

**Annex 1 - Guidelines for the acceptance of an extension to the Grant Agreement and respect of reporting deadlines that have been given to the Commission services**

- (a) In general, amendments of contracts on extensions should only be allowed in exceptional cases.
- (b) Any demand for a grant extension may only be accepted for well-justified reasons.<sup>1</sup>
- (c) Retroactive demands for grant extensions should not be accepted.
- (d) A grant extension should only be accepted if it is caused by events that were not reasonably foreseeable at the point of signing the grant.
- (e) Grant extensions should not be granted to allow the continuation of projects without a high scientific or replication value, nor should they be extended because participants or consortia wish to undertake actions (e.g. applying for external authorisation or registration) for their own benefit.
- (f) Grant extensions must not be granted because the participant or coordinator has not reacted to proposals or demands from the Commission.
- (g) In principle, a grant extension of more than six months could be considered as disproportionate if not due to exceptional reasons. Extensions of longer than six months, or a second extension, must be absolutely exceptional.
- (h) Requests for extension of the grant to undertake additional work should not be accepted, even if it is claimed to be without additional cost.
- (i) Where reports are not received within the deadlines, services should promptly and systematically move to post-reminder letters, formal notice and finally termination of the agreement.

<sup>1</sup> For Marie Skłodowska-Curie Actions specific conditions for extensions may be explicitly laid down in the grant agreement.