


# Project amendments






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## 8.4. Project amendments

The **Amendments** tab is used to modify, suspend or terminate a Grant Agreement. In the **Amendments** tab of a specific project, the user can view all project amendments and, accordingly, create a new amendment entry, review existing entries, or delete them (provided its status allows it, i.e. when the delete icon  is visible; see section 8.4.2 for more details).

Project	Project history	<b>Amendments</b>	Reports	Communication	Users
---------	-----------------	-------------------	---------	---------------	-------

**START NEW**

Date	Amendment type	Amendment purpose	Amendment initiator	Amendment status	Details
15/01/2026 16:53 (+0200)	Amendment	Testing	Coordinator	Draft	 
15/01/2026 10:24 (+0200)	Suspension	Testing	Coordinator	Suspended	
14/01/2026 14:08 (+0200)	Adjustment		ESFA	Revision completed	
13/01/2026 21:14 (+0200)	Amendment	testas	ESFA	Signature refusal confirmed	
09/01/2026 10:49 (+0200)	Amendment	testas	ESFA	Signed	—

### 8.4.1. Creating an amendment entry

To create a new amendment entry, the user must click **START NEW** in the *Amendments* tab of the selected project.

Project	Project history	<b>Amendments</b>	Reports	Communication	Users
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**START NEW** 

Date	Amendment type	Amendment purpose	Amendment initiator	Amendment status	Details
15/01/2026 16:53 (+0200)	Amendment	Testing	Coordinator	Draft	 
15/01/2026 10:24 (+0200)	Suspension	Testing	Coordinator	Suspended	

After clicking **START NEW**, a new window opens where the user must select **project amendment type**:

- **Amendment:** to initiate a modification that is not related to Grant Agreement suspension or termination
- **Suspension:** to initiate suspension of the Grant Agreement
- **Termination:** to initiate termination of the Grant Agreement



The first screenshot shows the 'Amendment details' form with the 'Project amendment type' dropdown menu. A red arrow points to the dropdown arrow. Below it is the 'Project amendment purpose' dropdown menu. At the bottom right are 'CLOSE' and 'SUBMIT' buttons.

The second screenshot shows the 'Project amendment type' dropdown menu expanded. It contains three options: 'Amendment', 'Suspension', and 'Termination'. Red arrows point to each of these options. The 'SUBMIT' button is now active (greyed out).

After selecting the amendment type, the user must also specify the **Project amendment purpose**. The user may choose one of the values provided by the system or, if selecting **Other**, enter the required information in the additional **Project amendment purpose (other)** field. Please note that once the amendment entry has been created (i.e. after clicking SUBMIT), the user will no longer be able to edit the entered amendment purpose. If necessary, this may be edited by the responsible project coordinator of the Granting Authority.


This screenshot shows the 'Amendment details' form with the following values: 'Project amendment type' is 'Amendment', 'Project amendment purpose' is 'Other', and 'Project amendment purpose (other)' is empty. Red arrows point to the 'Project amendment purpose' and 'Project amendment purpose (other)' fields. The 'SUBMIT' button is active (greyed out).




When all mandatory fields have been completed, the **SUBMIT** button becomes active. Clicking this button initiates the amendment and creates a new amendment entry in the system.

After clicking **SUBMIT**, the user is immediately redirected to the initiated amendment. The newly created amendment entry is also visible in the *Amendments* tab of the project, where the user can view the amendment details by clicking the 'eye' icon  or delete the initiated amendment by clicking the delete icon .


Project					
Project	Project history	Amendments	Reports	Communication	Users
START NEW					
Date	Amendment type	Amendment purpose	Amendment initiator	Amendment status	Details
15/01/2026 17:14 (+0200)	Amendment	Recording created for testing purposes	Coordinator	Draft	 

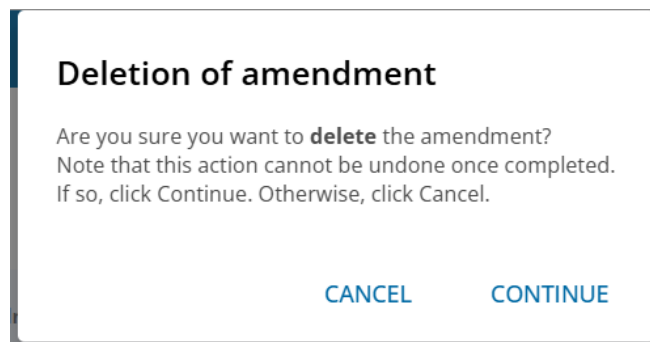
#### 8.4.2. Deleting an amendment entry

An amendment entry can be deleted only if the delete icon  is visible next to the amendment in the *Amendments* tab of the project.

Project					
Project	Project history	Amendments	Reports	Communication	Users
START NEW					
Date	Amendment type	Amendment purpose	Amendment initiator	Amendment status	Details
23/01/2026 11:28 (+0200)	Amendment	Test	Coordinator	Draft	 
13/11/2025 20:57 (+0200)	Amendment	testuoja keitima	Coordinator	Signed	

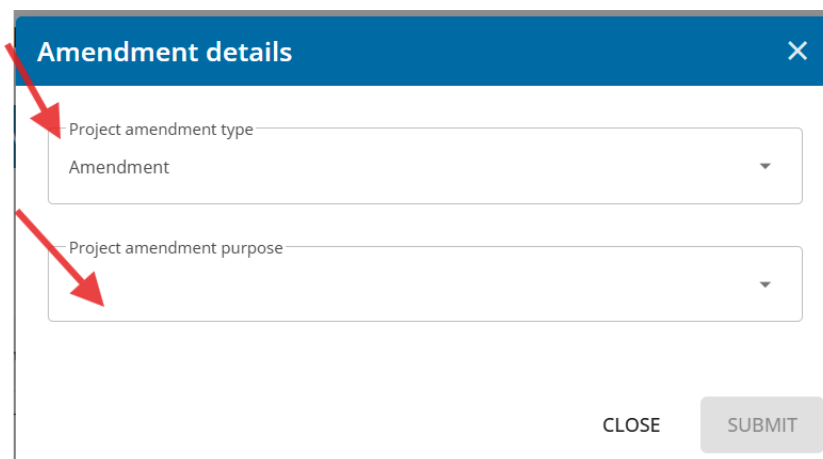
If the user does not see this icon, the amendment cannot be deleted. An amendment entry may be deleted only when its status is one of the following: *Draft*, *Pending unlocking of fields*, or *Fields ready for editing*. Once the amendment has been submitted to the Granting Authority, the user can no longer delete it.

When the delete icon  is clicked, the system asks the user to confirm the deletion. Selecting **CONTINUE** will delete the entry, and selecting **CANCEL** will cancel the deletion process.



#### 8.4.3. Amendment type: Amendment

In the project view, after selecting *Amendments* > *Start new* > *Amendment*, a window opens where the user must select *Amendment* in the **Project amendment type** field and specify the amendment purpose in the **Project amendment purpose** field.



In the **Project change purpose** field, the user may select one of the values offered by the system or, after choosing *Other*, enter the required value in the additional **Project amendment purpose (other)** field. When all fields have been completed, the **SUBMIT** button becomes active:

After clicking **SUBMIT**, a window opens displaying a 'cloned' version of the project. Here, the user can see general information about the amendment and the button **REQUEST TO UNLOCK GA SECTION(S)**.

Amendment information	
Amendment type	Amendment
Date	15/01/2026 19:20 (+0200)
Amendment status	Draft
Amendment purpose	Record created for testing purposes
Amendment initiator	Coordinator

In the created amendment entry, the user can only view the information and cannot edit anything. Therefore, the first step is to request permission from the Granting Authority to make changes. To do so, the user must click **REQUEST TO UNLOCK GA SECTION(S)**.

### IMPORTANT!

In an amendment, it is **not possible to remove** project participants, work packages, activities or deliverables that **were part of the initial Grant Agreement** (i.e. those transferred into the project from the Grant Agreement), **or those that were added during a previous amendment and approved** (i.e. added in one amendment, and therefore cannot be removed in a later amendment). In such cases, project participants must have an *Exit date* recorded in the *Data sheet*, while the descriptions of work packages, activities and deliverables must specify that the work package, activity or deliverable is no longer implemented or pursued, e.g.: IRRELEVANT ACTIVITY (moved to WP003 after amendment of the Grant Agreement).

## The REQUEST TO UNLOCK GA SECTION(S) button

After clicking **REQUEST TO UNLOCK GA SECTION(S)**, the user must complete an amendment request in the system explaining the need for the amendment and specifying which sections they require to be unlocked for editing. A grey instructional text appears in the request field, guiding the user on what information to provide; this grey text disappears once the user begins typing.

**Request to unlock GA sections for editing** ✕

Message Text

Please briefly describe the essence of the amendment and indicate which parts of the Grant Agreement you need to amend. This will inform the Granting Authority of what it should allow you to edit.

CLOSE SAVE

After entering the information and clicking **SAVE**:

- The amendment entry status changes from *Draft* to *Pending unlocking of fields*,
- The responsible user at the Granting Authority receives a notification requesting the unlocking of the relevant sections for editing, and the message completed by the user (after clicking **REQUEST TO UNLOCK GA SECTION(S)**) appears under the *Communication* tab of the project.

Date and time	Subject	Object	Author	Attachment	Details
15/01/2026 19:28:24 (+0200)	Amendment of the Grant Agreement (required to unlock fields)	Project	User		👁

The user must then wait for the responsible person at the Granting Authority to grant editing rights (i.e. to unlock the requested sections for editing). Once this is done, the amendment entry status changes from *Pending unlocking of fields* to *Fields ready for editing*, and the user receives a system notification about the new message. In the project's *Communication* tab, the user will also see a message confirming that the amendment sections have been unlocked for editing.

Date and time	Subject	Object	Author	Attachment	Details
15/01/2026 19:31:24 (+0200)	Amendment of the Grant Agreement (fields unlocked for editing)	Project	European Competence Center for Social Innovation		
15/01/2026 19:28:24 (+0200)	Amendment of the Grant Agreement (required to unlock fields)	Project	User		

After opening the amendment entry, the user will see the pencil icon next to the sections that have been unlocked for editing, and can make the necessary changes, for example:

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Social Innovation Initiative 
Funded by the European Union 
External User ▼

Home > GA amendment > How it works V.0915

## How it works V.0915 🖨️ 📄

Project
Amendments
Reports
Communication
Users

REQUEST TO UNLOCK GA SECTION(S)
FINISH CORRECTION SITE

### Amendment information

Amendment type	Amendment
Date	30/10/2025 22:09 (+0200)
Amendment status	Fields ready for editing
Amendment purpose	Other project change purpose 1
Amendment initiator	Coordinator

### Data sheet

1. General data	👁️
2. List of participants	👁️

If, during the editing process, the external user notices that additional sections also need to be edited, they may click **REQUEST TO UNLOCK GA SECTION(S)** again. The process then continues in the same way as described above.

The [BACK TO AMENDMENT PREVIEW](#) button

To return from a specific amendment that is being edited or viewed to the main amendment, the user must click **BACK TO AMENDMENT PREVIEW**.

Project | Project history | Amendments | Reports | Communication | Users

[BACK TO AMENDMENT PREVIEW](#)

## 2. Declarations

1. We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. \*
2. We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions).

### The FINISH CORRECTION SITE button

When the user has made all the necessary corrections and ensured that the amendment is fully prepared and accurate, they may submit it to the Granting Authority by clicking **FINISH CORRECTION SITE**.

Project | Project history | **Amendments** | Reports | Communication

[REQUEST TO UNLOCK GA SECTION\(S\)](#) [FINISH CORRECTION SITE](#)

### Amendment information

Amendment type	Amendment
Date	15/01/2026 08:57 (+0200)
Amendment status	Fields ready for editing
Amendment purpose	For test purpose
Amendment initiator	Coordinator

In addition, when the user hovers the mouse pointer over this button, instructions explaining how it works appear.

Project Project history **Amendments** Reports Communication Us

Clicking this button will start the process of transferring the amendment to the Granting Authority.

REQUEST TO UNLOCK GA SECTION(S) FINISH CORRECTION SITE

### Amendment information

Amendment type	Amendment
Date	15/01/2026 08:57 (+0200)
Amendment status	Fields ready for editing
Amendment purpose	For test purpose
Amendment initiator	Coordinator

After clicking **FINISH CORRECTION SITE**, a window opens where the user must complete the Message Text field and attach the supporting documents for the amendment (i.e. provide the information required for the amendment). Once all information is entered, the **SAVE** becomes active.


**New Message**
×

Message Text \*

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam nec imperdiet libero. Maecenas accumsan, massa ac efficitur dignissim, libero dui feugiat ex, vel volutpat dui diam at odio. Suspendisse potenti. Vestibulum iaculis mi eu ullamcorper ornare. Donec quis malesuada nulla, sed pretium magna. Morbi euismod feugiat efficitur. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nulla ac nisi ante. Duis posuere placerat risus at accumsan. Nulla semper lacus efficitur mi eleifend, sed sollicitudin nibh euismod. Duis dolor lacus, tincidunt et porta id, accumsan ut magna.

test.ppt

test.jb.jpg

 **UPLOAD DOCUMENT**

CLOSE **SAVE**

After entering the information and clicking **SAVE**:

- The amendment entry status changes from *Fields ready for editing* to *In progress*,

- The amendment information is forwarded to the Granting Authority, the responsible user at the Granting Authority receives a notification about the amendment submitted in the system, and the message completed at the moment of clicking **FINISH CORRECTION SITE** appears under the *Communication* tab of the project.

Project	Project history	Amendments	Responsible	Reports	Communication	Users	Indicators
NEW MESSAGE							
Date and time	Subject	Object	Author	Attachment	Details		
15/01/2026 09:46:25 (+0200)	Submitted amendment of the Grant Agreement	Project	User				

After the amendment is submitted to the Granting Authority, the user must wait for the institution to review the amendment. The Granting Authority may also request clarifications. In such a case, the user will receive a notification requesting corrections and will see information indicating what needs to be amended or what additional information must be provided. The amendment entry status will also change from *In progress* to *Returned for revision*.

Project	Project history	Amendments	Reports	Communication	Users		
NEW MESSAGE							
Date and time	Subject	Object	Author	Attachment	Details		
16/01/2026 12:44:09 (+0200)	Amendment of the GA returned for revision	Project	European Competence Center for Social Innovation				

Once the necessary corrections have been made, the user must click the **FINISH CORRECTION SITE** button again.

When the Granting Authority has reviewed the amendment and made its decision, the user receives details of the decision:

- If the amendment is approved, the user will receive a notification about the signing process, and the user with signing rights will be able to sign the amendment (the amendment entry status changes from *In progress* to *Pending Coordinator's signature*). For more information on the signing process, see section 8.4.5. Once both parties (the Coordinator and the Granting Authority) have signed, the amendment entry status changes to *Signed*.
- If the amendment is not approved (rejected), the user will receive information indicating that the amendment has been rejected (the amendment entry status changes from *In progress* to *Rejected*).

#### 8.4.4. Amendment type: Suspension/Termination

If a user wants to suspend or terminate the Grant Agreement, they must click **START NEW** in the *Amendments* tab of the project and, in the window that opens, select the appropriate option in the **Project amendment type** field: **Suspension** (if they want to suspend the Grant Agreement) or **Termination** (if they want to terminate the Grant Agreement).

After selecting the required **Project amendment type**, the user, just as in the case of the **Amendment** type, must specify the **Project amendment purpose**, and then the **SUBMIT** button becomes active. Please note that the **Project amendment purpose** field contains predefined values offered by the system, from which the user must select one. If no suitable option is available, the user should select *Other*, and then enter the required value in the new **Project amendment purpose (other)** field.

#### The **PROVIDE JUSTIFICATION** button

After clicking **SUBMIT**, an entry is created, in which the user sees the **PROVIDE JUSTIFICATION** button.

Project	Project history	Amendments	Reports	Commun
<div style="border: 1px solid #ccc; padding: 5px; display: inline-block; background-color: #808080; color: white;">PROVIDE JUSTIFICATION</div>				
<b>Amendment information</b>				
Amendment type	Suspension			
Date	15/01/2026 10:24 (+0200)			
Amendment status	Draft			
Amendment purpose	Testing			
Amendment initiator	Coordinator			

After clicking **PROVIDE JUSTIFICATION**, the system opens a window to create a message, where the user must complete the *Message Text* field and attach the relevant supporting documents for the suspension/termination. Once the information has been entered, the **SAVE** button becomes active.

**New Message**
✕

Message Text \*

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed ac ligula augue. Duis vel sem sit amet tortor mattis fringilla ultricies vitae sem. Etiam ut turpis nec enim pulvinar iaculis sit amet in nulla. Quisque tristique volutpat massa, eget vehicula sem feugiat a. Vivamus placerat mi in iaculis iaculis. Nam elementum lacus sed dapibus mollis. Suspendisse potenti. Nunc ornare vehicula ultrices. Aliquam nibh massa, sollicitudin eget risus quis, elementum aliquet quam. In et consequat lacus. Maecenas et hendrerit urna, sed fringilla ante. Integer velit metus, fringilla quis faucibus sed, consequat in tellus. Donec non viverra justo. Nulla consectetur sapien in tellus vehicula, a consectetur leo laoreet.

Annex pvz.docx ✕

+
UPLOAD DOCUMENT

CLOSE 

SAVE

After clicking **SAVE**, the responsible user at the Granting Authority receives a notification about the suspension/termination information submitted in the system, and the message completed at the time of clicking the **PROVIDE JUSTIFICATION** button appears under the Communication tab of the project. In addition, the entry status changes from *Draft* to *In progress*.

Project Project history Amendments Responsible Reports **Communication** Users Indicators

**Subject: Submitted amendment of the Grant Agreement**

**From:** Testavimo Sumetimais IŠORĖ 2026-01-15 10:33:37 

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed ac ligula augue. Duis vel sem sit amet tortor mattis fringilla ultricies vitae sem. Etiam ut turpis nec enim pulvinar iaculis sit amet in nulla. Quisque tristique volutpat massa, eget vehicula sem feugiat a. Vivamus placerat mi in iaculis iaculis. Nam elementum lacus sed dapibus mollis. Suspendisse potenti. Nunc ornare vehicula ultrices. Aliquam nibh massa, sollicitudin eget risus quis, elementum aliquet quam. In et consequat lacus. Maecenas et hendrerit urna, sed fringilla ante. Integer velit metus, fringilla quis faucibus sed, consequat in tellus. Donec non viverra justo. Nulla consectetur sapien in tellus vehicula, a consectetur leo laoreet.

[Annex pvz.docx](#)


The user must then wait for the Granting Authority to review the submitted information. Once the Granting Authority makes its decision, the user receives the decision:

- If the suspension/termination is approved, the user will receive information regarding the signing process, and the user with signing rights will be able to sign the suspension/termination (the entry status changes from *In progress* to *Pending Coordinator's signature*). See section 8.4.5 for information on the signing (or refusing to sign) process. Once both parties (the Coordinator and the Granting Authority) sign the suspension/termination, the entry status changes accordingly to *Suspended/ Terminated*.
- If the suspension/termination is not approved (rejected), the user receives information stating that the suspension/termination has been rejected (the entry status changes from *In progress* to *Rejected*).

#### 8.4.5. Signing / refusing to sign

When the amendment status is *Pending Coordinator's signature*, the system generates a PDF document. Before signing, the user can download and review this document.

Project Project history **Amendments** Reports Communication Users

Amendment information	
Amendment type	Amendment
Date	13/01/2026 21:14 (+0200)
Amendment status	Pending Coordinator's signature
Amendment purpose	testas
Amendment initiator	ESFA
<a href="#">Download contract change PDF</a> 	

When the amendment entry status is *Pending Coordinator's signature*, the user who has signing rights (i.e. the system displays *Yes* in the *Permission to sign* column next to the relevant user's information under the *Users* tab) will see the buttons **SIGN** and **REFUSE TO SIGN** in the amendment entry:

Project Project history **Amendments** Reports Communication Users

**SIGN** **REFUSE TO SIGN**

### Amendment information

Amendment type	Termination
Date	16/01/2026 15:28 (+0200)
Amendment status	Pending Coordinator's signature
Amendment purpose	Testing

#### The **SIGN** button

If the user agrees to sign, they must click the **SIGN** button. After clicking, the signing process is initiated, and the procedure follows the same steps as other signing processes in the system. Specifically, after clicking **SIGN**, a window opens where the user must click **SEND CODE**.

Sign the document
✕

Click to request a verification code.

SEND CODE

CLOSE
SIGN THE DOCUMENT

After clicking **SEND CODE**, the user receives an email containing the signing code.

Code for signature, project No. ESF-SI-2023-SKILLS-01-0076 Inbox x

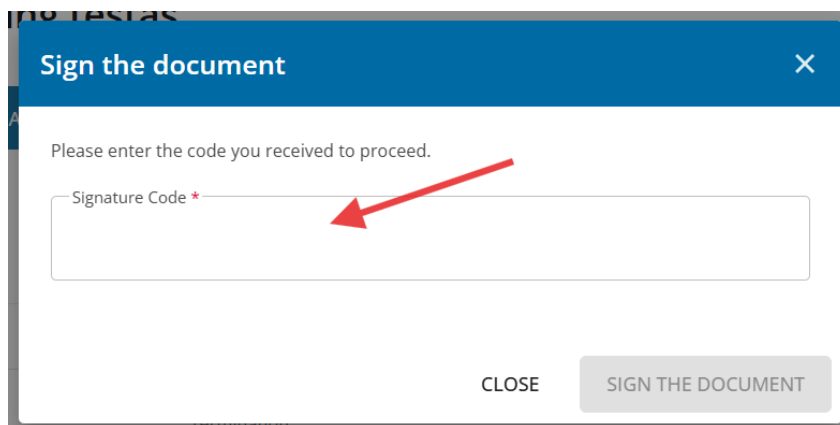
3:39PM (0 minutes ago) ☆

**eSInnis**
Social Innovation Initiative
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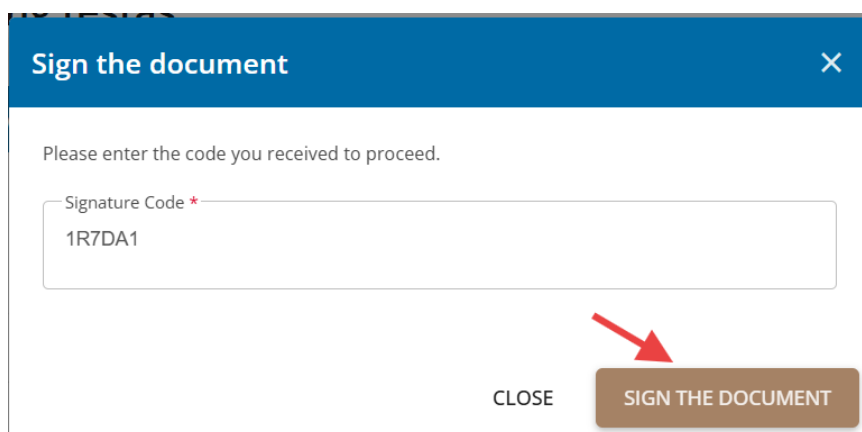
Your eSInnis signature code: 1R7DA1

The information contained in this message is confidential. If you are not the addressee of this message, any use of this document or any part of it is prohibited. If you have received this message in error, please delete it.

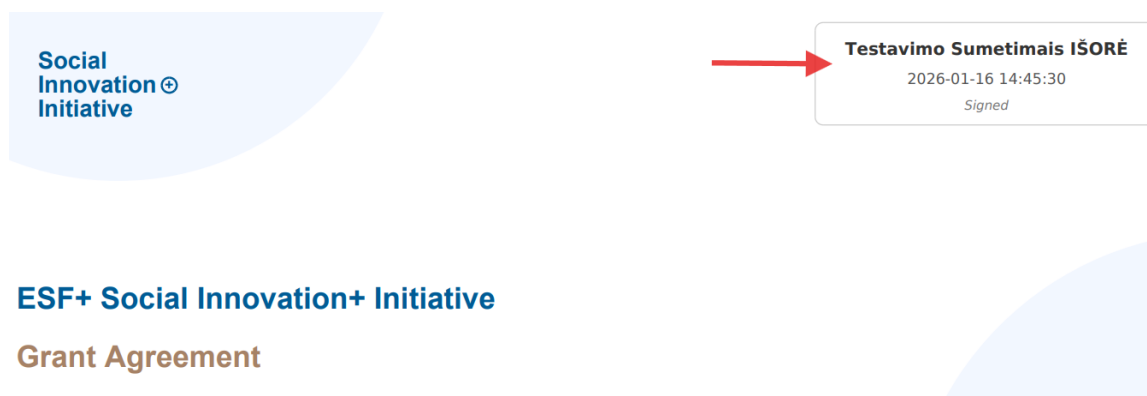
The user must enter the received code into the **Signature Code** field that appears in the system.



Once the signing code is entered, the **SIGN THE DOCUMENT** button becomes active.

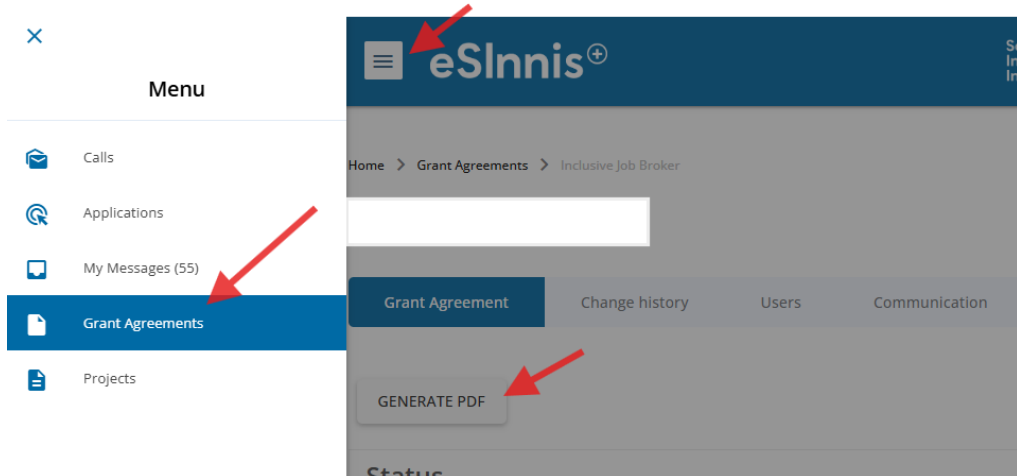


After clicking **SIGN THE DOCUMENT**, the signing action is recorded, and the information about the completed signature is forwarded to the Granting Authority. The signing information is also recorded in the generated PDF document, e.g.:

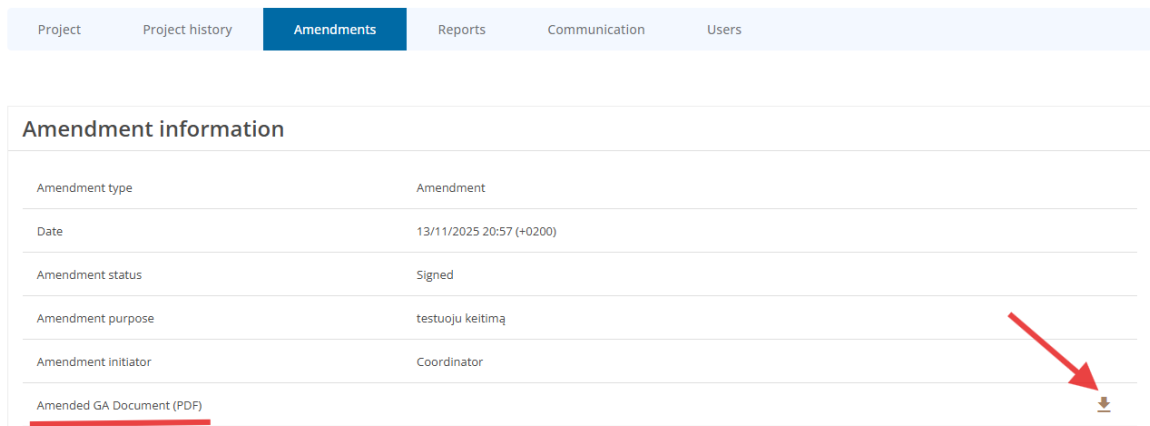


Once both parties (the Coordinator and the Granting Authority) have signed, the amendment status changes to *SIGNED* (or, in the case of a suspension/termination, to *Suspended/Terminated*). If the amendment type was *Amendment*, all edits made within the amendment entry are then transferred into the project information in the system (i.e., the system updates the relevant project data).

The version of the Grant Agreement that existed before the amendment can be viewed by selecting *Grant Agreements* from the system menu and, in the relevant project page, clicking GENERATE PDF.

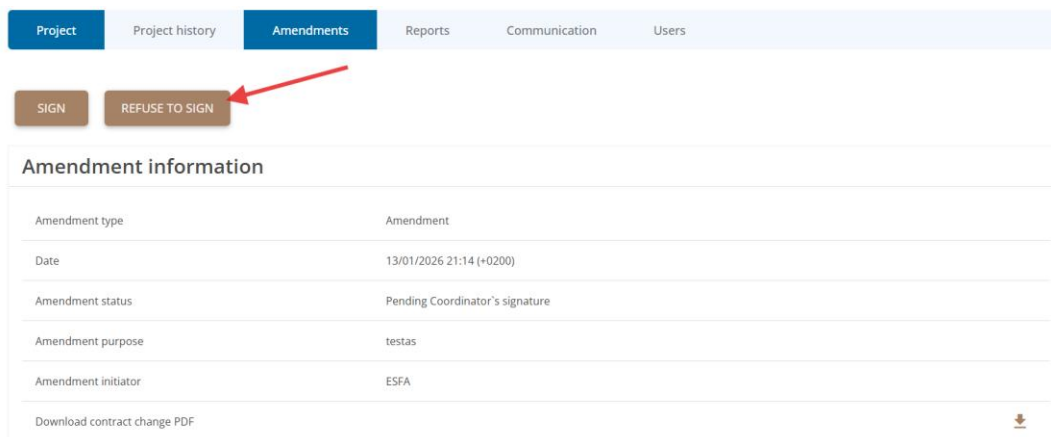


After the amendment has been signed, the user can download the new version of the Grant Agreement by opening the relevant completed amendment (the latest version will be available under the most recently completed amendment).



### The REFUSE TO SIGN button

If the user chooses not to sign, they must click the **REFUSE TO SIGN** button.



After clicking **REFUSE TO SIGN**, the system opens a new window where the user must specify the reasons for refusing to sign (in the *Message body* field). After entering the information, the **REFUSE TO SIGN** button becomes active in the displayed window. If the user wishes to cancel the action, they must click **CLOSE**.



Refusal of signature

Please provide a reasons for refusing to sign

Message body \*

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In odio lacus, dictum sit amet posuere in, iaculis eget tortor. In pharetra quis mauris in pharetra. Maecenas suscipit finibus orci, id congue diam consectetur sed. Phasellus vitae ante ut lacus scelerisque porttitor eget et ante. Pellentesque aliquam purus a nibh elementum pretium. Integer rutrum, sapien sit amet egestas fringilla, libero mauris fringilla neque, id interdum odio augue feugiat turpis. Aliquam erat volutpat. Donec a porta nibh, ut euismod nulla. Vivamus ac tincidunt sem. Mauris in nisi vitae ex suscipit imperdiet. Nulla vitae orci sed sapien tristique sollicitudin. Aenean eu feugiat felis. Nunc fermentum mauris tortor, ac aliquet nisi elementum id. Maecenas euismod blandit mauris, a pharetra augue feugiat eu.

CLOSE REFUSE TO SIGN

After clicking **REFUSE TO SIGN**:

- The entry status changes to *Coordinator refused to sign*.
- The responsible user at the Granting Authority receives a notification about the refusal to sign, and the message completed at the moment of clicking **REFUSE TO SIGN** appears under the *Communication* tab of the project.
- The responsible user at the Granting Authority must review the information received regarding the refusal and confirm it:
  - If they agree that the Coordinator's refusal to sign is correct and justified, they confirm the refusal to sign, and the entry status changes from *Coordinator refused to sign* to *Signature refusal confirmed*, and the user receives a notification that the amendment has not been signed and has been terminated.
  - If they do not agree with the Coordinator's refusal to sign, the responsible user at the Granting Authority re-initiates the signing process, and all steps remain the same as during the initial signing.

## **Activating innovations for social change**

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