

# Get to know the Funding & Tenders Portal

## Carolina Pascaru

Project Manager, Europa Media

14:00 - 15:00 CET // 19 November 2020



# Nice to meet you

## Carolina Pascaru

- Find me on LinkedIn
- Questions? Send me an email to <u>carolina.pascaru@europamedia.org</u>





# Nice to meet you (2)

## **Iasmina Cioroianu**

- Let's connect on <u>LinkedIn</u>
- Follow me on <u>Twitter</u> as @jesuisiasmi
   (I'll follow back, promise)
- Questions? Send me an email at <u>iasmina.cioroianu@europamedia.org</u>





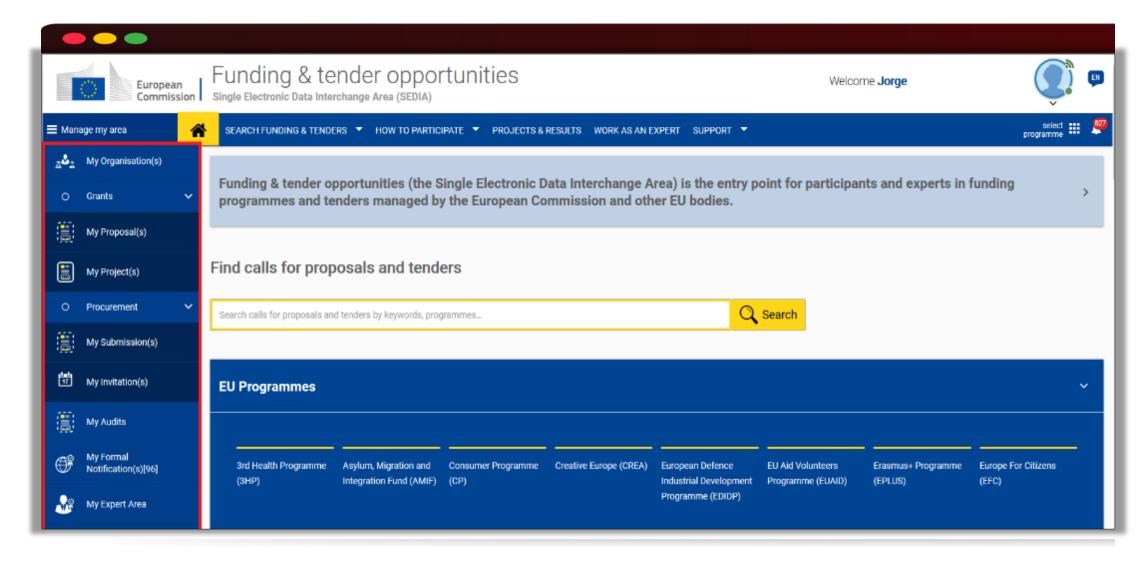
Functionalities for the general public



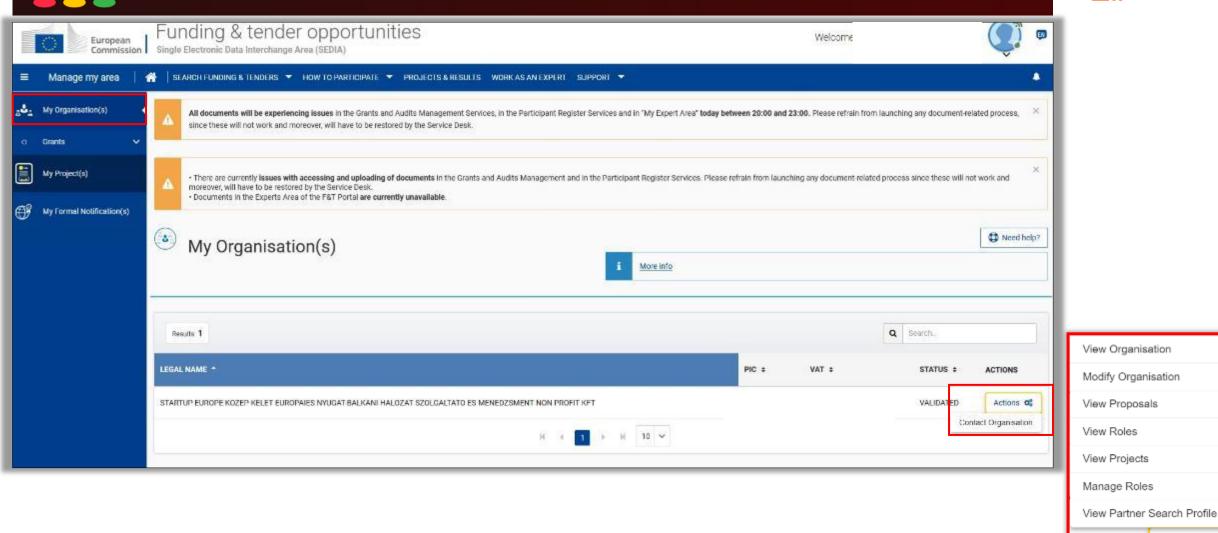
Login functionalities

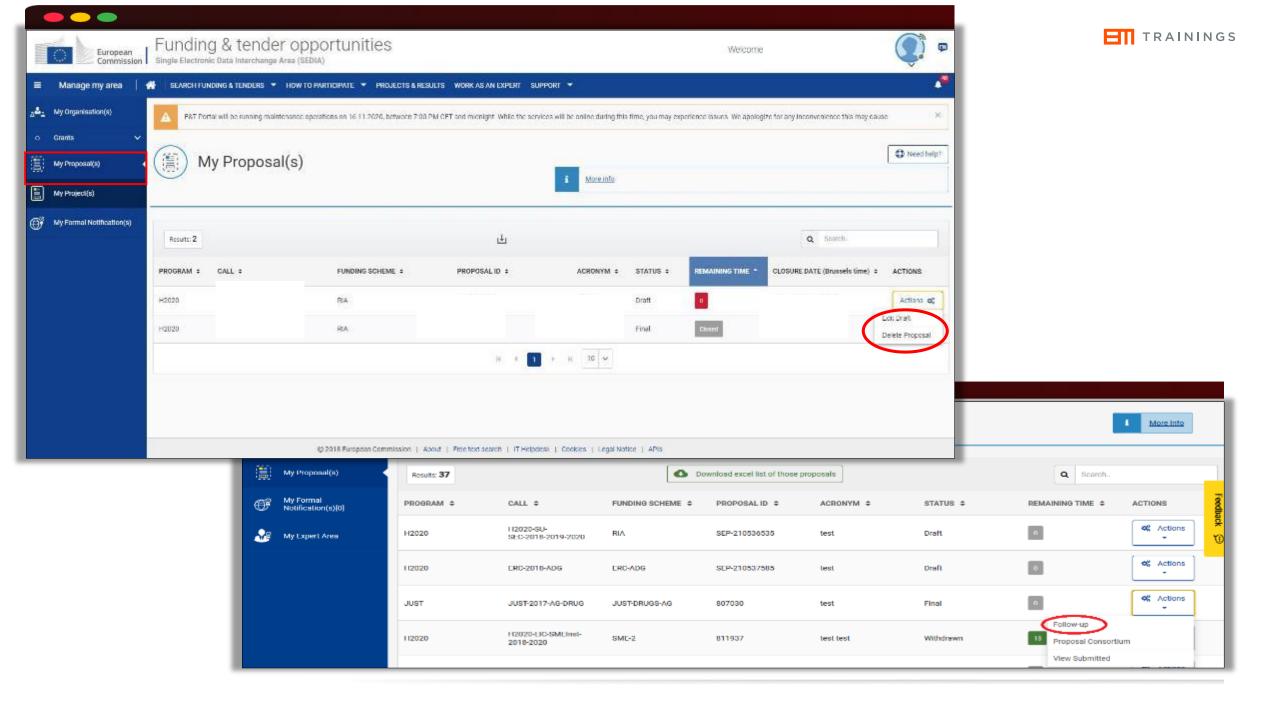


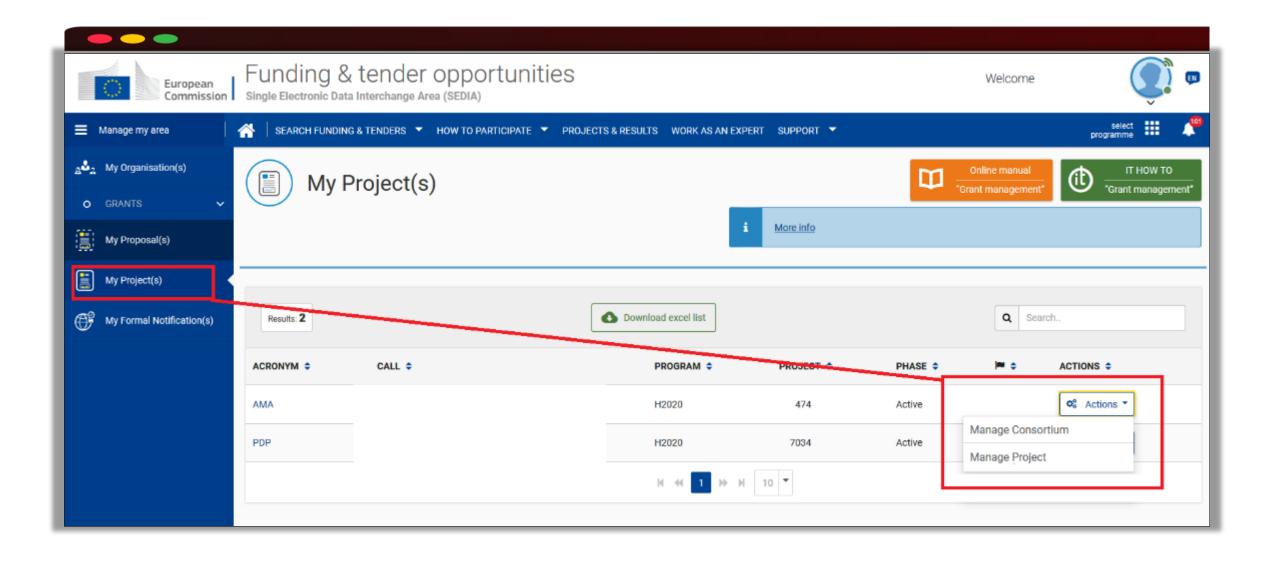
## **MY AREA**



Actions 📽



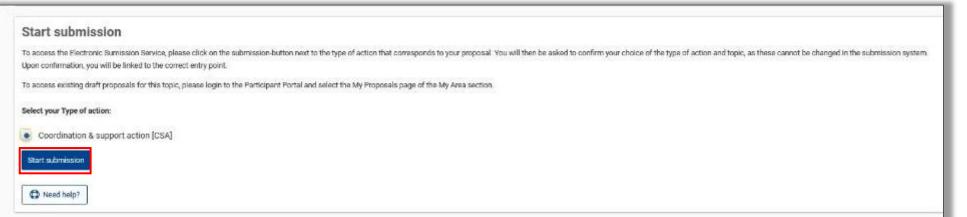


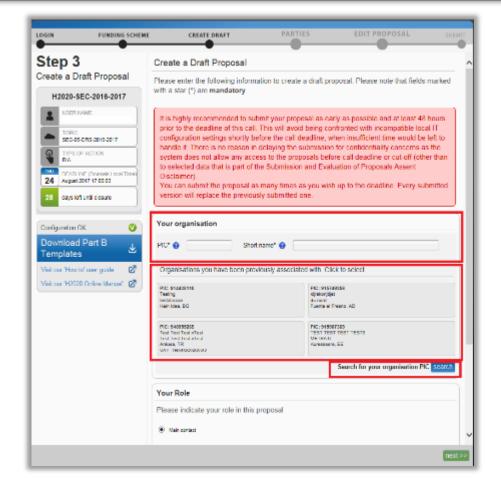


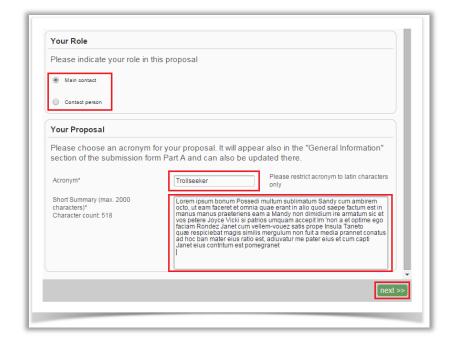


**Proposal Submission System** 











#### Submission and Evaluation of Proposals Assent Disclaimer

Please read and accept this disclaimer to proceed with the creation of your draft proposal:

#### Proposal pre-registration data

- 1. In order to plan the evaluations, the Commission services need access to a limited amount of information about your draft proposal (the so called pre-registration data) prior to call deadline. The pre-registration data is limited to: call, topic, type of action, Participant Identification (PIC) code of the participating organisation(s), project acronym, short summary and where applicable panel and keywords. Neither the Part B nor any annexe(s) form part of the pre-registration data that can be accessed by the European Commission services before the call deadline.
- 2. You do not have to list sensitive/confidential information in the 'Short Summary' (entered on Step 3). Where relevant, sensitive/confidential information can be added to the 'Abstract' field in the Part A administrative form at a later stage in the submission process; this Abstract is not included in the pre-registration data. Therefore, please provide as the 'short summary' the relevant information (keywords, non-confidential information) for the planning of the evaluation.
- I agree that the pre-registration data becomes available to the European Commission services prior to call closure.
- I wish that the pre-registration data does not become available to the European Commission services prior to call closure. (Applicants are advised to use this option only in well justified cases, as it hinders the planning of the evaluation process and the timely processing of proposals).

#### Part B

- 3. File format: For the Technical Annex (part B) you must use exclusively PDF ("portable document format", compatible with Adobe Acrobat version 5 or higher, with embedded fonts). Annexes might have an obligatory page limit. Please check for the number and type of mandatory or optional annexes for the call in the relevant call documentation. For annexes where page limits apply, excess pages will be automatically made invisible, and will not be taken into consideration by the experts. Users will receive a warning when trying to submit an annex with excess pages.
- 4. Time constraints: Preparation and uploading of the PDF formatted technical annex may take some time. You should ensure that this has been completed in time, well before the call closure deadline.

#### Submission

5. Proposals must be submitted prior to the call closure deadline. Likewise, modifications to proposals or uploaded attachments are also required to be submitted prior to the call closure deadline or they will not be taken into account. Proposals may be submitted or withdrawn at any time prior to the call closure deadline. There is only ever one version of a submitted proposal, as submission over-writes the previous version.

#### Personal Data

6. We will process personal data in accordance with Regulation (EU) 2018/1725 and according to the "notifications of the processing operations" to the Data Protection Officer (DPO) of the Commission/Agency (publicly accessible in the DPO register). Read more on the Legal Notice of the Portal.

accept

decline





×

Dear Jorge Lorenzo.,

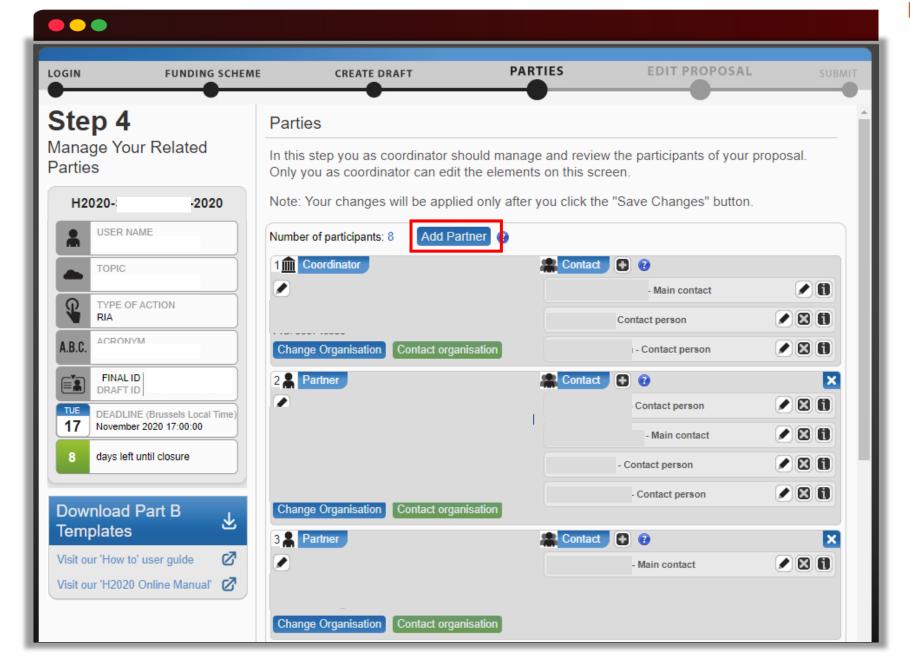
You have successfully created a draft proposal **test** for the call **H2020-FutureEnginePrize-2016**.

You can continue editing your draft proposal now or access it at a later time (before the deadline 2019-08-20 17:00:00 Brussels Local Time) from the <u>Funding & Tenders Portal</u> by accessing the <u>My Proposals tab</u>.

An email containing this information has been sent to this email address: Jorge-Lorenzo@ext.ec.europa.eu (which is associated with your ECAS account cr)

Go to My Proposals 🗷

Continue with this proposal



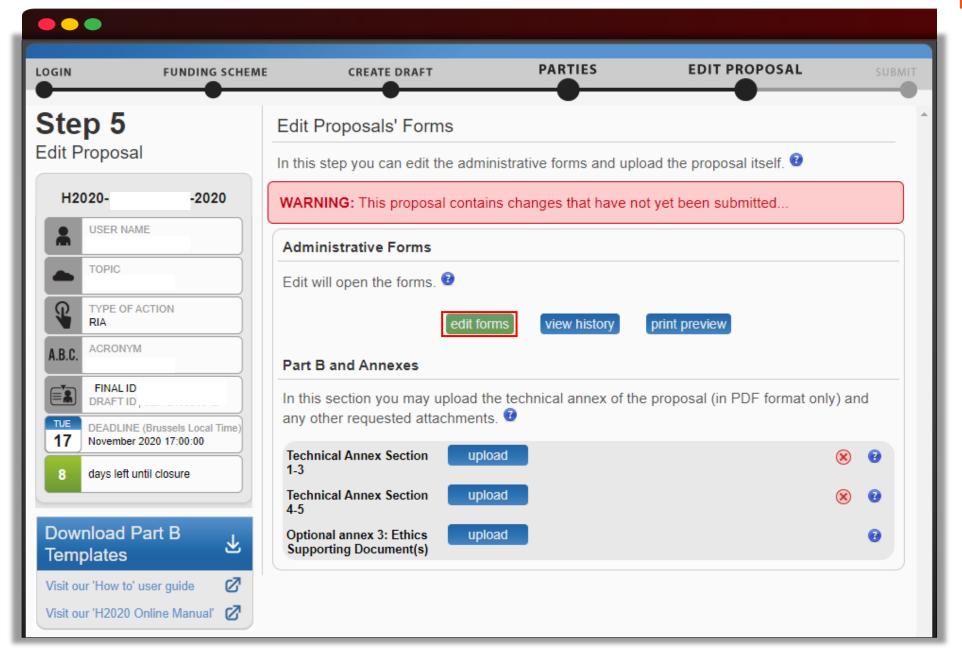


Table of contents

1 - General Information

## Proposal acronym: OTTER

Deadline Id: H2020-

-two-stage

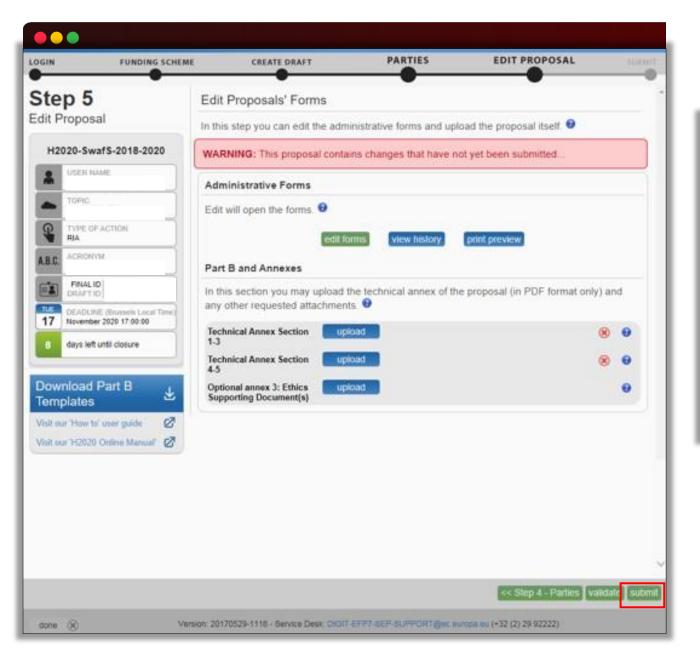
## Table of contents

Section	Title	Action
1	General information	Show
2	Participants & contacts	Show
3	Budget	Show
4	Ethics	Show
5	Call-specific questions	Show

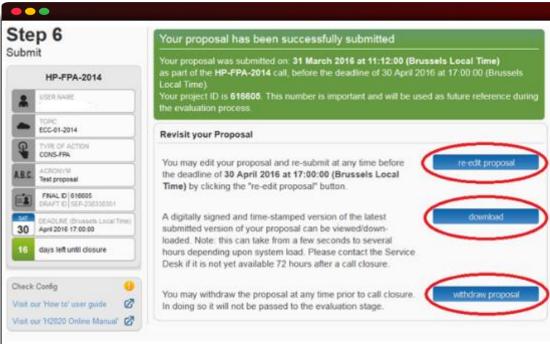
#### How to fill in the forms

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the steps in the submission wizard.

Read more









**Grant Agreement Preparation** 

EUROPEAN COMMISSION



Directorate-General Communications Networks, Content and Technology

Directorate F - Digital Single Warket

Subject: Horizon 2020 Framework Programme

Call for proposals: H2020-ICT-2016-2017 (H2020-ICT-2017-1)

Proposal: 780758 — MY-GATEWAY

Evaluation result letter — 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 the Commission would now like to start grant preparation.

Please find enclosed the evaluation summary report (ESR), based on the comments and opinion of the experts that evaluated the proposal for the Commission.

#### Invitation to grant preparation

Grant preparation will be based on the following:

- Proposal: 780758 MY-GATEWAY
- 2. Topic: ICT-32-2017 Startup Europe for Growth and Innovation Radar
- 3. Type of action: Innovation action
- 4. Project officer:

Please always use the Participant Portal messaging function (via your Participant Portal account). Do NOT contact the project officer via other means (e-mail, letter, etc) — unless explicitly asked to do so.

Maximum grant amount:



Requested EU contribution (according to proposal): 1,498,771.25 EUR.

Maximum grant amount (proposed amount, after evaluation): 1,498,771,25 EUR

6. Duration of the action: 24 months

#### Action & budget:

The description of the action (DoA) (Annex 1 to the grant agreement) and the estimated budget for the action (Annex 2 to the grant agreement) must be based on the proposal submitted.

A Please be aware that you may have to change your 'description of the action', in order to address othics and security issues.

⚠ Please note that you may normally NOT make changes to the project/project budget/
consortium composition (including linked third parties). Please immediately inform the project
officer (see above), if you need to make a change (e.g. because one of the consortium members
went hankrupt and can no longer participate)

#### 8 Timetable & deadlines for grant preparation

Submission of grant data & annexes: 5 weeks after receiving this letter

Once the Commission has checked the information you have encoded, you will have 2 weeks to submit your final version — to bring it in line with the comments of the project officer.

Signature of the declaration of honour (DoH): 8 weeks after receiving this letter

Grant signature: 24 November 2017

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

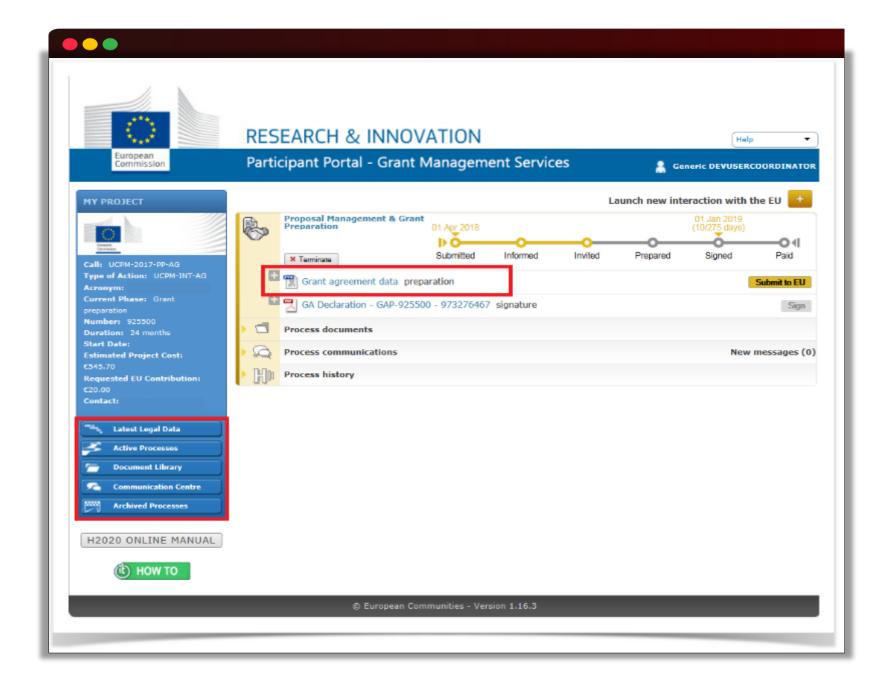
#### 9. Fully electronic grant preparation via the Participant Portal

Please use your <u>Participant Portal account</u> to prepare your grant (including signature of the agreement). Do NOT contact the Commission via other means (e-mail, letter, etc) — unless explicitly asked to do so.

Please be aware that all linked third parties (that are part of your proposal) must be registered and validated as legal entities in the Participant Portal Beneficiary Register.

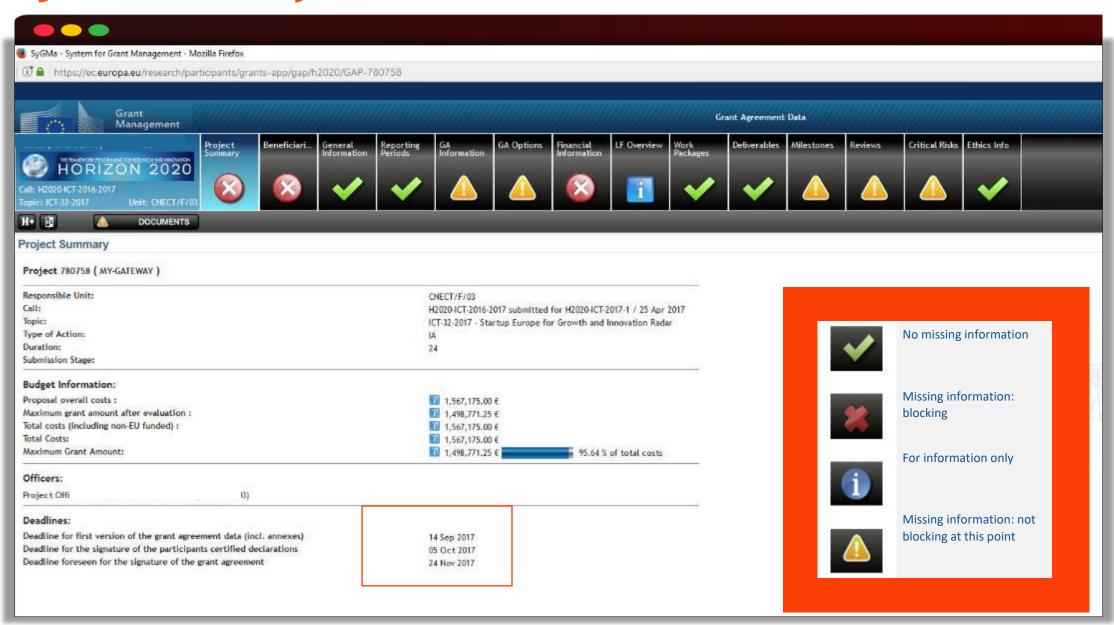
Register them immediately, if not already done.

Please note that some of your legal and financial data in the Beneficiary Register is 'readonly' and can be updated only by your LEAR (via your Participant Portal account on the My Organisation(s) page). During grant preparation, you will therefore be asked to appoint a LEAR.



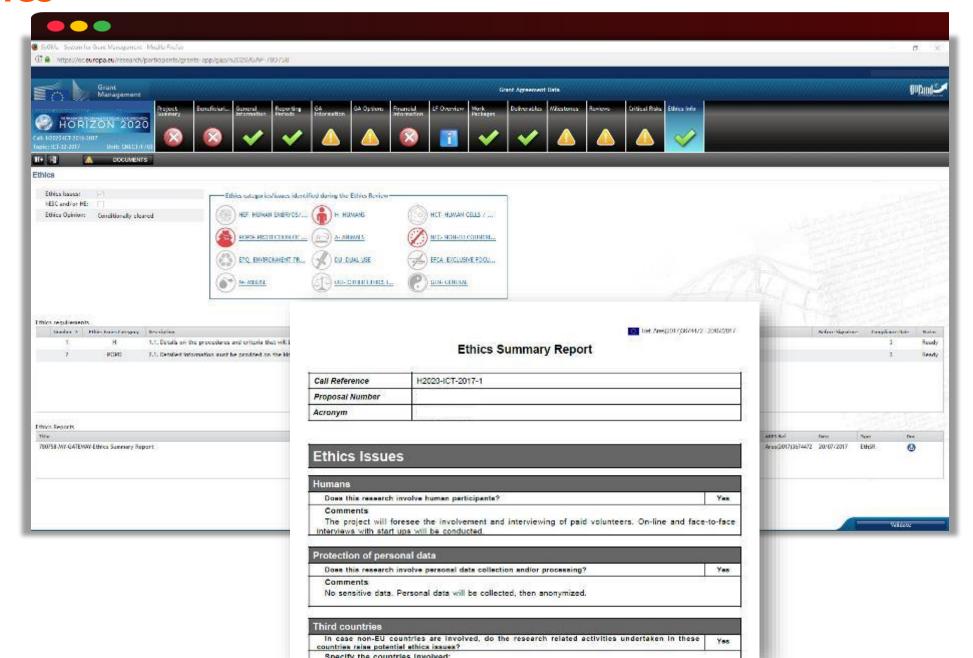
## **Project summary**





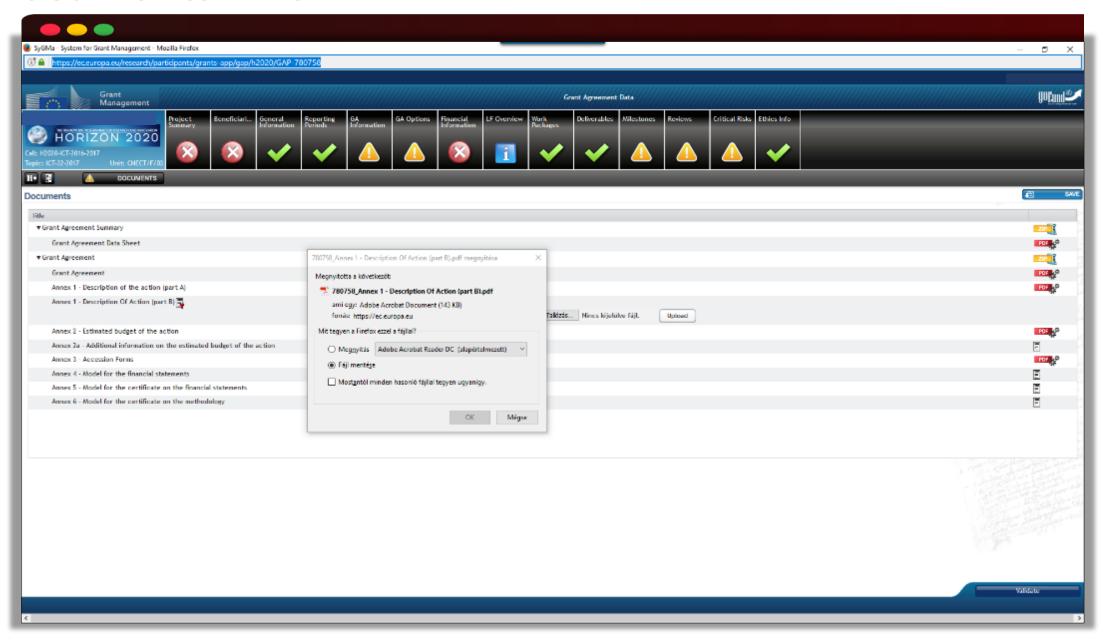




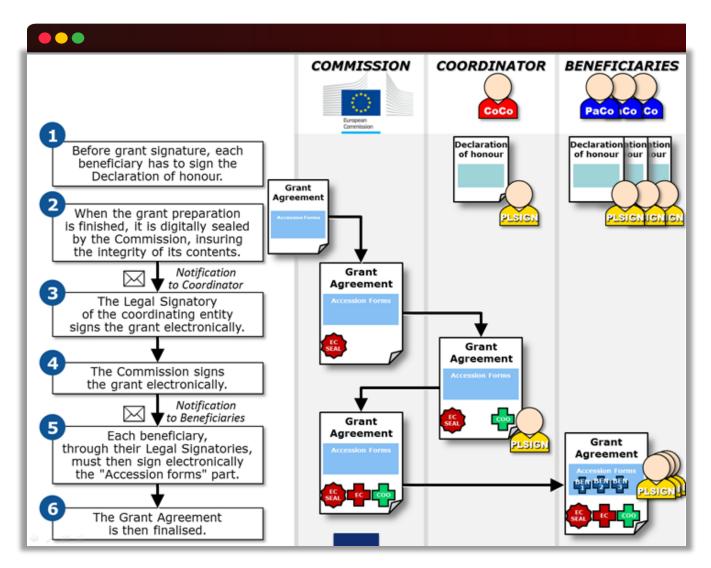


## **Documents - DoA**





# E-signature





**Grant Agreement Amendment** 



## **Amendments**

## The ones requested by the Consortium:

## Changes involving beneficiaries & linked third parties

- Removal of a beneficiary whose participation has been terminated
- · Change of beneficiary due to 'partial takeover'
- Addition of a new beneficiary
- Removal or addition of linked third party

### Change involving the coordinator

 Change in the bank account the coordinator uses for payments

## Changes affecting the project or its implementation

- Change in the title of the project or its acronym,
   starting date, duration or reporting periods
- Resumption of project activities after a temporary suspension

## Changes involving the financial aspects of the grant

- Change in the maximum grant amount, reimbursement rate(s)
- Change concerning specific cost categories ('specific unit costs')

## The ones initiated by the EC:

#### Amendments initiated by the EC

If the Commission requests an amendment, the request is prepared and signed electronically. You will receive a notification through the 'My Notification' section of the Participant Portal.

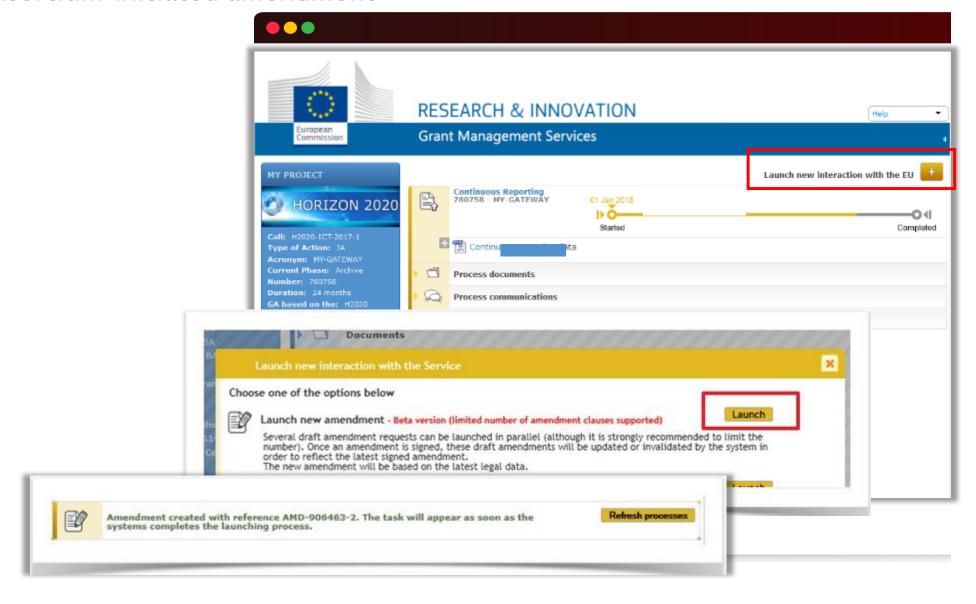
## Amendments are NOT necessary:

- for certain budget transfers
- if the name or address of a beneficiary, linked third party or coordinator changes
- if a universal takeover results in a change of beneficiary
- if there is a change in the name of the bank or the address of the branch where the coordinator has an account, or in the name of the account holder.



# How to launch?

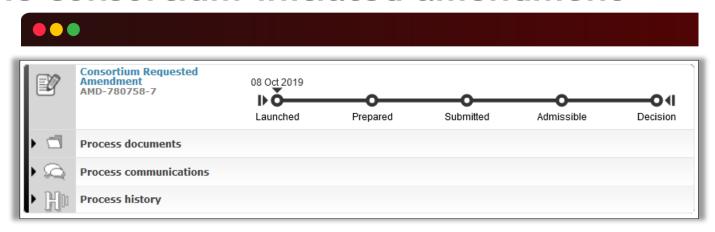
The consortium-initiated amendment

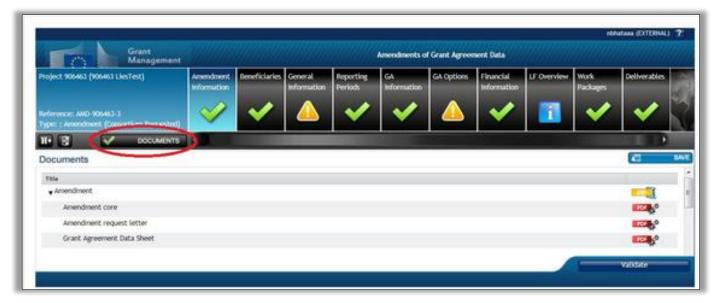




# Step by step

## The consortium-initiated amendment

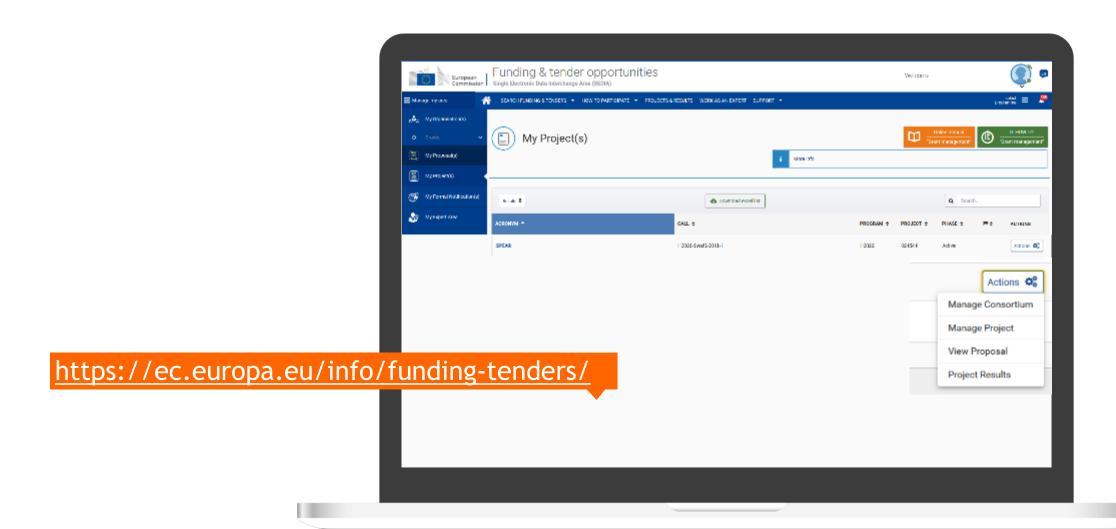




# Continuous reporting



# The Funding and Tenders Portal



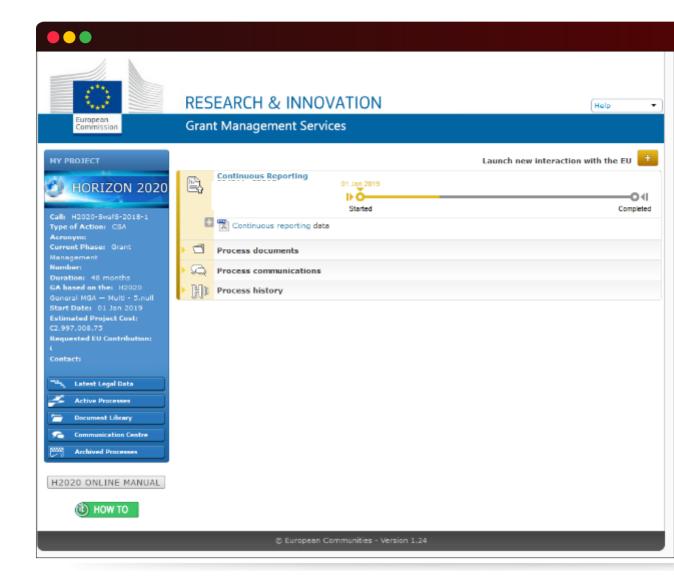


# Continuous reporting module

#### **FUNCTIONS:**

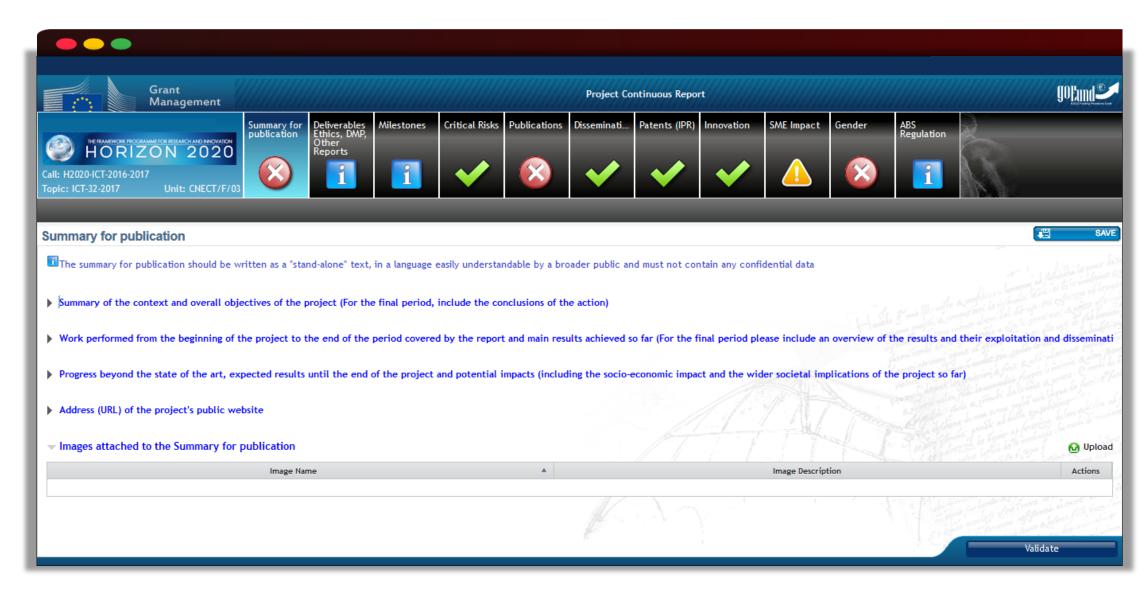
- Enter publishable summary
- Submit deliverables
- Report progress in achieving milestones
- Follow up critical risks
- Fill in questionnaire on horizontal issues
  - Publications
  - Communications activities
  - Rest of questionnaire on horizontal issues

Continuous Reporting is activated at the project start!



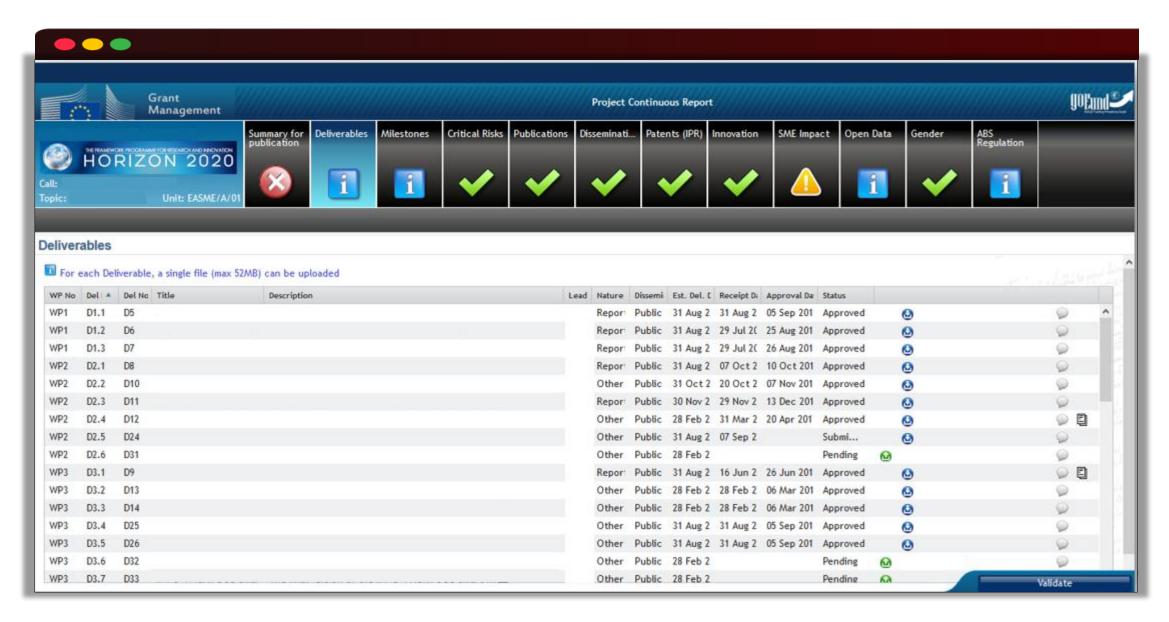


# Summary for publication



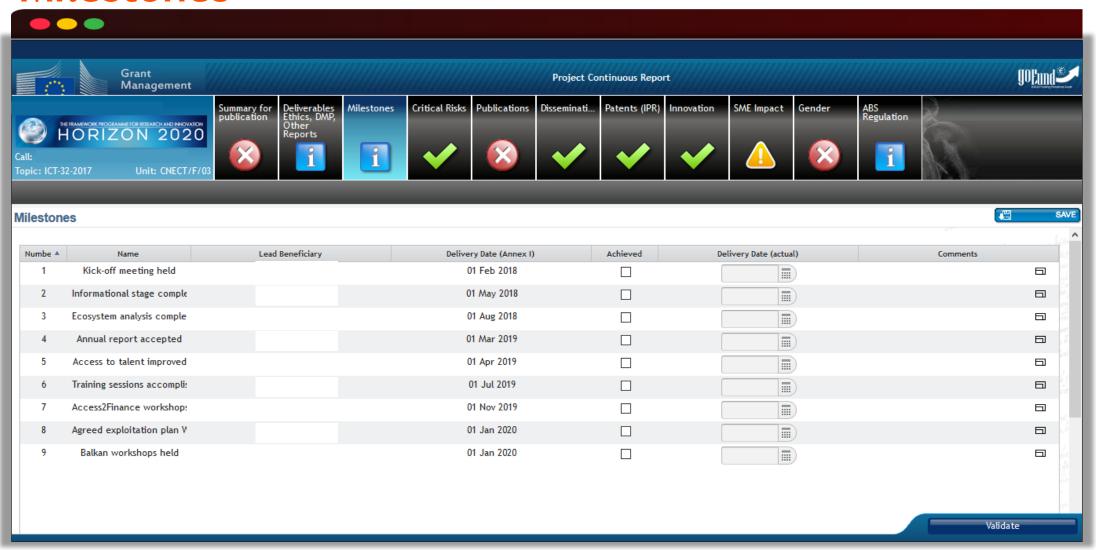


## **Deliverables**



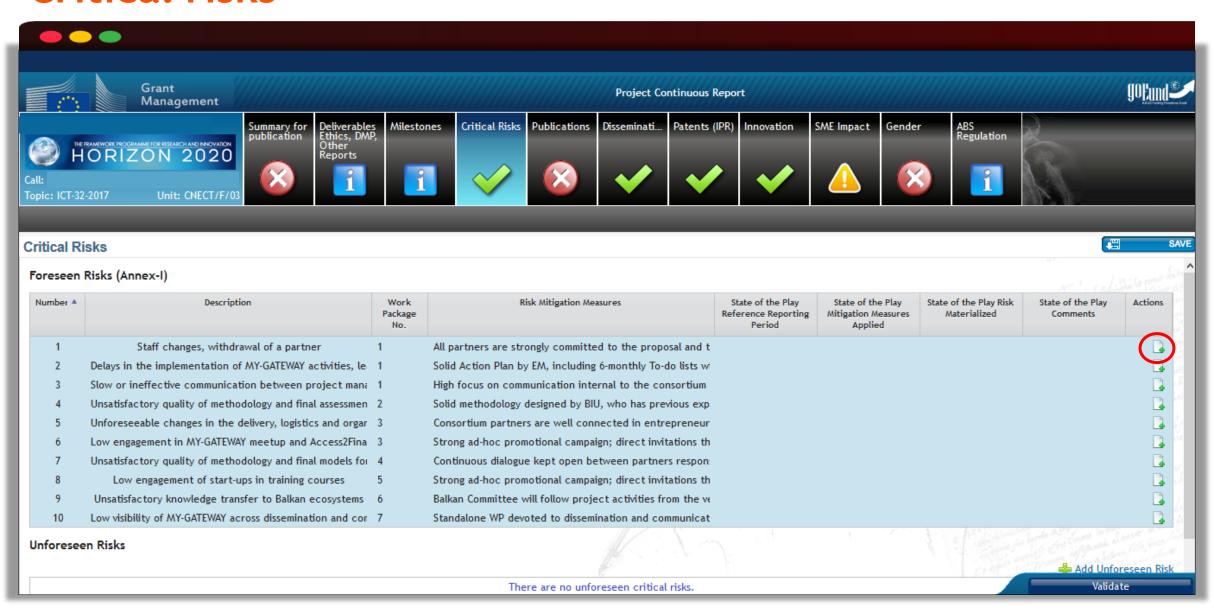


## **Milestones**



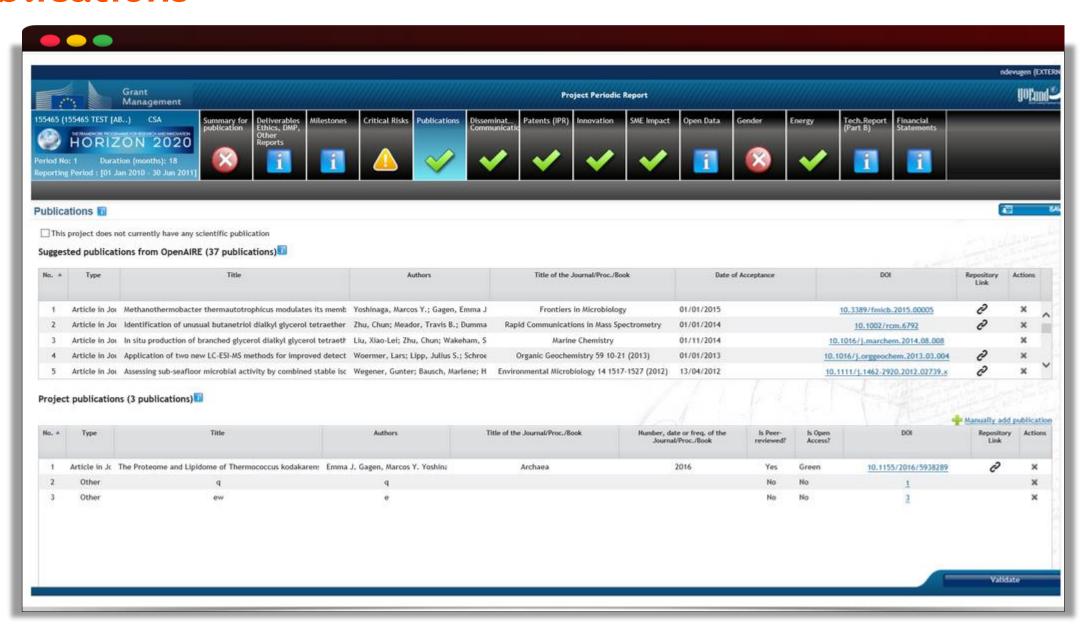
## Critical risks





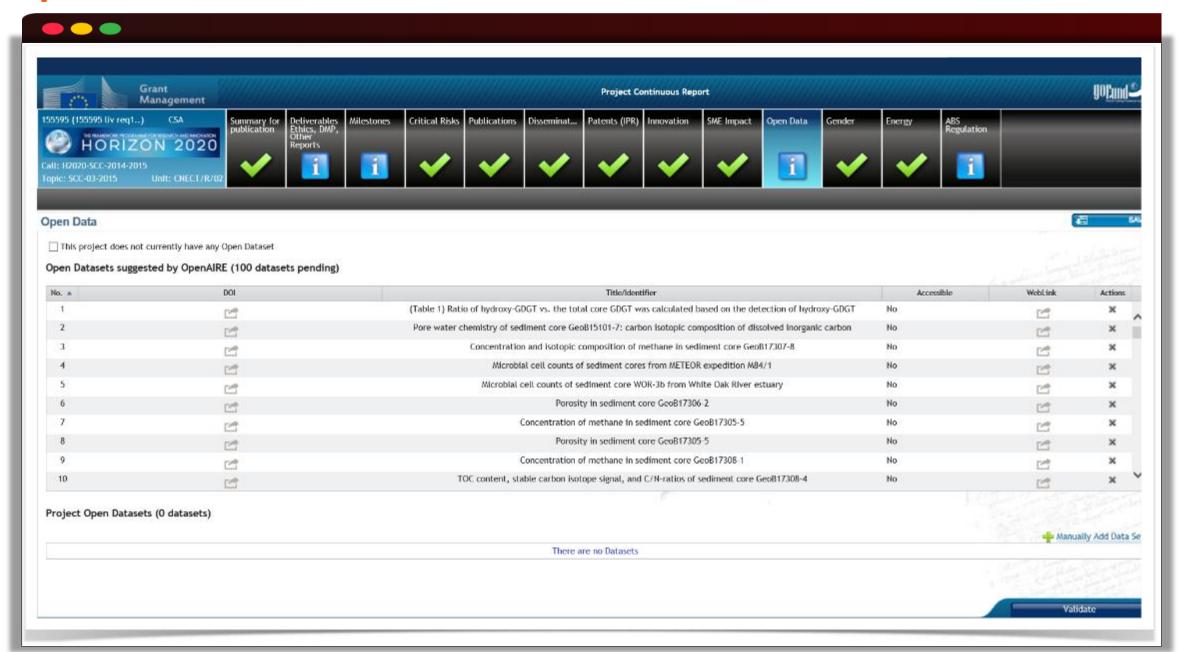
## **Publications**





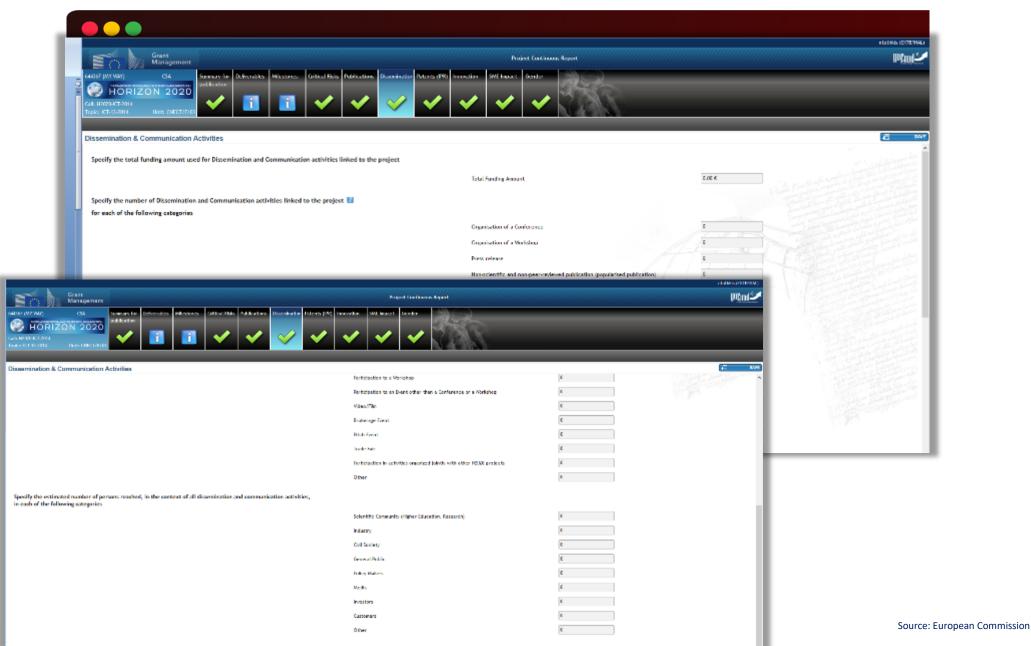
# **Open Data**





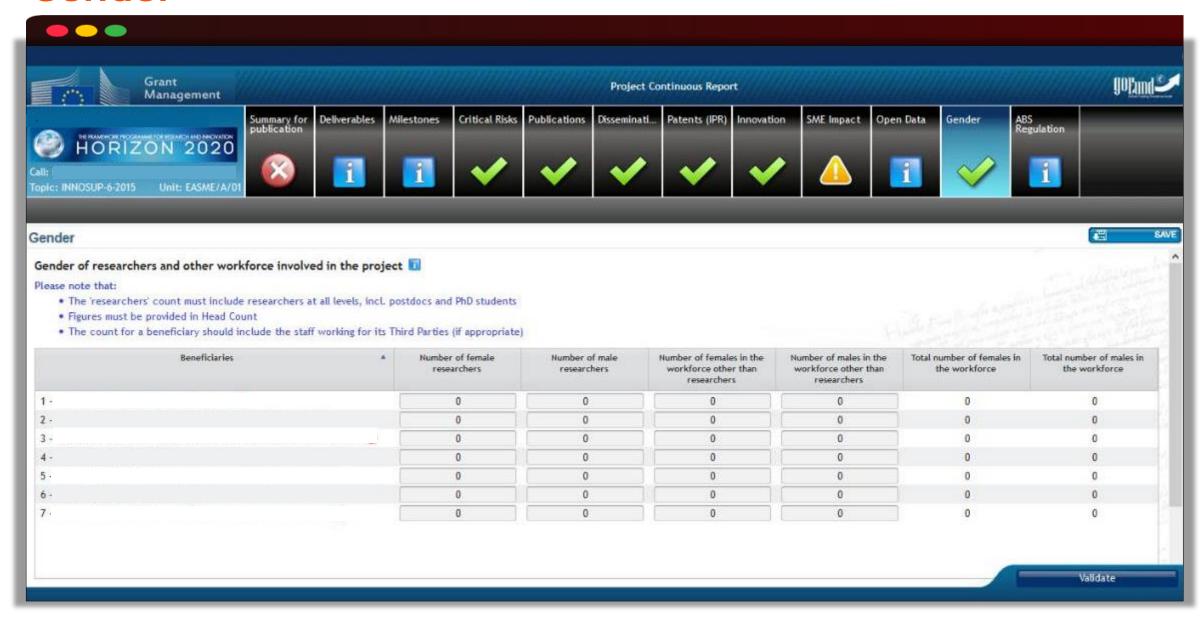






### Gender





# Periodic report Technical and Financial Report



### Periodic reporting module

**Functionalities** 

Beneficiaries complete on-line their financial statements including the explanations on the use of resources.

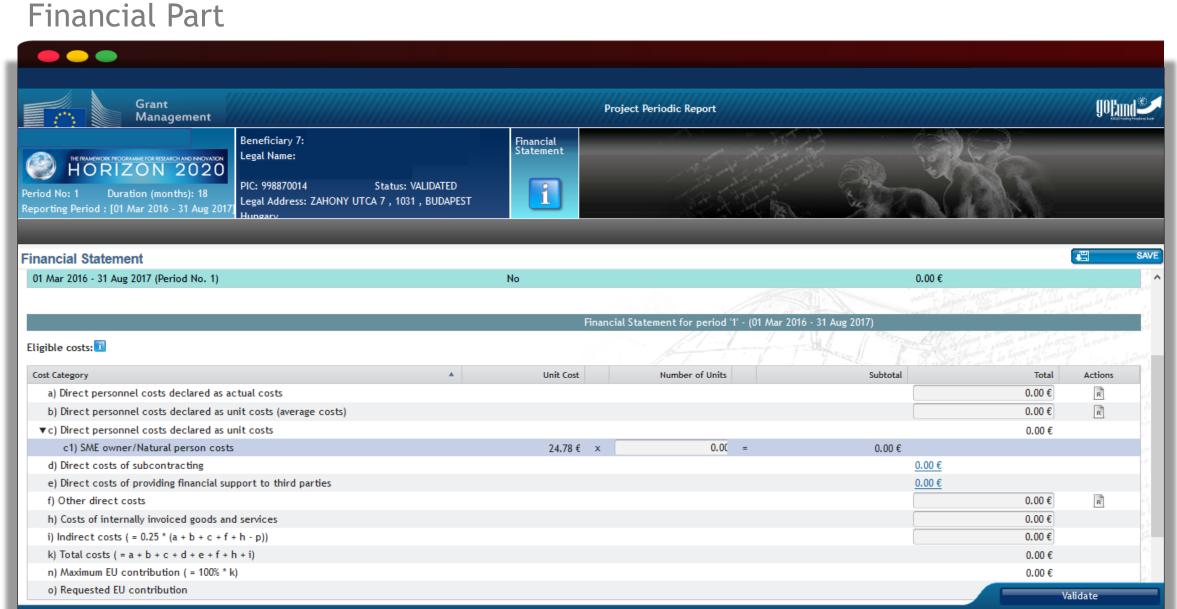
Coordinator uploads the Part B of the periodic technical report (narrative part).



## Financial Report

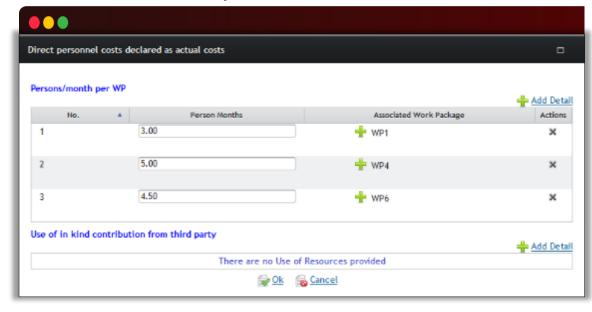
### **TRAININGS**

## Periodic Report



## **Financial Report**

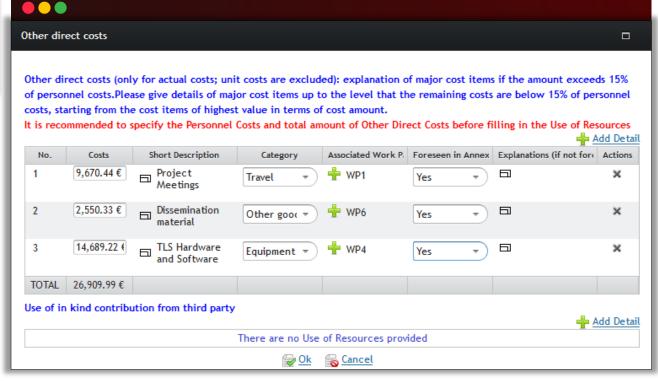
Person Month spent



Submission: PFSIGN reviews and signs → Coordinator will assess



### Other direct costs



## Technical Report



Periodic reporting module

Technical Report





### **Technical Report**

### Template







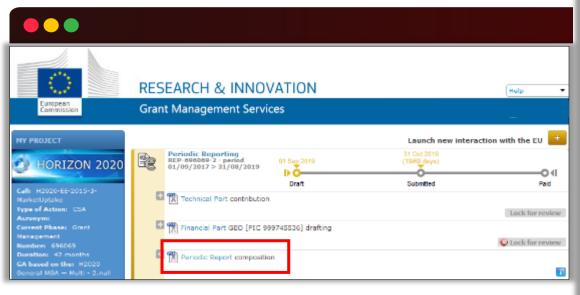
#### TABLE OF CONTENT

TABLE OF CONTENT
s. Explanation of the work carried out by the beneficiaries and overview of the progress
1.1 Objectives
1.2 Explanation of the work carried per WP
Work package 1: Management and Coordination
Work package 2: Ecosystem
Work Package 3: Access to Networks and Finance
Work Package 4: Access to Talents
Work Package 5: Capacity Building
Work package 6: Synergies and Exploitation
Work package 7: Dissemination and Communication
1.3 Impact
Update of the plan for exploitation and dissemination of result
3. Update of the data management plan
4. Follow-up of recommendations and comments from the previous review
g. Deviations from Annex 1 and Annex 2
5.2 Tasks
5.1 Use of resources
g. 2.1 Unforeseen subcontracting
5.1.2 Unforeseen use of in-kind contribution from the third party against payment or fr
of charges
Annessa



## Submission of the report

## **Submission** of the Periodic Report

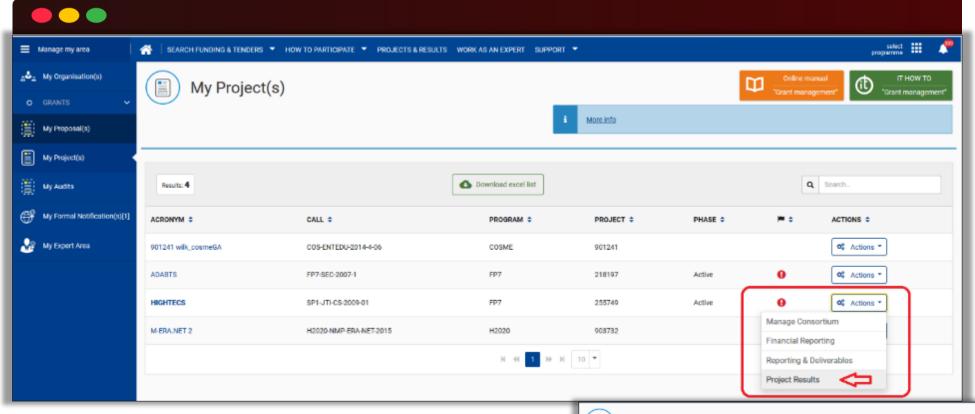


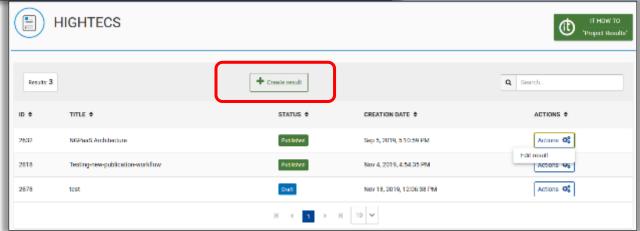


Report Item  Technical report	Status	Action
Technical Part of Periodic Report	Locked for Review	
▼ Financial report		
1 (0/1) Financial Statement	Included	Redo
2 (0/1) Financial Statement	Sent to CO	Redo Include
3 (0/1) Financial Statement	Included	Redo
4 (0/1) Financial Statement	Included	Redo
5 (0/1) Financial Statement	Sent to CO	Redo Include
6 (0/1) Financial Statement	Sent to CO	Redo Include
7 (0/1) Financial Statement	Sent to CO	Redo Include
8 (0/1) Financial Statement	Sent to CO	Redo Include
9 (0/1) Financial Statement	Sent to CO	Redo Include
10 (0/1) Financial Statement	Sent to CO	Redo Include

## Project Results









## Filling in the form to crate your results profile

Project result for BioBuild (285689)



### Step 1:

- Title of result
- Message / Teaser to potential user
- Video
- Result type
- Target audiences

#### Step 2:

- Main Project
- Other related Projects
- Result contributors
- Owners for exploitation

#### Step 3:

- Result description
- Business Sector(s)/Policy Area(s)
- Tags/Keywords

### Step 4:

- Result maturity
- Current stage and next steps

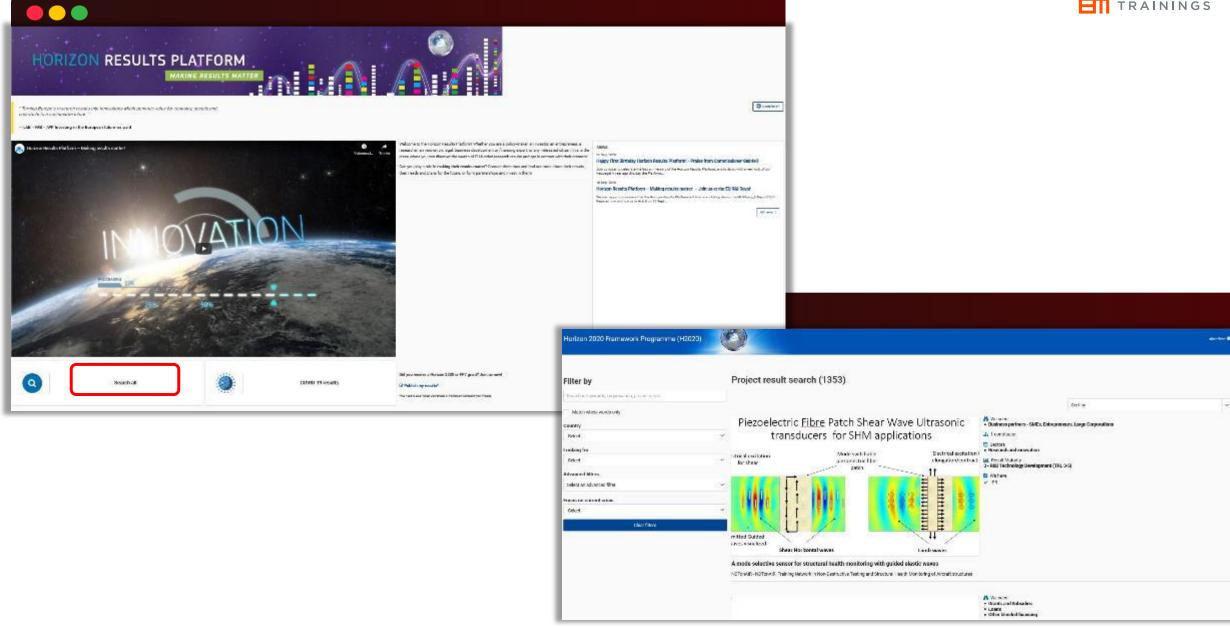
### Step 5:

- Public or private funding institutions
- Private Investors
- Other Actors who can help you fulfil your market potential

### Step 6:

Overview of your result







Carolina Pascaru carolina.pascaru@europamedia.org

