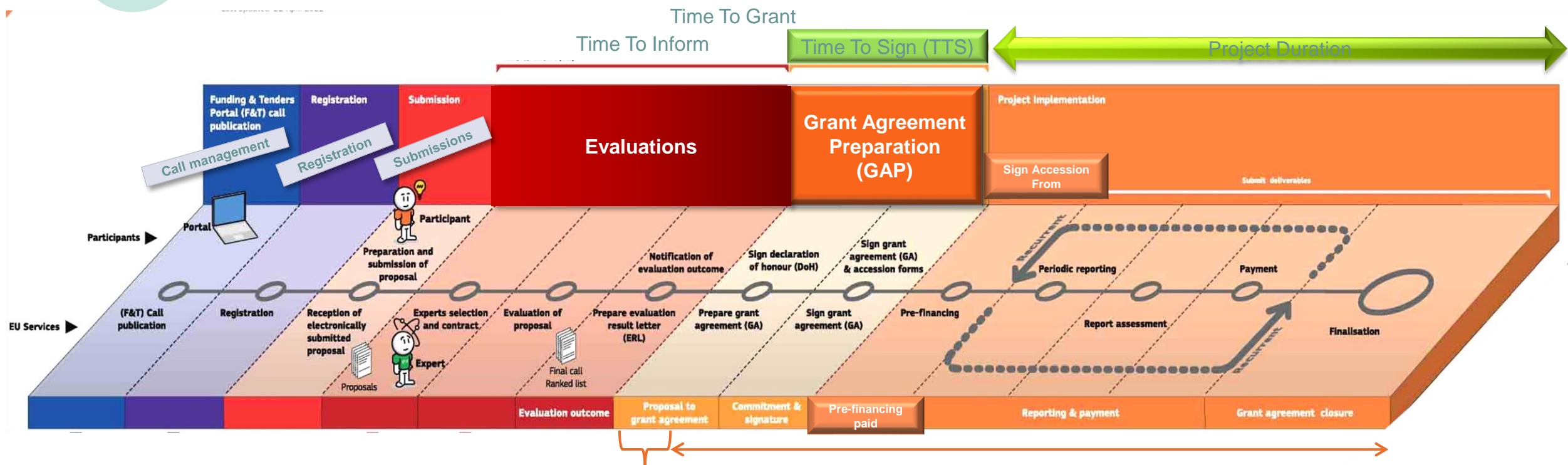


Grant Agreement Preparation

Tutorial



Grant Management Lifecycle



For projects in indirect management:

1st step with COM
(i.e. entities validations / SFW)

With entrusted partner (e.g. EDA, OCCAR)

Legend

WP	Work Programme
PP	Participant Portal
ERL	Evaluation Result Letter
GA	Grant Agreement
GPR	Grant Preparation Report
DoH	Declaration of Honour
TTI	Time-to-Inform
TTG	Time-to-Grant
TTS	Time-to-Sign



GAP: a timebound process

Fully Electronic process

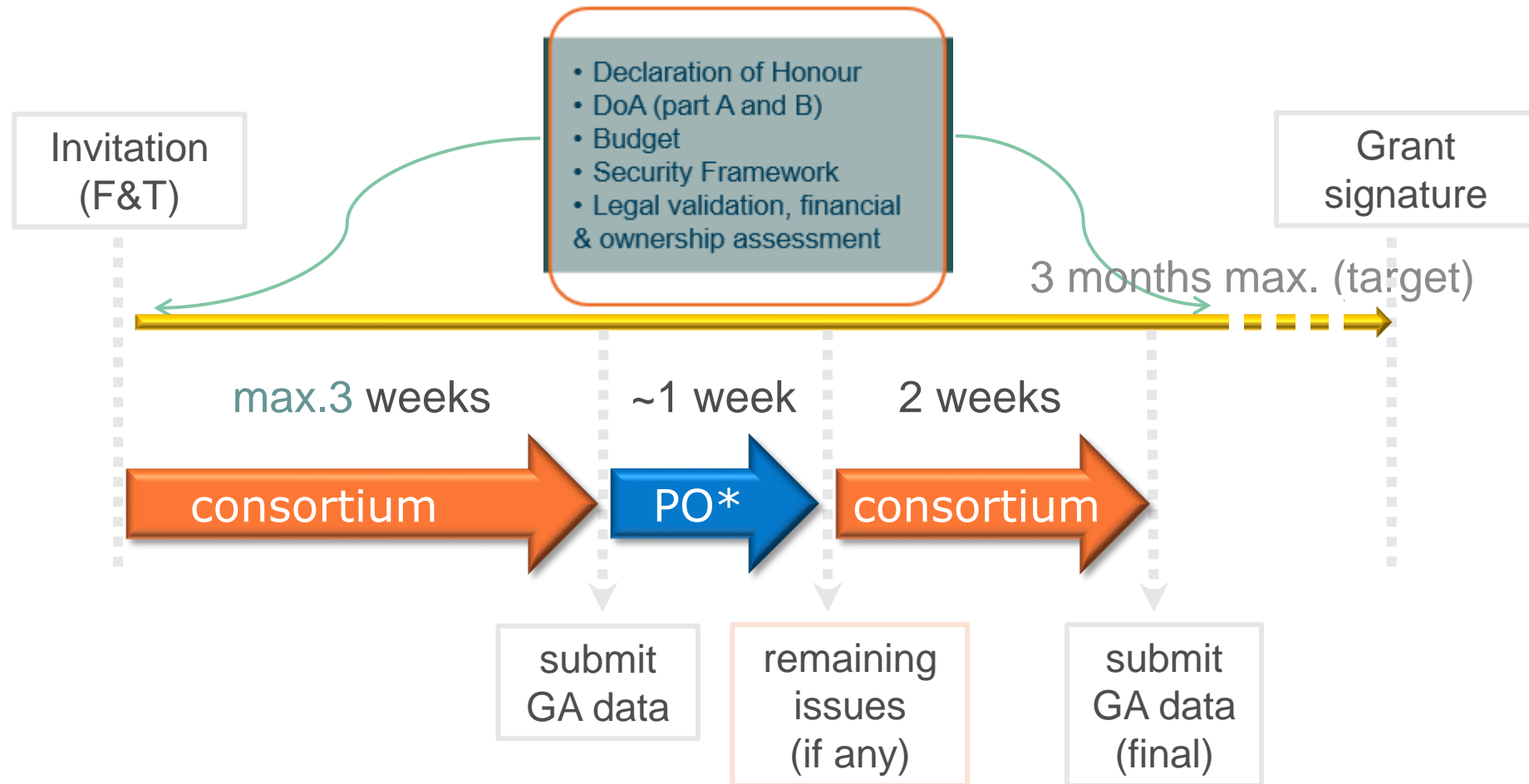


- The conclusion of the grant agreement subject to **strict deadlines** (Regulatory requirement from EU Financial Regulation)
- The invitation letter specifies deadlines applicable for the GAP
 - Align yourself with the applicable deadlines and make diligent efforts to comply with the dates set
 - Notify the EU services if you encounter delays
 - The non-respect of the deadlines may lead to the termination of grant preparation (rejection).



GAP: Timing

Grant Agreement data (GA data)





Points for attention

Takeaway messages:

- Pay attention to deadlines; be proactive
- Be transparent in case you face difficulties; try to come up with a plan (if needed)
- Collaborate with the Project Officer

Useful link:

[Proposal Management and Grant Preparation - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)






Roles and access management

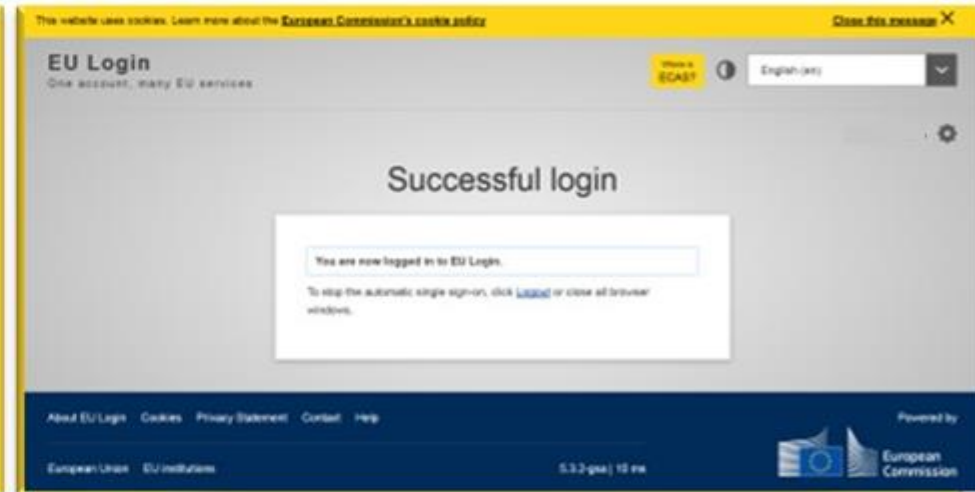




Identity and Access Management

The **minimum configuration** is:

- ✓ 1 LEAR per organisation 
- ✓ The Primary Coordinator Contact 
- ✓ 1 Participant Contact per beneficiary 
- ✓ 1 Legal Signatory per organisation 
- ✓ 1 Financial Signatory per organisation 

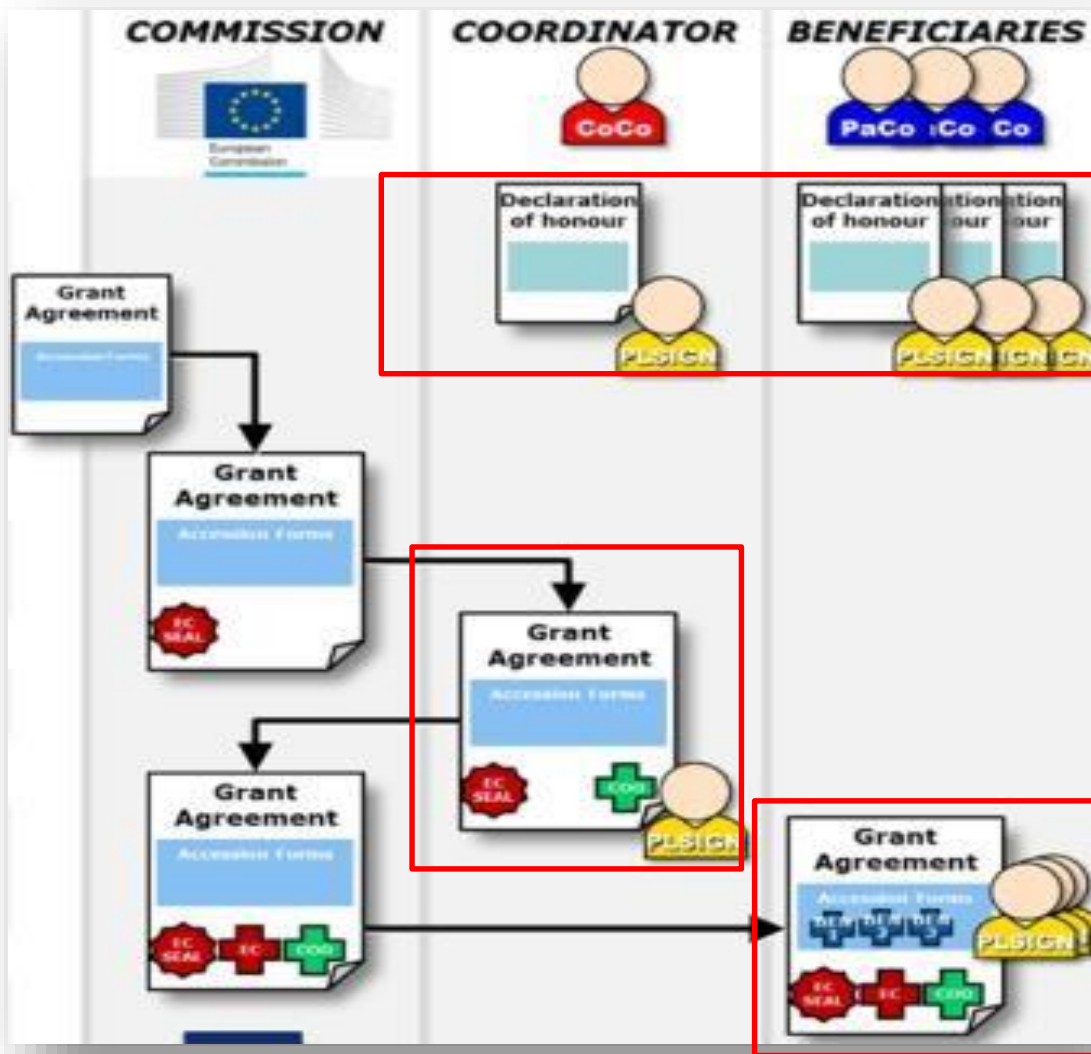


Based on a "chain of trust" enabling e-signature

- The role of the Legal Entity Authorised Representative (LEAR)
- Identity and Access Management (IAM) + EU Login
- Enacting e-signature: Legal Signatory (LSIGN) and Financial Signatory (FSIGN)



Electronic signature – role configuration



Declaration on honour

- The coordinator and each beneficiary and affiliated entities enacted by the PLSIGN

Grant Agreement

- Coordinator signs first, represented by the PLSIGN
- EU signs next

Accession Forms

- Each beneficiary – by the PLSIGN

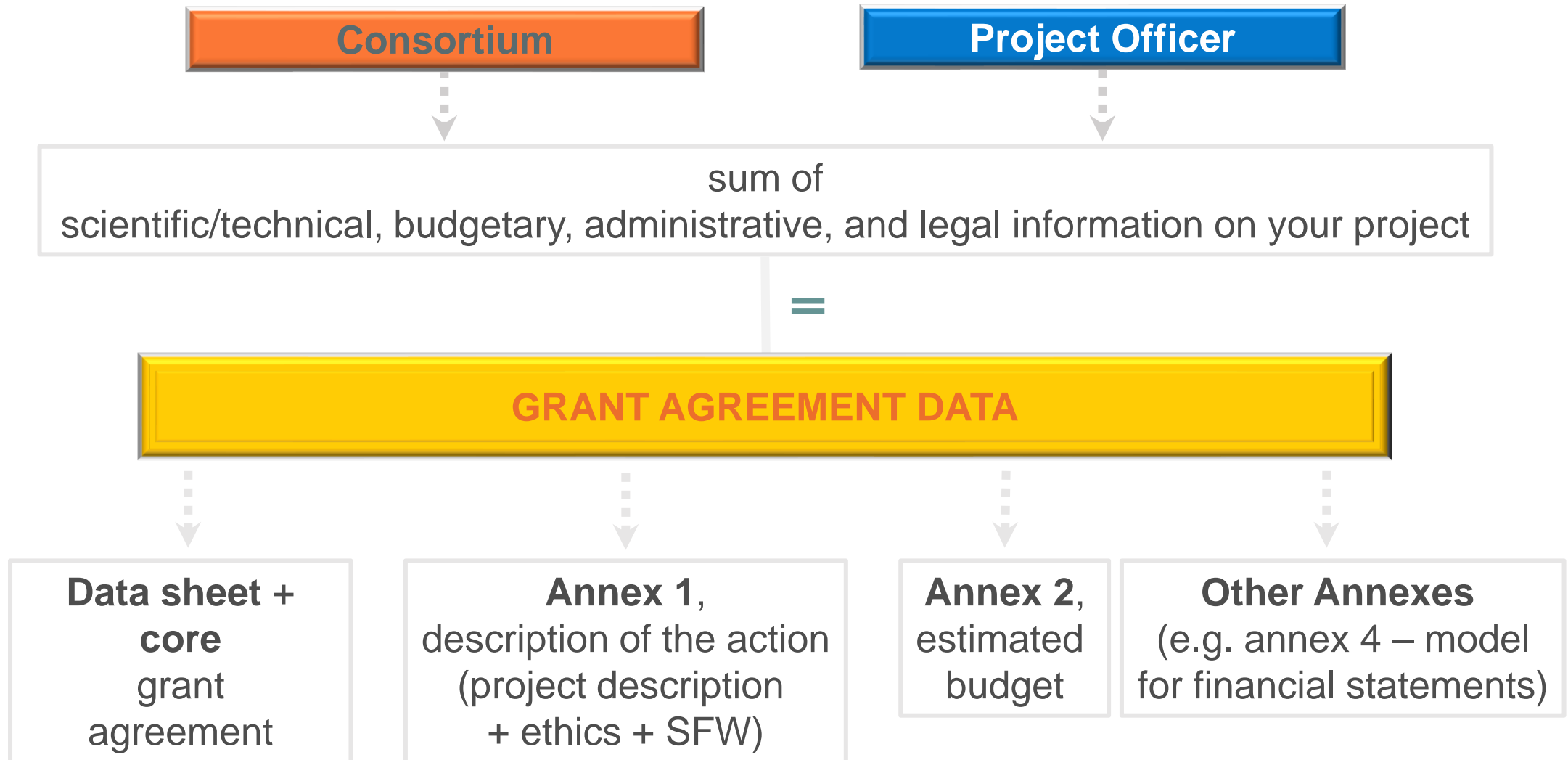
GAP - Description of the action

- Structure of the Grant Agreement
- The Description of the Action





Structure of the Grant Agreement





Description of the Action

- The **Description of the Action** (DoA) is Annex 1 to the Grant Agreement
- It contains the details of **how the project will be carried out**.
- It consists of 2 parts, which must be generated from the submitted proposal:
 - **Part A** contains structured tables with project information. It is generated by the IT system, based on the information you enter into the Portal Grant Preparation screens. It is partially pre-filled with proposal data (e.g. budget).
 - **Part B** is a narrative description on the work to be carried out. It must closely follow the proposal part B and must be uploaded as a PDF.



Coordinator will receive from his Project Officer (PO) the Part B template (instructions) at the time of grant preparation invitation.



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**Thank you
for your
attention!**