Submit and Update
Project Level Information

GrACE User Manual for
Programme Operators and Fund Operators

Version 3.0, April 2022

EEA and Norway Grants
Financial Mechanism Office
Grants Management Systems Unit
EFTA House, Avenue des Arts 19H
1000 Brussels, Belgium

Table of contents

1. Introduction

As mentioned in the Results Guideline[1], the Programme Operators and Fund Operators are responsible for submitting specific Project Level Information (PLI) to FMO.

The purpose of submitting Project Level Information to FMO is twofold:

- The Project Level Information constitutes a valuable source for compiling key statistics on the Grants implementation progress
- The project summary and the additional information will be used for communicating about the Grants

The Project Level Information will be submitted in GrACE by the Programme Operator (PO) and Fund Operator (FO) for their programme in 2 steps:

A) Initial registration: this includes initial information about the project available once the project is contracted. This information must be submitted within 14 days after the project is contracted. The information shall be updated in case any changes occur in time.

B) Final registration: this includes results-related information available once the project is completed and the final project report is finalised. This information must be submitted within 14 days after the project report was finalised.

The functionality to register the Project Level Information in GrACE is developed based on the PLI Template[2]. For additional information about the terms used for reporting this information, please consult the Results Reporting Guide[3] section 6 on Project Information.

For further help and support, please contact grace.support@efta.int. This user manual and other manuals can be found at our website https://eeagrants.org/gracemanuals, be sure to check in sometimes for updated versions.

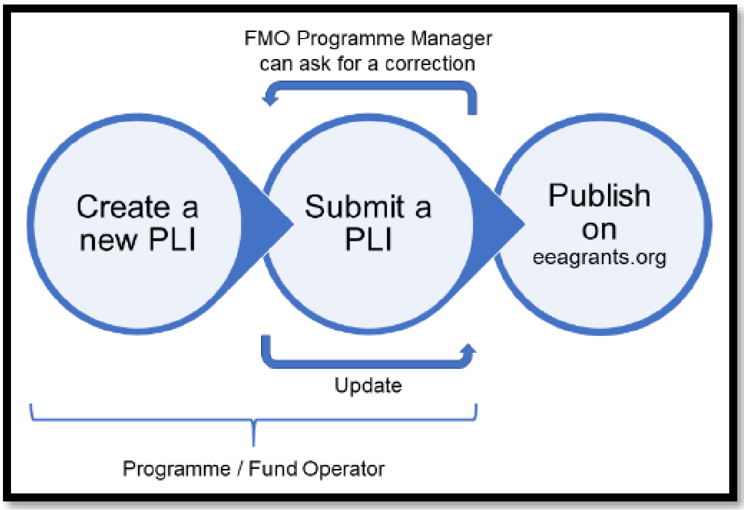
2. Project Level Information (PLI) in GrACE

Once the project is contracted, the Programme/Fund Operator can register the section Initial registration in GrACE. It is possible to update the information previously registered as many times as needed.

Note: To register information related to projects resulting from calls, the related Call information should previously be registered in GrACE.

The information you submit via the PLI will automatically be published on eeagrants.org without any FMO review. The FMO Programme Manager has the possibility to review the information and ask for corrections after the PLI is submitted. Once the project is completed and the final project report is finalised, the Programme/Fund Operator can register the section Final registration in GrACE.

The picture displays a visual representation of the workflow:

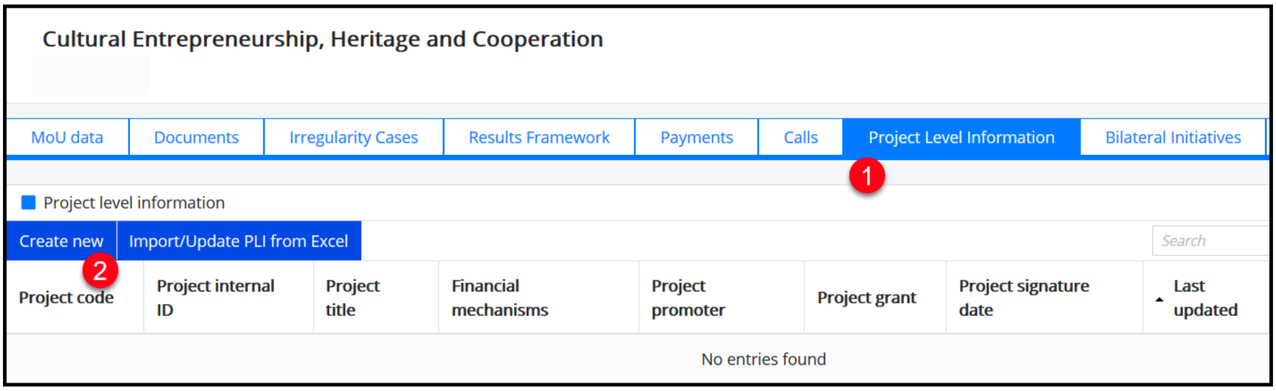


[1] https://eeagrants.org/resources/2014-2021-results-guideline
[2] https://eeagrants.org/resources/eea-and-norway-grants-2014-2021-project-level-information-template
[3] https://eeagrants.org/resources/eea-and-norway-grants-2014-2021-results-reporting-guide

3. Create a new PLI

As a user from Programme/Fund Operator organisations, you will create a PLI from the Project Level Information link in your programme:

- Enter your programme from the main menu dashboard under **My programmes**
- Once in the programme, click the **Project Level Information** (1) link under Modalities in the Programme
- To create a new PLI, click on the button **Create new** (2)

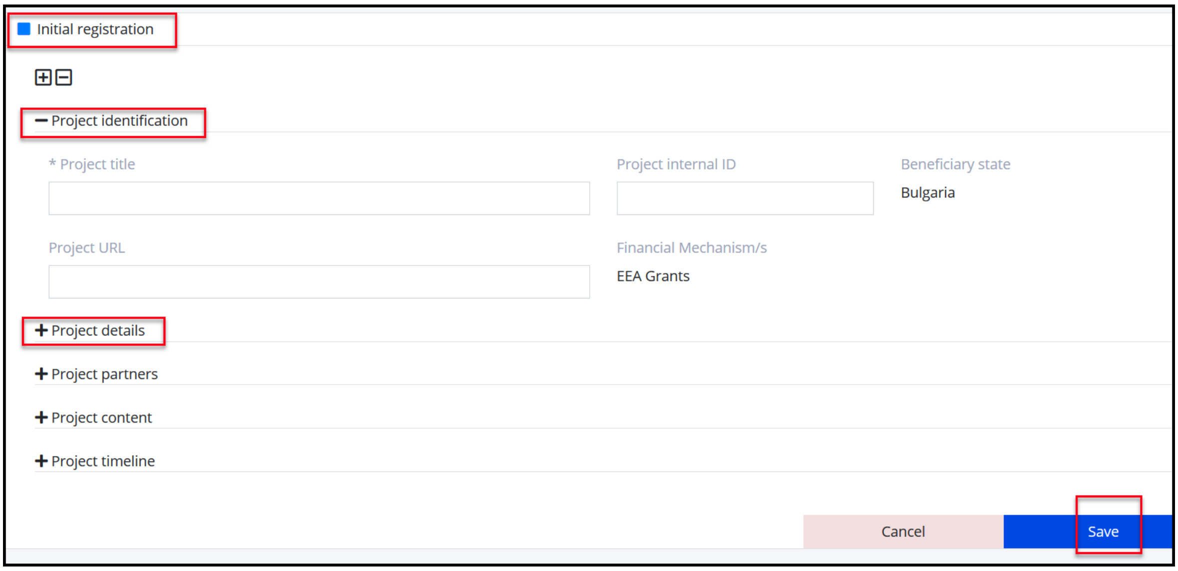


4. Fill-in the section "Initial registration"

The system will open the form to register the PLI and you can start filling in the section Initial registration. The information is classified in sub-sections, each being expanded or collapsed using the buttons "**+**" or "**-**":

- Initial registration: project title, project internal ID, financial mechanism, and project URL
- Project details: project grant, grant rate, level co-financing, eligible expenditure, project promoter organisation, implementation modality and related call
- Project partners: donors project partners and other project partners, if any
- Project content: project outcome(s) and summary, sector code and sub sector code, project target group, policy makers, and project location
- Project timeline: project signature date and project eligibility end date
- Bilateral summary (displayed only if a donor project partner was registered above): What level of involvement do you foresee for your donor project partner(s)?, How was the cooperation established?, and Estimated amount

You have the possibility to register some of the information in the form, **Save** your progress and return later to continue filling in the form.

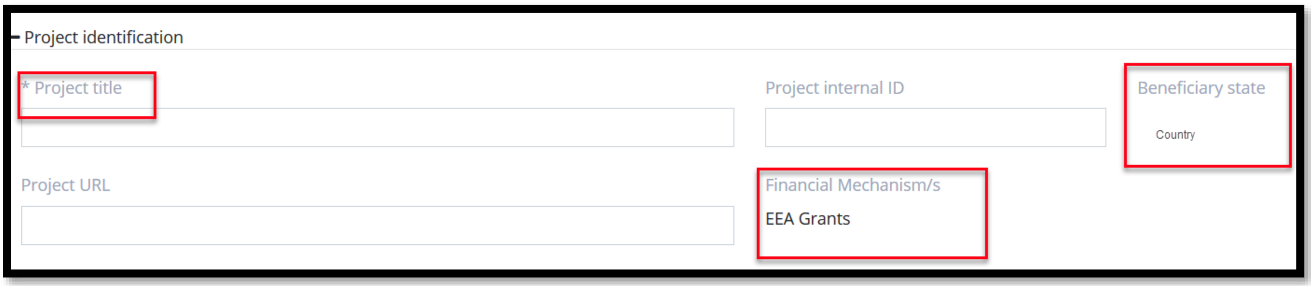


Please consult the Results Reporting Guide[4] section 6 on Project Information and the PLI Template[5] for guidance on how to fill-in the fields.

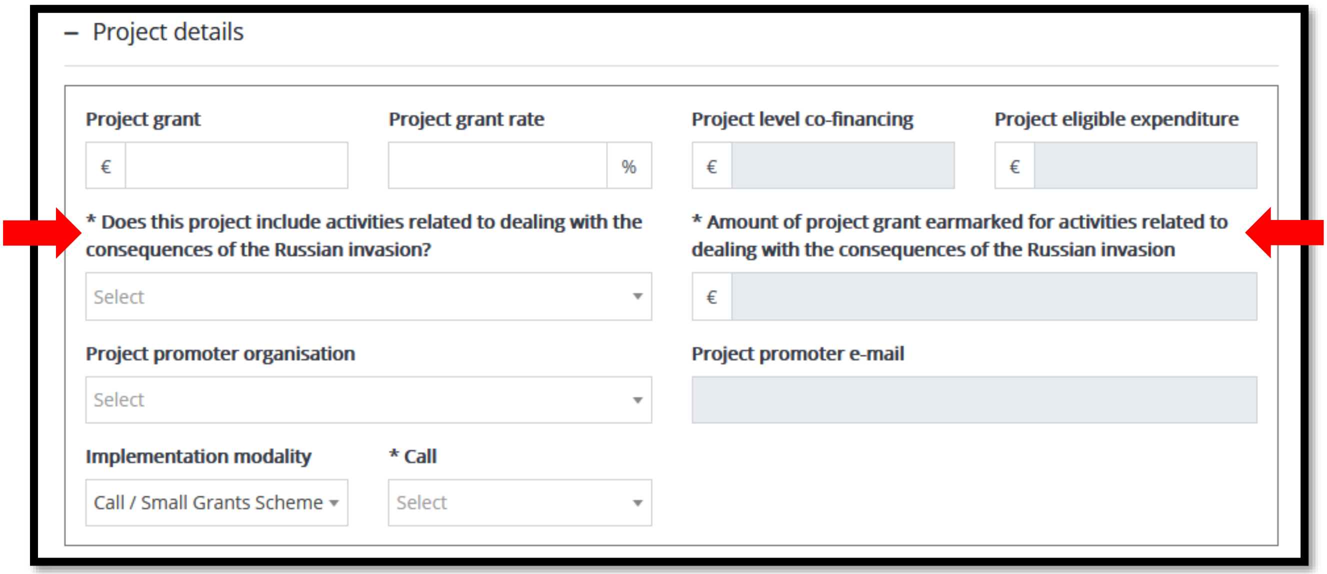
The tooltips from GrACE can provide additional guidance on how to fill-in some fields. To check for tooltips, you can hover with your mouse on the respective field.

There are a few mandatory fields to fill out before saving the project information. These are marked with an asterisk, *: **Project title** and the related **Call** (unless the Implementation Modality was set to Predefined).

Other fields are optional to save the information while some are prefilled and cannot be changed (such as Beneficiary State or Financial Mechanism, unless the programme is receiving funds from both EEA Grants and Norway Grants, and you need to choose one).



NB: New from April 2022 are mandatory fields under the Project details concerning the Russian invasion of Ukraine. If you hover over the text, a tooltip will display.



Warning: When filling in the project promoter and donor project partner organisation, you have the possibility to create new organisations in case they are not already registered in GrACE. Please search the list first and do not create new organisations unless it's necessary.

[4] https://eeagrants.org/resources/eea-and-norway-grants-2014-2021-results-reporting-guide
[5] https://eeagrants.org/resources/eea-and-norway-grants-2014-2021-project-level-information-template

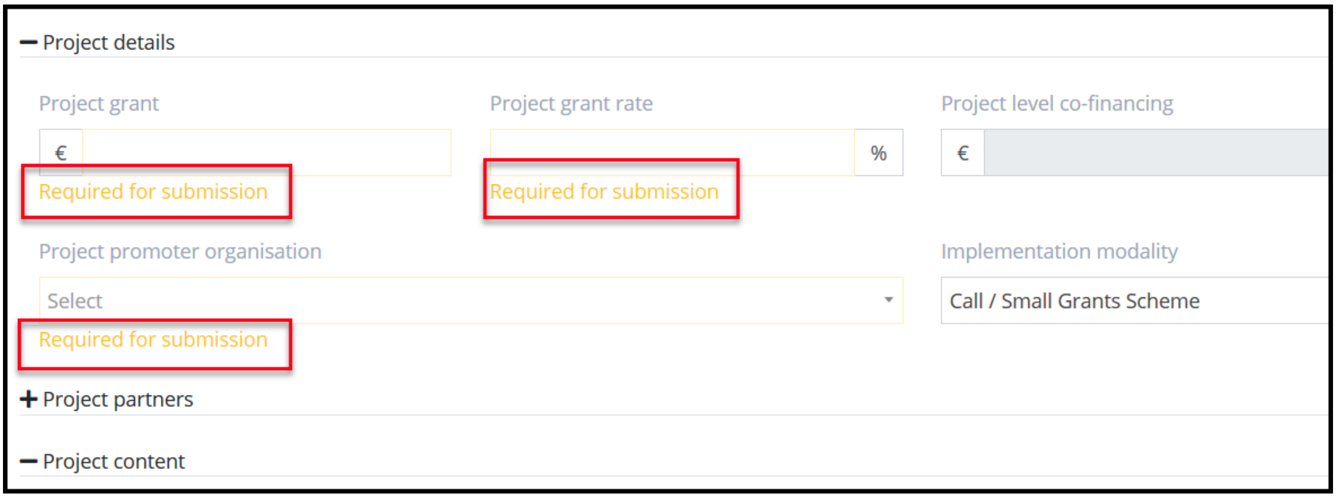
After clicking on the **Save** button, the PLI changes status to **Draft** (accessible/visible only to the author and the users from the organisation). The project information registered so far will receive a project code generated by GrACE. Example: Programme Short Name-0001 for the first project registered, Programme Short Name-0002 for the second project registered, etc.

You can edit the PLI as many times as needed with the **Edit** button.

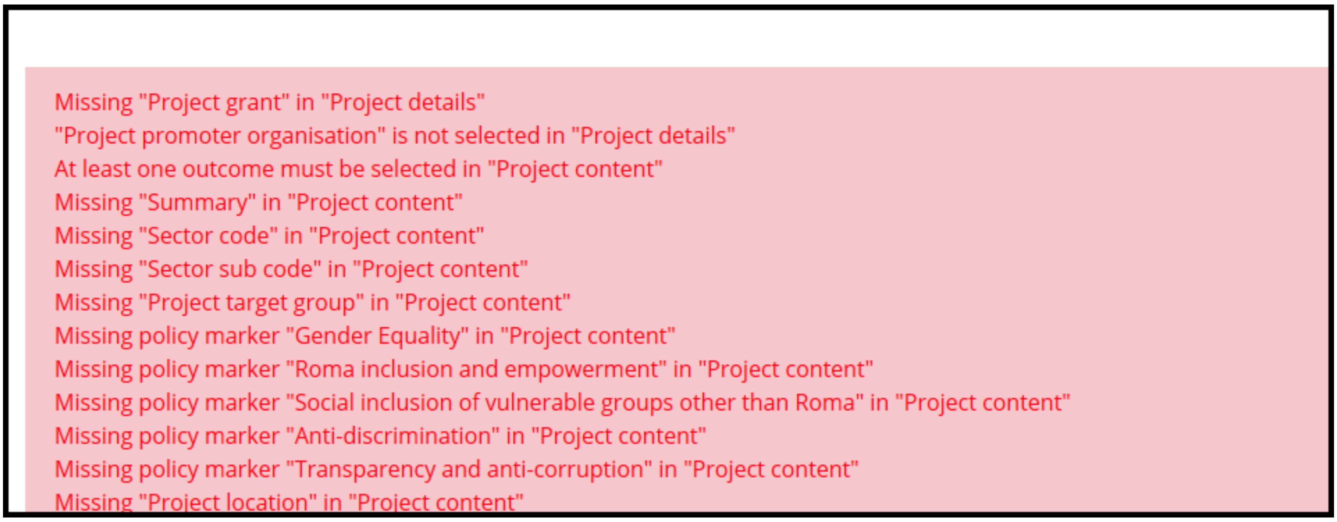
5. Submit a PLI

After clicking **Save** the first time, the option **Submit** will be available alongside **Save** the next time you **Edit** the project information. While **Save** is only recording the information registered so far, clicking **Submit** will submit the information to FMO and therefore enable FMO to see the Project Level Information.

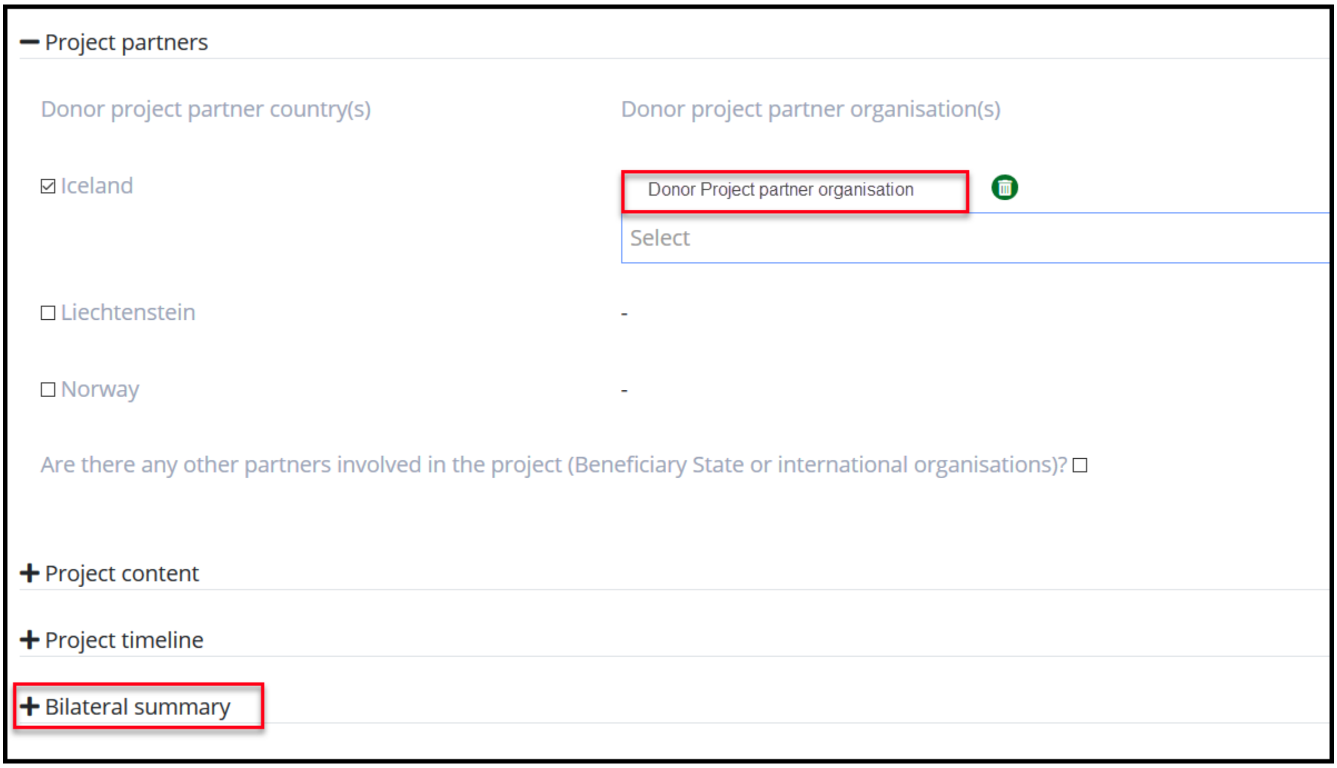
The system will notify you which fields are required for submission:



The system will not allow you to **Submit** the PLI without filling in the required fields, and will notify you of the missing fields:



The **Bilateral summary** section appears if you registered at least one donor project partner in the **Project partners** section. Donor project partners and the bilateral information represent valuable information to report about the Grants, therefore please make sure to register the Donor Project Partners, if any.



When all the required data is registered, you can submit the PLI to FMO. Once the submission is successful the Internal status of the PLI is set to **Submitted**.

On the right side of the PLI form, the Internal status will tell you if the specific project related information is published or not. You can also find this information about all projects in the **Project Level Information** link under Modalities in the Programme.

Please make sure the project summary is of good quality and that related project information such as organisations, project grant and dates are correct.

6. Update information on a submitted PLI

You can **Update** the PLI previously submitted to FMO as many times as needed. In the following two situations you should update the PLI:

- when important changes occurred in the project implementation and the data previously submitted to GrACE needs to be updated
- if requested by the FMO Programme Manager (see the next section for more details)

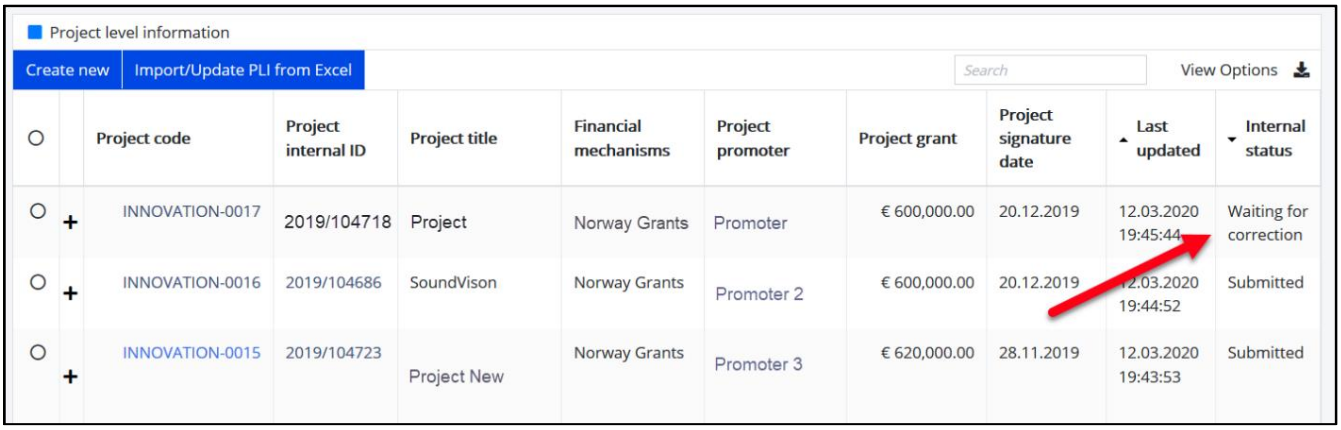
To update a PLI previously submitted:

1. Click on the specific PLI code in the PLI link in your programme, and click **Edit** once you are in the PLI form
2. Edit the fields which requires update
3. Click **Save** once you finished the registration

Once you clicked **Save**, the information inserted will replace the information previously submitted. In the same manner as for the first submission, the system will notify you of missing fields. After a successful update, the status of the PLI changes to **Updated**. The information will automatically be published on eeagrants.org if the update concerns the information displayed there.

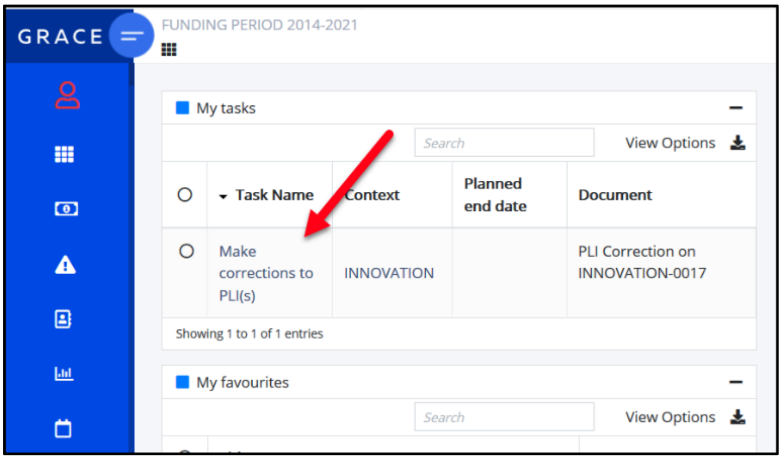
7. Correction of a PLI

The FMO Programme Manager may decide to review one or more PLIs. After a review, s/he can request a correction of the PLI if considered necessary. If s/he asks for a correction, the status of the PLI will change to **Waiting for correction.**

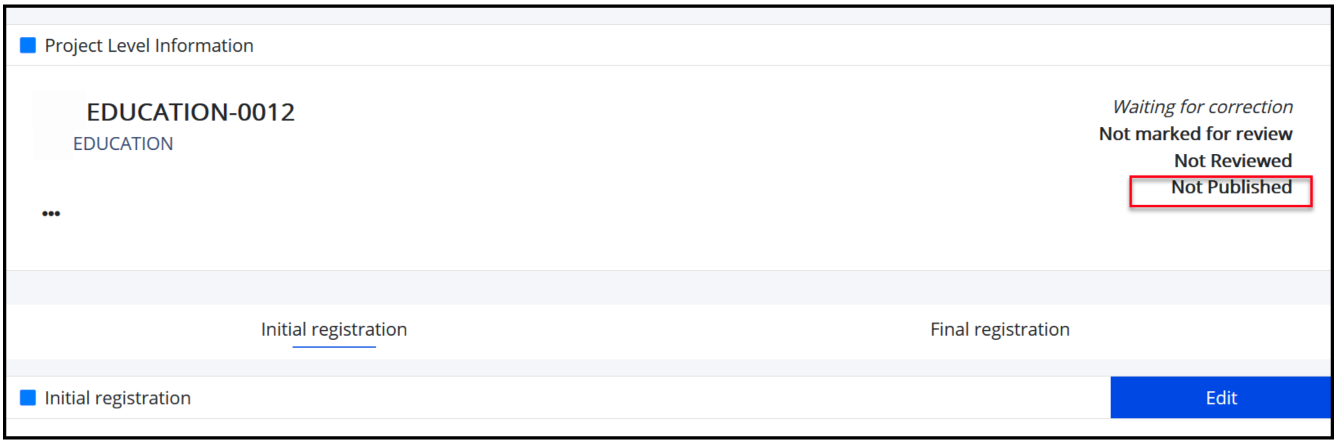


Once the FMO Programme Manager requests a correction, a new task is created and assigned to the main contact from the Programme Operator or Fund Operator organisation.

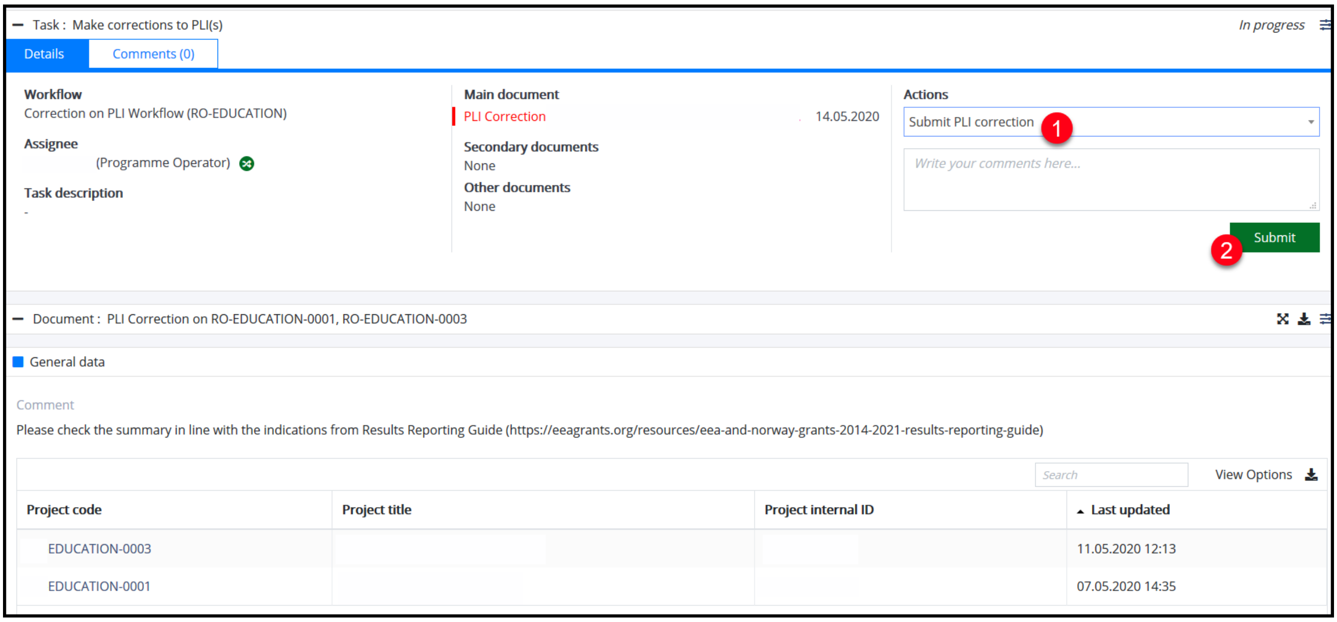
The task can refer to one or multiple PLI(s). It will include the Project code(s) of the PLI(s) to be corrected. In the **Comment** column you can find more details about the correction required.



You can edit the PLI as many times as needed in the manner described in Update information on a submitted PLI. The PLI status will remain **Waiting for correction**. While the PLI status is **Waiting for correction**, the PLI will not be published on eeagrants.org.



After completing all the updates, you will inform the FMO Programme Managers that the changes have been applied by completing the task **Make corrections to PLI(s)**. Select the action **Submit PLI correction** (1) and click the **Submit** button (2).

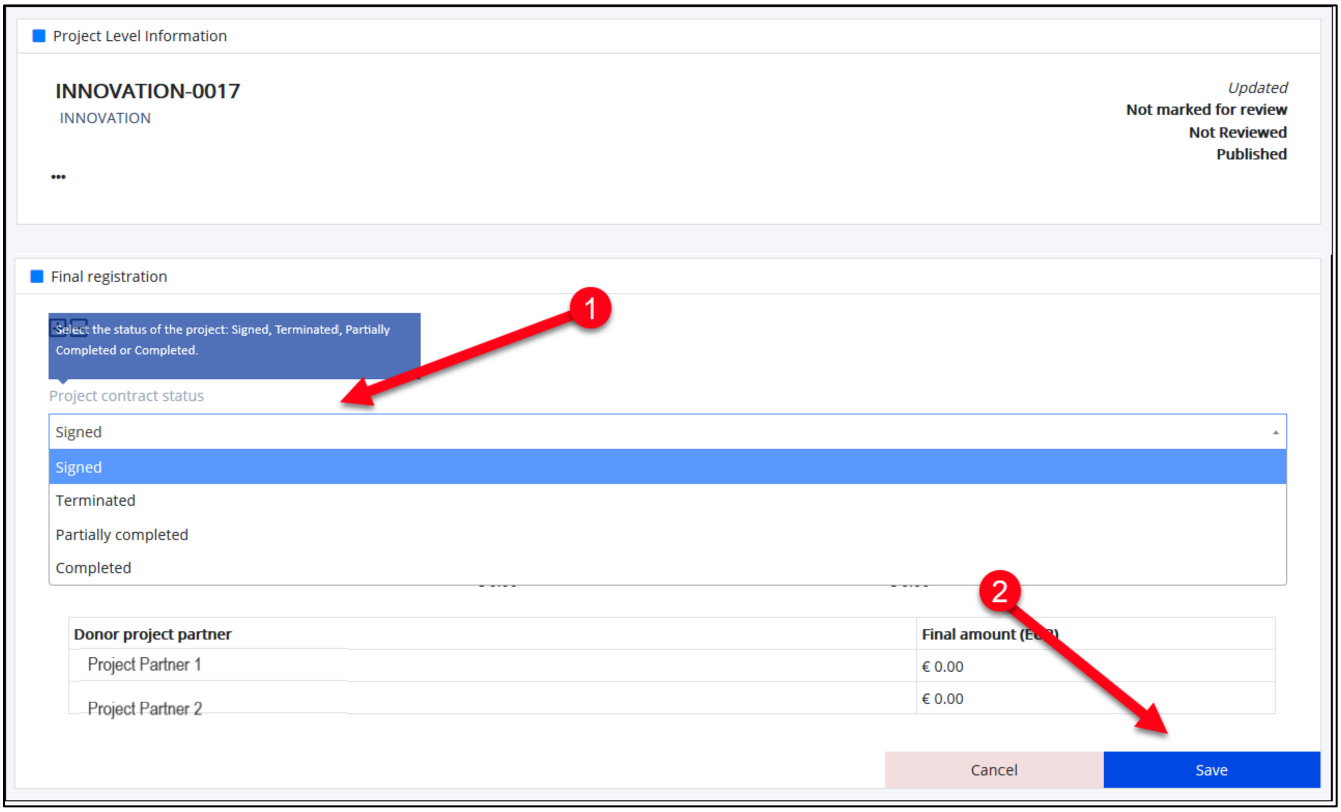


After submitting the task, the PLI status will change to **Updated**. The FMO Programme Manager is notified via e-mail that the PLI has been updated.

As mentioned before, the FMO Programme Manager can decide to review some of the PLI or just to mark them to review them later. You can see this information on the right side of the PLI form, or for all projects in the list from the PLI link under Modalities in the Programme.

8. Fill-in the section “Final registration”

Once the final Project report is finalised, as a Programme Operator or Fund Operator you will fill-in the data from the section **Final registration**. To start filling in the final information about the project, you will switch to the **Final registration** tab in the PLI form and change Project contract status from **Signed** to any of the other options (1). You will fill-in the information in the sections below and at the end click **Save** (2).



You can choose between the following Project contract statuses:

- **Signed**: this is the default status once you submit the Initial registration to FMO.
- **Terminated**: use this in case of project contract termination. This applies before the project reaches its planned end date.
- **Partially completed**: use when the activities planned in the project contract have not been completed when due. This applies once the project has already reached its planned end date.
- **Completed**: the activities planned in the project contract have been completed and the final project report has been approved.

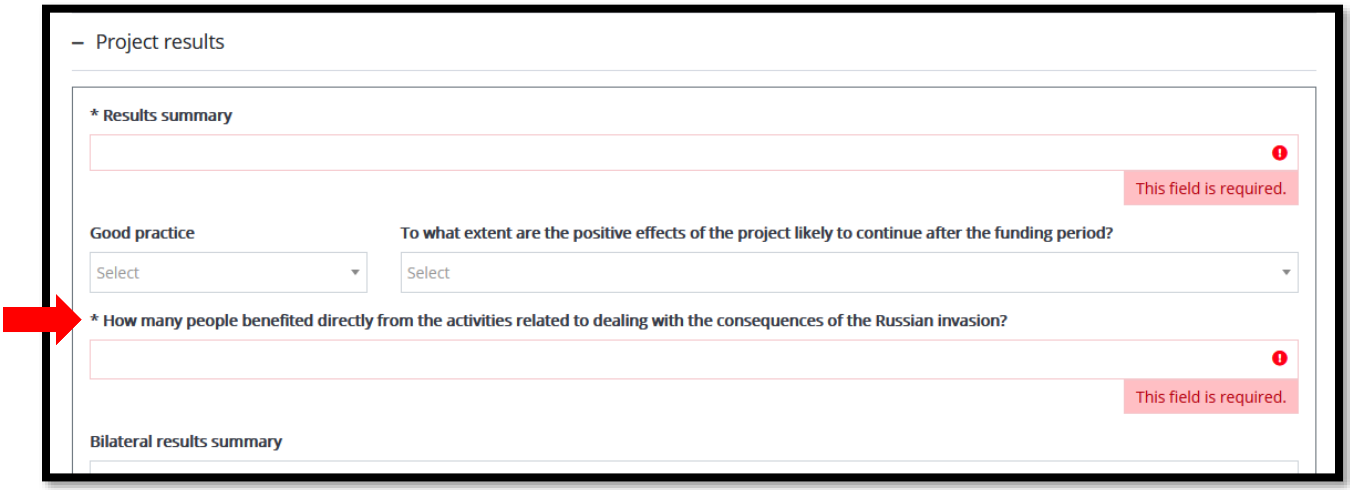
After changing the project contract status, you will fill-in the following sections:

- Project finalisation details: activities end date, final project grant (automatically calculated based on the information you submitted in IFRs in the Incurred section for this project) and final project eligible expenditure.
- Project results: results summary, your opinion if the project can be considered good practice, bilateral results summary, and additional bilateral information.

When fill-in these sections, note that:

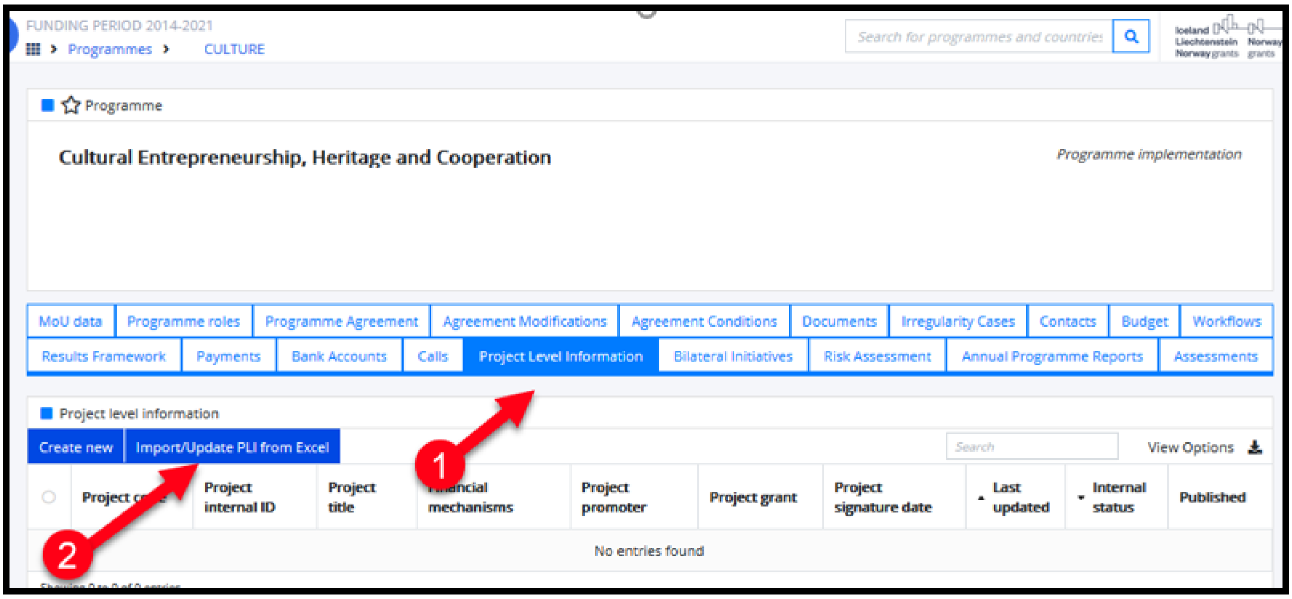
- The bilateral related fields will be displayed only if there was at least one donor project partner registered in Project partner section in the Initial registration.
- If the project status is Terminated or Partially completed, the section Project results will be displayed only if you check that there were results achieved in the section Project finalisation details.

NB: New from April 2022 are mandatory fields under the Project details concerning the Russian invasion of Ukraine. If you hover over the text, a tooltip will display.



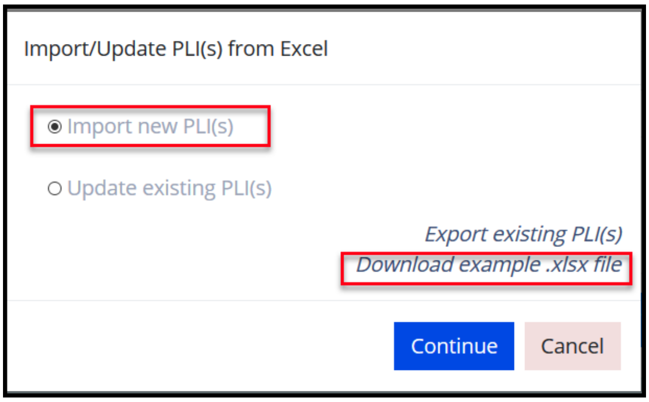
9. Import/Update PLIs from Excel

As a Programme Operator or Fund Operator you can import or update multiple PLIs at once using Excel. Go to the **Project Level Information** link (1) and click the button Import/Update PLI from Excel (2).



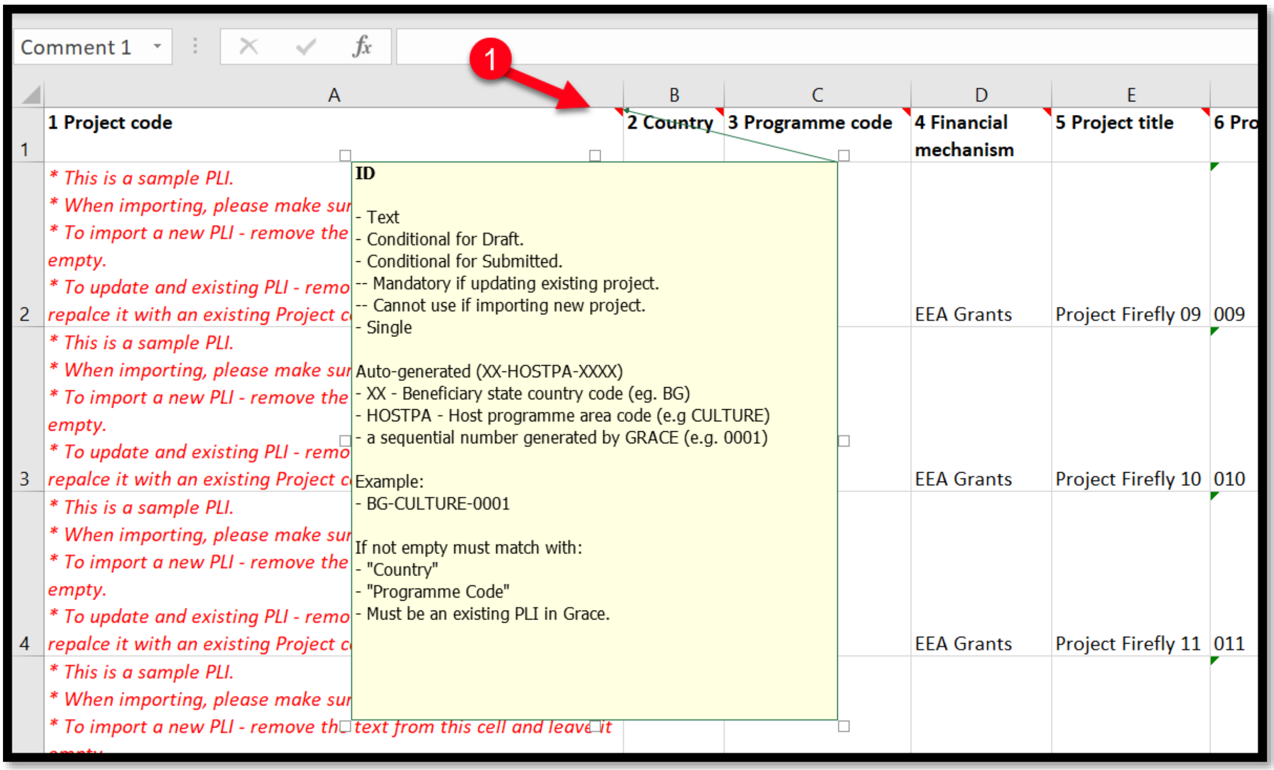
After clicking this option, you will choose between **Import New PLI(s)** or **Update existing PLI(s)**.

In case you plan to **Import new PLI(s)**, please make sure to **Download the example .xlsx file** before you continue:

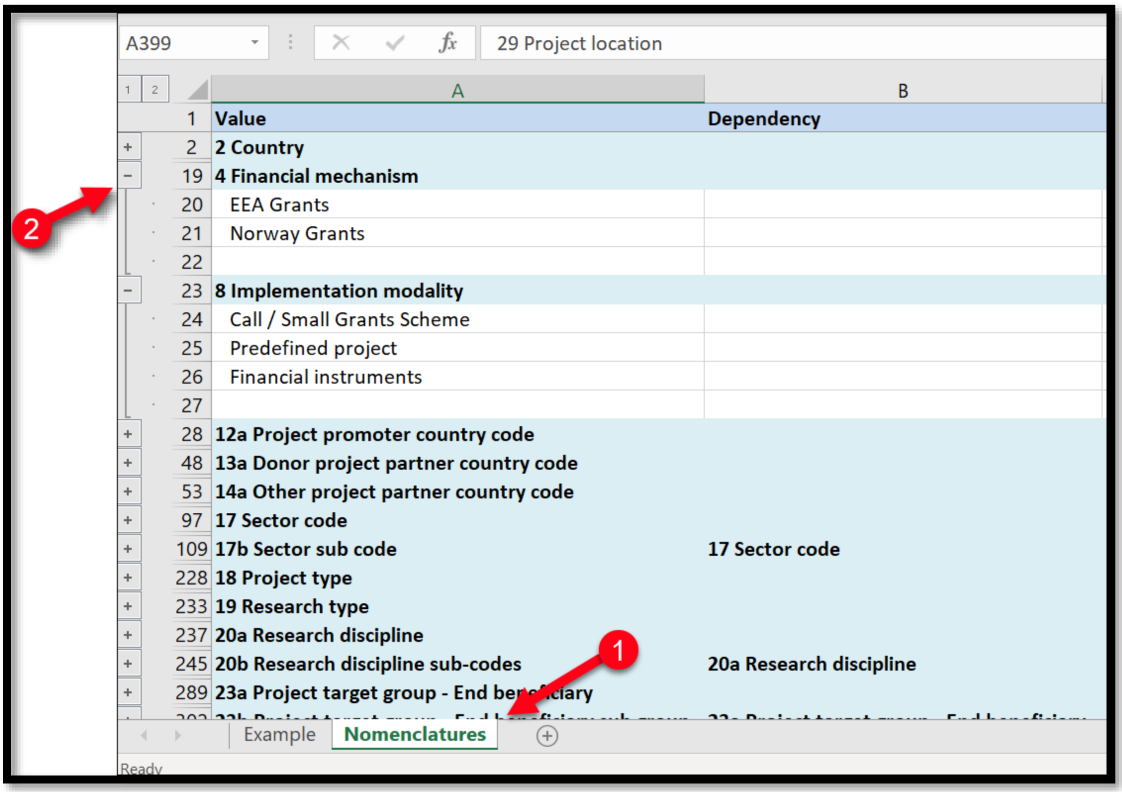


You will create the Excel file with your own Project Level Information using the format provided in the first worksheet of this file. Since you plan to import PLIs which are not yet in the system, please make sure to let the first column **Project code** be empty.

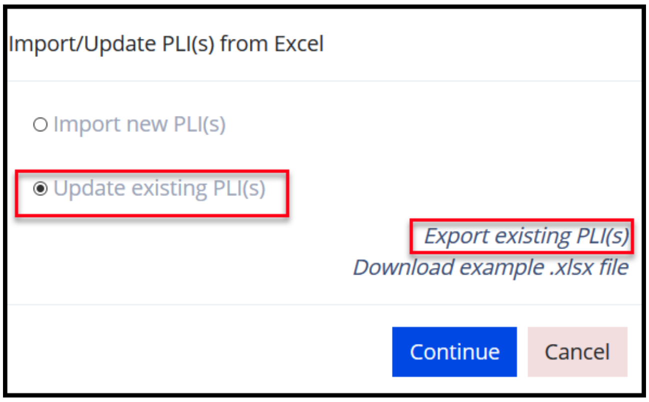
The headers contain clarifications for each field (1) (turn on Show all Notes from Review tab in Excel if you don't see them).



The second worksheet called **Nomenclatures** contains the list of values accepted for each field. To check the value accepted in each field, go to the tab **Nomenclatures** (1), and then expand the related field using the **+** button on the left side (2).



If you will plan to **Update existing PLI(s)**, please make sure to **Download the example .xlsx file** before you continue:

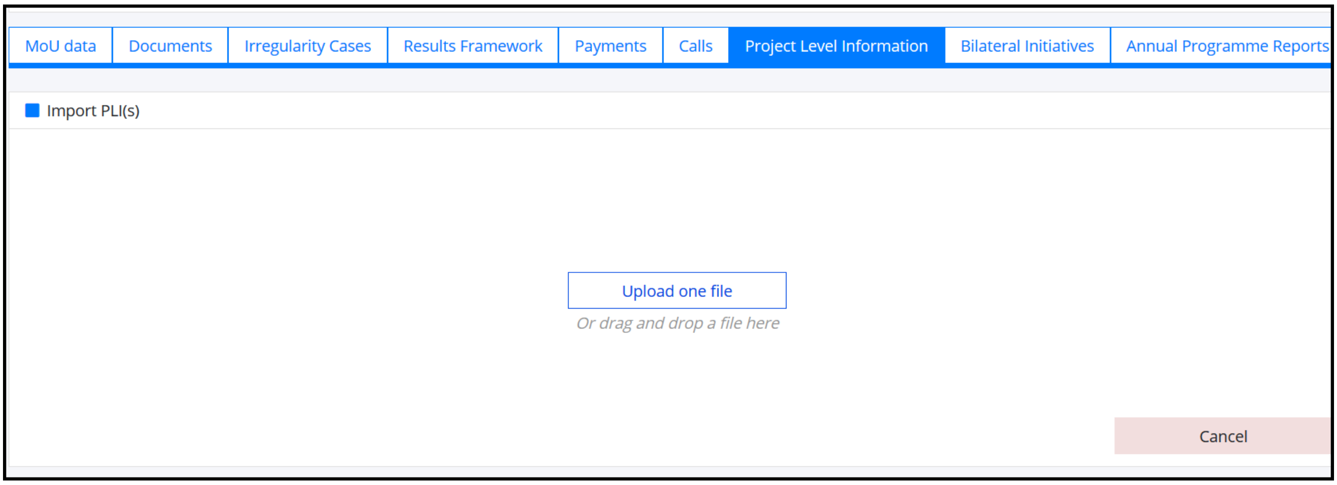


This option will enable you to download a file with all the PLIs previously submitted to GrACE in a format suitable for import. Like the example file, the second worksheet of the exported file called **Nomenclature** contains the list of values accepted for each field.

You will prepare this file further for import by keeping only the lines with the projects you plan to update and edit their necessary fields.

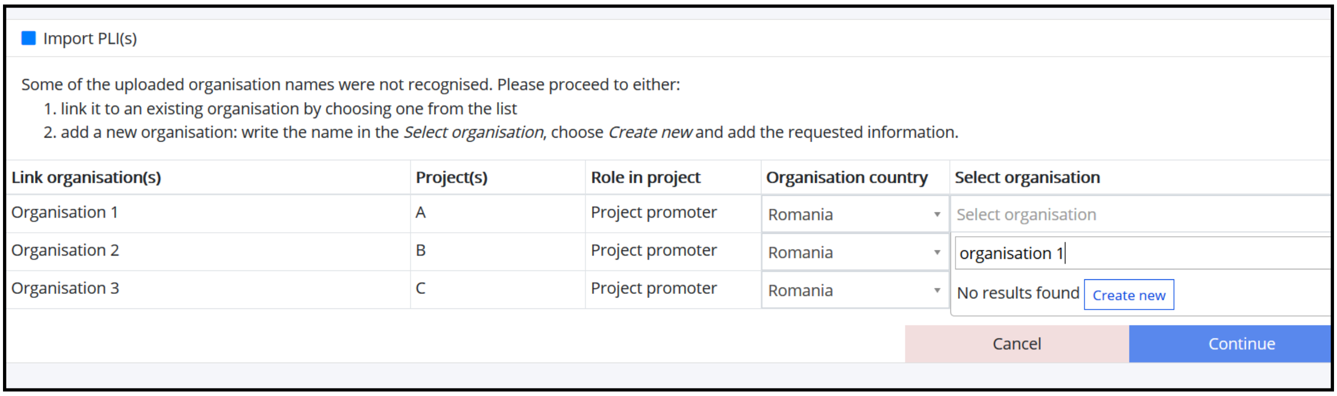
Important: The system will know which PLIs to update based on the **Project code** column, which contains the project code previously generated by the system when the PLI was initially created. It is necessary to maintain the first column **Project code** with the original code to update the PLIs you intend to.

After you prepared your Excel file, either for importing new PLIs or for updating existing PLIs in GrACE, you can click **Continue**. A new window will appear where it is possible to upload the file or to drag and drop it directly into the window itself.



Once you have uploaded the Excel file previously prepared, the system will perform a check of the information from the file and will notify you of any errors that should be corrected in the Excel file before submitting the information.

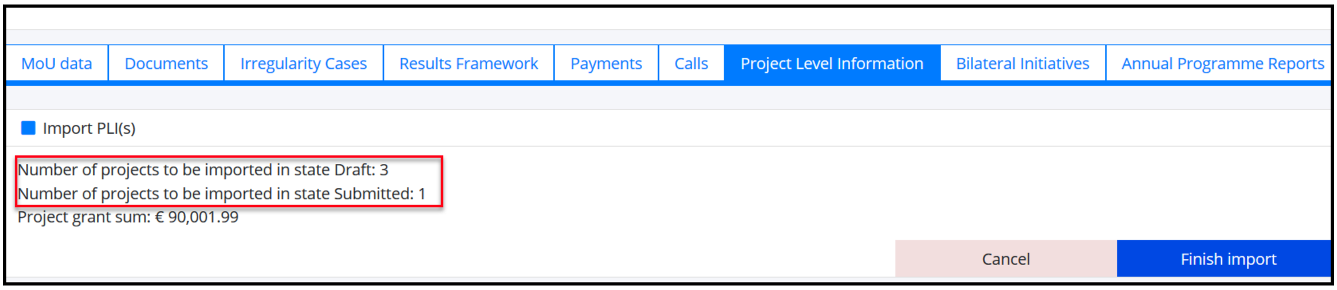
In case the Project promoter organisations or Donor project partner organisations included in the file were not already in GrACE, the system will ask either to link the project with an existing organisation or to create a new record for the respective organisation in the system. Please search the list first and do not create a new organisation unless it's necessary.



In case of importing new PLIs, if you didn't fill-in all the required fields, the system will upload the project with status **Draft**. You will then need to go to each of the PLIs, fill-in the empty fields and click **Submit** after finalising the import.

Note: It's recommended to fill-in all the fields in the Excel file to upload the PLIs with the status **Submitted**.

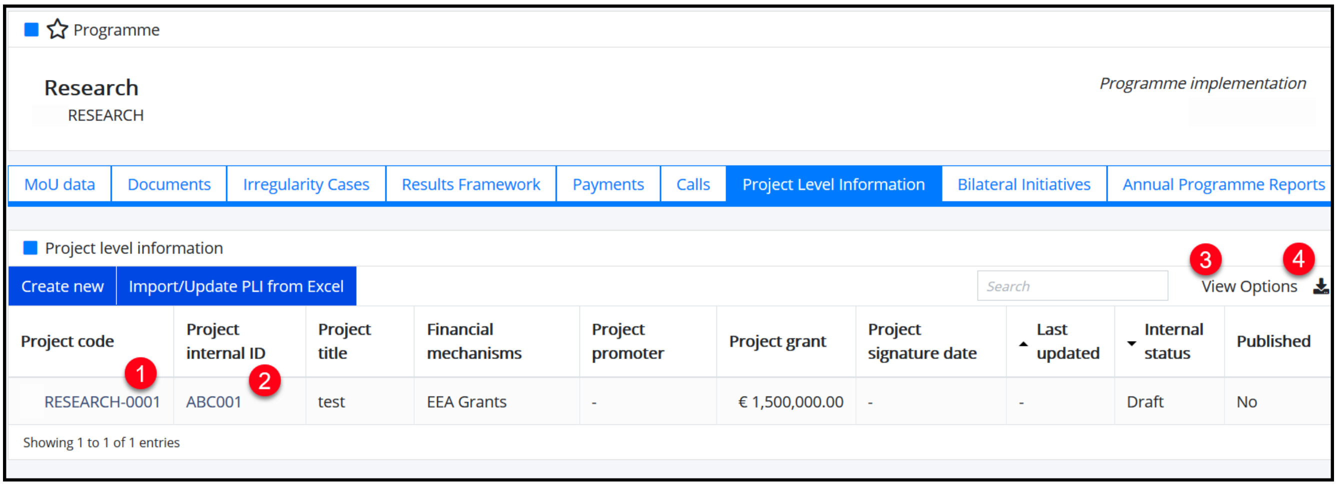
The system will let you know the status of the PLI you upload before finalising the import:



In case of an update, the system will warn you that once you proceed you will overwrite the information existing in GrACE for the projects you included in the file. There's no need to do any further action in each PLI after finalising the import in this case. The data is submitted or updated once you click **Finish import**.

10. View the PLIs in GrACE

The list of saved PLI is displayed in the **Project Level Information** link under Modalities in the Programme. You can access each PLI by clicking on the Project code (1) or on the Project internal ID (2) in this list**.** You can customise the fields you would like to see in the list of PLIs by clicking on **View Options** (3) or you can export the list to Excel using the symbol (4).



In the **View Options**, you can activate/deactivate the visualisation of the following columns.

- Project code
- Project internal ID
- Project title
- Implementation modality
- Call
- Financial mechanisms
- Project promoter
- Project promoter contact information
- Project grant
- Date of project signature
- Date of last modification
- Donor project partners
- Internal status
- Contract status
- Source
- Reviewed
- Suspended
- Date of last FMO review
- Published
- Marked for review
- Outcomes
- Outcome names

The Internal status column shows the status of the PLI:

- **Draft**: Initially as a Programme Operator or Fund Operator you created a new PLI and saved it. In this case, only the author or another user from his/her organisation can view and edit the PLI.
- **Submitted**: You filled-in all required information and submitted the PLI to FMO**.** In this case, FMO can view the PLI. You can still edit the PLI anytime as needed. Information from the submitted PLI is automatically made available to be published on the FMO website unless explicitly unpublished by the FMO Programme Manager.
- **Waiting for correction**: When the FMO Programme Manager requests a correction on one or more PLI(s) through the specific workflow for corrections.
- **Updated**: Once you update the information from a PLI or after you finalised the task **Make corrections to PLI(s)** started by the FMO Programme Manager.

On the top of this list, the system will notify you in case the number of submitted PLIs on a respective call is different than the number of applications contracted for the respective call in the Calls link under Modalities in the Programme.