



The Grant Agreement Preparation - an overview

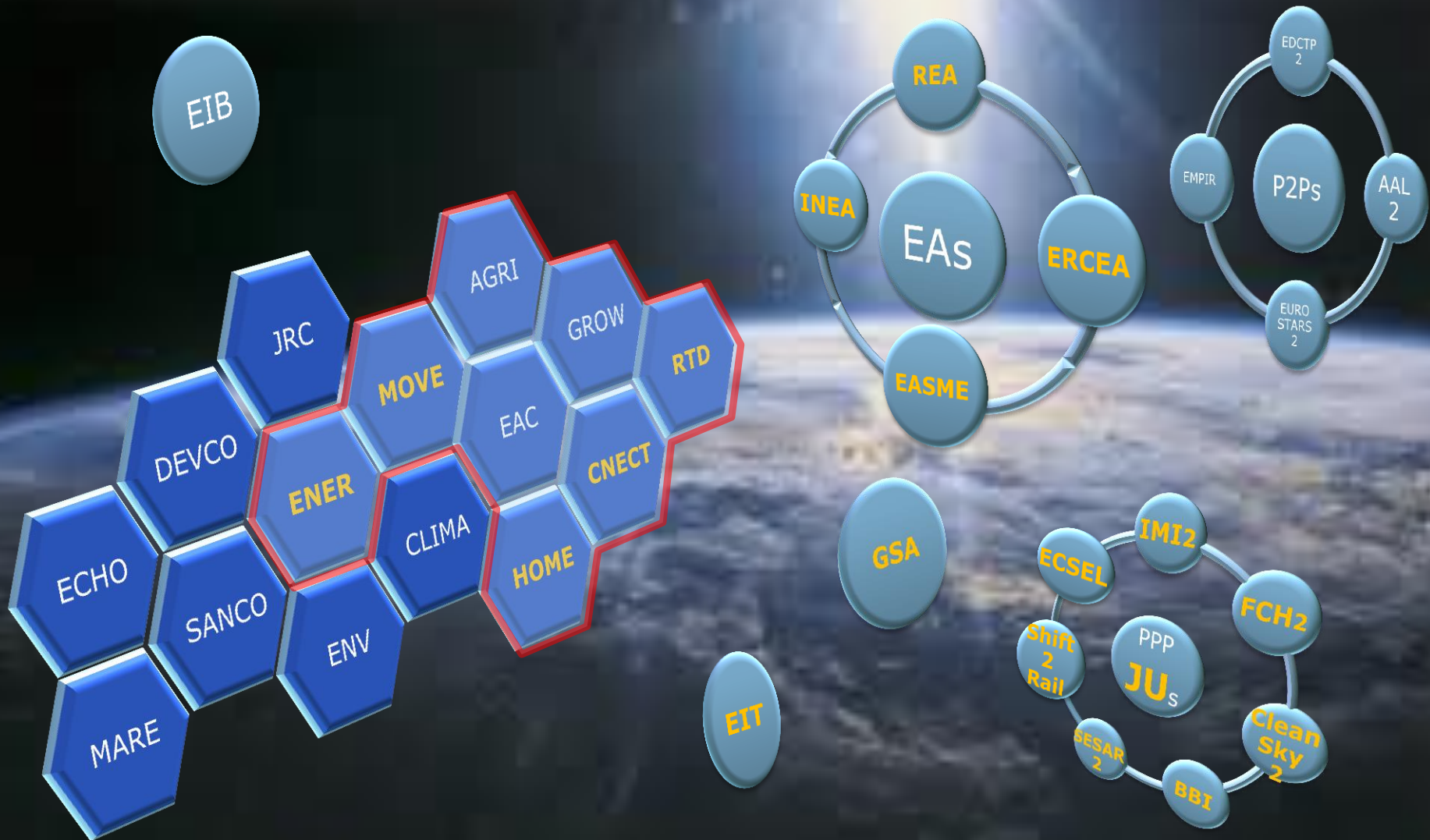
**H2020 Horizon 2020 Coordinators' Day
Brussels, 1 March 2017**



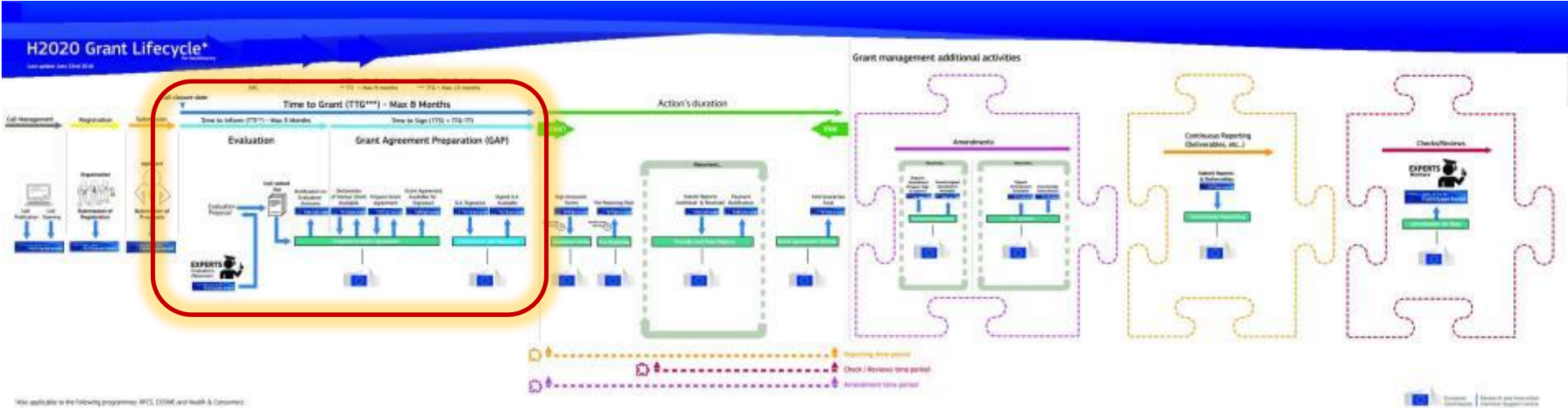
Attila BER CZIK
Common Support Centre (CSC)
Business Process Management - 'H2020 Grant Management'

The Family

HORIZON 2020 implementing services



HORIZON 2020 Grant Management Lifecycle



Grant agreement preparation (GAP) in H2020

- H2020 GAP – the process overview
- Key elements - highlights
- Hints



H2020 at cruising speed

... some metrics (*)

Grant Agreement Preparation (GAP)

✓ There are 11.971 **signed** grant agreements; 1.985 are under preparation

Consortium initiated amendments (AMDC)

✓ More than 2.600 amendments signed and in force

✓ Other 588 are under preparation, 216 being assessed by EU services

Reporting – payments (REPA)

✓ 2.382 fully integrated reporting processes already concluded

✓ 1.147 reports are under preparation (due), another 584 being processed

✓ and 1.127 actions (projects) already finished

➤ more than **48.000 unique users** of the grant managing IT suite in January 2017

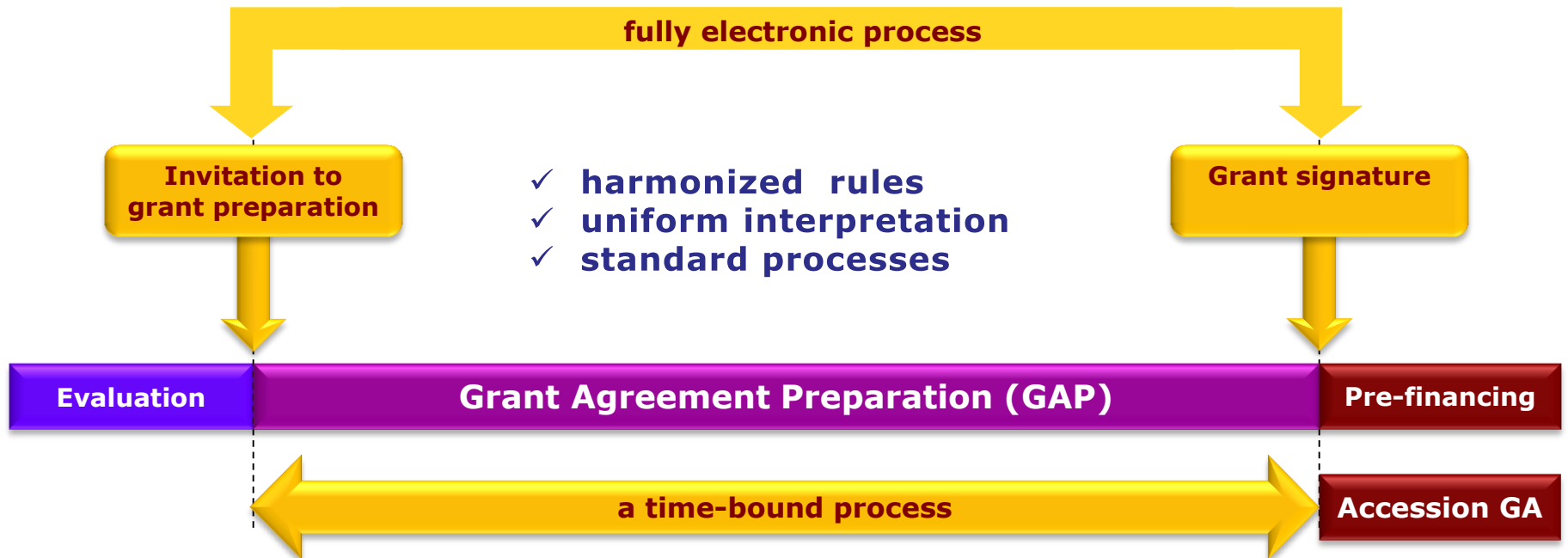
➤ more than **560.000 electronic documents** stored in e-repository

➤ More than **260.000 e-signatures** collected

(* figures as of 28/02/2017)

H2020 Grant Agreement Preparation (GAP)

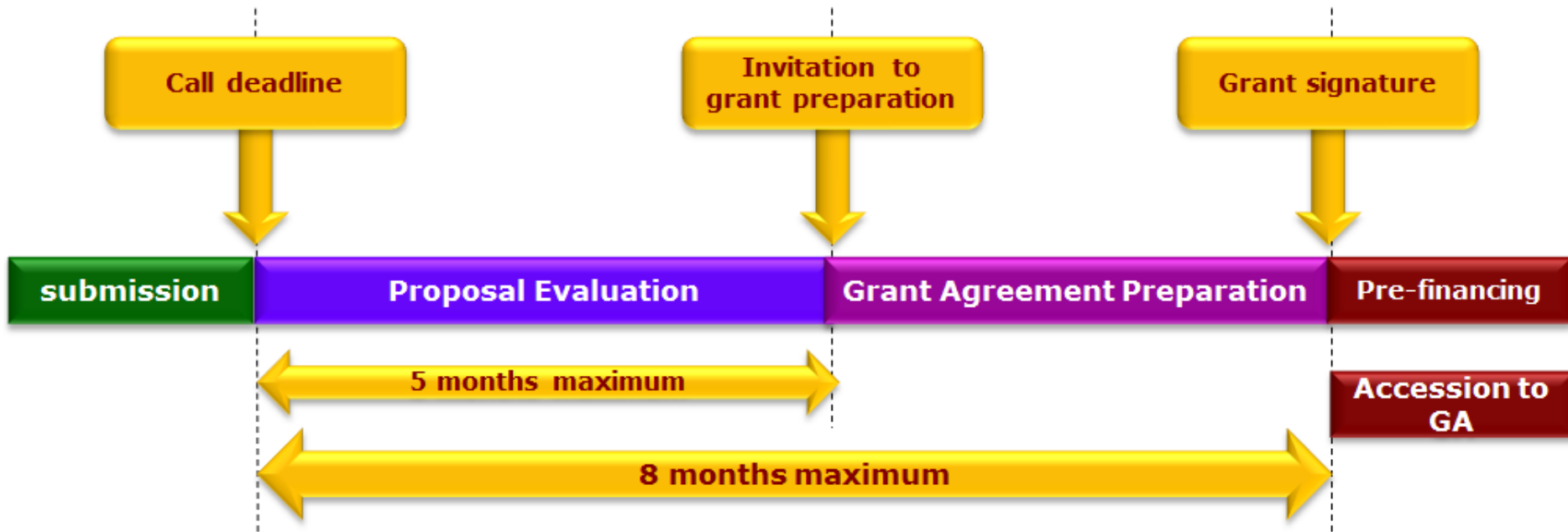
- the process overview -



committed to make it simpler and quicker

H2020 Grant Agreement Preparation (GAP)

– a time-bound process –



The GA preparation – the conclusion of the grant agreement is subject of time limits – **strict deadlines**
(This is a regulatory requirement - FR, RAP, H2020 reg. – save exception action managed by ERCEA)

- Maximum **five months** from call closure date to end of evaluation – informing applicants about the outcome of proposal evaluation
- Maximum **eight months** from call closure - until the signature of the grant agreement
- ✓ The invitation letter specifies deadlines applicable for the GAP
 - ✓ Align yourself with the applicable deadlines and make diligent efforts to comply with the dates set
 - ✓ Notify the EU services if you encounter delays
 - ✓ The non-respect of the deadlines may lead to the termination of grant preparation (rejection).

H2020 Grant Agreement Preparation (GAP)

– the main process steps –

- Invitation to grant preparation (evaluation results)
- Grant preparation: edit GA data (*coordinator and beneficiaries*)
- Validation of participants (automatically triggered)
- Setting IAM roles
- Signature of the 'Declaration on honour' (*e-signature*)
- Review by EU services
- Grant preparation: revision, completion - *if necessary*
(coordinator and beneficiaries)
- Final checks by EU services
- Reservation of funds, selection and award
- Signature of the GA (*e-signature*)
- Accession of beneficiaries (*e-signature*)
- Payment of pre-financing



IT system suite for grant management

- Fully integrated into the Participant Portal -

RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > My Projects

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP ATTILA BERCZIK

My Organisation(s)
My Project(s)
My Formal Notification(s)
My Expert Area

Due to a technical maintenance in the Data Centre of the Commission services on 9 April between 09:00 - 12:30 (CET), some users may encounter problems to connect to the Grant Management Services. We apologise for any inconvenience this may cause.

My projects [FP7 REF. DOCS](#) [H2020 ONLINE MANUAL](#) [HOW TO](#)

This page enables you to access all your EU projects managed via the Participant Portal that have been selected and approved for funding.

Depending on your roles, you can view or manage the following project-related tasks:

- Prepare and sign your grant agreement
- Submit amendments to your grant agreement
- Manage your scientific and financial reports
- View or manage roles and access rights in your projects consortia

If you are LEAR and want to see the full list of your organisation projects, please go to My Organisations and click on the action button VP. LEAR can only view the list of projects in which their organisation is involved. If you want to see project details, your organisation main contact for this project or the project Coordinator has to give you access rights. For more details see the H2020 online manual.

Legend

- AA Access Amendment
- GP Grant Preparation
- MP Manage Projects
- FR Financial Reporting
- PR Periodic Reporting
- RD Reporting & Deliverables
- PC Project Consortium
- VP View Proposal

Show 10 entries Hide closed projects Search:

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
NCP-PLAYGROUN D-COMST	2020-Adhoc- 014-20	H2020	688926	Grant Preparation	PC VP MP

Showing 1 to 1 of 1 entries. [PREVIOUS](#) 1 [NEXT](#)

HORIZON 2020 RESEARCH ON EUROPA CORDIS GLAF

Manage Project

IT system suite for grant management Participant Portal Grant Management Service (PPGMS)

The screenshot displays the PPGMS interface with the following components and annotations:

- Header:** European Commission logo and "RESEARCH & INNOVATION Participant Portal - Grant Management Services".
- Process description and reference:** "Proposal Management & Grant Preparation" with reference "28109 - Mindflex".
- Process timeline:** A horizontal timeline showing stages: Submitted (12/04/2013), Evaluated (12/09/2014), Ranked, Invited, Prepared, Signed, and Paid.
- Task:** "Grant agreement data preparation" with a yellow box around it. A yellow arrow points to it with the text: "Open and perform the task (Available to you when in a yellow box)".
- Submit to EU:** A yellow button with a yellow arrow pointing to it and the text: "Complete the task (enabled when available to you)".
- Key Project Data:** A sidebar on the left containing project details: Call: H2020-INNO-SUP-2014-0, Type of Action: H2020-FCT-2015, Acronym: Mindflex, Current Phase: Grant management, Number: 28109, Duration: 46 months, Start Date: 2013-04-23, Estimated Project Costs: €4,545,454.00, Requested EU Contribution: €999,123.00, Contact: James. A yellow arrow points to this sidebar with the text: "Key Project Data".
- Documents and Messages:** Sections for "Documents" and "Messages" are visible below the task.
- Project Tools:** A section at the bottom left with icons for documents and messages, annotated with "Project Tools".
- Navigation:** "H2020 ONLINE MANUAL" and "HOW TO" buttons are at the bottom, annotated with "H2020 Business Information" and "How to use the IT system" respectively.

PPGMS

Working on process task: inside grant management tool

The screenshot displays the PPGMS Grant Management tool interface. At the top, there is a navigation bar with the 'Grant Management' logo on the left and 'Grant Agreement Data' on the right. Below this is a horizontal menu with various tabs: Project Summary, Beneficiaries, General Information, Reporting Periods, GA Information, GA Options, Financial Information, LF Overview, Work Packages, Deliverables, Milestones, Reviews, Critical Risks, and Ethics Info. Each tab contains a status icon: a red 'X' for Project Summary, Financial Information, Critical Risks, and Ethics Info; a yellow warning triangle for Beneficiaries, GA Information, Work Packages, Deliverables, Milestones, and Reviews; and a green checkmark for General Information, Reporting Periods, and GA Options. Below the menu is a 'DOCUMENTS' section with a warning icon and a 'Project Summary' link. The main content area shows details for 'Project 688926 (NCP-PLAYGROUND-COMST)'. It includes fields for Responsible Unit, Call, Topic, Type of Action, Duration, and Submission Stage. A 'Budget Information' section shows a bar chart and table of costs. An 'Officers' section lists the Project Officer. A 'Deadlines' section lists key dates. A 'Validate' button is located at the bottom right of the interface.

Project 688926 (NCP-PLAYGROUND-COMST)

Responsible Unit: RTD/J/03
Call: H2020-Adhoc-2014-20 submitted for H2020-Adhoc-2014-20 / 31 Dec 2020
Topic: NCP-playground - NCP playground
Type of Action: RIA
Duration: 36
Submission Stage:

Budget Information:

Proposal overall costs :	30,000.00 €
Maximum grant amount after evaluation :	30,000.00 €
Total costs (including non-EU funded) :	43,756.25 €
Total Costs:	43,756.25 €
Maximum Grant Amount:	30,001.00 €

68.56 % of total costs

Officers:

Project Officer: Peter HAERTWICH (RTD/J/03)

Deadlines:

Deadline for first version of the grant agreement data (incl. annexes)	25 Apr 2019
Deadline for the signature of the participants certified declarations	20 May 2027
Deadline foreseen for the signature of the grant agreement	20 May 2050






Validate

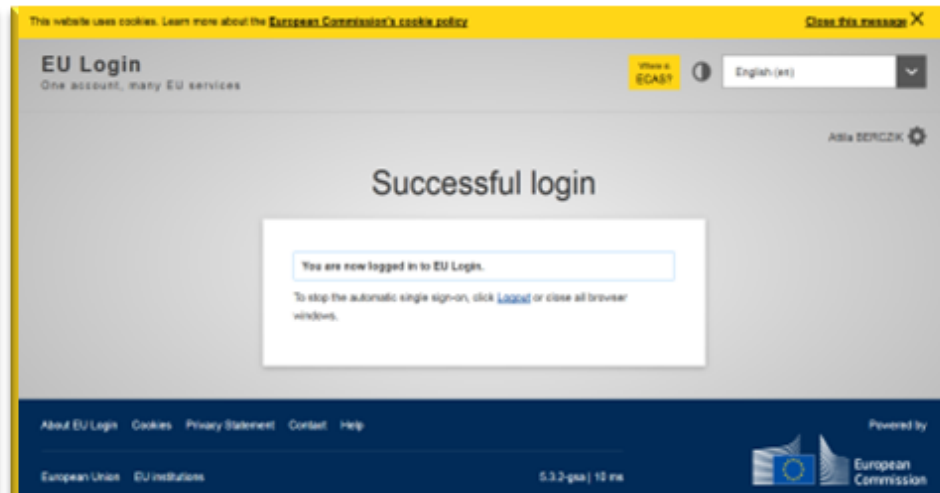
Disclaimer: for demonstration purposes only, the screenshot contains fictive data

Electronic-only grant management - Principles -

- E-only: paper-free process endorsed by e-signature
- Based on a "chain of trust" enabling e-signature
 - *The role of the Legal Entity Authorized Representative (LEAR)*
- Identity and Access Management (IAM) + EU Login
- Roles enabling e-signature

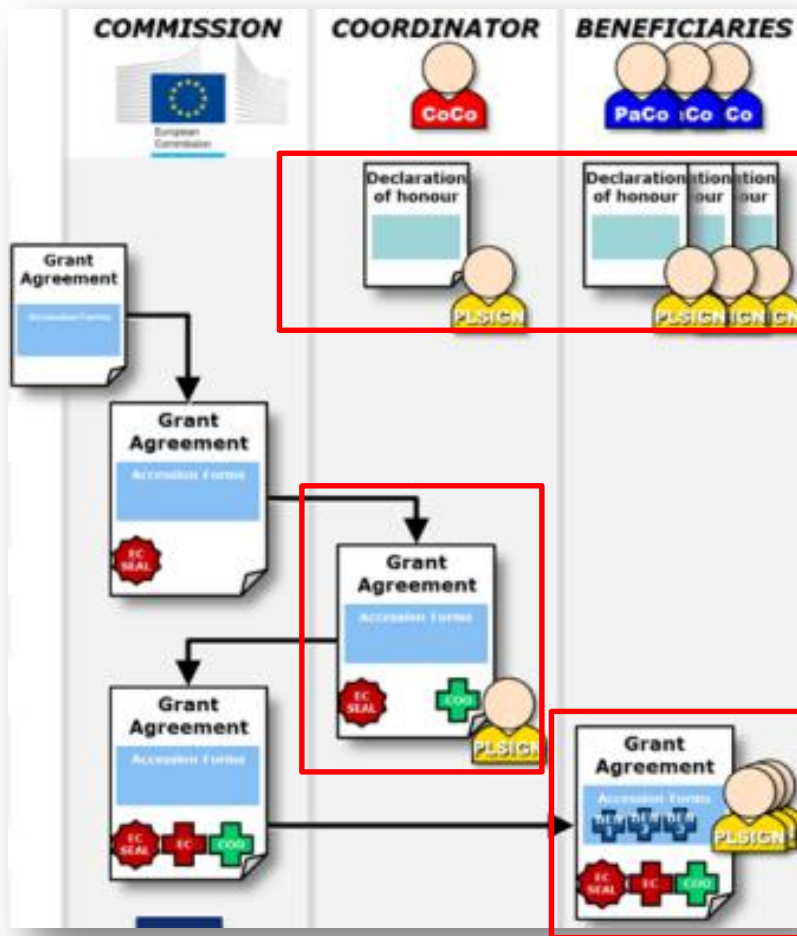
The **minimum configuration** is:

- ✓ 1 LEAR per organisation 
- ✓ The Primary Coordinator Contact 
- ✓ 1 Participant Contact per beneficiary 
- ✓ 1 Legal Signatory per organisation 
- ✓ 1 Financial Signatory per organisation 



Electronic signature during GAP

- The sequence -



- **Declaration of honour**
the coordinator and each beneficiary, signed by the **LSIGN**
- **The Grant Agreement**
 - **first** the coordinator, by the **LSIGN**
 - **second** the EU **EC/Agency**
- **Accession Forms**
each beneficiary - by the **LSIGN**

H2020 Grant Agreement Preparation (GAP)

'no-negotiation'

➤ **Your proposal is taken "as is"**

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

➤ **BUT this does not mean "no change at all"**

- Changes to meet legal and/or financial requirements (eligibility)
- Changes that are necessary:
 - *Requirements resulting from ethics review or security scrutiny*
 - *Due to removal of a participant (if agreed)*
 - *Correction of clerical errors and obvious inconsistencies*

➤ **'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.*



HORIZON 2020

Grant agreement preparation (GAP)

