



Kick-off meeting CHRODIS +

Joint action management – administrative aspects

Anne-Marie YAZBECK, Scientific Project Officer
Marc VANDENBROECK, Scientific Project Officer

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

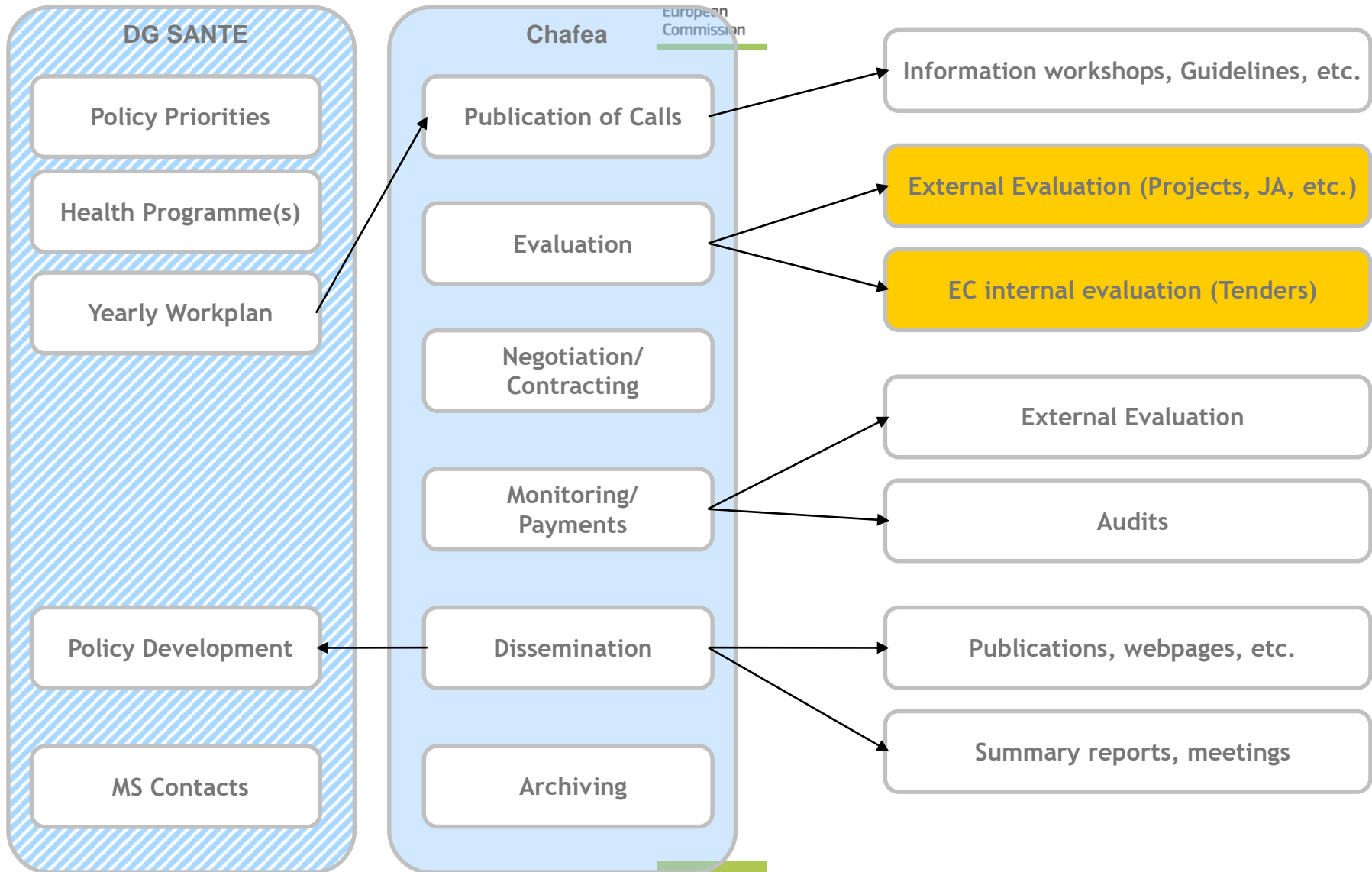


Consumers, Health, Agriculture and Food Executive Agency

CHAFEA



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History, Objectives and Budget

3RD HEALTH PROGRAMME

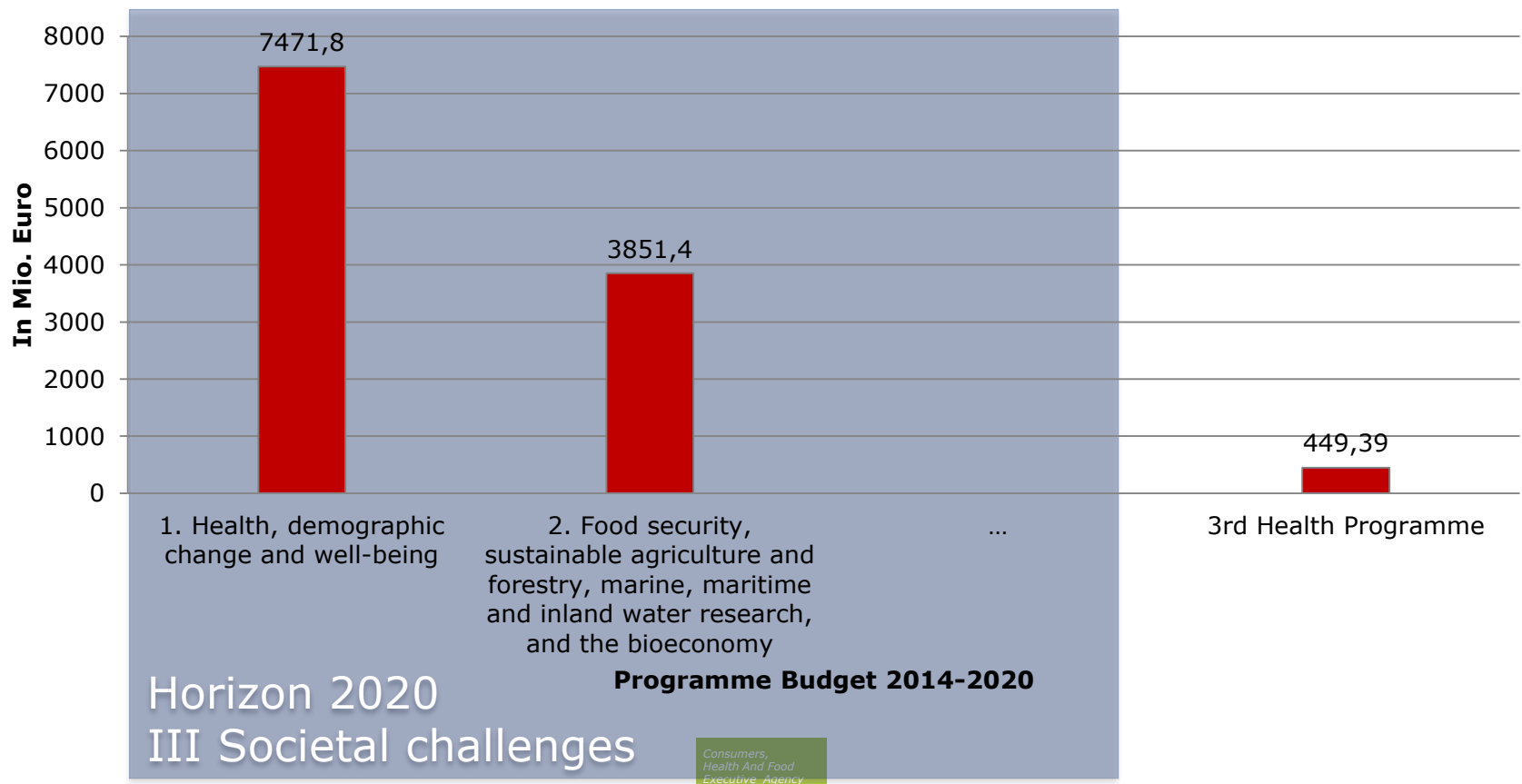


CHAFEA Website - Health Programme

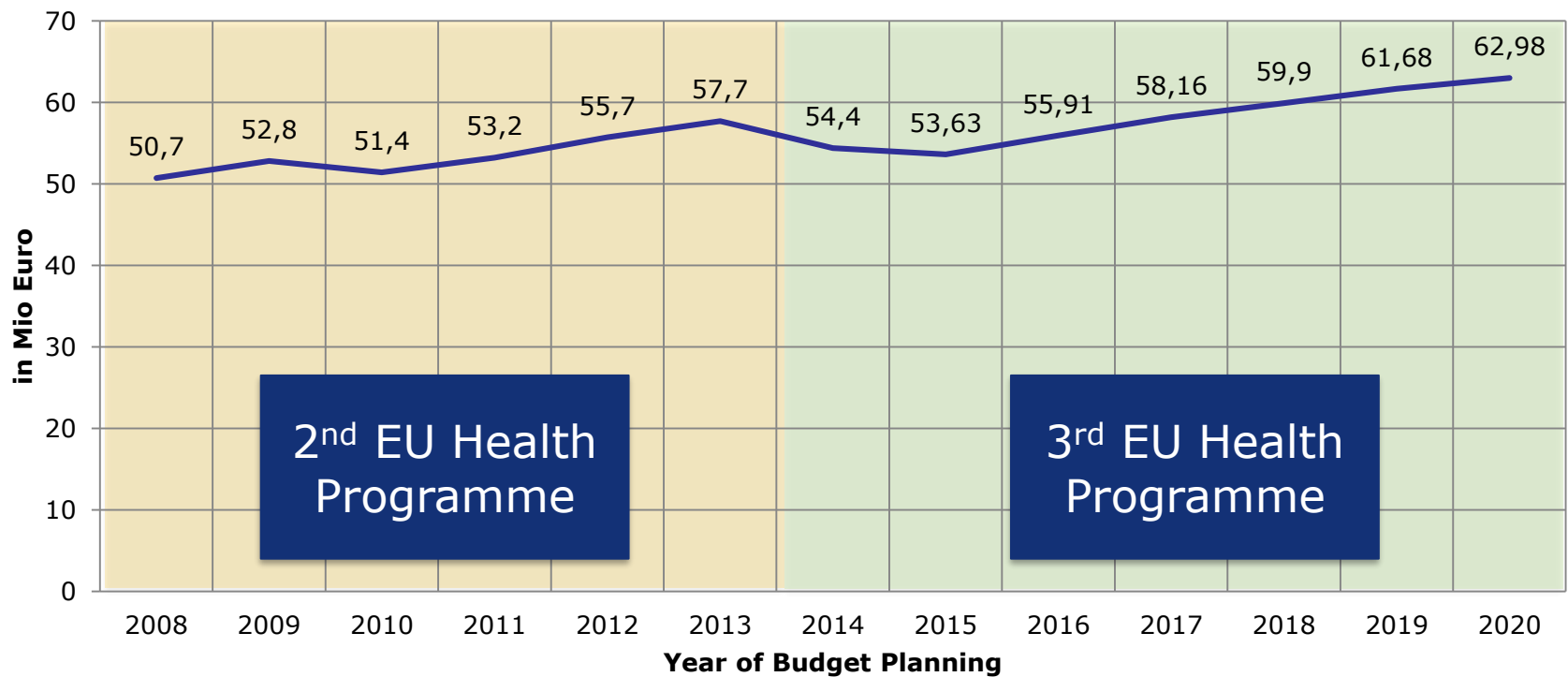
Factsheet on the 3rd Health Programme

1993-2002	<p>8 different Action Programmes (health promotion, cancer, drug dependence, AIDS and other communicable diseases, health monitoring, rare diseases, accidents and injuries, pollution-related diseases)</p>
2003-2007 € 312 Million	<p>Community Action Programme for Public Health</p> <ul style="list-style-type: none"> •Health Information •Health Threats •Health Determinants
2008-2013 € 321,5 Million	<p>2nd Programme of Community Action in the field of Health</p> <ul style="list-style-type: none"> •Health Security and Safety •Health Promotion and Health Inequality •Health Information
2014-2020 € 449,4 Million	<p>3rd Programme of Community Action in the field of Health</p> <ul style="list-style-type: none"> •Promote health, prevent diseases and foster supportive environments for health lifestyles •Protect citizens from serious cross-border health threats •Facilitate access to better and safer healthcare for Union Citizens •Contribute to innovative, efficient and sustainable Health Systems

Budget Comparison to other EU Programmes



Yearly Health Programme Budget



DG SANTE / POLICY PROGRAMME DEFINITION

CHAFEA / PROGRAMME IMPLEMENTATION / FEEDING OF POLICY CYCLE

BUDGET OF THE THIRD HEALTH PROGRAMME (comparison, increase)



The EU Health Programme: a tool for investing in health(*)

for spending **smarter**
but not necessarily
more in sustainable
health systems

for investing in
people's health,
particularly through
**health-promotion
programmes**

for investing in health
coverage as a way of
**reducing
inequalities and
tackling social
exclusion**

(*) Investing in health – **Commission staff working document** – published in February 2013
as part of the Social Investment Package for growth and cohesion.



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The objectives

1) Promote health, prevent disease and foster supportive environments for healthy lifestyles

2) Protect citizens from serious cross-border health threats

3) Contribute to innovative, efficient and sustainable health systems

4) Facilitate access to better and safer healthcare for Union citizens

Address in particular the key risk factors with a focus on the Union added value.

Coherent approaches integrated into MS preparedness plans

Innovative tools and mechanisms in health and health prevention

Increase access to medical expertise and information for specific conditions



EU added value: a key concept

- **Implementing EU legislation** and ensuring that the legislation implemented is correct
- **Economies of scale** with the aim of saving money and providing citizens with better service
- **Promotion of best practice in all participating Member States** in order for EU citizens to benefit from the state of the art best practices
- **Benchmarking for decision making** requiring a strong commitment to use results with the aim of facilitating evidence based decision making
- **Focus on cross border threats** in order to reduce risks and mitigate their consequences
- **Free movement of persons** with the aim of ensuring high quality Public Health across Member States
- **Networking as an important tool for disseminating results** to all Member States including non-participants

CHAFEA Website - Health Programme

Factsheet on the concept of EU-added value

Message to take home





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The screenshot shows a web browser window with the URL <https://webgate.ec.europa.eu/sygmareporting/SessionId=1222941>. The page title is "Project Periodic Report". The main content area is titled "HP-PX Questionnaire - Health Programme Indicators Instruments". It contains a list of checkboxes for "4. EU ADDED VALUE" and "5. LEVEL OF SYNERGIES DEVELOPED WITH OTHER EU PROGRAMMES".

4. EU ADDED VALUE
Your action is considered of high EU added value because of: (please indicate minimum 3 most important).

- 1 Implementing EU legislation and ensuring that the legislation is correctly implemented
- 2 Economies of scale with the aim of using money more efficiently and providing citizens with better services
- 3 Promotion of best practice (please follow the WHO definition) in all participating Member States in order for EU citizens to benefit from the state of the art best practices.
- 4 Benchmarking for decision-making requiring a strong commitment to use results with the aim of facilitating evidence based decision making
- 5 Focus on cross-border threats in order to reduce risks and mitigate their consequences
- 6 Free movement of persons with the aim of ensuring high quality public health across Member States
- 7 Networking as an important tool for disseminating results to all Member States including non-participants

5. LEVEL OF SYNERGIES DEVELOPED WITH OTHER EU PROGRAMMES
Was the project developed based on results / deliverables of project(s) / activity(ies) funded by other EU Programmes?

If yes, which programme(s)?

HP
AGRP
AMSP

Message to take home



More information

DG SANTE website

for Health **Programmes** including the Commission proposal for the new Programme

http://ec.europa.eu/health/programme/policy/index_en.htm

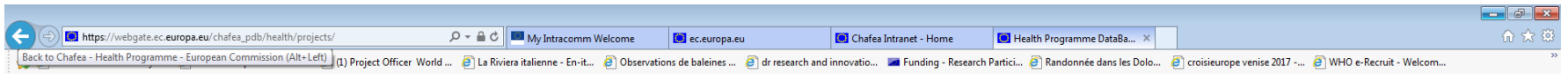
Chafea Database

for the **results** of previous Health Programmes

<http://ec.europa.eu/chafea/projects/database.html>



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CHAFEA Health Programmes Database

European Commission > Chafea > Programmes Data Base > Health Programme > Projects



Health

Projects

Partners

Outputs

Enter search term to make a quick search: PROJECTS

Advanced Search

Download: [RSS](#) [XML](#) [XLS](#) Booklet: [Review \(0\)](#) [Retrieve](#)

LATEST PROJECTS

3rd Health Programme (2014-2020)

Joint Action on integrating prevention, testing and linkage to care strategies across HIV, viral hepatitis, TB and STIs in Europe (INTEGRATE) [INTEGRATE]

The "Joint Action on integrating prevention, testing and link to care strategies across HIV, Viral Hepatitis, TB & STIs in Europe" (INTEGRATE) has the overall objective to increase Integrated earl...

Start date: 01/09/2017 - **End date:** 31/08/2020

Keywords : [Hiv] [Linkage To Care] [Personalised Testing] [Prevention] [Stis] [Tuberculosis] [Viral Hepatitis]

Call: Joint Actions 2016

Topic: 1. Promote health, prevent diseases and foster supportive environments for healthy lifestyles taking into account the "health in all policies" principle

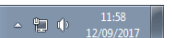
See more

3rd Health Programme (2014-2020)

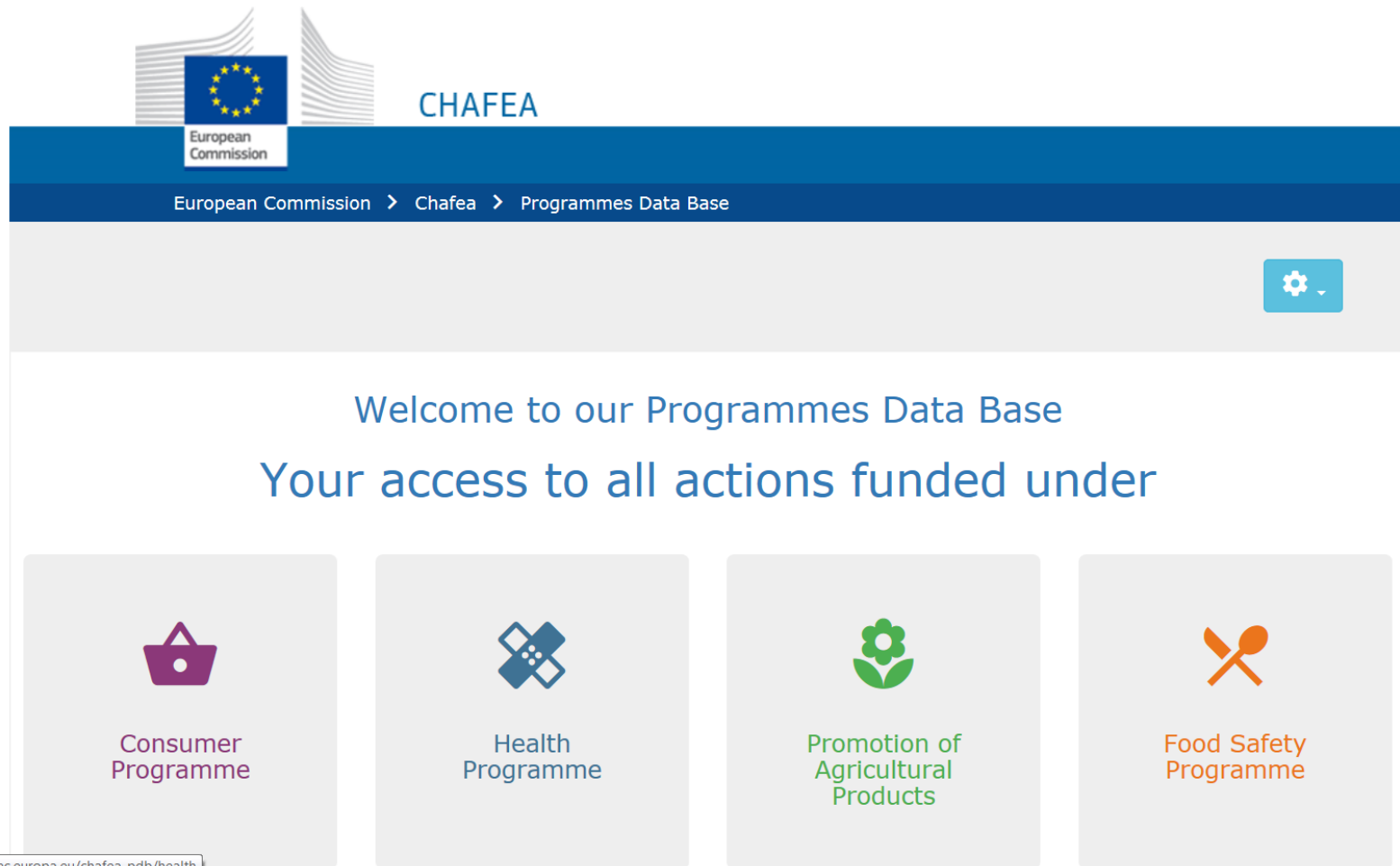
CHRODIS-PLUS: Implementing good practices for chronic diseases [CHRODIS-PLUS]

Europe is paying a heavy price for chronic diseases (CD): it has been estimated that CD cost EU economies 115 billion € or 0.8% of GDP annually; and this figure does not include the additional loss ...

Start date: 01/09/2017 - **End date:** 31/08/2020



The new Database https://webgate.acceptance.ec.europa.eu/chafea_pdb



The screenshot shows the CHAFEA website interface. At the top, there is a header with the European Commission logo and the text 'CHAFEA'. Below this is a navigation bar with the text 'European Commission > Chafea > Programmes Data Base'. A settings icon is visible in the top right corner. The main content area features a welcome message: 'Welcome to our Programmes Data Base' and 'Your access to all actions funded under'. Below this, there are four program categories, each with an icon and text: 'Consumer Programme' (shopping bag icon), 'Health Programme' (cross icon), 'Promotion of Agricultural Products' (flower icon), and 'Food Safety Programme' (spoon and knife icon).

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CHAFEA

European Commission > Chafea > Programmes Data Base

Welcome to our Programmes Data Base
Your access to all actions funded under

- Consumer Programme
- Health Programme
- Promotion of Agricultural Products
- Food Safety Programme

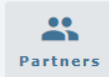


European Commission



CHAFEA

European Commission > Chafea > Programmes Data Base > Health Programme



Enter search term to make a quick search: HOME



NEWS

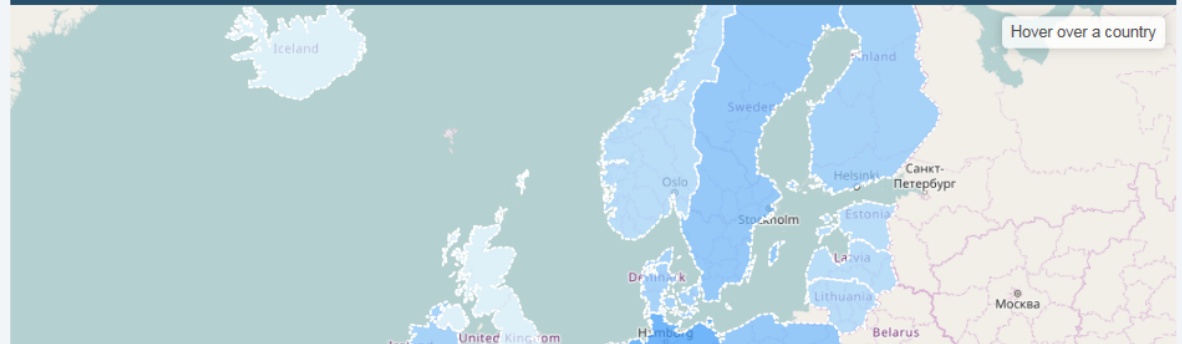
No **News related** to the current project

[See all news](#)

Welcome to the Health Programmes Data Base

This tool provides results of grants awarded by the First, Second and Third Programmes of Community action in the field of public health.

NUMBER OF ACTIONS FINANCED THROUGH THE DIFFERENT PROGRAMMES BY COUNTRY





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Actions: Projects and Joint Actions



Co-funded by
the Health Programme
of the European Union



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Dissemination of results

Publications

The screenshot shows a web browser window displaying the 'Publications' page of the European Commission's Health Programme. The page header includes the European Commission logo and the text 'CONSUMERS, HEALTH AND FOOD EXECUTIVE AGENCY Health Programme'. The main content area is titled 'Health programme Publications' and features three featured publications:

- Action on health inequalities in the European Union**: Accompanied by a thumbnail image of people.
- Transplantation and Transfusion: Projects and Actions for saving and improving the quality of life of citizens by facilitating transplantation and blood transfusion in the European Union**: Accompanied by a thumbnail image of a person in a medical setting.
- EU support for key public health initiatives 2008-2011 - Joint Actions**: Accompanied by a thumbnail image with the text 'JOINT ACTIONS'.

A sidebar on the left contains a navigation menu with items such as Home, Health Programme, Consumer Programme, Better Training for Safer Food, Funding, Managing grant agreements & contracts, Publications, Health Programme BY2F initiative, News & Events, About EAHHC, and Contacts. A sidebar on the right, titled 'Links and documents', lists various resources including National Focal Points for Health Programme, Jobs: Register to be an expert for EU Health Programme, Projects database, Health Programme decision, Previous programme, EAHHC press conference 2012, Rare Diseases Conference 2011, DC Health and Consumers Public Health Portal, and EU Agencies.

The browser's address bar shows the URL: http://ec.europa.eu/ehfa/publications/publications_for_health_programme.html. The Windows taskbar at the bottom indicates the date and time as 12:15 on 2/9/2014.



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JOINT ACTIONS AND PROJECT MANAGEMENT

Topics for Joint Actions in 2016

- JA-01-2016 - Quality of HIV/AIDS/STI, viral Hepatitis and tuberculosis prevention and linkage to care (€ 2 000 000 EU co-funding)
- **JA-02-2016 - Action on chronic diseases (€ 5 000 000 EU co-funding)**
- JA-03-2016 - Tobacco control (€ 2 000 000 EU co-funding)
- JA-04-2016 - *Antimicrobial resistance and Health Care Associated Infections*(€ 4 000 000 EU co-funding)
- JA-05-2016 - Authorisation of preparation processes in blood and tissues and cells (€ 800 000 EU co-funding)

2016 Joint Actions

- Actions having a clear **EU added value**;
- **Co-financed** by the competent authorities of Member States/ participating countries responsible for Health or by public sector bodies and non-governmental organisations, acting individually or as a network, mandated by these competent authorities;
- Allowing the nominated national authorities and the European Commission to take forward work on **jointly** identified issues.

PROCEDURE

- Direct Grant without an open call;
- More structured nomination procedure;
- **Electronic** submission system;
- External evaluation with simplified award criteria;
- New grant with enhanced role for **coordinator**;
- Fully **electronic** monitoring system.



CHRODIS + ≠ CHRODIS

Title of the grant agreement

**Focus and Objectives
implementation and pilot testing
of CHRODIS results**

Applying for funding

Find a Call

Find partners

Register an organisation

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

PROJECT MANAGEMENT

- What's new in the 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**

GRANT AGREEMENT

MAIN DOCUMENT!

- Disclaimer!
- Co-funding visibility
- http://ec.europa.eu/chafea/images/HP_logo/EU_flag_and_co-funded_by_health_programme.jpg



Co-funded by
the Health Programme
of the European Union

CONSORTIUM AGREEMENT

- How to interact between partners ?
- Accession forms to be adapted, filled in and signed
- Role of the **coordinator**

Technical and Financial Reporting

- Is split into 2 processes:

- **Continuous Reporting**

- Deliverables, Milestones, Publishable Summary, Critical Risks

- **Periodic Reporting**

- Payment Requests

- Periodic Technical Report (Interim Report, Final Report)

- Financial Reporting

Continuous Reporting

- Continuously Open
- Upload of deliverables
- Reporting on milestones and critical risks
- **Continuous update of publishable summary**
- Accessible through process "Continuous Reporting" in **Participant Portal**



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PARTICIPANT PORTAL

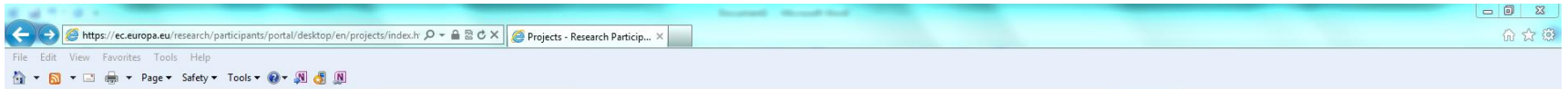
The screenshot displays the 'RESEARCH & INNOVATION Participant Portal' interface. The main navigation bar includes 'MY AREA', 'HOME', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'EXPERTS', and 'SUPPORT'. A left-hand menu lists 'My Organisation(s)', 'My Proposal(s)', 'My Project(s)', 'My Formal Notification(s)', and 'My Expert Area'. The 'My Project(s)' section is active, showing a list of project-related tasks: 'Prepare and sign your grant agreement', 'Submit amendments to your grant agreement', 'Manage your scientific and financial reports', and 'View or manage roles and access rights in your projects consortia'. A legend below identifies icons for 'Access Amendment', 'Grant Preparation', 'Manage Projects', 'Financial Reporting', 'Periodic Reporting', 'Reporting & Deliverables', 'Project Consortium', and 'View Proposal'. A table at the bottom shows project details:

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
EURIPID	FP7-F3-2014	3HP	664317		

The interface also includes a search bar, a 'Show 10 entries' dropdown, and a 'Showing 1 to 1 of 1 entries' indicator. The footer contains '© European Commission' and links for 'HORIZON 2020', 'RESEARCH ON EUROPA', 'CORDIS', and 'OLAF'.



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Participant Portal Grant Management Services - Windows Internet Explorer

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

Help

Antoinette MARTIAT

MY PROJECT

Call: HP-PJ-2014
Type of Action: HP-PJ
Acronym: EURIPID
Current Phases: Grant Management
Numbers: 664317
Duration: 36 months
Start Date: 2015-08-01
Estimated Project Cost: €731,999,84
Requested EU Contribution: €299,999,70
Contact: Antoinette MARTIAT

Latest Legal Data
Process List
Document Library
Communication Center

H2020 ONLINE MANUAL
HOW TO

Launch new interaction with the EU +

Continuous Reporting 664317 - EURIPID 01 Aug 2015
Started Completed

Continuous reporting data
Process specific Continuous reporting

Process specific communications

Proposal Management & Grant Preparation 664317 - EURIPID 25 Sep 2014
Submitted Informed Invited Prepared Signed Paid

Process specific documents
Process specific communications

© European Communities - Version 1.8.3





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SYGMA

SyGMA System for Grant Management Project Continuous Report

38202 (SEFAC) HP-PJ Summary for publication

3rd Health Programme Deliverables

Call: HP-PJ-2016 Milestones

Topic: PJ-04-2016 Critical Risks

Unit: CHAFAE/B HP_PX



Deliverables

WP No	Del Rel. I	Del A	Title	Lead Beneficiary	Nature	Dissemin.	Est. Del. Date (Receipt Date	Approval Date	Status
WP2	D2.1	D1	Dissemination plan, website, leaflet to promote the project	ELISAN	Websites	Public	31 Aug 2017			Pending
WP2	D2.2	D2	Report on the outcome of the final event and layman version of the final report	ELISAN	Report	Public	31 Mar 2020			Pending
WP3	D3.1	D3	Report describing how the consortium reaches the 7 objectives of SEFAC	UVEG	Report	Public	31 Mar 2020			Pending
WP4	D4.1	D4	A SEFAC template and toolkit, including guidelines for train the trainers format	AGE UK	Report	Public	30 Jun 2018			Pending
WP5	D5.1	D5	Train the trainers toolkit manual, including health lifestyle coaching protocol	ISRAA	Report	Public	30 Jun 2018			Pending
WP6	D6.1	D6	SEFAC ICT Tool	VIDAVO	Report	Public	30 Jun 2018			Pending
WP7	D7.1	D7	Report regarding the implementation of SEFAC in 4 European pilot area's	MEDRI	Report	Public	31 Jan 2020			Pending
WP8	D8.1	D8	Report with the synthesis of the results regarding characteristics of citizens and impact c	EMC	Report	Public	29 Feb 2020			Pending
WP9	D9.1	D9	Tool box for SEFAC implementation in EU cities	UVEG	Report	Public	31 Mar 2020			Pending

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 Milestones Critical Risks

Deliverables

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	
WP2	D2.1	[REDACTED]	01/04/2015			Pending	
WP3	D3.1	[REDACTED]	01/01/2016			Pending	
WP4	D4.1	[REDACTED]	01/01/2016			Pending	
WP5	D5.1	[REDACTED]	01/01/2016			Pending	
WP1	D1.2	[REDACTED]	01/01/2016			Pending	
WP2	D2.2	[REDACTED]	01/01/2016			Pending	
WP4	D4.2	[REDACTED]	01/01/2016			Pending	
WP4	D4.3	[REDACTED]	01/01/2016			Pending	

Upload

Validate

Milestones

- Continuous Reporting on milestone's achievement
- **Please use comments**



Grant Management Project Continuous Report

Project [REDACTED] | Publishable Summary ✖ | Deliverables i | **Milestones** i | Critical Risks ✔

HORIZON 2020

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

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

Summary for publication

- Used for dissemination purposes
- **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: CHAFAA/HEALTH Duration: 12

Publishable Summary ✖	Deliverables i	Milestones i	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



REPORTING

Straight to the point
Objective driven
Consistent

EU added value concept

Further useful instructions:

- Further information is available online ()
- Please be aware:
 - **The System is still under development, screens and parts of the procedure might be updated during the duration of your action**



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

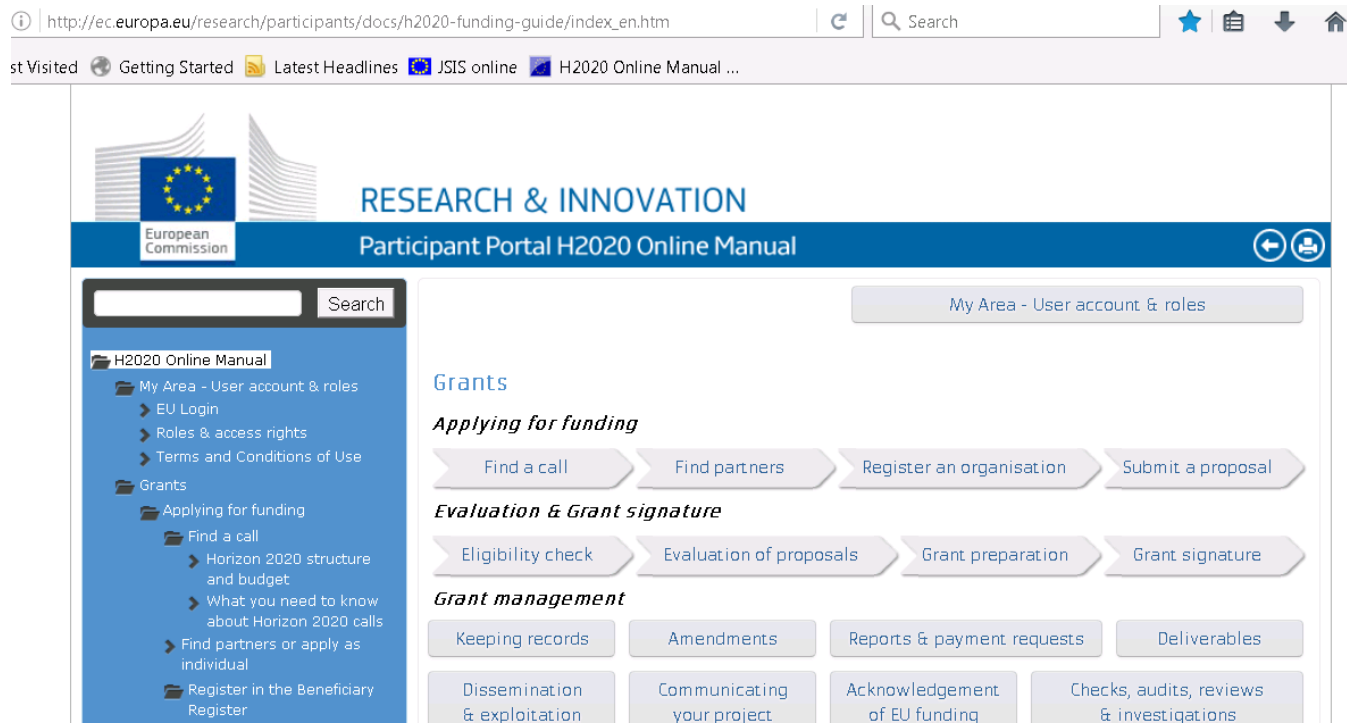
- Process specific documents
- Process specific communications

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

- Process specific documents
- Process specific communications

Online Manual

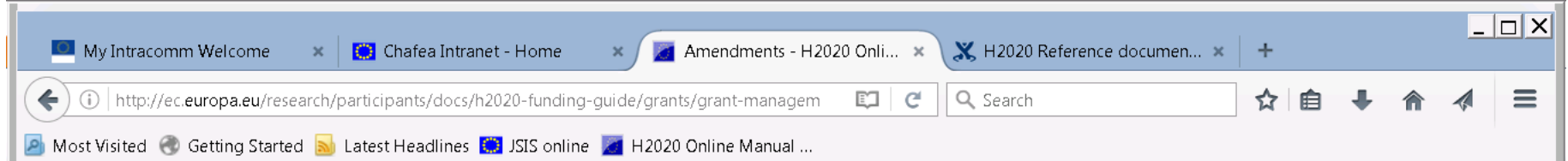
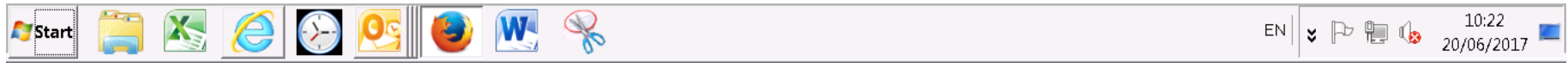
- http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm



The screenshot shows a web browser displaying the H2020 Online Manual website. The browser's address bar shows the URL http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm. The website header features the European Commission logo and the text "RESEARCH & INNOVATION Participant Portal H2020 Online Manual". A search bar is located in the top right corner. The main content area is divided into a left sidebar and a main panel. The sidebar, titled "H2020 Online Manual", contains a search bar and a list of navigation items: "My Area - User account & roles" (with sub-items: EU Login, Roles & access rights, Terms and Conditions of Use), "Grants" (with sub-items: 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), and "Grant management" (with sub-items: Keeping records, Amendments, Reports & payment requests, Deliverables, Dissemination & exploitation, Communicating your project, Acknowledgement of EU funding, Checks, audits, reviews & investigations). The main panel, titled "Grants", contains a "My Area - User account & roles" button and two sections of navigation buttons. The "Applying for funding" section includes buttons for "Find a call", "Find partners", "Register an organisation", and "Submit a proposal". The "Evaluation & Grant signature" section includes buttons for "Eligibility check", "Evaluation of proposals", "Grant preparation", and "Grant signature". The "Grant management" section includes buttons for "Keeping records", "Amendments", "Reports & payment requests", "Deliverables", "Dissemination & exploitation", "Communicating your project", "Acknowledgement of EU funding", and "Checks, audits, reviews & investigations".



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RESEARCH & INNOVATION

Participant Portal H2020 Online Manual

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

> H2020 Online Manual > Grants > Grant management >

- Keeping records
- Amendments**
- Reports & payment requests
- Deliverables
- Dissemination & exploitation
- Communicating your project
- Acknowledgement of EU funding
- Checks, audits, reviews & investigations

Amendments to the Grant Agreement HOW TO

Under what circumstances must the Grant Agreement be amended?

If there are any changes to:

- its **terms & conditions** (e.g. data or options specific to that agreement)
- its **annexes**.

Amended provisions become an integral part of the agreement.

For H2020 policy on amendments, see [Article 55 of the Annotated Model Grant Agreement](#).



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The screenshot shows a Windows 7 desktop environment. The taskbar at the top contains icons for Start, File Explorer, Microsoft Office applications (Word, Excel, PowerPoint), Internet Explorer, and a clock. The system tray on the right shows the language set to EN, network and volume icons, and the date/time: 10:24 on 20/06/2017.

The active browser window has several tabs open: 'My Intracomm Welcome', 'Chafea Intranet - Home', 'How to launch an amendm...', and 'H2020 Reference documen...'. The address bar shows the URL: <https://webgate.ec.europa.eu/fpfis/wikis/display/ECResearchGMS/How+to+launch+an+ar>. The browser's Most Visited list includes 'Getting Started', 'Latest Headlines', 'JSIS online', and 'H2020 Online Manual ...'.

How to launch an amendment

Table of contents

- [Step 1: The Coordinator logs in to the Participant Portal.](#)
- [Step 2: The Coordinator launches the amendment request and prepares all data.](#)
- [Step 3: The Project Legal Signatory signs and submits the amendment request.](#)
- [Step 4: The EU Services assess the amendment.](#)
- [Step 5: The EU Services accept \(and countersign the amendment\) or reject \(and makes available a rejection letter\).](#)

Process description and steps

The [general concepts](#) of the Grant Management Services system also apply to the amendments process.

Amendments to GA : simplification

- Submitted electronically via the IT tool (**inform CHAFEA first**).
- The change of legal representative done directly into the system without need to submit an official amendment.
- If an amendment involves the change of name of a beneficiary, the system will implement a “bulk” automatic amendment. This means that all the GA involving that organisation will be automatically amended. No need to submit and treat multiple amendments.
- If different topics to be changed (budget, technical change), **please do not mix and make different requests (simpler)**.

Amendments to GA : simplification

- To simplify the financial management of the action and to optimise the use of financial resources, beneficiaries are allowed **to transfer resources between themselves and between different cost categories without requesting amendment** of the GA, provided that these transfers do not result in changes in the original objectives and deliverables.
- One exception: beneficiaries cannot change the budget allocated to subcontracting without an amendment.



European
Commission



PROJECT COORDINATOR ROLE AND TASKS

PARTICIPANT PORTAL



Have a fruitful meeting...

Anne-Marie Yazbeck
Marc Vandebroeck

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(Chafea)

Health and Food Safety Unit

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