Table of Contents:

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.
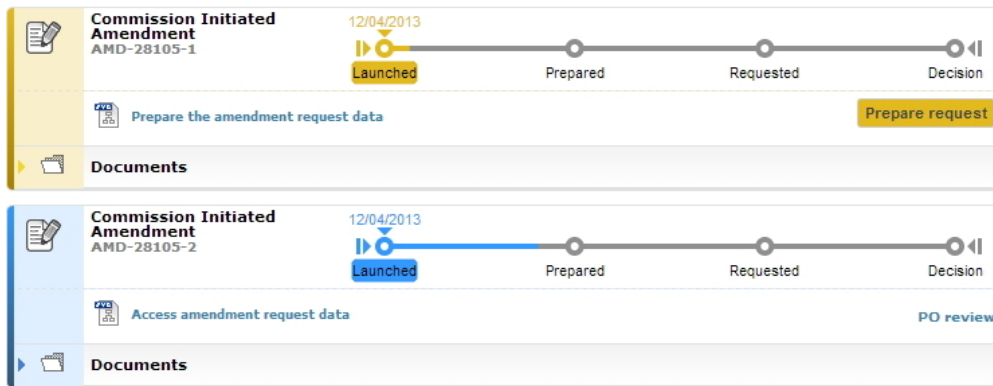
The Grant Management Services provide three levels of information:

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

In the left hand side panel, you can find all key data regarding your project.

Image	Explanation

MY PROJECT

Call: AGRI-MULTI-2016-1
Type of Action: AGRI-MULTI
Acronym: 923893 TEST
[ABAC: ABACBUDT]
Current Phase: Grant Management
Number: 923893
Duration: 24 months
GA based on the: CHAFEA Agri Promotion MGA — Multi - 2.0
Start Date: 08 Feb 2018
Estimated Project Cost: €269,990.00
Requested EU Contribution: €20.00
Contact: Paola D'ACAPITO

[Latest Legal Data]
[Active Processes]
[Document Library]
[Communication Centre]
[Archived Processes]

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** [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** [Active Processes] to see all current processes regarding your project.

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

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

Click on **Archived Processes** [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).
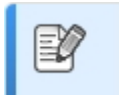
Colour explanation

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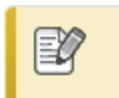
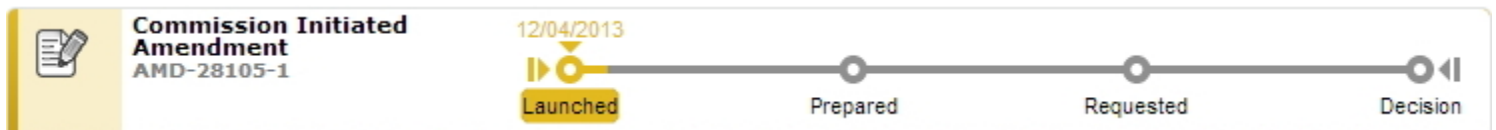A **blue** box means that no task is available to be carried out by the Consortium.

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 .

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

Process metro line icons

The process metro line can contain the following process icons:

Proposal Management and Grant Preparation

Amendment

Deliverable

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**:

Type of document	Description	Document icons
Document	Incoming or outgoing document without electronic signature	
Draft document	Document under preparation	
Obsolete document	Document that has been replaced by another or that is no longer relevant	
Pack document	Several documents belonging to the same group	
Sealed document	Document that is ready for signature	
Sealed and signed document	Document that is signed and in force	
Form to complete	Redirects to a form to complete	

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

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**:

Description	icons
The coordinator has signed	
The coordinator hasn't signed yet	
The beneficiary has signed	
The beneficiary hasn't signed yet	
The EU has signed	
The EU hasn't signed yet	

The documentation for each process in the **Grant Management Service** (GMS) can be accessed from the **Help** menu in the far right corner of the screen.

⭐ 1. General Concepts