

Amendment request for KA121 and KA151 projects

(<https://wikis.ec.europa.eu/display/NAITDOC/Amendment+request+for+KA121+and+KA151+projects>)

Beneficiaries are able to request **amendments** to a KA121 or KA151 project, by generating and submitting an **amendment request** from their project in Beneficiary module. Only the contact person(s) of the beneficiary organisation with edit rights to the project are able to generate and submit an amendment while the project is in status **Project ongoing**.

Any previously submitted amendment requests must have been finalised (either accepted, cancelled or rejected) before a new amendment request can be submitted. The submission of the request will not be possible if there is already an ongoing mobility activities import process. The number of amendment requests for a project is unlimited.

- **Regular amendment requests** are permanently available in Beneficiary module.
- The **Interim amendment exercise** is a specific type of amendment, available only for a specific period.

The steps for the preparation and submission of an amendment request are as follows:

1. **Generate the amendment request**
2. **Edit the draft request**
3. **Submit the request**

This page explains how to create and submit an amendment request for a project from Beneficiary module. In the example below, we are using a KA121-ADU, call 2022 project.

You can find the [amendment request templates](#), per action type and call year, at the bottom of the page for your reference.

Before you start filling the report, please familiarise yourself with the basic report functionalities explained on page [Basic functionalities in report forms in beneficiary projects](#).

Fields may vary depending on the action type and call year of your project. Please read the onscreen information carefully.

- **Erasmus+**
 - **KA121** - Accredited projects for mobility of learners and staff in school education, vocational education and training, and adult education
 - **KA151-YOU** - Mobility of young people for accredited organisations

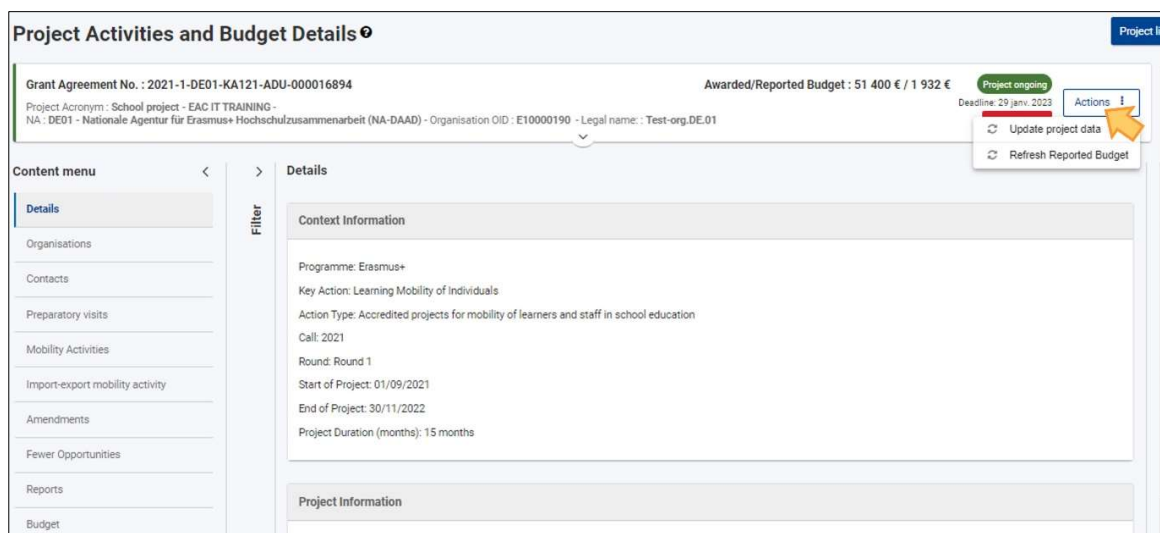
Steps

1. Check that the project is up-to-date

Access your project and check if it is up-to-date.

You may want to use the **Update project data** functionality, available from the **Actions** button in the project details header, to make sure any changes to organisations, contacts or awarded budget from the NA's project management system were correctly transferred to your project, where applicable. See [Updates to project data in Beneficiary module](#) for additional information.

Use the option to **Refresh Reported Budget** to ensure that the reported budget in your project is also up-to-date. See [Budget in projects](#) for additional information.



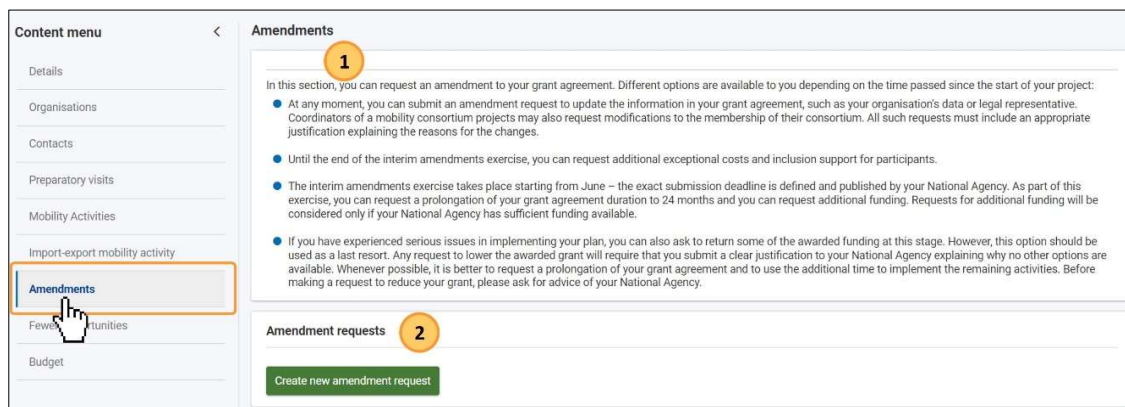
2. Access the "Amendment" section in your project

Click on **Amendments** in the **Content menu** to access the Amendments section of your project.

The **Amendments** screen opens, displaying:

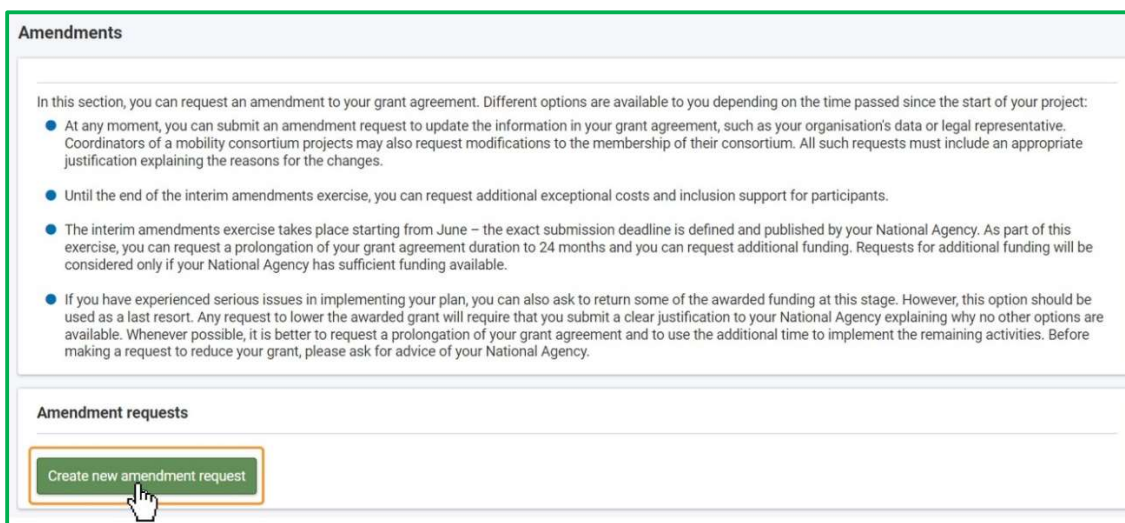
1. **Information** regarding **Amendment requests**, providing relevant information on the requests already submitted. The information displayed depends on the Action type of your project.
 - o Read the available information carefully.
2. **Create new amendment request** button, which is used to start creating an amendment request.

Any previously submitted amendment requests must have been finalised (either accepted, cancelled or rejected) before a new amendment request can be submitted.



3. Click on "Create new amendment request"

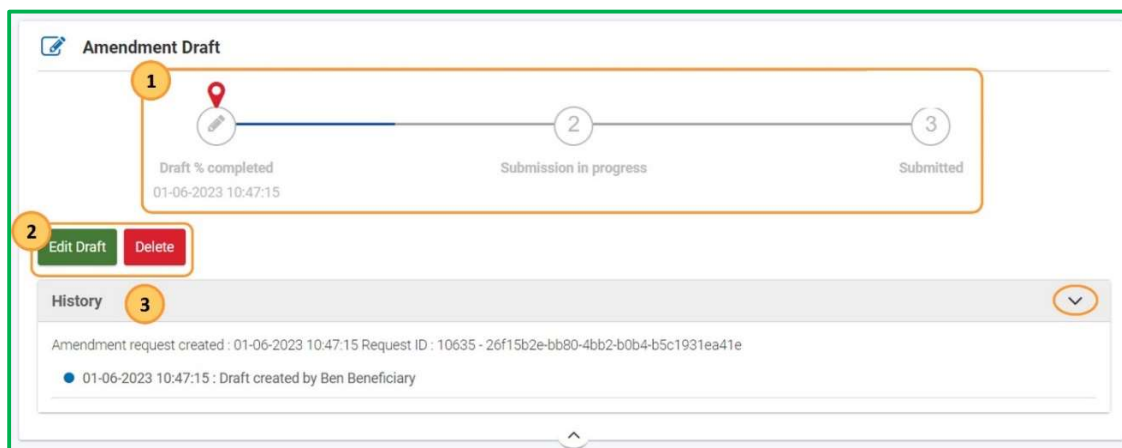
Initiate a request by clicking on the **Create new amendment request** button. A success message displays. The button will not be available if there is already an ongoing amendment request.



A **timeline graphic (1)** becomes available, showing your progress in preparing and submitting the request, and the different phases involved. The **Edit Draft** and **Delete** buttons **(2)** become available.

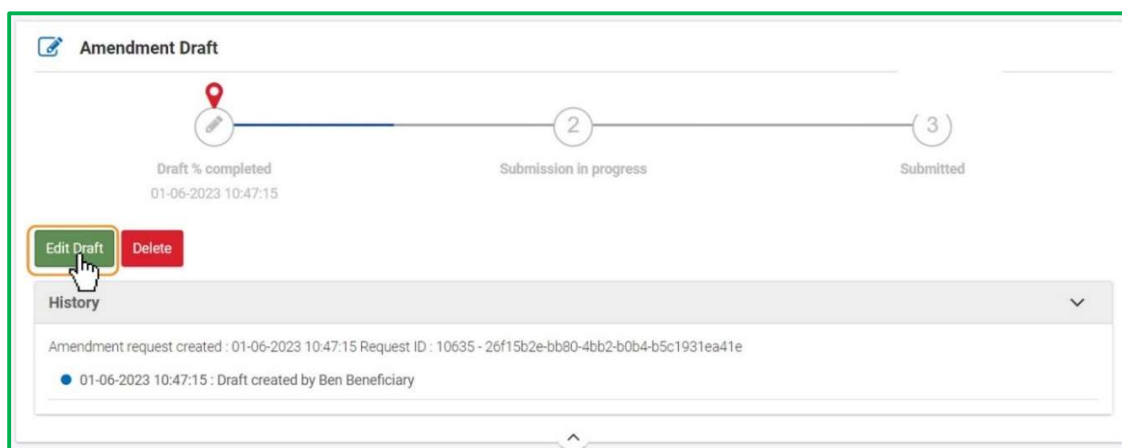
Edit and Delete are only available for Amendment requests in status **Draft** and **Submission in progress**. In addition, you can view the **History (3)** of the request. Use the dedicated arrow to expand or collapse the history section which contains more details on the progress.

If there was a previous amendment request, its content, except the Annexes, is copied into the newly created request.



4. Click on "Edit Draft" to open the request details screen

Once you have generated the request, click on **Edit Draft** to open it. Use this button every time you need to update the draft request. You will then be directed to the request details screen.



5. The Amendment form opens

The amendment request form opens, with the **navigation menu (1)** on the left, allowing you to easily access the various parts to complete, and the **content/work area (2)**, displayed based on your selection in the menu.

The request form consists of several sections **(1)**. Navigate through the sections either by scrolling up/down in the content area **(2)**, or by clicking on the section titles in the **Navigation** panel. The top section indicates the completion percentage **(3)** of the saved draft report.

The sections available depend on the Action type and call year of the project.

If you leave the request screen, you can return to it at any time by clicking on the **Amendments** tab in your project, then clicking on the **Edit Draft** button.

The example below shows the amendment request form for a **KA121** project.

| Project details | |
|-------------------------------|---|
| Applicant organisation: | Test-org.NL.01 |
| Applicant organisation OID: | E10000163 |
| Project code: | 2022-1-NL01-KA121-ADU-000016990 |
| Action type: | Accredited projects for mobility of learners and staff in adult education [KA121-ADU] |
| Field: | Adult Education |
| Project start date: | 01-06-2022 |
| Project end date: | 31-08-2023 |
| Accreditation code: | 2021-1-NL01-KA120-ADU-000016942 |
| Accreditation type: | Accreditation for an individual organisation |
| Number of consortium members: | - |
| Grant awarded: | 36 500,00 € |

6. Review "Project Details", "Current budget usage" and "Activities"

Review the sections **Project Details**, **Current budget usage** and **Activities** in the amendment request, to ensure all information in your project, transferred to the amendment request, is up-to-date and correct.

Any changes you may want to make before you submit the amendment must be made in the relevant project sections.

Only **complete mobility activities and group activities**, where applicable, are included for calculations in the Amendment request form.

6.1. Review "Project Details"

The **Project details** section provides general information on your project, such as **Applicant organisation**, **Applicant organisation OID**, **Project code**, **Project start and end date**, and more.

All information is read-only, except for the field **Language used to fill in the form**. Here you can select the language you are using to fill in the request, from a drop-down list.

6.2. Review "Current budget usage"

This section of the amendment request provides the budget overview of your project in various tables, depending on the action type of the project.

The calculation for the **Grant reported** is based on the data you have introduced in your project. Calculation for **completely encoded activities** includes all activities marked as complete, regardless of their timing, while the calculation for **implemented activities** includes only completely encoded activities with an end date in the past.

Please make sure the data in your project is fully accurate and up-to-date before submitting your amendment request.

You can use the option to [Refresh Reported Budget](#) from the **Action** buttons in the project header to ensure the reported budget in your project is also up-to-date.

The following tables present the budget overview of your project. Calculation for 'Grant reported' is based on the data you have introduced in the reporting tool. Calculation for completely encoded activities includes all activities marked as 'complete' in the reporting tool regardless of their timing, while calculation for implemented activities includes only completely encoded activities with end date in the past. Please make sure the data in the reporting tool is fully accurate and up to date before submitting your amendment request.

| Budget category | Grant reported (completely encoded activities) | Grant reported (implemented activities) | Grant awarded |
|-------------------------------------|--|---|-----------------|
| Organisational support | 450,00 € | 100,00 € | N/A |
| Travel | 410,00 € | 410,00 € | N/A |
| Individual support | 2 240,00 € | 1 120,00 € | N/A |
| Linguistic support | 0,00 € | 0,00 € | N/A |
| Course fees | 80,00 € | 80,00 € | N/A |
| Inclusion support for organisations | 200,00 € | 100,00 € | N/A |
| Preparatory visits | - | - | N/A |
| Total (standard costs) | 3 380,00 € | 1 810,00 € | 100,00 € |

| Budget category | Grant reported (completely encoded activities) | Grant reported (implemented activities) | Grant awarded |
|------------------------------------|--|---|---------------|
| Inclusion support for participants | 147,00 € | 125,00 € | 1 500,00 € |

6.3. Review "Activities" and confirm the data is correct and complete

This section presents the activities implemented so far, compared with indicative targets defined in the grant agreement. The tables displayed include only completed activities (marked as **Complete** in your project) with an end date in the past.

| Activity Type | Number of participants | | Total duration(in days) | | | Number of accompanying persons | | | Total duration (in days) for accompanying persons | | | Number of persons in preparatory visits | | | |
|--|------------------------|-------------|-------------------------|-------------|---------------------|--------------------------------|---------------------|-------------|---|-------------|---------------------|---|----------|----------|-------------|
| | Indicative target | Implemented | Indicative target | Implemented | Indicative planning | Implemented | Indicative planning | Implemented | Indicative planning | Implemented | Indicative planning | Implemented | | | |
| | | | | | | | | | | | | | | | |
| Group mobility of adult learners | 30 | 0 | 0% | 750 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% | 2 | 3 | 150% |
| Courses and training | 20 | 0 | 0% | 600 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% | 0 | 0 | 0% |
| Short-term learning mobility of adult learners | 20 | 1 | 5% | 600 | 8 | 1.33% | 0 | 0 | 0% | 0 | 0 | 0% | 1 | 0 | 0% |
| Total | 70 | 1 | 1.43% | 1950 | 8 | 0.41% | 0 | 0 | 0% | 0 | 0 | 0% | 3 | 3 | 100% |

| Activity Type | Number of participants with fewer opportunities | Number of participants in blended activities | Number of persons using sustainable means of transport (green travel) |
|---------------|---|--|---|
| | | | |

Below the table(s), you must confirm that the data available in the project is correct and complete, and also confirm that the National Agency may read and analyse the data for the purpose of processing this request. Select the relevant options.

Activities in the navigation menu will be marked with a green check.

| Activity Type | Number of participants with fewer opportunities | | | Number of participants in blended activities | | | Number of persons using sustainable means of transport (green travel) | | |
|--|---|-------------|--------------|--|-------------|-----------|---|-------------|--------------|
| | Indicative target | Implemented | | Indicative target | Implemented | | Indicative target | Implemented | |
| Group mobility of adult learners | 30 | 0 | 0% | 30 | 0 | 0% | 30 | 0 | 0% |
| Courses and training | 5 | 0 | 0% | 20 | 0 | 0% | 20 | 0 | 0% |
| Short-term learning mobility of adult learners | 20 | 1 | 5% | 20 | 0 | 0% | 20 | 1 | 5% |
| Total | 55 | 1 | 1.82% | 70 | 0 | 0% | 70 | 1 | 1.43% |

I confirm that the data encoded in the Erasmus+ reporting tool is correct and complete at the time of submitting this request. *

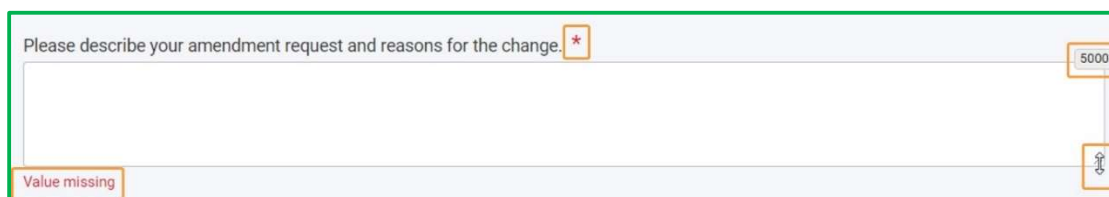
I agree that the National Agency may read and analyse the data encoded in the Erasmus+ reporting tool for the purpose of processing this request. *

7. Fill in the request

Before you start filling in the request, please familiarise yourself with the basic functionalities explained on the page [Basic functionalities in report forms in beneficiary projects](#).

Take note of the following when filling in the request:

- **Check and fill in the request in the sequence** in which the sections are listed in the navigation menu, as the information provided in one section may affect fields in later sections.
- Read the information on each screen carefully when filling in the request. An answer to a question may lead to additional fields that need to be filled in.
- The request is saved automatically, as you progress through the sections.
- Mandatory fields are marked with a red asterisk (*) and have the message **Value missing** underneath, if not filled in.
- Text fields have a limited number of characters allowed. The maximum number of characters that can be used in each answer is indicated in the top right corner of the text field. This number decreases as you type. Once you have reached the maximum number of characters allowed, the counter displays 0 (zero) in red.
- You can adjust the size of a text field by dragging down/up the bottom right corner of the field.



The image shows a screenshot of a text input field. The text inside the field reads "Please describe your amendment request and reasons for the change." followed by a red asterisk. In the top right corner of the field, the number "5000" is displayed. Below the field, the text "Value missing" is shown in a red box. A small icon of a hand with arrows is visible in the bottom right corner of the field, indicating that the field's size can be adjusted by dragging.

7.1. Fill in the "Amendment request" section, if applicable

In this section, if available, you can request the specific changes to your project:

- **Extension of your grant agreement to 24 months**
- **Funds for additional activities**
- **Request a reduction of your project grant**
- **Funds for exceptional costs or inclusion support for participants**
- **Other kinds of amendments or change requests**

Use the available drop-down lists to indicate the requested changes and provide any other information. By default, **No** is selected for the amendment request options.

The screenshot shows the 'Amendment requests' section of a web form. On the left, a sidebar contains a list of sections: 'Project details', 'Current budget usage', 'Activities', 'Amendment requests' (highlighted with a green box and a checkmark), 'Annexes', and 'Checklist'. The main content area is titled 'Amendment requests' and contains several questions, each with a dropdown menu set to 'NO':

- 'Would you like to request a prolongation of your grant agreement to 24 months?' (dropdown: NO)
- 'Would you like to request funds for additional activities?' (dropdown: NO)
- 'Would you like to request a reduction of your project grant? *' (dropdown: NO)
- 'Would you like to request additional funds for exceptional costs or inclusion support for participants?' (dropdown: NO)
- 'Would you like to make any other kind of amendment or change request?' (dropdown: NO)

There are two 'Important note' sections: one for additional funds and one for reduction of project grants. An explanatory paragraph is also present: 'If you have experienced serious issues in implementing your project plan, you can ask to return some of the awarded funding. However, this option should be used as a last resort. Whenever possible, it is better to request a prolongation of your grant agreement and to use the additional time to implement the remaining activities. Before making a request to reduce your grant, please ask for advice of your National Agency. Unjustified requests to return funds may be rejected.'

Additional fields become available after selecting **Yes** for a request, and must be filled in.

If you request funds for additional activities, it will not be possible to request a reduction of your project grant.

This screenshot shows the 'Amendment requests' form after the user has selected 'YES' for 'request funds for additional activities'. The dropdown menu for this question is now set to 'YES'. This selection has triggered the appearance of several additional fields:

- A text box for 'Please explain your request for prolongation. *' (with a character limit of 5000) is now visible, but it contains 'Value missing'.
- A dropdown menu for 'Would you like to request funds for additional activities?' is set to 'YES'.
- An 'Important note' section is displayed below the dropdown.
- A question 'How much additional funding would you like to request? This request concerns only budget categories based on unit costs. It does not include inclusion support for participants and exceptional costs, which can be requested separately. *' is followed by a numeric input field set to '0,00 €' and a 'Value missing' error message.
- Below this, there is explanatory text: 'In terms of percentage, your request translates to an increase of 0%. If additional funding is approved, your indicative targets for all activities will be increased by the same percentage. Please note that requests for additional funding will be considered only if your National Agency has additional funding available.'
- Finally, another text box for 'Please explain your request for additional activities. *' (with a character limit of 5000) is shown, also containing 'Value missing'.

If you select to request **additional funds for exceptional costs or inclusion support** for participants, a table displays where the cost can be requested. See [below](#) for details.

7.2. Fill in the "Interim amendments exercise" section, if applicable

Change requests specified in the **Interim amendments exercise** section can be made only during the period of the interim amendment exercise, as defined by your National Agency. The availability of the section depends on the action type and call year of the project.

Click on the **Interim amendments exercise** section, already marked with a green check. It is here that you can indicate the type of required amendment(s). Use the available tick boxes to request:

- **Request funding for additional activities**, and/or
- **Prolong grant agreement duration to 24 months**, which is only applicable for projects with a duration of 15 months,

and answer the questions that display as a result of your selection on the screen.

If your request does not fall into one of the available categories, do not make any selection here, but access the **General requests** section.

In our example, we select both options and provide the required information in the newly displayed fields.

7.3. Check and update the "Exceptional costs and inclusion support for participants" section, if applicable.

The **Exceptional costs and inclusion support for participants** section is only available for **KA121** and **KA151** projects from call **2022 onward**.

Click on the section to submit additional requests for **exceptional costs and inclusion support for participants**.

A table is available, where you can add the relevant cost type and the required mandatory information, such as **Activity type**, **Number of participants** and **Eligible amount** in EUR.

Use the **Add row** button to add additional real costs, if required. An added cost can be deleted by clicking on its corresponding **Remove** button.

Exceptional costs and inclusion support for participants

In the table below you can submit additional requests for exceptional costs and inclusion support for participants.

| Cost type | Activity Type | Estimated number of participants | Description and Justification | Estimated cost (EUR) | Support rate (%) | Eligible amount (EUR) | Action |
|-----------|---------------|----------------------------------|-------------------------------|----------------------|------------------|-----------------------|--------|
| | | ##### | | ##### | 0 % | | Remove |
| Total | | 0 | | 0,00 | | 0,00 | |

Exceptional costs and inclusion support for participants

In the table below you can submit additional requests for exceptional costs and inclusion support for participants.

| Cost type | Activity Type | Estimated number of participants | Description and Justification | Estimated cost (EUR) | Support rate (%) | Eligible amount (EUR) | Action |
|---------------------|------------------------------|----------------------------------|---------------------------------|----------------------|------------------|-----------------------|--------|
| Inclusion suppor... | Group mobility of adult L... | 10 | Description and justification f | 1400 | 100 % | 1400,00 | Remove |
| Inclusion suppor... | Short-term learning mo... | 5 | Description and justification f | 500 | 100 % | 500,00 | Remove |
| Total | | 15 | | 1 900,00 | | 1 900,00 | |

7.4. Check and update the "General requests" section, if applicable

In the **General requests** section, if available, you have the option to request other kinds of changes to your grant agreement, not covered by additional funding, or to extend the grant agreement. You will be required to describe your amendment request and reasons for the change.

The screenshot displays the 'General requests' section of the Erasmus+ project management system. It is divided into two panels. The top panel shows the 'General requests' section with a note about funding return, a large empty text box, and buttons for 'Download the declaration on honour' and 'Add the declaration on honour'. The bottom panel shows the same section but with a text box containing Lorem Ipsum text. A yellow arrow points from the top panel to the bottom panel, indicating a transition or comparison.

7.5. Add the "Declaration on Honour" and other annexes

Read the onscreen information carefully and make sure you observe the rules regarding the allowed file types, the maximum file sizes, and the maximum allowed number of documents attached. These are mentioned at the top of the **Annexes** section.

Add the "Declaration on Honour"

1. Click the **Download the Declaration on Honour** button and follow the onscreen instructions to save the file locally. Once downloaded, the Declaration on Honour must be signed by the Legal representative(s).
2. Click on the **Add the Declaration on Honour** button and follow the onscreen instructions to locate and upload the signed Declaration on Honour. The file will be available in the **List of documents**.

According to the national context, a signature by the legal representative of the beneficiary organisation may not be sufficient and a stamp for the organisation may also be required.

Annexes

The maximum size of a file is 15 MB and the maximum total size is 100 MB.
The maximum number of all attachments is 100.

Declaration on honour

Please **1** download the declaration on honour, print it, have it **2** signed by the legal representative and attach.

[Download the declaration on honour](#) [Add the declaration on honour](#)

Other documents

Please attach any other relevant documents.
If you have any additional questions, please contact your National Agency. You can find their contact details here: [List of National Agencies](#)

[Add documents](#)

List of documents

| No | Name | File size (kB) | Type of document |
|-----------------|------|----------------|------------------|
| Total size (kB) | | 0 | |

Checklist

Declaration on honour

Please download the declaration on honour, print it, have it signed by the legal representative and attach.

[Download the declaration on honour](#) [Add the declaration on honour](#)

Other documents

Please attach any other relevant documents.
If you have any additional questions, please contact your National Agency. You can find their contact details here: [List of National Agencies](#)

[Add documents](#)

List of documents

| No | Name | File size (kB) | Type of document |
|-----------------|--|----------------|--|
| 0 | DeclarationOnHonour 2021-1-FI01-KA120-SCH-000017014 EN 2023-09-05T08_10_24.pdf | 32 | Declaration on honour Remove |
| Total size (kB) | | 32 | |

Add Other documents

Attach any other relevant documents, using the **Add documents** button. Follow the onscreen instructions to locate and upload the desired documents. The files will be available in the **List of documents**.

Declaration on honour
Please download the declaration on honour, print it, have it signed by the legal representative and attach.

Other documents
Please attach any other relevant documents.
If you have any additional questions, please contact your National Agency. You can find their contact details here: [List of National Agencies](#)

List of documents

| No | Name | File size (kB) | Type of document |
|------------------------|--|----------------|---|
| 0 | DeclarationOnHonour 2021-1-FI01-KA120-SCH-000017014 EN 2023-09-05T08_10_24.pdf | 32 | Declaration on honour <input type="button" value="Remove"/> |
| Total size (kB) | | 32 | |

List of documents

In the **List of documents** you will view all the files you have attached. The **Declaration on Honour** is marked so you can identify it easily.

The files are numbered and listed in the order in which you have attached them. You can view the size of each file, as well as the total size of all annexes. If you want to delete a file from the list, click on the **Remove** button next to the desired file, then click on **YES** in the confirmation pop-up window to confirm the deletion.

List of documents

| No | Name | File size (kB) | Type of document |
|------------------------|--|----------------|---|
| 0 | DeclarationOnHonour 2021-1-FI01-KA120-SCH-000017014 EN 2023-09-05T08_10_24.pdf | 33 | Declaration on honour <input type="button" value="Remove"/> |
| 1 | Other file 1.pdf | 198 | Other document <input type="button" value="Remove"/> |
| 2 | Other file 2.pdf | 198 | Other document <input type="button" value="Remove"/> |
| Total size (kB) | | 429 | |

7.6. Tick the "Checklist"

Ensure you have completed all the actions listed in the **Checklist**, and tick the boxes accordingly. All items on the list must be ticked in order to submit the amendment request.

The checklist is not saved, therefore every time you leave and return to the request screen you must check all the conditions again and tick the checkboxes accordingly.

The checkboxes in the **Conditions for Amendment Request submission** subsection below the **Checklist** cannot be ticked manually. They will be **selected automatically**, once all listed conditions are fulfilled.

The image displays two screenshots of a web interface, illustrating the state of the 'Conditions for Amendment Request submission' section before and after all conditions are fulfilled.

Top Screenshot (Initial State):

- Navigation Panel (Left):** Shows a list of sections with green checkmarks for 'Project details', 'Current budget usage', 'Activities', 'Interim amendments exercise', 'Exceptional costs and inclusion support for participants', 'General requests', and 'Annexes'. The 'Checklist' section has a red 'X' icon.
- Checklist Section:** Contains four unchecked checkboxes:
 - The data on implemented activities in your projects is up to date in Beneficiary Module.
 - The amendment request form has been completed using one of the allowed languages specified in your agreement.
 - Declaration on Honour has been signed by your organisation's legal representative.
 - You have saved or printed a copy of the completed form for your records.
- Conditions for Amendment Request submission:**
 - Amendment Request can only be submitted if:
 - All mandatory fields in the template have been filled in (automatic check).
 - Declaration on Honour has been uploaded (automatic check).
 - Checklist has been fulfilled
 - A green 'Start submission process' button is visible.
- PROTECTION OF PERSONAL DATA:** A notice to read the privacy statement is present.

Bottom Screenshot (Final State):

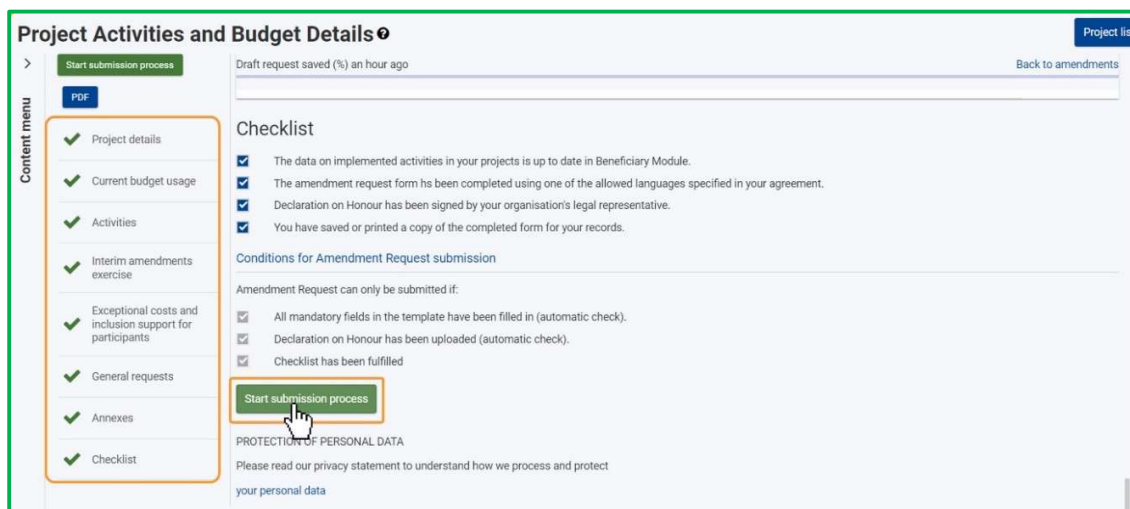
- Navigation Panel (Left):** The 'Checklist' section now has a green checkmark.
- Checklist Section:** All four checkboxes are now checked with blue checkmarks.
- Conditions for Amendment Request submission:**
 - Amendment Request can only be submitted if:
 - All mandatory fields in the template have been filled in (automatic check).
 - Declaration on Honour has been uploaded (automatic check).
 - Checklist has been fulfilled
 - The 'Start submission process' button is now active (highlighted in green).
- PROTECTION OF PERSONAL DATA:** The notice remains.

An orange curved arrow points from the top screenshot to the bottom screenshot, indicating the transition from the initial state to the final state where all conditions are fulfilled.

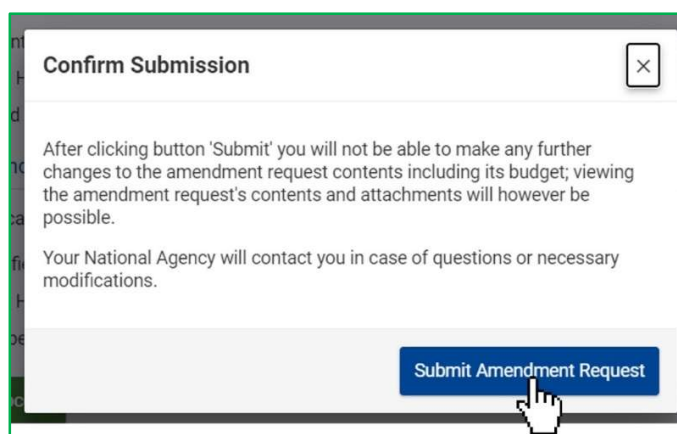
8. Click on the "Start submission process" button and confirm the action

The **Start submission process** button is available both at the top of the screen, in the **Navigation** panel, and at the bottom of the screen, under the **Checklist**. It is only active if all conditions for the request submission are fulfilled.

Click on the **Start submission process** button.



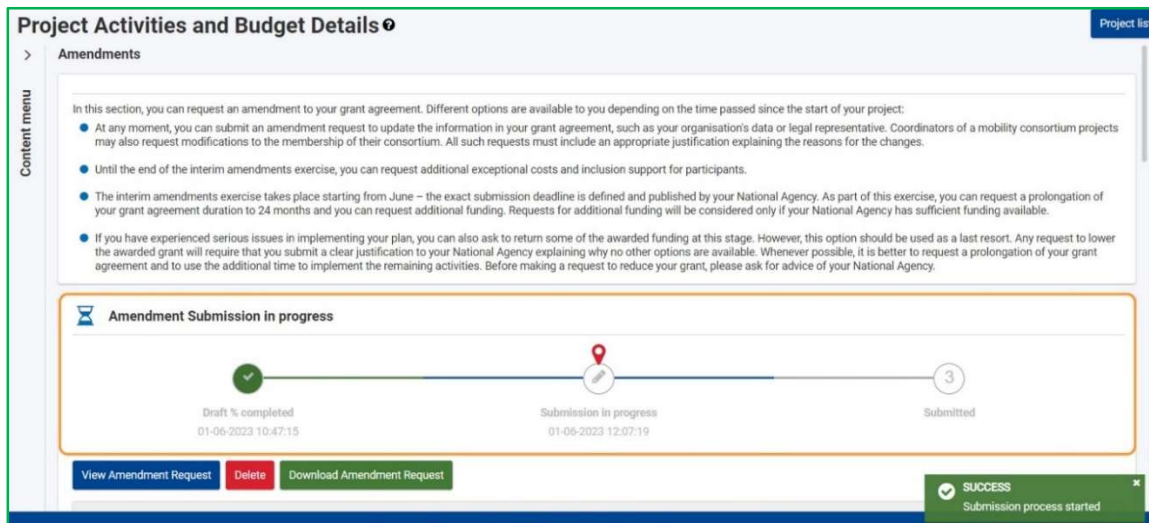
Read the information in the pop-up window, then click on **Submit Amendment Request** button to confirm the submission.



9. Request is "Submitted"

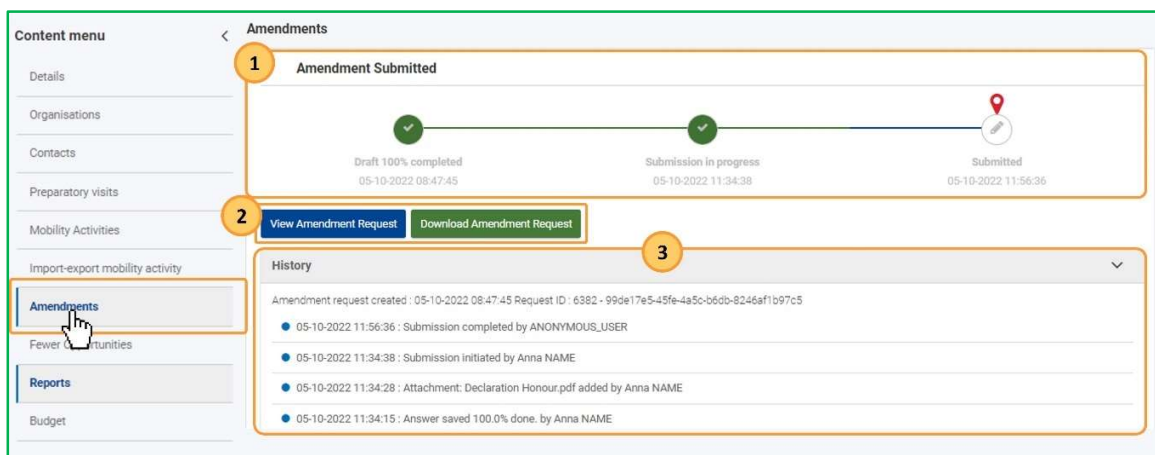
Once the request is submitted, you are returned to the **Amendments** screen. A success message displays, indicating the submission has started. The request status changes from **Draft** to **Submission in progress**, then to **Submitted**. You may need to refresh the page to view the latest status.

In this example, the submission is in progress, clearly indicated in the timeline. You have the options to **View** the request, **Delete** it, or **Download** it as a zip file containing the form as a PDF file, as well as the documents submitted with the request, using the available buttons.



Here is an example of the **Amendments** screen after the successful submission of the request.

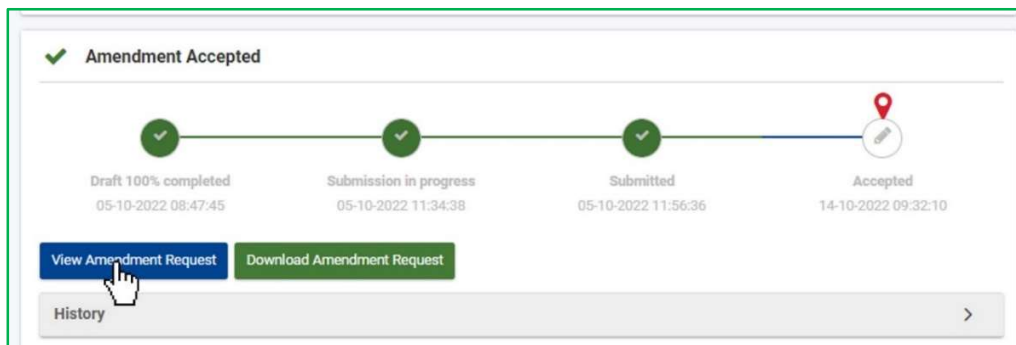
The **timeline (1)** is now displaying that the request was successfully **Submitted**. You have the options to **View** and **Download** the request **(2)**. The **History (3)** section is updated.



10. View or download the request after submission

You can still access the request after submission, but you cannot make any further changes.

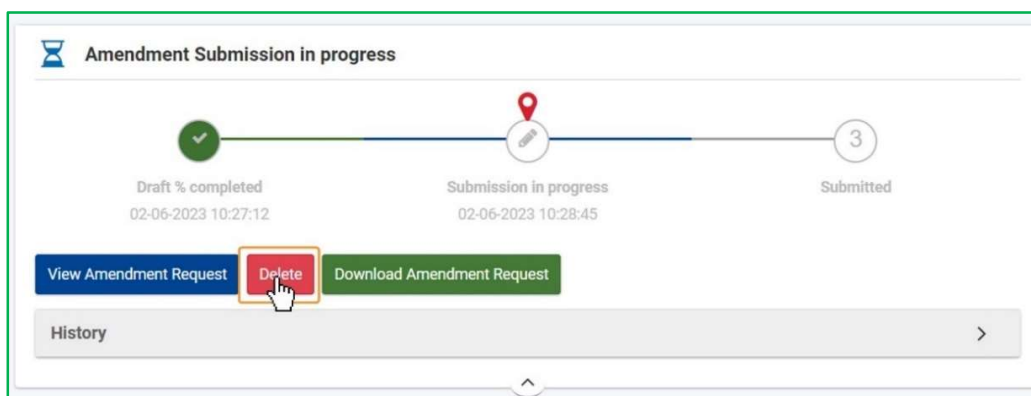
Click on the **View Amendment Request** button to view the request on the screen or click on **Download Amendment Request** to export a ZIP folder including the beneficiary request, as a PDF file, and all annexes. You may need to install an external tool to extract files from the ZIP folder.



11. Delete an amendment request

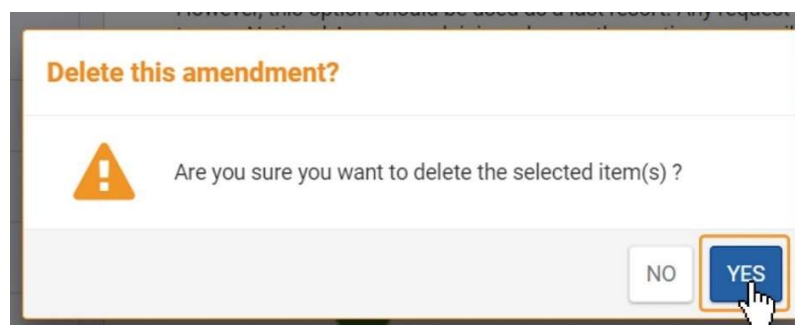
The option to delete an amendment request is only available for Amendment requests in status **Draft** and **Submission in progress**.

Click on the red **Delete** button.



Confirm the deletion in the confirmation pop-up by clicking on **Yes**. Once confirmed, the amendment request will be removed from your project.

Click on **No** in the confirmation pop-up to cancel the deletion.



Expected Outcome

- The request has been submitted and is sent to the National Agency's project management system
 - A new amendment request for the same project can only be submitted when the previous request has been handled by the National Agency
 - The previous amendment request is in status **Accepted**, **Cancelled**, or **Rejected**
-

What happens next?

The request is received by the National Agency and an amendment request is registered in their project management system. The National Agency will review the request.

Depending on the outcome of the review performed by the NA, the request can be **Accepted**, **Cancelled** or **Rejected**. The status of the request will be updated in the timeline. The beneficiary can submit a new amendment request for the same project, if required.

Here is an example where the amendment was **Accepted**, as updated in the timeline. The **Create new amendment request** button is available again. When you create a new request, all content from the previous request is copied into the new amendment request.

The changes, such as the project duration or the awarded budget, as confirmed in the National Agencies project management system, are updated in the project.

Content menu

- Details
- Organisations
- Contacts
- Preparatory visits
- Mobility Activities
- Import-export mobility activity
- Amendments**
- Fewer Opportunities
- Reports
- Budget

Amendments

Amendment requests

In this section, you can request an amendment to your grant agreement. Different options are available to you depending on the time passed since the start of your project:

- At any moment, you can submit an amendment request to update the information in your grant agreement, such as your organisation's data or legal representative. Coordinators of a mobility consortium projects may also request modifications to the membership of their consortium. All such requests must include an appropriate justification explaining the reasons for the changes.
- Until the end of the interim amendments exercise, you can request additional exceptional costs and inclusion support for participants.
- The interim amendments exercise takes place during September and October – the exact submission deadline is defined and published by your National Agency. As part of this exercise, you can request a prolongation of your grant agreement duration to 24 months and you can request additional funding. Requests for additional funding will be considered only if your National Agency has sufficient funding available.
- If you have experienced serious issues in implementing your plan, you can also ask to return some of the awarded funding at this stage. However, this option should be used as a last resort. Any request to lower the awarded grant will require that you submit a clear justification to your National Agency explaining why no other options are available. Whenever possible, it is better to request a prolongation of your grant agreement and to use the additional time to implement the remaining activities. Before making a request to reduce your grant, please ask for advice of your National Agency.

Create new amendment request

✓ Amendment Accepted

Draft 100% completed
05-10-2022 08:47:45

Submission in progress
05-10-2022 11:34:38

Submitted
05-10-2022 11:56:36

Accepted
14-10-2022 09:32:10

View Amendment Request Download Amendment Request

History >

Here is an example for an Amendment request in a **KA121**, project that was **rejected** by the NA.

It is possible to create a new amendment request.

Content menu

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Create new amendment request

✗ Amendment Rejected

Draft % completed
24-05-2023 09:02:27

Submission in progress
24-05-2023 09:03:54

Submitted
24-05-2023 09:05:13

Rejected
24-05-2023 09:08:35

View Amendment Request Delete Download Amendment Request

History >