

# Grant Agreement Preparation (GAP)

## Overview and actors

Lionel Boillot, Project Officer / Call Coordinator



# GAP: No negotiation

## Your proposal is taken 'as is'

- Proposals were evaluated based on merit and not on their potential
- The Grant Agreement (GA) is prepared on the basis of the proposal selected for funding

## BUT some changes may be necessary:

- Changes to meet legal and financial requirements
- Requirements resulting from ethics review or security scrutiny
- Due to removal of participant (if agreed by CleanH2 JU)
- Correction of clerical errors and obvious inconsistencies
- Correction of shortcomings identified by the experts in the ESR

## No negotiation does not mean no control

- Eligibility and viability checks
- Anti-fraud measures and risk-based controls are carried out



**Non-compliance**, serious breach or negligence of the applicable rules evokes **the termination of grant preparation** and the rejection of the proposal

# Portal principles

## Single gateway for all exchanges: **Funding and Tenders Portal**

- Deep integration of IT tools and services in the portal
- Uniform experience
- Common business processes

## **Electronic-only paperless process flows**

- Digital sealing of documents
- Digital signature on all formal documents replacing blue-ink signatures
- Single, common document repository
- Full traceability and audit trail ensured (who-what-when)
- Predefined business rules in the IT suite ensure compliance

## **Secured personalised access**

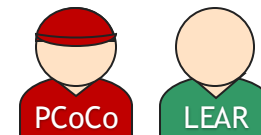
- User unique EU login account (professional email), linked to the organisation PIC for all roles assigned to the user
- Enable the 2 factor authentication (register your mobile device)



# Appointment of individuals for the key roles

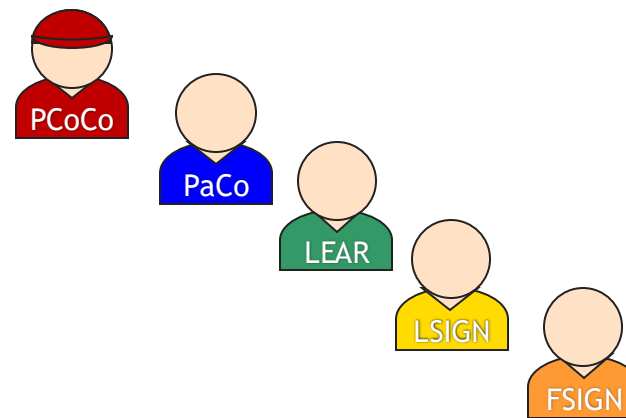
# Identity and access management

**No REA services / CleanH2 JU** intervention in defining the roles (except for the **LEAR** and **Primary Coordinator Contact**)



The **minimum configuration** of a consortium is:

- 1 Primary Coordinator Contact per project
- 1 Participant Contact per organisation
- 1 LEAR per organisation
- 1 Legal Signatory per organisation
- 1 Financial Signatory per organisation



**One person (= 1 EU Login account) can have as many roles as necessary at the same time**

*(e.g. the owner of a one-person SME can be PaCo, LEAR, PLSIGN and PFSIGN)*

Some roles are automatically provisioned from your proposals (“original roles”) as follows:



- The **proposal initiator in the proposal submission phase** will automatically be recognised by the Commission as the **Primary Coordinator Contact**.



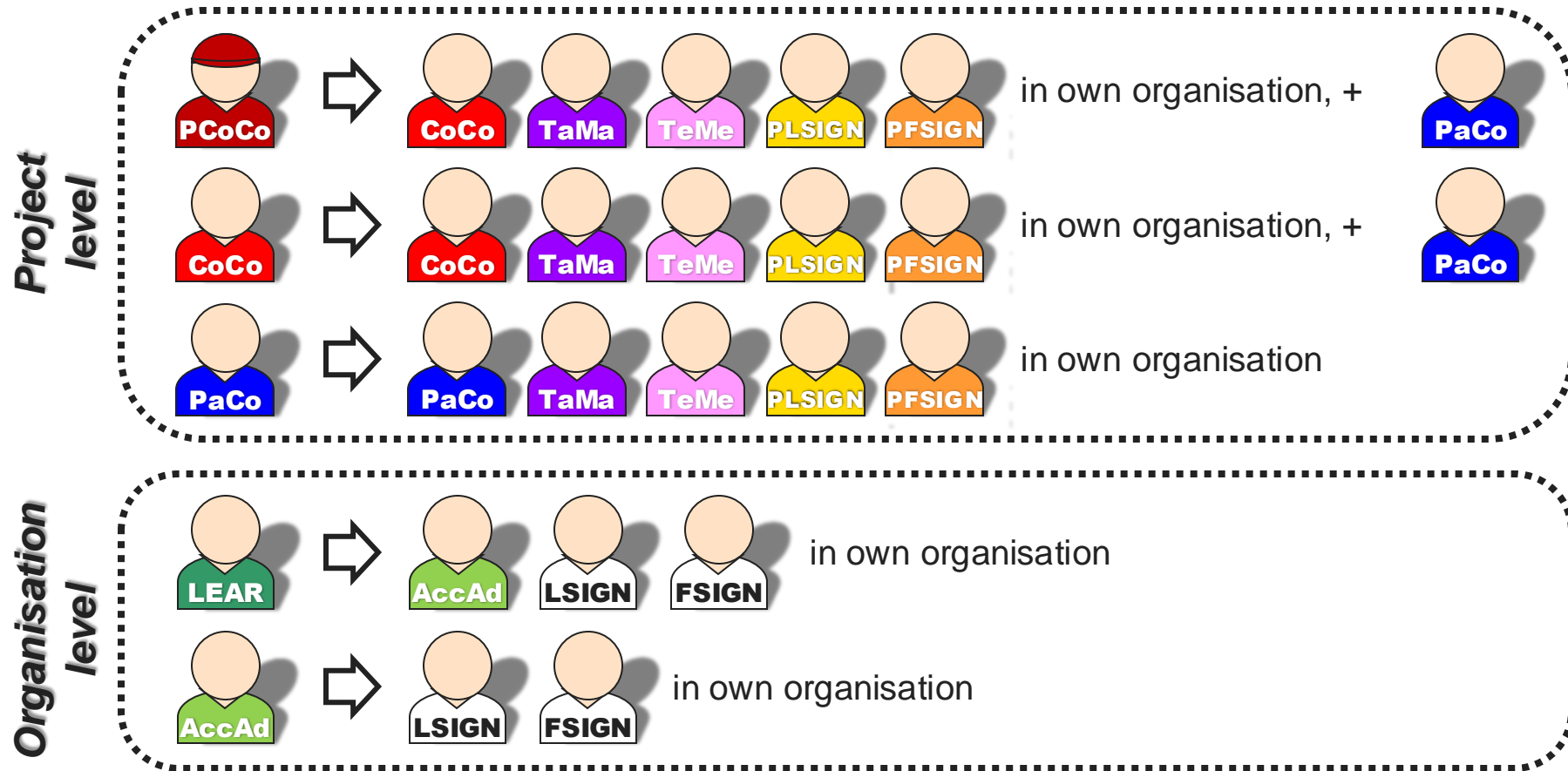
- The "**Main Contacts**" of the **participating organisations** identified during **proposal submission** will become **Participant Contacts** at the beginning of the grant preparation.



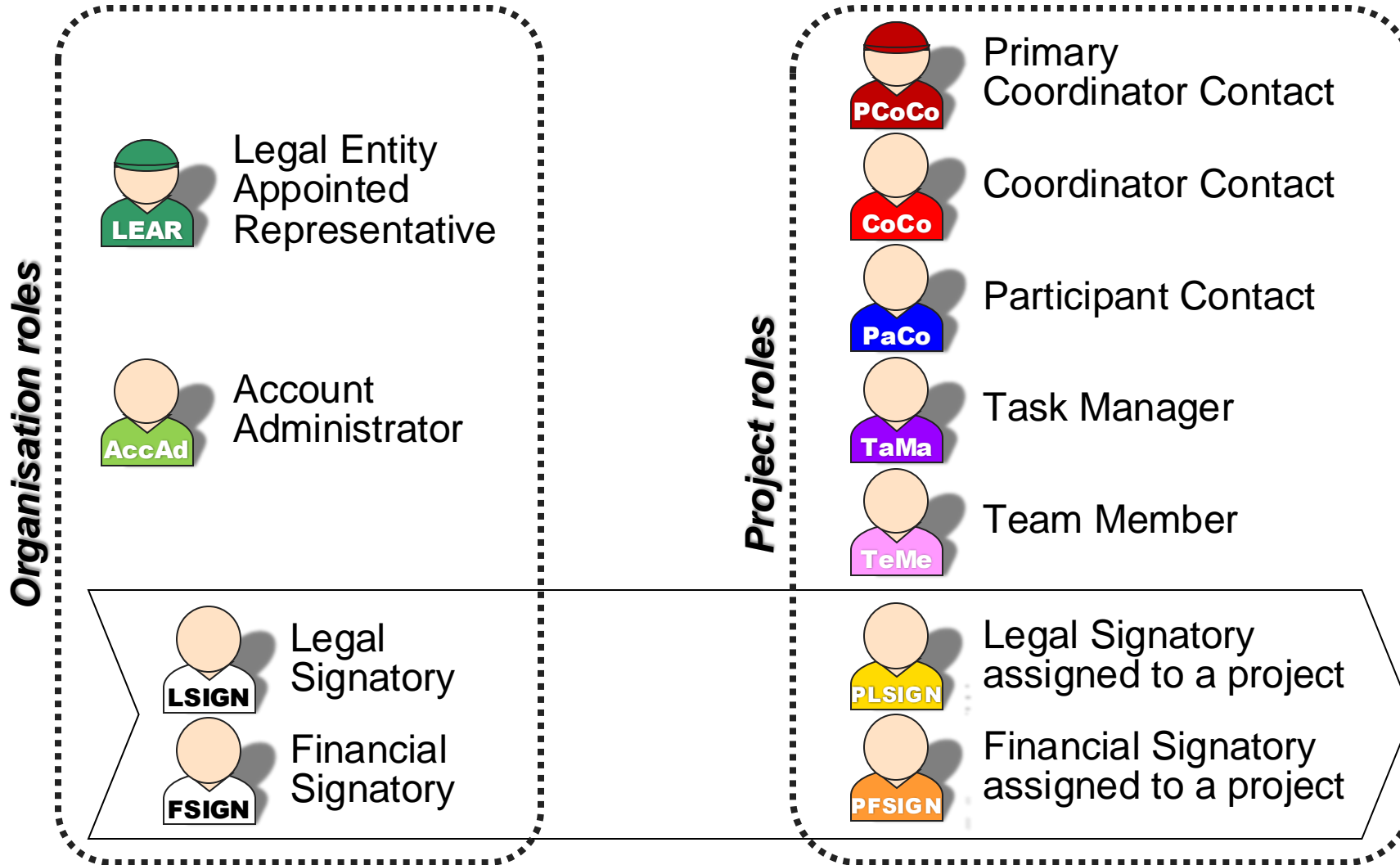
- The **LEAR** is **validated by REA** during the validation process of his/her organisation.

# Nomination / revocation of roles

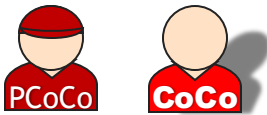
Who can appoint and revoke project roles?



# Nomenclature







Role	Read	Write / Save	Submit to Coordinator	Submit to Clean H2	Sign GA	Sign Financial Statements	Assigne / revoke access to project
PCoCo / CoCo	✓	✓	✓	✓	✗	✗	✓
Paco	✓	✓	✓	✗	✗	✗	✓
TaMa	✓	✓	✗	✗	✗	✗	✗
TeMe	✓	✗	✗	✗	✗	✗	✗
PLSIGN	✓	✓	✗	✗	✓	✗	✗
PFSIGN	✓	✓	✗	✗	✗	✓	✗

Manage my area



SEARCH FUNDING & TENDERS

HOW TO PARTICIPATE

PROJECTS & RESULTS

WORK AS AN EXPERT

SUPPORT

select  
programme



1022

My Organisation(s)

GRANTS

My Proposal(s)

**My Project(s)**

My Formal Notification(s)



### My Project(s)



Online manual

"Grant management"



IT HOW TO

"Grant management"

**Project roles** can be granted/revoked  
in the "Manage Consortium" section

Results: 1

Download excel list



Search..

ACRONYM	CALL	PROGRAM	PROJECT	PHASE		ACTIONS
H2ME 2	H2020-JTI-FCH-2015-1	H2020	700350	Active	1	Actions

Manage Consortium

Manage Project

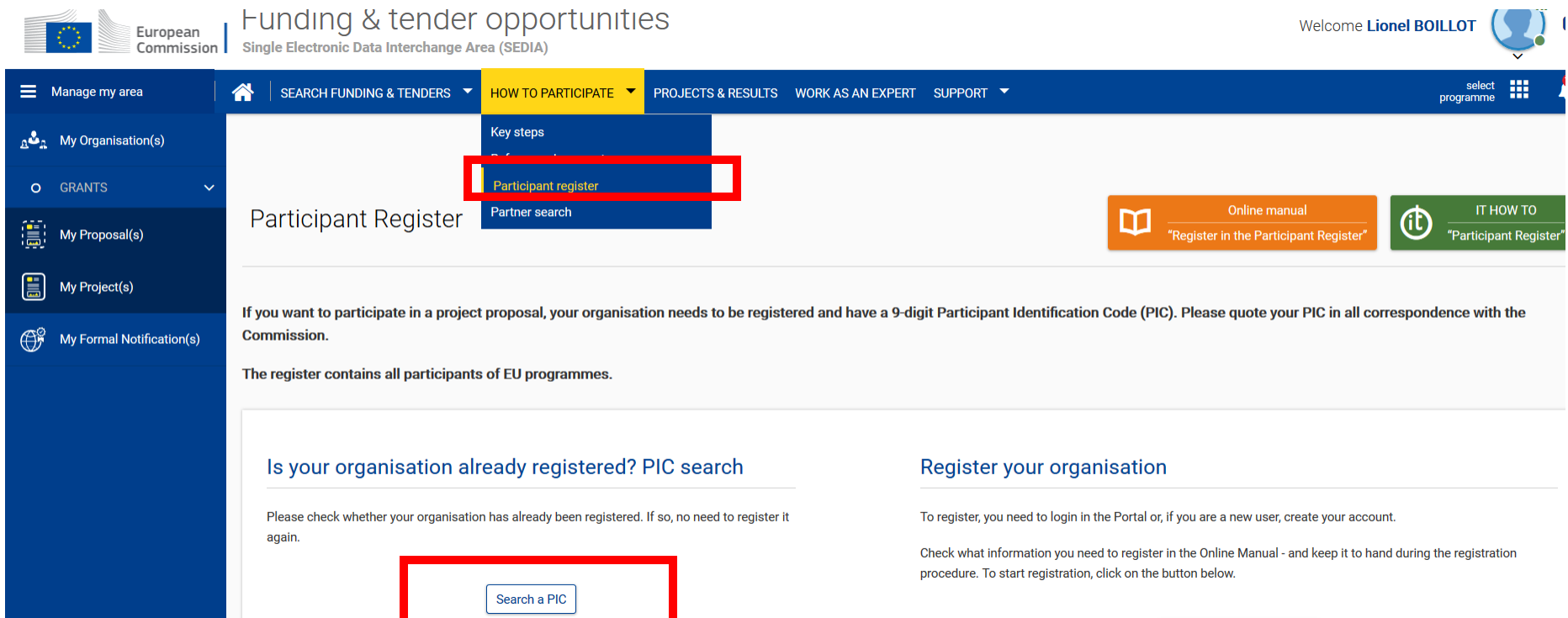
View Proposal

# How to appoint FSIGN and LSIGN?

- **LEAR** is formally nominated by the legal representative of the organization
- 1. LEAR **appoints** on the funding & tender opportunity portal a list of persons authorised to **sign legal documents (LSIGN)** and **financial statements (FSIGN)**
- 2. Project contacts (PaCos and CoCos) must appoint LSIGN and FSIGN to a given project (becoming PLSIGN and PFSIGN)

# Who is my LEAR in 4 steps?

1. Funding & Tender opportunities Portal
2. Participant register
3. Search for your organisation
4. Use "Contact Organisation" function



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

Welcome Lionel BOILLOT

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

My Organisation(s) | GRANTS | My Proposal(s) | My Project(s) | My Formal Notification(s)

Participant Register

Key steps | **Participant register** | Partner search

Online manual: "Register in the Participant Register" | IT HOW TO: "Participant Register"

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 participants of EU 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.

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 Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

Search a PIC

Results: 2

Search..

STATUS	COUNTRY	CITY	LEGAL NAME	BUSINESS NAME	PIC	VAT	ERASMUS CODE	REG NUMBER	ACTIONS
VALIDATED	FR	LILLE	ELEMENT ENERGY	EE FR	902226877	FR32837722594		837722594	Actions
VALIDATED	UK	CAMBRIDGE	ELEMENT ENERGY LIMITED	Element Energy	996127921	GB240246933			Contact Organisation View Partner Search Profile

1 10

# New element required in Horizon Europe

**Task to be performed by your LEAR  
(required during the GAP)**

As an **ELIGIBILITY** criterion, public bodies, research organisations (private and public) and higher education establishments from Member States and Associated Countries are required to have in place a gender equality plan. The requirement applies also for Affiliated Entities.

Self-declaration in the proposal

## Gender Equality Plan

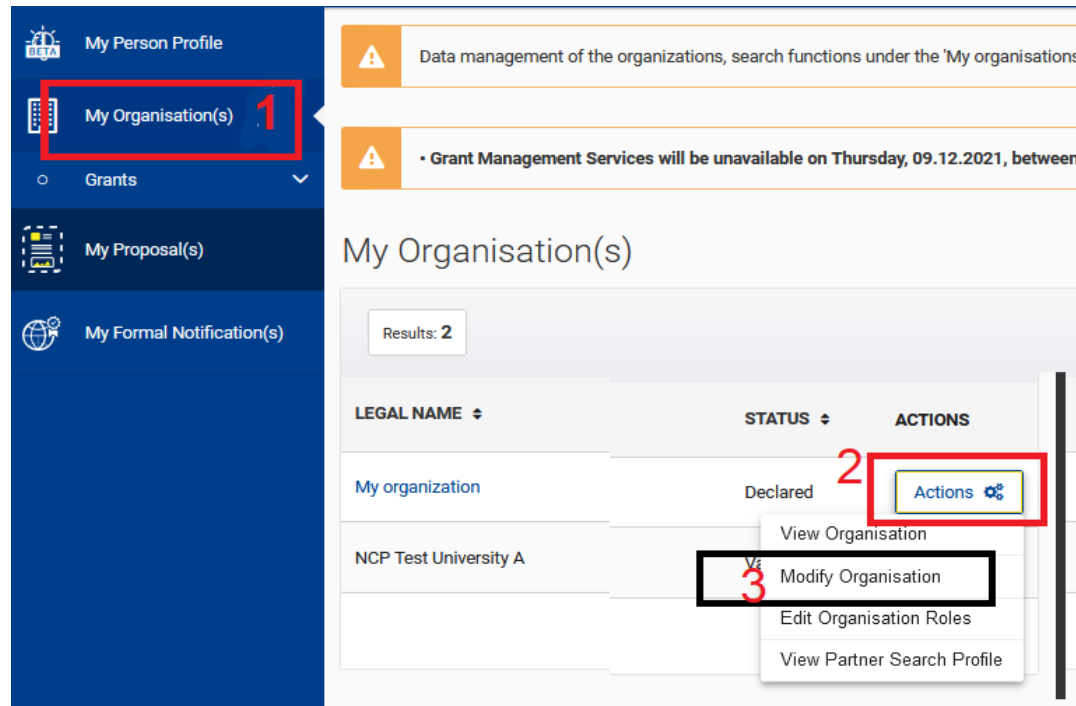
### Process:

- Publication: a formal document published on the institution's website and signed by the top management;
- Dedicated resources: commitment of resources and expertise in gender equality to implement the plan
- Data collection and monitoring: sex/gender disaggregated data on personnel (and students, for the establishments concerned) and annual reporting based on indicators
- Training: awareness raising/training on gender equality and unconscious gender biases for staff and decision-makers

### Content

- work-life balance and organisational culture
- gender balance in leadership and decision-making
- gender equality in recruitment and career progression
- integration of the gender dimension into research and teaching content
- measures against gender-based violence, including sexual harassment.

More info on Gender Equality Plan [here](#)



My Person Profile

**My Organisation(s) 1**

Grants

My Proposal(s)

My Formal Notification(s)

Data management of the organizations, search functions under the 'My organisations'

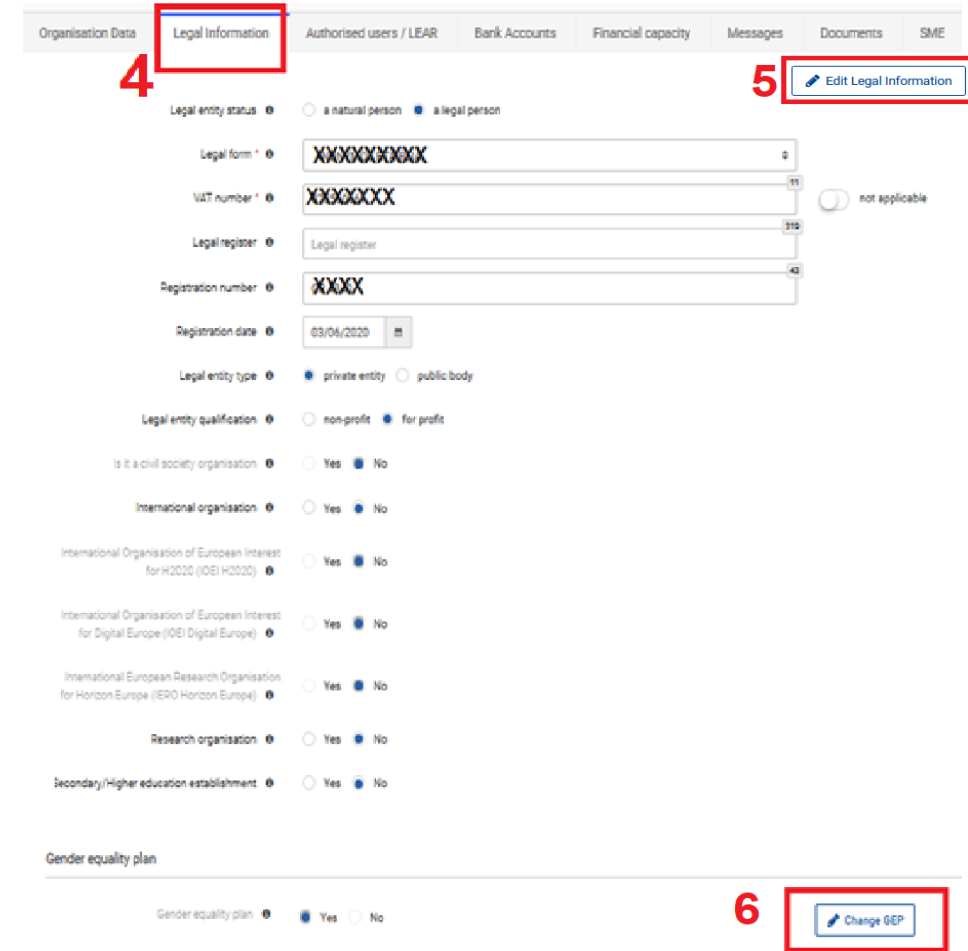
Grant Management Services will be unavailable on Thursday, 09.12.2021, between

### My Organisation(s)

Results: 2

LEGAL NAME	STATUS	ACTIONS
My organization	Declared	<b>Actions 2</b>
NCP Test University A		View Organisation

- 3 Modify Organisation
- Edit Organisation Roles
- View Partner Search Profile



Organisation Data **4** Legal Information Authorised users / LEAR Bank Accounts Financial capacity Messages Documents SME

**5** Edit Legal Information

Legal entity status  a natural person  a legal person

Legal form \* XXXXXXXXXXX

VAT number \* XXXXXXXX  not applicable

Legal register \* Legal register

Registration number \* XXXX

Registration date \* 03/04/2020

Legal entity type  private entity  public body

Legal entity qualification  non-profit  for profit

Is it a civil society organisation  Yes  No

International organisation  Yes  No

International Organisation of European Interest for H2020 (IOEI H2020)  Yes  No

International Organisation of European Interest for Digital Europe (IOI Digital Europe)  Yes  No

International European Research Organisation for Horizon Europe (IERO Horizon Europe)  Yes  No

Research organisation  Yes  No

Secondary/Higher education establishment  Yes  No

Gender equality plan

Gender equality plan  Yes  No **6** Change GEP

## Declaring a Gender Equality Plan in participant register

If you are from a **concerned organisation that requires a GEP** to participate, then:

- you log in the F&T portal
- Select My Organisation (step 1)
- Select actions (Step 2) → Modify organisation (step 3)
- Select the tab → legal information (step 4)
- Select edit legal information (step 5) → change GEP (Step 6)

**Gender equality plan (GEP)**

Do you have a gender equality plan? \*  Yes  No

Please provide answers to all the questions below. This is an obligation for all types of organisations.  
For the Gender Equality plan to be considered compliant you must be able to answer 'yes' to all the questions below.  
Please note that for public bodies, research organisations, and higher and secondary education institutions the existence of a Gender Equality Plan is an eligibility criterion, meaning that without it an organisation of this type will not be allowed to submit a grant proposal.  
This is a self-assessment and you are not required at this stage to upload the Gender Equality Plan document. The declaration will be considered an official statement and by selecting 'yes' you are formally confirming that your organisation has a gender equality plan and that this document is signed by senior management and available on the organisation's website.  
Filling the questionnaire is based on self-assessment. You will not be required at this moment to upload the document, however your answers to the questions below will be considered as official statement; failure to provide the Gender Equality Plan if/when requested, may lead to exclusion from the list of successful applicants, or - in case of signed grant - may lead to grant termination and/or recoveries of amounts paid.  
It must cover at least the following building blocks  
Failure to provide the Gender Equality Plan if/when requested, may lead to exclusion from the list of successful applicants, or - in case of signed grant - may lead to grant termination and/or recoveries of amounts paid.

Public GEP: the GEP is a formal document published on the Institution's website and signed by the top management \*  Yes  No :-)

Dedicated resources: commitment of resources and gender expertise to implement it \*  Yes  No

Data collection and monitoring: sex/gender disaggregated data on personnel and students \nand annual reporting based on indicators \*  Yes  No :-)

Training: Awareness raising/trainings on gender equality and unconscious gender biases for staff and decision-makers \*  Yes  No

Minimum areas to be covered and addressed via concrete measures and targets:

Work-life balance and organisational culture \*  Yes  No

Gender balance in leadership and decision-making \*  Yes  No

Gender equality in recruitment and career progression \*  Yes  No

Integration of the gender dimension into research and/or teaching content \*  Yes  No

Measures against gender-based violence including sexual harassment \*  Yes  No

Cancel OK

## Declaring a Gender Equality Plan in participant register:

- In the wizard that opens, you need to select yes to the first question: **does your organisation have a gender equality plan?**
- Then you need to carefully read all the required criteria and answer the **subsequent questions**
- Failure to fulfil one of the required criteria (at least the top 4 ones) is equivalent to not having a gender equality plan → the initial question (if you have a GEP) will be automatically set to 'No'.
- Please read all the relevant information and answer carefully; Failure to provide the Gender Equality Plan if/when requested, may lead to exclusion from the list of successful applicants, or – in case of signed grant – may lead to grant termination and/or recoveries of amounts paid.



# Overview of the IT platform for GAP

## Technical aspects

Manage my area



SEARCH FUNDING & TENDERS

HOW TO PARTICIPATE

PROJECTS & RESULTS

WORK AS AN EXPERT

SUPPORT

select programme



My Organisation(s)

GRANTS

My Proposal(s)

**My Project(s)**

My Formal Notification(s)



## My Project(s)



Online manual  
"Grant management"



IT HOW TO  
"Grant management"

**Project roles** can be granted/revoked in the "Manage Consortium" section

**Project actions** can be accessed in the "Manage Project" section

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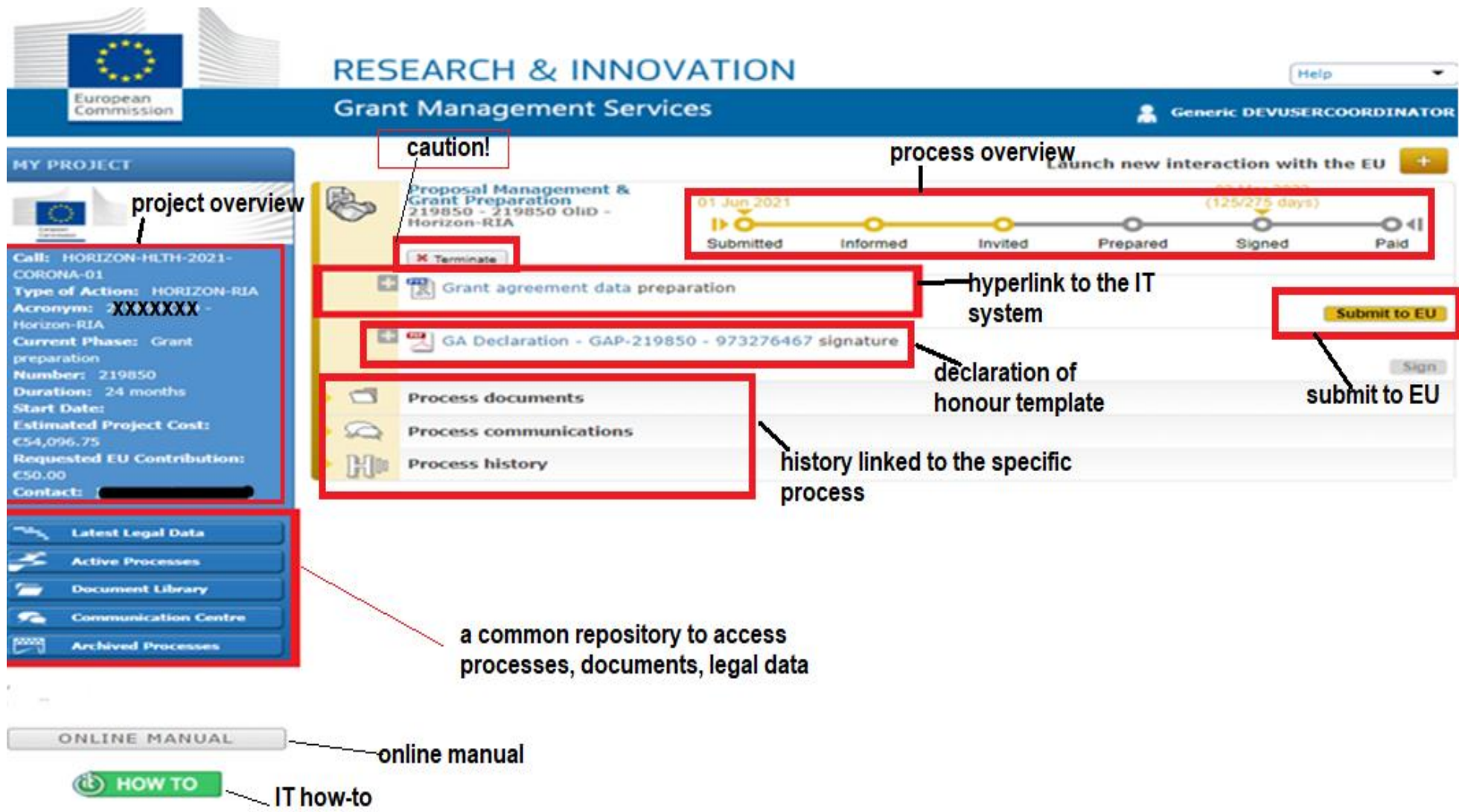
Manage Consortium

Manage Project

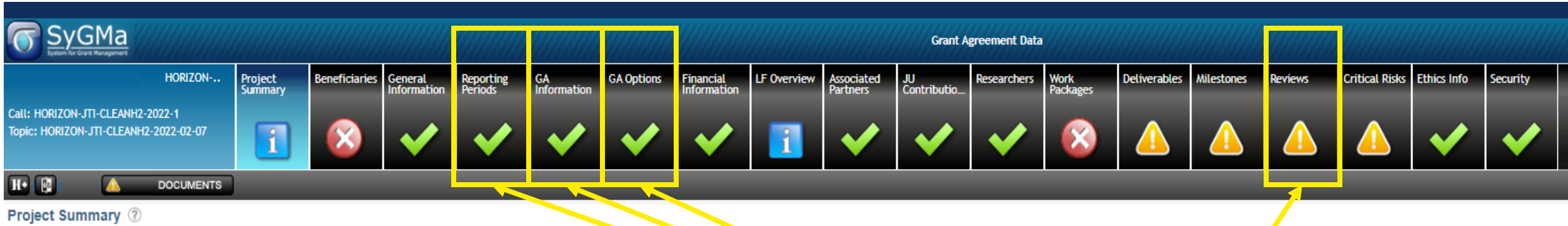
View Proposal

**Takes you back to your sealed proposal**

# Grant management service

The screenshot shows the 'RESEARCH & INNOVATION Grant Management Services' interface. The header includes the European Commission logo and the user 'Generic DEVUSERCOORDINATOR'. The main content area is titled 'MY PROJECT' and contains a 'project overview' sidebar on the left with details for 'Call: HORIZON-HLTH-2021-CORONA-01'. The central area shows a 'process overview' timeline with stages: Submitted (01 Jun 2021), Informed, Invited, Prepared, Signed, and Paid. Below the timeline are sections for 'Grant agreement data preparation' (with a 'hyperlink to the IT system'), 'GA Declaration - GAP-219850 - 973276467 signature' (with a 'declaration of honour template'), 'Process documents', 'Process communications', and 'Process history' (with 'history linked to the specific process'). A 'Submit to EU' button is highlighted with a red box and labeled 'submit to EU'. A 'caution!' label points to a 'Terminate' button. At the bottom, there are links for 'ONLINE MANUAL' (labeled 'online manual') and 'HOW TO' (labeled 'IT how-to'). A red box on the left sidebar is labeled 'a common repository to access processes, documents, legal data'.



The screenshot shows the SyGMA interface with a 'Grant Agreement Data' header. The dashboard contains several modules with status icons: Project Summary (info), Beneficiaries (missing), General Information (complete), Reporting Periods (complete), GA Information (complete), GA Options (complete), Financial Information (complete), LF Overview (info), Associated Partners (complete), JU Contributions (complete), Researchers (complete), Work Packages (missing), Deliverables (warning), Milestones (warning), Reviews (warning), Critical Risks (warning), Ethics Info (complete), and Security (complete). A yellow box highlights the Reporting Periods, GA Information, GA Options, and Reviews modules. A yellow callout box points to the Reviews module with the text: 'This screen is only editable by EU Officers'.



Information complete



Missing information: **blocking**



For information only



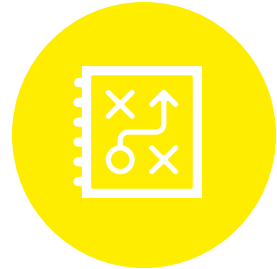
Missing information: not blocking at this point

 This screen is only editable by EU Officers

# Resources

- An IT based process
- Detailed info on the Horizon Europe Coordinators' Day:
  - Grant Agreement Preparation: [Horizon Europe Coordinators' Day: Grant Agreement Preparation \(2 February 2023\) \(europa.eu\)](#)
  - [Horizon Implementation Day: Grant Agreement Preparation in Horizon Europe \(16 October 2024\)](#) (remote only, no need to register) **Date:** 16 October 2024, 09:30h to 12:45h (CEST, Brussels Time)

# GAP: the main steps of the process



August 2024

December 2024

