

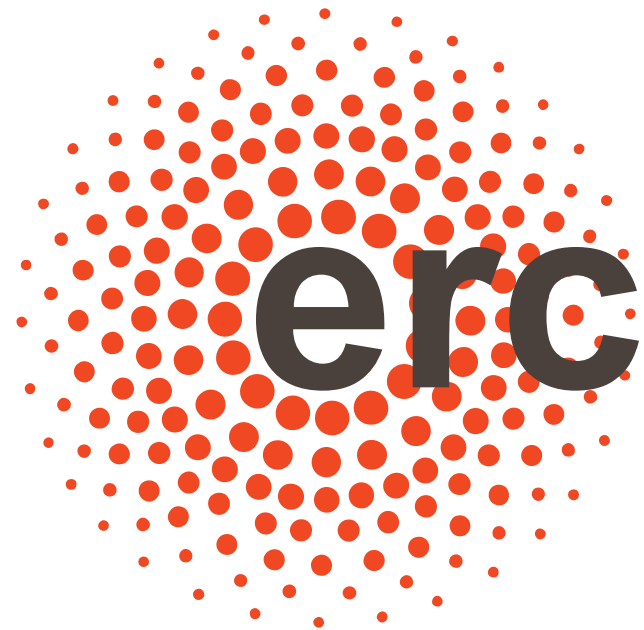
# The European Research Council



## Grant Agreement Preparation

ERC Executive Agency

Giuseppe Bambara



# The goal of this workshop



- Work on a practical example
- Prepare documents quickly and efficiently
- Share experiences
- Networking and discussion

# Overview



- **Simplified H2020 Grant preparation and goals of granting**
- **Key elements**
- **SyGMa: important information**
- **H2020 documents**
- **Useful updates of the Grant Agreement**
- **Let's work and share!**
- **Before you go - key messages**

# Grant preparation goals

## SIMPLIFICATION in granting:

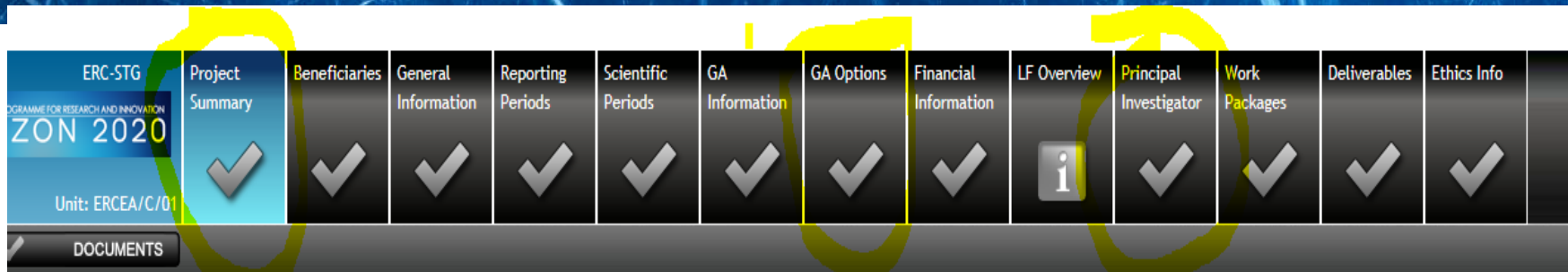
- "Preventive checks": only when necessary
- Structure of the Annex 1: based on the proposal submission
- Budget table of Annex 2: simplified to one column
  
- Conclude granting fast and efficient
- Establish the key points of the grant agreement
  - start date,
  - ethics issues, if applicable,
  - linked third parties to the beneficiaries, in-kind contributions by third parties,
  - subcontracting
- Description of the Action (Annex 1) and the Estimated budget for the action (Annex 2) match the proposal

# Key elements



- **Invitation Letter to prepare the grant agreement:**  
The Annex outlines important and updated information for each call
- **Online grant preparation** via the Participant portal **SyGMa**
- **Electronic Signatures:**
  - Remember to sign your 'Declaration of Honour'
  - EXCEPTION: Supplementary agreement
- **Please follow your proposal**

# SyGMa: Important information



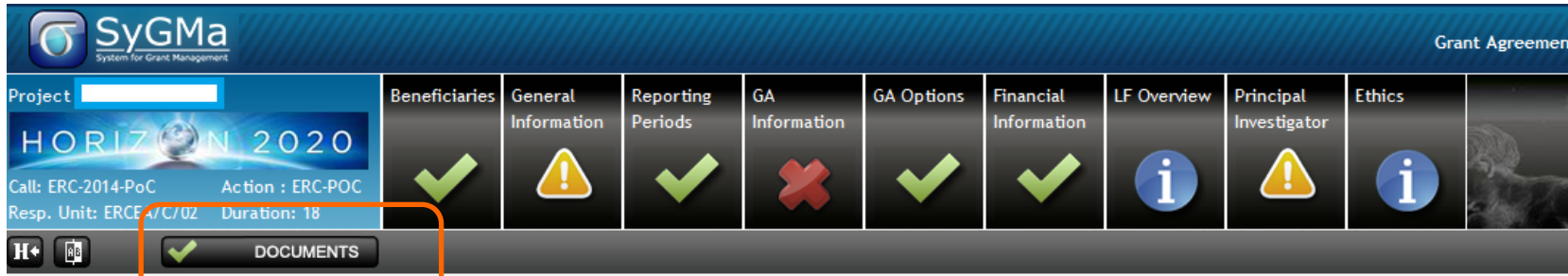
- **TAB Project Summary:**  
Keep the *acronym*, *title* and *abstract* as it was submitted.  
If you wish to change: contact your PO

- **TAB GA optional:**

MANUAL		
		Description
<input checked="" type="checkbox"/>	2	Preamble - PI hosted and engaged by principal beneficiary
<input type="checkbox"/>	14	Article 29.3 - Open access to research data (Research Data Pilot)

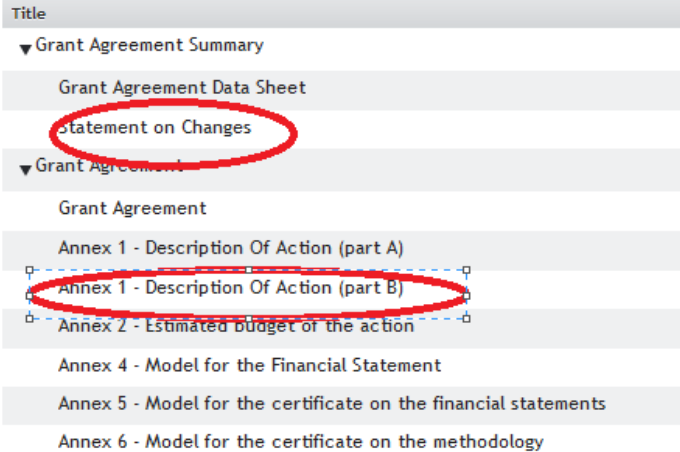
- **TAB Principal Investigator:**  
Encode *name*, *date*, *place* of birth and *time commitment*

# H2020 Documents



The image shows the SyGMA System for Grant Management interface. At the top, there is a header with the SyGMA logo and the text 'System for Grant Management' and 'Grant Agreement'. Below this is a project information bar with a 'Project' field, 'HORIZON 2020' logo, and details: 'Call: ERC-2014-PoC', 'Action: ERC-POC', 'Resp. Unit: ERC-AC/02', and 'Duration: 18'. A row of tabs follows, each with a status icon: Beneficiaries (green check), General Information (yellow warning), Reporting Periods (green check), GA Information (red X), GA Options (green check), Financial Information (green check), LF Overview (blue info), Principal Investigator (yellow warning), and Ethics (blue info). At the bottom left, there is a 'DOCUMENTS' button with a green checkmark, which is highlighted by an orange box.

## Documents



The image shows a list of documents under the 'Documents' section. The list is titled 'Title' and includes the following items:

- Grant Agreement Summary
  - Grant Agreement Data Sheet
  - Statement on Changes
- Grant Agreement
  - Grant Agreement
  - Annex 1 - Description Of Action (part A)
  - Annex 1 - Description Of Action (part B)
  - Annex 2 - Estimated budget of the action
  - Annex 4 - Model for the Financial Statement
  - Annex 5 - Model for the certificate on the financial statements
  - Annex 6 - Model for the certificate on the methodology

The 'Statement on Changes' and 'Annex 1 - Description Of Action (part B)' are circled in red.

1. Annex 1A – automatically created by SyGMA
2. Annex 1B (DoA) – UPLOAD in SyGMA
3. Annex 2 (budget table) – ENCODE in SyGMA
4. Statement on Changes – UPLOAD in SyGMA
5. Supplementary Agreement via email
6. Copy of PI's passport via email (if needed)

# Documents: Annex 1 and 2

## Annex 1:

- **Annex 1 - Part A**
  - based on structured information
  - generated from SyGMA
- **Annex 1 - Part B Description of the Action**
  - you create it: merge Parts B1 and B2 including narrative of the proposal into one single document
  - keep scientific part intact AND check the resources part
  - delete the budget table from part B2 of the proposal
  - you need to upload Part B in **SyGMA**

## Annex 2: Budget for the Action generated from SyGMA

- based on the data you have encoded in **SyGMA** (TAB: beneficiaries)
- **NEW** line on internal invoices



# Documents: SoC, SA and Passport

- **Statement of Changes (SoC)**
  - One page statement describing any changes made in the Annex 1 **compared to** the original proposal (incl. panel recommendations)
  - Needed even in case there are no changes in the DoA
  - You need to upload the SoC in **SyGMA**
- **Supplementary Agreement (SA)**
  - model for SA found at the ERC Documents website / **via email to your PO**
- **PI's passport: used until the date of granting**
  - Only if the PI has not provided a copy of his/her identity during the panel interview / **via email to your PO**

*NB: ERCEA complies with the data protection rules*

# Updates of the Grant Agreement: Equipment depreciation and low value assets



## Equipment:

- allocated on a systematic basis over the equipment's **useful life**
- declaring the full price of an asset in one single year "excessive cost"
- You can NOT charge depreciation for periods before the purchase of the equipment

**Low-value assets** may be eligible in the year when it is purchased if:

- **the full cost is recorded** in the accounts as **expenditure** of that year (i.e. NOT recorded as an asset subject to depreciation)

and

- the cost of the asset is **below the low-value ceiling** as defined under national law or other objective reference compatible with the materiality principle

and

- the item is used **exclusively for the H2020 action** in the year of purchase

# Updates of the Grant Agreement: Costs of internally invoiced goods and services



**Costs of internally invoiced goods and services:** wider acceptance of **usual accounting practices** charging on the basis of **unit costs**

- **Internal invoices are eligible, if:**
  - (a) declared on the basis of a **unit cost** calculated in accordance with the beneficiary's usual cost accounting practices
  - (b) cost accounting practices are **applied in a consistent manner**, objective criteria, regardless of the source of funding
  - (c) unit cost is **calculated using the actual costs** excluding any ineligible cost or costs included in other budget categories
  - (d) unit cost **excludes** any costs of items which are not directly linked to the production of the invoiced goods or service.

# Updates of the Grant Agreement: Contracts under personnel costs

**Standard case: persons hired by the beneficiary via an  
*employment contract***

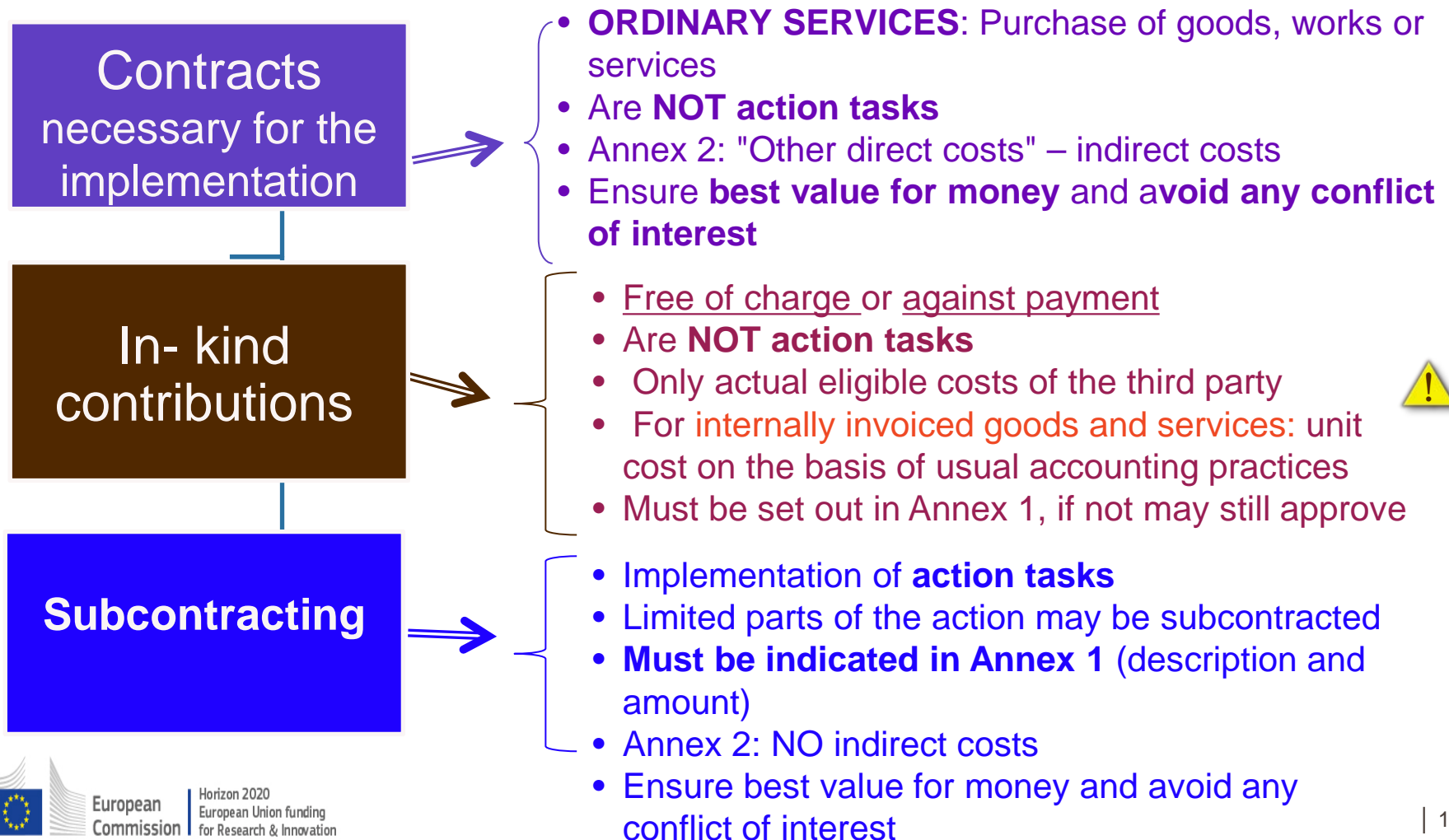
Qualified as such under national law; and  
the entity pays social security contributions)

## **Other cases:**

- Natural persons hired directly via a contract other than an employment contract **if:**
  - the person works under conditions similar to those of an employee (e.g. organisation or work, premises, etc.)
  - The result of the work belongs to the beneficiary (exceptions may apply)
  - The costs are not significantly different from those of an employee of the beneficiary doing similar tasks
- Employees of a third party seconded to the beneficiary (must be set in Annex 1!)

# The H2020 Granting Process

## Third parties and Contracts



# How to introduce Work PKG/Deliverables for ORDP (Open Research Data Pilot)

## STEP 3: Create an ORDP deliverable



500154 (500154 GAP TEST) CSA

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION  
**HORIZON 2020**

Call: H2020-Adhoc-2014-20  
Topic: INNOSUP Unit: RTD/B/07

Project Summary ✓ Beneficiaries ⚠ General Information ✓ Reporting Periods ✓ GA Information ⚠ GA Options ✓ Financial Information ✓ LF Overview ⓘ Work Packages ✗ **Deliverables ✗**

DOCUMENTS

Deliverables ✗ SAVE

There are no deliverables indicated for the project

+ Add Deliverable

Number	Relative Number in WP	Title	Lead Beneficiary	Type	Dissemination Le	Due Date (in mo)	Actions
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**Deliverable details**

Number: 1

Title:

Lead Beneficiary:

Type:

Dissemination level:

Due Date (in months):

Description:

**Deliverable TITLE: Data Management Plan**

- R: Document, report
- DEM: Demonstrator, pilot, prototype
- DEC: Websites, patent filings, videos etc.
- OTHER
- ORDP: Open Research Data Pilot

**Dissemination level:**

- PU: Public
- CO: Confidential, only for members of the consortium (including the Commission Services)
- EU\_CON: Classified Information: CONFIDENTIEL UE (Commission Decision 2015/444/EC)
- EU\_RES: Classified Information: RESTREINT UE (Commission Decision 2015/444/EC)
- EU\_SEC: Classified Information: SECRET UE (Commission Decision 2015/444/EC)

Links to WP

number	title	leadBeneficiary	endMonth
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**Deliverables have to be linked with Work Packages !!!!**

# Let's work and share !



- Step 1 (10 minutes): Let's discover the documents
- Step 2 (40 minutes): We will work on practical questions : a great opportunity to show your solution. Feedback and clear guidance on them would be provided.

# Let's work and share !

- PI employment /vs/ Supplementary agreement
- Funding ID
- Starting date of the project
- Section regarding Resources (Annex 1) - **Classification of costs under different cost categories**
  - PI commitment (**Salary for PI and team members?**)
  - Team members
  - Travel costs
  - Equipment
  - Publication costs (**Dissemination costs**)
  - Internal invoices
  - Third party / subcontracting / contracts
- Difference between Annex 1 and Annex 2 (budget table).
  - Budget cut
- Statement of changes



# Before you go - key messages



## Best practices / How to work even better :

- PI's commitment time
- PI's employment and working place
- Annex1 – part B, on cover page: keep the type of your grant. Make sure the year of the grant is correct
- Do not delay the signature of the Supplementary Agreement and send the signed version together with the rest of the documents
- Annex I – Use of resources : please describe as clearly as possible the costs charged on the budget table (Annex II)

# Before you go - key messages



- Granting process is about concluding Grant Agreements for a smooth implementation of the project
- If there is any doubt about whether a cost is eligible, or for any questions, please contact your Project Officer. We are here to help



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Established by the European Commission

Thank you !