How to prepare a Change Request

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ITEA4

ITEA 4 is the Eureka Cluster on software innovation

Change Request (CR)
What is a Change Request?

- Several changes might occur after a project is labelled and during the whole project lifetime, 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 and official way of proposing and communicating changes in a labelled project

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Change Request
Overview of process

Submission

- Change Requests are only submitted through the ECP portal
- Only the project leader can submit the change request
- After the submission, project leader informed by ITEA that the Change Request is received
- ITEA Office, makes the first check, if required a new Change Request or an updated Change Request can be asked from the project leader

Evaluation

- Public authorities of the participating countries are informed by ITEA about the Change Request
- If it is a major Change Request, ITEA STG reviewers and (if secondary Cluster exists) secondary Cluster experts evaluate the Change Request
- If it is a minor Change Request, ITEA Office evaluates the Change Request
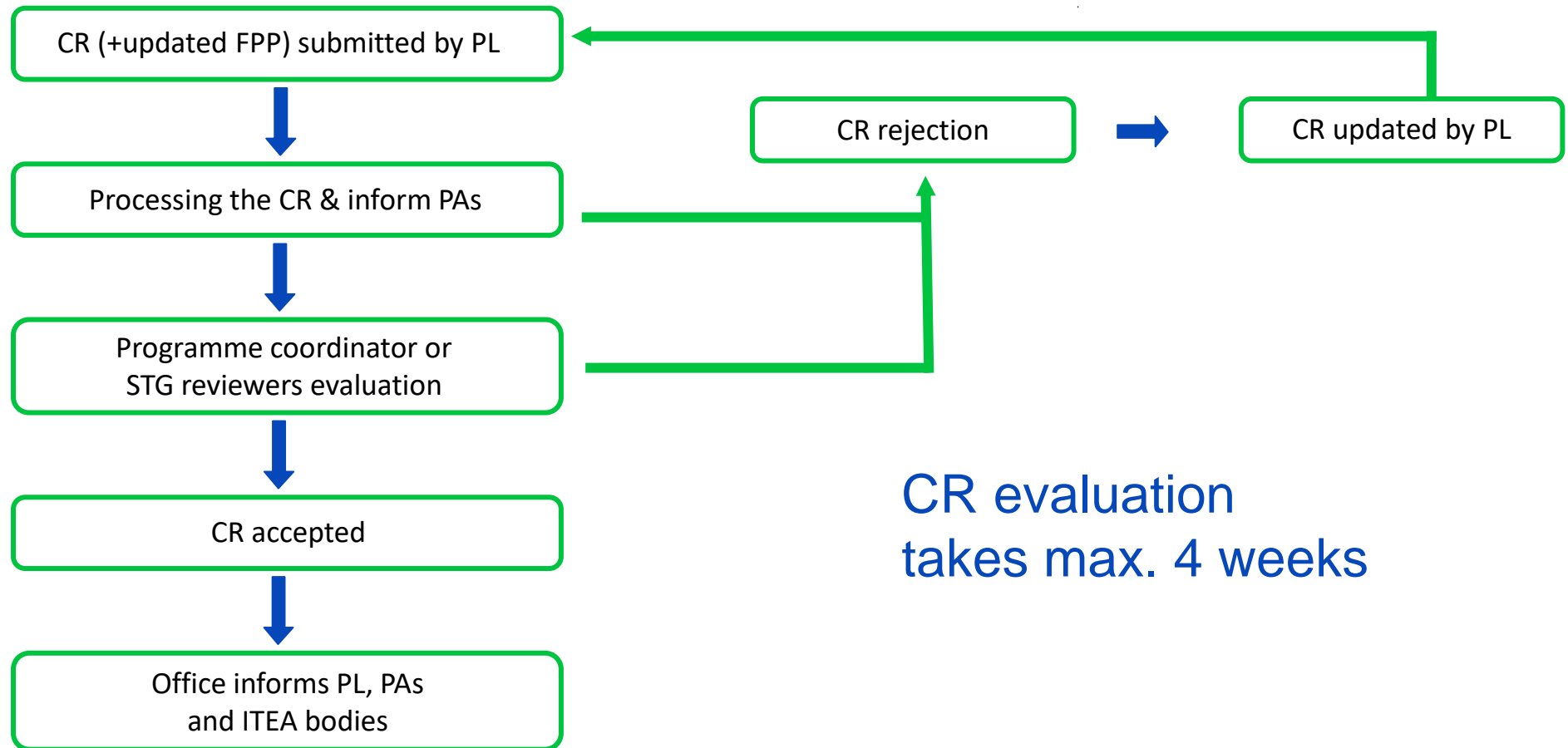- Evaluation takes 4 weeks in average

Announcing Result

- ITEA Office informs the project leader about the evaluation result (approval or rejection) and further actions via email
- Public authorities of the participating countries informed by ITEA Office about the result of evaluation

Change Request
Overview of the process
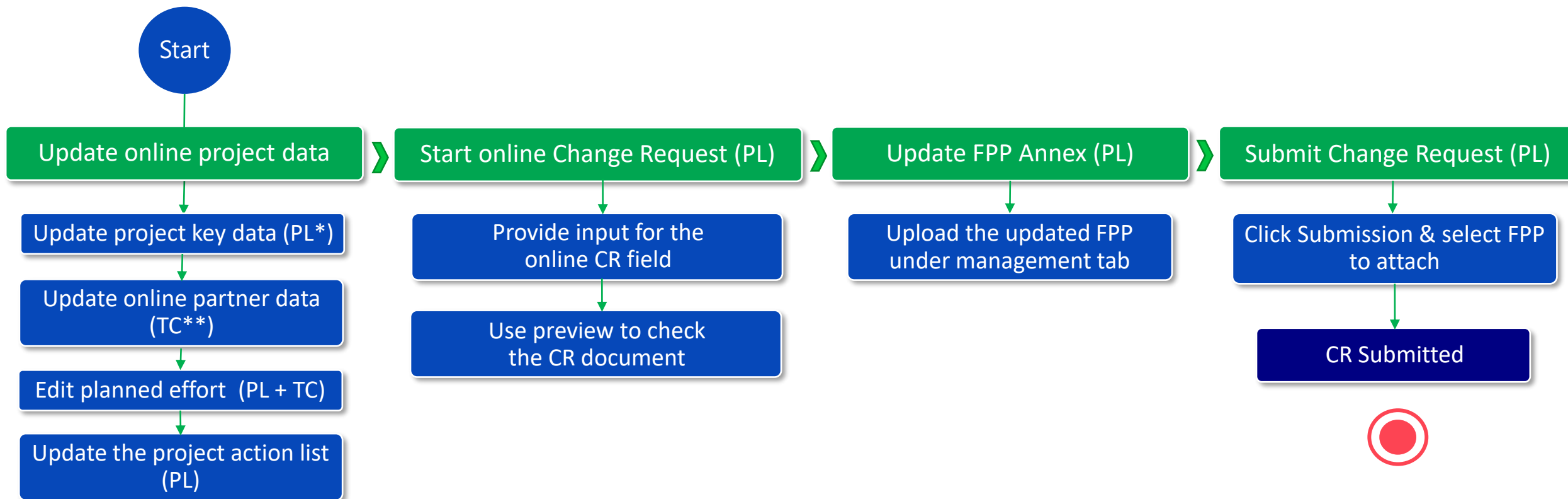

CR (+updated FPP) submitted by PL

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
Flowchart online process

Start

Update online project data → **Start online Change Request (PL)** → **Update FPP Annex (PL)** → **Submit Change Request (PL)**

Update project key data (PL*)

Update online partner data (TC**)

Edit planned effort (PL + TC)

Update the project action list (PL)

Provide input for the online CR field

Use preview to check the CR document

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

Change Request
Tips for the successful CR preparation

- Update all the online data before starting preparing the change request, so that all online changes are reflected in the Change Request document

- Before submission, upload the updated FPP Annex to the portal as a part of the change request

- Check the actions from previous evaluations, process them and update the action list

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

- Clearly explain, all the changes in the CR document

Change Request
Frequently Asked Questions

- When is the right time to submit a CR?
  - Can be submitted at any time (no max or min number of CRs)
  - In following case it is recommended:
    - When most of the national funding evaluations received and the consortium stabilize
    - When it is requested by ITEA Office
    - When it is requested by the National Funding Agencies

- A partner left the project, but the partner cannot be de-activated or past costs & efforts cannot be deleted by the PL
  - 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

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Change Request
Frequently Asked Questions

- 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/682865354/376ca470db

Questions? Contact us!

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

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(Currently on maternity leave until January 2023)

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Thank you