



# MANAGEMENT AND FINANCES

## WP Lead: UNS

- Setting up project management bodies and task management groups
- Reports on project management
- Kick-off and consortium meetings
- Reports on partners' activities
- Financial reports and bookkeeping

## M1

Governance bodies:

- Steering Committee – suggestion for members: contact persons of partner universities
- Task management team – depending on the activities
- WP leaders – management & coordination
- Local Support Team – contact person and the team

**Contacts TO BE PROVIDED by December 23rd!**

# METHODOLOGY

## M2

Reports on project management provided by each partner all

I	Partner's Financial Report (five reports)	Intermediate Report – 14.04.2018 Final report – 14.12.2019.
II	Partner's Financial Report (five reports)	1 <sup>st</sup> report – 01.10.2017. 2 <sup>nd</sup> report – 14.03.2018. 3 <sup>rd</sup> report – 01.10.2018. 4 <sup>th</sup> report – 01.06.2019. 5 <sup>th</sup> report - 14.10.2019.
III	Reports (two in total) prepared by the Coordinator to be delivered to EACEA	1 <sup>st</sup> report - 14.03.2018. 2 <sup>nd</sup> report – 14.10.2019.

## M3

Kick-off meeting – 12-13.12.2016.

Consortium meetings: Sept 2017, Dec 2017, Sept 2018, Feb 2019, Sept 2019

## M4

Reports on partners' activities - each partner all the time

## M5

Financial management - each partner all the time

# IMPORTANT (1)

## PARTNERSHIP AGREEMENTS

Sent to all partners

First installment upon receipt of all PAs signed

## CONTACTS

Please send list to UNS by Friday, 23.12.2016.

## EQUIPMENT

UNS starts Public Procurement procedure in Sept 2017

Please prepare specification corrections if needed within the allocated budget by the end of April 2017

# IMPORTANT (2)

## REPORTING

- Please keep all financial and technical documentation in good order!
- All national financial requirements have to be accompanied with relevant TEMPUS forms (Conventions, Time sheets, IMRs, etc)
- Intermediate Report in April 2018

## NARRATIVE REPORT AND FINANCIAL STATEMENT

- **Auditing: compulsory. Will be organized in two phases.**

# IMPORTANT (3)

**1st installment transferred to UNS: November 2016**

**Exchange rate:**

**from the beginning of the project to the second installment**

**123,1973 RSD/EUR**

**0,89905 GBP/EUR**

**Upcoming event: meeting in Brussels 25-26.01.2017.**

**- presentations on PM will be sent to all partners**



# QUESTIONS ?

## THANK YOU FOR YOUR ATTENTION

# FINANCIAL ISSUES

# PROJECT BUDGET



TOTAL BUDGET:	866,801.00 EUR
EC CONTRIBUTION:	866,801.00 EUR
CO-FINANCING:	<i>incorporated into the grant</i>
INDIRECT COSTS:	<i>no indirect costs</i>



# BUDGET BREAKDOWN

GRANT	€	CONDITIONS
Staff costs	343,266.00	<i>Cannot exceed 40% of the total grant</i>
Travel Costs	58,895.00	
Stay Costs	161,640.00	
Equipment	260,000.00	<i>Cannot exceed 30% of the total grant</i>
Suncontracting	43,000.00	
<b>Total Eligible Costs</b>	<b>866,801.00</b>	

# BREAKDOWN: partners

UNS	RS	316,010.00
UB	RS	92,409.00
UAB	RS	65,475.00
UNIKG	RS	82,155.00
UNI	RS	79,440.00
SUNP	RS	75,545.00
MNPR	RS	10,925.00
UNIUD	IT	39,120.00
UL	NL	39,607.00
NTUA	GR	26,955.00
GOLDSMITHS'	UK	37,160.00

## Funding rules:

Amount of the Grant  $\neq$  Total Costs of the project

The Grant (combination of actual costs/unit costs) is calculated so as to require co-funding to implement the project.

## Co-funding:

- other expenses or higher expenditure than unit cost values
- not taken into account for the calculation of the Grant
- requested with final report for information purposes

# General financing principles

## ACTUAL COSTS

Budget headings:

- Equipment
- Subcontracting

## UNIT COSTS

Budget headings:

- Staff Costs
- Travel Costs
- Costs of Stay

# General financing principles

## ELIGIBLE COSTS

- Incurred during the eligibility period
- Foreseen in the application/budget
- Necessary for project implementation
- Identifiable, verifiable, recorded in accounting records

## INELIGIBLE COSTS

- Equipment such as furniture, motor vehicles, alarm systems
- Costs linked to the purchase of real estate
- Activities not carried out in the project beneficiaries' country
- Excessive or reckless expenditure
- Deductible VAT



**Actual costs** – expenses actually incurred and they need to be duly **documented** and **justified** with the corresponding level of cost incurred (invoices, subcontracts, bank statements)

- **Equipment** – relevant to the objective of the project
  - installed and labelled with E+ stickers
  - recorded in inventory of the institution
- **Subcontracting** – implementation of tasks, by third party

# Unit costs and rules

## Unit costs – fixed contributions

- Triggering event
- No need to justify amount of costs incurred
- Proof that the activities were implemented

## Unit Costs for Staff, Travel Costs & Costs of Stay → Guidelines for the Use of the Grant / Version 2

[https://eacea.ec.europa.eu/sites/eacea-site/files/guidelines\\_for\\_the\\_use\\_of\\_the\\_grant\\_-\\_cbhe\\_version\\_01.05.2016.pdf](https://eacea.ec.europa.eu/sites/eacea-site/files/guidelines_for_the_use_of_the_grant_-_cbhe_version_01.05.2016.pdf)

# CBHE units

## UNIT COSTS FOR STAFF

### PROGRAMME COUNTRIES

	Manager	Teacher/Trainer /Researcher	Technician	Administrative staff <sup>2</sup>
AMOUNTS IN EURO PER DAY				
Denmark, Ireland, Luxembourg, Netherlands, Austria, Sweden, Liechtenstein, Norway	294	241	190	157
Belgium, Germany, France, Italy, Finland, United Kingdom, Iceland	280	214	162	131
Czech Republic, Greece, Spain, Cyprus, Malta, Portugal, Slovenia	164	137	102	78
Bulgaria, Estonia, Croatia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, former Yugoslav Republic of Macedonia, Turkey	88	74	55	39

### PARTNER COUNTRIES

	Manager	Teacher/Trainer /Researcher	Technician	Administrative staff <sup>2</sup>
AMOUNTS IN EURO PER DAY				
Israel	166	132	102	92
Albania, Argentina, Bosnia and Herzegovina, Brazil, Chile, Colombia, Kosovo <sup>2</sup> , Lebanon, Libya, Mexico, Montenegro, Peru, Serbia, Territory of Ukraine as recognised by international law, Thailand, Uruguay, Venezuela	108	80	57	45
Afghanistan, Azerbaijan, Bolivia, China, Costa Rica, Ecuador, El Salvador, Georgia, Guatemala, Iran, Iraq, Jordan, Kazakhstan, Morocco, Palestine <sup>2</sup> , Panama, Paraguay, South Africa, Territory of Russia as recognised by international law	77	57	40	32
Algeria, Armenia, Bangladesh, Belarus, Bhutan, Burma/Myanmar, Cambodia, Cuba, (DPR) Korea, Egypt, Honduras, India, Indonesia, Kyrgyzstan, Laos, Malaysia, Maldives, Moldova, Mongolia, Nepal, Nicaragua, Pakistan, Philippines, Sri Lanka, Syria, Tajikistan, Tunisia, Turkmenistan, Uzbekistan, Vietnam, Yemen	47	33	22	17

## UNIT COSTS FOR TRAVEL AND COSTS OF STAY

THESE UNIT COSTS ARE NOT APPLICABLE FOR THE "SPECIAL MOBILITY STRAND"

### TRAVEL COSTS<sup>8</sup>

Travel distances must be calculated using the distance calculator supported by the European Commission: [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

The beneficiary must identify the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip. Financial support will be provided only for travels that are directly related to the achievement of the objectives of the project.

Distance band	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
Between 3000 and 3999 KM	530 EUR
Between 4000 and 7999 KM	820 EUR
8000 KM or more	1100 EUR

### COSTS OF STAY<sup>9</sup>

Costs of stay are based on the duration of the activities of the participants.

STAFF	Unit cost per day per participant	STUDENT	Unit cost per day per participant
Up to the 14 <sup>th</sup> day of activity +	120 EUR	Up to the 14 <sup>th</sup> day of activity +	55 EUR
Between the 15 <sup>th</sup> and the 60 <sup>th</sup> day of activity +	70 EUR	Between the 15 <sup>th</sup> and the 60 <sup>th</sup> day of activity	40 EUR
Between the 61 <sup>st</sup> day of activity and up to 3 months	50 EUR	Between the 61 <sup>st</sup> day of activity and up to 3 months	Not Eligible

## Staff Costs

- Formal employment relationships required
- Categories:
  - *Manager*
  - *Researchers, Teachers, Trainers*
  - *Technical staff*
  - *Administrative staff*
- Based on work performed, not status of individual
- One working day defined according to national/institutional policy (**max 20 days per month**)

- Each unit cost corresponds to an amount in Euro per working day per staff

## Staff Costs – Supporting documents

- STAFF CONVENTION
- TIME-SHEETS
- EVIDENCE of work performed/outputs
- EMPLOYMENT CONTRACT

## STAFF CONVENTION

Ref No. ....

Project No. ....

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 and charged to the grant (according to time-sheet)	

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

<b>Add Row</b>	<b>Delete Row</b>	<b>PROJECT TIMESHEET</b>
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<b>Project number :</b>	
<b>Surname :</b>	
<b>First Name :</b>	
<b>Institution :</b>	
<b>Country :</b>	
<b>Position :</b>	
<b>Staff Category<sup>1</sup> :</b>	

<b>Year</b>	<b>Month</b>	<b>Number of Days</b>	<b>Work Package</b>	<b>Description of tasks performed and outputs produced</b>

# Unit costs and rules

## Travel Costs & Costs of Stay

Staff/Students participating in project activities – from place of origin (home institution) to the venue and return

### STAFF

- Under contract with beneficiary institution
- Travels intended for activities listed in the Guidelines
- Duration: max 3 months

### STUDENTS

- Registered in one of the beneficiary institutions
- Targeted mainly at Partner Country students
- Durations: **min 2 weeks – max 2 months**



## Travel Costs & Costs of Stay – Supporting documents

- Proof that the journeys actually took place
- Journeys connected to project activities
- INDIVIDUAL TRAVEL REPORT
- TRAVEL TICKETS, BOARDING PASSES, INVOICES, PROOF OF ATTENDANCE...

## TRAVEL DISTANCE CALCULATOR

[http://ec.europa.eu/programmes/erasmus-plus/resources\\_en#tab-1-4](http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4)

**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. ....
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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	STUDENTS
<input type="checkbox"/> Teaching/training/assignment	<input type="checkbox"/> Study period
<input type="checkbox"/> Training and retraining purposes	<input type="checkbox"/> Participation in intensive courses
<input type="checkbox"/> Updating programmes and courses	<input type="checkbox"/> Practical placements, internships in companies, industries or institutions
<input type="checkbox"/> Practical placements in companies, industries and institutions	<input type="checkbox"/> Participation in short term activities linked to the management of the project
<input type="checkbox"/> Project management related meetings	
<input type="checkbox"/> Workshops and visits for result dissemination purposes	

**(3) DETAILS OF THE TRAVEL**

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

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

\*\* If different from Home institution please enclose authorization from the Agency

\*\*\* Travel distance in Km (On-line travel using distance calculator [http://ec.europa.eu/transport/programmes/grasmus-plus/html/distance\\_en.htm](http://ec.europa.eu/transport/programmes/grasmus-plus/html/distance_en.htm)) from place of departure to location of activities**(4) DETAILS OF THE ACTIVITY**

DATES (excluding travel)	From (date): .....	To (date): .....
<b>DESCRIPTION OF ACTIVITY(IES) PERFORMED (brief description of the activities performed)</b>		
.....		
.....		
.....		
.....		
.....		

**SIGNATURE OF THE PARTICIPANT**


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

Date: .....

Signature: .....

# Managing the Grant

Grant management cycle	UNIT COST	ACTUAL COSTS
Grant allocation	Based on <u>estimated work programme</u>	Based on the <u>estimated budget</u>
Grant Implementation	Beneficiary's own FINANCIAL "RECIPE"	Record <u>costs actually incurred</u>
Grant justification	Based on <u>activities actually implemented</u>	Based on <u>costs actually incurred</u>



# How to report

## Final financial statement → main financial reporting tool

- Originals to be kept by beneficiaries
- Copies kept by coordinator and submitted with Final report, when requested
- In case of financial checks, the Agency may request supporting documents
- Audit certificate must be sent with the Final report

Link to important Project Management documents and tools:

[http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-higher-education\\_en](http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-higher-education_en)

Reimbursement basis	Budget Headings	Documents to retain with project accounts	Documents to be sent with the Final report
<b>ACTUAL</b>	<b>Equipment</b>	<ul style="list-style-type: none"> <li>▪ <i>Invoices</i></li> <li>▪ <i>Bank statements</i></li> <li>▪ <i>Tendering procedure for expenses exceeding 25.000€</i></li> <li>▪ <i>Proof that the equipment is recorded in the inventory of the institution</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Invoices and three quotations from different suppliers for expenses exceeding 25.000€</i></li> <li>▪ <i>Any prior authorisation from the Agency</i></li> </ul>
	<b>Subcontracting</b>	<ul style="list-style-type: none"> <li>▪ <i>Subcontracts</i></li> <li>▪ <i>Invoices</i></li> <li>▪ <i>Bank statements</i></li> <li>▪ <i>Tendering procedure for expenses exceeding 25.000€</i></li> <li>▪ <i>Tangible outputs/products*</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Subcontracts, invoices and three quotations from different suppliers for expenses exceeding 25.000€</i></li> <li>▪ <i>Any prior authorisation from the Agency</i></li> </ul>
<b>UNIT</b>	<b>Staff</b>	<ul style="list-style-type: none"> <li>▪ <i>Formal employment contract</i></li> <li>▪ <i>Staff convention</i></li> <li>▪ <i>Time sheets</i></li> <li>▪ <i>Agendas*</i></li> <li>▪ <i>Attendance / Participant lists*</i></li> <li>▪ <i>Tangible outputs/products*</i></li> <li>▪ <i>Minutes of meetings*</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>No supporting documents should be sent with the Final report, except for any prior authorisation from the Agency</i></li> </ul>
	<b>Travel and Costs of Stay</b>	<ul style="list-style-type: none"> <li>▪ <i>Individual Travel Report (ITR)</i></li> <li>▪ <i>Invoices, receipts, boarding passes*</i></li> <li>▪ <i>Agendas*</i></li> <li>▪ <i>Attendance / Participant lists*</i></li> <li>▪ <i>Tangible outputs/products*</i></li> <li>▪ <i>Minutes of meetings*</i></li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>No supporting documents should be sent with the Final report, except for any prior authorisation from the Agency</i></li> </ul>

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).

*\* Example of supporting documents*

# QUESTIONS ?

**THANK YOU  
FOR YOUR ATTENTION**

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