



European
Commission

H2020-RISE-2016 Coordinators day

Amendments: Practical Tips (PPGMS)

PARTICIPANT PORTAL GRANT MANAGEMENT SERVICE

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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)

Launch amendment (1)



Always consult Project Officer before launching an amendment

Only coordinator primary contact

Launch amendment (2)



Only coordinator primary contact

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

MY PROJECT
HORIZON 2020

Call: H2020-TWINN-2015
Type of Action: [redacted]
Acronym: TUTORIAL
Current Phase: Grant Management
Number: [redacted]
Duration: 36 months
Start Date: 2016-01-01
Estimated Project Cost: [redacted]
Requested EU Contribution: [redacted]
Contact: [redacted]

Launch new interaction with the EU +

Launch new interaction with the EU

Choose one of the options below

- Consortium Requested Amendment - Beta version (limited number of amendment clauses supported)** Launch
Several draft amendment requests can be launched in parallel (although it is strongly recommended to limit the number). Once an amendment is signed, these draft amendments will be updated or invalidated by the system in order to reflect the latest signed amendment.
Choose the data set based on which you would like launching a new amendment request:
 latest legal data
- Formal Notification** Launch
Attention! The use of the formal notification channel is reserved for specific purposes- i.e. for correspondence requiring acknowledgement of receipt (the content or nature necessitates) e.g. as a means to dispatch replies to formal notifications received from the EU Commission/Agency or for communications under the scope of Article 17 of the model grant agreement (MGA Art. 17.1 - obligation to provide information upon request and 17.2 - obligation to inform) and whenever it is clearly stipulated e.g. termination of the grant agreement (Article 50.1 of the MGA) or termination of participation of one or more beneficiaries (Article 50.2 of the MGA). If you wish to interact with officers, please use the messaging facility (see below).
- Communication to the Project Officer** Launch
At any time, you may wish to informally exchange messages or ask questions to the Service via the electronic system. If your query is related to an ongoing process, you're encouraged to use the messages section of that process.

H2020 ONLINE

HOW TO

© European Communities - Version 1.8.9

Launch amendment (3)



MY PROJECT

HORIZON 2020

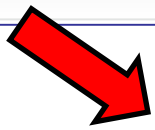
Call: [REDACTED]
Type of Action: CSA
Acronym: [REDACTED]
Amendment Training Project: 07
Current Phase: Grant Management
Number: [REDACTED]
Duration: [REDACTED]
Start Date: 2015-02-18

Consortium Requested Amendment 03/08/2015

Launched Prepared Submitted Admissible Decision

Process specific documents
No documents for this process.
Process specific communication

Launch new interaction with the Service +



Grant Management

Amendments of Grant Agreement Data

Project 781249 (781249 Amendments Training	Amendment Information	Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Work Packages
Reference: AMD-781249-4 Type: Amendment (Consortium Requested)									

Project Summary

81249 Amendments Training Project: T50)

Responsible Unit: REA/A/04
Call: [REDACTED]
Topic: [REDACTED]
Type of Action:
Duration: 8

Budget Information:
Total Costs in the Proposal: 1
Maximum Grant Amount: 3.00 € 0.02 % of total costs

Officers:
Project Officer: Alan CRAIG (REA/A/04)

Amendment Information:
Number:
Reference: (number will be automatically assigned as soon as the amendment is signed by both parties)
Type: (Consortium Requested)

Validate

Compose amendment (1)



MSCA-RISE | Project Summary | Amendment Information | Beneficiaries | General Information | Reporting Periods | GA Information | GA Options | Financial Information | LF Overview | Secondments | Partner Organisations | Work Packages | Deliverables | Milestones

Reference: [redacted] | Type: CR (Consortium Requested)

DOCUMENTS

Project Summary

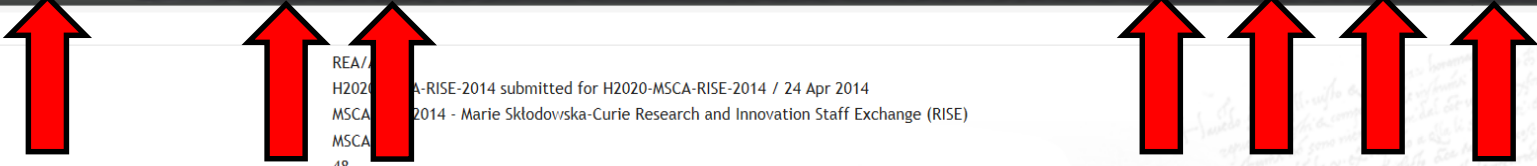
Responsible Unit: [redacted]
 Call: REA/H2020-RISE-2014 submitted for H2020-MSCA-RISE-2014 / 24 Apr 2014
 Topic: MSCA-RISE-2014 - Marie Skłodowska-Curie Research and Innovation Staff Exchange (RISE)
 Type of Action: MSCA-RISE
 Duration: 48

Important Dates:
 Entry into force of the Grant: 17/11/2014
 Project Start Date: 01/01/2015
 Project End Date: 31/12/2018

Amendment Information:
 Number: (number will be automatically assigned as soon as the amendment is signed by both parties)
 Reference: [redacted]
 Type: CR (Consortium Requested)

Budget Information:
 Proposal overall costs : [redacted]
 Maximum grant amount after evaluation : [redacted]
 Total costs (including non-EU funded) : [redacted]
 Total Costs: [redacted]
 Maximum Grant Amount: [redacted] 100.00 % of total costs

Officers:
 Project Officer: [redacted]



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)



Grant Management

Amendments of Grant Agreement Data

Project [redacted] Training **Amendment Information** Beneficiaries General Information Reporting Periods GA Information GA Options Financial Information LF Overview Work Packages

Reference: [redacted]
Type: Amendment (Consortium Requested)

DOCUMENTS

Amendment Information ⊗ NO amendment clause is selected; Clauses are selected automatically if you modify data of the project or manually by the Project Officer (for more information, please, check at <https://webgate.ec.europa.eu/fpfis/wikis/display/ECResearchGMS> /2.+Amendments) SAVE

Number: [redacted]
Reference: [redacted]
Type: Amendment (Consortium Requested)
Justification: ⊗ Missing information for amendmentJustification [redacted]

Request Date:
Valid Request Date:
Commission Signature Date:
Date of entry into force:

Amendment clauses

	Description	hasVars
<input type="checkbox"/>	Removal of beneficiaries due to their non-accession to the GA	
<input type="checkbox"/>	Removal of a beneficiary whose participation was terminated	
<input type="checkbox"/>	Addition of a new beneficiary	
<input type="checkbox"/>	Change of the status as 'receiving EU funding' or 'not receiving EU funding'	

Validate

This justification will be automatically included in the Request Letter

Compose amendment (3)



European
Commission

645725 (FRIENDS2) MSCA-RISE Project Summary Amendment information Beneficiaries General Information Reporting Periods GA Information GA Options Financial Information LF Overview Secondments Partner Organisations Work Packages Deliverables Milestones Reviews Critical Risks

5-4 Requested

DOCUMENTS

Amend

Number: (number will be automatically assigned as soon as the amendment is signed by both parties)
Reference: [Redacted]
Type: CR (Consortium Requested)
Justification: [Redacted]

EU signature date:
Date of entry into force:

Amendment clauses

	Business Reference	Description
<input type="checkbox"/>	AT1	Removal of beneficiaries due to their non-accession to the GA
<input checked="" type="checkbox"/>	AT2	Removal of a beneficiary whose participation was terminated
<input type="checkbox"/>	AT3	Addition of a new beneficiary
<input type="checkbox"/>	AT4	Change of beneficiary due to partial takeover
<input type="checkbox"/>	AT5	Removal of a linked third party
<input type="checkbox"/>	AT6	Addition of a linked third party
<input checked="" type="checkbox"/>	AT8	Change of coordinator
<input type="checkbox"/>	AT9	Change of the option for 'authorisation to administer'
<input type="checkbox"/>	AT22	Change of the action's title and/or acronym
<input type="checkbox"/>	AT23	Change of the action's duration
<input type="checkbox"/>	AT24	Change of the action's starting date
<input type="checkbox"/>	AT25	Change of reporting periods
<input type="checkbox"/>	AT28	Change of the participation in the Research Data Pilot
<input type="checkbox"/>	AT29	Change to the Commission/Agency right to object to transfers or licensing
<input type="checkbox"/>	AT30	Change concerning the security context
<input type="checkbox"/>	AT38	Change of the pre-financing
<input type="checkbox"/>	AT39	Change of the amount of the contribution to the Guarantee Fund
<input checked="" type="checkbox"/>	AT40	Change of bank account for payments
<input type="checkbox"/>	AT51	Change of the option for 'dispute settlement'
<input type="checkbox"/>		Change of Beneficiary Details (legal name, legal address, VAT, ...)
<input type="checkbox"/>		Change of legal status
<input type="checkbox"/>		Universal Transfer of Rights and Obligations
	Business Reference	Description
<input checked="" type="checkbox"/>	AT21	Changes of Annex 1 (description of the action)
<input type="checkbox"/>	AT26	Resuming the action after suspension
<input checked="" type="checkbox"/>	AT31	Changes of Annex 2 (estimated budget of the action)
<input type="checkbox"/>	AT32	Change to the maximum grant amount
<input type="checkbox"/>	AT34	Change to the action's estimated eligible costs
<input type="checkbox"/>	AT53	Change of Annex 3b (Administrative Arrangement with the JRC (multi))
<input type="checkbox"/>	AT60	Change due to errors/mistakes

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)



Grant Management

Amendments of Grant Agreement Data

Project 781249 (781249 Amendments Training)

Reference: AMD-781249-4
Type: : Amendment (Consortium Requested)

Amendment Information

Beneficiaries

General Information

Reporting Periods

GA Information

DOCUMENTS

- Documents
- Amendment
 - Amendment core**
 - Amendment request letter**
 - Grant Agreement Data Sheet
 - Annex 1 - Description Of Action (part A)
 - Annex 1 - Description Of Action (part B)
 - Annex 2 - Estimated budget of the action

Grant Agreement number:
Adhoc-2014-20

European Commission
Research Executive Agency (REA)

Subject: **Horizon 2020 Framework Programme**

Amendment request

Dear Madam/Sir,

In connection with the above-mentioned Grant Agreement, I request (on behalf of the consortium) the amendment attached to this request.

It concerns the following changes:

1. Addition of a new beneficiary
2. Change of the action's title and/or acronym
3. Change of the action's starting date
4. Change of the action's duration
5. Changes of Annex 1 (description of the action)
6. Modification of reporting periods
7. Changes of Annex 2 (estimated budget of the action)

These change(s) are necessary for the following reason(s):

Justification text

The request is accompanied by the following supporting document(s):

- Annex 1
- Annex 2

Grant Agreement number:
Adhoc-2014-20
Amendment Reference No AMD-781249-4

EUROPEAN COMMISSION
Research Executive Agency (REA)
Excellent Science Department
Marie Skłodowska-Curie COFUND, Researchers' Night and Individual Fellowships
Global

AMENDMENT Reference No

Grant Agreement:
Amendments Tra

The parties agree to amend the Grant Agreement as follows ('Amendment'):

1. Addition of a new beneficiary
The following new beneficiary is added:
- as from the date of entry into force of this Amendment

This implies the following changes to the Grant Agreement:

- The new beneficiary and the accession date is added to the Preamble:

2. Change of the action's title and/or acronym
The action's title and acronym in the headers, the Preamble and Article 2 are changed to 'This is a

3. Change of the action's starting date
The 'starting date' of the action in Article 3 is changed to 1 December 2015.

Generated automatically:

- Amendment core
- Request letter
- Annex 1 – part A –
- Annex 2 – Estimated Budget

Compose amendment (5)



Annex 1
Part B

Grant Management

Amendments of Grant Agreement Data

Project [redacted] ts Training	Amendment Information	Beneficiaries	General Information	Reporting Periods	GA Information	GA Options	Financial Information	LF Overview	Work Packages
Reference: [redacted] Type : Amendment (Consortium Requested)	✓	✗	✓	✓	✓	⚠	✓	i	✓

DOCUMENTS

Documents ⚠

Following documents are missing 'Annex 1 - Description Of Action (part B)'.

Title	
Amendment	ZIP
Amendment core	PDF
Amendment request letter	PDF
Grant Agreement Data Sheet	PDF
Annex 1 - Description Of Action (part A)	PDF
Annex 1 - Description Of Action (part B)	

Annex 1 - Description Of Action (part B) No file selected.

Upload updated Part B

- Send track changes version to PO
- Reflect all changes
- Be consistent with data encoded in system and Part B

Compose amendment (6)



Addition beneficiary

Grant Management Amendments of Grant Agreement Data

Project 781249 (781249 Amendments Training)

Amendment Information **Beneficiaries** General Information Reporting Periods GA Information GA Options Financial Information LF Overview Work Packages

Reference: AMD 781249.4
Type: [redacted] (requested)

DOCUMENTS

Beneficiaries

SAVE

+ Add New Beneficiary

Number	Role	Short Name	Legal Name	Country	PIC	PIC Status	Start date	End date	Status	Actions
1	CO	SHORT	ROOD WIT BLAUW WATER	NL	966984368	VALIDATED			Active	

Review carefully the **effective date of addition**. It must be equal in all amendment documents (Annex 1, request letter, accession form, etc.)

Add beneficiary

Search on PIC [redacted]
 Full text search [redacted]

Search

Search results

PIC	Legal name	Country	PIC Status	More Info
[redacted]	[redacted]	UK	VALIDATED	More Info

Add beneficiary

PIC: [redacted] Country: UK PIC Status: VALIDATED

Short Name: ASU

Start Date: [redacted]

A fixed starting date
 The entry into force of this Amendment
 The date the beneficiary signs the accession form

Cancel Ok

Compose amendment (7)



Termination beneficiary

Grant Management Amendments of Grant Agreement Data

Project [redacted] **HORIZON 2020**
Call: H2020-ICT-2014-1 Action: IA
Resp. Unit: RTD/J/04 Duration: 54

Amendment Information: [red X] Beneficiaries: [red X] General Information: [green check] Reporting Periods: [green check] GA Information: [green check] GA Options: [green check] Financial Information: [green check] LF Overview: [i] Work Packages: [red X] Reviews: [green check] Deliverables: [red X] Milestones: [red X]

DOCUMENTS

Beneficiaries

Change Coordinator Add New Beneficiary

Number	Role	Short Name	Legal Name	Country	PIC	PIC Status	Start date	End date	Status	Actions
1	CO	[redacted]	[redacted]	[redacted]	[redacted]	VALIDATED			Active	
2	BEN	[redacted]	[redacted]	[redacted]	[redacted]	VALIDATED			Active	Terminate
▼ 3	BEN	[redacted]	[redacted]	[redacted]	[redacted]	VALIDATED			Active	
	TP	[redacted]	[redacted]	[redacted]	[redacted]	VALIDATED			Active	

Terminate Participant

2. Beneficiary: AIJU-1

LegalName: [redacted]
PIC: [redacted]

Termination Date:

Fixed Date
 Date of signature of this amendment by coordinator (notification for termination send date)

Termination reason:

Beneficiary requests the termination

Ok Cancel

Compose amendment (8)



Termination beneficiary

MSCA-RISE | Project Summary | Amendments Information | **Beneficiaries** | General Information | Reporting Periods | GA Information | GA Options | Financial Information | LF Overview | Secondments | Partner Organisations | Work Packages | Deliverables | Milestones

Reference: [redacted] | Type: CR (Consortium Requested)

DOCUMENTS

Beneficiaries

Please be aware that the termination of the participation for the beneficiary(ies) will be applied **as soon as the amendment is submitted**, i.e., when the amendment is signed by the Project Legal Signatory (PLSIGN) of the Coordinator the termination is applied IMMEDIATELY.

This action **cannot** be retracted. Consequently, the beneficiary(ies)'s participation will be considered to be terminated at the effective date specified as soon as the amendment is submitted, even if the amendment is rejected or withdrawn.

Number	Role	Short Name	Legal Name	Country	PIC	PIC Status	Start date	End date	Status
1	CO	[redacted]	[redacted]	DE	[redacted]	VALIDATED			Active
2	BEN	[redacted]	[redacted]	ES	[redacted]	VALIDATED		31/12/2016	Terminated
3	BEN	[redacted]	[redacted]	UK	[redacted]	VALIDATED			Active
4	BEN	[redacted]	[redacted]	ES	[redacted]	VALIDATED			Active

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)



Termination/
Addition
Beneficiary/
partner

MSCA-RISE Project Summary Amendment Information Beneficiaries General Information Reporting Periods GA Information GA Options Financial Information LF Overview **Secondments** Organisations Packages Deliverables Milestones

Project Summary Amendment Information Beneficiaries General Information Reporting Periods GA Information GA Options Financial Information LF Overview **Secondments** Organisations Packages Deliverables Milestones

DOCUMENTS

Secondments

[Export Secondments](#)

Secondment No.	Researcher No.	Researcher Category	Sending Partner	Sending Country	Sending Country Group	Sending Sector Academic	Seconded to Partner	Seconded to Country	Seconded Country Group	Seconded Sector Academic	Starting Month	Duration	Work Package	Status	
1	✓	1	ER	[Redacted]	Spain	EU/AC (MS)	No	[Redacted]	Germany	EU/AC (MS)	Yes	3	1	1. Nev	Active
2	✓	2	ER	[Redacted]	Spain	EU/AC (MS)	No	[Redacted]	Germany	EU/AC (MS)	Yes	4	1	1. Nev	Active
3	✓	3	ER	[Redacted]	Spain	EU/AC (MS)	No	[Redacted]	Germany	EU/AC (MS)	Yes	14	1	1. Nev	Active
4	✓	6	ESR	[Redacted]	Spain	EU/AC (MS)	No	[Redacted]	Germany	EU/AC (MS)	Yes	3	1	1. Nev	Active
5	✗									EU/AC (MS)	Yes	25	1	1. Nev	Active
6	✓									EU/AC (MS)	Yes	4	1	1. Nev	Active
7	✗								dom	EU/AC (MS)	Yes	43	1	1. Nev	Active
8	✓	6	ESR	[Redacted]	Spain	EU/AC (MS)	No	[Redacted]	United Kingdom	EU/AC (MS)	Yes	15	2	1. Nev	Active
9	✓	7	ESR	[Redacted]	Spain	EU/AC (MS)	No	[Redacted]	United Kingdom	EU/AC (MS)	Yes	11	1	1. Nev	Active
10	✓	8	ESR	[Redacted]	Spain	EU/AC (MS)	No	[Redacted]	United Kingdom	EU/AC (MS)	Yes	13	2	1. Nev	Active

✗ 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/sigma/amendments/h2020/?sessionId=869173>

Handling warnings (1)



SyGMa Systems for Grant Management

Amendments of Grant Agreement Data

subetal (INTERNAL)

MSCA-RISE Project Summary

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LF Overview

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Partner Organisations

Work Packages

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Milestones

Reference: [redacted]

Type: CR (Consortium Requested)

DOCUMENTS

Beneficiaries

Number	Role	Short Name	Legal Name	Country	PIC	PIC Status	EDES	Start date	End date	Status
1	CO	[redacted]	[redacted]	UK	[redacted]	VALIDATED	None			Active
2	BEN	[redacted]	[redacted]	FR	[redacted]	VALIDATED	None			Active
3	BEN	[redacted]	[redacted]	IT	[redacted]	VALIDATED	None			Active
4	BEN	[redacted]	[redacted]	AT	[redacted]	VALIDATED	None			Active
5	BEN	[redacted]	[redacted]	ES	[redacted]	VALIDATED	None			Active
6	BEN	[redacted]	[redacted]	SI	[redacted]	VALIDATED	None			Active
15	BEN	[redacted]	[redacted]	ES	[redacted]	VALIDATED	None	16/02/2017		New

The beneficiary [redacted] has no PLSIGN role defined in the Participant Portal for this project. He will not be able to sign any document electronically.

Partner must identify at least one department who will carry out the work

The Accession to the Grant Agreement in not yet signed

The Declaration of Honour in not yet signed

Documents to be signed by beneficiaries:

4. [Accession form \(Annex 3\)](#)
5. [DoH](#)

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

Handling warnings (2)



Modification of secondments

SyGMA Amendments of Grant Agreement Data

645665 (GEO-RAMP) MSCA-RISE

HORIZON 2020

Project Summary Amendment Information Beneficiaries General Information Reporting Periods GA Information GA Options Financial Information Overview Secondments Partner Organisations Work Packages Deliverables Milestones Reviews Critical Risks

Financial Information: [Warning Icon]

Percentage

50.00 %	of 1,804,500.00 €
5.00 %	of 1,804,500.00 €

Cost Table

Number	Beneficiary	Staff member top-up allowance	Research, training and networking costs	Management and indirect costs	Total costs	Maximum grant amount
1		124,000.00 €	111,600.00 €	43,400.00 €	279,000.00 €	279,000.00 €
2		126,000.00 €	113,400.00 €	44,100.00 €	283,500.00 €	166,500.00 €
3		228,000.00 €	205,200.00 €	79,800.00 €	513,000.00 €	459,000.00 €
4		170,000.00 €	153,000.00 €	59,500.00 €	382,500.00 €	301,500.00 €
5		48,000.00 €	43,200.00 €	16,800.00 €	108,000.00 €	72,000.00 €
6		36,000.00 €	32,400.00 €	12,600.00 €	81,000.00 €	49,500.00 €
11		18,000.00 €	16,200.00 €	6,300.00 €	40,500.00 €	40,500.00 €
12		204,000.00 €	183,600.00 €	71,400.00 €	459,000.00 €	436,500.00 €
TOTAL		954,000.00 €	858,600.00 €	333,900.00 €	2,146,500.00 €	1,804,500.00 €

ValDate

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)



Modification of secondments

SyGMA System for Grant Management

Amendments of Grant Agreement Data

subetal (INTERNAL)

MSCA-RISE Project Summary

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Reference: [redacted]

Type: CR (Consortium Requested)

DOCUMENTS

The maximum grant amount is higher than the maximum EU contribution for the partner XXXX

Number	Role	Short Name	Legal Name	Country	PIC	PIC Status	EDES	Start date	End date	Status
1	CO			UK		VALIDATED	None			Active
2	BEN			FR		VALIDATED	None			Active
3	BEN			IT		VALIDATED	None			Active
4	BEN			AT		VALIDATED	None			Active
5	BEN			ES		VALIDATED	None			Active
6	BEN			SI		VALIDATED	None			Active
15	BEN			ES		VALIDATED	None	16/02/2017		New

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).

Validate

Handling warnings (4)



Change of the budget between beneficiaries

MSCA-RISE
Partner Org: [redacted]
EWS: [redacted]
Legal Address: [redacted]

Legal Information:

Financial Information:

slide to select beneficiary

Financial Data					
A17) Staff member top-up allowance	unit cost:	2,000.00 €	x	units:	2 = 4,000.00 €
A18) Staff member top-up allowance	unit cost:	2,000.00 €	x	units:	1 = 2,000.00 €
A19) Staff member top-up allowance	unit cost:	2,000.00 €	x	units:	2 = 4,000.00 €
A20) Staff member top-up allowance	unit cost:	2,000.00 €	x	units:	1 = 2,000.00 €
A21) Staff member top-up allowance	unit cost:	2,000.00 €	x	units:	2 = 4,000.00 €
A22) Staff member top-up allowance	unit cost:	2,000.00 €	x	units:	2 = 4,000.00 €
A23) Staff member top-up allowance	unit cost:	2,000.00 €	x	units:	2 = 4,000.00 €
A24) Staff member top-up allowance	unit cost:	2,000.00 €	x	units:	2 = 4,000.00 €
A25) Staff member top-up allowance	unit cost:	2,000.00 €	x	units:	1 = 2,000.00 €
▼ B) Institutional costs					182,500.00 €
B1) Research, training and networking costs	unit cost:	1,800.00 €	x	units:	73 = 131,400.00 €
B2) Management and indirect costs	unit cost:	700.00 €	x	units:	73 = 51,100.00 €
C) Total costs (= A + B)					328,500.00 €
D) Maximum EU contribution (100%)					328,500.00 €
E) Maximum grant amount					118,500.00 €

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



<https://webgate.ec.testa.eu/sigma/amendments/h2020/?sessionId=869173>

Consult Officer (1)



Only coordinator primary contact

The screenshot shows the PPGMS interface for a "Consortium Requested Amendment (AMD)". At the top right, there is a button "Launch new interaction with the Service" with a plus sign. Below this, a progress bar shows the stages: "Launched" (with a play icon and date "03/08/2015"), "Prepared", "Submitted", "Admissible", and "Decision". A "Cancel amendment" button is visible. Below the progress bar, there is a section for "Amendment preparation" with a warning icon, containing two buttons: "Consult Officer" and "Look for review". The "Consult Officer" button is circled in red, and a red arrow points from a text box below to it. At the bottom, there are two expandable sections: "Process specific documents" and "Process specific communications".

Once you have edited all relevant tabs consult the PO via the PPGMS.
Systematically to avoid errors and therefore delays in amendment process

Submit amendment (1)



Consortium Requested Amendment
AMD-779703-10

03/08/2015

Launched Prepared Submitted Admissible

Cancel amendment

Amendment preparation

Consult Officer **Lock for review**

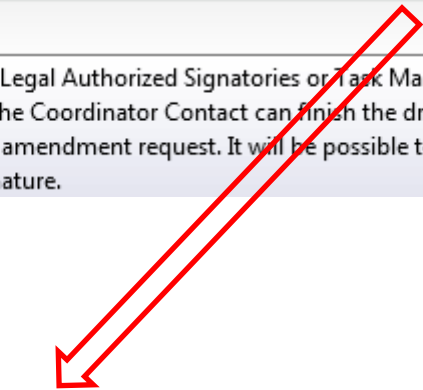
Process specific documents

Process specific communications

Participant Contacts, Legal Authorized Signatories or Task Managers can contribute to the scientific report; the Coordinator Contact can finish the drafting and lock the data in order to generate the amendment request. It will be possible to re-read it carefully before electronic signature.

Only coordinator primary contact

Lock for review



The action Lock For Review completed successfully.

Revise and check your request in PDF before submitting

RESEARCH & INNOVATION
Participant Portal - Grant Management Services

MY PROJECT

Launched Prepared requested Assessed Decision

Amendment Request review before submission

Grant Agreement accession by others

Documents

Submit amendment (2)



European Commission

Consortium Requested Amendment

26/11/2014

Launched Prepared Requested Admissible Decision

Amendment signature and submission

Unlock to draft Sign & Submit

AmendmentAMD [redacted]

Amendment [redacted]

Only PLSIGN



Consortium Requested Amendment

05/08/2015 19/09/2015 (0/45 days)

Launched Prepared Submitted Admissible Decision

Amendment AMD-780... Amendment AMD-780...

Amendment [redacted] signature and submission

Progress status for this type of task:

EU [redacted]

Process specific communications [redacted] signed on 05/08/2015 00:00

Write a message...

Coordinator [redacted] signed and submitted the amendment request on 05.08.2015 12:34

PLSIGN of coordinator signs the request electronically

Cancel/withdraw amendment



Consortium Requested Amendment 03/08/2015

Launched Prepared Submitted Admiss

Cancel amendment

Amendment preparation ⚠️ **Consult Office**

Process specific documents

Process specific communications

Participant Contacts, Legal Authorized Signatories or the scientific report; the Coordinator Contact can find order to generate the amendment request. It will be before electronic signature.

Only PLSIGN

Consortium Requested Amendment 21/04/2015 01/05/20

Launched Prepared Submitted Admissible

Withdraw amendment

Additional Info_AMD-779653-11-0000 **Upload**

Process specific documents

Process specific communications

Remove roles of terminated beneficiaries/partners



- My Organisation(s)
- My Proposal(s)
- My Project(s)**
- My Notification(s) **3121**
- My Formal Notification(s)
- My Expert Area

My projects

FP7 REF. DOCS

H2020 ONLINE MANUAL



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](#).

Legend

- AA Access Amendment
- GP Grant Preparation
- MP Manage Projects
- FR Financial Reporting
- PR Periodic Reporting
- RD Reporting & Deliverables
- PC Project Consortium
- VP View Proposal

Show 10 entries



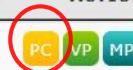
Hide closed projects

Search:

ACRONYM CALL PROGRAM PROJECT PHASE ACTIONS

H2020

Active



FIND INFORMATION

Find information



MY PROJECT

HORIZON 2020

Call: H2020-MSCA-RISE-2015
Type of Action: MSCA-RISE
Acronym: IDENTIFY
Current Phase: Grant Management
Number: [REDACTED]
Duration: 48 months
Start Date: 01 Jan 2016
Estimated Project Cost: [REDACTED]
Requested EU Contribution: [REDACTED]
Contact: [REDACTED]

Latest Legal Data
Process List
Document Library
Communication Center

H2020 ONLINE MANUAL

HOW TO

Launch new interaction with the EU +

Consortium Requested Amendment

21 Nov 2016

Launched Prepared Submitted Admissible Decision

Amendment preparation

Grant Declaration signature by other beneficiaries

Grant Accession signature by other beneficiaries

Process specific documents

Process specific communications

Continuous Reporting

01 Jan 2016

Started Completed

Continuous reporting data

Process specific documents

Process specific communications

Proposal Management & Grant Preparation

28 Apr 2015

Submitted Informed Invited Prepared Signed Paid

Process specific documents

Process specific communications

<https://webgate.ec.europa.eu/fpfis/wikis/pages/viewpage.action?spaceKey=ECResearchGMS&title=How+to+prepare+an+amendment>

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<https://webgate.ec.europa.eu/fpfis/wikis/display/ECResearchGMS/Available+types+for+consortium+requested+amendments>



Annotated GA

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In case of termination, specific procedure!



H2020 Programme
AGA – Annotated Model Grant Agreement

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- **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



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