CHANGE LOG FILE

Implementation manual

Version 4
April 2020

Ref	Main Topic	Description of the change
A.2.1	Project management team – communication manager	The list of specificities of the position of the communication manager has been reorganised.
B.2	Target groups reached	The content has been updated to specify further how the target groups should be counted so as to avoid double counting.
B.4.2	Reimbursement of funds by the MA	Information about when the 90 days period for the reimbursement of funds by the MA starts running has been revised. In addition, information of how and when the interruption of the 90 days period occurs has been updated.
B.5.1	Project mid-term review	Sentence included to clarify that in case of a project with a duration shorter than 36 months, the mid-term review could also be based on the progress report 2.
C.1.5.4	Horizontal principles	Sentence added that the contribution to horizontal principles has to be reported in the final report
C.2.3.3	Eligibility requirements for travel and accommodation costs	Rule about unused travel tickets has been revised. The costs related to unused travel tickets or accommodation can now be regarded as eligible in the case that the business trip is cancelled because of **unforeseen circumstances**. However, such costs are eligible if they are **not recoverable by any means**. Justification has to be well documented.
D.2.1	Modification of administrative elements	The actions required in case of administrative modifications have been updated. The JS has to be informed via email about such modifications and the supplementary information in the eMS has to be revised.
D.3.5	Extension of project duration	A sentence has been added to make it possible for projects to request a project extension of more than 6 months. However, such extension might **only be granted in exceptional and duly justified cases**.

In addition to the above-listed changes, references made to chapters of the application manual have been updated in order to include reference to the relevant chapters of the application manual of the fourth call for proposals.