Template

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| Request for modification | Version 2 |

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| Project index number and acronym |  |
| Lead partner |  |
| Type of modification requested  *Select the applicable type(s) of modification, which should be explained in the section “Overall reasoning and justification”.* | Modification of partnership  Modification of activities/deliverables/outputs  Modification of budget  Extension of project duration |

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| Subject of modification request |
| ***What is the subject of the requested modification?***  *Please briefly and clearly explain what the modification is about (keeping to 200 characters, which are just about two lines!)*  Max. 200 characters |
| **Overall reasoning and justification** |
| *Please describe the requested modification and explain the reasons why it is required.*   1. **Overall reasoning and justification**   *What is the reason/cause of the modification? Describe background information that is leading to the requested change.*   1. **What are the implications of the modification on the project objectives and the work plan?**   *Depending on the type(s) of modification briefly explain the consequence(s) of the project on*   * *The work plan (activities, deliverables and outputs)* * *Achievement of project specific objectives and expected results*  1. **What are the implications for the budget?**   *In case of budget modifications, please be specific in relation to the* ***increases*** *in the following:*   * *Total LP/PPs budget (e.g. increase in LP budget by xxx EUR, %)* * *Budget as per work package at the project level (e.g. increase of in WP1 budget by xxx EUR, %)* * *Budget as per budget line at the project level (e.g. increase in BL1 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.*   1. **If applicable, please also indicate if a retroactive approval of the modification is necessary.**   *Please indicate the date as from when the modification should enter into force (DD.MM.YYYY).*  Max. 2.000 characters |

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| List of annexes |
| *(all required supporting documents as specified in implementation manual section D.3)* |

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| **Date and signature of Lead partner legal representative** |  |