



How to request an amendment to your FP7 grant agreement in order to benefit from the abolition of paper-signed Forms C

Concerns: coordinators and consortia of FP7 grant agreements signed before 1.1.2013

Purpose: As from 1.1.2013, financial statements (Forms C) for FP7 grants can be transmitted fully electronically, abandoning signed paper versions. For grant agreements signed before 1 January 2013, a very simple amendment modifying the grant agreements will be sufficient. All FP7 consortia are strongly encouraged to do so.

How to request the amendment:

- As amending the grant is a legal commitment requiring that both parties agree unequivocally on the scope and content of the changes, you are kindly requested to use the template provided hereby, without modifying its content or introducing other requests in it (there is a template for each of the different grant agreements – general, ERC and Marie Curie model grant agreements).
- The amendment request is to be signed by the legal authorised representative of the coordinating organisation, as mentioned in Article 1.1 of the general model grant agreement, and sent to the Commission/Agency/JU, to the address mentioned in Article 8 of the general model grant agreement. The Commission/Agency/JU will process the requests quickly and sign the amendment without delay.
- The amendment request indicates that all beneficiaries in the grant agree to this modification. Therefore, before introducing the request you are kindly advised to discuss it with all your partners in the consortium as the modification will be applicable to all of them. This means that all beneficiaries in your grant will either keep the previous parallel stream of electronically submitted and paper-signed Forms C (no amendment needed) or move towards the electronic only signature and transmission of the Forms C (amendment needed).
- If your consortium decides to request the amendment, please be aware that in order for a beneficiary to be able to sign and transmit Forms C electronically, the organisation must have appointed a Legal Entity Appointed Representative (LEAR). The LEAR has to identify the persons in the organisation authorised to sign Forms C (detailed instructions on the process can be found here: [Participant Portal](#)). The vast majority of FP7 participants have already assigned a LEAR, i.e. most probably for your consortium this condition is fulfilled. Nevertheless, in order to avoid delays when preparing the financial reporting, you should check this in your consortium. This is particularly important if your next reporting period is deemed to end soon after the amendment could be in force.