Grant Management

E+ Jean Monnet Activities

Kick-off meeting Call 2021

European Education and Culture Executive Agency

7th April 2022

Jean Monnet 2021 Call

- Grant Management portal
- Continuous reporting module
- Amendments
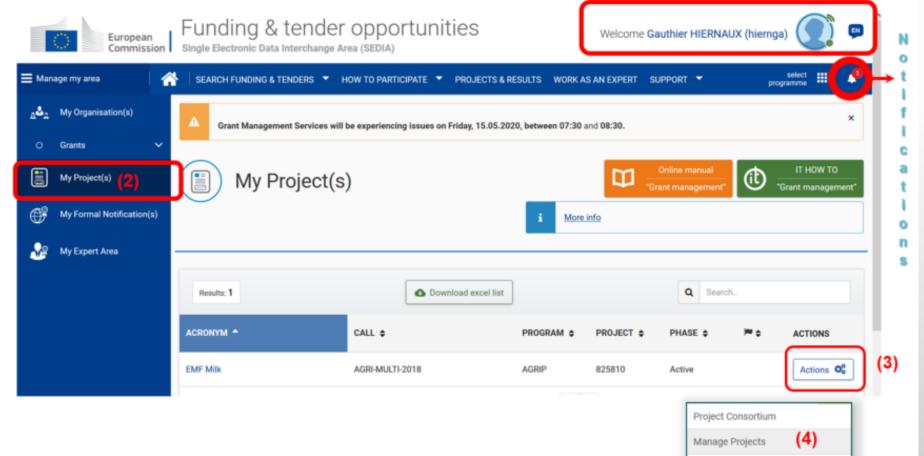- Reporting

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Grant Management Portal – how to log in

Step 1 Go to Funding and Tender Opportunities Portal

English **EN**

Register | Login ⬅ [Funding & tenders (europa.eu)](#)

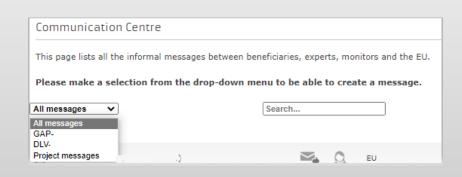**Step 2** Use your EU login credentials to log in

Step 3 Navigate to "My Project(s)" via the left-hand bar (2), click on "Actions" (3) and select "Manage Project" (4).
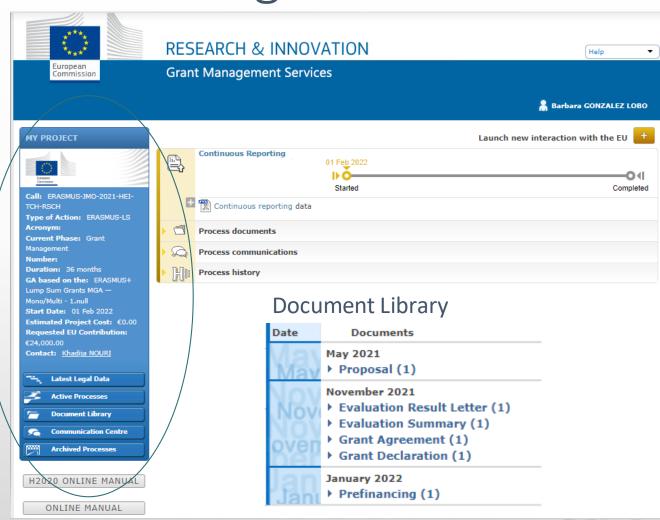
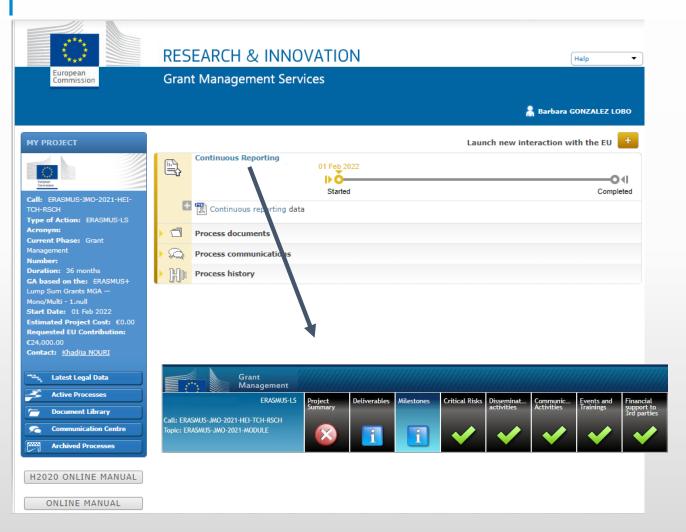# Grant Management Portal- general info

- Call information

- Acronym

- Duration and Start date

- Requested EU Contribution

- PO contact

- **Document Library**

- **Communication Centre**

Grant Management Portal- Continuous reporting

- Project Summary
- Deliverables
- Milestones
- Critical risks
- Dissemination activities
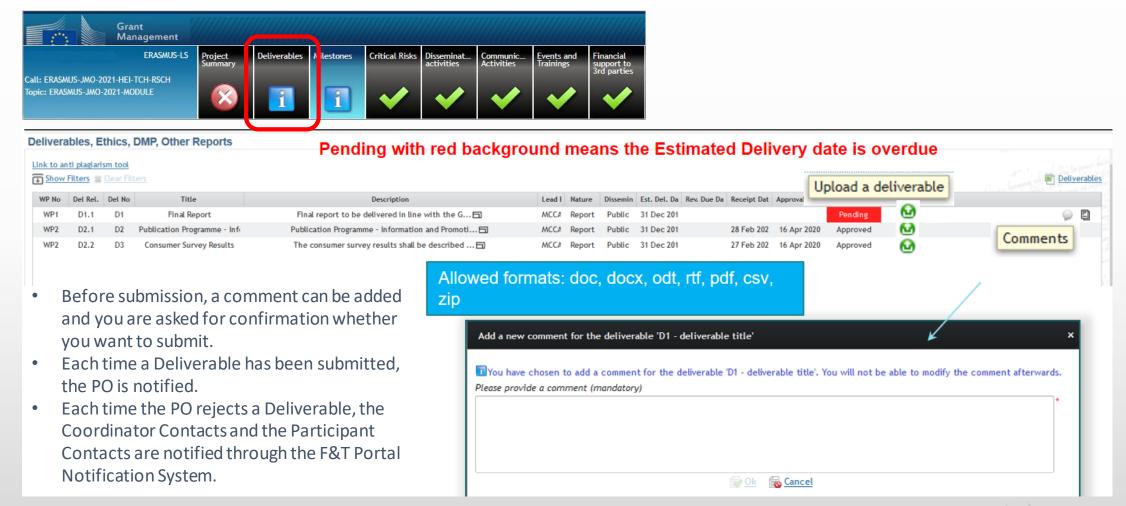- Communication activities
- Events and Trainings

Grant Management Portal- Continuous reporting

- **Project Summary:** Context and overall objectives; Work performed and main achievements; Results and impacts.

- **Deliverables and Milestones** as identified in your Annex 1

- Critical Risk

- Dissemination and Communication activities

- Events and training

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Grant Management Portal- Deliverables

- Before submission, a comment can be added and you are asked for confirmation whether you want to submit.
- Each time a Deliverable has been submitted, the PO is notified.
- Each time the PO rejects a Deliverable, the Coordinator Contacts and the Participant Contacts are notified through the F&T Portal Notification System.

In case of need, the PO can add a new revised due date for one or several deliverable(s)

NO amendment needed!

Grant Management Portal- Continuous reporting

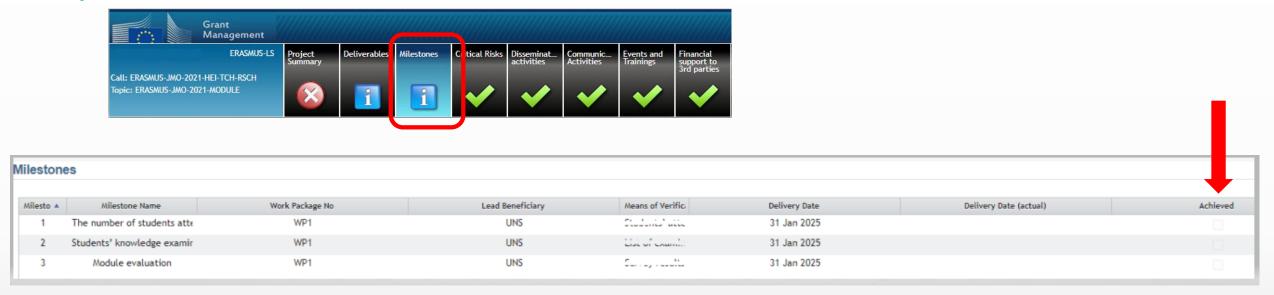

- ➢ Attention: max. 52 MB per deliverable
- ➢ Only one document can be uploaded
- ➢ Once submitted and validated by your PO it cannot be modified
- ➢ Possibility to add/ modify deliverables via an amendment request

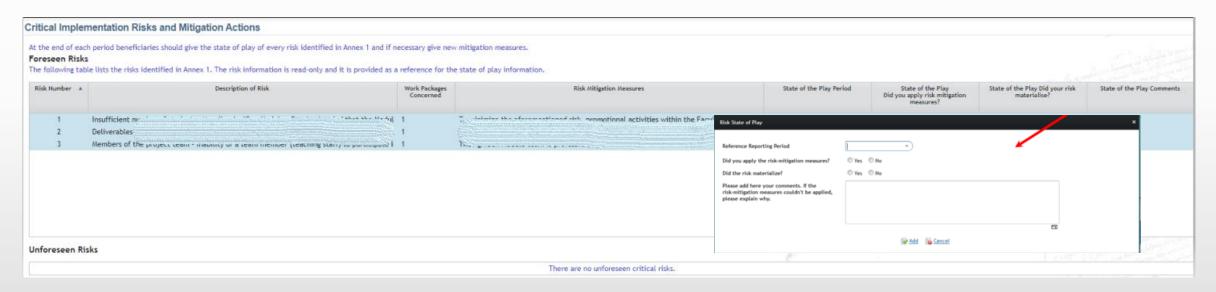READ more here

Grant Management Portal- Milestones

➢The Milestones entered during the Grant Preparation are displayed here.
➢It has to be indicated whether the Milestone has been achieved (or not) and select the Delivery Date.
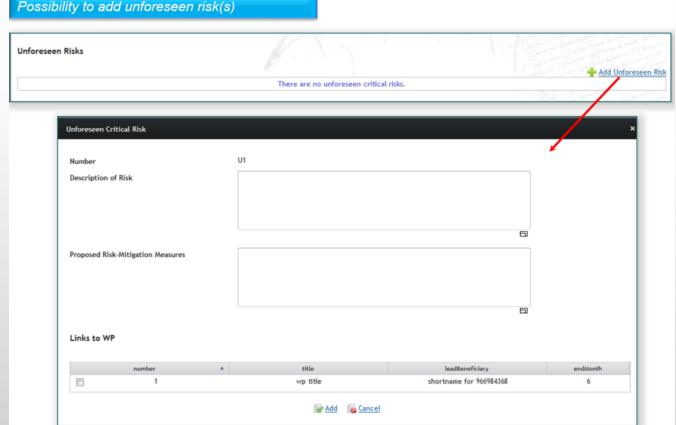
Grant Management Portal- Critical risks

Grant Management Portal- Critical risks

Grant Management Portal

Dissemination Activities

☐ There is no dissemination activity for this project yet

The public disclosure of the results by any appropriate means (other than resulting from protecting or exploiting the results), including by scientific publications in any medium.

Title of the Activity	What? Type of Dissemination Activity	Who? Target Audience Reached	Why? Description of the Objective(s) Reference to a Specific Project Output 200 characters max	Status of the Dissemination Activity

Communications Activities

☐ There are no communication activities for this project yet

Communication on projects is a strategically planned process that starts at the outset of the action and continues throughout its entire lifetime, aimed at promoting the action and its results. It requires strategic and targeted measures for communicating about (i) the action and (ii) its results to a multitude of audiences, including the media and the public and possibly engaging in a two-way exchange.

No communication activities added

Events and Trainings

☐ There is no event and training for this project yet

Participant name	Description Name	Description Type	Description Area	Description Location	Description Duration (days)	Male Attendees	Female Attendees	Non-binary Attendees	Total Attendees

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Thank you

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