

Grant Agreement Preparation

Description of the Action (DoA)

Lionel Boillot, Project Officer / Call coordinator



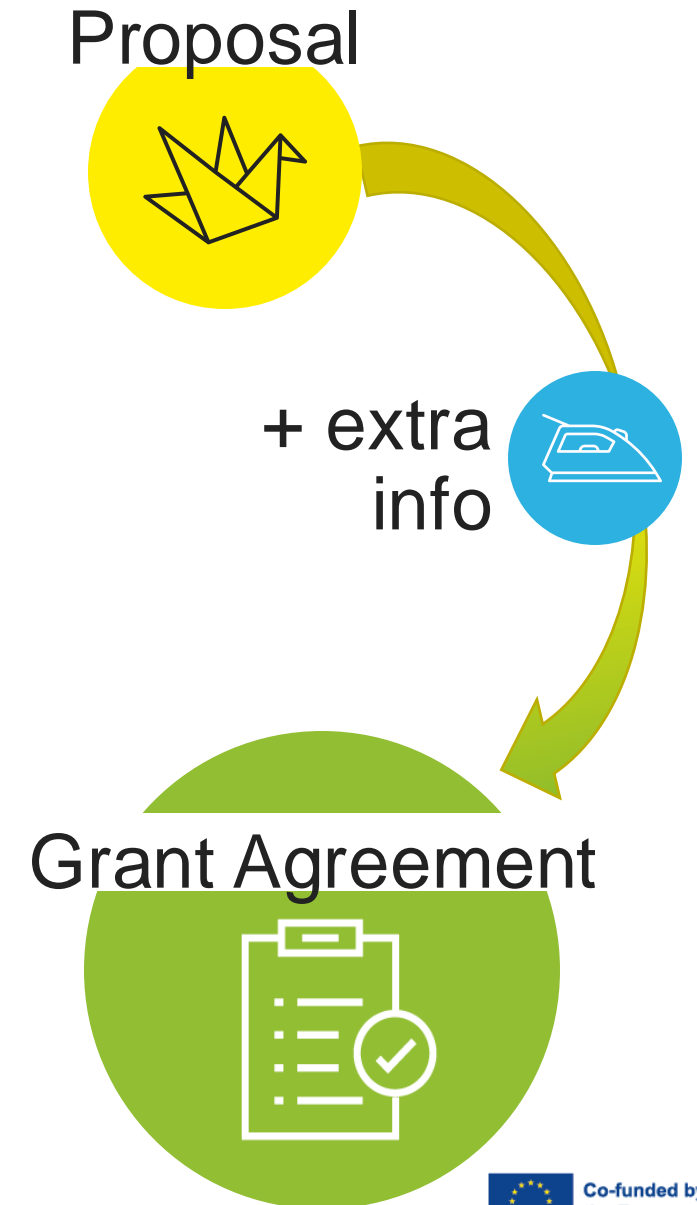
Objectives of the GAP

Transfer information from the proposal to the grant agreement

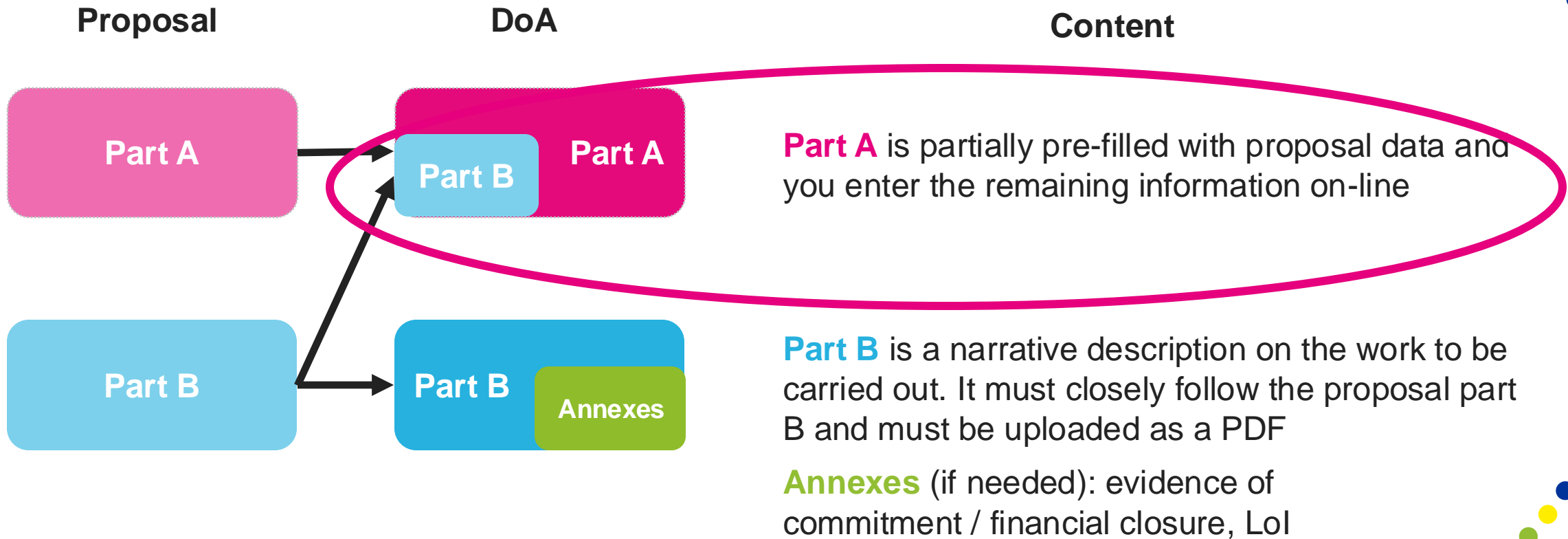
Collect additional information not present in the proposal (e.g. budget details, third parties)

if applicable, also:

- Implement any requirements from an ethics review or security scrutiny
- Removal or replacement of a participant (if agreed)
- Change of administrative aspects (e.g., the legal status of a participant can affect the budget)
- Obvious errors or inconsistencies may be removed
- You may correct shortcomings identified by the experts in the ESR
- Tasks or deliverables specific to Clean Hydrogen JU



Description of the Action (DoA) = Annex I



Coordinator is able to download the DoA template (instructions) from the Portal at the time of grant preparation invitation.

Part A of the Description of the Action (DoA) must be completed directly on the Portal Grant Preparation screens.

It includes:

- COVER PAGE
- TABLE OF CONTENTS
- Project summary (automated – based on proposal abstract)
- List of participants (automated – based on proposal information)
- List of work packages (based on proposal table 3.1b)
- Staff effort (based on proposal table 3.1f)
- List of **deliverables** (based on proposal table 3.1c)
- List of milestones (based on proposal table 3.1d)
- List of critical risks (based on proposal table 3.1e)



All changes need to be discussed and agreed with the CleanH2 JU Project Officer. Substantial changes to the proposal are NOT allowed.



Proposals 2024 - Topic description (Innovation actions)

- *Proposals should provide a **preliminary draft** on ‘hydrogen safety planning and management’ at the project level, which will be further updated during project implementation.*

GAP Phase – Instructions

2 confidential deliverables must be included in WP of coordination/management:

- Hydrogen Safety planning - **Draft plan**. Due month: M3 (tentative)
- Hydrogen Safety planning - **Final plan**. Due month: M12 (tentative)

Deliverables to be reviewed by the EHSP

Due months to be agreed with your PO

Reference documentation and guidance on the EHSP webpage (*)

- Safety Planning and Management Guidance document
- Simple template for a safety plan

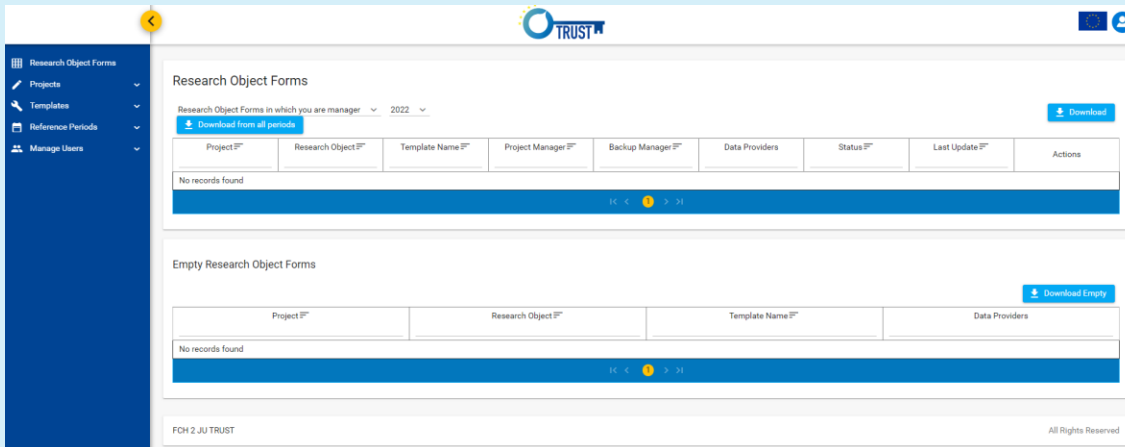
(*) https://www.clean-hydrogen.europa.eu/get-involved/european-hydrogen-safety-panel-0/reference-documents_en



- To be introduced in the **List of deliverables**
- Name: **'Annual data reporting'**
- Periodicity: **every year** (deadline month of **FEBRUARY**) → several deliverables
 - On specific templates (depending on technology, TRL, etc) – to be provided by the Clean Hydrogen JU in dedicated on-line platform/tools (accessible to coordinators, password protected)
 - Up to 2024 different templates for technology and qualitative feedback (**indicative templates: [technology here](#), [qualitative here](#),)**)
 - With the development of the Clean Hydrogen Knowledge Hub, the aim is to have a single data collection template, customised to each project

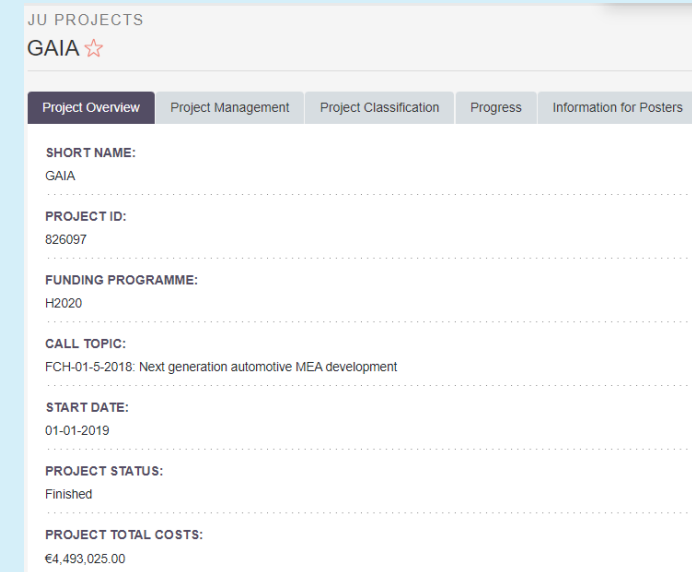
TRUST and SuiteCRM- CleanH2 JU specific

Technology Template: [TRUST](#) platform



The screenshot shows the TRUST platform interface. It features a sidebar menu with options like 'Research Object Forms', 'Projects', 'Templates', 'Reference Periods', and 'Manage Users'. The main content area is divided into two sections: 'Research Object Forms' and 'Empty Research Object Forms'. Both sections include a 'Download' button and a table with columns for 'Project ID', 'Research Object ID', 'Template Name', 'Project Manager', 'Backup Manager', 'Data Providers', 'Status', and 'Last Update'. The 'Research Object Forms' section shows 'No records found', and the 'Empty Research Object Forms' section also shows 'No records found'.

Qualitative Template: [Suite CRM](#) platform



The screenshot shows the Suite CRM platform interface for a project named GAIA. The interface includes a navigation bar with tabs for 'Project Overview', 'Project Management', 'Project Classification', 'Progress', and 'Information for Posters'. The main content area displays project details:

- SHORT NAME:** GAIA
- PROJECT ID:** 826097
- FUNDING PROGRAMME:** H2020
- CALL TOPIC:** FCH-01-5-2018: Next generation automotive MEA development
- START DATE:** 01-01-2019
- PROJECT STATUS:** Finished
- PROJECT TOTAL COSTS:** €4,493,025.00

With the current development of the Clean Hydrogen Knowledge Hub platform, the aim is to have a single simplified data collection template, customised to each project, already from 2025.

More details on the [relevant](#) Clean Hydrogen JU webpage!

Deliverable « plan for dissemination and exploitation, including communication activities » - Horizon Europe



- The **draft plan was an admissibility condition** at the proposal stage
- Include in the list of deliverables:
 - **Month 6 (max.)** = More **detailed plan** for dissemination and exploitation, including communication activities
 - **Months X, Y, Z** = **Periodic update of the plan** in alignment with the project's progress

More details later on today and in the separate Communication, Dissemination and Exploitation Info-Day [presentation](#)!

Contribution to sustainability and circularity

LCA checklist - CleanH2 JU specific

✓ AWP 2024 - Common elements applicable to all topics in the Call

- *For all topics, applicants are encouraged to address sustainability and circularity aspects in the activities proposed.*
- *While proposals have a certain leeway to address the sustainability and circularity aspects in general as a function of their activities, **for all topics, proposals undertaking Life-Cycle Assessments (LCAs) should follow and comply with the LCA checklist developed by the JRC.***

✓ GAP Phase – Instructions

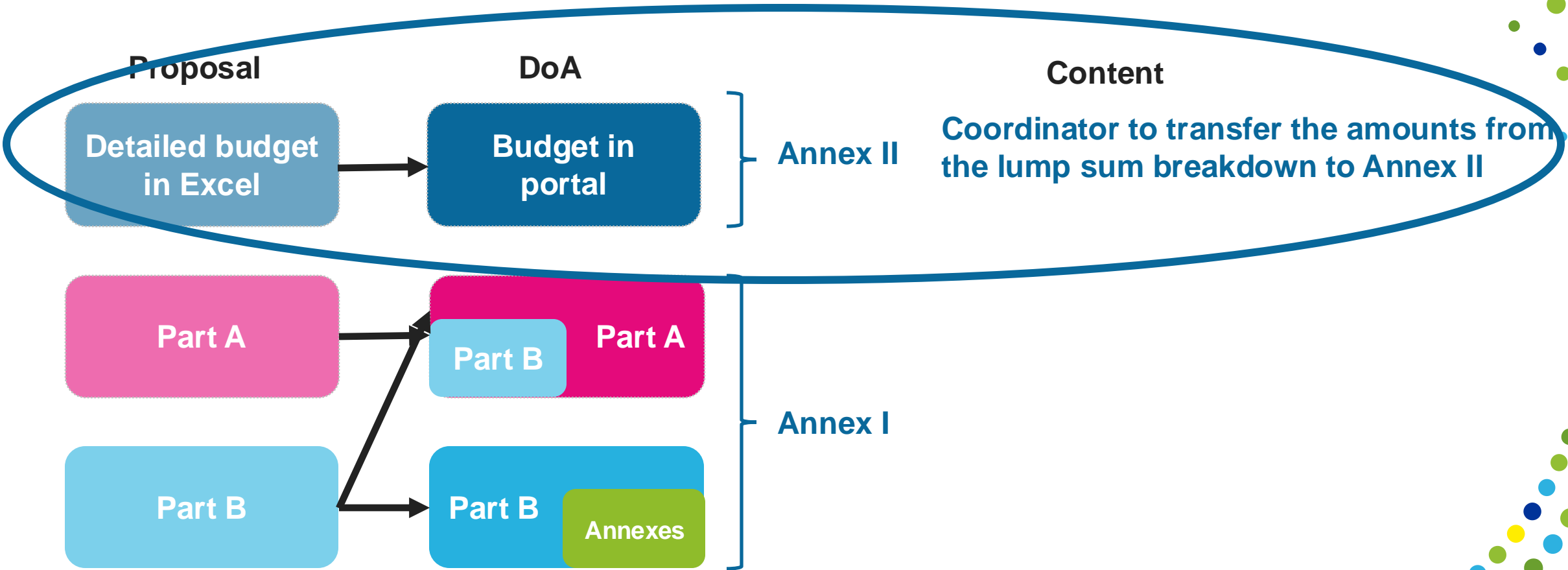
The following phrase should be added in the description of deliverable(s) associated with Life-Cycle Assessments (LCA):

- The LCA study will follow and comply with the LCA Checklist developed by the JRC. The deliverable will include an annex with the LCA checklist filled in to enable verifying compliance.

✓ **Reference documentation** and guidance (shortly) on the webpage (*)

- LCA Checklist: a tool to improve the communication of the environmental sustainability of the Clean Hydrogen Joint Undertaking projects

Description of the Action (DoA) = Annex I



Coordinator is able to download the DoA template (instructions) from the Portal at the time of grant preparation invitation.

Lump Sum Grant

Simplification

- Follow the DoA template instructions as for actual costs grants and remove tables with information on individual costs, i.e. Table 3.1.h (Purchase costs) – Table 3.1.i (Other costs categories) – Table 3.1.j (In-kind contributions provided by third parties)

Changes are limited

- For **cost items** that were **flagged during evaluation as doubtful or overestimated**, applicants will be invited to provide additional information
- Changes to the lump sum budget that are not documented in the ESR are possible, if they are necessary **to correct obvious clerical errors or to comply with the rules** (e.g. in case of ineligible costs that were not detected during evaluation).

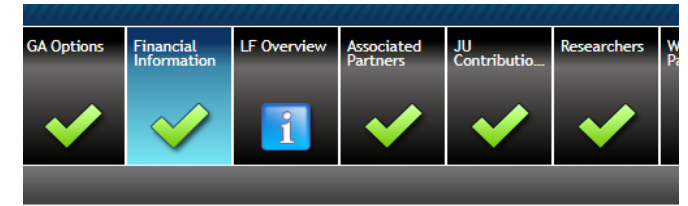
Follow up in
liaison with the
Project Officer

Budget embedded in the portal

- The detailed budget table (Excel) does not become part of the grant agreement. Instead you must **transfer the amounts from the lump sum breakdown (Excel) to Annex II (portal)**

Lump Sum Grant

WP5	WP6	WP7	WP8
0.00	0.00	65,647.50	132,670.00
0.00	118,106.18	15,000.00	80,928.00
144,775.00	63,250.00	72,812.50	25,437.50
0.00	31,843.75	81,843.75	75,718.75
66,041.65	0.00	94,322.89	65,104.15
0.00	64,196.05	20,815.35	134,892.10
0.00	0.00	142,100.00	0.00
21,503.79	74,715.63	90,465.63	81,883.63
0.00	0.00	0.00	0.00
232,320.44	352,111.60	583,007.61	596,634.13
7.7%	11.7%	19.3%	19.8%



refinancing percentage will be approximated and rounded (and may therefore no longer be er

Percentage	Date P
80.00 %	
5.00 %	

	WP5	WP6	WP7	WP8
30 €	0.00 €	0.00 €	65,647.50 €	132,670.00 €
35 €	0.00 €	118,106.18 €	18,596.04 €	80,928.00 €
30 €	144,775.00 €	63,250.00 €	72,812.50 €	25,437.50 €
30 €	0.00 €	31,843.75 €	81,843.75 €	75,718.75 €
55 €	66,041.65 €	0.00 €	94,322.89 €	65,104.15 €
35 €	0.00 €	64,196.05 €	20,815.35 €	134,892.10 €
75 €	0.00 €	0.00 €	142,100.00 €	0.00 €
58 €	21,503.78 €	74,715.62 €	90,465.63 €	81,883.63 €
30 €	0.00 €	0.00 €	0.00 €	0.00 €
	232,320.43 €	352,111.60 €	586,603.66 €	596,634.13 €



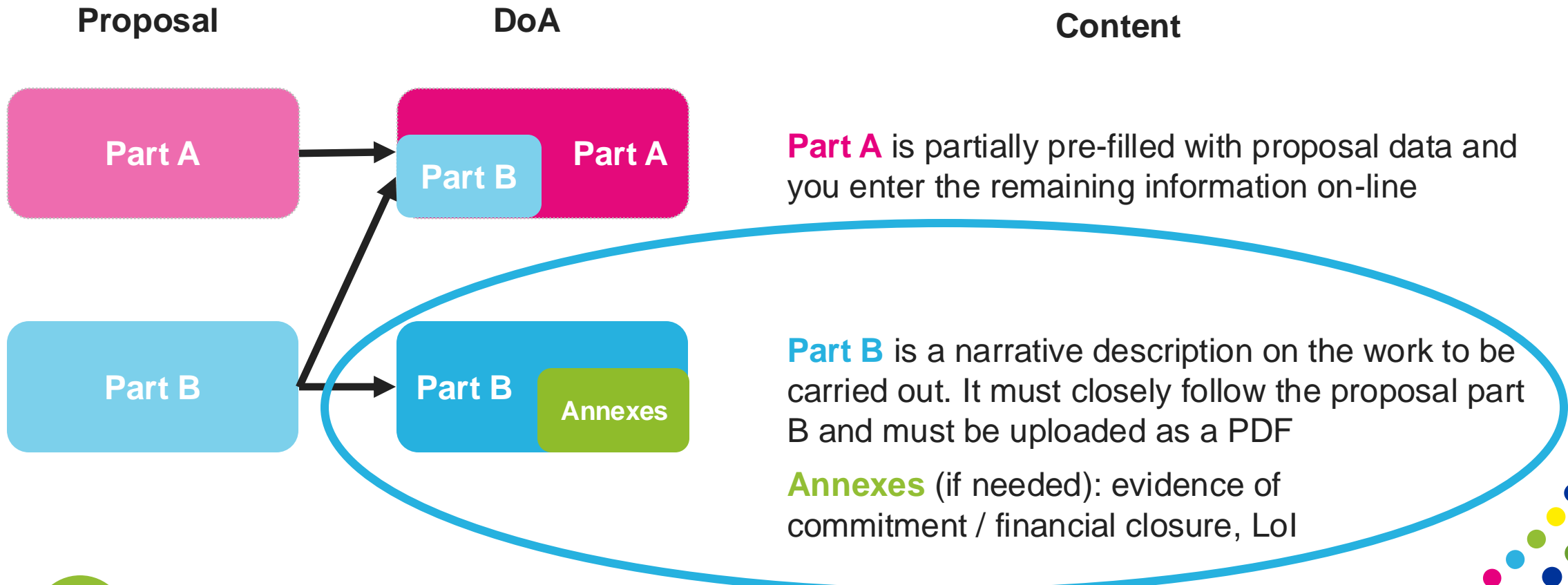
Principles:

- Requested grant amount cannot increase **X**
- If \sum WP breakdown in Excel > requested grant, then explain the distribution of the reductions in history of changes

Lump Sums Guidance

- Guidance: "[Lump sums - what do I need to know?](#)"
- [Comprehensive information on lump sum funding in Horizon](#)

Description of the Action (DoA) = Annex I



Coordinator is able to download the DoA template (instructions) from the Portal at the time of grant preparation invitation.

Instructions

- **START** from Part B of your proposal. Use the version that was submitted for evaluation.
- **REMOVE** the cover page, if any.
- **DELETE** the header, if any.
- **REPLACE** the footer with the following information '[Proposal number] [Proposal acronym] – Part B – [Page number (starting at 1 for Part B)]'.
- **REMOVE** the list of participants. This is included in Part A.
- **REMOVE** tables 3.1a (list of work packages), 3.1b (work packages descriptions), 3.1c (list of deliverables), 3.1d (list of milestones), 3.1e (critical risks for implementation) and 3.1f (summary of staff effort) from section 3.1 (they are encoded in the screens and included in Part A).
- **REMOVE tables 3.1h (Purchase costs), 3.1i (Other costs categories) and 3.1j (in-kind contributions provided by third parties)**
- **CREATE** a section 4 'ethics self-assessment' and copy into this section the ethics self-assessment you included in the proposal Part A.
- **ADD** a table with the history of changes. Specify all changes compared to your proposal. Changes should be described concisely. You do not need to include minor changes that do not modify the substance of the DoA (e.g. correction of spelling and grammar, changes in formatting).
- **ADD** a table of contents with page numbers



Use the submitted version of the proposal. All changes need to be discussed and agreed with the CleanH2 JU Project Officer. Substantial changes to the proposal are NOT allowed.

Resulting structure – Part B

History of changes

Table of contents

1. Excellence

1.1 Objectives and ambition

1.2 Methodology

In this section you must record all changes implemented in comparison with the submitted proposal or previous DoA version – 3 columns table: When? Where? What?

Generate a table of content with page number

Same heading,
Same numbering
as in the proposal

Avoid repetition of information

- E.g., no duplication between work plan tables (Part A) and free text (Part B)
- All information should appear in one, findable place only

EU competitiveness and industrial leadership

- The **Call 2024 indicated** at the proposal stage

EU competitiveness and industrial leadership

In line with the activities started already in the FCH 2 JU, the Clean Hydrogen JU will continue to work to reinforce the EU supply chain of critical key components by e.g. a higher range of common/standardised parts to be produced in EU and Horizon Europe Associated Countries, and to enable start investments in production facilities for further ramp-up in these markets.

All topics included in the Call 2024 are expected to contribute to EU competitiveness and EU industrial leadership by supporting a European value chain for hydrogen and fuel cell systems and components.

- Include in Part B, section 3 before table 3.1g: ‘Subcontracting costs’ items, the statement:
“***The project will contribute to EU Competitiveness and EU leadership by supporting a European value chain for hydrogen and fuel cell systems and components***”

Ethics and security

Ethics and security processes are on-going

Ethics review and security scrutiny

- **If GAP has NO serious and complex ethics issues**
- **If GAP has NO security issues**



Copy-paste the self-assessment from your proposal

Extract from
Grant
Agreement




14.1 Ethics

The action must be carried out in line with the highest ethical standards and the applicable EU, international and national law on ethical principles.

Ethics review and security scrutiny

- The proposals are subject to an **ethics review** and may be subject to **security scrutiny**.
- The results of the ethics review and/or a security scrutiny must be implemented in the grant agreement
- Coordinator needs to update the ethics section in Part B (DoA) to ensure that any 'ethics requirements' are met
- Similarly for security scrutiny

SRIA - KPI Reporting - CleanH2 JU specific

 In order to allow the JU to monitor progress of the project KPIs the following is needed:

- Define the KPI**
 Identify topic/project and SRIA KPI's in the **DoA - Part B** section 2 "Impacts"
- Follow-up of the progress towards the KPI**
 Add in **DoA - part A** a new task: "An assessment of the progress towards the achievement of the project KPIs should be provided in each of the reporting periods (as an Annex in part B of the periodic report)".

Where? In the relevant WP (e.g. Coordination, reporting, management)

Clean Hydrogen JU SRIA KPIs						
SRIA reference	SRIA KPIs (parameter)	Unit	SoA (2020)	Target 2024	Targets 2030	Project KPI (targets)
Pillar / KPI table	[From SRIA table]	[From SRIA table]	[From SRIA table]	[From SRIA table]	[From SRIA table]	[project specific]
¹ [e.g. Pillar Heat & Power / table Solid Oxide Stationary Fuel Cells]	[e.g. CAPEX]	[e.g. €/kW]	[e.g. 10,000]	[e.g. 6,000]	[e.g. 3,500]	[project value]
Additional project KPIs						
SRIA reference (if relevant)	KPI (Parameter) [1]	Unit	SoA	Source (SoA)	Project Targets	
[create link to SRIA KPI as relevant]	[parameter name]	[...]	[...]	[...]	[project specific]	
^N [e.g. Pillar Heat & Power / table Solid Oxide Stationary Fuel Cells/Efficiency]	[e.g. Power density of the stack per surface area]	[e.g. W/m ²]	[...]	[...]	[project value]	

Indicative

Hydrogen Valleys – 2 proposals invited for Grant Agreement preparation

2 Valleys selected for Grant Preparation Call 2024

- Total funding requested EUR 28,99 mn, 1 large-scale and 1 small-scale

4 Valleys signed Call 2023 + 1 being prepared

15 Ongoing Valleys, 1 finalised



Do not communicate about your project without consulting your Project Officer – Grant not signed yet!!

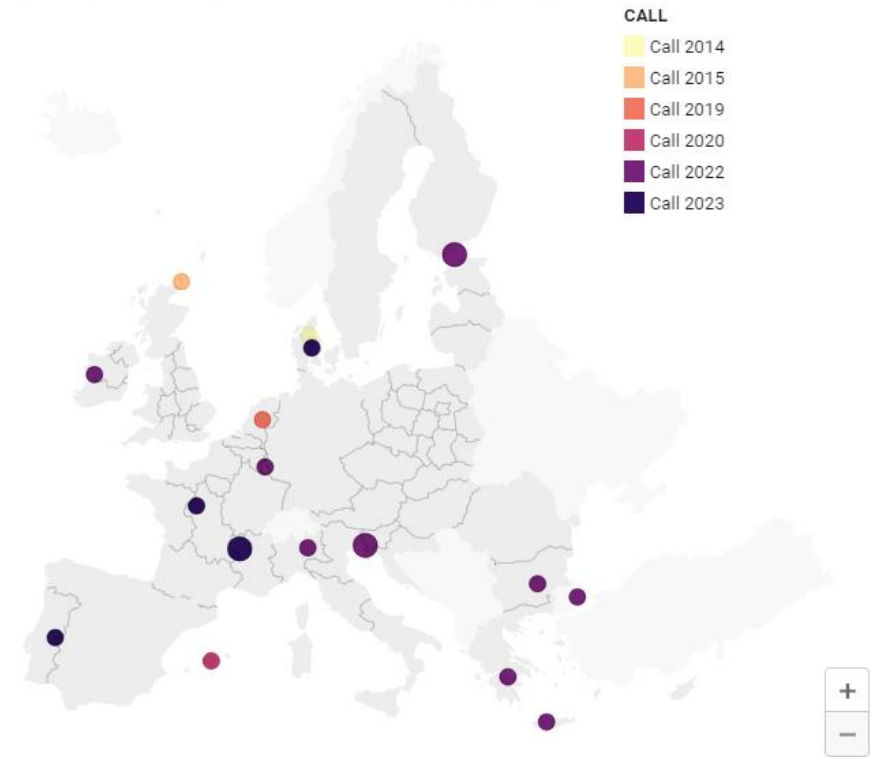
Large projects = sound monitoring

GAP Phase – Instructions

- **DoA - Part B** must have clear project **Gantt Chart and milestones**. Include **key phases** of the implementation of the project **and their duration** (i.e. preparation of the specifications of equipment, manufacturing, deployment and operation).



Hydrogen Valleys in the Clean Hydrogen JU



Provisional map – for internal purposes only (confidential)



Your project will be part of a wider family of projects, exchanges and collaboration are expected

Synergies & Co-funding strategy

- CleanH2 JU specific for flagships, especially H2 Valleys

Proposals 2024 - Topic description (Hydrogen Valleys)

- Applicants should provide a **funding plan** to ensure implementation of the project in synergies with other sources of funding...
- If additional sources of funding will be required, proposals should present a clear plan on which funding programmes at either EU or national levels will be targeted... In these cases, applicants should present a **credible planning that includes forecasted funding programmes and their expected time of commitment**

GAP Phase – Instructions

- Define the financing/funding linked with technical objectives
Structure and update funding/financing plan relative to **proposal**
 - ✚ Hydrogen Valleys Summary table in **DoA - Part B** as an Annex
- **Follow-up of the financing/funding**
Add in DoA - part A a new task: "Updated information on the synergies established with other EU/national/regional programmes including the financing structure and strategy of the project should be provided in each of the reporting periods (as an Annex in part B of the periodic report)"
Where? In the relevant WP (e.g. Coordination, reporting, management)

Elements of the Hydrogen Valley [1], [2]	Technical					Technical Comments
	Category	Main technical parameters	Hydrogen produced / stored, distributed/consumed			
	(Renewable Electricity Production, Hydrogen Production, Hydrogen Distribution, Hydrogen Storage, End uses: transport, End uses: energy, End uses: industry, Other items as needed)	Value	First specify the category (select the unit from the dropdown box or specify in technical comments)	Value	(tonne H2 per year, kg H2 per day, TBD, NA, See comments)	
electrolysers	HydrogenDistribution	15651	m ³			
	HydrogenDistribution					

H2 valley summary table – Technical and Financial part

Financial															
Partner incurring/declaring the costs	Cost related to each of the equipment/infrastructure items		Type of Cost		Costs declared in the JU grant		Funding or co-funding [5]						Financial Comments		
	Amount	(MEUR, EUR)	purchase[3]/subcontract	If purchase of equipment, distinguish between depreciation, full capitalised costs, leasing, etc.	Yes/No/see comments	If yes, include the requested grant for the specific item	(MEUR, EUR)	Main source [4]	status of the funding	Amount	(MEUR, EUR)	Additional source (optional)		status of the funding	Amount
Value		Value											Value		
			Purchase of equipment	Full capitalised costs	Yes										

Summary of Call 2024 conditions and elements common across topics



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

Results: 1

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

Takes you back to your sealed proposal

Grant management service



The screenshot shows the 'RESEARCH & INNOVATION Grant Management Services' interface. At the top, it features the European Commission logo and the user 'Generic DEVUSERCOORDINATOR'. A 'MY PROJECT' sidebar on the left contains a 'project overview' section with details for 'HORIZON-HLTH-2021-CORONA-01', including call number, type of action, acronym, current phase, number, duration, start date, estimated project cost, requested EU contribution, and contact information. Below this are links for 'Latest Legal Data', 'Active Processes', 'Document Library', 'Communication Centre', and 'Archived Processes'. The main area displays a 'process overview' timeline from 'Submitted' to 'Paid', with a 'caution!' warning and a 'Terminate' button. 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' and 'submit to EU' button), 'Process documents', 'Process communications', and 'Process history' (labeled as 'history linked to the specific process'). At the bottom, there are links for 'ONLINE MANUAL' (labeled 'online manual') and 'HOW TO' (labeled 'IT how-to').

System for Grant Management		Grant Agreement Data																	
HORIZON-.. Call: HORIZON-JTI-CLEANH2-2022-1 Topic: HORIZON-JTI-CLEANH2-2022-02-07		Project Summary	Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Associated Partners	JU Contributio...	Researchers	Work Packages	Deliverables	Milestones	Reviews	Critical Risks	Ethics Info	Security

Project Summary ?



Information complete



Missing information: **blocking**



For information only



Missing information: not blocking at this point

This screen is only editable by EU Officers

Beneficiaries



Grant Management | Grant Agreement Data | ndevugen (EXTERNAL) ?

Project Summary | **Beneficiaries** | General Information | Reporting Periods | GA Information | GA Options | Financial Information | LF Overview | Associated Partners | Researchers | Work Packages | Deliverables | Milestones | Reviews | Critical Risks | Ethics Info | Security

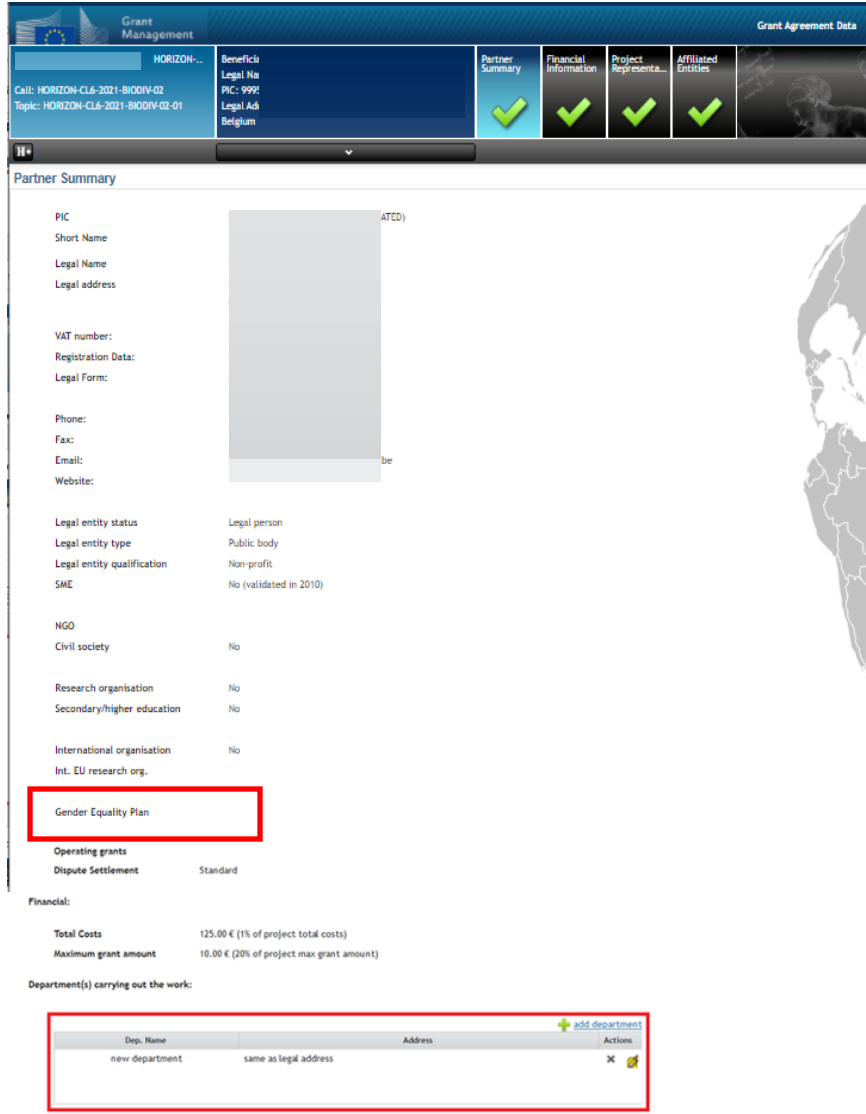
DOCUMENTS

Beneficiaries

[+ Change Coordinator](#)
[+ Add New Beneficiary](#)

Number	Short Name	Legal Name	Role	Country	Start Date	End Date	Status
1	A	...	CO		9	7	VALIDATED
2		CE ... JE	BEN		9	0	VALIDATED

Validate



Grant Management

HORIZON-...
Call: HORIZON-CL6-2021-BIODIV-02
Topic: HORIZON-CL6-2021-BIODIV-02-01

Beneficiary
Legal Na
PIC: 999
Legal Ad
Belgium

Partner Summary ✓
Financial Information ✓
Project Representa... ✓
Affiliated Entities ✓

Partner Summary

PIC: [REDACTED] (ATED)

Short Name: [REDACTED]

Legal Name: [REDACTED]

Legal address: [REDACTED]

VAT number: [REDACTED]

Registration Data: [REDACTED]

Legal Form: [REDACTED]

Phone: [REDACTED]

Fax: [REDACTED]

Email: [REDACTED]

Website: [REDACTED]

Legal entity status: Legal person

Legal entity type: Public body

Legal entity qualification: Non-profit

SME: No (validated in 2010)

NGO: No

Civil society: No

Research organisation: No

Secondary/higher education: No

International organisation: No

Int. EU research org.: No

Gender Equality Plan

Operating grants

Dispute Settlement: Standard

Financial:

Total Costs: 125.00 € (1% of project total costs)

Maximum grant amount: 10.00 € (20% of project max grant amount)

Department(s) carrying out the work:

Dep. Name	Address	Actions
new department	same as legal address	X [add department]

- Coordinator/beneficiary Partner Summary is automatically listed after receiving the invitation letter.
- The **department** needs to be added (mandatory for all beneficiaries, except for Affiliated Entities)
- Having a **Gender Equality Plan** is mandatory (for public bodies, research organisations and higher education institutions) before signing the GA (existence of the plan has to be declared in the portal organisational data)

THIS IS AN ELIGIBILITY ASPECT

Grant Management
Grant Agreement Data

HORIZON-...

Call: HORIZON-CL6-2021-B100IV-02
Topic: HORIZON-CL6-2021-B100IV-02-01

Benefici
Legal Ni
PIC: 999
Legal Ad
Belgium

EL

Partner
Summary

✓

Financial
Information

✓

Project
Representa...

✓

Affiliated
Entities

✓

Project Representatives

Legal Signatory

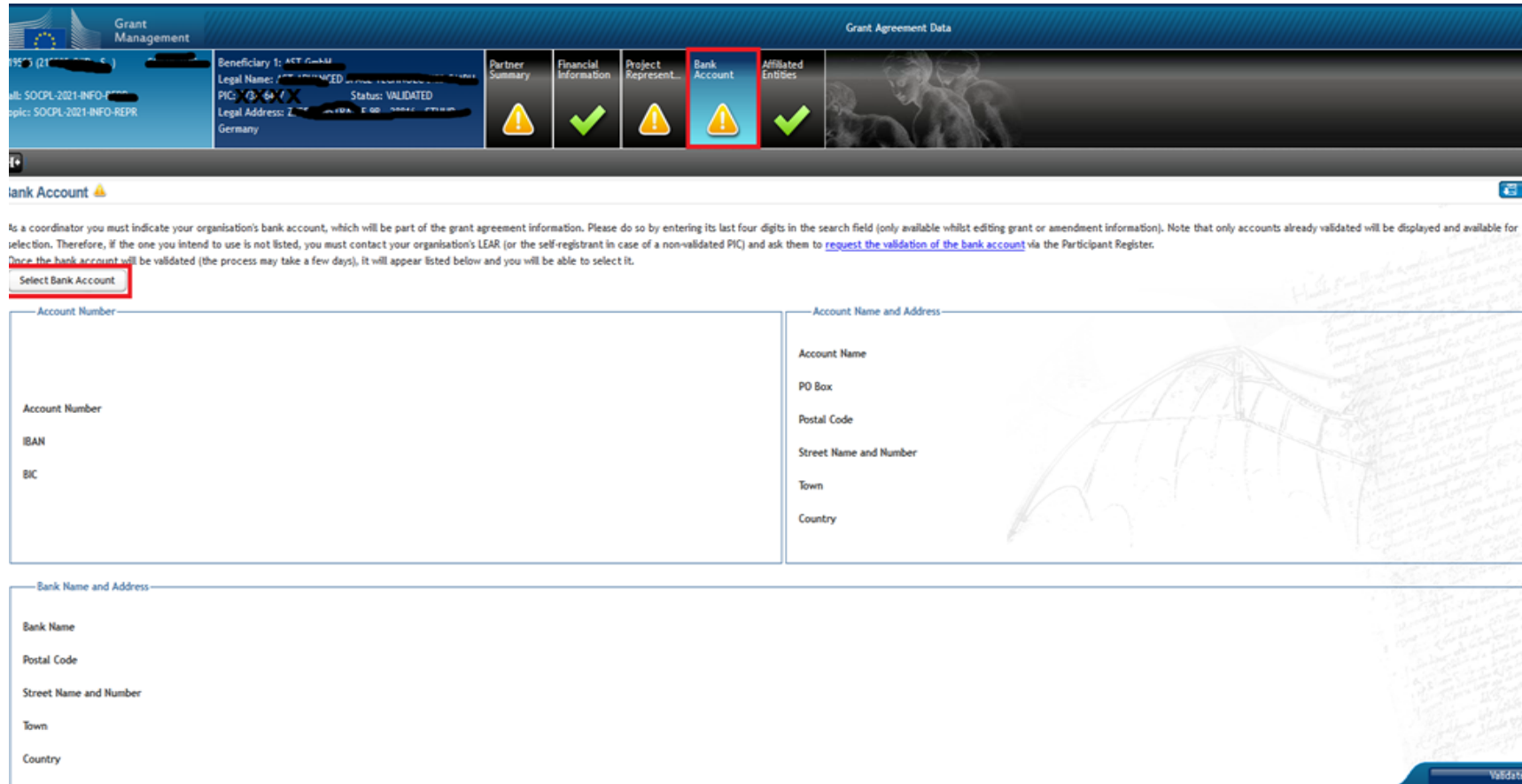
Function	User Id	Family Name	First Name	Email
<input type="checkbox"/>				...@...n.be

Contact Persons

User Id	Family Name	First Name	Email
			...k...@...n.be
			...@...n.be
			...@...n.be

- If no Project Representatives are listed, please complete in the **roles management section of the F&T Portal**.
- Check all information and update, if necessary, in the **roles management section of the F&T Portal**.
- Nominate in the Funding & Tenders Portal, the Legal Entity Appointed Representative (LEAR) and Project Legal Signatory (PLSIGN). Once this has been done, **the PLSIGN who will appear in the Grant Agreement has to be selected in this screen**. Please note that all other PLSIGNs can sign the Grant Agreement.

Bank account (coordinator only)



The screenshot shows the 'Grant Management' interface with a navigation bar containing 'Partner Summary', 'Financial Information', 'Project Represent...', 'Bank Account', and 'Affiliated Entities'. The 'Bank Account' tab is highlighted with a red box. Below the navigation bar, a 'Bank Account' section is visible, containing a 'Select Bank Account' button (also highlighted with a red box) and a form with the following fields:

- Account Number**
 - Account Number
 - IBAN
 - BIC
- Account Name and Address**
 - Account Name
 - PO Box
 - Postal Code
 - Street Name and Number
 - Town
 - Country
- Bank Name and Address**
 - Bank Name
 - Postal Code
 - Street Name and Number
 - Town
 - Country

A 'Validate' button is located at the bottom right of the form.

- Select your bank account from the list of accounts already registered in the Participant Register. For more info about how to register a bank account in the Participant Register, please click [here](#).

Affiliated entities



Grant Management | Grant Agreement Data | n003qv4w (EXTERNAL) ?

Benefic Legal N: IBH | Partner Summary: ⚠️ | Financial Information: ✅ | Project Represent...: ⚠️ | Bank Account: ⚠️ | **Affiliated Entities: ✅**

Call: SOCP-2021-INFO-REPR | Topic: SOCP-2021-INFO-REPR

Legal A: German,

Affiliated Entities [SAVE] [Add new Affiliated Entity]

Short Name	Legal Name	Country	PIC	PIC Status	Joint Several Liability	Actions
✅		DE		VALIDATED	<input type="checkbox"/>	⊕ ⊖ ✕

Grant Management | Grant Agreement Data

Beneficiary 1: [REDACTED] | Affiliated Entity 1: [REDACTED] | Partner Summary: ✅ | **Financial Information: ✅**

Legal Name: [REDACTED] | Legal Name: [REDACTED] | Status: VALIDATED | Status: VALIDATED

PIC: 97XXXXXX | PIC: 99XXXXXX

Legal Address: [REDACTED] UHR, Germany | Legal Address: [REDACTED], DUSSELDORF Germany

Financial Data

Amount	Guarantee Required	Guarantee Amount

Partner is exempted from CFS Yes No

Individual costs table:

Category	Form of Funding	Total Amount
▼ Estimated eligible costs (per budget category)		
▼ Direct costs		
▼ A. Personnel costs		
(a1) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons	actual	0.00 €
(a4) A.5 Volunteers	unit	0.00 €
▼ B. Subcontracting costs		
(b) Subcontracting	actual	0.00 €
▼ C. Purchase costs		
▼ C.1 Travel and subsistence		
(c1a) Travel	unit or actual	0.00 €
(c1b) Accommodation	unit or actual	0.00 €
(c1c) Subsistence	unit or actual	0.00 €
(c2) C.2 Equipment	actual	0.00 €
(c3) C.3 Other goods, works and services	actual	0.00 €
▼ D. Other cost categories		

[Validate]

Grant Agreement Data

ON...	Project Summary	Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Associated Partners	JU Contributio...	Researchers	Work Packages	Deliverables	Milestones	Reviews	Critical Risks	Ethics Info	Security
01																		

MENTS SAVE

ing, all system calculations will be done on the basis of the customised amount. The prefinancing percentage will be approximated and rounded (and may therefore no longer be entirely accurate).

	Amount	Percentage	Date Paid	
	2,412,887.78 €	80.00 %		of 3,016,109.72 €
(MFF) / Guarantee Fund (MFF 2014-2020)	150,805.49 €	5.00 %		of 3,016,109.72 €

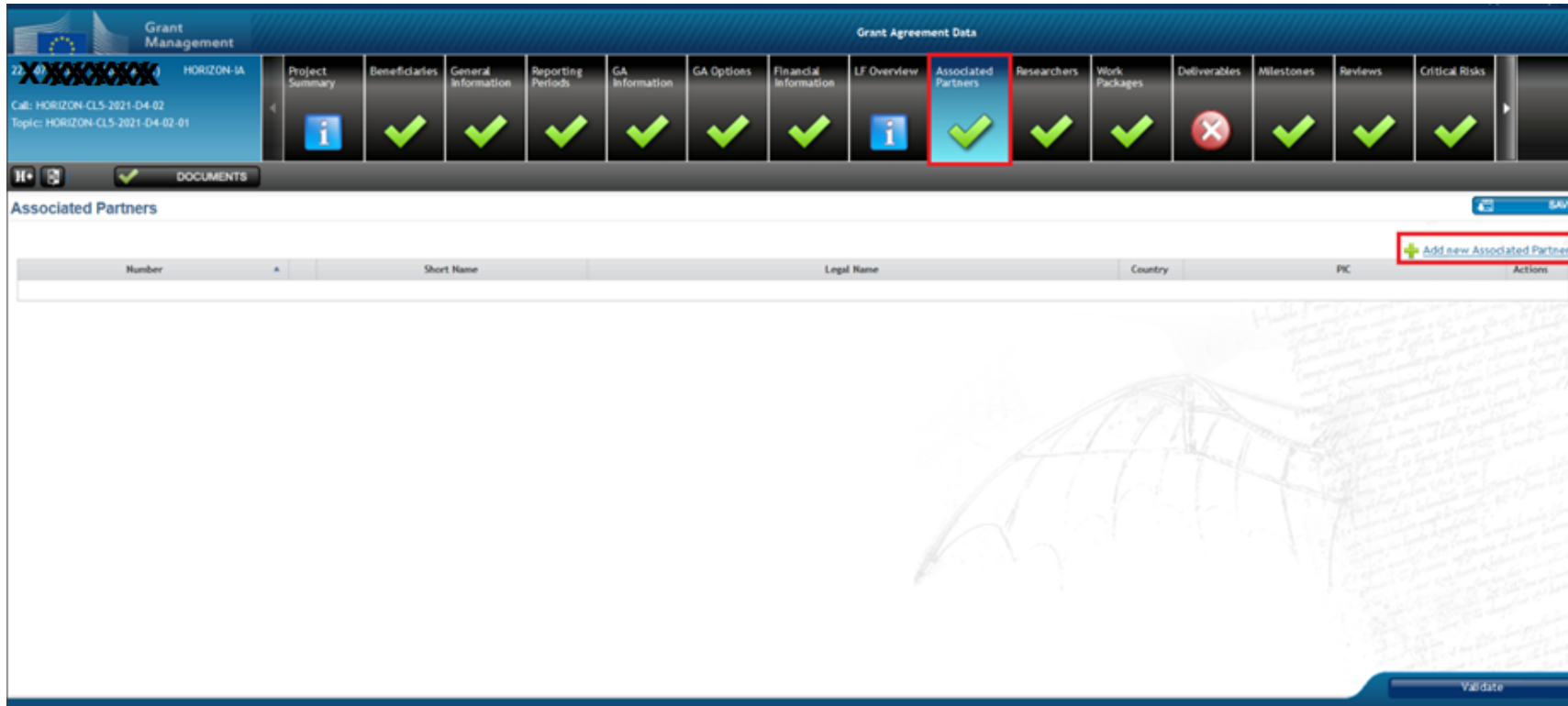
[+ Add Prefinancing](#)

sion) 3,016,109.72 €

Estimated EU contribution													Maximum grant amount
Estimated eligible lump sum contributions (per work package)													
WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	WP9	WP10	WP11	WP12		
100,115.00 €	103,555.00 €	0.00 €	9,397.00 €	0.00 €	0.00 €	65,647.50 €	132,670.00 €	0.00 €	0.00 €	17,007.50 €	15,106.00 €	443,498.00 €	
15,314.79 €	12,637.78 €	19,829.85 €	19,829.85 €	0.00 €	118,106.18 €	18,596.04 €	80,928.00 €	0.00 €	0.00 €	19,829.85 €	0.00 €	305,072.34 €	
5,000.00 €	5,000.00 €	20,000.00 €	10,000.00 €	144,775.00 €	63,250.00 €	72,812.50 €	25,437.50 €	0.00 €	0.00 €	10,000.00 €	0.00 €	356,275.00 €	
0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	31,843.75 €	81,843.75 €	75,718.75 €	81,718.75 €	72,750.00 €	16,500.00 €	0.00 €	360,375.00 €	
0.00 €	0.00 €	49,166.65 €	63,541.65 €	66,041.65 €	0.00 €	94,322.89 €	65,104.15 €	0.00 €	0.00 €	11,822.91 €	0.00 €	349,999.90 €	
0.00 €	9,657.68 €	9,657.68 €	20,815.35 €	0.00 €	64,196.05 €	20,815.35 €	134,892.10 €	0.00 €	0.00 €	0.00 €	0.00 €	260,034.21 €	
0.00 €	8,200.00 €	58,442.50 €	87,903.75 €	0.00 €	0.00 €	142,100.00 €	0.00 €	0.00 €	0.00 €	40,392.50 €	0.00 €	337,038.75 €	
0.00 €	0.00 €	33,866.68 €	33,866.68 €	21,503.78 €	74,715.62 €	90,465.63 €	81,883.63 €	0.00 €	0.00 €	13,699.50 €	0.00 €	350,001.52 €	
23,227.50 €	8,868.75 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	97,556.25 €	124,162.50 €	0.00 €	0.00 €	253,815.00 €	

- You need to enter the amounts from the Detailed Budget Table. (Excel)

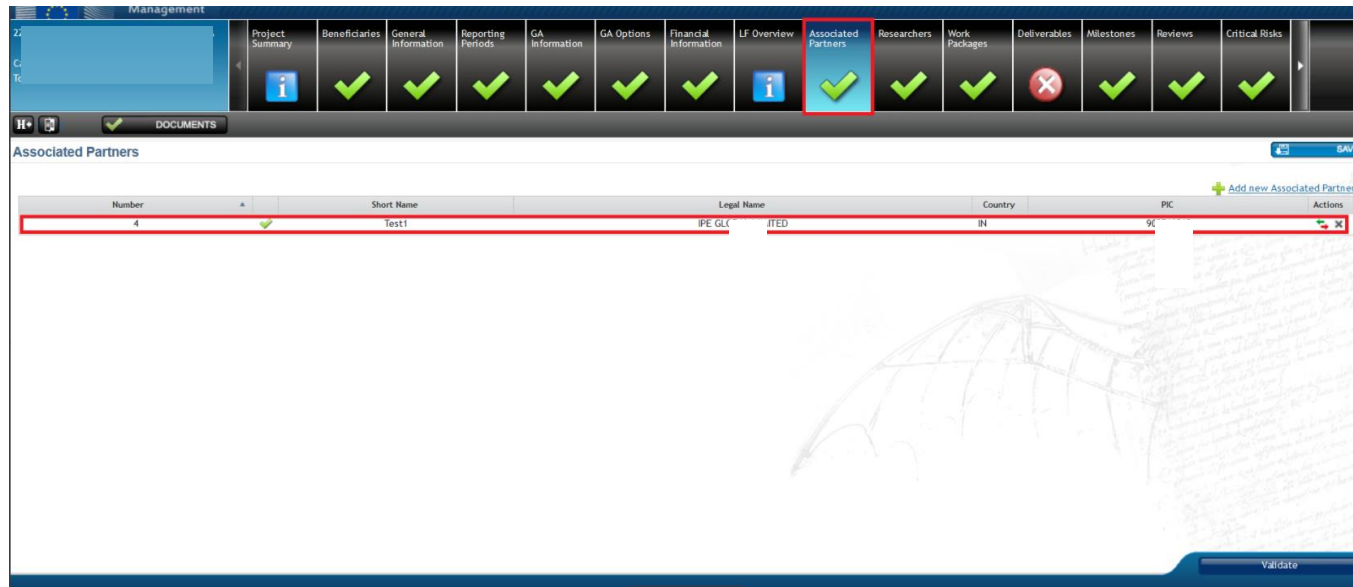
Associated partners



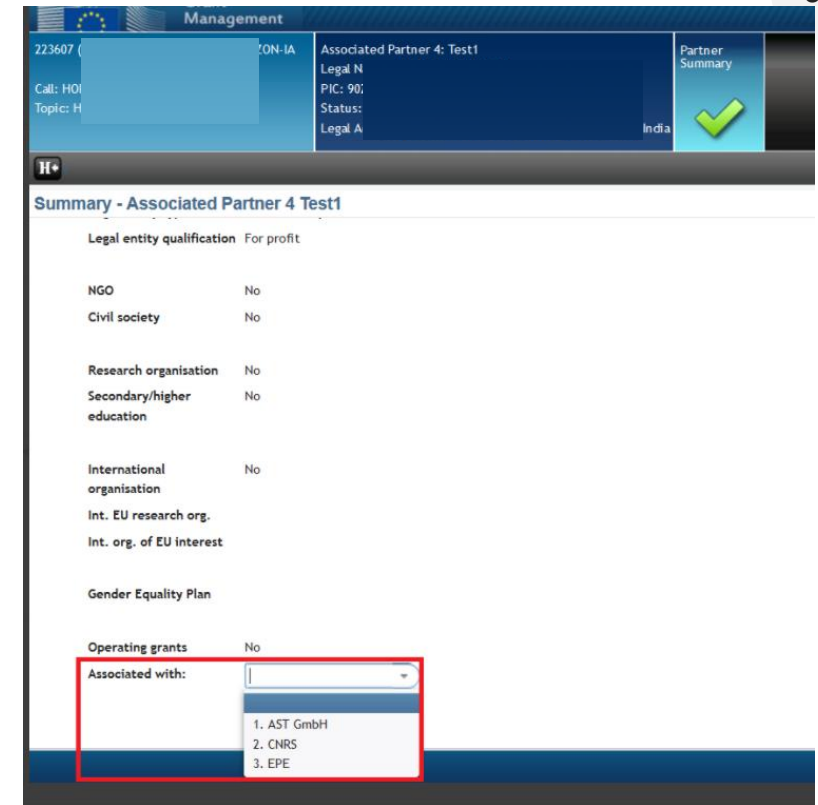
- Data prefilled with proposal information
- Associated partners do not sign the grant agreement and cannot declare costs
- They are allowed to be WP leaders
- Budget table in GA (Annex 2) will not include any information of the budget of AP. Information is included in the proposal and **some information can also be included in DoA - part B**
- Coordinator will be able to enter researchers in the researcher table for AP

Follow up in
liaison with the
Project Officer

Associated partners



Number	Short Name	Legal Name	Country	PIC	Actions
4	Test1	IPE GLC	IN	90	[X]



Summary - Associated Partner 4 Test1

Legal entity qualification: For profit

NGO: No

Civil society: No

Research organisation: No

Secondary/higher education: No

International organisation: No

Int. EU research org.: No

Int. org. of EU interest: No

Gender Equality Plan: No

Operating grants: No

Associated with: [Dropdown menu with options: 1. AST GmbH, 2. CNRS, 3. EPE]

In the Grant Agreement, Article 9.1 specifies to which entity the Associated Partner is linked to:

- if the associated partner is linked to one beneficiary, this beneficiary will be named under Article 9.1
- if the associated partner is linked to the whole consortium (i.e. not linked to a specific beneficiary), Article 9.1 will display only the name of the AP.

ASSOCIATED with:

- whole consortium
- or a beneficiary

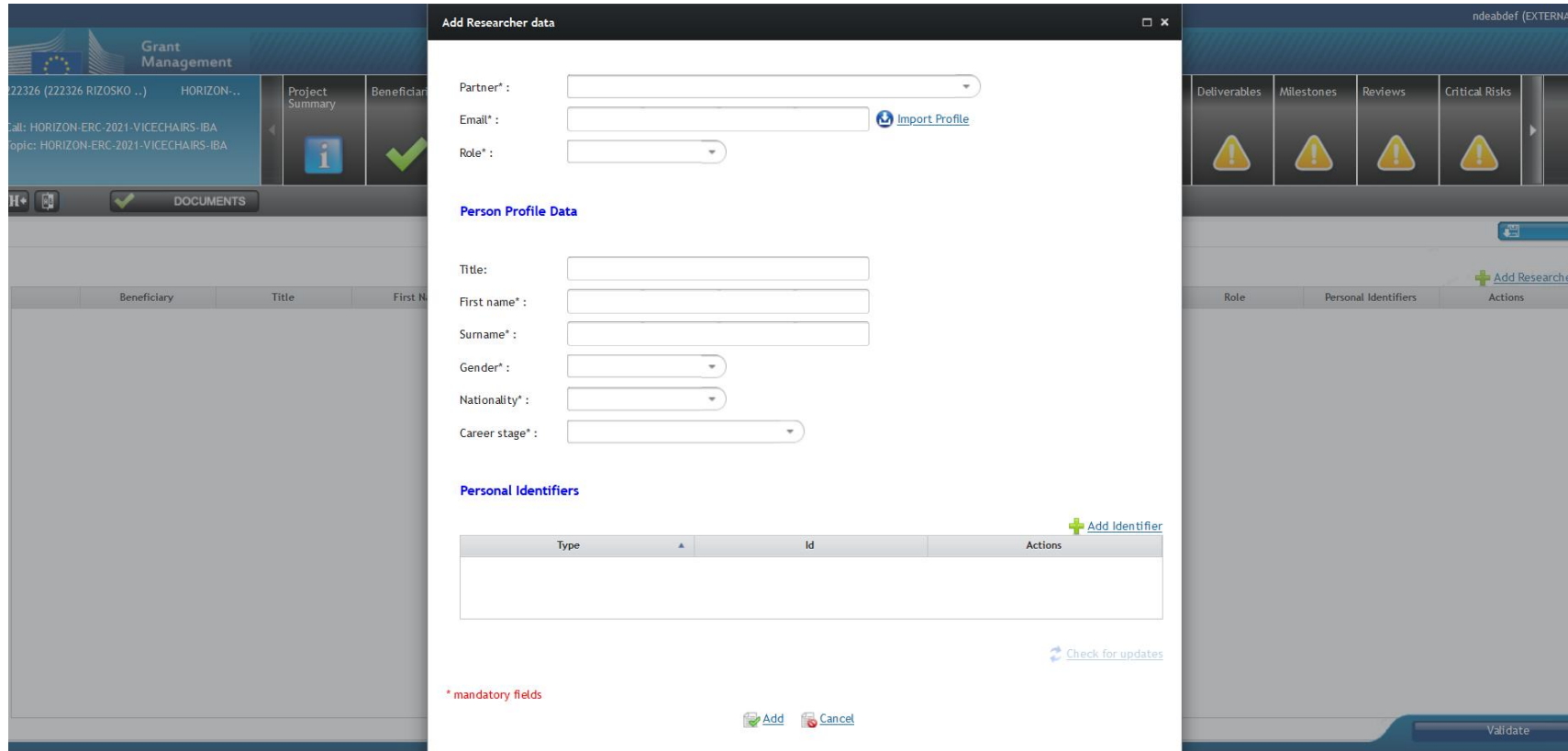
JU Contribution – IKAA and IKOP



JU Contributions

Number	Participate In Projects	PIC	Legal Name	Membership	Financial contributions	IKAA	IKOP
1	Yes			Unknown	0.00 €	0.00 €	0.00 €
2	Yes			Unknown	0.00 €	0.00 €	0.00 €
3	Yes			Unknown	0.00 €	0.00 €	0.00 €
4	Yes			Unknown	0.00 €	0.00 €	0.00 €
5	Yes			Unknown	0.00 €	0.00 €	0.00 €
6	Yes			Unknown	0.00 €	0.00 €	0.00 €
7	Yes			Unknown	0.00 €	0.00 €	0.00 €
8	Yes			Unknown	0.00 €	0.00 €	0.00 €
9	Yes			Unknown	0.00 €	0.00 €	0.00 €
10	Yes			Unknown	0.00 €	0.00 €	0.00 €
11	Yes			Unknown	0.00 €	0.00 €	0.00 €
Total					0 €	0 €	0 €

For Financial contributions, IKAA and IKOP = put « 0 » zero

Grant Management

222326 (222326 RIZOSKO ...)

HORIZON...

Project Summary

Beneficiary

Call: HORIZON-ERC-2021-VICECHAIRS-IBA

Topic: HORIZON-ERC-2021-VICECHAIRS-IBA

DOCUMENTS

Beneficiary

Title

First N

Partner*

Email*

Role*

Import Profile

Person Profile Data

Title:

First name*

Surname*

Gender*

Nationality*

Career stage*

Personal Identifiers

Add Identifier

Type	Id	Actions

Check for updates

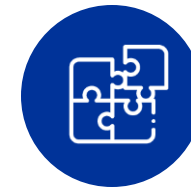
* mandatory fields

Add Cancel

Validate

- Listing the researchers funded by the action is obligatory under HE; each beneficiary enters their own
- Option A: Complete manually all the mandatory data fields
- Option B: Retrieve the researcher's personal data (the ones made public, using the information provided by the researcher in the My Person Profile section of the F&T Portal)
- Removal of researchers listed in proposal only conditional (subject to CleanH2 JU agreement)

Work packages



Grant Management | Grant Agreement Data

Call: HORIZON-CL6-2021-BIODIV-02
Topic: HORIZON-CL6-2021-BIODIV-02-01

Project Summary | Beneficiari... | General Information | Reporting Periods | GA Information | GA Options | Financial Information | LF Overview | Associated Partners | Researchers | Work Packages | Deliverables | Milestones | Reviews | Critical Risks | Ethics Info | Security

DOCUMENTS

Work Packages

Number		Name	Lead Beneficiary	Total Effort	Start Month	End Month	Deliverables No.
1	✓			61.25	1	84	1, 2, 3 ...
2	✓			1186.07	1	84	10, 11 ...
3	✓			30.25	1	84	17, 18 ...
4	✓			28.5	1	84	24, 25 ...
5	✓			26.25	1	84	30, 31 ...
6	✓			15.5	1	84	36, 37 ...
7	⚠			0	1	84	42, 43 ...
8	✓			10.5	1	84	49, 50 ...
9	✓	Coordination and Management		190.6	1	84	56, 57 ...
Total:				1548.92			

Validate

- The Project Work Packages are not automatically listed after receiving the invitation letter.
- Complete all necessary work packages
- You can change the order of the work packages by **dragging and dropping**.



Grant Management

Grant Agreement Data

HORIZON-...
Call: HORIZON-CL6-2021-BIODIV-02
Topic: HORIZON-CL6-2021-BIODIV-02-01

Project Summary Beneficiari... General Information Reporting Periods GA Information GA Options Financial Information LF Overview Associated Partners Researchers Work Packages Deliverables Milestones Reviews Critical Risks Ethics Info Security

DOCUMENTS

Deliverables

Number	Relative Number in WP		Name	Lead Beneficiary	Type	Dissemination Level	Due Date (in months)
D1	D1.1	✓			R	SEN	1
D2	D1.2	✓			R	SEN	12
D3	D1.3	✓			R	SEN	16
D4	D1.4	✓			R	PU	21
D5	D1.5	✓			R	SEN	21
D6	D1.6	✓			R	PU	21
D7	D1.7	✓			R	SEN	19
D8	D1.8	✓			R	SEN	22
D9	D1.9	✓			R	SEN	28
D10	D2.1	✓			R	SEN	6

Validate

- Deliverables are not automatically listed
- All deliverables in proposal need to be included with the same details
- Select appropriate Dissemination status (Public, Sensitive (limited under conditions in GA), **EU classified (EU-restricted/EU-confidential/EU-secret)**).



Grant Management Grant Agreement Data

Project Summary Beneficiari... General Information Reporting Periods GA Information GA Options Financial Information LF Overview Associated Partners Researchers Work Packages Deliverables **Milestones** Reviews Critical Risks Ethics Info Security

Call: HORIZON-CL6-2021-BIODIV-02
Topic: HORIZON-CL6-2021-BIODIV-02-01

DOCUMENTS

Milestones

Number	Name	Lead Beneficiary	Due Date (in months)	Means of Verification	Work Package No.
M1			1		1
M2			1		1
M3			1		1
M4			1		1
M5			1		1
M6			2		1
M7			3		1
M8			4		1
M9			4		1
M10			5		1
M11			5		1
M12			7		1

Validate

- Milestones are not automatically listed
- All milestones in proposal need to be included with the same details

Critical risks



Grant Management | Grant Agreement Data

Call: HORIZON-CL6-2021-BIODIV-02
Topic: HORIZON-CL6-2021-BIODIV-02-01

Project Summary | Beneficiary | General Information | Reporting Periods | GA Information | GA Options | Financial Information | LF Overview | Associated Partners | Researchers | Work Packages | Deliverables | Milestones | Reviews | Critical Risks | Ethics Info | Security

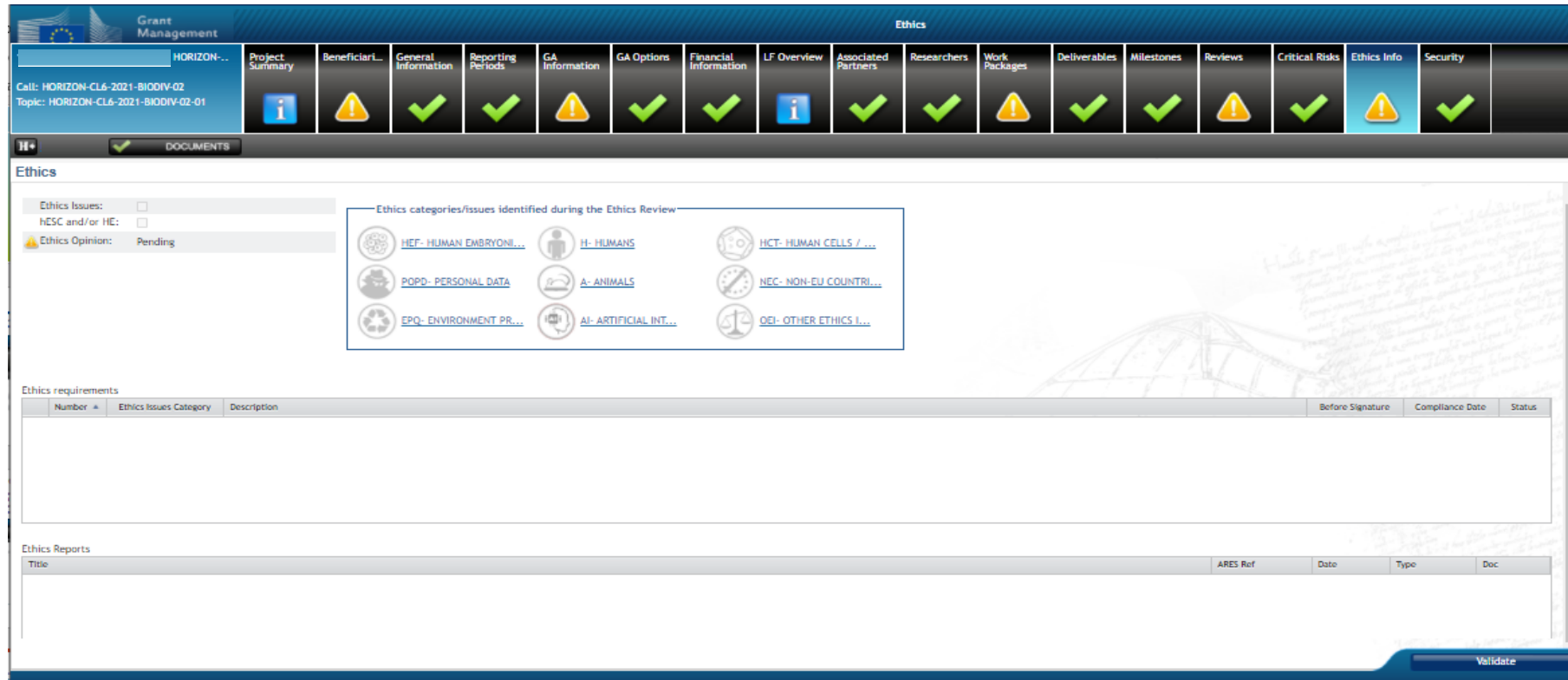
DOCUMENTS

Critical Risks For Implementation

Number	Description	Risk Mitigation Measures	Work Package No.
1	Risk	A large number of partners, either full-time or part-time, are also	1, 2, 3
2	Risk	Reasons and Work due to activities	1, 2, 3
3	Risk	Method: Any	1, 2, 3
4	Risk	New potential	1, 2, 3
5	Risk	It will be detailed	1, 2, 3

Validate

- Critical risks are not automatically listed
- All critical risks in proposal need to be included with the same details

The screenshot shows the 'Ethics' section of a Grant Management system. At the top, there is a navigation bar with various tabs: Project Summary, Beneficiaries, General Information, Reporting Periods, GA Information, GA Options, Financial Information, LF Overview, Associated Partners, Researchers, Work Packages, Deliverables, Milestones, Reviews, Critical Risks, Ethics Info, and Security. Below this, a row of status icons indicates the progress of each section. The 'Ethics Info' tab is highlighted, showing a yellow warning icon. Below the navigation bar, there is a 'DOCUMENTS' section with a green checkmark. The main content area is titled 'Ethics' and contains several sections: 'Ethics Issues' with checkboxes for 'Ethics Issues:', 'HESC and/or HE:', and 'Ethics Opinion: Pending'; 'Ethics categories/issues identified during the Ethics Review' with a grid of icons and labels for categories like 'HEF- HUMAN EMBRYONI...', 'H- HUMANS', 'HCT- HUMAN CELLS / ...', 'POPD- PERSONAL DATA', 'A- ANIMALS', 'NEC- NON-EU COUNTRI...', 'EPQ- ENVIRONMENT PR...', 'AI- ARTIFICIAL INT...', and 'OEL- OTHER ETHICS I...'; 'Ethics requirements' with a table with columns 'Number', 'Ethics Issues Category', 'Description', 'Before Signature', 'Compliance Date', and 'Status'; and 'Ethics Reports' with a table with columns 'Title', 'ARES Ref', 'Date', 'Type', and 'Doc'. A 'Validate' button is located at the bottom right of the screen.

- Ethics screen is available as read only
- Before a final Opinion is encoded by Ethics experts in the Ethics evaluation process, at times, additional information may be requested from the applicant.
- The Consortium or its representative has to upload the requested information in Grant Management application in the Funding & Tenders Portal, under section 'Additional Information request'



Grant Management
Grant Agreement Data

HORIZON-... Call: HORIZON-CL6-2021-BIODIV-02 Topic: HORIZON-CL6-2021-BIODIV-02-01	Project Summary	Beneficiari...	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Associated Partners	Researchers	Work Packages	Deliverables	Milestones	Reviews	Critical Risks	Ethics Info	Security

DOCUMENTS

Security

Security Issues:

Security Classification:

- NSC No security concern
- REC Security recommendations
- R-UE/EU-R RESTREINT UE/EU RESTRICTED
- C-UE/EU-C CONFIDENTIEL UE/EU CONFIDENTIAL
- S-UE/EU-S SECRET UE/EU SECRET
- NOF Proposal too security-sensitive to be funded

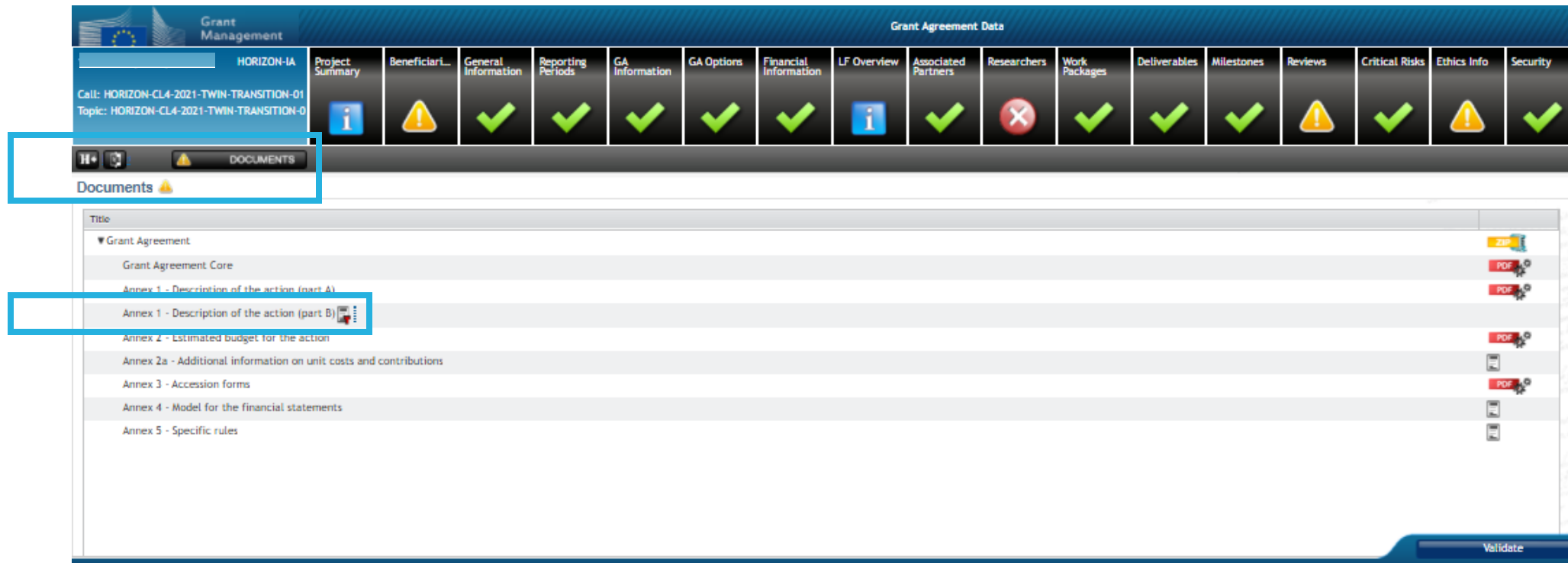
Security Classification Reason:

The Security Appraisal is not foreseen. The proposal was automatically cleared by the system.

Security Recommendations:

Number	Recommendations	Before Signature	Compliance Month	Status

Validate

The screenshot shows the 'Grant Management' interface. At the top, there is a navigation bar with 'Grant Management' and 'Grant Agreement Data'. Below this is a grid of tabs for various sections: Project Summary, Beneficiary, General Information, Reporting Periods, GA Information, GA Options, Financial Information, LF Overview, Associated Partners, Researchers, Work Packages, Deliverables, Milestones, Reviews, Critical Risks, Ethics Info, and Security. Each tab has a corresponding icon (green checkmark, yellow warning triangle, or blue information icon). Below the tabs is a 'DOCUMENTS' section with a blue box highlighting the 'DOCUMENTS' button and the 'Documents' label. The main content area shows a list of documents under the heading 'Grant Agreement'. The list includes: Grant Agreement Core, Annex 1 - Description of the action (part A), Annex 1 - Description of the action (part B) (highlighted with a blue box), Annex 2 - Estimated budget for the action, Annex 2a - Additional information on unit costs and contributions, Annex 3 - Accession forms, Annex 4 - Model for the financial statements, and Annex 5 - Specific rules. Each document entry has a PDF icon and a gear icon for settings. A 'Validate' button is located at the bottom right of the document list.

Check instructions on slide 14 of this presentation

- Before uploading the part B, please remove the cover pages, the list of participants and add a history of changes. Changes need to be described concisely. Please add also a table of contents and page numbers.
- Please remove also, deliverables, milestones, risks and work packages as these are included in part A
- After creating the PDF, you may upload in the documents section
- Avoid repetition of information

Keep in touch

Lionel.BOILLOT@clean-hydrogen.europa.eu

