



Project management *Reporting and Amendments*

SH-CAPAC Project **Kick-off meeting**

Granada, 14/01/2016

Paola D'ACAPITO

Project Officer, EC, Chafea



European
Commission

2014 GRANTS – WHAT'S NEW?

What's new?

- 3rd Health Programme
 - **Some financing Instruments have changed**
 - **Model Grant Agreement has changed**
- **Use of Electronic Exchange Systems, via the Participant Portal**
 - Electronic Submission & Evaluation
 - Electronic Grant preparation and signature
 - **Electronic Technical and Financial Reporting**
 - **Electronic Amendments**

Applying for funding

Find a Call

Find partners

Register an organization

Submit a proposal

Evaluation & Grant signature

Evaluation of proposals

Grant preparation

Grant signature

Grant Management

Reports

Dissemination of results

Amendments

Audits & certifications

Experts opinion

Expert registration

Contracting & payment

Expert roles & tasks

Overview

- Technical and Financial Reporting
 - **Continuous Reporting**
 - **Periodic Reporting**
- Amendments
 - **Consortium requested**
 - **Formal Notification**
 - **Communication**



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Commission

Technical and Financial Reporting, Amendments

PARTICIPANT PORTAL



RESEARCH & INNOVATION

Participant Portal

European Commission > Research & Innovation > Participant Portal > My Projects

MY AREA HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP



- My Organisation(s)
- My Proposal(s)
- My Project(s)**
- My Notification(s) 49
- My Expert Area

My projects

Participant Portal will be under maintenance on Tuesday **12th of May from 17:30 to 19:30 CET**. During this period some users may be logged off from the authentication system and will need to re-login. We apologise for any inconvenience this may cause.

My projects

FP7 REF. DOCS H2020 ONLINE MANUAL HOW TO

This page enables you to access all your EU projects managed via the Participant Portal that have been selected and approved for funding.

Depending on your roles, you can view or manage the following project-related tasks:

- [Prepare and sign your grant agreement](#)
- [Submit amendments to your grant agreement](#)
- [Manage your scientific and financial reports](#)
- [View or manage roles and access rights in your projects consortia](#)

If you are LEAR and want to see the full list of your organisation projects, please go to **My Organisations** and click on the action button **VP**. LEAR can only view the list of projects in which their organisation is involved. If you want to see project details, your organisation main contact for this project or the project Coordinator has to give you access rights. For more details see the [H2020 online manual](#).

Legend

AA Access Amendment	GP Grant Preparation	MP Manage Projects	FR Financial Reporting
PR Periodic Reporting	RD Reporting & Deliverables	PC Project Consortium	VP View Proposal

Show 10 entries EXCEL Search:

ACRONYM	CALL	PROG	PROJECT	ROLES	PHASE	ACTIONS
[REDACTED]	HP-PJ-2014	3HP	[REDACTED]		Grant Management	



Showing 1 to 1 of 1 entries.

← PREVIOUS 1 NEXT →



RESEARCH & INNOVATION

Help

Participant Portal - Grant Management Services

Dirk MEUSEL

MY PROJECT



Call: HP-SGA-2014
Type of Action: HP-SGA-OG
Acronym: ██████████
Current Phase: Grant Management
Number: ██████████
Duration: 12 months
Start Date: 2015-01-01
Estimated Project Cost: ██████████
Requested EU Contribution: ██████████
Contact: Dirk MEUSEL

Launch new interaction with the Service +

Continuous project reporting 01/01/2015
671355 - OBTAINS-E

Started Completed

Continuous reporting data

Process specific documents

Process specific communications

Proposal Management & Grant Preparation 25/09/2014
671355 - OBTAINS-E

Submitted Informed Invited Prepared Signed Paid

Process specific documents

Process specific communications

Process list

Amendments (June/July 2015)
Periodic Reporting (January 2016)

H2020 ONLINE MANUAL

HOW TO

Technical and Financial Reporting

- **Continuous Technical Reporting**

Deliverables, Milestones, Publishable Summary, Critical Risks

- **Periodic Reporting**

Payment Requests,

Periodic Technical Report (Interim Report, Final Report),

Financial Reporting,

Questionnaire on Impact

Continuous Reporting

On-going process:

- Uploading of deliverables
- Reporting on milestones and critical risks
- Continuous update of publishable summary

- Accessible through process "Continuous Reporting" in Participant Portal



RESEARCH & INNOVATION

Help

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MY PROJECT



Call: HP-SGA-2014
Type of Action: HP-SGA-OG
Acronym: ██████████
Current Phase: Grant Management
Number: ██████████
Duration: 12 months
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671355 - OBTAINS-E

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Continuous reporting data

- Process specific documents
- Process specific communications

Proposal Management & Grant Preparation 25/09/2014
671355 - OBTAINS-E

Submitted Informed Invited Prepared Signed Paid

- Process specific documents
- Process specific communications

Process list

Communication Center

Partnership Agreement

H2020 ONLINE MANUAL

HOW TO

Deliverables

- 1 file per deliverable
- Format: .pdf, zip file
- Size: up to 20 MB
- Upload, comment and submit
- PO in Chafea will accept (acknowledgement of receipt) or reject with comments for revision



Grant Management Project Continuous Report

Project [REDACTED]

HORIZON 2020

Call: HP-SGA-2014 Action: HP-SGA-0
Resp. Unit: CHAFAE/HEALTH Duration: 12

Publishable Summary ✖ Deliverable i Milestones i Critical Risks ✔

Deliverables

i For each Deliverable, a single file (max 50MB) can be uploaded

WP No	Del No	Title	Est. Del. Date (annex)	Receipt Date	Accept Date	Status	
WP1	D1.1	[REDACTED]	01/04/2015			Pending	<input type="radio"/>
WP2	D2.1	[REDACTED]	01/04/2015			Pending	<input type="radio"/>
WP3	D3.1	[REDACTED]	01/01/2016			Pending	<input type="radio"/>
WP4	D4.1	[REDACTED]	01/01/2016			Pending	<input type="radio"/>
WP5	D5.1	[REDACTED]	01/01/2016			Pending	<input type="radio"/>
WP1	D1.2	[REDACTED]	01/01/2016			Pending	<input type="radio"/>
WP2	D2.2	[REDACTED]	01/01/2016			Pending	<input type="radio"/>
WP4	D4.2	[REDACTED]	01/01/2016			Pending	<input type="radio"/>
WP4	D4.3	[REDACTED]	01/01/2016			Pending	<input type="radio"/>

Upload

Validate

Milestones

- Continuous Reporting on milestone's achievement
- Please use the "comments" option!



SyGma - System for Grant Management - Mozilla Firefox
https://ec.europa.eu/research/participants/grants-app/reporting/DLV-671355
meusedi (EXTERNAL) ?

Grant Management Project Continuous Report

Project **HORIZON 2020**
Call: HP-SGA-2014 Action: HP-SGA-C
Resp. Unit: CHAFEA/HEALTH Duration: 12

Publishable Summary Deliverables **Milestones** Critical Risks

Milestones

Numt	Name	Lead Beneficiary	Delivery Date (Annex I)	Achieved	Delivery Date (actual)	Comments
1	[REDACTED]	IASO-IOTF	2015-03-01	<input type="checkbox"/>		
2	[REDACTED]	IASO-IOTF	2015-09-01	<input type="checkbox"/>		
3	[REDACTED]	IASO-IOTF	2015-10-01	<input type="checkbox"/>		
4	[REDACTED]	IASO-IOTF	2015-09-01	<input type="checkbox"/>		

Monitor and Comment

Validate

Critical Risks

- Foreseen Risks (Risk analysis) – to be documented, if occurred, with evidence of the counteracting/mitigation actions taken
- Unforeseen Risks – to be added and documented, if occurred, with evidence of the counteracting/mitigation actions taken



Grant Management Project Continuous Report

Project Summary: **HORIZON 2020**
Call: HP-SGA-2014 Action: HP-SGA-C
Resp. Unit: CHAFAE/HEALTH Duration: 12

Publishable Summary: Deliverables: Milestones: Critical Risks:

Critical Risks

Foreseen Risks (Annex-I)

Number	Description	Work Package No.	Risk Mitigation Measures	State of the Play Reference Reporting Period	State of the Play Mitigation Measures Applied	State of the Play Risk Materialized	State of the Play Comments
1	[Redacted]	1	[Redacted]				
2	[Redacted]	2	[Redacted]				
3	[Redacted]	3	[Redacted]				
4	[Redacted]	4	[Redacted]				
5	[Redacted]	4	[Redacted]				
6	[Redacted]	5	[Redacted]				

Document

Unforeseen Risks

Number	Date the Risk was added	Description	Work Package No.	Risk Mitigation Measures	State of the Play Reference Reporting Period	State of the Play Mitigation Measures Applied	State of the Play Risk Materialized	State of the Play Comments
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Validate

Publishable Summary (may change)

- Used for dissemination purposes
- Such as the Chafea project database
- Please keep up-to-date
- Beware the changing timing of text:
 - **"The project's aims are..." is becoming "The project's aim was... The project has achieved... "**
 - **Summary of the action context and objectives**
 - **Work performed during the reporting period and main results achieved so far**
 - **Expected final results and their potential impact and use**



Project 671355 (OBTAINS-E)

HORIZON 2020

Call: HP-SGA-2014 Action : HP-SG-... Resp. Unit: CHAFAE/HEALTH Duration: 12

Publishable Summary 	Deliverables 	Milestones 	Critical Risks
--------------------------------	-------------------------	-----------------------	---------------------------

Publishable Summary

- The 'Public Website' section of the Publishable Summary is mandatory
- The 'Context and Objectives' section of the Publishable Summary is mandatory
- The 'Work Performed' section of the Publishable Summary is mandatory
- Please upload at least one image for the Publishable Summary
- The 'Final Results and Impact' section of the Publishable Summary is mandatory

[No text provided]

Fill text (beware red warnings)

Work performed during the reporting period and main results achieved so far

[No text provided]

Expected final results and their potential impact and use (including the socio-economic impact and the wider societal implications of the action so far)

[No text provided]

Address of the action's public website and related information

Validate

Periodic Reporting

- Forthcoming January 2016
- Will be accessible through process "Periodic Reporting" in Participant Portal at the end of each reporting period

Periodic Reporting - Step 1: All beneficiaries receive a notification and log on to the Participant Portal.

- At the end of each reporting period, a beneficiary will receive a notification to complete:
- Their own **Financial Statement** (and the financial report of their affiliated entity, if any).
- Their contribution to the **Technical Part of the Periodic Report** (this is common for all beneficiaries in the project)
- To fill in the information the beneficiary must [log on to the Participant Portal](#) and access the relevant project.

Periodic Reporting - Step 2: All beneficiaries e-sign and submit their Financial Statements to the Coordinator

- **Completing your Financial Statement**
- Log on to the Participant Portal and access the relevant project. Click on the task **Financial Statement** to draft the financial report.
- Only users with the roles Participant Contacts, Project Financial Signatories and Task Managers can perform this action .



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Periodic Reporting

REP-~~XXXXXXXX~~ - period 10/2013
> 03/2015

06/10/2014



Draft

Submitted

Reviewed

Paid

BETA Version



Financial Statement ~~XXXXXXXX~~ drafting

Lock for review



Technical Report contribution

Lock for review



Periodic Report 1 projectNo ~~XXXXXXXX~~ composition

Submit to EU



Documents



Messages

Periodic Reporting - Step 2: All beneficiaries e-sign and submit their Financial Statements to the Coordinator

- Complete the requested information and save.
- Click the **Check Validation** button to see whether you have filled in all information correctly, then close the current screen and return to the the Participant Portal.



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Periodic Reporting
REP-601100-1 - period 10/2013
> 03/2015

06/10/2014

BETA Version

Draft Submitted Reviewed Paid

Financial Statement ~~ACQU-IT[PC 44444444]~~ signature and submission to coordinator **Unlock to draft** **Sign & Submit**

Technical Report contribution **Lock for review**

Periodic Report 1 projectNo ~~601100~~ composition **i**

Documents

Messages

Periodic Reporting
REP-601100-1 - period 10/2013
> 03/2015

06/10/2014

BETA Version

Draft Submitted Reviewed Paid

Financial Statement ~~ACQU-IT[PC 44444444]~~ signature and submission to coordinator **Unlock to draft** **Sign & Submit**

Technical Report contribution **Lock for review**

Periodic Report 1 projectNo ~~601100~~ composition **i**

Documents

Messages



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Commission

Periodic Reporting - Step 2 b: Completing your contribution to the Technical Part of the Periodic Report

- [Log on to the Participant Portal](#) and access the relevant project. Click on the task **Technical Part of the Periodic Report (Technical Report contribution)** to draft the report.
- Only users with the roles Participant Contacts, Project Financial Signatories and Task Managers can perform this action.



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Periodic Reporting
REP-~~XXXXXX~~ - period 10/2013
> 03/2015

06/10/2014

BETA Version

Draft Submitted Reviewed Paid

Technical Report contribution **Lock for review**

Periodic Report 1 projectNo ~~XXXXXX~~ composition **Submit to EU**

Documents

Messages

Periodic Reporting
REP-~~XXXXXX~~ - period 10/2013
> 03/2015

06/10/2014

BETA Version

Draft Submitted Reviewed Paid

Technical Part of Periodic Report review **Unlock to draft** **Accept & Include**

Periodic Report 1 projectNo ~~XXXXXX~~ composition **Submit to EU**

Documents

Messages



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Periodic Reporting - Step 3: The Coordinator approves the elements of the Periodic Report & submits to the EU Services.

- The Coordinator must review and explicitly approve those elements of the Periodic Report, which he wishes to submit to the EU Services. The coordinator can reject a Financial Statement back to a beneficiary for further editing, and/or he can unlock the Technical Part of the Periodic Report for further editing .
- To approve or reject an element of the Periodic Report, click on the task **Periodic Report composition**. The screen below appears. Click on the **Include /Redo** button to approve or reject an element (Financial Statement and/or Technical Part of the Periodic Report).
- Only users with the role Coordinator Contact Person can perform this action.

Periodic Reporting - Step 4: The EU Services review the submitted Periodic Report and accept or reject it

- Chafea can accept the report and start preparing the interim payment.
- Chafea can also ask for a revision of the Report, this means that the process described above starts again.

Periodic Reporting - Step 5: Interim Payment

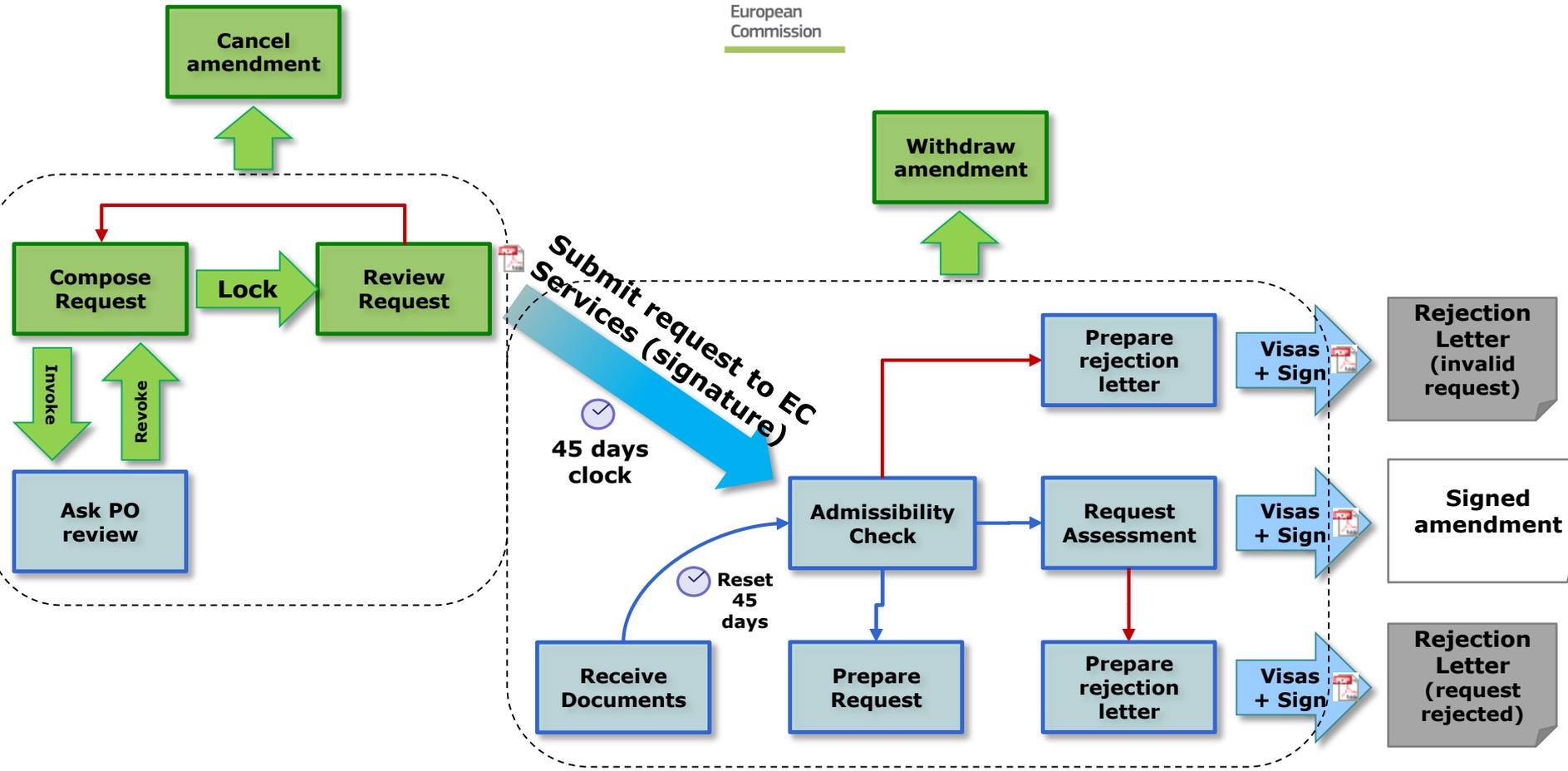
- The interim payment is performed, which completes this reporting process.

Amendments, Formal Notifications, Communication via PP

- 2 types: Consortium requested or Commission requested
- Formal Notification, if an acknowledgement of receipt is necessary (please see references in the grant agreement)
- Will be accessible through process "Launch new interaction with Service" in Participant Portal



European Commission



Internals

Externals



RESEARCH & INNOVATION

Help

Participant Portal - Grant Management Services

Dirk MEUSEL

MY PROJECT



Call: HP-SGA-2014
Type of Action: HP-SGA-OG
Acronym: ██████████
Current Phase: Grant Management
Number: ██████████
Duration: 12 months
Start Date: 2015-01-01
Estimated Project Cost: ██████████
Requested EU Contribution: ██████████
Contact: Dirk MEUSEL

- Process list**
- Communication Center
- Partnership Agreement

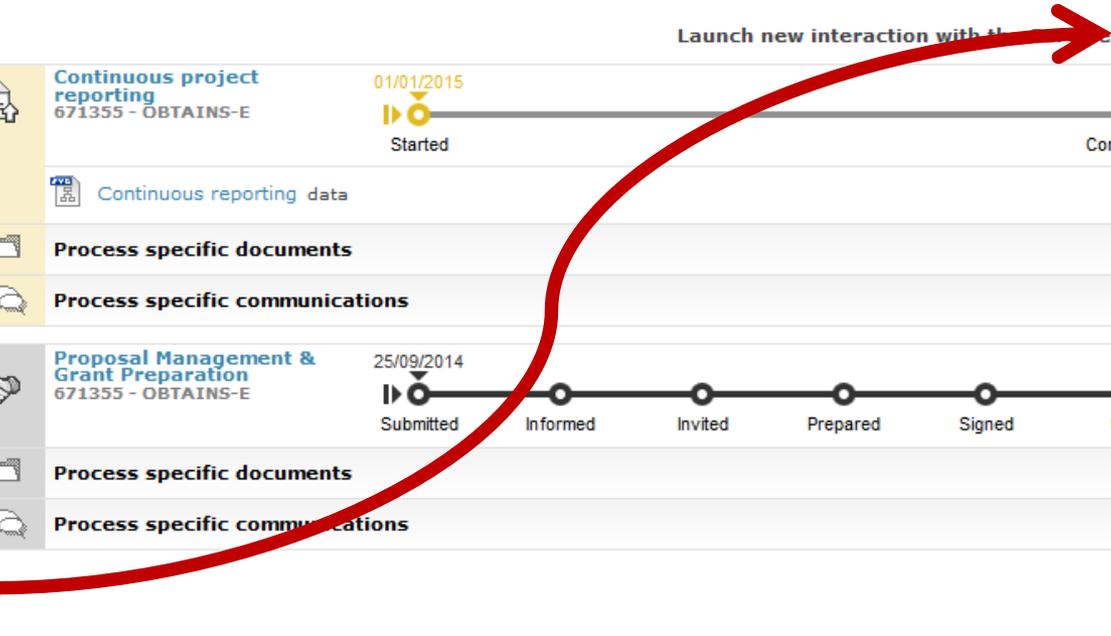
H2020 ONLINE MANUAL

HOW TO

Launch new interaction with this project



	Continuous project reporting 671355 - OBTAINS-E	01/01/2015	
	Continuous reporting data		
	Process specific documents		
	Process specific communications		
	Proposal Management & Grant Preparation 671355 - OBTAINS-E	25/09/2014	
	Process specific documents		
	Process specific communications		





RESEARCH & INNOVATION

Participant Portal - Grant Management Services

Help

Dirk MEUSEL

MY PROJECT



Continuous project reporting
671355 - OBTAINS-E

01/01/2015

Launch new interaction with the Service 

Call: HP-SGA-2014
Type of Action: HP
Acronym: ██████████
Current Phase: Grant Management
Number: ██████████
Duration: 12 months
Start Date: 2015-01-01
Estimated Project Cost: ██████████
Requested EU Contribution: ██████████
Contact: Dirk MEUSEL

- Latest Legal Documents
- Process List
- Document Library
- Communication
- Partnership Agreement

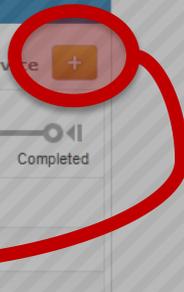
H2020 ONLINE MANUAL

HOW TO

Launch new interaction with the Service

Choose one of the options below

-  **Consortium Requested Amendment - Beta version (limited number of amendment clauses supported)** Launch
Several draft amendment requests can be launched in parallel (although it is strongly recommended to limit the number). Once an amendment is signed, these draft amendments will be updated or invalidated by the system in order to reflect the latest signed amendment.
The new amendment will be based on the latest legal data.
-  **Formal Notification** Launch
Attention! The use of the formal notification channel is reserved for specific purposes- i.e. for correspondence requiring acknowledgement of receipt (the content or nature necessitates) e.g. as a means to dispatch replies to formal notifications received from the EU Commission/ Agency or for communications under the scope of Article 17 of the model grant agreement (MGA Art. 17.1- obligation to provide information upon request and 17.2 - obligation to inform) and whenever it is clearly stipulated e.g. termination of the grant agreement (Article 50.1 of the MGA) or termination of participation of one or more beneficiaries (Article 50.2 of the MGA).
If you wish to interact with officers, please use the messaging facility (see below).
-  **Communication to the Project Officer** Launch
At any time, you may wish to informally exchange messages or ask questions to the Service via the electronic system. If your query is related to an ongoing process, you're encouraged to use the messages section of that process.



Amendments – Prepare the amendment data

- The data displayed are similar to the Grant Preparation. You can modify the Grant Agreement data, e.g. go to the tab "General information" and change the duration.
- It is mandatory to do at least one modification and to provide a justification in the **Amendment information** tab.
- In the amendment information tab, you can see an overview of the modifications.
- **RED crosses are blocking** (should be corrected) for the process of the exchange with the PO (involving the PO). **Yellow triangles are warnings** (some of the warnings might be blocking at signature).
- As soon as you have saved your modifications, you can review the amendment document (which will be signed electronically): go to the **Documents** tab and click the amendment icon next to **Amendment core**.



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 **Consortium Requested Amendment**
AMD-890730-1

26/11/2014

Launched Prepared Requested Admissible Decision

 **Amendment preparation** 

 **Documents**

 **Messages**

Amendments - Option: Involving the Project Officer for a difficult amendment request

- During the preparation of a **difficult** amendment request, it is recommended to involve the Project Officer. Validation rules are very flexible so that the Project Officer can easily be involved. Clicking the **Involve PO button**, notifies the PO and hands the session over to the her/him to either make an unofficial review of the amendment and/or to apply some modifications on the amendment data.
- Only the Coordinator Contact Person can perform this action.
- Please wait till the PO completes the review/modification and hands the session back to you. In exceptional cases, when the PO doesn't respond and you need to proceed with the submission of the amendment, you might have to retract the PO by clicking on **Retract PO**.
- Be aware that retracting the PO, whilst he's still editing data, will undo all modifications done by the PO.



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Commission



Consortium Requested Amendment AMD-700300-1



Amendment Request data preparation

Retract PO

Lock for review



Grant Agreement accession by others



Documents



Messages



Write a comment...



I understand that the new beneficiary will perform some of the tasks previously assigned to Michla. You'll need to reshuffle the budget accordingly. (21/03/2014 14:12)



We would like to add a new beneficiary to assist Milcha with deliverable D2.1. Can the budget be increased? (20/03/2014 9:12)



The coordinator (ncocppgm) started drafting on 18/03/2014 10:43

Amendments - Step 3: The Project Legal Signatory signs and submits the amendment request.

- The amendment is ready for signature as soon as:
- The documents are correct (**Amendment core** and **Amendment request letter**), and
- there are no blocking issues for the submission of the amendment, i.e. there's no yellow triangle next to the Amendment Preparation task.
- Lock the amendment request for review.
- Sign and submit the amendment
- Only the Project Legal Signatory can sign and submit the amendment request.
- Please be aware that in case new beneficiaries have been added, they will have to sign their declaration and accession forms electronically, before you can sign and submit.



European
Commission

Consortium Requested Amendment
AMD-890730-1

26/11/2014

Launched Prepared Requested Admissible Decision

AmendmentAMD-890730-1 signature and submission

Unlock to draft Sign & Submit

AmendmentAMD-890730-1

AmendmentAMD-890730-1

Signatures for this type of document

949989483 EU

Documents

Messages

Consortium Requested Amendment
AMD-890730-3

27/11/2014

Launched Prepared Requested Admissible Decision

12/01/2015 (45 days)

Withdraw amendment

Documents

Messages

Amendments – Further Options

- Withdraw amendment (Only the Coordinator Contact Person can perform this action)

Amendments - Step 4: The EU Services assesses the amendment.

- During the **assessment of the amendment request for admissibility** by the EU, no task is available for the external user and they only have access to the submitted and registered documents unless there is a need to upload additional supporting documents. The EU Services will inform the consortium whether the amendment request is complete and admissible at the end of the assessment.
- The Project Officer might also request additional supporting documents and will let you know how many days you have to provide an answer. After this period, the task **Supporting document upload** will no longer be available. Only one document can be uploaded (if you have several documents to upload, please use a zip-file).



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Commission

 **Consortium Requested Amendment**
AMD-700300-1

Launched Prepared Requested Assessed Decision

 Supporting Document upload **Upload**

 Amendment Request AMD-700300-1 **Withdraw**

Documents

 Amendmen... 700300-1  Grant Agr...93114141

Messages

 Write a comment...

 Please upload the supporting document about the conference mentioned in work package: (28/03/2014 9:23)

 Coordinator (ncocppgm) signed and submitted the amendment request on 24/03/2014 17:05

 Beneficiary (nmilchas) signed grant agreement accession on 23/03/2014 11:05

 Thanks for the quick reply! We will proceed with the request. (21/03/2014 17:36)

 I understand that the new beneficiary will perform some of the tasks previously assigned to Miclha. You'll need to reshuffle the budget accordingly. (21/03/2014 14:12)

Amendments - Step 5: The EU Services accept (and countersign the amendment) or reject (and make available a rejection letter).

- On completion of the assessment, the amendment is accepted or rejected and countersigned by the EU. The metro line moves to the status **decision** in both cases and the process is closed and the process box will turn black.
- In case the amendment request is **rejected**, a letter motivating the rejection will be available.



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Commission

 **Consortium Requested Amendment**
AMD-700300-1

|| ○ — ○ — ○ — ○ — ○ ||
Launched Prepared Requested Assessed Decision

▶  **Documents**

 Amendment rejection  Supporting Document  Amendmen... 700300-1  Grant Agr...93114141

▶  **Messages**

 Write a comment... 

-  Service completed the amendment request process on 01/04/2014 10:06
-  Coordinator (ncocppgm) uploaded Supporting Document on 30/03/2014 15:08
-  Please upload the supporting document about the conference mentioned in the work package;03/2014 9:23)
-  Coordinator (ncocppgm) signed and submitted the amendment request on 24/03/2014 17:05
-  Beneficiary (nmilchas) signed grant agreement accession on 23/03/2014 11:05

Further useful instructions:

- Further information is available online ()
- Please be aware:
 - **Some aspects may not be applicable to Chafea Grants (Health Programme versus H2020 Programmes)**
 - **The System is still under development, screens and parts of the procedure might be updated during the duration of your action**
- In case of uncertainty: **ask your PO in Chafea!**



RESEARCH & INNOVATION

Help

Participant Portal - Grant Management Services

Dirk MEUSEL

MY PROJECT



Call: HP-SGA-2014
Type of Action: HP-SGA-OG
Acronym: ██████████
Current Phase: Grant Management
Numb: ██████████
Duration: 12 months
Start Date: 2015-01-01
Estimated Project Cost: €271,033.00
Requested EU Contribution: €162,619.00
Contact: Dirk MEUSEL

- Latest Legal Data
- Process List
- Document Library
- Communication Center
- Partnership Agreement

H2020 ONLINE MANUAL



Launch new interaction with the Service +

Continuous project reporting 01/01/2015
671355 - OBTAINS-E
Started Completed

Continuous reporting data

- Process specific documents
- Process specific communications

Proposal Management & Grant Preparation 25/09/2014
671355 - OBTAINS-E
Submitted Informed Invited Prepared Signed Paid

- Process specific documents
- Process specific communications



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EUROPEAN COMMISSION

Participant Portal IT Manual



Spaces ▾

People

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Create



Home

Beneficiaries

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Identity and Access Management

H2020 Online Manual

What's New

IT Support



/... / 2. Business processes

2. Amendments

Watch

Share

Tools ▾



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 - > 1. Proposal Management and Grant Preparation
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- 4. Ethics review
- 5. FAQs
- 6. Identity and Access Management
- 7. What's New

Table of Contents: Amendments



Fruitful work with your project!

European Commission
Consumers, Health, Agriculture and Food Executive Agency (Chafea)
Health Unit