

Webinar
Administrative Basics on
Horizon 2020 and the Participant Portal

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Senior Administrative Officer, PT-DLR

17 March 2015

Outline

- Horizon 2020 and who can apply
- Rules for participation

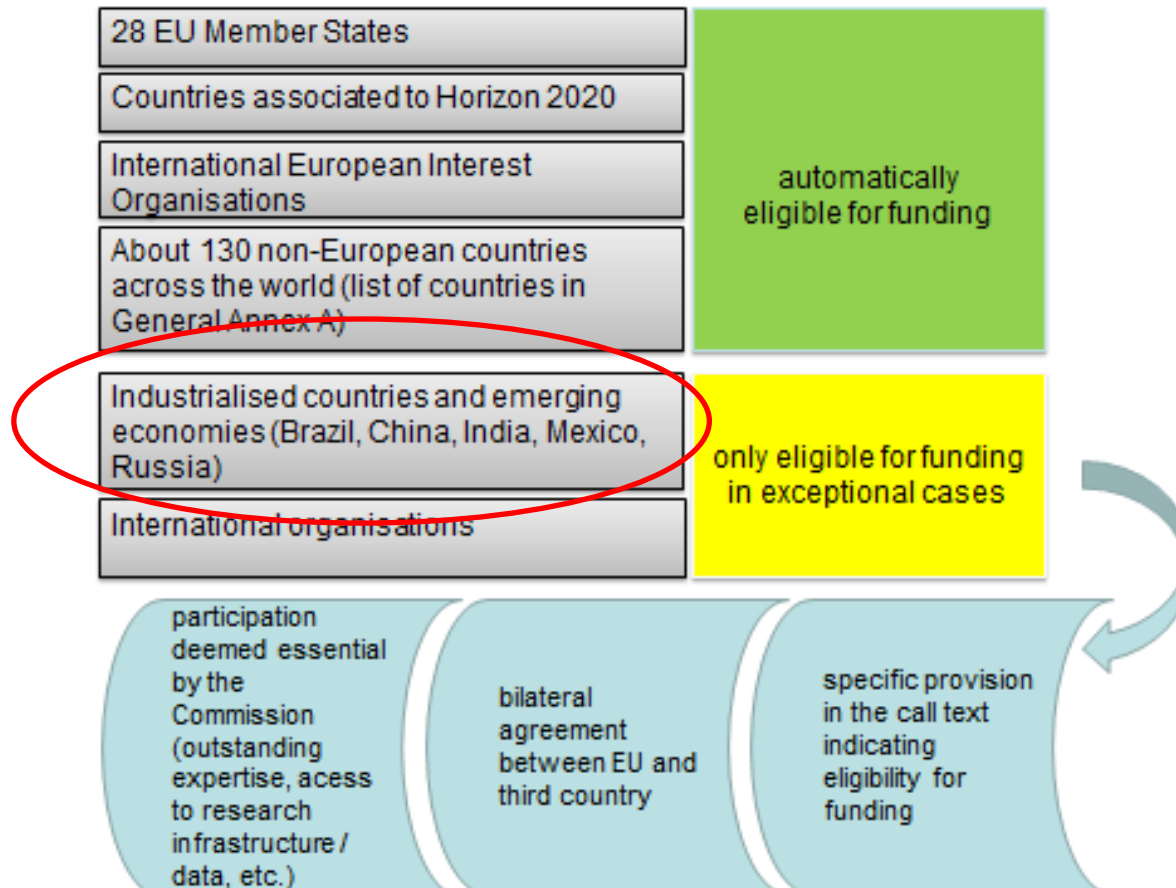
- Administrative requirements for participation
- Participant Portal and registration

- Prepare a proposal
- Sign a Grant Agreement

Who can apply to Horizon 2020 calls?

- Any national or legal person
- Companies
- Research organizations
- Universities
- Non-governmental organizations

Can a US and Canadian researcher apply for H2020 calls?



Administrative requirements for participation: What do I need as person and organisation ?

- PIC – Participant Identification Code
- ECAS Account - European Commission Authentication System
- LEAR – Legal Entity Appointed Representative
- PLSIGN - Project legal Signatory (= LSIGN)
- FSIGN – Financial Signatory
- Question: can the organisation sign the contract with the EC?

What is the Participant Portal?

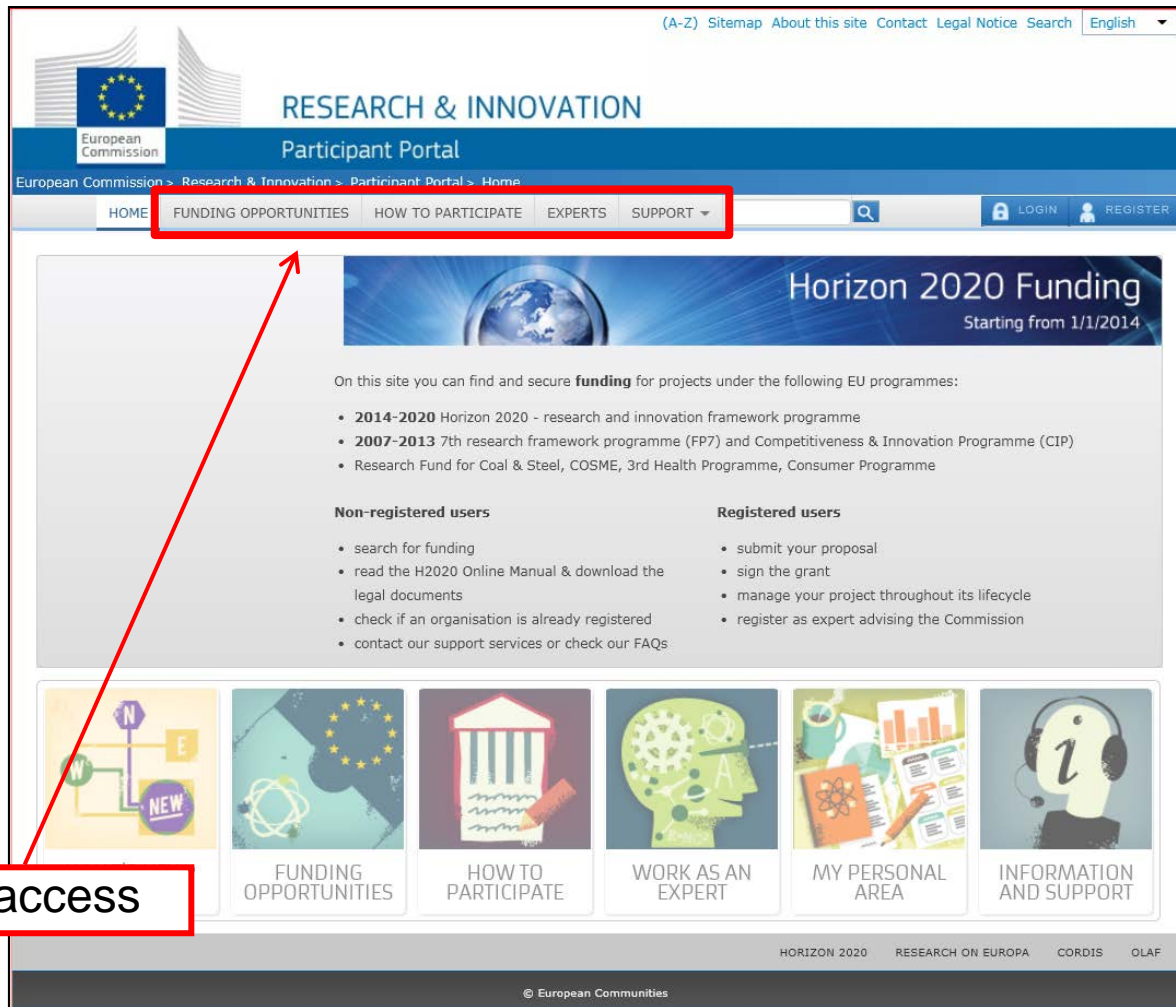
The Participant Portal is the single entry point to funding-related interactions between applicants and the Commission/Agencies.

<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>

You can find here for example:

- calls / documentation / guidance
- Grant Management System
- Services for managing proposals and projects

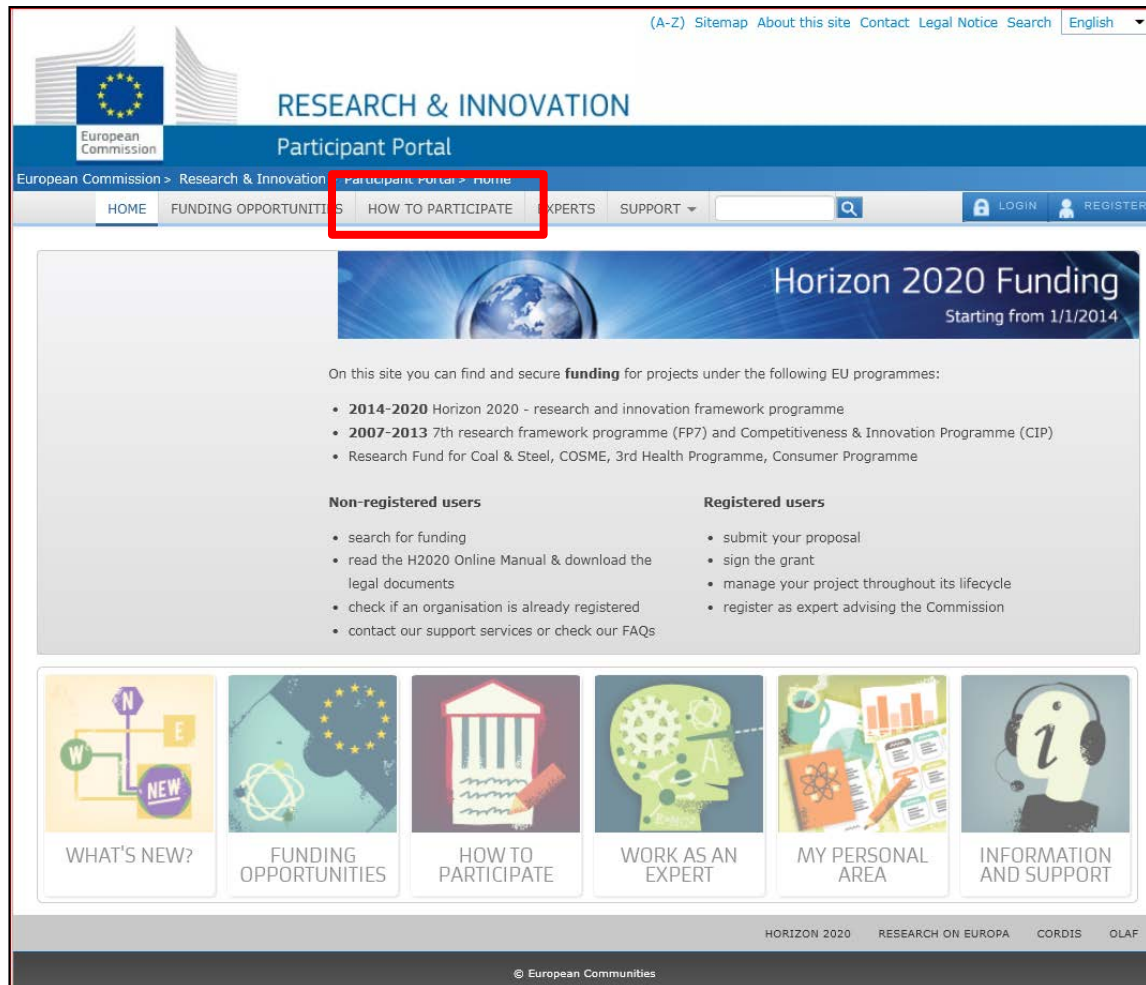
Participant Portal services: without login



The screenshot shows the 'Participant Portal' for 'RESEARCH & INNOVATION' under the European Commission. The navigation menu includes 'HOME', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'EXPERTS', and 'SUPPORT'. A red box highlights the 'FUNDING OPPORTUNITIES' menu item, with a red arrow pointing to a 'Public access' label in a red box at the bottom left. The main content area features a 'Horizon 2020 Funding' banner and lists EU programmes: 2014-2020 Horizon 2020, 2007-2013 FP7 and CIP, and Research Fund for Coal & Steel, COSME, 3rd Health Programme, and Consumer Programme. It also lists services for non-registered and registered users. At the bottom, there are six service tiles: 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'WORK AS AN EXPERT', 'MY PERSONAL AREA', and 'INFORMATION AND SUPPORT'. The footer includes '© European Communities' and the website addresses.

Public access

You need more information?



(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 LOGIN REGISTER

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

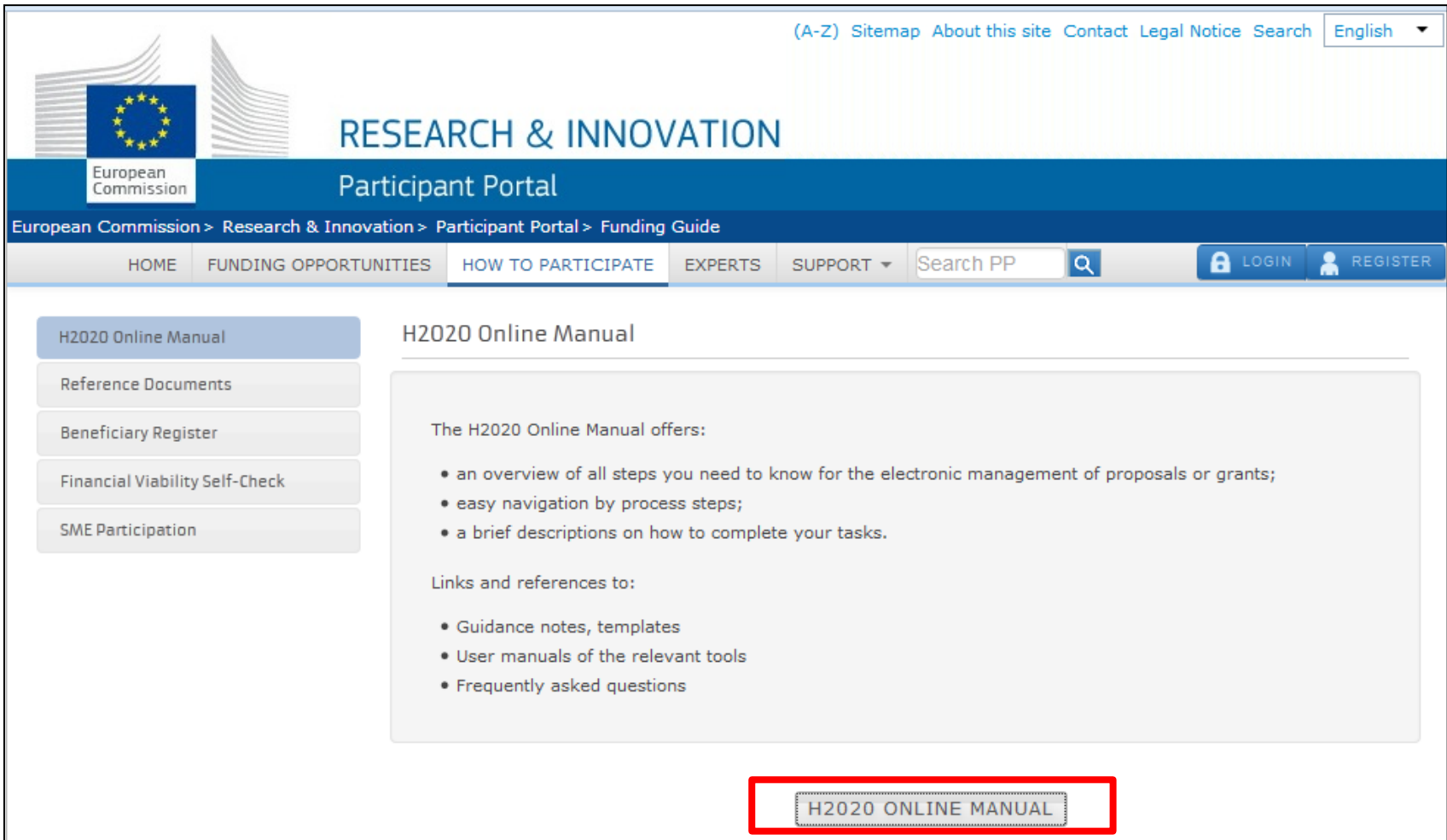
- submit your proposal
- sign the grant
- manage your project throughout its lifecycle
- register as expert advising the Commission

WHAT'S NEW? FUNDING OPPORTUNITIES HOW TO PARTICIPATE WORK AS AN EXPERT MY PERSONAL AREA INFORMATION AND SUPPORT

HORIZON 2020 RESEARCH ON EUROPA CORDIS OLAF

© European Communities

H2020 Online Manual



The screenshot shows the 'RESEARCH & INNOVATION Participant Portal' website. The main navigation bar includes 'HOME', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE' (which is the active tab), 'EXPERTS', 'SUPPORT', a search box labeled 'Search PP', and 'LOGIN' and 'REGISTER' buttons. A sidebar on the left contains buttons for 'H2020 Online Manual', 'Reference Documents', 'Beneficiary Register', 'Financial Viability Self-Check', and 'SME Participation'. The main content area is titled 'H2020 Online Manual' and contains the following text:

The H2020 Online Manual offers:

- an overview of all steps you need to know for the electronic management of proposals or grants;
- easy navigation by process steps;
- a brief descriptions on how to complete your tasks.

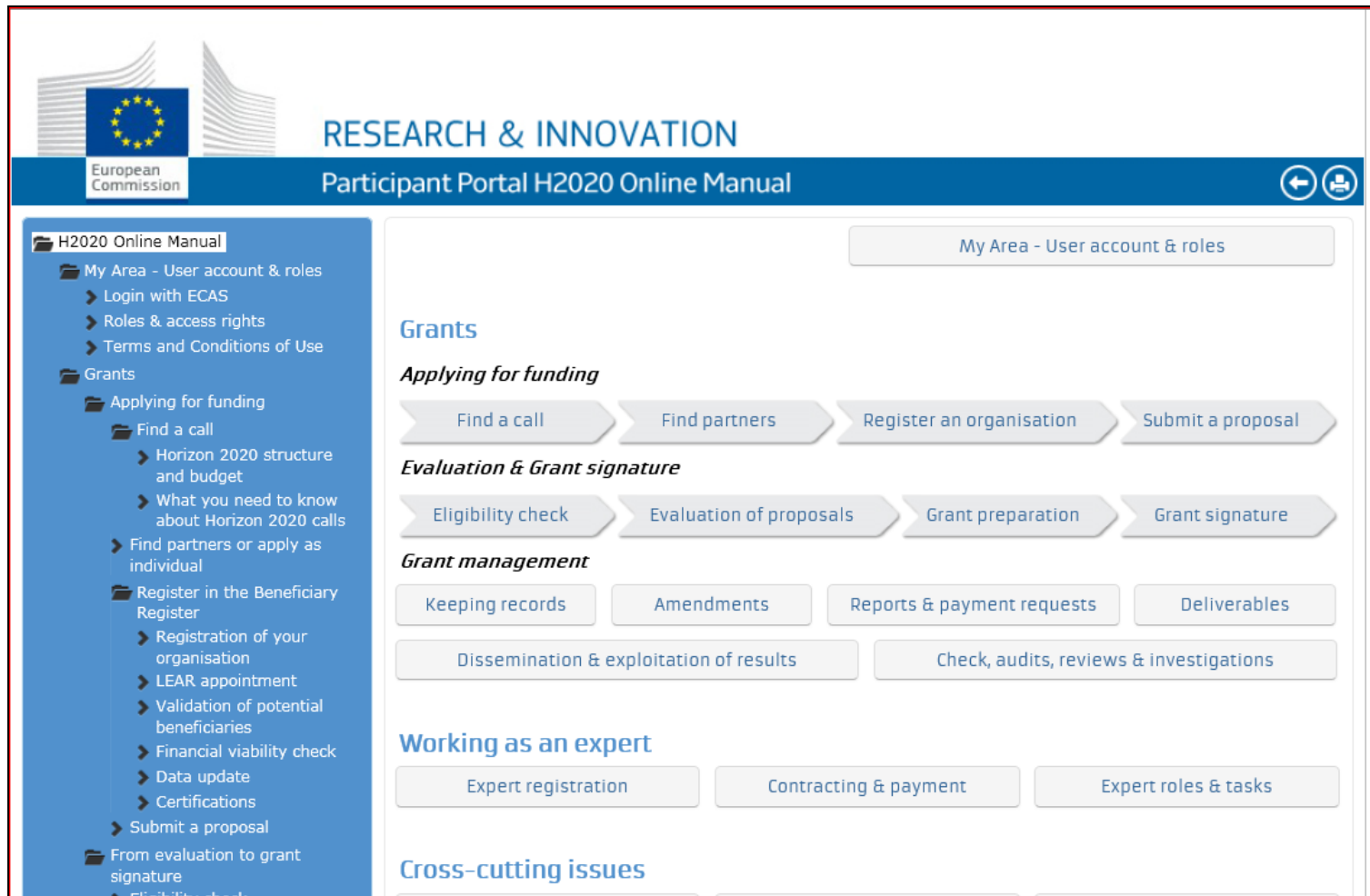
Links and references to:

- Guidance notes, templates
- User manuals of the relevant tools
- Frequently asked questions

At the bottom of the page, a red box highlights a button labeled 'H2020 ONLINE MANUAL'.

H2020 Online Manual

http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm



RESEARCH & INNOVATION
Participant Portal H2020 Online Manual

European Commission

H2020 Online Manual

- My Area - User account & roles
 - Login with ECAS
 - Roles & access rights
 - Terms and Conditions of Use
- Grants
 - Applying for funding
 - Find a call
 - Horizon 2020 structure and budget
 - What you need to know about Horizon 2020 calls
 - Find partners or apply as individual
 - Register in the Beneficiary Register
 - Registration of your organisation
 - LEAR appointment
 - Validation of potential beneficiaries
 - Financial viability check
 - Data update
 - Certifications
 - Submit a proposal
 - From evaluation to grant signature
 - Eligibility check

My Area - User account & roles

Grants

Applying for funding

Find a call → Find partners → Register an organisation → Submit a proposal

Evaluation & Grant signature

Eligibility check → Evaluation of proposals → Grant preparation → Grant signature

Grant management

Keeping records | Amendments | Reports & payment requests | Deliverables

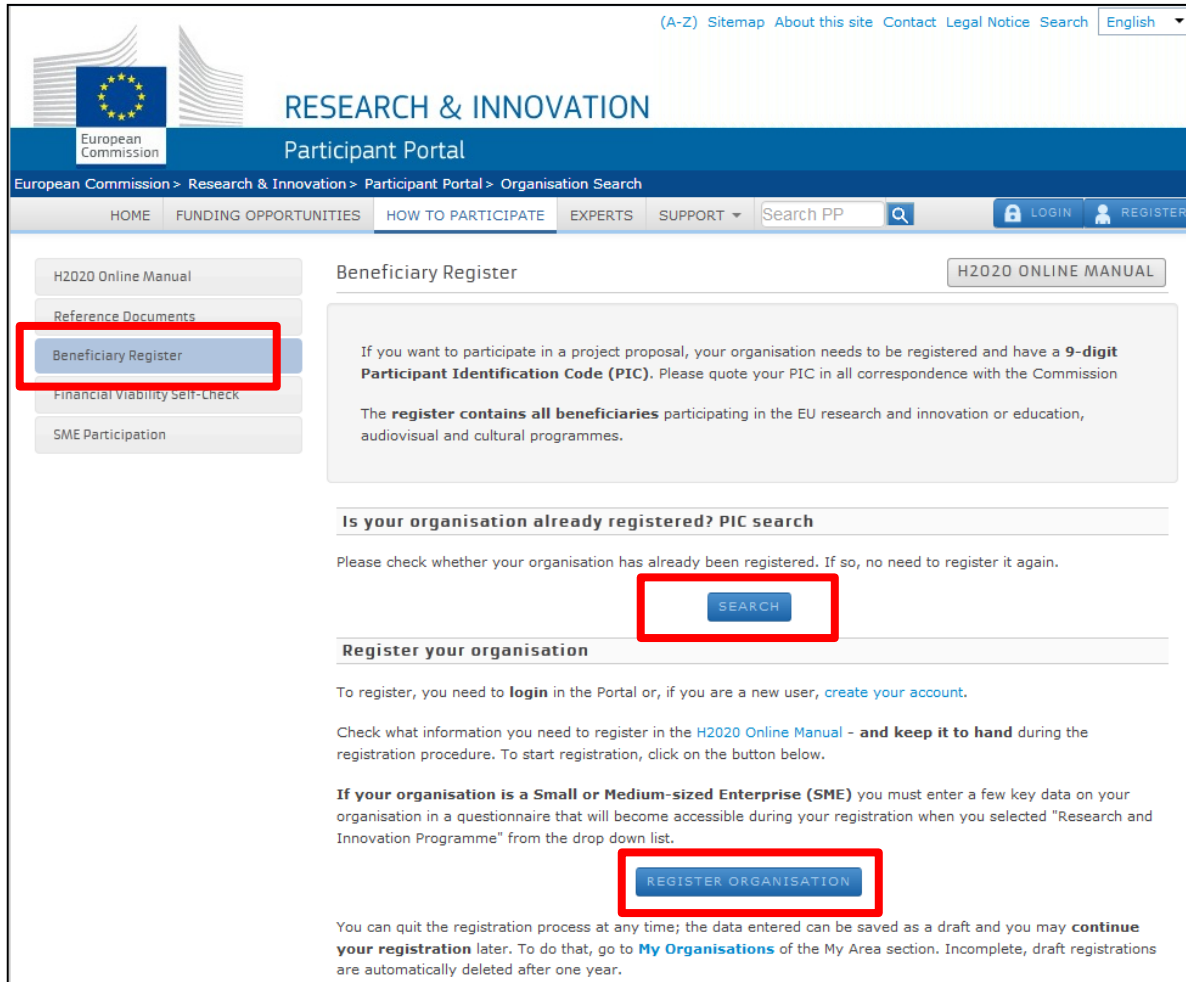
Dissemination & exploitation of results | Check, audits, reviews & investigations

Working as an expert

Expert registration | Contracting & payment | Expert roles & tasks

Cross-cutting issues

Is your organization registered?



The screenshot shows the 'RESEARCH & INNOVATION Participant Portal' website. The navigation bar includes 'HOME', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'EXPERTS', and 'SUPPORT'. A search bar and 'LOGIN'/'REGISTER' buttons are also present. On the left sidebar, the 'Beneficiary Register' link is highlighted with a red box. The main content area is titled 'Beneficiary Register' and contains the following text:

If you want to participate in a project proposal, your organisation needs to be registered and have a **9-digit Participant Identification Code (PIC)**. Please quote your PIC in all correspondence with the Commission.

The **register contains all beneficiaries** participating in the EU research and innovation or education, audiovisual and cultural programmes.

Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

A 'SEARCH' button is highlighted with a red box.

Register your organisation

To register, you need to **login** in the Portal or, if you are a new user, **create your account**.

Check what information you need to register in the [H2020 Online Manual](#) - **and keep it to hand** during the registration procedure. To start registration, click on the button below.

If your organisation is a Small or Medium-sized Enterprise (SME) you must enter a few key data on your organisation in a questionnaire that will become accessible during your registration when you selected "Research and Innovation Programme" from the drop down list.

A 'REGISTER ORGANISATION' button is highlighted with a red box.

You can quit the registration process at any time; the data entered can be saved as a draft and you may **continue your registration** later. To do that, go to **My Organisations** of the My Area section. Incomplete, draft registrations are automatically deleted after one year.

Participant Portal services: after login

[\(A-Z\) 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 ▼

🔒 LOGIN
👤 REGISTER



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	Registered users
<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> submit your proposal sign the grant manage your project throughout its lifecycle register as expert advising the Commission

ECAS account: My AREA



RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

MY AREA | HOME | FUNDING OPPORTUNITIES | HOW TO PARTICIPATE | EXPERTS | SUPPORT ▾ | Search PP 🔍 |  [REDACTED]

- My Organisation(s)
- My Proposal(s)
- My Project(s)
- My Notification(s) **80**
- My Expert Area

Horizon 2020 Funding

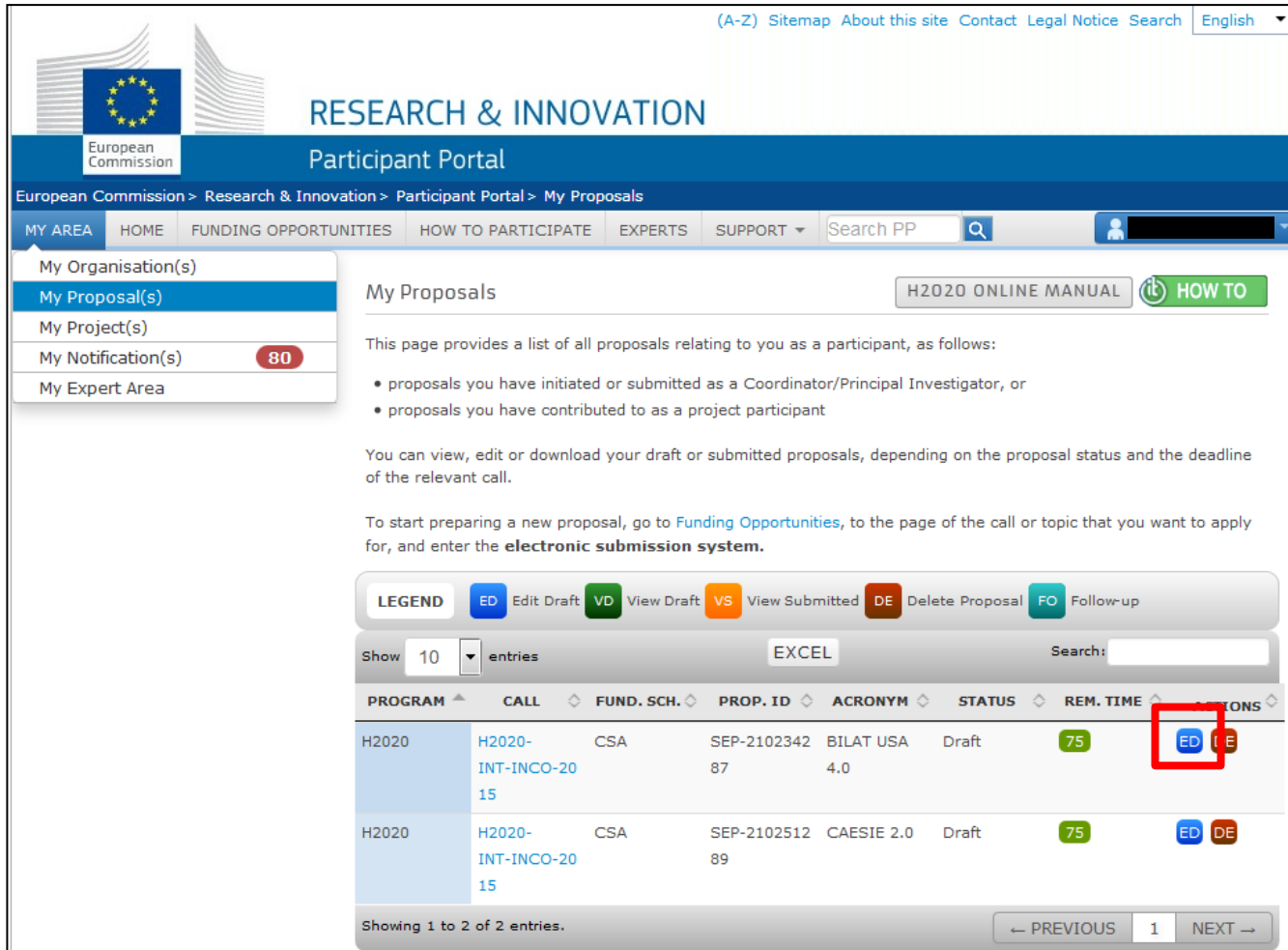
Starting from 1/1/2014

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- **2007-2013** 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)
- Research Fund for Coal & Steel, COSME, 3rd Health Programme, Consumer Programme

<p>Non-registered users</p> <ul style="list-style-type: none"> • 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 	<p>Registered users</p> <ul style="list-style-type: none"> • submit your proposal • sign the grant • manage your project throughout its lifecycle • register as expert advising the Commission
--	---

ECAS account: My Proposal(s)



(A-Z) Sitemap About this site Contact Legal Notice Search English

RESEARCH & INNOVATION
Participant Portal

European Commission

European Commission > Research & Innovation > Participant Portal > My Proposals

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP

My Organisation(s)
My Proposal(s)
 My Project(s)
 My Notification(s) **80**
 My Expert Area

My Proposals H2020 ONLINE MANUAL HOW TO

This page provides a list of all proposals relating to you as a participant, as follows:

- proposals you have initiated or submitted as a Coordinator/Principal Investigator, or
- proposals you have contributed to as a project participant

You can view, edit or download your draft or submitted proposals, depending on the proposal status and the deadline of the relevant call.

To start preparing a new proposal, go to [Funding Opportunities](#), to the page of the call or topic that you want to apply for, and enter the **electronic submission system**.

LEGEND **ED** Edit Draft **VD** View Draft **VS** View Submitted **DE** Delete Proposal **FO** Follow-up

Show 10 entries EXCEL Search:

PROGRAM	CALL	FUND. SCH.	PROP. ID	ACRONYM	STATUS	REM. TIME	ACTIONS
H2020	H2020-INT-INCO-2015	CSA	SEP-210234287	BILAT USA 4.0	Draft	75	ED DE
H2020	H2020-INT-INCO-2015	CSA	SEP-210251289	CAESIE 2.0	Draft	75	ED DE

Showing 1 to 2 of 2 entries. ← PREVIOUS 1 NEXT →


My Proposal(s)


LOGIN
FUNDING SCHEME
CREATE DRAFT
PARTIES
EDIT PROPOSAL
SUBMIT


Step 5

Edit Proposal


H2020-INT-INCO-2015

 [REDACTED]

 INT-01-2015

 CSA


ACRO CAESIE 2.0


 SEP-210251289

TUE May 2015 17:00:00
Brussels Local Time

75 days left until closure

Configuration OK ✔

 You're using Firefox 35 on Windows. **Adobe Reader** (version 11,0,9,29) is installed.

 For more information, please consult the [User Guide](#).

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. [?](#)

WARNING: This proposal contains changes that have not yet been submitted...

Administrative Forms

Edit will open the forms in Adobe Reader. [?](#)

edit forms
view history
print preview

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. [?](#)

download templates

Technical Annex Section 1-3	upload	✕ ?
Technical Annex Section 4-5	upload	✕ ?
Optional annex 3: Ethics - Supporting Document(s)"	upload	?

<< Step 4 - Parties
validate
submit


My Proposal(s)


LOGIN
FUNDING SCHEME
CREATE DRAFT
PARTIES
EDIT PROPOSAL
SUBMIT


Step 4


Manage Your Related Parties


H2020-INT-INCO-2015

 [Redacted]

 INT-01-2015

 CSA

 CAESIE 2.0

 SEP-210251289

TUE

May 2015 17:00:00
Brussels Local Time

74

days left until closure

Configuration OK ✓

You're using Firefox 35 on Windows. **Adobe Reader** (version 11.0.9.29) is installed.

For more information, please consult the [User Guide](#).

Parties

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save changes" button.

Number of participants: Add Partner ?

1

Coordinator

Contact

+ ?

[Redacted]

Main contact

[Redacted]

Contact person

[Redacted]

- Contact person

[Redacted]

- Contact person

[Redacted]

- Contact person

2

Partner

Contact

+ ?

[Redacted]

r - Main contact

[Redacted]

- Contact person

[Redacted]

- Contact person

3

Partner

Contact

+ ?

[Redacted]

- Main contact

[Redacted]

Contact person

4

Partner

Contact

+ ?

[Redacted]

- Main contact

[Redacted]

- Contact person

Save Changes

next >>


My Proposal(s)


LOGIN FUNDING SCHEME CREATE DRAFT PARTIES EDIT PROPOSAL SUBMIT


Step 5


Edit Proposal

NCP_IA

 _____

 ICT-02-2014

 IA

 WED 23 April 2014 17:00:00
Brussels Local Time


58 days left until closure


Acronym ID PIC Contact

Acronym

Creative1

Configuration OK

 You're using Firefox 17 on Windows. **Adobe Reader (version 11.0.5.3) is installed.**

 For more information, please consult the [User Guide](#).

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. [?](#)

WARNING: This proposal contains changes that have not yet been submitted...

Administrative Forms

Edit will open the forms in Adobe Reader. [?](#)

edit forms
view history
print preview

Part B and Annexes

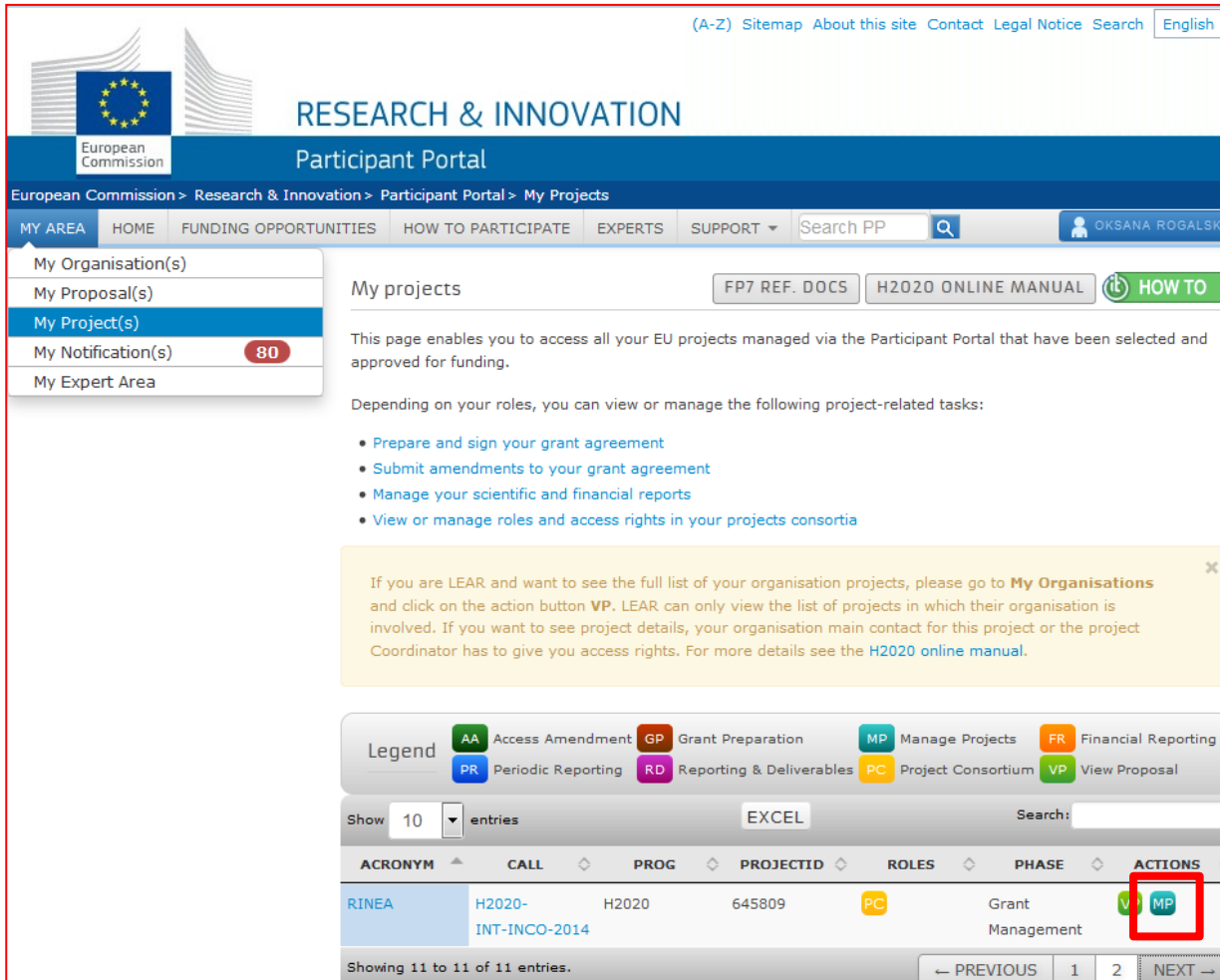
In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. [?](#)

download templates


Technical Annex Section 1-3	upload	8_Part_B_Template_..._section_1-3_-_EDITED.pdf	delete	✓	?
Technical Annex Section 4-5	upload	8_Part_B_Template_...nks_CLEAN_section_4-5.pdf	delete	✓	?

<< Step 4 - Parties
validate
submit

Prepare and sign your Grant Agreement



(A-Z) Sitemap About this site Contact Legal Notice Search English

 RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > My Projects

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP OKSANA ROGALSKI

- My Organisation(s)
- My Proposal(s)
- My Project(s)**
- My Notification(s) 80
- My Expert Area

My projects FP7 REF. DOCS H2020 ONLINE MANUAL HOW TO

This page enables you to access all your EU projects managed via the Participant Portal that have been selected and approved for funding.

Depending on your roles, you can view or manage the following project-related tasks:



- [Prepare and sign your grant agreement](#)
- [Submit amendments to your grant agreement](#)
- [Manage your scientific and financial reports](#)
- [View or manage roles and access rights in your projects consortia](#)

If you are LEAR and want to see the full list of your organisation projects, please go to **My Organisations** and click on the action button **VP**. LEAR can only view the list of projects in which their organisation is involved. If you want to see project details, your organisation main contact for this project or the project Coordinator has to give you access rights. For more details see the [H2020 online manual](#).

Legend

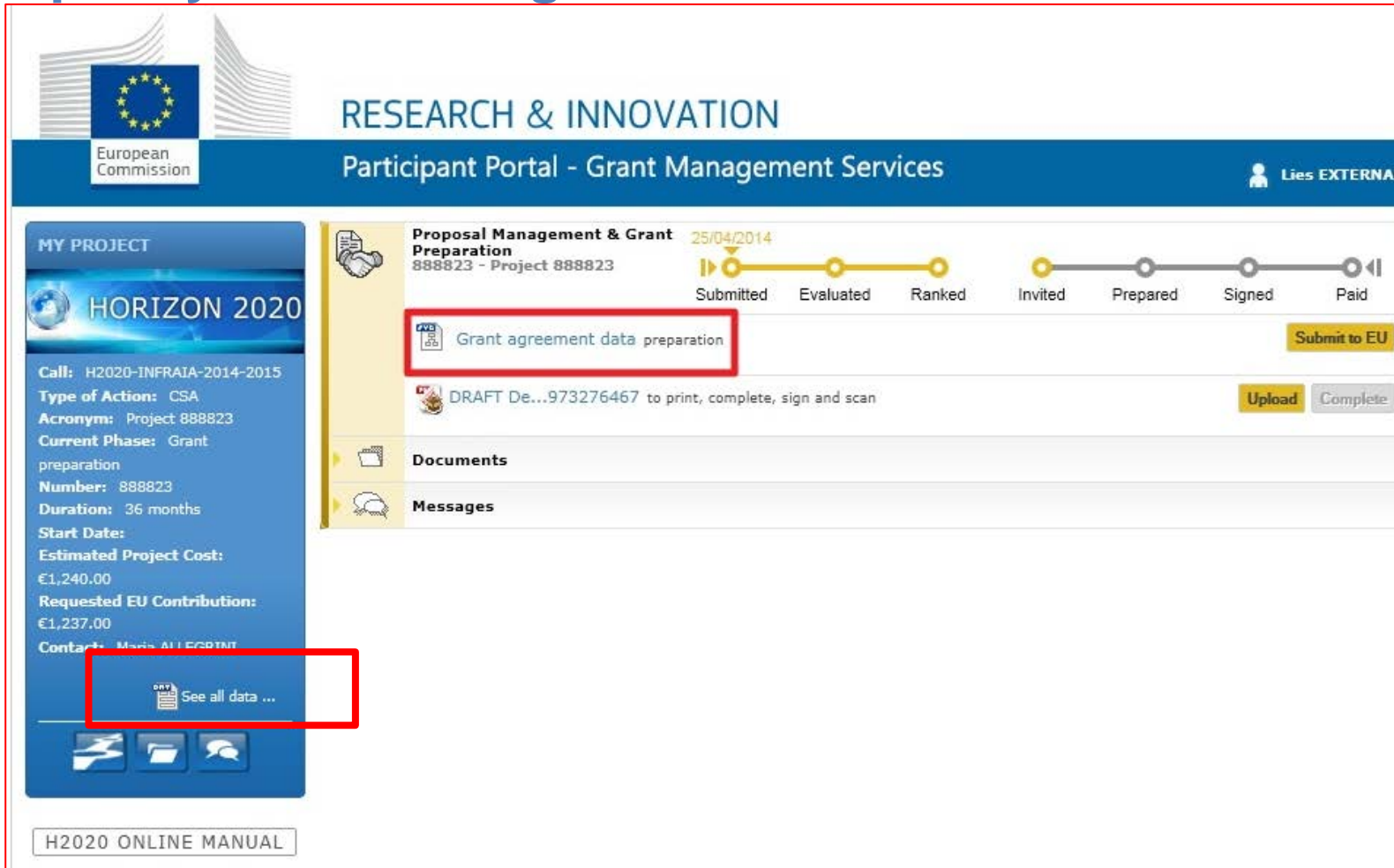
- AA Access Amendment
- GP Grant Preparation
- MP Manage Projects
- FR Financial Reporting
- PR Periodic Reporting
- RD Reporting & Deliverables
- PC Project Consortium
- VP View Proposal

Show 10 entries EXCEL Search:

ACRONYM	CALL	PROG	PROJECTID	ROLES	PHASE	ACTIONS
RINEA	H2020-INT-INCO-2014	H2020	645809	PC	Grant Management	 

Showing 11 to 11 of 11 entries. ← PREVIOUS 1 2 NEXT →

Prepare your Grant Agreement



RESEARCH & INNOVATION
Participant Portal - Grant Management Services

European Commission

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 ALLEGRI

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

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

See all data ...

H2020 ONLINE MANUAL

Prepare your Grant Agreement

- Icons used in the grant management system



No missing information



Missing information: blocking



For information only
















Missing information: not blocking at this point

Prepare your Grant Agreement

<< portal nexteri (EXTERNAL) ?

SyGMA System for Grant Management 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												

DOCUMENTS


Project Summary SAVE

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:

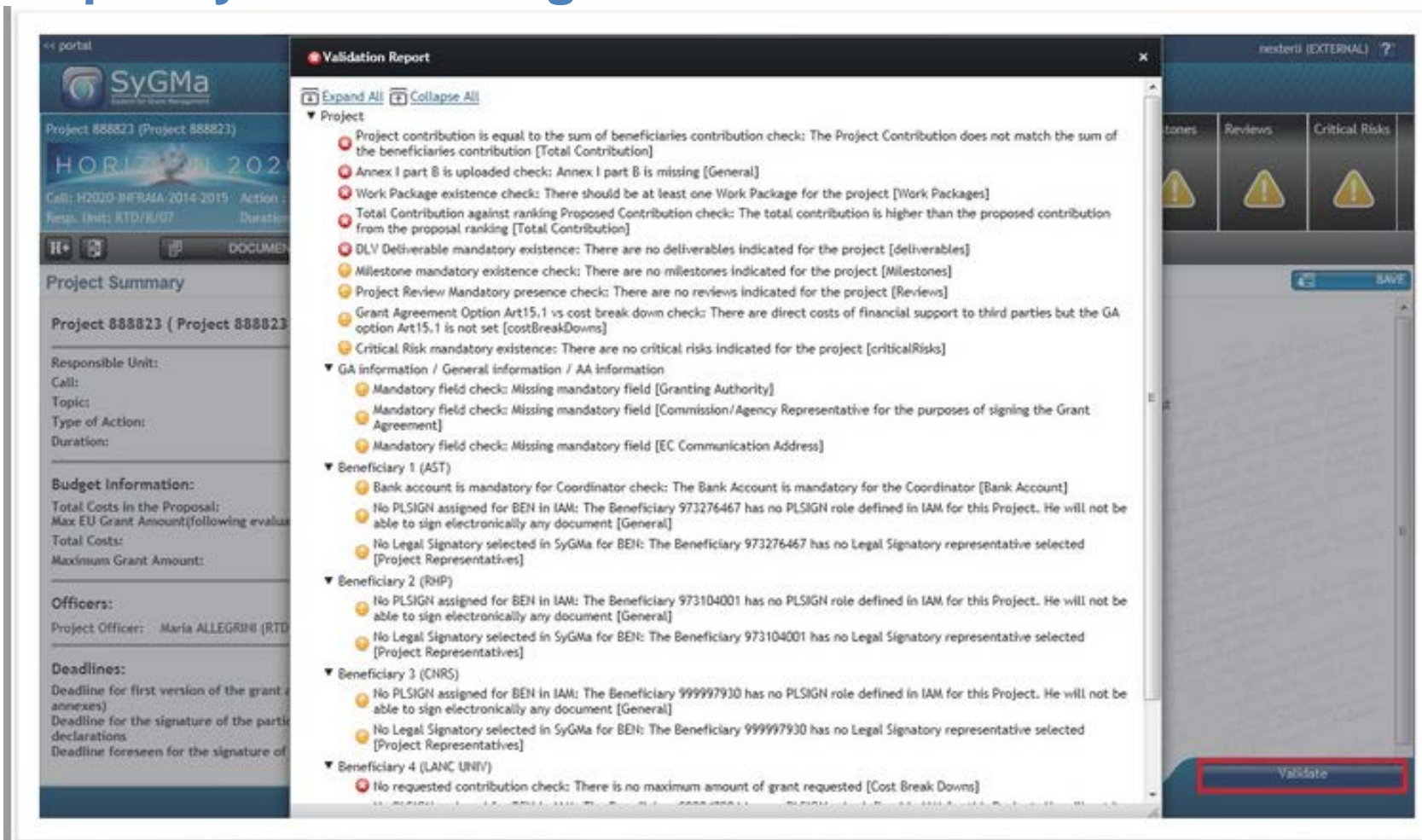
Project Officer: ██████████ (RTD/B/07)

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

Prepare your Grant Agreement

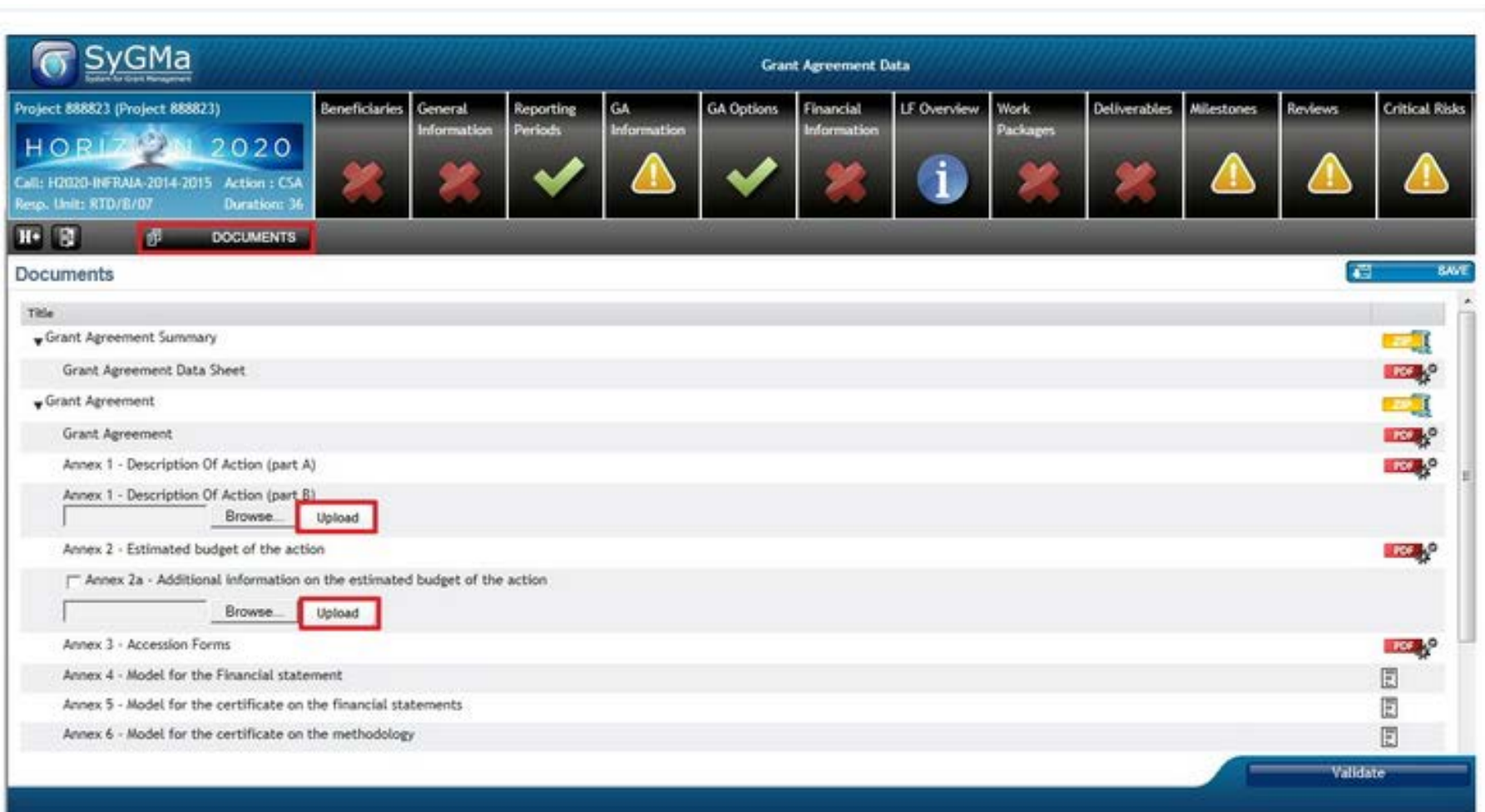


The screenshot displays the SyGMA portal interface. On the left, there is a sidebar with project details for Project 888823, including the call number H2020-BFBAIA-2014-2015 and the responsible unit RTD/EI/07. The main content area shows a 'Validation Report' window with a list of checks:

- 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]

At the bottom right of the validation report window, a 'Validate' button is highlighted with a red rectangle.

Prepare your Grant Agreement



SyGMA System for Grant Management

Grant Agreement Data

Project 888823 (Project 888823)

HORIZON 2020

Call: H2020-INFRAIA-2014-2015 Action : CSA
Resp. Units: 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

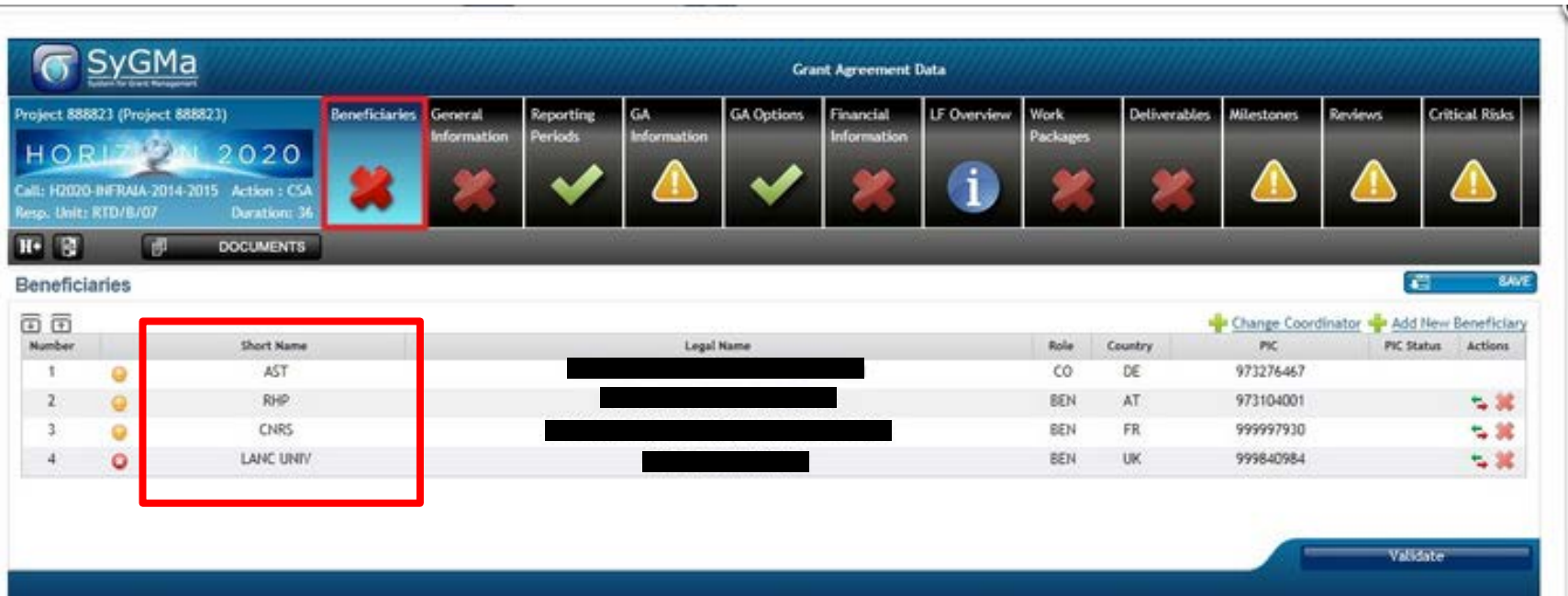
Documents SAVE

Title

- ▼ Grant Agreement Summary
 - Grant Agreement Data Sheet
- ▼ Grant Agreement
 - Grant Agreement
 - Annex 1 - Description Of Action (part A)
 - Annex 1 - Description Of Action (part B)
 - Browse
 - Annex 2 - Estimated budget of the action
 - Annex 2a - Additional information on the estimated budget of the action
 - Browse
 - Annex 3 - Accession Forms
 - 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

Prepare your Grant Agreement



SyGMA 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

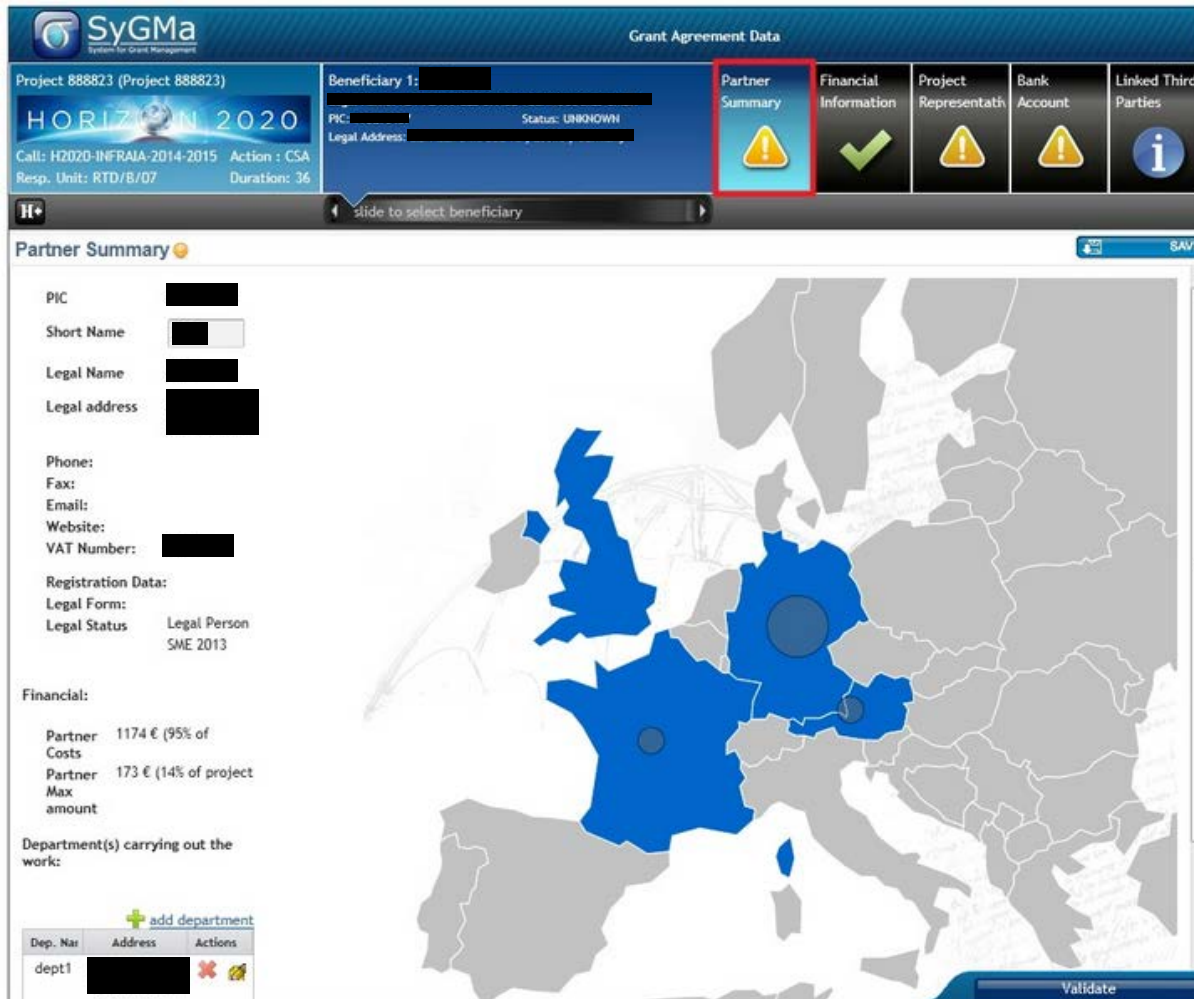
DOCUMENTS

Beneficiaries SAVE

Number	Short Name	Legal Name	Role	Country	PIC	PIC Status	Actions
1	AST	[REDACTED]	CO	DE	973276467		
2	RHP	[REDACTED]	BEN	AT	973104001		
3	CNRS	[REDACTED]	BEN	FR	999997930		
4	LANC UNIV	[REDACTED]	BEN	UK	999640984		

Validate

Prepare your Grant Agreement



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: [Redacted]
PIC: [Redacted] Status: UNKNOWN
Legal Address: [Redacted]

Partner Summary (Warning icon) | Financial Information (Green checkmark) | Project Representath (Warning icon) | Bank Account (Warning icon) | Linked Third Parties (Info icon)

Partner Summary

PIC: [Redacted]
Short Name: [Redacted]
Legal Name: [Redacted]
Legal address: [Redacted]
Phone:
Fax:
Email:
Website:
VAT Number: [Redacted]
Registration Data:
Legal Form:
Legal Status: Legal Person
SME 2013

Financial:
Partner Costs: 1174 € (95% of [Redacted])
Partner Max amount: 173 € (14% of project amount)

Department(s) carrying out the work:


+ add department

Dep. Nar	Address	Actions
dept1	[Redacted]	[Redacted]

Validate

Prepare your Grant Agreement

Project 645530 (GAPLESS)





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


Beneficiary 3: [redacted]
Legal Name: [redacted]
PIC: [redacted] Status: VALIDATED
Legal Address: [redacted]

Third Party 1: [redacted]
Legal Name: [redacted]
PIC: [redacted] Status: VALIDATED
Legal Address: [redacted]
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 €	

Prepare your Grant Agreement

<< portal nkraussk (EXTERNAL) ?

Grant Management

Project 635656 (SIS.net2)




Call: H2020-GARRI-NCP-2014-1 Action : CSA
Resp. Unit: RTD/B/07 Duration: 36


Beneficiary 9: [REDACTED]


Legal Name: [REDACTED]


PIC: [REDACTED] Status: VALIDATED


Legal Address: [REDACTED]

Partner Summary 

Financial Information 

Project Representativ 

Linked Third Parties 




slide to select beneficiary

Project Representatives

SAVE

Legal Signatory

Function	User Id	Family Name	First Name	Email	More Info
	[REDACTED]	[REDACTED]	Silke	[REDACTED]	details

Contact Persons

User Id	Family Name	First Name	Email	More Info
[REDACTED]	[REDACTED]	Hannah	[REDACTED]	details
[REDACTED]	[REDACTED]	Johanna	[REDACTED]	details
[REDACTED]	[REDACTED]	Silke	[REDACTED]	details


Validate


Prepare your Grant Agreement


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

 SAVE














Reporting Periods

 Add New Period

Reporting Period No.	From Month	To Month	Duration	Actions
1	1	18	18	
2	19	36	18	

 Validate

Prepare your Grant Agreement

Project 888823 (Project 888823)  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 
---	---	---	---	---	--	---	---	---	--	--	---	--

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, after the balance is paid for a period of three years

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


Prepare your Grant Agreement


Project 888823 (Project 888823)





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


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Critical Risks


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Reviews

Revision No.	Tentative Timing	Planned Venues	Comments

Prepare your Grant Agreement

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		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		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		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		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 €

Prepare your Grant Agreement

Grant Management Grant Agreement Data nrroglak (EXTERNAL) ?

Project 645809 (RINEA) Beneficiaries General Information Reporting Periods GA Information GA Options Financial Information LF Overview Work Packages Deliverables Milestones Reviews Critical Risks Ethics

HORIZON 2020 Action : CSA
 Call: H2020-INT-INCO-2014 Duration: 36
 Resp. Unit: RTD/C/03

DOCUMENTS

Legal and Financial Overview

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

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

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Work Packages

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

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Deliverables

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

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Milestones

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

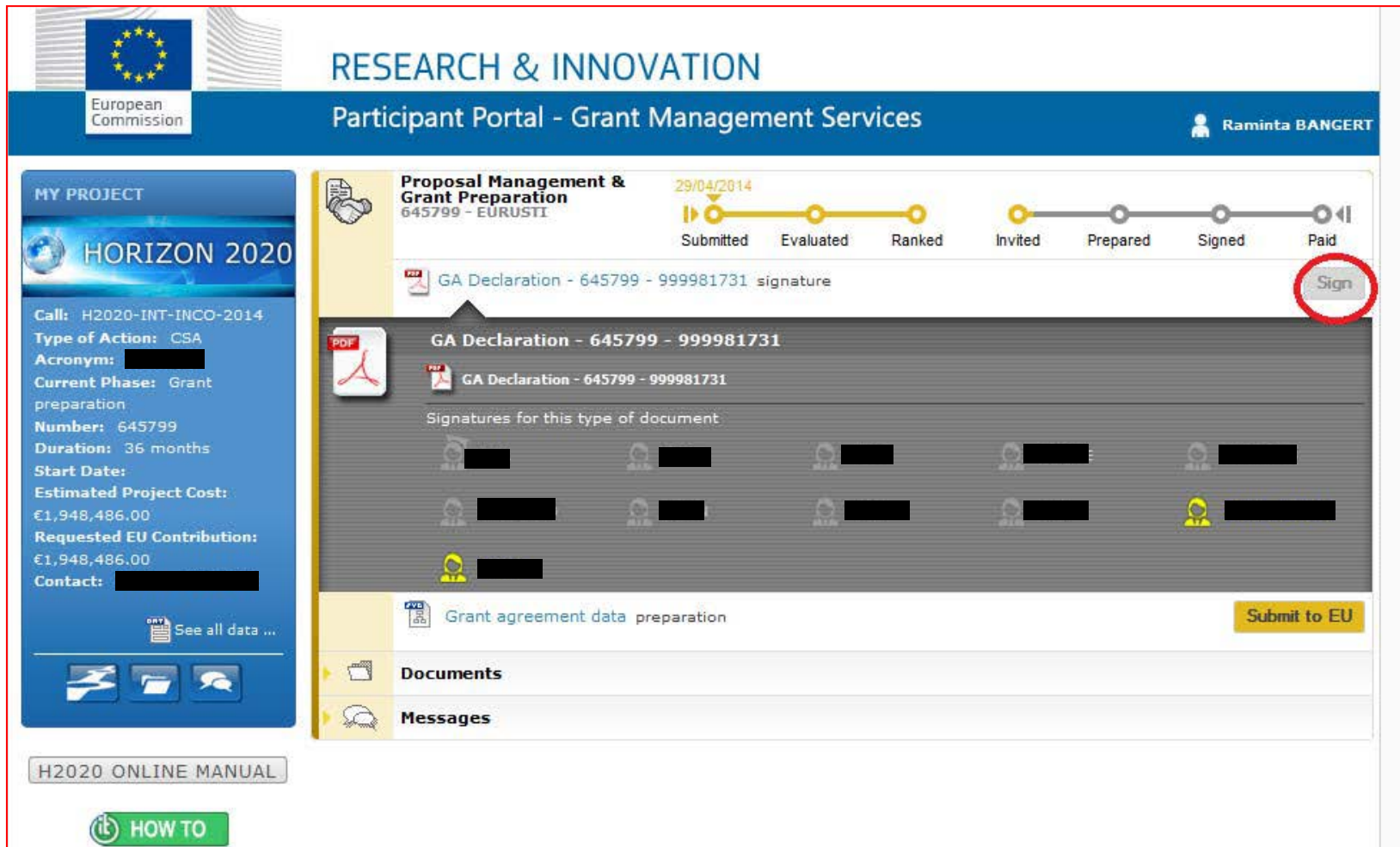
DOCUMENTS

Critical Risks For Implementation

Number	Description	Risk Mitigation Measures	Work Package No.	Actions

Validate

Sign your Grant Agreement



RESEARCH & INNOVATION
Participant Portal - Grant Management Services

European Commission

Raminta BANGERT

MY PROJECT
HORIZON 2020

Call: H2020-INT-INCO-2014
Type of Action: CSA
Acronym: [REDACTED]
Current Phase: Grant preparation
Number: 645799
Duration: 36 months
Start Date:
Estimated Project Cost: €1,948,486.00
Requested EU Contribution: €1,948,486.00
Contact: [REDACTED]

See all data ...

Proposal Management & Grant Preparation
645799 - EURUSTI

29/04/2014

Submitted Evaluated Ranked Invited Prepared Signed Paid

GA Declaration - 645799 - 999981731 signature **Sign**

GA Declaration - 645799 - 999981731

GA Declaration - 645799 - 999981731

Signatures for this type of document:

Grant agreement data preparation **Submit to EU**

Documents

Messages

H2020 ONLINE MANUAL

HOW TO

Sign your Grant Agreement

Next steps:

- EC prepares the Grant Agreement
- Coordinator's PLSIGN signs the Grant Agreement
- EC signs the Grant Agreement
- All PLSIGNs sign the Accession Form

Stages of project

1st stage: Proposal of project

2nd stage: Grand Agreement Process

3rd stage: Life time of project

4th stage: Time after the project

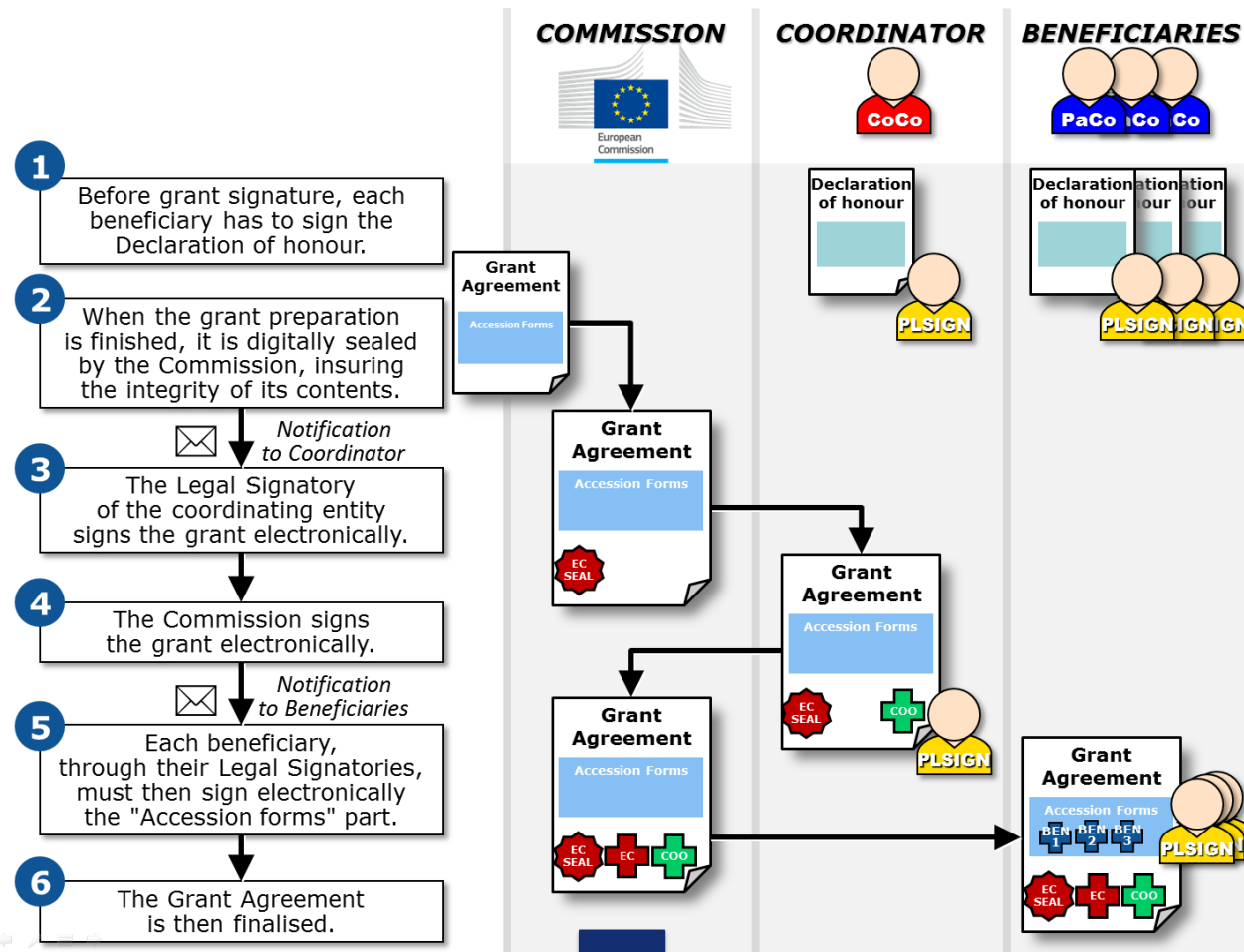
1st stage: proposal of project

- Your organization is registered
- You have the preliminary PIC (it needs to be validated until the signature of the grant agreement!)
- All involved personnel has an ECAS account
- LEAR is appointed
- FP 7 LEAR needs to be reappointed for H2020
- LEAR appointed FSIGN's, the project chose FSIGN and PLSIGN
- all persons involved in the H2020 project have to sign the SERVICE SPECIFIC PRIVACY STATEMENT (SSPS)

2nd stage: Grand Agreement Process



2nd stage: Grand Agreement Process



3rd stage: life time of project


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

4th 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

Support

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RESEARCH & INNOVATION

Participant Portal

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- National Contact Points
- Glossary
- FAQ
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- Terms and Conditions

On this site you can find and secure **funding**

- **2014-2020** Horizon 2020 - research and
- **2007-2013** 7th research framework prog
- Research Fund for Coal & Steel, COSME,

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

Horizon 2020 Funding
Starting from 1/1/2014

programmes:

& Innovation Programme (CIP)
programme

My Contact details:

Administrative Officer (EU-Projects) at DLR:

Nina Schüle

Project Management Agency c/o

German Aerospace Center (DLR)

European and International Cooperation

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53227 Bonn

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E-mail: Nina.Schuele@dlr.de

www.internationales-buero.de

www.kooperation-international.de

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Come and visit us on our website!

www.EuUsScienceTechnology.eu; www.Era-Can.net

Or send an email to: **nina.schuele@dlr.de**;
helpdesk@era-can.net

