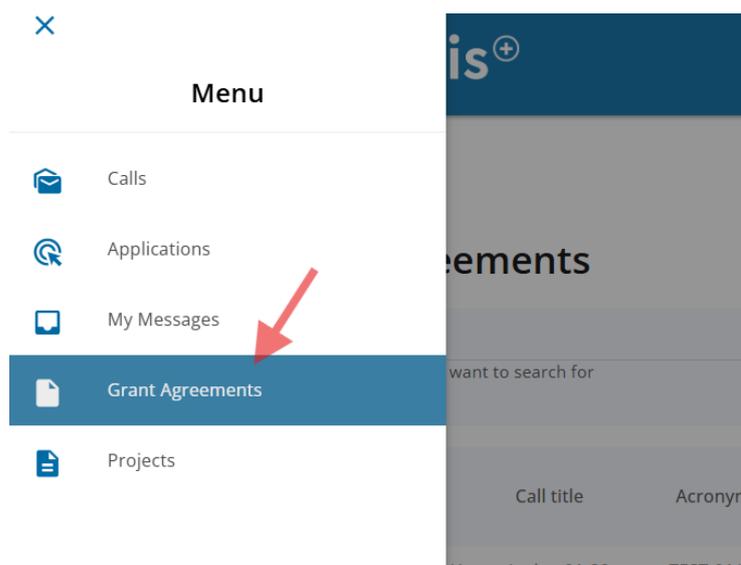# Grant Agreements

1.1. List of draft Grant Agreements

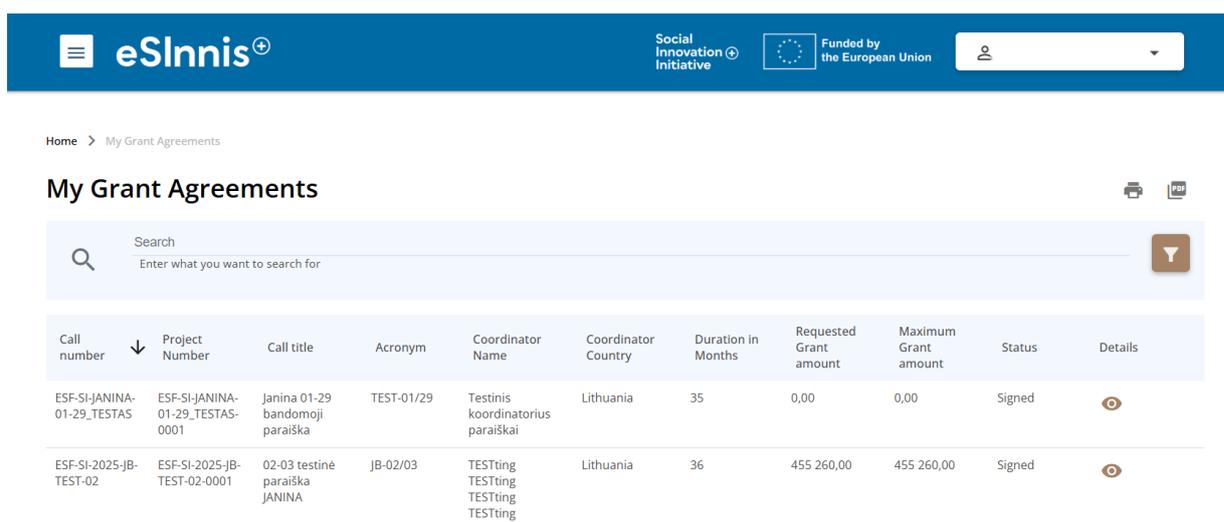> **!** If the user cannot see any Grant Agreements (GA), this means that:
> - They are not the author of the application for which the GA will be prepared, or
> - They have not been assigned to the specific GA Users section.
> In this case, the user should contact the author of the application or a user with GA user administration rights.

The details of draft Grant Agreements (GAs) can be accessed from the menu of the e-tool by selecting the Grant Agreements tab.

In the newly opened window, the user will see all draft GAs to which they have been assigned (see Section 1.2 for details on assignment).

Call number	Project Number	Call title	Acronym	Coordinator Name	Coordinator Country	Duration in Months	Requested Grant amount	Maximum Grant amount	Status	Details
ESF-SI-JANINA-01-29_TESTAS	ESF-SI-JANINA-01-29_TESTAS-0001	Janina 01-29 bandomoji paraiška	TEST-01/29	Testinis koordinatorius paraiškai	Lithuania	35	0,00	0,00	Signed	👁
ESF-SI-2025-JB-TEST-02	ESF-SI-2025-JB-TEST-02-0001	02-03 testinė paraiška JANINA	JB-02/03	TESTting TESTting TESTting TESTting	Lithuania	36	455 260,00	455 260,00	Signed	👁

To view the details of a specific GA, the user should click the *eye* 👁 icon.

The newly opened window will display all GA-related information, including its history (*Change history*), user management (*Users*), and communication (*Communication*) sections.

In addition, the user can apply filters to the GA list to find a specific GA as needed.

1.2. User management for Grant Agreements

In the *Users* section of a GA, the user can view all individuals assigned to the draft GA. User permissions are also managed in this tab.

The author of the application is automatically added to the draft GA. They can add other users by clicking the *Add user* button. Users can also be added by any user with the *Manage users* permission.

* If the application author is no longer responsible for its further implementation within the institution or is otherwise unable to assign the necessary users, the European Social Innovation Competence Centre (ESICC) must be contacted. The request should specify which user needs to be assigned to the draft GA and granted the 'Manage users' permission.

When adding a new user, it is important to enter their full email address and make sure they have an eSInnis account. Once the email has been entered, the e-tool will display the user's details (first name, last name, and email), which should be selected (clicked on). Permissions can then be assigned, and the changes saved.
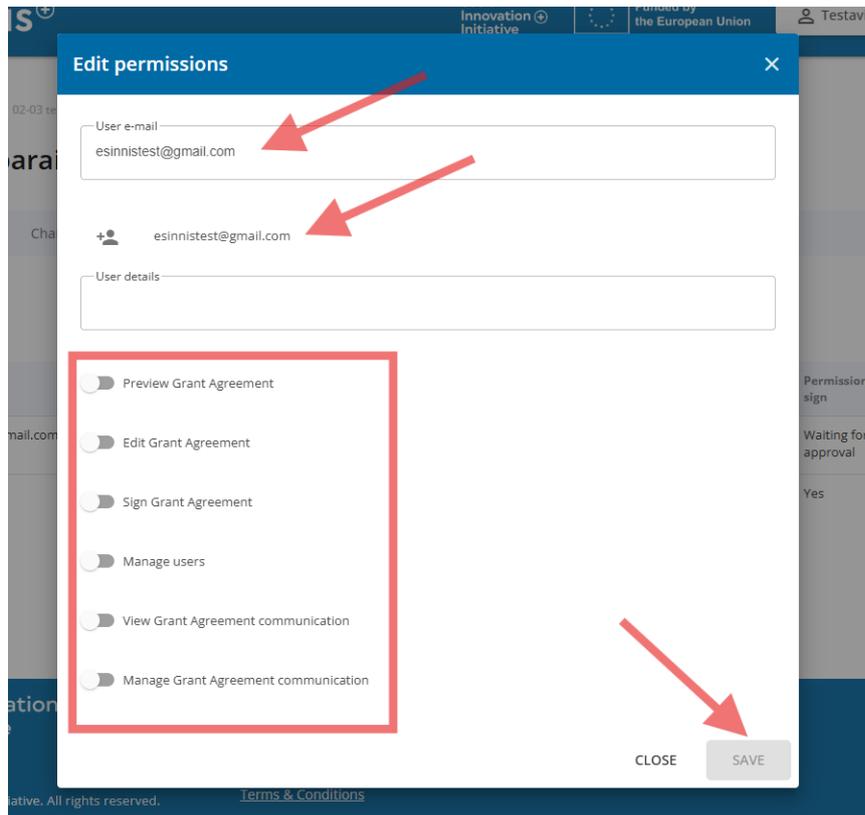
Please note that the user who has been granted the *Permission to sign the Grant Agreement* must be verified. See Section 1.3 for more details.

Users can be assigned the following permissions:

- **Preview Grant Agreement:** grants the right to view the GA (if any of the permissions below are assigned, this permission is automatically enabled).
- **Edit Grant Agreement:** grants the right to edit the GA.
- **Sign Grant Agreement:** grants the right to sign the GA. When this permission is assigned, the user must obtain ESICC approval for signing, i.e. they will have to be verified (see Section 1.3 for more details).
- **Manage users:** grants the right to manage users. This includes viewing the Users section and adding, removing, or editing user details.
- **View Grant Agreement communication:** grants the right to view communication related to the GA (if the user is assigned the *Manage Grant Agreement communication* permission, this permission is automatically enabled).
- **Manage Grant Agreement communication:** grants the right to create new messages and respond to received messages related to the GA. This permission is automatically enabled if the user is assigned the *Sign Grant Agreement* permission.

1.3. User verification

The user who is assigned the *Sign Grant Agreement* permission must be verified. This means that they must provide the ESICC with documentation justifying their authority to sign, and the ESICC must approve this authority. Until ESICC approves the signing rights, the user will see *No* under *Permission to sign* in the Users section of the e-tool. In addition, they will not see the approval checkbox when accessing the edit mode.
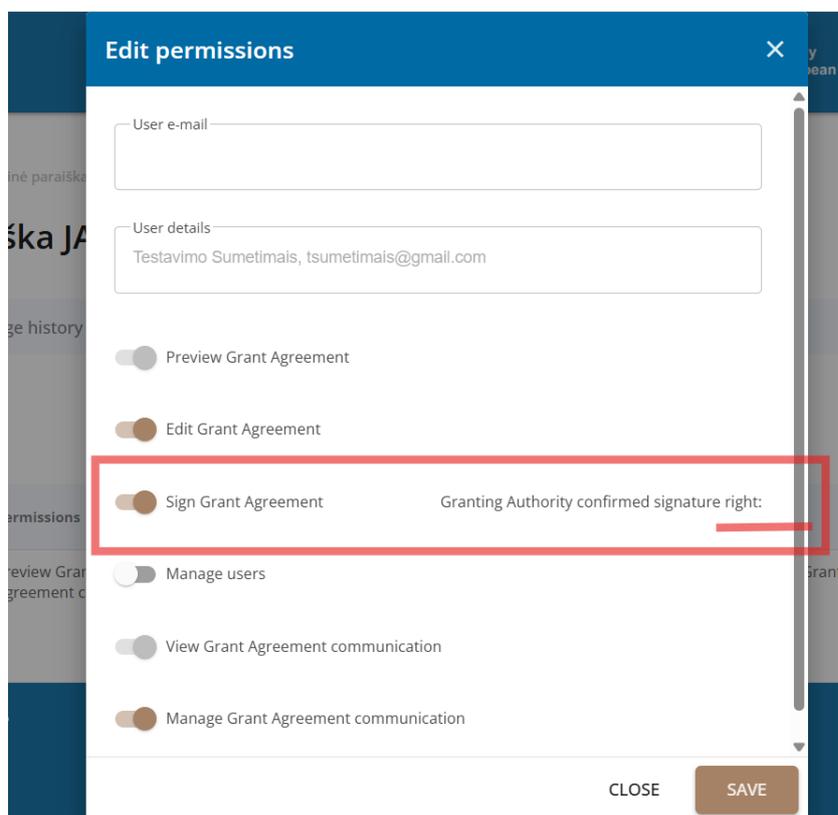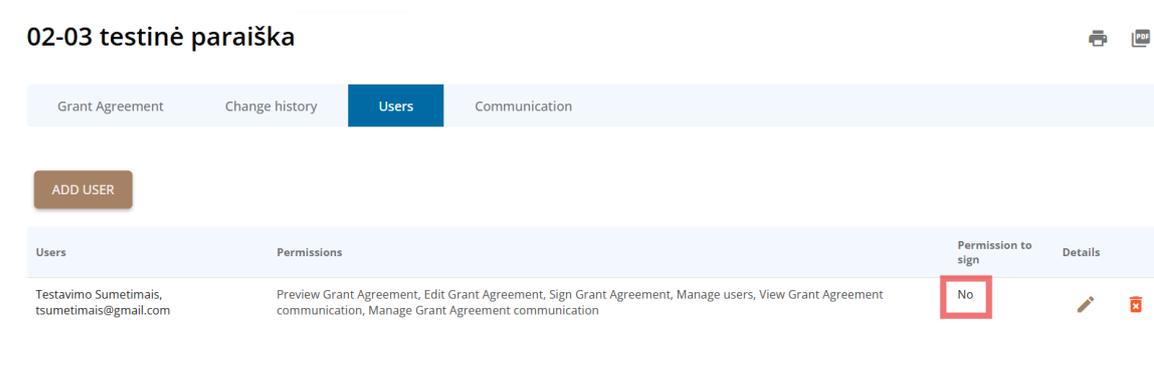
When the user navigates to the *Grant Agreement* section, they will see a ***Request Signing Permission*** button if they have been assigned the signing permission.

Clicking on *Request Signing Permission* will open a window where the user will have to write a message and attach the required documents. Once this step has been completed, the user will have to click *Send*, which will send the request to ESICC.
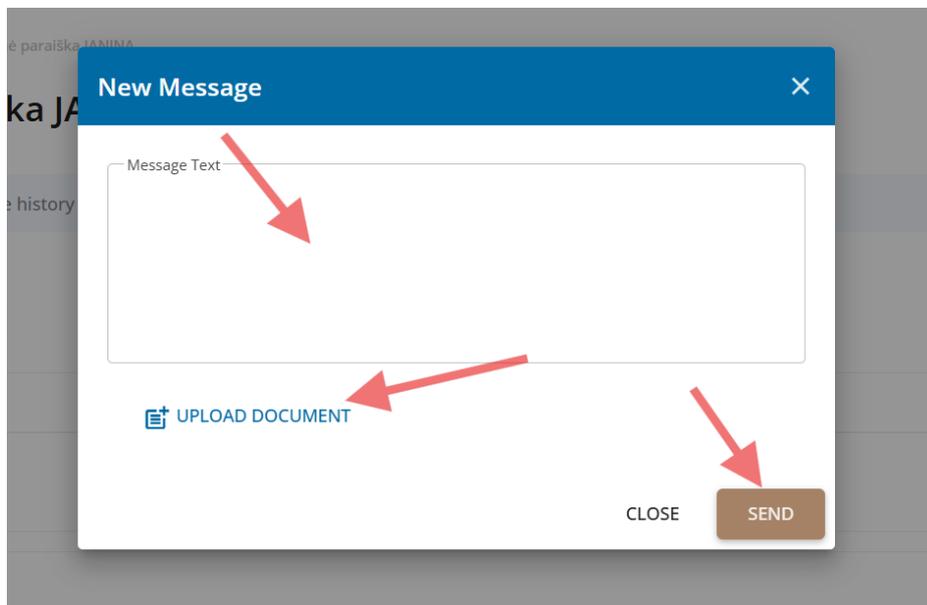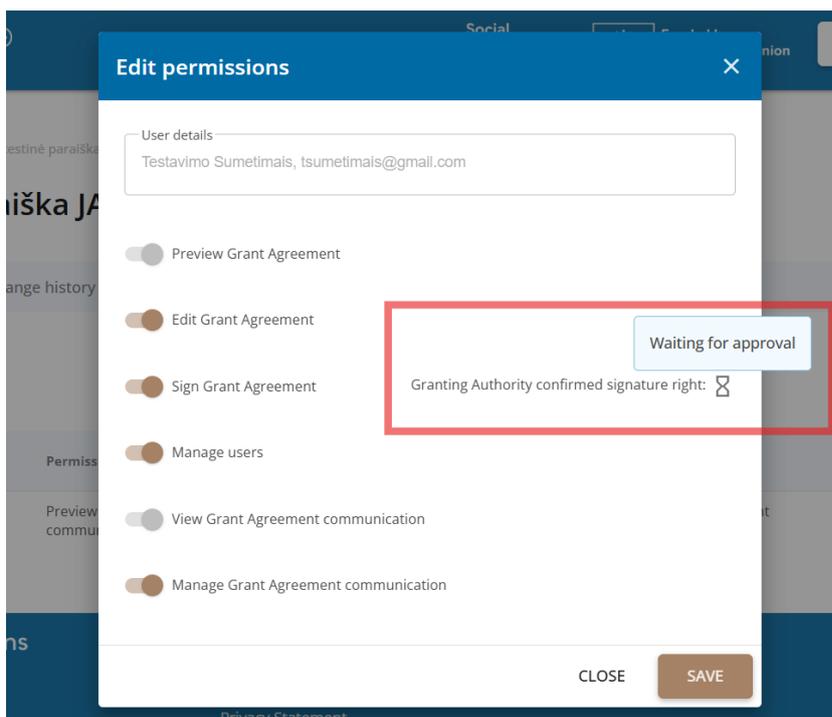

Once the request has been submitted, the user will see the status *Waiting for approval* under *Permission to sign* in the *Users* section.

The same status will be displayed when the user card is opened in editing mode.

If ESICC does not approve the verification, the user will receive a notification in the *Communication* section, as well as an email informing them of the system message received.


In this case, the *Request Signing Permission* button will become active again and the user will need to repeat the verification process, following the same steps as the initial request.

Once ESICC has approved the user's signing rights, they will see *Yes* under *Permission to sign* in the *Users* section.

This approval will also be displayed when the user card is opened in editing mode.
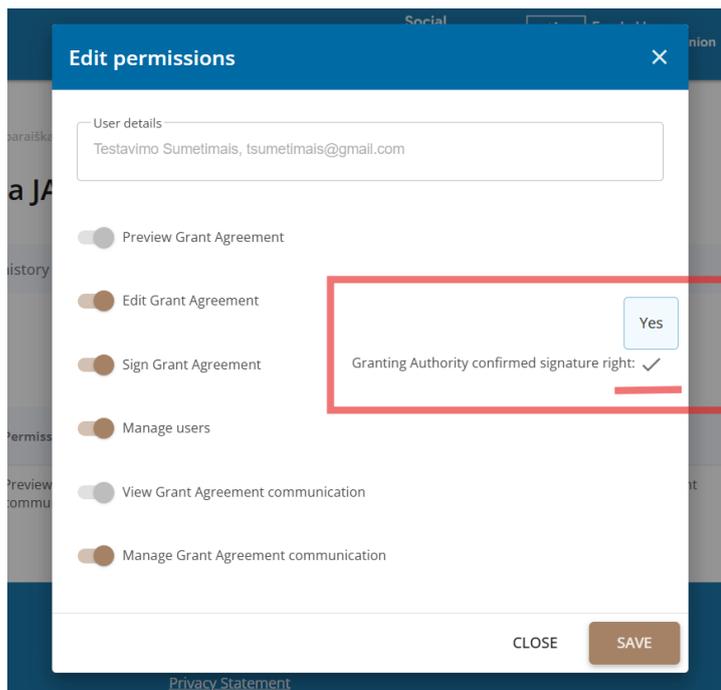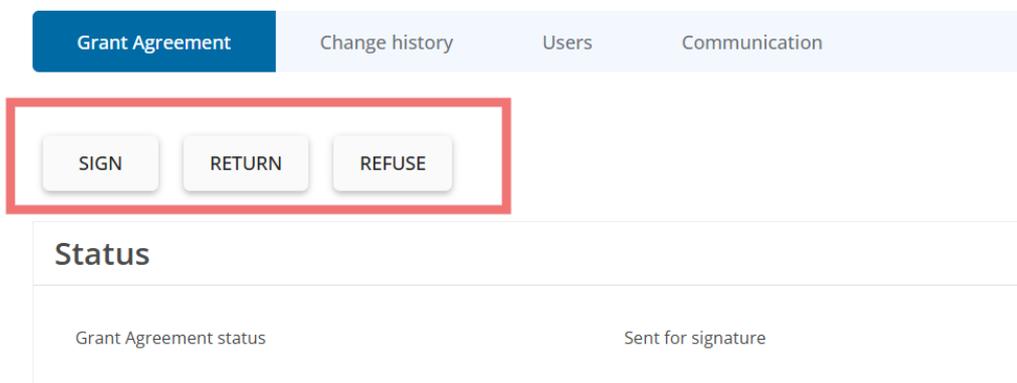

When the GA signing process is initiated, the user will see the following buttons:

Sign - to sign the agreement.
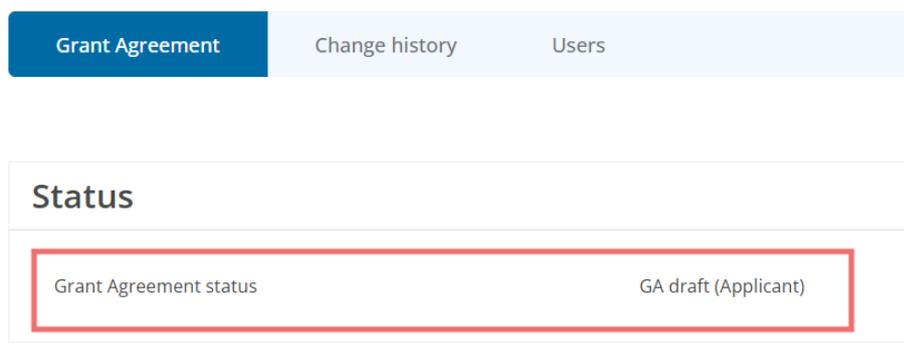**Return** - to return the agreement for further changes.
**Refuse** - to decline signing the agreement. (see Section 1.5 for more details).

1.4. Editing the Grant Agreement

The user will only be able to edit the GA if they have been granted *Edit Grant Agreement* permission and the *Grant Agreement status* is *GA draft (Applicant)*.

The *Grant Agreement status* will be GA *draft (Applicant)* only if ESICC grants editing rights, specifying which sections of the GA the user can edit. The user will be able to view the entire GA but will only be able to edit the sections marked with the pencil ✏ icon.
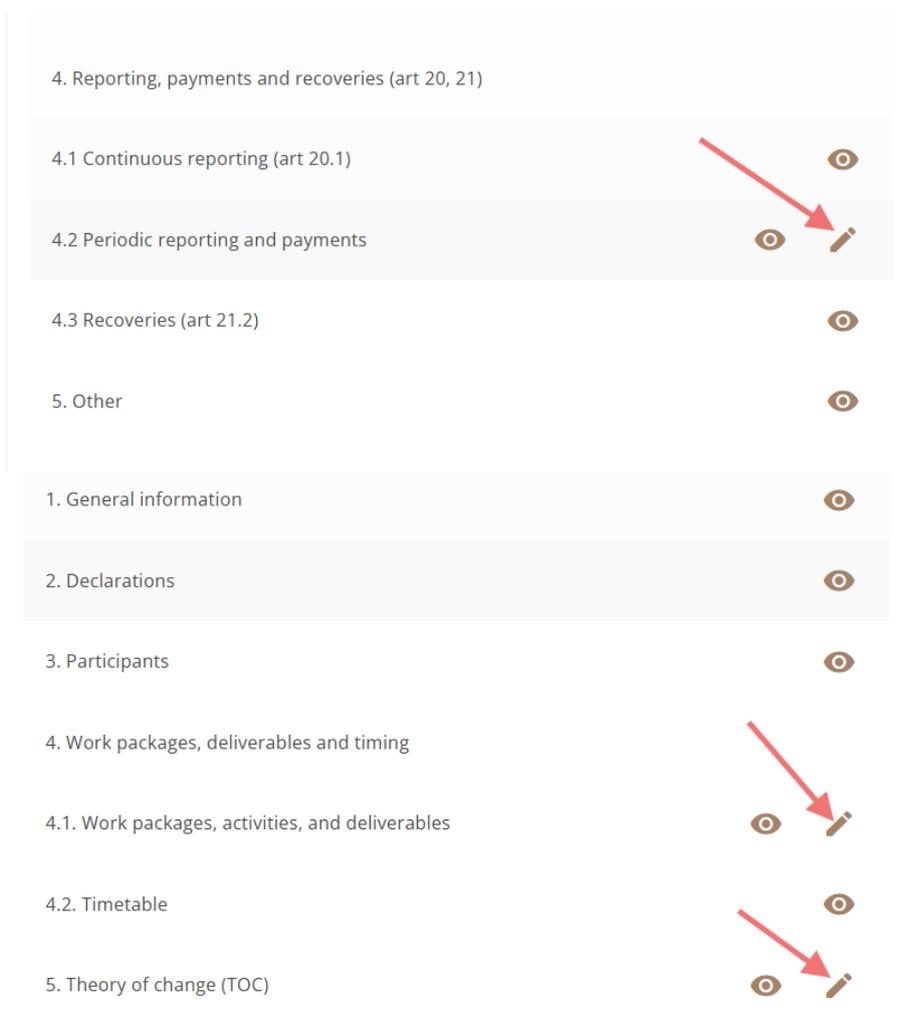
It should be noted that if ESICC requires changes to the GA, the user will receive a notification in the *Communication* section, which will include details of the required changes and the deadline for completion.


Note: *For the user to be able to view and send messages, they must have both 'View Grant Agreement communication' and 'Manage Grant Agreement communication' permissions. If the user only has the permission to view the communication, they will not be able to send new messages or reply to received messages.*

Once the user has made the necessary changes, they will have to return to the main *Grant Agreement* section and click *Validate and Submit*.
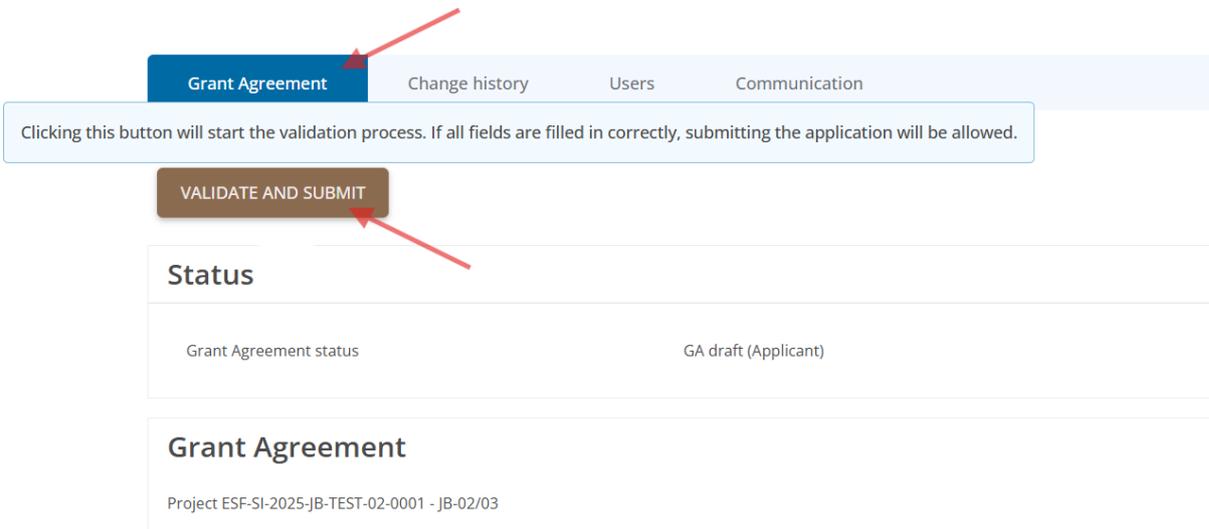
After clicking *Validate and submit*, a window will open where the user will have to confirm the action by selecting *Validate changes* or cancel the action by clicking *Close*.
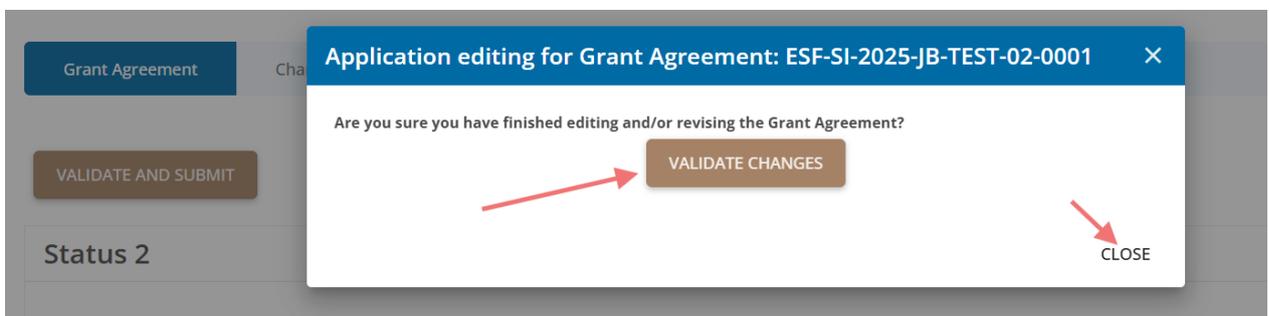
After clicking *Validate changes*, the e-tool will notify the user of any errors (if any)
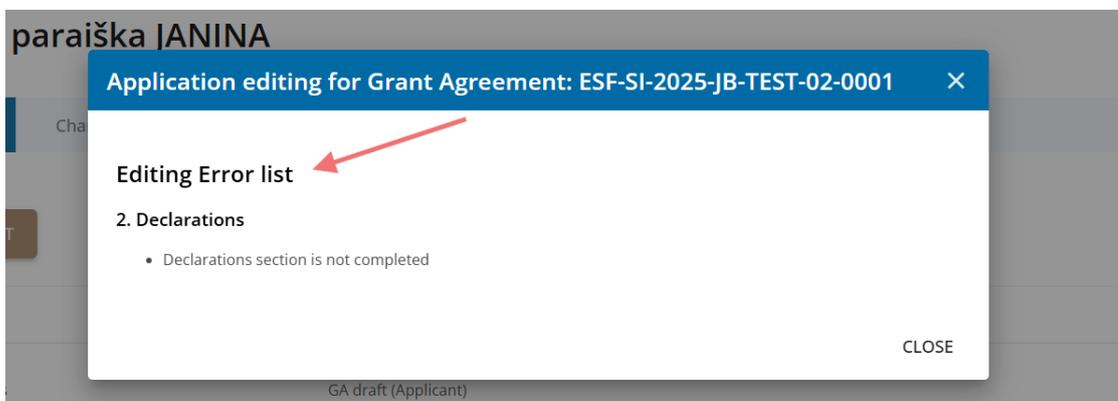
or confirm the successful completion of the action.

If errors are found, the user will have to correct them. Only when there are no errors can the edited GA be submitted to ESICC. Once it is submitted, the status of the GA will change to į GA DRAFT.

1.5. Signing the Grant Agreement

Only a verified user can sign the GA (see Section 1.3 for details). If the user responsible for signing the GA has not been verified, they must first complete the verification process (see Section 1.3).

The user will be informed about signing the GA through a notification (in the *Communication* section and via email informing the user about a message received in the e-tool). The subject of the notification will be *Signature of the Grant Agreement* and it will specify the deadline for signing the GA. In addition, the status of the GA will be *Sent for signature*.

In the main GA window (*Grant Agreement* section), the user will see three buttons: *Sign*, *Return*, and *Refuse*.

Note: Other users assigned to the GA will not see these buttons. Only the verified user with signing permissions will have access to them.

1.5.1 Signing (Sign)

To start the signing process, the user must click the **Sign** button. This will open a new window in the e-tool. If the user wants to cancel the action, they will need to click *Close*. Otherwise, to continue signing, the user must click **Send code**.
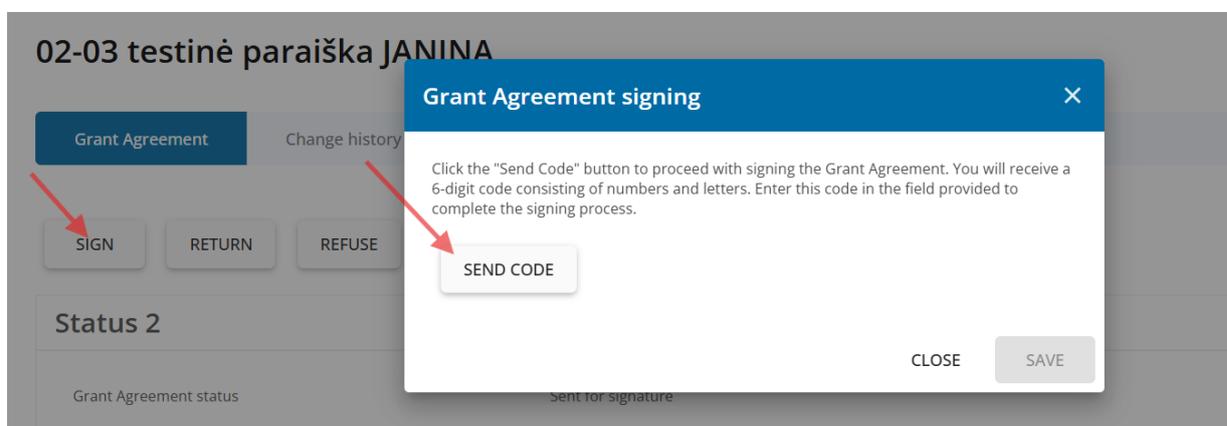
After clicking *Send code*, the e-tool will confirm the action (a message will appear asking the user to check their email) and a box will appear for entering the code. This window should remain open and not be closed.
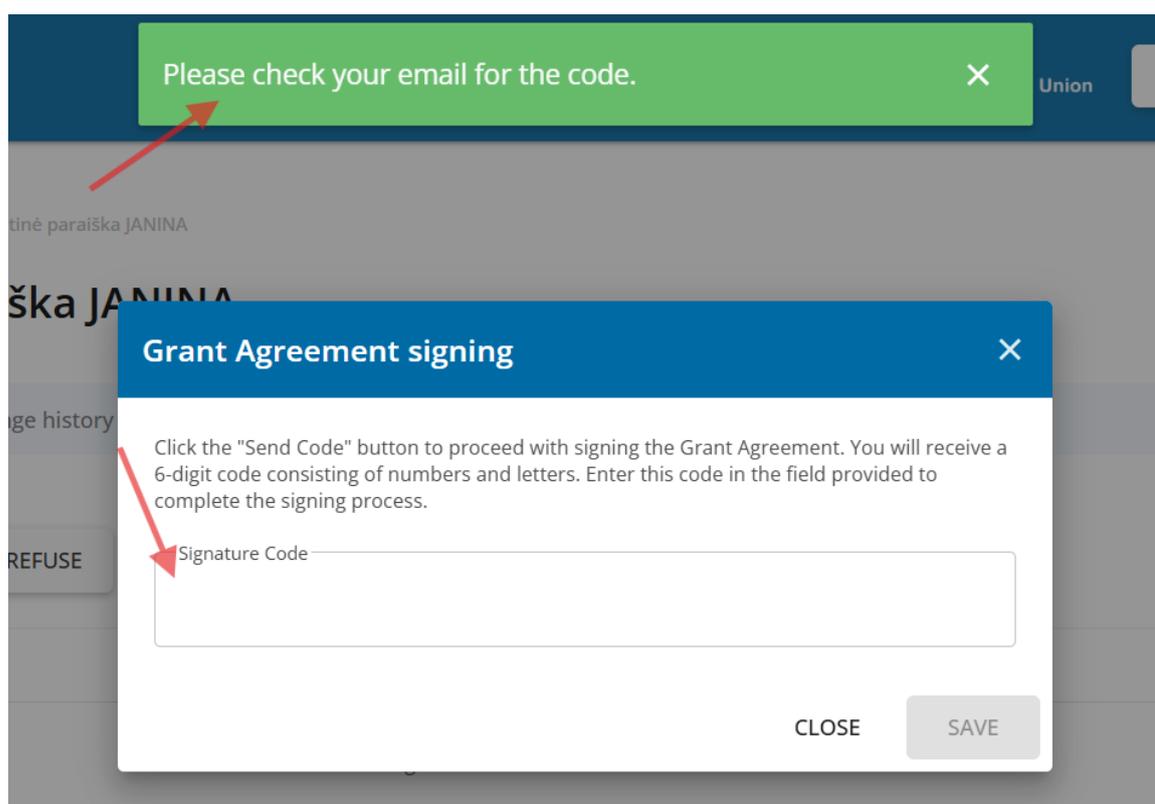
The user will see a message in their email (sent to the address linked to their eSInnis account) containing a generated signing code.
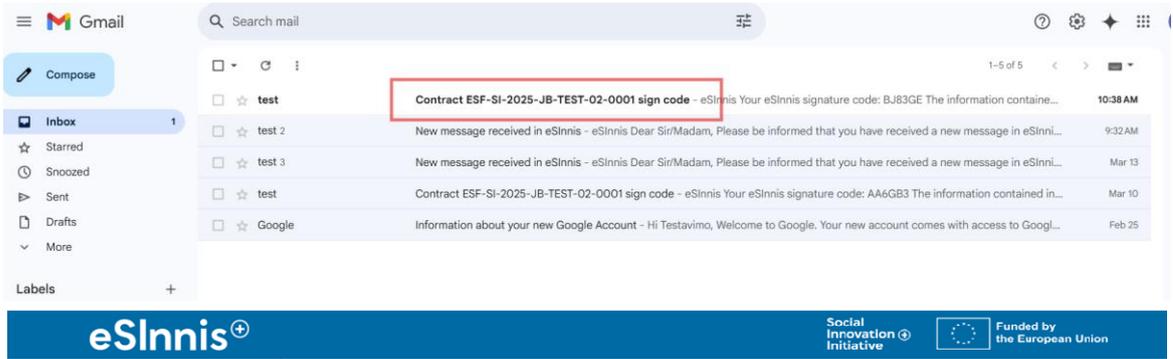
The user must enter this code in the code entry field mentioned above and click the *Save* button. If the user clicks *Close* instead, the signing process will be cancelled, and they will have to start over. If the user closes the code entry window before entering the code, they will have to request a new code and repeat the process.

After clicking *Save*, the e-tool will display a confirmation message indicating that the signing was successful.

It will also change the status of the Grant Agreement to *Signed by Coordinator*.

1.5.2 Returning the Grant Agreement (Return)

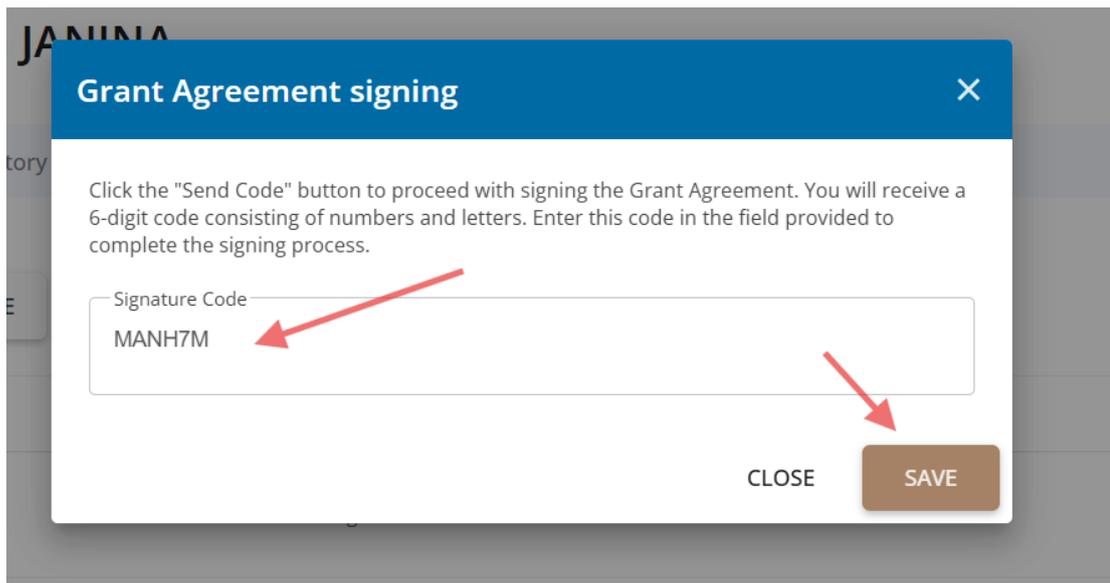If, for any reason, the user decides not to sign the GA and instead returns it to ESICC, they will need to click on the **Return** button. When clicked, a new window will open in the e-tool. If the user wishes to cancel the action, they will need to click on *Close*. Otherwise, they will have to enter the reasons for returning the agreement and click **Return GA**.

After clicking *Return GA*, the e-tool will confirm the successful completion of the action and the GA status will change to *Returned*.

1.5.3 Refusing to sign (Refuse)

If the user refuses to sign the Grant Agreement, they will need to click on the **Refuse** button. When clicked, a new window will open in the e-tool. If the user wishes to cancel the action, they will need to click on *Close*. Otherwise, they will have to enter the reasons for refusing to sign and click on **Refuse to sign**.

After clicking *Refuse to sign*, the e-tool will confirm the successful completion of the action and the GA status will change to *Refused to sign*.

1.6 Downloading the signed Grant Agreement

Once both parties have signed the GA, the user will be notified via a notification in the *Communication* section (as well as an email notifying them of a new message in the system).

In addition, the GA status will be set to *Signed* and the user will see the **Generate PDF** button in the *Grant Agreement* section. Clicking on this button will initiate the process of merging the signed parts of the GA.

Once the e-tool has completed the merging process and generated the PDF, the user will be notified by an e-tool message and will see the **Download PDF** button. Clicking this button will allow the user to download the GA.

PDF generated and merged successfully. ✕

Home > Grant Agreements > 02-03 testinė paraiška JANINA

02-03 testinė paraiška JANINA

🖨 📄

| **Grant Agreement** | Change history | Users | Communication |

DOWNLOAD PDF

Status

| Grant Agreement status | Signed |

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