



## Description of the Action – DoA

Lionel Boillot – Call Coordinator



<http://www.fch.europa.eu/>



# Detailed description of your H2020 project

Description of the action  
(Annex 1)

Estimated budget for the action  
(Annex 2)

## ➤ Overview

- Objectives, timing, general aspects

## ➤ How to complete the 'description of the action' (Annex 1)

- Part A (online forms)
- Part B (narrative part, Word template)

## ➤ How to complete the 'estimated budget of the action' (Annex 2)

- Online forms

# Objectives of GAP

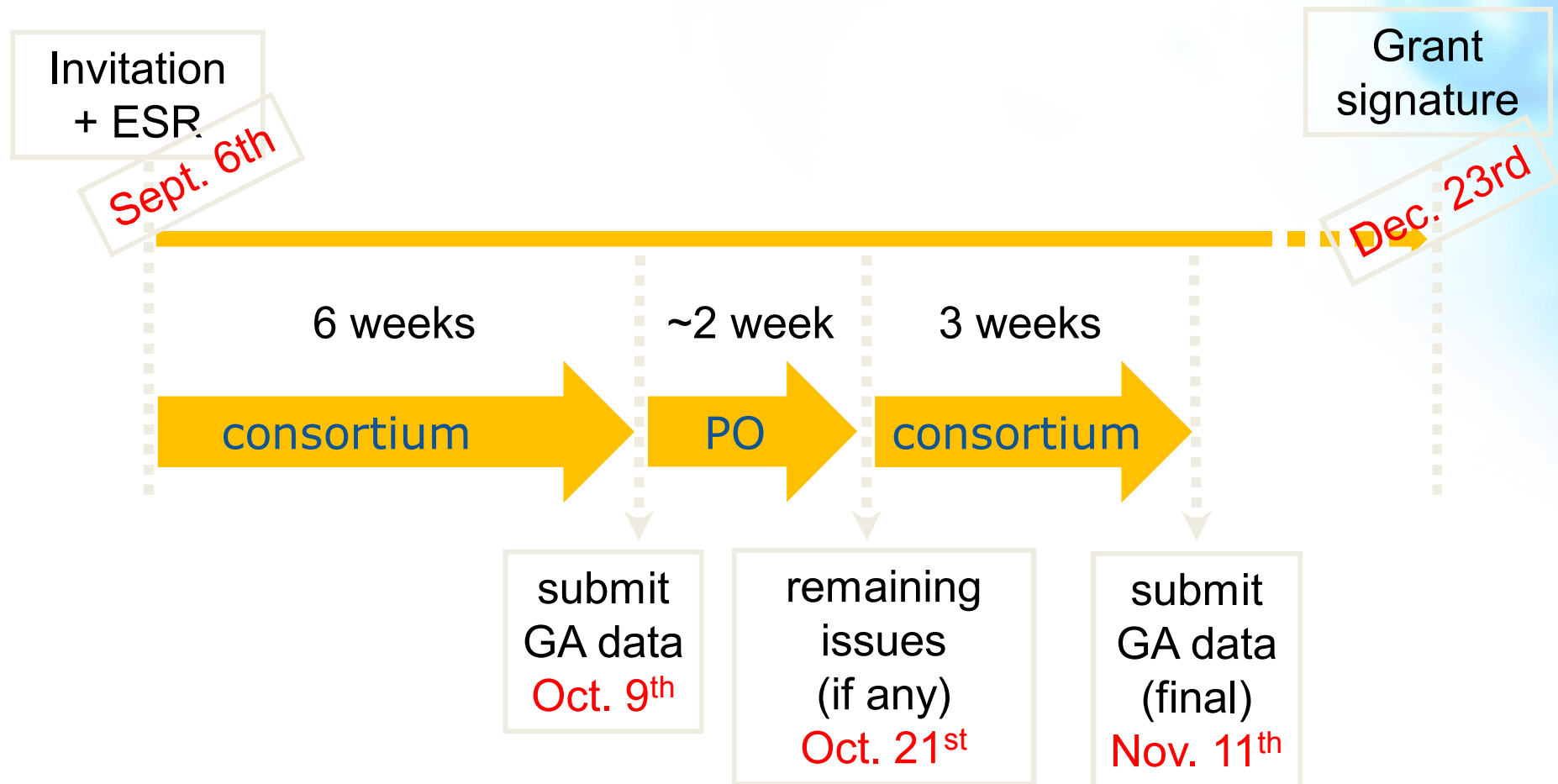
- **Transfer** information from the proposal to the grant agreement
- **Collect** additional information not present in the proposal (e.g. budget details, third parties)
- **Ensure** consistency between proposal and grant agreement

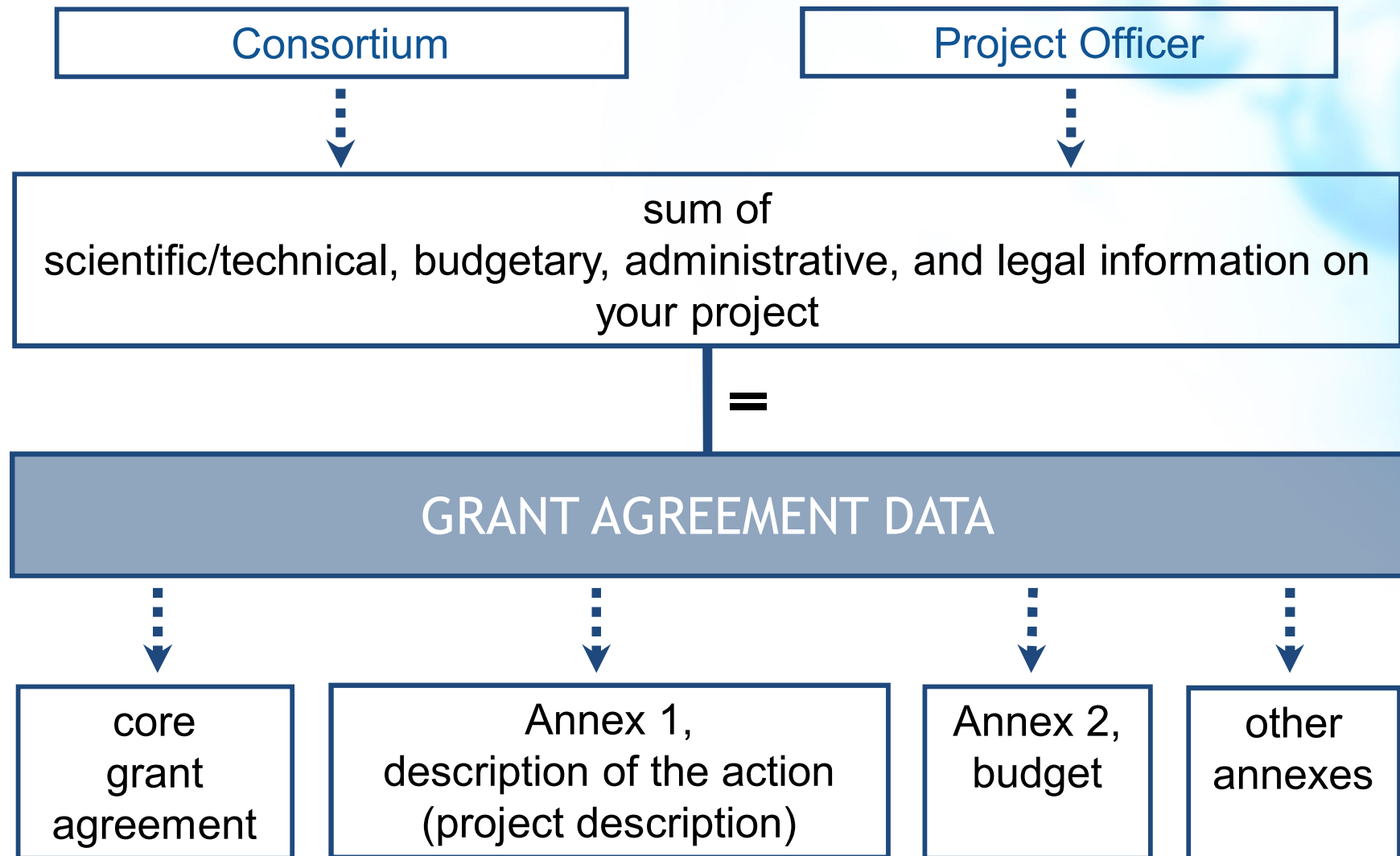
if applicable, also:

- **Implement** any requirements from an ethics review or security scrutiny

# Timing

## Grant agreement data (GA data)





# 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. Its sections are copied from the corresponding sections in Part B of the proposal. It is uploaded as a PDF.



### 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)
  - 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 coordinators, password protected)

*More details in the separate Knowledge Management presentation !*

# DoA format - Part B

Complete Word-template, convert to PDF, upload

**History of changes** *In this section you must record all changes implemented in comparison with the submitted proposal or previous DoA versions.*

**Table of Contents** *Generate a table of contents with page numbers)*

## 2.1. Excellence

**2.1.1. Objectives** *(proposal section 1.1)*

**2.1.2. Concept and Approach** *(proposal section 1.3)*

**2.1.3. Ambition** *(proposal section 1.4) [not applicable for CSA type of actions]*

## 2.2. Impact

**2.2.1. Expected impact** *(proposal section 2.1)*

**2.2.2. Measures to maximise impact** *(proposal section 2.2)*

2.2.2.1. Dissemination and exploitation of results *(proposal section 2.2.a)*

2.2.2.2. Communication activities *(proposal section 2.2.b)*

### 2.3. Implementation

#### 2.3.1. Work Plan (*proposal section 3.1*)

**Do NOT copy tables 3.1a, 3.1b, 3.1c, as they are included in Part A**

#### 2.3.2. Management structures and procedures (*proposal section 3.2*)

#### 2.3.3. Consortium as a whole (*proposal section 3.3*)

#### 2.3.4. Capacity of participants and links to third parties (*proposal section 4*)

##### 2.3.4.1. Participants (*proposal section 4.1*)

##### 2.3.4.2. Third parties involved (*proposal section 4.2*)

##### 2.3.4.3. [*if applicable:*] Financial support to third parties (*proposal section 4.3*)

#### 2.3.5. Planned use of resources (*proposal section 3.4*)

**Only copy tables 3.4b. → Do NOT copy table 3.4a, as it is included in Part A**

## DoA format - Part B (cont.)

if applicable

### **2.3.6. Ethics and Security** (*proposal section 5*)

2.3.6.1. Ethics (*proposal section 5.1*)

2.3.6.2. Security (*proposal section 5.2*)

## 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.*

## Other points to watch

### ➤ 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 (see below)

# Ethics review

- Your proposal may be subject to an **ethics review**


*For example, if you flagged such issues in your proposal or if specified in the relevant call for proposals*

- 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 2016:**
    - 10 proposals (self-declared ethics + identified by the Ethics Committee) further instructions from Project Officers will follow soon



# Complete Annexes 1 and 2 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   **LOGIN**


### 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

# Start screen




European  
Commission

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


Submit to EU

Upload

Complete




 Documents



 Messages


H2020 ONLINE MANUAL

 **HOW TO**














© European Communities - Version 1.0.4

# Project summary

<< portal
nexterli (EXTERNAL) ?


**SyGMA**  
System for Grant Management

Grant Agreement Data

<b>Project 888823 (Project 888823)</b>  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 
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H+
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



SyGMA

System for Grant Management

Project 888823 (Project 888823)

HORIZON 2020

Call: H2020-INFRAIA-2014-2015 Action :

Resp. Unit: RTD/B/07 Duration:

H+

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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 ALLEGRIINI (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]

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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

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SAVE

Beneficiaries

+

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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

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 project)

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 Representativ  
Bank Account  
**Linked Third Parties**

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 Holder Name and Address

Account Number

IBAN

BIC

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   SAVE

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	<div><input checked="" type="radio"/> The first day of the month after the entry into force of the Grant Agreement <input type="radio"/> A fixed starting date</div>
Abstract	abstract value
Free Keywords	test1, test2, test3

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

Beneficiaries

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Reporting Periods

SAVE


+ Add New Period

Reporting Period No.	From Month	To Month	Duration	Actions
1	1	18	18	
2	19	36	18	

Validate

## Grant agreement information (read only)

Project 888823 (Project 888823)

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

Beneficiaries

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Work Packages



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### 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, after the balance is paid for a period of three years

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





# Grant agreement options (read only)

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

Beneficiaries

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**GA Options**

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H+ DOCUMENTS

## Grant Agreement Options

**AUTOMATED**

☒ 3 Article 6.2 D.2 - Depreciation costs of equipment

☐ 4 Article 6.2 D.2 - Full purchase costs of equipment

☐ 5 Article 6.2 D.4 Large Research Infrastructure costs

☐ 13 Article 16.1 - Rules for providing trans-national access to research infrastructure

☐ 14 Article 16.2 - Rules for providing virtual access to research infrastructure

☐ 15 Article 20.5 - Information on cumulative expenditure incurred

☐ 16 Article 28.1 - General obligation to exploit the results - additional exploitation obligations

☐ 17 Article 28.2 - Notification if results could contribute to standards

☐ 18 Article 29.1 - General obligation to disseminate results - additional dissemination obligations

☐ 19 Article 29.1 - General obligation to disseminate results - additional dissemination obligations for interoperability

☐ 20 Article 29.1 - General obligation to disseminate results - additional dissemination obligations for cross-border interoperability

**MANUAL**

☐ 1 Article 2 - Complementary Grant

☐ 2 Article 2 - Jointly Funded Action

☐ 6 Article 10.1 - Rules for purchasing goods, works or services

☐ 7 Article 13.1 - Rules for subcontracting action tasks

☐ 8 Article 13.1 - action involving PCP or PPI

☐ 9 Article 13.1 - action involving PPI: Participation in PPI tendering procedures

☐ 10 Article 13.1 - action involving PCP: The subcontracts must provide...

☐ 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: 32.13 €	x units:	= 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	Partner Summary 	<b>Financial Information</b> 	Specific Legal 	
H+ ◀ 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

Project 888823 (Project 888823)

HORIZON 2020

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

Beneficiaries

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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	<a href="#">AST</a>	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	<a href="#">RHP</a>	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	<a href="#">CNRS</a>	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	<a href="#">LANC UNIV</a>	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 €
TOTAL		310.00 €	0.00 €	0.00 €	314.00 €	416.00 €	212.00 €	78.00 €	0.00 €	110.00 €	1,240.00 €	1,240.00 €	1,237.00 €	9.00 €

## Legal & financial overview (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

H+   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

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

Beneficiaries

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Reporting Periods

GA Information

GA Options

Financial Information

LF Overview

Work Packages

**Deliverables**

Milestones

Reviews

Critical Risks

H+ DOCUMENTS

Deliverables

SAVE

Add Deliverable

Number	Relative Number in WP	Title	Lead Beneficiary	Type	Dissemination Lev	Due Date (in mont	Actions

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+

DOCUMENTS

Milestones

SAVE

Number

Title

Lead Beneficiary

Due Date (in months)

Description

Work Package No.

Actions

















+

Add Milestone

Validate

## Project reviews

will be completed by the project officer

Project 888823 (Project 888823)	Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Work Packages	Deliverables	Milestones	Reviews	Critical Risks								
 Call: H2020-INFRAIA-2014-2015 Action : CSA Resp. Unit: RTD/B/07 Duration: 36																				
<div>   DOCUMENTS</div>																				
<b>Reviews</b> 😊																				
<table border="1"><thead><tr><th>Revision No.</th><th>Tentative Timing</th><th>Planned Venues</th><th>Comments</th></tr></thead><tbody><tr><td colspan="4"><div>Validate</div></td></tr></tbody></table>													Revision No.	Tentative Timing	Planned Venues	Comments	<div>Validate</div>			
Revision No.	Tentative Timing	Planned Venues	Comments																	
<div>Validate</div>																				



# Risks and mitigation measures 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
✗	✗	✓	⚠	✓	✗	i	✗	✗	⚠	⚠	⚠

H+ 06

DOCUMENTS

Critical Risks For Implementation 📄

SAVE

+ Add CriticalRisks

Number ▲	Description	Risk Mitigation Measures	Work Package No.	Actions

Validate

## Ethics screen (read only)

Project 633053 (EUROfusion)  
**HORIZON 2020**  
Call: EURATOM-Adhoc-2014-20Action : 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**

DOCUMENTS

### Ethics Appraisal

Ethics Issues: ☒  
hESC: ☒  
Ethics Clearance: Conditionally cleared


Title	ARES Ref	Date	Type	Comment	Doc
jhgkghkjhj,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



# Upload Annex 1, Part B (pdf)

**SyGMA**  
System for Grant Management

Grant Agreement Data

Project 123456 (Example) <b>HORIZON 2020</b> Call: H2020-PHC-2014-single-stage Action : RIA Resp. Unit: RTD/E/05 Duration: 48	Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Work Packages	Deliverables	Milestones	Reviews	Critical Risks	Ethics

DOCUMENTS

Documents

Title

▼ Grant Agreement Summary

Grant Agreement Data Sheet

▼ Grant Agreement

Grant Agreement

Annex 1 - Description Of Action (part A)

Annex 1 - Description Of Action (part B)

Annex 2 - Estimated budget of the action

☐ Annex 2a - Additional information on the estimated budget of the action (if unit costs are used)


Annex 3 - Accession Forms

Annex 4 - Model for the Financial statement

Annex 5 - Model for the certificate on the financial statements

Annex 6 - Model for the certificate on the methodology

# Signature




RESEARCH & INNOVATION  
Participant Portal - Grant Management Services


Ppgms COPL


**MY PROJECT**

**HORIZON 2020**

**Call:** H2020-INNOSUP-2014-5  
**Type of Action:** H2020-FCT-2015  
**Acronym:** Mindflex  
**Current Phase:** Grant management  
**Number:** 28108  
**Duration:** 48 months  
**Start Date:** 2013-04-23  
**Estimated Project Cost:** €4,545,454.00  
**Requested EU Contribution:** €999,123.00  
**Contact:** James

 See all data ...
















**Proposal Management & Grant Preparation**  
28108 - Mindflex

12/04/2013





Submitted Evaluated Ranked Invited Prepared Signed Paid

 Grant Agreement signature [Sign](#)

**Documents**

 Grant Agreement	 Grant Declaration	 Grant Declaration	 Grant Declaration
 Grant Declaration	 Grant Declaration	 Grant Declaration	 Grant Declaration
 Grant Declaration	 Third pa...larations		

**Messages**

-  **Partner Contact (test 4) test content tfdsa 111 on 17.03.2014 10:14**
-  **Coordinator Authorized Signatory (test 3) test content tfdsa dsadsa on 17.03.2014 10:14**
-  **Partner Authorized Signatory (test 2) test content tfdsa 666 on 17.03.2014 10:14**
-  **Coordinator Contact (test 1) test content tfdsa 444 on 17.03.2014 10:14**

The Coordinator Legal Authorized Signatory is invited to electronically sign the grant agreement

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>

