



Interreg



Danube Transnational Programme



Guidelines for Managing Project Data Modification in eMS in Connection to Project Changes

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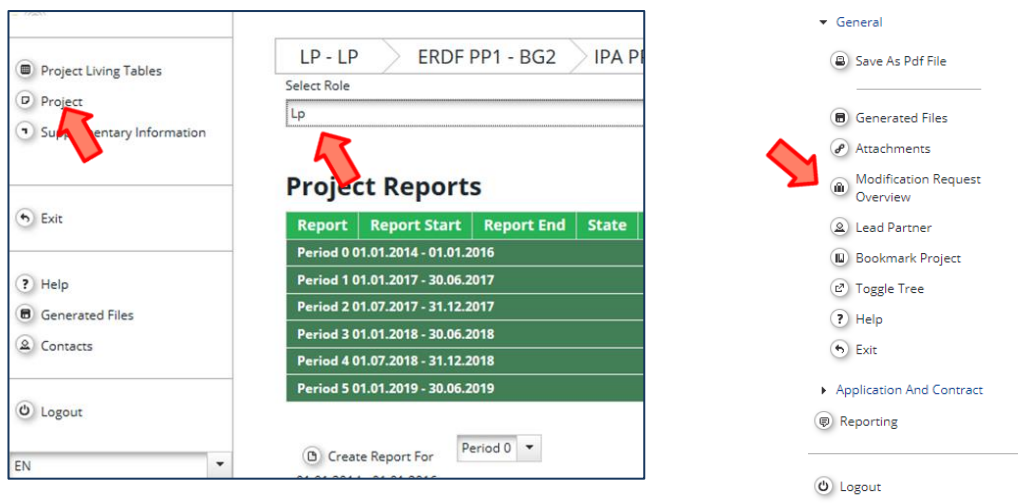
Introduction

This document provides guidance on how to manage project data modification in eMS in connection to project changes.

Project changes within the Danube Transnational Programme are regulated by the DTP Implementation Manual, including the necessary processes and documents. The project change process in general is managed outside the eMS and once the change process is concluded by a Programme level confirmation / decision and with signing the Adendum to the Subsidy Contract (in case of major changes), the modified project data is to be entered by the LP into eMS, uploading also all the documents of the respective project change. Modified project data of both major and minor changes are to be updated in eMS, except for the project budget in case of minor budget rallocations between Work Packages / Budget Lines.

Initiating project data modification

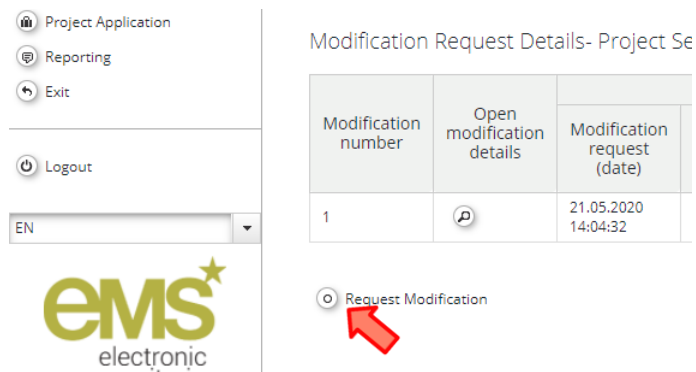
Once the project change has been concluded and the LP and MA/JS PO agree to start project data modification in eMS, the first step is that the LP initiate the “modification request”. Entering the project in eMS, selecting the “LP role” in the drop-down list, the “project” view is to be selected by pressing the *project* button on the left side menu of the screen.




The screenshot shows the eMS interface. On the left, a navigation menu has the 'Project' button highlighted with a red arrow. The main area displays 'Project Reports' for 'LP - LP' with a 'Select Role' dropdown set to 'Lp' (also highlighted with a red arrow). A table of reports is shown below. On the right, a sidebar menu has the 'Modification Request Overview' item highlighted with a red arrow.

Report	Report Start	Report End	State
Period 0	01.01.2014	01.01.2016	
Period 1	01.01.2017	30.06.2017	
Period 2	01.07.2017	31.12.2017	
Period 3	01.01.2018	30.06.2018	
Period 4	01.07.2018	31.12.2018	
Period 5	01.01.2019	30.06.2019	

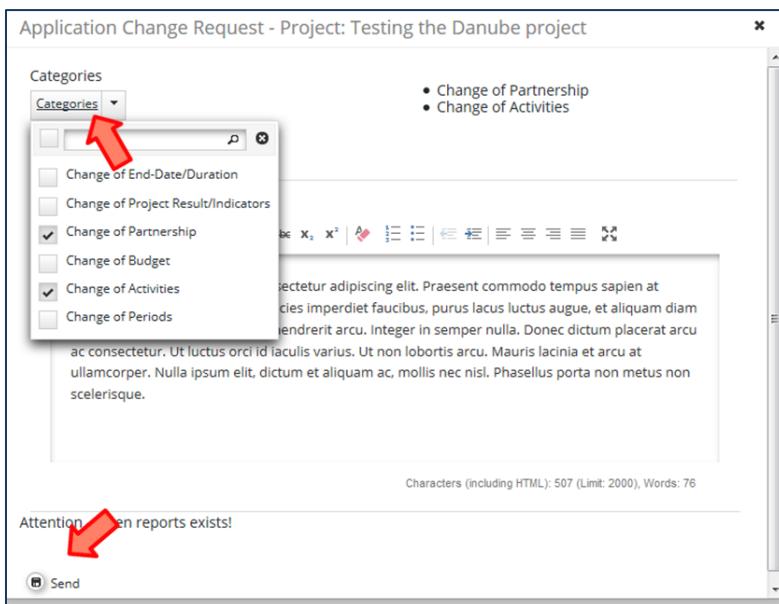
In project view, on the left side menu of the screen the *Modification Request Overview* is to be pressed. On the Modification Request page press the *Request Modification* button.



The screenshot shows the 'Modification Request Details- Project Se' page. A table lists modification requests. The 'Request Modification' button is highlighted with a red arrow.

Modification number	Open modification details	Modification request (date)
1		21.05.2020 14:04:32

On the pop-up window the type(s) (categories) of project change is/are to be selected, the project change(s) is/are to be very briefly described (e.g. partner change of ERDF PP7) and by pressing the *Send* button submitting it to the MA/JS.




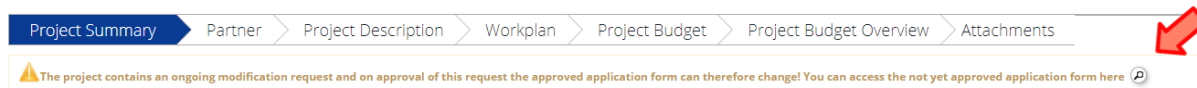
Once the “modification request” is sent in eMS, the LP shall inform the MA/JS PO by email that this step of the modification is made in the system. .

Modifying project data

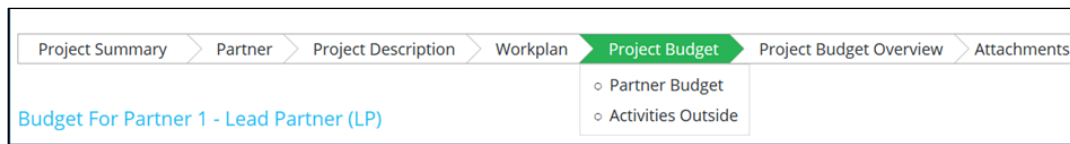
The LP will be informed by the MA/JS PO by email that the MA/JS opened up the project application in eMS for the LP to edit, as well as the following warning message will be visible when opening up the project in eMS.

 The project contains an ongoing modification request and on approval of this request the approved application form can therefore change

For modifying the necessary project data and text of the AF the LP shall first enter the “project” view in eMS (as described on page 4), then clicking on the  sign at the end of the warning text, below the upper tabs of the project



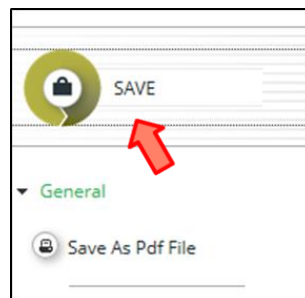
The different parts of the AF can be accessed through the upper tabs of the project, but only those sections can be edited, which are opened up by the MA/JS PO, according to the requested type of change.



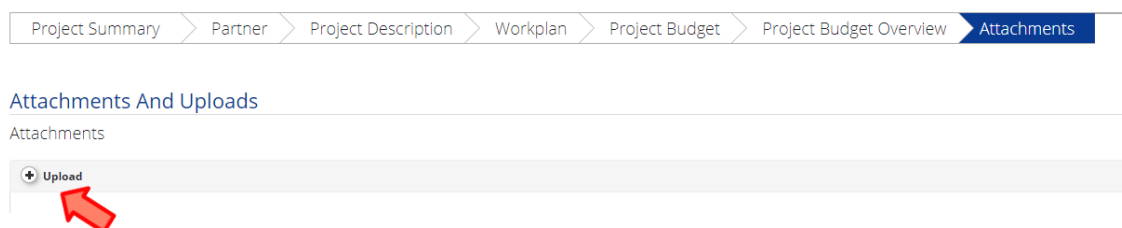
Modification of project data is simple and self-explanatory for most of the data fields, but there are certain issues to be considered.

In case of partner change, the withdrawing PP is NOT to be deleted from the partner list, but at the “*Acronym*” section of the PP description “- withdrawn” text is to be added to the PP Acronym.

Always remember to press “SAVE” before leaving a section, as by changing section of the application without saving, the inserted data is lost!

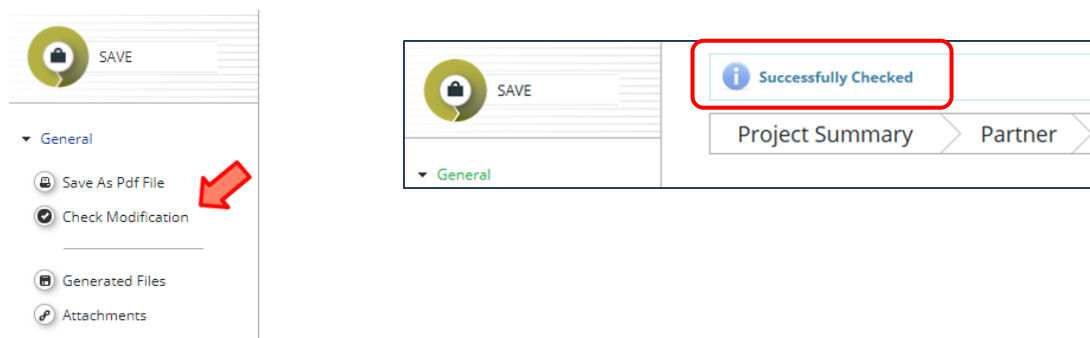


Once the project change related data is modified in the eMS application, all documents connected to the specific project change are to be uploaded in a single, zip file in the *Attachments* section.

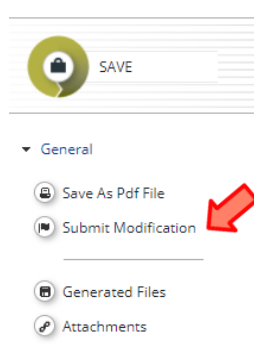


When all the project change related data has been modified and the documents uploaded, the

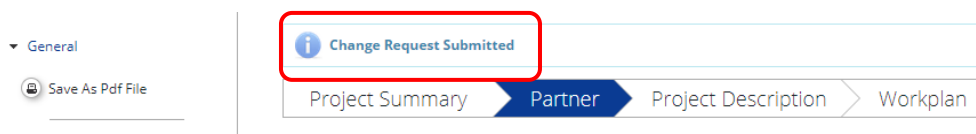
Check Modification button is to be pressed. Following that, above the project section tabs a message appears, indicating if some parts need correction or the data modification is *Successfully checked*.



In case the check was successful, the modification is to be submitted by the *Submit Modification* button in the left menu list and the confirmation of the step.



When the data modification is submitted, a confirmation message appears above the upper tabs and the LP shall inform the MA/JS PO by email that this step of the modification is made in the system.



In case following the MA/JS check of the modification some corrections are necessary, the MA/JS PO will inform the LP by email accordingly, as well as opening up again the application for the LP in eMS.

In case the project data has been correctly modified in accordance with the related project change and the MA/JS approves this in eMS and the LP will be informed by an email.