



Amedment and Reporting procedure

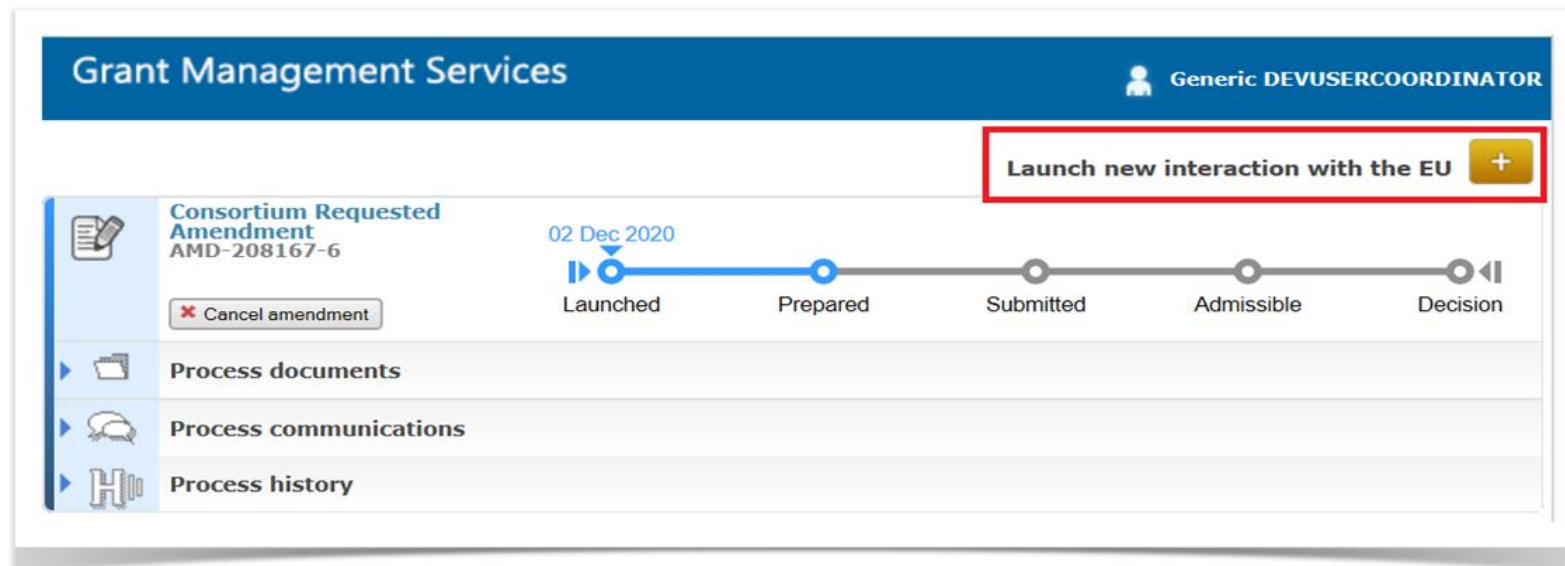
Mariangela PELLICCIA
Call Coordinator(ECHO.B.3)

How to launch an amendment

Participants Portal link: [https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/How+to+launch+an+amendment#Howtolaunchan amendment-Step1:TheCoordinatorlogsintotheFunding&TendersPortal](https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/How+to+launch+an+amendment#Howtolaunchan+amendment-Step1:TheCoordinatorlogsintotheFunding&TendersPortal)

How to launch an amendment

- Step 1: The Coordinator logs in to the Funding & Tenders Portal.
- Step 2: The Coordinator launches the amendment request, prepares all data and sends to the EU for review
 - a. Launching a new interaction with the Service.



i Only the Coordinator Contact Person can perform this action

Choose the relevant option

a) launch a new amendment request based on the latest legal data (option selected by default):

Launch new interaction with the EU

Choose one of the options below



Request for Amendment - *Process revised! More info on the [Online Manual](#) and the [IT HOW TO](#) wiki.*
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*

Launch

b) or launch a new amendment request based on a previous amendment (for the same project):

Launch new interaction with the EU

Choose one of the options below



Request for Amendment - *Process revised! More info on the [Online Manual](#) and the [IT HOW TO](#) wiki.*
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-200555-2](#)
☐ [AMD-200555-9](#)

Launch

Step 3: Preparing the amendment data

The screenshot displays the 'Consortium Requested Amendment' interface for AMD-981576-1. At the top, a progress bar shows the stages: Launched (05 Aug 2020), Prepared, Submitted, Admissible, and Decision. Below the progress bar, a 'Cancel amendment' button is visible. The 'Amendment preparation' task is highlighted with a red box and a warning icon. To the right of this task is a 'Lock for review' button. Below the task list, there are three expandable sections: 'Process documents', 'Process communications', and 'Process history'.

i Only the Coordinator Contact Person can perform this action

The task Amendment preparation will be available, as soon as the button Lock for Review appears.

Once officially requested, the person launching the amendment request can cancel the request at any point before the signature of the PLSIGN.

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 L

Consortium Requested Amendment
AMD-779593-2

 Amendment preparation

Documents

No documents for this process.

Messages

Write a message...

Launch new interaction with the Service

11/02/2015

Launched

Prepared

Requested

Admissible

Decision

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
 Call: H2020-Adhoc-2014-20 Resp. Unit: RTD/B/07 Action: CSA Duration: 8										

   DOCUMENTS

Project Summary

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

Responsible Unit:
Call:
Topic:
Type of Action:
Duration:

RTD/B/07
H2020-Adhoc-2014-20
INNOSUP - INNOSUP
CSA
8

Budget Information:

Total Costs in the Proposal:
Max EU Grant Amount(following evaluation):
Total Costs:
Maximum Grant Amount:

14,112.00 €
17,640.00 €
1.00 €

0.01 % of total costs

Officers:

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

Amendment Information:

AMD Number:
AMD Reference:
AMD Type:

-
AMD-779593-2
CONSORTIUM_REQUESTED

MY PROJECT

HORIZON 2020

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 TROOSTENBERGH

See all data ...

H2020 ONLINE MANUAL

IT HELP

Launch new amendment or task



Consortium Requested Amendment
AMD-700300-1



Amendment Request data preparation

Involve PO

Lock for Review



Grant Agreement accession 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 Miclha. 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



Messages

Consortium Requested Amendment AMD-890730-1

26/11/2014

Launched Prepared Requested Admissible Decision

AmendmentAMD-890730-1 signature and submission

Unlock to draft Sign & Submit

AmendmentAMD-890730-1

AmendmentAMD-890730-1

Consortium Requested Amendment AMD-779649-5

18/02/2015

Launched Prepared Requested Admissible Decision

04/04/2015 (0/45 days)

Withdraw amendment

Documents

Amendmen...-779649-5 Amendmen...-779649-5

AmendmentAMD-779649-5

Amendmen...st letter Annex 2 ...he action Annex 1 ... (part B) Annex 1 ... (part A)

Amendmen...-779649-5 Amendment core

Progress status for this type of task:

EU 966984368

Messages

Coordinator SMOTHERS, Donald signed and submitted the amendment request on 18.02.2015 15:51

Coordinator started to draft the amendment request on 18.02.2015 15:32

i Only the Project Legal Signatory can sign and submit the amendment request.

What happens after the submission of the amendment request?

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

1. May request additional information/clarification
2. May reject the request
3. May agree and accept it

Reporting and payments

Participants Portal link: <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Reporting+and+payments#Reportingandpayments-Introduction>

Project reporting obligations

- A. **Continuous Reporting:** available from the beginning of a project
(collaborative: all beneficiaries can edit)

- B. **Periodic Reporting:** available at the end of a reporting period

Completing the Deliverables tab

- At the beginning of each project, all beneficiaries will receive a notification to contribute to the continuous reporting tabs. The continuous reporting is collaborative.
- To fill in the information the beneficiary must log on to the Funding & Tenders Portal and access the relevant project.

Completing the Deliverables tab

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

Help

Generic DEVUSERCOORDINATOR

MY PROJECT

HORIZON 2020

Call: H2020-SCC-2015
Type of Action: CSA
Acronym: 920939 AURI
ThirdParty [ABAC: ABACBUDL]
Current Phase: Grant Management
Number: 920939
Duration: 36 months
GA Signed On: 26 Oct 2017
based on the H2020 General MGA — Multi - 4.0
Start Date: 26 Oct 2017
Estimated Project Cost: €819.00
Requested EU Contribution: €20.00
Contact: Fadime ALTINTAS

Latest Legal Data
Process List
Document Library
Communication Centre

H2020 ONLINE MANUAL

HOW TO

Periodic Reporting
REP-920939-2 - period 01/07/2015 > 31/12/2016

15 Nov 2017
Draft

02 Mar 2017 (315/60 days)
Submitted

Paid

Technical Part contribution
Financial Part AST [PIC 973276467] drafting
Financial Part LANCA [PIC 999840984] (as TP) drafting
Periodic Report composition

Lock for review
Lock for review
Lock for review
Submit to EU

Process documents
Process communications
Process history

Periodic Reporting
REP-920939-1 - period 26/04/2016 > 25/10/2017

26 Oct 2017
Draft

Submitted

Paid

Process documents
Process communications
Process history

Continuous Reporting
920939 - 920939 AURI
ThirdParty [ABAC: ABACBUDL]

26 Oct 2017
Started

Completed

Continuous reporting data

Process documents
Process communications
Process history

Continuous Reporting Module

The status of the deliverable is:

Deliverables											
 For each Deliverable, a single file (max 52MB) can be uploaded											
WP No	Del Rel. I	Del No	Title	Lead Benef	Nature	Dissemination	Est. Del. Date	Receipt Date	Approval Date	Status	
WP1	D1.1	D1	Contrat de r	GIP JCI	Report	Confidential	31 Jan 2017			Pending	
WP1	D1.2	D2	Kick off mee	Frenc...	Demonstrato	Confidential	31 Jan 2017			Pending	
WP1	D1.3	D3	Calendrier d	Frenc...	Report	Confidential	31 Jan 2017			Pending	
WP1	D1.4	D4	Invitation au	Frenc...	Report	Confidential	28 Feb 2018			Pending	

WP2	D2.1	D4	Dissemination	APRE	Report	Public	30 Apr 2015	30 Apr 2015	26 Nov 2015	Approved	
WP2	D2.2	D5	'How to write	STIS/...	Websites, pat	Public	31 Jul 2018			Pending	

- The status of the deliverable is 'Pending' when a deliverable hasn't been uploaded yet.
- When the status is displayed with a red background (**Pending**) this means that the estimated delivery date has passed.

Periodic Reporting (end of the action)

1) All beneficiaries receive a notification and log on to the Participant Portal. All beneficiaries are asked to:

- Contribute to the Technical Part of the Periodic Report
- Complete their own Financial Statement
- E-sign and submit their Financial Statements to the Coordinator

2) The Coordinator approves the elements of the Periodic Report & submits to the EU Services (one single submission).

3) The EU Services review the submitted Periodic Report and accept or reject it.

4) Payment is processed.



RESEARCH & INNOVATION
Participant Portal - Grant Management Services

Help

abc DEF

MY PROJECT



HORIZON 2020

Call: H2020-SCC-2015
Type of Action: CSA
Acronym: 119261 TEST [ABAC: ABACBUDL]
Current Phase: Grant Management
Number: 119261
Duration: 36 months
Start Date: 17 Jan 2010
Estimated Project Cost: €819.00
Requested EU Contribution: €20.00
Contact: [Genevieve VALLIER](#)

Latest Legal Data
Process List
Document Library
Communication Center

Launch new interaction with the EU

+

Periodic Reporting

REP-119261-1 - period 17/01/2010 > 16/07/2011

14 Mar 2017 15 Sep 2011 (2068/60 days)

Draft Submitted Paid

Technical Part contribution

Lock for review

Financial Statement AST [PIC 973276467] drafting

Lock for review

Periodic Report composition

Submit to EU

Process specific documents

Process specific communications

Continuous Reporting

119261 - 119261 TEST [ABAC: ABACBUDL]

14 Mar 2017

Started Completed

Continuous reporting data

Process specific documents

Process specific communications

Proposal Management & Grant Preparation

119261 - 119261 TEST [ABAC: ABACBUDL]

01 Mar 2017 13 Apr 2017 (1/30 days)

Submitted Informed Invited Prepared Signed Paid

GA Declaration - GAP-119261 - 973276467 signature by other beneficiaries

Process specific documents

Process specific communications

H2020 ONLINE MANUAL

 **HOW TO**

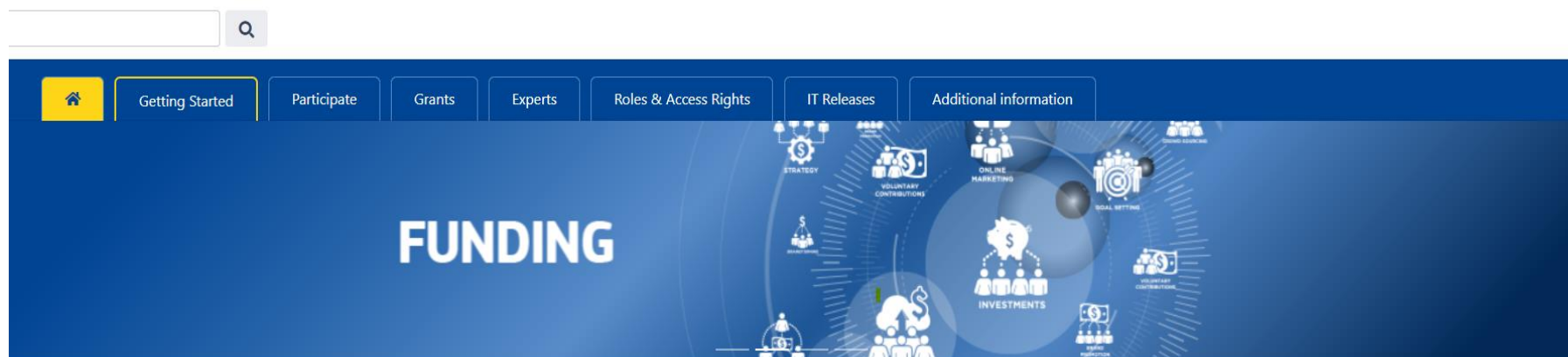
© European Communities - Version 1.13.1

Periodic Reporting step by step: <https://webgate.ec.europa.eu/funding-tenders-opportunities/pages/viewpage.action?pageId=8913035>



European
Commission

How to



How to Participate

Learn all that you need to apply for EU funding, from how to register your organisation to how to submit your proposal, including how to manage the roles and access rights to your organisations, proposals and future projects.



Manage your Grant

All IT support information to help you with the signature of your Grant Agreement, as well as the management of your project in the IT tools: amendments, continuous and periodic reporting, communication with the granting authorities, audits, etc.



Work as an Expert

Learn all you need as an expert, from the registration process, including how to read and sign your expert contracts and how to draft and submit payment requests, to how to evaluate the proposals assigned to you using the IT tools.

Reference Documents

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents>

[Home](#) | [SEARCH FUNDING & TENDERS](#) | **[HOW TO PARTICIPATE](#)** | [PROJECTS & RESULTS](#) | [WORK AS AN EXPERT](#) | [SUPPORT](#)

Union Civil Protection Mechanism (UCPM) [clear filter](#)

 The option to add new roles in an organization or in a project is currently unavailable. The technical team is working to fix this as soon as possible. We apologize for any inconvenience this may cause. [×](#)

Programming period

2021-2027 [▼](#)

Union Civil Protection Mechanism (UCPM) [×](#)

Clear filter

Reference Documents

Grants

This page includes reference documents of the programmes managed on the EU Funding & Tenders portal starting with legal documents and the Commission work programmes up to model grant agreements and guides for specific actions.

Please select the programme to see the reference documents.

Procurement

Reference Documents related to tendering opportunities are published on [TED eTendering](#) in the calls for tenders.

[Expand all](#)

- [+ Legislation](#)
- [+ Work programme & call documents](#)
- [+ Grant agreements and contracts](#)
- [+ Guidance](#)
- [+ **Templates & forms**](#)
- [+ Funding & Tenders Portal](#)

Helpdesk & Support Services

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/helpdesks;programCode=UCPM2027>

IT Helpdesk: answers your questions about the Funding and Tenders Portal tools



IT Helpdesk

The IT Helpdesk answers your questions about the Funding & Tenders Portal tools and processes.



Europe Direct

Questions about the EU? Europe Direct can help.



Participant Validation Service

The service deals with enquiries about the validation process of legal entities for all the EU programmes. However, you are requested to contact the Validation Services via the Participant Register first. If you do not have access to the Participant Register, you can submit here your enquiry.



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Thank you



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