

## Tips on Managing a Horizon 2020 Grant

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04 March 2015 & Orlando, USA



BILAT USA has received funding from the European Union's Seventh Framework Programme for research, technological development and demonstration under grant agreement No 312081.

## Stages of project

1<sup>st</sup> stage: proposal of project

2<sup>nd</sup> stage: Grand Agreement Process

3<sup>rd</sup> stage: life time of project

4<sup>th</sup> stage: time after the project

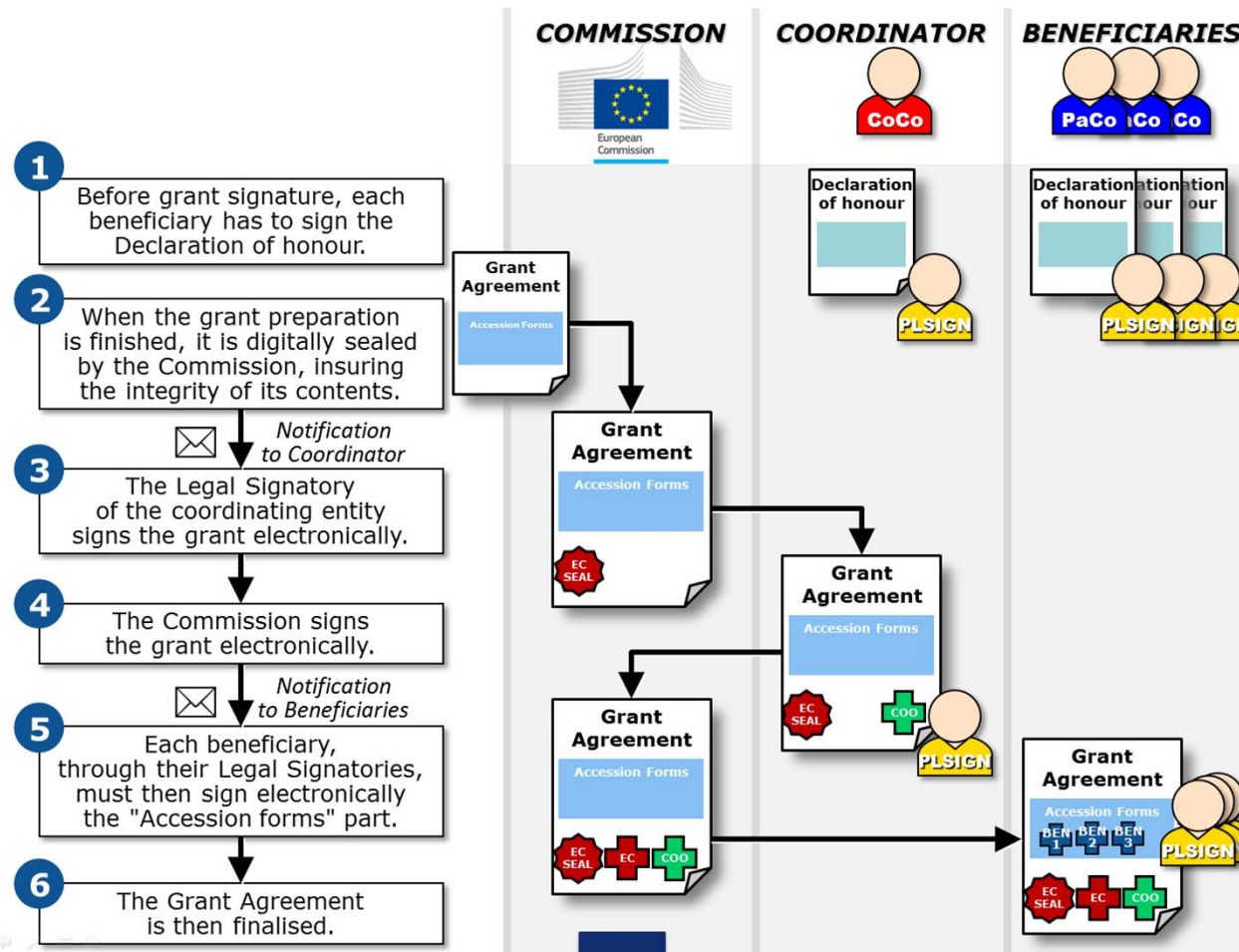
## 1<sup>st</sup> stage: proposal of project

- Your organization is registered
- You have the preliminary PIC (it needs to be validated until the signature of the grant agreement!)
- the LEAR is appointed
- the “FP 7” LEAR is reappointed for Horizon 2020
- LEAR appointed FSIGN’s
- all persons involved in the Horizon 2020 project have to sign the SERVICE SPECIFIC PRIVACY STATEMENT (SSPS)

## 2<sup>nd</sup> stage: Grand Agreement Process



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Grant Agreement (GA)	Consortium Agreement (CA)
non-negotiable agreement between the EU and the beneficiaries	private agreement between the beneficiaries and does not involve the EU
specifies rights and obligations relating to the action	deals with the rights and obligations of the beneficiaries amongst themselves

For a model CA you can look at:

<http://www.desca-2020.eu/>

## 3<sup>rd</sup> stage: life time of project

- follow the procedures and deadlines
- Notify Coordinator immediately when changes occur

## 4<sup>th</sup> stage: time after the project

- hold the deadline -> 60 days following the end of the project
- Do not underestimate the time it takes!
- Last payment after report is finalized and accepted by the EC
  - return money you did not use to the coordinator quickly
  - Confirm the last payment to coordinator



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