



Sport Kick-off Meeting 2022

***Erasmus+ Sport – Continuous reporting: Communication,
Work Packages and Deliverables***

*European Education and Culture
Executive Agency*

Brussels, 17 March 2022



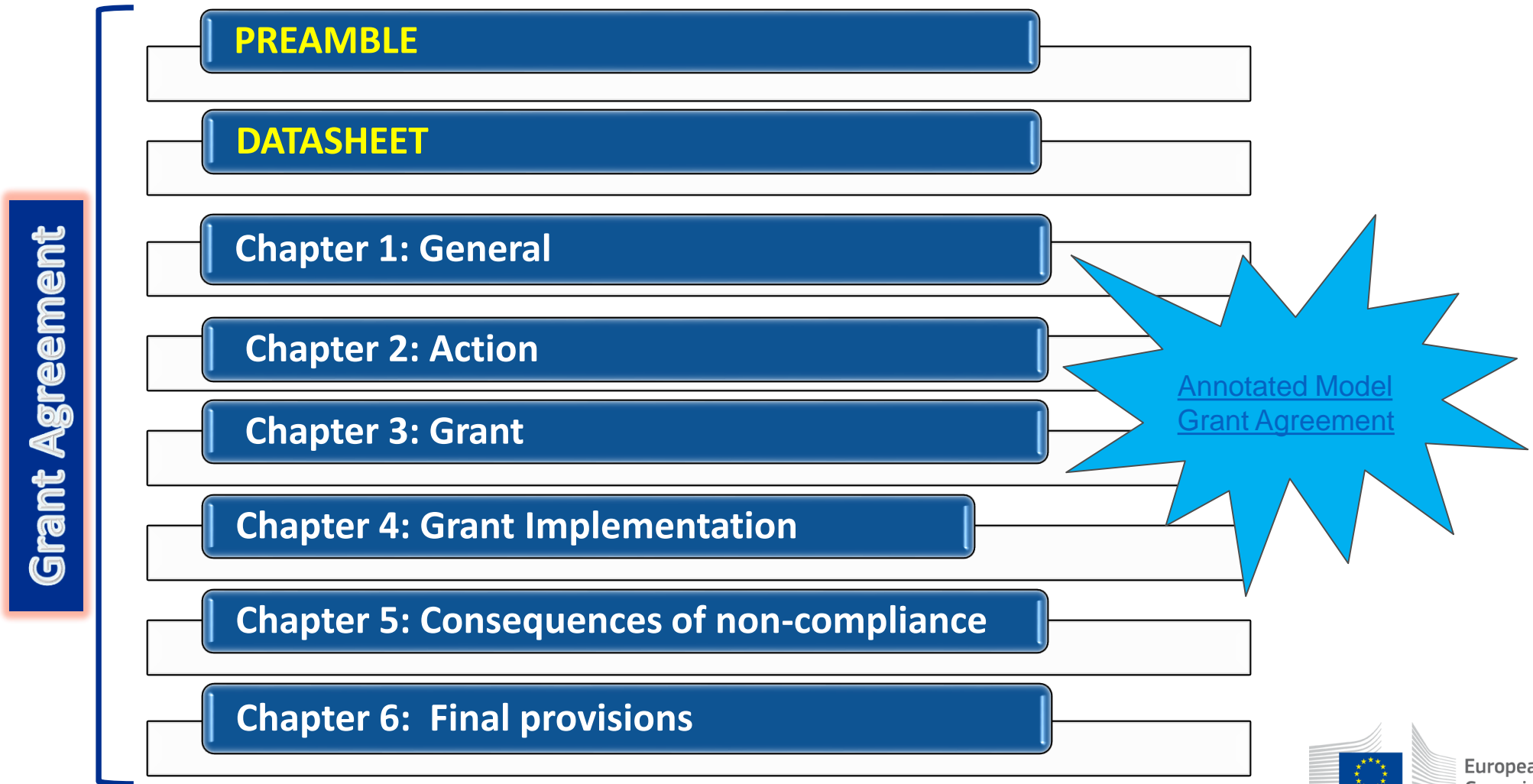
Presentation outline

- Grant Agreement – Highlights
- Continuous Reporting
 - Communication
 - Work Packages (WP)
 - Deliverables (DEL) & other tabs

GRANT AGREEMENT

Highlights

Grant Agreement - Terms and Conditions



Grant Agreement - Annexes

Annex 1: Description of the Action (Part A & B)

Annex 2: Estimated Budget for the action

Annex 2a: Additional information on unit costs and contributions (*)

Annex 3: Accession Forms (*)

Annex 3a: Declaration of joint and several liability of affiliated entities (*)

Annex 4: Model for the financial statements

Annex 5: Specific Rules

* (if applicable)

ART. 37 – Interpretation of the agreement

- Data Sheet > over the rest of the Terms and Conditions
- **Annex 5 (Specific Rules)** > over the Terms and Conditions
- Terms and Conditions > over the Annexes, other than Annex 5
- Annex 2 > over Annex 1

Grant Agreement – Data Sheet

1. General Data

(e.g. Project number, name, type of action, start and end date and duration)

2. Participants

(e.g. Coordinator, Beneficiaries, Associated partners)

3. Grant

(e.g. Action grant, budget categories, budget flexibility – with conditions)

4. Reporting, payment and recoveries

(e.g. Continuous and periodic reporting, payments/recoveries, bank account, etc.)

5. Consequences of non-compliance, applicable law & dispute settlement forum

6. Others

(e.g. Annex 5, record-keeping, audits and reviews, etc.)

CONTINUOUS REPORTING

From a legal viewpoint

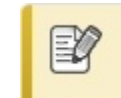
The beneficiaries must continuously report on the progress of the action (Art.21.1)

- Updates to Publishable Summary
- Deliverables
- Milestones (if any)
- Critical risks (if any)

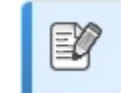
Continuous Reporting Module

Activated at the beginning of the project

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' interface. On the left, a 'MY PROJECT' sidebar contains fields for Call, Type of Action, Acronym, Current Phase, Number, Duration, Start Date, Estimated Project Cost, Requested EU Contribution, and Contact. The main area shows two process timelines. The top timeline, 'Continuous Reporting', is dated '10 Jan 2022' and has a 'Started' marker. Below it are sections for 'Continuous reporting data', 'Process documents', 'Process communications', and 'Process history'. The bottom timeline, 'Proposal Management & Grant Preparation', is dated '17 Jun 2021' and shows stages: Submitted, Informed, Invited, Prepared, Signed, and Paid. A note at the bottom indicates 'signed accession to the agreement on 21 Dec 2021 11:22'.



Task available to be carried out by the Consortium



No task is available to be carried out by the Consortium



Process finalised

CONTINUOUS REPORTING

Communication

Role of the Project Coordinator

The coordinator must act as the intermediary for all communications between the consortium and the granting authority (Art.7)

- Request and review any documents or information required and verify their quality and completeness before passing them on to the granting authority. The information provided must be **accurate, precise and complete and in the format requested**, including electronic format (Art.19.1);
- Submit the deliverables and reports to the granting authority;
- Inform the granting authority about the payments made to the other beneficiaries (report on the distribution of payments; if required, see Art.22 – Payments and Recoveries; Art.32 – Grant Agreement or Beneficiary Termination)

Events and circumstances impacting the project (Art.19.3)

The beneficiaries must immediately inform the granting authority (and the other beneficiaries) of any of:

- **events** which are likely to affect or delay the implementation of the action or affect the EU's financial interests (changes in their legal, financial, technical, organisational or ownership situation);
- **circumstances** affecting the decision to award the grant or compliance with requirements under the Agreement

Forms and means of communication (Art.36)

- All communications must be made electronically through the Portal in accordance with the Portal Terms and Conditions and using the forms and templates provided there.
- The sending date for communications made through the Portal will be the date and time of sending, as indicated by the time logs.
- The receiving date for communications made through the Portal will be the date and time the communication is accessed, as indicated by the time logs. Formal notifications that have not been accessed within 10 days after sending, will be considered to have been accessed.

Formal Notifications & Portal Messaging Facility

The formal notification channel can be used ONLY for correspondence requiring acknowledgement of receipt

- Replies to formal notifications received from the Granting Authority;
- Communications under Article 19 of the Grant Agreement (information requests + information about events and circumstances which impact the action);
- Whenever it is clearly stipulated in the Grant Agreement (e.g. declare conflict of interest, force majeure).

For all other communications -> Portal Messaging Facility

Formal Notifications in the Portal (1)

The screenshot displays the 'Funding & tender opportunities' portal. The header includes the European Commission logo, the text 'Funding & tender opportunities', and 'Single Electronic Data Interchange Area (SEDIA)'. A 'Welcome' message and a user profile icon are visible in the top right. A navigation bar contains links for 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A left sidebar lists 'Manage my area' with sub-items: 'My Organisation(s)', 'GRANTS', 'My Audits', 'My Formal Notification(s)[1]' (highlighted with a red box), and 'My Expert Area'. The main content area is titled 'My Formal Notification(s)' and includes buttons for 'Online manual', 'IT HOW TO', and 'More info'. Below this is a search bar and a table with one row of notification data.

SENT	SUBJECT	EC REFERENCE	STATUS	ACKNOL. BY ME
24-04-2015 13:46:54		No Reference available	expired	NO

Formal Notifications in the Portal (2)

The screenshot displays the 'RESEARCH & INNOVATION Participant Portal - Grant Management Services' interface. The user is logged in as 'Abhishek DHOKE'. A red box labeled '1' highlights the 'Launch new interaction with the EU' button in the top right. A yellow dialog box titled 'Launch new interaction with the EU' is open, showing four options: 'Request for Amendment', 'Grant Agreement Termination by beneficiaries', 'Formal Notification', and 'Communication to the Project Officer'. A red box labeled '2' highlights the 'Formal Notification' option. The 'Formal Notification' option includes an 'Attention!' warning and a 'Launch' button. The background shows project details for 'HORIZON 2020' and a progress bar for 'Proposal Management & Grant Preparation'.

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

Help

Abhishek DHOKE

1 Launch new interaction with the EU +

2 Launch new interaction with the EU

Choose one of the options below

- Request for Amendment** Launch
Including notification on termination of the participation of one or more beneficiaries. Choose the data set based on which you would like launching a new amendment request:
 latest legal data
 AMD-915788-1
 AMD-915788-2
- Grant Agreement Termination by beneficiaries** Launch
Attention! This option is reserved for the termination of the grant agreement. The termination of the grant agreement is considered as a last resort measure, if all other efforts to continue the action fail. Termination is irrevocable and comes into force immediately after signature and submission. You are advised to consult the available guidance of the corresponding funding programme or contact the responsible officer in charge of your grant agreement.
- Formal Notification** Launch
Attention! The use of the formal notification channel is reserved for specific purposes e.g. for communication as set out in the model grant agreement (MGA) e.g. obligation to provide information upon request or obligation to inform). If you wish to interact with officers, please use the messaging facility (see below).
- Communication to the Project Officer** Launch
At any time, you may wish to informally exchange messages or ask questions to the Service via the electronic system. If your query is related to an ongoing process, you're encouraged to use the messages section of that process.

H2020 ONLINE MANUAL

HOW TO

Proposal Management & Grant Preparation
915788 - 915788 Abhi-ToA-AT37 [ABAC; ABACBUDL] 01 Apr 2017 05 May 2017 (84/30 days)

Submitted Informed Invited Prepared Signed Paid

Portal Messaging Facility

At project level (all process messages are also stored here together with all other project messages)

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' portal. The left sidebar, titled 'MY PROJECT', shows details for a 'HORIZON 2020' project, including fields for Call, Type of Action, Acronym, Current Phase, Number, Duration, GA based on the, Start Date, Estimated Project Cost, Requested EU Contribution, and Contact. Below these fields are buttons for 'Latest Legal Data', 'Active Processes', 'Document Library', 'Communication Centre' (highlighted with a red box), and 'Archived Processes'. The main content area is divided into sections for 'Periodic Reporting' and 'Continuous Reporting'. The 'Periodic Reporting' section shows a timeline from 23/02/2018 to 22/08/2019, with a 'Draft' status on 23 Aug 2019 and a 'Submitted' status on 22 Oct 2019 (3/60 days). Below this are sections for 'Technical Part contribution', 'Financial Part', and 'Periodic Report composition', each with a 'Lock for review' button. The 'Continuous Reporting' section shows a timeline from 23 Aug 2019 to 'Completed', with a 'Started' status on 23 Aug 2019. Below this are sections for 'Process documents', 'Process communications' (highlighted with a red box), and 'Process history'. At the bottom, there is a 'HOW TO' button and a 'Proposal Management & Grant Preparation' section dated 01 Aug 2019.

At process level

CONTINUOUS REPORTING

Work packages

Work packages

Not-for-profit European Sport Events

MIN 2 work packages

1 work package Project Management compulsory
Last work package Impact and Dissemination

Small-scale partnerships

1 work package



Cooperation partnerships

MAX 5 work packages

1 work package Project Management compulsory
1 work package Impact and Dissemination recommended

Legal specificities

- The grant is an action grant which takes the form of a lump sum grant for the completion of work packages (Art.5.1, 6.1, 6.2);
- Annex 2 contains the estimated eligible contributions for the action (lump sum contributions), broken down by participant and work package (Art.5.4);
- Amendments for transfers between work packages (Art 5.5) are possible only if
 - the work packages concerned are not already completed (and declared in a financial statement)
 - the transfers are justified by the technical implementation of the action

CONTINUOUS REPORTING

Deliverables & other tabs

From a legal perspective

- The granting authority has the right to use non-sensitive information relating to the action and materials and documents received from the beneficiaries (notably summaries for publication, deliverables, as well as any other material, such as pictures or audio-visual material, in paper or electronic form) for policy information, communication, dissemination and publicity purposes — during the action or afterwards (Art 16.3);
- The beneficiaries must continuously report on the progress of the action (e.g. deliverables, milestones, outputs/outcomes, critical risks, indicators, etc.; if any), in the Portal Continuous Reporting tool and in accordance with the timing and conditions it sets out (as agreed with the granting authority) (Art.21.1);
- The reporting must be in the language of the Agreement, unless otherwise agreed with the granting authority (Art.21.4);
- The granting authority may — during the action or afterwards — check the proper implementation of the action and compliance with the obligations under the Agreement, including assessing lump sum contributions, deliverables and reports (Internal checks, Art. 25.1.1)

Summary for Publication

Continuous Reporting

Continuous reporting data



Grant Management Project Continuous Report

Call: [redacted]
Topic: [redacted]

Project Summary	Deliverables	Milestones	Critical Risks	Disseminati... activities	Exploitation activities	Patents (IPR)	Communic... Activities	Researchers involved in the project	Financial support to 3rd parties	Beneficiaries Feedback	Impact	Results
✓	i	i	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Project Summary for publication

All fields are mandatory

▼ Address (URL) of the project's public website
http://test.com

▼ Images attached to the Project Summary for Publication

Image Name	Image Description	Actions
Image1.jpeg		✖

Upload

Validate

At least one image needs to be uploaded



Deliverables

Allowed formats: doc, docx, odt, rtf, pdf, csv, zip

Deliverables and Other Reports

For each Deliverable, a single file (max 52MB) can be uploaded

Add actual delivery dates (or new due date for late deliverables, together with an explanation for the delay). In the Comments, please indicate if the deliverable was achieved as planned or not.

The labels used mean:

- Public – fully open (automatically posted online on the Project Results platforms)
- Sensitive – limited under the conditions of the Grant Agreement
- EU classified – RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444

Work Pa	Deliverz	Deliver	Deliverable Name	Description	Lead	Type	Dissemi	Due Date	New Due D	Delivery D	Approval Dat	Status
WP1	D1.1	D1	D1 - Deliverable title creat	Deliverable description created at 22/06/2021 0...	AST	Website	Confide	21 Feb 20				Pending

Upload a deliverable

Add a new comment for the deliverable 'D1 - deliverable title'

You have chosen to add a comment for the deliverable 'D1 - deliverable title'. You will not be able to modify the comment afterwards.

Please provide a comment (mandatory)

Validate

History of comments for the deliverable 'D1 - deliverable title' (starting from the most recent action)

[No comments have been provided for this deliverable submission]



Upload



Download



Delete



Submit



Estimated delivery date has passed

Milestones (if any)

Grant Management Project Continuous Report (EXTERNAL) ?

Summary for publication ✓ Deliverables ⓘ Milestones ⓘ Critical Risks ✓ Disseminati... ✓ B2 Eforms ⓘ Events and Trainings ✓ Financial support to 3rd parties ✓

Call: [redacted]
Topic: [redacted]

Milestones

Milest	Milestone Name	Work Package No	Lead Beneficiary	Means of Ver	Delivery Date	Delivery Date (actual)	Achieved	Comments
1	milestone name	WP1	AST GmbH		21 Feb 2020	<input type="text"/>	<input type="checkbox"/>	

Validate

Critical Risks (if any)

Requested at the end of a reporting period

The screenshot displays the 'Project Continuous Report' interface. At the top, a navigation bar includes 'Grant Management' and 'Project Continuous Report'. Below this is a menu of report sections: Project Summary, Deliverables, Milestones, Critical Risks (highlighted with a green checkmark), Dissemination activities, Patents (IPR), Communication Activities, Datasets, Researchers involved in the project, Financial support to 3rd parties, Beneficiaries Feedback, Impact, Results, and Other Results. Each section has a corresponding icon (checkmark or information symbol).

The main content area is titled 'Critical Implementation Risks and Mitigation Actions'. It contains a dropdown menu and a text instruction: 'At the end of each period beneficiaries should give the state of play of every risk identified in Annex 1 and if necessary give new mitigation measures.' Below this is the 'Foreseen Risks' section, which includes a table of risks. A red box highlights this section, and a red arrow points from the 'Actions' column of the table to a 'Risk State of Play' dialog box.

Risk Number	Description of Risk	Work Packages Concerned	Risk Mitigation Measures	State of the Play Period	State of the Play Did you apply risk mitigation measures?	State of the Play Did your risk materialise?	State of the Play Comments	Actions
1	Critical risk description	1	Measures description					

The 'Risk State of Play' dialog box contains the following fields and options:

- Period:
- Did you apply risk mitigation measures? Yes No
- Did your risk materialise? Yes No
- Please add here your comments. If the risk mitigation measures couldn't be applied, please explain why.
- Buttons: Add, Cancel

At the bottom of the main interface, there is an 'Add Unforeseen Risk' button and a 'Validate' button.

Unforeseen Risks

Risks typically detected after the Grant Agreement Preparation

Grant Management Project Continuous Report

Project Summary Deliverables Milestones Critical Risks Dissemination activities Patents (IPR) Communication Activities Datasets Researchers involved in the project Financial support to 3rd parties Beneficiaries Feedback Impact Results Other Results

Critical Implementation Risks and Mitigation Actions

At the end of each period beneficiaries should give the state of play of every risk identified in Annex 1 and if necessary give new mitigation measures.

Foreseen Risks

The following table lists the risks identified in Annex 1. The risk information is read-only and it is provided as a reference for the state of play information.

Risk Number	Description of Risk	Work Packages Concerned	Risk Mitigation Measures	State of the Play Period	State of the Play Did you apply risk mitigation measures?	State of the Play Did your risk materialise?	State of the Play Comments	Actions
1	Critical risk description	1	Measures description					

Unforeseen Risks

There are no unforeseen critical risks.

+ Add Unforeseen Risk

Validate

Unforeseen Critical Risk

Risk number U1

Description of risk

Proposed risk mitigation measures

Work packages concerned

Number	Title	Lead Beneficiary	End Month
<input checked="" type="checkbox"/> 1	Test WP title for AST GmbH created at 10/12/202	AST GmbH	6

Add Cancel

Useful links

- Online Manual

- ✓ [Continuous reporting on milestones & deliverables - Online Manual - Funding Tenders Opportunities \(europa.eu\)](#)
- ✓ [Communication with the granting authority - Online Manual - Funding Tenders Opportunities \(europa.eu\)](#)

- IT How To

- ✓ [Continuous Reporting - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)
- ✓ [Completing the Deliverables - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)
- ✓ [Completing the Milestones - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)
- ✓ [Completing the Critical Risks - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)
- ✓ [Notifications GMS - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)
- ✓ [How to access your messages - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)

Questions & Answers



Keep in touch



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Thank you



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