



Detailed description of your H2020 project

**Description of the action
(Annex 1)**

**Estimated budget for the action
(Annex 2)**

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European Commission
DG RTD CSC J3
26 September 2014



Contents

➤ **Overview**

- Objectives, timing, general aspects

➤ **How to complete the 'description of the action' (Annex 1)**

- Part A (online forms)
- Part B (narrative part, Word template)

➤ **How to complete the 'estimated budget of the action' (Annex 2)**

- Online forms





Objectives

of grant preparation

- **Transfer** information from the proposal to the grant agreement
- **Collect** additional information not present in the proposal (e.g. budget details, third parties)
- **Ensure** consistency between proposal and grant agreement

if applicable, also:

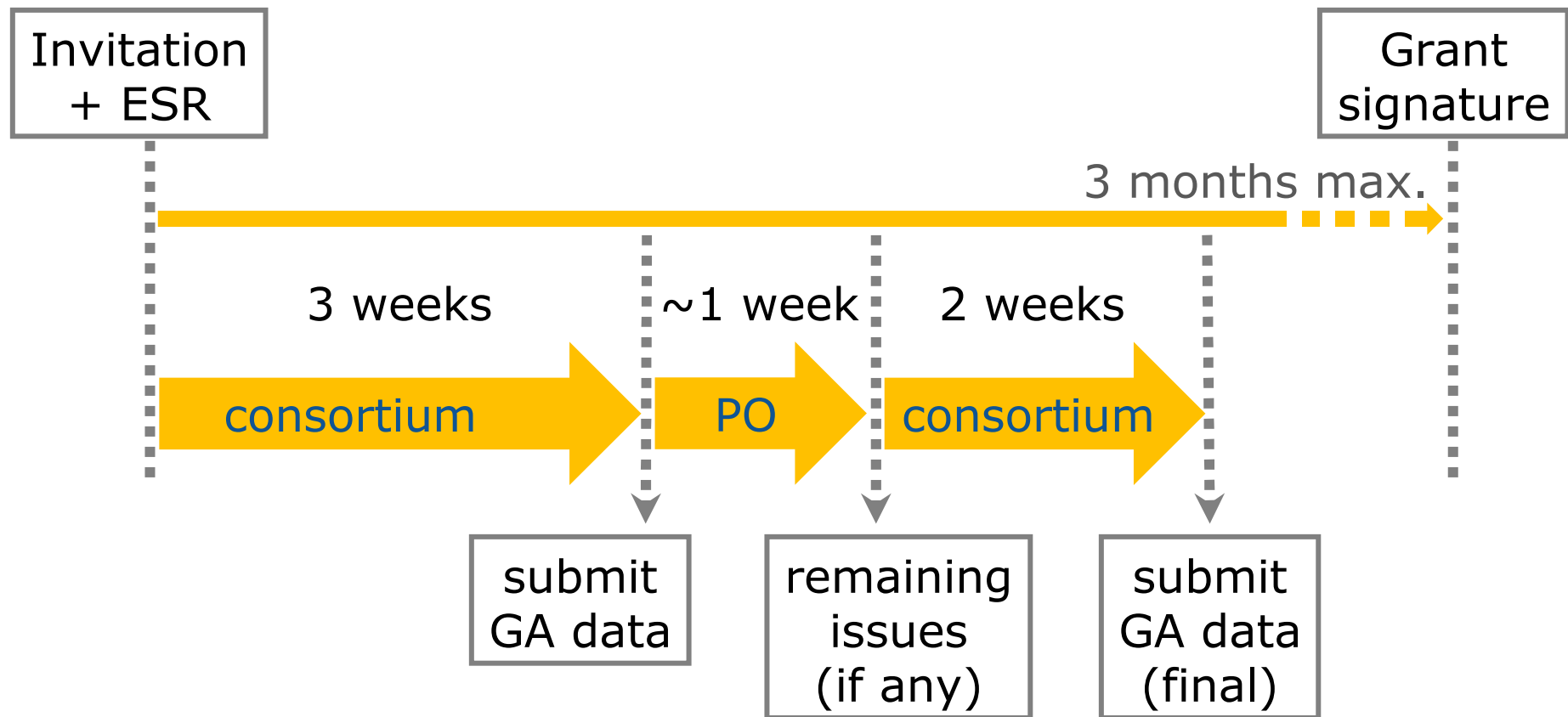
- **Implement** any requirements from an ethics review or security scrutiny





Timing

grant agreement data (GA data)





Consortium

Project Officer

sum of
scientific/technical, budgetary, administrative, and legal
information on your project

=

GRANT AGREEMENT DATA

core
grant
agreement

Annex 1,
description of the action
(project description)

Annex 2,
budget

other
annexes



Possible changes to your project

- Successful proposals are expected to be **mature and ready** to be implemented.
 - No substantial changes are allowed between your proposal and your project.
- **Optional** changes:
 - Obvious errors or inconsistencies may be removed
 - You may correct shortcomings identified by the experts in the ESR (but you are not obliged to do so)
- **Necessary** changes (can) follow from:
 - 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)





Description of the Action (DoA)

- is a detailed description of how the project will be carried out
- follows the structure of the proposal, also comprising Parts A & B
 - Part A is partially pre-filled with proposal data. The remaining information is entered through online forms.
 - Part B is the narrative description of your project. Its sections are copied from the corresponding sections in Part B of the proposal. It is uploaded as a PDF.





DoA format – Part A

Complete online forms (Participant Portal)

- **1.1** – The project summary (automated, proposal table A1)
- **1.2** – The list of beneficiaries (automated, proposal table A2)
- **1.3** – Work plan tables – Detailed implementation
 - 1.3.1 WT1 List of work packages (based on Proposal table 3.1b)
 - 1.3.2 WT2 List of deliverables (based on Proposal table 3.1c)
 - 1.3.3 WT3 Work package descriptions (based on Proposal table 3.1a)
 - 1.3.4 WT4 List of milestones (based on Proposal table 3.2a)
 - 1.3.5 WT5 Critical risks and mitigation actions (based on Proposal table 3.2b)
 - 1.3.6 WT6 Summary of project efforts in person months (based on Proposal table 3.5a)
 - 1.3.7 WT7 Tentative schedule of project reviews (set by project officer)
- **1.4** – Ethics requirements (if any, set by project officer)





DoA format – Part B

Complete Word-template, convert to PDF, upload

History of changes *In this section you must record all changes implemented in comparison with the submitted proposal or previous DoA versions.*

Table of Contents *Generate a table of contents with page numbers)*

2.1. Excellence

2.1.1. Objectives *(proposal section 1.1)*

2.1.2. Concept and Approach *(proposal section 1.3)*

2.1.3. Ambition *(proposal section 1.4) [not applicable for CSA type of actions]*

2.2. Impact

2.2.1. Expected impact *(proposal section 2.1)*

2.2.2. Measures to maximise impact *(proposal section 2.2)*

2.2.2.1. Dissemination and exploitation of results *(proposal section 2.2.a)*

2.2.2.2. Communication activities *(proposal section 2.2.b)*

DoA format – Part B (cont.)

2.3. Implementation

2.3.1. Work Plan (*proposal section 3.1*)

Do NOT copy tables 3.1a, 3.1b, 3.1c, as they are included in Part A

2.3.2. Management structures and procedures (*proposal section 3.2*)

2.3.3. Consortium as a whole (*proposal section 3.3*)

2.3.4. Capacity of participants and links to third parties (*proposal section 4*)

2.3.4.1. Participants (*proposal section 4.1*)

2.3.4.2. Third parties involved (*proposal section 4.2*)

2.3.4.3. [*if applicable:*] Financial support to third parties (*proposal section 4.3*)

2.3.5. Planned use of resources (*proposal section 3.4*)

Only copy tables 3.4b. → Do NOT copy table 3.4a, as it is included in Part A

DoA format – Part B (cont.)

if applicable

2.3.6. Ethics and Security (*proposal section 5*)

2.3.6.1. Ethics (*proposal section 5.1*)

2.3.6.2. Security (*proposal section 5.2*)

Other points to watch

- **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
- Ethics and security (see below)
- Communication (see below)



Ethics review and security scrutiny

- Your proposal may be subject to an **ethics review** and/or a **security scrutiny** procedure
 - For example, if you flagged such issues in your proposal or if specified in the relevant call for proposals
- The **results must be implemented** in the grant agreement
 - 'Ethics requirements' are binding, they will be entered by the PO in Part A (DoA)
 - You need to update the ethics section in Part B (DoA) to ensure that any 'ethics requirements' are met
 - There may be 'ethics requirements' that you need to meet before the grant can be signed
 - Similarly for security scrutiny






Communication

- Increased importance in Horizon 2020
 - Communication plan in the proposal and the grant agreement
 - Promote your project and its results beyond the project's own community
 - Communicate your research in a way that is understood by non-specialists, e.g. to the media and the public
 - Inform us in advance of communication activities expected to have a major media impact
- Communication ≠ dissemination
 - Dissemination is a separate obligation (e.g. through scientific articles and conferences)



Complete Annexes 1 and 2 at the Participant Portal

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RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT


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




WHAT'S NEW?




FUNDING OPPORTUNITIES




HOW TO PARTICIPATE



WORK AS AN EXPERT




MY PERSONAL AREA



INFORMATION AND SUPPORT

Start screen




European
Commission

RESEARCH & INNOVATION


Participant Portal - Grant Management Services


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 ALLEGRINI


 See all data ...





 **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


[H2020 ONLINE MANUAL](#)














 **HOW TO**



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Project summary

<< portal
nexterli (EXTERNAL) ?


Grant Agreement Data

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
												

H+ 
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: 256.00 €
 Max EU Grant Amount(following evaluation): 1,240.00 €
 Total Costs: 1,237.00 €
 Maximum Grant Amount: 1,237.00 € 100 % of total costs

Officers:
 Project Officer: Maria ALLEGRI (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

Icons used



No missing information



Missing information: blocking



For information only



Missing information: not blocking at this point

Validation function

<< portal

SyGMA
System for Grant Management

Project 888823 (Project 888823)

HORIZON 2020

Call: H2020-INFRAIA-2014-2015 Action :
Resp. Unit: RTD/B/07 Duration:

H+ [icon] [icon] DOCUMENT

Project Summary

Project 888823 (Project 888823)

Responsible Unit:
Call:
Topic:
Type of Action:
Duration:

Budget Information:
Total Costs in the Proposal:
Max EU Grant Amount(following evalua
Total Costs:
Maximum Grant Amount:

Officers:
Project Officer: Maria ALLEGRIINI (RTD

Deadlines:
Deadline for first version of the grant a
annexes)
Deadline for the signature of the partic
declarations
Deadline foreseen for the signature of

Validation Report

Expand All Collapse All

▼ 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]

nexterli (EXTERNAL) ?

stones	Reviews	Critical Risks
[!]	[!]	[!]

SAVE

Validate

Beneficiary data are imported from your proposal

SyGMa
System for Grant Management

Project 888823 (Project 888823)

HORIZON 2020
Call: H2020-INFRAIA-2014-2015 Action : CSA
Resp. Unit: RTD/B/07 Duration: 36

Grant Agreement Data

Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Work Packages	Deliverables	Milestones	Reviews	Critical Risks

Beneficiaries

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

Number	Short Name	Legal Name	Role	Country	PIC	PIC Status	Actions
1	AST	AST ADVANCED SPACE TECHNOLOGIES GMBH	CO	DE	973276467		
2	RHP	RHP-TECHNOLOGY GMBH & CO KG	BEN	AT	973104001		
3	CNRS	CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE	BEN	FR	999997930		
4	LANC UNIV	LANCASTER UNIVERSITY	BEN	UK	999840984		

Validate

Project representatives are imported for each beneficiary: check and update if necessary

**SyGMA**
System for Grant Management

Grant Agreement Data

Project 888823 (Project 888823)

Call: H2020-INFRAIA-2014-2015 Action : CSA
Resp. Unit: RTD/B/07 Duration: 36

Beneficiary 1: AST
Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH
PIC: 973276467 Status: UNKNOWN
Legal Address: ZEPPELINSTRASSE 9B , 28816 , Germany

Partner Summary


Financial Information


Project Representatives


Bank Account


Linked Third Parties


 slide to select beneficiary

Project Representatives   **SAVE**

Legal Signatory

Function	User Id	Family Name	First Name	Email	More Info
----------	---------	-------------	------------	-------	-----------

Contact Persons

User Id	Family Name	First Name	Email	More Info
nautopne	AUTOPART	NEF	nef.autopart@gmail.com	details
nexterli	EXTERNAL	Lies	lies.external@gmail.com	details

 **Validate**



European
Commission

Add the department(s) carrying out the work for each beneficiary

Project 888823 (Project 888823)

HORIZON 2020

Call: H2020-INFRAIA-2014-2015 Action : CSA
Resp. Unit: RTD/B/07 Duration: 36

Beneficiary 1: AST
Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH
PIC: 973276467 Status: UNKNOWN
Legal Address: ZEPPELINSTRASSE 9B , 28816 , Germany

Partner Summary Financial Information Project Representativ Bank Account Linked Third Parties

slide to select beneficiary

Partner Summary SAVE

PIC: 973276467
Short Name: AST
Legal Name: AST
Legal address: ZEPPELINSTRASSE 9B , 28816 , Germany
Phone:
Fax:
Email:
Website:
VAT Number: 123
Registration Data:
Legal Form:
Legal Status: Legal Person
SME 2013

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

Department(s) carrying out the work:

add department

Dep. Name	Address	Actions
dept1	teststreet 1930 , Belgium	

Validate

Add linked 3rd parties (if any) for each beneficiary

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: AST
Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH
PIC: 973276467 Status: UNKNOWN
Legal Address: ZEPPELINSTRASSE 9B , 28816 , Germany

Partner Summary Financial Information Project Representati Bank Account Linked Third Parties

slide to select beneficiary

Linked Third Parties SAVE

+ Add new Third Party

Short Name	Legal Name	Country	PIC	PIC Status	EWS	Joint Several Liability	Actions

Validate

NB: Linked 3rd parties need to register and are validated like beneficiaries.

Select bank account (coordinator only)

Project 888823 (Project 888823)

HORIZON 2020

Call: H2020-INFRAIA-2014-2015 Action : CSA
Resp. Unit: RTD/B/07 Duration: 36

Beneficiary 1: AST

Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH
PIC: 973276467 Status: UNKNOWN
Legal Address: ZEPPELINSTRASSE 9B , 28816 , Germany

Partner Summary

Financial Information

Project Representativ

Bank Account

Linked Third Parties

slide to select beneficiary

Bank Account

SAVE

Select Bank Account

Account Number

Account Number

IBAN

BIC

Account Holder Name and Address

Account Holder 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

Validate

Specify the project's start date

Other general information is imported (title, abstract, ...)

General Information   SAVE

Project Number	888823
Acronym	Project 888823
Title	This is a mockup for project with number 888823
Duration	36
Topic	INFRAIA-1-2014-2015
Call	H2020-INFRAIA-2014-2015
Start Date	<input checked="" type="radio"/> The first day of the month after the entry into force of the Grant Agreement <input type="radio"/> A fixed starting date
Abstract	abstract value
Free Keywords	test1, test2, test3

NB: If you choose a fixed start date you will need to provide a justification

Reporting periods

will be completed by the project officer

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

Reporting Periods

SAVE

Reporting Period No.

From Month

To Month

Duration

Actions

1

1

18

18

2

19

36

18

+ Add New Period

Validate



European
Commission

Grant agreement information (read only)

Project 888823 (Project 888823)	Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Work Packages	Deliverables	Milestones	Reviews	Critical Risks
HORIZON 2020 Call: H2020-INFRAIA-2014-2015 Action : CSA Resp. Unit: RTD/B/07 Duration: 36												

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

Grant agreement options (read only)

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

Grant Agreement Options

AUTOMATED

<input checked="" type="checkbox"/>	3	Article 6.2 D.2 - Depreciation costs of equipment	
<input type="checkbox"/>	4	Article 6.2 D.2 - Full purchase costs of equipment	
<input type="checkbox"/>	5	Article 6.2 D.4 Large Research Infrastructure costs	
<input type="checkbox"/>	13	Article 16.1 - Rules for providing trans-national access to research infrastructure	
<input type="checkbox"/>	14	Article 16.2 - Rules for providing virtual access to research infrastructure	
<input type="checkbox"/>	15	Article 20.5 - Information on cumulative expenditure incurred	
<input type="checkbox"/>	16	Article 28.1 - General obligation to exploit the results - additional exploitation obligations	
<input type="checkbox"/>	17	Article 28.2 - Notification if results could contribute to standards	
<input type="checkbox"/>	18	Article 29.1 - General obligation to disseminate results - additional dissemination obligations	
<input type="checkbox"/>	19	Article 29.1 - General obligation to disseminate results - additional dissemination obligations for interoperability	
<input type="checkbox"/>	20	Article 29.1 - General obligation to disseminate results - additional dissemination obligations for cross-border interoperability	

MANUAL

<input type="checkbox"/>	1	Article 2 - Complementary Grant	
<input type="checkbox"/>	2	Article 2 - Jointly Funded Action	
<input type="checkbox"/>	6	Article 10.1 - Rules for purchasing goods, works or services	
<input type="checkbox"/>	7	Article 13.1 - Rules for subcontracting action tasks	
<input type="checkbox"/>	8	Article 13.1 - action involving PCP or PPI	
<input type="checkbox"/>	9	Article 13.1 - action involving PPI: Participation in PPI tendering procedures	
<input type="checkbox"/>	10	Article 13.1 - action involving PCP: The subcontracts must provide...	
<input type="checkbox"/>	11	Article 15.1 - Rules for providing financial support to third parties	

Validate



European
Commission

Budget tables are imported: check and update if needed

Project 888823 (Project 888823)

Call: H2020-INFRAIA-2014-2015 Action : CSA
Resp. Unit: RTD/B/07 Duration: 36

Beneficiary 1: AST

Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH
PIC: 973276467 Status: UNKNOWN
Legal Address: ZEPPELINSTRASSE 9B , 28816 , Germany

Partner Summary

Financial Information

Project Representative

Bank Account

Linked Third Parties

H+

slide to select beneficiary

Financial Data H2020

SAVE

Use of 'costs of in-kind contributions not used on premises?' (m) ☒ yes ☐ no 5.00 €

Use of 'costs of large research infrastructure' in the grant? ☐ yes ☒ no

No contribution requested? ☐ yes ☒ no

Individual costs table:

Cost Category	Unit Cost	Number of Units	Subtotal	Total	Actions
a) Direct personnel costs declared as actual costs				100.00 €	
b) Direct personnel costs declared as average costs				0.00 €	
▼ c) Direct personnel costs declared as unit costs				0.00 €	
c1) SME owner/manager costs	unit cost: 32.1 3 €	x units:	=	0.00 €	
d) Direct costs of subcontracting				300.00 €	
e) Direct costs of providing financial support				400.00 €	
f) Other direct costs				200.00 €	
g) Indirect costs (= 0.25 * (a + b + c + f - m))				73.75 €	
j) Total costs (= a + b + c + d + e + f + g)				1,073.75 €	
k) Maximum EU contribution (100%)				1,073.75 €	
l) Maximum grant amount				1,173.00 €	

Add budget details of linked 3rd parties (if any)

Project 645530 (GAPLESS)  Call: H2020-ICT-2014-1 Action : IA Resp. Unit: RTD/JJ/04 Duration: 48	Beneficiary 3: UNI Legal Name: UNITED NATIONS INSTITUTE FOR TRAINING AND RESEARCH PIC: 997721825 Status: VALIDATED Legal Address: Palais des Nations , 1210 , Geneva Switzerland	Third Party 1: CDE Legal Name: CENTRO DE ESTUDOS PARA A INTERVENCAO SOCIAL PIC: 997787591 Status: VALIDATED Legal Address: RUA RODRIGUES SAMPAIO 31 , 1150 278 , LISBOA Portugal	Partner Summary 	Financial Information 	Specific Legal 	
H+ ◀ 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 €	

NB: In the proposal, you specified a cumulative budget for each beneficiary and its linked 3rd parties. In the grant agreement, this must be resolved into separate budgets. The sum remains unchanged.

Financial information

- check budget table
- prefinancing amount is for information

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

H+ R+ 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	AST	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	RHP	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	CNRS	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	LANC UNIV	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 €

Legal & financial overview (read only)

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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Milestones

Reviews

Critical Risks












DOCUMENTS

Legal and Financial Overview

+

+

Number	Legal Name	Role	Legal Data	Financial Data	Lear Appoin.	Lear ext. mandate
1	AST ADVANCED SPACE TECHNOLOGIES GMBH	CO				
2	RHP-TECHNOLOGY GMBH & CO KG	BEN				
3	CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE	BEN				
4	LANCASTER UNIVERSITY	BEN				

Add work packages from Part B of your proposal

Project 888823 (Project 888823)

HORIZON 2020

Call: H2020-INFRAIA-2014-2015 Action : CSA
Resp. Unit: RTD/B/07 Duration: 36

DOCUMENTS

Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Work Packages	Deliverables	Milestones	Reviews	Critical Risks
✗	✗	✓	⚠	✓	✗	i	✗	✗	⚠	⚠	⚠

Work Packages

SAVE

+ Add Work Package

Number	Title	Lead Beneficiary	Total Effort	Start Month	End Month	Deliverables No.	Actions
Total:			0				

Validate

Add deliverables from Part B of your proposal

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



 DOCUMENTS

Deliverables

SAVE




Number	Relative Number in WP	Title	Lead Beneficiary	Type	Dissemination Lev	Due Date (in mont	Actions
--------	-----------------------	-------	------------------	------	-------------------	-------------------	---------

Validate

Add milestones from Part B of your proposal

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



 DOCUMENTS

Milestones 














 SAVE

Number	Title	Lead Beneficiary	Due Date (in months)	Description	Work Package No.	Actions
<div> Add Milestone</div>						

Validate

Project reviews

will be completed by the project officer

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												
Reviews 😊												
Revision No.	Tentative Timing		Planned Venues				Comments					
												Validate

Risks and mitigation measures from Part B of your proposal

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 

SAVE

 Add CriticalRisks

Number	Description	Risk Mitigation Measures	Work Package No.	Actions
<div>Validate</div>				

Ethics screen (read only)


Project 633053 (EUROfusion)
HORIZON 2020
Call: EURATOM-Adhoc-2014-20Action : COFUND
Resp. Unit: RTD/J/04 Duration: 60

Beneficiaries
General Information
Reporting Periods
GA Information
GA Options
Financial Information
LF Overview
Work Packages
Deliverables
Milestones
Reviews
Critical Risks
Ethics

DOCUMENTS

Ethics Appraisal

Ethics Issues: ☒
hESC: ☒
Ethics Clearance: Conditionally clear

Title	ARES Ref	Date	Type	Comment	Doc
jhgkghkhkj,bbk	Ares(2014)29802	14/05/2014	ECO_A	kuhiuhk	

Number	Ethics Issues Category	Description	Before Signature	Compliance Date	Assessment
1	Personal data protection	blah blah testing ethics requirement	<input type="checkbox"/>	1	
2	Animals	Testing before signature	<input checked="" type="checkbox"/>	1	
3	Other ethics issues	testing last Issue	<input type="checkbox"/>	1	
4	Human cell tissues	oiuyoyo	<input checked="" type="checkbox"/>	1	

Validate
Complete

Upload Annex 1, Part B (pdf)

SyGMA
System for Grant Management

Grant Agreement Data

Project 123456 (Example)
HORIZON 2020
Call: H2020-PHC-2014-single-stage Action : RIA
Resp. Unit: RTD/E/05 Duration: 48

Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Work Packages	Deliverables	Milestones	Reviews	Critical Risks	Ethics
✗	⚠	✓	⚠	✓	✗	i	✗	✗	⚠	⚠	⚠	i


DOCUMENTS

Documents

Title

- ▼ Grant Agreement Summary
 - Grant Agreement Data Sheet (ZIP)
- ▼ Grant Agreement
 - Grant Agreement (PDF)
 - Annex 1 - Description Of Action (part A) (PDF)
 - Annex 1 - Description Of Action (part B)** (PDF)
 -
 - Annex 2 - Estimated budget of the action (PDF)
 - ☐ Annex 2a - Additional information on the estimated budget of the action (if unit costs are used)
 -
 - Annex 3 - Accession Forms (PDF)
 - 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

Signature




RESEARCH & INNOVATION
Participant Portal - Grant Management Services


Ppgms COPL

MY PROJECT


HORIZON 2020

Call: H2020-INNOSUP-2014-S
Type of Action: H2020-FCT-2015
Acronym: Mindflex
Current Phase: Grant management
Number: 28108
Duration: 48 months
Start Date: 2013-04-23
Estimated Project Cost: €4,545,454.00
Requested EU Contribution: €999,123.00
Contact: James

 See all data ...




H2020 ONLINE MANUAL

 **HOW TO**











Proposal Management & Grant Preparation
28108 - Mindflex

12/04/2013





Submitted Evaluated Ranked Invited Prepared Signed Paid

 Grant Agreement signature [Sign](#)

Documents

 Grant Agreement	 Grant Declaration	 Grant Declaration	 Grant Declaration
 Grant Declaration	 Grant Declaration	 Grant Declaration	 Grant Declaration
 Grant Declaration	 Third party declarations		

Messages

-  **Partner Contact (test 4) test content tfdsa 111 on 17.03.2014 10:14**
-  **Coordinator Authorized Signatory (test 3) test content tfdsa dsadsa on 17.03.2014 10:14**
-  **Partner Authorized Signatory (test 2) test content tfdsa 666 on 17.03.2014 10:14**
-  **Coordinator Contact (test 1) test content tfdsa 444 on 17.03.2014 10:14**

The Coordinator Legal Authorized Signatory is invited to electronically sign the grant agreement

More information

available at the Participant Portal

➤ Guide for Grant Agreement Preparation

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/gap/h2020-guide-gap_en.pdf

➤ H2020 ONLINE MANUAL

http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/from-evaluation-to-grant-signature/grant-preparation_en.htm

➤ HOW TO

<https://webgate.ec.europa.eu/fpfis/wikis/display/ECResearchGMS/1.+Grant+Management+Services+tool>

