

An Interim Amendment Exercise is a process applicable to all KA121 and KA151 projects.

2022 KA121 and KA151 projects that started on 1 June 2022 will enter their interim amendments period in June this year. Please find relevant details below:

**1. Purpose:**

- to optimise budget consumption; close the reserve for exceptional costs and inclusion support and move funds from low to high performers.
- prolong grant agreements and make additional changes to your project (e.g. changes to consortia, contact persons, etc.).

**2. There are four potential requests you can submit:**

- Prolongation requests – the extension to the project duration must be of **9 months** bringing your project to a total of 24 months.
- Requests for additional exceptional costs and inclusion support for participants.
- Requests for return of funds (in case of low performance).
- Requests for additional activities (and funds).

**3. Priority order for processing requests by the NA:**

- Requests for return of funds
- Requests for additional exceptional costs and inclusion support for participants
- Requests for additional activities (redistribution of NA unused funds is planned)
- Independently: requests for prolongations.

**4. In every case:**

- justification needs to be provided for each request which will then be evaluated on a case by case basis. Beneficiaries are encouraged to thoroughly review the progress of their projects, targets achieved so far, resources and capacity available to make an informed decision on the type of request they wish to submit.
- Beneficiary Module needs to be fully updated on the expenditure incurred by the project at the time of the amendment request submission.

5. Amendment requests will be facilitated by the **amendment functionality in the Beneficiary Module**. This functionality will be available in the Beneficiary Module from **1 June 2023**. A declaration on honour signed by the legal representative of the beneficiary must accompany the amendment request submission.

6. The deadline for submission of all requests is **30 June 2023**.

Please contact your relevant project officer in Leargas if you require further information.