

A close-up photograph of several hands, belonging to people wearing red and blue plaid shirts, clasped together in a supportive grip. The background is a soft-focus green field.

EU CAP Network brokerage event 'Partnering for innovation with impact in agriculture and rural areas'

Prague, Czech Republic
29-30 April 2025

The role of coordinator in Horizon Europe projects

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#HorizonEU

THE EU RESEARCH & INNOVATION PROGRAMME

2021 – 2027

EU CAP NETWORK BROKERAGE EVENT

Role of coordinator in Horizon Europe
projects

29 April 2025

Research and
Innovation



Outline

- Coordinator's role in proposal preparation
- Coordinator's role in grant agreement preparation
- Coordinator's role in project implementation
- Tips & tricks for coordinators



Coordinator role in proposal preparation

Proposal initiator



**Primary
Coordinator
Contact**

Main contacts



**Participant
Contacts**



Coordinator role in proposal preparation

Part A

Administrative information about the applicant and budget for the project

Part B

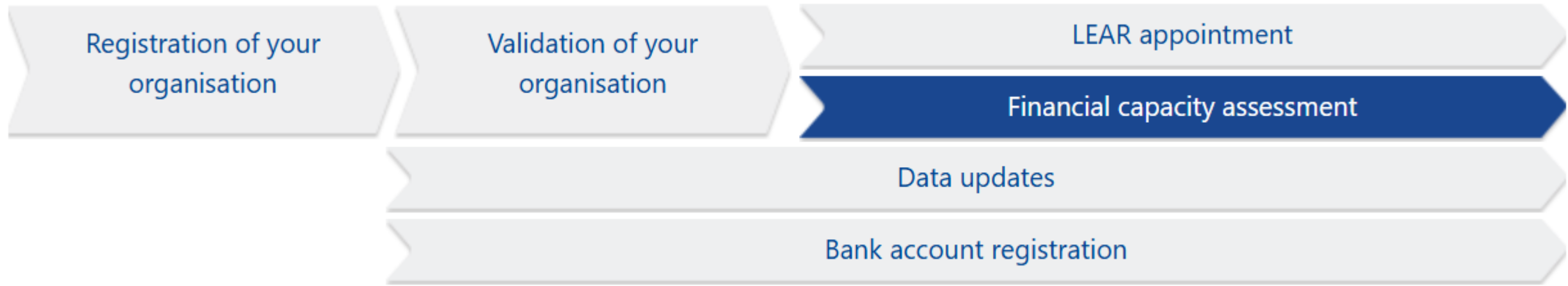
Description of the action

Annexes

Ethics, Financial Support to Third party, etc.



Coordinator role in grant preparation



Financial capacity assessment of project coordinators when the requested EU funding for the action is equal or superior to €500 000 unless the coordinator is:

- a public body
- a higher or secondary education establishment
- an international organization
- a legal entity whose participation is guaranteed by a Member State or an associated country
- a private individual in receipt of a scholarship

Financial indicators analysed: liquidity, financial autonomy, solvency and profitability

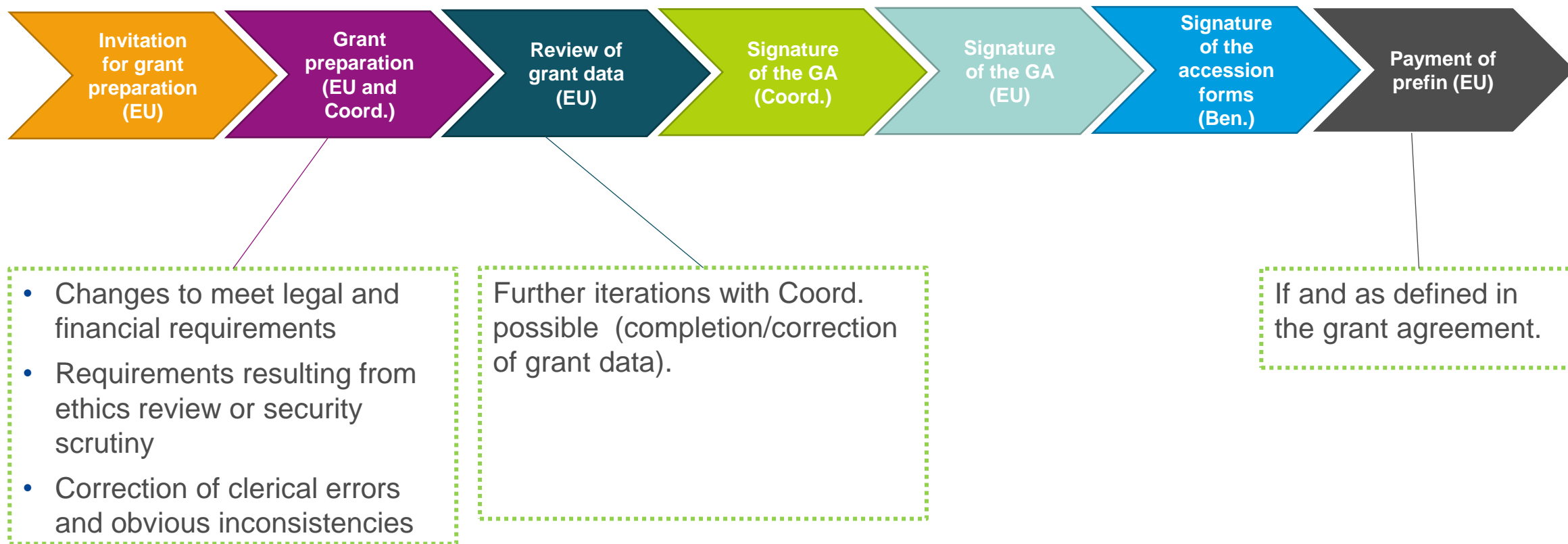


Coordinator role in grant preparation

- ✓ Responsible for transferring the **proposal data** into the grant agreement
- ✓ Liaises with partners for the **validation** of entities
- ✓ Coordinates the drafting, negotiating and finalizing of the **Consortium Agreement**:
 - ✓ Internal organisation of the consortium
 - ✓ Intellectual property management
 - ✓ Liability
 - ✓ Future exploitation and dissemination of results



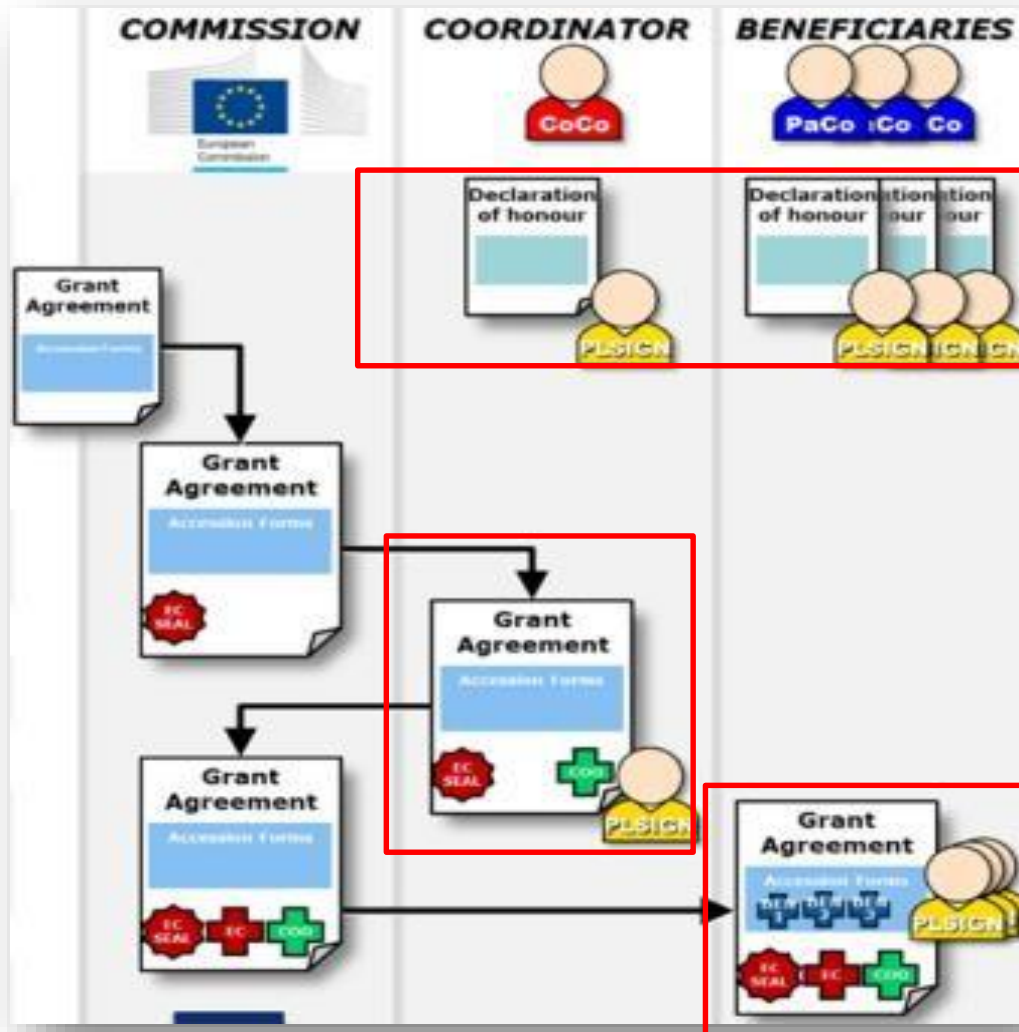
Coordinator role in grant preparation



Coordinator is the main point of contact for the granting authority



Coordinator role in grant preparation



Declaration of honour

- The coordinator and each beneficiary, enacted by the Legal Signatory (LSIGN)

Grant Agreement

- Coordinator signs first, represented by the LSIGN
- EU / EC Agency signs next

Accession Forms

- Each beneficiary – by the LSIGN



Coordinator role in project management

The coordinator must:

- (i) **monitor** that the action is implemented properly (see Article 11)
- (ii) act as the intermediary for **all communications between the consortium and the granting authority**, unless the Agreement or granting authority specifies otherwise, and in particular:
 - submit the prefinancing **guarantees** to the granting authority (if any)
 - request and review any documents or information required and verify their **quality and completeness** before passing them on to the granting authority
 - **submit** the deliverables and reports to the granting authority
 - **inform** the granting authority about the payments made to the other beneficiaries (report on the distribution of payments; if required, see Articles 22 and 32)
- (iii) **distribute** the payments received from the granting authority to the other beneficiaries without unjustified delay (see Article 22)

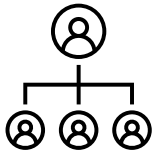
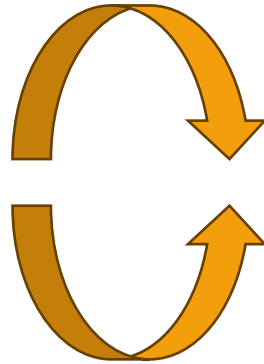
The coordinator may not delegate or subcontract the above-mentioned tasks to any other beneficiary or third party (including linked third parties).



Coordinator role in project management



Scientific coordinator leading the research and its outreach



Project manager handling all administrative, legal and financial issues of the project



Coordinator role in project management

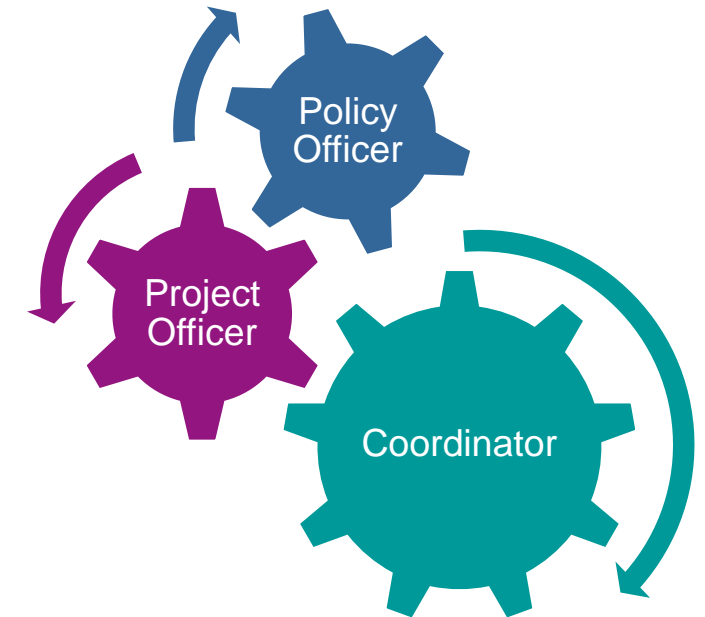
- ❑ Overall project steering: **coordination** of work of partners, organization of project meetings
- ❑ **Amendment** checked, signed and submitted by coordinator only (except when there is a coordinator change)
- ❑ Continuous reporting: submission of **deliverables** & reporting on **milestones**
- ❑ Organisation and chairing of project review **meetings**
- ❑ **Technical and financial** reporting (gathering data from partners and submission)



Tips & tricks for coordinators

- Keep project officer **informed** of significant issues
- Discuss any problem/change well **in advance**
- When in doubt, ask question: project officer is here to **support**
- **Prepare** carefully and on time for your review

[10 tips for successfully managing your EU project - European Commission](#)



Additional resources for coordinators

- Horizon Implementations Days:
 - Finding opportunities and submitting a proposal in Horizon Europe (13/03/2025): [Horizon Implementation Day: Finding opportunities and submitting a proposal in Horizon Europe \(13 March 2025\)](#)
 - Grant Agreement Preparation in Horizon Europe (20/03/2025): [Horizon Implementation Day: Grant Agreement Preparation in Horizon Europe \(20 March 2025\)](#)
 - Grant Management in Horizon Europe (05/04/2025): [Horizon Implementation Day: Grant Management in Horizon Europe \(03 April 2025\)](#)



Thank you!

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<http://ec.europa.eu/horizon-europe>



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All information on the brokerage event is available on the event webpage:

<https://eu-cap-network.ec.europa.eu/events/eu-cap-network-brokerage-event-partnering-innovation-impact-agriculture-and-rural-areas>

