



#HorizonEU

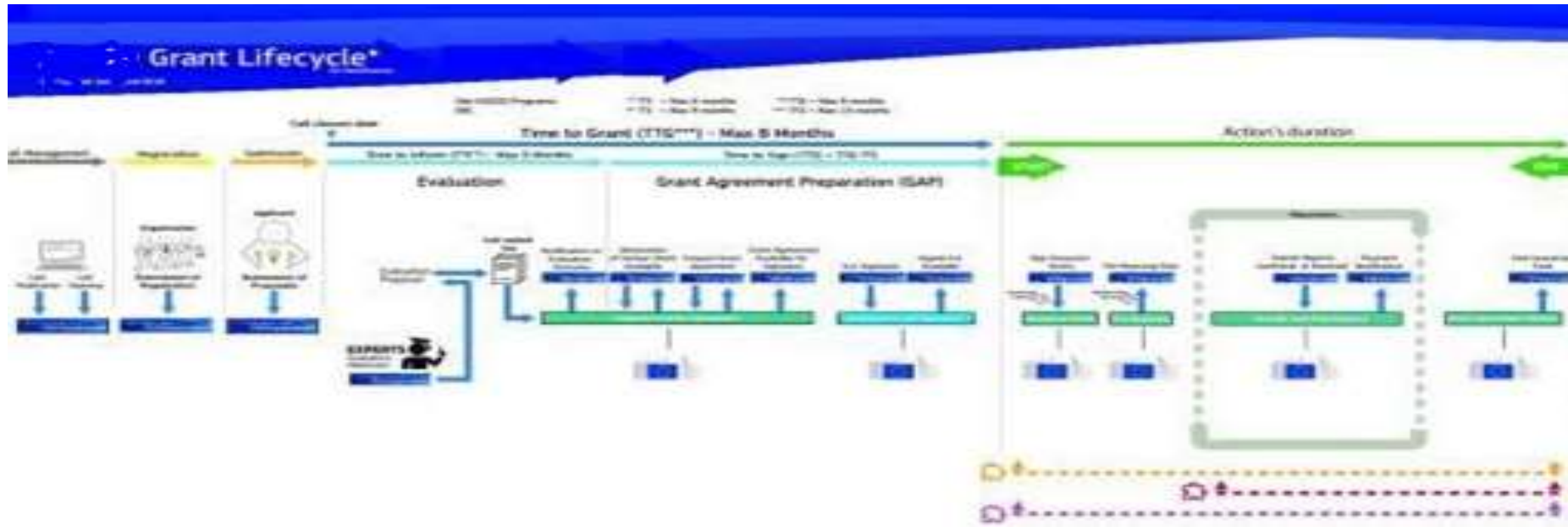
THE EU  
RESEARCH & INNOVATION  
PROGRAMME

2021 – 2027

E-GRANTS

GRANT AGREEMENT PREPARATION (GAP)  
– AN OVERVIEW

# Horizon Europe Grant Management Lifecycle



## GRANT AGREEMENT PREPARATION (GAP) IN HORIZON EUROPE

- Horizon Europe GAP: the process overview
- Key elements – highlights
- Hints – new items for Horizon Europe
- IT 'how-to'

# 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

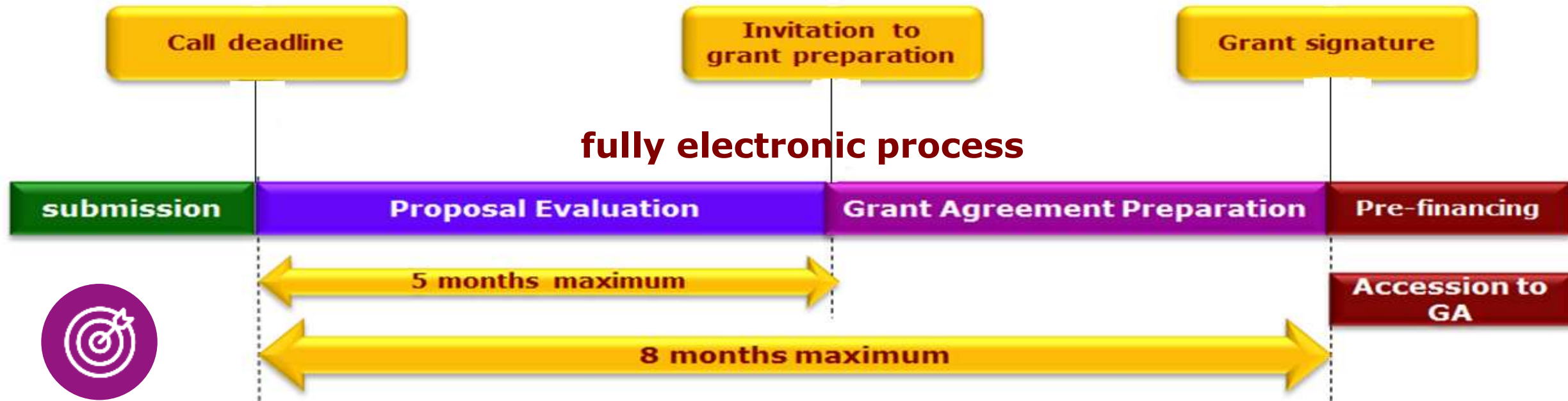


## Electronic-only paperless process flows

- 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)

# Grant Agreement Preparation (GAP)

- a time-bound process -



The GA preparation – the conclusion of the grant agreement is subject to time limits – **strict deadlines**  
(This is a regulatory requirement – Fin.Reg, HE reg. – exceptions for actions managed by ERCEA)

- ✓ 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).

# Grant Agreement Preparation (GAP)

- the main process steps -

1. Invitation for grant preparation

2. Grant preparation (Coo+Ben)

3. Review of Grant data.

4. Signature of the agreement (COO)

5. Signature of the agreement (EU)

6. Signature of the accession forms (Ben)

7. Payment of pre-financing

## Validation of participants

**Setting identity access management (IAM) roles** (each ben)

**Signature of the 'Declaration of honour'** (e-signature, each ben)

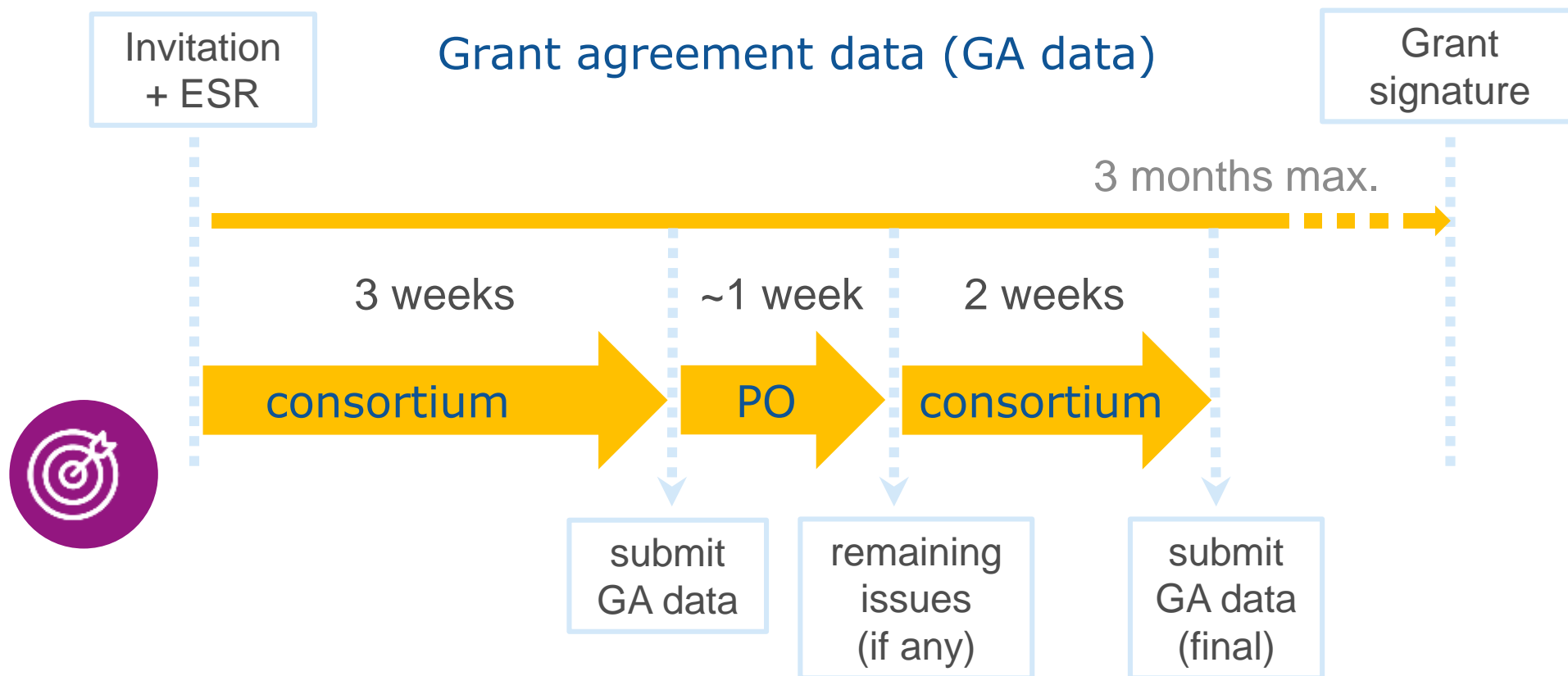
**\*further iterations possible** (completion/correction of grant data)

**Ex-ante checks, reservation of funds, preparation of award decision**

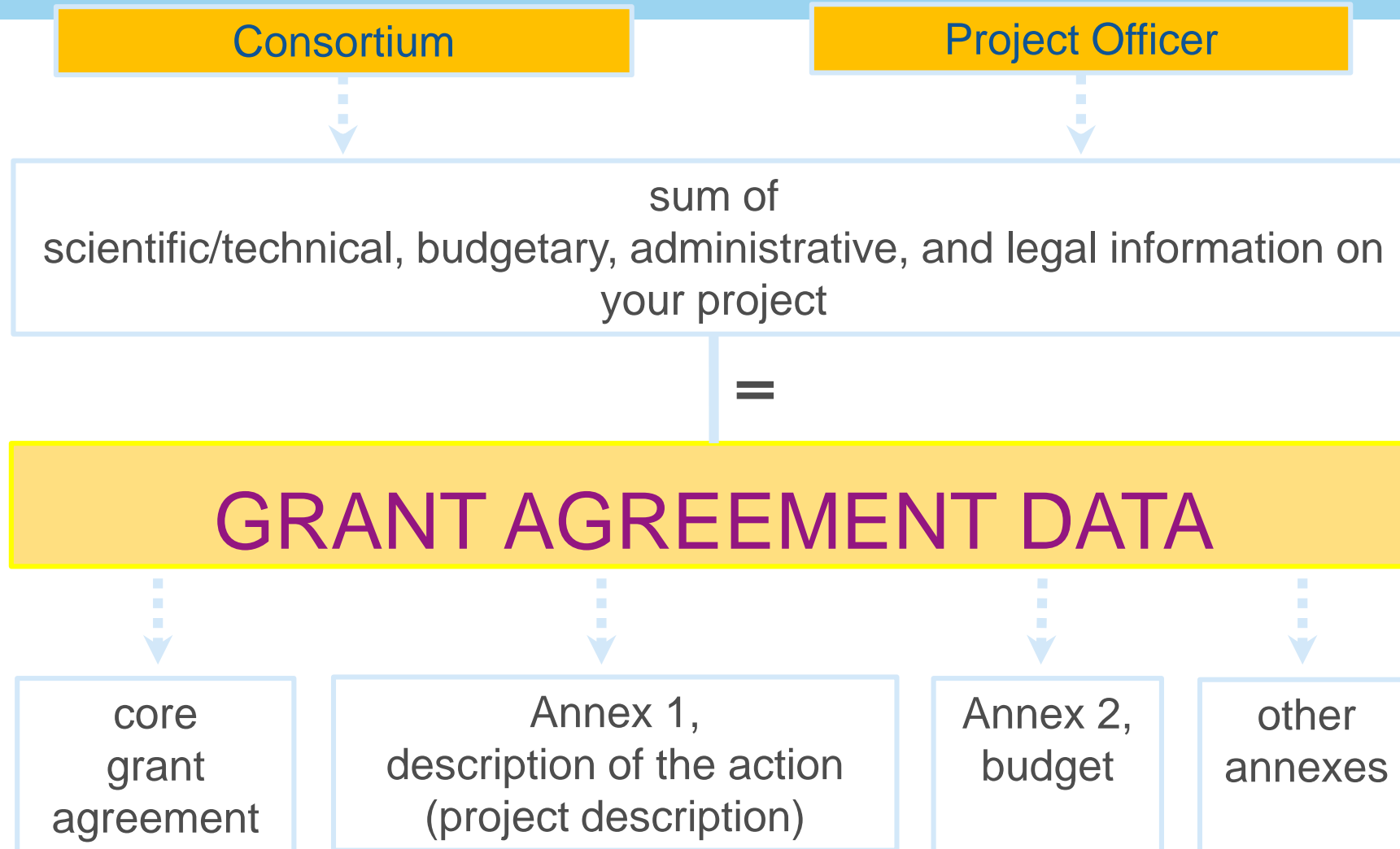
**\*\* If and as defined in the grant agreement**



# GAP and Timing



# Parts of the Grant Agreement



# Grant agreement preparation (GAP)

## 'no-negotiation'

Your proposal is taken “as is”

- Proposals are 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** this does not mean “no change at all”

- Changes that 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 EU)
- 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*





# Instructions for generating the Description of Action

## Part A: Complete the following parts online

- The project summary
- The list of beneficiaries
- List of work packages (based on proposal table 3.1a)
- List of deliverables (based on proposal table 3.1c)
- Work package descriptions (based on Proposal table 3.1b)
- List of milestones (based on Proposal table 3.1d)
- Critical risks and mitigation actions (based on Proposal table 3.1e)
- Summary of project efforts in person months (based on Proposal table 3.1f)



## Part B: generating the document (to be uploaded in the documents section)

- Start from Part B of your proposal. Use the version that was submitted for evaluation.
- Remove the cover page, if any.
- Remove the list of participants. This is included in Part A.
- 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 from proposal
- Add a table of contents with page numbers



# Points of attention

- ❑ Avoid repetitions: i.e. no duplication between work plan tables (Part A) and free text (Part B)
- ❑ The results of the ethics review and security scrutiny must be implemented in the grant agreement
  - 'Ethics requirements' (if any) are binding
  - 'Ethics requirements' may necessitate changes in the DoA before the grant can be signed.
  - 'Ethics requirements' may ask for local/national certificates to be submitted after grant signature.
  - Similarly for security scrutiny

## Takeaway messages:

- Pay attention to deadlines; be proactive
- Be transparent in case you face difficulties; try to come up with a plan (if needed)
- Collaborate with the Project Officer



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# Roles and Access Management








# Identity and Access Management

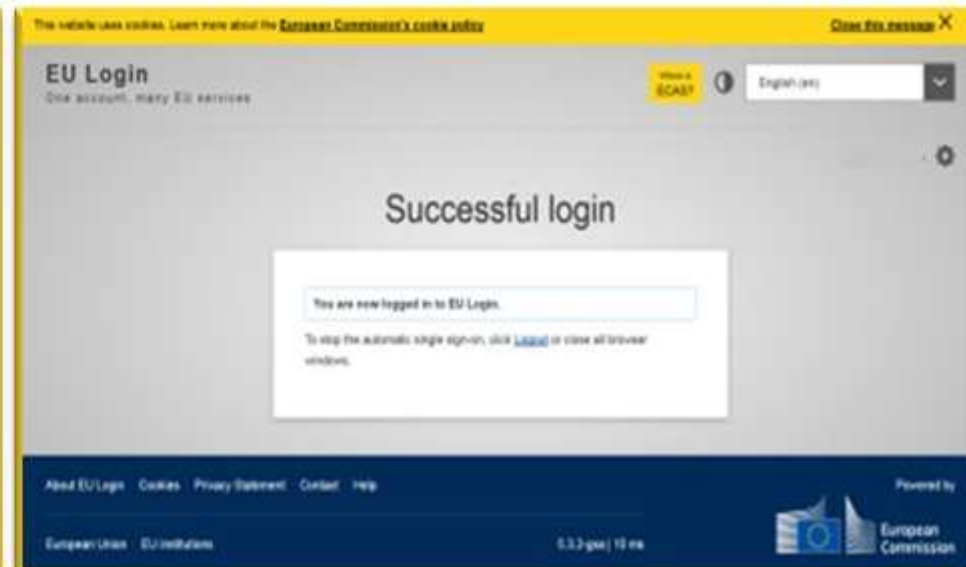
Based on a "chain of trust" enabling e-signature

- The role of the Legal Entity Authorized Representative (LEAR)
- Identity and Access Management (IAM) + EU Login
- Enacting e-signature: Legal Signatory (LSIGN) and Financial Signatory (FSIGN)



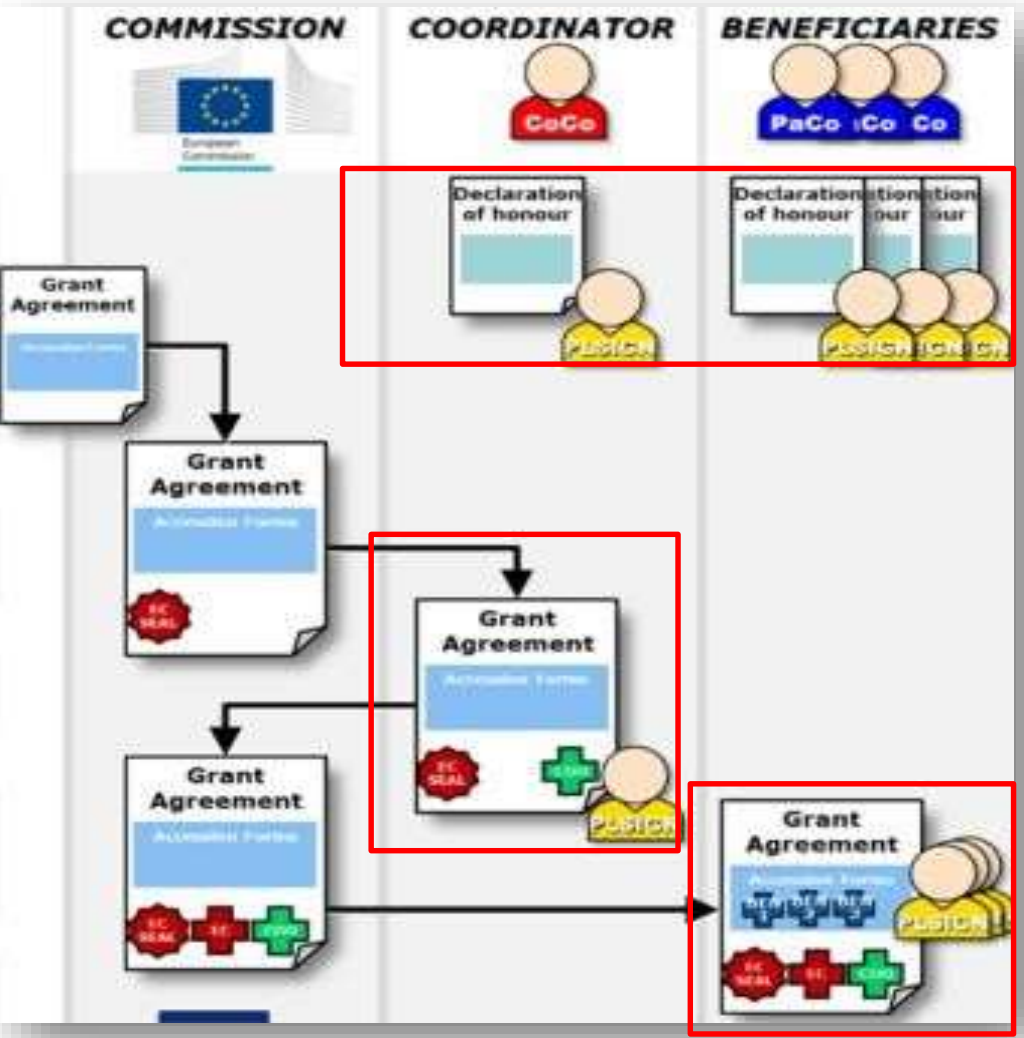
The **minimum configuration** is:

- ✓ 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 grant agreement preparation

## 'role configuration'



**Declaration of honour**  
The coordinator and each beneficiary, enacted by the LSIGN

**Grant Agreement**

- Coordinator signs first, represented by the LSIGN
- EU / EC Agency signs next

**Accession Forms**  
Each beneficiary – by the LSIGN



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# GRANT AGREEMENT PREPARATION – TECHNICAL ASPECTS



# IT system for grant management

- Fully integrated into the Funding & Tender Portal -

The screenshot displays the European Commission's 'Funding & tender opportunities' portal. The header includes the European Commission logo and the text 'Single Electronic Data Interchange Area (SEDIA)'. A navigation bar contains links for 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A sidebar on the left is titled 'Manage my area' and includes 'My Organisation(s)', 'GRANTS', 'My Project(s)', and 'My Formal Notification(s)'. The 'GRANTS' and 'My Project(s)' items are highlighted with a red box. A red banner at the top of the main content area states: 'Grant Management Services will be unavailable on Friday, 22.02.2019, between 07:30 and 08:10 (CET)'. Below this, the 'My Project(s)' section features buttons for 'Online manual "Grant management"' and 'IT HOW TO "Grant management"', along with a 'More info' link. A table below shows search results with columns for 'ACRONYM', 'CALL', 'PROGRAM', 'PROJECT', 'PHASE', and 'ACTIONS'. The first row contains 'Cl', 'H2020', and 'Active'. A red box highlights the 'Cl' acronym. A dropdown menu is open under the 'ACTIONS' column, showing options: 'Project Consortium', 'Manage Project', and 'View Proposal'. The 'Manage Project' option is highlighted with a red box. A purple circular icon with a white wrench and screwdriver symbol is located on the right side of the page.

European Commission

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

Manage my area

My Organisation(s)

GRANTS

My Project(s)

My Formal Notification(s)

Grant Management Services will be unavailable on Friday, 22.02.2019, between 07:30 and 08:10 (CET)

My Project(s)

Online manual "Grant management"

IT HOW TO "Grant management"

More info

Results: 1

Download excel list of those projects

Search..

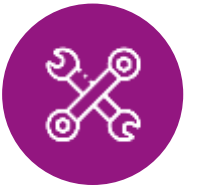
ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
Cl		H2020		Active	1 Actions

Project Consortium

Manage Project

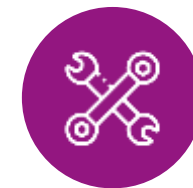
View Proposal

European Commission



# IT system for grant management

- Portal Grant Management Service -

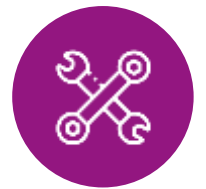


The screenshot shows the 'RESEARCH & INNOVATION Grant Management Services' portal. The user is logged in as 'Generic DEVUSERCOORDINATOR'. The interface includes a 'MY PROJECT' sidebar with a 'project overview' section containing details for 'HORIZON-HILTH-2021-CORONA-01'. The main area features a 'process overview' timeline with stages: Submitted, Informed, Invited, Prepared, Signed, and Paid. A 'caution!' box is present near the 'Submitted' stage. Below the timeline are sections for 'Grant agreement data preparation' (with a 'hyperlink to the IT system'), 'GA Declaration - GAP-219850 - 973276467 signature' (with a 'declaration of honour template'), and 'Process documents', 'Process communications', and 'Process history' (with a 'history linked to the specific process'). A 'Submit to EU' button is highlighted, with a 'submit to EU' label. A sidebar on the left contains 'Latest Legal Data', 'Active Processes', 'Document Library', 'Communication Centre', and 'Archived Processes', labeled as 'a common repository to access processes, documents, legal data'. At the bottom, there are links for 'ONLINE MANUAL' (labeled 'online manual') and 'HOW TO' (labeled 'IT how-to').



# Affiliated entities - declaration of honour

- Previously called linked 3<sup>rd</sup> parties-



**RESEARCH & INNOVATION**  
Grant Management Services

European Commission

Generic DEVUSERCOORDINATOR

MY PROJECT

Call: HORIZON-CL5-2021-D4-02  
Type of Action: HORIZON-IA  
Acronym: 229491 OlID - LE Rate  
Current Phase: Grant preparation  
Number: 229491  
Duration: 36 months  
Start Date:  
Estimated Project Cost: €60.00  
Requested EU Contribution: €50.00  
Contact:

Proposed Management & Grant Preparation  
229491 - 229491 OlID - LE Rate

01 Nov 2021  
Submitted Informed Invited Prepared Signed Paid

03 Aug 2022 (17/275 days)

Launch new interaction with the EU +

Terminate

Grant agreement data preparation

Submit to EU

GA Declaration of Honour for Affiliated Entity - GAP-229491 - 973276467 - 999840984 to print, complete, sign and scan

Upload Complete

Grant Declaration signature by other beneficiaries

Process documents

Process communications

Process history

ONLINE MANUAL

HOW TO

European Commission

# Grant management screens

SyGMA System for Grant Management

Grant Agreement Data

username |

223621 (223621 TEST) HORIZON-...

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

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	Ethics Info	Security

DOCUMENTS

## Project Summary

### Project 223621 (223621 TEST)

Responsible Unit: RTD/B/03  
 Call: HORIZON-CL6-2021-... submitted for HORIZON-CL6-2021-... / 01 Jul 2021  
 Topic: HORIZON-CL6-2021-...-02-01 - European  
 Type of Action: HORIZON-COFUND  
 Duration: 36  
 Submission Stage:

### Budget Information:

Total Costs (proposal):	60.00 €
Total Costs (Annex 2):	160,000.00 €
Maximum grant amount (after evaluation):	50.00 €
Maximum Grant Amount (Annex 2):	50.00 €
Maximum Grant Amount (award decision):	50.00 €

0.03 % of total costs

### Officers:

Financial Officer: (RTD/A/02)  
 Project Officer:  
 Legal Officer:

### Deadlines:

Deadline for first version of the grant agreement data (incl. annexes)	20/08/2021
Deadline for the signature of the participants certified declarations	10/09/2021
Deadline foreseen for the signature of the grant agreement	30/10/2021

# Beneficiaries management

Grant Management Grant Agreement Data

226 (226647 ...) HORIZON-...  
Call: HORIZON-ERC-2021-VICECHAIRS-IBA  
Topic: HORIZON-ERC-2021-VICECHAIRS-IBA

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 Ethics Info Security

DOCUMENTS

## Beneficiaries

[Change Coordinator](#) [Add New Beneficia](#)

Number	Short Name	Legal Name	Role	Country	PIC	PIC Status	Actions
1		ADVANCED SPACE TECHNOLOGIES	CO	DE	76467	VALIDATED	
2		LE NATIONAL DE RECHERCHE SCIENTIFIQUE	BEN	FR	77930	VALIDATED	

## Legend – icons used



No missing information



Missing information: blocking



For information only



Missing information: not blocking at this point



# 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)
- For HE calls (from 2022 onwards) having a Gender Equality plan is necessary (for public bodies, research organizations and higher education institutions) before signing the GA (existence of the plan has to be declared in the portal organizational data)

**Grant Management** Grant Agreement Data

Beneficiary 3: [redacted]  
Legal Name: [redacted]  
PIC: 93[redacted] Status: VALIDATED  
Legal Address: [redacted]

Partner Summary ✓ Financial Information ✓ Project Representa... ✓ Affiliated Entities ✓

**Partner Summary**

International organisation: No  
Int. EU research org.:  
Int. org. of EU interest:

**Gender Equality Plan** Yes **New in HE**

Operating grants:  
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](#)

Validate



# Financial information

Coordinator/beneficiary Financial Information is automatically listed after receiving the invitation letter.

n003qv4w (EXTERNAL) ?

Grant Management Grant Agreement Data

2195P5 (219563) SO... Beneficiary 2: ...  
Legal Name: CC... NATIONAL DE ...  
SCIENTIFIQUE  
PIC: 999... Status: VALIDATED  
Legal Address: ...

Partner Summary Financial Information Project Representa... Affiliated Entities

Call: SOCPL-2021-INFO-REPR  
Topic: SOCPL-2021-INFO-REPR

Financial Data SAVE

	Amount	Guarantee Required	Guarantee Amount
Prefinancing 1 (initial)	10.00 €	<input type="checkbox"/>	

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	200.00 €
(a4) A.5 Volunteers	unit	100.00 €
▼ B. Subcontracting costs		
(b) Subcontracting	actual	0.00 €
▼ C. Purchase costs		
▼ C.1 Travel and subsistence		
(c1a) Travel	unit or actual	50.00 €
(c1b) Accommodation	unit or actual	0.00 €
(c1c) Subsistence	unit or actual	0.00 €
(c2) C.2 Equipment	actual	50.00 €



# Assigning Project representatives

Coordinator/beneficiary Financial Information is automatically listed after receiving the invitation letter.

Grant Management Grant Agreement Data

Beneficiary 2  
Legal Name: CENTRE NATIONAL DE LA RECHERCHE  
SIC: 855901000  
PIC: 999  
Legal Address: [REDACTED]

Partner Summary [Warning Icon]  
Financial Information [Green Checkmark]  
**Project Representa... [Green Checkmark]**  
Affiliated Entities [Green Checkmark]

Project Representatives

Legal Signatory ?

Function	User Id	Family Name	First Name	Email
----------	---------	-------------	------------	-------

Contact Persons

User Id	Family Name	First Name	Email
XXXXX	PARTNER	TestOne	test1.partner@outlook.com

Validate

# Specifying the Bank account (COO only)

Grant Management Grant Agreement Data

Beneficiary 1: ACT CoMM  
Legal Name: [REDACTED]  
PIC: [REDACTED] Status: VALIDATED  
Legal Address: Z [REDACTED]  
Germany

Partner Summary [Warning Icon]  
Financial Information [Green Checkmark]  
Project Represent... [Warning Icon]  
**Bank Account** [Warning Icon]  
Affiliated Entities [Green Checkmark]

Bank Account [Warning Icon]

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 Number	Account Name
IBAN	PO Box
BIC	Postal Code
	Street Name and Number
	Town
	Country

Bank Name and Address
Bank Name
Postal Code
Street Name and Number
Town
Country

Validate



# Managing affiliated entities

1

19585 (219585 OMD - S...) SOCPL-PJG  
Call: SOCPL-2021-INFO-REPR  
Topic: SOCPL-2021-INFO-REPR

Partner Summary Financial Information Project Representation Bank Account **Affiliated Entities**

**+ Add new Affiliated Ent**

Short Name	Legal Name	Country	PIC	PIC Status	Joint Several Liability
	ELDORF	DE	16116	VALIDATED	<input type="checkbox"/>

Country

Bank Name and Address

Bank Name  
Postal Code  
Street Name and Number  
Town  
Country

Validate

2

Grant Management Grant Agreement Data

19585 (219585 OMD - S...) SOCPL-PJG  
Call: SOCPL-2021-INFO-REPR  
Topic: SOCPL-2021-INFO-REPR

Project Summary **Beneficiaries** General Information Reporting Periods GA Information GA Options Financial Information LF Overview Associated Partners Work Packages Deliverables Milestones Critical Risks

DOCUMENTS

**Beneficiaries**

Change Coordinator Add New Beneficiary

Number	Short Name	Legal Name	Role	Country	PIC	PIC Status	Actio
1		AST GMBH	CO	DE	276467	VALIDATED	
		HEINRICH DORF	AE	DE	856116	VALIDATED	
			AE	ES	340479	VALIDATED	
2		CHE SCIENTIFIQUE	BEN	FR	997930	VALIDATED	





# Financial information for affiliated entities

Grant Management Grant Agreement Data

2195400540 (S...) <span style="float: right;">SDP000</span>	Beneficiary 1: 570111 Legal Name: A. P. O. V. N. A. I. E. T. O. O. S. S. O. U. S. S. E. L. D. O. R. F. PIC: 999000XXXXX Status: VALIDATED Legal Address: U. P. E. U. T. E. S. T. A. T. E. C., A. D. S., Germany XXXXXX	Affiliated Entity 1: 1011 Legal Name: F. O. R. P. P. O. L. I. T. I. S. T. I. C. I. S. T. I. C. H. E. N. S. E. L. D. O. R. F. PIC: 999000XXXXX Status: VALIDATED Legal Address: U. P. E. U. T. E. S. T. A. T. E. C., A. D. S., DUSSELDORF Germany	Partner Summary 	Financial Information 
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Call: SOCPL 2021-INFO-REPR  
Topic: SOCPL 2021-INFO-REPR

### Financial Data

Amount	Guarantee Required	Guarantee Amount

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	0.00 €
(a4) A.5 Volunteers	unit	0.00 €
▼ B. Subcontracting costs		
(b) Subcontracting	actual	0.00 €
▼ C. Purchase costs		
▼ C.1 Travel and subsistence		
(c1a) Travel	unit or actual	0.00 €
(c1b) Accommodation	unit or actual	0.00 €
(c1c) Subsistence	unit or actual	0.00 €
(c2) C.2 Equipment	actual	0.00 €
(c3) C.3 Other goods, works and services	actual	0.00 €
▼ D. Other cost categories		



# Verify financial information

SyGMA System for Grant Management

Grant Agreement Data

Call: ERC-2021-STG  
Topic: ERC-2021-STG

Project Summary | Beneficiaries | General Information | Reporting Periods | Progress Reporting Periods | GA Information | GA Options | **Financial Information** | LF Overview | Associated Partners | Principal Investigator | Researchers | Work Packages | Deliverables | Ethics Info | Security

DOCUMENTS



## Financial Information

### Prefinancing and guarantee

Name	Amount	Percentage		Action
▼ Prefinancing 1 (initial)	20.00 €	40.00 %	of 50.00 €	Default
Mutual Insurance Mechanism (MFF) / Guarantee Fund (MFF 2014-2020)	4.00 €	8.00 %		Default

Maximum grant amount (award decision) 50.00 €

### Budget table

Estimated eligible costs (per budget category)											
Direct costs											
A. Personnel costs				B. Subcontracting costs		C. Purchase costs			D. Other cost categories		
Number	Beneficiary	A.1 Employees (or equivalent), A.2 ...	A.1 Employees (or equivalent), A.2 ...	A.4 SME owners and natural person ...	Subcontracting	C.1 Travel and subsistence	C.2 Equipment	C.3 Other goods, works and services	D.1 Internally invoiced goods and se...	D.8 ERC additional funding	D.9 ERC additional fun
1		15.00 €	10.00 €	277.42 €	6.00 €	7.00 €	8.00 €	30.00 €	12.00 €	100.00 €	
2		150.00 €	0.00 €	0.00 €	60.00 €	70.00 €	80.00 €	300.00 €	120.00 €	0.00 €	
3		1,500.00 €	0.00 €	0.00 €	600.00 €	700.00 €	800.00 €	3,000.00 €	1,200.00 €	0.00 €	

# Managing Associated partners

The screenshot displays the SyGMA System for Grant Management interface. At the top, the title 'Grant Agreement Data' is visible. Below it, a navigation menu contains various tabs: Project Summary, Beneficiaries, General Information, Reporting Periods, GA Information, GA Options, Financial Information, LF Overview, Associated Partners (highlighted with a red box), Researchers, Work Packages, Deliverables, Milestones, Reviews, and Critical Risks. Each tab has a corresponding icon: a blue 'i' for information, a yellow warning triangle, or a green checkmark. The 'Associated Partners' tab has a green checkmark. Below the navigation menu, there is a 'DOCUMENTS' button with a yellow warning triangle icon. The main content area is titled 'Associated Partners' and features a table with columns: Number, Short Name, Legal Name, Country, PIC, EDES, and Actions. A '+ Add new Associated Par' button is located at the bottom right of the table area.

- You can enter an associated partner, then select the partner by clicking it and enter the details screen, where you can associate with an existing beneficiary from the available list
- Associated partners cannot declare costs (very limited exceptions can apply)
- They will be allowed to be WP leaders (currently not foreseen)
- 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

# Managing Researchers (new in HE)

- ❑ 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 EU agreement)

The screenshot displays the 'Add Researcher data' form within the F&T Portal. The form is structured as follows:

- 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 for 'Type', 'Id', and 'Actions'. An 'Add Identifier' button is located to the right of the table.

At the bottom of the form, there is a legend for '\* mandatory fields', an 'Add' button, and a 'Cancel' button. The background interface shows a 'Grant Management' section with a table of beneficiaries and a 'Documents' section.

# Deliverables/Milestones/Risks

- ❑ Deliverables, Milestones and Risks are not automatically listed
- ❑ All deliverables need to be completed
- ❑ Please select appropriate Dissemination status (Public, Sensitive (limited under conditions in GA), EU classified (EU-restricted/EU-confidential/EU-secret))

The screenshot displays the 'Grant Management' interface. At the top, there is a navigation bar with 'Grant Management' 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, Associated Partners, Researchers, Work Packages, Deliverables, Milestones (highlighted with a red box), Reviews, and Critical Risks. Each tab contains an icon: Project Summary (info), Beneficiaries (warning), General Information (warning), Reporting Periods (check), GA Information (check), GA Options (check), Financial Information (check), LF Overview (info), Associated Partners (check), Researchers (check), Work Packages (error), Deliverables (error), Milestones (warning), Reviews (warning), and Critical Risks (warning). Below the menu, there is a 'DOCUMENTS' section with a checkmark icon. The main content area is titled 'Milestones' and features a table with columns: Number, Title, Lead Beneficiary, Due Date (in months), Means of Verification, and Work Package No. The table is currently empty. A large, faint watermark of the European Union flag is visible in the background of the main content area.

# Ethics

- ❑ Ethics are 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

Horizon ERIC 2021 VICECHAMPS-BA

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 **Ethics info** Security

DOCUMENTS

Ethics

Ethics issues:  
NESC and/or NE:  
Ethics Opinion: Cleared

Ethics categories/issues identified during the Ethics Review

- HEP- HUMAN EMBRYONS...
- HL- HUMANS
- HCT- HUMAN CELLS Y...
- POPD- PERSONAL DATA
- A- ANIMALS
- NEC- NON-EU COUNTRIES...
- ESD- ENVIRONMENT PR...
- AI- ARTIFICIAL INT...
- DEL- OTHER ETHICS...

Ethics requirements

Number	Ethics Issues Category	Description	Before Signature	Compliance Date	Status
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Ethics Reports

Title	ABS Ref	Date	Type	Doc
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Validate

European Commission

# Security (new)

Information regarding Security Constraints will be displayed in the corresponding tab if Security data is imported the IT system as a result of Security Evaluation



The screenshot shows the SyGMA System for Grant Management interface. The top navigation bar includes the SyGMA logo, the text 'Grant Agreement Data', and the goFund logo. Below the navigation bar, there are several tabs: Deliverables, Milestones, Reviews, Critical Risks, Ethics Info, and Security. The Security tab is currently selected and highlighted in blue. To the right of the tabs is a large image showing a group of people in a meeting. Below the tabs, there is a 'DOCUMENTS' button with a checkmark icon.



## Security

Security Issues:

Security Classification:

- NSC No security concern
- REC Security recommendations
- R-UE/EU-R RESTREINT UE/EU RESTRICTED
- C-UE/EU-C CONFIDENTIEL UE/EU CONFIDENTIAL
- S-UE/EU-S SECRET UE/EU SECRET
- NOF Proposal too security-sensitive to be funded

Security Classification Reason:

The Security Appraisal is not foreseen. The proposal was automatically cleared by the system.

Validate



European  
Commission

# Validations

The screenshot displays the SyGMA interface. On the left, a sidebar shows project details for Project 8823, including call information (H2020-IFRAIA-2014-2015), responsible unit (RTD/B/07), and budget information. The main area is titled 'Validation Report' and contains a list of errors:

- Project**
  - Project contribution is equal to the sum of beneficiaries contribution check: The Project Contribution does not match the sum of the beneficiaries contribution [Total Contribution]
  - Annex I part B is uploaded check: Annex I part B is missing [General]
  - Work Package existence check: There should be at least one Work Package for the project [Work Packages]
  - Total Contribution against ranking Proposed Contribution check: The total contribution is higher than the proposed contribution from the proposal ranking [Total Contribution]
  - DLV Deliverable mandatory existence: There are no deliverables indicated for the project [deliverables]
  - Milestone mandatory existence check: There are no milestones indicated for the project [Milestones]
  - Project Review Mandatory presence check: There are no reviews indicated for the project [Reviews]
  - Grant Agreement Option Art15.1 vs cost break down check: There are direct costs of financial support to third parties but the GA option Art15.1 is not set [costBreakDowns]
  - Critical Risk mandatory existence: There are no critical risks indicated for the project [criticalRisks]
- GA information / General information / AA information**
  - Mandatory field check: Missing mandatory field [Granting Authority]
  - Mandatory field check: Missing mandatory field [Commission/Agency Representative for the purposes of signing the Grant Agreement]
  - Mandatory field check: Missing mandatory field [EC Communication Address]
- Beneficiary 1 (AST)**
  - Bank account is mandatory for Coordinator check: The Bank Account is mandatory for the Coordinator [Bank Account]
  - No PLSIGN assigned for BEN in IAM: The Beneficiary 276467 has no PLSIGN role defined in IAM for this Project. He will not be able to sign electronically any document [General]
  - No Legal Signatory selected in SyGMA for BEN: The Beneficiary 276467 has no Legal Signatory representative selected [Project Representatives]
- Beneficiary 2 (RHP)**
  - No PLSIGN assigned for BEN in IAM: The Beneficiary 973104001 has no PLSIGN role defined in IAM for this Project. He will not be able to sign electronically any document [General]
  - No Legal Signatory selected in SyGMA for BEN: The Beneficiary 973104001 has no Legal Signatory representative selected [Project Representatives]
- Beneficiary 3 ( )**
  - No PLSIGN assigned for BEN in IAM: The Beneficiary 997930 has no PLSIGN role defined in IAM for this Project. He will not be able to sign electronically any document [General]
  - No Legal Signatory selected in SyGMA for BEN: The Beneficiary 997930 has no Legal Signatory representative selected [Project Representatives]
- Beneficiary 4 ( )**
  - No requested contribution check: There is no maximum amount of grant requested [Cost Break Downs]

At the bottom right of the report window, a 'Validate' button is highlighted with a red box. To the right of the main window, a navigation bar shows 'Milestones', 'Reviews', and 'Critical Risks' sections, each with a yellow warning icon. A blue circular icon with a checklist and a checkmark is positioned to the right of the main window.



# Documents upload (part B)

- ❑ 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

The screenshot displays the Horizon 2020 portal interface. At the top, a navigation bar includes sections for Beneficiaries, General Information, Reporting Periods, GA Information, GA Options, Financial Information, LF Overview, Work Packages, Deliverables, Milestones, Reviews, Critical Risks, and Ethics Info. A 'DOCUMENTS' button with a warning icon is highlighted with a red box. Below this, the 'Documents' section is visible, listing various documents under 'Grant Agreement' and 'Grant Agreement Summary'. The document 'Annex 1 - Description Of Action (part B)' is selected, and its 'Upload' button is highlighted with a red box. Other documents listed include 'Grant Agreement', 'Annex 1 - Description of the action (part A)', 'Annex 2 - Estimated budget of the action', 'Annex 3 - Accession Forms', 'Annex 4 - Model for the Financial statement', 'Annex 5 - Model for the certificate on the financial statements', 'Annex 6 - Model for the certificate on the methodology', and 'Grant Agreement Data Sheet'. Each document has associated icons for ZIP, PDF, and document editing.

# Submission to EU

The screenshot displays the 'MY PROJECT' interface for a grant preparation process. On the left, a sidebar lists project details: Call (HORIZON-ERC-2021-VICECHAIRS-IBA), Type of Action (XXXXXXXXXX), Acronym (XXXXXXXXXX), Current Phase (Grant preparation), Number (XXX), Duration (24 months), Start Date, Estimated Project Cost (€24,762.50), Requested EU Contribution (€50.00), and Contact (XXXXXXXXXX). Below this are buttons for 'Latest Legal Data', 'Active Processes', 'Document Library', 'Communication Centre', and 'Archived Processes'. At the bottom left, there are buttons for 'ONLINE MANUAL' and 'HOW TO'. The main area shows a progress bar for 'Proposal Management & Grant Preparation' with stages: Submitted (01 Oct 2021), Informed, Invited, Prepared, Signed (03 Jul 2022, 3/275 days), and Paid. A 'Submit to EU' button is highlighted with a red box. Below the progress bar, there are sections for 'Grant agreement data preparation' (with a 'Submit to EU' button), 'GA Declaration - GAP-227136 - 973276467 signature', 'Process documents' (including Evaluation Result Letter, Evaluation Summary, and Security Scrutiny), 'Process communications', and 'Process history'. A 'Launch new interaction with the EU' button is in the top right. A blue circular icon with a document and checkmark is on the right side of the page.



# Thank you!

## # HorizonEU

<http://ec.europa.eu/horizon-europe>



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