

AMENDMENT & MID-TERM PROGRESS REPORT

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MID-TERM PROGRESS REPORT

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D. Amendments to GA

See Article 55

- **Request in writing**
- Only the Coordinator may submit an amendment request
- Amendments **must not have the purpose of making changes to the agreement**, which might call into question the decision awarding the grant.
- Enlargement of the consortium to new contractors and new activities may be planned
- **No change of the GA** needed for the following cases:
 - Changes in beneficiaries' data (address changes, authorised representatives)
 - Transfer of small budget between different activities and between themselves as long as the work is carried out as planned in Annex I



- An amendment modifies the Grant Agreement, which is our contract with the European Commission.
- Asking and approving an amendment is a complex process from either technical and administrative parts, and requires the collaboration of all the partners.



- As explained in previous meetings, the Consortium needs to make an amendment to introduce changes regarding to:
 - Denomination of partners
 - Inconsistencies found in the DoA
 - Project Plan
 - **OTHERS??**
- Partners are asked to review the project status and inform if they have found any additional issue which should be included in the amendment.

Deadline 06/10/2017



3- AMENDMENT. *SCHEDULE*

Date	
06/10/2017	Deadline for receiving all the issues to be included in the amendment (all partners)
16/10/2017	On-line meeting to discuss and approve the issues to be included in the amendment
27/10/2017	Elaboration of the letter proposing the changes and modified version of the DoA. Letter sent to be revised by partners (IDP)
10/11/2017	All partners must have revised the letter and modified DoA (all partners)
17/11/2017	Final version of the letter and the DoA approved by partners
22/11/2017	The amendment is ready on the participant portal → consult to the PO

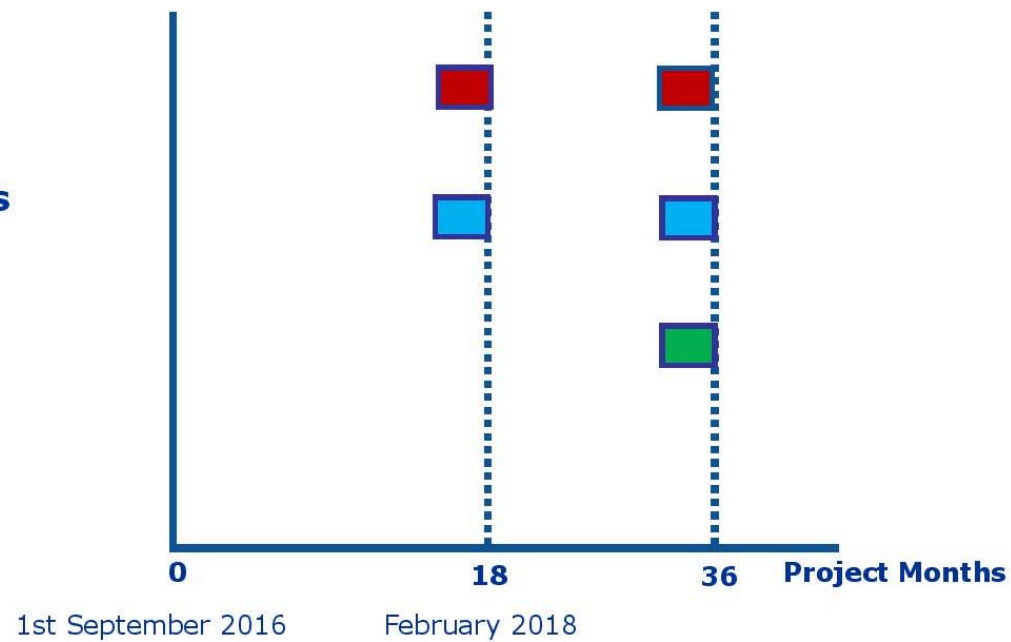
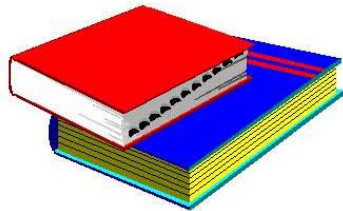


Reporting schedule (36 months)

Periodic Report

**Financial Statements
(Forms C)**

Final Report





Reporting

See Articles 17-21

Periodic reports:

- to be submitted **by coordinator within 60 days after end of reporting period**

- Overview of **progress of the work**, including a publishable summary report; Overview of project objectives for the reporting period; **Work progress and achievements during the period**; Deliverable and milestones tables; Project management

- Use of the resources

- **Financial Statement** (Form C) from each beneficiary

all C forms **have to be encoded by the beneficiaries** via the

Participants Portal: <http://ec.europa.eu/research/participants/portal>

Inception Report

Also send it to IDP to include it in the Periodic Report.





Reporting

See Articles 17-21

Final report:

- to be submitted **by coordinator 60 days after end of project**
 - Publishable summary report, conclusions and socioeconomic impact,
 - Covering wider societal implications and a plan on exploitation
- The reports (periodic and final) have to be submitted through the Participant Portal
- For the Final period two reports need to be submitted: The final report as described above and also a periodic progress report.

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THANKS!

