

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

A project change request can be initiated either by the beneficiary or 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.

Call for Proposal Number	Project Number	Project Name	Project Status	Beneficiary	Budget	EU Funding	
BMVI-064	BMVI-064-055	test project	Waiting Approval	Tester	1.857.600,00	10.000,00	
AMIF-098	AMIF-098-119	magda 1 target group	Approved (Confirmed)	Tester	162.100,00	120.000,00	
AMIF-098	AMIF-098-120	magda 2	Rejected (Confirmed)	Tester	267.500,00	200.000,00	
AMIF-098	AMIF-098-121	magda 3	Approved (Confirmed)	Tester	273.048,00	204.000,00	
AMIF-099	AMIF-099-122	DA test Nele	Approved (Confirmed)	Tester	1.343.912,00	1.000.000,00	

Projectdashboard
DA test Nele

Projectinformatie Vraag lot projectwijziging opstarten Affectatie op het project aanpassen.

Financiële controle

General Section

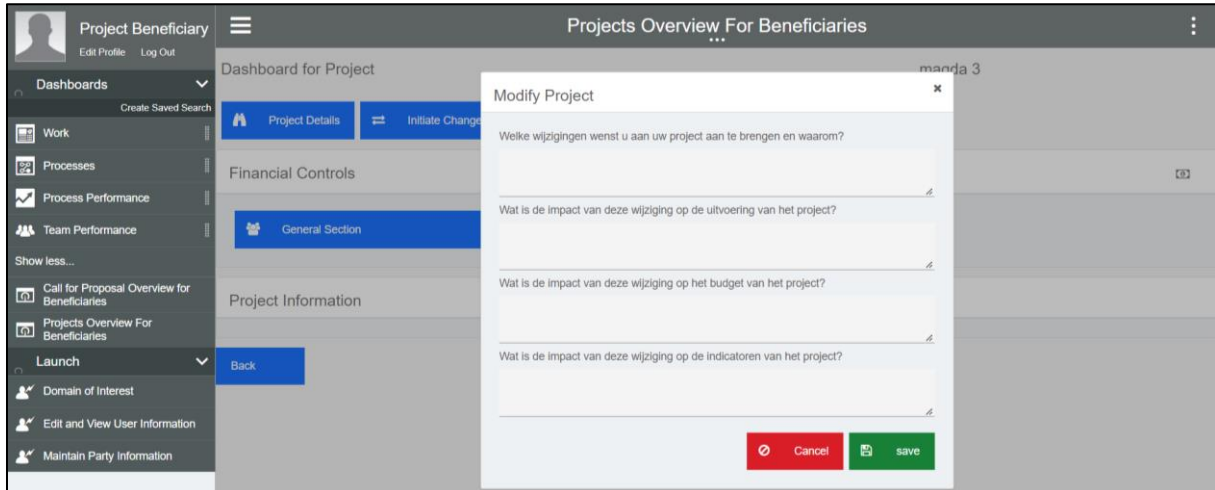
Projectinformatie

Back

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

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?



The screenshot shows a 'Modify Project' dialog box with the following questions:

- Welke wijzigingen wenst u aan uw project aan te brengen en waarom?
- Wat is de impact van deze wijziging op de uitvoering van het project?
- Wat is de impact van deze wijziging op het budget van het project?
- Wat is de impact van deze wijziging op de indicatoren van het project?

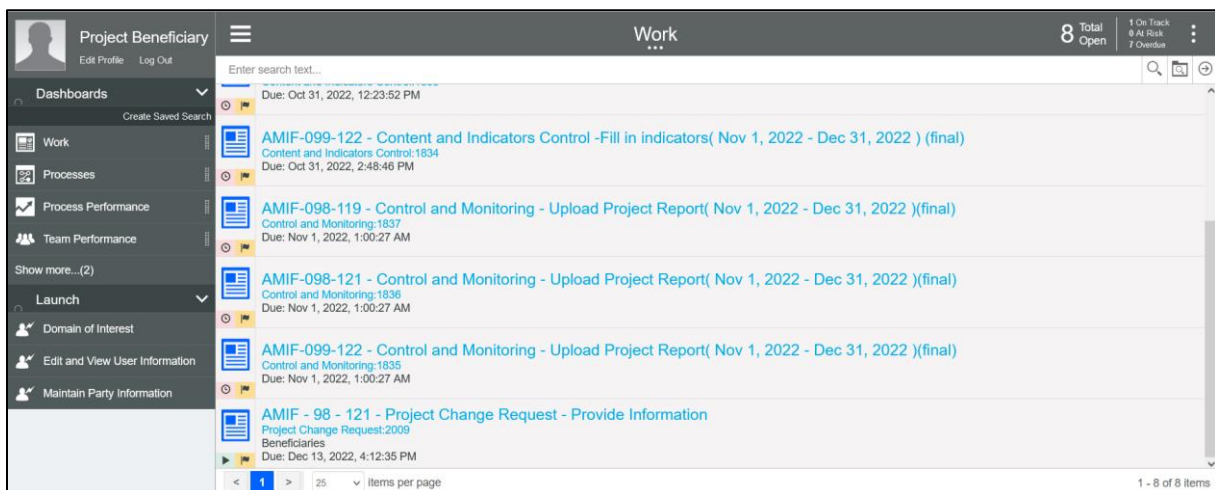
Buttons for 'Cancel' and 'save' are visible at the bottom of the dialog.

Step 2: analysis by the European Funds Unit

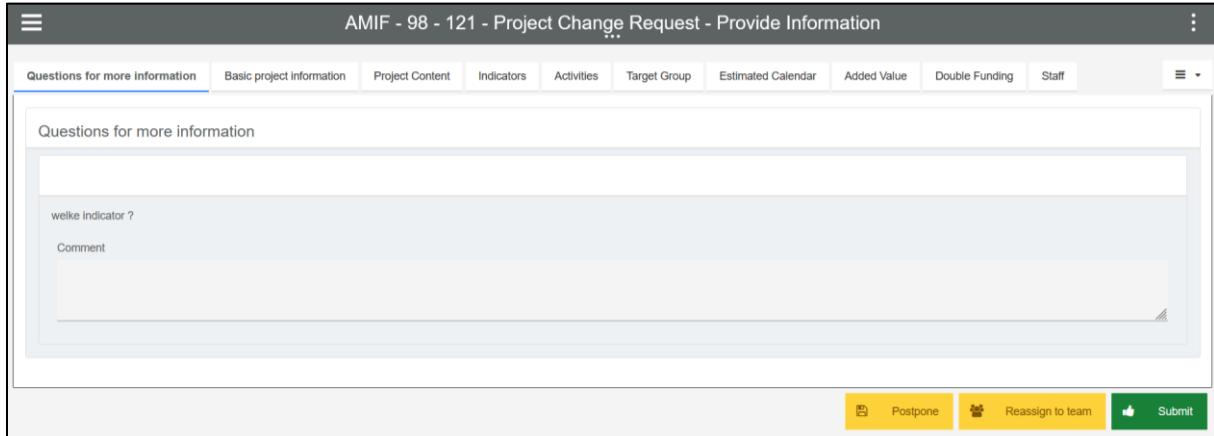
After saving your answers, the project change request will be analyzed in detail by the European Funds Unit (EFU). The responsible EFU project manager then has the option to:

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.



The screenshot shows a 'Work' dashboard with a list of tasks. The task 'AMIF - 98 - 121 - Project Change Request - Provide Information' is highlighted. Other tasks include 'AMIF-099-122 - Content and Indicators Control - Fill in indicators', 'AMIF-098-119 - Control and Monitoring - Upload Project Report', and 'AMIF-098-121 - Control and Monitoring - Upload Project Report'.



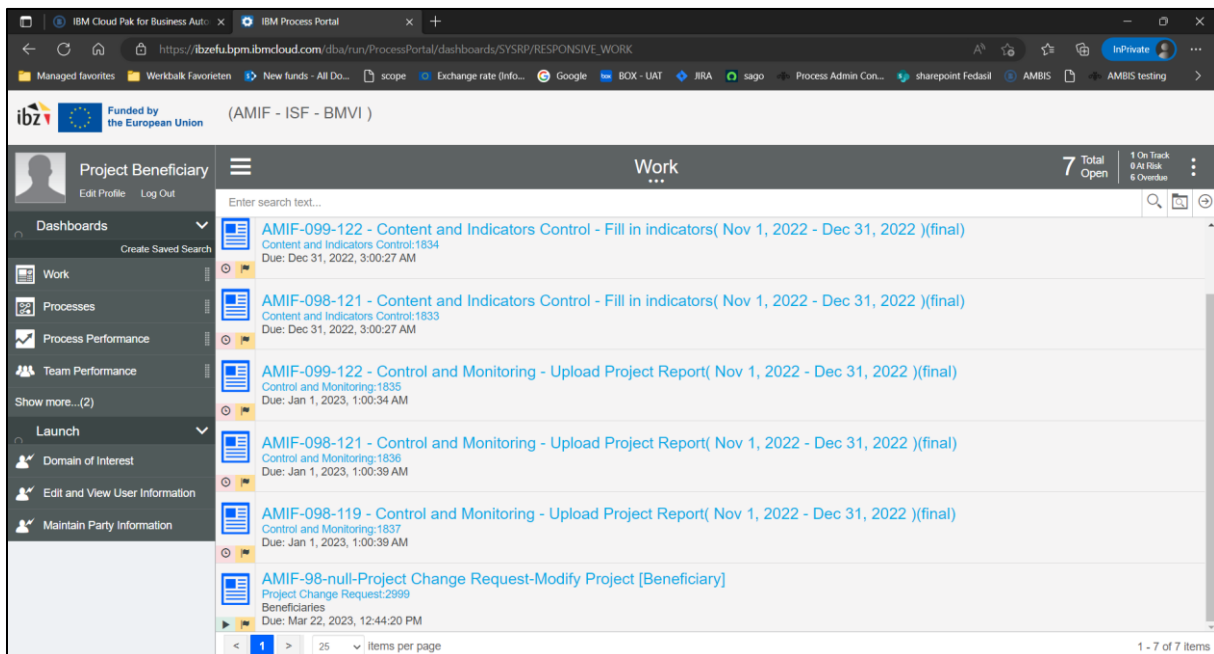
B. Reject the project change request

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.



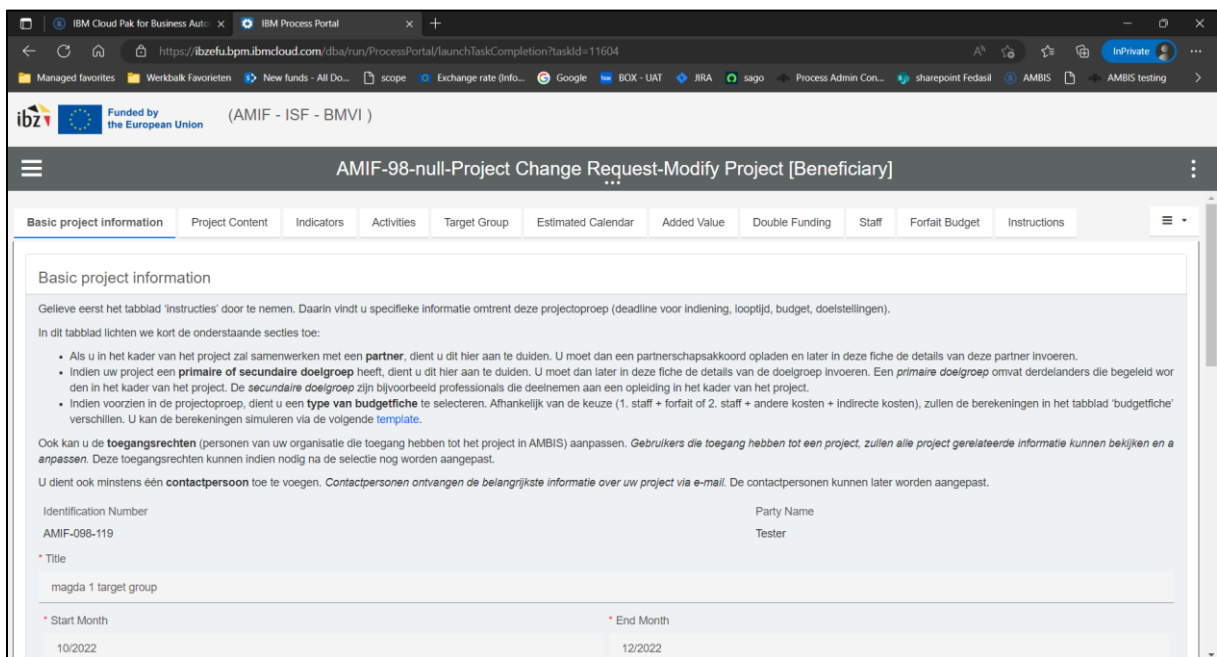
Step 3: modification of the project

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 legal representative 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.



Basic project information

Geelieve eerst het tabblad 'instructions' door te nemen. Daarin vindt u specifieke informatie omtrent deze projectoproep (deadline voor indiening, looptijd, budget, doelstellingen).

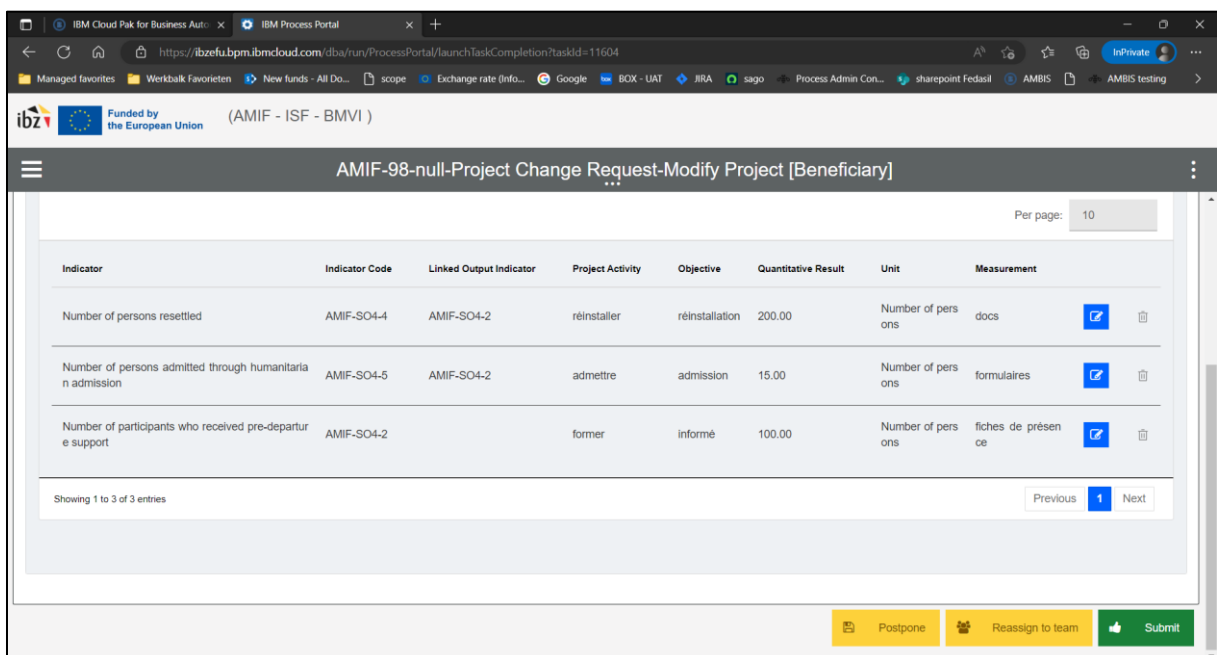
In dit tabblad lichten we kort de onderstaande secties toe:

- Als u in het kader van het project zal samenwerken met een **partner**, dient u dit hier aan te duiden. U moet dan een partnerschapsakkoord uploaden en later in deze fiche de details van deze partner invoeren.
- Indien uw project een **primaire of secundaire doelgroep** heeft, dient u dit hier aan te duiden. U moet dan later in deze fiche de details van de doelgroep invoeren. Een **primaire doelgroep** omvat derdelanders die begeleid worden in het kader van het project. De **secundaire doelgroep** zijn bijvoorbeeld professionals die deelnemen aan een opleiding in het kader van het project.
- Indien voorzien in de projectoproep, dient u een **type van budgetfiche** te selecteren. Afhankelijk van de keuze (1. staff + forfait of 2. staff + andere kosten + indirecte kosten), zullen de berekeningen in het tabblad 'budgetfiche' verschillen. U kan de berekeningen simuleren via de volgende [template](#).

Ook kan u de **toegangsrechten** (personen van uw organisatie die toegang hebben tot het project in AMBIS) aanpassen. *Gebruikers die toegang hebben tot een project, zullen alle project gerelateerde informatie kunnen bekijken en aangepast.* Deze toegangsrechten kunnen indien nodig na de selectie nog worden aangepast.

U dient ook minstens één **contactpersoon** toe te voegen. *Contactpersonen ontvangen de belangrijkste informatie over uw project via e-mail.* De contactpersonen kunnen later worden aangepast.

Identification Number	Party Name
AMIF-098-119	Tester
* Title	
magda 1 target group	
* Start Month	* End Month
10/2022	12/2022



AMIF-98-null-Project Change Request-Modify Project [Beneficiary]

Per page: 10

Indicator	Indicator Code	Linked Output Indicator	Project Activity	Objective	Quantitative Result	Unit	Measurement
Number of persons resettled	AMIF-SO4-4	AMIF-SO4-2	réinstaller	réinstallation	200.00	Number of persons	docs
Number of persons admitted through humanitarian admission	AMIF-SO4-5	AMIF-SO4-2	admettre	admission	15.00	Number of persons	formulaires
Number of participants who received pre-departure support	AMIF-SO4-2		former	informé	100.00	Number of persons	fiches de présence

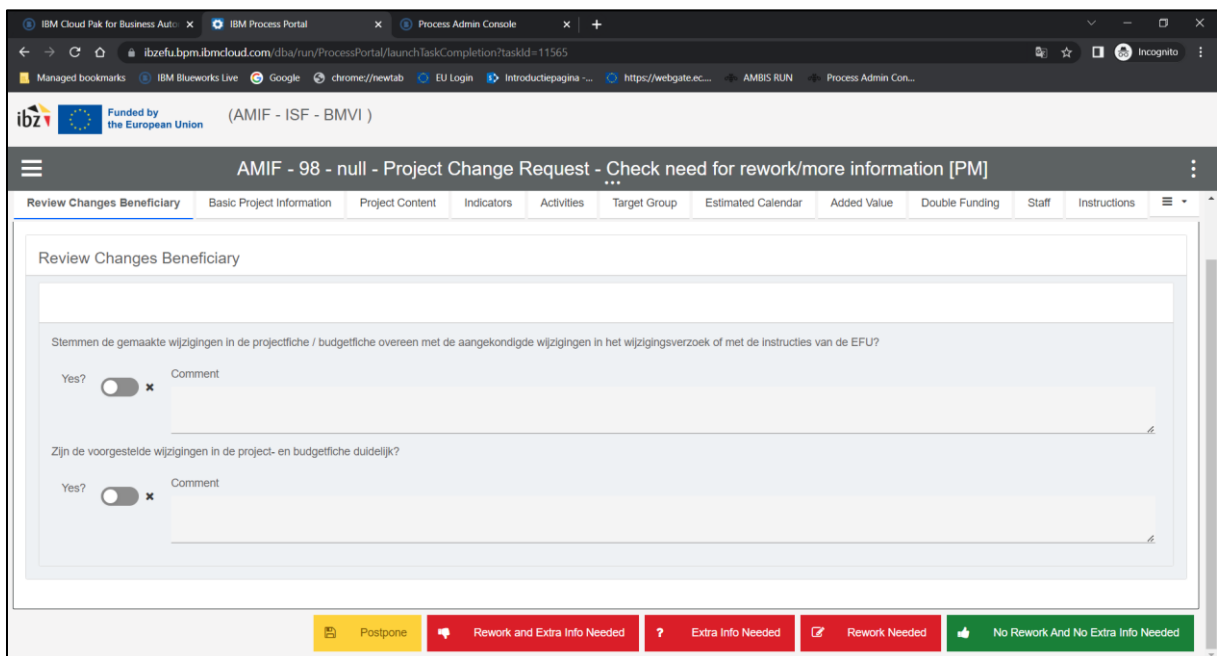
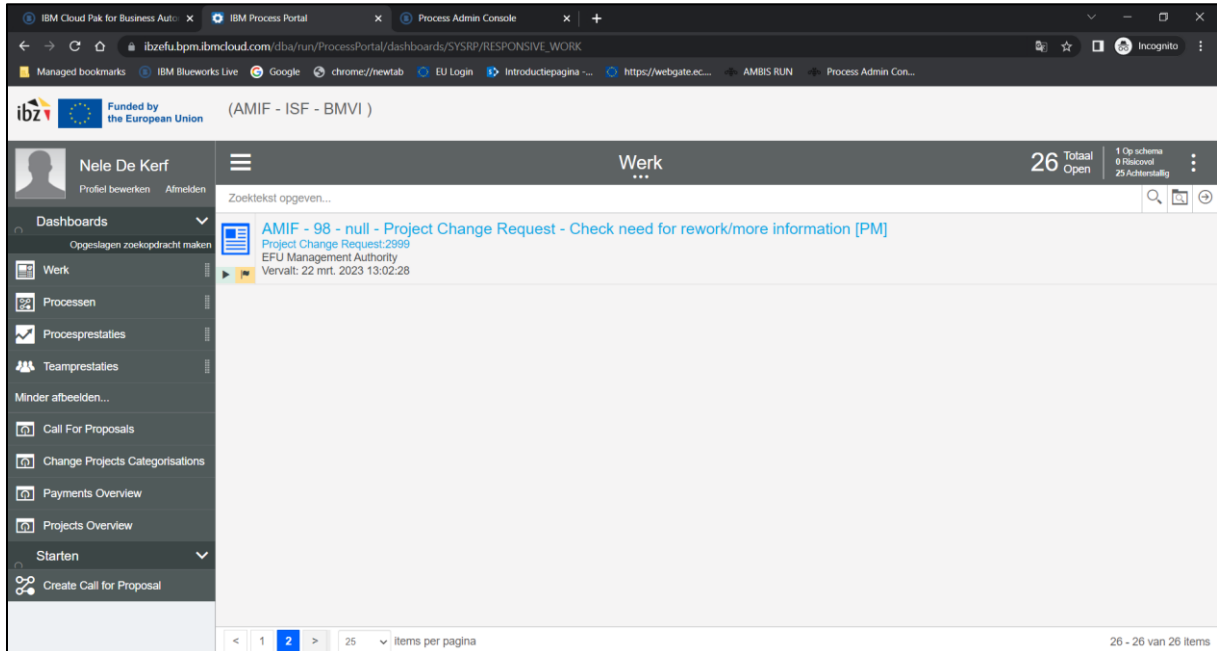
Showing 1 to 3 of 3 entries

Previous 1 Next

Postpone Reassign to team Submit

Step 4: analyzation by the European Funds Unit

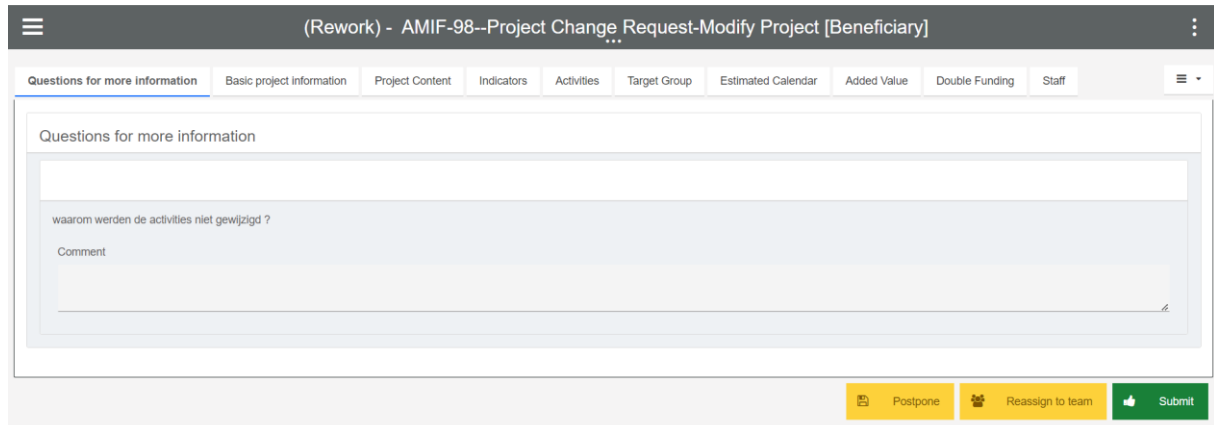
When the beneficiary has made changes to the project file and submitted this via AMBIS, a new task titled 'Project Change Request – Check need for rework/more information [PM]' will appear in the work list of the EFU Project Manager (PM).



The European Funds Unit (EFU) can then either:

A. Ask for more information

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 analysis.



The screenshot shows a web application interface for project management. The title bar reads "(Rework) - AMIF-98--Project Change Request-Modify Project [Beneficiary]". Below the title bar is a navigation menu with tabs: "Questions for more information" (selected), "Basic project information", "Project Content", "Indicators", "Activities", "Target Group", "Estimated Calendar", "Added Value", "Double Funding", and "Staff". The main content area is titled "Questions for more information" and contains a question: "waarom werden de activiteiten niet gewijzigd ?" followed by a "Comment" input field. At the bottom right, there are three buttons: "Postpone" (yellow), "Reassign to team" (yellow), and "Submit" (green).

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 analysis.

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 analysis.

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.