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

Consortium

(1) Launch AMD request
    Encode changes

(2) EU OFFICERS
    REJECT
    VALIDATE

PLSIGN (3)

(3) Unlock to draft
    Sign and Submit

(4) Assessment
    E Signature
Launch Request for Amendment

Launch new interaction with the EU

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're encouraged to use the messages 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" tab

**Project Summary**

**Project Funding (EJ3) - SIGNED (IN FORCE)**

- **Responsible Unit:** EASME/A/03
- **Call:** EMFF-BlueEconomy-2018 submitted for EMFF-BlueEconomy-2018 / 31 Jan 2019
- **Topic:** EMFF-03-2018 - Blue economy
- **Type of Action:** 24
- **Duration:** 49

**Important Dates:**
- **Entry into force of the Grant:** 01/10/2019
- **Project Start Date:** 30/09/2021
- **Project End Date:** 24/01/2019

**Amendment Information:**
- **Number:** (number will be automatically assigned as soon as the amendment is signed by both parties)
- **Reference:** AMD-9999999-2
- **Type:** CR (Consortium Requested)

**Budget Information:**
- **Proposal overall costs:** €9999999999
- **Maximum grant amount after evaluation:** €9999999999
- **Total costs (including non-EU funded):** €9999999999
"Amendment Information" tab
UPPER PART (1)

Encode the AMD Justification

This justification will be included in the Request Letter (see p 23)

Needs to be encoded

ENCODE the AMD

Justification

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Amendment Information

Amendment Clauses are automatically selected after editing data in the related tabs (see next slides).

<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>
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<tr>
<td>AT51</td>
<td>Change of the dispute settlement forum</td>
</tr>
<tr>
<td>AT3</td>
<td>Change of Beneficiary Details (legal name, legal address, VAT, …)</td>
</tr>
<tr>
<td>AT30</td>
<td>Change of legal status</td>
</tr>
<tr>
<td>AT32</td>
<td>Universal Transfer of Rights and Obligations</td>
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<table>
<thead>
<tr>
<th>Business Ref</th>
<th>Description</th>
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</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 ...

CHANGE OF START DATE (1)

SAVE
Amendment Information" tab
"LOWER PART"

After Start date has been changed... (2)

Amendment Clauses are automatically selected after editing data
( -> Full overview of the modifications )
Consortium encodes the changes...

e.g. REMOVE BENEFICIARY BECAUSE NON-ACCESSION

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

e. g. ADD NEW BENEFICIARY... (1)

Add New Beneficiary

Search on PIC: 99999999

PIC: 99996978
LegalName: ASTON UNIVERSITY
Country: UK
PIC Status: VALIDATED

Short Name: ASU
Start Date: 

- A fixed starting date
- The entry into force of this Amendment
- The date the beneficiary signs the accession form
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 !!!!!
Amendment information

Amendment Clause automatically selected

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>
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<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 not significant</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>
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</tbody>
</table>
**Beneficiaries**

Date has to be in the future!!
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(ies)’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>
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</thead>
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<td>VALIDATED</td>
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<td></td>
<td>Active</td>
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<td></td>
<td>UK</td>
<td>99999999</td>
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<td>VALIDATED</td>
<td>04/11/2015</td>
<td>Terminated</td>
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<td>Amendment request letter</td>
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<td>Grant Agreement Data Sheet</td>
<td>PDF</td>
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<tr>
<td>Annex 2 - Estimated budget for the action</td>
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<td>Opinion letter of the leaving beneficiary</td>
<td>PDF</td>
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<td>Notification of the termination of the participation of one or more beneficiaries</td>
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<tr>
<td>Annex 1 - Description of the action (part A)</td>
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<td>Annex 1 - Description of Action (part B)</td>
<td>PDF</td>
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</tbody>
</table>
The **Budget** can be updated WP, Deliverables...
"Work Packages / Deliverables"

Remove, modify, add new

If new Deliverable, link it with appropriate WP
### 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>a) Direct personnel costs</td>
<td>0.00</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>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e) Indirect costs (&lt;= 7% * (a + b + d))</td>
<td>108,460.00</td>
<td></td>
<td>18,407.20</td>
<td>281,367.20</td>
<td></td>
</tr>
<tr>
<td>f) Total estimated eligible costs (= a + b + d + e)</td>
<td>0.00</td>
<td></td>
<td>281,367.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>h) Maximum EU contribution (65%)</td>
<td>182,888.68</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>i) Maximum grant amount</td>
<td>0.00</td>
<td></td>
<td>182,888.68</td>
<td></td>
<td></td>
</tr>
<tr>
<td>j) Income generated by the action</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
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</tr>
<tr>
<td>k) Financial contributions given by third parties to the beneficiaries</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
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</tr>
<tr>
<td>l) Receipts</td>
<td>0.00</td>
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<td>0.00</td>
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</tr>
</tbody>
</table>
Documents tab

Core / Request letter

Grant Agreement Data Sheet automatically generated

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.

The action lock for review is being processed. This should take a few minutes maximum.
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

By PLSign

Back to draft.... Modify data, Lock.....
AMD request submitted to EU

By PLSign
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
Prepared
Submitted
Admissible
Decision

Process specific documents

Process specific communications

EU admitted the amendment request on 05.08.2015 13:54

Coordinator XXXXXXXXXXX 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
Amendment signed

AMENDMENT CORE DOCUMENT E-SIGNED BY EU NOTIFICATION

Start Date: 01 Apr 2016
Estimated Project Cost: €249,577.99
Requested EU Contribution: €187,181.88
Contact: xxxxxxxx

Latest Legal Data
Active Processes
Document Library
Communication Centre

Archived Processes

Amendment Requested Amendment
AMD-699472-6

01 Aug 2017
Launched Prepared Submitted Admissible Decision

Process documents

Amendment (2)
- Amendment - AMD-699472-6
- Amendment - AMD-699472-6

Amendment - AMD-699472-6

Progress status for this document type:

EU closed the process on 03 Aug 2017 15:16
EU accepted the amendment on 03 Aug 2017 15:15
EU admitted the amendment request on 02 Aug 2017 15:14

Coordinator started to draft the amendment request on 02 Aug 2017 12:33
Coordinator started to draft the amendment request on 02 Aug 2017 10:52
Coordinator started to draft the amendment request on 01 Aug 2017 13:32
Coordinator launched the amendment process on 01 Aug 2017 13:32

Expand All Collapse All
Possibility to launch a **new AMD request based on AMD-ID of the rejected one**
(→ modify what was rejected...)

**AMENDMENT REQUEST REJECTED**

→ **REJECTION LETTER RECEIVED**

**REJECTED-Consortium Requested Amendment AMD-9999999-3**

11 Dec 2017
- Launched
- Prepared
- Submitted
- Admissible
- Decision

**Process documents**
- Amendment (2)
  - Amendment - AMD-9999999-3
  - Amendment - AMD-9999999-3
- Amendment Response (2)
  - Rejected Amendment Letter - AMD-9999999-3
  - Rejected Amendment Letter - AMD-9999999-3

**Rejected Amendment Letter - AMD-9999999-3**

- EU rejected the amendment on 30 Jan 2018 17:49
Amendments
EU services initiated
COMMISSION INITIATED AMENDMENT

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

(1) HOW TO PARTICIPATE

(2) European Maritime and Fisheries Fund (EMFF)

(3) Reference Documents

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.
Helpdesk & Support Services

- **IT Helpdesk**: The IT Helpdesk answers your questions about the Funding & Tenders Portal tools and processes.
- **Europe Direct**: Questions about the EU7 Europe Direct can help.
- **Participant Validation Service**: The service deals with inquiries about the validation process of legal entities for all the EU programmes.