



engage



Co-funded by the
Erasmus+ Programme
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Financial Management



ENGAGE - Kick-off Meeting - Day 5
Online Meeting - 26th February 2021

GRANT AGREEMENT - ANNEX III: ESTIMATED BUDGET OF THE ACTION

- Maximum Grant contribution to the project costs:

		EUR
I	STAFF COSTS	391.767,00
II	TRAVEL COSTS	244.235,00
III	COSTS OF STAY	184.450,00
IV	EQUIPMENT	64.000,00
V	SUBCONTRACTING	96.000,00
TOTAL GRANT		980.452,00

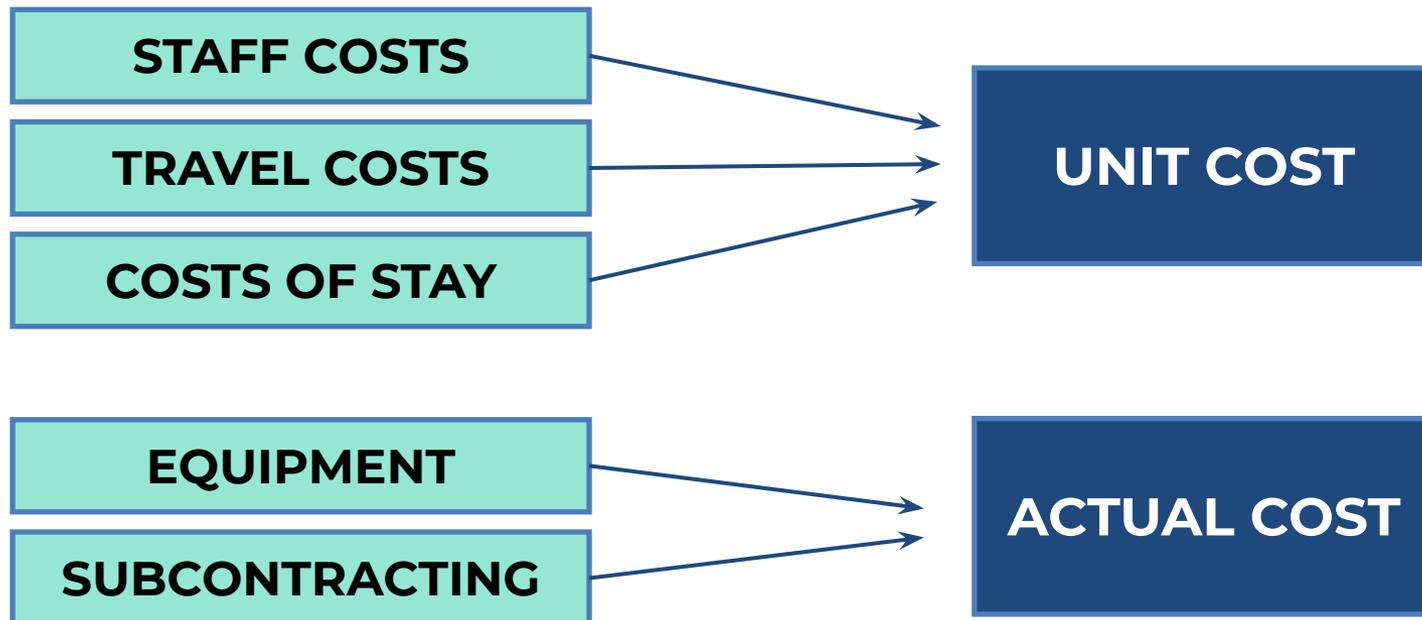
MANAGEMENT OF THE CBHE ACTION

➤ What are these cost items and how do they work?

I	STAFF COSTS	Max 40% of grant (Art 1.3 of GA) No increase is possible
II	TRAVEL COSTS	Flights or transportation from city to city
III	COSTS OF STAY	Per diem (hotels, transportation, food ecc.)
IV	EQUIPMENT	Max 30% of grant (Art 1.3 of GA) Only for Partner Countries
V	SUBCONTRACTING	Max 10% of grant (Art 1.3 of GA) Mostly for Partner Countries and Coordinator

FINANCING APPROACHES OF THE GRANT

➤ How are these costs calculated?



STAFF COSTS (1)

- It is a compensation given to the University or Institution for performing tasks necessary to achievement of the project;
- **Formal employment relationship** (checked with contracts and pay slips).
- Grant for staff costs calculated according to 2 variables:

1. STAFF CATEGORY

(work performed, not status of individual)



2. COUNTRY

(country in which staff is employed, independently of where tasks are executed)

STAFF COSTS (2)

Country	Manager	Teacher / Trainer / Researcher	Administrative Staff
Cambodia	47,00	33,00	17,00
Lao PDR	47,00	33,00	17,00
Myanmar	47,00	33,00	17,00

- Calculation of grant:
 - Based on application of unit costs and **independent from actual remuneration**;
 - Obtained by **multiplying unit cost** (corresponding to category of country and staff) **by number of working days spent on the project** per staff member.

STAFF COSTS (3)

- Employment contract and pay slips;
- Staff Convention for each person employed;
- Time-sheets (attached to each staff convention), indicating number of days worked for corresponding month/year, description of tasks , outputs produced and related work package;
- Any evidence allowing to verify that declared workloads correspond to actual activities/outputs (e.g. attendance lists for lectures given, tangible outputs / products, salary slips, etc.)

- We need always to have **proof demonstrating the activities implemented**. If activity/output is not accepted (e.g. not supported by concrete evidences) no corresponding unit costs is granted.

TRAVEL COSTS AND COSTS OF STAY (1)

➤ **Who may benefit?**

- Staff members and students participating in activities related to the achievement of the project

➤ **Staff**

- Under contract with beneficiary institutions and involved in the project
- Travels intended for the activities listed in the project proposal



TRAVEL COSTS AND COSTS OF STAY (2)

- Travel costs and costs of stay calculated according to 3 variables:

1. TRAVEL DISTANCE



Tool for calculating distances:

https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

Distance (KMs)	Travel costs (EUR)
0 - 9	0,00
10 - 99	20,00
100 - 499	180,00
500 - 1999	275,00
2000 - 2999	360,00
3000 - 3999	530,00
4000 - 7999	820,00
8000 or more	1.500,00

TRAVEL COSTS AND COSTS OF STAY (3)

- Travel costs and costs of stay calculated according to 3 variables:

2. NUMBER OF DAYS

3. TYPE OF PARTICIPANT

Days	Staff (EUR / day)	Student (EUR / day)
From day 1 to day 14	120,00	55,00
From day 15 to day 60	70,00	40,00
From day 61 to day 90	50,00	

TRAVEL COSTS AND COSTS OF STAY (4)

MEETING	COUNTRY	PEOPLE	TRAVEL (UNIT COST)
Meeting in Bologna	Cambodia Lao PDR Myanmar	1	1500 euro
Meeting in Bologna	EU	1	275 euro

- 4 days meeting + 2 days for flying: $6 \times 120 = 720$ euro to cover expenses.

EQUIPMENT

- Relevant to the objectives of the project: Equipment for new **Student Engagement Centers**:
 - Computers, copy machines / scanners, printers...
 - Exclusively for Higher Education Institutions (HEI) in Partner Countries
- Equipment needs to...
 - ...be **installed as soon as practically possible**
 - ...be **recorded in the inventory** of the HEI
 - ...be **labelled with ERASMUS+ stickers**
- Not eligible: furniture, motor vehicles, telephones, mobile phones, alarm systems and anti-theft systems etc
- **Documentation for final report:** Invoice(s), Bank statement(s) AND Proof that equipment is recorded in inventory of the institution.



SUBCONTRACTING

- Implementation of specific tasks, by **third party**, to which a **contract** is awarded by one or several beneficiaries
- **Specific, time-bound, project-related tasks** which cannot be performed by Consortium members. It includes self-employed / free-lance experts.
- Examples:
 - Organization of events
 - Consultancy services
 - Editing and publishing of reports
- **Documentation for reporting:**
 - Invoice(s)
 - Bank statement(s)
 - Proof of the actual implementation of the task by third party



EXCHANGE RATES

➤ Transactions ≠ EUR must be **converted and reported in EUR** in the Financial Statement of the final report

➤ **Which exchange rate should be applied?**



- From start of eligibility period until date of receipt of second pre-financing: **rate of month in which the coordinating institution received the first pre-financing**
- From date of receipt of second pre-financing until end of eligibility period: **rate of month in which the coordinating institution received the second pre-financing**

➤ Rate to apply: monthly rate established by the Commission:
<http://ec.europa.eu/budget/inforeuro>



CALCULATION OF THE FINAL GRANT

- The grant may not exceed the maximum amount authorised in the Agreement (Article I.3 and Article II.25.2)
- Final grant: determined following **examination of financial statements** and **eligibility of activities implemented** and **declared expenses**.



- Declared unit costs and expenses identified as ineligible will be deducted from the total amount declared.
- **Balance** = Final grant – Pre-financings – Penalties
- Penalties related to the implementation of the action described in the contractual workshop





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THANK YOU FOR YOUR ATTENTION!



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