



Erasmus+

Erasmus Mundus Design Measures (EMDM)

Grant Agreement and Amendments Highlights

Kick-off meeting

19 November 2024

*European Education and Culture
Executive Agency*

Terms & Conditions of the Grant Agreement

Grant Agreement

PREAMBLE

DATASHEET

CHAPTER 1 *GENERAL*

CHAPTER 2 *ACTION*

CHAPTER 3 *GRANT*

CHAPTER 4 *GRANT IMPLEMENTATION*

CHAPTER 5 *CONSEQUENCES OF NON-COMPLIANCE*

CHAPTER 6 *FINAL PROVISIONS*

Annotated Model Grant Agreement **GoFund WIKI**

Annexes to the Grant

Annexes

ANNEX 1 DESCRIPTION OF THE ACTION (PART A & B)



ANNEX 2 ESTIMATED BUDGET FOR THE ACTION



ANNEX 3 ACCESSION FORMS (*)

ANNEX 3a DECLARATION ON JOINT & SEVERAL LIABILITY OF
AFFILIATED ENTITIES (*)



**Not
applicable
for EMDMs**

ANNEX 4 MODEL FOR THE FINANCIAL STATEMENTS

ANNEX 5 SPECIFIC RULES

(*) if applicable

Superiority Principle

Art.37 Interpretation of the Agreement

- **Data Sheet** > over the rest of Terms and Conditions
- **Annex 5** > over the Terms and Conditions
- **Terms and Conditions** > over the Annexes, except for Annex 5
- **Annex 2** > over the Annex 1

Data Sheet

Key Data

1

GENERAL DATA

(e.g. Project number, name, type of action, start and end date and duration)

2

PARTICIPANT

(e.g. Coordinator)

3

GRANT

(e.g. Action grant, budget categories) - Lump sum

4

REPORTING, PAYMENT & RECOVERIES

(e.g. Periodic reporting, payments/recoveries, bank account, etc.)

5

NON-COMPLIANCE

Consequences of non-compliance, applicable law & dispute settlement forum

6

OTHER

(e.g. Annex 5, record-keeping, audits and reviews, etc.); 3 years (EMDM)



Chapters 1 to 6

Key Articles

ARTICLE 2

DEFINITIONS

ARTICLE 6

ELIGIBLE AND INELIGIBLE CONTRIBUTIONS

ARTICLE 11

PROPER IMPLEMENTATION OF THE ACTION

ARTICLE 17

COMMUNICATION, DISSEMINATION AND VISIBILITY

ARTICLE 21

REPORTING

ARTICLE 22

*PAYMENTS AND RECOVERIES —
CALCULATION OF AMOUNTS DUE*

ARTICLE 35

FORCE MAJEURE

ARTICLE 36

COMMUNICATION BETWEEN THE PARTIES

ARTICLE 38

CALCULATIONS OF PERIODS AND DEADLINES

Audit



ARTICLE 25 – CHECKS,
REVIEWS, AUDITS AND
INVESTIGATIONS —
EXTENSION OF FINDINGS

Amendments

Article 39

1

The party requesting an amendment must submit a request for amendment signed directly in the **Portal Amendment tool**

2

The **coordinator** submits and receives requests for amendment

3

The request for amendment must include: the **reasons why** and the appropriate **supporting documents**

4

The amendment (AMD) must be signed for **45 days from the receiving of the notification**; the deadline may be extended or the AMD could be rejected

5

Request to be **submitted before the end of the action** & sufficiently in advance

6

Enters **into force on the day of the signature** of the receiving party

EXAMPLES



When Amendment is not needed:



Name & address of the organization, legal form, etc. but obligation to update information in the participant portal



When Amendment is needed:



Extension of eligibility period, bank account,...



Significant changes in planned activities/deliverables



Amendments Main Steps

Step 1

1

Launch the Amendment preparation in the F&T Portal

The coordinator logs in to the F&T Portal

More information:

- [How to launch an amendment - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)
- [Amendments - Online Manual - Funding Tenders Opportunities \(europa.eu\)](#)
- [amendment-guide_en.pdf \(europa.eu\)](#)
- If you have doubts: contact your PO prior to the launch of your Amendment via the Communication Centre in the portal

Amendments Main Steps

Step 2

2


The Coordinator launches the amendment request, prepares all data and sends to the EU for review

a

Launching a new interaction with the Service


Grant Management Services Generic DEVUSERCOORDINATOR

Only the Coordinator Contact Person can perform this action.

Launch new interaction with the EU 

Consortium Requested Amendment
AMD-208167-6

02 Dec 2020

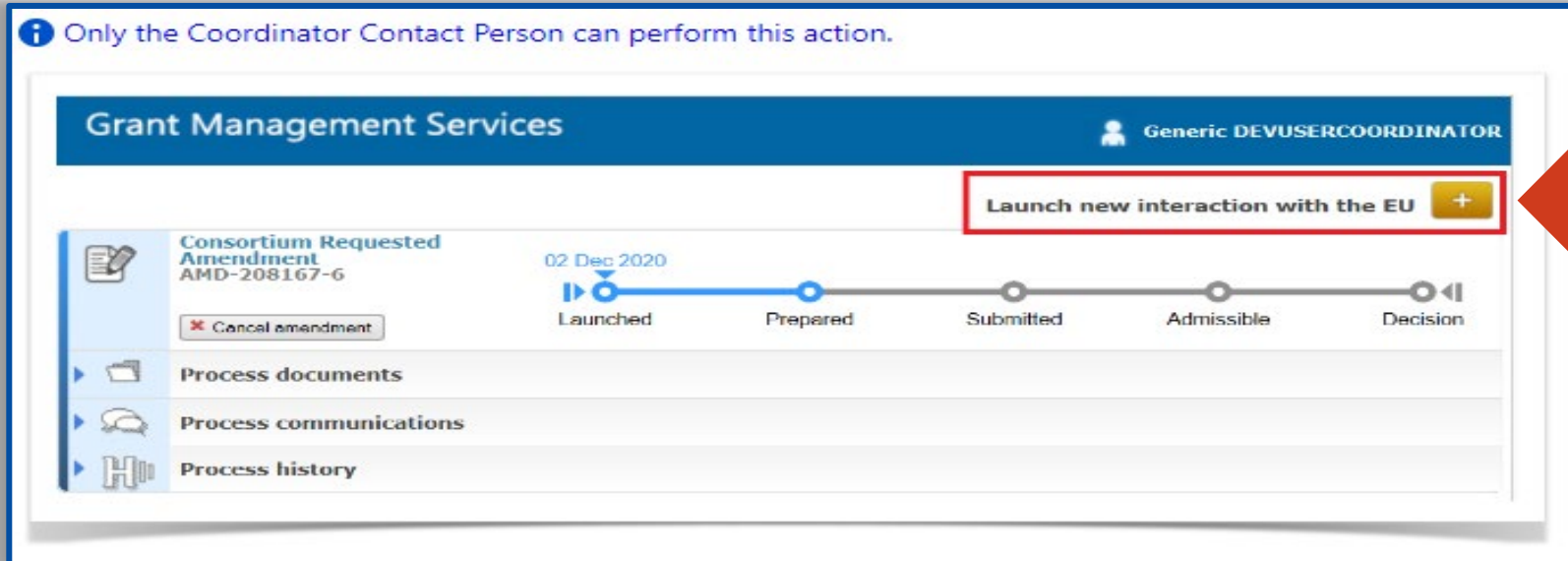
 Cancel amendment

Process documents

Process communications

Process history

Launched Prepared Submitted Admissible Decision



Amendments Main Steps


Step 2


2


The Coordinator launches the amendment request, prepares all data and sends to the EU for review



b

Preparing the amendment data – the task will be available, as soon as the button ‘Lock for Review’ appears.


 All beneficiaries can perform this action.


**Consortium Requested Amendment**
AMD-981576-1


 Cancel amendment


 Amendment preparation 


05 Aug 2020


 Launched


 Prepared


 Submitted


 Admissible

 Decision

 Lock for review

 Process documents

 Process communications

 Process history

Amendments Main Steps

Step 2


2

The Coordinator launches the amendment request, prepares all data and sends to the EU for review


c

Locking the amendment request for review


i Only the Coordinator Contact Person can perform this action.





Consortium Requested Amendment
AMD-981576-1




Cancel amendment




 Amendment preparation



Process documents



Process communications



Process history

05 Aug 2020

LaunchedPreparedSubmittedAdmissibleDecision

Lock for review

Amendments Main Steps

Step 2

2

The Coordinator launches the amendment request, prepares all data and sends to the EU for review

d

Sending the amendment request for review by the EU

➤ Option to cancel amendment is available

The screenshot displays the 'Consortium Requested Amendment' interface for 'AMD-981576-1'. It features a progress bar with five stages: 'Launched' (active, dated 05 Aug 2020), 'Prepared', 'Submitted', 'Admissible', and 'Decision'. A 'Cancel amendment' button is visible. Below the progress bar, a document icon indicates 'Amendment - AMD-981576-1 to validate'. At the bottom right, there are two buttons: 'Unlock to draft' and 'EU Review', with the latter highlighted by a red box and a red arrow pointing to it from the right. On the left side, there are three expandable sections: 'Process documents', 'Process communications', and 'Process history'.

Amendments Main Steps

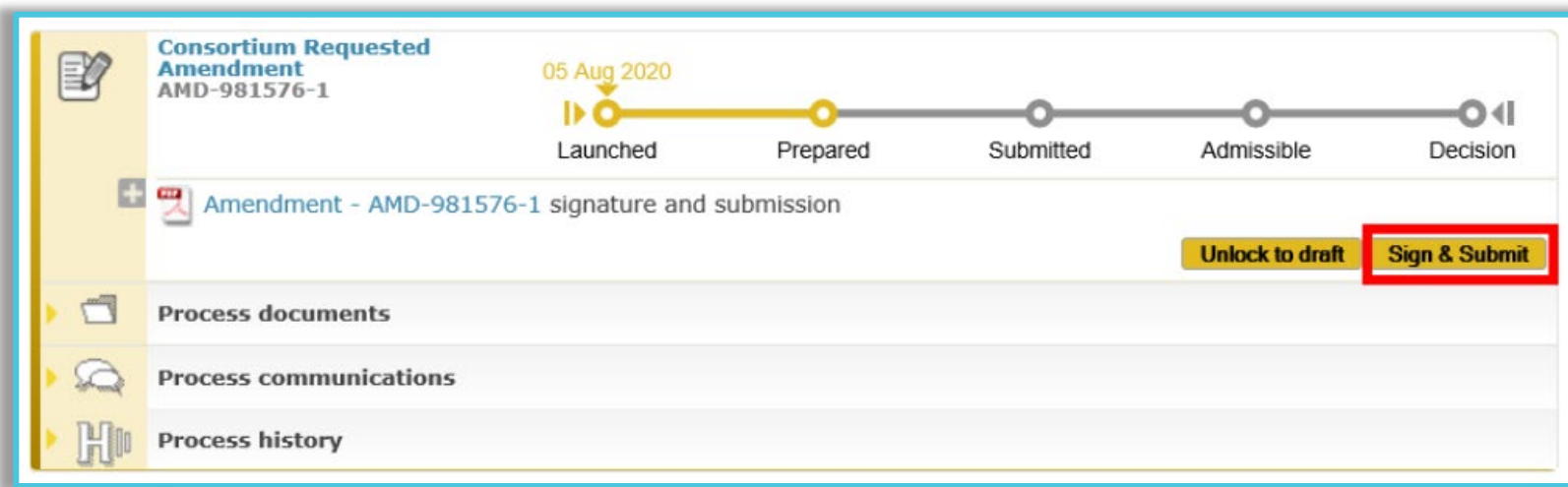
Step 2 & 3

2

The EU Services review the amendment request (mandatory)

3

The Project Legal Signatory signs and submits the amendment request to the EU Services after the EU review



Amendments Main Steps

Step 4 & 5

4

The EU Services assess the amendment


- The EU Services have 45 days to assess the request.
- Once the request has been assessed, the process goes to the status "**Admissible**"

5


The EU Services accept (countersign the amendment) or reject (make available a rejection letter)

- On completion of the assessment, the amendment is accepted or rejected and countersigned by the EU. The metro line moves to the status decision


SYGMA Screen


**Grant Management**


Amendments of Grant Agreement Data





667980 (CARAT) RIA
Reference: AMD-667980-8
Type: CR (Consortium Requested)


Project Summary



Amendment Information 


Beneficiaries 




General Information 

Reporting Periods 

GA Information 

GA Options 

Financial Information 

DOCUMENTS

Project Summary
Project 667980 (CARAT) - SIGNED (IN FORCE)

Responsible Unit:

RTD/E/05

Call:

H2020-PHC-2014-2015 submitted for H2020-PHC-2015-two-stage / 21 Apr 2015

Topic:

PHC-16-2015 - Tools and technologies for advanced therapies

Type of Action:

RIA

Duration:

48

Important Dates:

Entry into force of the Grant:

08/12/2015

Project Start Date:

01/01/2016

Project End Date:

31/12/2019

Amendment Information:

Number:

(number will be automatically assigned as soon as the amendment is signed by both parties)

Reference:


AMD-667980-8

Type:


CR (Consortium Requested)

Budget Information:


Proposal overall costs :

 5,989,158.75 €


Maximum grant amount after evaluation :

 5,989,158.75 €



Total costs (including non-EU funded) :

 5,989,158.75 €

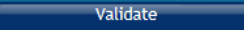
Total Costs:

 5,989,158.75 €

Maximum Grant Amount:

 5,989,158.75 €  100.00 % of total costs

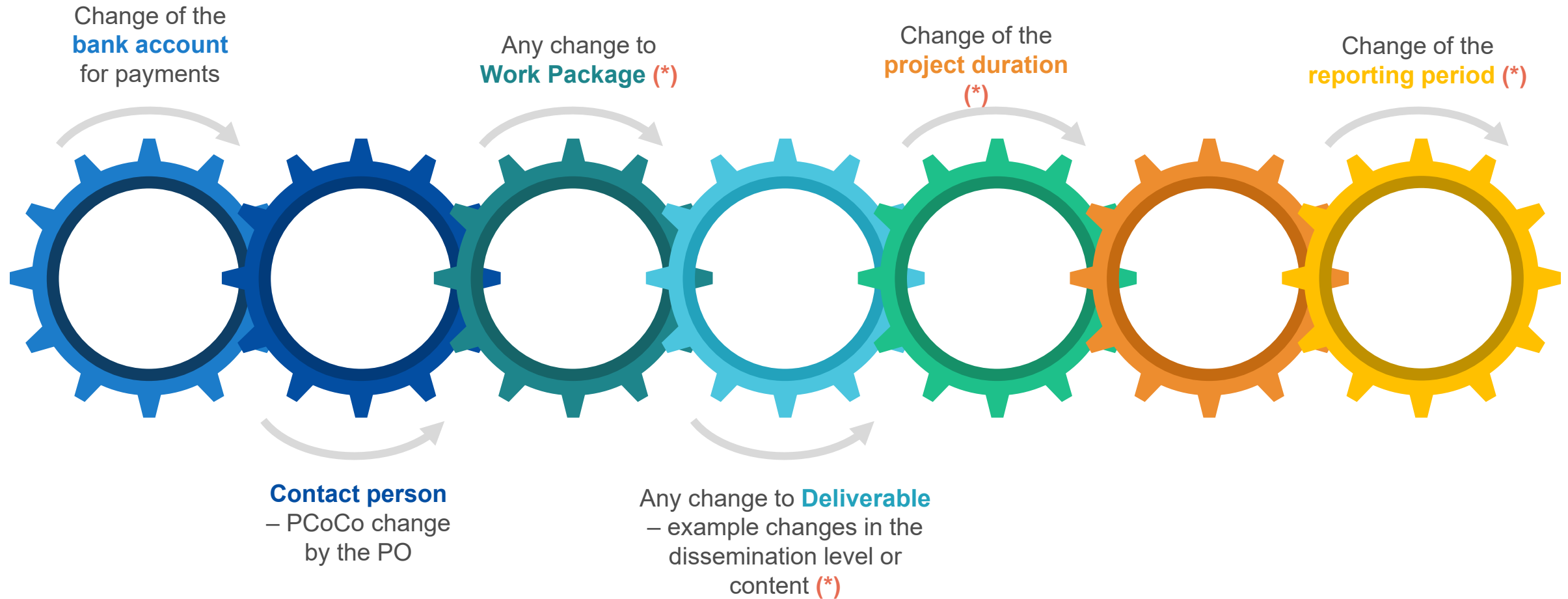
Officers:



Consortium makes all the needed changes (e.g., change Start date, duration, etc.) in the related tabs

At least one modification has to be done

The most common Amendments



(*) These changes on project data will automatically trigger the setting of the "Change of annex 1" type. So keep the original Annex 1 – Part B (description of the action) in Word that you submitted at application

Changes without Amendment

Certain data changes which do not require a formal amendment:

- **AMD Information Procedures** such as change of legal data (name, address, VAT); change of bank account information (bank name, branch address, bank account holder)...

[AMD Information Procedures - GoFund - Confluence \(europa.eu\)](#)

- Change of the **deliverable due date**

Thank you



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