

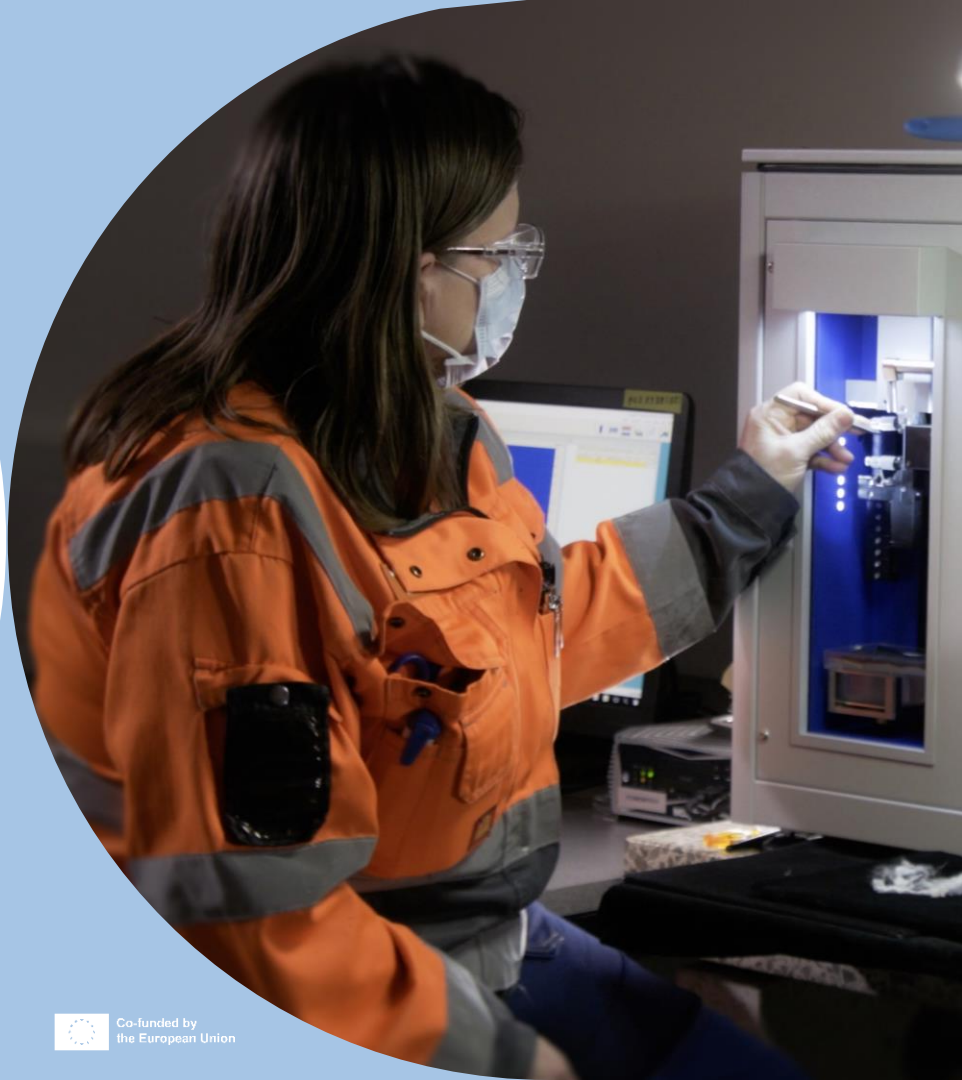
CBE JU Call 2022

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

GAP: a step-by-step process

- 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

GAP: an obstacle course

- 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

Project Summary	Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Associated Partners
								

New in Horizon Europe / CBE JU (\Leftrightarrow H2020/BBI)

JU Contributio...	Researchers	Work Packages	Deliverio...	Milestones	Reviews	Critical Risks	Ethics Info	Security
								

Horizon Europe novelties

- **New SyGMa tabs**
 - New tabs in Horizon Europe for all programmes: ‘Associated partners’, ‘Researchers’, ‘Ethics info’, ‘Security’
 - New tabs for all JUs (incl. CBE JU): ‘JU contributions’
 - ***Best practice***: get acquainted with the guidelines and update these tabs asap

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)

Grant preparation

Enter & submit grant data

Final legal checks



'IT How To' button



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- EC GAP for coordinators' [webinar dd. 02/02/2023](#)

- [AGA](#): Horizon Europe annotated model grant agreement

Grant preparation

Enter & submit grant data

Final legal checks



- **CBE JU guidelines**

- GAP actions list

- Today's webinar, which builds on the EC's 02/02/2023 webinar + highlights CBE JU-specifics

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



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