

## **Important notice for approved projects applying for extension**

Due to the changed format of the application form, approved projects applying for a basic extension must follow the below procedure.

### **1. Word document**

Applications for a **basic extension** have to be submitted in the same word document as approved by the Steering Committee. The requested changes must be entered using the 'track changes' function. The application should be printed in colour for signature.

A **basic extension** means additional beneficiaries/budget without major changes to the project activities. If you are in doubt if your application qualifies as simple extension or not, please contact the Secretariat.

### **2. Online application form**

In addition to the above, you must register your application (including the changes applied for) in the following sections of the online application form: A1, A2, A3, A4.2, A4.3, A5, A8.2, A9, A10.1, Section B, Section C, Section D, and Section E. 16 and Finalise. All entries must be consistent with the word version you submit.

All other required sections should be filled in with 'XXX (acronym of the project) project extension – see the uploaded file'.

### **Assessment**

Please note that project extensions are not approved automatically by the Steering Committee. They are assessed in accordance with the criteria for approval of applications, which you can find in the Supporting Information document.

In all other respects applications for project extensions should follow the 'Guidance on the new application procedure'.