



# **H2020 Grant preparation and signature**

# Objectives

## of grant preparation

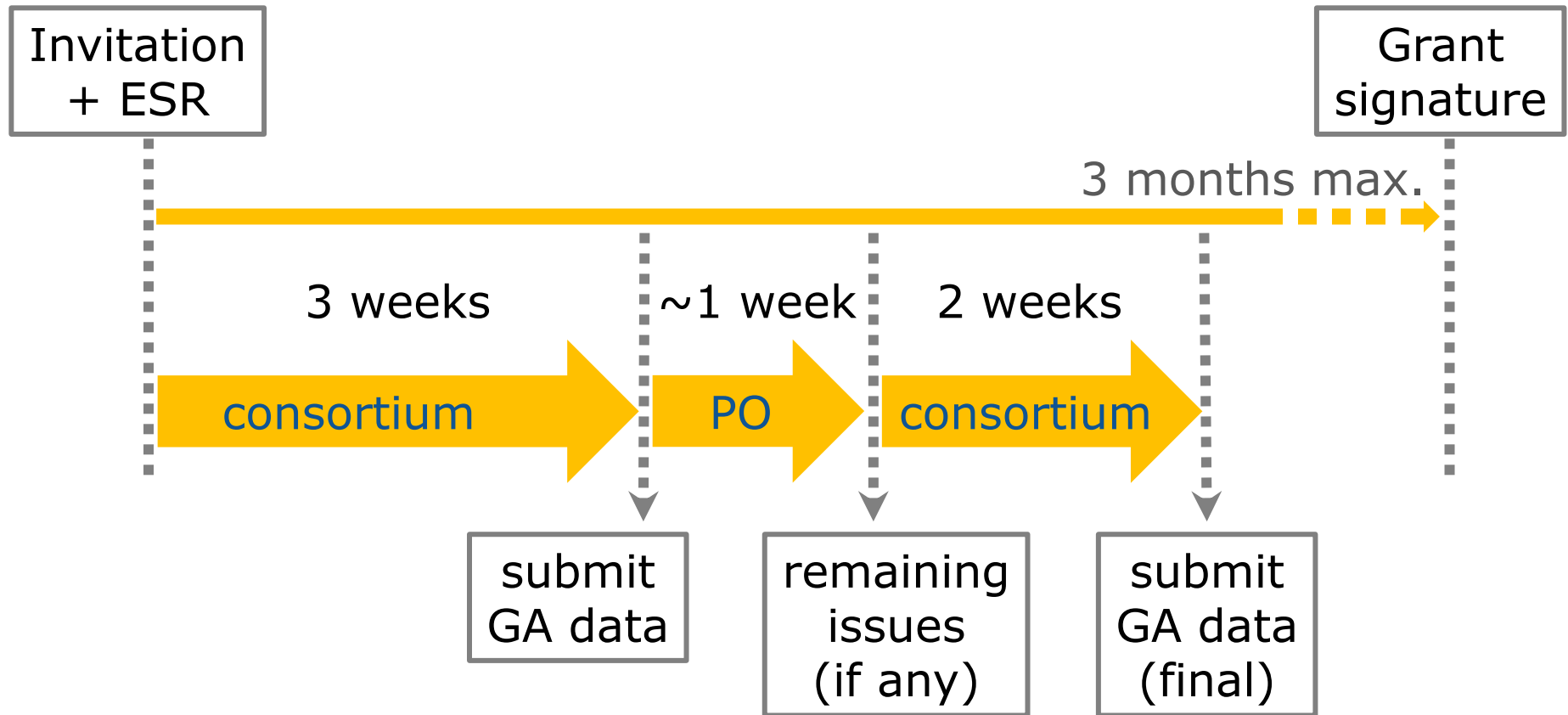
- **Transfer** information from the proposal to the grant agreement
- **Collect** additional information not present in the proposal (e.g. budget details, third parties)
- **Ensure** consistency between proposal and grant agreement

if applicable, also:

- **Implement** any requirements from an ethics review or security scrutiny

# Timing

## grant agreement data (GA data)



Consortium

Project Officer

sum of  
scientific/technical, budgetary, administrative, and legal  
information on your project

=

## GRANT AGREEMENT DATA

core  
grant  
agreement

Annex 1,  
description of the action  
(project description)

Annex 2,  
budget

other  
annexes

# Possible changes to your project

- Successful proposals are expected to be **mature and ready** to be implemented.
  - No substantial changes are allowed between your proposal and your project.
- **Optional** changes:
  - Obvious errors or inconsistencies may be removed
  - You may correct shortcomings identified by the experts in the ESR (but you are not obliged to do so)
- **Necessary** changes (can) follow from:
  - 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)

# **Legal and financial validation of organisations**

## **LEAR appointment**

# Legal and financial validation of beneficiaries

- Unique and valid throughout H2020. 40.000 FP7 validated entities migrated into H2020
- Verification of:
  - (i) legal existence,
  - (ii) organisation category (public-private, non-profit...)
  - (iii) extended mandate of the LEAR
  - (iv) financial viability (when required)
- Updates of validated data handled as a priority
- PIC of **linked third parties** not included in the original proposal must be introduced during grant preparation

# Main changes compared to FP7 validation

- Simplification for Research Organisation:
  - Via a self-declaration
- Simplification for SME:
  - Via a self-declaration (and for some cases a self-assessment via the SME wizard)
- Single model for indirect costs
- Larger notion of legal entity:
  - Entities without legal personality may be assimilated to a legal entity and be eligible for grants



## **SME status**

**via the Web-based SME questionnaire** (obligatory for actions where SME is eligibility criterion)

- Questionnaire was launched 27/02/14
- More than 9000 self-assessments have been done via the wizard:  
86% have got the SME "yes"(44% autonomous)
- Ex-post checks on a random basis and/or upon request of the operational services

**via simple tick box** (for actions where SME is not eligibility criterion)

# 3. The LEAR



- The LEAR:
  - Is appointed by the legal representative in a paper process
  - Notifies the EU of changes in legal data/status;
  - Submits financial viability documents if required;
  - Nominates in the PP the persons who act as legal signatories for the organisation and
  - Nominates in the PP the persons who sign financial statements.
- FP7 LEAR's: confirmation of new mandate necessary (paper process)

# 4. Financial Viability Check (1)



**CHANGED  
compared  
to FP7**

- In general, the financial capacity is checked if:
  - The beneficiary is a **coordinator, and**
  - The requested EU **funding** for the action is **≥ 500 000 EUR**.
- Applicants for mono-beneficiary grants are not considered as "coordinators"
- Upon request by the Authorising Officer, a financial viability check can be performed on any participant

## 5. Bank accounts



- Search for bank account is available in Participant Portal Grant Management Service
- If account number cannot be found, LEAR must send BA forms to REA VS functional mailbox
- Coordinator should inform LEAR to start BA creation request
- REA VS encode BA and inform LEAR when validation by EC financial department is completed

## **Functional mailboxes:**

**REA-URF-VALIDATION@EC.EUROPA.EU**  
**REA-FVC@EC.EUROPA.EU**

# **Completion of grant preparation data and documents**

# Description of the Action (DoA)

- is a detailed description of how the project will be carried out
- follows the structure of the proposal, also comprising Parts A & B
  - Part A is partially pre-filled with proposal data. The remaining information is entered through online forms.
  - Part B is the narrative description of your project. Its sections are copied from the corresponding sections in Part B of the proposal. It is uploaded as a PDF.

# DoA format – Part A

## Complete online forms (Participant Portal)

- **1.1** – The project summary (automated, proposal table A1)
- **1.2** – The list of beneficiaries (automated, proposal table A2)
- **1.3** – Work plan tables – Detailed implementation
  - 1.3.1 WT1 List of work packages (based on Proposal table 3.1b)
  - 1.3.2 WT2 List of deliverables (based on Proposal table 3.1c)
  - 1.3.3 WT3 Work package descriptions (based on Proposal table 3.1a)
  - 1.3.4 WT4 List of milestones (based on Proposal table 3.2a)
  - 1.3.5 WT5 Critical risks and mitigation actions (based on Proposal table 3.2b)
  - 1.3.6 WT6 Summary of project efforts in person months (based on Proposal table 3.5a)
  - 1.3.7 WT7 Tentative schedule of project reviews (set by project officer)
- **1.4** – Ethics requirements (if any, set by project officer)



# DoA format – Part B

Complete Word-template, convert to PDF, upload

**History of changes** *In this section you must record all changes implemented in comparison with the submitted proposal or previous DoA versions.*

**Table of Contents** *Generate a table of contents with page numbers)*

## 2.1. Excellence

**2.1.1. Objectives** *(proposal section 1.1)*

**2.1.2. Concept and Approach** *(proposal section 1.3)*

**2.1.3. Ambition** *(proposal section 1.4) [not applicable for CSA type of actions]*

## 2.2. Impact

**2.2.1. Expected impact** *(proposal section 2.1)*

**2.2.2. Measures to maximise impact** *(proposal section 2.2)*

2.2.2.1. Dissemination and exploitation of results *(proposal section 2.2.a)*

2.2.2.2. Communication activities *(proposal section 2.2.b)*

# DoA format – Part B (cont.)

## 2.3. Implementation

### 2.3.1. Work Plan (*proposal section 3.1*)

**Do NOT copy tables 3.1a, 3.1b, 3.1c, as they are included in Part A**

### 2.3.2. Management structures and procedures (*proposal section 3.2*)

### 2.3.3. Consortium as a whole (*proposal section 3.3*)

### 2.3.4. Capacity of participants and links to third parties (*proposal section 4*)

#### 2.3.4.1. Participants (*proposal section 4.1*)

#### 2.3.4.2. Third parties involved (*proposal section 4.2*)

#### 2.3.4.3. [*if applicable:*] Financial support to third parties (*proposal section 4.3*)

### 2.3.5. Planned use of resources (*proposal section 3.4*)

**Only copy tables 3.4b. → Do NOT copy table 3.4a, as it is included in Part A**

# DoA format – Part B (cont.)

if applicable

## 2.3.6. Ethics and Security (*proposal section 5*)

2.3.6.1. Ethics (*proposal section 5.1*)

2.3.6.2. Security (*proposal section 5.2*)

## Other points to watch

- **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 (see below)
- Communication (see below)

# Ethics review and security scrutiny

- Your proposal may be subject to an **ethics review** and/or a **security scrutiny** procedure
  - For example, if you flagged such issues in your proposal or if specified in the relevant call for proposals
- The **results must be implemented** in the grant agreement
  - 'Ethics requirements' are binding, they will be entered by the PO in Part A (DoA)
  - You need to update the ethics section in Part B (DoA) to ensure that any 'ethics requirements' are met
  - There may be 'ethics requirements' that you need to meet before the grant can be signed
  - Similarly for security scrutiny


# Communication

- Increased importance in Horizon 2020
  - Communication plan in the proposal and the grant agreement
  - Promote your project and its results beyond the project's own community
  - Communicate your research in a way that is understood by non-specialists, e.g. to the media and the public
  - Inform us in advance of communication activities expected to have a major media impact
  
- Communication ≠ dissemination
  - Dissemination is a separate obligation (e.g. through scientific articles and conferences)



# Complete Annexes 1 and 2 at the Participant Portal

(A-Z) Sitemap About this site Contact Legal Notice Search English ▼



## RESEARCH & INNOVATION

### Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT

### Horizon 2020 Funding

Starting from 1/1/2014

On this site you can find and secure **funding** for projects under the following EU programmes:


- **2014-2020** Horizon 2020 - research and innovation framework programme
- **2007-2013** 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)
- Research Fund for Coal & Steel, COSME, 3rd Health Programme, Consumer Programme

**Non-registered users**


- search for funding
- read the H2020 Online Manual & download the legal documents
- check if an organisation is already registered
- contact our support services or check our FAQs

**Registered users**


- submit your proposal
- sign the grant
- manage your project throughout its lifecycle
- register as expert advising the Commission




WHAT'S NEW?




FUNDING OPPORTUNITIES




HOW TO PARTICIPATE



WORK AS AN EXPERT



MY PERSONAL AREA



INFORMATION AND SUPPORT

## RESEARCH & INNOVATION

### Participant Portal - Grant Management Services

Lies EXTERNAL

#### MY PROJECT



Call: H2020-INFRAIA-2014-2015

Type of Action: CSA

Acronym: Project 888823

Current Phase: Grant preparation

Number: 888823

Duration: 36 months

Start Date:

Estimated Project Cost:

€1,240.00

Requested EU Contribution:

€1,237.00

Contact: Maria ALLEGRIINI

See all data ...



H2020 ONLINE MANUAL



**Proposal Management & Grant Preparation**  
888823 - Project 888823

25/04/2014



Grant agreement data preparation

**Submit to EU**



DRAFT De...973276467 to print, complete, sign and scan

**Upload**

**Complete**



**Documents**



**Messages**



**Messages**





# Project summary



<< portal

nexterti (EXTERNAL) ?



## Grant Agreement Data

Project 888823 (Project 888823)	Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Work Packages	Deliverables	Milestones	Reviews	Critical Risks
 Call: H2020-INFRAIA-2014-2015 Action : CSA Resp. Unit: RTD/B/07 Duration: 36												

  DOCUMENTS


## Project Summary

 SAVE

### Project 888823 ( Project 888823 )

Responsible Unit: RTD/B/07  
 Call: H2020-INFRAIA-2014-2015  
 Topic: INFRAIA-1-2014-2015 - Integrating and opening existing national and regional research infrastructures of European interest  
 Type of Action: CSA  
 Duration: 36

### Budget Information:

Total Costs in the Proposal:  
 Max EU Grant Amount(following evaluation): 256.00 €  
 Total Costs: 1,240.00 €  
 Maximum Grant Amount: 1,237.00 €  100 % of total costs

### Officers:

Project Officer: Maria ALLEGRINI (RTD/B/07)

### Deadlines:

Deadline for first version of the grant agreement data (incl. annexes) 20/05/2014  
 Deadline for the signature of the participants certified declarations 11/07/2014  
 Deadline foreseen for the signature of the grant agreement 28/07/2014

Validate

## Icons used



No missing information



Missing information: blocking



For information only



Missing information: not blocking at this point

# Validation function

<< portal

**SyGMA**  
System for Grant Management

Project 888823 (Project 888823)

**HORIZON 2020**

Call: H2020-INFRAIA-2014-2015 Action :  
Resp. Unit: RTD/B/07 Duration :

DOCUMENT

**Project Summary**

**Project 888823 ( Project 888823)**

Responsible Unit:  
Call:  
Topic:  
Type of Action:  
Duration:

**Budget Information:**

Total Costs in the Proposal:  
Max EU Grant Amount(following evalua  
Total Costs:  
Maximum Grant Amount:

**Officers:**

Project Officer: Maria ALLEGRI (RTD

**Deadlines:**

Deadline for first version of the grant a  
annexes)  
Deadline for the signature of the partic  
declarations  
Deadline foreseen for the signature of

**Validation Report**

Expand All Collapse All

▼ 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 973276467 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 973276467 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 (CNRS)

- ⚠ No PLSIGN assigned for BEN in IAM: The Beneficiary 999997930 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 999997930 has no Legal Signatory representative selected [Project Representatives]

▼ Beneficiary 4 (LANC UNIV)

- ✖ No requested contribution check: There is no maximum amount of grant requested [Cost Break Downs]


nexterli (EXTERNAL) ?

Milestones	Reviews	Critical Risks
⚠	⚠	⚠

SAVE

Validate

# Beneficiary data are imported from your proposal



System for Grant Management

Grant Agreement Data

Project 888823 (Project 888823)  
**HORIZON 2020**  
Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36

Beneficiaries

General Information

Reporting Periods

GA Information

GA Options

Financial Information

LF Overview

Work Packages

Deliverables

Milestones

Reviews

Critical Risks

H+

DOCUMENTS

SAVE

Beneficiaries

Change Coordinator

Add New Beneficiary

Number		Short Name	Legal Name	Role	Country	PIC	PIC Status	Actions
1		AST	AST ADVANCED SPACE TECHNOLOGIES GMBH	CO	DE	973276467		
2		RHP	RHP-TECHNOLOGY GMBH & CO KG	BEN	AT	973104001		
3		CNRS	CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE	BEN	FR	999997930		
4		LANC UNIV	LANCASTER UNIVERSITY	BEN	UK	999840984		

Validate



# Project representatives are imported for each beneficiary: check and update if necessary



System for Grant Management

Grant Agreement Data

**Project 888823 (Project 888823)**  
  
Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36

**Beneficiary 1: AST**  
Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH  
PIC: 973276467 Status: UNKNOWN  
Legal Address: ZEPPELINSTRASSE 9B , 28816 , Germany

**Partner Summary**  


**Financial Information**  


**Project Representative**  


**Bank Account**  


**Linked Third Parties**  


H+
slide to select beneficiary

**Project Representatives**

SAVE

**Legal Signatory**

Function	User Id	Family Name	First Name	Email	More Info															
<div> <b>Contact Persons</b> <table border="1"> <thead> <tr> <th>User Id</th> <th>Family Name</th> <th>First Name</th> <th>Email</th> <th>More Info</th> </tr> </thead> <tbody> <tr> <td>nautopne</td> <td>AUTOPART</td> <td>NEF</td> <td>nef.autopart@gmail.com</td> <td><a href="#">details</a></td> </tr> <tr> <td>nexterli</td> <td>EXTERNAL</td> <td>Lies</td> <td>lies.external@gmail.com</td> <td><a href="#">details</a></td> </tr> </tbody> </table> </div>						User Id	Family Name	First Name	Email	More Info	nautopne	AUTOPART	NEF	nef.autopart@gmail.com	<a href="#">details</a>	nexterli	EXTERNAL	Lies	lies.external@gmail.com	<a href="#">details</a>
User Id	Family Name	First Name	Email	More Info																
nautopne	AUTOPART	NEF	nef.autopart@gmail.com	<a href="#">details</a>																
nexterli	EXTERNAL	Lies	lies.external@gmail.com	<a href="#">details</a>																

Validate



European  
Commission

# Add the department(s) carrying out the work for each beneficiary

Project 888823 (Project 888823)  
**HORIZON 2020**  
Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36

Beneficiary 1: AST  
Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH  
PIC: 973276467 Status: UNKNOWN  
Legal Address: ZEPPELINSTRASSE 98 , 28816 , Germany

Partner Summary  
⚠

Financial Information  
✓

Project Representative  
⚠

Bank Account  
⚠

Linked Third Parties  
i

slide to select beneficiary

Partner Summary

PIC: 973276467  
Short Name:   
Legal Name: AST  
Legal address: ZEPPELINSTRASSE 98 , 28816 , Germany  
Phone:  
Fax:  
Email:  
Website:  
VAT Number: 123  
Registration Data:  
Legal Form:  
Legal Status: Legal Person  
SME 2013

Financial:  
Partner Costs: 1174 € (95% of  
Partner Max amount: 173 € (14% of project  
amount)

Department(s) carrying out the work:  

+ add department

Dep. No	Address	Actions
dept1	teststreet 1930 , Belgium	✖ 🗑

Validate

# Add linked 3rd parties (if any) for each beneficiary


**SyGMA**  
 System for Grant Management

Grant Agreement Data

Project 888823 (Project 888823)  
  
 Call: H2020-INFRAIA-2014-2015    Action : CSA  
 Resp. Unit: RTD/B/07    Duration: 36


Beneficiary 1: AST  
 Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH  
 PIC: 973276467    Status: UNKNOWN  
 Legal Address: ZEPPELINSTRASSE 9B , 28816 , Germany

Partner Summary  


Financial Information  


Project Representativ  


Bank Account  



Linked Third Parties  



 slide to select beneficiary

**Linked Third Parties**





Short Name	Legal Name	Country	PIC	PIC Status	EWS	Joint Several Liability	Actions



NB: Linked 3<sup>rd</sup> parties need to register and are validated like beneficiaries.

# Select bank account (coordinator only)

<b>Project 888823 (Project 888823)</b>  Call: H2020-INFRAIA-2014-2015    Action : CSA Resp. Unit: RTD/B/07    Duration: 36	<b>Beneficiary 1: AST</b> Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH PIC: 973276467    Status: UNKNOWN Legal Address: ZEPPELINSTRASSE 98 , 28816 , Germany	<b>Partner Summary</b> 	<b>Financial Information</b> 	<b>Project Representativ</b> 	<b>Bank Account</b> 	<b>Linked Third Parties</b> 
--	---	---	---	---	--	--

**Bank Account** SAVE

Select Bank Account

<b>Account Number</b>  Account Number IBAN BIC	<b>Account Holder Name and Address</b>  Account Holder Name PO Box Postal Code Street Name and Number Town Country
--	---


<b>Bank Name and Address</b>  Bank Name Postal Code Street Name and Number Town Country
---

Validate



# Specify the project's start date

## Other general information is imported (title, abstract, ...)

General Information 

Project Number 888823

Acronym

Title

Duration

Topic INFRAIA-1-2014-2015

Call H2020-INFRAIA-2014-2015


Start Date

☒ The first day of the month after the entry into force of the Grant Agreement

☐ A fixed starting date

Abstract


Free Keywords test1, test2, test3


 SAVE


NB: If you choose a fixed start date you will need to provide a justification


# Reporting periods


will be completed by the project officer


Project 888823 (Project 888823)  
  
Call: H2020-INFRAIA-2014-2015    Action : CSA  
Resp. Unit: RTD/B/07    Duration: 36


Beneficiaries  



General Information  



**Reporting Periods**  



GA Information  



GA Options  



Financial Information  



LF Overview  





Work Packages  


Deliverables  



Milestones  



Reviews  



Critical Risks  





DOCUMENTS

Reporting Periods


SAVE


Add New Period

Reporting Period No.	From Month	To Month	Duration	Actions
1	1	18	18	
2	19	36	18	

Validate

# Grant agreement information (read only)

Project 888823 (Project 888823)  
**HORIZON 2020**  
Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36

Beneficiaries  


General Information  


Reporting Periods  


GA Information  


GA Options  


Financial Information  


LF Overview  


Work Packages  


Deliverables  



Milestones  


Reviews  


Critical Risks  


H+  DOCUMENTS

## Grant Agreement Information

 Granting Authority

 Commission/Agency Representative  
for the purposes of signing the Grant Agreement

Function:

Surname:

Name:

### Article - Evaluation of the impact of the action

Evaluations may be started during implementation of the action and after three years the payment of the balance for up to

### Article - Keeping records - Supporting documentation

Beneficiaries must keep records and other supporting documentation, three years after the balance is paid for a period of

### Article - Internal arrangements

Consortium Agreement is required



### Article - Communication between the parties

DG, Agency or JU

RTD

Responsible Unit

Science for and in soci

Office Details

 Address

Validate

# Grant agreement options (read only)

Project 888823 (Project 888823) <b>HORIZON 2020</b> Call: H2020-INFRAIA-2014-2015 Action : CSA Resp. Unit: RTD/B/07 Duration: 36	Beneficiaries	General Information	Reporting Periods	GA Information	<b>GA Options</b>	Financial Information	LF Overview	Work Packages	Deliverables	Milestones	Reviews	Critical Risks
DOCUMENTS												

## Grant Agreement Options

### AUTOMATED

- ☒ 3 Article 6.2 D.2 - Depreciation costs of equipment
- ☐ 4 Article 6.2 D.2 - Full purchase costs of equipment
- ☐ 5 Article 6.2 D.4 Large Research Infrastructure costs
- ☐ 13 Article 16.1 - Rules for providing trans-national access to research infrastructure
- ☐ 14 Article 16.2 - Rules for providing virtual access to research infrastructure
- ☐ 15 Article 20.5 - Information on cumulative expenditure incurred
- ☐ 16 Article 28.1 - General obligation to exploit the results - additional exploitation obligations
- ☐ 17 Article 28.2 - Notification if results could contribute to standards
- ☐ 18 Article 29.1 - General obligation to disseminate results - additional dissemination obligations
- ☐ 19 Article 29.1 - General obligation to disseminate results - additional dissemination obligations for interoperability
- ☐ 20 Article 29.1 - General obligation to disseminate results - additional dissemination obligations for cross-border interoperability


### MANUAL

- ☐ 1 Article 2 - Complementary Grant
- ☐ 2 Article 2 - Jointly Funded Action
- ☐ 6 Article 10.1 - Rules for purchasing goods, works or services
- ☐ 7 Article 13.1 - Rules for subcontracting action tasks
- ☐ 8 Article 13.1 - action involving PCP or PPI
- ☐ 9 Article 13.1 - action involving PPI: Participation in PPI tendering procedures
- ☐ 10 Article 13.1 - action involving PCP: The subcontracts must provide...
- ☐ 11 Article 15.1 - Rules for providing financial support to third parties





Validate


# Budget tables are imported: check and update if needed


Project 888823 (Project 888823)  
  
Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36


Beneficiary 1: AST  
Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH  
PIC: 973276467 Status: UNKNOWN  
Legal Address: ZEPPELINSTRASSE 9B , 28816 , Germany

Partner Summary  


Financial Information  


Project Representative  


Bank Account  


Linked Third Parties  


H+
slide to select beneficiary

Financial Data H2020
SAVE

Use of 'costs of in-kind contributions not used on premises?' (m) ☒ yes ☐ no 5.00 €

Use of 'costs of large research infrastructure' in the grant? ☐ yes ☒ no

No contribution requested? ☐ yes ☒ no

Individual costs table:

Cost Category	Unit Cost	Number of Units	Subtotal	Total	Actions
a) Direct personnel costs declared as actual costs				100.00 €	
b) Direct personnel costs declared as average costs				0.00 €	
▼ c) Direct personnel costs declared as unit costs				0.00 €	
c1) SME owner/manager costs	unit cost: 32.1 3 €	x units:	=	0.00 €	
d) Direct costs of subcontracting				300.00 €	
e) Direct costs of providing financial support				400.00 €	
f) Other direct costs				200.00 €	
g) Indirect costs (= 0.25 * (a + b + c + f - m))				73.75 €	
j) Total costs (= a + b + c + d + e + f + g)				1,073.75 €	
k) Maximum EU contribution (100%)				1,073.75 €	
l) Maximum grant amount				1,173.00 €	



# Add budget details of linked 3rd parties (if any)

<b>Project 645530 (GAPLESS)</b>  Call: H2020-ICT-2014-1    Action : IA Resp. Unit: RTD/J/04    Duration: 48	<b>Beneficiary 3: UNI</b> Legal Name: UNITED NATIONS INSTITUTE FOR TRAINING AND RESEARCH PIC: 997721825    Status: VALIDATED Legal Address: Palais des Nations , 1210 , Geneva Switzerland	<b>Third Party 1: CDE</b> Legal Name: CENTRO DE ESTUDOS PARA A INTERVENCAO SOCIAL PIC: 997787591    Status: VALIDATED Legal Address: RUA RODRIGUES SAMPAIO 31 , 1150 278 , LISBOA Portugal	<b>Partner Summary</b> 	<b>Financial Information</b> 	<b>Specific Legal</b> 	
 ◀ slide to select beneficiary ▶		◀ slide to select third party ▶				

## Financial Data H2020

Use of 'costs of in-kind contributions not used on premises?' (m) ☒ yes ☐ no 2,435.00 €

Use of 'costs of large research infrastructure' in the grant? ☒ yes ☐ no

### Individual costs table:


Cost Category	Unit Cost	Number of Units	Subtotal	Total	Actions
a) Direct personnel costs declared as actual costs				2,345.00 €	
b) Direct personnel costs declared as average costs				234.00 €	
d) Direct costs of subcontracting				2,345.00 €	
e) Direct costs of providing financial support				2,345.00 €	
f) Other direct costs				0.00 €	
g) Indirect costs (= 0.25 * (a + b + f - m))				36.00 €	
j) Total costs (= a + b + d + e + f + g)				7,305.00 €	
k) Maximum EU contribution (100%)				7,305.00 €	
l) Maximum grant amount				5,000.00 €	


**NB:** In the proposal, you specified a cumulative budget for each beneficiary and its linked 3<sup>rd</sup> parties. In the grant agreement, this must be resolved into separate budgets. The sum remains unchanged.


# Financial information


- check budget table
- prefinancing amount is for information


Project 888823 (Project 888823)  
**HORIZON 2020**  
Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36


Beneficiaries  



General Information  



Reporting Periods  



GA Information  



GA Options  



**Financial Information**  



LF Overview  



Work Packages  


Deliverables  


Milestones  


Reviews  


Critical Risks  


H+  DOCUMENTS

## Financial Information


	Amount	Percentage		
Prefinancing	618.50 €	50.00 %	of 1,237.00 €	Default
Guarantee Fund	61.85 €	5.00 %	of 1,237.00 €	Default


Actual amount to transfer to Coordinator is : 556.00 €


## Cost Table


Number	Beneficiary	Direct personnel costs declared as actual costs	Direct personnel costs declared as average costs	Direct personnel costs declared as unit costs	Direct costs of subcontract	Direct costs of providing financial support	Other direct costs	Indirect costs	Special unit costs	Special unit costs covering direct and indirect costs	Total costs	Maximum EU contribution	Maximum grant amount	Costs of in-kind contribution not used on premises
▶ 1	<a href="#">AST</a>	100.00 €	0.00 €	0.00 €	300.00 €	400.00 €	200.00 €	74.00 €	0.00 €	100.00 €	1,174.00 €	1,174.00 €	1,173.00 €	5.00 €
▶ 2	<a href="#">RHP</a>	105.00 €	0.00 €	0.00 €	7.00 €	8.00 €	6.00 €	2.00 €	0.00 €	5.00 €	33.00 €	33.00 €	32.00 €	2.00 €
▶ 3	<a href="#">CNRS</a>	105.00 €	0.00 €	0.00 €	7.00 €	8.00 €	6.00 €	2.00 €	0.00 €	5.00 €	33.00 €	33.00 €	32.00 €	2.00 €
▶ 4	<a href="#">LANC UNIV</a>	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €
<b>TOTAL</b>		310.00 €	0.00 €	0.00 €	314.00 €	416.00 €	212.00 €	78.00 €	0.00 €	110.00 €	1,240.00 €	1,240.00 €	1,237.00 €	9.00 €


# Legal & financial overview (read only)


Project 888823 (Project 888823)  
  
Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36


Beneficiaries  



General Information  



Reporting Periods  



GA Information  



GA Options  



Financial Information  



**LF Overview**  





Work Packages  


Deliverables  


Milestones  



Reviews  


Critical Risks  





DOCUMENTS



# Add work packages from Part B of your proposal

Project 888823 (Project 888823)  
  
Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36

Beneficiaries

General Information

Reporting Periods

GA Information

GA Options

Financial Information

LF Overview



Work Packages

Deliverables

Milestones

Reviews

Critical Risks





DOCUMENTS

Work Packages

SAVE

Number	Title	Lead Beneficiary	Total Effort	Start Month	End Month	Deliverables No.	Actions
Total:			0				



Add Work Package


Validate


# Add deliverables from Part B of your proposal


Project 888823 (Project 888823)  
**HORIZON 2020**  
Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36


Beneficiaries  



General Information  



Reporting Periods  



GA Information  



GA Options  



Financial Information  



LF Overview  




Work Packages  




**Deliverables**  


Milestones  


Reviews  


Critical Risks  




DOCUMENTS

Deliverables 

SAVE

+ Add Deliverable

Number	Relative Number in WP	Title	Lead Beneficiary	Type	Dissemination Lev	Due Date (in mont	Actions

Validate

# Add milestones from Part B of your proposal

Project 888823 (Project 888823)

**HORIZON 2020**

Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36

Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Work Packages	Deliverables	Milestones	Reviews	Critical Risks

**DOCUMENTS**

**Milestones**














[SAVE](#)

Number	Title	Lead Beneficiary	Due Date (in months)	Description	Work Package No.	Actions
<p><a href="#">Add Milestone</a></p>						

[Validate](#)

# Project reviews

will be completed by the project officer

Project 888823 (Project 888823)	Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Work Packages	Deliverables	Milestones	Reviews	Critical Risks
 Call: H2020-INFRAIA-2014-2015 Action : CSA Resp. Unit: RTD/B/07 Duration: 36												

**Reviews** 😊

Revision No.	Tentative Timing	Planned Venues	Comments
<div>Validate</div>			

# Risks and mitigation measures from Part B of your proposal

Project 888823 (Project 888823)

**HORIZON 2020**

Call: H2020-INFRAIA-2014-2015 Action : CSA  
Resp. Unit: RTD/B/07 Duration: 36

Beneficiaries

General Information

Reporting Periods

GA Information

GA Options

Financial Information

LF Overview

Work Packages

Deliverables

Milestones

Reviews

**Critical Risks**

DOCUMENTS

Critical Risks For Implementation

SAVE

Number	Description	Risk Mitigation Measures	Work Package No.	Actions
<p><a href="#">Add Critical Risks</a></p> <p>Validate</p>				

# Ethics screen (read only)

Project 633053 (EUROfusion)  
**HORIZON 2020**  
Call: EURATOM-Adhoc-2014-20Action : COFUND  
Resp. Unit: RTD/J/04 Duration: 60

Beneficiaries  


General Information  


Reporting Periods  


GA Information  


GA Options  


Financial Information  


LF Overview  


Work Packages  


Deliverables  


Milestones  


Reviews  


Critical Risks  


Ethics  




DOCUMENTS

## Ethics Appraisal

Ethics Issues:	<input checked="" type="checkbox"/>
hESC:	<input checked="" type="checkbox"/>
Ethics Clearance:	Conditionally clear


Title	ARES Ref	Date	Type	Comment	Doc
Title	ARES Ref	Date	Type	Comment	Doc
jhgkghkjkhj,kbk	Ares(2014)29802	14/05/2014	ECO_A	kuhuihk	

Number	Ethics Issues Category	Description	Before Signature	Compliance Date	Assessment
1	Personal data protection	blah blah testing ethics requirement	<input type="checkbox"/>	1	
2	Animals	Testing before signature	<input checked="" type="checkbox"/>	1	
3	Other ethics issues	testing last Issue	<input type="checkbox"/>	1	
4	Human cell tissues	oiuyoyo	<input checked="" type="checkbox"/>	1	

Validate




Complete

# Upload Annex 1, Part B (pdf)












 **SyGMA**  
System for Grant Management

Grant Agreement Data

Project 123456 (Example) <b>HORIZON 2020</b> Call: H2020-PHC-2014-single-stage Action : RIA Resp. Unit: RTD/E/05 Duration: 48	Beneficiaries ✗	General Information ⚠	Reporting Periods ✓	GA Information ⚠	GA Options ✓	Financial Information ✗	LF Overview i	Work Packages ✗	Deliverables ✗	Milestones ⚠	Reviews ⚠	Critical Risks ⚠	Ethics i
--	--------------------	--------------------------	------------------------	---------------------	-----------------	----------------------------	------------------	--------------------	-------------------	-----------------	--------------	---------------------	-------------

   DOCUMENTS

## Documents

Title	
▼ Grant Agreement Summary	
Grant Agreement Data Sheet	
▼ Grant Agreement	
Grant Agreement	
Annex 1 - Description Of Action (part A)	
Annex 1 - Description Of Action (part B) 	
<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	
Annex 2 - Estimated budget of the action	
<input type="checkbox"/> Annex 2a - Additional information on the estimated budget of the action (if unit costs are used)	
<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>	
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	

Validate



## E-signature of grant agreements (1/2)



**(Before GA signature, each beneficiary must sign declaration on non-exclusion – same signature process as described below)**

- 1) COM prepares GA: pdf document, digitally sealed, made available in the PP. PLSIGN of the coordinator is notified.**
- 2) PLSIGN of the coordinator logs in, selects project with "MP- Manage Project" action button, finds GA for signature (with possibility to download and print).**
- 3) PLSIGN clicks for initiating electronic signature. Pop-up alerts on the signification of this action and asks for confirmation, prompting again for the ECAS password.**
- 4) PLSIGN reintroduces ECAS password and clicks 'Sign'.**



## **E-signature of grant agreements (2/2)**

- 5) System creates new version of the pdf, adding third party digital seal, ECAS credentials of the signatory, timestamp; visually replacing the placeholder for the signature by the coordinator.**
- 6) LEAR of the coordinator and other relevant actors are notified**
- 7) COM authorising officer is notified that GA was signed by the coordinator.**
- 8) Following a similar procedure as under 2) to 6), COM authorising officer signs the GA.**
- 9) PLSIGNS of all other beneficiaries are notified that GAs are ready for their accession.**
- 10) PLSIGN of each beneficiary signs (see 2) to 5)) accession form**
- 11) LEARs of the beneficiaries having signed the accession form and other relevant actors are notified.**

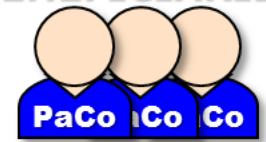
## COMMISSION





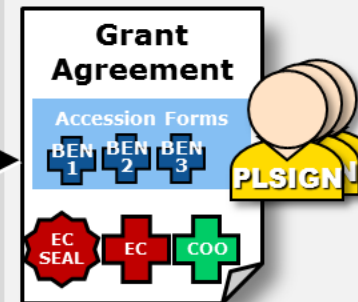
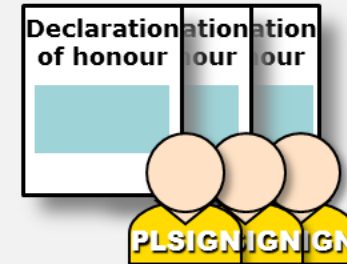
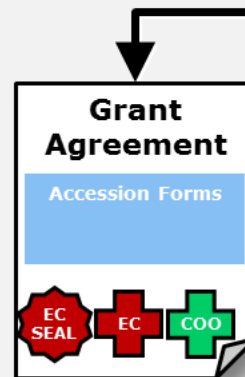
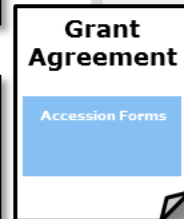
## COORDINATOR



## BENEFICIARIES



- 1 Before grant signature, each beneficiary has to sign the Declaration of honour.
- 2 When the grant preparation is finished, it is digitally sealed by the Commission, insuring the integrity of its contents.  
 *Notification to Coordinator*
- 3 The Legal Signatory of the coordinating entity signs the grant electronically.
- 4 The Commission signs the grant electronically.  
 *Notification to Beneficiaries*
- 5 Each beneficiary, through their Legal Signatories, must then sign electronically the "Accession forms" part.
- 6 The Grant Agreement is then finalised.



# Signature



## RESEARCH & INNOVATION

### Participant Portal - Grant Management Services

 Ppgms COPL

#### MY PROJECT

HORIZON 2020

**Call:** H2020-INNOSUP-2014-5  
**Type of Action:** H2020-FCT-2015

**Acronym:** Mindflex  
**Current Phase:** Grant management

**Number:** 28108

**Duration:** 48 months

**Start Date:** 2013-04-23


**Estimated Project Cost:**

€4,545,454.00

**Requested EU Contribution:**

€999,123.00

**Contact:** James

 See all data ...



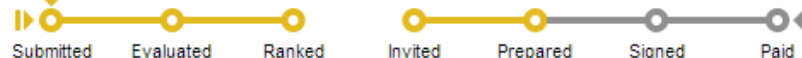
H2020 ONLINE MANUAL

 HOW TO



#### Proposal Management & Grant Preparation 28108 - Mindflex

12/04/2013



Grant Agreement signature

**Sign**



#### Documents



Grant Agreement



Grant Declaration



Grant Declaration



Grant Declaration



Grant Declaration



Grant Declaration



Grant Declaration



Grant Declaration



Grant Declaration



Third party declarations



#### Messages



**Partner Contact (test 4) test content tfdsa 111 on 17.03.2014 10:14**



**Coordinator Authorized Signatory (test 3) test content tfdsa dsadsa on 17.03.2014 10:14**



**Partner Authorized Signatory (test 2) test content tfdsa 666 on 17.03.2014 10:14**



**Coordinator Contact (test 1) test content tfdsa 444 on 17.03.2014 10:14**

The Coordinator Legal Authorized Signatory is invited to electronically sign the grant agreement



# EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > ECAS Signature

Logout   [Change password](#)   [Account information](#)   [Help](#)

**Ppgms COPL** ([ncoplppg](#)) | External

## ECAS Signature

Welcome **Ppgms COPL** to the ECAS Signature page. This page allows you to digitally sign a transaction using your ECAS password.

The 127.0.0.1 application is asking you to sign a transaction

The transaction has the following description: **Signature of the Grant Agreement 28108-Mindflex as authorised representative of the coordinating legal entity**

[See the complete transaction](#)



[Printer-friendly Version](#)

To sign the transaction, please enter your ECAS password

Reason

**For signature**

Password \*

**Sign**

\* Required fields

**Accept to sign the transaction**

### MY PROJECT

HORIZON 2020

**Call:** H2020-INNOUP-2014-5  
**Type of Action:** H2020-FCT-2015

**Acronym:** Mindflex  
**Current Phase:** Grant management

**Number:** 28108

**Duration:** 48 months

**Start Date:** 2013-04-23


**Estimated Project Cost:**

€4,545,454.00

**Requested EU Contribution:**

€999,123.00

**Contact:** James

 See all data ...



H2020 ONLINE MANUAL

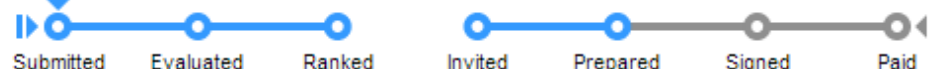
 HOW TO

✓ Document has been sent to Signature System. After a while it should be available with signatures.



**Proposal Management & Grant Preparation**  
28108 - Mindflex

12/04/2013



**Documents**



**Messages**



**Coordinator Authorized Signatory (ncoplppg) signed the grant agreement on 17.03.2014 10:32**



**Partner Contact (test 4) test content tfdsa 111 on 17.03.2014 10:14**



**Coordinator Authorized Signatory (test 3) test content tfdsa dsadsa on 17.03.2014 10:14**



**Partner Authorized Signatory (test 2) test content tfdsa 666 on 17.03.2014 10:14**





**Coordinator Contact (test 1) test content tfdsa 444 on 17.03.2014 10:14**

## ARTICLE 58 — ENTRY INTO FORCE OF THE AGREEMENT

The Agreement will enter into force on the day of signature by the *Agency* or the beneficiary, depending on which is later.

### SIGNATURES

For the beneficiary

 with ECAS id  signed in the Participant Portal on 29/08/2014 at 11:08:30 (transaction id SigId-149-aMIV26gNACxL0WtlyzhOrB2a8nrSzyu6lhzzMJcgehlCB43sWfsCbybhWYbvx4zJFEeUzWy7c0QIPhFdBdozvw8O-Jj71zxYb8yrRuMI89j7Uci-SIMgddYKZVbA9a2nbstHZROJ3RESK3FKCKlul4dUczK). Timestamp by third party at Fri Aug 29 11:08:32 CEST 2014

For the *Agency*



# For the *Agency*

SEVEN 800

## Signature Validation Status



Signature is VALID, signed by sealingservice.grants.ec.europa.eu.

- The Document has not been modified since this signature was applied.
- The signer's identity is valid.

Signature Properties...

Close

# SIGNATURES

For the beneficiary

~~XXXXXXXXXXXXXXXXXXXX~~ with ECAS id ~~XXXXXXXXXXXX~~ signed in the Participant Portal on 29/08/2014 at 11:08:30 (transaction id SigId-149-aMIV26gNACxL0WtlyzhOrB2a8nrSzyu6lhzzMJcgehlCB43sWfsCbybhWYbvx4zJFEeUzWy7c0QIPhFdBdozv8O-Jj71zxYb8yrRuMI89j7Uci-SIMggdYKZVbA9a2nbstHZROJ3RESK3FKCklul4dUczK). Timestamp by third party at  
Fri Aug 29 11:08:32 CEST 2014

Sig



## Terms of use

2.2.3 The means of access (i.e. the ECAS account user name and password) are strictly personal and users are responsible for safeguarding their confidentiality and security, and ensuring their appropriate use.

Users undertake to take all steps to prevent any unauthorised third party from gaining knowledge and making use thereof.

Users may not transfer or sell their means of access to any third party.

Users must notify the European Commission immediately (via the IT helpdesk under the 'Support' menu at <http://ec.europa.eu/research/participants/portal>) of the loss, theft, breach of confidentiality or any risk of misuse of the means of access.

# More information available at the Participant Portal

## ➤ Guide for Grant Agreement Preparation

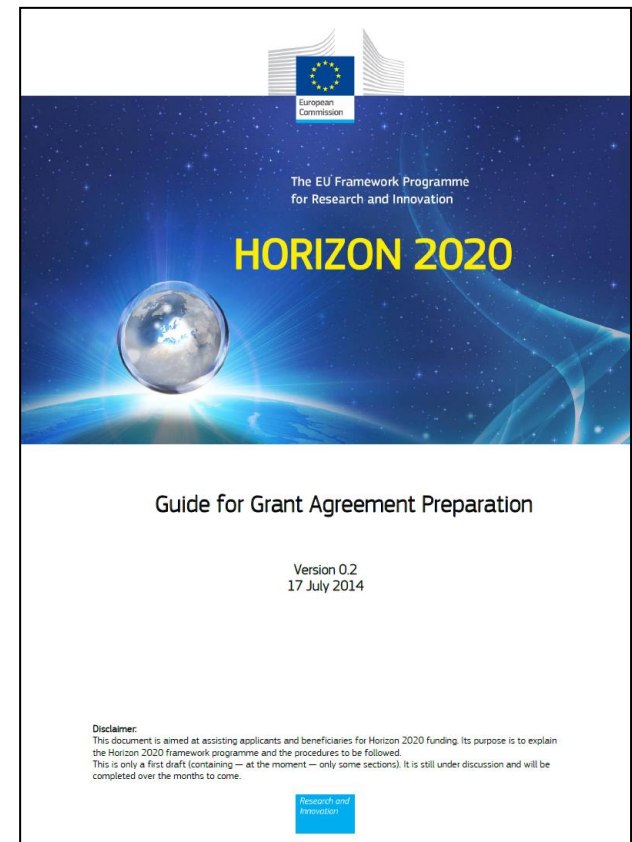
[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/gap/h2020-guide-gap\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/gap/h2020-guide-gap_en.pdf)

## ➤ H2020 ONLINE MANUAL

[http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/from-evaluation-to-grant-signature/grant-preparation\\_en.htm](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/from-evaluation-to-grant-signature/grant-preparation_en.htm)

## ➤ HOW TO

<https://webgate.ec.europa.eu/fpfis/wikis/display/ECResearchGMS/1.+Grant+Management+Services+tool>



# Financial statements of linked third parties

- Linked third parties have a PIC (but no obligation to have a LEAR)
- Linked third parties have no roles and access rights in the electronic exchange system

## Process:

- Data entry (separate Web form for the third party) by a TaMa or PaCo/CoCo of the beneficiary to which the third party is linked
- System creates a pdf version of the third party financial statement. Print it and give it to the third party.
- A legal signatory of the third party signs the paper version and gives it back to the beneficiary
- The beneficiary scans the signed paper version and uploads it (PacO or TaMa)
- The beneficiary files the signed paper version in its paper files
- The beneficiary (PaCo) submits the own electronic form C (electronically signed by the PFSIGN), the electronic form C of the third party (not electronically signed) and the scanned pdf of the paper-signed third party form C (one submission action for the whole package)