



Annex I – Information to be updated or provided

Project Reference Number: 610456-EPP-1-2019-1-FR-EPPKA2-CBHE-JP

Warning: The following issues need to be treated/resolved before an EU grant may be awarded. Failure to provide the necessary information on time and complete may result in the grant not being awarded.

A.1 Legal Representative of the applicant organisation

Please confirm that the name of the legal representative of the Applicant Organisation has not changed since your application was submitted by February 2019.

If the legal representative has changed, please take necessary measures in the Funding & Tenders opportunities Portal as informed in the Notification letter (available in the Portal) .

☐ The legal representative has not changed since the organisation submitted the application. The actual legal representative registered in the Agency's database and entitled to sign the grant agreement is **MME CHRISTINE CLERICI, PRÉSIDENTE**.

☐ The legal representative has changed and steps have been being taken for an update in the Funding & Tenders opportunities Portal.

The name of new legal representative is: _____

A.2 Contact Person

Please confirm that the name of the person responsible for the management of the project has not changed since your application was submitted. If the contact person has changed, please fill in the grid below.

☐ The contact person has not changed since my organisation submitted the application. The contact person in the Agency's database is the following:
MME CÉCILE DERBOIS
UNIVERSITE PARIS DIDEROT - PARIS 7
RUE THOMAS MANN 5
FR-75205 PARIS (FRANCE)
+33157275509
cecile.derbois@univ-paris-diderot.fr

☐ The contact person has changed and the new data is provided below:

A.2. Person responsible for the management of the application (Contact person)

Title*:	Family name* :	First name*:
Department/Faculty:		
Role in the organisation* :		E-mail address*:
Address		
Street name and number*:		Postcode*:
Town*:	Cedex:	P.O Box:
Country*:	Region*:	
Telephone 1*:	Telephone 2:	Fax:

A.3 Financial Identification Form – bank account details

In the Agency's notification letter you were informed that the Research Executive Agency Validation Services (REA Validation Services) may contact you via the messaging system embedded in the Funding & Tenders opportunities Portal for requesting certain documentation within a specified deadline. This also concerns the *validation of your bank account number*.

Please ensure in a **first step that your bank account is the correct** one registered in the new bank account section of the Funding & Tenders opportunities Portal¹.

If this is not the case you will have to enter the updated data in a wizard and upload relevant supporting documents. The preferred option is to upload a bank statement or equivalent document. As a last resort, you can also download a pre-filled Financial Identification Form to be stamped by the bank.

You will be guided through the registration process. If you need further support, please have a look at the IT manual² or contact the IT helpdesk³ in case of technical issues.

If you have any question on the validation process, please refer to the Research Enquiry Service and Participant Validation webpage⁴.

- ☐ Please confirm that the Bank Account you have given for the validation of the PIC of your institution is up to date or if the bank account has been changed that you have taken action to update it in the Funding & Tenders opportunities Portal.

The valid bank account (IBAN) is: _____

A.4 Affiliated Entities

¹ <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

² <https://webgate.ec.europa.eu/fpfis/wikis/display/ECResearchGMS/Data+Groups+-+Bank+Accounts>

³ <https://ec.europa.eu/research/participants/api/contact/indexcontacthd.html>

⁴ https://ec.europa.eu/info/research-and-innovation/contact/research-enquiry-service-and-participant-validation_en

In the case that your application has included an affiliated entity please note the following:

Affiliated entities must satisfy the conditions described on page 320 of the Erasmus + Programme Guide (version 2 of 2019)

https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/erasmus-plus-programme-guide2_en.pdf.

The following can be considered Affiliated Entities (in accordance with Art. 187 of the Financial Regulation):

- legal entities having a legal or capital link with beneficiaries; this link is neither limited to the action nor established for the sole purpose of its implementation;
- several entities which satisfy the criteria for being awarded a grant and together form one entity which may be treated as the sole beneficiary, including where the entity is specifically established for the purpose of implementing the action.

The Affiliated Entities must comply with the eligibility and non-exclusion criteria, and where applicable also with the selection criteria applying to applicants.

An affiliation ***must be proven*** on the basis of statutes or equivalent acts showing the structural legal or capital link between an organisation and its affiliate(s).

When several entities have formed together one entity specifically established for the purpose of implementing the action, the relevant documents proving the establishment of such entity must be submitted.

- ☐ My project contains an Affiliated Entity and I confirm that I am aware of the rules concerning Affiliated Entities. I will submit the relevant documents (statutes, etc.) proving the structural or capital link by 10 September 2019 at the latest to the Executive Agency (EACEA).

A.5 Financial Capacity

Please note that in accordance with the Erasmus+ Programme Guide (version 2 of 15/01/2019), which is an integral part of the 2018 Erasmus+ Call for proposals, the verification of the financial capacity does not apply to international organisations, public bodies as well as schools, higher education institutions and organisations in the fields of education, training, youth and sport that have received **over 50 %** of their annual revenue from public sources over the last two years as they shall be considered as having the necessary financial, professional and administrative capacity to carry out activities under the Programme.

Please tick the statement below that applies to the organisation you represent:

I declare that the organisation I represent is:

- ☐ a public body;
- ☐ an international organisations:
- ☐ a private body that has received over 50 % of its annual revenue from public sources over the last two years;

- ☐ a private body that has **not** received over 50 % of its annual revenue from public sources over the last two years*;

If your organisation falls under the last case you will be contacted via the Funding & Tenders opportunities Portal to provide additional information (e.g. profit/loss account, balance sheets) in order to assess the financial capacity of your organisation.

A.6 Letters of Mandate

When verifying whether your application is in accordance with the formal requirements set out in the Call for proposals the Agency has noted that:

Regarding the letter of Mandate from Partner P10 - UNIVERSITE PAUL SABATIER TOULOUSE III (PIC 999851169) the mandate has been signed by the "President". Could you the date of signature in the Mandate letter.

Could you please confirm it is the legal representative of the organisation? In case it is not, please send us a new mandate letter signed by the entitled person, and please specify the title of this person or send us a valid power of attorney.

The 'Instructions for completing the Application Package' state under Section 4.3:

- *where the partner is a higher education institution, the mandate should be signed by the legal representative (e.g. rector, vice-rector, president or vice-president);*
- *where the partner is another type of legal entity, the mandate should be signed by the highest official representing that entity; e.g. the secretary-general, chairman, executive director or their deputies.'*

The Agency has to be provided with a correctly completed and signed (scanned signature accepted) letter of mandate for each partner institution participating in your project. By default the letters of mandate must be signed by the legal representative of the partner institutions or (in his/her absence) a persons authorised to sign on his/her behalf. A delegation of power from the legal representative has to be provided in this case.

Submission of information

Please send the documents to the following email address **as soon as possible and by 10 September 2019 at the latest**:

Education, Audiovisual and Culture Executive Agency (EACEA)
eacea-eplus-cbhe-projects@ec.europa.eu

Please indicate, in the email subject, your application number as stated in the header up left of this annex.