



Education, Audiovisual and Culture Executive Agency

## **Erasmus+ Programme**

### **Capacity-Building projects in the field of Higher Education (E+CBHE)**

## **Partnership Agreement**

[561586-EPP-1-2015-1-RS-EPPKA2-CBHE-JP]

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

The present Partnership Agreement, hereinafter referred to as “the Agreement”, is made and entered into by and between,

[UNIVERZITET U NISU]  
[Univerzitetski Trg 2  
18000 Nis  
Serbia]

hereinafter referred to as the “coordinator”, represented for the purposes of signature of the Agreement by Prof. Dr. Dragan Antic, Rector, the legal representative as defined in the Grant Agreement 2015-3133/001-001,

and the following beneficiaries:

1. UNIVERZITET U BEOGRADU, established in Serbia
2. UNIVERZITET U NOVOM SADU, established in Serbia
3. UNIVERZITET U KRAGUJEVCU, established in Serbia
4. UNIVERZITET CRNE GORE, established in Montenegro
5. UNIVERZITET U SARAJEVU, established in Bosnia and Herzegovina
6. UNIVERZITET U ISTOCNOM SARAJEVU, established in Bosnia and Herzegovina
7. UNIVERSITETI ISMAIL QEMALI I VLORES, established in Albania
8. UNIVERSITETI I TIRANES, established in Albania
9. COVENTRY UNIVERSITY, established in United Kingdom
10. UNIVERSITE DE LIEGE, established in Belgium
11. POLITECNICO DI TORINO, established in Italy
12. CENTAR ZA PROMOCIJU NAUKE, established in Serbia

hereinafter referred to as the “beneficiaries”, represented for the purposes of signature of this Agreement by their legal representatives, according to the Mandates previously signed and attached to the Grant Agreement (here in Annex III).

Where a provision applies without distinction to the "coordinator" and the "beneficiaries", for the purpose of this Agreement they will be collectively referred to as the "beneficiaries".

The parties hereby have agreed as follows:

## **Article 1**

### **Subject of the Partnership Agreement**

1.1 This Agreement defines the terms that govern the relations between the parties, by establishing their rights and obligations, and lays down the rules of procedure for the work to be carried out in order to successfully implement the Erasmus+ CBHE action Enhancement of HE research potential contributing to further growth of the WB region (hereinafter referred to as the “project”).

1.2 The coordinator and the beneficiaries, undertake to do everything in their power to carry out the work programme forming the subject of this Agreement, which falls within the framework of the Grant Agreement 2015-3133/001-001, concluded between the coordinator and the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as the "Executive Agency"), related to the above-mentioned project.

1.3 The subject matter of this Agreement and the related work programme are detailed in the annexes of the Grant Agreement. The respective Grant Agreement terms and conditions, related annexes and guidelines, shall form an integral part of the present Agreement, and take precedence over it (see Article 20 of the present Agreement for the list of annexes).

1.4 The coordinator and the beneficiaries shall be bound by the terms and conditions of this Agreement, the Grant Agreement and any further amendments of the latter.

## **Article 2**

### **Duration**

2.1 This Agreement shall enter into force on the date the last party signs, but shall have retroactive effect from the starting date of the eligibility period laid down in the Grant Agreement.

2.2 The period of eligibility of the activities and the costs shall be in accordance to the dispositions of the Grant Agreement or any subsequent amendments of it.

2.3 The present Agreement shall remain in force until the coordinator has been discharged in full of his obligations arising from the Grant Agreement signed with the Executive Agency.

## **Article 3**

### **Obligations and responsibilities**

3.1 General obligations and role of the beneficiaries (including the coordinator).

The beneficiaries:

- (a) are jointly responsible for carrying out the activities attributed to them, and shall conduct the work in accordance with the work programme and schedule set forth in the Grant Agreement and approved application, working to the best of their abilities to achieve the defined results and taking full responsibility for their work in accordance with accepted professional principles;
- (b) undertake to comply with all the provisions of the Grant Agreement and its annexes, with all the provisions of this Agreement, as well as with EU and national legislation;
- (c) are jointly responsible for complying with any legal obligations incumbent on them jointly or individually;
- (d) shall provide staff, facilities, equipment and material to the extent needed for executing the activities as specified in the work programme;

3.2 Specific obligations and role of the coordinator.

The coordinator undertakes to:

- (a) be responsible for the overall coordination, management and implementation of the project in accordance with the Grant Agreement;
- (b) be the intermediary for all communication between the beneficiaries and the Executive Agency, and inform the beneficiaries of any relevant communication exchanged with the Executive Agency;
- (c) inform the beneficiaries of any changes connected to the project or to the Grant Agreement, or of any event likely to substantially affect the implementation of the action;
- (d) as the sole recipient of payments on behalf of all beneficiaries, transfer funds to the beneficiaries without unjustified delay and in accordance with the dispositions for payments laid down in Article 5 of this Agreement;
- (e) manage and verify the appropriate spending of the funds in accordance with the dispositions of the Grant Agreement and this Agreement;
- (f) comply with all reporting requirements *vis-à-vis* the Executive Agency, as per the dispositions of Article I.4 of the Grant Agreement. The coordinator shall not delegate any part of this task to any party;
- (g) establish payment requests on behalf of the beneficiaries, as per the dispositions of Article I.4 of the Grant Agreement;
- (h) provide one copy of this Agreement duly signed to each beneficiary and to the Executive Agency within 6 months of the signature of the Grant Agreement.
- (i) provide the beneficiaries with official documents related to the project, such as the signed Grant Agreement and its annexes, the Guidelines for the Use of the Grant, the various reports templates and any other relevant document concerning the project.
- (j) transmit to the beneficiaries copies of all reports submitted to the Executive Agency, as well as copies of any feedback letters received from the Agency following report assessment and field monitoring visits.
- (k) be responsible for the sound financial management and cost efficiency of the funds allocated to the project.

### 3.3 Specific obligations and role of each beneficiary (excluding the coordinator).

Each beneficiary undertakes to:

- (a) ensure adequate communication with the coordinator and with the other beneficiaries;
- (b) support the coordinator in fulfilling its tasks according to the Grant Agreement;
- (c) submit in due time to the coordinator all relevant data needed to draw up the reports, financial statements and any other documents provided for in the Grant Agreement, as well as all necessary documents in the events of audits, checks or evaluations;
- (d) provide the coordinator with any other information or documents it may require and which are necessary for the management of the project;
- (e) notify the coordinator of any event likely to substantially affect or delay the implementation of the action, as well as of any important deviation of the project (e.g. replacement of the project contact person, changes in partner's budget, deviations from work plan etc.);
- (f) inform the coordinator of any change in its legal, financial, technical, organisational or ownership situation and of any change in its name, address or legal representative.
- (g) be responsible for the sound financial management of the funds allocated to the beneficiary.
- (h) prepare and submit the partners reports in timely manner to the coordinator.

## **Article 4**

### **Financing the action**

4.1 The maximum Erasmus+ grant contribution to the project for the contractual period covered by the Grant Agreement amounts to EUR 866.820,00 and shall take the form as stipulated in Annex III of the Grant Agreement.

4.2 The Erasmus+ grant contribution is awarded to the partnership under the form of:

- a "*reimbursement of actual costs*" for Equipment and Subcontracting costs
- a "*unit contribution*" to the costs incurred for Staff costs, Travel costs and costs of Stay

4.3 The grant contribution to the project is intended to cover only part of the costs actually incurred by the beneficiaries in carrying out the activities foreseen. The beneficiaries and, where applicable, other external sponsors commit to provide additional resources to the project so as to ensure its full implementation in accordance with the Grant Agreement.

4.4 Full details of the estimated budget breakdown per funding source, beneficiary and budget category is given in Annex I of this Agreement.

4.5 Coordinator has authority to propose to the Steering Committee members the reallocation of activities among beneficiaries in line with Grant Agreement, especially those related to the articles of the Grant Agreement defining the penalties for poor, partial or late implementation of project activities (Article I.10.6, II.17) and visibility obligations (Articles I.10.9 and I.10.10) with the purpose of sound financial management and to avoid any possible risks. The reallocation of project activities will be followed by the corresponding budget reallocations which will be approved by the Steering Committee.

## **Article 5**

### **Payment arrangements**

5.1 The coordinator will transfer the part of the Erasmus+ grant contribution corresponding to each individual beneficiary using the accounts stipulated in Annex VI of this Agreement. For this purpose, the beneficiary will send Request for payment (using the Annex VIII of this Agreement) to the coordinator, duly signed by the legal representative of the beneficiary, for each instalment defined/calculated by the coordinator on the basis of previously verified expenses (where applicable). All payments shall be made to the beneficiary's bank account, denominated in euro.

5.2 The transfer of the Erasmus+ grant contribution to individual beneficiary will be implemented as payments in advance for Staff costs, Travel costs and costs of Stay identified under Annex 1 of this Agreement, in accordance with the following timetable and procedure:

- (a) I instalment - 50% at the time of signature of this Agreement
- (b) II instalment – 20% within 60 days of the reception of the first Partner report, deducted for the remaining funds from the first instalment upon the verification of expenses by the coordinator.
- (c) III instalment – 5% within 30 days of the reception of the second Partner report, deducted for the remaining funds from the first and second instalments upon the verification of expenses by the coordinator.
- (d) IV instalment – 5% within 30 days of the reception of the third Partner report, deducted for the remaining funds from previous instalments upon the verification of expenses by the coordinator

5.3 Balance payment of the grant in eligibility period up to 90%: all outstanding transfers of the Erasmus+ grant contribution for Staff costs, Travel costs and costs of Stay corresponding to each individual beneficiary that have not been received in previous instalments will be reimbursed to the beneficiary's account within 30 days after the coordinator receives necessary proofs of

expenditures/activities by the beneficiary, on condition that the beneficiary provided prefinancing share of 10% of estimated budget of the beneficiary under Annex 1 of this Agreement.

5.4 The transfer of the part of Erasmus+ grant contribution for Equipment costs to each individual Higher Education Institution from Partner Countries identified under Annex 1 of this Agreement will be implemented as payments in advance of purchase cost of equipment stipulated in awarded contract (s) duly signed by the beneficiary and selected supplier (s), upon joint tendering procedure completed in accordance with legislation of appropriate Partner Countries.

5.5 Final payment: the final amount of the grant to be transferred to the beneficiaries by the coordinator will be defined only once the total Erasmus+ grant has been confirmed by the Executive Agency after the end of the project and approval of the final report. The coordinator will transfer remaining grant to the beneficiaries within 30 days after the receipt of final payment from the Executive Agency.

5.6 If there is a difference between the amount of the Erasmus+ grant contribution actually used by the partnership and the amount of expenditure declared eligible by the Executive Agency at the end of the project, the beneficiary (ies) responsible for the expenditure declared ineligible will reimburse the corresponding amount to the coordinator within 15 (fifteen) working days after receipt of notice from the coordinator.

5.7 Beneficiaries are obliged to use the Erasmus+ grant contribution exclusively for the purposes defined by the project, and in accordance with the terms and provisions of the present Agreement and the Grant Agreement and its annexes. Erasmus+ grant amounts received in advance and not used by the beneficiaries will be reimbursed to the coordinator at the latest 30 days after the end of the project's contractual period.

5.8 The costs of financial transfers charged by the bank shall be borne by the beneficiary receiving the part of the grant from the coordinator. These expenses will be deducted from the next instalment to the beneficiary.

## **Article 6 Reporting**

6.1 The coordinator is responsible for submitting in due time to the Executive Agency all reports and financial statements as required in the Grant Agreement. For this purpose, the beneficiaries commit to provide the coordinator with all necessary information and copies of supporting documents needed for drawing up reports, financial statements and any other documents required in the Grant Agreement in accordance with following procedure:

(a) In order to provide adequate information on the progress of the project the beneficiaries will prepare Technical reports consisting of description of the progress made, statistics and indicators, table of achieved/planned outcomes as specified in Annex V of the Grant Agreement.

(b) for verification of appropriate spending of the funds, the beneficiaries will prepare Financial reports consisting of financial statements and cash flow tables, accompanied with original supporting documents or certified copies for costs incurred for Staff costs, Travel costs and costs of Stay, and certified copies of supporting documents for Equipment costs (where applicable).

(c) the beneficiaries will submit their reports to the coordinator in the following timetable:

- I Partner report – 1<sup>st</sup> March 2017 including Technical and Financial reports
- II Partner report – 1<sup>st</sup> October 2017 including Financial report
- III Partner report – 1<sup>st</sup> May 2018 including Financial report
- IV Partner report – 15<sup>th</sup> November 2018 including Technical and Financial reports.

6.2 The coordinator shall provide the beneficiaries with the appropriate reporting forms for the declaration of expenses/activities, defined in Annex VII and the respective instructions for their completion, defined in the Manual for Contractual and Financial Management (D8.1). Financial reports must be drawn up in EURO.

6.3 The beneficiaries shall keep a record of any expenditure/activity incurred under the project and all proofs and related documents for a period of 5 years after the payment of the final balance under the Grant Agreement. The coordinator may reject any item which cannot be justified in accordance with the rules set out by the Executive Agency in the Grant Agreement and in the Guidelines for the Use of the Grant.

## **Article 7 Budgetary and financial management**

7.1 The Erasmus+ grant contribution to the project's staff costs, travel costs and costs of stay will be calculated on the basis of "unit contributions" whose individual amounts are specified in the Erasmus+ Programme Guide, in the Guidelines for the Use of the Grant.

7.2 For the implementation of the project and the beneficiary's reimbursement of costs incurred in terms of staff, travel and costs of stay, the partnership will use the procedure and amounts described hereafter (in Annex II of this Agreement)

7.3 The Erasmus+ grant contribution to the project's equipment and subcontracting costs will be based on the justification of the costs actually incurred. This justification will take the form of the support documentation specified in the relevant section of the Guidelines for the Use of the Grant.

7.4 The beneficiaries confirm that they respect the social and labour legislation of their country regarding the costs of staff contributing to the project.

7.5 Each beneficiary is responsible for ensuring adequate insurance arrangements for their staff and students while participating in project activities.

## **Article 8 General administrative provisions**

8.1 Any important project related communication between the parties shall be done in writing and addressed to the appointed project manager of each beneficiary, as per the details below:

For the coordinator:

[UNIVERZITET U NISU]  
[Prof. Dr. Dragan Antic]  
[Univerzitetski Trg 2, 18000 Nis, Serbia]  
[dragan.antic@elfak.ni.ac.rs]

For the beneficiaries:

[UNIVERZITET U BEOGRADU]  
[Prof. Dr. Živoslav Tešić]  
[Studentski Trg 1, 11000 Belgrade, Serbia]  
[ztesic@chem.bg.ac.rs]

[UNIVERZITET U NOVOM SADU]  
[Prof. Dr. Pavle Sekeruš]  
[Dr Zorana Đinđića 2, 21000 Novi Sad, Serbia]  
[psekerus@ff.uns.ac.rs]

[UNIVERZITET U KRAGUJEVCU]  
[Dr Ivan Mačužić]  
[Ul.Sestre Janjić 6, 34000 Kragujevac, Serbia]  
[ivanm@kg.ac.rs]

[UNIVERZITET CRNE GORE]  
[Prof.Dr Marija Krivokapić]  
[Danila Bojovića bb, 81400 Nikšić, Montenegro]  
[marija13a@gmail.com]

[UNIVERZITET U SARAJEVU]  
[Prof.Dr Senada Kalabusić]  
[Zmaja od Bosne 33-35, 71000 Sarajevo, Bosnia and Herzegovina]  
[senadak@pmf.unsa.ba]

[UNIVERZITET U ISTOCNOM SARAJEVU]  
[Prof.Dr Stevan Trbojević]  
[Vuka Karadzica 30, 71126 Lukavica, East Sarajevo  
Republic of Srpska, Bosnia and Herzegovina]  
[stevan.trbojevic@ues.rs.ba]

[UNIVERSITETI ISMAIL QEMALI I VLORES]  
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[UNIVERSITE DE LIEGE]  
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[Université de Liège, ARD Place du 20 août, 7B-4000 Liège, Belgium]  
[Isabelle.Halleux@ulg.ac.be]

[POLITECNICO DI TORINO]  
[Prof. Dr. Micaela Demichela]  
[C.so Duca degli Abruzzi, 24]  
[micaela.demichela@polito.it]

[CENTAR ZA PROMOCIJU NAUKE]  
[Katarina Anđelković]  
[Makenzijeveva 24, 11000 Belgrade, Serbia]  
[kandjelkovic@cpn.rs]

8.2 Any changes to the above information should be communicated in a timely manner.



**Article 9**  
**Promotion and visibility**

9.1 The coordinator and the beneficiaries shall ensure adequate promotion of the project and commit to playing an active role in any actions organised to capitalise on, exploit / disseminate the results of the project.

9.2 Any notice or publication by the project, including at a conference or a seminar, must specify that the project is being financed by EU funds within the framework of the Erasmus+ Programme, and must comply with the visibility rules laid down in Articles I.10.8 and I.10.9 of the Grant Agreement, as well as in section 1.6 of the Guidelines for the Use of the Grant.

**Article 10**  
**Confidentiality and data protection**

10.1 The coordinator and the beneficiaries undertake to preserve the confidentiality of any document, information or other material directly related to the subject of the Agreement that is duly classed as confidential. The parties shall remain bound by this obligation beyond the closing date of the action.

10.2 All personal data contained in or relating to this Agreement shall be processed in accordance with the dispositions of Article II.6 of the Grant Agreement.

**Article 11**  
**Ownership and property rights**

11.1 The ownership of all project results, including copyrights and intellectual property rights, as well as all reports and other documentation resulting from the action, shall be vested in the beneficiaries, in compliance with Article I.7 of the Grant Agreement.

11.2 Materials already developed and brought in may be only used within the scope of the project as templates of good practice. Intellectual property rights shall be strictly safeguarded and permission for reproduction and scale of production has to be settled beforehand.

**Article 12**  
**Liability**

12.1 Each of the contracting parties discharges the other of any civil liability for any damages suffered by itself or its staff/students as a result of the performance of this Agreement, insofar as such damages are not due to serious or intentional negligence or fault of the other party or its staff/students.

**Article 13**  
**Conflict of interest**

13.1 The coordinator and beneficiaries must undertake all necessary precautions to prevent any risk of conflicts of interest which could affect their impartial and objective performance of the Agreement. Such conflict of interest could arise in particular as a result of economic interest, political or national affinity, family or emotional reasons, or any other shared interest.

13.2 Any situation constituting or likely to lead to any such conflict should be brought to the attention of the coordinator without delay, and the beneficiary in cause shall undertake to take all necessary measures to rectify this situation at once.

13.3 The coordinator will decide if it is deemed necessary to inform the Executive Agency as provided for in Article II.4 of the Grant Agreement.

#### **Article 14** **Working languages**

14.1 The working language of the partnership shall be English.

14.2 Both parties commit in allocating to the project staff with enough knowledge of the working language, allowing a smooth communication and understanding of the matters discussed.

#### **Article 15** **Conflict resolution**

15.1 In case of conflict between the project partners resulting from the interpretation or the application of this Agreement, or in connection with the activities contained within, the parties involved shall make the effort to come to an amicable arrangement rapidly and in the spirit of good cooperation.

15.2 Disputes should be addressed in writing to the project Steering Committee (or a body consisting of representatives of all the project partners), that will try to mediate in order to resolve the conflict.

#### **Article 16** **Applicable law and jurisdiction**

16.1 This Agreement is governed by the Serbian law, being the law of the coordinator's country.

16.2 In case of any disputes on matters under this Agreement, which cannot be resolved by an amicable settlement, the matter shall have to be decided in accordance with the jurisdiction of the coordinator's country.

16.3 If any provision of this Agreement or the application of any such provision shall be considered invalid or unenforceable in whole or in part for legal requirements, all other stipulations remain valid and binding to both parties.

16.4 If any provision in this Agreement should be wholly or partly ineffective, the parties to this Agreement undertake to replace the ineffective provision by an effective provision which comes as close as possible to the purpose of the ineffective provision.

16.5 This Agreement is concluded in English. In the event of translation of this Agreement and its annexes, the English version shall prevail.

#### **Article 17** **Termination of the Agreement**

17.1 In the event that any of the beneficiaries fail to perform any obligations under the present Agreement or the Grant Agreement, the coordinator may terminate their participation in the project, upon formal written authorisation by the Executive Agency.

17.2 The coordinator shall notify the beneficiary in cause by registered letter. The beneficiary has one month to supply all relevant information to appeal the decision.

**Article 18**  
***Force Majeure***

18.1 If either parties face a case of *force majeure* (as per defined in article II.14 of the Grant Agreement), it shall promptly notify the other party in writing, specifying the nature, probable duration and expected effects of this event.

18.2 Neither of the parties shall be deemed in breach of its obligations if it has been prevented from performing its tasks due to *force majeure*. The parties shall take all necessary measures to minimise possible damage to successful project implementation.

**Article 19**  
**Amendments**

19.1 Any amendments to this Agreement must be made in writing by means of a Supplementary Agreement, and become effective when signed by the authorised legal representatives of both parties. No oral agreement may bind the parties to this effect.

19.2 The amendment may not have the purpose or the effect of making changes which might call into question the dispositions of the Grant Agreement.

**Article 20**  
**Annexes**

- Annex I – Budget/Expenditure breakdown per partner and budget category
- Annex II - Reimbursement modalities for Staff costs, Travel costs and costs of Stay
- Annex III - Copy of the Grant Agreement signed between the coordinator and the Executive Agency and its annexes
- Annex IV - link to Guidelines for the Use of the Grant
- Annex V - link to FAQs
- Annex VI - Individual Bank account of each beneficiary organisation
- Annex VII - Internal Reporting forms
- Annex VIII – Partner Request for Payment template

We, the undersigned, declare to have read and accepted the terms and conditions of this Agreement as described here before, including the annexes thereto.

**For the Coordinator**  
The legal representative  
Prof. Dr. Dragan Antic

**For the Beneficiary**  
The legal representative  
[Name]

Signature and stamp  
Done in Nis

Signature and stamp  
Done in [City name]

Date [DD/MM/YYYY]

Date [DD/MM/YYYY]

# ANNEX I

## Budget/Expenditure breakdown per partner and budget category

EU GRANT REQUESTED FROM THE EUROPEAN UNION (in EUR)										
1. Staff Costs	342.680,00	Cannot exceed 40% of total A.								
2. Travel Costs	113.880,00									
3. Costs of Stay	199.440,00									
4. Equipment Costs	180.820,00	Cannot exceed 30% of total A.								
5. Subcontracting Costs	30.000,00	Cannot exceed 10% of total A.								
A. Grant for Project Activities	866.820,00	Should be equal or above EUR 500.000,00 and cannot exceed EUR 1.000.000,00								
B. Additional Grant for Special Mobility Strand	0,00	Value cannot exceed 80% of total A								
Total Grant requested from the European Union (A + B)	866.820,00									

  

DISTRIBUTION OF THE GRANT BY ORGANISATION (in EUR)										
Partner N°	Name of Partner	Country	PRIPA	1. Staff Costs	2. Travel Costs	3. Costs of Stay	4. Equipment Costs	5. Subcontracting Costs	B. Special Mobility Strand	Total Costs
P1	University of Nis	Serbia	Partner Countries	76.230,00	19.115,00	35.280,00	19.800,00	30.000,00	-	180.425,00
P2	University of Belgrade	Serbia	Partner Countries	21.559,00	11.240,00	18.240,00	19.800,00	-	-	70.839,00
P3	University of Novi Sad	Serbia	Partner Countries	20.788,00	11.240,00	18.240,00	19.800,00	-	-	70.068,00
P4	University of Kragujevac	Serbia	Partner Countries	24.095,00	8.540,00	16.560,00	20.020,00	-	-	69.215,00
P5	University of Montenegro	Montenegro	Partner Countries	20.680,00	12.415,00	21.720,00	15.560,00	-	-	70.375,00
P6	University of Sarajevo	Bosnia and Herzegovina	Partner Countries	20.788,00	8.000,00	15.480,00	21.820,00	-	-	66.088,00
P7	University of East Sarajevo	Bosnia and Herzegovina	Partner Countries	20.464,00	8.455,00	16.200,00	22.020,00	-	-	67.139,00
P8	University of Vlova	Albania	Partner Countries	19.816,00	9.525,00	17.640,00	21.000,00	-	-	67.981,00
P9	University of Tirana	Albania	Partner Countries	20.140,00	9.600,00	18.360,00	21.000,00	-	-	69.100,00
P10	University of Coventry	United Kingdom	Programme Countries	29.989,00	5.035,00	6.840,00	-	-	-	41.863,00
P11	University of Liege	Belgium	Programme Countries	29.989,00	5.130,00	7.200,00	-	-	-	42.318,00
P12	Politecnico di Torino	Italy	Programme Countries	29.989,00	4.675,00	6.360,00	-	-	-	41.023,00
P13	Center for the promotion of science	Serbia	Partner Countries	8.156,00	910,00	1.320,00	-	-	-	10.386,00

## ANNEX II

### Remuneration and reimbursement modalities for Staff costs, Travel costs and costs of Stay

Although CBHE partnerships can use/apply the unit costs amounts defined in the Erasmus+ Programme Guide for the remuneration and reimbursement of the staff, travel and costs of stay incurred by the beneficiary organisations, the beneficiary (ies) can define their own procedure (s) for covering these costs for the implementation of the project activities. These procedures can be common to all beneficiaries or vary in accordance with the specific needs or constraints of individual beneficiary. It can either be based

- on other unit costs amounts than those specified in the Erasmus+ Programme Guide (even higher if deemed necessary),
- on the reimbursement of actual costs incurred (with a maximum if necessary) or
- on a combination of both

This Annex of the Partnership Agreement defines different modalities for remuneration and reimbursement of costs incurred in terms of Staff, Travel and costs of Stay (for all or some of them) during the implementation of project activities, defined by individual beneficiaries and duly signed by their legal representatives.

For each beneficiary, Annex II shall enter into force on the date of its signature and before that the beneficiary (ies) shall use/apply the unit costs amounts defined in the Erasmus+ Programme Guide for the remuneration and reimbursement of the staff, travel and costs of stay incurred.

## Remuneration and reimbursement modalities for Staff costs, Travel costs and costs of Stay

Name of the beneficiary \_\_\_\_\_  
 Address of beneficiary \_\_\_\_\_  
 \_\_\_\_\_

### A) Reimbursement for Staff costs

on unit costs amounts specified in the Erasmus+ Programme Guide,

	Manager	Teacher/Trainer /Researcher	Technician	Administrative staff
<b>Erasmus+ Programme Guide - AMOUNTS IN EURO PER DAY</b>				
United Kingdom, Belgium, Italy	280	214	162	131
Serbia, Montenegro, Bosnia and Herzegovina, Albania	108	80	57	45

on other unit costs amounts than those specified in the Erasmus+ Programme Guide (even higher if deemed necessary),

	Manager	Teacher/Trainer /Researcher	Technician	Administrative staff
<b>Beneficiary - AMOUNTS IN EURO PER DAY</b>				
<i>Name of the beneficiary</i>	...	...	...	...

on the reimbursement of actual costs incurred (with a maximum if necessary)

### B) Reimbursement for Travel costs

on unit costs amounts specified in the Erasmus+ Programme Guide,

Distance band	Erasmus+ Programme Guide - Unit cost per participant
Between 100 and 499 KM	180 EUR
Between 500 and 1999 KM	275 EUR
Between 2000 and 2999 KM	360 EUR

on the reimbursement of actual costs incurred (with a maximum if necessary)

### C) Reimbursement for costs of Stay

on unit costs amounts specified in the Erasmus+ Programme Guide,

Up to the 14 <sup>th</sup> day of activity	<b>STAFF</b> Unit cost per day per participant	<b>STUDENT</b> Unit cost per day per participant
<b>Erasmus+ Programme Guide</b>	120 EUR	55 EUR

on other unit costs amounts than those specified in the Erasmus+ Programme Guide (even higher if deemed necessary),

Up to the 14 <sup>th</sup> day of activity	<b>STAFF</b> Unit cost per day per participant	<b>STUDENT</b> Unit cost per day per participant
<i>Name of the beneficiary</i>	...	...

on the reimbursement of actual costs incurred (with a maximum if necessary)

Date: .....

Location: .....

Stamp

Signature of the beneficiary legal representative

Position: .....

Name:.....

## **ANNEX III**

Copy of the Grant Agreement and its annexes



## **ANNEX IV**

### link to Guidelines for the Use of the Grant

[https://eacea.ec.europa.eu/sites/eacea-site/files/guidelines\\_for\\_the\\_use\\_of\\_the\\_grant\\_-\\_cbhe\\_version\\_15.12.2015.pdf](https://eacea.ec.europa.eu/sites/eacea-site/files/guidelines_for_the_use_of_the_grant_-_cbhe_version_15.12.2015.pdf)

## **ANNEX V**

### **link to FAQs**

[https://eacea.ec.europa.eu/erasmus-plus/news/updated-faqs-erasmus-plus-key-action-2-capacity-building-in-field-higher-education-2015\\_en](https://eacea.ec.europa.eu/erasmus-plus/news/updated-faqs-erasmus-plus-key-action-2-capacity-building-in-field-higher-education-2015_en)

# ANNEX VI

## Individual Bank account of each beneficiary organisation

### Bank account details of the beneficiary

.....(*name of the beneficiary*)

Name and Address of the Account Holder:	.....
Name of Bank:	.....
Address of Branch:	.....
IBAN - International Bank or Account Number:	.....
Bank or Swift Code:	.....

Date: .....

Location: .....

Stamp

Signature of legal representative

Position: .....

Name:.....

## ANNEX VII

### Links on Internal Reporting forms (FMG-Re@WBC.doc)

1. Partner Technical report template (Annex1 of FMG-Re@WBC.doc)
2. Partner Financial report (Annex2 of FMG-Re@WBC.doc)
  - Staff costs table
  - Travel costs & costs of stay table
  - Equipment costs table
  - Cash flow table for Staff costs
  - Cash flow table for Ttravel costs and costs of Stay
  - Cash flow – equipment table (for WBC universities only)
3. Supporting documents for unit costs (Annex2 of FMG-Re@WBC.doc)
  - Convention form
  - Time sheet
  - Individual travel report

# ANNEX VIII

## Partner Request for Payment template

### Partner Request for payment

[Date of the request for payment]

For the attention of  
**University of Nis**  
**Prof. Dr. Dragan Antic**  
**Univerzitetski Trg 2**  
**18000 Nis**  
**Serbia**

Reference number of the Grant Agreement: 561586-EPP-1-2015-1-RS-EPPKA2-CBHE-JP

Title of the grant Contract: **Enhancement of HE research potential contributing to further growth of the WB region**

Name and address of the Project Partner:

**name of project partner**

**address of project partner**

Request for payment number: **number/year**

Dear Sir/Madam,

I hereby request **number (e.g. 1<sup>st</sup>, 2<sup>nd</sup>,...)** instalment of the Erasmus+ grant contribution under the Grant Agreement mentioned above, and based on the Partnership Agreement.

The amount requested is **amount €**

The payment should be made to the bank account of our institution defined in Annex VI of the Partnership Agreement.

Stamp

Signature of the beneficiary legal representative

Position: .....

Name:.....