

Grant Agreement Preparation

Description of the Action (DoA)

Lionel Boillot, Project Officer / Call coordinator





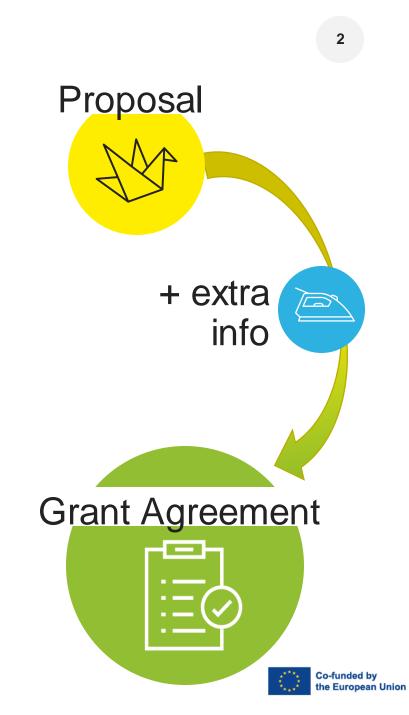
Objectives of the GAP

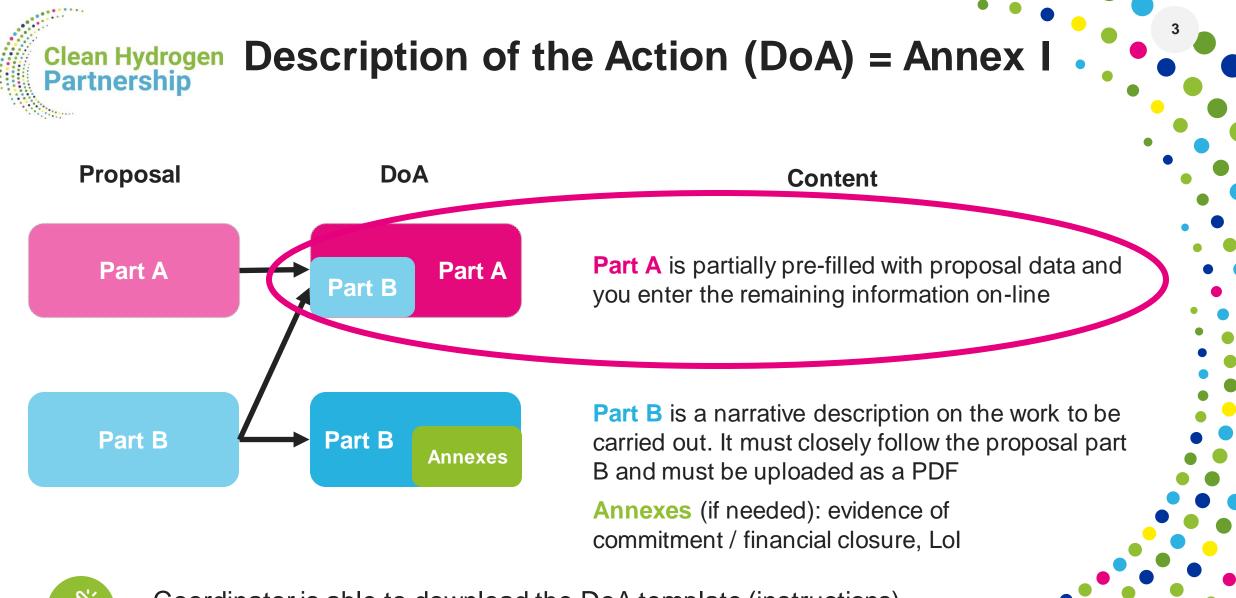
Transfer information from the proposal to the grant agreement

Collect additional information not present in the proposal (e.g. budget details, third parties)

if applicable, also:

- Implement any requirements from an ethics review or security scrutiny
- Removal or replacement of a participant (if agreed)
- Change of administrative aspects (e.g., the legal status of a participant can affect the budget)
- Obvious errors or inconsistencies may be removed
- You may correct shortcomings identified by the experts in the ESR





Coordinator is able to download the DoA template (instructions) from the Portal at the time of grant preparation invitation.

Part A of the Description of the Action (DoA) must be completed directly on the Portal Grant Preparation screens. It includes:

COVER PAGE

Clean Hydrogen

Partnership

- TABLE OF CONTENTS
- Project summary (automated based on proposal abstract)
- List of participants (automated based on proposal information)
- List of work packages (based on proposal table 3.1b)
- Staff effort (based on proposal table 3.1f)
- List of deliverables (based on proposal table 3.1c)
- List of milestones (based on proposal table 3.1d)
- List of critical risks (based on proposal table 3.1e)



All changes need to be discussed and agreed with the CleanH2 JU Project Officer. Substantial changes to the proposal are NOT allowed.



Clean Hydrogen Partnership

SAFETY deliverable - CleanH2 JU specific for Innovation Actions

Proposals 2022 - Topic description (Innovation actions)

 Proposals should provide a preliminary draft on 'hydrogen safety planning and management' at the project level, which will be further updated during project implementation.

GAP Phase – Instructions

2 confidential deliverables must be included in WP of coordination/management

- Hydrogen Safety planning Draft plan. Due month: M3 (tentative)
- Hydrogen Safety planning Final plan. Due month: M12 (tentative)
 Deliverables to be reviewed by the EHSP
 Due months to be agreed with your PO

Reference documentation and guidance on the EHSP webpage (*)

- Safety Planning and Management Guidance document
- Simple template for a safety plan

https://www.clean-hydrogen.europa.eu/get-involved/european-hydrogen-safety-panel-0/reference-documents_en







DATA reporting deliverable - CleanH2 JU specific

- To be introduced in the List of deliverables
- Name: 'Annual data reporting'
- Periodicity: every year (deadline month of MARCH) → several deliverables
 - On a specific template (depending on technology, TRL etc) to be provided by the Clean Hydrogen JU in a dedicated on-line platform/tool (accessible to coordinators, password protected) (indicative templates <u>here</u>)
 - Project Fiche for qualititative feedback

More details in the separate Knowledge Management Info-Day <u>presentation</u> and on the <u>relevant</u> Clean Hydrogen JU webpage!







Deliverable « plan for dissemination and exploitation, including communication activities » -**Horizon Europe**

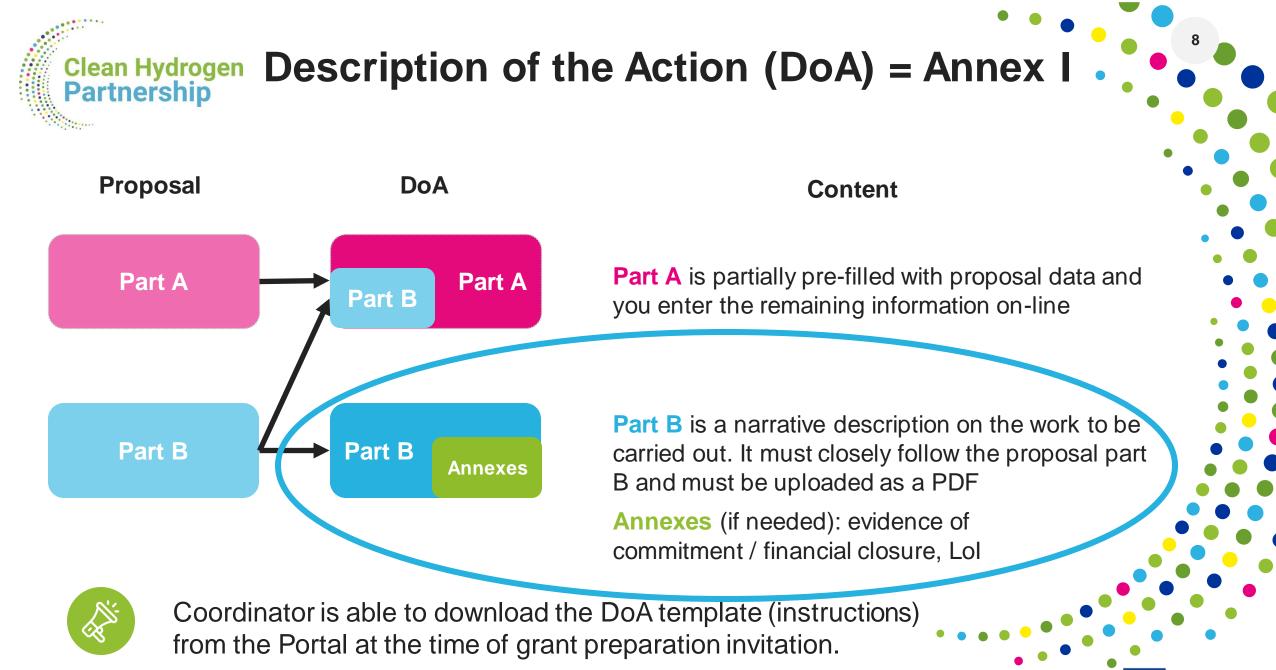
- The draft plan was an admissibility condition at the proposal stage
- Include in the list of deliverables:



- **Month 6 (max.)** = More detailed plan for dissemination and exploitation, including communication activities
- Months X, Y, Z = Periodic update of the plan in alignment with the project's progress

More details later on today and in the separate Communication, Dissemination and Exploitation Info-Day presentation !







Clean Hydrogen Partnership

Description of the Action (DoA) – Part B

Instructions

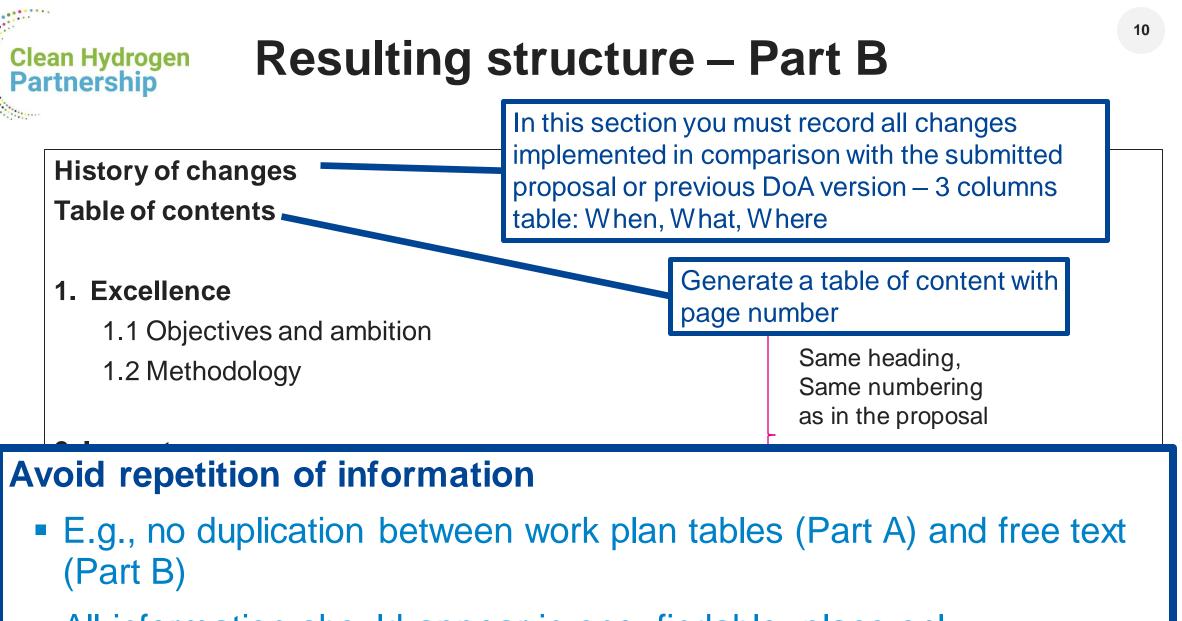
- **START** from Part B of your proposal. Use the version that was submitted for evaluation.
- **REMOVE** the cover page, if any.
- DELETE the header, if any.
- **REPLACE** the footer with the following information '[Proposal number] [Proposal acronym] Part B [Page number (starting at 1 for Part B)]'.
- **REMOVE** the list of participants. This is included in Part A.
 - **REMOVE** tables 3.1a (list of work packages), 3.1b (work packages descriptions), 3.1c (list of deliverables), 3.1d (list of milestones), 3.1e (critical risks for implementation) and 3.1f (summary of staff effort) from section 3.1 (they are encoded in the screens and included in Part A). Keep tables 3.1g, 3.1h, 3.1i and 3.1j (and any other table linked to specific types of actions).
 - CREATE a section 4 'ethics self-assessment' and copy into this section the ethics self-assessment you included in the proposal Part A.
 - ADD a table with the history of changes. Specify all changes compared to your proposal. Changes should be described concisely. You do not need to include minor changes that do not modify the substance of the DoA (e.g. correction of spelling and grammar, changes in formatting).

ADD a table of contents with page numbers



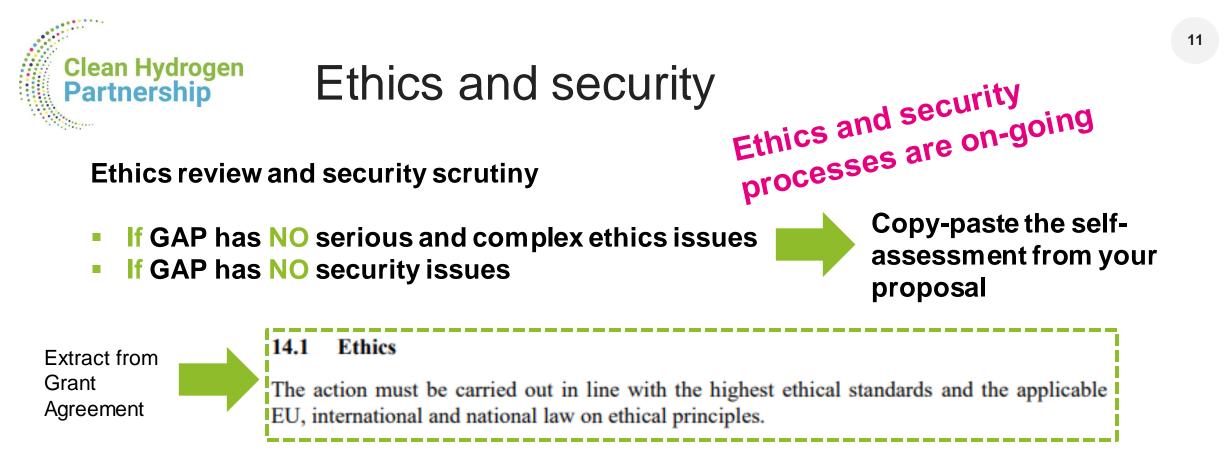
Use the submitted version of the proposal. All changes need to be discussed and agreed with the CleanH2 JU Project Officer. Substantial changes to the proposal are NOT allowed.





All information should appear in one, findable, place only





Ethics review and security scrutiny

- The proposals are subject to an ethics review and may be subject to security scrutiny.
- The results of the ethics review and/or a security scrutiny must be implemented in the grant agreement
- Coordinator needs to update the ethics section in Part B (DoA) to ensure that any 'ethics requirements' are met
- Similarly for security scrutiny



SRIA - KPI Reporting - CleanH2 JU specific

<u>In order to allow the JU to monitor progress of the project</u> KPIs the following is needed:

Define the KPI

Clean Hydrogen

Partnership

Identify topic/project and SRIA KPI's in the DoA -____ Part B section 2 "Impacts"

 Follow-up of the progress towards the KPI Add in DoA - part A a new task: "An assessment of the progress towards the achievement of the project KPIs should be provided in each of the reporting periods (as an Annex in part B of the periodic report)".

Where? In the relevant WP (e.g. Coordination, reporting, management)

		Clean	Hydrogen J	U SRIA KPI	s	Clean Hydrogen JU SRIA KPIs											
	SRIA reference	SRIA KPIs (parameter)	Unit	SoA (2020)	Target 2024	Targets 2030	Project KPI (targets)										
	Pillar / KPI table	[From SRIA table]	[From SRIA table]	[From SRIA table]	[From SRIA table]	[From SRIA table]	[project specific]										
1	[e.q Pillar Heat & Power/ table Solid Oxide Stationary Fuel Cells]	[<u>e.g</u> CAPEX]	[<u>e.g</u> €/kW]	[<u>e.g</u> 10,000]	[<u>e.g</u> 6,000]	[<u>e.g</u> 3,500]	[project value]										
		Additi	onal project	KPIs													
	SRIA reference (if relevant)	KPI (Parameter) [1]	Unit	SoA	Source (SoA)	Project Targets											
	[create link to SRIA KPI as relevant]	[parameter name]	[]	[]	[]	[project specific]											
N	[e.g Pillar Heat & Power / table Solid Oxide Stationary Fuel Cells/Efficiency]	[e.g Power density of the stack per surface area]	[e.q W/m2]	tive	[]	[project value]											





9 Valleys selected for Grant Preparation

- Total funding requested EUR 105.4 mn, 2 large-scale and 7 small-scale
- North Adriatic, Baltic Sea Corridor, Bulgaria (Stara Zagora), Greece (Crete and Corinthia), Ireland (Galway), Italy (Lombardy), Turkey (South Marmara) and Luxembourg.
- Recent press-release by Clean Hydrogen JU

Project press-releases during GAP <u>are the exception</u>, keep your Project Officer informed

Large projects = sound monitoring

 DoA - Part B must have clear project Gantt Chart and milestones. Include key phases of the implementation of the project and their duration (i.e. preparation of the specifications of equipment, manufacturing, deployment and operation).





All 9 Hydrogen Valleys invited for a <u>Hydrogen</u> <u>Valley workshop</u> @ JU premises (28 Feb-1 Mar)





Synergies & <u>Co-funding</u> strategy

- CleanH2 JU specific for flagships, especially H2 Valleys

Proposals 2022 - Topic description (Hydrogen Valleys)

 Applicants may consider additional synergies with other Programmes ...and/or clustering with other projects within Horizon Europe or funded under other EU, national or regional programmes, or having loans ... such synergies should be reflected in a financing structure and strategy describing the business model, including envisaged sources of cofunding/co-financing and in line with state-aid rules.

GAP Phase – Instructions

Define the financing/funding linked with technical objectives
 Structure the information provided in the proposal
 Add it in DoA - Part B in Quality and efficiency of the Implementation

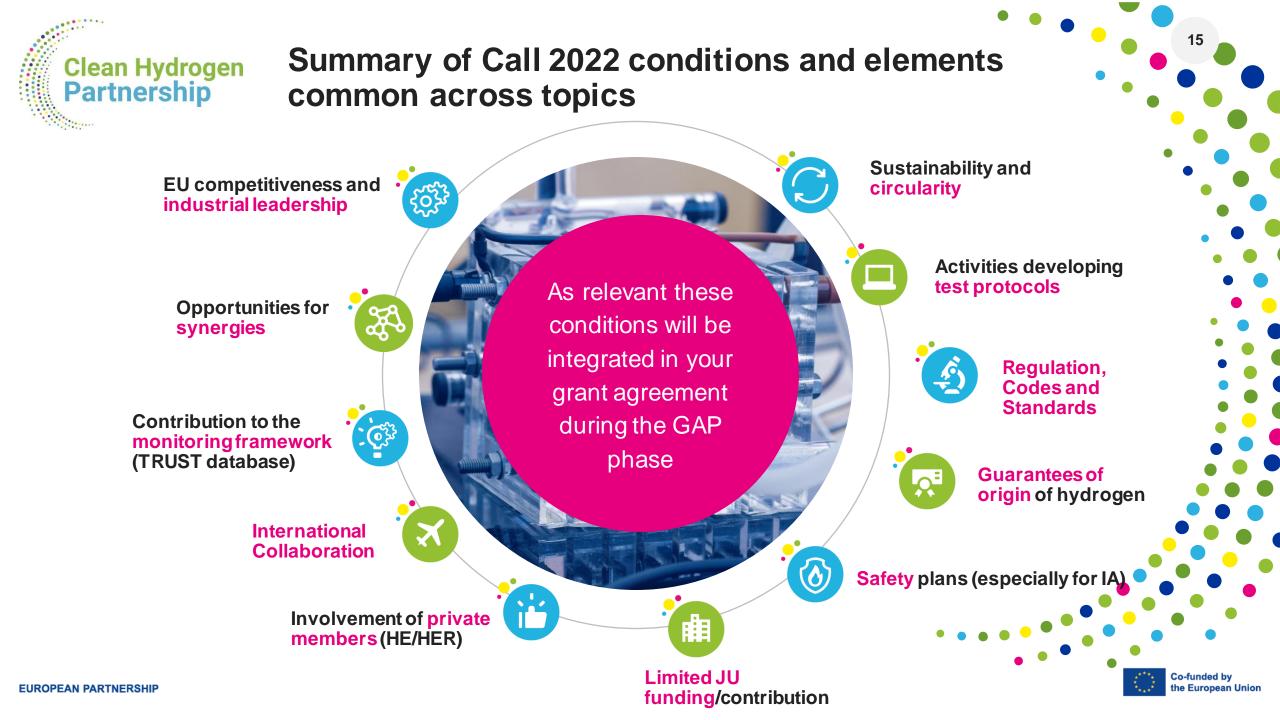


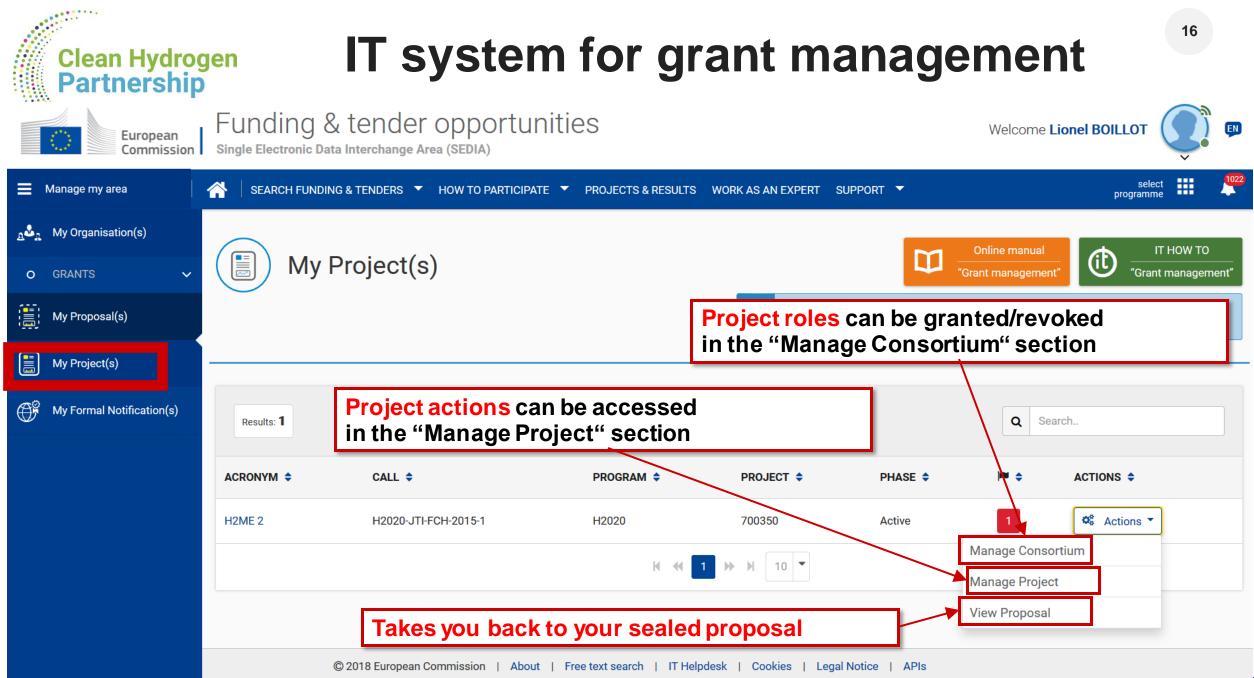
Follow-up of the financing/funding

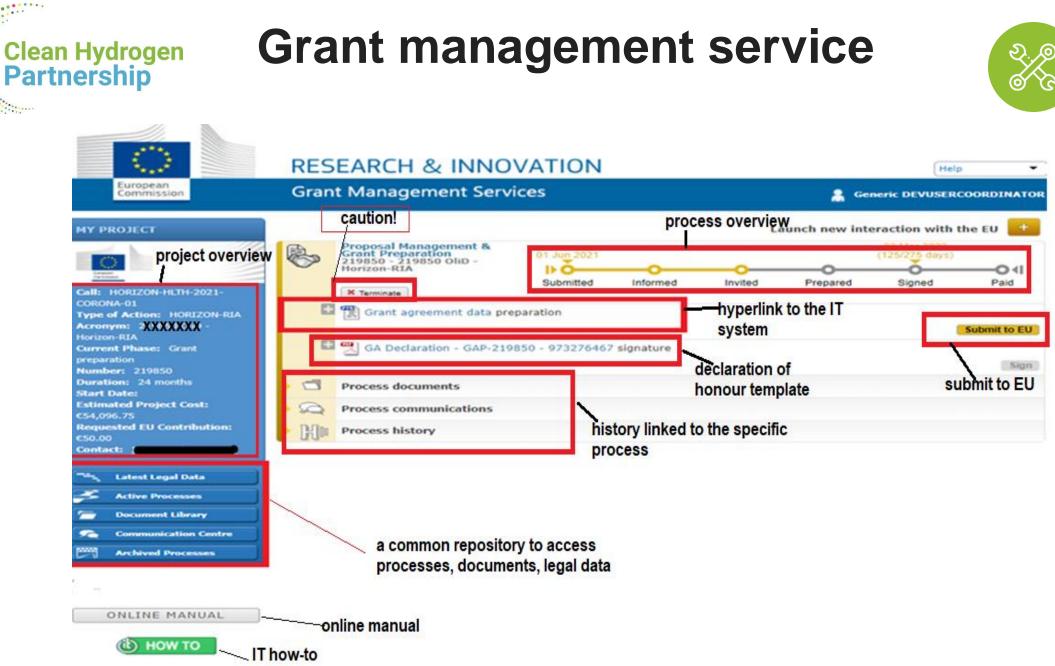
Add in DoA - part A a new task: "Updated information on the synergies established with other EU/national/regional programmes including the financing structure and strategy of the project should be provided in each of the reporting periods (as an Annex in part B of the periodic report)"

EUROPEAN PARTNERSHIP Where? In the relevant WP (e.g. Coordination, reporting, management)





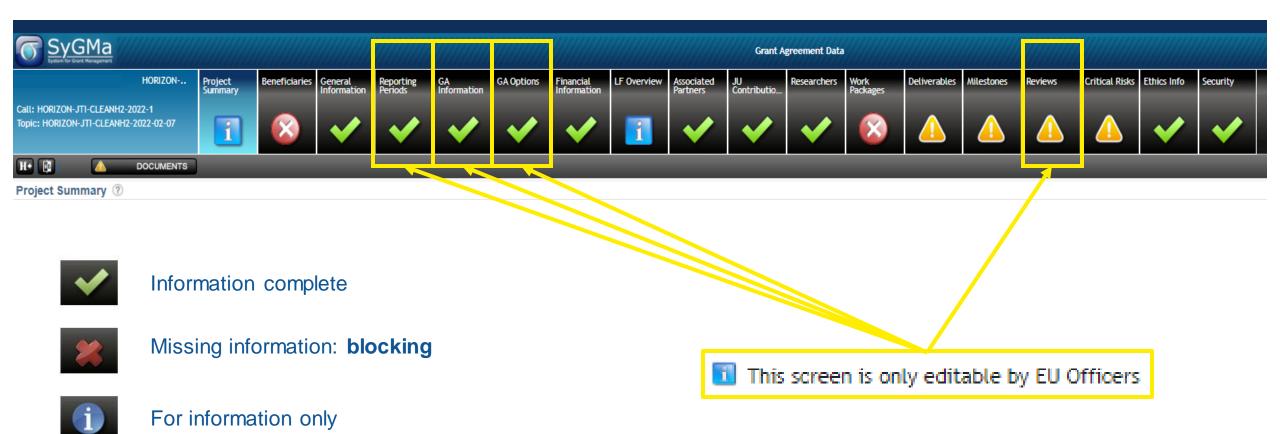








Overview





Missing information: not blocking at this point

EUROPEAN PARTNERSHIP





Beneficiaries



	Grant Management				Grant	Agreement Data				
	HORIZON		eral Reporting GA mation Periods Info	GA Options Fi	nancial formation	Researchers Work Deli Packages Deli	verables Milestones	Reviews Critical Risk	s Ethics Info Security	
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Beneficia	ries									
+ +	Short Name			Legal Name			Role Country	PIC	PIC Status	4
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2	Å				Т		BEN	9	5 VALIDATED	
3	A 1						BEN	8	3 VALIDATED	
4	A						BEN	8	5 VALIDATED	
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13	×						BEN	9	3 VALIDATED	10
14	×						BEN	9	4 VALIDATED	
15	✓						BEN	9	0 VALIDATED	5
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19



Partner summary

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all: HORIZON-CL6-2021-BIODIV-02 opic: HORIZON-CL6-2021-BIODIV-02-01	Beneficia Legal Na PIC: 999! Legal Adı Beişium	Pertner Summary Financial Project Represent	Affiliated
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artner Summary			
PIC Short Name Legal Name Legal address	ATED)		1
VAT number: Registration Data: Legal Form:			
Phone: Fax: Email: Website:	be		
Website:			52
Legal entity status Legal entity type Legal entity qualification SME	Legal person Public body Non-profit No (validated in 2010)		
NGO Civil society	No		
Research organisation Secondary/higher education	No No		
International organisation Int. EU research org.	No		
Gender Equality Plan			
Operating grants			
	itandard		
Financial:	125.00 € (1% of project total costs)		

same as legal addres

- Coordinator/beneficiary Partner Summary is automatically listed after receiving the invitation letter.
- The **department** needs to be added (mandatory for all beneficiaries, except for Affiliated Entities)
- Having a **Gender Equality Plan** is mandatory (for public bodies, research organisations and higher education institutions) before signing the GA (existence of the plan has to be declared in the portal organisational data)

THIS IS AN ELIGIBILITY ASPECT



Financial information

Grant Management			Grant Agreement Data	
HORIZON-CL6-2021-BIODIV-02 : HORIZON-CL6-2021-BIODIV-02-01	Benefici Legal Ni PIC: 999 I Legal Ac BRUS Belgium		roject epresenta. Affiliated	
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ancial Data				
Partner is exempted from CFS fividual costs table:		I Yes No		
stegory		*	Form of Funding	Total Amount
Estimated eligible costs (per budget cate	egory)			
▼Direct costs				
A. Personnel costs				
(a1) A.1 Employees (or equival	ent), A.2 Natural persons under direct contract, A.3 Se	conded persons	actual	1,379,529.00 €
(a2) A.1 Employees (or equival	ent), A.2 Natural persons under direct contract, A.3 Se	conded persons	unit (usual accounting practices)	0.00 €
B. Subcontracting costs				
(b) Subcontracting			actual	0.00 €
C. Purchase costs				
(c1) C.1 Travel and subsistence			actual	25,963.00 €
(c2) C.2 Equipment			actual	18,545.00 €
(c3) C.3 Other goods, works an	nd services		actual	24,727.00 €
D. Other cost categories				
(d1) D.1 Financial support to t	hird parties		actual	0.00 €
(d2) D.2 Internally invoiced go	ods and services		unit (usual accounting practices)	0.00 €
▼Indirect costs				
E. Indirect costs				
(e) E. Indirect costs (25% * (a1	+ a2 + c1 + c2 + c3))		flat-rate	362,191.00 € 📥 🖱
(f) Total costs (a1 + a2 + b + c1 + c2 +	c3 + d1 + d2 + e)			1,810,955.00 €
Estimated EU contribution				
▼EU contribution to eligible costs				
(g) Maximum EU contribution (309	5 * f)			543,286.50 €
				526,082.00 €
(h) Requested EU contribution				

• Coordinator/beneficiary financial Information is automatically listed after receiving the invitation letter (from proposal).



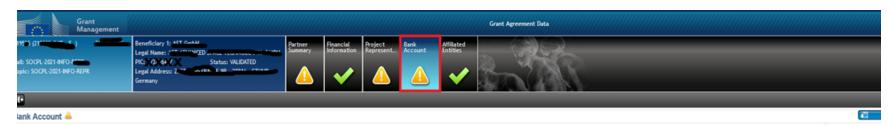
21

Project representatives

Grant Management				Grant Agreen	nent Data			
HORIZON Call: HORIZON-CL6-2021-BIODIV-02 Topic: HORIZON-CL6-2021-BIODIV-02-01	Benefici Legal Ni PIC: 999 Legal Ac Belgium	Partner Summary EL	y Financial Project Information Repres	tenta. Affiliated Entities		<u>s</u>		
H+	· ·		_				_	
Project Representatives								
Legal Signatory								
Function		User Id	*	Family Name		First Name	Emai	a
								en.be
Contact Persons			Family Name		First Name		Email	
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If no Drojaat I	Management Call of genetic data MONIZON Legal data Britting withold of the second							
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 Check all info 	ormation and u	update, if neo	cessary, in	the roles man	nagement s	ection of tl	he F&T Portal	Email Lbe 2 Volidate the F&T Portal. Portal. Ind Project Legal
Nominate in t	he Fundina &	Tenders Pou	rtal the Le	aal Entity Appo	First Name Enail Image: State Enail			
	Period and a problem of the F&T Portal. e Funding & Tenders Portal, the Legal Entity Appointed Representative (LEAR) and Project Legal							
	,							nt nas to
be selected i	in this scree	n. Please not	te that all c	other PLSIGNs	can sign the	e Grant Agr	eement.	



Bank account (coordinator only)



Ls a coordinator you must indicate your organisation's bank account, which will be part of the grant agreement information. Please do so by entering its last four digits in the search field (only available whilt editing grant or amendment information). Note that only accounts already validated will be displayed and available for selection. Therefore, if the one you intend to use is not listed, you must contact your organisation's LEAR (on the self-registrant in case of a non-validated PIC) and ask them to request the validated the part of the part agreement information. While be displayed and available for non-the bank account will be validated the process may take a few days), it will appear listed below and you will be able to select it.

Select Bank Account	
Account Number Account Number IBAN BK	Account Name Account Name PD Box Postal Code Street Name and Number Town Country
Bank Name and Address-	
Bank Name	
Postal Code	
Street Name and Number	
Town	
Country	

Select your bank account from the list of accounts already registered in the Participant Register.
 For more info about how to register a bank account in the Participant Register, please click <u>here</u>.

Affiliated entities



								n003qv4w (EXTERNAL
Grant Management				Grant	Agreement Data			
Benefic Legal N PIC: 97	NDH	Partner Financial Summary Information	Project Bank Represent. Account	Affiliated Entitles	aler.		_	
opic: SOCPL-2021-INFO-REPR Legal A German					<u>MBNG</u>			
filiated Entities	200.							
								📥 Add new Affiliated En
Short Name	Legal Name		Country	PIC		PIC Status	Joint Several Liability	Action
×			DE		VALIDATED			* 3

Grant Management			Grant Ag	reement Data		
9848/04939/020 - S) SORO/040X II: SOCPL-2021-INFO-REPR pic: SOCPL-2021-INFO-REPR	Beneficiary 1: XSC REAL Legal Name: XS-XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	PIC: 99955575 XXXXX	N XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Partner Summary Financial Information		_
•			¥			
nancial Data						
	Amount	Guarantee Required			Guarantee Amount	
Partner is exempted from CFS dividual costs table: Category		⊖Yes ●No	Form of Funding			Total Amount
Estimated eligible costs (per budget cates			Torin or Funding			Iotal Anounc
Estimated engible costs (per budget category) Direct costs	lorà)					
▼A. Personnel costs						
	nt), A.2 Natural persons under direct contract, A.	Seconded persons	actual			0.00 €
(a4) A.5 Volunteers			unit			0.00 €
▼B. Subcontracting costs						
(b) Subcontracting			actual			0.00 €
▼C. Purchase costs						
▼C.1 Travel and subsistence						
(c1a) Travel			unit or actual			0.00 €
(c1b) Accommodation			unit or actual			0.00 €
(c1c) Subsistence			unit or actual			0.00 €
(c2) C.2 Equipment			actual			0.00 €
(c3) C.3 Other goods, works and	services		actual			0.00 €
D. Other cost categories						Valio

Clean Hydrogen Partnership



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Associated partners

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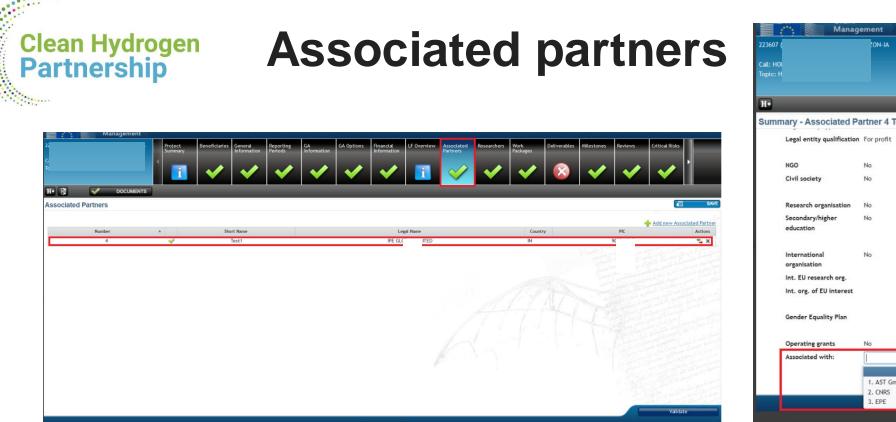
Number	*	Short Name	Legal Name	Country	PK Add new Associated Par
					Validate

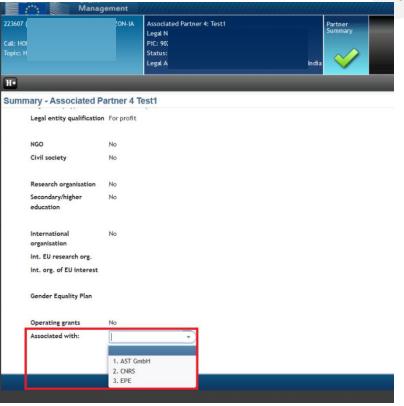
proposal and if needed, some information can also be included in DoA - part B Coordinator will be able to enter researchers in the researcher table for AP

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ASSOCIATED with:

- whole consortium
- or a beneficiary



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.......



JU Contribution – IKAA and IKOP



JU Contributions

Number 🔺		Participate In Projects	PIC	Legal Name	Membership	Financial contributions	IKAA	IKOP
1	~	Yes			Unknown	0.00 €	0.00 €	0.00€
2	~	Yes			Unknown	0.00 €	0.00 €	0.00 €
3	~	Yes			Unknown	0.00€	0.00€	0.00€
4	~	Yes			Unknown	0.00€	0.00€	0.00€
5	~	Yes			Unknown	0.00€	0.00€	0.00€
6	~	Yes			Unknown	0.00€	0.00€	0.00€
7	~	Yes			Unknown	0.00€	0.00€	0.00€
8	~	Yes			Unknown	0.00€	0.00 €	0.00€
9	~	Yes			Unknown	0.00 €	0.00 €	0.00€
10	V	Yes			Unknown	0.00€	0.00 €	0.00€
11	~	Yes			Unknown	0.00€	0.00 €	0.00€
Total						0€	0€	0€

For Financial contributions, IKAA and IKOP = put « 0 » zero





Researchers



	Add Researcher data	- ×	ndeabdef (EXTERNAL)
Grant Management			
22326 (222326 RIZOSKO) HORIZON Project Beneficiari Summary	Partner* :	•	Deliverables Milestones Reviews Critical Risks
	Email* :	nport Profile	
iopic: HORIZON-ERC-2021-VICECHAIRS-IBA	Role*:		
H+	Person Profile Data		S S
	Title:		Add Researcher
Beneficiary Title First N	First name* :		Role Personal Identifiers Actions
	Surname*:		
	Gender*:		
	Nationality* :		
	Career stage* :		
	Personal Identifiers	~	
	Type 🔺 Id	Actions	
	iyye a nu	ALLUID	
		Check for updates	
	* mandatory fields		Validate

- Listing the researchers funded by the action is obligatory under HE; each beneficiary enters their own
- Option A: Complete manually all the mandatory data fields
- Option B: Retrieve the researcher's personal data (the ones made public, using the information provided by the researcher in the My Person Profile section of the F&T Portal)
- Removal of researchers listed in proposal only conditional (subject to CleanH2 JU agreement)

Work packages



		HORIZON	Project Summary	Beneficiari	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Associated Partners	Researchers	Work Packages	Deliverables	Milestones	Reviews	Critical Risks	Ethics Info	Security
IORIZON-CL HORIZON-C		0DIV-02 NODIV-02-01	i		~	~		~	~	i	~	~		~	~		~		✓
	~	DOCUMENTS																	
k Packag	jes																		
Number				Name					Les	ad Beneficiary				Total Effort	Start /	Month	End Month		Deliverables No.
1	~					I								61.25		1	84		<u>1, 2, 3</u>
2		2		,	,									1186.07		1	84		<u>10, 11</u>
3		·												30.25		1	84		<u>17, 18</u>
4		2												28.5		1	84		24, 25
5		P												26.25		1	84		30, 31
6		2												15.5		1	84		36, 37
7	4													0		1	84		42, 43
8	*													10.5		1	84		49, 50
9		2	Coo	ordination and N	lanagement									190.6		1	84		56, 57
										Total:				1548.92					

- The Project Work Packages are not automatically listed after receiving the invitation letter.
- Complete all necessary work packages

Clean Hydrogen Partnership

EUROPEAN

You can change the order of the work packages by dragging and dropping.





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Deliverables



Gra Ma	nagement			Grant Agreement Data			
: Horizon-Cl6-2021-Bio ic: Horizon-Cl6-2021-Bio		Beneficiari Gener Inform	ral mation Periods GA Options Find	ancial LF Overview Associated Researchers Work Packages	Deliverables Milest	ones Reviews Critical Risks	Ethics Info Security
1	DOCUMENTS						
liverables							
Number 🔺	Relative Number In WP		Name	Lead Beneficiary	Туре	Dissemination Level	Due Date (in months)
D1	D1.1	×			R	SEN	1
D2	D1.2	¥			R	SEN	12
D3	D1.3	~			R	SEN	16
D4	D1.4	×			R	PU	21
D5	D1.5	~			R	SEN	21
D6	D1.6	×			R	PU	21
D7	D1.7	~			R	SEN	19
D8	D1.8	~			R	SEN	22
D9	D1.9	~			R	SEN	28
						SEN	

- Deliverables are not automatically listed
- All deliverables in proposal need to be included with the same details
- Select appropriate Dissemination status (Public, Sensitive (limited under conditions in GA), <u>EU classified (EU-restricted/EU-confidential/EU-secret)</u>).





Milestones



Grant Management									Grant Agr	eement Data								
HORIZON	Project Summary	Beneficiari	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Associated Partners	Researchers	Work Packages	Deliverables	Milestones	Reviews	Critical Risks	Ethics Info	Security	
Call: HORIZON-CL6-2021-BIODIV-02 Topic: HORIZON-CL6-2021-BIODIV-02-01	i		✓	~		~	~	i	✓	~		~	\checkmark		~		✓	
H+ 🔃 🖌 DOCUMENTS																		

Milestones

Number	*	Name	Lead Beneficiary	Due Date (in months)	Means of Verification		Work Package No.
M1	~		t	1		L	1
M2	~		i k	1	т	ter	1
МЗ	¥		, t	1			1
M4	~		TR	1	AI	the	1
M5	~			1			1
M6	~		. t	2			1
M7	~		E	3			1
M8	~		, t	4	1	sd	1
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Milestones are not automatically listed

• All milestones in proposal need to be included with the same details

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Critical risks



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Critical Risks For Implementation

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- Critical risks are not automatically listed
- All critical risks in proposal need to be included with the same details







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Ethics



	Grant Management									Ethics								
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- Ethics screen is available as read only
- Before a final Opinion is encoded by Ethics experts in the Ethics evaluation process, at times, additional information may be requested from the applicant.
- The Consortium or its representative has to upload the requested information in Grant Management application in the Funding & Tenders Portal, under section 'Additional Information request'





II: HORIZON-CL6-2021-BIODIV-02 pic: HORIZON-CL6-2021-BIODIV-02	-01 MENTS	ery Beneficiari General Information Perio	rting GA Op ds GA Op	Financial Information	LF Overview	Associated Partners	esearchers W Pa	ork De Ckages	liverables Mileston	es Reviews	Critical Risks Ethic	s Info Security	
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ecurity Classification Reason:	The Security App	praisal is not foreseen. The proposal was at	tomatically cleared by the syste	m.									
ecurity Recommendations:													
Number			Recommendatio	15					Before Signature	2	Compliance Month	Sta	atus



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Part B of DoA



Grant Management							Gra	ant Agreement	Data							
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Annex 1 - Description of the action (part A)	_														P	OF A
Annex 1 - Description of the action (part B)	G.															
Annex Z - Estimated budget for the action															P	of an
Annex 2a - Additional information on unit cos	osts and contributions														Ξ	
Annex 3 - Accession forms																DF C
Annex 4 - Model for the financial statements	5														Ξ	
Annex 5 - Specific rules															Ξ	
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Check instructions on slide 9 of this presentation

- Before uploading the part B, please remove the cover pages, the list of participants and add a history of changes. Changes need to be described concisely. Please add also a table of contents and page numbers.
- Please remove also, deliverables, milestones, risks and work packages as these are included in part A
- After creating the PDF, you may upload in the documents section
- Avoid repetition of information

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Keep in touch

Lionel.BOILLOT@clean-hydrogen.europa.eu



