FUEL CELLS AND HYDROGEN JOINT UNDERTAKING

Grant Agreement Preparation

Description of the Action

Lionel Boillot

Call Coordinator

Content

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

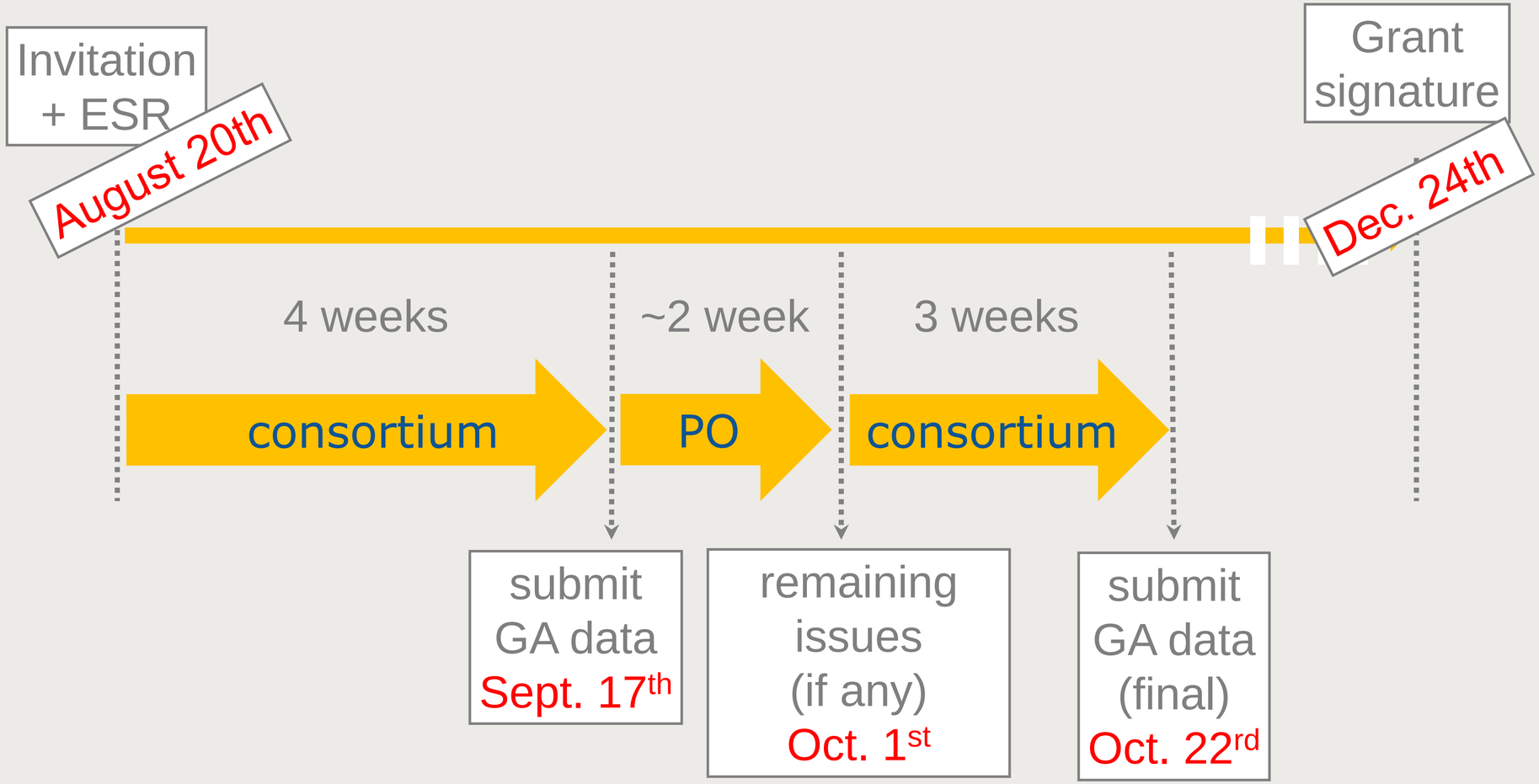
Objectives of GAP

- **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

GAP data (Grant Agreement Preparation)



What are Grant Agreement Data?

Consortium

Project Officer

sum of
scientific/technical, budgetary, administrative, and legal information
on your project

GRANT AGREEMENT DATA

core grant agreement

Annex 1, description of the action (project description)

Annex 2, budget

other annexes

Possible changes to your project

As limited as possible

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.

DoA format – Part A

Complete on-line 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 3.4a)
  - 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 deliverables on DATA reporting

Technology feedback and policy monitoring

- To be introduced in **WT2 List of deliverables**
- Name: **'Annual data reporting'**
- Periodicity: every year (deadline month of **JUNE**)
  - 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)
  - EU Survey for qualititative feedback

More details in the separate Knowledge Management presentation !

DoA format – Part B

Instructions for generating the DoA – Part B

- The **Coordinator generates Part B** of Annex 1 directly from Part B of the submitted proposal
- **Instructions** on how to convert proposal Part B into Annex 1 Part B are in **SyGMa/PPGMS**

Annex 1 to the Grant Agreement
(Description of the Action)
- Instructions -
Version 2.0 (January 2016)

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

DoA format – Part B

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 format – Part B

… update as necessary, convert to PDF, and upload

- 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.

Resulting structure of Part B

History of changes

Table of Contents

1. Excellence

1.1. Objectives

1.2. Relation to the work programme

1.3. Concept and approach

In this section you must record all changes implemented in comparison with the submitted proposal or previous DoA version

Generate a table of content with page number

same numbering, same headings

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

[Proposal number] [Proposal acronym] – Part B [Page number]

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:-)***

.... if not properly addressed in the proposal, please further develop

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.

Ethics review

Your proposal may be subject to an ethics review

The results must be implemented in the grant agreement – for clearance <u>before signing the grant agreement</u>

- 'Ethics requirements' are binding - they will be <u>entered by the PO in Part A (DoA)</u>
  - 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 2018:

15 proposals (self-declared ethics + identified by the Ethics Committee) – See instructions sent by Project Officers

Ethics handling

Revised Article 34.2 activities raising ethical issues

Supporting documents must be kept on file and be submitted upon request

- No more obligation to submit ALL legally required documentation related to ethical issues

Ethics requirements may

- become ethics deliverables (standard way to request supporting documents)
- require an update of the DoA (e.g. additional justification, changes to methodology, or merely as a reminder)
- not be needed in the light of the revised Article 34.2

Ethics handling

Third countries involvement (i.e. non EU member states)

In this case, you need to give all the necessary details on this involvement and confirm that the ethics legislation is complied with.

Other ethics issues

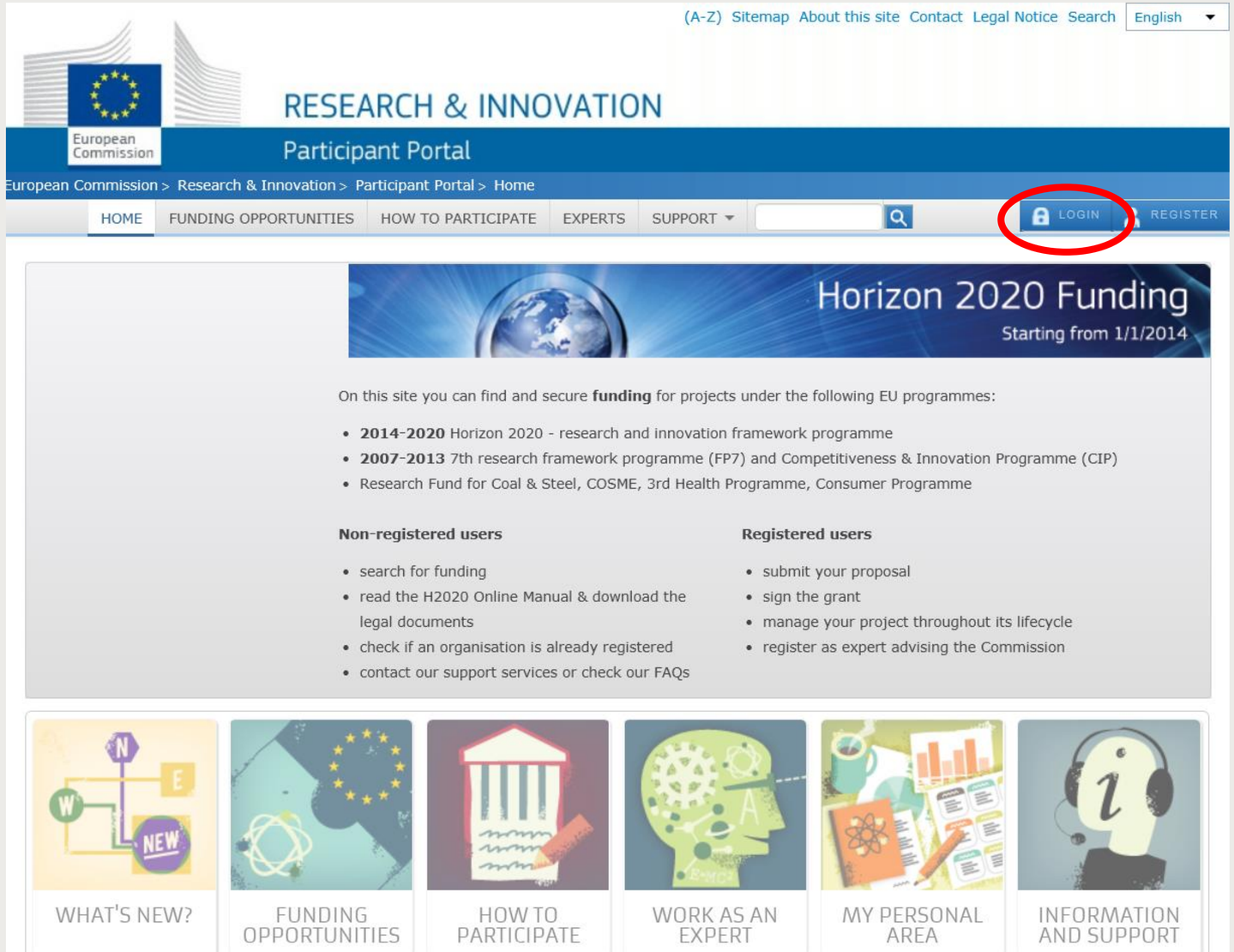
Give all the necessary details requested under the Ethics requirements specific for your project

➔ Automatic inclusion of a dedicated WP with deliverables

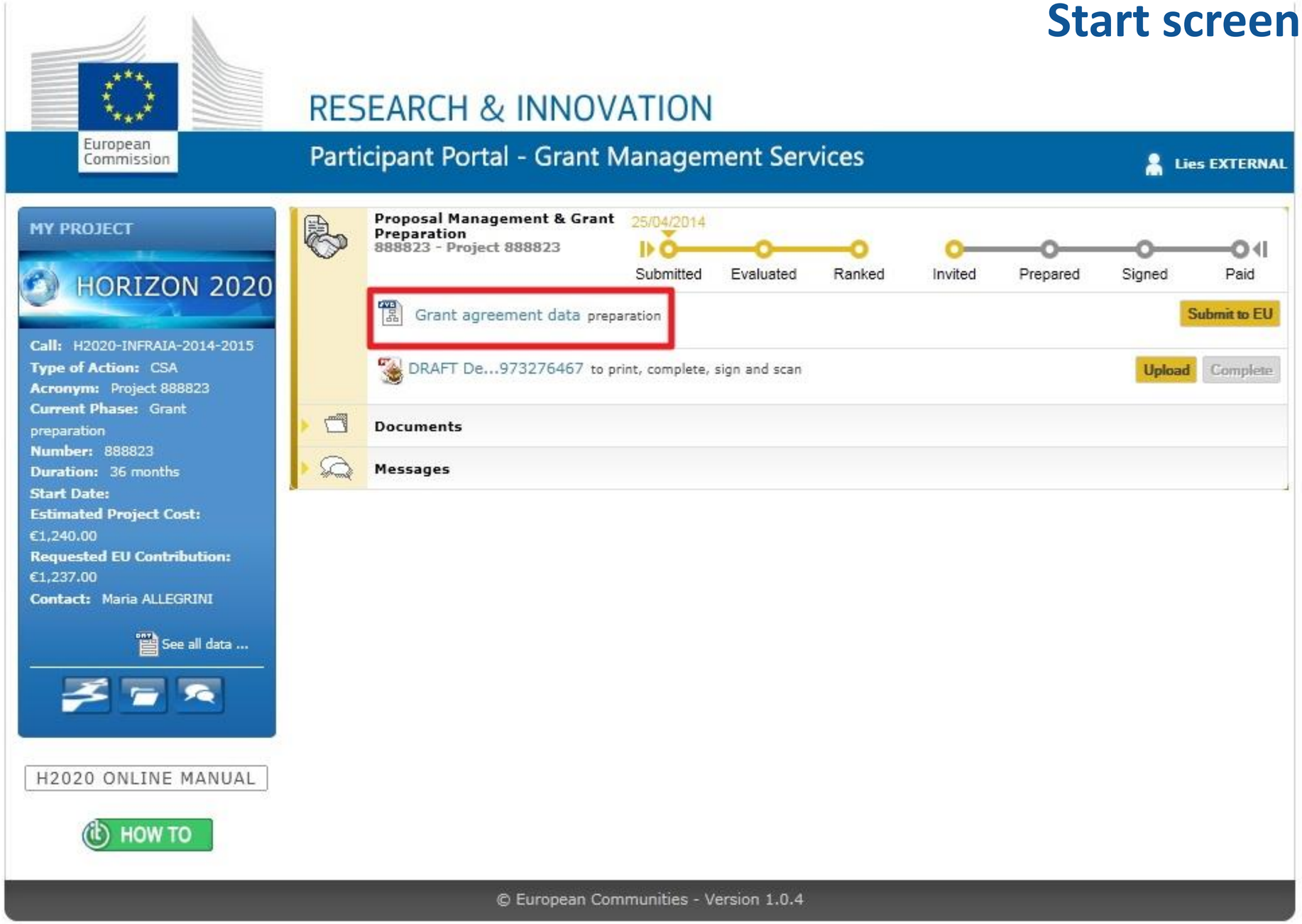
See document "further instructions to fill in Annex I"

Complete Annexes 1 and 2

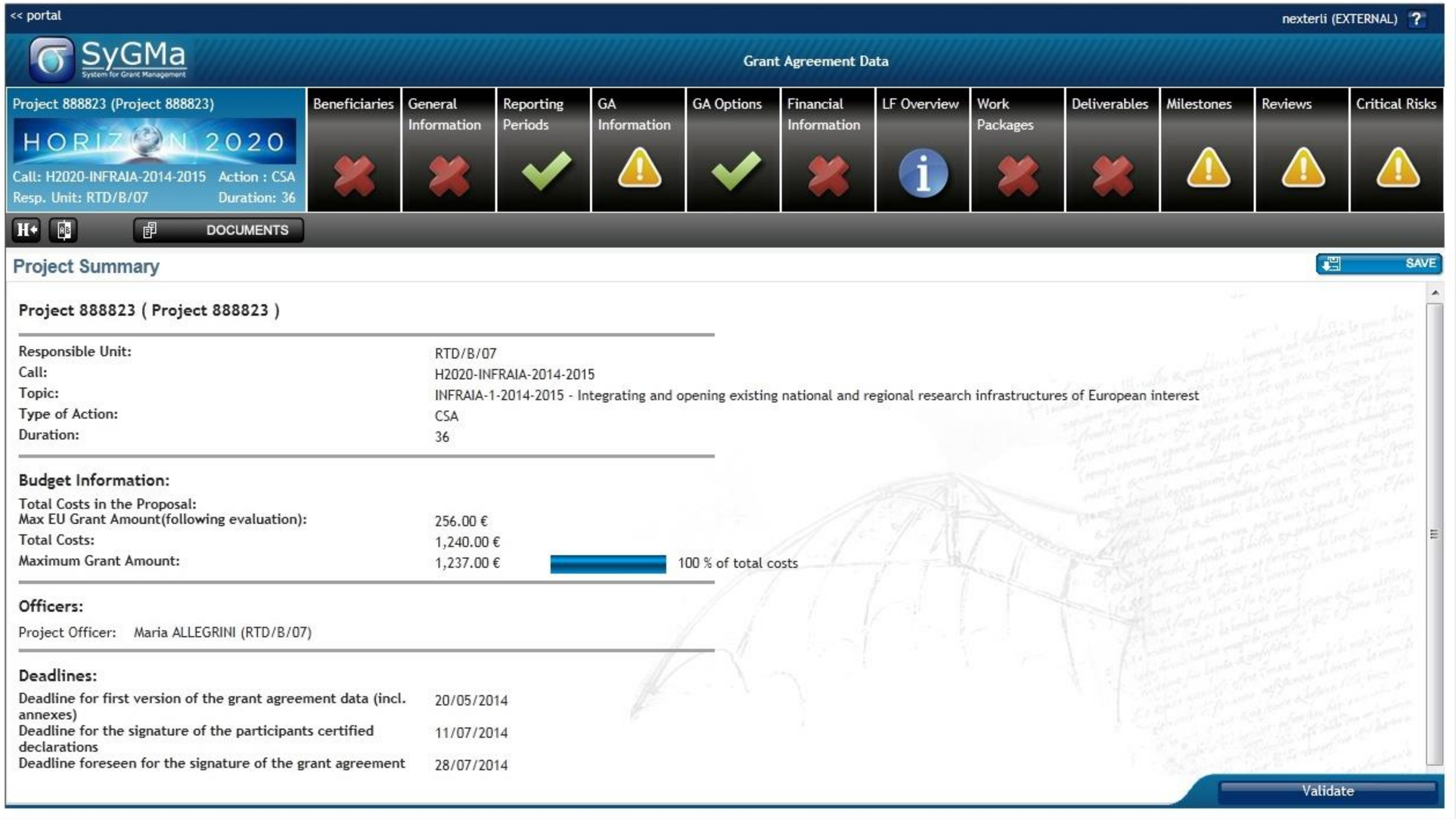
At the Participant Portal – Edit GA data by the consortium



Start screen



Project summary



Icons used

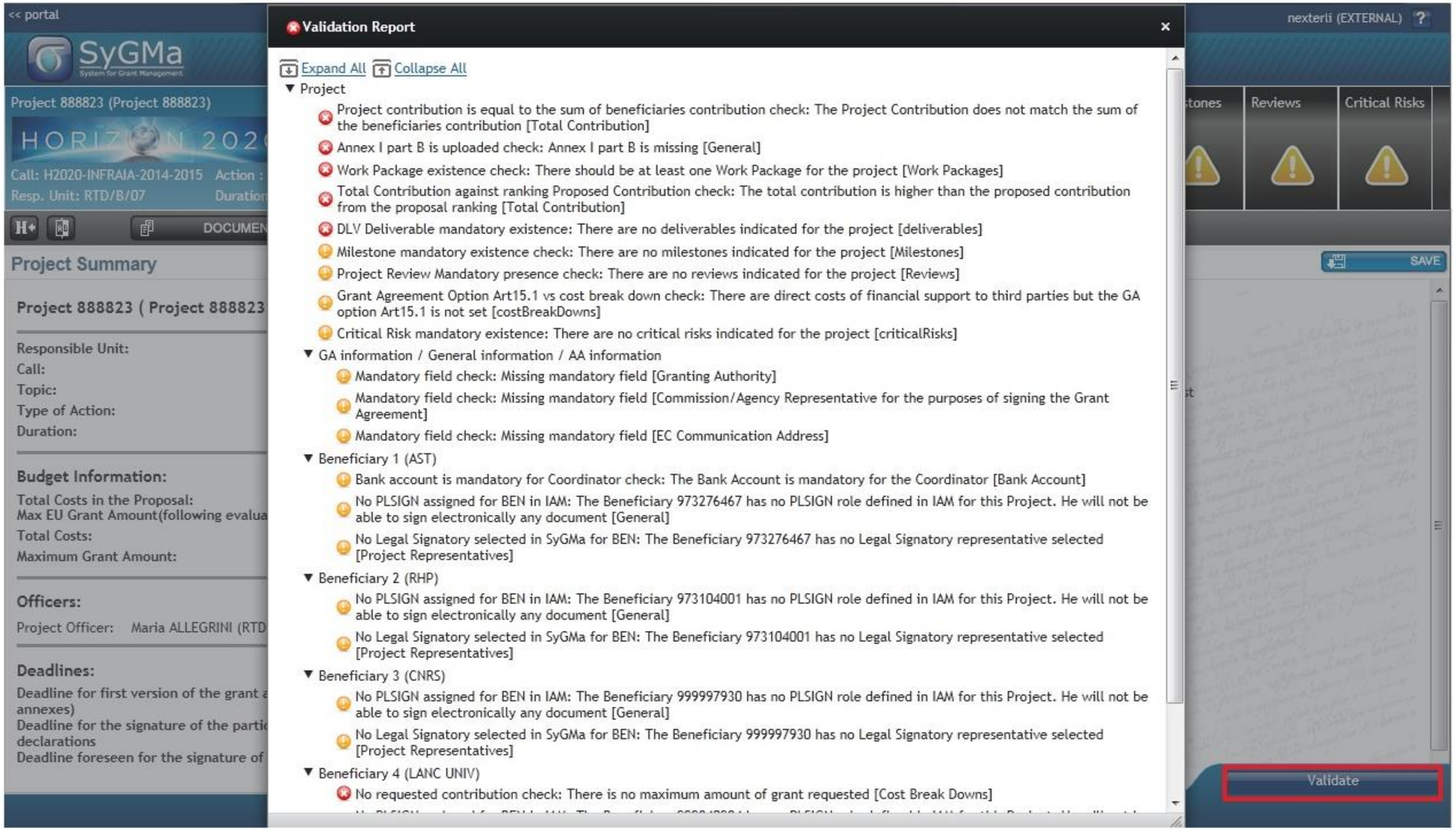
No missing information

Missing information: blocking

For information only

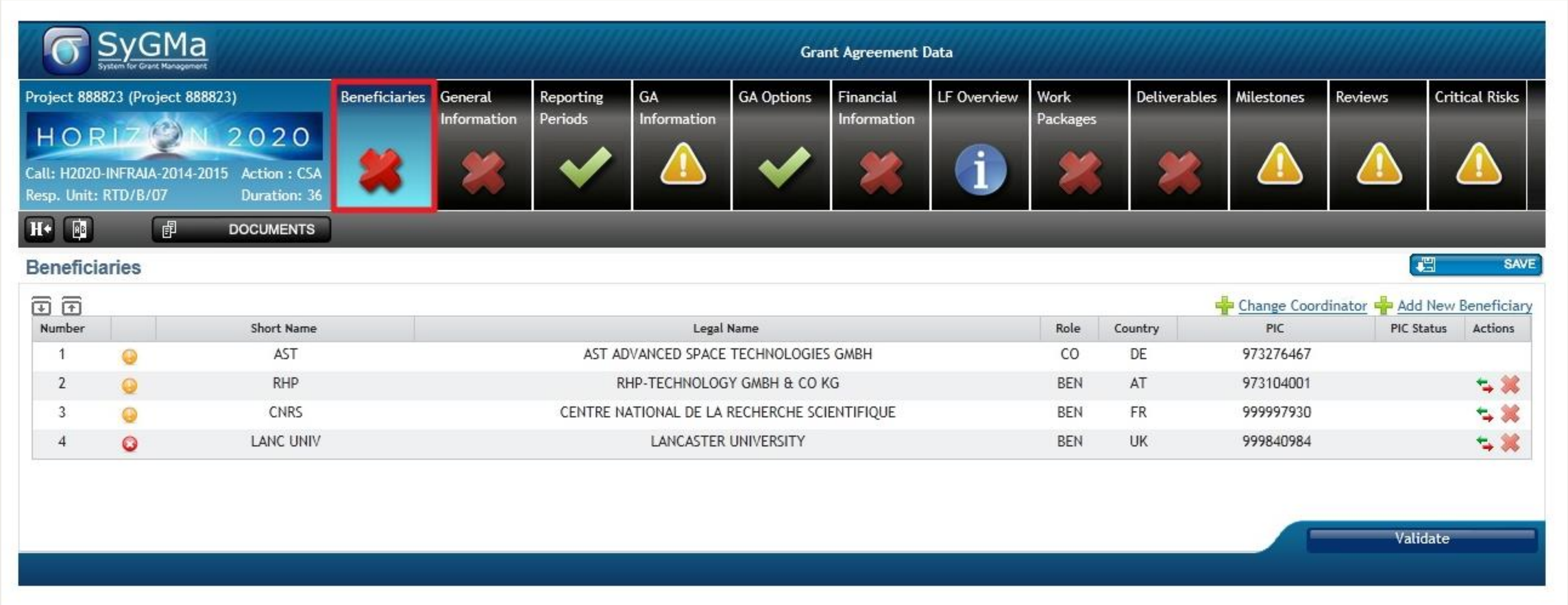
Missing information: not blocking at this point

Validation function



Beneficiary data are imported

…from your proposal



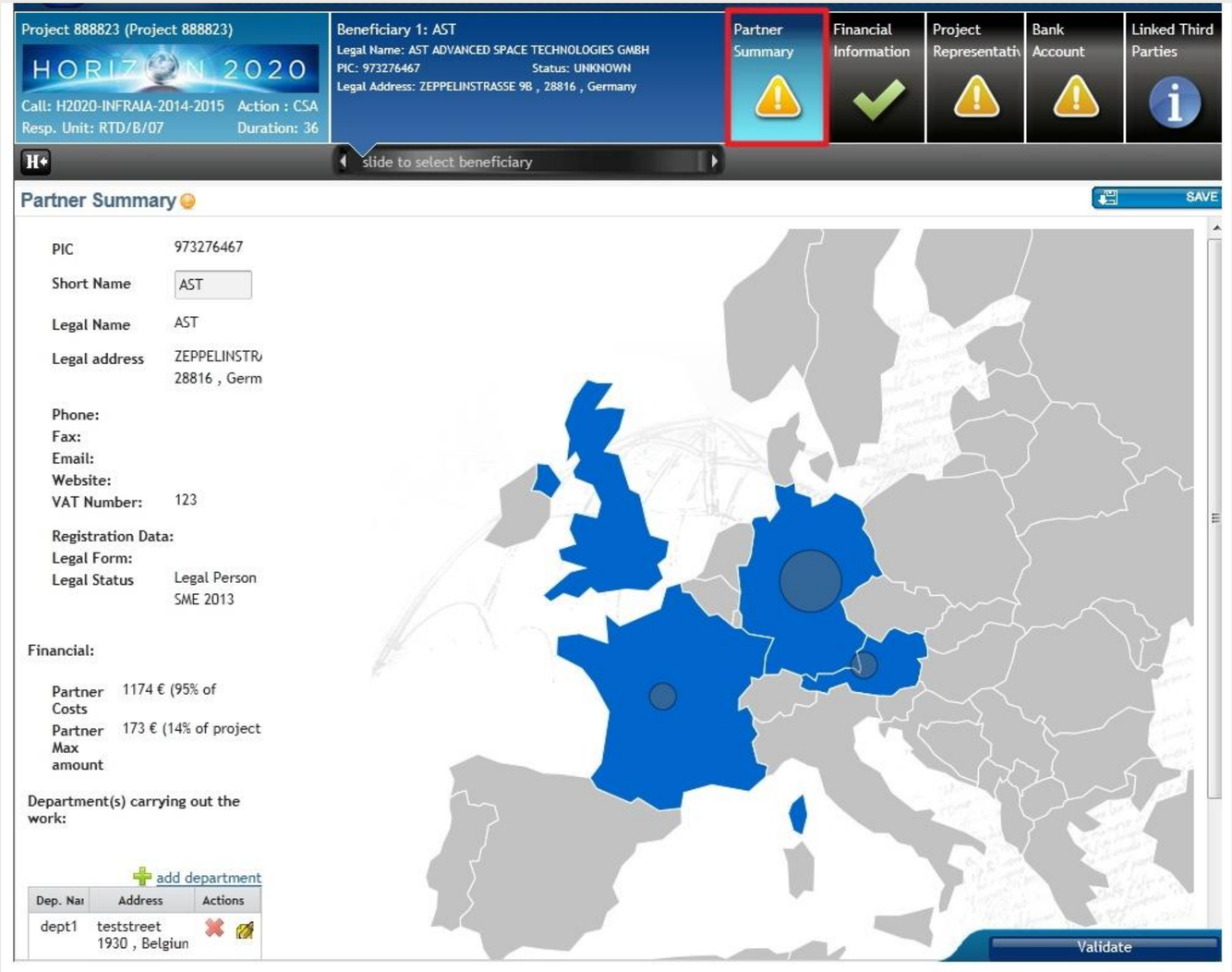
reorder beneficiaries by drag & drop

Project representatives are imported

… for each beneficiary: check and update if necessary

Add the department(s) carrying out the work

… for each beneficiary



Add linked 3rd parties (if any)

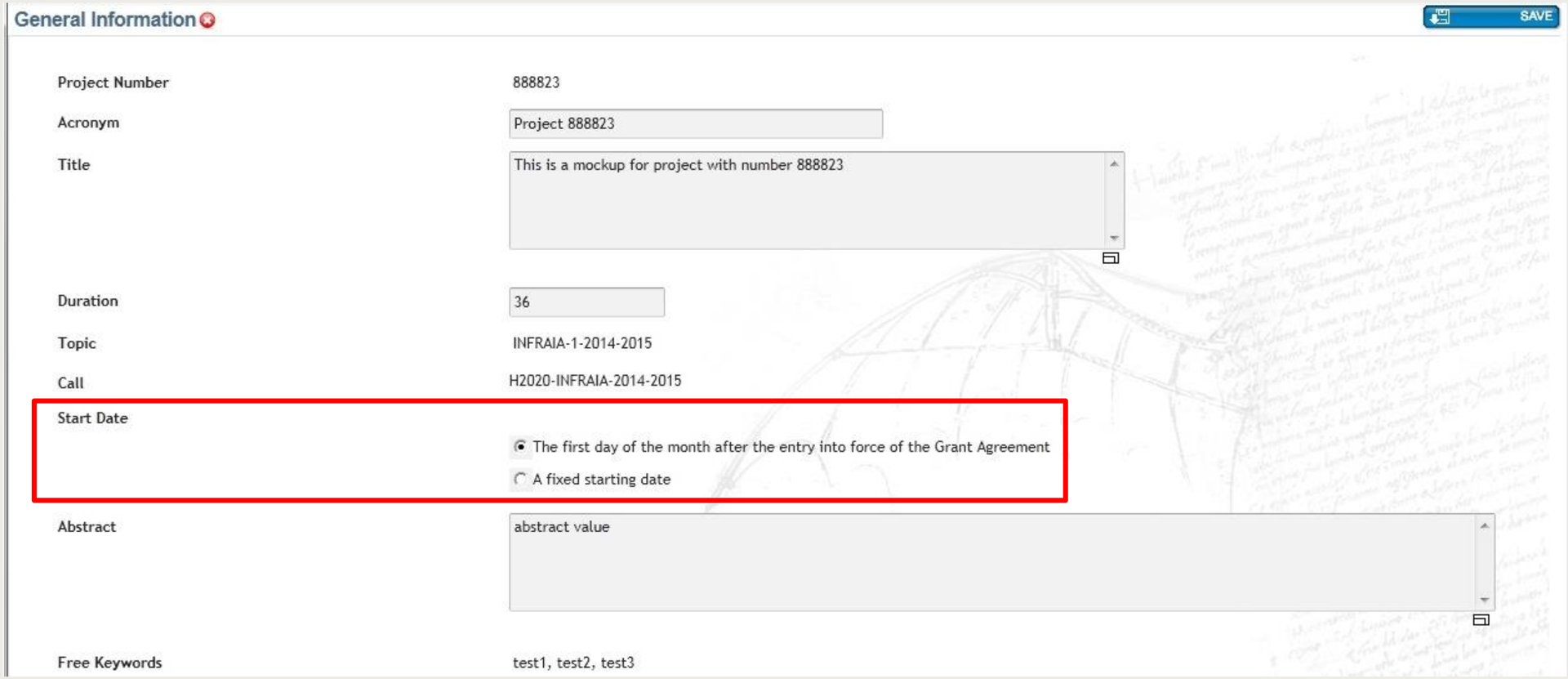
… for each beneficiary

NB: Linked 3rd parties need to register and are validated like beneficiaries.

Select bank account (coordinator only)

Specify the project's start date

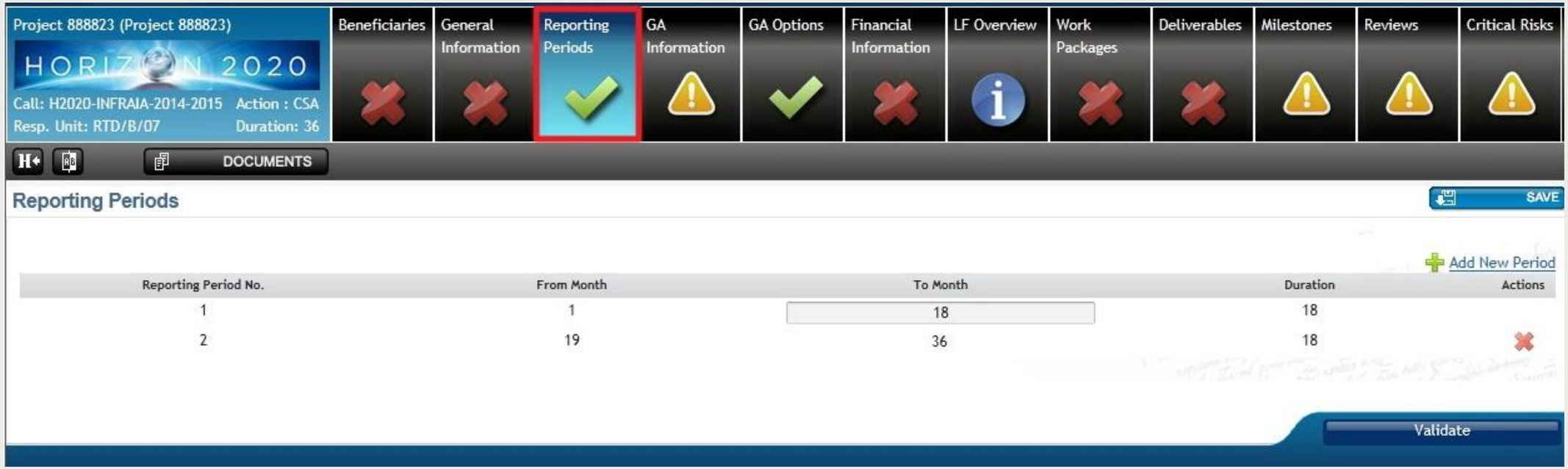
Other general information is imported (title, abstract, …)



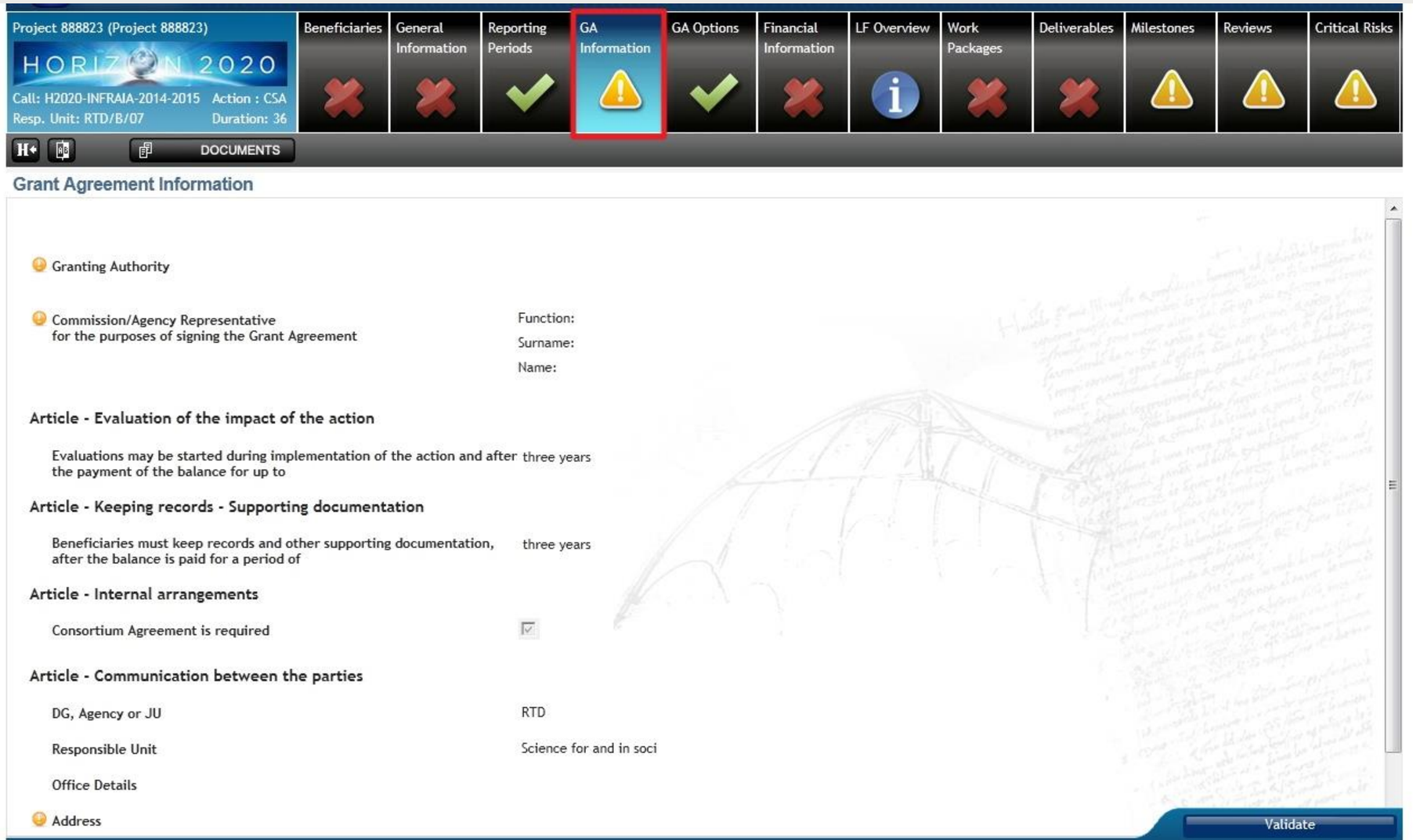
NB: If you choose a fixed start date you will need to provide a justification

Reporting periods

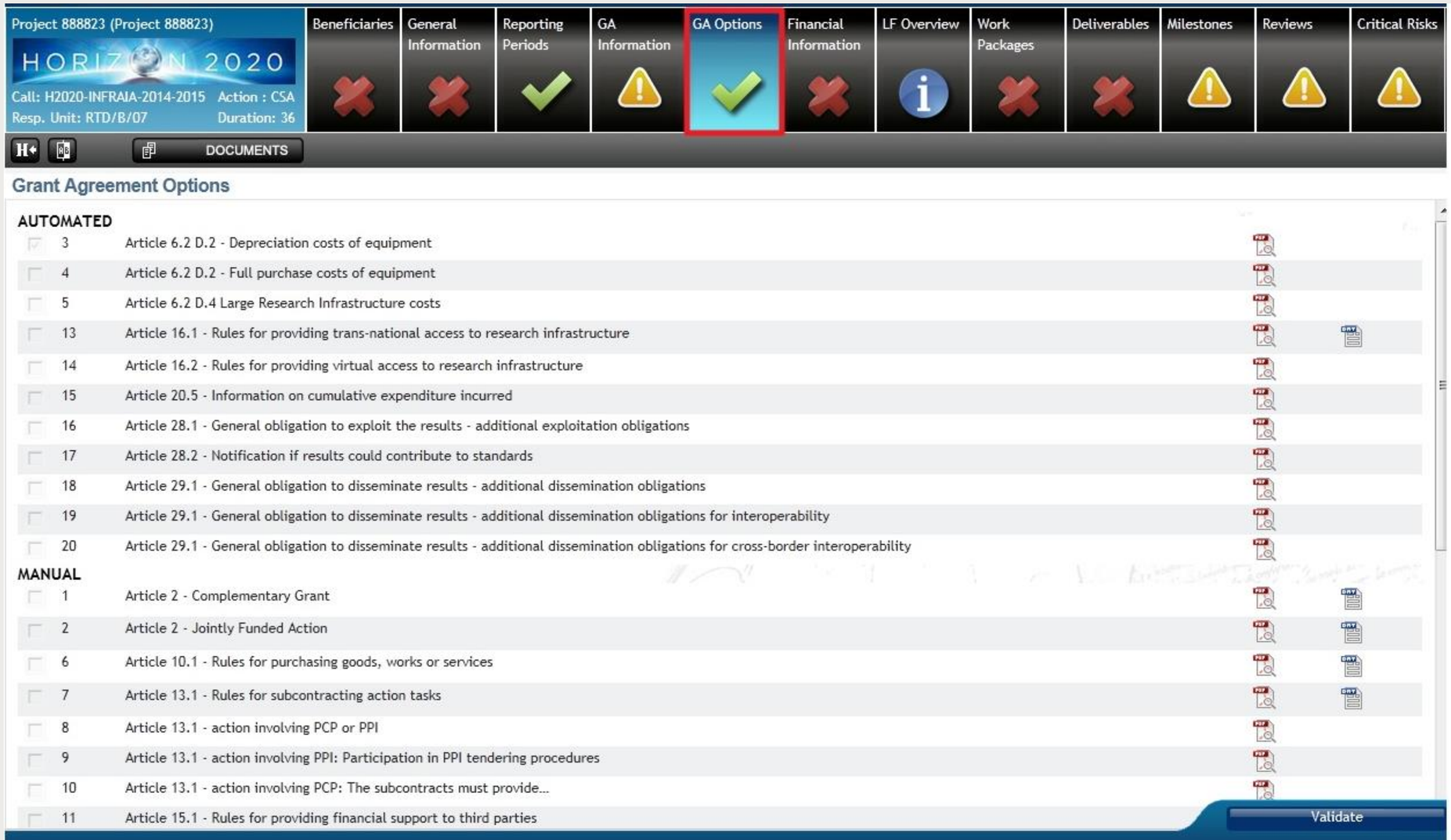
will be completed by the project officer



Grant agreement information (read only)

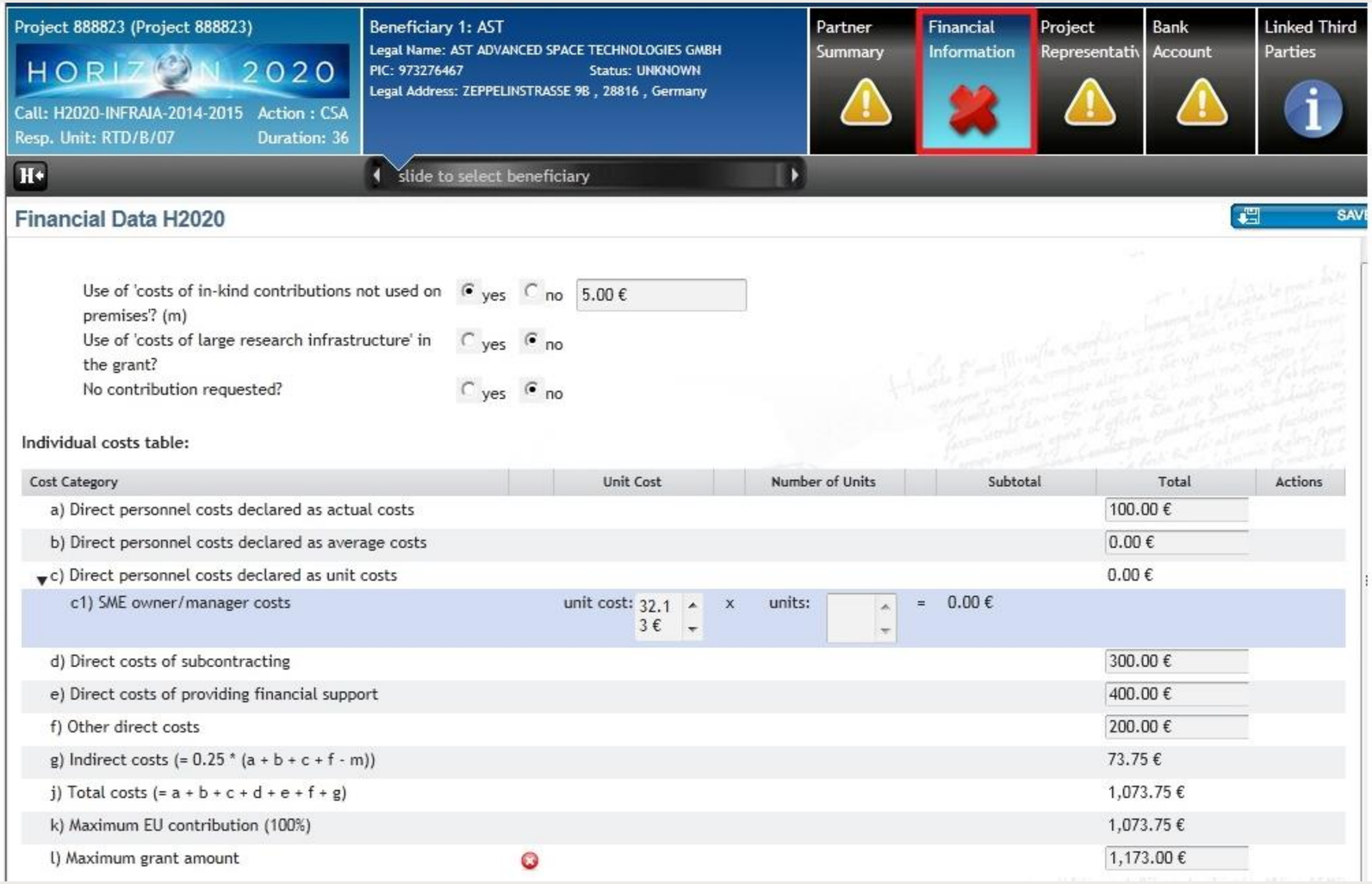


Grant agreement options (read only)

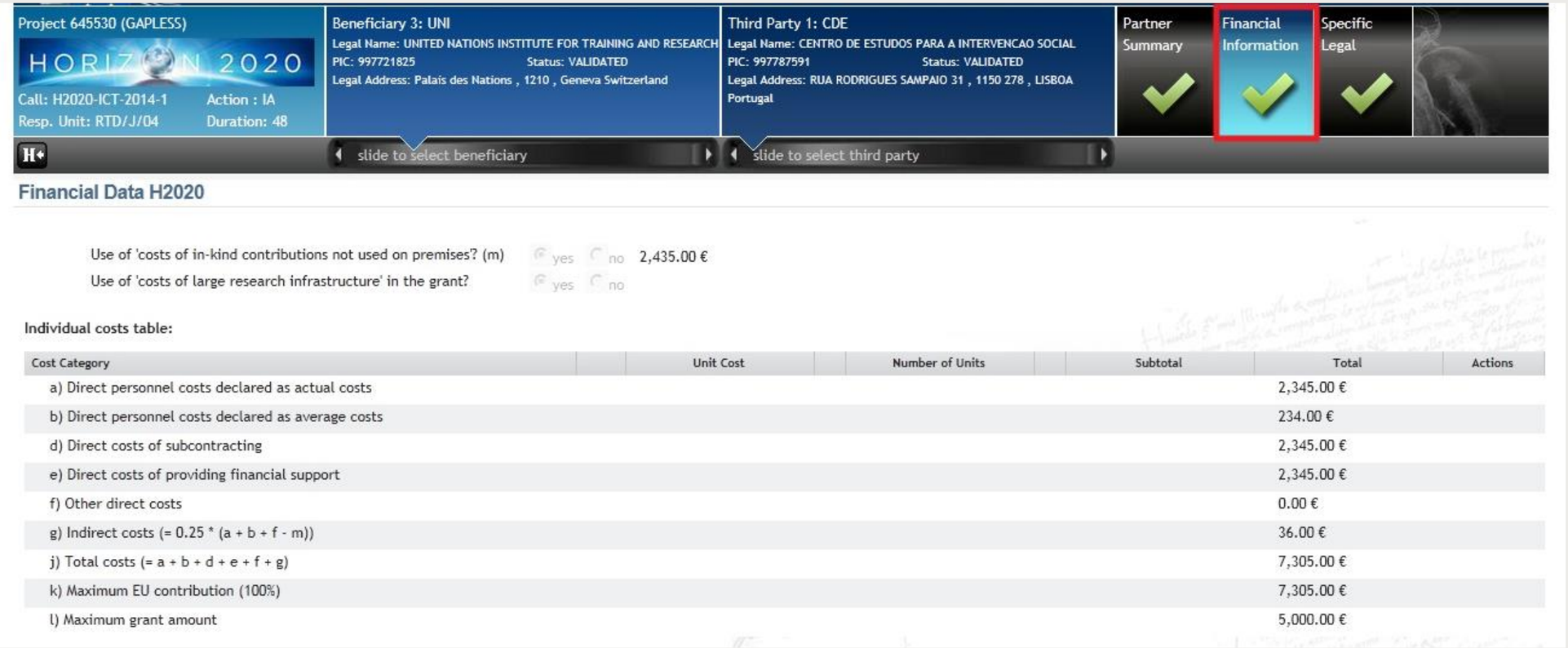


Budget tables are imported

Check and update if needed



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



NB: In the proposal, you specified a cumulative budget for each beneficiary and its linked 3rd 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

Financial Information

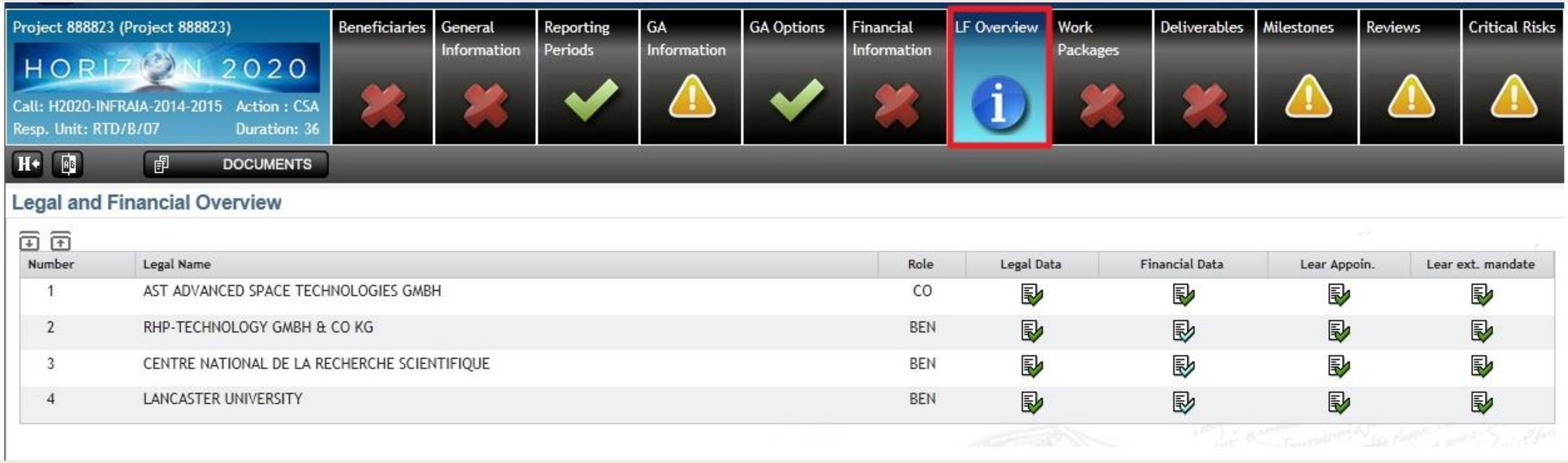
	Amount	Percentage		
Prefinancing	618.50 €	50.00 %	of 1,237.00 €	Default
Guarantee Fund	61.85 €	5.00 %	of 1,237.00 €	Default

Actual amount to transfert 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 €
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 €

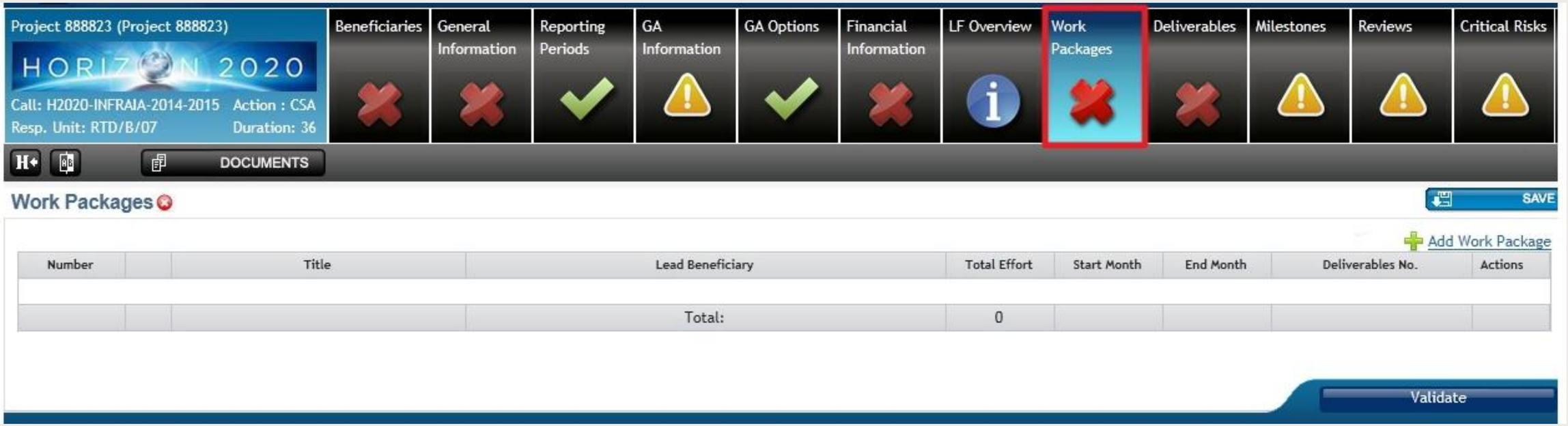
Legal & financial overview (read only)



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

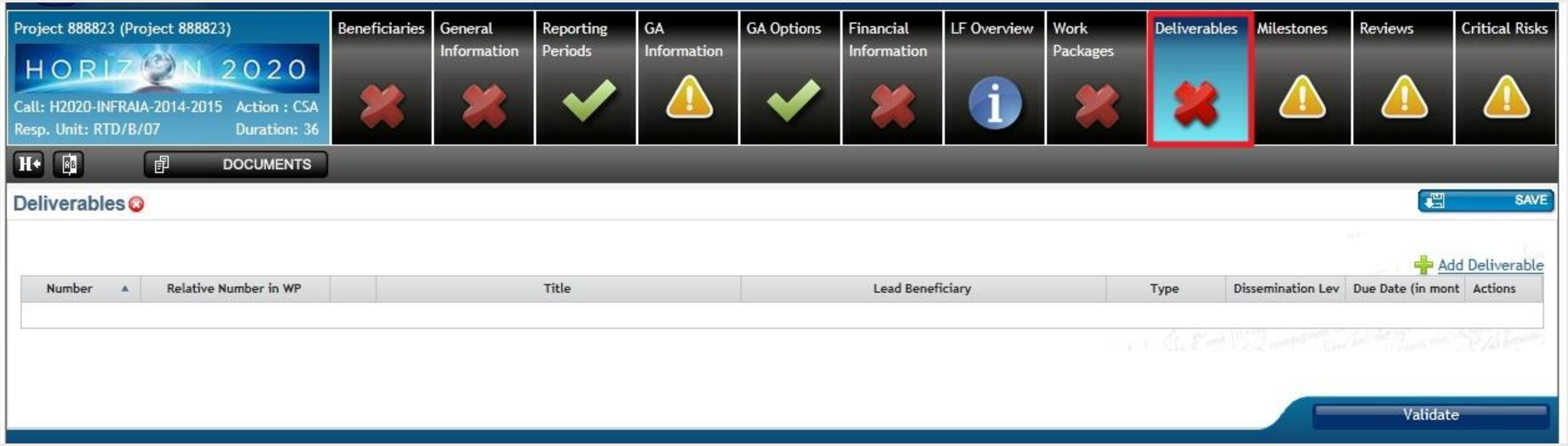
From Part B of your proposal



reorder work packages by drag & drop

Add deliverables

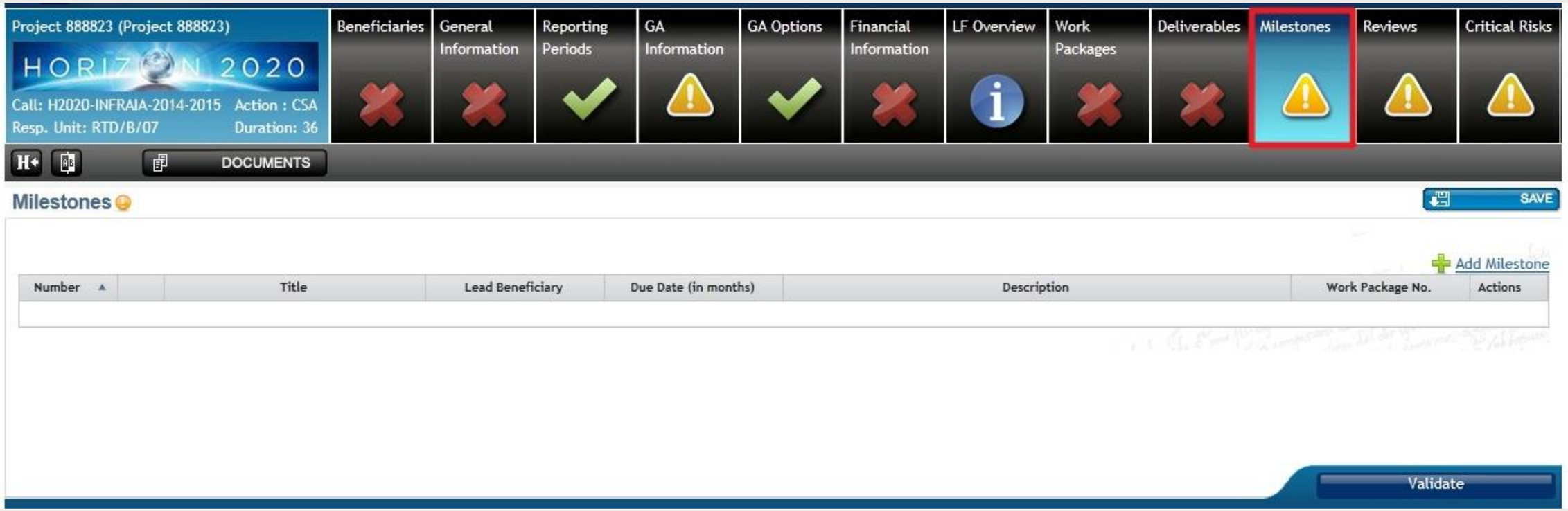
From Part B of your proposal



reorder deliverables by drag & drop

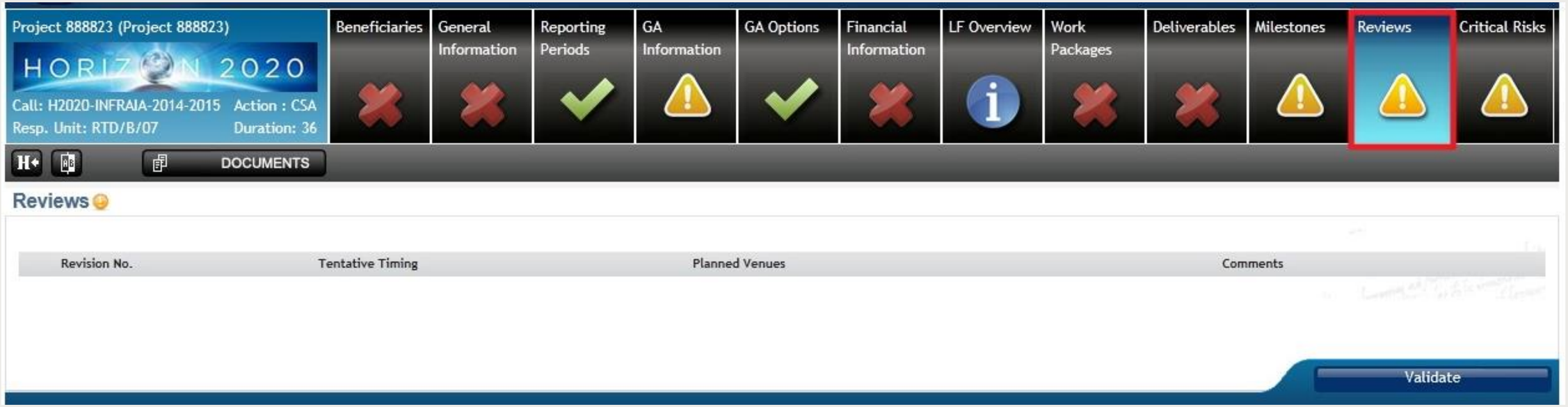
Add milestones

From Part B of your proposal



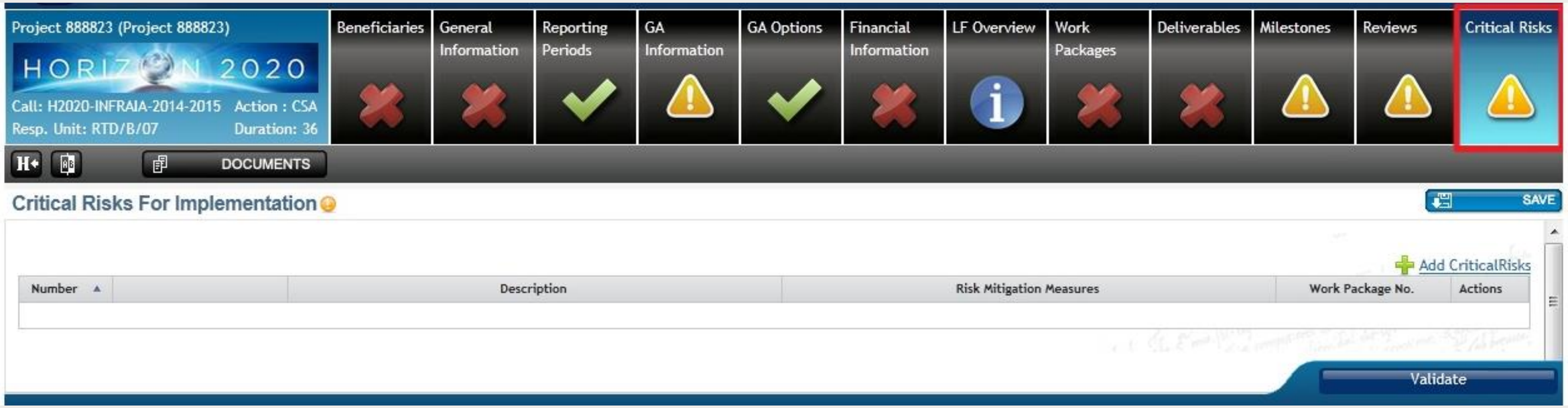
Project Reviews

Will be completed by your project officer

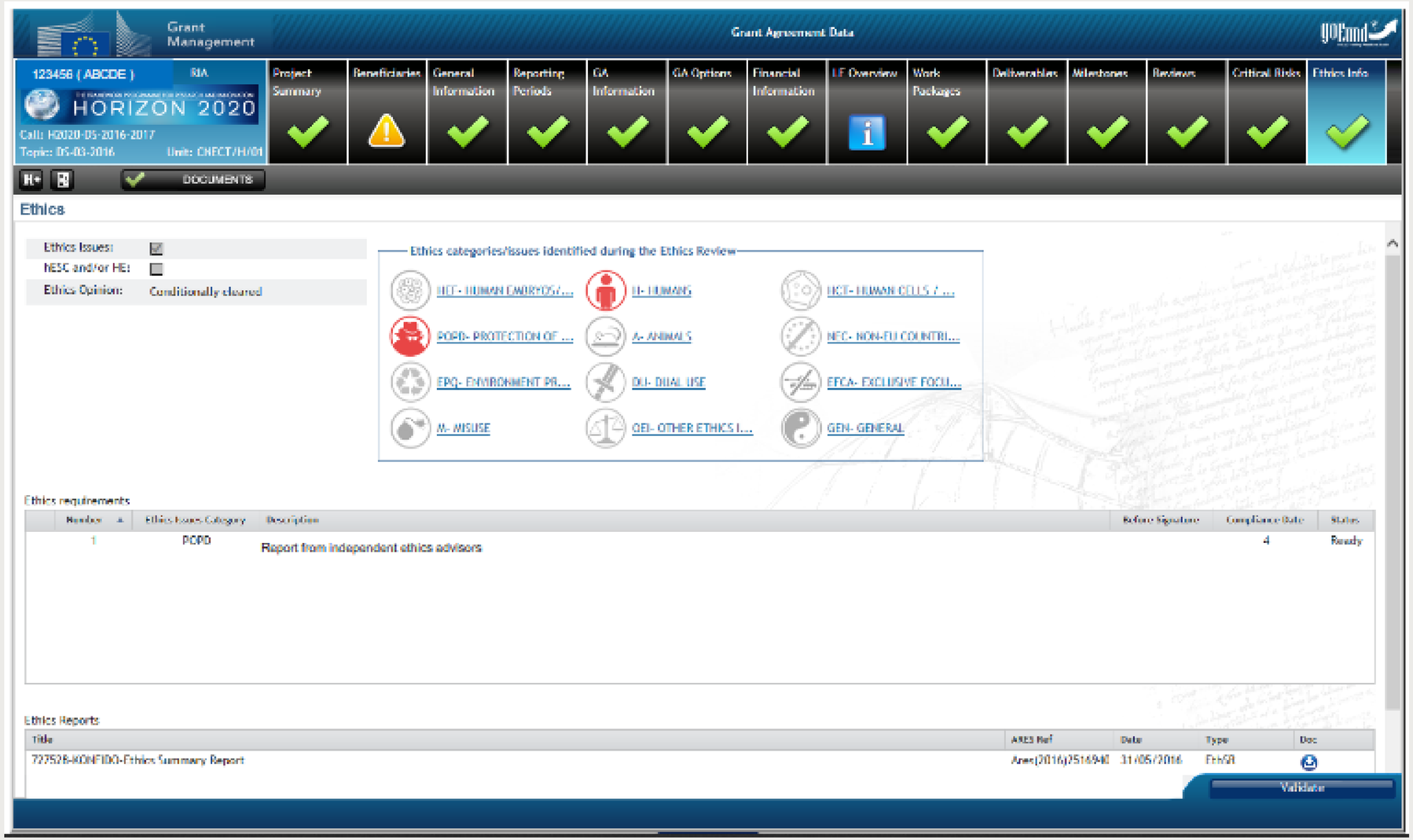


Risks and mitigation measures

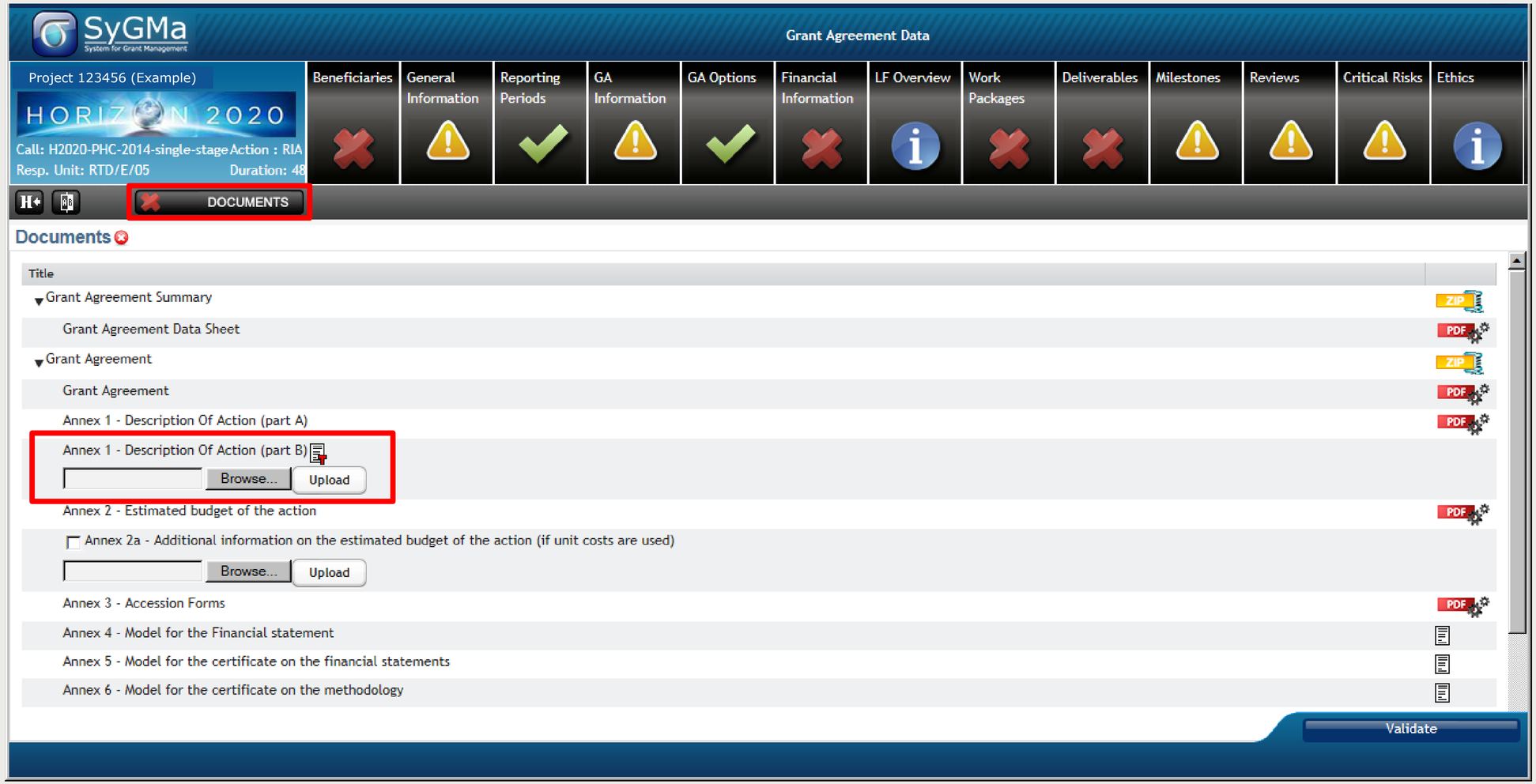
From Part B of your proposal



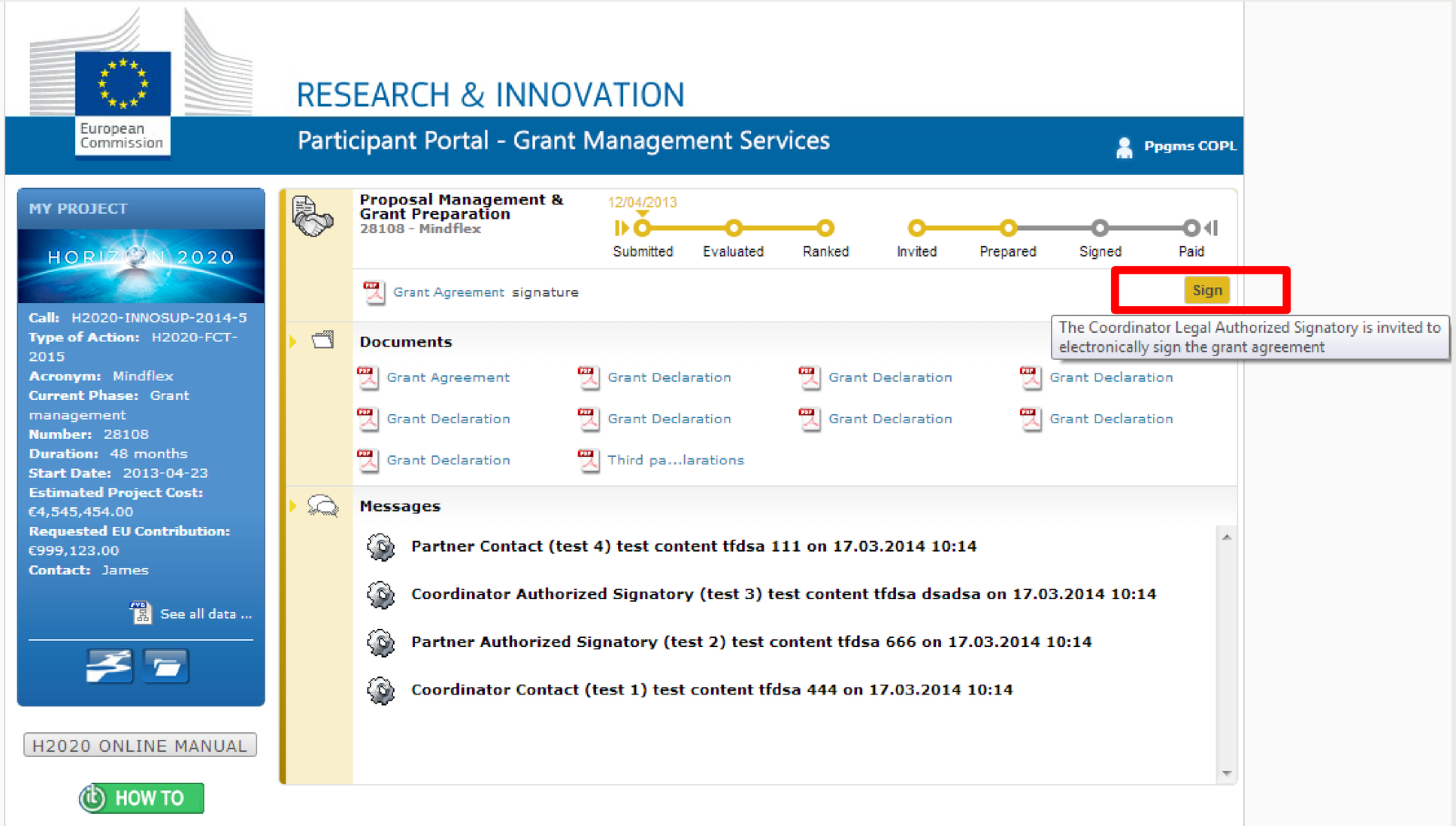
Ethics screen (read only)



Upload Annex 1, Part B (pdf)



Signature

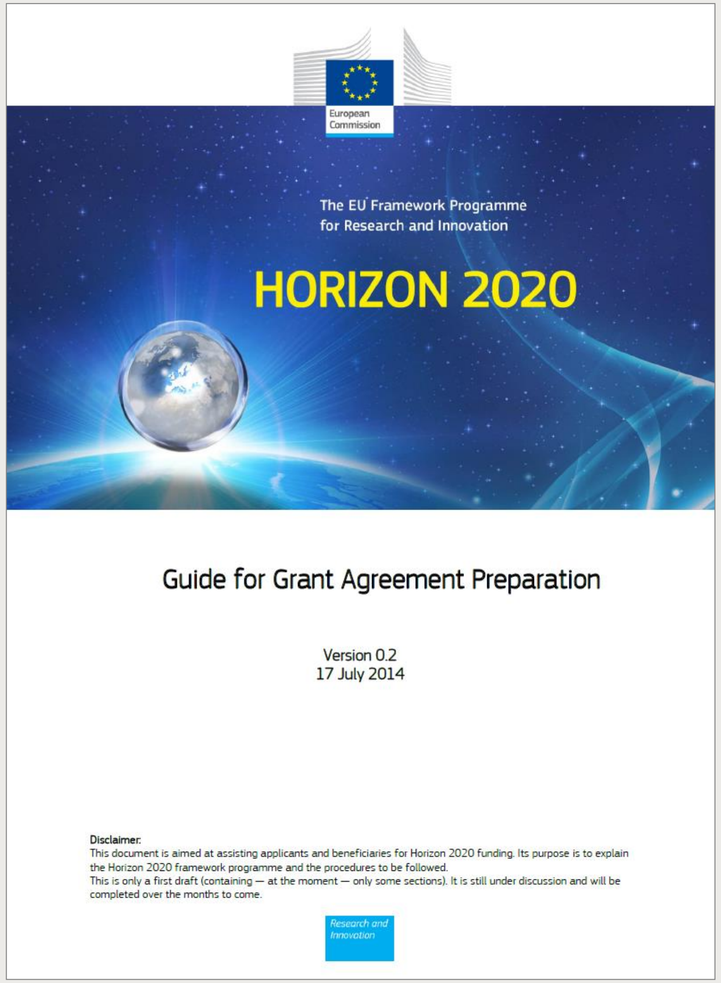

European Commission
RESEARCH & INNOVATION
Participant Portal - Grant Management Services
Ppgms COPL
MY PROJECT
HORIZON 2020
Call: H2020-INNOSUP-2014-5
Type of Action: H2020-FCT-2015
Acronym: Mindflex
Current Phase: Grant management
Number: 28108
Duration: 48 months
Start Date: 2013-04-23
Estimated Project Cost: €4,545,454.00
Requested EU Contribution: €999,123.00
Contact: James
See all data ...
H2020 ONLINE MANUAL
HOW TO
Proposal Management & Grant Preparation
28108 - Mindflex
12/04/2013
Submitted
Evaluated
Ranked
Invited
Prepared
Signed
Paid
Grant Agreement signature
Sign
The Coordinator Legal Authorized Signatory is invited to electronically sign the grant agreement
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

More information in the Participant Portal

Guide for Grant Agreement Preparation

H2020 ONLINE MANUAL

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/gap/h2020-guide-gap_en.pdf

HOW TO

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