

Annex 1 to the Grant Agreement (Description of the Action)

- *Instructions* -
Version 2.0 (December 2014)

H2020 Research and Innovation Actions (RIA) Innovation Actions (IA) Coordination and Support Actions (CSA)

Structure of the description of the action

The description of the action (DoA), which is **Annex 1 to the Grant Agreement**, contains the details of how the action (project) will be carried out.

It consists of two parts, which can be generated directly from the submitted proposal:

- **Part A** of Annex 1 contains the cover page, the project summary, the list of participants and the work plan tables, which provide details on the implementation of the action. **Part A is generated by the IT system.** It is based on the information that you enter through online forms and information that is imported from your proposal. *NB: The budget table is also completed through online forms. It is included as a separate Annex 2 to the Grant Agreement.*
- **Part B** of Annex 1 is the narrative part of the description of the action. **Part B needs to be uploaded as a PDF document.** To generate Part B of Annex 1, please start from Part B of your proposal (as it was submitted) and follow the instructions below. The structure and the order of chapters and sections should be followed as indicated. All pages must be numbered and include, at the bottom of the page, the proposal number, the acronym and the text "Part B".

The IT system will create the description of the action (Annex 1) composed of two PDF files:

- *one file generated through online forms containing PART A*
- *a second file PART B "the narrative part" uploaded in PDF format*

PART A

For information only

NOTE that PART A will be generated by the IT system once you have filled in the necessary grant preparation data via the Participant Portal.

Cover Page

Table of contents

1.1. The project summary *(Automated - Based on proposal table A1)*

1.2. The list of beneficiaries *(Automated - Based on proposal table A2)*

1.3. Work plan tables *(Please fill in the data in the Participant Portal based on the tables in your proposal)*

1.3.1. WT1 list of Work packages (based on Proposal table 3.1b)

1.3.2. WT2 list of deliverables (based on Proposal table 3.1c)

1.3.3. WT3 Work package descriptions (based on Proposal table 3.1a)

1.3.4. WT4 list of milestones (based on Proposal table 3.2a)

1.3.5. WT5 Critical Implementation risks and mitigation actions (based on Proposal table 3.2b)

1.3.6. WT6 Summary of project efforts in person months (based on Proposal table 3.4a)

1.3.7. WT7 tentative schedule of project reviews (set by Commission/Agency)

1.3.8. [if applicable (Research Infrastructures)] WT8 Summary of transnational / virtual access provision per installation]

1.4. [if applicable] Ethics requirements *(set by Commission/Agency)*

PART B

INSTRUCTIONS

- Start from Part B of your proposal. Use the version that was submitted for evaluation.
- Remove the cover page(s) of Part B of your proposal.
- Remove the list of participants. This is included in Part A.
- Add a table with the history of changes. Specify the changes you introduced into Part A or Part B of Annex 1 (i.e. changes compared with the proposal or compared with previous versions of Annex 1). Changes should be described concisely. You do not need to include minor changes that do not modify the meaning of Annex 1 (e.g., correction of spelling and grammar, changes in formatting).
- Add a table of contents with page numbers (or update the existing table of contents).
- Remove tables 3.1a, 3.1b, and 3.1c from section 3.1. They are included in Part A.
- Remove tables 3.2a and 3.2b from section 3.2. They are included in Part A.
- Remove table 3.4a from section 3.4. It is included in Part A. Keep table 3.4b in Part B.
- Include the following information at the bottom of each page (e.g. in a footer):
"[Proposal number] [Proposal acronym] – Part B – [Page number (starting at 1 for Part B)]"
- You may need to update specific sections of Part B or include additional information (e.g., in order to remove inconsistencies or to meet ethics requirements).
- Convert the final Part B into PDF format and upload the PDF file via the Participant Portal.

This is the resulting structure of Part B of Annex 1:

History of changes

Table of Contents

1. Excellence

1.1. Objectives

1.2. Relation to the work programme

1.3. Concept and approach

1.4. Ambition *(not applicable for CSA type of actions)*

2. Impact

2.1. Expected impacts

2.2. Measures to maximise impact

3. Implementation

3.1. Work Plan *(proposal section 3.1 without tables 3.1a, 3.1b, 3.1c)*

3.2. Management structure and procedures *(proposal section 3.2 without tables 3.2a, 3.2b)*

3.3. Consortium as a whole

3.4. Resources to be committed *(proposal section 3.4 without table 3.4a, but with table 3.4b)*

4. Members of the consortium

4.1. Participants

4.2. Third parties involved in the project (including use of third party resources)

4.3. [if applicable] Financial support to third parties

5. Ethics and Security

5.1. Ethics

5.2. Security *(Calls under the societal challenge "Secure societies" may use a different structure with sections "5.2. Societal impact" and "6. Security". Please follow the structure and numbering in the proposal template.)*