H2020-RISE-2016 Coordinators day

Amendments: Practical Tips (PPGMS)

PARTICIPANT PORTAL GRANT MANAGEMENT SERVICE

Alina SUHETZKI
Project Officer ENG
alina.suhetzki@ec.europa.eu

2 March 2017
Consortium steps

1. Launch amendment
2. Compose amendment
3. Compose amendment addition/termination of a beneficiary
4. Handling warnings
5. Consult Officer (PO)
6. Submit amendment
7. Cancel/withdraw amendment at any time (optional)
Always consult Project Officer before launching an amendment

Launch amendment (1)

Only coordinator primary contact
Launch amendment (2)
Launch amendment (3)

The image shows a project management interface with various sections and buttons. The interface is related to the HORIZON 2020 program. The main focus is on the amendment process, with options to cancel or launch an amendment. The interface includes sections for project summary, budget information, and other project details. The screenshot captures the process of launching a new interaction with the service, likely related to the amendment process.
Consortium makes all the changes in the related tabs:

Examples: add/terminate new beneficiaries, modify the secondments, upload revised Annex 1 Part B, etc.
Compose amendment (2)

This justification will be automatically included in the Request Letter.
Amendment clauses are **automatically** checked after consortium edited data in relevant tabs *(except the ones at the bottom for which you need to involve PO)*.
Compose amendment (4)

Generated automatically:
- Amendment core
- Request letter
- Annex 1 – part A
- Annex 2 – Estimated Budget
Compose amendment (5)

Upload updated Part B

- Send track changes version to PO
- Reflect all changes
- Be consistent with data encoded in system and Part B
Review carefully the effective date of addition. It must be equal in all amendment documents (Annex 1, request letter, accession form, etc.)
Compose amendment (7)

Termination beneficiary

[Image of a screenshot of the European Commission's Grant Management system showing the Amend Grant Agreement Data page and the Beneficiaries tab, with a red circle highlighting the 'Terminate' button and another red circle highlighting the 'Termination Date' section.]

The screenshot shows a form for terminating a beneficiary with fields for Legal Name, PIC, Termination Date, and Termination Reason. The form includes a checkbox for Beneficiary requests the termination.
**Coherence**

Effective date must be the same in all documents (notification, request letter, opinion of leaving beneficiary, Annex 1, etc.)!

**No retroactive**

Termination can be only in the future (after submission of notification)!
**Compose amendment (9)**

The secondment's active period goes over the termination date of the partner the researcher is seconded from (Sending Partner); Please, correct the secondment's starting date or duration or both.

[https://webgate.ec.testa.eu/sygma/amendments/h2020/?sessionId=869173](https://webgate.ec.testa.eu/sygma/amendments/h2020/?sessionId=869173)
Handling warnings (1)

Important steps to be considered:
1. All new beneficiaries or partners have to be validated
2. Only for beneficiaries LEAR has to be appointed and validated by URF
3. Also for beneficiaries PLSIGN has to be assigned

Documents to be signed by beneficiaries:
4. Accession form (Annex 3)
5. DoH
Handling warnings (2)

The maximum grant amount of the project cannot be higher than its maximum EU contribution.

The Project Max Grant Amount is not equal to the sum of the Max Grant Amount requested by each individual partner, i.e. beneficiary, third party (if any) or partner organisation (if any).
Handling warnings (3)

The maximum grant amount of the project cannot be higher than its maximum EU contribution.

The Project Max Grant Amount is not equal to the sum of the Max Grant Amount requested by each individual partner, i.e. beneficiary, third party (if any) or partner organisation (if any).

The maximum grant amount is higher than the maximum EU contribution for the partner XXXX.
Handling warnings (4)

Change of the budget between beneficiaries

Important:
The Maximum EU contribution and Maximum grant amount have to be equal amounts

https://webgate.ec.testa.eu/sygma/amendments/h2020/?sessionId=869173
Once you have edited all relevant tabs consult the PO via the PPGMS. Systematically to avoid errors and therefore delays in amendment process.
Revise and check your request in PDF before submitting.
Submit amendment (2)

Only PLSIGN

PLSIGN of coordinator signs the request electronically
Cancel/withdraw amendment

Only
PLSIGN
Remove roles of terminated beneficiaries/partners

This page enables you to access all your EU projects managed via the Participant Portal that have been selected and approved for funding.

Depending on your roles, you can view or manage the following project-related tasks:

- Prepare and sign your grant agreement
- Submit amendments to your grant agreement
- Manage your scientific and financial reports
- View or manage roles and access rights in your projects consortia

If you are LEAR and want to see the full list of your organisation projects, please go to My Organisations and click on the action button VP. LEAR can only view the list of projects in which their organisation is involved. If you want to see project details, your organisation main contact for this project or the project Coordinator has to give you access rights. For more details see the H2020 online manual.
FIND INFORMATION
Annotated GA

SECTION 2  LIABILITY FOR DAMAGES
ARTICLE 46 — LIABILITY FOR DAMAGES

SECTION 3  SUSPENSION AND TERMINATION
ARTICLE 47 — SUSPENSION OF PAYMENT DEADLINE
ARTICLE 48 — SUSPENSION OF PAYMENTS
ARTICLE 49 — SUSPENSION OF THE ACTION IMPLEMENTATION
ARTICLE 50 — TERMINATION OF THE AGREEMENT OR OF THE PARTICIPATION OF ONE OR MORE BENEFICIARIES

SECTION 4  FORCE MAJEURE
ARTICLE 51 — FORCE MAJEURE

CHAPTER 7  FINAL PROVISIONS
ARTICLE 52 — COMMUNICATION BETWEEN THE PARTIES
ARTICLE 53 — INTERPRETATION OF THE AGREEMENT
ARTICLE 54 — CALCULATION OF PERIODS, DATES AND DEADLINES
ARTICLE 55 — AMENDMENTS TO THE AGREEMENT
Find news

RESEARCH & INNOVATION

Participant Portal

Home

Funding Opportunities

How to Participate

Experts

Support

Search PP

(A-Z) Sitemap About this site Contact Legal Notice Search English

Horizon 2020 Funding

Starting from 1/1/2014

On this site you can find and secure funding for projects under the following EU programmes:

- **2014-2020** Horizon 2020 - research and innovation framework programme
- **2007-2013** 7th research framework programme (FP7) and Competitiveness & Innovation Programme (CIP)
- Research Fund for Coal & Steel, COSME, 3rd Health Programme, Consumer Programme, Justice Programme

**Non-registered users**
- search for funding
- read the H2020 Online Manual & download the legal documents
- check if an organisation is already registered
- contact our support services or check our FAQs

**Registered users**
- submit your proposal
- sign the grant
- manage your project throughout its lifecycle
- register as expert advising the Commission

WHAT'S NEW?

- Horizon 2020 coordinators’ day on 01 March 2017 in Brussels [26/01/2017] More...
- Horizon 2020 coordinators’ day on 14 February 2017 in Brussels [23/12/2016] More...
- Association of Switzerland to all H2020, Euratom & activities by Fusion for Energy [20/12/2016] More...
- New version of the Horizon 2020 Annotated Grant Agreement published [25/11/2016] More...
- Commission invites top innovators to help shape a new European Innovation Council [29/09/2016] More...
- Horizon 2020 coordinators’ day on 23 September 2016 in Brussels [06/9/2016] More...
Thank you