



COORDINATOR'S GRANT AGREEMENT PREPARATION PROCESS

GRANT AGREEMENT *e*SIGNATURE

PORTAL

Oct 2019



- **Transfer** information from the Proposal to the Grant agreement
- **Collect** additional information not present in the Proposal
- **Ensure** consistency between Proposal and Grant agreement

Coordinator

EU 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

Portal Grant Preparation

how to 

"The Funding & Tender Portal"



<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

The screenshot shows the homepage of the Funding & tender opportunities portal. At the top, there is a header with the European Commission logo, the text 'Funding & tender opportunities', and 'Single Electronic Data Interchange Area (SEDIA)'. On the right, there are links for 'English EN', 'Register', and 'Login'. Below the header is a navigation bar with a home icon and menu items: 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A 'select programme' button is also present. The main content area features a blue banner with the text: 'The Funding and Tenders Opportunities Portal is the single entry point (the Single Electronic Data Interchange Area) for applicants, contractors and experts in funding programmes and procurements managed by the European Commission.' To the right of this banner is a yellow 'Feedback' button. Below the banner is a section titled 'Find calls for proposals and tenders' with a search input field and a 'Search' button. Underneath are three white buttons with right-pointing arrows: 'What are calls for proposals?', 'What are calls for tenders?', and 'How to participate in 5 steps'. A dark blue button with a white arrow is labeled 'Calls for proposals by EU Programme'. At the bottom, there are two more white buttons with right-pointing arrows: 'News' and 'Other funding and data'.



Funding & tender opportunities

Single Electronic Data Interchange Area (SEDIA)

Welcome **Marianne PAREZ** 

(1) 

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


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

My Project(s)


[Online manual "Grant management"](#) [IT HOW TO "Grant management"](#)


[More info](#)

Results: 1 [Download excel list](#)

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
Intelligence-led	HERCULE-LT-AG-2018	HERC	831375	Active	

Page 1 of 10


- Project Consortium
- Manage Projects (4)** 
- View Proposal




RESEARCH & INNOVATION

Grant Management Services

Help

 **Marianne PAREZ**

MY PROJECT



Call: HERCULE-LT-AG-2018
 Type of Action: HERCULE-AG
99999999intelligence-led
 Current Phase: Grant Management
 Number: **99999**
 Duration: 12 months
 GA based on the: HERCULE MGA — Mono - 4.0
 Start Date: 01 Feb 2019
 Estimated Project Cost: **99999999**
 Requested EU Contribution: **99999999**
 Contact: **XXXXXXXXXXXX**


Latest Legal Data

Active Processes

Document Library

Communication Centre

Archived Processes



Proposal Management & Grant Preparation
aaaaaaaaaaaaaaaa

30 Apr 2019

▶▶

◀◀

Submitted

Informed


Invited

Prepared

Signed

Paid

30 Jan 2020
 (64/275 days)

+  Grant agreement data preparation

Submit to EU

▶

📁

Process documents

▶

💬

Process communications

▶


📅

Process history


Process color coding

Colour explanation


A **yellow** box means that a task is available to be carried out by the Consortium.




A **blue** box means that no task is available to be carried out by the Consortium.



A **red** box means that a task is overdue.



A **black** box means that the process is finalised.



GAP process



A Process consists of different sections

MY PROJECT

Call: HERCULE-LT-AG-2018
Type of Action: HERCULE-AG
Current Phase: Grant Management
Number: 99999
Duration: 12 months
GA based on the: HERCULE MGA — Mono - 4.0
Start Date: 01 Feb 2019
Estimated Project Cost: 99999999
Requested EU Contribution: 9999999
Contact: XXXXXXXXXXXXX

Latest Legal Data

Active Processes

Document Library

Communication Centre

Archived Processes

Launch new interaction with the EU +

Proposal Management & Grant Preparation
 9999999999999999999999

12 Apr 2018 ▶

Submitted Informed Invited Prepared Signed Paid

12 Jan 2019
(67/275 days)

+ + 📄 Grant agreement data preparation Submit to EU

+ + 📄 GA Declaration - GAP 9999999999999999999999 signature Sign

Process documents

- ▼ **Evaluation Result Letter (1)**
📄 Evaluation Result Letter-824662-2018-UK-PPP
- ▶ Evaluation Result Letter-9999999999999999999999 🔍
See p 10
📄 Invitation Letter including the information out of ranking
- ▼ **Evaluation Summary (1)**
📄 824662-2018-UK-PPP-Evaluation Summary Report
- ▼ **Proposal (1)**
📄 824662-2018-UK-PPP-SEALED-PROPOSAL

▼ **Process communications**

New messages (2)

👤	<p>Coordinator (XXXXXXXXXXXXXX, Richard)</p>	<p><i>Reduction of estimated workloads</i> Hi Richard, I confirm that the justification is av...</p>	14 Jun
👤	<p>Coordinator (XXXXXXXXXXXXXX, Richard)</p>	<p><i>Access for</i> XX XXXXXXXXXXXXX...</p>	06 Jun

▼ 📅 **Process history**

⚙️ EU requested data on 01 Jun 2018 09:34

PLSign Beneficiary has to sign Declaration of Honor

Grant Preparation Process



DoH signed by PLSIGN

RESEARCH & INNOVATION

Participant Portal - Grant Management Services

Help

Marianne PAREZ

Launch new interaction with the EU +

Proposal Management & Grant Preparation

9999999999999999

12 Apr 2018

12 Jan 2019 (67/275 days)

Submitted Informed Invited Prepared Signed Paid

+ Grant agreement data preparation Submit to EU

Process documents

Expand All Collapse All

- ▶ Evaluation Result Letter (1)
- ▶ Evaluation Summary (1)
- ▼ Grant Declaration (1)
 - GA Declaration 999999999999999967

GA Declaration - GAP-9999999999999999

GA Declaration - GAP-9999999999999999

Progress status for this document type:

[CBS CROATIA]

▶ Proposal (1) 9999999999999999 on 13 Jun 2018 16:22

Process communications

New messages (2)

Process history

THE INVITATION LETTER (1)



The applicant will receive an **Invitation letter** accompanied by an Evaluation Summary Report (ESR)

Invitation letter:

- i. Sets out the timing to Prepare and to **SUBMIT** the draft Grant (Beneficiary work)
- ii. Comments from the EU OFFICER may be found in Part 10 "other information" – these should be taken into account during Grant Preparation
 1. This text will provide instructions with regard to additional documents to provide, clarification to provide, corrections/adjustments to the estimated budget
 2. For TECHNICAL ASSISTANCE GRANTS: it will give instructions in the case of suggested corrections to the budget document (sent by Participant's Portal)

Note: GA Declaration (**Declaration of Honour**) must be signed by PL SIGN

A project legal signatory (PLSIGN) must sign a 'Declaration of Honour' on the Funding & Tenders Portal on behalf of the beneficiary *before the grant agreement can be signed*.

This declaration ensures that the beneficiary complies with the rules and are not in a situation that would exclude them from receiving EU funding (e.g. bankruptcy).

Note: Legal Entity Validation must be completed to proceed with Grant Preparation and Signature of the Grant

The Invitation Letter (2)



EUROPEAN COMMISSION
European Anti-Fraud Office
Directorate D - Policy
OLAF.D.1

Brussels,

HERCULE-III
HERCULE-III-AG-2018-02
TRIEB OFFENTLICHE STELLUNG
NETZER
GERMANY

Subject: **HERCULE III**
Call for proposals: **HERCULE-LT-AG-2018 (HERCULE-LT-AG-2018)**
Proposal: **831375 — Intelligence-led**
Evaluation result letter — GAP invitation letter

Dear Madam/Sir,

I am writing in connection with your proposal for the above-mentioned call.

Having completed the evaluation, we are pleased to inform you that your proposal has **passed this phase** and that the Commission would now like to start **grant preparation**.

Please find enclosed the evaluation summary report (ESR). It reflects the comments and opinion of the experts that evaluated the proposal — as endorsed by the Commission.

Invitation to grant preparation

Grant preparation will be based on the following:

1. **Proposal:** ~~831375-831375~~
2. **Topic:** HERCULE-LT-2018-02 — Cooperation and raising awareness action
3. **Type of action:** Hercule III Action Grant
4. **Project officer:** ~~Sara Bada~~

8. Timetable & deadlines for grant preparation

Submission of grant data & annexes: **3 weeks** after receiving this letter

Once the Commission has checked the information you have encoded, you will have **2 weeks** to submit your final version — to bring it in line with the comments of the project officer.

Signature of the declaration of honour (DoH): **4 weeks** after receiving this letter

Please note that you will have to submit a signed and scanned DoH also for each one of your affiliated entities.

Grant signature: **within 6 weeks** after receiving this letter (indicative date).

Please note that repeated **failure to respect deadlines** may lead to the **rejection of the partner/proposal**. (Lack of cooperation during grant preparation will be taken to mean that you are no longer interested in the grant).

9. Fully electronic grant preparation via the Participant Portal

Please use your [Participant Portal account](#) to prepare your grant (including signature of the agreement). Do NOT contact the Commission via other means (e-mail, letter, etc) — unless explicitly asked to do so.

Please note that some of your legal and financial **data** in the Beneficiary Register is 'read-only' and can be **updated** only by your LEAR (via your Participant Portal account on the My Organisation(s) page). During grant preparation, you will therefore be asked to **appoint a LEAR**.

Please note that the **data** (from your proposal, the Beneficiary Register or grant preparation) **may be used** by the Commission for monitoring and statistical purposes.

10. Other information

In addition,

Please create an "Annex 1 - Description of Action (part B)" in .PDF comprising the following three documents:

- Description of the action Part B

Grant Preparation

Grant Agreement data


how to 

GAP Process

Grant Agreement data



Complete G.A. data
before submitting to EU



RESEARCH & INNOVATION

Participant Portal - Grant Management Services

Help

MY PROJECT



Call: HERCULE-LT-AG-2018
 Type of Action: HERCULE-AG
 99999999 intelligence-led
 Current Phase: Grant Management
 Number: 99999
 Duration: 12 months
 GA based on the: HERCULE MGA — Mono - 4.0
 Start Date: 01 Feb 2019
 Estimated Project Cost: 99999999
 Requested EU Contribution: 9999999
 Contact: [Sorina Emilia BUKSA](#)

Latest Legal Data

Active Processes

Document Library

Communication Centre

Archived Processes

HOW TO

Proposal Management & Grant Preparation
824662 - 2018-UK-PPP

+ Grant agreement data preparation

+ GA Declaration - GAP-824662

Process documents

Process communications

Process history

Launch new interaction with the EU +

12 Apr 2018

12 Jan 2019 (67/275 days)



Grant Agreement Data

824662 (2018-UK-PPP)	ESTAT-AG	Project Summary	Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview										
<p>Call: ESTAT-PAZANDPA4-2018 Topic: B2944-2018-PPPs Unit: ESTAT/C/04</p> <p style="text-align: center; font-weight: bold;">DOCUMENTS</p> <p>Project Summary</p> <p>Project 824662 (2018-UK-PPP)</p> <p>Responsible Unit: ESTAT/C/04 Call: ESTAT-PAZANDPA4-2018 submitted for ESTAT-PAZANDPA4-2018-1 / 12 Apr 2018 Topic: B2944-2018-PPPs - PPPs data collection 2019 Type of Action: ESTAT-AG Duration: 15 Submission Stage:</p> <p>Important Dates: Project Start Date: 01/11/2018 Project End Date: 31/01/2020</p> <p>Budget Information:</p> <table style="width: 100%;"> <tr> <td>Proposal overall costs :</td> <td style="text-align: right;">343,298.56 €</td> </tr> <tr> <td>Maximum grant amount after evaluation :</td> <td style="text-align: right;">240,308.99 €</td> </tr> <tr> <td>Total costs (including non-EU funded) :</td> <td style="text-align: right;">343,298.56 €</td> </tr> <tr> <td>Total Costs:</td> <td style="text-align: right;">343,298.56 €</td> </tr> <tr> <td>Maximum Grant Amount:</td> <td style="text-align: right;">240,308.99 €</td> </tr> </table> <p style="text-align: right; margin-top: 5px;">70.00 % of total costs</p> <p>Officers: Project Officer: Laurent OLISLAGER (ESTAT/C/04)</p> <p>Deadlines: Deadline for first version of the grant agreement data (incl. annexes) 15/06/2018 Deadline for the signature of the participants certified declarations 29/06/2018 Deadline foreseen for the signature of the grant agreement 01/08/2018</p>										Proposal overall costs :	343,298.56 €	Maximum grant amount after evaluation :	240,308.99 €	Total costs (including non-EU funded) :	343,298.56 €	Total Costs:	343,298.56 €	Maximum Grant Amount:	240,308.99 €
Proposal overall costs :	343,298.56 €																		
Maximum grant amount after evaluation :	240,308.99 €																		
Total costs (including non-EU funded) :	343,298.56 €																		
Total Costs:	343,298.56 €																		
Maximum Grant Amount:	240,308.99 €																		

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The different TABS



Icons

Grant Management

Grant Agreement Data

946521 (946521 TEST) HERCULE-AG

Hercule III

Call: HERCULE-LT-AG-2017
Topic: HERCULE-LT-2017-01 Unit: OLAF/D/01

DOCUMENTS

Project Summary

Beneficiaries

General Information

Reporting Periods

GA Information

GA Options

Financial Information

LF Overview

Deliverables

Reviews

Critical Risks

Project Summary

Project 946521 (946521 TEST)

Responsible Unit:	OLAF/D/01
Call:	HERCULE-LT-AG-2017 submitted for HERCULE-LT-AG-2017 / 01 Sep 2019
Topic:	HERCULE-LT-2017-01 - Comparative law studies (including dissemination of the results and a concluding conference)
Type of Action:	HERCULE-AG
Duration:	36
Submission Stage:	

Important Dates:

Project Start Date:	26/09/2019
Project End Date:	25/09/2022

Budget Information:

Proposal overall costs :	80.25 €
Maximum grant amount after evaluation :	200.00 €
Total costs (including non-EU funded) :	26.75 €
Total Costs:	26.75 €
Maximum Grant Amount:	20.00 €

74.77 % of total costs

Officers:

Project Officer: ~~XXXXXXXXXXXX~~

Deadlines:

Deadline for first version of the grant agreement data (incl. annexes)	17/10/2019
Deadline for the signature of the participants certified declarations	07/11/2019
Deadline foreseen for the signature of the grant agreement	26/12/2019

Validate

14



Grant Management | Grant Agreement Data | goFund

946521 (946521 TEST) | HERCULE-AG

Hercule III

Call: HERCULE-LT-AG-2017
Topic: HERCULE-LT-2017-01 Unit: OLAF/D/01

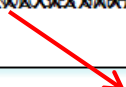
Project Summary | **Beneficiaries** | General Information | Reporting Periods | GA Information | GA Options | Financial Information | LF Overview | Deliverables | Reviews | Critical Risks

DOCUMENTS

Beneficiaries

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

Number	Short Name	Legal Name	Role	Country	PIC	PIC Status	Actions
1	✓ AST GmbH	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	CO	DE	99999	VALIDATED	



Click to go to the details (see next slide)

Beneficiaries (1)



Partner Summary

Add Department carrying out the work

Grant Management | Grant Agreement Data | goFund

946521 (946521 TEST) | HERCULE-AG | Beneficiary 1: AST GmbH
Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH | Status: VALIDATED
PIC: 913216157 | Legal Address: ZENOBENSTRASSE 95, 28916, STUVR, Germany

Hercule III
Call: HERCULE-LT-AG-2017
Topic: HERCULE-LT-2017-01 Unit: OLAF/D/01

Partner Summary ✓ | Financial Information ✓ | Project Representative ✓ | Bank Account ✓

Partner Summary

PIC
Short Name
Legal Name
Legal address
Phone:
Fax:
Email:
Website:
VAT Number:
Registration Data:
Legal Form:
Legal Status

Financial:
Partner Costs (including non-EU funded)
Partner Costs
Partner Max amount

Department(s) carrying out the work:

Data "read-only" validated (or to be validated) by EU Validation team

Dep. Name	Address	Actions
new department	same as legal address	x [edit department]

(1) + add department

(2) + add department

Validate

Beneficiaries (2)



Financial information

946521 (946521 TEST)	HERCULE-AG	Beneficiary 1: AST GmbH Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH PIC: 9737667XXXXXXXXXXXXX VALIDATED 9999899 ZEPPELINSTRASSE 9B, 28816, STUHR XXXXXXXXXXXXXXXXXXXX Germany XX	Partner Summary 	Financial Information 	Project Representative 	Bank Account 	
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Financial Data

Individual costs table:

Cost Category	Unit Cost	Number of Units	Subtotal	Total	Actions
a) Direct personnel costs declaration				27,531.45	
b1) Direct travel costs				30,200.50	
b2) Direct subsistence costs (actual)				25,200.00	
c) Direct cost of sub-contracting costs				0.00	
e) Other direct costs				44,402.00	
f) Indirect Costs (= 0.07 * (a+b1+b2+c+e))				8,913.38	
g) Total costs (= a+b1+b2+c+e+f)				136,247.33	
i) Maximum EU contribution (80%)				108,997.86	
j) Maximum grant amount				108,997.86	
k) Income generated by the action				0.00	
l) Financial contributions given by third parties to the beneficiaries				0.00	
m) Receipts (= k+l)				0.00	





Amounts should **CORRESPOND** in the **GRANT AGREEMENT DATA** system

The amounts you use in your Grant preparation [Financial Data Individual costs table] should not exceed the amounts communicated to you in the letter of notification.

It is possible that the awarded grant amount communicated to you differs from the amount requested in your application.

In order to proceed with the grant agreement preparation in the most efficient way, the Commission has identified ineligible costs or cost adjustments to your proposed estimated budget and has communicated a request for corrections and / or a proposal of adjustments.

If you accept this amount of awarded grant, we ask you to please use the corrected document (sent to you separately) as you proceed to prepare your grant in the GRANT AGREEMENT DATA system.

- All amounts that you will now use (introduced in **GRANT AGREEMENT DATA**) in your Grant preparation *should be the same* the amounts indicated in the corrected EXCEL workbook.
- Please use the corrected EXCEL workbook. It will now be used as part of ANNEX 1 of your Grant Agreement

Beneficiaries (4)



Project Representatives imported from Proposal

Grant Management Grant Agreement Data

946521 (946521 TEST) HERCULE-AG

Hercule III

Call: HERCULE-LT-AG-2017
Topic: HERCULE-LT-2017-01 Unit: OLAF/D/01

Beneficiary 1: AST GmbH
Legal Name: ~~AST ADVANCED SPACE TECHNOLOGIES GMBH~~
PIC: ~~9989899~~ Status: VALIDATED
Legal Address: ~~ZOBENSTRASSE 93, 28316 OSTHORN~~
Germany

Partner Summary ✓ Financial Information ✓ **Project Representati** ✓ Bank Account ✓

Project Representatives

Legal Signatory ?

Function	User Id	Family Name	First Name	Email
<input checked="" type="checkbox"/>	ngaylesu	XXXX	XXXX	XXXXXXXXXXXXXXXXXX

Contact Persons

User Id	Family Name	First Name	Email
ndevugen	XXXXXXXXXXXXXXXXXX	Generic	XXXXXXXXXXXXXXXXXX
ndhoktab	XXXXXX	Abhishek	XXXXXXXXXXXXXXXXXX

Beneficiaries (5)

Bank Account



Record **Bank Account** at the Portal
→ will be validated by EU services

Grant Management | Grant Agreement Data | goFund

946521 (946521 TEST) | HERCULE-AG

Hercule III

Call: HERCULE-LT-AG-2017
Topic: HERCULE-LT-2017-01 Unit: OLAF/D/01

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

Partner Summary ✓ | Financial Information ✓ | Project Representat ✓ | **Bank Account ⚠**

Bank Account

As a coordinator you must select a bank account for EU payments, as established in the Grant Agreement. Please select the preferred account (only previously validated ones are listed), by entering the last four digits in the search field, which is only available whilst editing the grant or amendment information. If the preferred account isn't listed, your LEAR (or the self-registrant for non-validated PICs) should update your organisation's data on the Participant Portal by uploading the duly completed [Financial Identification](#) in the documents section.

Once this new bank account has been validated (this may take a few days), it will appear in the below list and you will be able to select it.

Bank Account

Select Bank Account

Account Number

Account Number

IBAN

BIC

Street Name and Number

Town

Country

Add New Bank Account

In order to select a bank account, please enter the last four IBAN digits of the account. In case no account is available based on your input, please create one.

Select

Please enter at least 4 last digits of IBAN

SAVE

Can be selected after validation by EU services

Back to Project level tabs



946521 (946521 TEST)	HERCULE-AG	Beneficiary 1: AST GmbH	Partner Summary	Financial Information	Project Representative	Bank Account
Hercule III		Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH	✓	✓	✓	✓
Call: HERCULE-LT-AG-2017		PIC: 973276467 Status: VALIDATED				
Topic: HERCULE-LT-2017-01 Unit: OLAF/...		Legal Address: ZEPPELINSTRASSE 9B , 28816 , STUHR				

click to go back to project level

H+

General Information

Project Number, ...Duration, ...
Start date....



DATA imported from Proposal

Grant Management | Grant Agreement Data | ndhoktab (EXTER) | goFund

946521 (946521 TEST) | HERCULE-AG | Project Summary | Beneficiaries | **General Information** | Reporting Periods | GA Information | GA Options | Financial Information | LF Overview | Deliverables | Reviews | Critical Risks

Hercule III
Call: HERCULE-LT-AG-2017
Topic: HERCULE-LT-2017-01 Unit: OLAF/D/01

DOCUMENTS

General Information

This screen is only editable by EU Officers

Project Number: 946521

Acronym: 946521 TEST

Title: This is a mockup for project with number 946521 for TEST

Duration: 36

Topic: HERCULE-LT-2017-01

Call: HERCULE-LT-AG-2017 submitted for HERCULE-LT-AG-2017 / 01 Sep 2019

Start Date:
 The first day of the month after the entry into force of the Grant Agreement
 A fixed starting date

Abstract: Short Summary Of The Test Proposal

Free Keywords: TOA, AUTO, TEST

Security Constraints:

Validate



Reporting Periods



DATA imported from Proposal

Grant Management | Grant Agreement Data | goFund

946521 (946521 TEST) | HERCULE-AG

Hercule III

Call: HERCULE-LT-AG-2017
Topic: HERCULE-LT-2017-01 Unit: OLAF/D/01

Project Summary | Beneficiaries | General Information | **Reporting Periods** | GA Information | GA Options | Financial Information | LF Overview | Deliverables | Reviews | Critical Risks

DOCUMENTS

Reporting Periods

This screen is only editable by EU Officers

Reporting Period No.	From Month	To Month	Duration	Start date	End date
1	1	36	36	26/09/2019	25/09/2022

GA Information



Grant Management | Grant Agreement Data | gofund

946521 (946521 TEST) | HERCULE-AG | Project Summary | Beneficiaries | General Information | Reporting Periods | **GA Information** | GA Options | Financial Information | LF Overview | Deliverables | Reviews | Critical Risks

Hercule III
Call: HERCULE-LT-AG-2017
Topic: HERCULE-LT-2017-01 Unit: OLAF/D/01

DOCUMENTS

Grant Agreement Information

This screen is only editable by EU Officers

Action is using the model grant agreement : HERCULE MGA – Mono - V4.0

Granting Authority: EU

Commission/Agency Representative for the purposes of signing the Grant Agreement

Surname: **To be encoded by EU Officer**
Name:
Department:
Function:

Missing information for Commission/Agency Representative for the purposes of signing the Grant Agreement

Article - Evaluation of the impact of the action
Evaluations may be started during implementation of the action and after the payment of the balance for up to: three years

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
Responsible Service: OLAF/D/01 (UNIT) Policy Development & Hercule
OLAF/D (DIR) Policy
OLAF (DG) Directorate-General for European Anti-Fraud Office

Office Details
Address: Brussels

Validate



Grant Options



Grant Management | Grant Agreement Data | gofund

946521 (946521 TEST) | HERCULE-AG

Hercule III

Call: HERCULE-LT-AG-2017
Topic: HERCULE-LT-2017-01 Unit: OLAF/D/01

Project Summary | Beneficiaries | General Information | Reporting Periods | GA Information | **GA Options** | Financial Information | LF Overview | Deliverables | Reviews | Critical Risks

DOCUMENTS

Grant Agreement Options

i This screen is only editable by EU Officers

AUTOMATED

	▲	Description	View
<input type="checkbox"/>	6	Article 14.1 - Obligatory submission of a reply to the post-event survey	
<input checked="" type="checkbox"/>	7	Article 14.1 - Obligatory submission of a final implementation questionnaire	
<input checked="" type="checkbox"/>	8	Article 6.2.E1 - The depreciation costs of equipment, infrastructure or other assets	
<input type="checkbox"/>	9	Article 6.2.E1 - The full purchase costs of equipment, infrastructure or other assets	
<input type="checkbox"/>	10	Article 15.4 - Exemption from providing a 'certificate on the financial statements'	
<input checked="" type="checkbox"/>	11	Article 5.3.3 - Reduction due to the no-profit rule	
<input type="checkbox"/>	12	Article 15.5 - Information on cumulative expenditure incurred	
<input type="checkbox"/>	13	Article 17.4 and 37.2 - International organisations - Checks, reviews, audits and investigations - Privileges and immunities	
<input type="checkbox"/>	14	Article 41.1 - Applicable law - International organisations (beneficiaries or third parties) not accepting application of Union law	
<input type="checkbox"/>	15	Article 41.1 - Applicable law - International organisations (beneficiaries or third parties) that accept application of Union law but not Belgian law	
<input type="checkbox"/>	16	Article 41.2 - Dispute settlement for non-EU beneficiaries	
<input type="checkbox"/>	17	Article 41.2 - Dispute settlement for international organisations	
<input type="checkbox"/>	18	Article 6.4(e) - Explicitly excluded costs	

The automated selected Articles will be included in the Grant Agreement

MANUAL

	▲	Description	View
<input checked="" type="checkbox"/>	2	Article 10.1 - Subcontracting may cover only a limited part of the action	
<input type="checkbox"/>	3	Article 14.1 - Obligatory submission of progress report within 30 days after the half of the reporting period set out in Article 15.2 has passed	
<input type="checkbox"/>	4	Article 14.1 - Obligatory submission of progress report within 30 days after the end of a particular month	
<input type="checkbox"/>	5	Article 14.1 - Obligatory submission of progress report by a particular date	

To be selected if needed by EU Officer



Grant Management
Grant Agreement Data

946521 (946521 TEST) HERCULE-AG
Hercule III
 Call: HERCULE-LT-AG-2017
 Topic: HERCULE-LT-2017-01 Unit: OLAF/D/01

Project Summary

Beneficiaries

General Information

Reporting Periods

GA Information

GA Options

Financial Information

LF Overview

Deliverables

Reviews

Critical Risks

DOCUMENTS

Financial Information

	Amount	Percentage	
Prefinancing	10.00 €	50.00 %	of 20.00 €
Default			

Financial Guarantee: null

Actual amount of the pre-financing to be paid to the bank account specified in the agreement 10.00 €

Cost Table

Num	Beneficiary	Direct personnel costs declaration	Direct travel costs	Direct subsistence costs (actual)	Direct cost of sub-contracting costs	Other direct costs	Indirect Costs	Total costs	Maximum EU contribution	Maximum grant amount	Income generated by the action	Financial contribution given by third parties to the beneficiari	Receipts
▶ 1	AST GmbH	2,753,145.00	302,005.00	25,200.00	0.00	44,402.00	218,732.64	3,343,484.64	2,674,787.7	20.00	0.00	4,000.00	4,000.00
TOTAL		2,753,145.00	302,005.00	25,200.00	0.00	44,402.00	218,732.64	3,343,484.64	2,674,787.71	20.00	0.00	4,000.00	4,000.00

Hyperlink

Financial Data

Individual costs table:

Cost Category	Unit Cost	Number of Units	Subtotal	Total
a) Direct personnel costs declaration				2,753,145.00 €
b1) Direct travel costs				302,005.00 €
b2) Direct subsistence costs (actual)				25,200.00 €
c) Direct cost of sub-contracting costs				0.00 €
e) Other direct costs				44,402.00 €
f) Indirect Costs (= 0.07 * (a+b1+b2+c+e))				218,732.64 €
g) Total costs (= a+b1+b2+c+e+f)				3,343,484.64 €
j) Maximum EU contribution (80%)				2,674,787.71 €
k) Maximum grant amount				20.00 €
l) Income generated by the action				0.00 €
i) Financial contributions given by third parties to the beneficiari				4,000.00 €
m) Receipts (= i-l)				4,000.00 €

Legal & Financial Overview

For information



Grant Management | Grant Agreement Data | goFund

946521 (946521 TEST) | HERCULE-AG

Hercule III

Call: HERCULE-LT-AG-2017
Topic: HERCULE-LT-2017-01 Unit: OLAF/D/01

DOCUMENTS

Legal and Financial Overview

Number	Legal Name	PIC	Role	Legal Data	Financial Data	Lear Appoin.	Lear ext. mandate
1	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	973276467	CO				

All mandatory legal information is present and validated

The LEAR has been appointed and validated

Read-only information

Deliverables (1)



Grant Management | Grant Agreement Data

946521 (946521 TEST) | HERCULE-AG

Hercule III

Call: HERCULE-LT-AG-2017
Topic: HERCULE-LT-2017-01 Unit: OLAF/D/01

Project Summary | Beneficiaries | General Information | Reporting Periods | GA Information | GA Options | Financial Information | LF Overview | **Deliverables** | Reviews | Critical Risks

DOCUMENTS

Deliverables SAVE

[+ Add Deliverable](#)

Number	Title	Lead Beneficiary	Type	Dissemination Level	Due Date (in months)	Actions

IF Deliverables defined in Proposal → they have to be added

Deliverable details

Number: 1

Title:

Lead Beneficiary:

Type:

Dissemination level:

Due Date (in months):

Description:

OK

R: Document, report
 DEM: Demonstrator, pilot, prototype
 DEC: Websites, patent fillings, videos etc.
 DATA: data sets, microdata, etc.
 OTHER

PU: Public
 CO: Confidential, only for members of the consortium (including the Commission Services)
 EU_CON: Classified Information: CONFIDENTIEL UE (Commission Decision 2015/444/EC)
 EU_RES: Classified Information: RESTREINT UE (Commission Decision 2015/444/EC)
 EU_SEC: Classified Information: SECRET UE (Commission Decision 2015/444/EC)



Deliverables for TECHNICAL ASSISTANCE grants only

1. A **Satisfaction Question** will be part of your standard technical report submitted at the time of your payment request at the end of your grant.
This question will enable you, as the beneficiary, to indicate your opinion of the Programme.

2. DELIVERABLES:

The beneficiary is reminded that in addition to the standard technical and financial reporting requirements, a **final implementation report** is also required to be submitted for **technical assistance grants** one year (12 months) after the closing date of the grant agreement.

This implementation report should contain information on the action's contribution made to the achievement of the Programme's objectives during a one year period of implementation (template provided in the reporting package).



Deliverables for 'TRAINING, CONFERENCE AND STAFF EXCHANGE' grants and LEGAL TRAINING grants only

In addition to the publications, studies and other possible deliverables listed in your application form, the grant agreement will systematically list the following deliverables:

1. For EACH event (Conference, round-table, training session, staff exchange session,...) , you will have to submit the following documents one month after the end of the event:
 - i. a list of presence signed by the participants (PDF file);
 - ii. the event-evaluation forms completed by the participants at the end of the event (PDF file);
 - iii. the event-feedback form containing the numbers resulting from the above evaluation-forms completed *by the participants (EXCEL file)*.

2. For the whole project, you will submit your final report accompanied by the following deliverable sixty days after the end of the project:
 - i. A CONSOLIDATED event-feedback form containing the totals from the event-feedback forms of all the events (EXCEL file).
 - ii. Abstracts of the presentations made by the speakers / trainers during the events.

3. For the whole project, you will submit the following deliverables six months after the end of the project:
 - i. The Post-event-survey forms completed by the participants five of six months after the end of the project (PDF file).

Remark: A participant who attended several events, will fill-in one single post-event-survey form
 - ii. The post-event-survey table containing the totals from the Post-event-survey forms completed by the participants (EXCEL file).



Deliverables for 'TRAINING, CONFERENCE AND STAFF EXCHANGE' grants and LEGAL TRAINING grants **only**

Important

- Please kindly remind the participants of the importance to fill-in the event-evaluation forms and the Post-event-survey forms **thoroughly** and **carefully**.
- The Beneficiary's project staff, the subcontracted staff and representatives of EU Institutions, Agencies and other EU bodies will **NOT** be invited to fill-in the above event-evaluation forms and post-event-survey forms.
- The forms are listed in the folder '**Reporting template**' of the Hercule III-related reference available on the [Funding & Tender portal \(SEDIA\)](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents) at:
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents>
Remark: The word version the post-event-survey form can sent to you upon request

Reviews added if any foreseen by EU Officer



Grant Management | Grant Agreement Data | goFund

946521 (946521 TEST) | HERCULE-AG

Hercule III

Call: HERCULE-LT-AG-2017
Topic: HERCULE-LT-2017-01 Unit: OLAF/D/01

DOCUMENTS

Project Summary	Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Deliverables	Reviews	Critical Risks

Reviews - List of planned scientific and technical reviews

This screen is only editable by EU Officers

Revision No.	Tentative Timing	Planned Venues	Comments

Not Applicable

Critical risks



Grant Management | Grant Agreement Data

946521 (946521 TEST) | HERCULE-AG

Hercule III

Call: HERCULE-LT-AG-2017
Topic: HERCULE-LT-2017-01 Unit: OLAF/D/01

Project Summary | Beneficiaries | General Information | Reporting Periods | GA Information | GA Options | Financial Information | LF Overview | Deliverables | Reviews | **Critical Risks**

DOCUMENTS

Critical Risks For Implementation

SAVE

+ Add Critical Risks

Number	Description	Risk Mitigation Measures	Work Package No.	Actions

Not
Applicable

Documents



Grant Management | Grant Agreement Data

946521 (946521 TEST) | HERCULE-AG

Hercule III

Call: HERCULE-LT-AG-2017
Topic: HERCULE-LT-2017-01 Unit: OLAF/D/01

Project Summary | Beneficiaries | General Information | Reporting Periods | GA Information | GA Options

DOCUMENTS

Grant Agreement number: 946521 — 946521 TEST

EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR EUROPEAN ANTI-FRAUD OFFICE (OLAF)
Directorate D - Policy
OLAF.D.1 - Policy Development & Hercules

GRANT AGREEMENT
NUMBER 946521 — 946521 TEST

This Agreement ('the Agreement') is between the following parties:

on the one part,
the European Union ('the EU'), represented by the European Commission ('the Commission'), represented for the purposes of signature of this Agreement by,

and
on the other part,
'the beneficiary':

AST ADVANCED SPACE TECHNOLOGIES GMBH (AST GwMD, established in ZEPPELINSTRASSE 9B, STUTZ 12816, Garwonn, VAT number: DE271310941, represented for the purposes of signing the Agreement by Susan GRAYLE

The parties referred to above have agreed to enter into the Agreement under the terms and conditions below.

By signing the Agreement, the beneficiary accepts the grant and agrees to implement the action under its own responsibility and in accordance with the Agreement, with all the obligations and conditions it sets out.

The Agreement is composed of:

Terms and Conditions
Annex 1 Description of the action
Annex 2 Estimated budget for the action
Annex 2a Not applicable
Annex 3 Accession Forms: not applicable
Annex 4 Model for the financial statements

Documents

- Title
- ▼ Grant Agreement
 - Grant Agreement
 - Annex 1 - Description of the action (part A)
 - Annex 1 - Description Of Action (part B) **Instructions DoA Part B**
 - Annex 2 - Estimated budget for the action
 - Annex 4 - Model for the financial statements
 - Annex 5 - Model for the certificate on the financial statements
 - ▼ Grant Agreement Summary
 - Grant Agreement Data Sheet

ESTIMATED BUDGET FOR THE ACTION

Indicator	Estimated eligible costs (per budget category)				EU contribution		Beneficiary's estimated eligible costs		System's total value	
	A: Direct personnel costs	B: Direct travel and subsistence costs	C: Other direct costs of subcontracting	D: Other direct costs	Indirect costs	Maximum EU contribution	Maximum grant amount	System's estimated eligible costs	System's total value	
	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual	Annual	
	1	2	3	4	5	6	7	8	9	
Total (Annual)	1.121.000,00	22.000,00	27.000,00	1.000,00	4.000,00	10.000,00	200,00	1.274.000,00	1.274.000,00	

EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR EUROPEAN ANTI-FRAUD OFFICE
Policy Development & Hercules

GRANT AGREEMENT DATA SHEET

Grant Agreement No: 946521

Accession: 946521 TEST

Title: This is a meeting for project with number 946521 for TEST

Call Type: Cooperative law studies (including dissemination of the results and a concluding conference)

Type of action: Horizon H2 Action Grant

Created by: European Commission

Cooperation agreement required: No

Collaboration agreement required: No

Coordination agreement required: No

Duration (in months): 36

Starting Date: 28 September 2019

Justification: Final meeting date to make sure that parties don't have to justify this.

End date: 21 September 2022

Financing amount: 10.00% of the action's eligible costs

DOCUMENTS generated automatically

Annex 1 Part B be uploaded manually (follow Instructions about Content and structure)



- Each Beneficiary:
 - add **Department** (see p 16)
 - Modify **Financial** information if needed (see p 17-18)

- Link **Bank Account (Coordinator)** when validated by EU services (see p 20)

- Add **Deliverables** (if in Proposal) (see p 28-31)

- Upload PDF (**DoA Part B**) (see p 34)



To **SUBMIT** your **GRANT** in the system:

- All amounts that you will now use in your Grant preparation *should be the same as* the amounts of your EXCEL attachment.
- USE the corrected EXCEL workbook. It will now be an integral part of ANNEX 1 of your Grant Agreement
- UPLOAD
ONE scanned document ANNEX 1 .pdf - comprising:
 - 1) Annex 1 – Description of the Action (Part B) as submitted
 - 2) ONLY FOR TC AND LT : The agenda (up-dated if needed) of all events in the chronological order.
 - 3) The "Corrected budget" EXCEL worksheet - Annex 2
- SUBMIT YOUR DRAFT GRANT AGREEMENT

Coordinator **submits**
the Grant Preparation data
to the **EU services**



→ **EU OFFICERS** are notified

RESEARCH & INNOVATION Help

Grant Management Services Abhishek DHOKTE

MY PROJECT Launch new interaction with the EU +

Proposal Management & Grant Preparation
946521 - 946521 TEST

01 Sep 2019 **Submitted** 02 Mar 2020 (29/183 days) **Informed** Invited Prepared Signed Paid

Grant agreement data preparation **Submit to EU**

Process documents Expand All Collapse All
Evaluation Summary (1)

Process communications

Process history
requested data on 26 Sep 2019 15:20
registered the proposal on 01 Sep 2019 00:00

Call: HERCULE-LT-AG-2017
Type of Action: HERCULE-AG
Acronym: 946521 TEST
Current Phase: Grant preparation
Number: 946521
Duration: 36 months
Start Date:
Estimated Project Cost: €80.25
Requested EU Contribution: €200.00
Contact: Jan PETR

Latest Legal Data
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H2020 ONLINE MANUAL

HOW TO

After 1 st submission to EU



EU Officers:

- verify the G.A. data
- send the G.A. data back to the Coordinator → **revisions** needed ...
-> Notification)

RESEARCH & INNOVATION
Grant Management Services

European Commission

Abhishek DHOKTE

MY PROJECT

Call: HERCULE-LT-AG-2017
Type of Action: HERCULE-AG
Acronym: 946521 TEST
Current Phase: Grant preparation
Number: 946521
Duration: 36 months
Start Date:
Estimated Project Cost: €80.25
Requested EU Contribution: €200.00
Contact: Jan PETR

Latest Legal Data
Active Processes
Document Library
Communication Centre
Archived Processes

H2020 ONLINE MANUAL

HOW TO

Launch new interaction with the EU +

Proposal Management & Grant Preparation
946521 - 946521 TEST

(1)

01 Sep 2019 Submitted
02 Mar 2020 (29/183 days) Informed
Invited
Prepared
Signed
Paid

Grant agreement data preparation (2)
Submit to EU

Process documents
Evaluation Summary (1)
Expand All Collapse All

Process communications

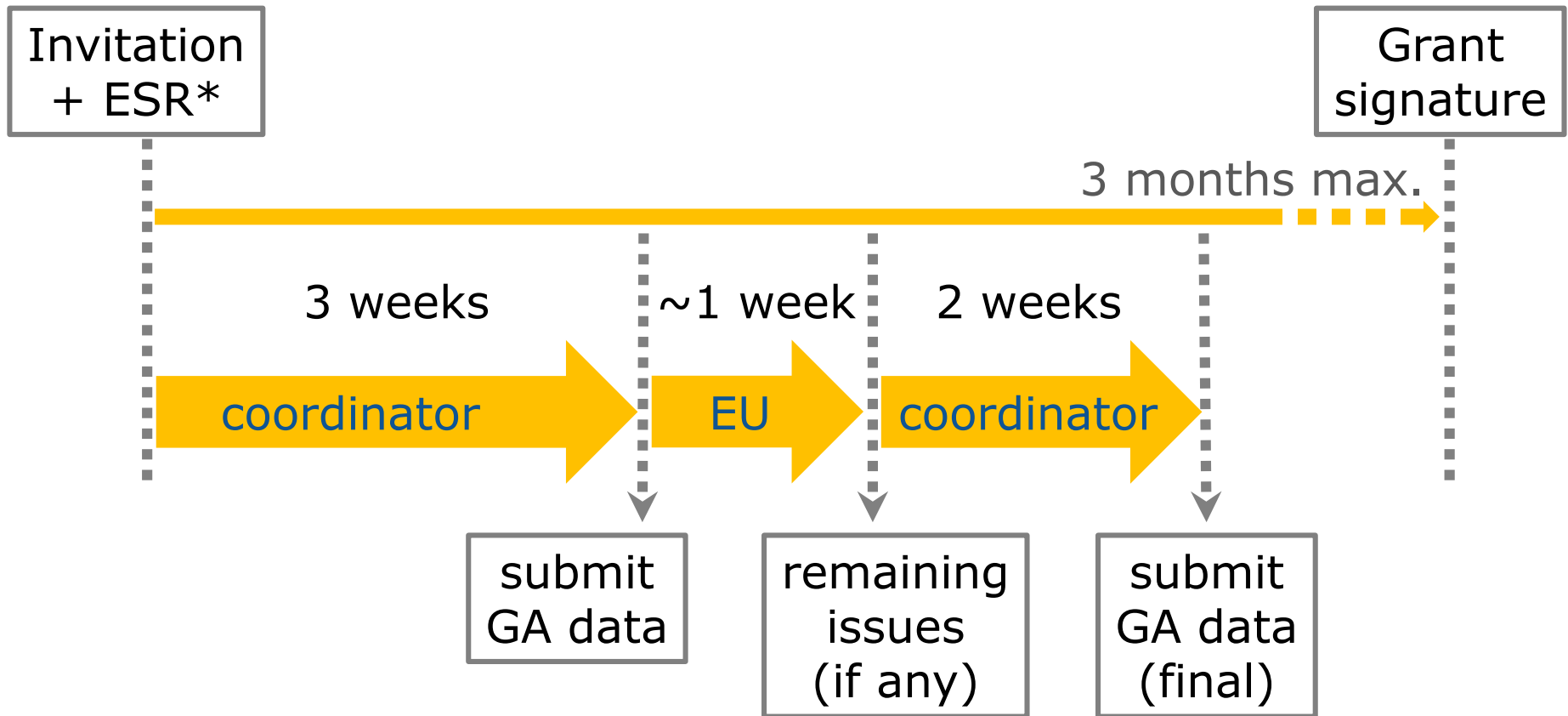
Process history
requested data on 26 Sep 2019 15:20
registered the proposal on 01 Sep 2019 00:00

"Ping-Pong" (Beneficiary → EU, EU → Beneficiary, Beneficiary → EU,....)
!!! DEADLINES !!!

Timing



Grant Agreement data (GA data)



* ESR: Evaluation summary Report

Grant Agreement ready

E-Signatures

- 1. PLSIGN Beneficiary*
- 2. EU*

how to 

If G. A. data **validated** by EU Officers



G. A. ready for Signature PLSign signs GA (1)

→ Notification

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

Help

Marianne PAREZ

Launch new interaction with the EU +

MY PROJECT

Programme

Call: Call
2017

Type of Action: CSA
Acronym: Acronym

Current Phase: Grant preparation

Number: Number

Duration: 24 months
Start Date:

Estimated Project Cost: Budget

Requested EU Contribution: €1,500,000.00

Contact: Project Officer

Latest Legal Data
Process List
Document Library
Communication Centre

H2020 ONLINE MANUAL

HOW TO

Proposed Management & Grant Preparation

Number Acronym

01 Mar 2017 Submitted Informed Invited Prepared Signed (01 Nov 2017 (184/245 days)) Paid

(1) Grant Agreement- 999999999999 signature (2)

Decline Sign

DISCLAIMER: Please note that this draft grant agreement does not constitute an unconditional offer to enter into a grant agreement with members of the consortium. The Granting Authority must complete first the necessary selection and award process and the signature of the grant agreement.

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

Expand All Collapse All

Process documents

- Evaluation Result Letter (1)
- Evaluation Summary (1)
- Grant Agreement (1)
 - Grant Agreement- Number Acronym

Grant Agreement- Number Acronym

Grant Agreement- Number Acronym

Progress status for this document type:

XXXXXX [EU]

- Grant Declaration (1)
- GrantData (1)
- Proposal (1)

Process communications New messages (0)

Process history

EU proposed the agreement for signature on 10 Aug 2017 11:31

G. A. signed by PLSIGN



A blue box means that no task is available to be carried out by the Consortium.

RESEARCH & INNOVATION

Participant Portal - Grant Management Services

Help

Marianne PAREZ

MY PROJECT

Programme

Call: Call

Type of Action: Shift2Rail-RIA

Acronym: Acronym

Current Phase: Grant preparation

Number: XXXXXXX

Duration: 24 months

Start Date:

Estimated Project Cost: Budget

Requested EU Contribution: €599,172.00

Contact: Project Officer

Latest Legal Data

Process List

Document Library

Communication Centre

H2020 ONLINE MANUAL

HOW TO

Proposal Management & Grant Preparation

30 Mar 2017

Submitted Informed Inv

Process documents

- Evaluation Result Letter (1)
- Evaluation Summary (1)
- Grant Agreement (1)

Grant Agreement	Number	Acronym
	XXXXXXXXXXXX	
	XXXXXXXXXXXX	

Progress status for this document type:

Participant	Status
XXXXXXXXXX	[EU] EU - not yet signed
XXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXX	XXXXXXXXXXXX

- Grant Declaration (6)
- GrantData (1)
- Proposal (1)

Process communications

New messages (0)

Process history

- XXXXXXXXXXXX signed the agreement on 29 Aug 2017 15:54
- EU proposed the agreement for signature on 07 Aug 2017 09:15

Grant Agreement Document Preview

Protected View. This file originated from a potentially unsafe location, and most features have been disabled to avoid potential security risks.

If a dispute concerning the interpretation, application or validity of the Agreement cannot be settled amicably, the General Court — or, on appeal, the Court of Justice of the European Union — has sole jurisdiction. Such actions must be brought under Article 272 of the Treaty on the Functioning of the EU (TFEU).

If a dispute concerns administrative sanctions or offsetting the beneficiaries must bring action before the General Court — or, on appeal, the Court of Justice of the European Union — under Article 263 TFEU.

ARTICLE 58 — ENTRY INTO FORCE OF THE AGREEMENT

The Agreement will enter into force on the day of signature by the JU or the coordinator, depending on which is later.

SIGNATURES

For the coordinator

For the JU

XXXXXXXXXXXX ECAS is signed in the name of the JU on 29/08/2017 at 15:54:00. The document is signed by XXXXXXXXXXXXXXX. The document is signed by XXXXXXXXXXXXXXX. The document is signed by XXXXXXXXXXXXXXX.

YELLOW = signed

Continuous Reporting Process

Start date of Project

how to 

Continuous Reporting

launched when Start Date of Project is reached



Upload Deliverable
Submit Deliverable to EU Officer

→ Notification

RESEARCH & INNOVATION

Participant Portal - Grant Management Services

Help ▾

MY PROJECT

Programme

Call:

Type of Action: RIA

Acronym:

Current Phase: Grant Management

Number:

Duration: 48 months

Start Date: 01 Sep 2017

Estimated Project Cost:

Budget:

Requested EU Contribution: €3,999,259.69

Contact:

Project Officer:

[Latest Legal Data](#)

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[Document Library](#)

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Launch new interaction with the EU +

Continuous Reporting

	Number	Acronym
+	Continuous reporting data	

01 Sep 2017

Started ▶▶ ◀◀ Completed

Process documents

Process communications

Process history

EU launched the process on 01 Sep 2017

Proposal Management & Grant Preparation

XXXXXXXXXXXXXXXXXXXX

Process documents

Process communications

Process history

Messages (0)

New messages (0)

Project Continuous Report

Summary for publication	Deliverables	Risotones	Critical Risks	Publications	Disseminat.	Patents (IPR)	SME Impact	Gender
✗	i	i	✓	✗	✓	✗	✓	✓

Deliverables

For each Deliverable, a single file (max 52MB) can be uploaded

WP#	Del #	Del In	Title	Description	Env	Natur	Dissem	Est. Del	Receipt	Approval	Status
WP1	01.1	01	Report on the ass	-ES	EN	Repe	Publ	31 Mar			Pending
WP1	01.2	02	Report on the ass	-ES	INT	Repe	Publ	31 Mar			Pending

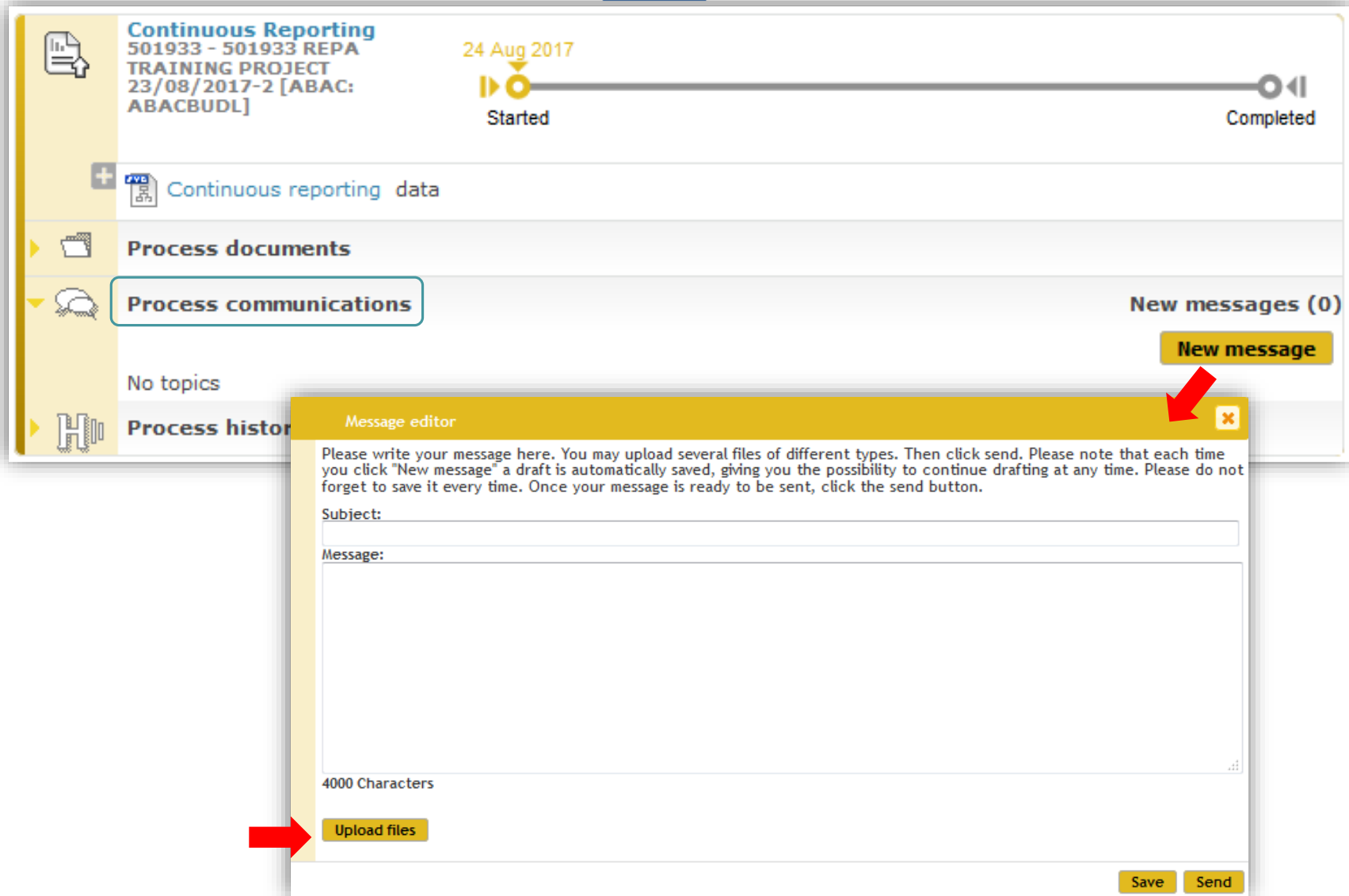
Submitted
Informed
Invited
Prepared
Signed
Paid

[Expand All](#) [Collapse All](#)

General Information

Communication with EU Project Documents





The screenshot displays the messaging facility interface. At the top, a progress bar for 'Continuous Reporting' shows the status from 'Started' to 'Completed' on '24 Aug 2017'. Below this, a list of items includes 'Continuous reporting data', 'Process documents', 'Process communications', and 'Process history'. A 'New message (0)' indicator is present in the top right of the main area, with a 'New message' button below it. A 'Message editor' dialog box is overlaid on the interface, featuring a yellow header with a close button (indicated by a red arrow). The editor contains instructions, a 'Subject:' field, a 'Message:' text area, a '4000 Characters' counter, an 'Upload files' button (indicated by a red arrow), and 'Save' and 'Send' buttons at the bottom right.

Continuous Reporting
501933 - 501933 REPA
TRAINING PROJECT
23/08/2017-2 [ABAC:
ABACBUDL]

24 Aug 2017
Started Completed

+ Continuous reporting data

Process documents

Process communications New messages (0)

No topics

Process history

New message

Message editor ✕

Please write your message here. You may upload several files of different types. Then click send. Please note that each time you click "New message" a draft is automatically saved, giving you the possibility to continue drafting at any time. Please do not forget to save it every time. Once your message is ready to be sent, click the send button.

Subject:

Message:

4000 Characters

Upload files

Save **Send**

PROCESS -Communication Messaging Facility (2)



Consortium Requested Amendment
AMD-9999999999

04 Apr 2016

Launched Prepared Submitted Admissible Decision

Process documents

Process communications New messages (0)

Coordinator (XXXXXXXXXX)	Dear EU Commission,In relation to the AMD-11 of Na...	01 Sep 2016
Coordinator (XXXXXXXXXX)	Additional documentation related to AMD-646266(c)	30 May 2016
Coordinator (XXXXXXXXXX)	Additional documentation related to AMD-646266	30 May 2016
Coordinator (XXXXXXXXXX)	As the coordinator of H2020 Manufacturing Project...	30 May 2016

Process history





RESEARCH & INNOVATION Help

Participant Portal - Grant Management Services Marianne PAREZ

MY PROJECT

Call: ESTAT-PA2ANDPA4-2018-1
Type of Action: ESTAT-AG
Acronym: 2018-UK-PPP
Current Phase: Grant preparation
Number: 824662
Duration: 15 months
Start Date:
Estimated Project Cost: €343,298,56
Requested EU Contribution: €240,308,99
Contact: [Laurent OLISLAGER](#)

[Latest Legal Data](#)
[Active Processes](#)
[Document Library](#)
[Communication Centre](#)
[Archived Processes](#)

[H2020 ONLINE MANUAL](#)

[HOW TO](#)

(2)

Order by: [Process](#) [Date](#)


Select: [All](#) [Essentials](#) [Notifications](#) Show draft Show obsolete [Expand All](#) [Collapse All](#)

Process	Documents
GAP-824662	Evaluation Result Letter (1) Evaluation Summary (1) Proposal (1)

(1) →

Manage Project Communication Center






RESEARCH & INNOVATION

Participant Portal - Grant Management Services

Help ▾

Marianne PAREZ


MY PROJECT



Call: ESTAT-PA2ANDPA4-2018-1
Type of Action: ESTAT-AG
Acronym: 2018-UK-PPP
Current Phase: Grant preparation
Number: 824662
Duration: 15 months
Start Date:
Estimated Project Cost: €343,298.56
Requested EU Contribution: €240,308.99
Contact: [Laurent OLISLAGER](#)

Latest Legal Data
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H2020 ONLINE MANUAL




 HOW TO

Communication Centre

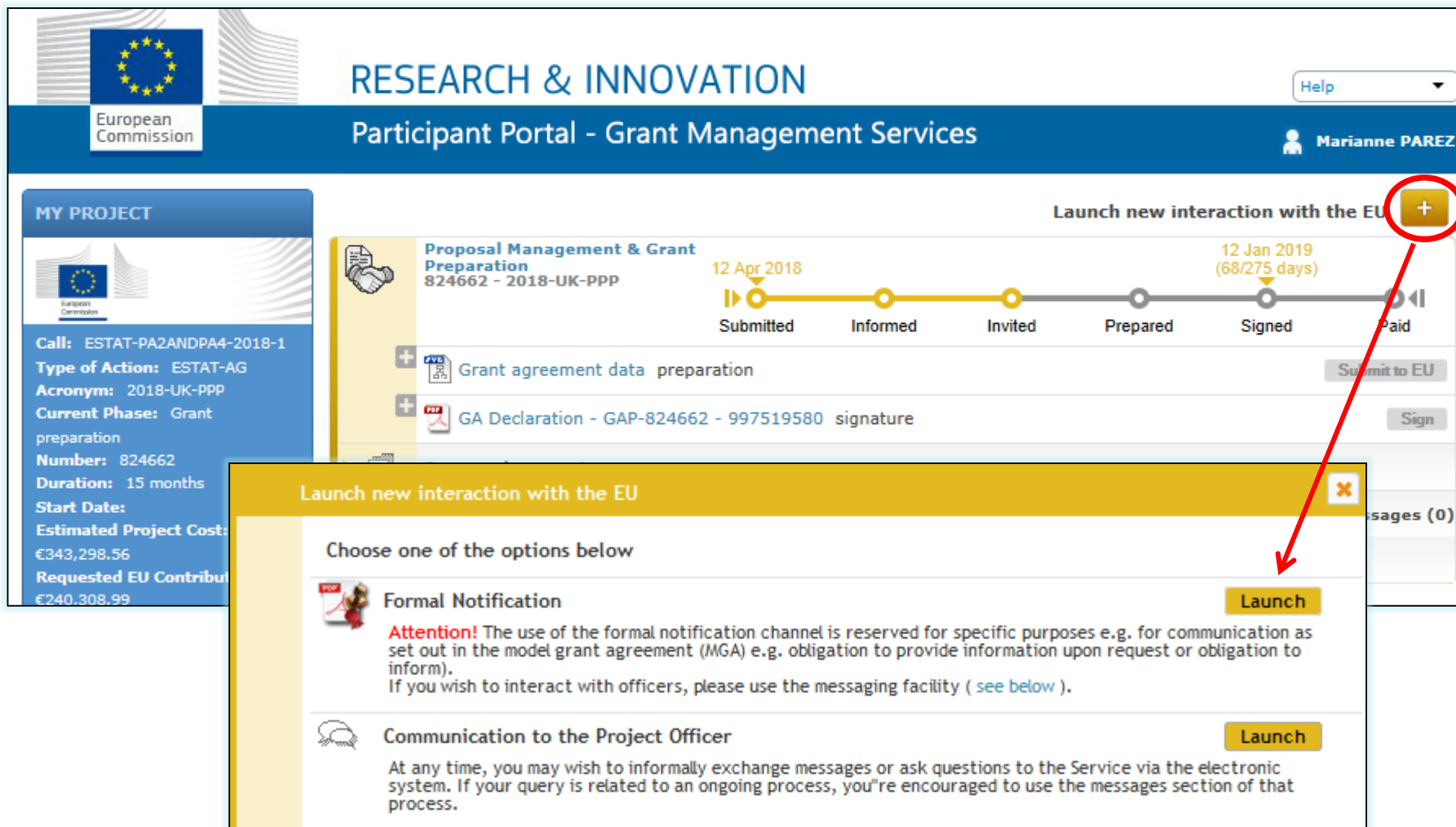
This page lists all the informal messages between beneficiaries and the EU.

Please make a selection from the drop-down menu to be able to create a message.

All messages Search...
GAP-824662
Project messages

	Coordinator (XXXXXXXXXX) Reduction of estimated workloads Hi XXXXX, I confirm that the justification is av...	14 Jun
	Coordinator (XXXXXXXXXX) Access for XXXXX Dear XXXXX I confirm that Sharne has access to ...	06 Jun
	Coordinator (XXXXXXXXXX) Access for XXXXX Hi, As Primary Coordinator Contact, XXXXX...	06 Jun





RESEARCH & INNOVATION
Participant Portal - Grant Management Services

European Commission

Help

Marianne PAREZ

MY PROJECT

Call: ESTAT-PA2ANDPA4-2018-1
Type of Action: ESTAT-AG
Acronym: 2018-UK-PPP
Current Phase: Grant preparation
Number: 824662
Duration: 15 months
Start Date:
Estimated Project Cost: €343,298.56
Requested EU Contribution: €240,308.99

Proposal Management & Grant Preparation
824662 - 2018-UK-PPP

12 Apr 2018
Submitted

Informed

Invited

Prepared

12 Jan 2019 (68/275 days)
Signed

Paid

Grant agreement data preparation

GA Declaration - GAP-824662 - 997519580 signature

Submit to EU

Sign

Messages (0)

Launch new interaction with the EU

Choose one of the options below

Formal Notification
Attention! The use of the formal notification channel is reserved for specific purposes e.g. for communication as set out in the model grant agreement (MGA) e.g. obligation to provide information upon request or obligation to inform).
If you wish to interact with officers, please use the messaging facility (see below).

Launch

Communication to the Project Officer
At any time, you may wish to informally exchange messages or ask questions to the Service via the electronic system. If your query is related to an ongoing process, you're encouraged to use the messages section of that process.

Launch

More Information

HELP ?????





<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents>



Funding & tender opportunities

Single Electronic Data Interchange Area (SEDIA)

SEARCH FUNDING & TENDERS HOW TO (1) PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT

HERCULE III (HERC)

(2)

Filter by programme:

HERCULE III (HERC)

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Reference Documents

This page includes reference documents of the programmes managed on the EU Funding & Tenders portal starting with legal documents, model grant agreements and guides for specific actions.

Expand

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- + Work Programme & call documents
- Grant agreements and contracts
 - Model Grant Agreement for Hercule III – Mono-beneficiary >
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- Templates & forms
 - + Proposal templates
 - + Validation and LEAR appointment forms
 - + Grant agreement preparation templates
 - + Reporting templates
 - + Suspension and termination templates

FAQ



<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents>



Funding & tender opportunities

Single Electronic Data Interchange Area (SEDIA)

English

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

SUPPORT

HERCULE III (HERC)

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- Experts evaluators, reviewers, monitors
- European research policy

HERC



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Frequently Asked Questions (FAQ)

Those pages are updated with the answers to the most frequent questions that have been submitted to the Research Enquiry Service and Participant Validation, IT Helpdesk, eProcurement Helpdesk, Call Coordinators and H2020 NCP correspondents.

In case of questions related to a call for tenders, there is always a specific timeslot to ask questions and requesting information, clarification must be done exclusively within the call for tenders on eTendering.

[Read about calls for tenders](#)

Active(103)

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What is the correct format for IBAN (International Bank Account Number)?

The IBAN is an account number "formatted" in accordance with international standards which allows banks to perform cross-border transactions between countries. Bank charges for a pay... read more ...



How long does it takes to validate my bank account/ legal entity?

Your bank account/legal entity should take no more than five working days for being validated. If this is not the case please contact the Commission/Agency as specified in Article 21... read more ...

HELP ?????

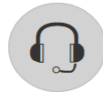


<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents>

Filter by programme

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Helpdesk & Support Services



IT Helpdesk

The IT Helpdesk answers your questions about the Funding & Tenders Portal tools and processes.



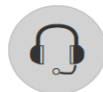
Europe Direct

Questions about the EU? Europe Direct can help.



Research Enquiry Service and Participant Validation

The Research Enquiry Service answers questions about European research, in particular the EU Research Programmes. The same service also deals with inquiries about the validation process of legal entities for all the EU programmes.



HERCULE III Programme Helpdesk