Grant Agreement Preparation (GAP)

Overview and actors

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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
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.
GAP: the main steps of the process

1. Invitation for grant preparation
2. Grant preparation (COO+Ben)
   - Validation of participants
     - Setting identity access management (IAM) roles (each ben)
   - Review of Grant data
2. Signature of the agreement (COO)
3. Signature of the agreement (CleanH2)
4. Signature of the accession forms (Ben)
5. Payment of pre-financing

Further iterations possible (completion/correction of grant data)
Appointment of individuals for the key roles
Identity and access management

No REA services / CleanH2 JU intervention in defining the roles (except for the LEAR and Primary Coordinator Contact)

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)
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.
Nomination / revocation of roles

Who can appoint and revoke project roles?

**Project level**
- PCoCo → CoCo → TaMa → TeMe → PLSIGN → PFSIGN
  - in own organisation, +
- PaCo

**Organisation level**
- LEAR → AccAd → LSIGN → FSIGN
  - in own organisation
- AccAd → LSIGN → FSIGN
  - in own organisation
### Identity and access management for project

<table>
<thead>
<tr>
<th>Role</th>
<th>Read</th>
<th>Write / Save</th>
<th>Submit to Coordinator</th>
<th>Submit to Clean H2</th>
<th>Sign GA</th>
<th>Sign Financial Statements</th>
<th>Assign / revoke access to project</th>
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<tbody>
<tr>
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</table>
Project roles can be granted/revoked in the “Manage Consortium“ section.
How to appoint FSIGN and LSIGN?

- **LEAR** is formally nominated by the legal representative of the organization

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

2. Project contacts (PaCos and CoCos) must appoint LSIGN and FSIGN to a given project (becoming PLSIGN and PFSIGN)
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
New element required in Horizon Europe

Task to be performed by your LEAR
(required during the GAP)
As an **ELIGIBILITY** criterion, public bodies, research organisations and higher education establishments from Member States and Associated Countries are required to have in place a gender equality plan, covering:

**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 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
IT system for grant management

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

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

Takes you back to your sealed proposal
Information complete

Missing information: blocking

For information only

Missing information: not blocking at this point
Takeaway messages

- An IT based process
- Pay attention to deadlines; be proactive
- Be transparent in case you face difficulties; try to come up with a plan (if needed)
- Search for answers in the [Model Grant Agreement](#), before contacting your Project Officer
- Collaborate with the Project Officer
- Avoid repetitions: i.e. no duplication between work plan tables (Part A) and free text (Part B)
Keep in touch

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