel costs declared as actual costs				100.00 €	
b) Direct personnel costs declared as average costs				0.00 €	
▼ c) Direct personnel costs declared as unit costs				0.00 €	
c1) SME owner/manager costs	unit cost: 32,1 3 €	x units: <input type="text"/>	= 0.00 €		
d) Direct costs of subcontracting				300.00 €	
e) Direct costs of providing financial support				400.00 €	
f) Other direct costs				200.00 €	
g) Indirect costs (= 0.25 * (a + b + c + f - m))				73.75 €	
j) Total costs (= a + b + c + d + e + f + g)				1,073.75 €	
k) Maximum EU contribution (100%)				1,073.75 €	
l) Maximum grant amount				1,173.00 €	

# Add budget details of linked 3rd parties (if any)

<b>Project 645530 (GAPLESS)</b>  Call: H2020-ICT-2014-1    Action: IA Resp. Unit: RTD/J/04    Duration: 48	<b>Beneficiary 3: UNI</b> Legal Name: UNITED NATIONS INSTITUTE FOR TRAINING AND RESEARCH PIC: 997721825    Status: VALIDATED Legal Address: Palais des Nations, 1210, Geneva Switzerland	<b>Third Party 1: CDE</b> Legal Name: CENTRO DE ESTUDOS PARA A INTERVENCAO SOCIAL PIC: 997787591    Status: VALIDATED Legal Address: RUA RODRIGUES SAMPAIO 31, 1150 278, LISBOA Portugal	<b>Partner Summary</b> 	<b>Financial Information</b> 	<b>Specific Legal</b> 
 ◀ slide to select beneficiary ▶		◀ slide to select third party ▶			

## Financial Data H2020

Use of 'costs of in-kind contributions not used on premises?' (m) ☒ yes ☐ no 2,435.00 €

Use of 'costs of large research infrastructure' in the grant? ☒ yes ☐ no

### Individual costs table:

Cost Category	Unit Cost	Number of Units	Subtotal	Total	Actions
a) Direct personnel costs declared as actual costs				2,345.00 €	
b) Direct personnel costs declared as average costs				234.00 €	
d) Direct costs of subcontracting				2,345.00 €	
e) Direct costs of providing financial support				2,345.00 €	
f) Other direct costs				0.00 €	
g) Indirect costs (= 0.25 * (a + b + f - m))				36.00 €	
j) Total costs (= a + b + d + e + f + g)				7,305.00 €	
k) Maximum EU contribution (100%)				7,305.00 €	
l) Maximum grant amount				5,000.00 €	

**NB: In the proposal, you specified a cumulative budget for each beneficiary and its linked 3<sup>rd</sup> parties. In the grant agreement, this must be resolved into separate budgets. The sum remains unchanged.**

# Financial information

- check budget table
- prefinancing amount is for information (to be agreed with the Project Officer)

Project 888823 (Project 888823)  
**HORIZON 2020**  
Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36

Beneficiaries

General Information

Reporting Periods

GA Information

GA Options

**Financial Information**

LF Overview

Work Packages

Deliverables

Milestones

Reviews

Critical Risks

H+ DOCUMENTS

## Financial Information

	Amount	Percentage		
Prefinancing	618.50 €	50.00 %	of 1,237.00 €	Default
Guarantee Fund	61.85 €	5.00 %	of 1,237.00 €	Default

Actual amount to transfer to Coordinator is : 556.00 €


## Cost Table

Number	Beneficiary	Direct personnel costs declared as actual costs	Direct personnel costs declared as average costs	Direct personnel costs declared as unit costs	Direct costs of subcontra	Direct costs of providing financial support	Other direct costs	Indirect costs	Special unit costs	Special unit costs covering direct and indirect costs	Total costs	Maximum EU contributi	Maximum grant amount	Costs of in-kind contributi not used on premises
▶ 1	AST	100.00 €	0.00 €	0.00 €	300.00 €	400.00 €	200.00 €	74.00 €	0.00 €	100.00 €	1,174.00 €	1,174.00 €	1,173.00 €	5.00 €
▶ 2	RHP	105.00 €	0.00 €	0.00 €	7.00 €	8.00 €	6.00 €	2.00 €	0.00 €	5.00 €	33.00 €	33.00 €	32.00 €	2.00 €
▶ 3	CNRS	105.00 €	0.00 €	0.00 €	7.00 €	8.00 €	6.00 €	2.00 €	0.00 €	5.00 €	33.00 €	33.00 €	32.00 €	2.00 €
▶ 4	LANC UNIV	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
<b>TOTAL</b>		<b>310.00 €</b>	<b>0.00 €</b>	<b>0.00 €</b>	<b>314.00 €</b>	<b>416.00 €</b>	<b>212.00 €</b>	<b>78.00 €</b>	<b>0.00 €</b>	<b>110.00 €</b>	<b>1,240.00 €</b>	<b>1,240.00 €</b>	<b>1,237.00 €</b>	<b>9.00 €</b>



# Legal & financial overview (read only)

Project 888823 (Project 888823)

  
Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36

Beneficiaries

General Information

Reporting Periods

GA Information

GA Options

Financial Information

**LF Overview**



Work Packages


Deliverables

Milestones



Reviews

















Critical Risks



 DOCUMENTS

### Legal and Financial Overview



Number	Legal Name	Role	Legal Data	Financial Data	Lear Appoin.	Lear ext. mandate
1	AST ADVANCED SPACE TECHNOLOGIES GMBH	CO				
2	RHP-TECHNOLOGY GMBH & CO KG	BEN				
3	CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE	BEN				
4	LANCASTER UNIVERSITY	BEN				

# Add work packages from Part B of your proposal

Project 888823 (Project 888823)  
**HORIZON 2020**  
Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36

Beneficiaries

General Information

Reporting Periods

GA Information

GA Options

Financial Information

LF Overview


Work Packages


Deliverables

Milestones

Reviews


Critical Risks

H+ 

 DOCUMENTS

SAVE

Work Packages 


 Add Work Package













Number	Title	Lead Beneficiary	Total Effort	Start Month	End Month	Deliverables No.	Actions
Total:			0				


Validate


# Add deliverables from Part B of your proposal


Project 888823 (Project 888823)


  
Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36


Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Work Packages	<b>Deliverables</b>	Milestones	Reviews	Critical Risks
											

H+ 

 DOCUMENTS

Deliverables 

 SAVE

Number	Relative Number in WP	Title	Lead Beneficiary	Type	Dissemination Lev	Due Date (in mont	Actions
<div> Add Deliverable</div>							

Validate

## Add milestones from Part B of your proposal

Project 888823 (Project 888823)

HORIZON 2020

Call: H2020-INFRAIA-2014-2015

Action : CSA

Resp. Unit: RTD/B/07

Duration: 36

Beneficiaries

General Information

Reporting Periods

GA Information

GA Options

Financial Information

LF Overview

Work Packages

Deliverables

Milestones

Reviews

Critical Risks

H+

6

DOCUMENTS

Milestones

SAVE

Number	Title	Lead Beneficiary	Due Date (in months)	Description	Work Package No.	Actions
<div> <div>+</div> <div>Add Milestone</div> </div>						

Validate

# Project reviews

will be completed by the project officer

Project 888823 (Project 888823)  
**HORIZON 2020**  
Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36

Beneficiaries

General Information

Reporting Periods

GA Information

GA Options

Financial Information

LF Overview



Work Packages


Deliverables

Milestones

Reviews

Critical Risks




 DOCUMENTS

Reviews 😊

Revision No.	Tentative Timing	Planned Venues	Comments
<div>Validate</div>			

# Risks and mitigation measures from Part B of your proposal

Project 888823 (Project 888823)



Call: H2020-INFRAIA-2014-2015    Action : CSA  
Resp. Unit: RTD/B/07    Duration: 36

Beneficiaries

General Information

Reporting Periods

GA Information

GA Options

Financial Information

LF Overview













Work Packages

Deliverables

Milestones

Reviews

Critical Risks



DOCUMENTS

Critical Risks For Implementation

SAVE

Number	Description	Risk Mitigation Measures	Work Package No.	Actions
<div><div>+</div> Add Critical Risks</div>				

Validate

# Ethics screen (read only for consortium)

Project 633053 (EUROfusion)  
**HORIZON 2020**  
Call: EURATOM-Adhoc-2014-20 Action : COFUND  
Resp. Unit: RTD/J/04 Duration: 60

Beneficiaries

General Information

Reporting Periods

GA Information

GA Options

Financial Information

LF Overview

Work Packages

Deliverables

Milestones

Reviews

Critical Risks

**Ethics**

H+ DOCUMENTS

## Ethics Appraisal

Ethics Issues: ☒

hESC: ☒

Ethics Clearance: Conditionally clear

Title	ARES Ref	Date	Type	Comment	Doc
jhgkghkhjhj,kbk	Ares(2014)29802	14/05/2014	ECO_A	kuhuihk	

Number	Ethics Issues Category	Description	Before Signature	Compliance Date	Assessment
1	Personal data protection	blah blah testing ethics requirement	<input type="checkbox"/>	1	
2	Animals	Testing before signature	<input checked="" type="checkbox"/>	1	
3	Other ethics issues	testing last issue	<input type="checkbox"/>	1	
4	Human cell tissues	oiuyoyo	<input checked="" type="checkbox"/>	1	

Validate  
Complete



Validate



# More information

**Further instructions for filling DoA will be provided by the Project Officers soon !**

**& available at the Participant Portal:**

## Guide for Grant Agreement Preparation

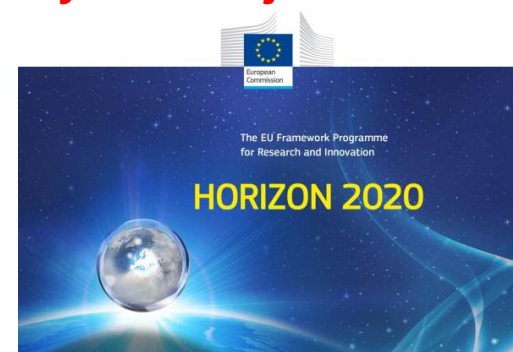
[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/gap/h2020-guide-gap\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/gap/h2020-guide-gap_en.pdf)

## H2020 ONLINE MANUAL

[http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/from-evaluation-to-grant-signature/grant-preparation\\_en.htm](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/from-evaluation-to-grant-signature/grant-preparation_en.htm)



<https://webgate.ec.europa.eu/fpfis/wikis/display/ECResearchGMS/1.+Grant+Management+Services+tool>



Guide for Grant Agreement Preparation

Version 0.3  
25 September 2014

**Disclaimer:**  
This document is aimed at assisting applicants and is not the Horizon 2020 framework programme and the pilot. This is only a first draft (containing – at the moment – completed over the months to come.



Annex 1 to the Grant Agreement  
(Description of the Action)

H2020  
Research and Innovation Actions (RIA)  
Innovation Actions (IA)  
Coordination and Support Actions (CSA)

Version 2.0  
12 December 2014

**Disclaimer:**  
This document is aimed at informing applicants for Horizon 2020 funding. It serves only as an example. The actual Web Forms Part A and the template Part B for Annex 1 to the grant agreement are provided in the online grant management system under the Participant Portal. They might differ from this example.  
Grant agreements must be prepared via the online grant management system under the Participant Portal.