



Erasmus+ Capacity Building in the field of Higher Education

PROJECT MANAGEMENT

PART E – CHANGES TO THE AGREEMENT

Grant Holders' Meeting Brussels, 27-28 January 2020

- Part A – Introduction
- Part B – Project Management
- Part C – Budget (staff, travels and costs of stay)
- Part D – Budget (equipment and subcontracting)
- Part E – Changes to the agreement
- Part F – Reporting

TYPES OF CHANGES

- Changes which do not require a formal amendment
 - ➔ Prior written authorisation
- Changes which require an amendment
- Minor changes

In doubt, please contact your EACEA project Officer

PRIOR WRITTEN AUTHORISATIONS (no amendment required)

PRINCIPLE

Exceptional exemptions to general CBHE rules IF:

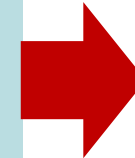
- duly justified
- prior written authorisation from EACEA

EXAMPLES

- Activities/subcontracting not planned in application
- Travel from different departure point than “home institution”
- Mobility outside countries of partnership
- Hiring of equipment
- Significant changes to equipment list
- Dissemination activities in programme countries
- Duration of mobility contrary to CBHE rules
- Student activities other than study periods, courses, practical placements, project management activities
- Etc.

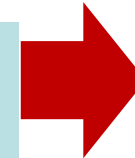
CHANGES REQUIRING AN AMENDMENT

- Legal status of beneficiaries
- Legal name of beneficiaries
- Address of beneficiaries



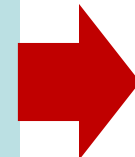
**PARTICIPANT
PORTAL**

- Contact person of coordinating institution



EMAIL

- Coordinating institution
- Partnership composition
- Eligibility period
- Budget breakdown
- Legal representative of coordinating institution
- Bank account of coordinating institution
- Work programme



**EMAIL WITH
SCANNED
LETTER**

signed by legal
representative

**At the very
latest 1
month
before
project end**

BEFORE ASKING FOR AN AMENDMENT

Estimate the impact of the proposed change on the project:

- Work plan
- Objectives
- Partnership
- Budget
- Timeframe
- Outputs
- Alternative solutions ?

Principle: the application is the baseline for project implementation

EXTENSION OF THE ELIGIBILITY PERIOD

Information
to be
provided

- Justification for the extension
- Updated work programme with explanation
- Revised budget allocation (if applicable)
- Revised distribution of tasks (if applicable)
- New proposed project end date
- Length of extension



CHANGE IN THE PARTNERSHIP

Information to be provided

Basic info

- Explanatory letter from coordinator's legal representative
- Date at which the change will take effect
- Revised budget per beneficiary
- Revised distribution of tasks

New partner

In addition to the basic info:

- Acceptance letter from the new beneficiary's legal rep.
- Mandate signed by new beneficiary
- Acceptance letters from the legal reps of all beneficiaries
- Validated PIC number of new beneficiary
- Contact details of new beneficiary

Partner with- drawal

In addition to the basic info:

- Explanatory letter from the legal representative of the withdrawing beneficiary
- E-mail/letter showing that the partnership has been informed

TRANSFERS BETWEEN BUDGET HEADINGS

**Increase
< 10%**

No formal amendment required

➔ Inform your EACEA Project Officer

Amendment required



The CBHE ceilings must be respected:

**Increase
> 10%**

Staff costs

Max 40% of the maximum grant

Equipment

Max 30% of the maximum grant

**Sub-
contracting**

Max 10% of the maximum grant



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Any Questions?

Contact our team:

EACEA-EPLUS-CBHE-PROJECTS@ec.europa.eu

Don't forget to mention your project number!