

Grant Agreement Preparation

Description of the Action (DoA)

Lionel Boillot, Project Officer / Call Coordinator



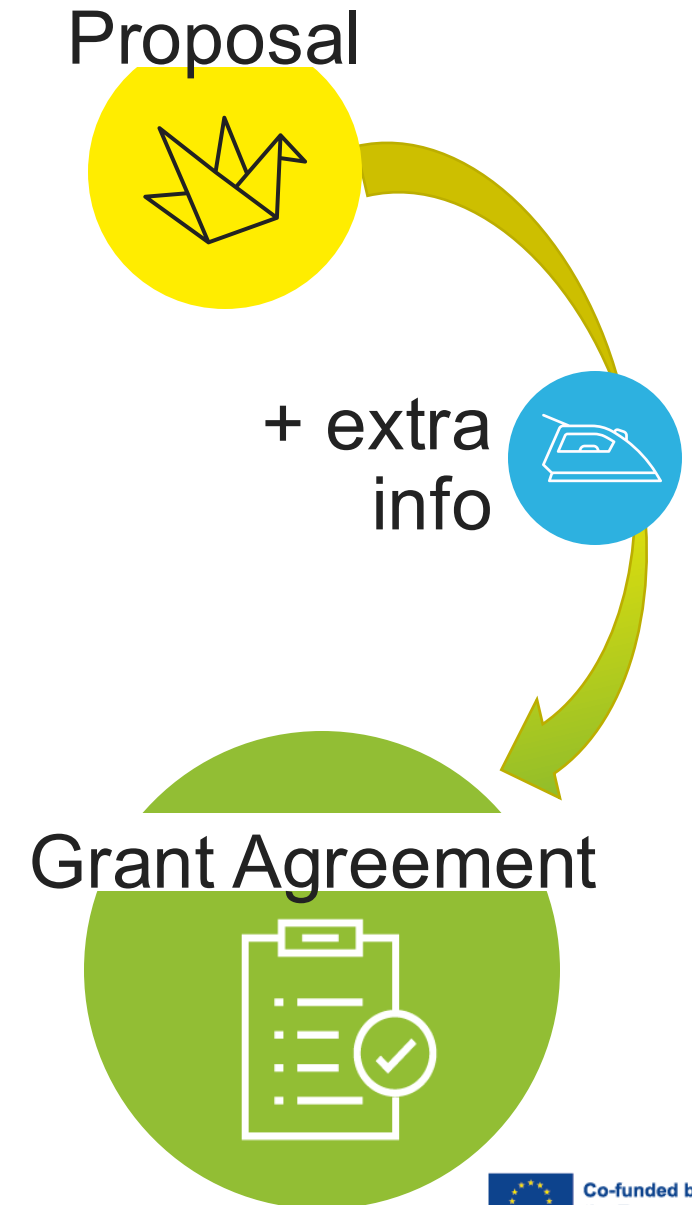
Objectives of the GAP

Transfer information from the proposal to the grant agreement

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

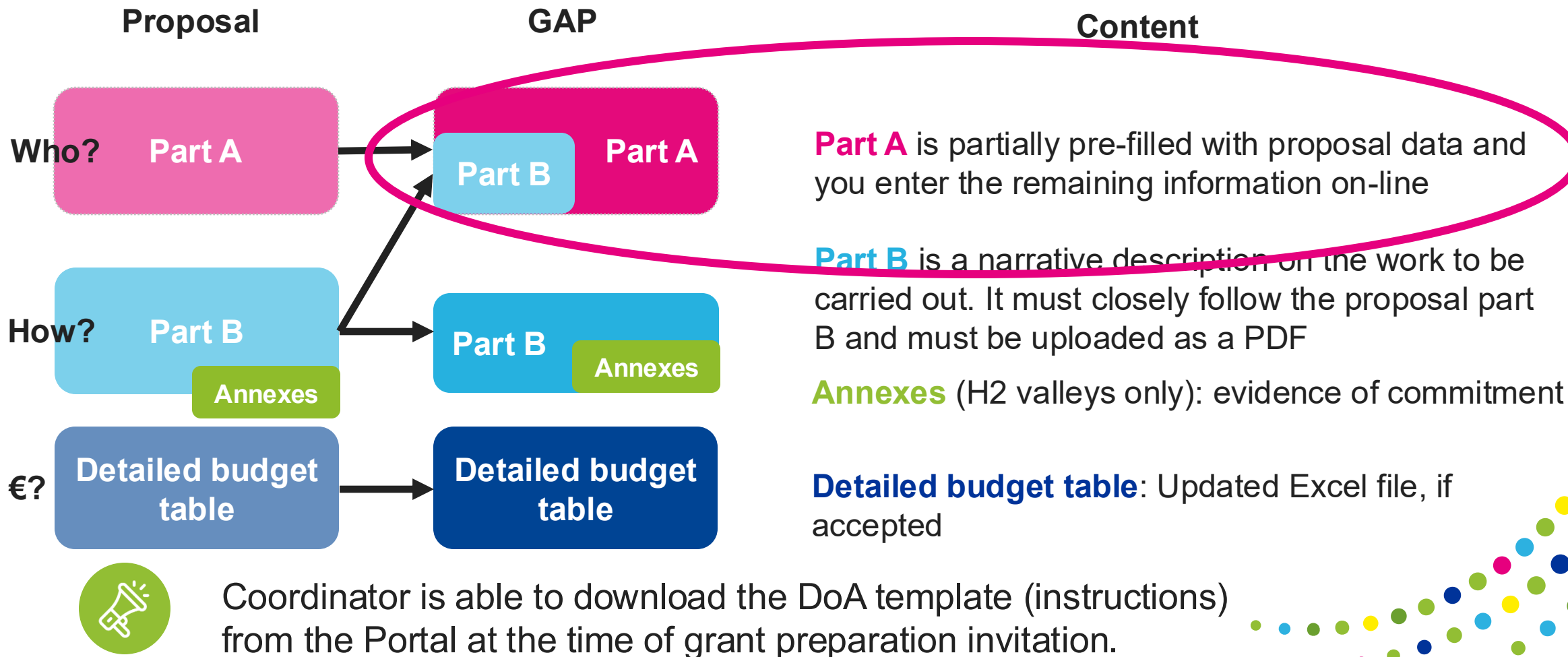
if applicable, also:

- 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
- Ineligible costs items
- You may correct shortcomings identified by the experts in the ESR
- Tasks or deliverables specific to Clean Hydrogen JU



Description of the Action (DoA) = Annex I

3



Description of the Action (DoA) – Part A



Part A of the DoA must be completed on the Portal with:

- 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)

Changes need to be discussed and agreed with your Project Officer.

Substantial changes to the proposal are NOT allowed.

Summary of Call 2026 conditions and elements common across topics



Plan for dissemination and exploitation, including communication activities - Deliverables - Horizon Europe



HE General Annex A – Admissibility

- *Applications must include a plan for the exploitation and dissemination of results including communication activities*

GAP Phase – Instructions in DoA - part A

- Split **deliverables**:
 - **Month 6 (max.) = 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
- **Deliverable description**: “The dissemination, exploitation and communication plan will be updated as necessary. The Clean Hydrogen JU may require the submission of an updated Dissemination, Exploitation and Communication Plan on an annual basis”

More info

More details later today and in the separate Info-Day presentations (Jan. 2026):

[Turning Results into Impact](#)

DATA reporting **task and deliverables** - CleanH2 JU specific (1/2)



AWP 2026 - Common elements applicable to all topics in the Call

- *To monitor [...] how projects contribute to the CleanH2 JU targets, objectives and indicators, [...] projects will be required to report on an annual basis in a secure online data collection platform*

GAP Phase – Instructions in **DoA - part A**

- **Add new task:** “**Annual data reporting for the Clean Hydrogen JU**” in WP of coord. / management

- **Task description:**

“For the purpose of monitoring technology progress against state-of-art, but also to identify how each of the projects contributes to the Clean Hydrogen JU targets, objectives and indicators described in the SRIA, supported projects shall report directly or indirectly on an annual basis (e.g via a secure online data collection platform) managed by the Clean Hydrogen Joint Undertaking throughout the duration of Horizon Europe.

The projects will need to submit all information requested by the Clean Hydrogen JU (mainly but not only the Knowledge Hub), unless they request and receive an exception from the Programme Office. The information is submitted by default as public, but the projects can request for certain fields to be considered as “confidential” except for the fields that constitute or directly inform KPIs of the Clean Hydrogen JU”.

DATA reporting **task and deliverables** - CleanH2 JU specific (2/2)



...
GAP Phase – Instructions in **DoA - part A**

- **For Hydrogen Valleys add to the task description :**

“The monitoring strategy of the ‘H2 Valley’ will allow to evaluate the operation of the technologies and infrastructure included in the Hydrogen Valley across the whole value chain, against the relevant technology targets and KPIs included in the Clean Hydrogen JU SRIA 2021-2027 for each of the technologies deployed.

- **For all projects, add yearly PUBLIC deliverables** (submission deadline = February) :

- Annual data reporting for the Clean Hydrogen JU 1 – February 2028
- Annual data reporting for the Clean Hydrogen JU 2 – February 2029
- ...

How it works?

- Templates provided by CleanH2 JU (depending on technology, application, TRL, etc)
- Available via dedicated online platform: [Knowledge Hub](#)
- Access in password-protected and limited to Project Coordinators
- **Each project** will have different templates for technology and qualitative feedback
- Projects will be invited to submit their data in 2028, covering results generated during 2027

Descriptive and Operational Templates: [Knowledge Hub](#) platform

Research Object Parameters

[Manage Parameters](#)

Descriptive **Operational** Comments

Parameter	Status	Description	Is KPI	Report at project level	Unit	Type	SoA/Targets (2020/2024/2030)	Archived	Operation
Cold start ramp time for power		Time required to reach nominal power when starting the electrolyser from a cold state (ambient temperature with no power input or output)	✓		sec	Decimal	Cold start ramp time (PEMEL)(30/10/10)	✗	∨
Cost of the hydrogen produced		Average cost of the hydrogen produced, taking into account CAPEX, including O&M and capital costs, over the timeframe of this data collection exercise	✗		EUR/kg	Decimal		✓	∨
Current Density		Mean current density of the electrolysis cell running at operating temperature and pressure and nominal hydrogen production rate of the stack	✓		A/cm2	Decimal	Current density (PEMEL) (2.2/2.4/3)	✗	∨
Fraction of renewable energy input		Percentage of electricity used for production covered by GoAs or direct electricity connection. If not available or not possible to calculate it should be reported as zero. - If the % is above zero please clarify in comments how it is covered (e.g. by certificates, direct connection etc.). - If it is grid-based please use 0 and state in the comments Grid-based.	✗		%	Decimal		✓	∨
Hot idle ramp time		Time required to reach nominal capacity in terms of hydrogen production rate when starting the device from hot idle (warm standby mode - system already at operating temperature and pressure)	✓		sec	Decimal	Hot idle ramp time (PEMEL)(2/1/1)	✗	∨

More details on the relevant Clean Hydrogen JU webpage



AWP 2026 - Common elements applicable to all topics in the Call

- To monitor *technology progress against SOA*, [...] projects will be required to report [...]

GAP Phase – Instructions

- Add in **DoA - Part B** section 2 "Impacts" the relevant **SRIA KPIs** for the project / topic
- Add in **DoA - part A** a new task: "**Regular monitoring of project objectives and targets**"

Task description:

"An assessment of the progress towards the achievement of the project objectives and targets and underpinning KPIs, should be provided in each of the reporting periods"

And then?

At each reporting period, KPIs progress is reported

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.g. Pillar Heat & Power / table Solid Oxide Stationary Fuel Cells]	[e.g. CAPEX]	[e.g. €/kW]	[e.g. 10,000]	[e.g. 6,000]	[e.g. 3,500]	[project value]
Additional 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.g. W/m ²]	[...]	[...]	[project value]	

Contribution to sustainability and circularity

LCA checklist - CleanH2 JU specific



✓ AWP 2026 - Common elements applicable to all topics in the Call

- *For all topics, applicants are encouraged to address sustainability and circularity aspects in the activities proposed.*
- *While proposals have a certain leeway to address the sustainability and circularity aspects in general as a function of their activities, **for all topics, proposals undertaking Life-Cycle Assessments (LCAs) should follow and comply with the LCA checklist developed by the JRC.***

✓ GAP Phase – Instructions in **DoA - part A**

The following phrase should be added in the description of deliverable(s) associated with Life-Cycle Assessments (LCA): “The LCA study will follow and comply with the LCA Checklist developed by the JRC. The deliverable will include an annex with the LCA checklist filled in to enable verifying compliance.”

✓ Reference documentation

- [LCA Checklist](https://publications.jrc.ec.europa.eu/repository/handle/JRC136429): a tool to improve the communication of the environmental sustainability of the Clean Hydrogen Joint Undertaking projects

<https://publications.jrc.ec.europa.eu/repository/handle/JRC136429>

Summary of Call 2026 conditions and elements common across topics

12

EU competitiveness and
industrial leadership

Opportunities for
synergies

Contribution to the
monitoring
framework

International
Collaboration

Involvement of private
members (HE/HER)

Limited JU
funding/contribution

Exploitation of results

Sustainability and
circularity

Activities developing
test protocols

Regulation, Codes
and Standards
(especially for IA)

Guarantees of
origin of hydrogen

Safety plans (especially for IA)

As relevant these
conditions will be
integrated in your
grant agreement
during the GAP
phase

D

D

T + D
+ Part B



AWP 2026

- *For all topics, projects should report any safety-related event that may occur during the project implementation .*

GAP Phase – Instructions in DoA - part A

- **Add** a new **task**: “Reporting of safety related events” in WP of coordination / management
- **Task description:**

“The project will report any safety-related event that may occur during the project implementation to the European Commission's Joint Research Centre (JRC) dedicated mailbox JRC-PTT-H2SAFETY@ec.europa.eu, which manages the European hydrogen safety reference database, HIAD 2.2”

Reference documentation

- [HIAD 2.2](#)

SAFETY Task and deliverables - CleanH2 JU Specific for Innovation Actions (1/2)



AWP 2026 - 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 in **DoA - part A**

- **Add** a new **task**: “**Safety plan**” in WP of coordination / management
- **Task description:**

“A (confidential) draft safety plan at the project level should be provided at the start of the project and further updated during project implementation. Deliverables will be reviewed by the European Hydrogen Safety Panel (EHSP) in the context of the activities the EHSP provides to the Clean Hydrogen JU. As a reference, guidance documentation on safety planning has been developed by the EHSP”

....

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

SAFETY Task and deliverables - CleanH2 JU Specific for Innovation Actions (2/2)



...



GAP Phase – Instructions in **DoA - part A**

- **Add 2 confidential deliverables :**
 - Hydrogen Safety planning - **Draft plan**. Due month: M6 (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 (*)

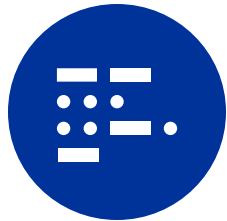
- Safety Planning and Management Guidance document
- Simple template for a safety plan

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

Quizz time...

How many new tasks were added ?

- A. I don't recall**
- B. X specifically and X+2 if Innovation Actions**
- C. I remember only the deliverables**
- D. It depends**



AWP 2026 - Common elements applicable to all topics in the Call

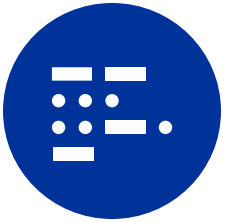
- *For Innovation Actions, proposals should consider a [public report with both the Legal and Administrative Processes \(LAP\) and the Regulations, Codes and Standards](#)*



GAP Phase – Instructions in **DoA - part A**

- **Add** a new **task**: "**Contribution to Regulation, Codes, and Standards**" in WP of coord. / management
- **Task description:**

"This task will produce a public report(s) with both the Legal and Administrative Processes (LAPs) and the Regulations, Codes and Standards relevant to the hydrogen technologies and/or applications at the project scope, and the barriers and/ or gaps identified during the project implementation alongside any other relevant information in order to share the lessons learned and provide recommendations to support the update and/or development of suitable and enabling legal and regulatory frameworks for hydrogen and fuel cell technologies and applications"



...



GAP Phase – Instructions in DoA - part A

- **Add deliverable(s) :**

- Public report(s) with both the Legal and Administrative Processes (LAPs) and the Regulations, Codes and Standards
- Periodicity: month X (case by case)
- Description:

“Public report(s) with both the Legal and Administrative Processes (LAPs) and the Regulations, Codes and Standards”

Summary of Call 2026 conditions and elements common across topics

19

EU competitiveness and
industrial leadership

Opportunities for
synergies

Contribution to the
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Regulation, Codes
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(especially for IA)

Guarantees of
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As relevant these
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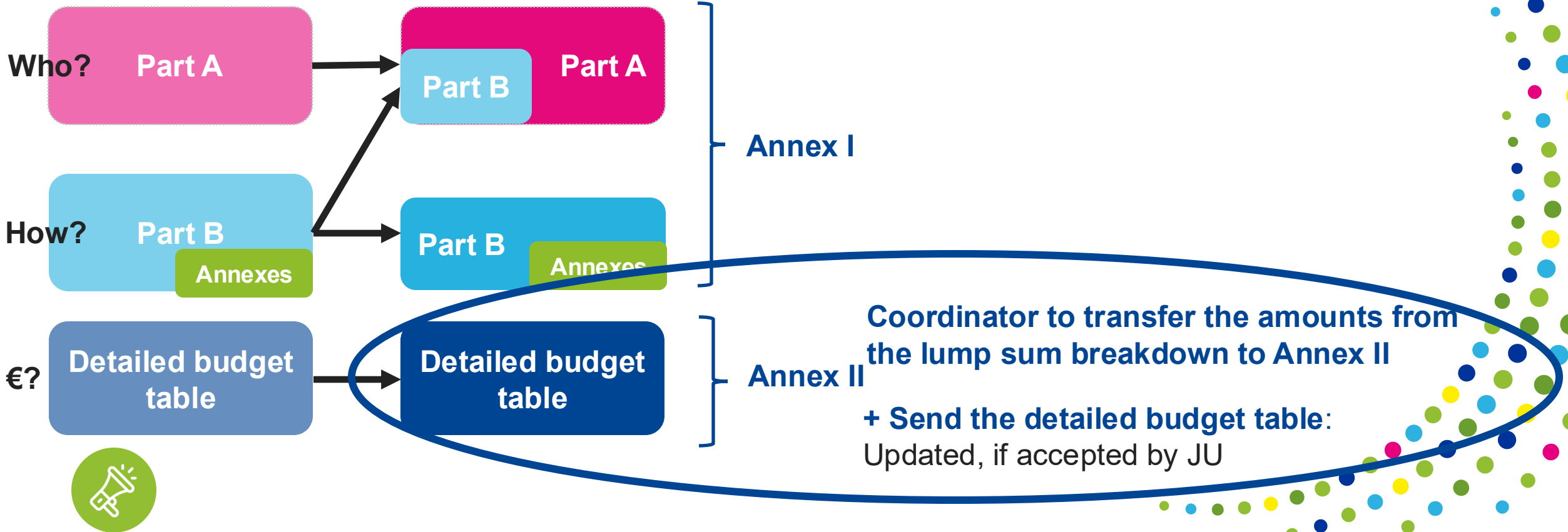
T + D
+ Part B

Budget = Annex II

Proposal

GAP

Content



Lump Sum Grant



Simplification

- Follow the DoA template instructions and remove tables with information on individual costs, i.e. Table 3.1.h (Purchase costs) – Table 3.1.i (Other costs categories) – Table 3.1.j (In-kind contributions provided by third parties)

Changes are limited

- For cost items that were flagged during evaluation as doubtful or overestimated, applicants will be invited to provide additional information
- Changes to the lump sum budget that are not documented in the ESR are possible, if they are necessary to correct obvious clerical errors or to comply with the rules (e.g. in case of ineligible costs that were not detected during evaluation).

Follow up in
liaison with the
Project Officer

Budget embedded in the portal

- The detailed budget table (Excel) does not become part of the grant agreement. Instead you must transfer the amounts from the lump sum breakdown (Excel) to Annex II (portal) and provide the updated Excel table due to changes, if accepted by the JU

Lump Sum Grant

GA Options	Financial Information	LF Overview	Associated Partners	JU Contribution	Researchers	WP
✓	✓	i	✓	✓	✓	

refinancing percentage will be approximated and funds may therefore no longer be	
Percentage	Date
80.00 %	
5.00 %	

	WP5	WP6	WP7	WP8
30 €	0.00 €	0.00 €	65,647.50 €	132,670.00 €
35 €	0.00 €	118,106.18 €	18,596.04 €	80,928.00 €
30 €	144,775.00 €	63,250.00 €	72,812.50 €	25,437.50 €
30 €	0.00 €	31,843.75 €	81,843.75 €	75,718.75 €
55 €	66,041.65 €	0.00 €	94,322.89 €	65,104.15 €
35 €	0.00 €	64,196.05 €	20,815.35 €	134,892.10 €
75 €	0.00 €	0.00 €	142,100.00 €	0.00 €
58 €	21,503.78 €	74,715.62 €	90,465.63 €	81,883.63 €
30 €	0.00 €	0.00 €	0.00 €	0.00 €
	232,320.43 €	352,111.60 €	586,603.66 €	596,634.13 €



Principles:

- Requested grant amount cannot increase
- If $\sum$ WP breakdown in Exec. > requested grant,

then explain the reductions distribution between costs and funding in history of changes

Lump Sums Guidance

- Guidance: "[Lump sums - what do I need to know?](#)"
- [Comprehensive information on lump sum funding in Horizon Europe](#)

Lump Sum info in Part B

Add in Part B, section 3:

- “All purchases and subcontracts must follow and shall be awarded in compliance with the entity’s standard purchasing and procurement practices and national rules, provided they are based on the best value for money (or on the lowest price) and no conflict of interest”

Add in Table 3.1g – ‘Subcontracting costs’ items

- “The beneficiaries must ensure that the subcontracted work is performed in the eligible countries or target countries set out in the call conditions — unless otherwise approved by the granting authority.”

Send us the updated Excel file, in case of changes, accepted by the JU

Agreement from HoUs??

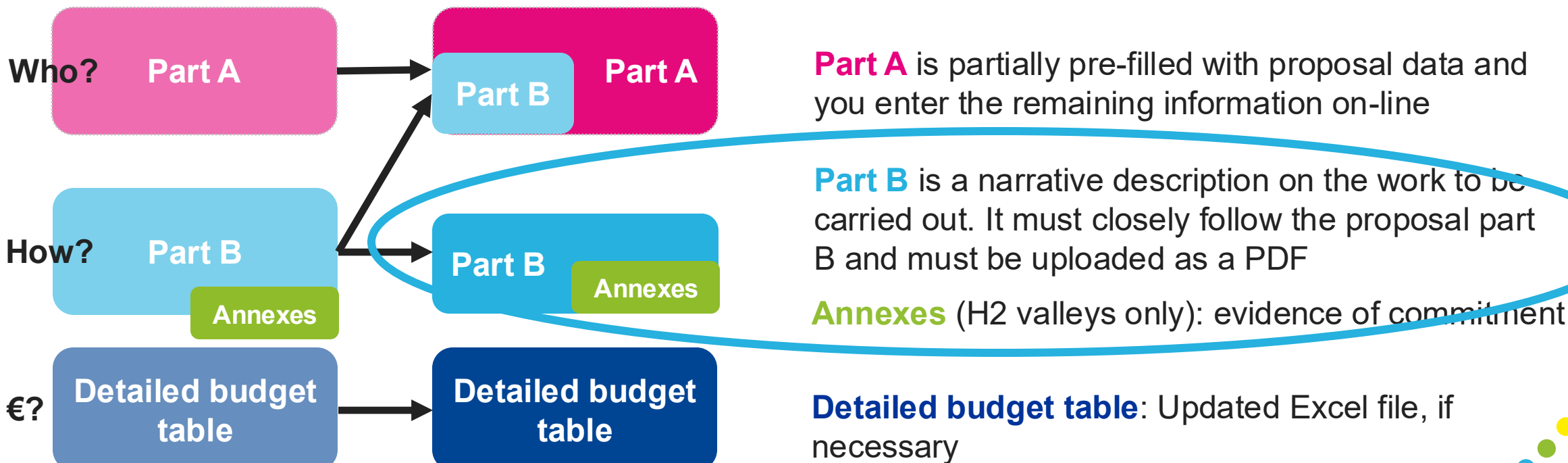
Description of the Action (DoA) = Annex I

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Proposal

GAP

Content



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

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).
- **REMOVE** tables 3.1h (Purchase costs), 3.1i (Other costs categories) and 3.1j (in-kind contributions provided by third parties) and keep if relevant Subcontracting table 3.1.g
- **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.

Resulting structure – Part B

History of changes

Table of contents

1. Excellence

1.1 Objectives and ambition

1.2 Methodology

In this section you must record all changes implemented in comparison with the submitted proposal or previous DoA version – 3 columns table: When? Where? What?

Generate a table of content with page number

Same heading,
Same numbering
as in the proposal

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 and security

**Ethics and security
processes are on-going**

Ethics review

- If GAP has **NO** serious and complex ethics issues
- If GAP has **NO** security issues



Copy-paste the self-assessment from your proposal in section 4

Extract from
Grant
Agreement



14.1 Ethics

The action must be carried out in line with the highest ethical standards and the applicable EU, international and national law on ethical principles.

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

Quizz time...

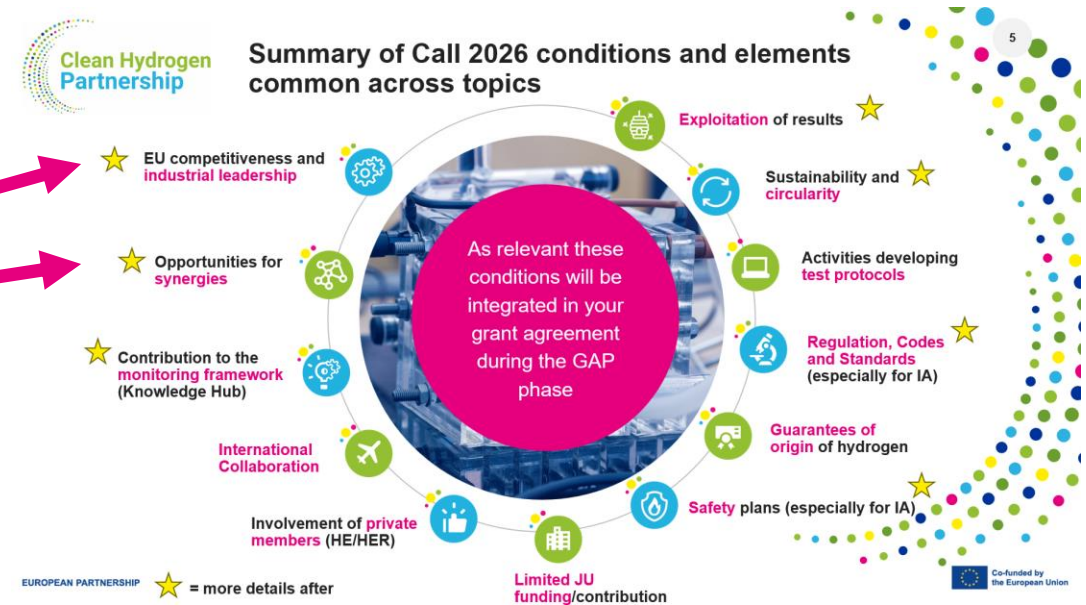
Which common elements across topics remain to be addressed?

A. I don't recall

B. Maybe none

C. I guess 2

D. Hold on, are we not done yet?





AWP 2026 - Common elements applicable to all topics in the Call

*All topics [...] contribute to **EU competitiveness and EU industrial leadership** by supporting a European value chain for hydrogen and fuel cell systems components, cells and stacks as well as hydrogen related infrastructure. [...]*

As a result, proposals, and specially for all Innovation Actions topics, are expected to demonstrate the contribution to EU competitiveness and industrial leadership of the activities to be funded including but not limited to the origin of the equipment and components as well infrastructure purchased and built during the project. These aspects will be evaluated and monitored during the project implementation.

GAP Phase – Instructions specific for Innovation Actions

- **Update** in the **DoA - Part B** the information on the contribution of the project to EU competitiveness and industrial Leadership and add the statement: “*The project will contribute to EU Competitiveness and EU leadership by supporting a European value chain for hydrogen and fuel cell systems and components*”
- **Add in DoA - Part A a new task:** “**Contribution to EU competitiveness and EU industrial leadership**” in the relevant WP (e.g. Coordination, reporting, management)
 - **Task description:** next slides

EU competitiveness and industrial leadership – CleanH2 JU Specific for Innovation Actions (2/3)

▪ Task description:

“All Projects supported by the Clean Hydrogen Joint Undertaking, are expected to contribute to EU competitiveness and industrial leadership by supporting a European value chain for hydrogen and fuel cell systems components, cells, and stacks as well as hydrogen related infrastructure.

As a result, projects are expected to demonstrate their contribution to EU competitiveness and industrial leadership of the activities funded. For Innovation Actions, this includes, but is not limited to, the origin of the equipment and components as well as infrastructure purchased and built during the project.

With the above in mind, for all Innovation Actions supported by Horizon Europe, the periodic report (Part B), should include a dedicated Annex to provide an update on the strategy of the project to secure contribution to EU competitiveness and industrial leadership. Aspects that should be addressed, especially for the activities representing the larger investments include, but not only:

- origin of the equipment and components as well as of the hydrogen-related infrastructure (such as refueling stations, pipelines, storage facilities, and distribution networks) already purchased or yet to be purchased;*
- details of the system integrator/s carrying-out the activities in the project (e.g. electrolyser integrator, vessel integrator, etc);*
- any other aspects that you deem as relevant to demonstrate contribution to EU competitiveness and EU industrial leadership such as spin off effects (e.g. creation of local jobs in maintenance centres, etc.);*

”
...

EU competitiveness and industrial leadership – CleanH2 JU Specific for Innovation Actions (3/3)

- Task description:

“ ...

In addition to the overall strategy to secure contribution to EU competitiveness, for the purchases and integration activities in the project, the following table can be used to report.

<i>Description of main infrastructure, equipment and/or components purchased or to be purchased (e.g trucks, electrolyser, refuelling stations, etc)</i>	<i>Comments explaining contribution to European Competitiveness</i>	<i>Details of Supplier and/or System Integrator (at least name and origin)</i>
<i>Item 1</i>		
<i>Item i...</i>		

For Hydrogen Valley projects, the above table is integrated in the Hydrogen Valleys Summary table and therefore does not need to be completed separately.”

Synergies, Funding and Financing

– CleanH2 JU Specific for Innovation Actions (1/3)



AWP 2026 - Common elements applicable to all topics in the Call

- Applicants are expected to pursue the specific opportunities for *synergies with other partnerships and programmes* as identified in each of the topics...
- Applicants in the Call 2026, especially for flagship projects, may consider additional synergies with other Programmes
- For all Innovation Actions, exploitation and dissemination of results should include a *strong business case and sound exploitation strategy*

GAP Phase – Instructions **specific for Innovation Actions**

- **Update** in the **DoA - Part B** the information on synergies and updated strategy for the co-funding/financing relative to proposal
- **Add in DoA - part A a new task "Synergies, Funding and Financing"** in the relevant WP (e.g. Coordination, reporting, management) to report throughout the duration of the project
 - **Task description:** next slides

Synergies, Funding and Financing

– CleanH2 JU Specific for Innovation Actions (2/3)

- **Task description:**

“All Horizon Europe Innovation Actions supported by the Clean Hydrogen JU, including all Hydrogen Valleys projects, are expected to provide an updated information on synergies with EU/national/regional programmes including an updated financial model in a dedicated Annex to Part B of the periodic report including:

- **Updated information on synergies established** with other EU/national/regional programmes, initiatives and projects*
- **Updated financing strategy** of the project including structure and plan, including risks related to the financing plan which could impact the financial viability of the project. This should include the funding sources, timing, and uses of the project (mainly for large equipment and infrastructure items) including the type, amount and who is providing each source of funding (e.g. equity/shareholders, loan, debt, expected public subsidies either European, national or regional, etc). Details and names of other public programmes should be provided.*

Projects are expected to provide this updated financing structure for the main investments in the project alongside the project timeline, so that it is possible to understand when the different financing and funding sources are expected to materialise. The distinction should be made between planned funding sources, secured funding, and funding that has already been granted or invested. The plans should consider all the major equipment and infrastructure that is necessary for the successful implementation of your project, even if they are not directly or only partially funded by the Clean Hydrogen JU.

...

Synergies, Funding and Financing

– CleanH2 JU Specific for Innovation Actions (3/3)

- Task description:

“

...

If funding from multiple public sources is anticipated (European, national, or regional), any relevant constraints or conditions that could impact the implementation of the project should be outlined. In particular, the implications of combining JU funding with other public funding sources for the same investment items should be considered.

*- **Business plan** (including cash flow projections – e.g. expected revenue streams, operating costs, capital expenditures etc.) to understand the financial viability of the project.*

The level of detail to be provided will vary according to project. For instance, for the demonstration of hydrogen production plans (e.g. electrolyzers) in real end-use applications or for Hydrogen Valleys projects, this information is necessary to understand the exposition of the project to risks such as not reaching a final investment decision, as well as to understand the financial viability of the project once the project reaches its end.

This additional reporting, may, in some cases, overlap with dedicated existing deliverables (e.g. exploitation, business plans). When this is the case, simply summarise the main elements in the dedicated annex in the periodic report and refer to the details of the specific deliverable/s.”

Summary of Call 2026 conditions and elements common across topics

35

T +
Part B

EU competitiveness and
industrial leadership

Opportunities for
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As relevant these
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phase

Exploitation of results

Sustainability and
circularity

Activities developing
test protocols

Regulation, Codes
and Standards
(especially for IA)

Guarantees of
origin of hydrogen

Safety plans

Limited JU
funding/contribution

T + D
+ Part B

T + D

T + D

In addition to the requirements applicable to all Innovation Actions

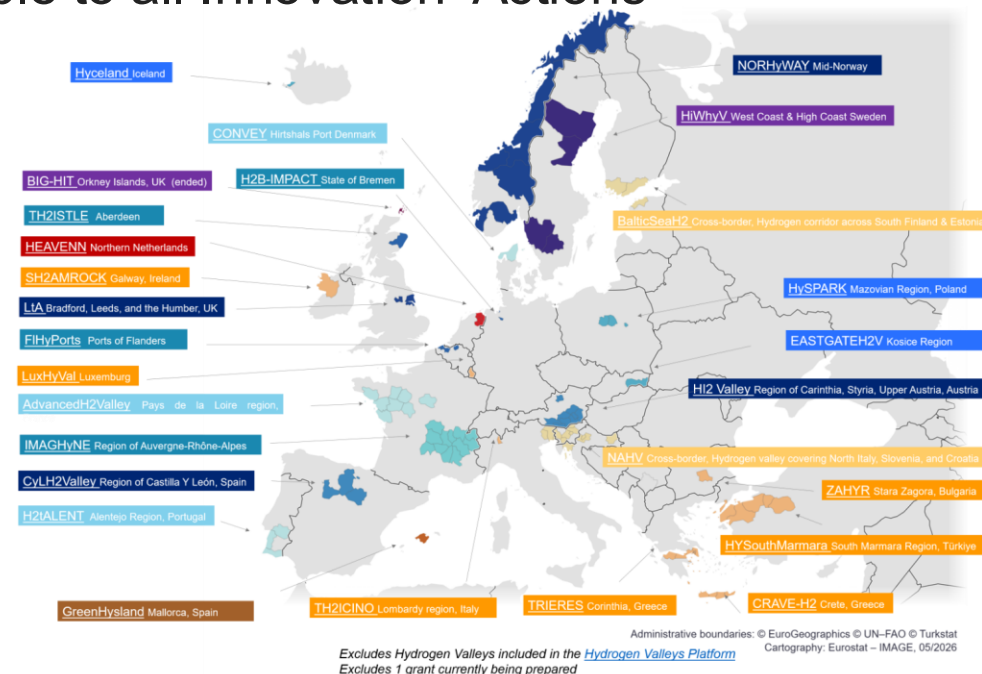
2 Valleys selected for Grant Preparation Call 2026



Do not communicate yet about your project without consulting your Project Officer – Grant not signed yet!!

GAP Phase – Instructions

- **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).
- **Hydrogen Valleys Summary** - as a shared excel file (link to be provided by your PO)



https://www.clean-hydrogen.europa.eu/get-involved/hydrogen-valleys_en

Synergies

24 ongoing Valleys

Your project will be part of a wider family Exchanges and collaboration (bidirectional) with the Hydrogen Valleys Facility are expected Exchanges with the successful proposal on training for permitting authorities expected

Location/Identifier of a Hydrogen Valley element [1], [2]				Technical			
	Category	Type / Application	Application comment	Technical parameter 1		Technical parameter 2	
	Please first specify a location or identifier in Column A	First specify the category, then select the application from the dropdown menu below	When other (Category / Type / Application) has been selected, please specify technology, application, etc.	First specify the category and application		First specify the category and application	
	Select the category from the dropdown menu below			Value	Unit	Value	
Electrolyser	Hydrogen Production	Electrolysis		5	MW	600	to
Pipeline	Hydrogen Distribution	New H2 Pipeline		3	kilometres		
Blending	EndUses Energy	H2 injection in gas grid	Blending	2	% H2 by volume in gas grid	190	tonnes H2 off-take per year
Logistics	Hydrogen Distribution	Tube-trailers		3	number		NA - no input required

H2 valley summary table – Technical and Financial part (will also be used to collect information on the different elements of the H2 Valley Value Chain)

Financial										
Partner incurring/declaring the costs	Total cost related to all equipment/infrastructure items	Type of Cost		Costs declared in the JU grant						
Long name	Value (MEUR)	If purchase of equipment, select value from dropdown menu below.		If yes, include the requested CHJU funding for the specific item						
		purchase[3]/subcontract	depreciation, full capitalised costs, leasing, other	Yes/No	Value (MEUR)	Comment on cost declaration	Other financing / funding sources	Name of programme	Status of the funding	Value (MEUR)
Partner A	14	Purchase of equipment	Other	Yes	2,55	No	Private funding/financing (e.g. debt finance-equity-own resources-others)	Own resources	Planned	11,45
Partner B	1,51	Purchase of equipment	Other	Yes	0,11	No	Private funding/financing (e.g. debt finance-equity-own resources-others)	Own resources	Planned	1,4
Partner C	0,85	Purchase of equipment	Other	Yes	0,461	No	Private funding/financing (e.g. debt finance-equity-own resources-others)	Own resources	Planned	0,389
Partner D	0,471	Purchase of equipment	Other	Yes	0,201	No	Private funding/financing (e.g. debt finance-equity-own resources-others)	Own resources	Planned	0,27

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)



Online manual
"Grant management"



IT HOW TO
"Grant management"

Project roles can be granted/revoked
in the "Manage Consortium" section

Project actions can be accessed
in the "Manage Project" section

Results: 1							Search..	
ACRONYM	CALL	PROGRAM	PROJECT	PHASE		ACTIONS		
H2ME 2	H2020-JTI-FCH-2015-1	H2020	700350	Active				
							1	
							Manage Consortium	
							Manage Project	
							View Proposal	

Takes you back to your sealed proposal

Grant management service



RESEARCH & INNOVATION
Grant Management Services

Help

Generic DEVUSERCOORDINATOR

MY PROJECT

project overview

Call: HORIZON-HLTH-2021-CORONA-01
Type of Action: HORIZON-RIA
Acronym: XXXXXXXX - Horizon-RIA
Current Phase: Grant preparation
Number: 219850
Duration: 24 months
Start Date:
Estimated Project Cost: €54,096.75
Requested EU Contribution: €50.00
Contact: [REDACTED]

caution!

process overview

Submitted (01 Jun 2021) Informed Invited Prepared Signed (125/275 days) Paid

hyperlink to the IT system

declaration of honour template

history linked to the specific process

submit to EU

a common repository to access processes, documents, legal data

ONLINE MANUAL

IT how-to

SyGMA System for Grant Management																		
Grant Agreement Data																		
HORIZON-..	Project Summary	Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Associated Partners	JU Contributio...	Researchers	Work Packages	Deliverables	Milestones	Reviews	Critical Risks	Ethics Info	Security
Call: HORIZON-JTI-CLEANH2-2022-1 Topic: HORIZON-JTI-CLEANH2-2022-02-07																		
H+ DOCUMENTS																		
Project Summary ?																		



Information complete



Missing information: **blocking**



For information only



Missing information: not blocking at this point



This screen is only editable by EU Officers



Grant Management

Grant Agreement Data

226 Cal Toj

Project Summary

Beneficiaries

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

DOCUMENTS

Beneficiaries

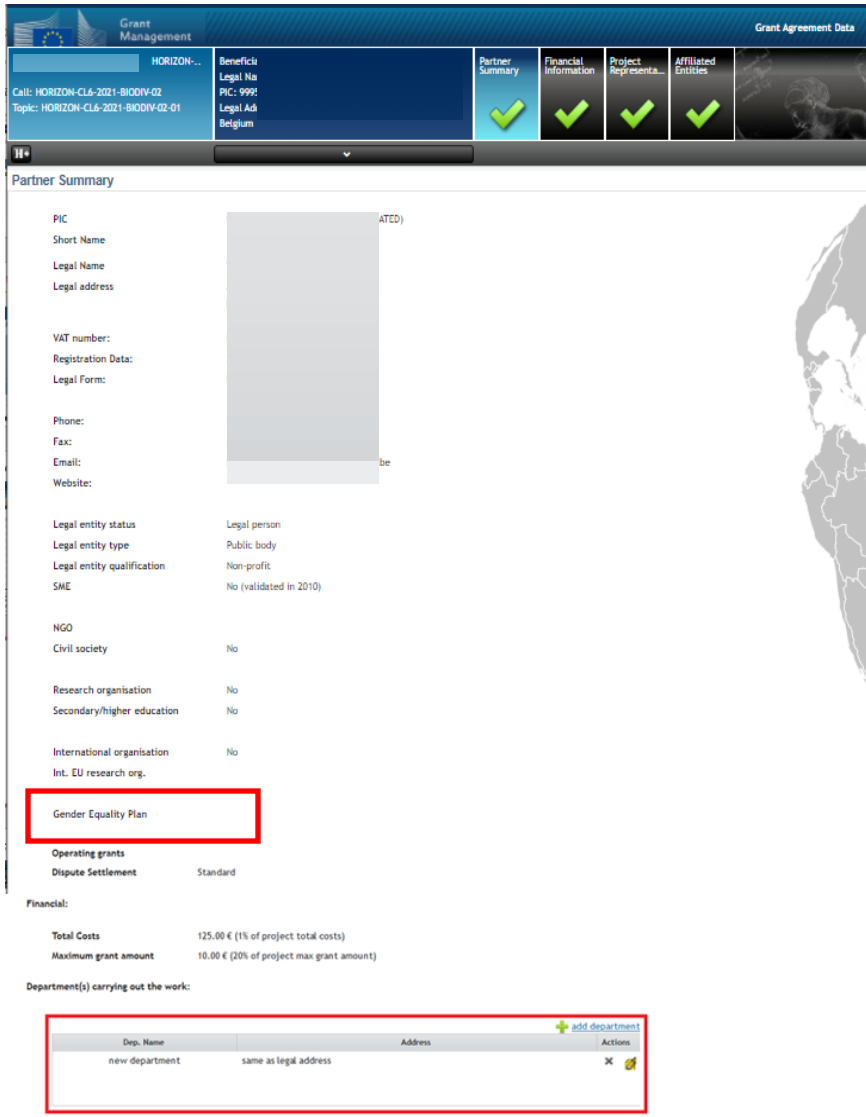
SAVE

+ Change Coordinator + Add New Beneficiary

Number	Short Name	Legal Name	Role	Country	VALIDATED
1			CO		VALIDATED
2			BEN		VALIDATED

Validate

Partner summary



Grant Management

HORIZON-CL6-2021-BIODIV-02
Call: HORIZON-CL6-2021-BIODIV-02
Topic: HORIZON-CL6-2021-BIODIV-02-01

Beneficiary
Legal Na
PIC: 999
Legal Ad
Belgium

Partner Summary
Financial Information
Project Representa...
Affiliated Entities

Partner Summary

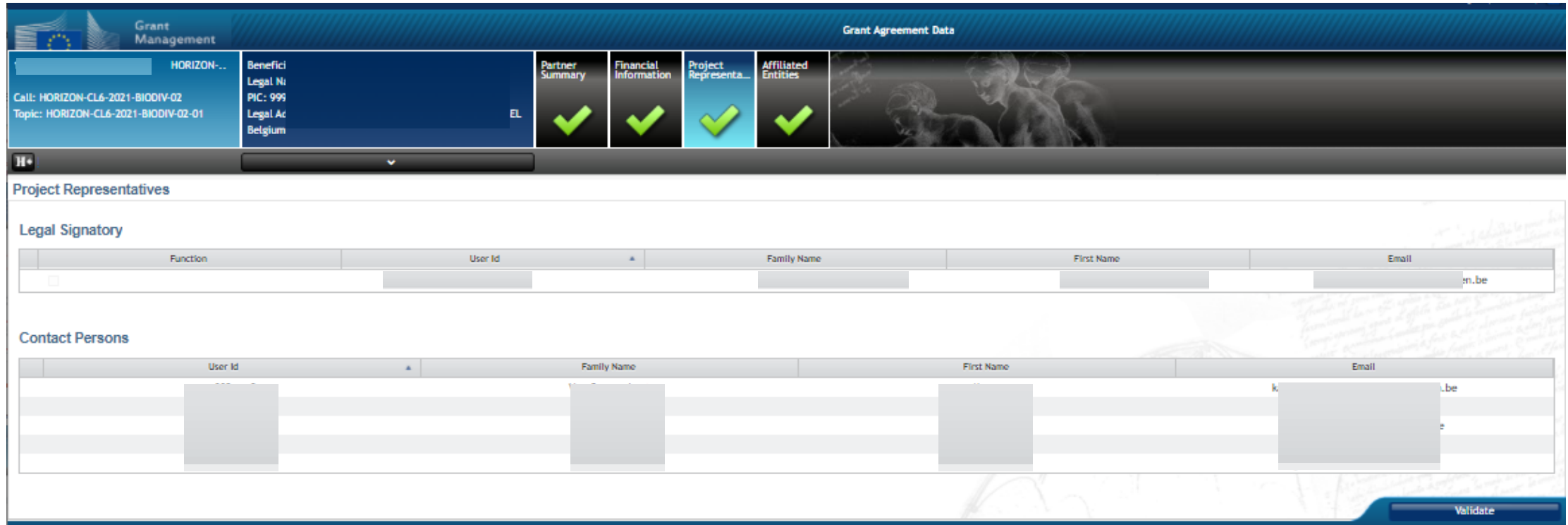
PIC
Short Name
Legal Name
Legal address
VAT number:
Registration Data:
Legal Form:
Phone:
Fax:
Email:
Website:
Legal entity status
Legal entity type
Legal entity qualification
SME
NGO
Civil society
Research organisation
Secondary/higher education
International organisation
Int. EU research org.
Gender Equality Plan
Operating grants
Dispute Settlement
Financial:
Total Costs
Maximum grant amount
Department(s) carrying out the work:

Dep. Name	Address	Actions
new department	same as legal address	X

- 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
→ how to declare it? – see the last slides

Project representatives



Grant Management

Grant Agreement Data

HORIZON-...

Benefici
Legal N:
PIC: 999
Legal Ad
Belgium

EL

Partner Summary

Financial Information

Project Representatives

Affiliated Entities

Call: HORIZON-CL6-2021-BIODIV-02
Topic: HORIZON-CL6-2021-BIODIV-02-01

Project Representatives

Legal Signatory

Function	User Id	Family Name	First Name	Email
				en.be

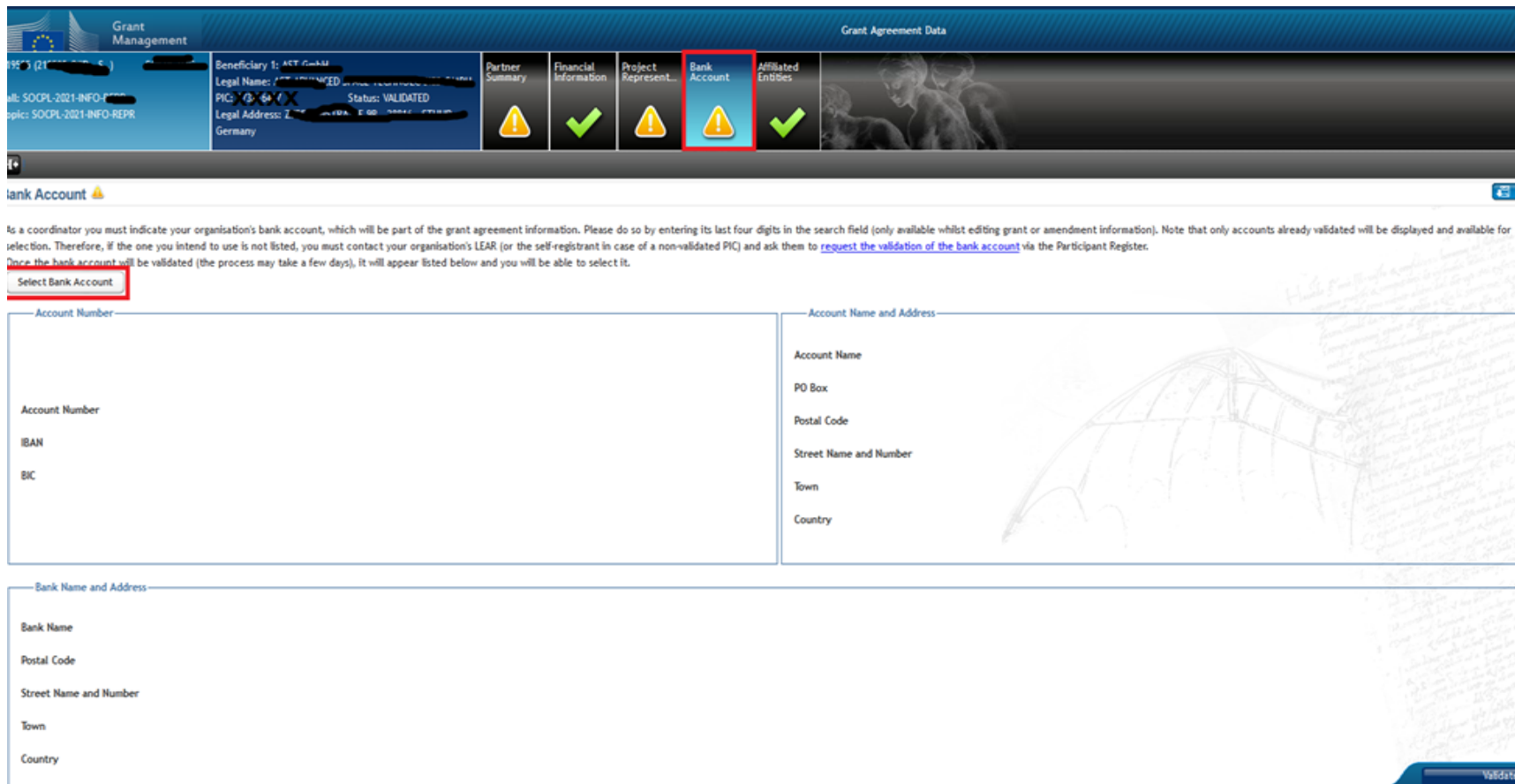
Contact Persons

User Id	Family Name	First Name	Email
			ik...be
			e

Validate

- If no Project Representatives are listed, please complete in the **roles management section of the F&T Portal**.
- Check all information and update, if necessary, in the **roles management section of the F&T Portal**.
- Nominate in the Funding & Tenders Portal, the Legal Entity Appointed Representative (LEAR) and Project Legal Signatory (PLSIGN). Once this has been done, **the PLSIGN who will appear in the Grant Agreement has to be selected in this screen**. Please note that all other PLSIGNs can sign the Grant Agreement.

Bank account (coordinator only)



Grant Management

Beneficiary 1: ACT GMM
 Legal Name: [REDACTED]
 PIC: [REDACTED] Status: VALIDATED
 Legal Address: [REDACTED]
 Germany

Partner Summary: [Warning Icon]
 Financial Information: [Green Checkmark]
 Project Represent...: [Warning Icon]
Bank Account: [Warning Icon]
 Affiliated Entities: [Green Checkmark]

Bank Account ⚠️

As 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 whilst 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 (or the self-registrant in case of a non-validated PIC) and ask them to [request the validation of the bank account](#) via the Participant Register. Once 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
 BIC

Account Name and Address

Account Name
 PO Box
 Postal Code
 Street Name and Number
 Town
 Country

Bank Name and Address

Bank Name
 Postal Code
 Street Name and Number
 Town
 Country

Validate

- Select your **EUR-capable 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 [here](#).

Affiliated entities



45

Grant Management Grant Agreement Data

Call: SOCPL-2021-INFO-REPR
Topic: SOCPL-2021-INFO-REPR

Beneficiary Legal N: [REDACTED]
PIC: 97;
Legal A: German,

Partner Summary Financial Information Project Represent... Bank Account Affiliated Entities

Affiliated Entities

SAVE

Add new Affiliated Entity

Short Name	Legal Name	Country	PIC	PIC Status	Joint Several Liability	Actions
[REDACTED]	[REDACTED]	DE	[REDACTED]	VALIDATED	☐	[X]

Grant Management Grant Agreement Data

Call: SOCPL-2021-INFO-REPR
Topic: SOCPL-2021-INFO-REPR

Beneficiary 1: [REDACTED]
Legal Name: [REDACTED]
PIC: 97XXXXXX Status: VALIDATED
Legal Address: [REDACTED] UHR
Germany XXXXXX

Affiliated Entity 1: [REDACTED]
Legal Name: [REDACTED] DUESSELDORF
PIC: 99XXXXXX Status: VALIDATED
Legal Address: [REDACTED] DUSSELDORF Germany

Partner Summary Financial Information

Financial Data

Amount Guarantee Required Guarantee Amount

Partner is exempted from CFS ☐ Yes ☒ No

Individual costs table:

Category	Form of Funding	Total Amount
▼ Estimated eligible costs (per budget category)		
▼ Direct costs		
▼ A. Personnel costs		
(a1) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 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		

Validate

Grant Agreement Data

Project Summary	Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Associated Partners	JU Contribution	Researchers	Work Packages	Deliverables	Milestones	Reviews	Critical Risks	Ethics Info	Security

MENTS

SAVE

ng, all system calculations will be done on the basis of the customised amount. The prefinancing percentage will be approximated and rounded (and may therefore no longer be entirely accurate).

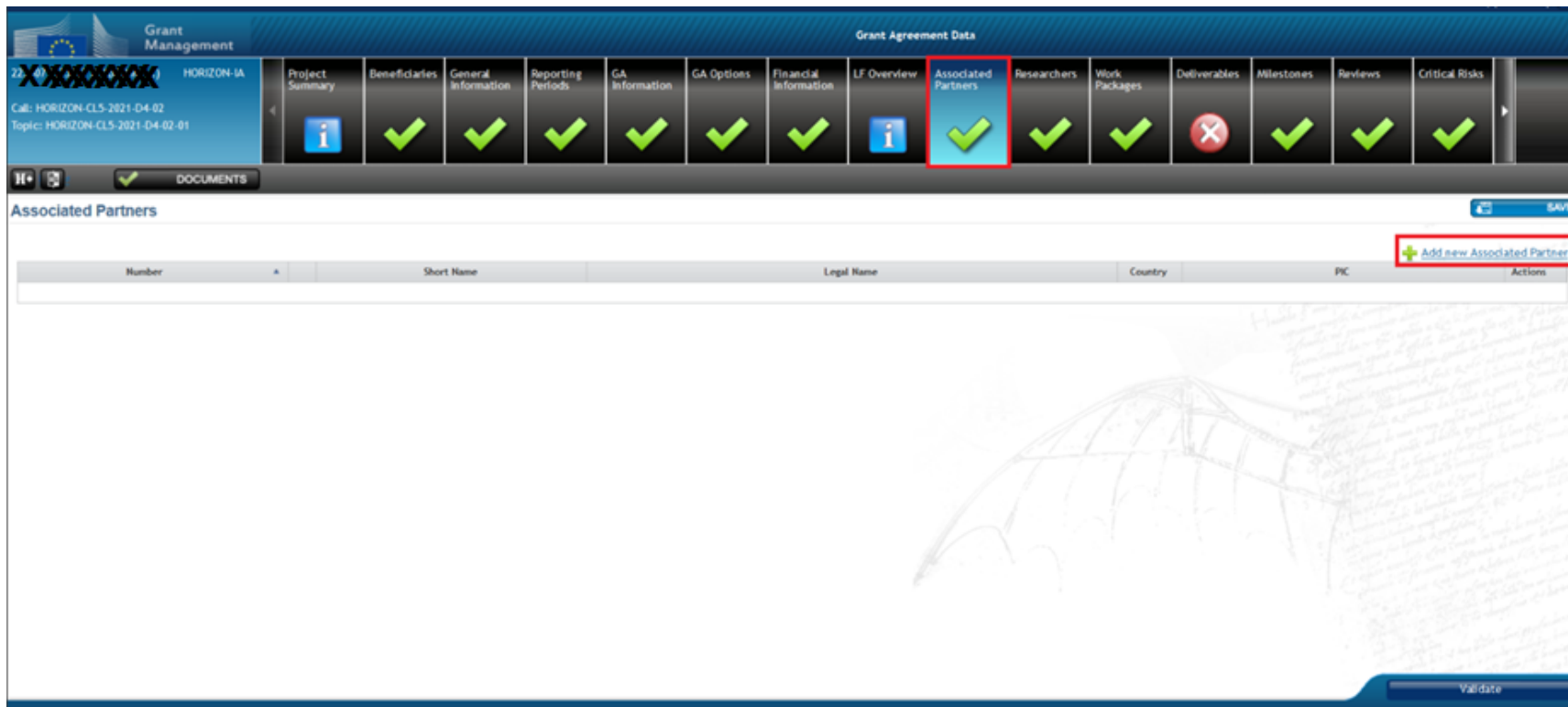
Amount	Percentage	Date Paid	
2,412,887.78 €	80.00 %	of 3,016,109.72 €	Default
(MFF) / Guarantee Fund (MFF 2014-2020)	150,805.49 €	5.00 %	of 3,016,109.72 €
			Default

sion) 3,016,109.72 €

Estimated EU contribution												
Estimated eligible lump sum contributions (per work package)												
WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	WP9	WP10	WP11	WP12	Maximum grant amount
100,115.00 €	103,555.00 €	0.00 €	9,397.00 €	0.00 €	0.00 €	65,647.50 €	132,670.00 €	0.00 €	0.00 €	17,007.50 €	15,106.00 €	443,498.00 €
15,314.79 €	12,637.78 €	19,829.85 €	19,829.85 €	0.00 €	118,106.18 €	18,596.04 €	80,928.00 €	0.00 €	0.00 €	19,829.85 €	0.00 €	305,072.34 €
5,000.00 €	5,000.00 €	20,000.00 €	10,000.00 €	144,775.00 €	63,250.00 €	72,812.50 €	25,437.50 €	0.00 €	0.00 €	10,000.00 €	0.00 €	356,275.00 €
0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	31,843.75 €	81,843.75 €	75,718.75 €	81,718.75 €	72,750.00 €	16,500.00 €	0.00 €	360,375.00 €
0.00 €	0.00 €	49,166.65 €	63,541.65 €	66,041.65 €	0.00 €	94,322.89 €	65,104.15 €	0.00 €	0.00 €	11,822.91 €	0.00 €	349,999.90 €
0.00 €	9,657.68 €	9,657.68 €	20,815.35 €	0.00 €	64,196.05 €	20,815.35 €	134,892.10 €	0.00 €	0.00 €	0.00 €	0.00 €	260,034.21 €
0.00 €	8,200.00 €	58,442.50 €	87,903.75 €	0.00 €	0.00 €	142,100.00 €	0.00 €	0.00 €	0.00 €	40,392.50 €	0.00 €	337,038.75 €
0.00 €	0.00 €	33,866.68 €	33,866.68 €	21,503.78 €	74,715.62 €	90,465.63 €	81,883.63 €	0.00 €	0.00 €	13,699.50 €	0.00 €	350,001.52 €
23,227.50 €	8,868.75 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	97,556.25 €	124,162.50 €	0.00 €	0.00 €	253,815.00 €

- You need to enter the funding amounts from the Detailed Budget Table. (Excel)

Associated partners

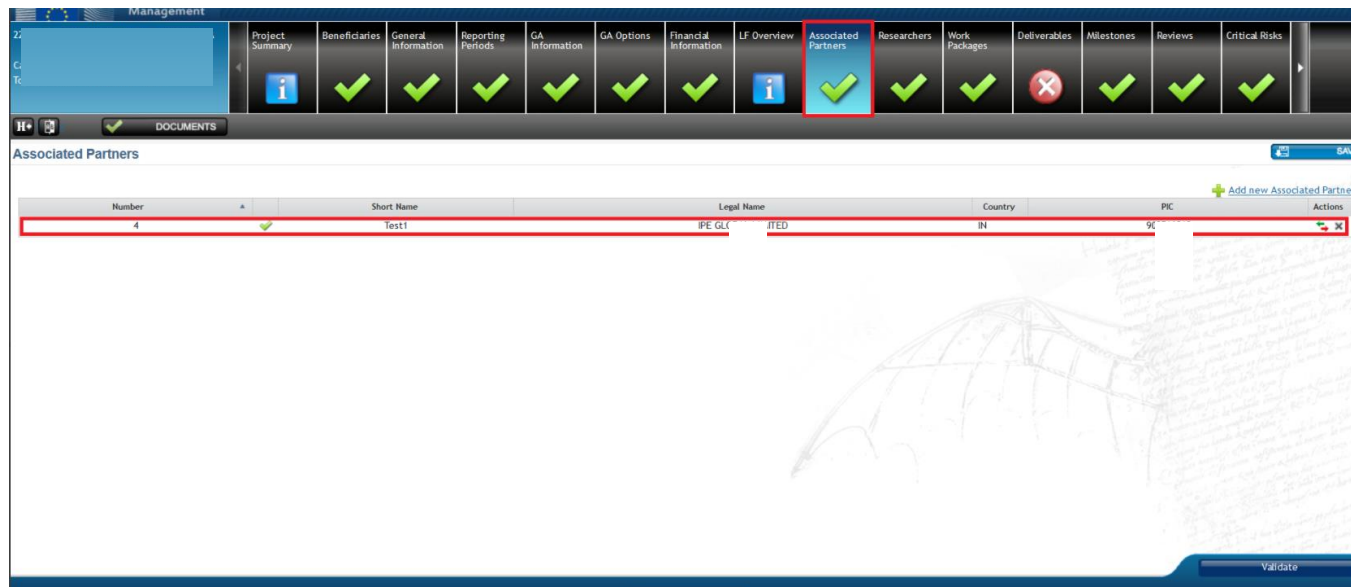


- Data prefilled with proposal information
- Associated partners do not sign the grant agreement and cannot declare costs
- They are allowed to be WP leaders
- Budget table in GA (Annex 2) will not include any information of the budget of AP. Information is included in the proposal and **some information can also be included in DoA - part B**
- Coordinator will be able to enter researchers in the researcher table for AP

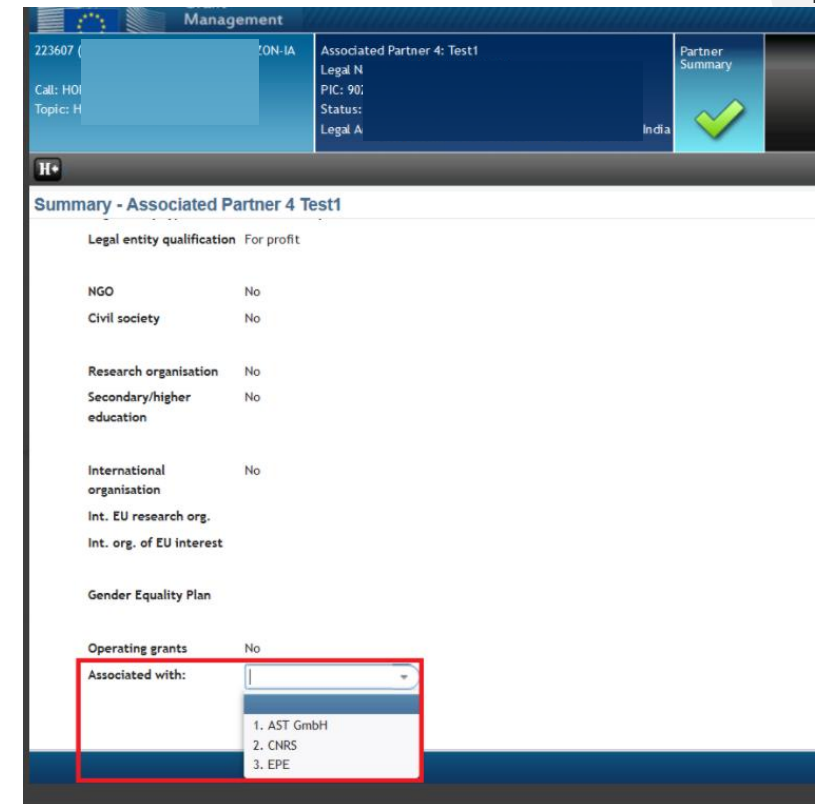
Follow up in
liaison with the
Project Officer

Associated partners

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Number	Short Name	Legal Name	Country	PIC	Actions
4	Test1	IPE GLC	IT	90	[Edit] [Delete]



Summary - Associated Partner 4 Test1

Legal entity qualification For profit

NGO No

Civil society No

Research organisation No

Secondary/higher education No

International organisation No

Int. EU research org. No

Int. org. of EU interest No

Gender Equality Plan

Operating grants No

Associated with: [Dropdown menu]

- 1. AST GmbH
- 2. CNRS
- 3. EPE

In the Grant Agreement, Article 9.1 specifies to which entity the Associated Partner is linked to:

- if the associated partner is linked to one beneficiary, this beneficiary will be named under Article 9.1
- if the associated partner is linked to the whole consortium (i.e. not linked to a specific beneficiary), Article 9.1 will display only the name of the AP.

ASSOCIATED with:

- whole consortium
- or a beneficiary


System for Grant Management

Grant Agreement Data

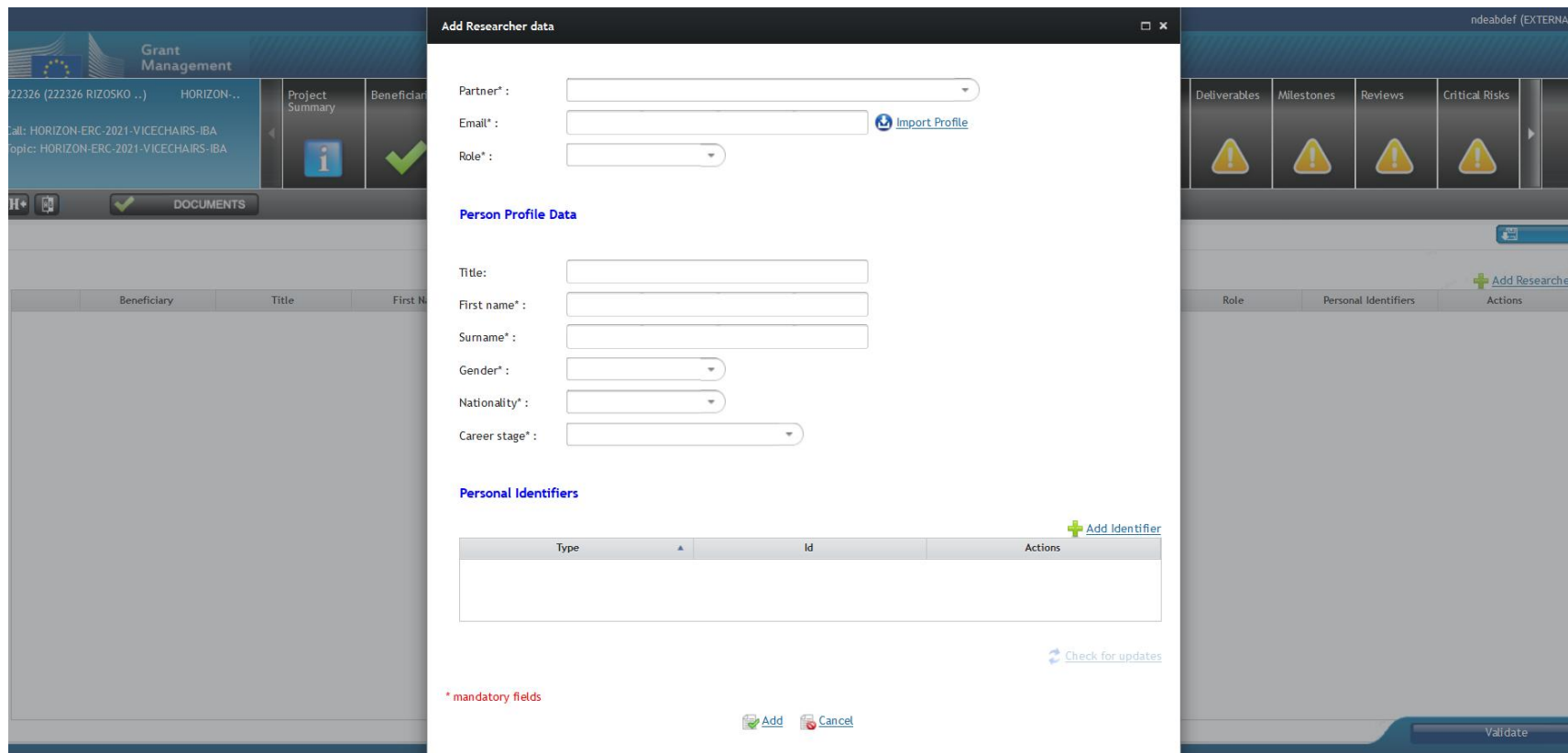
Project Summary Beneficiaries General Information Reporting Periods GA Information GA Options Financial Information LF Overview Associated Partners JU Contribution... Researchers Work Packages Deliverables Milestones Reviews Critical Risks Ethics Info Security

DOCUMENTS

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	Yes			Unknown	0.00 €	0.00 €	0.00 €
11	Yes			Unknown	0.00 €	0.00 €	0.00 €
Total					0 €	0 €	0 €

Ignore all → put « 0 » zero

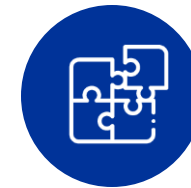
The screenshot shows the 'Add Researcher data' form within the 'Grant Management' system. The form is divided into several sections:

- Header:** 'Grant Management' with a navigation bar showing '222326 (222326 RIZOSKO ...)', 'HORIZON...', 'Project Summary', and 'Beneficiary'.
- Form Fields:**
 - Partner*:** A dropdown menu.
 - Email*:** A text input field with an 'Import Profile' button.
 - Role*:** A dropdown menu.
 - Person Profile Data:**
 - Title:** A text input field.
 - First name*:** A text input field.
 - Surname*:** A text input field.
 - Gender*:** A dropdown menu.
 - Nationality*:** A dropdown menu.
 - Career stage*:** A dropdown menu.
 - Personal Identifiers:** A table with columns 'Type', 'Id', and 'Actions'. An 'Add Identifier' button is next to the table.
- Footer:** A 'Check for updates' button and a '* mandatory fields' note.

The right side of the screenshot shows a sidebar with a 'Validate' button and a 'Role' dropdown menu.

- 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




Grant Management

Grant Agreement Data

HORIZON-...
Call: HORIZON-CL6-2021-BIODIV-02
Topic: HORIZON-CL6-2021-BIODIV-02-01

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

DOCUMENTS

Work Packages

Number		Name	Lead Beneficiary	Total Effort	Start Month	End Month	Deliverables No.
1	✓			61.25	1	84	1, 2, 3 ...
2	✓			1186.07	1	84	10, 11 ...
3	✓			30.25	1	84	17, 18 ...
4	✓			28.5	1	84	24, 25 ...
5	✓			26.25	1	84	30, 31 ...
6	✓			15.5	1	84	36, 37 ...
7	⚠			0	1	84	42, 43 ...
8	✓			10.5	1	84	49, 50 ...
9	✓	Coordination and Management		190.6	1	84	56, 57 ...
Total:				1548.92			

Validate

- The Project Work Packages are not automatically listed after receiving the invitation letter.
- Complete all necessary work packages
- You can change the order of the work packages by **dragging and dropping**.



Grant Management

Grant Agreement Data

HORIZON-...

Call: HORIZON-CL6-2021-BIODIV-02

Topic: HORIZON-CL6-2021-BIODIV-02-01

Project Summary

Beneficiary...

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

</

- 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), EU classified (EU-restricted/EU-confidential/EU-secret)**).




Grant Management

Grant Agreement Data

HORIZON-...
Call: HORIZON-CL6-2021-BIODIV-02
Topic: HORIZON-CL6-2021-BIODIV-02-01

Project Summary
Beneficiary...
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

DOCUMENTS

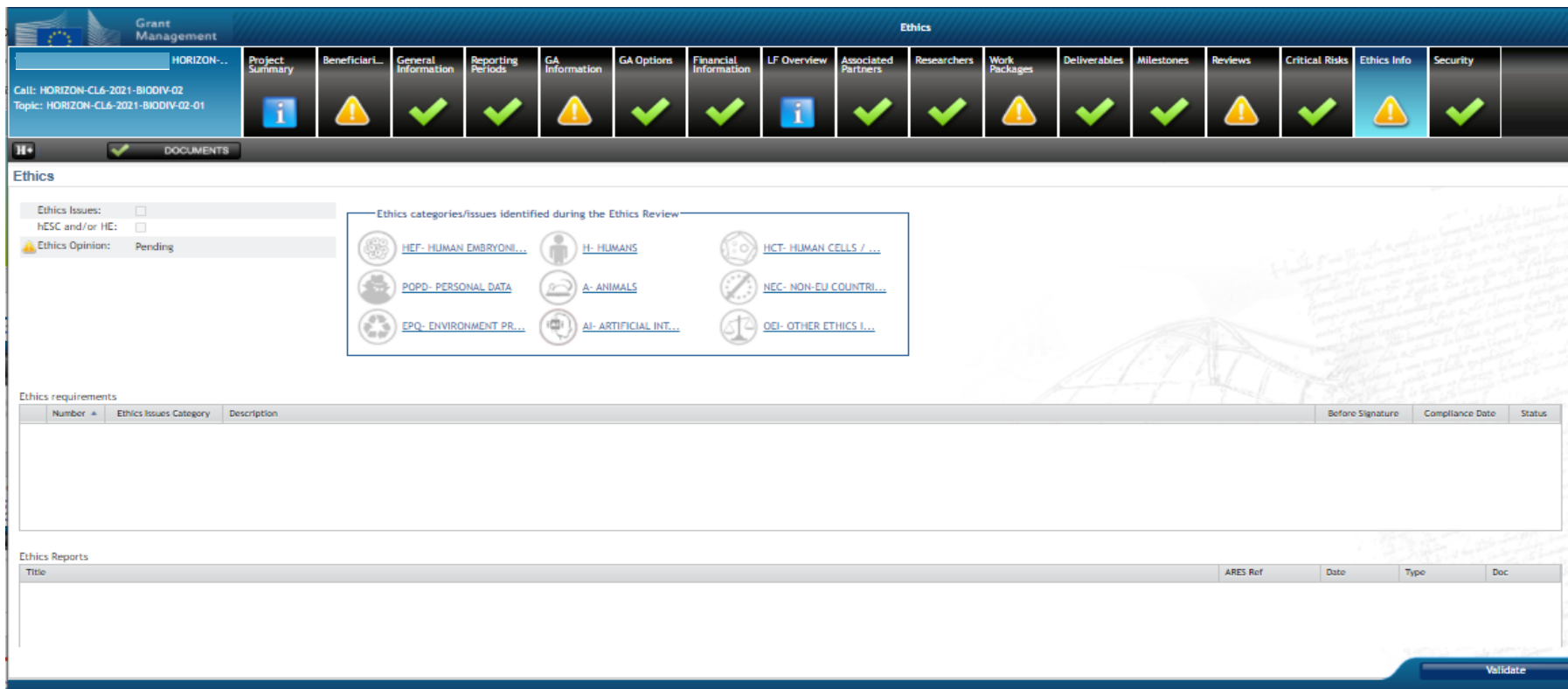
Milestones

Number		Name	Lead Beneficiary	Due Date (in months)	Means of Verification	Work Package No.
M1	✓			1		1
M2	✓			1		1
M3	✓			1		1
M4	✓			1		1
M5	✓			1		1
M6	✓			2		1
M7	✓			3		1
M8	✓			4		1
M9	✓			4		1
M10	✓			5		1
M11	✓			5		1
M12	✓			7		1

Validate

- Milestones are not automatically listed
- All milestones in proposal need to be included with the same details

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

The screenshot shows the 'Ethics' section of the Grant Management system. At the top, there's a navigation bar with various tabs like 'Project Summary', 'Beneficiaries', 'General Information', etc. The 'Ethics' tab is active. Below the navigation bar, there's a section for 'Ethics' with a status 'Pending'. A box titled 'Ethics categories/issues identified during the Ethics Review' contains several categories: HEF- HUMAN EMBRYONIC..., H- HUMANS, HCT- HUMAN CELLS /..., POPD- PERSONAL DATA, A- ANIMALS, NEC- NON-EU COUNTRY..., EPQ- ENVIRONMENT PR..., AI- ARTIFICIAL INT..., and OEL- OTHER ETHICS I... Below this, there's a table for 'Ethics requirements' with columns for Number, Ethics Issues Category, Description, Before Signature, Compliance Date, and Status. At the bottom, there's a section for 'Ethics Reports' with columns for Title, ARES Ref, Date, Type, and Doc. A 'Validate' button is located at the bottom right.

- 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'




Grant Management

Grant Agreement Data

HORIZON-...	Project Summary	Beneficiary...	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																	

DOCUMENTS

Security

Security Issues: ☐

Security Classification:

- ☒ NSC No security concern
- ☐ REC Security recommendations
- ☐ R-UE/EU-R RESTREINT UE/EU RESTRICTED
- ☐ C-UE/EU-C CONFIDENTIEL UE/EU CONFIDENTIAL
- ☐ S-UE/EU-S SECRET UE/EU SECRET
- ☐ NOF Proposal too security-sensitive to be funded

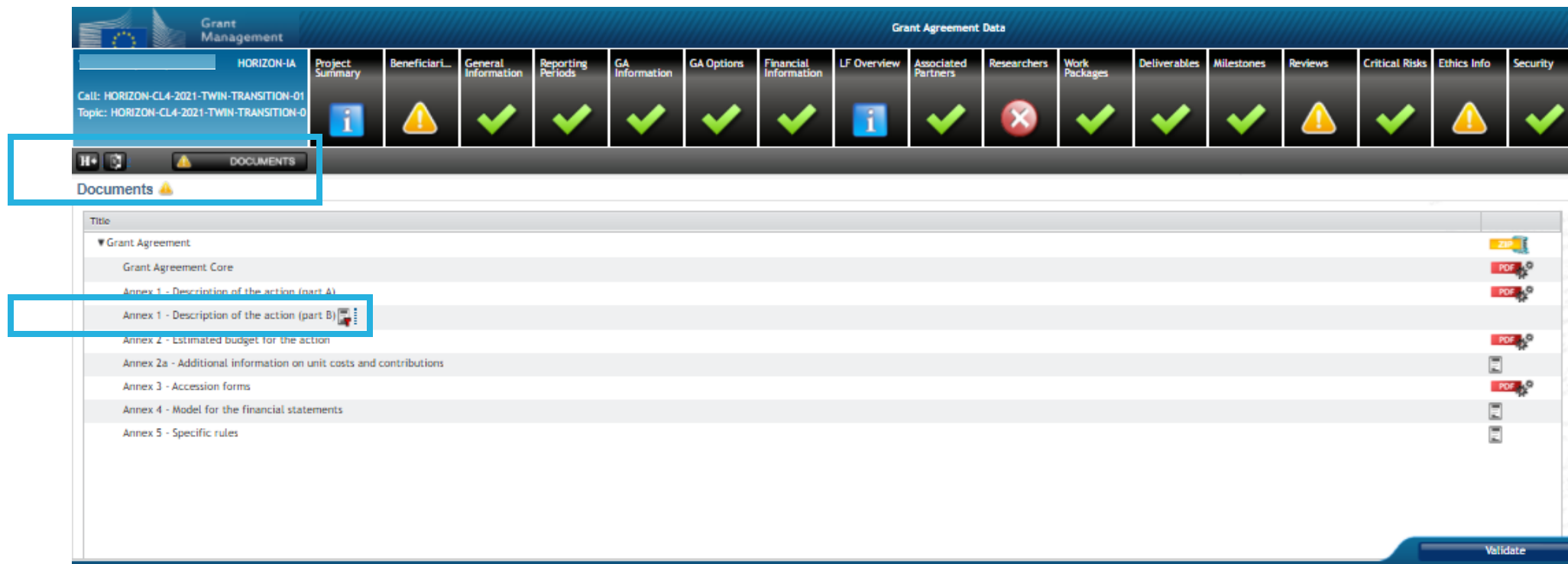
Security Classification Reason:

The Security Appraisal is not foreseen. The proposal was automatically cleared by the system.

Security Recommendations:

Number	Recommendations	Before Signature	Compliance Month	Status

Validate

The screenshot displays the 'Grant Management' interface. At the top, there's a 'Grant Agreement Data' section with various tabs like 'Project Summary', 'Beneficiary', 'General Information', 'Reporting Periods', 'GA Information', 'GA Options', 'Financial Information', 'LF Overview', 'Associated Partners', 'Researchers', 'Work Packages', 'Deliverables', 'Milestones', 'Reviews', 'Critical Risks', 'Ethics Info', and 'Security'. Below this, a 'DOCUMENTS' section is highlighted with a blue box. It shows a list of documents under the 'Grant Agreement' category. The document 'Annex 1 - Description of the action (part B)' is highlighted with a blue box. Other documents listed include 'Grant Agreement Core', 'Annex 1 - Description of the action (part A)', 'Annex 2 - Estimated budget for the action', 'Annex 2a - Additional information on unit costs and contributions', 'Annex 3 - Accession forms', 'Annex 4 - Model for the financial statements', and 'Annex 5 - Specific rules'. A 'Validate' button is visible at the bottom right of the document list.

Check instructions in earlier slides 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

HOW TO?

Gender equality plan

As an **ELIGIBILITY** criterion, public bodies, research organisations (private and public) and higher education establishments from Member States and Associated Countries are required to have in place a gender equality plan. The requirement applies also for Affiliated Entities.

Self-declaration in the proposal

Gender Equality Plan

Process:

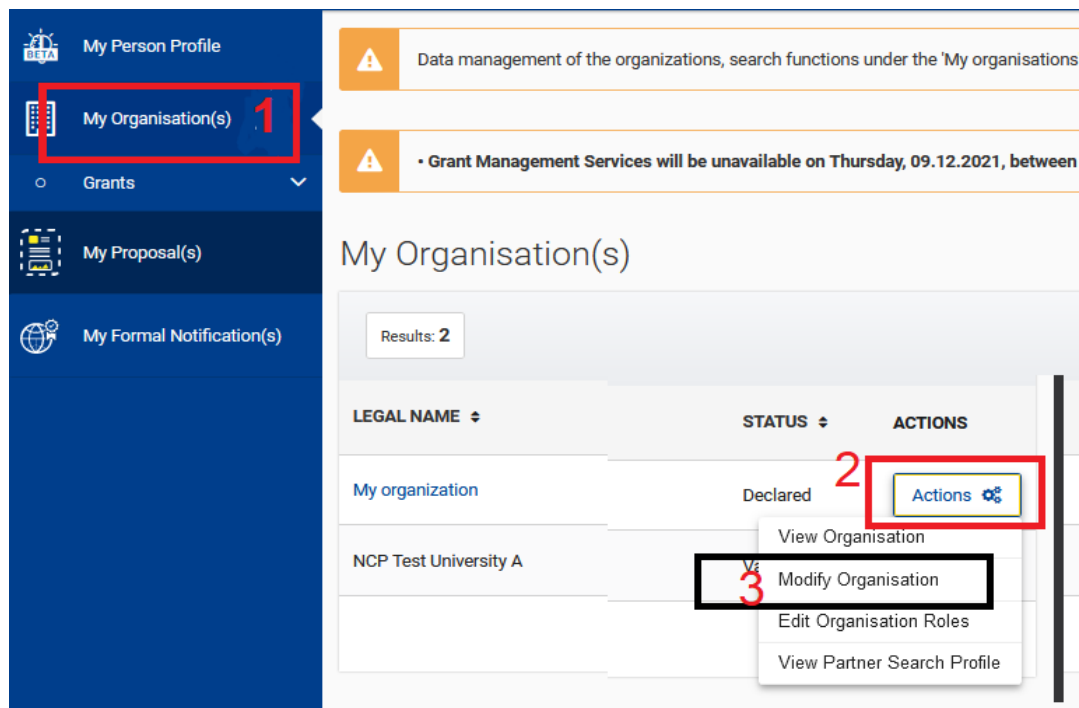
- Publication: a formal document published on the institution's website and signed by the top management;
- Dedicated resources: commitment of resources and expertise in gender equality to implement the plan
- Data collection and monitoring: sex/gender disaggregated data on personnel (and students, for the establishments concerned) and annual reporting based on indicators
- Training: awareness raising/training on gender equality and unconscious gender biases for staff and decision-makers

Content

- work-life balance and organisational culture
- gender balance in leadership and decision-making
- gender equality in recruitment and career progression
- integration of the gender dimension into research and teaching content
- measures against gender-based violence, including sexual harassment.

More info on Gender Equality Plan [here](#)

Declaring a gender equality plan



My Person Profile

My Organisation(s) 1

Grants

My Proposal(s)

My Formal Notification(s)

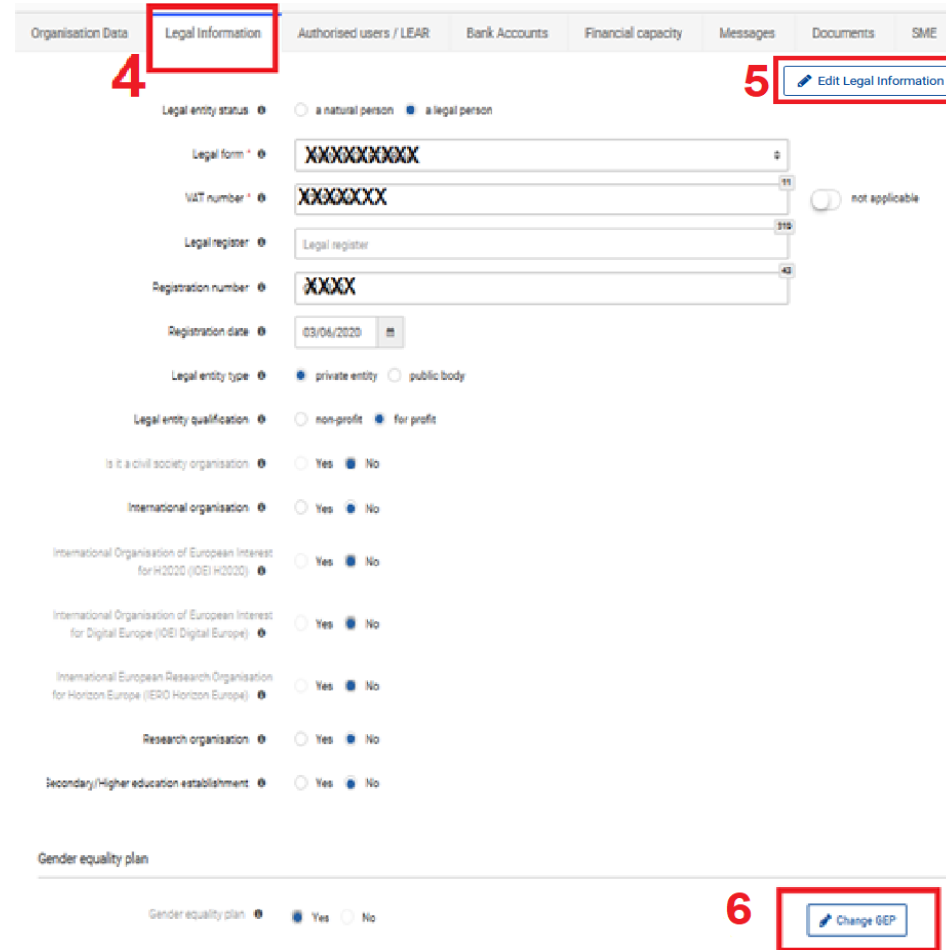
Data management of the organizations, search functions under the 'My organisations'

Grant Management Services will be unavailable on Thursday, 09.12.2021, between

My Organisation(s)

Results: 2

LEGAL NAME	STATUS	ACTIONS
My organization	Declared	2 Actions
NCP Test University A		View Organisation
		3 Modify Organisation
		Edit Organisation Roles
		View Partner Search Profile



Organisation Data

Legal Information 4

Authorised users / LEAR

Bank Accounts

Financial capacity

Messages

Documents

SME

5 Edit Legal Information

Legal entity status: ☐ a natural person ☒ a legal person

Legal form: XXXXXXXX

VAT number: XXXXXXXX

Legal register: Legal register

Registration number: XXXX

Registration date: 03/04/2020

Legal entity type: ☒ private entity ☐ public body

Legal entity qualification: ☐ non-profit ☒ for profit

Is it a civil society organisation: ☐ Yes ☒ No

International organisation: ☐ Yes ☒ No

International Organisation of European Interest for H2020 (IOEI H2020): ☐ Yes ☒ No

International Organisation of European Interest for Digital Europe (IOEI Digital Europe): ☐ Yes ☒ No

International European Research Organisation for Horizon Europe (IERO Horizon Europe): ☐ Yes ☒ No

Research organisation: ☐ Yes ☒ No

Secondary/Higher education establishment: ☐ Yes ☒ No

Gender equality plan

Gender equality plan: ☒ Yes ☐ No

6 Change GEP

Declaring a Gender Equality Plan in participant register

If you are from a **concerned organisation that requires a GEP** to participate, then:

- you log in the F&T portal
- Select My Organisation (step 1)
- Select actions (Step 2) → Modify organisation (step 3)
- Select the tab → legal information (step 4)
- Select edit legal information (step 5) → change GEP (Step 6)

Declaring a gender equality plan

Gender equality plan (GEP)

Do you have a gender equality plan? *

☒ Yes ☐ No

Please provide answers to all the questions below. This is an obligation for all types of organisations.

For the Gender Equality plan to be considered compliant you must be able to answer 'yes' to all the questions below.

Please note that for public bodies, research organisations, and higher and secondary education institutions the existence of a Gender Equality Plan is an eligibility criterion, meaning that without it an organisation of this type will not be allowed to submit a grant proposal.

This is a self-assessment and you are not required at this stage to upload the Gender Equality Plan document. The declaration will be considered an official statement and by selecting 'yes' you are formally confirming that your organisation has a gender equality plan and that this document is signed by senior management and available on the organisation's website.

Filling the questionnaire is based on self-assessment. You will not be required at this moment to upload the document, however your answers to the questions below will be considered as official statement; failure to provide the Gender Equality Plan if/when requested, may lead to exclusion from the list of successful applicants, or - in case of signed grant - may lead to grant termination and/or recoveries of amounts paid.

It must cover at least the following building blocks

Failure to provide the Gender Equality Plan if/when requested, may lead to exclusion from the list of successful applicants, or - in case of signed grant - may lead to grant termination and/or recoveries of amounts paid.

Public GEP: the GEP is a formal document published on the Institution's website and signed by the top management *

☒ Yes ☐ No :-)

Dedicated resources: commitment of resources and gender expertise to implement it *

☒ Yes ☐ No

Data collection and monitoring: sex/gender disaggregated data on personnel and students \nand annual reporting based on indicators *

☐ Yes ☒ No :-)

Training: Awareness raising/trainings on gender equality and unconscious gender biases for staff and decision-makers *

☒ Yes ☐ No

Minimum areas to be covered and addressed via concrete measures and targets:

Work-life balance and organisational culture *

☒ Yes ☐ No

Gender balance in leadership and decision-making *

☒ Yes ☐ No

Gender equality in recruitment and career progression *

☒ Yes ☐ No

Integration of the gender dimension into research and/or teaching content *

☒ Yes ☐ No

Measures against gender-based violence including sexual harassment *

☒ Yes ☐ No

Cancel OK

Declaring a Gender Equality Plan in participant register:

- In the wizard that opens, you need to select yes to the first question: **does your organisation have a gender equality plan?**
- Then you need to carefully read all the required criteria and answer the **subsequent questions**
- Failure to fulfil one of the required criteria (at least the top 4 ones) is equivalent to not having a gender equality plan → the initial question (if you have a GEP) will be automatically set to 'No'.
- Please read all the relevant information and answer carefully; **Failure to provide the Gender Equality Plan** if/when requested, may lead to **exclusion** from the list of successful applicants, or – in case of signed grant – may lead to **grant termination** and/or **recoveries of amounts paid**.

Keep in touch

