

Grant Agreement Preparation

Description of the Action (DoA)

Lionel Boillot, Project Officer / Call coordinator



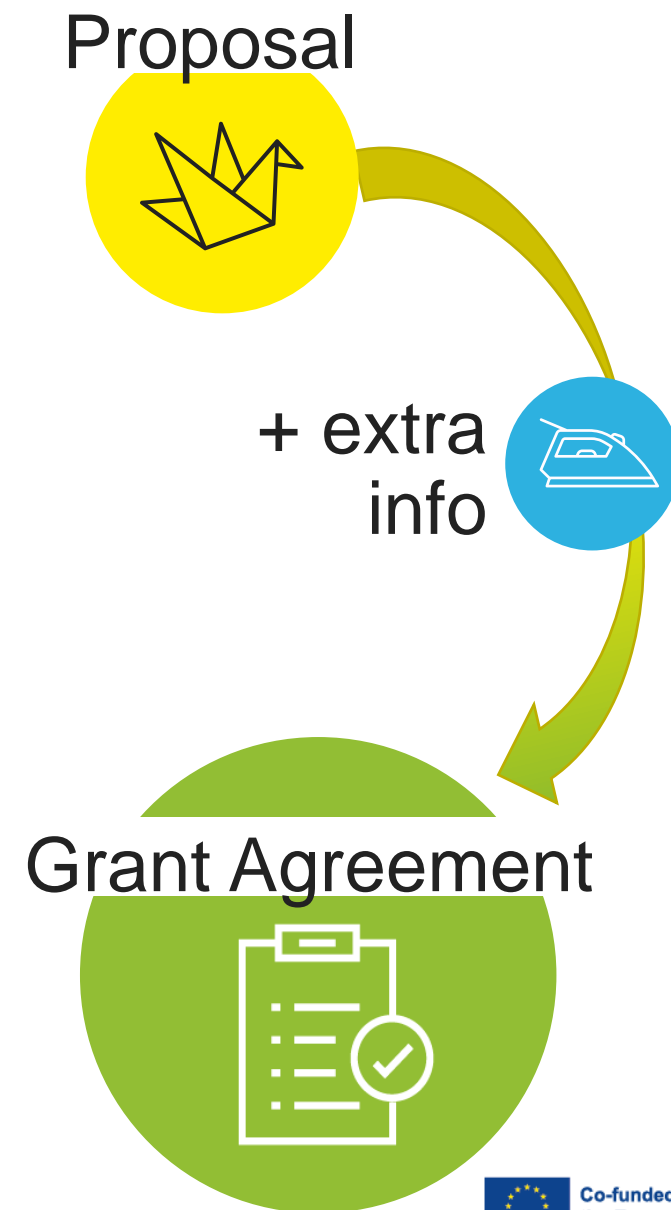
Objectives of the GAP

Transfer information from the proposal to the grant agreement

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

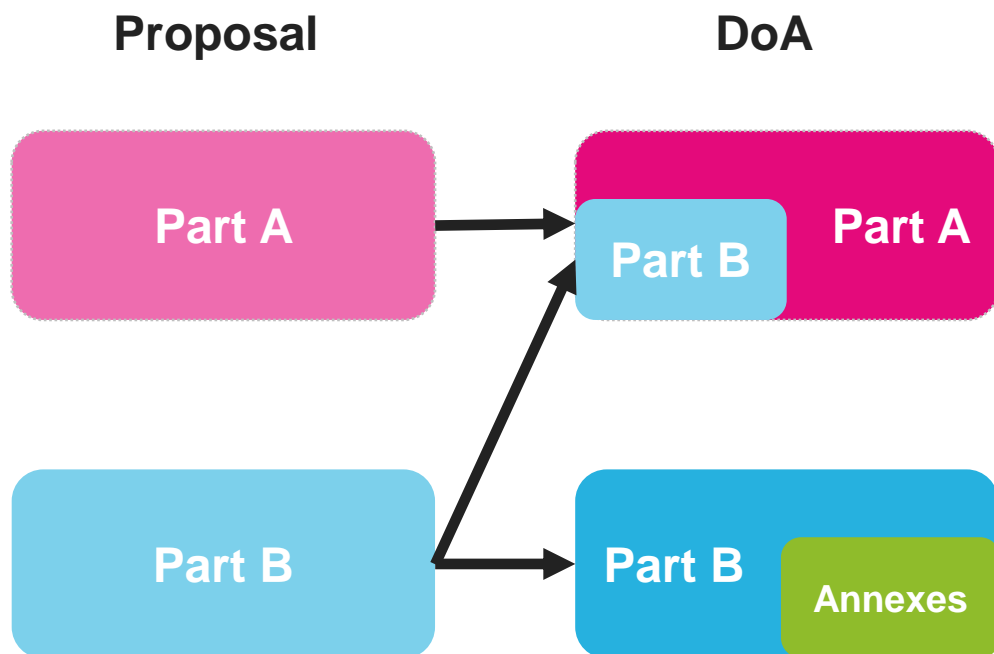
if applicable, also:

- 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

3



Content

Part A is partially pre-filled with proposal data and you enter the remaining information on-line

Part B is a narrative description on the work to be carried out. It must closely follow the proposal part B and must be uploaded as a PDF

Annexes (if needed): evidence of commitment / financial closure, Lol



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 2022 - Topic description (Innovation actions)

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

GAP Phase – Instructions

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

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

Deliverables to be reviewed by the EHSP

Due months to be agreed with your PO

Reference documentation and guidance on the EHSP webpage (*)

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

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

DATA reporting deliverable - CleanH2 JU specific



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

More details later on today and in the separate Knowledge Management Info-Day [presentation](#) !

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](#) !

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 review and security scrutiny

- No GAP has serious and complex ethics issues
- No GAP has 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
- '**Ethics requirements**' are binding, they must be entered by the PO in Part A (DoA)
- Coordinator needs to update the ethics section in Part B (DoA) to ensure that any 'ethics requirements' are met
- There may be 'ethics requirements' that need to be met before the grant can be signed
- Similarly for security scrutiny

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

© 2018 European Commission | About | Free text search | IT Helpdesk | Cookies | Legal Notice | APIs

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 left sidebar with 'MY PROJECT' and a list of project links. The main area displays a 'Proposal Management & Grant Preparation' process for '219850 - 219850 OIID - Horizon-RIA'. A 'process overview' timeline shows stages: Submitted (01 Jun 2021), Informed, Invited, Prepared, Signed (125/275 days), and Paid. A 'caution!' label points to a 'Terminate' button. A 'hyperlink to the IT system' points to a 'Grant agreement data preparation' link. A 'declaration of honour template' points to a 'GA Declaration - GAP-219850 - 973276467 signature' link. A 'history linked to the specific process' points to a list of 'Process documents', 'Process communications', and 'Process history'. A 'submit to EU' button is highlighted, with a label 'submit to EU' pointing to it. A 'common repository to access processes, documents, legal data' label points to the sidebar. An 'online manual' button is at the bottom left, and an 'IT how-to' button is below it.

European Commission

RESEARCH & INNOVATION
Grant Management Services

Help

Generic DEVUSERCOORDINATOR

Launch new interaction with the EU +

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

01 Jun 2021 (125/275 days)

Submitted Informed Invited Prepared Signed Paid

Terminate

Grant agreement data preparation

hyperlink to the IT system

GA Declaration - GAP-219850 - 973276467 signature

declaration of honour template

Process documents

Process communications

Process history

history linked to the specific process

Submit to EU

submit to EU

Latest Legal Data

Active Processes

Document Library

Communication Centre

Archived Processes























a common repository to access processes, documents, legal data

ONLINE MANUAL

online manual

HOW TO

IT how-to

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



Information complete



Missing information: **blocking**



For information only



Missing information: not blocking at this point



This screen is only editable by EU Officers

Beneficiaries



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Grant Management

Call: HORIZON-CL6-2021-BIODIV-02

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

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Security

DOCUMENTS

Beneficiaries

Number

Short Name

Legal Name

Role

Country

PIC

PIC Status

1

2

3

4

5

6

7

8

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SP

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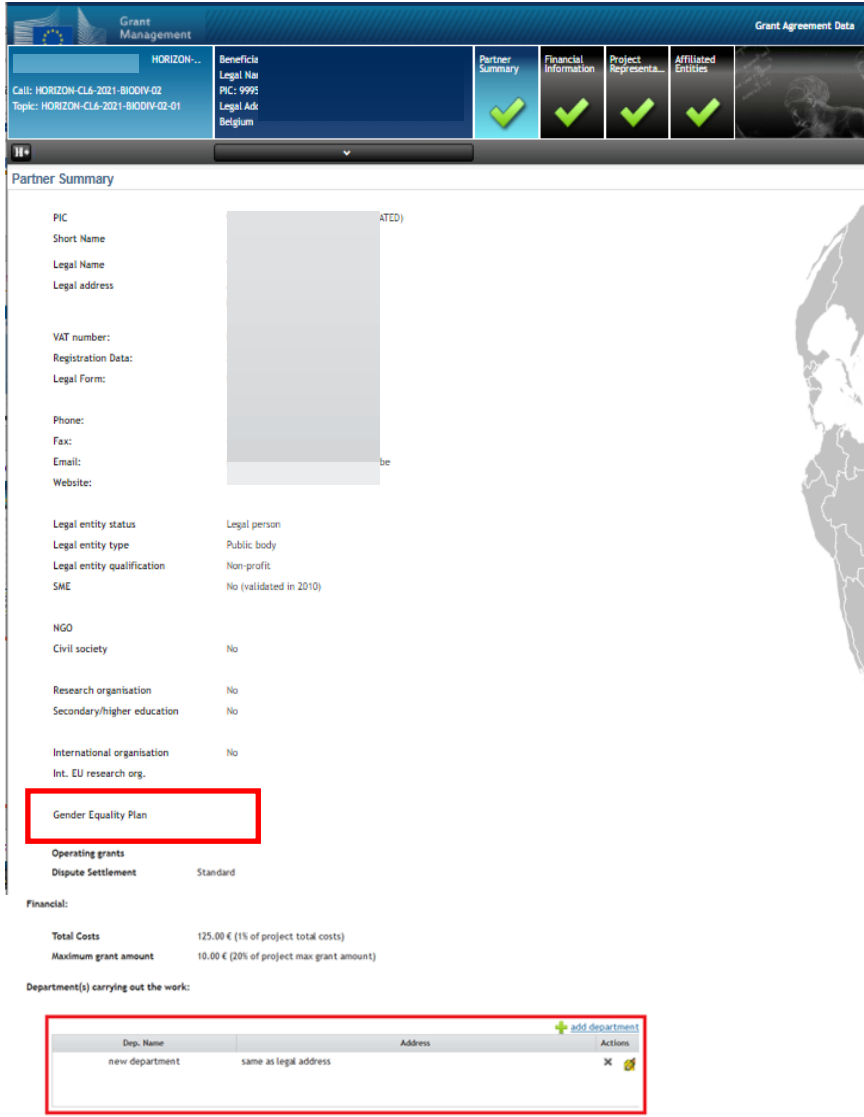
17

18

19

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 Name
PIC: 9995
Legal Address
Belgium

Partner Summary
Financial Information
Project Representation
Affiliated Entities

Partner Summary

PIC: [redacted] (ATED)

Short Name: [redacted]

Legal Name: [redacted]

Legal address: [redacted]

VAT number: [redacted]

Registration Data: [redacted]

Legal Form: [redacted]

Phone: [redacted]

Fax: [redacted]

Email: [redacted]

Website: [redacted]

Legal entity status: Legal person

Legal entity type: Public body

Legal entity qualification: Non-profit

SME: No (validated in 2010)

NGO: No

Civil society: No

Research organisation: No

Secondary/higher education: No

International organisation: No

Int. EU research org.: No

Gender Equality Plan: ☐

Operating grants: Standard

Dispute Settlement: Standard

Financial:

Total Costs: 125.00 € (1% of project total costs)


Maximum grant amount: 10.00 € (20% of project max grant amount)

Department(s) carrying out the work:

Dep. Name	Address	Actions
new department	same as legal address	add department ✕

- 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 Ni
PIC: 999
Legal Ad
Belgium


BRUSSEL

Partner
Summary
✓

Financial
Information
✓

Project
Representa...
✓

Affiliated
Entities
✓



Financial Data

Partner is exempted from CFS ☒ Yes ☐ No

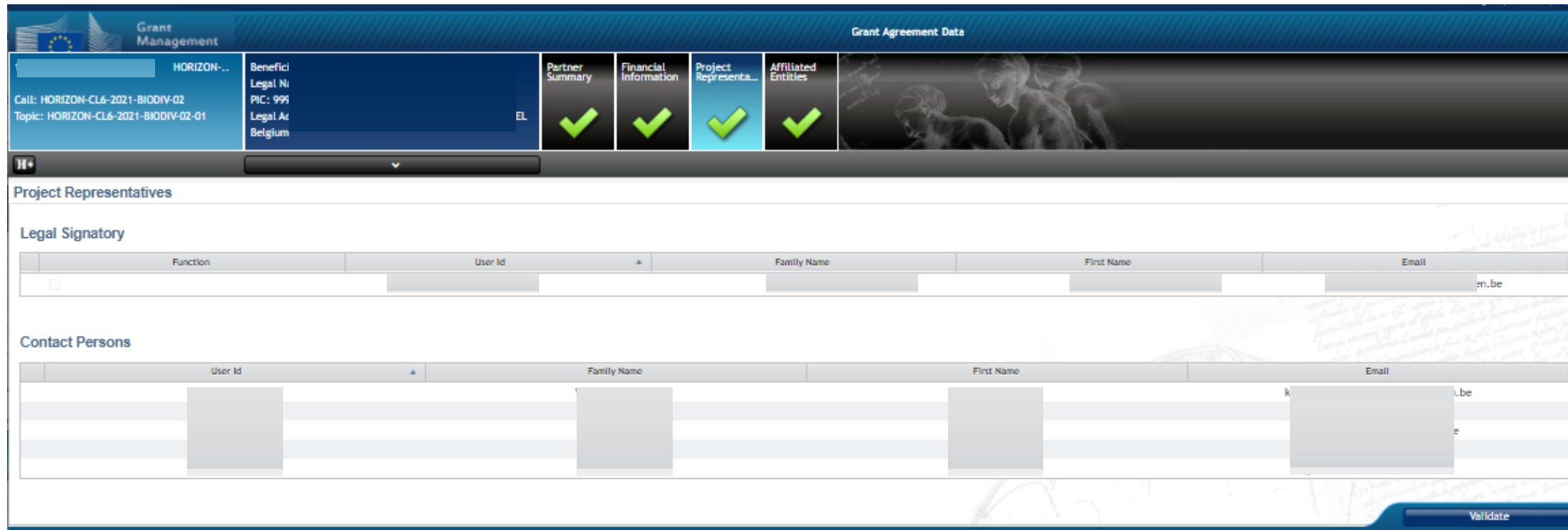
Individual costs table:

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

Benefici
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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

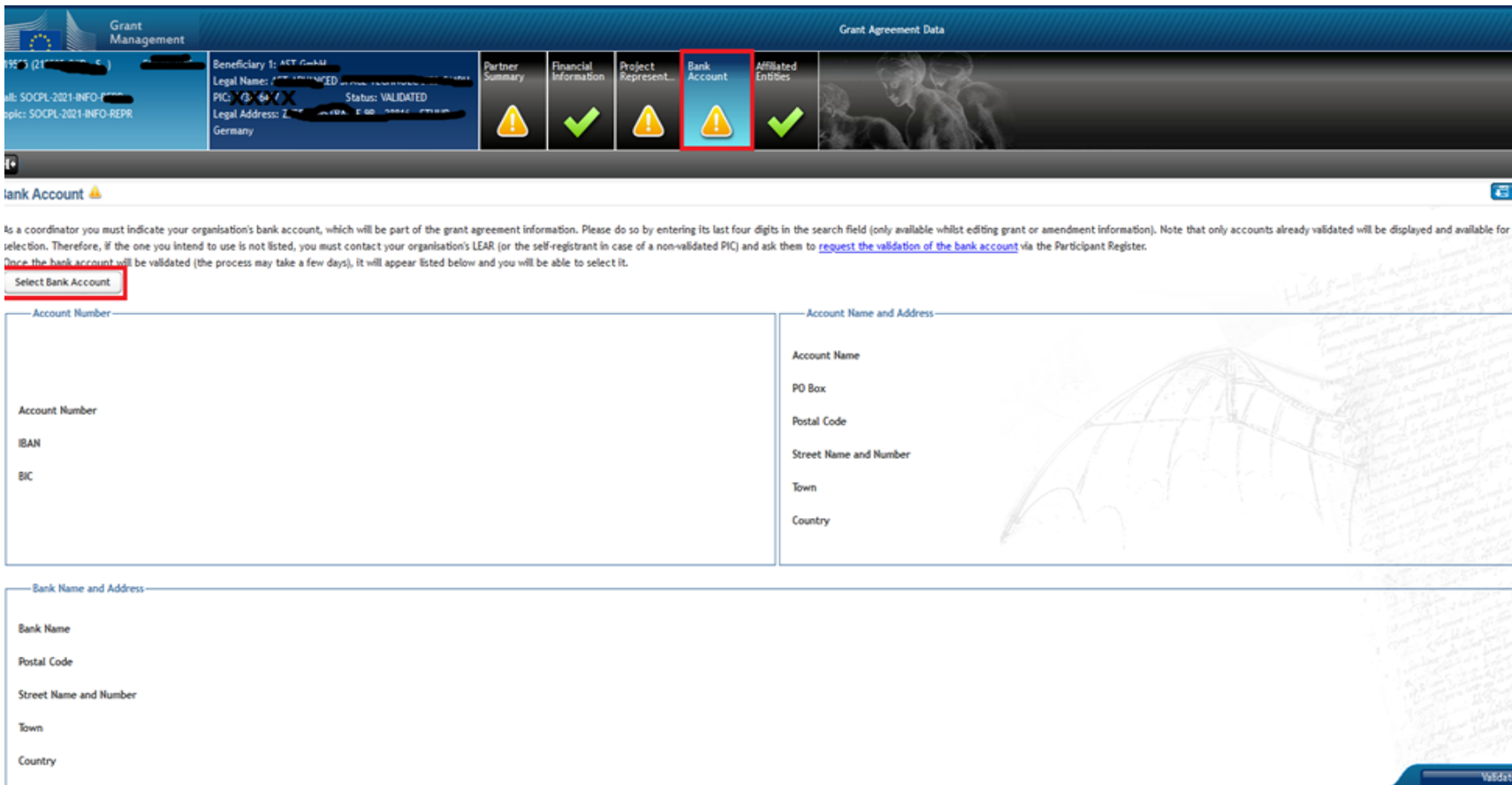
Contact Persons

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 icons: Partner Summary (warning), Financial Information (green check), Project Represent... (warning), Bank Account (warning, highlighted with a red box), and Affiliated Entities (green check). The 'Bank Account' section is expanded, showing a 'Select Bank Account' button (highlighted with a red box) and a list of accounts. The list is divided into two columns: 'Account Number' and 'Account Name and Address'. The 'Account Number' column lists 'IBAN' and 'BIC'. The 'Account Name and Address' column lists 'Account Name', 'PO Box', 'Postal Code', 'Street Name and Number', 'Town', and 'Country'. A 'Validate' button is visible at the bottom right of the form.

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 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

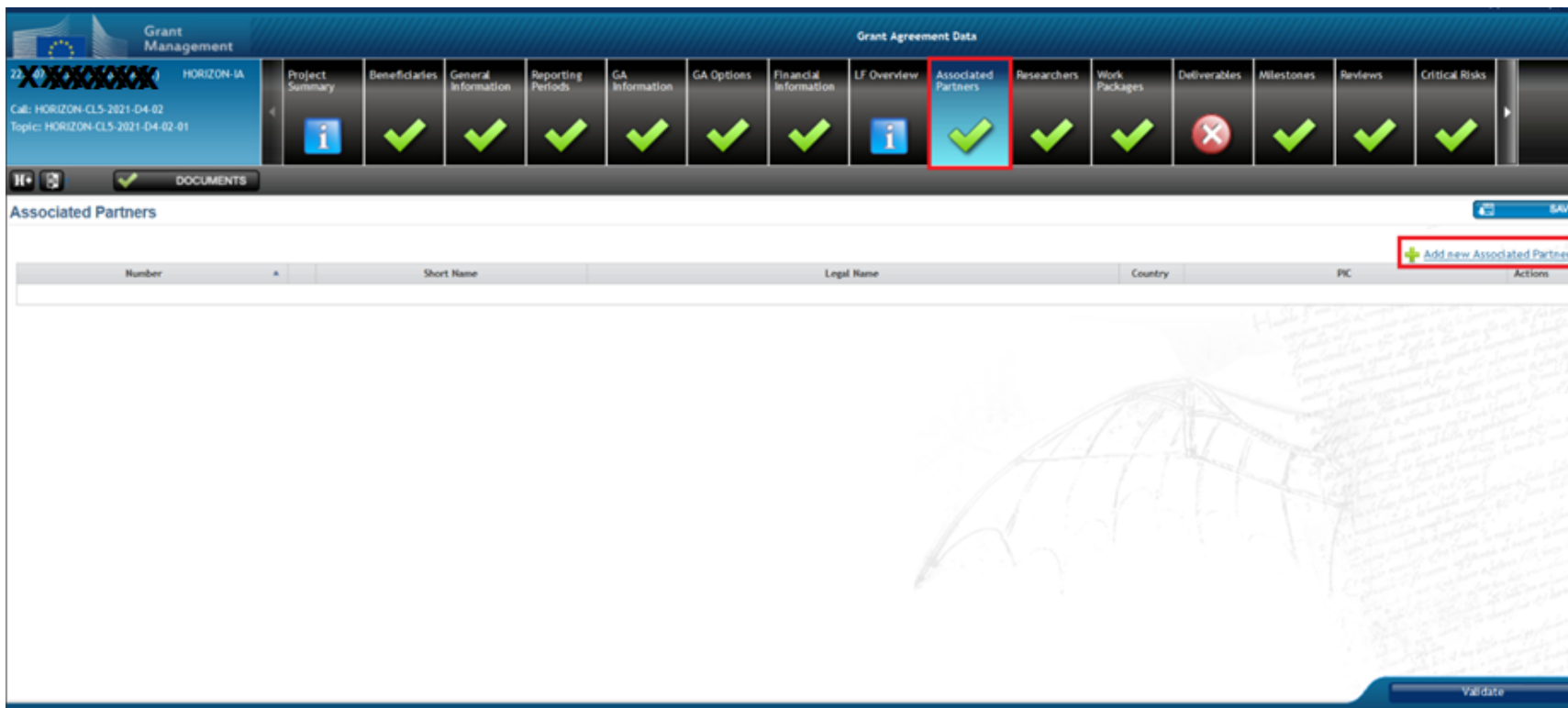
Town

Country

Validate

- Select your 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](#).

Associated partners



Grant Management

Grant Agreement Data

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

Call: HORIZON-CL5-2021-D4-02
Topic: HORIZON-CL5-2021-D4-02-01

DOCUMENTS

Associated Partners

Number	Short Name	Legal Name	Country	PIC	Actions
+ Add new Associated Partner					

Validate

- 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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Management

223607 (Call: HOI, Topic: H2ON-IA)

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

DOCUMENTS

Associated Partners

Number Short Name Legal Name Country PIC Actions

4	Test1	IPE GLI ITED	IN	PA	
---	-------	--------------	----	----	--

Validate

Management

223607 (Call: HOI, Topic: H2ON-IA)

Associated Partner 4: Test1

Legal N
PIC: 90;
Status:
Legal A

India

Partner Summary

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.

Int. org. of EU interest


Gender Equality Plan

Operating grants No

Associated with:

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

JU Contribution – IKAA and IKOP



SyGma

System for Grant Management

Grant Agreement

Data

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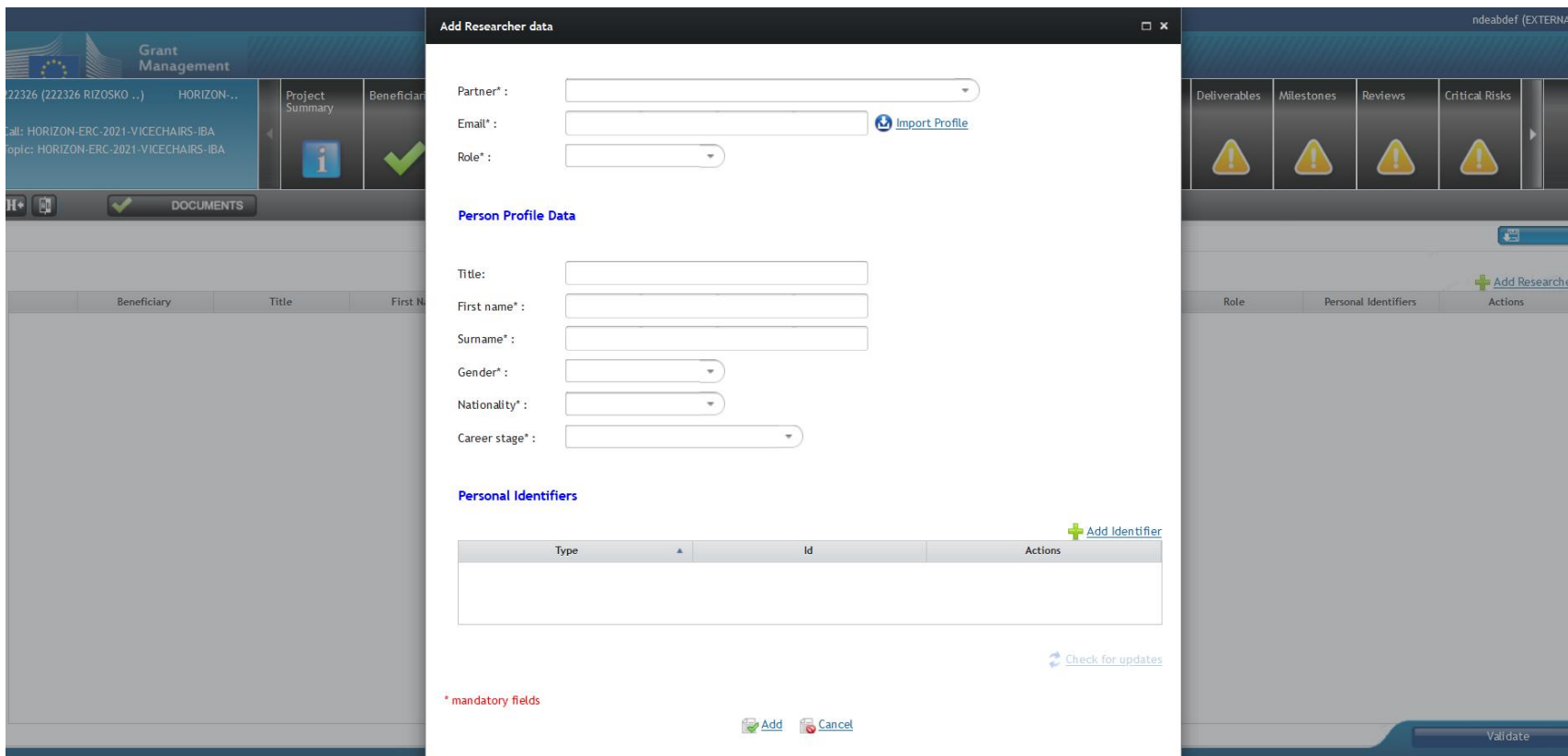
Security

DOCUMENTS

JU Contributions

Number		Participate In Projects	PIC	Legal Name	Membership	Financial contributions given	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 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 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

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

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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



Grant Management

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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

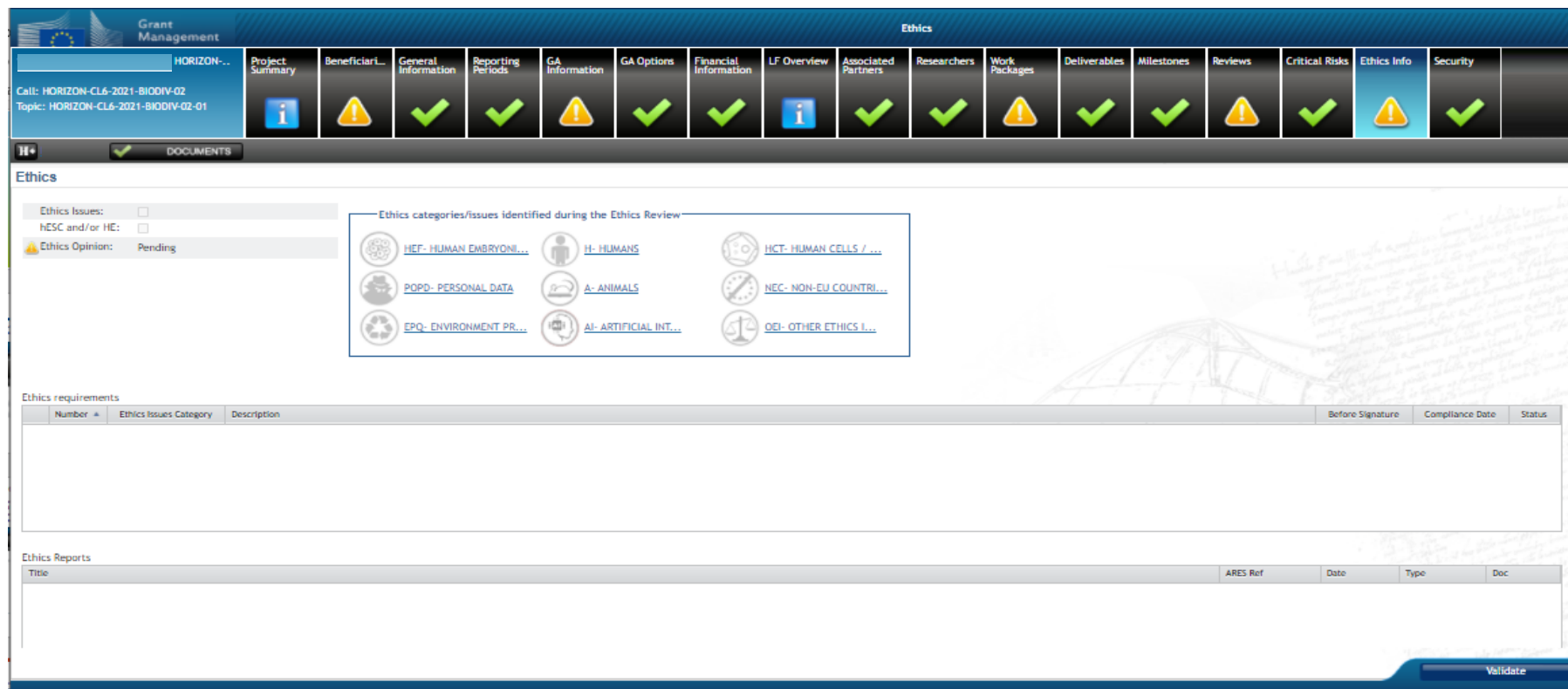
DOCUMENTS

Critical Risks For Implementation

Number	Description	Risk Mitigation Measures	Work Package No.
1	Risk	A large number of participants, either all or some, may also	1, 2, 3
2	Pi	reasons and due to activities	1, 2, 3
3	Ris	Any	1, 2, 3
4		New potential	1, 2, 3
5	Ris	It will be detailed	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 links for various 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-...
Call: HORIZON-CL6-2021-BIODIV-02
Topic: HORIZON-CL6-2021-BIODIV-02-01

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Beneficiary...
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Security

Security Issues:

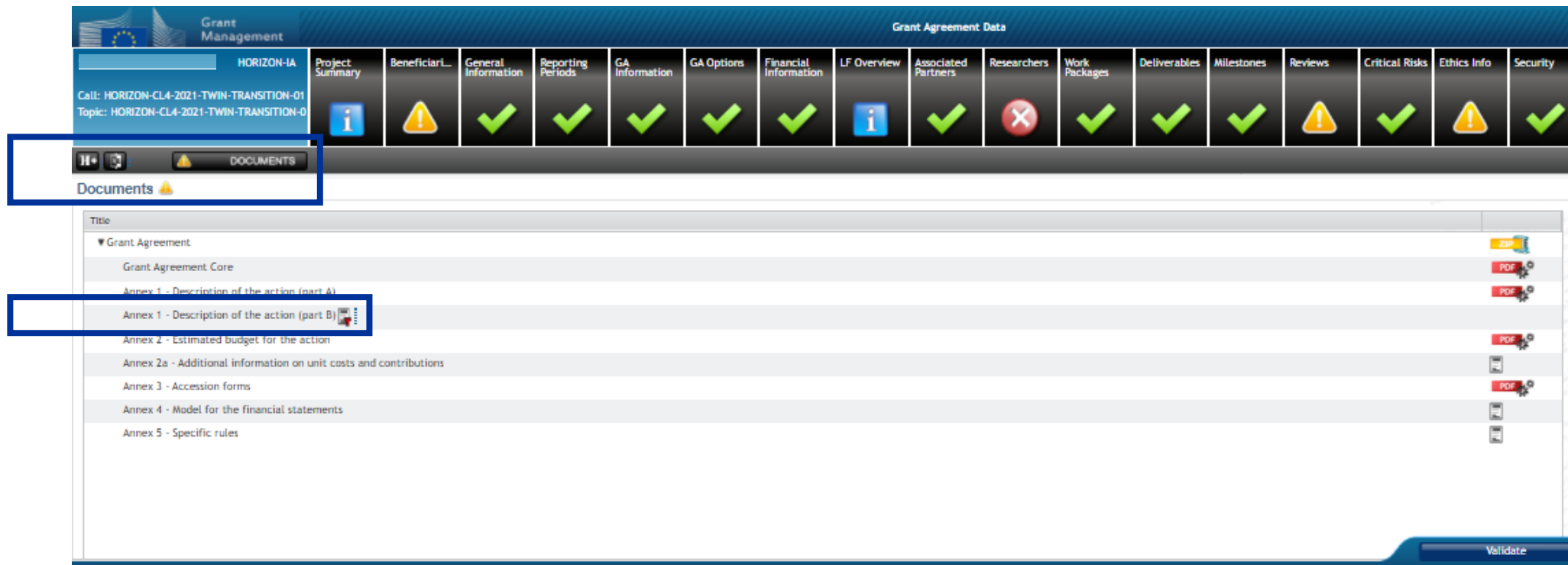
Security Classification:

Security Classification Reason:

Security Recommendations:

Number	Recommendations	Before Signature	Compliance Month	Status

Validate

Check instructions on slide 7 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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