



This project is co-financed by the  
European Union and the Republic of Turkey  
Bu proje Avrupa Birliđi ve Türkiye Cumhuriyeti tarafından  
finanse edilmektedir



TURKEY in  
**HORIZON 2020**  
COOPERATION INNOVATION COMPETITIVENESS

Technical Assistance for Turkey in Horizon 2020 Phase-II  
EuropeAid/139098/IH/SER/TR

# Horizon Europe: Amendment Process

Legal and Financial Training: Project Implementation

*Odysseas Spyroglou, KE2*

Istanbul, 15-16 Sep 2022

Photo by Christian Lue on Unsplash



REPUBLIC OF TURKEY  
MINISTRY OF INDUSTRY  
AND TECHNOLOGY



COMPETITIVE  
SECTORS  
PROGRAMME



TÜBİTAK

## **This presentation...**

The scope: **beneficiary (consortium) requested amendment**

The aim:

- ✓ explain the modus operandi (business process)
- ✓ highlight critical aspects
- ✓ provide some examples
- ✓ give tips & hints

# The amendment process

## Key characteristics

- ✓ ***E-flow, paperless, endorsed with e-signature***
- ✓ **No evolution**, no negotiation of requests
- ✓ **Agreement or rejection**
- ✓ **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

# The amendment process

## Before you start...



### Get ready, be prepared:

*Depending of the desired changes, the nature of amendment and your experience in managing grants, you may need to*

- Check out reference documents and guidance material
- Define the desired change, i.e. what exactly...
- Make an inventory, what is needed
- Prepare the necessary supporting documents
- Request the validation of legal entities if need be
- Consider urgency and complexity
- Discuss the matter with the competent project officer the appropriate way to proceed with the request.

# The amendment process

## Request for amendment – in 3 steps

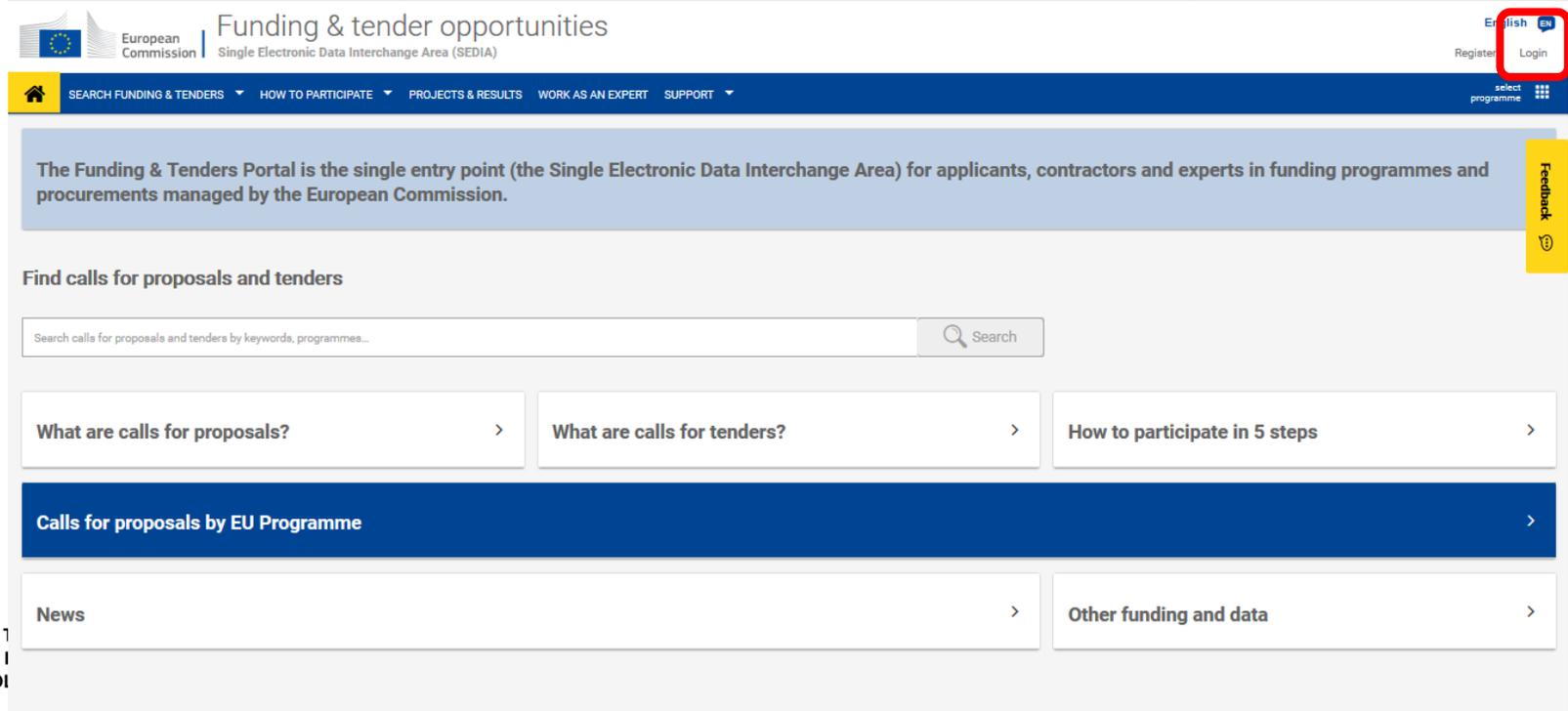
1. **Launch** the amendment preparation in PGMS (Portal Grant Management Service)
2. **Prepare** – compose the amendment request
3. **Sign & Submit** the amendment to EU services

*Disclaimer: in the following slides the screenshots and information therein are used for demonstration purposes only.*

# The amendment process

## Step 1 – launch the amendment preparation

**>> Log in to the Funding & Tenders Portal 'My area'**



European Commission | Funding & tender opportunities  
Single Electronic Data Interchange Area (SEDIA)

English | Register | Login

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

The Funding & Tenders 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.

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes... Search

What are calls for proposals? > | What are calls for tenders? > | How to participate in 5 steps >

Calls for proposals by EU Programme >

News > | Other funding and data >

Feedback

# The amendment process

## Step 1 – launch the amendment preparation

>> After log in, go to 'My projects'

The screenshot shows the Horizon 2020 portal interface. At the top, there are logos for the European Commission and the Single Electronic Data Interchange Area (SEDIA). The user is logged in as Attila BERCZIK (berczat). The main navigation bar includes 'Manage my area', 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A red arrow points to the 'My Project(s)' menu item in the left sidebar, which is highlighted with a red box. The main content area features a search bar for 'Find calls for proposals and tenders', a 'Report fraud' button, and a 'News' section with a headline about 'Horizon 2020 FAQs on grant management during the COVID-19 crisis continue to apply'.

# The amendment process

## Step 1 – launch the amendment preparation

**>> Select the desired project (if you manage several)**

My Project(s) Need help?

Results: 2 Search..

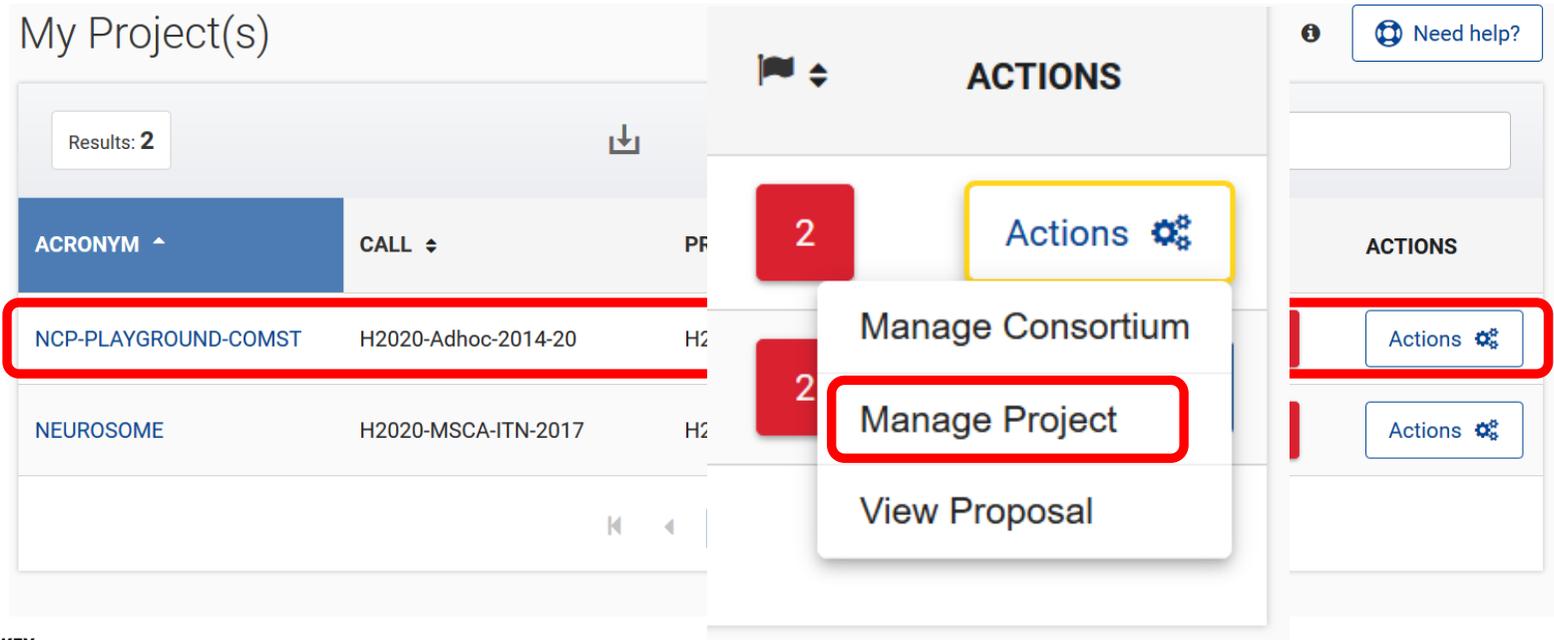
ACRONYM	CALL	PROGRAM	PROJECT	PHASE		ACTIONS
NCP-PLAYGROUND-COMST	H2020-Adhoc-2014-20	H2020	688926		2	Actions
NEUROSOME	H2020-MSCA-ITN-2017	H2020	766251	Active	2	Actions

1 / 10

# The amendment process

## Step 1 – launch the amendment preparation

>> From the 'Actions' select the 'Manage Project'



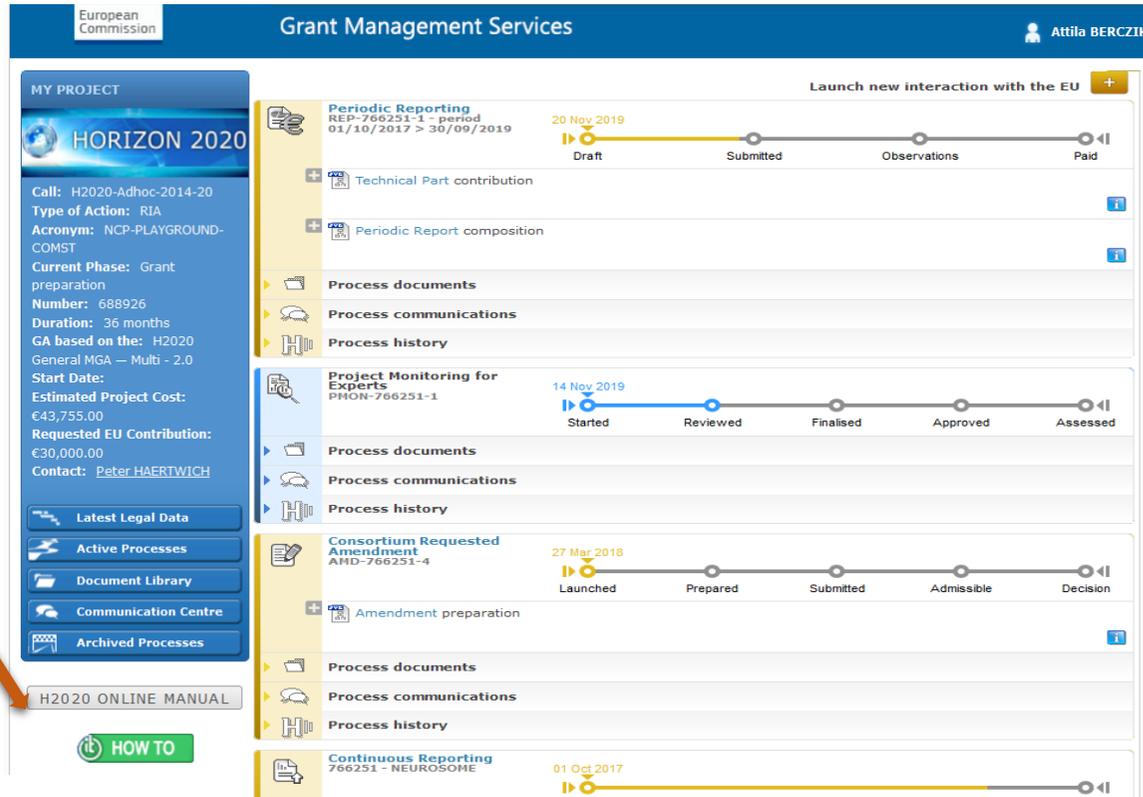
The screenshot displays the 'My Project(s)' interface. On the left, a table lists projects with columns for 'ACRONYM', 'CALL', and 'PF'. The first row, 'NCP-PLAYGROUND-COMST', is highlighted with a red border. To the right, the 'ACTIONS' dropdown menu is open, showing options: 'Manage Consortium', 'Manage Project' (highlighted with a red border), and 'View Proposal'. A red box also highlights the 'Actions' button in the right-hand sidebar.

ACRONYM	CALL	PF
NCP-PLAYGROUND-COMST	H2020-Adhoc-2014-20	H2
NEUROSOME	H2020-MSCA-ITN-2017	H2

# The amendment process

## Step 1 – launch the amendment preparation

>> You land in the 'Grant Management Service' page of the selected project



The screenshot displays the 'Grant Management Services' page for a user named Attila BERCZIK. The interface is divided into several sections:

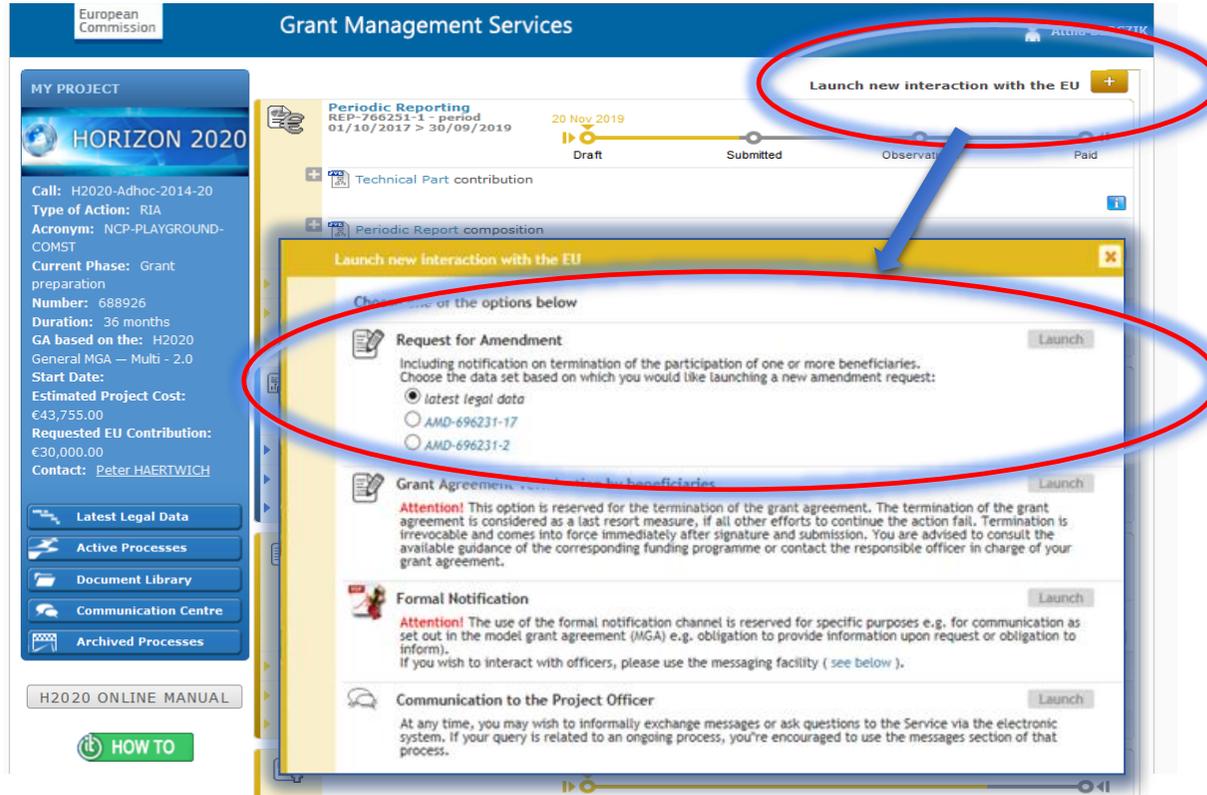
- MY PROJECT:** Displays project details for 'HORIZON 2020'. Key information includes:
  - Call: H2020-Adhoc-2014-20
  - Type of Action: RIA
  - Acronym: NCP-PLAYGROUND-COMST
  - Current Phase: Grant preparation
  - Number: 688926
  - Duration: 36 months
  - GA based on the: H2020 General MGA — Multi - 2.0
  - Start Date: [blank]
  - Estimated Project Cost: €43,755.00
  - Requested EU Contribution: €30,000.00
  - Contact: Peter HAERTWICH
- Process Progress:** Shows progress bars for various processes:
  - Periodic Reporting (REP-766251-1):** 20 Nov 2019. Progress: Draft (active), Submitted, Observations, Paid.
  - Project Monitoring for Experts (PMON-766251-1):** 14 Nov 2019. Progress: Started (active), Reviewed, Finalised, Approved, Assessed.
  - Consortium Requested Amendment (AMD-766251-4):** 27 Mar 2018. Progress: Launched (active), Prepared, Submitted, Admissible, Decision.
  - Continuous Reporting (766251 - NEUROSONE):** 01 Oct 2017. Progress: [blank]
- Navigation and Tools:**
  - Buttons: Latest Legal Data, Active Processes, Document Library, Communication Centre, Archived Processes.
  - Links: H2020 ONLINE MANUAL, HOW TO.



# The amendment process

## Step 1 – launch the amendment preparation

>> Go to the ‘Launch new interaction.’ then select ‘Request for amendments’



The screenshot shows the 'Grant Management Services' interface. On the left, there is a sidebar with project details for 'HORIZON 2020'. The main area displays a progress bar for 'Periodic Reporting' with stages: Draft, Submitted, Observations, and Paid. A red circle highlights the 'Launch new interaction with the EU' button in the top right. A blue arrow points from this button to a dialog box titled 'Launch new interaction with the EU'. Inside this dialog, the 'Request for Amendment' option is selected and highlighted with a red circle. Below it, there are three radio button options: 'latest legal data' (selected), 'AMD-696231-17', and 'AMD-696231-2'. Other options like 'Grant Agreement termination by beneficiaries' and 'Formal Notification' are also visible with 'Launch' buttons.

# The amendment process



## Step 1 – launch the amendment preparation

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.  
Please use the data set which corresponds to the launching a new amendment request:

latest legal data  
 AMD-696231-17  
 AMD-696231-2

**Formal Notification** [Launch]

**Communication to the Project Officer** [Launch]

You may chose from

- building from 'scratch'
- or
- Re-use a previously rejected or withdrawn amendment request

*Amendment reference number (ID): once you have launched the request, the amendment is automatically assigned a reference number. Please use this unique identifier in all contacts with the Commission during the amendment process.*

# The amendment process

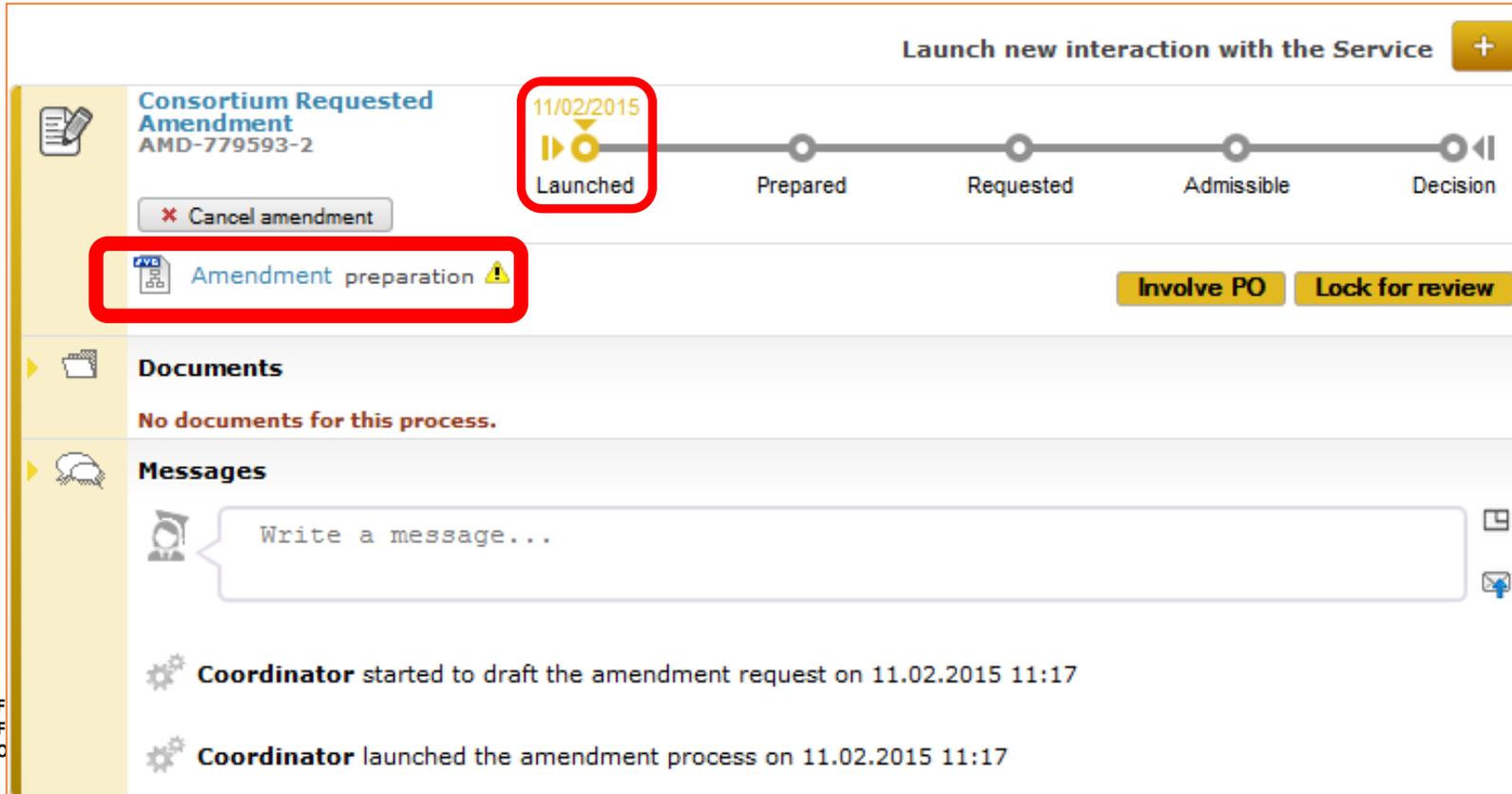
## Step 2 – preparation

- ✓ Automatic selection of the relevant Amendment Types (GA clauses), based on the GA data modified
- ✓ Listing of relevant (compulsory) supporting documents
- ✓ Better overview and tracking of all changes
- ✓ ***Note: one amendment may consists of a number of possible clauses which are pre-defined***

# The amendment process

## Step 2 – preparation

The new amendment process is launched now, you can start preparing it...



The screenshot displays a workflow for a "Consortium Requested Amendment" (AMD-779593-2). The process is currently in the "Launched" stage, indicated by a red box around the "11/02/2015" date and the "Launched" label. The workflow steps are: Launched, Prepared, Requested, Admissible, and Decision. Below the workflow, there is a red box around the "Amendment preparation" step, which includes a warning icon. To the right of this step are buttons for "Involve PO" and "Lock for review". A "Cancel amendment" button is also visible. The interface includes sections for "Documents" (No documents for this process.) and "Messages" (Write a message...). The bottom of the interface shows a log of actions: "Coordinator started to draft the amendment request on 11.02.2015 11:17" and "Coordinator launched the amendment process on 11.02.2015 11:17".

MY PROJECT

**HORIZON 2020**

Call: H2020-Adhoc-2014-20  
 Type of Action: CSA  
 Acronym: 779593  
 AMENDMENT DEMO  
 10/02/2015  
 Current Phase: Grant Management  
 Number: 779593  
 Duration: 8 months  
 Start Date: 2015-02-10  
 Estimated Project Cost: €17,640.00  
 Requested EU Contribution: €1.00  
 Contact: Robert STARUCH

Latest Legal Data

Launch new interaction with the Service +

11/02/2015  
 Launched

Prepared Requested Admissible Decision

Cancel amendment

Amendment preparation

Involve PO Lock for review

Documents  
 No documents for this process.

Messages  
 Write a message...

Grant Management

Amendments of Grant Agreement Data

Project 779593 (779593 AMENDMENT DEMO 10/02/2015)	Amendment Information	Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Work Packages	Reviews
HORIZON 2020 Call: H2020-Adhoc-2014-20 Action: CSA Resp. Unit: RTD/B/07 Duration: 8	✖	✔	✔	✔	✔	⚠	✔	i	✔	✔

DOCUMENTS

Project Summary

Project 779593 ( 779593 AMENDMENT DEMO 10/02/2015 )

Responsible Unit: RTD/B/07  
 Call: H2020-Adhoc-2014-20  
 Topic: INNOSUP - INNOSUP  
 Type of Action: CSA  
 Duration: 8

Budget Information:

Total Costs in the Proposal:	
Max EU Grant Amount(following evaluation):	14,112.00 €
Total Costs:	17,640.00 €
Maximum Grant Amount:	1.00 €

0.01 % of total costs

Officers:  
 Project Officer: Robert STARUCH (RTD/J/04)

Amendment Information:

AMD Number:	-
AMD Reference:	AMD-779593-2
AMD Type:	CONSORTIUM_REQUESTED

Validate

# Preparing amendment request: Example #1 – Change of start date

Management Amendments of Grant Agreement Data

Project 781249 (781249 Amendments Training Project) Amendment Information Beneficiaries **General Information** Reporting Periods GA Information GA Options Financial Information LF Overview Work Packages

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

DOCUMENTS

### General Information

SAVE

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: The ENIMAC luxembourg second, inn This proposa management mentoring se

the grant agreement

the innovation management capacities of first, the beneficiaries of the SME instrument and, establishing services "Enhancing the innovation network", and concerns the set up of coaching and INIMAC proposal is 100% in li

Validate

October 2015						
MON	TUE	WED	THU	FRI	SAT	SUN
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

# Preparing amendment request: Example #2 - Addition of new beneficiary

Grant Management Amendments of Grant Agreement Data

646178 IA Project Summary Amendment Information **Beneficiaries** General Information Reporting Periods GA Information GA Options Financial Information LF Overview

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

DOCUMENTS

### Beneficiaries

SAVE

Number	Role	Short Name	Legal Name	Country	PIC	PIC Status	Start date	End date	Status	Actions
1	CO	✓	SHORT	ROOD WIT BLAUW WATER	NL	966984368	VALIDATED		Active	<a href="#">Add New Beneficiary</a>

Add beneficiary

Search on PIC 999976978  
 Full text search

Search

Search results

PIC	Legal name	Country	PIC Status	
999976978	THE UNIVERSITY OF NOTTINGHAM	UK	VALIDATED	<a href="#">More Info</a>

Add beneficiary

PIC: 999896953 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

Cancel Ok

Validate

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

646178 IA Project Summary Amendment Information **Beneficiaries** General Information Reporting Periods GA Information GA Options Financial Information LF Overview Work Pack

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

DOCUMENTS

**Beneficiaries** SAVE

[+ Add New Beneficiary](#)

Number	Role	Short Name	Legal Name	Country	PIC	PIC Status	Start date	End date	Status	Actions
1	CO	SHORT	ROOD WIT BLAUW WATER	NL	966984368	VALIDATED			Active	
2	BEN	ASU	ASTON UNIVERSITY	UK	999896953	VALIDATED	(Enter Into F		New	

⊗ There is no Contribution requested  
 Cost break down is missing  
⊗ Partner must identify at least one department who will carry out the work  
 The Declaration of Honour is not yet signed  
 The beneficiary 999896953 has no PLSIGN role defined in the Participant Portal for this project. He will not be able to sign any document electronically.  
 The Accession to the Grant Agreement is not yet signed

Inherent obligation:  
New Beneficiary must sign  
Declaration of Honour  
Accession Form see next slide

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

DOCUMENTS SAVE

Documents ⚠ Following documents are missing 'Annex 1 - Description of Action (part B)'.  
 Title  
 Amendment  
 Amendment core PDF  
 Amendment request letter PDF  
 Grant Agreement Data Sheet PDF  
 Annex 1 - Description Of Action (part A) PDF  
 Annex 1 - Description Of Action (part B)   
   
 Annex 2 - Cost breakdown of the action PDF  
 Annex 2a - Additional information on the estimated budget of the action (if unit costs are used)

# Preparing amendment request: Example #2 - Addition of new beneficiary New beneficiary must sign...

The screenshot displays the 'RESEARCH & INNOVATION Participant Portal - Grant Management Services' interface. The user is identified as Marianne PAREZ. The main content area shows a progress bar for 'Consortium Requested Amendment AMD-637186-32' dated 25 Jul 2017, with stages: Launched, Prepared, Submitted, Admissible, and Decision. Below the progress bar, two tasks are listed: 'Amendment preparation' and 'GA Declaration - AMD-637186-32 - 969047752 signature', both with a 'Sign' button. A red box highlights the 'GA Declaration' task. Below this, a detailed explanation of the Declaration of Honour (DoH) and Legal Signatories (LSIGNs) is provided. Another task, 'Accession form - AMD-637186-32 - 969047752 signature', is also highlighted with a red box. The left sidebar contains project details for 'HORIZON 2020' and navigation options like 'Latest Legal Data', 'Process List', 'Document Library', and 'Communication Centre'. The bottom of the page features a 'H2020 ONLINE MANUAL' button and a 'HOW TO' icon.

European Commission

RESEARCH & INNOVATION

Participant Portal - Grant Management Services

Help

Marianne PAREZ

MY PROJECT

Launch new interaction with the EU +

HORIZON 2020

Call: H2020-EeB-2014  
Type of Action: RIA  
Acronym: BRESAER  
Current Phase: Grant Management  
Number: 637186  
Duration: 54 months  
Start Date: 01 Feb 2015  
Estimated Project Cost: €5,849,107.00  
Requested EU Contribution: €5,849,107.00  
Contact: [Dominique PLANCHON](#)

Latest Legal Data

Process List

Document Library

Communication Centre

H2020 ONLINE MANUAL

HOW TO

Consortium Requested Amendment  
AMD-637186-32

25 Jul 2017

Launched Prepared Submitted Admissible Decision

Amendment preparation

GA Declaration - AMD-637186-32 - 969047752 signature

Sign

The signature of the Declaration of Honour (DoH) is a prerequisite for signing the amendment. The DoH must be signed electronically by the beneficiary's Project Legal Signatory (PLSIGN). For more details and requirements please consult the corresponding section of the H2020 Online Manual.

The Legal Signatories (LSIGNs) are persons who are authorised, on behalf of their organisation (i.e. the participating beneficiary), to sign the Declaration of Honour (DoH), the Accession Form to the Grant Agreement and later the amendment of the Grant Agreement (if applicable). The LSIGN role can be assigned by the Legal Entity Appointed Representative (or an Account Administrator) of the organisation to as many persons in the organisation as necessary. The assignment of the LSIGN role is not sufficient; the role must be linked to a particular project (and thus becoming a Project Legal Signatory or PLSIGN for that project). Linking of the LSIGN to a project may be done by the Coordinator Contacts (CoCo) or Participant Contacts (PaCos). After assigning and linking the PLSIGNs, they will be notified when a legal document (e.g. Declaration of Honour, Grant Agreement or amendment) is due for signature. A detailed explanation about the various roles in the Grant Management Services is available in the H2020 Online Manual. An overview of the Grant Agreement signature process is described in the corresponding section of the H2020 Online Manual.

Progress status for this task type:

[916965542] [969047752]

Accession form - AMD-637186-32 - 969047752 signature

Sign

Process documents

Process communications

Process history

19

# Preparing amendment request: Example #3 – changes to work packages

<< portal bonagud (INTERNAL) ?

**SyGMa**  
 System for Grant Management

Amendments of Grant Agreement Data

Project 700301 (Project 700301)  
 Call: FP7-SPACE-2013-1    Action : RIA  
 Resp. Unit: REA/S/02    Duration: 60

Beneficiaries ✓ General Information ✓ Reporting Periods ✓ GA Information ✓ Financial Information ✓ Amendment Information ✓ **Work Packages ✓** Reviews ✓ Deliverables ✓ Milestones ✓ Document i

DOCUMENTS

**Work Packages** SAVE

[+ Add Work Package](#)

Number		Title	Lead Beneficiary	Start Month	End Month	Deliverables No.	Status	Actions
1	●	Management	INTA	1	10		Active	✗
2	●	WP2	INTA	1	2	1	Active	✗
3	●	WP3	UOS	2	3	2, 3	Updated	✗
4	●	Wp4	INTA	0	0		New	✗
5	●	Wp5	INTA	0	0		New	✗
			Total:					

Validate  
Complete

- Addition
- Revision
- Deletion

## Preparing amendment request: Example #4 – changes to deliverables



The screenshot shows the 'Amendments of Grant Agreement Data' interface. The 'Deliverables' tab is highlighted with a red box. Below the navigation bar, a table lists various deliverables with their IDs, descriptions, and status.

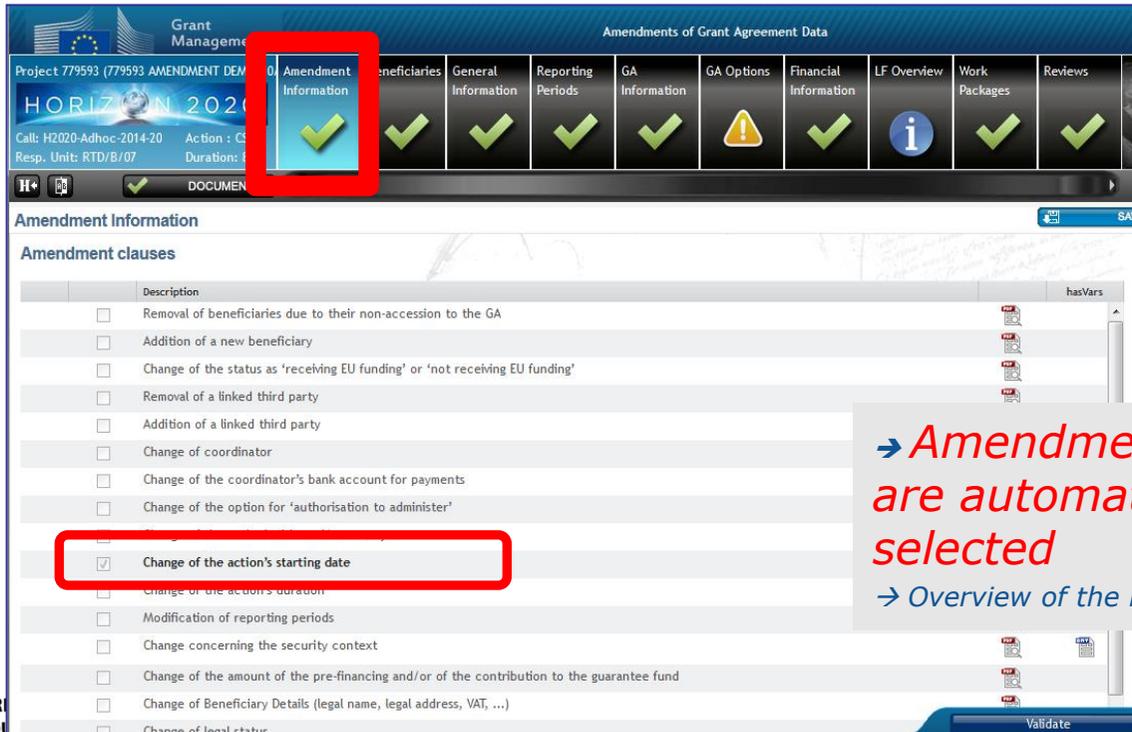
ID	Description	Status
D7	Turbine performance baseline report	Active
D8	Tether system performance baseline report	Active
D9	Power system baseline report	Active
D10	Environmental monitoring baseline report	Active
D11	Advanced generator and frequency converter model report	Active
D12	Simplified generator and frequency converter model report	Active
D13	System and device configuration optimisation report	Active
D14	Fluid-structure interaction model report	Active
D15	Requirement specifications	Active
D16	Exploitation plan update	Active
D17	Turbine model report	Active
D18	Simulation tool report	Active
D19	Energy capture design evaluation report	Active
D20	Power conversion sub-system design evaluation report	Updated
D21	Tether sub-system design evaluation report	Updated
D22	Turbine sub-system optimization report	Active
D23	Power conversion sub-system optimization report	Updated
D24	Tether sub-system optimization report	Updated
D25	Overall PTO system optimization report	Updated
D26	Turbine performance improvement report	Active
D27	Tether fairing performance improvement report	Active

- The coordinator may edit existing one: type, dissemination level, due date, description, link to WPs
- 'Ethics' type deliverables can only be modified by the EU officer

# The amendment process

## Step 2 – preparation

The amendment type is automatically selected, based on the edited data



The screenshot shows the 'Amendments of Grant Agreement Data' interface. The 'Amendment Information' tab is highlighted with a red box. Below it, a table lists various amendment clauses. The clause 'Change of the action's starting date' is checked, also highlighted with a red box. Other tabs like 'Beneficiaries', 'General Information', etc., show green checkmarks, while 'GA Options' shows a warning icon.

→ Amendment types are automatically selected  
 → Overview of the modifications

# The amendment process

## Step 2 – preparation

The amendment request formally consist of two documents

**Grant Management** Amendments of Grant Agreement Data

Project 643950 (SecondHands)  
 Call: H2020-ICT-2014-1 Action : RIA  
 Resp. Unit: CNECT/A/02 Duration: 60

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

**DOCUMENTS**

View all relevant documents

**Documents**

- ▼ Amendment
  - 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)

Browse... No file selected. Upload

**651009\_Amendment core.pdf - Adobe Reader**

Protected View: This file originated from a potentially unsafe location, and most features have been disabled to avoid potential security risks.

Grant Agreement number: 651009 — Smartick Games — Horizon-SME2014-2015-H2020-SME2014-2014  
 Amendment Reference No AMD-651009-1

EUROPEAN COMMISSION  
 Executive Agency for Small and Medium-sized Enterprises (EASME)  
 Director

AMENDMENT Reference No AMD-651009-1

Grant Agreement: 651009 — Smartick games. Augmented math learning. (Smartick Games)

The parties agree to amend the Grant Agreement as follows: (Amendment):

**1. Change of the action's duration**  
 The 'duration' of the action in Article 3 is changed to 4 months.

**2. Change of the reporting periods**  
 The 'reporting periods' are changed.

This implies the following changes to the Grant Agreement:

- The 'reporting periods' in Article 30.3 are replaced by:
  - RPI: from month 1 to month 4

All other provisions of the Grant Agreement and its Annexes remain unchanged.  
 This Amendment enters into force on the day of the last signature.  
 This Amendment takes effect on the date on which the amendment enters into force, except where a different date has been agreed by the parties (for one or more changes).

SIGNATURES  
 For the coordinator: \_\_\_\_\_ For the Applicant: \_\_\_\_\_

**651009\_Amendment request letter.pdf - Adobe Reader**

Protected View: This file originated from a potentially unsafe location, and most features have been disabled to avoid potential security risks.

Grant Agreement number: 651009 — Smartick Games — Horizon-SME2014-2015-H2020-SME2014-2014  
 Amendment Reference No AMD-651009-1

EUROPEAN COMMISSION  
 Executive Agency for Small and Medium-sized Enterprises (EASME)  
 Director

REQUEST FOR AMENDMENT Reference No AMD-651009-1

Grant Agreement: 651009 — Smartick games. Augmented math learning. (Smartick Games)

Dear Bernd REICHERT,

With reference to the above-mentioned Grant Agreement, I request the amendment attached to this request.

It concerns the following change(s):

- Change of the action's duration
- Modification of reporting periods

These change(s) are necessary for the following reason(s):

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).

The request is accompanied by the following supporting document(s):

Yours sincerely,  
 For the coordinator

Grant Management

Amendments of Grant Agreement Data

Project 651009 (Smartick Games)

**HORIZON 2020**

Call: H2020-SMEINST-1-2014 Action : SME-  
Resp. Unit: EASME/A/02 Duration: 4

Amendment Information

Beneficiaries ✓ General Information ✓ Reporting Periods ✓ GA Information ✓ GA Options ✓ Financial Information ✓ LF Overview i Work Packages ✓ Deliverables ✓

DOCUMENTS

### Amendment Information

AMD Number: AMD-651009-1

AMD Reference: AMD-651009-1

AMD Type: CONSORTIUM\_REQUESTED

AMD Justification:  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).

Request Date:

Reception Date of Signed Request:

Valid Request Date:

Commission Signature Date:

Date of entry into force:

Amendment request letter.pdf - Adobe Reader

File Edit View Window Help

1 (1 of 1) 70.9% Fill & Sign Com

Protected View: This file originated from a potentially unsafe location, and most features have been disabled to avoid potential security risks. Enable All Features

EUROPEAN COMMISSION  
Executive Agency for Small and Medium-sized Enterprises (EASME)  
Director

**REQUEST FOR AMENDMENT Reference No AMD-651009-1**

Grant Agreement: 651009 — Smartick Games: A gamified math learning. (Smartick Games)

Dear Bernd REICHERT,

With reference to the above-mentioned Grant Agreement, I request the amendment attached to this request.

It concerns the following changes:

1. Change of the action's duration
2. Modification of reporting periods

These change(s) are necessary for the following reason(s):

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.

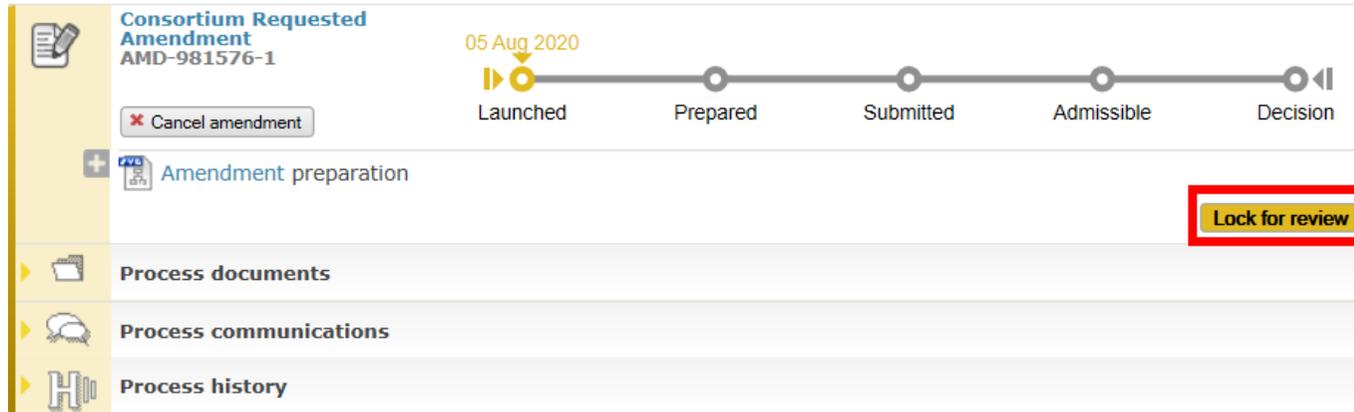
The reasons to request that change are two-fold: we have already developed the main tasks of the project and consequently, we are ready to write and submit the Phase 2 proposal in the next deadline (18th March, 2015).

The request is accompanied by the following supporting document(s):

Yours sincerely,  
For the coordinator  
Daniel GONZÁLEZ DE VEGA

# The amendment process

## Step 2 – preparation >> Lock for review

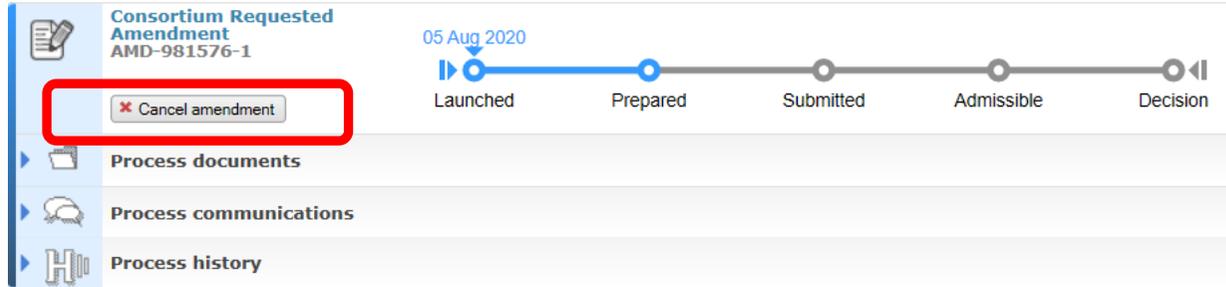


*The amendment request can be locked for review (the data are locked, a pdf is generated ready for electronic signature), in order to assess the request. This means that nobody can edit any data any more at this point.*

*Only the Coordinator Contact Person can perform this action.*

# The amendment process

## Step 2 – preparation >> Possibility to cancel



*At any point before the signature of the PLSIGN, the Coordinator can cancel the amendment by clicking the "Cancel amendment" button.*

*Only the Coordinator Contact Person can perform this action.*

# The amendment process

## Step 2 – preparation >> Submit to the officer



**Consortium Requested Amendment**  
AMD-981576-1

05 Aug 2020

Launched Prepared Submitted Admissible Decision

Cancel amendment

Amendment - AMD-981576-1 to validate

Unlock to draft EU Review

Process documents

Process communications

Process history

Enhanced preparatory phase - The 'officer' step is now mandatory

Purpose:

- to allow preliminary checks (e.g. legal, administrative, financial aspects and specific checks inherent from the ethics- or security- aspects);
- to address the explicit request of beneficiaries for assistance;
- to select amendment clauses that are reserved for the EU (beneficiary cannot activate)

# The amendment process



## Step 2 – preparation >> Review by officer

Coordinator - Officer(s) 'ping-pong' interaction – sequences

- The Officer(s) review the AMD request (the request is locked)
- The Officer sends back the AMD request for revision
- The Coordinator reopens preparation and implements requested changes
- The Coordinator submits the revised request to the officer for review
- The Officer(s) perform the assessment of the revised AMD request
- The Officer accepts the AMD request >> ready for signature

# The amendment process

## Step 3 – sign & submit

**Who:** The coordinator PLSIGN (*on behalf of the consortium*)

**How:** prompted for e-signature

**What:** amendment request letter  
+  
core amendment **sealed, signed**

### MY PROJECT



Call: H2020  
 Scheme: RIA  
 Acronym: Project 700300  
 Current phase: Negotiation  
 Number: 700300  
 Duration: 60 months  
 Start date: 2012-11-01  
 Estimated project cost: €0.00  
 Requested EU contribution: €0.00  
 Contact: Antoine DE TROOSTEMBERGH

 See all data ...



H2020 ONLINE MANUAL

IT HELP

Launch new amendment or task



**Consortium Requested Amendment**  
 AMD-700300-1



**Amendment Request** review before submission

**Unlock to Edit**

**Sign & Submit**



**Grant Agreement** access by others



**Documents**



**Messages**



Write a comment...



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



I understand that the new beneficiary will perform some of the tasks previously assigned to Michla. You'll need to reshuffle 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



**Proposal Management & Grant Preparation**  
 700300 - Project 700300

24/02/2014



**Documents**

# The amendment process

## Step 3 – sign & submit

**What happens after the submission of the amendment request?**

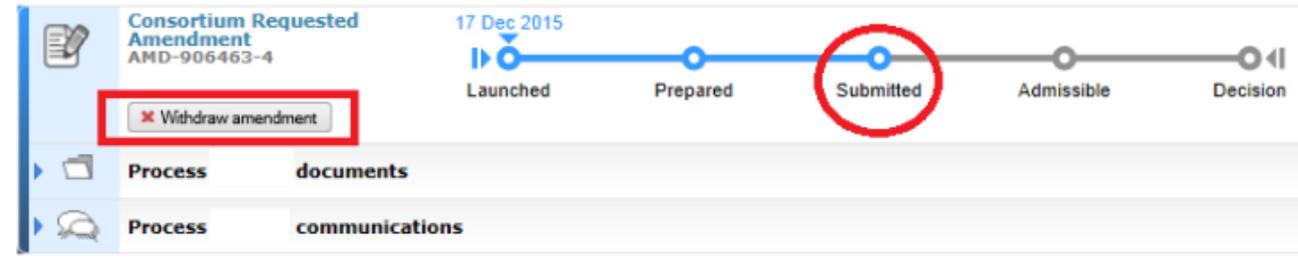
**The EU services have 45 (\*) calendar days to assess the request.**

- **May reject the request**
- **May agree and accept it**

# The amendment process

## What happens after submission?

optional



After signing and submitting the amendment request, the PLSIGN can withdraw it at any point before the counter-signature of the EU.

# The amendment process

## What happens after EU assessment?

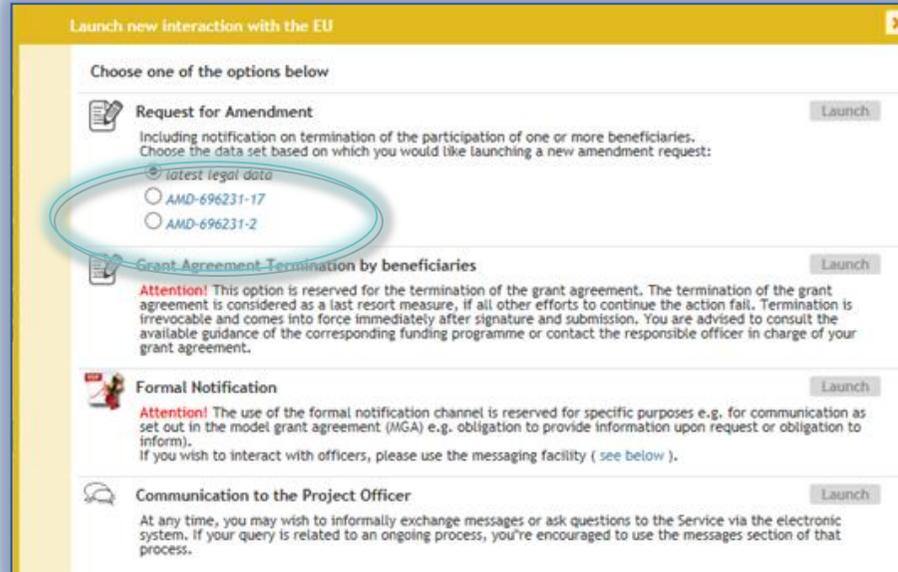
**rejection**

The screenshot displays a web interface for a 'Consortium Requested Amendment' (AMD-700300-1). At the top, a progress bar shows five stages: Launched, Prepared, Submitted, Admissible, and Decision. Below this, a 'Documents' section contains four items: 'Amendment rejection' (highlighted with a red box), 'Supporting Document', 'Amendmen... 700300-1', and 'Grant Agr...93114141'. A 'Messages' section below lists several system notifications, including the completion of the amendment request process on 01/04/2014, the upload of a supporting document on 30/03/2014, a request to upload a supporting document on 03/03/2014, the submission of the amendment request on 24/03/2014, and the signing of the grant agreement accession on 23/03/2014.

In case the amendment request is rejected, a letter motivating the rejection will be available.

# The amendment process

## What may happen after rejection?



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

**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.

You may build a new request based on a previously rejected one.

# The amendment process

## What happens after EU assessment?

**acceptance**

- **The request will be counter-signed electronically**
- **The coordinator is informed about the acceptance**
- **The grant agreement data is updated in the system according to the amendment.**

## 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

Grant Management

Amendments of Grant Agreement Data

646178 IA

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

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

DOCUMENTS

Beneficiaries

Number	Role	Short Name	Legal Name	Country	PIC	PIC Status	Start date	End date	Status	Actions
1	CO	CNRS	CENTRE NATIONAL DE LA RECHERCHE	FR	999997930	VALIDATED			Active	
2	BEN	AJU-1	ASOCIACION DE INVESTIGACION DE L	ES	999443090	VALIDATED			Active	Terminate
▼3	BEN	UNI	UNITED NATIONS INSTITUTE FOR TRA	CH	997721825	VALIDATED			Active	
	TP	CDE	CENTRO DE ESTUDOS PARA A INTERVI	PT	997787591	VALIDATED			Active	

Terminate Participant

2. Beneficiary: AJU-1  
LegalName: ASOCIACION DE INVESTIGACION DE LA INDUSTRIA DEL JUGUETE, CONEXAS Y AFINES  
PIC: 999443090

Termination Date:

Fixed Date   
 Date of signature of this amendment by coordinator (notification for termination send date)

Termination reason

Beneficiary requests the termination

Ok Cancel

End Date must be in the future

# Termination of participation – MGA Art.50.2

Grant Management

Amendments of Grant Agreement Data

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

**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(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.

Number	Role		Short Name	Legal Name	Country	PIC	PIC Status	Start date	End date	Status
1	CO		Imperial	IMPERIAL COLLEGE OF SCIENCE TE	UK	999993468	VALIDATED			Active
2	BEN		UNEXE	THE UNIVERSITY OF EXETER	UK	999864555	VALIDATED			Active
3	BEN		WU	WAGENINGEN UNIVERSITY	NL	999981634	VALIDATED			Active
4	BEN		TUD	TECHNISCHE UNIVERSITAET DRESC	DE	999897729	VALIDATED			Active
5	BEN		UCPH	KOBENHAVNS UNIVERSITET	DK	999991043	VALIDATED			Active
6	BEN		UVA	UNIVERSIDAD DE VALLADOLID	ES	999862809	VALIDATED			Active
7	BEN		UU	UNIVERSITEIT UTRECHT	NL	999985805	VALIDATED			Active
8	BEN		CIDAUT	FUNDACION CIDAUT	ES	999647469	VALIDATED		04/11/2015	Terminated
9	BEN		FSUJ	FRIEDRICH-SCHILLER-UNIVERSITA1	DE	999868726	VALIDATED			Active
10	BEN		UCC	UNIVERSITY COLLEGE CORK - NAT	IE	999975717	VALIDATED	18/11/2015		New

# Termination of participation – MGA Art.50.2

Compulsory supporting document: 'evidence' letter

The screenshot displays a document management system interface. At the top, a red box highlights the 'DOCUMENTS' header. Below it, a list of documents is shown. A red oval highlights the entry 'Opinion letter of the leaving beneficiary' with the ID '19-LAS-998455048'. To the right of the list, there are icons for ZIP, PDF, and download. An inset window shows a PDF document titled 'Notification of the termination of the participation of one or more beneficiaries.pdf'. The document content includes:

Grant Agreement number: 64378 — E-raw3 — R2020-MCO-2014-2013/SC2020-MCO-2014

**NOTIFICATION OF TERMINATION OF PARTICIPATION AND AMENDMENT REQUEST**

Daria RUKKOWSKA  
AGENCE NATIONALE DE LA RECHERCHE  
50 avenue Drouot  
75011 PARIS  
FRANCE

European Commission  
DIRECTORATE-GENERAL FOR RESEARCH & INNOVATION  
Innovative and Personalised Medicine  
Directorate E - Health  
B-1049 Brussels Belgium

**Subject:** Horizon 2020 Framework Programme  
Grant Agreement: 64378 — E-raw3  
Notification of termination of participation (Article 50.2 GA)  
Amendment request (reference No AMD-64378-8)

Dear Madam/Sir,

On behalf of my consortium, I would like to notify termination of the participation of LAS in the above-mentioned Grant Agreement for the following reason(s):

- for LAS: According to the Decision of the Cabinet of Ministers, Republic of Latvia (previsions No 572, 23.09.2004, Changes in the provisions No 924 18.12.2012, Regulations of State Education Development Agency), official publication, 31.10.2014, the Latvian National coordination functions for European Union Research and Innovation programme Horizon2020 as well as functions related to European Educational (ERA) instruments, in particular - ERA-NET, ERA-NET COFUND, Article 18(1)(b) initiatives, have been transferred to State Education Development Agency, 1 Valsts Street, LV-1010, Riga, Latvia. As of January 2015, the State Education Development Agency will be the overall main manager of the National programme - Participation in International Co-operation Projects in the Field of Research



Practical Tip

H2020 ONLINE MANUAL

 HOW TO



- Search
- H2020 Online Manual
- My Area - User account & roles
    - › EU Login
    - › Roles & access rights
    - › Terms and Conditions of Use
  - Grants
    - Applying for funding
      - Find a call
        - › Horizon 2020 structure and budget
        - › What you need to know about Horizon 2020 calls
      - › Find partners or apply as individual
    - Register in the Participant Register
      - › Registration of your organisation
      - › LEAR appointment
      - › Validation of potential beneficiaries
      - › Bank account validation
      - › Financial capacity assessment
      - › Data update
      - › Certifications
    - Submit a proposal
      - › Get prepared
      - › Electronic proposal submission
    - From evaluation to grant signature
      - › Admissibility and eligibility check
    - Evaluation of proposals
      - › Evaluation criteria
      - › Evaluation process and results
    - Grant preparation
      - › Enter & submit grant data
      - › Ethics review
      - › Security scrutiny
    - Grant signature
  - Grant management
    - › Keeping records
    - › Amendments
    - › Reports & payment requests
      - › Continuous report
      - › Periodic reports

My Area - User account & roles

### Grants

#### Applying for funding



#### Evaluation & Grant signature



#### Grant management



#### Working as an expert



#### Cross-cutting priorities & issues



Financial instruments

Prizes



Pages

## IT How To



### IT How To

On this site you will find all the information on HOW TO USE the services available in the [Funding & Tenders Portal](#).

This portal is used for funding programmes and tenders managed by the European Commission, Executive Agencies and other EU bodies, as well as for Education, Audio-visual, Culture, Citizenship and Volunteering projects managed by National Agencies under the programmes Creative Europe / Erasmus+ / Europe for Citizens / EU Aid Volunteers.

Click [here](#) to see an **introduction** to the **Funding and Tenders Portal** and **My Area**.



Participants



Experts



Proposals



Grants



Audits



Roles & access rights



Procurement



What's new



FAQ

# Teşekkür ederim!

## Q&A

Time to ask your  
questions!

# Thank you!

Contact:

Office Address

*Turkey in Horizon 2020 Project  
And Sokak 8/12 Akasya Apt. 06680 ankaya/Ankara  
06520 ankaya/Ankara, Turkey*

*Tel: +90 312 467 61 40*

*<http://www.turkeyinh2020.eu/>*

*[info@TurkeyinH2020.eu](mailto:info@TurkeyinH2020.eu)*