



eqtel

WP1



kick off meeting

media tic building
10. 11. 12 march 2014
barcelona

wpi. management

Index

- Grant Agreement & General Conditions
- Management system & Consortium Agreement
- Estimated Budget of the action
- Eligible Costs
- Payments to Co-beneficiaries
- Internal Financial Reporting Calendar
- Contact addresses

wpi. management

Grant Agreement

Bilateral Signature: FUOC (UOC) legal representative and Head of Unit at the Education, Audiovisual and Culture Executive Agency (EACEA)

I. Special Conditions

II. Annexes

Annex I: Description of the action

Annex II: Estimated budget of the action

Annex III: Mandates

Annex IV: Technical implementation reports and financial statements to be submitted

Annex V: List of beneficiaries

Annex VI: **General Conditions**

Part A: Legal and Administrative Provisions

Part B: Financial Provisions

Annex VIII: Report of Factual Findings on the Final Financial Report



wpi. management

Grant Agreement - Special Conditions



DURATION	TOTAL COST of the project	TOTAL GRANT	MAX EC CONTRIBUTION	ELIGIBILITY PERIOD
36 months	1.106.740€	996. 007,16€	90%	01.12.2013 30.11.2016

Co-financing Concept: 10% of total costs, corresponding to the partners' financial contribution to the project expenditures (**partners own funding**) Cannot cover cost which are not eligible

wpi. management



Grant Agreement - Special Conditions



Role of the Beneficiaries (Article II.1)

Multi-beneficiary grant agreement

Mandates: contractual link between EACEA and all beneficiaries

- Same obligations for coordinator and beneficiaries:
- Joint responsibility in case of recovery (including compensation)
- Power of intervention of EACEA at level of beneficiaries:
- Audit visits to co-beneficiaries

Partnership Agreement highly recommended

Monitoring and Checks



Whenever the Agency carries out an evaluation may request any information or documents related to the action. The agency may visit any partner institution to verify the status of the project or the preparation of the results.



wpi. management



Grant Agreement - Special Conditions

EC Payments to FUOC



Pre-financing
Payment

60%

At the signature of
the Grant Agreement

Further Pre-financing

30%

After the 70% of the first
pre-financing is justified
and accepted by EC

Balance
Payment

up to 10%

After
Final Report

Reporting to EC:

Intermediate Report: When 70% of the 1st pre-financing has been disbursed and **not later than half way through the eligibility period** (01/06/2015)

Final Report: 2 months after the end of the eligibility period (31/01/2017)



estimated budget of the action



		EUR
I	STAFF COSTS	379.563,00
II	TRAVEL COSTS AND COSTS OF STAY	445.844,00
III	EQUIPMENT	142.000,00
IV	PRINTING AND PUBLISHING	4.250,00
V	OTHER COSTS	62.680,00
ELIGIBLE DIRECT COSTS (total I – V)		1.034.337,00
VI	INDIRECT COSTS	72.403,59
TOTAL ELIGIBLE COSTS (total I – VI)		1.106.740,59

PROJECT FINANCE	EUR
Tempus grant: includes financing to a maximum of 90% of the total eligible costs (from the EU)	996.007,16
Co-financing: at least 10% of the total eligible costs (from the partnership's own resources)	110.733,43
TOTAL PROJECT FINANCE	1.106.740,59



Please, do not assume that all activities in your project application are automatically eligible. Before implementing any activity, please check first that the activities indicated in your project proposal are eligible.



eligible costs

Heading of budget	Purpose	Supporting documents (Certified Copies)
I. Staff Costs	To cover the costs of staff directly necessary for the achievement of the results and not covered by other sources:	Employment contracts
	<ul style="list-style-type: none"> - Administrative or academic tasks - Course development, maintenance of online courses/website, etc. - Language / IT courses, translation services, evaluation activities 	Payslips
	Maximum reference daily rates per country: Guidelines/Annex 3	Staff Conventions (Annex 1/Guidelines)+ timesheets for staff members
	Total expenditure for Staff Costs cannot exceed the 40% (Co-financing is also subject to the 40% ceiling)	Proof of payment (financial transaction)
Heading of budget	Kind of expenses	Supporting documents (Certified Copies)
II. Travel Costs & Costs of Stay	To cover the costs of travel and subsistence allowances of staff for mobilities mainly linked to:	Individual mobility reports
	<ul style="list-style-type: none"> -teaching/training assignments, - update of courses - practical placements - short visits for coordination and planning -language training -Dissemination 	All copies of travel tickets, boarding passes, invoices, receipts and flight tickets
	N.B. Travel for research activities is not allowed	Invoices of all expenses and lists of attendance (signed).

Heading of budget	Kind of expenses	Supporting documents (Certified Copies)
III. Equipment	To cover the costs of equipment directly relevant to the project's objectives For purchases above € 25,000 - tendering procedure Total expenses for equipment cannot exceed the 30% ceiling	All invoices Three estimates / quotations for equipment purchases above 25,000€ Certificate of origin for items of unit costs above 5,000.€
Heading of budget	Kind of expenses	Supporting documents (Certified Copies)
IV. Printing & Publishing	Paper and electronic productions (electronic form) Photocopying of teaching materials/documentation	All invoices For invoices above 25 000€, docs on the tendering procedure (min 3 quotations)
Heading of budget	Kind of expenses	Supporting documents (Certified Copies)
V. Other Costs	Dissemination of information (advertising in media, promotional materials such as pen, bags, posters, etc.) - Inter-project coaching -Bank charges (including bank guarantee charges where requested) - External audit fees - Costs of sub-contracts (specific and time-bound tasks - PRIOR APPROVAL BY EACEA)	All invoices, bank statements Sub-contracts, invoices and travel supporting documents for external staff For a sub-contract above € 25 000, docs on the tendering procedure (min 3 quotations)
Heading of budget	Kind of expenses	Supporting documents (Certified Copies)
VI. Indirect Costsx	Eligible for flat-rate funding of 7% of the total eligible direct costs (Co-financing is NOT permitted under this budget heading)	NO supporting document is required



IMPORTANT: Each partner shall be solely responsible for executing and justifying its costs with respect to the Project towards the Agency.



eqtel management system (psut co-coordination)

The **PSUT** will have a key and strategic role in the project and will have management responsibilities through its participation in the Project Management Team.

As the coordinator of the Jordanian partnership, the PSUT will be also responsible for the management and distribution of the budget among the Jordanian partners and will perform the following tasks and assume the following responsibilities:

- To distribute the grant according to the budget within the Jordanian partners.
- To prepare, collect and provide the FUOC with all relevant documentation in order to justify the grant of all Jordanian Partners.
- To collect and prepare all relevant documentation in order to justify the co-financing of each partner in Jordan.
- To prepare the budget and to buy and distribute the equipment agreed within the project within the Jordanian partnership.
- To collaborate with the FUOC on the preparation of the financial reports.

Consortium Agreements

FUOC – EU partners

FUOC - PSUT





payments to co-beneficiaries

[except for travel costs]

Pre-financing
payment

50%

At the signature of
the Consortium
Agreement

Further Pre-financing

30%

After acceptance of
justification of 70% of the
first pre-financing

Balance
payment

up to **20%**

After
Final EC payment

UOC will keep a 10% of the budget by partner as coordination
guarantee until the EC accepts the Final Report and pays the
Balance

Up to a 100% depending on the justified amount by partner at the
Final report accepted by the EC



travels reporting and financing

Financing for travel expenses and costs of stay (**401,259€**) shall be retained and managed by the **Coordinator in the following manner:**

-The Coordinator shall be responsible for managing the proportion of the Grant dedicated travel expenses and costs of stay

-All travel expenses and costs of stay necessarily incurred within the Project by Co-Beneficiary **shall be reimbursed by the Coordinator** (via PSUT in case of Jordanian Co-Beneficiary)

-The reimbursement will be made once the corresponding **justification** will be provided to the coordinator by each party with a copy of the corresponding invoices and receipts within one month of end of the travel. (including travel sheet, invoices and boarding passes)

-The Coordinator may at the request of a partner, purchase the travel and stay tickets on behalf of the Co-Beneficiary (and allocate the funds from the Grant) if it is given at least 30 days' prior notice of travel.



internal financial reporting calendar

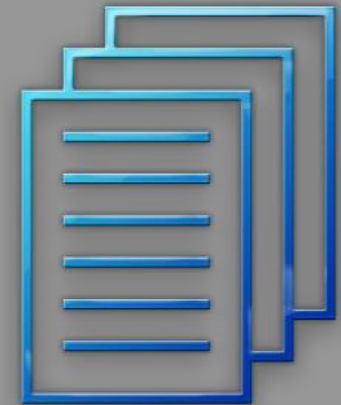
Report	Period	Limit Justification Date	Comments
First intermediate report	01/12/2013 - 31/12/2014	31/01/2015	
First intermediate report – Extended term	01/01/2015 - 28/02/2015	31/03/2015	Only in the event that as at 31/12/2014, 70% of the pre-financing has <u>not</u> been used. Partners will be informed during Feb 2015.
Second intermediate report	01/01/2015 - 31/12/2015	31/01/2016	Start period for second intermediate report is 1/1/2015, if at 31/12/2014, 70% of the pre-financing has been used. Otherwise, start period is 1/03/2015 if the first two months of 2015 have been included in a report sent 31/03/2015
Final report	01/01/2016 - 30/11/2016	31/12/2016	Final period



REMEMBER: A mobility report (travel sheet) must also be provided after each travel including all travel related expenses incurred during such travel, at latest one month after the end of the travel period.

reference documents to be consulted regularly

- Grant Agreement & annexes
- Guidelines for the use of the grant
- Frequently Asked Questions (FAQs)
- EACEA Financial Information Kit



<http://eacea.ec.europa.eu/tempus>



Remember: We can do a bilateral financial training sessions by Skype in April, please contact us!

uoc contacts for administrative and financial issues



FUOC	Alba Bon	abon@uoc.edu
FUOC	Carmina Garcia	carminags@uoc.edu

thank you for your attention!

