



***Amendments to Grant Agreements
To LIFE projects from 2012 onwards
(ie that were submitted via eProposal)***

Must be done via eProposal

Guidance Document

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1. eProposal Tool

The main purpose of the eProposal tool is to allow LIFE+ applicants to create proposal(s) online and to generate the technical annexes to the grant agreements for proposals that have been awarded EU co-financing, and become financed projects. eProposal has now been extended so that it can also be used to prepare amendments for financed projects.

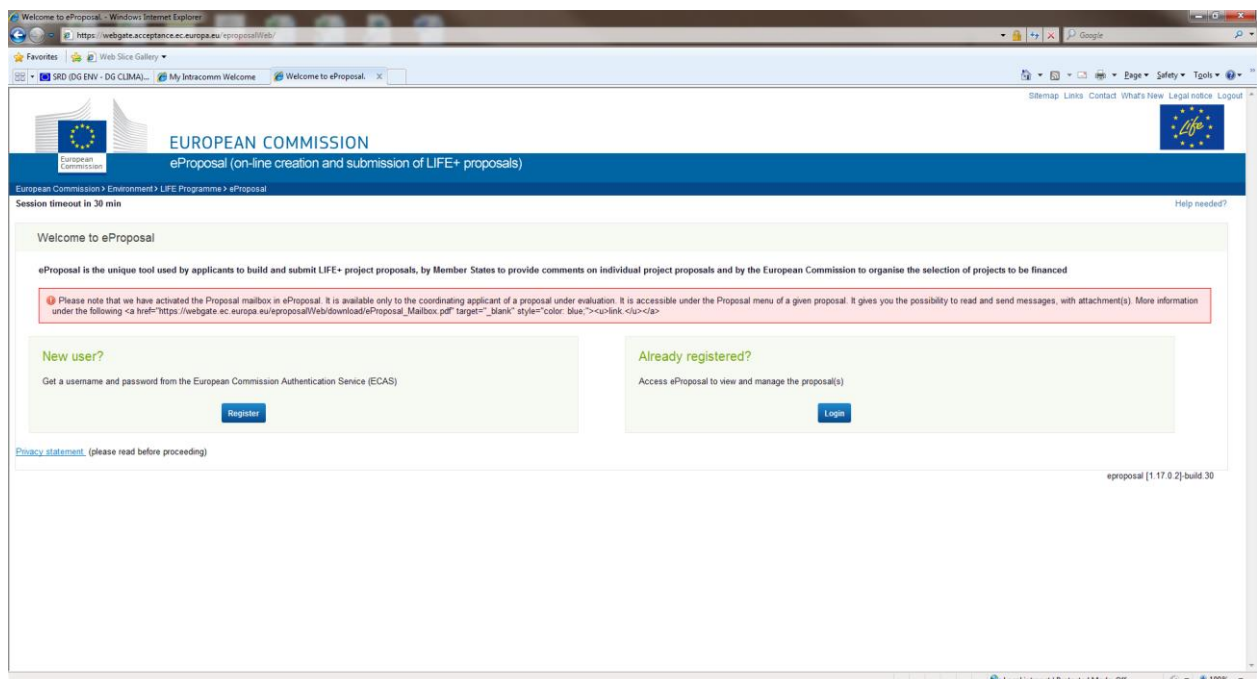
Access to the eProposal Welcome Page is provided via the LIFE+ web page or directly at <https://webgate.ec.europa.eu/eproposalWeb/>.

The eProposal web tool is best viewed using Internet Explorer 8 or 9 or Mozilla Firefox 10.

1.1 Create your ECAS user ID and password

Users of all types (applicants, evaluators, EC staff, authorities, monitors...) must have an ECAS account to connect to eProposal. Therefore you have to register in ECAS first and obtain an ECAS user ID and a password.

Once you have authenticated your identification, you do not have to re-enter your credentials (username and password) within the same browser session.



In the 'New user?' menu click 'Register':

New user?

Get a username and password from the European Commission Authentication Service (ECAS)

Register

a. ECAS sign-up

Please provide the information required (compulsory fields are marked by a red asterisk *):

Sign Up

[Help for external users](#)

Choose a username

First name *

Last name *

E-mail *

Confirm e-mail *

E-mail language *




Enter the code *

Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#) *

Sign up

* Required fields

Note: If you cannot read the 'security check', do not hesitate to try another one by clicking on the icon  beside the security check image.

Once you have submitted this information, click on the 'Sign up' button. You should then get the following message:

Sign Up

Thank you for registering, you will receive an e-mail allowing you to complete the registration process.

b. Create your ECAS password

You will receive a confirmation message at the provided e-mail account from ECAS (<ecas-admin@ec.europa.eu>).

Note: it can take up to half an hour for the confirmation e-mail to arrive. If you do not receive this e-mail at all, please first check your SPAM folder before contacting the eProposal Help Desk.

<p style="text-align: center;">From the moment the e-mail was sent to you, you have 90 minutes to generate your ECAS password!</p>

In the confirmation e-mail received, click on 'this link'.

Define your password (minimum 10 characters, containing at least 1 capital letter and 1 digit or special character) and submit.

Once submitted, the following message should appear:

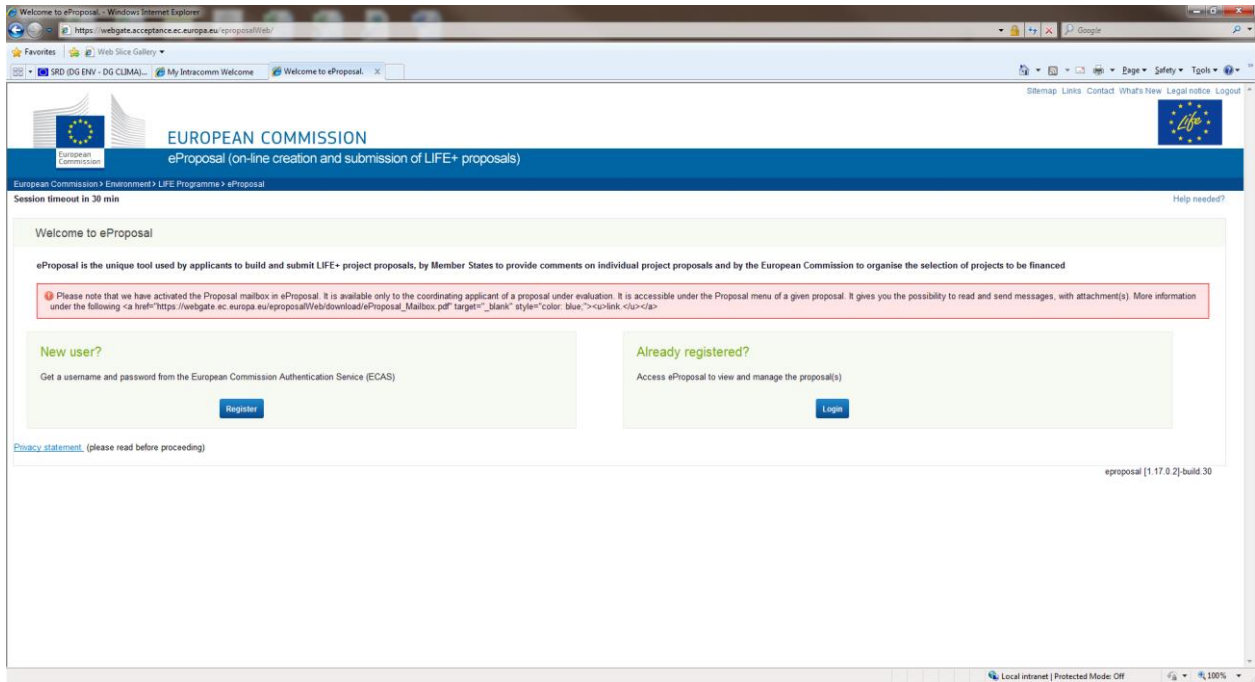
New password

Your ECAS password was successfully changed.

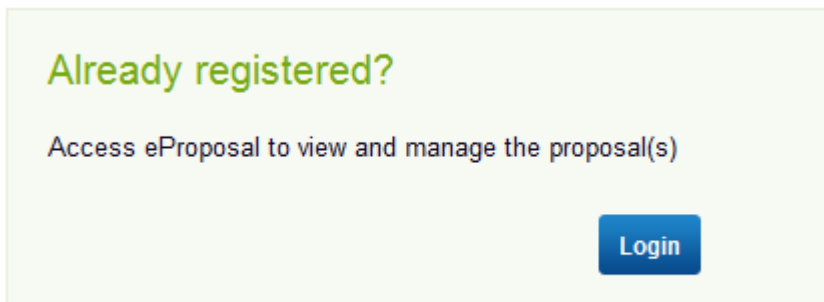
You may change your password or ask for it to be reset in case you forget it. We recommend you keep safely the user ID / e-mail address and password you used to register and login to eProposal (Step 1.2).

1.2 Register as a user in eProposal

Go to the LIFE+ eProposal Welcome Page



Click on the option 'Already registered?'



Click 'Login'.

You will be redirected to this page:

Login [Not registered yet](#)

Is the selected domain correct?
External [Change it](#)

Username or e-mail address *

Password *

▶ [More options...](#)

Login! [Lost your password?](#)

* Required fields

- External monitors should check that the domain selected is 'External' (if not, please change it to 'External' by using the 'Change it' link and when asked 'Where are you from?', please specify 'Neither an institution nor a European body' + click on 'Select').
- Enter your e-mail address and password (the one you created in Step 1).
- Click on 'Login' button.

You are now in the LIFE+ eProposal tool.

External monitors should select the **OTHER EXTERNAL User** account type:



European Commission - Environment - LIFE Programme

Register user

Select account type you request for

Applicant User
Applicant User
LIFE Unit Employee
Other External User

Message for an administrator

Continue

Then fill in the required information (compulsory fields are marked by a red asterisk *), and click on the 'Save' button available at the bottom of the screen.

You will get the following confirmation message: 'Your user account has been created'.

1.3 Connect to a project

Once your account has been validated by the administrator, you will be able to connect to eProposal.

Once connected, you may select a LIFE+ project by clicking the 'Call for proposals/projects' 'list of proposals/projects' button available at the bottom of the screen:

The screenshot shows the 'List of proposals' page in the eProposal system. The page header includes the European Commission logo and navigation links. Below the header, there are tabs for 'Call for proposals', 'Messaging', and 'Account'. The main content area displays a table of proposals with the following columns: Unread, Year, Proposal reference, Acronym, Member state, Coordinating beneficiary, Status, Total Amount, EU Contribution, and Actions. A 'Refresh' button is located at the bottom right of the table.

Unread	Year	Proposal reference	Acronym	Member state	Coordinating beneficiary	Status	Total Amount	EU Contribution	Actions
	2011	LIFE11 BIO/GR/001000	"ARESTRY TRAILS"	Greece	RWM	Received by EC	2,181,590	1,090,794	
	2011	LIFE11 INF/PL/000482	"Poczuj" pożar	Poland	Powiat	Received by EC	297,552	138,754	
	2013		+LIFE@CITY	Portugal	IST	Draft	0	0	
	2013		...	Poland	Asia Karen	Draft	0	0	
	2011	LIFE11 ENV/GR/000968	0-WISIE	Greece	PIN	Received by EC	1,744,905	839,548	
	2011	LIFE11 ENV/DK/000885	2015 NOW	Denmark	KE	Received by EC	2,694,504	1,347,252	
	2011	LIFE11 INF/PL/000475	3 Times Environment	Poland	REFA	Received by EC	984,166	488,703	
	2011	LIFE11 NAT/ES/000693	3PCAS	Spain	Espartinas	Received by EC	2,012,340	1,504,398	
	2012	LIFE12 ENV/ES/000745	3R-TOOL FOR LIFE	Spain	CTCR	Received by EC	756,931	377,137	

The navigation menu consists of two main sections: 'Call for proposals' and 'Administration'. Under 'Call for proposals', there are links for 'List calls for proposals', 'Create call for proposals', 'List of proposals', and 'Export proposal list'. The 'Administration' section is currently selected and highlighted in green.


You will now have to input basic information concerning the project you are interested in.

You can sort projects by year, reference, acronym, country, beneficiary, status.

2. Amendment Workflow

2.1 Reopening a project by the External Monitor

After an informal discussion with the project coordinating beneficiary on the need to submit an Amendment Request, the External Monitor has to connect to the relevant project.

Once the project has been selected, click on the 'Actions' button VIEW  to display the content of the proposal.

Proposals / LIFE12 ENV/BG/000756 LIFE Eco-HeatOx / Administrative forms / A1 - General project information

Last update at 09/04/2013 15:35 by Suleyman Koc Proposal status: Financed

General project information

The status should be 'FINANCED'.

At the bottom of the page, the External Monitor will see the following options:




Click on the 'Re-open the project for amendments' button.

The status will become 'FINANCED – UPDATING'.

2.2 Modification by Beneficiary

The owner of the proposal will now have to proceed to introduce the changes that have been previously discussed and agreed upon with the External Monitor.

Since the beneficiary created the original project proposal in eProposal, s/he should already

know how to access the project and to use the 'Actions' button  to display the content of the proposal .

Proposals / LIFE12 NAT/PL/000084 LIFE KAMPINOS WETLANDS PL / Administrative forms / A1 - General project information

Last update at 16/10/2013 14:33 by a a Proposal status: Financed updating

At this point, the status should be 'FINANCED UPDATING'.

The beneficiary should press "switch to edit mode" to be able to make the relevant changes to the content of the project. Once the modifications are introduced, the beneficiary should press "switch to view mode" so as not to make further changes unintentionally.


To facilitate the work, the beneficiary may use the relevant facilities to 'request pdf' and/or 'download working copy'.

[Submit changes for amendments](#) [Switch to view mode](#)

When the changes are completed, the owner of the proposal must **SUBMIT** the changes by clicking on the 'Submit changes for amendments' button.

The status will become 'OFFICIALLY SUBMITTED BY CB'

2.3 Approval / rejection of changes by the External Monitor

Select the project and click on the 'Actions' button VIEW  to display and review its contents. The status should be 'OFFICIALLY SUBMITTED BY CB'.

During this review, the monitor may wish to use the facilities to 'compare with original' (which will indicate the sections in which changes have been made), and/or 'download working copy'.

[Accept the amendments applied by the CB](#) [Re-open the project for amendments](#) [Compare with original](#) [Download working copy](#)

Following the review, the External Monitor will have two options:

OPTION 1. To reject the changes, click on 'Re-open the project for amendments'.


The status will become 'FINANCED - UPDATING' and the procedure cycle is resumed from Point 2.2 above.

OPTION 2. To accept the changes, click on 'Accept the amendments applied by CB'

The status will become 'FINANCED AMENDMENT ACCEPTED BY MOT'.

At this stage, the Beneficiary is no longer able to make any further modifications. The External Monitor must ask the coordinating beneficiary to send to the EC the formal amendment request with the paper copies of the project forms that have been modified. The Beneficiary can do this by using the 'Request pdf' button available in the 'Proposal exports' or 'Attachments' sections.

2.4 Approval / rejection of changes by the Technical Desk Officer

The TDO will select the project and click on the 'Actions' button  to display its content. The status should be 'FINANCED AMENDMENT ACCEPTED BY MOT'.

Proposals / LIFE12 NAT/PL/000084 LIFE KAMPINOS WETLANDS PL / Administrative forms / A1 - General project information

Last update at 16/10/2013 14:33 by a a

Proposal status: Financed amendments accepted by MOT

The TDO will review the proposed changes, consulting with the FDO offline. During this review, the DOs may wish to use the facilities to 'compare with original' (which will indicate the sections in which changes have been made), 'request pdf' and/or 'download working copy'.

[Approve the amendments accepted by the MoT](#)

[Send back to the MoT for revision](#)

[Abandon](#)

[Compare with original](#)

After completing the review, the TDO will make use of one of following options:

OPTION 1. To reject the changes, the TDO will click on 'Send back to the MoT for revision' button.

The status will become 'OFFICIALLY SUBMITTED BY CB' and the procedure cycle is resumed from Point 2.3 above.

OPTION 2. To accept the changes, click on 'Approve the changes accepted by the MoT' button.

The status will become 'FINANCED AMENDMENTS APPROVED BY TDO'.

OPTION 3. To entirely abandon the amendment and restore the legally valid version of the project, click on 'Abandon'. Note: use this button with caution because all changes performed by the coordinating beneficiary in the project will be automatically deleted.

The status will become 'FINANCED'.

2.5. Completion of amendments approval / rejection

After a proposed amendment is approved by the TDO, the file will follow an internal routing inside the LIFE unit in the Commission during which the paper version of the grant amendment will be prepared and possibly sent for signature.

At the beginning of this process the status of the project should be 'FINANCED AMENDMENTS APPROVED BY TDO'.

At the bottom of the page, the Head of Unit (or delegate) will see the following options that can be used during this phase:

Finalize the amendments

Send back to the MoT for revision

Abandon

Compare with original

OPTION 1. To reject the changes, click on 'Send back to the MoT for revision'.

The status will become 'OFFICIALLY SUBMITTED BY CB'.

OPTION 2. To accept the changes, click on 'Finalise the amendment' button

The status will become 'FINANCED AMENDED BY EC'.

OPTION 3. To entirely abandon the amendment and restore the legally valid version of the project, click on 'Abandon'. Note: use this button with caution because all changes performed by the coordinating beneficiary in the project will be automatically deleted.

The status will become 'FINANCED'.

ANNEX 1

Modification of the coordinating beneficiary

It is a 5 steps process

1. Create an ECAS account and register as applicant

All eProposal users must be registered in the application, by creating an ECAS account. This means that the 'new' Coordinating Beneficiary must register as an applicant in eProposal, using an e-mail address.

Access to eProposal Welcome Page is provided via the LIFE web page.

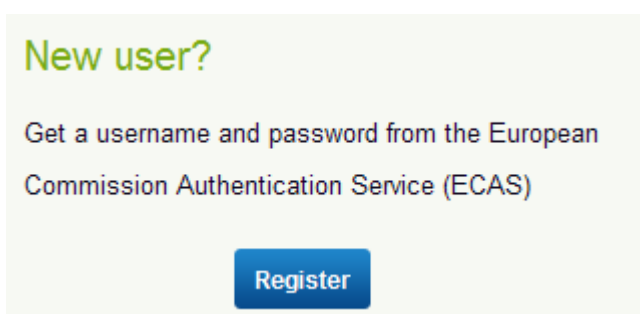


The eProposal web tool is best viewed using Internet Explorer 8 or 9 or Mozilla Firefox 10.

Please note that the eProposal tool can only be accessed through ECAS (the European Commission Authentication Service). Therefore you have to register in ECAS first and obtain a user ID and a password.

Once you have authenticated your identification, you do not have to re-enter your credentials (username and password) within the same browser session.

In the 'New user?' menu click 'Register':



ECAS sign-up

Please provide the information required (compulsory fields are marked by a red asterisk *):

Sign Up

[Help for external users](#)

Choose a username	<input type="text"/>
First name *	<input type="text"/>
Last name *	<input type="text"/>
E-mail *	<input type="text"/>
Confirm e-mail *	<input type="text"/>
E-mail language *	<input type="text" value="English (en)"/>




Enter the code *	<input type="text"/>
------------------	----------------------

Privacy statement: by checking this box, you acknowledge that you have read and understood the [privacy statement](#) *

Sign up

* Required fields

Note: If you cannot read the 'security check', do not hesitate to try another one by clicking on the icon  beside the security check image.

Once you have submitted this information, click on the 'Sign up' button. You should then get the following message:

Sign Up

Thank you for registering, you will receive an e-mail allowing you to complete the registration process.

Create your ECAS password

You will receive a confirmation message at the provided e-mail account from ECAS (<ecas-admin@ec.europa.eu>).

Note: it can take up to half an hour for the confirmation e-mail to arrive. If you do not receive this e-mail at all, please first check your SPAM folder before contacting the eProposal Help Desk.

**From the moment the e-mail was sent to you, you have 90 minutes
to generate your ECAS password!**

In the confirmation e-mail received, click on 'this link'.

Define your password (minimum 10 characters, containing at least 1 capital letter and 1 digit or special character) and submit.

Once submitted, the following message should appear:

New password

Your ECAS password was successfully changed.

You may change your password or ask for it to be reset in case you forget it. We recommend you keep safely the user ID / e-mail address and password you used to register for registration and login to eProposal (Step 2).

Register as a user on eProposal (for all users)

Go to the LIFE eProposal Welcome Page

Sitemap Links Contact What's New Legal notice Logout

European Commission

EUROPEAN COMMISSION
eProposal (on-line creation and submission of LIFE proposals)

European Commission > Environment > LIFE Programme > eProposal

Session timeout in 29 min Help needed?

Welcome to eProposal

eProposal is the unique tool used by applicants to build and submit LIFE project proposals and by the Contracting Authority to organise the selection of projects to be financed.

New user?
Get a username and password from the European Commission Authentication Service (ECAS)
[Register](#)

Already registered?
Access eProposal to view and manage the proposal(s)
[Login](#)

[Privacy statement](#) (please read before proceeding)

eproposal [1.19.1.1]-build.39

Click on the option 'Are you an applicant?'

Are you an applicant?

Access eProposal to create/update/submit your proposal

Login

In the "Are you an applicant?" menu click 'Login'. You will be redirected to this page:

ECAS authenticates your identity on European Commission websites



European Commission

Is the selected domain correct?

CHANGE IT

Click on Change it

Authenticates your identity on European Commission websites

What is ECAS?

ECAS is the European Commission Authentication Service. It allows users to access systems, using a single username and password. Once you log in, ECAS will remember you. During that time, you won't have to identify yourself again, no matter how many only

Where are you from?

Welcome to the European Commission Authentication Service (ECAS). Choose the institution or body for which you want to log in. Choose "External" if you don't work for a European institution or body. Choose "W+" composed of w and 7 digits. If you aren't sure, select the "I don't know?" option for help.



European Commission
European Commission, Executive Agencies.



External
Partners, Researchers, Citizens.

W+7

I have an account w + 7 digits.
Special external accounts.

- Check that the domain selected is 'External' (if not, please change it to 'External' by using the 'Change it' link and when asked 'Where are you from?', please specify 'Neither an institution nor a European body' + click on 'Select').
- Enter your e-mail address and password (the one you created in Step 1).
- Click on 'Login' button.

You are now in the LIFE eProposal tool.

Please select the **Applicant User** account type:

Register user

Select account type you request for

Message for an administrator

Continue

Then fill in the required information (compulsory fields are marked by a red asterisk *), and click on the 'Save' button available at the bottom of the screen.

You will get the following confirmation message: 'Your user account has been created'.

2. Invite user

The 'owner' of the project which is the current Coordinating Beneficiary sends an invitation to the 'new' Coordinating Beneficiary to the e-mail address used for registering in the application.

The owner selects his/ her proposal as usual and goes to Proposal / Access rights



and chooses the option 'Invite user', entering the e-mail address of the "new" Coordinating Beneficiary to register in the 'Email address' field and clicks on 'Invite' button.

A form titled 'Invite user' in green text. It contains a label 'Email address:' followed by a white text input field. Below the input field is a blue button with the text 'Invite' in white.

The following invitation message is sent:

"You have been invited to join eProposal application and to participate in proposal LIFE.....

Please use following link to register on ECAS (European Commission Authentication Service):

<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

Once you have your ECAS user ID and password ready, please login on eProposal and register as an APPLICANT (do NOT select account type Other external user or Life unit employee) using following link:

<https://webgate.acceptance.ec.europa.eu/eproposalWeb/account/registerUser.do>

To access eProposal then on, please use (add to Favorites/Bookmark) the following link:

<https://webgate.acceptance.ec.europa.eu/eproposalWeb>"

3. Accept invitation

Once this invitation has been accepted, the e-mail address of the 'new' Coordinating Beneficiary will be added to the list of users

List of proposal users
 Please find below the list of users linked to this proposal. Only the coordinating applicant can modify it, by clicking on the green squares to change a 'No' to 'Yes', or 'Yes' to 'No'.

First name	Last name	Email	Owner	Can view	Can edit	Actions
Seekings-Le Quément	Anne	eproposal6@gmail.com	<input type="button" value="Yes"/>	<input type="button" value="Yes"/>	<input type="button" value="Yes"/>	
fdgh	ghdfgh	eproposal7@gmail.com	<input type="button" value="No"/>	<input type="button" value="Yes"/>	<input type="button" value="No"/>	✘
(Pending)	(Pending)	eproposal.aom@gmail.com	<input type="button" value="No"/>	<input type="button" value="No"/>	<input type="button" value="No"/>	✘

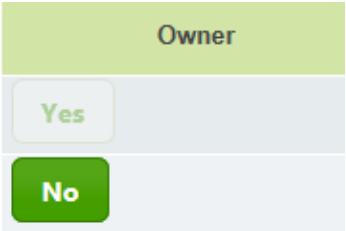
The owner of the proposal is always greyed out (at least one user must be owner of a proposal at all times).

User(s) who have accepted the invitation are listed and the squares in the columns 'Owner', 'Can view' and 'Can edit' are activated.

If the first and last names are still '(Pending)', it means that this (these) user(s) have not yet accepted the invitation.

4. Transfer of ownership


In order to transfer the ownership of the proposal, the "old" Coordinating Beneficiary **MUST click on the option NO under owner column corresponding to the user that will become the 'new' Coordinating Beneficiary**

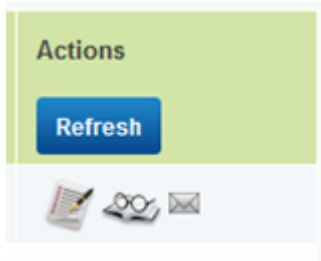


This will transfer the ownership from one Coordinating Beneficiary to another.

5. Log on in EDIT mode

The 'new' Coordinating Beneficiary logs on to the proposal

On the first screen, he/she must select the option EDIT  under Actions column



Once the proposal is opened in Edit mode, the 'new' Coordinating Beneficiary will be able to modify the Administrative forms which are now editable.

To open A2/A3 forms, the Coordinating Beneficiary goes to Proposal / Administrative part

Proposal	Administration	Messaging	Account
Administrative part	▶	A1 - General project information	
Technical part	▶	A2-A3 - Coordinating beneficiary	
Financial part	▶	A4-A5 - Associated beneficiaries	
Attachments		A6 - Co-financers	
Reports	▶	A7 - Other proposals submitted for European Union funding	

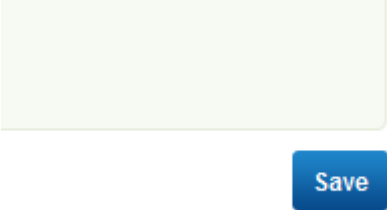
Short name (maximum 30 characters):

E-mail:

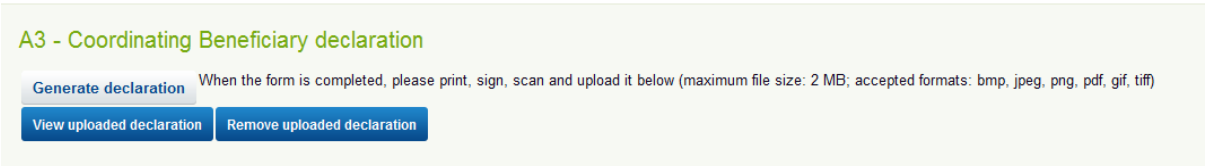
Legal information of the Coordinating Beneficiary

Legal name

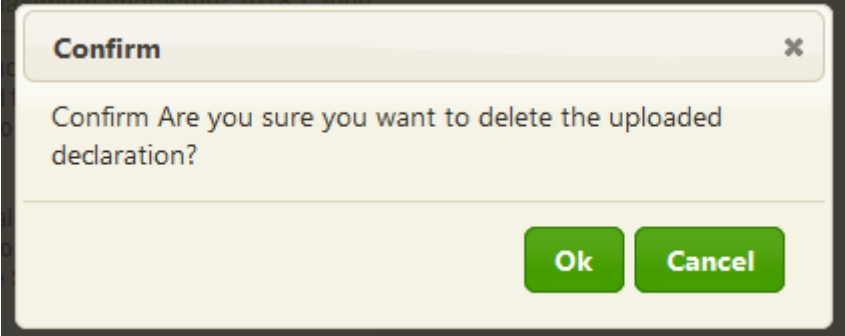
After all modifications have been made, the Coordinating Beneficiary **MUST** click on the SAVE button on the bottom right corner of the page.



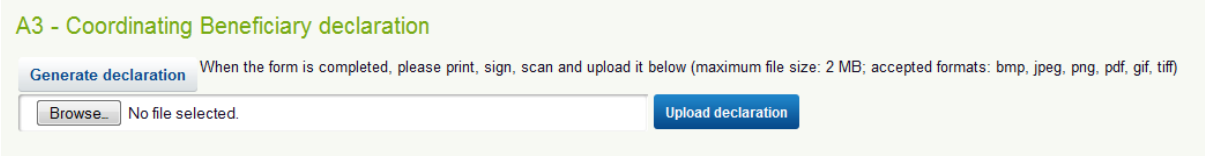
The Coordinating Beneficiary can now generate a new declaration and upload it into the system



He/she must remove the old declaration by selecting Remove uploaded declaration



After confirmation, the coordinating Beneficiary can now upload the new declaration



ANNEX 2

Modification of project partnership

1. Modification of the coordinating beneficiary

Follow instructions included in Annex 1 to transfer ownership of the project to another coordinating beneficiary.

If the old coordinating beneficiary has incurred costs and contributed to the project budget, it should be kept in the project partnership as an associated beneficiary, as follows:

- a. Invite new associated beneficiary = old coordinating beneficiary, following the steps 1-3 explained in Annex 1 (instead of 'old' Coordinating Beneficiary' the text should read 'Associated Beneficiary'); Form A5 should now indicate in the 'Legal Name' field: 'AAA (coordinating beneficiary until DD/MM/YYYY)
- b. Make sure that Form C1, field 'Beneficiary responsible for implementation' for each single action is consistent with the new situation
- c. Make the necessary budgetary changes by updating the financial forms (own contribution in Form FC and costs incurred in Forms F1-F8)
- d. Generate Forms A3/A4 Declarations

2. Removal of an associated beneficiary

If the beneficiary has not incurred any costs / contributed financially at all to the project, delete all entries associated to the beneficiary in the financial forms (Forms FC and F1-F8) and make sure that in Form C1, in the field 'Beneficiary responsible for implementation' for each single action all entries for the beneficiary in question have been changed.

Then go to Proposal menu / Access rights part and click the red cross under Actions

List of proposal users
Please find below the list of users linked to this proposal. Only the coordinating applicant can modify it, by clicking on the green squares to change a 'No' to 'Yes', or 'Yes' to 'No'.

First name	Last name	Email	Owner	Can view	Can edit	Actions
Seekings-Le Quément	Anne	eproposal6@gmail.com	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
fdgh	ghdfgh	eproposal7@gmail.com	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	✘
(Pending)	(Pending)	eproposal.aom@gmail.com	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> No	✘

3. Add new associated beneficiary

Follow instructions explained in Annex 1 (instead of 'old' Coordinating Beneficiary' the text should read 'Associated Beneficiary') on Inviting a beneficiary to join the proposal.

4. Shifting responsibilities between beneficiaries

If from a certain date a beneficiary takes over the costs and responsibilities of another beneficiary who has nevertheless performed by that date certain tasks, incurred costs and contributed financially to the project, perform the following steps:

- a. In Form A5 indicate in the 'Legal Name' field: 'AAA (until DD/MM/YYYY)' or 'AAA (from DD/MM/YYYY)
- b. Make sure that Form C1, field 'Beneficiary responsible for implementation' for each single action is consistent with the new situation
- c. Make the necessary changes by updating the financial forms (own contribution in Form FC and costs incurred in Forms F1-F8)
- d. Generate Form A4 Declaration