

Grant preparation

PREPARING GRANTS

Key points

- **Invitation to prepare a grant agreement:** After assessment, if your proposal has been proposed for funding, we will send you the 'Evaluation Summary Report' and ask you to help prepare a grant agreement.
- **Online grant preparation:** Please use the Participant Portal to provide any legal and administrative details not included in the proposal.
- **Follow your proposal:** Horizon 2020 actions (i.e. projects) must be implemented in accordance with the assessed proposal. The grant agreement must not differ from the proposal. This is without prejudice to corrections needed
 - as a result of an ethical review or security scrutiny
 - to ensure the project conforms to the applicable rules, e.g. legal and financial rules
 - to remove clerical errors or clear inconsistencies
 - when, under exceptional circumstances, a participant is removed from a consortium during grant preparation
- **Shortcomings:** You may correct shortcomings identified by the experts in the 'Evaluation Summary Report', provided that this does not delay your part in preparing the grant agreement beyond the applicable deadlines.
- **Electronic signatures:** You do not need to sign a hard copy of the grant agreement, accession form, or 'Declaration of Honour'. All signatures are electronic.
- **Timeframe:** The agreement must be signed at the latest 3 months after starting the grant preparation.
- **Consortium agreement:** The members of the consortium are also obliged to sign a consortium agreement between each other. For more information see [Annotated Model Grant Agreement, Article 41.3](#) and the [guidance on establishing a consortium agreement](#).

AIM OF THE GRANT PREPARATION

- **gather legal, administrative and financial information** from you as a prospective beneficiary (project participant) and any third parties linked to you

- make sure the **Description of the Action** (DoA, Annex 1 to the grant agreement) and the **Estimated budget for the action** (Annex 2) **match the proposal**, any relevant information in the invitation to prepare the grant agreement, and, if applicable, the ethics review report, and the security scrutiny report
- **establish the key points of the grant agreement** (when the project starts, reporting periods, amount of pre-financing, need for consortium agreement, and, if applicable, ethical issues, third parties linked to the beneficiaries, in-kind contributions provided by third parties, subcontracting)
- **verify your financial capacity** (principally, this concerns certain types of coordinators only, other participants will be checked in exceptional cases; for details see next page)

Please use the Participant Portal's [My Projects](#) page to prepare your grant by entering the necessary data and sign your grant agreement online. These data will also be available in PDF format.

This process summarises the main steps to finalise the signature of your grant agreement:

1. [Enter & submit grant data](#)
 - Entering legal, administrative & financial data
 - Pre-financing
 - Preparing the Description of the Action (DoA), Annex 1
2. [Ethics review \(ethics screening & assessment\)](#)
3. [Security scrutiny](#)
4. [Signing the grant agreement](#)

Notifications

You will receive e-mail notifications about all the **actions that you need to carry out for the grant preparation**. For more detail, please see the [list of all the grant-related notifications and their recipients](#).