

***PRACTICAL INFORMATION ON HOW TO MAKE
AMENDMENTS TO THE GRANT AGREEMENT***

INTRODUCTION

The purpose of this document is to provide practical information to Erasmus Mundus Joint Master Degrees (EMJMD) beneficiaries on how to make amendments to the grant agreement.

There are broadly four (4) types of amendments:

1. Amendments via an exchange of letters
2. Amendments via the participant portal
3. Amendments by email
4. Notifications

For further information, please contact us via the functional mailbox:

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SUMMARY TABLE OF AMENDMENTS TO THE 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 consortium composition 2) Change of the coordinating institution 3) Extension of the period of eligibility 4) Changes in the content and/or structure of the EMJMD course 5) Change of the legal representative of the coordinator 6) Change of bank account information 7) Change of deadline for submission of reports > 30 days (<i>without extension of eligibility period</i>) 8) Budget transfers 	<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 EMJMD on a daily basis</i>) 	<ol style="list-style-type: none"> 1) Change of an associated partner within the consortium 2) Change of deadline for submission of reports (< 30 days) 3) Changes of contact data of the legal representative / contact person

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) and 8) 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>For 1) above:</p> <p>Following analysis of the change request, the Agency validates the scholarship transfer in the EMT.</p> <p>For 2), 3) above:</p> <p>The Agency sends a notification in writing within 30 calendar days (indicative) acknowledging the change occurred.</p>

A.1 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.1.1 Change in the consortium composition

A change in the consortium composition may involve one of the beneficiaries, or the coordinator. The latter case is dealt with separately under A.1.2

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

¹ Amendments are covered in article II. 12 of the Special Conditions of the Grant Agreement.

- 1) from 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 consortium).

A.1.2 Change of the coordinator

A change of coordinator may occur for several reasons:

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

A change of coordinator must always be endorsed by both organisations concerned (endorsement signed by their legal representatives): the former coordinator (assignor) which renounces to all its rights and obligations in the context of the grant agreement, and the new coordinator (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 coordinator.

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

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

A.1.3 Extension of the period of eligibility

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

A.1.4 Changes in the content and/or structure of the EMJMD course

It may happen that changes in the content and/or structure of the EMJMD are envisaged by the consortium, e.g. the creation of new mobility tracks, a substantial change in the management structure of the consortium or a change in the facilities/services offered to students. As 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.

It should be noted that the selected EMJMD consortia commit themselves to maintain the EMJMD in the form approved in the grant agreement. The Agency will therefore not approve substantial changes to the content of the Master course (e.g. a change of discipline or thematic focus of the course) as such changes would undermine the basis on which the EMJMD selection decision has been taken.

A.1.5 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.1.6 Change of bank account information

Such request must include a completed and duly signed Financial Identification form available on the following website: http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm.

A.1.7 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.

A.1.8 Budget transfers

As a general rule, reallocation of scholarships is not allowed if the transfer request concerns the two different budgetary headings of EMJMD meaning between Heading 1 – the core budget line financing the Programme/Partner Country scholarships of students in the main list, and Heading 4/EDF– the EU external action funding instruments financing the scholarships).

Requests for scholarship transfers must be entered in the EMT as soon as they occur and be included in the regular reporting obligations of the consortium.

A.2 AMENDMENTS VIA THE PARTICIPANT PORTAL

The Participant 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 Participant Portal and submitting the information related to the change.

Changes of organisation data of a beneficiary will have to be communicated by the Legal Entity Appointed Representative (LEAR), or the person with Account Administrative role, and provide the supporting documents² via the **My Organisations** option in the organisations menu by using the Unique Registration Facility (URF) hosted in the Participant Portal under the following link:

<https://ec.europa.eu/education/participants/portal/desktop/en/organisations/register.html>

Changes made by the beneficiaries in the Participant 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

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 a letter sent to the coordinator. Pending such letter, the above-mentioned changes are not considered approved by the Agency.

A.3 AMENDMENTS BY EMAIL

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

A.3.1 Change of the address of a beneficiary (*not of the coordinator*)

Such a modification is made by the LEAR of the beneficiary in the Participant 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.

A.3.2 Change of the legal representative of a beneficiary (*not of the coordinator*)

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

² An updated and duly completed and signed Legal Entity form available under the following website:
http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm
together with the related supporting documents.

A.3.3 Change of the contact person (i.e. responsible for the management of the EMJMD)

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, it should be signed by the legal representative of the coordinator. 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.

A.4 MODIFICATIONS REQUIRING A NOTIFICATION TO THE AGENCY

In complement to the EMJMD 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 EMJMD.

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

A.5 OTHER CHANGES

All other changes should be communicated to the Agency. The EMJMD 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.