



Support to SMEs & Researchers in FP7 and Horizon 2020 health-oriented projects

TUTORIAL

Grant Preparation & Project Management

www.fitforhealth.eu



This project has received funding from the European Union's Seventh Programme for research, technological development and demonstration under grant agreement N° 602428.

Grant preparation

What are the procedures during the grant preparations?

- The coordinator - on behalf of the whole consortium - is invited by the Commission to help prepare a grant agreement.
- All **grant preparations** happen **electronically** and in a transparent way.
- The Participant Portal is used including the signature of the Grant Agreement.



Grant preparation

What are the procedures during the grant preparations?

- During the grant preparation phase **legal, financial, and administrative issues** are resolved.
- The proposal will be transformed into the **"Description of Action" (Annex I)** which becomes part of the Grant Agreement.

Grant preparation

What are the procedures during the grant preparations?

Our advice



If you encounter problems in meeting the scheduled time line of the grant preparations, **contact your coordinator**, resp. the EC immediately.

The EC or the responsible project officer can be contacted via the coordinator only.

For **further information on grant preparations**, please click [here](#).

Grant preparation

What contracts are being concluded?

Grant Agreement

- Signature of the Grant Agreement (GA) is the last step of the grant preparation phase. The **GA is concluded between the EC and the coordinator on behalf of the whole consortium.**
- In a consortium, beneficiaries other than the coordinator **accede to the GA** by signing an **accession form.**



Grant preparation

What contracts are being concluded?

Consortium Agreement

- The Consortium Agreement (CA) is a **contract among the partners** of a project to establish their rights and obligations with respect to the implementation and organisation of the action. The CA also defines the **internal organisation** of the project, the **distribution of the funding**, and how to **deal with IPR** once the project is completed.
- The **EC is not a partner** to the CA.



Grant preparation

What contracts are being concluded?

Consortium Agreement

- The **conclusion of a CA is compulsory** in **Horizon 2020** unless stated otherwise in the call text!
- Usually, the process of **GA signature is not initiated before the CA is signed by all partners**. This is therefore a very time critical issue and deserves ample attention.

Grant preparation

What contracts are being concluded?

Our advice



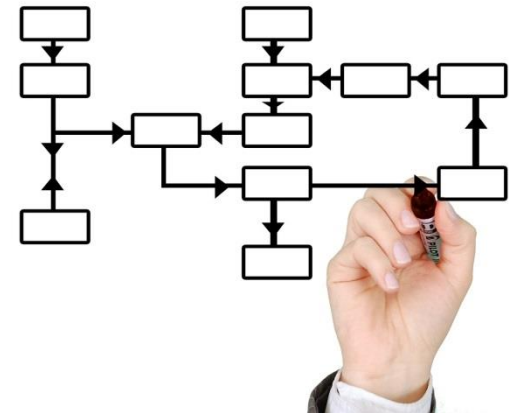
Make sure to be **involved in all stages** of the CA, and read each draft version thoroughly. This enables you to **negotiate better terms and conditions**, e.g. regarding better access rights, resp. limiting access rights to existing knowledge.

If needed, we recommend to **consult professional advisors**, e.g. lawyer or patent attorney.

Project Management

What is required from the project management?

- Ensure **transparent** and **clearly structured allocation of roles and tasks** among the partners.
- Define **responsibilities** and **decision-making procedures** as well as a **risk management system**.
- **Continuously monitor** that set **objectives** will be achieved and that the **deadlines** are met.
- The **project management structure** should match the size and type of the project and should take **interdisciplinary** and **multi-cultural aspects** into account.



Project Management

What is required from the project management?

Our advice



Ensure that the **internal rules are clear** and **understood by all project partners** from the start. Allocate **important roles** in the management structure only to **dedicated and responsive partners**.

Find **straightforward and efficient decision making structures**. The rules for decision-making should differ with regard to the level of importance of the matter.

Project Management

What reports are requested?

- All reports requested by the EC and the **respective reporting periods** are set out in the GA. Depending on the funding instrument, there might be **one or several reporting periods**.
- All regulations of the GA are commented and explained in the "[Annotated Model Grant Agreement](#)" of the EC.



Project Management

What reports are requested?

- The coordinator must submit both:
 - a **'periodic report'** after the **end of each reporting period** (including the last one) and
 - a **'final report'** at the **end of the action**
- The periodic reports comprise descriptions of the work carried out, an overview of progress, financial statements and – if necessary – certificates on the financial statements.

Project Management

What is required from the project management?

Our advice



Continuous documentation of your project's activities significantly facilitates your reporting.

For internal reporting (if applicable), the coordinator is expected to define the **general structure and related procedures at the beginning** of the project.

Project Management

How about the exploitation and dissemination of project results?

- For the **exploitation of results**, it is essential to follow the **regulations set out in the GA** and the **CA**.
- Research results can be published and/or presented on conferences if all partners were informed about the dissemination in advance and no objections were raised, and if confidentiality interests of the other partners are not infringed.
- H2020 works under the **Open Access principle**, i.e. all publications must ultimately be provided at no charge to the user, but there is no obligation to publish!

Project Management

How about the exploitation and dissemination of project results?

- You can **file a patent application** and **grant licenses for innovations**. In case of joint ownership, a '**Joint Ownership Agreement**' is compulsory. The agreement regulates the exertion of the joint rights among the joint owners.
- Get support for the internationalisation of your project results from the *Enterprise Europe Network (EEN)*:
<http://een.ec.europa.eu/>



Business Support on Your Doorstep

Project Management

How about the exploitation and dissemination of project results?



Our advice

Make sure to agree on **rules for the dissemination of results** in the CA before the start of the project. Take **divergent interests** of academic and industrial partners into account.

Consider using the **Fit for Health 2.0 training services** on **exploitation of project results!**

Project Management

When is a project finished?

- The **duration** of the project is **set out in the GA** (start and end month).
- At the end of the action, the coordinator must submit a **final technical report to the EC**. This report is comprised of a **publishable summary** of the entire action, describing the **overview of the results** and their **exploitation and dissemination**, the **conclusions on the action** and its socio-economic impact.
- The EC has **90 days** from receiving the report for **its assessment, approval** and for **issuing the respective project payment**.

Project Management

When is a project finished?

- Only after the **final report has been approved**, the **final payment** will be made. All payments will be made to the coordinator who will distribute the amounts received to the beneficiaries of the consortium.
- After receiving the final payment, the **coordinator** must **submit a report concerning the distribution of the payment** to the partners.

Please note



In **justified cases**, e.g. **poor performance, breach of agreement**, etc. the EC may **terminate the project ahead of time**.