Now you're in the **Grant Management Services** section where you will be able to follow up your proposal. Click here to find out how to access the Grant Management Services tool.

**The Grant Management Services provide three levels of information:**

1. **Project information**
2. **Process information**
3. **Task information**

In the left hand side panel, you can find all key data regarding your project.
This box contains the **key project data**, such as:

1. Call
2. Type of Action
3. Acronym
4. Current Phase
5. Number
6. Duration
7. Start Date
8. Estimated Project Cost
9. Requested EU Contribution
10. Contact

Click on **Latest Legal Data** to see the data of the:

- latest amendment signed by both parties (in case a signed amendment exists)*
- Grant Agreement (GA) signed by both parties (in case a signed amendment doesn't exist)*
- latest completed grant preparation session (in case the GA isn't signed yet)

* Data update via an Information Procedure is now also visible in this screen.

Click on **Active Processes** to see all current processes regarding your project.

Click on **Document Library** to see all relevant documents regarding your project.

Click on **Communication Centre** to start using the message service.

Click on **Archived Processes** to consult your completed processes.

This panel contains the current processes for your project. Each process is defined by a yellow, blue, red or black box (in this example there's two processes running).
Colour explanation

A **yellow** box means that a task is available to be carried out by the Consortium.

A **blue** box means that no task is available to be carried out by the Consortium.

A **black** box means that the process is finalised.

Sections

Each process box consists of four sections:

The **metro line section**, indicating the status of the process.

The **task line section**, indicating the actual tasks to be carried out. Click on the title of the task (Prepare the amendment request data in this example) to start the task. Click the "Prepare request" button to finalise the task.
The **documents section**, containing all relevant documents for the process. Note: obsolete documents are not listed, but can be accessed by clicking on the Document Library button.

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The **messages line section**, containing all relevant messages for the process. Note: All messages can also be accessed by clicking on the Messages button.

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Process metro line icons

The process metro line can contain the following process icons:

**Proposal Management and Grant Preparation**

![Proposal Management and Grant Preparation icon](image)

**Amendment**

![Amendment icon](image)

**Deliverable**

![Deliverable icon](image)

This is what a task looks like. Each button belonging to the task, will also display a tooltip/ help message when hovering over it.

---

The **task line** can contain the following **document icons**:
<table>
<thead>
<tr>
<th>Type of document</th>
<th>Description</th>
<th>Document icons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document</td>
<td>Incoming or outgoing document without electronic signature</td>
<td><img src="pdf" alt="PDF" /></td>
</tr>
<tr>
<td>Draft document</td>
<td>Document under preparation</td>
<td><img src="draft" alt="PDF" /></td>
</tr>
<tr>
<td>Obsolete document</td>
<td>Document that has been replaced by another or that is no longer relevant</td>
<td><img src="pdf" alt="PDF" /></td>
</tr>
<tr>
<td>Pack document</td>
<td>Several documents belonging to the same group</td>
<td><img src="pbp" alt="PBP" /></td>
</tr>
<tr>
<td>Sealed document</td>
<td>Document that is ready for signature</td>
<td><img src="pdf" alt="PDF" /></td>
</tr>
<tr>
<td>Sealed and signed document</td>
<td>Document that is signed and in force</td>
<td><img src="pdf" alt="PDF" /></td>
</tr>
<tr>
<td>Form to complete</td>
<td>Redirects to a form to complete</td>
<td><img src="pdf" alt="PDF" /></td>
</tr>
</tbody>
</table>

To **open/expand** the task, click the button:

![Task Progress Status](task-progress-status)

For **open tasks**, a **progress status** is being displayed when clicking on the task:
When clicking on a task document, the progress status of signing the document is displayed with the help of the following signature icons:

<table>
<thead>
<tr>
<th>Description</th>
<th>Icons</th>
</tr>
</thead>
<tbody>
<tr>
<td>The coordinator has signed</td>
<td><img src="image1.png" alt="Icon" /></td>
</tr>
<tr>
<td>The coordinator hasn't signed yet</td>
<td><img src="image2.png" alt="Icon" /></td>
</tr>
<tr>
<td>The beneficiary has signed</td>
<td><img src="image3.png" alt="Icon" /></td>
</tr>
<tr>
<td>The beneficiary hasn't signed yet</td>
<td><img src="image4.png" alt="Icon" /></td>
</tr>
<tr>
<td>The EU has signed</td>
<td><img src="image5.png" alt="Icon" /></td>
</tr>
<tr>
<td>The EU hasn't signed yet</td>
<td><img src="image6.png" alt="Icon" /></td>
</tr>
</tbody>
</table>

1. General Concepts