



# Erasmus+ Virtual Exchange (EVE)

GAP – Grant Agreement Preparation

26 November 2024

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*European Education and Culture  
Executive Agency (EACEA)*

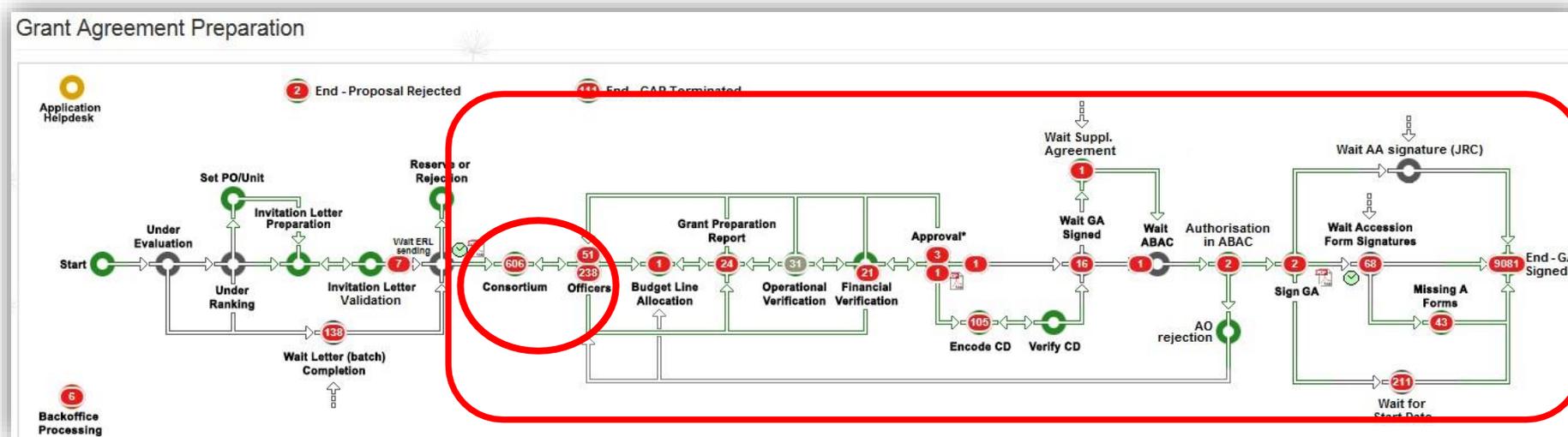


# GAP – Grant Agreement Preparation

## STEPS

- 1) Letter to **GAP** sent to the coordinator – **behind us**
- 2) **Guidance document on GAP** sent to coordinators- **behind us**, **WE ARE HERE NOW**
- 3) Preparing the **Grant Agreement** – **WE ARE HERE NOW**
- 4) **Sign the Declarations of honour** (all beneficiaries, including coordinator) – **ahead of us**
- 5) **Sign the Grant Agreement** (coordinator) – **ahead of us**
- 6) **Sign Accession forms** (beneficiaries) – **ahead of us**

## NAVIGATION



# GAP – Grant Agreement Preparation

## 2 big tasks

WHAT	WHERE	WHO	AGENCY you communicate with	Time consuming level	Level of coordinator's intervention
Validation of PIC, LEAR, financial capacity	Participant* register (in FTOP portal)	Coordinator and partners (self-registrant)	Central validation service CVS – REA (Research Executive Agency)	HIGH	LOW
Inserting project (grant agreement) data	SYGMA (in FTOP portal)	Coordinator (in cooperation with partners)	EACEA – European Education and Culture Executive Agency – project officer	LOW	HIGH

\* For all **TECHNICAL** questions, problems (e.g. access to your account) concerning the Participant Register, contact the helpdesk at [EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu](mailto:EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu), Tel: **0032 229 92222** (Mo-Fr, 08h00-20h00, Brussels Time).

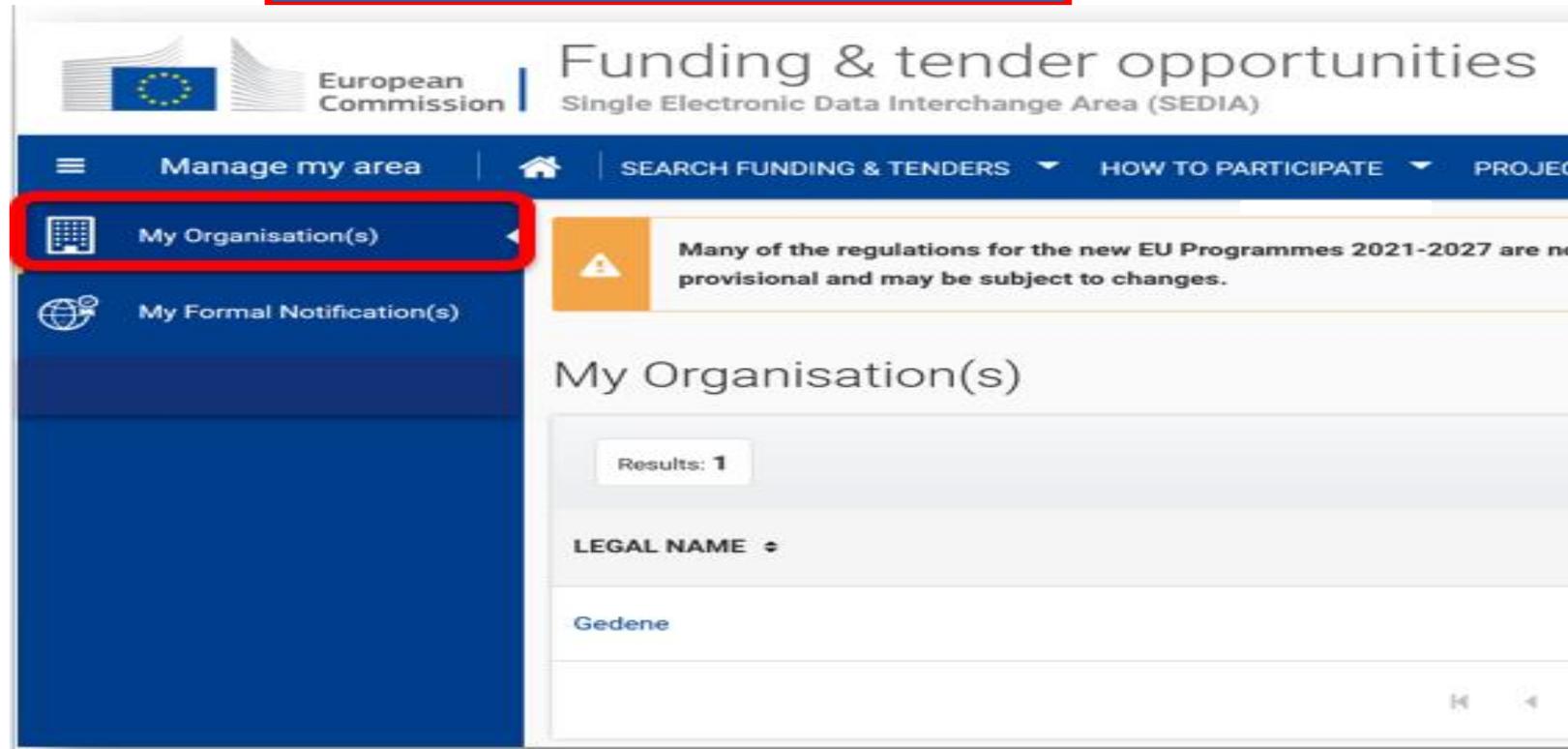
# **Validation of your organisation's data by Central Validation Service REA (CVS – REA)**

## **PRIORITY NR 1**



## My Organisation

*EU login or registration*



European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA)

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS

**My Organisation(s)**

My Formal Notification(s)

Many of the regulations for the new EU Programmes 2021-2027 are not provisional and may be subject to changes.

### My Organisation(s)

Results: 1

LEGAL NAME
Gedene

# Participant Identification Code (PIC) Validation - **EXPERIENCE**

## Priority nr 1

1. Upload **all** documents requested by CVS – REA
2. **You depend on partners** – if one PIC is missing no agreement. Check, push and coach them.
3. **PIC validation could be different** at National agency level and CVS – REA level.
4. **Do not be surprised – sometimes a school belongs to a ministry.** Ministry will be your new legal partner.
5. **In worse scenario** contact your project officer in EACEA.

# Financial Capacity Check - EXPERIENCE

1. **Only for coordinator.**
2. **Not applicable:**
  - if you are public body,
  - Organization active in education and training, youth, sport and 50% from public sources
3. Deliver **all** documents to CVS-REA.
4. If financial capacity **not done – no agreement.**

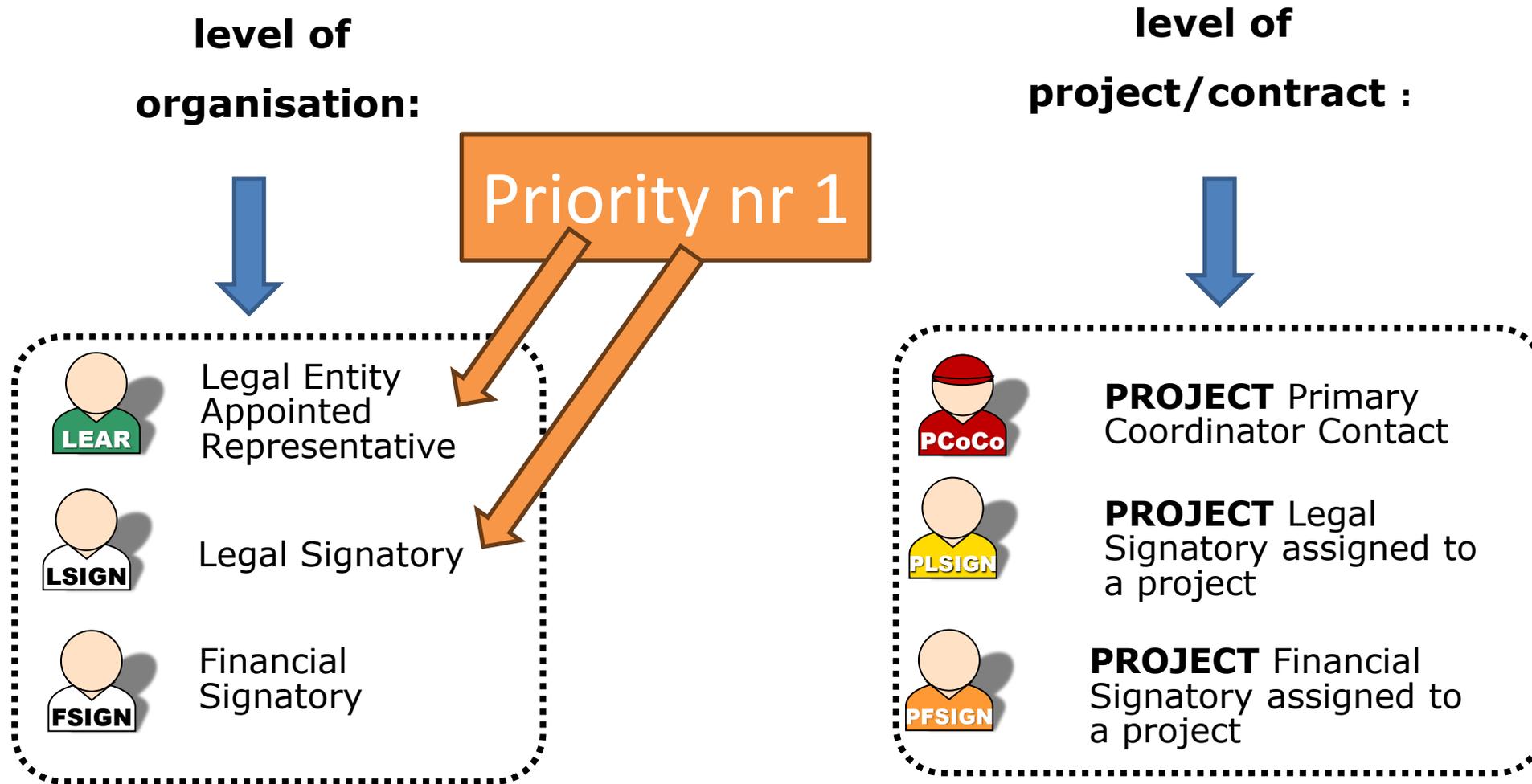
**Assignment of roles in**

**My Organisation**

**and**

**My Project**

# Appointing key roles needs to be done at two levels



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

My Organisation:  
**NCP Test Company B**

Details | **Roles** | Projects | Proposals

Results: **168**

Download excel list

Search..

ROLE	NAME	EMAIL	USERNAME	ACCOUNT DATA CHANGE DATE	PROJECT (PROPOSAL)
Account Administrator	S VALLEJO	ropa.eu	e	n.a	
Account Administrator	'ENS		ar	n.a	
Account Administrator	:h	eu	:	n.a	
Account Administrator	ine	opa.eu	l	n.a	
Account Administrator	rine nagy	europa.eu	g	n.a	
Account Administrator	CH		r	n.a	
Coordinator Contact	ner	l	ba	n.a	685514
Coordinator Contact	VEYNES	pa.eu	:	n.a	(754448)
Coordinator Contact	er		il	n.a	685494
Coordinator Contact	novic		nm	n.a	685535

1 2 3 10

Edit Organisation Roles

Back

## Edit Organisation Roles for the **LEAR**

# LEAR – Legal Entity Appointed Representative - EXPERIENCE

1. Legal representative **could** be also LEAR.
2. LEAR **does not need to be necessarily** also legal representative.
3. **Do not be desperate if your LEAR left organization.** Contact CVS-REA.
4. LEAR of **each of your partner** must be validated.
5. LEAR **appoints other persons/roles** (PLSIGN etc.).

# Communication with

- **Central Validation Service- REA**
- **Project officer in EACEA**

# Tools of communication

Two tools of communication in FTOP portal

## 1. Participant Register: FTOP My Organisations > Actions > Modify Organisation

> Communication with Central validation service about PIC, LEAR etc.

## 2. Grant Management System - SyGMA: FTOP My Projects > Actions > Manage Project > SyGMA Process Communications

> Communication with a project officer from EACEA about project data

> ONLY coordinator can start communication or answer, partners can see

# SyGMA - Grant Management System Messaging (I)

The screenshot displays the SyGMA Grant Management System interface. At the top, it features the European Commission logo and the text "RESEARCH & INNOVATION Grant Management Services". The user "Teodora BALAU" is logged in. The main area shows project details for "Proposal Management & Grant Preparation 101086809 - Sust-HEIn". A progress timeline indicates stages: Submitted (15 Mar 2022), Informed, Invited, Prepared, Signed (15 Dec 2022, 201/275 days), and Paid. Below the timeline, there are sections for "Grant agreement data preparation" and "Grant Declaration". A sidebar on the left lists navigation options: "MY PROJECT", "Latest Legal Data", "Active Processes", "Document Library", "Communication Centre" (highlighted with a red box), and "Archived Processes". At the bottom, there are links for "H2020 ONLINE MANUAL" and "ONLINE MANUAL", along with a "HOW TO" button.

[Help information](#)

This screenshot shows the "Process communications" section. It features a "New message" button (highlighted with a red box) and a list of messages. The messages are:

Message	Time
Coordinator (DEVUSERCOORDINATOR, Generic) Message 3 test	11:35
Coordinator (DEVUSERCOORDINATOR, Generic) Message 2 Test	11:34
Coordinator (DEVUSERCOORDINATOR, Generic) test GAP test	11:34

# Communication - EXPERIENCE

1. Use correct **communication tool**.
2. Do **not use emails**.
3. If you have to use emails **insert ALWAYS a project number and acronym** in a subject of your email.
4. **CVS – REA does not have a specific project officer** for your project.
5. **EACEA has a specific project officer for your project**. His/her name is on the cover slide of this ppt.

# Communication - EXPERIENCE

**6. Respect deadlines** – to prepare a grant agreement can take 2 - 2,5 months.

**7. Do not wait** – ask if you do not understand.

**8. Follow also progress of your partners.**

**9. Fill in Guidance note (word document) the orange sections** – when asked by your project officer.

**10. Expect communication via SyGMA almost at daily basis** – later on for sure.



# REA Central Validation Service

Legal validation, LEAR appointment and  
financial capacity assessment

Elin Sidzhimov - REA D4  
Maryam Ghandi - REA D4

19 September 2024

# REA Central Validation Service

(REA CVS)

**Verifies legal existence and legal statuses of entities**

**Validates the appointment of Legal Entity Appointed Representatives (LEARs)**

**Validates legal changes of validated entities**

**Assesses universal takeovers (UTROs) of validated entities**

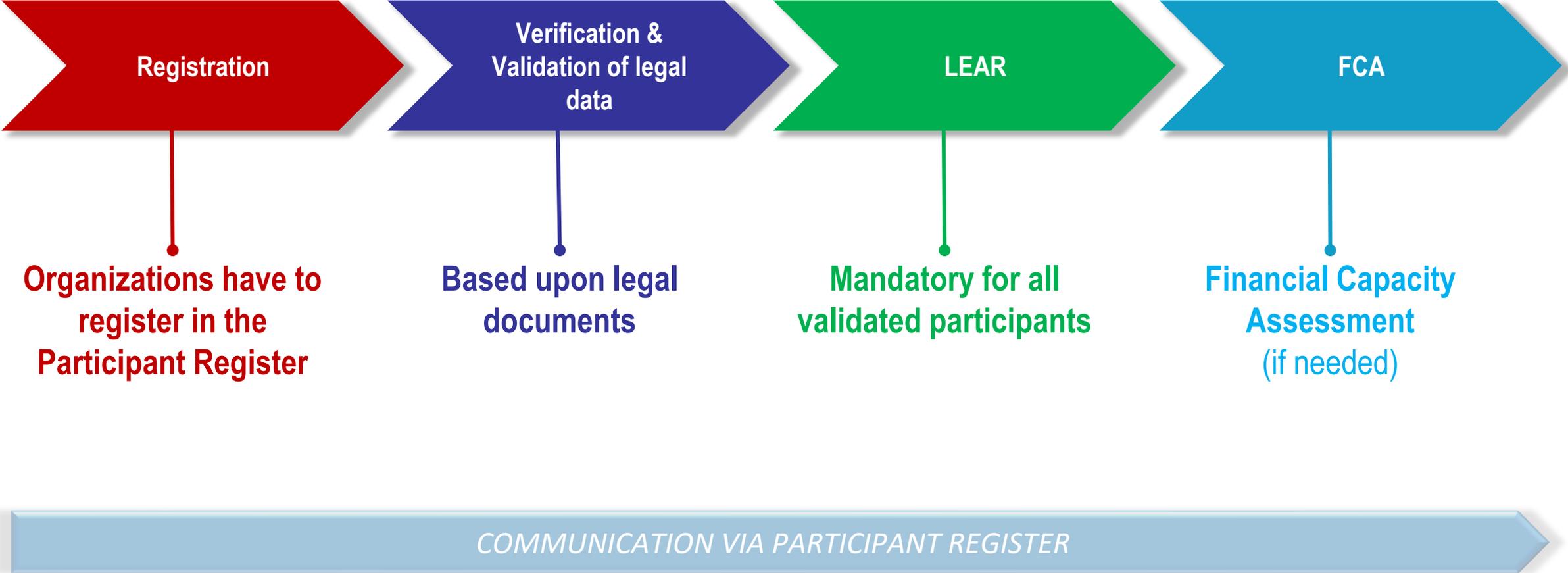
**Encoding Bank Account requests**

**Prepares the Financial Capacity Assessment**

**Performs ownership control analyses for specific programmes**

**Performs ex-post status verifications (e.g. SME & MID cap status checks)**

# Validation Process Overview



# Registration of an organisation (at proposal stage)



European  
Commission

## EU Funding & Tenders Portal

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

[Home](#) > [Funding](#) > [Participant Register](#)

### Participant Register



The participant register is now multilingual! Select your preferred language from the top right corner of the Portal.

If you want to participate in a call for proposals or in a call for tenders with eSubmission, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

Registration

Validation & Verification of  
Legal Data

LEAR

FCA

# Registration of an organisation (at proposal stage)

## Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

## Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

[Register your organisation](#)

You can suspend the registration process at any time: the data entered can be saved as draft and you can continue your registration later. To return to your registration, please log in and get into My Organisation(s) in the My Area section. Incomplete, draft registrations are automatically deleted after one year.

Additionally, for actions where the SME status is an eligibility criterion (like, e.g. the EIC Accelerator) you must also carry out the SME self-assessment.

Should your project or tender be successfully evaluated, the registered data will be verified by the Central Validation Service team before the signature of the Grant Agreement or of the Framework Contract.

Registration

Validation & Verification of  
Legal Data

LEAR

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# How to register in the Participant Register

The screenshot shows the 'Participant Register' interface. At the top, there is a progress bar with six steps: 1. Identification (highlighted with a red location pin), 2. Organisation Data, 3. Legal Information, 4. Authorised Users, 5. Summary, and 6. Success. A 'Need help?' link is visible in the top right. Below the progress bar, the 'Identification' section contains the following fields:

- Legal name \* (text input, 240 characters)
- Registration country \* (dropdown menu)
- Registration number (text input, 50 characters)
- VAT number \* (text input, 20 characters) with a 'not applicable' toggle switch.

At the bottom of the form, there are two buttons: 'Review the Form' (red) and 'Next' (blue).

**Registration completed**

**New Participant Identification Code (PIC) in a "declared" status**

**Identification**

(e.g. Legal name, VAT number)

**Organisation data**

**Legal information**

**Authorised users**

(e.g. Name, e-mail address of the self-registrant and the back-up)

**Registration**

Validation & Verification of Legal Data

LEAR

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# Legal validation

**Registration data is verified by REA Central Validation Service before the signature of the Grant Agreement or Contract**

**The legal validation of a participant in the Single Electronic Data Interchange Area (SEDIA) is done once, when the entity has to sign its first Grant Agreement or Contract**

**It is reused for future participations in EU grant, procurement actions and contribution agreements**

Registration

Validation & Verification of  
Legal Data

LEAR

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# Validation Rules

**Validation is always performed on the basis of supporting documents, in accordance to EU Financial Regulation and the Rules on Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment for EU Grants and Tenders**

**Legal Validation is required for all beneficiaries and affiliated entities (linked third parties under Horizon 2020)**

Registration

Validation & Verification of  
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# Legal status

Supporting legal documents define the legal status of the applicant.

Why is legal status important?

programmes may have differences in terms of funding rates  
(e.g. non-profit entities)

programmes/calls may establish specific eligibility criteria  
(e.g. SMEs, Middle-capitalisation companies)

Registration

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Legal Data

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# Special legal statuses

- private entity or public body
- non-profit or for-profit organisation
- small or medium sized enterprise (SME)
- middle-capitalisation enterprise (mid-cap)
- non-governmental organisation (NGO)
- civil society organisation
- international organisation (IO)
- research organisation
- secondary or higher education establishment

Registration

Validation & Verification of  
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# How to log in the Participant Register

The screenshot displays the 'Funding & tender opportunities' portal. At the top, the European Commission logo is on the left, and the user 'Alberto' is logged in. A red box highlights the 'EU Login' button in the top right. The main navigation bar includes 'Manage my area' and several menu items. On the left sidebar, 'My Organisation(s)' is highlighted with a red box. The main content area shows a table of organizations with columns for 'LEGAL NAME', 'PIC', 'VAT', 'STATUS', and 'ACTIONS'. A red box highlights the 'Modify Organisation' option in the 'ACTIONS' dropdown menu for the first organization. A red arrow points from the 'EU Login' button to the 'My Organisation(s)' menu item, and another red arrow points from the 'My Organisation(s)' menu item to the 'Modify Organisation' option.

European Commission | Funding & tender opportunities | Welcome Alberto | **EU Login** | EN

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Person Profile | **My Organisation(s)** | My Formal Notification(s) | My Task(s)

My Organisation(s) | Results: 2 | Search..

LEGAL NAME	PIC	VAT	STATUS	ACTIONS
	890116427		Declared	<b>Actions</b> ⚙️
	904615308		De	<b>Modify Organisation</b>

1 | 10

Registration

Validation & Verification of  
Legal Data

LEAR

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# Legal validation documents

## Requests in Participant Register

PIC 904615308

Organisation Data    Legal Information    Authorised users / LEAR     Bank Accounts    Financial capacity

Messages    Documents 3    SME

[+ New message](#)

Messages

Read messages of your organisation and send messages to the EC ValidationServices.

	Subject ↕	Message	Context ↕	Date ↕	Actions
	PIC No 904615308 - LEAR appointment - Supporting documents	Dear Participant, We understand that you have r...	Other	08/07/2021	<a href="#">View</a>
	PIC No 904615308 - Validation and LEAR appointment - Supporting documents	Dear Participant, Following the registration of...	Other	08/07/2021	<a href="#">View</a>

Registration

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# Legal validation documents

Please use *My Tasks* section to provide the Legal Entity documents

The screenshot displays the 'Task Centre' interface. The title 'Task Centre' is circled in red. On the left, there is a 'Filter' section with a 'Quick filter' search box and checkboxes for 'Claimed by me', 'Unclaimed tasks', and 'Urgent'. Below this is a 'Tags' section with a 'Select tags' dropdown. The main area shows 'Filter results' with '4 tasks found'. At the top right of this area are 'Create date desc' and 'Refresh list' buttons. A 'Select all 4 listed (out of 4)' checkbox is present. The task list contains two entries, both titled 'Provide the documents requested by the Central Validation Service.' The first entry is assigned to 'PIC.' and was created on 28/06/2023 at 11:03:08 AM, with 'Assignee: Me' and 'Actions' buttons. The second entry is 'Unclaimed' and was created on 28/06/2023 at 11:03:05 AM, with 'Unclaimed' and 'Actions' buttons.

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# Legal validation documents

Please provide the requested documents

Please upload the supporting documentation as requested by the Central Validation Service

Documents + Add document

Document type	Document name	Upload date	Status	Actions
REGISTRATION DOCUMENT			REQUESTED	Upload
VAT EXEMPTION			REQUESTED	Upload
LEGAL ENTITY FORM (PRIVATE ENTITY)			REQUESTED	Upload

If you are not able to provide all required documentation at this time please say why and, if possible, indicate when it will be available

I confirm, that provided documents cover all required attributes

Cancel Submit

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# Legal validation documents

- ✓ Legal entity form (template to be completed, dated, stamped and signed)
- ✓ VAT extract (< 12 months)
  - *If not registered for VAT – proof of VAT exemption*
- ✓ Registration extract (< 12 months) – for private law bodies
- ✓ Law/decreed/decision – for public law bodies
- ✓ Treaty – for international organisations
- ✓ Statutes – for non-profit organisations

Registration

Validation & Verification of  
Legal Data

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# Legal validation documents

- ✓ **Official:** delivered by official national authorities. They can NOT be replaced by self-declarations or by sworn or solemn statements before a judicial or administrative authorities, notaries or public officers
- ✓ **Uploaded by the participant** (as scanned versions) via the Participant Register
- ✓ **In any of the official EU languages.** Free translation in English is required for non EU languages

Registration

Validation & Verification of  
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# LEAR roles and duties

In the Single Electronic Data Interchange Area, the appointment of the Legal Entity Appointed Representative (LEAR) is mandatory.

The LEAR:

Notifies the EU of changes in legal data/status

Submits legal and financial documents if required

Manages access rights of persons in the organisation (but *not* at the project level)

Nominates 'Account Administrators' and individuals authorised to sign:

- ✓ Contracts/grant agreements and their amendments (Legal signatories, i.e. **LSIGN**)
- ✓ Financial statements (Financial signatories, i.e. **FSIGN**)

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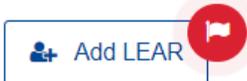
# How to appoint a LEAR

## Authorised Users

First name	Last name	Role	E-mail
Alberto	Romero	Self Registrant	<input type="text"/>
Alina	Ungureanu	Self Registrant	<input type="text"/>

## LEAR

Your organisation must now nominate a [Legal Entity Appointed Representative \(Legal Entity Appointed Representative, LEAR\)](#). Click the 'Add LEAR' button to provide the LEAR data and generate the documents to be printed and signed. Once signed, scan them and upload them along with the rest of supporting documents (copies of IDs for the LEAR and the organisation's legal representative appointing it, and the documents substantiating the empowerment of the latter). Once all necessary documents are uploaded, you will be able to 'Send LEAR for validation'. You will need to keep the original signed documents at your premises, in case of future audits or controls.

 Add LEAR

Registration

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Legal Data

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# LEAR key information

## LEAR EU login



The values to be entered must correspond to the LEAR's [EU Login](#). An automatic check will be made to verify if the LEAR has an EU Login based on the declared values. If the EU Login is not recognised, you will be unable to enter the remaining LEAR data. However, the LEAR will be invited to create his/her account upon your confirmation. If the EU Login exists, you will be able to enter the remaining data required. Please enter the first name and last name exactly as written in the identification document you will provide for validation.

Professional email *	<input type="text" value="Professional email"/>	509
First name *	<input type="text" value="First name"/>	139
Last name *	<input type="text" value="Last name"/>	139

- ✓ Name and email shall match name and email of the linked EU Login account  
New LEAR or new email = new EU Login account

Registration

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Legal Data

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# LEAR data

## LEAR Data



In order to reduce the chance of error and speed the validation process, the LEAR appointment documents will be created using the data input. The activation of the LEAR account requires a PIN code that will be sent to the LEAR upon completion of the validation process. If you provide the LEAR's mobile phone number this PIN code will be sent by SMS, avoiding delays and other problems of postal delivery. It is therefore recommended to provide a mobile phone number, which will be used exclusively for this purpose.

Professional email

First name **Alina**

Last name |

Mobile phone ⓘ

Expected format: +CCCNNNNNNNNNNNNNNxBBBBB 30

I do not want to give a mobile phone number to receive the PIN

Copy the organisation's contact details

**Mobile phone number to receive PIN code**

Registration

Validation & Verification of  
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# Legal representative data

## Legal Representative data



The LEAR must be appointed by the legal representative of the organisation (this could be, for example, the CEO of the company, the [vice]rector of the university..., always in accordance with the statutes of your organisation). Below you can enter his/her name and role and in the documents section (next step) you will be asked to also upload the documents confirming their identity and legal empowerment. Please enter the first name and last name **exactly** as written in the identification document you will provide for validation.

Legal Representative same as the LEAR

Yes  No

Title	<input type="text" value="Title"/>	40
First name *	<input type="text" value="Alina"/>	134
Last name *	<input type="text"/>	130
		120

Registration

Validation & Verification of  
Legal Data

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# LEAR appointment documents

1. **LEAR appointment letter and Roles and Duties of LEARs**  
(duly signed by both the legal representative and the LEAR)
2. **Declaration of Consent to the EU Funding & Tenders Portal Terms and Conditions**  
(duly signed by legal representative)
3. **Official proof of identity (ID-card/passport with photo and signature)**  
of the legal representative and the LEAR
4. **Proof of empowerment of the legal representative**

*Scanned version of these documents shall be uploaded in the Participant Register.  
Originals of 1 and 2 must be kept in the entity's premises.*

Registration

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# LEAR appointment documents

## Documents

Document Type	Document generated	Description	Scanned and uploaded documents	Status
LEAR Appointment Documents		Official "LEAR appointment letter" to be signed by Legal Representative and "Roles and Duties of LEARs" to be signed by both Legal Representative and LEAR.		
Declaration of consent to the terms of use of the F&T EES		Declaration of consent to the terms of use of the Participant Portal electronic exchange system, signed by the legal representative.		
Legal Representative authorisation		Document(s) proving that the legal representative(s) appointing the LEAR is/are empowered as such, which must clearly indicate the role/function within the organisation as legal representative(s) and identify and appoint a specific person (by indicating his/her personal data) as the person covering that specific role/function		
LEAR identity document		Official valid proof of identity (ID-card, Passport) carrying a photo and signature of the proposed LEAR		

Registration

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# Bank accounts (BAs)

If needed, during the Grant Agreement Preparation, participants can search for available bank account(s) in the Funding & Tenders Portal's Grant Management Service System

If no account exists, the system displays an explanatory message on how to request the validation of a BA

Participants should start the BA work-flow by uploading the requested documents via the Participant Register



REA CVS will launch BA validation and will inform the LEAR once validated

Registration

Validation & Verification of  
Legal Data

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# Bank accounts

Organisation Data	Legal Information	Authorised users / LEAR 	<b>Bank Accounts</b>	Financial capacity
Messages	Documents 	SME		



## Bank Account

Account number (IBAN or national account number), account name and bank name **must** clearly appear on the supporting document you will provide later in the process and **must** correspond. Please note that you should **always** use the IBAN if this is available.

### Bank Account

Bank account registered in \*

Bank account registered in



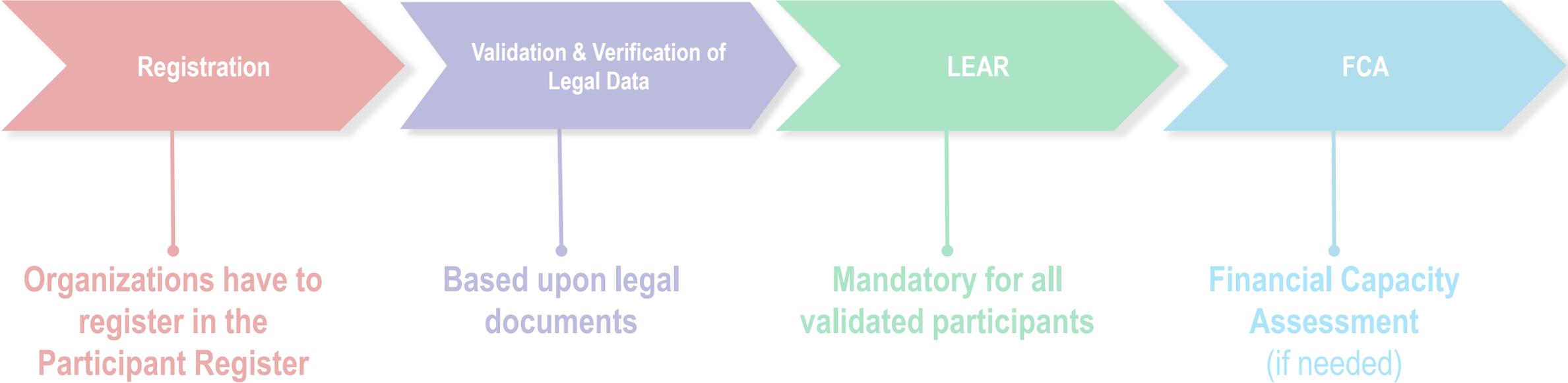
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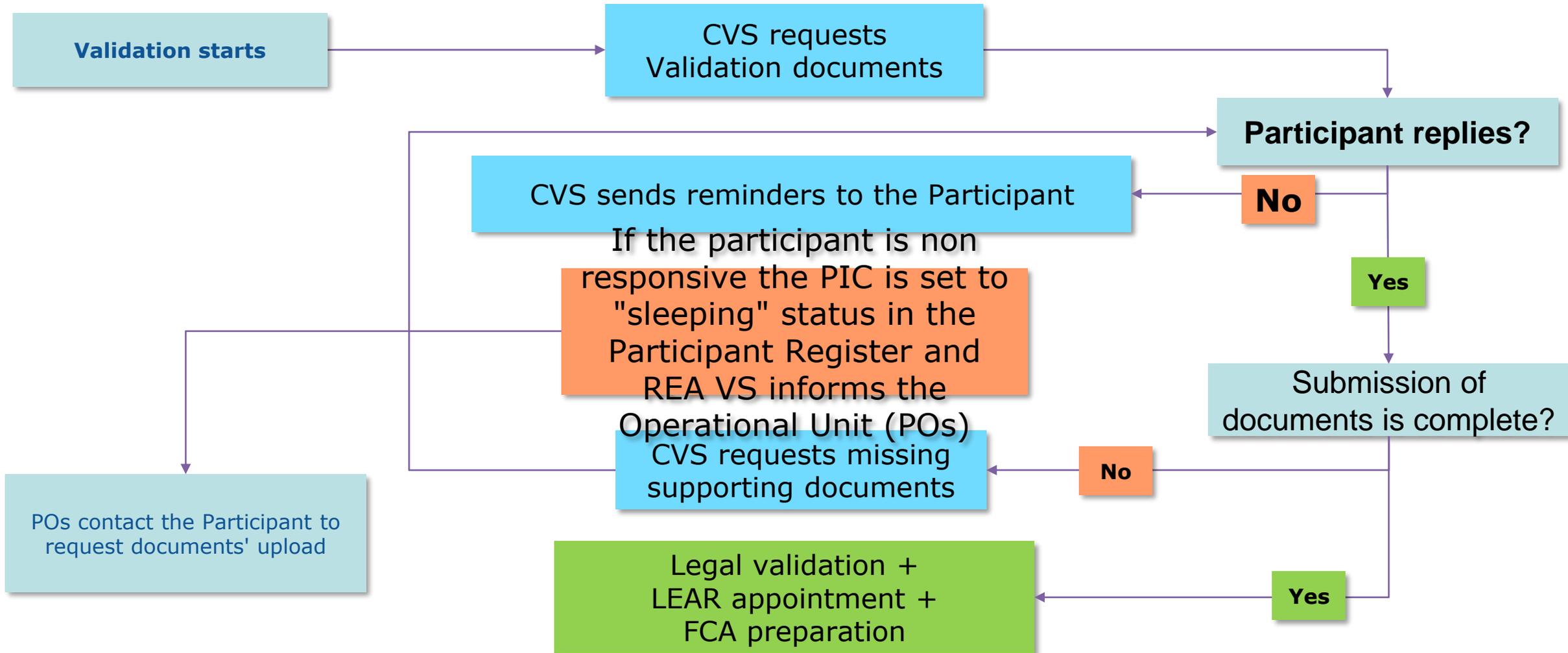
FCA

# Validation Process Overview



*COMMUNICATION VIA PARTICIPANT REGISTER*

# Central Validation Services Workflow



# Communication (e.g. request to submit legal documents or to appoint a LEAR)

All communication to -and from- participants is exclusively managed through the Participant Register

European Commission <EC-NO-REPLY@nomail.ec.europa.eu>  
to Alberto, me ▾

## Europa / Funding & Tenders Portal notification

[BG](#) [CS](#) [DA](#) [DE](#) [EL](#) [EN](#) [ES](#) [ET](#) [FI](#) [FR](#) [HR](#) [HU](#) [IE](#) [IT](#) [LT](#) [LV](#) [MT](#) [NL](#) [PL](#) [PT](#) [RO](#) [SK](#) [SL](#) [SV](#)

Dear Participant,

We understand that you have recently submitted an application/tender via the EU Funding & Tenders Portal.

In order to continue with the selection procedure, we would need you to appoint a Legal Entity Appointed Representative (LEAR) for your organisation.

⚠ To appoint your LEAR, please follow the instructions available in the [Online Manual](#) and use the following forms (generated in the Participant Register):

1. LEAR appointment letter and Roles and Duties of LEARs — must be completed, dated and signed (handwritten blue-ink original signature) by your legal representative and the LEAR. All pages of the document must be uploaded in the Participant Register
2. Declaration of Consent the EU Funding & Tenders Portal Terms and Conditions — must be completed, dated and signed (handwritten blue-ink original signature) by your legal representative and uploaded in the Participant Register.

In addition, please submit the following supporting documents:

Messages are notified via e-mail to the contact person (i.e. self-registrant or appointed LEAR)

# Access lost to declared or valid PICs

## DECLARED PIC

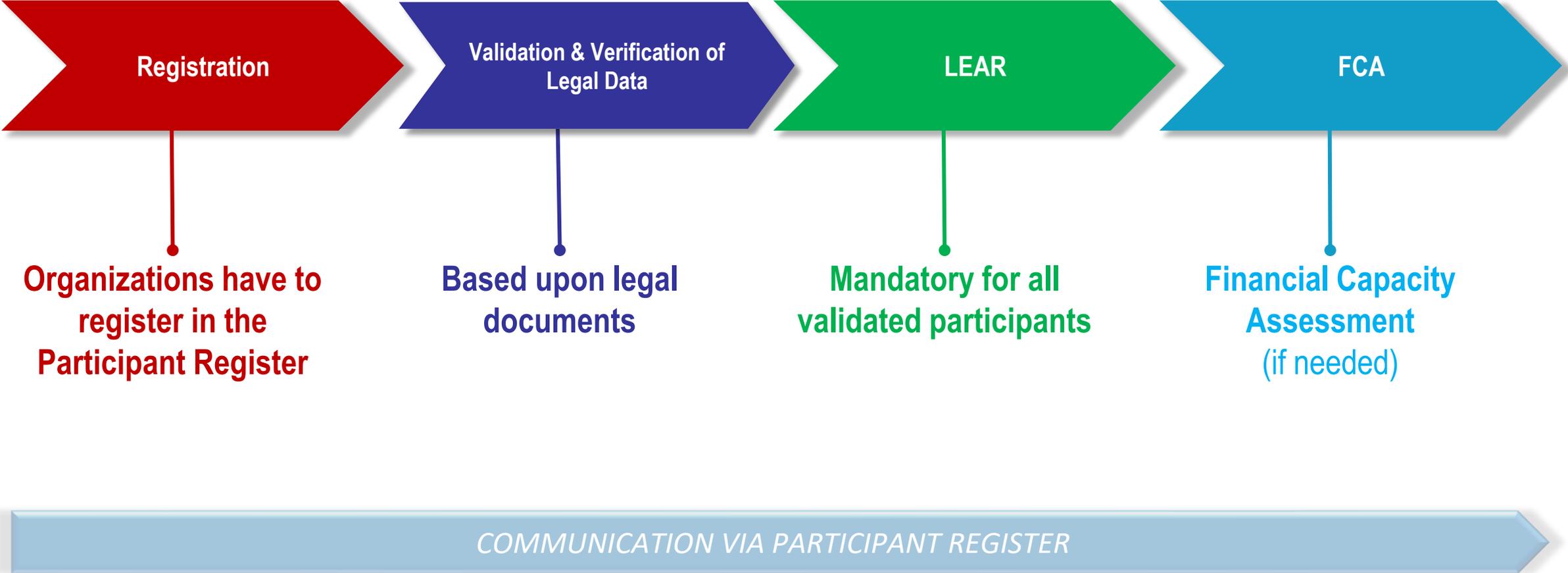
In case the self-registrant left the organisation and no one has access to a non-valid PIC – a new PIC needs to be created and REA CVS informed

## VALID PIC

If the LEAR is not available anymore and there are no Account Administrators, a new LEAR needs to be appointed – LEAR recovery procedure

<https://ec.europa.eu/research/participants/urf/lear-recovery/request/>

# Validation Process Overview



# Financial Capacity Assessment (FCA)

## Legal basis

- **Financial Regulation (2018/1046)** articles 196 and 198
- **Rules on Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment for EU Grants and Tenders.**
- **Call for proposals**  
(point 7 – [Financial and operational capacity and exclusion](#))

## When is the FCA needed?

- ✓ **ALL beneficiaries**, except for:

Registration

Validation & Verification of  
Legal Data

LEAR

FCA

# Financial Capacity Assessment (FCA)

## Legal basis

- **Financial Regulation (2018/1046)** articles 196 and 198
- **Rules on Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment for EU Grants and Tenders.**
- **Call for proposals**  
(point 7 – [Financial and operational capacity and exclusion](#))

## When is the FCA needed?

✓ **ALL beneficiaries**, except for:

**public bodies** (including Member State organisations)

**natural persons** in receipt of education support

✓ **Individual** requested grant amount is **greater than EUR 60,000**

and

If FCA must be checked, you will be contacted by the Central Validation Service via Participant Register in the F&T Portal.

Registration

Validation & Verification of  
Legal Data

LEAR

FCA

# FCA supporting documents

(via Participant Register)

✓ Balance sheet

## Balance Sheet

- ASSETS
- LIABILITIES
- EQUITY

Registration

Validation & Verification of  
Legal Data

LEAR

FCA

# FCA supporting documents

(via Participant Register)

✓ Balance sheet

✓ Profit and loss account

**Balance Sheet**

**Profit & Loss  
account**

- REVENUES
- EXPENSES

---

- Net result

Registration

Validation & Verification of  
Legal Data

LEAR

FCA

# FCA supporting documents

(via Participant Register)

- ✓ Balance sheet
- ✓ Profit and loss account
- ✓ Explanatory notes and/or annexes (if available)

Balance Sheet

Profit & Loss  
account

Explanatory notes

Annexes  
to the FS

Details on accounts

Breakdown on items

Additional explanations

Registration

Validation & Verification of  
Legal Data

LEAR

FCA

# FCA supporting documents

(via Participant Register)

✓ Balance sheet

✓ Profit and loss account

✓ Explanatory notes and/or annexes (if available)

✓ Financial audit report

## Financial Audit report

### Opinion

- Unqualified
- Qualified
- Adverse
- Disclaimer

## Balance Sheet

## Profit & Loss account

## Explanatory notes

## Annexes to the FS

Registration

Validation & Verification of  
Legal Data

LEAR

FCA

# FCA supporting documents

(via Participant Register)

✓ Balance sheet

✓ Profit and loss account

✓ Explanatory notes and/or annexes (if available)

✓ Financial audit report

*...or Self Declaration on the accounts*

if the requested EU-contribution exceeds  
EUR 750.000 (art. 196 FR)

## Financial Audit report

### Opinion

- Unqualified
- Qualified
- Adverse
- Disclaimer

## Self Declaration on the accounts

I, the undersigned  
declare that the accounts  
are:

- VALID
- no audit required

Signed

## Balance Sheet

## Profit & Loss account

## Explanatory notes

## Annexes to the FS

Registration

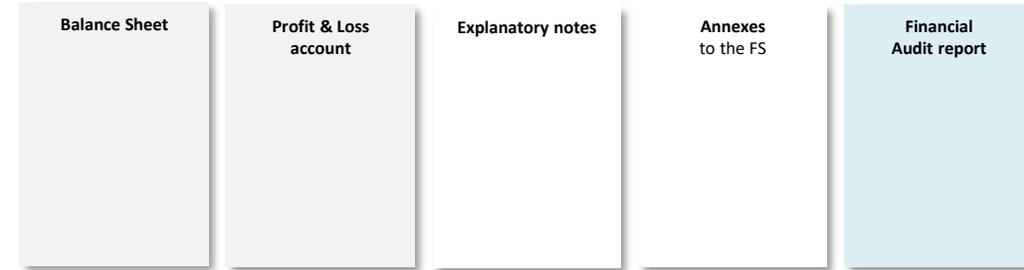
Validation & Verification of  
Legal Data

LEAR

FCA

# FCA supporting documents

(via Participant Register)



✓ Balance sheet

✓ Profit and loss account

✓ Explanatory notes and/or annexes (if available)

✓ Financial audit report

Registration

Validation & Verification of  
Legal Data

LEAR

FCA

# FCA supporting documents

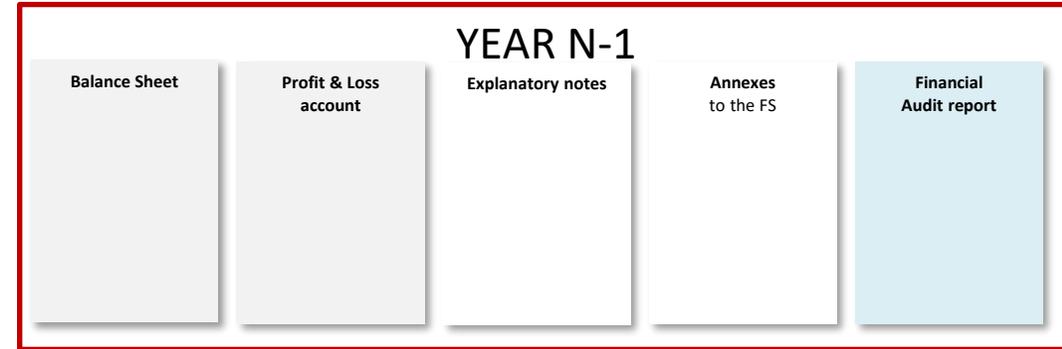
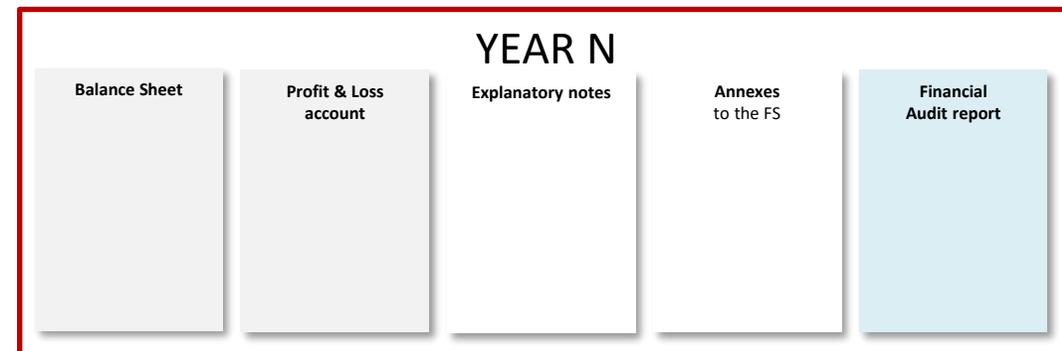
(via Participant Register)

✓ Balance sheet

✓ Profit and loss account

✓ Explanatory notes and/or annexes (if available)

✓ Financial audit report



**For the 2 most recent closed and approved financial years**

- official language (EU languages)
- dated
- signed

Registration

Validation & Verification of  
Legal Data

LEAR

FCA

# FCA supporting documents

(via Participant Register)

✓ Balance sheet

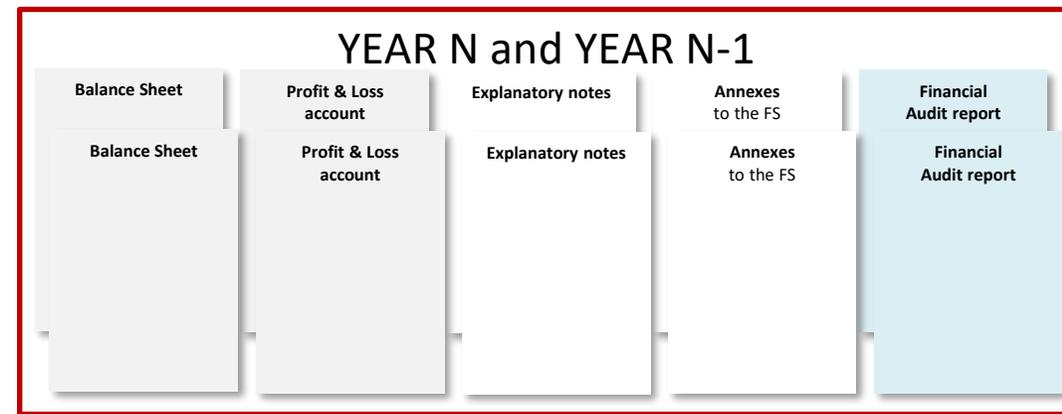
✓ Profit and loss account

✓ Explanatory notes and/or annexes (if available)

✓ Financial audit report

## Newly established entities

✓ Business plan



**For the 2 most recent closed and approved financial years**

- official language (EU languages)
- dated
- signed

## Business plan

Forecasts on:

- Sales
- Expenses
  
- Investments
- Financing

sources

Registration

Validation & Verification of  
Legal Data

LEAR

FCA

# FCA supporting documents

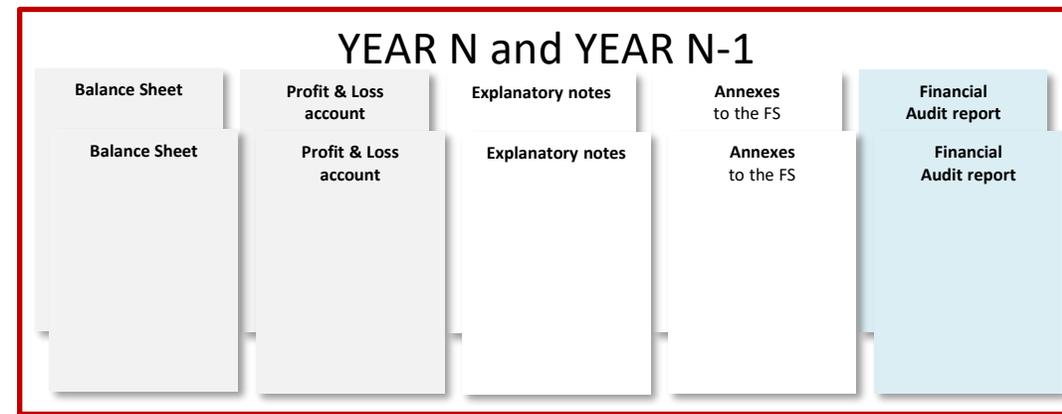
(via Participant Register)

✓ Balance sheet

✓ Profit and loss account

✓ Explanatory notes and/or annexes (if available)

✓ Financial audit report



**For the 2 most recent closed and approved financial years**

- official language (EU languages)
- dated
- signed

Newly established entities

✓ Business plan

Once completed, the assessment is valid for **18 months** from the closing date

Registration

Validation & Verification of  
Legal Data

LEAR

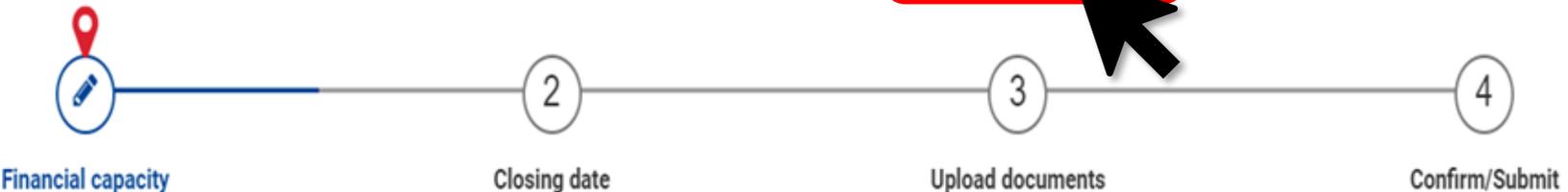
FCA

# Financial Capacity Assessment:

## Requests in Participant Register

PIC 890116427

Organisation Data	Legal Information	Authorised users / LEAR	Bank Accounts	<b>Financial capacity</b> 	Messages <b>1</b>	Documents	SME
-------------------	-------------------	-------------------------	---------------	---	-------------------	-----------	-----

You might be requested to provide additional financial information. In this case you are asked to upload your financial statements containing the balance sheet, the profit & loss account, the corresponding explanatory notes and, under certain conditions, an audit report issued by a certified external auditor or a self-declaration on the validity of the accounts, signed by your legal representative, the template for which is available [here](#).

The financial statements must cover the last two most recent closed years. Note that, once uploaded, the financial statements for an accounting year with a closure date on or before 30 June will be displayed by the IT systems as related to the prior calendar year. [Find out more](#).

Closing date	Status	Actions
	Data Required	<b>Provide necessary financial information</b>

Registration

Validation & Verification of  
Legal Data

LEAR

FCA

# Financial Capacity Assessment:

## Requests in Participant Register

PIC 890116427

Organisation Data   Legal Information   Authorised users / LEAR   Bank Accounts   Financial capacity    **Messages 1**   Documents   SME

[+ New message](#)

### Messages

Read messages of your organisation and send messages to the EC ValidationServices.

Subject ↓	Message	Context ↓	Date ↓	Actions
 * Financial capacity assessment - Request for documents	Dear Participant, Following your recent a...	Financial capacity assessment	06/07/2021	 View

⏪ 1 ⏩

Registration

Validation & Verification of  
Legal Data

LEAR

FCA

# Guidance documents



Rules on Legal validation, LEAR appointment and financial capacity assessment:

[https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/rules-lev-lear-fca\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/rules-lev-lear-fca_en.pdf)



How to register in the Participant Register:

<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual>



Online Manual, IT How to, IT and RES Helpdesk and specific FAQs on the Funding and Tenders Portal:

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



Legal notice on the Funding and Tenders Portal (terms and conditions, data protection):

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

Thank you for your attention!

Questions?

# Inserting the project (grant agreement) data in SyGMA by coordinator

# Grant Agreement Data Preparation –in SyGMA

## Where?

Access to **SyGMA** is available through [FTOP](#) > Log in > My Projects > Actions > Manage Project > Proposal Management & Grant Preparation > Grant agreement data preparation.

## Who?

The Coordinator.

## How?

You will be prompted by e-mail (notifications)

# How to access your project

English EN  
Register Login

(1)

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome Marianne PAREZ (parezmn)

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s)  
Grants  
My Proposal(s)  
**My Project(s)**  
My Formal Notification(s)  
My Expert Area

My Project(s) | Online manual "Grant management" | IT HOW TO "Grant management" | More info

Results: 1 | Download excel list | Search..

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
WWWWWWW	EACEA-30-2019	EPLUS2020	88888888		Actions

Project Consortium  
Manage Projects  
View Proposal

(2)

(3)

(4)

# Portal Grant Management System – SyGMa

European Commission

RESEARCH & INNOVATION  
Grant Management Services

Help

Teodora BALAU

MY PROJECT

Launch new interaction with the EU +

Proposal Management & Grant Preparation  
101086874 - self-Learn

15 Mar 2022  
Submitted

Informed

Invited

Prepared

15 Dec 2022  
(195/275 days)  
Signed

Paid

Grant Declaration

signature by

other beneficiaries

Process documents

Process communications

Process history

Call: ERASMUS-EDU-2022-PI-FORWARD  
Type of Action: ERASMUS-LS  
Acronym:   
Current Phase: Grant preparation  
Number:   
Duration: 24 months  
GA based on the: Erasmus Lump Sum MGA -- Multi & Mono - 1.null  
Start Date:  
Estimated Project Cost: €0.00  
Requested EU Contribution:

Contact: [Susana NEVES VARGAS](#)

Latest Legal Data

Active Processes

Document Library

Communication Centre

Archived Processes

# Portal Grant Management System – SyGMa

SyGMa: process information, sections, colour/document code, task information

Click on **Latest Legal Data**  to see the data of the:

- 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.

# Grant Agreement Data Preparation

Click on **Grant agreement data preparation** to edit and complete the necessary information in SyGMA during GAP.

The screenshot displays the European Commission Research & Innovation Grant Management Services interface. The header includes the European Commission logo and the text "RESEARCH & INNOVATION Grant Management Services". A user profile for "Teodora BALAU" is visible in the top right corner. The main content area shows a project overview for "Proposal Management & Grant Preparation 1010751: Grant". A progress timeline is displayed, with stages: Submitted (15 Dec 2021), Informed, Invited, Prepared, Signed (16 Sep 2022, 111/275 days), and Paid. A red box highlights the "Grant agreement data preparation" button in the Submitted stage. Below the timeline, there are buttons for "Grant Declaration signature by other beneficiaries" and "Submit to EU". The left sidebar contains a "MY PROJECT" section with a call number "ERASMUS-EDU-2022-CSC-" and project details: "Number: 1010751", "Duration: 12 months", "Start Date:", "Estimated Project Cost: €185,100.00", "Requested EU Contribution: €125,000.00", and "Contact: Teodora BALAU". The sidebar also includes buttons for "Latest Legal Data", "Active Processes", "Document Library", "Communication Centre", and "Archived Processes".

# Grant Agreement Data Preparation

## SyGMa icons - tabs



Please check and correct all missing information and warnings.

Icons used	Description
	No missing information
	Missing information, which is blocking: you won't be able to submit to the European Commission if the missing information isn't completed
	Only for information
	Warning: not blocking at this point, but might become blocking later

# Grant Agreement Data Preparation

## SyGMA Validate button

The screenshot displays the SyGMA (System for Grant Management) interface. On the left, the 'Project Summary' tab is active, showing details for Project 1010, including the responsible unit, call, topic, type of action, duration, submission stage, budget information, officers, and deadlines. The 'Beneficiaries' tab shows a warning icon, while 'General Information' and 'Reporting Periods' show green checkmarks. A 'Validation Report' window is open in the center, listing various errors and warnings for the project and its beneficiaries. A red box highlights the 'Validate' button at the bottom right of the interface.

**Validation Report**

Expand All Collapse All

- Project
  - The project's maximum grant amount should be greater than 0
  - There are no critical risks indicated for the project
  - The "Annex 1 - Description of the action (part B)" is missing
  - Prefinancing 1,2 amount is missing
- Beneficiaries
  - The : no Project Legal Signatory (PLSIGN) representative selected.
  - The : no lump-sum share indicated for none of the work packages
  - Beneficiaries (Ostrava)
    - The to : Ostrava has no lump-sum share indicated for none of the work packages
    - Par : Ostrava should be maximum 15 characters.
    - Par : Ostrava has no lump-sum share indicated for none of the work packages
  - Beneficiaries
    - Par : has no lump-sum share indicated for none of the work packages
  - Beneficiaries (EC)
    - The to : no PLSIGN role defined in the Funding & Tenders Portal for this Project. He will not be able to sign electronically.
    - Par : EC has no lump-sum share indicated for none of the work packages
  - Beneficiaries
    - Par : has no lump-sum share indicated for none of the work packages
  - Beneficiaries (RPORATION AS)
    - The to : no PLSIGN role defined in the Funding & Tenders Portal for this Project. He will not be able to sign electronically.
    - Par : RPORATION AS should be maximum 15 characters.
    - Par : RPORATION AS has no lump-sum share indicated for none of the work packages
  - Beneficiaries (IEROS AAI)
    - Par : IEROS AAI should be maximum 15 characters.
    - Par : IEROS AAI has no lump-sum share indicated for none of the work packages
  - Beneficiaries (Beneficiary A/S)
    - The to : no PLSIGN role defined in the Funding & Tenders Portal for this Project. He will not be able to sign electronically.
    - Par : Beneficiary A/S should be maximum 15 characters.
    - Org : not in the Beneficiary Register (PDM)

**EXPERIENCE** - Disregard a message if partners from some countries are eligible, yes they are.

# Grant Agreement Data Preparation

## SyGMa Save button

balaumi (INTERNAL)

**SyGMa** System for Grant Management

**Grant Agreement Data**

1010 [redacted] ERASMUS-LS

Call: ERASMUS-EDU-2022-PI-FORWARD  
Topic: ERASMUS-EDU-2022-PI-FORWARD-LOT1

Project Summary: [i] Beneficiaries: [!] General Information: [✓] Reporting Periods: [✓] GA Information: [✓] GA Options: [✓] Financial Information: [✓] LF Overview: [i] Associated Partners: [✓] Work Packages: [✓] Deliverables: [✓] Milestones: [✓] Critical Risks: [✓]

H+ [✓] DOCUMENTS

**SAVE**

**Work Packages**

+ Add Work Package

Number		Name	Lead Beneficiary	Total Effort	Start Month	End Month	Deliverables No.	Actions
1	✓	Project Management and Coordination		9	1	24	<a href="#">1, 2, 3...</a>	✕
2	✓	Definition of the AI strategy in educational processes		37	1	8	<a href="#">4, 5, 6...</a>	✕
3	✓	Identification of data structure for the implementation of AI	U N	44	3	10	<a href="#">7, 8, 9...</a>	✕
4	✓	Capacity Building for teachers and students		52	8	22	<a href="#">10, 11...</a>	✕
5	✓	Development and Use Case Implementation		43	8	24	<a href="#">12, 13...</a>	✕
6	✓	Validation and Evaluation	A y	22	14	24	<a href="#">16, 17...</a>	✕
7	✓	Impact, Dissemination, Communication and EDEHub	C	21	1	24	<a href="#">18, 19...</a>	✕
Total:				228				

# Grant Agreement Data Preparation

## SyGMA add, delete, replace data

SyGMA System for Grant Management

Grant Agreement Data

1010875 ERASMUS-LS

Call: ERASMUS-EDU-2022-PI-FORWARD  
Topic: ERASMUS-EDU-2022-PI-FORWARD-LOT1

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

DOCUMENTS

Beneficiaries

SAVE

+ Change Coordinator + Add New Beneficiary

Number	Short Name	Legal Name	Role	Country	PIC	PIC Status	EDES	Actions
1	IMH	FUNDACION PAR/	MAQUINA-HERRAMIENTA	CO	ES	9741	VALIDATED	None
2	UBREMEN			BEN	DE	9995	VALIDATED	None
3	Alchemy			BEN	ES	9037	DECLARED	None

SyGMA System for Grant Management

Grant Agreement Data

1010875 ERASMUS-LS

Call: ERASMUS-EDU-2022-PI-FORWARD  
Topic: ERASMUS-EDU-2022-PI-FORWARD-LOT1

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

DOCUMENTS

Deliverables

SAVE

+ Add Deliverable

Number	Relative Number in WP	Name	Lead Beneficiary	Type	Dissemination Level	Due Date (in months)	Actions
D1	D1.1		IMH	R	SEN	3	
D2	D1.2		IMH	R	SEN	14	
D3	D1.3		IMH	R	SEN	24	
D4	D2.1	KPIs on personalised tutoring, active learning, and	UNIZAR	R	PU	6	

# Grant Agreement Data Preparation SyGMA Screens for the beneficiary

Sections for the beneficiaries (green). To complete with data and/or check the information.

Sections for EU/EACEA (yellow). The beneficiary to have a look at those sections.

Grant Management

Grant Agreement Data

1010 (arn ) ERASMUS-LS

Call: ERASMUS-EDU-2022-PI-FORWARD

Topic: ERASMUS-EDU-2022-PI-FORWARD-LOT3

Project Summary Beneficiaries General Information Reporting Periods GA Information GA Options Financial Information JF Overview Associated Partners Work Packages Deliverables Milestones Critical Risks

Project Summary ? A validation of the data is in progress

Project 1010 (arn )

Responsible Unit: EACEA/A/02

Call: ERASMUS-EDU-2022-PI-FORWARD submitted for ERASMUS-EDU-2022-PI-FORWARD / 15 Mar 2022

Topic: ERASMUS-EDU-2022-PI-FORWARD-LOT3 - Partnerships for Innovation - Forward-Looking Projects - Adult education (AE)

Type of Action: ERASMUS-LS

Duration: 24

Submission Stage:

Budeet Information:

Maximum grant amount (after evaluation): 628,000.00 €

Maximum Grant Amount (Annex 2): 628,000.00 €

Maximum Grant Amount (award decision): 628,000.00 €

Officers:

Project Officer: Susana NEVES VARGAS (EACEA/A/02)

Deadlines:

Deadline for first version of the grant agreement data (incl. annexes): 04/10/2022

Deadline for the signature of the participants certified declarations: 18/10/2022

Deadline foreseen for the signature of the grant agreement: 13/12/2022

# Grant Agreement Data Preparation

## Project Summary section

The screenshot displays the SyGMA System for Grant Management interface. The top navigation bar includes the SyGMA logo and the title "Grant Agreement Data". Below this, a horizontal menu lists various sections: Project Summary, Beneficiaries, General Information, Reporting Periods, GA Information, GA Options, Financial Information, LF Overview, Associated Partners, Work Packages, Deliverables, Milestones, and Critical Risks. The "Project Summary" section is highlighted with a red box and contains an information icon. Below the menu, a "DOCUMENTS" button is visible. The main content area shows the "Project Summary" details for Project 1010894, including Responsible Unit, Call, Topic, Type of Action, Duration, Submission Stage, Budget Information, Officers, and Deadlines. The "Project Summary" section is highlighted with a red box. The "Officers" section is also highlighted with a red box. The "Deadlines" section is highlighted with a red box.

Section	Status
Project Summary	Information icon
Beneficiaries	Green checkmark
General Information	Green checkmark
Reporting Periods	Green checkmark
GA Information	Green checkmark
GA Options	Green checkmark
Financial Information	Green checkmark
LF Overview	Information icon
Associated Partners	Green checkmark
Work Packages	Green checkmark
Deliverables	Green checkmark
Milestones	Green checkmark
Critical Risks	Green checkmark

**Project Summary** ?

Project 1010894

Responsible Unit: EACEA/A/02

Call: ERASMUS-EDU-2022-PCOOP-ENGO submitted for ERASMUS-EDU-2022-PCOOP-ENGO / 23 Mar 2022

Topic: ERASMUS-EDU-2022-PCOOP-ENGO - Cooperation Partnerships in the field of Education & Training - submitted by ENGOs

Type of Action: ERASMUS-LS

Duration: 30

Submission Stage:

**Budget Information:**

Maximum grant amount (after evaluation): 400,000.00 €

Maximum Grant Amount (Annex 2): 400,000.00 €

Maximum Grant Amount (award decision): 400,000.00 €

**Officers:**

Project Officer: Teodora BALAU (EACEA/A/02)

Backup Project Officer: Cristina CAMAIANI (EACEA/A/02)

Officer:

**Deadlines:**

Deadline for first version of the grant agreement data (incl. annexes): 14/09/2022

Deadline for the signature of the participants certified declarations: 28/09/2022

Deadline foreseen for the signature of the grant agreement: 24/11/2022

After clicking on “Grant agreement data preparation”, SyGMa opens with the **Project Summary** screen.

This screen is non-editable.

**EXPERIENCE** - Is your EU grant reduced? Do you know why? See the selection letter.

# Grant Agreement Data Preparation SyGMA Beneficiaries section

**EXPERIENCE** - Is  
PIC Validated?

Grant Management

Grant Agreement Data

ERASMUS-LS

Project Summary

Beneficiaries

General Information

Reporting Periods

GA Information

GA Options

Financial Information

LF Overview

Associated Partners

Work Packages

Deliverables

Milestones

Critical Risks

DOCUMENTS

beneficiaries

Number	Short Name	Legal Name	Role	Country	PIC	PIC Status	
1	POINT	POINT PROJE	D SIRKETI	CO	TR	9650	VALIDATED
2	INCSMPS	INSTITUTUL NATIONAL D	PROTECTIEI SOCIALE	BEN	RO	9560	VALIDATED
3	FFE			BEN	ES	9450	VALIDATED
4	AHBV			BEN	TR	9050	DECLARED
5	LEEAN			BEN	FI	9280	DECLARED
6	GDV			BEN	FR	9440	VALIDATED
7	ProdusinBN			BEN	RO	9090	VALIDATED
8	ITEE	SIEC BADAWE	OATACJI	BEN	PL	9490	VALIDATED
9	A.RE.S.			BEN	IT	9440	DECLARED
10	ZARIF	Zdruzenie aktivny	arieru - ZARIF	BEN	SK	9410	DECLARED

The **Coordinator** and the **Beneficiaries** are listed after receiving the invitation letter.  
Click on one beneficiary to go to the detailed screens linked to that beneficiary.

# Grant Agreement Data Preparation

## Beneficiaries - Partner Summary per beneficiary

These detailed screens open once you click on one beneficiary (previous slide).

Partner summary:  
You are invited to hover along the screens and check the data (could be outdated).

Organisational data 'read-only' validated (or to be validated) by the EU Central Validation Services.

All beneficiaries: please add a **Department name and its address** (or select 'same as legal address').

ERASMUS +

Beneficiary 1: EPLUS202...  
Legal Name: ...  
PIC: 55555555 Status: VALIDATED  
Legal Address: ...

Partner Summary Financial Information Project Representa... Bank Account

Partner Summary

PIC: 55555555 (validation status: ...)

Short Name: [REDACTED]

Legal Name: [REDACTED]

Legal address: [REDACTED]

Phone: [REDACTED]

Fax: [REDACTED]

Email: [REDACTED]

Website: [REDACTED]

VAT Number: [REDACTED]

Registration Data: [REDACTED]

Department(s) carrying out the work:

Dep. Name	Address	Actions
new department	same as legal address	<a href="#">+ add department</a>

# Grant Agreement Data Preparation

## Beneficiaries - Project representatives per beneficiary

Project Representatives are automatically listed.

Check all information and update, if necessary, in the Roles management section of the FTOP.

If no Project representatives are listed, please complete in the Roles management section of the FTOP.

Coordinator: write the **function of the PLSIGN**.

The screenshot shows the 'System for Grant Management' interface. At the top, there is a header for 'ERASMUS +' with beneficiary details: 'Beneficiary 1: WAWASE TEMENSIAV/W', 'Legal Name: WAWASE TEMENSIAV/W', 'PIC: 59543388', and 'Status: VALIDATED'. Below this, there are several tabs: 'Partner Summary', 'Financial Information', 'Project Representa...', 'Bank Account', and 'Linked Third Parties'. The 'Project Representa...' tab is highlighted with a red box and contains a yellow warning icon. Below the tabs, there are two tables. The first table is titled 'Legal Signatory' and has columns for 'Function', 'User Id', 'Family Name', 'First Name', and 'Email'. The 'Function' column has a red box around it. The second table is titled 'Contact Persons' and has columns for 'User Id', 'Family Name', 'First Name', and 'Email'. Both tables contain placeholder text 'XXXXXX'.

**EXPERIENCE** – if possible insert official working email addresses and nont private

# Grant Agreement Data Preparation

## Beneficiaries

The screenshot shows the SyGMA interface with a navigation bar at the top. The bar includes the SyGMA logo, the text 'System for Grant Management', and 'Grant Agreement Data'. On the right, there is a user name 'balaumi (INTERNAL)' and a 'GO End' button. Below the navigation bar, there is a summary card for a beneficiary. The card contains the following information: '1010', 'ERASMUS-LS', 'Beneficiary', 'Legal Name', 'PIC: 998', 'Legal Address: RUE DE TREVES 61 000 , 1040 , BRUXELLES Belgium'. To the right of this card are several status icons: 'Partner Summary' (green checkmark), 'Financial Information' (green checkmark), 'Project Representa...' (green checkmark), 'Bank Account' (green checkmark), 'Affiliated Entities' (green checkmark), and 'Partner LFV' (blue information icon). A red box highlights a dropdown arrow in the bottom right corner of the summary card.

Click on the lighter blue section to return to the main screens of Sygma

Click on the arrow to navigate between beneficiaries screens

This screenshot shows a dropdown menu that has been opened from the summary card in the previous screenshot. The menu contains the following options: 'View legal entity in PDM', 'PIC', 'Short Name', 'Legal Name', 'Legal address', 'Beneficiary', 'Legal Name', 'PIC: 99625', 'Legal Address: Ksiecia Janusza 64 , 01-452 Mazowieckie , Warsaw Poland', and 'VAT number:'. A red box highlights the dropdown arrow in the top right corner of the summary card, and a red arrow points from this box to the dropdown menu.

A small screenshot of the SyGMA interface showing the main navigation bar. It includes the SyGMA logo, 'System for Grant Management', and 'Grant Agreement Data'. Below the navigation bar, there is a summary card for a beneficiary. The card contains the following information: '1010', 'ERASMUS-LS', 'Beneficiary', 'Legal Name', 'PIC: 998', 'Legal Address: RUE DE TREVES 61 000 , 1040 , BRUXELLES Belgium'. To the right of this card are several status icons: 'Partner Summary' (green checkmark), 'Financial Information' (green checkmark), 'Project Representa...' (green checkmark), 'Bank Account' (green checkmark), 'Affiliated Entities' (green checkmark), and 'Partner LFV' (blue information icon).

# Grant Agreement Data Preparation

## Beneficiaries – Financial Information per beneficiary

Financial Information ⊖ A validation of the data is in progress SAVE

	Amount	Guarantee Required	Guarantee Amount
Prefinancing 1 (initial)	62,440.00 €	<input type="checkbox"/>	

Individual costs table:

Category	Form of Funding	Work Package Title	Share	Total Amount
▼ Estimated EU contribution				
▼ Estimated eligible lump sum contributions (per work package)				
▼ (a) Estimated lump-sum contribution per work package				
	lump sum			156,100.00 €
WP 1		Project management and quality assurance	31,600.00 €	
WP 2		Mapping models and approaches to blended student mobil	39,600.00 €	
WP 3		Exploring quality considerations of blended student mobil	34,300.00 €	
WP 4		HIBLend Framework Model validation and upscaling	18,900.00 €	
WP 5		Dissemination and exploitation	31,700.00 €	
(l) Maximum grant amount (a)				156,100.00 €

illustrative

Add lump sum share per beneficiary per Work Package  
 Financial data to correspond to the financial information submitted at application stage  
 (or reduced after evaluation or agreed after consortium change).

# Grant Agreement Data Preparation

## Beneficiaries - Bank account validation (coordinator)

The **Coordinator's Bank Account** is not automatically listed.

Choose the bank account to be used for payments.

If the bank account is not available in the system > validate your bank account via the Participant Register.

Please check [the explanations](#).

The screenshot shows the SyGMA System for Grant Management interface. At the top, there is a navigation bar with the SyGMA logo and the text 'System for Grant Management'. On the right side of the navigation bar, it says 'Grant Agreement Data'. Below the navigation bar, there is a header area with a blue background. On the left, there is a search field with the value '10108' and a dropdown menu showing 'RASMUS-LS'. To the right of the search field, there is a table with columns: 'Partner Summary', 'Financial Information', 'Project Representa...', 'Bank Account', 'Affiliated Entities', and 'Partner LfV'. The 'Bank Account' column has a green checkmark and is highlighted with a red box. Below the header area, there is a section titled 'Bank Account'. It contains a paragraph of text: 'As a coordinator you must indicate your organisation's bank account, which will be part of the grant agreement information. Please do so by entering its last four digits in the search field (only available with a validated PIC). Therefore, if the one you intend to use is not listed, you must contact your organisation's LEAR (or the self-registrant in case of a non-validated PIC) and ask them to [request the validation of the bank account](#). Once the bank account will be validated (the process may take a few days), it will appear listed below and you will be able to select it.' Below the text, there is a button labeled 'Select Bank Account'. Underneath the button, there is a form with two columns. The left column is titled 'Account Number' and contains fields for 'Account Number', 'IBAN' (with the value 'BE8942641'), and 'BIC'. The right column is titled 'Account Name and Address' and contains fields for 'Account Name', 'PO Box', 'Postal Code', 'Street Name and Number', 'Town', and 'Country'. At the bottom of the form, there is a section titled 'Bank Name and Address' with a field for 'Bank Name' containing the value 'KBC BANK NV'.

# Grant Agreement Data Preparation

## General Information section



### General Information

Project Number	10109
Acronym	COPGENERED
Title	Gender and Climate Justice: Knowledge for Empowerment
Duration	36
Topic	ERASMUS-EDU-2022-PCOOP-ENGO
Call	ERASMUS-EDU-2022-PCOOP-ENGO submitted for ERASMUS-EDU-2022-PCOOP-ENGO / 23 Mar 2022
Start Date Option	The first day of the month after the signature. Used in Grant Agreements
Abstract	This project builds up tools, knowledge and methodologies for learners to upskill themselves (in groups, individually or with a teacher) in providing tools for adult education providers. It contributes to two horizontal aspects of the Erasmus+ programme: fighting climate change Project activities The knowledge and tools developed will be further disseminated through multiplier events. The following people will be reached through t

Check the information

Default start date – fixed date for EVE 2024 is 1 February 2025

# Grant Agreement Data Preparation

## General Information section

For some grant agreements, it is possible to request a specific start date of the project > check with your EACEA PO.

**start date 1 February 2025**

**justification** 'Common start date for all EVE 2024 projects'.

**SyGMa**  
System for Grant Management

Grant Agreement Data

ERASMU  
Call: ERASMUS-EDU-  
Topic: ERASMUS-EDU-

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

DOCUMENTS

### General Information

Project Number	1011
Acronym	AD2022
Title	Shaping digital transformation with digital education
Duration	12
Topic	ERASMUS-EDU-2022-CSC-OG
Call	ERASMUS-EDU-2022-CSC-OG submitted for ERASMUS-EDU-2022-CSC-OG / 15 Dec 2021
Start Date Option	A specific fixed date
Fixed Date	01 Jan 2022
Justification for Fixed Date	Provide a justification
Abstract	Through its strategy and wo Decade and Digital Compass

lan, the European Education Area, the  
of these policy agendas through our m

# Grant Agreement Data Preparation

## Reporting Periods

SyGMa System for Grant Management

Grant Agreement Data

ERASMUS-LS

Call: ERASMUS-EDU-2022-PCOOP-ENGO  
Topic: ERASMUS-EDU-2022-PCOOP-ENGO

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

DOCUMENTS

Reporting Periods

This screen is only editable by EU Officers

Reporting Period No.	From Month	To Month	Duration	Payment type	Actions
1	1	18	18	Interim payment	
2	19	36	18	Final payment	x

+ Add New Period

Information editable only by the EACEA Project Officer (PO).

# Grant Agreement Data Preparation Project Financial Information

The beneficiaries will be listed.

You will have to add the **Work Packages first (WP section)**

and associate the appropriate lump sum amount per WP (**under Beneficiaries > Financial Information of beneficiary**)

The screenshot shows the SyGMA interface with the 'Financial Information' tab selected, indicated by a red box around the 'Financial Information' icon in the top navigation bar. Below the navigation bar, the 'Financial Information' section is visible, containing a table for 'Prefinancing and guarantee' and a 'Budget table'.

Name	Amount	Percentage			Action
Prefinancing 1 (initial)	0.00 €	40.00 %	of 0.00 €	Default	✕
Prefinancing 2 (additional)	0.00 €	40.00 %	of 0.00 €	Custom	✕

Maximum grant amount(award decision) 0.00 €

Number	Beneficiary	Estimated EU contribution		Maximum grant amount
		Estimated eligible lump sum contrib...	Estimated lump-sum contribution pe...	
1	W	ROPE	0.00 €	0.00 €
2	G	ATE JU	0.00 €	0.00 €
3	W	Netz	0.00 €	0.00 €
4	G		0.00 €	0.00 €
5	KI		0.00 €	0.00 €
6	M		0.00 €	0.00 €
7	CSCD		0.00 €	0.00 €

**RED X** Financial information is missing.

The screenshot shows the SyGMA interface with the 'Financial Information' tab selected, indicated by a green checkmark in the top navigation bar. Below the navigation bar, the 'Financial Information' section is visible, containing a table for 'Prefinancing and guarantee' and a 'Budget table'.

Name	Amount	Percentage			Action
Prefinancing 1 (initial)	320,000.00 €	40.00 %	of 800,000.00 €	Default	✕
Prefinancing 2 (additional)	320,000.00 €	40.00 %	of 800,000.00 €	Default	✕

Maximum grant amount(award decision) 800,000.00 €

Number	Beneficiary	Estimated EU contribution							Maximum grant amount
		WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	WP 7	
1	gma	21,751.00 €	21,102.00 €	38,446.00 €	40,190.00 €	39,800.00 €	16,496.00 €	29,261.00 €	211,278.00 €
2	gma	10,785.00 €	15,407.00 €	42,748.00 €	32,326.00 €	25,679.00 €	20,543.00 €	18,167.00 €	165,905.00 €
3	g	6,606.00 €	28,805.00 €	28,351.00 €	16,876.00 €	19,349.00 €	7,871.00 €	10,534.00 €	118,496.00 €
4	g	7,206.00 €	10,077.00 €	17,426.00 €	30,255.00 €	24,920.00 €	7,988.00 €	10,349.00 €	105,352.00 €
5	g	6,928.00 €	8,812.00 €	11,722.00 €	20,532.00 €	17,701.00 €	9,051.00 €	8,661.00 €	83,489.00 €
6	g	7,861.00 €	30,256.00 €	17,874.00 €	24,261.00 €	14,485.00 €	10,758.00 €	10,127.00 €	115,960.00 €

**Green tick**  
Information has been filled in.

# Grant Agreement Data Preparation

## Project LF Overview

101 ERASMUS-LS  
Call: ERASMUS-EDU-2022-PCOOP-ENGO  
Topic: ERASMUS-EDU-2022-PCOOP-ENGO

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

DOCUMENTS

### Legal and Financial Overview

Number	Legal Name	PIC	Role	Legal Information	Financial Information	Request for financial	Lear Appointment	Lear extended mandate
1	EUROC	NISONDERWIJSGEVENDEN	9866	CO				
2	UCL ER		9490	BEN				
3	Americ		8870	BEN				
4	EDUKA		9206	BEN				
5	Associé	de l'Enseignement public	8868	BEN				
6	Lycée I		9064	BEN				

The **Project LF Overview** will be partially available and is read-only.

**EXPERIENCE** – use it as it provides information on the legal and financial situation of each beneficiary with PIC and LEAR.

# Grant Agreement Data Preparation

## Associated Partners

The screenshot shows the SyGMA system interface for Grant Agreement Data. The 'Associated Partners' tab is highlighted with a red box. Below it, a table lists two associated partners with their details and actions.

Number	Short Name	Legal Name	Country	PIC	ES	Actions
7	AAATE	VEREIN ZUR FOI	AT		None	<a href="#">+</a> <a href="#">-</a> <a href="#">X</a>
8	EIDD		AT		None	<a href="#">+</a> <a href="#">-</a> <a href="#">X</a>

The Associated Partners are automatically listed after receiving the invitation letter (if applicable).

Click on the line of the Associate Partner to open the Partner summary screen.

The Coordinator can add/remove Associated Partners > consult your EACEA PO.

# Grant Agreement Data Preparation

## Project Work Packages 1/4

The screenshot shows the SyGMA System for Grant Management interface. The 'Work Packages' tab is highlighted with a red box. Below the navigation bar, a table lists work packages with columns for Number, Name, Lead Beneficiary, Total Effort, Start Month, End Month, Deliverables, and Actions. A red box highlights the 'Add Work Package' button in the top right corner of the table area.

Number	Name	Lead Beneficiary	Total Effort	Start Month	End Month	Deliverables	Actions
1	General agreement and signing of the organisation		1.2	1	12	1.2	×
2			1.2	1	12	3.4	×
3	Cap	anisations	1.8	1	12	5.6.7...	×
4			1.8	1	12	8.9	×
5			1.8	1	12	10	×
6		aising	1.8	1	12	11.12...	×
Total:			9.6				

- The Project Work Packages (WPs) are not automatically listed after receiving the invitation letter.
- Add all work packages.
- You can change the order of the work packages by dragging and dropping.
- Please **reuse the naming, the description and the order of WPs** as described in the application (application form Part B – Technical Description).
- To arrive at the WP detailed screens, click on one WP.

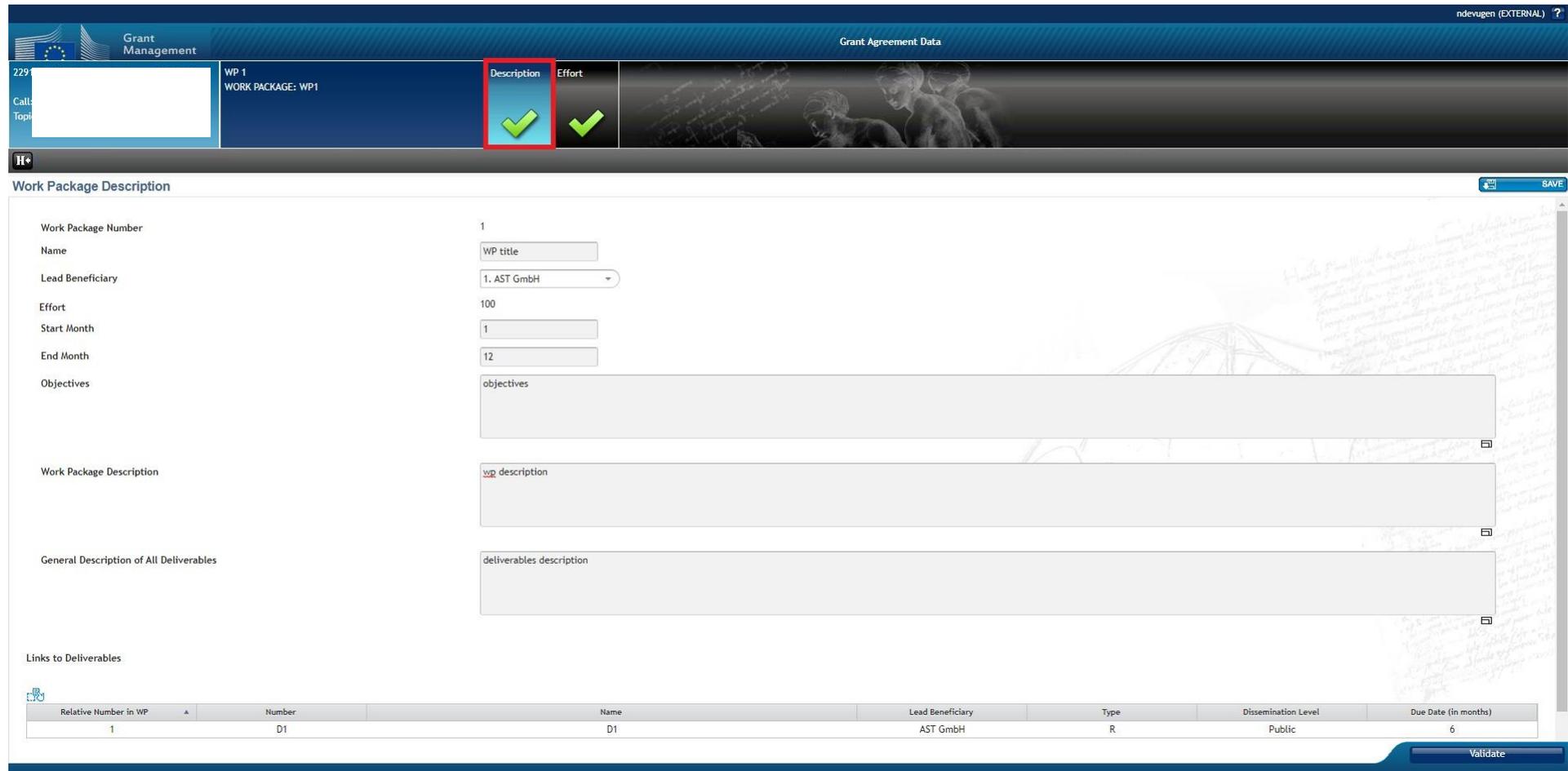
# Grant Agreement Data Preparation

## Project Work Packages 2/4

### WP Description Screen

Fill in all the required information per WP.

Use the information you provided in the [application form Part B](#) – Technical Description.



The screenshot shows the 'Work Package Description' screen in the Grant Management system. The top navigation bar includes 'Grant Management' and 'Grant Agreement Data'. The main content area is titled 'Work Package Description' and contains several input fields:

- Work Package Number: 1
- Name: WP title
- Lead Beneficiary: 1. AST GmbH
- Effort: 100
- Start Month: 1
- End Month: 12
- Objectives: objectives
- Work Package Description: wp description
- General Description of All Deliverables: deliverables description

At the bottom, there is a table titled 'Links to Deliverables' with the following data:

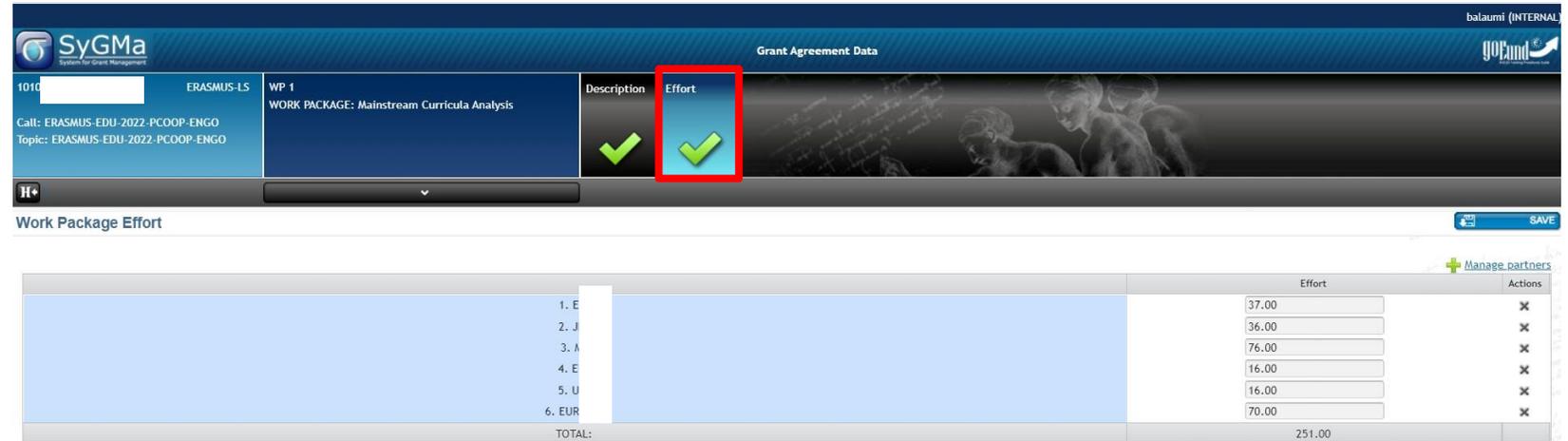
Relative Number in WP	Number	Name	Lead Beneficiary	Type	Dissemination Level	Due Date (in months)
1	D1	D1	AST GmbH	R	Public	6

The 'Description' and 'Effort' fields are highlighted with green checkmarks, indicating they are required and filled. A 'Validate' button is located at the bottom right of the screen.

# Grant Agreement Data Preparation

## Project Work Packages 3/4

### Effort Screen per WP



The screenshot shows the SyGMA system interface for 'Grant Agreement Data'. The 'Effort' column is highlighted with a red box and a green checkmark. The table below shows effort values for six beneficiaries, totaling 251.00.

Description	Effort	Actions
1. E	37.00	×
2. J	36.00	×
3. A	76.00	×
4. E	16.00	×
5. U	16.00	×
6. EUR	70.00	×
TOTAL:	251.00	

### Add Effort\* to each WP:

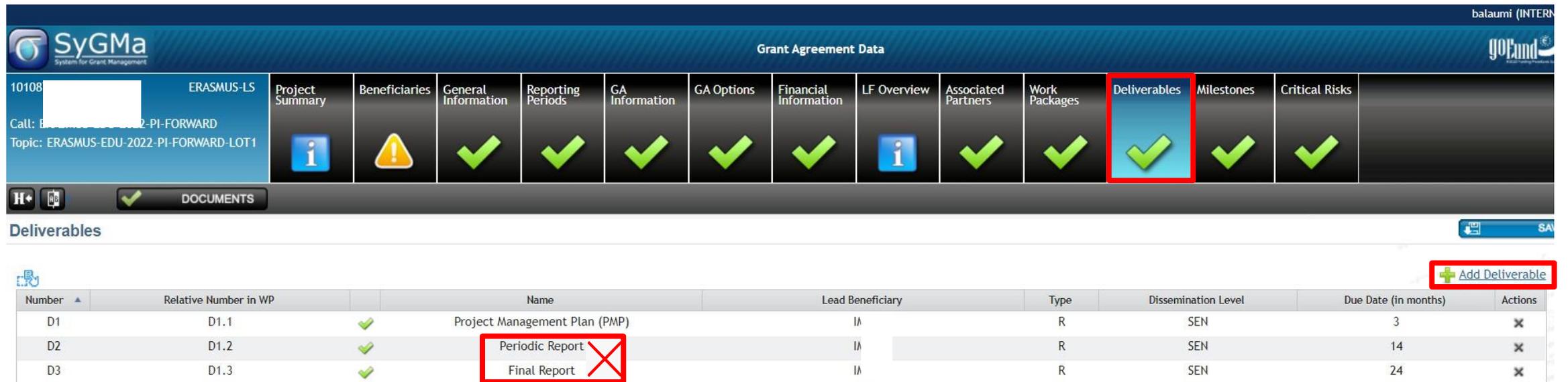
- Lump sum type 2: please add the Effort you have provided already in your application form Part B Technical description in the table referring to Staff Effort; if you did not provide information regarding Effort in the application form Part B, please write '1' for the Effort per WP for each beneficiary involved in the WP.

\*Effort should be provided for beneficiaries that have a lump sum share in that respective WP.

**EXPEREINCE** – it can not stay empty

# Grant Agreement Data Preparation

## Project Deliverables 1/3



10108 ERASMUS-LS  
Call: ERASMUS-EDU-2022-PI-FORWARD  
Topic: ERASMUS-EDU-2022-PI-FORWARD-LOT1

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

DOCUMENTS

Deliverables

+ Add Deliverable

Number	Relative Number in WP		Name	Lead Beneficiary	Type	Dissemination Level	Due Date (in months)	Actions
D1	D1.1	✓	Project Management Plan (PMP)	IA	R	SEN	3	✕
D2	D1.2	✓	Periodic Report	IA	R	SEN	14	✕
D3	D1.3	✓	Final Report	IA	R	SEN	24	✕

**Project Deliverables** are not automatically listed after receiving the invitation letter.

- **Add all deliverables** as in your application form Part B – Technical Description.
- Please **use the naming, the description, the number / the order** as declared in the application form Part B.
- You can change the order by dragging and dropping.
- Do not include report for EACEA linked to payment

**EXPERIENCE** – If one deliverable has more deadlines – due dates - insert in SyGMA the latest one

# Grant Agreement Data Preparation

## Project Deliverables 2/3

- Please complete the description of each deliverable.
- Select the due date, lead beneficiary, type.
- Select the corresponding Dissemination level.
- Link the deliverables to their respective WP (scroll down).

Deliverable details

Number: 2

Title: D1

Lead Beneficiary: 1. AST GmbH

Type: DEM – Demonstrator, pilot, prototype

Dissemination level: [dropdown menu]

Due Date (in months):

Description:

Links to WP

number title leadBeneficiary endMonth

# Deliverables dissemination level 3/3

- **Public** — fully open (automatically posted online on the Project Results platform)
- **Sensitive** — limited under the conditions of the Grant Agreement
- **EU classified** (EUCI) under Decision [2015/444](#)



**Only Public and Sensitive deliverables for this type of Erasmus+ project.**

## **EXPERIENCE**

1. Do not use EU classified.
2. If you need to change dissemination level consult your project officer.

# Grant Agreement Data Preparation

## Project Milestones

Grant Agreement Data

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

Number	Name	Lead Beneficiary	Due Date (in months)	Means of Verification	Work Package No.	Actions
M1	M1	EPEM	6	test	1	Add Milestone

- The **Project Milestones** are not automatically listed.
- Add the milestones in the system as in your application form Part B – Technical description.
- If the milestones section is blank > the exclamation point will not prevent the submission of GAP data.

# Grant Agreement Data Preparation

## Project Critical Risks

The screenshot displays the 'Grant Agreement Data' interface. The 'Critical Risks' tab is highlighted with a red border. Below the navigation bar, there is a 'DOCUMENTS' section with a warning icon. The main content area is titled 'Critical Risks For Implementation' and features a table with the following columns: Number, Description, Risk Mitigation Measures, Work Package No., and Actions. A red box highlights the 'Add Critical Risks' button in the top right corner of the table area, and another red box highlights the 'SAVE' button.

Number	Description	Risk Mitigation Measures	Work Package No.	Actions
--------	-------------	--------------------------	------------------	---------

- The **Project Critical Risks** are not automatically listed.
- **Insert Critical Risks** based on your Application form Part B – Technical description.
- Link the risk to the respective WP.

Grant Agreement Data Preparation  
Project **KPI – Key performance indicators** – new  
tab

**Recommendation** - fill in line with DoA,  
if not possible do an estimation,  
if not possible leave it empty

# Grant Agreement Data Preparation Documents (I)

**EXPERIENCE** – if you changed part B – DoA – send it in word with track changes to your project officer

The screenshot shows the 'Grant Management' interface. At the top right, the user is identified as 'belaumi (EXTERNAL)'. The main navigation bar contains several tabs: Project Summary, Beneficiari..., General Information, Reporting Periods, GA Information, GA Options, Financial Information, LF Overview, Associated Partners, Work Packages, Deliverables, Milestones, and Critical Risks. Below these tabs, a row of icons indicates the status of each section: Project Summary (info), Beneficiari... (warning), General Information (check), Reporting Periods (check), GA Information (check), GA Options (check), Financial Information (check), LF Overview (info), Associated Partners (check), Work Packages (check), Deliverables (check), Milestones (check), and Critical Risks (check). At the bottom left of this bar, a 'DOCUMENTS' button with a checkmark icon is highlighted with a red box.

## Documents

The screenshot shows the 'Documents' section of the system. A list of documents is displayed under the heading 'Grant Agreement'. The list includes: Grant Agreement Core, Annex 1 - Description of the action (part A), Annex 1 - Description of the action (part B), Annex 1 - Description of the action (part C - Key Performance Indicators), Annex 2 - Estimated budget for the action, Annex 3 - Accession forms, Annex 4 - Model for the financial statements, and Annex 5 - Specific rules. A red arrow points from the text 'Annex 1 - Description of the Action (Part A) - structured tables with project information - retrieved from the information available in the system' to the 'Annex 1 - Description of the action (part A)' entry in the list. To the right, a preview of a document titled 'Annex 1 - Description of the Action (Part A)' is shown. The document is a PDF file with a red border. A red box highlights the right side of the preview, which contains a vertical toolbar with icons for ZIP, PDF, and other actions. A red arrow points from this toolbar to the document preview.

The following annex needs to be uploaded under Documents:

**Annex 1 - Description of the Action (part B) (mandatory)**

=> Upload the application form Part B - Technical Description

Once uploaded, the PDF can still be downloaded  or deleted  by clicking on the corresponding icon.

# Grant Agreement Data Preparation Documents (II)

The screenshot shows the 'Grant Management' interface. The top navigation bar includes the European Union flag, the text 'Grant Management', and the user name 'belaumi (EXTERNAL)'. Below this, a row of tabs represents different sections: Project Summary, Beneficiari..., General Information, Reporting Periods, GA Information, GA Options, Financial Information, LF Overview, Associated Partners, Work Packages, Deliverables, Milestones, and Critical Risks. Each tab has a corresponding icon (e.g., information, warning, checkmark). The 'DOCUMENTS' tab is highlighted with a red box and contains a green checkmark icon.

## Documents

Title	
▼ Grant Agreement	
Grant Agreement Core	ZIP
Annex 1 - Description of the action (part A)	PDF
Annex 1 - Description of the action (part B)	PDF
Annex 1 - Description of the action (part C - Key Performance Indicators)	PDF, Download, Upload
Annex 2 - Estimated budget for the action	PDF
Annex 3 - Accession forms	PDF
Annex 4 - Model for the financial statements	PDF
Annex 5 - Specific rules	PDF

Annex 1 - Description of the Action (Part C) can, but does not need to be inserted

# Grant Agreement Data Preparation Documents (III)

The screenshot shows the SyGMa System for Grant Management interface. The top navigation bar includes the SyGMa logo and the text 'System for Grant Management'. The main header is 'Grant Agreement Data'. Below this, there are several tabs: 'Project Summary', 'Beneficiaries', 'General Information', 'Reporting Periods', 'GA Information', 'GA Options', 'Financial Information', 'LF Overview', and 'Associated Partners'. The 'DOCUMENTS' tab is highlighted with a red box and contains a green checkmark icon. Below the tabs, the 'Documents' section is displayed, showing a list of documents under the heading 'Grant Agreement'. The list includes: 'Grant Agreement Core', 'Annex 1 - Description of the action (part A)', 'Annex 1 - Description of the action (part B)', and 'Annex 1 - Description of the action (part C - Key Performance Indicators)'. The last five items are highlighted with a red box: 'Annex 2 - Estimated budget for the action', 'Annex 3 - Accession forms', 'Annex 3a - Declaration on joint and several liability of Affiliated Entities', 'Annex 4 - Model for the financial statements', and 'Annex 5 - Specific rules'. An 'Upload' button is visible to the right of the list.

Please check **Annex 2 – Estimated budget for the action.**

Have a look at the other Annexes to the Grant Agreement.

# Grant Agreement Data Preparation: Documents - summary

Read and check the **Documents** available in the system and **upload the required Annex(es)**:

- **Grant agreement core document**: automatically generated by the system
- Annex 1 Description of the Action (DoA) **Part A**: generated by the system based on the information in the system
- Annex 1 DoA **Part B**: you need to **upload in the system as a pdf** the Application form Part B Technical description
- Annex 1 DoA **Part C**: applicable to specific calls (your EACEA project officer will clarify if applicable to your project)
- Annex 2 – **Estimated budget for the action**: automatically generated based on the information in the system
- Annex 3 – **Accession forms** (if applicable): automatically generated
- Annex 3a – **Declaration on joint and several liability of affiliated entities** (if applicable): automatically generated
- Annex 4 – **Model for the financial statements**: automatically generated
- Annex 5 – **Specific rules**: automatically generated

# Summary - SyGMa:

- **Fill in the required information** into SyGMa
- Click on **VALIDATE** to see the sections where information is missing. Complete those sections.
- **Before submitting** the GAP data to EACEA, please **double-check all information is correct and complete.**

# Grant Agreement Preparation (GAP) Submission SUBMIT to EU

Once all sections have been completed in SyGMA, the **Coordinator** clicks the **Submit to EU** button.

Please **respect the deadline** to submit the data to the EU.

RESEARCH & INNOVATION  
Participant Portal - Grant Management Services

European Commission

Generic DEVUSERCOORDINATOR

MY PROJECT

Call: UCP...  
Type of Ac...  
Acronym: ...  
Current Phase: Grant preparation  
Number: 925500  
Duration: 24 months  
Start Date:  
Estimated Project Cost: €545.70  
Requested EU Contribution: €20.00  
Contact: [Camilla ELSETH](#)

Latest Legal Data  
Active Processes  
Document Library  
Communication Centre  
Archived Processes

H2020 ONLINE MANUAL

HOW TO

Launch new interaction with the EU +

Proposal Management & Grant Preparation  
925500 - 925500 Patrick 9.0.9

01 Apr 2018  
Submitted Informed Invited Prepared Signed (10/275 days) Paid

✖ Terminate

Grant agreement data preparation **Submit to EU**

GA Declaration - GAP-925500 - 973276467 signature Sign

Process documents  
Process communications New messages (0)  
Process history

© European Communities - Version 1.16.3

Do not click on Terminate as this button leads to termination of the ongoing GAP.

# Summary – important **EXPERIENCE**:

- **Prerequisite for the signature of the Grant Agreement:**
  - **all beneficiaries have a valid PIC and LEAR; PLSIGN assigned and Déclarations of honour are signed,**
  - **Project data in SyGMa are correct.**

# Thank you



Photos and icons from <https://stock.adobe.com/> and <https://www.flaticon.com/>

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