



# Grant Agreement Preparation

Presentation for the Beneficiaries

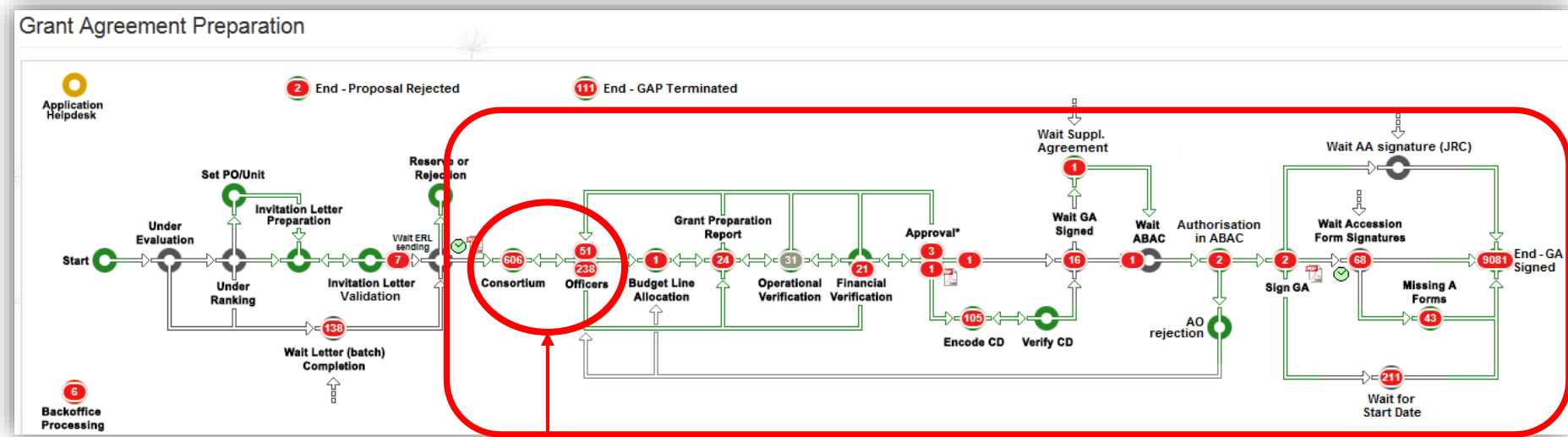
*EACEA October 2021*

# Contents

- Overview of the process and context
- Before we start: useful resources for support
- The steps (end to end)

# GAP – Grant Agreement Preparation

## Overview of the process and context



This presentation will focus on the 'iterative process' between you, as a Project Coordinator, and the Project Officer of the Agency.

# Useful resources for support

More detailed information can be found on the Funding & Tender Portal under the Support tab by [following this link](#).

The screenshot shows the European Commission Funding & Tender Portal. The top navigation bar includes 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The 'SUPPORT' tab is highlighted in yellow. The left sidebar contains navigation options: 'My Person Profile', 'My Organisation(s)', 'Grants', 'My Proposal(s)', 'My Formal Notification(s)', 'My Expert Area', and 'My Task(s)'. The main content area is titled 'Guidance & Manuals' and features two tabs: 'GRANTS' and 'TENDERS'. Below the tabs, there are three sections: 'Reference documents', 'Online Manual', and 'H2020 Online Manual'. The 'IT How to' section is highlighted with a red box and contains the text: 'IT support guide with step-by-step walkthroughs and videos.'

Tjis presentation is based on the IT How to.

# Useful resources for support

Getting Started?  
Click Here

Getting Started | Participate | Grants | Experts | Roles & Access Rights | IT Releases | Additional information

**How to Participate**  
Learn all that you need to apply for EU funding, from how to register your organisation to how to submit your proposals, including how to manage the roles and access rights to your organisations, proposals and future projects.

**Manage your Grant**  
All IT support information to help you with the signature of your Grant Agreement, as well as the management of your project in the IT tools: amendments, continuous and periodic reporting, communication with the granting authorities, audits, etc.

**Work as an Expert**  
Learn all you need as an expert, from the registration process, including how to read and sign your expert contracts and how to draft and submit payment requests, to how to evaluate the proposals assigned to you using the IT tools.

Manage Your Grant

Grant Preparation

/ IT How to  
**Manage your grant**

Grant Preparation | Grant Signature | Grant Management

**Grant preparation**  
Proposal Management and Grant Preparation | Grant Agreement Preparation termination

**Grant signature**  
eSignature

**Grant management**  
Amendments | Reporting and payments | Grant Agreement Termination  
Project monitoring process - reviews | Audits

# How to access your project

English EN  
Register Login

(1)

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome Marianne PAREZ (parezmn)

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s)  
Grants  
My Proposal(s)  
**My Project(s)**  
My Formal Notification(s)  
My Expert Area

My Project(s) | More info | Online manual "Grant management" | IT HOW TO "Grant management"

Results: 1 | Download excel list | Search..

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
WWWWWWW	EACEA-30-2019	EPLUS2020	88888888		Actions ⚙️

Project Consortium  
Manage Projects ← (4)  
View Proposal

# Grant Agreement Data Preparation and Submission

The Coordinator clicks on **Grant agreement data preparation** to edit and complete the necessary form. (1/3)

The screenshot displays the 'RESEARCH & INNOVATION Participant Portal - Grant Management Services' interface. The top navigation bar includes the European Commission logo and the user 'Generic DEVUSERCOORDINATOR'. The main content area is titled 'MY PROJECT' and shows details for 'Proposal Management & Grant Preparation' (925500 - 925500 Patrick 9.0.9). A timeline indicates the project status: Submitted (01 Apr 2018), Informed, Invited, Prepared, Signed (01 Jan 2019, 10/275 days), and Paid. A red box highlights the 'Grant agreement data preparation' button in the main content area. Another red box highlights a sidebar menu with options: 'Latest Legal Data', 'Active Processes', 'Document Library', 'Communication Centre', and 'Archived Processes'. The bottom of the page features a 'H2020 ONLINE MANUAL' button and a 'HOW TO' button. The footer indicates '© European Communities - Version 1.16.3'.

# Grant Agreement Data Preparation and Submission

And the person in the organisation that has the role 'PLSIGN' signs the Declaration of Honour (DoH) electronically. (2/3)

Please note that if there are Affiliated Entities (Linked Third Parties) in the Consortium, the responsible Beneficiary will have a separate task for the DoH for each Affiliated Entity ([you can find more information by following this link](#)).

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' interface. The top navigation bar includes the European Commission logo and a 'Help' dropdown. The main content area is titled 'MY PROJECT' and features a 'HORIZON 2020' banner. On the left, a sidebar lists project details: Call (H2020-SCC-2015), Type of Action (CSA), Acronym (195983 [GAP]), Current Phase (Grant preparation), Number (195983), Duration (36 months), Start Date, Estimated Project Cost (€819.00), Requested EU Contribution (€50.00), and Contact (Virginia BRAEKMAN). Below this are buttons for 'Latest Legal Data', 'Active Processes', 'Document Library', 'Communication Centre', and 'Archived Processes'. The main content area shows a 'Proposal Management & Grant Preparation' section with a timeline from 01 Apr 2020 to 02 Dec 2020 (22/245 days). The timeline includes stages: Submitted, Informed, Invited, Prepared, Signed, and Paid. A 'Grant agreement data preparation' task is highlighted, with a 'Submit to EU' button. A red box highlights a task titled 'GA Declaration - GAP-195983 - 973276467 signature'. The task description states: 'The signature of the Declaration of Honour (DoH) is a prerequisite for signing the Grant Agreement. The DoH must be signed electronically by your Project Legal Signatory (PLSIGN). If you have linked third parties, you will also have to upload signed DoHs for them. Please download, for each linked third party, the DoH templates from the task below, ask them to sign and send them back, and then upload the signed PDFs and submit them to the EU by clicking on "Complete". In case you do not see tasks below for the DoHs for your linked third parties, please ask your linked third parties to download the template from Portal Reference Documents, send it to you filled out and signed, and then send it to us through Formal Notification. This can be done by clicking on "Launch Interaction with the EU" and selecting "Launch Formal Notification". For more details and requirements please consult the corresponding section of the H2020 Online Manual. Checking status ...'. A red circle highlights the 'Sign' button at the bottom right of the task description.



# Grant Agreement Data Preparation and Submission

NB: for multi-beneficiaries Agreements, each one of them will have to sign. (3/3)

RESEARCH & INNOVATION  
Participant Portal - Grant Management Services

European Commission

Help

Marianne PAREZ

MY PROJECT

HORIZON 2020

Call: H2020-SFS-2017-1  
Type of Action: IA  
Acronym: XXXXXXXX  
Current Phase: Grant preparation  
Number: 9999999  
Duration: 36 months  
Start Date: 01 Jan 2018  
Estimated Project Cost: €9999999999  
Requested EU Contribution: €9999999999  
Contact: XXXXXXXXXXXXXXXX  
XXXXXX

Latest Legal Data  
Process List  
Document Library  
Communication Centre

H2020 ONLINE MANUAL

HOW TO

Launch new interaction with the EU +

14 Feb 2017  
Submitted

17 Oct 2017 (197/245 days)  
Signed

Paid

Submitted Informed Invited Prepared Signed Paid

Grant agreement data preparation Submit to EU

GA Declaration - GAP-999999-XXXXXXX signature Sign

GA Declaration - GAP-999999-XXXXXXX signature Sign

Process documents

Process communications New messages (0)

Process history

# Grant Agreement Data Preparation and Submission Documents

Once the Coordinator has clicked the Grant Agreement Data preparation task, he or she can complete the necessary forms in the Grant Management Services tool, which opens with the **Project Summary screen**.

**SyGMA**  
System for Grant Management

Grant Agreement Data

730813 (ARCC) Shift2Rail-RIA

Project Summary

Beneficiaries

General Information

Reporting Periods

GA Information

GA Options

Financial Information

LF Over

Call: H2020-S2RJU-2015-01  
Topic: S2R-CFM-IP5-02-2015 Unit: S2R

**DOCUMENTS**

**Project Summary**

**Project 730813 ( ARCC )**

Responsible Unit: S2R

Call: H2020-S2RJU-2015-01 submitted for H2020-S2RJU-CFM-2015-01-1 / 17 Mar 2016

Topic: S2R-CFM-IP5-02-2015 - Start-up activities for Freight Automation

Type of Action: Shift2Rail-RIA

Duration: 36

Submission Stage:

**Important Dates:**

Entry into force of the Grant: 05/08/2016

Project Start Date: 01/09/2016

Project End Date: 31/08/2019

100.00 % of total costs

**Budget Information:**

Proposal overall costs : 1,600,000.00 €

Maximum grant amount after evaluation : 1,600,000.00 €

Total costs (including non-EU funded) : 1,599,999.99 €

Total Costs: 1,599,999.99 €

Maximum Grant Amount:

**Officers:**

Project Officer: Georgios PATRIS (S2R)

Legal Officer: Sebastien PECHBERTY (MOVE/C/02)

Financial Officer: Maryam GHANDI (MOVE/C/02)

**illustrative**

# Grant Agreement Data Preparation and Submission Documents

The following **annexes** need to be uploaded under **Documents**:

Annex 1 - Description Of Action (part B) (mandatory)



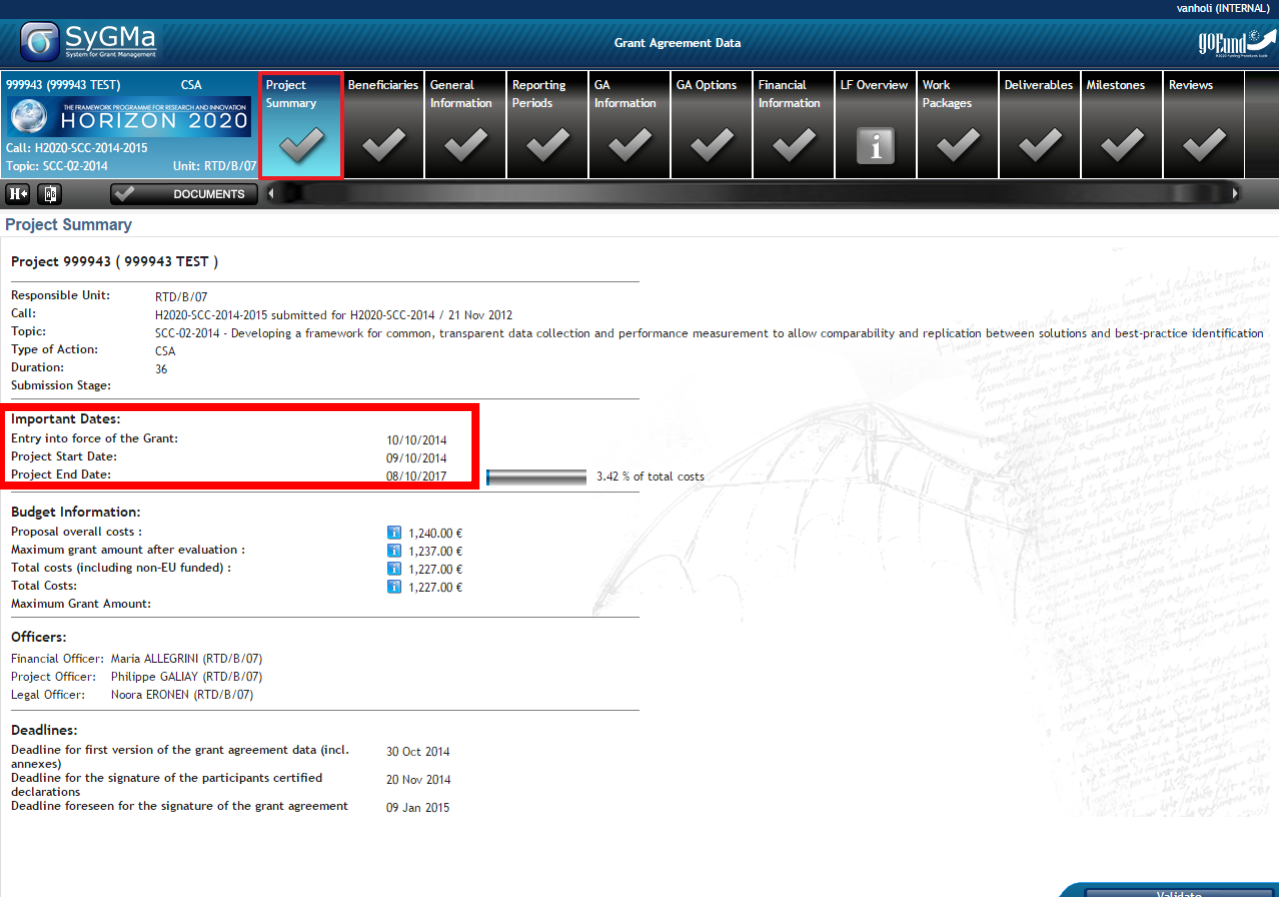
Documents at this stage are 'under construction'

Validate

Commission

# Grant Agreement Data Preparation and Submission Project Summary

Once the grant has been signed, the 'entry into force date of the grant' will also be displayed.



The screenshot displays the SyGMA system interface for Grant Agreement Data. The top navigation bar includes the SyGMA logo and a menu with options: Project Summary, Beneficiaries, General Information, Reporting Periods, GA Information, GA Options, Financial Information, LF Overview, Work Packages, Deliverables, Milestones, and Reviews. The 'Project Summary' option is highlighted with a red box and a checkmark.

**Project Summary**

**Project 999943 ( 999943 TEST )**

Responsible Unit: RTD/B/07  
Call: H2020-SCC-2014-2015 submitted for H2020-SCC-2014 / 21 Nov 2012  
Topic: SCC-02-2014 - Developing a framework for common, transparent data collection and performance measurement to allow comparability and replication between solutions and best-practice identification  
Type of Action: CSA  
Duration: 36  
Submission Stage:

**Important Dates:**

Entry into force of the Grant:	10/10/2014
Project Start Date:	09/10/2014
Project End Date:	08/10/2017

3.42 % of total costs

**Budget Information:**

Proposal overall costs :	1,240.00 €
Maximum grant amount after evaluation :	1,227.00 €
Total costs (including non-EU funded) :	1,227.00 €
Total Costs:	1,227.00 €
Maximum Grant Amount:	

**Officers:**

Financial Officer: Maria ALLEGRINI (RTD/B/07)  
Project Officer: Philippe GALIAY (RTD/B/07)  
Legal Officer: Noora ERONEN (RTD/B/07)

**Deadlines:**

Deadline for first version of the grant agreement data (incl. annexes)	30 Oct 2014
Deadline for the signature of the participants certified declarations	20 Nov 2014
Deadline foreseen for the signature of the grant agreement	09 Jan 2015

Validate

# Grant Agreement Data Preparation and Submission

## Beneficiaries screens

The **Coordinator** and the **Beneficiaries** are automatically listed after receiving the invitation letter.

The screenshot shows the 'Beneficiaries' screen in the SyGMA system. The top navigation bar includes tabs for 'Beneficiaries', 'General Information', 'Reporting Periods', 'GA Information', 'GA Options', 'Financial Information', 'LF Overview', 'Work Packages', 'Deliverables', 'Milestones', 'Reviews', 'Critical Risks', and 'Ethics Info'. The 'Beneficiaries' tab is active and highlighted with a red box. Below the navigation bar, a table lists the beneficiaries:

Number	Short Name	Legal Name	Role	Country	PIC	PIC Status	Actions
1	AST	AST ADVANCED SPACE TECHNOLOGIES GMBH	CO	DE	973276467	VALIDATED	
2	CNRS	CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE	BEN	FR	999997930	VALIDATED	

A red box highlights the 'Legal Name' column, and a red arrow points from the text 'Please check all missing information and warnings.' to this column. Below the table, a 'Warning' message is displayed: 'Granting Authority: Missing information for Granting Authority'. To the right, a red arrow points from the text 'Error, or missing information' to the 'GA Options' tab in the navigation bar, which has a red 'X' icon. Other tabs like 'General Information' and 'Reporting Periods' have green checkmarks, while 'Deliverables' and 'Milestones' have yellow warning icons. A 'Validate' button is visible at the bottom right.

Please check all missing information and warnings.



# Grant Agreement Data Preparation and Submission

## Beneficiaries- Project representatives

The Project Coordinator will appear as the contact person.

The legal signatory is selected in the Portal, under Manage Consortium.

The screenshot shows the 'System for Grant Management' interface. At the top, there is a header with 'ERASMUS +' and project details: 'Call: EPLUS2020-EHEA09-2019', 'Topic: KA3-EHEA-2019', and 'Unit: EACEA/A/01'. Below this, there are tabs for 'Partner Summary', 'Financial Information', 'Project Representa...', 'Bank Account', and 'Linked Third Parties'. The 'Project Representa...' tab is highlighted with a red box and contains a yellow warning icon. Below the tabs, there is a section titled 'Project Representatives' with a yellow warning icon. Underneath, there is a table titled 'Legal Signatory' with columns for 'Function', 'User Id', 'Family Name', 'First Name', and 'Email'. The table contains one row with redacted data. Below this table is another section titled 'Contact Persons' with columns for 'User Id', 'Family Name', 'First Name', and 'Email', also containing redacted data. A red arrow points from the text on the left to the 'Legal Signatory' table.

Function	User Id	Family Name	First Name	Email
<input type="checkbox"/>	XXXXXX	XXXXXX	XXX	XXXXXXXXXXXXXXXXXXXX

User Id	Family Name	First Name	Email
XXXXXX	XXXXX	XXXXX	XXXXXXXXXXXXXXXXXXXX





# Grant Agreement Data Preparation and Submission

## General Information

Grant Management

Grant Agreement Data

211965 (211965 SUBRSAR ..) ERASMUS-OG

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

Call: ERASMUS-JMO-2021-JMSC-OG-IBA  
Topic: ERASMUS-JMO-2021-JMSC-CoEB-OG-IBA

General Information

Duration: 24

Topic: ERASMUS-JMO-2021-JMSC-CoEB-OG-IBA

Call: ERASMUS-JMO-2021-JMSC-OG-IBA submitted for ERASMUS-JMO-2021-JMSC-OG-IBA / 01 Jan 2021

Start Date Option: A specific fixed date

Fixed Date

Justification for Fixed Date

Abstract: Test\_Shree\_Eramus

Free Keywords: test WF SE 2test WF SE 2test WF SE 2test WF SE 2test WF SE 2test WF SE 2test WF SE 2

Security Constraints:

Validate

In case it's a specific date, a **justification** needs to be provided.

# Grant Agreement Data Preparation and Submission Reporting Period

The **Project Reporting Periods** will be available.

The default reporting option is established in the call and will be displayed accordingly.

These reporting periods are linked to a payment.

This can be changed **ONLY** by the EU officer if necessary.

Grant Management Grant Agreement Data nteacomm (EXTERNAL) ?

909151 (909151) CSA Beneficiaries General Information **Reporting Periods** GA Information GA Options Financial Information LF Overview Work Packages Deliverables Milestones Reviews Critical Risks Ethics Info

Call: H2020-SCC-2014-2015 Unit: ENER/C/02

DOCUMENTS

Reporting Periods

This screen is only editable by EU Officers

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

Validate

# Grant Agreement Data Preparation and Submission

## Project GA Information

The **Project Grant Agreement Information** will be available and is read-only.

Any missing fields will be completed by the EU officer.

The screenshot displays the 'Grant Management' interface for 'Grant Agreement Data'. The top navigation bar includes tabs for Project Summary, Beneficiary, General Information, Reporting Periods, GA information (highlighted with a green checkmark), GA Options, Financial Information, LF Overview, Associated Partners, Work Packages, Deliverables, Milestones, Reviews, Critical Risks, Ethics Info, and Security. The 'GA information' tab is active, showing a form with the following fields:

Field	Value
Model Grant Agreement	Horizon Europe NGA – Multi & Mono - V1.0
Granting Authority	Agency
Granting Authority Service	ERCEA/A/01
Grant Implementing Service	ERCEA/C/02
Consortium agreement required	<input checked="" type="radio"/> Yes <input type="radio"/> No

A red box highlights the 'GA information' tab and the form fields. A red arrow points from the text 'Any missing fields will be completed by the EU officer.' to the highlighted form.

# Grant Agreement Data Preparation and Submission

## GA Options

The **Project Grant Agreement Options** will be available and are read-only.

Any missing fields will be completed by the EU officer.

These options are those that will appear in the Agreement (see earlier slide on Documents).

The screenshot displays the 'Grant Management' interface for 'Grant Agreement Data'. The top navigation bar includes tabs for Project Summary, Beneficiaries, General Information, Reporting Periods, GA Information, GA Options (highlighted with a red box and a green checkmark), Financial Information, LF Overview, Associated Partners, Work Packages, Deliverables, Milestones, Reviews, Critical Risks, and Ethics Info. Below the navigation bar, a table lists 'Grant Agreement Options' with columns for Reference, Description, View, and Download. A red box highlights the table content, and a red arrow points to the 'GA016' row.

Reference	Description	View	Download
<input type="checkbox"/>	GA09 Affiliated entities (AE) (Data Sheet, Article 8)		
<input type="checkbox"/>	GA010 Associated partners (AP) (Data Sheet, Article 9.1)		
<input checked="" type="checkbox"/>	GA011 Third parties giving in-kind contributions (Articles 6.1, 6.3, 9.2)		
<input checked="" type="checkbox"/>	GA012 Subcontractors (Article 9.3)		
<input checked="" type="checkbox"/>	GA013 Recipients of financial support to third parties (Article 9.4)		
<input checked="" type="checkbox"/>	GA014 Non-EU participants (Article 10.1)		
<input checked="" type="checkbox"/>	GA015 International organisations (IO) (Data Sheet, Article 10.2)		
<input checked="" type="checkbox"/>	GA016 Pillar-assessed participants (PA) (Data Sheet table, Article 10.3)		
<input checked="" type="checkbox"/>	GA023 Personnel costs (Data Sheet 3, Article 6)		
<input checked="" type="checkbox"/>	GA033 Subcontracting costs (Data Sheet 3, Article 6)		
<input type="checkbox"/>	GA034 Eligible cost country restrictions (Data Sheet 3, Article 6)		
<input type="checkbox"/>	GA036 Purchase costs (Data Sheet 3, Article 6.2.C)		
<input checked="" type="checkbox"/>	GA038 Travel and subsistence costs (Data Sheet 3, Article 6)		
<input checked="" type="checkbox"/>	GA039 Equipment type of cost (depreciation/full) (Data Sheet 3, Article 6)		
<input checked="" type="checkbox"/>	GA083 Other goods, works and services costs (Article 6.2.C.3)		
<input type="checkbox"/>	GA040 Financial support to third parties (Data Sheet 3, Article 6)		
<input checked="" type="checkbox"/>	GA042 Indirect cost base (Data Sheet 3, Article 6)		

# Grant Agreement Data Preparation and Submission Project Financial Information (for Budget Based funding)

For projects being funded through a **Budget Based mechanisms** the Project Financial Information is automatically listed after receiving the invitation letter:

Check whether the budget table is correct and whether all cost categories are present.

The screenshot shows the 'Grant Management' interface for project 'Z15781 (215781 SUBRSAR ...) HORIZON...'. The 'Financial Information' tab is selected and highlighted with a red box. The 'Budget table' is shown below, with a red box around the data rows. A red arrow points from the text 'Check whether the budget table is correct...' to the 'Budget table'.

		Direct costs				B. Subcontracting costs			C. Purchase costs			D. Other cost categories			Indirect c					
		A. Personnel costs				Subcontracting			C.1 Travel and subsistence			C.2 Equipment			C.3 Other goods, works and serv...			D.1 Financial support to third par...	D.2 Internally invoiced goods an...	E. Indirec
Number	Beneficiary	A.1 Employees (or equivalent), A...	A.1 Employees (or equivalent), A...	A.4 SME owners and natural pers...	Subcontracting	C.1 Travel and subsistence	C.2 Equipment	C.3 Other goods, works and serv...	D.1 Financial support to third par...	D.2 Internally invoiced goods an...	E. Indirec									
1	AST GmbH	14,400.00 €	0.00 €	0.00 €	1.00 €	24.00 €	1.00 €	0.00 €	178,320.00 €	0.00 €	3,60									
1.1	(AE) ntua	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €										
TOTAL		14,400.00 €	0.00 €	0.00 €	1.00 €	24.00 €	1.00 €	0.00 €	178,320.00 €	0.00 €	3,60									

# Grant Agreement Data Preparation and Submission Project Financial Information (for Lump Sum funding)

For projects being funded through a **Lump Sum** mechanism, the Project Financial Information is 'empty'.

You will have to **set up the Work Packages first** and associate the appropriate budget amount.

The system will build up the table automatically.

The screenshot displays the SyGMA Grant Agreement Data interface. The 'Financial Information' tab is selected, showing a table for 'Prefinancing and guarantee' and a 'Budget table'.

Name	Amount	Percentage		Action
Prefinancing 1 (Initial)	68,000.00 €	80.00 %	of 85,000.00 €	Default

		Estimated eligible lump sum contributions (per work package)															
Number	Beneficiary	WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	WP 7	WP 8	WP 9	WP 10	WP 11	WP 12	WP 13	WP 14	WP 15	Maximum grant ...
1		40,000.00 €	1,000.00 €	2,000.00 €	700.00 €	1,000.00 €	2,000.00 €	2,400.00 €	600.00 €	1,500.00 €	1,200.00 €	1,200.00 €	20,000.00 €	7,400.00 €	2,000.00 €	2,000.00 €	85,000.00 €

# Grant Agreement Data Preparation and Submission

## Project LF Overview

The **Project LF Overview** will be available and is read-only.

It gives the legal and financial situation of each beneficiary of the project.

**SyGMA** System for Grant Management

Grant Agreement Data

768824 (HYBUILD) RIA  
THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION  
**HORIZON 2020**  
Call: H2020-EEB-2016-2017  
Topic: EEB-06-2017 Unit: RTD/D/02

Project Summary Beneficiaries General Information Reporting Periods GA Information GA Options Financial Information **LF Overview** Work Packages

DOCUMENTS

### Legal and Financial Overview

Number	Legal Name	PIC	Role	Legal Informator	Financial Information	Request for financial	Lear Appointment	Lear extended ma
▼ 1	COMSA CORPORACION DE INFRAESTRUCTURAS SL	972392409	CO	✓	✓	✓	✓	✓
1	COMSA INSTALACIONES Y SISTEMAS INDUSTRIALES SL	951956740	TP	✓	✓	✓	✓	✓
2	UNIVERSIDAD DE LLEIDA	999838559	BEN	✓	✓	✓	✓	✓
3	CONSIGLIO NAZIONALE DELLE RICERCHE	999979500	BEN	✓	✓	✓	✓	✓
4	AIT AUSTRIAN INSTITUTE OF TECHNOLOGY GMBH	999584128	BEN	✓	✓	✓	✓	✓
5	NOBATEK	994163865	BEN	✓	✓	✓	✓	✓
6	CSEM CENTRE SUISSE D'ELECTRONIQUE ET DE MICROTECHNIQUE SA -	999958839	BEN	✓	✓	✓	✓	✓
7	ACCADEMIA EUROPEA DI BOLZANO	999887253	BEN	✓	✓	✓	✓	✓
8	FAHRENH			✓	✓	✓	✓	✓
9	Mikrometal sro	933926574	BEN	⚠	✓	✓	⚠	⚠
▼ 10	SVILUPPO TECNOLOGIE E RICERCA PER L'EDILIZIA SISMICAMENTE SICI	966010294	BEN	✓	✓	✓	✓	✓
1	D'APPOLONIA SPA	999951467	TP	✓	✓	✓	✓	✓
11	NATIONAL TECHNICAL UNIVERSITY OF ATHENS - NTUA	999978142	BEN	✓	✓	✓	✓	✓
12	FRESNEX GMBH	929989635	BEN	✓	✓	✓	✓	✓
13	ENGINEERING - INGEGNERIA INFORMATICA SPA	999960488	BEN	✓	✓	✓	✓	✓
14	DAIKIN AIRCONDITIONING HELLAS SA	943400370	BEN	✓	✓	✓	⚠	⚠

**The LEAR has been appointed and validated**

**All mandatory legal information is present and validated**

**LEAR data is missing**

**Data Status Workflow status**  
Core DECLARED WAITING\_FOR\_VALIDATION

# Grant Agreement Data Preparation and Submission Project Work Packages

The **Project Work Packages** are not automatically listed after receiving the invitation letter.

- Complete all necessary work packages.
- Please note that you can change the order of the work packages by dragging and dropping.
- Please reuse the naming and the order as declared in the application (easier to follow-up and cross-check).

The screenshot displays the 'Grant Agreement Data' interface. The 'Work Packages' tab is highlighted with a red box. Below the navigation bar, a table of work packages is shown. A red arrow points to the '+ Add Work Package' button in the top right corner of the table.

Number	Title	Lead Beneficiary	Total Effort	Start Month	End Month	Deliverables	Actions



# Grant Agreement Data Preparation and Submission

## Project Deliverables (1/2)

The **Project Deliverables** are not automatically listed after receiving the invitation letter.

- Complete all necessary Deliverables.
- Please note that you can change the order by dragging and dropping.
- Please reuse the naming and the order as declared in the application.

The screenshot displays the 'Grant Agreement Data' interface. The 'Deliverables' tab is highlighted with a red box. Below the navigation bar, a table lists the deliverables. A red arrow points to the 'Add Deliverable' button in the top right corner of the table area.

Number	Relative Number in WP	Title	Lead Beneficiary	Type	Dissemination Level	Due Date (in months)	Actions
D1	D1.1	D1 - Deliverable title created at 23072021 09:00:44	AST GmbH	R	PU	2	✕

# Grant Agreement Data Preparation and Submission Project Deliverables (2/2)

The **Project Deliverables** are not automatically listed after receiving the invitation letter.

- Please edit the description
- Insert also the links of the deliverables once these have been set (see following slides).

A screenshot of a web application window titled 'Deliverable details'. The form contains the following fields:

- Number: 2
- Title: D1
- Lead Beneficiary: 1. AST GmbH
- Type: DEM – Demonstrator, pilot, prototype
- Dissemination level: (empty dropdown)
- Due Date (in months): (empty field)
- Description: (empty text area)

A dropdown menu is open for the 'Dissemination level' field, showing the following options:

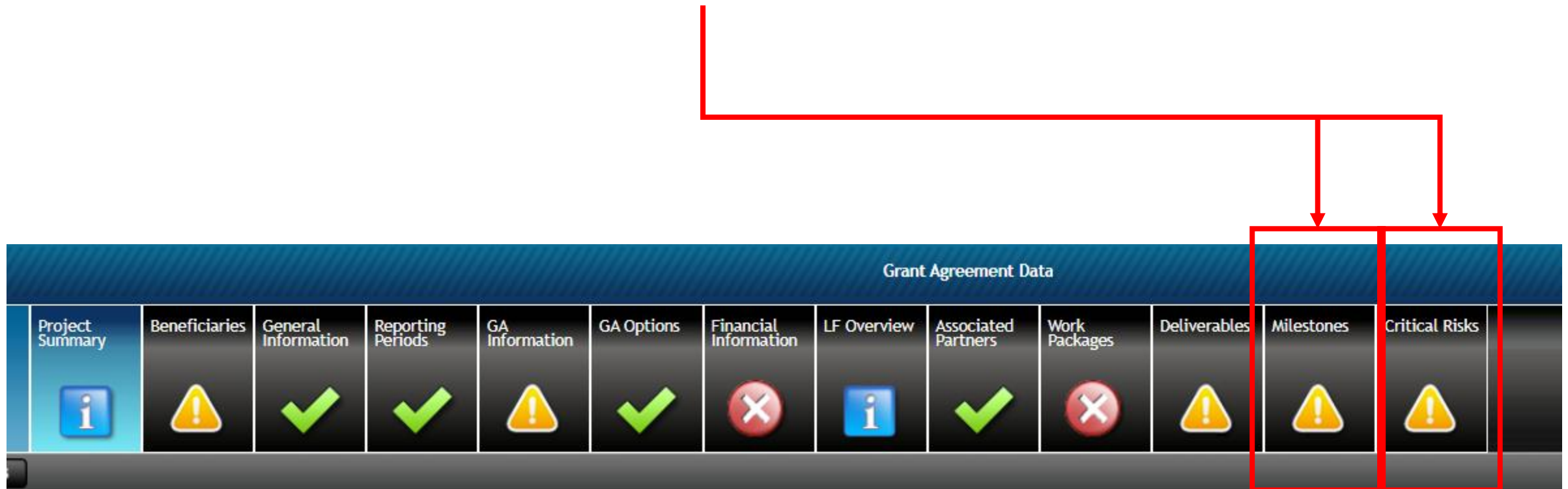
- PU : Public
- SEN : Sensitive
- R-UE/EU-R : EU Classified
- S-UE/EU-S : EU Classified
- C-UE/EU-C : EU Classified

A red box highlights the 'Links to WP' label at the bottom of the form. At the very bottom, a table header is visible with columns: number, title, leadBeneficiary, and endMonth.

# Grant Agreement Data Preparation and Submission

## Project Milestones and Critical Risks

Although not Mandatory, please insert both Milestones and Risks as per your Application.



# Grant Agreement Data Preparation and Submission

## SUBMIT

Once all forms have been completed, the **Coordinator** clicks the **Submit to EU** button.

The screenshot displays the 'Participant Portal - Grant Management Services' interface. The header includes the European Commission logo and the text 'RESEARCH & INNOVATION'. The user is identified as 'Generic DEVUSERCOORDINATOR'. The main content area is divided into several sections:

- MY PROJECT:** A sidebar containing project details:
  - Call: UCPM-2017-PP-AG
  - Type of Action: UCPM-INT-AG
  - Acronym: 925500 Patrick 9.0.9
  - Current Phase: Grant preparation
  - Number: 925500
  - Duration: 24 months
  - Start Date:
  - Estimated Project Cost: €545.70
  - Requested EU Contribution: €20.00
  - Contact: [Camilla ELSETH](#)
- Process Management:** A central area showing a progress timeline for 'Proposal Management & Grant Preparation' (925500 - 925500 Patrick 9.0.9). The timeline includes stages: Submitted (01 Apr 2018), Informed, Invited, Prepared, Signed (01 Jan 2019, 10/275 days), and Paid. A 'Submit to EU' button is highlighted with a red box.
- Process documents:** A list of documents including 'Grant agreement data preparation' and 'GA Declaration - GAP-925500 - 973276467 signature'.
- Process communications:** A section for handling communications, showing 'New messages (0)'. A 'Sign' button is visible.
- Process history:** A section for viewing the project's history.

At the bottom of the page, there is a link to the 'H2020 ONLINE MANUAL' and a 'HOW TO' button. The footer indicates the version is '© European Communities - Version 1.16.3'.

# Some other support resources (1/2)

[Support overview \(europa.eu\)](https://europea.eu)

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

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | **SUPPORT**

Support overview

GRANTS | TENDERS

Support by type

- GUIDANCE
- FAQ
- HELPPESKS

Popular support topics

EU Login	Online manual	How can I acquire roles and access rights for proposals, projects or organisations?	FAQ
How to change the EU Login account details?	FAQ	How to update my organisation data?	FAQ
What is a LEAR (Legal Entity Appointed Representative) and what are LEAR's rights and tasks?	FAQ	Where can I find more user guidance related to proposal submission?	FAQ
How to assign PLSIGN?	FAQ	SME Self Evaluation	IT how to
How do I fill in my bank account as an expert?	FAQ	Where can I find the National Contact Points (for Horizon Europe)?	Helpdesks

# Some other support resources (2/2)

- [Walk through all the steps to get your LEAR Approved](#)
- [How to manage the roles in your project](#)