



DG Justice and Consumers

Project Modifications

Changes

- may not substantially modify the project
- shall comply with the provisions of the REC programme, the call for proposals and the grant agreement
- may not increase the maximum grant amount or percentage of EU-contribution

Provisions in Grant Agreements

- Amendments to the Agreement – Article II.12
- Budget transfers not exceeding 20% of a budget category (heading) – Articles II.22 and I.12
- Additional sub-contracting – Article I.9
- Staff changes – Article I.14

Requests

Check pages 40-42 of the Guide for Action Grants

WHO ?

→ legal representative or contact person of the coordinator

WHEN ?

→ before the change takes effect and at least one month before the end of the eligibility period

HOW ?

- in writing
- justification
- supporting documents

20% Rule

- 20% increase of the heading for which the transfer is intended
- Indirect costs (Heading F) may not be increased
- Costs must be eligible (Article II.19)
 - Indicated in the estimated budget
 - Necessary
 - Reasonable
 - Incurred during the eligibility period, recorded in the accounts, etc.

20% Rule

- Changes are cumulative
 - For the 20% rule, the reference is the budget annexed to the grant or to the last amendment revising the budget
 - For the final report, use the budget of the grant agreement (or the budget of the last amendment revising the budget)
 - Monitor your expenses closely
 - The Commission will check that no budget heading has been increased by more than 20% after reception of the final report

Recommendations

- Check the agreement and the Guide for Action Grants
- Collect the relevant documents
 - See pages 40 to 42 in the Guide for Action Grants
- Be precise when you contact the Commission
 - Agreement number
 - Workstream number
 - Activity or output number
 - Budget line number
 - Event/publication name
- Group changes
- File all the relevant documents with your agreement



Thank you for your attention !