**REQUEST FOR AMENDMENTS**

*The proposal for amendments must be in line with the provisions of the Call (see Project Implementation Guidelines for Principal Investigators, Section 6. Eligible costs). Amendments may be requested only for the current Project implementation period. The amendments may not result in an increase of the contracted amount of the annual instalment or the total Project grant.*

*The proposal must be delivered before the work and financial commitments that are the subject of the amendment have been actualised in full, and retroactive requests shall not be considered. All amendments which have not been approved by the Foundation in advance will be considered as not implemented. Amendments are not possible 30 days before the end of the reporting period or within 3 months before the Project end date.*

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| **Project code and title** | TTP-2018-07-XXXX, TITLE | |
| **Principal Investigator** |  | |
| **Organisation with which the Grant Award Contract has been concluded** |  | |
| **Call** | TTP-2018-07 | |
| **Project duration** | **(from DD/MM/YYYY to DD/MM/YYYY)** | **(in months)** |
| **Project period (delete as appropriate)** | (1-12) (13-24) (25-36) (37-48) (48-60) | |
| **Number of the Request within the same Project period** |  | |
| **Submission date of the request** |  | |

**Notes:**

Answers should be provided to all required questions.

Parts of the Request that are not applicable may be deleted (e.g. if an Amendment of the Work Plan (Section A) is requested, sections B-D may be deleted.

Rows may be added as necessary

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| **Type of amendment** *(select as applicable)* |
| a) Amendment of the Work Plan  b) Amendment of the Financial Plan  c) Change in the composition of the research team  d) Change of the Principal Investigator's Host Organisation |

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| **A)** **Amendment of the Work Plan** |
| 1. **Description of the proposed amendment**   **Changes in the direction of the research, methodology or substantial changes to the results** (please include all amendments to activities, deliverables, milestones, change in the months of implementation of specific activity or deliverable etc. and list its numeric label; please also indicate in Section B) whether this amendment also entails amendments to the Financial Plan)  **Transfer of activity/deliverable/milestone - from the current to the following period**  (may be requested only for periodic reports; please indicate what is being transferred – copy from the Work Plan and list its numeric label; also indicate in Section B) whether this amendment also entails amendments to the Financial Plan).   1. **What are the reasons for the amendment?** 2. **Explain why the proposed amendment is an appropriate alternative** 3. **Are there any potential risks for the implementation of the Project arising from the amendment?** 4. **Does the proposed amendment change any other Project activity, primarily the achievement of Project results and/or objectives?** 5. **Attachments**   (Please deliver the revised Work Plan with the proposed amendments indicated in Track Changes as well as other documents you may consider necessary or requested by the Foundation) |

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| ***B) Amendment of the Financial Plan*** | | | |
| 1. **Description of the proposed amendment** | | | |
| Number and name of the item as per the Financial Plan | Current amount (in HRK( | Requested amendment | New amount (in HRK) |
| (copy from the last approved Financial Plan) | (copy from the last approved Financial Plan) | (list the current amount and the requested amendment: **Increase of existing item/ Reduction of existing item/ Introduction of new item Deletion of existing item** |  |
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| **Example:** We propose to delete item and re-distribute the funds into a new item as follows | | | |
| *4.1. Participation in conference X in Dubrovnik, 20-21 February 2020 (travel, accommodation, per diems for two team members)* | *2,000.00 HRK* | *- 2,000.00 HRK*  ***(Deletion of existing item)*** | *0.00 HRK* |
| *4.1. Field research in Rijeka, 15-20 January (travel, accommodation, per diems for one team member)* | *0.00 HRK* | ***+*** *2.000,00 HRK*  ***(Introduction of new item)*** | *2.000,00 HRK* |

1. **Request for transfer of unspent funds from the current to the following period**

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| **Note**: The amount in the category Salaries may not be reallocated for other purposes, apart from in exceptional cases; however, amounts from other categories may be reallocated to the category Salaries. In addition, funds may be transferred from the category Overhead Costs to other categories, but not vice versa. | |
| Description: | |
| Total amount of unspent funds in the current period (in HRK): |  |
| Number and title of item to which the funds are being transferred in the proposed Financial Plan | Amount to be transferred (in HRK) |
|  |  |
| Total amount of funds to be transferred to the following period |  |

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| **Example**: We propose to transfer the unspent funds from the first period to the second period as follows: | |
| Total amount of unspent funds in the current period (in HRK): | 4,000.00 HRK |
| Number and title of item to which the funds are being transferred in the proposed Financial Plan | Amount to be transferred (in HRK) |
| *4.6. Organising a conference, Rijeka, 20-22 March 2020 - catering costs* | 3,000.00 HRK |
| Total amount of funds to be transferred to the following period | 3,000.00 HRK |

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| 1. **What are the reasons for the amendment?** 2. **Explain why the proposed amendment is an appropriate alternative** 3. **Are there any potential risks for the implementation of the Project arising from the amendment?** 4. **Does the proposed amendment change any other Project activity, primarily the achievement of Project results and/or objectives?** 5. **Attachments**   (Please deliver the revised Financial Plan with the proposed amendments indicated in blue font as well as other documents you may consider necessary or requested by the Foundation) |

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| ***C) Change in the composition of the research team*** |
| 1. **Description of the proposed amendment** *(delete as appropriate)*   **Addition of a new associate/research team member**  Name and surname, title and organization at which the new associate/team member is employed:  Planned role in the project as per the Work Plan:  **Expulsion of an associate/research team member:**  Name and surname, title of the expelled associate/research team member:  Will the expelled associate/team member be replaced with another person? YES NO  Date of termination of collaboration:   1. **What are the reasons for the amendment?** 2. **Explain why the proposed amendment is an appropriate alternative** 3. **Are there any potential risks for the implementation of the Project arising from the amendment?** 4. **Does the proposed amendment change any other Project activity, primarily the achievement of Project results and/or objectives?** 5. **Attachments:**  * Curriculum Vitae of the proposed associate/team member * Letter of Intent for the newly joined associate/team member, signed by themselves and the Head of their Organisation (not applicable for unemployed persons, retired persons or foreigners) * Declaration on Expulsion of a Research Team Member, signed by the team member terminating their association with the Project * Revised Work Plan with the name of the new team member entered next to the activities they are to be involved with (revised using Track Changes or with the changes indicated in a different colour) |

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| ***D)*** ***Change of the Principal Investigator's Host Organisation*** |
| 1. **Description of the proposed amendment** 2. **Please explain how this change would reflect the implementation of the Project, whether there are any potential risks for the implementation of the Project arising from the amendment, whether the proposed amendment changes other aspects of the Project (primarily Deliverables and Objectives)?** 3. **Attachments:**  * Organisational Support Letter Form, completed and certified by the legally authorised representative of the new Host Organisation * Consent of the Organisation with which the Grant Award Contract has been concluded * Form “Contracting Information” – information on the new Host Organisation (name, PIN, address, giro account IBAN, bank name, name of the legally authorised representative/Head of the Organisation) * Letters of support for the research team members who would not be employees of the Host Organisation after the change of the Organisation * Other documents you may consider necessary or requested by the Foundation |