



# TOOLKIT Final Meeting Wrap Up

November 9th 2022

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



# Pending Activities

- Final version of TOOLKIT Map of International Donors
- Final version of TOOLKIT Video for students' mobility
- Final version of interactive online TOOLKIT final report
- Final versions of Partner Universities updated websites and brochures

### STAFF COSTS – SUPPORTING DOCUMENTS:

- Employment contract/payslip
- Joint declaration for each person employed;
- Time-sheets (attached to each joint declaration) 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.)



# WP 9 – MANAGEMENT

## Final reporting



- One for each person employed by the project;
- Signed by the person performed the activity and countersigned by the responsible;
- For staff performing different categories of staff a separate declaration should be signed

<b>JOINT DECLARATION</b>	
Ref. No. ....	Project No. ....
<small>The reference number must correspond to the progressive numbering indicated in the financial statements of the final report</small>	

FROM .....  
Hereinafter "the Institution"\*

AND Name: .....  
Address: .....

Hereinafter "the Staff member"\*

**THE INSTITUTION AND THE STAFF MEMBER HEREBY CERTIFY THAT:**

- The Institution is a member of the partnership for the above-mentioned project.
- The Staff member is either:
  - employed by the Institution YES/NO
  - or
  - a natural person \*\* assigned to the project on the basis of a contract against payment YES/NO
- The Institution and Staff member agree that the Staff member has worked on this project and performed the following duties during the project's eligibility period.

	<i>dd/mm/yy</i>		<i>dd/mm/yy</i>
<b>FROM</b>		<b>TO</b>	

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

.....

.....

4. Please complete the following information.

Staff category (Manager / Researcher, Teacher, Trainer / Technician / Administrative staff)	
Country of the Institution	
Number of days worked and charged to the project (according to time-sheet)	

5. This declaration does not alter in any way the employment conditions/assignment already existing between the Institution and the Staff member and is established solely for the purpose of justifying the Staff costs that the Institution will charge to the Erasmus+ Capacity Building in Higher Education grant.

Done in ..... Date .....

Name .....

Function .....

Institution .....

Staff member name .....

Signature and Stamp of the Institution

Signature of the Staff member

\*The declaration must be signed by the person concerned, then signed and stamped by the person responsible in the Institution where this person worked for the project. The Institution must be a member of the partnership.

\*\* A natural person (individual) can be assigned to the action also on the basis of e.g. a civil contract, a free-lance contract, an expert contract, a service contract with self-employed person ("in house consultant) or a secondment to the Institution against payment. The costs of such natural persons working under the action may be assimilated to the costs of personnel, if:  
(i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed), and  
(ii) the result of the work belongs to the Institution (unless exceptionally agreed otherwise); and  
(iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract within the institution



### SUBCONTRACTING - SUPPORTING DOCUMENTS

- Quotations
- Plan of the implementation (depending on the activity)
- Contract (depending on the activity)
- Invoice
- Proof of Payment
- Result obtained

**All the invoices MUST be paid and sent to the Coordinator no later than November 10th, 2022**