Submit and update information on calls and projects

Step Guide

November 2019 – V1.0

Contents:

Introduction

The below document is a short step guide that briefly explains how to navigate GrACE pages to Submit and Update information on Calls and Projects. This document relates to version 3.0 of GrACE.

For further help and support, please contact grace.support@efta.int

Calls

This section refers both to **Calls in programmes** and **Bilateral calls**:

- The calls in the programmes are reported by the Programme Operator/Fund operator <u>in each programme</u>.
- The bilateral calls are reported by the Programme Operators (if related to a programme) or by the National Focal Point (if at the national level - under the bilateral fund).

Programme Call Management

The Programme Operator/Fund operator can enter information for Programme Calls and can update the progress on the Calls so that this information is tracked and communicated to the FMO.

Notes: Call with status "**Draft**" is not submitted yet through the system and is **accessible/visible to the author** (role) **only**.

Programme Call - Step 1- enter basic information

The PO/FO user is able to create calls for programmes and update available information for the calls, so that up-to-date information to be available for FMO and other users.

Once a **PA/PIA is signed** (the programme goes to state "Programme Implementation") the information for calls can be entered.

Steps:

- The PO/FO opens the programme and selects the "**Create new**" action, available in tab Calls (**1-2-3**).
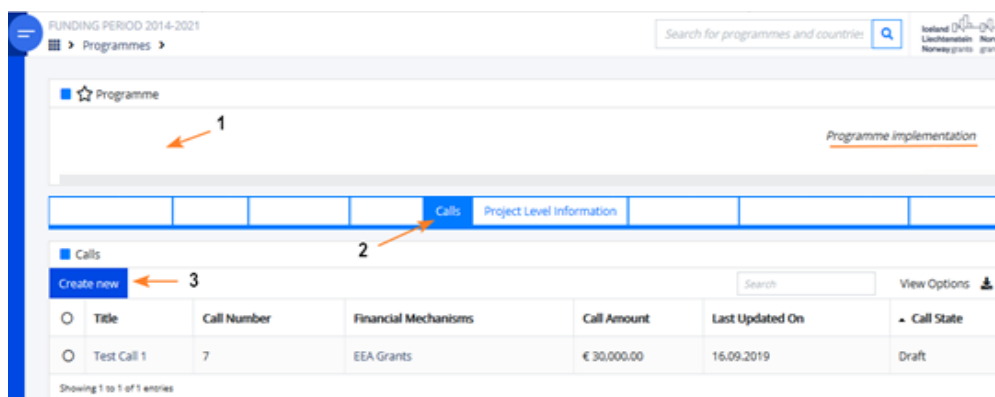

- PO/FO enters the information for Step 1 in the section "Basic information" of the call:

- o When the PO/FO enters the information for Step 1 and saves it, the call goes to status **Draft**.
  - PO/FO can **edit and save** Step 1 data **as many times as needed** - t**he status of the call remains Draft** in this case.
  - PO/FO can **delete** calls created by him/her with status Draft (action Delete).
  - **Calls** with status **Draft are not visible to FMO users**.
- When **all mandatory data** for Step 1 is filled in, the PO/FO selects **Submit** and confirms the action **(1-2-3)**. The **call state changes** to "**Planning**".
  - o When the Submit action is selected, a confirmation message is displayed: You are about to submit the information to FMO, this will also change the status of the Call. Are you sure you want to continue? Y/N
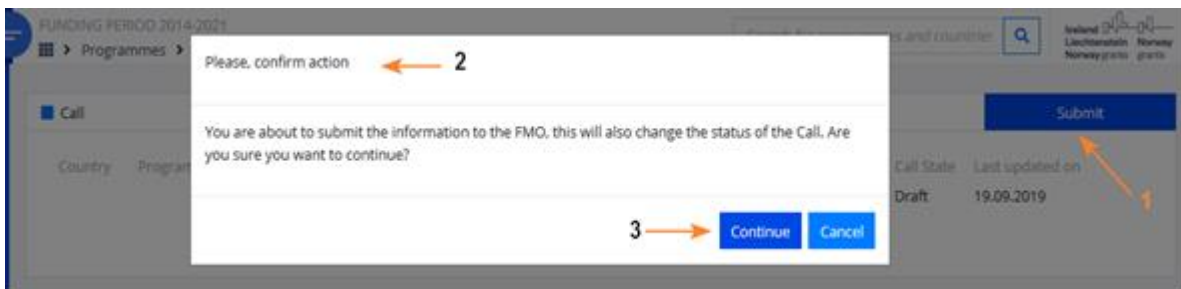
- The PO/FO user can **edit call fields while** it is **in state "Planning".**

Programme Call Step 2 - enter publishing information

The PO/FO user can enter and edit programme **call information about publishing**, so that information can be kept up-to-date and available to FMO.

When the **Call is in state "Planning"**, the system sends a notification to PO/FO two weeks (14 calendar days) before the "Planned publication date".

- The notification is a reminder to PO/FO user that he/she **has to submit publishing information** about the call and also states that the call cannot be published unless the **call text was previously agreed with FMO.**

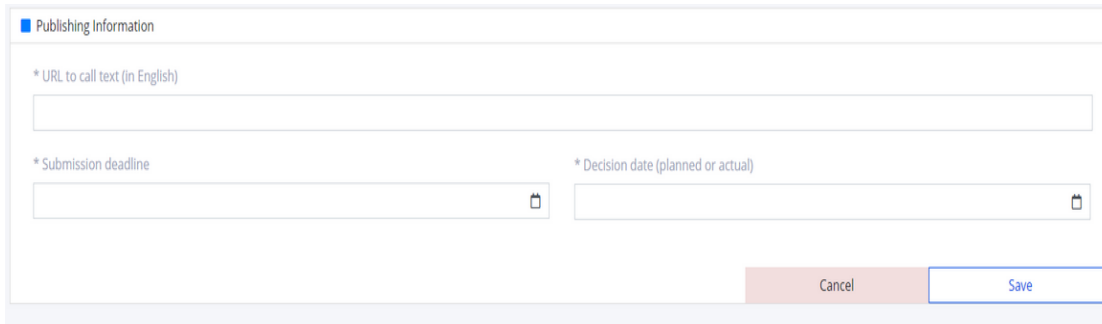The PO/FO user **can update** "planned publication date".

- Notification/Reminder will be send again by system two weeks before the new "planned publication date".
- I**f** the new "planed publication date" is in less than two weeks, then there will be no notification/reminder to PO/FO.

If "Planned publication date" is updated, the system sends an e-mail **notification to Programme Team** (FMO contacts for that programme).

Steps:

- The PO/FO opens the programme, selects the tab Calls and opens the call (in status "Planning").
- The user opens the section "Publishing information" in edit mode and enters the information for Step 2 in the form.

- When **all mandatory** Step 2 information is filled in the PO/FO user performs the action **"Submit",** confirms the action which sets the call **in state "Publishing".**

Note: The PO/FO user can edit some call fields while it is in state "Publishing".

- Once the call is in state "Publishing", the **Programme Manager receives a notification to review** the information (essentially, to validate the URL).
  - o The Programme Manager (PM) reviews the call information
  - o "Approved for publishing" can be changed only by the PM directly in the list of Calls. It can be changed to "Yes" (Publish) **(1-2-3)** or to "No" (Unpublish).

Programme Call Step 3 - enter applications summary information
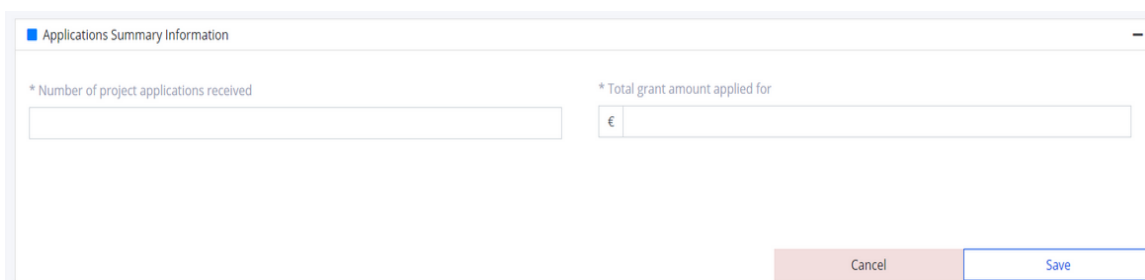
The PO/FO user then is able to enter and edit programme **call information about application summary,** so that information to be up-to-date and available to FMO.

When the **Call is in state "Publishing"**, the system sends a notification to PO/FO two weeks after the "submission deadline" date that the PO/FO has to submit "Step 3 Application Summary".

- The notification is a reminder to PO/FO user that he/she **has to submit** "**Step 3 Application summary"** information and states that the number of applications received registered on this step is the number without any administrative and eligibility checks.

Steps:

- The user opens the section "Application summary information" in edit mode and enters the information for Step 3 in the form.

- When **all mandatory** Step 3 information is filled in the PO/FO user performs the action **"Submit",** confirms the action which sets the call **in state "Selection Ongoing".**

Note: The PO/FO user can edit some call fields while it is in state "Selection ongoing".

Programme Call Step 4 - enter selection summary information

The PO/FO user can enter and edit programme **call selection summary** section, so that information to be up-to-date and available to FMO.

When the **Call is in state "Selection Ongoing"**, the system sends a notification to PO/FO two weeks after the "decision deadline" date that the PO/FO has to submit "Step 4 **Selection summary information**".

- The notification is a reminder to PO/FO user that he/she **has to submit selection summary information** about the call and states that this information reflects the final decision of the PO.

The PO/FO user **can update** "**planned decision date**".

- Notification will be sent again by the system two weeks before the new "planned decision date" **to Programme Team** (FMO contacts for that programme).
- **I**f the new "planed publication date" is in less than two weeks, then there will be no notification to PO/FO.

Steps:

- The user opens the section "Selection summary information" in edit mode and enters the information for Step 4 in the form.

- When **all mandatory** Step 4 information is filled in the PO/FO user performs the action **"Submit",** confirms the action which sets the call **in state "Selection ended".**

Programme Call enter Step 5 summary information

The PO/FO user can enter and edit programme **call information about contracting summary**, so that information can be kept up-to-date and available to FMO.

When the **Call is in state "Selection ended"**, the system sends a notification to PO/FO every 6 months after final "decision date". The notification is a reminder to PO/FO to submit "Step 5 Contracting summary" information.

Steps:

- The user opens the section "Summary information" in edit mode and enters the information for Step 5 in the form.

- When **all mandatory** Step 5 information is filled in the PO/FO user performs the action **"Submit",** confirms the action which sets the call **in state "All project contracted".**

  o On changing status to "All projects contracted" the system **alerts if** the number of linked PLIs to the call is **different** from the number of applications contracted submitted in step 5. The options are to "Proceed with the discrepancy" or to "Cancel".

Bilateral Call Management

The National Focal Point / Programme Operator/ Fund operator are able to enter information for Bilateral Calls and update progress on the Bilateral Calls so that this information is tacked and communicated to the FMO.

Notes:

- Call with status "**Draft**" is still in a "working copy" state with the FO/PO. It was not submitted yet through the system and is **accessible/visible to the author** (role) **only**.

Bilateral Call enter Step 1 Publishing information

The **PO/FO/NFP** user can create bilateral calls, enter publishing information and update available information for that calls, so that up-to-date information can be available for FMO and other users interested in programme status.

Steps:

- **"Create new"** action is available in:
  - tab "**Calls**" under **Bilateral Fund** for each country (-BF "programme")
  - tab "**Calls**" under **programmes**

- The PO/FO/NFP can fill the data for **Step 1 Publishing information (1)** and **Save (2)**.

- The call goes to status **Draft (1).**

    - PO/FO/NFP **can edit and save Step 1 data as many times as needed (2).** The status of the call is not changed in this case.
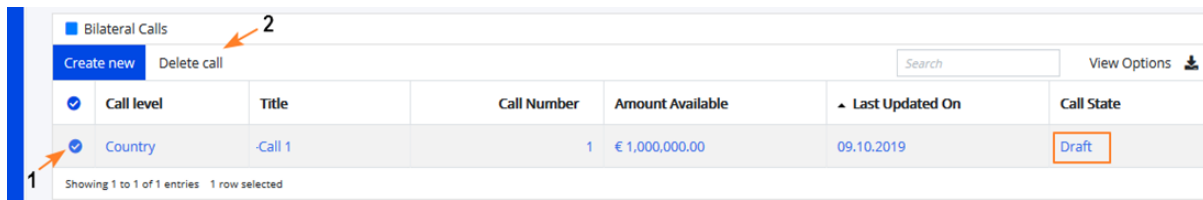
    - PO/FO/NFP can **delete** calls created by him/ her with status **Draft (1-2).**

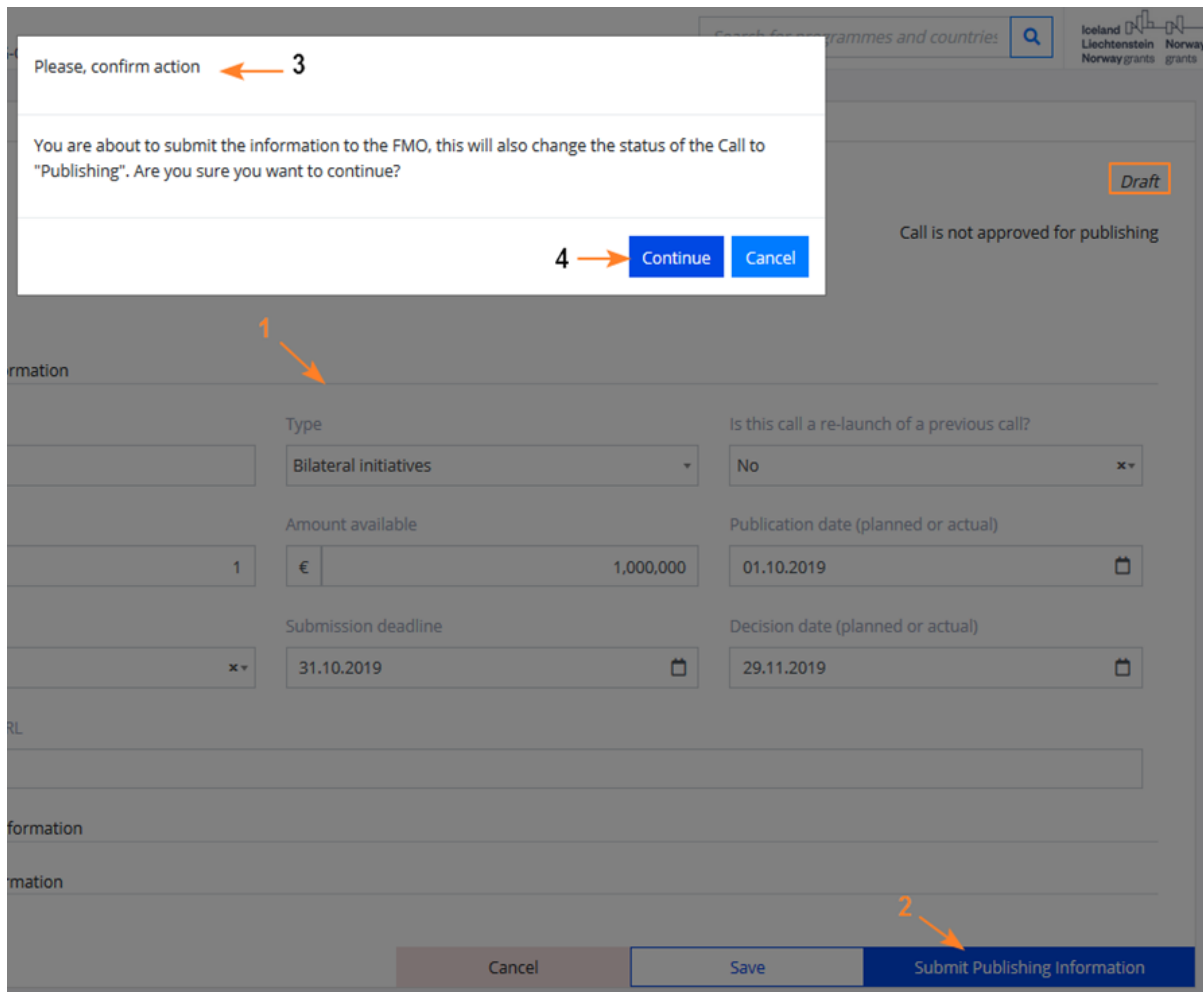**Note: Calls with status Draft are not visible to FMO users**.

- When the call is in status **Draft and is opened for edit (1)** the action **Submit Publishing Information (2)** is available.

When the action (2) is selected a confirmation message is displayed **(3).** When the user confirms the operation **(4):**

- The status of the call changes to **"Publishing" (1).** The NFP/PO/FO can **edit (2)** the bilateral call fields while it is in state "Publishing".

Once the call is in state "Publishing", **the FMO will receive a notification to review** the information.
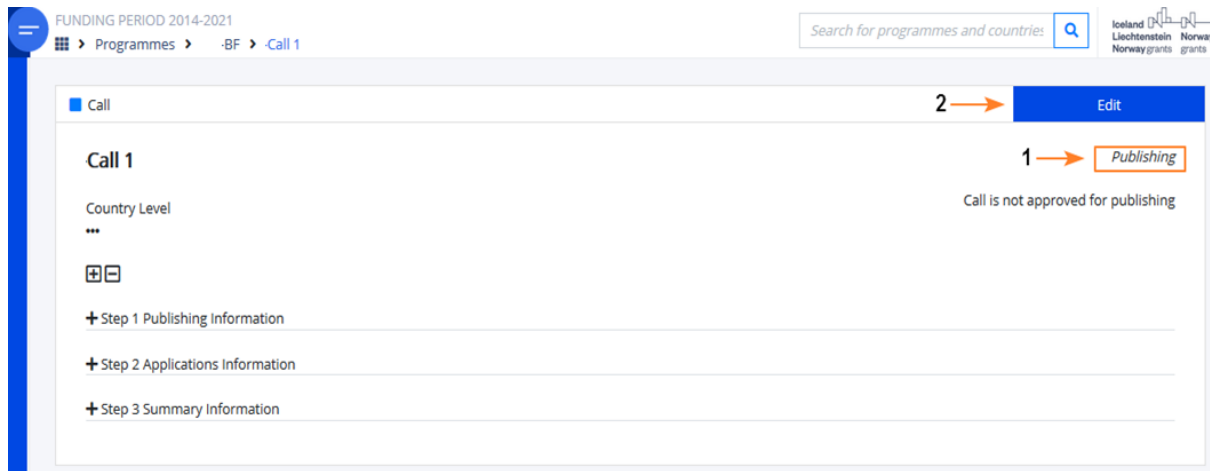
Bilateral Call enter Step 2 Application information

When the bilateral call is in state "Publishing", the PO/FO/NFP will receive a notification to register the 2nd step - enter **application information and update available information** for bilateral calls, so that up-to-date information can be available for FMO and other users.

Steps:

- The PO/FO/NFP opens the call in state **"Publishing" in edit mode** and enters the data for **Step 2:**
    - o Decision date
    - o Upload Selection committee meeting minutes
    - o Number of applications received
    - o Total grant amount applied for
    - o Number of applications approved for funding with a donor project partner from:
        - ▪ Norway
        - ▪ Iceland
        - ▪ Liechtenstein
    - o Total grant amount awarded
    - o Comment on decision
- When all mandatory Step 2 information is filled in **(1)** the PO/FO/NFP user can perform **action "Submit Selection Information" (2) .**

Note: In both steps 1 and 2 is possible to edit multiple times as long as the step 2 is not completed. The information in step 2 reflects the final decision of the PO/FO/NFP.

- A confirmation message is displayed **(3).** When the user confirms the operation **(4):**

- The call is set in **state "Selection ended" (1).** Notifications are sent to the FMO.
  - PO/FO/NFP user can edit **(2)** some call fields while it is in state "Selection ended". Relevant FMO users will receive a notification once there's an update at any step.

Bilateral Call enter Step 3 Summary information

When the bilateral **call is in state "Selection ended",** the PO/FO/NFP will receive a notification/ reminder every 6 months to enter information for the 3rd step - **contracting summary information** for bilateral calls, so that up-to-date information can be available for FMO and other users interested in programme status.

- The PO/FO/NFP opens the call in state "**Selection ended" in edit** mode and enters the data for **Step 3**:
  - o Number of applications contracted **(1)** – should be greater than 0 in order to be able to submit and go to state "All projects contracted".
  - o Number of applications contracted from the reserve list **(2).**
  - o Comment on contracting **(3-4).**
- When all mandatory Step 3 information is filled in the PO/FO/NFP user can perform action "Submit Summary Information" **(5)** which sets the call in state "All projects contracted".

  - o A warning message is displayed for if the number of linked bilateral initiatives to this call is different from the number of contracted applications. The user may proceed or cancel the operation.

  - o When there are no discrepancies or the user proceeds with the discrepancy the system displays a confirmation message for the last step of the call. When the user clicks "**Continue**":

- The operation is completed. The status of the call changes to **"All project contracted".** The PO/FO/NFP **user can NOT edit the call information** when it is in state "All project contracted".

Project level information (PLI)

The Project level information (PLI) is submitted to FMO by the Programme Operator (PO) or by the Fund Operator (FO).

Submit initial PLI data

After the Programme Agreement has been signed (Programme is in implementation), the PO has the possibility to submit data on projects under the Project Level Information tab in each programme.

Note: This initial submission by the Programme Operator or Fund Operator should take place 15 days after the project is contracted.

Steps:

- Select from the main menu "Dashboards">"Programmes"> and select a program from the list.
- Select the tab **"Project Level Information" (1)** from the view page of the programme.
- Select the button **"Create new" (2).**

- The system opens the empty form for the PLI and the user fills the initial data in the in **tab "Initial registration" (1)** in **sections:** Project identification **(2)**, Project details, Project partners, Project content and Project timeline **(3).** When ready with the entry – click **Save (4).**

Each section can be expanded or collapsed using **the buttons "+" or "-".**

Note: Some information in the sections is mandatory **(2.1),** other is optional **(2.2)** or is prefilled and cannot be changed **(2.3)** or is prefilled but may be changed **(2.4).**

- After "Save" for the first time the PLI goes in status **"Draft" (1).** The Save button **only saves** the entered data **without validation or submission.** The user may edit the PLI as many times as needed.

NOTES:

- The **"Draft"** PLIs are **visible/accessible only to their author**.
- Every next "Save" **overwrites** the previous instance of the "Draft" PLI.

- The added PLI is displayed in the grid (**1**). The Project code and the Project internal ID **(2)** are direct **links** to open the PLI.

- When the PLI is opened **again for edit:**
  - The system displays the fields with **required data for submission** in all sections **(1-2).**
  - The **Save** button **(3)** is only visible for PLI in in the process of initial creation and in status Draft.
  - The action **Submit (4)** is available.

- If the user **tries to Submit** the PLI without filling the data some **validation errors are triggered** and the system displays both the data **required for submit (1)** and the **missing mandatory data (2):**

Result of PLI submission:
- The data was successfully filled by the FO/PO;
- After submission, the Internal Status of the PLI instance is set to **"Submitted"** and the "Submission date" is set automatically.
- The PLI is **read only visible to FMO authorised users for view/review)** and full read/write accessible to the author (role).

Update data on existing PLI

The Programme Operator/ Fund Operator is able to **update the data** for an **already submitted** Project (PLI).

The information is entered **in the same form**, in which the PLI data was submitted initially and **upon submission**, **replaces the previously submitted data** on the Project in GrACE.

- The **update can be done any time**, on initiative of the PO /FO, because of changes occurred, or as a result of a requested update/correction by the Programme Manager.

The result of a successful update is:
- The data was successfully filled by the FO/PO;
- The PLI record for the Project was updated in GrACE with the newly supplied data;
- The status of the PLI changes to **Updated**.

Request correction of PLI

- The **Project Manager** (**PM**) can request a correction of the PLI data **by starting workflow for corrections (or update).**

- After starting the update/correction workflow the status of the PLI is changed to "**Waiting for Correction**".

- With starting the workflow, **a task "Make corrections on the PLI"(1)** is created and assigned to **the PO/FO** (the author of the PLI).

The PO/FO can open the project **(2)** and make multiple edits of the PLI data while the PLI is in status "Waiting for Correction".

When the PO/FO completes the task "Make corrections on the PLI"(**3-4**), the PLI is resubmitted and its status is changed to **Updated**. The PM is notified via e-mail that the task is completed and the PLI is updated.

Fill data in tab Final registration of the PLI

The data in the tab Final registration **(1)** should be filled in by the PO/ FO 15 days after the final Project report is finalized. The Final Registrations is started **by the update on Project contract status from Signed to any of the other option (2)**. The user fills in the data in the sections: Project finalisation details and Project results and saves the update **(3).**

FUNDING PERIOD 2014-2021
▦ > Make corrections on the PLI > Project 1

Search for programmes and countries 🔍

Iceland
Liechtenstein   Norwa
Norway grants   grants

■ Project Level Information

INNOVATION-0001
-INNOVATION
is not PDP

Waiting for correction
Reviewed
Not Published

1

Initial registration   Final registration

■ Final registration

⊞⊟

2

Project contract status

Completed   ▼

— Project finalisation details

* Activities completed end date	Final project grant	* Final project eligible expenditure
31.10.2019 2.1 📅	€ 0	€ 2.2 200,000

Estimated amount for each donor project partner

Edit   2.4

✓	Donor project partner	Final amount (EUR)
✓		€ 0.00

2.3 Donor project partner   * Final amount (EUR)

€   2.5   200,000   3

Cancel   Save

— Project results

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