

## Changes/additions to the project: CHANGE REQUEST

In an ongoing research project changes or additions will be necessary. As agreed on within the grant agreement it is mandatory to provide the correct information about the project and its personnel appointed.

Please submit a change request when you want to change or add:

1. the lead applicant
2. the second applicant
3. one of the partners
4. personnel appointed
5. budget (the requested budget, not spenditure)
6. duration of the project
7. other deviations.

For a good monitoring of your project it is necessary to log change requests in our grant management system [www.cavaris.nl](http://www.cavaris.nl). By this procedure we ensure that the correct information is entered in the system. You can submit your request for changes within your application for the categories mentioned. If you would like to change lead applicant, applicant or add a partner or add personnel appointed you first have to invite these people via the left menu Invitations. For each change you must submit a request and per request only 1 person can be changed.

### Submitting a change request general procedure

You can create a new Change Request in your Application Dashboard via the button Create Change Request/ Output



Navigate through your list of ongoing and closed projects, find the correct Application Reference and choose Change Request. The (lead) applicant, wp leader, project manager and the talent coordinator can start and edit a change request. Please note that only the Lead Applicant and the Applicant can **submit** the change request!

- Choose the change you like to report.
- Click the **Save Draft** button in order to see the specific question(s) belonging to the requested change.
- Please fill in all required details. Click the **Save Draft** button to save the information when you will not be submitting your request right away .

Request Details

You can request the Dutch Heart Foundation for changes within your application. We categorize them in change Lead applicant, applicant, one of the partners, personnel appointed, budget or other change request. If you would like to change lead applicant, applicant or add a partner or add personnel appointed you first have to invite these people via the left menu invitations. For each change you must submit a request and per request only 1 person can be changed.

**What change would you like to report?**

Other Deviations In The Project

**Please provide details**

1632 characters left

**Please explain the reason(s) for your requested change(s)**

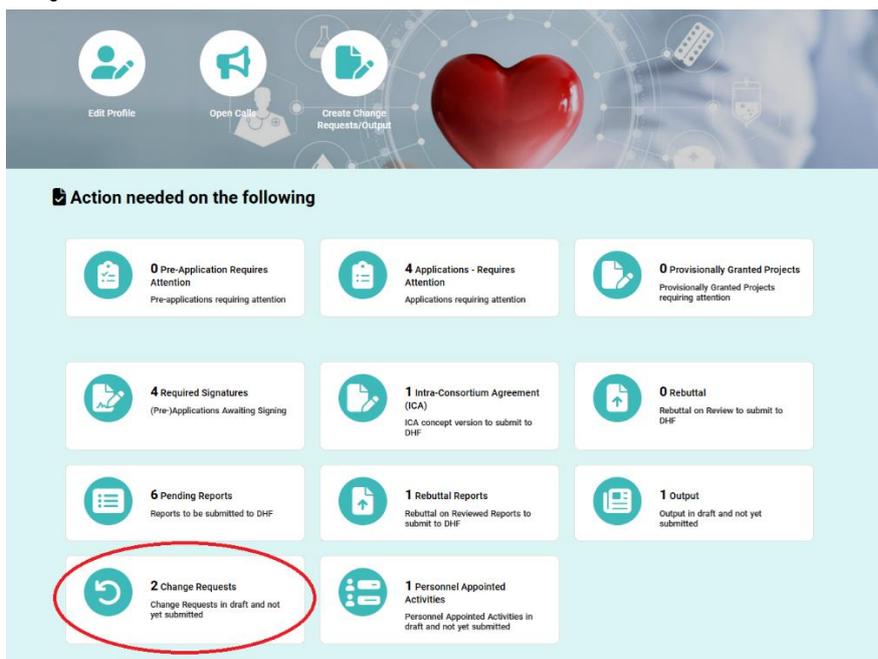
3632 characters left

Upload Documents

Microsoft\_Teams\_Quickstart.pdf 867.7 KB 15/12/2021 20:38

Save Draft Submit

- Submit the change request using the Submit button. Your request is now sent to one of our staff members who will review it.
- After your request is reviewed, we will either approve it and send you the confirmation by email or we will ask for additional information. In case of the latter, please edit and re-submit your request.
- In de Application Dashboard will find an overview of submitted Change Request which are in draft or need some extra information (status draft to adjust) and are not submitted.



**Action needed on the following**

0 Pre-Application Requires Attention Pre-applications requiring attention	4 Applications - Requires Attention Applications requiring attention	0 Provisionally Granted Projects Provisionally Granted Projects requiring attention
4 Required Signatures (Pre-)Applications Awaiting Signing	1 Intra-Consortium Agreement (ICA) ICA concept version to submit to DHF	0 Rebuttal Rebuttal on Review to submit to DHF
6 Pending Reports Reports to be submitted to DHF	1 Rebuttal Reports Rebuttal on Reviewed Reports to submit to DHF	1 Output Output in draft and not yet submitted
<b>2 Change Requests Change Requests in draft and not yet submitted</b>	1 Personnel Appointed Activities Personnel Appointed Activities in draft and not yet submitted	

## 1. Change request Lead Applicant

If the Lead Applicant is going to change you use this change request. Please note that this change will generally lead to an amendment of the legal documents. Since this will take time please inform us as soon as possible.

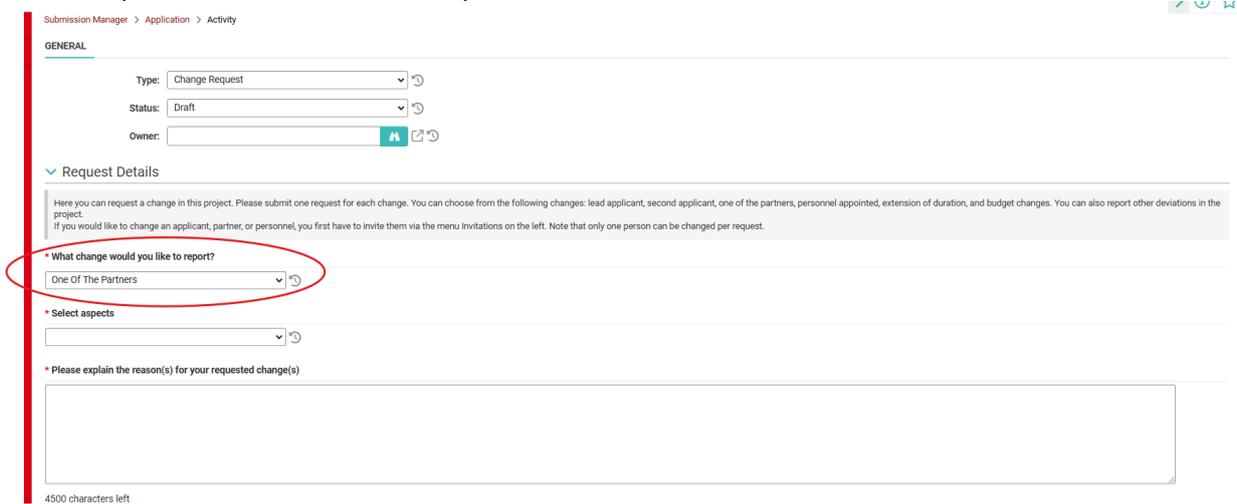
## 2. Change request Second Applicant

If the Second Applicant (in the system also called Applicant) is going to change you use this change request. Please note that this change will generally lead to an amendment of the legal documents. Since this will take time please inform us as soon as possible.

## 3. Change request One of the Partners

- If you would like to make changes to an Academic Partner, please select "One Of The Partners" then choose "Academic Partners".
- If you would like to make changes to Private Partners, please select "One Of The Partners" then choose "Private Partners".
- If you would like to make changes to Stakeholder or Public partner or End user partners, please select "One Of The Partners" then choose "Stakeholders".

Please note that this change will generally lead to an amendment of the legal documents. Since this will take time please inform us as soon as possible.



Submission Manager > Application > Activity

GENERAL

Type: Change Request

Status: Draft

Owner:

Request Details

Here you can request a change in this project. Please submit one request for each change. You can choose from the following changes: lead applicant, second applicant, one of the partners, personnel appointed, extension of duration, and budget changes. You can also report other deviations in the project.  
If you would like to change an applicant, partner, or personnel, you first have to invite them via the menu invitations on the left. Note that only one person can be changed per request.

\* What change would you like to report?  
One Of The Partners

\* Select aspects

\* Please explain the reason(s) for your requested change(s)

4500 characters left

## 4. Change request Personnel Appointed

Once your project has been approved by the DHF, you can only add or change personnel working on the project through a change request. If you add personnel you have to invite this person using the invitations tab on the left side. Personnel added this way will have access to the project, reports etc. Please note that you have to submit a new request for every person appointed:

Home Main

**Invitations**

Request Details

You can request the Dutch Heart Foundation for changes within your application. We categorize them in changes to the applicant, one of the partners, personnel appointed, budget or other. For each change you must submit a request and per request only 1 person can be changed.

\* What change would you like to report?  
 Personnel Appointed

Change Personnel Appointed

\* Action  
 In case of Add, please navigate to invitation tab on the left side navigation bar and invite one personnel appointed.  
 Add

When you invite a person to your project, note that you can only submit the change request once he or she has accepted the invitation.

**Instructions**

You can only submit change request once your invited participant has accepted your invitation. Therefore, it is essential that you provide the correct, institutional email addresses for your applicants/participants.

You will be able to see below whether the invited participants have responded.

Please click on the **+** button, enter details for participant, and click on the **Invite** button.

Prefix	First Name	Last Name	Email	Role	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Select One --	Draft

**+** **→**

**Save** **Invite**

After you have invited a person, choose Proceed to Details.

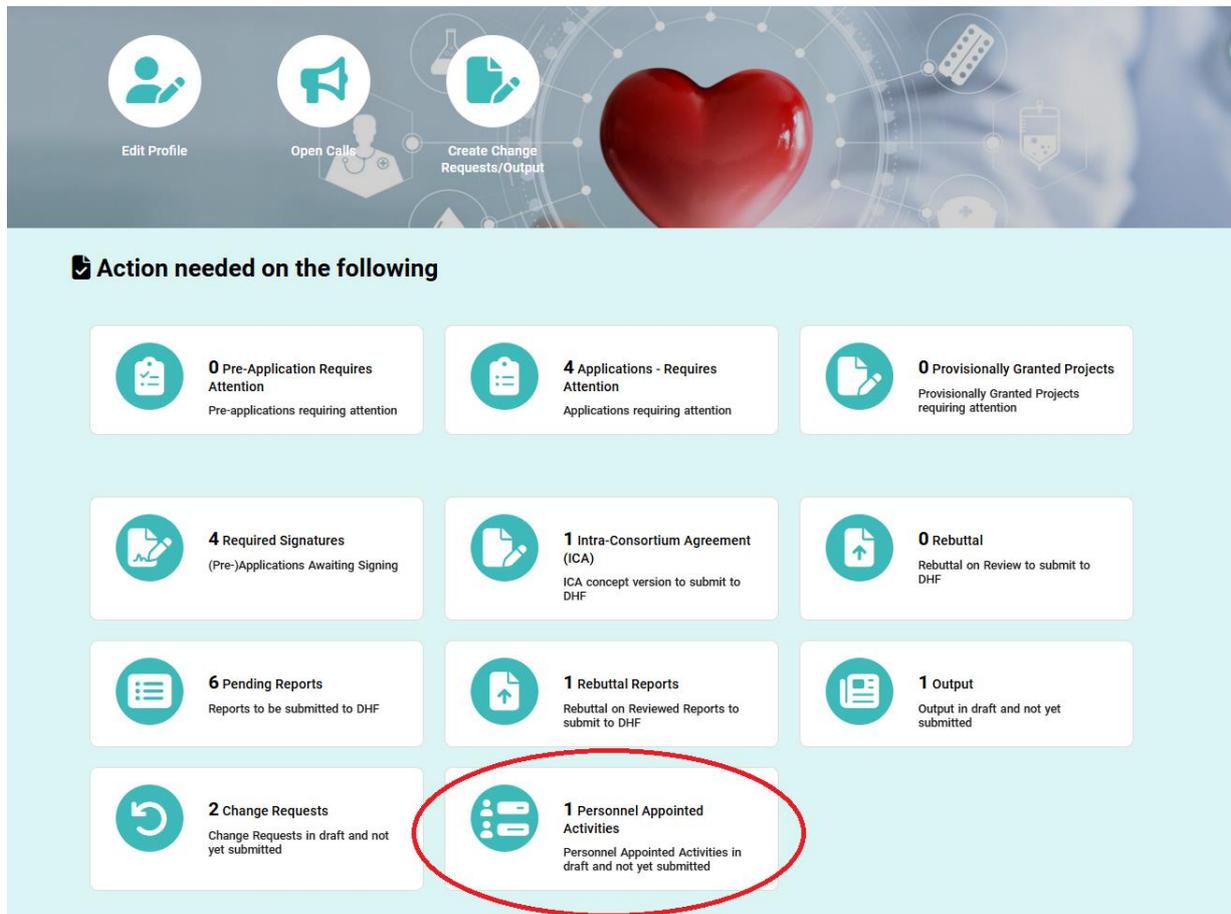
You can fill in the details only after the added person has accepted your invitation.

**Edit Personnel Appointed Details**

Please enter the details by clicking the button below. Attention! After clicking the button "Confirm" you have to return to "Granted Proposals", open your pending Change request and click "Submit"

**Open**

These Personnel Appointed details that need to be filled in can be found in the Application Dashboard



**Important:**

- When staff or also an applicant or project partner is no longer working on a project their role changes to 'historic' and this person has no longer access to the application.
- Because of the transition from old to new system all project group members and appointed staff of old projects have been given the role of historic because we did not wanted to give them unsolicited access to the application. For projects that are still ongoing, we will coordinate this with the relevant applicants to determine who can be granted access to the application.

## 5. Change request Extension of Duration

If you would like to extent the duration of the project use this change request. Describe extensively the background of the request. Please note that this change can lead to an amendment of the legal documents or an amendment of the payments. Since this will take time please inform us as soon as possible.

#### Request Details

Here you can request a change in this project. Please submit one request for each change. You can choose from the following changes: lead applicant, second applicant, one of the partners, project.

If you would like to change an applicant, partner, or personnel, you first have to invite them via the menu Invitations on the left. Note that only one person can be changed per request.

**\* What change would you like to report?**

Extension Of Duration

**\* Project Start Date**

14/02/2025

**\* Project End Date**

13/02/2029

**\* New Project End Date**

dd/mm/yyyy

## 6. Change request Budget Changes

If you would like to change something in the budget as requested while applying for the grant use this change request. You will need to upload a new budget sheet. This is only for changes to the requested budget. Financial reports with the actual costs are findable in the project under the tab Monitoring.

## 7. Change request Other Deviations in The Project

If you would like to change something which does not fit in either of the above categories use this change request.