



Co-funded by the
Erasmus+ Programme
of the European Union

Erasmus+ CBHE Project
573828-EPP-1-2016-1-BG-EPPKA2-CBHE-JP



Internationalised Master Degree Education in
Nanoelectronics in Asian Universities

Guidelines for the Use of the Grant

Supporting Documents

- **Staff costs** (*unit costs*):
 - **Staff Convention and time-sheets**
 - **Employment contract and pay-slips**
- **Travel costs** (*unit costs*):
 - **Individual Travel Report**
 - **Travel tickets, boarding passes, invoices, receipts,**
 - **proof of attendance in meetings and/or events, agendas, tangible outputs/products, minutes of meetings).**
- **Equipment** (*real costs*):
 - **Invoice(s) and bank statement(s)** for all purchased equipment
 - **Proof that the equipment is recorded in the inventory** of the institution
 - **VAT**
- **Subcontracting**(*real costs*):
 - **Invoices, subcontracts and bank statements**

Contacts with the Agency

“The signed mandates submitted with the application bind all beneficiaries to the legal provisions of the Agreement and give power of attorney to the coordinator to sign and act on their behalf.

The sole contact person for the Agency concerning all project matters is the coordinator.”

Partnership Agreement

- “**A Partnership Agreement is a compulsory** commitment that must be agreed and signed by each beneficiary organization.”
- “A signed scanned copy of the Partnership Agreement will have to be provided by e-mail to the Agency within 6 months of the signature of the Agreement.”

Co-financing principle

- “According to the European Union Financial Regulation grants shall always involve co-financing.”
- “In practical terms, the implementation of the CBHE project may require other types of expenditures, not specifically foreseen and included in the budget of the grant (such as **costs for dissemination, publishing, translation if not sub-contracted, overheads costs, bank fees** etc.), that are supposed to be covered by co-financing.”

Co-financing principle

- “no proofs of expenditure or supporting documents will be required by the Agency.”
- “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 made available for the implementation of the project.”
- “The final financial statement will contain a dedicated section where co-financing will have to be reported.”

Publicity

“Any communication, publication or output resulting from the project, must indicate that the project has received European Union funding.”

- Erasmus+ logo:

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- Disclaimer:

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Reporting obligations/modalities

First pre-financing payment of 50% of the grant

- **Progress report** on the implementation of the action to be submitted at the latest on 14/04/2018.

Second pre-financing

- The **Final report** will have to be submitted at the latest two months after the end of the contractual period: 14/12/2019

Mandatory Audit Certificate

Final payment

Exchange rates

- Any conversion into euro of actual costs incurred in other currencies shall be made at the monthly accounting rate published on **(http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)** applicable:
 - on the month of the receipt of the first pre-financing for all costs incurred until the second pre-financing is received – December 2016

1 EUR = 7.2972 CNY

1 EUR = 72.6565 INR

1 EUR = 4.068 ILS

1 EUR = 4.7232 MYR

1 EUR = 1.9558 BGN

1 EUR = 9.0765 NOK

Audit & reporting documents

- **Audit Certificate** on the action's financial statements and underlying accounts must be sent with the Final report and the required supporting documents.
- **Supporting documents (originals)** - as specified below under the sections dedicated to each of the budget headings - **must be kept by the beneficiaries.**
- Readable **copies must be kept by the coordinator** with the project documentation and submitted with the Final report and Financial statement when specifically requested.

Staff costs (40%)

- Unit costs

The existence of a formal contractual relationship between the employee and the beneficiary institutions is required. The employee must be part of the payroll system of the beneficiary institution.

- The Staff category to be applied will depend on the **work to be performed in the project** and **not on the status or title** of the individual.
- The grant for Staff costs is calculated by multiplying the unit cost (corresponding to the applicable category of country and staff) by the total number of days spent on the implementation of the project per staff member.
- One working day is defined according to the applicable national legislation.

Staff categories

- **Managers** carry out top managerial activities related to the administration and coordination of project activities.
- **Researchers, teachers** and trainers 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 contract with a consortium beneficiary institution.

Staff costs. Supporting documents

- The existence of a formal **contractual** relationship between the employee and the employer.
- A duly filled-in **Staff Convention** 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.
- For staff performing **different categories of tasks a separate convention** must be signed for each type of activity.

Staff costs. Supporting documents

- **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. They must indicate the following:
 - the project reference
 - the 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, **salary slips**, etc.).

Travel costs

The existence of a formal contractual relationship between the employee and the beneficiary institutions is required in order to participate to any travel.

- **Prior written authorisation from the Agency** is required for activities and their corresponding travel costs and costs of stay which are **not taking place in or between countries represented in the partnership.**
- The main target groups of **dissemination** activities should be in the Partner countries. The activities should **take place in project beneficiaries' partner countries.**
- However, it is not excluded that some dissemination is carried out in the Programme countries. For this last case **prior written authorisation** from the Agency is required.

Travel costs. Supporting documents

- Unit costs
- A duly filled-in Individual **Travel Report**.
- Supporting documentation will have to be attached to each travel report :
 - **travel tickets,**
 - **boarding passes** with points of departure and destination,
 - **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.

Travel costs

- The unit costs for travel also cover **cancellation costs**. Therefore, it is strongly recommended to purchase travel tickets including cancellation insurance.
- The grant contribution to the travel includes **visa fees**.
- For each participant, the grant is calculated by applying for each travel the unit cost corresponding to the applicable distance band. Each unit cost corresponds to a fixed amount in Euro per travel per person.
- Distance calculator:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

No financial contribution will be granted for travels of less than 100 km.

Subsistence costs

- Unit costs 120 EUR/day
- Supporting documents:
 - **travel tickets,**
 - **boarding passes** with points of departure and destination,
 - **invoices, receipts,**
 - proof of attendance in meetings and/or events, **agendas, tangible outputs/products, minutes of meetings**).

Equipment

- (e-)books and periodicals,
- fax machines, photocopying machines,
- computers and peripherals (including notebooks/laptops and tablets), software,
- machines and equipment for **teaching purposes**, laboratory supplies (teaching purposes),
- video-projectors (hardware) and video-presentations (software), television sets,
- installing/setting up of communication lines for internet connection, access to databases (libraries and electronic libraries outside the partnership) and clouds, equipment maintenance, insurance, transport and installation costs.

Equipment

- **Equipment is intended exclusively for the Partner Country Higher Education Institutions**
- All equipment purchased with the Erasmus+ CBHE funds must bear an **Erasmus+ sticker provided by the Agency**.
- 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.

Equipment. Supporting documents

- Real costs
- 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.
 - **Proof that the equipment is recorded in the inventory** of the institution.

Subcontracting

- Real costs
- Tasks to be subcontracted must have been **identified in the proposal** and the estimated amount entered in the budget.
- Sub-contracting initially not foreseen in the budget will **need prior written authorisation from the Agency** during project implementation.

Subcontracting. Supporting documents

- **Invoices, subcontracts and bank statements.**
- In the case of travel activities of subcontracted service provider, copies of travel tickets, boarding passes, invoices and receipts, or for car travel a copy of the internal regulations on the reimbursement rate per km.
- 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.
- Tangible outputs/products

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