



FUEL CELLS AND HYDROGEN
JOINT UNDERTAKING

**Grant Agreement
Preparation**

**Description of the
Action**

Lionel Boillot



Content



Overview

- Objectives, timing, general aspects

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

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

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

- Online forms



Objectives of GAP



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



Description of the Action (DoA)

- **is a detailed description of how the project will be carried out**
- **follows the structure of the proposal, also comprising Parts A & B**
 - **Part A** is partially pre-filled with proposal data. The remaining information is entered through online forms.
 - **Part B** is the narrative description of your project. Its sections are copied from the corresponding sections in Part B of the proposal. It is uploaded as a PDF.



DoA format – Part A

Complete on-line forms (Participant portal)

- **1.1 – The project summary (automated, proposal table A1)**
- **1.2 – The list of beneficiaries (automated, proposal table A2)**
- **1.3 – Work plan tables – Detailed implementation**
 - 1.3.1 WT1 List of work packages (based on Proposal table 3.1b)
 - 1.3.2 WT2 List of deliverables (based on Proposal table 3.1c)
 - 1.3.3 WT3 Work package descriptions (based on Proposal table 3.1a)
 - 1.3.4 WT4 List of milestones (based on Proposal table 3.2a)
 - 1.3.5 WT5 Critical risks and mitigation actions (based on Proposal table 3.2b)
 - 1.3.6 WT6 Summary of project efforts in person months (based on Proposal table 3.4a)
 - 1.3.7 WT7 Tentative schedule of project reviews (set by project officer)
- **1.4 – Ethics requirements (if any, set by project officer)**



FCH2 JU specific deliverables on DATA reporting

Technology feedback and policy monitoring



- To be introduced in **WT2 List of deliverables**
- Name: **‘Annual data reporting’**
- Periodicity: every year (deadline month of JUNE)
 - On a specific template (depending on technology, TRL etc) – to be provided by the FCH2 JU in a dedicated on-line platform/tool (accessible to coordinators, password protected)
 - EU Survey for qualitative feedback

More details in the separate Knowledge Management presentation !



FCH2 JU specific deliverables on SAFETY planning for Innovation Actions

Hydrogen Safety Planning at project level



- Call for proposals 2020 - Topic description (Innovation actions)
 - *A **draft safety plan at project level should be provided in the proposal** and further updated during project implementation (deliverable to be reviewed by the European Hydrogen Safety Panel (EHSP)).*
- 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)
 - Due months to be agreed with your PO
- Reference documentation and guidance on the EHSP webpage (*)
 - Safety Planning Guidance document
 - Simple template for a safety plan



(*) <https://www.fch.europa.eu/page/european-hydrogen-safety-panel>

European Hydrogen Safety Panel (EHSP)

Expert group on hydrogen safety assisting the FCH 2 JU at project and programme level



- Assuring that hydrogen safety is adequately handled
- Promoting and disseminating H2 safety culture

Task forces

Project level	Program level	Data Collection	Public Outreach

Inaki Azkarate	Marco Carcassi	Joachim Grune	Stuart Hawksworth	Thomas Jordan	
Georg Wilfried Mair	Vladimir Molkov	Ernst-Arndt Reinecke	Pratap Sathiah	Ulrich Schmidchen	Etienne Studer
Skjold Trygve	Tom Van Esbroeck	Elena Vyazmina	Jennifer Wen	Jianjun Xiao	



<https://www.fch.europa.eu/page/european-hydrogen-safety-panel>

DoA format – Part B

Instructions for generating the DoA – Part B

- The **Coordinator generates Part B** of Annex 1 directly from Part B of the submitted proposal
- **Instructions** on how to convert proposal Part B into Annex 1 Part B are in **SyGMS/PPGMS**

**Annex 1 to the Grant Agreement
(Description of the Action)**

*- Instructions -
Version 2.1 (December 2019)*

**H2020
Research and Innovation Actions (RIA)
Innovation Actions (IA)
Coordination and Support Actions (CSA)**

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



DoA format – Part B

Start from Part B of your proposal, transform into Part B of the DoA...



INSTRUCTIONS

- Start from Part B of your proposal. Use the version that was submitted for evaluation.
- Remove the cover page(s) of Part B of your proposal.
- Remove the list of participants. This is included in Part A.
- Add a table with the history of changes. Specify the changes you introduced into Part A or Part B of Annex 1 (i.e. changes compared with the proposal or compared with previous versions of Annex 1). Changes should be described concisely. You do not need to include minor changes that do not modify the meaning of Annex 1 (e.g., correction of spelling and grammar, changes in formatting).
- Add a table of contents with page numbers (or update the existing table of contents).



DoA format – Part B

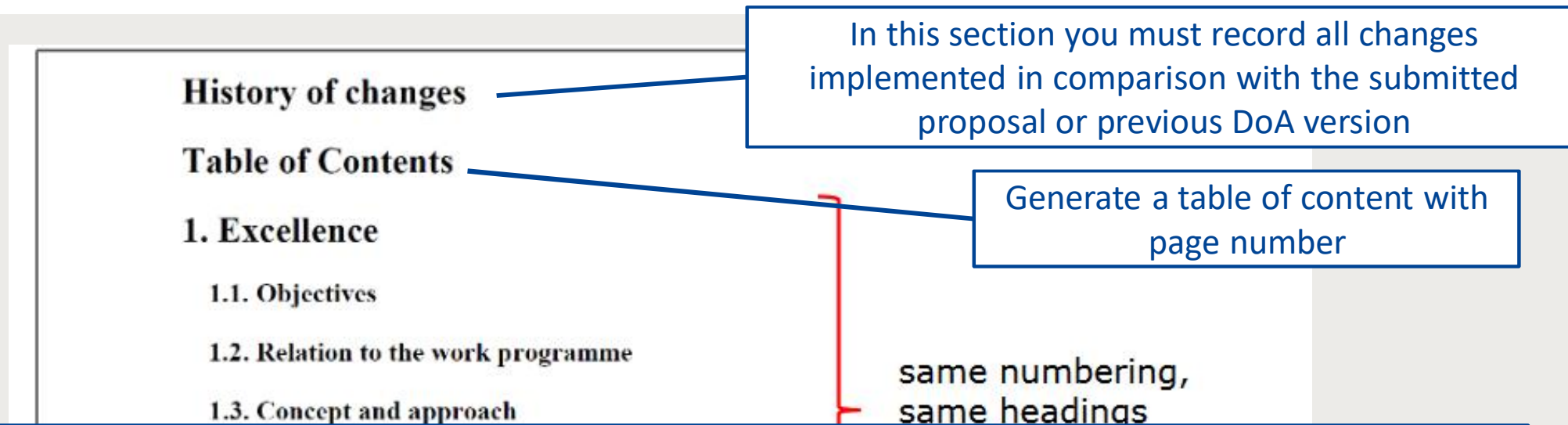
... update as necessary, convert to PDF, and upload



- Add a table of contents with page numbers (or update the existing table of contents).
- Remove tables 3.1a, 3.1b, and 3.1c from section 3.1. They are included in Part A.
- Remove tables 3.2a and 3.2b from section 3.2. They are included in Part A.
- Remove table 3.4a from section 3.4. It is included in Part A. Keep table 3.4b in Part B.
- Include the following information at the bottom of each page (e.g. in a footer):
"[Proposal number] [Proposal acronym] – Part B – [Page number (starting at 1 for Part B)]"
- You may need to update specific sections of Part B or include additional information (e.g., in order to remove inconsistencies or to meet ethics requirements).
- Convert the final Part B into PDF format and upload the PDF file via the Participant Portal.



Resulting structure of Part B



Avoid repetition of information

- E.g., no duplication between work plan tables (Part A) and free text (Part B)
 - All information should appear in one, findable, place only



Draft Plan for dissemination and exploitation of results

Submitted as separate document in the proposal phase



Becomes **part 2.2 of the DoA/Part B** (*copy/paste exercise:-*)

.... if not properly addressed in the proposal, please further develop





Ethics review

Your proposal may be subject to an ethics review

The results must be implemented in the grant agreement – for clearance before signing the grant agreement

- 'Ethics requirements' are binding - they will be entered by the PO in Part A (DoA)
 - Most of issues (declared or not) are on third country participation (including Associated Countries e.g. Switzerland, Norway, Iceland)
 - Other issues (e.g. data protection)

Ethics screening is on-going. The results will be available end of September 2020.



Ethics handling



Third countries involvement (i.e. non EU member states)

In this case, you need to give all the necessary details on this involvement and confirm that the ethics legislation is complied with.

Other ethics issues

Give all the necessary details requested under the Ethics requirements specific for your project

➔ **Automatic inclusion of a dedicated WP with deliverables**

See document “further instructions to fill in Annex I”



Complete Annexes 1 and 2

At the Participant Portal – Edit GA data by the consortium



Commission | Single Electronic Data Interchange Area (SEDIA)

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

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

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

My Project(s)

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

More info

Results: 2 | Download excel list | Search..

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


1 | 10

Manage Consortium
Manage Project
View Proposal

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Start screen



RESEARCH & INNOVATION

Grant Management Services

Help

Lionel BOILLOT

Launch new interaction with the EU +

MY PROJECT

HORIZON 2020

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

Latest Legal Data
Active Processes
Document Library
Communication Centre
Archived Processes

H2020 ONLINE MANUAL

HOW TO

Proposal Management & Grant Preparation

875156 - ShipFC

23 Apr 2019 (Submitted) | 24 Dec 2019 (145/245 days) (Signed) | Informed | Invited | Prepared | Paid

- Grant agreement data preparation
- GA Declaration - GAP-875156 - 929289295 signature
- GA Declaration - GAP-875156 - 899650169 signature
- GA Declaration - GAP-875156 - 922294431 signature
- GA Declaration - GAP-875156 - 899684992 signature

Process documents
Process communications
Process history

Submit to EU
Sign

© European Communities - Version 1.23



Project summary



<< portal nexterti (EXTERNAL) ?

SyGMA
System for Grant Management

Grant Agreement Data

Project 888823 (Project 888823)	Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Work Packages	Deliverables	Milestones	Reviews	Critical Risks
 Call: H2020-INFRAIA-2014-2015 Action : CSA Resp. Unit: RTD/B/07 Duration: 36												

DOCUMENTS

Project Summary SAVE

Project 888823 (Project 888823)

Responsible Unit: RTD/B/07
 Call: H2020-INFRAIA-2014-2015
 Topic: INFRAIA-1-2014-2015 - Integrating and opening existing national and regional research infrastructures of European interest
 Type of Action: CSA
 Duration: 36

Budget Information:

Total Costs in the Proposal:	
Max EU Grant Amount(following evaluation):	256.00 €
Total Costs:	1,240.00 €
Maximum Grant Amount:	1,237.00 €

Officers:

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

Deadlines:

Deadline for first version of the grant agreement data (incl. annexes)	20/05/2014
Deadline for the signature of the participants certified declarations	11/07/2014
Deadline foreseen for the signature of the grant agreement	28/07/2014

Validate



Icons used



No missing information



Missing information: blocking



For information only



Missing information: not blocking at this point



Validation function



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]

Validate



Beneficiary data are imported

...from your proposal



SyGMA System for Grant Management

Grant Agreement Data

Project 888823 (Project 888823)

HORIZON 2020

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

Beneficiaries General Information Reporting Periods GA Information GA Options Financial Information LF Overview Work Packages Deliverables Milestones Reviews Critical Risks

DOCUMENTS

SAVE

Change Coordinator Add New Beneficiary

Number	Short Name	Legal Name	Role	Country	PIC	PIC Status	Actions
1	AST	AST ADVANCED SPACE TECHNOLOGIES GMBH	CO	DE	973276467		
2	RHP	RHP-TECHNOLOGY GMBH & CO KG	BEN	AT	973104001		↔ ✖
3	CNRS	CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE	BEN	FR	999997930		↔ ✖
4	LANC UNIV	LANCASTER UNIVERSITY	BEN	UK	999840984		↔ ✖

Validate



reorder beneficiaries by drag & drop

Project representatives are imported

... for each beneficiary: check and update if necessary



SyGMa System for Grant Management Grant Agreement Data

Project 888823 (Project 888823)

HORIZON 2020

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

Beneficiary 1: AST
Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH
PIC: 973276467 Status: UNKNOWN
Legal Address: ZEPPELINSTRASSE 9B , 28816 , Germany

Partner Summary Financial Information **Project 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
If no roles assigned – please complete in the roles management section of the F&T Portal					

Contact Persons

User Id	Family Name	First Name	Email	More Info
nautopne	AUTOPART	NEF	nef.autopart@gmail.com	details
nexterli	EXTERNAL	Lies	lies.external@gmail.com	details

Validate



Add the department(s) carrying out the work

... for each beneficiary



Project 888823 (Project 888823)

HORIZON 2020

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

Beneficiary 1: AST
Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH
PIC: 973276467 Status: UNKNOWN
Legal Address: ZEPPELINSTRASSE 98 , 28816 , Germany

Partner Summary (Warning icon) Financial Information (Green checkmark) Project Representati (Warning icon) Bank Account (Warning icon) Linked Third Parties (Info icon)

slide to select beneficiary

Partner Summary

PIC: 973276467

Short Name:

Legal Name: AST

Legal address: ZEPPELINSTRASSE 98 , 28816 , Germ

Phone:
Fax:
Email:
Website:
VAT Number: 123

Registration Data:
Legal Form: Legal Person
Legal Status: SME 2013

Financial:
Partner Costs: 1174 € (95% of project)
Partner Max amount: 173 € (14% of project)

Department(s) carrying out the work:

+ add department

Dep. Nai	Address	Actions
dept1	teststreet 1930 , Belgium	

Validate



Add linked 3rd parties (if any)

... for each beneficiary



SyGMA System for Grant Management

Grant Agreement Data

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

Beneficiary 1: AST
Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH
PIC: 973276467 Status: UNKNOWN
Legal Address: ZEPPELINSTRASSE 9B , 28816 , Germany

Partner Summary ⚠ Financial Information ✖ Project Representativ ⚠ Bank Account ⚠ **Linked Third Parties ⓘ**

slide to select beneficiary

Linked Third Parties SAVE

[+ Add new Third Party](#)

Short Name	Legal Name	Country	PIC	PIC Status	EWS	Joint Several Liability	Actions

Validate

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



Select bank account (coordinator only)



Project 888823 (Project 888823) HORIZON 2020 Call: H2020-INFRAIA-2014-2015 Action : CSA Resp. Unit: RTD/B/07 Duration: 36	Beneficiary 1: AST Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH PIC: 973276467 Status: UNKNOWN Legal Address: ZEPPELINSTRASSE 9B, 28816, Germany	Partner Summary ⚠	Financial Information ✖	Project Representativ ⚠	Bank Account ⚠	Linked Third Parties 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 ✖ SAVE

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	<input checked="" type="radio"/> The first day of the month after the entry into force of the Grant Agreement <input type="radio"/> A fixed starting date
Abstract	abstract value
Free Keywords	test1, test2, test3



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)

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

DOCUMENTS

Reporting Periods

SAVE

+ Add New Period

Reporting Period No.	From Month	To Month	Duration	Actions
1	1	18	18	
2	19	36	18	

Validate



Grant agreement information (read only)



Project 888823 (Project 888823)

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
✗	✗	✓	⚠	✓	✗	i	✗	✗	⚠	⚠	⚠

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, after the balance is paid for a period of **three years**
- Article - Internal arrangements**
Consortium Agreement is required
- Article - Communication between the parties**
DG, Agency or JU: RTD
Responsible Unit: Science for and in soci
Office Details
Address

Validate



Grant agreement options (read only)



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

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

DOCUMENTS

Grant Agreement Options

AUTOMATED

- 3 Article 6.2 D.2 - Depreciation costs of equipment
- 4 Article 6.2 D.2 - Full purchase costs of equipment
- 5 Article 6.2 D.4 Large Research Infrastructure costs
- 13 Article 16.1 - Rules for providing trans-national access to research infrastructure
- 14 Article 16.2 - Rules for providing virtual access to research infrastructure
- 15 Article 20.5 - Information on cumulative expenditure incurred
- 16 Article 28.1 - General obligation to exploit the results - additional exploitation obligations
- 17 Article 28.2 - Notification if results could contribute to standards
- 18 Article 29.1 - General obligation to disseminate results - additional dissemination obligations
- 19 Article 29.1 - General obligation to disseminate results - additional dissemination obligations for interoperability
- 20 Article 29.1 - General obligation to disseminate results - additional dissemination obligations for cross-border interoperability

MANUAL

- 1 Article 2 - Complementary Grant
- 2 Article 2 - Jointly Funded Action
- 6 Article 10.1 - Rules for purchasing goods, works or services
- 7 Article 13.1 - Rules for subcontracting action tasks
- 8 Article 13.1 - action involving PCP or PPI
- 9 Article 13.1 - action involving PPI: Participation in PPI tendering procedures
- 10 Article 13.1 - action involving PCP: The subcontracts must provide...
- 11 Article 15.1 - Rules for providing financial support to third parties

Validate



Budget tables are imported

Check and update if needed



Project 888823 (Project 888823)

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

Beneficiary 1: AST

Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH
PIC: 973276467 Status: UNKNOWN
Legal Address: ZEPPELINSTRASSE 9B, 28816, Germany

Partner
Summary

Financial
Information

Project
Representativ

Bank
Account

Linked Third
Parties

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)



Project 645530 (GAPLESS)

HORIZON 2020

Call: H2020-ICT-2014-1 Action : IA
Resp. Unit: RTD/J/04 Duration: 48

Beneficiary 3: UNI

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

Third Party 1: CDE

Legal Name: CENTRO DE ESTUDOS PARA A INTERVENCAO SOCIAL
PIC: 997787591 Status: VALIDATED
Legal Address: RUA RODRIGUES SAMPAIO 31 , 1150 278 , LISBOA Portugal

Partner Summary

Financial Information

Specific Legal

← 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 3rd parties. In the grant agreement, this must be resolved into separate budgets. The sum remains unchanged.



Financial information



Check budget table - prefinancing amount is for information

Project 888823 (Project 888823)

HORIZON 2020

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

Beneficiaries

General Information

Reporting Periods

GA Information

GA Options

Financial Information

LF Overview

Work Packages

Deliverables

Milestones

Reviews

Critical Risks

Financial Information

	Amount	Percentage		
Prefinancing	618.50 €	50.00 %	of 1,237.00 €	Default
Guarantee Fund	61.85 €	5.00 %	of 1,237.00 €	Default

Actual amount to transfer to Coordinator is : 556.00 €

Cost Table

Number	Beneficiary	Direct personnel costs declared as actual costs	Direct personnel costs declared as average costs	Direct personnel costs declared as unit costs	Direct costs of subcontra	Direct costs of providing financial support	Other direct costs	Indirect costs	Special unit costs	Special unit costs covering direct and indirect costs	Total costs	Maximum EU contributi	Maximum grant amount	Costs of in-kind contributi not used on premises
▶ 1	AST	100.00 €	0.00 €	0.00 €	300.00 €	400.00 €	200.00 €	74.00 €	0.00 €	100.00 €	1,174.00 €	1,174.00 €	1,173.00 €	5.00 €
▶ 2	RHP	105.00 €	0.00 €	0.00 €	7.00 €	8.00 €	6.00 €	2.00 €	0.00 €	5.00 €	33.00 €	33.00 €	32.00 €	2.00 €
▶ 3	CNRS	105.00 €	0.00 €	0.00 €	7.00 €	8.00 €	6.00 €	2.00 €	0.00 €	5.00 €	33.00 €	33.00 €	32.00 €	2.00 €
▶ 4	LANC UNIV	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
TOTAL		310.00 €	0.00 €	0.00 €	314.00 €	416.00 €	212.00 €	78.00 €	0.00 €	110.00 €	1,240.00 €	1,240.00 €	1,237.00 €	9.00 €



Legal & financial overview (read only)



Project 888823 (Project 888823)

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

Beneficiaries

General Information

Reporting Periods

GA Information

GA Options

Financial Information

LF Overview

Work Packages

Deliverables

Milestones

Reviews

Critical Risks

H+ 📄 📁 DOCUMENTS

Legal and Financial Overview

Number	Legal Name	Role	Legal Data	Financial Data	Lear Appoin..	Lear ext. mandate
1	AST ADVANCED SPACE TECHNOLOGIES GMBH	CO				
2	RHP-TECHNOLOGY GMBH & CO KG	BEN				
3	CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE	BEN				
4	LANCASTER UNIVERSITY	BEN				



Add work packages

From Part B of your proposal



Project 888823 (Project 888823)

HORIZON 2020

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

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

H+ DOCUMENTS

Work Packages ✗ SAVE

[+ Add Work Package](#)

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

Validate



reorder work packages by drag & drop



Add deliverables

From Part B of your proposal



Project 888823 (Project 888823)

HORIZON 2020

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

Beneficiaries General Information Reporting Periods GA Information GA Options Financial Information LF Overview Work Packages **Deliverables** Milestones Reviews Critical Risks

DOCUMENTS

Deliverables

SAVE

Add Deliverable

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

reorder deliverables by drag & drop



Add milestones

From Part B of your proposal



Project 888823 (Project 888823)

HORIZON 2020

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

Beneficiaries General Information Reporting Periods GA Information GA Options Financial Information LF Overview Work Packages Deliverables **Milestones** Reviews Critical Risks

H+ DOCUMENTS

Milestones SAVE

[+ Add Milestone](#)

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

Validate



Project Reviews

Will be completed by your project officer



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
✗	✗	✓	⚠	✓	✗	i	✗	✗	⚠	⚠	⚠

DOCUMENTS

Reviews 📄

Revision No.	Tentative Timing	Planned Venues	Comments

Validate



Risks and mitigation measures

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
✗	✗	✓	⚠	✓	✗	i	✗	✗	⚠	⚠	⚠

DOCUMENTS

Critical Risks For Implementation

SAVE

+ Add CriticalRisks

Number	Description	Risk Mitigation Measures	Work Package No.	Actions

Validate



Ethics screen (read only)



Grant Management
Grant Agreement Data

123456 (ABCDE)
RIA

HORIZON 2020

Call: H2020-05-2016-2017
Topic: 05-03-2016 Unit: CNCT/HIGH

Project Summary

Beneficiaries

General Information

Reporting Periods

GA Information

GA Options

Financial Information

I.F. Overview

Work Packages

Deliverables

Milestones

Reviews

Critical Risks

Ethics Info

Ethics

Ethics Issues:

NESC and/or HE:

Ethics Opinion: Conditionally cleared

Ethics categories/issues identified during the Ethics Review

[HET- HUMAN EMPLOY...](#)

[H- HUMAN](#)

[HCE- HUMAN CELLS / ...](#)

[PCPD- PROTECTION OF ...](#)

[A- ANIMALS](#)

[NEC- NON-FUNCTIONAL...](#)

[EPG- ENVIRONMENT PR...](#)

[DU- DUAL USE](#)

[EFCA- EXCLUSIVE FOCH...](#)

[W- MISUSE](#)

[OEL- OTHER ETHICS L...](#)

[GEN- GENERAL](#)

Ethics requirements

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

Ethics Reports

Title	ARES Ref	Date	Type	Doc
727528-40NF100-Ethics Summary Report	Ares(2016)2516940	31/05/2016	EthSR	

Validate



Upload Annex 1, Part B (pdf)



SyGMA System for Grant Management

Grant Agreement Data

Project 123456 (Example)
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
✗	⚠	✓	⚠	✓	✗	i	✗	✗	⚠	⚠	⚠	i

DOCUMENTS ✗


Documents

Title	Actions
▼ Grant Agreement Summary	ZIP
Grant Agreement Data Sheet	PDF
▼ Grant Agreement	ZIP
Grant Agreement	PDF
Annex 1 - Description Of Action (part A)	PDF
Annex 1 - Description Of Action (part B)	PDF
Annex 2 - Estimated budget of the action	PDF
<input type="checkbox"/> Annex 2a - Additional information on the estimated budget of the action (if unit costs are used)	
Annex 3 - Accession Forms	PDF
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 ...](#)

Proposal Management & Grant Preparation
28108 - Mindflex
12/04/2013





Submitted | Evaluated | Ranked | Invited | Prepared | **Signed** | Paid

 Grant Agreement signature **Sign**

Documents

 Grant Agreement	 Grant Declaration	 Grant Declaration	 Grant Declaration
 Grant Declaration	 Grant Declaration	 Grant Declaration	 Grant Declaration
 Grant Declaration	 Third pa...larations		

Messages

-  **Partner Contact (test 4) test content tfdsa 111 on 17.03.2014 10:14**
-  **Coordinator Authorized Signatory (test 3) test content tfdsa dsadsa on 17.03.2014 10:14**
-  **Partner Authorized Signatory (test 2) test content tfdsa 666 on 17.03.2014 10:14**
-  **Coordinator Contact (test 1) test content tfdsa 444 on 17.03.2014 10:14**

[H2020 ONLINE MANUAL](#)
[HOW TO](#)

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



More information in the Participant Portal

Guide for Grant Agreement Preparation



H2020 ONLINE MANUAL

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/gap/h2020-guide-gap_en.pdf



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

