



INTRA-AFRICA ACADEMIC MOBILITY SCHEME
CALL FOR PROPOSALS EACEA/07/2020

PRACTICAL INFORMATION

HOW TO MAKE AMENDMENTS TO GRANT AGREEMENT

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INTRODUCTION

The purpose of this document is to provide practical information to the Intra-Africa Academic Mobility Scheme beneficiaries on how to make amendments to the Grant Agreement.

An amendment is an act modifying the grant conditions initially agreed or established in clauses of the Grant Agreement.

Five principles apply:

- An amendment cannot question the decision to award the grant;
- An amendment must comply with the eligibility criteria set out in the Calls for proposals;
- An amendment cannot result in unequal treatment of applicants;
- An amendment can be made only in writing;
- The modification to a Grant Agreement has to be authorised by the same parties who have signed it.

When preparing an amendment request, the partnership should ensure that all the criteria defined for the action are respected.

The Agency reserves the right to reject an amendment request that is not sufficiently justified.

Once the amendment is made, it becomes an integral part of the initial Grant Agreement.

Depending on the nature of the modification the amendment is made through different procedures, as outlined below.

For further information or clarifications on the content of this document, please contact your Project officer at the Agency and/or the functional mailbox: EACEA-IntraAfrica-IntraACP@ec.europa.eu.

A. AMENDMENTS VIA AN EXCHANGE OF LETTERS

Where a request for modification requires the grant agreement to be amended, the coordinator must send to the Agency a written request, dated and signed by their legal representative.¹

Requests for changes leading to a modification of the grant agreement must be supported by a detailed justification of the desired changes to the grant agreement. Once an amendment request has been approved, the Agency shall inform the coordinator through an amendment letter.

A.1. Change in the partnership composition

A change in the partnership composition may involve one of the beneficiaries, or the coordinating institution. The latter case is dealt with separately under A.2. 4). The new partnership composition must respect the eligibility criteria set out in the Call for Proposals EACEA/07/2020.

As a general rule, a change in the partnership composition may result from:

¹ Amendments are covered in Article II.13 of the General Conditions of the Grant Agreement.

- 1) the joining of one or more additional partners, thus becoming beneficiaries of the grant – which may under no circumstances lead to an increase of the grant awarded;
- 2) the withdrawal of one or more partners;
- 3) the replacement of one partner by another (new entry in the partnership).

A.2. Change of the coordinating institution

A change of coordinating institution may occur for several reasons:

- the former coordinating institution no longer exists (e.g. change in legal status, also due to a merger, etc.);
- the former coordinating institution still exists, but proposes to withdraw (e.g. no longer willing or able to implement the project);
- the coordinating institution is replaced by a legal entity which is not a member of the partnership (assignment).

A change of coordinating institution must always be endorsed by both organisations concerned (endorsement signed by their legal representatives): the former coordinating institution (assignor), which renounces to all its rights and obligations in the context of the grant agreement, and the new coordinating institution (assignee) which agrees to take over the full responsibility (including financial accountability) of a running grant agreement from the start until the end, i.e. also for activities undertaken before it became the coordinating institution.

In this context, the former coordinating institution must transfer the balance of any pre-financing of the grant not yet used to the new coordinating institution. In addition, the written endorsement of all beneficiaries is required in order to approve the new coordinating institution.

In case of assignment, i.e. a coordinating institution being replaced by a legal entity, which is not a member of the partnership, a special three-party contract will have to be signed.

A.3. Extension of the eligibility period

Any request for extending the eligibility period will lead to postponing the final report submission deadline accordingly. The extension of the eligibility period cannot exceed 12 months. The extension of the eligibility period cannot give rise to additional funding for the partnership or a scholarship holder.

A.4. Substantial changes to the description of the action (incl. the mobility plan)

It may happen that changes in the content of the action are envisaged by the partnership, such as substantial changes in the mobility plan. These types of modification may have an impact on the overall quality of the original proposal, they must be subject of a request for an amendment that will include a thorough description of the changes, the proposed solutions, and their expected impact on the original proposal.

A.5. Change of the legal representative of the coordinator

The letter to the Agency must be accompanied by an official original document confirming the capacity of the new legal representative to enter into legal and financial binding commitments on behalf of the beneficiaries.

A.6. Change of bank account information

Such request must be requested to the Agency and at the same time it must be handled via the new

bank account section of the [Funding & tender opportunities portal](#). This new functionality will allow viewing the bank accounts registered under the coordinator and the status of their validation. The new bank account to be used has to be listed there. In case of a new bank account registration, the data must be entered in a wizard and relevant supporting documents need to be uploaded. The preferred option is to upload a bank statement or equivalent document. As a last resort, a pre-filled Financial Identification Form may be downloaded and be stamped by the bank. You will be guided through the registration process. If you need further support, please have a look at the IT manual or contact the IT helpdesk in case of technical issues. If you have any question on the validation process, please refer to the Research Enquiry Service of the Participant Validation webpage.

After the new bank account or an update of bank account information has been done in the [Funding & tender opportunities portal](#), the Agency will formally approve the change to the bank account information by an exchange of letters.

A.7. Extension of deadline for submission of reports exceeding 30 days

A change in the deadline for the submission of reports exceeding 30 days (without the extension of the eligibility period) must be submitted as soon as possible, and before the initial deadline has been reached.

B. AMENDMENTS VIA THE FUNDING & TENDER OPPORTUNITIES PORTAL

The [Funding & tender opportunities portal](#) allows the beneficiaries to register themselves any changes related to their legal entities. The signature of the legal representative of the coordinator is replaced by the Legal Entity Appointed Representative (LEAR), logging in into the [Funding & tender opportunities portal](#) and submitting the information related to the change.

Changes of organisation data of a beneficiary will have to be communicated by the LEAR, or the person with Account Administrative role, and provide the supporting documents via the **My Organisations** option in the organisations menu by using the Unique Registration Facility (URF) hosted in the [Funding & tender opportunities portal](#).

Changes made by the beneficiaries in the [Funding & tender opportunities portal](#) are deemed to be equal to an amendment request. Updates of the beneficiaries' legal records may concern changes in the following data:

- ▶ Legal name
- ▶ Legal address
- ▶ VAT n°
- ▶ Registration n°
- ▶ Legal status (*SPRL, SA, etc.*)
- ▶ Legal type (*legal-natural person, NGO, Public, Private, Non Profit*)
- ▶ Language
- ▶ Website

The accuracy of these changes and any supporting documents are checked and validated - from a formal point of view only - by the Research Executive Agency (REA). REA will not examine the impact the modifications may have on the project (eligibility etc.). Provided that the changes are compatible with the eligibility, exclusion and selection criteria applied during the selection process (including where applicable proof of operational and financial capacity), the Agency will approve the changes and the beneficiary concerned will be informed accordingly by means of an email or of a

letter attached to an email sent to the coordinator. Pending such communication, the above-mentioned changes are not considered approved by the Agency.

C. AMENDMENTS BY EMAIL

Considering the limited risk related to the following changes, the reply of the Agency is just an email.

C.1. Change of the address of a beneficiary (not of the coordinator)

The LEAR of the beneficiary makes such modification in the [Funding & tender opportunities portal](#). If the change of address of a beneficiary is accepted by the Agency, the approval is sent by email to both the coordinator and the beneficiary concerned by the change.

C.2. Change of the legal representative of a beneficiary (not of the coordinator)

The request is sent by email by the coordinator to the Agency.

C.3. Change of the contact person (i.e. responsible for the management of the project)

A request for amendment has to be sent, which can be an email or a letter attached to an email. If it is a letter attached to an email, the legal representative of the coordinator should sign it. If it is an email, the legal representative should write the email or be at least in carbon copy (Cc) of the email. The email/letter should specify all relevant contact details of the new contact person, i.e. title/full name, department/faculty if relevant, role in the organisation, email, business address, telephone.

D. MODIFICATIONS REQUIRING A NOTIFICATION TO THE AGENCY

In complement to the changes leading to an amendment of the grant agreement, other changes may occur and will require a mere notification to the Agency (by letter or e-mail sent by the legal representative or the contact person) in order to be recorded in the Agency's relevant management tools and to be taken into account for the efficient monitoring of the project.

- Change of an associated partner within the partnership
- Change of deadline for submission of reports (up to 30 days)
- Change of contact data of the legal representative/contact person

E. OTHER CHANGES

All other changes should be communicated to the Agency. The contact person is invited to liaise with the Agency in order to verify in advance the admissibility of the change envisaged and, if applicable, the relevant procedure to follow.

SUMMARY TABLE ON AMENDMENTS/MODIFICATIONS TO GRANT AGREEMENT

	A.1 EXCHANGE OF LETTERS (Amendment)	A.2 AMENDMENTS VIA THE PARTICIPANT PORTAL (Amendment)	A.3 AMENDMENTS BY EMAIL (Amendment)	A.4 NOTIFICATION
CHANGES	<ol style="list-style-type: none"> 1) Change in the partnership composition 2) Change of the coordinating institution 3) Extension of the eligibility period 4) Substantial changes to the description of the action (incl. the mobility plan) 5) Change of the legal representative of the coordinating institution 6) Change of bank account information 7) Change of deadline for submission of reports > 30 days (without extension of eligibility period) 	<ol style="list-style-type: none"> 1) Change in the legal status/type of a beneficiary 2) Change of legal name of a beneficiary 3) Change of legal address 4) Change of language/website 	<ol style="list-style-type: none"> 1) Change of the address of a beneficiary (<i>not of the coordinator</i>) 2) Change of the legal representative of a beneficiary (<i>not of the coordinator</i>) 3) Change of the contact person (<i>i.e. person dealing with the project on a daily basis</i>) 	<ol style="list-style-type: none"> 1) Change of an associated partner within the partnership 2) Change of deadline for submission of reports (< 30 days) 3) Changes of contact data of the legal representative / contact person

	A.1 EXCHANGE OF LETTERS (Amendment)	A.2 AMENDMENTS VIA THE PARTICIPANT PORTAL (Amendment)	A.3 AMENDMENTS BY EMAIL (Amendment)	A.4 NOTIFICATION
PROCEDURE	<p>Request for an amendment by letter with supporting documents attached, dated and signed/sent by the legal representative of the coordinator.</p> <p>Submission of the request:</p> <p>For 1), 2), 3), 4) above:</p> <ul style="list-style-type: none"> • before it is due to take effect <p>For 5) and 6) above:</p> <ul style="list-style-type: none"> • as soon as the change occurs <p>For 1) to 7) above:</p> <ul style="list-style-type: none"> • at least 30 calendar days before the end of the period of eligibility of the grant agreement 	<p>Request for an amendment via the Participant Portal, introduced by LEAR.</p> <p>Submission of the request:</p> <ul style="list-style-type: none"> • as soon as the change occurs 	<p>Request for an amendment by an email by legal representative (or a letter dated and signed/sent by the legal representative of the coordinator attached to an email), where relevant together with supporting documents.</p> <p>Submission of the request:</p> <p>For 1) and 3) above:</p> <ul style="list-style-type: none"> • before it is due to take effect <p>For 2) above:</p> <ul style="list-style-type: none"> • as soon as the change occurs 	<p>Submission of the request for modification:</p> <ul style="list-style-type: none"> • as soon as the change occurs
EACEA	<p>Acknowledgement of receipt will be sent.</p> <p>The Agency approves or rejects the request for amendment in writing within 30 calendar days (indicative) after receipt of the request.</p> <ul style="list-style-type: none"> • Following approval/validation, the Agency sends an amendment letter. Pending such exchange of letters, changes are not considered as approved by the Agency. 	<p>Acknowledgement of receipt will be sent.</p> <ul style="list-style-type: none"> • A notification of the amendment will be sent. 	<p>Acknowledgement of receipt will be sent.</p> <p>The Agency approves or rejects the request for amendment in writing within 30 calendar days (indicative) after receipt of the request.</p> <p>For 1) above:</p> <ul style="list-style-type: none"> • Following approval/validation, the Agency sends an email. Pending such exchange of emails, changes are not considered as approved by the Agency 	<p>The Agency sends a notification in writing within 30 calendar days (indicative) acknowledging the change occurred.</p>

