



HORIZON EUROPE

THE EU RESEARCH & INNOVATION PROGRAMME

2021 – 2027

Grant Agreement Preparation (GAP) –
Description of the action

26 JANUARY 2022



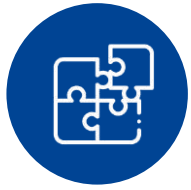
Outline

- **Introduction to the Grant Agreement Preparation (GAP)**
- **The Description of the Action**
- **IT tools walkthrough**

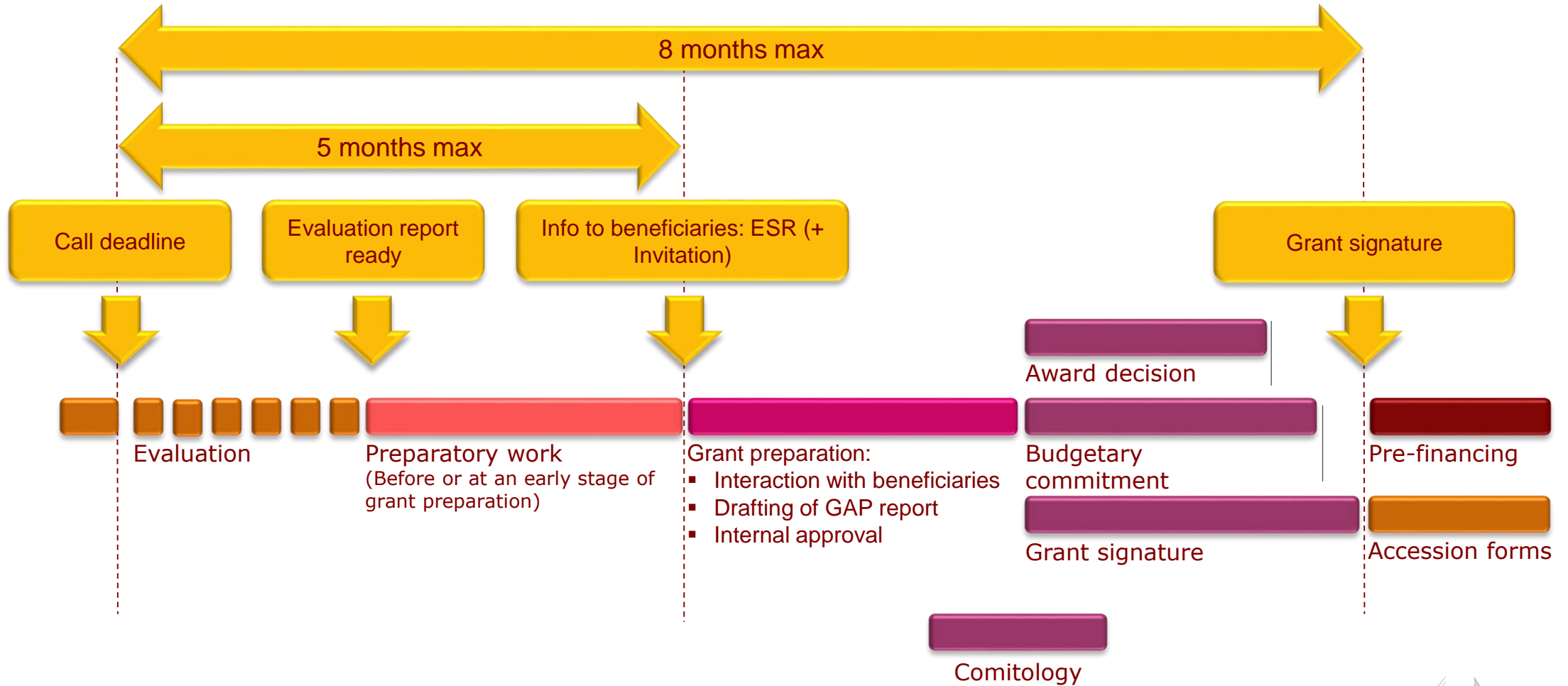
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Introduction to the Grant Agreement Preparation



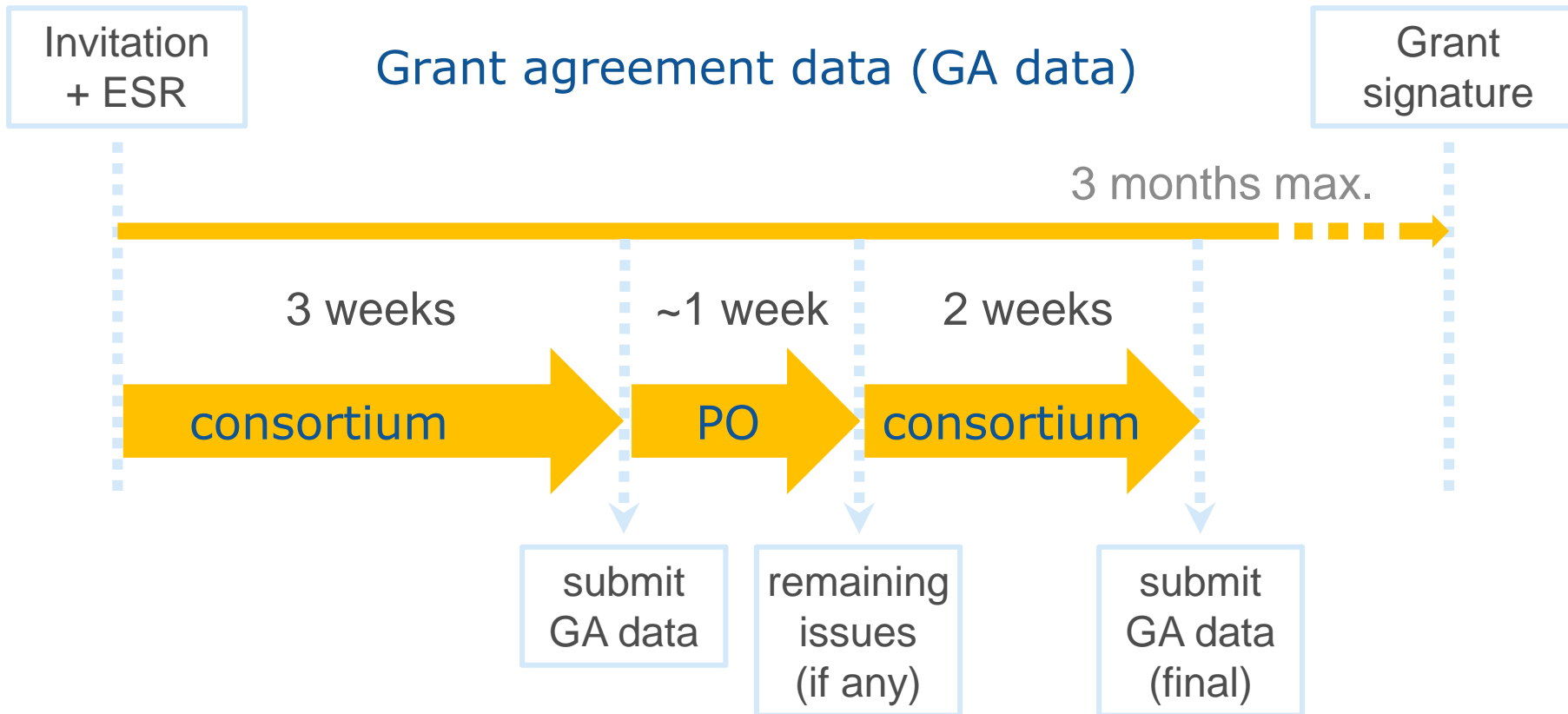


GAP: the process sequence



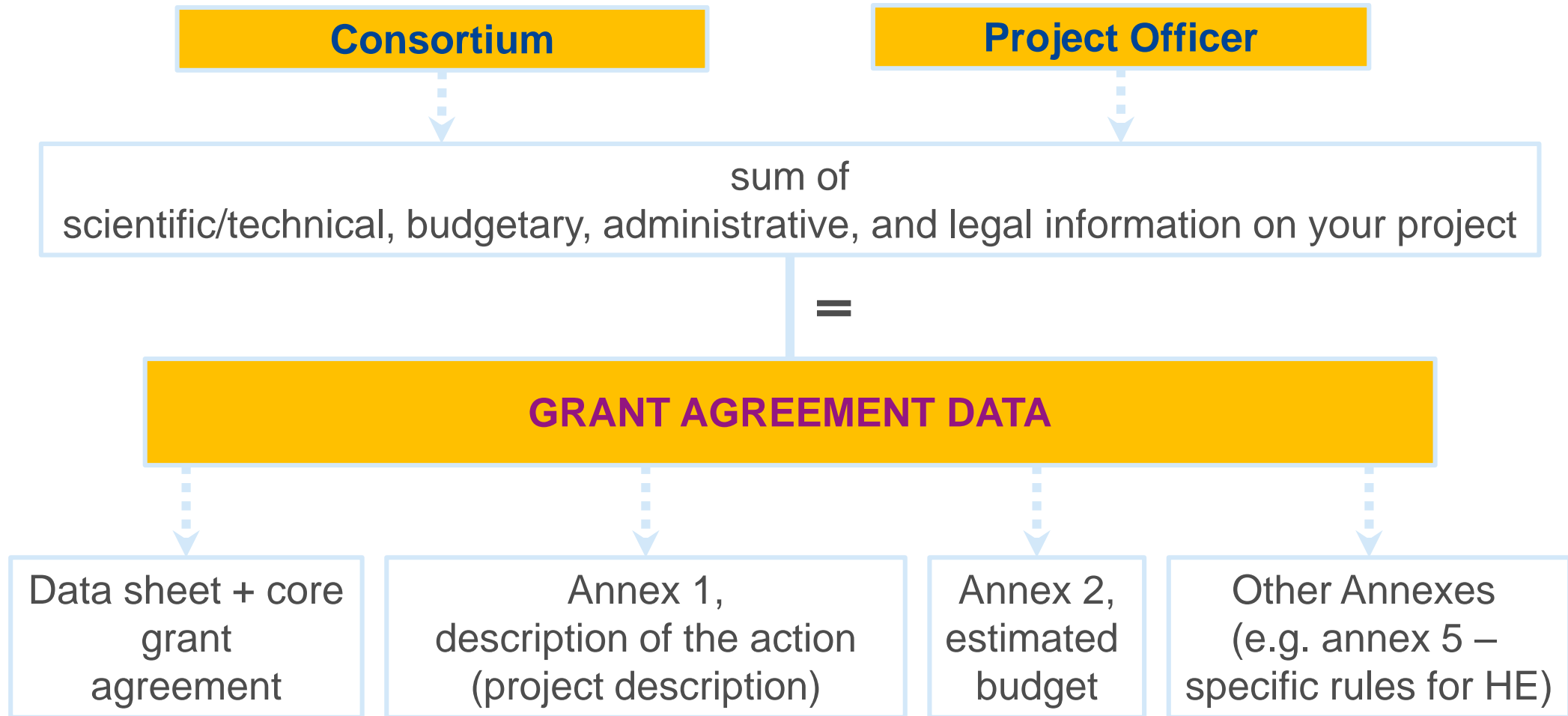


GAP: Timing





Structure of the Grant Agreement



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The Description of the Action





Description of the Action

- The **Description of the Action** (DoA) is Annex 1 to the Grant Agreement
- It contains the details of **how the project will be carried out**.
- It consists of 2 parts, which must be generated from the submitted proposal:
 - **Part A** contains structured tables with project information. It is generated by the IT system, based on the information you enter into the Portal Grant Preparation screens. It is partially pre-filled with proposal data.
 - **Part B** is a narrative description on the work to be carried out. It must closely follow the proposal part B and must be uploaded as a PDF.



Coordinator will be able to download the DoA template (instructions) from the Portal at the time of grant preparation invitation.



Description of the Action – Part A

Part A of the Description of the Action (DoA) must be completed directly on the Portal Grant Preparation screens.

It will include:

- COVER PAGE
- TABLE OF CONTENTS
- Project summary (automated – based on proposal abstract)
- List of participants (automated – based on proposal information)
- List of work packages (based on proposal table 3.1b)
- Staff effort (based on proposal table 3.1f)
- List of deliverables (based on proposal table 3.1c)
- List of milestones (based on proposal table 3.1d)
- List of critical risks (based on proposal table 3.1e)



All changes need to be discussed and agreed with the EU Project Officer. Substantial changes to the proposal are NOT allowed.



Description of the Action – Part B

Instructions:

- **START** from Part B of your proposal. Use the version that was submitted for evaluation.
- **REMOVE** the cover page, if any.
- **DELETE** the header, if any.
- **REPLACE** the footer with the following information '[Proposal number] [Proposal acronym] – Part B – [Page number (starting at 1 for Part B)]'.
- **REMOVE** the list of participants. This is included in Part A.
- **REMOVE** tables 3.1a (list of work packages), 3.1b (work packages descriptions), 3.1c (list of deliverables), 3.1d (list of milestones), 3.1e (critical risks for implementation) and 3.1f (summary of staff effort) from section 3.1 (they are encoded in the screens and included in Part A). Keep tables 3.1g, 3.1h, 3.1i and 3.1j (and any other table linked to specific types of actions).
- **CREATE** a section 4 'ethics self-assessment' and copy into this section the ethics self-assessment you included in the proposal Part A.
- **ADD** a table with the history of changes. Specify all changes compared to your proposal. Changes should be described concisely. You do not need to include minor changes that do not modify the substance of the DoA (e.g. correction of spelling and grammar, changes in formatting).
- **ADD** a table of contents with page numbers (or update the existing table of contents).



Use the submitted version of the proposal. All changes need to be discussed and agreed with the EU Project Officer. Substantial changes to the proposal are NOT allowed.



Other points to pay attention to

Ethics review and security scrutiny

- The proposals are subject to an **ethics review** and may be subject to **security scrutiny**.
- The results of the ethics review and/or a security scrutiny must be implemented in the grant agreement
- **'Ethics requirements'** are binding, they must be entered by the PO in Part A (DoA)
- Coordinator needs to update the ethics section in Part B (DoA) to ensure that any 'ethics requirements' are met
- There may be 'ethics requirements' that need to be met before the grant can be signed
- Similarly for security scrutiny

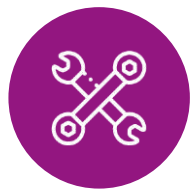
One final point...

- Avoid repetition of information
 - E.g., no duplication between work plan tables (Part A) and free text (Part B)
 - All information should appear in one, findable, place only

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IT tools walkthrough





IT system for grant management

European Commission | Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Person Profile
My Organisation(s)
Grants
My Proposal(s)
My Project(s)
My Formal Notification(s)
My Expert Area

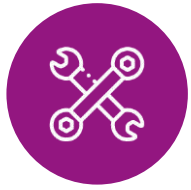
My Project(s) Need help?

Results: 1

ACRONYM	CALL	PROGRAMME	PROJECT	PHASE	ACTIONS
N [redacted] T	H202 [redacted] 20	H2020	6 [redacted] b	2	Actions

1 10

- Manage Consortium
- Manage Project**
- View Proposal



Grant management service

The screenshot shows the 'RESEARCH & INNOVATION Grant Management Services' portal. The header includes the European Commission logo and a 'Help' dropdown. The main content area is titled 'MY PROJECT' and features a sidebar with project details and a central timeline.

Project Details (Left Sidebar):

- Call: HORIZON-CL6-2021-8004V-02
- Type of Action: HORIZON-COFUND
- Acronym: [Redacted]
- Current Phase: Grant preparation
- Number: [Redacted]
- Duration: 94 months
- Start Date: [Redacted]
- Estimated Project Cost: €141,410,741.75
- Requested EU Contribution: €39,999,999.00
- Contact: Sofia [Redacted]

Timeline (Center):

Timeline: Submitted (22 Jul 2021) → Informed → Invited → Prepared → Signed (23 Apr 2022, 186/275 days) → Paid

Task List (Center):

- Grant agreement data preparation (highlighted with a red box)
- Grant Declaration signature by other beneficiaries
- Process documents
- Process communications
- Process history

Navigation (Bottom Left):

- ONLINE MANUAL
- HOW TO

Footer: © European Communities - Version 12.7.3



Beneficiaries

Grant Management | Grant Agreement Data

Call: HORIZON-CL6-2021-BIODIV-02
Topic: HORIZON-CL6-2021-BIODIV-02-01

Project Summary | **Beneficiari...** | General Information | Reporting Periods | GA Information | GA Options | Financial Information | LF Overview | Associated Partners | Researchers | Work Packages | Deliverables | Milestones | Reviews | Critical Risks | Ethics Info | Security

DOCUMENTS

Beneficiaries

Number	Short Name	Legal Name	Role	Country	PIC	PIC Status	
1			CO		99	3	VALIDATED
2			BEN		91	5	VALIDATED
3			BEN		89	3	VALIDATED
4			BEN		89	5	VALIDATED
5			BEN		98	8	VALIDATED
6			BEN		99	0	VALIDATED
7			BEN		99	4	VALIDATED
8			BEN		99	1	VALIDATED
9			BEN		99	4	VALIDATED
10			BEN		99	6	VALIDATED
11			BEN		99	7	VALIDATED
12			BEN		98	5	VALIDATED
13			BEN		90	3	VALIDATED
14			BEN		99	6	VALIDATED
15			BEN		91	0	VALIDATED
16	EES		BEN		94	8	VALIDATED
17			BEN		89	7	VALIDATED
18			BEN		92	2	VALIDATED
19			BEN		93	2	VALIDATED

Validate



Partner summary

Grant Management

Grant agreement Data

Partner Summary

Legal name: [redacted]
Legal address: [redacted]

Legal entity status: legal person
Legal entity type: Public body
Legal entity establishment date: Not entered in 2020

Gender Equality Plan: [redacted]

Department(s) carrying out the work:

The name	Address	Action
some department	some or legal address	[redacted]

- Coordinator/beneficiary Partner Summary is automatically listed after receiving the invitation letter.
- The **department** needs to be added (mandatory for all beneficiaries, except for Affiliated Entities)
- For HE calls (from 2022 onwards) having a **Gender Equality Plan** is necessary (for public bodies, research organizations and higher education institutions) before signing the GA (existence of the plan has to be declared in the portal organizational data)



Financial information

Grant Management | Grant Agreement Data

Ca E: H081004-CL6-2021-800W-02
Topic: H081004-CL6-2021-800W-02-01
BRUSSELS

Partner Summary: ✓
Financial Information: ✓
Project Information: ✓
Affiliated Entities: ✓

Financial Data

Partner is exempted from CFI

Individual costs table:

Category	Part of funding	Total Amount
Direct costs		
A. Personnel costs		
(a1) A.1 Employees (or equivalents), A.1 Natural persons under direct contract, A.1 Seconded persons	actual	1,279,520.00 €
(a2) A.1 Employees (or equivalents), A.1 Natural persons under direct contract, A.1 Seconded persons	unit-based accounting practices	0.00 €
B. Subcontracting costs		
(b) Subcontracting	actual	0.00 €
C. Purchase costs		
(c1) C.1 Travel and subsistence	actual	25,560.00 €
(c2) C.2 Equipment	actual	18,545.00 €
(c3) C.3 Other goods, works and services	actual	24,727.00 €
D. Other cost categories		
(d1) D.1 Financial support to third parties	actual	0.00 €
(d2) D.2 Internally-generated goods and services	unit-based accounting practices	0.00 €
Indirect costs		
E. Indirect costs		
(e1) E. Indirect costs (25% * (a1 + a2 + c1 + c2 + c3))	flat-rate	360,191.00 €
(f) Total costs (a1 + a2 + b + c1 + c2 + c3 + d1 + d2 + e1)		1,899,992.00 €
Estimated EU contribution		
EU contribution by eligible costs		
(g) Maximum EU contribution (20% * f)		379,998.00 €
(h) Requested EU contribution		326,000.00 €
(i) Maximum grant amount (h)		326,000.00 €

- Coordinator/beneficiary financial information is automatically listed after receiving the invitation letter (from proposal).



Project representatives

Grant Management Grant Agreement Data

HORIZON-...
Call: HORIZON-CL6-2021-BIODIV-02
Topic: HORIZON-CL6-2021-BIODIV-02-01 EL

Benefici
Legal Ni
PIC: 999
Legal Ad
Belgium

Partner Summary ✓

Financial Information ✓

Project Representa... ✓

Affiliated Entities ✓

Project Representatives

Legal Signatory

Function	User Id	Family Name	First Name	Email
				.n.be

Contact Persons

User Id	Family Name	First Name	Email
			.be

Validate

- If no Project Representatives are listed, please complete in the **roles management section of the Funding & Tenders Portal**.
- Check all information and update, if necessary, in the **roles management section of the Funding & Tenders Portal**.
- Both Coordinators and beneficiaries should, as soon as they have been invited, nominate in the Funding & Tenders Portal, their Legal Entity Appointed Representative (LEAR) and Project Legal Signatory (PLSIGN). Once this has been done, the PLSIGN who will appear in the Grant Agreement has to be selected in this screen. Please note that all other PLSIGNS can sign the Grant Agreement.



Affiliated entities

Grant Management | Grant Agreement Data

Partner Summary: Financial Information: Project Information: Event Calendar: **Affiliated Entities:**

Call: 00359 0021 8470 8094 | Legal Name: ... | Country: DE | PE: ... | PE Status: UNVALIDATED | Add demand / loading: Add new Affiliated Entity

Start date	Legal name	Country	PE	PE Status	Add demand / loading	Actions
		DE		UNVALIDATED		

Grant Management | Grant Agreement Data

Partner Summary: Financial Information: Project Information: Event Calendar: **Affiliated Entities:**

Call: 00359 0021 8470 8094 | Legal Name: ... | Country: DE | PE: ... | PE Status: UNVALIDATED | Add demand / loading: Add new Affiliated Entity

Financial Data

Account	Resource Requested	Quantity Requested
Partner is exempted from IT5		

Individual cost table

Category	Type of Funding	Start Amount
Estimated eligible costs (per budget category)		
Direct costs		
W1. Personnel costs		
(1) (A.1) Employees (or equivalent), A.2) Related persons under direct contract, A.3) Seconded persons	W1-1	€ 0,00
(1) A.3) In-house	W1-2	€ 0,00
W2. Subcontracting costs		
(2) Subcontracting	W2-1	€ 0,00
W3. Purchase costs		
W3.1) Travel and subsistence		
(3) 1) Travel	W3-1-1) actual	€ 0,00
(3) 1) Accommodation	W3-1-2) actual	€ 0,00
(3) 1) Subsistence	W3-1-3) actual	€ 0,00
(3) 1) Equipment	W3-1-4)	€ 0,00
(3) 1) Other goods, works and services	W3-1-5)	€ 0,00
W3.2) Other cost categories		



Associated partners

Grant Management

Grant Agreement Data

Project Summary Beneficiaries General Information Reporting Periods GA Information GA Options Financial Information LF Overview **Associated Partners** Researchers Work Packages Deliverables Milestones Reviews Critical Risks

Call: HORIZON-CL5-2021-04-02
Topic: HORIZON-CL5-2021-04-02-01

DOCUMENTS

Associated Partners

Number Short Name Legal Name Country PIC Actions

+ Add new Associated Partner

Validate

- Data prefilled with proposal information
- Associated partners do not sign the grant agreement and cannot declare costs
- They will be allowed to be WP leaders (currently not possible)
- Budget table in GA (Annex 2) will not include any information of the budget of AP. Information is included in the proposal and if needed, some information can also be included in DoA - part B
- Coordinator will be able to enter researchers in the researcher table for AP



Back account (coo only)

The screenshot shows the 'Grant Management' interface. At the top, there is a navigation bar with 'Grant Management' and 'Grant Agreement Data'. Below this, there are several tabs: 'Current', 'Financial', 'Project', 'Bank Account', and 'Affiliates'. The 'Bank Account' tab is highlighted with a red box. Below the tabs, there is a section titled 'Bank Account' with a red box around the 'Select Bank Account' button. The main content area is divided into two columns. The left column is titled 'Account Number' and contains fields for 'IBAN' and 'BIC'. The right column is titled 'Account Name and address' and contains fields for 'Account Name', 'PO Box', 'Postal Code', 'Street Name and Number', 'Town', and 'Country'. Below this, there is another section titled 'Bank Name and Address' with fields for 'Bank Name', 'Postal Code', 'Street Name and Number', 'Town', and 'Country'.

- Select your bank account from the list of accounts already registered in the Participant Register. For more information about how to register a bank account in the Participant Register, please click [here](#).



Researchers

Add Researcher Data

Person: [Import Profile](#)

Email:

Role:

Person Profile Data

Title:

First name:

Surname:

Gender:

Nationality:

Career stage:

Personal Identifiers

Type	ID	Actions
------	----	---------

* mandatory fields

ARI Grant

- Listing the researchers funded by the action is obligatory under HE; each beneficiary enters their own
- Option A: Complete manually all the mandatory data fields
- Option B: Retrieve the researcher's personal data (the ones made public, using the information provided by the researcher in the My Person Profile section of the F&T Portal)
- Removal of researchers listed in proposal only conditional (subject to EU agreement)



Work Packages

Grant Management Grant Agreement Data

HORIZON-...
Call: HORIZON-CL6-2021-BIODIV-02
Topic: HORIZON-CL6-2021-BIODIV-02-01

Project Summary Beneficiari... General Information Reporting Periods GA Information GA Options Financial Information LF Overview Associated Partners Researchers Work Packages Deliverables Milestones Reviews Critical Risks Ethics Info Security

DOCUMENTS

Work Packages

Number		Name	Lead Beneficiary	Total Effort	Start Month	End Month	Deliverables No.
1	✓	Promote projects a	A	61.25	1	84	1, 2, 3 ...
2	✓	Promote and support	M	1186.07	1	84	10, 11 ...
3	✓	Promote a	M	30.25	1	84	17, 18 ...
4	✓	Connectin	St	28.5	1	84	24, 25 ...
5	✓	Intern	Di	26.25	1	84	30, 31 ...
6	✓	Commun	F	15.5	1	84	36, 37 ...
7	⚠	Sta	F	0	1	84	42, 43 ...
8	✓	Develop and	BCL	10.5	1	84	49, 50 ...
9	✓	Coordination and Management	Bl	190.6	1	84	56, 57 ...
Total:				1548.92			

Validate

- The Project Work Packages are not automatically listed after receiving the invitation letter.
- Complete all necessary work packages
- You can change the order of the work packages by **dragging and dropping**.



Deliverables

Grant Management | Grant Agreement Data

Call: HORIZON-CL6-2021-BIODIV-02
Topic: HORIZON-CL6-2021-BIODIV-02-01

Project Summary | Beneficiari... | General Information | Reporting Periods | GA Information | GA Options | Financial Information | LF Overview | Associated Partners | Researchers | Work Packages | Deliverables | Milestones | Reviews | Critical Risks | Ethics Info | Security

DOCUMENTS

Deliverables

Number	Relative Number to WP	Name	Lead Beneficiary	Type	Dissemination Level	Due Date (in months)
D1	D1.1	CALL 01 Call announcement of opportunity including all call	A	R	SEN	1
D2	D1.2	ing all call	A	R	SEN	12
D3	D1.3	observer's commitments	A	R	SEN	16
D4	D1.4	its, and the	A	R	PU	21
D5	D1.5	on data	A	R	SEN	21
D6	D1.6	evaluate	A	R	SEN	21
D7	D1.7	ation among	A	R	SEN	22
D8	D1.8	observer's commitments	A	R	SEN	28
D9	D1.9	re	A	R	SEN	28
D10	D2.1	Re th (i) development of new tools, technologies and approaches for	I	R	SEN	6

Validate

- Deliverables are not automatically listed
- All deliverables in proposal need to be included with the same details
- Select appropriate Dissemination status (Public, Sensitive (limited under conditions in GA), EU classified (EU-restricted/EU-confidential/EU-secret).



Milestones

Grant Management | Grant Agreement Data

Call: HORIZON-CL6-2021-BIODIV-02
Topic: HORIZON-CL6-2021-BIODIV-02-01

Project Summary | Beneficiari... | General Information | Reporting Periods | GA Information | GA Options | Financial Information | LF Overview | Associated Partners | Researchers | Work Packages | Deliverables | **Milestones** | Reviews | Critical Risks | Ethics Info | Security

DOCUMENTS

Milestones

Number	Name	Lead Beneficiary	Due Date (in months)	Means of Verification	Work Package No.
M1	FCP 11.6.1.1 of the Call for Proposals (FCP) and	A	1	The Call M... is adopted and the necessary bodies of the call (Call Committee (CC) and FCP) are well	1
M2		A	1	The Call is la	Funding & Tender
M3		A	1	The Part	to applicants
M4		TA	1	At least one i	the launch of the
M5		A	1		ents
M6		A	2		osed
M7		A	3		ivC
M8		A	4	The CSC fin	ive are informed
M9		A	4	A Working gro... be used to asse	ysis framework to... of best practices /
M10		A	5		
M11		A	5	Applicants are	invited to submit a
M12		A	7		closed

Validate

- Milestones are not automatically listed
- All milestones in proposal need to be included with the same details



Critical risks

Grant Management Grant Agreement Data

HORIZON-...
Call: HORIZON-CL6-2021-BIODIV-02
Topic: HORIZON-CL6-2021-BIODIV-02-01

Project Summary Beneficiari... General Information Reporting Periods GA Information GA Options Financial Information LF Overview Associated Partners Researchers Work Packages Deliverables Milestones Reviews Critical Risks Ethics Info Security

DOCUMENTS

Critical Risks For Implementation

Number	Description	Risk Mitigation Measures	Work Package No.
1	Risk associated with on commo	ia or of difficulties to agree severity: medium A large ps the prepa for all materia mitigat partners	Besides, together k still llow to of all can also
2	Partners do not re	level of severity: medium Buildi reasonable and WP lea due time; r activities	ure a sition Team of work in v-up of the f work, or
3	Risk of budget/res	rtner; Level of likelihood: Any pote Team Biodiv	erational n the n their
4	Risk of integrati Biodiv	be interested in joining severity: low New partn potential consortiu	I with the ures and to join as
5	Risk of conflict In	onflicts between partners. It will be t partners detailed in the consortium agreement (and based on procedures that have proved efficient in biodivERA)	biodivera- cedures

Validate

- Critical risks are not automatically listed
- All critical risks in proposal need to be included with the same details



Ethics

The screenshot displays the 'Ethics' section of a Grant Management system. At the top, there is a navigation bar with the 'Ethics' tab selected. Below the navigation bar, a summary row shows various status indicators (green checkmarks and yellow warning triangles) for different categories. The main content area is titled 'Ethics' and includes a search filter for 'Ethics Issues'. A central box lists 'Ethics categories/issues identified during the Ethics Review' with icons and links for categories such as 'HET- human DIGNITY', 'H- HUMAN', 'HET- HUMAN DIGNITY', 'HED- PERSONAL DATA', 'A- ANIMALS', 'HED- HUMAN CONTROL', 'HED- PHYSICAL INT...', and 'HED- OTHER ETHICAL...'. Below this, there are sections for 'Ethics requirements' and 'Ethics Records', each with a table structure.

- Ethics screen is available as read only
- Before a final Opinion is encoded by Ethics experts in the Ethics evaluation process, at times, additional information may be requested from the applicant.
- The Consortium or its representative has to upload the requested information in Grant Management application in the Funding & Tenders Portal, under section 'Additional Information request'



Security (NEW!)

Grant Management Grant Agreement Data

HORIZON-...	Project Summary	Beneficiary...	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Associated Partners	Researchers	Work Packages	Deliverables	Milestones	Reviews	Critical Risks	Ethics Info	Security
Call: HORIZON-CL6-2021-BIODIV-02 Topic: HORIZON-CL6-2021-BIODIV-02-01																	

DOCUMENTS

Security

Security Issues:

Security Classification:

- NSC No security concern
- REC Security recommendations
- R-UE/EU-R RESTREINT UE/EU RESTRICTED
- C-UE/EU-C CONFIDENTIEL UE/EU CONFIDENTIAL
- S-UE/EU-S SECRET UE/EU SECRET
- NOF Proposal too security-sensitive to be funded

Security Classification Reason: The Security Appraisal is not foreseen. The proposal was automatically cleared by the system.

Security Recommendations:

Number	Recommendations	Before Signature	Compliance Month	Status

[Validste](#)



Part B of DoA

The screenshot shows the 'Grant Management' interface. At the top, there's a header with 'Grant Management' and 'Grant Agreement Data'. Below this is a navigation bar with various tabs: Project Summary, Beneficiary, General Information, Reporting Periods, GA Information, GA Options, Financial Information, LF Overview, Associated Partners, Researchers, Work Packages, Deliverables, Milestones, Reviews, Critical Risks, Ethics Info, and Security. Each tab has a status icon (green checkmark, yellow warning triangle, or red X). The 'DOCUMENTS' tab is highlighted with a red box. Below the navigation bar, there's a 'Documents' section with a list of documents. The document 'Annex 1 - Description of the action (part B)' is highlighted with a red box. Other documents in the list include 'Grant Agreement Core', 'Annex 1 - Description of the action (part A)', 'Annex 2 - Estimated budget for the action', 'Annex 2a - Additional information on unit costs and contributions', 'Annex 3 - Accession forms', 'Annex 4 - Model for the financial statements', and 'Annex 5 - Specific rules'. A 'Validate' button is visible at the bottom right of the interface.

Check instructions on slide 10 of this presentation

- Before uploading the part B, please remove the cover pages, the list of participants and add a history of changes. Changes need to be described concisely. Please add also a table of contents and page numbers.
- Please remove also, deliverables, milestones, risks and work packages as these are included in part A
- After creating the pdf, you may upload in the documents section
- Avoid repetition of information



For more information...

... check recorded webinars:

- **‘How to prepare a successful proposal in Horizon Europe’** (24 March 2021). See recorded session [here](#).
- **‘A successful proposal for Horizon Europe: Scientific-technical excellence is key, but don’t forget the other aspects’** (21 April 2021). [Recorded session](#)
- **‘The Funding & Tenders Portal for beginners’** (27 May 2021). [Recorded session](#)
- **‘All you need to know on D&E under Horizon Europe’** (9 June 2021). [Recorded session](#)
- **‘How to prepare a successful innovation procurement proposal for Horizon Europe’** (22 June 2021). [Recorded session](#)
- **‘Horizon Europe: key changes to the Ethics Appraisal Process’** (18 July 2021). [Recorded session](#)
- **R&I Days 2021: workshop on ‘Tips and tricks while writing your HE proposal’** (23 June 2021). [Recorded session](#)
- **Thematic info-days per cluster** (June – July 2021). [Event page](#)

Check the news section of the F&T Portal regularly:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>



Thank you!

HorizonEU

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



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