



## **GRANT AGREEMENT PREPARATION (GAP) MEETING**

***Call for proposals H2020-JTI-FCH-2017-1***

***14<sup>th</sup> September 2017, 09h00 – 14h00***

*Meeting room 2 and 3 (1<sup>st</sup> floor)*

*Avenue de la Toison d'Or 56-60, B-1060 Brussels*

### **Agenda**

- 09:00**      **Registration of participants**
- 09:30**      **Welcome**
- 09:45**      **H2020-JTI-FCH-2017-1 evaluation process / decision to start GAP**  
*Short overview*
- 10:00**      **Grant Agreement Preparation (GAP) overview**  
*Overview of the entire process, Participant Portal – paperless grant management*
- 10.30**      **Your Organisation: Legal status and Financial status**  
*Legal status (LFV) and Financial capacity (FVC) / Guarantee Fund*
- 10:50**      *Coffee break*
- 11:20**      **Model Grant Agreement (MGA): legal and financial issues, audit**  
*General overview, additional instructions on third parties, budget details*
- 11:55**      **Scientific/Technical description of the project – Description of Action (DoA)**  
*General template, additional/detailed instructions on plan for exploitation of results, additional activities, data reporting – Knowledge Management*
- 12:30**      **Communication and Dissemination**
- 13:00**      *Lunch break*
- 14:00**      ***Bilateral meetings - Schedule agreed with Project Managers***