



# Third Health Programme 2014 -2020 – preparing a project proposal

Antoinette Martiat

Consumer, Health and Food Executive Agency

# Electronic submission

# Chafea website

## http://ec.europa.eu/chafea

The screenshot shows the Chafea website interface. At the top, there is a navigation bar with the European Commission logo and the text 'CONSUMERS, HEALTH AND FOOD EXECUTIVE AGENCY'. Below this is a breadcrumb trail: 'EUROPA > European Commission > Chafea > News & Events'. The main content area is divided into a left sidebar, a central main section, and a right sidebar.

**Left Sidebar:** A vertical menu with icons and text for: Home, Health Programme, Consumer Programme, Better Training for Safer Food, Funding, Managing grant agreements & contracts, Publications, News & Events (highlighted), Technical meetings, Other events, About Chafea, and Contacts.

**Main Section:**

### News & Events

#### Calls for Proposals under the 3rd EU Health Programme are published

**06 June 2014**



2 Calls for proposals 'Health-2014' within the framework of the 3rd Programme of the Union's action in the field of health (2014-2020) have been published on 06/06/2014 in the **Official Journal of the European Union**.

This call for applications consists of the following parts:

- ▶ A call for proposals for project grants,
- ▶ A call for proposals for operating grants

Deadlines for online submissions of the proposals are **25 September 2014**.

All the information, including the work programme for 2014 for implementation of the third Health Programme, specifying the topics for the calls and the selection, award and other criteria are available via the **EU Research & Innovation Participant Portal**.

**New in 2014** is the electronic submission of proposals via the Electronic Exchange System of the EC Participant Portal.

**CALLS FOR PROPOSALS UNDER THE HEALTH PROGRAMME**

*Start at the Participant Portal >>*

http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/hp/

The screenshot shows the 'Participant Portal' for the European Commission. The main navigation bar includes 'HOME', 'FUNDING OPPORTUNITIES', 'HOW TO PARTICIPATE', 'EXPERTS', 'SUPPORT', a search box, and 'LOGIN'/'REGISTER' buttons. The page is titled 'Participant Portal' and 'Calls'. A sidebar on the left lists 'Horizon 2020' (Search Topics, Calls, Call Updates) and 'Other EU Programmes 2014-2020' (Research Fund for Coal & Steel, COSME, 3rd Health Programme, Consumer Programme, FP7 & FP6 Programmes 2007-2013). The main content area features a '3rd Health Programme' section with a description and a list of objectives. Below this is a section for 'Specific calls open under 3rd Health Programme' with two call cards: 'Call for Proposals for Framework Partnership Agreement for operating grants 2014' (HP-FPA-2014) and 'Call for Proposals for Projects 2014' (HP-PJ-2014), both with a deadline of 25/09/2014 and a publication date of 06/06/2014. The footer includes 'HORIZON 2020', 'RESEARCH ON EUROPA', 'CORDIS', 'OLAF', and '© European Communities'.

2 Calls open:  
Operating Grants  
Projects

# Call overview page

Summary Data

## CALL FOR PROPOSALS FOR PROJECTS 2014

HP-PJ-2014

<b>Publication date</b>	2014-06-05	<b>Deadline Date</b>	2014-09-25 +17:00:00 (Brussels local time)
<b>Budget</b>	€12,300,000	<b>Main Pillar</b>	3rd Health Programme
<b>Status</b>	<span>Open</span>	<b>OJ reference</b>	<a href="#">OJ C 171/10 of 6 June 2014</a>

Call description

### Call summary

This call is constituted of 7 individual topics in the areas of chronic diseases, ageing, medicinal product pricing, health monitoring and healthcare associated infections.

### Topics and submission service

Please click on a specific topic title to reach the eligibility conditions and other requirements as well as link to the submission service.

- [PJ-01-2014 Innovation to prevent and manage chronic diseases](#)
- [PJ-02-2014 Early diagnosis and screening of chronic diseases](#)
- [PJ-03-2014 Professional reintegration of people with chronic disease](#)
- [PJ-04-2014 Adherence, frailty, integrated care and multi-chronic conditions](#)
- [PJ-05-2014 Statistical data for medicinal product pricing](#)
- [PJ-06-2014 Health monitoring and reporting system](#)
- [PJ-07-2014 Healthcare associated infection in long-term care](#)

### Get Support

- [Participant Portal FAQ](#) - Submission of proposals
- Contact **CHAFEA Health Programme helpdesk** for further assistance [CHAFEA-HP-CALLS@ec.europa.eu](mailto:CHAFEA-HP-CALLS@ec.europa.eu)
- [IT Helpdesk](#) - contact the Participant Portal IT helpdesk for questions such as forgotten passwords, access rights and roles, technical aspects of submission of proposals, etc.
- [H2020 Online Manual](#) - Please use the manual with reservation and only for the Participant Portal tools guidance, i.e. Submission service and Beneficiary register, because it is H2020 specific and does not cover the 3rd Health Programme rules.

7 Topics under the 2014 Workplan

Choose your topic...

# Topic Overview Page, with Conditions, Call Documents, Guidance, Link to online Submission

Summary Data

Topic description

European Commission Participant Portal

European Commission > Research & Innovation > Participant Portal > Opportunities

HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT Search PP LOGIN REGISTER

CALL FOR PROPOSALS FOR PROJECTS 2014

HP-PJ-2014

<b>Publication date</b>	2014-06-05	<b>Deadline Date</b>	2014-09-25 17:00:00 (Brussels local time)
<b>Total Call Budget</b>	€2,500,000	<b>Main Pillar</b>	3rd Health Programme
<b>Status</b>	Open	<b>OJ reference</b>	OJ C 171/10 of 6 June 2014

**Topic title:** Innovation to prevent and manage chronic diseases **Topic ID:** PJ-01-2014

Topic Description [Topic Conditions & Documents](#) [Submission Service](#)

**Objective:** Put more emphasis on new approaches to prevention of major chronic diseases, including linking prevention to healthcare interventions, with an emphasis on groups most at risk.

**Scope:** The projects funded should concentrate on identifying innovative approaches to prevention, taking some of the most important preventable chronic diseases as an example. They will focus on:

(a) **diabetes prevention:** improved implementation of good practice and the development of guidance on innovative and targeted prevention of diabetes type 2, in particular among people at high risk. Projects should draw lessons from research on metabolic profiles including children, and develop new targeted approaches to prevention in high risk groups;

(b) **cardiovascular diseases:** based on the knowledge and recommendations on the prevention of cardiovascular conditions, the aim is to identify innovative and modern prevention measures tailored to reach in particular high risk populations, i.e. people with either genetic pre-disposition or unfavourable lifestyles, and to demonstrate their potential to reduce the incidence of cardiovascular conditions; and

(c) **identification of good practice of linking and integrating prevention and healthcare intervention.** This includes that the effectiveness of prevention measures identified in the projects above should be rigorously assessed for their uptake in the disease and care management, using standardized data systems linking primary and secondary prevention e.g. population-based disease registries, and identifying good practice for prevention interventions in different healthcare settings in Europe.

**Type of action:** Project (HP-PJ)

# Topic Overview Page, with Conditions, Call Documents, Guidance, Link to online Submission



## Topic Conditions and Documents



## Guidance documents

## Legal basis Reference docs

HP-PI-2014



Horizon 2020  
Search Topics



Calls  

Call Updates  

Other EU Programmes 2014-2020  
Research Fund for Coal & Steel  
Consumer Programme

FP7 & CIP Programmes 2007-2013

Calls  

Call Updates  

Other Funding Opportunities

HP-PI-2014

<b>Publication date</b>	2014-06-05	<b>Deadline Date</b>	2014-09-25 17:00:00 (Brussels local time)
<b>Total Call Budget</b>	€2,500,000	<b>Main Pillar</b>	3rd Health Programme
<b>Status</b>	<span style="background-color: green; color: white; padding: 2px;">Open</span>	<b>OJ reference</b>	<a href="#">OJ C 171/10 of 6 June 2014</a>

**Topic title:** Innovation to prevent and manage chronic diseases **Topic ID:** PJ-01-2014

Topic Description [Topic Conditions & Documents](#) [Submission Service](#)

Please read carefully all provisions below before the preparation of your application.

- List of countries and applicable rules for funding:** Described in section 6 of the [Call document](#).
- Eligibility and admissibility conditions:** Described in sections 5 and 6 of the [Call document](#).
- Evaluation**
  - Evaluation criteria and procedure, scoring and threshold:** Described in sections 8 and 9 of the [Call document](#).
  - Guide to the submission and evaluation process:** [Guide for applicants 2014 - projects - 3rd Health Programme \(2014-2020\)](#)
- Proposal page limits and layout:** The page limit for the technical proposal is 80.
- Indicative timetable for evaluation and grant agreement:** Please consult the [Call document](#).
- Provisions, proposal templates and evaluation forms for the type(s) of action(s) under this topic:** [Project \(HP-PJ\):](#)
  - [Standard proposal template](#)
  - [Standard self-evaluation form](#)
  - [Model Grant Agreement](#)
- Additional provisions:** Please perform a financial viability self-check, using the [PP tool of the financial viability self-check](#).
- Additional documents:**
  - [Health Programme Decision](#)
  - [Annual work plan 2014](#)

# Submission Service Tab

RESEARCH & INNOVATION



## Participant Portal

European Commission > Research & Innovation > Participant Portal > Opportunities

HOME

FUNDING OPPORTUNITIES

HOW TO PARTICIPATE

EXPERTS

SUPPORT



LOGIN



REGISTER

### Horizon 2020

Search Topics

Calls

Call Updates

### Other EU Programmes 2014-2020

Research Fund for Coal & Steel

COSME

3rd Health Programme

Consumer Programme

### FP7 & CIP Programmes 2007-2013

Calls

Call Updates

Other Funding Opportunities

### CALL FOR PROPOSALS FOR PROJECTS 2014

HP-PJ-2014

**Publication date** 2014-06-05 **Deadline Date** 2014-09-25 17:00:00 (Brussels local time)

**Total Call Budget** €2,500,000 **Main Pillar** 3rd Health Programme

**Status** Open **OJ reference** OJ C 171/10 of 6 June 2014

**Topic title:** Innovation to prevent and manage chronic diseases **Topic ID:** PJ-01-2014

[Topic Description](#)

[Topic Conditions & Documents](#)

[Submission Service](#)

To access the Electronic Submission Service of the call, please select the **type of action** that is most relevant to your proposal from the list below. You will then be linked to the correct entry point.

To access existing draft proposals for this call, please login to the Participant Portal and select the My Proposals page of the My Area section

PJ-01-2014

START SUBMISSION



Submission of Proposals

# Create a Draft Proposal

LOGIN FUNDING SCHEME CREATE DRAFT PARTIES EDIT PROPOSAL SUBMIT

## Step 3

### Create a Draft Proposal

**TEST MODE**

HP-PJ-2014

- Dirk Meusel
- PJ-01-2014
- HP-PJ
- THU 25 September 2014 17:00:00 Brussels Local Time
- 111 days left until closure

Configuration OK ✓

You're using Firefox 10 on Windows. **Adobe Reader (version 10,1,3,23) is installed.**

For more information, please consult the [User Guide](#).

#### Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields marked with a star (\*) are **mandatory**.

##### Your organisation

PIC\*  Short name\*

Organisations you have been previously associated with. Click to select.

PIC: 948085955  
Croix-Rouge luxembourgeoise  
44 Boulevard Joseph II  
Luxembourg, LU  
VAT: LU11677709

Search your organisation PIC

##### Your Role

Please indicate your role in this proposal

- Main contact
- Contact person

##### Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Acronym\*  Please restrict acronym to latin characters only

Short Summary (max. 2000 characters)\*

Character count

cancel

Version: 20140603-1434 - Service Desk: DIGIT-EFP

# Create a Draft Proposal

## Step 3

### Create a Draft Proposal

**TEST MODE**

HP-PJ-2014

- Dirk Meusel
- PJ-01-2014
- HP-PJ
- THU 25 September 2014 17:00:00 Brussels Local Time
- 111 days left until closure

Configuration OK ✓

You're using Firefox 10 on Windows. **Adobe Reader (version 10,1,3,23) is installed.**

For more information, please consult the [User Guide](#).

#### Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields marked with a star (\*) are **mandatory**.

##### Your organisation

PIC\*  Short name\*

Organisations you have been previously associated with. Click to select.

PIC: 948085955  
Croix-Rouge luxembourgeoise  
44 Boulevard Joseph II  
Luxembourg, LU  
VAT: LU11677709

Search your organisation PIC

##### Your Role

Please indicate your role in this proposal

- Main contact
- Contact person

##### Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Acronym\*  Please restrict acronym to latin characters only

Short Summary (max. 2000 characters)\*

Character count

Put Acronym and Summary

Next

LOGIN FUN

## Step 3

Create a Draft Prop

TEST MODE

HP-PJ-2014

Dirk Meusel

PJ-01-2014

PROJECT

THU 25 September 2014 17 Brussels Local T

113 days left until closure

Configuration OK

You're using Explorer Windows. Adobe Reader (version 10.1.0.0) is installed.

For more information consult the User Guide

### Submission and Evaluation of Proposals Assent Disclaimer

By pressing the following button, you accept the terms and conditions of usage of this site and more specifically :

#### Proposal pre-registration data

1. Information used for the pre-registration and creation of a draft proposal: Call, topic, type of action, Participant Identification (PIC) code of your Organisation, Acronym, Short Summary, Panels and Keywords. (Step3) and the list of participating organisations (Step4) - can be used by the services in charge for the planning of evaluations.
2. Short Summary describes briefly the purpose of the proposal with a maximum of 2,000 characters. Entering at least keywords will help the services in the planning of the evaluations. Coordinators may choose to enter 'xxx' at this stage should they prefer not disclosing any data. The 'Short summary' information is then copied to the "Abstract" field in the administrative form and can be modified there. *If you do not wish any of your pre-registration data to be available to the European Commission/service in charge prior to call closure then please send an email to the Participant Portal Service Desk (address available at the foot of the screen and in the User Guide).*

#### Part B

3. **File format:** For the Technical Annex (part B) you must use exclusively PDF ("portable document format", compatible with Adobe Acrobat version 5 or higher, with embedded fonts). Annexes might have an obligatory page limit. Please check for the number and type of mandatory or optional annexes for the call in the relevant call documentation. Annexes with excess pages where page limit applies, will receive a watermark upon upload to the system. Users will receive a warning when trying to submit an annex with excess pages.
4. **Time constraints:** Preparation and uploading of the PDF formatted technical annex may take some time. You should ensure that this has been completed in time, well before the call closure deadline.

#### Submission

5. In order to be made available for evaluation, proposals must be submitted prior to the call closure deadline. Likewise, modifications to proposals or uploaded attachments are also required to be submitted prior to the call closure deadline or they will not be taken into account. Proposals may be submitted or withdrawn at any time prior to the call closure deadline. There is only ever one version of a submitted proposal, as submission over-writes the previous version.

#### Personal Data

6. We will process personal data in accordance with Regulation No 45/2001 and according to the "notifications of the processing operations" to the Data Protection Officer (DPO) of the Commission/Agency (publicly accessible in the DPO register). Read more on the Legal Notice of the Participant Portal.

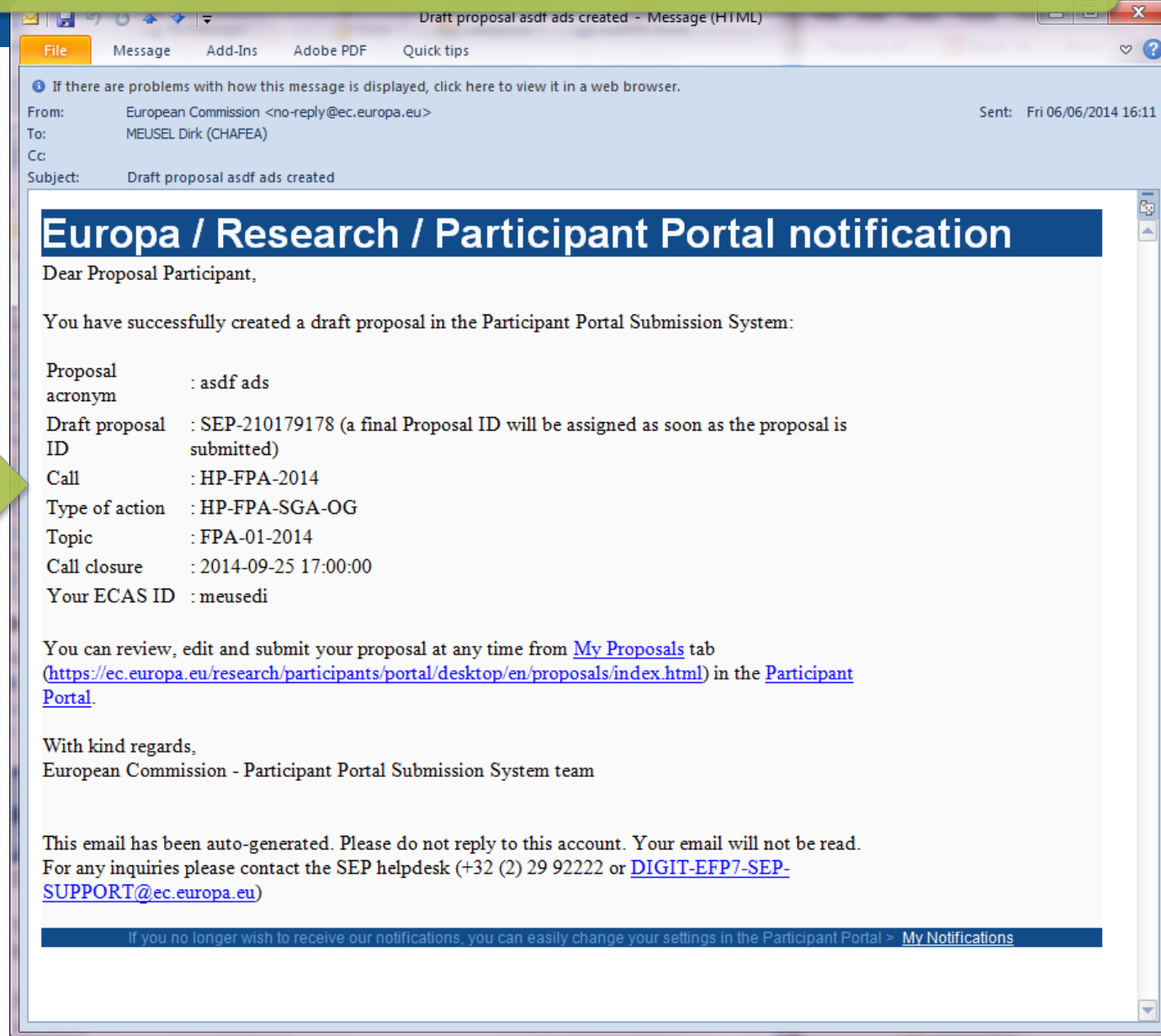
Accepting creates draft proposal



accept decline

# Confirmation by e-mail

Confirmation  
by email,  
Including  
"draft proposal  
ID"



Draft proposal asdf ads created - Message (HTML)

File Message Add-Ins Adobe PDF Quick tips

If there are problems with how this message is displayed, click here to view it in a web browser.

Sent: Fri 06/06/2014 16:11

From: European Commission <no-reply@ec.europa.eu>  
To: MEUSEL Dirk (CHAFFEA)  
Cc:  
Subject: Draft proposal asdf ads created

## Europa / Research / Participant Portal notification

Dear Proposal Participant,

You have successfully created a draft proposal in the Participant Portal Submission System:

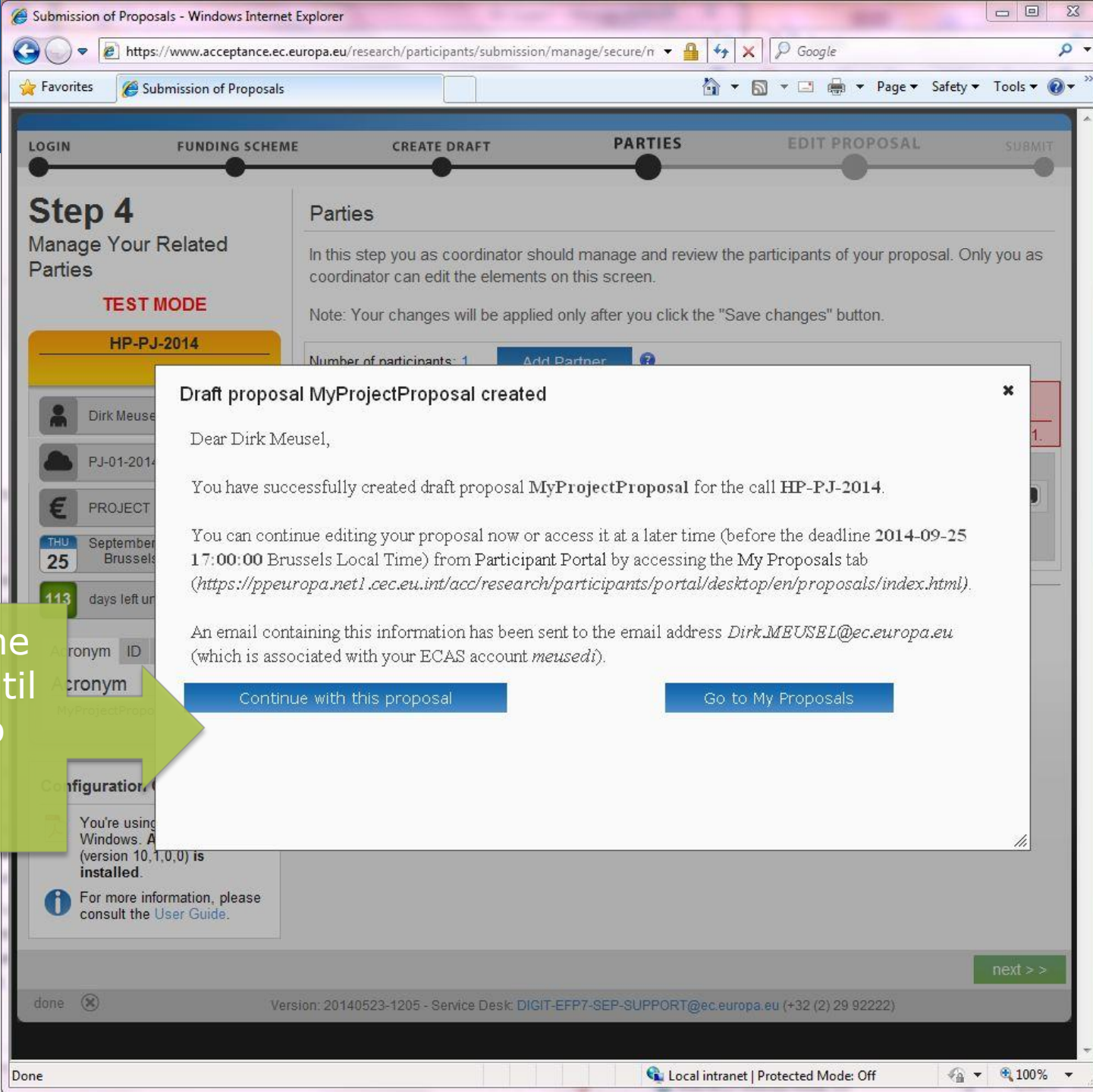
Proposal acronym : asdf ads  
Draft proposal ID : SEP-210179178 (a final Proposal ID will be assigned as soon as the proposal is submitted)  
Call : HP-FPA-2014  
Type of action : HP-FPA-SGA-OG  
Topic : FPA-01-2014  
Call closure : 2014-09-25 17:00:00  
Your ECAS ID : meusedi

You can review, edit and submit your proposal at any time from [My Proposals](#) tab (<https://ec.europa.eu/research/participants/portal/desktop/en/proposals/index.html>) in the [Participant Portal](#).

With kind regards,  
European Commission - Participant Portal Submission System team

This email has been auto-generated. Please do not reply to this account. Your email will not be read.  
For any inquiries please contact the SEP helpdesk (+32 (2) 29 92222 or [DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu](mailto:DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu))

If you no longer wish to receive our notifications, you can easily change your settings in the Participant Portal > [My Notifications](#)



Continue or come back anytime until the deadline to finish your proposal.

**Draft proposal MyProjectProposal created**

Dear Dirk Meusel,

You have successfully created draft proposal **MyProjectProposal** for the call **HP-PJ-2014**.

You can continue editing your proposal now or access it at a later time (before the deadline **2014-09-25 17:00:00** Brussels Local Time) from Participant Portal by accessing the My Proposals tab (<https://ppeuropa.net1.cec.eu.int/acc/research/participants/portal/desktop/en/proposals/index.html>).

An email containing this information has been sent to the email address *Dirk.MEUSEL@ec.europa.eu* (which is associated with your ECAS account *meusedt*).

[Continue with this proposal](#) [Go to My Proposals](#)

# Choose your partners

LOGIN    FUNDING SCHEME    CREATE DRAFT    **PARTIES**    EDIT PROPOSAL    SUBMIT

## Step 4 Manage Your Related Parties

**TEST MODE**

**HP-PJ-2014**

- Dirk Meusel
- PJ-01-2014
- PROJECT

September 2014 7:00:00  
Brussels Local Time  
25 days left until closure

Acronym	ID	PIC	Contact
MyProjectProposal			

**Configuration OK** ✓

You're using Explorer 8 on Windows. **Adobe Reader (version 10,1,0,0) is installed.**

For more information, please consult the [User Guide](#).

### Parties

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save changes" button.

Number of participants: 3 [Add Partner](#) ?

#### Consortium eligibility

Call requires at least 3 participant(s) from different EU member states or associated countries, currently you have 2.

- 1 Coordinator**
  - EC**  
European Commission  
Square de Meeuws 8, 1040 Brussels, BE  
PIC: 998995144
  - Contact: Dirk Meusel - Main contact
- 2 Partner**
  - JRC**  
JRC -JOINT RESEARCH CENTRE- EUROPEAN COMMISSION  
Rue de la Loi 200, 1049 BRUSSELS, BE  
PIC: 999993304
  - Contact: dirk meusel - Main contact
- 3 Partner**
  - IRPC**  
Istituto Superiore per la Protezione e la Ricerca Ambientale  
Via Salaria km. 29, 00144 Roma, IT  
PIC: 997905349
  - Contact: Dirk Meusel - Main contact

Partners →

Contacts →

[Save Changes](#)    [next >>](#)



# PDF-based Administrative Form

01 - Chafea Form A Multibeneficiary Projects Health Programme v 04 06 2014 flat.pdf - Adobe Acrobat Pro

File Edit View Window Help

European Commission - Research - Participants  
Proposal Submission Forms

Table Of Contents Validate Form Save And Close

Proposal ID Acronym Go to

## 1 - General information ?

Section 1 provides basic data on the proposal. It can be filled in by contacts of the coordinator. Other participants may view this section only. Read-only parts are marked in blue.

Topic	Type or action
Call identifier	Acronym <input type="text"/>
Proposal title*	<input type="text"/> <span>?</span>
The proposal title shall refer to the full name of the organisation or to the full name of the network plus the time frame (2014-2017), but not the coordinating organisation.	
<i>Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: &lt; &gt; " &amp;</i>	
Duration in months	<input type="text" value="0"/>
Duration in months	Framework Partnership 36 months, Specific Grant: 12 months
Free keywords	<input type="text"/>

## Abstract ?

The abstract should provide the reader with a clear understanding of the objectives of the proposal, how they will be achieved, and their relevance to the Work Programme. This summary will be used as the short description of the proposal in the evaluation process and in communications to the programme management committees and other interested parties. It must therefore be short and precise and should not contain confidential information.

# Declarations Section

European Commission - Research - Participants  
**Proposal Submission Forms**

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[Validate Form](#)
[Save And Close](#)

Proposal ID	Acronym	Go to
-------------	---------	-------

## Declarations

This text is currently under review and will be updated in the coming days/weeks. In the meantime, if you have any further questions, please don't hesitate to contact the IT Helpdesk via the [Participant Portal](#)

1) The coordinator declares to have explicit consent of all applicants on their participation and on the content of this proposal.*	<input type="checkbox"/>
2) The information contained in this proposal is correct and complete.	<input type="checkbox"/>
3) This proposal complies with ethical principles (including the highest standards of integrity — as set out, for instance, in the <a href="#">European Code of Conduct for Research Integrity</a> — and including, in particular, avoiding fabrication, falsification, plagiarism or other misconduct).	<input type="checkbox"/>
4) The coordinator confirms that:	
- he/she carried out for the coordinator's organisation the financial capacity self-check and has received confirmation from each participant that they have carried out the same at <a href="https://ec.europa.eu/research/participants/portal/desktop/en/organisations/lfv.html">https://ec.europa.eu/research/participants/portal/desktop/en/organisations/lfv.html</a> unless the coordinator or any participant is exempt from the check being a public body.	<input type="checkbox"/>
5) The coordinator hereby declares that each applicant has confirmed:	
- that if it is receiving an Operating Grant from any EU programme, it will not claim indirect costs for this action for the specific year covered by the Operating Grant.	<input type="checkbox"/>
6) The coordinator hereby declares that each applicant has confirmed:	
- each applicant is fully compliant with the exclusion and eligibility criteria set out in the specific call for proposals; and	<input type="checkbox"/>
- applicants have stable and sufficient sources of funding to maintain their activity throughout the period during which the activity is being carried out and to participate in its co-financing; and	<input type="checkbox"/>
- applicants have the professional resources, competences and qualifications required to complete the proposed action.	<input type="checkbox"/>

The coordinator is only responsible for the correctness of the information relating to his/her own organisation. Each applicant remains responsible for the correctness of the information related to him/her and declared above. If the proposal to be retained for EU funding, the coordinator and each beneficiary will be required to present a formal declaration in this respect.

According to Article 131 of the Financial Regulation of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 298 of 26.10.2012, p. 1) and Article 145 of its Rules of Application (Official Journal L 362, 31.12.2012, p.1) applicants found guilty of misrepresentation may be subject to administrative and financial penalties under certain conditions.



# Simplified Budget Table

Actions co-funded under the third Health Programme may receive a co-funding of up to 80% of the total eligible cost for the action, if they are deemed to be of exceptional utility towards achieving the objectives of the Programme. To receive up to 80% of co-funding, the proposals must comply with the criteria set out below:

- 1. At least 60 % of the total budget of the action is used to fund staff  
*(This criterion intends to promote capacity building for development and implementation of effective health policies).*
- 2. At least 30 % of the budget of the proposed action is allocated to Member States whose gross national income (GNI, as published by EUROSTAT) per inhabitant is less than 90 % of the Union average. *(This criterion intends to promote the participation of health actors from Member States with a low GNI).*
- 3. The proposal demonstrates excellence in furthering public health in Europe and has a very high EU added value.
- The coordinator confirms that he/she applies for up to 80% EU contribution due to exceptional utility of the proposal. The coordinator confirms being aware that in case of not meeting the criteria for exceptional utility the final EC contribution will only be up to 60% and additional applicant's contribution will become necessary.

**Your proposal may qualify for an EU contribution of up to 80% due to exceptional utility.**

Participant	Country	Direct personnel costs/€	Direct costs of subcontracting	Other direct costs	Indirect costs (max 7% on a and c) <sup>3</sup>	Total estimated eligible costs	Maximum Reimbursement rate (%) <sup>1</sup>	Maximum Grant	Requested Grant <sup>2</sup>	Applicants contribution	Income generated by the action	Financial contributions given by third parties to the beneficiary	Action's total receipts
		(a)	(b)	(c)	(d) = 0.07 * ((a)+(b)+(c))	(e) = (a)+(b)+(c) + (d)	(f)	(g) = (e)*f	(h)	(i)	(j)	(k)	(l) = (h)+(i)+(j)+(k)
		0	0	0	0	0			0	0	0	0	0

European Commission - Research - Participants  
Proposal Submission Forms

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Proposal ID	Acronym												
Participant	Country	Direct personnel costs/€	Direct costs of subcontracting	Other direct costs	Indirect costs (max 7% on a and c) <sup>3</sup>	Total estimated eligible costs	Maximum Reimbursement rate (%) <sup>1</sup>	Maximum Grant	Requested Grant <sup>2</sup>	Applicants contribution	Income generated by the action	Financial contributions given by third parties to the beneficiary	Action's total receipts
		(a)	(b)	(c)	(d) = 0.07 * ((a)+(b)+(c))	(e) = (a)+(b)+(c) + (d)	(f)	(g) = (e)*f	(h)	(i)	(j)	(k)	(l) = (h)+(i)+(j)+(k)
Total		0	0	0	0	0	60	0	0	0	0	0	0

Form needs to be validated

European Commission - Research - Participants  
Proposal Submission Forms

European Commission

Table Of Contents **Validate Form** **Save And Close**

Proposal ID  Agency  Go to

Validation

## Validation result

Section	Description
	The form has not yet been validated, click "Validate Form" to do so!

# Main screen

LOGIN FUNDING SCHEME CREATE DRAFT PARTIES EDIT PROPOSAL SUBMIT

## Step 5 Edit Proposal

TEST MODE

HP-PJ-2014

### Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. ?

**WARNING:** This proposal contains changes that have not yet been submitted...

#### Administrative Forms

Edit will open the forms in Adobe Reader. ?

edit forms

view history

print preview

#### Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ?

download templates

Part B

Detailed budget

Administrative Forms

Downloads

Part B upload

Configuration OK



You're using Explorer 8 on Windows. **Adobe Reader** (version 10.1.0.0) is installed.



For more information, please consult the [User Guide](#).

<< Step 4 - Parties

validate

submit

done

Version: 20140523-1205 - Service Desk: [DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu](mailto:DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu) (+32 (2) 29 92222)

# Electronic Grant preparation

- Grant preparation online (ping-pong principle between agency and beneficiaries)
- Electronic signature by legal representative, nominated by LEAR (Legal entity appointed representative) – no paper copies of grant agreement
- Partners join the agreement after signature
- Monitoring and reporting online:  
Deliverables, Payment requests, Reports, etc.

# New in Grant Management

- New model grant agreements, which are aligned to H2020 procedures
- **Interim Payment** instead of 2<sup>nd</sup> prefinancing
- Simplified cost structure (Staff, Other Costs, Subcontracting), **budget shifts without amendment**
- **All partners sign the grant agreement**
- **Consortium agreements**



# Thank you!

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