Horizon 2020 Project Set Up at Grant Preparation Stage
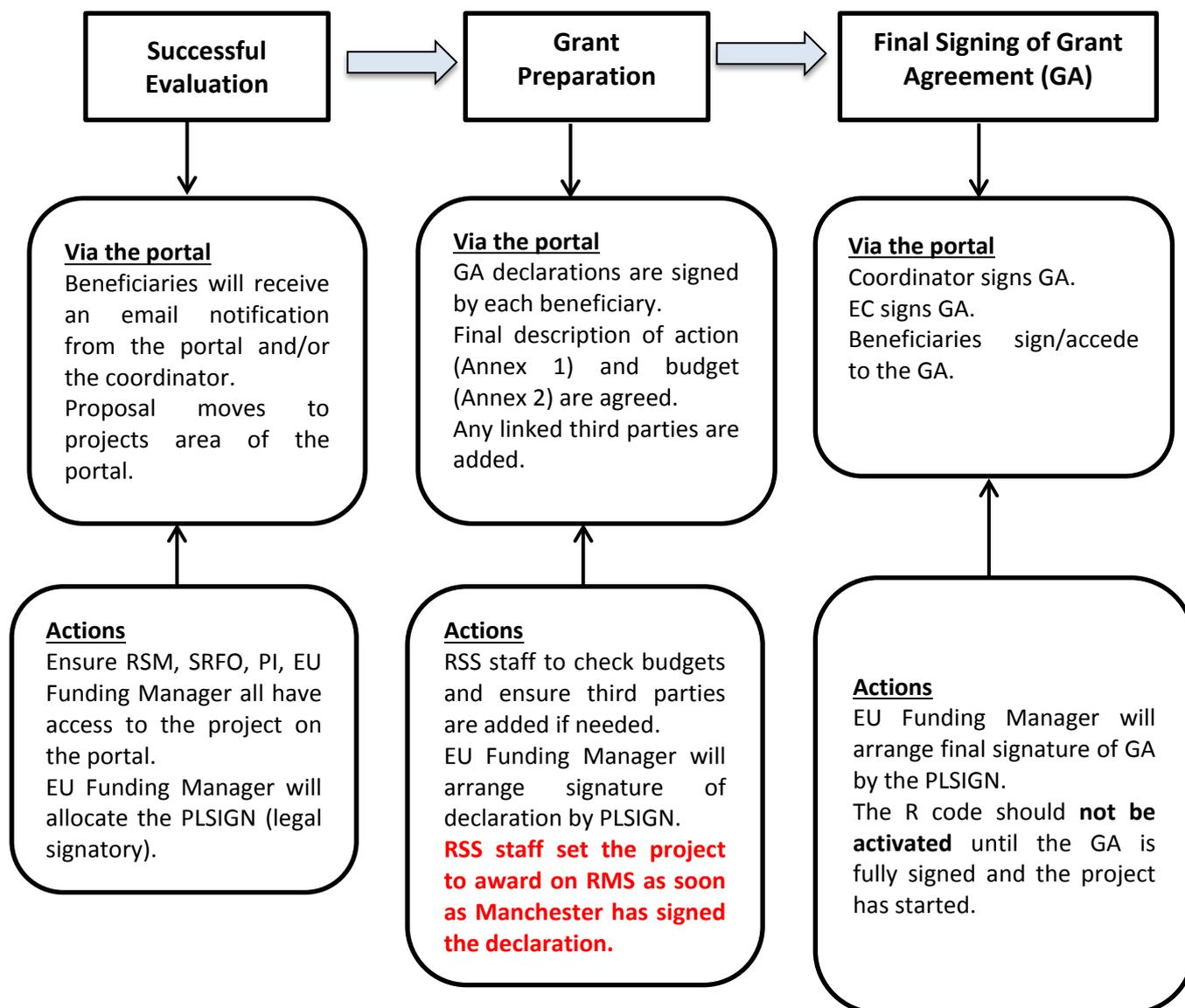
All EU applications must be logged on the RMS at proposal submission stage.

Successful Evaluation	→	Grant Preparation	→	Final Signing of Grant Agreement (GA)

Via the portal
Beneficiaries will receive an email notification from the portal and/or the coordinator.
Proposal moves to projects area of the portal.

Via the portal
GA declarations are signed by each beneficiary.
Final description of action (Annex 1) and budget (Annex 2) are agreed.
Any linked third parties are added.

Via the portal
Coordinator signs GA.
EC signs GA.
Beneficiaries sign/accede to the GA.

Actions
Ensure RSM, SRFO, PI, EU Funding Manager all have access to the project on the portal.
EU Funding Manager will allocate the PLSIGN (legal signatory).

Actions
RSS staff to check budgets and ensure third parties are added if needed.
EU Funding Manager will arrange signature of declaration by PLSIGN.
RSS staff set the project to award on RMS as soon as Manchester has signed the declaration.

Actions
EU Funding Manager will arrange final signature of GA by the PLSIGN.
The R code should **not be activated** until the GA is fully signed and the project has started.

Consortium Agreements will be discussed outside of the portal & will be coordinated by the EU Funding Manager.

Key Documents for EU Projects on Portal and Sharepoint	
Portal	**Sharepoint**
Grant Agreement Annex 1 Description of Work Annex 2 Budget	Consortium Agreement, Third party Agreements & Subcontracts Any letters relating to management and indirect costs negotiations for Marie Curie ITNs

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