H2020 Grant preparation and signature
time-bound process

- Maximum five months from call closure date to end of evaluation - until the date of informing applicants
- Maximum three months to prepare grant agreement from the date of inviting (informing) applicants until the signature of the grant agreement
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)

Invitation + ESR

3 weeks

consortium

submit GA data

~1 week

PO

remaining issues (if any)

2 weeks

consortium

submit GA data (final)

3 months max.

Grant signature
GRANT AGREEMENT 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)
H2020 GAP – the process overview

- harmonized rules
- uniform interpretation
- standard processes

committed to make it simpler and quicker
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.
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
- Communication
Beneficiary data are imported from your proposal
Project representatives are imported for each beneficiary: check and update if necessary.
Add linked 3rd parties (if any) for each beneficiary

NB: Linked 3rd parties need to register and are validated like beneficiaries.
Budget tables are imported: check and update if needed

Financial Data H2020

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:

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Unit Cost</th>
<th>Number of Units</th>
<th>Subtotal</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Direct personnel costs declared as actual costs</td>
<td></td>
<td></td>
<td>100.00 €</td>
<td></td>
</tr>
<tr>
<td>b) Direct personnel costs declared as average costs</td>
<td></td>
<td></td>
<td>0.00 €</td>
<td></td>
</tr>
<tr>
<td>c) Direct personnel costs declared as unit costs</td>
<td></td>
<td></td>
<td>0.00 €</td>
<td></td>
</tr>
<tr>
<td>c1) SME owner/manager costs</td>
<td></td>
<td></td>
<td>0.00 €</td>
<td></td>
</tr>
<tr>
<td></td>
<td>unit costs: 12,1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 €</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d) Direct costs of subcontracting</td>
<td></td>
<td></td>
<td>300.00 €</td>
<td></td>
</tr>
<tr>
<td>e) Direct costs of providing financial support</td>
<td></td>
<td></td>
<td>400.00 €</td>
<td></td>
</tr>
<tr>
<td>f) Other direct costs</td>
<td></td>
<td></td>
<td>200.00 €</td>
<td></td>
</tr>
<tr>
<td>g) Indirect costs (= 0.25 * (a + b + c + f + m))</td>
<td></td>
<td></td>
<td>73.75 €</td>
<td></td>
</tr>
<tr>
<td>h) Total costs (- a + b + c + d + e + f + g)</td>
<td></td>
<td></td>
<td>1,073.75 €</td>
<td></td>
</tr>
<tr>
<td>i) Maximum EU contribution (100%)</td>
<td></td>
<td></td>
<td>1,073.75 €</td>
<td></td>
</tr>
<tr>
<td>j) Maximum grant amount</td>
<td></td>
<td></td>
<td>1,173.00 €</td>
<td></td>
</tr>
</tbody>
</table>
Add budget details of linked 3rd parties (if any)

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

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

Individual costs table:

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

NB: In the proposal, you specified a cumulative budget for each beneficiary and its linked 3rd parties. In the grant agreement, this must be resolved into separate budgets. The sum remains unchanged.
Upload Annex 1, Part B (pdf)
Electronic-only grant management

- **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**
Electronic-only grant management

- E-only: paper-free process endorsed by e-signature
- Based on "Chain of trust" enabling e-signature
- Identity and Access Management (IAM)
- 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
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)
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 GA is 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.
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

For the Agency

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.

Timestamp by third party at
Fri Aug 29 11:08:32 CEST 2014
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**
  

- **H2020 ONLINE MANUAL**
  

- **HOW TO**
  
  https://webgate.ec.europa.eu/FPFIS/wikis/display/ECResearchGMS/1.+Grant+Management+Services+tool