



DEP4ALL

THE NCP NETWORK FOR THE
DIGITAL EUROPE PROGRAMME

Grant Agreement preparation

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Process to apply for EU Funding

Understanding the work programmes is your best starting point for finding the right calls for proposals and beginning to look for partners.



Once a call closes, submitted **proposals will be evaluated by independent experts** to select proposals that will receive funding.



Once the **Grant Agreement is signed**, the project **implementation can start** and the grant is paid according to the Grant Agreement's conditions.

1

2

3

4

5

Seek support from your NCP when drafting your proposal and submit it before the deadline on the Funding and Tenders portal.



Grant agreements are prepared for the selected projects in collaboration with the beneficiaries.



What happens during the preparation of the Grant Agreement?

In the grant preparation phase, the Grant Agreement (GA) with the European Commission is prepared and electronically signed in the Funding & Tender Opportunities Portal.

- The information provided in the proposal is checked and amended, where necessary.
- Key data such as start of the project, number and duration of reporting periods, budget and amount of pre-financing are specified.

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' portal. On the left, the 'MY PROJECT' sidebar lists project details: Call: HORIZON-CL6-2021-810DIV-02, Type of Action: HORIZON-COFUND, Acronym: [redacted], Current Phase: Grant preparation, Number: [redacted], Duration: 84 months, Start Date: [redacted], Estimated Project Cost: €141,410,741.75, Requested EU Contribution: €30,990,990.00, and Contact: Sofia [redacted]. Below this are links for Latest Legal Data, Active Processes, Document Library, Communication Centre, and Archived Processes.

The main area shows a timeline for 'Proposal Management & Grant Preparation' with stages: Submitted (22 Jul 2021), Informed, Invited, Prepared, Signed (23 Apr 2022, 186/275 days), and Paid. A red box highlights 'Grant agreement data preparation' under the Submitted stage, and another red box highlights the 'Submit to EU' button at the end of the timeline. Below the timeline are sections for 'Grant Declaration signature by other beneficiaries', 'Process documents', 'Process communications', and 'Process history'. At the bottom, there are links for 'ONLINE MANUAL' and 'HOW TO'.

GAP = The main steps of the process



**Validation of
participants**

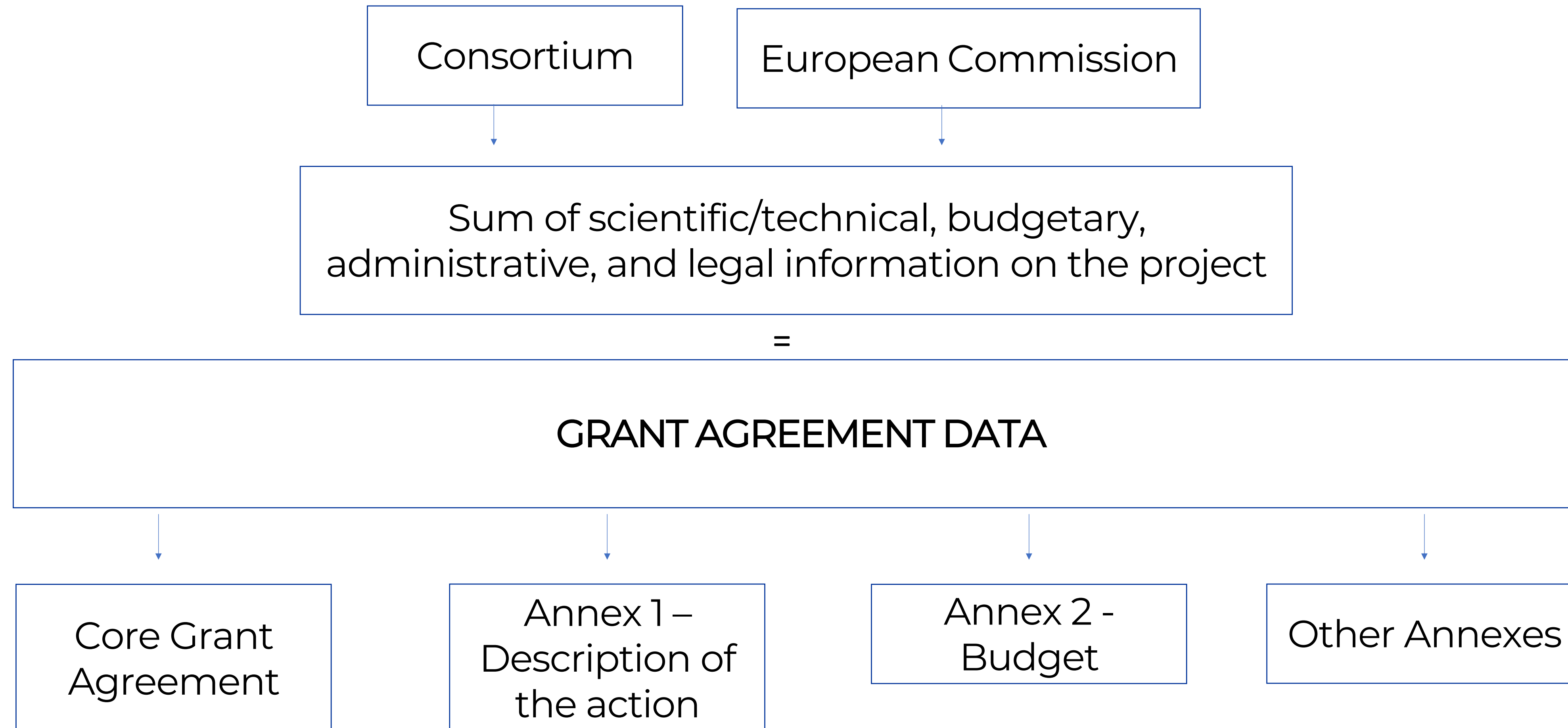
**Setting identity access
management (IAM)
roles**

**Signature of the
'Declaration of honour'**

**further iterations possible
(completion/correction of
grant data)**

**If and as defined in
the Grant
Agreement**

Parts 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 in the Portal Grant Preparation screens. It is partially pre-filled with proposal data.

Part B is a narrative description on the work to be carried out. It must closely follow the proposal and must be uploaded as a PDF.

SyGMa – Grant Management screen

Grant Management		Grant Agreement Data																	HOW TO
01207064 (Idealist2027)	HORIZON-..	Project Summary	Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Associated Partners	Researchers	Work Packages	Deliverables	Milestones	Reviews	Critical Risks	Ethics Info	Security	
Call: HORIZON-CL4-2024-HUMAN-02	Topic: HORIZON-CL4-2024-HUMAN-02-34																		
DOCUMENTS																			

Legend – icons used

-  No missing information
-  Missing information: blocking
-  For information only
-  Missing information: not blocking at this point

Instructions for generating Annex 1

PART A – Complete the following parts online (based on the proposal)

The project summary
The list of beneficiaries
List of work packages
List of deliverables
Work package descriptions
List of milestones
Critical risks and mitigation actions
Summary of project efforts in person months



All changes need to be discussed and agreed with the EU Project Officer.

Substantial changes to the proposal are NOT allowed.

Examples / Deliverables, milestones, WPs, critical risks

Grant Management

240950-BLASSER-D... MONITOR...

Call:
Topic:

Grant Agreement Data

- Project Summary
- Beneficiaries
- General Information
- Reporting Periods
- GA Information
- GA Options
- Financial Information
- LF Overview
- Associated Partners
- Researchers
- Work Packages**
- Deliverables
- Milestones
- Reviews
- Critical Risks

DOCUMENTS

Work Packages

+ Add Work Package

Number	Name	Lead Beneficiary	Total Effort	Start Month	End Month	Deliverables No.	Actions
1	WP1		100	1	12	1	X
			100				

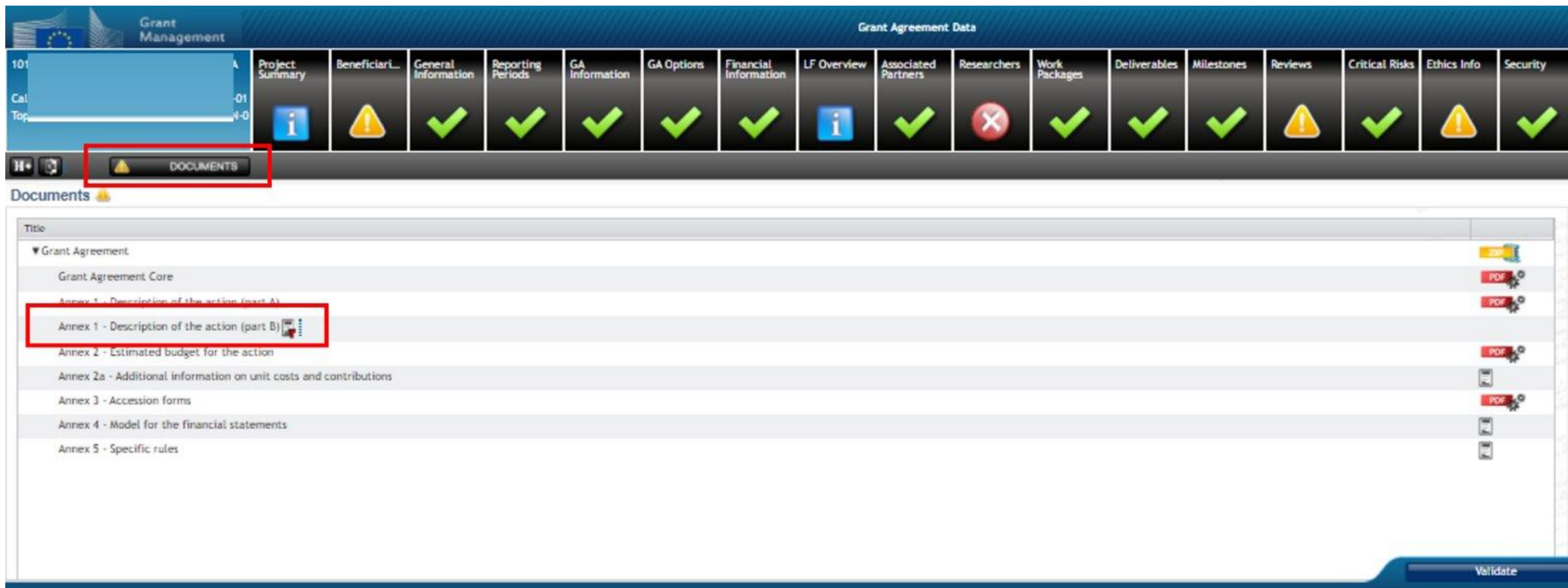
Validate

Instructions for generating Annex 1

PART B - Generating the document (to be uploaded in the documents section)

Start from Part B of your proposal. Use the version that was submitted for evaluation.
Remove the cover page, if any.
Remove the list of participants. This is included in Part A.
Add a table with the history of changes; specify all changes from proposal.
Add a table of contents with page numbers.

How to upload the DoA – Part A and B



The screenshot displays the 'Grant Management' interface. At the top, a navigation bar includes a search field and a 'DOCUMENTS' button, which is highlighted with a red rectangle. Below this, a 'Documents' section lists various documents. The document 'Annex 1 - Description of the action (part B)' is highlighted with a red rectangle. The interface also shows a 'Grant Agreement Data' section with various tabs and status indicators.

Document Title	Icon
Grant Agreement	PDF
Grant Agreement Core	PDF
Annex 1 - Description of the action (part A)	PDF
Annex 1 - Description of the action (part B)	PDF
Annex 2 - Estimated budget for the action	PDF
Annex 2a - Additional information on unit costs and contributions	PDF
Annex 3 - Accession forms	PDF
Annex 4 - Model for the financial statements	PDF
Annex 5 - Specific rules	PDF

Validate

Ethics review and security scrutiny

The proposals are subject to an ethics review and may be subject to security scrutiny.

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

Coordinator needs to update the ethics section in Part B to ensure that any '**ethics requirements**' are met before the grant get signed.

Similarly for security scrutiny.

How is the Grant Agreement signed?

- During the grant preparation phase, each project participant signs a **Declaration of Honour**.
- The GA is then signed, first by the **coordinator** followed by the **European Commission**.
- The other project partners may join the agreement within 30 days using the "**Accession Form**" (Annex 3).
- All the agreements and documents mentioned above are signed electronically in the **Funding & Tender Opportunities Portal** by the "**Project Legal Signatory (PLSIGN)**".

Roles and access management

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 (PLSIGN) and Financial Signatory (FSIGN)

The minimum configuration is:

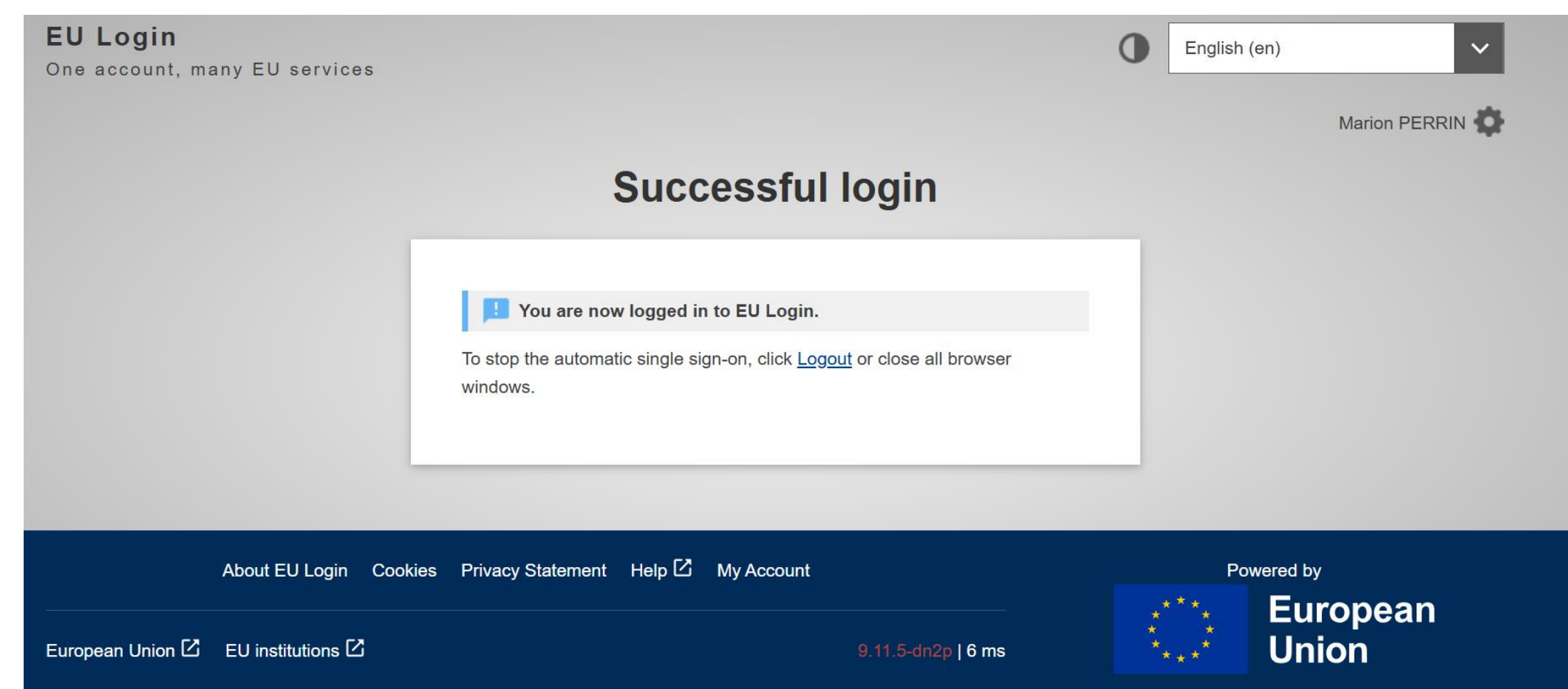
1 LEAR per organisation

The Primary Coordinator Contact

1 Participant contact per organisation

1 Legal Signatory per organisation

1 Financial Signatory per organisation



E-signature during GA preparation

3 steps

- **Declaration of honour**

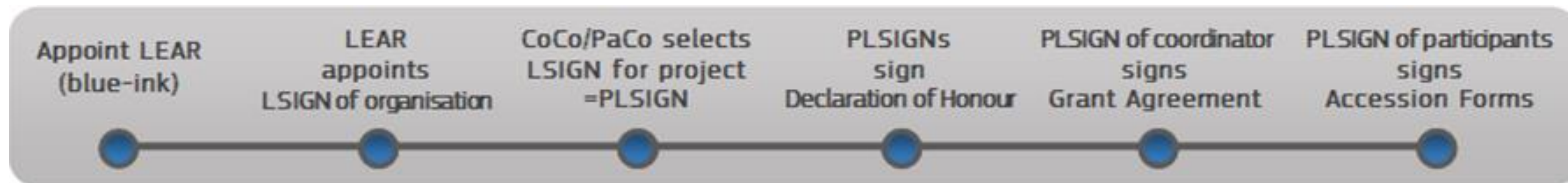
The coordinator and each beneficiary, enacted by the PLSIGN

- **Grant Agreement**

Coordinator signs first, represented by the PLSIGN - EU / EC Agency signs next

- **Accession Forms**

Each beneficiary – by the PLSIGN



Points for attention

- **Failure to meet the deadlines** specified in the invitation to prepare a GA (without extension of the deadline) may cause the project to be **rejected!**
- **“Substantial” deviations** of the GA from the proposal are not permitted. All changes must in principle be covered by the invitation to grant preparation. Obvious errors and contradictions may also be rectified.
- Suggestions made by the evaluators in the **Evaluation Summary Report** (ESR) need not be implemented.

Points for attention

- **Changes in the composition of the consortium** are only possible in extraordinary cases. They must be agreed with the "Project Officer" stating the reasons.
- Each project partner and each linked third party need a **validated PIC** (=Participant Identification Code) prior to signing the GA. Each project participant must additionally have a **validated LEAR** for Digital Europe.
- For contacting the **validation service of the European Commission** please follow these instructions: 1. Log in to the Funding & Tenders Opportunities Portal, 2. Click on "My Organisation(s)" in the left menu bar, 3. Click on "Actions" and on "Modify Organisation" on the right next to your organisation, 4. Click on "Messages" and on "Create a new message" in the left menu bar.

Please note



The **Consortium Agreement** is also prepared during the grant preparation phase. The European Commission is **not involved in this agreement**, which is concluded **between the project participants**.



EU Grants

AGA – Annotated Grant Agreement
EU Funding Programmes 2021-2027

Version 1.0
01 May 2024

The **Annotated Grant Agreement (AGA)** is a guidance document that explains articles of the EU Model Grant Agreement (GA) and introduces examples. It should help applicants and beneficiaries **interpret their GA** for the EU funding programmes 2021-2027.

Reference documents

Model Grant Agreement

https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/digital/agr-contr/mga_dep_en.pdf

Annotated Grant Agreement

https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf