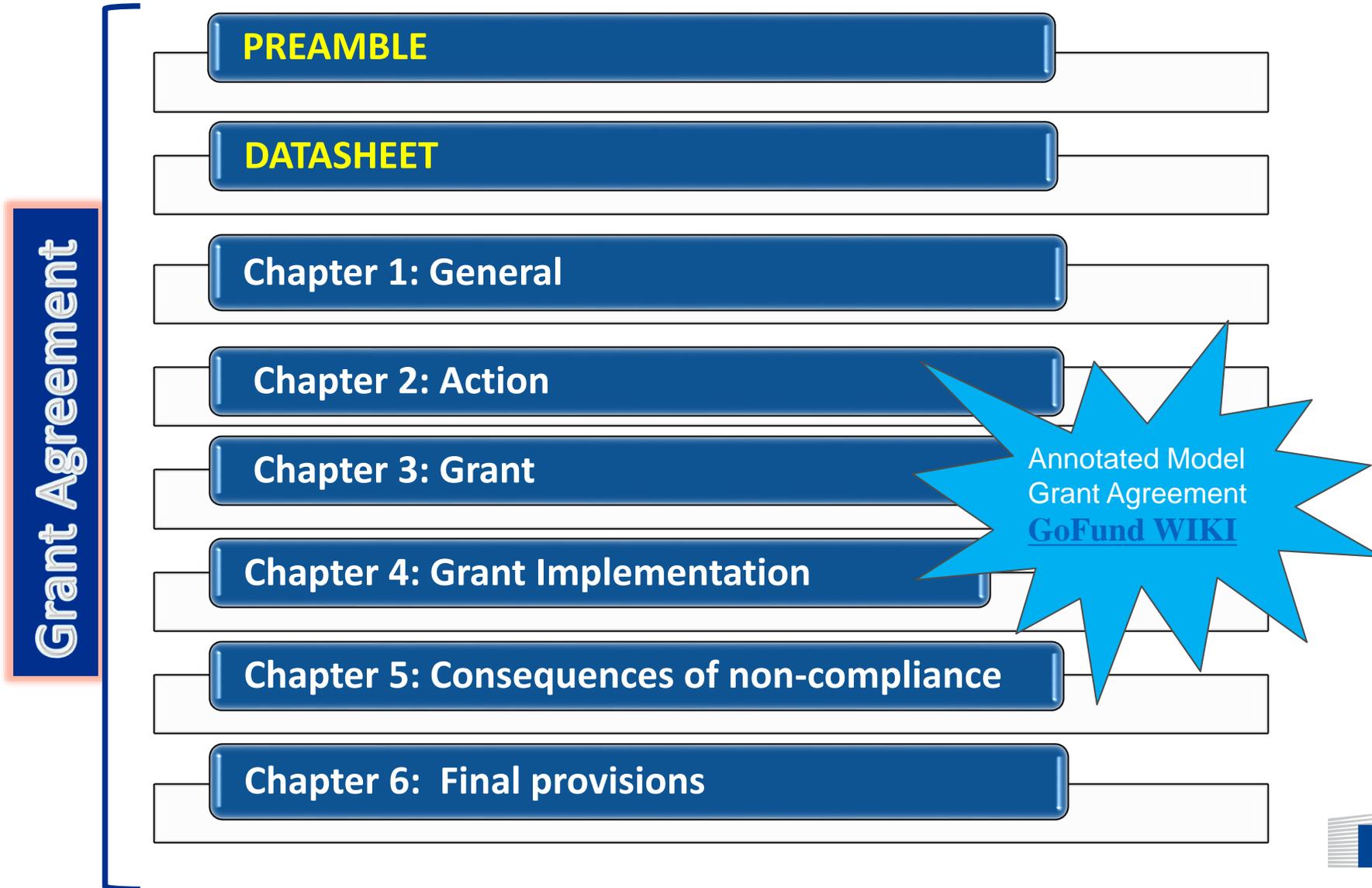




# GRANT AGREEMENT Highlights

*Kick off meeting 1 - 2 December 2022*

# Terms and Conditions of the Grant Agreement



# Annexes To The Grant

**Annex 1: Description of the Action (Part A & B)**

**Annex 2: Estimated Budget for the action**

**Annex 2a: Additional information on unit costs and contributions (\*)**

**Annex 3: Accession Forms (\*)**

**Annex 3a: Declaration of joint and several liability of affiliated entities (\*)**

**Annex 4: Model for the financial statements**

**Annex 5: Specific Rules**

\* (if applicable)

# SUPERIORITY – ART.37 INTERPRETATION OF THE AGREEMENT

- **Data Sheet** > over the rest of the Terms and Conditions
- **Annex 5** > over the Terms and Conditions
- **Terms and Conditions** > over the Annexes, other than Annex 5
- **Annex 2** > over Annex 1

# DATA SHEET – KEY DATA

## General Data

(e.g. Project number, name, type of action, start and end date and duration)

## Participants

(e.g. Coordinator, Beneficiaries, Associated partners)

## Grant

(e.g. Action grant, budget categories, budget flexibility – with conditions)

- Unit contribution
- Lump sum

## Reporting, payment and recoveries

(e.g. Continuous and periodic reporting, payments/recoveries, bank account, etc.)

## Consequences of non-compliance, applicable law & dispute settlement forum

## Others

(e.g. Annex 5, record-keeping, audits and reviews, ect.); 5 y (EMJM) or 3 years (EMDM)

# CHAPTER 1 to 6 – KEY ARTICLES (1)

- ARTICLE 2 — DEFINITIONS
- ARTICLE 6 — ELIGIBLE AND INELIGIBLE CONTRIBUTIONS
- ARTICLE 11 — PROPER IMPLEMENTATION OF THE ACTION
- ARTICLE 17 — COMMUNICATION, DISSEMINATION AND VISIBILITY
- ARTICLE 21 — REPORTING
- ARTICLE 22 — PAYMENTS AND RECOVERIES — CALCULATION OF AMOUNTS DUE

# CHAPTER 1 to 6 – KEY ARTICLES (2)

- ARTICLE 35 — FORCE MAJEURE
- ARTICLE 36 — COMMUNICATION BETWEEN THE PARTIES
- ARTICLE 38 — CALCULATION OF PERIODS AND DEADLINES

# EMJM Budget breakdown

(ACTIVITIES, WORK PACKAGES, TIMING AND SUBCONTRACTING)

REQUESTED GRANT AMOUNT								
Estimated eligible unit contributions (per budget category)								
A. Contributions for scholarships			B. Institutional contributions			C. Contributions for special needs	Total	
Heading 2	Heading 6 IPA	Heading 6 NDICI	Heading 2	Heading 6 IPA	Heading 6 NDICI			
Forms of funding	Unit contribution	Unit contribution	Unit contribution	Unit contribution	Unit contribution	Unit contribution	Unit contribution	e = a+b+c
	a		b			c		
<b>1 – Coordinator</b>	2.016.000	201.600	604.800	1.800.000	108.000	324.000	120.000	5.174.400
<b>Total consortium</b>	2.016.000	201.600	604.800	1.800.000	108.000	324.000	120.000	5.174.400

# Contributions for special needs

- Enrolled students — Special needs allowance Type: unit contributions;
- Units: number of special needs units (per enrolled student, with or without scholarship) ;
- Amount calculated as follows: {requested special needs unit multiplied by (1/number of months)}
- The pre-defined special needs units are: EUR 3 000, EUR 4 500, EUR 6 000, EUR 9 500, EUR 13 000, EUR 18 500, EUR 27 500, EUR 35 500, EUR 47 500 and EUR 60 000.
- NO prior authorisation to apply the unit costs;
- Reimbursement made on the basis of unit cost declared;
- Supporting documents (SD) – to be kept: SD that the cost were needed and that the student's participation in the action would not be possible without the special needs items or services; a student declaration with an estimation of costs, communication to the students concerned on the availability of services and funds) ;
- Certification by a competent national authority of the long-term impairment of the concerned student;
- Proof that the concerned student was enrolled (records of the student's registration ;

# AUDIT



## WHY?

For reasons of accountability

## WHO?

Agency/Commission staff,  
external auditors, European  
Court of Auditors

## WHEN?

Up to 5Y after the end of project  
implementation

## WHERE?

In your premises

## HOW?

Checking supporting  
documentation

**ARTICLE 25 —  
CHECKS,  
REVIEWS, AUDITS  
AND  
INVESTIGATIONS  
— EXTENSION OF  
FINDINGS**

# Amendments

Requested by CONSORTIUM



# Amendments (1/2) - (Article 39)

- The party requesting an amendment must submit a request for amendment signed directly in the Portal Amendment tool.
- The coordinator submits and receives requests for amendment on behalf of the beneficiaries
- The request for amendment must include: - the reasons why and the appropriate supporting documents;
- The amendment (AMD) must be signed for 45 days from the receiving of the notification; the deadline may be extended or the AMD could be rejected;

# Amendments (2/2) - (Article 39)

- Request to be submitted before the end of the action & sufficiently in advance
- Enters into force on the day of the signature of the receiving party

## NOT NEEDED :

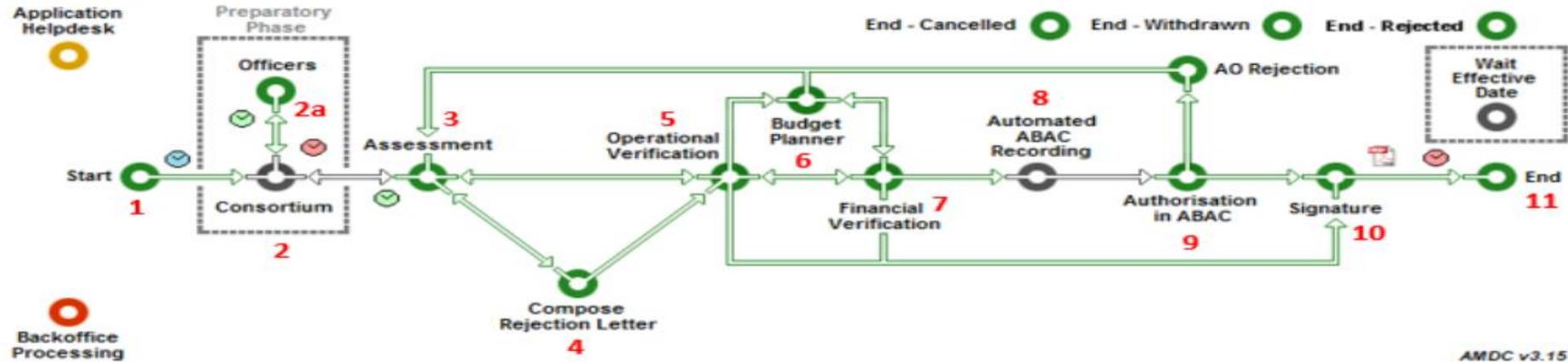
- Example: name & address of the organization, legal form, etc. but obligation to update information in the participant portal

## NEEDED:

- New beneficiary joining the partnership, extension of eligibility period, bank account, ..
- Significant changes in planned activities / deliverables.

# Amendments Main Steps

## Amendment - Consortium Request



Step 1. Launch the Amendment preparation in the F&T Portal

- The Coordinator logs in to the F&T Portal

[How to launch an amendment - IT How To - Funding Tenders Opportunities \(europa.eu\)](https://europa.eu)

[Amendments - Online Manual - Funding Tenders Opportunities \(europa.eu\)](https://europa.eu)

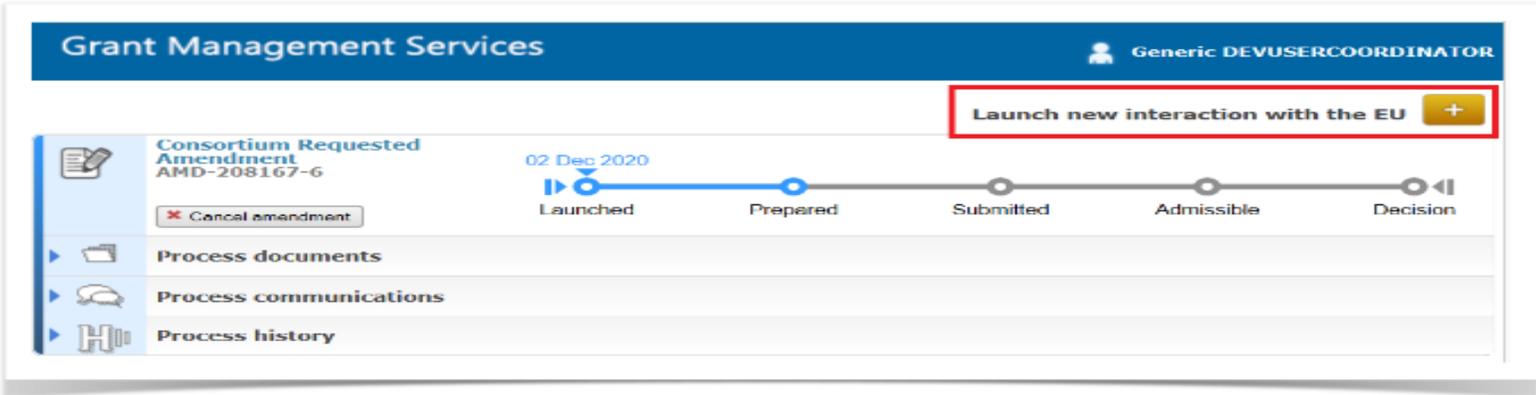
- Good practice if you have doubts: prior to the launch of your Amendment, contact your PO via a PNS (Participant Notification System)

# Amendments Main Steps

• Step 2: The Coordinator launches the amendment request, prepares all data and sends to the EU for review

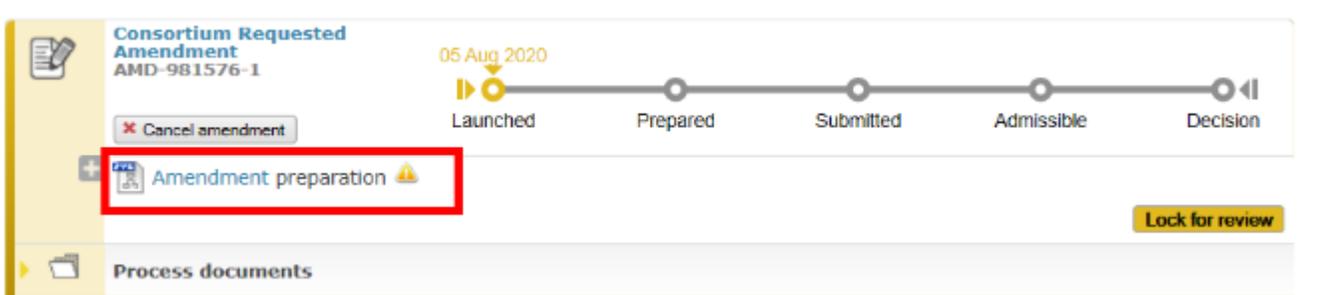
- a. Launching a new interaction with the Service.

❗ Only the Coordinator Contact Person can perform this action.



The screenshot shows the 'Grant Management Services' interface for a user named 'Generic DEVUSERCOORDINATOR'. A red box highlights the 'Launch new interaction with the EU' button with a plus sign. Below this, a card for 'Consortium Requested Amendment AMD-208167-6' is shown with a progress bar. The progress bar has five stages: 'Launched' (active), 'Prepared', 'Submitted', 'Admissible', and 'Decision'. The date '02 Dec 2020' is displayed above the progress bar. On the left side of the card, there is a 'Cancel amendment' button and three expandable sections: 'Process documents', 'Process communications', and 'Process history'.

- b. Preparing the amendment data. – the task will be available, as soon as the button Lock for Review appears.



The screenshot shows the 'Grant Management Services' interface for a user named 'Generic DEVUSERCOORDINATOR'. A red box highlights the 'Amendment preparation' task with a warning icon. The task is shown in a card for 'Consortium Requested Amendment AMD-981576-1' with a progress bar. The progress bar has five stages: 'Launched' (active), 'Prepared', 'Submitted', 'Admissible', and 'Decision'. The date '05 Aug 2020' is displayed above the progress bar. On the left side of the card, there is a 'Cancel amendment' button and one expandable section: 'Process documents'. A 'Lock for review' button is visible at the bottom right of the card.

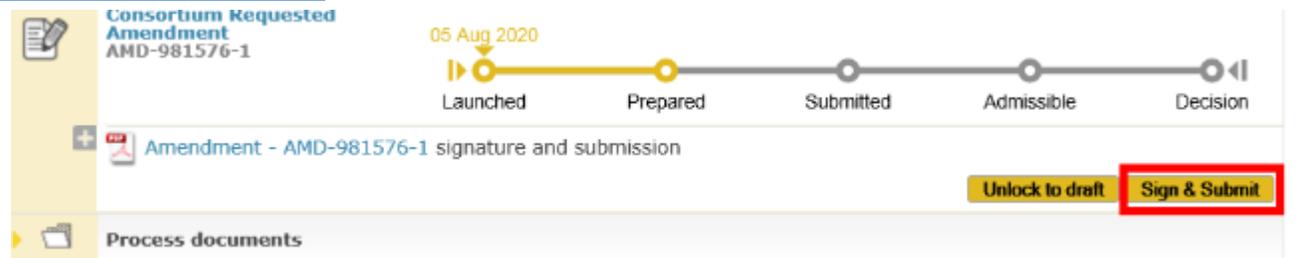
# Amendments Main Steps

- [c. Locking the amendment request for review](#)
- [d. Sending the amendment request for review by the EU](#)
  - [Option: cancel amendment](#)



• [Step 2: The EU Services review the amendment request \(mandatory\)](#)

• [Step 3: The Project Legal Signatory signs and submits the amendment request to the EU Services after the EU review](#)



# Amendments Main Steps

- Step 4: The EU Services assess the amendment.

- The EU Services have 45 days to assess the request.

- Once the request has been assessed, the process goes to the status **Admissible**



- Step 5: The EU Services accept (countersign the amendment) or reject (make available a rejection letter).

- On completion of the assessment, the amendment is accepted or rejected and countersigned by the EU. The metro line moves to the status decision

# SYGMA SCREEN

The screenshot displays the SYGMA interface for project 667980 (CARAT). The top navigation bar includes 'Grant Management' and 'Amendments of Grant Agreement Data'. A menu of tabs is visible, with 'Project Summary' highlighted in red. Below the tabs, the 'Project Summary' section shows project details: 'Project 667980 ( CARAT ) - SIGNED (IN FORCE)', 'Responsible Unit: RTD/E/05', 'Call: H2020-PHC-2014-2015 submitted for H2020-PHC-2015-two-stage / 21 Apr 2015', 'Topic: PHC-16-2015 - Tools and technologies for advanced therapies', 'Type of Action: RIA', and 'Duration: 48'. The 'Important Dates' section lists 'Entry into force of the Grant: 08/12/2015', 'Project Start Date: 01/01/2016', and 'Project End Date: 31/12/2019'. The 'Amendment Information' section, also highlighted in red, shows 'Number: (number will be automatically assigned as soon as the amendment is signed by both parties)', 'Reference: AMD-667980-8', and 'Type: CR (Consortium Requested)'. The 'Budget Information' section shows 'Proposal overall costs: 5,989,158.75 €', 'Maximum grant amount after evaluation: 5,989,158.75 €', 'Total costs (including non-EU funded): 5,989,158.75 €', 'Total Costs: 5,989,158.75 €', and 'Maximum Grant Amount: 5,989,158.75 €' with a progress bar at 100.00% of total costs. The 'Officers' section is partially visible at the bottom. A 'Validate' button is located at the bottom right of the screen.

**Project Summary**

Project 667980 ( CARAT ) - SIGNED (IN FORCE)

Responsible Unit: RTD/E/05  
Call: H2020-PHC-2014-2015 submitted for H2020-PHC-2015-two-stage / 21 Apr 2015  
Topic: PHC-16-2015 - Tools and technologies for advanced therapies  
Type of Action: RIA  
Duration: 48

**Important Dates:**  
Entry into force of the Grant: 08/12/2015  
Project Start Date: 01/01/2016  
Project End Date: 31/12/2019

**Amendment Information:**  
Number: (number will be automatically assigned as soon as the amendment is signed by both parties)  
Reference: AMD-667980-8  
Type: CR (Consortium Requested)

**Budget Information:**  
Proposal overall costs : 5,989,158.75 €  
Maximum grant amount after evaluation : 5,989,158.75 €  
Total costs (including non-EU funded) : 5,989,158.75 €  
Total Costs: 5,989,158.75 €  
Maximum Grant Amount: 5,989,158.75 € 100.00 % of total costs

**Officers:**

Validate

Consortium makes all the **needed changes:**  
(*e.g.*, change Start date, Add New Beneficiaries, duration, ...) in the related tabs

At least one modification has to be done

# THE MOST COMMON AMENDMENTS

- Addition/Removal of new beneficiary
- Addition/ Removal of an Associated Partner
- Change of the bank account for payments
- Change of Contact person - PCoCo change by the PO
- The following changes of project data will automatically trigger the setting of the "Change of annex 1" type:
  - Any change to Work Packages
  - Any change to Deliverable – example changes in the dissemination level or content
  - Any change to Milestones
  - Change of the project name, project acronym
  - Change of the project duration
  - Change of reporting periods

# CHANGES WITHOUT AMENDMENT

Certain data changes which do not require a formal amendment:

- **AMD Information Procedures** – examples:
  - change of legal entity data (name, address, VAT);
  - change of bank account info (bank name, branch address or bank account holder),

[AMD Information Procedures - GoFund - Confluence \(europa.eu\)](#)

- Change of the deliverable due date;

# Thank you



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Slide xx: [element concerned](#), source: [e.g. Fotolia.com](#); Slide xx: [element concerned](#), source: [e.g. iStock.com](#)

