



Kick-off Sport 2021

Erasmus+

*European Education and Culture
Executive Agency*

Administrative issues



3 topics covered

- Amendments
- Grant Agreement suspension
- Grant Agreement termination



Amendments (Article 39)

NEEDED: new beneficiary joining the partnership, extension of eligibility period, bank account, significant changes in planned activities / deliverables.

NOT NEEDED : name & address of the organisation, legal form, etc. but obligation to update information in the participant portal

In practice



How?

- Introduced by PcoCo
- Submits the change request via messaging system in the portal
- Edit changes, indicate why and submit supporting documents

When?

Amendments can be requested at any moment BUT...

- must be before the end of the action
- sufficiently in advance BECAUSE...

enters into force on the day of the signature of the receiving party

Amendments

Initiated by consortium

- Change of the partner organisations
- Change of the bank account
- Change of the project duration
- Change of Annex 1
- Etc.

Initiated by EU

- Change of the funding rate
- Change of the pre-financing
- Changes due to updates to the model Grant Agreement



Consortium-requested amendments

Consortium initiated amendments are generally linked to the project implementation

Amendments Main Steps

1. Launch the Amendment preparation in the F&T Portal
 - Compose Amendment in the F&T Portal
 - Lock the data → press button **EU review**
 - You can withdraw amendment until signature
2. EACEA PO assess:
 - if amendment request is valid/has to be sent back for revision/reject
3. When validated by PO → **PLSign in Portal** → Sign & Submit the Amendment to EC

RESEARCH & INNOVATION Grant Management Service

European Commission

MY PROJECT

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

07 Feb 2020

Launched Prepared Submitted Admissible Decision

Amendment preparation

(2)

Process documents

Process communications

Process history

Amendments of Grant Agreement Data

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

Completed

Latest Legal Data

Active Processes

Document Library

Communication Centre

Archived Processes

(1)

Chose the type of amendment

Grant Management

Amendments of Grant Agreement Data

Project Summary | **Amendment Information** | Beneficiaries | General Information | Reporting Periods | GA Information | GA Options | Financial Information | LF Overview | Work Packages | Deliverables | Milestones | Reviews | Critical Risks

DOCUMENTS

Amendment Information

EU signature date:

Beneficiary signature date:

Date of entry into force:

Amendment clauses

Automatic

	Business Referen	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"/>	AT5a	Removal of a linked third party
<input type="checkbox"/>	AT5b	Removal of an international partner
<input type="checkbox"/>	AT6a	Addition of a linked third party
<input type="checkbox"/>	AT6b	Addition of an international partner
<input type="checkbox"/>	AT7a	Change concerning a beneficiary/linked third party 'not receiving EU funding'

Validate

Type: CR (Consortium Requested)

Project Summary	Amendment Information	Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information

DOCUMENTS


Documents

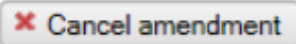
SAVE


Title	
▼ Amendment	
Amendment core	
Amendment request letter	
Grant Agreement Data Sheet	
Annex 1 - Description Of Action (part A)	
Annex 1 - Description Of Action (part B)	
Annex 2 - Estimated budget of the action	
<input type="checkbox"/> Annex 2a - Additional information on the estimated budget of the action (if unit costs are used)	



No file selected.

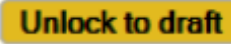

Consult officer


 Consortium Requested Amendment
AMD-981576-1


 Cancel amendment



05 Aug 2020
Launched Prepared Submitted Admissible Decision

  Amendment - AMD-981576-1 to validate

 Unlock to draft 

 Process documents

 Process communications

 Process history

MY PROJECT

Launch new interaction with the EU +

Consortium Requested Amendment
AMD-730254-11

14 Jul 2017

▶
○
○
○
○
◀

Launched Prepared Submitted Admissible Decision

+
PDF 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

▶
○
○
○
○
◀

Launched Prepared Submitted Admissible Decision

21 Sep 2017
(0/45 days)

▼ Process documents

≡ Expand All

≡ Collapse All

▼ Amendment (2)

Amendment - AMD-668995-2

PDF Amendment - AMD-668995-2
PDF Amendment core
PDF Annex 1 - Description Of Action (part B)
PDF Grant Agreement Data Sheet
PDF Amendment request letter

Progress status for this document type:

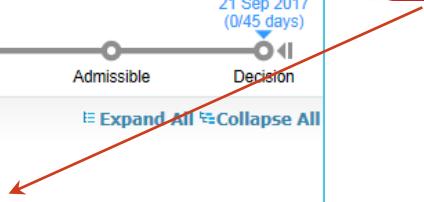
👤 [EU]
 👤 [999842536]

PDF Amendment - AMD-668995-2

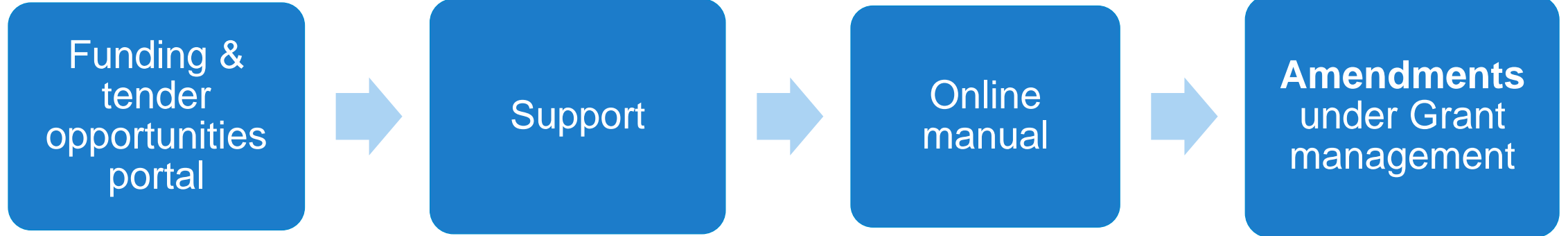
▶ Process communications
 No topics

▶ Process history

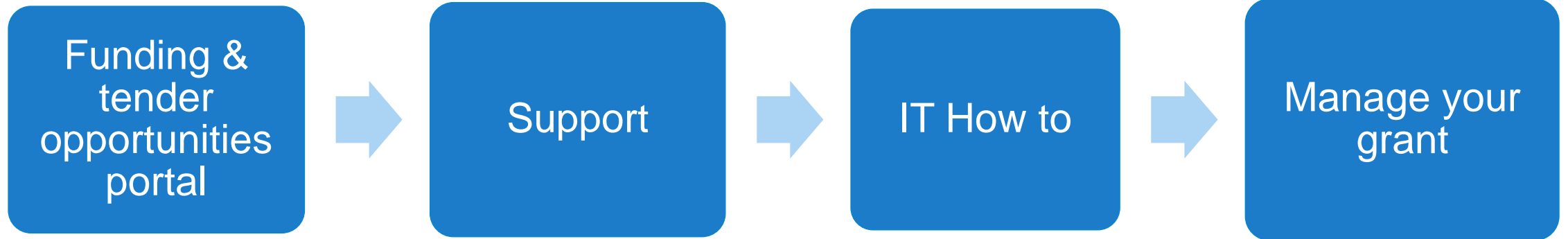
Unlock to draft
Sign & Submit



Where to find help?



Step by step with print screens





EU Initiated Amendments

EU-initiated amendments are generally needed for clauses which are restricted to the EU.

Grant agreement suspension

The suspension of the project can be requested by both parties - consortium or EU

Grant agreement suspension

Consortium initiated (Art. 31.1) **EU-initiated (Art. 31.2)**

If implementation of the project impossible

- exceptional circumstances — in particular force majeure

If beneficiary committing

- substantial errors, irregularities or fraud
- serious breach of obligations under this Agreement or during its award



Grant agreement termination

Grant agreement termination can be introduced by both sides - by consortium (Art. 32.1.) or by EU (Art. 32.3)

Through a justified request for amendment in the portal

It will take effect on the termination date specified in the amendment.

Thank you



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Additional Resources

- A presentation with tips on “**How to do better PowerPoint presentations**” can be found [here](#).
- A **Power Library** with example layouts, icons, and other PPT components is available [here](#).
- Images on various topics can be found on the [Audio-visual portal](#).
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 - Pixabay: pixabay.com
 - It's good practice to credit the photographers in the slide notes.