



MasterOfNewTechnologiesUsingServices

GUIDELINES FOR THE JUSTIFICATION OF THE GRANT

- *Individual Mobility Report*
- *Convention Staff Costs*
- *Project Timesheet*
- *Financial Report*

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Education, Audiovisual and Culture Executive Agency

Erasmus+ Programme

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

Guidelines for the Use of the Grant

For grants awarded in 2015 under Call EAC/A04/2014

VERSION 01: 15 DECEMBER 2015

These Guidelines for the Use of the Grant must be read jointly with the Guidelines for the Special Mobility Strand if applicable.



INDIVIDUAL MOBILITY REPORT

Complet one form

- per person
- per travel

File name = Refence number

INSTITUTION_INITIALS_MOB_NUMBER.pdf

Example : UT2J_LD_Mob_1.pdf

In the pdf file, we must have :

1. The form
2. The boarding pass
3. The receipt of the hotel
4. Other documentation that can demonstrare the fact that the trip actually took place (travel tickets, invoices, receipts,...)

INDIVIDUAL MOBILITY REPORT for travel costs and costs of stay Annex 2
 Ref. No. Capacity Project No. 561797-EPP-1-2015-1-FR-EPPKA2-CBHE-JP

The reference number must correspond to the progressive numbering indicated in the financial statements in the final report
 To be completed by each recipient of a mobility grant (Capacity Building grant and co-financing).
 To be returned to the co-ordinator together with readable copies of all travel tickets, boarding passes and other supporting documents.

PERSONAL DATA
 Surname: Forename:
 Gender: Nationality:
 Home institution:
 Staff position/student year of study at home institution:
 Host institution(s):

TYPE OF ACTIVITY FOR WHICH GRANT WAS RECEIVED
 Tick as appropriate. If activities were combined, please list them in order of priority

<input type="checkbox"/> Teaching/training assignment of staff	<input type="checkbox"/> STUDENTS
<input type="checkbox"/> Retraining/update activity for staff	<input type="checkbox"/> Study period
<input type="checkbox"/> Practical placement	<input type="checkbox"/> Practical placement
<input type="checkbox"/> Development of academic activities	<input type="checkbox"/> Short intensive course
<input type="checkbox"/> Short visit for coordination, planning and quality control	<input type="checkbox"/> Student representation
<input type="checkbox"/> Short intensive course	
<input type="checkbox"/> Dissemination visit	

TRAVEL COSTS AND COSTS OF STAY (Capacity Building grant and co-financing)	Amount in EUR
▪ Costs of Stay (amount received by the recipient of the mobility grant)	
▪ Travel Costs	
▪ TOTAL TRAVEL AND COSTS OF STAY (Capacity Building grant and co-financing) Please specify in the financial tables in the Final Report the amount declared paid by Capacity Building and/or co-financed.	

Unit cost x nb of days

The actual cost (fligth , airport parking, travel from aiport to hotel,...)

PERIOD SPENT ABROAD:

From: (dd/mm/yy)	To: (dd/mm/yy)	Duration in days: (no. of days)
------------------	----------------	---------------------------------

DESCRIPTION OF ACTIVITY PERFORMED
 Please give a brief description of the activities performed during the mobility.

SIGNATURE OF THE RECIPIENT
 (date and sign here as proof of receipt)

I hereby declare that I have been reimbursed for the above-mentioned mobility.

Date: _____ Signature: _____

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3.3 Unit Costs

Financial reporting for budget items based on unit costs (contribution to staff costs, travel costs and costs of stay) will be based on the principle of the "triggering event". Beneficiaries will have to prove that the activities have been actually and properly implemented and/or that the expected output(s) have been produced but they will not have to justify the costs actually incurred. As a consequence, beneficiaries will have flexibility in the way they manage the funds awarded to cover the expenses necessary for the implementation of the activities concerned. These activities must be implemented during the eligibility period set out in the Agreement.

Guidelines for the Use of the Grant ANNEX I

A. 3 Costs of Stay

Costs for subsistence, accommodation, local and public transport such as bus and taxi, personal or optional health insurance.

Unit costs based on the duration of the stay of the participants:

Staff:

120 EUR/day from day 1 to day 14

70 EUR/day from day 15 to day 60

50 EUR/day from day 61 to day 90 (the maximum)

Student:

55 EUR/day from day 1 to day 14

40 EUR/day from day 15 to max day 90 (the maximum)

Guidelines for the Use of the Grant ANNEX I

A.2 & B Travel Costs

Unit costs based on the travel distance per participant.

Travel distances must be calculated using the distance calculator supported by the European Commission .

The applicant must indicate the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip.

Distance	Travel Costs (EUR)
0 KM and 9 KM	0
10 KM and 99 KM	20
100 KM and 499 KM	180
500 KM and 1999 KM	275
2000 KM and 2999 KM	360
3000 KM and 3999 KM	530
4000 KM and 7999 KM	820
8000 KM or more	1500



CONVENTION for Staff Costs

Complet one form

- per person
- per staff category
- per period (year)

File name = Refence number
 INSTITUTION_INITIALS_NUMBER.pdf
 Example : UT2J_LD_1.pdf

Staff cost per day depends on the country and the staff category

	UT2J ENSA EISTI UNIFE VUB	AIT WU	VNU DU NLU HAU RUA ITC
Manager	280 €	108 €	47 €
Researcher, Teacher	241 €	80 €	33 €
Technical staff	162 €	57 €	22 €
Admin. staff	131 €	45 €	17 €

CONVENTION for Staff Costs Annex 1

Ref. No. Capacity Project No. 561797-EPP-1-2015-1-FR-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:

- The Institution is a member of the partnership for the above-mentioned project
- The Institution and Staff member agree that the Staff member shall work on this project and perform the following duties during the project's eligibility period

dd/mm/yy. dd/mm/yy. (No. of days)

FROM		TO		Duration in days:	
------	--	----	--	-------------------	--

Duties (see Annex 3):

Manager
Researcher, Teacher, Trainer
Technical staff
Administrative staff

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

.....

- Under no circumstances may salaries and fees exceed local rates of the home country. Fees and salaries should be calculated on the basis of the task performed and not on the status of the person.
- The cost to be borne by the Capacity Building grant and/or co-financing is calculated as follows:

Number of days devoted to the project (according to Time-sheet)	No of days	
Staff costs per day in EUR (see rates in Annex 3)	EUR	
Total cost (Capacity Building grant and co-financing)	EUR	

Please indicate in the corresponding financial statement in the Final Report the amount paid by Capacity Building and the amount that was co-financed.

- 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 pay from the Capacity Building grant or will co-finance.

Done in on

Institution Staff member

Signature and Stamp of the Institution

Guidelines for the Use of the Grant ANNEX I

The days spent on the project must be justified in a Project Timesheet.

* The conventions must be signed by the person concerned, then signed and stamped by the person responsible in the institution where this person is normally employed.



PROJECT TIMESHEET

Complet one form

- per person
- per period (year)
- per staff category

5 Work packages :

- Preparation
- Developpement
- Quality
- Dissemination/Exploitation
- Management

Add Row		Delete Row		PROJECT TIMESHEET	
Project number :	TORUS / Capacity Project No. 561797-EPP-1-2015-1-FR-EPPKA2-CBHE-JP				
Surname :					
First Name :					
Institution :					
Country :					
Position :					
Staff Category ¹ :					
Year	Month	Number of Days	Work Package	Description of tasks performed and outputs produced	
			<div style="border: 1px solid black; padding: 2px;"> Preparation Development Quality Dissemination/Exploitation Management </div>		

At the end of the project, the total number of days per work package and per staff category must be equal to the number of days planned in the MONTUS project (H.3. in MONTUS_detailed_project)

- The total of days per category must correspond to the number of days approved by Europe.

You can find it in § H.3. p. 118 of MONTUS Project

ITC					
	Manager	Researcher/Ti	Tech. Staff	Admin. Staff	Total
Preparation	20	80	30	15	145
Dev	20	180	40	10	250
Quality	10	0	5	5	20
Dissimination	5	0	0	0	5
Management	35	0	0	0	35
Unit cost	47	33	22	17	
Total cost	4230	8580	1650	510	14970

- The days spent on the project must be reported month per month in the Financial Report.

Explained Slide 6

H.3 Consortium partners involved and resources needed to finalize the work package

Indicative data on the consortium staff. The total number of days per category of staff should correspond to the in

N° de réf. du lot de travaux	N° du partenaire	Nom du partenaire en abrégé	Pays	Nombre de jours prestés par membre du personnel ¹				
				Catégorie 1	Catégorie 2	Catégorie 3	Catégorie 4	Total
PRÉPARATION	1	UT2J	FR	50	40	5	50	145
	2	ENSA	FR	5	5	0	10	20
	3	EISTI	FR	5	35	15	5	60
	4	UNIFE	IT	10	15	5	5	35
	5	VUB	BE	10	10	0	5	25
	6	VNU-UET	VN	60	295	50	30	435
	7	DU	VN	20	120	20	15	175
	8	HAU	VN	20	90	20	15	145
	9	AIT	TH	20	30	15	15	80
	10	WU	TH	5	30	10	10	55
	11	ITC	KH	20	80	30	15	145
	12	URBA	KH	10	80	0	15	105
	13	NLU	VN	10	80	0	15	105
SOUS-TOTAL				245	910	170	205	1530
DÉVELOPPEMENT	1	UT2J	FR	40	110	5	10	165
	2	ENSA	FR	5	30	0	5	40
	3	EISTI	FR	10	125	20	10	165

FINANCIAL REPORT

Complete the Excel sheet at the end of each period

Put the total staff cost planned for your institution

Put the money spent month per month

Do the same for Travel cost, Cost of stay and cost of equipment

FULL FINANCIAL REPORT TABLE-MONTUS ERASMUS+-Project																			
Description	MONTUS-ERASMUS+ Project	Unit price	2019												2020			Total cumulative expense	
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Actual	Target
Personel Cost/Staff Cost:	1																		
Sub-total for Travel Cost:	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Cost of Stay:	1																		
1st workshop	0																		
2nd workshop	0																		
...	0																		
Sub-total for Cost of Stay:	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Cost of equipment	1																		
Sub-total of equipment	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total for project:	4																		
Sub-total for project:	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%

50% of the money must be spent at mid-term of the project



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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>			