Grant Agreements

1.1. List of draft Grant Agreements	
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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 <u>Section 1.2</u> for details on assignment).

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Home > My Gran	nt Agreements	nents								e e
Q Se	earch inter what you want	to search for								T
Call number $igvee$	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	Θ
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	0

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

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Home 💙 My Gran	nt Agreements									
My Gran	nt Agreer	nents								e 100
	earch nter what you want	to search for								-
Call number $igvee$	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	0
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	0

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

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Home > Grant Agreements >	02-03 testinė paraiška JANI	INA					
02-03 testine p	baraiška			1			÷ (2
Grant Agreement	Change history	Users	Communication				

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

Home 🔰 My Grant A	greements				× Filters	i
My <mark>G</mark> rant	Agreements	S			- Call number Pfease enter call number	-
Q Sear	Ch rr what you want to search fe	for			Call number Please onter call number	
Project Number	Project Title 🔺 A	Acronym	Coordinator Name	Coordini Country	Please online project Bile Coordinator Name Filter by Coordinator Name	s Details
ESF-SI-2025-JB- TEST-02-0001	02-03 testinė JB paraiška JANINA	B-02/03	TESTting TESTting TESTting TESTting	Lithuania	- Coordinator Country Filter by Coordinator Country	Θ
ESF-SI-JANINA-01- 29_TESTAS-0001	Janina 01-29 TE bandomoji paraiška	TEST-01/29	Testinis koordinatorius paraiškai	Lithuania	Duration from Enter a number Enter a number Enter a number Status	ft 💿
					Please select status -	1 - 2 of 2 < >

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.

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Home > Grant Agreements >	> 02-03 testinė paralška JANINA paraiška					ē	POP
Grant Agreement	Change history Users	Communication					
ADD USER							
Users	Permissions				Permission to sign	Details	
J J C	Preview Grant Agreement, Edit Agreement communication	Preview Grant Agreement, Edit Grant Agreement, Manage users, View Grant Agreement communication, Manage Grant Agreement communication					×
	Preview Grant Agreement, Edit Agreement communication, Per	Grant Agreement, Manage users, View Gr mission to sign the Grant Agreement	ant Agreement communication	n, Manage Grant	Yes	/	×

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.

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iome > Grant Agreements >	 02-03 testinė paraiška JANINA paraiška 			ē	P
Grant Agreement	Change history Users	Communication			
Users	Permissions		Permission to sign	Details	
J	Preview Grant Agreement, Edit G Agreement communication	irant Agreement, Manage users, View Grant Agreement communication, Manage G	rant Waiting for approval	-	×
	Preview Grant Agreement, Edit G Agreement communication, Perr	irant Agreement, Manage users, View Grant Agreement communication, Manage G mission to sign the Grant Agreement	rant Yes		×

* 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.

IS [⊕] _		Innovation 🕀 Initiative	the European Un	ion 🗳 Testavii
	Edit permissions			×
02-03 te	User e-mail esinnistest@gmail.com			
Cha	+2 esinnistest@gmail.com			
				_
	Preview Grant Agreement			Permission sign
mail.com	Edit Grant Agreement			Waiting for approval
	Sign Grant Agreement			Yes
	Manage users			
	View Grant Agreement communication		× 1	
ation	Manage Grant Agreement communication			
			CLOSE	SAVE
iative. All	rights reserved. <u>Terms & Conditions</u>			

Please note that the user who has been granted the *Permission to sign the Grant Agreement* must be verified. See <u>Section 1.3</u> 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.

02-03 testinė p	araiška	ē	109
Grant Agreement	Change history Users Communication		
ADD USER			
Users	Permissions Permission to sign	Details	
Testavimo Sumetimais, tsumetimais@gmail.com	Preview Grant Agreement, Edit Grant Agreement, Sign Grant Agreement, Manage users, View Grant Agreement communication, Manage Grant Agreement communication		×
	Edit permissions × y yean U		
	User e-mail		
inė p	raiška		
śka	User details		
_			
ge hi	Preview Grant Agreement		
_			
_			
ermis	sions Sign Grant Agreement Granting Authority confirmed signature right:		
review	v Grar Manage users irant		
,	View Grant Agreement communication		
	Manage Grant Agreement communication		
	CLOSE SAVE		

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.

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Home > Grant Agreements > 02-03 testinė paraiška JANINA 02-03 testinė paraiška					÷ E
Grant Agreement Change history Users REQUEST SIGNING PERMISSION	Communication				
Status					
Grant Agreement status	GA DRAFT				

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.

New Message	×
Message Text	
ET UPLOAD DOCUMENT	
	CLOSE SEND

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

Grant Agreement	Change history	Users	Communication				
ADD USER							
Users	Permissions			Perm sign	ission to	Details	
Testavimo Sumetimais, tsumetimais@gmail.com	Preview Grant communicatio	Agreement, Edit n, Manage Grant	: Grant Agreement, Sign Grant Agreement, Manage users, View Grant Agreement t Agreement communication	Waiti appr	ing for oval	/	X

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

)			
	Edit permissions		×
estinė paraišk	User details Testavimo Sumetimais, tsumetimais(@gmail.com	
IISKA J/	Preview Grant Agreement		
	Edit Grant Agreement		Waiting for approval
	Sign Grant Agreement	Granting Authority confirmed s	ignature right:
Permis	Manage users		
Preview commu	View Grant Agreement communio	cation	ıt
	Manage Grant Agreement comm	unication	
ns			
		CLOS	SAVE
	Privacy Statement		

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.

Grant Agreement	Change history	Users Communication			
NEW MESSAGE					
Date and time	Subject	Object	Author	Attachment	Details
13/03/2025 17:46:20 (+0200)	Request for signature permission	Grant Agreement ESF-SI-202 0001	25-JB-TEST-02- European Competence Center for Social Innovation	Û	0
			Page 1 🔻 Items per page	20 💌 1 - 1 of 1	< >

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.

Grant Agreement	Change history	Users	Communication				
ADD USER							
Users	Permissions			Permiss sign	ion to De	tails	
Testavimo Sumetimais, tsumetimais@gmail.com	Preview Grar communicati	nt Agreement, Edit ion, Manage Grant	Grant Agreement, Sign Grant Agreement, Manage users, View Grant Agreement t Agreement communication	Yes			×

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

	Edit permissions	×	nion
paraiška a 14	⊂ User details Testavimo Sumetimais, tsumetimais@	@gmail.com	
istory	Preview Grant Agreement		
listory	Edit Grant Agreement	Yes	
	Sign Grant Agreement	Granting Authority confirmed signature right: 🗸	
⁹ ermiss	Manage users		
Preview Commu	View Grant Agreement communic	cation	nt
	Manage Grant Agreement comm	unication	
		CLOSE SAVE	
	Privacy Statement		
	rivacy statement		

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 <u>Section 1.5</u> for more details).

02-03 testinė paraiška

Grant Agreement	Change history	Users	Communication	
SIGN RETURN	REFUSE			
Status				
Grant Agreement status		S	ent for signature	

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)*.

Grant Agreement	Change history	Users
Status		
Grant Agreement status		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 \checkmark icon.

4. Reporting, payments and recoveries (art 20, 21)	
4.1 Continuous reporting (art 20.1)	•
4.2 Periodic reporting and payments	0
4.3 Recoveries (art 21.2)	0
5. Other	O
1. General information	0
2. Declarations	0
3. Participants	0
4. Work packages, deliverables and timing	
4.1. Work packages, activities, and deliverables	•
4.2. Timetable	< ^o
5. Theory of change (TOC)	•

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.

Grant Agreement	Change history	Users	Communication			
NEW MESSAGE						
Date and time	Subject	Object	Author		Attachment	Details
13/03/2025 19:04:01 (+0200)	Send GA for editing	Grant Agreement	Europe Social I	an Competence Center for nnovation		o
13/03/2025 18:09:31 (+0200)	Request for signature permission	Grant Agreement E JB-TEST-02-0001	SF-SI-2025- User			Ο
					^	
Grant Agreement	Change history	Users	Communication			
European Competence Center for Social Innovation 2025-03-13 19:04:01 Send GA for editing Testing						-13 19:04:01
GA editing / review mu	st be completed by 15/03/202	5				
					MET	ADATA
ВАСК						REPLY

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*.

	Grant Agreement	Change history	Users	Communication	
Clicking this bu	tton will start the validation pro	cess. If all fields are fil	led in correctly, su	bmitting the application will be allow	ed.
	VALIDATE AND SUBMIT				
	Status				
	Grant Agreement status		GA	draft (Applicant)	
	Grant Agreemen	ıt			
	Project ESF-SI-2025-JB-TEST-02-	0001 - JB-02/03			

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*.

Grant Agreement	Application editing for Grant Agreement: ESF-SI-2025-JB-TEST-02-0001 ×
VALIDATE AND SUBMIT	Are you sure you have finished editing and/or revising the Grant Agreement? VALIDATE CHANGES
Status 2	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.

			_ ~	-
■ eSInnis®	The editing changes were successfully saved.	×	Jnion	•
Home 📏 Grant Agreements 📏 02-03 testinė paraiška j	JANINA			
02-03 testinė paraiška				ē 🖻
Grant Agreement Change history	Users Communication			
VALIDATE AND SUBMIT				
Status				
Grant Agreement status	GA draft (Applicant)			

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.

02-03 testinė paraiška

1.5. Signing the Grant Agreement

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

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*.

02-03 testir	nė paraiška				ē	PDF
Grant Agreement	Change history	Users	Communication			
NEW MESSAGE						
Date and time	Subject	Object	Author	Attachment	Details	
14/03/2025 09:32:18 (+0200)	Signature of the Grant Agreement	Grant Agreement	European Competence Center for Social Innovation		O	
14/03/2025 09:06:53 (+0200)	Send GA for editing	Grant Agreement	European Competence Center for Social Innovation		0	
Grant Agreement	Change history	Users	Communication			
European Competence Signature of the Grant Dear Sir/Madam, We are sign it no later than the Please sign the Grant Ag	Center for Social Innovation Agreement e pleased to inform that the Gra deadline indicated in the messa reement by 20/03/2025	ant Agreement prepar age.lf you have any qu	ation process has been completed. It is now ready to t estions or concerns, please do not hesitate to contact	2025-03- be signed. We kindly us. MET.	-14 09:32:1 ask you to ADATA	8
ВАСК					REPLY	

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.

02-03 testinė paraiška

Grant Agreement	Change history	Users	Communication
SIGN	REFUSE		
Status 2			
Grant Agreement status		Sent for signature	
C	-		

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*.

02-03 testinė p	araiška JA	NINA	
		Grant Agreement signing	×
Grant Agreement Sign RETURN	Change history REFUSE	Click the "Send Code" button to proceed with signing the Grant Agreement. Y 6-digit code consisting of numbers and letters. Enter this code in the field pro complete the signing process. SEND CODE	'ou will receive a wided to
Status 2			
Cront Agrooment status		CLOSE	SAVE
Grant Agreement status		Sent for signature	

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.

	Please check your email for the code.	×	Union
tinė paraiška JA	NINA		
ška JA'	Grant Agreement signing	×	
ige history	Click the "Send Code" button to proceed with signing the Grant Agreement. You will rec 6-digit code consisting of numbers and letters. Enter this code in the field provided to complete the signing process. Signature Code	eive a	
	CLOSE	SAVE	

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.

Grant Agreement signing	×
Click the "Send Code" button to proceed with signing the Grant Agreeme 6-digit code consisting of numbers and letters. Enter this code in the field complete the signing process. Signature Code MANH7M	ent. You will receive a d provided to
CL	OSE SAVE

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.

Status Grant Agreement status Signed by Coordinator	Grant Agreement	Change history	Users	Communication
Status Grant Agreement status Signed by Coordinator				
Grant Agreement status Signed by Coordinator	Status			
	Grant Agreement status		Signed by Coor	dinator

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*.

Grant Agreement Change history	Grant Agreement Return	×
SIGN RETURN REFUSE	Are you sure you want to continue? Once you choose to proceed, the Grant Agreement will be returned for review and you will not be able to cancel the action. Please confirm your decision.	
Status 2	Message Text *	
Grant Agreement status		
Grant Agreement		
Project ESF-SI-2025-JB-TEST-02-0001 - JB-02/03	CLOSE RETURN C	БА

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

	eSInnis⊕	Grant Agreement successfully returned to Granting Authority	×	Union	¢۲
Home > Gr	rant Agreements > 02-03 testinė paraišk testinė paraiška				
5	Status				
	Grant Agreement status	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*.

Change history Are you sure you want to continue and refuse to sign the Grant Agreement? This action cannot be undone. Please confirm your decision. Message Text * REFUSE
REFUSE Message Text *
CLOSE 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*.

е	SInnis⊕	Refused to sign the Grant Agreement	ı x	Union	Ô	•
irant /	vgreements ≻ 02-03 testinė paraišk. Stinė paraiška					ē
	Status					
	Grant Agreement	status	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).

Grant Agreement	Change history	Users Communication		
NEW MESSAGE				
Date and time	Subject	Object	Author	Attachment Details
14/03/2025 15:47:33 (+0200)	Signature of the Grant Agreement	Grant Agreement	European Competence Center for Social Innovation	٥
14/03/2025 00:06:53	Cond CA for aditing	Grant Agroomont	Furancan Competence Cantor for Gocial Innovation	
European Competer	nce Center for Social Inno	vation		2025-03-14 15:47:33
Please be informed t	hat the Grant Agreement	has been signed by both partie	es. It is now available for download.	
			~	METADATA
ВАСК				REPLY

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.

■ eSInn	is⊕			Social Innovation ⊕ Initiative	Funded by	2
Home > Grant Agreements > 02-03 testinė p	02-03 testinė paraiška j Daraiška					
Grant Agreement	Change history	Users	Communication			
GENERATE PDF						
Status						
Grant Agreement status		Si	gned			

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.

🔳 eSInnis	S ⁽ PDF generated	l and merged	l successfully.	×	•
Home > Grant Agreements >	02-03 testinė paraiška JANI Daraiška IAN	NA INA		`	ā 10
Grant Agreement	Change history	Users	Communication		u e
Status					
Grant Agreement status		Signed			

Social	
Innovation	Ð
Initiative	

Activating innovations for social change



