Grant Agreement Preparation

Description of the Action (DoA)

Lionel Boillot, Project Officer / Call coordinator
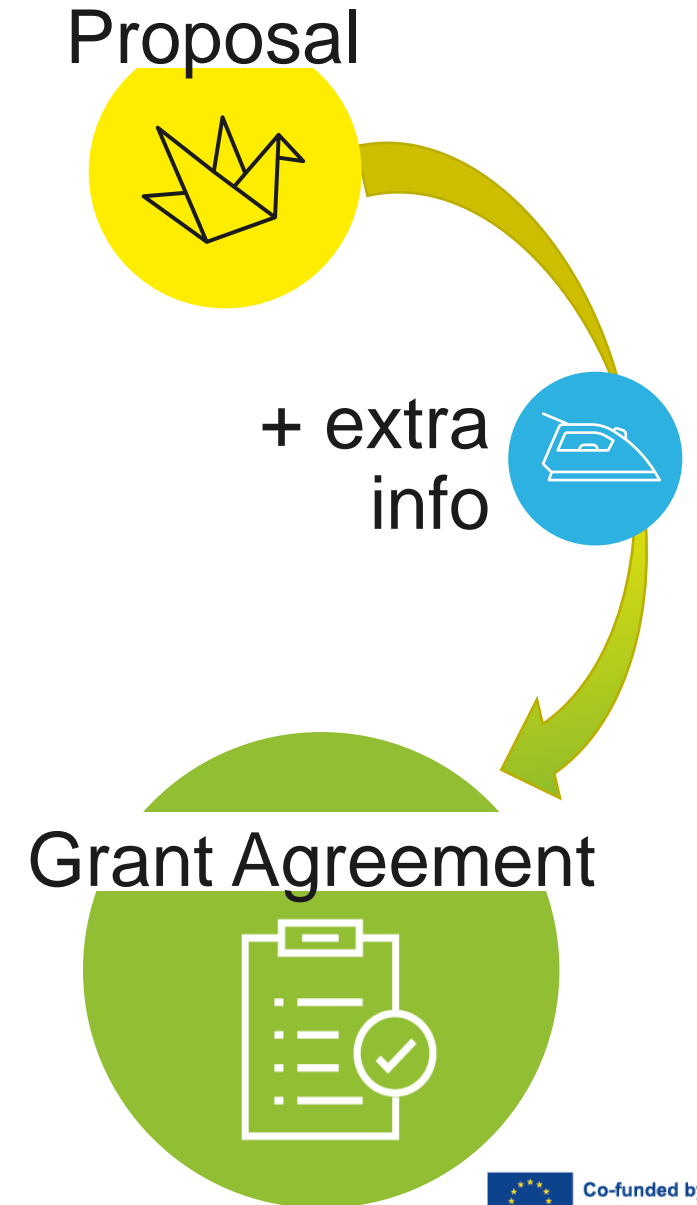
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Objectives of the GAP

Transfer information from the proposal to the grant agreement
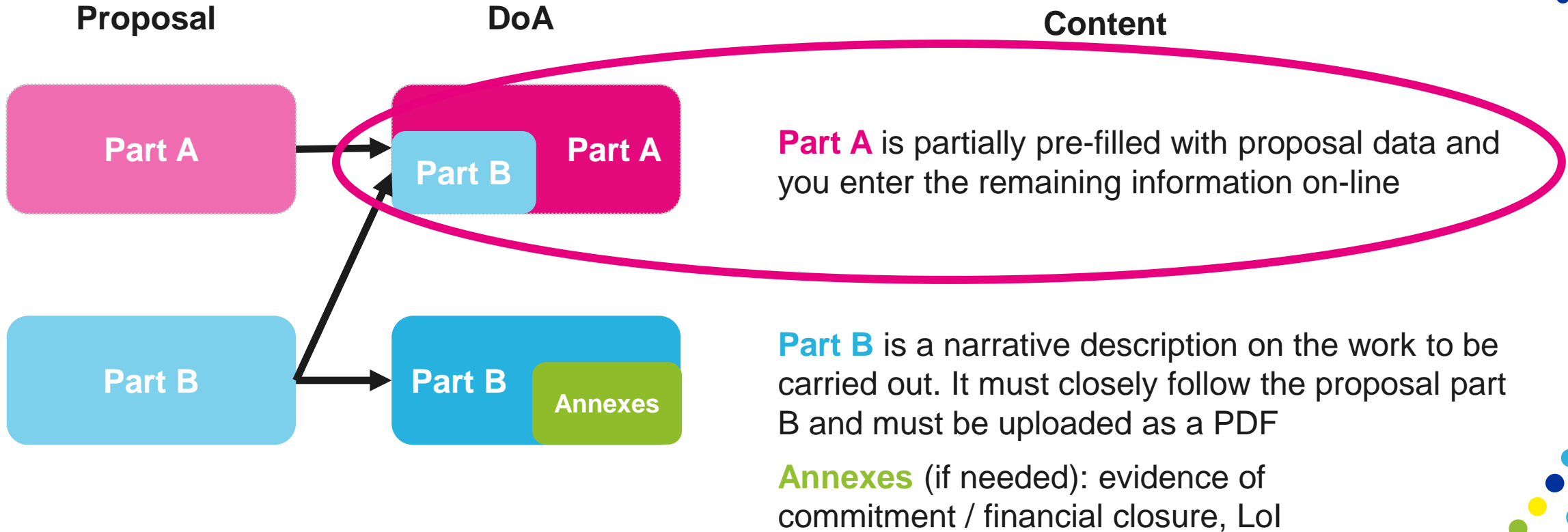
Collect additional information not present in the proposal (e.g. budget details, third parties)

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

Proposal

+ extra info

Grant Agreement

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Description of the Action (DoA) = Annex I

Proposal **DoA** **Content**

Part A

Part A
Part B

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

Part B

Part B
Annexes

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, LoI

Coordinator is able to download the DoA template (instructions) from the Portal at the time of grant preparation invitation.

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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.

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SAFETY deliverable - CleanH2 JU specific for Innovation Actions

Proposals 2023 - Topic description (<u>Innovation actions</u>)

- *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

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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 qualititative feedback (indicative template here)

More details in the separate Knowledge Management Info-Day presentation and on the relevant Clean Hydrogen JU webpage!

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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 !
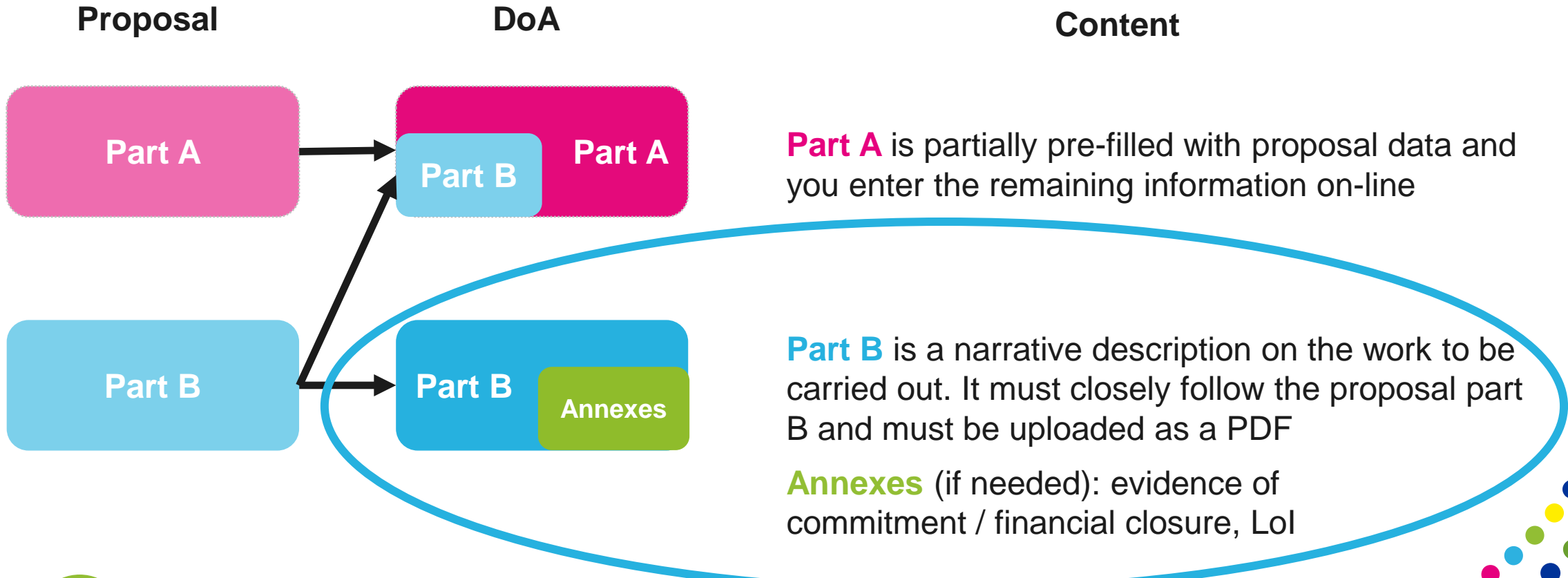
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Description of the Action (DoA) = Annex I

Proposal

DoA

Content

Part A

Part B **Part A**

Part B **Annexes**

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, LoI

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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.

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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

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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

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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)

	SRIA reference	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]

	SRIA reference (if relevant)	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/m2]	[...]	[...]	[project value]

Indicative

Hydrogen Valleys – 3 proposals invited for Grant Agreement preparation

3 Valleys selected for Grant Preparation Call 2023
- 1 large-scale and 2 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).

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

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Synergies & <u>Co-funding</u> strategy
- CleanH2 JU specific for flagships, especially H2 Valleys

Proposals 2023 - Topic description (<u>Hydrogen Valleys</u>)

- *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)

Summary of Call 2023 conditions and elements common across topics

EU competitiveness and **industrial leadership**

Opportunities for **synergies**

Contribution to the **monitoring framework** (TRUST database)

International Collaboration

Involvement of **private members** (HE/HER)

As relevant these conditions will be integrated in your grant agreement during the GAP phase

Limited JU funding/contribution

Sustainability and **circularity**

Activities developing **test protocols**

Regulation, Codes and Standards

Guarantees of origin of hydrogen

Safety plans (especially for IA)

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IT system for grant management

Grant management service

Overview

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

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Beneficiaries

Partner summary

- 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

Financial information

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

Project representatives

- 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.

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Bank account (coordinator only)

- 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.

Affiliated entities

Associated partners

- 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

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

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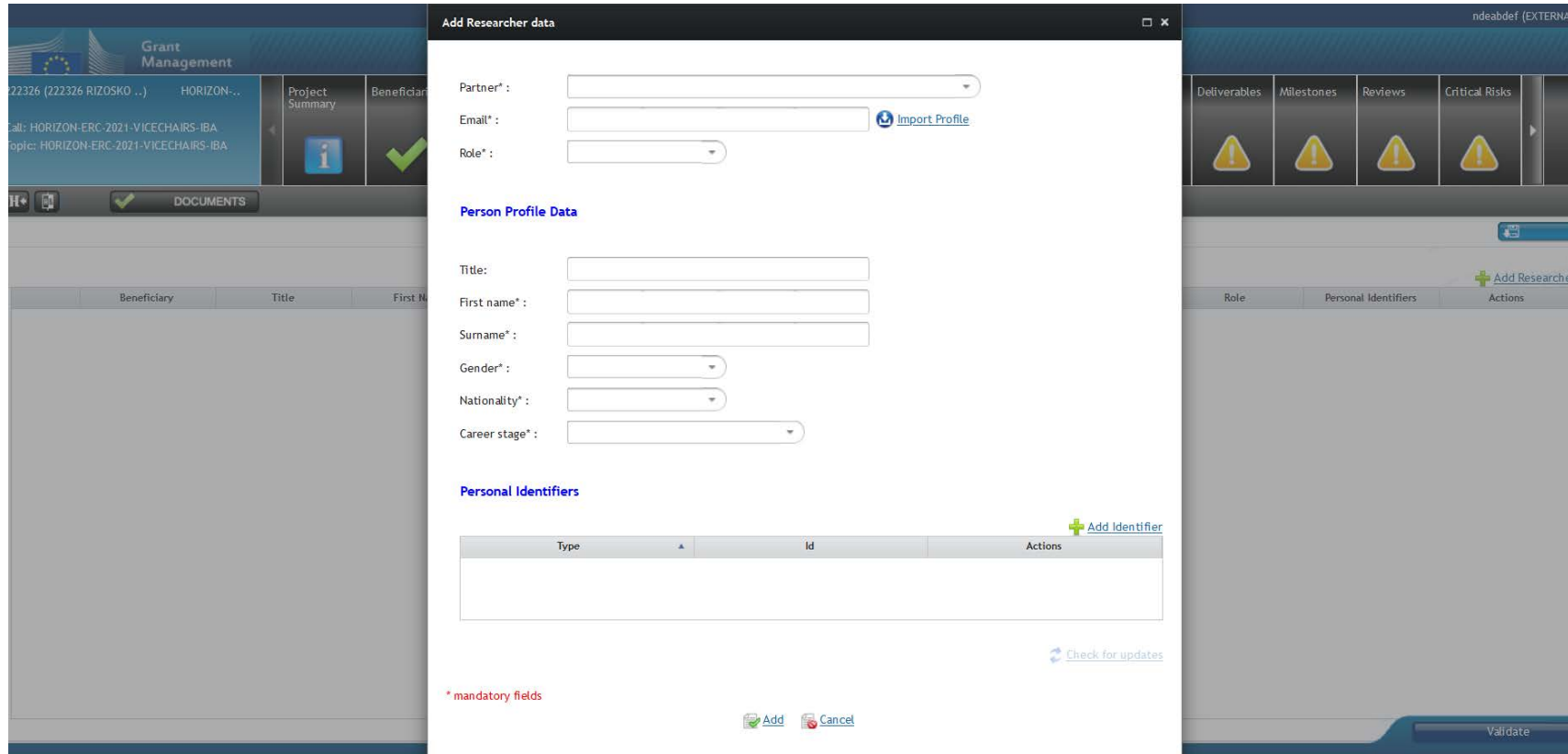
For Financial contributions, IKAA and IKOP = put « 0 » zero

Researchers

- 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

- 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**.

Deliverables

- 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)~~).

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Milestones

- Milestones are not automatically listed
- All milestones in proposal need to be included with the same details

Critical risks

- Critical risks are not automatically listed
- All critical risks in proposal need to be included with the same details

Ethics

- 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'

Security

Part B of DoA

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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