



Submit and Update Project Level Information

GrACE User Manual for Programme Operators and Fund Operators

Version 3.3, August 2023

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1. Introduction

As mentioned in the Results Guideline¹, 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:

- 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.
- 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 Template². For additional information about the terms used for reporting this information, please consult the Results Reporting Guide³ 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.

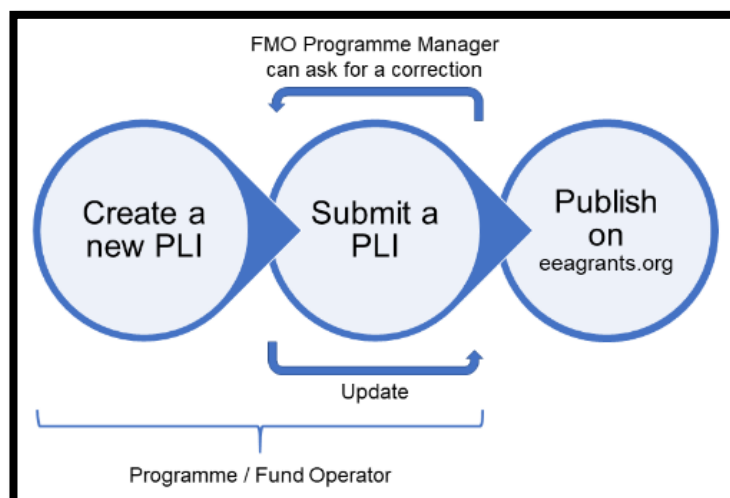
2. Project Level Information (PLI) in GrACE

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)

The screenshot shows the 'Programme: PL-CULTURE' interface. At the top, there's a header with the programme name and a 'Programme implementation' status. Below this, there's a section for 'Title' (Culture) and 'Beneficiary State' (Poland). The main area is divided into several tabs: Legal Framework & Contacts, Finance, Modalities, Results & Reports, Assessment, and Documents. The 'Modalities' tab is active, and within it, 'Project Level Information' is highlighted with a red circle '1'. Below the tabs, there's a 'Project level information' section with a 'Create new' button highlighted with a red circle '2' and an 'Import/Update PLI from Excel' button. The bottom right corner has search and filter icons.

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, project URL, and links to project social media sites (Facebook, Twitter, YouTube etc.)
- Project details: project grant, level co-financing, eligible expenditure, grant rate, project promoter organisation and email, 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 Guide⁴ section 6 on Project Information and the PLI Template⁵ for guidance on how to fill in the fields.

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>

You can see a full checklist of what to include in PLIs by clicking on the checklist icon next to 'Initial Registration'. Additionally, the tooltips from GrACE can provide further 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.

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.

Project Level Information:

Programme short name - 0001

Draft

☆

^

Programme
[PL-CULTURE](#)
...

Events
Not published on eeagrants.org

Submit

Delete

Initial registration

Edit

^

Programme short name - 0001

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.

Initial registration

* Project title

Project internal ID

Financial Mechanism

EEA Grants

Project URL

+ Expand all / - Collapse all

+ Project details

+ Project partners

+ Project content

+ Project timeline

+ Bilateral summary

Cancel

Save

Submit

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

Project details

| | | |
|--|--|--|
| Project grant € <input type="text"/> Required for submission. | Project co-financing € <input type="text"/> | Project eligible expenditure € <input type="text"/> |
| Project grant rate <input type="text"/> % Required for submission. | Grant paid to project so far € 0.00 | |
| * Does this project include activities related to dealing with the consequences of the Russian invasion? No | | |
| Project promoter organisation Select Required for submission. | Project promoter e-mail <input type="text"/> | |

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

Please select at least one Outcome in section "Project content".
Please fill in "Summary" in section "Project content".
Please fill in "Sector code" in section "Project content".
Please fill in "Sector sub code" in section "Project content".
Please fill in "Project target group" in section "Project content".
Please fill in Policy marker "Gender Equality" in section "Project content".
Please fill in Policy marker "Roma inclusion and empowerment" in section "Project content".
Please fill in Policy marker "Social inclusion of vulnerable groups other than Roma" in section "Project content".
Please fill in Policy marker "Anti-discrimination" in section "Project content".
Please fill in Policy marker "Transparency and anti-corruption" in section "Project content".
Please fill in "Project location" in section "Project content".
Please fill in "Project signature date" in section "Project timeline".
Please fill in "Project eligibility end date" in section "Project timeline".

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.

Project partners

| Donor project partner country | Donor project partner organisation | Donor project partner e-mail |
|--|------------------------------------|------------------------------|
| <input type="checkbox"/> Iceland | - | |
| <input type="checkbox"/> Liechtenstein | - | |
| <input checked="" type="checkbox"/> Norway | | |
| Add partner organisation | | |

Are there any other partners involved in the project (Beneficiary State or international organisations)?
Yes

| Other project partner country | Organisation name (in English) | Organisation classification | Organisation e-mail |
|-------------------------------|--------------------------------|-----------------------------|---------------------|
| Poland | | Select | |
| Add row | | | |

+ Project content

+ Project timeline

+ Bilateral summary

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.

Project Level Information: Programme short name - 0001
Submitted

Programme
PL-CULTURE

Events
Published on eeagrants.org

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:

- Click on the specific PLI code in the PLI link in your programme, and click **Edit** once you are in the PLI form
- Edit the fields which requires update
- 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.

Project Level Information: PL-CULTURE-0032

Updated

☆

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Programme
[PL-CULTURE](#)
...

Events
Published on [eeagrants.org](#)

Initial registration

Edit

^

7. Correction of a PLI

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

| Project level information | | | | | | | | | | | |
|----------------------------|-----------------|---------------------------------|---------------------|---|--------------------------------------|----------------------|------------------|----------------|---------------------------|---------------------------|------------------------|
| Create new | | Import/Update PLI from Excel | | <div> <div>Q</div> <div>Y</div> <div>+</div> </div> | | | | | | | |
| | Programme areas | Project code | Project internal ID | Project title | Call | Financial Mechanisms | Project promoter | Project grant | Date of project signature | Date of last modification | Internal status |
| <input type="checkbox"/> + | PA14 | PL-CULTURE-0026 | 153497/20/A1 | | Culture heritage management enhanced | EEA Grants | | € 2,798,150.27 | 27.01.2021 | 01.04.2021 14:56:17 | Waiting for correction |
| <input type="checkbox"/> + | PA14 | PL-CULTURE-0004 | 154135/20 | | Outcome 2 - 1st call | EEA Grants | | € 499,351.34 | 23.10.2020 | 20.01.2021 15:22:16 | Submitted |

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. When they login to GrACE, they will find it under "My tasks" on their dashboard.

| My tasks | | | | |
|---|--|------------|------------------|-----------------------------------|
| <div>Initiate a new process</div> <div> <div>Q</div> <div>Y</div> <div>+</div> </div> | | | | |
| | Task name | Context | Planned end date | Document |
| <input type="checkbox"/> | Make corrections to PLI(s) | PL-CULTURE | | PLI Correction on PL-CULTURE-0026 |
| Showing 1 to 1 of 1 entries | | | | |

If a colleague of the main contact would like to work with this correction, they can take it over like this: Click in front of the task in "My team(s) tasks" (1) and then click **Take over** (2). It will then be assigned to them and move over to "My tasks" like shown above.

My team(s) tasks

Click on Take over to reassign the task to yourself

Acquire Take over 2

| | Task name | Context | Planned end date | Document | Role/Group |
|-------------------------------------|----------------------------|---------|------------------|---------------------------|--------------------|
| <input type="checkbox"/> | IFR | | | IFR#8 | Programme Operator |
| <input checked="" type="checkbox"/> | Make corrections to PLI(s) | | | Project(s) correction for | Programme Operator |

Showing 1 to 2 of 2 entries 1 row selected

The task can refer to one or multiple PLI(s). It will include the Project code(s) of the PLI(s) to be corrected.

After clicking on the task, in the **Comment** column you can find more details about the correction required.

Document: PLI Correction on PL-CULTURE-0026 (latest version)

| Projects Correction | | | | | |
|---------------------|---------------|---------------------|--|------------|------------------|
| Project code | Project title | Project internal ID | Comment | Date added | Last updated |
| PL-CULTURE-0026 | Example title | 153497/20/A1 | FMO is currently reviewing project level information, and have found that some information should be expanded or reviewed. This is important to us, as summaries are automatically uploaded to the EEA and Norway Grants' website and available to the public. | | 01.04.2021 14:56 |

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.

Project Level Information: PL-CULTURE-0026

Waiting for correction

Programme
PL-CULTURE

Events
Not published on eeagrants.org
Reviewed
Correction ongoing

Initial registration

Edit

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. You can see this information on the right side of the PLI form, as well as if it's published or not, for all projects in the list from the PLI link under Modalities in the Programme.

8. Fill in “Final registration”

Once the Project is over, 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, go to the **Final registration** tab in the PLI and change Project contract status from **Signed** to any of the other options.

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.

If you change the project contract status to **Terminated** or **Partially completed**, you will need to fill in the following sections:

- Project finalisation details, which includes:
 - Activities' completed end date.
 - Total project grant paid (automatically calculated based on the information you submitted in IFRs in the Incurred section for this project).
- Total project eligible expenditure
- Reason for partial completion/termination
- Were any results achieved? If you select **Yes**: please see below for *Projects results* section.



In summer 2023, the Final registration details was changed slightly, in order for the FMO to better guide the users on what we need for the reporting to the donors. The previous text box "Results summary" is now gone and instead we have separated this information box into 3 textboxes for the results – see the *questions in italic below*. **Already submitted PLIs does not need to be updated because of this.** The FMO is asking for the same information as before, just in a more guided way to help the users understand what information we need.

When you change the project contract status to **Completed**, you will need to fill in the following sections:

- Project finalisation details, which includes:
 - Activities' completed end date.
 - Final project grant (automatically calculated based on the information you submitted in IFRs in the Incurred section for this project).
 - Final project eligible expenditure.
- Project results, which include the following questions:
 - *What were the issues or challenges the project aimed to address?*
 - *What did the project do? Describe the activities and outputs.*
 - *What results did the project achieve and for whom? Describe the outcomes and impacts, and for which beneficiaries.*
 - Is this a 'good practice' project? (Yes or No)
 - To what extent are the positive effects of the project likely to continue after the funding period? (Will continue/Likely to continue/Unlikely to continue)
 - *Bilateral results summary
 - *Questions about the strengthening of bilateral relations and the cooperation and involvement of the project partners (possible to tick one or more options that best describe the project).

In this section you can also upload relevant communication materials such as press releases, brochures, or infographics (jpg, pdf, or docx accepted), as well as the project URL and links to social media sites.

When filling in these sections, please 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 select **Yes** - that there were results achieved, in the section Project finalisation details.

— Project results

* What were the issues or challenges the project aimed to address?

* What did the project do? (describe the activities and outputs)

* What results did the project achieve and for whom? (describe the outcomes and impacts, and for which beneficiaries)

Project website URL

Social media

Link or account handle

Select

Please upload other relevant communications material such as press releases, brochures or infographics (accepted file types are jpg, pdf, or docx)



Is this a 'good practice' project?

To what extent are the positive effects of the project likely to continue after the funding period?

Select

Select

Bilateral results summary

How did the project contribute to strengthening bilateral relations?

- ☐ Achieved shared results (e.g. solved a particular issue through sharing experience, knowledge, know - how or working together for joint results)
- ☐ Improved knowledge and mutual understanding developed between entities involved
- ☐ Other

This field is required.

What level of involvement did the donor project partner(s) have in the project?

- ☐ Attend events in our project
- ☐ Work with us to find common solutions to shared challenges in the project
- ☐ Other

This field is required.

Will the cooperation with the donor partner(s) continue after the project is completed?

Select

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).

The screenshot shows the 'Programme: PL-CULTURE' interface. At the top, there's a header with 'Programme implementation' and a star icon. Below this, there's a section for 'Title' (Culture) and 'Beneficiary State' (Poland). The main content area is divided into several tabs: 'Legal Framework & Contacts', 'Finance', 'Modalities', 'Results & Reports', 'Assessment', and 'Documents'. The 'Modalities' tab is selected, and within it, 'Project Level Information' is highlighted with a red circle and the number 1. Below this, there's a 'Project level information' section with a 'Create new' button and an 'Import/Update PLI from Excel' button, which is highlighted with a red circle and the number 2. Below the buttons is a table with columns: 'Programme areas', 'Project code', 'Project internal ID', 'Project title', 'Call', 'Financial Mechanisms', 'Project promoter', 'Project grant', 'Date of project signature', 'Date of last modification', 'Internal status', and 'Published'.

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:

The screenshot shows the 'Import/Update PLI(s) from Excel' dialog box. It has two radio buttons: 'Import new PLI(s)' (selected) and 'Update existing PLI(s)'. Below the radio buttons, there's a link 'Export existing PLI(s)' and a link 'Download example .xlsx file' which is highlighted with a red rectangle. At the bottom, there are 'Continue' and 'Cancel' buttons.

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 (turn on Show all Notes from Review tab in Excel if you don't see them).

| | A | B | C | D | E | F |
|---|---|-----------|------------------|-----------------------|-----------------|----------------|
| | 1 Project code | 2 Country | 3 Programme code | 4 Financial mechanism | 5 Project title | 6 Project code |
| 1 | | | | | | |
| 2 | <i>* This is a sample PLI.</i> <i>* When importing, please make sure there is no sample data left.</i> <i>* To import a new PLI - remove the text from this cell and leave it empty.</i> <i>* To update an existing PLI - remove the text from this cell and replace it with an existing Project code (e.g. BG-CULTURE-0001)</i> | BG | BG-CULTURE | {EEA Grants 20000.01} | Project Firefly | 009 |
| 3 | <i>* This is a sample PLI.</i> <i>* When importing, please make sure there is no sample data left.</i> <i>* To import a new PLI - remove the text from this cell and leave it empty.</i> <i>* To update an existing PLI - remove the text from this cell and replace it with an existing Project code (e.g. BG-CULTURE-0001)</i> | BG | BG-CULTURE | {EEA Grants 10000.00} | Project Firefly | 010 |

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).

| | A | B | C |
|-----|---|------------|-------|
| | Values | Dependency | Notes |
| 2 | Country | | |
| 4 | Financial mechanism | | |
| 20 | EEA Grants | | |
| 21 | Norway Grants | | |
| 7 | Results achieved | | |
| 24 | Yes | | |
| 25 | No | | |
| 8 | Implementation modality | | |
| 28 | Call / Small Grants Scheme | | |
| 29 | Pre-defined project | | |
| 30 | Financial instruments | | |
| 13 | Include activities related to dealing with the consequences | | |
| 33 | Yes | | |
| 34 | No | | |
| 14a | Project promoter country code | | |
| 15a | Donor project partner country code | | |
| 16a | Other project partner country code | | |
| 19 | Sector code | | |
| 25d | Project target group - Intermediary sub group | | |
| 25c | Project target group - Intermediary | | |

If you will plan to **Update existing PLI(s)**, please make sure to **Export existing PLIs(s)** before you continue:

Import/Update PLI(s) from Excel

☐ Import new PLI(s)

☒ Update existing PLI(s)

[Export existing PLI\(s\)](#)
Download example .xlsx file

Continue
Cancel

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.

| | | | |
|----------------------------|----------------------------------|--------------------------|-----------------------|
| Legal Framework & Contacts | Modalities | Results & Reports | Assessment |
| MoU Data | Calls | Results Framework | Implementation Status |
| Programme Agreement | Project Level Information | Annual Programme Reports | |
| Agreement Modifications | Bilateral Initiatives | Evaluations | |
| Irregularity Cases | | | |
| Contacts | | | |

Update PLI(s)

Upload one file
Or drag and drop a file here

Cancel

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.

Update PLI(s)

Row 2: column '1 Project code': project with code '* This is a sample PLI. * When importing, please make sure there is no sample data left. * To import a new PLI - To update and existing PLI - remove the text from this cell and replace it with an existing Project code (e.g. BG-CULTURE-0001)' is not found.

Row 2: column '2 Country': Country code BG does not match the programme country code.

Row 2: column '3 Programme code': Value does not match current programme code.

Row 2: column '9 Call title': Call name 'Cultural Heritage Preservation' is not found.

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.

Import PLI(s)

Some of the uploaded organisation names were not recognised. Please proceed to either:

- link it to an existing organisation by choosing one from the list
- add a new organisation: write the name in the *Select organisation*, choose *Create new* and add the requested information.

| Link organisation(s) | Project(s) | Role in project | Organisation country | Select organisation |
|----------------------|------------|------------------|----------------------|---|
| Organisation 1 | A | Project promoter | Romania | Select organisation |
| Organisation 2 | B | Project promoter | Romania | organisation 1 |
| Organisation 3 | C | Project promoter | Romania | No results found Create new |

Cancel
Continue

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:

MoU data
Documents
Irregularity Cases
Results Framework
Payments
Calls
Project Level Information
Bilateral Initiatives
Annual Programme Reports

Import PLI(s)

Number of projects to be imported in state Draft: 3
Number of projects to be imported in state Submitted: 1
Project grant sum: € 90,001.99

Cancel
Finish 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.

The programme areas can be filtered by clicking on the filter button (1) in the first column. You can access each PLI by clicking on either the Project code (2) 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 filtering columns with the filter button (3) or you can export the list to Excel using the download symbol (4).

| Project level information | | | | | | | | | | | |
|---|-----------------|-----------------|---------------------|---------------|----------------------|------------------|---------------|---------------------------|---------------------------|-----------------|-----------|
| Create new Import/Update PLI from Excel | | | | | | | | | | | |
| | Programme areas | Project code | Project internal ID | Project title | Financial Mechanisms | Project promoter | Project grant | Date of project signature | Date of last modification | Internal status | Published |
| <input type="checkbox"/> | PA14 | PL-CULTURE-0077 | | | EEA Grants | | € 113,000.00 | - | - | Draft | No |

With the filter button, you can customise the visualisation of the PLI with the following columns:

- Programme areas
- 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. The FMO can not see it (except Support).
- **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, GrACE might show a warning about the PLI numbers. This happens if the number of PLIs linked to a call is different than the *Number of applications contracted* registered inside the call. For example: If it says inside the call *“Ongoing call 4: Improving digital knowledge and skills and wider using of digital technologies and tools of CSOs.”* that 12 projects are contracted and there are 13 PLIs registered towards that call, this will give the warning below:

| Legal Framework | Finance | Modalities | Results & Reports | Assessment | Documents |
|--|--|--|---|--|--|
| MoU Data PIA Modifications Conditions Irregularities Contacts | Budget Payments Bank Accounts Forecasts FMO Audits | Calls Projects Bilateral Initiatives | Results Framework APRs Monitorings Evaluations | Implementation Status Timeline Risk Assessment Programme progress | Documents Workflows |

The number of submitted PLIs is greater than the number of applications contracted for [Ongoing call 4: Improving digital knowledge and skills and wider using of digital technologies and tools of CSOs.](#)
Please check the number of application contracted and PLIs submitted.

11. Annex 1: PLI Check-list

This checklist provides guidance for filling out project-level information in GrACE.

To find the checklist, please do the following:

- 1) In GrACE, go to your projects, or you can be looking already at one specific project
- 2) Click on the ? (question mark) in the top right corner
- 3) Click on the "PLI check list" link
- 4) If you want to download the document, click on the little arrow pointing down to a line, next to the printer symbol.

