

Grant Agreement Preparation (GAP)

Overview and actors

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GAP: No negotiation



Your proposal is taken 'as is'

- Proposals were evaluated based on merit and not on their potential
- The Grant Agreement (GA) is prepared on the basis of the proposal selected for funding

BUT some changes may be necessary:

- Changes to meet legal and financial requirements
- Requirements resulting from ethics review or security scrutiny
- Due to removal of participant (if agreed by CleanH2 JU)
- Correction of clerical errors and obvious inconsistencies
- Correction of shortcomings identified by the experts in the ESR

No negotiation does not mean no control

- Eligibility and viability checks
- Anti-fraud measures and risk-based controls are carried out

Non-compliance, serious breach or negligence of the applicable rules evokes **the termination of grant preparation** and the rejection of the proposal

Portal principles

Single gateway for all exchanges: **Funding and Tenders Portal**

- Deep integration of IT tools and services in the portal
- Uniform experience
- Common business processes

Electronic-only paperless process flows

- Digital sealing of documents
- Digital signature on all formal documents replacing blue-ink signatures
- Single, common document repository
- Full traceability and audit trail ensured (who-what-when)
- Predefined business rules in the IT suite ensure compliance

Secured personalised access

- User unique EU login account (professional email), linked to the organisation PIC for all roles assigned to the user
- Enable the 2 factor authentication (register your mobile device)



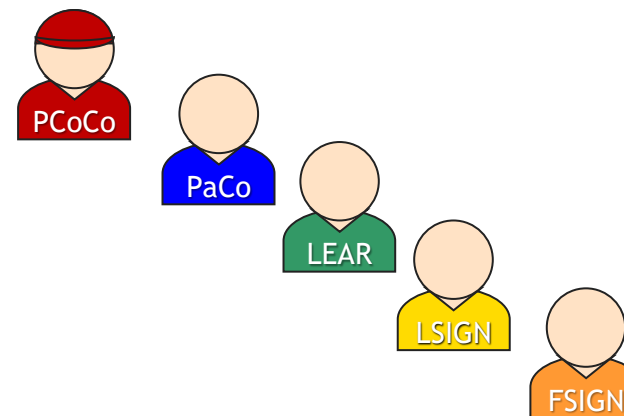
Appointment of individuals for the key roles

Identity and access management

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The **minimum configuration** of a consortium is:

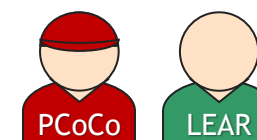
- 1 Primary Coordinator Contact per project
- 1 Participant Contact per organisation
- 1 LEAR per organisation
- 1 Legal Signatory per organisation
- 1 Financial Signatory per organisation



One person (= 1 EU Login account) **can have as many roles as necessary at the same time**
(e.g. the owner of a one-person SME can be PaCo, LEAR, PLSIGN and PFSIGN)

CleanH2 JU / REA services intervention **only** in defining the roles of:

- **Primary Coordinator Contact**
- **LEAR – Legal Entity Appointed Representative**



Nomination process « original roles »

Some roles are automatically provisioned from your proposals (“original roles”) as follows:



- The **proposal initiator in the proposal submission phase** will automatically be recognised by the Commission as the **Primary Coordinator Contact**.



- The "**Main Contacts**" of the **participating organisations** identified during **proposal submission** will become **Participant Contacts** at the beginning of the grant preparation.



- The **LEAR** is **validated by REA** during the validation process of his/her organisation.

Nomenclature

Organisation roles

 Legal Entity
Appointed
Representative

 Account
Administrator

 Legal
Signatory

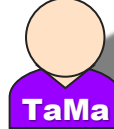
 Financial
Signatory

Project roles

 Primary
Coordinator Contact

 Coordinator Contact

 Participant Contact

 Task Manager

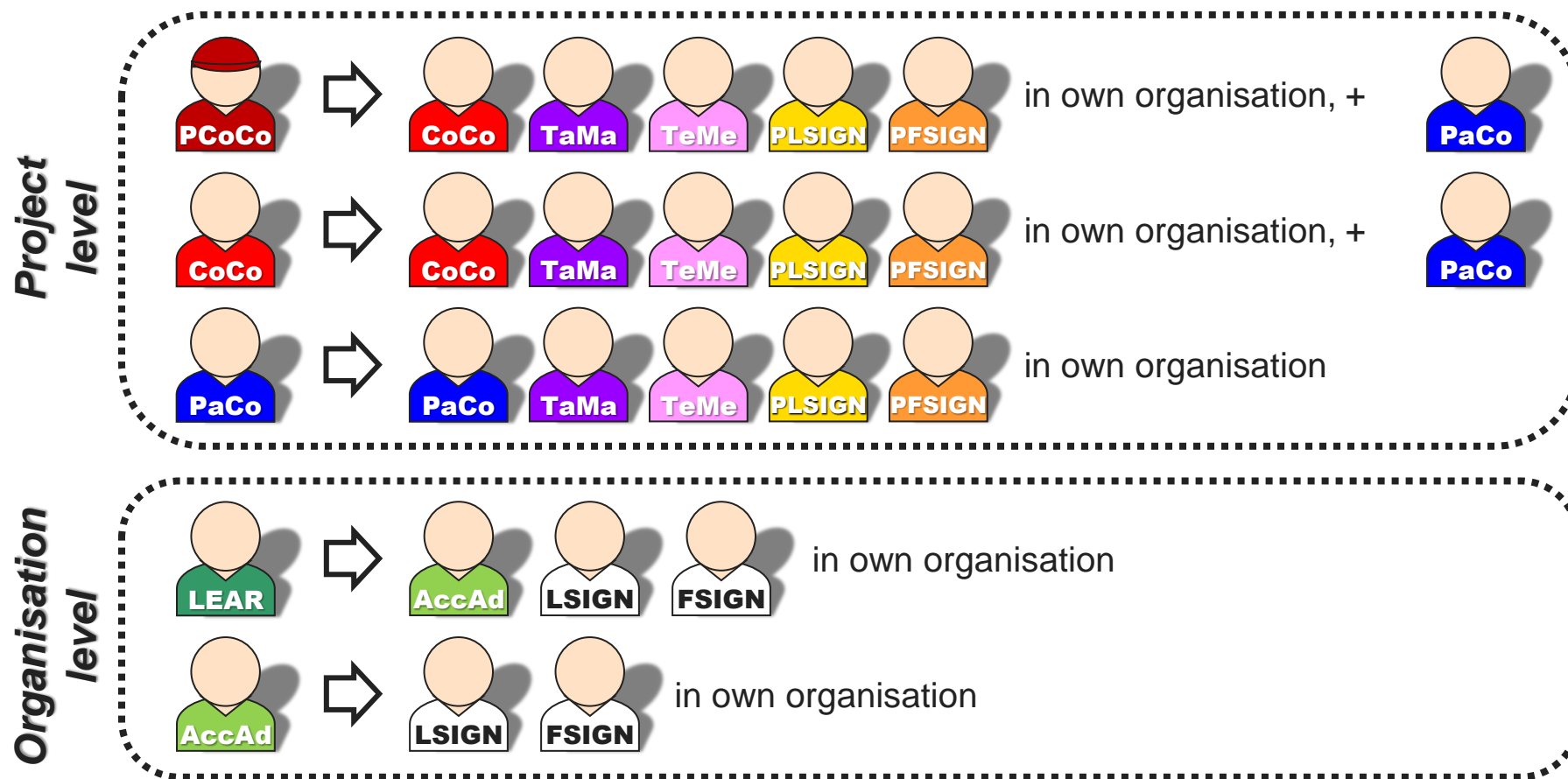
 Team Member

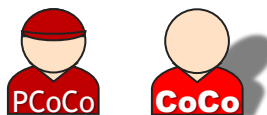
 Legal Signatory
assigned to a project

 Financial Signatory
assigned to a project

Nomination / revocation of roles

Who can appoint and revoke project roles?





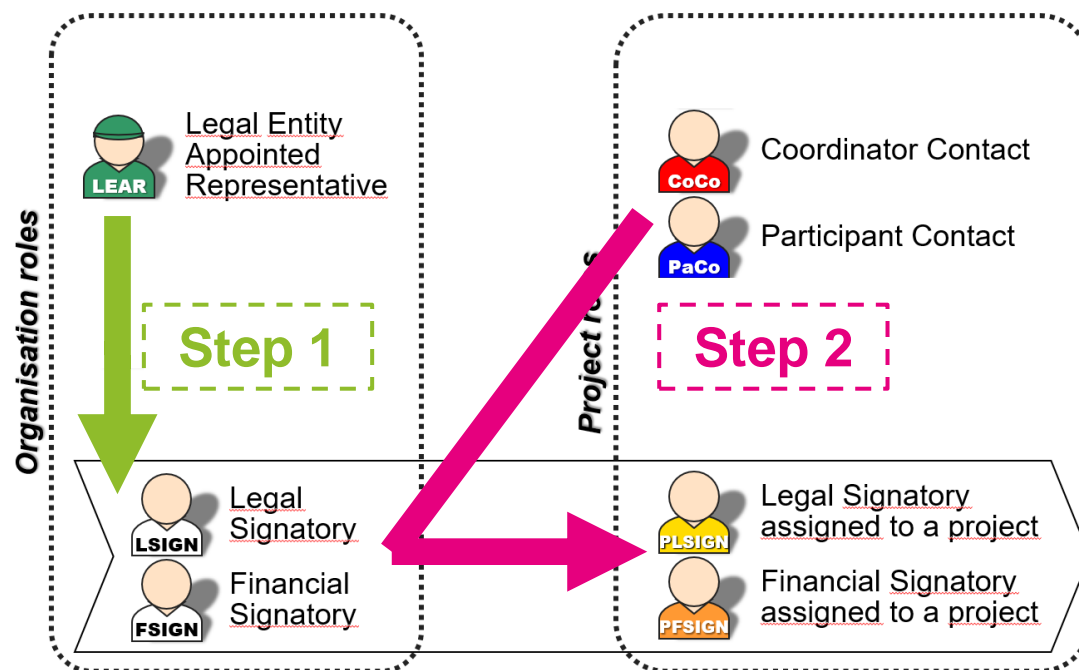
Role	Read	Write / Save	Submit to Coordinator	Submit to Clean H2	Sign GA	Sign Financial Statements	Assign / revoke access to project
PCoCo / CoCo	✓	✓	✓	✓	✗	✗	✓
Paco	✓	✓	✓	✗	✗	✗	✓
TaMa	✓	✓	✗	✗	✗	✗	✗
TeMe	✓	✗	✗	✗	✗	✗	✗
PLSIGN	✓	✓	✗	✗	✓	✗	✗
PFSIGN	✓	✓	✗	✗	✗	✓	✗

How to appoint FSIGN and LSIGN?

LEAR is formally nominated by the legal representative of the organization

Step 1

LEAR appoints on the funding & tender opportunity portal a list of persons authorised to **sign legal documents (LSIGN)** and **financial statements (FSIGN)**



Step 2

Project contacts (**PaCos** and **CoCos**) must appoint LSIGN and FSIGN to a given project (becoming **PLSIGN** and **PFSIGN**)



My Project(s)



Online manual
"Grant management"



IT HOW TO
"Grant management"

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

Results: 1

Download excel list

Q

Search..

ACRONYM	CALL	PROGRAM	PROJECT	PHASE		ACTIONS
H2ME 2	H2020-JTI-FCH-2015-1	H2020	700350	Active	1	<div>⚙️ Actions</div>
<div><div>⏪ ⏩ 1 ⏪ ⏩</div><div>10 ▾</div></div>						

Manage Consortium

Manage Project

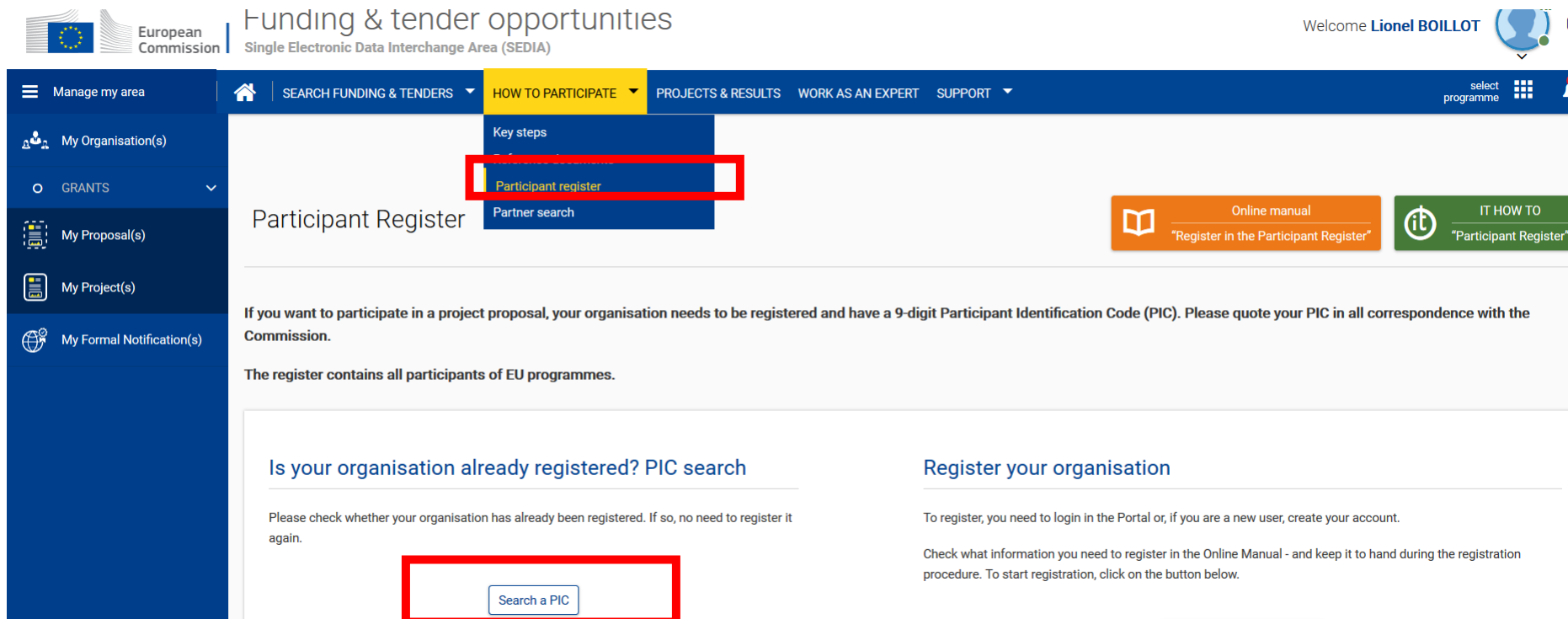
Manage Consortium

Manage Project

View Proposal

Who is my LEAR in 4 steps?

1. Funding & Tender opportunities Portal
2. Participant register
3. Search for your organisation
4. Use "Contact Organisation" function



European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA)

Welcome Lionel BOILLLOT

Manage my area | 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)

Key steps

Participant register

Partner search

Participant Register

Online manual
"Register in the Participant Register"

IT HOW TO
"Participant Register"

If you want to participate in a project proposal, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

Search a PIC

Register your organisation

To register, you need to login in the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

Results: 2

Search..

STATUS	COUNTRY	CITY	LEGAL NAME	BUSINESS NAME	PIC	VAT	ERASMUS CODE	REG NUMBER	ACTIONS
VALIDATED	FR	LILLE	ELEMENT ENERGY	EE FR	902226877	FR32837722594		837722594	Actions
VALIDATED	UK	CAMBRIDGE	ELEMENT ENERGY LIMITED	Element Energy	996127921	GB240246933			Contact Organisation View Partner Search Profile

1 10

Element required in Horizon Europe

**Task to be performed by your LEAR
(required during the GAP)**

Gender equality plan

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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:

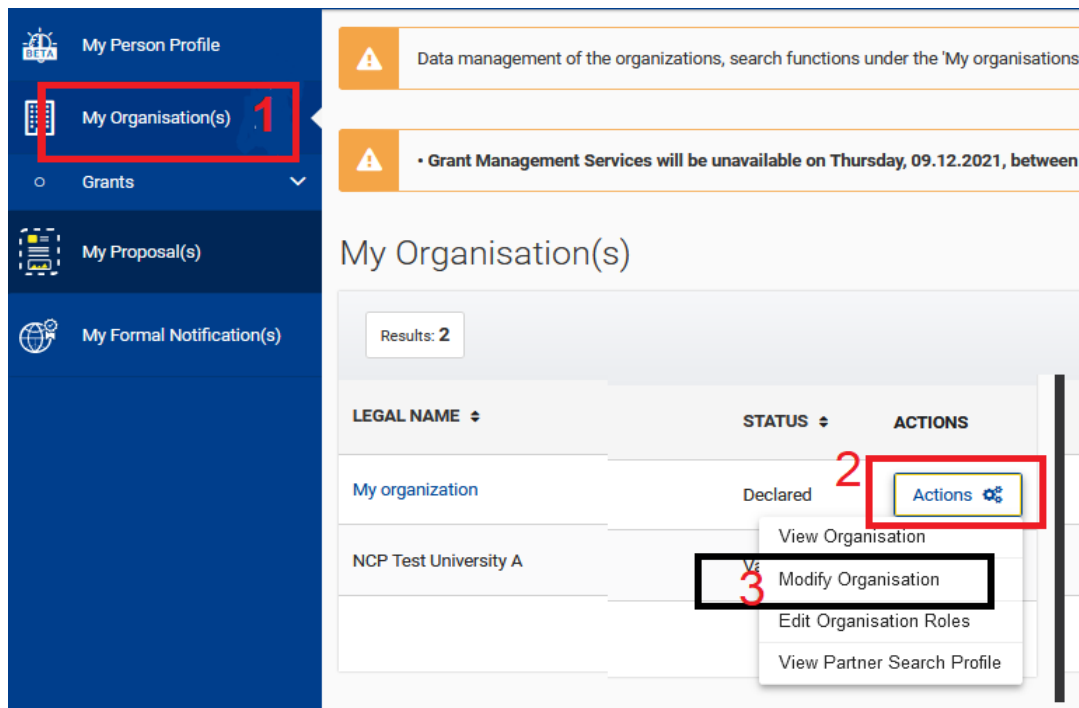
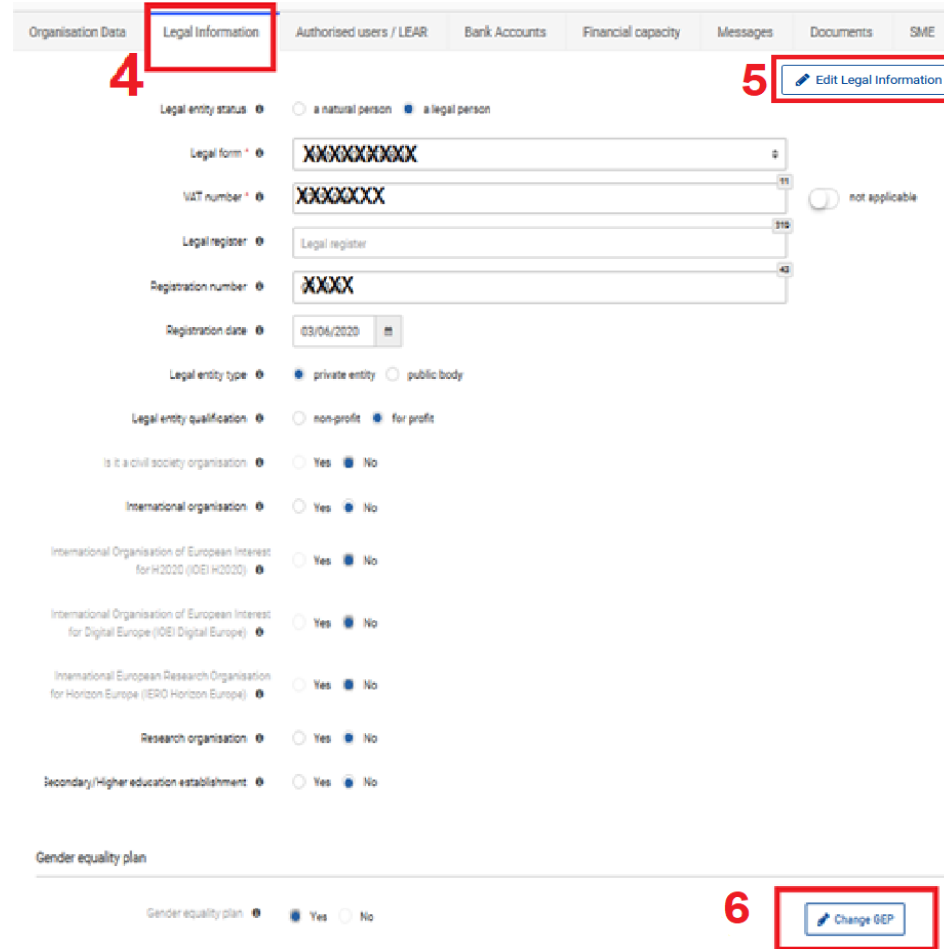
- Publication: a formal document published on the institution's website and signed by the top management;
- Dedicated resources: commitment of resources and expertise in gender equality to implement the plan
- Data collection and monitoring: sex/gender disaggregated data on personnel (and students, for 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

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.**

Overview of the IT platform for GAP

Technical aspects

- Manage my area
- My Organisation(s)
- GRANTS
- My Proposal(s)
- My Project(s)**
- My Formal Notification(s)

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.
- history linked to the specific process:** Points to the 'Process documents', 'Process communications', and 'Process history' links.
- submit to EU:** Points to the 'Submit to EU' button.
- a common repository to access processes, documents, legal data:** Points to the 'Latest Legal Data', 'Active Processes', 'Document Library', 'Communication Centre', and 'Archived Processes' links.
- online manual:** Points to the 'ONLINE MANUAL' link.
- IT how-to:** Points to the 'HOW TO' link.

<div><div> SyGMA System for Grant Management</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																		
<div><div></div><div> DOCUMENTS</div></div>																		
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

GAP: the main steps of the process

