

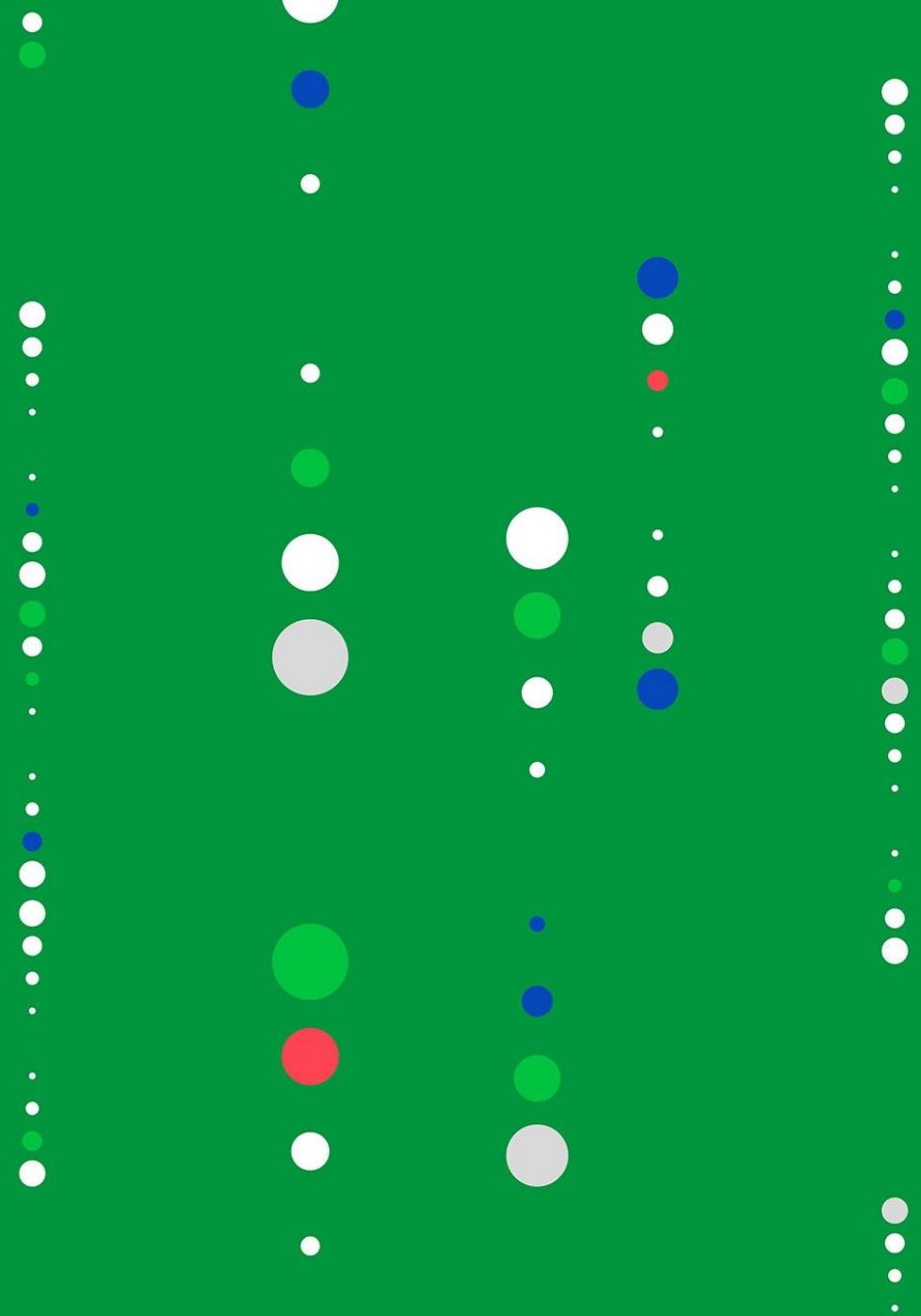
How to prepare a Change Request

AI Call 2021 Project leader briefing webinar
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Coordinator



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. 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

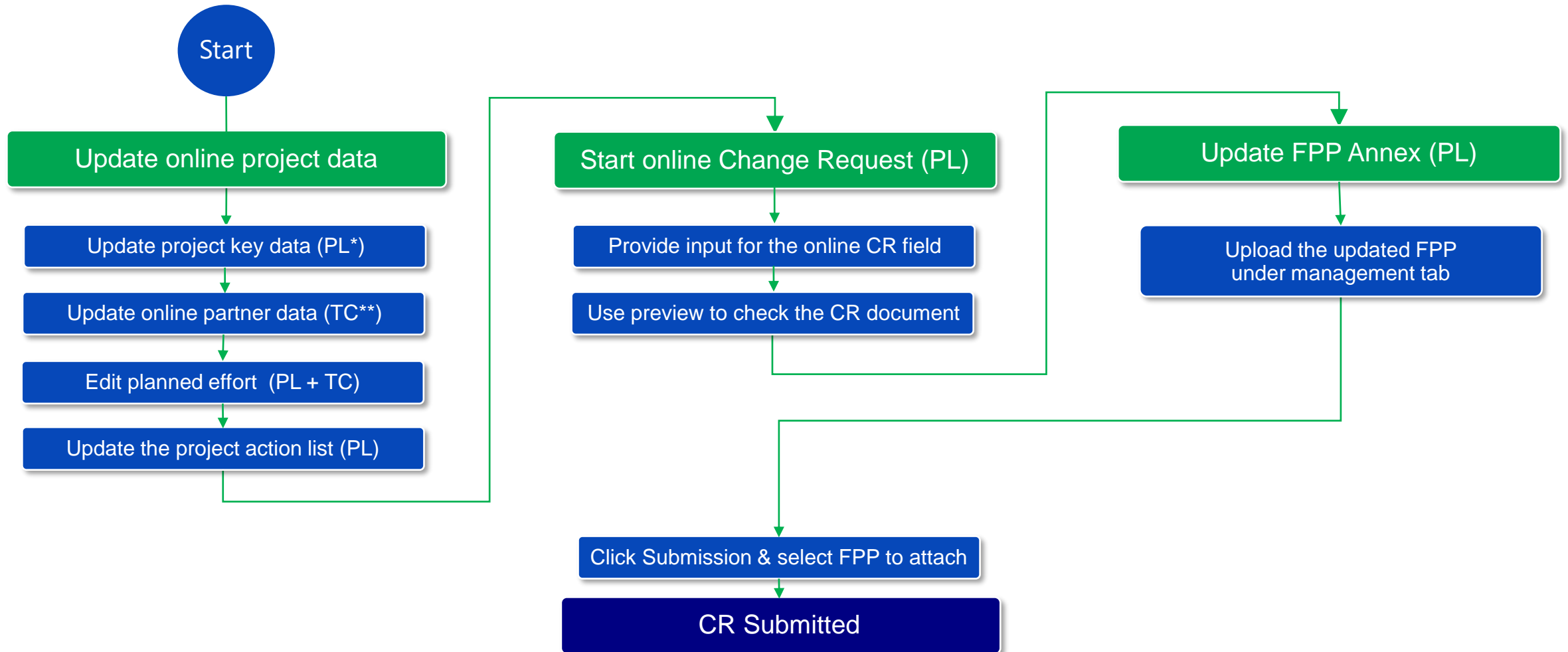
Change Request

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

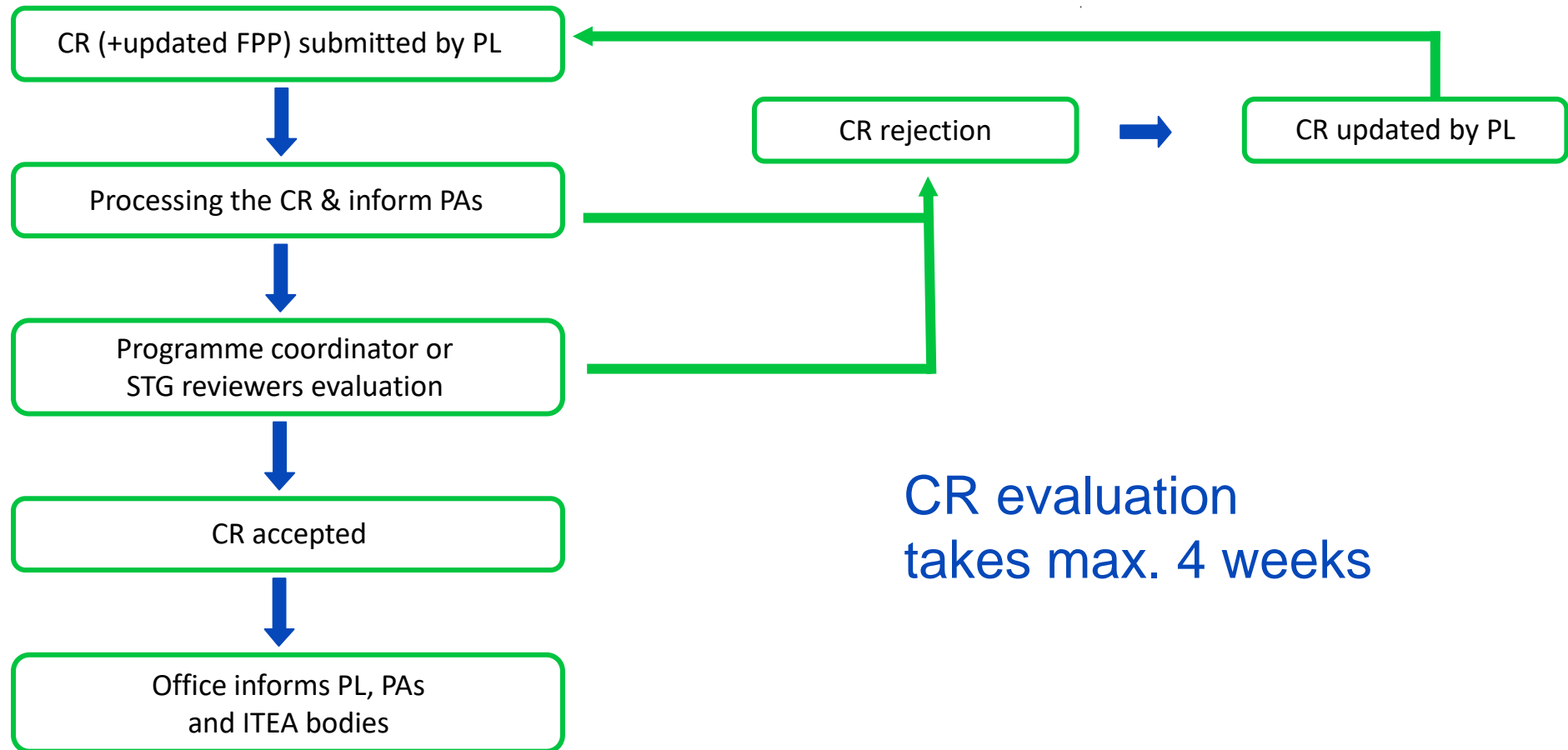
Change Request

Flowchart online process



Change Request

CR evaluation process



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

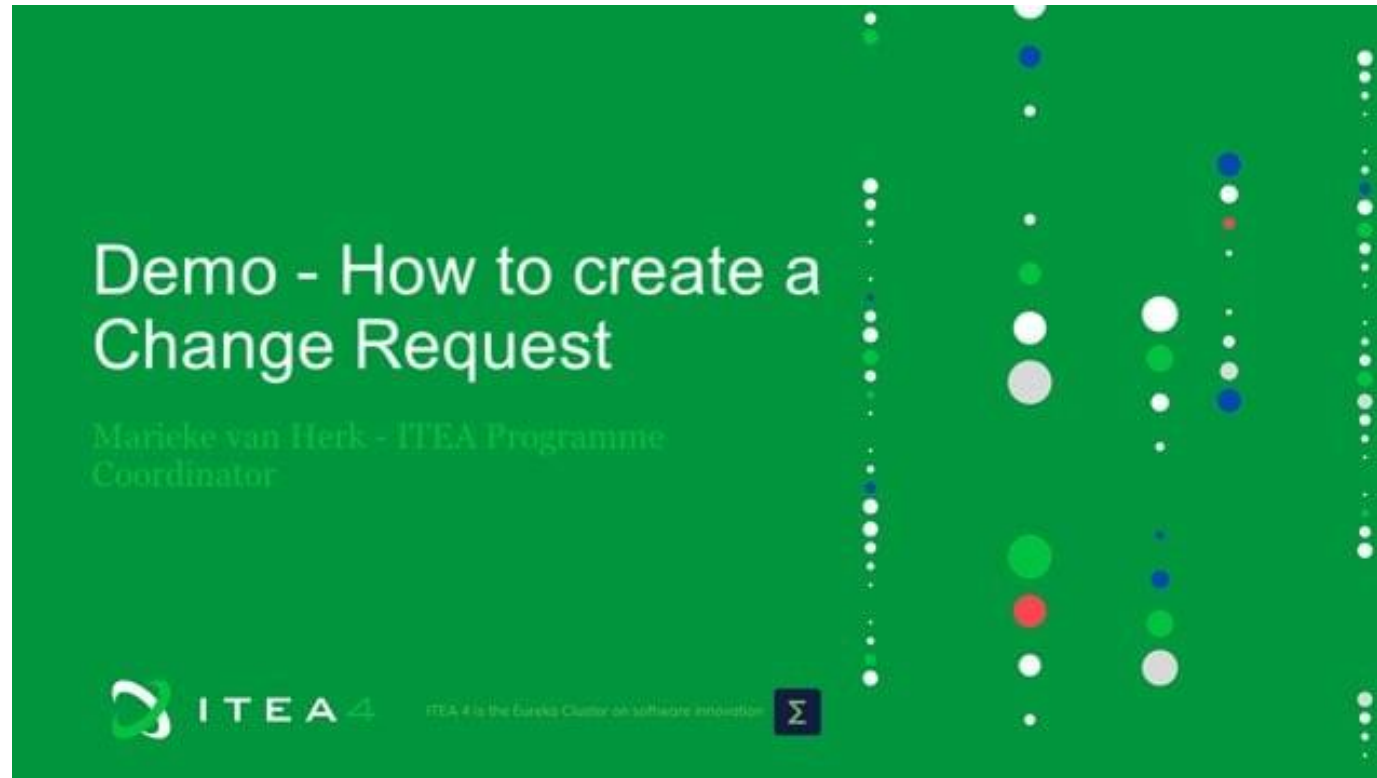
- When is the right time to submit a CR?
 - Answer: When the project is not expecting more changes after the current changes
- A partner left the project, but it does not appear under the deactivated partners' table
 - Answer: If some partner has worked for the project (for instance it has costs and 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/682865354/376ca470db>





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Thank you