

How to prepare a Change Request

Marieke van Herk
ITEA Junior Project Coordinator



ITEA 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

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

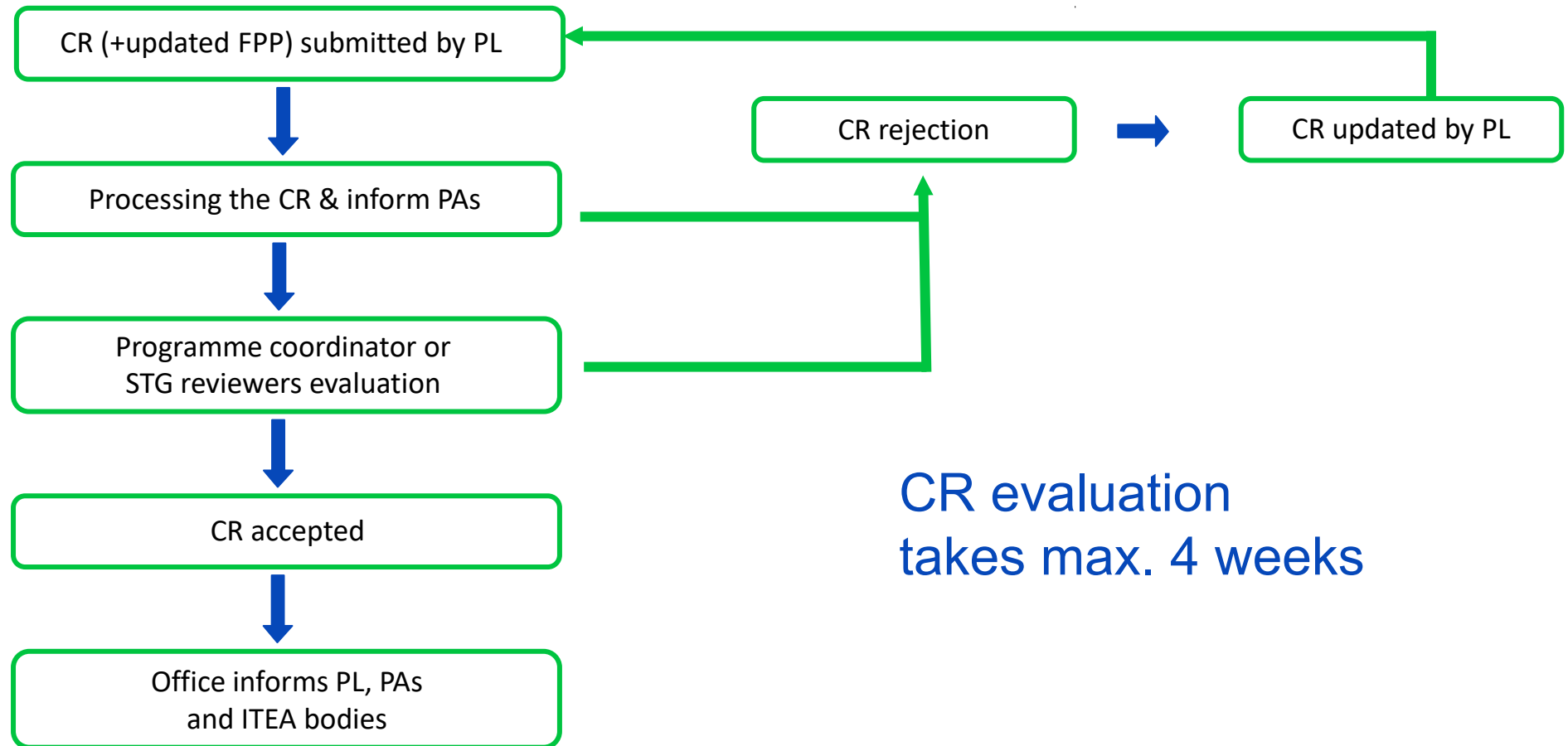
- ☐ Public authorities of the participating countries are informed by ITEA about the Change Request
- ☐ If it is a major Change Request, ITEA STG reviewers and (if secondary Cluster exists) secondary Cluster experts evaluate the Change Request
- ☐ If it is a minor Change Request, ITEA Office evaluates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

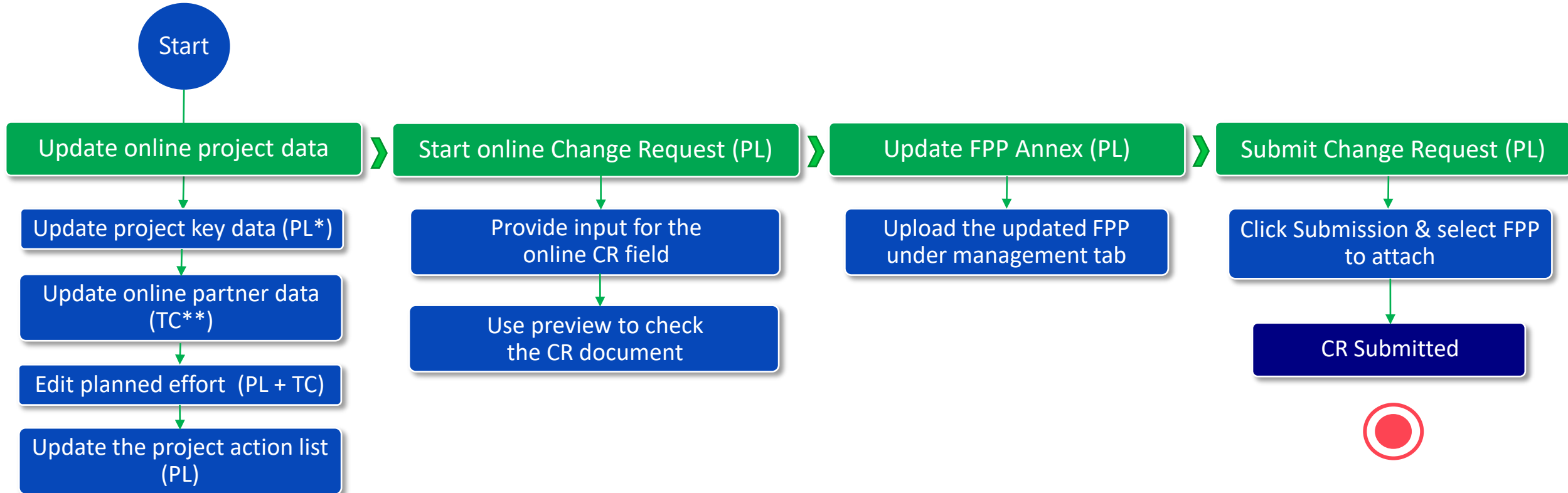
Overview of the process



CR evaluation
takes max. 4 weeks

Change Request

Flowchart online process



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 (1/2)

- 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

Change Request

Frequently Asked Questions (2/2)

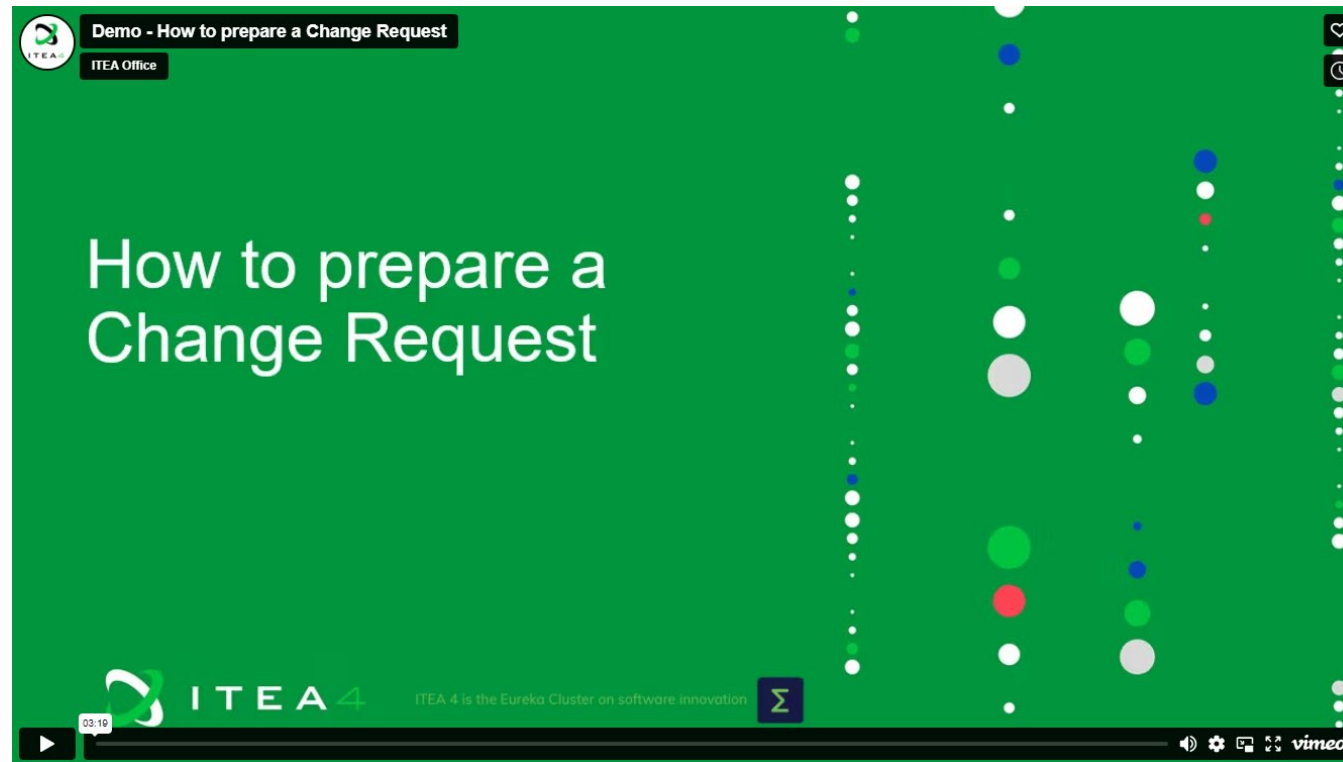
- Why can't I update the costs?
 - Answer: Only ITEA Office can change costs of the past years, so in case it is necessary, please contact the ITEA Office

How to submit a Change Request?

Demo

Demo available at:

<https://vimeo.com/693092417/e9c631b646>



Questions? Contact us!

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

Erik Rodenbach: erik.rodenbach@itea4.org

Özgün Algin: ozgun.algin@itea4.org

Marieke van Herk: marieke.van.herk@itea4.org



ITEA is the Eureka Cluster on software innovation

 eureka
<https://www.eurekanetwork.org>

Thank you