

**BESTPRAC
WG1 meeting
Grant Agreement
Preparation**



Overview

Role of the European Office

Our experiences & recommendations



Role of the European Office

(during grant preparation)

- Take some work off the research departments
- During proposal phase: access to the proposal
- During negotiation phase: automatically access to the Grant Management Services
- Assign roles: PLSIGN and FSIGN
- Ad hoc questions during the GA preparation phase
- Check the GA data (e.g. budget)
- Once the GA data are complete: signature procedure
- Translate to EC budget to the UGent accounting system
- Prepare and sign the Consortium Agreement (in close consultation with the research department)

Our experiences & recommendations

- Too many system messages are being sent (e.g. concerning the change of roles, if a message is sent to the coordinator, etc.)
- Unclear participant portal notifications & evaluation result letters
- Deadlines set by EC are very tight, but what to do when the PO doesn't answer?
- Very late ethics review
- IT problems with SyGMA (latest legal data)
- Fixed project starting date vs. the first day of the month following the date the agreement enters into force