



MODIFICATION REQUEST FORM

Template

Version 1
06.2023

1. Project identification

Project ID	
Acronym	
Lead partner organisation	
Programme specific objective	
Type of modification	<input type="checkbox"/> Modification of partnership <input type="checkbox"/> Modification of activities/deliverables/outputs <input type="checkbox"/> Modification of budget <input type="checkbox"/> Extension of project duration

2. Subject of modification request

*What is the subject of the requested modification?
Please very briefly and clearly explain what the modification is about.*

2-3 sentences

3. Reasoning and justification

*What is the reason/cause of the modification?
Describe background information that is leading to the requested change and provide a sound justification for the proposed measure.*

Max half page



4. Implications on project objectives/expected results and work plan, if applicable

Briefly explain possible consequence(s) of the modification on

- the work plan (activities, deliverables and outputs, indicators)
- achievement of project specific objectives and expected results

Max half page

5. Implications on the budget, if applicable

In case of budget modifications, please be specific in relation to the increases and/or decreases in the following:

- Total LP/PPs budget (e.g. increase in LP budget by xxx EUR, %)
- Budget as per cost category at the project level (e.g. increase in CC1 by xxx EUR, %)

In case of extension of project duration, please indicate the budget shifted to the extended/new reporting period.

In case of a reduction of the project budget, please indicate the total and ERDF by which the overall budget will decrease.

Max half page

6. Request for retro-active approval, if required

If a retro-active approval is required, please indicate the date as from when the modification should enter into force.

(DD.MM.YYYY)

7. List of annexes

Please refer to chapter III.4.2 of the programme manual chapter for the required supporting documents.

- Xx
- xx

Date and signature of Lead partner
legal representative