

Project changes

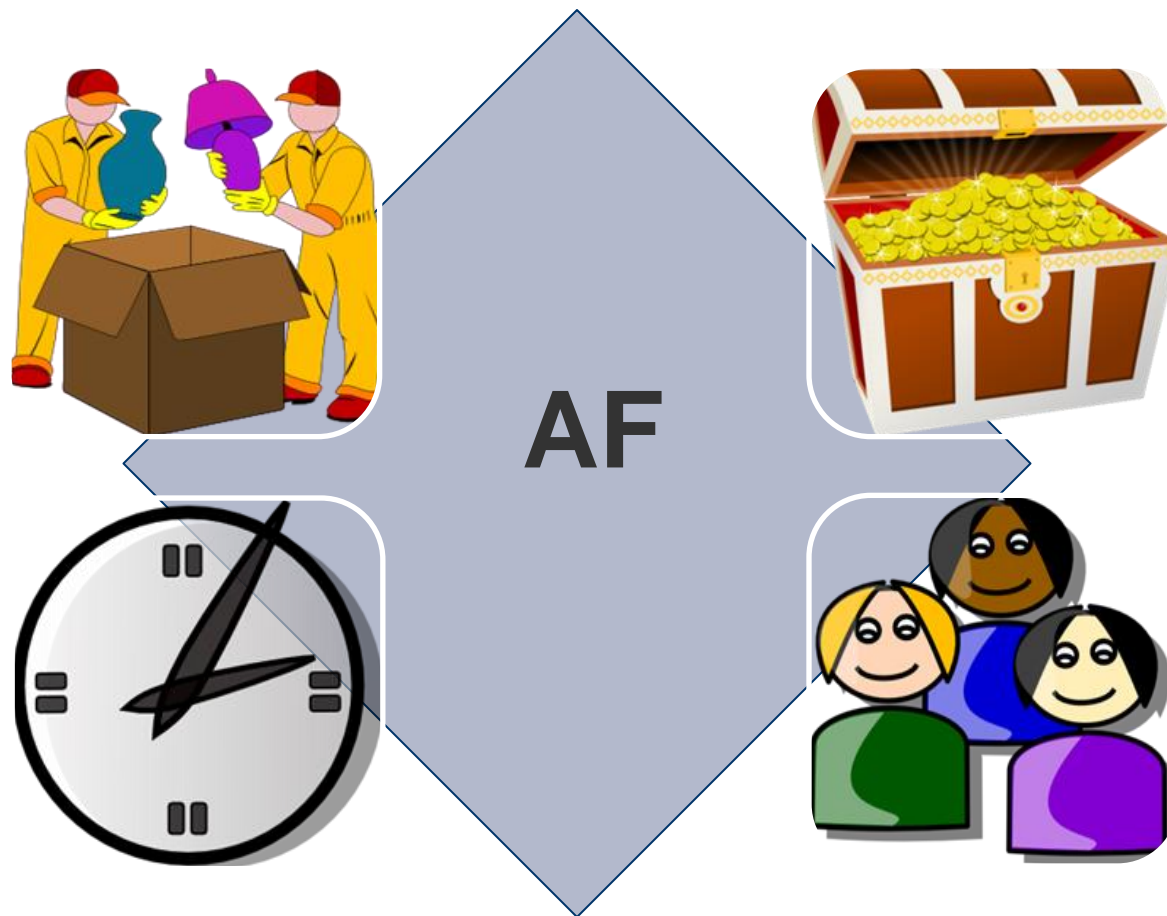
14 | 20

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What if I want to make a change?



Changes in content

Minor changes

- Contact details
- Event location
- Deliverables ...

LP monitors + justifies in PR

Major changes

- Outputs
- Core activities ...

Request for change (RFC) !



Changes in ERDF budget

Minor changes

NEW

Up to EUR 10,000 or 20%
of work package, budget line,
partner **ERDF** budget

LP monitors + justifies in PR

Major changes

Beyond those limits,
only once/exceptional cases

Request for change !



Changes in partnership

Any change of partner

- Withdrawal of partner
- Integration of partner

Request for change !



Changes in duration

Possible changes

- Extension up to 6 months

Request for change !

Impossible changes

- Extension beyond 6 months

Not possible !



Request for change procedure

How to make the change?

- PP sends request to LP
- LP sends request to JS (email)
- Changes to AF through eMS
- Approval by programme body (PC or JS on behalf of MA)

Check factsheet 4.6 'Project changes' for full details !

http://www.alpine-space.eu/project-management/project-implementation-handbook/4.6_factsheet_project-changes.pdf



Request for change procedure

What should your partners & you mind?

- **Anticipate:** early information to LP so you can inform JS on time!
- Changes must be justified
- ERDF cannot be increased
- Project periods (payment forecast) cannot be changed

- Request for change must be approved before changes entry into force
- Once the changes approved, they are valid retroactively



Questions?

