

Grant Agreement Preparation

Description of the Action (DoA)

Lionel Boillot, Project Officer / Call coordinator



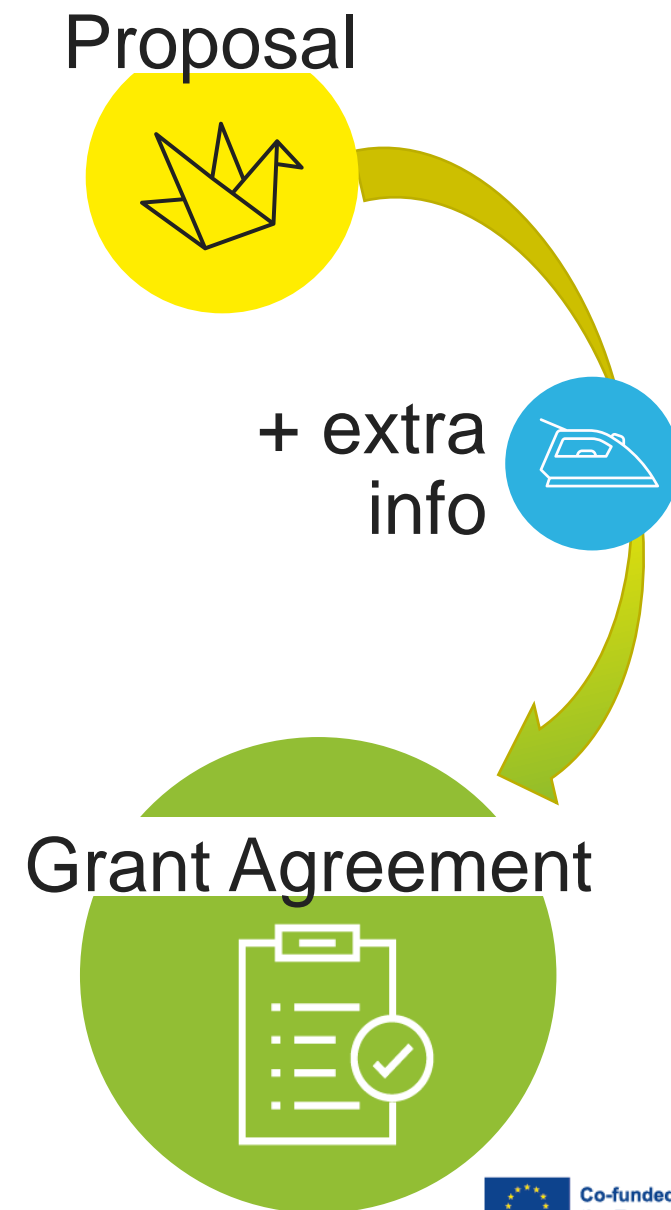
Objectives of the GAP

Transfer information from the proposal to the grant agreement

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

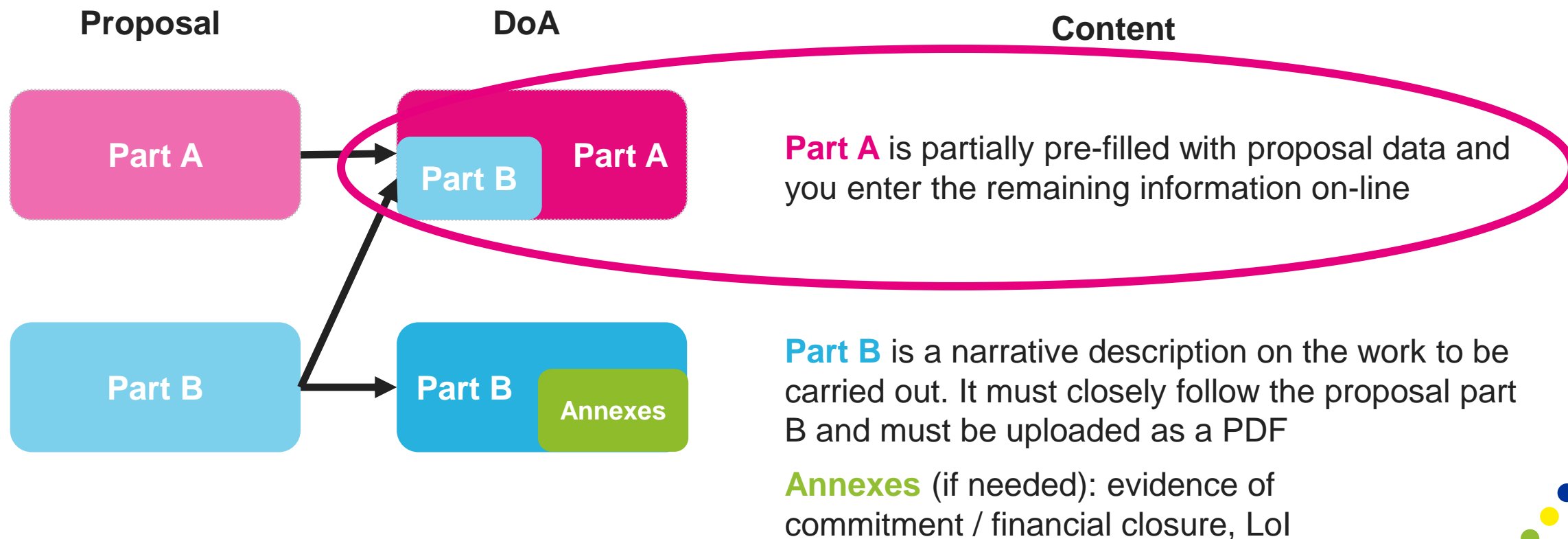
if applicable, also:

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



Description of the Action (DoA) = Annex I

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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 A

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

It includes:

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



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

SAFETY deliverable - CleanH2 JU specific for Innovation Actions



Proposals 2023 - Topic description (Innovation actions)

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

GAP Phase – Instructions

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

- Hydrogen Safety planning - **Draft plan**. Due month: M3 (tentative)
- Hydrogen Safety planning - **Final plan**. Due month: M12 (tentative)

Deliverables to be reviewed by the EHSP

Due months to be agreed with your PO

Reference documentation and guidance on the EHSP webpage (*)

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

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

DATA reporting **deliverable** - CleanH2 JU specific



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

More details in the separate Knowledge Management Info-Day presentation and on the [relevant](#) Clean Hydrogen JU webpage!

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

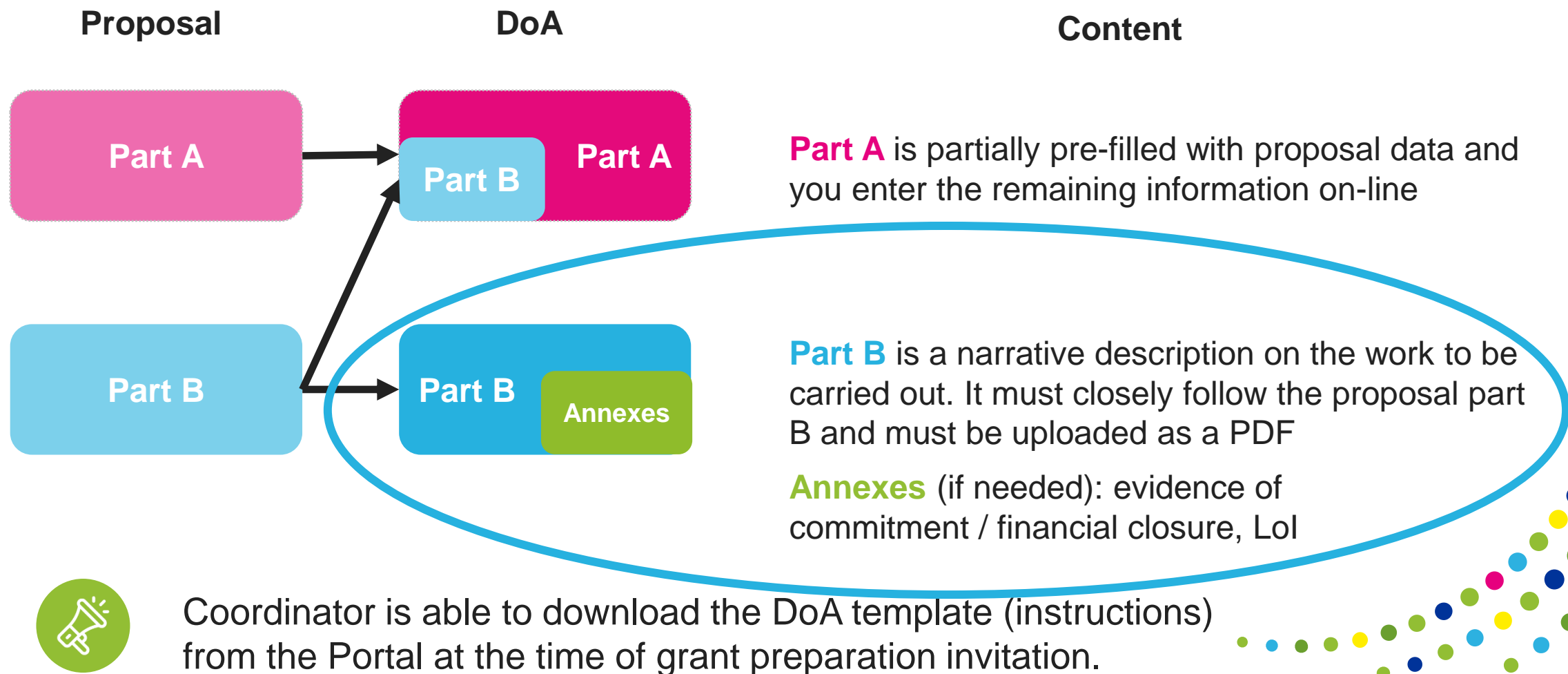


- The **draft plan was an admissibility condition** at the proposal stage
- Include in the list of deliverables:
 - **Month 6 (max.)** = More **detailed plan** for dissemination and exploitation, including communication activities
 - **Months X, Y, Z** = **Periodic update of the plan** in alignment with the project's progress

More details later on today and in the separate Communication, Dissemination and Exploitation Info-Day [presentation](#) !

Description of the Action (DoA) = Annex I

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Description of the Action (DoA) – Part B

Instructions

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



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

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, What, Where

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 and security scrutiny

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



**Copy-paste the self-
assessment from your
proposal**

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

SRIA - KPI Reporting - CleanH2 JU specific

✓ In order to allow the JU to monitor progress of the project KPIs the following is needed:

■ Define the KPI

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

■ Follow-up of the progress towards the KPI

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

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

Clean Hydrogen 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]	

Indicative

Hydrogen Valleys – 4 proposals invited for Grant Agreement preparation

4 Valleys selected for Grant Preparation Call 2023

- Total funding requested EUR 47 mn, 1 large-scale and 3 small-scale

6 Valleys signed Call 2022 + 3 being prepared

2 Ongoing Valleys, H2020



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

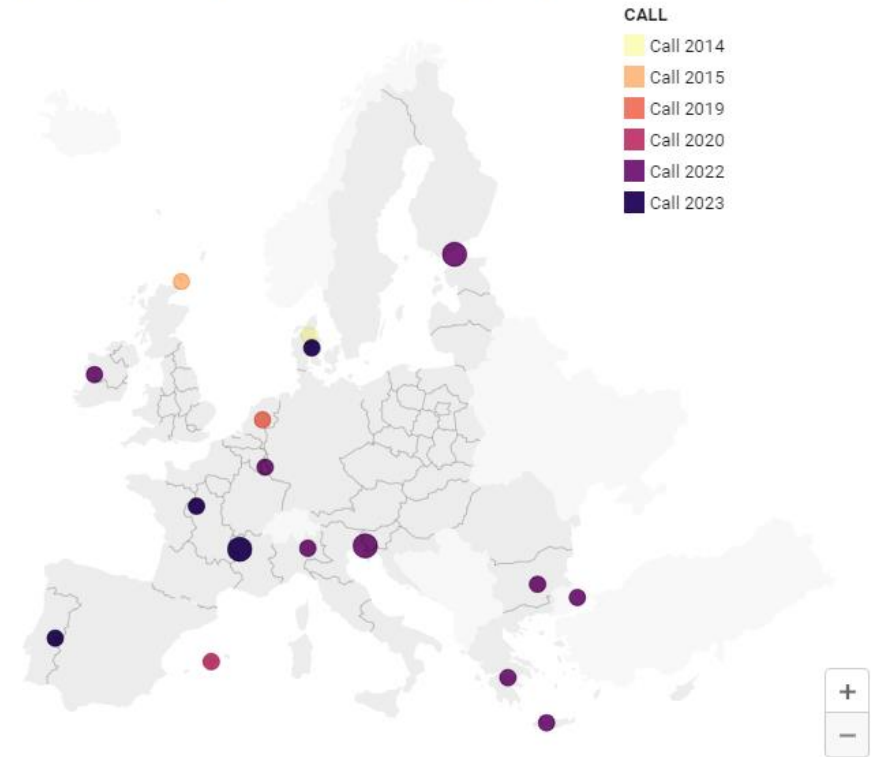
Large projects = sound monitoring

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 in the Clean Hydrogen JU



Provisional map – for internal purposes only (confidential)



Your project will be part of a wider family of projects, exchanges and collaboration are expected

Synergies & Co-funding strategy

- CleanH2 JU specific for flagships, especially H2 Valleys

Proposals 2023 - Topic description (Hydrogen Valleys)

- Applicants should provide a **funding plan** to ensure implementation of the project in synergies with other sources of funding...
- If additional sources of funding will be required, proposals should present a clear plan on which funding programmes at either EU or national levels will be targeted... In these cases, applicants should present a **credible planning that includes forecasted funding programmes and their expected time of commitment**

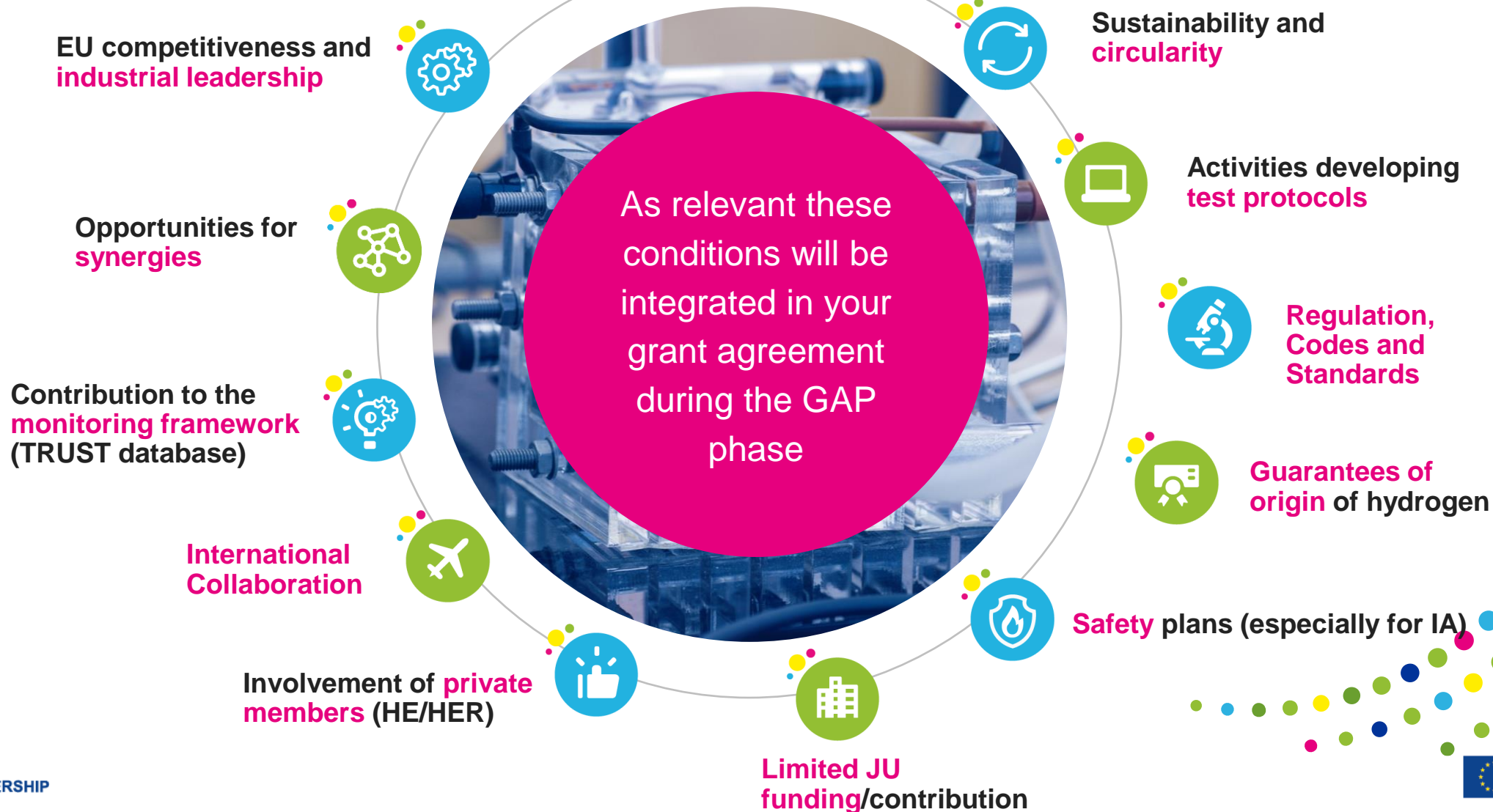
GAP Phase – Instructions

- Define the financing/funding linked with technical objectives
Structure and update funding/financing plan relative to proposal
+ Hydrogen Valleys Summary table in **DoA - Part B** as an Annex
- Follow-up of the financing/funding
Add in **DoA - part A** a new task: "Updated information on the synergies established with other EU/national/regional programmes including the financing structure and strategy of the project should be provided in each of the reporting periods (as an Annex in part B of the periodic report)"
Where? In the relevant WP (e.g. Coordination, reporting, management)

Elements of the Hydrogen Valley ¹⁾	Technical		Financial					Main source ²⁾ of funding or co-funding ³⁾ including status (granted, secured/plan need)	Comments
	Main technical parameters	Hydrogen produced / stored, distributed/consumed (tonnes H2 per year)	Partner incurring/declaring the costs	Cost related to each of the equipment/infrastructure items (MEUR)	Type of Cost (purchase ⁴⁾ /subcontract) In case of equipment purchase distinguish between depreciation, full capitalised costs, leasing, etc.	Costs declared in the JU grant (yes/no)	If yes, include the requested grant for the specific item (MEUR)		
Hydrogen production ⁵⁾									
(e.g. electrolyser)	capacity e.g. 5 MW	e.g. 500	e.g. [OEM1]	e.g. 6	Equipment, full capitalised costs	e.g. yes	2	e.g. National funding (secured)	
(e.g. electrolyser)				e.g. 2	Sub-contracting	e.g. yes	1	e.g. Chem funding (FID pending)	
Hydrogen distribution									
(e.g. Hydrogen pipeline)	Length and capacity of pipeline (kms)								
Hydrogen storage									
(e.g. aboveground gas-H2)	Storage volume (m3)								
End uses: transport									
(e.g. Number)	Number								

Summary of Call 2023 conditions and elements common across topics

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

select programme

1022

Online manual
"Grant management"

IT HOW TO
"Grant management"

My Project(s)

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

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

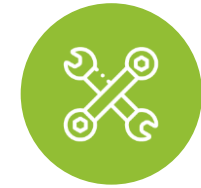
Results: 1

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
H2ME 2	H2020-JTI-FCH-2015-1	H2020	700350	Active	<div>1</div> <div>Manage Consortium</div> <div>Manage Project</div> <div>View Proposal</div>

Takes you back to your sealed proposal

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Grant management service



The screenshot shows the 'RESEARCH & INNOVATION Grant Management Services' portal. The user is logged in as 'Generic DEVUSERCOORDINATOR'. The interface includes a 'MY PROJECT' sidebar on the left, a main content area with a 'process overview' timeline, and a bottom section with links to 'ONLINE MANUAL' and 'HOW TO'.

Labels and Callouts:

- project overview:** Points to the 'MY PROJECT' sidebar.
- caution!:** Points to a red box around the 'Terminate' button.
- process overview:** Points to the timeline showing stages: Submitted, Informed, Invited, Prepared, Signed, Paid.
- hyperlink to the IT system:** Points to the 'Grant agreement data preparation' link.
- declaration of honour template:** Points to the 'GA Declaration - GAP-219850 - 973276467 signature' link.
- submit to EU:** Points to the 'Submit to EU' button.
- history linked to the specific process:** Points to the 'Process documents', 'Process communications', and 'Process history' links.
- a common repository to access processes, documents, legal data:** Points to the sidebar links: 'Latest Legal Data', 'Active Processes', 'Document Library', 'Communication Centre', and 'Archived Processes'.
- online manual:** Points to the 'ONLINE MANUAL' button.
- IT how-to:** Points to the 'HOW TO' button.

<div><div><div>SyGMA System for Grant Management</div></div><div>Grant Agreement Data</div></div>																			
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																			
 		 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 Top

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

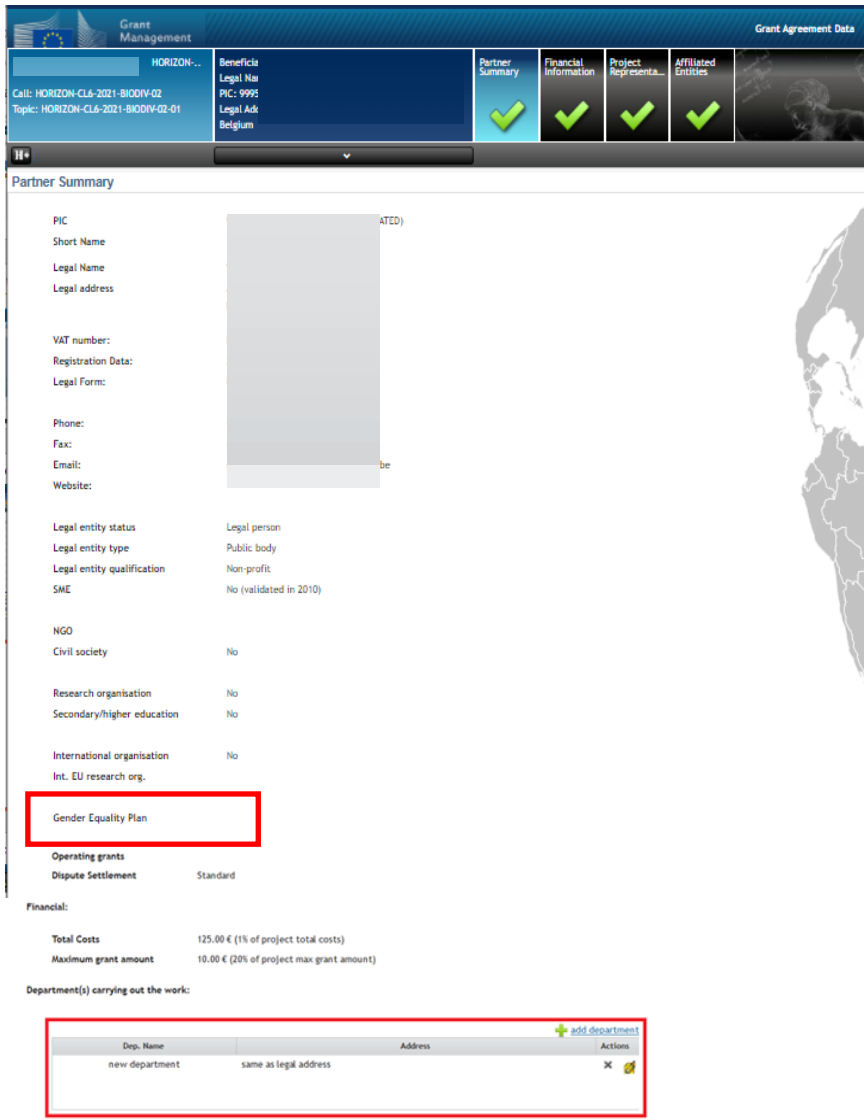
SAVE

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

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PIC: 9995
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


Grant Management

Grant Agreement Data

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

Benefici
Legal N
PIC: 999
Legal Ad
Belgium

BRUSSEL

Partner
Summary
✓

Financial
Information
✓

Project
Representa...
✓

Affiliated
Entities
✓

Financial Data

Partner is exempted from CFS ☒ Yes ☐ No

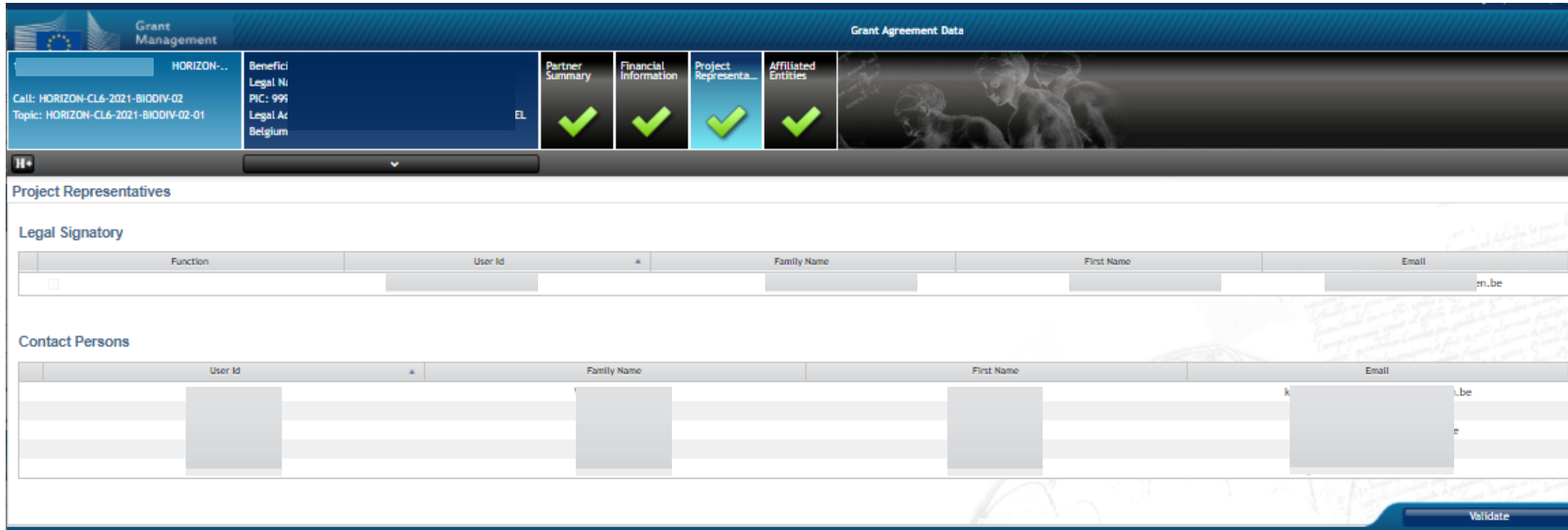
Individual costs table:

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	1,379,529.00 €
(a2) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons	unit (usual accounting practices)	0.00 €
▼ B. Subcontracting costs		
(b) Subcontracting	actual	0.00 €
▼ C. Purchase costs		
(c1) C.1 Travel and subsistence	actual	25,963.00 €
(c2) C.2 Equipment	actual	18,545.00 €
(c3) C.3 Other goods, works and services	actual	24,727.00 €
▼ D. Other cost categories		
(d1) D.1 Financial support to third parties	actual	0.00 €
(d2) D.2 Internally invoiced goods and services	unit (usual accounting practices)	0.00 €
▼ Indirect costs		
▼ E. Indirect costs		
(e) E. Indirect costs (25% * (a1 + a2 + c1 + c2 + c3))	flat-rate	362,191.00 € 🚩
(f) Total costs (a1 + a2 + b + c1 + c2 + c3 + d1 + d2 + e)		1,810,955.00 €
▼ Estimated EU contribution		
▼ EU contribution to eligible costs		
(g) Maximum EU contribution (30% * f)		543,286.50 €
(h) Requested EU contribution		526,082.00 €
(m) Maximum grant amount (h)		526,082.00 €

Validate

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

Project representatives



Grant Management

Grant Agreement Data

HORIZON-...

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

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Legal Ni
PIC: 999
Legal At
Belgium

EL

Partner Summary

Financial Information

Project Representa...

Affiliated Entities

Project Representatives

Legal Signatory

Function	User Id	Family Name	First Name	Email
				en.be

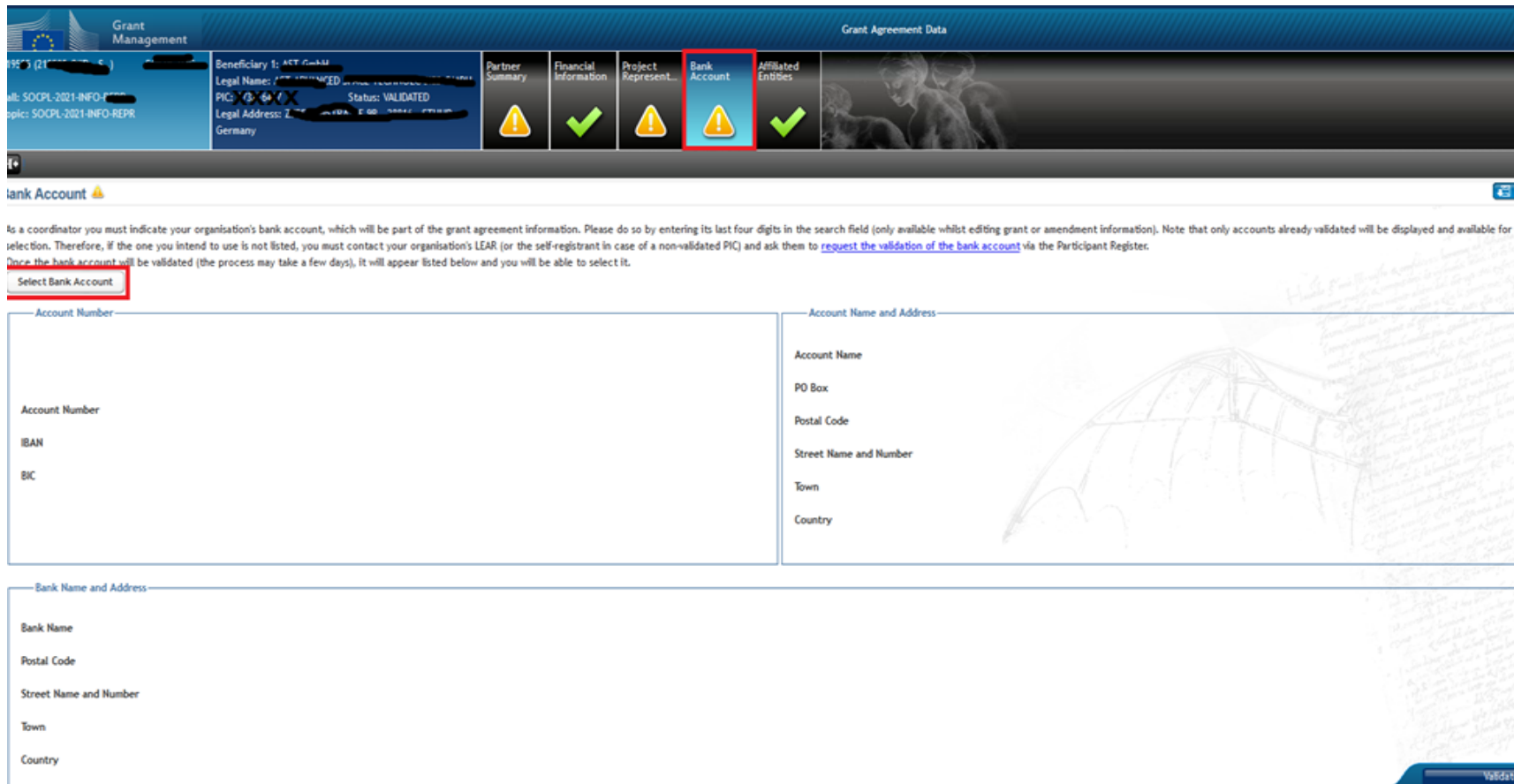
Contact Persons

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

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)



The screenshot shows the 'Grant Management' interface. At the top, there's a navigation bar with 'Grant Management' and 'Grant Agreement Data'. Below this, a summary bar displays various tabs: 'Partner Summary', 'Financial Information', 'Project Represent...', 'Bank Account' (highlighted with a red box), and 'Affiliated Entities'. The 'Bank Account' tab shows a warning icon. Below the summary bar, the 'Bank Account' section is titled 'Select Bank Account'. It contains a text area for 'Account Number' and a form for 'Account Name and Address' with fields for 'Account Name', 'PO Box', 'Postal Code', 'Street Name and Number', 'Town', and 'Country'. Below this is a 'Bank Name and Address' section with fields for 'Bank Name', 'Postal Code', 'Street Name and Number', 'Town', and 'Country'. A 'Validate' button is located at the bottom right of the form.

- Select your bank account from the list of accounts already registered in the Participant Register. For more info about how to register a bank account in the Participant Register, please click [here](#).

Grant Management		Grant Agreement Data	
219XXXXXXXXXX D - S.) SOXXXXX	Beneficiary 1: XXXXXXXXXX Legal Name: XXXXXXXXXXXXXXXXXXXXXXXX PIC: XXXXXXXX Status: VALIDATED Legal Address: XXXXXXXXXXXXXXXXXXXXXXXX Germany XXXXXXXX	Affiliated Entity 1: XXXXXXXX Legal Name: XXXXXXXXXXXXXXXXXXXXXXXX PIC: XXXXXXXX Status: VALIDATED Legal Address: XXXXXXXXXXXXXXXXXXXXXXXX DUSSELDORF Germany	Partner Summary
Call: SOCPL-2021-INFO-REPR Topic: SOCPL-2021-INFO-REPR			Financial Information

Financial Data

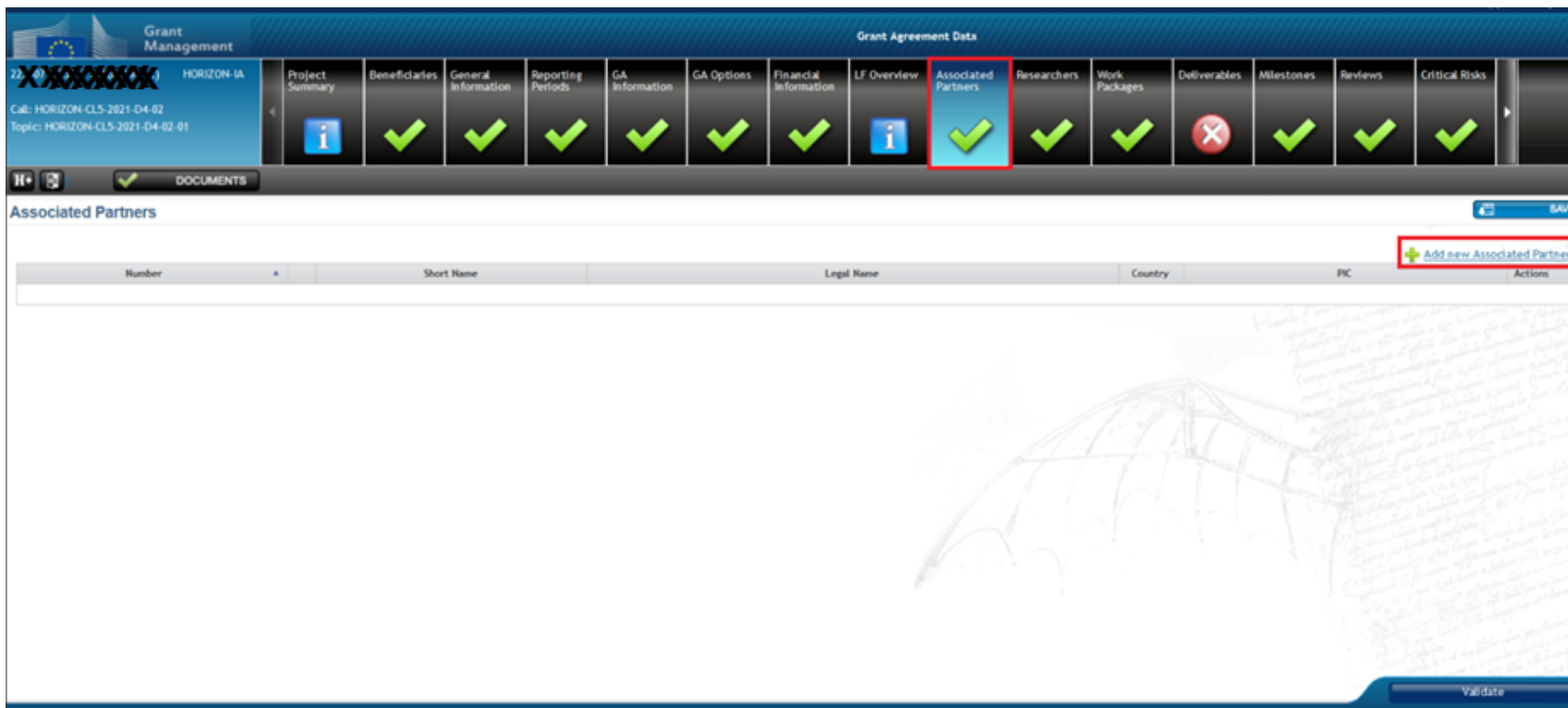
Amount	Guarantee Required	Guarantee Amount

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		

Associated partners

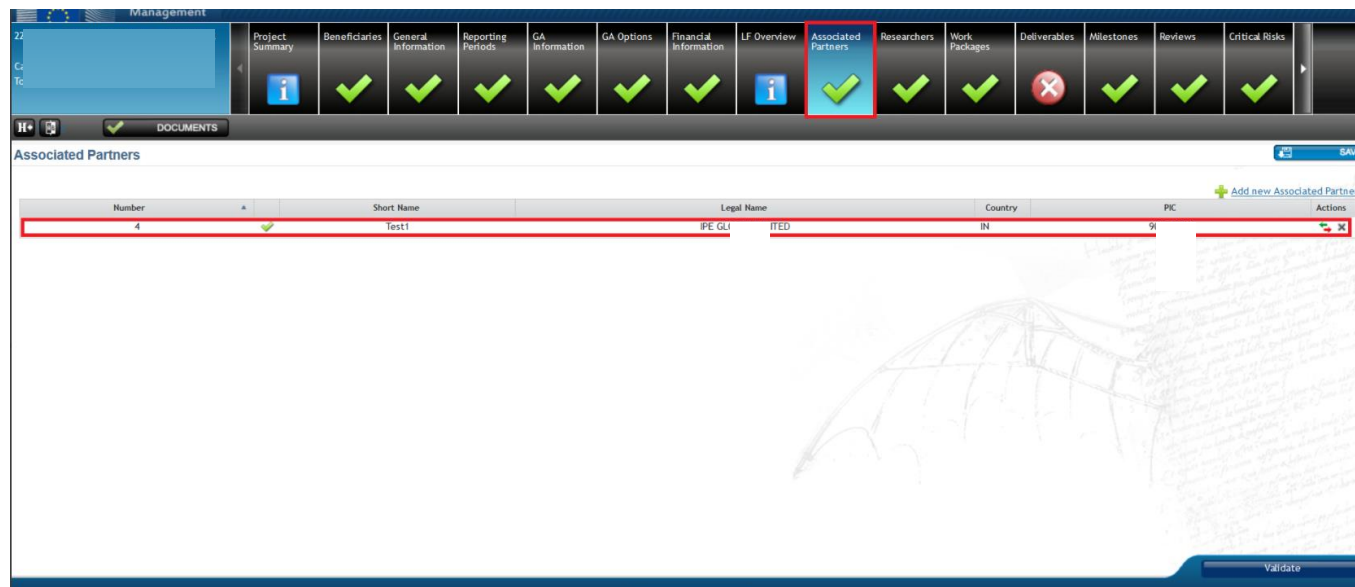
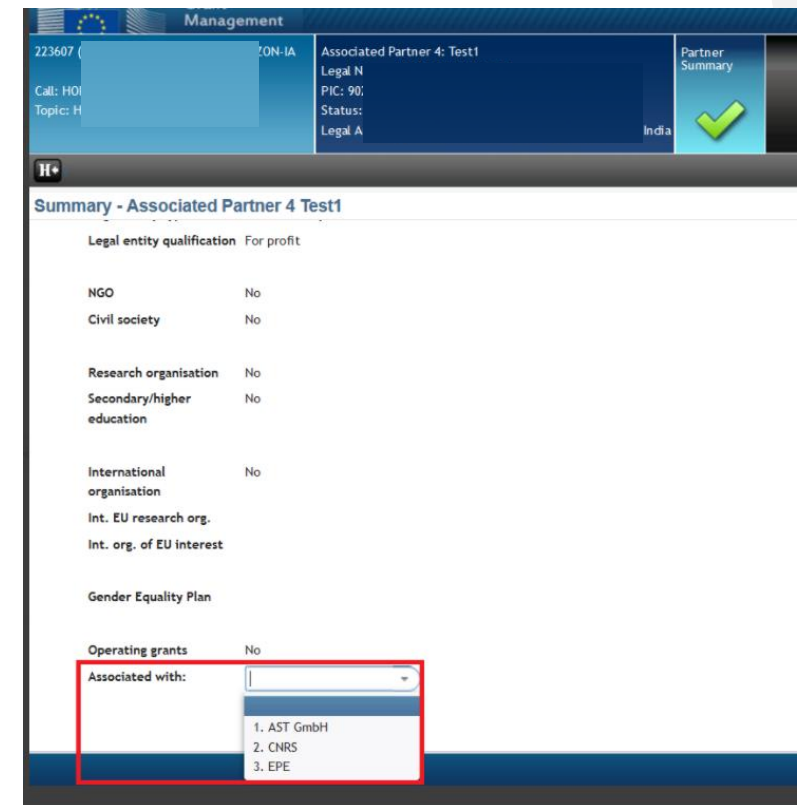


The screenshot displays the 'Grant Management' interface. At the top, a navigation bar includes tabs for 'Project Summary', 'Beneficiaries', 'General Information', 'Reporting Periods', 'GA Information', 'GA Options', 'Financial Information', 'LF Overview', 'Associated Partners' (highlighted with a red box and a green checkmark), 'Researchers', 'Work Packages', 'Deliverables', 'Milestones', 'Reviews', and 'Critical Risks'. Below the navigation bar, the 'Associated Partners' section is active, showing a table with columns: 'Number', 'Short Name', 'Legal Name', 'Country', 'PIC', and 'Actions'. A red box highlights the '+ Add new Associated Partner' button in the top right corner of the table area. The background of the table area features a faint, stylized image of a hydrogen molecule structure.

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

Associated partners

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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

JU Contribution – IKAA and IKOP

SyGMa

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

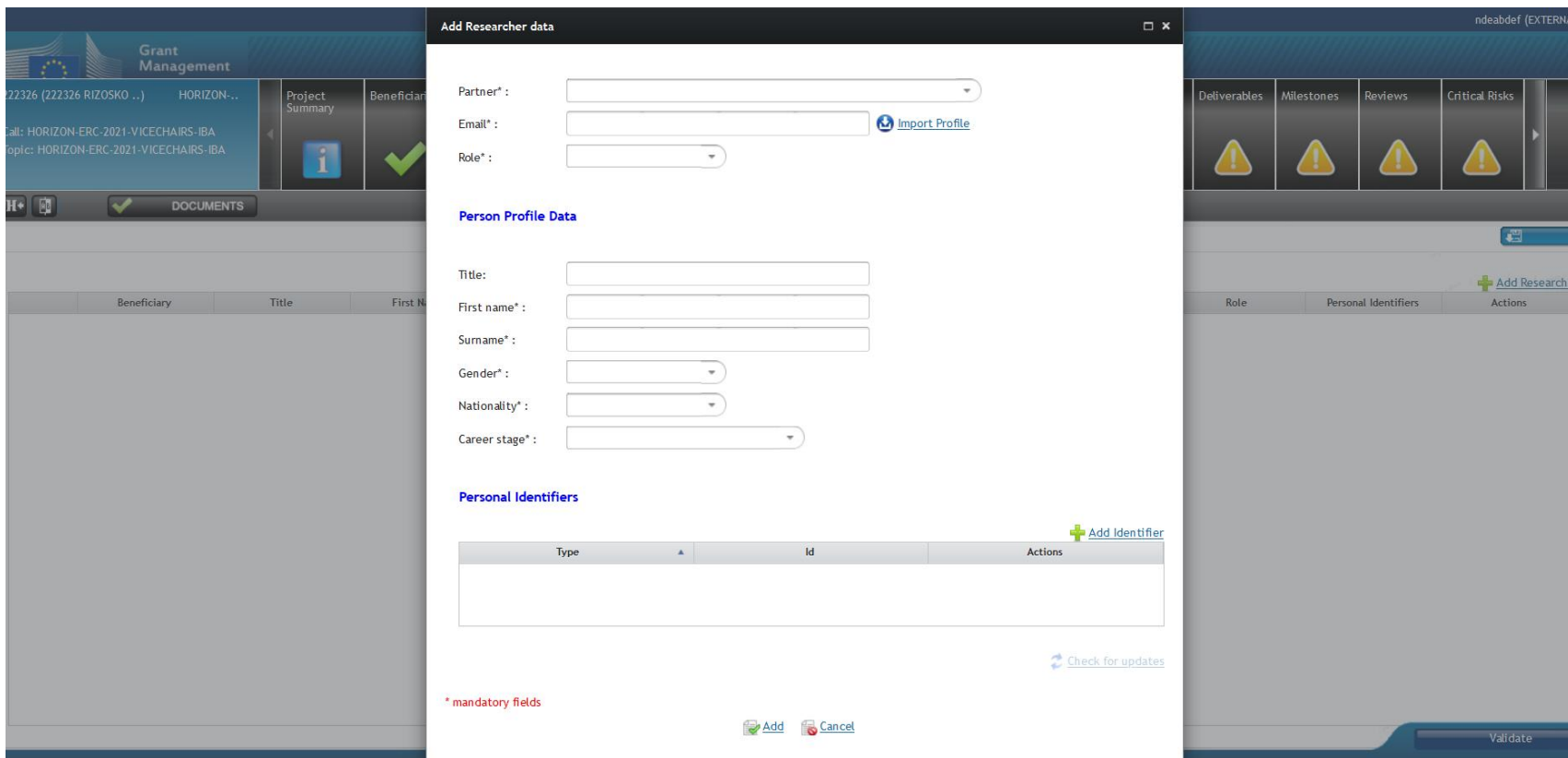
H+

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 €

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

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


- 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, Actions.
 - An 'Add Identifier' button.

At the bottom, there is a 'Check for updates' button and a note: '* mandatory fields'. The form also includes 'Add' and 'Cancel' buttons.

- 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

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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

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Deliverables

Number	Relative Number in WP		Name	Lead Beneficiary	Type	Dissemination Level	Due Date (in months)
D1	D1.1	✓			R	SEN	1
D2	D1.2	✓			R	SEN	12
D3	D1.3	✓			R	SEN	16
D4	D1.4	✓			R	PU	21
D5	D1.5	✓			R	SEN	21
D6	D1.6	✓			R	PU	21
D7	D1.7	✓			R	SEN	19
D8	D1.8	✓			R	SEN	22
D9	D1.9	✓			R	SEN	28
D10	D2.1	✓			R	SEN	6

Validate

- 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

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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



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Grant Management

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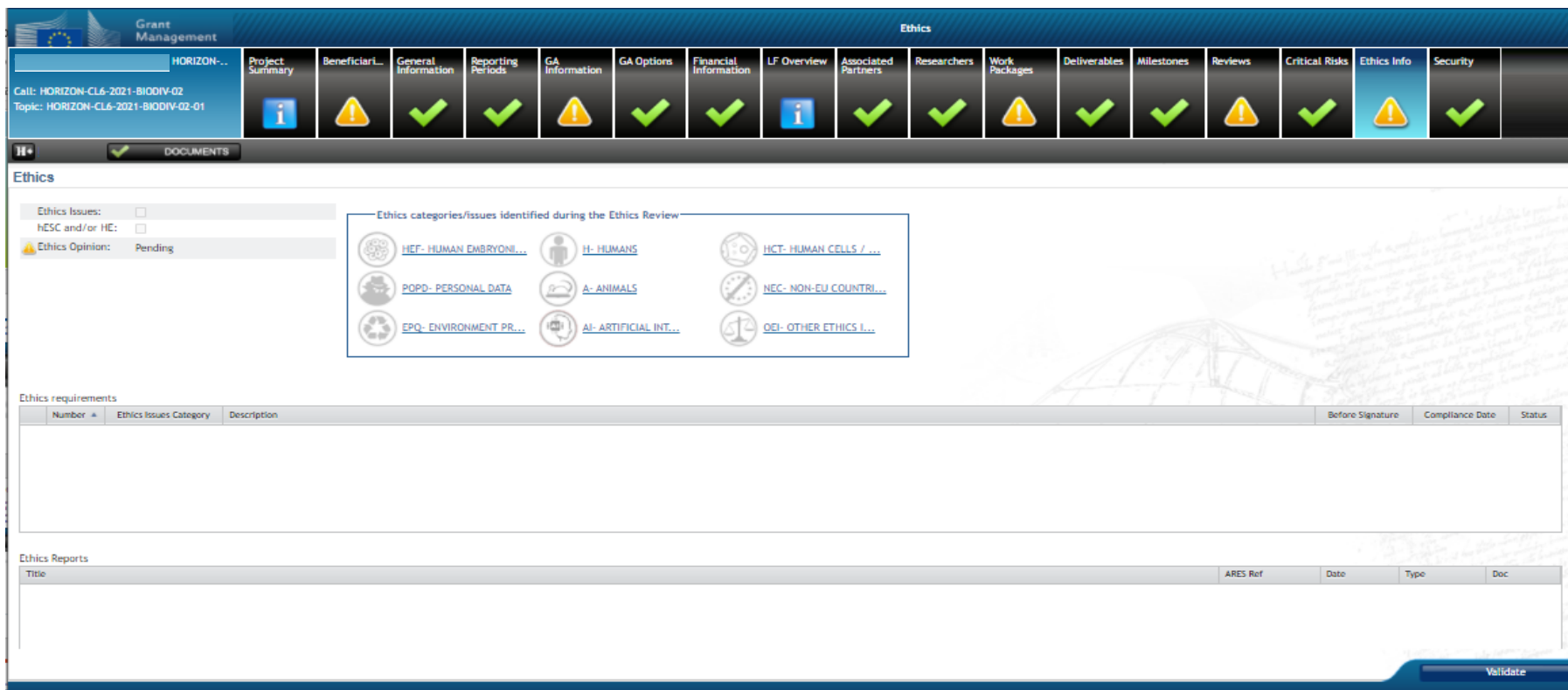
DOCUMENTS

Critical Risks For Implementation

Number	Description	Risk Mitigation Measures	Work Package No.
1	Risk	gree A lar the p f m m part	ides, ether ill to all also 1, 2, 3 ...
2	Pi	um reason and W due ti activi	a i Team work in of the rk, or 1, 2, 3 ...
3	Ris	od: Any B	ional e sir 1, 2, 3 ...
4		New pot cons	h the and in as 1, 2, 3 ...
5	Ris	ers. It wil par detai	vera+ res (ERsA) 1, 2, 3 ...

Validate

- 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', 'Beneficiary', 'General Information', etc. The 'Ethics' tab is active. Below the navigation bar, there's a status bar showing 'Call: HORIZON-CL6-2021-BIODIV-02' and 'Topic: HORIZON-CL6-2021-BIODIV-02-01'. The main content area is titled 'Ethics' and contains several sections:

- Ethics Issues:** A section with checkboxes for 'Ethics Issues:', 'HESC and/or HE:', and 'Ethics Opinion: Pending'.
- Ethics categories/issues identified during the Ethics Review:** A grid of icons and labels representing different categories: HEF- HUMAN EMBRYON..., H- HUMANS, HCT- HUMAN CELLS / ..., POPD- PERSONAL DATA, A- ANIMALS, NEC- NON-EU COUNTR..., EPQ- ENVIRONMENT PR..., AI- ARTIFICIAL INT..., and OEL- OTHER ETHICS I....
- Ethics requirements:** A table with columns: Number, Ethics Issues Category, Description, Before Signature, Compliance Date, and Status.
- Ethics Reports:** A table with columns: Title, ARES Ref, Date, Type, and Doc.


















At the bottom right, there is a 'Validate' button.


- 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																	

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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

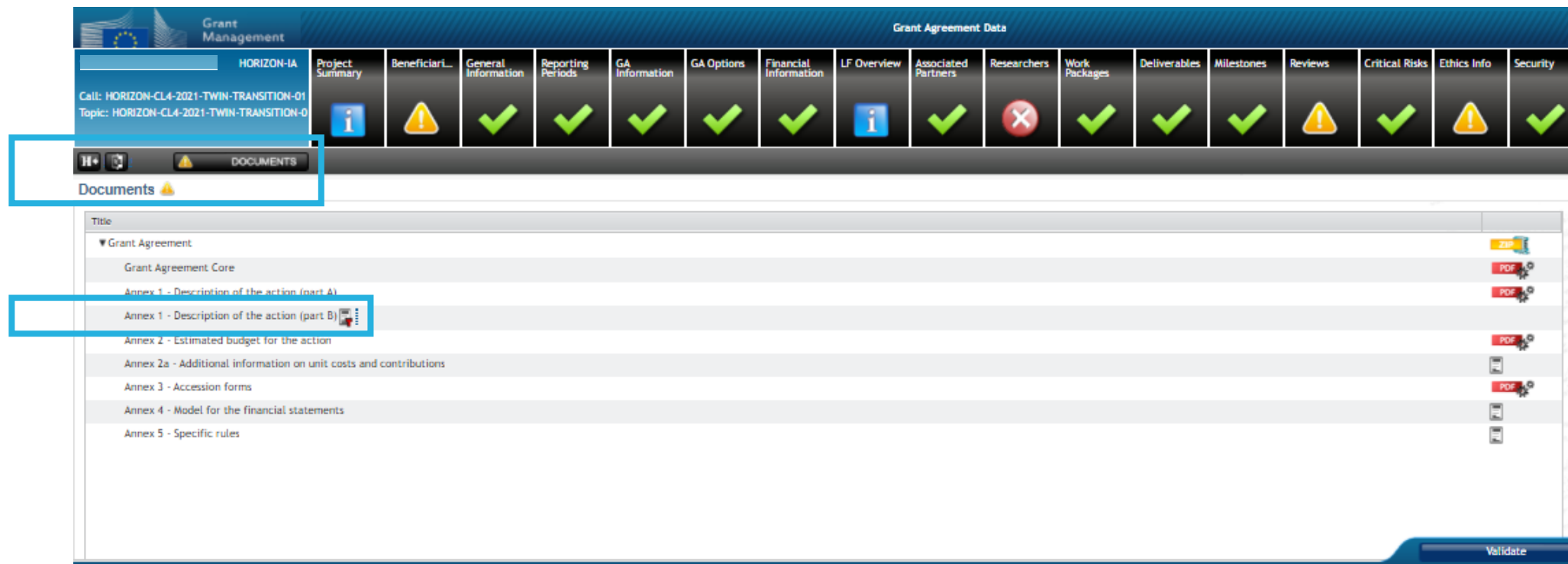
Security Classification Reason:

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 shows the 'Grant Management' interface. The top navigation bar includes 'Grant Management' and 'Grant Agreement Data'. Below this is a table of tabs: 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. The 'Documents' tab is highlighted. Below the tabs, the 'Documents' section is visible, showing a list of documents. The document 'Annex 1 - Description of the action (part B)' is highlighted. The document is a PDF file. The interface also shows a 'Validate' button at the bottom right.

Check instructions on slide 9 of this presentation

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

Keep in touch

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