



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

Grant Management Portal – how to log in

Step 1 Go to Funding and Tender Opportunities Portal



[Funding & tenders \(europa.eu\)](https://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).

The screenshot shows the 'Funding & tender opportunities' portal. The top header includes the European Commission logo and a welcome message for 'Gauthier HIERNAUX (hiernga)'. A red box highlights the user profile area. The left-hand navigation bar has 'My Project(s)' highlighted with a red box and the number (2). The main content area shows a table of projects. The 'Actions' column for the first project is highlighted with a red box and the number (3). A dropdown menu for 'Actions' is shown at the bottom right, with 'Manage Projects' highlighted and the number (4).

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA)

Welcome Gauthier HIERNAUX (hiernga)

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s) | Grants | **My Project(s) (2)** | My Formal Notification(s) | My Expert Area

Grant Management Services will be experiencing issues on Friday, 15.05.2020, between 07:30 and 08:30.

Online manual "Grant management" | IT HOW TO "Grant management" | More info

Results: 1 | Download excel list | Search..

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
EMF Milk	AGRI-MULTI-2018	AGRIP	825810	Active	Actions (3)

Project Consortium | **Manage Projects (4)**

Grant Management Portal- general info

- Call information
- Acronym
- Duration and Start date
- Requested EU Contribution
- PO contact
- **Document Library**
- **Communication Centre**

Communication Centre

This page lists all the informal messages between beneficiaries, experts, monitors and the EU.

Please make a selection from the drop-down menu to be able to create a message.

All messages ▾

All messages
GAP-
DLV-
Project messages

Search...

EU

RESEARCH & INNOVATION
Grant Management Services

Help

Barbara GONZALEZ LOBO

Launch new interaction with the EU +

MY PROJECT

Call: ERASMUS-JMO-2021-HEI-TCH-RSCH
Type of Action: ERASMUS-LS
Acronym:
Current Phase: Grant Management
Number:
Duration: 36 months
GA based on the: ERASMUS+ Lump Sum Grants MGA — Mono/Multi - 1.null
Start Date: 01 Feb 2022
Estimated Project Cost: €0.00
Requested EU Contribution: €24,000.00
Contact: [Khadija NOURI](#)

Latest Legal Data
Active Processes
Document Library
Communication Centre
Archived Processes

H2020 ONLINE MANUAL
ONLINE MANUAL

Continuous Reporting

01 Feb 2022
Started Completed

Continuous reporting data

Process documents
Process communications
Process history

Document Library

Date	Documents
May 2021	► Proposal (1)
November 2021	► Evaluation Result Letter (1) ► Evaluation Summary (1) ► Grant Agreement (1) ► Grant Declaration (1)
January 2022	► Prefinancing (1)

Grant Management Portal- Continuous reporting

The screenshot displays the Grant Management Portal interface. At the top, the European Commission logo and 'RESEARCH & INNOVATION Grant Management Services' are visible. The user 'Barbara GONZALEZ LOBO' is logged in. The 'MY PROJECT' sidebar on the left lists project details: Call: ERASMUS-JMO-2021-HEI-TCH-RSCH, Type of Action: ERASMUS-LS, Acronym, Current Phase: Grant Management, Number, Duration: 36 months, GA based on the: ERASMUS+ Lump Sum Grants MGA, Mono/Multi - 1.null, Start Date: 01 Feb 2022, Estimated Project Cost: €0.00, Requested EU Contribution: €24,000.00, and Contact: Khadija NOURI. The main area shows 'Continuous Reporting' with a timeline from '01 Feb 2022' (Started) to 'Completed'. Below this is a list of actions: 'Continuous reporting data', 'Process documents', 'Process communications', and 'Process history'. An arrow points from 'Continuous reporting data' to a 'Grant Management' table at the bottom. The table has columns for 'ERASMUS-LS', 'Project Summary', 'Deliverables', 'Milestones', 'Critical Risks', 'Dissemination activities', 'Communication Activities', 'Events and Trainings', and 'Financial support to 3rd parties'. The 'Project Summary' and 'Deliverables' columns show red 'X' and 'i' icons respectively, while the others show green checkmarks.

ERASMUS-LS

ERASMUS-LS	Project Summary	Deliverables	Milestones	Critical Risks	Dissemination activities	Communication Activities	Events and Trainings	Financial support to 3rd parties
Call: ERASMUS-JMO-2021-HEI-TCH-RSCH Topic: ERASMUS-JMO-2021-MODULE								

- 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

Grant Management Portal- Deliverables

Deliverables, Ethics, DMP, Other Reports

Link to anti plagiarism tool
Show Filters Clear Filters

Pending with red background means the Estimated Delivery date is overdue

Upload a deliverable

WP No	Del Ref.	Del No	Title	Description	Lead I	Nature	Dissemin	Est. Del. Da	Rev. Due Da	Receipt Dat	Approval	Actions	
WP1	D1.1	D1	Final Report	Final report to be delivered in line with the G...	MCCA	Report	Public	31 Dec 201			Pending	Upload a deliverable	
WP2	D2.1	D2	Publication Programme - Inf	Publication Programme - Information and Promoti...	MCCA	Report	Public	31 Dec 201		28 Feb 202	16 Apr 2020	Approved	Comments
WP2	D2.2	D3	Consumer Survey Results	The consumer survey results shall be described ...	MCCA	Report	Public	31 Dec 201		27 Feb 202	16 Apr 2020	Approved	

Allowed formats: doc, docx, odt, rtf, pdf, csv, zip

Add a new comment for the deliverable 'D1 - deliverable title'

You have chosen to add a comment for the deliverable 'D1 - deliverable title'. You will not be able to modify the comment afterwards.
Please provide a comment (mandatory)

Ok Cancel

- 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](#)



- 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



Critical Implementation Risks and Mitigation Actions

At the end of each period beneficiaries should give the state of play of every risk identified in Annex 1 and if necessary give new mitigation measures.

Foreseen Risks

The following table lists the risks identified in Annex 1. The risk information is read-only and it is provided as a reference for the state of play information.

Risk Number	Description of Risk	Work Packages Concerned	Risk Mitigation Measures	State of the Play Period	State of the Play Did you apply risk mitigation measures?	State of the Play Did your risk materialise?	State of the Play Comments
1	Insufficient number of staff	1	Initiate the aforementioned risk mitigation activities within the first 6 months of the project				
2	Deliverables	1					
3	Members of the project team - mobility of a team member (leading staff) or person in charge	1					

Risk State of Play

Reference Reporting Period:

Did you apply the risk-mitigation measures? ☐ Yes ☐ No

Did the risk materialize? ☐ Yes ☐ No

Please add here your comments. If the risk-mitigation measures couldn't be applied, please explain why.

Unforeseen Risks

There are no unforeseen critical risks.

Grant Management Portal- Critical risks

Grant Management

ERASMUS-LS

Call: ERASMUS-JMO-2021-HEI-TCH-RSCH
Topic: ERASMUS-JMO-2021-MODULE

Project Summary	Deliverables	Milestones	Critical Risks	Disseminat... activities	Communic... Activities	Events and Trainings	Financial support to 3rd parties

Possibility to add unforeseen risk(s)

Unforeseen Risks

There are no unforeseen critical risks.

[+ Add Unforeseen Risk](#)

Unforeseen Critical Risk

Number: U1

Description of Risk

Proposed Risk-Mitigation Measures

Links to WP

number	title	leadBeneficiary	endMonth
1	wp title	shortname for 966984368	6

[Add](#) [Cancel](#)

Grant Management Portal



Grant Management

ERASMUS-LS

Call: ERASMUS-JMO-2021-HEI-TCH-RSCH
Topic: ERASMUS-JMO-2021-MODULE

Project Summary	Deliverables	Milestones	Critical Risk	Dissemination activities	Communication Activities	Events and Trainings	Financial support to 3rd parties

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
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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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Keep in touch



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[EUTube](https://www.youtube.com/EUTube)



[EU Spotify](https://open.spotify.com/playlist/37i9ZQZPXYM0G003133333)

Thank you



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