



# Detailed description of your project

*Description of the action (Annex 1)*

*Estimated budget for the action (Annex 2)*

Mirela Atanasiu - Call Coordinator



## Overview

- Objectives, timing, general aspects

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

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

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

- Online forms

## 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)

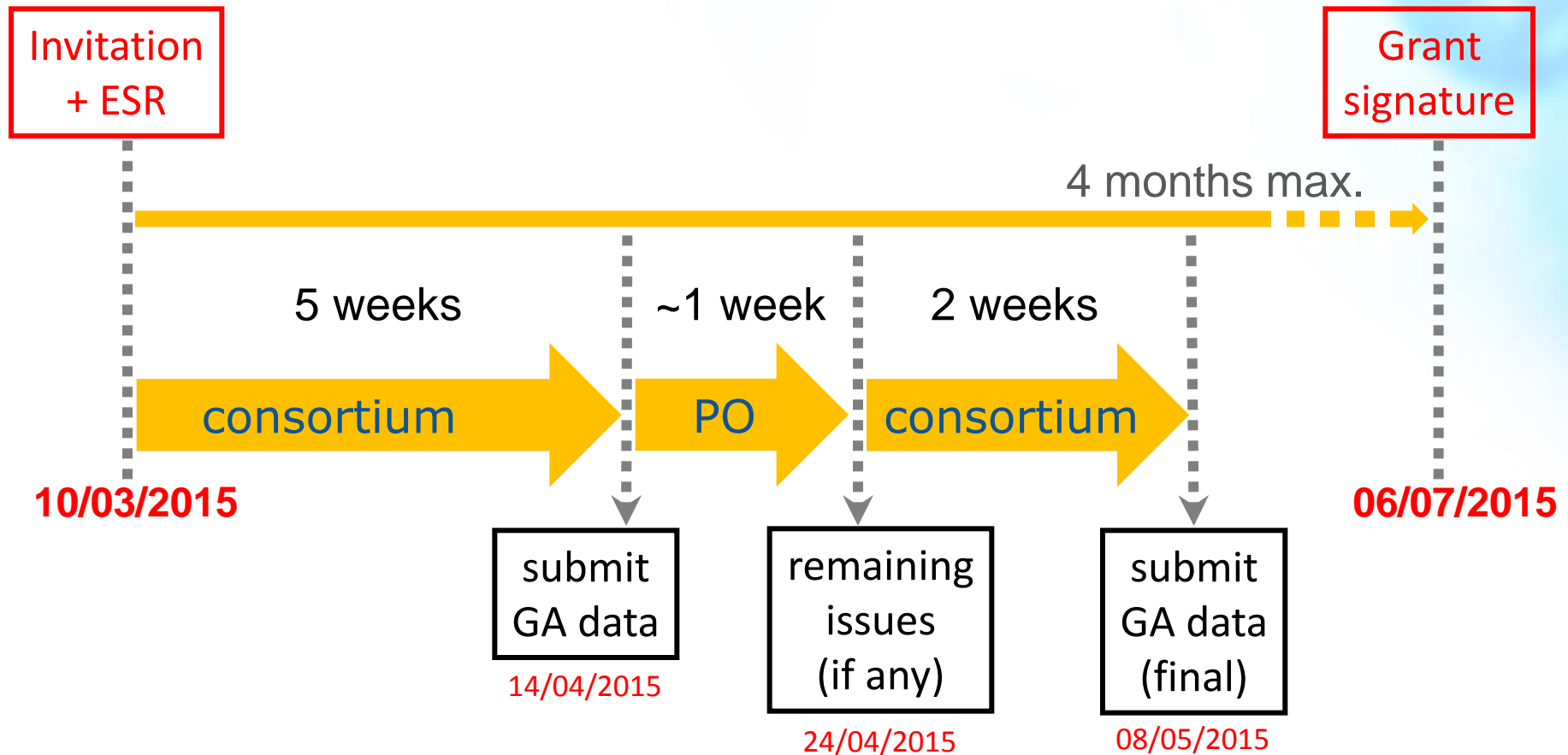
**Ensure** consistency between proposal and grant agreement

if applicable, also:

**Implement** any requirements from an ethics review

# Timing

grant agreement data (GA data) – call 2014



**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

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 - it is 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)

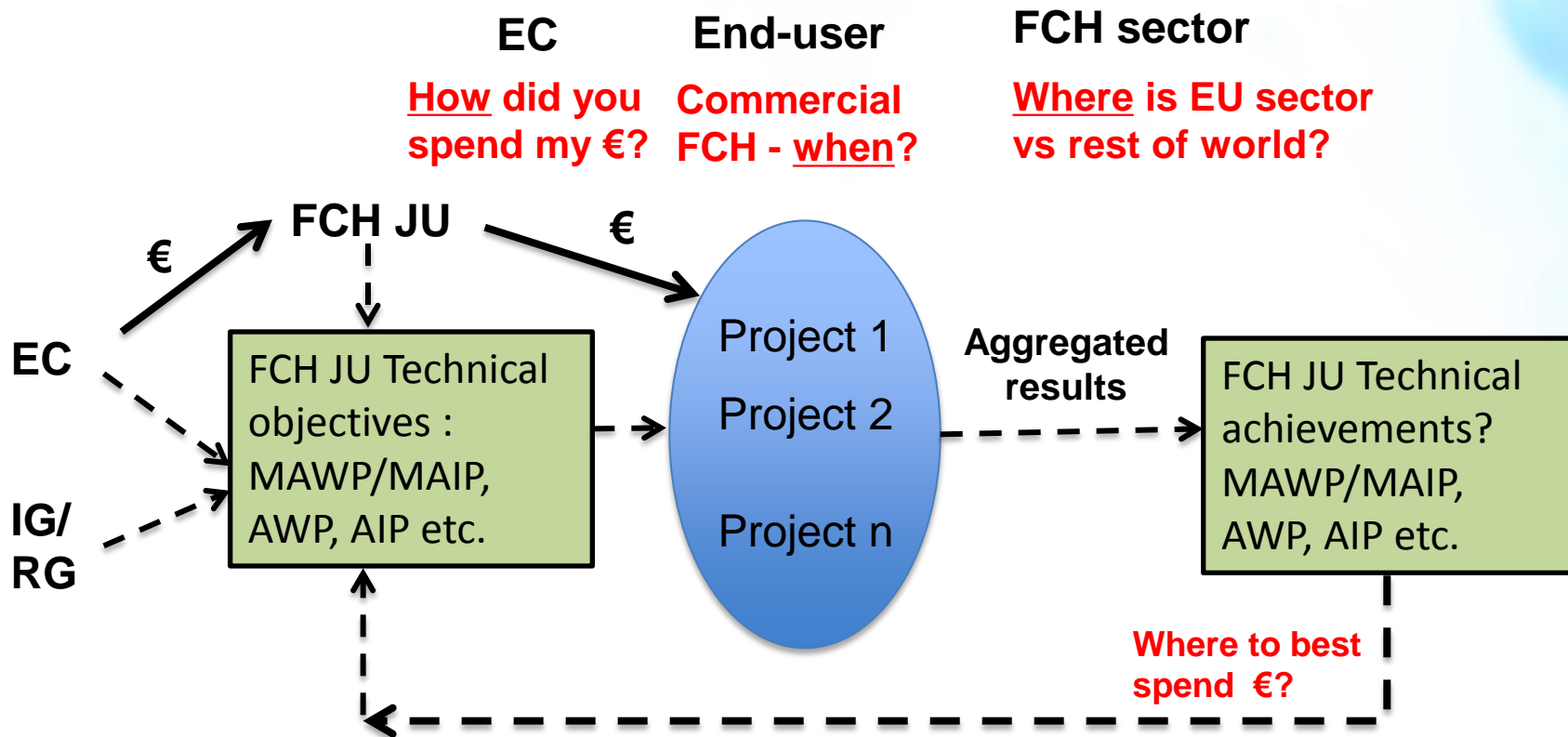
## FCH2 JU specific deliverable on DATA reporting

- 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 FCH JU in a dedicated on-line platform/tool (accessible to projects, password protected)

# PROJECT DATA REPORTING: PART OF FCH JU

## Knowledge management REQUIREMENTS

- Knowledge management: process of **systematically capturing and analysing** an organisation's **knowledge** and using this knowledge to **guide ongoing/future activities**



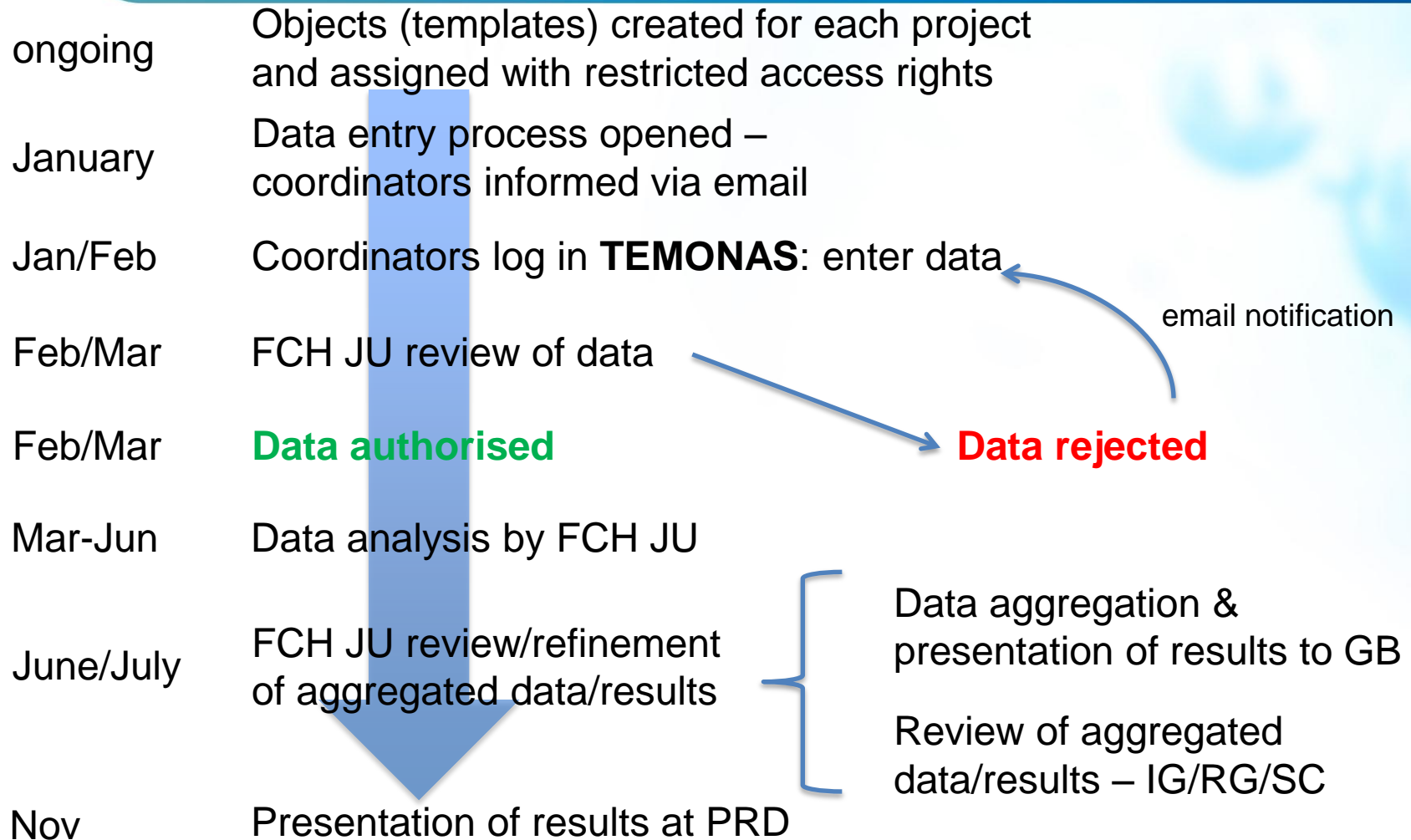
# LEARNING FROM EXPERIENCE (2008-13)

Observation/Obstacle	Mitigation system – New data reporting system for ALL projects
Gaps in reported data	<b>Close data gaps:</b> Obligatory deliverable each year on data reporting – done according to data templates
Data not reported in a centralised manner	<b>Single means of reporting:</b> TEMONAS software (not Sofi, Excel, Project report...)
Info. not reported in data-friendly manner	<b>Data-ready:</b> Data reported directly in system where it will be processed /analysed (no more digging through reports and processing manually)
Datasets vary across projects of a similar type	<b>Ensure consistency:</b> <u>Data templates</u> set up by FCH JU according to project type against which all projects of given type will report

Parameters	Units	Definitions/explanations
<b>Fixed/descriptive paramaters - one off measurement/specifica</b> (According to specifications and/or at time of installation)		
System location - country	(drop-down list)	
System location - postal code	(free text)	
Start-date of operation	dd-mm-yy	
Manufacturer	(free text)	
Model	(free text)	FC model
Fuel cell type	(drop-down list) (SOFC, PEMFC, AFC, MCFC)	
Fuel type	(drop-down list) (H2, NG, biogas, ethanol/ methanol, syngas)	
Dimensions housing - length	m	Dimensions FC/electrolyser housing - length
Dimensions housing - width	m	Dimensions FC/electrolyser housing - width
Dimensions housing - height	m	Dimensions FC/electrolyser housing - height

- Currently developed templates: Transport demo (HRS, Car, Bus), Electrolysers, FC CHP
- Parameter definitions/calculation methods provided for consistency
- Default confidentiality level will be specified for each parameter
- Obligatory/voluntary data reporting

# REPorting process and timeline



**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)
    - 'Conditional Ethics clearance':  
*'Ensure compliance with licences for export/import while performing activities outside EU Member States'*

# 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


### 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>



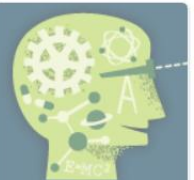
WHAT'S NEW?




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 ALLEGRIINI

 See all data ...





#### Proposal Management & Grant Preparation

888823 - Project 888823

25/04/2014

Submitted

Evaluated


Ranked

Invited


Prepared

Signed


Paid


 Grant agreement data preparation


Submit to EU

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


UploadComplete

 Documents

 Messages



#### Messages



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

   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):


Total Costs:

Maximum Grant Amount:

256.00 €

1,240.00 €

1,237.00 €



100 % of total costs

Officers:

Project Officer: Maria ALLEGRINI (RTD/B/07)

Deadlines:

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

Deadline for the signature of the participants certified declarations

Deadline foreseen for the signature of the grant agreement

20/05/2014

11/07/2014

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)

  
HORIZON 2020

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

   DOCUMENTS

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) ?

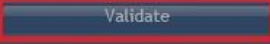
stones

Reviews


Critical Risks

 SAVE





# 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 


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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

Partner Summary

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)

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)




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)

<b>Project 888823 (Project 888823)</b> <b>HORIZON 2020</b> Call: H2020-INFRAIA-2014-2015 Action : CSA Resp. Unit: RTD/B/07 Duration: 36		<b>Beneficiary 1: AST</b> Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH PIC: 973276467 Status: UNKNOWN Legal Address: ZEPPELINSTRASSE 9B , 28816 , Germany		<b>Partner Summary</b> !	<b>Financial Information</b> ✗	<b>Project Representative</b> !	<b>Bank Account</b> ! (highlighted with a red box)	<b>Linked Third Parties</b> i
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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

Beneficiaries

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Work Packages




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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

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H+

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

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**GA Options**

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H+ 

 DOCUMENTS

**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: 32,1 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)

<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

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

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## 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

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
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

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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

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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

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**Milestones**   **SAVE**

 **Add Milestone**


Number ▲	Title	Lead Beneficiary	Due Date (in months)	Description	Work Package No.	Actions

**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

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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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Critical Risks For Implementation

SAVE

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

# Ethics screen (read only)

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

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### 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

# Upload Annex 1, Part B (pdf)

 **SyGMA**  
System for Grant Management

Grant Agreement Data

Project 123456 (Example)

**HORIZON 2020**

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 ...



H2020 ONLINE MANUAL

HOW TO



#### Proposal Management & Grant Preparation

28108 - Mindflex

12/04/2013



Grant Agreement signature

**Sign**



#### Documents



Grant Agreement



Grant Declaration



Grant Declaration



Grant Declaration



Grant Declaration



Grant Declaration



Grant Declaration



Grant Declaration



Grant Declaration



Third party declarations



#### 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

# More information

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>

