



EDCTP

Finance & Project Management Training

Nairobi, 23-26 March 2026

Dr Pauline Beattie



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European Union

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1. 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

GH EDCTP3 Joint Undertaking – Fernando Gallego Gimenez



Financial & Ex-post Audit Officer
Global Health EDCTP3 Joint Undertaking

Meet the team

GH EDCTP3 Joint Undertaking – Maxence Rodriguez



Financial Officer
Global Health EDCTP3 Joint Undertaking

Meet the course participants

Introductions

- Name
- Affiliation
- What is your role? Job title, responsibilities
- Global Health EDCTP3 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 Global Health EDCTP3
- To introduce the trainers from the EDCTP Association and the Global Health 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 Global Health 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, 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

The workshop comprises presentation and small group exercises

We will cover questions at end of each session and at the end of each day

Questions, feedback and comments are welcome

Please complete the online survey at the end of the training



Global Health
EDCTP3



Co-funded by the
European Union

This project (Grant Agreement No 101268430)
is supported by the Global Health EDCTP3
Joint Undertaking and its members.

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

The EDCTP Association

Who we are

The EDCTP Association brings together **African and European countries** to strengthen research capacity and support Member States' activities, promote collaboration and knowledge-sharing through the EDCTP programmes and beyond, and coordinate and advocate for sustainable investment in global health research focused on poverty-related and emerging infectious diseases.



The EDCTP Association

Our role



EDCTP

Implementing the EDCTP2 programme (2014-2026)

Founding & governing partner of Global Health EDCTP3 (with the EU)

Platform for international partnerships to advance equitable and sustainable global health research

The EDCTP Association

Where we are and what we do

Europe Office

The Hague, The Netherlands

- Oversees **governance** matters in relation to the Global Health EDCTP3 through the EDCTP Association Board & Global Health EDCTP3 Committee
- Oversees **relationship management** with European member states & stakeholders
- Contributes to Global Health EDCTP3 **communication & outreach** activities

Africa Office

Cape Town, South Africa

- Provides **technical support** for the design & implementation of the Global Health EDCTP3 **capacity development** activities
- Oversees relationship management with African member states & regional stakeholders
- Contributes to Global Health EDCTP3 **communication & outreach** activities

The EDCTP Association does **not** implement the Global Health EDCTP3 programme – this is implemented by the Global Health 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) – applicable for GH EDCTP3

GH EDCTP3 Model grant agreement (Horizon Europe)

- Horizon Europe reference documents [online](#)

The screenshot shows the EU Funding & Tenders Portal website. The browser address bar displays the URL: ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents?programmePeriod=2021-2027&frameworkProgramme=4310839. The page features the European Commission logo and the title 'EU Funding & Tenders Portal'. A navigation bar includes links to Home, Funding, Procurement, Projects & results, News & events, Work as an expert, and Guidance & documents. The 'Guidance & documents' section is active, showing a breadcrumb trail: Home > Guidance & documents > Reference documents. The main heading is 'Reference documents'. On the left, there are filters for 'Periods' (2021 - 2027) and 'Programme' (Horizon Europe (HORIZON)). The 'Grants' section states: '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.' The 'Procurement' section states: 'Reference Documents related to tendering opportunities are published on TED eTendering in the calls for tenders.' At the bottom, there is a search bar labeled 'Filter...' and a list of categories: Legislation, Work programme & call documents, and Grant agreements and contracts.

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

Bookmarks Direct online je belt... CONSOLE PORTAL TEST CONSOLE Pasteur institute sites Learn Dutch | Free o... albelli.nl | Doe wat... Werken bij | LUMC Leer ons kennen

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 (HO... ▼

Programme Horizon Europe (HORIZON) ✕

Grants
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🔍 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 (1 April 2025)
- 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

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 date⁷: [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



3. 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

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

Albania

Armenia

Bosnia and Herzegovina

Canada

Egypt

Faroe Islands

Georgia

Iceland

Israel

Korea

Kosovo

Moldova

Montenegro

New Zealand

North Macedonia

Norway

Serbia

Switzerland

Türkiye

Tunisia

Ukraine

United Kingdom

EDCTP Association

African Association members are eligible for GH EDCTP3 funding

- 16 European and 33 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 March 2026*

Eligibility requirements GH EDCTP3

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- 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 does not need to be the 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 Horizon Europe/GH EDCTP3 grant agreement takes precedence

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

See also Slides from National Contact Point

<https://horizoneuropencpportal.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)

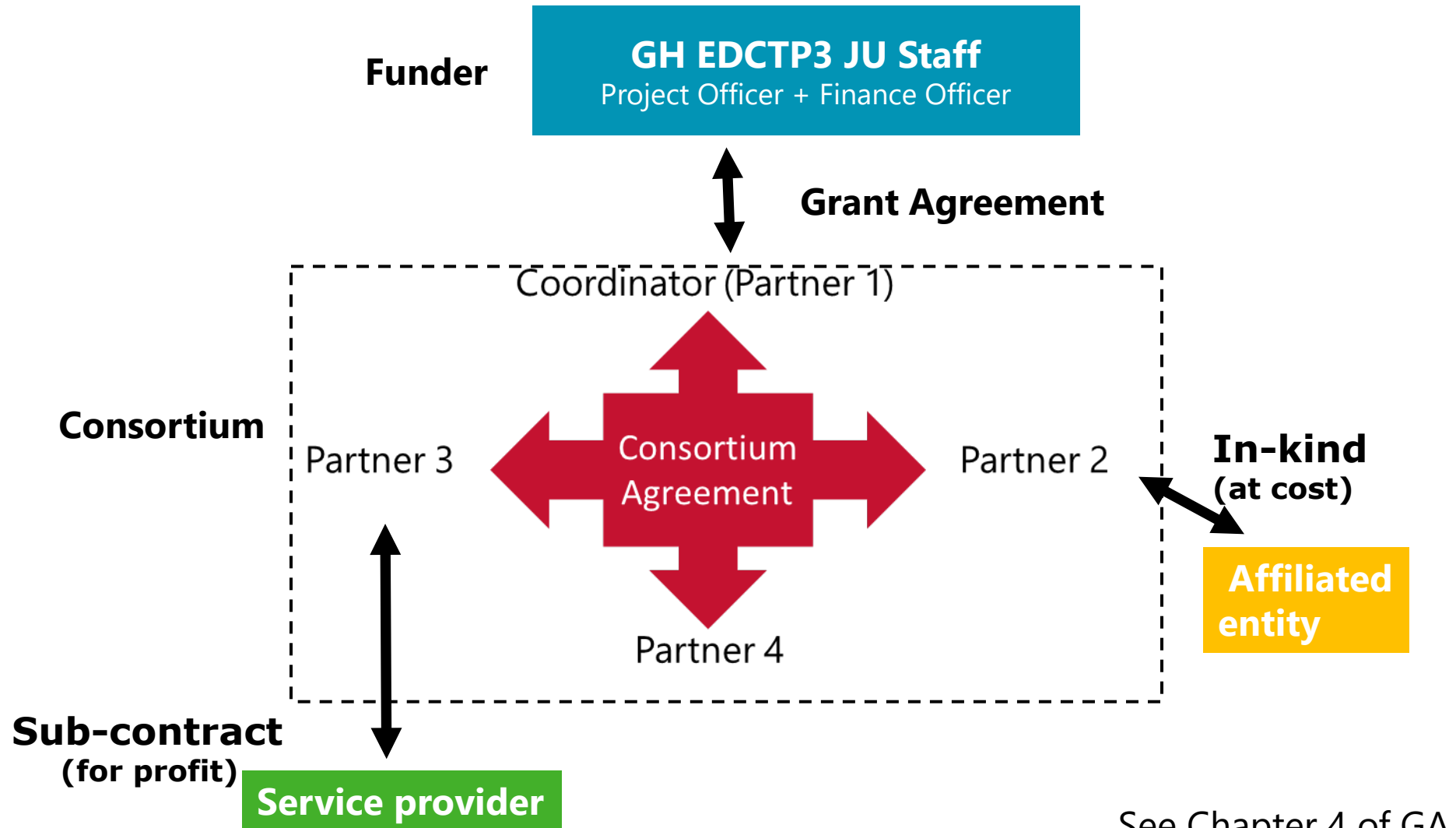
- Do not sign the grant agreement
- Cooperate with the beneficiaries to implement the action
- Their tasks are outlined in the Annex 1
- May not charge costs or contributions to the action
- Beneficiaries are responsible for the proper implementation of the tasks implemented by Associated Partners (quality, 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



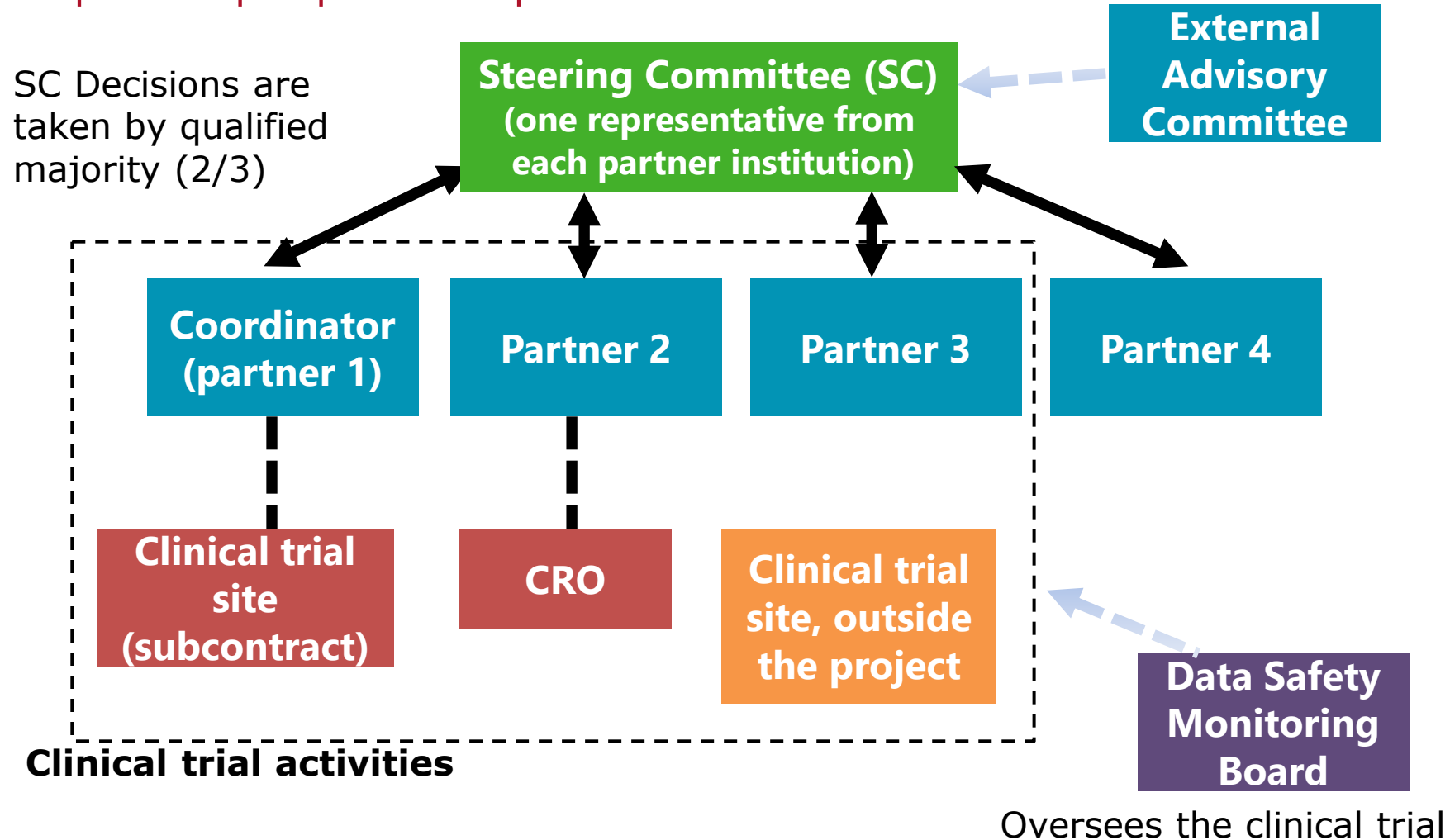
Partners

- 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

Complaints about failed submission

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

an ssion | EU Funding & Tenders Portal

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

Complaints about proposal rejection

Grant preparation

Enter & submit grant data Final legal checks

Grant preparation

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

HOW TO

Creating Annex 1

Instructions and guidance in the EU portal

European Commission | EU Funding & Tenders Portal

nding ▼ 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.

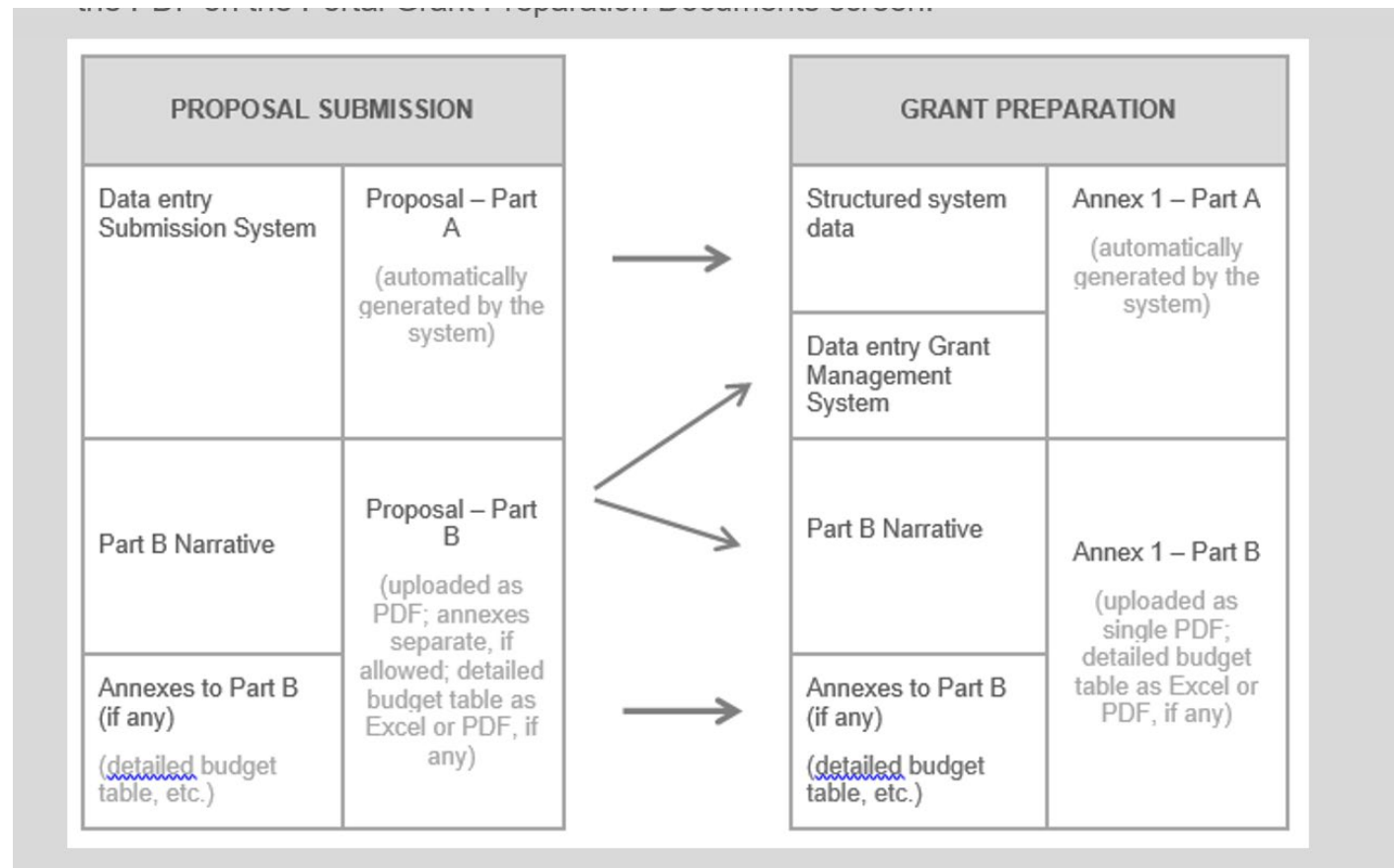
Q Filter...

- > 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 level

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.

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

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



EU Funding & Tenders Portal

IT How To



/ ... / 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

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

Continuous reporting

Upload of deliverables

Grant Management

Project Continuous Report

221080 (221080 ANIBANA ..) ERASMUS-OG

Summary for publication

Deliverables

Milestones

Critical Risks

Disseminati...

B2 Eforms

Events and Trainings

Financial support to 3rd parties

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

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

✓

i

i

✓

✓

i

✓

✓

Deliverables and Other Reports

i

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	Delivera	Deliver	Deliverable Name	Description	Lead	Type	Dissemin	Due Date	New Due D	Delivery D	Approval Dat	Status
---------	----------	---------	------------------	-------------	------	------	----------	----------	-----------	------------	--------------	--------

- **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.

Deliverables

Validate

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

SNIP-AFRICA

Deliverables

CORDIS - EU research results

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

[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)

SNIP-AFRICA

Deliverable 1.1

D1.1 Project Handbook

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

The screenshot displays the 'Project Continuous Report' interface. At the top, there's a navigation bar with 'Grant Management' and 'Project Continuous Report' tabs. Below this is a horizontal menu with icons for different project areas: Project Summary (red X), Researchers involved in the project (yellow warning triangle), Deliverables (blue 'i'), Milestones (blue 'i'), Critical Risks (red X), Publications (blue 'i'), Results (green checkmark), Dissemination activities (green checkmark), Communication Activities (green checkmark), Standards (green checkmark), and Intellectual property rights (IPR) (green checkmark). The 'Critical Risks' tab is currently selected.

Below the menu, the 'Critical Implementation Risks and Mitigation Actions' section is visible. It includes instructions: '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.' and 'Foreseen Risks'. A note states: '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			
The table shows the risks already listed in Annex 1 of the Grant Agreement (read-only).			
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

EU Grants: 1. Create report, additional prematuring report, beneficiary, termination report, ...

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 scientific, economic and societal 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

242924 (242924 RIZOSKO ...) HORIZON-...

Call: HORIZON-ERC-2021-VICECHAIRS-IBA
Topic: HORIZON-ERC-2021-VICECHAIRS-IBA

Project Summary	Researchers involved in the project	Deliverables	Milestones	Critical Risks	Publications	Results	Disseminat... activities	Standards	Patents (IPR)	Communic... Activities	Datasets	Beneficiaries Feedback	Impact	Other Results
✓	✓	i	i	✓	i	✓	✓	✓	✓	✓	✓	✓	✓	✓

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.

No communication activities added

[+ Add Communication Activity](#)

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 shows the 'Grant Management' interface for a project. The 'Project Continuous Report' section contains a row of 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 green checkmark icon. Below the tabs, the 'Dissemination Activities' section is visible, featuring 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.' A table with columns for 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 is partially visible at the bottom.

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*

* mandatory fields

Add

Cancel

Cancelled

Delivered

Ongoing

Postponed

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 101268430)
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

EDCTP3 guidance on logo and text

Communicating about your project

Effective communication helps raise visibility, share results, and attract new talent. It also ensures that policymakers, researchers, and the public understand your project's value and impact.

Page contents

Why communicate?

Communication channels

Acknowledging Global Health EDCTP3 funding

This page provides an overview of the communication requirements and guidelines for projects funded by Global Health EDCTP3, ensuring compliance with the necessary EU visibility rules (Grant Agreement, Article 17 – Communication, Dissemination and Visibility and Annex 5).

Why communicate?

Communicating about your project helps you:

- raise visibility of your work and its contribution to global health;
- highlight Africa–Europe scientific collaboration;
- share results and lessons learned with peers and stakeholders;
- support wider dissemination and uptake of your research;
- attract skilled professionals to your team.

https://www.global-health-edctp3.europa.eu/funding/communicating-about-your-project_en

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>



UNITING EFFORTS
FOR INNOVATION, ACCESS & DELIVERY



PLANNING FOR ACCESS DURING RESEARCH AND DEVELOPMENT

Policies, practices and opportunities to ensure health technologies are available to those that need them most



Example from DNDi

Taken from Planning for Access report

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

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

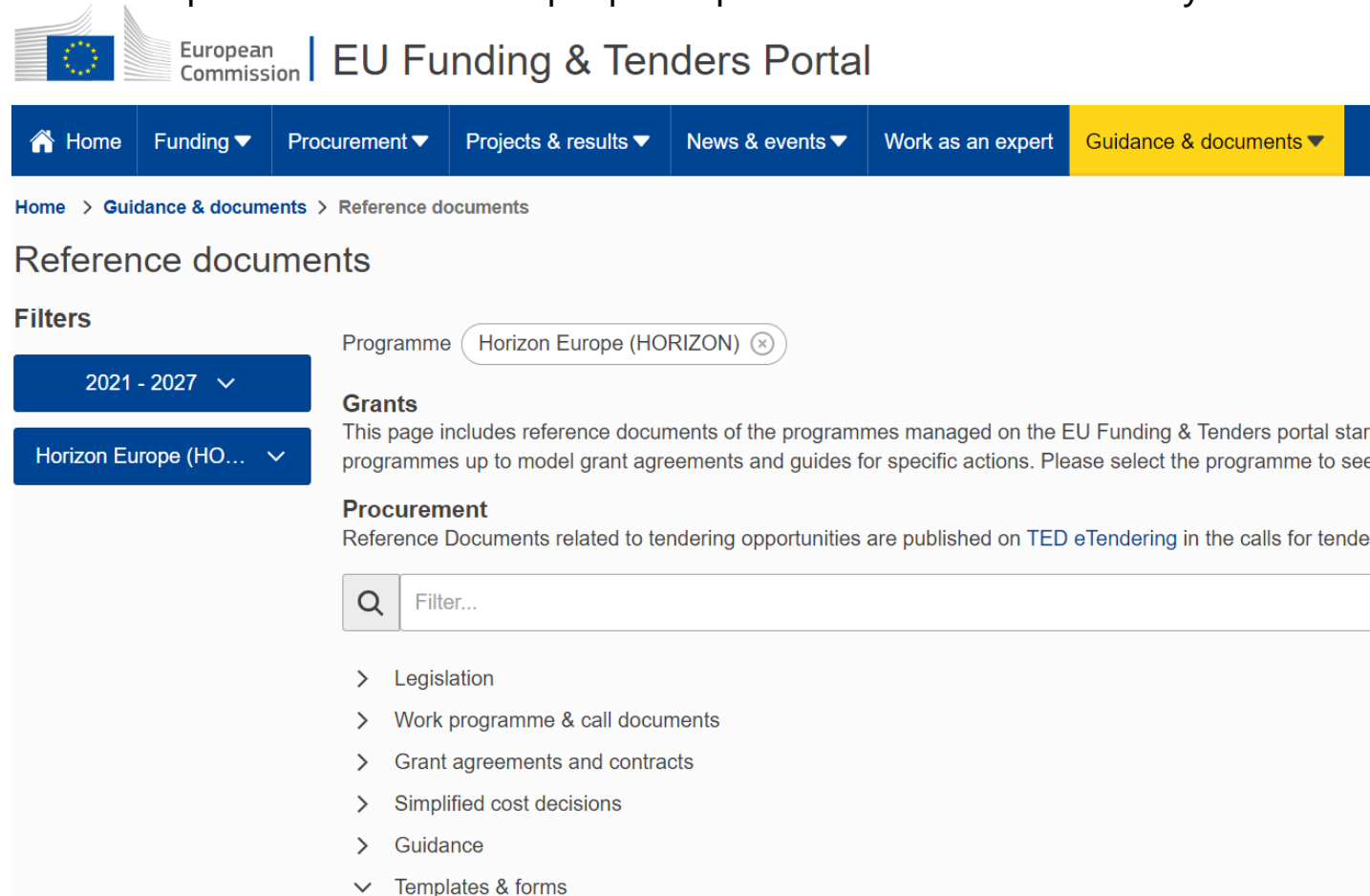
Clinical study covers clinical studies/trials/investigations/cohorts and means, for the purpose of this document, any systematic prospective or retrospective collection and analysis of health data obtained from individual patients or healthy persons in order to address scientific questions related to 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 displays the EU Funding & Tenders Portal interface. At the top, the European Commission logo is followed by the portal's name. A navigation bar includes links for Home, Funding, Procurement, Projects & results, News & events, Work as an expert, and Guidance & documents (highlighted in yellow). Below the navigation bar, a breadcrumb trail shows 'Home > Guidance & documents > Reference documents'. The main heading is 'Reference documents'. On the left, a 'Filters' section contains two buttons: '2021 - 2027' and 'Horizon Europe (HORIZON)'. The 'Programme' filter is set to 'Horizon Europe (HORIZON)'. The 'Grants' section explains that the page includes reference documents for programmes managed on the portal, up to model grant agreements and guides for specific actions. The 'Procurement' section states that reference documents related to tendering opportunities are published on TED eTendering. 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.

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) (x)

Grants

This page includes reference documents of the programmes managed on the EU Funding & Tenders portal starting from 2021 up to model 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

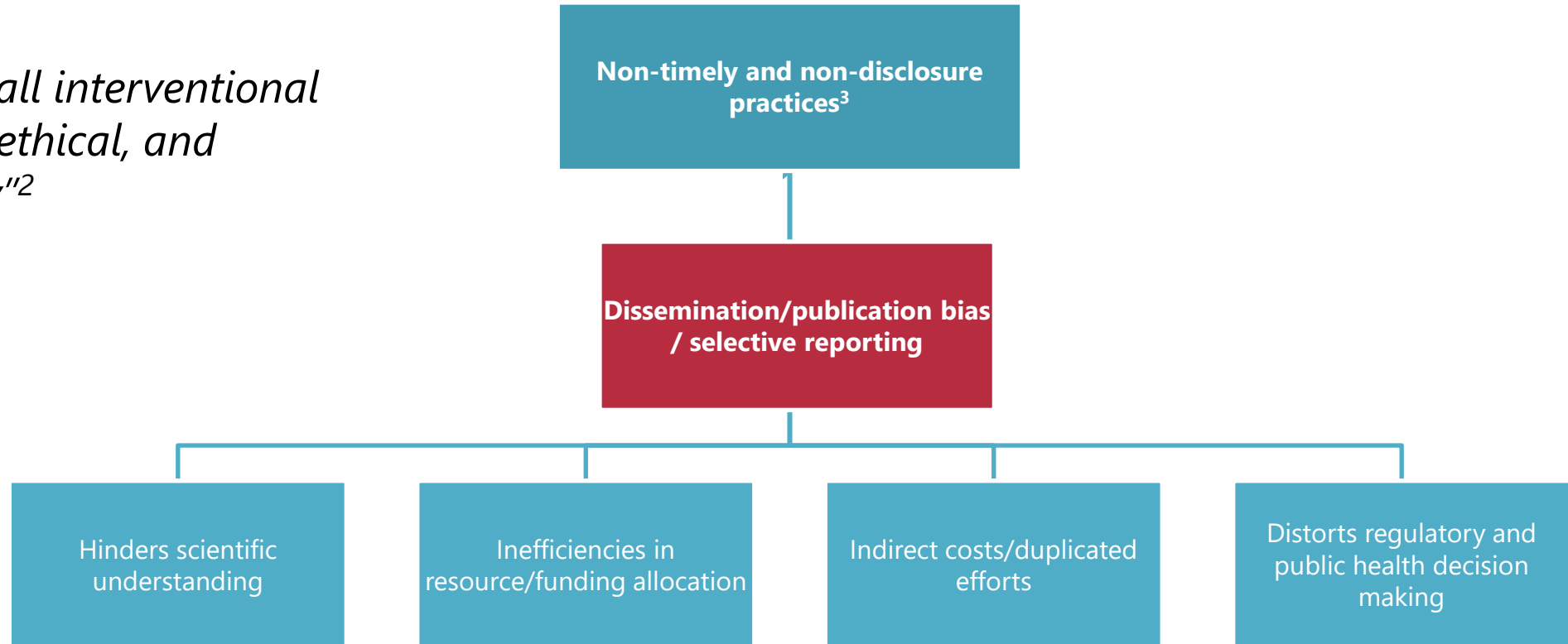
Most reports state that 'recruitment is much lower than expected', 'ethical approval was really slow'

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 results¹

- *"the registration of all interventional trials is a scientific, ethical, and moral responsibility"²*



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 trials¹
- EDCTP is committed to ensuring that grant holders²:
 - 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/>

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 EDCTP3 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 EDCTP3

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 interface. At the top, there's a navigation bar with links for 'About', 'Tools', 'Developers', and 'Help', and a 'Europe PMC plus' link on the right. The main search bar contains the text 'PACTR202205715278722' and a 'Search' button. Below the search bar, there's a section for 'Free full text access' with checkboxes for 'Full text in Europe PMC (2)' and 'Link to free full text (1)'. To the right of this, there's a 'Type' section with checkboxes for 'Research articles (2)', 'Review articles (0)', 'Preprints (1)', and 'Books & documents (0)'. Further right, there's a 'Date published' section. The search results section 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, Jeenaarain N, Imamdin R, and Scarlatti G. The result is dated 19 Jul 2024 and is a preprint. There are links for 'Export citations' and 'Subscribe to RSS' on the right side of the results.

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, Jeenaarain 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>

*Clinical trials WHO guidance for best practices**

Section 2.3.3 Transparency

Key messages. Clinical trials should adopt an “open science” approach wherever possible. This encompasses transparency being fostered in numerous aspects of clinical trials:

Registration. Clinical trials should be registered from the outset on a publicly-available registry of clinical trials (for example, the WHO registry network) in accordance with the WMA Declaration of Helsinki. Where trial registries allow, they also should be updated with trial outcomes in a timely manner, even if the trial was stopped prematurely or did not meet its objective(s).

Trial materials. Making other information about a trial (including its **protocol** and other documentation such as the **statistical analysis plan**) publicly available is strongly encouraged.

*<https://www.who.int/publications/i/item/9789240097711>

Clinical trials WHO guidance

Section 2.3.3 Transparency

Trial reports. Once the trial is completed, reports should be made available in a timely manner on a publicly available clinical trial registry and/or in a peer-reviewed journal (typically within 12 months but sooner, for instance, as a preprint, in public health emergencies) and should comprehensively describe the study design, methods and results in a clear and transparent manner, regardless of the trial's findings.

Negative findings are as important to report as positive ones.

Trials should be reported following established guidelines where possible (for example, the Consolidated Standards of Reporting Trials [[CONSORT](#)] guidelines for RCTs preferably in open-access peer reviewed publications in the context of other relevant evidence.

It can be helpful for reports to be available in formats that enable both professional and lay readers to understand and interpret the results. Reporting results to participants and to the public requires different approaches from reporting results to the clinical and scientific community.

Clinical trials WHO guidance

Section 2.3.3 Transparency

Trial funding. Sources of trial funding as well as declarations of any possible conflicts of interest by those involved in designing, conducting or reporting trials should be easily accessible.

Data sharing. This should be enabled at a suitable time if ethical, feasible and scientifically appropriate, with due consideration given to data protection and privacy. A data management and sharing plan should be developed in line with WHO data-sharing principles of being effective, ethical and equitable, as articulated in the [WHO policy on research data sharing](#)

Timely communication of the trial results (regardless of what those findings are) is vital to guide future research, reduce unnecessary duplication of effort (which wastes resources) and enable care to be guided by an up-to-date evidence base.



EDCTP Knowledge Hub

<https://edctpknowledgehub.tghn.org/>

Tools and guidance to support to researchers to undertake high-quality health research

[Protocol Development Toolkit](#)

[Data Management Portal](#)

[Data Sharing Toolkit](#)

[Research into Policy Toolkit](#)

The toolkits provide step-by-step guidance on how to develop a high-quality protocol, manage and share data, and take the findings into policy and practice.



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	10.17632/hk9f7vd38 10.17632/hk9f7vd38.v1	DOI	ToF-ERDA data with partial GIC energy signals from QMB covers 1,2,3,5 (ILW-1-2).	[Link]	[Icon]
2	10.11583/dtu.14188487.v1 10.11583/dtu.14188487	DOI	Data for the figures of the article "Trapped upper hybrid waves as eigenmodes of	[Link]	[Icon]
3	10.17632/8f1>85vooxt.1 10.17632/8f1>85vooxt	DOI	ToF-ERDA data from QMB covers 1, 2, 3, 5 (ILW-3). Data provided as list-files (.list	[Link]	[Icon]
4	10.17632/frmoo7e5k.1 10.17632/frmoo7e5k	DOI	This dataset contains code examples for different symplectic integrators with no	[Link]	[Icon]
5	10.17632/mf6bcvovom 10.17632/mf6bcvovom.1	DOI	ToF-ERDA data from spatial blocks 4, 5, 6 (ILW-1), side facing 90 degrees from pla	[Link]	[Icon]
6	10.5281/zenodo.1410280 10.5281/zenodo.1410281	DOI	Source code, inputs, simulation outputs, analysis scripts and figures used in the s	[Link]	[Icon]
7	10.5281/zenodo.3938978	DOI	->Supplementary material associated to publication "3D transient CFD sin	[Link]	[Icon]
8	10.17632/3dovocfz7.1 10.17632/hm63ocdd7.1	DOI	Raw ToF-ERDA data from all samples, both as list files (.list) and as data files (.r	[Link]	[Icon]
9	10.6084/m9.figshare.6391796 10.6084/m9.figshare.6391796.v1	DOI	This dataset contains artifacts relating to the results presented in the Euro-Par 2	[Link]	[Icon]
10	10.5281/zenodo.3937295 10.5281/zenodo.3937294	DOI	Excel file reporting the number of involved FW channels following a break in the	[Link]	[Icon]

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 for projects funded by EU (EDCTP)



<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 (i.e.. 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 and for submitting 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 described 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 EDCTP3 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 (more or less) from what you expected? 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 are 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



9. 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 M11

Clinical trial recruitment target was 1000 but has been reduced to 900

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 900 **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 – A simple name change of a beneficiary, without other legal or bank account changes, will not require an amendment**

Change in the Acronym **YES**

Always consult the funder before making changes and to discuss potential amendments

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



Resources and information

Useful guidance

This section contains screenshots and links taken directly from the EU Funding and Tenders Portal

You can find all the guidance in the online manual in the Portal

This section also contains links to other publicly available guidance and resources

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>



The screenshot shows the homepage of the EU Funding & Tenders Portal. At the top, there is a navigation bar with the European Commission logo and the title "EU Funding & Tenders Portal". Below this is a horizontal menu with tabs: "Home", "Funding", "Procurement", "Projects & results", "News & events", "Work as an expert", and "Guidance & documents". The main content area features a large, colorful collage of images representing various EU-funded projects, including infrastructure, research, and social initiatives. Below the collage, the text "Discover the funding & tenders opportunities" is followed by a link to "Find out how to participate by following these key steps." Below this link are four boxes, each containing a key step: "Find calls for proposals", "Find calls for tenders", "View projects and results", and "Work as an expert".

Discover the funding & tenders opportunities

Find out how to participate by following these key steps.

- Find calls for proposals
Explore the available EU funding opportunities by searching for calls for proposals within your topics of interest, find partners and submit a proposal.
- Find calls for tenders
Find business opportunities agencies.
- View projects and results
- Work as an expert

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

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

MSCA COFUND 2025

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

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

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

158

Apply to be an expert reviewer

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

 European Commission | EU Funding & Tenders Portal

[Sign in](#) [EN](#)

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

Search...  

[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](#)

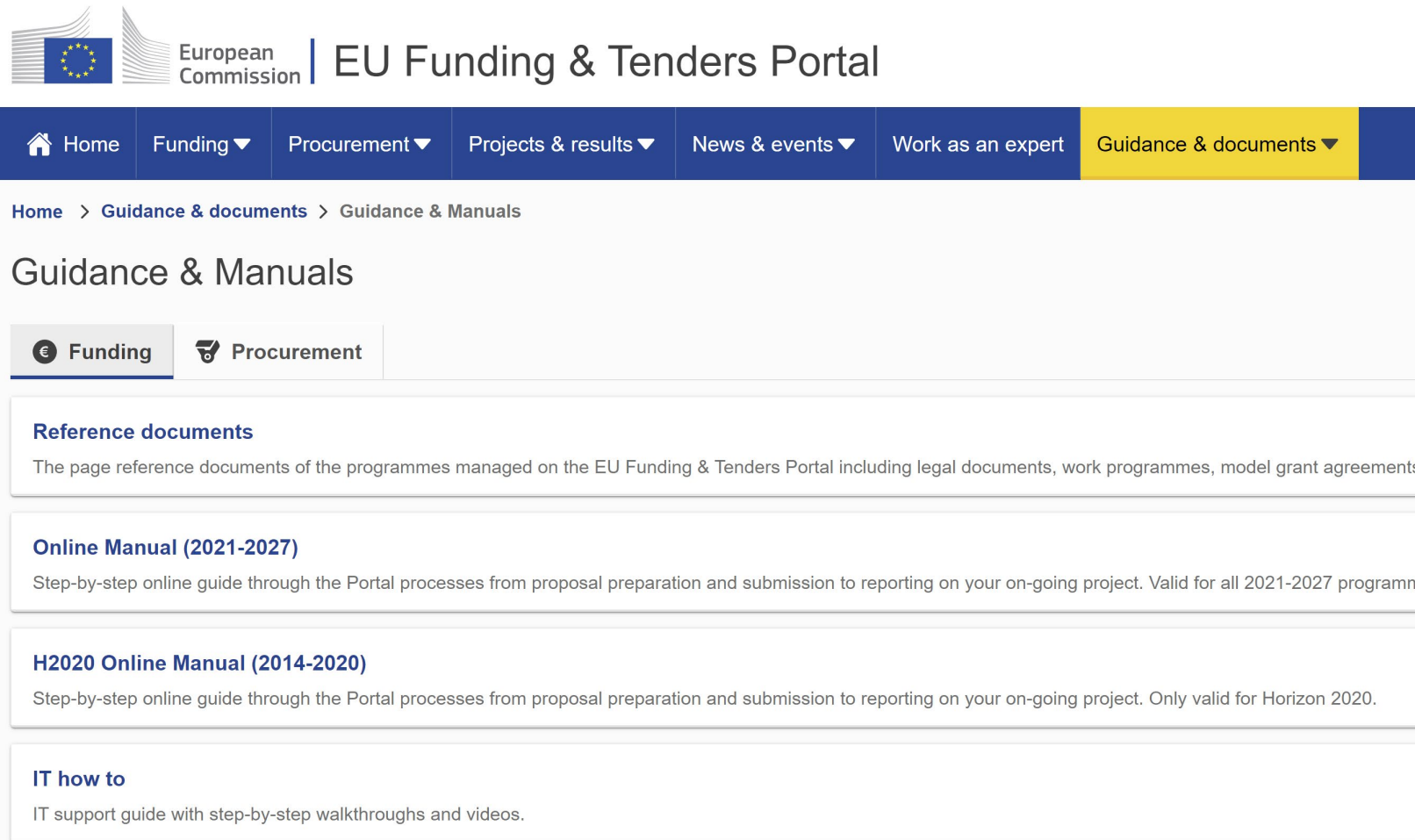

[Experts dashboard](#)


[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>



The screenshot shows the 'EU Funding & Tenders Portal' website. At the top, there is a navigation bar with links: Home, Funding, Procurement, Projects & results, News & events, Work as an expert, and Guidance & documents (highlighted in yellow). Below the navigation bar, the breadcrumb trail reads: Home > Guidance & documents > Guidance & Manuals. The main heading is 'Guidance & Manuals'. Below this, there are two tabs: 'Funding' (selected) and 'Procurement'. The 'Funding' tab contains four sections: 'Reference documents' (describing legal documents and work programmes), 'Online Manual (2021-2027)' (describing a step-by-step guide for 2021-2027), 'H2020 Online Manual (2014-2020)' (describing a step-by-step guide for Horizon 2020), and 'IT how to' (describing an IT support guide).

 European Commission | EU Funding & Tenders Portal

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 programme

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>



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.

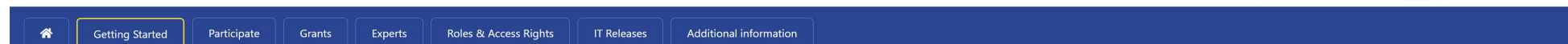


Work as an Expert

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>



/ IT How to / Getting started

Grant management services system

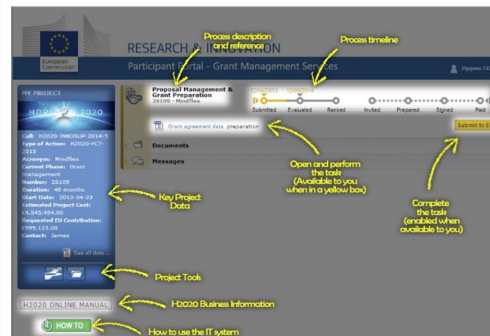
Table of contents

- 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 displays the 'EU Funding & Tenders Portal' with the 'IT How To' section selected. The navigation bar includes links for 'Getting Started', 'Participate', 'Grants' (highlighted), 'Experts', 'Roles & Access Rights', 'IT Releases', and 'Additional information'. The main content area is titled 'Manage your grant' and features a process flow diagram with three stages: 'Grant Preparation', 'Grant Signature', and 'Grant Management'. Below this, the 'Grant management' section is highlighted with a red border and contains the following sub-sections and links:

- 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 header includes the European Commission logo and the text 'RESEARCH & INNOVATION'. The main content area is divided into several sections:

- MY PROJECT:** A sidebar on the left containing project details for 'H2020-INOIUSUP-2014-5'. It lists the call, type of action, acronym (Mindflex), current phase (Grant management), number (28109), duration (48 months), start date (2013-04-23), estimated project costs (€4,545,454.00), requested EU contribution (€999,123.00), and contact (James). A 'See all data ...' link is at the bottom.
- Proposal Management & Grant Preparation:** The main section, showing '28109 - Mindflex'. It includes a 'Process description and reference' (Grant agreement data preparation), a 'Process timeline' (Submitted, Evaluated, Ranked, Invited, Prepared, Signed, Paid), and a 'Submit to EU' button.
- Documents:** A section for managing project documents.
- Messages:** A section for project-related messages.

Yellow arrows and text annotations provide navigation guidance:

- Process description and reference:** Points to the 'Grant agreement data preparation' task.
- Process timeline:** Points to the timeline progress bar.
- Open and perform the task (Available to you when in a yellow box):** Points to the 'Grant agreement data preparation' task.
- Complete the task (enabled when available to you):** Points to the 'Submit to EU' button.
- Key Project Data:** Points to the 'MY PROJECT' sidebar.
- Project Tools:** Points to the 'H2020 ONLINE MANUAL' and 'HOW TO' links at the bottom.
- H2020 Business Information:** Points to the 'H2020 ONLINE MANUAL' link.
- How to use the IT system:** Points to the 'HOW TO' link.

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

European Commission

RESEARCH & INNOVATION

Grant Management Services

Generic DEVUSERCOORDINATOR

MY PROJECT

HORIZON 2020

Call: H2020-SCC-2015

Periodic Reporting
REP-161992-1 - period
23/02/2018 > 22/08/2019

23 Aug 2019

22 Oct 2019
(3/60 days)

Draft

Submitted

Paid

Launch new interaction with the EU +

Types of messages: Process and Project

Process communications and Communications Centre at Project level



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.

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.

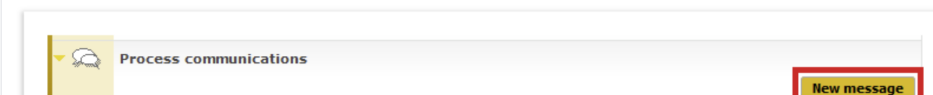


The screenshot shows a 'Process communications' box with a dropdown arrow on the left. Inside, there is a table of messages:

Process communications			New message
	Coordinator (DEVUSERCOORDINATOR, Generic)	Message 3 test	11:35
	Coordinator (DEVUSERCOORDINATOR, Generic)	Message 2 Test	11:34
	Coordinator (DEVUSERCOORDINATOR, Generic)	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.



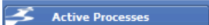
This screenshot is similar to the previous one, but the 'New message' button in the top right corner is highlighted with a red rectangular box.

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.

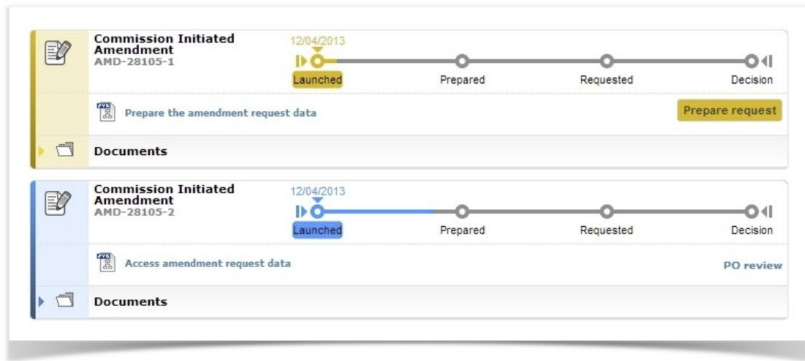
Image	Explanation
	This box contains the key project data, such as: 1. Call 2. Type of Action 3. Acronym 4. Current Phase 5. Number 6. Duration 7. Start Date 8. Estimated Project Cost 9. Requested EU Contribution 10. Contact Click on Latest Legal Data  to see the data of the: • latest amendment signed by both parties (in case a signed amendment exists)* • Grant Agreement (GA) signed by both parties (in case a signed amendment doesn't exist)* • latest completed grant preparation session (in case the GA isn't signed yet) * Data update via an Information Procedure is now also visible in this screen. Click on Active Processes  to see all current processes regarding your project. Click on Document Library  to see all relevant documents regarding your project. Click on Communication Centre  to start using the message service. Click on Archived Processes  to consult your completed processes.

Grants system

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

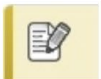
The process information

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).

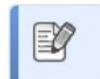


Colour explanation

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



Messages

The

Process metro line icons

The process metro line can contain the following process icons:

Proposal Management and Grant Preparation



Amendment



Deliverable

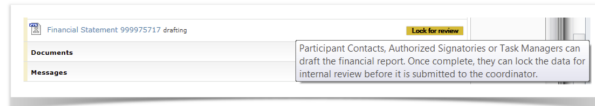


Task information

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 page title is 'Reporting and payments'. A progress bar shows three stages: 'Grant Preparation', 'Grant Signature', and 'Grant Management' (the current stage). Below this, a horizontal menu highlights 'Reporting and payments' among other options: 'Amendments', 'Grant Agreement Termination', 'Project monitoring process - reviews', and 'Audits'. On the left, a 'Table of contents' lists: Introduction, Continuous Reporting, Periodic Reporting, Beneficiary Termination Reporting, and Scientific Reporting. On the right, there are sections for 'Related pages' (General concepts GMS, Communicating with granting authorities), 'Online Manual' (Continuous reporting on milestones & deliverables, Reports & payment requests), and 'FAQ'.

European Commission | IT How To

Search

Home 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>



European
Commission

EU Funding & Tenders Portal

IT How To

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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 shows the EU Funding & Tenders Portal website. The header includes the European Commission logo and the text 'EU Funding & Tenders Portal IT How To'. A search bar is located on the right. 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 reads '/ ... / Notifications GMS'. The main heading is 'Overview of notifications'. On the left, there is a 'Table of contents' section with a list of notifications per business process, 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'. On the right, there is a 'Getting Started' sidebar with a list of links: 'How to authenticate with EU Login', 'Funding and Tenders Portal', 'My Organisations', 'My Proposals', 'Grant management services system' (with sub-links for 'Navigation', 'How to access your documents', and 'How to access your messages'), 'Notifications GMS' (with sub-links for 'Formal Notifications', 'Formal Notification - EU Services initiated', and '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 submit 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 upload 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.

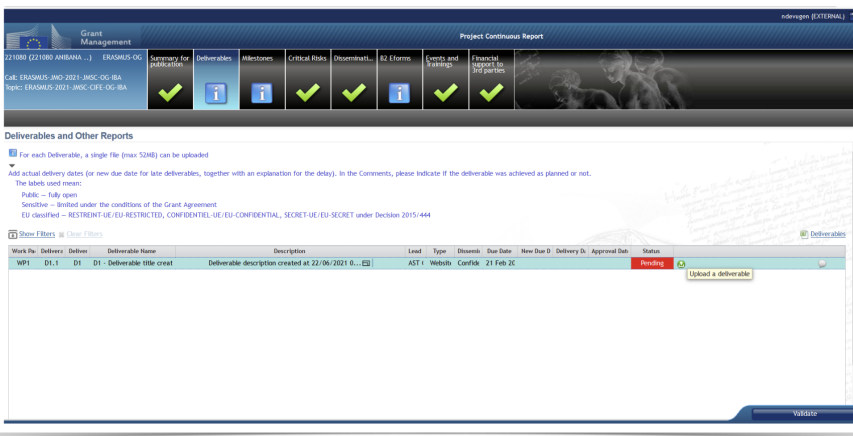
Status

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.



The screenshot displays the 'Grant Management' interface. At the top, there's a navigation bar with 'Grant Management' and 'Project Continuous Report' tabs. Below this, a section titled 'Deliverables and Other Reports' contains a table of deliverables. The table has columns for 'Work Pa', 'Deliverable', 'Deliverable Name', 'Description', 'Lead', 'Type', 'Dissemination', 'Due Date', 'New Due Date', 'Delivery Date', 'Approval Date', and 'Status'. The first row shows a deliverable with the status 'Pending'.

Work Pa	Deliverable	Deliverable Name	Description	Lead	Type	Dissemination	Due Date	New Due Date	Delivery Date	Approval Date	Status
WPI	D1.1	D1 - Deliverable title creat	Deliverable description created at 22/06/2021 0...	AST	Website	Confidential	21 Feb 24				Pending

How to - Periodic reporting

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



European
Commission

EU Funding & Tenders Portal

IT How To

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Additional information

/ ... / Reporting and payments

Periodic Reporting

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- The reporting process
 - Reporting process — general
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 - 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. The user 'Olivier Derauw' is logged in. The 'MY PROJECT' section on the left lists project details: Call: HORIZON-HLTH-2021-CORONA-01, Type of Action: HORIZON-RIA, Acronym: 236417 OIO - GP REPA [ABAC; ABACRUOT], 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, and Contact: Ioana-Andreea VLAQ.

The main content area shows the 'Periodic Reporting' process for REP-236417-1 - period 14/08/2020 > 13/02/2022. A progress bar indicates the current status is 'Draft' (14 Feb 2022), with subsequent stages being 'Submitted', 'Observations', and 'Paid'. A red box highlights the 'Periodic Reporting' process box, which includes a 'Launch new interaction with the FI' button and a list of tasks: 'Technical Part contribution' (Lock for review), 'Financial Part AST GmbH [PIC 973276467]' (Lock for review), 'Financial Part CEA [PIC 999992401] (as TP)' (Lock for review), 'Periodic Report composition' (Submit to EU), 'Process documents', 'Process communications', and 'Process history'.

Below the 'Periodic Reporting' section, the 'Continuous Reporting' section for REP-236417 - 236417 OIO - GP REPA [ABAC; ABACRUOT] is visible, showing a 'Started' status (14 Feb 2022) and a 'Completed' status.

Periodic reporting

Step 1 continued

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

Header: 'RESEARCH & INNOVATION Grant Management Services' with a 'Help' dropdown and the user name 'Olivier Derauw'.

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
- Links: H2020 ONLINE MANUAL, ONLINE MANUAL

Main Content Area:

Periodic Reporting (highlighted in a red box)

14/08/2020 > 13/02/2022

14 Feb 2022

Workflow: Draft → Submitted → Observations → Paid

Launch new interaction with the EU +

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

Continuous Reporting

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

14 Feb 2022

Workflow: Started → Completed

- Continuous reporting data
- Process documents
- Process communications

Periodic reporting

Step 1 (continued)

Grant Management

n003q4w (EXTERNAL) ?

236417 (236417 OId - G..)

HORIZON...

Period No: 1

Duration (months): 18

Reporting Period : [14 Aug 2020 - 13 Feb 2022]

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
✓	i	i	✓	✓	✓	✓	i	i	✓	✓	✓	✓	✓

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' web interface. 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'. A 'Launch new interaction with the EU' button is also present.

The main content area is divided into two sections: 'MY PROJECT' and 'Periodic Reporting'.

MY PROJECT sidebar contains the following details:

- 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

Below the project details are links for 'Latest Legal Data', 'Active Processes', 'Document Library', 'Communication Centre', and 'Archived Processes'.

Periodic Reporting section shows the progress for 'REP-236417-1 - period 14/08/2020 > 13/02/2022'. A timeline indicates the current status is 'Draft' (14 Feb 2022), with stages for 'Submitted', 'Observations', and 'Paid'.

The 'Financial Part' is highlighted with a red box and includes the following items:

- 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)

Below the financial part are sections for 'Process documents', 'Process communications', and 'Process history'.

The 'Continuous Reporting' section shows the progress for '236417 - 236417 OId - GP REPA [ABAC: ABACBUDT]'. A timeline indicates the current status is 'Started' (14 Feb 2022), with a 'Completed' stage.

Below the continuous reporting section are links for 'Process documents'.

Periodic reporting

Step 2 (continued)

Complete the requested information and save.

Grant Management | **Project Periodic Report**

Beneficiary: AST GmbH
Legal Name: AST ADVANCED SPACE TECHNOLOGIES GMBH
PIC: 97379467
Status: VALIDATED
Legal Address: ZEPPELINSTRASSE 95, 20616, STUHR, Germany

Period No: 1 | Duration (months): 18
Reporting Period: 14 Aug 2020 - 13 Feb 2021

Financial Statement

Category	Unit	Value
(a2) A.1 Employees (or equivalent), A.2 Natural persons under direct contract, A.3 Seconded persons	unit (usual accounting practices)	0.00 €
(a3) A.4 SAE owners and natural person beneficiaries	unit	0.00 €
SAE owner/natural person costs		
▼ B. Subcontracting costs		
▼ (b) Subcontracting	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		
▼ (d) D.3 Internally invoiced goods and services	unit (usual accounting practices)	0.00 €
(d3) D.3 Transactional access to research infrastructure unit costs	unit	0.00 €
(d4) D.4 Virtual access to research infrastructure unit costs	unit	0.00 €
▼ Indirect costs		
▼ E. Indirect costs (25% * (a1 + a2 + a3 + c1 + c2 + c3))	flat rate	17.50 €
(f) Total costs (a1 + a2 + a3 + b + c1 + c2 + c3 + d3 + d4 + e)		87.50 €
▼ EU contribution		
▼ EU contribution to eligible costs		
(g) Maximum EU contribution (100% * f)		87.50 €
(h) Requested EU contribution (g)		87.50 €
(n) Maximum grant amount (h)		87.50 €
▼ Revenues		

Validate

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** Remove the uploaded 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' portal. On the left, a sidebar lists project details: 'MY PROJECT', 'Call: HORIZON-HLTH-2021-CORONA-01', 'Type of Action: HORIZON', 'Acronym: 236417 OIID - GP REPA [ABAC: ABACBUDT]', 'Current Phase: Grant Management', 'Number: 236417', 'Duration: 36 months', 'GA based on the: HE MG', 'Multi & Mono - 1-null', 'Start Date: 01 Mar 2022', 'Estimated Project Cost: €140.00', 'Requested EU Contribution: €50.00', and 'Contact: Ioana-Andreea VLAD'. The main area shows a progress bar for 'Periodic Reporting' (REP-236417-1 - period 14/08/2020 > 13/02/2022) with stages: Draft, Submitted, Observations, and Paid. A yellow modal box is open with the title 'Please read before locking for review' and the question 'Are you sure you want to lock for review this report item?'. The 'OK' button is highlighted with a red box. To the right of the modal, there are buttons for 'Lock for review', 'Lock for review', and 'Submit to EU'. Below the progress bar, there are sections for 'Process documents', 'Process communications', and 'Process history' for both 'Periodic Reporting' and 'Continuous Reporting'.

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.)

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' portal. On the left, a sidebar titled 'MY PROJECT' provides details for project 'HORIZON-HLTH-2021-CORONA-01', including its type, acronym, current phase (Grant Management), duration, start date, and contact information. The main area shows a progress timeline for 'Periodic Reporting' (REP-236417-1) for the period 14/08/2020 to 13/02/2022. The timeline includes stages: Draft (14 Feb 2022), Submitted, Observations, and Paid. A 'Lock for review' button is highlighted in a red box. Below the timeline, there are sections for 'Financial Part AST GmbH [PIC 973276467]', 'Financial Part: CEA [PIC 99999240]', and 'Periodic Report composition'. A 'Submit to EU' button is also visible. A tooltip explains that Participant Contacts, Project Financial Signatories, and Task Managers can draft the financial report, and once complete, they can lock the data for review. The bottom of the interface includes links for 'Latest Legal Data', 'Active Processes', 'Document Library', 'Communication Centre', 'Archived Processes', and an 'H2020 ONLINE MANUAL' button.

Confirm by flagging the box and clicking OK.

Locking your financial statement in the system

The screenshot shows the 'RESEARCH & INNOVATION Grant Management Services' interface. On the left, the 'MY PROJECT' sidebar displays project details for 'HORIZON-HLTH-2021-CORONA-01'. The main area shows a timeline for 'Periodic Reporting' with stages: Draft, Submitted, Observations, and Paid. A 'Financial Part CEA [PIC 999992401] (as TP)' entry is highlighted, and a red box around the 'Lock for review' button is visible. Below the timeline, there are sections for 'Process documents', 'Process communications', and 'Process history'. A 'Submit to EU' button is also present.

This screenshot shows the same interface as the previous one, but with a confirmation message at the top right: 'The action lock for review is being processed. This should take a few minutes maximum.' The 'Financial Part CEA [PIC 999992401] (as TP)' entry is now marked as 'processing...'. The 'Lock for review' button is no longer visible, and the 'Submit to EU' button is still present.

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.



The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' interface. The top header includes the European Commission logo and a 'Help' dropdown. The user 'testeight PARTNERPFSAS' is logged in. The 'MY PROJECT' section on the left provides details for project 'CORONA-01', including its type, acronym, current phase, duration, start date, and costs. The main area shows the 'Periodic Reporting' timeline for 'REP-236417-1 - period 14/08/2020 > 13/02/2022'. The timeline has stages: Draft, Submitted, Observations, and Paid. The 'Draft' stage is active, showing a 'Financial Statement AST GmbH[PIC 973276467] signature and submission to Coordinator' with 'Unlock to draft' and 'Sign & Submit' buttons. Below this, there are sections for 'Financial Statement CEA[PIC 999992401] (as TP) review before submission to coordinator' and 'Periodic Report composition'. The bottom section shows 'Continuous Reporting' for '236417 - 236417 OIID - GP REPA [ABAC: ABACBUDT]' with a 'Started' status and a 'Completed' button.

Unlocking the Financial Statement for revision

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

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' interface. The user is logged in as 'testeight PARTNERPFSAS'. The main content area shows the 'Periodic Reporting' section for project REP-236417-1, with a timeline indicating the current status is 'Draft' (14 Feb 2022). The timeline includes stages: Draft, Submitted, Observations, and Paid. Below the timeline, there are two main sections: 'Financial Statement AST GmbH[PIC 973276467] signature and submission to Coordinator' and 'Financial Statement CEA[PIC 999992401] (as TP) review before submission to coordinator'. The first section has buttons for 'Unlock to draft' and 'Sign & Submit'. The second section has buttons for 'Unlock to draft' and 'Submit'. A tooltip message states: 'The Project Financial Signatory can unlock to draft the financial report.' The sidebar on the left contains project details such as 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, and Contact: Joana-Andreea VLAQ. The bottom of the interface shows the 'H2020 ONLINE MANUAL' and 'ONLINE MANUAL' links, along with the date '16 Mar 2022'.

Ready to sign and send to the Coordinator

Electronic signature by the Financial Signatory

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' portal. The user is logged in as 'testeight PARTNERPFSAS'. The 'MY PROJECT' section shows details for project REP-236417-1, including its call number, type of action, acronym, and current phase (Grant Management). A timeline for 'Periodic Reporting' is shown, with stages: Draft, Submitted, Observations, and Paid. The current stage is 'Draft', and the date is 14 Feb 2022. Below the timeline, there are two main sections: 'Financial Statement AST GmbH[PIC 973276467] signature and submission to Coordinator' and 'Financial Statement CEA[PIC 999992401] (as TP) review before submission to coordinator'. The first section has buttons 'Unlock to draft' and 'Sign & Submit'. The second section has a button 'Periodic Report composition'. A tooltip message states: '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.' The interface also includes a sidebar with 'Latest Legal Data', 'Active Processes', 'Document Library', 'Communication Centre', and 'Archived Processes'. At the bottom, there are links for 'H2020 ONLINE MANUAL' and 'ONLINE MANUAL', and a date '16 Mar 2022'.

Confirmation step before signature

Declaration by beneficiary

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' portal. A user named 'testeight PARTNERPFSAS' is logged in. The interface shows a project timeline for 'Periodic Reporting REP-236417-1 - period 14/08/2020 > 13/02/2022' with stages: Draft, Submitted, Observations, and Paid. A confirmation dialog is open, asking the beneficiary to confirm the following:

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).

The dialog has 'Ok' and 'Cancel' buttons. The 'Ok' button is highlighted with a red box. In the background, there are buttons for 'Unlock to draft', 'Sign & Submit', and 'Submit'.

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 header includes the European Commission logo and a 'Help' dropdown. The user is logged in as 'testeight PARTNERPFSAS'. The main section is titled 'MY PROJECT' and contains a sidebar with project details and a central workflow area.

Project Details (Left Sidebar):

- Call: HORIZON-HLTH-2021-CORONA-01
- Type of Action: HORIZON-RIA
- Acronym: 236417 OId - 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 VIAD

Periodic Reporting Workflow (Center):

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

14 Feb 2022

Workflow stages: Draft (active), Submitted, Observations, Paid.

Tasks (Center):

- 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 (Bottom):

- Process documents
- Process communications
- Process history

Right Sidebar:

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

The screenshot displays the 'Periodic Report Composition' interface for Project No: 236417, covering the period from 14 Aug 2020 to 13 Feb 2022. The interface is divided into a header section and a main content area. The header includes the European Commission logo, the text 'RESEARCH & INNOVATION Grant Management Services', a 'Help' dropdown, and the user name 'Olivier Derauw'.

The main content area shows a table of report items. The table has three columns: 'Report Item', 'Status', and 'Action'. The 'Report Item' column is expanded to show a list of items under the 'Financial report' section. The first item, 'Financial Statement AST GmbH[PIC 973276467]', is highlighted with a red box. The other items are 'Financial Part EPEM [PIC 950033327]' and 'Financial Part UNIVERSITY OF P [PIC 999893752]'. The 'Status' column shows 'Included', 'Sent to CO', and 'Draft' respectively. The 'Action' column shows 'Redo' and 'Redo Include' buttons.

Report Item	Status	Action
Technical report		
Technical Part of Periodic Report	Included	Redo
Financial report		
1 (0/2) Financial Statement AST GmbH[PIC 973276467]	Sent to CO	Redo Include
2 (0/1) Financial Part EPEM [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 user is logged in as 'Olivier Derauw'. The 'MY PROJECT' section shows details for project REP-236417-1, including the call (HORIZON-HLTH-2021-CORONA-01), type of action (HORIZON-RIA), acronym (236417 OIID - GP), and current phase (Grant Management). The 'Periodic Reporting' timeline is shown with stages: Draft, Submitted, Observations, and Paid. The 'Draft' stage is highlighted, and a red box highlights the 'Technical Part contribution' button. Below this, there are buttons for 'Lock for review' and 'Submit to EU'. The 'Continuous Reporting' timeline is also visible, with stages: Started and Completed. The 'Started' stage is highlighted.

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 'RESEARCH & INNOVATION Grant Management Services' interface. 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 titled 'MY PROJECT' and features a sidebar with project details and a central timeline for 'Periodic Reporting'.

Project Details (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
- Start Date: 01 Mar 2022
- Estimated Project Cost: €140.00
- Requested EU Contribution: €50.00
- Contact: Ioana-Andreea VLAD

Periodic Reporting Timeline (Top Center):

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

Timeline stages: Draft (14 Feb 2022), Submitted, Observations, Paid.

Technical Part Contribution (Middle Section):

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

Lock for review button (Highlighted):

Lock for review

Process documents (Bottom Section):

- Process documents
- Process communications
- Process history

Continuous Reporting Timeline (Bottom Center):

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

Timeline stages: Started (14 Feb 2022), Completed.

Buttons (Bottom Right):

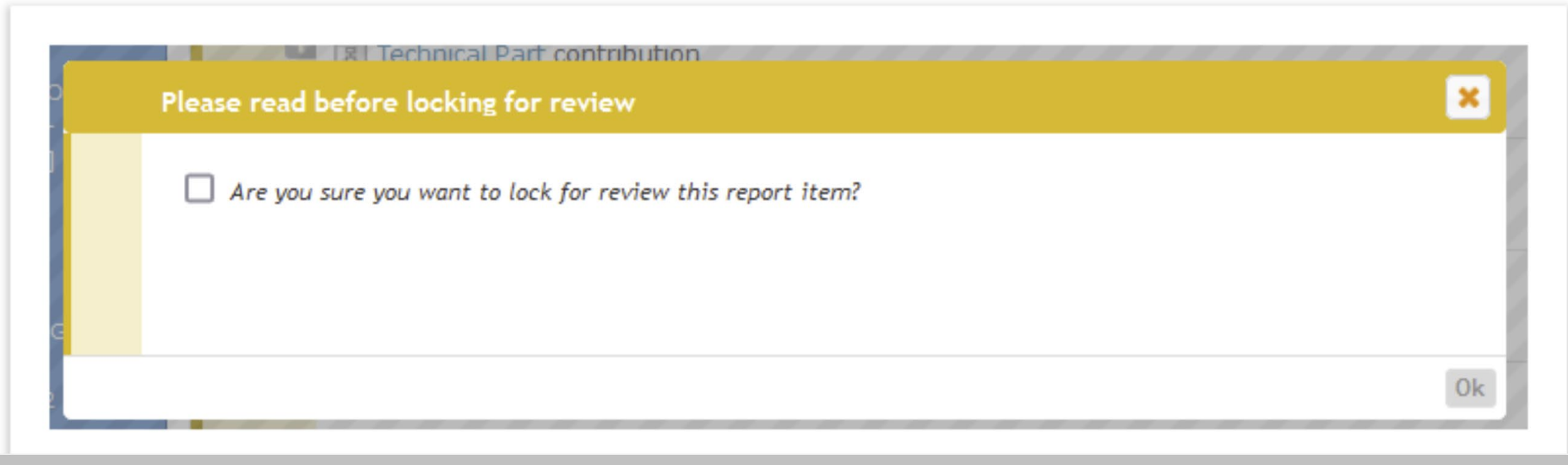
- Lock for review
- Submit to EU

Help Text (Bottom Right):

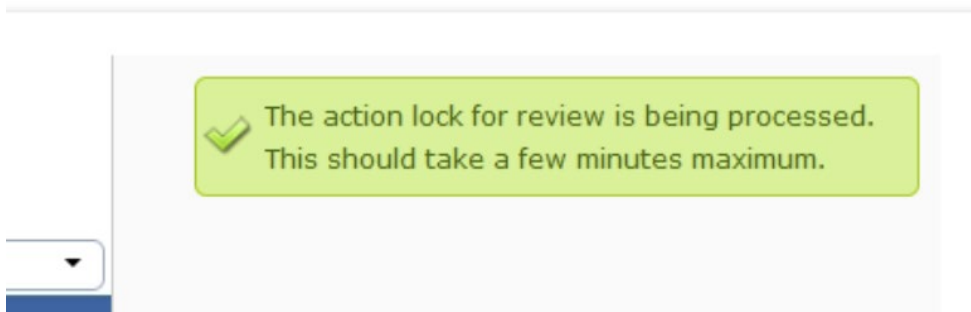
Participant Contacts, Project Financial Signatories or Task Managers can contribute to the technical report; the Coordinator Contact can finish the drafting and lock the data in order to review the generated report.

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 'Olivier Derauw' is logged in. The interface is divided into a left sidebar for project details and a main content area for reporting progress.

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

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

Timeline: Draft (14 Feb 2022) → Submitted → Observations → Paid

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

Continuous Reporting
236417 - 236417 OliD - GP
REPA [ABAC: ABACBUDT]

Timeline: Started (14 Feb 2022) → Completed

- Continuous reporting data

Bottom navigation: Latest Legal Data, Active Processes, Document Library, Communication Centre, Archived Processes.

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' portal. The user 'Olivier Derauw' is logged in. The 'MY PROJECT' sidebar on the left provides details for project REP-236417-1, including its call number, type of action, acronym, current phase, duration, and financial information. The main content area shows the 'Periodic Reporting' workflow for the period 14/08/2020 to 13/02/2022. A progress bar indicates the current status is 'Draft'. Below the progress bar, a list of tasks is shown, including 'Technical Part of Periodic Report review', 'Financial Part AST GmbH', and 'Financial Part CEA'. Two buttons, 'Unlock to draft' and 'Accept & Include', are highlighted with a red box. A tooltip explains that the Coordinator Contact can review non-financial sections and include them in the report. Other buttons like 'Lock for review' and 'Submit to EU' are also visible. The bottom section shows the 'Continuous Reporting' workflow, which is currently 'Started'.

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 'MY PROJECT' sidebar and a central task area. The sidebar lists project details: 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, and GA based on the: HE MGA — Multi & Mono - 1.null. The central task area shows a timeline for 'Periodic Reporting' (REP-236417-1 - period 14/08/2020 > 13/02/2022) with stages: Draft (14 Feb 2022), Submitted, Observations, and Paid. A task 'Periodic Report composition' is highlighted with a red box. Below the timeline, there are buttons for 'Process documents', 'Process communications', and 'Process history'. A 'Submit to EU' button is also visible.

European Commission

RESEARCH & INNOVATION
Grant Management Services

Help

Olivier Derauw

Launch new interaction with the EU +

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

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

14 Feb 2022

Draft Submitted Observations Paid

Periodic Report composition

Submit to EU

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 (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), and contact (Sophie.BEERNAERTS).

The main section shows a timeline for 'Periodic Reporting' (REP-1120083-1 - period 03/08/2021 > 02/08/2022). The timeline has four stages: Draft, Submitted, Observations, and Paid. The 'Draft' stage is currently active, indicated by a yellow bar. A red box highlights a notification: 'Suspension Payment Deadline - Request for Additional Info - REP-1120083-1 - 1' with a red 'X' icon, followed by the text 'to read and upload additional supporting documents'. Below this, there is an 'Upload' button and a 'Complete' button. The 'Process history' section at the bottom shows a list of events: 'EU requested additional supporting documents on 12 Oct 2022 16:25' (highlighted with a red box), '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'.

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' interface. The top navigation bar includes the European Commission logo, the title 'RESEARCH & INNOVATION Grant Management Services', a 'Help' dropdown, and a user profile 'Generic DEVUSERCOORDINATOR'. The main content area is divided into a left sidebar and a central workspace.

MY PROJECT Sidebar:

- 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

Central Workspace:

- Periodic Reporting:** REP-1120083-1 - period 03/08/2021 > 02/08/2022
- Timeline:** A progress bar shows stages: Draft (03 Aug 2022), Submitted, Observations, and Paid.
- Suspension Payment Deadline - Request for Additional Info - REP-1120083-1 - 1:** Includes a document icon and the text 'upload additional supporting documents'.
- Buttons:** 'Upload' and 'Complete' buttons are visible. The 'Complete' button is highlighted with a red box.
- Process documents, Process communications, Process history:** A sidebar on the left of the workspace lists these sections.
- Process history details:**
 - EU requested additional supporting documents on 12 Oct 2022 16:25
 - 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
 - EU launched the periodic reporting on 03 Aug 2022 14:08

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' web interface. The user is logged in as 'Generic DEVUSERCOORDINATOR'. The main section shows a 'Periodic Reporting' process for 'REP-1120083-1' with a timeline from '03/08/2021' to '02/08/2022'. The timeline includes stages: Draft, Submitted, Observations, and Paid. A warning dialog box is open, titled 'Upload attachment(s)', with a yellow background and a warning icon. The dialog contains the text: '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 this, it says 'Upload attachments to the document: Additional Info - REP-1120083-1 - 1.' There are two buttons in the dialog: 'Add new attachment' (highlighted with a red box) and 'OK' (also highlighted with a red box). The background interface shows a sidebar with project details and a main area with a timeline and document upload options.

RESEARCH & INNOVATION
Grant Management Services

European Commission

Generic DEVUSERCOORDINATOR

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

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

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 for 'MY PROJECT' and a main content area.

MY PROJECT Sidebar:

- 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 - 1.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 (05 Sep 2022)

Progress bar: Draft (active) → Submitted → Observations → Paid (circled in red)

Buttons: Process documents, Process communications, Process history

Periodic Reporting REP-230000899-2 - period 13/09/2017 > 12/03/2019 (05 Sep 2022)

Progress bar: Draft (active) → Submitted → Observations → Paid (21 Oct 2022 (26/35 days))

Buttons: Upload and Submit your Observations on, **Payment Letter - REP-230000899-2** (highlighted with a red box), Upload, Submit to EU, Close without Observations

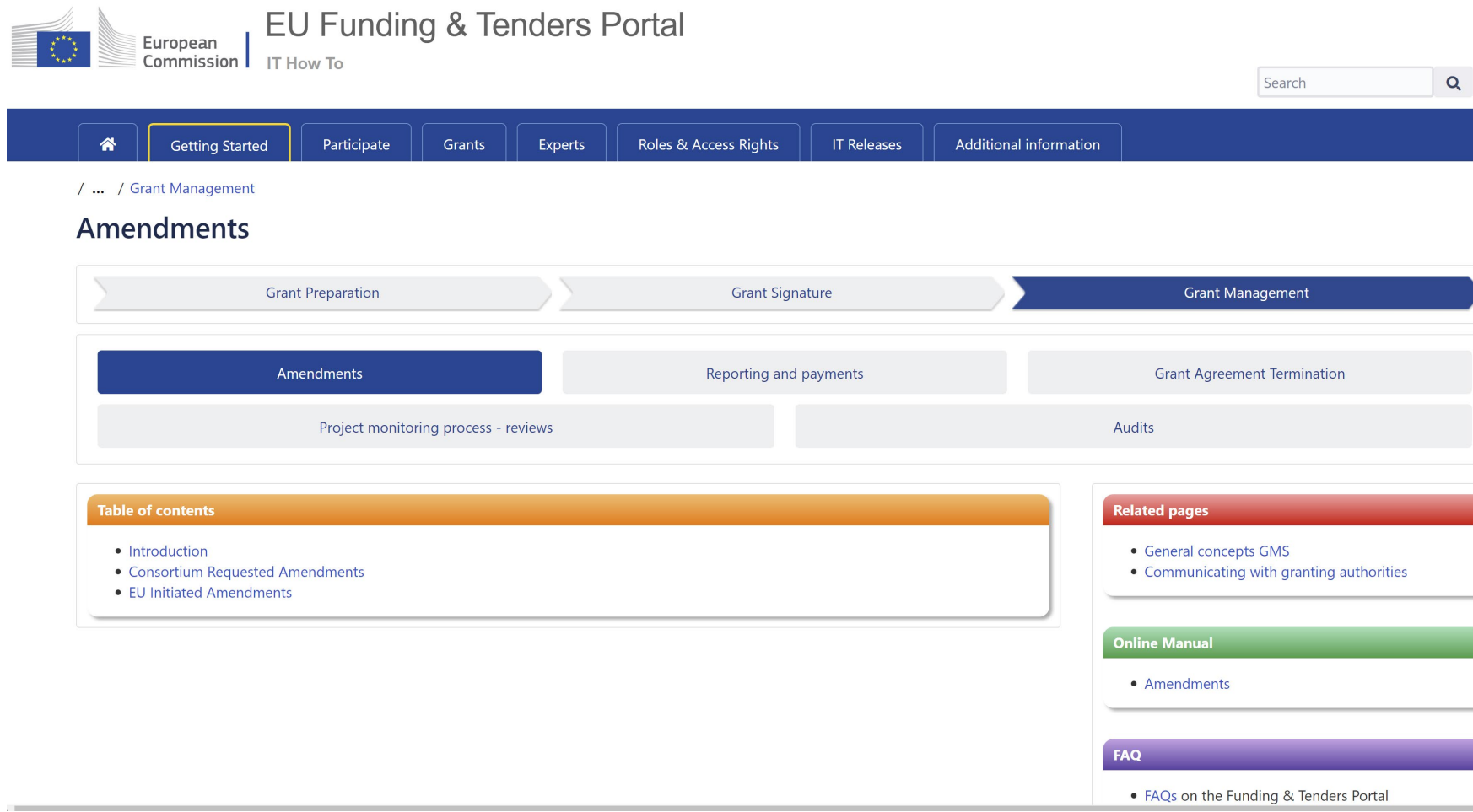
Buttons: Process documents, Process communications, Process history

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 IT How To' are visible. A search bar is located on the right. Below the header, a navigation menu includes links for 'Getting Started', 'Participate', 'Grants', 'Experts', 'Roles & Access Rights', 'IT Releases', and 'Additional information'. The 'Getting Started' link is highlighted. Below the navigation menu, a breadcrumb trail shows '/ ... / Grant Management'. The main heading is 'Amendments'. A horizontal progress bar shows three stages: 'Grant Preparation', 'Grant Signature', and 'Grant Management', with 'Grant Management' being the active stage. Below the progress bar, there are five buttons: 'Amendments' (highlighted), '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 | EU Funding & Tenders Portal 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>



European
Commission

EU Funding & Tenders Portal

IT How To

Home

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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](#) Amendments are usually requested by projects
- › [How to prepare an amendment — MFF 2014-2020](#)
The funder (EDCTP3) may initiate an amendment

EU Initiated Amendments

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

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.

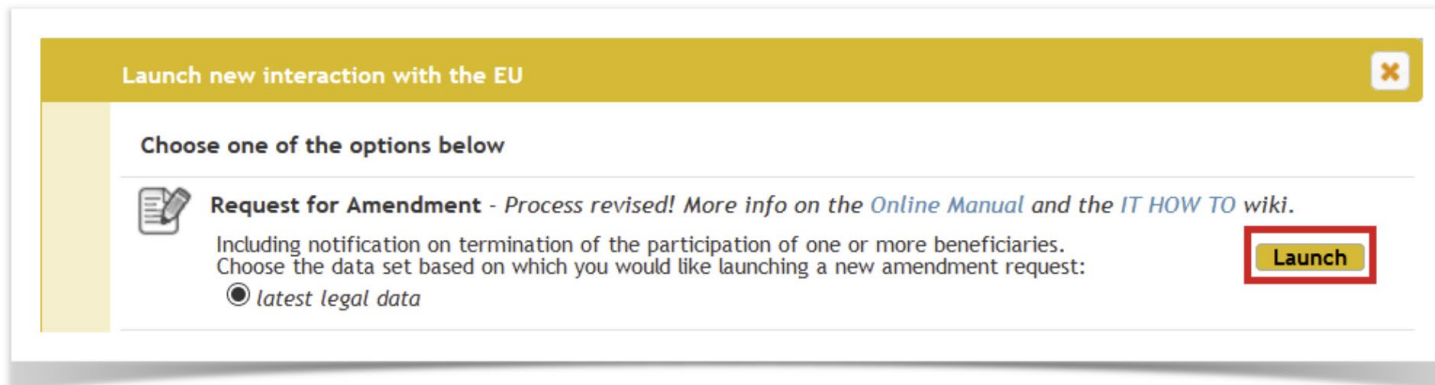
The screenshot displays the 'Grant Management Services' interface. At the top, a blue header bar contains the title 'Grant Management Services' on the left and a user profile icon with the text 'Generic DEVUSERCOORDINATOR' on the right. Below the header, a red-bordered box highlights a yellow button with a plus sign and the text 'Launch new interaction with the EU'. 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 currently active, indicated by a blue circle and a date '02 Dec 2020'. To the left of the progress bar, there is a 'Cancel amendment' button. Below the progress bar, there are three expandable sections: 'Process documents', 'Process communications', and 'Process history', each with a corresponding icon.

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

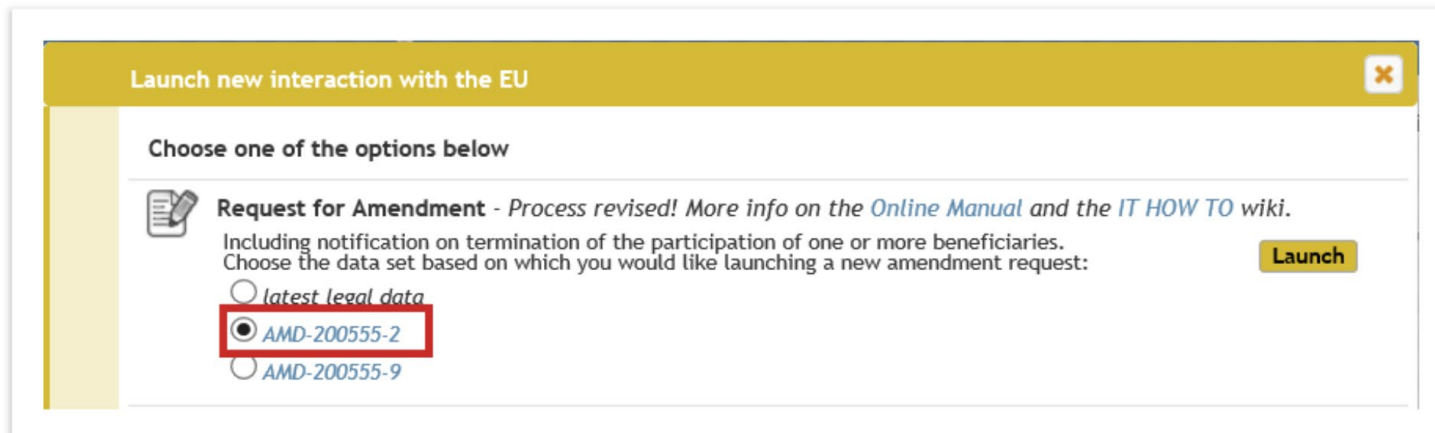
 **Request for Amendment** - Process revised! More info on the [Online Manual](#) and the [IT HOW TO](#) wiki.

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

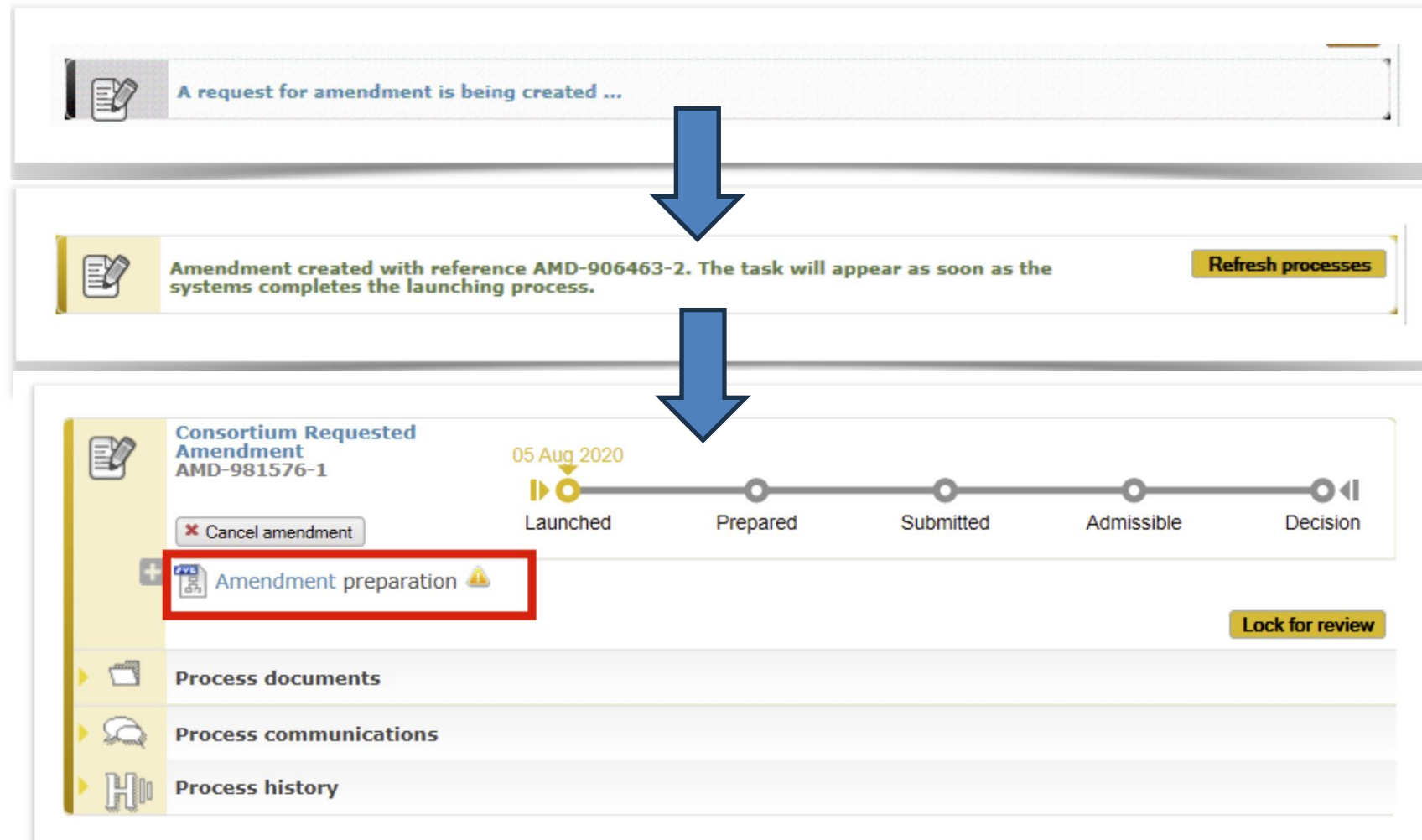
☒ AMD-200555-2

☐ AMD-200555-9

Launch

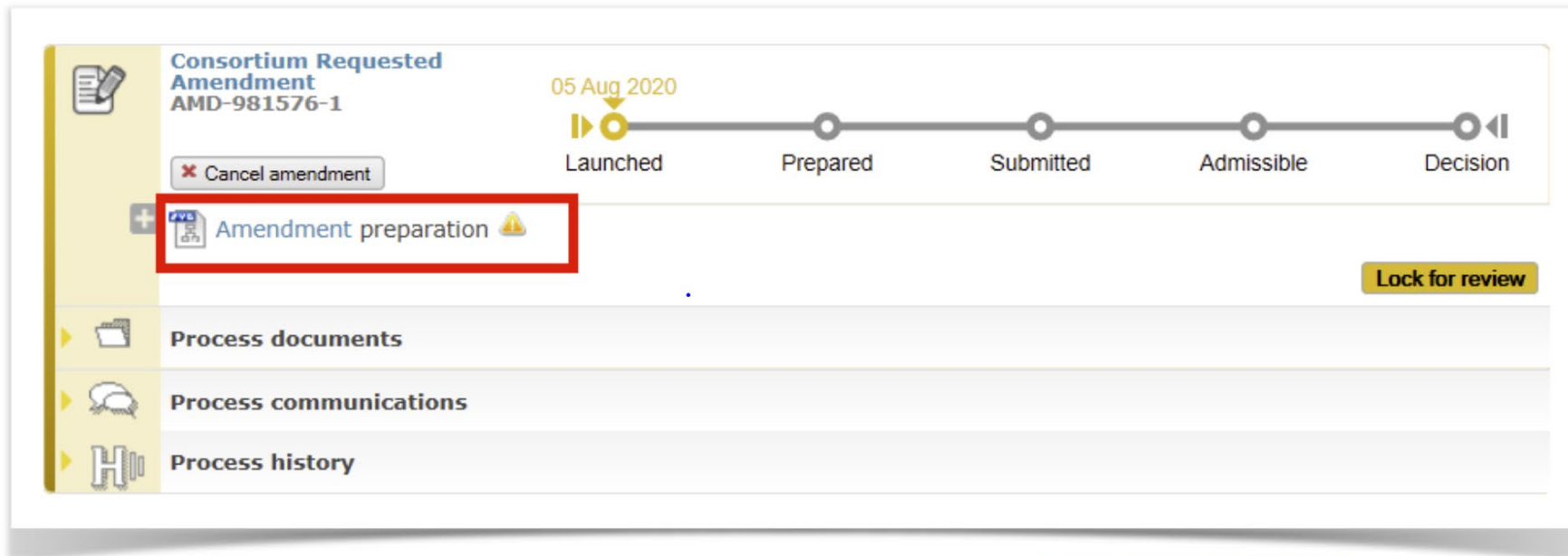
Creating the request for amendment

Generating reference number ready to prepare the amendment



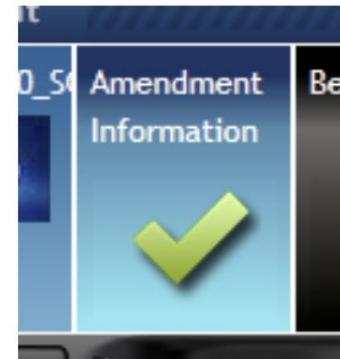
Preparing the amendment

All beneficiaries are involved in process



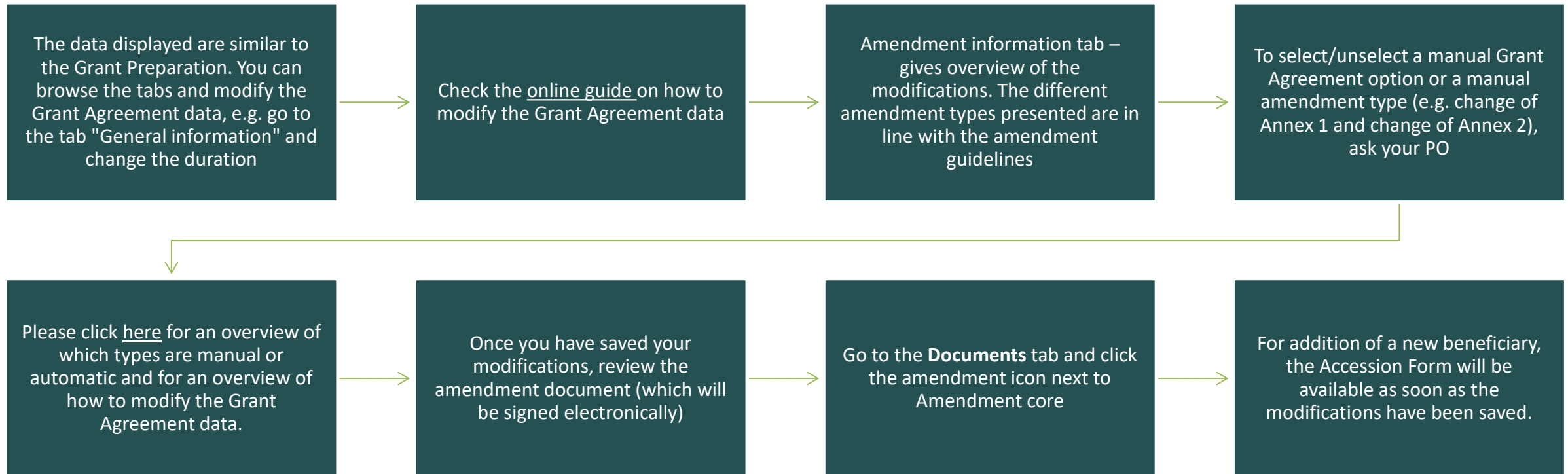
The screenshot displays the 'Consortium Requested Amendment' interface for AMD-981576-1. At the top, a progress bar shows the stages: Launched (05 Aug 2020), Prepared, Submitted, Admissible, and Decision. A 'Cancel amendment' button is visible. Below the progress bar, the 'Amendment preparation' step is highlighted with a red box and a warning icon. To the right of this section is a 'Lock for review' button. On the left side, there are three expandable sections: 'Process documents', 'Process communications', and '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 shows the 'Grants 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, and Deliverables. The 'Amendment Information' tab is currently active, showing a red 'X' icon. Below the navigation bar, the 'DOCUMENTS' tab is highlighted with a red box. The 'Documents' section displays a list of 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 for settings. An 'Upload' button is visible below the list. The bottom right corner of the interface has a 'Validate' button.

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
Amendments of Grant Agreement Data

234373 (234373) Laxel_without additional info
HORIZON CSA

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 displays the 'Grant Management' interface for 'Amendments of Grant Agreement Data'. The top navigation bar includes tabs for 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 status icon: Project Summary (info), Amendment Information (error), Beneficiaries (success), General Information (error), Reporting Periods (success), GA Information (error), GA Options (success), Financial Information (success), LF Overview (info), Work Packages (success), Deliverables (success), Milestones (success), Reviews (warning), and Critical Risks (warning). Below the navigation bar, the 'Amendment Information' section contains fields for 'EU signature date:', 'Beneficiary signature date:', and 'Date of entry into force:'. The 'Amendment clauses' section features a table with columns 'Business Refen' and 'Description'. The 'Automatic' tab is selected, showing a list of amendment types (AT1 to AT12) with checkboxes. A 'Validate' button is located at the bottom right of the table.

Business Refen	Description
☐ AT1	Addition of a new beneficiary
☐ AT2	Addition of an affiliated entity
☐ AT4	Beneficiary termination
☐ AT5	Beneficiary termination (non-accession to the GA)
☐ AT6	Removal of an affiliated entity
☐ AT11	Change of coordinator
☐ AT12	Change of the bank account for payments

Amendment types

Manual types

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

The screenshot displays the 'Amendments of Grant Agreement Data' interface. At the top, a 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. Below this, a table lists various amendment types. The 'Selected by EU' section is highlighted with a red box and contains the following entries:

Business Refer.	Description
AT21	Change of Annex 1
AT27	Change concerning linked actions
AT28	Change of additional information
AT37	GA termination (early termination)

Below this, the 'Selected by beneficiary' section is visible, followed by the 'Selected by EU or beneficiary' section, which includes the entry:

Business Refer.	Description
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)

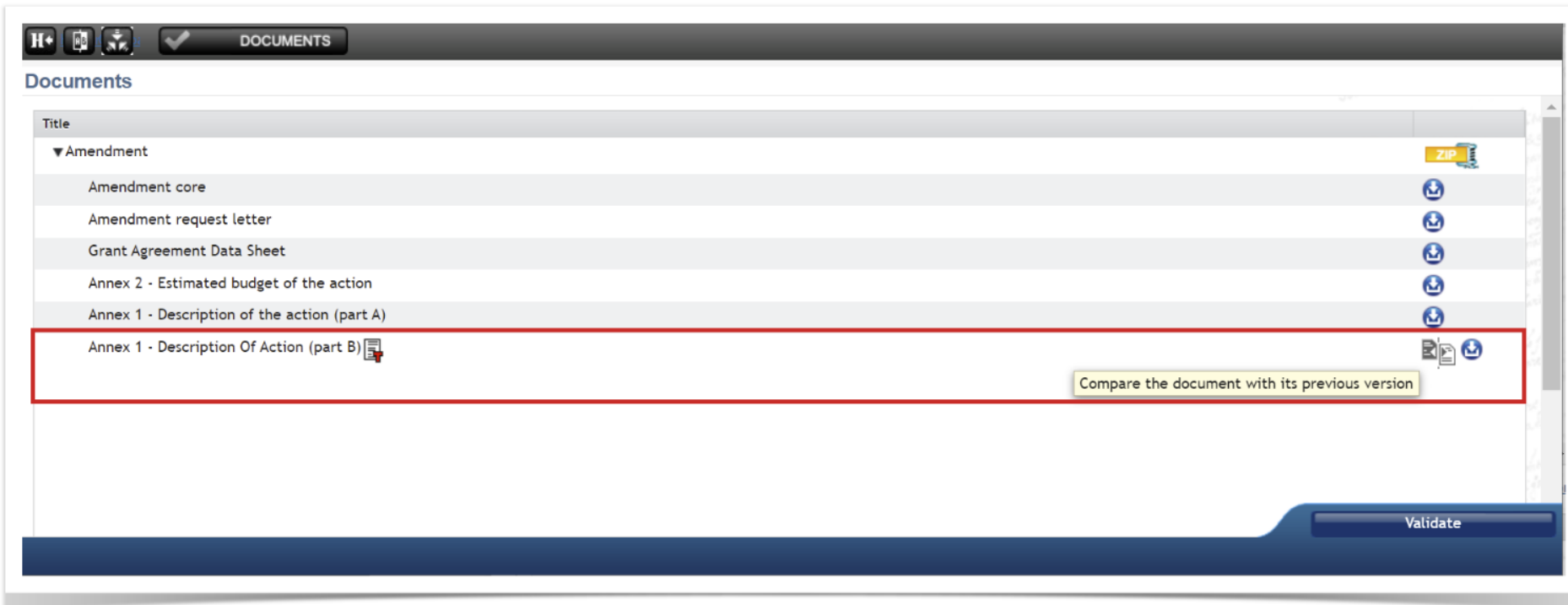
The Upload button is available once the PO selects this manual type of amendment

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 '218800 (218800 Laxmi [ABAC: ABACBUDT]) ERASMUS-OG' and 'Reference: AMD-218800-4 Type: CR (Consortium Requested)'. A row of icons represents various sections: Project Summary (info), Amendment Information (error), Beneficiaries (check), General Information (error), Reporting Periods (check), GA Information (error), GA Options (check), Financial Information (check), LF Overview (info), Work Packages (check), Deliverables (check), Milestones (check), Reviews (warning), and Critical Risks (warning). Below this, a 'DOCUMENTS' tab is selected and highlighted with a red box. The 'Documents' section lists several items under the 'Amendment' category: 'Amendment core' (ZIP), '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), and 'Annex 2 - Estimated budget for the action' (PDF). An 'Upload' button is highlighted with a red box next to the 'Annex 1 - Description of the action (part B)' entry. A 'Validate' button is located at the bottom right of the interface.

Title	File Type
▼ Amendment	
Amendment core	ZIP
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

Comparing versions of Annex 1

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



The screenshot shows a web application interface with a header bar containing icons and a 'DOCUMENTS' tab. Below the header, the 'Documents' section displays a table with the following rows:

Title	
▼ Amendment	
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)	 

A red rectangular box highlights the row for 'Annex 1 - Description Of Action (part B)'. A tooltip with the text 'Compare the document with its previous version' is positioned next to the compare icon in this row. At the bottom right of the interface, there is a 'Validate' button.

Annex 1 amendment

Uploading additional documents

i 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. A red text box with a white background is overlaid on the interface, containing the text: 'Pressing the reset button allows you to delete/replace the added files'. Below this text, there is a 'Reset' button and an 'Upload' button. The 'Reset' button is highlighted with a red box. The 'Upload' button is also visible. The 'Validate' button is at the bottom right of the interface.

Grant Management

Amendments of Grant Agreement Data

220012183 (220012183 LAKKAKA [ABAC:ABACBI RENEWFIM-LS])

Reference: AMD-220012183-1
Type: CR (Consortium Requested)

DOCUMENTS

Documents

Amendment

Amendment core

Amendment request letter

Grant Agreement Core

☒ Additional supporting documents

Grant Agreement Data Sheet

Annex 1 - Description of the action (part A)

Annex 1 - Description of the action (part B)

Reset

Upload

Validate

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

The is available once you have completed your upload

Click or you have completed the upload

Selecting the amendment type

By beneficiary or EDCTP3

Grant Management
218800 (218800 Laxmi [ABAC: ABACBUOT]) ERASMUS-OG
Reference: AMD-218800-4
Type: CR (Consortium Requested)

Amendments of Grant Agreement Data

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

Amendment Information

Change of legal status
Universal Transfer of Rights and Obligations

Selected by EU

Business Refen	Description
☒ AT21	Change of Annex 1
☐ AT27	Change concerning linked actions
☐ AT28	Change of additional information
☐ AT37	GA termination (early termination)

Selected by beneficiary

Business Refen	Description
☐ AT36	Resuming the action after GA suspension

Selected by EU or beneficiary

Business Refen	Description
☒ AT41	Change of Annex 2
☒ AT43a	Change of the maximum grant amount (Annex 2)

Validate

Grant Management
218800 (218800 Laxmi [ABAC: ABACBUOT]) ERASMUS-OG
Reference: AMD-218800-4
Type: CR (Consortium Requested)

Amendments of Grant Agreement Data

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

Amendment Information

Change of legal status
Universal Transfer of Rights and Obligations

Selected by EU

Business Refen	Description
☒ AT21	Change of Annex 1
☐ AT27	Change concerning linked actions
☐ AT28	Change of additional information
☐ AT37	GA termination (early termination)

Selected by beneficiary

Business Refen	Description
☐ AT36	Resuming the action after GA suspension

Selected by EU or beneficiary

Business Refen	Description
☒ AT41	Change of Annex 2
☒ 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 shows the 'Grant Management' interface with the 'Amendments of Grant Agreement Data' section. The 'Amendment Information' tab is selected. Below the tab, a list of amendment types is displayed. A red box highlights the download icon (a blue circle with a white download arrow) next to the 'Change of Annex 1' amendment type.

Selected by EU	Business Refer	Description	
☒	AT24	Change of the project starting date	
☒	AT25	Change of the project duration	
☒	AT26	Change of the reporting periods	
☐	AT56	Change of the MIM contribution	
☐	AT57	Change of the prefinancing guarantee	
☐		Change of Beneficiary Details (legal name, legal address, VAT, ...)	
☐		Change of legal status	
☐		Universal Transfer of Rights and Obligations	

Selected by beneficiary	Business Refer	Description	
☒	AT21	Change of Annex 1	
☐	AT27	Change concerning linked actions	
☐	AT28	Change of additional information	
☐	AT37	GA termination (early termination)	

Click  the download icon next to the relevant amendment type

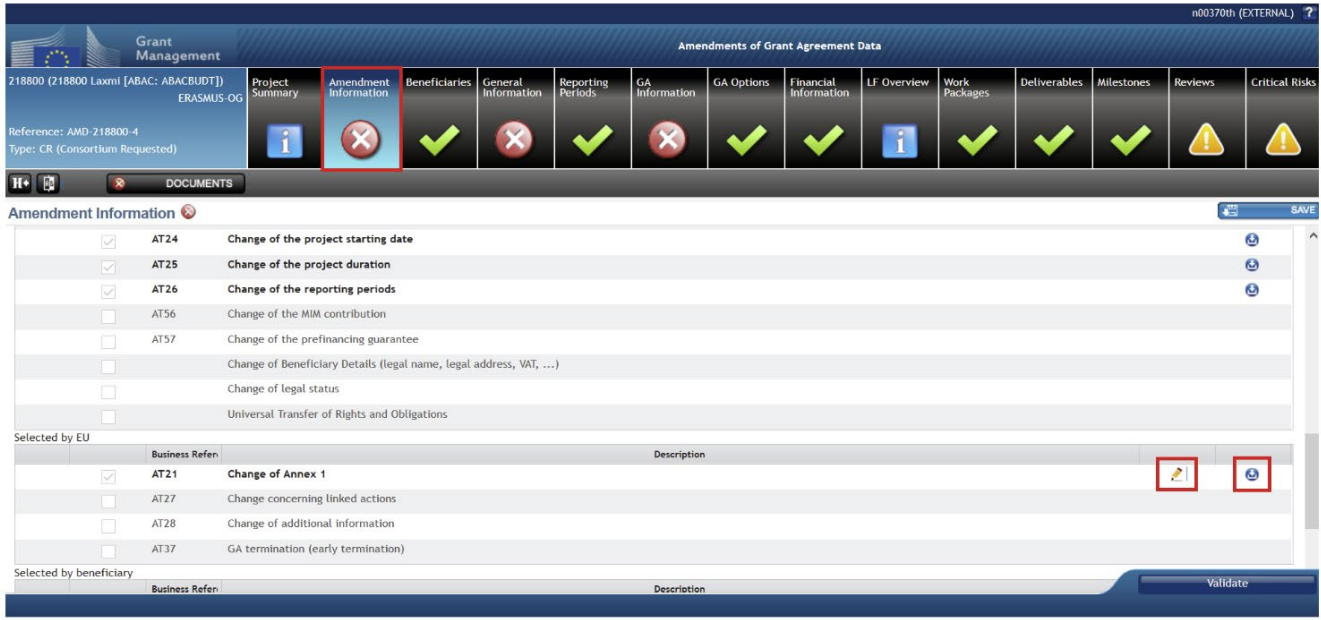
Clicking the document icon, displays a pop-up window with the text to be printed in the Grant Agreement

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' system interface. The top navigation bar includes the 'Grant Management' logo and the user 'n00370th (EXTERNAL)'. The main content area is titled 'Amendments of Grant Agreement Data' and features a table of amendments. The 'Amendment Information' tab is selected, and the 'AT24' amendment is highlighted. The interface includes a top navigation bar, a main content area with a list of amendments, and a bottom section for 'Selected by EU' and 'Selected by beneficiary'.

Amendment	Description	Status
AT24	Change of the project starting date	✓
AT25	Change of the project duration	✓
AT26	Change of the reporting periods	✓
AT56	Change of the MIM contribution	✗
AT57	Change of the prefinancing guarantee	✗
	Change of Beneficiary Details (legal name, legal address, VAT, ...)	✗
	Change of legal status	✗
	Universal Transfer of Rights and Obligations	✗

Selected by EU

Business Refen	Description	Status
AT21	Change of Annex 1	✓
AT27	Change concerning linked actions	✗
AT28	Change of additional information	✗
AT37	GA termination (early termination)	✗

Selected by beneficiary

Business Refen	Description	Status
----------------	-------------	--------

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	- Automatically selected by the system after the updates have been done, or - to be manually selected by the Project Officer or the Beneficiary - On-demand: requested by the Project Officer from the Service Desk	Relevant SyGMA tab*	How to apply the changes
☐ Amendment types that can be activated only by the Commission/Agency ☐ The Commission/Agency must be contacted before requesting these amendment types ** Amendment types also available after the end date of the project (but NOT after the final payment) or after the termination date				
AT1	Addition of a new beneficiary <i>*Consortium Requested amendment</i> ⚠ 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	Click on Add new beneficiary to add a new I  Search for the PIC you would like to add  Select the line of the PIC  Add the short name and select the type of st 

Continue to follow the instructions in the right column to complete

Coordinator locks the amendment request for review

Consortium Requested Amendment AMD-981576-1

05 Aug 2020

Launched Prepared Submitted Admissible Decision

Cancel amendment

Amendment preparation

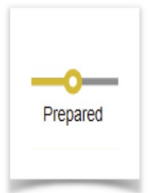
Lock for review

Process documents

Process communications

Process history

Amendment is now at the step



Keep refreshing the process until the Amendment is generated.

Amendment preparation

generated

and until the buttons "Unlock to draft" and "EU review" become visible.

Amendment - AMD-981576-1 to validate

Unlock to draft EU Review

Coordinator can submit for review or can cancel the 'prepared' amendment

The screenshot shows the 'Consortium Requested Amendment' interface for AMD-981576-1. A progress bar at the top indicates the stages: Launched (05 Aug 2020), Prepared, Submitted, Admissible, and Decision. The 'Prepared' stage is currently active. Below the progress bar, there is a 'Cancel amendment' button and a document icon labeled 'Amendment - AMD-981576-1 to validate'. At the bottom right, there are two buttons: 'Unlock to draft' and 'EU Review', with the 'EU Review' button highlighted by a red box. On the left side, there are three expandable sections: 'Process documents', 'Process communications', and 'Process history'.

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.

This screenshot shows the same interface as the previous one, but the 'Launched' stage is now active on the progress bar. The 'EU Review' button is no longer visible, indicating the process has moved forward. The 'Cancel amendment' button and the document icon remain. The left sidebar with 'Process documents', 'Process communications', and 'Process history' is also present.

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)

Online guides and resources

EU Funding & Tenders Portal

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>



Guidance on all aspects of applying for and managing funding is available at
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>



National Contact Points

Supporting applicants and grant holders

About us

The NCP Portal

offers both NCPs and participants access to the vast knowledge, support tools and services that NCP networks develop to support the wide participation in Horizon Europe.

The portal's mission is to serve as a stable entry point during the whole duration of the programme, complementing the [Funding and Tender Portal](#).

There, you will find the official information to participate in Horizon Europe. Here, you will find useful resources developed by NCPs, which offer you added value to support your participation in the different parts of Horizon Europe under an unified and easy-to-navigate portal.



The National Contact Point system

The National Contact Points are support structures established by Member States (MS) and Associated Countries (AC) and recognized by the European Commission (EC) to help participants to access the different EU Programme opportunities. For Horizon Europe, there are 17 NCP different functions plus the NCP national coordinators network, giving support to participants across the different parts of the programme.

<https://horizoneuropencppportal.eu/about>



EDCTP

Thank you!

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