eGrants
Grant management – amendments

HORIZON 2020 Coordinators' Day
12 April 2018
Brussels

Attila BERCZIK
Common Support Centre (CSC)
CSC J3 – Common service for business processes
Amendments - key characteristics

✓ E-flow, paperless, endorsed with e-signature

✓ No evolution, no negotiation of requests: no modification

✓ Agreement or rejection

✓ Request for complementary information

✓ Time-bound process: 45-day time limit for processing
  
  *Extension possible*
  
  *Tacit rejection - if no reaction within 45 days deadline*

✓ Withdrawal is possible by the requesting party
Request for amendment – in 4 steps

1. **Launch** the amendment preparation in PPGMS

2. **Prepare** – compose amendment

3. **Consultation** – *optional*

4. **Sign & Submit** the amendment to EU services

*Disclaimer: The following screenshots are used for demonstration purposes only.*
Where to go?

If you are LEAR and want to see the full list of your organisation projects, please go to My Organisations and click on the action button VP. LEAR can only view the list of projects in which their organisation is involved. If you want to see project details, your organisation main contact for this project or the project Coordinator has to give you access rights. For more details see the H2020 online manual.
STEP 1: Launch

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 new amendment is launched...

... preparation can now go on.
Possibility to **cancel** at any moment before Signature
STEP 2: preparation - automated assistance

- Automatic selection of the relevant 'amendment types' (GA clauses), based on the grant agreement data modified

- Listing of relevant (compulsory) supporting documents

- Enhanced overview and tracking of all changes

- *Note: an amendment may consists of a number of possible clauses which are pre-defined* [>> examples]
Amendment types are automatically selected

Overview of the modifications
Amendments of Grant Agreement Data

Documents

Amendment core
Amendment request letter

Annex 2 - Estimated budget of the action
Annex 1 - Description Of Action (part A)

Annex 1 - Description Of Action (part B)

Amendment

Reference No AMD-425088.1

Great Agreement: 651099 — Smartrick Games — Augmented Math Learning (Smartrick Games)

To: [Recipient Name]

Subject: Amendment Request — AMD-425088.1

Dear [Recipient Name],

With reference to the annexed amendment of the Grant Agreement, I request the amendment attached to this request.

The amendment contains the following changes:

1. Change of the action’s duration
2. Change of the reporting period

These changes are necessary for the following reasons:

I kindly request you to reduce the duration of the project from six months to four months in order to change the date of the proposed end of the work. This is to ensure the timely delivery of the project.

The request to extend the reporting period is due to unforeseen issues. Specifically, [Explain the issues in detail].

The request is accompanied by the following supporting documents:

Signed by:
[Signature]
[Name]
[Position]
[Date]

Yours sincerely,

[Name]
[Position]

The attachment contains the amendment request letter and the amendment document.
CONSORTIUM_REQUESTED

I kindly request you to reduce the duration of the project from current six months to four months, in order to change the date of the project end and finish it on the next 28th February.

The reasons to request that change are two-fold: we have already developed the main tasks of the project and consequently, we are ready to write and submit the Phase 2 proposal in the next deadline (18th March, 2015).
Preparing amendment request:
Example #1 – Change of start date

General Information

Project Number
781249

Acronym
781249 Amendments Training Project: T50

Title
This is a mockup for project with number 781249 for Amendments Training Project: T50

Duration
8

Topic
INNOSUP

Call
H2020-Adhoc-2014-20

Start date
28 Oct 2015

Abstract
13
Preparing amendment request: Example #2 - Addition of new beneficiary
Preparing amendment request:
Example #2 - Addition of new beneficiary ...
... consequent tasks to do

The IT system will prompt for a revised Annex 1 – description of Action.

Inherent obligation:
New Beneficiary must sign Declaration of Honour Accession Form see next slide.
Preparing amendment request:
Example #2 - Addition of new beneficiary
New beneficiary must sign...
Preparing amendment request: Example #3 – changes to work packages

- Addition
- Revision
- Deletion
Preparing amendment request: Example #4 – changes to deliverables

- The coordinator may edit exiting one: type, dissemination level, due date, description, link to WPs

- 'Ethics' type deliverables can only be modified by the EU officer
I understand that the new beneficiary will perform some of the tasks previously assigned to Milcha. You’ll need to reschedule the budget accordingly. (21/03/2014 14:12)

We would like to add a new beneficiary to assist Milcha with deliverable D2.1. Can the budget be increased? (20/03/2014 9:12)

The coordinator (ncocppgm) started drafting on 18/03/2014 10:43
When request is complete: review before submission
STEP 4: Sign and submit

- **Who**: The coordinator PLSIGN (*on behalf of the consortium*)
- **How**: prompted for e-signature
- **What**: amendment request letter
  + core amendment *sealed, signed*

- The formal submission triggers the 45-days clock
Possibility to withdraw request
What happens after the submission of the amendment request?

The EU services have 45 (*) calendar days to assess the request.

- May request additional information/clarification
- May reject the request
- May agree and accept it
Request for additional information
Coordinator (ncocppgm) uploaded Supporting Document on 30/03/2014 15:08

Please upload the supporting document about the conference mentioned in work package: (28/03/2014 9:23)

Coordinator (ncocppgm) signed and submitted the amendment request on 24/03/2014 17:05

Beneficiary (nmilchas) signed grant agreement accession on 23/03/2014 11:05

Thanks for the quick reply! We will proceed with the request. (21/03/2014 17:36)
Rejection

Service completed the amendment request process on 01/04/2014 10:06
Coordinator (ncocppgm) uploaded Supporting Document on 30/03/2014 15:08
Please upload the supporting document about the conference mentioned in the work package:03/2014 9:23)
Coordinator (ncocppgm) signed and submitted the amendment request on 24/03/2014 17:05
Beneficiary (nmilchas) signed grant agreement accession on 23/03/2014 11:05
STEP 1: Launch the amendment preparation

Precondition: The GA is valid and signed by both parties.

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
    - AMD-696231-17
    - AMD-696231-2

Grant Agreement Termination by beneficiaries

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Communication to the Project Officer

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Clarification: Termination of participation – MGA Art.50.2

…”The coordinator must formally notify termination…"

How?
The formal notification of termination is part of an amendment request. This design allows reflecting the necessary changes which are the results of (due to) the termination of participation and minimize the risk of improper termination.

What happens if the amendment request (to which the formal notification is linked) is being withdrawn or rejected?

The notification of termination is valid. The amendment request may be withdrawn or rejected but the termination remains effective and the system captures the termination date accordingly.
Termination of participation – MGA Art.50.2

End Date must be in the future!!
Termination of participation – MGA Art.50.2

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.

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Termination of participation – MGA Art.50.2

Compulsory supporting document: 'evidence' letter
Residual obligation: reporting for terminated beneficiaries

- **Effective date triggers the reporting obligations**

  - **Deadline**: 30 days if termination by the consortium
    - 60 days if termination by the EC/EA

  - **Beneficiary**: "Termination report" containing an overview of the progress of the work, use of resources, individual financial statement of beneficiary (+ any LTP), CFS (when required)

  - **Coordinator**: Report on the distribution of the payments to the beneficiary concerned (not mandatory)
    - If not received, it is considered that the coordinator did not distribute any payment to the beneficiary concerned and that the **beneficiary concerned must not repay any amount to the coordinator**
    - The coordinator receives the parts from the beneficiary and is responsible to submit the reports to the EC/EA
PPGMS – termination reporting

Launch new interaction with the EU

Partner Termination Reporting for CNRS
30 Nov 2016

Periodic Report composition

- Technical Part of Periodic Report contribution [Look for review]
- Financial Statement CNRS [PIC 99999930] drafting [Look for review]

Process specific documents

Process specific communications

Consortium Requested Amendment

- 30 Nov 2016
- Launched
- Prepared
- Submitted
- Admissible
- Decision

Continuous Reporting

- 30 Nov 2016
- Started
- Completed

The Coordinator Contact can evaluate each section of the periodic report and decide to either include it for submission or send it back to the beneficiary for drafting. At any moment, the Coordinator Contact can submit the periodic report to the EU containing only the sections that are explicitly included.
PPGMS – termination reporting coordinator's view
PPGMS – termination reporting coordinator's view
The designed business process and the supporting IT suite helps you

**TO DO THE RIGHT THINGS!**

Your role is

**TO DO THINGS RIGHT!**