

STEP-BY-STEP GUIDE FOR AMBIS PROCESS 6 - 'PROJECT MODIFICATION'

A project change request can be initiated either by the beneficiary <u>or</u> by the European Funds Unit.

SCENARIO 1: PROJECT MODIFICATION REQUESTED BY BENEFICIARY

Step 1: Launch project modification

A beneficiary can launch a project modification via the project dashboard. In order to reach this, a you should click on the 'Projects Overview For Beneficiaries'. For each project, you will then notice a series of blue buttons. By clicking on the blue button¹ 'View project details', you will reach the projectdashboard. In the projectdashboard, you can launch the project modification process by clicking on 'Modify Project' button.

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¹ Access to the projectdashboard by clicking on the binocular in the project overview for beneficiaries.



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After launching a project modification request, you will have to provide some details / clarifications on what exactly you would like to modify at your project, by answering following questions:

- what kind of changes would you like to implement + why?
- what will be the impact of these changes on the project execution?
- what will be the impact of these changes on the project budget?
- what will be the impact of these changes on the project indicators?

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Step 2: analysis by the European Funds Unit

After saving your answers, the project change request will be analyzed in detail by the European Funds Unit (EFU). The responsible EFU project manager then has the option to:

A. Ask for more questions

In this case, you will receive a new task titled 'Project Change Request – Provide Information' in your worklist. When clicking on this task, you will be able to consult and answer these questions. After clicking on 'submit', your answers will be sent to the EFU. The EFU will then decide to either 'reject' or 'accept' your project change request.

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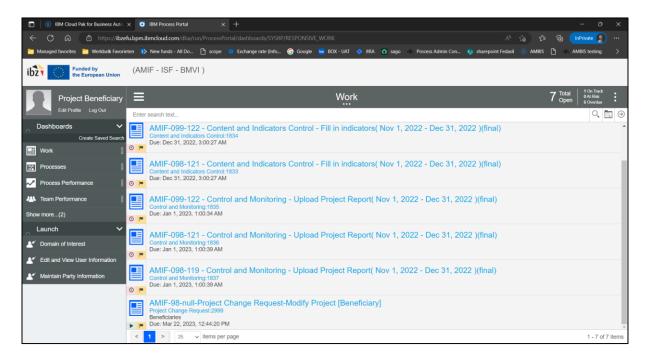
B. Reject the project change request

In case the European Funds Unit (EFU) does not agree with the rationale of the project change request, the request will be rejected. The reasons for the rejection of the change request will be added in AMBIS by the EFU, and will be sent to you by automatic e-mail.

After rejection of the change request by the EFU, the project modification process will end.

C. Accept the project change request

When the initial request for project modification has been accepted by the EFU, you will be informed about this by automatic e-mail. A new task titled 'Project Change Request – Modify Project (beneficiary)' will appear in your work list. Now you will be able to modify your project.



Step 3: modification of the project

After clicking on the task 'Project Change Request – Modify Project (beneficiary)', AMBIS will redirect you to your project file, where you will be able to modify your project (by going through the different





tabs of the project file). When all necessary changes are done, you should click on 'Submit' in order to send this modified project file to the EFU for analyzation.

Before the modification is sent to the EFU, the <u>legal representative</u> of your organization should approve the modification. He/she will automatically receive a task in the workload. Once opened the legal representative can check the changes and if he/she agrees, click on 'submit'. It is important that this is done before the pre-determined deadline expires. If not, the modification the modification will be cancelled and the process will automatically end.

Once the modification is approved by the legal representative, the EFU will be informed and will be able to analyze the modified project file.

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Step 4: analyzation by the European Funds Unit

When the beneficiary has made changes to the project file and submitted this via AMBIS, a new task titled 'Project Change Request – Check need for rework/more information [PM]' will appear in the work list of the EFU Project Manager (PM).

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The European Funds Unit (EFU) can then either:

A. Ask for more information





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A new task titled 'Project Change Request – Modify Project (Beneficiary)' will appear in your work list. By clicking on this task, you will be redirected to the project file. Here an additional tab titled 'Questions for more information' will be visible, where the questions that are to be answered by the beneficiary are displayed. After clicking on 'Submit', your answers will be sent to the EFU for further analyzation.

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B. Ask to rework the project file

A new task will appear in your work list. You will then be redirected to the project file, where you can modify your project (by going through the different tabs of the project file). After clicking on 'Submit', the modified project file will be sent to the EFU for further analyzation.

C. Ask for more information and to rework the project file

This is a combination of options A and B. By clicking on the task, you will be redirected to the project file. Here an additional tab titled 'Questions for more information' will be visible, where the questions that are to be answered by the beneficiary are displayed. In addition, in the other tabs you will be able to modify your project file. After clicking on 'Submit', your answers and the modified project file will be sent to the EFU for further analyzation.

D. Approve the modification

In case 'no rework / no extra info is needed', the EFU will approve the project modification. The EFU will also analyze if the modification needs to be approved by the AMIF-ISF-BMVI Steering Committee, and/or if a modification of the Ministerial subsidy decree is necessary.

If the latter is the case, you will be informed via AMBIS about the final approval of the project change request, and this at the moment when the modified Ministerial subsidy decree has been uploaded. Attention: this might take some time since the AMIF-ISF-BMVI Steering Committee meets once a month. In case of a modification of the Ministerial subsidy decree, the advice of the Finance Inspector and the official signature of the Minister of Interior are required.





SCENARIO 2 : MODIFICATION REQUESTED BY THE EFU

If a modification is initiated by the European Funds Unit, the European Funds Unit can:

A. Modify your project itself

In this case the project will be modified by the responsible Project Manager (PM) of the European Funds Unit. You will be informed about the modifications via AMBIS. This will for example be the case when the EFU has detected an error / typo in the original Ministerial subsidy decree, or when certain modifications / precisions in the text of the Ministerial decree are being implemented across the board for all projects.

B. Ask you to modify your project

In this case you will be informed by e-mail about the required project modifications, and you will be asked to make the necessary modifications in the project file yourself. Afterwards, the process will continue in the same way as explained in scenario 1, from step 3.

