



Amendments requested by CONSORTIUM

- An amendment to the grant agreement is necessary to **change the terms & conditions** and **annexes** of a GA.
- The amended provisions **become an integral part of the GA**. All other provisions remain unchanged and have full effect.

Article 39.1 GA → Conditions: The Agreement may be amended, **unless** the amendment entails changes which would call into question the decision awarding the grant or breach the principle of equal treatment of applicants;

Article 39.2 GA → Procedure;

Who

- An amendment can be **requested by the coordinator** of the Consortium (on behalf of the other beneficiaries) **or initiated by the Commission (ex. to correct an error made in the GA)**



When

- **Before** the end of the project, with some exceptions such as the change of bank account or a change of the beneficiary receiving the final payment amount



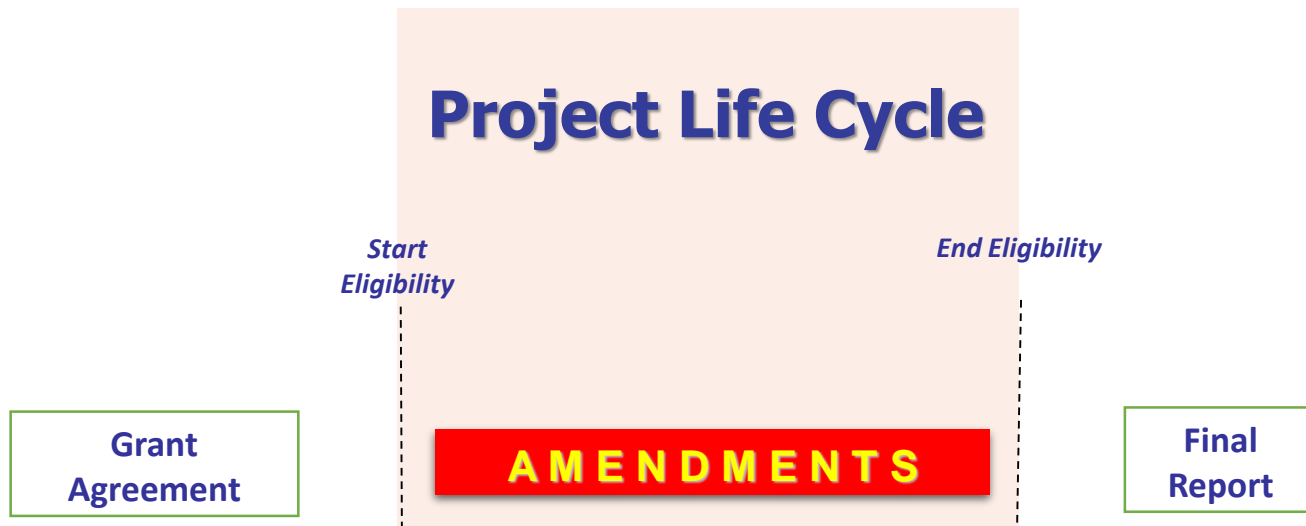
How

- In the New Funding + Tender Portal (FTP), formerly Participant Portal
- Sign, submit, countersign electronically





When can an amendment be requested





Termination, addition or replacement of a beneficiary (or coordinator)

Budget transfer of more than 20 % of the total costs (Art. 4.2 GA)

Additional subcontracting

Change in work packages and deliverables (changes to Annex 1 of GA)

Transfer of actions between beneficiaries

Change of the bank account



When amendments are NOT necessary?

- Change of address of a beneficiary or coordinator;
- Change in the name of the bank or in the address of the branch where the coordinator has an account;
- Change of VAT number etc.

This kind of changes are:

⇒ introduced by the LEAR of the beneficiary concerned via the Funding and Tender Portal (My organisation - Modify), as a so-called “Information procedure”



1. Launch the amendment request in the FTP

(Pre-requisite: GA signed by the EU)

2. Compose the amendment

→ 3 documents will be generated automatically:

- Amendment Request Letter
- Amendment Core Letter
- Grant Agreement Data Sheet

3. Consultation of the EU Project Officer

(an “unofficial” review by the PO is strongly recommended);

4. Sign & Submit the amendment request to EC

Admissibility checks/Assessment → E-Signature or rejection



The New Funding and Tender Portal

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

The screenshot shows the homepage of the European Commission's Funding & tender opportunities portal. The header includes the European Commission logo, the title 'Funding & tender opportunities', and the subtitle 'Single Electronic Data Interchange Area (SEDIA)'. There are links for 'English', 'Register', and 'Login'. A navigation menu contains 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A main banner states: 'The Funding and Tenders Opportunities Portal is the single entry point (the Single Electronic Data Interchange Area) for applicants, contractors and experts in funding programmes and procurements managed by the European Commission.' Below this is a search bar with the placeholder text 'Search calls for proposals and tenders by keywords, programmes...' and a 'Search' button. A row of three buttons offers: 'What are calls for proposals?', 'What are calls for tenders?', and 'How to participate in 5 steps'. A blue bar highlights 'Calls for proposals by EU Programme'. At the bottom, there are buttons for 'News' and 'Other funding and data'. A yellow 'Feedback' button is on the right side.

Step 1



LAUNCH THE AMENDMENT

- 1 My Project(s)
- 2 Actions
- 3 Manage Projects

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA) | Welcome [User Name]

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

My Organisation(s)

GRANTS

My Proposal(s)

My Project(s)

My Audits

My Formal Notification(s) [0]

My Expert Area

My Project(s)

Results: 7 | Download excel list of those projects | Search: [Search]

ACRONYM	CALL	PROGRAM	PROJECT	PHASE	ACTIONS
					Active
					Active
					Active

1 | 10

Actions

Manage Projects

Step 1



European
Commission

LAUNCH THE AMENDMENT

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

Help

Marianne PAREZ

MY PROJECT

HORIZON 2020

Call: XXXXXXXXXXXXXXXXXXXX
2016
Type of Action: CSA
Acronym: XXXXXXXXXXXX
Current Phase: Grant Management
Number: XXXXX
Duration: 10 months
Start Date: 15 Nov 2016
Estimated Project Cost: €144,500.00
Requested EU Contribution: €144,500.00
Contact: XXXXXXXXXXXX

Latest Legal Data
Process List
Document Library
Communication Center

H2020 ONLINE MANUAL

HOW TO

Continuous Reporting
XXXXXXXXXXXXXXXXXXXX 22 Feb 2017

Continuous report

Process specific documents

Process specific communications

EU launched the project

Proposal Management Preparation
XXXXXXXXXXXXXXXXXXXX

Process specific documents

- Evaluation Results
- Evaluation Summary
- Grant Agreement
- Grant Declaration
- GrantData (1)
- Proposal (1)

Process specific communications

- EU signed the grant agreement on 22 Feb 2017 15:53
- XXXXXXXXXXXXXXXXXXXX signed the agreement on 20 Feb 2017 10:34
- EU proposed the agreement for signature on 17 Feb 2017 16:02

Launch new interaction with the EU

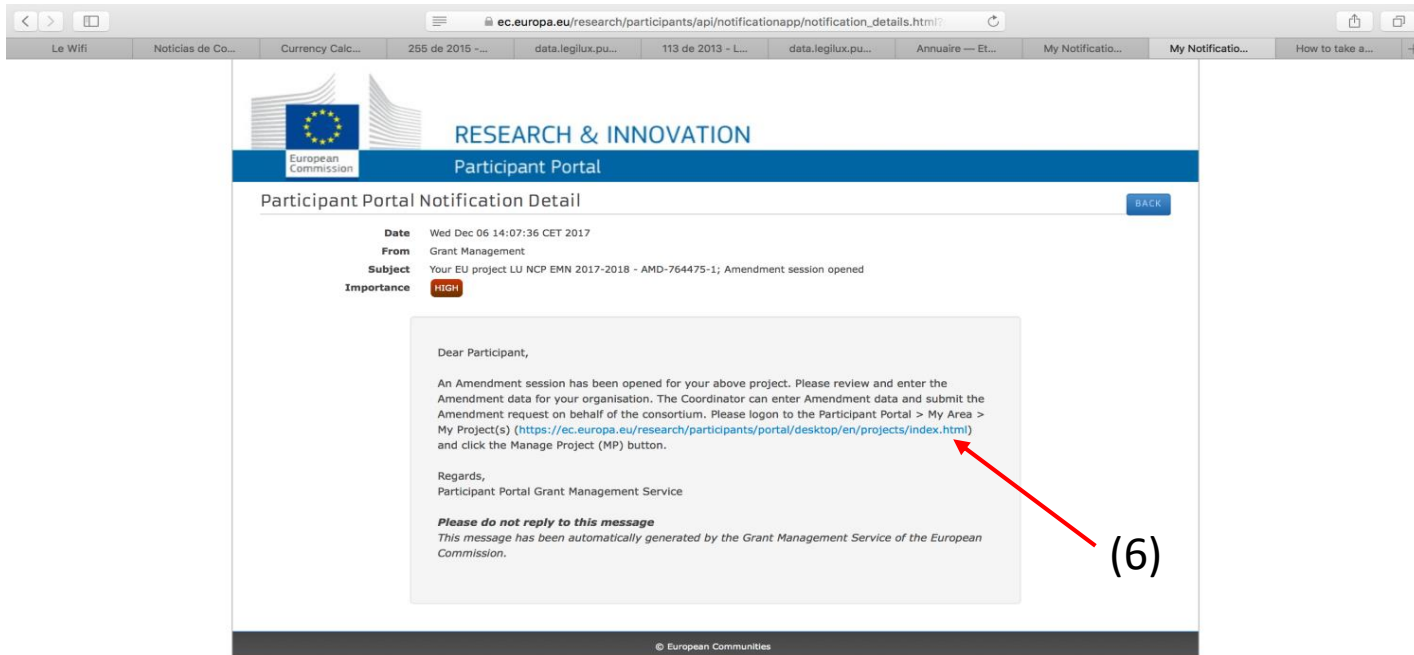
Choose one of the options below

- Request for Amendment** Launch
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** Launch
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** Launch
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** Launch
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.

(4)

5) Wait until you receive a notification telling you that your session is open;

6) Click on the link “My Project”



The screenshot shows a web browser window displaying a notification email from the European Commission. The browser's address bar shows the URL ec.europa.eu/research/participants/api/notificationapp/notification_details.html. The notification is titled "Participant Portal Notification Detail" and includes the following details:

- Date:** Wed Dec 06 14:07:36 CET 2017
- From:** Grant Management
- Subject:** Your EU project LU NCP EMN 2017-2018 - AMD-764475-1; Amendment session opened
- Importance:** HIGH

The main body of the notification reads:

Dear Participant,

An Amendment session has been opened for your above project. Please review and enter the Amendment data for your organisation. The Coordinator can enter Amendment data and submit the Amendment request on behalf of the consortium. Please logon to the Participant Portal > My Area > My Project(s) (<https://ec.europa.eu/research/participants/portal/desktop/en/projects/index.html>) and click the Manage Project (MP) button.

Regards,
Participant Portal Grant Management Service

Please do not reply to this message
This message has been automatically generated by the Grant Management Service of the European Commission.

A red arrow points to the link <https://ec.europa.eu/research/participants/portal/desktop/en/projects/index.html> in the email body, with the label "(6)" next to it.

Step 1



LAUNCH THE AMENDMENT

7) Click on “Amendment preparation”

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

European Commission

Help

Amd COORDINATOR

MY PROJECT

HORIZON 2020

Call: XXXXXXXXXXXX 014-20
Type of Action: CSA
Acronym: XXXXXXXXXXXX nne
Amendment Training Project: 07
Current Phase: Grant Management
Number: XXXXXXX3
Duration: 8 months
Start Date: 2015-02-18
Estimated Project Cost: €17,640.00
Requested EU Contribution: €14,112.00
Contact: XXXXXXXXXXXXXXXX

Latest Legal Data

Launch new interaction with the Service +

Consortium Requested Amendment
AMD-779703-10

03/08/2015

Launched Prepared Submitted Admissible Decision

Cancel amendment

Amendment preparation

Consult Officer Lock for review

Process specific documents
No documents for this process.

Process specific communications

Write a message...

Coordinator started to draft the amendment request on 03.08.2015 14:16

Coordinator launched the amendment process on 03.08.2015 14:15

Step 2



European
Commission

Edit full amendment data

Grant Management **Amendments of Grant Agreement Data** goFund

646178 IA
Reference: AMD-646178-7
Type: CR (Consortium Requested)

Project Summary **Amendment Information** Beneficiaries General Information Reporting Periods GA Information GA Options Financial Information LF Overview Work Packag

NO amendment clause is selected; Clauses are selected automatically if you modify data of the project or manually by the Project Officer (for more information, please, check at <https://webgate.ec.europa.eu/fpffs/wikis/display/ECResearchGMS/2.+Amendments>)

Amendment Information

Number: (number will be automatically assigned as soon as the amendment is signed by both parties)

Reference: AMD-646178-7

Type: CR (Consortium Requested)

Justification: **Missing information for amendmentJustification**

EU signature date:
Date of entry into force:

Amendment clauses

	Business Referenc	Description
<input type="checkbox"/>	AT1	Removal of beneficiaries due to their non-accession to the GA
<input type="checkbox"/>	AT2	Removal of a beneficiary whose participation was terminated

Step 2



Edit full amendment data

Amendments of Grant Agreement Data GOFA

Financial Information	LF Overview	Work Packages	Deliverables	Milestones	Reviews	Critical Risks	
✓	i	✓	✓	✓	✓	✓	

Lead Beneficiary	Type	Dissemination Level	Due Date (in months)	Status
Partner 1	OTHER	CO	1	Active
Partner 1	R	CO	13	Updated
Partner 2	R	CO	6	Removed
Partner 1	R	CO	18	Removed
Partner 3	R	PU	3	Active
Partner 1	R	PU	7	Active
Partner 1	R	PU	13	Updated
Partner 3	OTHER	PU	15	Active
Partner 2	OTHER	PU	15	Active
Partner 1	OTHER	PU	18	Active
Partner 1	OTHER	PU	20	Active
Partner 1	R	PU	22	Updated
Partner 1	OTHER	PU	24	Active
Partner 1	DEC	PU	24	Active
Partner 1	OTHER	CO	13	Updated

Step 2



European Commission

Amendment clauses automatically selected

Grant Management

Amendments of Grant Agreement Data

Project 781249 (781249 Amendments Training)

Reference: AMD-781249-4
Type: : Amendment (Consortium Requested)

Amendment Information Beneficiaries General Information Reporting Periods GA Information GA Options Financial Information LF Overview Work Packages

DOCUMENTS

Amendment Information SAVE

Valid Request Date:

Commission Signature Date:

Date of entry into force:

Amendment clauses

	Business Referenc	Description
<input type="checkbox"/>	AT1	Removal of beneficiaries due to their non-accession to the GA
<input type="checkbox"/>	AT2	Removal of a beneficiary whose participation was terminated
<input checked="" type="checkbox"/>	AT3	Addition of a new beneficiary
<input type="checkbox"/>	AT4	Change of beneficiary due to partial takeover
<input type="checkbox"/>	AT5	Removal of a linked third party
<input type="checkbox"/>	AT6	Addition of a linked third party
<input type="checkbox"/>	AT7a	Change concerning a beneficiary/linked third party 'not receiving EU funding'
<input type="checkbox"/>	AT8	Change of coordinator
<input type="checkbox"/>	AT9	Change of the option for 'authorisation to administer'
<input type="checkbox"/>	AT22	Change of the action's title and/or acronym
<input type="checkbox"/>	AT23	Change of the action's duration
<input checked="" type="checkbox"/>	AT24	Change of the action's starting date

Step 3



Consult the Project Officer

Launch new interaction with the Service +

Consortium Requested Amendment
AMD-779703-10

03/08/2015

Launched Prepared Submitted Admissible Decision

Cancel amendment

Amendment preparation

Consult Officer Lock for review

Process specific documents

Process specific communications

Consortium can ask the EU Officer to "unofficially" review the amendment (strongly recommended) → The PO is notified

Consortium Requested Amendment
AMD-779703-10

03/08/2015

Launched Prepared Submitted Admissible Decision

Cancel amendment

Amendment contribution by your Project Officer

Retract PO

Process specific documents

Process specific communications

Write a message...

Coordinator requested assistance by the project officer on 03.08.2015 14:34

Coordinator started to draft the amendment request on 03.08.2015 14:16

Coordinator launched the amendment process on 03.08.2015 14:15

Step 4

SIGN & SUBMIT



Data locked for review

Consortium Requested Amendment
AMD-779703-10

03/08/2015

Launched Prepared Submitted Admissible Decision

Cancel amendment

Amendment preparation

Consult Officer Lock for review

Process specific documents

Process specific communications

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.

RESEARCH & INNOVATION

Participant Portal - Grant Management Services

Marianne PAREZ

Launch new interaction with the EU

MY PROJECT

HORIZON 2020

Call: XXXXXXXXXXXXXXXX

Type of Action: RIA

Acronym: XXXXX

Current Phase: Grant Management

Number: 644331

Duration: 36 months

Start Date: 01 Jan 2015

Estimated Project Cost: XXXXXXXXXXXXXXXX

Requested EU Contribution: XXXXXXXXXXXXXXXX

Consortium Requested Amendment
XXXXXXXXXXXXXXXXXX

16 Feb 2017

Launched Prepared Submitted Admissible Decision

Amendment - AMD-XXXXXXXXXX signature and submission

Unlock to draft Sign & Submit

Process specific documents

Process specific communications

- Coordinator started to draft the amendment request on 16 Feb 2017 14:51
- Coordinator launched the amendment process on 16 Feb 2017 14:50

Step 4

SIGN & SUBMIT



European Commission

Signature by PLSIGN

MY PROJECT

HORIZON 2020

Call: H2020-SCC-NBS-1stage-2016
Type of Action: ERA-NET-Cofund
Acronym: EN-SUGI
Current Phase: Grant Management
Number: 730254
Duration: 60 months

Launch new interaction with the EU +

Consortium Requested Amendment
AMD-730254-11

14 Jul 2017

Launched Prepared Submitted Admissible Decision

Amendment - AMD-730254-11 signature and submission

Unlock to draft **Sign & Submit**

Process documents
Process communications
Process history



Consortium Requested Amendment
AMD-668995-2

06 Feb 2017

21 Sep 2017 (0/45 days)

Launched Prepared Submitted Admissible Decision

Process documents Expand All Collapse All

Amendment (2)

Amendment - AMD-668995-2

Amendment - AMD-668995-2

- Amendment core
- Annex 1 - Description Of Action (part B)
- Grant Agreement Data Sheet
- Amendment request letter

Progress status for this document type:

[EU] [999842536]

Amendment - AMD-668995-2

Process communications
No topics

Process history

TTU (AUVART, Aivar) signed and submitted the amendment request on 07 Aug 2017 10:15



- 1) After having received the notification that your session is open, click on the **Amendment preparation** and access **“Amendment information”** tab to add the **justification** which will be included in the Request Letter;
- 2) Most **clauses** will be automatically selected based on modified data. In some rare cases, the project officer needs to tick first if there are changes in Annex 1 or 2.
- 3) Amend the relevant data by clicking in one of the tabs (such as “Beneficiaries”, “General information”, “Financial Information”, “Work packages” , “Deliverables”, “Risks”);
- 4) Upload **annexes & relevant supporting documents** (depending on the type of amendment – eg withdrawal and/or addition of one beneficiary);
- 5) If there are changes which require modifications in annex 1 part B, do not forget to note these changes in the “History of Changes” and upload the modified part B as a pdf file.
- 6) Make sure the **necessary validations** are complete (e.g. validation of a new legal entity or bank account);
- 7) If you click on the “Amendment information” tab and then on “documents”, you will find **the amendment core, the amendment request letter and the GA data sheet** which are **automatically generated**;
- 8) You can **check all the amendments** in the “Project summary” tab.



- The Commission can **accept** or **reject the request** within **45 days** (only exceptionally extended);
- The Commission may also **request additional information/documents**, which must not change the amendment itself → you must upload request information **within 15 days** or → rejection;
- **Tacit rejection** if no reaction within 45 days deadline.



You can cancel your amendment request at any time before signature by the EC.

If the EC rejects your amendment you

- either receive a rejection letter or
- you can withdraw your amendment request

You can always re-introduce your amendment request based on the previously introduced changes. They are not lost. Use your original Request ID.

Request ID: AMD-xxxxxx (project number)-x

Cancellation/ withdrawal




Launch new interaction with the Service 



**Consortium Requested
Amendment**
AMD-779593-2

11/02/2015



 Cancel amendment



Amendment preparation

processing



Documents

No documents for this process.



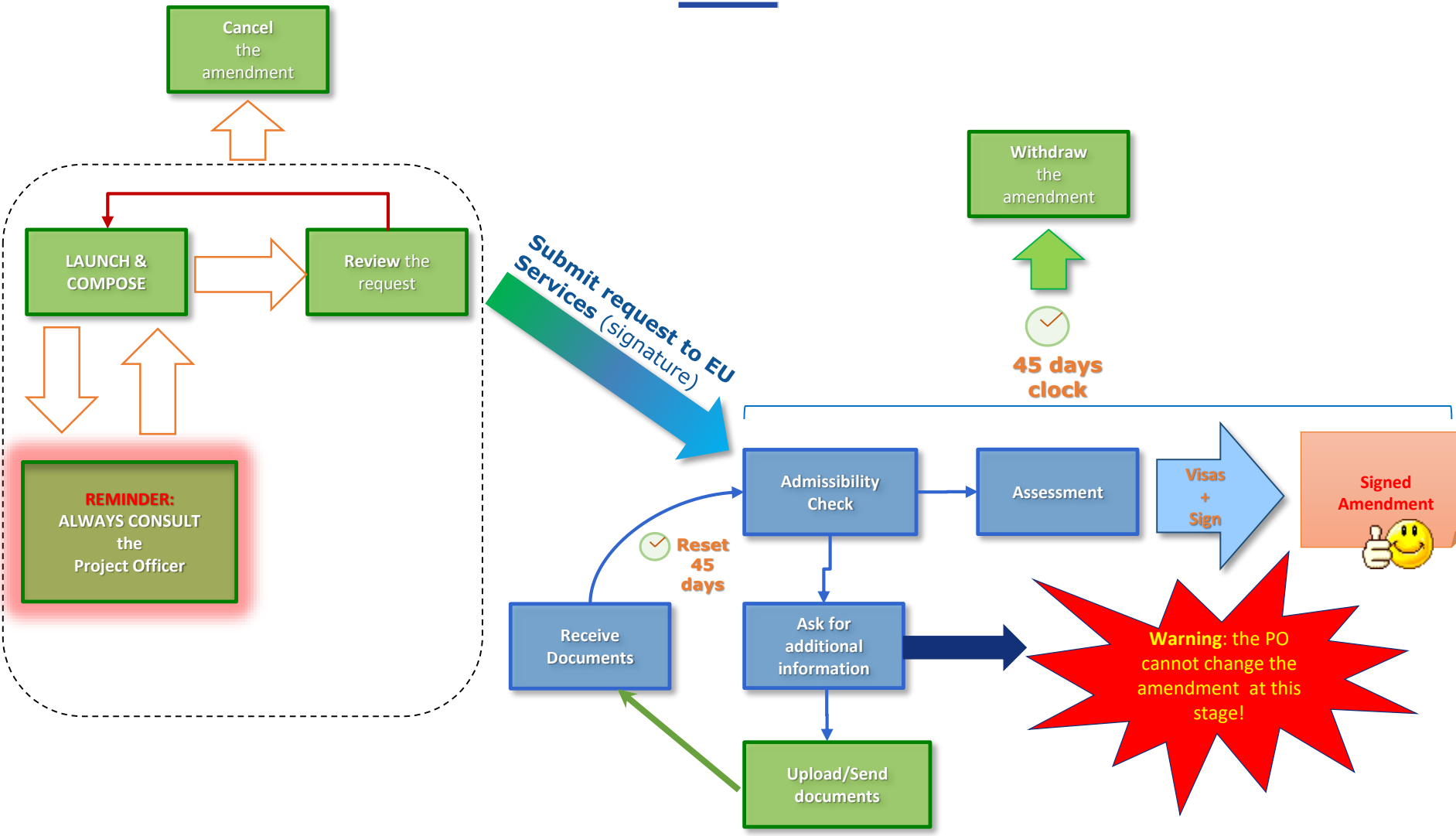
Messages





Entry into force

- The **amendment is legally binding** and becomes an integral part of the grant agreement;
- An amendment proposed by a consortium **enters into force** on the day the Commission signs it;
- Alternatively, it **takes effect** either on a specific date agreed by the parties or on the date it enters into force (only exceptionally retroactively);
- If a request involves more than one change, these can take effect on **different dates**; e.g. the withdrawal of a beneficiary takes effect the day after the coordinating beneficiary has submitted the amendment request and the other changes take effect at the date of the signature;
- It may **affect the eligibility of costs**.



REMINDER:
ALWAYS CONSULT
the
Project Officer

Warning: the PO cannot change the amendment at this stage!

Practical assistance

H2020 Online Manual: http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/amendments_en.htm



The screenshot shows the 'Participant Portal H2020 Online Manual' interface. The header includes the European Commission logo and the text 'RESEARCH & INNOVATION'. The main navigation bar contains 'Participant Portal H2020 Online Manual' and navigation icons. A search bar is located on the left. The main content area displays a breadcrumb trail: '> H2020 Online Manual > Grants > Grant management >'. Below this, there are several buttons for navigation: 'Keeping records', 'Amendments' (highlighted in blue), 'Reports & payment requests', 'Deliverables', 'Dissemination & exploitation', 'Communicating your project', 'Acknowledgement of EU funding', and 'Checks, audits, reviews & investigations'. The main heading is 'Amendments to the Grant Agreement'. A red box highlights a green button with a circular icon and the text 'HOW TO'.

Thank you for your attention