



MANAGEMENT AND FINANCES

REPORTING DEADLINES

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 st report – 01.10.2017. 2 nd report – 14.03.2018. 3 rd report – 01.10.2018. 4 th report – 01.06.2019. 5 th report - 14.10.2019.
III	Reports (two in total) prepared by the Coordinator to be delivered to EACEA	1 st report - 14.03.2018. 2 nd report – 14.10.2019.

REPORTING

- Financial statement filled in and uploaded to Administration portal (BE-OPEN website) to the section
My documentation/Key financial documents
- Please name the file as following:
e.g. UAB_Financial statement 1_01.10.2017.
- Financial statement and supporting documents to be uploaded under your institution!

IMPORTANT



Dunja Malbaša

DOCUMENTATION

[My open matters](#) [My discussions](#) [My documentation](#) [My password](#)

[Upload new document\(s\)](#)

Choose a category before uploading each file:

Key financial documents (KFDOC) ▼

Uploaded file will be visible to:

University of Arts in Belgrade ▼

 ATTACH FILE

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Key financial documents (KFDOC) ▼

University of Novi Sad ▼

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There are no documents matching your search criteria.



IMPORTANT

- Supporting documents include both national/internal and relevant ERASMUS+ forms (employment contracts, Joint Declarations, Time-sheets, ITRs, bank statements etc.)
- Supporting documents should be uploaded under relevant document category!
- Please name files as following:
 - e.g. *Staff costs*: UAB_JD_Milovanovic_14.01-30.09.2017.
 - Travel&Stay costs*: UAB_ITR_Milovanovic_Udine_09.2017
 - Equipment*: UAB_EQUIP_11.2017
 - Subcontracting*: UAB_SUB_11.2017.

IMPORTANT



Dunja Malbaša

DOCUMENTATION

[My open matters](#) [My discussions](#) [My documentation](#) [My password](#)

[Upload new document\(s\)](#)

Choose a category before uploading each file:

Staff costs (STAFF) ▼

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Key financial documents (KFDOC) ▼

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IMPORTANT



SECOND REPORTING PERIOD:

Narrative Report & Financial Statement + Supporting Documents

Deadline: 14.03.2017.

UNS: Intermediate Report in April 2018!




IMPORTANT

EACEA transferred to UNS: 433.400,50 EUR

1st installment transferred to all partner institutions:
altogether 84.441,75 EUR

Equipment purchase value: 257.593,24 EUR

Conclusion: after equipment purchase, more than 70% of the
1st installment will be spent  request for 2nd installment

Questions?

TO BE SET...

1. Third Consortium Meeting

Suggestion: March 2018 at University of Niš

2. Third Study Visit – Goldsmiths', UK

Suggestion: April 2018

Thank you for your attention!