How to prepare a Change Request

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Change Request (CR)
What is a Change Request?

- Several changes might occur after a project is labelled and during the whole project lifetime. Changes in a project needs to be reported by a Change Request

- A Change Request is a formal way of proposing and communicating changes in a labelled project, such as:
  - New / withdrawing partners
  - Revised effort/cost figures after a national funding decision
  - Changes in the work package content
  - New project start / end dates

- A Change Request is the only official way to communicate any changes in the project to the ITEA Office and a guarantee that they are processed
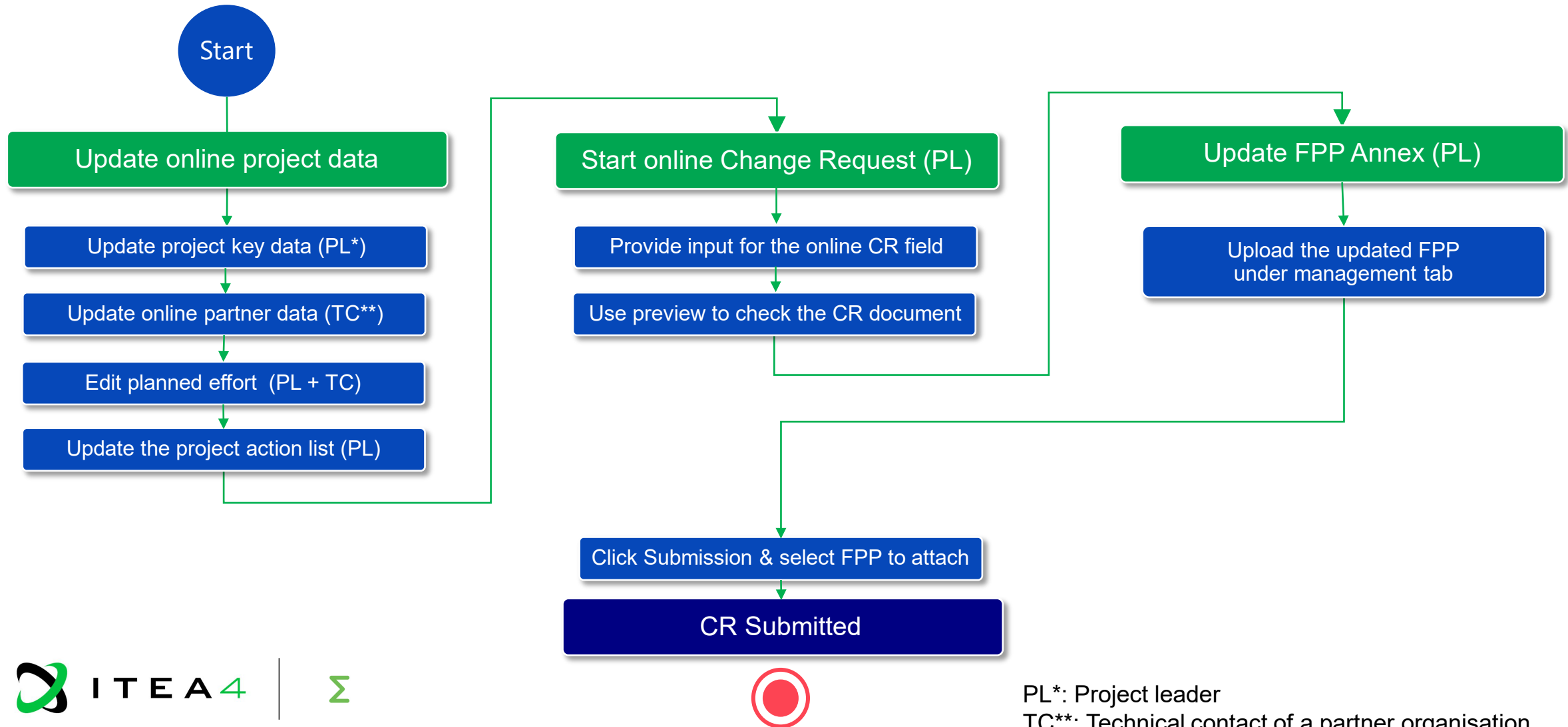
Change Request
Online process

- The CR can be started and submitted only by a project leader online

- Make sure that the FPP is in line with the adapted changes

- Evaluation of the submitted CR will be done by an ITEA Programme coordinator or by ITEA Steering Group reviewers depending on the scale of changes

- Public Authorities will be informed about a new, approved or rejected CR. They also have access to the CR
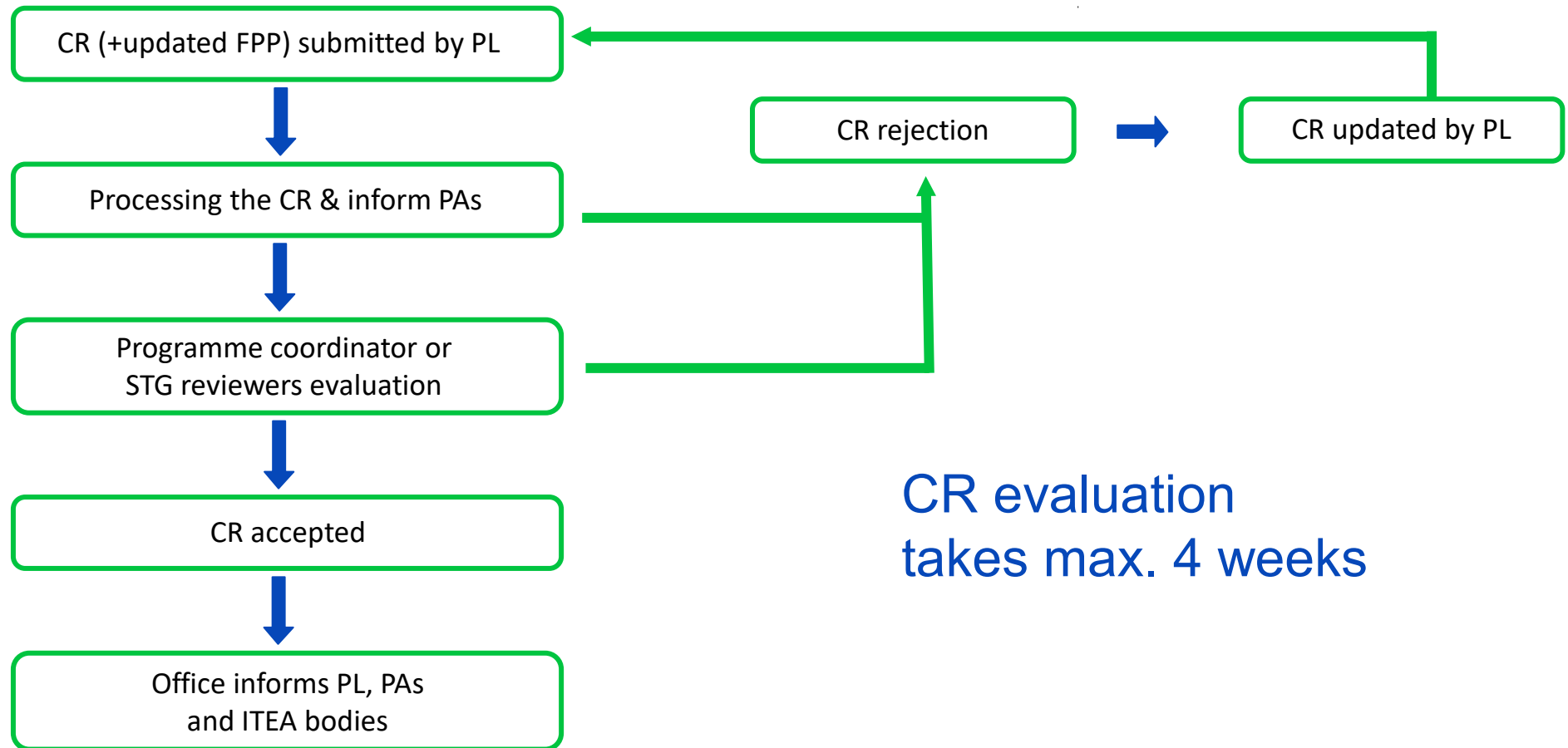
Change Request
Flowchart online process

Start

Update online project data
- Update project key data (PL*)
- Update online partner data (TC**)
- Edit planned effort (PL + TC)
- Update the project action list (PL)

Start online Change Request (PL)
- Provide input for the online CR field
- Use preview to check the CR document

Update FPP Annex (PL)
- Upload the updated FPP under management tab

Click Submission & select FPP to attach

CR Submitted

PL*: Project leader
TC**: Technical contact of a partner organisation

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Change Request
CR evaluation process

CR (+updated FPP) submitted by PL

Processing the CR & inform PAs

Programme coordinator or
STG reviewers evaluation

CR accepted

Office informs PL, PAs
and ITEA bodies

CR rejection

CR updated by PL

CR evaluation
takes max. 4 weeks

Change Request
Tips for the successful CR preparation

- Take into account the feedback from STG reviewers from the previous evaluation(s)

- Make sure that online information (online CR page, updated project information) and updated FPP Annex are on the same line

- Explain all the changes as good as possible

# Change Request
Frequently Asked Questions

- **When is the right time to submit a CR?**

  – Answer: When the project is not expecting more changes after the current changes

- **A partner left the project, but it does not appear under the deactivated partners' table**

  – Answer: If some partner has worked for the project (for instance it has costs and effort from the past years), it cannot be deactivated even if it has left the project

- **Why can't I update the costs?**

  – Answer: Only ITEA Office can change costs of the past years, so in case it is necessary, please contact the ITEA Office

How to submit a Change Request?
Demo

Demo available at:
https://vimeo.com/693092417/e9c631b646
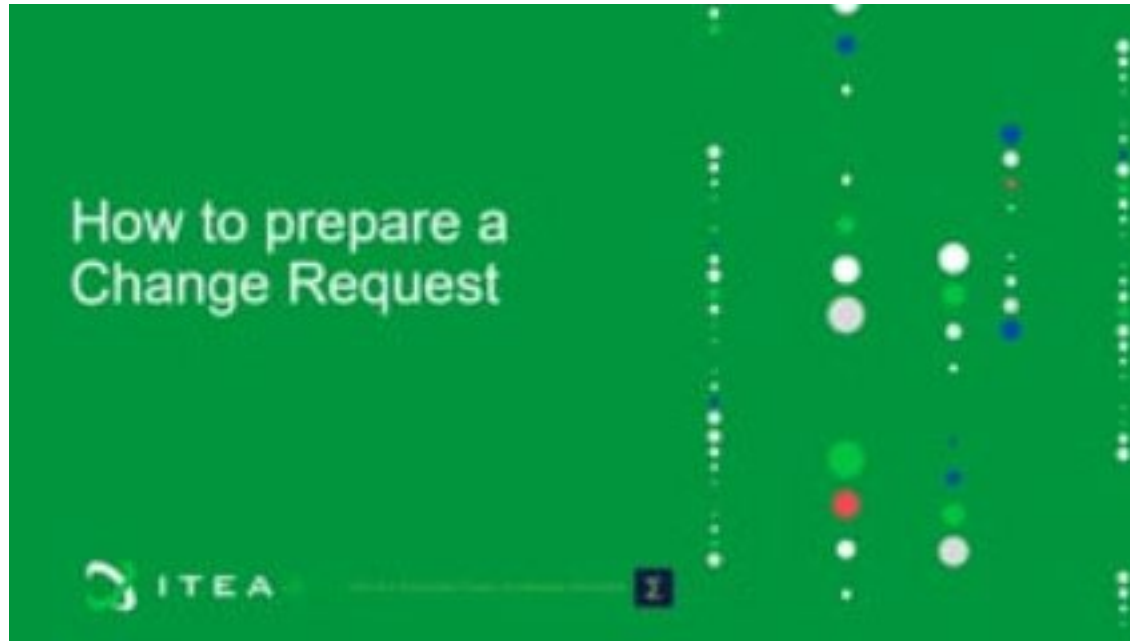
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Questions? Contact us!

Should you have any questions during the execution of your project, contact us:

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Thank you