e-GRANTS
Amendment Processes
Amendments
Consortium Request

GRANT AGREEMENT
ART 39
MAIN STEPS

- Launch the Amendment Request in the Funding & Tender Portal
- Compose the Amendment
  (introduce all the changes → "Amendment Clauses" selected automatically)
  ➞ 3 documents generated automatically:
  - Amendment Request Letter
  - Amendment Core Letter
  - Grant Agreement Data Sheet
- Lock the data
- **EU Revise** (mandatory step) → **EU officers revise the data**
- EU Officers can Validate or Reject
- If EU validation → **Sign & Submit** (PLSIGN Project Legal Signatory of Coordinator) the Amendment request to EU

-------------------------

EU

- Assessment
- EU - eSignature  OR  REJECTION
**AMD request**

1. **Consortium**
   - Launch AMD request
   - Encode changes
     - Lock for review
     - EU Review

2. **EU OFFICERS**
   - REJECT
   - VALIDATE

3. **PLSIGN**
   - (Unlock to draft)
   - Sign and Submit

4. **(4)**
   - Assessment E Signature
###MENU

**MY PROJECT(S)**

---

**Funding & tender opportunities**

**Single Electronic Data Interchange Area (SEDE)**

1. **LOGIN**

2. **My Project(s)**

3. **Results 1**

4. **Manage Project**

<table>
<thead>
<tr>
<th>ACRONYM</th>
<th>CALL</th>
<th>PROGRAM</th>
<th>PROJECT</th>
<th>PHASE</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXXX</td>
<td>XXXXXXXXXX</td>
<td>EMFF</td>
<td>999999</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

5. **My notifications**

---

**Manage Consortium**

**Manage Project**

**View Proposal**
Launch Request for Amendment

Choose one of the options below:

**Request for Amendment**
Including notification on termination of the participation of one or more beneficiaries. Choose the data set based on which you would like launching a new amendment request:
- latest legal data

**Grant Agreement Termination by beneficiaries**
*Attention!* This option is reserved for the termination of the grant agreement. The termination of the grant agreement is considered as a last resort measure, if all other efforts to continue the action fail. Termination is irrevocable and comes into force immediately after signature and submission. You are advised to consult the available guidance of the corresponding funding programme or contact the responsible officer in charge of your grant agreement.

**Formal Notification**
*Attention!* The use of the formal notification channel is reserved for specific purposes e.g. for communication as set out in the model grant agreement (MGA) e.g. obligation to provide information upon request or obligation to inform.
If you wish to interact with officers, please use the messaging facility (see below).

**Communication to the Project Officer**
At any time, you may wish to informally exchange messages or ask questions to the Service via the electronic system. If your query is related to an ongoing process, you are encouraged to use the message section of that process.
A **Request** can contain several changes to the GA. It will be considered as a **package**.

!!! Possibility to **CANCEL / WITHDRAW (PLSIGN)** at any moment before EU Signature
**Project Summary**

**Project Summary**

*Project 784514 (BLN) - SIGNED (IN FORCE)*

**Responsible Unit:**
EASME/A/03

**Call:**

**Topic:**
EMFF-03-2018 - Blue economy

**Type of Action:**
24

**Duration:**
49

**Important Dates:**
- **Entry into force of the Grant:** 08/10/2019
- **Project Start Date:** 01/10/2019
- **Project End Date:** 30/09/2021

**Amendment Information:**
- **Number:** (number will be automatically assigned as soon as the amendment is signed by both parties)
- **Reference:** AMD: 999999-2
- **Type:** CR (Consortium Requested)

**Budget Information:**
- Proposal overall costs:
- Maximum grant amount after evaluation:
- Total costs (including non-EU funded):
- Total Costs:
This justification will be included in the Request Letter (see p 23)

Needs to be encoded

See next slide

<table>
<thead>
<tr>
<th>Business Reference</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT1</td>
<td>Removal of beneficiaries due to their non-accession to the GA</td>
</tr>
<tr>
<td>AT2</td>
<td>Removal of a beneficiary whose participation was terminated</td>
</tr>
</tbody>
</table>
Amendment Clauses are automatically selected after editing data in the related tabs (see next slides).

### Amendment Information

**Amendment clauses**

<table>
<thead>
<tr>
<th>Business Ref</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT1</td>
<td>Removal of beneficiaries due to their non-accession to the GA</td>
</tr>
<tr>
<td>AT2</td>
<td>Removal of a beneficiary whose participation was terminated (for other reasons)</td>
</tr>
<tr>
<td>AT3</td>
<td>Addition of a new beneficiary</td>
</tr>
<tr>
<td>AT4</td>
<td>Change of beneficiary due to partial takeover</td>
</tr>
<tr>
<td>AT22</td>
<td>Change of the action’s title and/or acronym</td>
</tr>
<tr>
<td>AT23</td>
<td>Change of the action’s duration</td>
</tr>
<tr>
<td>AT24</td>
<td>Change of the action’s starting date</td>
</tr>
<tr>
<td>AT25</td>
<td>Change of the reporting periods</td>
</tr>
<tr>
<td>AT37</td>
<td>Change concerning financial support to third parties</td>
</tr>
<tr>
<td>AT38</td>
<td>Change of the pre-financing</td>
</tr>
<tr>
<td>AT39</td>
<td>Change of the pre-financing guarantee</td>
</tr>
<tr>
<td>AT40</td>
<td>Change of bank account for payments</td>
</tr>
<tr>
<td>AT51</td>
<td>Change of the dispute settlement forum</td>
</tr>
<tr>
<td>AT31</td>
<td>Change of Beneficiary Details (legal name, legal address, VAT, …)</td>
</tr>
<tr>
<td>AT32</td>
<td>Change of legal status</td>
</tr>
<tr>
<td>AT34</td>
<td>Universal Transfer of Rights and Obligations</td>
</tr>
</tbody>
</table>

### Amendment Information

**Amendment clauses**

<table>
<thead>
<tr>
<th>Business Ref</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT21</td>
<td>Change of Annex 1 (description of the action)</td>
</tr>
<tr>
<td>AT26</td>
<td>Resuming the action after suspension</td>
</tr>
<tr>
<td>AT31</td>
<td>Changes of Annex 2 (estimated budget of the action) and/or Annex 2a (additional information on the estimated budget - unit costs)</td>
</tr>
<tr>
<td>AT32</td>
<td>Change of the maximum grant amount</td>
</tr>
<tr>
<td>AT34</td>
<td>Change to the action’s estimated eligible costs</td>
</tr>
<tr>
<td>AT60</td>
<td>Change due to errors/mistakes</td>
</tr>
</tbody>
</table>
Consortium encodes the changes ...
After Start date has been changed... (2)

Amendment Information

Amendment Clauses are automatically selected after editing data
( - Full overview of the modifications )

<table>
<thead>
<tr>
<th>Business Ref</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT1</td>
<td>Removal of beneficiaries due to their non-accession to the GA</td>
</tr>
<tr>
<td>AT2</td>
<td>Removal of a beneficiary whose participation was terminated (for other reasons)</td>
</tr>
<tr>
<td>AT3</td>
<td>Addition of a new beneficiary</td>
</tr>
<tr>
<td>AT4</td>
<td>Change of beneficiary due to partial takeover</td>
</tr>
<tr>
<td>AT22</td>
<td>Change of the action’s title and/or acronym</td>
</tr>
<tr>
<td>AT23</td>
<td>Change of the action’s duration</td>
</tr>
<tr>
<td>AT24</td>
<td>Change of the action's starting date</td>
</tr>
<tr>
<td>AT25</td>
<td>Change of the reporting periods</td>
</tr>
<tr>
<td>AT37</td>
<td>Change concerning financial support to third parties</td>
</tr>
</tbody>
</table>
Consortium encodes the changes ...

e.g. REMOVE BENEFICIARY BECAUSE NON-ACCESSION

To be done by EU Officer
Consortium encodes the changes ...

ADD NEW BENEFICIARY... (1)
Consortium encodes the changes ...

NEW BENEFICIARY ADDED ...(2)

THE PLSIGN of the New Beneficiary has to sign the **DoH (Declaration of Honour)** & Accession Form before the PLSIGN (Coordinator) can sign and submit the Amendment Request !!!!!
**Addition of a New Beneficiary**

**Amendment Information**

**EU signature date:**  
Date of entry into force:

**Amendment clauses**

<table>
<thead>
<tr>
<th>Business Reference</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT1</td>
<td>Removal of beneficiaries due to their non-activity</td>
</tr>
<tr>
<td>AT2</td>
<td>Removal of a beneficiary whose participation is no longer necessary</td>
</tr>
<tr>
<td>AT3</td>
<td>Addition of a new beneficiary</td>
</tr>
<tr>
<td>AT4</td>
<td>Change of beneficiary due to partial takeover</td>
</tr>
</tbody>
</table>
**Beneficiaries**

**TERMINATION (1)**

Date has to be in the future!!
**Beneficiaries**

Please be aware that the termination of the participation for the beneficiary(ies) will be applied as soon as the amendment is submitted, i.e., when the amendment is signed by the Project Legal Signatory (PLSIGN) of the Coordinator the termination is applied IMMEDIATELY.

This action cannot be retracted. Consequently, the beneficiary(les)’s participation will be considered to be terminated at the effective date specified as soon as the amendment is submitted, even if the amendment is rejected or withdrawn.

<table>
<thead>
<tr>
<th>Number</th>
<th>Role</th>
<th>Short Name</th>
<th>Legal Name</th>
<th>Country</th>
<th>PIC</th>
<th>PIC Status</th>
<th>Start Date</th>
<th>End Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CO</td>
<td>Imperial</td>
<td></td>
<td>UK</td>
<td>999999999</td>
<td>VALIDATED</td>
<td></td>
<td>999999999</td>
<td>Active</td>
</tr>
<tr>
<td>2</td>
<td>BEN</td>
<td>UNEXE</td>
<td></td>
<td>UK</td>
<td>999999999</td>
<td>VALIDATED</td>
<td></td>
<td>999999999</td>
<td>Active</td>
</tr>
<tr>
<td>3</td>
<td>BEN</td>
<td>WU</td>
<td></td>
<td>NL</td>
<td>999999999</td>
<td>VALIDATED</td>
<td></td>
<td>999999999</td>
<td>Active</td>
</tr>
<tr>
<td>4</td>
<td>BEN</td>
<td>TUD</td>
<td></td>
<td>DE</td>
<td>999999999</td>
<td>VALIDATED</td>
<td></td>
<td>999999999</td>
<td>Active</td>
</tr>
<tr>
<td>5</td>
<td>BEN</td>
<td>UCPH</td>
<td></td>
<td>DK</td>
<td>999999999</td>
<td>VALIDATED</td>
<td></td>
<td>999999999</td>
<td>Active</td>
</tr>
<tr>
<td>6</td>
<td>BEN</td>
<td>UVA</td>
<td></td>
<td>ES</td>
<td>999999999</td>
<td>VALIDATED</td>
<td></td>
<td>999999999</td>
<td>Active</td>
</tr>
<tr>
<td>7</td>
<td>BEN</td>
<td>UU</td>
<td></td>
<td>NL</td>
<td>999999999</td>
<td>VALIDATED</td>
<td></td>
<td>999999999</td>
<td>Active</td>
</tr>
<tr>
<td>8</td>
<td>BEN</td>
<td>CIDAUT</td>
<td></td>
<td>ES</td>
<td>999999999</td>
<td>VALIDATED</td>
<td>04/11/2015</td>
<td>Terminated</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>BEN</td>
<td>FSUJ</td>
<td></td>
<td>DE</td>
<td>999999999</td>
<td>VALIDATED</td>
<td></td>
<td>999999999</td>
<td>Active</td>
</tr>
<tr>
<td>10</td>
<td>BEN</td>
<td>UCC</td>
<td></td>
<td>IE</td>
<td>999999999</td>
<td>VALIDATED</td>
<td>18/11/2015</td>
<td>New</td>
<td></td>
</tr>
<tr>
<td>Title</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amendment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amendment core</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amendment request letter</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Agreement Data Sheet</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annex 2 - Estimated budget for the action</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opinion letter of the leaving beneficiary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17-LAS 9999999</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notification of the termination of the participation of one or more</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>beneficiaries.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annex 1 - Description of the action (part A)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annex 1 - Description Of Action (part B)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

e.g. TERMINATION (3)
The **Budget** can be updated WP, Deliverables...
"Work Packages / Deliverables"

Remove, modify, add new

If new Deliverable, link it with appropriate WP
Financial information
Encode amended amounts if needed

Financial Data

Is there a financial guarantee required?  
☑ Yes ☐ No

Individual costs table:

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Unit Cost</th>
<th>Number of Units</th>
<th>Subtotal</th>
<th>Total</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>a1) Direct personnel costs</td>
<td>154,500.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Direct costs of subcontracting</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d) Other direct costs</td>
<td>108,460.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e) Indirect costs (= 7% * (a1 + b + d))</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f) Total estimated eligible costs (= a1 + b + d + e)</td>
<td>18,407.20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h) Maximum EU contribution (65%)</td>
<td>281,367.20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i) Maximum grant amount</td>
<td>182,888.68</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>j) Income generated by the action</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>k) Financial contributions given by third parties to the beneficiaries</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>l) Receipts</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Documents tab

Grant Agreement Data Sheet automatically generated

Documents

Amendment core
Amendment request letter

Grant Agreement Data Sheet

Title

Amendment

Justification (see p 9)
The Annex I part B includes **also the annexes, e.g. detailed budget table, indicators, etc.** So if in the amendment Annex I part B is modified, also its annexes should be resubmitted even if there are no changes.
How to prepare an Amendment?

https://webgate.ec.europa.eu/funding/display/ECResearchGMS/How+to+prepare+an+amendment
Participant Contacts, Legal Authorized Signatories or Task Managers can contribute to the scientific report; the Coordinator Contact can finish the drafting and lock the data in order to generate the amendment request. It will be possible to re-read it carefully before electronic signature.
After locking the data
After revision by EU if EU Officer has rejected

→ modify data, **Lock for review** then → EU Review
New exchange with EU
Data validated by EU Officers

RESEARCH & INNOVATION
Grant Management Services

MY PROJECT
Call: EMFF-BEW-2019
Type of Action: EMFF-AG
Acronym: XXXXXXXX
TRAINING PROJECT: A0 [ABAC: ABACBUDT]
Current Phase: Grant Management
Number: 980839
Duration: 36 months
GA based on the: H2020 General MGA — Multi - 5.null
Start Date: 16 Jul 2020
Estimated Project Cost: £519.00
Requested EU Contribution: £50.00
Contact: XXXXXXXXXXXX

Consortium Requested Amendment
AMD-980839-1
13 Aug 2020
Launched
Prepared
Submitted
Admissible
Decision

Amendment - AMD-980839-1 signature and submission

Process documents
No documents.

Process communications
No topics

Process history
SRT-966984368
proceeded to EU on 13 Aug 2020 10:38
started to draft the amendment request on 13 Aug 2020 09:40
launched the amendment process on 13 Aug 2020 09:38

By PLSign

Back to draft.... Modify data, Lock.....

Unlock to draft  Sign & Submit

Sign a transaction

Welcome and COORDINATOR, you have been requested to digitally sign a transaction. Please authenticate with your EU Login password to perform the signature.

Requested by SyGMA-PGMS
Description: Signature of the Amendment
Reason for signature: XXXXXXXXXX

Password: xxxxxxxxxx

Sign
AMD request submitted to EU
Amendment Request can be:

- **Accepted** (the whole)  (see p 33, 34)
- **Rejected** (the whole)  (see p 35)  (with comments)
REQUESTED AMENDMENT ADMISSIBLE ➔ NOTIFICATION

Launch new interaction with the Service

Consortium Requested Amendment
AMD-799999-11

05/08/2015
Launched

19/09/2015 (0/45 days)
Admissible

Process specific documents

Process specific communications

EU admitted the amendment request on 05.08.2015 13:54

Coordinator XXXXXXXXXXXX signed and submitted the amendment request on 05.08.2015 09:37

Coordinator started to draft the amendment request on 05.08.2015 09:33

Coordinator launched the amendment process on 05.08.2015 09:32
Possible to launch a **new AMD request based on AMD-ID of the rejected one**

(→ modify what was rejected...)

**AMENDMENT REQUEST REJECTED**

→ **REJECTION LETTER RECEIVED**
Amendments
EU services initiated
The Coordinator Project Legal Signatory is invited to electronically sign the amendment request and submit it to the Granting Authority. In case of rejection, a motivation letter needs to be uploaded.
Support
Help?
On line manual
How to participate

Reference Documents

Reference Documents

Grants

This page includes reference documents of the programmes managed on the EU Funding & Tenders portal starting with legal documents and the Commission work programmes up to model grant agreements and guides for specific actions.

Please select the programme to see the reference documents.

Procurement

Reference Documents related to tendering opportunities are published on TED eTendering in the calls for tenders.
Helpdesk & Support Services

IT Helpdesk
The IT Helpdesk answers your questions about the Funding & Tenders Portal tools and processes.

Europe Direct
Questions about the EU? Europe Direct can help.

Participant Validation Service
The service deals with inquiries about the validation process of legal entities for all EU programmes.