Table of Contents:

During the Grant Agreement Preparation, the grant data are entered and submitted to the EU. The coordinator completes the workplan tables (e.g. **work package descriptions**, **deliverables** and **milestones**) as part of the Description of the Action (DoA).

Please see the Online Manual (heading "Prepare the description of the Action, Annex 1") on the Funding & Tenders Portal for more information.

In the **Work Packages** screen, the Consortium views/adds/edits work packages (including the **Ethics** and the **Security** ones).
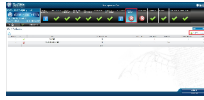

In order to link work packages to deliverables, the following steps have to be taken:

Add an empty work package
Add/create deliverable
Link deliverable(s) to the existing work package

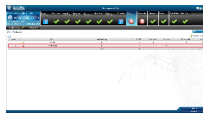| Actions	

Add a work package	Click the "Add Work Package" button to add a work package:
	
	Complete the work package data:
	    Title
	    Lead beneficiary (select it from the drop-down list)
	    Start Month
	    End Month
	    Objectives
	    Description
	    Deliverables description
	
	Click the **OK** button to display the newly created work package in the existing list :
	
	Click the **SAVE** button to save the work package.
	
	You can change the order of work packages by dragging and dropping ( ).

Edit a work package	Click the work package that you wish to edit. The **Description** tab is displayed, allowing you to:
	    edit the *Title*, *Start Month* and *End Month* of the work package by changing the data directly in the corresponding fields.
	    choose/change the *Lead Beneficiary*, from the drop-down list.
	    edit the *Objectives*, *Work Package Description*, *General Description of All Deliverables*

Click the **Effort** tab to update any existing information on the effort:


Standard work packages

For the *standard work packages*, the **Effort** tab allows you to manage the data concerning both the partners and their effort.

⚠ Please note that efforts, partners and the list of deliverables will be printed out in the *Description of the action*.
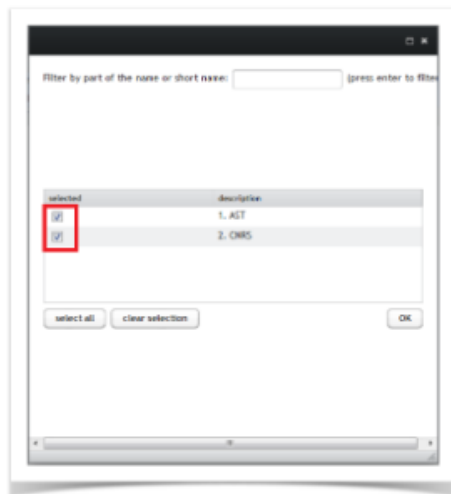
Click the "Manage partners" button in the **Effort** tab to manage the **list of partners associated to the work package:**
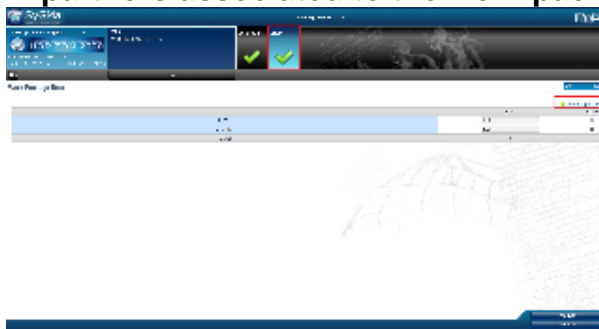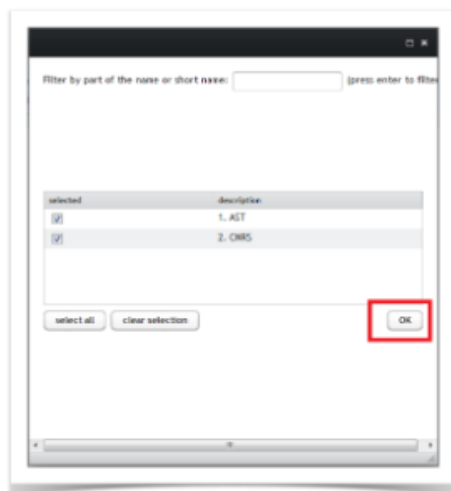

Use the search field in the newly displayed pop-up to find the partner:
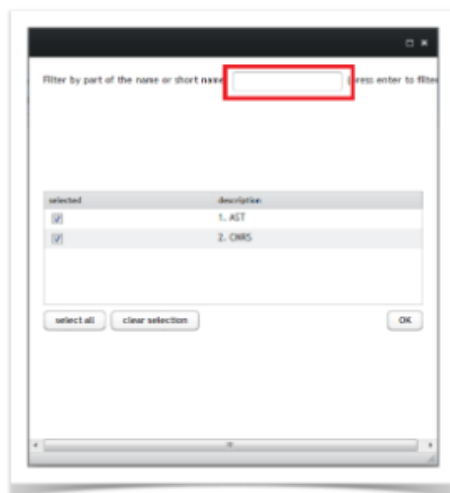
Select/deselect the checkboxes next to partners. You can also select/deselect all partners by using the dedicated buttons.

When the list is correct, press "OK".

To assign/edit the effort for each partner, edit the data in the dedicated field
To remove a partner from the table, click the "Remove" button.

Ethics and Security work packages

For the Ethics and Security work packages, the **Effort** screen allows you to manage the data concerning the partners only.

⚠ Please note that these work packages:

are not printed out in the *Description of the action*, which will contain only the list of deliverables.
cannot be numbered by the user, since it will be imported and assigned by default the number corresponding to the importing order (e.g. if it is the first one to be imported it will be number 1 etc).
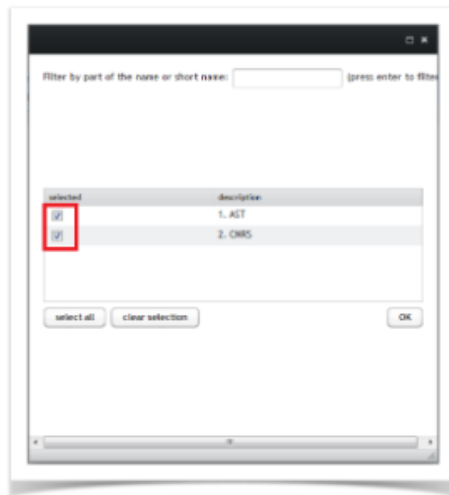
Click the "Manage partners" button in the **Effort** tab to manage the **list of partners associated to the work package:**
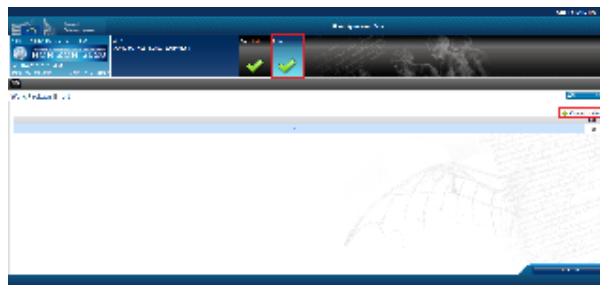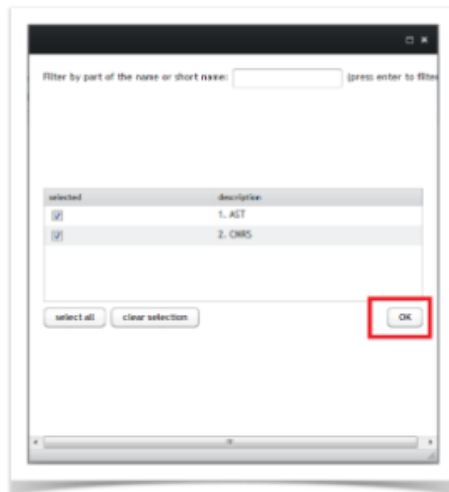

Use the search field to find the partner:
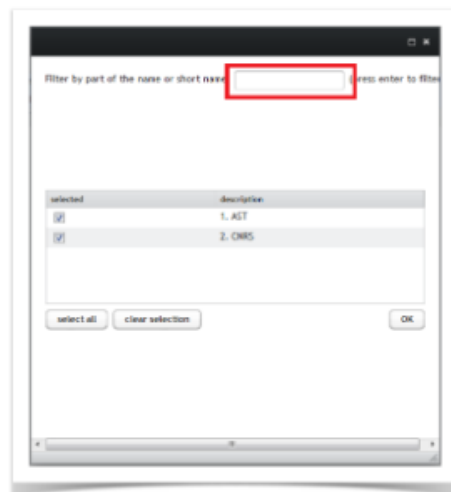
Select/deselect the checkboxes next to partners. You can also select/deselect all partners by using the dedicated buttons.

When the list is correct, press "OK".

To remove a partner from the table, click the "Remove" button

Add a deliverable	Click the "Add deliverable" button to add a deliverable:
	
	Complete the deliverable data (the deliverable number is already displayed):
	    Title
	    Lead beneficiary - select it from the drop-down list
	    Type - select a value from the drop-down list
	    Dissemination level - select a value from the drop-down list
	    Enter the due date of the deliverable
	    Enter the description of the deliverable
	
	Link the deliverable to a work package by checking the corresponding box and clicking the "OK" button:

Link work package to deliverable	If a deliverable is added but not linked to a work package it will be displayed in the deliverables' list without a "relative number in WP" associated to it: Click on the deliverable to display the pop-up screen allowing you to link it to an existing work package: Check the box corresponding to the work package you wish to link the deliverable to and click the "OK" button:

⭐ Back to Proposal Management and Grant Preparation