

How to prepare the Grant Agreement and the Consortium Agreement

**07 November 2024
Webinar**

AGENDA

- 08:45 – 09:00** **Accessing the ZOOM Online Meeting Room**
- 09:00 – 09:15** **Event opening and introduction to the course**
- 09:15 – 10:00** **Grant Agreement Preparation and Amendments in Horizon Europe**

Step by step introduction to the Grant Agreement preparation system from receiving the Invitation to GAP Letter for your Horizon Europe proposal till the signature of your Grant Agreement. Topics covered: Invitation to GAP letter; How to handle the requests of your Project Officer; How to enter and submit your Grant Data; Declaration of Honour and the Accession Form; Preparing the Description of the Action (DoA); Signature of the GA; GA amendments - when a GA amendment is not needed.

(10:00 – 10:15 Coffee Break)

- 10:15 – 11:00** **How to draw up an Effective Consortium Agreement?**

Introduction to the DESCA 2.0 Model Consortium Agreement and examples of Consortium Agreements for different types of actions. Decision making procedures and management structures. Financial clauses, budget distribution and management. Defining Background, Results and IPR issues. Risk management and conflict resolution mechanisms. Making a comparison between the GA and the CA.

(11:00 – 11:15 Coffee Break)

- 11:15 – 11:45** **Lump sum articles of the DESCA 2.0**
- Introduction to the lump sum editions of the new DESCA 2.0 Model Consortium Agreement. How to monitor the performance of the partners? What are the extra duties of the Work Packages leaders? Consequences of the non-compliance: Whose fault is it if we cannot fully implement the work package?

- 11:45 – 12:00** **Final Q&A and close of event**