



Europa Media Trainings

Grant Agreement Preparation in HE

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EMG Group

Grant Agreement Preparation in Horizon Europe
GIR PM I
2 November 2022

Grant Agreement Preparation

Some facts...

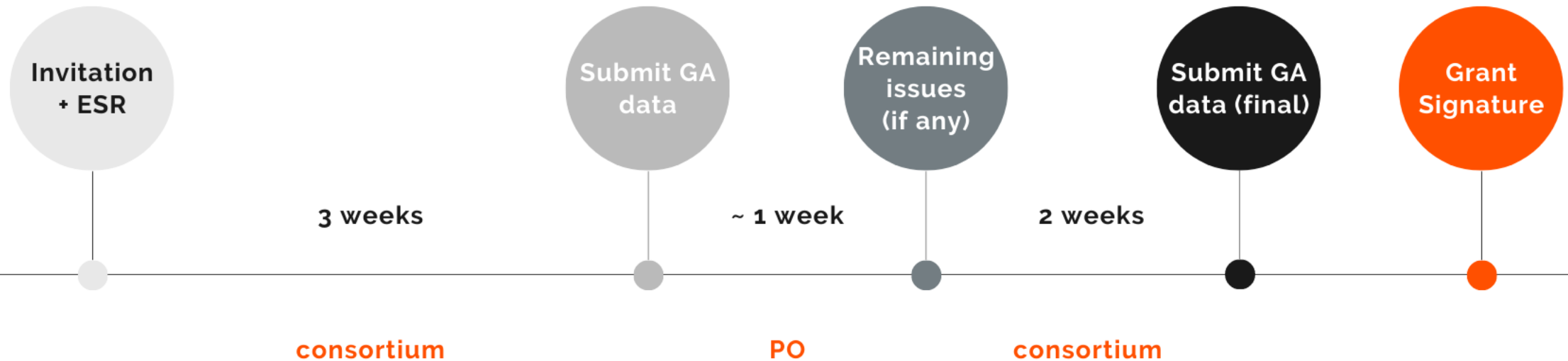
- **Fully electronic process** via F&T Portal with ECAS account and password
- **Time-bound process:** max. 3 months for GAP from the date of inviting applicants until signing it (check your invitation letter for deadlines)
- **No negotiation:** the submitted proposal is taken “as it is”, but this does not mean “no change at all”
 - Consider all EC and ESR comments and suggested changes
 - Consider ethics and security reviews
 - Consider all PO suggestions and feedback during GA data preparation



Grant Agreement Preparation

GAP TIMING

3 months max.

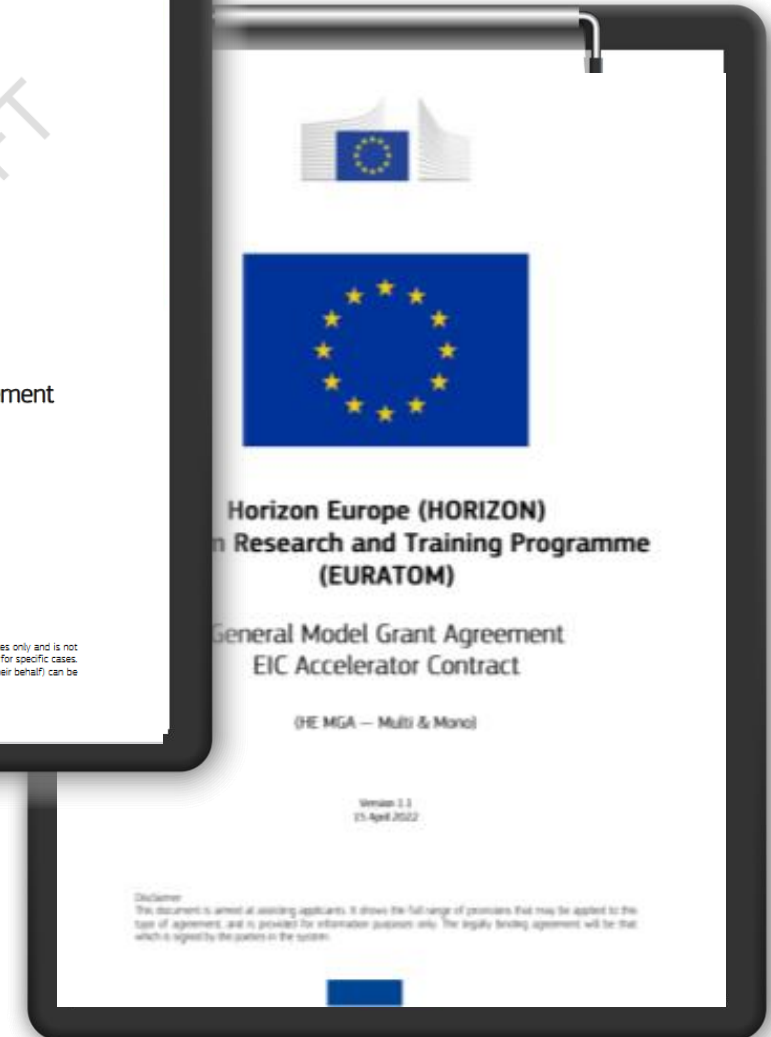


Grant Agreement

What is a Grant Agreement?

= a legally binding framework for project implementation

- Signed between the beneficiaries and the European Commission or an Executive Agency of the EC
- Establishes the main rights & obligations of participants towards the European Commission
- **General Model Grant Agreement (update V1.1, Apr 15, 2022)**
- **Annotated Model Grant Agreement (pre-draft, update Nov 30, 2021)**
- Clear structure, applicable to several EU funding programmes
- E-signatures



Grant Agreement in HE

What's new?



e-GRANT

The Horizon Europe grant agreement and its management are **fully electronic**. This is from the signature of the grant until its end, all actions and communications will flow via the Funding & Tenders Portal ('the Portal').



CORPORATE STRUCTURE

The Horizon Europe Grant Agreement is based on a **Commission-wide model** (so-called 'Corporate Model Grant Agreement')



ANNEX 5

Some important Horizon Europe specific rights and obligations are part of this annex 5, like:

- Security
- Ethics
- Values (i.e. gender mainstreaming)
- IPR
- Communication, Dissemination, Open Science and Visibility
- Specific rules for carrying out the action

Grant Agreement in HE

Contents

Core Part

Data Sheet

a summary of the specific data of the grant agreement

Articles

grouped in six chapters

1. General Data
2. Participant
3. Grant
4. Reporting, payment and recoveries
5. Consequences of non-compliance, applicable law and dispute settlement forum
6. Specific rules Annex 5 & Standard time-limits after project end

Chapter 1 General (Articles 1-2)

Chapter 2 Action (Articles 3-4)

Chapter 3 Grant (Articles 5-6)

Chapter 4 Grant Implementation (Articles 7-26)

Chapter 5 Consequences of non-compliance (Articles 27-35)

Chapter 6 Final provisions (Articles 36-44)

Grant Agreement in HE

Annex 5 Special Rules

Annex 5 Special Rules

- **Security** (Article 13)
- **Ethics** (i.e. research integrity) (Article 14)
- **Values** (i.e. gender mainstreaming) (Article 14)
- **IPR** (Article 16)
- **Communication, Dissemination, Open Science and Visibility** (Article 17)
- **Specific rules for carrying out the action** (Article 18)
 - recruitment and working conditions
 - specific rules for access to research infrastructure actions
 - specific rules for PCP and PPI procurements
 - specific rules for co-funded partnerships
 - specific rules for ERC actions
 - specific rules for EIT-KIC actions
 - specific rules for MSCA actions
 - specific rules for EIC actions

Grant Agreement in HE

Main changes at a glance

Certificate

**Systems and
Process Audit
(NEW)**

**Affiliated
Entity**

**Change of
terminology**

**Associated
Partner**

**Third party
specific status**

**Open
Science**

**Enhanced
practices**

**IPR &
Exploitation**

**Horizon Results
Platform**

**Personnel
costs**

**Corporate
daily rate**

**Internal
Invoicing**

**Actual indirect
costs**

**In-kind
contributions
against payment**

**No more specific
Article**

**Indirect
costs**

**Overall continuity
with 25% flat-rate
(with exceptions)**

**CFS
Thresholds**

**Higher
thresholds**

**Corporate MGA
Terminology | Data Sheet | Annex 5**

Grant Agreement Invitation letter



EUROPEAN RESEARCH EXECUTIVE AGENCY (REA)

REA.B – Green Europe
B.4 – Agri-Food promotion, Environmental Observation and Innovative Governance

Subject: Horizon Europe (HORIZON)
Call: HORIZON-CL6-2021-GOVERNANCE-01
Project:
GAP invitation letter

Dear Madam/Sir,

I am writing in connection with your proposal for the above-mentioned call.

Having completed the evaluation, we are pleased to inform you that your proposal has passed this phase and that we would now like to start **grant preparation**.

Please find enclosed the evaluation summary report (ESR) for your proposal.

Invitation to grant preparation

Grant preparation will be based on the following:

1. **Project:**
2. **Topic:** HORIZON-CL6-2021-GOVERNANCE-01-10 — Raising awareness of circular and sustainable bioeconomy in support of Member States to develop bioeconomy strategies and/or action plans
3. **Type of action:** HORIZON Coordination and Support Actions
4. **Project officer:**
Agri-Food promotion, Environmental Observation and Innovative Governance

⚠ Please always use the Funding & Tenders Portal messaging function (via your [Portal account](#)). Do NOT contact us via other means (email, letter, etc.) — unless explicitly asked to do so.

5. **Maximum grant amount:**

Requested EU contribution (according to proposal): 3 998 373.00 EUR

Maximum grant amount (proposed amount, after evaluation): 3 998 373.00 EUR

⚠ Please note that the proposed amount may still be lowered during grant preparation.

6. **Project duration:** 36 months

7. **Grant preparation:**

Preparation of grant data & annexes: 2 weeks after receiving this letter

⚠ The annexes (description of the action, estimated budget, etc.) must be based on the proposal you submitted and the clarifications provided (if any). You may normally NOT make changes to the project/project budget/ consortium composition (except if required by us). Please immediately inform the project officer if you need to make a change (*e.g. bankruptcy; etc.*).

⚠ Please be aware that your proposal may still need to undergo an ethics review or security scrutiny (and the results will then have to be implemented by you).

Once we have checked the information you have encoded, you will have 2 weeks to submit your final version — to bring it in line with our comments.

Declaration of honour (DoH): 6 weeks after receiving this letter

⚠ Please note that each applicant should also submit a signed and scanned DoH for each one of their linked third parties.

Signature: within 3 months after receiving this letter (planned date)

⚠ Please note that repeated failure to respect deadlines during grant preparation may lead to the rejection of your proposal (or a consortium member). Lack of cooperation will be taken to mean that you are no longer interested.

8. **Funding & Tenders Portal**

Grant preparation (including signature) will be done exclusively through the Funding & Tenders Portal electronic exchange system (login via your [Portal account](#)). Do NOT contact us via other means (email, letter, etc.) — unless explicitly asked to do so.

Please be aware that linked third parties (if allowed) must be registered and validated as legal entities in the Portal [Participant Register](#). ⚠ Register them immediately, if not already done.

Please note that some of your legal and financial data in the Participant Register is read-only and can be updated only by a LEAR (via the Portal My Organisation(s) page). You will therefore be contacted soon to appoint a [LEAR](#) (unless you already have one).

9. **Other**

⚠ The results of the ethics review are already available on the Portal (My Projects). Please be aware that the results may require action *before* signature of the agreement.

ℹ For more information on grant preparation, see the [Online Manual](#). You can refer to this document also for programmes other than H2020 since the procedures are very similar.

⚠ Please note that this letter does **NOT** constitute a **formal commitment for funding**. The final decision on your project will only be taken at a later stage, since it depends on the finalisation of grant preparation and further checks which we still need to make (*for instance, financial capacity, non-exclusion, etc.*).

For calls with a limited number of proposals to be funded: If a call can fund only a limited number of proposals, grant preparation may be moreover be stopped if other proposals move up in the ranking after a successful evaluation review and re-evaluation procedure.

Grant Agreement Guidance on Actions



Horizon Europe Grant Agreement Preparation (GAP) Guidance on Actions from the Consortium Proposal

Introduction

This document aims at guiding Project Coordinators invited to prepare a Grant Agreement (GA) in Horizon Europe. It highlights and complements information available on the Funding and Tenders portal (hereafter 'Portal') and addresses aspects to be addressed during the GAP.

Your **contact points** during the GAP process will be

The Project Adviser :

The aims of the Grant Agreement Preparation (GAP) process are to:

- **Gather legal, administrative and financial information** from you as a prospective beneficiary (project participant);
- Make sure the **Description of the Action** (DoA, Annex 1 to the grant agreement) and the **Estimated budget for the action** (Annex 2) are **complete and consistent**;
- **Establish the key points of the grant agreement** (when the project starts, reporting periods, amount of pre-financing, need for consortium agreement, and, if applicable, ethical issues, entities affiliated to the beneficiaries, in-kind contributions provided by third parties, subcontracting);
- Verify your **financial capacity** (principally, this concerns certain types of coordinators only, other participants will be checked in exceptional cases; for details see next page).

For detailed information on the GAP process click here [\(HEU online manual\)](#).

[Here](#) is the agenda, presentations and video of the information day for project coordinators that guides you through the GAP process.

Timeline

You are kindly requested to comply with the following deadlines (number of weeks after receipt of the official invitation to the GAP):

- All administrative and financial actions: **3 weeks**
- Description of the Action - DoA (first version): **2 weeks**
- Finalisation of grant data & DoA: **up to 2 weeks after reply by Project Officer**
- Signature of declarations of honour (DoH): **3 weeks**
- Consortium agreement: **before signature of the Grant Agreement**
- Grant signature: **at the latest by 8 June 2022**

Useful references

- **Annotated model grant agreement** – The reference document for the whole project duration: [aga_en.pdf \(europa.eu\)](#)
- Funding and Tenders portal support: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support>
- Horizon Europe online manual: [om_en.pdf \(europa.eu\)](#)
- [Horizon Europe Programme Guide](#)
- [Webinar on HE Grant Agreement Preparation](#)
- [General model agreement](#)
- Step-by-step guidance is available on the [Online Manual](#) :
 - Section on [Grant Preparation](#)
 - Section on [Registration and validation of your organisation](#)
 - Steps description from the IT angle: [IT How to](#)
 - Last step in the process: [Grant signature](#)
- Guide on the definition of an SME:
 - http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en
 - <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:124:0036:0041:EN:PDF>
- IPR: www.iprhelpdesk.eu

Grant Agreement Preparation

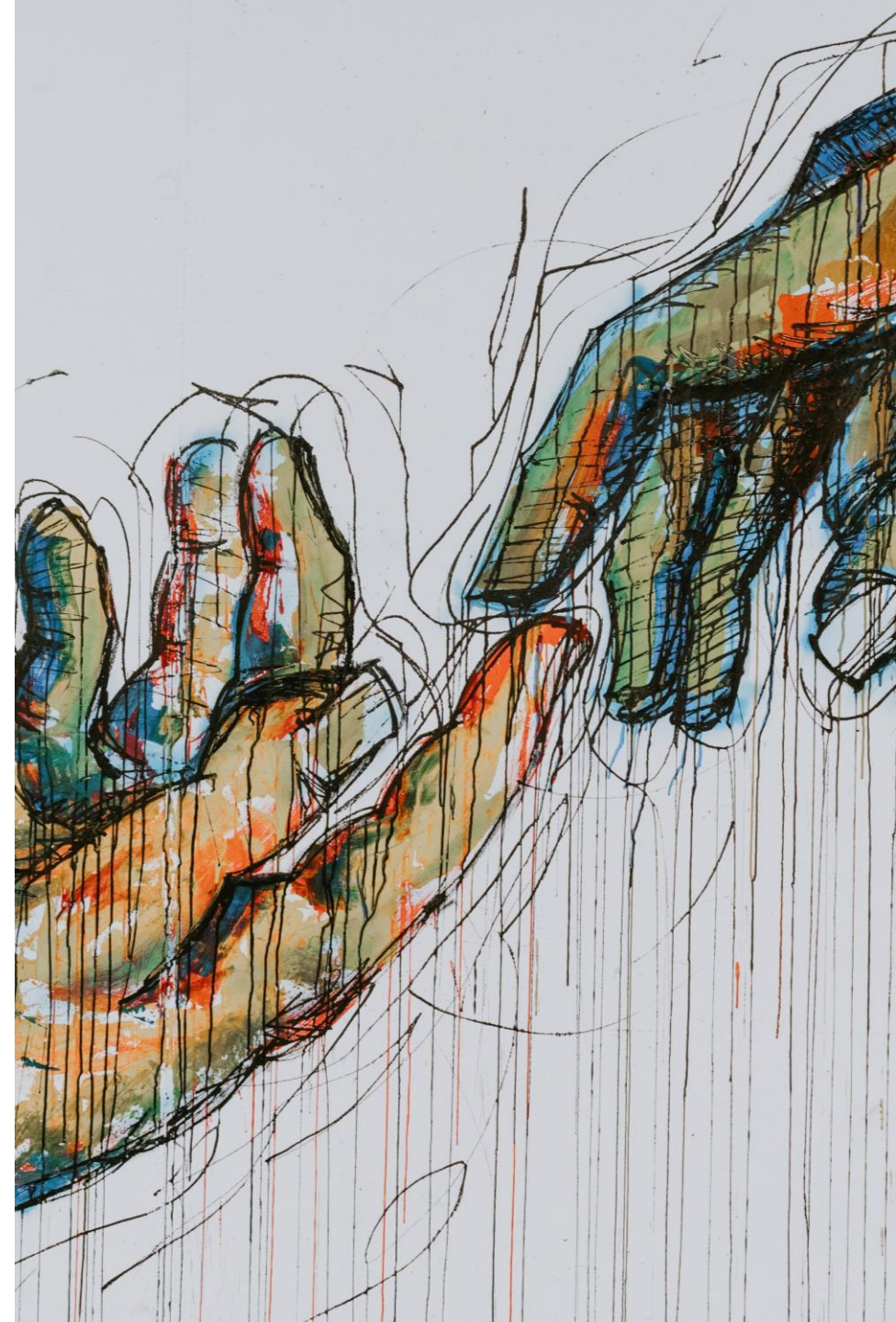
The roles

Assigned to an organization

- 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)



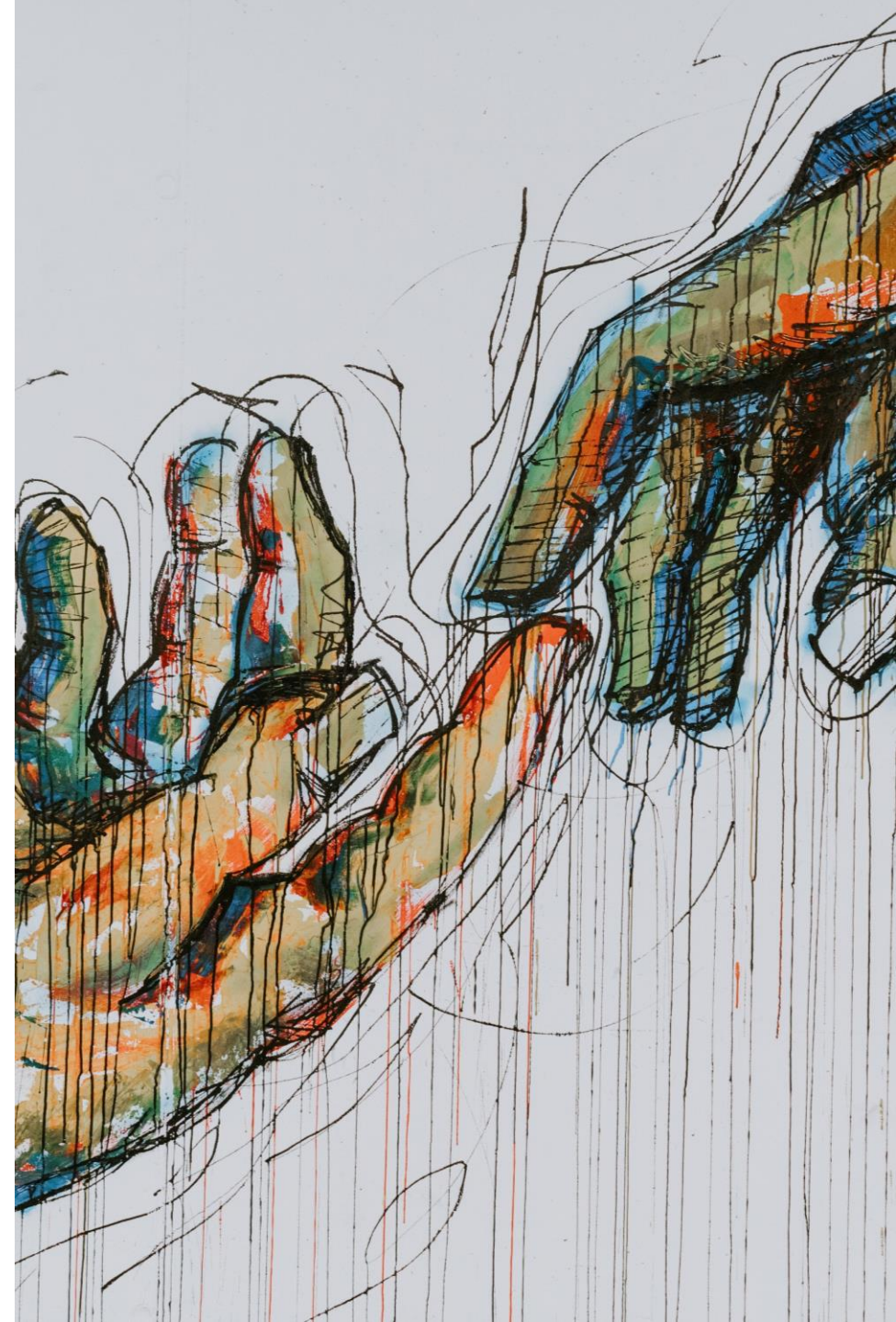
Grant Agreement Preparation

Minimum configuration

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).



Grant Agreement Preparation

How to add the roles in the system

Organization-level roles

- **LEARs** can grant/revoke Organisation roles in the "My Organisations" section, via the blue "OR (Organisation Roles)" icon
- Click on Edit Roles - Add roles or revoke existing rights by identifying the e-mail/name of a person.

Project-level roles

- Project roles can be granted/revoked in the "My Projects" section, through the orange "PC (Project Consortium)" icon
- Edit roles - if you are Primary Coordinator Contact, Coordinator Contact or Participant Contact



Grant Agreement Preparation

Tasks of the coordinator

- **Discuss all open issues with the Project Officer:** start date of the project, reporting periods, pre-financing, ethical review results – **according to the Guiding Action Letter**
- **Overall coordination of the online grant preparation:**
 - Provide any legal and administrative details not included in the proposal (e.g. bank account number for the coordinator)
 - Ensure that all partners are validated in the Beneficiary Register (e.g. SME status, non-profit status, LEAR appointment, extended mandate of the LEAR, LSIGN and PLSIGN nomination)
 - Provide additional budget information (SME owner rate)
- **Upload info in the GAP system:** work packages, deliverables, milestones, risks
- **Prepare the DoA**
- **Prepare the Consortium Agreement**
- **Ensure the signature of the Declaration of honour and the Accession Forms**



Grant Agreement Preparation

Tasks of the partners

- **Complete the validation procedure**
 - Validation in the Beneficiary Register: e.g. Non-profit qualification, SME status etc.
- **LEAR nomination**
- **Provide the necessary legal and administrative information to the coordinator**
 - Department name, Affiliated Entities, Associated Partner etc.
- **Assign LSIGN and PLSIGN to the project**
- **Sign the Declaration of Honour**
- **Contribute to the DoA**
- **Sign the Accession Form**
- **Sign the Consortium Agreement**



Grant Agreement Preparation

Who signs what?

Declaration of Honor

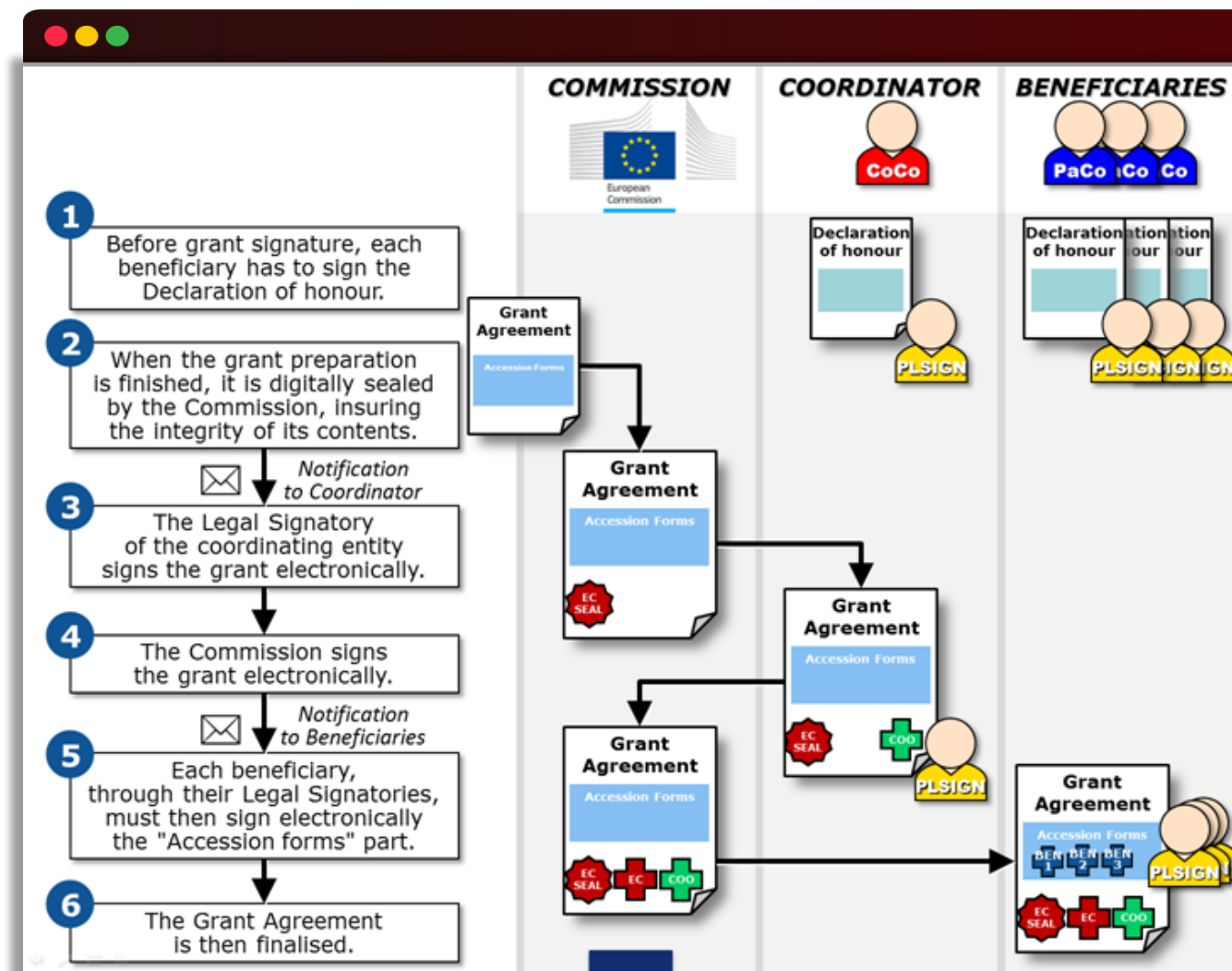
- The coordinator, enacted by the PLSIGN
- Each beneficiary, enacted by the PLSIGN

Grant Agreement

- **Step 1:** coordinator signs the GA, represented by the PLSIGN
- **Step 2:** EU/EC Agency signs the GA

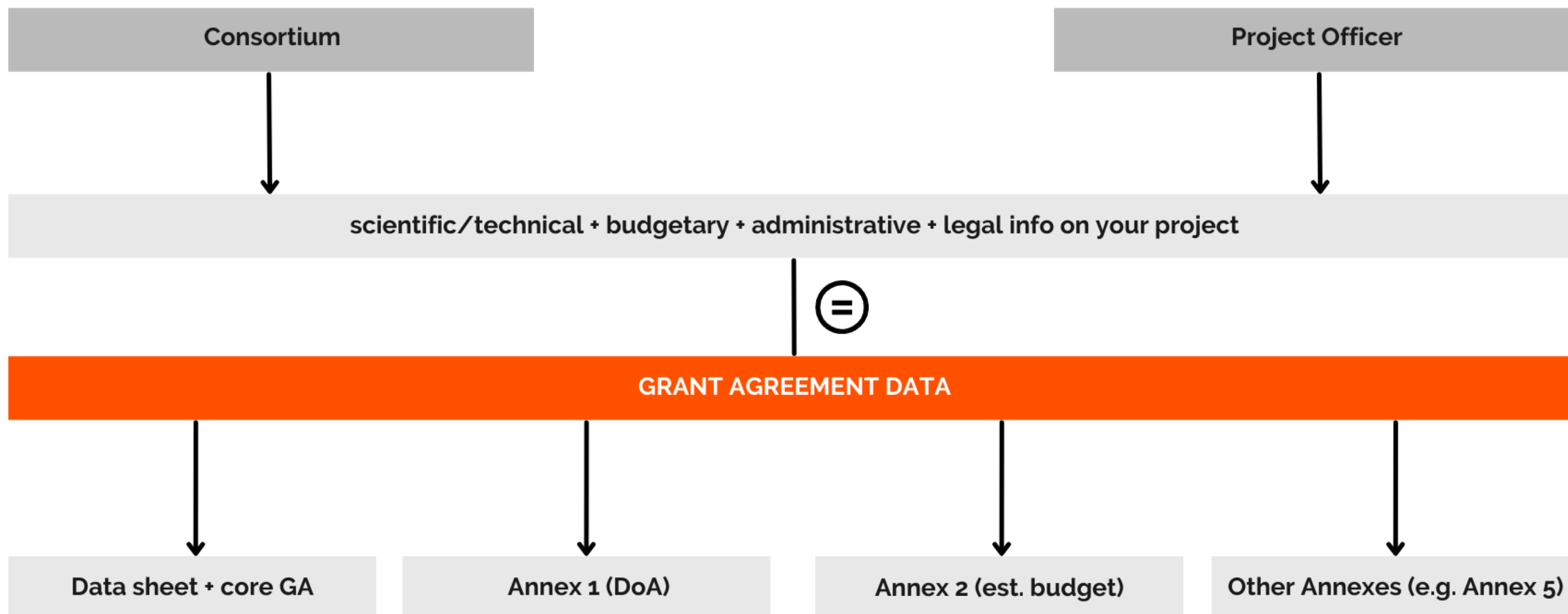
Accession Forms

- Each beneficiary, enacted by the PLSIGN



Grant Agreement Preparation

Structure of the Grant Agreement recap



GAP system in HE

How to access the System for Grant Management

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

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

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

My Project(s) Need help?

Results: 1

ACRONYM	CALL	PROGRAMME	PROJECT	PHASE	ACTIONS
					2 Actions Manage Consortium Manage Project View Proposal

1 10

GAP system in HE

How to access the System for Grant Management

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' interface. At the top, there is a header with the European Commission logo and a 'Help' dropdown. Below the header, the main content area is divided into several sections:

- MY PROJECT:** A sidebar on the left containing project details:
 - Call: HORIZON-CL6-2021-BIODIV-02
 - Type of Action: HORIZON-COFUND
 - Acronym: Biodiversa-plus
 - Current Phase: Grant preparation
 - Number:
 - Duration: 84 months
 - Start Date:
 - Estimated Project Cost: €141,410,741.75
 - Requested EU Contribution:
- Progress Timeline:** A central horizontal timeline showing the stages of the grant process: Submitted (22 Jul 2021), Informed, Invited, Prepared, Signed (23 Apr 2022, 186/275 days), and Paid. A yellow bar highlights the 'Submitted' and 'Informed' stages.
- Task List:** A list of tasks on the right side of the timeline:
 - Grant agreement data preparation:** This task is highlighted with a red rectangular box.
 - Grant Declaration signature by other beneficiaries
 - Process documents
 - Process communications
 - Process history

At the bottom of the interface, there are buttons for 'H2020 ONLINE MANUAL', 'ONLINE MANUAL', and a green 'HOW TO' button. The footer indicates '© European Communities - Version 12.7.3'.

GAP system in HE

Project Summary

SyGMa - System for Grant Management - Google Chrome
 https://ec.europa.eu/research/participants/grants-app/gap/h2020/

Grant Management Grant Agreement Data

HORIZON-..	Project Summary	Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Associated Partners	Researchers	Work Packages	Deliverables	Milestones	Reviews	Critical Risks	Ethics Info	Security
Call: HORIZON-CL4-2021-RESILIENCE-01 Topic: HORIZON-CL4-2021-RESILIENCE-01-11																	

DOCUMENTS

Project Summary

Project 101057901 (SURPASS)

Responsible Unit: HADEA/B/03
Call: HORIZON-CL4-2021-RESILIENCE-01 submitted for HORIZON-CL4-2021-RESILIENCE-01 / 23 Sep 2021
Topic: HORIZON-CL4-2021-RESILIENCE-01-11 - Safe- and sustainable-by-design polymeric materials (RIA)
Type of Action: HORIZON-RIA
Duration: 42
Submission Stage:

Budget Information:

Total Costs (proposal):	4,980,560.00 €
Total Costs (Annex 2):	4,980,564.00 €
Maximum grant amount (after evaluation) :	4,980,560.00 €
Maximum Grant Amount (Annex 2):	4,980,560.00 € 100.00 % of total costs
Maximum Grant Amount (award decision):	4,980,560.00 €

Officers:

Project Officer: Alessia AMODIO ()

Deadlines:

Deadline for first version of the grant agreement data (incl. annexes)	11/01/2022
Deadline for the signature of the participants certified declarations	01/02/2022
Deadline foreseen for the signature of the grant agreement	21/03/2022

	No missing information
	Missing information: blocking
	For information only
	Missing information: not blocking at this point

GAP system in HE

LF overview

SyGMa - System for Grant Management - Google Chrome
 https://ec.europa.eu/research/participants/grants-app/gap/h2020/

Grant Management nceylao (EXTERNAL) ?

Grant Agreement Data

HORIZON-CL4-2021-RESILIENCE-01
 Call: HORIZON-CL4-2021-RESILIENCE-01
 Topic: HORIZON-CL4-2021-RESILIENCE-01-11

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

DOCUMENTS

Legal and Financial Overview

Number	Legal Name	PIC	Role	Legal Data	Financial Data	Lear Appoin.	Lear ext. mandate
1			CO	✓	✓	✓	✓
2			BEN	✓	✓	✓	✓
3			BEN	✓	✓	✓	✓
4			BEN	✓	✓	✓	✓
5			BEN	✓	✓	✓	✓
6			BEN	✓	✓	✓	✓
7			BEN	✓	✓	✓	✓
8			BEN	✓	✓	✓	✓
9			BEN	✓	✓	✓	✓
10			BEN	✓	✓	✓	✓
11			BEN	✓	✓	✓	✓
12			BEN	⚠	✓	⚠	⚠
13			BEN	✓	✓	✓	✓
14			BEN	✓	✓	✓	✓

Validate

GAP system in HE

Beneficiaries

SyGMa - System for Grant Management - Google Chrome
 https://ec.europa.eu/research/participants/grants-app/gap/h2020/

Grant Management noeylao (EXTERNAL) ?

Grant Agreement Data

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

Call: HORIZON-CL4-2021-RESILIENCE-01
 Topic: HORIZON-CL4-2021-RESILIENCE-01-11

DOCUMENTS

Beneficiaries SAVE

[Change Coordinator](#) [Add New Beneficiary](#)

Number	Short Name	Legal Name	Role	Country	PIC	PIC Status	Actions
1			CO	FR		VALIDATED	
2			BEN	FR		VALIDATED	↕ ✕
3			BEN	ES		VALIDATED	↕ ✕
4			BEN	ES		VALIDATED	↕ ✕
5			BEN	ES		VALIDATED	↕ ✕
6			BEN	FR		VALIDATED	↕ ✕
7			BEN	HU		VALIDATED	↕ ✕
8			BEN	DE		VALIDATED	↕ ✕
9			BEN	NL		VALIDATED	↕ ✕
10			BEN	ES		VALIDATED	↕ ✕
11			BEN	DE		VALIDATED	↕ ✕
12			BEN	FR		DECLARED	↕ ✕
13			BEN	BE		VALIDATED	↕ ✕
14			BEN	BE		VALIDATED	↕ ✕

Validate

GAP system in HE

Beneficiaries - Partner Summary

Grant Management

Call: HORIZON-CL6-2021-BIODIV-02
Topic: HORIZON-CL6-2021-BIODIV-02-1

Partner Summary ✓ Financial Information ✓ Project Representa... ✓ Affiliated Entities ✓

Partner Summary

PIC

Short Name

Legal Name

Legal address

VAT number:

Registration Data:

Legal Form:

Phone:

Fax:

Email:

Website:

Legal entity status

Legal entity type

Legal entity qualification

SME

NGO

Civil society No

Research organisation No

Secondary/higher education No

International organisation No

Int. EU research org.

Gender Equality Plan

Operating grants

Dispute Settlement Standard

Financial:

Total Costs 125.00 € (1% of project total costs)

Maximum grant amount 10.00 € (20% of project max grant amount)

Department(s) carrying out the work:

Dep. Name	Address	Actions
new department	same as legal address	add department ✕

- Coordinator/beneficiary Partner Summary is automatically listed after receiving the invitation letter
- The **department** needs to be added (mandatory for all beneficiaries, except for Affiliated Entities)
- For HE calls (from 2022 onwards) having a **Gender Equality Plan (GEP)** is necessary for:
 - public bodies
 - research organizations
 - higher education institutions

💡 **GEP before signing the GA** (existence of the plan has to be declared in the portal organizational data)

GAP system in HE

Beneficiaries - Financial Information

Grant Management
Grant Agreement Data

HORIZON-...
 Call: HORIZON-CL6-2021-BIODIV-02
 Topic: HORIZON-CL6-2021-BIODIV-02-01

Partner
Summary
✓

Financial
Information
✓

Project
Representa...
✓

Affiliated
Entities
✓

Partner is exempted from CFS Yes No

Individual costs table:

Category	Form of Funding	Total Amount
▼ Estimated eligible costs (per budget category)		
▼ Direct costs		
▼ A. Personnel costs		
(a1) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons	actual	1,379,529.00 €
(a2) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons	unit (usual accounting practices)	0.00 €
▼ B. Subcontracting costs		
(b) Subcontracting	actual	0.00 €
▼ C. Purchase costs		
(c1) C.1 Travel and subsistence	actual	25,963.00 €
(c2) C.2 Equipment	actual	18,545.00 €
(c3) C.3 Other goods, works and services	actual	24,727.00 €
▼ D. Other cost categories		
(d1) D.1 Financial support to third parties	actual	0.00 €
(d2) D.2 Internally invoiced goods and services	unit (usual accounting practices)	0.00 €
▼ Indirect costs		
▼ E. Indirect costs		
(e) E. Indirect costs (25% * (a1 + a2 + c1 + c2 + c3))	flat-rate	362,191.00 € 🚩
(f) Total costs (a1 + a2 + b + c1 + c2 + c3 + d1 + d2 + e)		1,810,955.00 €
▼ Estimated EU contribution		
▼ EU contribution to eligible costs		
(g) Maximum EU contribution (30% * f)		543,286.50 €
(h) Requested EU contribution		526,082.00 €
(m) Maximum grant amount (h)		526,082.00 €

Validate

GAP system in HE

Beneficiaries - Project Representatives

Grant Management
Grant Agreement Data

HORIZON-...

Partner Summary
✓

Financial Information
✓

Project Representa...
✓

Affiliated Entities
✓

Call: HORIZON-CL6-2021-BIODIV-02
Topic: HORIZON-CL6-2021-BIODIV-02-01

II+

Project Representatives

Legal Signatory

Function	User Id	Family Name	First Name	Email

Contact Persons

User Id	Family Name	First Name	Email

GAP system in HE

Beneficiaries - Bank Account (coordinator only)

Grant Management Grant Agreement Data

Partner Summary Financial Information Project Represent... Bank Account Affiliated Entities

Bank Account ⚠

As a coordinator you must indicate your organisation's bank account, which will be part of the grant agreement information. Please do so by entering its last four digits in the search field (only available whilst editing grant or amendment information). Note that only accounts already validated will be displayed and available for selection. Therefore, if the one you intend to use is not listed, you must contact your organisation's LEAR (or the self-registrant in case of a non-validated PIC) and ask them to [request the validation of the bank account](#) via the Participant Register. Once the bank account will be validated (the process may take a few days), it will appear listed below and you will be able to select it.

Select Bank Account

Account Number

Account Name

Account Number

IBAN

BIC

PO Box

Postal Code

Street Name and Number

Town

Country

Bank Name and Address

Bank Name

Postal Code

Street Name and Number

Town

Country

Widate

GAP system in HE

Beneficiaries - Affiliated Entities

Grant Management | Grant Agreement Data | n003qv4w (EXTERNAL) ?

Partner Summary (Warning) | Financial Information (Success) | Project Represent... (Warning) | Bank Account (Warning) | **Affiliated Entities (Success)**

Affiliated Entities [SAVE]

[Add new Affiliated Entity](#)

Short Name	Legal Name	Country	PIC	PIC Status	Joint Several Liability	Actions
✓		DE		VALIDATED	<input type="checkbox"/>	✕

Grant Management | Grant Agreement Data

Partner Summary (Success) | **Financial Information (Success)**

Financial Data [SAVE]

Amount	Guarantee Required	Guarantee Amount

Partner is exempted from CFS Yes No

Individual costs table:

Category	Form of Funding	Total Amount
▼ Estimated eligible costs (per budget category)		
▼ Direct costs		
▼ A. Personnel costs		
(a1) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons	actual	0.00 €
(a4) A.5 Volunteers	unit	0.00 €
▼ B. Subcontracting costs		
(b) Subcontracting	actual	0.00 €
▼ C. Purchase costs		
▼ C.1 Travel and subsistence		
(c1a) Travel	unit or actual	0.00 €
(c1b) Accommodation	unit or actual	0.00 €
(c1c) Subsistence	unit or actual	0.00 €
(c2) C.2 Equipment	actual	0.00 €
(c3) C.3 Other goods, works and services	actual	0.00 €
▼ D. Other cost categories		

[Validate]

GAP system in HE

General information

SyGMA - System for Grant Management - Google Chrome
 https://ec.europa.eu/research/participants/grants-app/gap/h2020/GAP

Grant Management | Grant Agreement Data

Call: HORIZON-CL4-2021-RESILIENCE-01
 Topic: HORIZON-CL4-2021-RESILIENCE-01-11

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

DOCUMENTS

General Information

Project Number: 101057901

Acronym:

Title:

Duration: 42

Topic: HORIZON-CL4-2021-RESILIENCE-01-11

Call: HORIZON-CL4-2021-RESILIENCE-01 submitted for HORIZON-CL4-2021-RESILIENCE-01 / 23 Sep 2021

Start Date Option:

Abstract: Plastic waste outlive us on this planet as they take centuries to break down. Endocrine disruption, land, air and water pollution are only some of the adverse effects of plastic waste on public and environmental health. Still, 70% of plastic waste collected in Europe is landfilled or incinerated. The overall objective of SURPASS project is to lead by example the transition towards more Safe, Sustainable and Recyclable by Design (SSRbD) polymeric materials. The SURPASS consortium of 14 partners consisting of research and technology organizations and industries will:
 1. Develop SSRbD alternatives with no potentially hazardous additives through industrially relevant case-studies (TRL3-5) targeting the three sectors representing 70% of the European plastic demand:

Free Keywords: Safety; Sustainability; Recyclability; Polymers; Plastics; Vitrimers; Additives; Films; Packaging; Building; Transport; Assessment; Environment; Health; Toxicity; Waste

Security Constraints: Solved no review

Validate

GAP system in HE

Reporting periods

SyGMa - System for Grant Management - Google Chrome
 https://ec.europa.eu/research/participants/grants-app/gap/h2020/GAP

Grant Management Grant Agreement Data

Call: HORIZON-CL4-2021-RESILIENCE-01
 Topic: HORIZON-CL4-2021-RESILIENCE-01-11

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

DOCUMENTS

Reporting Periods

This screen is only editable by EU Officers

Reporting Period No.	From Month	To Month	Duration	Payment type
1	1	18	18	Interim payment
2	19	36	18	Interim payment
3	37	42	6	Final payment

Validate

GAP system in HE

GA Options

SyGMA - System for Grant Management - Google Chrome
 https://ec.europa.eu/research/participants/grants-app/gap/h2020/GAP

Grant Management | Grant Agreement Data

Horizon-... | Project Summary | Beneficiaries | General Information | Reporting Periods | GA Information | **GA Options** | Financial Information | LF Overview | Associated Partners | Researchers | Work Packages | Deliverables | Milestones | Reviews | Critical Risks | Ethics Info | Security

Call: HORIZON-CL4-2021-RESILIENCE-01
 Topic: HORIZON-CL4-2021-RESILIENCE-01-11

DOCUMENTS

Grant Agreement Options

This screen is only editable by EU Officers

AUTOMATED

Reference	Description	View	Download
<input type="checkbox"/>	GA07 Linked action (Data Sheet 1, Articles 3, 7, 19.3, 31.2.1, 32.3.1)		
<input type="checkbox"/>	GA09 Affiliated entities (AE) (Data Sheet, Article 8)		
<input type="checkbox"/>	GA010 Associated partners (AP) (Data Sheet, Article 9.1)		
<input checked="" type="checkbox"/>	GA011 Third parties giving in-kind contributions (Articles 6.1, 6.3, 9.2)		
<input checked="" type="checkbox"/>	GA012 Subcontractors (Article 9.3)		
<input checked="" type="checkbox"/>	GA013 Recipients of financial support to third parties (Article 9.4)		
<input checked="" type="checkbox"/>	GA014 Non-EU participants (Article 10.1)		
<input checked="" type="checkbox"/>	GA015 International organisations (IO) (Data Sheet, Article 10.2)		
<input checked="" type="checkbox"/>	GA016 Pillar-assessed participants (PA) (Data Sheet table, Article 10.3)		
<input checked="" type="checkbox"/>	GA023 Personnel costs (Data Sheet 3, Article 6)		
<input checked="" type="checkbox"/>	GA033 Subcontracting costs (Data Sheet 3, Article 6)		
<input type="checkbox"/>	GA034 Eligible cost country restrictions (Data Sheet 3, Article 6)		
<input checked="" type="checkbox"/>	GA036 Purchase costs (Data Sheet 3, Article 6.2.C)		
<input checked="" type="checkbox"/>	GA038 Travel and subsistence costs (Data Sheet 3, Article 6)		
<input checked="" type="checkbox"/>	GA039 Equipment type of cost (depreciation/full) (Data Sheet 3, Article 6)		
<input checked="" type="checkbox"/>	GA083 Other goods, works and services costs (Article 6.2.C.3)		
<input type="checkbox"/>	GA040 Financial support to third parties (Data Sheet 3, Article 6)		
<input checked="" type="checkbox"/>	GA042 Indirect cost base (Data Sheet 3, Article 6)		
<input checked="" type="checkbox"/>	GA024 VAT Eligible (Data Sheet 3, Article 6)		
<input type="checkbox"/>	GA043 Double funding for Synergy actions (Data Sheet 3, Article 6)		
<input checked="" type="checkbox"/>	GA044 Other ineligible costs (Data Sheet 3, Article 6)		
<input checked="" type="checkbox"/>	GA045 Budget flexibility (Data Sheet 3, Article 5.5)		
<input checked="" type="checkbox"/>	GA050 Mutual Insurance Mechanism (Data Sheet 4, Articles 22.3, 22.4)		
<input checked="" type="checkbox"/>	GA085 Payment model - Prefinancing option (Data Sheet 4.2)		
<input checked="" type="checkbox"/>	GA056 Payment deadlines (Data Sheet 4.2)		
<input checked="" type="checkbox"/>	GA058 Conversion into euro (Data Sheet 4.2, Article 21.3)		

Validate

GAP system in HE

Financial Information (Annex 2)

SyGMa - System for Grant Management - Google Chrome
 https://ec.europa.eu/research/participants/grants-app/gap/h2020/GAF

Grant Management
 Grant Agreement Data

Call: HORIZON-CL4-2021-RESILIENCE-01
 Topic: HORIZON-CL4-2021-RESILIENCE-01-11

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

Financial Information

Prefinancing and guarantee

Name	Amount	Percentage	Action
▼ Prefinancing 1 (initial)	1,992,224.00 €	40.00 %	of 4,980,560.00 € Default
Mutual Insurance Mechanism (MFF) / Guarantee Fund (MFF 2014-2020)	249,028.00 €	5.00 %	Default

Maximum grant amount(award decision) 4,980,560.00 €

Budget table

Estimated eligible costs (per budget category)													Estimated EU contrib	
Direct costs													Indirect costs	EU contribution to el
A. Personnel costs				B. Subcontracting costs	C. Purchase costs			D. Other cost categories	E. Indirect costs		Total costs	Maximum EU contrib		
Number	Beneficiary	A.1 Employees (or equivalent), A.2 ...	A.1 Employees (or equivalent), A.2 ...	A.4 SME owners and natural person ...	Subcontracting	C.1 Travel and subsistence	C.2 Equipment	C.3 Other goods, works and services	D.2 Internally invoiced goods and se...	E. Indirect costs	Total costs	Maximum EU contrib		
1		597,046.00 €	0.00 €	0.00 €	15,000.00 €	15,000.00 €	0.00 €	1,500.00 €	99,194.00 €	153,386.50 €	881,126.50 €	881,126.50 €		
2		299,000.00 €	0.00 €	0.00 €	0.00 €	15,000.00 €	97,050.00 €	22,000.00 €	0.00 €	108,262.50 €	541,312.50 €	541,312.50 €		
3		268,800.00 €	0.00 €	0.00 €	0.00 €	9,000.00 €	0.00 €	29,000.00 €	0.00 €	76,700.00 €	383,500.00 €	383,500.00 €		
4		325,416.00 €	0.00 €	0.00 €	0.00 €	16,250.00 €	1,272.00 €	74,000.00 €	0.00 €	104,234.50 €	521,172.50 €	521,172.50 €		
5		221,837.00 €	0.00 €	0.00 €	0.00 €	8,000.00 €	5,000.00 €	45,000.00 €	0.00 €	69,959.25 €	349,796.25 €	349,796.25 €		
6		171,028.00 €	0.00 €	0.00 €	0.00 €	7,000.00 €	0.00 €	66,000.00 €	0.00 €	61,007.00 €	305,035.00 €	305,035.00 €		
7		214,500.00 €	0.00 €	0.00 €	0.00 €	18,000.00 €	0.00 €	6,500.00 €	0.00 €	59,750.00 €	298,750.00 €	298,750.00 €		
8		192,367.00 €	0.00 €	0.00 €	0.00 €	15,000.00 €	0.00 €	0.00 €	110,000.00 €	51,841.75 €	369,208.75 €	369,208.75 €		
9		268,218.00 €	0.00 €	0.00 €	0.00 €	10,000.00 €	0.00 €	54,200.00 €	0.00 €	83,104.50 €	415,522.50 €	415,522.50 €		
10		62,020.00 €	0.00 €	0.00 €	0.00 €	7,000.00 €	0.00 €	4,000.00 €	0.00 €	18,255.00 €	91,275.00 €	91,275.00 €		
11		0.00 €	325,000.00 €	0.00 €	0.00 €	19,000.00 €	0.00 €	39,834.00 €	0.00 €	95,958.50 €	479,792.50 €	479,792.50 €		
12		93,208.00 €	0.00 €	0.00 €	0.00 €	6,000.00 €	0.00 €	0.00 €	0.00 €	24,802.00 €	124,010.00 €	124,010.00 €		
13		102,250.00 €	0.00 €	0.00 €	0.00 €	12,000.00 €	0.00 €	6,300.00 €	0.00 €	30,137.50 €	150,687.50 €	150,687.50 €		
14	W5-1	38,500.00 €	0.00 €	0.00 €	5,000.00 €	13,000.00 €	0.00 €	0.00 €	0.00 €	12,875.00 €	69,375.00 €	69,375.00 €		
	TOTAL	2,854,190.00 €	325,000.00 €	0.00 €	20,000.00 €	170,250.00 €	103,322.00 €	348,334.00 €	209,194.00 €	950,274.00 €	4,980,564.00 €	4,980,564.00 €		

Validate

GAP system in HE

Associated Partners

SyGMa - System for Grant Management - Google Chrome
 https://ec.europa.eu/research/participants/grants-app/gap/h2020/

Grant Management | Grant Agreement Data

Call: HORIZON-CL4-2021-RESILIENCE-01
 Topic: HORIZON-CL4-2021-RESILIENCE-01-11

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

DOCUMENTS

Associated Partners SAVE

[+ Add new Associated Partner](#)

Number	Short Name	Legal Name	Country	PIC	Actions								
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p><input checked="" type="radio"/> Search on PIC <input type="text"/></p> <p><input type="radio"/> Full text search <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Search"/></p> <p>Search results</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>PIC</th> <th>Legal name</th> <th>Country</th> <th>PIC Status</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>						PIC	Legal name	Country	PIC Status				
PIC	Legal name	Country	PIC Status										

GAP system in HE

Researchers

SyGMA - System for Grant Management - Google Chrome
 https://ec.europa.eu/research/participants/grants-app/gap/h2020/

Grant Management | Grant Agreement Data

Horizon-CL4-2021-RESILIENCE-01
 Call: HORIZON-CL4-2021-RESILIENCE-01
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Project Summary	Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Associated Partners	Researchers	Work Packages	Deliverables	Milestones	Reviews	Critical Risks	Ethics Info	Security

DOCUMENTS | SAVE

Beneficiary	Title	First Name	Surname	Gender	Nationality	Email	Career Stage	Role	Personal Identifiers	Actions
<p style="text-align: right;">Add Researcher</p>										

Validate

GAP system in HE

Researchers

SyGMA - System for Grant Management - Google Chrome
 https://ec.europa.eu/research/participants/grants-app/gap/h2020/

Grant Management | Grant Agreement Data

Call: HORIZON-CL4-2021-RESILIENCE-01
 Topic: HORIZON-CL4-2021-RESILIENCE-01-11

Project Summary | Beneficiaries | General Information | Reporting Periods

GA | GA Options | Financial | LF Overview | Associated | Researchers | Work | Deliverables | Milestones | Reviews | Critical Risks | Ethics Info | Security

DOCUMENTS

SAVE

Stage | Role | Personal Identifiers | Actions

Add Researcher data

Partner* :

Email* : [Import Profile](#)

Role* :

Person Profile Data

Title:

First name* :

Surname* :

Gender* :

Nationality* :

Career stage* :

Personal Identifiers

[Add Identifier](#)

Type	id	Actions

[Check for updates](#)

* mandatory fields

[Add](#) [Cancel](#)

Validate

GAP system in HE

Work Packages

SyGMa - System for Grant Management - Google Chrome
 https://ec.europa.eu/research/participants/grants-app/gap/h2020/GAP

Grant Management | Grant Agreement Data | nceylao (EXTERNAL)

HORIZON... | Project Summary | Beneficiaries | General Information | Reporting Periods | GA Information | GA Options | Financial Information | LF Overview | Associated Partners | Researchers | **Work Packages** | Deliverables | Milestones | Reviews | Critical Risks | Ethics Info | Security

Call: HORIZON-CL4-2021-RESILIENCE-01
 Topic: HORIZON-CL4-2021-RESILIENCE-01-11

DOCUMENTS

Work Packages

Number		Title	Lead Beneficiary	Total Effort	Start Month	End Month	Deliverables No.	Actions
1	✓	Landscape analysis for the development of SSRbD polymers and guiding tool	IPC	26.5	1	30	1, 2, 3...	✕
Total:				26.50				

Validate

GAP system in HE

Deliverables

SyGMa - System for Grant Management - Google Chrome
 https://ec.europa.eu/research/participants/grants-app/gap/h2020/

Grant Management | Grant Agreement Data

HORIZON-...
 Call: HORIZON-CL4-2021-RESILIENCE-01
 Topic: HORIZON-CL4-2021-RESILIENCE-01-11

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

DOCUMENTS | SAVE

Deliverables

[Add Deliverable](#)

Number	Relative Number in WP		Title	Lead Beneficiary	Type	Dissemination Level	Due Date (in months)	Actions
D1	D1.1	✓	Regulatory landscape		R	PU	3	✕
D2	D1.2	✓	Set of design rules for targeted applications and domains		R	PU	5	✕
D3	D1.3	✓	Specification of end-user requirements		R	PU	9	✕

Validate

GAP system in HE

Milestones


SyGMA - System for Grant Management - Google Chrome
 https://ec.europa.eu/research/participants/grants-app/gap/h2020/i

Grant Management | Grant Agreement Data

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

Call: HORIZON-CL4-2021-RESILIENCE-01
 Topic: HORIZON-CL4-2021-RESILIENCE-01-11

DOCUMENTS

Milestones  SAVE

Number	Title	Lead Beneficiary	Due Date (in months)	Means of Verification	Work Package No.	Actions
+ Add Milestone						

Validate

GAP system in HE

Reviews

SyGMa - System for Grant Management - Google Chrome
 https://ec.europa.eu/research/participants/grants-app/gap/h2020/GAP

nceylao (EXTERNAL) ?

Grant Management Grant Agreement Data

HORIZON-...	Project Summary	Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Associated Partners	Researchers	Work Packages	Deliverables	Milestones	Reviews	Critical Risks	Ethics Info	Security
Call: HORIZON-CL4-2021-RESILIENCE-01 Topic: HORIZON-CL4-2021-RESILIENCE-01-11																	

DOCUMENTS

Project Reviews

This screen is only editable by EU Officers

Revision No.	Tentative Timing	Planned Venues	Comments

Validate

GAP system in HE

Critical Risks

SyGMA - System for Grant Management - Google Chrome
 https://ec.europa.eu/research/participants/grants-app/gap/h2020/

Grant Management | Grant Agreement Data

Call: HORIZON-CL4-2021-RESILIENCE-01
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Project Summary | Beneficiaries | General Information | Reporting Periods | GA Information | GA Options | Financial Information | LF Overview | Associated Partners | Researchers | Work Packages | Deliverables | Milestones | Reviews | **Critical Risks** | Ethics Info | Security

DOCUMENTS | SAVE

Critical Risks For Implementation

+ Add Critical Risks

Number	Description	Risk Mitigation Measures	Work Package No.	Actions

Validate

GAP system in HE

Ethics Info

SyGMA - System for Grant Management - Google Chrome
 https://ec.europa.eu/research/participants/grants-app/gap/h2020

nceylao0 (EXTERNAL) ?

Grant Management

HORIZON-...
 Call: HORIZON-CL4-2021-RESILIENCE-01
 Topic: HORIZON-CL4-2021-RESILIENCE-01-11

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

DOCUMENTS

Ethics

Ethics Issues:
 hESC and/or HE:
 Ethics Opinion: Pending

Ethics categories/issues identified during the Ethics Review

- HEF- HUMAN EMBRYONI...
- H- HUMANS
- HCT- HUMAN CELLS / ...
- POPD- PERSONAL DATA
- A- ANIMALS
- NEC- NON-EU COUNTRI...
- EPQ- ENVIRONMENT PR...
- AI- ARTIFICIAL INT...
- OEL- OTHER ETHICS I...

Ethics requirements

Number	Ethics Issues Category	Description	Before Signature	Compliance Date	Status

Ethics Reports

Title	ARES Ref	Date	Type	Doc

Validate

GAP system in HE

Security

SyGma - System for Grant Management - Google Chrome
 https://ec.europa.eu/research/participants/grants-app/gap/h2020/

Grant Management | Grant Agreement Data

Horizon-CL4-2021-RESILIENCE-01
 Topic: HORIZON-CL4-2021-RESILIENCE-01-11

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

DOCUMENTS

Security

Security Issues:

Security Classification:

- NSC No security concern
- REC Security recommendations
- R-UE/EU-R RESTREINT UE/EU RESTRICTED
- C-UE/EU-C CONFIDENTIEL UE/EU CONFIDENTIAL
- S-UE/EU-S SECRET UE/EU SECRET
- NOF Proposal too security-sensitive to be funded

Security Classification Reason: The Security Appraisal is not foreseen. The proposal was automatically cleared by the system.

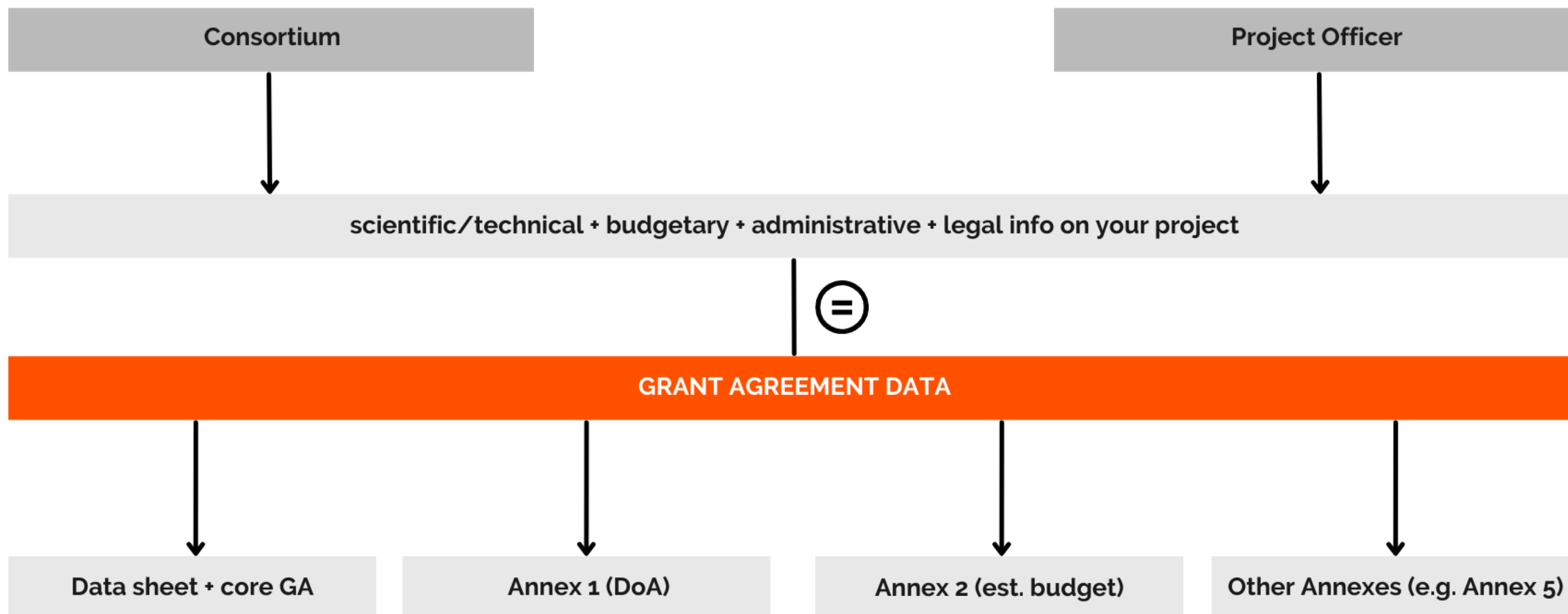
Security Recommendations:

Number	Recommendations	Before Signature	Compliance Month	Status

Validate

Grant Agreement Preparation

Structure of the Grant Agreement recap



Grant Agreement Preparation

Description of Action template in HE

What is the DoA?

= Annex of the Grant Agreement which contains the details of how the project will be carried out

- **Part A** = structured tables with project info
- **Part B** = narrative description on the work to be carried out



ANNEX 1



**Horizon Europe (HORIZON)
Euratom Research and Training Programme
(EURATOM)**

**[Description of the action (DoA)]
[for FPAs: Action plan]**

Part A
Part B

Version 2.0
15 January 2022

**DESCRIPTION OF THE ACTION (PART B)
[for FPAs: ACTION PLAN (PART A)]**

default:
Description of the Action (DoA) must be uploaded on the Portal Grant Preparation Documents screen.

MAKE YOUR PART B

Use the version of Part B of your proposal. Use the version that was submitted for evaluation. The version used should be the submitted version of the proposal (— unless you have been explicitly requested to make changes). All changes need to be discussed and agreed with the Project Officer. Substantial changes to the proposal are NOT allowed.

Provide the cover page, if any.

Provide the header, if any.

Provide the footer with the following information [Proposal number] [Proposal acronym] – Part B Page number (starting at 1 for Part B)].

Provide the list of participants. This is included in Part A.

Provide tables 3.1a (list of work packages), 3.1b (work packages descriptions), 3.1c (list of deliverables), 3.1d (list of milestones), 3.1e (critical risks for implementation) and 3.1f (summary of staff effort) from section 3.1 (they are encoded in the screens and included in Part A). Keep tables 3.1g, 3.1h, 3.1i and 3.1k (and any other table linked to specific types of MS).

Provide a section 4 'ethics self-assessment' and copy into this section the ethics self-assessment you included in the proposal Part A.

Double-check all sections in order to implement changes required by/agreed with the EU. Ensure coherence with the information entered on the screens.

Provide a table with the history of changes.

Justify all changes compared to your proposal. Changes should be described concisely. You do not need to include minor changes that do not modify the substance of the DoA (e.g. correction of spelling and grammar, changes in formatting).

Provide a table of contents with page numbers (or update the existing table of contents).

Combine all parts of Part B into a single file. Convert the final Part B into PDF format and upload the PDF on the Portal Grant Preparation Documents screen.

PROPOSAL SUBMISSION		GRANT PREPARATION	
Proposal - Part A (automatically generated by the system)	→	Structured system data (automatically generated by the system)	Annex 1 - Part A (automatically generated by the system)
Proposal - Part B (uploaded as PDF; annexes separate; if allowed, detailed budget table as Excel or PDF, if any)		Data entry Grant Management System	Annex 1 - Part B (uploaded as single PDF; detailed budget table as Excel or PDF, if any)
Annexes to Part B (uploaded as Excel or PDF, if any)	→	Part B Narrative	Annexes to Part B (if any) (uploaded budget table, etc.)

Grant Agreement Preparation

Description of Action contents recap

Description of the Action (Part A)

- Cover page
- Table of contents
- Project summary (automated – based on proposal abstract)
- List of participants (automated – based on proposal info)
- List of work packages (based on proposal table 3.1b)
- Staff effort (based on proposal table 3.1f)
- List of deliverables (based on proposal table 3.1c)
- List of milestones (based on proposal table 3.1d)
- List of critical risks (based on proposal table 3.1e)

Description of the Action (Part B)

- Use proposal Part B (version submitted for evaluation)
- Remove the cover page and delete the header
- Remove list of participants => Part A
- Remove all tables mentioned for Part A and keep tables 3.1g, 3.1h, 3.1i, 3.1j (+ all other relevant tables)
- Create a section 4 “ethics self-assessment” and copy what you included in Part A of proposal
- Add a table with the history of changes compared to the original (all changes need TBD with your PO)
- Add a table of contents with page numbers / adapt the existing table of contents

GAP system in HE

DoA - Part B

The screenshot displays the 'Grant Agreement Data' section of the GAP system. The top navigation bar includes 'Grant Management' and 'Grant Agreement Data'. Below this, a series of tabs represent different data categories: Project Summary, Beneficiaries, General Information, Reporting Periods, GA Information, GA Options, Financial Information, LF Overview, Associated Partners, Researchers, Work Packages, Deliverables, Milestones, Reviews, Critical Risks, Ethics Info, and Security. Each tab contains an icon indicating its status: green checkmarks for completed or correct data, yellow warning triangles for pending or incorrect data, and a red 'X' for missing or critical data. The 'Documents' tab is highlighted with a red box and contains a yellow warning triangle icon.

Below the navigation bar, the 'Documents' section is visible, listing various documents associated with the grant agreement. The list includes:

- Grant Agreement Core
- Annex 1 - Description of the action (part A)
- Annex 1 - Description of the action (part B)
- Annex 2 - Estimated budget for the action
- Annex 2a - Additional information on unit costs and contributions
- Annex 3 - Accession forms
- Annex 4 - Model for the financial statements
- Annex 5 - Specific rules

Each document entry has a corresponding icon (PDF or ZIP) and a gear icon for settings. The 'Annex 1 - Description of the action (part B)' entry is highlighted with a red box. A 'Validate' button is located at the bottom right of the interface.

GAP system in HE

Changes/requests in the DoA

History of Changes

Part A																																					
Page/section	Nature of change and reason																																				
Budget	EU contribution and total cost of 5999936.75 EUR corrected to 5999935.00 EUR /then modified according to new partner list – no UK partners/																																				
PartA	<p>Partner list changed. Three UK partners added as associated partners – Partner numbering changed, thus deliverables, milestones were adapted. Partner number changes:</p> <table border="1"> <thead> <tr> <th>Number</th> <th>Short Name</th> <th>Legal Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>✓ CIRAD</td> <td>CENTRE DE COOPERATION INTERNATIONALE EN RECHERCHE AGRONOMIQUE POUR LE DEVELOPPEMENT - C.I.R.A.D. EPIC</td> </tr> <tr> <td>2</td> <td>✓ EIH</td> <td>EUROPA MEDIA SZOLGALTATO NON PROFITKOSHASZNU KFT</td> </tr> <tr> <td>3</td> <td>✓ IRD</td> <td>INSTITUT DE RECHERCHE POUR LE DEVELOPPEMENT</td> </tr> <tr> <td>4</td> <td>✓ IPC</td> <td>INSTITUT PASTEUR DU CAMBODGE FOUNDATION</td> </tr> <tr> <td>5</td> <td>✓ Arta-GS</td> <td>ARTA-GIS NV</td> </tr> <tr> <td>6</td> <td>✓ INRAE</td> <td>INSTITUT NATIONAL DE RECHERCHE POUR L'AGRICULTURE, L'ALIMENTATION ET L'ENVIRONNEMENT</td> </tr> <tr> <td>7</td> <td>▲ MERFI</td> <td>MEXKONG REGION FUTURES INSTITUTE</td> </tr> <tr> <td>8</td> <td>▲ ULIEGE</td> <td>UNIVERSITE DE LIEGE</td> </tr> <tr> <td>9</td> <td>✓ UANTWERPEN</td> <td>UNIVERSITEIT ANTWERPEN</td> </tr> <tr> <td>10</td> <td>▲ HDI</td> <td>HELMHOLTZ-ZENTRUM FÜR INFektionsFORSCHUNG GMBH</td> </tr> <tr> <td>11</td> <td>▲ CERFIO</td> <td>UNIVERSITE GABRIEL ABDEL NASSER DE CONAKRY</td> </tr> </tbody> </table>	Number	Short Name	Legal Name	1	✓ CIRAD	CENTRE DE COOPERATION INTERNATIONALE EN RECHERCHE AGRONOMIQUE POUR LE DEVELOPPEMENT - C.I.R.A.D. EPIC	2	✓ EIH	EUROPA MEDIA SZOLGALTATO NON PROFITKOSHASZNU KFT	3	✓ IRD	INSTITUT DE RECHERCHE POUR LE DEVELOPPEMENT	4	✓ IPC	INSTITUT PASTEUR DU CAMBODGE FOUNDATION	5	✓ Arta-GS	ARTA-GIS NV	6	✓ INRAE	INSTITUT NATIONAL DE RECHERCHE POUR L'AGRICULTURE, L'ALIMENTATION ET L'ENVIRONNEMENT	7	▲ MERFI	MEXKONG REGION FUTURES INSTITUTE	8	▲ ULIEGE	UNIVERSITE DE LIEGE	9	✓ UANTWERPEN	UNIVERSITEIT ANTWERPEN	10	▲ HDI	HELMHOLTZ-ZENTRUM FÜR INFektionsFORSCHUNG GMBH	11	▲ CERFIO	UNIVERSITE GABRIEL ABDEL NASSER DE CONAKRY
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UK partners	<p>The three UK partners were originally full partners at the proposal stage, now these three organisations are associated partners. Their tasks and responsibilities in BCOMING remained the same as at the proposal stage.</p> <p>NM - NATURE METRICS LTD - 915917166 FFI - FAUNA & FLORA INTERNATIONAL - 950560910 IDE UK - INTERNATIONAL DEVELOPMENT ENTERPRISES (UK) -986418318</p>																																				
Budget	UK participants' budget deleted																																				
WPs	All descriptions updated																																				
Deliverables	All deliverables updated																																				
Part B																																					
Page/section	Nature of change and reason																																				
p.12	Additional details are provided regarding the quantitative spatial analyses conducted in the project to address the shortcomings pointed out by the reviewers.																																				
p.20-21	New paragraph added to ethical considerations – to share “Detailed information to demonstrate that fair benefit-sharing arrangements with stakeholders from low and lower-middle income countries are ensured”																																				
p.22-24	Direct beneficiaries of project's impact pathways added																																				
p. 28	Collaboration with BEPREP added (also to WP8)																																				
p.29	NM IPR additional paragraph																																				
p.33	New Gantt added based on months and not quarters of the years																																				

History of Changes

Part A	
Page/section	Nature of change and reason
Deliverables	Short description of deliverables added.
Deliverables	Due date of D1.1 (M1) corrected as M2.
Deliverables	Two more deliverables added (D1.5, D1.6) to reflect the three versions of D1.4.
Deliverables	Due date of D4.2 (M9) modified as M18 for consistency with the Task 4.2 period.
Deliverables	Due date of D4.3 (M12) modified as M18 for consistency with the Task 4.3 period.
Deliverables	Due date of D4.4 (M12) modified as M18 for consistency with the Task 4.4 period.
Deliverables	Title of D6.1 corrected.
Deliverables	Due date of D6.2 (M9) modified as M30 for consistency with the Task 6.2 period.
Deliverables	One more deliverable added (D7.5) to reflect the updated plan on communication, dissemination & exploitation in M18.
Deliverables	Types of several deliverables corrected.
Work package	Task 3.3 duration corrected as M6-14 for consistency with the D3.3 due date.
Work package	Task 4.1 duration corrected as M6-8 for consistency with the WP start date.
Work package	Task 4.2 duration extended to M36 for maintenance and update of the self-assessment tool.
Work package	Revised Task 2.1 to address the shortcomings from the ESR regarding the involvement of the national administrations in project implementation.
Work package	Revised task 5.1 to address the shortcomings from the ESR regarding the inclusion of Baltic States.
Work package	Revised task 7.2 to address the shortcomings from the ESR regarding the inclusion of Baltic States and further.
Work package	Revised task 7.4 to address the shortcomings from the ESR regarding the involvement of the business sector.
Milestones	MS4 due date (M12) corrected as M18 to be consistent with the delivery of the corresponding WP4 deliverables.
Part B	
Page/section	Nature of change and reason
1 / Cover	Deleted the cover page and list of participants.
2 / TOC	Updated the Table of Contents.
5-6 / 1.2.1	Revised to address the shortcomings from the ESR regarding the involvement of the national administrations in project implementation.
11 / 2.2.1	Revised to address the shortcomings from the ESR regarding engagement at inter-ministerial level.
16 / 3.1	Gantt chart corrected to be consistent with the WP and task durations.
17 / T 3.1h	Table 3.1 h 'Purchase costs' edited (beneficiaries listed in numerical order).
17 / 3.1	Subcontracting table (3.1g) added.
18-34 / 3.1, 3.2	Deleted and moved the Tables 3.1 a,b,c,d,e,f to Part A.
20 / 4	Section 4: Ethics Self-Assessment added.

I, the undersigned:

- for natural persons: in my own name
- or
- for legal persons¹: representing the following entity:

GEONARDO ENVIRONMENTAL TECHNOLOGIES LTD
 ZAHONY U 7
 BUDAPEST 1031
 Hungary

hereby certify

that (subject to the additional declarations below):

- 1 — The **information** provided for action
- 2 — The information concerning the legal is correct and complete.
- 3 — I/my organisation commit to comply² with the **eligibility** criteria and all o out in the call for proposals — for the entire duration of the action.
- 4 — I/my organisation:
 - are committed to participate in the action
 - have stable and sufficient sources of funding to maintain the activ checking action and to provide any counterpart funding necessary
 - have or will have the necessary resources needed to implement the a
 - acknowledge to be fully responsible for my affiliated entities whicl action
 - for research actions: are committed to comply with the highest st principles and research integrity and confirm that the work is free of
 - for actions involving EU-classified information: acknowledge t

information or material that qualifies as EU-classified information under Commission Decision [2015/444](#)³ must be handled in accordance with specific rules and follow the instructions given by the EU

- for coordinators of multi-beneficiary actions: are committed to act as the coordinator for this action.

5 — For applicants from non-EU countries: I/my organisation

- undertake to comply with the obligations under the agreement and to:
 - respect general principles (including fundamental rights, values and ethical principles, environmental and labour standards, rules on classified information, intellectual property rights, visibility of funding and protection of personal data)
 - for the submission of financial certificates under the agreement: use qualified external auditors which are independent and comply with comparable standards as those set out in EU Directive 2006/43/EC
 - for controls under the agreement: allow for checks, reviews, audits and investigations (including on-the-spot checks, visits and inspections) by the granting authority, the European Anti-Fraud Office (OLAF), the European Prosecutor's Office (EPPO) and the European Court of Auditors (ECA) (and any persons mandated by them)
- and confirm that:
 - we can be subject to the jurisdiction of the Belgian courts.

6 — I/my organisation:

- are NOT subject to an **administrative sanction** (i.e. exclusion or financial penalty decision)⁴

I/my organisation (or persons with unlimited liability for debts):

- are NOT in one of the following **exclusion situations**⁵:
 - **bankrupt**, being wound up, having the affairs administered by the courts, entered into an arrangement with creditors, suspended business activities or subject to any other similar proceedings or procedures
 - in breach of **social security** or **tax** obligations

I/my organisation (or persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the action):

¹ This includes 'entities without legal personality' under Article 197(2) of Regulation (EU, Euratom) No 1303/2013 of the European Parliament and of the Council of 18 July 2013 on the financial rules applicable to the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013 (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision (EU, Euratom) No 966/2012 ('EU Financial Regulation') (OJ L 193, 30.7

² 'Commit to comply' means complying now and for the duration of the grant.

ANNEX 3

ACCESSION FORM FOR BENEFICIARIES

PIC established in

hereby agrees

to become beneficiary

in Agreement No (‘the Agreement’)

between GEONARDO ENVIRONMENTAL TECHNOLOGIESLTD (GEO) **and the European Research Executive Agency (REA)** (‘EU executive agency’ or ‘granting authority’), under the powers delegated by the European Commission (‘European Commission’),

and mandates

the coordinator to submit and sign in its name and on its behalf any **amendments** to the Agreement, in accordance with Article 39.

By signing this accession form, the beneficiary accepts the grant and agrees to implement it in accordance with the Agreement, with all the obligations and terms and conditions it sets out.

SIGNATURE

For the beneficiary

A black clothespin is attached to a thin, dark string that runs diagonally across the frame. The clothespin is holding a white rectangular card. The card has the word "QUESTIONS?" written on it in a bold, orange, sans-serif font. The background is a plain, light gray wall.

QUESTIONS?

Thank
you

for your attention

Iasmina Cioroianu
carolina.pascaru@europamedia.org

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