

Erasmus+ Lisärahoitushaku 20.4.-4.5.2026

Ammatillisen koulutuksen kansainvälistymispalvelut

26.3.2026

Erasmus+
Muuttaa elämäsi – avartaa maailmaasi.



OPETUSHALLITUS
UTBILDNINGSTYRELSEN

HUOM!

- Tallentavat tekoälybotit eivät ole sallittuja tilaisuudessa.
- Tilaisuus tallennetaan.
- Linkin tallenteeseen lisätään chatiin tilaisuuden aikana (tilaisuuden jälkeen linkin saa pyytämällä sähköpostilla).
- Esitysmateriaali tallennetaan verkkosivulle.
- Osallistujia pyydetään sulkemaan mikit ja kamerat esityksen ajaksi.
- Osallistujat voivat esittää kysymyksiä esityksen aikana chatissa.



Akkreditoidulla koulutuksen järjestäjällä on mahdollisuus

12 kk:n kuluttua hankkeen aloituksesta

- ✓ hakea sopimuksen jatkoa (24 kk:een asti)
- ✓ hakea lisää avustusta
- ✓ palauttaa avustusta siinä tapauksessa, että hanketta ei ole saatu toteutettua suunnitelman mukaisesti, ja jos vaikuttaa siltä, että rahoitusta ei saada jatkoajallakaan käytettyä kokonaan

Hakuaika

- Hakuaika alkaa 20.4. ja päättyy 4.5.2026
- Jaossa on noin 150 000 € (ennen mahdollisia palautuksia)
- Haku tehdään Beneficiary Modulessa amendmentilla
- Muista pyytää allekirjoitus ajoissa lailliselta edustajalta (Declaration on Honour)!



Beneficiary Module & Amendment

Akkreditoitujen liikkuvuushankkeiden hallinnointi (KA121-VET)

<https://www.oph.fi/fi/ohjelmat/akkreditoitujen-liikkuvuushankkeiden-hallinnointi-ka121-vet>

Administration av ackrediterade mobilitetsprojekt (KA121-VET)

<https://www.oph.fi/sv/program/administration-av-ackrediterade-mobilitetsprojekt-ka121-vet>

Amendment request for KA121 and KA151 projects

<https://webgate.ec.europa.eu/fpfis/wikis/spaces/NAITDOC/pages/2203881733/Amendment+request+for+KA121+and+KA151+projects>

Check that the project is up-to-date

- Use the **Update project data** functionality, available from the **Actions** button in the project details header to update the project data
- Use the option to **Refresh Reported Budget** to ensure that the reported budget in your project is also up-to-date.

The screenshot displays the 'Project Activities and Budget Details' page. At the top, the title 'Project Activities and Budget Details' is followed by a 'Project list' button. Below the title, the 'Grant Agreement No.' is 2021-1-DE01-KA121-ADU-000016894. The 'Awarded/Reported Budget' is 51 400 € / 1 932 €. The project status is 'Project ongoing' with a 'Deadline: 29 janv. 2023'. The 'Actions' button is highlighted with an orange arrow, and its dropdown menu is open, showing 'Update project data' and 'Refresh Reported Budget' options. The 'Content menu' on the left includes 'Details', 'Organisations', 'Contacts', 'Preparatory visits', 'Mobility Activities', 'Import-export mobility activity', 'Amendments', 'Fewer Opportunities', 'Reports', and 'Budget'. The 'Details' section is active, showing 'Context Information' and 'Project Information'.

Project Activities and Budget Details

Grant Agreement No. : 2021-1-DE01-KA121-ADU-000016894

Awarded/Reported Budget : 51 400 € / 1 932 €

Project ongoing

Deadline: 29 janv. 2023

Project Acronym : School project - EAC IT TRAINING -
NA : DE01 - Nationale Agentur für Erasmus+ Hochschulzusammenarbeit (NA-DAAD) - Organisation OID : E10000190 - Legal name : Test-org.DE.01

Actions

- Update project data
- Refresh Reported Budget

Content menu

- Details
- Organisations
- Contacts
- Preparatory visits
- Mobility Activities
- Import-export mobility activity
- Amendments
- Fewer Opportunities
- Reports
- Budget

Details

Context Information

Programme: Erasmus+

Key Action: Learning Mobility of Individuals

Action Type: Accredited projects for mobility of learners and staff in school education

Call: 2021

Round: Round 1

Start of Project: 01/09/2021

End of Project: 30/11/2022

Project Duration (months): 15 months

Project Information

Create new amendment request

Click on **Amendments** in the **Content menu** to access the Amendments section of your project.

- 1) Information regarding Amendment requests
- 2) Create new amendment request button, which is used to start creating an amendment request.

The screenshot displays a web interface for project management. On the left is a 'Content menu' with a back arrow and several items: 'Details', 'Organisations', 'Contacts', 'Preparatory visits', 'Mobility Activities', 'Import-export mobility activity', 'Amendments' (highlighted with an orange box and a hand cursor), 'Fewer opportunities', and 'Budget'. The main area is titled 'Amendments' and contains two sections. The first section, marked with a yellow circle '1', is titled 'Amendments' and contains a paragraph and a bulleted list of options for requesting amendments. The second section, marked with a yellow circle '2', is titled 'Amendment requests' and contains a green button labeled 'Create new amendment request'.

Content menu <

- Details
- Organisations
- Contacts
- Preparatory visits
- Mobility Activities
- Import-export mobility activity
- Amendments**
- Fewer opportunities
- Budget

Amendments

1

In this section, you can request an amendment to your grant agreement. Different options are available to you depending on the time passed since the start of your project:

- At any moment, you can submit an amendment request to update the information in your grant agreement, such as your organisation's data or legal representative. Coordinators of a mobility consortium projects may also request modifications to the membership of their consortium. All such requests must include an appropriate justification explaining the reasons for the changes.
- Until the end of the interim amendments exercise, you can request additional exceptional costs and inclusion support for participants.
- The interim amendments exercise takes place starting from June – the exact submission deadline is defined and published by your National Agency. As part of this exercise, you can request a prolongation of your grant agreement duration to 24 months and you can request additional funding. Requests for additional funding will be considered only if your National Agency has sufficient funding available.
- If you have experienced serious issues in implementing your plan, you can also ask to return some of the awarded funding at this stage. However, this option should be used as a last resort. Any request to lower the awarded grant will require that you submit a clear justification to your National Agency explaining why no other options are available. Whenever possible, it is better to request a prolongation of your grant agreement and to use the additional time to implement the remaining activities. Before making a request to reduce your grant, please ask for advice of your National Agency.

Amendment requests

2

Create new amendment request

Amendment request created

1. A **timeline graphic** (1) becomes available, showing your progress in preparing and submitting the request, and the different phases involved.
2. The **Edit Draft** and **Delete** buttons (2) become available.
3. In addition, you can view the **History** (3) of the request.

The screenshot displays the 'Amendment Draft' interface. At the top, a pencil icon is next to the title 'Amendment Draft'. Below this is a horizontal timeline with three stages: 1. 'Draft % completed' (marked with a red location pin and a pencil icon, with a timestamp '01-06-2023 10:47:15'), 2. 'Submission in progress', and 3. 'Submitted'. An orange box labeled '1' highlights the first stage. Below the timeline, there are two buttons: 'Edit Draft' (green) and 'Delete' (red), highlighted by an orange box labeled '2'. At the bottom, a 'History' section is shown, highlighted by an orange box labeled '3'. The history entry reads: 'Amendment request created : 01-06-2023 10:47:15 Request ID : 10635 - 26f15b2e-bb80-4bb2-b0b4-b5c1931ea41e'. Below this, a blue dot indicates '01-06-2023 10:47:15 : Draft created by Ben Beneficiary'. A dropdown arrow icon is visible on the right side of the history section.

Amendment form

- The amendment request form opens, with the navigation menu (1) on the left, allowing you to easily access the various parts to complete, and the content/work area (2), displayed based on your selection in the menu.
- The top section indicates the completion percentage (3) of the saved draft report.

Project Activities and Budget Details

Start submission process PDF

1

Content menu:

- ✓ Project details
- ✓ Current budget usage
- ✗ Activities
- ✓ Interim amendments exercise
- ✗ Exceptional costs and inclusion support for participants
- ✓ General requests
- ✗ Annexes
- ✗ Checklist

3

Draft request saved (66%) an hour ago Back to amendments

2

Project details

Applicant organisation:	Test-org.NL.01
Applicant organisation OID:	E10000163
Project code:	2022-1-NL01-KA121-ADU-000016990
Action type:	Accredited projects for mobility of learners and staff in adult education [KA121-ADU]
Field:	Adult Education
Project start date:	01-06-2022
Project end date:	31-08-2023
Accreditation code:	2021-1-NL01-KA120-ADU-000016942
Accreditation type:	Accreditation for an individual organisation
Number of consortium members:	-
Grant awarded:	36 500,00 €

Buttons and icons

Project Activities and Budget Details

The screenshot shows a web form titled 'Project Activities and Budget Details'. On the left is a 'Content menu' with a list of sections. The first two sections, 'Table of contents' and 'Project details', are marked with green checkmarks. The remaining sections ('Current budget usage', 'Activities', 'Amendment request', 'Real costs', 'General requests', 'Annexes', and 'Checklist') are marked with red X's. A blue box highlights the first two sections. At the top of the form, there are two buttons: 'Start submission process' and 'PDF'. A blue box highlights the 'Start submission process' button. A blue box highlights the 'PDF' button. A blue box highlights the 'Content menu' list. A blue box highlights the 'Table of contents' and 'Project details' sections. A blue box highlights the 'General requests', 'Annexes', and 'Checklist' sections. A blue box highlights the 'Draft report saved (%)' field.

1 Start submission process 2 PDF

Content menu

3

Table of contents

Project details

Current budget usage

Activities

Amendment request

Real costs

General requests

Annexes

Checklist

Draft report saved (%)

Table of contents

Project details

Applicant organisation:

Applicant organisation OID:

Project code:

Action type:

Field:

Project start date:

Project end date:

Accreditation code:

Accreditation type:

Number of consortium members:

Start submission process - this button will become active when the conditions for submitting the request have been met and the request is ready to be submitted.

PDF - Click this button and follow the online instructions to save a PDF version of the request, which includes the details you have filled in to date.

Icons - Each section of the request is preceded by an icon:

- a red X for incomplete sections, and
- a green check mark for complete sections.

As you fill in and complete a section, it will be marked with the green check.

Certain sections are already marked as complete, as they do not contain any fields to fill in (e.g. Context, Budget, etc). Often information in these sections is filled in automatically, using the information as provided in the various sections of your project.

KA121-VET amendment

- Here is an example of the amendment request screen in a KA121-VET project.

Grant Agreement No. : 2023-1-FI01

NA : FI01 - Finnish National Agency for Education EDUFI - Organisation OID : E10048127 - eac.bm.ui.page.mobilities.project.legalName : 1

Awarded/Reported Budget : 0 € / 4 971 €

Project ongoing

Deadline: 30 oct. 2024

154 days left !

Actions

Content menu

Details

Participating organisations

Associated persons

Preparatory visits

Mobility Activities

Fewer Opportunities

Budget

Amendments

Import-export

Start submission process

PDF

✓ Project details

✓ Current budget usage

✗ Activities

✗ Amendment requests

✗ Annexes

✗ Checklist

Draft request saved (40%)

Back to amendments

Project details

Applicant organisation:	
Applicant organisation OID:	E10048127
Project code:	
Action type:	Accredited projects for mobility of learners and staff in vocational education and training [KA121-VET]
Field:	Vocational Education and Training
Project start date:	01-06-2023
Project end date:	31-08-2024
Accreditation code:	2020-1-FI01-KA120-VET-000092517
Accreditation type:	Accreditation for a mobility consortium coordinator
Number of consortium members:	3
Grant awarded:	-
National Agency:	FI01 - Finnish National Agency for Education EDUFI

Project details

- The **Project details** section provides general information on your project, such as **Applicant organisation**, **Applicant organisation OID**, **Project code**, **Project start and end date**, and more.
- All information is read-only, except for the field **Language** used to fill in the form. Here you can select the language you are using to fill in the request, from a drop-down list.

The screenshot shows a web interface for a submission process. On the left is a sidebar with a list of sections: 'Project details' (checked), 'Current budget usage' (checked), 'Activities' (unchecked), 'Interim amendments exercise' (checked), 'Exceptional costs and inclusion support for participants' (unchecked), 'General requests' (checked), 'Annexes' (unchecked), and 'Checklist' (unchecked). A hand cursor points to 'Project details'. The main area is titled 'Project details' and contains a table of project information. At the top, it says 'Draft request saved (66%) an hour ago' and has a 'Back to amendments' link. The table lists various fields with their values. At the bottom, there is a field for 'Language used to fill in the form:' with a drop-down menu, indicated by an orange arrow.

Project details	
Applicant organisation:	Test-org.NL.01
Applicant organisation OID:	E10000163
Project code:	2022-1-NL01-KA121-ADU-000016990
Action type:	Accredited projects for mobility of learners and staff in adult education [KA121-ADU]
Field:	Adult Education
Project start date:	01-06-2022
Project end date:	31-08-2023
Accreditation code:	2021-1-NL01-KA120-ADU-000016942
Accreditation type:	Accreditation for an individual organisation
Number of consortium members:	-
Grant awarded:	36 500,00 €
National Agency:	NL01 - Nationaal Agentschap Erasmus+ Onderwijs & Training
Language used to fill in the form:	

Current budget usage

- Please make sure the data in your project is fully accurate and up-to-date before submitting your amendment request.
 - You can use the option to **Refresh Reported Budget** from the **Action buttons in the project header** to ensure the reported budget in your project is also up-to-date.

- ✔ Project details
- ✔ Current budget usage
- ✘ Activities
- ✔ Interim amendments exercise
- ✘ Exceptional costs and inclusion support for participants
- ✔ General requests
- ✘ Annexes
- ✘ Checklist

Current budget usage

The following tables present the budget overview of your project. Calculation for 'Grant reported' is based on the data you have introduced in the reporting tool. Calculation for completely encoded activities includes all activities marked as 'complete' in the reporting tool regardless of their timing, while calculation for implemented activities includes only completely encoded activities with end date in the past. Please make sure the data in the reporting tool is fully accurate and up to date before submitting your amendment request.

Budget category	Grant reported (completely encoded activities)	Grant reported (implemented activities)	Grant awarded
Organisational support	450,00 €	100,00 €	N/A
Travel	410,00 €	410,00 €	N/A
Individual support	2 240,00 €	1 120,00 €	N/A
Linguistic support	0,00 €	0,00 €	N/A
Course fees	80,00 €	80,00 €	N/A
Inclusion support for organisations	200,00 €	100,00 €	N/A
Preparatory visits	-	-	N/A
Total (standard costs)	3 380,00 €	1 810,00 €	100,00 €

Budget category	Grant reported (completely encoded activities)	Grant reported (implemented activities)	Grant awarded
Inclusion support for participants	147,00 €	125,00 €	1 500,00 €

Activities

- You must confirm that the data available in the project is correct and complete, and also confirm that the National Agency may read and analyse the data for the purpose of processing this request. Select the relevant options.
 - Activities in the navigation menu will be marked with a green check.
-
- ☐ I confirm that the data encoded in the Erasmus+ reporting tool is correct and complete at the time of submitting this request.*
 - ☐ I agree that the National Agency may read and analyse the data encoded in the Erasmus+ reporting tool for the purpose of processing this request.*

Amendment request

- Extension of your grant agreement to 24 months
- Funds for additional activities
- Request a reduction of your project grant
- Funds for exceptional costs or inclusion support for participants
- ~~Other kinds of change requests~~

Filling in the request

Please describe your amendment request and reasons for the change. *

5000

Value missing

↑ ↓

The screenshot shows a light blue form field. At the top, there is a label 'Please describe your amendment request and reasons for the change.' followed by a red asterisk in a small orange box. In the top right corner of the field, the number '5000' is displayed in a small orange box. At the bottom left, the text 'Value missing' is shown in a small orange box. At the bottom right, there is a vertical double-headed arrow icon in a small orange box, indicating that the field's size can be adjusted by dragging.

- It is advisable to check and fill in the request in the sequence in which the sections are listed in the **Navigation** menu, as the information provided in one section may affect fields in later sections.
- Please read the information on each screen carefully when filling in the request. An answer to a question may lead to additional fields that need to be filled in.
- The request is **saved automatically** as you progress through the sections.
- Mandatory fields are marked with **a red asterisk (*)** and have the message **Value missing** underneath.
- Text fields have a limited number of characters allowed. The maximum number of characters that can be used in each answer is indicated in the top right corner of the text field. This number decreases as you type.
- You can adjust the size of a text field by dragging down/up the bottom right corner of the field.

Fill in the Amendment request

- Use the available drop-down lists to indicate the requested changes and provide any other information.
- By default, No is selected for the amendment request options.

✓ Project details

✓ Current budget usage

✓ Activities

✓ Amendment requests

✗ Annexes

✗ Checklist

Amendment requests

Would you like to request a prolongation of your grant agreement to 24 months?

NO

Would you like to request funds for additional activities?

NO

Important note: requests for additional funds will be considered only during the period of the interim amendments exercise, as defined by your National Agency (usually around 12 months since the start of your project).

Would you like to request a reduction of your project grant? *

NO

Important note: requests for reduction of project grants will be considered only during the period of the interim amendments exercise, as defined by your National Agency (usually around 12 months since the start of your project).

If you have experienced serious issues in implementing your project plan, you can ask to return some of the awarded funding. However, this option should be used as a last resort. Whenever possible, it is better to request a prolongation of your grant agreement and to use the additional time to implement the remaining activities. Before making a request to reduce your grant, please ask for advice of your National Agency. Unjustified requests to return funds may be rejected.

Would you like to request additional funds for exceptional costs or inclusion support for participants?

NO

Would you like to make any other kind of amendment or change request?

NO

Request a prolongation of your agreement to 24 months

- Would you like to request a prolongation of your grant agreement to 24 months?
- Please explain your request for prolongation*

Amendment requests

Would you like to request a prolongation of your grant agreement to 24 months?

YES

Please explain your request for prolongation. *

Value missing

Would you like to request funds for additional activities?

YES

Important note: requests for additional funds will be considered only during the period of the interim amendments exercise, as defined by your National Agency (usually around 12 months since the start of your project).

How much additional funding would you like to request? This request concerns only budget categories based on unit costs. It does not include inclusion support for participants and exceptional costs, which can be requested separately. *

0,00 €

Value missing

In terms of percentage, your request translates to an increase of 0%
If additional funding is approved, your indicative targets for all activities will be increased by the same percentage.

Please note that requests for additional funding will be considered only if your National Agency has additional funding available.

Please explain your request for additional activities. *

Value missing

Request funds for additional activities

- If you would like to request funds for additional activities, select 'yes' and provide the required information in the newly displayed fields.

Would you like to request funds for additional activities?

YES

Important note: requests for additional funds will be considered only during the period of the interim amendments exercise, as defined by your National Agency (usually around 12 months since the start of your project).

How much additional funding would you like to request? This request concerns only budget categories based on unit costs. It does not include inclusion support for participants and exceptional costs, which can be requested separately. *

0,00 €

Value missing

In terms of percentage, your request translates to an increase of 0%
If additional funding is approved, your indicative targets for all activities will be increased by the same percentage.

Please note that requests for additional funding will be considered only if your National Agency has additional funding available.

Please explain your request for additional activities. *

5000

Value missing

Request a reduction of your project grant

- How much funding (unit costs) would you like to return?
- Please explain your request for reduction of the project grant.

How much funding would you like to return? This request concerns only budget categories based on unit costs. It does not include inclusion support for participants and exceptional costs - for those cost categories amendment requests should be made separately under 'other requests' at the end of this template. *

 €

In terms of percentage, your request translates to a decrease of 0%

If additional funding is approved, your indicative targets for all activities will be decreased by the same percentage.

Please explain your request for reduction of the project grant. *

Value missing

Check and update the "Real Costs" section, if applicable

- A table is available where you can add the relevant cost type and the required mandatory information, such as Activity type, Number of participants and Eligible costs in EUR.
- Use the **Add row** button to add additional real costs, if required.
- An added real cost can be deleted by clicking on its corresponding **Remove** button.

Would you like to request additional funds for exceptional costs or inclusion support for participants?

YES

Exceptional costs and inclusion support for participants

Add row

Cost type	Activity type	Estimated number of participants	Description and Justification	Estimated cost (EUR)	Support rate (%)	Eligible amount (EUR)	Action
		#####.##		#####.##	0 %		Remove
Total		0		0.00		0.00	

Annexes - Declaration on Honour

The Declaration on Honour is mandatory for all projects.

1. Click the **Download the Declaration on Honour** button and follow the onscreen instructions to save the template locally.
2. Complete, sign and save the downloaded form. Click on the **Add the Declaration on Honour** button and follow the onscreen instructions to locate and upload the declaration file. The file will be available in the **List of documents**.

✓ Table of contents

✓ Project details

✓ Current budget usage

✓ Activities

✓ Amendment request

✓ Real costs

✓ General requests

✗ Annexes

✗ Checklist

Annexes

The maximum size of a file is 15 MB and the maximum total size is 100 MB.
The maximum number of all attachments is 100.

Declaration on honour

Please download the declaration on honour, print it, have it signed by the legal representative and attach.

1

 Download the declaration on honour

2

 Add the declaration on honour

Other documents

Please attach any other relevant documents.
If you have any additional questions, please contact your National Agency. You can find their contact details here: [List of National Agencies](#) 

 Add documents

List of documents

No	Name	File size (kB)	Type of document
Total size (kB)		0	

Annexes – list of documents

- In the List of Documents you will view all the files you have attached.
- If you want to delete a file from the list, click on the **Remove** button next to the desired file, then click on YES in the confirmation pop-up window to confirm the deletion.

Annexes

The maximum size of a file is 15 MB and the maximum total size is 100 MB.
The maximum number of all attachments is 100.

Declaration on honour

Please download the declaration on honour, print it, have it signed by the legal representative and attach.

 Download the declaration on honour

 Add the declaration on honour

Other documents

Please attach any other relevant documents.

If you have any additional questions, please contact your National Agency. You can find their contact details here: [List of National Agencies](#) 

 Add documents

List of documents

No	Name	File size (kB)	Type of document
0	DeclarationOnHonour 2021-1-DE01-KA121-ADU-000016894 EN 2022-08-17T11_13_33.pdf	5	Declaration on honour  Remove
Total size (kB)		5	

Tick the Checklist

- Ensure you have completed all the actions listed in the **Checklist** and tick the boxes accordingly. All items on the list must be ticked in order to submit the amendment request.
- **The checklist is not saved**, therefore every time you leave and return to the request screen you must check all the conditions again and tick the checkboxes accordingly.
- The checkboxes in the **Conditions for Amendment Request submission** subsection below the Checklist cannot be ticked manually. They will be selected automatically, once all listed conditions are fulfilled.

The image displays two screenshots of a web form, illustrating the state of a checklist and submission conditions before and after completion. An orange arrow points from the first state to the second.

First Screenshot (Initial State):

- Left Sidebar:** A list of items with green checkmarks: Project details, Current budget usage, Activities, Interim amendments exercise, Exceptional costs and inclusion support for participants, General requests, Annexes, and Checklist (marked with a red X).
- Checklist Section:** A box containing four unchecked items:
 - ☐ The data on implemented activities in your projects is up to date in Beneficiary Module.
 - ☐ The amendment request form has been completed using one of the allowed languages specified in your agreement.
 - ☐ Declaration on Honour has been signed by your organisation's legal representative.
 - ☐ You have saved or printed a copy of the completed form for your records.
- Conditions for Amendment Request submission:** A section titled "Amendment Request can only be submitted if:" containing three unchecked items:
 - ☐ All mandatory fields in the template have been filled in (automatic check).
 - ☐ Declaration on Honour has been uploaded (automatic check).
 - ☐ Checklist has been fulfilled
- Buttons:** A green "Start submission process" button.
- Footer:** A section titled "PROTECTION OF PERSONAL DATA" with the text "Please read our privacy statement to understand how we process and protect your personal data".

Second Screenshot (Completed State):

- Left Sidebar:** The same list of items, but the "Checklist" item now has a green checkmark.
- Checklist Section:** The same box, but all four items are now checked with blue checkmarks.
- Conditions for Amendment Request submission:** The same section, but all three items are now checked with blue checkmarks.
- Buttons:** The green "Start submission process" button remains.
- Footer:** The "PROTECTION OF PERSONAL DATA" section remains.

Start submission

- The **Start submission process** button is available both at the top of the screen, in the **Navigation** panel, and at the bottom of the screen, under the **Conditions for the Amendment request submission**. It is only active if all conditions for the request submission are fulfilled, as explained above.
- Click on the **Start submission process** button.

The screenshot displays the 'Project Activities and Budget Details' interface. On the left, a 'Content menu' lists various sections, all marked with green checkmarks: Project details, Current budget usage, Activities, Interim amendments exercise, Exceptional costs and inclusion support for participants, General requests, Annexes, and Checklist. The 'Checklist' section on the right contains four items, each with a checked checkbox: 'The data on implemented activities in your projects is up to date in Beneficiary Module.', 'The amendment request form has been completed using one of the allowed languages specified in your agreement.', 'Declaration on Honour has been signed by your organisation's legal representative.', and 'You have saved or printed a copy of the completed form for your records.' Below the checklist, the 'Conditions for Amendment Request submission' section states that the request can only be submitted if three conditions are met: 'All mandatory fields in the template have been filled in (automatic check).', 'Declaration on Honour has been uploaded (automatic check).', and 'Checklist has been fulfilled'. A green 'Start submission process' button is highlighted with an orange box and a hand cursor. Another 'Start submission process' button is visible in the top navigation panel. A 'PDF' button is also present in the navigation panel. The top right corner features a 'Project list' button, and the bottom right corner has a 'Back to amendments' link.

Project Activities and Budget Details

Project list

> Start submission process

PDF

Content menu

- ✓ Project details
- ✓ Current budget usage
- ✓ Activities
- ✓ Interim amendments exercise
- ✓ Exceptional costs and inclusion support for participants
- ✓ General requests
- ✓ Annexes
- ✓ Checklist

Draft request saved (%) an hour ago

Back to amendments

Checklist

- ☒ The data on implemented activities in your projects is up to date in Beneficiary Module.
- ☒ The amendment request form has been completed using one of the allowed languages specified in your agreement.
- ☒ Declaration on Honour has been signed by your organisation's legal representative.
- ☒ You have saved or printed a copy of the completed form for your records.

Conditions for Amendment Request submission

Amendment Request can only be submitted if:

- ☒ All mandatory fields in the template have been filled in (automatic check).
- ☒ Declaration on Honour has been uploaded (automatic check).
- ☒ Checklist has been fulfilled

Start submission process

PROTECTION OF PERSONAL DATA

Please read our privacy statement to understand how we process and protect your personal data

Submission in progress

- The **timeline (1)** is now displaying that submission is in progress. You have the options to **View and Download the request (2)**. The **History (3)** is updated. A **Request ID** is also available.

The screenshot displays the 'Amendments' section of a software interface. On the left is a 'Content menu' with options: Details, Organisations, Contacts, Preparatory visits, Mobility Activities, Group activities, **Amendments** (highlighted with an orange box), Fewer Opportunities, and Budget. The main area is titled 'Amendments' and contains a section 'Amendment Request Submission in progress' with a timeline (1) showing four stages: 'Draft 100% completed' (17-08-2022 08:44:58), 'Submission in progress' (17-08-2022 09:37:16, marked with a red location pin), 'Submitted', and 'Accepted'. Below the timeline are two buttons (2): 'View Request' and 'Download Request', both highlighted with an orange box. Below these is a 'History' section (3) with a dropdown arrow, containing a list of events. The first event is 'Beneficiary Report created : 17-08-2022 08:44:58' with a highlighted 'Request ID : 4985'. Subsequent events include 'Submission initiated by Leonie Beneficiary', 'Answer saved 100.0% done. by Leonie Beneficiary', 'Attachment: DeclarationOnHonour 2021-1-DE01-KA121-ADU-000016894 EN 2022-08-17T11_13_33.pdf added by Leonie Beneficiary', 'DOH Generated by Leonie Beneficiary', and 'Answer saved 100.0% done. by Leonie Beneficiary'.

Content menu

- Details
- Organisations
- Contacts
- Preparatory visits
- Mobility Activities
- Group activities
- Amendments**
- Fewer Opportunities
- Budget

Amendments

Amendment Request Submission in progress

1

Draft 100% completed
17-08-2022 08:44:58

Submission in progress
17-08-2022 09:37:16

Submitted

Accepted

2

View Request **Download Request**

History

Beneficiary Report created : 17-08-2022 08:44:58 **Request ID : 4985**

- 17-08-2022 09:37:16 : Submission initiated by Leonie Beneficiary
- 17-08-2022 09:14:02 : Answer saved 100.0% done. by Leonie Beneficiary
- 17-08-2022 09:13:59 : Attachment: DeclarationOnHonour 2021-1-DE01-KA121-ADU-000016894 EN 2022-08-17T11_13_33.pdf added by Leonie Beneficiary
- 17-08-2022 09:13:33 : DOH Generated by Leonie Beneficiary
- 17-08-2022 09:04:10 : Answer saved 100.0% done. by Leonie Beneficiary

Amendment is submitted

Here is an example of the **Amendments** screen after the successful submission of the request.

- The **timeline (1)** is now displaying that the request was **Submitted**.
- You have the options to **View** and **Download** the request (2).
- The **History (3)** section is updated.

The screenshot displays the 'Amendments' screen in a web application. On the left is a 'Content menu' with options: Details, Organisations, Contacts, Preparatory visits, Mobility Activities, Import-export mobility activity, **Amendments** (highlighted with a hand cursor), Fewer Opportunities, Reports, and Budget. The main area is titled 'Amendments' and contains three sections:

- Section 1 (Timeline):** Titled 'Amendment Submitted', it shows a progress timeline with three stages: 'Draft 100% completed' (05-10-2022 08:47:45), 'Submission in progress' (05-10-2022 11:34:38), and 'Submitted' (05-10-2022 11:56:36). The 'Submitted' stage is marked with a red location pin icon and is highlighted with a red box.
- Section 2 (Actions):** Below the timeline, there are two buttons: 'View Amendment Request' (blue) and 'Download Amendment Request' (green), both highlighted with an orange box.
- Section 3 (History):** Titled 'History', it shows a list of events: 'Amendment request created : 05-10-2022 08:47:45 Request ID : 6382 - 99de17e5-45fe-4a5c-b6db-8246af1b97c5', '05-10-2022 11:56:36 : Submission completed by ANONYMOUS_USER', '05-10-2022 11:34:38 : Submission initiated by Anna NAME', '05-10-2022 11:34:28 : Attachment: Declaration Honour.pdf added by Anna NAME', and '05-10-2022 11:34:15 : Answer saved 100.0% done. by Anna NAME'. This section is also highlighted with an orange box.

Amendment is accepted

- Depending on the outcome of the review performed by the NA, the request can be **Accepted, Cancelled or Rejected**. The status of the request will be updated in the timeline.
- The amendment was **Accepted**, as updated in the timeline.

Content menu

- Details
- Organisations
- Contacts
- Preparatory visits
- Mobility Activities
- Import-export mobility activity
- Amendments**
- Fewer Opportunities
- Reports**
- Budget

Amendments

Amendment requests

In this section, you can request an amendment to your grant agreement. Different options are available to you depending on the time passed since the start of your project:

- At any moment, you can submit an amendment request to update the information in your grant agreement, such as your organisation's data or legal representative. Coordinators of a mobility consortium projects may also request modifications to the membership of their consortium. All such requests must include an appropriate justification explaining the reasons for the changes.
- Until the end of the interim amendments exercise, you can request additional exceptional costs and inclusion support for participants.
- The interim amendments exercise takes place during September and October – the exact submission deadline is defined and published by your National Agency). As part of this exercise, you can request a prolongation of your grant agreement duration to 24 months and you can request additional funding. Requests for additional funding will be considered only if your National Agency has sufficient funding available.
- If you have experienced serious issues in implementing your plan, you can also ask to return some of the awarded funding at this stage. However, this option should be used as a last resort. Any request to lower the awarded grant will require that you submit a clear justification to your National Agency explaining why no other options are available. Whenever possible, it is better to request a prolongation of your grant agreement and to use the additional time to implement the remaining activities. Before making a request to reduce your grant, please ask for advice of your National Agency.

[Create new amendment request](#)

✓ Amendment Accepted

Timeline:

- ✓ Draft 100% completed
05-10-2022 08:47:45
- ✓ Submission in progress
05-10-2022 11:34:38
- ✓ Submitted
05-10-2022 11:56:36
- ✓ **Accepted**
14-10-2022 09:32:10

[View Amendment Request](#) [Download Amendment Request](#)

History >

View or download the request after submission

- You can still access the request after submission, but you cannot make any further changes.
- Click on the **View Request** button to view the request on the screen or click on **Download Request** to export a ZIP folder including the beneficiary request as a PDF file and all annexes.
- You may need to install an external tool to extract files from the ZIP folder

What happens next?

The request is received by the National Agency and an Amendment request registered in their project management system.



The National Agency will review the request.



Depending on the outcome of the review by the NA, the request can be Cancelled, Rejected or Approved.



The status of the request will be updated in the timeline.



Kiitos!