GRACE | Grants Administration and Collaboration Environment

Submit and Update Call information

GrACE User manual for Programme Operators, Fund Operators, National Focal Points

April 2020 – V2.0

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1. Introduction

This manual serves as a guidance for submitting or updating call related information in GrACE.

Important: The calls for proposals text shall not be drafted nor submitted via GrACE.

The call information is submitted in GrACE for the purpose of status and progress tracking. The submission of call information via GrACE is not related to the requirements following Art. 7.3.5 of the Regulations[1].

The call information including the call URL will be published on eeagrants.org during the period in which the call is open to receive applications.

Information related to calls' basic information and progress will be submitted in GrACE according to the following:
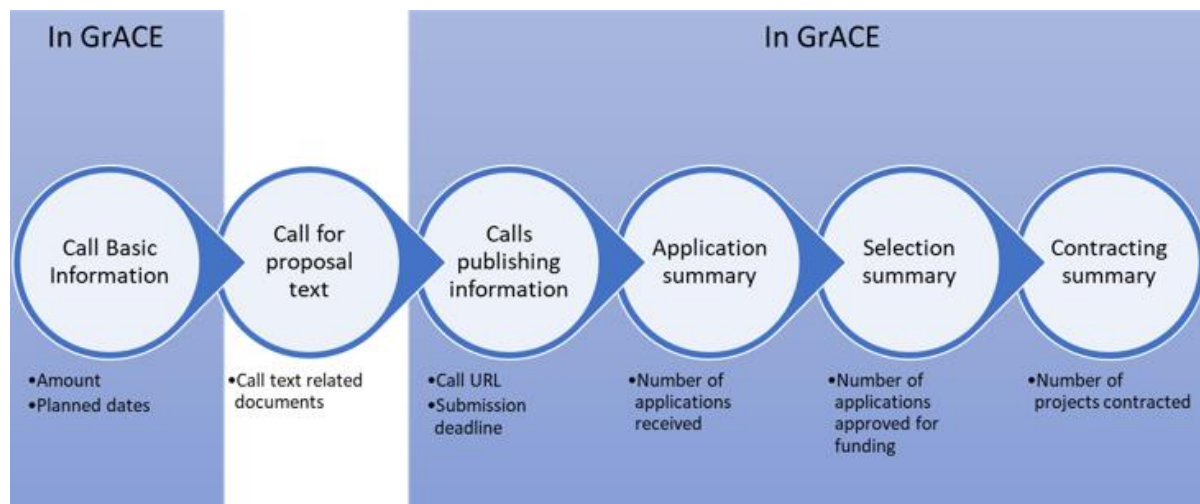
- The information about the calls in the programmes is reported by the Programme Operator/Fund Operator in each programme.
- The information about the bilateral calls is reported by the Programme Operators (if related to a programme) or by the National Focal Point (if at the national level, under the bilateral fund).

In case of technical problems with the system, please contact grace.support@efta.int

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[1] https://eeagrants.org/resources/regulation-implementation-eea-grants-2014-2021

1.1. Calls information in GrACE

The following represents the call information lifecycle, including the part of the information which shall be submitted in GrACE and the part will occur outside the system:

For Programme calls information:

- The section Call Basic information can be registered in GrACE once the Programme (Implementation) Agreement is signed

- The section Call Publishing information will be registered 2 weeks before the call is published.

- The section Application information will be registered 2 weeks after the publication ended.

- The section Selection summary will be registered 2 weeks after the decision on the selected applications was taken.

- The Contracting summary will be registered once all projects under the call are contracted.

For bilateral calls information submitting calls information follows the same structure above but will less steps:

- The section Call Publishing information (which includes basic information) will be registered 2 weeks before the call is published.

- The section Application information will be registered 2 weeks after the decision on the selected applications was taken.

- The Contracting summary will be registered once all applications under the call are contracted.

2. Submit Programme calls information

As a Programme Operator/Fund Operator user, you can register and update the available information about the calls in your programmes, so that up-to-date information about the call progress is available for FMO and other users.

2.1. Programme Call Step 1 Basic information

Once the Programme (Implementation) Agreement is signed and the programme goes to status Programme Implementation, the section Basic information can be registered for each call.

Open your programme page in GrACE and go to Calls tab.

There are 2 sections under Calls: Programme Calls and Bilateral Calls. By default, after clicking on Calls, you will be directed to the Programme Calls pane. Select the **Create new** button available here.

You will register the following information in the section Step 1 Basic information of the call:

- **Title** of the call
- **Call number**: if this exists
- **Financial Mechanism(s)**: prefilled if your programme is EEA Grants only or Norway Grants only
- **Type**: General / Grants Small Scheme
- **Amount available**: register the amount available under this call
- **Is this a re-launch of a previous call**: Yes/No
- **Publication date:** this indicates the date for the publication of the call. It is the planned date if the call is not published yet (this date is in the future) or the actual date in case the date was published (this date is in the past)
- **Outcomes:** you can select one or more outcomes from the list of the outcomes for this programme

When you enter the information for Step 1 and click **Save**, the call information goes to status **Draft**.

You can **Edit** and **Save** Step 1 data as many times as needed, the status of the call information will remain **Draft** in this case.

Warning: Call information with status Draft is accessible/visible only to the author and the users from his organisation. Calls information with status **Draft** are therefore not visible to FMO users.

If the Call information is in state Draft, you can delete call information.

Go to Calls list under your Programme, select the call then click **Delete call**

Important: Fields **Title, Type, Amount available, Is this call a re-launch of a previous call?** and **Outcomes** are mandatory to submit step 1 Basic information.

When all mandatory data for Step 1 is filled in, you can select **Submit Basic Information** and confirm the action. Only then the call information status will change from **Draft** to **Planning** and it will be visible to FMO.

Important: If the Publication Date is not known when you register this step, you can still submit the Step 1 Basic information with the Publication Date field empty and return later to register this field.

Click **Submit Basic Information**:

After you click Submit, a confirmation message is displayed where you can press Continue or Cancel:

Important: You can still update any of the fields from Step 1 Basic information while the call information is in state **Planning.**

If you need to update the information previously submitted under step 1: go to Calls list under your Programme, select the respective call then click **Edit**. Alternatively, click directly on call title to access the calls information page, then **Edit.**

Warning: Once you have completed step 1 – Basic information, the call information cannot be deleted anymore.

2.2. Programme Call Step 2 Publishing information

When the call information is in state **Planning**, the system will send you a notification to submit publishing information 2 weeks before the Planned publication date previously registered. At any point you can update the Planned publication date as shown at the end of section 2.1.

In order to register step 2 Publishing Information, go to your programme, select the tab Calls, open the call (in status "Planning") and select **Edit.**

You will register the following information in the section Step 2 – Publishing information:

- **Call text (in English) URL:** the URL where you published the call text in English.

Important: Basic call information, including the URL, will be published in the overview of funding opportunities on the EEA and Norway Grants website(www.eeagrants.org). Please check that the URL is correct and that it includes the standard format (http://).

- **Submission deadline**: the date until the call is open to receive applications
- **Decision date (planned or actual):** the date for the decision on the selected applications. It is the planned date in case the decision didn't take place yet and it becomes the actual once the decision took place.

Important: If the **Submission deadline** and/or **Decision date** are not known, you can still submit step 2 Publishing information and register them later. Only **Call text (in English) URL** is therefore required to submit this step.

Similar to step 1, you have 2 options after registering information under this step:

- **Save** this information: you can edit and save the information as many times as needed. This will let the call in the same state as before (**Planning)**
- When the mandatory information from Step 2 information is filled-in (in this case the **Call URL in English**), you can press **Submit Publishing Information.** This will set the call in state **Publishing.**

After you click Submit Publishing Information, a confirmation message is displayed where you can press Continue or Cancel:

Once the call is in state **Publishing**, the FMO Programme Manager will receive a notification to validate the URL that appears on www.eeagrants.org. Once the URL is validated, the call information along with the URL will be displayed on www.eeagrants.org for the period when the call is open to receive applications.

You may notice if the call URL was validated or not by the FMO Programme Manager on the top right side of the call information page:

Programme Call	Edit
Test Call 1	*Publishing*
...	Call is not approved for publishing
⊞⊟	

Important: You can still update any of the fields from steps 1 & 2 while the call information is in state **Publishing.**

If you need to update the information previously submitted under the steps 1 or 2: go to Calls list under your Programme, select the respective call then click **Edit**. Alternatively, click directly on call title to access the calls information page, then **Edit.**

2.3.   Programme Call Step 3 Applications information

When the call information is in state Publishing, the system will send you a notification to submit Step 3 Application information 2 weeks after the Submission deadline previously registered. At any point, you can update the Submission deadline date as shown at the end of section 2.2.

In order to register step 3 Application information, go to your programme, select the tab Calls and open the call (in status Publishing) and select **Edit.**

You will register the following information in the section submit step 3 Application information:

- **Number of project applications received**: the total number without any administrative and eligibility checks.
- **Total grant amount applied for**: the grant amount corresponding to the number of applications received

— Step 3 Applications Information	
Number of project applications received	Total grant amount applied for
15	€

Important: Both fields above are required in order to submit this step. You can still submit step 3 with the field **Decision Date** from step 2 empty.

Similar to previous steps, you have 2 options after registering information under this step:

- **Save** this information: you can edit and save the information as many times as needed. This will let the call information in the same state as before (**Publishing**). In case the information you register here is not final, please use this option.
- When the mandatory information is filled-in (in this case both fields **Number of project applications received** and **Total grant amount applied for**), you can press **Submit Application Information**: this will set the call information in state **Selection ongoing**

Important: You can still update all the fields from steps 1, 2 or 3 except the **Submission deadline** while the call information is in state **Selection ongoing.**

If you need to update the information previously submitted under steps 1, 2 or 3: go to Calls list under your Programme, select the respective call then click **Edit.** Alternatively, click directly on call title to access the calls information page, then **Edit.**

2.4. Programme Call Step 4 Selection information

When the Call is in status **Selection Ongoing**, the system will send you a notification to **submit Step 4 Selection information,** two weeks after the Decision date. Any point, you can update the planned Decision date registered in step 2.

> *Warning:* As it will be further described below, once you clicked Submitting selection information from this step, the call information registered before under steps 1-4 will be <u>no longer editable</u>. Use only **Save** and not Submit until the information from this step is final!

In order to register **Step 4 Selection Information**, go to your programme, select the tab **Calls** and open the call (in status Selection Ongoing) and select **Edit.**

You will register the following information under this step:

- **Selection committee meeting minutes:** upload the file by clicking on this symbol ⬆
- **Are there any changes in the award decision compared to the Selection committee's recommendation:** Yes/No
- **Justification document:** You will be requested to upload this document if you answered Yes above
- **Number of applications received with a donor project partner**
- **Number of applications rejected**
- **Number of applications on the reserve list**
- **Number of applications approved for funding**
  - ○ **Of which has a donor project partner**
    - ▪ **From Iceland**
    - ▪ **From Liechtenstein**
    - ▪ **From Norway**

Note: The numbers for rejected + reserve list + approved = the number of applications received. See illustration in the red box below. The number of those applications with dpp's cannot be higher than the total number of approved above, see illustration in orange box. And the different country numbers correspond to the number of approved applications with dpp's, see illustration in green box.

- **Total grant amount awarded:** the grant corresponding to the applications approved for funding. This can't be higher than the amount available under Step 3 Total grant applied for.
- **Comment on decision:** you can register a comment about decision. This is optional.

Important: You will have to register all the fields in order to submit Step 4 Selection information including the fields which were not mandatory for submitting previous steps (e.g. Submission deadline).

Similar to previous steps, you have 2 options after registering information under this step:

Important: Once you clicked **Submit Selection Information**, you will not be able to edit any information previously registered under the steps 1-4. Until the information registered in step 4 is final, please click **Save** and not **Submit** after registering information (eg. if there are multiple selection rounds for the same call). Press Submit only when the numbers reflect the final decision about the call.

When you filled-in the final information under Step 4 Selection Information, you can click **Submit Selection Information.** All information is required to be filled in in order to submit this step.

A confirmation message is displayed, you can continue or cancel, the latter will direct you back to the Call page in Edit mode:

> Please, confirm action
>
> You are about to submit the information to the FMO, this will also change the status of the Call to "Selection Ended". Are you sure you want to continue?
>
> **Continue**   Cancel

Once you clicked **Continue** above, the call is set in the state **Selection Ended**.

2.5. Programme Call Step 5 Contracting information

When the call information is in status **Selection ended**, the system will send you a notification to submit Step 5 Contracting information every 6 months.

In order to register **Step 5 Summary Information**, go to your programme, select the tab Calls and open the call (in status Selection Ended) and select **Edit.**

Warning: As it will be further described below, once you clicked Submitting summary information from this step, the call information registered before under steps 1-5 is no longer editable. Register and click **Save** until the information from this step is final!

You will register the following information under this step:

- **Number of projects contracted**
- **Number of projects contracted from the reserved list**
- **Add comment:** you can register a comment about contracting. This is optional.

Note: The **Number of linked PLIs** is displayed in this section for information only. This represents the number of Project level information (PLI) you currently registered in GrACE under this call.

Step 5 Summary Information		
Number of projects contracted	Number of projects contracted from the reserved list	Number of linked PLIs
10	1	0

Comments on contracting

Add Comment   Search   View Options

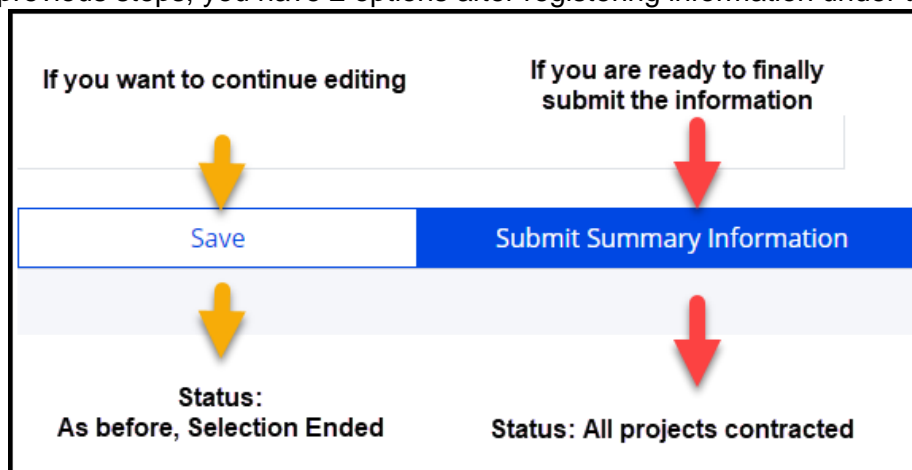|	Comment	▲ Created on	Author
○	test	05.03.2020	

Showing 1 to 1 of 1 entries

Cancel   Save   Submit Summary Information

Both fields are required in order to submit this step.

Similar to previous steps, you have 2 options after registering information under this step:

Important: Once you clicked **Submitting summary information** and the call is in state **All projects contacted**, you can no longer edit the information registered under steps 1-5. Until all projects are contacted and the information registered in step 5 is final, please click **Save** and not Submit after registering information in this step.

When you click **Submit Summary Information,** the system will notify you in case the number of Project Level Information (PLI) submitted to GraCE under this call is different from the number of applications contracted registered under step 5.

You can Proceed with the discrepancy or Cancel. The latter will enable you to go back to Step 5 in edit mode.

The system will alert you afterwards that you are no longer able to change any information after submitting and will ask for your confirmation.

If you click **Continue**, the call will be set in the state **All projects contracted** and any registration or update of the information for this call is concluded.

If nevertheless you need to return to a previous step in one of situations where the system doesn't allow this (steps 4-5), please contact grace-support@efta.int.

3.   Submit Bilateral calls information

As a National Focal Point / Programme Operator/ Fund Operator user, you can register/update the available information for bilateral calls so that up-to-date information about the bilateral call progress is available for FMO and other users.

The Programme Operators/Fund Operators will submit the bilateral call information related to a programme in GrACE. The National Focal Point will submit only the bilateral calls information at national level, under the bilateral fund in GrACE.

The page to register/update the bilateral call information is almost the same for each role (National Focal Point / Programme Operator/ Fund Operator). The very few differences between Programme Operator/ Fund Operator view and National Focal Point view in GrACE are marked in the following sections from this user manual.

The submission of bilateral calls information follows the structure for submitting programme calls information however with less information to be filled in.

3.1.   Bilateral Call Step 1 Publishing information

If you are Programme Operator/Fund Operator, you will open your programme page and go to Calls tab. There are 2 sections under Calls: Programme Calls and Bilateral Calls. Click on Bilateral Call tab then select the **Create new** button available here.

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

Programme Calls   Bilateral Calls

Bilateral Calls
Create new   Search   View Options

	Title	Call Number	Amount Available	▲ Last Updated On	Call State

No entries found

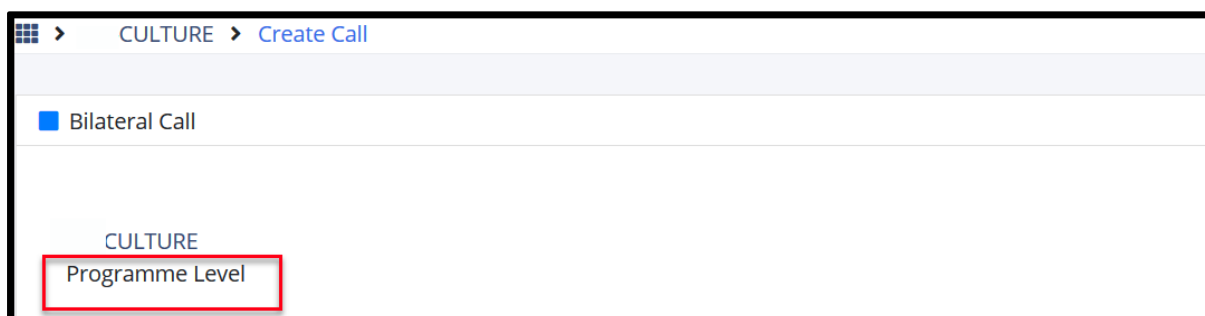If you are National Focal Point, you will open the Bilateral Fund and go to Calls tab. Select **Create new** button available here.

☆ Bilateral Fund

BF   *Programme implementation*

MoU Data	Bilateral Fund Agreement	Payments	Documents	Irregularity Cases	Calls	Bilateral Initiatives

Bilateral Calls
Create new   Search   View Options

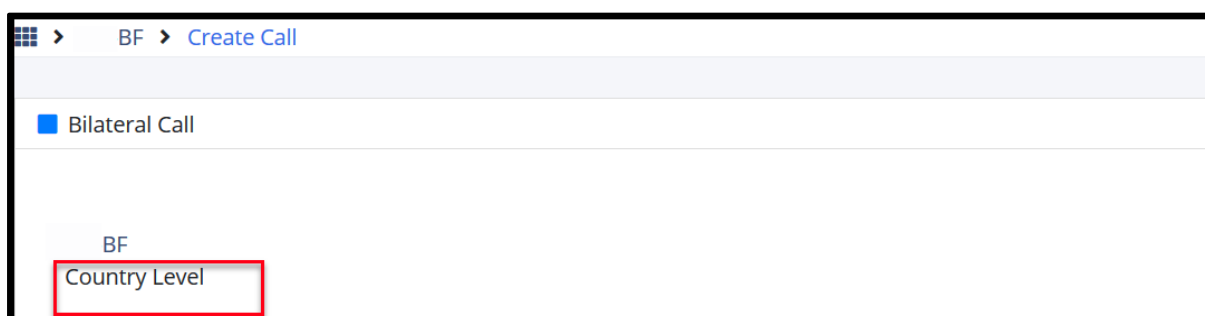|	Call level	Title	Programme	Call Number	Amount Available	▲ Last Updated On	Call State
○	Country	Travel support scheme under the Fund for Bilateral Relations			€ 100,000.00	14.11.2019 14:26:20	Publishing

Showing 1 to 1 of 1 entries

Create new button will direct you to bilateral call page which is almost identical for each role:

- For Programme Operators/Fund Operators, Programme level will be displayed on the upper left side of the page

- For National Focal Points, Country level will be displayed on the upper left side of the page

For both bilateral calls under the programmes or under the bilateral fund, you will register the following information in the section Step 1 Basic information of the call:

- **Title** of the call
- **Call number**: if this exists
- **Type:** Bilateral initiative/Travel Grants/ Other
- **Amount available**: register the amount available under this call
- **Is this a re-launch of a previous call**: Yes/No
- **Publication date:** this indicates the date for the publication of the call. It is the planned date if the call is not published yet (this date is in the future) or the actual date in case the date was published (this date is in the past)
- **Rolling call:** Yes/No
- **Submission deadline:** this field will be open for registration only If you registered Rolling call as No before. It represents the date until the call is open to receive applications
- **Decision date (planned or actual):** open for registration only If you registered Rolling call as No before. It represents the date of the decision on the selected applications. It is the planned date in case the decision didn't take place yet and it becomes the actual date once the decision took place
- **Call text (in English) URL:** the URL where you published the call text in English

Important: Basic call information, including the URL, will be published in the overview of funding opportunities on the EEA and Norway Grants website (www.eeagrants.org). Please check that the URL is correct and that it includes the standard format (http://).

When you enter the information for Step 1 and **save** it, the call information goes to status **Draft**.

You can **Edit** and **Save** Step 1 data as many times as needed, the status of the call information will remain **Draft** in this case.

Warning: Call information with status Draft is accessible/visible only to the author and the users from his organisation. Calls with status **Draft** are therefore not visible to FMO users.

If the Calls is in state Draft, you can delete calls information: go to bilateral calls list, select the call then click **Delete call**

When all the fields from Step 1 are filled in, you can select **Submit Publishing Information** and confirm the action. Only then the call state will change from **Draft** to **Publishing** and the call information will be visible to FMO. All fields from this step have to be filled-in in order to submit.

Click **Submit Publishing Information**:

Cancel	Save	Submit Publishing Information

After you click Submit, a confirmation message is displayed where you can press Continue or Cancel:

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

Important: You can still update any of the fields from this step while the call information is in state **Publishing.**

If you need to update the information previously submitted under step 1: go to bilateral calls list, select the respective call then click **Edit**. Alternatively, click directly on call title to access the calls information page, then **Edit.**

■ Bilateral Calls

Create new   Edit   Delete call   Search   Vie

○	Title	Call Number	Amount Available	▲ Last Updated On	Call State
●	test	1	€ 50,000.00	11.03.2020 15:47:04	Publishing
○	test 2	2	-	11.03.2020 15:19:23	Draft

Showing 1 to 2 of 2 entries   1 row selected

Warning: Once you submitted the step 1 – Publishing information, the call can't be deleted anymore.

Once the call information is in state **Publishing**, the FMO Programme Manager / FMO Bilateral Officer will receive a notification to validate the URL. Once the URL is validated, the call information along with the URL will be displayed on www.eeagrants.org for the period when the call is open to receive applications.

You may notice if the call URL was validated or not by checking the right side of the call information page:

3.2.   Bilateral Call Step 2 Application information

When the call information is in state Publishing, the system will send you a notification to submit step 2 Application information two weeks after the Decision date previously registered.

For the rolling calls (registered as such in the Step 1 Publishing information) where there's no Decision date, the system will send you this notification 3 times per year.

At any point you can update the Decision date, if any, as shown at the end of section 3.1.

In order to register step 2 Application information, select the tab Calls tab, open the call (in status Publishing) and select **Edit.**

You will register the following information in the step 2 Application information:

- **Selection committee meeting minutes:** upload the file by clicking on this symbol

- **Number of project applications received**: the total number without any administrative and eligibility checks.
- **Total grant amount applied for**: the grant amount corresponding to the number of applications received
- **Number of applications approved for funding**
- **Number of applications approved for funding, with a donor project partner**: the total number as well as for each Donor state

Note: The numbers for applications approved cannot be higher than applications received, see illustration in the red box below.

The number of those applications with dpp's cannot be higher than the total number of approved for funding registered above, see illustration in orange box. And the different country numbers correspond to the number of approved applications with dpp's, see illustration in green box.

- **Total grant amount awarded:** the grant corresponding to the applications approved for funding. This can't be higher than the amount available under the call
- **Comment on decision:** you can register a comment about decision. This is optional.

Similar to the previous step, you have 2 options after registering information under this step:

Important: It is possible to edit step 1 & 2 as long as the step 2 is not submitted to FMO. Once you clicked Submitting Application information, you can't edit anymore any information previously registered. Until the information is final, please click **Save** and not **Submit** after registering information in this step (eg. if there are multiple selection rounds for the same call).

When you filled-in the final information under Step 2 Application information, you can click **Submit Applications Information.** All information is required to be filled in in order to submit this step.

A confirmation message is displayed**.** You can continue or cancel, the latter will direct you back to the Call page in Edit mode:

Once you clicked **Continue** above, the call is set in the state **Selection Ended**.

3.3.   Bilateral Call Step 3 Contracting information

When the call information is in state Selection ended, the system will send you a notification submit Step 3 Contracting information every 6 months.

In order to register Step 3 Summary Information, select the tab Calls tab, open the call and select **Edit.**

Warning: As it will be further described below, once you clicked Submitting summary information from this step, the call information registered before under this step is no longer editable. Use only **Save** until the information from this step is final!

You will register the following information under this step:

- **Number of applications contracted**
- **Number of applications contracted from the reserved list**
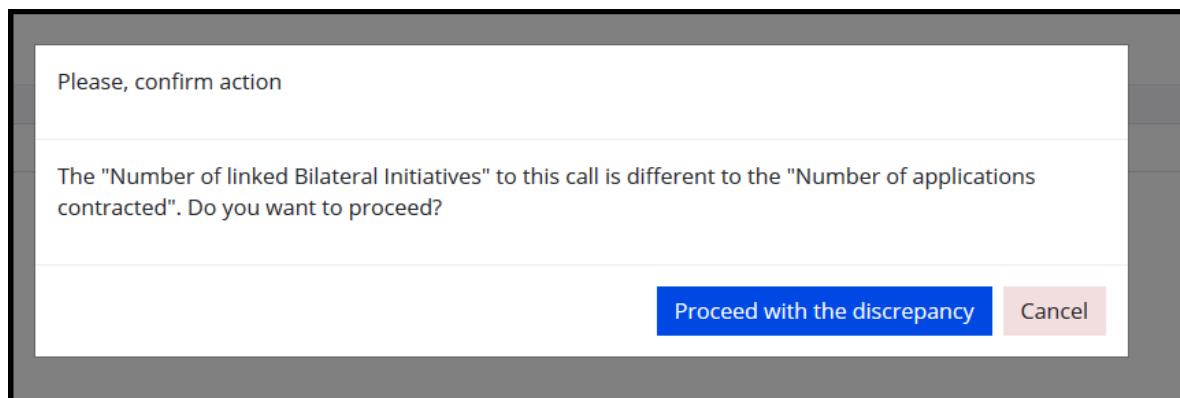- **Add comment:** you can register a comment about contracting. This is optional.

Warning: The **Number of linked Bilateral Initiatives** is displayed in this section for information only. This represents the number of Bilateral Initiatives currently registered in GrACE under this call.

Both fields are required in order to submit this step. Similar to previous steps, you have 2 options after registering information:
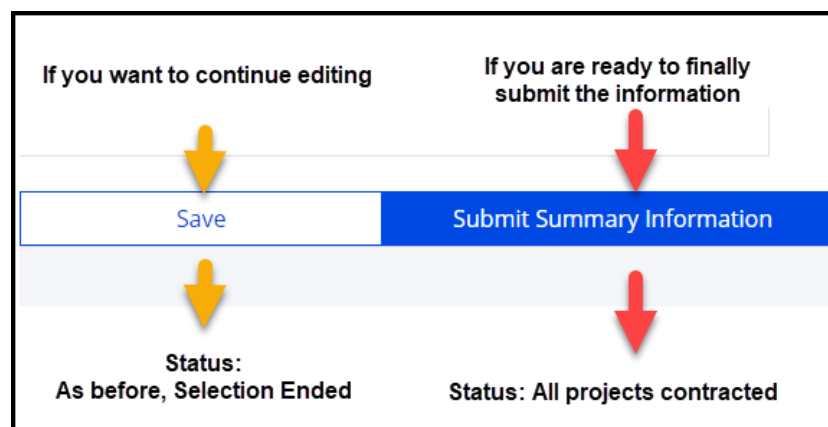
Important: Once you clicked **Submitting summary information** and the call is in state **All projects contacted**, you can no longer edit the information registered under any step. Until all projects are contacted and the information registered in step 3 is final, please click **Save** and not Submit for this step.

When you click **Submit Summary Information,** the system will notify you in case the number of Bilateral initiatives registered under this call in GrACE is different from the number of applications contracted from step 3. You can Proceed with the discrepancy or Cancel. The latter will enable you to go back to Step 3 in edit mode.
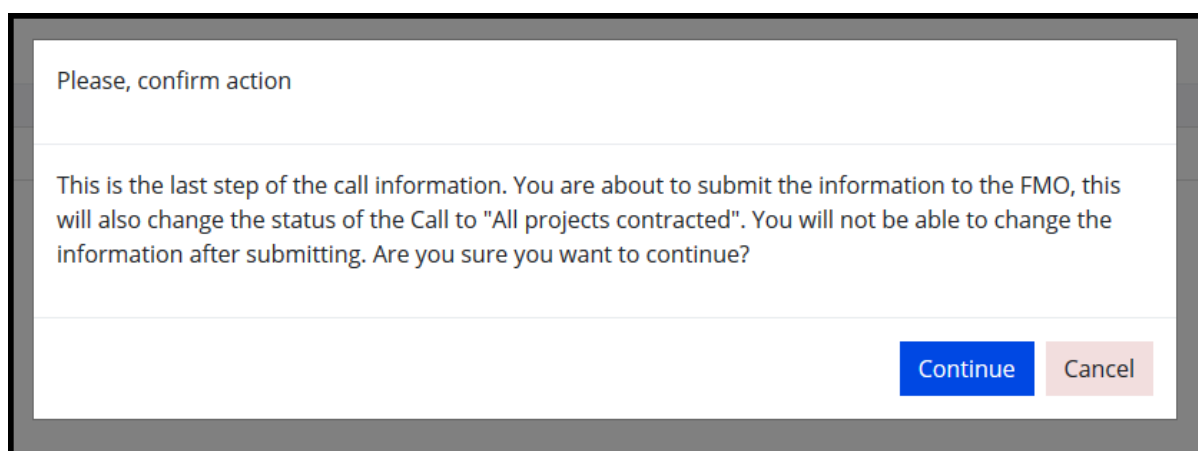
Please, confirm action

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

Proceed with the discrepancy   Cancel

The system will alert you afterwards that you are no longer able to change any information after submitting and will ask for your confirmation.

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?

Continue   Cancel

If you click **Continue**, the call will be set in the state **All projects contracted** and any registration or update of the information for this call is concluded.

If nevertheless you need to return to a previous step in one of situations where the system doesn't allow it (steps 2-3), please contact grace-support@efta.int.

4. View calls information in GrACE

4.1. View Programme calls information

You can visualize the list of call information in the programme by going to the Programme and click Calls tab. By default, the screen will show you here the Programme Calls. No Bilateral calls are included in this list.

As a Programme Operator/Fund Operator you will see here also the call information in state Draft for your programme, which is not visible for the users in other organizations.

If you click on this ![download] symbol you will be able to export the list in Excel.

	Title	Call Number	Financial Mechanisms	Amount Available	Last Updated On	Call State
○	test call 2	2	EEA Grants	€ 50,000.00	05.03.2020 14:47:14	Selection Ongoing
○	Test Call 1	2	EEA Grants	€ 50,000.00	05.03.2020 14:19:18	All projects contracted
○	Call for proposals Access to Arts and Culture Improved under Cultural Entrepreneurship, Heritage and Cooperation		EEA Grants	€ 1,582,353.00	24.01.2020 14:24:27	Publishing

Showing 1 to 3 of 3 entries

As a National Focal Point, you have access to the list of calls under a programme from your country. The list under a programme is read-only for the National Focal Point.

4.2. View Bilateral calls information

There are 2 places to visualise and export the list of bilateral calls:

A) Bilateral calls under a programme

As a Programme Operator/Fund Operator, you can visualize the list of bilateral calls information under your programme by going to the Programme and click Calls tab. By default, the screen will show the Programme Calls. Switch to Bilateral calls tab under this tab.

As a Programme Operator/Fund Operator you will see here also the call information in state Draft for your programme, which is not visible by the users in other organizations.

If you click on this ![download] symbol you will be able to export the list in Excel.

	Title	Call Number	Amount Available	Last Updated On	Call State
○	test 2	2	€ 50,000.00	11.03.2020 18:32:13	Publishing
○	test	1	€ 50,000.00	11.03.2020 17:41:35	All projects contracted

Showing 1 to 2 of 2 entries

As a National Focal point, you have access to the list of bilateral calls under a programme from your country. The list of bilateral calls under a programme is read-only for the National Focal Point.

B) Bilateral calls under the Bilateral Fund

As a National Focal Point, you can visualise the list of bilateral calls under the Bilateral Fund. This list includes:
- Bilateral calls submitted by National Focal point under the bilateral fund
- Bilateral calls submitted by Programme Operator under the programmes, excluding non-directly contracted programmes (read-only mode)

If you click on this   symbol you will be able to export the list in Excel.