



# Finance & Project Management Training

Johannesburg, 25-26 April 2025

Abdoulie Barry, Pauline Beattie, Liesbet De Cock, Vincent Declerfayt, Silvia Garcia



This project (Grant Agreement No 101103640)  
is supported by the Global Health EDCTP3  
Joint Undertaking and its members.



# Housekeeping

## Hybrid training session

41 in-person trainees  
150+ registrations online

Please use the Chat function to introduce yourself or to report any technical issues

Please use the Q&A function to post your questions

Video and microphone have been disabled for online participants

To automatically translate the speech to subtitles in your chosen language, navigate to the **Show Captions** function and select your language

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# Introductions

# Meet the team

## Financial Management Trainer – Abdoulie Barry

### **Executive Director, EDCTP Association**



Mr. Abdoulie Barry joined EDCTP on 7 September 2011 as the Director of Finance & Administration. Before joining EDCTP, he was Head of Finance and Procurement at the Medical Research Council (MRC) Unit in The Gambia. Abdoulie has extensive experience in auditing, risk management and implementing computerised accounting, HR and payroll systems. Abdoulie's experience includes working in the audit and consulting departments of Deloitte, KPMG Peat Marwick and Pannell Kerr Forster.

He holds an MBA in Management from the University of Manchester Business School and is a Fellow of the Chartered Association of Certified Accountants (FCCA) and the Chartered Association of Management Accountants (ACMA)

# Meet the team

Project Management Trainer – Pauline Beattie

## **Operations Manager & Scientific Adviser, EDCTP Association**



Dr Pauline Beattie joined EDCTP in August 2011 as the Operations Manager. She is responsible for the management and oversight of the EDCTP2 project portfolio from development of calls for proposals, management of peer review, through to monitoring and evaluation of projects.

Before joining EDCTP in 2011, she was a Science Portfolio Manager in Infection and Immunity at Wellcome Trust, UK.

Dr Beattie has a Bachelors, Masters and DPhil in Parasitology, with particular interests in malaria and neglected infectious diseases.

# Meet the team

From the EDCTP Association Office in the Hague

## Senior Administrative Support Officer – Andreia Coelho



Andreia joined EDCTP in August 2017. As Senior Administrative Officer Operations, she supports the Operations Manager, the Calls and Grants, and Monitoring and Evaluation team. Andreia is also the focal person on the EDCTPgrants online system matters.

Andreia has a degree in Sociology as well as a Master's degree in Human Resources Development Policies. Before joining EDCTP, she worked in Human Resources and at international organisations and companies in various assignments, including project data processing, managing project and dossier documentation, and quality checking.

# Meet the team

From the EDCTP Association Office in the Hague

## **Senior Administrative Support Officer - Jennifer Stamatelos**



Jennifer Stamatelos joined EDCTP in November 2014. As a Senior Administrative Officer, she is responsible for the day-to-day general administration of the organisation and also provides assistance to the Executive Director and staff. Jennifer has a degree in Economics from Columbia University and a Master's degree in Sustainable Development from Utrecht University. Prior to joining EDCTP, Jennifer worked as an assistant portfolio manager focused on sustainable investing. Besides her work experience in finance, Jennifer's international work background includes campaign and legal support management.

# Meet the team

Global Health EDCTP3 trainer –Vincent Declerfayt



Head of Administration & Finance  
Global Health EDCTP3 Joint Undertaking



# Meet the team

GH EDCTP3 Joint Undertaking – Liesbet De Cock



Head of Scientific Operations  
Global Health EDCTP3 Joint Undertaking

# Meet the team

GH EDCTP3 Joint Undertaking – Silvia Garcia



Scientific Project Officer  
Global Health EDCTP3 Joint Undertaking

# Meet the course participants

## Introductions

Name

Affiliation

What is your role? Job title, responsibilities

Global Health EDCTP3 and EDCTP2 project(s) that you work on

# About this workshop

## Objectives and learning goals

### General

- To present the mission, objectives, achievements of EDCTP and how it has evolved from EDCTP1 to EDCTP2 to GH EDCTP3
- To introduce the trainers from the EDCTP Association and the GH EDCTP3 Joint Undertaking
- To promote networking between course participants

By the end of workshop, participants should understand the mission of EDCTP, the EDCTP Association, and the GH EDCTP3 Joint Undertaking.

# About this workshop

## Objectives and learning goals

### Financial

- To strengthen financial management capacity of course participants
- To provide financial management knowledge and skills required for managing financial aspects of a Global Health EDCTP 3 JU-funded project
- To help organisations to comply with financial reporting requirements for GH EDCTP3 and in general

Participants should be able to: avoid ineligible expenses, interpret auditor reports, implement an internal control system to ensure quality of financial reports

# About this workshop

## Objectives and learning goals

### Project management

- To strengthen project management capacity
- To provide knowledge and skills to manage technical aspects of a GH EDCTP3 (Horizon Europe) project
- To assist institutions to comply with technical reporting requirements

Participants should understand the grant agreement and reporting obligations, be able to submit deliverables and reports of satisfactory quality, ensure compliance with ethics, open access and data sharing conditions, understand and be able to submit amendment requests

# Disclaimer

## About this training and slides

The presentation on **Project Management** has been prepared by **Dr Pauline Beattie, Operations Manager at the EDCTP Association**

The presentation on **Financial Management** has been prepared by **Mr Abdoulie Barry, acting Executive Director and Director of Finance & Administration at the EDCTP Association**

The presentation is non-binding and is designed for information purposes to support you as a participant in GH EDCTP3 JU actions in the management of your EDCTP3 project(s).

The presentation is based on the legal framework applicable to GH EDCTP3 JU activities, namely Council Regulation 2021/2085 (basic act), European Parliament and Council Regulation 2021/695 (Horizon Europe Regulation), the GH EDCTP3 JU work programmes and the Horizon Europe Model Grant Agreement.

The presentation comprises an **overview** of key information and concepts needed to prepare your grant and manage it. Links are provided to additional information.

You will receive a copy of the slides after this workshop, including additional slides and resources to help you navigate the grants system and to communicate with and report to GH EDCTP3.

## About this workshop

Hybrid (Zoom Webinar) – please use the microphones at all times

Translated captions available via Zoom

Questions – will cover questions at end of each session



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# EDCTP – mission, origin and future

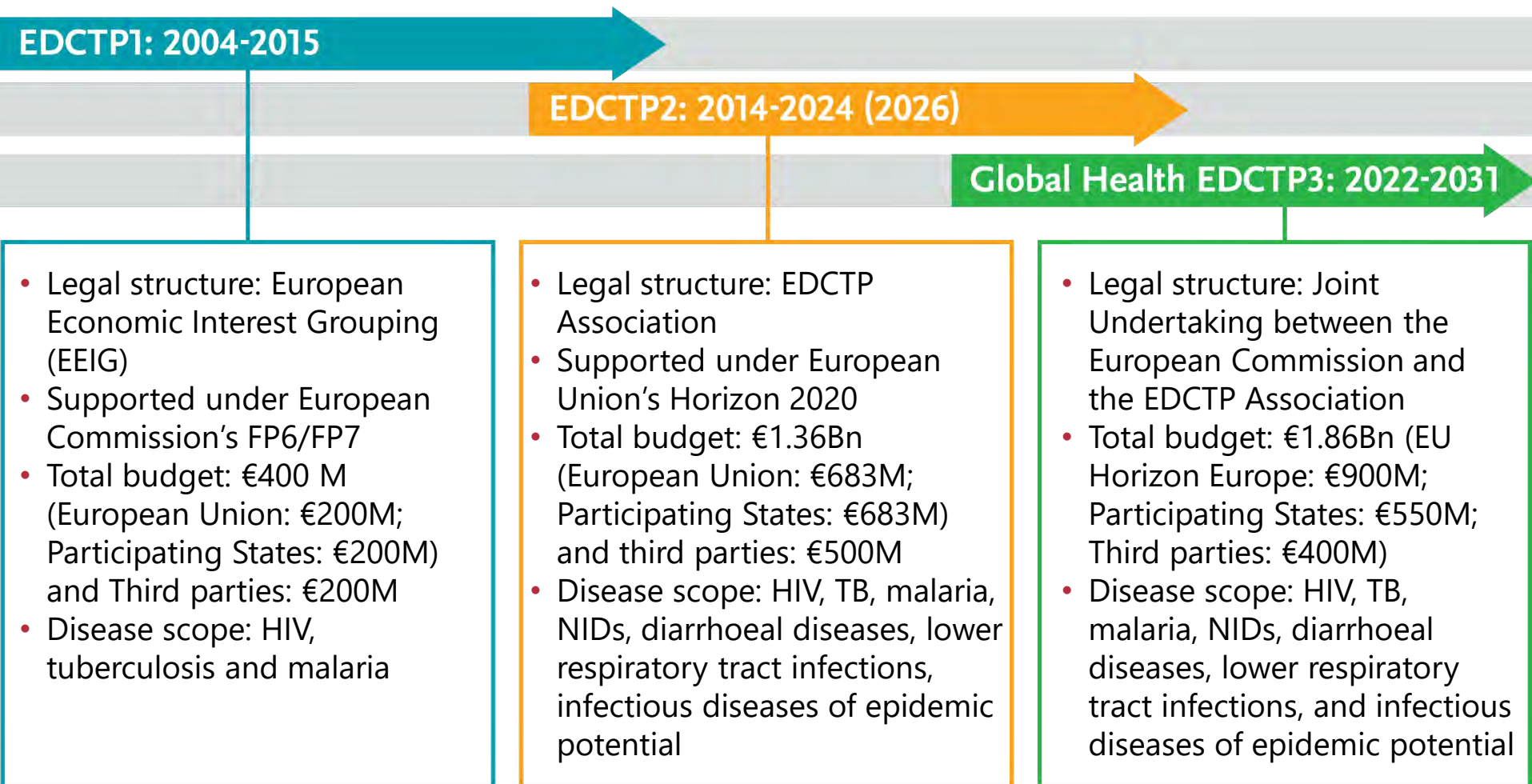
## **Mission**

- EDCTP aims to support collaborative research that accelerates the clinical development of new or improved interventions to prevent or treat HIV, tuberculosis, malaria, neglected infectious diseases and emerging diseases in sub-Saharan Africa

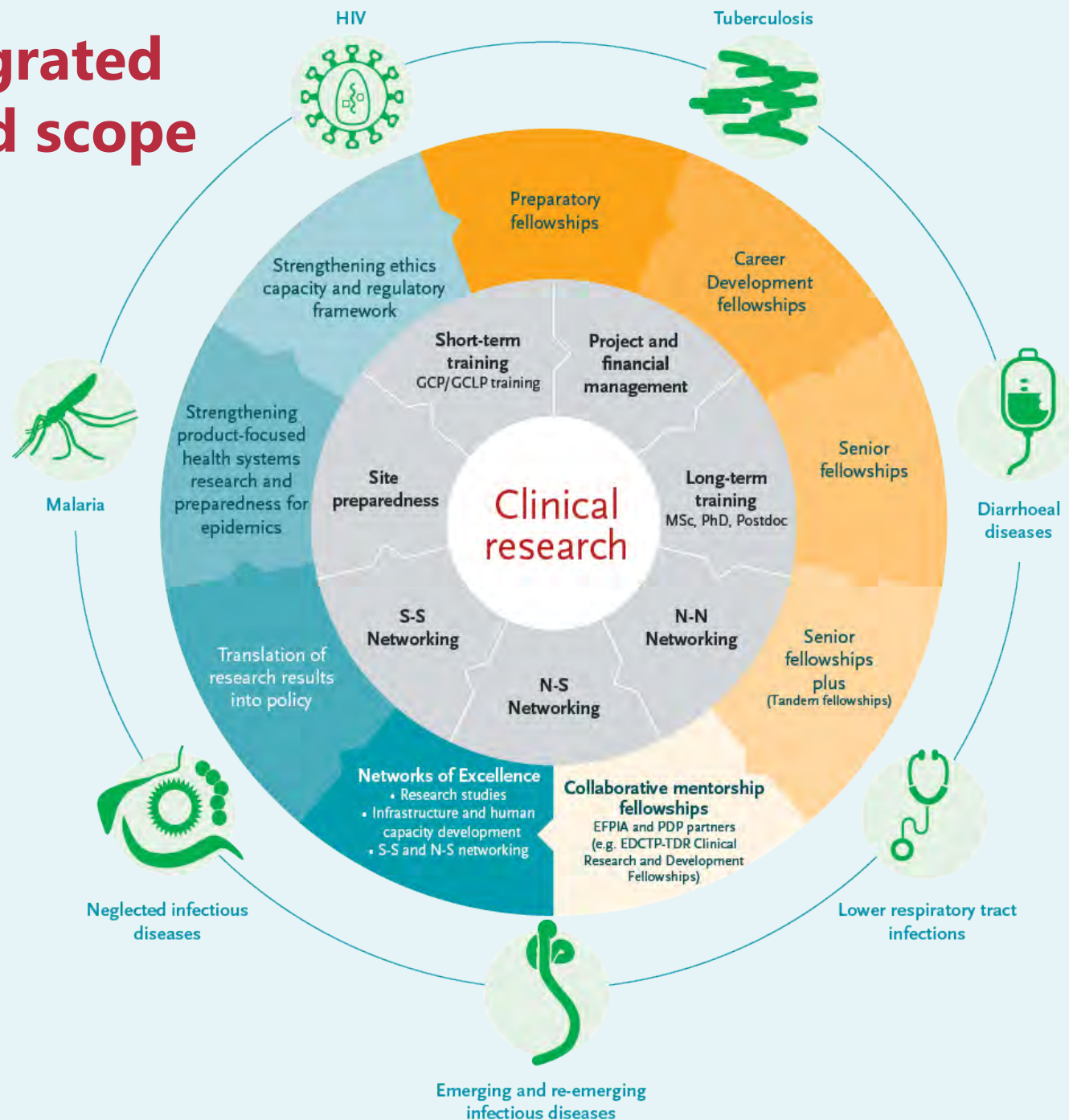
## **Background**

- Established in 2003 in response to MDGs and global health crises caused by PRDs
  - Pool research, activities to achieve greater impact against PRDs
  - Promote integrated approach to health research in Europe
- EDCTP1: 2003-2015
- EDCTP2: 2014-2025
- GH EDCTP3 JU: 2022-2031

# The evolution of EDCTP programmes



# EDCTP2 integrated approach and scope



# EDCTP1: Results of supported clinical studies

Data from **CHAPAS-1** and **CHAPAS-3** projects supported licensing applications for formulations for children with HIV and provided evidence in support of **WHO recommendations on updated treatment options**

The **4ABC trial** demonstrated that **DHAPQ as a new option** for the treatment of uncomplicated malaria with the added value of its long-lasting prophylaxis in comparison to two other ACTs. The trial results contributed to **the registration of DHAPQ by the EMA**.

The landmark **Kesho Bora trial** generated compelling evidence of the power of antiretrovirals to **prevent mother-to-child transmission of HIV during breastfeeding**. It informed the development of revised WHO guidelines.

The **WANECAM study** provided high-quality evidence that **PA** and **DHAPQ** are safe and effective in West Africa. It supported applications to the EMA for two paediatric formulation. The formulations are now on the list of WHO-prequalified medicines.

# Facilitating research

## Clinical trial registry for Africa



- The Pan-African Clinical Trials Registry (PACTR), the **only WHO-endorsed clinical trial database in Africa**, is the premier source of information on African trials.

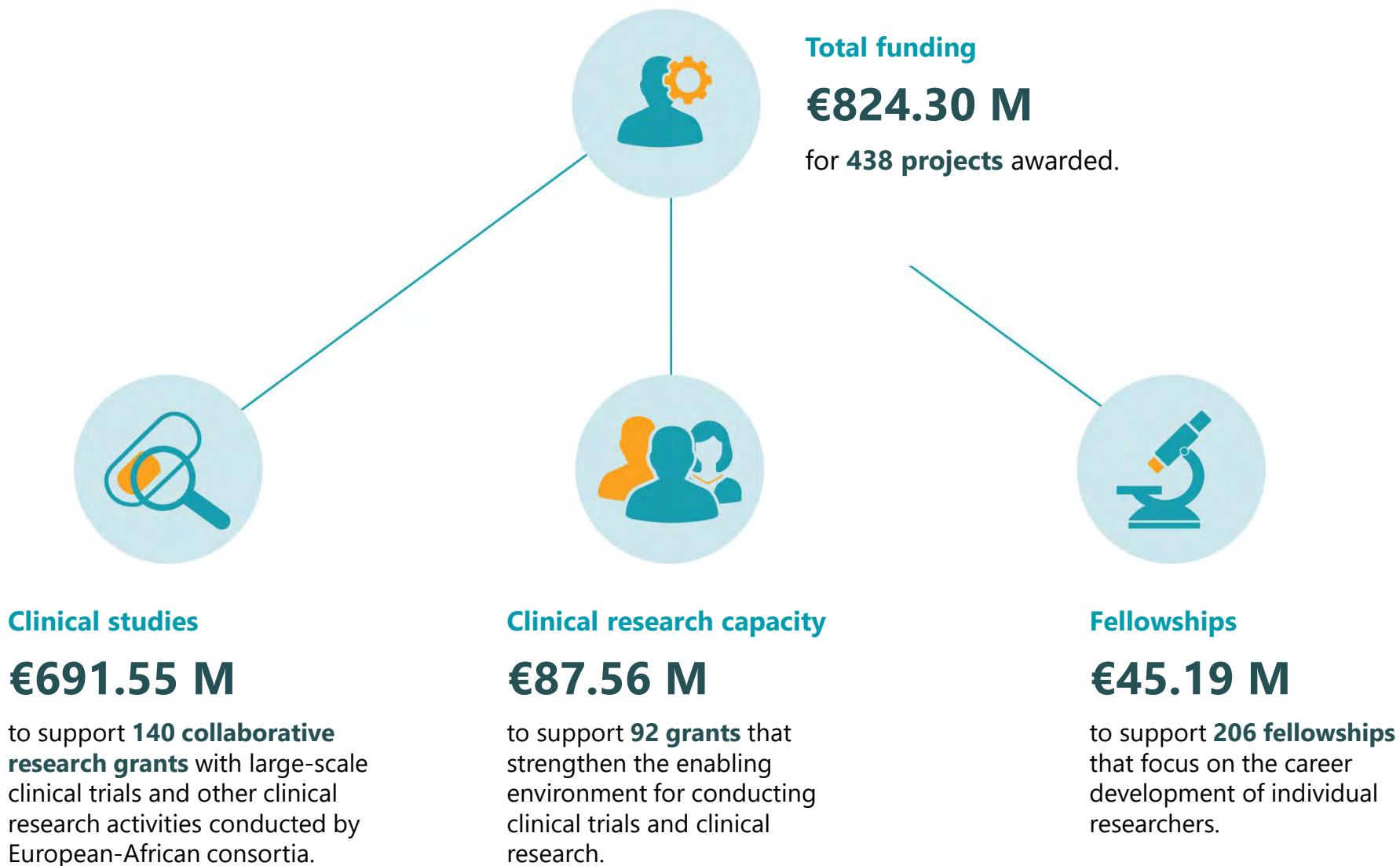
## Innovation in ethics and regulatory review



- Developed an **interactive platform** to increase communication between African health research ethics committees (HRECs).
- Mapped Medicines Regulatory Authorities (MRAs) and **facilitated better links** between MRAs and HRECs.
- In partnership with WHO the **establishment of AVAREF**.

# EDCTP2 grants

2014-2023



# Simpler and safer treatment of cryptococcal meningitis

## *The* NEW ENGLAND JOURNAL *of* MEDICINE

ESTABLISHED IN 1812

MARCH 24, 2022

VOL. 386 NO. 12

### Single-Dose Liposomal Amphotericin B Treatment for Cryptococcal Meningitis

J.N. Jarvis, D.S. Lawrence, D.B. Meza, E. Kagimu, J. Kasibante, E. Mpoza, M.K. Rutakingirwa, K. Ssebambulidde, L. Tugume, J. Rhein, D.R. Boulware, H.C. Mwandumba, M. Moyo, H. Mzinganjira, C. Kanyama, M.C. Hosseinipour, C. Chawinga, G. Meintjes, C. Schutz, K. Comins, A. Singh, C. Muzoora, S. Jjunju, E. Nuwagira, M. Mosepele, T. Leeme, K. Siamisang, C.E. Ndhlovu, A. Hlupeni, C. Mutata, E. van Widenfelt, T. Chen, D. Wang, W. Hope, T. Boyer-Chammard, A. Loyse, S.F. Molloy, N. Youssouf, O. Lortholary, D.G. Lalloo, S. Jaffer, and T.S. Harrison

**DOI: 10.1056/NEJMoa2111904**

- Phase III trial of the EDCTP-funded AMBITION-cm project is the **largest HIV-associated cryptococcal meningitis treatment trial undertaken so far.**
- Results showed that a simplified treatment for cryptococcal meningitis was **as good as the WHO-recommended treatment at that time, less harmful to patients and would be more suitable for resource-poor settings.**

### **Rapid WHO advice:**

New WHO guidelines strongly recommend a single high dose of liposomal amphotericin B as part of the preferred induction regimen for the treatment of cryptococcal meningitis in people living with HIV.



# A new malaria vaccine for children



Home / News / WHO recommends R21/Matrix-M vaccine for malaria prevention in updated advice on immunization



**WHO recommends R21/Matrix-M vaccine for malaria prevention in updated advice on immunization**



THE LANCET

**Efficacy of a low-dose candidate malaria vaccine, R21 in adjuvant Matrix-M, with seasonal administration to children in Burkina Faso: a randomised controlled trial**

Mehreen S Datto\*, Magloire H Natama\*, Athanase Somé, Ousmane Traoré, Toussaint Rouamba, Duncan Bellamy, Prisca Yameogo, Daniel Valia, Mubarak Tegneri, Florence Ouedraogo, Rachidatou Soma, Seydou Sawadogo, Faizatou Sorgho, Karim Derra, Eli Rouamba, Benedict Orindi, Fernando Ramos Lopez, Amy Flaxman, Federico Cappuccini, Reshma Kailath, Sean Elias, Ekta Mukhopadhyay, Andres Noe, Matthew Cairns, Alesha Lawrie, Rachel Roberts, Innocent Malin, Hermann Souda, Moula Williams, Gregory Glenn, Lucie Fene, Jennu Rikawa, Kirsti Ewen

**DOI: [10.1016/S0140-6736\(21\)00943-0](https://doi.org/10.1016/S0140-6736(21)00943-0)**

- In October 2023, WHO recommended a second malaria vaccine, **R21/Matrix-M**, for prevention of malaria in children.
- R21/Matrix-M was developed by the **Multi-Stage Malaria Vaccine Consortium (MMVC)**.
- A critical phase II trial, funded through the EDCTP2 programme, identified a **vaccine efficacy of 77% in children aged 5–17 months**, with no significant safety issues.
- R21/Matrix-M is the **first vaccine to achieve the WHO's target of 75% efficacy** and can be used at significantly lower doses than RTS,S/AS01, which should boost vaccine supply.



# Schistosomiasis treatment to under-fives



- Led by the **Pediatric Praziquantel Consortium**, the PZQ4PSAC project is co-funded by EDCTP and the Global Health Innovative Technology (GHIT) Fund
- Development of a potential **new pediatric treatment** option tailored to **preschool-aged children with schistosomiasis**.
- Results from the phase III trial showed **excellent efficacy, achieving cure rates of 90% or above, and was safe and well-tolerated by young children**.
- In December 2022, EMA validated the regulatory application for this potential new treatment option. EMA is currently assessing the application under the EU-M4all procedure for high-priority medicines intended for countries outside the European Union. Expected response by end of 2023.
- If positive, it will facilitate the inclusion into the **WHO's list of prequalified and essential medicinal products and support regulatory pathway in African endemic countries**.

# Eliminating sleeping sickness in Côte D'Ivoire

The DiTECT-HAT project has made key contributions to the WHO-certified elimination of human African trypanosomiasis (HAT) in Côte D'Ivoire.

## PLOS NEGLECTED TROPICAL DISEASES

### RESEARCH ARTICLE

Passive surveillance of human African trypanosomiasis in Côte d'Ivoire: Understanding prevalence, clinical symptoms and signs, and diagnostic test characteristics

Minayégninrin Koné<sup>1,2</sup>, Dramane Kaba<sup>1</sup>, Jacques Kaboré<sup>3,4</sup>, Lian Francesca Thomas<sup>5,6</sup>, Laura Cristina Falzon<sup>5,6</sup>, Mathurin Koffi<sup>2</sup>, Cyrille Mambo Kouamé<sup>1</sup>, Bernardin Ahouty<sup>2</sup>, Charlie Franck Alfred Compaoré<sup>3</sup>, Emmanuel Kouassi N'Gouan<sup>7</sup>, Philippe Solano<sup>8</sup>, Eric Fèvre<sup>5,6</sup>, Philippe Büscher<sup>9</sup>, Veerle Lejon<sup>10</sup>, Vincent Lemontasu<sup>11,12</sup>

**DOI: [10.1371/journal.pntd.0009656](https://doi.org/10.1371/journal.pntd.0009656)**

- In 2021, **WHO verified elimination in Côte d'Ivoire**, an achievement that drew heavily on the work of the **EDCTP-funded DiTECT-HAT project**.
- The project has been evaluating **three point-of-care rapid diagnostic tests** and comparing results with laboratory-based methods, at sites in the DRC, Côte d'Ivoire and Guinea. The **Côte d'Ivoire studies identified tests suitable for use in the country**, as well as symptoms associated with positive test results, which could act as a trigger for testing for HAT.
- The project has also been assessing a potential approach for **post-elimination monitoring**, which will require testing on a population scale.
- Côte d'Ivoire's submission to WHO included DiTECT-HAT's passive case-detection activities.
- As well its contribution to Côte d'Ivoire's success in 2021, the **DiTECT-HAT project's work will also be highly relevant to other countries targeting HAT elimination**.

# The EDCTP Association

## European countries

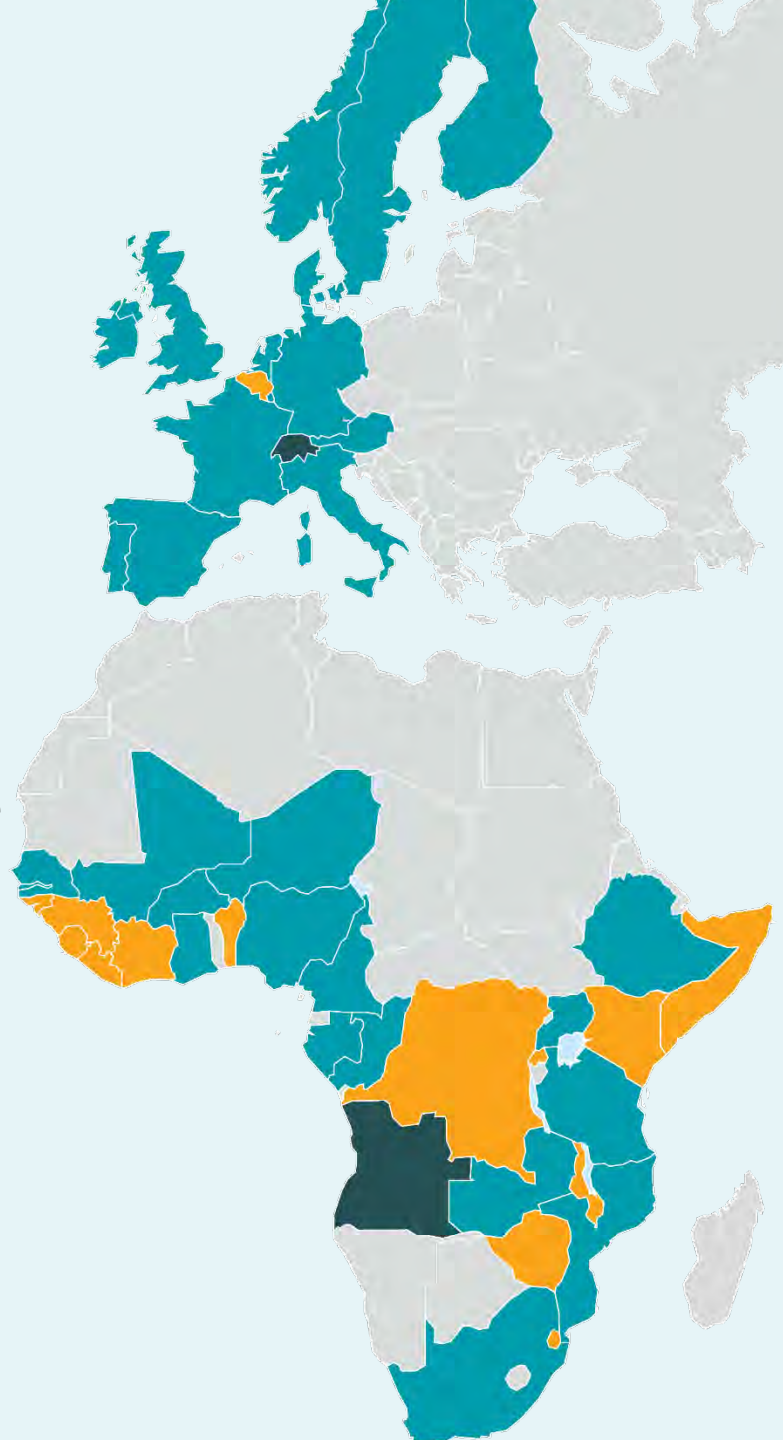
- |            |                    |
|------------|--------------------|
| 1. Austria | 9. Luxembourg      |
| 2. Belgium | 10. Netherlands    |
| 3. Denmark | 11. Norway         |
| 4. Finland | 12. Portugal       |
| 5. France  | 13. Spain          |
| 6. Germany | 14. Sweden         |
| 7. Ireland | 15. United Kingdom |
| 8. Italy   |                    |

## African countries

- |                                     |                    |                  |
|-------------------------------------|--------------------|------------------|
| 1. Benin                            | 11. Ghana          | 23. Senegal      |
| 2. Burkina Faso                     | 12. Guinea-Bissau  | 24. Sierra Leone |
| 3. Cameroon                         | 13. Guinea-Conakry | 25. Somalia      |
| 4. Cote d'Ivoire                    | 14. Kenya          | 26. South Africa |
| 5. Democratic Republic of the Congo | 15. Liberia        | 27. Tanzania     |
| 6. Congo                            | 16. Mali           | 28. Uganda       |
| 7. Eswatini                         | 17. Malawi         | 29. Zambia       |
| 8. Ethiopia                         | 18. Mozambique     | 30. Zimbabwe     |
| 9. Gabon                            | 19. Namibia        |                  |
| 10. The Gambia                      | 20. Niger          |                  |
|                                     | 21. Nigeria        |                  |
|                                     | 22. Rwanda         |                  |

## Aspirant members

1. Angola
2. Switzerland





# **Current roles of EDCTP Association and GH EDCTP3 JU**

# 2

## Grant Agreement and beneficiaries

# GH EDCTP3 Grant Agreement

Focus on Annex 1 in the project management training

- Terms and Conditions (including Data Sheet)
- Annex 1 Description of the action (DoA)
- Annex 2 Estimated budget for the action
- Annex 2a Additional information on unit costs and contributions (if applicable)
- Annex 3 Accession forms
- Annex 3a Declaration on joint and several liability of affiliated entities (if applicable)
- Annex 4 Model for the financial statements
- Annex 5 Specific rules (if applicable)




# GH EDCTP3 Model grant agreement (Horizon Europe)

Horizon Europe reference documents [online](#)

ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents?programmePeriod=2021-2027&frameworkProgramme=4310839

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Home > Guidance & documents > Reference documents

## Reference documents

**Filters**

2021 - 2027 ▼

Horizon Europe (HO... ▼

Programme Horizon Europe (HORIZON) (x)

**Grants**  
This page includes reference documents of the programmes managed on the EU Funding & Tenders portal starting with legal documents a programmes up to model grant agreements and guides for specific actions. Please select the programme to see the reference documents.

**Procurement**  
Reference Documents related to tendering opportunities are published on [TED eTendering](#) in the calls for tenders.

Filter...

- > Legislation
- > Work programme & call documents
- ▼ Grant agreements and contracts

# Horizon Europe Model Grant Agreement

## Summary of chapters and articles

### Chapter 1 – General.

Introductory chapter about the subject of the agreement and the major definitions.

### Chapter 2 – Action

Duration and starting date

### Chapter 3 – Grant

Details about the grant, maximum amount, eligibility of costs and other articles

### Chapter 4 – Implementation

4.1 – Beneficiaries, affiliated entities and other participants

4.2 – Rules for implementing the action (inc. data, ethics, IPR, dissemination)

4.3 – Administration, including reporting, non-compliance, impact evaluation, checks, audits

### Chapter 5 – Consequences of non-compliance

Rejection, reduction, suspension, termination, sanctions

### Chapter 6 – Final provisions

Communication, deadlines, amendments, applicable law, disputes



# Horizon Europe (GH EDCTP3)

## Annotated Grant Agreement

- Latest version available (May 2024)
- The AGA — Annotated Grant Agreement is a user guide that aims to explain to applicants and beneficiaries the EU Model Grant Agreements for the EU funding programmes 2021-2027
- The purpose of this document is to help users understand and interpret their Grant Agreements (GAs)
- Avoids technical vocabulary, legal references and jargon
- Helps applicants and grant holders to find answers to the practical questions they may come across when setting-up or implementing their projects.

[https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf)

# GH EDCTP3 Grant Agreement

## Data sheet of the grant agreement

- Start and end date
- Maximum grant amount
- Reporting periods
- Pre-financing amount
- Mutual Insurance Mechanism (MIM)
- Bank account
- Cost categories
- Other important information

# Data sheet

## Taken from Model Grant Agreement (MGA)

Project: [insert number] — [insert acronym] — [insert call identifier]

EU Grants: HE MGA — Multi & Mono: V1.2 – 01.04.2024

### DATA SHEET

#### 1. General data

Project summary:

Project summary
Text from DoA Annex 1 Part A (same text as proposal abstract)

Keywords: [keywords from proposal]

Project number: [project number, e.g. 690853330]

Project name: [full title]

Project acronym: [acronym]

Call: [call ID, e.g. PROG-(SUBPROG-)YEAR-CALLABREV]

Topic: [topic ID, e.g. PROG-(SUBPROG-)YEAR-CALLABREV-NN/TOPICABBREV]

Type of action: [ToA, e.g. HORIZON Research and Innovation Actions]

Granting authority: /European Commission – EU/ /European Commission – Euratom/ /[name of Executive Agency]/  
/[name of EU funding body]/

Grant managed through EU Funding & Tenders Portal: Yes (eGrants)

*/OPTION for SGAs: Framework Partnership Agreement No [insert number] — [insert acronym]/*

Project starting date<sup>7</sup>: */OPTION 1 by default: first day of the month following the entry into force date/ /OPTION 2 if selected for the grant: fixed date: [dd/mm/yyyy]/*

Project end date: [dd/mm/yyyy]

Project duration: [number of months, e.g. 48 months]

# Grant Agreements

## Chapters and Articles

Important reference document

Familiarise yourself with the Grant Agreement

You do not need to be a lawyer to understand the agreement – check the AGA

Understand the rights and obligations of your institution

Ensure that you manage the grant correctly

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## The beneficiaries and the consortium

# GH EDCTP3 (Horizon Europe) project types

## Main types of action

Action type determines scope of the proposal, reimbursement rate, specific evaluation criteria, forms of costs

### **Research and Innovation Action (RIA)**

Activities aiming to establish new knowledge and/or to explore the feasibility of a new or improved technology, product, process, service or solution. Includes basic and applied (clinical) research, technology development and integration, testing and validation etc.

### **Coordination and Support (CSA)**

Accompanying measures such as standardisation, dissemination, awareness-raising and communication, networking, coordination or support services, policy dialogues and mutual learning exercises and studies.

*Other: Identified Beneficiary Action*

# Eligibility requirements GH EDCTP3

## Composition of a consortium

The consortium must include\*

- At least three legal entities independent from each other and established in different countries, where legal entities are eligible to receive funding;
- At least one independent legal entity established in a European Member State, or an [Associated country](#) to Horizon Europe that is a member of the EDCTP Association; and
- At least one independent legal entity established in a sub-Saharan African (SSA) country that is a member of the [EDCTP Association](#)

Eligibility conditions are the same for RIA and CSA

*\*Unless otherwise specified in the specific call conditions*

# Associated Country to Horizon Europe

Closest form of cooperation with non-EU countries

Allows institutions in Associated Countries to participate on equal terms, as far as possible, with institutions of EU countries

It makes it easier to work on and fund joint projects

The Associated Country provides a financial contribution based on an international agreement with the EU

*Eligible to receive funding under EDCTP3 but does not count towards eligibility criteria (number of institutions) unless is a member of the EDCTP Association*



# Associated Countries to Horizon Europe

Current list as of April 2025

Albania

Armenia

Bosnia and Herzegovina

Canada

Faroe Islands

Georgia

Iceland

Israel

Kosovo

Moldova

Montenegro

New Zealand

North Macedonia

Norway

Serbia

Türkiye

Tunisia

Ukraine

United Kingdom

# EDCTP Association

African Association members are eligible for GH EDCTP3 funding

15 European and 30 African countries are members of the EDCTP Association\*

The EDCTP Association is the legal structure for the implementation of the second EDCTP programme (2014-2024)

EDCTP Association is a partner in the Global Health EDCTP3 Joint Undertaking

The JU is led by a Governing Board, in which both the EDCTP Association and the European Commission, representing the European Union, have equal votes

*\*As of April 2025*

# Eligibility requirements GH EDCTP3

## Composition of a consortium

The consortium must include

- At least three legal entities independent from each other and established in different countries, where legal entities are eligible to receive funding
- At least one independent legal entity established in a European Member State, or an [Associated country](#) to Horizon Europe that is a member of the EDCTP Association; and
- At least one independent legal entity established in a sub-Saharan African (SSA) country that is a member of the [EDCTP Association](#)

Eligible: Senegal, Malawi, Spain and South Africa, Norway, France

Ineligible: Belgium, Senegal, Chad as Chad is not a member of the EDCTP Association

Ineligible: Canada, Senegal, Portugal as Canada, although an Associated Country to Horizon Europe, is not a member of EDCTP Association

## Multi-beneficiary grants

- Grant Agreement is between GH EDCTP3 JU and Institutions (not individuals/people)
- All beneficiaries in a consortium must sign (adhere to) the Grant Agreement
- Grant Agreement is signed by the authorised legal representative (not the principal investigator)
- Grant "belongs" to the institution (not to individuals) with rights and obligations (cf investigator moves to another institution)
- Coordinator is the main focal point between the Consortium and GH EDCTP3 JU
- Relationship between project partners (including coordinator) is regulated through a "Consortium Agreement"

# Role and responsibilities of Coordinator

## Beneficiary with specific 'administrative' responsibilities

Coordinator is the consortium beneficiary who serves as the central contact point and represents the consortium towards the funder

Coordinator acts on behalf of the project consortium

Coordinator must coordinate and manage the grant, including distribution of payments received from the funder

Coordinator submits all reports, payment requests, deliverables and amendment requests to the funder

May have specific scientific responsibilities set out in Annex 1

The Coordinator is the project's 'administrator'

The beneficiaries are jointly responsible for the technical implementation of the project

# Global Health EDCTP3

## Coordinators

- GH EDCTP3 - Legal entities established in an EU Member State or an [Associated Country](#) to Horizon Europe can be the Coordinator
- 'Third countries' can only be Coordinator if they have concluded a bilateral Science & Technology agreement with the EU
- 'Third countries' are states that are neither members nor contractual partners of the EU
- South Africa is currently the only African country that has a Science & Technology agreement with the EU

# Coordinator and Scientific Project Leader

Coordinator  $\neq$  Scientific lead

- Project should assign an African 'Scientific Project Leader'
- Acts as the key contact point for the GH EDCTP3 JU alongside the coordinator on scientific governance & leadership actions including external communication
- Monitors that the scientific tasks are implemented properly
- Collaborates with the coordinator on the project monitoring and adoption of measure to ensure beneficiaries are fulfilling their obligations
- Inclusion of a work package on Scientific Leadership is mandatory

# Coordinator responsibilities

## Article 7 of the grant agreement

The coordinator must:

- Monitor that the action is implemented properly (see Article 11) Act as the intermediary for all communications between the consortium and the funder
- Submit the pre-financing guarantees to the funder (if any)
- Request and review any documents or information required and verify their quality and completeness before passing them on to the funder
- Submit the deliverables and reports to the funder
- Inform the funder about the payments made to the other beneficiaries (report on the distribution of payments; if required, see Articles 22 and 32)
- Distribute the payments received from the funder to the other beneficiaries without unjustified delay (see Article 22).



# Beneficiaries

## Obligations and responsibilities

### Each beneficiary

- Must ensure that it complies with its obligations under the Grant Agreement
- Must ensure swift and proper implementation of the action (i.e. that there are no delays and that the work is done properly)
- Is responsible for the tasks performed by its subcontractors, affiliated entities and associated partners

The beneficiaries are jointly responsible for the technical implementation of the action

If one of the beneficiaries leaves the action (irrespective of the reason), the remaining beneficiaries must carry out the action as set out in the description of the action

# Consortium agreement

## Internal agreement between beneficiaries

Art. 7 GA: The beneficiaries must have internal arrangements regarding their operation and coordination, to ensure that the action is implemented properly.

The funder is not a party to the consortium agreement

The funder does not approve the consortium agreement

Model consortium agreement [DESCA](#) (compliant with Horizon Europe)

- Governance structure
- Decision-making, meetings and quorum
- Ownership of results
- Dissemination of results, publications

Important that there is an agreement in place especially in the event of disagreements

The grant agreement takes precedence

Guidance: [How to draw up your consortium agreement](#) (H2020)

See also Slides from National Contact Point

<https://horizoneuropencppportal.eu/sites/default/files/2022-04/Consortium%20Agreement%20in%20HE.pdf>

# Types of partners

Beneficiaries (including beneficiaries not receiving funding)

Responsible for implementation of the action/project

## Affiliated entities

Have a legal link or are affiliated to one of the beneficiaries

- Evidence of the legal link may be requested
- Do not sign the grant agreement
- Have the same obligations and rights
- Reporting is done via the beneficiary to which the entity is linked
- Charge actual costs (no profit)

Example – hospital or a centre linked to a university

# Types of partners

## Associated partners (GH EDCTP3)

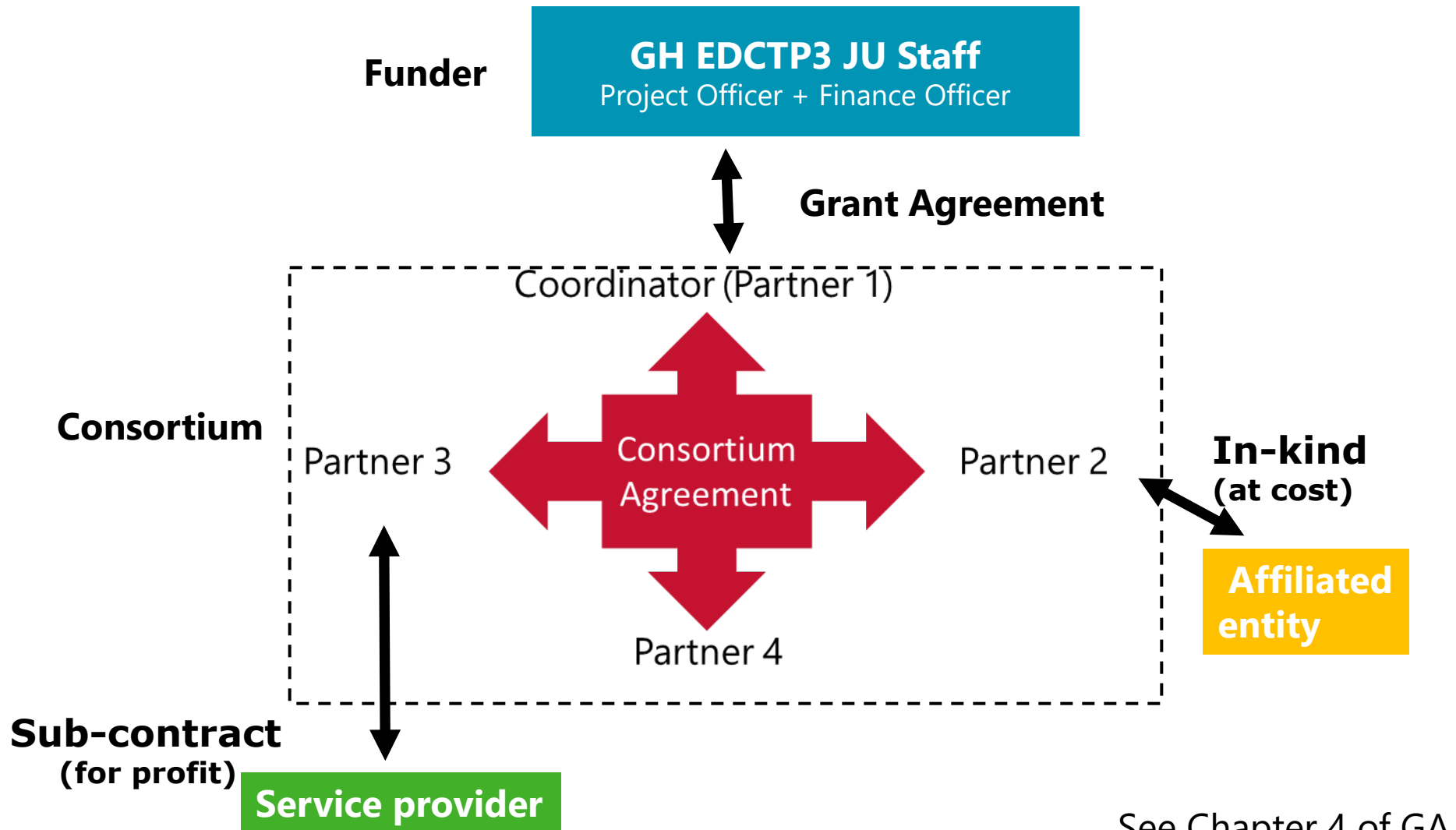
- Do not sign the grant agreement
- Cooperate with the beneficiaries to implement the action
- Their tasks are outlined in the Annex 1
- May not charge costs or contributions to the action
- Beneficiaries are responsible for the proper implementation of the tasks implemented by Associated Partners (quality, timely delivery, etc)
- Associated partners also have obligations (ethics, record keeping, confidentiality and security, visibility/acknowledging EU, proper implementation, avoidance of conflict of interest etc)

# Types of partners

## Subcontracts (sub-contractors)

- Do not sign the grant agreement
- Beneficiaries sign a contract with subcontractors
- Beneficiaries pay subcontractors to provide works or services or for implementation of specific action tasks
- Cost is the price charged to the beneficiary by the contractor or subcontractor (usually containing a profit margin for the contractors or subcontractors but not for the beneficiary)
- Beneficiary must award contracts and subcontracts on the basis of best value for money (or lowest price) and absence of conflict of interests
- Not a way to get around eligibility criteria
- Subcontractor is not a 'true partner' in the project

# Structure of a project



# Coordinator & partners

## Coordinator

- Monitor the project implementation
- Act as focal point for EDCTP communication
- Collect and submit reporting to EDCTP
- Receive and distribute EDCTP funding



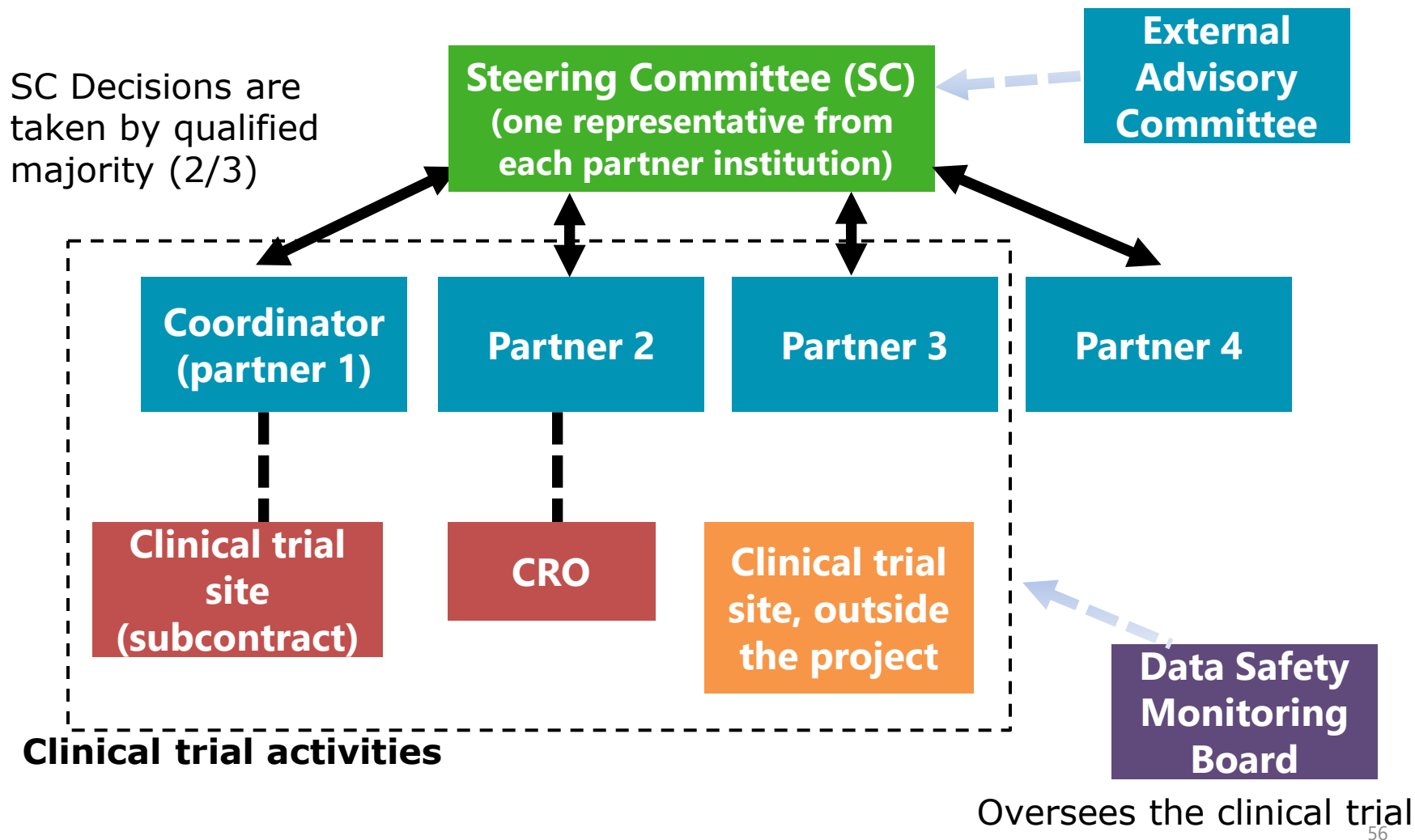
## Partners

- Notify of any changes in name, address, legal representative, ownership etc.
- Events that affect/delay project
- Timely submit financial and technical reports, ethics and
- Clinical trials approvals and any other relevant documentation

**The Coordinator is the project's "administrator"; the scientific leader may be another partner**

# Project Management structure

Example of equal partnership





# Questions and comments?

## Consortium partners

- Experience of Coordinators
- Experience of Beneficiaries
- Consortium agreement

4

Annex 1 of the grant agreement

# From Proposal to Annex 1

## Submitting a proposal

EU Funding & Tenders Portal

Online Manual

Search by keywords 



/ Online Manual / Grants / Applying for funding

### Submit a proposal — Electronic Submission System

Find a call   Conditions for funding   Find partners   **Submit a proposal**

**Submit a proposal**

Get prepared   Electronic proposal submission

 **HOW TO** 

# Structure of a proposal

## Part A and Part B

- The **application form** is structured in two parts, Parts A and B:
- **Part A:** contains the structured Administrative Forms with data on the participants, legal declarations and contact persons (retrieved from the Submission System screens). It may also include some programme-specific questions.
- **Part B (the narrative part):** Technical Description of the project with the planned activities, work packages, costs, etc. (is uploaded as PDF).
- Part A is generated while entering the data into the Submission System; Part B needs to be prepared in advance (using the template downloaded from the system)
- Part B will also include annexes and supporting documents if required by the call conditions (detailed budget table, declarations from national authorities, CVs, annual activity reports, etc.)

*Standard template (for reference only) can be found in the call text*

# Preparing Annex 1

## Step by step guide

webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Grant+preparation

☆ P Pause

e je belt... CONSOLE PORTAL TEST CONSOLE Pasteur institute sites Learn Dutch | Free o... albelli.nl | Doe wat... Werken bij | LUMC Leer ons kennen als... >> All Bc

### EU Funding & Tenders Portal

an ssion | Online Manual

Search by keywords 🔍

/ [Online Manual](#) / Grants / Selection — From evaluation to grant signature

## Grant preparation

Admissibility and eligibility check Evaluation Special procedures **Grant preparation** Grant signature

Grant preparation

Enter & submit grant data Final legal checks

**HOW TO** >

### Grant preparation

The Grant Agreement must be prepared directly in the Portal Grant Management System.

# Creating Annex 1

## Instructions and guidance in the EU portal

European Commission | EU Funding & Tenders Portal

[Funding ▼](#) [Procurement ▼](#) [Projects & results ▼](#) [News & events ▼](#) [Work as an expert](#) [Guidance & documents ▼](#)

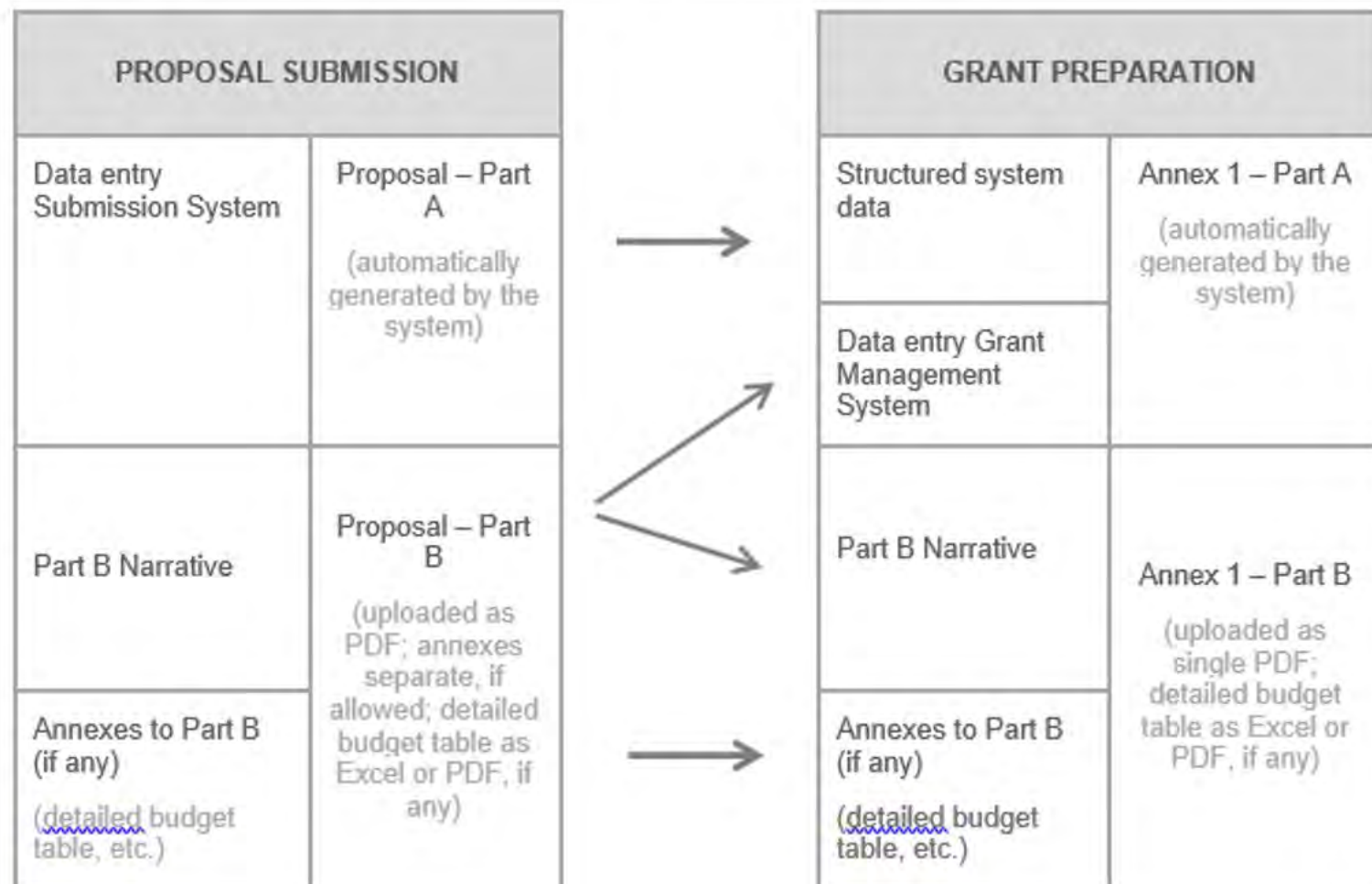
**Procurement**  
Reference Documents related to tendering opportunities are published on [TED eTendering](#) in the calls for tenders.

- > Legislation
- > Work programme & call documents
- > Grant agreements and contracts
- > Simplified cost decisions
- > Guidance
- ✓ Templates & forms
  - > Application forms
  - > Evaluation forms
  - > Validation and LEAR appointment forms
- ✓ Grant agreement preparation templates

[Description of the action \(DoA\) – Annex 1 GA \(HE\) ↗](#)

# Proposal to Annex 1

## Steps in the portal



# Annex 1

## Part A

- Tables with project information; explanation of each component
- Project summary
- List of participants
- Work packages
- Deliverables
- Milestones
- Critical implementation risks
- Research infrastructure
- JU contributions



# Annex 1

## Part B

### Part B (merging B1 and B2)

- History of changes (proposal to annex 1)
- Table of Contents: Excellence, Impact, Implementation
- Excellence
  - a. Objectives and ambition
  - b. Methodology
- Impact
  - a. Pathway to impact
  - b. Measures to maximise impact – dissemination, exploitation and communication
  - c. Summary: Needs → Results → DEC measures → Target groups, outcomes, impact
  - d. Additional exploitation obligations
- Implementation
  - a. Work Plan and resources
  - b. The consortium – capacity of participants and consortium as a whole; responsibilities for deliverables; transfer of tasks and responsibilities; budget allocation
- General overview - Record-keeping; progress reporting and submission of deliverables

## Annex 1 in summary

- Annex 1 is the proposal you submitted but modified (slightly) during grant preparation
- Technical description:
  - What will be done, when, where and by whom
  - Organised in a logical manner (WPs)
  - Meaningful outputs (Deliverables)
  - Milestones track the pathway to the results
  - Dissemination, exploitation and communication explains how you will inform others about the project, make the results available and to whom to achieve impact
- (Major) changes to Annex 1 require an amendment

# Annex 1 components

Work package (WP) – major subdivision of project

Organises the proposal in a logical, consistent and structured way into group of activities in a work package

Presents a clear, logical link to the project objectives and to the other work packages

Is a sub-part of the project, a step leading to the achievement of the project's overall goals

How many work packages?

As many as you need; as few as possible

WP1 — management and coordination activities

WP2 — outputs related to the project goals

Other WPs depending on project objectives, complexity and scope

Describe objectives, activities to be implemented, outputs

# Annex 1 components

Work package (WP) – major subdivision of project

Examples of work packages

- Management and Coordination
- Clinical trial or clinical study
- Capacity building
- Data management
- Ethics
- Scientific leadership

Expectation that there is balance in the consortium

Each beneficiary has clear roles and responsibilities

# Deliverables and milestones

## Outputs and progress points

### **Milestones**

Control points in the project that help to chart progress

Examples: kick-off meetings, steering committees, first draft of a survey, production of a prototype, key decision-points in project progress

### **Deliverables**

- Meaningful outputs from the project
- To be submitted to the funder
- Be specific in your description of the deliverable
- Be realistic about what you can achieve within the project duration
- Be ambitious but not unrealistic
- The scope of your project should be large enough to make a difference, but it doesn't need to produce an excessively high number of outputs.
- Refer only to major outputs and do not include minor (internal) items
- Adapt the number of deliverables to the size of your project and work packages (use as many as necessary, as few as possible).
- You may be asked to reduce or increase the number during grant preparation.

# Deliverables

## Number, type, dissemination level

Number	Deliverable name	Short description	WP number	Name of lead participant	Type	Dissemination level	Delivery date (months)
1.1	DMP	data management plan	1	UCAD	DMP	PU	6
2.2	Project website	Website of project	1	ALIMA	DEC	PU	7

R: Document, report (*excluding the periodic and final reports*)

DEM: Demonstrator, pilot, prototype, plan designs

DEC: Websites, patents filing, press & media actions, videos, etc.

DATA: Data sets etc.

DMP: Data management plan

ETHICS: Deliverables related to ethics issues

SECURITY: Deliverables related to security issues

OTHER: other types, e.g. models, algorithms, software

# Deliverables

## Dissemination levels

### **PU (public)**

Fully open

**SEN (sensitive/confidential)** — limited under the conditions of the Grant Agreement (Article 13)

**EU classified** (EUCI) under Decision 2015/444:

EU-RESTRICTED, EU-CONFIDENTIAL, EU-SECRET

Information or results could have security implications

GH EDCTP3 funding comes mainly from public sources (taxpayers)

- Requirement for open access
- Expectation that (many) deliverables can be made public
- Personal data protection must be taken into consideration

# Deliverables

Examples of outputs of the project

Protocol

Publication or report

Conference abstract (presentation/poster)

Website

Database

Specific deliverables to be added, for example:

Data management plan, ethics-related deliverables, clinical studies, stewardship plan, global access plan



# Article 21 Reporting

## Article 21.1 Continuous reporting

The beneficiaries must continuously report on the progress of the action (e.g. deliverables, milestones, outputs/outcomes, critical risks, indicators, etc; if any), in the Portal Continuous Reporting tool and in accordance with the timing and conditions it sets out (as agreed with the granting authority).

Standardised deliverables (e.g. progress reports not linked to payments, reports on cumulative expenditure, special reports, etc; if any) must be submitted using the templates published on the Portal.

# Article 21.1 Continuous reporting

## Expectations

Continuous reporting includes:

- progress in achieving milestones
- deliverables
- updates to the public summary
- response to critical risks
- publications, communications activities, IPRs
- programme-specific monitoring information (if required).

Where? The **Continuous Reporting Module** is accessible through the link you receive at the beginning of the project.

Who? Milestones and deliverables should be uploaded by each beneficiary for their work.

What? You should report on milestones and deliverables in accordance with the schedule set out for them.

# GH EDCTP3 Article 21 Reporting

## Submission of deliverables

### **GH EDCTP3**

Continuous reporting on the implementation of the action

Continuous submission of deliverables via the online system

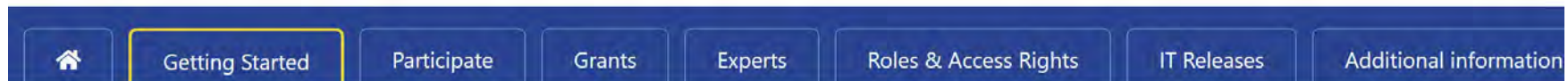
Required to report delays in progress

Submission of deliverables is not linked to the periodic report

Don't wait until the report to submit your deliverables

# Deliverables

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Completing+the+Deliverables>



/ ... / Continuous Reporting

## Completing the Deliverables

### Table of contents

- Which deliverables are displayed
- Upload
- Justification
- Delete and replace
- Dissemination levels
- Notification
- Sort
- Comments
- History
- Amendment
- Reminders
- Export

# Continuous reporting

## Upload of deliverables

Grant Management

Project Continuous Report

221080 (221080 ANIBANA ...) ERASMUS-OG

Call: ERASMUS-JMO-2021-JMSC-OG-IBA  
Topic: ERASMUS-2021-JMSC-CIFE-OG-IBA

Summary for publication Deliverables Milestones Critical Risks Dissemination B2 Eforms Events and Trainings Financial support to 3rd parties

**Deliverables and Other Reports**

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

Add actual delivery dates (or new due date for late deliverables, together with an explanation for the delay). In the Comments, please indicate if the deliverable was achieved as planned or not.

The labels used mean:

- Public — fully open
- Sensitive — limited under the conditions of the Grant Agreement
- EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444

Show Filters Clear Filters

Work Pa	Deliverable	Deliver	Deliverable Name	Description	Lead	Type	Dissemination	Due Date	New Due D	Delivery D	Approval Date	Status
WP1	D1.1	D1	D1 - Deliverable title creat	Deliverable description created at 22/06/2021 0...	AST	Website	Confide	21 Feb 20				Pending

Upload a deliverable

Validate

- Pending**, when a deliverable hasn't been uploaded yet.
- Draft**, when a deliverable has been uploaded



Once uploaded, a deliverable can be downloaded



deleted



or submitted



- Submitted**, when a deliverable has been submitted. You can add a comment (optional) and you are asked to confirm that you wish to submit the deliverable. The date the deliverable has been submitted, will appear in the column "Delivery date". Once the EU Officer has accepted the deliverable, the date he/she accepted will appear in the column "Approval date".

Note that only the Primary Coordinator Contact (PCOCO) can Submit deliverables.

When the status is displayed with a red background (

**Pending**

) this means that the due date (or the new due date, if revised) has passed.

# Publication of project info and deliverables

<https://cordis.europa.eu/projects>

## CORDIS - EU research results

[Home](#) | [Thematic Packs](#) | [Projects & Results](#) | [Videos & Podcasts](#) | [News](#) | [Datalab](#) | [Search](#)

[Home](#) > [Projects & Results](#) > [Horizon Europe](#) > [PReparing for Optimal Phase III/IV maTErnal Group B StreptococCal vaccine Trials in Africa \(PROTECT\)](#)



## PReparing for Optimal Phase III/IV maTErnal Group B StreptococCal vaccine Trials in Africa (PROTECT)

[Fact Sheet](#)

[Results](#)

### Deliverables

Other (1)

[Project Website](#)

#### Project Information

**PROTECT**

Grant agreement ID: 101145724

**DOI**

[10.3030/101145724](https://doi.org/10.3030/101145724)

**EC signature date**

27 February 2024

### CORDIS - EU research results

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[Home](#) > [Projects & Results](#) > [Horizon Europe](#) > [Severe neonatal infection adaptive platform trials in Africa](#)



## Severe neonatal infection adaptive platform trials in Africa

[Fact Sheet](#)

[Results](#)

### Deliverables

[Documents, reports \(1\)](#)

[Project Handbook](#)

Manual summarizing key provisions and procedures related to the project and its management

#### Project Information

**SNIP-AFRICA**

Grant agreement ID: 101103201

**DOI**

[10.3030/101103201](https://doi.org/10.3030/101103201)



### D1.1 Project Handbook

<b>Project title</b>	<b>SNIP-AFRICA – Severe Neonatal Infection Adaptive Platform Trials in Africa</b>
<b>Deliverable number</b>	D1.1
<b>Deliverable name</b>	Project Handbook
<b>Deliverable type</b>	R
<b>Work Package</b>	WP1
<b>Organisation and person responsible</b>	Penta
<b>Dissemination level</b>	PU
<b>Contractual delivery date (month)</b>	M3
<b>Actual delivery date (month)</b>	M3
<b>Version</b>	1.0
<b>Total number of pages</b>	40



## Critical risks

What might go wrong during the project?

How will the project prevent this happening?

How will the project deal with the issue if it happens?

# Critical implementation risks and mitigation actions

Continuous monitoring and updating of risks by the Coordinator

Implementation risks must be set out in the project proposal and become part of the Description of Action

Types of risks – general, technical, management, personnel, external factors

- Identify the risks
- Assess the likelihood and impact
- Define a response plan (frequency, who is responsible, measuring)
- Monitoring and implementation of the plan

## Examples

Recruitment delays, Loss to follow-up, political unrest, test results disappointing, ethics and regulatory issues, WHO policy changes, epidemics/pandemic

# Critical risks

## Continuous reporting - example

Description of risk	Probability/Impact severity	Proposed-risk mitigation measures
Failure to reach recruitment target	Low/high	Widen the inclusion criteria; open new centres

Grant Management

Project Continuous Report

Horizon-...  
Call: HORIZON-HLTH-2021  
Topic: HORIZON-HLTH-2021

Project Summary Researchers involved in the project Deliverables Milestones Critical Risks Publications Results Disseminati... activities Communic... Activities Standards Intellectual property rights (IPR)

At the end of each period beneficiaries should give the state of play of every risk identified in Annex 1 and if necessary give new mitigation measures.

**Foreseen Risks**

The following table lists the risks identified in Annex 1. The risk information is read-only and it is provided as a reference for the state of play information.

Risk No	Description	Work Package No(s)	Risk Mitigation Measures	State of the Play Period	State of the Play Did you apply risk mitigation measures?
---------	-------------	--------------------	--------------------------	--------------------------	---

# Critical risks

## Periodic reporting – List of critical risks

### Foreseen risks

Foreseen risks			
<i>The table shows the risks already listed in Annex 1 of the Grant Agreement (read-only).</i>			
Risk No	Description	Work Package No(s)	Proposed Mitigation Measures
[risk number as in Annex 1 GA]	[description as in Annex 1 GA]	[WP numbers]	[mitigation measure as in Annex 1 GA]

### Unforeseen risks

Unforeseen risks			
Risk No	Description	Work Package No(s)	Proposed Mitigation Measures
[unforeseen risk number]	[insert description]	[insert WP numbers]	[insert mitigation measure]

# Critical risks

## State of play

State of play				
Continuous Reporting (Critical Risks screen) — Give the state of play of the risks that were identified in Annex 1 of the Grant Agreement (and new risks that materialised during project implementation) and add new mitigation measures, if needed.				
Risk No	Reporting Period	Did you apply risk mitigation measures?	Did your risk materialise?	Comments
[risk number]	[RP number]	[YES] [NO]	[YES] [NO]	[insert comment (mandatory if no risk mitigation measures where applied or planned risk mitigation measures were not applied)]

# Communication, dissemination & exploitation

## Grant agreement sections

ARTICLE 16 — Intellectual property rights (IPR) — background and results — access rights and rights of use

- Specific rules regarding intellectual property rights, results and background (if any) are set out in Annex 5.

ARTICLE 17 — Communication, dissemination and visibility

# Impact

## Achieving impact from your project

Pathways to achieve the expected outcomes and impacts specified in the work programme

Likely scale and significance of the contributions due to the project

Suitability and quality of the measures to maximise expected outcomes and impacts, as set out in the dissemination and exploitation plan, including communication activities.

# Impact section

## Proposal to Annex 1

Specific needs	What are the specific needs that triggered this project?
Expected results	What do you expect to generate by the end of the project?
D&E&C measures	What dissemination, exploitation and communication measures will you apply
Target groups	Who will use or take up the results of the project? Who will benefit from the results of the project?
Outcomes	What change do you expect to see after successful dissemination and exploitation of project results to the target group(s)?
Impact	What are the expected wider <b>scientific, economic and societal</b> effects of the project contributing to the expected impacts



# Article 17

## Communication, dissemination, open science and visibility

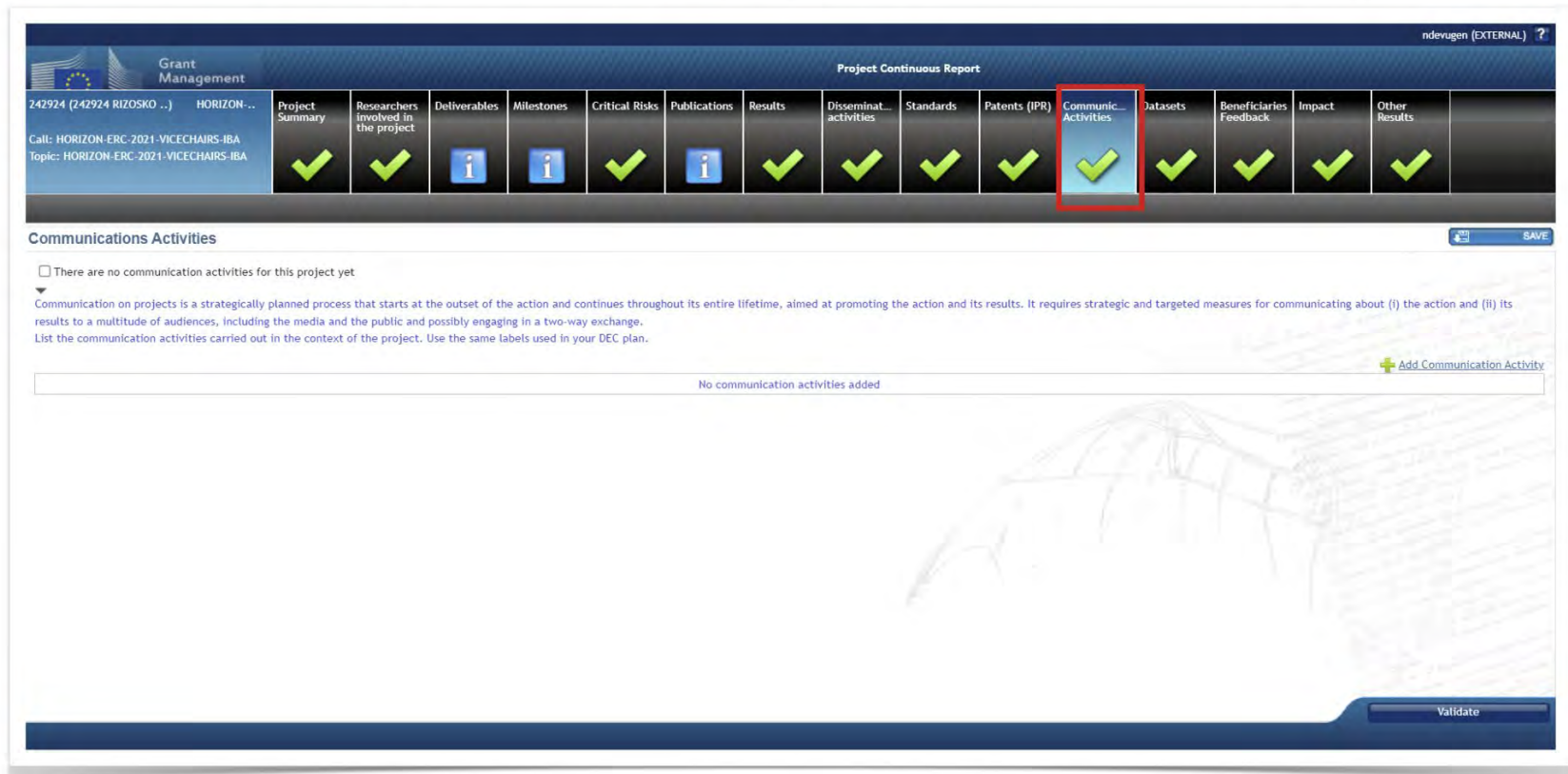
Unless otherwise agreed with the granting authority, the beneficiaries must promote the action and its results

- By providing targeted information to multiple audiences (including the media and the public)
- In accordance with Annex 1 and in a strategic, coherent and effective manner
- Before engaging in a communication or dissemination activity expected to have a major media impact, the beneficiaries must inform the granting authority (GH EDCTP3).

# Communication activities

## Continuous and periodic reporting

The **Communication activities** tab contains a table listing all communication activities for the Project.



Grant Management

Project Continuous Report

ndeugen (EXTERNAL) ?

Project Summary	Researchers involved in the project	Deliverables	Milestones	Critical Risks	Publications	Results	Dissemination activities	Standards	Patents (IPR)	Communications Activities	Datasets	Beneficiaries Feedback	Impact	Other Results
742924 (742924 RIZOSKO ...)														
Call: HORIZON-ERC-2021-VICECHAIRS-IBA														
Topic: HORIZON-ERC-2021-VICECHAIRS-IBA														

Communications Activities

☐ There are no communication activities for this project yet

Communication on projects is a strategically planned process that starts at the outset of the action and continues throughout its entire lifetime, aimed at promoting the action and its results. It requires strategic and targeted measures for communicating about (i) the action and (ii) its results to a multitude of audiences, including the media and the public and possibly engaging in a two-way exchange. List the communication activities carried out in the context of the project. Use the same labels used in your DEC plan.

[Add Communication Activity](#)

No communication activities added

Validate

# Communication activities

## Description

Add Communication Activity

Communication Activity Name \*

test 2

Description \*

insert mandatory description

Who? Target audience \*

REGIONAL\_AUTHORITIES

How? Communication channel \*

SOCIAL\_MEDIA

Outcome \*

fill in with expected outcome

Status \*

ONGOING

\* mandatory fields

Ok

Cancel

# Dissemination activities

## Continuous and periodic reporting

Public disclosure of the project results

Dissemination activities by any appropriate means (other than resulting from protecting or exploiting the results), including the scientific publications in any medium

The **Dissemination activities** tab contains a table listing all dissemination activities envisioned for the Project results

The screenshot displays the 'Project Continuous Report' interface. At the top, there's a header with 'Grant Management' and 'Project Continuous Report'. Below this is a navigation bar with various tabs: Project Summary, Researchers involved in the project, Deliverables, Milestones, Critical Risks, Publications, Results, Dissemination activities (highlighted with a red box), Standards, Patents (IPR), Communic... Activities, Datasets, Beneficiaries Feedback, Impact, and Other Results. Each tab has a corresponding icon or status indicator. Below the navigation bar, the 'Dissemination Activities' section is visible. It includes a checkbox for 'There is no dissemination activity for this project yet' and a dropdown menu to 'List the dissemination activities carried out in the context of the project.' Below this, there's a table with columns: Dissemination Activity Name, What? Type of dissemination activity, Who? Target audience Reached, Why? Description of the objective(s) with reference to a specific project output (max 200 characters), Status of the dissemination activity, and Actions. An 'Add Dissemination Activity' button is located at the bottom right of the table.

Dissemination Activity Name	What? Type of dissemination activity	Who? Target audience Reached	Why? Description of the objective(s) with reference to a specific project output (max 200 characters)	Status of the dissemination activity	Actions
-----------------------------	--------------------------------------	------------------------------	---	--------------------------------------	---------

# Dissemination activities

## Description

Add dissemination activity

Dissemination activity name \*

What?  
Type of dissemination activity \*

Who?  
Target audience Reached \*

Why?  
Description of the objective(s) with reference to a specific project output (max 200 characters) \*

Status of the dissemination activity \*

☐ Research communities

☐ Industry, business partners

☐ Innovators

☐ Investors

☐ International organisation (UN body, OECD, etc.)

☐ EU Institutions

☐ National authorities

☐ Regional authorities

☐ Local authorities

☐ Civil society

☐ Citizens

☐ Specific end user communities

☐ Other

Cancelled

Delivered

Ongoing

Postponed

\* mandatory fields

Add

Cancel

# Funding acknowledgements

From Article 17.4 and Annex 5 of the Grant Agreement

Projects must display the following:

- EU emblem (Co-funded by the European Union)
- Global Health EDCTP3 logo
- The statement: "This project (Grant Agreement No XXXXX) is supported by the Global Health EDCTP3 Joint Undertaking and its members (*as well as [if any → insert names of contributing partners]*)"

Example from this training workshop which is supported by GH EDCTP3



This project (Grant Agreement No 101103640) is supported by the Global Health EDCTP3 Joint Undertaking and its members.

# Quality of information - Disclaimer

## Article 17.3

Any communication or dissemination activity must be factually accurate


### **Disclaimer**

“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the Global Health EDCTP3 Joint Undertaking. Neither the European Union nor the granting authority can be held responsible for them.”

# Communication guidelines for projects and partners

## GH EDCTP3 guidance on logo and text

globalhealth-edctp3.eu/resources/communication-guidelines-and-logo-material




Home About us ▾ Funding ▾

Home > News and resources > Resources > Communication guidelines and logo material

5 September 2023

Communication guidelines for projects and partners, including the logo in its different formats

**Download** 

[EDCTP3 Logo material.zip](#) (6.2 MB)  
[Communication guidelines for projects\\_1.pdf](#) (133.65 KB)

<https://globalhealth-edctp3.eu/resources/communication-guidelines-and-logo-material>



# Additional exploitation obligations

## Specified in the work programme

Participants must – up to four years after the end of the action (see Data Sheet, Point 1) – use their best efforts to ensure that resulting health technologies and services will be broadly **available and accessible, as soon as possible and at fair and reasonable conditions**.

In this respect, if, despite a participants' best efforts, the results are not exploited within one year after the end of the action, participants must (unless otherwise agreed in writing with the granting authority) use the [Horizon Results Platform](#) to find interested parties to exploit the results.

In case the participants cannot fulfil the preceding obligation, the participants must (if requested by the granting authority) grant non-exclusive licences - under fair and reasonable conditions - to their results to legal entities that commit to rapidly and broadly exploiting the resulting health technologies and services and ensure that they are broadly available and accessible, as soon as possible and at fair and reasonable conditions

In case of transfer of the ownership or licensing of results, participants must pass on such additional exploitation obligations to the legal entities exploiting the results

**For up to four years after the action** (see Data Sheet, Point 1), the funding body must be informed every year about the status of the development of the product and any other exploitation of the results through an annual report that is due on each anniversary of the end of the grant agreement.

# Additional obligations

## Affordable access

*Provision on affordable access as defined in Article 114 of the Council Regulation 2021/2085*

Projects must include the following deliverables:

### **Stewardship plan**

Outlining how to achieve the optimal use of an intervention, including, for example, how to avoid irrational use, overuse or abuse of health technologies (e.g. antimicrobials).

Draft plan – to be submitted halfway through the project

Final plan – to be submitted with the final report

### **Global access plan**

An appropriate and proportionate global access plan that covers registration targets, plans to meet demand, flexible approaches to intellectual property and other strategies that reflect ability to pay and ensure that economic barriers to access are low

To be submitted with the final report

# Useful guidance on developing access plans

## Uniting Efforts for Innovation, Access and Delivery

Information available on the website

<https://www.unitingeffortsforhealth.org/>

<https://www.unitingeffortsforhealth.org/planning-for-access>



# Example from DNDi

Taken from Planning for Access report

**Table 3.** Essential elements of a public-interest target product profile by DNDi\*

<b>Indications</b>	Which disease(s)?
<b>Population</b>	Which type(s) of patients, and where and in what conditions do they live?
<b>Clinical efficacy</b>	What is the level of efficacy required and how will it be measured?
<b>Safety and tolerability</b>	What level of acceptability is there for adverse events (i.e. side effects)?
<b>Stability</b>	How long is the shelf-life of the drug(s) and what are the storage conditions (i.e. does it require refrigeration)?
<b>Route of administration</b>	What is an acceptable way to administer the treatment to the patient population (e.g. oral, injectable)?
<b>Dosing frequency and treatment duration</b>	How often and how long must it be given?
<b>Price</b>	Will it be affordable to the target population or health system?

\* Reproduced from DNDi. 15 years of needs-driven innovation for access (2019). More information [here](#).

5

Ethics issues

# Ethics requirements

## Ethics and values (Article 14)

### 14.1 Ethics

The action must be carried out in line with the highest ethical standards and the applicable EU, international and national law on ethical principles. Specific ethics rules (if any) are set out in Annex 5.

### 14.2 Values

The beneficiaries must commit to and ensure the respect of basic EU values (such as respect for human dignity, freedom, democracy, equality, the rule of law and human rights, including the rights of minorities).

# Ethics self assessment at proposal stage

Ethics requirements follow from ethics self assessment and review

'How to' ethics self assessment guide (Horizon Europe)

1. Human embryonic stem cells
2. Humans
3. Human cells and tissues
4. Personal data
5. Animals
6. Non EU countries
7. Environment, health and safety
8. Artificial intelligence
9. Other ethics issues
10. Potential misuse of results

# Ethics issues

## 2. Humans

Projects with activities involving work with humans (not staff, beneficiaries)  
Research or study participants, persons concerned by the project activities, etc., regardless of its nature or topic

This applies to collection of biological samples, personal data, medical interventions, interviews, observations, tracking or the secondary use of information provided for other purposes, e.g. other projects, officially collected information, social media sites, etc

### Considerations

- Respect for persons and for human dignity
- Fair distribution of benefits and burden
- The rights and interests of the participants
- Ensuring participants' free informed consent with particular attention to vulnerable categories of individuals such as children, patients, discriminated people, minorities, persons unable to give consent



# Ethics issues

## Informed consent and information sheets

Written in a language and terms that can be fully understood

Describe the aims, methods and implications of the project activity

Describe the nature of the participation and any benefits, risks or discomfort that might occur

Explicitly state that participation is voluntary and that anyone has the right to refuse to participate and to withdraw their participation, samples or data at any time — without any consequences

State how biological samples and data will be collected, protected during the project and whether they will be destroyed or reused afterwards

State what procedures will be implemented in the event of unexpected or incidental findings

How and when participants will be informed about such finding, whether they have the right “not to know” about any such findings, and whether relevant findings (e.g. genetic information) might affect relatives as well).

## ■ Individuals unable to give consent

Activities involving children (or other persons unable to give consent) — should be carried out only if

- Studies with consenting adults would not be effective
- Participants are subject to only a minimal risk and burden
- Results of the research will benefit the individual or group represented by the participant

Whenever possible, the assent of the participants should be obtained in addition to the consent of the parents/legal representatives. Dissent should be respected.

# Human cells/tissues

From within the project, from another project, from a biobank

Details on cell types including the source of the material, the amount to be collected and the procedure for collection

Details on the duration of storage and what will be done with the material at the end of the activity

Confirmation that informed consent has been obtained

Biobanks: strict compliance with appropriate European and national ethical standards (in particular, regarding privacy and data protection) and import/export regulations

# Ethics issues

## Personal data

Principle of '**data minimisation**'

Data may be processed **only** if it is really adequate, relevant and limited to what is necessary for the project

Personal data must be processed in accordance with certain principles and conditions that aim **to limit the negative impact** on the persons concerned and ensure **fairness, transparency** and **accountability** of the **data processing, data quality** and **confidentiality**.

Personal data – information relating to an identified or identifiable person (*can identify directly or indirectly the individual*)

Special categories of personal data (formerly known as '**sensitive data**')

Full consent must be given by subjects for personal data processing, including where data sets are being 're-used'

Anonymisation or pseudonymisation techniques may be required

# Ethics issues

## Non – EU countries

Activities are conducted, partially or wholly, in a non-EU country

- Participants or resources come from a non-EU country
- Material is imported from or exported to a non-EU country.

## Awareness of potential issues

- Exploitation of participants
- Exploitation of local resources
- Risks to project teams and staff
- Activities (research) that are prohibited in the EU cannot be done
- Beneficiaries must confirm in the ethics self-assessment that the activities are allowed in at least one EU member state.

# Identifying serious and complex ethics issues in EU-funded research

## 2021 Guidance Note for beneficiaries

Generally, ethics issues raised by research activities may be considered as “**serious**” when the proposed research, method(s), or outcome(s):

have the **potential to violate fundamental rights or freedoms** set out in the EU Charter of Fundamental Rights and European Convention on Human Rights, or undermine fundamental EU values such as human dignity, freedom, democracy, equality and the rule of law; or

have the **potential to result in significant harm** to researchers, research participants, the public, animals or the environment; or

in light of the [European Code of Conduct for Research Integrity](#), fundamentally call into question **the integrity of the data and information included in the proposal or the integrity of the practices of the researchers**

**Guidance note:** [https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/guidelines-on-serious-and-complex-cases\\_he\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/guidance/guidelines-on-serious-and-complex-cases_he_en.pdf)

# Identifying serious and complex ethics issues in EU-funded research

## 2021 Guidance Note for beneficiaries

Ethics issues raised by research activities may be considered as **complex** when the proposed research, method(s) or outcome(s):

involve the development or application of **particularly complicated methods or technologies that have not been sufficiently tested and give rise to uncertainty** as regards to the safety of participants and/or the impact of the expected results or outcomes on fundamental rights or research integrity; or

raise **significant ethics issues ‘at scale’** – for example, due to the number of research participants, controversial methods, high-risk technologies or jurisdictions involved; or

**raise multiple or ‘intersectional’ ethics issues** – meaning that the ethics issues may compound one another to exacerbate the potential impact on a particular group (e.g. research into marginalised or vulnerable groups that exposes them to the risk of stigmatisation, exclusion, reprisals or increased marginalisation).

# Identifying serious and complex ethics issues in EU-funded research

## 2021 Guidance Note for beneficiaries

The ethics issues pertaining to a particular research proposal may also be considered as **'serious and/or complex'** if:

the area of research is the subject of **widespread debate among scientists and ethicists** and the specific methods or techniques involved get to the heart of those debates; or

there are grave doubts about the **capacity of the researchers or participating institutions to effectively mitigate the risks** arising from the project's execution; or

there is a high risk that the **research results/findings could be misused**, and adequate measures to mitigate or contain this risk cannot be identified or implemented; or

there is an **objective and serious lack of awareness** of key ethical issues in the proposal



# Ethical issues

## Deliverables

Ethics evaluation identified issues to be addressed – take these into consideration as you conduct your research

Ethics-related deliverables may be included, such as

- Ethics/regulatory approvals
- Ethics mentor or advisor, ToR and reports
- Data protection plan/statement
- Incidental findings policy

Ethical compliance may be checked during audits, site visits, ethics checks

Ensure record-keeping is consistent and accurate

# Ethics issues

Resources, legislation and guidance

[Declaration of Helsinki](#) Ethical principles for medical research involving human subjects

[Oviedo Bioethics Convention](#) for the Protection of Human Rights and Dignity of the Human Being with regard to the Application of Biology and Medicine

The [TRUST Code](#) A Global Code of Conduct for Equitable Research Partnerships

[PREPARED project](#) developing a framework to accelerate research during a crisis without sacrificing ethics and integrity.

# Horizon Europe

Ethics rules and guidance

[How to complete your ethics self-assessment](#)

[Online Manual on Funding & Tender Opportunities Portal](#)

[Ethics and Data Protection](#)

[Ethics in Social Science and Humanities](#)

See also links to other information under the Ethics section of the [Horizon Europe Program Guide](#)

[Guidelines on serious and complex ethical issues](#)

# 6

## Clinical studies and clinical trials

# Clinical studies

## Proposal and mandatory deliverables

**Clinical study template** to be submitted with proposal – applies to **any 'clinical study'** (not only clinical trials)

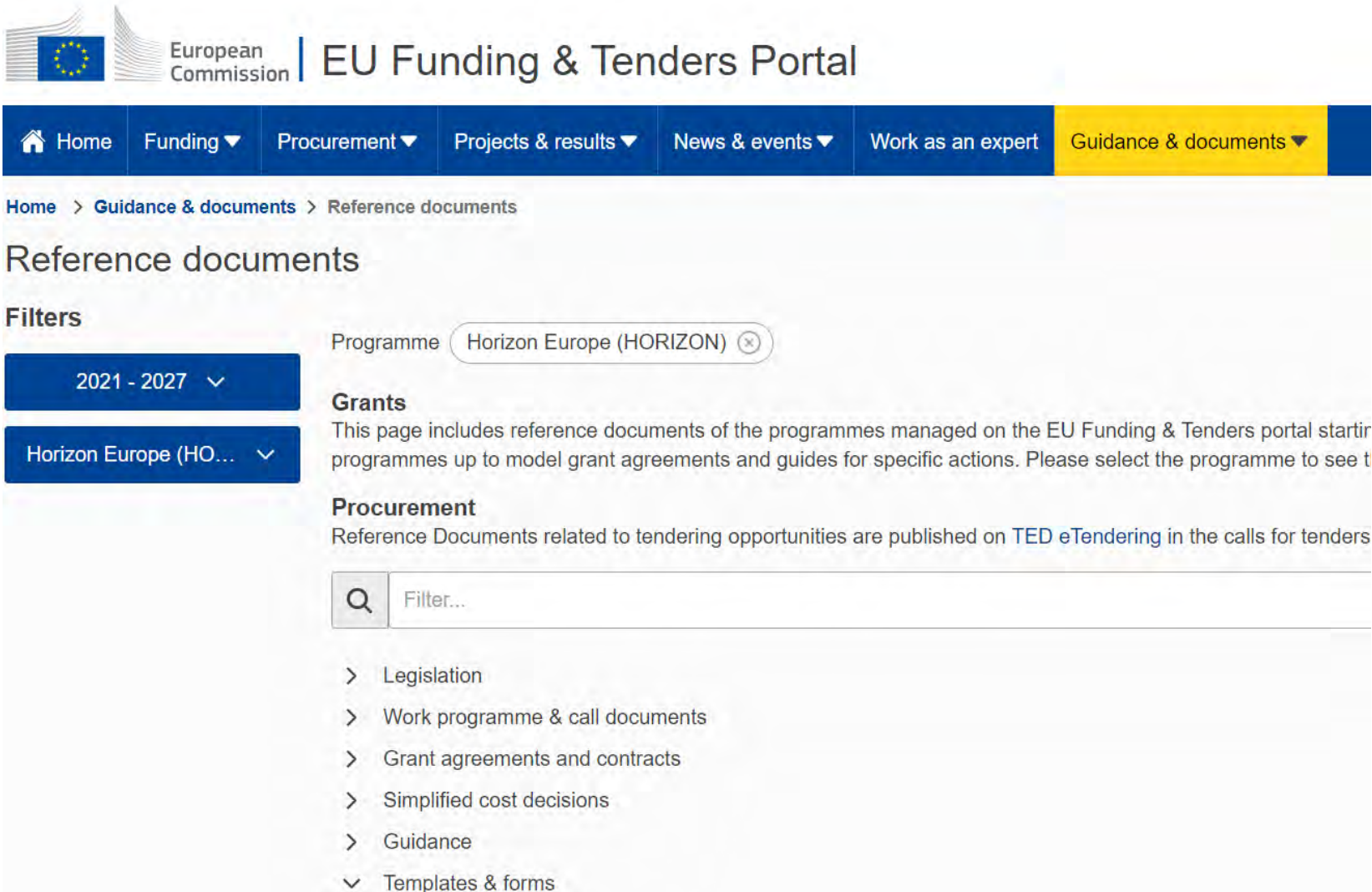
**Clinical study** covers clinical studies/trials/investigations/cohorts and means, for the purpose of this document, any systematic prospective or retrospective collection and analysis of health data obtained from individual patients or healthy persons in order to address scientific questions related to the understanding, prevention, diagnosis, monitoring or treatment of a disease, mental illness, or physical condition

It includes but it is not limited to clinical studies as defined by EU Regulation 536/2014 (on medicinal products), clinical investigation and clinical evaluation as defined by Regulation 2017/745 (on medical devices), performance study and performance evaluation as defined by Regulation 2017/746 (on *in vitro* diagnostic medical devices).

# Information on clinical studies template

Additional template to be submitted with proposal

Upload it as separate annex to the proposal part B in the Submission System.



The screenshot shows the EU Funding & Tenders Portal website. The header includes the European Commission logo and the portal name. A navigation bar contains links: Home, Funding, Procurement, Projects & results, News & events, Work as an expert, and Guidance & documents (highlighted in yellow). The breadcrumb trail is Home > Guidance & documents > Reference documents. The main heading is 'Reference documents'. Under 'Filters', there are two buttons: '2021 - 2027' and 'Horizon Europe (HORIZON)'. The 'Programme' filter is set to 'Horizon Europe (HORIZON)'. The 'Grants' section states: 'This page includes reference documents of the programmes managed on the EU Funding & Tenders portal starting from 2021. It includes work programme documents, grant agreements and guides for specific actions. Please select the programme to see the relevant documents.' The 'Procurement' section states: 'Reference Documents related to tendering opportunities are published on TED eTendering in the calls for tenders'. A search bar with a magnifying glass icon and the text 'Filter...' is present. Below the search bar, a list of categories is shown with expand/collapse arrows: Legislation, Work programme & call documents, Grant agreements and contracts, Simplified cost decisions, Guidance, and Templates & forms (which is expanded).

European Commission | EU Funding & Tenders Portal

Home Funding Procurement Projects & results News & events Work as an expert Guidance & documents

Home > Guidance & documents > Reference documents

## Reference documents

### Filters

2021 - 2027

Horizon Europe (HORIZON)

Programme Horizon Europe (HORIZON)

#### Grants

This page includes reference documents of the programmes managed on the EU Funding & Tenders portal starting from 2021. It includes work programme documents, grant agreements and guides for specific actions. Please select the programme to see the relevant documents.

#### Procurement

Reference Documents related to tendering opportunities are published on TED eTendering in the calls for tenders

Filter...

- > Legislation
- > Work programme & call documents
- > Grant agreements and contracts
- > Simplified cost decisions
- > Guidance
- > Templates & forms

# Clinical studies

## Mandatory deliverables

**Study initiation package** (before enrolment of the first study participant) including:

- Registration number of the clinical study in a registry that meets WHO criteria
- Final version of study protocol as approved by the regulator(s) / ethics committee(s)
- Regulatory and ethics approvals required for the enrolment of the first study participant

### **Midterm recruitment report**

Due when 50% of the study population is recruited.

- Overview of the number of recruited participants by sites
- Any issues/delays
- Description of measures taken to compensate for delays

### **Report on the status of posting results**

- Summary results must be posted in the applicable registry
- Report to be scheduled for the time results posting is expected or for the last months of the project, whichever comes earlier.

# Clinical studies

## Points to consider in your proposal and at reporting

(Almost) all proposals underestimate time needed to recruit subjects

(Almost) all proposals underestimate the time needed to get ethical and regulatory approvals

Most reports state that 'recruitment is much lower than expected', 'ethical approval was really slow'

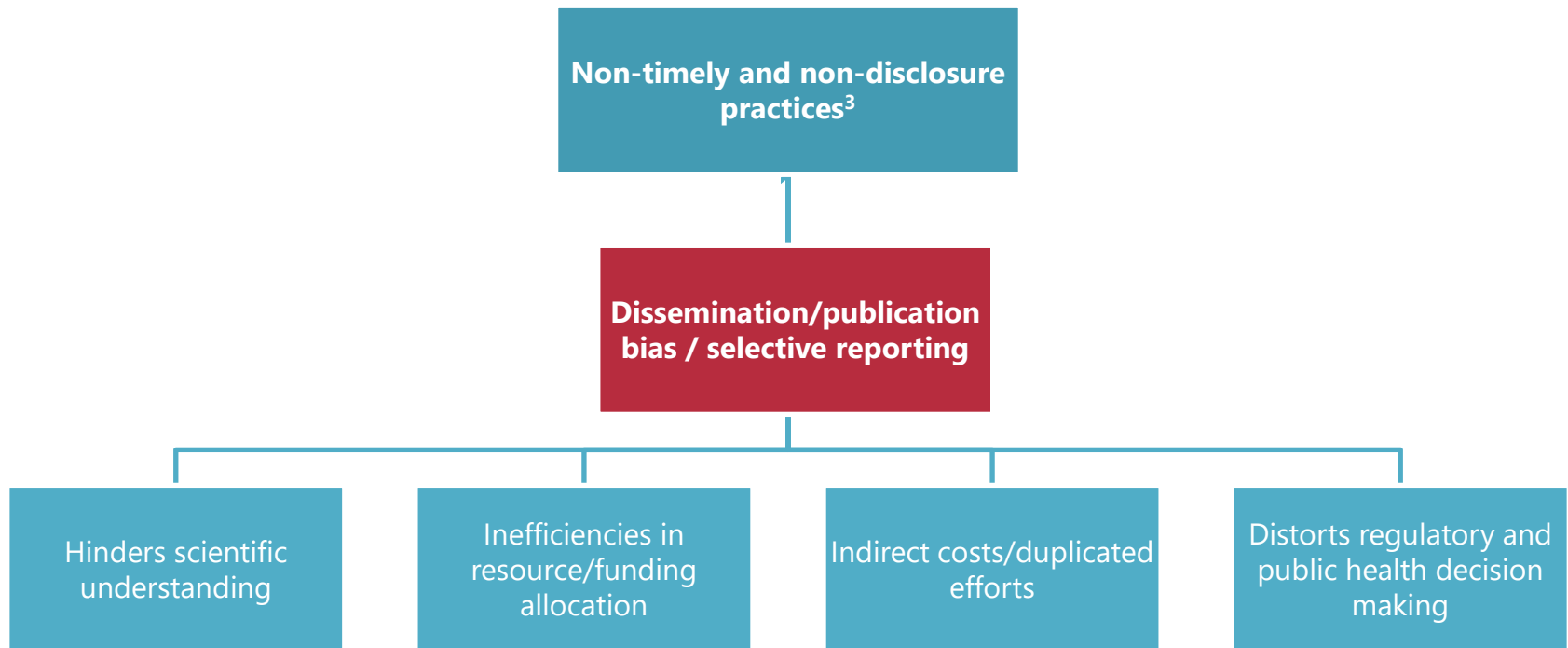
Mitigation measures not well expressed (we will ask for a no-cost extension)

Clinical studies template is an excellent document to frame your study in a realistic, operationally feasible timeline



# WHO mandates prompt reporting and public disclosure of interventional clinical trial results<sup>1</sup>

- *“the registration of all interventional trials is a scientific, ethical, and moral responsibility”<sup>2</sup>*



1. World Health Organization. WHO Statement on Public Disclosure of Clinical Trial Results. <https://www.who.int/news/item/09-04-2015-japan-primary-registries-network#:~:text=The%20main%20findings%20of%20clinical,publicly%20at%20most%20within%2024>

2. World Health Organization. International Clinical Trials Registry Platform (ICTRP). <https://www.who.int/clinical-trials-registry-platform>

3. Moorthy VS, et al. 2015. Rationale for WHO's new position calling for prompt reporting and public disclosure of interventional clinical trial results. PLoS Med. <https://pubmed.ncbi.nlm.nih.gov/25874642/>

# Clinical trials: transparency and prompt reporting

- EDCTP and the European Commission are signatories to WHO Joint statement on public disclosure of results from clinical trials<sup>1</sup>
- EDCTP is committed to ensuring that grant holders<sup>2</sup>:
  - Register trials prospectively in a registry that meets [WHO Registry criteria](#)
  - Update records regularly
  - Timely disclose the summary of results
  - Publish results in open-access journals
- Reporting/posting of results timeframes
  - Summary of results: within **12 months** from primary study completion (the last visit of the last subject for collection of data on the primary outcome)
  - Journal publication: within **24 months** from study completion to allow for peer review, etc.
    - **The trial ID or registry identifier code/number should be included in all scientific publications**

1. WHO Joint statement on public disclosure of results from clinical trials. 2017: <https://www.who.int/news/item/18-05-2017-joint-statement-on-registration>

2. EDCTP2 policy on clinical trials registration, publication and data sharing. 2021: <https://www.edctp.org/about-us/policies/>

# EDCTP expectations for a final report

## Report on status of posting results is a key deliverable

- Mandatory deliverable irrespective of the successful completion of the clinical study
- **The deliverable (status of posting results) is to be scheduled for the time results posting is expected or for the last months of the project, whichever comes earlier**
- The report format should follow [CONSORT](#) guidelines
- Key timelines and structure to be covered in the 'report on status of posting results':
  - Recruitment was completed by XX
  - Follow-up was completed by XX
  - Data collection was completed by XX
  - Database lock was completed by XX
  - Data analysis will be completed by XX
  - The results will be available by XX
  - Report of the results will be sent to EDCTP by XX
  - The summary results will be posted/uploaded to the registry by XX (which is within 12 months of collection of the last data point)
  - Confirmation that subsequent publications will be provided to EDCTP

# EDCTP expectations for a final report

## Updating and posting study results on the registry

- Clinical study registry records must be up to date
  - If the study is registered on multiple registries, all registries must be up-to-date
- Summary of **results must be posted within 12 months from primary study completion** (the last visit of the last subject for collection of data on the primary outcome)
  - Beneficiaries failing to report trials on time without due justification may be subject to audit
- Registry ID must be linked to all publications

The screenshot shows the Europe PMC search results page. At the top, there's a navigation bar with 'Europe PMC' logo and links for 'About', 'Tools', 'Developers', and 'Help'. A search bar contains the text 'PACTR202205715278722' with a 'Search' button and a 'Save & create alert' button. Below the search bar, the results are displayed. On the left, there are filters for 'Free full text access' (with checkboxes for 'Full text in Europe PMC (2)' and 'Link to free full text (1)') and 'Type' (with checkboxes for 'Research articles (2)', 'Review articles (0)', 'Preprints (1)', and 'Books & documents (0)'). The main content area shows '1-3 of 3 results' and a 'Sort by' dropdown set to 'Relevance'. The first result is titled 'Safety and pharmacokinetics of subcutaneous administration of broadly neutralizing anti-HIV-1 monoclonal antibodies (bNABs), given to HIV-1 exposed, uninfected neonates and infants: study protocol for a phase I trial'. The authors listed are Goga A, Ramraj T, Naidoo L, Daniels B, Matlou M, Chetty T, Dassaye R, Ngandu N, Galli L, Reddy T, Seocharan I, Ndlangamandla Q, September Q, Ngcobo N, Reddy M, Cafun-Naidoo T, Woeber K, Jeenarain N, Imamdin R, and Scarlatti G. The publication is from Research Square, dated 19 Jul 2024. The study is registered in the African Clinical Trial Registry (PACTR) with ID PACTR202205715278722, dated 21 April 2022, and is a South African National Clinical trial. It has been cited by 0 articles and has a PPR of PPR884193. There is a '+ Add to export list' button and a 'Preprint v1' label.

Europe PMC

About Tools Developers Help

Europe PMC plus

Search life-sciences literature (45,050,292 articles, preprints and more)

PACTR202205715278722

Search Save & create alert

Advanced search

Free full text access ⓘ

☐ Full text in Europe PMC (2)

☐ Link to free full text (1)

Type ⓘ

☐ Research articles (2)

☐ Review articles (0)

☐ Preprints (1)

☐ Books & documents (0)

Date published

1-3 of 3 results

Sort by: ☒ Relevance ⓘ ☐ Times cited ☐ Date

Safety and pharmacokinetics of subcutaneous administration of broadly neutralizing anti-HIV-1 monoclonal antibodies (bNABs), given to HIV-1 exposed, uninfected neonates and infants: study protocol for a phase I trial

Acronym: PedMAb1

Goga A, Ramraj T, Naidoo L, Daniels B, Matlou M, Chetty T, Dassaye R, Ngandu N, Galli L, Reddy T, Seocharan I, Ndlangamandla Q, September Q, Ngcobo N, Reddy M, Cafun-Naidoo T, Woeber K, Jeenarain N, Imamdin R, [...]

Scarlatti G

Research Square, 19 Jul 2024

African Clinical Trial Registry (PACTR): PACTR202205715278722, 21 April 2022; South African National Clinical

Cited by: 0 articles | PPR: PPR884193

+ Add to export list

Preprint v1

Export citations

Subscribe to RSS

# Clinical trials – must-know

## Registration and reporting of findings of clinical trials

- WHA75.8 Strengthening clinical trials to provide high-quality evidence and to improve research quality and coordination  
<https://www.who.int/news/item/12-09-2022-new-wha-resolution-on-clinical-trials> leading to [Guidance for best practices for clinical trials](#)
- Joint statement on public disclosure of results from clinical trials, 2017  
<https://www.who.int/news/item/18-052017-joint-statement-on-registration>
- Joint statement on transparency and data integrity (International Coalition of Medicines Regulatory Agencies and WHO)  
[https://www.who.int/news/item/07-05-2021-joint-statement-on-transparency-and-data-integrityinternational-coalition-of-medicines-regulatory-authorities-\(icmra\)-and-who](https://www.who.int/news/item/07-05-2021-joint-statement-on-transparency-and-data-integrityinternational-coalition-of-medicines-regulatory-authorities-(icmra)-and-who)
- ICMJE – Registration of trial is essential for journal publication  
<https://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/clinical-trial-registration.html>

7

Open science

# Dissemination

## Dissemination of results (Article 17)

Beneficiaries must disseminate their results as soon as feasible, in a publicly available format, subject to any restrictions due to the protection of intellectual property, security rules or legitimate interests

Beneficiary that intends to disseminate its results must give at least 15 days advance notice to the other beneficiaries (unless agreed otherwise)

Any other beneficiary may object (within 15 days) if it can show that its legitimate interests in relation to the results or background would be significantly harmed.

# Open science

Open access to publications, data and results

## EU Open Science Policy

Early and open sharing of research:

- pre-registration, registered reports, data deposition in shared repositories, pre-prints
- open collaboration within science and with other knowledge producers/users

Providing immediate and unrestricted open access to scientific publications, research data, models, algorithms, software, protocols, notebooks, workflows, and all other research outputs

Ensuring verifiability and reproducibility of research outputs

Practising responsible research output management (publications, data, and other outputs) in line with the **FAIR** (Findable, Accessible, Interoperable, and Reusable) principles

Promoting public engagement in research and innovation, bolstering citizen science and enhancing public trust in science



# Open science

## Open access to publications

Beneficiaries must ensure open access to peer-reviewed scientific publications relating to their results.

A machine-readable electronic copy of the published version or the final peer-reviewed manuscript accepted for publication, is

- deposited in a trusted repository for scientific publications
- immediate open access is provided to the deposited publication via the repository under the latest available version of the Creative Commons Attribution International Public Licence (CC BY)
- information is given via the repository about any research output or any other tools and instruments needed to validate the conclusions of the scientific publication

**Only publication costs in full open access venues for scientific publications are eligible for reimbursement**

# Open science

## Research data management

Beneficiaries must manage the digital research data generated in the action ('data') responsibly, in line with the FAIR principles and by taking all of the following actions:

- Produce a data management plan ('DMP') (and regularly update it)
- As soon as possible and within the deadlines set out in the DMP, deposit the data in a trusted repository
- As soon as possible and within the deadlines set out in the DMP, ensure open access — via the repository — to the deposited data, under the latest available version of the Creative Commons Attribution International Public License (CC BY) following the principle 'as open as possible as closed as necessary',
- Provide information via the repository about any research output or any other tools and instruments needed to re-use or validate the data

Unless providing open access would in particular:

- Be against the beneficiary's legitimate interests, including regarding commercial exploitation, or
- Be contrary to any other constraints, in particular the EU competitive interests
- or the beneficiary's obligations under this Agreement

If open access is not provided (to some or all data), this must be justified in the DMP

# Data sets

## Continuous and periodic reporting

See Article 17 of the Grant Agreement and Annex 5 dedicated section on 'Open Science'

[Guidance](#) on completing the Data sets tab

Datasets lists the:

Project Datasets: shows the datasets linked to the project and that have been imported by the Consortium.

Datasets suggested by OpenAIRE: a list of available datasets retrieved directly from OpenAire and linked to the Project. Each record can then be imported to the Project Datasets or discarded (removed)

# Datasets tab

**Datasets**

☐ This project does not currently have any dataset

Suggested Datasets from OpenAIRE (10 pending datasets and 0 discarded datasets)

	PID	Type of PID	Brief Description of Dataset	URL to Repository	Actions
1	<a href="#">10.17632/9b977xv38</a> <a href="#">10.17632/9b977xv38.v1</a>	DOI	ToF-ERDA data with partial GIC energy signals from QMB covers 1, 2, 3, 5 (ILW-1-2).	<a href="#">URL</a>	<a href="#">✖</a>
2	<a href="#">10.11583/du.14188487.v1</a> <a href="#">10.11583/du.14188487</a>	DOI	Data for the figures of the article "Trapped upper hybrid waves as eigenmodes of	<a href="#">URL</a>	<a href="#">✖</a>
3	<a href="#">10.17632/8f7a85voozt.1</a> <a href="#">10.17632/8f7a85voozt</a>	DOI	ToF-ERDA data from QMB covers 1, 2, 3, 5 (ILW-3). Data provided as list-files (.list	<a href="#">URL</a>	<a href="#">✖</a>
4	<a href="#">10.17632/fronoo7e5k.1</a> <a href="#">10.17632/fronoo7e5k</a>	DOI	This dataset contains code examples for different symplectic integrators with no.	<a href="#">URL</a>	<a href="#">✖</a>
5	<a href="#">10.17632/mf6kccvoozm</a> <a href="#">10.17632/mf6kccvoozm.1</a>	DOI	ToF-ERDA data from spatial blocks 4, 5, 6 (ILW-1), side facing 90 degrees from pla	<a href="#">URL</a>	<a href="#">✖</a>
6	<a href="#">10.5281/zenodo.1410280</a> <a href="#">10.5281/zenodo.1410281</a>	DOI	Source code, inputs, simulation outputs, analysis scripts and figures used in the z	<a href="#">URL</a>	<a href="#">✖</a>
7	<a href="#">10.5281/zenodo.1938978</a>	DOI	>Supplementary material associated to publication &quot;3D transient CFD sim	<a href="#">URL</a>	<a href="#">✖</a>
8	<a href="#">10.17632/3ahmcvufz.1</a> <a href="#">10.17632/3ahmcvufz.1</a>	DOI	Raw ToF-ERDA data from all samples, both as list files (.list) and as data files (.r	<a href="#">URL</a>	<a href="#">✖</a>
9	<a href="#">10.6084/m9.figshare.6391796</a> <a href="#">10.6084/m9.figshare.6391796.v1</a>	DOI	This dataset contains artifacts relating to the results presented in the Euro-Par 2	<a href="#">URL</a>	<a href="#">✖</a>
10	<a href="#">10.5281/zenodo.3937249</a> <a href="#">10.5281/zenodo.3937249</a>	DOI	Excel file reporting the number of involved FW channels following a break in the	<a href="#">URL</a>	<a href="#">✖</a>

Project Datasets (0 datasets)

	PID	Type of PID	Description of Dataset	Is this Dataset available in Open access *	URL to Repository	Export to Excel	Add Dataset	Validate
--	-----	-------------	------------------------	--	-------------------	-----------------	-------------	----------

PID Persistent Identifier of the publication linked to the dataset.

Type of PID Description of the Persistent Identifier eg : DOI, ARK, etc..

Description of Dataset

URL to Repository

Is a dataset available in Open Access

# OpenAIRE

<https://www.openaire.eu/>

Non-profit organisation that promotes open scholarship and improve discoverability, accessibility, shareability, reusability, reproducibility, and monitoring of data-driven research results, globally

Operates a European e-infrastructure offering a diverse set of public services to accelerate the adoption of Open Science and is supported by a network of experts placed in key national organisations across European countries, the National Open Access Desks.

# Open Research Europe

Open access platform without author fees



Research and Innovation

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[Submit your Research](#) [How it works](#)

<https://open-research-europe.ec.europa.eu/>

# Mobilisation of research funds in case of Public Health Emergencies

## Data sharing requirements

Proposals funded under this mechanism must share the relevant generated data **within 30 days** after generation with all parties that need and can use the findings to address the public health emergency

Access rights for the granting authority to results in case of a public emergency

If requested by the granting authority in case of a public emergency, the beneficiaries must grant nonexclusive, world-wide licences to third parties — under fair and reasonable conditions — to use the results to address the public emergency.

# 8

## Periodic reporting



# Periodic reporting

## Continuous reporting (Art. 21.1) and Periodic reports (Art. 21.2)

In addition to the continuous reporting and in order to receive payments beneficiaries must submit reports for payment to document the technical (and financial) implementation of the action.

Periodic reports must be submitted (normally) within 60 days following the end of the reporting period

- Example: A grant that started on 1 April 2023 with a first reporting period of 18 months needs to report on the first 18 months (1 April 2023– 30 Sept 2024) on 29 November 2024

This is the periodic reporting (Technical – Part A and Part B; Financial) which is done via the Grant Management System

Periodic report is prepared by all beneficiaries and is submitted by the Coordinator

Review of reports is done by EDCTP3 project (technical review) and finance (financial review) officers

# Periodic reporting

## Reporting is done via the grants system

Reporting periods divide the project into regular periods for technical reporting and monitoring

Reporting periods are expressed in months from the project start date

Reporting periods are consecutive and do not overlap

Reporting periods are linked to payments

Depending on the type of payment they may involve only technical reporting or also financial reporting

**For interim/final payments: technical and financial reporting is required**

The periodic reporting process consists of several phases:

- Logging in to the Funding & Tenders Portal when you have received a notification.
- Completing the report.
- Submitting the report to GH EDCTP3 JU.
- The EDCTP3 JU assesses the report.
- The EDCTP3 JU makes the interim payment.

# Periodic reporting

## Understanding the reporting cycle

Extensions are not given to submission of reports, late=late

Repeated failure to submit a report (or revision) in time is a breach of the grant agreement

If this is not addressed, then the grant may be suspended or terminated by the funder

This could result in you and your institution having to return funds

Don't forget to submit your deliverables when they are due

# General tips

## Getting started

- Familiarise yourself with the template so you know what information to collect/ report on
- Follow the guidance given in the report
- Make sure that you report the activities due in the reporting period in question (including items that were delayed from a previous year).
- Check your previous reports for items not achieved
- Stick to word limits for each section
- Run a spell check, be consistent in font size and style- deliver a nice to read report

Report may seem repetitive at times, but you still need to complete all sections and be consistent

[Horizon Europe report template](#) is available for information but download the template in the Grants System for your project

# Technical report

## Components

Technical Report consists of 2 parts:

- Part A contains structured tables with project information
- Part B is the narrative description of the work carried out during the reporting period.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Continuous and Periodic Reporting modules

Part B needs to be uploaded as PDF on the Technical Report (Part B) screen. The template to use is available there.

Maximum PDF size for upload is 20MB

# Preparing and submitting the periodic report

## Technical aspects

Periodic Report is prepared by the **Consortium** in the Continuous and Periodic Reporting modules

Periodic Report is submitted by the **Coordinator**

Remember that the **Continuous Reporting** module is **always open** and can be updated at any moment during the project (ie. Submission of deliverables, milestones)

The **Periodic Reporting** module is opened **after** the end of the reporting period

The information that you submitted in the Continuous Reporting module automatically feeds into Part A of the report

Make sure that all the information (e.g. deliverables) in the Continuous Reporting module has already been updated before 'locking the periodic report for review' or these deliverables will end up in the next reporting period

Coordinator is responsible for consolidating the report (including financial statements) and for uploading the report

# Project summary for publication (Part A)

- Don't include confidential data
- The summary must be written as a stand-alone text, be of suitable quality and easy to read for the general public
- Make sure your summary covers the below elements:
  - A summary description of the context and overall objectives of the project.
  - A description of the work performed from the beginning of the action to the end of the period covered by the report, and the main results achieved so far.
  - Where applicable: Progress beyond the state of the art and expected potential impact (including the socio-economic impact and the wider societal implications of the action so far) = highlight extremely positive/ground-breaking results
  - Policy relevance of the project

*Don't: keep writing **we will** do this when you are already in year 3.*

# Part B narrative report

Explanation of the work carried out by the beneficiaries and overview of progress

## 1.1 Objectives

Describe the objectives and progress made towards the objectives in high level terms- provide more details under section 2.

- Highlight significant activities in support of these achievements
- Provide clear and measureable details
- Give an update on objectives not fully achieved or not on schedule.

## 1.2 Explanation of the work carried out by work package

Describe for each work package what work was done during the reporting period. If you have written tasks in Annex 1, present updates for each task

*If something is not yet due, you can simply state that: work package 4- data analyses: not due this reporting period.*



## Part B narrative report (continued)

### 1.3 Impact

Include in this section whether the information provided in the Annex 1 on Impact is still relevant or needs to be updated. Where an update has been made, please include more details to explain the changes.

*For example, there may be changes due to new research results reported elsewhere or changes in policy affecting how your results would be viewed, and you can include this information here*

*Or if there were no updates: The information provided in the Annex 1 on Impact is still relevant*

### 1.4 Update of the plan for exploitation and dissemination of results

Include in this section any updates to the plan for exploitation and dissemination of results and give details.

# Part B Narrative report

## Sections 2 to 4

### 2. Follow-up of recommendations and comments from previous review(s)

Check the previous report comments and include a table explaining if and how each recommendation from previous reviews and/or Project Officer assessment has been addressed.

### 3. Exploitation primarily in non-associated third countries

Provide a justification how this exploitation is still in the interest of the EU.

### 4. Open Science

Describe the Open Science practices related to **early and open sharing** of research (e.g. through pre-registration, registered reports, pre-prints or crowd-sourcing of solutions to a specific problem).

Describe the concrete **measures that ensure the reproducibility** of the results obtained during the project i.e., measures to ensure that the same results can be obtained by using the same data and/or methods, etc.

# Deviations from Annex 1 and/or Annex 2 (if applicable)

## Section 5.1 Tasks/Objectives

Provide in this section explanations for tasks not fully implemented, critical objectives not fully achieved and/or not on schedule.

Explain the **consequences** - the impact on other tasks and on the available resources and the overall planning

Describe any **corrective actions** taken

.

*For example, due to Covid-19 the clinical study could not start during month 16 as originally planned and is foreseen to start during month 26. As a result of this delay, etc.*

Your explanation and projections on the impact of delays/issues should be clear and realistic so that EDCTP can assess whether the project is on track and can deliver

# Deviations from Annex 1 and/or Annex 2 (if applicable)

## 5.2 Use of resources

Explanations on deviations of the use of resources between **actual** and **planned** use of resources in Annex 1 (Description of the Action)

In other words:

What did you say you would spend and what did you actually spend?

Why does the expenditure differ from what you expected (more or less)? Explain

- For example, person-months/WP
- Transfer of funds between cost categories, beneficiaries

Do not go into minute detail (e.g. each pencil cost 5 euros instead of 3 euros)

Provide an explanation, where it is needed

The funder is looking at what you did and what you spent compared to what you said you would do

If there a big differences, you need to explain them with reference to the activities undertaken

## 5.2.1 and 5.2.2 Unforeseen subcontracting/ use of in-kind contributions

Subcontracting should be specified in Annex 1 of the grant agreement

Sometimes during the project there is a need to subcontract although this was not included at the start (Unforeseen subcontracting)

**5.2.1 Unforeseen subcontracting** can be reported in the periodic report

- Subcontracting should only cover a limited part of the project
- Explain why there was a need/what circumstances led to this
- Confirm that the subcontractor has been selected ensuring the best value for money
- or, if appropriate, the lowest price and avoiding any conflict of interests
- Indicate name of subcontractor and amount

The funder may approve the subcontracting at the reporting stages

This means that it approves that you subcontracted the task

The subcontracting procedure will be checked at audit, if applicable, to make sure the costs are eligible

**5.2.2 Unforeseen use of in kind contributions**

Similar to above, please explain

- Identity of the third party
- Resources made available by the third party respectively against payment or free of charge
- Explanation of the circumstances which led to the need for using these resources for the project

# Gender

## Continuous reporting and periodic reporting

### 2 components to be addressed

Gender of researchers and other workforce involved in the Project

- Fill in the number of female and male researchers
- Fill in the number of females and males in the workforce other than researchers
- Workforce is counted using Head Count not Full Time Equivalents.
- Workforce participating in the project must be counted (either when paid by EU funding or as in-kind contribution from Affiliated Entities)

Gender dimension in the project (refers to the research)

Indicate whether the project includes a gender dimension

e.g. Analysis stratified by gender; project on pregnant women

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## Amendments

# Amendments

- Grant agreement is flexible
- Formal amendment may not be needed
- Essential for all substantive or important changes to the Grant Agreement, e.g. changes impacting the project outcome, changes that affect the description of the action in Annex 1
- Consult reference documents (and PO) before submitting the request
- Check the Horizon Europe guidance on the supporting information needed for types of amendment
- Make modifications as requested
- Submission procedure via the portal



# Flexibility in budget and task distribution

## Flexibility to move budgets around....

- Budget amounts can be freely transferred between beneficiaries (from one partner to another) - provided that no change in activities in Annex 1
- Amounts can be freely transferred between existing budget categories - provided that no change in activities in Annex 1

## Flexibility to move tasks around....

- Assays, analyses – but pay attention to North-South balance

....if the project partners can agree!

**Is an amendment needed? Check the grant agreement and check with your Project Officer**

# Amendments of the Grant Agreement

## Article 39 of the Grant Agreement

Any significant deviation from the DoA (Annex 1) requires an amendment

- Changes in the partners
  - Partner leaving consortium
  - Partner entering consortium
  - Change of coordinator
- Changes in duration of action (no-cost extension)
- Changes of legal status of a beneficiary
- Change of banking details

Horizon Europe [Amendments](#) guidance

# Amendments of the Grant Agreement

## “significant” changes to Annex 1

### Art. 39 Conditions

Unless the amendment entails changes to the Agreement which would call into question the decision awarding the grant or breach the principle of equal treatment of applicants'

- Interpreted in real life context, scientific necessity, or scientific developments, due to force majeure - difficult balance!
- Prevention, Mitigation, Alternatives:
  - risk and mitigation measures included in DoA
  - usually less problematic: do more or less of something already foreseen in GA
  - reduction of scope → reduction of grant

# Amendments of the Grant Agreement:

## Awareness on both sides

- Raise awareness in consortium (at any time, at kick-off meetings, linked to reporting):
  - without amendment no legal security: 'agreement by PO' in an e-mail or call has no legal value
- 'Grant agreement maintenance': keep list of necessary changes and integrate them when amendment needed for major/significant reason
- Amendments are normally done at the initiative of the consortium, but they may also be initiated by the granting authority (e.g. where errors need to be corrected; to change Annex 1 after a review of the action)

# Amendments of the Grant Agreement

- Prior informal discussion between Coordinator and PO recommended
- Submitted by Coordinator (only exception is request for change of coordinator) on behalf of consortium
- Select the **Amendment Type (AT)** in the portal
- Provide the necessary supporting documents
- Decision normally within 45 days
- Horizon Europe [Amendments](#) guidance
- Additional slides in this presentation on how to launch an amendment in the system

# Amendments quiz

Is an amendment needed?

Deliverable 1.2 was due in M3 but will not be ready until M14

Clinical trial recruitment target was 1000 but has been reduced to 800

Inclusion criteria (e.g. age group) for clinical trial have changed

Clinical trial in 3 countries was planned, now only 1 country

Beneficiary A is not carrying out some tasks, but instead Beneficiary B will do them

Beneficiary C has changed its name

Change in the Acronym

# Amendments quiz

Is an amendment needed?

Deliverable 1.2 was due in M3 but will not be ready until M14 **NO**

Clinical trial recruitment target was 1000 but has been reduced to 800 **Likely NO, provide advice from TSC or DSMB**

Inclusion criteria (e.g. age group) for clinical trial have changed **Likely NO unless major change (children to adults)**

Clinical trial in 3 countries was planned, now only 1 country  
**Likely YES, change of scientific scope and impact**

Beneficiary A is not carrying out some tasks, but instead Beneficiary B will do them **NO**

Beneficiary C has changed its name **NO**

Change in the Acronym **YES**





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Useful information and guidance ('How to' in the system)

# Resources and information

## Useful guidance


**EU Funding and Tenders Portal** – find everything about funding opportunities, application process, evaluation procedure, managing your GH EDCTP3 project, information on other projects that have been funded

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



# EU funding opportunities (web link)

Use the filters on the left to find relevant calls for proposals



## EU Funding & Tenders Portal

[Home](#) [Funding](#) [Procurement](#) [Projects & results](#) [News & events](#) [Work as an expert](#) [Guidance & documents](#)

[Home](#) > [Funding](#) > [Calls for proposals](#)

### Calls for proposals

Calls for proposals are funding opportunities issued by the European Union institutions, agencies and bodies. These are direct financial contributions, known as grants, that are awarded to third-party beneficiaries (e.g., research organisations, public entities, non-governmental organisations, and private companies) to engage in activities that serve EU policies.

[More details](#)

#### Filters

Quick search

**Programming period** ▼



**Programme** ▼

**Call** ▼

**Submission status** ▼

[All filters](#)

472 item(s) found



#### European Researchers' Night and Researchers at Schools 2026-2027

HORIZON-MSCA-2025-CITIZENS-01-01 | Call for proposal

Opening date: 17 June 2025 | Next deadline: 22 October 2025 | Single-stage

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Programme: **Horizon Europe (HORIZON)** | Type of action: **HORIZON Coordination and Support Actions**

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#### MSCA COFUND 2025

HORIZON-MSCA-2025-COFUND-01-01 | Call for proposal

Opening date: 23 January 2025 | Next deadline: 24 June 2025 | Single-stage

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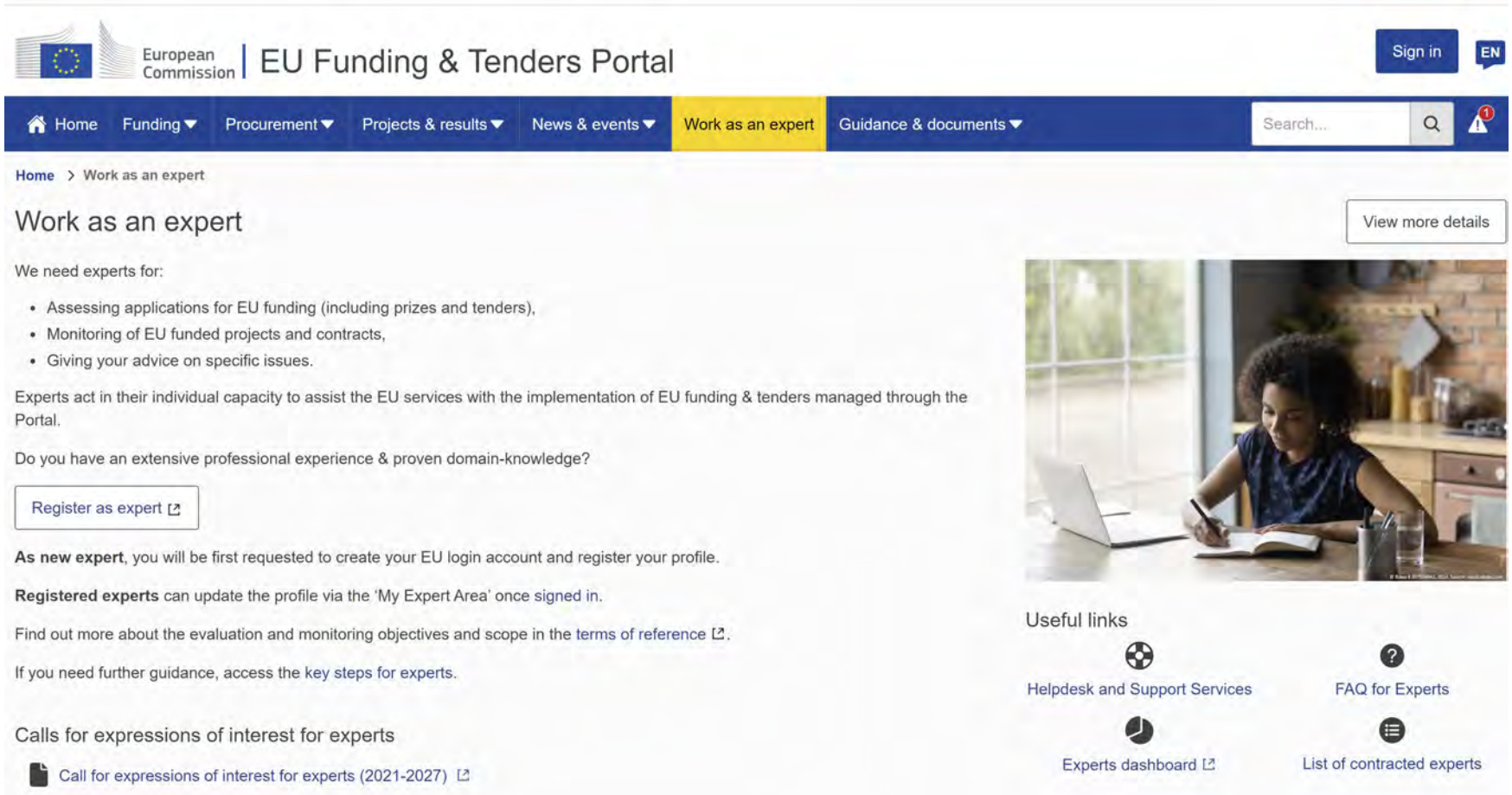
Programme: **Horizon Europe (HORIZON)** | Type of action: **HORIZON TMA MSCA Cofund Doctoral programme**

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# Apply to be an expert reviewer

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/work-as-an-expert>



The screenshot shows the 'EU Funding & Tenders Portal' with a navigation bar including 'Home', 'Funding', 'Procurement', 'Projects & results', 'News & events', 'Work as an expert' (highlighted), and 'Guidance & documents'. A search bar and a 'Sign in' button are also present. The main content area is titled 'Work as an expert' and includes a 'View more details' button. It states: 'We need experts for:' followed by a list: 'Assessing applications for EU funding (including prizes and tenders)', 'Monitoring of EU funded projects and contracts', and 'Giving your advice on specific issues.' It then explains that experts act in their individual capacity to assist EU services. A button 'Register as expert' is provided. Below this, it says: 'As new expert, you will be first requested to create your EU login account and register your profile.' and 'Registered experts can update the profile via the 'My Expert Area' once signed in.' It also provides links for 'terms of reference' and 'key steps for experts'. At the bottom, it mentions 'Calls for expressions of interest for experts' with a link to 'Call for expressions of interest for experts (2021-2027)'. On the right side, there is a photo of a woman working on a laptop and a 'Useful links' section with icons and text for 'Helpdesk and Support Services', 'FAQ for Experts', 'Experts dashboard', and 'List of contracted experts'.

European Commission | EU Funding & Tenders Portal

Home Funding Procurement Projects & results News & events **Work as an expert** Guidance & documents

Search... Q

Home > Work as an expert

## Work as an expert

View more details

We need experts for:

- Assessing applications for EU funding (including prizes and tenders),
- Monitoring of EU funded projects and contracts,
- Giving your advice on specific issues.

Experts act in their individual capacity to assist the EU services with the implementation of EU funding & tenders managed through the Portal.

Do you have an extensive professional experience & proven domain-knowledge?

[Register as expert](#)

As new expert, you will be first requested to create your EU login account and register your profile.

Registered experts can update the profile via the 'My Expert Area' once signed in.

Find out more about the evaluation and monitoring objectives and scope in the [terms of reference](#).

If you need further guidance, access the [key steps for experts](#).

Calls for expressions of interest for experts

[Call for expressions of interest for experts \(2021-2027\)](#)

Useful links

- Helpdesk and Support Services
- FAQ for Experts
- Experts dashboard
- List of contracted experts

*Becoming an expert reviewer can help you understand the evaluation process better and you may gain useful experience that helps you become a better applicant*

# 'How to' guides

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



Home Funding ▼ Procurement ▼ Projects & results ▼ News & events ▼ Work as an expert Guidance & documents ▼

Home > Guidance & documents > Guidance & Manuals

## Guidance & Manuals

€ Funding Procurement

### Reference documents

The page reference documents of the programmes managed on the EU Funding & Tenders Portal including legal documents, work programmes, model grant agreements

### Online Manual (2021-2027)

Step-by-step online guide through the Portal processes from proposal preparation and submission to reporting on your on-going project. Valid for all 2021-2027 programm

### H2020 Online Manual (2014-2020)

Step-by-step online guide through the Portal processes from proposal preparation and submission to reporting on your on-going project. Only valid for Horizon 2020.

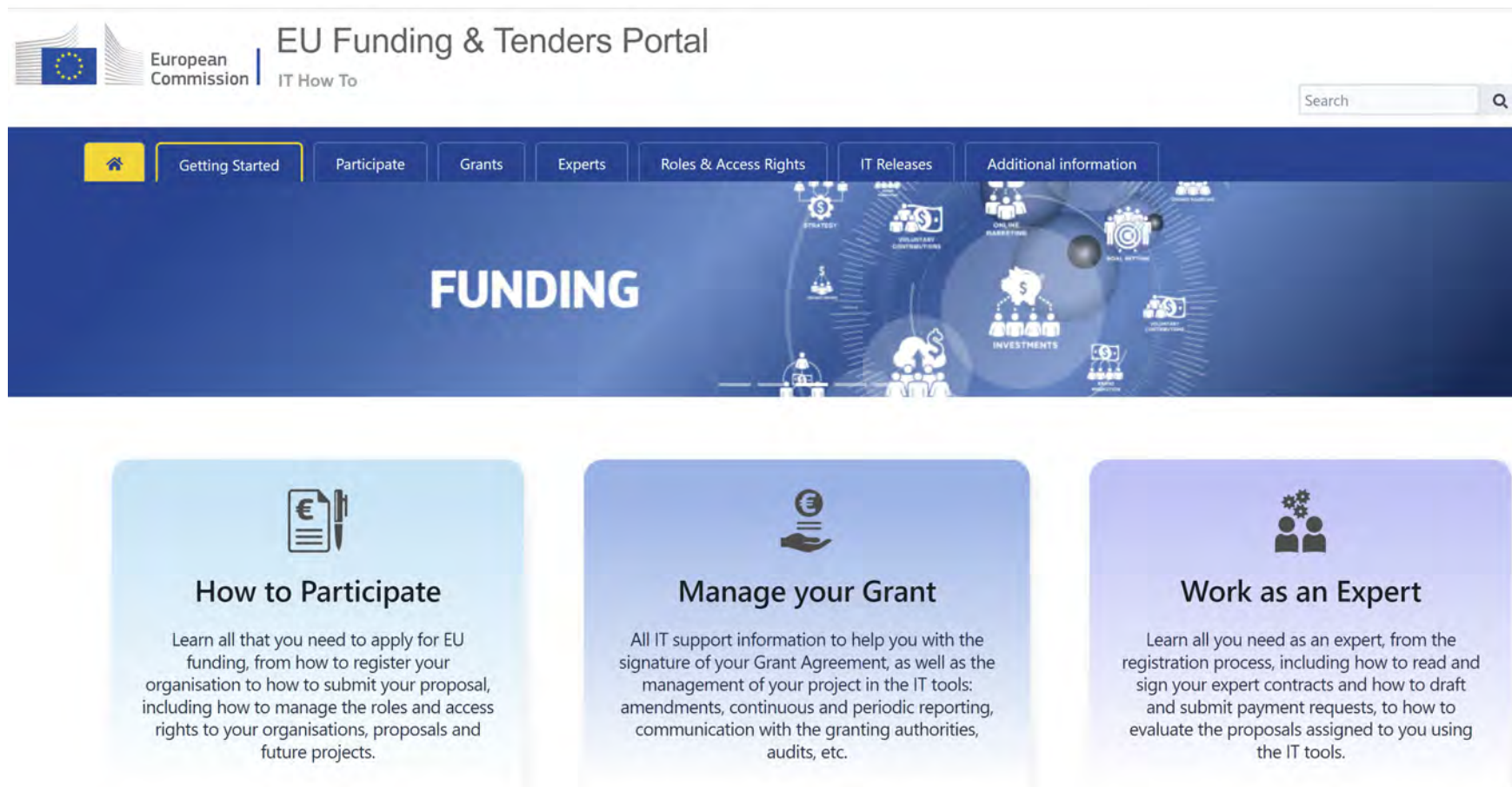
### IT how to

IT support guide with step-by-step walkthroughs and videos.



# 'How to' use the IT tools – guides and videos

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/IT+How+to>



The screenshot shows the 'EU Funding & Tenders Portal' with the 'IT How To' section selected. The header includes the European Commission logo and a search bar. A navigation bar contains links: Home, Getting Started, Participate, Grants, Experts, Roles & Access Rights, IT Releases, and Additional information. The main banner features the word 'FUNDING' and a circular diagram with icons for Strategy, Investments, and other funding-related concepts. Below the banner are three highlighted sections: 'How to Participate' (light blue), 'Manage your Grant' (medium blue), and 'Work as an Expert' (light purple). Each section includes an icon, a title, and a brief description of the content.

**EU Funding & Tenders Portal**  
IT How To

Search

Getting Started Participate Grants Experts Roles & Access Rights IT Releases Additional information

**FUNDING**

**How to Participate**  
Learn all that you need to apply for EU funding, from how to register your organisation to how to submit your proposal, including how to manage the roles and access rights to your organisations, proposals and future projects.

**Manage your Grant**  
All IT support information to help you with the signature of your Grant Agreement, as well as the management of your project in the IT tools: amendments, continuous and periodic reporting, communication with the granting authorities, audits, etc.

**Work as an Expert**  
Learn all you need as an expert, from the registration process, including how to read and sign your expert contracts and how to draft and submit payment requests, to how to evaluate the proposals assigned to you using the IT tools.

# Guide to the Grants Management system

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Grant+management+services+system>

[Home](#) | [Getting Started](#) | [Participate](#) | [Grants](#) | [Experts](#) | [Roles & Access Rights](#) | [IT Releases](#) | [Additional information](#)

/ IT How to / Getting started

## Grant management services system

### Table of contents

- Project information
- The process information
  - Colour explanation
  - Sections
  - Process metro line icons
- Task information
- Getting help

### Getting Started

- How to authenticate with EU Login
- › Funding and Tenders Portal
- My Organisations
- My Proposals
- › **Grant management services system**
- › Audit management services (My Audits)
- How to manage organisation processes

Now you're in the **Grant Management Services** section where you will be able to follow up your proposal. Click [here](#) to find out how to access the Grant Management Services tool.



The Grant Management Services provide three levels of information:

1. Project information
2. Process information
3. Task information

# How to manage your grant in the IT system

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Manage+your+grant>

The screenshot shows the 'EU Funding & Tenders Portal' with the 'IT How To' section selected. The 'Grants' tab is highlighted in the navigation bar. The main content area is titled 'Manage your grant' and features a progress bar with three stages: 'Grant Preparation', 'Grant Signature', and 'Grant Management'. Below this, the 'Grant preparation' section includes 'Proposal Management and Grant Preparation' and 'Grant Agreement Preparation termination'. The 'Grant signature' section includes 'eSignature'. The 'Grant management' section includes 'Amendments', 'Reporting and payments', 'Grant Agreement Termination', 'Project monitoring process - reviews', and 'Audits'.

European Commission | EU Funding & Tenders Portal | IT How To

Search

Home Getting Started Participate **Grants** Experts Roles & Access Rights IT Releases Additional information

/ IT How to

## Manage your grant

Grant Preparation Grant Signature Grant Management

### Grant preparation

Proposal Management and Grant Preparation Grant Agreement Preparation termination

### Grant signature

eSignature

### Grant management

Amendments Reporting and payments Grant Agreement Termination

Project monitoring process - reviews Audits



# Grants system

## Navigating the system

The screenshot displays the 'Participant Portal - Grant Management Services' interface. The top header includes the European Commission logo and the text 'RESEARCH & INNOVATION'. The main content area is divided into several sections:

- Left Sidebar (MY PROJECT):** Contains project details for 'H2020-2020'. Annotations include 'Key Project Data' pointing to the project information and 'Project Tools' pointing to icons at the bottom.
- Top Right:** A 'Process description and reference' annotation points to the 'Proposal Management & Grant Preparation' section, and a 'Process timeline' annotation points to the timeline progress bar.
- Timeline:** A horizontal progress bar showing stages: Submitted (12/04/2013), Evaluated (12/09/2014), Ranked, Invited, Prepared, Signed, and Paid. A yellow box highlights the 'Submitted' stage, with an annotation 'Open and perform the task (Available to you when in a yellow box)' pointing to it.
- Task List:** Below the timeline, a task 'Grant agreement data preparation' is listed. A yellow box highlights the 'Submit to EU' button, with an annotation 'Complete the task (enabled when available to you)' pointing to it.
- Bottom:** Includes links for 'H2020 ONLINE MANUAL' (annotated with 'H2020 Business Information') and a 'HOW TO' button (annotated with 'How to use the IT system').

# Grants system

Information on display when you are logged in

**The Grant Management Services provide three levels of information:**

- 1. Project information**
  - 2. Process information**
  - 3. Task information**
-

# How to – Communicate and access messages in the grants system

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/How+to+access+your+messages>

/ ... / Grant management services system

## How to access your messages

### Table of contents

- Categories
- Who can add messages / reply to messages
- Process communications
  - How to access
  - How to add messages
  - How to add a reply
- Communication Center (project communications)
  - How to access
- How to filter messages
- How to add process messages
- How to add project messages

### Getting Started

- How to authenticate with EU Login
- › Funding and Tenders Portal
- My Organisations
- My Proposals
- ✓ Grant management services system
  - Navigation
  - How to access your documents
  - **How to access your messages**
  - › Notifications GMS
- › Audit management services (My Audits)
- How to manage organisation processes

### Categories

The screenshot displays the 'RESEARCH & INNOVATION' header with the European Commission logo. Below it, the 'MY PROJECT' section features a 'HORIZON 2020' call. A timeline for 'Periodic Reporting' (RIP-101992-1) is shown, with dates 23/02/2018 to 22/08/2019. The timeline includes stages: Draft (04-Aug-2018), Submitted (02-Oct-2018), and Paid. A button 'Launch new interaction with the EU' is visible.

# Types of messages: Process and Project

## Process communications and Communications Centre at Project level

The screenshot shows the 'RESEARCH & INNOVATION Grant Management Services' interface. The left sidebar contains a 'MY PROJECT' section with details for 'HORIZON 2020' and a 'Communications Centre' link highlighted with a red box. The main area shows a timeline for 'Periodic Reporting' and 'Continuous Reporting'. The 'Process communications' link in the sidebar is also highlighted with a red box.

Messages are stored at two levels:

1. **Process communications:** at **process level**
2. **Communication Centre:** at **project level** (all process messages are also stored here together with all other project messages)

The messaging feature allows fast and easy communication between the consortium and the European Union (EU). Particularly during an ongoing **process**, messaging can be useful. These messages will be stored within the process. All messages are also stored at **project** level though, where they can be filtered and sorted according to your needs.

💡 Use "Process communications" to exchange messages concerning a specific process. Use the **Communication Centre** to exchange messages concerning the project and not necessarily to a specific process. The Communication Centre can be also used after the project ended and/or there are no more active process.

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/How+to+access+your+messages#Howtoaccessyourmessages-Howtoaccess>

# Messages in the system: who can see and who can reply

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/How+to+access+your+messages#Howtoaccessyourmessages-Howtoaccess>

## Who can add messages / reply to messages

Everybody having a role in the project can see the messages, but:

- only the Coordinator can add/reply to messages at the project level and in all processes except [Project Monitoring](#)
- Experts can add/reply to messages for [Project Monitoring](#)
- Technical Monitors can add/reply to messages at the project and process level
- relevant EU Officers can add/reply to messages at the project and process level

## Process communications

### How to access

The Grant Management Services will always initially display the **Process List**.

Click **Process communications** in the concerned process box to display all messages related to that process.

⚠ Please note that in case that there are new messages their number will be now displayed on the right hand side of the "Process communications" box.



The screenshot shows a 'Process communications' panel with a list of messages. On the right side of the panel, there is a yellow button labeled 'New message'. The message list contains three entries, all from 'Coordinator (DEVUSERCOORDINATOR, Generic)'.

Message	Time
Message 3 test	11:35
Message 2 Test	11:34
test GAP test	11:34

### How to add messages

Click **Process communications** to open the message facility and press **New message** to create a new message.



This screenshot is similar to the previous one, but the yellow 'New message' button on the right side of the 'Process communications' panel is highlighted with a red rectangular border.









# Grants system

Project information you can see about your projects when you are logged in

## Project information

In the left hand side panel, you can find all key data regarding your project.

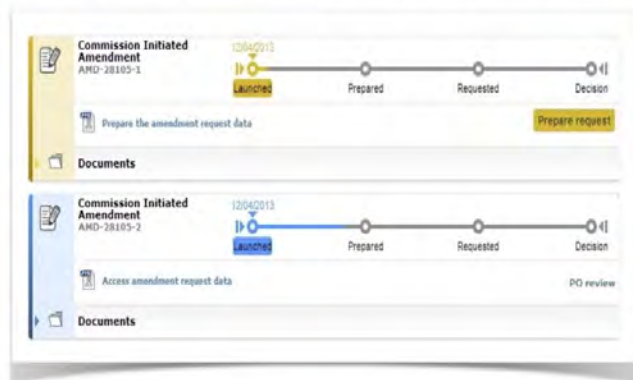
Image	Explanation
	<p>This box contains the <b>key project data</b>, such as:</p> <ol style="list-style-type: none"><li>1. Call</li><li>2. Type of Action</li><li>3. Acronym</li><li>4. Current Phase</li><li>5. Number</li><li>6. Duration</li><li>7. Start Date</li><li>8. Estimated Project Cost</li><li>9. Requested EU Contribution</li><li>10. Contact</li></ol> <p>Click on <b>Latest Legal Data</b>  to see the data of the:</p> <ul style="list-style-type: none"><li>• latest amendment signed by both parties (in case a signed amendment exists)*</li><li>• Grant Agreement (GA) signed by both parties (in case a signed amendment doesn't exist)*</li><li>• latest completed grant preparation session (in case the GA isn't signed yet)</li></ul> <p>* Data update via an Information Procedure is now also visible in this screen.</p> <p>Click on <b>Active Processes</b>  to see all current processes regarding your project.</p> <p>Click on <b>Document Library</b>  to see all relevant documents regarding your project.</p> <p>Click on <b>Communication Centre</b>  to start using the message service.</p> <p>Click on <b>Archived Processes</b>  to consult your completed processes.</p>

# Grants system

Process information - tells you what 'processes' are going on

## The process information

This panel contains the current processes for your project. Each process is defined by a yellow, blue, red or black box (in this example there's two processes running).



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



An amendment is an example of a process

# Understanding a 'process' in the system

## Status of a process: the stage it has reached

### Sections

Each process box consists of four sections:

The **metro line section**, indicating the status of the process.



The **task line section**, indicating the actual tasks to be carried out. Click on the title of the task (Prepare the amendment request data in this example) to start the task. Click the "Prepare request" button to finalise the task.



The **documents section**, containing all relevant documents for the process. Note: obsolete documents are not listed, but can be accessed by clicking on the Document Library button.



The **messages line section**, containing all relevant messages for the process. Note: All messages can also be accessed by clicking on the Messages button



### Process metro line icons

The process metro line can contain the following process icons:

**Proposal Management and Grant Preparation**



**Amendment**



**Deliverable**



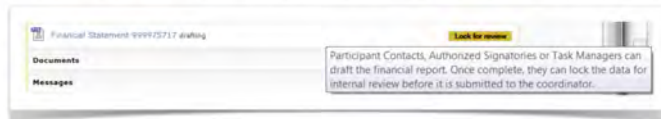


# Task information








## Examples of tasks

### Task information

This is what a task looks like. Each button belonging to the task, will also display a tooltip/ help message when hovering over it.




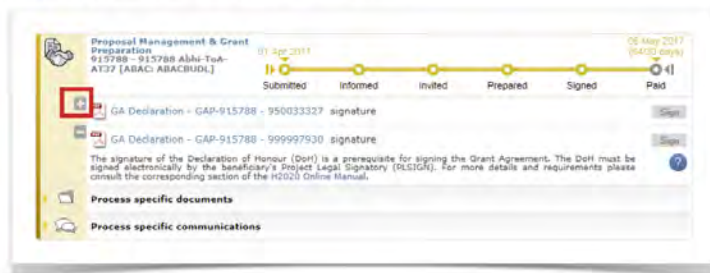
The **task line** can contain the following **document icons**:

Type of document	Description	Document icons
Document	Incoming or outgoing document without electronic signature	
Draft document	Document under preparation	
Obsolete document	Document that has been replaced by another or that is no longer relevant	
Pack document	Several documents belonging to the same group	
Sealed document	Document that is ready for signature	
Sealed and signed document	Document that is signed and in force	
Form to complete	Redirects to a form to complete	

# Task information

## Finding out more and status of tasks

- To **open/expand** the task, click the  button:



- For **open tasks**, a **progress status** is being displayed when clicking on the task:

When clicking on a **task document**, the **progress status** of signing the document is displayed with the help of the following **signature icons**:

Description	icons
The coordinator has signed	
The coordinator hasn't signed yet	
The beneficiary has signed	
The beneficiary hasn't signed yet	
The EU has signed	
The EU hasn't signed yet	

# How to report

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Reporting+and+payments>

The screenshot shows the 'EU Funding & Tenders Portal' with the 'IT How To' section selected. The main navigation bar includes links for 'Getting Started', 'Participate', 'Grants', 'Experts', 'Roles & Access Rights', 'IT Releases', and 'Additional information'. The breadcrumb trail indicates the user is in 'Grant Management'. The main heading is 'Reporting and payments'. Below this, a horizontal process flow shows 'Grant Preparation', 'Grant Signature', and 'Grant Management' (the current step). Under 'Grant Management', there are three main sections: 'Amendments', 'Reporting and payments' (highlighted), and 'Grant Agreement Termination'. Below these, there are two sub-sections: 'Project monitoring process - reviews' and 'Audits'. On the left, a 'Table of contents' box lists: Introduction, Continuous Reporting, Periodic Reporting, Beneficiary Termination Reporting, and Scientific Reporting. On the right, a 'Related pages' box lists: General concepts GMS and Communicating with granting authorities. Below that, an 'Online Manual' box lists: Continuous reporting on milestones & deliverables and Reports & payment requests. At the bottom right, there is an 'FAQ' box.

EU Funding & Tenders Portal  
IT How To

Search

Getting Started Participate Grants Experts Roles & Access Rights IT Releases Additional information

/ ... / Grant Management

## Reporting and payments

Grant Preparation Grant Signature Grant Management

Amendments Reporting and payments Grant Agreement Termination

Project monitoring process - reviews Audits

**Table of contents**

- Introduction
- Continuous Reporting
- Periodic Reporting
- Beneficiary Termination Reporting
- Scientific Reporting

**Related pages**

- General concepts GMS
- Communicating with granting authorities

**Online Manual**

- Continuous reporting on milestones & deliverables
- Reports & payment requests

**FAQ**

You have to report continuously (uploading deliverables, risks etc) as well as submit periodic reports as specified in the Grant Agreement

# Continuous reporting

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Continuous+Reporting>

The screenshot shows the 'EU Funding & Tenders Portal' with the 'Continuous Reporting' section selected. The page features a navigation bar with links like 'Getting Started', 'Participate', 'Grants', 'Experts', 'Roles & Access Rights', 'IT Releases', and 'Additional information'. The main content area is titled 'Continuous Reporting' and includes a 'Table of contents' with links to 'Introduction' and 'Process description and steps'. The 'Process description and steps' section lists three steps: 1. All beneficiaries receive a notification and log on to the Funding & Tenders Portal; 2. All beneficiaries complete their own data as soon as they are available; 3. Each time a periodic report is submitted to the EU, a snapshot is taken from the data entered for the continuous reporting. On the right side, there are three additional sections: 'More about Reporting and payments' with links to 'Continuous Reporting', 'Periodic Reporting', 'Beneficiary Termination Reporting', and 'Scientific reporting process (RESC)'; 'Related pages' with links to 'General concepts GMS' and 'Communicating with granting authorities'; and 'Online Manual' with a link to 'Continuous reporting on milestones & deliverables'. At the bottom right, there is an 'FAQ' section with a link to 'FAQs on the Funding & Tenders Portal'.

European Commission | IT How To

Search

Getting Started Participate Grants Experts Roles & Access Rights IT Releases Additional information

/ ... / Reporting and payments

## Continuous Reporting

### Table of contents

- Introduction
- Process description and steps
  - Step 1: All beneficiaries receive a notification and log on to the Funding & Tenders Portal
  - Step 2: All beneficiaries complete their own data as soon as they are available
  - Step 3: Each time a periodic report is submitted to the EU, a snapshot is taken from the data entered for the continuous reporting

### More about Reporting and payments

- › Continuous Reporting
- › Periodic Reporting
- › Beneficiary Termination Reporting
- › Scientific reporting process (RESC)

### Related pages

- General concepts GMS
- Communicating with granting authorities

### Online Manual

- Continuous reporting on milestones & deliverables

### FAQ

- [FAQs on the Funding & Tenders Portal](#)

# Continuous reporting by beneficiaries

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Continuous+Reporting#ContinuousReporting-Step1:AllbeneficiariesreceiveanotificationandlogontotheFunding&TendersPortal>

## Step 1: All beneficiaries receive a notification and log on to the Funding & Tenders Portal

At the beginning of each project, all beneficiaries will receive a notification to contribute to the continuous reporting tabs. The continuous reporting is collaborative.

To fill in the information the beneficiary must log on to the Funding & Tenders Portal and access the relevant project.

## Types of notifications

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Overview+of+notifications>

The screenshot displays the EU Funding & Tenders Portal interface. At the top, the European Commission logo and 'IT How To' text are visible. A search bar is located on the right. Below the header, a navigation menu includes 'Getting Started', 'Participate', 'Grants', 'Experts', 'Roles & Access Rights', 'IT Releases', and 'Additional Information'. The 'Getting Started' tab is active, showing a breadcrumb trail: '/ ... / Notifications GMS'. The main content area is titled 'Overview of notifications' and features a 'Table of contents' section with a list of notification types, including 'Proposal Management & Grant Agreement Preparation', 'Consortium Requested Amendments', 'EU Services Initiated Amendments', 'Grant Agreement Termination - Consortium Requested', 'Grant Agreement Termination - EU Services Initiated', 'Continuous Reporting', 'Periodic Reporting', 'Complementary Payment', 'Scientific Reporting', 'Project Monitoring - Experts', 'Project Monitoring - Consortium', 'Formal Notification - Consortium Initiated', 'Formal Notification - EU Services Initiated', 'Partner Termination Reporting', 'Recovery Order', 'Audit Result Implementation', 'In-house Audit', 'Outsourced Audit', 'Extension of Audit Findings', 'Acknowledgment of formal notifications from audited organisations', and 'Acknowledgment of formal notifications sent by the European Commission'. A sidebar on the right, titled 'Getting Started', lists various guides such as 'How to authenticate with EU Login', 'Funding and Tenders Portal', 'My Organisations', 'My Proposals', 'Grant management services system', 'Navigation', 'How to access your documents', 'How to access your messages', 'Notifications GMS', 'Formal Notifications', 'Formal Notification - EU Services initiated', 'Overview of notifications', 'Audit management services (My Audits)', and 'How to manage organisation processes'.

# Types of notification

## For Action (FA) or For Information (FI)

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Overview+of+notifications#Overviewofnotifications-ContinuousReporting>

### List of notifications per business process

The table below offers you an overview of the Portal Notification Service (PNS) messages, grouped by business process, and of their recipients' roles.

In order to comply with personal data protection requirements, the messages are sent by the system individually, to each recipient, and not as group e-mails to all concerned users. This way, no personal data of other recipients are disclosed.

Some of the users will be notified for information purposes only, while others will be asked to take action. In the table, the roles who receive the e-mails only for information are marked with **FI (For Information)** and those who need to take on an action task with **FA (For Action)**.

#### Legend:

- FA = For Action
- FI = For Information
- FA/FI = addressed to all users having this role
- FA/FI (task) = addressed to all users having this role of the organisation(s) that have this task
- FA/FI (co) = only addressed to users having this role in the coordinating organisation
- FA/FI (t) = addressed to all users having this role of the terminated organisation
- FA/FI (a) = addressed to all users having this role of the audited organisation
- FA/FI (a, ap) = addressed to all users having this role of the audited organisation in the audited projects;
- FA/FI (a, MB) = addressed to all users having this role of the Main Beneficiaries (if the Audited PIC is a Third Party in the project)
- FA/FI (a, universal takeover) = addressed to all users having this role of the universal takeover beneficiary (if the audited PIC had an universal takeover\* to it in the project)
- FA/FI (a, partial takeover) = addressed to all users having this role of the partial takeover beneficiary (if the audited PIC had a partial takeover\*\* to it in the project)

\* Universal takeover: In all the projects where the PIC is Beneficiary, it is replaced by another PIC. This PIC is the one that receives the universal takeover.

\*\* Partial takeover: this is the same as an universal takeover, but in this case the replacement of the PIC is not in all projects where it is beneficiary. In some projects it will remain beneficiary, in some others it will be replaced by the PIC that receives the partial takeover.



# How to - Submitting deliverables

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Completing+the+Deliverables>

## Completing the Deliverables

### Table of contents

- Which deliverables are displayed
- Upload
- Justification
- Delete and replace
- Dissemination levels
- Notification
- Sort
- Comments
- History
- Amendment
- Reminders
- Export

› Other Tabs for Continuous Reporting, click here to expand...

### Back to continuous reporting

- Continuous Reporting

### Related pages

- General concepts GMS
- Communicating with granting authorities

### Online Manual

- Continuous reporting on milestones & deliverables
- Reports & payment requests

### FAQ

- FAQs on the Funding & Tenders Portal

### Which deliverables are displayed

The deliverables entered during the Grant Preparation are displayed here.

### Upload

Maximum one file per deliverable should be uploaded (the allowed formats for the file are doc, docx, odt, rtf, pdf, csv, zip). If you wish to upload several files, please create a zip and upload that zip.

Remember to submit all deliverables when they are due  
Do not wait for the Periodic Report

# How to – Uploading deliverables

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Completing+the+Deliverables#CompletingtheDeliverables-Upload>

## Upload





Maximum one file per deliverable should be uploaded (the allowed formats for the file are doc, docx, odt, rtf, pdf, csv, zip). If you wish to upload several files, please create a zip and upload that zip.

## Justification

If the deliverable's due date falls in a given reporting period and the deliverable is **not submitted** here on time, before the **periodic report** is "Locked for review" you will be asked to justify the delay.

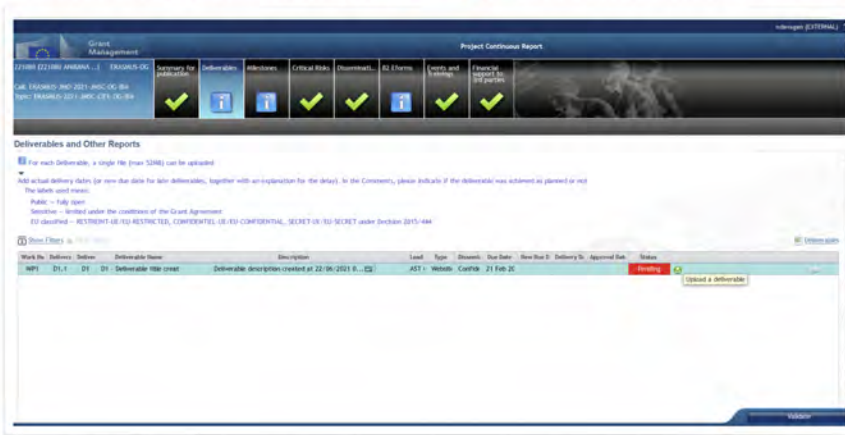
## Status

The status of the deliverable is:

- **Pending**, when a deliverable hasn't been uploaded yet.
- **Draft**, when a deliverable has been uploaded . Once uploaded, a deliverable can be downloaded , deleted  or submitted .
- **Submitted**, when a deliverable has been submitted. You can add a comment (optional) and you are asked to confirm that you wish to submit the deliverable. The date the deliverable has been submitted, will appear in the column "Delivery date". Once the EU Officer has accepted the deliverable, the date he/she accepted will appear in the column "Approval date".

 Note that only the Primary Coordinator Contact (PCOCO) can Submit deliverables.

When the status is displayed with a red background ( **Pending** ) this means that the due date (or the new due date, if revised) has passed.



Work Plan	Deliverable Name	Description	Lead	Type	Document	Due Date	New Due Date	Delivery To	Approval Date	Status
NP1	D1.1	D1 - Deliverable 1001 creat	Deliverable description created at 22/06/2021 8...	AST	Website	21 Feb 25				Pending



# How to - Periodic reporting

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Periodic+Reporting>

The screenshot shows the 'EU Funding & Tenders Portal' with the 'IT How To' section selected. The breadcrumb trail is '/ ... / Reporting and payments'. The main heading is 'Periodic Reporting'. On the left, under 'Table of contents', there is a list of links: Introduction, The reporting process (with sub-links for general, Request for Additional Prefinancing, in case of Universal Takeover of a beneficiary, ERC final reporting, Lump sum, Connecting Europe Facility (CEF) Action Grants, and Cofund-Eranet, CSA-LS, Cofund-PCP/PPI (MFF 2014 -2020)), and Reporting process — Cofund-Eranet, CSA-LS, Cofund-PCP/PPI (MFF 2014 -2020). On the right, under 'More about Reporting and payments', there are links for Continuous Reporting, Periodic Reporting (highlighted), Beneficiary Termination Reporting, and Scientific reporting process (RESC). Below that, under 'Related pages', there are links for Reporting and payments, General concepts GMS, and Communicating with granting authorities.

European Commission | IT How To

Search

Getting Started | Participate | Grants | Experts | Roles & Access Rights | IT Releases | Additional information

/ ... / Reporting and payments

## Periodic Reporting

**Table of contents**

- Introduction
- The reporting process
  - Reporting process — general
  - Reporting process — Request for Additional Prefinancing
  - Reporting process — in case of Universal Takeover of a beneficiary
  - ERC final reporting
  - Reporting process — Lump sum
  - Reporting Process — Connecting Europe Facility (CEF) Action Grants
  - Reporting process — Cofund-Eranet, CSA-LS, Cofund-PCP/PPI (MFF 2014 -2020)

**More about Reporting and payments**

- › Continuous Reporting
- › **Periodic Reporting**
- › Beneficiary Termination Reporting
- › Scientific reporting process (RESC)

**Related pages**

- Reporting and payments
- General concepts GMS
- Communicating with granting authorities

Reports comprise Technical and Financial sections

# Periodic reporting

## System guidance

The periodic reporting process consists of phases:

- Logging in to the Funding & Tenders Portal when you have received a notification
- Completing the report
- Submitting the report to the EDCTP3
- EDCTP3 assesses the report
- EDCTP3 makes the Interim Payment, where applicable

The reporting process

[Reporting process — general](#)

[Reporting process — Request for Additional Prefinancing](#)

[Reporting process — in case of Universal Takeover of a beneficiary](#)

# Periodic reporting

## Steps in the system – Step 1

### Step 1: All beneficiaries receive a notification and log on to the Funding & Tenders Portal

At the end of each reporting period, a beneficiary will receive a notification to complete:

- Their own **Financial Statement** (and the financial report of their Affiliated Entity (Third Party), if any).
- Their contribution to the **Technical Part of the Periodic Report** (this is common for all beneficiaries in the project)

To fill in the information the beneficiary must log on to the Funding & Tenders Portal and access the relevant project.

In the right-hand side of your screen, in the process list, you will find the Periodic Reporting process.

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' portal. On the left, a sidebar lists project details for 'HORIZON-HYPERION' and 'HORIZON-HYPERION-2'. The main area shows the 'Periodic Reporting' process for 'REP-236417-1 - period 14/06/2020 > 13/02/2022'. A progress bar indicates the current status is 'Draft', with subsequent stages being 'Submitted', 'Observations', and 'Paid'. Below the progress bar, a list of tasks is shown, including 'Technical Part contribution', 'Financial Part AST GmbH [PIC 973276467]', 'Financial Part CEA [PIC 99992401] (as TP)', and 'Periodic Report composition'. Each task has a 'Lock for review' button, and the 'Periodic Report composition' task has a 'Submit to EU' button. The bottom of the screen shows links to 'H2020 ONLINE MANUAL' and 'ONLINE MANUAL'.

⚠ In the right-upper corner of the process box, a link to the Periodic Reporting will lead you to an overview of the periodic report consisting of **both** the **Financial Statement** and the **Technical Part of the Periodic Report**.

# Periodic reporting

## Step 1 continued

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' portal. The header includes the European Commission logo and a user profile for 'Olivier Derauw'. A sidebar on the left lists project details and navigation options like 'Latest Legal Data', 'Active Processes', and 'Document Library'. The main content area is titled 'MY PROJECT' and shows the 'Periodic Reporting' process for project 236417, which is currently in the 'Draft' stage as of 14 Feb 2022. A progress bar indicates the stages: Draft, Submitted, Observations, and Paid. Below the progress bar, a list of tasks is shown, including 'Technical Part contribution', 'Financial Part AST GmbH [PIC 973276467]', 'Financial Part CEA [PIC 999992401] (as TP)', and 'Periodic Report composition'. Each task has a 'Lock for review' button, except for 'Periodic Report composition' which has a 'Submit to EU' button. At the bottom, there are links for 'H2020 ONLINE MANUAL' and 'ONLINE MANUAL'.

**RESEARCH & INNOVATION**  
Grant Management Services

Help

Olivier Derauw

**MY PROJECT**

Call: HORIZON-HLTH-2021-CORONA-01  
Type of Action: HORIZON-RIA  
Acronym: 236417 OIJD - GP  
REPA [ABAC: ABACBUDT]  
Current Phase: Grant Management  
Number: 236417  
Duration: 36 months  
GA based on the: HE MGA — Multi & Mono - 1.null  
Start Date: 01 Mar 2022  
Estimated Project Cost: €140.00  
Requested EU Contribution: €50.00  
Contact: Ioana-Andreea VLAD

Latest Legal Data  
Active Processes  
Document Library  
Communication Centre  
Archived Processes

H2020 ONLINE MANUAL  
ONLINE MANUAL

**Periodic Reporting**  
14/08/2020 > 13/02/2022

14 Feb 2022

Draft Submitted Observations Paid

Technical Part contribution  
Financial Part AST GmbH [PIC 973276467]  
Financial Part CEA [PIC 999992401] (as TP)  
Periodic Report composition

Lock for review  
Lock for review  
Lock for review  
Submit to EU

Process documents  
Process communications  
Process history

**Continuous Reporting**  
236417 - 236417 OIJD - GP  
REPA [ABAC: ABACBUDT]

14 Feb 2022

Started Completed

Continuous reporting data

Process documents  
Process communications

# Periodic reporting

## Step 1 (continued)

Grant Management

Project Periodic Report

n003qv4w (EXTERNAL) ?

236417 (Z36417 OI0 - G...)	HORIZON...	Project Summary	Deliverables	Milestones	Critical Risks	Disseminat... Activities	Patents (IPR)	Communic... Activities	Tech. Report (Part B)	Financial Statements	Researchers involved in the project	Beneficiaries Feedback	Impact	Results	Other Results
Period No: 1	Duration (months): 18	✓	i	i	✓	✓	✓	✓	i	i	✓	✓	✓	✓	✓
Reporting Period : [14 Aug 2020 - 13 Feb 2022]															

### Project Summary for publication

**i** This section is structured in four sub-sections that must be completed on-line with suitable quality to enable direct publication by the Commission/Agency/other EU funding body. It should be easy to read i.e. written in a language easily understandable by a broader public, thereby promoting the dissemination and supporting the exploitation of EU funded results. It should preferably not exceed 7480 characters (equivalent to two pages of a text document). This part must not contain any confidential or personal data (e.g. names and addresses).

The summary for publication must be drafted as a "stand-alone" text. No references should be made to other parts of the report. References can be made only to publicly available information.

Beside the summary filled within the tool, diagrams or photographs illustrating and promoting the work of the project can be provided (only as images).

#### Context and overall objectives

text

Validate

# Periodic reporting

Step 2 Beneficiaries complete Financial Part and contribute to Technical Part

Beneficiaries e-sign and submit their Financial Statement to the Coordinator  
Read the [guidance](#) first on producing the financial statement

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' portal. The top navigation bar includes the European Commission logo, the title 'RESEARCH & INNOVATION Grant Management Services', a 'Help' dropdown, and the user name 'Olivier Derauw'. The main content area is divided into a left sidebar and a central workspace.

**Left Sidebar (MY PROJECT):**

- Call: HORIZON-HLTH-2021-CORONA-01
- Type of Action: HORIZON-RIA
- Acronym: 236417 OIID - GP
- REPA [ABAC: ABACBUDT]
- Current Phase: Grant Management
- Number: 236417
- Duration: 36 months
- GA based on the: HE MGA — Multi & Mono - 1.null
- Start Date: 01 Mar 2022
- Estimated Project Cost: €140.00
- Requested EU Contribution: €50.00
- Contact: Ioana-Andreea VLAD
- Buttons: Latest Legal Data, Active Processes, Document Library, Communication Centre, Archived Processes

**Central Workspace:**

**Periodic Reporting**  
REP-236417-1 - period  
14/08/2020 > 13/02/2022

A progress bar shows the stages: Draft (14 Feb 2022), Submitted, Observations, and Paid. The 'Draft' stage is currently active.

**Financial Part** (highlighted with a red box):

- Financial Part - ST GmbH [PIC 973276467] (with a 'Lock for review' button)
- Financial Part - CEA [PIC 999992401] (as TP) (with a 'Lock for review' button)
- Periodic Report composition (with a 'Submit to EU' button)

**Process documents**

**Continuous Reporting**  
236417 - 236417 OIID - GP  
REPA [ABAC: ABACBUDT]

A progress bar shows the stages: Started (14 Feb 2022) and Completed.

**Continuous reporting data**

**Process documents**




# Periodic reporting

## Step 2 (continued)

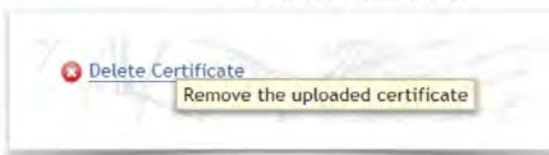
Complete the requested information and save.

Description	Unit	Amount
(a2) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons	unit (local accounting practices)	0.00 €
(a3) A.4 SME owners and natural person beneficiaries	unit	0.00 €
<b>Self-owned/natural person costs:</b>		
(b) Subcontracting costs	actual	0.00 €
(c) Purchase costs		
(c1) C.1 Travel and subsistence	actual	10.00 €
(c2) C.2 Equipment	actual	5.00 €
(c3) C.3 Other goods, works and services	actual	5.00 €
(d) Other cost categories		
(d2) D.2 Internally invoiced goods and services	unit (local accounting practices)	0.00 €
(d3) D.3 Transnational access to research infrastructure unit costs	unit	0.00 €
(d4) D.4 Virtual access to research infrastructure unit costs	unit	0.00 €
(e) Indirect costs		
(e1) E. Indirect costs (25% * (a1 + a2 + a3 + c1 + c2 + c3))	Rate rate	17.50 €
(f) Total costs (a1 + a2 + a3 + b + c1 + c2 + c3 + d2 + d3 + d4 + e)		37.50 €
(g) EU contribution to eligible costs		
(g1) Maximum EU contribution (100% * f)		37.50 €
(h) Requested EU contribution (g)		37.50 €
(i) Maximum grant amount (h)		37.50 €
(j) Revenues		

Complete the requested information and, if required, upload  a Certificate on the Financial Statements and fill in the necessary connected data.

If necessary, you may:

-  [View Certificate](#) view the certificate or



-  [Delete Certificate](#) delete the certificate

# Periodic reporting

## Step 2 Locking the report for review

Confirm by flagging the box and clicking OK.

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' interface. The user is logged in as 'Olivier Derauw'. The main section shows the 'Periodic Reporting' workflow for REP-236417-1, covering the period 14/08/2020 to 13/02/2022. The workflow progress bar indicates the current status is 'Draft', with previous stages being 'Submitted', 'Observations', and 'Paid'. A yellow dialog box is overlaid on the screen with the title 'Please read before locking for review'. It contains a checked checkbox and the text 'Are you sure you want to lock for review this report item?'. An 'Ok' button is highlighted with a red box. To the right of the dialog, there are buttons for 'Lock for review' and 'Submit to EU'. The left sidebar lists project details: Call: HORIZON-HLTH-2021-CORONA-01, Type of Action: HORIZON, Acronym: 236417 ORD - CORONA, REPA [ABAC: ABACBUDT], Current Phase: Grant Management, Number: 236417, Duration: 36 months, GA based on the: HE MG, Multi & Mono - L.null, Start Date: 01 Mar 2022, Estimated Project Cost: €140.00, Requested EU Contribution: €50.00, and Contact: Ioana-Andresia VLAD. The bottom left sidebar contains links for 'Latest Legal Data', 'Active Processes', 'Document Library', 'Communication Centre', and 'Archived Processes'.

Same steps can be followed for reporting costs of Affiliated entities



# Periodic reporting

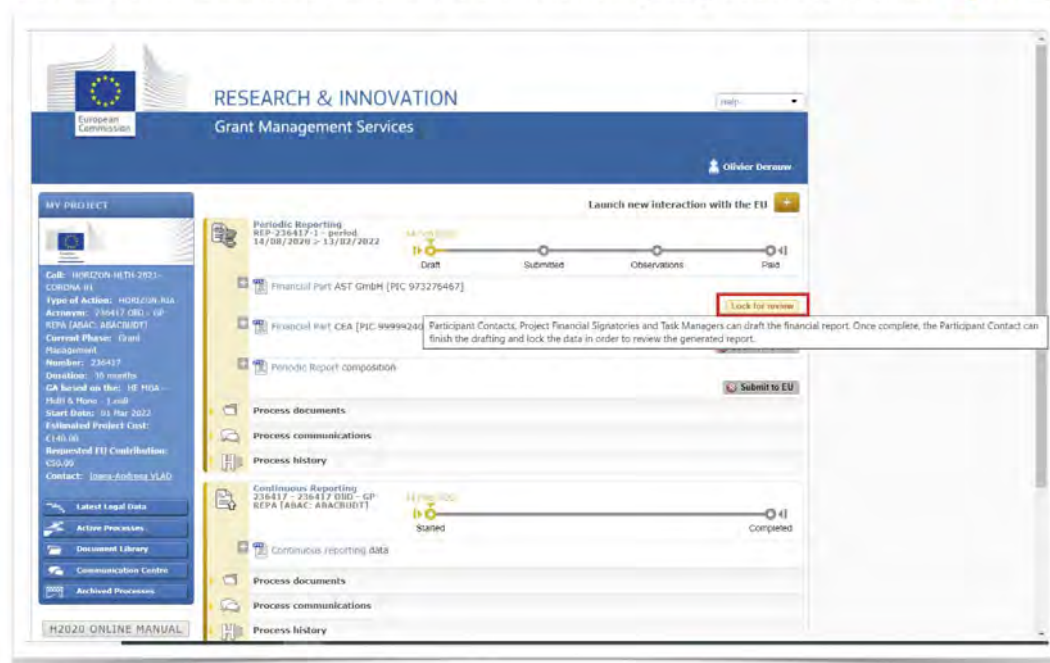
## Step 2 (continued) – Validation and locking for review

Click the **Validation** button to see whether you have filled in all information correctly, then close the current screen and return to the the Funding & Tenders Portal.

### aa. Lock the financial statement for review

**i** Participant Contacts (or Coordinator Contacts if it concerns the coordinating organisation) can finish the drafting and lock the data in order to review the generated report.

Click the "Lock for Review" button, which will prevent further editing **and generate** a pdf document (⚠ This might take a few minutes.)



Confirm by flagging the box and clicking OK.

# Locking your financial statement in the system


The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' interface. On the left, the 'MY PROJECT' sidebar lists project details: Call: HORIZON-HLTH-2021-CORDON-01, Type of Action: HORIZON-RIA, Acronym: 236417-OND - GP REPA [ABAC: ABACBUDT], Current Phase: Grant Management, Number: 236417, Duration: 36 months, GA based on the: HE MGA - Multi & Mono - L null, Start Date: 01 Mar 2022, Estimated Project Cost: €140.00, Requested EU Contribution: €50.00, and Contact: Ioana-Andreea VLAD. The main content area shows a timeline for 'Periodic Reporting REP-236417-1 - period 14/08/2020 > 13/02/2022' with stages: Draft, Submitted, Observations, and Paid. A red box highlights the 'Lock for review' button. Below the timeline, there are sections for 'Financial Part AST GmbH [PIC 973276467]', 'Financial Part CEA [PIC 999992401] (as TP)', and 'Periodic Report composition'. A 'Submit to EU' button is also visible.

This screenshot shows the same interface as the previous one, but with the 'Lock for review' button highlighted in green. A green notification box at the top right states: 'The action lock for review is being processed. This should take a few minutes maximum.' The timeline for 'Periodic Reporting REP-236417-1 - period 14/08/2020 > 13/02/2022' now shows the 'Draft' stage as 'processing...'. The 'Financial Part CEA [PIC 999992401] (as TP)' and 'Financial Statement AST GmbH [PIC 973276467] signature and submission to Coordinator' sections are also visible, along with a 'Submit to EU' button.

# Signing the financial statement in the system

aaa. Electronically sign the Financial Report & submit it to the coordinator to include it in the Periodic Report

 Only users with the role Project Financial Signatory (PFSIGN) can perform this action.

 Note that also users with the roles Participant Contacts, Coordinator Contacts, Primary Coordinator Contacts, Task Managers and Team Members can open the pdf to see the data, but that they can't unlock the data.



RESEARCH & INNOVATION  
Grant Management Services

testlight PARTNERPFSAS

Launch new interaction with the EU

Periodic Reporting  
REP-236417-1 - period  
14/08/2020 - 13/02/2022

14 Feb 2022

Draft Submitted Observations Paid

Financial Statement AST GmbH(PIC 973276407) signature and submission to coordinator  
Unlock to draft Sign & Submit

Financial Statement CEA(PIC 999992401) (as TP) review before submission to coordinator  
Unlock to draft Submit

Periodic Report composition

Process documents  
Process communications  
Process history

Continuous Reporting  
236417 - 236417 OMO - GP  
RFPA [ABAC: ABACBUDY]

14 Feb 2022

Started Completed

Continuous reporting data

Process documents  
Process communications  
Process history

H2020 ONLINE MANUAL

# Unlocking the Financial Statement for revision

Use command 'Unlock to draft' for re-editing and then sign and submit

**RESEARCH & INNOVATION**  
Grant Management Services

Help

testeight PARTNERPFSAS

**MY PROJECT**

Call: HORIZON-HLTH-2021-CORONA-01  
Type of Action: HORIZON-RIA  
Acronym: 236417 OIIO - GP  
REPA [ABAC: ABACBUOT]  
Current Phase: Grant Management  
Number: 236417  
Duration: 36 months  
GA based on the: HE MGA - Multi & Mono - 1.null  
Start Date: 01 Mar 2022  
Estimated Project Cost: €140.00  
Requested EU Contribution: €50.00  
Contact: [Ioana-Andreea VLAD](#)

Latest Legal Data  
Active Processes  
Document Library  
Communication Centre  
Archived Processes

H2020 ONLINE MANUAL  
ONLINE MANUAL

**Periodic Reporting**  
REP-236417-1 - period  
14/08/2020 > 13/02/2022

14 Feb 2022

Draft Submitted Observations Paid

Launch new interaction with the EU +

Financial Statement AST GmbH[PIC 973276467] signature and submission to Coordinator

Unlock to draft Sign & Submit

Financial Statement CEA[PIC 999992401] (as TP) review before submission to coordinator

Unlock to draft Submit

Periodic Report composition

**Process documents**  
**Process communications**  
**Process history**

**Continuous Reporting**  
236417 - 236417 OIIO - GP  
REPA [ABAC: ABACBUOT]

14 Feb 2022

Started Completed

Continuous reporting data

**Process documents**  
**Process communications**  
**Process history**

Proposal Management & Grant

16 Mar 2022

The Project Financial Signatory can unlock to draft the financial report.



# Ready to sign and send to the Coordinator

## Electronic signature by the Financial Signatory

**RESEARCH & INNOVATION**  
Grant Management Services

testeight PARTNERPFSAS

**MY PROJECT**

Call: HORIZON-HLTH-2021-CORONA-01  
Type of Action: HORIZON-RIA  
Acronym: 236417 OIIO - GP  
REPA [ABAC: ABACBUDT]  
Current Phase: Grant Management  
Number: 236417  
Duration: 36 months  
GA based on the: HE MGA - Multi & Mono - 1.null  
Start Date: 01 Mar 2022  
Estimated Project Cost: €140,00  
Requested EU Contribution: €50,00  
Contact: Ioana-Andreea VLAD

Launch new interaction with the EU

**Periodic Reporting**  
REP-236417-1 - period 14/08/2020 > 13/02/2022

14 Feb 2022

Draft Submitted Observations Paid

Financial Statement AST GmbH[PIC 973276467] signature and submission to Coordinator

Financial Statement CEA[PIC 999992401] (as TP) review before submission to coordinator

Periodic Report composition

Process documents

Process communications

Process history

**Continuous Reporting**  
236417 - 236417 OIIO - GP  
REPA [ABAC: ABACBUDT]

14 Feb 2022

Started Completed

Continuous reporting data

Process documents

Process communications

Process history

H2020 ONLINE MANUAL

ONLINE MANUAL

Proposal Management & Grant

16 Mar 2022

**Sign & Submit**

The Project Financial Signatory is invited to electronically sign the financial report and submit it to the Coordinator who may on his turn include it in the periodic report.

# Confirmation step before signature

## Declaration by beneficiary

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' portal. The user is logged in as 'testeight PARTNERPFSAS'. The main section is titled 'MY PROJECT' and shows details for a project under the call 'HORIZON-HLTH-2021-CORONA-01'. The project is in the 'Grant Management' phase. A timeline indicates the current status is 'Draft', with previous stages being 'Submitted', 'Observations', and 'Paid'. A 'Periodic Reporting' task is highlighted, with the period '14/08/2020 > 13/02/2022'. A confirmation dialog box is open, titled 'Please confirm', with a close button (X). The dialog contains the text: 'The beneficiary hereby confirms that:' followed by four bullet points. At the bottom of the dialog, there are 'Ok' and 'Cancel' buttons, with the 'Ok' button highlighted by a red box. The background interface includes a sidebar with links like 'Latest Legal Data', 'Active Processes', 'Document Library', 'Communication Centre', and 'Archived Processes'. The top right has a 'Help' dropdown and a 'Launch new interaction with the EU' button.

RESEARCH & INNOVATION  
Grant Management Services

European Commission

testeight PARTNERPFSAS

MY PROJECT

Call: HORIZON-HLTH-2021-CORONA-01  
Type of Action: HORIZON-PI  
Acronym: 236417 OIJD - GP  
REPA [ABAC: ABACBUDT]  
Current Phase: Grant Management  
Number: 236417  
Duration: 36 months  
GA based on the: HE MGA - Mult & Mono - 1.null  
Start Date: 01 Mar 2022  
Estimated Project Cost: €140,00  
Requested EU Contribution: €50,00  
Contact: Ioana-Andreea VLAD

Periodic Reporting  
REP-236417-1 - period  
14/08/2020 > 13/02/2022

14 Feb 2022

Draft Submitted Observations Paid

Financial Statement AST GmbH (PIC 973276467) signature and submission to Coordinator

Please confirm

The beneficiary hereby confirms that:

- The information provided is complete, reliable and true.
- The costs declared are eligible (see Article 6).
- The costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations (see Articles 17, 18 and 22).
- For the last reporting period: that all the receipts have been declared (see Article 5.3.3).

Ok Cancel

unlock to draft Sign & Submit

unlock to draft Submit

Completed


Continuous reporting data

Process documents

Process communications

# Signature of the financial statement

Authentication of signature is required

testeight PARTNERPFSAS 

## Sign a transaction

Welcome **testeight PARTNERPFSAS**, you have been requested to digitally sign a transaction.  
Please authenticate with your EU Login password to perform the signature.

**Requested by grants**



Description: **Signature of the financial statement for 236417-236417 OIID - GP REPA [ABAC: ABACBUDT] as authorised representative of the legal entity AST ADVANCED SPACE TECHNOLOGIES GMBH**

Reason: **For signature**

Comment

**Password**

**Sign**

 [Printer-friendly Version](#) |  [See the complete transaction](#)

# Processing of the signed statement

What you will see in the system

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' interface. The user is logged in as 'testeight PARTNERPFSAS'. The 'MY PROJECT' section shows details for project HORIZON-HLTH-2021-CORONA-01, including its type, acronym, current phase, number, duration, GA based on, start date, estimated project cost, requested EU contribution, and contact information.

**MY PROJECT**

Call: HORIZON-HLTH-2021-CORONA-01  
Type of Action: HORIZON-RIA  
Acronym: 236417 OId - GP-REPA [ABAC; ABACBUDT]  
Current Phase: Grant Management  
Number: 236417  
Duration: 36 months  
GA based on the: HE MGA — Multi & Mono - 1.null  
Start Date: 01 Mar 2022  
Estimated Project Cost: €140.00  
Requested EU Contribution: €50.00  
Contact: Ioana-Andreea VLAD

**Periodic Reporting**  
REP-236417-1 - period 14/08/2020 > 13/02/2022  
14 Feb 2022

**Launch new interaction with the EU** +

**Process flow:** Draft (14 Feb 2022) → Submitted → Observations → Paid

**Actions:**

- Financial Statement AST GmbH[PIC 973276467] signature and submission to Coordinator (sealing...)
- Financial Statement CEA[PIC 999992401] (as TP) review before submission to coordinator (Unlock to draft, Submit)
- Periodic Report composition

**Process documents**

**Process communications**

**Process history**

**Help**

**testeight PARTNERPFSAS**

The action sign and submitting is being processed. This should take a few minutes maximum.



# Completion of Financial Statement

Check via task 'Periodic Report composition' to see the Financial Statement

**RESEARCH & INNOVATION**  
Grant Management Services

Help

Olivier Derauw

**MY PROJECT**

Call: HORIZON-HLTH-2021-CORONA-01  
Type of Action: HORIZON-RIA  
Acronym: 236417 OHD - GP  
REPA [ABAC; ABACBUDT]  
Current Phase: Grant Management  
Number: 236417  
Duration: 36 months  
GA based on the: HE MGA — Multi & Mono — 1.null

**Periodic Reporting**  
REP-236417-1 - period  
14/08/2020 > 13/02/2022

14 Feb 2022

Draft Submitted Observations Paid

Periodic Report composition

Process documents

Process communications

Process history

Submit to EU

Periodic Report Composition [Period No: 1 (14 Aug 2020 - 13 Feb 2022), Project No: 236417]

Report Item	Status	Action
Technical report	Included	Redo
Financial report	Sent to CO	Redo Include
1 (0/2) Financial Statement AST GmbH[PIC 973276467]		
2 (0/1) Financial Part EPDM [PIC 950033327]	Draft	
3 (0/1) Financial Part UNIVERSITY OF P [PIC 999893752]	Draft	

# Technical reporting in the system

All beneficiaries contribute to the technical reporting

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' interface. The top header includes the European Commission logo and the user 'Olivier Derauw'. The left sidebar, titled 'MY PROJECT', contains project details for 'HORIZON-HLTH-2021-CORONA-01' and a list of navigation links: 'Latest Legal Data', 'Active Processes', 'Document Library', 'Communication Centre', and 'Archived Processes'. The main content area features a timeline for 'Periodic Reporting' (REP-236417-1) from 14/08/2020 to 13/02/2022, with stages: Draft, Submitted, Observations, and Paid. A red box highlights the 'Technical Part contribution' in the list of contributions. Below the timeline, there are sections for 'Process documents', 'Process communications', and 'Process history'. A second timeline for 'Continuous Reporting' (236417 - 236417 OIID - GP REPA [ABAC: ABACBUDT]) is also visible, with stages: Started and Completed.

Click on **Technical Part contribution** to provide your report contributions

# Technical reporting

Tabs relating to the Continuous Reporting (applicable tabs depend on the funding instrument)

[Completing the Communication Activities](#)

[Completing the Critical Risks](#)

[Completing the Datasets \(Horizon Europe\)](#)

[Completing the Deliverables](#)

[Completing the Dissemination Activities](#)

[Completing the Events and Trainings](#)

[Completing the Financial support for 3rd parties questionnaire](#)

[Completing the Gender](#)

[Completing the Impact continuation \(Horizon Europe\)](#)

[Completing the Impact questionnaire \(Horizon Europe\)](#)

[Completing the Infrastructures \(Horizon Europe\)](#)

[Completing the Key Performance Indicators \(KPI\) tab](#)

[Completing the Milestones](#)

[Completing the Other Results questionnaire \(Horizon Europe\)](#)

[Completing the Intellectual Property Rights \(IPR\)](#)

[Completing the Project Summary](#)

[Completing the Publications \(Horizon Europe\)](#)

[Completing the Researchers involved in the project \(Horizon Europe\)](#)

[Completing the Results questionnaire \(Horizon Europe\)](#)

[Completing the Standards Questionnaire \(Horizon Europe\)](#)

Periodic reporting will be much easier if you have already fulfilled the continuous reporting requirements

# Technical reporting

## Important points

All beneficiaries contribute to the technical part

Be careful that two beneficiaries are not working on the same section at the same time inadvertently

If two beneficiaries happen to work on the same data at the same time, then only the one that was first working will have their data saved

The second beneficiary will receive a notification that 'data have been changed' and that their data are lost

When you have completed your contribution or wish to stop, Click the SAVE button

Use the VALIDATION button to check in case errors are preventing saving

Close current screen and return to the main Funding & Tenders Portal

See also [Guidance](#) on completing the Technical Report

# Locking the technical section

Click the **Lock for review** button

The screenshot displays the 'MY PROJECT' section of the European Commission Grant Management Services. The interface includes a sidebar with project details and a main content area with a progress timeline and task list.

**Project Details (Left Sidebar):**

- Call: HORIZON-HLTH-2021-CORONA-01
- Type of Action: HORIZON-RIA
- Acronym: 236417 OHID - GP
- REPA [ABAC: ABACBUDT]
- Current Phase: Grant Management
- Number: 236417
- Duration: 36 months
- GA based on the: HE MGA - Multi & Mono - 1.null
- Start Date: 01 Mar 2022
- Estimated Project Cost: €140.00
- Requested EU Contribution: €50.00
- Contact: Ioana-Andreea VLAD

**Progress Timeline (Top Right):**

Launch new interaction with the EU +

14 Feb 2022

Draft Submitted Observations Paid

**Task List (Main Content Area):**

- Technical Part contribution
- Financial Part: AST GmbH [PIC 973276467]
- Financial Part: CEA [PIC 999992401] (as TP)
- Periodic Report composition
- Process documents
- Process communications
- Process history

**Continuous Reporting Section (Bottom):**

236417 - 236417 OHID - GP  
REPA [ABAC: ABACBUDT]

14 Feb 2022

Started Completed

Continuous reporting data

Process documents

Process communications

**Buttons:**

- Lock for review (highlighted with a red box)
- Lock for review
- Submit to EU

**Footer:**

H2020 ONLINE MANUAL

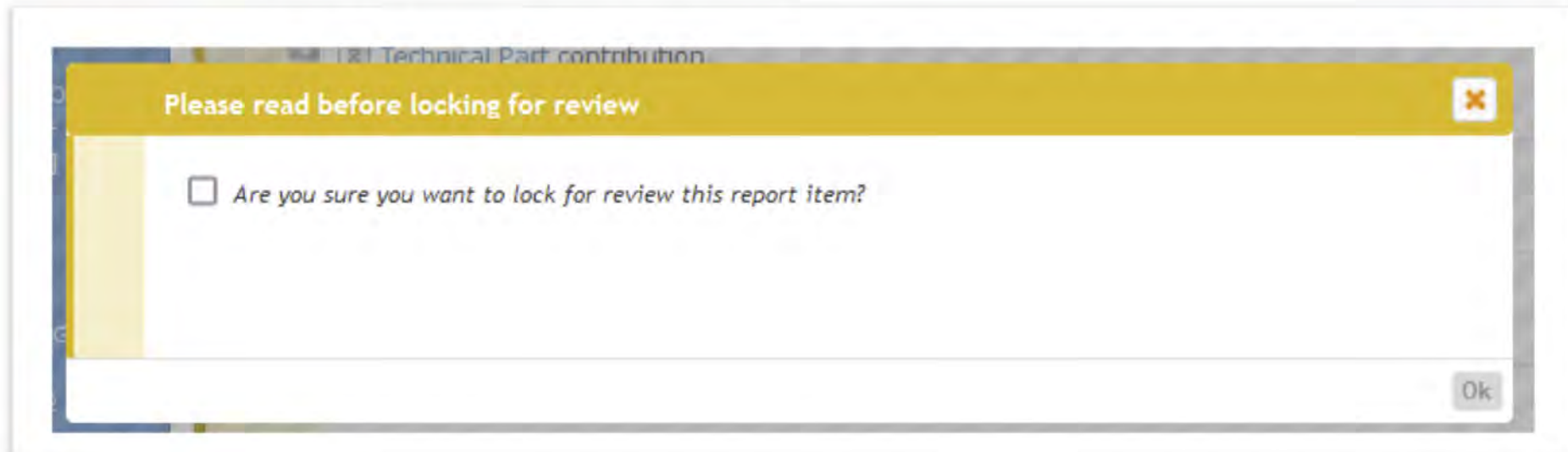
ONLINE MANUAL

**Help Text (Right Side):**

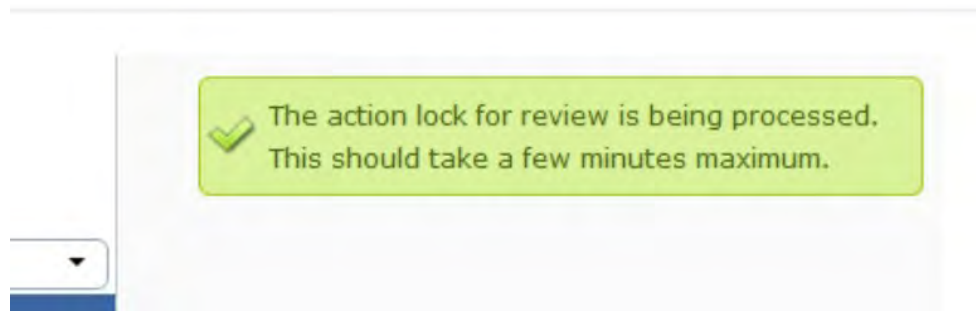
Participant Contacts, Project Financial Signatories or Task Managers can contribute to the technical report; the Coordinator Contact can finish the drafting and lock the data in order to review the generated report.

# Confirm the report lock

Confirm the action by flagging the checkbox and clicking "OK".



The process of locking the report for review may take a few minutes





# Preparing to submit to EDCTP3

## Sections completed

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' portal. The user is logged in as 'Olivier Derauw'. The interface is divided into a left sidebar, a top header, and a main content area.

**Left Sidebar (MY PROJECT):**

- Call: HORIZON-HLTH-2021-CORONA-01
- Type of Action: HORIZON-RIA
- Acronym: 236417 OliD - GP REPA [ABAC: ABACBUDT]
- Current Phase: Grant Management
- Number: 236417
- Duration: 36 months
- GA based on the: HE MGA — Multi & Mono - 1.null
- Start Date: 01 Mar 2022
- Estimated Project Cost: €140.00
- Requested EU Contribution: €50.00
- Contact: [Ioana-Andreea VLAD](#)
- Buttons: Latest Legal Data, Active Processes, Document Library, Communication Centre, Archived Processes

**Top Header:**

- European Commission logo
- RESEARCH & INNOVATION Grant Management Services
- Help dropdown
- User profile: Olivier Derauw
- Launch new interaction with the EU button

**Main Content Area:**

**Periodic Reporting** (REP-236417-1 - period 14/08/2020 > 13/02/2022) - 14 Feb 2022

Progress bar: Draft (active) → Submitted → Observations → Paid

- Technical Part contribution
- Financial Part AST GmbH [PIC 973276467] (locking...)
- Financial Part CEA [PIC 999992401] (as TP) (Lock for review)
- Periodic Report composition (Lock for review)
- Submit to EU button
- Process documents
- Process communications
- Process history

**Continuous Reporting** (236417 - 236417 OliD - GP REPA [ABAC: ABACBUDT]) - 14 Feb 2022

Progress bar: Started (active) → Completed

- Continuous reporting data

All beneficiaries can open the pdf data, but they can't unlock the data or accept & include in the report.

# Step 3 Coordinator checks report

Reviews, accepts and submits the report to EDCTP3

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' interface. The top header shows the European Commission logo and the user 'Olivier Derauw'. The main content area is titled 'MY PROJECT' and features a sidebar with project details and a main area with a timeline and report sections.

**Project Details (Sidebar):**

- Call: HORIZON-HLTH-2021-CORONA-01
- Type of Action: HORIZON-RIA
- Acronym: 236417 OIId - GP
- REPA [ABAC: ABACBUDT]
- Current Phase: Grant Management
- Number: 236417
- Duration: 36 months
- GA based on the: HE MGA — Multi & Mono — 1.null
- Start Date: 01 Mar 2022
- Estimated Project Cost: €140.00
- Requested EU Contribution: €50.00
- Contact: Ioana-Andreea VLAD

**Timeline (Main Area):**

- Periodic Reporting REP-236417-1 - period 14/08/2020 > 13/02/2022
- 14 Feb 2022
- Draft
- Submitted
- Observations
- Paid

**Report Sections (Main Area):**

- Technical Part of Periodic Report review
- Financial Part AST GmbH [PIC 973276467]
- Financial Part CEA [PIC 999992401] (as TP)
- Periodic Report composition

**Buttons (Main Area):**

- Unlock to draft
- Accept & Include
- Lock for review
- Submit to EU

**Continuous Reporting (Main Area):**

- Continuous Reporting 236417 - 236417 OIId - GP REPA [ABAC: ABACBUDT]
- 14 Feb 2022
- Started
- Completed

**Process Documents (Main Area):**

- Process documents
- Process communications
- Process history

**Footer (Main Area):**

- H2020 ONLINE MANUAL
- ONLINE MANUAL

**Tooltip:**

The Coordinator Contact can review the non-financial sections and include them in the periodic report.

The report can also be 'unlocked to draft' and re-edit



## Step 3: Coordinator role

### Checks and submission by the Coordinator

The Coordinator must review and explicitly approve those elements of the Periodic Report to be submitted to EDCTP3

The Coordinator can reject a Financial Statement back to a beneficiary for further editing

(by clicking the **Redo** button)

The Coordinator can approve the Financial Statement and include it in the Periodic Report

(by clicking the **Include** button)

The Coordinator can unlock the Technical Part of the Periodic Report for further editing

(by clicking the **Redo** button)

## Step 3 Coordinator rejects or approves elements

Click on the task Periodic Report composition as shown below

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' interface. The header includes the European Commission logo and a 'Help' dropdown. The user 'Olivier Derauw' is logged in. The main content area is divided into a left sidebar and a main panel.

**MY PROJECT** (Left Sidebar):

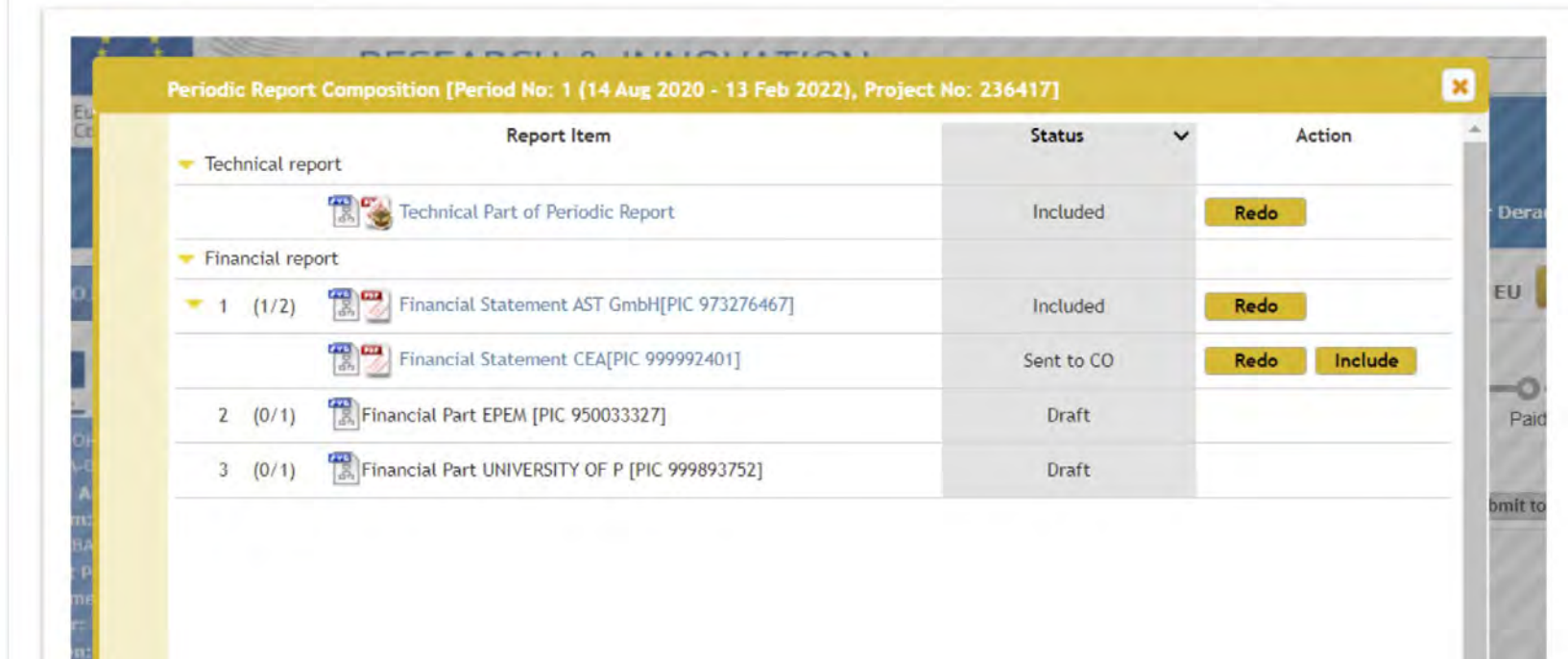
- Call: HORIZON-HLTH-2021-CORONA-01
- Type of Action: HORIZON-RIA
- Acronym: 236417 OIId - GP REPA [ABAC; ABACBUDT]
- Current Phase: Grant Management
- Number: 236417
- Duration: 36 months
- GA based on the: HE MGA — Multi & Mono - 1.null

**Periodic Reporting** (Main Panel):









- REP-236417-1 - period 14/08/2020 > 13/02/2022
- Date: 14 Feb 2022
- Progress bar: Draft (active), Submitted, Observations, Paid
- Task: **Periodic Report composition** (highlighted with a red box)
- Buttons: Submit to EU, Launch new interaction with the EU +
- Menu: Process documents, Process communications, Process history

# Coordinator approves the report in the system

The elements of the report are displayed on screen



Periodic Report Composition [Period No: 1 (14 Aug 2020 - 13 Feb 2022), Project No: 236417]

Report Item	Status	Action
Technical report		
  Technical Part of Periodic Report	Included	<button>Redo</button>
Financial report		
1 (1/2)   Financial Statement AST GmbH[PIC 973276467]	Included	<button>Redo</button>
  Financial Statement CEA[PIC 999992401]	Sent to CO	<button>Redo</button> <button>Include</button>
2 (0/1)  Financial Part EPEM [PIC 950033327]	Draft	
3 (0/1)  Financial Part UNIVERSITY OF P [PIC 999893752]	Draft	

Once the elements of the Periodic Report are approved by the Coordinator, the Periodic Report can be submitted **by the Coordinator** to EDCTP3

The Financial Statements and the Technical Part of the Periodic Report are submitted in a single submission.

## Step 4 Review by EDCTP3

EDCTP3 can accept, request additional information or reject the report

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' interface. The user is logged in as 'Generic DEVUSERCOORDINATOR'. The 'MY PROJECT' section on the left provides details for project REP-1120083-1, including its call number, type of action, acronym, current phase, number, duration, GA based on the, start date, estimated project cost, and requested EU contribution. The main area shows the 'Periodic Reporting' process flow for REP-1120083-1 - period 03/08/2021 > 02/08/2022. The flow is currently in the 'Draft' stage, with a timeline showing 'Draft', 'Submitted', 'Observations', and 'Paid'. A red box highlights a notification: 'Suspension Payment Deadline - Request for Additional Info - REP-1120083-1 - 1'. Below this, there is a section for 'Process documents', 'Process communications', and 'Process history'. The 'Process history' section shows a list of events, with a red box highlighting the event: 'EU requested additional supporting documents on 12 Oct 2022 16:25'. Other events include 'AST GmbH (DEVUSERCOORDINATOR, Generic) submitted the report on 03 Aug 2022 14:18', 'EU made the Periodic Report available to the Coordinator on 03 Aug 2022 14:08', and 'EU launched the periodic reporting on 03 Aug 2022 14:08'. An 'Upload' button is visible next to the 'Complete' button.

A notification is sent to the Coordinator via the Participant Notification System and a response (in this case additional info) should be uploaded

# Coordinator completes the task via system

## Uploading and submitting additional information

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' portal. The user is logged in as 'Generic DEVUSERCOORDINATOR'. The main section shows the 'Periodic Reporting' process for 'REP-1120083-1' with a timeline from '03/08/2021' to '02/08/2022'. The timeline has four stages: Draft, Submitted, Observations, and Paid. A yellow bar indicates the current progress is at the 'Submitted' stage. Below the timeline, there is a section titled 'Suspension Payment Deadline - Request for Additional Info - REP-1120083-1 - 1' with a description 'to read and upload additional supporting documents'. This section contains two buttons: 'Upload' and 'Complete'. The 'Complete' button is highlighted with a red box. A tooltip next to the 'Complete' button reads 'Complete the task and submit the document'. The left sidebar contains project details for 'ERASMUS-JMO-2021-JMSC-OG-IBA', including the type of action, acronym, current phase, number, duration, and contact information.

In the event of rejection or request for revision by EDCTP3 the process starts again



# Step 4 Review process

Coordinator uploads new information and press OK

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' portal. The user is logged in as 'Generic DEVUSERCOORDINATOR'. The main area shows the 'Periodic Reporting' process for 'REP-1120083-1' with a timeline from '03/08/2021' to '02/08/2022'. The timeline has four stages: 'Draft', 'Submitted', 'Observations', and 'Paid'. A document icon indicates a 'Suspension Payment Deadline - Request for Additional Info - REP-1120083-1 - 1' is ready for review. Below this, there is a section for 'upload additional supporting documents' with 'Upload' and 'Complete' buttons.

A modal window titled 'Upload attachment(s)' is open, displaying a warning: 'Please do not upload documents containing personal data (IDs, passports). In order to send such documents, please use secured (encrypted) e-mail or similar secure channel.' Below the warning, it says 'Upload attachments to the document: Additional Info - REP-1120083-1 - 1.' and features a red-bordered button labeled 'Add new attachment'. An 'Ok' button is also visible in the bottom right corner of the modal.

**MY PROJECT**

Call: ERASMUS-JMO-2021-JMSC-OG-IBA  
Type of Action: ERASMUS-OG  
Acronym: 1120083 Payment Letters Erasmus-OG for full cost rejection 2 REPA STARUSY - STARUCH Sylwia [ABAC: ABACBUDT] PF1:RP2  
Current Phase: Grant Management  
Number: 1120083  
Duration: 24 months  
GA based on the: Erasmus+ Operating Grants MGA - Mono - 1.null  
Start Date: 03 Aug 2022  
Estimated Project Cost: €500,00  
Requested EU Contribution: €50,00  
Contact: [Sophie BEERNAERTS](#)

**Periodic Reporting**  
REP-1120083-1 - period 03/08/2021 > 02/08/2022

03 Aug 2022

Draft Submitted Observations Paid

Suspension Payment Deadline - Request for Additional Info - REP-1120083-1 - 1

to read and

upload additional supporting documents

Upload Complete

**Upload attachment(s)**

⚠ Please do not upload documents containing personal data (IDs, passports). In order to send such documents, please use secured (encrypted) e-mail or similar secure channel.

Upload attachments to the document: Additional Info - REP-1120083-1 - 1.

Add new attachment

Ok

1120083 - 1120083 Payment Letters Erasmus-OG for full cost rejection 2 REPA STARUSY - STARUCH Sylwia [ABAC: ABACBUDT] PF1:RP2

03 Aug 2022

Started Completed

# Approval process by EDCTP3

Notification by EDCTP3 is sent with the Payment Letter

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' portal. The user is logged in as 'Generic DEVUSERCOORDINATOR'. The interface is divided into a left sidebar and a main content area.

**Left Sidebar (MY PROJECT):**

- Call: HORIZON-EIC-2021-ACCELERATOROPEN-01
- Type of Action: HORIZON-EIC-ACC-BF
- Acronym: 230000899 SUBRSAR - SUBRAMANIAN Saranya [ABAC: ABACBUDT] PF2:RP3
- Current Phase: Grant Management
- Number: 230000899
- Duration: 48 months
- GA based on the: HE MGA - Multi & Mono - L.null
- Start Date: 18 Feb 2021
- Estimated Project Cost: €11,433,330.25
- Requested EU Contribution: €50.00
- Contact: Mirela DYUKENDZHIEVA
- Buttons: Latest Legal Data, Active Processes

**Main Content Area:**

- Periodic Reporting REP-230000899-3 - period 13/03/2019 > 12/03/2020:** A progress bar shows stages: Draft (05 Sep 2022), Submitted, Observations, and Paid.
- Process documents, Process communications, Process history:** Navigation links for the first reporting period.
- Periodic Reporting REP-230000899-2 - period 13/09/2017 > 12/03/2019:** A progress bar shows stages: Draft (05 Sep 2022), Submitted, Observations (21 Oct 2022 (26/35 days)), and Paid.
- Upload and Submit your Observations on:** A red box highlights the 'Payment Letter - REP-230000899-2' document.
- Buttons:** Upload, Submit to EU, Close without Observations.
- Process documents, Process communications, Process history:** Navigation links for the second reporting period.

Payment letter can also be found under **Process documents**

Coordinator can submit '**Observations**' about the payment or can accept the payment and **Close without Observations**. A final payment letter and notification is sent by EDCTP3.

# Amendments and how to submit them

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Amendments>

The screenshot displays the EU Funding & Tenders Portal website. At the top, the European Commission logo and the text 'EU Funding & Tenders Portal' are visible, along with a search bar. Below the header is a navigation menu with tabs: 'Getting Started', 'Participate', 'Grants', 'Experts', 'Roles & Access Rights', 'IT Releases', and 'Additional information'. The 'Getting Started' tab is selected. Below the navigation menu, the breadcrumb trail shows '/ ... / Grant Management'. The main heading is 'Amendments'. Below this, a horizontal progress bar shows three stages: 'Grant Preparation', 'Grant Signature', and 'Grant Management', with 'Grant Management' being the active stage. Under 'Grant Management', there are several sub-sections: 'Amendments' (highlighted in blue), 'Reporting and payments', 'Grant Agreement Termination', 'Project monitoring process - reviews', and 'Audits'. On the left side, there is a 'Table of contents' section with a list of links: 'Introduction', 'Consortium Requested Amendments', and 'EU Initiated Amendments'. On the right side, there are three sections: 'Related pages' with links to 'General concepts GMS' and 'Communicating with granting authorities'; 'Online Manual' with a link to 'Amendments'; and 'FAQ' with a link to 'FAQs on the Funding & Tenders Portal'.

European Commission | IT How To

Search

Getting Started Participate Grants Experts Roles & Access Rights IT Releases Additional information

/ ... / Grant Management

## Amendments

Grant Preparation Grant Signature Grant Management

Amendments Reporting and payments Grant Agreement Termination

Project monitoring process - reviews Audits

### Table of contents

- Introduction
- Consortium Requested Amendments
- EU Initiated Amendments

### Related pages

- General concepts GMS
- Communicating with granting authorities

### Online Manual

- Amendments

### FAQ

- FAQs on the Funding & Tenders Portal



# How to - Launch an amendment

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/How+to+launch+an+amendment>

The screenshot shows the 'EU Funding & Tenders Portal' with the 'IT How To' section selected. The breadcrumb trail is '/ ... / Consortium Requested Amendments'. The main heading is 'How to launch an amendment'. On the left, a 'Table of contents' box lists six steps: 1. Coordinator login, 2. Launching request and data preparation (with sub-steps a, b, c, d), 3. EU Services review, 4. Project Legal Signatory submission (with an option to withdraw), 5. EU Services assessment, and 6. EU Services acceptance or rejection. On the right, a sidebar contains three sections: 'All pages about Amendments' with a dropdown for 'Consortium Requested Amendments' showing 'How to launch an amendment' and 'How to prepare an amendment' (with a link for 'MFF 2014-2020'), 'Related pages' with links to 'General concepts GMS' and 'Communicating with granting authorities', and 'Online Manual' with a link to 'Amendments'.

European Commission | EU Funding & Tenders Portal | IT How To

Search

Getting Started | Participate | Grants | Experts | Roles & Access Rights | IT Releases | Additional information

/ ... / Consortium Requested Amendments

## How to launch an amendment

**Table of contents**

- Step 1: The Coordinator logs in to the Funding & Tenders Portal.
- Step 2: The Coordinator launches the amendment request, prepares all data and sends to the EU for review
  - a. Launching a new interaction with the Service.
  - b. Preparing the amendment data.
  - c. Locking the amendment request for review
  - d. Sending the amendment request for review by the EU
    - Option: cancel amendment
- Step 3: The EU Services review the amendment request (mandatory)
- Step 4: The Project Legal Signatory signs and submits the amendment request to the EU Services after the EU review
  - Option: withdraw amendment
- Step 5: The EU Services assess the amendment.
- Step 6: The EU Services accept (countersign the amendment) or reject (make available a rejection letter).

**All pages about Amendments**

- ▼ Consortium Requested Amendments
  - **How to launch an amendment**
  - How to prepare an amendment
  - How to prepare an amendment — MFF 2014-2020
  - EU Initiated Amendments

**Related pages**

- General concepts GMS
- Communicating with granting authorities

**Online Manual**

- Amendments

Coordinator submits an amendment request on behalf of the consortium

# Requesting amendments (by the consortium)

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Amendments#Amendments-ConsortiumRequestedAmendments>

## Introduction

Amendments are changes to the Grant Agreement.

Once the Grant Agreement is signed by the Coordinator and the EU Services, an amendment can be launched. Both parties to the Grant Agreement can initiate the amendment request:

### Consortium Requested Amendments

- [How to launch an amendment](#)
- › [How to prepare an amendment](#)
- › [How to prepare an amendment — MFF 2014-2020](#)

### EU Initiated Amendments

- [How to sign an EU initiated amendment](#)
- [Available types for EU Services Initiated amendments — MFF 2014-2020](#)

Amendments are usually requested by projects

The funder (EDCTP3) may initiate an amendment

# Coordinator launches amendment

## Steps in the system

### a. Launching a new interaction with the Service.

**i** Only the Coordinator Contact Person can perform this action.

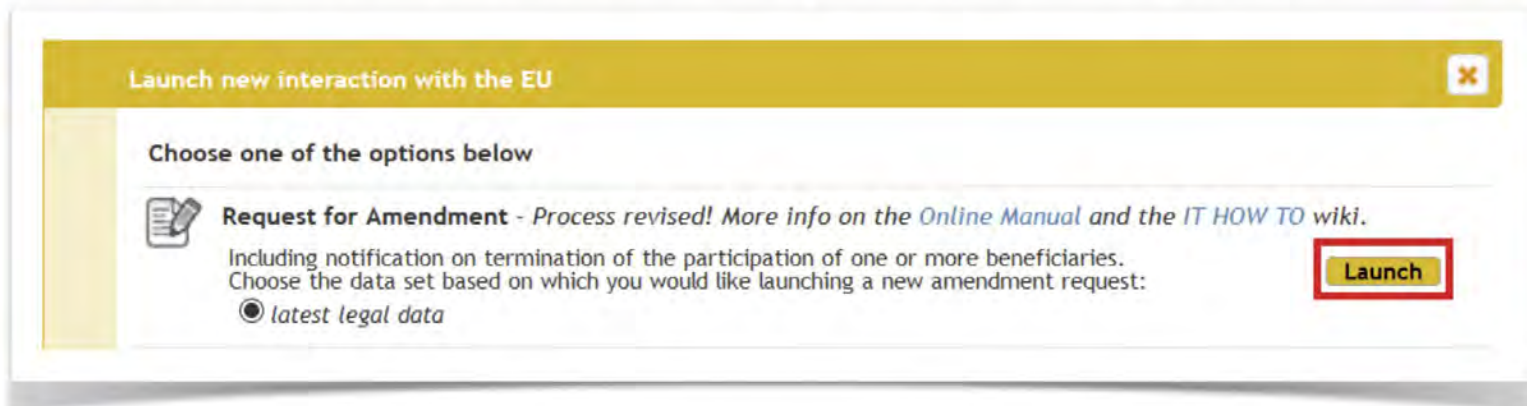
The screenshot displays the 'Grant Management Services' interface. At the top, the title 'Grant Management Services' is on the left, and the user 'Generic DEVUSERCOORDINATOR' is on the right. A red box highlights a button labeled 'Launch new interaction with the EU' with a plus icon. Below this, a section titled 'Consortium Requested Amendment AMD-208167-6' shows a progress bar with five stages: 'Launched', 'Prepared', 'Submitted', 'Admissible', and 'Decision'. The 'Launched' stage is active, with a date '02 Dec 2020' and a play icon. A 'Cancel amendment' button is visible. On the left, there are three menu items: 'Process documents', 'Process communications', and 'Process history'.

Validity of the request is assessed before it can be signed and submitted  
Once it is considered valid, Coordinator locks the data for review which generates a PDF  
Amendment request is '**prepared**' and status moves accordingly

# Coordinator selects an option in the system


## Creating the amendment request

a) launch a new amendment request based on the latest legal data (option selected by default):



Launch new interaction with the EU

Choose one of the options below

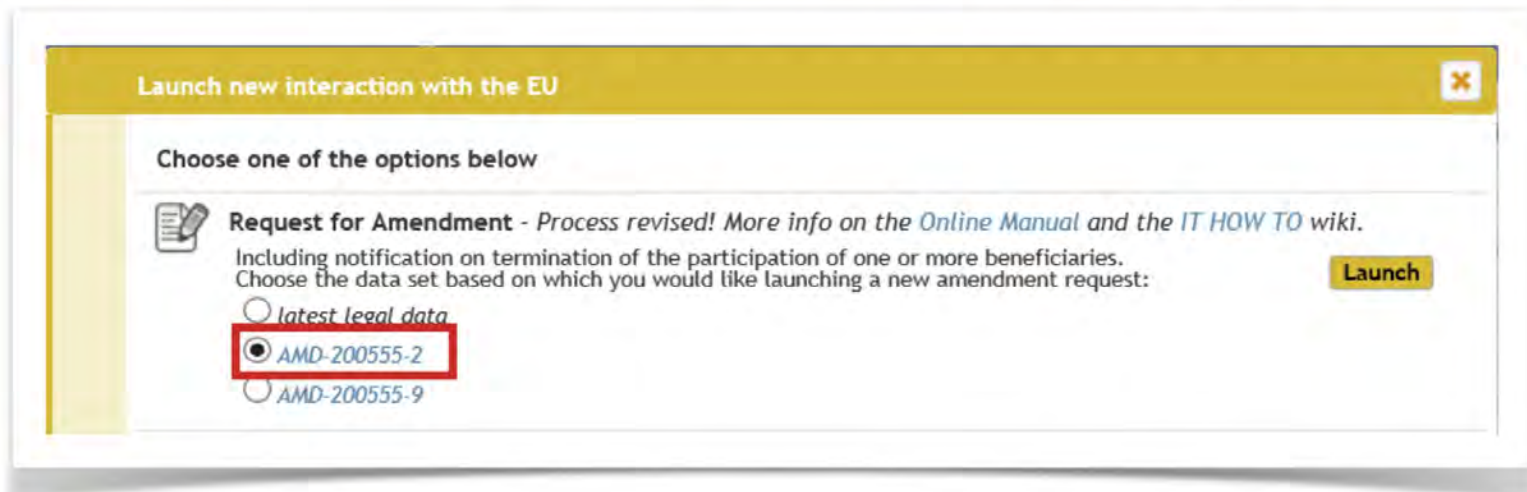
 **Request for Amendment** - Process revised! More info on the [Online Manual](#) and the [IT HOW TO](#) wiki.

Including notification on termination of the participation of one or more beneficiaries.  
Choose the data set based on which you would like launching a new amendment request:

☒ latest legal data


**Launch**

b) or launch a new amendment request based on a previous amendment (for the same project):



Launch new interaction with the EU

Choose one of the options below

 **Request for Amendment** - Process revised! More info on the [Online Manual](#) and the [IT HOW TO](#) wiki.

Including notification on termination of the participation of one or more beneficiaries.  
Choose the data set based on which you would like launching a new amendment request:

☐ latest legal data

☒ AMD-200555-2

☐ AMD-200555-9

**Launch**

# Creating the request for amendment

Generating reference number ready to prepare the amendment

A request for amendment is being created ...

Amendment created with reference AMD-906463-2. The task will appear as soon as the systems completes the launching process.

Refresh processes

Consortium Requested  
Amendment  
AMD-981576-1

Cancel amendment

05 Aug 2020



Launched

Prepared

Submitted

Admissible

Decision

Amendment preparation ⚠

Lock for review

Process documents

Process communications

Process history



# Preparing the amendment

All beneficiaries are involved in process

Consortium Requested Amendment  
AMD-981576-1

05 Aug 2020

Launched Prepared Submitted Admissible Decision

Cancel amendment

Amendment preparation ⚠

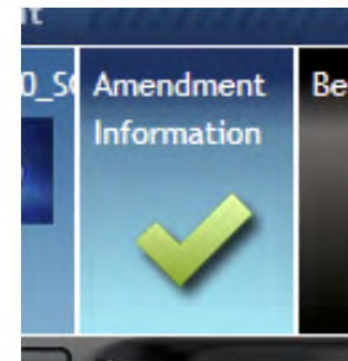
Lock for review

Process documents

Process communications

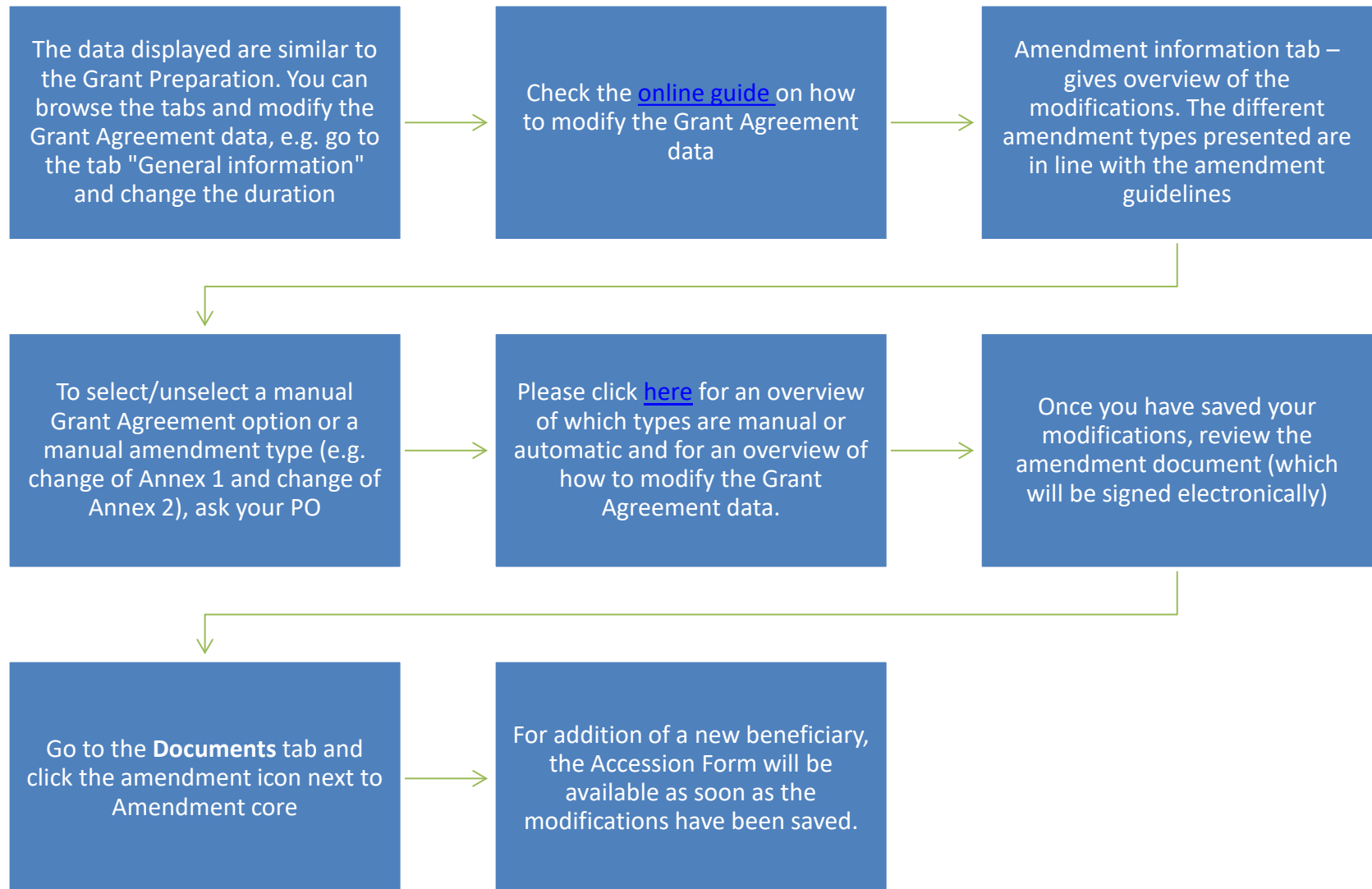
Process history

Click on Amendment Preparation  
This opens a new window  
Click on Amendment Information  
Prepare the amendment data



# Preparing the Amendment

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/How+to+prepare+an+amendment>



# Amendments in the grants system

## Overview of documents and system set up

The screenshot displays the 'Grant Management' interface for 'Amendments of Grant Agreement Data'. The top navigation bar shows the user 'n00370th (EXTERNAL)'. The main content area features a table of tabs: Project Summary, Amendment Information, Beneficiaries, General Information, Reporting Periods, GA Information, GA Options, Financial Information, LF Overview, Work Packages, and Deliverables. The 'Amendment Information' tab is selected, indicated by a red 'X' icon. Below the tabs, a 'DOCUMENTS' button is highlighted with a red box. The 'Documents' section lists various documents for upload, including 'Amendment core', 'Amendment request letter', 'Grant Agreement Data Sheet', 'Annex 2 - Estimated budget of the action', 'Annex 1 - Description of the action (part A)', 'Annex 1 - Description Of Action (part B)', and 'Annex 3b - Administrative Arrangement'. Each document has a PDF icon and a gear icon. An 'Upload' button is located below the list. A 'Validate' button is at the bottom right.

The grants system guides you through the amendment process

- Automatic selection of the relevant amendment types, based on which Grant Agreement information is modified
- List of relevant supporting documents
- Overview and tracking of all changes

Amendment types (AT) are predefined – check the guidance



# View from the grants system

## Amendment information tab

Grant Management

234373 (234373 Laxel...without additional info  
H2022CH1-CSA)

Project Summary Amendment Information Beneficiary General Information Reporting Periods GA Information GA Options Financial Information LF Overview Associated Partners Work Packages Deliverables Milestones Critical Risks

Reference: AMD-234373-6  
Type: CR (Consortium Requested)

Amendment Information

Number: (number will be automatically assigned as soon as the amendment is signed by both parties)  
Reference: AMD-234373-6  
Type: CR (Consortium Requested)  
Justification:  
Additional Information:  
EU signature date:  
Beneficiary signature date:  
Date of entry into force:

Number	The amendment number, automatically assigned as soon as the amendment is signed by both parties
Reference	Amendment request reference number is created automatically when launching the amendment request
Type	
Amendment	Amendment is Commission Initiated (CI) or Consortium Requested (CR)
Notification-based (NB)	Changes of the Grant Agreement that follow a formal notification
Information Procedure (IP)	Changes of the Grant Agreement that do not depend on the agreement of the parties and are applied using an information procedure
Justification	Reason why an amendment is requested
Additional Information	Text to further explain the background of the amendment. This field is optional.
EU signature date	Date the EU/EDCTP3 signed the amendment
Beneficiary signature date	Date the consortium signed the amendment
Date of entry into force	The date the amendment goes into force

# Amendment types

## Automatic types

First the **"Automatic" types** are listed - (the system automatically selects the appropriate types according to the updates which have been done in the different Sygma tabs)

The screenshot shows the 'Grant Management' interface for 'Amendments of Grant Agreement Data'. The 'Amendment Information' tab is active, and the 'Automatic' checkbox is selected under the 'Amendment clauses' section.

**Amendment Information**

EU signature date:  
Beneficiary signature date:  
Date of entry into force:

**Amendment clauses**

Business Refen	Description
<input type="checkbox"/> AT1	Addition of a new beneficiary
<input type="checkbox"/> AT2	Addition of an affiliated entity
<input type="checkbox"/> AT4	Beneficiary termination
<input type="checkbox"/> AT5	Beneficiary termination (non-accession to the GA)
<input type="checkbox"/> AT6	Removal of an affiliated entity
<input type="checkbox"/> AT11	Change of coordinator
<input type="checkbox"/> AT12	Change of the bank account for payments

Validate

# Amendment types

## Manual types

Then the **"Selected by EU" types** are listed - **(the Project Officer manually selects the appropriate type)**

The screenshot displays the 'Grant Management' interface for 'Amendments of Grant Agreement Data'. The top navigation bar includes tabs for Project Summary, Amendment Information, Beneficiaries, General Information, Reporting Periods, GA Information, GA Options, Financial Information, LF Overview, Work Packages, Deliverables, Milestones, Reviews, and Critical Risks. The 'Amendment Information' tab is active, showing a list of amendment types. A red box highlights the 'Selected by EU' section, which includes the following items:

Business Refer.	Description
<input checked="" type="checkbox"/> AT21	Change of Annex 1
<input type="checkbox"/> AT27	Change concerning linked actions
<input type="checkbox"/> AT28	Change of additional information
<input type="checkbox"/> AT37	GA termination (early termination)

Below this, there are sections for 'Selected by beneficiary' and 'Selected by EU or beneficiary', each with a table of amendment types. The 'Selected by EU or beneficiary' section includes:

Business Refer.	Description
<input checked="" type="checkbox"/> AT41	Change of Annex 2

The interface also includes a 'DOCUMENTS' section and a 'Validate' button at the bottom right.

Contact the PO to enable you to launch any of the Manual amendment types (e.g. change of Annex 1)

# Changes to Annex 1

## Changing Annex 1 Part B (DoA)

The Upload button is available once the PO selects this manual type of amendment

The screenshot displays the 'Grant Management' interface for 'Amendments of Grant Agreement Data'. The top navigation bar includes the European Union flag and the text 'Grant Management'. The main header shows 'Amendments of Grant Agreement Data' and a user identifier 'n00370th (EXTERNAL)'. Below the header, a table lists various amendment types with status icons (green checkmark for 'OK', red X for 'Not OK', yellow warning triangle for 'Warning'). The 'DOCUMENTS' tab is selected, and the 'Upload' button is highlighted. The 'Documents' section lists several documents, including 'Amendment core', 'Amendment request letter', 'Grant Agreement Data Sheet', 'Grant Agreement Core', 'Annex 1 - Description of the action (part A)', 'Annex 1 - Description of the action (part B)', and 'Annex 2 - Estimated budget for the action'. The 'Annex 1 - Description of the action (part B)' document is highlighted, and the 'Upload' button is visible next to it.

Amendment Type	Status
Project Summary	Information
Amendment Information	Not OK
Beneficiaries	OK
General Information	Not OK
Reporting Periods	OK
GA Information	Not OK
GA Options	OK
Financial Information	OK
LF Overview	Information
Work Packages	OK
Deliverables	OK
Milestones	OK
Reviews	Warning
Critical Risks	Warning

**Documents**

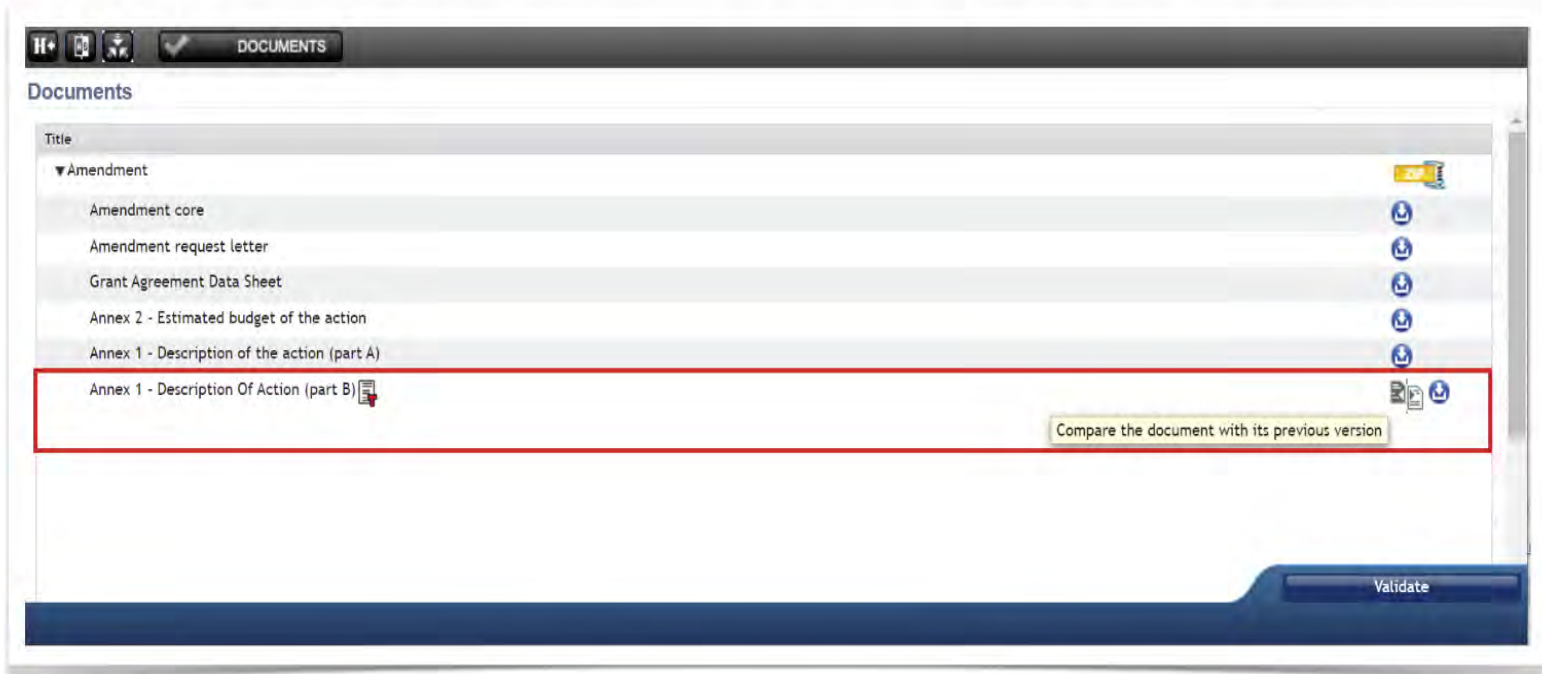
Title	Actions
▼ Amendment	
Amendment core	PDF
Amendment request letter	PDF
Grant Agreement Data Sheet	PDF
Grant Agreement Core	PDF
Annex 1 - Description of the action (part A)	PDF
Annex 1 - Description of the action (part B)	PDF
Annex 2 - Estimated budget for the action	PDF

**Upload**

**Validate**

# Comparing versions of Annex 1

 Optionally, you may also compare the Annex 1 (part B) document with its previous version.



# Annex 1 amendment

## Uploading additional documents

Optionally, you may upload extra files (.pdf, .doc, .docx or .zip) under the **Documents** tab, by ticking the box 'Additional supporting documents'

The screenshot shows the 'Grant Management' interface for 'Amendments of Grant Agreement Data'. The top navigation bar includes tabs for Project Summary, Amendment Information, Beneficiaries, General Information, Reporting Periods, GA Information, GA Options, Financial Information, LF Overview, Associated Partners, and Work Packages. The 'Documents' tab is selected and highlighted with a red box. Below the navigation bar, the 'Documents' section is visible. It contains a list of documents with checkboxes for selection. The checkbox for 'Additional supporting documents' is checked and highlighted with a red box. Other documents listed include 'Amendment core', 'Amendment request letter', 'Grant Agreement Core', 'Grant Agreement Data Sheet', 'Annex 1 - Description of the action (part A)', and 'Annex 1 - Description of the action (part B)'. Each document has an 'Upload' button next to it. A 'Validate' button is located at the bottom right of the interface.

Pressing the reset button allows you to delete/replace the added files

The  button is available once you have completed your upload

Click on SAVE once you have completed the upload



# Selecting the amendment type

By beneficiary or EDCTP3

Grant Management n00370th (EXTERNAL)

218800 (218800 Laxmi [ABAC: ABACBUDT]) ERASMUS-OG

Reference: AMD-218800-4  
Type: CR (Consortium Requested)

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

DOCUMENTS

Amendment Information

Change of legal status  
Universal Transfer of Rights and Obligations

Selected by EU

Business Refer.	Description
<input checked="" type="checkbox"/> AT21	Change of Annex 1
<input type="checkbox"/> AT27	Change concerning linked actions
<input type="checkbox"/> AT28	Change of additional information
<input type="checkbox"/> AT37	GA termination (early termination)

Selected by beneficiary

Business Refer.	Description
<input type="checkbox"/> AT36	Resuming the action after GA suspension

Selected by EU or beneficiary

Business Refer.	Description
<input checked="" type="checkbox"/> AT41	Change of Annex 2
<input checked="" type="checkbox"/> AT43a	Change of the maximum grant amount (Annex 2)

Validate

Grant Management n00370th (EXTERNAL)

218800 (218800 Laxmi [ABAC: ABACBUDT]) ERASMUS-OG

Reference: AMD-218800-4  
Type: CR (Consortium Requested)

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

DOCUMENTS

Amendment Information

Change of legal status  
Universal Transfer of Rights and Obligations

Selected by EU

Business Refer.	Description
<input checked="" type="checkbox"/> AT21	Change of Annex 1
<input type="checkbox"/> AT27	Change concerning linked actions
<input type="checkbox"/> AT28	Change of additional information
<input type="checkbox"/> AT37	GA termination (early termination)

Selected by beneficiary

Business Refer.	Description
<input type="checkbox"/> AT36	Resuming the action after GA suspension

Selected by EU or beneficiary

Business Refer.	Description
<input checked="" type="checkbox"/> AT41	Change of Annex 2
<input checked="" type="checkbox"/> AT43a	Change of the maximum grant amount (Annex 2)

Validate

*'On demand' amendment type also available – not shown here*

# View/preview or edit the amendment text

How to view the text that will appear in the grant agreement

The screenshot displays the 'Grant Management' interface. At the top, a navigation bar includes the European Union flag and the text 'Grant Management'. Below this, a header bar shows 'Amendments of Grant Agreement Data' and a user identifier 'n00370th (EXTERNAL)'. A main menu contains various tabs: 'Project Summary', 'Amendment Information' (highlighted with a red box), 'Beneficiaries', 'General Information', 'Reporting Periods', 'GA Information', 'GA Options', 'Financial Information', 'LF Overview', 'Work Packages', 'Deliverables', 'Milestones', 'Reviews', and 'Critical Risks'. Each tab has a corresponding icon (e.g., information 'i', checkmark, or warning triangle). Below the menu, a 'DOCUMENTS' section is visible. The 'Amendment Information' section is active, showing a list of amendment types (AT24 to AT37) with checkboxes and descriptions. A 'Selected by EU' section is also present, listing 'AT21' (Change of Annex 1) and other amendments. A 'Selected by beneficiary' section is at the bottom. A red box highlights a download icon (a blue circle with a white arrow pointing down) next to the 'AT21' amendment type. A 'Validate' button is located at the bottom right of the interface.

Click  the download icon next to the relevant amendment type

Clicking the document icon, displays a pop-up window with the text to be printed in the Grant Agreement

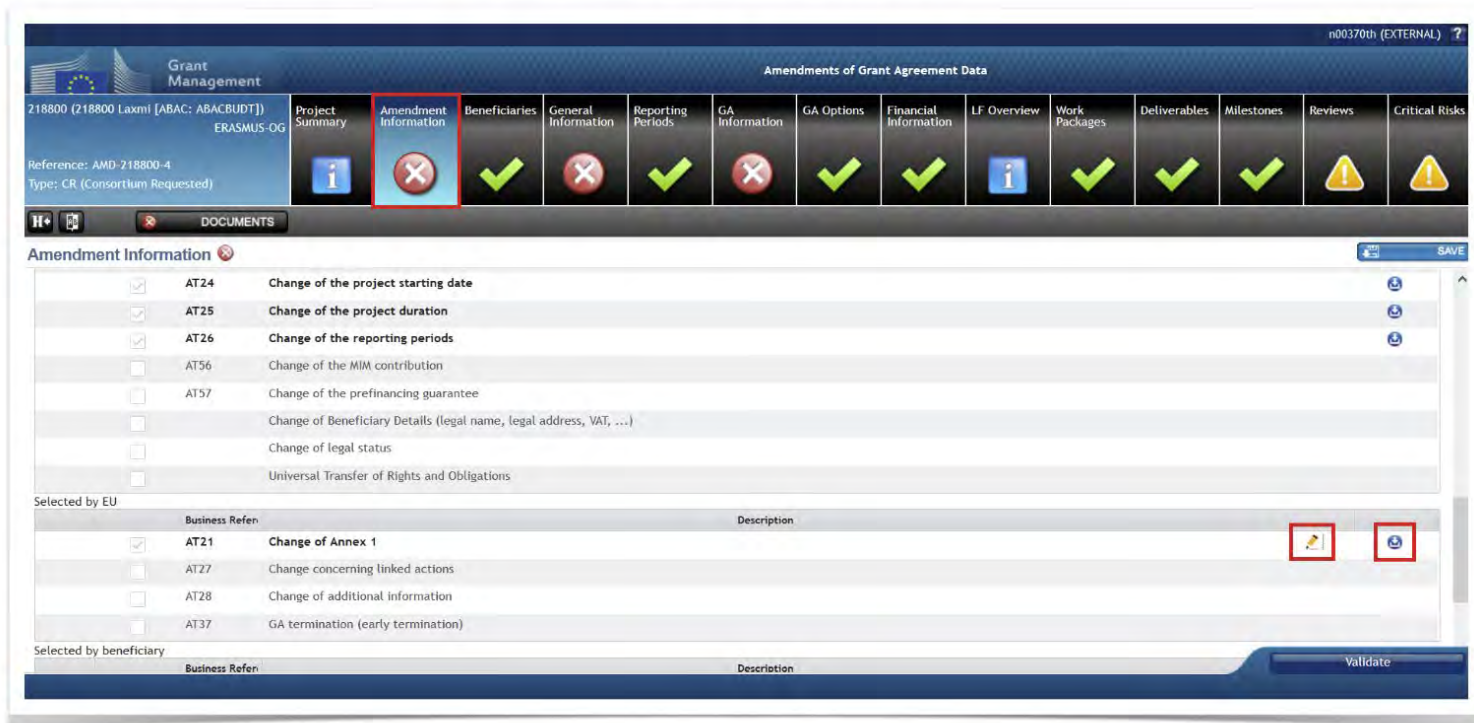


# Adding variable data to the amendment

## How to in the system

Click the pencil icon  to view/edit variable data to the amendment.

Click the download icon  to preview the amendment.








The screenshot displays the 'Grant Management' interface for 'Amendments of Grant Agreement Data'. The 'Amendment Information' tab is selected and highlighted with a red box. Below the tab, a list of amendment actions (AT24, AT25, AT26, AT56, AT57, etc.) is displayed. The 'Selected by EU' section shows a table with columns 'Business Refen' and 'Description'. The 'Selected by beneficiary' section is also visible at the bottom. A red box highlights the pencil icon in the top right corner of the 'Selected by EU' table, and another red box highlights the download icon in the top right corner of the 'Selected by beneficiary' table.

Some of the data (e.g. dates) can be added via pop-up screens

# How to apply the changes for the amendment

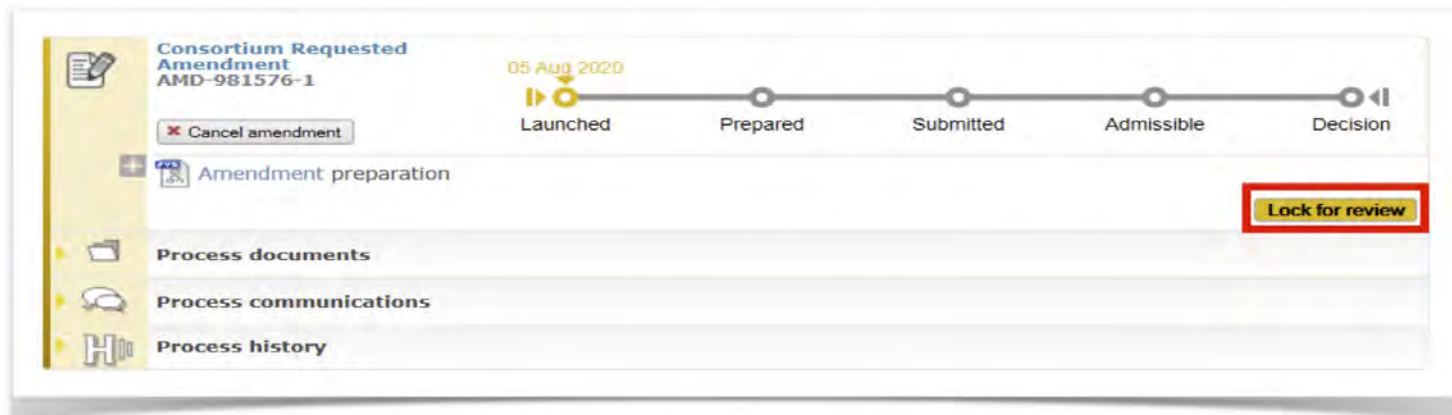
<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/How+to+prepare+an+amendment>

See guidance at end of link above where you can find a table with a detailed guide to each type of amendment (AT) and what you need to change. See example below.

Amendment type nr.	Amendment type		Relevant SyGMA tab*	How to apply the changes
		<ul style="list-style-type: none"><li>* Automatically selected by the system after the updates have been done, or</li><li>* to be manually selected by the Project Officer or the Beneficiary</li><li>* On-demand: requested by the Project Officer from the Service Desk</li></ul>		<ul style="list-style-type: none"><li>* the changes are applied immediately, but you will still have to set the amendment type (automatically/manually) afterwards to deal with the consequences of the change</li></ul>
<div><input type="checkbox"/> Amendment types that can be activated only by the Commission/Agency</div> <div><input type="checkbox"/> The Commission/Agency must be contacted before requesting these amendment types</div> <div>** Amendment types also available after the end date of the project (but NOT after the final payment) or after the termination date</div>				
AT1	<b>Addition of a new beneficiary</b>  *Consortium Requested amendment   If a beneficiary is terminated due to non-accession or other reason and it re-enters in the project via an amendment, then it should (re-)sign the Accession Form and the Declaration of Honour.	Automatic	Beneficiaries	<div>Click on <b>Add new beneficiary</b> to add a new beneficiary</div>  <div>Search for the PIC you would like to add</div>  <div>Select the line of the PIC</div>  <div>Add the short name and select the type of status</div> 

Continue to follow the instructions in the right column to complete

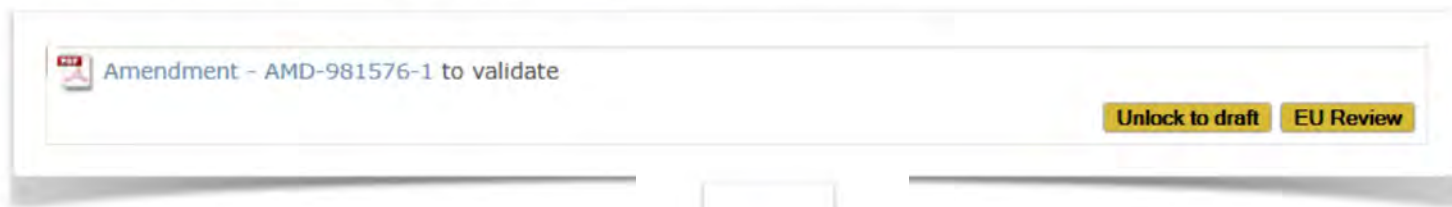
# Coordinator locks the amendment request for review



Keep refreshing the process until the Amendment is generated.



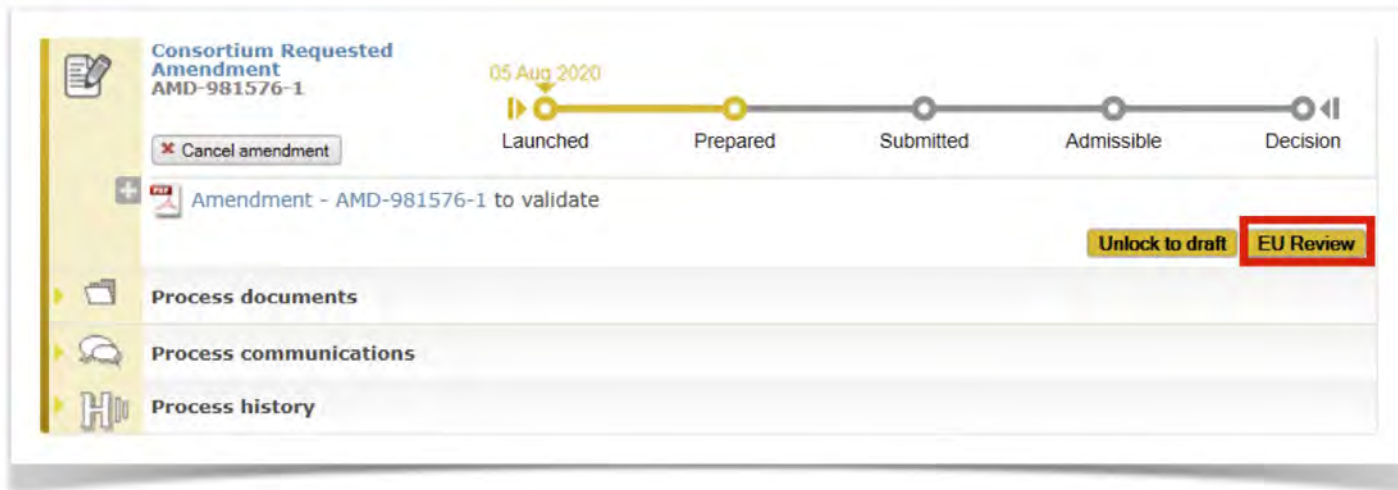
and until the buttons "Unlock to draft" and "EU review" become visible.



Amendment is now at the step

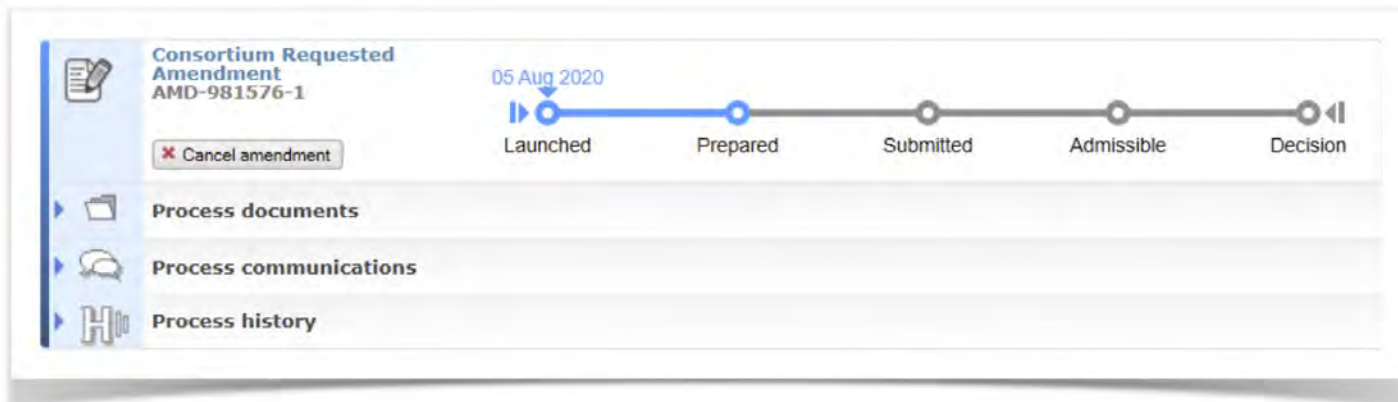


# Coordinator can submit for review or can cancel the 'prepared' amendment



Note: "Unlock to draft" will make the amendment request editable again.

After clicking the "EU Review" button, the process will be in the hands of the EU.



The Coordinator can **Cancel amendment** by clicking the button

# Coordinator signs and submits request

## Similar procedure to GA signature

Request is complete and the system generates the 2 documents (amendment request letter and amendment core) for signature (PDF document, digitally signed to guarantee its security, reliability and authenticity).

The Coordinator's PLSIGN logs into My Projects > Actions > Manage Project > Amendment > Sign & Submit (same procedure as for Grant Agreement; see Signing the Grant Agreement guidance).

The amendment can be previewed, downloaded or printed (before or after signature) from the Documents screen if desired.

The request cannot be altered after it has been signed and submitted.

At this stage the only options are:

- Coordinator withdraws the request
- EDCTP3 rejects the request

## Review of the amendment request by EDCTP3

Timeline of **45 days** to accept or reject the request

EDCTP3 may extend this deadline in circumstances such as

- Complex amendment
- Checks needed about a new participant
- Scientific changes that may require review by independent experts

EDCTP3 will keep the Coordinator informed

# Formal assessment of request by EDCTP3

## Rejection

Consortium informed of rejection via Amendment Rejection Letter

Rejected amendment request is assigned a number e.g. R1, R2

The rejected request is saved and so the information can be recycled/re-used to prepare a new request

Coordinator can withdraw a request up until it is countersigned

Withdrawn requests are saved in the system and can be reused

# Formal assessment of request by EDCTP3

## Acceptance

Acceptance leads to signature (same procedure as [Grant Agreement signature](#) process)

Coordinator and Beneficiaries are informed

View the Countersigned Amendment in Portal Library (*My Projects > Actions > Manage Project > Project Library* )

The countersigned amendment is coded with a sequential amendment number e.g. Grant reference plus assigned number 2 means Amendment 2

Coordinator can withdraw a request up until it is countersigned



# Entry into force and taking effect

Date from which amendment applies

An amendment proposed by the consortium **enters into force** on the day EDCTP3 signs it

It **takes effect** (meaning when the changes to the grant agreement start to apply) can be either:

On a specific date specified in the amendment

OR

On the date of entry into force (signature date by EDCTP3)

Check carefully to ensure eligibility of costs (e.g. Addition of beneficiary is the date specified in the accession form)

# Unusual amendments

## Change of Coordinator without their agreement

This can happen in rare cases

A beneficiary must submit the amendment request acting on behalf of the other beneficiaries

Contact the PO to discuss this amendment - special access rights must be given to the beneficiary in the system

Evidence needed

- Proof of consortium decision to change the Coordinator
- Proof that consortium has selected the beneficiary to act on their behalf
- Opinion of the 'to be removed' Coordinator'(or proof that their opinion was sought)

## Final remarks

Guidance on the **IT tools** that you need to use to apply for funding and to manage your grant is available at

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/IT+How+to>



# EU Funding & Tenders Portal

IT How To

Guidance on all aspects of applying for and managing funding is available at <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>



# EU Funding & Tenders Portal