ENI CBCMED
Cooperating across borders in the Mediterranean

Programme funded by the EUROPEAN UNION

REGIONE AUTÒNOMA DE SARDIGNA
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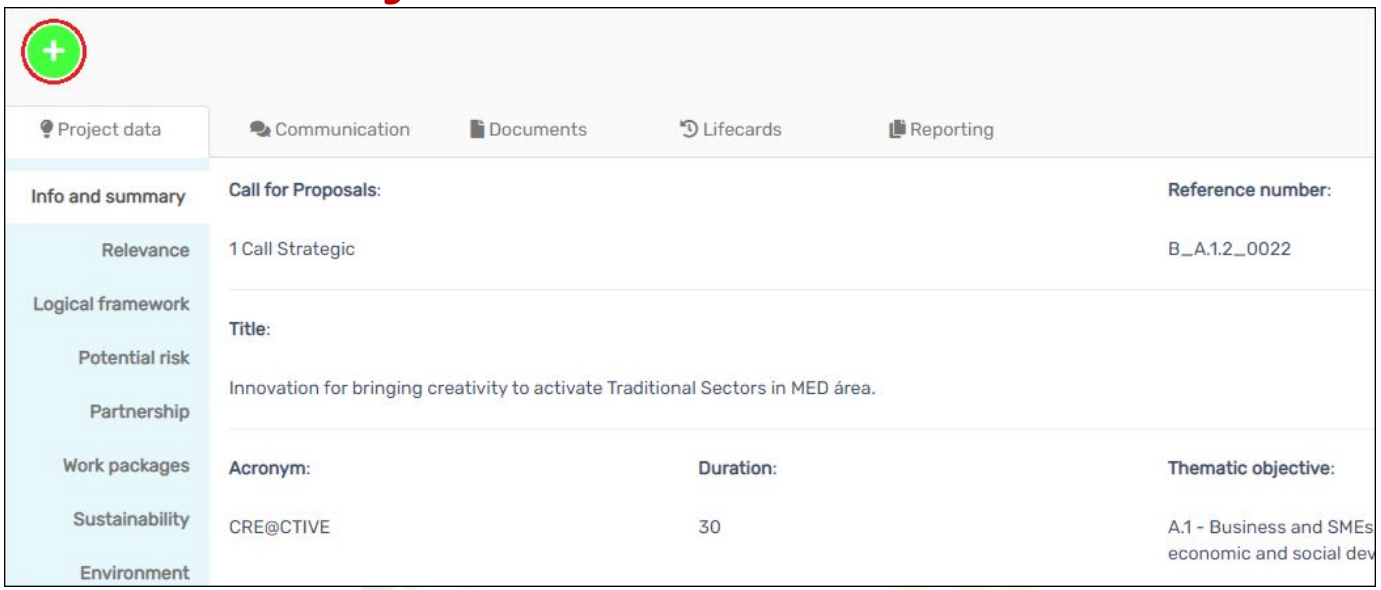
Adjustments in the MIS

Adjustment - creation

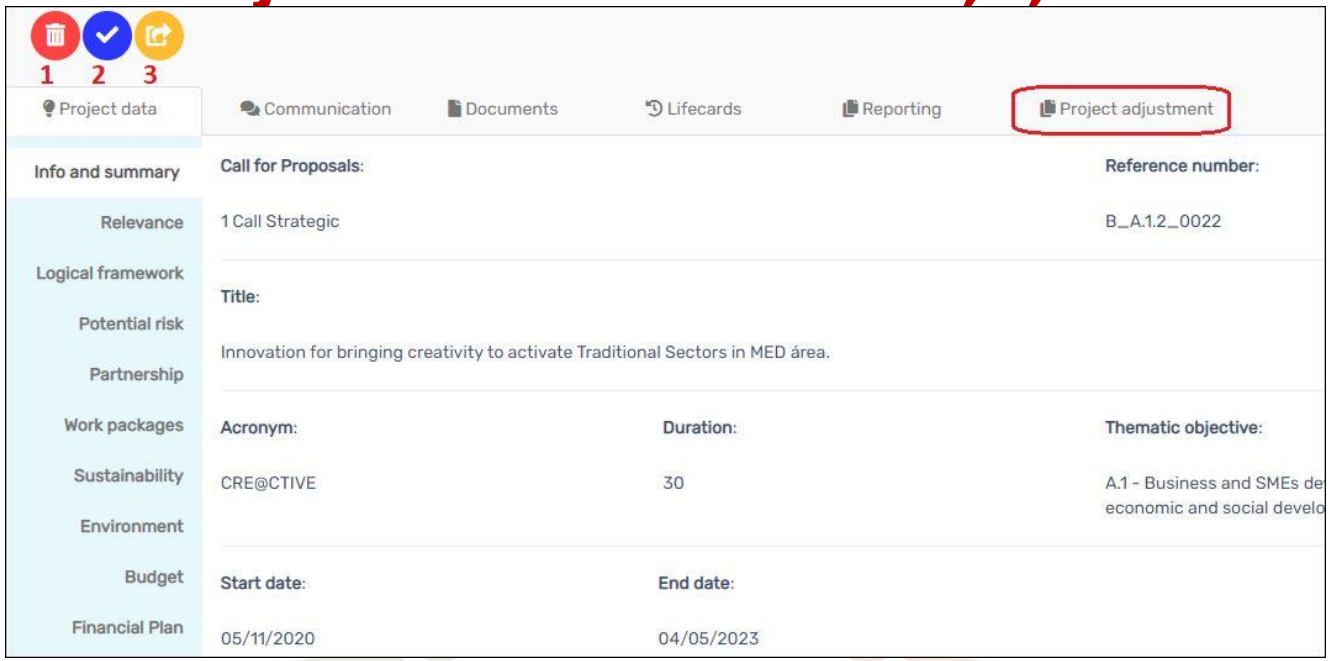


Whenever needed, LBs may ask the JTS to enable the adjustment function to create:

1. Simple adjustments, such as adding a new contact person
2. Minor adjustments, such as budget shifts within the 20% flexibility
3. Major adjustments, such as partner changes

IMPORTANT: The adjustment procedure **blocks the reporting** until it's finalized and validated by JTS/MA

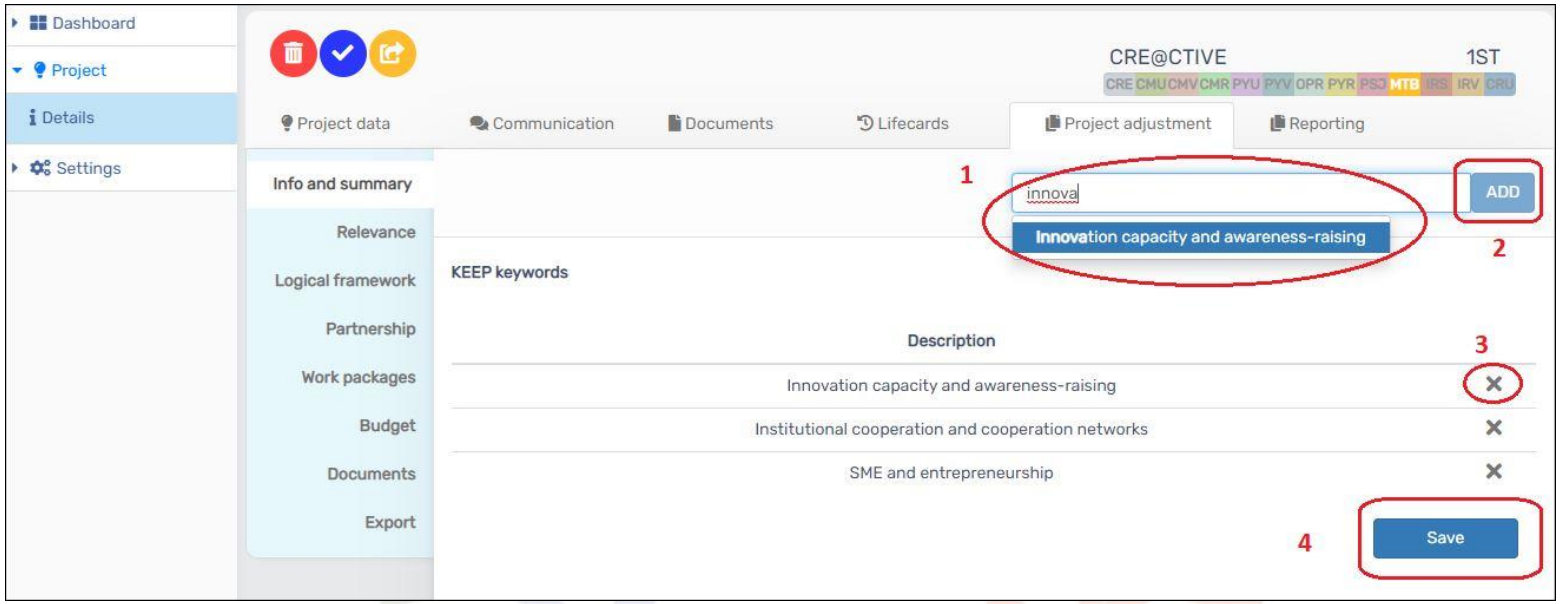
Adjustment – it's like 1,2,3!



Once created (after clicking the green + button), 3 buttons will appear:

1. Delete the adjustment
2. Validate/Check the adjustment: to see the modification (useful when serveral persons are colllaborating with the modifications)
3. Send the adjustment to JTS (*only for minor and major, the simple adjustment will be applied immediately, no need for JTS validation*)

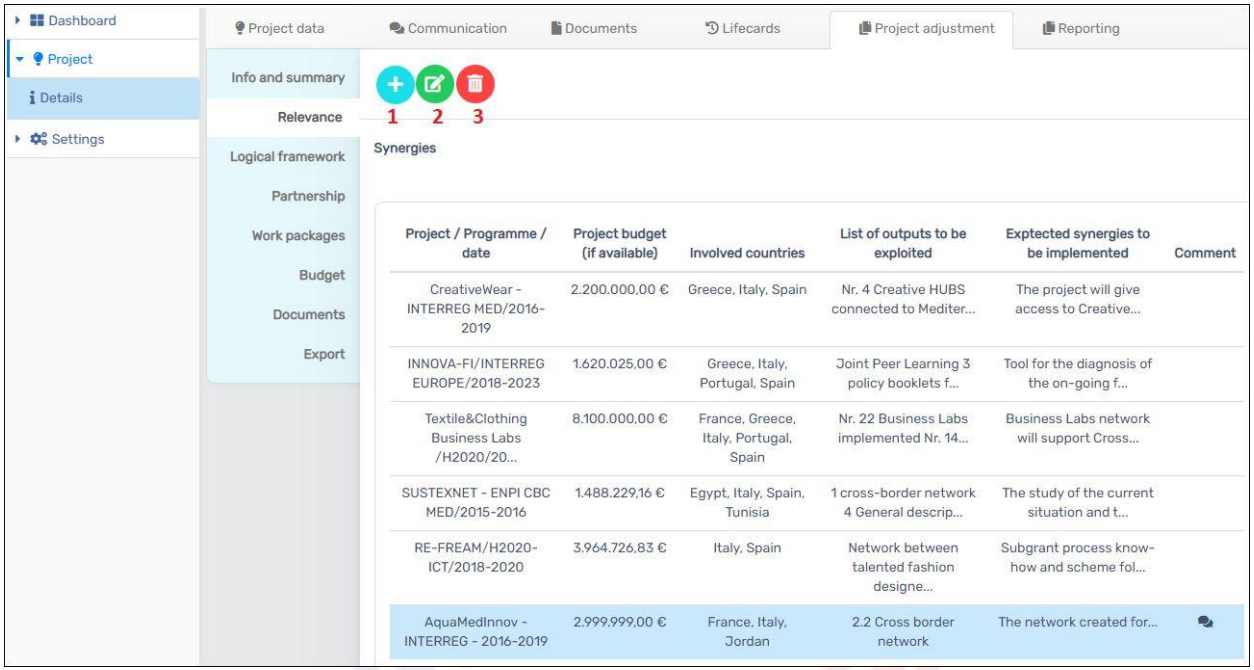
Adjustment – What can you modify in Info and Summary



KEEP Keywords only (EU Database of projects).

1. You can search for keywords
2. Add them to the list
3. Delete *(hint : if you delete by error, just don't save!)*
4. Save

Adjustment – What can you modify in Relevance

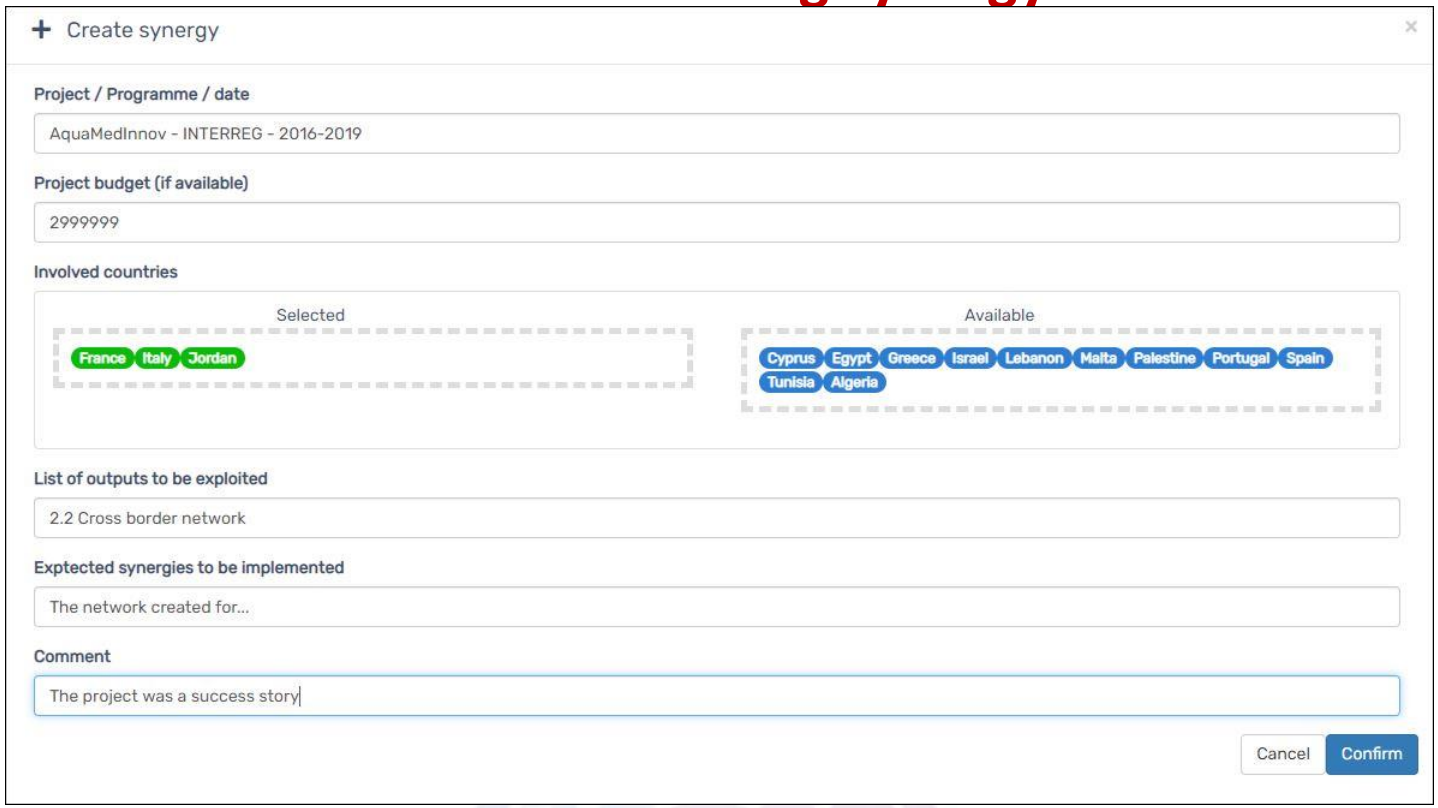


In this section, you may:

1. Add new synergy
2. Edit the newly added synergy
3. Delete the newly added synergy

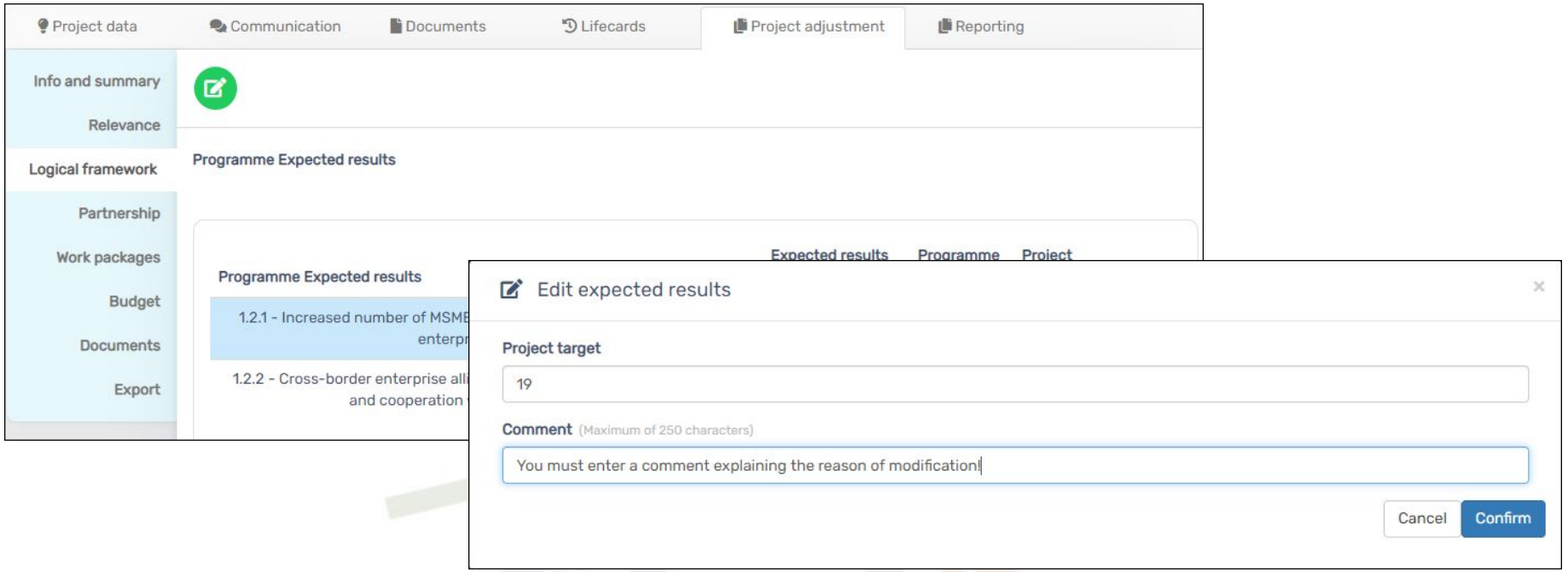
Note that Edit and delete functions are available only for the newly created synergy

Adjustment – What can you modify in Relevance – adding synergy



For newly added synergy, all fields, including the Comment, need to be filled

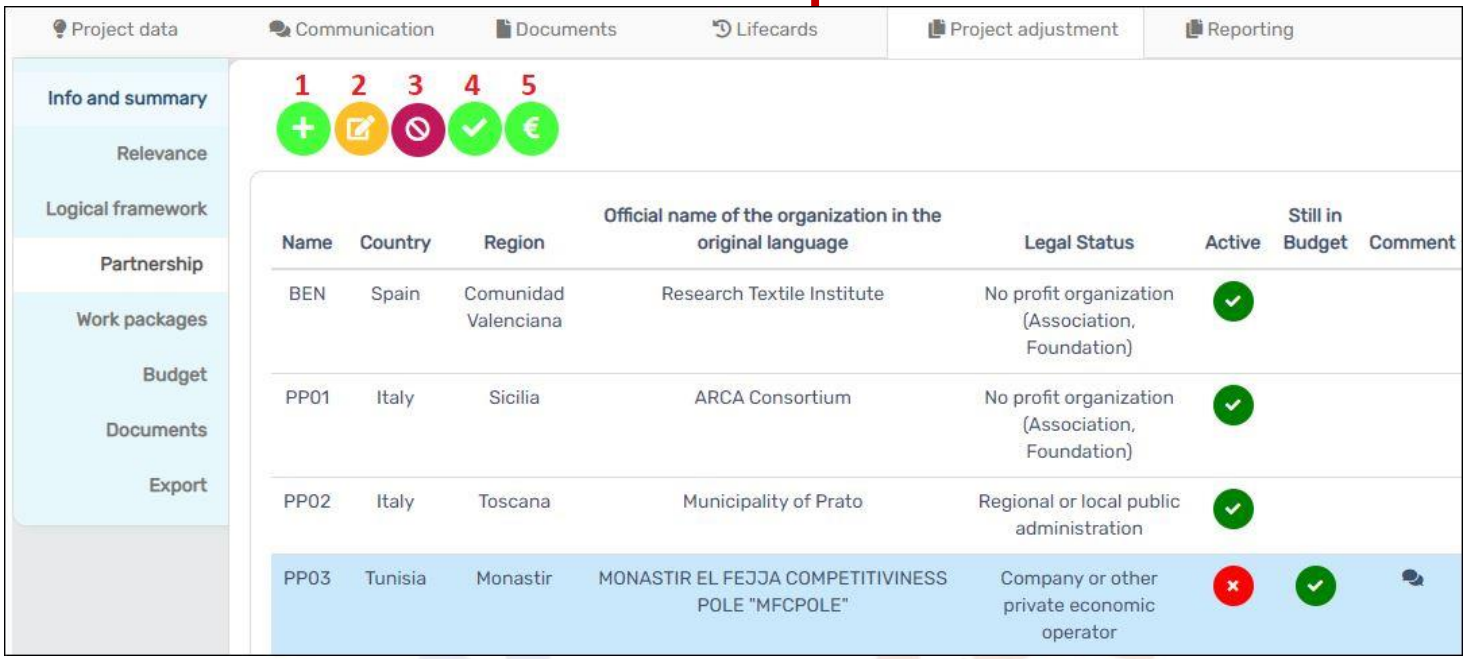
Adjustment – What can you modify in Logical framework



In logical framework section, you can edit the project target only.

Comment field need to be filled when you modify the target prior to confirming.

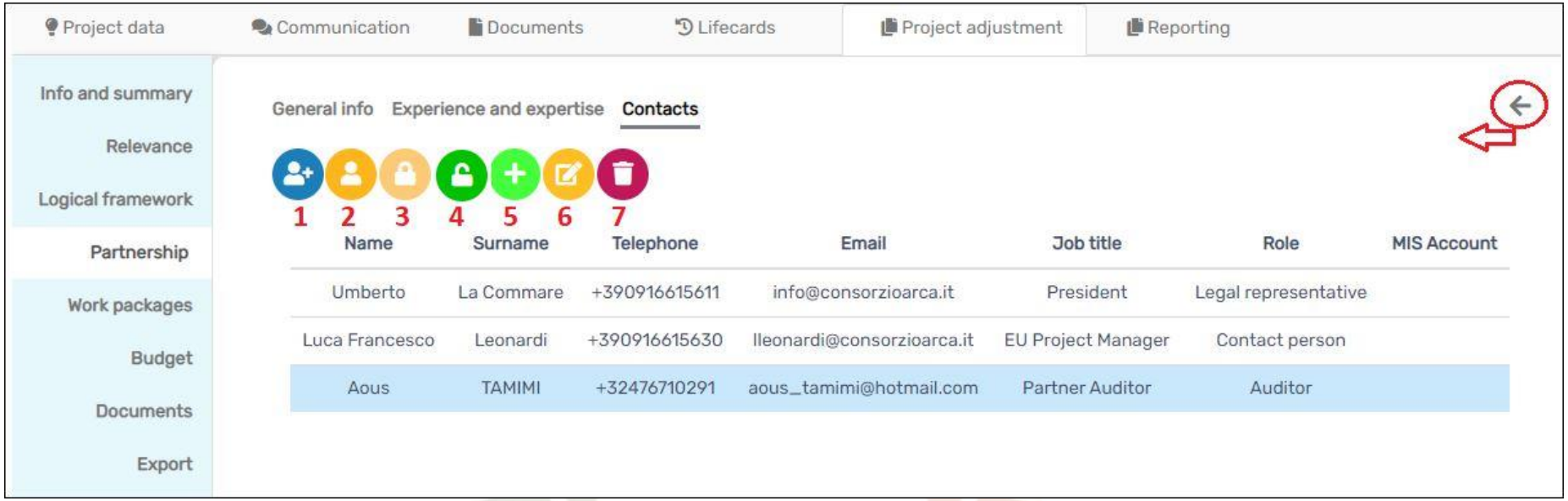
Adjustment – What can you modify in Partnership



… almost everything! You can:

1. Add new partners
2. Edit existing partners (to add contact, auditors… etc)
3. Deactivate existing partner (in case of withdrawal for example)
4. Enable a deactivated partner
5. Disable the budget from the partner

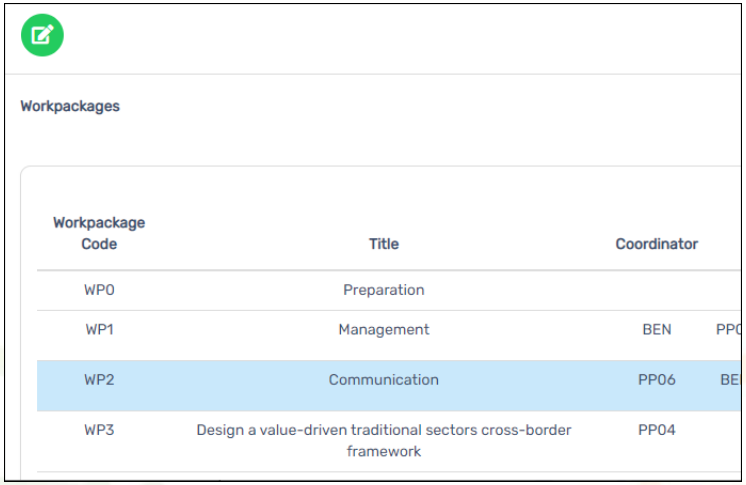
Adjustment – What can you modify in Partnership – edit partner



In edit partner, you have the following functions:

1. Create MIS account for the selected contact
2. Edit MIS account for the selected contact
3. Disable MIS account
4. Enable MIS account
5. Add new contact person
6. Edit the info of the selected person
7. Delete the contact

Adjustment – What can you modify in Work Packages



Main Page: Edit (to enter the selected WP)

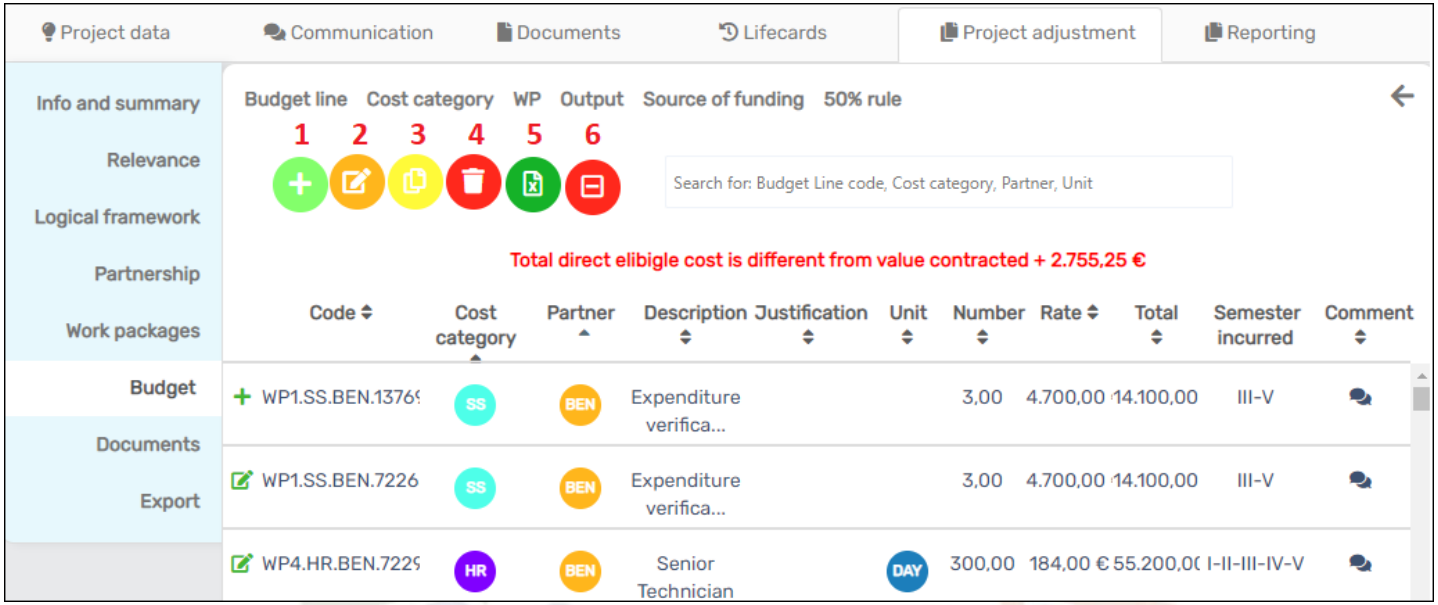
- Outputs: You may add/edit/delete new outputs only, existing Outputs can't be edited!!
- Activities: Add/edit/delete activities, and undelete
- Indicators (*from WP3 onward*): Add/edit/delete
- Target (*from WP2 onward*): Add/edit

Adjustment – What can you modify in Budget

To introduce a budget shift , you have the following functions:

1. Add budget shift
2. View budget shift (available when original budget is selected)
3. Edit budget shift
4. Delete budget shift
5. Export the selected budget
6. Edit Total budget per sub-grants (text only)

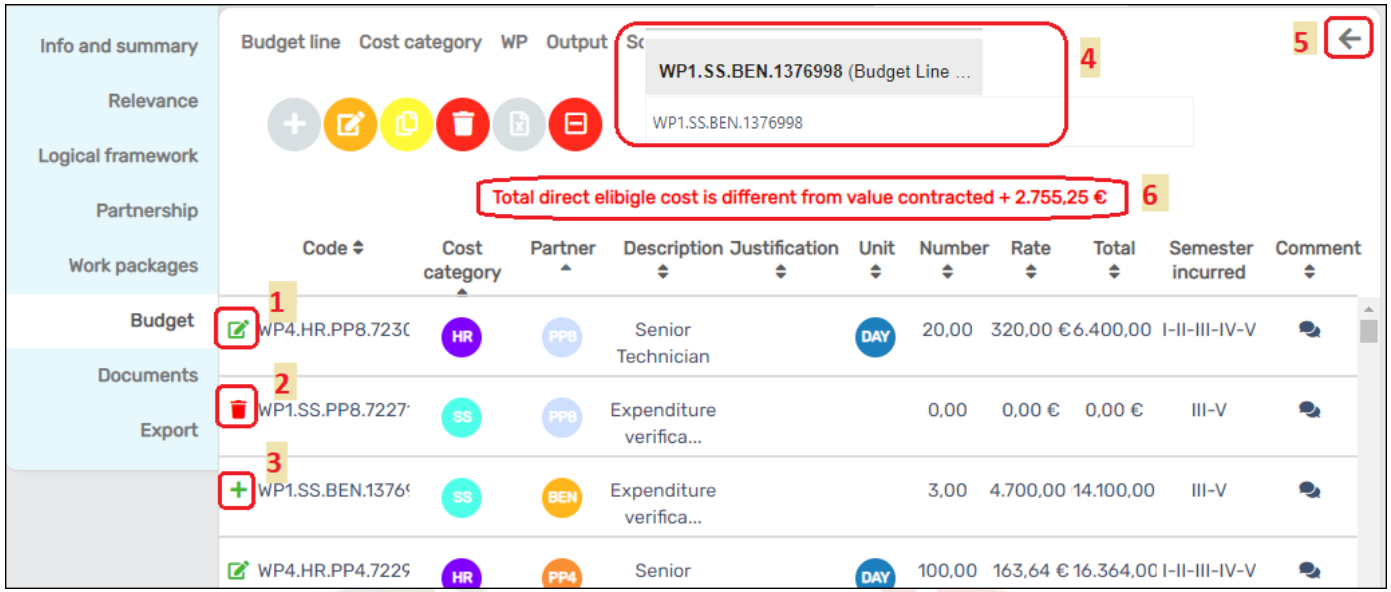
Adjustment – What can you modify in Budget Lines



Budget lines modifications have similar functions as reporting:

1. Add budget line
2. Edit budget line
3. Clone Budget line
4. Delete budget shift
5. Export the selected budget
6. Unselect lines

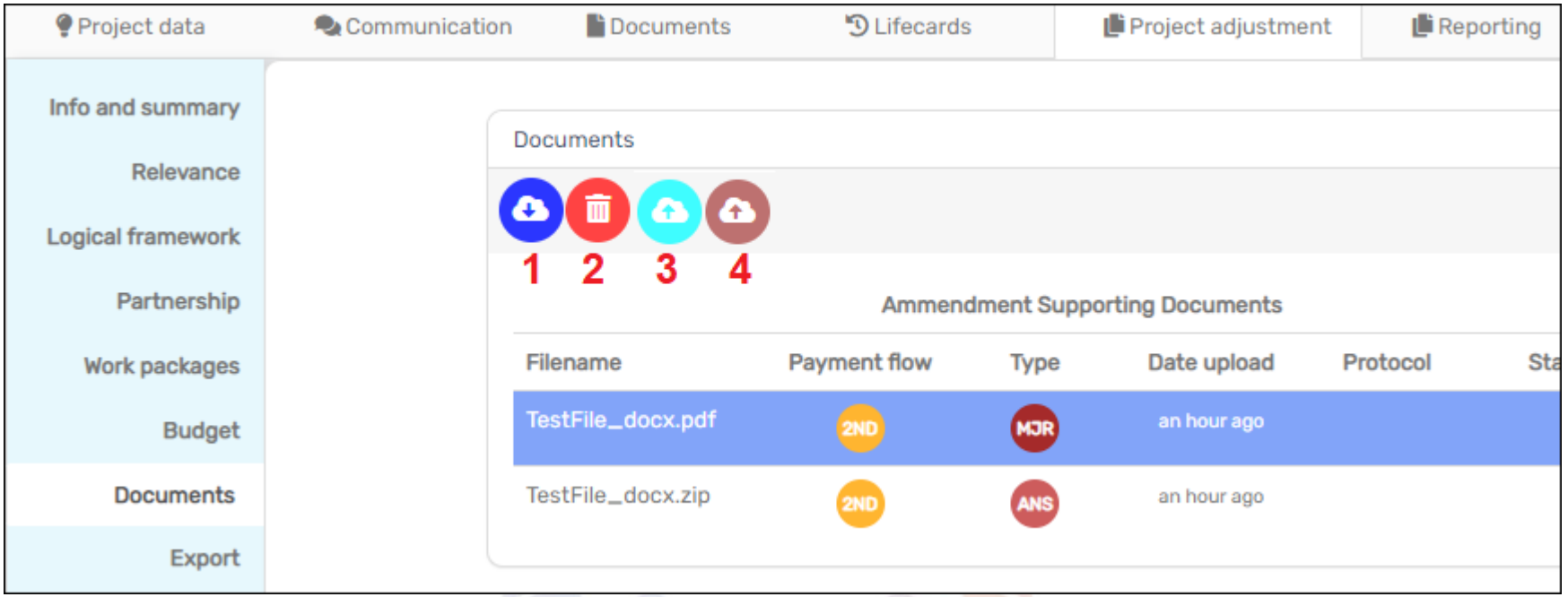
Adjustment – What can you modify in Budget lines - functions



Other helpful functions:

1. Indication that the BL was edited
2. Indication that the BL was deleted
3. Indication that the BL was added
4. BL Code search
5. Back to previous page
6. Difference between contracted amount and the current amount

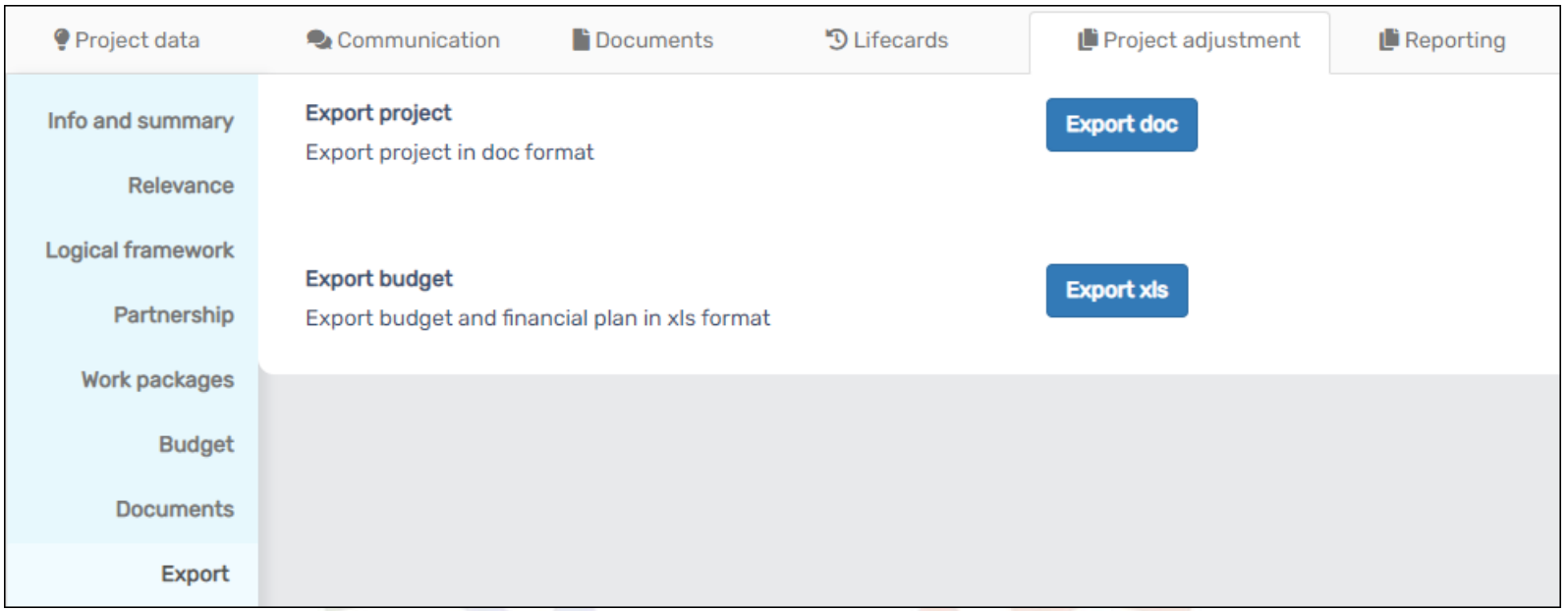
Adjustment – What can you modify in Documents



Adjustment related documents upload are with the usual functions/limits:

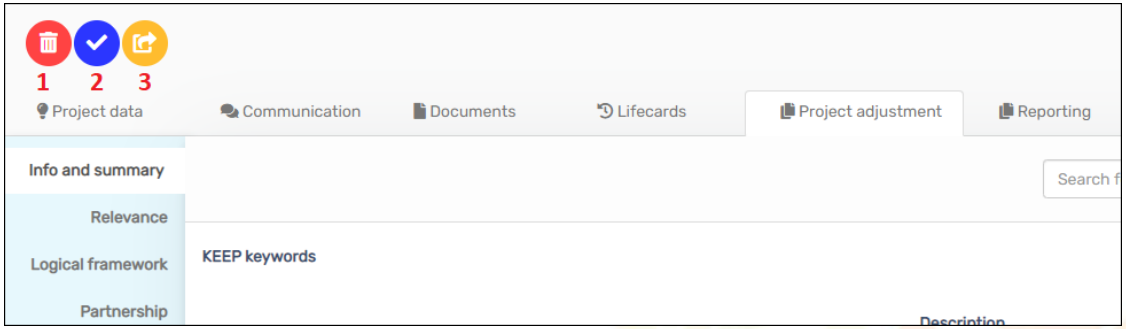
1. Download the selected document
2. Delete selected file
3. Upload adjustment document(s) – limited to 30M
4. Upload Major adjustment required document(s) – 30M

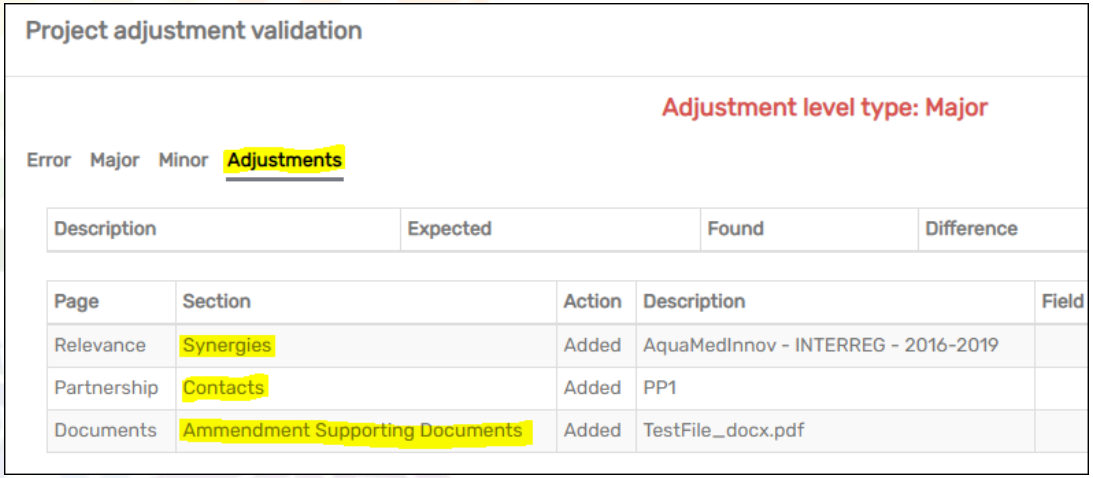
Adjustment – What can you modify in Export



You may export the project narrative in *.doc format and the project budget in xls format

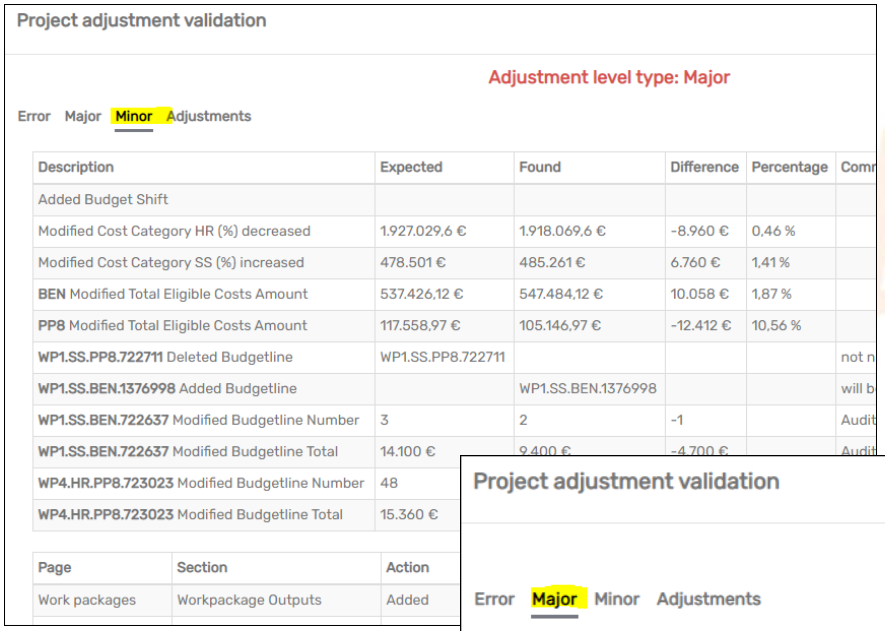
Adjustment – Final step

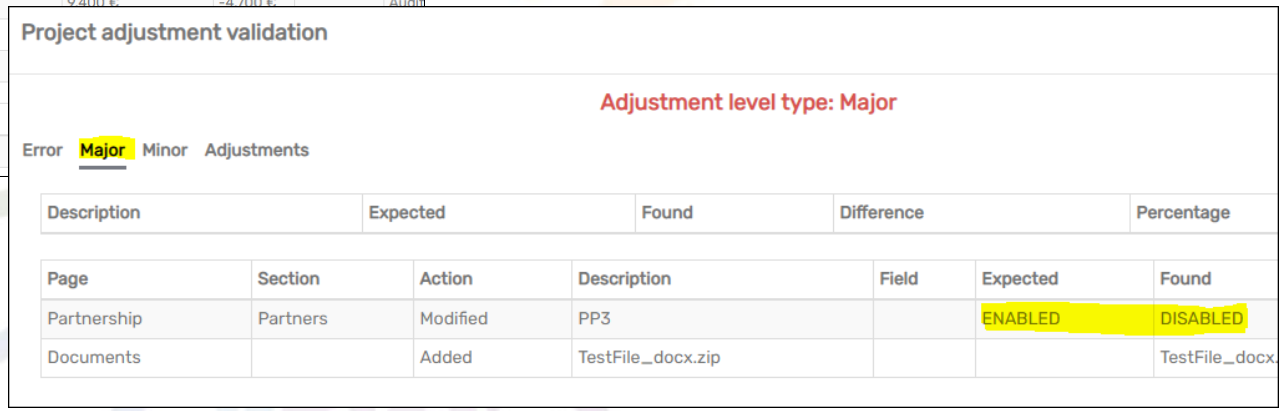




Prior to sending to JTS (button 3 in the image), it's always useful to click on "validate" (button 2) to check what modifications were done & if no errors are present…

Adjustment – Final step





… and you can see if it's a minor or major adjustment.