Tricks for a successful grant application and coordination

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Multisystem Cell Therapy for Improvement of Urinary Continence
MUSIC

Evaluation outcome: H2020-PM-2016-Single-Stage

- 374 proposals submitted
- 5 proposals were ineligible
- 369 proposals evaluated by 340 experts (44% were women)
- Each proposal evaluated by at least 4 experts
- 39 proposals on priority lists
- Overall success rate of 11.4 %
- 19 proposals on reserve lists

Where do we start?

- FIND A CALL

chose a perfect fit to your project stage

- FIND PARTENRS

fruitful collaboration (IP), complimenatry skill sets, experts

- REGISTER AN ORGANIZATION

Contact GA office, if University
DIY if SME for first time (self-explanatory)...get your PIC

- SUBMIT A PROPOSAL

Get the heads and brains together
Great orgnizational skills and strong nerves to push
(consortuim size-dependent)

Organizing the work process

- People involved

- Defining tasks, workflows & allocation of responsibilities

- Organizing communication & documentation

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Time planning

- Plan for at least 3 rounds of feedback

- Later rounds are not necessarily easier / quicker!

- Collect & plan around absences of key individuals

- Set clear deadlines for each step

- Immediately follow-up once a deadline has expired

- Pick up the phone once written communication is slowing down or getting too complicated

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Where do we start?

GAP Phase

The process ahead of you: negotiating your Consortium Agreement

- Steps to the CA:
  - Selection of model agreement & adaptation to specific project
  - Circulation of draft version 1
  - Collection of partner feedback
  - Integration of feedback
  - Collection of partner feedback, round 2
  - (...)
  - Collection of all signatures

- CA workflow: Coordinator drives the process → partners follow instructions
- CA nego timeline in most cases: signatures to be collected before GA can be issued

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What is the DoA?

1. **A detailed description of how the project will be carried out**
   - Annex 1 to Grant Agreement

   Also known as:
   - Technical annex
   - Description of Work (FP7)

2. **It follows the 2-part structure of the proposal and consists of:**
   - Part A – electronic forms
   - Part B - narrative description of the project

Conversion of proposal to DoA

➢ **Premise:**
   - Successful proposals are expected to be **mature and ready** to be implemented

➢ **Possible** changes:
   - Obvious errors or inconsistencies may be removed
   - Shortcomings identified by the experts in the ESR

➢ **Necessary** changes following, for example:
   - Ethics review or security scrutiny
   - Removal or replacement of a participant (if agreed)
   - Administrative changes
   - Info not in proposal – e.g. budget details, third parties

Why is the DoA important?

1. **It is an essential part of the grant agreement**
2. **It sets out in a legally-binding way:**
   - What will be done in the project
   - What the EU will reimburse you for
   - What each of the partners is expected to do
3. **It is a vital management tool, especially for:**
   - Keeping the project on track
   - Keeping the partners in line

Give it your full attention!

How to prepare the DoA

Follow instructions and format:

http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/gap/doa/h2020-doa-ria-ia-csa_en.pdf

- **Part A** - partially pre-filled with proposal data. Other information entered through online forms.

- **Part B** - narrative description of your project. Copied from the corresponding sections in Part B of the proposal. Uploaded as PDF.

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GA preparation (PartB to DoA)

DoA preparation – points to watch

- ➤ **Deliverables**
  - Check they really are deliverables, not milestones and not too many
  - Not contractual reports, consortium agreement, etc
  - Add clinical studies ones (see next presentation)

- ➤ **Make sure info appears in one, findable place only**
  - Avoid repetition (e.g. between WP tables and free text)

- ➤ **History of changes** (Beginning of Part B)
  - Useful for everyone

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Deliverables

[it] HOW TO

The coordinator must submit the deliverables identified in Annex 1 of the grant agreement, in accordance with the timing and conditions set out in it.

Deliverables are additional outputs (*e.g. information, special report, a technical diagram brochure, list, a software milestone or other building block of the project*) that must be produced at a given moment during the action.

(**Milestones** are, by contrast, control points in the project that help to chart progress. They may correspond to the completion of a key deliverable, allowing the next phase of the work to begin or be needed at intermediary points.)

To learn more about deliverables, please read Article 19 of the H2020 Annotated Model Grant Agreement.

The H2020 Online Manual is a work in progress; this chapter will be extended with further content as soon as possible.

Principles

- **Participant Portal:** single gateway for all exchanges

- **Single sign-on**: One user name and password (ECAS) gives access to all functions

- **Personalised web space** after login: you see all the data related to your proposals, grants, expert account...

- **Transparency**: Everybody having a role in a project sees the full archive of all exchanges and documents

- **Flexible management of roles and access rights:** most roles to be assigned/revoked by the Consortium itself

- **Digital sealing** of documents; **digital signatures** replacing paper signatures

Search

H2020 Online Manual
- My Area - User account & roles
  - EU Login
  - Roles & access rights
  - Terms and Conditions of Use
- Grants
  - Applying for funding
    - Find a call
      - Horizon 2020 structure and budget
      - What you need to know about Horizon 2020 calls
    - Find partners or apply as individual
    - Register in the Beneficiary Register
      - Registration of your organisation
      - LEAR appointment
      - Validation of potential beneficiaries
      - Financial viability check
      - Data update
      - Certifications
    - Submit a proposal
      - Get prepared
      - Electronic proposal submission
  - From evaluation to grant signature
    - Eligibility check
    - Evaluation of proposals
      - Eligibility and evaluation criteria
      - Evaluation process and results
    - Grant preparation
      - Enter & submit grant data
      - Ethics review
      - Security scrutiny

My Area - User account & roles

Grants

Applying for funding

| Find a call | Find partners | Register an organisation | Submit a proposal |

Evaluation & Grant signature

| Eligibility check | Evaluation of proposals | Grant preparation | Grant signature |

Grant management

| Keeping records | Amendments | Reports & payment requests | Deliverables |
| Dissemination & exploitation | Communication | Checks, audits, reviews & investigations |

Working as an expert

| Expert registration | Contracting & payment | Expert roles & tasks |

Cross-cutting priorities & issues

International cooperation	Social Sciences & Humanities	Open access & Data management	Climate action & Sustainable development
Ethics	Gender	SMEs	ERA-NETs
Links to regional policy	Intellectual property	Innovation procurement

Financial instruments

Prizes

Reports & payment requests

HOW TO

Under Article 20 of the grant agreement (GA), the coordinator must submit to the Commission technical and financial reports, including requests for payment - specifically:

- a **periodic report** (both technical and financial) within 60 days of the end of each reporting period (including the final one)
- a **final report** at the end of the project ('action')

The periodic report for the final reporting period covers only the final period, while the final report must give an overview of the project's results over its entire duration.

http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/reports_en.htm

Reporting periods:

No	Month From	Month To
1	1	18
2	19	36
3	37	54
4	55	60

Obligation to keep records (in years): 5

N.B.: we have agreed on preliminary reporting periods of 12 months (every December)!

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Records keeping and reports

Periodic Report

STRUCTURE

The periodic consists of the periodic technical and financial reports:

1. **Technical report** (in 2 parts)
   - **Part A** structured tables from the grant management system:
     - cover page
     - publishable summary
     - web-based tables covering issues related to the project implementation (e.g. work packages, deliverables, milestones, etc.)
     - answers to the questionnaire about the economic and social impact, especially as measured against the Horizon 2020 key performance indicators and monitoring requirements.
   - **Part B** the free text, core part of the report that you must **upload to the grant management tool as a single PDF document** with:
     - explanations of the work carried out by all beneficiaries and linked third parties during the reporting period
     - an overview of the progress towards the project objectives, justifying the differences between work expected under Annex I and work actually performed, if any.

2. **Financial report**
   Consists of structured forms from the grant management system, including:
   - individual **financial statements** (Annex 4 to the GA) for each beneficiary (and third parties)
   - explanation of the **use of resources** and the information on **subcontracting** and **in-kind contributions** provided by third parties, from each beneficiary for the reporting period concerned
   - periodic **summary** financial statement including the **request for interim payment.**

a. **Completing your Financial Statement**

   All beneficiaries – including the coordinator – must fill in their own financial statement, electronically sign it and submit it to the coordinator.

   Users who can **fill in** the statement: *Participant Contacts, Project Financial Signatories, Task Managers.*

   Users who can **electronically sign & submit** the statement: *Project Financial Signatory (PFSIGN)* only

   Make sure you have assigned an FSIGN user to your project in your organisation. (How to assign PFSIGN?)

b. **Completing the technical part**

   Part A - each beneficiary should update the tables on an ongoing basis in the continuous reporting module. The information in the tables is then automatically complied to create part A.

   Part B - you must prepare this outside the grant management tool, using this **template.**

   When done, save it as a single pdf file and upload it to the grant management system (the *Technical report contribution* section - the *Report Core* tab).

   Part B **can be uploaded by any beneficiary** (not only the coordinator). If any changes to part B are needed, you must delete the current pdf file and upload a new one.

   When both parts are ready to submit, the **Technical part can be finalised** by the *Coordinator's Contact Person* clicking **Accept & Include.**

Template for PartB technical part report:

http://ec.europa.eu/research/participants/data/ref/h2020/gm/reporting/h2020-tmpl-periodic-rep_en.pdf#page=18

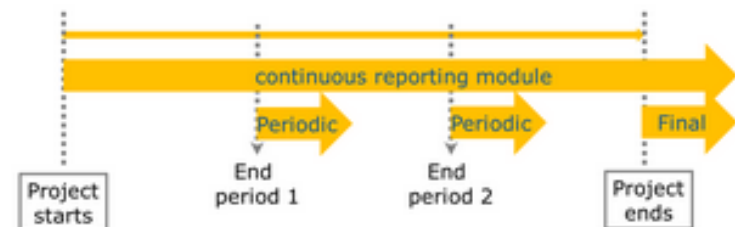# Process of submitting a periodic report

❶ Continuous reporting

As a beneficiary, you can and should use the continuous reporting functionality as soon as the project starts to submit information that will go into the periodic reports. This includes:

- **deliverables**
- progress in achieving **milestones**
- updates to the **publishable summary**
- response to **critical risks, publications, communications activities, IPRs**
- your answers to the **questionnaire about the economic and social impact of the project.**

All this information is then automatically compiled to create part A of every technical report, at the moment the coordinator and beneficiaries finish the preparation of the periodic report in the grant management system.

⚠️ The technical report (both parts) is first '**locked for review**' by the coordinator before being officially submitted. **Make sure your information in the continuous reporting module is up-to-date before it is locked.** Any entries you make after this point will not be included in this report.

- *Continuous reporting module*
- *Periodic reporting module*

Process of submitting a periodic report

3 Approving partners' reports

Coordinator - you must review and explicitly approve the periodic report. If needed, you can send back a financial statement to a partner for further changes, or unlock the technical part of the report for further changes.

Coordinator Contact Person - before submitting, you must include the partners' financial statements.

Missing statements

Sometimes you may decide to submit the report **without financial statements** from certain partners (e.g. if a beneficiary cannot submit its individual financial statement on time).

If this happens, the coordinator will be asked to confirm that they are aware of this and that therefore these **costs will not be considered for the current interim payment**. That beneficiary's costs will be considered 'zero' for this reporting period, though they can declare their costs in the next financial report (for the next reporting period).

4 Submitting the report to the Commission

Coordinator - submit **all parts of the report together,** in a single transaction:

- all the **individual** financial statements
- **part B** of the technical part

by clicking on '**Submit to EU**' button.

The system will do the rest. (It will automatically generate the report with explanations of the use of resources and the periodic summary financial statements, which includes the request for payment.)

5 **Acceptance or rejection by the Commission**

The Commission will either:

- **accept** the report and start preparing the interim payment or
- **ask for changes** to it - which means that the process described above starts again.

6 **Interim payment**

When the Commission approves the eligible costs declared for the period in question, it will pay the interim amount due to the Coordinator within 90 days of receiving the report (Article 20.3 of GA, except if Articles 47 or 48 apply).

The total amount of pre-financing and interim payments must not exceed 90% of the maximum grant amount set out in Article 5.1 of GA.

General Remarks

- Inform us beforehand about communication plans (press release, …)
- Acknowledge EU in your publications and communications
- Keep in mind outputs/impact of your projects
- Outputs/impacts should be summarised in your annual and final reports

QUESTIONS?

European Commission

Communicating EU Research & Innovation
- A guide for project participants

Communicating EU Research & Innovation — A guide for project participants

On-line version (via Participant Portal)
http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/h2020-guide-comm_en.pdf

One paper copy (from EU-Bookshop)
http://bookshop.europa.eu/en/communicating-eu-research-innovation-pbKI3212366/

Multiple paper copies (e-mail to)
RTD-PUBLICATIONS@ec.europa.eu

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Useful links

Documents for H2020: https://www.iprhelpdesk.eu/library/useful-documents?field_documentclassification_tid%5B%5D=149&=Apply

IP management in H2020: https://www.iprhelpdesk.eu/library/fact-sheets?field_tags_tid%5B%5D=149&=Apply

Glossary for H2020: https://www.iprhelpdesk.eu/glossary

Events (meetings and webinars) on EU research: https://www.euresearch.ch/en/events/

CORDIS Community Research and Development Information Service: http://cordis.europa.eu/

Participant portal: https://ec.europa.eu/research/participants/portal/desktop/en/home.html

National Contact Points: http://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html