

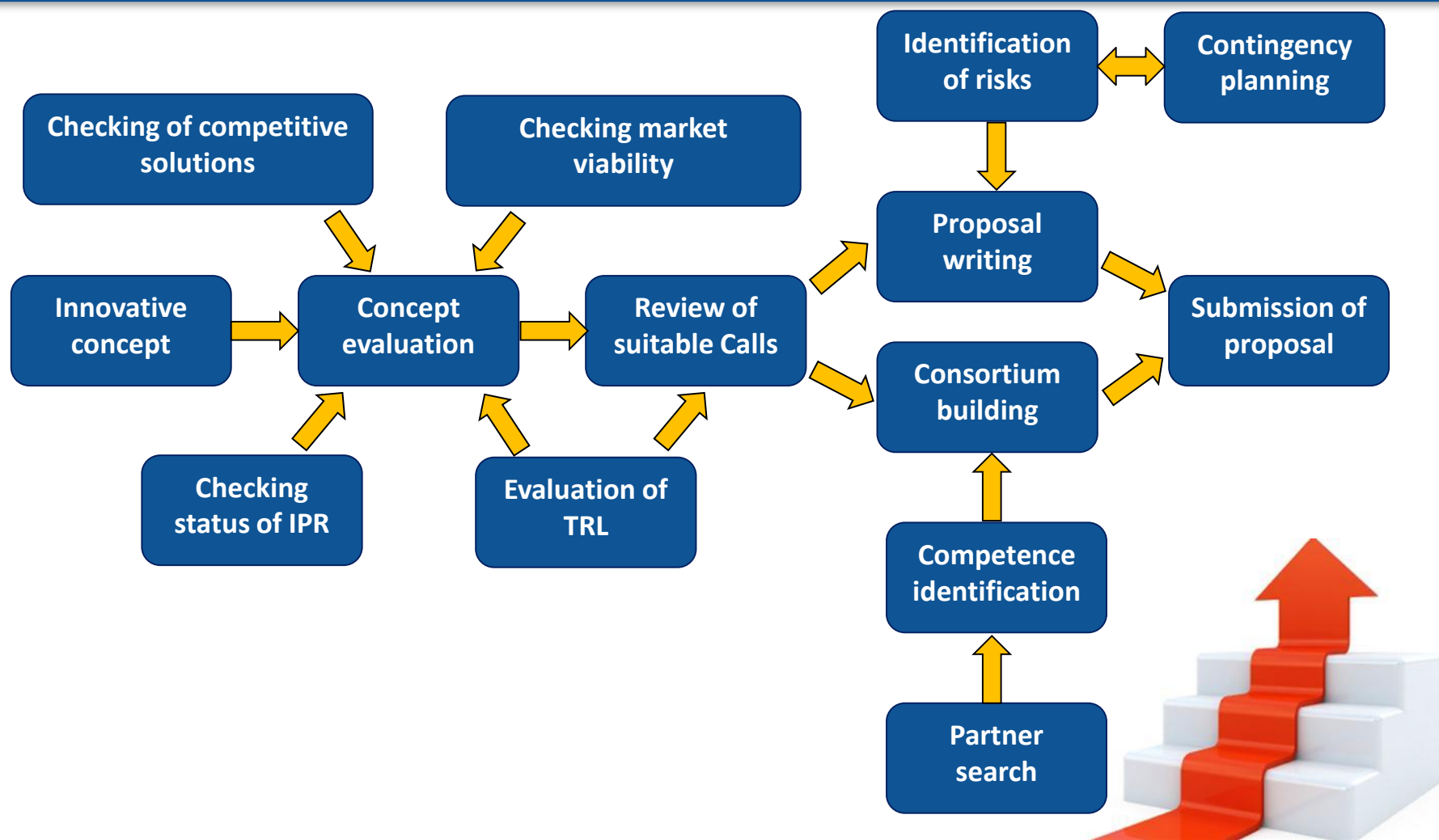


HORIZON 2020

**First steps to accomplish your innovative plans
by H2020 –
Way to success – from concept to project
proposal**

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Typical steps to a H2020 proposal



Technology Readiness Levels

TRL Level	Explanation
TRL 0	Idea. Unproven concept, no testing has been performed.
TRL 1	Basic research. Principles postulated and observed but no experimental proof available.
TRL 2	Technology formulation. Concept and application have been formulated.
TRL 3	Applied research. First laboratory tests completed; proof of concept.
TRL 4	Small scale prototype built in a laboratory environment (“ugly” prototype).
TRL 5	Large scale prototype tested in intended environment.
TRL 6	Prototype system tested in intended environment close to expected performance.
TRL 7	Demonstration system operating in operational environment at pre-commercial scale.
TRL 8	First of a kind commercial system. Manufacturing issues solved.
TRL 9	Full commercial application, technology available for consumers.

Funding for research and innovation



Technology Readiness Level								
1	2	3	4	5	6	7	8	9



National Funding (Joint Programming)

ERC FET Industrial Leadership Societal Challenges Eurostars Public procurement

EIT

Private Investors (FFFF)

Banks/Business Angels

Venture Capital

IPOs

Horisont 2020

Useful information to proposal preparation

Participant Portal

- <http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/index.html>
- http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html
- All information for participants (calls, legal documents, guides etc.); Search Function to find topics; Proposal submission

IPR: <https://www.iprhelpdesk.eu>

Horizon 2020

- <http://ec.europa.eu/programmes/horizon2020/>

Project data base:

http://cordis.europa.eu/search/advanced_en?projects

Useful information to proposal preparation

Partner search support: main source

- <https://cordis.europa.eu/partners/web/guest/home>
- <http://een.ec.europa.eu>
- <http://www.ideal-ist.eu/partner-search/pssearch>

Become an expert

- H2020 needs more and different type of experts
- <http://ec.europa.eu/research/participants/portal/desktop/en/experts/index.html>

SME definition:

- http://ec.europa.eu/enterprise/policies/sme/files/sme_definition/sme_user_guide_en.pdf

Proposal preparation

Step 1. Identify relevant calls for proposals – identify a call that is relevant to your organisation or to an idea you may have for a research project

Step 2. Obtain call-specific documentation and forms – The Commission publishes a separate information package which includes a comprehensive Guide for Proposers that offers practical advice for preparing and submitting proposals under each call. Finalise the concept!

Step 3. Establish consortium of researchers, developers and end-users – The proposer must recruit partners to form a consortium capable of undertaking all aspects of the intended project. Define and finalise partners' roles and agree on the individual budgets.

Step 4. Prepare research proposal

Step 5. Submit proposal to Commission by call deadline

Proposal preparation – step1

Step 1. Identify relevant calls for proposals:

Prerequisite:

- ✓ General understanding of H2020 operational system
- ✓ Overview of the possible project types
- ✓ Good comprehension of EC language, buzzwords
- ✓ Get acquainted with the existing programmes in your area
- ✓ Make a list of the most interesting websites for you (favorites)
- ✓ Subscribe to newsletters and services
- ✓ Attend events organised in your country to learn about new programmes and projects
- ✓ Dedicate some time each week to MONITOR what is going on (i.e. 30 min each week may be enough)

Proposal preparation – step1

Types of actions supported by grants:

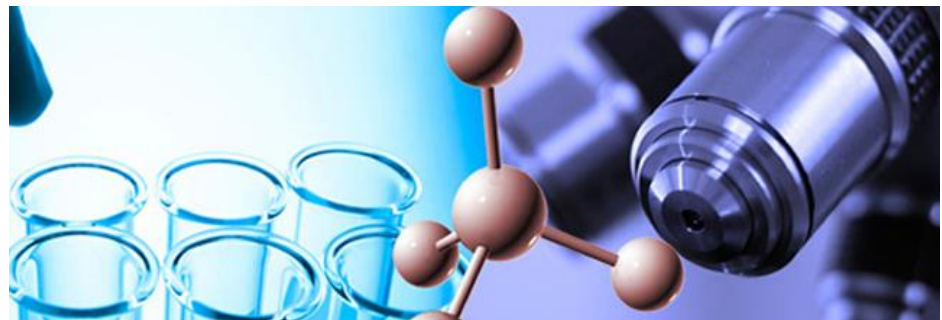
- Research and Innovation Actions (RIA)
- Innovation Actions (IA)
- Coordination and Support Actions (CSA)
- SME Instrument (SMEI)
- Fast Track to Innovation (FTI)



Proposal preparation – step1

Research and Innovation Actions

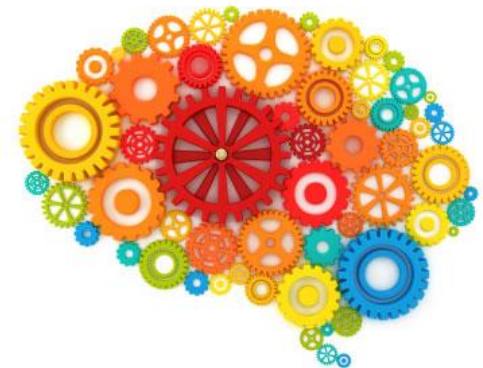
- Activities aiming to establish new knowledge and/or to explore the feasibility of a new or improved technology, product, process, service or solution.
- Basic and applied research, technology development and integration, testing and validation on a small-scale prototype in a laboratory or simulated environment.



Proposal preparation – step1

Innovation Actions (IA)

- Activities directly aiming at producing plans and arrangements or designs for new, altered or improved products, processes or services.
- Prototyping, testing, demonstrating, piloting, large-scale product validation and market replication



Proposal preparation – step1

Coordination and Support Actions (CSA)

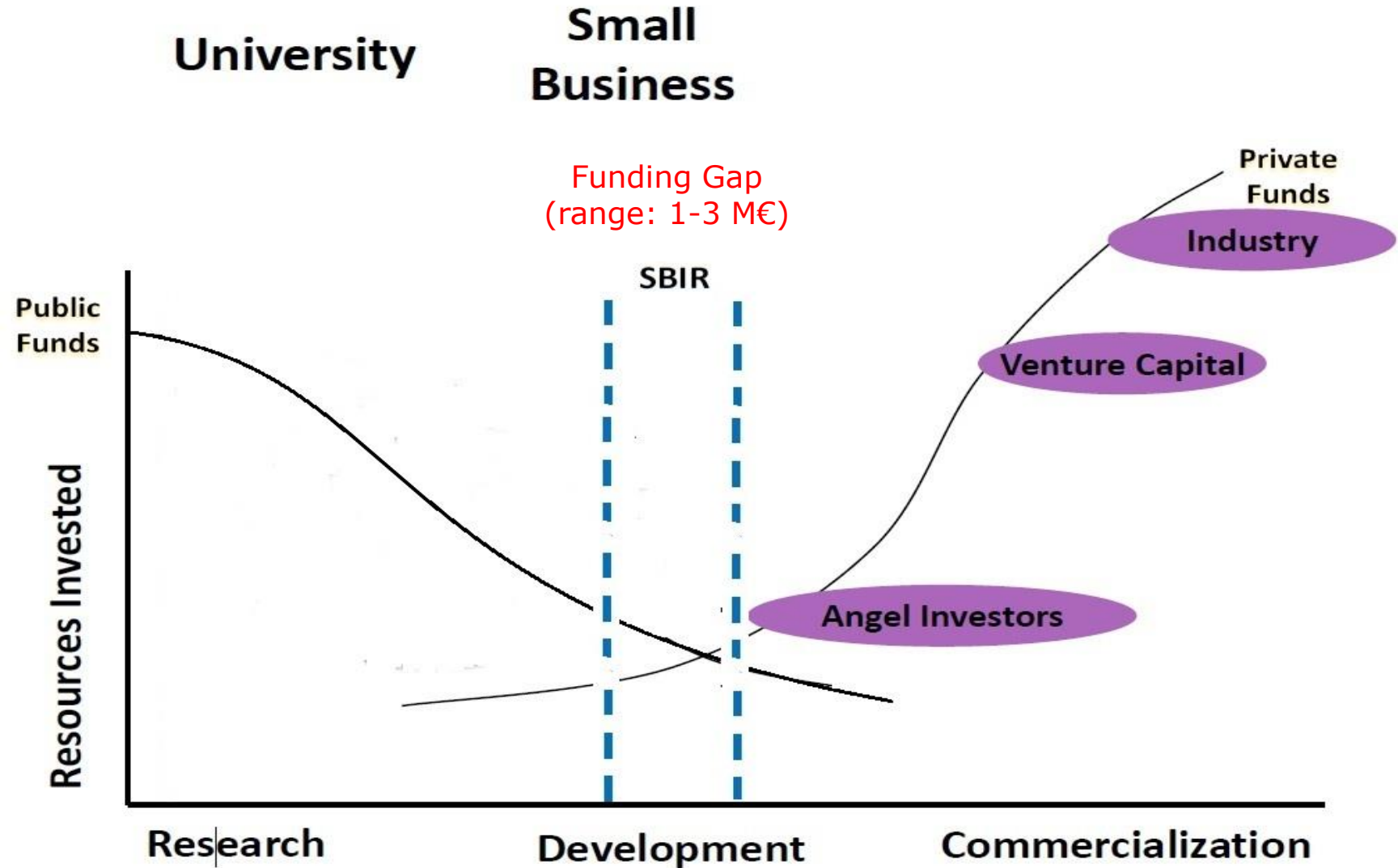
Accompanying measures such as

- *standardisation,*
- *dissemination,*
- *awareness-raising and communication,*
networking,
- *coordination or support services,*
- *policy dialogues and mutual learning exercises*
and studies etc.



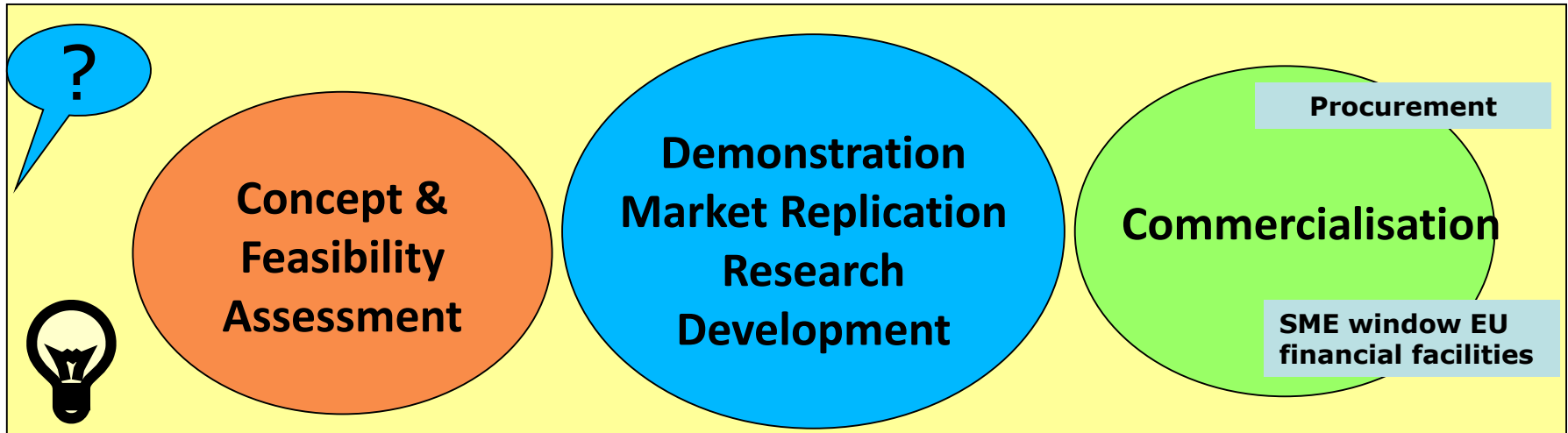
Proposal preparation – step1

SME Instrument



Proposal preparation – step1

SME instrument



IDEA

business coaching and complimentary services

MARKET

Proposal preparation – step1

SME instrument

Phase 1: Concept and feasibility assessment

Input: Idea/Concept: "Business Plan 1" (~ 10 pages)
10% budget

Activities:

Feasibility of concept
Risk assessment
IP regime
Partner search
Design study
Pilot application
etc.

Output: elaborated "Business plan 2"

Lump sum: 50.000 €
~ 6 months

Phase 2: R&D, demonstration, market replication

Input: "Business plan 2" plus description of activities under Phase 2 (~ 30 pages)
88% budget

Activities:

Development, prototyping, testing, piloting, miniaturisation, scaling-up, market replication, research

Output: "investor-ready Business plan 3"

0.5-2.5 M€ EC funding
~ 12 to 24 months

Phase 3: Commercialisation

Promote instrument as quality label for successful projects

Facilitate access to private finance

Support via networking, training, information, addressing i.a. IP management, knowledge sharing, dissemination

SME window in the EU financial facilities (debt facility and equity facility)

Possible connection to PPC (and PPI?)

No direct funding

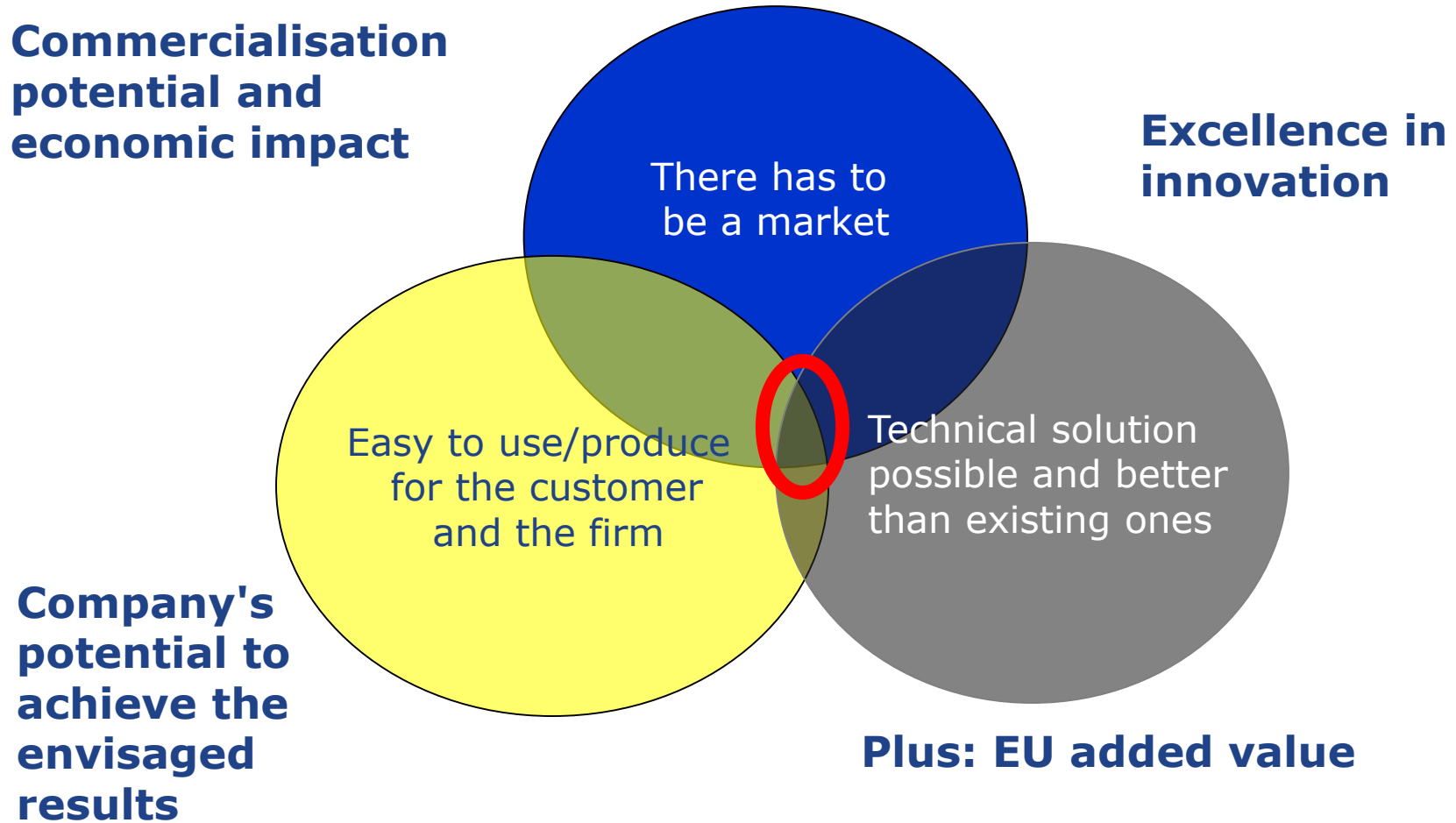
Proposal preparation – step1

Main features

- Targeted at all types of innovative SMEs showing a strong ambition to develop, grow and internationalise
- Only SMEs will be allowed to apply for funding and support
- Single company support possible
- No obligation for applicants to sequentially cover all three phases; each phase open to all SMEs
- 70% funding (exceptions possible)

Proposal preparation – step1

Evaluating SME instrument activities



Types of Action

Type of Action	Code	Minimum Conditions	Funding Rate	Typical Duration	Average EC Contribution	Aim
Research & Innovation Action	RIA	≥ 3 legal entities from 3 MS/AC	100%	36-48 months	€ 2.0 – 5.0M	collaborative research projects
Innovation Action	IA	≥ 3 legal entities from 3 MS/AC	70% (non-profit 100%)	30-36 months	€ 2.0 – 5.0M	produce plans & arrangements or designs for new, altered or improved products, processes or services
Coordination & Support Action	CSA	1 legal entity	100%	12-30 months	€ 0.5 – 2.0M	accompanying measures (standardisation, dissemination, policy dialogues etc.) no research
SME Instrument	SME	1 SME in MS/AC	3 phases: <ul style="list-style-type: none"> • Phase 1: lump sum of € 50K / project • Phase 2: € 0.5 – 2.5M/ project (1-2 years) (70% of eligible costs reimbursed) • Phase 3 : no funding 			combination of demonstration activities (testing, prototyping, ...), market replication
Fast Track to Innovation	FTI	≤ 5 legal entities from 5 MS/AC	70% (non-profit 100%)	12-24 months	≤ € 3.0M	produce plans & arrangements or designs for new, altered or improved products, processes or services

Proposal preparation – step1

Step 1. Identify relevant calls for proposals:

- Searchable calls for proposals:
<http://ec.europa.eu/research/participants/portal/desktop>

The screenshot shows the 'Participant Portal' interface. On the left, there are navigation menus for 'EU Programmes 2014-2020' and 'FP7 & CIP Programmes 2007-2013'. The main content area is titled 'Calls for Proposals' and features a 'Horizon 2020' section with a list of call categories: Marie-Sklodowska-Curie Actions, Research Infrastructures, Industrial Leadership, and Leadership in enabling and industrial technologies (LEIT). The LEIT section is expanded to show sub-categories: Information and Communication Technologies, Nanotechnologies, Advanced materials, and Biotechnology. Below this, there are filters for 'Status' (Forthcoming, Open, Closed) and 'Sort by' (Planned) Opening Date, Deadline, Call title, Call identifier. A 'Filter a call' input field and a 'FILTER' button are also present.

The grid displays 12 call cards, each with a title, deadline, and opening date. The cards are arranged in a 4x3 grid. The following table summarizes the information from the cards:

Call Title	Deadline	Opening Date
Horizon 2020-FCI-2015	27/08/2015	25/03/2015
Digital Security - Digital Security, Privacy and Trust	27/08/2015	25/03/2015
Horizon 2020-BES-2015	27/08/2015	25/03/2015
Excellent Science Individual Fellowships (IF)	10/09/2015	12/03/2015
Science with and for Society EU Prize for Women Innovators	20/10/2015	10/03/2015
Societal Challenges Horizon Prize - Better use of Antibiotics	17/08/2016	10/03/2015
Industrial Leadership Fast Track to Innovation Pilot	01/12/2015	06/01/2015
Industrial Leadership Horizon 2020 dedicated SME Instrument Phase 1 and 2, 2014-2015	18/03/2015	17/06/2015
Excellent Science Calls for proposals for ERC Proof of Concept Grant	05/02/2015	28/05/2015
Excellent Science FET-Open - novel ideas for radically new technologies	31/03/2015	29/09/2015
Societal Challenges Horizon 2020 dedicated SME Instrument Phase 1 and 2, 2014-2015	18/03/2015	17/06/2015
Industrial Leadership Enhancing SME innovation capacity by providing better innovation support	14/11/2014	12/02/2015

In addition to the search facilities, the full list of H2020 Calls can be found [here](#).

Proposal preparation – step2

Step 2. Obtain call-specific documentation and forms :

- <http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/calls/h2020-smeinst-1-2015.html>:

Topic: [BG-12-2015-1: Supporting SMEs efforts for the development - deployment and market replication of innovative solutions for blue growth](#)

Topic: [BIOTEC-5b-2015-1: SME boosting biotechnology-based industrial processes driving competitiveness and sustainability](#)

Topic: [DRS-17-2015-1: Critical infrastructure protection topic 7: SME instrument topic: Protection of Urban soft targets and critical infrastructures](#)

Topic: [ICT-37-2015-1: Open Disruptive Innovation Scheme \(implemented through the SME instrument\)](#)

Topic: [INSO-10-2015-1: SME business model innovation](#)

Topic: [INSO-9-2015-1: Innovative mobile e-government applications by SMEs](#)

Topic: [IT-1-2015-1: Small business innovation research for Transport](#)

Topic: [NMP-25-2015-1: Accelerating the uptake of nanotechnologies, advanced materials or advanced manufacturing and processing technologies by SMEs](#)

Topic: [PHC-12-2015-1: Clinical research for the validation of biomarkers and/or diagnostic medical devices](#)

Topic: [SC5-20-2015-1: Boosting the potential of small businesses for eco-innovation and a sustainable supply of raw materials](#)

Topic: [SFS-08-2015-1: Resource-efficient eco-innovative food production and processing](#)

Topic: [SIE-01-2015-1: Stimulating the innovation potential of SMEs for a low carbon energy system](#)


Topic: [Space-SME-2015-1: SME Instrument](#)

Proposal preparation – step2

Step 2. Obtain call-specific documentation and forms :

- <http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/topics/2557-ict-37-2015-1.html#tab1>

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RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Opportunities

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EU Programmes 2014-2020

Search Topics

Call Updates

Calls

H2020

Research Fund for Coal & Steel

COSME

3rd Health Programme

Consumer Programme

FP7 & CIP Programmes 2007-2013

Calls

Other Funding Opportunities

Horizon 2020 dedicated SME Instrument Phase 1 and 2, 2014-2015

H2020-SMEINST-1-2015

Opening Date	18-12-2014	Deadline Date	25-11-2015 17:00:00 (Brussels local time)
Publication date	11-12-2013	Total Call Budget	€26,557,000
		Cut-off date(s)	18-03-2015 17:00:00 (Brussels local time) 17-06-2015 17:00:00 (Brussels local time) 17-09-2015 17:00:00 (Brussels local time) 25-11-2015 17:00:00 (Brussels local time)

Programme Horizon 2020

Status Open

Main Pillar Societal Challenges

OJ reference [OJ C361/9 of 11 December 2013](#)

Topic: **Open Disruptive Innovation Scheme (implemented through the SME instrument) ICT-37-2015-1**

Topic Description [Topic Conditions & Documents](#) [Submission Service](#)

Scope:

Proposal preparation – step2

Step 2. Obtain call-specific documentation and forms :

- <http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/topics/2557-ict-37-2015-1.html#tab1>:

The screenshot shows the Horizon 2020 dedicated SME Instrument Phase 1 and 2, 2014-2015 call page. The page is titled "Horizon 2020 dedicated SME Instrument Phase 1 and 2, 2014-2015" and "H2020-SMEINST-1-2015". It displays key information such as the Opening Date (18-12-2014), Publication date (11-12-2013), Deadline Date (25-11-2015 17:00:00), Total Call Budget (€26,557,000), and Cut-off date(s) (18-03-2015 17:00:00, 17-06-2015 17:00:00, 17-09-2015 17:00:00, 25-11-2015 17:00:00). The Main Pillar is Societal Challenges and the OJ reference is OJ C361/9 of 11 December 2013. The call is for the Open Disruptive Innovation Scheme (implemented through the SME Instrument). The page also includes links for "Topic Conditions & Documents" and "Submission Service".

Overlaid on the page is a file opening dialog box titled "Opening h2020-smeinst-1-2015.zip". The dialog box shows the file "h2020-smeinst-1-2015.zip" which is a Compressed (zipped) Folder (19,5 MB) from <http://ec.europa.eu>. The user is asked what they should do with this file, with options: "Open with Windows Intéző (default)", "Save File", and "Do this automatically for files like this from now on." The "Open with" option is selected.

Please read carefully all provisions below before the preparation of your application.

1. **List of countries and applicable rules for funding:** described in [part A of the General Annexes](#) of the General Work Programme. For the SME Instrument only applications from SMEs established in EU Members States or

Proposal preparation – step2

The content of the zip file in case of SMEI:

WP H2020 - 1. Introduction [en](#)

WP H2020 - 5. Introduction to Leadership in enabling and industrial technologies (LEITs) [en](#)

WP H2020 - 7. Innovation in SMEs [en](#)

Legal basis - Specific Programme H2020 [en](#)

WP H2020 - 5i. Information and communication technologies (ICT) [en](#)

WP H2020 - 5ii. Nanotechnologies, advanced materials, advanced manufacturing and processing, biotechnology [en](#)

WP H2020 - 5iii. Space [en](#)

WP H2020 - 8. Health, demographic change and wellbeing [en](#)

WP H2020 - 9. Food security, sustainable agriculture and forestry, marine and maritime and inland water research and the bioeconomy [en](#)

WP H2020 - 10. Secure, clean and efficient energy [en](#)

WP H2020 - 11. Smart, green and integrated transport [en](#)

WP H2020 - 12. Climate action, environment, resource efficiency and raw materials [en](#)

WP H2020 - 13. Europe in a changing world - inclusive, innovative and reflective societies [en](#)

WP H2020 - 14. Secure societies - protecting freedom and security of Europe and its citizens [en](#)

Legal basis - Framework Programme H2020 [en](#)

Legal basis - Rules for Participation [en](#)

WP H2020 - 19. General Annexes [en](#)

List of beneficiaries - SME Instrument Phase I (July update) [en](#)

Flash Call Info (17-06-2015 cut-off) [en](#)

List of beneficiaries - SME Instrument Phase I (May update) [en](#)

Flash Call Info (18-03-2015 cut-off) [en](#)

Frequently Asked Questions - Open Disruptive Innovation Scheme [en](#)

Proposal preparation – step2

Study carefully the call documents and answer to the following questions:

- Am I eligible for a given programme or funding source?
- Is my type of research, innovation or enterprise development activity eligible?
- What type of financial support can I obtain?
- Who else should be involved in the project?
- What is about my timeframe?
- How is the application process?
- If stuck, contact the relevant National Contact Point or professional proposal advisors

http://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html

Proposal preparation – step3

Step 3. Establish consortium of researchers, developers and end-users

- Check if it is obligatory to have consortium in the target call for proposal
- Most of the H2020 themes support collaborative research projects where at least three organisations from different countries form a consortium (RIA, IA).
(In case of Eurostars: 2 independent partners from 2 countries)
- However, there are a number of opportunities also for mono-participant actions:
 - European Research Council (ERC) research grants – support frontier research by individual researchers and teams.
 - Marie Skłodowska-Curie actions – support researcher mobility. Besides research funding, scientists have the possibility to gain experience abroad and in the private sector, and to complete their training with competences useful for their careers.
 - SME instrument – supports both individual SMEs and SME groups that have international ambitions, determined to turn strong, innovative business ideas into winners on the market.

Proposal preparation – step3 - Who can participate and get funded?

Who can participate?

- *Basically everybody (RfP Art. 7ff) (but always check Work Programme)*
 - In Europe and the rest of the world, legal entities and natural persons
 - Needs registration on the participant portal
 - PIC: Participant Identification Code (existing PICs remain)

Who can get funding?

as per (RfP Art. 10 and GaWp sect.A)

- *All participants from MS and AS and participants from Third Countries identified in the work programmes (see GaWp p. 3)*

Member States of the European Union, including their overseas departments and outermost regions. Check the situation of entities from [outermost regions](#), [OCTs](#), [Channel Islands and the Isle of Man](#), [Gibraltar and Northern Cyprus](#).

Associated Countries to H2020: Albania, Bosnia and Herzegovina, Faroe Islands, former Yugoslav Republic of Macedonia, Iceland, Israel, Moldova, Montenegro, Norway, Serbia, Switzerland and Turkey. Check the [List of H2020 Associated Countries](#).

Third Countries – see the ['Annex A - List of countries, and applicable rules for funding'](#) for the list of third countries that are eligible for funding. In Horizon 2020 there are [more opportunities for cooperation](#) with and participation by researchers from non-EU countries.

International European interest organisations are also eligible to receive funding

Proposal preparation – step3 - Who can get funding?

- *High Income Countries are generally not eligible to receive EC funding*
 - USA, Canada, Japan, South Korea, Singapore, Australia, New Zealand, Taiwan, Hong Kong, Macao, Vatican, San Marino, Monaco and Andorra (FP7); Brazil, Russia, India, China, Mexico
 - EC funding might however be possible if:
 - there is a specific arrangement between the EC and the Third Country
 - there are clear provisions in the relevant work programme
 - participation is essential to the project and not possible without EC funding
- *To be checked each time in the relevant call documents*
- *MGA 9.1: Beneficiaries not receiving funding can make available in-kind contributions against payment as Third Parties (MGA art. 11)*
 - normally to be mentioned in Annex 1

Proposal preparation – step3 – partner search

Step 3. Establish consortium of researchers, developers and end-users

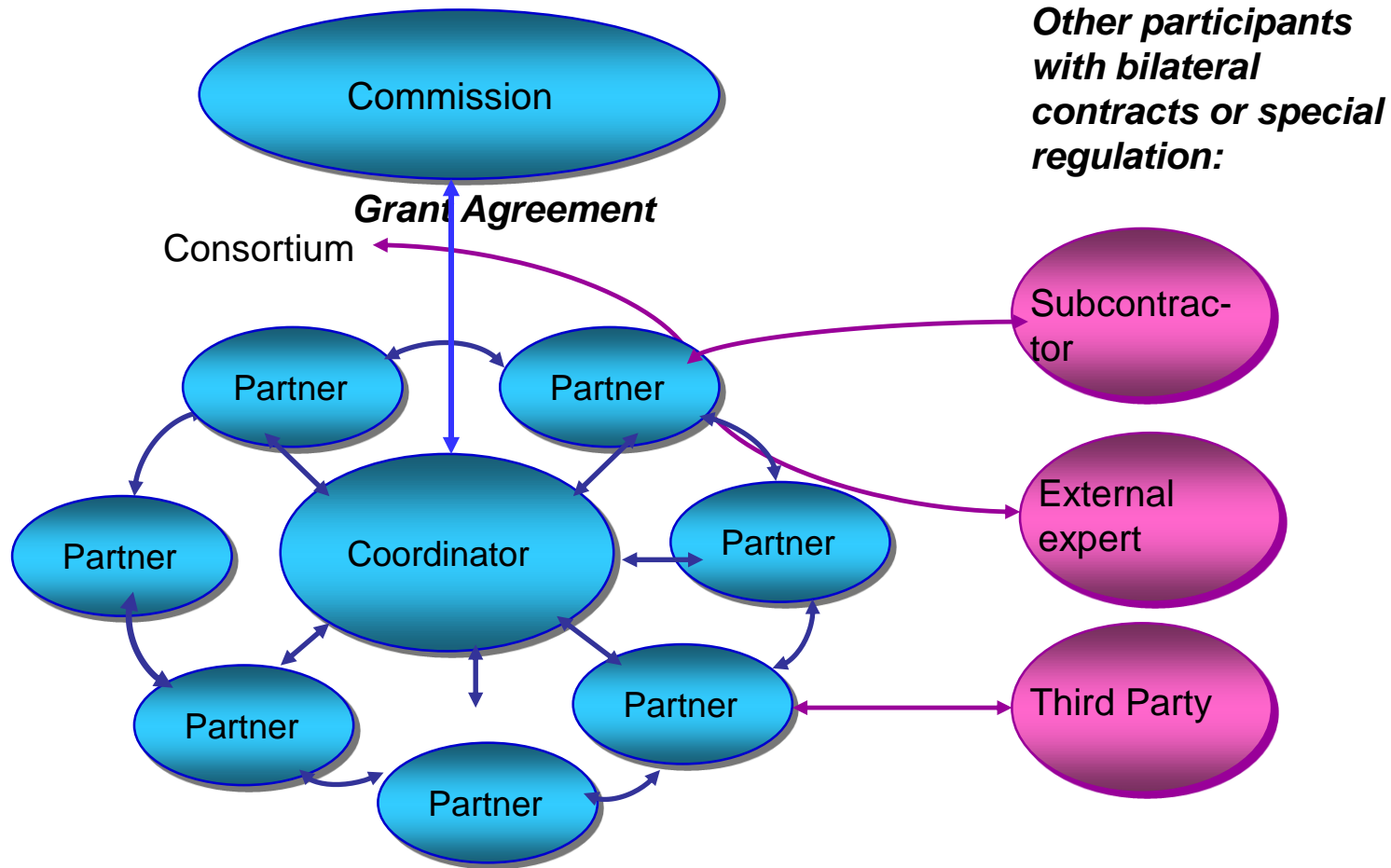
- Evaluate your human and financial capacity
- Check your available contact list and partnership
- Open to international networks, partners
- Use dedicated partner search services
 - [CORDIS Partner Service](https://cordis.europa.eu/partners):<https://cordis.europa.eu/partners>
One of the largest databases of partner profiles (self-registered profiles).
 - [Idealist Partner Search](http://www.ideal-ist.eu/partner-search/pssearch): <http://www.ideal-ist.eu/partner-search/pssearch>
Developed by the ICT NCPs network, but the partner profiles are not limited only to ICT. The service includes advice on creating your profile by your local NCP and there is a quality control of all the published data.
 - [Partner Search of Nanosciences and nanotechnologies, Materials and new Production technologies \(NMP\)](https://www.nmp-partnersearch.eu/): <https://www.nmp-partnersearch.eu/>
 - [Fit for Health](http://www.fitforhealth.eu/): <http://www.fitforhealth.eu/>
Developed by the Fit for Health network in close cooperation with the Health-NCPs.
 - [Partner search for H2020 'Smart, Green and Integrated Transport' calls for proposals](http://www.transport-ncps.net/services/partner-search/horizon-2020/partner-search.html):
<http://www.transport-ncps.net/services/partner-search/horizon-2020/partner-search.html>
The partner search tool is dedicated to the project proposals to be submitted under the H2020 'Smart, Green and Integrated Transport' calls (Societal Challenge 4). The Enterprise Europe Network (EEN) publishes an extensive number of innovation and technology profiles from international companies and research organisations to help identify suitable partners for bilateral business, innovation and technology cooperation.

Proposal preparation – step3 – partner selection

Step 3. Establish consortium of researchers, developers and end-users - criteria of selection

- Scientific excellence
- Multidisciplinary and complementarity
- Experience in collaborative projects/EU projects
- Dedication/Motivation
- Geographic origin
- Institutional origin (e.g. university, big industry, SME, agency)
- Multiplier function for dissemination/politics

Proposal preparation – step3 – Composition of consortium



Proposal preparation – step3 – partner selection

- **Beneficiaries (aMGA, p. 4)**

Participants to an action which sign a Grant Agreement

- **Third Parties involved in the action (aMGA, p. 4)**

Other entities which participate to an action but do not sign a Grant Agreement Third Party involvement should be mentioned in Annex 1

In specific cases costs of Third Parties can be claimed

- *Linked Third Party (MGA 14.1.1; MGA footnote 25, p. 31)*

A Third Party having a legal link to a beneficiary implying a collaboration not limited to the action - Affiliates are Linked Third parties. an execute tasks of Annex 1 and claim costs (financial statement, MGA 20.3b)

- *Subcontractor (MGA 13)*

Can execute tasks of Annex 1 against payment of a price

- *Third Parties involved in the action*

Can make contributions to the actions for free or against payment (MGA 11, 12)

Proposal preparation – step3 - Composition of consortium - roles

Scientific Positions	Technology Developers + Integrators
	Users of Results (Pilot site, Demonstration)
Management Positions	Scientific Coordinator (Science)
	Project Manager (Management, finance..)
	Work-package leader (Science)
	Exploitation Managers (Results)
Legal Status	Contractor - Partner in project
	Subcontractor - not a partner in the project

Proposal preparation – step3 - Reasons to undertake a project?

- Advantages that can be obtained
- Rights (preliminary and as a result of the project)
- Obligations
- Assumable effort by the organization (human and material resources)

-> a European project is very profitable and attractive if it is

- framed in the every-day activities of the organization
- in line with its capacities and
- responds to its needs.

Proposal preparation – step3 -Reasons to undertake a project - pros

Advantages

- Reduction of the risk associated to the innovation
- Privileged contacts with Pan-European partners
- Increase of the visibility and enterprise prestige
- Advantages
- Non-refundable subsidy of
- Access to excellent technological information (competitive advantage).

Proposal preparation – step3 -Reasons to undertake a project - cons

Liabilities (MGA Chapter 5)

- The beneficiaries are jointly and severally liable for the implementation of the action according to Annex 1 (MGA 41.1)
- The financial liability of each beneficiary is governed by Art. 44, 45, 46
 - Art. 44: Recovery
 - Each beneficiary's responsibility in case of recovery is limited to its own debt
 - if applicable includes undue amounts paid to linked Third Parties
 - Art. 45: Administrative and financial penalties
 - To be excluded for maximum 5 years from grants (extendable)
 - 2 to10% of beneficiary's estimated budget
 - 4 to 20% in case of multiple infringements

Proposal preparation – step3 -Reasons to undertake a project - cons

Liabilities (MGA Chapter 5)

- Art. 46: Liability for damages
- The beneficiary must compensate EU for any damage sustained through action's implementation or non compliant (with agreement) implementation
- the amount will correspond to the damage caused

Coordinator has the greatest workload: - responsible for submitting the proposal; - coordinates grant preparation

Tasks according to the contract (Grant Agreement):

- ✓ Receives and distributes EU payments
- ✓ Scientific-technical, financial and administrative coordination
- ✓ Coordination of legal matters (Project contract, Amendments, Consortium Agreement)
- ✓ Single contact point for the EC
- Coordination should not be a “one-man show”, but rather done by a team; large-scale projects should have a project management office

Proposal preparation – step3 – Confidentiality during proposal preparation

- For research proposals, it is advisable to draw up a “Confidentiality-Agreement” to be signed by all partners (model available from the IPR-Helpdesk, DESCAs model)
https://www.iprhelphdesk.eu/H2020_MoU
- Clarify from the beginning the confidentiality of the project idea when communicating with (potential) partners
- Clarify property rights for Know-How relevant to the proposal
- Specially important when including companies

Proposal preparation – step3 – Agreeing budget with the partners

- Resources have to be appropriate for the work to be done
- Budget based on the work plan (also timing is important)
- Description and explanation of larger cost items (apart from personnel costs) – show necessary for the project
- Coordinator should not try to guess each partner's budget but ask for their input; calculation is better than estimation!
- ***Ask for cost of person months and justification of planned resources etc.***

Proposal preparation – step4

Outcome of step1-3:

- relevant documents obtained
- the guidelines and requirements for proposal submission are at disposal
- project idea: objectives, expected results, work packages, activities in line with the work programme and call guidelines are clear
- a strong consortium is built
- the role of each partner in the project is defined
- schedule for completing the proposal is ready

Proposal preparation – step4

H2020 Evaluation principles

Fair and equal treatment of all proposers

- Based on the criteria announced in the Work Programme
- Confidential process, no conflicts of interest
- Independent external experts

Competitive process

- Indicative budget (per topic) as guidance

Basic steps of the evaluation process

- Eligibility Admissibility conditions
- Award criteria (assessed by external experts)

Transparent procedure

- Criteria are published in the General Annexes of the Work Programme
- Instructions and advice are included in the Grants Manual
- Examples of forms and templates are public



Evaluation

Award criteria:

1. Excellence
2. Impact
3. Quality & efficiency of implementation



Only the best proposals not requiring negotiations will be selected

Aspects for the EXCELLENCE

All actions

- **Clarity** and pertinence of the objectives
- **Credibility** of the proposed approach



RIA+IA

- **Soundness of the concept**, including trans-disciplinary considerations, where relevant
- Extent that the proposed work is ambitious, has **innovation potential**, and is beyond the state of the art (e.g. ground-breaking objectives, novel concepts and approaches)

CSA

- **Soundness of the concept**
- Quality of the proposed **coordination and support measures**

Aspects for the **IMPACT**

All actions

- The expected **impacts listed in the work programme**



RIA+IA

- Enhancing **innovation capacity and integration of new knowledge**
- Strengthening the **competitiveness and growth of companies** by developing innovations
- Any other **environmental and socially important impacts**

RIA+IA+CSA

- Effectiveness of the proposed **measures** to
 - ✓ **exploit and disseminate** the project results (incl. manag. of IPR),
 - ✓ **communicate** the project,
 - ✓ **manage research data**, where relevant

Aspects for the **QUALITY AND EFFICIENCY OF IMPLEMENTATION**



All actions

- **Coherence and effectiveness of the work plan**, including appropriateness of the allocation of tasks and **resources**
- **Complementarity of the participants** within the consortium (when relevant)
- **Appropriateness of the management structures** and procedures, including risk and innovation management

Ethics

- In addition to the scientific evaluation, an ethical review of the proposed action is carried out to assess and address the ethical dimension of activities funded under Horizon 2020

Before you start... key documents

- **ICT Work Programme: background, topics and budgets**
- **General annexes to the general Work Programme: list of countries, eligibility and admissibility conditions, evaluation criteria and procedure, scoring and thresholds, etc.**
- **Submission forms and templates: essential forms and guides to draw up and submit your proposal**
- **Guide to the submission and evaluation process**



Define your specific objective & target group

- **What** concretely would you like to achieve?
- **Whom** do you want **to address**?
- Make sure you know the current **market situation** and your starting point
- Check the **H2020 project database**
- Check related **patents**
- Take a reality check before you invest your time: **investigate the interest amongst target group and major stakeholders**



Produce a first outline of your idea

Write a preliminary 2-3 pages about your:

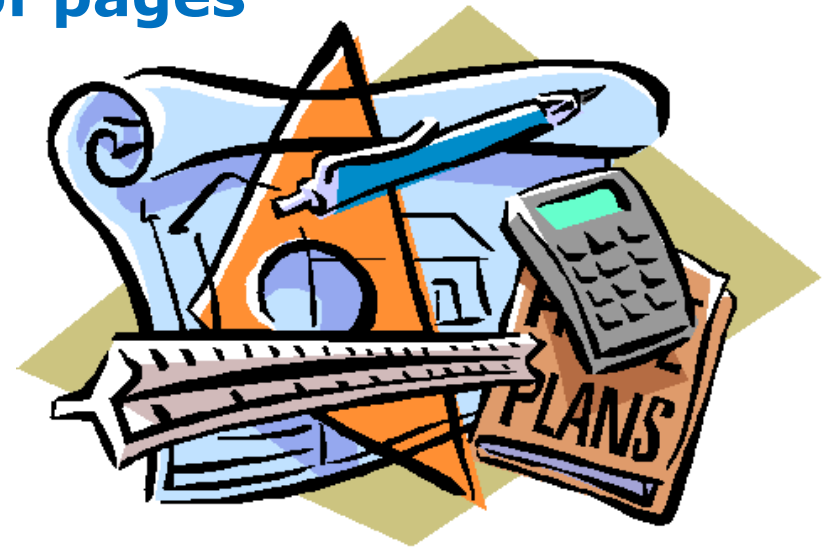


- objectives
 - target group
 - major steps (work packages)
 - intended consortium (countries, types of organisations)
-
- **Internal reality check:** Use it as first base to discuss with potential partners
 - **External reality check:** Consult with market actors – check their understanding and interest. Profit from their feedback to decide whether to take your idea forward

Start writing the detailed proposal

– Work Plan

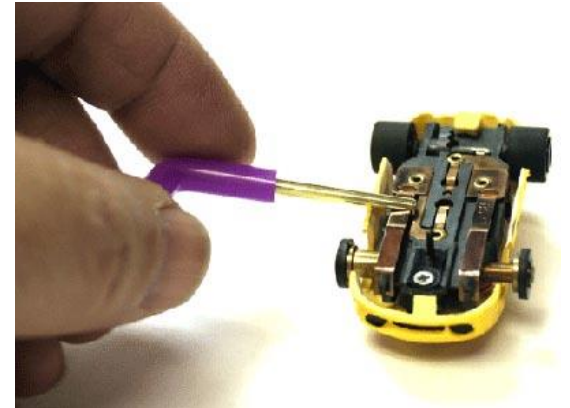
- Fine-tune your **aim and your target group**
- Take your time to decide the **best methodology** to be applied – can it deliver? **Think impact!**
- Define your main **working steps**
- Follow the guide on **number of pages**



Finish with the fine-tuning

The technical annex must give a detailed description of the project idea and **work plan**, which:

- divides the planned work into **work packages**,
- assigns the related responsibilities and resources within the consortium,
- sets out a project time schedule, main **milestones and deliverables**,
- describes the project **management structure**,
- describes the **communication and exploitation** plans.



Proposal template

Last check: consistency / language

- Ask an “**informed outsider**” for critical reading and feedback
- Check **consistency** of your description of activities and budget
- If you have the chance, then have a native speaker **check the English**



Frequent mishaps – Eligibility / Admissibility

- **Call deadline is unchangeable:** use all advantages of the electronic submission system to make the deadline!
- **Completeness:** one section missing makes your proposal inadmissible
- **Partnership eligibility conditions**
- **Page limit!**



Frequent mishaps – Excellence

- Evaluation Results: Proposal often **miss explanation of the concept and added value** and Innovation falls short
- Be courageous – take choices, focus and innovate
- "Explain the overall concept underpinning the project" ⇒ Do this not only from the perspective of the Coordinator... **input from your partners** is key
- Your opportunity for a unique selling point - **do not assume that evaluators know your specific context**
- You win by explaining!



Frequent mishaps – Impact

- Evaluation results: Ambition is **not quantified** / **not realistic** / **not supported** by action
- Keep your 'challenge' in mind!
- **Quantify!** Describe in a concise, yet robust, manner your baseline, benchmarks and assumptions
- Plan activities to **monitor your performance**
- Be aware: keep the **link to actual activities in your work plan!**



Frequent mishaps – Resources

- **Work plan not sufficiently detailed** / Budgets not justified / Budgets seem top-down
- Make sure **work description sufficiently detailed and clear**
- Invest time into this: this is the opportunity to convince evaluators that you can materialise your vision
- Invest time into your **resource planning**



Proposal preparation – step5 – proposal submission

Main steps of proposal submission:

- Proposals must be submitted electronically using the electronic submission system of the Participant Portal.
- Access to the electronic submission system is available after selecting a topic and a type of action of a call.
- Proposals must be created and submitted by a representative/contact person of the coordinating organisation.
- Certain types of action differ from this standard: in fellowships and in proposals for the European Research Council's types of actions, the individual researcher (Fellow/Principal Investigator) takes the lead on the proposal.
- The electronic submission system is an online wizard that guides you step-by-step through the preparation of your proposal.
- The proposal itself consists of 2 main parts: administrative forms (structured information of the basic administrative data, declarations of partners, organisations and contact persons, etc.) and the technical annex, which is the detailed description of the planned research and innovation project outlining work packages, costs, etc. Further mandatory or optional annexes (e.g. supporting documents for ethics issues) can be required by the call and the given topic, as shown in the submission system.
- Read more technical help about the submission of proposals in the User Guide of the Submission Service [pdf]: http://ec.europa.eu/research/participants/data/support/sep_usermanual.pdf or on the [IT How To website](#).

Proposal preparation – step5 – proposal submission – sub-steps

Sub-steps of submission:

- If you want to participate in a project proposal, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC) that is the unique identifier of your organisation and will be used as a reference by the Commission in any interactions.
- You only need one account for any of the Participant Portal secured services.
- Check first on the [Organisation Register page](http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register_sec.html): http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register_sec.html if your organisation is already registered.
- Only if you do not find your organisation there, you should start its registration by clicking on the Register Organisation button at <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

The Commission has an online register of the organisations participating in the EU research and innovation or education, audiovisual and cultural programmes. This allows consistent handling of the organisations' official data and avoids multiple requests for the same information.

The screenshot shows a web browser window with the URL <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>. The page title is "Create an account" and there is a link for "Help for external users". The form includes the following fields and elements:

- "Choose a username" text input field.
- "First name" text input field.
- "Last name" text input field.
- "E-mail" text input field.
- "Confirm e-mail" text input field.
- "E-mail language" dropdown menu set to "English (en)".
- "Enter the code" section with a CAPTCHA image and a text input field.
- A checkbox with the text: "By checking this box, you acknowledge that you have read and understood the [privacy statement](#)".
- A "CREATE AN ACCOUNT" button.

Proposal preparation – step5 – proposal submission – sub-steps

Sub-steps of submission:

1. Create your user account to login to the Participant Portal

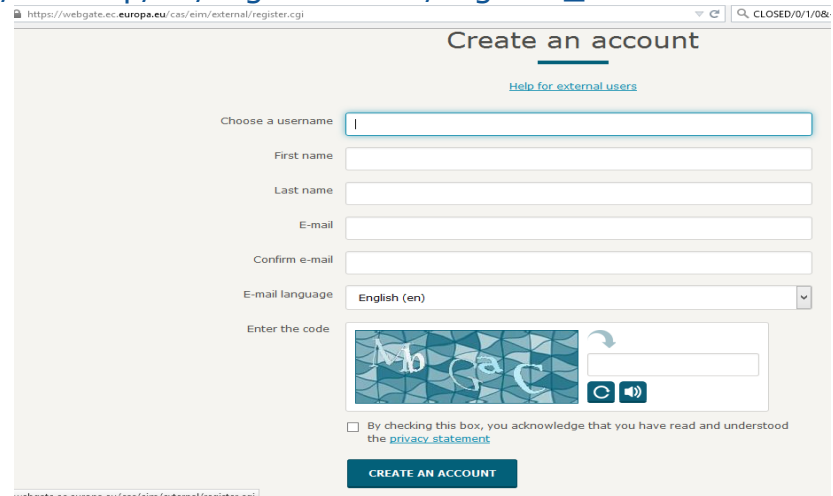
- If you want to participate in a project proposal, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC) that is the unique identifier of your organisation and will be used as a reference by the Commission in any interactions.
- You only need one account for any of the Participant Portal secured services.
- Check first on the [Organisation Register page](#): http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register_sec.html if your organisation is already registered.
- Only if you do not find your organisation there, you should start its registration by clicking on the Register Organisation button at <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

2. Beneficiary registration (PIC numbers)

All participants of a proposal must be registered

3. Access the proposal submission system

Access to the submission system is provided from the topic's page after choosing the required action type. To access it you have to login on the Portal with your ECAS credentials.



The screenshot shows a web browser window with the URL <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>. The page title is "Create an account" and there is a link for "Help for external users". The form contains the following fields:

- Choose a username:
- First name:
- Last name:
- E-mail:
- Confirm e-mail:
- E-mail language:
- Enter the code: (with a CAPTCHA image and a refresh button)

Below the form, there is a checkbox: By checking this box, you acknowledge that you have read and understood the [privacy statement](#). At the bottom, there is a blue button labeled "CREATE AN ACCOUNT".

Proposal preparation – step5 – proposal submission – sub-steps

Sub-steps of submission:

- Check the system requirements necessary for using the submission system
4. List of participants and access rights (Step 4 of the submission wizard)
The proposal coordinator can set up the consortium ('Add Partners'), and give access to other contact persons. Linked Third Parties should not be inserted as separate entities in the administrative forms (just mentioned in the narrative part of the proposal (part B)). No PIC is necessary at the proposal stage. Only for a successful project entering the grant preparation phase, a PIC has to be provided for the linked Third Party and the budget for the Third Party has to be specified separately).
- Access rights of individual contact persons via the e-mail address of the person (the one that s/he uses for her ECAS account)
 - The coordinator defines the level of access rights for each contact person:
 - ✓ full access (Coordinator contact or Participant contact level of rights) or
 - ✓ read-only rights (Team member) are supported.
5. Administrative forms (Step 5 of the submission wizard)
Administrative form templates consist of a general section where the basic proposal details are filled in by the coordinator
- a list of declarations
 - participants' and contact persons' data
 - budget breakdown by organisation and cost category (including the budget of third parties)
 - ethical issues table
 - call specific questions (if relevant)

Proposal preparation – step5 – proposal submission – sub-steps

Sub-steps of submission:

5a. Technical annex (Step 5 of the submission wizard)

Proposal templates for the technical annex can be downloaded from the system. The technical annex and any additional annexes have to be uploaded as PDF documents.

Mandatory page limits may apply to the proposal or certain sections of the proposal, as indicated on the call page, in the template and in the system (warning if excess pages). Any remaining excess pages will be overprinted with a watermark, and experts will be instructed to disregard them when evaluating proposals.

The following parts of the proposal do not have page limits:

- the administrative information
- description of the consortium
- the ethics annex including any supporting documents.

5b. Submitting your proposal (Step 5 of the submission wizard)

For calls with a specific deadline you can submit your proposal several times before the call deadline. To view and/or change your submitted proposal, go to the [My Proposals](#) page in the Participant Portal. For *continuously open calls*, only one submission is allowed (eg. SMEI, FTI!)

Once the deadline has passed, no further corrections or re-submissions are possible. However, a read-only access to the submitted proposal is granted for proposal contacts in case they wish to verify what has been submitted. By default this possibility is available for 90 days after the call deadline from the My Proposals page.

6. Receipt (Step 6 of the submission wizard)

All contact persons of the coordinating organisation ('coordinator'/Host Institution') will receive an e-mail after each submission of the proposal. The submitted proposal package is combined into one document and an e-receipt is generated indicating the date and time of submission by the user. When the e-receipt is ready, it can be downloaded from Step 6 of the submission.

There is no further contact between the Commission and the applicants on the proposal until

Proposal preparation – step5 – proposal submission – sub-steps

Sub-steps of submission:

6. Receipt (Step 6 of the submission wizard)

All contact persons of the coordinating organisation will receive an e-mail after each submission of the proposal. The submitted proposal package is combined into one document and an e-receipt is generated indicating the date and time of submission by the user. When the e-receipt is ready, it can be downloaded. There is no further contact between the Commission and the applicants on the proposal until after the completion of the evaluation, with the exception of the following cases:

in case the Commission needs more information or supporting documents for ethics screening, security scrutiny, legal entity validation, financial viability check

in response to an enquiry or [complaint](#) made by you

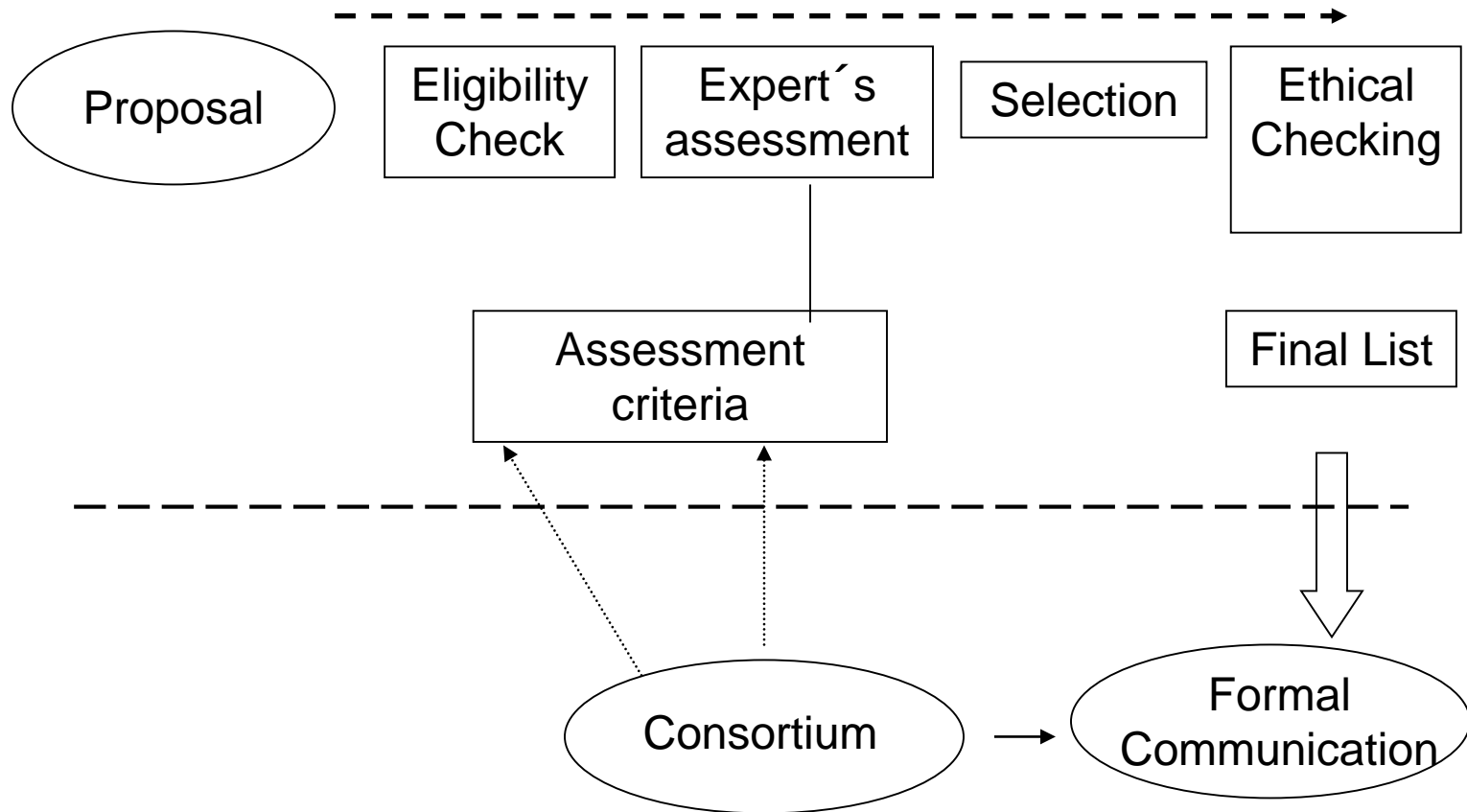
for calls which are subject to [hearings](#) or interviews (if applicable according to the work programme/call text

✓ Withdrawal (Step 6 of the submission wizard)

Proposals may be withdrawn before the call deadline at Step 6 using the 'Withdraw' button. These withdrawn proposals will subsequently not be considered for evaluation or for selection, nor count against possible re-application restrictions. Please note that a 'Delete' action button is available on the My Proposals page until the proposal has been submitted at least once.

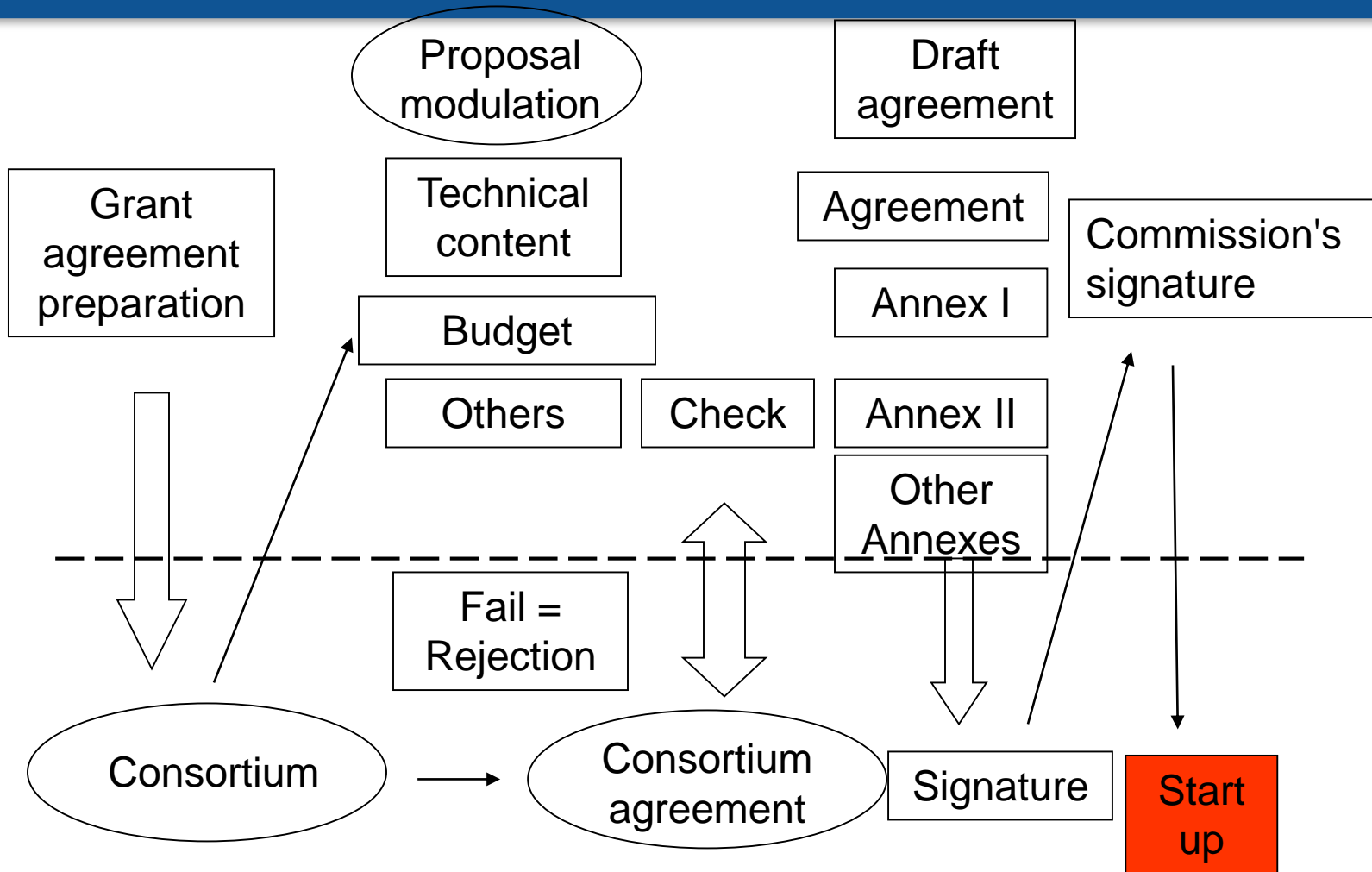
Lodging a complaint about failed submission

Proposal evaluation



GA preparation invitation/
Rejection / Reserve List

Grant preparation

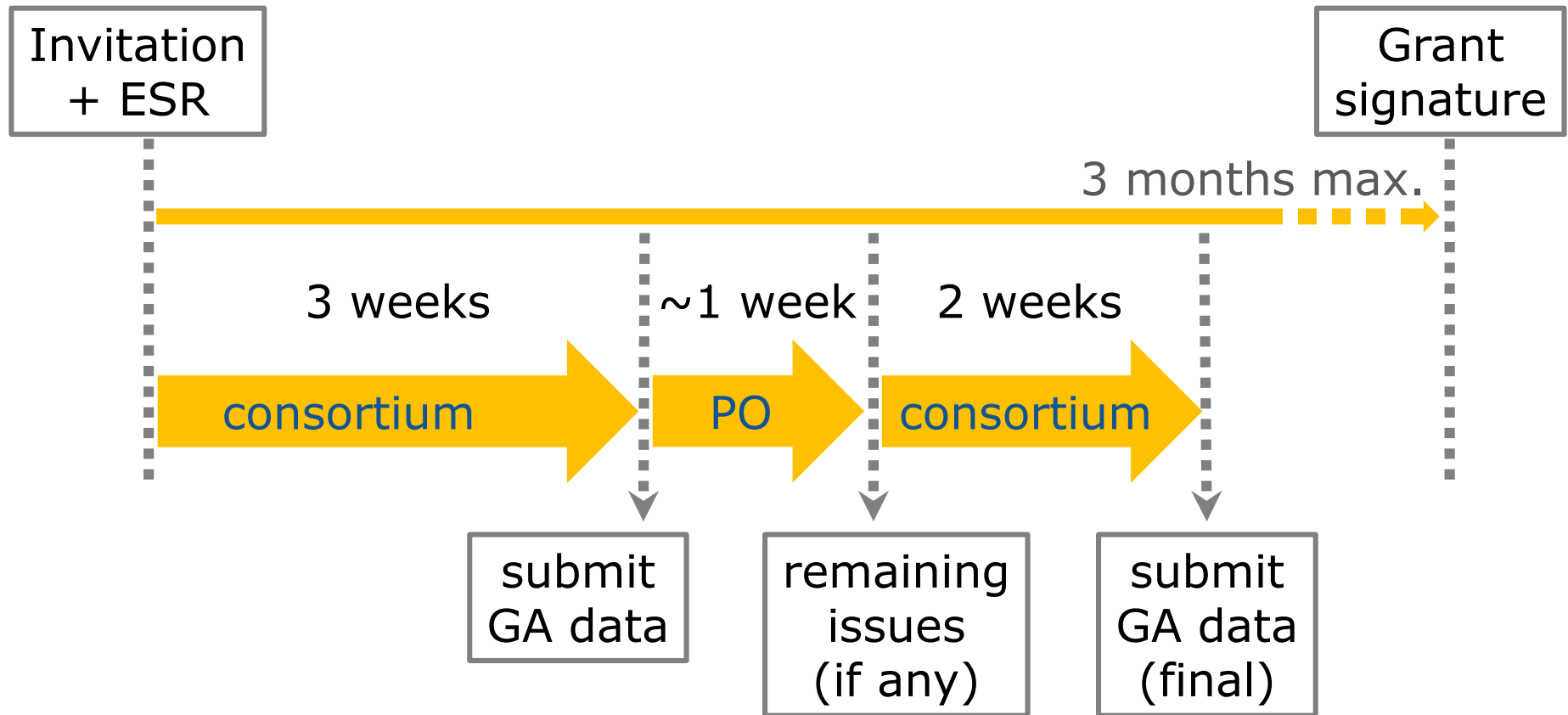


GA preparation - flow

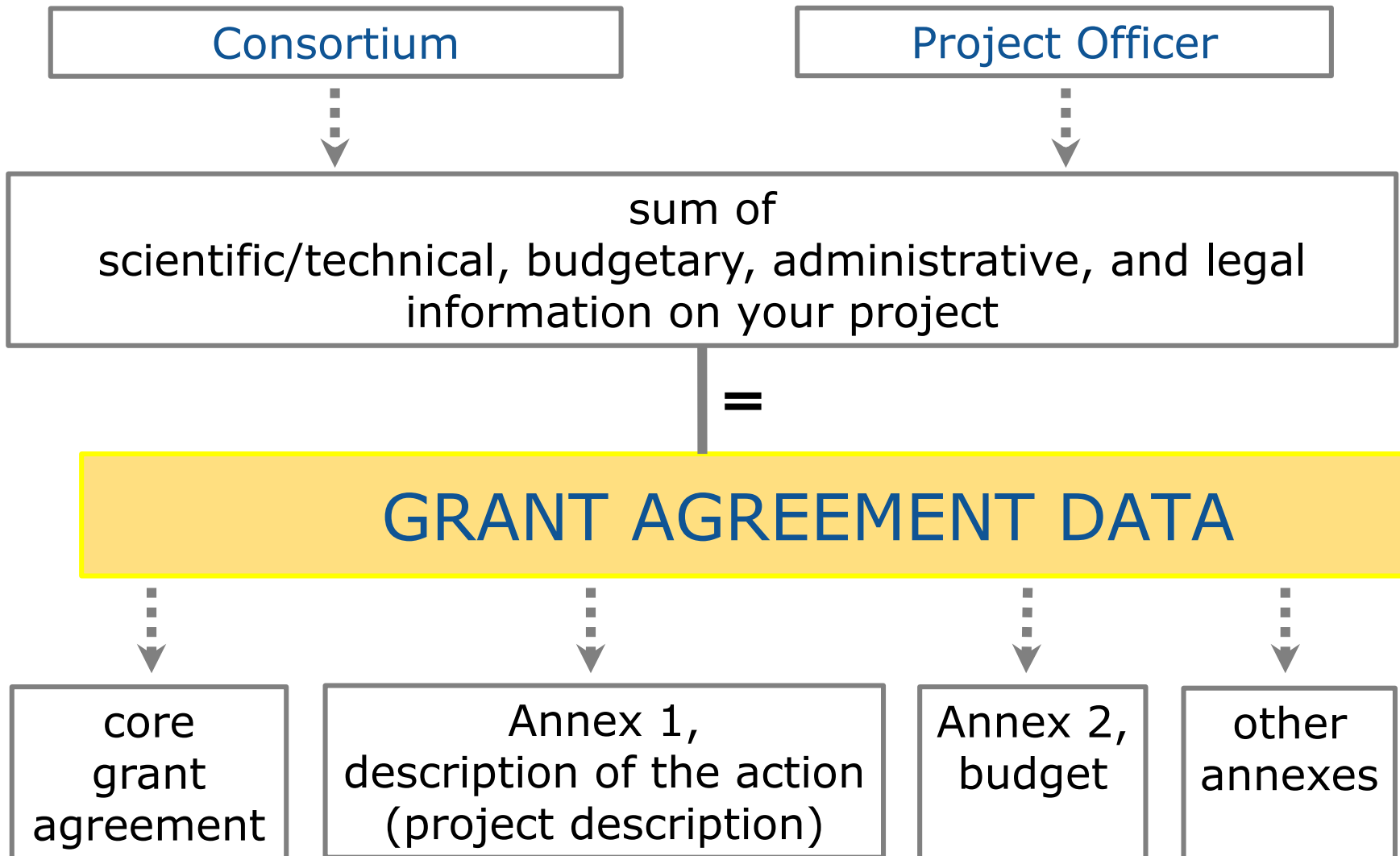
- Transfer information from the proposal to the grant agreement
 - Collect additional information not present in the proposal (e.g. budget details, third parties)
 - Ensure consistency between proposal and grant agreement
- if applicable, also:
- Implement any requirements from an ethics review or security scrutiny

GA preparation - timing

Grant agreement data (GA data)



GA preparation



Possible changes to the proposal

- 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)

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 I

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 II

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 III

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*)

DoA format – Part B IV

Other important things 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)



Financial viability I

- *Financial capacity check (RfP Art. 15.9 and 19)*
 - Financial viability check only for coordinators with EC contribution to projects \geq €500k (except in case of "doubt" and for public bodies)

But all partners need to complete the registration process (validated PIC)

Main changes compared to FP7 validation

- ✓ Large notion of legal entity:
 - Entities without legal personality may be assimilated to a legal entity and be eligible for grants
- ✓ 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

Financial viability II

- The FVC assessment for successful applicants is carried out by the REA via the Beneficiary Register. Ratios (weak, acceptable, good) are displayed online
- At proposal level, coordinators are asked to self-declare on their financial capacity. For this self-declaration the same tool used for the formal assessment of the REA is available in the Participant Portal. Those results, though, do not commit the Commission and if needed later on, a FVC will be performed by the EC services against supporting documents
- Final decision on the participation of an applicant with a 'WEAK' FVC result (based on the ratios) is taken by the Authorising Officer for each individual grant

Financial viability III

Large notion of legal entity

An entity without legal personality can be assimilated to a legal entity and obtain its own PIC, if:

The conditions of the EC Financial Regulation* are met:

**Capacity of its
representatives to
undertake legal
obligations on behalf
of the entity**



**Financial and
operational capacity
of the entity
equivalent to that of a
legal person**

*** (Article 131.2 of the Financial Regulation and Article 198 of its Rules of Application)**

Financial viability IV

Research organisations:

2 conditions have to be met:

- Entity must be non-profit. This status is verified by the REA VS
- Entity performs research activities. This status is based on self-declaration

NB Definition of non-profit organisations:

"A legal entity which, by its legal form, is non-profit making AND/OR which has a statutory obligation not to distribute profits to its shareholders or individual members "

Financial viability V

NEW in
H2020

If the participant wants to declare to be a 'SME', the self-assessment via SME wizard can be done:

What information to provide next You successfully entered data for **vrijdag**

Current Organisation: **vrijdag**

Enter information about:

Shareholders	Participations	Other Relationships
Please look at the list of possible shareholders below and select the appropriate option		
<ul style="list-style-type: none">Public bodiesPrivate entities holding 25% or more of Shares/Voting RightsPrivate persons ("natural persons") holding above 50% of Shares/Voting Rights		

Choose one of the 2 options to proceed

If any of the listed entities hold shares or voting rights in **vrijdag**, please click below.

[Add shareholder](#)

If you want to declare that no entity of the listed types hold shares or voting rights in **vrijdag**, please click below

[No shareholders to add](#)

Overview of ownership

Name	%	Type	Financial Data	Actions	S	P	O
vrijdag		MO	TO: 128,000.00 EUR BS: 30,000.00 EUR Employees: 25.00		-	-	-

Financial viability VI

Large notion of legal entity

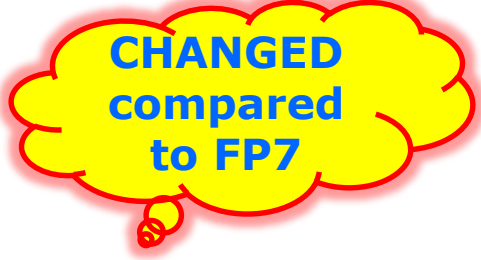
An entity without legal personality can be assimilated to a legal entity and obtain its own PIC, if:

The conditions of the EC Financial Regulation* are met:

- Capacity of its representatives to undertake legal obligations on behalf of the entity +**
- Financial and operational capacity of the entity equivalent to that of a legal person**

*** (Article 131.2 of the Financial Regulation and Article 198 of its Rules of Application)**

Financial viability VII



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

Bank accounts

- Search for bank account is available in Participant Portal Grant Management Service (PPGMS) when session is open
- If account number cannot be found, PPGMS displays message to 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

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

Grant Management Services

The screenshot displays the 'RESEARCH & INNOVATION Participant Portal - Grant Management Services' interface. At the top left is the European Commission logo. The user is identified as 'Lies EXTERNAL'. The main content area is titled 'MY PROJECT' and features a 'HORIZON 2020' banner. A sidebar on the left lists project details: 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, and Contact: Maria ALLEGRINI. The main area shows 'Proposal Management & Grant Preparation' for Project 888823, dated 25/04/2014. A progress bar indicates stages: Submitted, Evaluated, Ranked, Invited, Prepared, Signed, and Paid. A red box highlights the 'Grant agreement data preparation' task, with a 'Submit to EU' button. Below this is a 'DRAFT De...973276467 to print, complete, sign and scan' task with 'Upload' and 'Complete' buttons. A 'Documents' section is visible. A 'Messages' section is highlighted with a grey box, showing a message from a user icon. At the bottom, there are links for 'H2020 ONLINE MANUAL' and 'HOW TO', and a footer with '© European Communities - Version 1.0.4'.

European Commission

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

Lies EXTERNAL

MY PROJECT

HORIZON 2020

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 ALLEGRINI

See all data ...

Proposal Management & Grant Preparation
888823 - Project 888823 25/04/2014

Submitted Evaluated Ranked Invited Prepared Signed Paid

Grant agreement data preparation Submit to EU

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

Documents

Messages

Messages


H2020 ONLINE MANUAL


HOW TO


© European Communities - Version 1.0.4

Grant Management Services – project summary

<< portal nexterli (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	✗	✗	✓	⚠	✓	✗	i	✗	✗	⚠	⚠	⚠

H+  DOCUMENTS
SAVE

Project Summary

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

Grant Management Services

Icons used



No missing information



Missing information: blocking



For information only



Missing information: not blocking at this point

Grant Management Services

Validation function

The screenshot displays the SyGMA (System for Grant Management) interface. On the left, a sidebar shows the project details for Project 888823, including call number H2020-INFRAIA-2014-2015, responsible unit RTD/B/07, and budget information. The main area is titled 'Validation Report' and contains a list of checks categorized by project, GA information, and beneficiaries. A 'Validate' button is highlighted in red at the bottom right of the report window.

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]

Validate

Grant Management Services

Beneficiary data are imported from your proposal

SyGMa 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**

Beneficiaries **SAVE**

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

Grant Management Services

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

The screenshot displays the SyGMA System for Grant Management interface. At the top, the SyGMA logo and 'System for Grant Management' are visible on the left, and 'Grant Agreement Data' is on the right. Below this, a navigation bar contains several tabs: 'Partner Summary', 'Financial Information', 'Project Representatives', 'Bank Account', and 'Linked Third Parties'. The 'Project Representatives' tab is highlighted with a red box and contains a yellow warning icon. A tooltip points to the 'Beneficiary 1: AST' section, displaying details: 'Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH', 'PIC: 973276467', 'Status: UNKNOWN', and 'Legal Address: ZEPPELINSTRASSE 9B, 28816, Germany'. Below the navigation bar, a 'Project Representatives' section is titled with a yellow warning icon and a 'SAVE' button. It contains two tables: 'Legal Signatory' and 'Contact Persons'. The 'Legal Signatory' table has columns for Function, User Id, Family Name, First Name, Email, and More Info. The 'Contact Persons' table has columns for User Id, Family Name, First Name, Email, and More Info. The 'Contact Persons' table lists two entries: 'nautopne' (AUTOPART, NEF, nef.autopart@gmail.com) and 'nexterli' (EXTERNAL, Lies, lies.external@gmail.com). A 'Validate' button is located at the bottom right of the interface.

SyGMA
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

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 Representatives
Bank Account
Linked Third Parties

slide to select beneficiary

Project Representatives SAVE

Legal Signatory

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

Contact Persons

User Id	Family Name	First Name	Email	More Info
nautopne	AUTOPART	NEF	nef.autopart@gmail.com	details
nexterli	EXTERNAL	Lies	lies.external@gmail.com	details

Validate

Grant Management Services

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 9B , 28816 , Germany

Partner Summary

Financial Information

Project Representativ

Bank Account

Linked Third Parties

slide to select beneficiary

Partner Summary SAVE

PIC: 973276467

Short Name:

Legal Name: AST

Legal address: ZEPPELINSTRASSE 28816 , Germ

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)

Department(s) carrying out the work:

+ add department

Dep. Nar	Address	Actions
dept1	teststreet 1930 , Belgiun	

Validate

Grant Management Services

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

SyGMA
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

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 SAVE

+ Add new Third Party

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

Validate

NB: Linked 3rd parties need to register and are validated like beneficiaries.

Grant Management Services






Select bank account (coordinator only)

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 9B, 28816, Germany

Partner Summary  Financial Information  Project Representative  **Bank Account**  Linked Third Parties 

slide to select beneficiary

Bank Account  **SAVE**

Select Bank Account



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

Validate

Grant Management Services

Specify the project's start date

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

General Information   SAVE

Project Number	888823
Acronym	<input type="text" value="Project 888823"/>
Title	<input type="text" value="This is a mockup for project with number 888823"/>
Duration	<input type="text" value="36"/>
Topic	INFRAIA-1-2014-2015
Call	H2020-INFRAIA-2014-2015
Start Date	<input checked="" type="radio"/> The first day of the month after the entry into force of the Grant Agreement <input type="radio"/> A fixed starting date
Abstract	<input type="text" value="abstract value"/>
Free Keywords	test1, test2, test3

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

Grant Management Services













Reporting periods



will be completed by the project officer

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

Reporting Periods

 SAVE

 Add New Period

Reporting Period No.	From Month	To Month	Duration	Actions
1	1	<input type="text" value="18"/>	18	
2	19	36	18	

 Validate

Grant Management Services

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

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 Management Services

Grant agreement options (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 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

Grant Management Services


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
Representati


Bank
Account


Linked Third
Parties


Financial Data H2020 SAVE

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

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: <input style="width: 40px;" type="text"/>	= 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 €	

Grant Management Services

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

Project 645530 (GAPLESS)



Call: H2020-ICT-2014-1 Action : IA
Resp. Unit: RTD/J/04 Duration: 48

Beneficiary 3: UNI

Legal Name: UNITED NATIONS INSTITUTE FOR TRAINING AND RESEARCH
PIC: 997721825 Status: VALIDATED
Legal Address: Palais des Nations , 1210 , Geneva Switzerland

Third Party 1: CDE

Legal Name: CENTRO DE ESTUDOS PARA A INTERVENCAO SOCIAL
PIC: 997787591 Status: VALIDATED
Legal Address: RUA RODRIGUES SAMPAIO 31 , 1150 278 , LISBOA Portugal

Partner Summary 

Financial Information 

Specific Legal 

← 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 3rd parties. In the grant agreement, this must be resolved into separate budgets. The sum remains unchanged.

Grant Management Services

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

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 subcontra	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 contributi	Maximum grant amount	Costs of in-kind contributi not used on premises
▶ 1	AST	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	RHP	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	CNRS	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	LANC UNIV	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 €
TOTAL		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 €












Grant Management Services

Legal & financial overview (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

Legal and Financial Overview

Number	Legal Name	Role	Legal Data	Financial Data	Lear Appoin.	Lear ext. mandate
1	AST ADVANCED SPACE TECHNOLOGIES GMBH	CO				
2	RHP-TECHNOLOGY GMBH & CO KG	BEN				
3	CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE	BEN				
4	LANCASTER UNIVERSITY	BEN				

Grant Management Services

Add work packages 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

DOCUMENTS

Work Packages

SAVE

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

Validate













Grant Management Services

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 

H+ DOCUMENTS

Deliverables  SAVE

[+ Add Deliverable](#)

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

Validate

Grant Management Services

Project reviews will be completed by the project officer

The screenshot displays a software interface for grant management. At the top, a navigation bar contains several tabs: Project 888823 (Project 888823), Beneficiaries, General Information, Reporting Periods, GA Information, GA Options, Financial Information, LF Overview, Work Packages, Deliverables, Milestones, Reviews, and Critical Risks. The 'Reviews' tab is highlighted with a red border and contains a yellow warning icon. Below the navigation bar, there is a 'DOCUMENTS' section with a plus icon and a document icon. The main content area is titled 'Reviews' and features a table with the following columns: Revision No., Tentative Timing, Planned Venues, and Comments. A 'Validate' button is located at the bottom right of the interface.

Revision No.	Tentative Timing	Planned Venues	Comments
--------------	------------------	----------------	----------

Validate

Grant Management Services

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**

H+ DOCUMENTS

Critical Risks For Implementation SAVE

[+ Add CriticalRisks](#)

Number	Description	Risk Mitigation Measures	Work Package No.	Actions

[Validate](#)

Grant Management Services

Ethics screen (read only)

Project 633053 (EUROfusion)
HORIZON 2020
 Call: EURATOM-Adhoc-2014-20 Action : COFUN
 Resp. Unit: RTD/JJ/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:

hESC:

Ethics Clearance: Conditionally clear

Title	ARES Ref	Date	Type	Comment	Doc

Title	ARES Ref	Date	Type	Comment	Doc
jhgkghkhjhj,bbk	Ares(2014)29802	14/05/2014	ECO_A	kuhuhk	

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	

Grant Management Services

Upload Annex 1, Part B (pdf)

SyGMA
System for Grant Management

Grant Agreement Data

Project 123456 (Example)
HORIZON 2020
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	Work Packages	Deliverables	Milestones	Reviews	Critical Risks	Ethics
✗	⚠	✓	⚠	✓	✗	i	✗	✗	⚠	⚠	⚠	i

DOCUMENTS

Documents

Title	Actions
Grant Agreement Summary	ZIP
Grant Agreement Data Sheet	PDF
Grant Agreement	ZIP
Grant Agreement	PDF
Annex 1 - Description Of Action (part A)	PDF
Annex 1 - Description Of Action (part B)	<input type="text"/> Browse... Upload
Annex 2 - Estimated budget of the action	PDF
<input type="checkbox"/> Annex 2a - Additional information on the estimated budget of the action (if unit costs are used)	<input type="text"/> Browse... Upload
Annex 3 - Accession Forms	PDF
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

Grant Management Services

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 pa...larations



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

Roles (defining specific access rights)

Assigned to an organisation:

- Legal Entity Appointed Representative (LEAR)
- Legal Signatory (LSIGN) ; Financial Signatory (FSIGN)
- Account Administrator (AcAd)

Assigned to a project:

- Coordinator Contact (CoCo); Participant Contact (PaCo)
- Project Legal Signatory (PLSIGN) ; Project Financial Signatory (PFSIGN)
- Task manager (TaMa)
- Team Member (TeMe)

Roles and access rights (organisation)

Role	Read	Write/ Save	Assign/ Revoke AcAds	Assign/ Revoke LSIGNs and FSIGNs
LEAR	✓	✓	✓	✓
AcAd	✓	✓	✗	✓
LSIGN	✓	✗	✗	✗
FSIGN	✓	✗	✗	✗

Roles and access rights (project)

Role	Read	Write/ Save	Submit to Coord.	Submit to COM	SIGN GA	SIGN Fin Stat.	Assign /revok e access
CoCo	✓	✓	✓	✓	X	X	✓
PaCo	✓	✓	✓	X	X	X	✓
TaMa	✓	✓	X	X	X	X	X
TeMe	✓	X	X	X	X	X	X
PLSIGN	✓	✓	X	X	✓	X	X
PFSIGN	✓	✓	X	X	X	✓	X

Minimum configuration of access rights for running a project

- ✓ 1 Primary Coordinator Contact (CoCo)
- ✓ 1 Participant Contact (PaCo) per beneficiary
- ✓ 1 LEAR per organisation
- ✓ 1 Legal Signatory (LSIGN) per organisation
- ✓ 1 Financial Signatory (FSIGN) per organisation

One person (= one ECAS account) can cumulate an unlimited number of roles (e.g. owner of a one-person SME can be PaCo, LEAR, LSIGN and FSIGN at the same time)

Example: Consortium with 10 partners: minimum 40 roles for minimum 10 persons

How to acquire roles/access?

Access rights are managed by the organisations and consortia themselves (two exceptions)

LEAR: paper process, by the legal representative of the organisation, approval by COM

AcAd: by LEAR

LSIGN, FSIGN: by LEAR or AcAd

PCoCo: from proposal, change via COM project officer

CoCo: from proposal or by other CoCo

PaCo, TeMe: from proposal or by CoCo, other PaCo

TaMa: by CoCo or PaCo

PLSIGN, PFSIGN: from list of LSIGNs and FSIGNs; by CoCo or PaCo

The nomination process for LEARs – documents

- LEAR appointment letter:
http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/lev/h2020-lear-applet_en.doc
- LEAR role and tasks:
http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/lev/h2020-lear-roltas_en.doc
- Terms and conditions of use of the electronic exchange system:
http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/lev/h2020-lev-terms-of-use_en.pdf
- Declaration of consent to the terms and conditions of use:
http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/lev/h2020-lev-declaration-consent_en.doc

Assign/revoke roles

The screenshot shows the European Commission Participant Portal interface. The top navigation bar includes the European Commission logo and the text 'RESEARCH & Participant Portal'. Below this is a breadcrumb trail: 'European Commission > Research & Innovation > Participant Portal'. A main navigation menu has 'MY AREA' selected, which has opened a dropdown menu with the following options: 'My Organisation(s)', 'My Proposal(s)', 'My Project(s)' (highlighted in blue), 'My Notification(s)', and 'My Expert Area'. To the right of the dropdown, the text 'My projects' is visible, followed by 'This page enables' and 'Depending on you'. Below this is a table of projects with the following data:

ESGI	FP7-INFRASTRUCTURES-2010-1	FP7	262055	PC	Grant Management	FR RD
ESMERALDA	H2020-SC5-2014-one-stage	H2020	642007	PC	Grant Preparation	VP MP
EuroDSD	FP7-HEALTH-2007-A	FP7	201444	PC	Grant Management	FR RD

At the bottom of the table, it says 'Showing 1 to 10 of 29 entries.' and there is a pagination control with buttons for '← PREVIOUS', '1', '2', '3', and 'NEXT →'.

Assign/revoke roles

osal(s)

ct(s)

cation(s)

rt Area

Project File

Details

Consortium

Title	Enhancing ecoSystem sERvices mApping for poLicy and Decision mAKing		
Project ID	642007	Call	31053723
Programme	H2020	Rdg	
Keywords			
Activity Codes	31000355		

Abstract

Mapping and assessment of ecosystems and their services (ES) are core to the EU Biodiversity (BD) Strategy. They are essential if we are to make informed decisions. Action 5 sets the requirement for an EU-wide knowledge base designed to be: a primary data source for developing Europe's green infrastructure; resource to identify areas for ecosystem restoration; and, a baseline against which the goal of 'no net loss of BD and ES' can be evaluated. In response to these requirements, ESMEALDA aims to deliver a flexible methodology to provide the building blocks for pan-European and regional assessments. The work will ensure the timely delivery to EU member states in

Assign/revoke roles

Project Acronym ESMERALDA

Project ID 642007 **Program** H2020 **RDG** **RTD**

> COORDINATOR Organisation - [REDACTED]	EDIT ROLES
> BENEFICIARY Organisation - [REDACTED]	EDIT ROLES
> BENEFICIARY Organisation - [REDACTED]	EDIT ROLES
> BENEFICIARY Organisation - [REDACTED]	EDIT ROLES
> BENEFICIARY Organisation - [REDACTED]	EDIT ROLES
> BENEFICIARY Organisation - [REDACTED]	EDIT ROLES
> BENEFICIARY Organisation - [REDACTED]	EDIT ROLES

COMMISSION



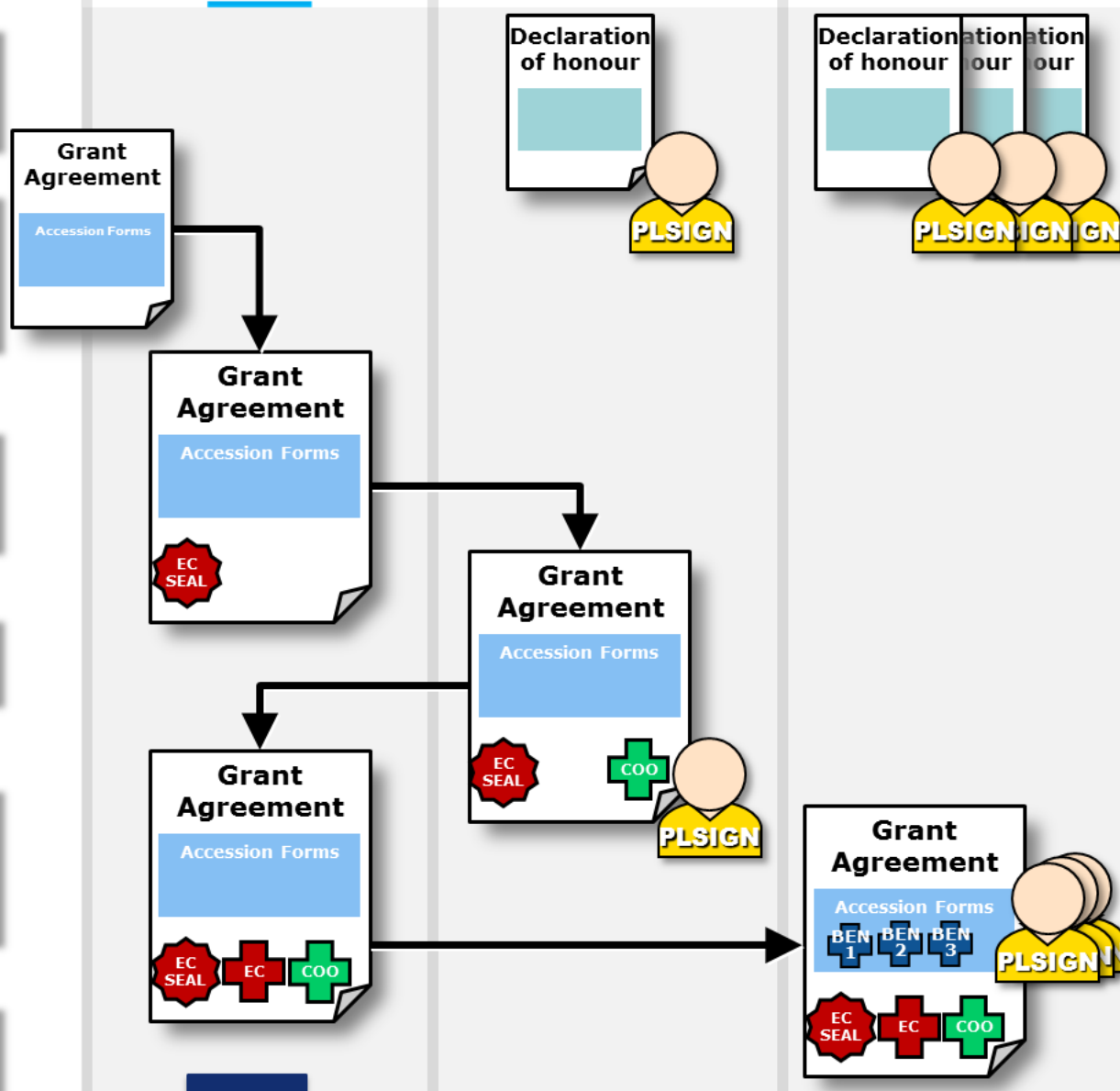
COORDINATOR



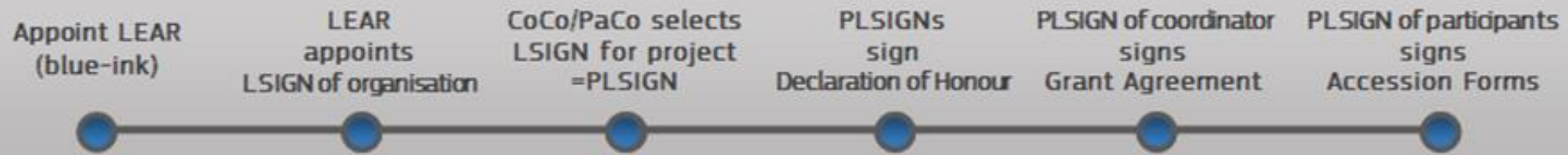
BENEFICIARIES



- 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.
- 3 The Legal Signatory of the coordinating entity signs the grant electronically.
- 4 The Commission signs the grant electronically.
- 5 Each beneficiary, through their Legal Signatories, must then sign electronically the "Accession forms" part.
- 6 The Grant Agreement is then finalised.



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 GAis 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.



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



European Commission

RESEARCH & INNOVATION

Participant Portal - Grant Management Services

Ppgms COP

MY PROJECT



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

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

Submitted | Evaluated | Ranked | Invited | Prepared | Signed | Paid

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**

E-signature of grant agreements concluded



ARTICLE 58 — ENTRY INTO FORCE OF THE AGREEMENT

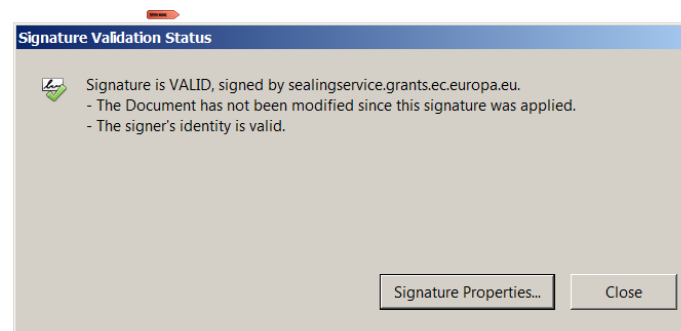
The Agreement will enter into force on the day of signature by the *Agency* or the beneficiary, depending on which is later.

SIGNATURES

For the beneficiary

For the *Agency*

 with ECAS id  signed in the Participant Portal on 29/08/2014 at 11:08:30 (transaction id Sigld-149-aMIV26gNACxL0WtlyzhOrB2a8nrSzyu6lhzzMJcgehICB43sWfsCbybhWYbvx4zJFEeUzWy7c0QIPhFdBdozv8O-Jj71zxYb8yrRuMI89j7Uci-SIMggdYKZVbA9a2nbstHZROJ3RESK3FKCklul4dUczK). Timestamp by third party at Fri Aug 29 11:08:32 CEST 2014



Consortium Agreement

- CA is mandatory unless otherwise specified in the work programme

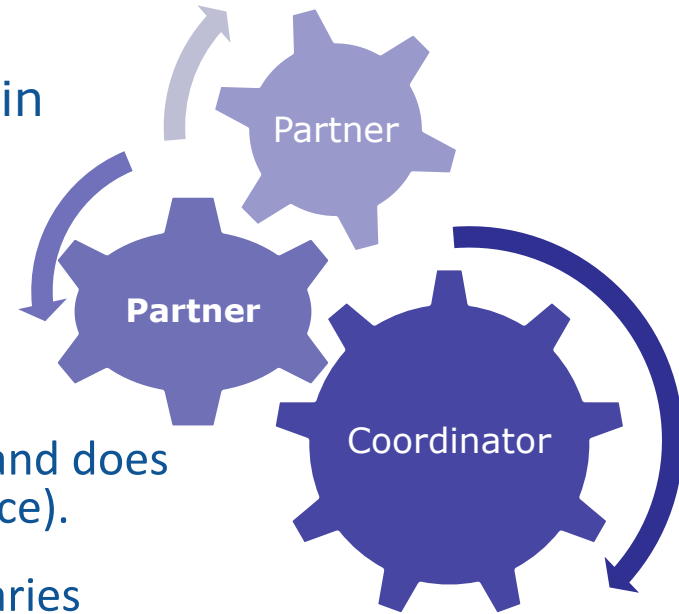
Article 41.3 of the H2020 Model Grant Agreement

- Characteristics

- It is a private agreement between the beneficiaries and does not involve the EC (which, however, provides guidance).
- Deals with the rights and obligations of the beneficiaries amongst themselves.

Examples: internal organisation, distribution of EU funding, additional rules on IPR, settlement of disputes, etc.

- In principle to be concluded before signing the Grant Agreement
- Recommended to use DESCA version: <http://www.desca-2020.eu/latest-version-of-desca/desca-2020-version-1/>



Consortium Agreement

Consortium Agreement (MGA Art. 41.3)

- Is mandatory unless the work programme says otherwise
- There will be a template like the DESCAs template
- The Consortium Agreement should deal with:
 - internal organisation
 - distribution of EU funding
 - additional matters regarding Results and Background
 - settlement of internal disputes
 - confidentiality
 - liability and indemnification
 - receipts
 - grant reduction
 - etc.



HORIZON 2020

Thanks for your attention!

More:

<http://ec.europa.eu/research/participants/portal>