

Submit and update information on calls and projects

Step Guide

November 2019 – V1.0

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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 in each programme.
- 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**.

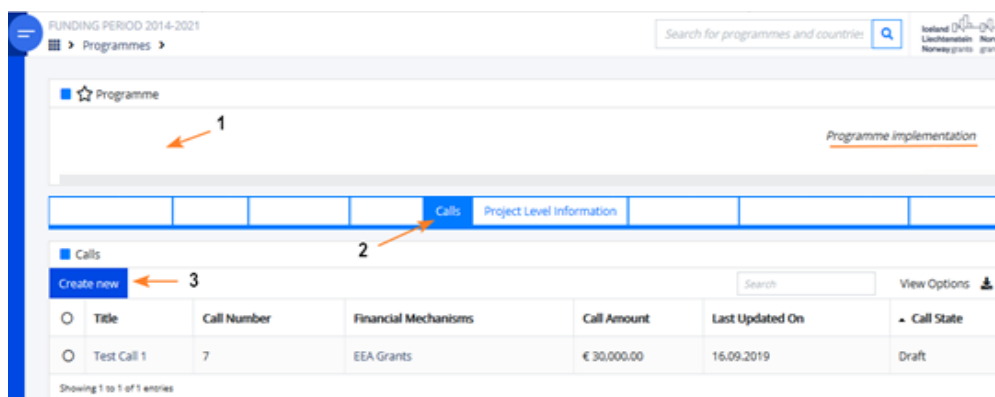
Programme Call - Step 1- enter basic information

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).



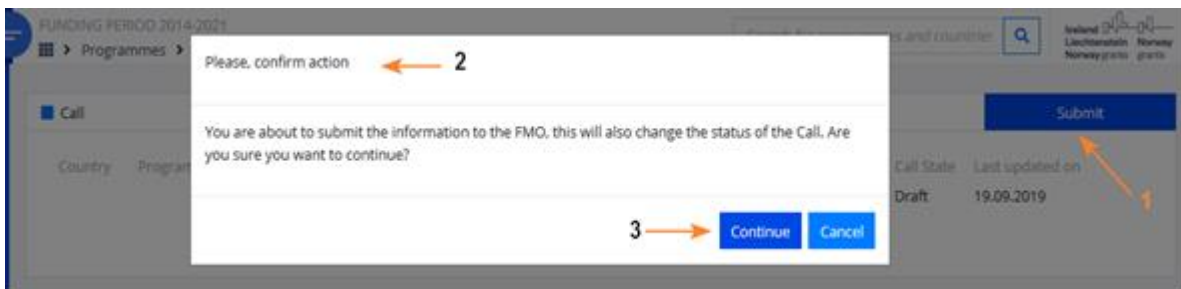
- PO/FO enters the information for Step 1 in the section "Basic information" of the call:

The 'Basic information' form contains the following fields:

- * Call title: [Text input field]
- * Call type: [Dropdown menu, value: General]
- * Call number: [Text input field]
- * Is this call a re-launch of a previous call?: [Dropdown menu, value: No]
- * Ammount available: [Text input field with € symbol]
- * Financial Mechanism: [Dropdown menu, value: Norwegian Financial Mechanism]
- * Outcomes: [Dropdown menu, value: Select]
- Publication date (planned or actual): [Text input field]

Buttons: Cancel, Save

- 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** - the **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"**.
 - 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".

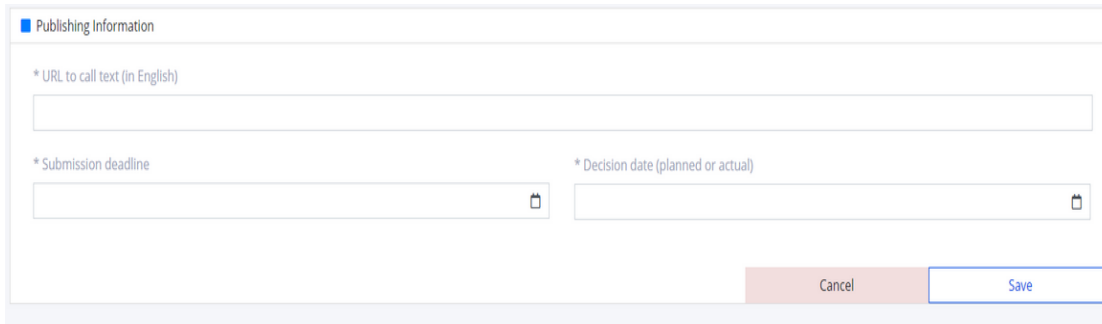
- Notification/Reminder will be send again by system two weeks before the new "planned publication date".
- If the new "planned publication date" is in less than two weeks, then there will be no notification/reminder to PO/FO.

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.

Step Guide - Submit and update information on Calls and Projects



- 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**

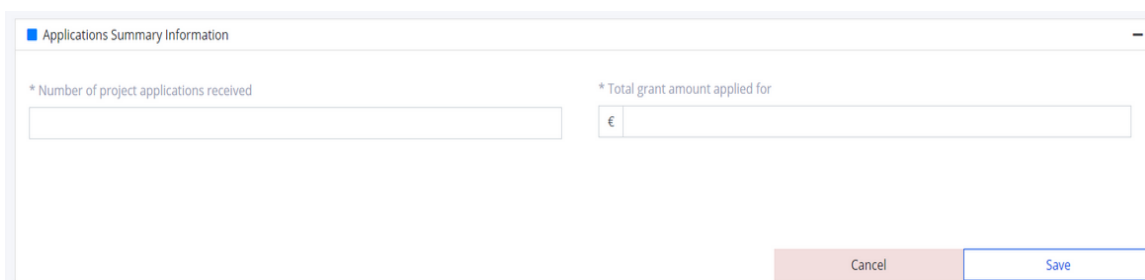
The PO/FO user then is able to enter and edit programme **call information about application summary**, so that information to be up-to-date and available to FMO.

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).
- If the new "planned 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.

Summary Information

* Number of projects contracted Number of linked PLIs to this Call: 43

* Number of projects contracted from the reserve list

Comment on contracting

Action taken: Comment	Created On	Author	Internal	View Options
Fixed and ready for review	13.12.2018 15:35:27	Grace Admin	Yes	
At the general information, can't add any name so I chose my name. After adding the name the information can be submitted for review	13.12.2018 13:02:13	Norbert Kaszonyi	Yes	

Showing 1 to 2 of 2 entries

* Comment

Internal (FMO only)

Cancel Add Comment

- 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)**.

Step Guide - Submit and update information on Calls and Projects

FUNDING PERIOD 2014-2021
Programmes > Create Call

Search for programmes and countries: [Q]

Island Liechtenstein Norway grants

Call

Call 1
-BF
Country Level

Call is not approved for publishing

Step 1 Publishing Information

* Title: -Call 1
Type: Bilateral initiatives
Is this call a re-launch of a previous call?: No

Call number: 1
Amount available: € 1,000,000
Publication date (planned or actual): 01.10.2019

Rolling call: No
Submission deadline: 31.10.2019
Decision date (planned or actual): 29.11.2019

Call text (in English) URL: http://test.te

Cancel Save

- 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.

FUNDING PERIOD 2014-2021
Programmes > -BF > Call 1

Search for programmes and countries: [Q]

Island Liechtenstein Norway grants

Call

Call 1
-BF
Country Level

Call is not approved for publishing

Edit

Step 1 Publishing Information

Title: BF-BG-Call 1
Type: Bilateral initiatives
Is this call a re-launch of a previous call?: No

Call number: 1
Amount available: € 1,000,000.00
Publication date (planned or actual): 01.10.2019

Rolling call: No
Submission deadline: 31.10.2019
Decision date (planned or actual): 29.11.2019

Call text (in English) URL: http://test.te

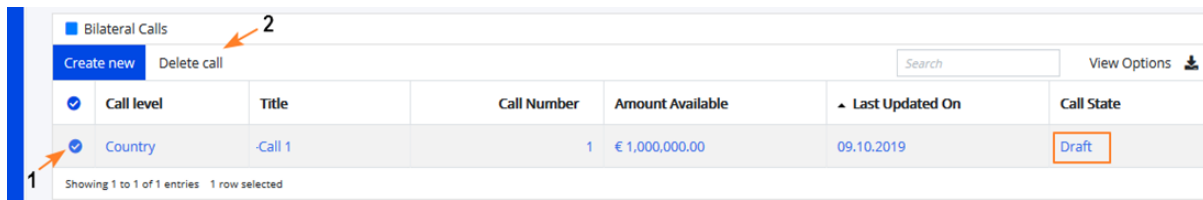
+ Step 2 Applications Information

+ Step 3 Summary Information

- 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.

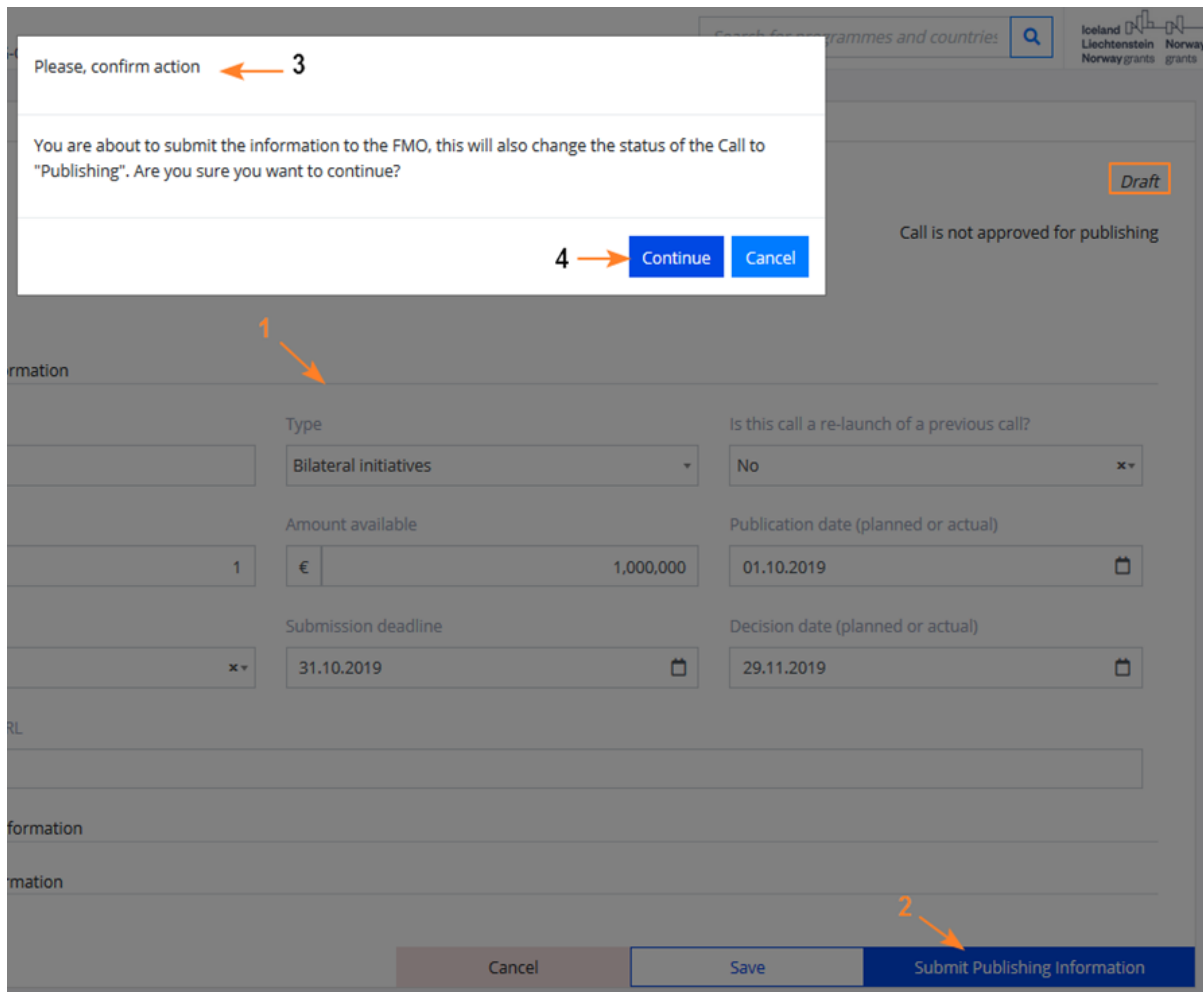
Step Guide - Submit and update information on Calls and Projects



Call level	Title	Call Number	Amount Available	Last Updated On	Call State
Country	-Call 1	1	€ 1,000,000.00	09.10.2019	Draft

- 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):



Please, confirm action

You are about to submit the information to the FMO, this will also change the status of the Call to "Publishing". Are you sure you want to continue?

Continue Cancel

Type: Bilateral initiatives

Amount available: € 1,000,000

Publication date (planned or actual): 01.10.2019

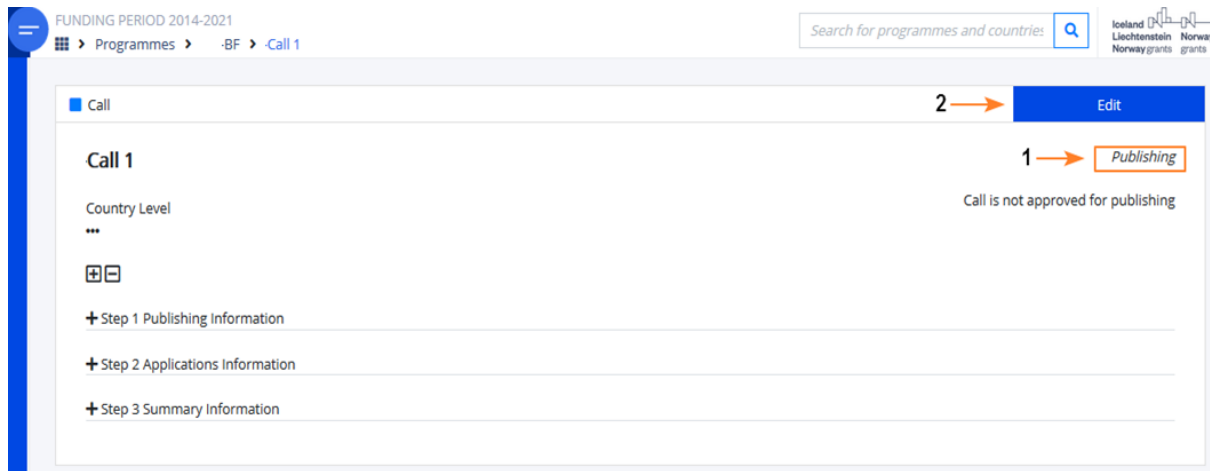
Submission deadline: 31.10.2019

Decision date (planned or actual): 29.11.2019

Cancel Save Submit Publishing Information

- 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:**
 - Decision date
 - Upload Selection committee meeting minutes
 - Number of applications received
 - Total grant amount applied for
 - Number of applications approved for funding with a donor project partner from:
 - Norway
 - Iceland
 - Liechtenstein
 - Total grant amount awarded
 - 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)**:

Step Guide - Submit and update information on Calls and Projects

FUNDING PERIOD 2014-2021

Country Level ...

+ Step 1 Publishing Information

Step 2 Applications Information

Selection committee meeting minutes

Number of applications received: 6

Total grant amount applied for: € 300,000

Number of applications approved for funding: 2

- Number of applications approved for funding, with a donor project partner: 1
- Number of applications approved for funding, with a donor project partner Iceland: 0
- Number of applications approved for funding, with a donor project partner Liechtenstein: 0
- Number of applications approved for funding, with a donor project partner Norway: 1

Total grant amount awarded: € 250,000

Comments on decision

Comment	Created on	Author	Internal
No entries found			

Showing 0 to 0 of 0 entries

+ Step 3 Summary Information

Cancel Save **Submit Selection Information**

- 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.

FUNDING PERIOD 2014-2021

Programmes > Call 1

Search for programmes and countries

Country Level ...

+ Step 1 Publishing Information

+ Step 2 Applications Information

+ Step 3 Summary Information

Call 1

Country Level ...

+ Step 1 Publishing Information

+ Step 2 Applications Information

+ Step 3 Summary Information

1 → Selection Ended

Call is not approved for publishing

2 → Edit

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**:
 - Number of applications contracted **(1)** – should be greater than 0 in order to be able to submit and go to state **“All projects contracted”**.
 - Number of applications contracted from the reserve list **(2)**.
 - 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”**.

- 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.

Please, confirm action

The "Number of linked Bilateral Initiatives" to this call is different to the "Number of applications contracted". Do you want to proceed?

- 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”**:

Please, confirm action

This is the last step of the call information. You are about to submit the information to the FMO, this will also change the status of the Call to "All projects contracted". You will not be able to change the information after submitting. Are you sure you want to 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 screenshot shows the FMO system interface. At the top, it displays 'FUNDING PERIOD 2014-2021' and 'Programmes > -INNOVATION'. A search bar is present with the text 'Search for programmes and countries'. Below this, there is a 'Programme' section with a 'Programme implementation' status. A navigation bar contains tabs for 'Calls' and 'Project Level Information', with the latter being selected and highlighted in blue. An orange arrow labeled '1' points to this tab. Below the navigation bar, there is a 'Project level information' section with a 'Create new' button highlighted in blue and an orange arrow labeled '2' pointing to it. Below the button is a table with columns: Project code, Project internal ID, Project title, Financial mechanisms, Project promoter, Project grant, Project signature date, Last updated, Internal status, and Published. The table currently shows 'No entries found' and 'Showing 0 to 0 of 0 entries'.

- 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).

Step Guide - Submit and update information on Calls and Projects

FUNDING PERIOD 2014-2021
 Programmes > Project Level Information

Search for programmes and countries: [q]

Project Level Information

-INNOVATION-0001
 -INNOVATION
 is not PDP

Not Reviewed
 Not Published

Mark as Reviewed

Initial registration

Final registration

Initial registration

Project identification

* Project title: Project 1 (2.1)

Project internal ID: 1 (2.2)

Beneficiary state: (2.3)

Project URL: (3)

Financial Mechanism/s: [EEA Grants] [Norway Grants] (2.4)

+ Project details
 + Project partners
 + Project content
 + Project timeline

Cancel Save

- 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.

FUNDING PERIOD 2014-2021
 Programmes > Project 1

Search for programmes and countries: [q]

Project Level Information

-INNOVATION-0001
 -INNOVATION
 is not PDP

Draft
 Not Reviewed
 Not Published

Initial registration

Final registration

Initial registration

Edit

+ Project identification
 + Project details
 + Project partners
 + Project content
 + Project timeline

- 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.

Step Guide - Submit and update information on Calls and Projects

FUNDING PERIOD 2014-2021
Programmes > -INNOVATION

Search for programmes and countries: [Search]

Business -INNOVATION Programme implementation

Project Level Information

Project level information

Create new [Search] View Options

Project code	Project internal ID	Project title	Financial mechanisms	Project promoter	Project grant	Project signature date	Last updated	Internal status	Published
INNOVATION-0001	1	Project 1	EEA Grants, Norway Grants	-	€ 0.00	-	-	Draft	No

Showing 1 to 1 of 1 entries

- 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.

FUNDING PERIOD 2014-2021
Programmes > -INNOVATION > Project 1

Search for programmes and countries: [Search]

-INNOVATION-0001 -INNOVATION is not PDP Draft Not Reviewed Not Published

Initial registration Final registration

Initial registration

+ Project identification

- Project details

Project grant: € 0 (This field is required for submit)

Project grant rate: % (This field is required for submit)

Project level co-financing: €

Project eligible expenditure: €

Project promoter organisation: Select (This field is required for submit)

Implementation modality: Call (This field is required for submit)

* Call: Select

+ Project partners

+ Project content

+ Project timeline

Cancel Save Submit

- 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):

Step Guide - Submit and update information on Calls and Projects

Project details

Project grant: € 0 (This field is required for submit)

Project grant rate: % (This field is required for submit)

Project level co-financing: €

Project eligible expenditure: €

Project promoter organisation: Select (This field is required for submit)

Implementation modality: Call (This field is required for submit)

* Call: Select (This field is required)

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.

FUNDING PERIOD 2014-2021

> -INNOVATION > Project 1

Search for programmes and countries: [Q]

Island Liechtenstein Norway grants

Project Level Information

-INNOVATION-0001

-INNOVATION is not PDP

Submitted Not Reviewed Published

Mark for review Reviewed Unpublish

Initial registration Final registration

Initial registration Edit

+ Project identification

+ Project details

+ Project partners

+ Project content

+ Project timeline

+ Bilateral summary

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"**.

Project code	Project internal ID	Project title	Financial mechanisms	Project promoter	Project grant	Project signature date	Last updated	Internal status	Published
INNOVATION-0001	1	Project 1	EEA Grants, Norway Grants		€ 700,000.00	01.10.2019	15.10.2019	Waiting for correction	No

- 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).

Task: Make corrections on the PLI (1)

Workflow: Correction on PLI Workflow (-INNOVATION)

Main document: PLI Correction on -INNOVATION-0001 (15.10.2019)

Actions: Complete (3), Submit (4)

Document: PLI Correction on INNOVATION-0001

General data: Comment: Correct the Project grant to 800,000

Project code	Project title	Project internal ID	Last updated
INNOVATION-0001	Project 1	1	15.10.2019 10:29

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.

Project code	Project internal ID	Project title	Financial mechanisms	Project promoter	Project grant	Project signature date	Last updated	Internal status	Published
INNOVATION-0001	1	Project 1	EEA Grants, Norway Grants		€ 800,000.00	01.10.2019	15.10.2019	Updated	Yes

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).

Step Guide - Submit and update information on Calls and Projects

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

Search for programmes and countries: [Q] Iceland Liechtenstein Norway grants

Project Level Information

INNOVATION-0001
-INNOVATION
is not PDP

Waiting for correction
Reviewed
Not Published

Initial registration

Final registration

Final registration

Project contract status: Completed

Project finalisation details

* Activities completed end date: 31.10.2019 (← 2.1)

Final project grant: € 0

* Final project eligible expenditure: € 2.2 → 200,000

Estimated amount for each donor project partner

Edit (← 2.4)

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

2.3 Donor project partner

* Final amount (EUR): € 2.5 → 200,000 (3)

Cancel Save

Project results