

PROJECT MODIFICATION DURING THE IMPLEMENTATION

Project team change

Merging of project periods

Decrease of output and result indicator ≤ 20%

Budget reallocation between budget headings ≤ 20% or ≤ 10.000EUR

Budget description

Non-substantial changes in activities

Other (e.g. change of a legal representative, or a project bank account, etc.)

Requesting and the Modification

Before finalising and submitting the request, LB should consult with the assigned JS Programme Manager

Lead Beneficiary (LB) fills in the Request for Modification - the first sheet in all cases, the second sheet for the budget modifications

+ Addendum

JS prepares Addendum to the Subsidy Contract

MA/JMC approves/rejects the Request

JS sends signed
Addendum to the LB

LB signs it and sends back to the JS

JS enters the modification into IMIS

rejection
the JS informs the LB
end of procedure

Other Project Changes +

STEP 3
LB informs

other Beneficiaries



JS reviews the Request for Modification (if needed, asks the LB for the completion /improvement)



STEP '

LB signs and submits the Request for Modification via e-mail to the assigned Programme Manager (JS) **Change of Beneficiaries**

Substantial changes in the project's overall objective

Decrease of output and result indicator > 20%

Substantial changes of project activities

Budget reallocation between budget headings cumulatively 20% and 10.000EUR

Prolongation of the project duration

Other Project Changes

JS approves/rejects the modification request

approval
the JS notifies the LB
via e-mail and registers
the changes IMIS

LB signs it and send back to the JS

JS enters the modification into IMIS

JS approves/rejects

rejection
the JS informs the LB
end of procedure

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