



Submit and Update Project Level Information

GrACE User manual for Programme Operators and Fund Operators

Version 2.0, May 2020

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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 (further referred as 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 (PLI) 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 was contracted. This information will be submitted 15 days after the project is contracted. This 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 will be submitted 15 days after the project report was finalised.

The functionality to register the Project level information in GrACE is developed based on the template previously shared with the Programme Operators and Fund Operators².

For additional information about the terms used for reporting this information, please consult the Results Reporting Guide³ section 6. Project information.

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

2. Project level information (PLI) in GrACE

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

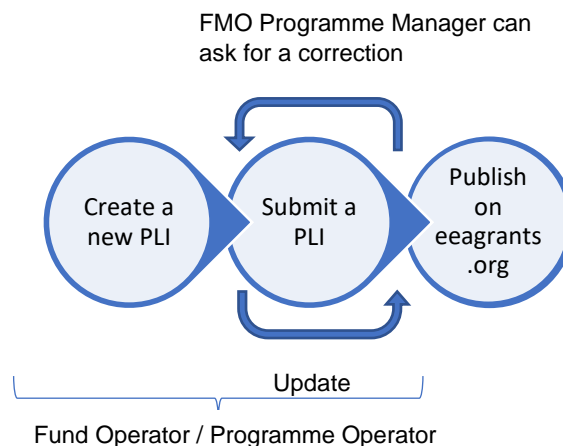
Note: In order to register information related to projects resulting from calls, the related Call information should be previously registered in GrACE.

The project summary including some additional information about each project will be automatically published on www.eeagrants.org without any prior review from FMO (the page for showing the project level information on www.eeagrants.org is still in construction by the time when the user manual was published).

The FMO Programme Manager has the possibility to review the information and ask for corrections after the PLI was submitted.

Once the project is completed and the final project report is finalised, the Programme Operator/Fund Operator can register the section Final registration in GrACE.

The following represents 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 Operator/Fund Operator organisations, you will create a PLI from the Project level information tab in your programme:

- Enter your programme from the main menu Dashboards → Programmes or from My Dashboard → My programmes
- Once in the programme, click the tab **Project Level Information** (1).
- 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 “-“:

- Project identification: title, project URL, project internal id, beneficiary state, financial mechanism
- 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 and summary, sector code and sub sector code
- 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) and How was the cooperation established?

You have the possibility to register only some of the information in the form, click **Save** to record the information registered so far and return later to continue filling-in the form.

Important: Please consult the **Results reporting guide**⁴ section 6. Project information and the **PLI template**⁵ previously shared for guidance on how to fill-in the fields.

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

A screenshot of the 'Project identification' section of a form. A tooltip box is overlaid on the 'Project internal ID' field, containing the text: 'This is a project ID that the PO or the FO can use in case there is already a reference in a local system.' The tooltip has a blue background and a white border. The form fields include 'Project title', 'Project internal ID', and 'Beneficiary state' (with 'Romania' selected).

There are few fields which are mandatory in order to be able to save the project information. These are marked with a “*”: **Project title** and the related **Call** (unless the Implementation Modality was set to Predefined).

Other fields are optional in order to save this 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).

A screenshot of the 'Project details' section of the form. Several fields are highlighted with red boxes: '* Project title', 'Project internal ID', 'Beneficiary state' (Country), 'Financial Mechanism/s' (EEA Grants), '* Call', and 'Project promoter organisation' (Select). Other visible fields include 'Project grant', 'Project grant rate', 'Project level co-financing', and 'Implementation modality' (Call / Small Grants Scheme).

Warning: When fill-in the organization for the project promoter and any donor project partner(s), you have the possibility to create new organizations in case the organization is not already registered in GrACE. Please search first the list and do not create new organizations unless it's necessary.

After clicking on the button **Save**, the PLI goes in status **Draft**. 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.

A screenshot of the 'Project Level Information' page. The 'Programme short name -0001' is highlighted in a red box. The status is 'Draft', which is also highlighted in a red box. Other status indicators include 'Not marked for review', 'Not Reviewed', and 'Not Published'. At the bottom right, there is a blue 'Edit' button highlighted in a red box.

Important: The PLI with status **Draft** is accessible/visible only to the author and the users from his organisation.

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>

5. Submit a PLI

After clicking **Save** the first time, the option **Submit** will be available along with **Save** next time when you will **Edit** the project information.

The screenshot shows a sidebar with a list of sections: Initial registration, Project identification, Project details, Project partners, Project content, and Project timeline. At the bottom right of the sidebar, there are three buttons: 'Cancel', 'Save', and 'Submit'. The 'Submit' button is highlighted with a red rectangular box.

Important: While **Save** is only recording the information registered so far, clicking **Submit** will submit the information to FMO and therefore enable FMO to see this Project level information.

Once you pressed **Edit** and you have the option to submit, the system will notify you which fields are empty and must be filled-in before clicking **Submit**:

The screenshot shows the 'Project details' section of the form. It includes fields for 'Project grant' (with a '€' symbol), 'Project grant rate' (with a '%' symbol), and 'Project level co-financing' (with a '€' symbol). Below these are 'Project promoter organisation' (a dropdown menu) and 'Implementation modality' (a text field). Red boxes highlight the 'Project grant', 'Project grant rate', and 'Project promoter organisation' fields, each with the text 'Required for submission' written below it.

If you click **Submit** without fill-in all the required fields, the system will not allow you to submit the PLI and will notify you of the missing fields on your screen:

The screenshot shows a red notification box with the following text:

- Missing "Project grant" in "Project details"
- "Project promoter organisation" is not selected in "Project details"
- At least one outcome must be selected in "Project content"
- Missing "Summary" in "Project content"
- Missing "Sector code" in "Project content"
- Missing "Sector sub code" in "Project content"
- Missing "Project target group" in "Project content"
- Missing policy marker "Gender Equality" in "Project content"
- Missing policy marker "Roma inclusion and empowerment" in "Project content"
- Missing policy marker "Social inclusion of vulnerable groups other than Roma" in "Project content"
- Missing policy marker "Anti-discrimination" in "Project content"
- Missing policy marker "Transparency and anti-corruption" in "Project content"
- Missing "Project location" in "Project content"

Important: The sub-section **Bilateral summary** will be displayed on your screen only if you registered at least one donor project partner in the sub-section Project partners. 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(s)	Donor project partner organisation(s)
<input checked="" type="checkbox"/> Iceland	<div style="border: 1px solid red; padding: 2px;">Donor Project partner organisation</div> Select
<input type="checkbox"/> Liechtenstein	-
<input type="checkbox"/> Norway	-

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

+ Project content

+ Project timeline

+ Bilateral summary

When all the required data was registered, you can submit the PLI to FMO.

Once the submission is successful the Internal Status of the PLI is set to **Submitted**.

Important: Even though the page to display the project related information on www.eeagrants.org is still in construction, note that once this will be available, the information you will submit via PLI will be automatically published on www.eeagrants.org without any FMO review.

You can see in GrACE if a specific project related information is published on the right side of the PLI form, or for all projects in the list from the PLI tab.

Project Level Information

EDUCATION-0014

Submitted
Not marked for review
Not Reviewed
Published

Initial registration Final registration

Initial registration Edit

Important: Please make sure the project summary is of good quality and that related project information such organisations, project grant and dates are correct. The guidance on how to write the project summary is available in the Results reporting guide⁶ section 6. Project information or in the template⁷ previously shared.

⁶ <https://eeagrants.org/resources/eea-and-norway-grants-2014-2021-results-reporting-guide>

⁷ <https://eeagrants.org/resources/eea-and-norway-grants-2014-2021-project-level-information-template>

6. Update information on a submitted PLI

You can **Update** the PLI previously submitted to FMO as many times as needed. There 2 situations where you will do an update:

- important changes occurred in the project implementation and the data previously submitted to GrACE needs to be updated otherwise it's not any more up to date
- if requested by the FMO Programme Manager (see the next section for more details).

In order to update a PLI previously submitted:

1. Click on the specific PLI code in the PLI tab 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 not to let empty fields.

After a successful update, the status of the PLI changes to **Updated**.

In the same manner as for the first submission, the information will be automatically published on www.eeagrants (once the page related to projects will be available), should the update concern the information displayed there.

The screenshot shows a form titled 'Project Level Information' for project 'EDUCATION-0041'. The status is 'Updated', 'Not marked for review', 'Not Reviewed', and 'Published'. There are buttons for 'Initial registration', 'Final registration', and 'Edit'.

7. Correction of a PLI

The FMO Programme Manager may decide to review one or more PLIs. After review s/he can request a correction of the PLI if considered necessary.

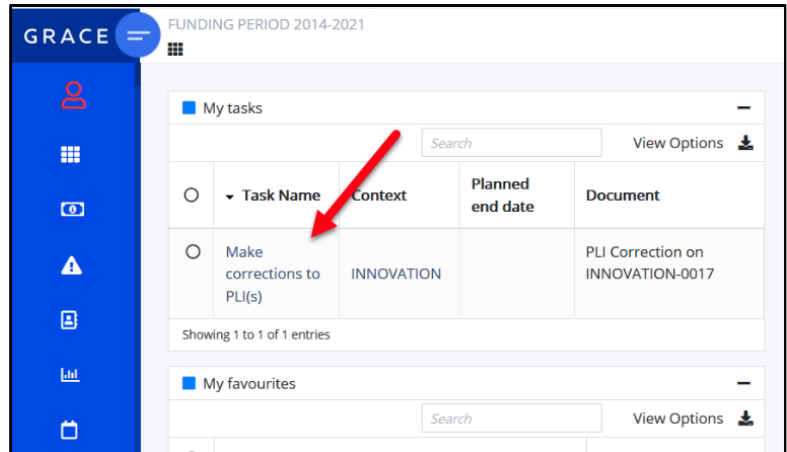
In case s/he will ask for a correction, the status of the PLI will be changed to **Waiting for Correction**.

Project level information										
Create new		Import/Update PLI from Excel			Search			View Options		
	Project code	Project internal ID	Project title	Financial mechanisms	Project promoter	Project grant	Project signature date	Last updated	Internal status	
<input type="radio"/>	+	INNOVATION-0017	2019/104718	Project	Norway Grants	Promoter	€ 600,000.00	20.12.2019	12.03.2020 19:45:44	Waiting for correction
<input type="radio"/>	+	INNOVATION-0016	2019/104686	SoundVison	Norway Grants	Promoter 2	€ 600,000.00	20.12.2019	12.03.2020 19:44:52	Submitted
<input type="radio"/>	+	INNOVATION-0015	2019/104723	Project New	Norway Grants	Promoter 3	€ 620,000.00	28.11.2019	12.03.2020 19:43:53	Submitted

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

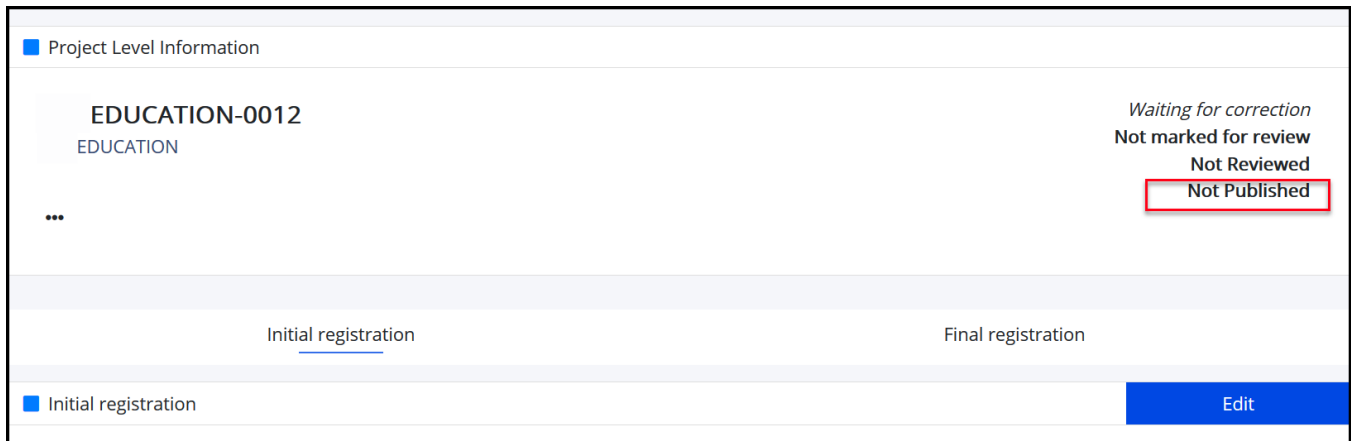
The task can refer to one or multiple PLI.

The task will include the Project codes of the PLI requested to be corrected which you can access from the task and a section **Comment** where you can find more details about the correction required.

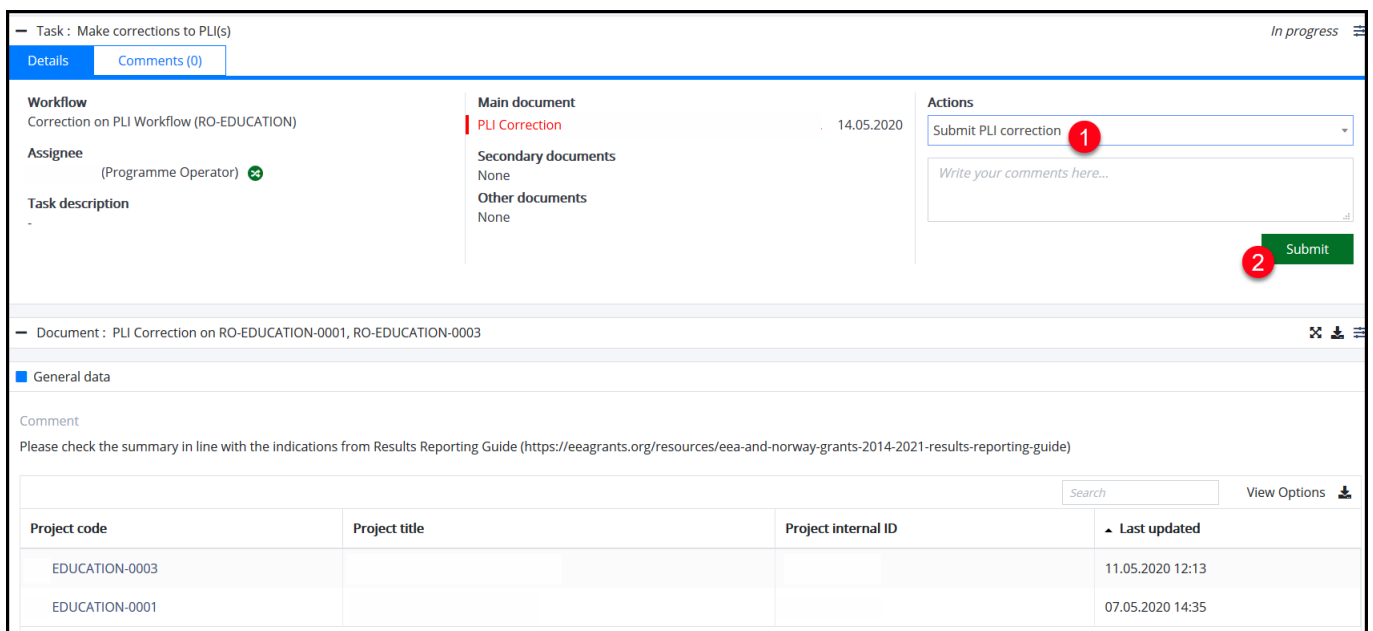


You can edit the PLI as many times as needed in the manner described in the section 6. The PLI status will remain **Waiting for correction**.

Note that while the PLI status is **Waiting for correction**, the PLI will be not published on www.eeagrants.org (once the project related page for projects will be available).



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)**. You will select the action **Submit PLI correction** (1) and click on **Submit** button (2).



After submitting the task, the PLI(s) status will change to **Updated**. The FMO Programme Manager is notified via e-mail that the task has been completed and 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 tab.

8. Fill-in the section “Final registration”

Once the final Project report is finalized, as a Programme Operator or Fund Operator you will fill-in the data from the section **Final Registration**.

In order to start fill in the final information about the project, you will switch to Final registration tab in the PLI form and change to Project contract status from **Signed** to any of the other option (1). You will fill-in the information in the sections below and at the end **Save** the information (2).

Donor project partner	Final amount (EUR)
Project Partner 1	€ 0.00
Project Partner 2	€ 0.00

The project contract can have the following status:

- **Signed:** by default, this will be by default the status once you submit the section 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

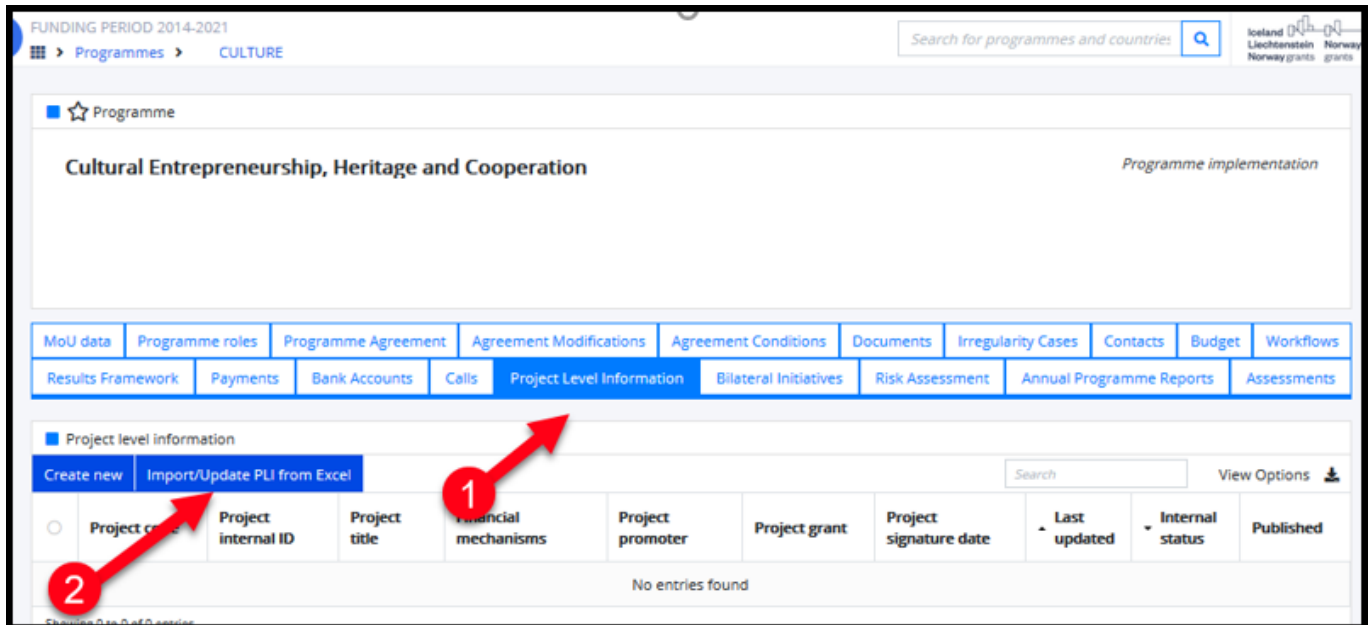
When fill-in these sections, note that:

- 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.

Important: Please consult the **Results reporting guide**⁸ section 6. Project information and the **template**⁹ previously shared for further guidance on how to fill-in the results related fields.

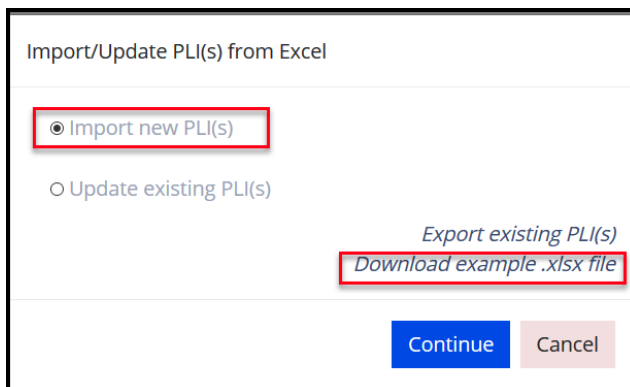
9. Import/Update PLIs from Excel

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



After clicking this option, you will choose between Import New PLIs or Update existing PLIs.

In case you plan to **import new PLIs**, please make sure to download the example .xlsx file before to continue:



⁸ <https://eeagrants.org/resources/eea-and-norway-grants-2014-2021-results-reporting-guide>

⁹ <https://eeagrants.org/resources/eea-and-norway-grants-2014-2021-project-level-information-template>

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 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).

1	2	3	4	5	6
Project code	Country	Programme code	Financial mechanism	Project title	Project ID
			EEA Grants	Project Firefly 09	009
			EEA Grants	Project Firefly 10	010
			EEA Grants	Project Firefly 11	011

Country

- Text
- Conditional for Draft.
- Conditional for Submitted.
- Mandatory if updating existing project.
- Cannot use if importing new project.
- Single

Auto-generated (XX-HOSTPA-XXXX)

- XX - Beneficiary state country code (eg. BG)
- HOSTPA - Host programme area code (e.g CULTURE)
- a sequential number generated by GRACE (e.g. 0001)

Example:
- BG-CULTURE-0001

If not empty must match with:

- "Country"
- "Programme Code"
- Must be an existing PLI in Grace.

The second worksheet called Nomenclature 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 side (2).

1	Value	Dependency
2	2 Country	
19	4 Financial mechanism	
20	EEA Grants	
21	Norway Grants	
22		
23	8 Implementation modality	
24	Call / Small Grants Scheme	
25	Predefined project	
26	Financial instruments	
27		
28	12a Project promoter country code	
48	13a Donor project partner country code	
53	14a Other project partner country code	
97	17 Sector code	
109	17b Sector sub code	17 Sector code
228	18 Project type	
233	19 Research type	
237	20a Research discipline	20a Research discipline
245	20b Research discipline sub-codes	
289	23a Project target group - End beneficiary	

- If you will plan to **update existing PLIs**, please make sure to download the example .xlsx file before to continue:

Import/Update PLI(s) from Excel

Import new PLI(s)

Update existing PLI(s)

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

This option will enable you 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 important to maintain the first column Project Code with the original code in order 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 is possible to upload the file or to drag and drop it directly on the window itself.

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

■ Import PLI(s)

Or drag and drop a file here

Once you will upload 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.

■ Import PLI(s)

Row 2: column '9 Call title': Call name 'Call 1' not found
Row 2: column '29 Project location': code not found in available NUTS codes for
Row 3: column '9 Call title': Call name 'Call 1' not found
Row 4: column '9 Call title': Call name 'Call 1' not found
Row 5: column '9 Call title': Call name 'Call 1' not found

In case the project promoter organizations or donor project partner organizations included in the file were not already in GrACE, the system will ask either to link the project with an existing organization or to create a new record for the respective organization in the system.

Important: Please search first the list and do not create a new organization 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 is status **Draft**. You will then need to go to each of the PLI, fill-in the empty field(s) and click Submit after finalizing the import.

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

The system will let you know the status of the PLI you will upload before finalizing 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 finalizing 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 tab. You can access each PLI by clicking on the GrACE Project code (1) or on the Project internal ID (2) in this list.

You can customize the fields you would like to see in the list of the PLI by clicking on View Option (3) or you can export the list to Excel using the symbol (4).

Programme

Research Programme implementation
RESEARCH

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

Project level information

Create new
Import/Update PLI from Excel

Search

View Options

Project code	Project internal ID	Project title	Financial mechanisms	Project promoter	Project grant	Project signature date	Last updated	Internal status	Published
RESEARCH-0001	ABC001	test	EEA Grants	-	€ 1,500,000.00	-	-	Draft	No

Showing 1 to 1 of 1 entries

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

- Project code
- Project internal ID
- Project title
- Implementation modality
- Financial mechanisms
- Project promoter
- Project grant
- Project signature date
- Last updated
- Project partners
- Internal status
- Reviewed
- Date of last FMO review
- Published
- Marked for review

The internal status column shows the current status of the PLI:

- **Draft:** Initially as a Programme Operator / Fund Operator you created a new PLI and save 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 (note: the page on www.eeagrants.org is still under construction)
- **Waiting for correction:** When the FMO Programme Manager requests a correction on one or more PLI through the specific workflow for corrections.
- **Updated:** Once you update the information from a PLI or after you finalised the task Make corrections on the PLI started by the FMO Programme Manager.

On the top of this list, the system will notify you in case the number of submitted PLI on a respective call is different than the number of applications contracted for the respective call in the Calls tab.

MoU data	Documents	Irregularity Cases	Results Framework	Payments	Calls	Project Level Information	Bilateral Initiatives
Annual Programme Reports							
The number of submitted PLIs is smaller than the number of applications contracted for Please check the number of application contracted and PLIs submitted.						Call 1	