

T A
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TYPOLGY OF CHANGES AND LIST OF MANDATORY ANNEXES

Changes in projects under selected calls	Deadline for change request submission	Change category	Mandatory annexes / Notes
Administrative changes			
Administrative changes – change in the name of organisation, change of registered office	Within 7 days of the change.	F	
Any other change not affecting project implementation – e.g. change of contact person, change of organisation's organisational unit, change of mentor	Within 7 days of the change.	F	
Change of project promoter's bank account number	Within 7 days of the change.	F	Copy of the contract on bank account opening. After TA CR request: signed addendum to the agreement / decision.
Changes in the implementation schedule			
Extension of project duration		D	1) Table with a distribution of the total eligible costs of the project after the change (items according to the project proposal in the given programme and call); 2) Description of the change in the schedule of activities, milestones and results according to the structure given in the project proposal.
Premature termination of the project		A	After the TA CR request: Submit a final report in ISTA with the following parts: a) Technical part of the project; b) Financial part of the project; c) Technical report; d) Implementation plan; e) Statement on the utilisation of results in progress; f) Agreement on utilisation of results.
Changes in budget			
Change in the amount of a cost category within a calendar year		G	It is not necessary to ask the Programme Operator to change the amount for an item within one calendar year. It is enough to record the actual use of finance in the interim / final report. The change in the amount for an item is not limited by a particular percentage. Note: the limits set for each cost category remain in force, e.g. indirect costs, subcontracting (if allowed).

Transfers of costs and funding between individual years of project implementation	At the latest by 10 November of the given calendar year.	D	1) Table with a distribution of the total eligible costs of the project after the change (items according to the project proposal in the given programme and call); 2) Description of the change in the project schedule. The beneficiary does not have to request transfers of costs and funding between individual years of project implementation, if this is in accordance with its internal regulations.
Reduction of total eligible costs and the related amount of funding	At the latest by 10 November of the given calendar year.	D	Table with a distribution of the total eligible costs of the project after the change (items according to the project proposal in the given programme and call);
Change in the share of the research category in the project costs (industrial research, experimental development, innovation)	At the latest by 10 November of the given calendar year.	D	An overview of changes in project activities that affect the change in the PV / EV ratio.
Increase in the total eligible costs of a beneficiary and, where applicable, the related amount of funding	At the latest by 10 November of the given calendar year.	A	Table with a distribution of the total eligible costs of the project after the change (items according to the project proposal in the given programme and call).
Increase in the total eligible costs of a beneficiary and, where applicable, the related amount of funding (in the case of increase in project funding up to 2 mil. CZK)	At the latest by 10 November of the given calendar year.	B	Table with a distribution of the total eligible costs of the project after the change (items according to the project proposal in the given programme and call).
Changes in beneficiaries' data			
Change in the legal form of the project promoter or project partners, or change affecting the legal personality of the project promoter or project partner or the data required to demonstrate eligibility	Within 7 days of the change.	F	1) Document on the basis of which the change took place; 2) Declaration of the type of organisation; 3) Evidence of ownership structure; 4) Consent to extract from the Criminal Register if there was a change in the persons in the statutory body.
Change of statutory body	Within 7 days of the change.	F	Consent to extract from the Criminal Register.
Change in the type of organisation (i.e. small, medium-sized, large enterprise or research organisation)	Within 7 days of the change.	F	Declaration of the type of organisation.
Change in the ownership structure of project promoter / project partner	Within 7 days of the change.	F	Evidence of ownership structure.
Changes of beneficiaries			
Transformations (e.g. mergers, splits, etc.)	No later than 60 days before the date of publication of a merger	E	1) Consent to extract from the Criminal Register if there was a change in a person in the statutory body. 2) Declaration of the type of organisation; 3) Evidence of ownership structure; 4) Draft transformation project before its publication in the Commercial Register.

<p>Change of project promoter or project partner – other than changes due to legal succession)</p> <p>a) When changing one of the existing beneficiary for a third party (beneficiaries are exchanged)</p>		A	<ol style="list-style-type: none"> 1) Consent of all beneficiaries with the change; 2) Evidence of clean criminal record of the legal person and all members of the statutory bodies of the new beneficiary. The evidence of clean criminal record of the statutory body and its members is provided by sending the completed form of the Consent to extract from the Criminal Register, unless it has been obtained in another way; 3) Declaration of the type of organisation; 4) Evidence of ownership structure 5) Identification details of the new beneficiary (name, address, company registration number, contact person, bank account number (only in the case of change of the project promoter)); 6) Information on the settlement of rights and obligations and resolved ownership rights to the results; 7) New financial plan – items according to project proposal in the given programme and call, the reporting of overhead costs needs to be indicated for the new beneficiary; 8) Information about new members of the project team; 9) Sworn statement of a new beneficiary.
<p>Addition of a new project partner</p>		A	<ol style="list-style-type: none"> 1) Consent of all beneficiaries with the change; 2) Evidence of clean criminal record of the legal person and all members of the statutory bodies of the new beneficiary. The evidence of clean criminal record of the statutory body and its members is provided by sending the completed form of the Consent to extract from the Criminal Register, unless it has been obtained in another way; 3) Declaration of the type of organisation; 4) Evidence of ownership structure 5) Identification details of the new beneficiary (name, address, company registration number, contact person, bank account number (only in the case of change of the project promoter)); 6) Information on the settlement of rights and obligations and resolved ownership rights to the results; 7) New financial plan – items according to project proposal in the given programme and call, the reporting of overhead costs needs to be indicated for the new beneficiary; 8) Information about the research team of the new beneficiary; 9) Sworn statement of a new beneficiary; 10) Document needed from a beneficiary requested by the Call Documentation of the relevant Open Call.
<p>Change of project promoter or project partner – other than changes due to legal succession)</p> <p>b) In the event that one of the existing beneficiaries withdraws from the project and its obligations are taken over by the other beneficiaries (there is a transfer of rights and obligations only between beneficiaries)</p>		A	<ol style="list-style-type: none"> 1) Consent of all beneficiaries with the change; 2) New financial plan – items according to project proposal in the given programme and call; 3) Description of project management, material and technical support for the project, access to project results and capacities, distribution of rights to project results, revised distribution of activities among beneficiaries.
Changes in project team			
<p>Change of the principal investigator of the project promoter</p>	<p>Within 7 days of the change.</p>	F	<ol style="list-style-type: none"> 1) Structured c.v.

Change of a member of the project team or their FTE	G	The beneficiary will report the change only in the Interim / Final project report.
Changes in project substance		
Any other change affecting project implementation	E	
New project result (supported as well as not supported by the programme)	G	The beneficiary will report the change only in the Interim / Final project report.
Change of the type / name / description of project result	F	Table Project results according to Agreement/Decision and according to the request, including description of the change of the result according to the structure given in the project proposal; Note: If you change the type of result, check whether the name and description of the result will not change as well. If the result description changes, visibly mark the parts in the result description that will change.
Cancellation of a project result	E	Exact name of the cancelled result needs to be indicated in the change request.

Notes: In the list of mandatory annexes above there are only basic required documents. Additional documents may be requested when processing a change.

Explanation of individual change categories:

Category A: The beneficiary requests changes falling into this category through ISTA, and the decision-making body in approving these changes is the TA CR Board.

Category B: The beneficiary requests changes falling into this category through ISTA, and the decision-making body in approving these changes is the Managing Director of TA CR.

Category C: The beneficiary requests changes falling into this category through ISTA, and the decision-making body in approving these changes is the Director of the Programme Implementation and Control Division.

Category D: The beneficiary requests changes falling into this category through ISTA, and the decision-making body in approving these changes is the Head of the Monitoring and Administration Department.

Category E: The beneficiary requests (or notifies) changes falling into this category through ISTA, and the decision-making body in approving these changes is the Head of the relevant Unit of the Monitoring and Administration Department.

Category F: The beneficiary requests (or notifies) changes falling into this category through ISTA, and the decision-making body in approving these changes is the Project Officer.

Category G: Changes falling into this category are processed (reported) through the Interim/Final Report.

List of changes

Version of the Annex	Changes
version No. 2	1. Renaming and expansion of the Explanation of individual change categories (lines 39–46).
version No. 2	2. Change in the column C (category of changes)
version No. 2	3. Cell D9: non-scheduled report → final report
version No. 2	4. Cell D11: provider → Programme Operator
version No. 2	5. Budget changes – change in the deadline from 31 October to 10 November (lines 12–17). The deadline for the change in the share of research category and the increase of total eligible costs was added (lines 15–17).
version No. 2	6. Line 14 (change in the method of reporting indirect costs) was deleted
version No. 2	7. Cells D25 and D27 are supplemented with sworn statement of the new participant
version No. 2	8. Cell A30: adding a FTE to a cell
version No. 2	9. outcome → result