



FUEL CELLS AND HYDROGEN
JOINT UNDERTAKING

**Grant Agreement
Preparation**

**Description of the
Action**

Dionisis Tsimis



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

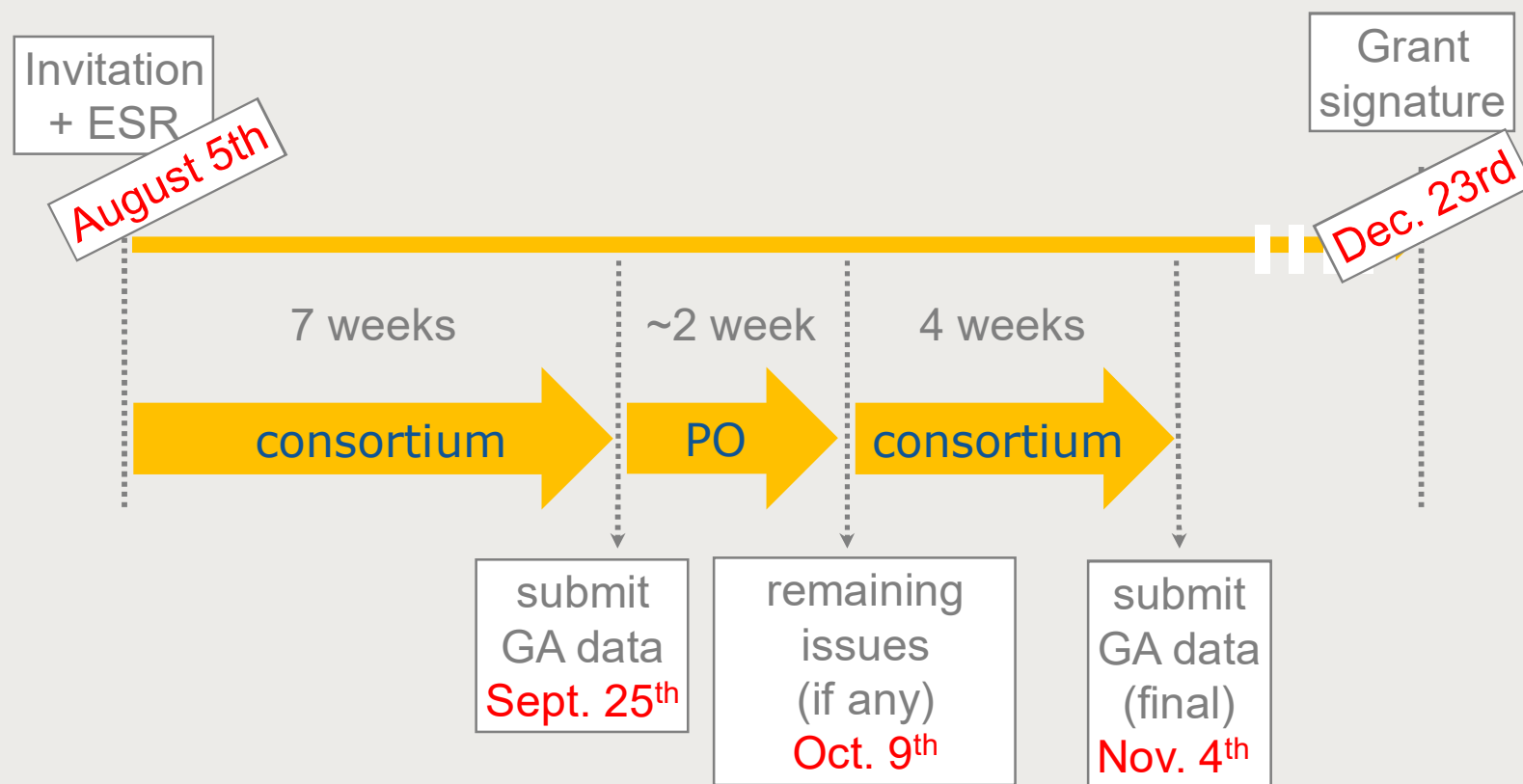


- **Transfer** information from the proposal to the grant agreement
- **Collect** additional information not present in the proposal (e.g. budget details, third parties)
- **Ensure** consistency between proposal and grant agreement
- if applicable, also:
 - **Implement** any requirements from an ethics review or security scrutiny



Timing

GAP data (Grant Agreement Preparation)



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 qualitative feedback

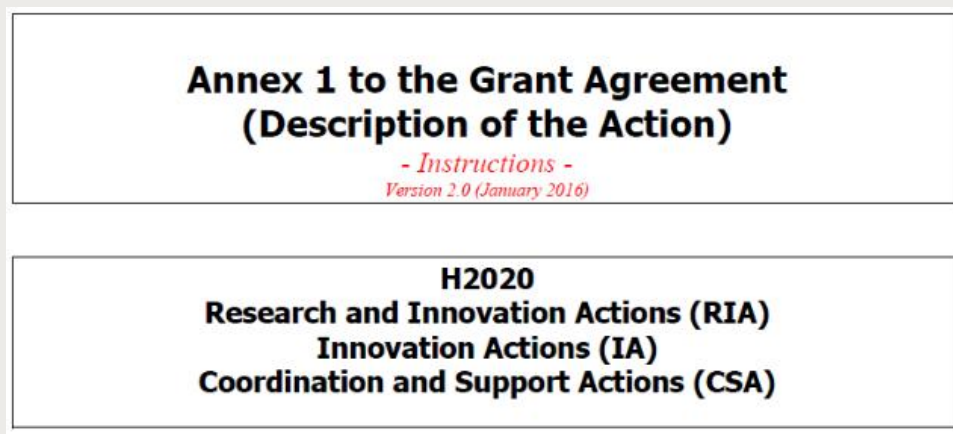
More details in the separate Knowledge Management presentation !



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**



https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/gap/doa/h2020-doa-ria-ia-csa_en.pdf

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

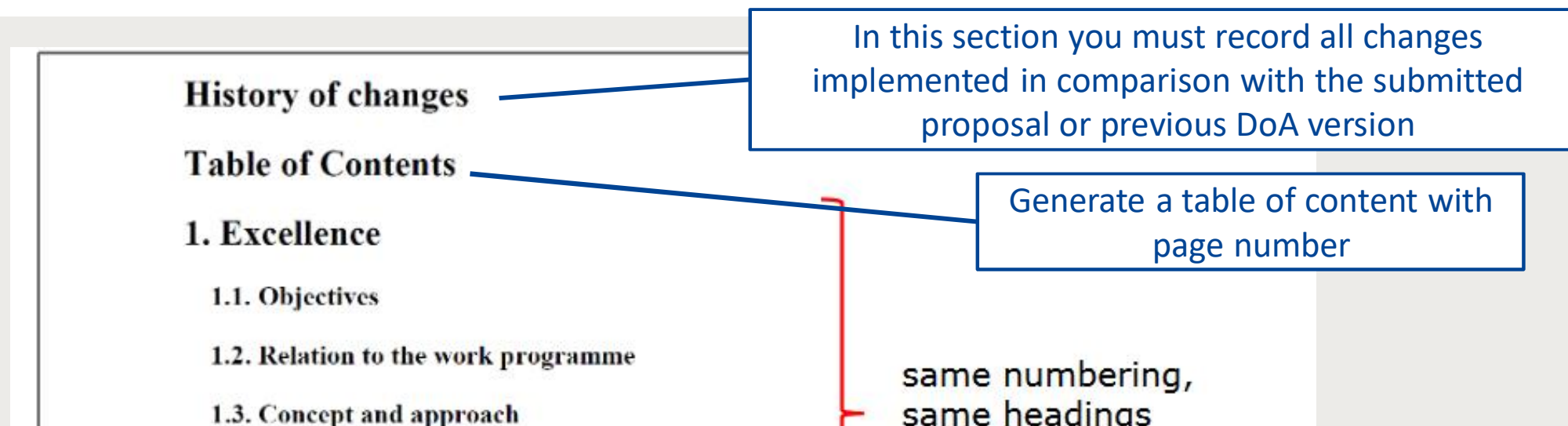
... update as necessary, convert to PDF, and upload



- 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



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

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



Ethics review

Your proposal may be subject to an ethics review



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 2019:

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



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



Commission | Single Electronic Data Interchange Area (SEDIA)

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT | select programme | 1022

My Organisation(s)
GRANTS
My Proposal(s)
My Project(s)
My Formal Notification(s)

My Project(s)

From **Monday 16.09 until Tuesday 17.09 included:**
Legal Entity and Bank Account validations tasks will experience issues in the Grant Management Services.
The Identity, Bank Account, Contracts and Payments functionalities in the Experts Area of the F&T Portal will be unavailable.

Online manual "Grant management" | IT HOW TO "Grant management"

More info

Results: 2 | Download excel list | Search..

| ACRONYM | CALL | PROGRAM | PROJECT | PHASE | | ACTIONS |
|---------|----------------------|---------|---------|--------|---|---------|
| H2ME 2 | H2020-JTI-FCH-2015-1 | H2020 | 700350 | Active | 1 | Actions |
| ShipFC | H2020-JTI-FCH-2019-1 | H2020 | 875156 | | 1 | Actions |

1 | 10


Manage Consortium
Manage Project
View Proposal

© 2018 European Commission | About | Free text search | IT Helpdesk | Cookies | Legal Notice | APIs



Start screen






RESEARCH & INNOVATION

Grant Management Services

Help ▾

Lionel BOILLOT

MY PROJECT



HORIZON 2020

Call: H2020-JTI-FCH-2019-1
Type of Action: FCH2-IA
Acronym: ShipFC
Current Phase: Grant preparation
Number: 875156
Duration: 72 months
Start Date:
Estimated Project Cost: €12,895,752.50
Requested EU Contribution: €9,975,477.50
Contact: [Lionel BOILLOT](#)

[Latest Legal Data](#)
[Active Processes](#)
[Document Library](#)
[Communication Centre](#)
[Archived Processes](#)

23 Apr 2019

24 Dec 2019
(145/245 days)

Submitted Informed Invited Prepared Signed Paid

+

Grant agreement data preparation

Submit to EU

+

GA Declaration - GAP-875156 - 929289295 signature

Sign

+

GA Declaration - GAP-875156 - 899650169 signature

Sign

+

GA Declaration - GAP-875156 - 922294431 signature

Sign

+

GA Declaration - GAP-875156 - 899684992 signature

Sign

Process documents

Process communications

Process history

H2020 ONLINE MANUAL

HOW TO

© European Communities - Version 1.23



Project summary



<< portal
nexterti (EXTERNAL) ?

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 |
| | | | | | | | | | | | | |

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:

Max EU Grant Amount(following evaluation):

256.00 €

Total Costs:

1,240.00 €

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+ 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 e
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]

nexterii (EXTERNAL) ?

Milestones 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

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Critical Risks

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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



reorder beneficiaries by drag & drop

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 | details |
| nexterli | EXTERNAL | Lies | lies.external@gmail.com | details |

Validate



Add the department(s) carrying out the work

... for each beneficiary



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 96, 28816, Germany

Partner Summary Financial Information Project Representati Bank Account Linked Third Parties

slide to select beneficiary

Partner Summary

PIC: 973276467

Short Name: AST

Legal Name: AST

Legal address: ZEPPELINSTRASSE 96, 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 Max amount)
Partner Costs: 173 € (14% of project Max amount)

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



Select bank account (coordinator only)



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 98, 28816, Germany

Partner Summary Financial Information Project Representative **Bank Account** Linked Third Parties

slide to select beneficiary

Bank Account

SAVE

Select Bank Account

| Account Number | Account Holder Name and Address |
|----------------|---------------------------------|
| Account Number | Account Holder Name |
| IBAN | PO Box |
| BIC | 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

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H←

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SAVE

Reporting Periods

+ 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) | Beneficiaries | General Information | Reporting Periods | GA Information | GA Options | Financial Information | LF Overview | Work Packages | Deliverables | Milestones | Reviews | Critical Risks |
|--|---------------|---------------------|-------------------|----------------|------------|-----------------------|-------------|---------------|--------------|------------|---------|----------------|
| HORIZON 2020 Call: H2020-INFRAIA-2014-2015 Action : CSA Resp. Unit: RTD/B/07 Duration: 36 | ✗ | ✗ | ✓ | ⚠ | ✓ | ✗ | i | ✗ | ✗ | ⚠ | ⚠ | ⚠ |

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

Validate



Grant agreement options (read only)



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

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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

slide to select beneficiary

Financial Data H2020

SAVE

Use of 'costs of in-kind contributions not used on premises?' (m)

☒ yes
 ☐ no

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: | = | 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)



Project 645530 (GAPLESS)
HORIZON 2020
Call: H2020-ICT-2014-1
Resp. Unit: RTD/J/04
Action : IA
Duration: 48

Beneficiary 3: UNI
Legal Name: UNITED NATIONS INSTITUTE FOR TRAINING AND RESEARCH
PIC: 997721825
Status: VALIDATED
Legal Address: Palais des Nations , 1210 , Geneva Switzerland

Third Party 1: CDE
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

Financial Information

Specific Legal

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 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



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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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 € |
| 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)

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

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Work Packages

SAVE

Add Work Package

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

Validate



reorder work packages by drag & drop



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

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H+ DB DOCUMENTS

Deliverables

SAVE

+ Add Deliverable

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

Validate



reorder deliverables by drag & drop



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

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Milestones

| Number | Title | Lead Beneficiary | Due Date (in months) | Description | Work Package No. | Actions |
|----------------------------------|-------|------------------|----------------------|-------------|------------------|---------|
| <div> <div>Validate</div> </div> | | | | | | |



Project Reviews

Will be completed by your project officer



Project 888823 (Project 888823)

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

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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

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Reviews

Critical Risks

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Critical Risks For Implementation

SAVE

Add Critical Risks

| Number | Description | Risk Mitigation Measures | Work Package No. | Actions |
|-------------|-------------|--------------------------|------------------|---------|
| <div></div> | | | | |

Validate



Ethics screen (read only)



Grant Management

Grant Agreement Data

123456 (ABCDE)

RIA

HORIZON 2020

Call: H2020-05-2016-2017

Topic: 05-03-2016

Unit: CNCT/HIGH

Project Summary

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GA Information

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Ethics Info

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Ethics

Ethics Issues:

☐

NESC and/or HE:

☐

Ethics Opinion:

Conditionally cleared

Ethics categories/issues identified during the Ethics Review

HE- HUMAN EMERGENCY...

HE- HUMAN...

HE- HUMAN CELLS / ...

POD- PROTECTION OF ...

A- ANIMALS

HE- HUMAN CELL INTEL...

EPG- ENVIRONMENT PR...

DU- DUAL USE

FFCA- EXCLUSIVE FOCH...

W- MISUSE

OE- OTHER ETHICS L...

GEN- GENERAL

Ethics requirements

| Index | Ethics Issues Category | Description | Before Signature | Compliance Date | Status |
|-------|------------------------|---|------------------|-----------------|--------|
| 1 | PCPD | Report from independent ethics advisors | | 4 | Ready |

Ethics Reports

| Title | ARES Ref | Date | Type | Doc |
|--------------------------------------|-------------------|------------|-------|-----|
| 727526-40NF100-Ethics Summary Report | ARES(2016)2516940 | 31/05/2016 | Final | |

Validate

Upload Annex 1, Part B (pdf)



SyGMA
System for Grant Management

Project 123456 (Example)

HORIZON 2020

Call: H2020-PHC-2014-single-stage Action : RIA
Resp. Unit: RTD/E/05 Duration: 48

Grant Agreement Data

| Beneficiaries | General Information | Reporting Periods | GA Information | GA Options | Financial Information | LF Overview | Work Packages | Deliverables | Milestones | Reviews | Critical Risks | Ethics |
|---------------|---------------------|-------------------|----------------|------------|-----------------------|-------------|---------------|--------------|------------|---------|----------------|--------|
| ✗ | ⚠ | ✓ | ⚠ | ✓ | ✗ | i | ✗ | ✗ | ⚠ | ⚠ | ⚠ | i |

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

Call: H2020-INNOSUP-2014-5
Type of Action: H2020-FCI-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

Documents

Grant Agreement

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

H2020 ONLINE MANUAL

HOW TO

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

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



http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/from-evaluation-to-grant-signature/grant-preparation_en.htm

