

# Grant Preparation & Participant Portal

Dr. Philip Pfaller





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1. Participant Portal
2. H2020 Online Manual
3. Erfolgreiches Projekt: Vergabe von Rollen im Participant Portal
4. Erstellung Grant Agreement
5. Consortium Agreement



# 1. Participant Portal

- In Horizon 2020 alles papierlos – einziges Tool ist das Participant Portal
- Alle Änderungen, Rollenverteilungen, Unterschriften werden über das Participant Portal vorgenommen!

# 1. Participant Portal



Bayerische  
Forschungsallianz

Öffentlich zugänglicher Bereich

Login &  
Erstregistrierung



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

English EN

Register Login

select programme



SEARCH FUNDING & TENDERS HOW TO PARTICIPATE PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT

The Funding & Tenders Portal is the entry point (the Single Electronic Data Interchange Area) for participants and experts in funding programmes and tenders managed by the European Commission and other EU bodies.

## Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes...

Search

## Calls for proposals by EU Programme

3rd Health Programme (3HP)

Asylum, Migration and Integration Fund (AMIF)

Consumer Programme (CP)

Creative Europe (CREA)

Erasmus+ Programme (EPLUS)

European Maritime and Fisheries Fund (EMFF)

European Statistical Programme (ESTAT)

HERCULE III (HERC)

Horizon 2020 Framework Programme (H2020)

Internal Security Fund Borders and Visa (ISFB)

Internal Security Fund Police (ISFP)

Justice Programme (JUST)

Pilot Projects and Preparatory Actions (PPPA)

Programme for the Competitiveness of Enterprises and small and medium-sized enterprises (COSME)

Promotion of Agricultural Products (AGRIP)

Research Fund for Coal & Steel (RFCS)

# 1. Participant Portal: Login



**EU Login**  
One account, many EU services

Where is ECAS?  English (en)

research requires you to authenticate

## Sign in to continue

Welcome  
schuback@bayfor.org  
(External)

[Sign in with a different e-mail address?](#)

**Password**

[Lost your password?](#)

**Choose your verification method**

Password 



**Sign in**

# 1. Participant Portal: Übersicht



- Manage my area
- My Organisation(s)
- GRANTS
- My Proposal(s)**
- My Project(s)
- My Formal Notification(s)

## My Proposal(s)

Online manual  
"Submit a proposal"

IT HOW TO  
"Submit a proposal"

[More info](#)

Results: 1 [Download excel list of those proposals](#)

PROGRAM	CALL	FUNDING SCHEME	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	CLOSURE DATE	ACTIONS
H2020	H2020-SC5-2018-2019-2020	IA	[REDACTED]	[REDACTED]	Draft	35	19-02-2019 17:00:00	<a href="#">Actions</a> Edit Draft

1 10

Zugang zu den unterschiedlichen Tasks



# 1. Participant Portal: Übersicht

The screenshot shows the 'Participant Portal - Grant Management Services' interface. At the top, there is a header with the European Commission logo and the text 'RESEARCH & INNOVATION'. Below this, the user 'Philip PFALLER' is logged in. The main content area is divided into several sections:

- MY PROPOSAL:** A sidebar on the left containing details for a 'HORIZON 2020' proposal. The call is 'H2020-MSCA-IF-2018', the type of action is 'MSCA-IF-EF-ST', and the duration is '24 months'. The estimated project cost and requested EU contribution are both €162,806.40. There are buttons for 'Latest Legal Data', 'Active Processes', 'Document Library', 'Communication Centre', and 'Archived Processes'.
- Proposal Management & Grant Preparation:** A central section showing a progress timeline. The timeline starts at 'Submitted' on 12 Sep 2018 and moves to 'Informed' on 12 Feb 2019 (70/153 days). Other stages include 'Invited', 'Prepared', 'Signed', and 'Paid'. A 'Launch new interaction with the EU' button is visible.
- Process Management:** A list of actions: 'Process documents', 'Process communications', and 'Process history'.

At the bottom of the interface, there is a 'H2020 ONLINE MANUAL' link and a 'HOW TO' button. The footer indicates '© European Communities - Version 1.19'.



# 1. Participant Portal: Übersicht



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

Welcome **Melanie Schulte (nshulmla)**

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

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

My Project(s)

Online manual "Grant management" | IT HOW TO "Grant management" | Feedback

More info

Results: 3 | Download excel list of those projects | Search..

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
[REDACTED]	FP7-SEC-2012-1	FP7	[REDACTED]	Active	Actions
[REDACTED]	FP7-KBBE-2013-7-single-stage	FP7	[REDACTED]	Active	Actions
[REDACTED]	H2020-SCC-2015	H2020	[REDACTED]	Active	Actions

Project Consortium  
Manage Project  
View Proposal

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Zugang zu den unterschiedlichen Tasks



## 2. H2020 Online Manual:

[http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index\\_en.htm](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm)

**RESEARCH & INNOVATION**  
Participant Portal H2020 Online Manual

Search

My Area - User account & roles

**H2020 Online Manual**

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

**Grants**

*Applying for funding*

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

*Evaluation & Grant signature*

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

*Grant management*

Keeping records | Amendments | Reports & payment requests | Deliverables

Dissemination & exploitation | Communicating your project | Acknowledgement of EU funding | Checks, audits, reviews & investigations

**Working as an expert**

Expert registration | Contracting & payment | Expert roles & tasks

**Cross-cutting priorities & issues**

International cooperation | Social Sciences & Humanities | Open access & Data management | Climate action & Sustainable development

Ethics | Gender | SMEs | ERA-NETs

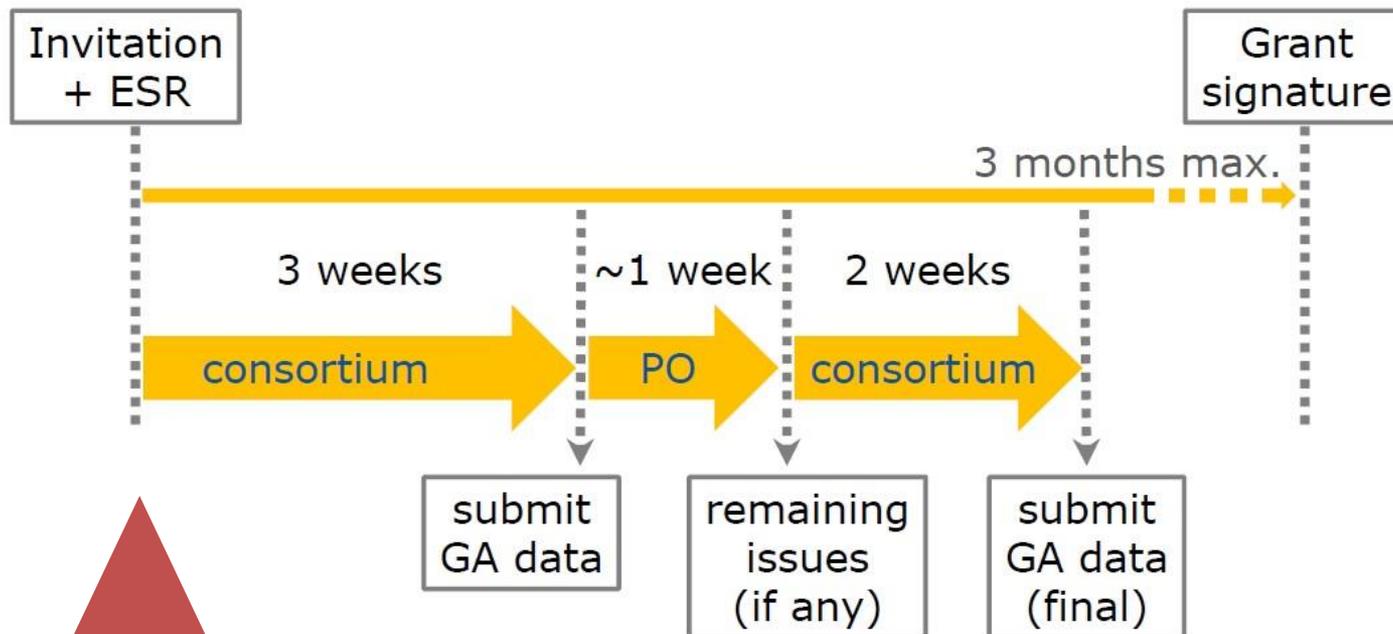
Links to regional policy | Intellectual property | Innovation procurement



### 3. Erfolgreiches Projekt - Ablauf

## Timing

grant agreement data (GA data)



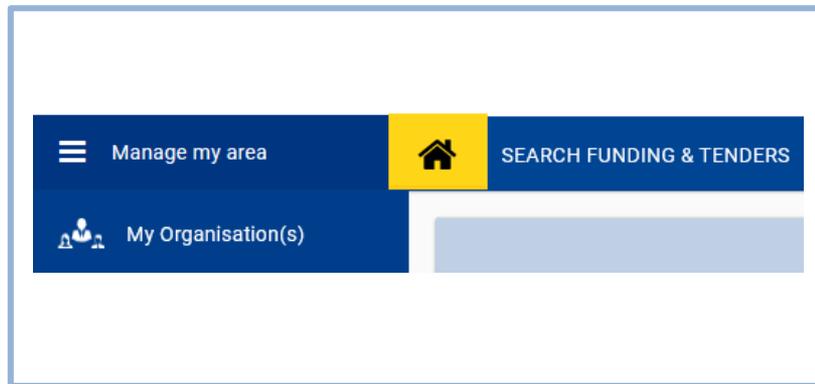
© European Commission



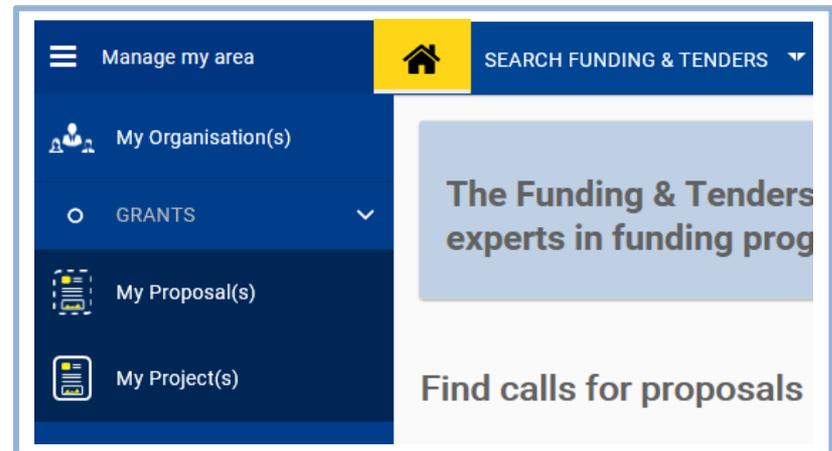
### 3. Erfolgreiches Projekt - Administratives

2 Ebenen:

Organisation

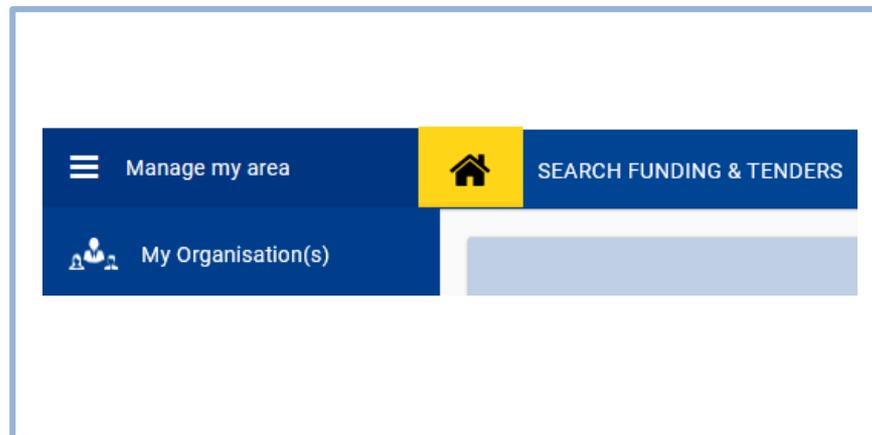


Projekt





### 3. Erfolgreiches Projekt - Organisationsebene





### 3. Erfolgreiches Projekt - Validierung der Partner

- Validierung durch REA – Research Executive Agency
- REA prüft, ob Organisation eine Rechtsform besitzt und den finanziellen Status (*Financial Capacity Check* nur bei Koordinatoren und Zuwendungen über 500.000€)
- Person, die die Institution registriert hat wird angeschrieben
- ➔ **Achtung:** liegt die Registrierung schon lange zurück und der Mitarbeiter ist evtl. nicht mehr da, muss bei nicht Erhalt der Email die REA kontaktiert werden
- Für die Validierung müssen folgende Dokumente im Portal hochgeladen werden:
  1. Auszug aus Gewerberegister / Bestätigung des Kontos durch Staatsoberkasse Bayern (Unis/Hochschulen)
  2. VAT Document (Steuerauszug/offizielles Dokument vom Finanzamt)
  3. Legal Entity Form (Dokument der EU zum Download)



- Manage my area
- My Organisation(s)**
- GRANTS
- My Formal Notification(s)

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

## My Organisation(s)

Online manual  
"Register in the Participant Register"

IT HOW TO  
"Participant Register"

Feedback

[More info](#)

Results: 2

Search..

LEGAL NAME ^	PIC ^	VAT ^	STATUS ^	ACTIONS ^
BAYERISCHE FORSCHUNGSALLIANZ BAVARIAN RESEARCH ALLIANCE GMBH	998139119	DE814814471	VALIDATED	Actions
LANDESHAUPTSTADT MUENCHEN	997625601		VALIDATED	Actions

1 10

Action: Modify Organisation



# Research & innovation

## Participant portal - Beneficiary registration

European Commission > Research & Innovation > Participant Portal > Beneficiary Register

Welcome [redacted] You can edit the data of organisation [redacted]

PIC: 9221

- Activities
- Organisation
- LEAR **DR**
- H2020 and FP7
- SME
- Financial viability

- Messages **5**
- Documents

Submit changes

### Activities

**HOW TO**

H2020 online man

**Requested data** You have been requested to provide the following information: **LEAR**

**New messages** You have 5 unread messages. **View**

### Organisation

#### Organisation data

Registration information

**Legal name \*** [redacted]

**Business name** [redacted]

*Describe the legal status of your organisation by selecting the appropriate options*

**Legal status**

- a natural person  a legal person
- non-profit  for profit
- private entity  public body
- NGO

**Official language \*** German (de)

**Establishment/Registration country \*** Switzerland (CH)

**Legal form \*** EINZELFIRMA

**VAT number \*** VAT number

VAT number not applicable



- Activities
- Organisation
  - Organisation data
  - Legal Address
  - Contact information

LEAR **DR**

H2020 and FP7

SME

Financial viability

Messages **5**

Documents

Submit changes

13-01-2010

**Registration authority**

Handelsregisteramt

### Legal Address

Official registered address of the beneficiary

**Street name and number \***

**P.O. Box**

**Postal code**

**City \***

**Region/county**

**Main phone \***

**Fax**

**Secondary phone**

**Website**

### Contact information

Until the [LEAR of the organisation](#) has been validated, the Commission will use this information to contact you and send automatic e-mail notifications about the actions to do. You have the so-called [Self-Registrant role](#) on the Participant Portal.

Is  the contact person?  Yes  No

**Country \***

**Title**

**Position in the organisation**

**Department**



H2020 and FP7  
SME  
Financial viability

Messages 5  
Documents

Submit changes

## LEAR Data Required

Enter information about the Legal Entity Appointed Representative (LEAR) of the Organisation.

<b>Title</b>		<input type="text"/>
<b>Position in the organisation</b>		<input type="text"/>
<b>Department in the organisation</b>		<input type="text"/>
<b>Professional e-mail *</b>		<input type="text"/>
<b>Gender *</b>		<input type="radio"/> Female <input type="radio"/> Male
<b>Last name *</b>		<input type="text"/>
<b>First name *</b>		<input type="text"/>
<b>Use the existing organisation's address?</b>		<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Country *</b>		<input type="text" value="--Select one--"/>
<b>Region/country</b>		<input type="text" value="--Select one--"/>
<b>Street name and number *</b>		<input type="text"/>
<b>P.O. Box</b>		<input type="text"/>
<b>Postal code</b>		<input type="text"/>
<b>City *</b>		<input type="text"/>
<b>Use the existing Organisation's phone numbers?</b>		<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Main phone *</b>		<input type="text" value="Expected format: +CCCNXXXXXXXXXXXXXXXXxBBBBB"/>
<b>Fax</b>		<input type="text" value="Expected format: +CCCNXXXXXXXXXXXXXXXXxBBBBB"/>
<b>Secondary phone</b>		<input type="text" value="Expected format: +CCCNXXXXXXXXXXXXXXXXxBBBBB"/>

## H2020 and FP7

Please answer the following questions about the Research legal status of your organisation.

A participant organisation can only be registered for the 7th Framework Programme if it is a Legal Entity, any Natural Person, or any Legal Person





Activities

Organisation

LEAR **DR**

H2020 and FP7

Legal Status

FP7 ICM

Certification

SME

Financial viability

Messages **5**

Documents

Submit changes

For Horizon 2020 participation, an entity that does not have a legal personality under the applicable national law, will only be accepted as a legal entity on condition that its representatives have the capacity to undertake legal obligations on behalf of the entity and that they offer guarantees for the protection of the Union's financial interests equivalent to those offered by legal persons.

### Legal Status

- |  |  |   |
|--|--|---|
| <b>Non profit</b>                                      |  | <input type="radio"/> Non profit <input type="radio"/> For profit         |
| <b>Public body</b>                                     |  | <input type="radio"/> Private company <input type="radio"/> Public entity |
| <b>International organisation</b>                      |  | <input type="radio"/> Yes <input type="radio"/> No                        |
| <b>International organisation of European interest</b> |  | <input type="radio"/> Yes <input type="radio"/> No                        |
| <b>Higher or secondary education establishment</b>     |  | <input type="radio"/> Yes <input type="radio"/> No                        |
| <b>Research organisation</b>                           |  | <input type="radio"/> Yes <input type="radio"/> No                        |
| Is it a civil society organisation                     |  | <input type="radio"/> Yes <input type="radio"/> No                        |

### FP7 Indirect Cost Method (ICM)

If you are registering your organisation for Horizon 2020 participation, this information is not relevant and the 'Not Applicable' value defined by default can be left as such. If you are registering for FP7 participation, you can use the dropdown to define the relevant FP7 Indirect Cost Method for your organisation.

Indirect costs method \*



Not applicable



### Certification Data

Certifications of the organisation. [Find out more.](#)

There are no certifications for this organisation

### SME

Use this section to provide information about your SME Status. You can carry out the SME Self-Assessment (questionnaire) or provide the SME Self-



- Activities
- Organisation
- LEAR **DR**
- H2020 and FP7
- SME**
- Financial viability

- Messages **5**
- Documents

Submit changes

Certifications of the organisation. [Find out more.](#)

There are no certifications for this organisation

## SME

Use this section to provide information about your SME Status. You can carry out the SME Self-Assessment (questionnaire) or provide the SME Self-Declaration (Yes/No). In some Horizon 2020 calls, like the SME instrument topics, the Self-Assessment is mandatory. For more information see the [SME page](#) of the Participant Portal and the [SME definition](#) page. SME Information is optional if you apply for the Education Programmes

### SME Self-Assessment

In some Horizon 2020 calls (specified in the topic conditions and submission system) the SME Self-Assessment is mandatory and the lack of it may block your submission. Find additional information about the SME Self-Assessment on the [IT HOW TO wiki](#).

Start SME self assessment

### SME Self-Declaration

If the SME Self-Assessment is not necessary in your case (e.g. for the Education, Audio-visual and Culture programmes), use the declaration below.

I declare my organisation as

SME  Non SME

as from

Registration date dd-MM-yyyy



## Financial viability

You might be requested to provide additional financial information. In this case you are asked to upload the most recent closed financial statements of your organisation containing the balance sheet and profit & loss accounts and contingent explanatory notes. Note that if you are requesting more than 750K the financial statements must be fully audited (signed) by an approved (chartered) external auditor. [Find out more.](#)

No financial data has been requested.

## Messages **5**

Read messages of your organisation and send messages to the EC ValidationServices.

New message

Subject ▾

Message

Date ▾

View ▾





- Activities
- Organisation
- LEAR **DR**
- H2020 and FP7
- SME
- Financial viability

Messages **5**

Documents

Submit changes

## Messages **5**

Read messages of your organisation and send messages to the EC ValidationServices.

[New message](#)

Subject ↕	Message	Date ▾	View ↕
* Document(s) requested - <b>[REDACTED]</b>	***** THIS IS AN AUTOMATED MESSAGE. DIRECT REPLIES...	09-06-2016 17:25:53	
acknowledgement of receipt/ Document(s) requested - <b>[REDACTED]</b>	Dear Sir, We acknowledge receipt of the LEAR docum...	07-06-2016 19:12:43	
* Marked as Sleeping	We would like to inform you that your organisatio...	02-06-2016 06:00:23	
* Last Reminder	We are contacting you since, despite our request a...	26-05-2016 06:00:43	
* Kind Reminder	We have recently contacted you with reference to ...	19-05-2016 06:00:48	

« 1 2 »

## Documents

Read and upload documents of your organisation. Please ensure their quality. Maximum allowed document size is 6Mb. Updates take immediate effect after you have clicked on "Submit for processing"

[Find out more on how to submit a document.](#)

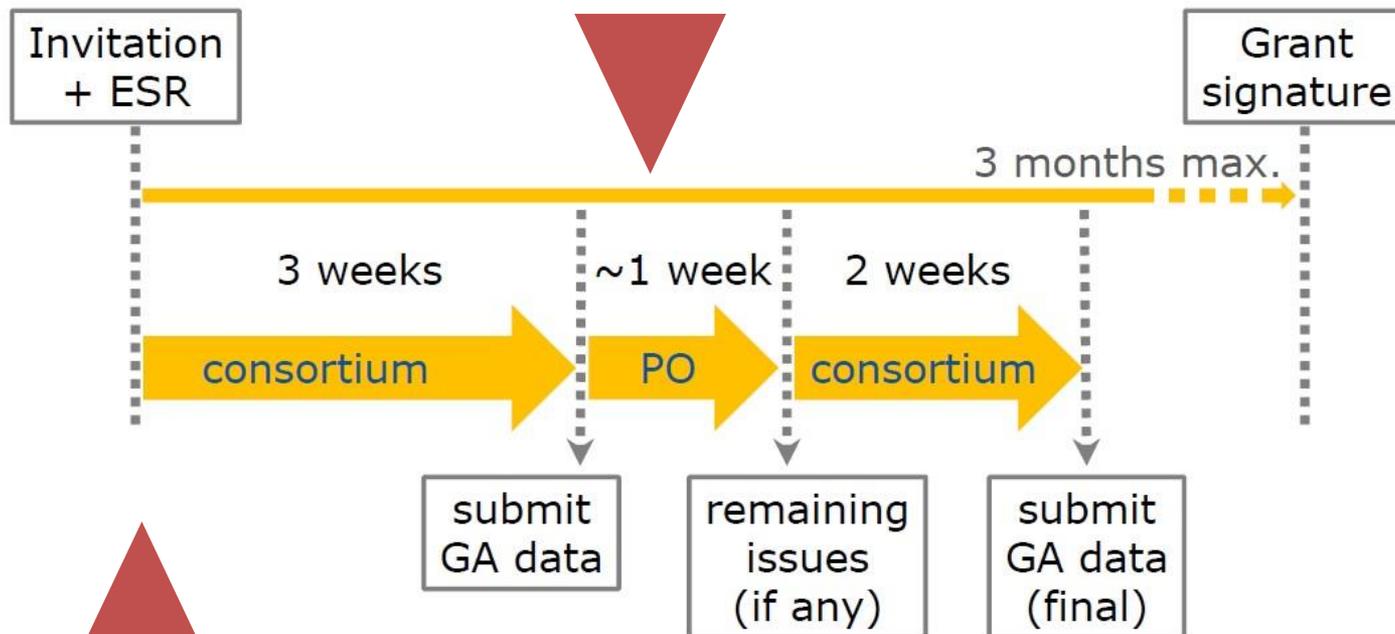
Registration Document	17-06-2016 Received
VAT Extract	17-06-2016 Received

[Add document](#)

### 3. Erfolgreiches Projekt - Vergabe von Rollen im Participant Portal

#### Timing

grant agreement data (GA data)



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### 3. LEAR- Legal Entity Appointed Representative

- Bestimmung des LEARs mit folgenden Dokumenten (Upload im Portal unter „Documents“):
  - LEAR Appointment Letter
  - LEAR role & task document
  - Declaration of consent
  - Kopie Personalausweis von LEAR & gesetzlichem Vertreter (z.B. Geschäftsführer)
  - Beweis/Berechtigungsschreiben, dass die Person, die den LEAR ernennt, dies tun darf
- Der LEAR bekommt nach erfolgreicher Benennung eine Email mit einem Link und einen Brief, oder eine SMS mit einem Passwort
- Wen benennen? Normalerweise jemanden aus der Administration - Überblick über Stammdaten und Abläufe, fester Vertrag, keine längeren Ausfälle



## 3. LEAR- Legal Entity Appointed Representative



### LEAR appointment and validation



Parallel to the validation of your organisation in the Participant Register, its legal representative(s) (e.g. typically the CEO of the company, the rector of the university, the Director-General of the Institute... always in accordance with the statutes of your organisation) must nominate a Legal Entity Appointed Representative (LEAR). The LEAR role, which can be performed by an administrative staff member in the organisation's central administration, is key: once validated by the Commission, the LEAR will be authorised to:

- manage the legal and financial information about the organisation
- manage access rights of persons in the organisation (but **not** at the project level)
- appoint representatives of the organisation to electronically sign grant agreements ('Legal Signatories' - LSIGN) or financial statements ('Financial Signatories' - FSIGN) via the Participant Portal

Further details about the LEAR's rights and responsibilities are explained in the [Roles and access rights](#) section.

#### How To Appoint A LEAR

⚠ Please note that validation of the organisation is a prerequisite for the validation of the LEAR.

#### 1 Identify the person in your organisation who will act as LEAR and the legally empowered representative appointing her/him.

The person who initially registered the organisation in the Participant Portal (the self-registrant) will be able to launch the appointment of the LEAR in parallel to the validation of the organisation.

Once invited to do so, this person can go to the My Organisations menu, click on the **MO** (Modify Organisations) action button and proceed with the following step.

Beneficiaries that are **natural persons** do not need to prove their capacity to become a LEAR, but still need to enter their LEAR data and signed supporting documents, including copy of identity proof, in the Participant Register.

#### 2 Encode in the Participant Register the name and contact information of the LEAR and the legal representative(s) appointing her/him.

On completion of this step, the Participant Register will generate the necessary supporting documents to be hand-signed:

- LEAR appointment letter and LEAR role and duties (generated as a single document)
- Declaration of consent to the Participant Portal Terms & Conditions

The system automatically checks the existence of an [EU Login account](#) linked to the LEAR's e-mail address, first and last name, and in case of inconsistencies alerts the self-registrant. If no EU Login account exists, the system will start creating one and the LEAR will be requested (via a notification e-mail) to finalise the creation of her/his EU Login account (the LEAR appointment process will be blocked until this is done)





### 3. Bestimmung LSign/FSign

- Nach erfolgreicher Validierung müssen für die Organisation noch folgende Rollen vergeben werden:
    - LSign (Legal Signatory)
    - FSign (Financial Signatory)
  - Es ist möglich, dass eine Person alle Aufgaben (LEAR, LSign, FSign, PLSign, PFSign) übernimmt
- Über Participant Portal „My Organisations“



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

My Organisation(s)

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

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

More info

Results: 2

LEGAL NAME ^	PIC ^	VAT ^	STATUS ^	ACTIONS ^
BAYERISCHE FORSCHUNGSALLIANZ BAVARIAN RESEARCH ALLIANCE GMBH	998139119	DE814814471	VALIDATED	Actions ^ Contact Organisation
LANDESHAUPTSTADT MUENCHEN	997625601		VALIDATED	

1 | 10

Action: Manage Roles

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## RESEARCH & INNOVATION

### Participant Portal

Roles for the Organisation : BAYERISCHE FORSCHUNGSALLIANZ BAVARIAN RESEARCH ALLIANCE GMBH PIC : 998139119

<b>Street</b> PRINZREGENTENSTRASSE 52	<b>House Number</b>
<b>PoBox</b> 000	<b>City</b> MUNCHEN
<b>Postal Code</b> 80538	<b>Country</b> DE

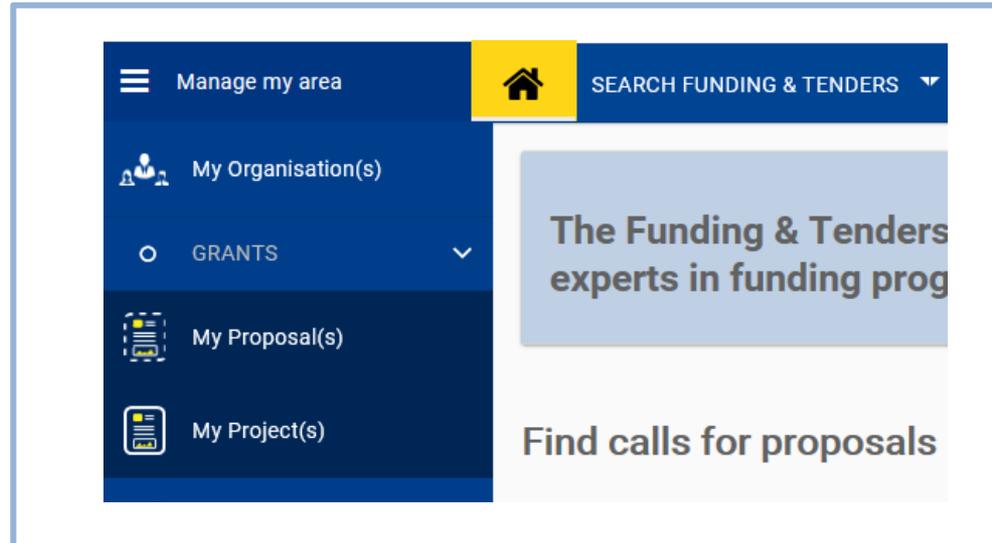
Show  entries

ROLE	FULL NAME	EMAIL	PROGRAM	PROJECT
<input type="checkbox"/> Lear	Thomas Hans Wilhelm Eigner	eigner@bayfor.org		
<input type="checkbox"/> Legal Authorized Signatory	Martin Reichel	reichel@bayfor.org		
<input type="checkbox"/> Financial Signatory	Martin Reichel	reichel@bayfor.org		
<input type="checkbox"/> Financial Signatory	Thomas Hans Wilhelm Eigner	eigner@bayfor.org		
<input type="checkbox"/> Account Administrator	Thomas Hans Wilhelm Eigner	eigner@bayfor.org		

Showing 1 to 5 of 5 entries



### 3. Erfolgreiches Projekt - Projektebene





### 3. PLSign & PFSign im Projekt

- PLSign (Project Legal Signatory)
  - unterzeichnet Grant Agreement
- PFSign (Project Financial Signatory)
  - unterzeichnet Financial Statements während des Reporting; das Financial Statement gibt detailliert Auskunft über die förderfähigen Kosten.
- Minimum an Zugangsrechten in einem laufenden Projekt:
  - 1 Primary Coordinator Contact (CoCo) / 1 Participant Contact (PaCo)
  - 1 LEAR
  - 1 PLSign
  - 1 PFSign

# 3. Rollenvergabe im Projekt



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

Welcome **Melanie Schulte (nshulmla)**

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

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

My Project(s) | Online manual "Grant management" | IT HOW TO "Grant management" | More info | Feedback

Results: 3 | Download excel list of those projects | Search..

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
[REDACTED]	FP7-SEC-2012-1	FP7	[REDACTED]	Active	Actions
[REDACTED]	FP7-KBBE-2013-7-single-stage	FP7	[REDACTED]	Active	Actions
[REDACTED]	H2020-SCC-2015	H2020	[REDACTED]	Active	Actions

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- Project Consortium
- Manage Project
- View Proposal

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# 3. Rollenvergabe im Projekt



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

My Project: **SMARTER TOGETHER** [Download excel list of those projects](#) [Actions](#)

Details: **Consortium**

Project ID: 691876 | Programme: H2020 | Rdg: INEA

<b>COORDINATOR</b> Organisation - LYON CONFLUENCE	<a href="#">EDIT ROLES</a>
<b>BENEFICIARY</b> Organisation - METROPOLE DE LYON	<a href="#">EDIT ROLES</a>
<b>BENEFICIARY</b> Organisation - HESPUL ASSOCIATION	<a href="#">EDIT ROLES</a>
<b>BENEFICIARY</b> Organisation - TOSHIBA SYSTEMES FRANCE SAS	<a href="#">EDIT ROLES</a>
<b>BENEFICIARY</b> Organisation - ENEDIS	<a href="#">EDIT ROLES</a>
<b>BENEFICIARY</b> Organisation - ENERTECH	<a href="#">EDIT ROLES</a>



### 3. Rollenvergabe im Projekt

**Street and House Number:** PRINZREGENTENSTRASSE 52

---

**PoBox:** 000 **City:** MUNCHEN

---

**Postal Code:** 80538 **Country:** DE

---

Please choose the role and enter the person's name and contact details or select a person from the provided list.

**Role : \***

**First Name : \***

**Last Name : \***

**Email : \***

\* required field

# 3. Rollenvergabe im Projekt

My Organisation(s)

GRANTS

My Project(s)

My Formal Notification(s)

Roles for the organisation:  
**LANDESHAUPTSTADT MUENCHEN**

Results: 16

Search..

ROLE	NAME	EMAIL	USERNAME	ACTIONS
Participant Contact	[redacted]	[redacted]	nklassbe	[trash]
Participant Contact	[redacted]	[redacted]	nstoppe	[trash]
Participant Contact	[redacted]	[redacted]	nbuerver	[trash]
Participant Contact	[redacted]	[redacted]	nwaehnr	[trash]
Participant Contact	Andrea REITER	reiter@bayfor.org	nammetho	[trash]
Participant Contact	Carolin SCHUBACK	schuback@bayfor.org	nsubacca	[trash]
Participant Contact	[redacted]	[redacted]	nglockwo	[trash]
Participant Contact	Andreas BLUME	blume@bayfor.org	nblumean	[trash]
Participant Contact	Melanie SCHULTE	schulte@bayfor.org	nshulmia	[trash]
Project Financial Signatory	[redacted]	[redacted]	nwaehnr	[trash]

1 2 10

Go back Add roles Enable Lear Access Disable Lear Access

Organisation:  
**LANDESHAUPTSTADT  
MUENCHEN**

PIC: 997625601

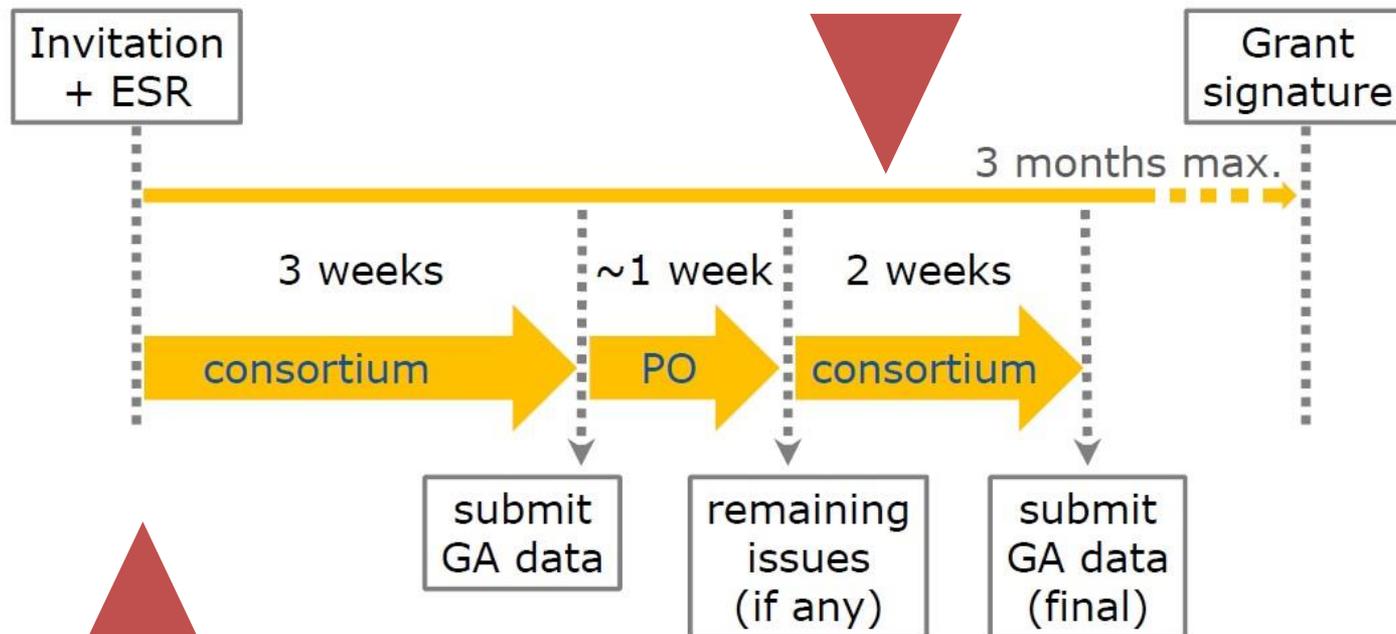
DE - 80331 MUENCHEN  
BURGSTRASSE 4

Feedback

## 4. Erstellung Grant Agreement (hauptsächlich Koordinator)

### Timing

grant agreement data (GA data)



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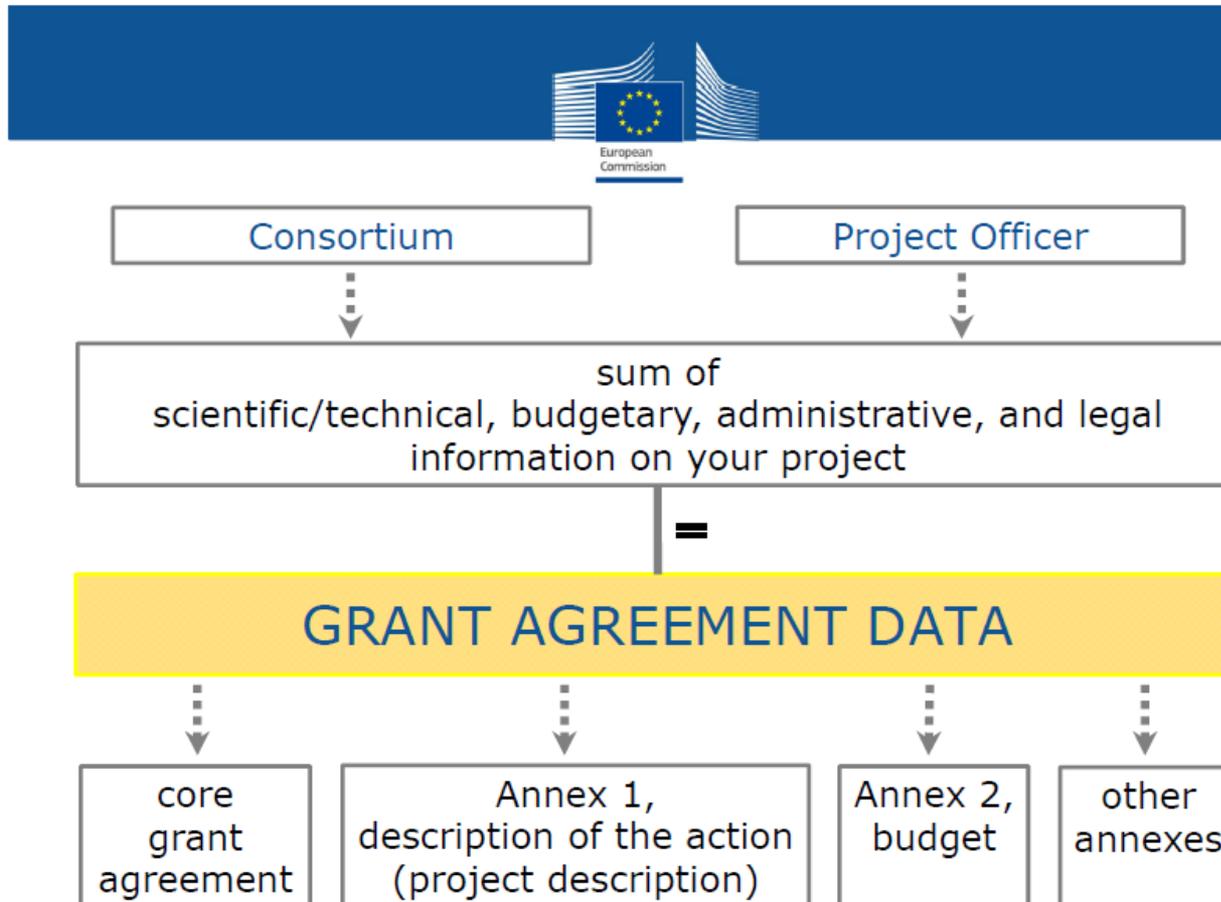


## 4. Erstellung Grant Agreement

- Übertragung der **Informationen aus dem Projektantrag** in das zukünftige Grant Agreement
- Angaben müssen mit dem Projektantrag übereinstimmen
- Einfügen von zusätzlich geforderten Informationen, z.B. bei ethischen oder sicherheitsrelevanten Fragen (Work Package „Ethik“, Umverteilen/-deklarieren von Budget)
- Der Vorbereitungsprozess wird über das **Participant Portal** abgewickelt



## 4. Erstellung Grant Agreement



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## 4. Erstellung Grant Agreement

- Annex I: "Description of the action"; Zusammengestellt aus dem ursprünglich eingereichten Antrag, inkl. der Work Packages, Deliverables und Milestones
- Annex II: "Estimated Budget for the action"
- Annex III: "Accession Forms"; wird von den Projektteilnehmern unterzeichnet, die dem Grant Agreement beitreten. Annex IIIa für Projektteilnehmer die keine Zuwendungsempfänger des Grant Agreements sind, wie z.B. "Linked Third Parties", etc.
- Annex IV: "Model financial statements"
- Annex V: "Model on the certificate of the financial statement"  
→ Teil des "Final financial reports"
- Annex VI: "Model for the certificate on the methodology"; Welche Art von Audit wählt das Konsortium und wer soll es durchführen: die Europäische Kommission, der Europäische Rechnungshof, ein Wirtschaftsprüfer oder die eigene Innenrevision.



## 4. Welche Daten werden übertragen?



### DoA – Part A

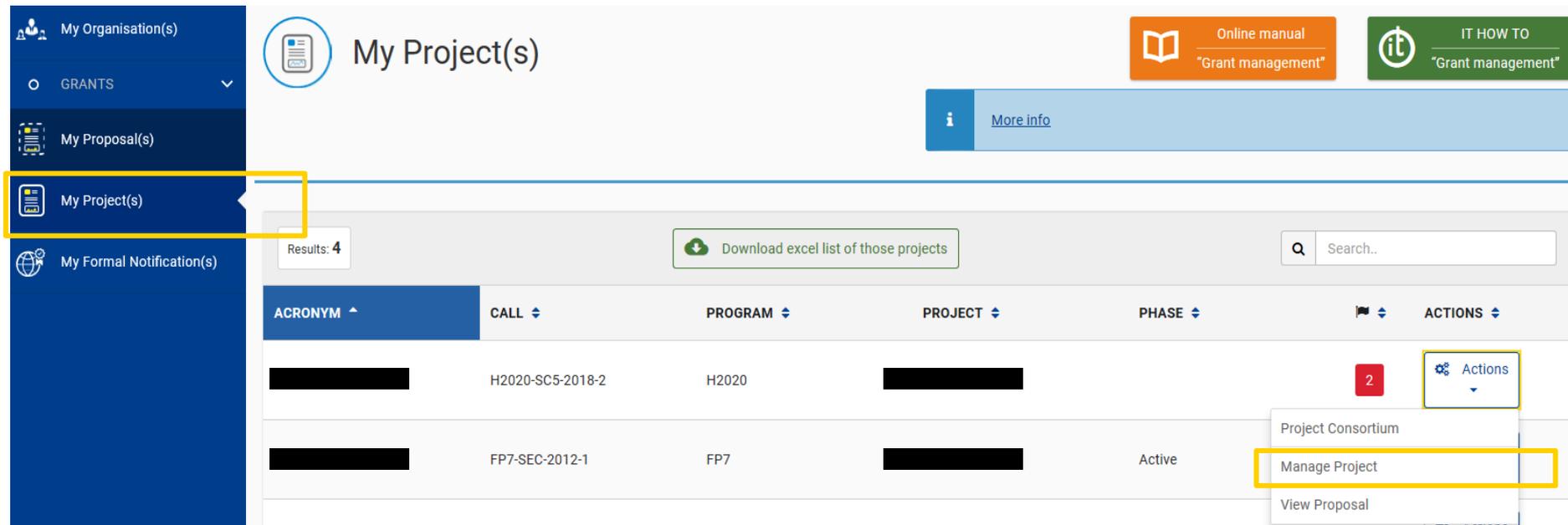
#### Complete online forms (Participant Portal)

- **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)

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## 4. Grant Preparation im Participant Portal



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"

More info

Results: 4

Download excel list of those projects

Search..

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
[REDACTED]	H2020-SC5-2018-2	H2020	[REDACTED]		2 Actions
[REDACTED]	FP7-SEC-2012-1	FP7	[REDACTED]	Active	Project Consortium Manage Project View Proposal



# Start screen



## 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**

**Messages**

[Message content area]

[H2020 ONLINE MANUAL](#)

[HOW TO](#)



# Project summary

portal nexterti (EXTERNAL) ?

**SyGMA** System for Grant Management Grant Agreement Data

Project 888823 (Project 888823)	Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Work Packages	Deliverables	Milestones	Reviews	Critical Risks
 Call: H2020-INFRAIA-2014-2015 Action: CSA Resp. Unit: RTD/8/07 Duration: 36	✗	✗	✓	⚠	✓	✗	i	✗	✗	⚠	⚠	⚠

DOCUMENTS SAVE

### Project Summary

**Project 888823 ( Project 888823 )**

**Responsible Unit:** RTD/8/07  
**Call:** H2020-INFRAIA-2014-2015  
**Topic:** INFRAIA-1-2014-2015 - Integrating and opening existing national and regional research infrastructures of European interest  
**Type of Action:** CSA  
**Duration:** 36

**Budget Information:**

Total Costs in the Proposal:	
Max EU Grant Amount (following evaluation):	256.00 €
Total Costs:	1,240.00 €
Maximum Grant Amount:	1,237.00 €

100 % of total costs

**Officers:**  
 Project Officer: Maria ALLEGRIINI (RTD/8/07)

**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

© European Commission





## 4. Symbole

### Icons used



No missing information



Missing information: blocking



For information only



Missing information: not blocking at this point



European  
Commission

## Validation function

**Validation Report**

Expand All Collapse All

▼ Project

- Project contribution is equal to the sum of the 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 Art:15.1 is not set [costBreakDown]
- 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]

Validate



# 4. Beneficiaries

**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

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

DOCUMENTS

**Beneficiaries** SAVE

+ 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		

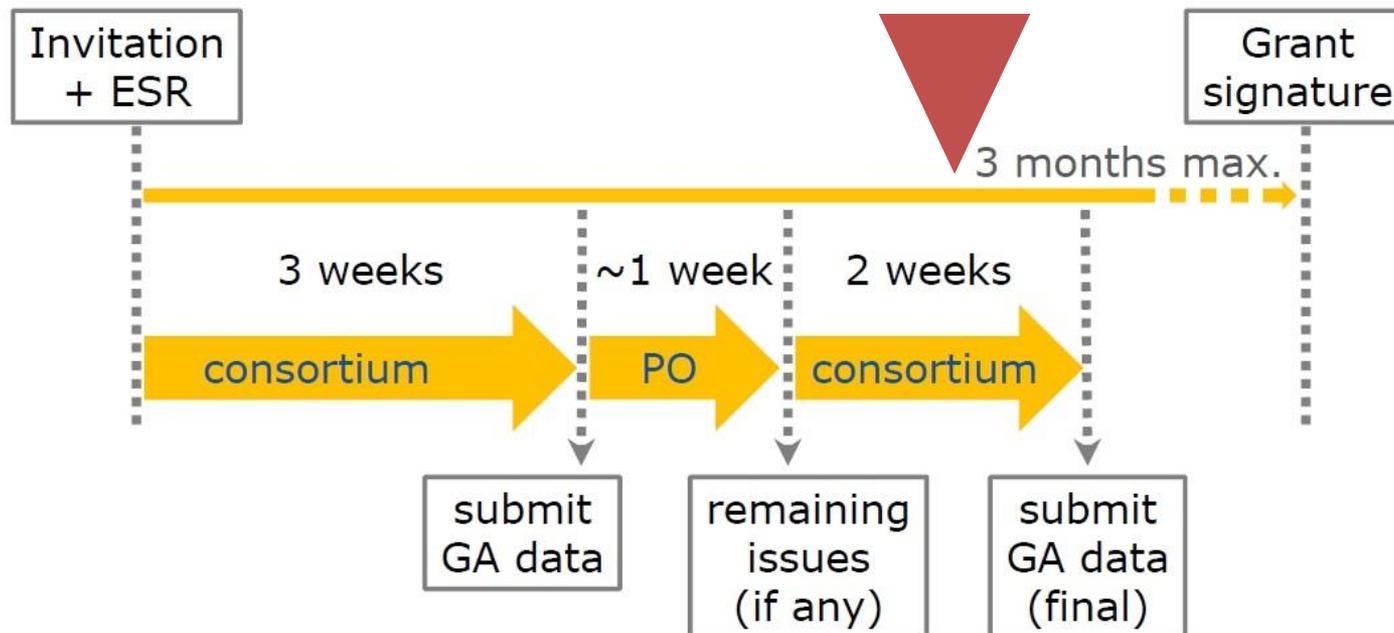
Validate

© European Commission

## 4. Declaration of Honour

### Timing

grant agreement data (GA data)



© European Commission



## 4. Declaration of Honour

- Im Prozess der Grant Preparation muss jeder Partner eine „Declaration of Honour“ unterzeichnen
- Elektronisch über das Participant Portal (**PLSign**)

### Declaration of Honour by legal representative of applicant organisation

To be completed by the person legally authorised to sign on behalf of the applicant organisation, as defined in Part A.3 of the Application Form.



I, the undersigned, certify that all information contained in the application [Title of the project], including the description of the project, is correct to the best of my knowledge and that I am aware of the content of the annexes to the application form.

I confirm that my institution/organisation has the financial and operational capacity to carry out the proposed project.]

I take note that under the provisions of the Financial Regulation applicable to the general budget of the European Communities, grants<sup>(1)</sup> may not be awarded to applicants who are in any of the following situations:

- a) are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;



# 4. Unterschrift Grant Agreement

**Process**

RESEARCH & INNOVATION  
Participant Portal - Grant Management Services

Stephane NDONG

**MY PROJECT**  
HORIZON 2020

Cell: H2020-  
MSCA-NIGHT-2014  
Type of Action: CSA  
Acronym: EPICNIGHT  
Current Phase: Grant preparation  
Number: 633236  
Duration: 19 months  
Start Date:  
Estimated Project Cost: €139.825,00  
Requested EU Contribution: €132.775,00  
Contact: Colette RENIER

30/04/2014

Submitted Evaluated Ranked Invited Prepared Signed Paid

Grant Agreement: signature **Sign**

**Documents**  
633236-EPICNIGHT-ESR Evaluati...EPICNIGHT GA Decla...999659691

**Messages**

**View Grant Agreement**

**SIGN Grant Agreement**

**Exchange messages with PO (available only for CoCos but all others can view)**

H2020 ONLINE MANUAL

HOW TO

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## 5. Consortium Agreement

- Konsortialvertrag zwischen den Partnern – EU Kommission nicht involviert
- Punkte die enthalten sein sollten:
  - Regeln zur Vertraulichkeit/Geheimhaltung
  - Schutzrechte
  - Interne Regelungen wie Abstimmungsprozesse, Häufigkeit von Treffen etc.
  - Ausscheiden/Aufnahme von Partnern
  - Budgetverteilung
- Konsortialvertrag muss mit den allgemeinen Regeln von Horizon 2020 übereinstimmen
- Als Grundlage dient häufig: DESCAs H2020 Model Consortium Agreement  
<http://www.desca-2020.eu/>



# ★ Ihre Fragen zu Grant Preparation & Participant Portal in Horizon 2020





## Bayerische Forschungsallianz

Vielen Dank für Ihre  
Aufmerksamkeit!



Foto: © Bayern Innovativ GmbH,  
Verena Kaister

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E-Mail: [info@bayfor.org](mailto:info@bayfor.org)  
Internet: [www.bayfor.org](http://www.bayfor.org)



### EU-Verbindungsbüro Brüssel

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Repräsentantin des  
BayFOR-Büros in Brüssel  
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B-1050 Brüssel

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E-Mail: [lukas-eder@bayfor.org](mailto:lukas-eder@bayfor.org)  
Internet: [www.bayfor.org](http://www.bayfor.org)

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Anita Schneider

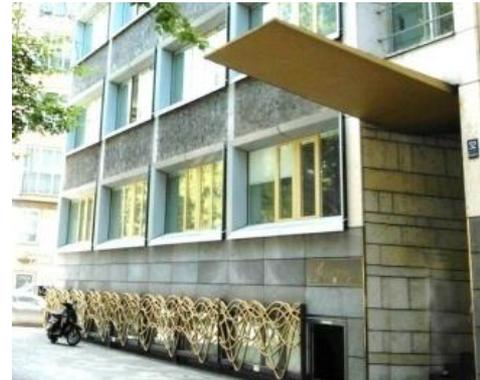


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Christine Reeb

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Internet: [www.bayfor.org](http://www.bayfor.org)