

# Project Modification Procedure

Version 2.0

approved by the Monitoring Committee on 1 April, 2025

The Lead Partner (LP) and Project Partners (PPs) should keep in mind that any modifications to the project scope and to the partnership should be avoided. Also, the budget planned in the approved Application Form should be implemented as precisely as possible. However, unexpected circumstance outside of Partner control can happen that require modifications in the project done.

## General rules regarding modifications in the projects:

- 1) Essence of the project cannot be changed;
- 2) There can be no negative effect on the project results;
- 3) Output value cannot be changed;
- 4) Once the requested modification has been approved, the reverse case shall not be accepted;
- 5) Modifications can be done only in well justified cases. Additional activities, deliverables, equipment, works etc. as a result of savings in the project will not be accepted;
- 6) Modifications have to be based on reliable information collected from all Partners, agreed by all Partners involved;
- 7) Modifications can be done only during the project implementation, i.e. between project start and end date of the project indicated in the Subsidy Contract (SC);
- 8) The modifications related to activities or the budget could be done not more often than once per reporting period, therefore the need for modification shall be carefully examined before introduction of the request (i.e. all Partners shall do their best to forecast needed modifications and shall introduce them together in one request);
- 9) LP should submit the last possible request not later than 1 month before the end date of the project indicated in SC;
- 10) Decisions regarding different project implementation issues are taken only on the basis of officially submitted full package of documents and following requirements and procedures set in the Programme;
- 11) After approval of budget modification all further requests for budget modification should be based on the newly approved budget.

## There are following modifications allowed during the project implementation:

	TYPE OF MODIFICATION	NOTE	Additional documents
A.	Notification on modifications of the technical character (e.g. contact person, contact details, bank account) or change of a legal representative	E-mail to appointed JS Project Manager informing about a change.	A document proving the modification, if applicable
B.	Minor adjustments of work plan without impact on objectives and results and / or budget reallocation inside one cost category other than those mentioned in type D (exception: projects with Budget option 2 - see modification type D)	Reporting in JEMS within respective Partner and Project Report.	N/A

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C.	Modification of the work plan related to investments, activities, deliverables and outputs without impact on the project objectives or output and result indicator targets	Request for modification, approval of JS required (via e-mail).	Request for modification (Annex 1)
D.	Budget reallocations without shifts between PPs: i) between cost categories, ii) adding new budget line inside one cost category, iii) changes inside one cost category resulting in changes of initial quantities, type of services, equipment, works etc., iv) for projects with Budget option 2: changes in budget items of staff costs (No of units, unit rates etc.)	Request for modification, approval of JS required.	Request for modification (Annex 1); Budget modification form (Annex 2); commercial offers justifying changes in purchase or other relevant justifying documents; proofs of the need to change the initial quantities, types of services, equipment, works, etc.; documents justifying requested changes in staff costs etc.
E.	Budget reallocations between PPs	Request for modification, approval of JS required, NA/MA respectively is notified via email.  Note: in case of projects receiving state aid, the changes of partner/-s budget receiving state aid must be approved in advance via Addendum.	Request for modification (Annex 1); Budget modification form (Annex 2); new Partner Statement (template of the relevant call for proposals); commercial offers justifying changes in purchase, etc.
F.	Prolongation of the project duration up to 12 months ( <u>not exceeding the Programme deadline, i.e. 31 December 2029</u> )	Request for modification, approval of JS, addendum to SC required, MA is notified via e-mail by JS on the decision to	Request for modification (Annex 1);



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		prolong the SC and the addendum being prepared.	Budget modification form (Annex 2), if applicable.
G.	Prolongation of the project duration for more than 12 months ( <u>not exceeding the Programme deadline, i.e. 31 December 2029</u> )	Request for modification, approval of MA, addendum to SC required.	Request for modification (Annex 1); Budget modification form (Annex 2), if applicable.
H.	Changes in the partnership (new partner / withdraw of a partner / change of LP)	Request for modification, approval of MC required, also addendum to SC required if there is change of LP.	Request for modification (Annex 1); Budget modification form – Annex 2), if applicable; new Project Statement (template of the relevant call for proposals); new Partner Statement for a new partner (template of the relevant call for proposals); new Statement on the absence of discriminatory resolutions for a new partner if it is a local self-government unit or its subordinate units from Poland; new SME Declaration for a new partner if it is SME; new Partnership Agreement if applicable.

To proceed a modification in the project the following steps need to be taken:

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The LP of the project is responsible for submitting requests for modification in the approved projects. The LP should contact JS Project Managers appointed to the project to clarify which type of modification is going to happen or has occurred and follow the steps accordingly.

## Type A:

LP has to inform JS about modification by sending an e-mail to the JS Project Managers appointed for the project. It is expected that LP shall inform JS within time period of 14 (fourteen) calendar days after modification type A came into force. If needed specific data in JEMS shall be changed by LP accordingly to the modification.

## TYPE B

PPs have to provide information in the respective Partner Report in JEMS. LP has to provide the same information in the respective Project Report in JEMS. Justification for the described minor adjustments needs to be included.

## TYPE C-F

In all these cases LP should submit the electronically signed *Request for modification* to the JS via e-mail or [e-pristatymas.lt](mailto:e-pristatymas.lt) (applicable for Lithuanian LP). **The need for the modification should be strongly justified.**

Depending on the modification additional documents may be required to be attached (see table above).

**In case of C, D and F type of modification** decision of JS shall be taken within 14 (fourteen) calendar days after appropriate *Request for modifications* and/or documents are received. JS will send the decision to LP by e-mail. In case of positive decision to requested F type of modification, JS shall notify MA via e-mail about the approval and the addendum to SC being prepared.

**In case of E type of modification** which needs consultation of NA/MA respectively, JS shall check the *Request for modifications* within 14 (fourteen) calendar days after appropriate *Request for modifications* and/or documents are received and shall send notification on the decision to respective NA/MA. JS will send the decision to LP by e-mail.

**In case of G types of modifications** JS shall check the *Request for modifications* within 14 (fourteen) calendar days after appropriate *Request for modifications* and/or documents are received and shall send proposal for decision to the MA. Decision of MA shall be taken within 14 (fourteen) calendar days after appropriate *Request for modifications*, including additional clarifications and/or documents are received from JS. JS will send the MA decision to LP by e-mail.

**In case of H types of modifications** JS shall check the *Request for modifications* within 14 (fourteen) calendar days after appropriate *Request for modifications* and/or documents are received and shall send proposal for decision to the MC (shorten written procedure can be applied), including additional clarifications and/or documents are received from JS. JS will send the MC decision to LP by e-mail.

Please note, that Project modifications which require approval of MA/MC should enter into force from the date of the decision. The date will be specified in the modification section in JEMS and JS/Controllers/Audit will check the costs against it. No costs requiring prior or formal approval can be incurred before the decision has been made.

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In case of a positive decision, JS will revert the Application Form in JEMS to LP for updating. The status of Application Form will change to “In modification”. After update of Application Form LP shall submit it for approval of JS. JS checks the updated Application Form, if needed, it can be reverted back to LP for correction. When it is accepted by JS, the status of Application Form will change again to “Contracted” and LP will receive notification on approval of modification. **In case of a modification requiring an addendum to SC, the addendum will be signed by LP and MA after status of Application Form is “Contracted”.**

## Annexes:

- Annex 1 – Request for modification
- Annex 2 – Budget modification form