



# EU Grants

## Amendment Guide

EU Funding Programmes 2021-2027

Version 1.0  
15 October 2022




**IMPORTANT NOTICE**

This document is designed to help **beneficiaries of EU grants which** are managed via the [EU Funding & Tenders Portal](#) with their **amendment requests**, i.e. to list the supporting documents and show how amendment clauses ('AT-clauses') are typically combined.

It covers all types of amendments that are currently supported by the Portal Amendment tool.

Further guidance can be found in Article 39 of the [AGA – Annotated Grant Agreement](#)\*

 If you have any doubt, contact us (via your [Funding & Tenders Portal account](#) > My Project(s) > Actions > Manage Project > Process communications) before finalising your amendment request.

**Other information**

For detailed information on how to prepare an amendment, see the [Funding & Tenders Portal IT How To wiki](#).

A comprehensive list of all reference documents (including legislation, work programme and templates) can be found on [Funding & Tenders Portal Reference Documents](#).

Terms are explained in the [Funding & Tenders Portal Glossary](#).

**HISTORY OF CHANGES**

<b>Version</b>	<b>Publication date</b>	<b>Changes</b>
1.0	15.10.2022	▪ Initial version (new MFF).
		▪
		▪
		▪



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## AMENDMENT GUIDE

 This document lists the amendment types (AT-clauses) and shows **mandatory combinations** and combinations that are often used together (**other combinations**). Additional combinations may be needed to suit your case.

The list of supporting documents covers required documents for the clause in question AND its mandatory combinations. For those linked to other combinations, see those other clauses.

For any questions related to an amendment request, please contact us immediately (via your [Funding & Tenders Portal account](#) > My Project(s) > Actions > Manage Project > Process communications) so that we can see how to solve the problem. Incomplete or incorrect amendment requests will be rejected and will have to be re-submitted (it is not possible to change amendment requests, once signed).

Clauses are implemented as:

1. Automatic (change of system data by Consortium/PO automatically triggers AT-clause)
2. Selected by EU or beneficiary (AT-clause must be selected on the Amendment Information screen by the Consortium/PO)
3. On-demand (AT-clause must be requested from Helpdesk – please contact your Project Officer).


Clauses in **grey** are open only to the EU (and can therefore NOT be activated by you). Please contact us.

For changes linked to errors/mistakes, some standard clauses can be flagged as *Error amendment* type by the EU Officers. Amendment clauses that can be marked as *Error amendment* are listed below. For any other specific circumstances the general error AT60 clause must be used. Please contact us.



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STANDARD AT-CLAUSES				
AT-clauses		Mandatory combinations & supporting documents	Other combinations	
No	Name			
<b>Changes concerning participants</b>				
1	<b>Addition of a new beneficiary</b>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>- New beneficiary (and its affiliated entities) must have been validated in the Participant Register</li> </ul> <p><b>Mandatory combinations:</b></p> <ul style="list-style-type: none"> <li>- Change of Annex 1 (if change/reallocation of tasks and changes to the use of resources are necessary) (AT21) (FPA: Annex 1 FPA; SGA: Annex 1 SGA)</li> <li>- Change of Annex 2 (including Annex 2b, 2c, 2d, 2e, if necessary) (AT41; AT 51a, 51b, 51c, 51d) (FPA: ---; SGA: Annex 2 SGA)</li> <li>- Change of applicable law regime (if the new beneficiary is an international organisation) (AT16)</li> <li>- Change of dispute settlement forum (if the new beneficiary is an international organisation) (AT17)</li> </ul> <p><b>Supporting documents:</b></p> <ol style="list-style-type: none"> <li>1) Updated Annex 1</li> <li>2) Updated Annex 2</li> <li>3) Declaration of Honour (DoH)</li> <li>4) Accession form (Annex 3)</li> </ol> <p><b>Additional supporting documents:</b></p>	<p><b>Other combinations:</b></p> <ul style="list-style-type: none"> <li>- Addition of an affiliated entity (AT2)</li> <li>- Addition of an associated partner (AT3)</li> <li>- CFS waive (AT59)</li> </ul>	<p><b>AT1</b> — AT1 serves to add a new beneficiary to the GA.</p> <p>The start date can be: a fixed date (retroactive date is possible), the date of the signature of the Accession Form or the date of the entry into force of the Amendment.</p> <p><b>Accession of a new beneficiary due to a transfer of the grant agreement</b> (portability, transfers, etc.): must be handled by combining several clauses (AT1, AT4 and AT11).</p> <p><b>FPA/SGA</b> — In order to participate in an SGA, the new beneficiary must be first added to the FPA. However, partners must no longer be in all SGAs. You can choose in which SGAs you want to participate.</p>



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STANDARD AT-CLAUSES				
AT-clauses		Mandatory combinations & supporting documents	Other combinations	
No	Name			
		5) PTRO: supporting documents to prove PTRO 6) Restricted calls with OCA: ownership control declaration 7) HE ERC: PI motivation letter		
2	<b>Addition of an affiliated entity</b>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>- New affiliated entity must have been validated in the Participant Register</li> </ul> <p><b>Mandatory combinations:</b></p> <ul style="list-style-type: none"> <li>- Change of Annex 1 (if change/reallocation of tasks and changes to the use of resources are necessary) (AT21) (FPA: Annex 1 FPA; SGA: Annex 1 SGA)</li> <li>- Change of Annex (including Annex 2b, 2c, 2d, 2e, if necessary) (AT41; AT 51a, 51b, 51c, 51d) (FPA: ---; SGA: Annex 2 SGA)</li> </ul> <p><b>Supporting documents:</b></p> <ol style="list-style-type: none"> <li>1) Updated Annex 1</li> <li>2) Updated Annex 2</li> <li>3) Legal documents proving the link to the beneficiary (statues, financial data, agreement, decree, citation of the applicable rules with hyperlinks to the texts, etc)</li> <li>4) Declaration of Honour (DoH)</li> </ol> <p><b>Additional supporting documents:</b></p>	<p><b>Other combinations:</b></p> <ul style="list-style-type: none"> <li>- Addition of a new beneficiary (AT1)</li> <li>- - CFS waive (AT59)</li> </ul>	<p><b>AT2</b> — AT2 serves to add a new affiliated entity during the grant.</p> <p>If linked to the addition of a new beneficiary, the affiliated entity's entry date must be the same of the new beneficiary.</p> <p>The entry date can be retroactive</p> <p><b>FPA/SGA</b> — If linked to the addition of a new beneficiary, the entry date must not be before the entry date of the new beneficiary. For SGAs, the affiliated entity must be first added to the FPA.</p>



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STANDARD AT-CLAUSES				
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No	Name			
		5) HE ERC: PI motivation letter		
3	<b>Addition of an associated partner</b>	<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>- New associated partner must be registered in the Participant Register (but no validation is needed)</li> </ul> <p><b>Supporting documents:</b></p> <ol style="list-style-type: none"> <li>1) Updated Annex 1</li> </ol>	<p><b>Other combinations:</b></p> <ul style="list-style-type: none"> <li>- Addition of a new beneficiary (AT1)</li> </ul>	<p><b>AT3</b> — AT3 serves to add a new associated partner during the grant.</p> <p>If linked to the addition of a new beneficiary (AT1), the entry date must be the same of the new beneficiary (accession date of the new beneficiary or the date of entry into force of the amendment).</p> <p>The entry date can be retroactive</p> <p><b>FPA/SGA</b> — If linked to the addition of a new beneficiary, the entry date must not be before the entry date of the new beneficiary. For SGAs, the associated partner must be first added to the FPA.</p>
4	<b>Beneficiary termination</b>	<p><b>Mandatory combinations:</b></p> <ul style="list-style-type: none"> <li>- Change of Annex 1 (if change/ reallocation of tasks and changes to the use of resources are necessary) (AT21) (FPA: Annex 1 FPA; SGA: Annex 1 SGA)</li> <li>- Change of Annex 2 (including Annex 2b, 2c, 2d, 2e, if necessary) (AT41; AT 51a, 51b, 51c, 51d) (AT41) (FPA: ---; SGA: Annex 2 SGA)</li> <li>- Removal of an affiliated entity (if any) (AT6)</li> </ul>	<p><b>Other combinations:</b></p> <ul style="list-style-type: none"> <li>- Change of coordinator (if the terminated beneficiary is also the coordinator)(AT11)</li> <li>- Change of the bank account for payments (if the terminated beneficiary is the coordinator)(AT12)</li> </ul>	<p><b>AT4</b> —AT4 can be used by the consortium to remove a beneficiary during the grant.</p> <p>The termination can NOT be retroactive (i.e. before the submission of the amendment request). However, is possible to show the date the beneficiary ends working on the action (exit date) thus reflecting the end date of cost eligibility.</p> <p>The <b>exit date (= end of work date)</b> — It can be a fixed date, the date after the submission of the amendment request or the date of entry into</p>



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No	Name			
		<p>- Removal of an associated partner (if any)(AT7) or change of associated partner link (AT18)</p> <p><b>Supporting documents:</b></p> <ol style="list-style-type: none"> <li>1) updated Annex 1</li> <li>2) updated Annex 2</li> <li>3) within 60 days from the termination date, a termination report with: <ul style="list-style-type: none"> <li>– beneficiary individual financial statement</li> <li>– a certificate on the financial statement (CFS)(if necessary)</li> <li>– a report on the distribution of payments made to the beneficiary concerned</li> </ul> </li> </ol> <p><b>Additional supporting documents:</b></p> <ol style="list-style-type: none"> <li>4) for beneficiary termination by the consortium: <ul style="list-style-type: none"> <li>– opinion of the beneficiary whose participation is terminated (or proof that their opinion has been requested)</li> <li>– supporting documents to justify the termination (<i>e.g. proof of bankruptcy; letter from the liquidator; court decision etc.</i>)</li> </ul> </li> </ol>		<p>force of the amendment.</p> <p>The <b>termination date</b> — Must always be in the future (<b>NO retroactivity</b>). It can be either a fixed date established after the submission of the amendment request or the date of entry into force of the amendment, whichever is the latest.</p> <p> <b>No withdrawal of termination</b> — The termination date is legally binding (i.e. takes effect with the entry into force of the amendment). After the effective date has passed, the termination can be ‘undone’ only via a formal amendment request to add the beneficiary back into the grant (AT1)</p> <p><b>Mandatory change of coordinator</b> - In case of termination of the coordinator (by the consortium or by the EU) the AT4 amendment request must always be combined with AT11 to appoint a new coordinator.</p> <p>A coordinator change may be needed, even after the end date of the action, if the coordinator is no longer to fulfill its role (e.g. liquidation) and the final payment is not yet paid out.</p> <p>The new coordinator will submit the termination report.</p> <p><b>FPA/SGA</b> — For FPAs, the exit date corresponds to the termination date (there is no separate end of work date).</p>



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No	Name			
				Termination of a beneficiary must be introduced separately for FPA and SGAs.
5	<b>Beneficiary termination (non-accession to the GA)</b>	<p><b>Mandatory combinations:</b></p> <ul style="list-style-type: none"> <li>- Change of Annex 1 (if change/reallocation of tasks and changes to the use of resources are necessary) (AT21) (FPA: Annex 1 FPA; SGA: Annex 1 SGA)</li> <li>- Change of Annex 2 ((including Annex 2b, 2c, 2d, 2e, if necessary) (AT41; AT 51a, 51b, 51c, 51d) (AT41) (FPA: ---; SGA: Annex 2)</li> <li>- Change of applicable law regime (if the beneficiary is an international organisation) (AT16)</li> <li>- Change of dispute settlement forum (if the beneficiary is an international organisation) (AT17)</li> </ul> <p><b>Supporting documents:</b></p> <ol style="list-style-type: none"> <li>1) Updated Annex 1</li> <li>2) Updated Annex 2</li> </ol>		<p><b>AT5</b> - AT5 serves to remove a beneficiary that never became part of the GA.</p> <p>The amendment request must be submitted within 60 days from the entry into force of the Agreement.</p> <p>Do not combine with AT6 and AT7 because affiliated entities and associated partners, if any, are removed together with the beneficiary who did not access the GA (as part of AT5).</p>
6	<b>Removal of an affiliated entity</b>	<p><b>Mandatory combinations:</b></p> <ul style="list-style-type: none"> <li>- Change of Annex 1 (if change/reallocation of tasks and changes to the use of resources are necessary) (AT21) (FPA: Annex 1 FPA; SGA: Annex 1 SGA)</li> <li>- Change of Annex 2 (including Annex 2b, 2c, 2d, 2e, if necessary) (AT41; AT 51a, 51b,</li> </ul>	<p><b>Other combinations:</b></p> <ul style="list-style-type: none"> <li>- Beneficiary termination (AT4)</li> </ul>	<p><b>AT6</b> — AT6 serves to remove an affiliated entity during the grant.</p> <p>If linked to the termination of a beneficiary, the affiliated entity's exit and termination dates must be the same as those of the beneficiary.</p> <p>The termination date can NOT be retroactive. However, the exit date (= end of work date) can</p>



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No	Name			
		51c, 51d) (AT41) (FPA: ---; SGA: Annex 2 SGA) <b>Supporting documents:</b> 1) updated Annex 1 2) updated Annex 2 <b>Additional supporting documents:</b> 3) HE ERC: PI motivation letter		be retroactive. Same principles as for beneficiaries. We will NOT directly terminate affiliated entities, but will request the consortium to remove them (automatic removal only if their beneficiary is terminated). Do NOT combine with AT5 (because it already includes all the necessary changes) <b>FPA/SGA</b> — AT6 at FPA-level does not automatically lead to removal in the SGAs. The consortium composition at FPA and SGA-level will therefore be different. (Same approach as with AT4 – Beneficiary termination. If the beneficiary stays on to finish an on-going SGA also the affiliated entities must be able to stay on)
7	<b>Removal of an associated partner</b>	<b>Mandatory combinations:</b> - Change of Annex 1 (if change/reallocation of tasks and changes to the use of resources are necessary) (AT21) (FPA: Annex 1 FPA; SGA: Annex 1 SGA) <b>Supporting documents:</b> 1) updated Annex 1 <b>Additional supporting documents:</b> 2) HE ERC: PI motivation letter	<b>Other combinations:</b> - Beneficiary termination (AT4)	<b>AT7</b> — AT7 serves to remove an associated partner during the grant. If linked to the termination of its beneficiary, the partner's exit and termination date must be the same as the dates of the beneficiary. The termination date can NOT be retroactive. However, the exit date (= end of work date) can be retroactive. Same principles as for beneficiaries. We will NOT directly terminate associated partners, but will request the consortium to



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No	Name			
				<p>remove them (automatic removal only if their beneficiary is terminated).</p> <p>Do NOT combine with AT5 (because it already includes all the necessary changes).</p> <p><b>FPA/SGA</b> — AT7 at FPA-level does not automatically lead to removal in the SGAs. The consortium composition at FPA and SGA-level will therefore exceptionally be different. (Same approach as with AT4 – Beneficiary termination. If the beneficiary stays on to finish an on-going SGA, also the associated partners must be able to stay on).</p>
11	<b>Change of the coordinator</b>	<p><b>Mandatory combinations:</b></p> <ul style="list-style-type: none"> <li>- Change of Annex 1 (AT21) (FPA: Annex 1 FPA; SGA: Annex 1 SGA)</li> <li>- Change of Annex 2 (AT41) (FPA: ---; SGA: Annex 2 SGA)</li> <li>- Change of the bank account for payments(AT12)</li> <li>- HE ERC: change of the progress reporting schedule (unless the handover date coincides with the end of the financial reporting period) (AT71)</li> </ul> <p><b>Supporting documents:</b></p> <ol style="list-style-type: none"> <li>1) updated Annex 1</li> <li>2) updated Annex 2</li> </ol>	<p><b>Other combinations:</b></p> <ul style="list-style-type: none"> <li>- Beneficiary termination (if the former coordinator leaves the consortium) (AT4)</li> <li>- Removal of an affiliated entity (if any and if the former coordinator leaves the consortium) (AT6)</li> <li>- Removal of an associated partner (if any and if the former coordinator leaves)(AT7) or Change of associated partner link (for programmes that use AP link) (AT18)</li> </ul>	<p><b>AT11</b> — AT11 serves to change the coordinator role during the grant.</p> <p> It is mandatory for every change of beneficiary No 1 (even in mono-beneficiary grants) and must always be used on top of AT1, if the beneficiary enters new into the project.</p> <p>The clause is available also after the end date of the action and before the final payment is paid out.</p> <p>If the former coordinator terminates its participation, <b>the handover date</b> must be at the latest the exit date or the termination date (whichever is the earliest).</p> <p><b>Coordinator change without its agreement</b> — A special procedure applies. The other beneficiaries</p>



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AT-clauses		Mandatory combinations & supporting documents	Other combinations	
No	Name			
		<p><b>Additional supporting documents:</b></p> <p>3) for coordinator change without their agreement:</p> <ul style="list-style-type: none"> <li>– proof of nomination of one of the beneficiaries to act on behalf of the consortium (<i>e.g. approved meeting minutes, email exchange, etc.</i>)</li> </ul> <p>4) HE ERC: PI motivation letter</p> <p>5) HE ERC: new supplementary agreement (SA)</p>		<p>must nominate one of them to act on their behalf for the amendment. The nominated beneficiary must name a contact person responsible for the amendment (PCoCo).</p> <p>The nominated beneficiary should in principle be the one that will then take over the coordinator role. Proof of nomination is required.</p> <p><b>Coordinator in bankruptcy/liquidation</b> — same procedure as for the coordinator change without its agreement applies.</p> <p><b>FPA/SGA</b> — AT11 at FPA-level leads to coordinator change in all SGAs.</p> <p> Contact us before preparing your amendment (mandatory).</p>
12	<b>Change of the bank account for payments</b>	<p><b>Requirements:</b></p> <p>- Bank account must have been validated in the Participant Register</p>	<p><b>Other combinations:</b></p> <p>- Change of the coordinator (AT11)</p>	<p><b>AT12</b> — AT12 serves to adjust the bank account information to a change of bank details or coordination.</p> <p> This amendment type can be flagged as Error Amendment by the EU Officer</p>
...				
<b>Other changes</b>				
15	<b>Change of participant short name</b>			<p><b>AT15</b> — AT15 serves to reflect name changes of a participant (beneficiary, affiliated entity or</p>



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No	Name			
				<p>associated partner).</p> <p>The clause is optional as legally speaking no amendment is needed because short names have no legal value and their purpose is only to serve as easier identifier.</p> <p> This amendment type can be flagged as Error Amendment by the EU Officer</p>
16	<b>Change of applicable law regime</b>	<p><b>Requirements:</b></p> <p>- Entity must have been validated as international organisation in the Participant Register</p>	<p><b>Other combinations:</b></p> <p>- Addition of a new beneficiary (AT1)</p>	<p><b>AT16</b> — AT16 serves to adjust the options for the applicable law of international organizations to a change of situation/policy of the beneficiary.</p> <p><b>FPA/SGA</b> — Not applicable to FPAs. For SGAs, the special law regime must be applied consistently across all SGAs linked to the same FPA.</p> <p> This amendment type can be flagged as Error Amendment by the EU Officer</p>
17	<b>Change of dispute settlement forum</b>	<p><b>Requirements:</b></p> <p>- Entity must have been validated as international organisation in the Participant Register</p> <p>1)</p>	<p><b>Other combinations:</b></p> <p>- Addition of a new beneficiary (AT1)</p>	<p><b>AT17</b> — AT17 serves to adjust the options for the dispute settlement forum to a change of situation of the beneficiary. Do not combine with AT1 because AT1 already include the necessary changes.</p> <p><b>FPA/SGA</b> — Not applicable to FPAs. For SGAs, the special dispute settlement regime must be applied consistently across all SGAs linked to the same FPA.</p> <p> This amendment type can be flagged as Error Amendment by the EU Officer</p>



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18	[ONLY for programmes with AP link] <b>Change of associated partner link</b>	<b>Mandatory combinations:</b> - Change of Annex 1 (if change/reallocation of tasks and changes to the use of resources are necessary) (AT21) (FPA: Annex 1 FPA; SGA: Annex 1 SGA)	- Addition of a new beneficiary (AT1) - Beneficiary termination (AT4)	<b>AT18</b> — AT18 serves to activate, remove or change the link of an associated partner to a beneficiary in the grant. <b>If the link is removed:</b> the removal date can be a fixed date or the termination date of the former beneficiary. <b>If the link is activated or changed:</b> the date can be a fixed date, the termination date of the former beneficiary or the entry date of the new beneficiary  This amendment type can be flagged as Error Amendment by the EU Officer
...				
<b>Changes concerning the action or action implementation</b>				
21	<b>Change of Annex 1</b>	<b>Mandatory combinations:</b> - Change of Annex 2 (if change of estimated budget necessary) (AT41) (SGA: Annex 2 SGA) <b>Supporting documents:</b> 1) updated Annex 1 2) updated Annex 2 <b>Additional supporting documents:</b>	<b>Other combinations:</b> - Addition of a new beneficiary (AT1) - Addition of an affiliated entity (AT2) - Addition of an associated partner (AT3) - Beneficiary termination (AT4)	<b>AT21</b> — AT21 serves to adjust the description of the action (DoA — Annex 1) if there are significant changes to the project  Do not forget to double-check/make the changes also in the SyGMA screens in the Continuous Reporting module and Periodic Reporting (if open).  This amendment type can be flagged as Error Amendment by the EU Officer



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No	Name			
		3) HE ERC: Letter from PI justifying the changes to Annex 1	- Removal of an affiliated entity (AT5) - Removal of an associated partner (AT6) - Change of the coordinator (AT11) - Change of the project duration (AT25) - Change of the reporting periods (AT26)	
22	Change of the project name			 This amendment type can be flagged as Error Amendment by the EU Officer
23	Change of the project acronym			 This amendment type can be flagged as Error Amendment by the EU Officer
24	Change of the project starting date		<b>Other combinations:</b> - Change of Annex 1 (if needed) (AT21) - Change of the project duration (if needed)(AT25) - Change of the reporting periods (if needed) (AT26)	<b>AT24</b> — AT24 is one of the clauses that serve to adjust the action schedule (starting date, action duration or reporting periods) to a change of circumstances in the project.  Reporting periods that have already ended/are already closed can NOT be changed  This amendment type can be flagged as Error Amendment by the EU Officer
25	Change of the project duration	<b>Mandatory combinations:</b> - Change of Annex 1 (AT21) (SGA: Annex 1 SGA)	<b>Other combinations:</b> - Change of the project starting date (AT24)	<b>AT25</b> — AT25 is one of the clauses that serve to adjust the action schedule (starting date, action duration or reporting periods) to a change of



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No	Name			
		- Change of the reporting periods (AT26) <b>Supporting documents:</b> 1) updated Annex 1 <b>Additional supporting documents:</b> 2) HE ERC: PI motivation letter		circumstances in the project. <b>FPA/SGA</b> — The duration of the FPA can NOT be extended, but an SGA can be extended beyond the duration of the FPA (because FPA duration serves as a limit only for signing new SGAs, not for extending existing SGAs).  This amendment type can be flagged as Error Amendment by the EU Officer
26	<b>Change of the reporting periods</b>	<b>Mandatory combinations:</b> - Change of Annex 1 (AT21) (SGA: Annex 1 SGA) - Change of the prefinancing (if prefinancing is added/deleted)(AT55) <b>Supporting documents:</b> 1) updated Annex 1 <b>Additional supporting documents:</b> 2) HE ERC: PI motivation letter	<b>Other combinations:</b> - Change of the action starting date (AT24) - Change of the project duration (AT25)	<b>AT26</b> — AT26 is one of the clauses that serve to adjust the action schedule (starting date, action duration or reporting periods) to a change of circumstances in the project.  Reporting periods that have already ended/are already closed can NOT be changed.  This amendment type can be flagged as Error Amendment by the EU Officer
27	<b>Change concerning linked actions</b>		<b>Other combinations:</b> - Change of Annex 1 (if needed) (AT21)	<b>AT27</b> – AT27 serves to remove or add specific linked actions (other projects that are to be managed in parallel, allowing for funding rates up to 100% and synchronised suspensions and terminations). <b>FPA/SGA</b> – Not applicable to FPAs.  This amendment type can be flagged as Error Amendment by the EU Officer



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No	Name			
...				
<b>Grant Agreement/Framework Partnership Agreement suspension/termination</b>				
35	GA/FPA suspension	<p><b>Supporting documents:</b></p> <p><b>Additional supporting documents:</b></p> <p>1) HE ERC: PI motivation letter</p>	<p><b>Other combinations:</b></p> <p>- Change of Annex 1 (if needed) (AT21)</p>	<p><b>AT35</b> — AT35 can be used by the consortium to formally suspend the grant..</p> <p>The suspension start date can be retroactive (i.e. before the submission date of the amendment request).</p> <p><b>FPA/SGA</b> – During the suspension period of the FPA, new SGAs can NOT be signed. By contrast, the suspension of the FPA will not impact the implementation of ongoing SGAs. They would have to be suspended separately, if work should be stopped on them.</p>
36	Resuming the action after GA/FPA suspension	<p><b>Mandatory combinations:</b></p> <p>- Change of Annex 1 (if change/reallocation of tasks and changes to the use of resources are necessary) (AT21) (SGA: Annex 1 SGA)</p> <p>- Change of Annex 2 (AT41) (SGA: Annex 2 SGA)</p> <p><b>Supporting documents:</b></p> <p>1) updated Annex 1</p>	<p><b>Other combinations:</b></p> <p>- Change of the project duration (AT25)</p> <p>- Change of the reporting periods (AT26)</p>	<p><b>AT36</b> — AT36 serves to resume the GA/FPA after it has been formally suspended.</p> <p>The suspension is lifted from the day after the end date (end date+1) set out in the amendment request.</p> <p>The resumption date/ can be retroactive (i.e. before the submission date of the amendment request, but not earlier than the suspension start date).</p>



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STANDARD AT-CLAUSES				
AT-clauses		Mandatory combinations & supporting documents	Other combinations	
No	Name			
		2) updated Annex 2 <b>Additional supporting documents:</b> 3) HE ERC: PI motivation letter		AT36 must normally be combined with AT26 to adapt the reporting periods (merge or extend RPs, as needed) and AT25 to extend the action duration (if more time is needed to complete the project). <b>FPA/SGA</b> — Suspension of the FPA must be lifted before you can sign a new SGA.
37	<b>GA/FPA termination (early termination)</b>	<b>Supporting documents:</b>  <b>Additional supporting documents:</b> 1) HE ERC: PI motivation letter		<b>AT37</b> — AT37 can be used by the consortium to terminate the GA/FPA before the project end date . The termination can NOT be retroactive (i.e. before the submission of the amendment request). However, is possible to show the date the beneficiaries end working on the action (end of work date) thus reflecting the end date of cost eligibility. The <b>end of work date</b> — It can be a fixed date, the date after the submission of the amendment request or the date of entry into force of the amendment. The <b>termination date</b> — Must always be in the future ( <b>NO retroactivity</b> ). It can be either a fixed date established after the submission of the amendment request or the date of entry into force of the amendment, whichever is the latest.  <b>No withdrawal of termination</b> — The termination date is legally binding (i.e. takes



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STANDARD AT-CLAUSES				
AT-clauses		Mandatory combinations & supporting documents	Other combinations	
No	Name			
				effect with the entry into force of the amendment). After the effective date has passed, the termination can NO LONGER be 'undone'.
...				
<b>Changes concerning the financial aspects of the grant</b>				
<b>Budget</b>				
41	<b>Change of Annex 2 (estimated budget)</b>	<p><b>Mandatory combinations:</b></p> <ul style="list-style-type: none"> <li>- Change of Annex 1 (AT21) (SGA: Annex 1 SGA)</li> <li>- Change of the maximum grant amount (if change of Annex 2 leads to a decrease of maximum grant amount)(AT43a)</li> </ul> <p><b>Supporting documents:</b></p> <ol style="list-style-type: none"> <li>1) updated Annex 2</li> <li>2) updated Annex 1</li> </ol> <p><b>Additional supporting documents:</b></p> <ol style="list-style-type: none"> <li>3) HE ERC: PI motivation letter</li> </ol>	<p><b>Other combinations:</b></p> <ul style="list-style-type: none"> <li>- Change of the prefinancing (if not paid out and/or for programmes with additional prefinancing payments) (AT55)</li> <li>- for programmes with MIM: Change of MIM contribution (if the prefinancing amount has not been paid out)(AT56)</li> <li>- Change of the non-profit rule (applicable only to specific actions)(AT58)</li> </ul>	<p><b>AT41</b> — AT41 serves to adapt the estimated budget to the real project implementation</p> <p> Annex 2 is kept synchronised with the maximum grant amount and the total eligible costs in the Data Sheet. It can be lowered or raised during the action, but can never go above the maximum grant amount initially awarded.</p> <p> For a change of Annex 2a, contact us before preparing your amendment (mandatory).</p> <p> This amendment type can be flagged as Error Amendment by the EU Officer</p>
42	<b>Change of the project funding rate(s)</b>	<p><b>Mandatory combinations:</b></p> <ul style="list-style-type: none"> <li>- Change of Annex 2 (AT41) (SGA: Annex 2 SGA)</li> </ul>	<p><b>Other combinations:</b></p> <ul style="list-style-type: none"> <li>- Change of Annex 1 (if changes to the use of resources are necessary) (AT21)</li> </ul>	<p><b>AT42</b>— AT42 serves to lower or raise the funding rate for costs in Article 5.3</p> <p> AT42 is reserved for exceptional cases and is open only to the EU. Contact us in case of an</p>



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STANDARD AT-CLAUSES				
AT-clauses		Mandatory combinations & supporting documents	Other combinations	
No	Name			
		<b>Supporting documents:</b> 1) updated Annex 2	- Change of the maximum grant amount (AT43a)	issue. Consortium changes can impact the funding rate only in EU programmes that exceptionally allow for several funding rates at participant-level (i.e. different funding rates for different beneficiaries/affiliated entities); the clause will therefore only be activated in specific situations and for certain types of actions only.  This amendment type can be flagged as Error Amendment by the EU Officer
43a	<b>Change of the maximum grant amount (Annex 2)</b>	<b>Mandatory combinations:</b> - Change of Annex 2 (AT41) (SGA: Annex 2 SGA) <b>Supporting documents:</b> 1) updated Annex 2	<b>Other combinations:</b> - Change of Annex 1 (if change/reallocation of action tasks and changes to use of resources necessary) (AT21) - Change of the maximum grant amount (award decision – EU only)(AT43b) - Change of the prefinancing (if not paid out and/or for programmes with additional prefinancing payments) (AT55) - for programmes with MIM: Change of MIM contribution (if the prefinancing amount has not yet been paid out)(AT56)	<b>AT43a</b> — AT43a serves to lower or increase the maximum grant amount (i.e. the amount mentioned in the Data Sheet and Article 5.2 GA).  The maximum grant amount can NOT be increased above the amount initially awarded (unless the award decision is also changed, see AT43b).  This amendment type can be flagged as Error Amendment by the EU Officer



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STANDARD AT-CLAUSES				
AT-clauses		Mandatory combinations & supporting documents	Other combinations	
No	Name			
43b	<b>Change of the maximum grant amount (award decision)</b>	<p><b>Mandatory combinations:</b></p> <ul style="list-style-type: none"> <li>- Change of Annex 2 (AT41) (SGA: Annex 2 SGA)</li> </ul> <p><b>Supporting documents:</b></p> <ul style="list-style-type: none"> <li>1) updated Annex 2</li> </ul>	<p><b>Other combinations:</b></p> <ul style="list-style-type: none"> <li>- Change of Annex 1 (if change/reallocation of action tasks and changes to use of resources necessary) (AT21)</li> <li>- Change of the prefinancing (if not paid out and/or for programmes with additional prefinancing payments) (AT55)</li> <li>- for programmes with MIM: Change of MIM contribution (if the prefinancing amount has not yet been paid out)(AT56)</li> </ul>	<p><b>AT43b</b> — AT43b serves to lower or raise the maximum grant amount for the action (below or above the amount initially awarded).</p> <p> AT43b is open only to the EU.</p> <p><b>Low value grants</b> — An increase to above 60 000 EUR implies the automatic activation of the options for high value grants (<i>e.g. no profit rule, longer deadlines for audits, etc.</i>).</p> <p><b>Programmes with MIM</b> —</p> <p>If the maximum grant amount is increased, the EU may decide to also increase the contribution to the MIM, but only if the prefinancing is not yet paid out.</p> <p>If the maximum grant amount is decreased, the EU may decide to also decrease the contribution to the MIM, but only if the pre-financing is not yet paid out.</p> <p><b>Programmes without MIM</b> — NO change to the pre-financing guarantee (since not linked to the maximum grant amount, but to the financial viability).</p> <p> This amendment type can be flagged as Error Amendment by the EU Officer</p>
44a	<b>Change of the contingency reserve</b>	<p><b>Mandatory combinations:</b></p> <ul style="list-style-type: none"> <li>- Change of Annex 2 (AT41) (SGA: Annex 2 SGA)</li> </ul>	<p><b>Other combinations:</b></p> <ul style="list-style-type: none"> <li>- Change of the maximum grant amount (AT43a)</li> </ul>	<p><b>AT44a</b> — AT44b serves to change the contingency reserve amount in cases where it has been foreseen.</p>



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STANDARD AT-CLAUSES				
AT-clauses		Mandatory combinations & supporting documents	Other combinations	
No	Name			
		<b>Supporting documents:</b> 1) updated Annex 2		 This amendment type can be flagged as Error Amendment by the EU Officer
44b	<b>Activation of the contingency reserve</b>	<b>Mandatory combinations:</b> - Change of Annex 2 (AT41) (SGA: Annex 2 SGA) <b>Supporting documents:</b> 1) updated Annex	<b>Other combinations:</b> - Change of the maximum grant amount (AT43a)	<b>AT44b</b> — AT44b serves to activate the contingency reserve amount and thus increase the maximum grant amount as set out in the Data sheet  This amendment type can be flagged as Error Amendment by the EU Officer
...				
<b>Cost eligibility rules</b>				
50	<b>[ONLY for programmes with depreciation and full purchase cost option] Change concerning listed equipment</b>		<b>Other combinations:</b> - Change of Annex 1 (if changes to the use of resources are necessary) (AT21) - Change of Annex 2 (if needed) (AT41)	<b>AT50</b> — AT50 serves to adjust the options for reimbursement of equipment costs to a change of circumstances in the project. <b>Recalculations &amp; adjustments</b> — If the amendment is retroactive (exception), the beneficiaries may adjust previous financial statements (to add costs that were incurred AFTER the change date).  This amendment type can be flagged as Error Amendment by the EU Officer
51	<b>Change concerning unit costs/contributions (Annex 2a)</b>	<b>Mandatory combinations:</b> - Change of Annex 2 (AT41) (SGA: Annex 2 SGA)	<b>Other combinations:</b> - Change of Annex 1 (if changes to the use of resources are necessary)	<b>AT51</b> – AT51 serves to adjust the calculations for unit costs/contributions.  Contact us before preparing your amendment



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STANDARD AT-CLAUSES				
AT-clauses		Mandatory combinations & supporting documents	Other combinations	
No	Name			
			(AT21)	(mandatory) <b>Recalculations &amp; adjustments</b> — If the amendment is retroactive (exception), the beneficiaries may adjust previous financial statements (to add costs that were incurred AFTER the change date).  This amendment type can be flagged as Error Amendment by the EU Officer
51a	<b>Change concerning customised unit costs/contributions (Annex 2b)</b>	<b>Mandatory combinations:</b> - Change of Annex 2 (AT41) (SGA: Annex 2 SGA)	<b>Other combinations:</b> - Change of Annex 1 (if changes to the use of resources are necessary) (AT21)	<b>AT51a</b> – AT51a serves to adjust the calculations for customised unit costs/contributions.  Contact us before preparing your amendment (mandatory) <b>Recalculations &amp; adjustments</b> — If the amendment is retroactive (exception), the beneficiaries may adjust previous financial statements (to add costs that were incurred AFTER the change date).  This amendment type can be flagged as Error Amendment by the EU Officer
51d	<b>AT51d Change concerning the complex funding rate calculator (Annex 2e)</b>	<b>Mandatory combinations:</b> - Change of Annex 2 (AT41) (SGA: Annex 2 SGA)	<b>Other combinations:</b> - Change of Annex 1 (if changes to the use of resources are necessary) (AT21)	<b>AT51d</b> – AT51d serves to update the complex funding rate calculator due a change of circumstances in the action  Contact us before preparing your amendment (mandatory)  This amendment type can be flagged as Error



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STANDARD AT-CLAUSES				
AT-clauses		Mandatory combinations & supporting documents	Other combinations	
No	Name			
				Amendment by the EU Officer
...				
<b>Payments and Guarantees</b>				
55	<b>Change of the prefinancing</b>		<b>Other combinations:</b> - Change of the reporting periods (AT26) if additional prefinancings are added/delated - Change of MIM contribution (AT56) in case the contribution needs to be adapted and the prefinancing has not been paid out yet - Change of the prefinancing guarantee (AT57a) in case the guarantee covering the prefinancing amount needs to be adapted	<b>AT55</b> — AT55 serves to add/delete additional prefinancings, or lower/raise the prefinancing amount for the action (as set out in the Data Sheet point 4.2).  AT55 is reserved for exceptional cases and is open only to the EU. A change of the pre-financing has normally NO impact on the maximum grant amount.  This amendment type can be flagged as Error Amendment by the EU Officer
56	<b>Change of the MIM contribution</b>			<b>AT56</b> — AT56 serves to lower or raise the MIM contribution (as set out in the Data Sheet point 4.2).  AT56 is reserved for very exceptional cases and is open only to the EU. Contact us in case of an issue. The contribution to the MIM can normally NOT be changed if the pre-financing is already paid



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STANDARD AT-CLAUSES				
AT-clauses		Mandatory combinations & supporting documents	Other combinations	
No	Name			
				out (because the contribution is made via deduction from the pre-financing payment).  This amendment type can be flagged as Error Amendment by the EU Officer
57a	Change of the prefinancing guarantee			<b>AT57a</b> – AT57a serves to change the prefinancing guarantee amount for the action New prefinancing guarantees may be introduced if there are doubts about the financial viability of a new beneficiary  This amendment type can be flagged as Error Amendment by the EU Officer
57b	Change of joint and several liability of beneficiaries	)	<b>Other combinations:</b> - Addition of a new beneficiary (AT1) - Change of Annex 1 (DoA) - Change of Annex 2 (estimated budget) (AT41)	<b>AT57b</b> – AT57b serves to add joint and several liability of beneficiaries (if requested by the EU, e.g. because a new, weak beneficiary enters the grant; if the financial capacity of an existing beneficiary changes significantly during the project implementation; if the distribution of work in Annex 1 changes significantly and is transferred to a weak participant, etc).  This amendment type can be flagged as Error Amendment by the EU Officer
58	Change of the non-profit rule	<b>Mandatory combinations:</b> - Change of Annex 2 (estimated budget) (AT41) - Change of the maximum grant amount		<b>AT58</b> – AT58 allows the PO to deactivate the non-profit rule for a grant (if the maximum grant amount (award decision) has been decreased to below EUR 60 000 (or raised above).-.



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STANDARD AT-CLAUSES				
AT-clauses		Mandatory combinations & supporting documents	Other combinations	
No	Name			
		(43a) - Change of the maximum grant amount (award decision – EU only)(AT43b)		<p> AT58 is reserved for exceptional cases and is open only to the EU.</p> <p> This amendment type can be flagged as Error Amendment by the EU Officer</p>
59	<b>Change of the list of CFS exempted participants (CFS waive)</b>		<p><b>Other combinations:</b></p> <ul style="list-style-type: none"> <li>- Addition of a new beneficiary (AT1)</li> <li>- Addition of an affiliated entity (AT2)</li> </ul>	<p><b>AT59</b> – AT59 serves to adapt the list of beneficiaries with CFS exemption</p> <p> AT59 is open only to the EU. Only the EU officers can set or unset the flag for an entity</p> <p> This amendment type can be flagged as Error Amendment by the EU Officer</p>
...				
60	<b>GENERAL ERROR CLAUSE: Change due to an error/mistake</b>			<p><b>AT60</b> — AT60 is a general default clause to correct mistakes/errors that happened during GA preparation or a previous amendment OR to update GAs to retroactive MGA changes that require a different text/new option in the GA.</p> <p> AT60 is open only to the EU. Contact us in case of an issue. We will instruct you how to proceed.</p>
65	<b>GENERAL MANUAL AMENDMENT CLAUSE: Changes via general manual amendment clause</b>			<p><b>AT65</b> — AT65 is a general default clause to allow for manual amendments (for which there is no automated amendment clause).</p> <p> AT65 is open only to the EU. Contact us in case of an issue. We will instruct you how to</p>



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STANDARD AT-CLAUSES				
AT-clauses		Mandatory combinations & supporting documents	Other combinations	
No	Name			
				proceed.

SPECIAL AT-CLAUSES (Programme specific provisions)				
AT-clauses		Mandatory combinations and supporting documents	Other combinations	
No	Name			
71	<b>[ONLY for programmes with progress reporting] Change of the progress reporting schedule</b>	<b>Mandatory combinations:</b> - Change of Annex 1 (if change/reallocation of tasks and changes to the use of resources are necessary) (AT21)		<b>AT71</b> — AT71 serves to adapt the progress reporting schedule.  This amendment type can be flagged as Error Amendment by the EU Officer
72a	<b>[ONLY for programmes with blended finance single action] Change of additional information on the blended finance investment component</b>			<b>AT72a</b> — AT72a serves to adjust the investment component amount in programmes with blended finance (single action) It is possible to set an effective date; if not set, the amendment will take effect on the entry into force date.  This amendment type can be flagged as Error Amendment by the EU Officer
72b	<b>[ONLY for programmes</b>			<b>AT72b</b> — AT72b serves to replace Annex 6 and it



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SPECIAL AT-CLAUSES (Programme specific provisions)				
AT-clauses		Mandatory combinations and supporting documents	Other combinations	
No	Name			
	with Annex 6] Change of Annex 6			is applicable in programmes with Annex 6  This amendment type can be flagged as Error Amendment by the EU Officer



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