

MINOR CHANGES

Procedure to insert minor changes in SIU

Version N. 1 of 1st July 2019



1. IMPLEMENTATION OF MINOR BUDGET CHANGES IN SIU	3
2. IMPLEMENTATION OF OTHER MINOR CHANGES IN SIU	4
3. ASSISTANCE WITH SIU	4

INTRODUCTION

Minor changes are defined in Factsheet 6 adjustments of the project which do not have a significant impact on the project budget, activities, objectives and/or results and do not require prior approval by the MC.

Minor budget changes are further defined as those within the so-called “flexibility rule”, for any further information on the requirements, beneficiaries should refer to the above mentioned Factsheet. This document illustrates the procedure to be implemented in SIU by the Lead Partner of the Project which needs to perform such type of changes.

1.IMPLEMENTATION OF MINOR BUDGET CHANGES IN SIU

The implementation of the changes will have to be performed in SIU by the LP, within the SIU module “Progress Report”. This means that if the changes are need for reporting reasons in PR3, the changes will have to be performed in SIU at the very beginning of the Report drafting, in any case within 60 days after the opening of the Report.

Before starting, the LP will need to provide its Project Manager with the file budget tool, attesting the changes are within the flexibility rule.

The PM will check it and replies via email to the LP that the change is ok (if it's not ok then the LP will have to submit it again). LPs are encouraged to keep at minimum the exchange of files with mistakes and not updated data.

The LP then will have to attach to the Report as an ANNEX in Section **M - Annexes** the file **budget tool** and the **printed email from the PM** that gives the green light to the change.

SIU will ask to specify the type and number of Annexes:

- the two files will have to be inserted as “minor change approval” type of Annex
- the number of files will need to inserted as “2”.

Once the above mentioned Annexes are inserted in SIU, the LP can make the changes for all its PPs. To insert the changes, the LP will have to operate in **Section I - Project**

Before the Confirmation of the Report, SIU will check that if there is a minor budget change ,the Annexes " minor change approval" must be present.

2. IMPLEMENTATION OF OTHER MINOR CHANGES IN SIU

All modifications of administrative elements related to the LP, the PPs or the description of the implementation of the activities that do not need a prior approval by the MC, can be performed in SIU.

The LP or the PP will have the possibility to update the information about their seat, address, etc. and all other information on the Project that will appear as a writable box.

Minor changes can be implemented in the following SIU Sections:

- B – LEAD APPLICANT DATA
- C – LEGAL REPRESENTATIVE
- D – PERSON IN CHARGE OF SIGNATURE
- E – PARTNERS
- H – BUDGET GENERAL INFORMATION
- I – PROJECT

Within the Section I-PROJECT, through the button “HISTORY”, the LP will have the possibility to check and download the information on all the previous changes performed at budget level.

3. ASSISTANCE WITH SIU

All issues related to the information to be provided within the Report, to the Reporting rules, to the implementation of the Project, have to be addressed to the relevant JS Project Manager via email.

All issues related to technical or IT problems affecting the correct function of SIU have to be addressed to the following e-mail: it-hr.siusupport@regione.veneto.it .