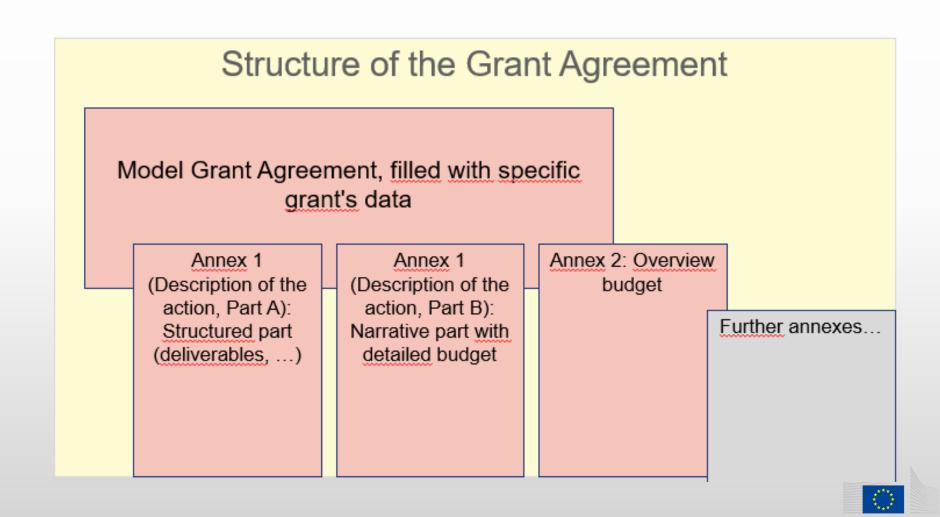# Annual Work Programme (AWP) 2021
Info day webinar

GRANT MANAGEMENT

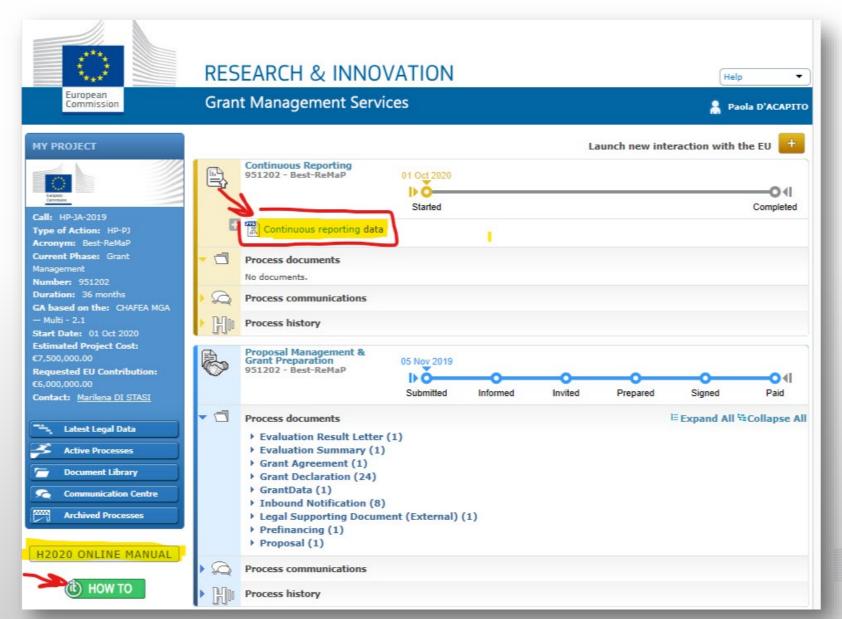*13/07/2021*

European
Health and
Digital
Executive
Agency

The signed Grant Agreement as a basis

Electronic management system

Continuous Reporting

- Continuous update of summary for publication

- Uploading of deliverables

- Monitoring/reporting on milestones and critical risks

- Reporting on publications and dissemination

Executive publishable summary

Used for dissemination purposes. Please include:

- Summary of the action context and objectives
- A description of the work performed and main results achieved
- A description of the expected final results and their potential impact and use (if possible beyond the duration of the project)
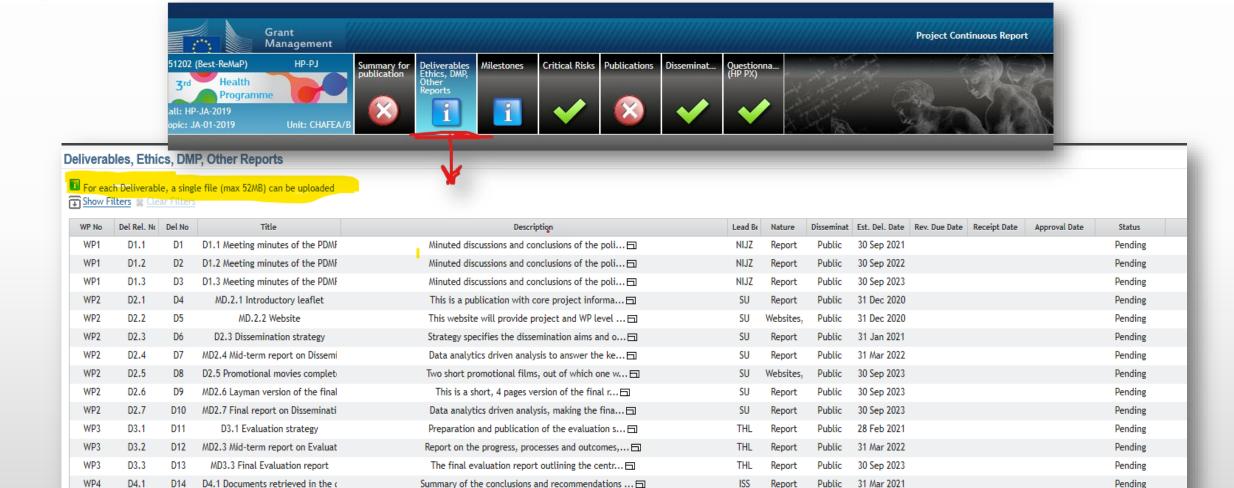
SPECIFICS

Keep it up to date!

"The project aims at...to achieve" shall become *"The project aimed at...The project achieved ... "*

Deliverables

Deliverables

- Files per deliverable: **1 only!**

- Format: .pdf, .zip file

- Size: up to 52 MB

- Standard cover page: strongly recommended

- Executive summary and/or user guide: strongly recommended

- GDPR and pre-existing rights: **to be fully respected**
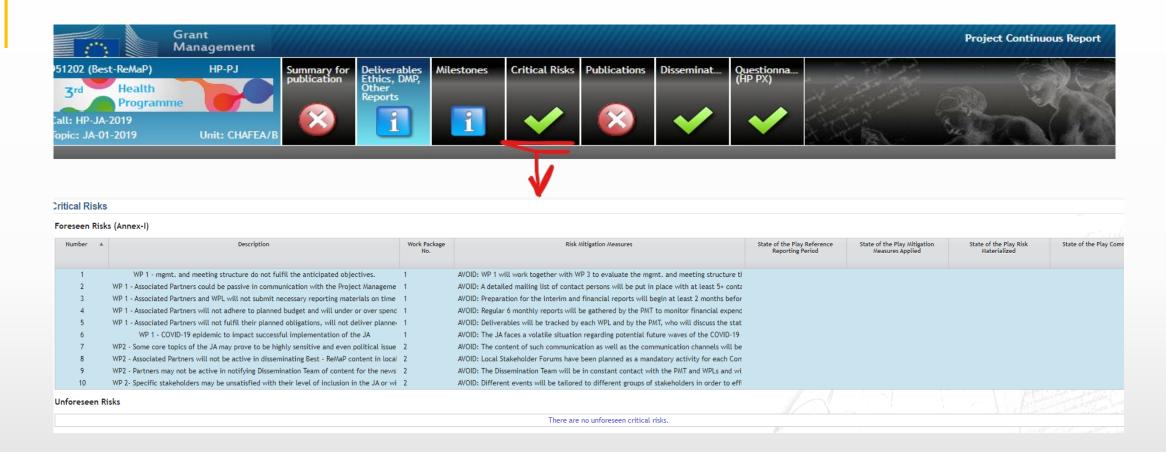
- Application of Article 22: **mandatory**

European Commission

Milestones

Critical risks

Foreseen Risks (Risk analysis) – to be documented with corresponding mitigation actions

Unforeseen Risks – to be added and documented, when occurring, with corresponding mitigation actions

Thank you

European Commission