Main action points during the Grant Preparation Phase

- Preparation of the **Grant Agreement**
- Negotiation & conclusion of **Consortium Agreement**
- Submission of institutional **forms & supporting documents**
- Implementation of **Ethics Review** and/or **Security Scrutiny**
- **Grant Signature**
The Grant Agreement (GA)

defines the relation between the EDCTP and the Coordinator / the Consortium
EDCTP Grant Agreement

- Grant Agreement is concluded between EDCTP and institutions (not individuals)
- Grant Agreement is signed by the authorized legal representatives
- All partners in the consortium must accede to/sign the Grant Agreement
- Grant "belongs" to the institution with rights and obligations
The Core Grant Agreement contains all essential project details (title, consortium members, amount of pre-financing, maximum funding, etc.) as well as all rights and obligations of the EDCTP and the beneficiaries (including all financial rules and regulations).
Description of the Action and Budget

- The Description of the Action (DoA) is **Annex I** to the Grant Agreement. It contains the implementation details: work packages, deliverables, milestones – and a detailed narrative description of the work.
Description of the Action and Budget

The budget Table is Annex II to the Grant Agreement.
The Consortium Agreement (CA)

regulates the relation between consortium partners (= beneficiaries)
Consortium Agreement

- **Consortium Agreement** is mandatory in EDCTP projects for multi-beneficiary actions!
- Consortium Agreement is building on GA as a legal basis
- Should be negotiated and concluded **before signing the GA**

- Aspects to be addressed:
  - Management and decision making; Ownership of results; Settlement of disputes; Reporting obligations and timelines; Sharing of costs; Distribution of EDCTP funds between partners, etc.
DESCA – an established CA model

- Development of a Simplified Consortium Agreement
- European Initiative by key FP actors, co-developed by the FP community
- www.desca-2020.eu
Grant Agreement Preparation

8 months max

Call deadline
Evaluation report ready
Info to beneficiaries: ESR (+ Invitation)
Grant signature

8 months max

Evaluation + Ethics review
Award decision
Grant preparation:
- Interaction with beneficiaries
- Declarations of Honour
- Internal approval

Grant signature
Pre-financing

Consortium Agreement
Accession forms
First step: Declaration of Honour

- to be signed by all project partners
Second step: Legal Entity Form

- to be stamped and signed by all partners
- must be submitted to EDCTP
Coordinator: Financial Management Assessment Questionnaire

- to be submitted to EDCTP

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Financial Management Assessment Questionnaire for Coordinators (FMAQC)

1. Introduction
   - The questionnaire is divided into five areas:
     1. Organisation of the finance department
     2. Accounting system
     3. Time recording system (Timesheets)
     4. Fixed asset register
     5. Experience of managing donor-funded projects

   The purpose of this questionnaire is to assist EDCTP Grant Finance Officers and Grant Finance Assistants in formulating an informed opinion on the financial management systems and procedures of the project.

2. Organisational
   - Is there a designated person within the finance department who will be responsible for preparing the financial reports for the project?
   - Is the entity within the finance department adequate? Submit the CV of staff that will be responsible for the financial management of the project.

3. Accounting system
   - Have you an accounting procedure manual? If yes, when was it last updated? Please send a copy of the manual.
   - Is your accounting system computerised? If yes, please provide the name of the software and the date it was implemented. If yes, what financial records do you maintain to record financial transactions?
   - If your accounting system is computerised, how regularly is it backed up? Who is responsible for taking backups and the frequency?
   - Is each project assigned a unique project code?
   - What controls and/or assurance procedures are in place for the project?
   - How do you ensure the budget of the projects is not exceeded?

4. Time recording system (Timesheets)
   - Do you have a reliable time recording system? If yes, is it paper or computer-based? If yes, what is your paper-based system on your computer-based? If yes, please send a sample of a timesheet generated from the system for at least one employee, preferably the one who was on the different projects.
   - Have you ever managed a grant that requires timesheets to be prepared regularly? If yes, how were the independent auditors able to assess the reliability of your timesheet system?

5. Fixed asset register
   - Does your fixed asset register satisfy the criteria that is sufficiently detailed to allow for the identification of fixed assets, particularly by funding source?

6. Bank accounts
   - How many bank accounts are currently maintained by your organisation? Please provide a list of the bank accounts, showing the name of the bank, where each account is located, the name of the account, type of account, interest rate, and the frequency of statements. Please provide a list of all bank account signatories and their designation within the organisation.
   - Do you regularly prepare monthly bank reconciliation statements? If yes, please provide a sample and a description of the procedures and its necessity.
   - How does your organisation open foreign currency bank accounts in the country?

7. Experience of managing donor-funded projects
   - Do you currently manage any donor-funded projects? If yes, please provide a list of the projects including the names of the funding agencies.
   - Has any of the projects managed by your organisation recently been audited? If yes, please provide a copy of the audit report and the management letter.
   - Has your job been recently audited? If yes, please provide a copy of the audit report and the management letter.
Coordinator: Ethics self assessment template

- narrative part + ethics tables
- guidance notes are provided
Changes to be implemented

Successful proposals are expected to be **mature and ready** to be implemented.

No substantial changes are allowed between the proposal and the project. **NO NEGØ approach!**

**Optional** changes:

- Obvious errors or inconsistencies may be removed
- Coordinator may correct minor shortcomings identified by the experts during evaluation

**Necessary** changes:

- Ethics review or security scrutiny
- Removal or replacement of a participant (if agreed with EDCTP)
- **Major** shortcomings identified by the expert evaluators or the EDCTP secretariat during evaluation or grant preparation

[www.fitforhealth.eu](http://www.fitforhealth.eu)
Ethics Review and Security Scrutiny

The **results of the ethics review** and/or a **security scrutiny must be implemented** in the grant agreement

- Coordinator needs to update the ethics section in Anney I(DoA) to ensure that any 'ethics requirements' are met
- There may be 'ethics requirements' that need to be met before the grant can be signed
- The same applies for security scrutiny
Budget Table

- Currently: Excel file with budget summary and individual site budgets
- Individual budget items might need to be adjusted during Grant Preparation (e.g. remove tuition fees, add audit costs, etc.)
- Plan: Budget to be managed electronically in the future via EDCTPgrants system
Formal data and further information

- Authorized legal representative: proof needed
  → at the moment either through
  • screenshot of corresponding role (LSign) in H2020 Research Participant Portal or
  • legal documents (e.g. university constitution)

- Additional information needed:
  Address of legal entity
  Type of organization
  Registration number in country of origin
  VAT number

CV information of scientists involved must be up-to-date and complete (EDCTPgrants system)
Grant Agreement signature process

- The GA is send (by e-mail) to the Coordinator for signature by the legal representative.
- The GA is returned to EDCTP for counter-signing: the GA enters into force. **Project starts on first day of following month.**
- All Partners must sign the Accession Form within 30 days. The Coordinator must collect the Accession Forms and submit them to EDCTP.
- If one (or more) partners do not sign the Accession Form Coordinator must propose an alternative and submit an amendment request within 30 days.
Some helpful advice

- Coordinators: Get in touch with EDCTP Project Officer in charge right away! Frequent and open communication is a benefit.
- Keep deadlines set by EDCTP! If there are delays, inform your Project Officer!
- If something is unclear – ask.
Some helpful advice

- Start early with preparation of Consortium Agreement; use an established Model Agreement
- Coordinators: Collect bank details from project partners as you must forward the EDCTP payment to them
- Coordinators: Prepare a ‘payment table’ indicating how much pre-financing each partner will receive
- Payments can only be forwarded to partners once they have signed the Accession Forms
Further information

European IPR helpdesk:
https://www.iprhelpdesk.eu/

Fit for Health 2.0:
http://www.fitforhealth.eu/
(including answers to questions asked today, and future webinar on EDCTP2 project implementation and management)

Proposal submission tool:
https://www.edctpgrants.org/

Current calls:
http://www.edctp.org/funding-opportunities/calls/
Thank you!

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