UNIVERSITY OF BELGRADE

ERASMUS + KA2 – Capacity Building in the field of Higher Education

Financial management of the Grant

International Relations Office

BELGRADE, December 2017

CBHE projects – Financial management of the Grant

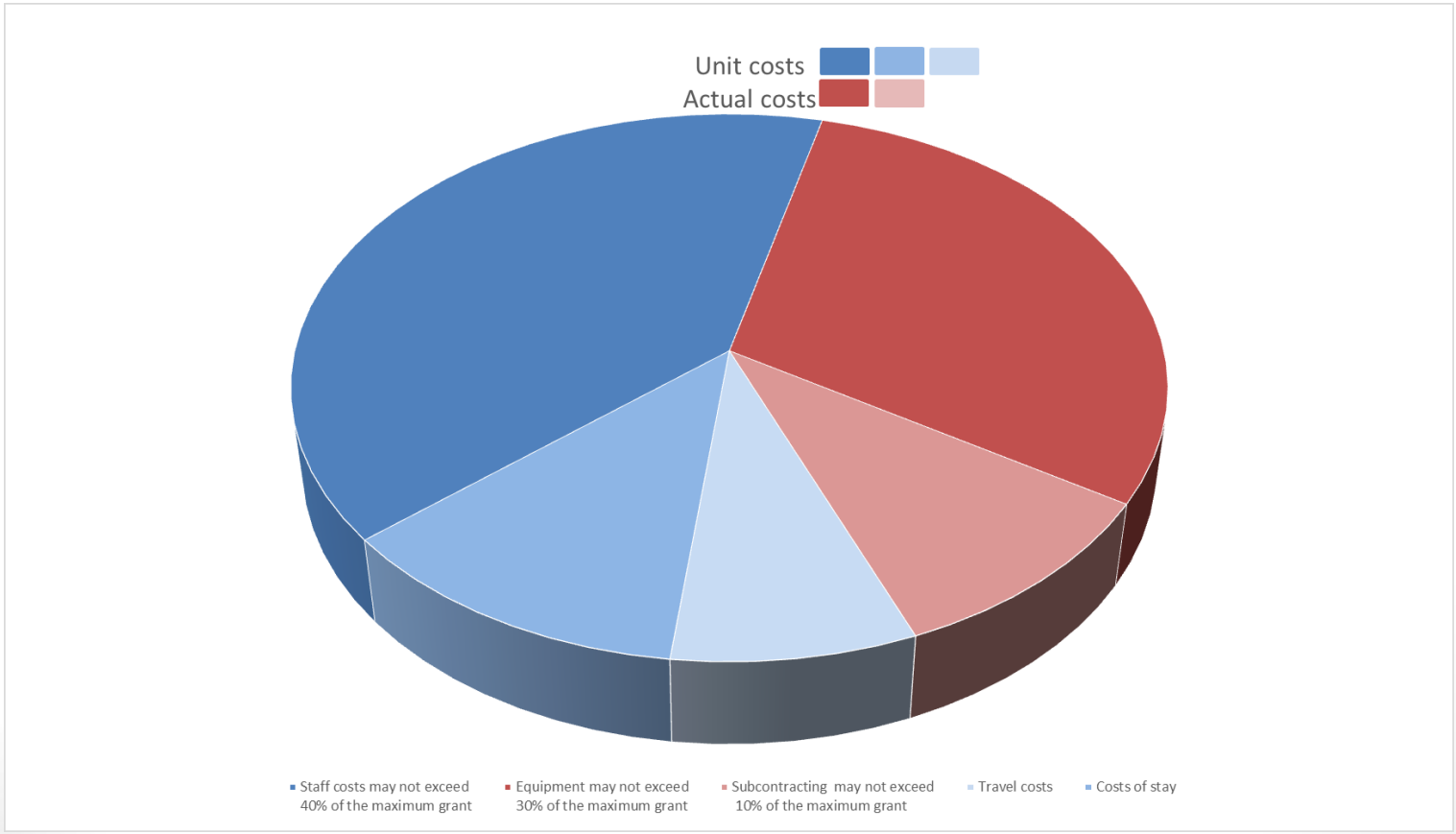


Main topics:

- Budget headings;
- Structure of the Grant;
- Eligible and ineligible costs;
- Supporting documents;
- Co-financing.

CBHE projects – Financial management of the Grant

GRANT = Unit Costs + Actual (real) costs



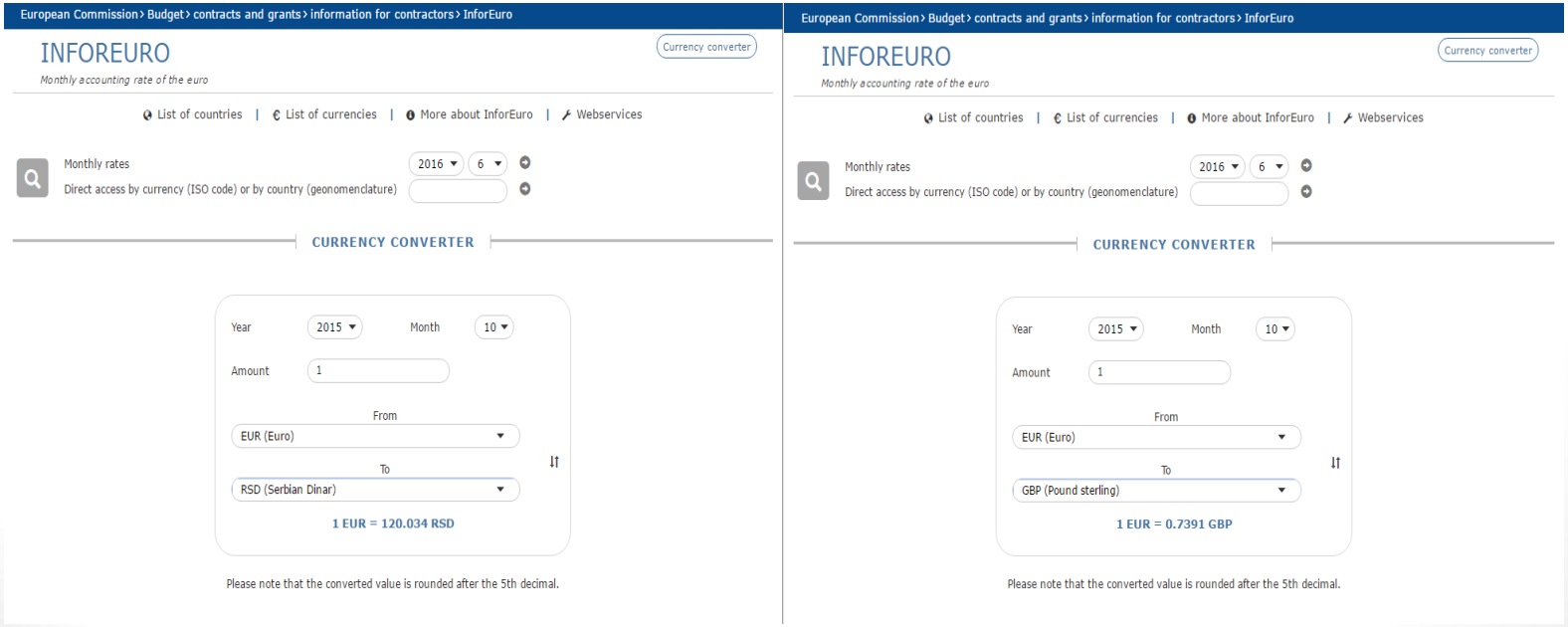
Financial aspect of CBHE projects - introduction

- Who keeps the supporting documents?
- Each beneficiary should have separate bank account
- Audit is compulsory for all awarded grants
- Budget transfers and flexibility of budget headings
- Eligible and ineligible costs

Exchange rate

Any conversion into euro of actual costs incurred in other currencies shall be made by the beneficiary at the monthly accounting rate established by the Commission and published on its website:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm



CBHE projects – Unit costs

- Definition of Unit Costs
- Be careful:
  requirements and responsibilites!

The beneficiaries will have to keep the documentation with the project accounts as specified below under the sections dedicated to each budget heading. In addition, in case of control and/or audit visits, they must ensure that the declared unit costs are supported with sufficient proof demonstrating that the activities have been implemented and/or the output(s) produced as expected.

The Agency reserves the right to re-evaluate the justification provided if the declared activities or outputs are questionable. If the activity (/output) is not accepted (e.g. because it is not supported by concrete and acceptable evidences, because it is not eligible or because it does not correspond to what was proposed in the project application) no corresponding unit costs will be granted.

For example:

- travel activity for teaching purposes but the teaching activity is not sufficiently documented (e.g. with presence or participation lists, or with a certificate of attendance)
- staff costs for the elaboration of a manual which is not backed up by the presence of an appropriate result or where copyrights have not been respected or where the content of the manual does not correspond to what was proposed in the grant application.

Staff costs

PARTNER COUNTRIES

	Manager	Teacher/Trainer /Researcher	Technician	Administrative staff[5]
	AMOUNTS IN EURO PER DAY			
Israel	166	132	102	92
Albania, Argentina, Bosnia and Herzegovina, Brazil, Chile, Colombia, Kosovo[2], Lebanon, Libya, Mexico, Montenegro, Peru, Serbia, Territory of Ukraine as recognised by international law, Thailand, Uruguay, Venezuela	108	80	57	45
Afghanistan, Azerbaijan, Bolivia, China, Costa Rica, Ecuador, El Salvador, Georgia, Guatemala, Iran, Iraq, Jordan, Kazakhstan, Morocco, Palestine[3], Panama, Paraguay, South Africa, Territory of Russia as recognised by international law	77	57	40	32
Algeria, Armenia, Bangladesh, Belarus, Bhutan, Burma/Myanmar, Cambodia, Cuba, (DPR) Korea, Egypt, Honduras, India, Indonesia, Kyrgyzstan, Laos, Malaysia, Maldives, Moldova, Mongolia, Nepal, Nicaragua, Pakistan, Philippines, Sri Lanka, Syria, Tajikistan, Tunisia, Turkmenistan, Uzbekistan, Vietnam, Yemen	47	33	22	17

Table 1 – Unit costs to be applied for Staff costs (Partner Countries)

Staff Costs – supporting documents

- Joint declaration,
- Time-sheet,
- Tangible outputs/products/outcomes,
- Other supporting documents related to particular expense.

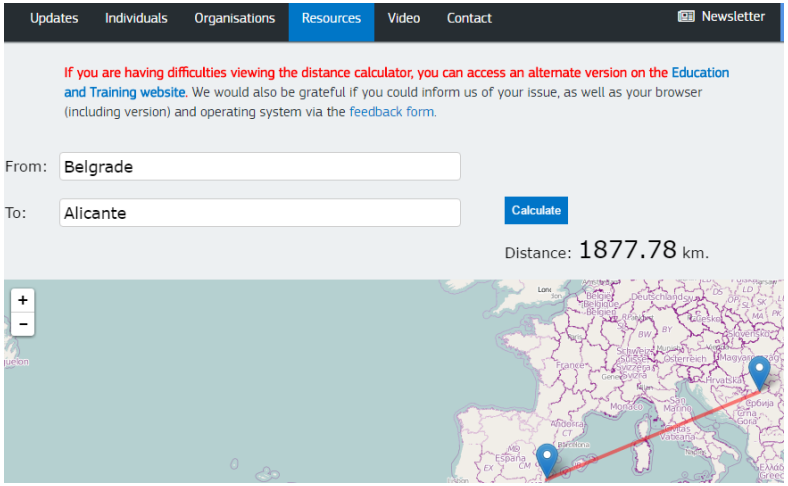
=> Declared working days per individual will not exceed 20 days per month or 240 days per year.

Costs of Stay
Travel costs

- Individual Travel Report (ITR),
- Tangible outputs/products/outcomes,
- Other supporting documents related to particular expense.

=> Prior written authorisation from the Agency is required if the staff concerned intends to carry out activities not foreseen by the Programme rules.

Travel Costs



Example:
Calculating travel distances using the distance calculator

Costs of Stay

COSTS OF STAY[5]

Costs of stay are based on the duration of the activities of the participants.

STAFF	**Unit cost per day per participant**
Up to the 14th day of activity +	120 EUR
Between the 15th and the 60th day of activity +	70 EUR
Between the 61st day of activity and up to 3 months	50 EUR

STUDENT	**Unit cost per day per participant**
Up to the 14th day of activity +	55 EUR
Between the 15th and the 60th day of activity	40 EUR
Between the 61st day of activity and up to 3 months	Not Eligible

Table 2 – Unit costs to be applied for Costs of Stay

Equipment

- Directly relevant to the objectives of the project,
- Intended exclusively for the Partner Country HEI which are included in the partnership,
- Must be installed as soon as practically possible,
- Must bear an Erasmus+ sticker,
- Must be recorded in the inventory of the institution where it is installed.

=> In case of significant changes of the equipment to be purchased compared to the equipment as specified in the original application, prior written authorisation from the Agency should be given during project implementation.

Co-financing

- In order to implement the project, the grant amount will have to be complemented by additional funding provided by the beneficiaries and/or external stakeholders.

- Which costs could be co-financed?

We need to take care of:

- The quality of tangible outputs/products as a result of the volume and/or the nature of the activities actually implemented,
- Defining the measurable indicators of the archieved goals,
- The quality of the Partnership agreement which is compulsory,
- All aspects related to the implementation of the action, which are the subject of the Agency's evaluation.

...Otherwise...

Evaluation the Final Report and the outputs produced by the Agency (where the rating falls between 0 and 50 points)	→	Reduction of the Grant [%]
At least 40 points and below 50 points	→	25
At least 30 points and below 40 points	→	35
At least 20 points and below 30 points	→	55
Below 20 points	→	75

Table 3 – Reducing the Grant initially awarded – penalties related to the implementation of the action

THANK YOU FOR YOUR ATTENTION!



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http://bg.ac.rs/sr/saradnja/erasmus-plus.php