

Erasmus + Project No 561586-EPP-1-2015-1-RS-EPPKA2-CBHE-JP

Enhancement of HE Research Potential Contributing to Further Growth of the WB Region
(Re@WBC)

	WORKPACKAGE 4. QUALITY
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Abstract	This document provides support for the financial management of our project obligations locally and contains documents necessary for reporting.
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ERASMUS+ PROJECT Re@WBC

Enhancement of HE research potential
contributing to further growth of the WB region



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Dear Partners¹,

This Guide is the result of the activity no. 4.2, “Project quality procedures developed.” It is made to provide support for the management of our project obligations locally, so that we can successfully fulfill our contractual obligations and provide the project coordinator with necessary inputs for their intermediate and final reporting to the EACEA. It relies on Erasmus+ *Grant Agreement* (No. 2015 – 3133/001-001), *Guidelines for the Use of the Grant*, the original text of the Re@WBC project, and on the “Minutes of the kick-off meeting, V.02.” It groups the most important definitions and rules, as well as financial and technical management procedures. Therefore, this Guide offers instruction on how to report upon an implemented activity, gives a detailed definition of eligible and ineligible costs, as well as necessary supporting documents that need to be provided in order to justify the costs. It will also help us prevent any misunderstanding when it comes to book-keeping, filing, and recording supporting documents

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1. MANAGEMENT STRUCTURE OF Re@WBC PROJECT

1.1 Management structure of Re@WBC

The management structure of the Re@WBC is designed to ensure effectiveness, decisiveness, flexibility and quality of work and to fit the specific requirements of the Erasmus+ programme for successful realization of planned activities.

The project management bodies were defined at the kick-off meeting and they include:

- the Steering Committee (SC) – decision-making body consisting of one representative (preferably the contact person) from each partner institution.
- Quality Assurance Committee (QAC) – a direct support to the Project Coordinator in monitoring and assessing the quality of the project and its results
- and workpackage leaders – responsible for monitoring of the overall progress of the WP and its activities.

As projected in the WP 6, Management,

a lead organisation is to be confirmed for every work package. This institution will organize the work team, be responsible for the realisation of the workpackage tasks, and report to the Project coordinator, who, on in turn, will report to the SC. The QAC is supposed to perform internal reviews and report their findings to the SC. Following this, relevant decisions will be passed at regular meetings of the project management bodies and at coordination meetings and relevant documents will be adopted. A few coordination meetings are planned to be realized at different locations so that all project partners get an equal workload and a possibility for further networking by meeting local researchers. The meetings of work teams and project manager will be held as needed, while the consortium meetings of delegates from partner institutions will be held at least twice annually at different institutions, both in the WB region and in EU. Financial administration and bookkeeping will be done regularly to the highest standard, and all the partners should provide the necessary input for the project coordinating institution. The coordination institution, UNI, will be in charge of day-to-day coordination activities, with the participation of other partners, when necessary. The project management will arrange for midterm financial audit to be done as well. It is also necessary and now quite common to set up a software platform for efficient project management where all relevant documents will be uploaded either as Word or PDF documents for the sake of transparency and storage.

(Re@WBC, 81-82).

All the while, the Project Coordinator will be responsible for overall project management (technical and operational), communication and reporting to EACEA, and efficient use of the project grant.

1.2 Co-financing rule

As defined in *Guidelines for the Use of Grants* (for grants awarded in 2015 under Call EAC/A04/2014),

The grant awarded to CBHE projects has been calculated taking into account the principle of co-financing.

This implies that, in principle, in order to implement the project, the grant amount will



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have to be complemented by additional funding provided by the beneficiaries and/or other external stakeholders.

It should be noted though that contrary to the approach followed under previous programmes (in particular the Tempus, ALFA or Lifelong Learning programmes), the co-financing contribution provided by the partnership will not need to be justified or demonstrated at final report stage. Practically, this means that no proofs of expenditure or supporting documents will be required by the Agency for this part of the project budget.

Nevertheless, at final report stage and for statistical purposes only, the partnership will be invited to provide an indication on the level and source of co-financing that contributed to the project results.

(Section 1.4, p. 6)

In the Re@WBC budget sheet “Co-financing” part of application package, contribution of all our institutions is presented in terms of co-financing in categories such as staff, travel, printing and publishing, overhead, etc. with appropriate justification.

1.3 Publicity obligations

In accordance with the Article I.10.8 and II.7 of the Grant Agreement, regarding the publicity and use of the relevant logo, the beneficiaries shall follow the instructions available on the Erasmus plus website on the following link: https://eacea.ec.europa.eu/about-eacea/visual-identity_en.

Any communication, publication or output resulting from the project, made by the beneficiaries jointly or individually, including at conferences, seminars or in any information or promotional materials (such as brochures, leaflets, posters, presentations, etc.), must indicate that the project has received European Union funding. This means that all material produced for project activities, training material, projects websites, special events, posters, leaflets, press releases, CD ROMs, etc. must carry the Erasmus+ logo and mention: "Co-funded by the Erasmus+ Programme of the European Union"

(Guidelines, Section 1.6.1, p. 7)

The *Grant Agreement* further elaborates:

Where the action, or part of the action, is a publication, the mention and graphic logos shall appear on the cover or the first pages following the editor's mention.

Use of signs and posters: If the action includes events for the public, signs and posters related to this action shall be displayed. This shall include the logos mentioned under point a).

Authorisation to use the logos described in point a) implies no right of exclusive use and is limited to this Agreement.

(Agreement, Section 1.10.09, p. 10)

1.3.1 Erasmus+ Logo

Erasmus+ Logo to be used is this:



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When displayed in association with another logo, the European Union emblem must have



appropriate prominence. (*Guidelines*, Section 1.6.1, p. 7)

1.3.2 Disclaimer

Any communication or publication produced within the project should indicate that it presents only the view of its author(s) and not the view Agency and/or Commission. Therefore, any publication should mention the following sentence

"This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"

(*Guidelines*, Section 1.6.1, p. 7)

1.3.3 Reduction of the grant in the case of non-compliance with publicity obligations

The obligation to comply with the publicity provision set out in Article II.7 of the General Conditions constitutes a substantial obligation. Without prejudice to the right to terminate the grant, in case of failure to fulfil this obligation, the Agency may apply a 20% reduction of the grant initially provided for.

(*Agreement*, Section 1.10.10, p. 10)

1.4 Penalties in case of poor, partial or late implementation of the action

According to Article 1.10.6 of the *Agreement* (p.7), the Agency may reduce the grant initially if the action is implemented poorly, partially, or late.

Such penalties shall be applied in case the final technical report provides evidence that the project implementation was not addressed with the required attention and according to the terms laid down in the *Agreement*.

On the basis of the analysis of the final report and the outputs produced by the project (publications, conference papers, presentations etc.), a score will be given to reflect the overall project performance. The score will vary from 0 to 100, where 0 is the lower mark and 100 the highest.

Where the rating falls between 0 and 50, a reduction of the EU grant initially provided to the partnership will be implemented according to the following scale:

- 25% reduction if the final report scores at least 40 points and below 50 points;
- 35% reduction if final report scores at least 30 points and below 40 points;
- 55% reduction if the final report scores at least 20 points and below 30 points;
- 75% reduction if the final report scores below 20 points.

(*Guidelines*, 3.5.2.2, p. 34)



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1.5 Pre-existing rights, ownership and use of the results

Re@WBC beneficiaries should have in mind the provisions of Grant Agreement in Articles I.7 and II.8 which define the rules for using the project results, including both intellectual and industrial property. Although the Article II.8 of the Grant Agreement defines the ownership of the results by the beneficiaries, pre-existing industrial and intellectual property rights, rights of use of the results and of pre-existing rights by the Agency and/or the Union, in Article I.7 some additional obligations are described (*Agreement*, p. 7)

In addition to the provisions of Article II.8 of the General Conditions, if the beneficiaries produce materials under the scope of the project, such materials must be made available for the public, in digital form, freely accessible through the Internet under open licenses.

The beneficiaries must also warrant that the Agency and the Commission has the rights to:

- communicate the results of the action by any other types of communication not specified in the General Conditions;
- edit or re-write in another way the results of the action, including shortening, summarising, modifying the content, correcting technical errors in the content;
- cut, insert meta-data, legends or other graphic, visual, audio or word elements in the results of the action;
- extract a part (e.g. audio or video files) of, divide into parts or compile the results of the action;
- prepare derivative works of the results of the action;
- translate, insert subtitles in, dub the results of the action in all official languages of EU;
- authorise or sub-licence the modes of exploitation set out above to third parties;

The Agency and the Commission shall have the rights of use specified in the General Conditions and set out above for the whole duration of the industrial or intellectual property rights concerned.



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2. FINANCIAL MANAGEMENT OF THE RE@WBC PROJECT

2.1 Technical and financial reporting

2.1.1 Basic principles of reporting

Within RE@WBC project three ways of reporting are planned:

- The formal reporting by the Coordinator to the Education, Audiovisual and Culture Executive Agency (EACEA). It includes Intermediate and Final Reports, which will provide the necessary information to assure EACEA that our project is implemented according to the Grant Agreement provisions and Guidelines for the Use of the Grant.
- Internal reporting within the Consortium, which means that beneficiaries are
 - obliged to inform the Coordinator about the technical progress on institutional implementation of the project, please note the WP 4.3 of the project
Regular reporting on the progress of all WPs is compulsory. It is planned that each lead partner organizes the writing of these reports at regular intervals. This sort of internal monitoring is very useful since it precludes significant delays in the realization of WPs and makes the lead partners perform a sort of SWOT analysis which gives a clear picture about the progress made and gaps that need to be attended to. Self-evaluation reports are an indicator of project quality. (p.80)
and
 - to provide financial reports with declaration of expenses incurred accompanied with necessary supporting documents.
- Reporting on realized different events (info days, workshops, seminars, conference, meetings, trainings, etc.) by all beneficiaries prepared using the template provided in this Guide.

All types of reporting will help to view the project's progress objectively within the Consortium. They will also help external monitoring that will be implemented by NEO and EACEA. These reports will be the base for preparation of Intermediary report (at half of the project implementation period) and Final Report (at the end of the project) that will be delivered to EACEA by the Project Coordinator.

Verification of expenditures declared in partner financial reports are linked to the transfer of the part of Erasmus+ grant to partners from the Coordinator.

The reports should accurately reflect project partners progress (both technical and financial) during the reporting period, highlighting any key issues and providing justification for any deviations from the Project budget and Description of the project as set out in Annex III and Annex I (respectively) of the Grant Agreement.

It is recommended to prepare the reports by adding the information at the time when the activity takes place particularly for the reporting on the realized events where it is expected to have set of information and news in 15 days after the event.



2.1.2 Standards of all reports

All reports should be typed and should be in English. Copy of each report and supporting documents should be provided to the Coordinator in timely manner:

- Financial report:
 - cash flow tables – original excel files
 - financial statement table – original excel file
 - supporting documents – staff conventions, individual travel reports and project time sheets – as original hard copies (provided in annexes to this document), and
 - other supporting documents (agendas, list of participants, boarding passes, travel orders, or any other document proving mobility or participation in some activities) as hard copies.
- Technical report as electronic version of original word document, as provided in the Annexes.

2.1.3 Reporting schedule

Each partner has to respect the reporting deadlines (also stated in the Partnership Agreement), and submit their reports with supporting documents on validation of expenditure to the project coordinator in due time as requested.

2.1.4 Partner financial reports

Partner financial reports are linked to transfer of installments of the Erasmus+ grant by the Coordinator. Information contained in the reports will be reviewed by SC as part of the quality control and monitoring process.

The Coordinator can submit Final report, as well as financial statements to the EACEA on behalf of all beneficiaries only based on inputs received from all partners. Therefore, in order to provide adequate information on the expenditure made within the project, each beneficiary has to submit a partner financial report to the Coordinator consisting of:

- Financial statement presenting the costs incurred during the reporting period.
- Cash flow tables with project expenses per categories
- Supporting documents.

When preparing the financial report, the beneficiaries are strongly advised to use the following sheets:

- Staff costs table
- Travel costs & costs of stay table
- Equipment costs table (only for PC higher education institutions)
- Subcontracting costs table (for Project Coordinator only).

The cash flow tables will allow partners to monitor their expenses on monthly basis. It is strongly recommended to use and update them as soon as the expense occurs, along with comments consisting of information on expense structure and reference numbers of supporting documents.

The SC will compile on regular basis all information obtained from the financial reports of the partners, but at least upon the receipt of the Reports.



The partner financial reports will be reviewed by the SC and approved by the Coordinator, taking into consideration following assessment criteria:

- Conformity of the expenditures with the budget of the project;
- Eligibility of the expenditures;
- Correctness and completeness of all supporting documents;
- Correctness of applied exchange rates (where applicable);
- That any changes which occurred between budget categories are eligible and justified;
- Expenditures must be in conformity, including full eligibility, with the estimated Budget and the Partnership Agreement.

In case that information in partner financial report is not complete or justified, the SC will help and make recommendations on how this situation can be rectified prior to the final approval of the Report by the Coordinator. The Report approved in this way is the basis for the transfer of next installment to the partner institution.

2.1.5 Partners' technical reports

The Technical reports should provide the clear picture on the progress of project activities, time and quality of deliverables and results, to what extent the progress indicators are achieved, as well as introduction of changes into the work plan (if any). For technical reporting, partners should use the technical report, provided in the annexes, describing the activities carried out and their results during the reporting period.

The Technical report is structured as follows:

- Overall implementation description
- Statistics and indicators
- Table of achieved/planned results
- Any proposed changes (people involved, budget, remaining activities...).
- Statement of costs incurred

2.1.6 Partner Request for payment

The Coordinator has provided all partners with the appropriate form for issuing the transfer of funds to the partner institution – Partner Request for Payment. The partner has to submit Partner Financial Report whose approval will be the basis for issuing the next installment.

On the basis of verified expenses in the report and their approval by the Coordinator, amount of next installment of Erasmus+ grant will be defined/calculated by the Coordinator, in accordance with Article 5 of the Partnership Agreement.

2.2 Eligibility of costs

2.2.1 Eligible costs

Eligible costs are costs actually incurred. These are unit contributions: staff costs, travel costs, and costs of stay. They are also the equipment costs and costs for subcontracting.



As specified in the *Guidelines*, section 3.2.1, and in the Article II.19.1 of the Agreement, Eligible costs meet the following criteria:

- they are incurred during the eligibility period, with the exception of costs relating to the preparation of the final report and the corresponding supporting documents referred to in Articles II.23.2 and I.4.1;
- they are foreseen and included in Annex III of the Agreement;
- they are incurred in connection with the action as described in Annex I of the Agreement and are necessary for its implementation;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and with the usual cost accounting practices of the beneficiary;
- they comply with the requirements of applicable tax and national legislation;
- they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

(*Guidelines*, p.19)

2.2.2 Eligible expenses for Staff costs:

The section 3.3.1.1 of the *Guidelines* points out:

The existence of a formal employment relationship between the employee and the beneficiary institutions is required. The employee must be part of the payroll system of the beneficiary institution. (p. 27)

Staff costs are defined by the type of staff category and the country in which the staff member is employed (Annex I to the *Guidelines*, also provided in the Project's Budget and here). Each unit cost corresponds to an amount in Euro per working day per staff, as follows:

- Managers (including legislators, senior officials and managers) carry out top managerial activities related to the administration and coordination of project activities.
- Researchers, teachers and trainers (RTT) typically carry out academic activities related to curriculum/training programme development, development and adaptation of teaching/training materials, preparation and teaching of courses or trainings.
- Technical staff (including technicians and associate professionals) carries out technical tasks such as book-keeping, accountancy, in-house translation activities.
- Administrative staff (including office and customer service clerks) carries out administrative tasks such as secretarial duties. Students can work for the project and can be considered as administrative staff, provided that they have signed a work

Declared working days per individual will not exceed 20 days per month or 240 days per year.

(*Guidelines*, pp.27-28)



2.2.2.1 Supporting documents:

The existence of a formal contractual employment relationship between the employee and the employer. A formal employment contract is required.

- A duly filled-in Staff Convention (Annex II) for each person employed by the project. The convention must be signed by the person performing the activity then countersigned and stamped by the person responsible (e.g. rector, dean) in the institution that employed this person. For staff performing different categories of tasks a separate convention must be signed for each type of activity.
- Time-sheets have to be attached to each staff convention. They must be signed by the person concerned and countersigned by the person responsible in the institution that employed this person. They must indicate the following:
 - the project reference
 - name of the person performing the tasks, his/her position and the staff category
 - the institution and the country where the person is employed
 - the number of days worked for the corresponding month and year
 - the description of the tasks performed, the outputs produced and the related work package.
- Any material evidence allowing to verify that the declared workloads correspond to actual activities/outputs (e.g. attendance lists for lectures given, tangible outputs / products, etc.).

2.2.3 Eligible expenses for Travel costs and costs of Stay

Travel costs and the costs of stay are calculated taking into account the travel distance and the duration of working days or days of study visit.

Staff

Any category of staff (e.g. managers, RTT, technical and administrative staff) under official contract with the beneficiary institutions and involved in the project may benefit from financial support for travel and subsistence provided it is directly necessary to the achievement of the objectives of the project.

Travels are intended for the following activities:



Activities	Duration	Location of activity	Staff from PC-to PC	Staff from PC-to PgC	Staff from PgC-to PC	Staff from PgC-to PgC
Teaching / training assignments	Max. 3 months	Activities must take place in project beneficiaries' countries unless explicit prior written authorisation from the Agency	X	X	X	X
Training and retraining purposes			X	X	Not eligible	
Updating programmes and courses			X	X	X	X
Practical placements in companies, industries and institutions			X	X	Not eligible	
Project management related meetings			X	X	X	X
Workshops and visits for result dissemination purposes			X	X	X	X

PC = Partner Country
PgC = Programme Country

2.2.3.1 Supporting documents for the costs of travel and stay

For the purpose of any financial evaluation and/or audit, beneficiaries will have to be able to justify/prove the following elements:

- The journeys actually took place.
- The journeys are connected to specific and clearly identifiable project-related activities.

The following supporting documents must be retained with the project accounts:

A duly filled-in Individual Travel Report (Annex III of these Guidelines). Supporting documentation will have to be attached to each travel report in order to demonstrate the fact that the travel and the activity actually took place (e.g. travel tickets, boarding passes with points of departure and destination, dates and name of the person travelling, invoices, receipts, proof of attendance in meetings and/or events, agendas, tangible outputs/products, minutes of meetings). It will not be necessary to prove the actual cost of the travel.

(Guidelines, p. 30)

2.2.4 Eligible expenses for equipment

The following short guides are extracted from section 3.2.6.1 of *Guidelines*:

Equipment is intended exclusively for the Partner Country Higher Education Institutions (as defined in the Programme Guide) which are included in the partnership where it must be installed as soon as practically possible. Under no circumstances may equipment be purchased for any Programme Country institution/organisation or for non-higher education institutions in the Partner Countries. The equipment must be recorded in the inventory of the institution where it is installed; this institution is the sole owner of the equipment. All equipment purchased with the Erasmus+ CBHE funds must bear an Erasmus+ sticker provided by the Agency.



Equipment should be instrumental to the objectives of the project and should therefore be purchased at the beginning of the project implementation period.

VAT is not considered as an eligible project cost.

The following costs are not considered eligible: equipment such as furniture, motor vehicles of any kind, equipment for research and development purposes, telephones, mobile phones, alarm systems and anti-theft systems.

In the event of purchase of equipment over €25.000, the provisions set under section 3.2.5 'Award of Contracts' of the Guidelines will apply.

Compared to the equipment as specified in the original application, minor adaptations in terms of quantity and product in the purchased equipment can be accepted without prior authorisation provided that the budgetary ceilings are respected, the corresponding equipment items are eligible, the modification can be justified and is related with the project objectives.

In any case of doubt the coordinator shall contact the Agency and ask for prior written approval based on clear justifications. It is however the responsibility of the coordinator to ensure that in case approval is given, the purchased items comply with the eligibility criteria since the verification of the eligibility of the specific equipment items will only be carried out following the submission of the final report.

The total expenses for Equipment may not exceed 30% of the maximum grant as specified in Article I.3 of the Agreement, excluding the 10% flexibility as referred in section 3.1.2 of the Guidelines.

(pp. 23-24)

2.2.4.1 Supporting documents for the equipment costs

As defined in *Guidelines*, Section 3.2.6.1, for the purpose of financial evaluation, beneficiaries will have to retain the following supporting documents:

- Invoice(s) and bank statement(s) for all purchased equipment (please note that order forms, pro-forma invoices, quotations or estimates are not considered as proof of expenditure).
- When the threshold of EUR 25.000 is exceeded and below EUR 134.000, documentation on the tendering procedure and three quotations from different suppliers.
- When the threshold of EUR 134.000 is exceeded, documentation on the tendering procedure applied according to national legislation.
- Proof that the equipment is recorded in the inventory of the institution.

2.2.5 Ineligible costs

The *Grant Agreement*, Article 1.10.4, and the *Guidelines*, section 3.2.3, specify the following ineligible costs:

- equipment such as: furniture, motor vehicles of any kind, equipment for research and development purposes, telephones, mobile phones, alarm systems and anti-theft systems;



- costs of premises (purchase, rent, heating, maintenance, repairs etc.); please note that the rent of premises for short events is not concerned;
- costs linked to the purchase of real estate;
- expenses for activities that are not carried out in the project beneficiaries' country (see Annex IV of the Agreement), unless an explicit prior written authorisation has been granted by the Agency;
- depreciation costs;
- return on capital;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses;
- costs of transfers from the Agency charged by the bank of a beneficiary;
- costs declared by a beneficiary in the framework of another action receiving a grant financed from the Union budget (including grants awarded by a Member State and financed from the Union budget and grants awarded by other bodies than the Agency for the purpose of implementing the Union budget);
- contributions in kind from third parties;
- excessive or reckless expenditure;
- deductible VAT.

2.2.6 Rules for designation of reference numbers for supporting documents

The Coordinator will have to fill in the Final Financial Statement compiling all expenses from the beneficiaries. Therefore, reference numbers of all supporting documents indicated in the Report must correspond to the progressive numbering. The following rules for designation of reference numbers of supporting documents will be applied by the beneficiaries:

<p>PX-SC-XXX (Example for Staff Cost)</p> <p>PX - order number of participant in our project</p> <p>SC – represents Staff Convention (Annex II)</p> <p>XXX- e.g. 001, 002, 003, ...</p>
<p>PX-ITR-XXX (Example for Travel Costs and Cost of Stay)</p> <p>PX - order number of participant in our project</p> <p>ITR – represents Individual Travel Report (Annex III)</p> <p>XXX- e.g. 001, 002, 003, ...</p>

For example: P3 – SC – 001

P3-University of Novi Sad

SC- Staff Convention (Annex II)

001 – First document.



2.2.7 Overview of supporting documents per budget heading (*Guidelines*, Section 3.4)

Reimbursement basis	Budget Headings	Documents to retain with project accounts	Documents to be sent with the Final report
ACTUAL	<i>Equipment</i>	<ul style="list-style-type: none"> ▪ Invoices ▪ Bank statements ▪ Tendering procedure for expenses exceeding 25.000€ ▪ Proof that the equipment is recorded in the inventory of the institution 	<ul style="list-style-type: none"> ▪ Invoices and three quotations from different suppliers for expenses exceeding 25.000€ ▪ Any prior authorisation from the Agency
	<i>Subcontracting</i>	<ul style="list-style-type: none"> ▪ Subcontracts ▪ Invoices ▪ Bank statements ▪ Tendering procedure for expenses exceeding 25.000€ ▪ Tangible outputs/products* 	<ul style="list-style-type: none"> ▪ Subcontracts, invoices and three quotations from different suppliers for expenses exceeding 25.000€ ▪ Any prior authorisation from the Agency
UNIT	<i>Staff</i>	<ul style="list-style-type: none"> ▪ Formal employment contract ▪ Staff convention ▪ Time sheets ▪ Agendas* ▪ Attendance / Participant lists* ▪ Tangible outputs/products* ▪ Minutes of meetings* 	<ul style="list-style-type: none"> ▪ No supporting documents should be sent with the Final report, except for any prior authorisation from the Agency
	<i>Travel and Costs of Stay</i>	<ul style="list-style-type: none"> ▪ Individual Travel Report (ITR) ▪ Invoices, receipts, boarding passes* ▪ Agendas* ▪ Attendance / Participant lists* ▪ Tangible outputs/products* ▪ Minutes of meetings* 	<ul style="list-style-type: none"> ▪ No supporting documents should be sent with the Final report, except for any prior authorisation from the Agency
<p>For all grants, a Certificate on the action's financial statements and underlying accounts ("Report of Factual Findings on the Final Financial Report – Type II") must be sent with the Final report (see Annex VII of the Agreement).</p>			



ANNEX 1: Partner technical report

INSTITUTIONAL TECHNICAL REPORT for the implemented activities and achieved outcomes

Ref. No..... Project No. Project No. 561655-EPP-1-2015-1-RS-EPPKA2-CBHE-SP

The reference number must correspond to the progressive numbering indicated in the financial statements in the final report

To be filled in by each participant.

Work Package Title	
Name of the institution	
Type of deliverable	
Achieved results	
Implementation description	
Statistics and indicators	
Period when the activity is performed	
Changes in the planned results	
Cost incurred	

SIGNATURE OF THE COORDINATOR IN THE PARTNER INSTITUTION

I hereby declare that the above mentioned activities have been carried out in our institution,

Date:.....

Signature:



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ANNEX 2: Partner financial report

Structure of the Report:

A2-1 Staff costs table (Annex_III_Final Financial Statement.xls, sheet Staff Costs)

A2-2 Travel costs & costs of stay table (Annex_III_Final Financial Statement.xls, sheet Travel costs & costs of stay)

A2-3 Equipment costs table (Annex_III_Final Financial Statement.xls, sheet Equipment costs)

A2-4 Cash flow table for Staff costs

A2-5 Cash flow table for Travel costs and costs of Stay

A2-6 Cash flow – equipment table (for WBC universities only)



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A2-1 Staff costs table



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A2-2 Travel costs and costs of stay table



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A2-3 Equipment costs table



A2-4 Cash flow table for Staff costs

WP	Cat.1		Cat. 2		Cat.3		Cat.4		Total Staff costs (€)	Exchange rate*	Amount spent up to this reporting period	Amount spent in this reporting period										I reporting period 1st October 2015 - 1st October 2016				
	Number of working days	Salary rate (per day) applied* (€)	Number of working days	Salary rate (per day) applied* (€)	Number of working days	Salary rate (per day) applied* (€)	Number of working days	Salary rate (per day) applied* (€)				Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	Apr 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Total amount spent to date	Balance remaining
Preparation	20	108	17	80	3	57	10	45	4141														0.00	4,141.00		
Development	25	108	2	80	12	57	12	45	4084														0.00	4,084.00		
Development	15	108	25	80	12	57	12	45	4844														0.00	4,844.00		
Quality	6	108	0	80	0	57	1	45	693														0.00	693.00		
Diss/Exp	13	108	4	80	1	57	5	45	2006														0.00	2,006.00		
Management	20	108	2	80	0	57	60	45	5020														0.00	5,020.00		
	99		50		28		100																0.00	20,788.00		
	TOTAL staff costs								20788	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,788.00		

NOTE:

- Expense should be inserted in the form of sum of units multiplied with the unit amount (=3*108)
- For every inserted expense please add the comment with a referent number of corresponding supporting document



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A2-6 Cash flow – equipment table

EQUIPMENT		Exchange rate*	Amount spent in this reporting period												1 reporting period 1st October 2015 - 1st October 2016			
			Amount spent up to this reporting period	Oct 2015	Nov 2015	Dec 2015	Jan 2016	Feb 2016	Mar 2016	April 2016	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Total amount spent to date	Balance remaining
Preparation	MacBook Air, 13.3" LED (1440x900) Intel i5 Dual-core 1.4GHz Ram 4GB 1600 MHz LPDDR3 HD128GB SSD WiFi802.11a/b/g/n Bluetooth 4.0 32.5x1.7x22.7cm 1.35 kg USB3.0x2 (6 pieces), PC All-in-one desktop 1.8GHz AMD A4-6210 Processor 4GB of DDR3 Memory 500GB Hard Drive 21.5" Full HD LED Screen Built-In DVD RW USB 2.0/USB 3.0/6-in-1 Card Reader 720p Camera Stereo Speakers Windows 8.1 Operating System (5 pieces), Laser printer B/W 600x600dpi A4 (5 pieces), All-in-one printer B/W A4 (3 pieces), Laser printer color 600x600 dpi A4(3 pieces)	12,800.00	0.00														0.00	12,800.00
Preparation	Plagiarism Detection Software 200 researchers	7,000.00	0.00														0.00	7,000.00
		19,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,800.00

NOTE:

- Expense should be inserted as actual cost expressed in EUR. For every inserted expense please add the comment with a referent number of corresponding supporting document



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ANNEX 3: Supporting documents

A3-1 Staff Convention

A3-2 Timesheet

A3-3 Individual Travel Report



A3-1 - Staff Convention

STAFF CONVENTION

Ref. No.....

Project No. 561586-EPP-1-2015-1-RS-EPPKA2-CBHE-JP

The reference number must correspond to the progressive numbering indicated in the financial statements of the final report

BETWEEN

Hereinafter "the Institution"*

AND Name:

Address:

Hereinafter "the Staff member"*

THE FOLLOWING HAS BEEN AGREED:

1. The Institution is a member of the partnership for the above-mentioned project.
2. The Staff member is employed by the Institution and is part of its payroll system.
3. The Institution and Staff member agree that the Staff member has worked on this project and performed the following duties during the project's eligibility period.

	<i>dd/mm/yy</i>		<i>dd/mm/yy</i>
FROM		TO	

Please describe the outputs produced (short overall indication since detailed information has to be given in the accompanying time-sheet):

.....
.....
.....

4. Please complete the following information.

Staff category (Manager / Researcher, Teacher, Trainer / Technician / Administrative staff)	
Country of the Institution in which the Staff member is employed	
Number of days worked on the project (according to time-sheet)	



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5. This agreement does not alter in any way the employment conditions already existing between the Institution and the Staff member and has been established solely for the purpose of justifying the Staff costs that the Institution will charge to the *Erasmus+ Capacity Building in Higher Education* grant.

Done in

Date

Name.....

Function.....

Institution

Staff member name.....

Signature and Stamp of the Institution

Signature of the Staff member

**The convention must be signed by the person concerned, then signed and stamped by the person responsible in the institution where this person is normally employed. The Institution must be a member of the consortium.*



A3-3 - Individual Travel Report

ANNEX III - INDIVIDUAL TRAVEL REPORT for travel costs and costs of stay

To be filled in by each participant
In case of circular/multiple travels, please fill in separate Individual Travel Reports.

Ref. No.....Project No. 561586-EPP-1-2015-1-RS-EPPKA2-CBHE-JP

The reference number must correspond to the progressive numbering indicated in the financial statements in the final report

(1) PERSONAL DATA

Surname: Forename:

Nationality:

Home institution:

Staff position/student year of study at home institution:

(2) TYPE OF ACTIVITY (Tick as appropriate)

STAFF

<input type="checkbox"/>	Teaching/training assignment
<input type="checkbox"/>	Training and retraining purposes
<input type="checkbox"/>	Updating programmes and courses
<input type="checkbox"/>	Practical placements in companies, industries and institutions
<input type="checkbox"/>	Project management related meetings
<input type="checkbox"/>	Workshops and visits for result dissemination purposes

STUDENTS

<input type="checkbox"/>	Study period
<input type="checkbox"/>	Participation in intensive courses
<input type="checkbox"/>	Practical placements, internships in companies, industries or institutions
<input type="checkbox"/>	Participation in short term activities linked to the management of the project

(3) DETAILS OF THE TRAVEL

PERIOD*	From (Depart date) (dd/mm/yy)	To (Return date) (dd/mm/yy)
PLACE OF DEPARTURE**	HOME INSTITUTION	
	COUNTRY..... CITY.....	
PLACE OF DESTINATION/ LOCATION OF ACTIVITY	HOST INSTITUTION	
	COUNTRY..... CITY.....	
TRAVEL DISTANCE***	Km	

*Please indicate period of travel from departure to return to place of origin

** If different from Home institution please enclose authorisation from the Agency

***Travel distance in Km (One-way travel using distance calculator:http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm) from place of departure to location of activities

(4) DETAILS OF THE ACTIVITY

DATES (excluding travel)	From (date):..... To (date):
---------------------------------	---



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DESCRIPTION OF ACTIVITY(IES) PERFORMED *(brief description of the activities performed)*

.....

.....

.....

.....

.....

SIGNATURE OF THE PARTICIPANT

I hereby declare that I have been carrying out the above-mentioned activities.

Date:.....

Signature: