

# Grant Agreement Preparation

## Description of the Action (DoA)

Lionel Boillot, Project Officer / Call coordinator



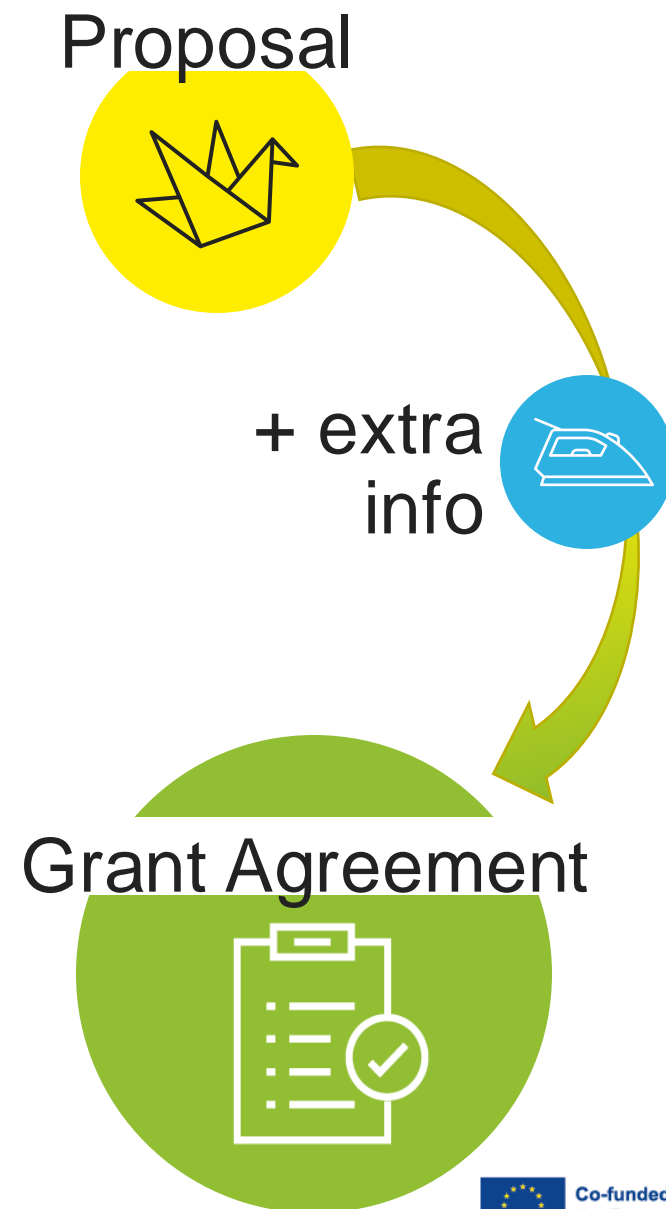
# Objectives of the GAP

**Transfer** information from the proposal to the grant agreement

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

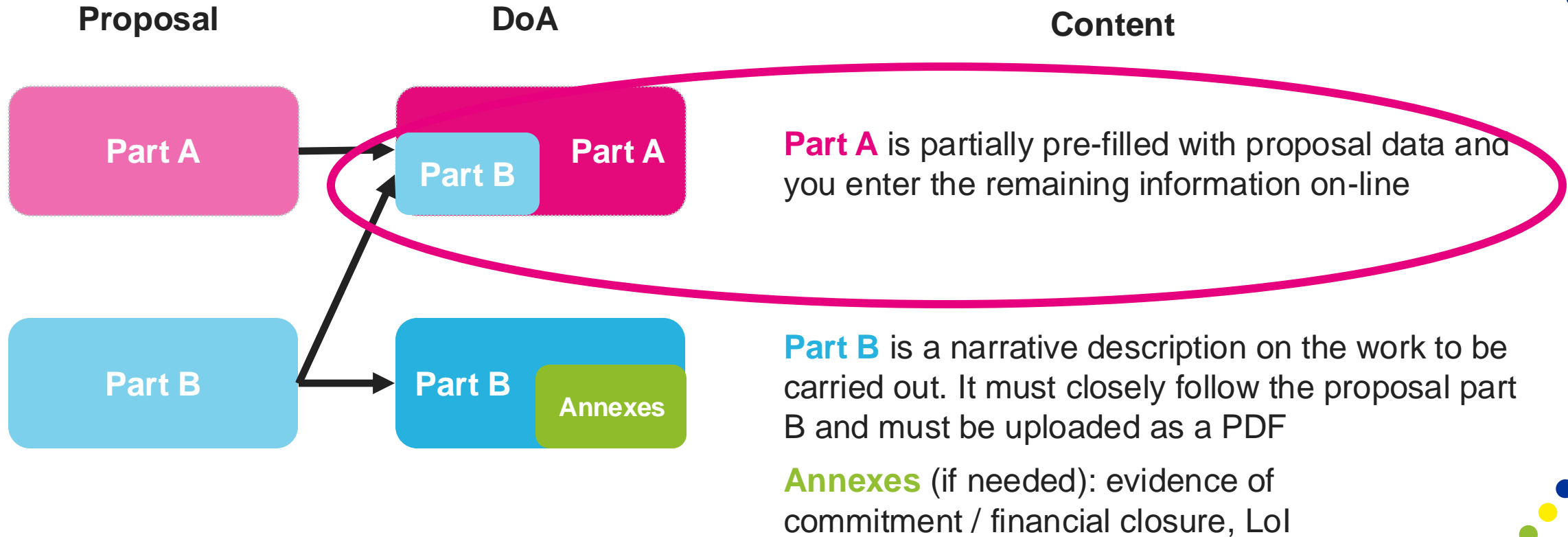
if applicable, also:

- 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

3



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

# Description of the Action (DoA) – Part A

**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.

# SAFETY **deliverable** - CleanH2 JU specific for Innovation Actions

5



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

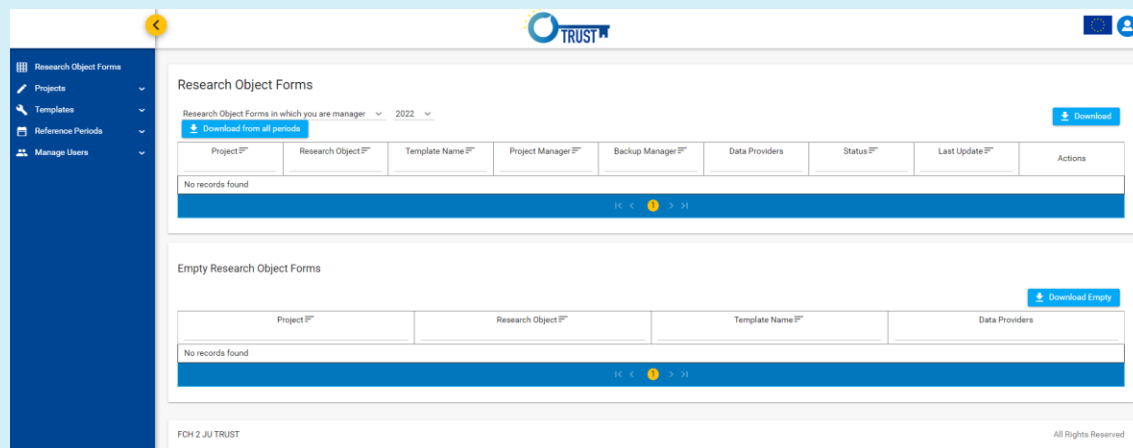
# DATA reporting **deliverable** - CleanH2 JU specific



- 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

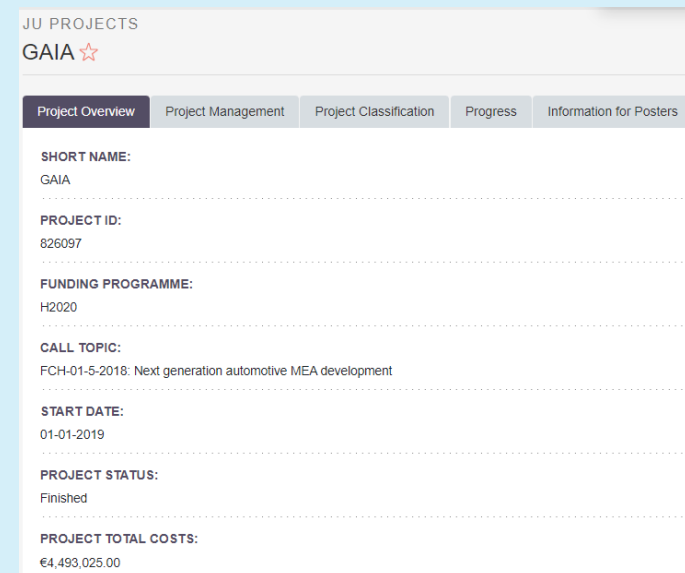
# TRUST and SuiteCRM- CleanH2 JU specific

## Technology Template: [TRUST](#) platform



The screenshot shows the TRUST platform interface. On the left is a dark blue sidebar with navigation links: Research Object Forms, Projects, Templates, Reference Periods, and Manage Users. The main content area is white and titled 'Research Object Forms'. It includes a dropdown menu for 'Research Object Forms in which you are manager' and a '2022' dropdown. Below this is a 'Download from all periods' button and a 'Download' button. A table with columns: Project ID, Research Object ID, Template Name ID, Project Manager ID, Backup Manager ID, Data Providers, Status ID, Last Update ID, and Actions. The table shows 'No records found'. Below the table is a pagination bar. The second section is titled 'Empty Research Object Forms' and includes a 'Download Empty' button. It has a similar table structure with columns: Project ID, Research Object ID, Template Name ID, and Data Providers. It also shows 'No records found' and a pagination bar. At the bottom, it says 'FCH 2 JU TRUST' and 'All Rights Reserved'.

## Qualitative Template: [Suite CRM](#) platform



The screenshot shows the Suite CRM platform interface for 'JU PROJECTS'. The project name is 'GAIA' with a star icon. Below the name are tabs: Project Overview (selected), Project Management, Project Classification, Progress, and Information for Posters. The 'Project Overview' tab displays the following information:

- 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):**

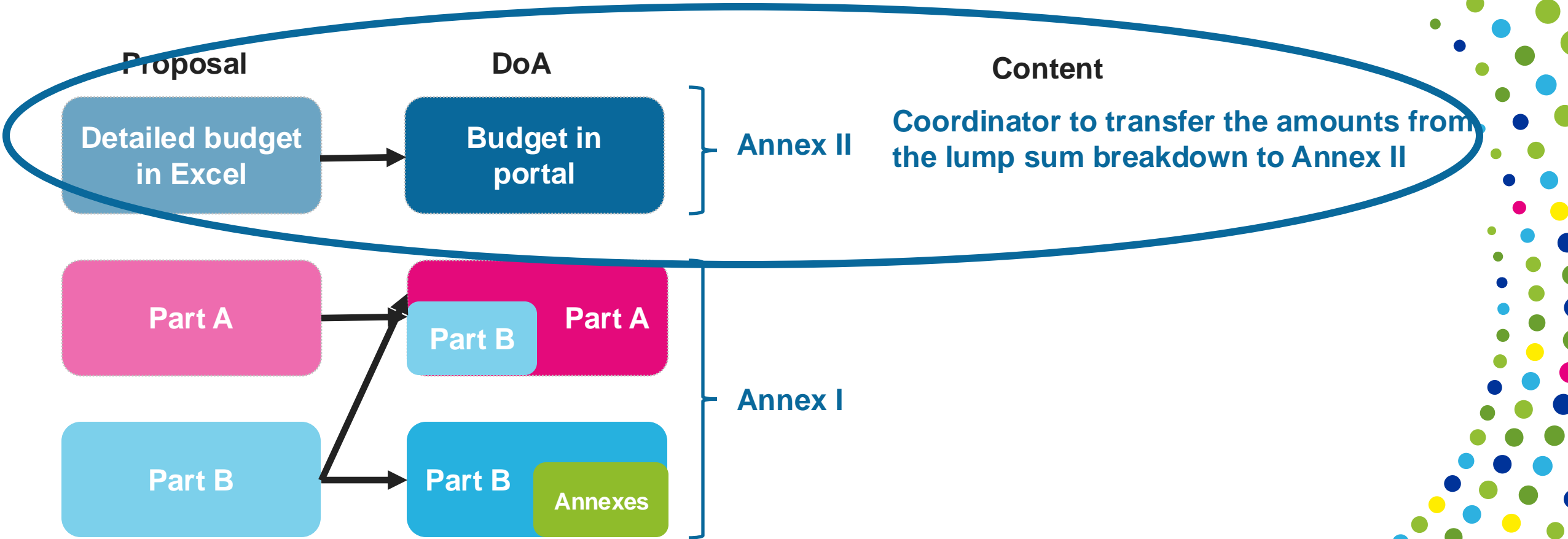
- The LCA study will follow and comply with the LCA Checklist developed by the JRC. The deliverable will include an annex with the LCA checklist filled in to enable verifying compliance.

### ✓ **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

10



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%

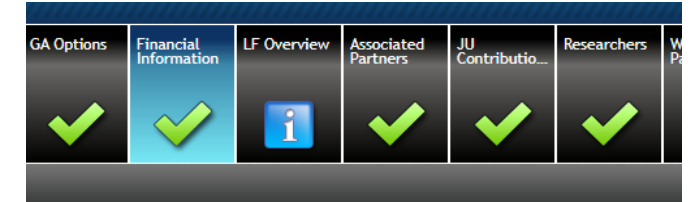


## Principles:

- 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](#)



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

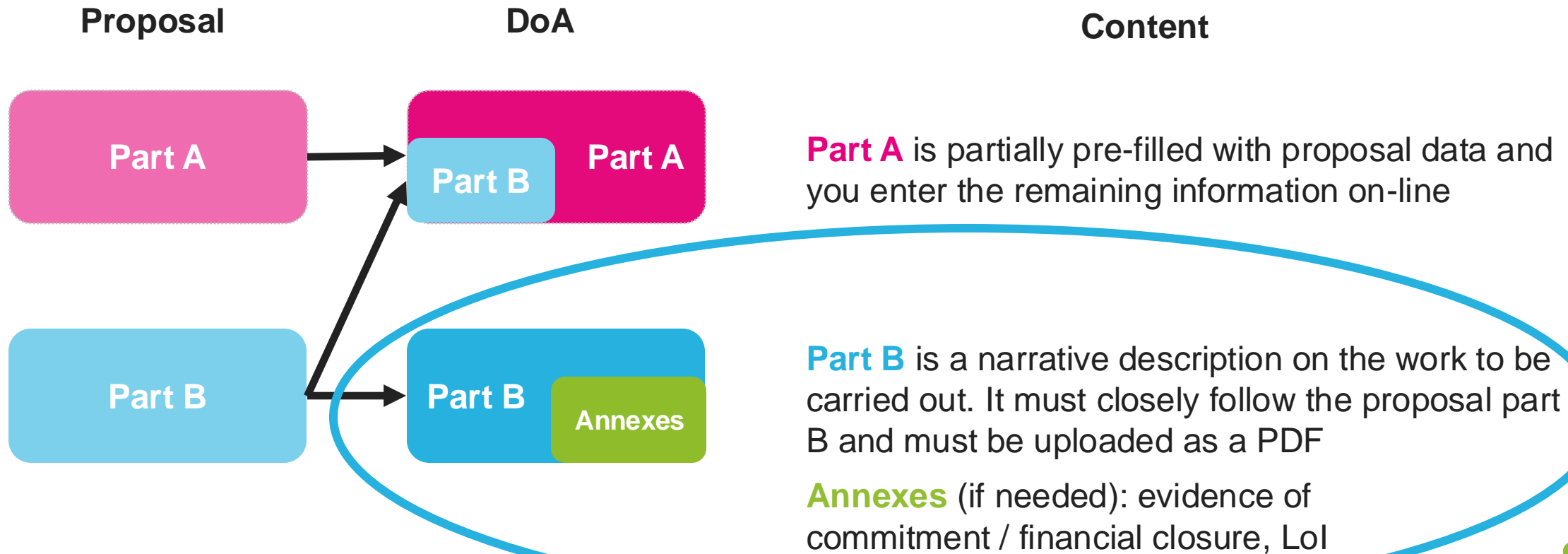
Percentage	Date P
80.00 %	
5.00 %	

	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 €



# Description of the Action (DoA) = Annex I

13



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 <sup>2</sup> ]	[...]	[...]	[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!!

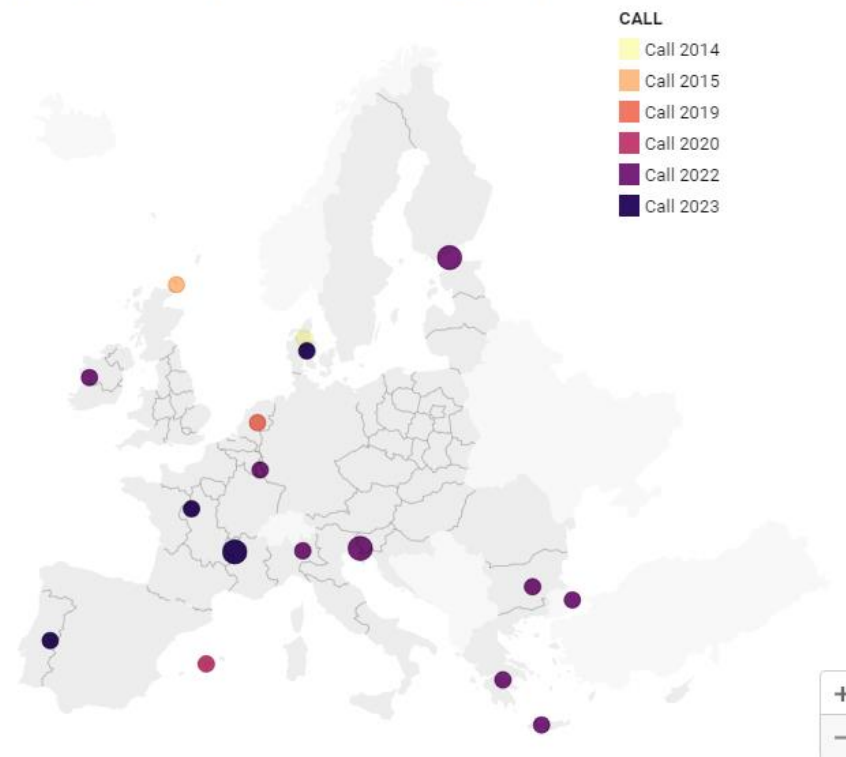
## Large projects = sound monitoring

### 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)

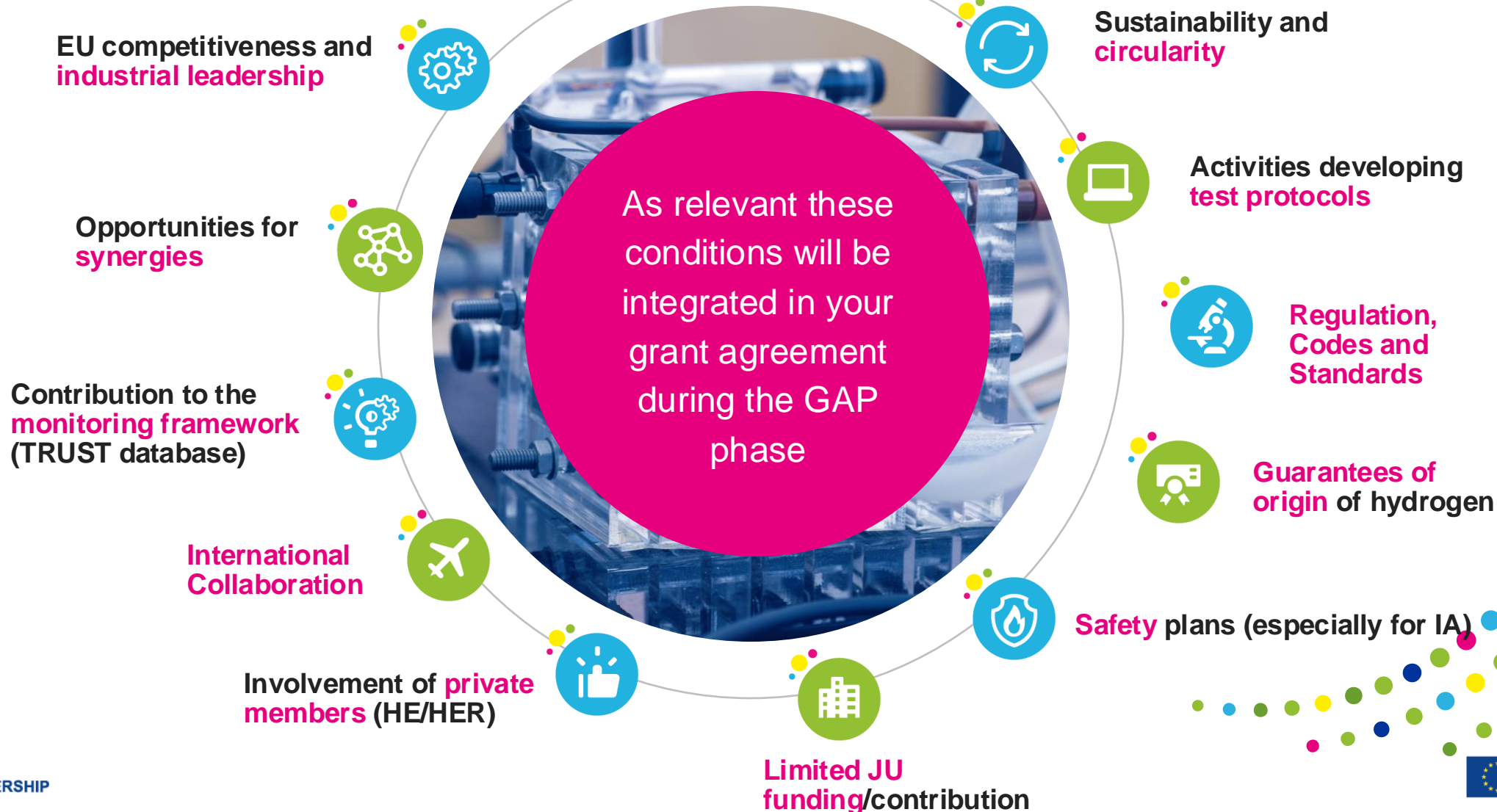
## H2 valley summary table – Technical and Financial part

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	m³			
	HydrogenDistribution					

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
			purchase[3]/subcontract		Yes/No/see comments			Main source [4]			Additional source (optional)				
	Amount			If purchase of equipment, distinguish between depreciation, full capitalised costs, leasing, etc.		If yes, include the requested grant for the specific item		status of the funding	Amount			status of the funding	Amount		
	Value	(MEUR, EUR)				Value	(MEUR, EUR)		(granted/secured/pending/planned)	Value	(MEUR, EUR)		(granted/secured/pending/planned)	Value	
			Purchase of equipment	Full capitalised costs	Yes										

# Summary of Call 2024 conditions and elements common across topics

22





[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	
							Manage Consortium	
							Manage Project	
							View Proposal	

**Takes you back to your sealed proposal**

# Grant management service



**RESEARCH & INNOVATION**  
**Grant Management Services**

European Commission

Help

Generic DEVUSERCOORDINATOR

**MY PROJECT**

**project overview**

Call: HORIZON-HLTH-2021-CORONA-01  
Type of Action: HORIZON-RIA  
Acronym: XXXXXXXX - Horizon-RIA  
Current Phase: Grant preparation  
Number: 219850  
Duration: 24 months  
Start Date:  
Estimated Project Cost: €54,096.75  
Requested EU Contribution: €50.00  
Contact: [REDACTED]

**caution!**

**process overview**

01 Jun 2021  
Submitted Informed Invited Prepared Signed Paid (125/275 days)

**hyperlink to the IT system**

**declaration of honour template**

**submit to EU**

**submit to EU**

**history linked to the specific process**

**a common repository to access processes, documents, legal data**

**online manual**

**IT how-to**

Launch new interaction with the EU +

Terminate

Grant agreement data preparation

GA Declaration - GAP-219850 - 973276467 signature

Process documents

Process communications

Process history

Latest Legal Data

Active Processes























Document Library

Communication Centre

Archived Processes

ONLINE MANUAL

HOW TO

<div><div> SyGMA System for Grant Management</div><div>Grant Agreement Data</div></div>																		
HORIZON-..	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
Call: HORIZON-JTI-CLEANH2-2022-1 Topic: HORIZON-JTI-CLEANH2-2022-02-07																		
<div><div></div><div> DOCUMENTS</div></div>																		
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



26

Grant Management

Grant Agreement Data

226 Cal Toj

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

SAVE

+ Change Coordinator + Add New Beneficiary

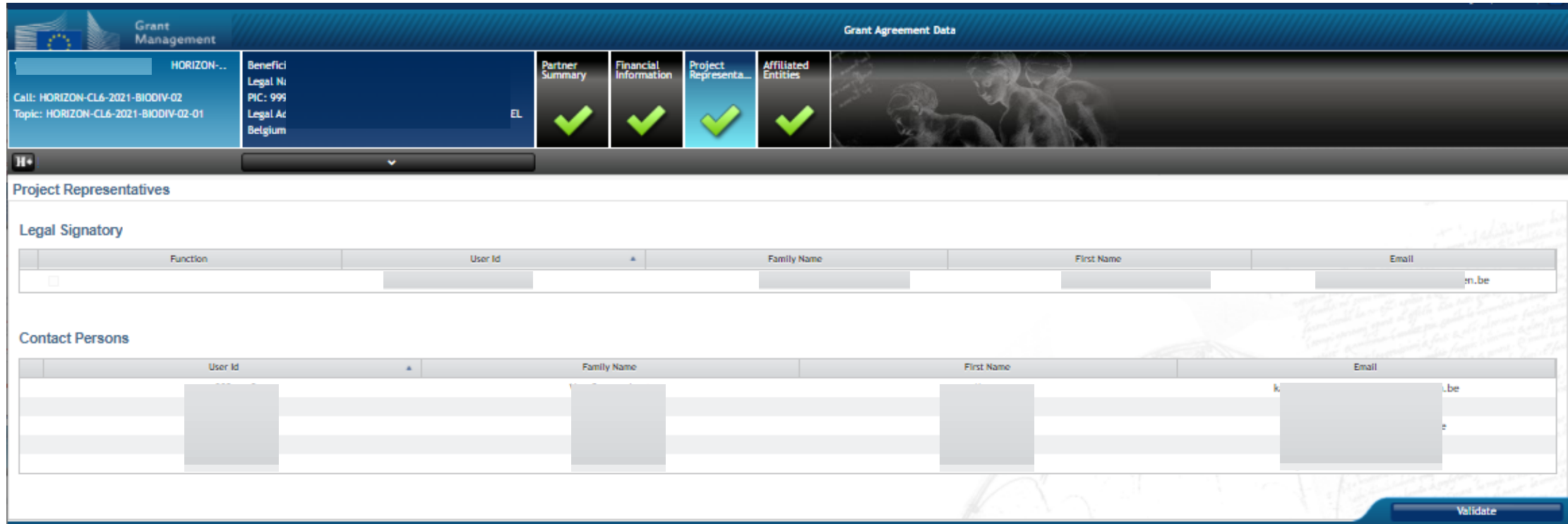
Number	Short Name	Legal Name	Role	Country	VALIDATED
1			CO		VALIDATED
2			BEN		VALIDATED

Validate





# Project representatives



Grant Management

Grant Agreement Data

HORIZON-...

Benefici  
Legal N  
PIC: 999  
Legal Ad  
Belgium

EL

Partner Summary

Financial Information

Project Representatives

Affiliated Entities

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

Project Representatives

Legal Signatory

Function	User Id	Family Name	First Name	Email
				en.be

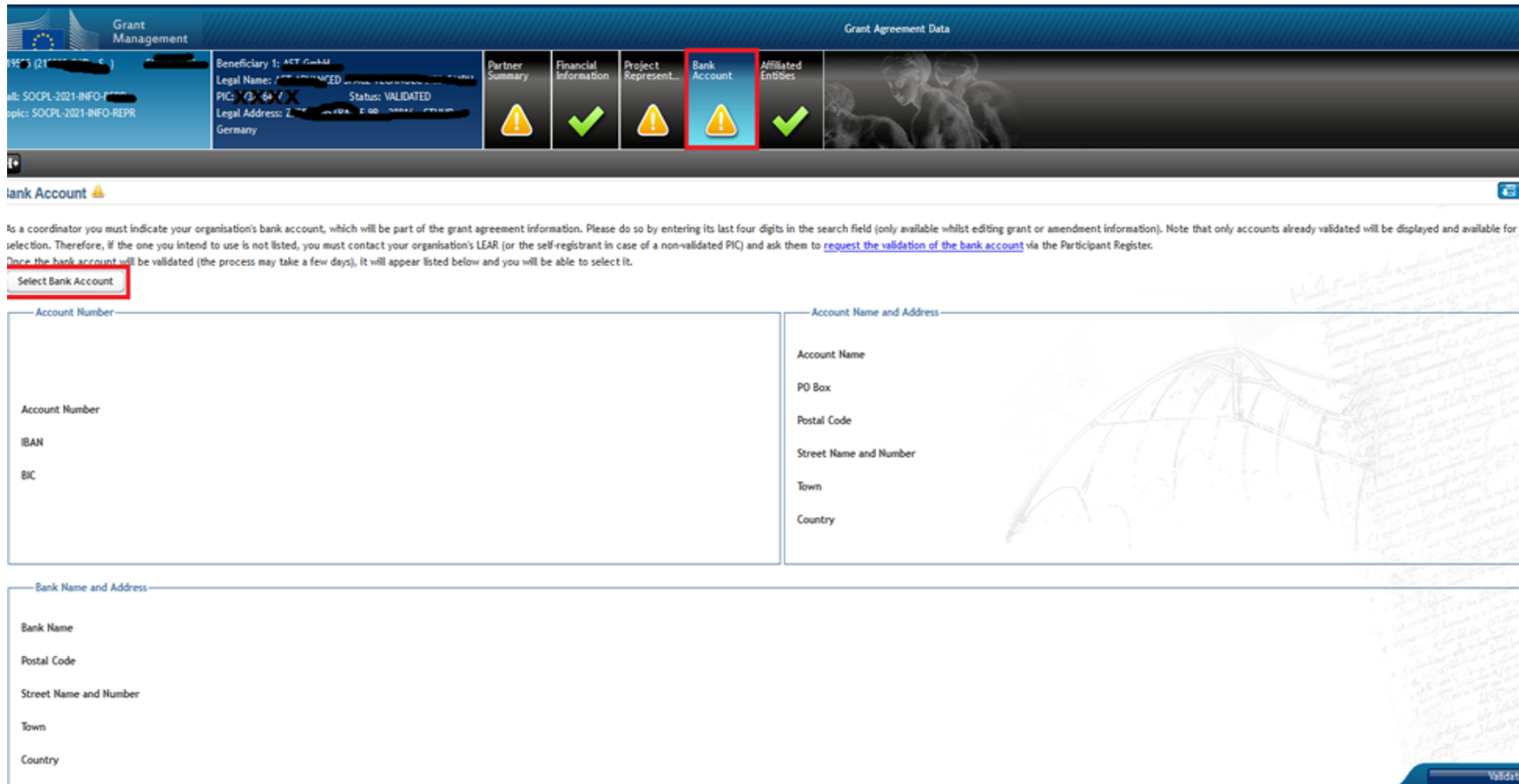
Contact Persons

User Id	Family Name	First Name	Email
			ik...be
			e

Validate

- 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. At the top, there's a navigation bar with 'Grant Management' and 'Grant Agreement Data'. Below this, a table displays various tabs: 'Partner Summary', 'Financial Information', 'Project Representation', 'Bank Account' (highlighted with a red box), and 'Affiliated Entities'. The 'Bank Account' tab shows a warning icon. Below the tabs, a section titled 'Bank Account' with a warning icon contains instructions for coordinators. A red box highlights the 'Select Bank Account' link. Below this, there are two main sections: 'Account Number' and 'Account Name and Address'. The 'Account Number' section includes fields for 'Account Number', 'IBAN', and 'BIC'. The 'Account Name and Address' section includes fields for 'Account Name', 'PO Box', 'Postal Code', 'Street Name and Number', 'Town', and 'Country'. A 'Validate' button is located at the bottom right of the form.

**Bank Account** ⚠️

As a coordinator you must indicate your organisation's bank account, which will be part of the grant agreement information. Please do so by entering its last four digits in the search field (only available whilst editing grant or amendment information). Note that only accounts already validated will be displayed and available for selection. Therefore, if the one you intend to use is not listed, you must contact your organisation's LEAR (or the self-registrant in case of a non-validated PIC) and ask them to [request the validation of the bank account](#) via the Participant Register. Once the bank account will be validated (the process may take a few days), it will appear listed below and you will be able to select it.

**Select Bank Account**

**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

Validate

- 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](#).





Grant Agreement Data

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

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 €

Default

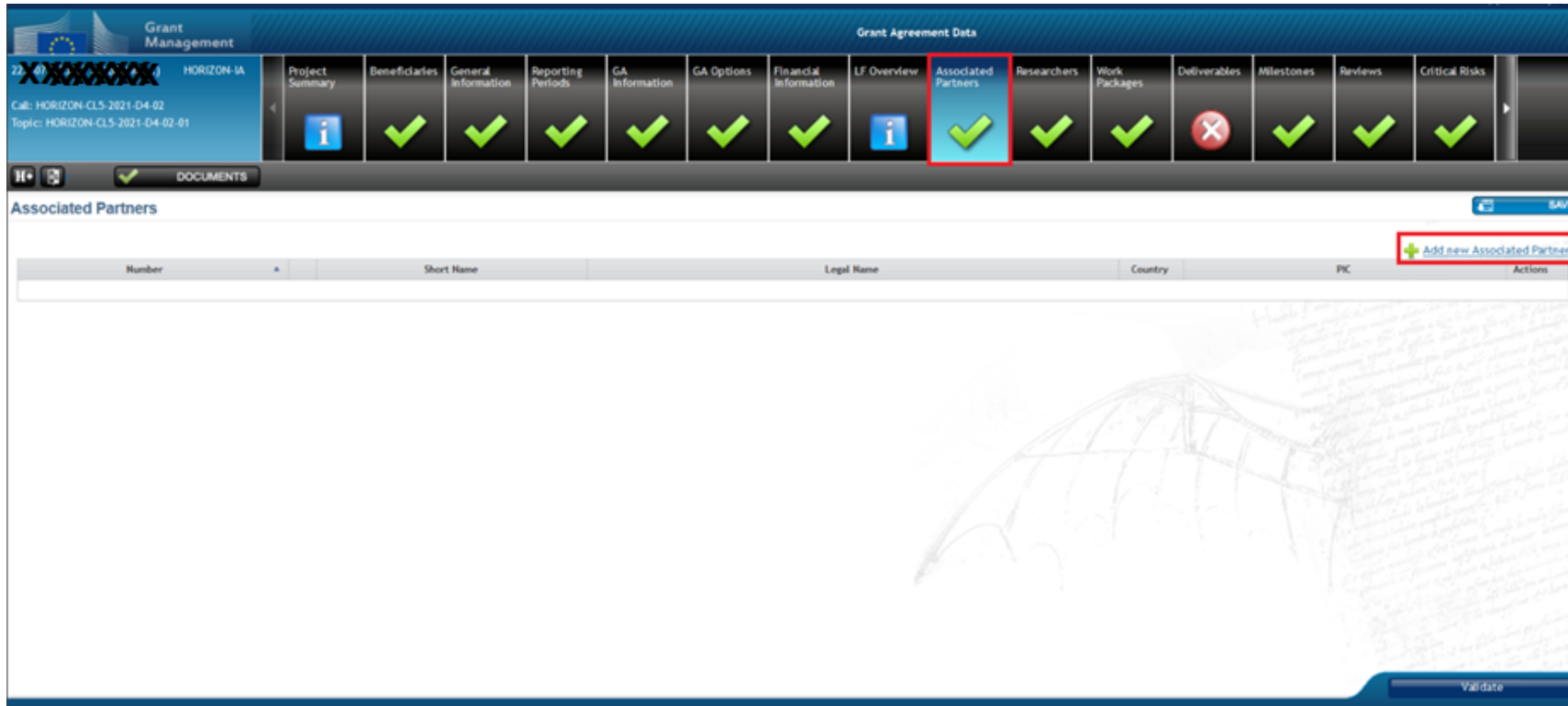
Default

sion) 3,016,109.72 €

Estimated EU contribution												
Estimated eligible lump sum contributions (per work package)												
WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	WP9	WP10	WP11	WP12	Maximum grant amount
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



Grant Management

Grant Agreement Data

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

Call: HORIZON-CL5-2021-D4-02  
Topic: HORIZON-CL5-2021-D4-02-01

DOCUMENTS

Associated Partners

Number	Short Name	Legal Name	Country	PIC	Actions
+ Add new Associated Partner					

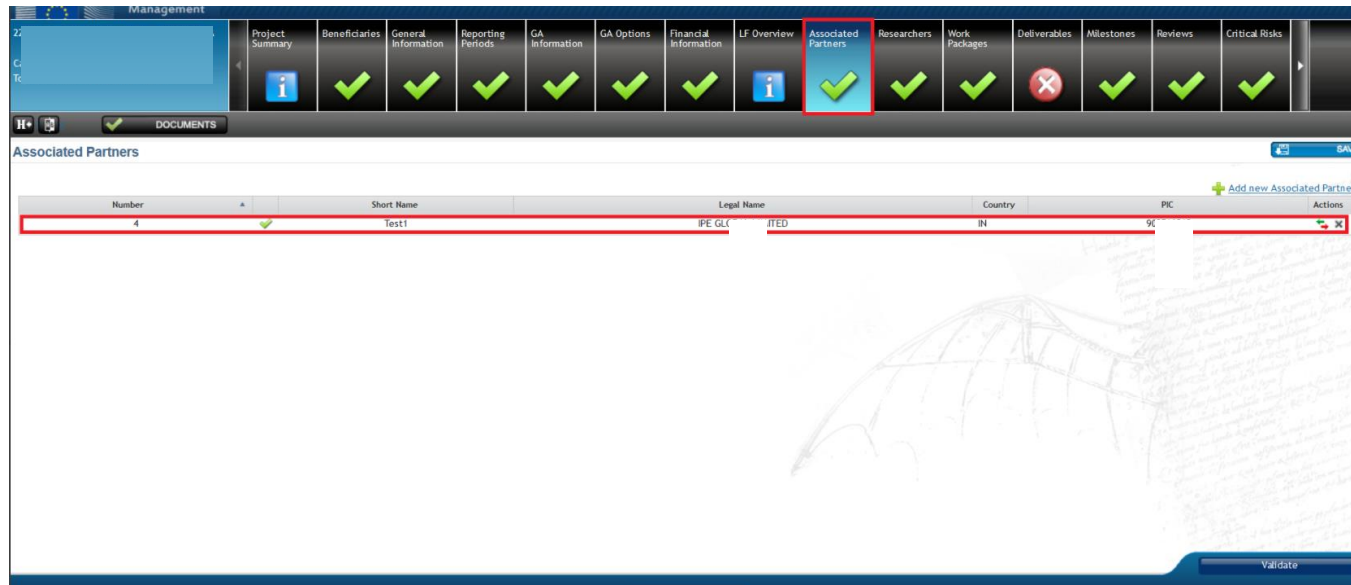
Validate

- 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

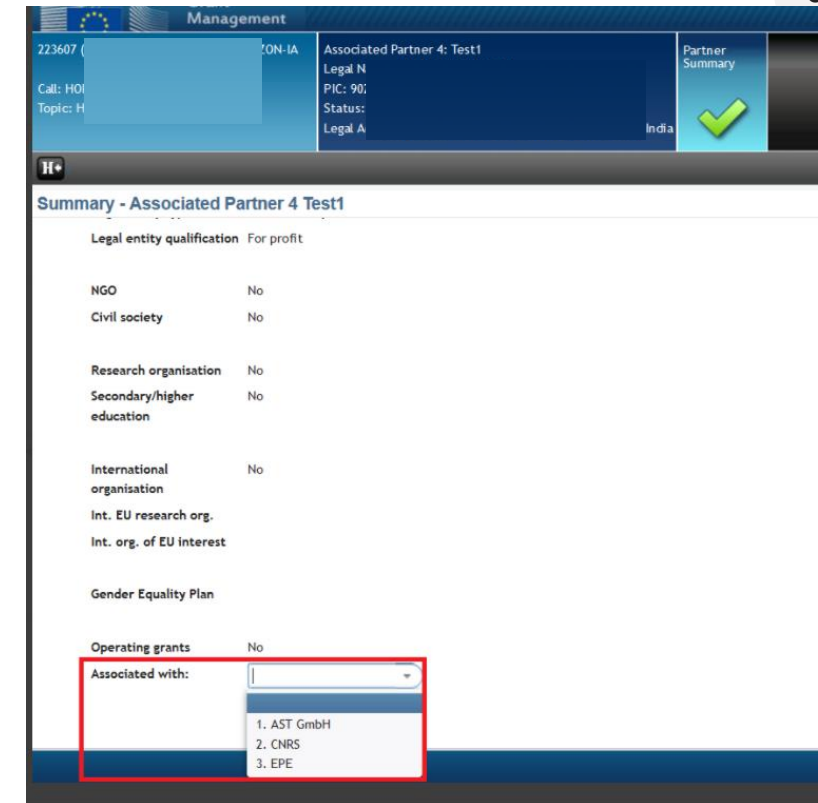
Follow up in  
liaison with the  
Project Officer

# Associated partners

33



Number	Short Name	Legal Name	Country	PIC	Actions
4	Test1	IPE GLC	IT	90	[Edit] [Delete]



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

Operating grants No

Associated with: [Dropdown menu]

- 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

SyGMa

System for Grant Management

goFund

GO FUNDING

Project Summary

Beneficiaries

General Information

Reporting Periods

GA Information

GA Options

Financial Information

LF Overview

Associated Partners

Grant Agreement Data

Researchers

Work Packages

Deliverables

Milestones

Reviews

Critical Risks

Ethics Info

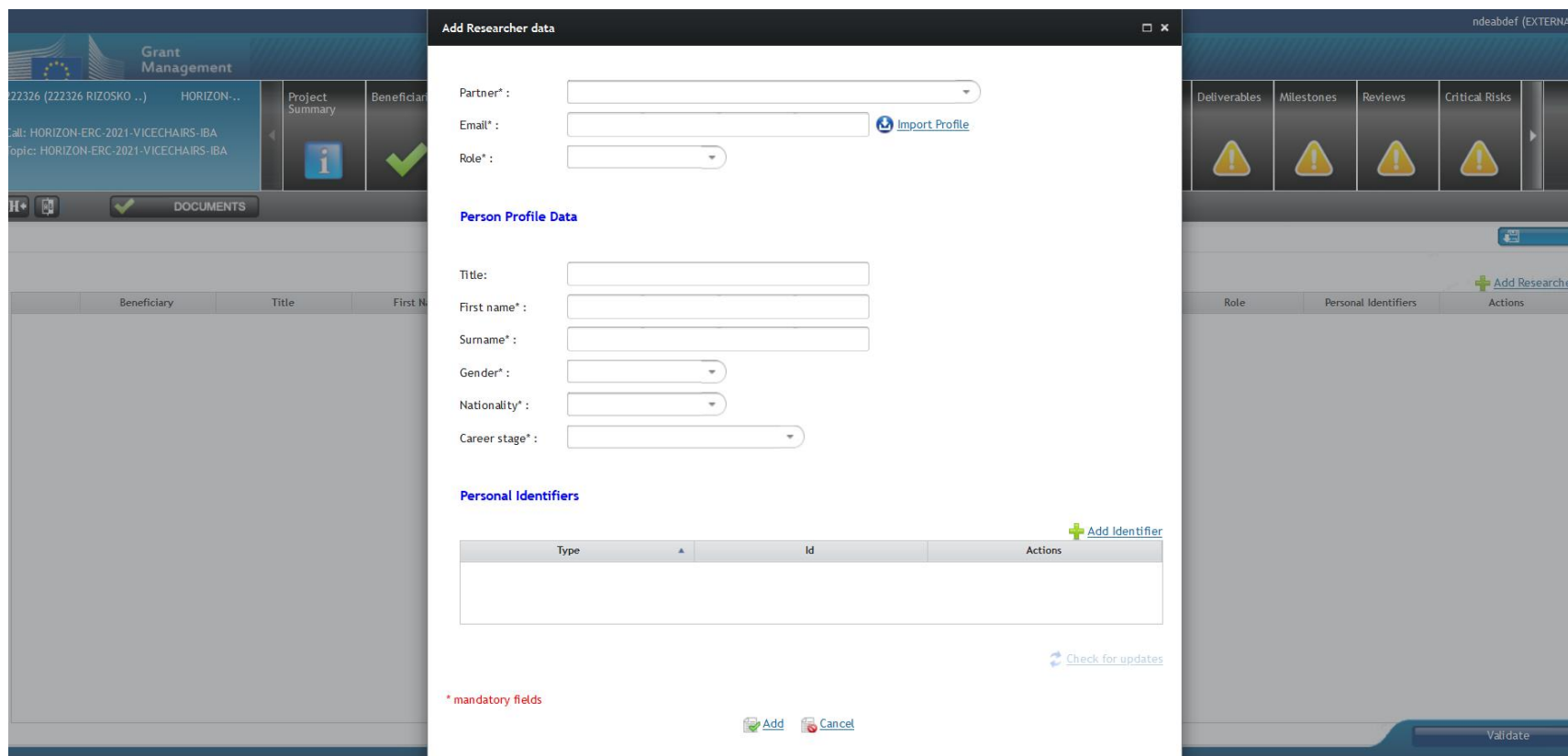
Security

DOCUMENTS

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

The screenshot shows the 'Add Researcher data' form within the Grant Management interface. The form is divided into several sections:

- Partner\* :** A dropdown menu.
- Email\* :** A text input field with an 'Import Profile' button.
- Role\* :** A dropdown menu.
- Person Profile Data**
  - Title:** A text input field.
  - First name\* :** A text input field.
  - Surname\* :** A text input field.
  - Gender\* :** A dropdown menu.
  - Nationality\* :** A dropdown menu.
  - Career stage\* :** A dropdown menu.
- Personal Identifiers**
  - A table with columns: Type, Id, Actions.
  - An 'Add Identifier' button.


At the bottom, there is a legend: '\* mandatory fields'. Below the form are 'Add' and 'Cancel' buttons. On the right side of the interface, there are tabs for 'Deliverables', 'Milestones', 'Reviews', and 'Critical Risks', each with a warning icon. Below these is a 'Validate' button.

- 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

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

### Work Packages


Number		Name	Lead Beneficiary	Total Effort	Start Month	End Month	Deliverables No.
1	✓			61.25	1	84	<a href="#">1, 2, 3 ...</a>
2	✓			1186.07	1	84	<a href="#">10, 11 ...</a>
3	✓			30.25	1	84	<a href="#">17, 18 ...</a>
4	✓			28.5	1	84	<a href="#">24, 25 ...</a>
5	✓			26.25	1	84	<a href="#">30, 31 ...</a>
6	✓			15.5	1	84	<a href="#">36, 37 ...</a>
7	⚠			0	1	84	<a href="#">42, 43 ...</a>
8	✓			10.5	1	84	<a href="#">49, 50 ...</a>
9	✓	Coordination and Management		190.6	1	84	<a href="#">56, 57 ...</a>
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-B100IV-02  
Topic: HORIZON-CL6-2021-B100IV-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


### 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

HORIZON-...  
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

### 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

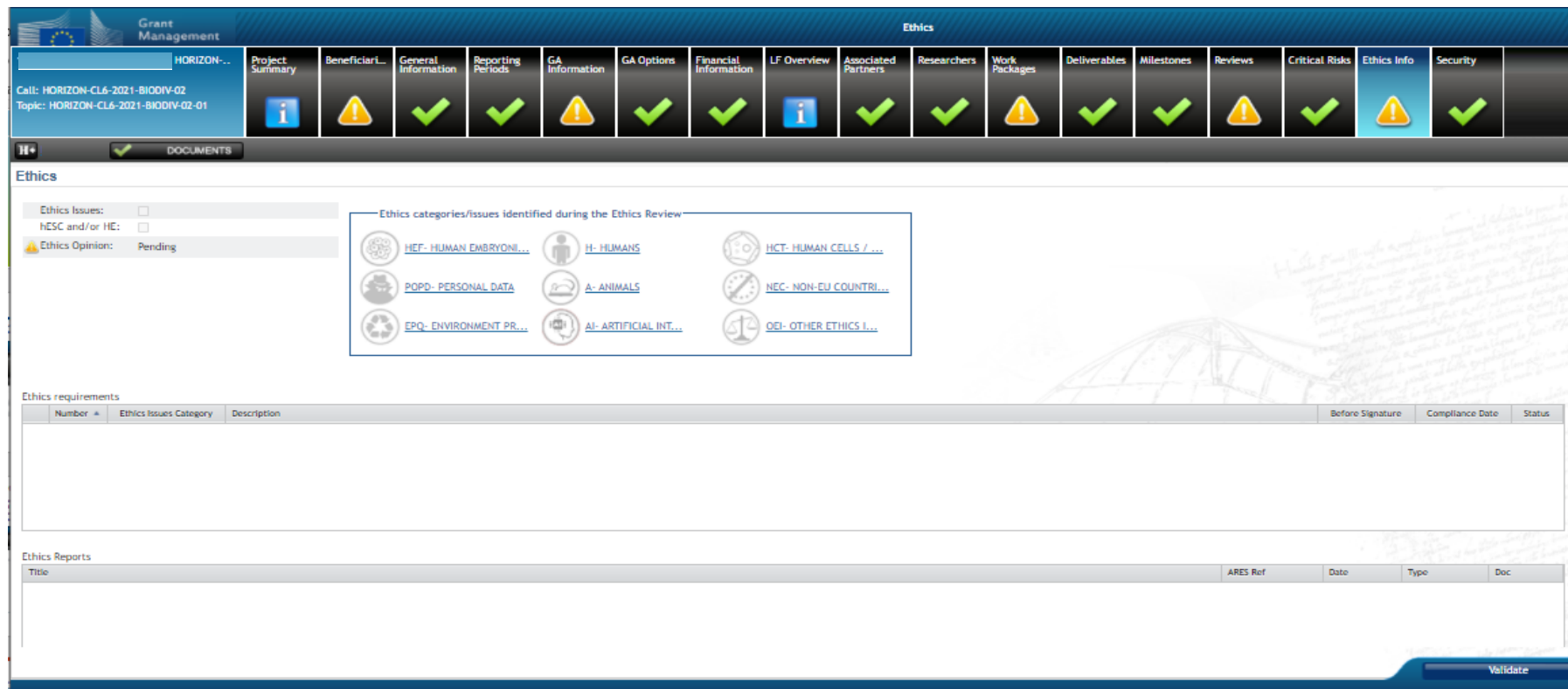
DOCUMENTS

### Critical Risks For Implementation

Number	Description	Risk Mitigation Measures	Work Package No.
1	Risk	A large number of participants, either full-time or part-time, will be required to complete the project.	1, 2, 3, ...
2	P	Reasons for the delay in the delivery of the work, or the lack of resources, may lead to the project being delayed or not completed.	1, 2, 3, ...
3	Ris	Any delay in the delivery of the work, or the lack of resources, may lead to the project being delayed or not completed.	1, 2, 3, ...
4		New potential risks may arise during the project, which may lead to the project being delayed or not completed.	1, 2, 3, ...
5	Ris	It will be necessary to ensure that the project is completed within the agreed time frame.	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 the Grant Management system. At the top, there's a navigation bar with various tabs like Project Summary, Beneficiaries, General Information, etc. The 'Ethics' tab is active, showing a status bar with icons for different categories. Below this, the 'Ethics' section is divided into three main areas:

- Ethics Issues:** A section with checkboxes for 'Ethics Issues', 'HESC and/or HE', and 'Ethics Opinion: Pending'.
- Ethics categories/issues identified during the Ethics Review:** A grid of icons representing different categories: HEF- HUMAN EMBRYONIC, H- HUMANS, HCT- HUMAN CELLS / ... , POPD- PERSONAL DATA, A- ANIMALS, NEC- NON-EU COUNTRY..., EPQ- ENVIRONMENT PR..., AI- ARTIFICIAL INT..., and OEL- OTHER ETHICS I...
- Ethics requirements:** A table with columns: Number, Ethics Issues Category, Description, Before Signature, Compliance Date, and Status.
- Ethics Reports:** 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-...	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
Call: HORIZON-CL6-2021-BIODIV-02 Topic: HORIZON-CL6-2021-BIODIV-02-01																	

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

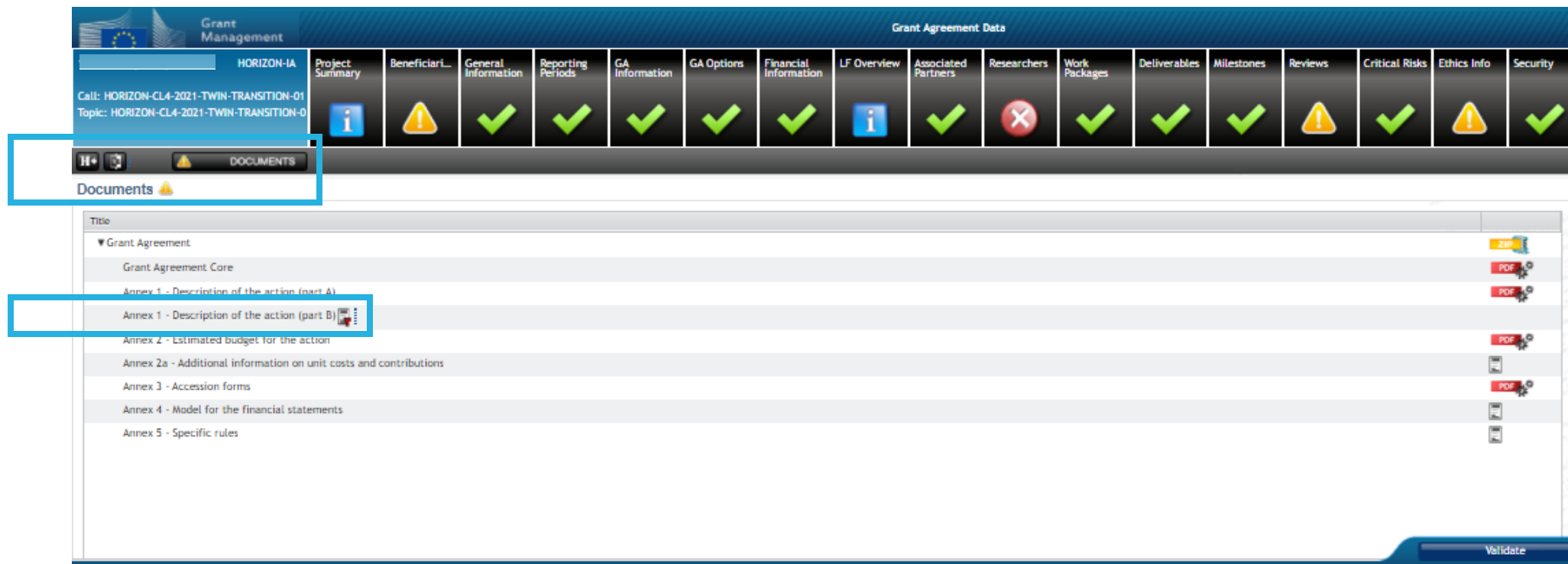
Security Classification Reason:

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. The top navigation bar includes 'Grant Management' and 'Grant Agreement Data'. Below this is a table of tabs: 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. The 'Documents' tab is highlighted. Below the tabs, the 'Documents' section is visible, showing a list of documents. The document 'Annex 1 - Description of the action (part B)' is highlighted. The document list includes: Grant Agreement Core, Annex 1 - Description of the action (part A), Annex 1 - Description of the action (part B), 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. A 'Validate' button is at the bottom right.

## 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](mailto:Lionel.BOILLOT@clean-hydrogen.europa.eu)

