Amendments to Grant Agreements

To LIFE projects from 2012 onwards

(ie that were submitted via eProposal)

<u>*Must*</u> *be done via eProposal*

Guidance Document

Table of contents

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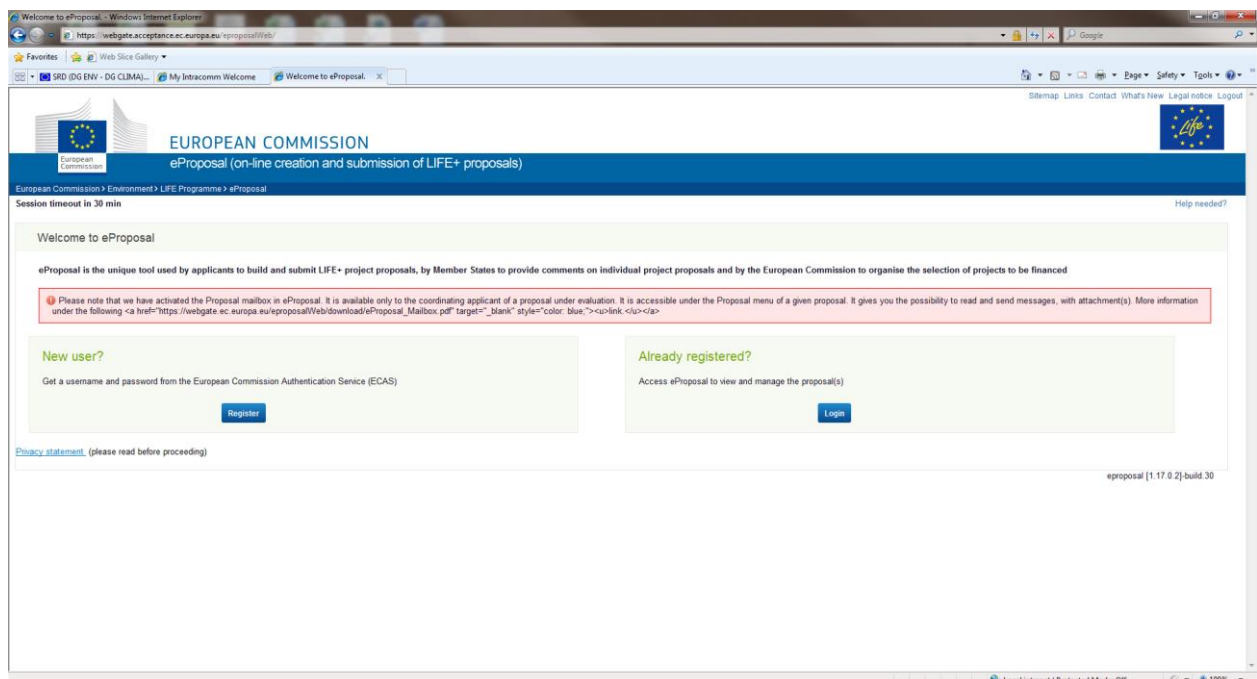
In the 'New user?' menu click 'Register':

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 *	English (en)

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.

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
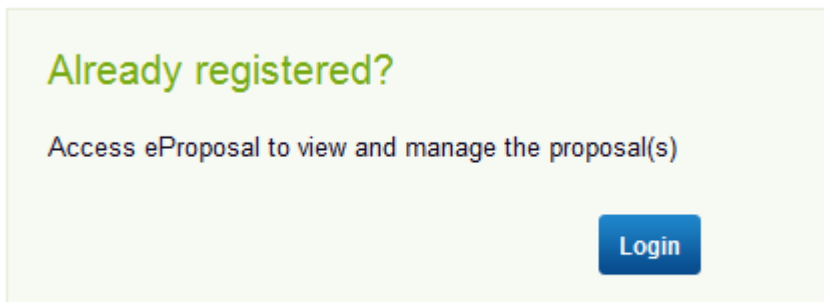
Your ECAS password was successfully changed.

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 and login to eProposal (Step 1.2).

1.2 Register as a user in eProposal

Go to the LIFE+ eProposal Welcome Page
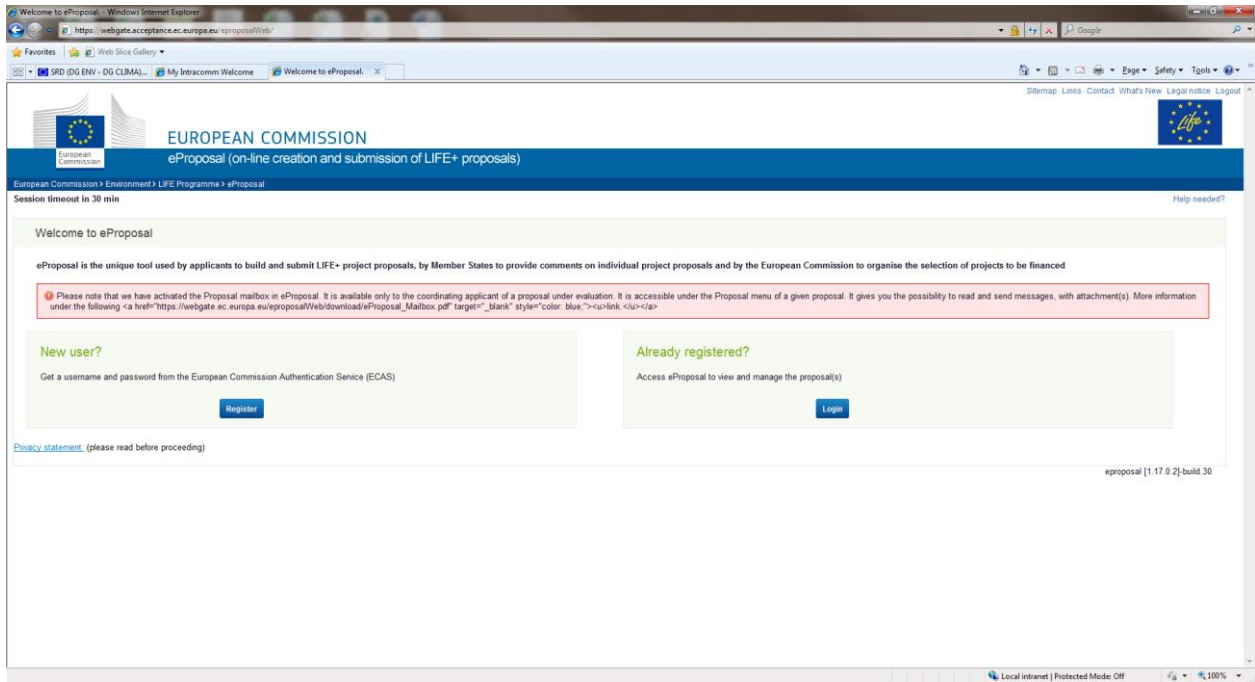
Click on the option 'Already registered?'

Click 'Login'.

You will be redirected to this page:

- 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:

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:

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:

Re-open the project for amendments   Compare with original   Download working copy

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 VIEW [image] 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 VIEW 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.

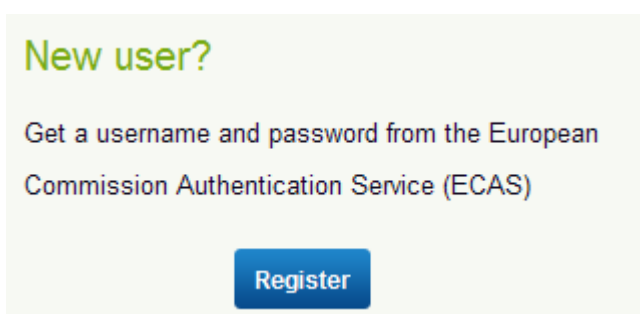Access to eProposal Welcome Page is provided via the LIFE web page.

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	
First name *	
Last name *	
E-mail *	
Confirm e-mail *	
E-mail language *	English (en)
	B 8 A t 2
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.

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

Click on the option 'Are you an applicant?'

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

Click on Change it

- 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:

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.

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


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**
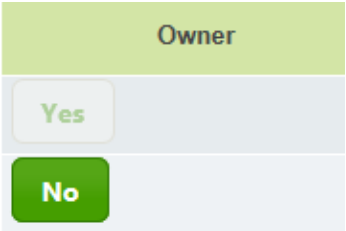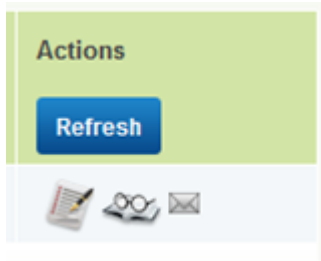

This will transfer the ownership from one Coordinating Beneficiary to another.

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):	*ioana
E-mail:	*ncazan@gmail.com

Legal information of the Coordinating Beneficiary

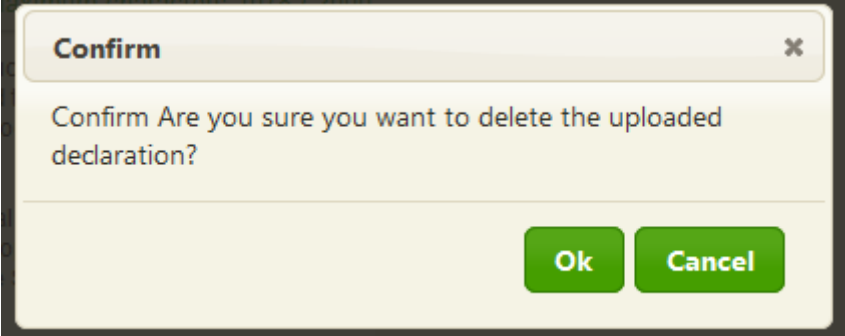| Legal name	* ioana

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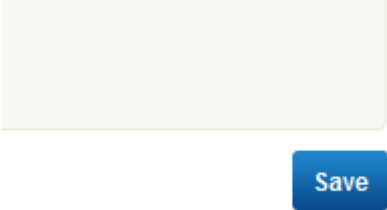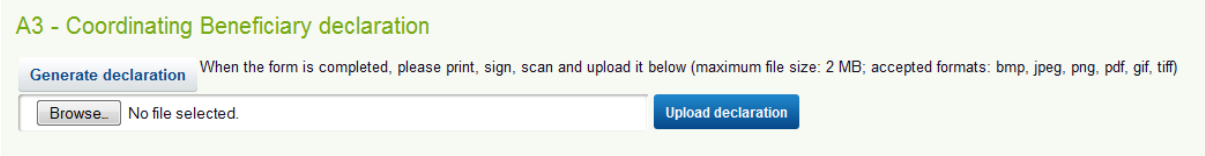

The Coordinating Beneficiary can now generate a new declaration and upload it into the system
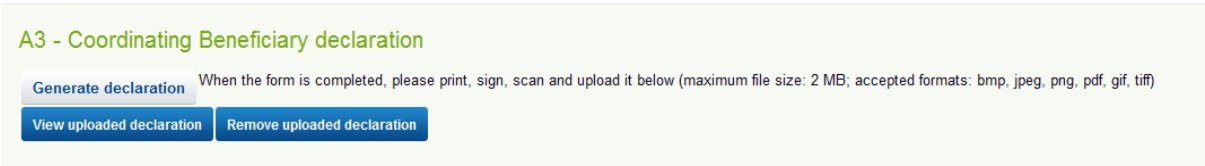
He/she must remove the old declaration by selecting Remove uploaded declaration

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

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