



# HORIZON EUROPE



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## THE EU RESEARCH & INNOVATION PROGRAMME

2021 – 2027

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FOOD PROMOTION,  
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Cluster 6 Coordinators' Day-22/09/2022



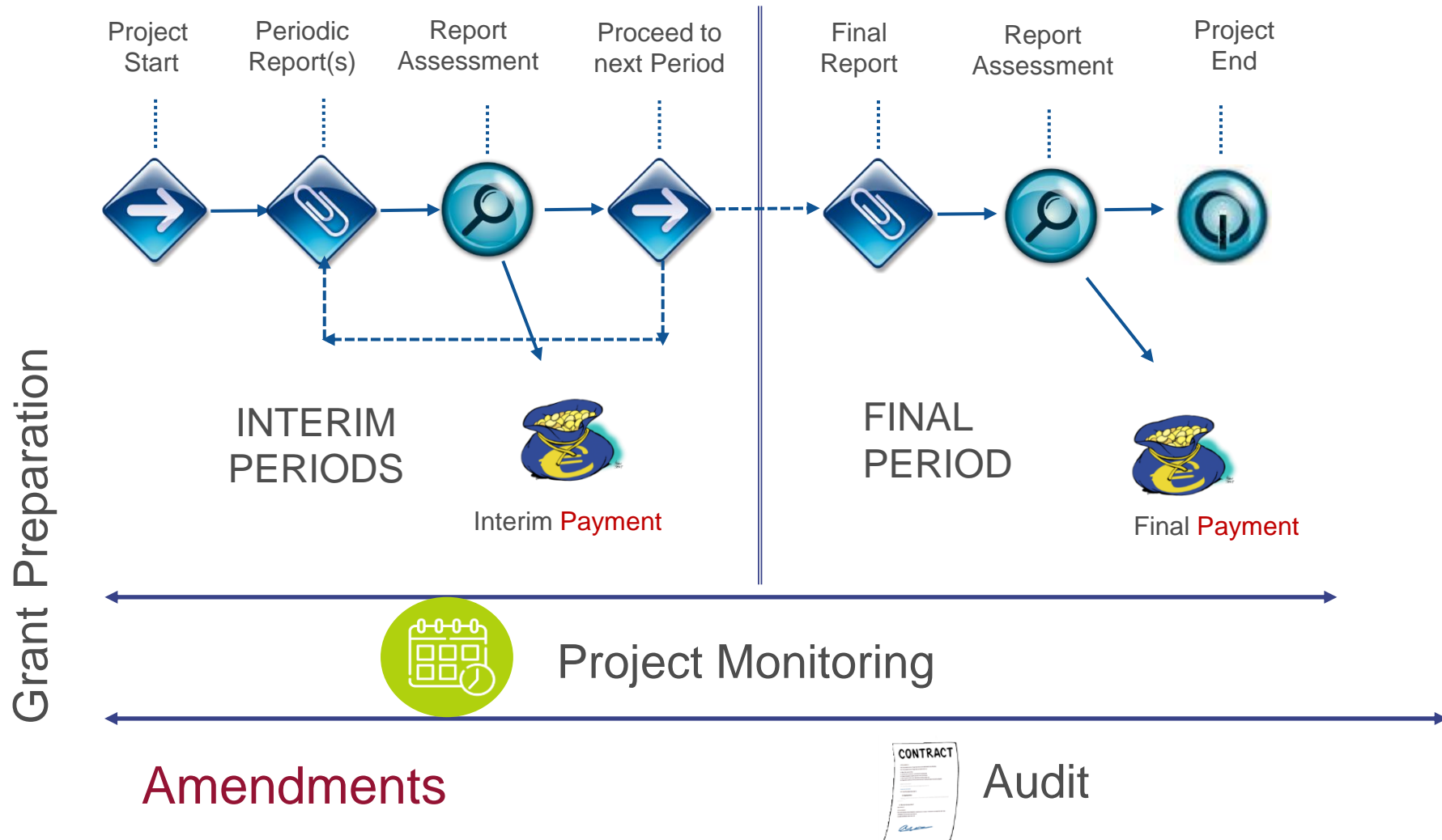
HORIZON EUROPE CLUSTER 6 COORDINATORS DAY

# Grant Agreement overview

## Legal and financial aspects



# Grant Management Overview



# In a nutshell



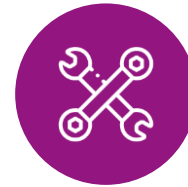
## ROLES AND RESPONSIBILITIES

- Coordinator
- Beneficiaries and their affiliates
- Associated partners
- Subcontractors
- Other third parties



## COMMUNICATION WITH REA

- Keep in touch with your **project officer!**
- Grant management system
  - Participant register
  - Formal notifications



## MANAGE CHANGES SUCCESSFULLY

- Amendments
- Simplified approval procedure



## KEEPING RECORDS

- Audits, checks and reviews



# Roles and responsibilities (key players)

**SIGN GRANT AGREEMENT\***  
**\*Except Affiliated entities**

## Coordinator (TEAM)

- Monitor project implementation
- Intermediary for all communications between the beneficiaries REA
- Submit deliverables and reports
- Transfer EU Funding

## Beneficiaries & Affiliated entities

- Implement action tasks
- Eligible for funding
- Joint technical responsibility
- Individual financial liability (including for their affiliated)
- Affiliated report their costs as beneficiaries

## Associated partners

- Implement action tasks but cannot declare costs
- Do not receive EU funding
- GA obligations (through consortium agreement)



# Roles and responsibilities – other participants

## Subcontractors

- Implement action tasks (in Annex 1)
- Under beneficiaries' responsibility
- Best value for money or lowest price
- No subcontracting between beneficiaries

## Other third parties

- Purchase costs (travel, equipment, other goods, works or services) - necessary for project implementation
- In kind contribution (free of charge or against payment)
- Described in Annex 1&2



# Communication with REA

## Participant Register

- For all participants
- Update information of Participant organization (change of name, legal address)

## Grant Management System

- Used ONLY by the coordinator
- For general communication on project with project officer
- For amendments and project management

## FORMAL NOTIFICATION

- For all participants
- Can be used ONLY for correspondence requiring acknowledgement of receipt

**PORTAL MESSAGING FACILITY**  
**But you can also contact the PO by email and phone**



# Managing changes successfully

## Amendments

**Any major change to the grant agreement** or its **annexes** must be done through an amendment

- Contact your project officer
- Only the Coordinator can launch, sign and submit amendments
- Amendments are normally NOT necessary for:
  - budget transfers covered by the budget flexibility
  - name or address changes of a participant — done directly in the Participant Register
  - universal takeovers (merger/acquisition) of a participant — done directly in the Portal

## Simplified approval procedure

- Beneficiaries can ask for an ex-post approval by REA to accept costs which have been incurred but where not planned in the estimated budget.
- Costs must be declared in the periodic report, flagged as not initially foreseen and justified.
- However, be aware that simplified approval is at the discretion of the granting authority.





# Keeping records, audits, checks and reviews

## Keeping records

- **All participants** must keep records and other supporting documentation in order to prove the proper implementation and the costs claimed for 5 years after payment of the balance.

## Reviews

- Carried out **during project implementation** and **up to 2 years after payment of the balance**, to assess proper project implementation.

## Audits

- Audits can be carried out **during the whole lifetime of the project**, by the Commission or by external firms, **not later than 2 years after the payment of the balance**
- Financial audits are based on financial statements/reports submitted by beneficiaries
- If systemic errors are found, REA may extend the findings of the audit results to non-audited Grant Agreements or non-audited periods.



# Thank you!

**#HorizonEU @EUgreenresearch @REA\_research**

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