Grant Management Overview

- **Grant Preparation**
  - Project Start
  - Periodic Report(s)
  - Report Assessment
  - Proceed to next Period

- **INTERIM PERIODS**
  - Interim Payment

- **FINAL PERIOD**
  - Final Payment

- **Project Monitoring**
  - Amendments
  - Audit
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)

**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)

*Except Affiliated entities*
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

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

Participant Register

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

Grant Management System

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!

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