CBE JU Call 2022
GAP timeline

Dieter BRIGITTA
Call coordinator
14/02/2023
CBE JU: embedded in Horizon

22/09/2022
Call deadline

26/01/2023
Invitation to grant preparation

25/05/2023
Grant signature

Submission - Proposal Evaluation - Grant Agreement Preparation - Pre-financing

5 months maximum

8 months maximum

Accession to GA
Overview of main deadlines (cf. p.3 of your ‘GAP action list’)

- **15/02/2023**: Financial Capacity Assessment (FCA) of Coordinator
- **28/02/2023:**
  - Validation completed (Legal entity, LEAR, COO’s bank account)
  - Submission via F&T Portal/SyGMA of first full DoA / GA
- **14/03/2023**: appointment of (P)LSIGNs
- **24/03/2023**: e-signature of Declarations of Honour (DoH)

**Consortium Agreement (CA) to be signed before GA signature!**

- **22/05/2023**: latest possible e-signature by Coordinator
- **25/05/2023**: latest possible e-signature by CBE JU Director
- Within 30 days after CBE JU e-signature: accession forms e-signatories
Main elements to consider

- Holiday periods (Easter holidays in April, many public holidays in May,...)
- New / not yet validated beneficiaries, LEARs and financial capacity
- Consortium Agreement (CA)
- Start date vs. GA signature vs. kick-off meeting
- Horizon Europe novelties:
  - Gender Equality Plan (GEP)
  - New SyGMa tabs: Researchers, JU contributions,...

Today’s mantra: “You might need more time than you think → start asap”
Validation & FCA issues

- **PIC and LEAR validation**
  - At the start of GAP, high % of validated PICs and LEARS...
  - ...but please remain vigilant, if e.g. new organisations would need to be added to the consortium, if ‘old’ LEARs’ mandates need to be extended,...
  - Especially relevant for ‘affiliated entities’ (ex-‘linked third parties’), who might only be ‘discovered’ during GAP → need for new validations needs to be identified (and added to SyGMa) and communicated to CBE JU asap

- **Financial Capacity Assessment (FCA)**
  - In principle only requested for coordinators...
  - ...but weak FCA can have negative / delaying effects on other beneficiaries as well

- **Best practices**:
  - Identify new consortium members and LEARs (if any) asap
  - Ask beneficiaries to e-sign Declaration of Honour (DoH) asap → LEAR issues (if any) will become apparent very quickly...
Consortium Agreement (CA)

• **What?**
  - A private agreement between the beneficiaries, to set out the rights and obligations amongst themselves.
  - Not signed by CBE JU (⇔ Grant Agreement)
  - Typically includes sensitive issues such as Intellectual Property Rights (IPRs), payment modalities,…

• **Effect on timing?**
  - CA to be signed *before* CBE JU will e-sign Grant Agreement
  - **THE** bottleneck in past BBI JU calls

• **CA format?** Free to choose; [DESCA model](#) is often used

• **Best practice**: start CA discussions asap, with the right people in your organisations (often legal department)
3 interdependent dates

• Project start date vs. Grant Agreement (GA) signature by CBE JU
  — Horizon rule: earliest project start date = month following e-signature of GA by CBE JU
  — Based on other variables (e.g. speed of PIC & LEAR validation, CA signature,...)

• Kick-off meeting
  — Expected to be organised by the coordinator in the first project month
  — Organising an efficient kick-off meeting takes time (e.g. ensuring that all consortium members are available)

• **Best practice:** define a realistic start date asap, allowing you to plan ahead (and keep the consortium motivated to carry out all steps on time).
Horizon Europe novelties

- Gender Equality Plan (GEP)
  - Eligibility criterion for all public bodies, higher education institutions and research organisations from Member States and Associated Countries
  - Status can be checked in SyGMa – tab ‘beneficiaries’ – subtab ‘partner summary’.
  - **Best practice**: ask relevant partners to internally check & update their F&T Portal profile accordingly
Horizon Europe novelties

New in Horizon Europe / CBE JU (⇐ H2020/BBI)
• New SyGMA tabs
  — New tabs for all JUs (incl. CBE JU): ‘JU contributions’
  — **Best practice**: get acquainted with the guidelines and update these tabs asap

GAP timeline
Where to find more info?

• Horizon Europe info sources
  – Horizon Europe online manual
    ▪ Descriptive part
    ▪ Via green ‘IT How To’ button: IT support (incl. screenshots)
  – EC GAP for coordinators’ webinar dd. 02/02/2023
  – AGA: Horizon Europe annotated model grant agreement

• CBE JU guidelines:
  – GAP actions list
  – Today’s webinar, which builds on the EC’s 02/02/2023 webinar + highlights CBE JU specifics
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- **CBE JU guidelines**
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Ensuring clear communication

• Know who (not) to contact
  — **Validation**-related questions (legal entity, LEAR, financial capacity assessment,...): use the F&T Portal to contact the REA validation team
  — **IT bugs**: F&T IT helpdesk via [contact form](#)
  — **Other questions**: 1-on-1 communication between coordinator (team) and CBE JU Project Officer (PO) → other organisations: please always go through your coordinator, don’t contact CBE JU directly

• Contact between Coordinator & PO
  — Use the ‘GAP actions list’ as a checklist, keeping track of finished items
  — Don’t wait until 28/02 to get in contact again

• **Best practice**: communicate quickly & clearly between consortium members; your delays might affect other members and the project as a whole