



Project management handbook

ERASMUS+ Capacity Building in Higher
Education Project

610458-EPP-1-2019-1-FR-EPPKA2-CBHE-JP
IBRAIN.

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1 – Introduction

The project management handbook provides guidance to the partners relating to the use of the grant, the rules and regulations set out in the Grant Agreement and its annexes, to guarantee an efficient project management.

This document should be read in conjunction with the Erasmus+ programme guide and the Grant agreement and its annexes, which are the primary documents we should refer to and need to comply with.

The handbook will be added to the collaborative platform accessible from iBrain website : ibrainproject.eu.

For any questions regarding this project management handbook or administrative and financial management of the project, please contact :

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Project manager

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2 – IBrain project management structure

2.1 Management bodies

The management bodies of IBrain project are designed to ensure effectiveness, decisiveness and quality of work. The team involved in the implementation of IBrain project is composed of:

- a **Project Coordinator**: l'Ecole Normale Supérieure.

The project coordinator will be responsible for the overall technical and operational project management as well as communication and reporting to the Agency and proper use of the project grant.

- **Partner institutions**: Higher School of Economics (coordinator in the Russian Federation); Saint Petersburg State University (Russian Federation); Institute of Higher Nervous Activity (Russian Federation); University of Hyderabad (India); Birla Institute of Technology Society Sciences (India); Northumbria University (United Kingdom); Aarhus University (Denmark); Communication agency Fusion (Russian Federation); Neurotrend (Russian Federation); Mitsar (Russian Federation).

Identified partners will be part of the 2 project management bodies:

- an **Executive board/ management committee**: provides a direct support to the project coordinator in implementing and monitoring the project activities. It is formed by the coordinator and contact persons of all consortium members. An RF coordination management team is formed to assist the Project Coordinator with RF-specific issues.

Executive board			
Partner n°	Institution	Name of the coordinator	Position
P1	ENS	Mr. Boris GUTKIN	Research director
P2	HSE	Mr. Vasiliy KLUCHAREV Ms. Anna SHESTAKOVA Ms. Victoria MOISEEVA	Director of ICN Director of CCDM

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			Deputy director of CCDM
P3	SPSU	Mr. Evgeny BLAGOVESHCHENSKY	Senior researcher
P4	IHNA	Ms. Olga MARTYNOVA	Deputy director for Science
P5	UH	Mr. Ramesh KUMAR MISHRA	Professor
P6	BITS	Mr. Veeky BATHS	Associate professor
P7	NU	Mr. Andriy MYACHYKOV	Senior lecturer
P8	AU	Mr. Yury SHTYROV	Head of MEG and EEG research
P9	AF	Ms. Irina MOISEEVA	Client Service Director
P10	JSCN	Ms. Dina GRIGOLAYA (was replaced by Igor ZIMIN)	Business Development Manager
P11	MITSAR	Mr. Alexander GRUSHVITSKIY	Director

a **Students board**: representatives of students.

Will be formed from students admitted to the direct track programs.

An **Advisory board** will be composed of external experts.

The Advisory Board is a consultative body established to provide guidance and advice to the Consortium..

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The members of the AB will assist in reviewing the project's development, provide independent opinion on progress and project performance and contribute to the dissemination and exploitation of the project.

The Advisory Board consists of 5 members. They will meet twice a year or as needed, and will have a strong role in ensuring integration of project results with other educational initiatives.

Konstantin Anokhin	Institute for Advanced Brain Research, Lomonosov Moscow State University	Director	INHA	https://www.msu.ru/info/struct/brain.php
Suvarna Allad	NIMHANS, Bangalore, India	Professor	BITS	
Risto Ilmoniemi	Dept. of Neuroscience and Biomedical Engineering, Aalto University	Head of dept.	HSE	https://people.aalto.fi/risto.ilmoniemi#cv
Narayanan Srinivasan	Department of Cognitive Science, Indian Institute of Technology, Kanpur	professor, head of Department	UoH	https://sites.google.com/site/ammuns68
Therese Collins	Department of Basic and Biomedical Sciences of the University of Paris	Professor, co-director Cogmaster Program	ENS	http://therese.collins.free.fr/

A leader organization is designed for the coordination of every Work Package (WP). The institution organizes the activities within the WP and is supported by the members of the Executive board.

Work package	Leader institution
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WP 1 - Preparation	ENS
WP 2 - Development	ENS/HSE
WP 3 – Quality control and monitoring	ENS
WP 4 – Dissemination and exploitation of results	ENS/HSE/Neuronet
WP 5 - Management	ENS

2.2 Communication within the consortium

- The project number shall be indicated in all communication with the Agency: 610458-EPP-1-2019-1-FR-EPPKA2-CBHE-JP
 - The detailed description of the project is the reference document for the implementation of activities.
 - Any request for modification at the initiative of a partner must be made in writing to the coordinator. As soon as changes are envisaged by the partnership to the project and/or the partnership composition, the coordinator should contact the project officer of the Agency in charge and ask for his/her advice on the proposed changes.
 - It is important that all email correspondence is headed with « IBRAIN » in the title, followed by a short title giving context to the content contained therein, e.g. IBRAIN: [Subject]. It is recommended that each participant creates a dedicated « IBRAIN » folder within his/her email inbox, in order to facilitate ease of filing and referencing.
 - Partners are encouraged to retain all project emails including copies of sent emails. Partners should inform the coordinator of any period when they will be out of contact, the dates of this and an alternative contact.
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- It is recommended to use different mailing lists corresponding to the different working groups involved in the project.
- All partners will access the collaborative platform. It will be the single point of reference for the project documentation and communication among partners. Before launching the website and the collaborative platform, all partners use Google Drive for saving iBrain's important documents and sharing them with the consortium.

2.3 Project management meetings

All general questions related to the decisions on the IBRAIN activities will be made at the project management meetings. Six meetings are planned in the Partner Countries HEIs, members of the IBRAIN consortium, to be held over the course of the project. A meeting agenda will be issued 3 weeks prior to the meeting in draft format and allowing partners to make contributions. Minutes will be issued within 1 week of each meeting and uploaded to the collaborative platform. Travel/accommodation details should be circulated during the meeting preparation by the host organisation at least 8 weeks in advance of the meeting.

In addition, in the interest of an efficient and transparent project management, the teleconferences will take place on bi-monthly or monthly basis, for the duration of the project.

2.4 Publicity obligations

iBrain partners shall follow the instructions available on the following Agency website: https://eacea.ec.europa.eu/about-eacea/visual-identity-and-logos-eacea/erasmus-visual-identity-and-logos_en

There is an obligation of publicity for granted project. Beneficiaries must clearly acknowledge the European Union's support in all communications, publications or outputs from the project, made jointly or individually, in whatever form or whatever medium, including the Internet, or on the occasion of activities for which the grant is used: conferences, seminars or in any information or promotional materials such as brochures, leaflets, posters, presentations, etc.

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Visibility of the European Union and of the Erasmus + programme

Beneficiaries shall always use the European emblem (the 'EU flag') and the name of the European Union spelled out in full in all communication and promotional materials. The preferred option to communicate about EU funding through the Erasmus+ Programme is to write 'Co-funded by the Erasmus+ Programme of the European Union' next to the EU emblem.

Text on the left, EU flag on the right or text on the right, EU flag on the left :



When displayed in association with another logo, the European Union emblem must have appropriate prominence.

Where to use the emblem

The emblem should be used in all communication materials and documents related to the project, such as:

- promotional items and materials (e.g., leaflets, posters, newsletters, website and social media accounts, press releases) ;
- official publications and studies ;
- any communication made by the partnership as a whole, or as an individual project partner ;
- during events and on presentation slides ;
- equipment.

Disclaimer text for publications

Any communication or publication produced in the framework of the project should mention the following sentence :

"The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein."

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Penalties in the case of non-compliance with publicity obligations

According to the Grant Agreement (Article I.18, p. 12), complying with the publicity provisions is a substantial obligation. In case of failure to fulfill this obligation, the Agency may apply a 20% reduction of the grant initially provided for.

For more information on the project communication and dissemination, partners are invited to read the Dissemination plan.

3 – Financial management of iBrain project

3.1 Budget breakdown

Budget breakdown by partner

DISTRIBUTION OF THE GRANT BY ORGANISATION (in EUR)										
Partner N°	Name of Partner	Country	PRPA	1. Staff Costs	2. Travel Costs	3. Costs of Stay	4. Equipment Costs	5. Subcontracting Costs	6. Exceptional Costs	Total Costs (in EUR)
P1	Ecole Normale Supérieure, ENS	France	Programme Countries	140 649,00	22 220,00	15 600,00	-	18 500,00	-	196 969,00
P2	Higher School of Economics, HSE	Russia	Partner Countries	38 955,00	29 930,00	36 550,00	43 200,00	-	-	148 635,00
P3	Saint Petersburg State University, SPBU	Russia	Partner Countries	38 955,00	23 780,00	32 030,00	43 200,00	-	-	137 965,00
P4	Institute of Higher Nervous Activity, IANA	Russia	Partner Countries	15 099,00	20 510,00	27 480,00	24 050,00	-	-	87 139,00
P5	University of Hyderabad, UoH	India	Partner Countries	22 125,00	38 010,00	36 180,00	43 200,00	-	-	139 495,00
P6	Birla Institute Of Technology & Science Society, BITS	India	Partner Countries	20 635,00	41 005,00	33 510,00	43 200,00	-	-	138 350,00
P7	Northumbria University, NU	United Kingdom	Programme Countries	19 430,00	16 830,00	12 360,00	-	-	-	48 620,00
P8	Aarhus University, AU	Denmark	Programme Countries	20 828,00	14 515,00	12 240,00	-	-	-	47 583,00
P9	LLC AF Communication (Agency FUSION), AF	Russia	Partner Countries	381,00	5 915,00	3 360,00	-	-	-	9 656,00
P10	JSC Neurotrend, JSCN	Russia	Partner Countries	299,00	3 915,00	2 180,00	-	-	-	6 374,00
P11	MTSAR Co. Ltd / MTSAR	Russia	Partner Countries	299,00	3 915,00	2 180,00	-	-	-	6 374,00

Budget breakdown by partner and the work package

Budget Breakdown by Partner / Work Package						
Partner N°	Preparation	Development	Quality Plan	Dissemination & Exploitation	Management	Total (EUR)
P1	50 455,00	46 570,00	25 850,00	11 094,00	63 000,00	196 969,00
P2	32 390,00	87 080,00	3 490,00	8 770,00	16 905,00	148 635,00
P3	32 390,00	85 290,00	3 490,00	5 745,00	11 050,00	137 965,00
P4	14 650,00	59 600,00	2 065,00	4 394,00	6 430,00	87 139,00
P5	27 610,00	96 520,00	1 990,00	665,00	12 710,00	139 495,00
P6	27 110,00	92 930,00	1 000,00	6 415,00	10 895,00	138 350,00
P7	10 700,00	20 971,00	5 239,00	6 685,00	5 025,00	48 620,00
P8	10 250,00	20 712,00	5 316,00	5 470,00	5 835,00	47 583,00
P9	114,00	64,00	57,00	4 834,00	4 587,00	9 656,00
P10	57,00	64,00	57,00	2 417,00	3 779,00	6 374,00
P11	57,00	64,00	57,00	2 417,00	3 779,00	6 374,00

3.2 Co-financing rules

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As defined in the Erasmus + programme guide, the financial contribution of European Union to CBHE projects is made to cover part of the costs incurred by the beneficiary institutions to carry out the activities foreseen in the project. Additional funding provided by the partner institutions should complement that contribution.

The co-financing contribution will not need to be justified or demonstrated at the final report stage. Nevertheless, for statistical purposes only, the consortium will have to indicate the level and source of co-financing that contributed to the project results.

3.3 VAT and exchange rate

VAT (Value Added Tax)

Only the partners are concerned who have budgets for Equipment and Sub-contracting. VAT can only be claimed if a beneficiary cannot recover it. If VAT is claimed under the project, in case of sampling of supporting documents, the Agency/Auditor will request an official document from national tax authorities stating that the institution concerned cannot recover VAT. Alternative options are specific declaration of refused claim for reimbursement by tax authorities or declaration on honour from institution concerned accompanied by an expert statement (e.g. certified auditor).

Exchange rate

- Requests for payment and financial statements must be in euros.
- Beneficiaries with general accounts in a currency other than the euro must convert costs incurred in another currency into euros at the average of the daily exchange rates published in the Official Journal of the European Union, determined over the corresponding reporting period, available at <http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>:
 - ❖ 1st reporting period – month 1 until submission of request for second pre-financing: January 2020
 - ❖ 2nd reporting period – the whole project eligibility period: 15th of January 2020 – 14th January 2023
- Beneficiaries with general accounts in euros must convert costs incurred in

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another currency in to euros in accordance with their usual accounting practices.

3.4 Eligible costs

As mentioned in the Erasmus+ programme guide and the Grant Agreement (Articles I.3 & II.19), these are both unit contributions (Staff costs, Travel costs and Costs of stay) and actual costs (Equipment costs, Subcontracting costs), incurred by the beneficiaries during the eligibility period.

Staff costs

This budget heading contributes to the cost of staff for all beneficiaries when they are performing tasks, which are directly necessary to the achievement of the objectives of the project. These costs are supported on the basis of unit costs.

The unit costs to be applied for Staff costs are those defined in the table hereafter and take into account these variables: the type of staff category, the country in which the staff member is employed, and the number of days worked for the project. Each unit cost corresponds to an amount in Euro per working day per staff.

	Manager	Researcher/ Teacher/Trainer	Technician	Adminis trative staff
Denmark	294	241	190	157
France, United Kingdom	280	214	162	131
Territory of Russia as recognised by international law	77	57	40	32
India	47	33	22	17

The applicable staff categories to be applied are the following:

Managers (including legislators, senior officials and managers) carry out top managerial activities related to the administration and coordination of project activities;

Researchers, teachers and trainers (RTT) 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;

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Technical staff (including technicians and associate professionals) carries out technical tasks such as book-keeping, accountancy and translation activities. External translation services and external language courses provided by sub-contracted non-consortium members should be classified as “Sub-contracting costs”;

Administrative staff (including office and customer service clerks) carries out administrative tasks such as secretarial duties.

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 unit cost to be applied is the one corresponding to the country in which the staff member is employed, independently of where the tasks will be executed (i.e. a staff member of an organisation of country A working partly in country B will be considered for the unit costs under country A).

One working day is defined according to the applicable national legislation. In principle, declared working days per individual should not exceed 20 days per month or 240 days per year.

Working days might include week-end, obligation and bank holidays.

Travel costs

This budget heading contributes to the costs of travel for staff and students participating in activities directly related to the achievement of the project. These costs are covered on the basis of unit costs. The existence of a formal contractual relationship between the employee and the beneficiary institution is required in order to participate to any travel.

The travel costs include the travel from place of origin (home institution) to the venue of the activity and return, including visa fee and related obligatory insurance, travel insurance and cancellation costs if justified. If the city of departure is different from the place of the home institution, a prior authorization from the coordinator and from the Executive Agency is required.

Based on the travel distance per participant, it must be calculated using the distance calculator supported by the European Commission:

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

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The applicant must indicate the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip.

There is no financial contribution for travels of less than 10 KM.

Distance band	Unit cost per participant
Below 10 KM	0 EUR
Between 10 and 99 KM	20 EUR
Between 100 and 499 KM	180 EUR
Between 500 and 1999 KM	275 EUR
Between 2000 and 2999 KM	360 EUR
Between 3000 and 3999 KM	530 EUR
Between 4000 and 7999 KM	820 EUR
8000 KM or more	1500 EUR

Staff

Any category of staff (e.g. managers, RTT, technical and administrative staff) under official contract in the beneficiary institutions and involved in the project may benefit from financial support for travel and subsistence provided it is directly necessary to the achievement of the objectives of the project. The duration of such travels must not exceed a maximum of three months.

Travels are intended for the following activities:

- Teaching/training assignments;
- Training and retraining purposes (only eligible for staff from Partner Countries);
- Updating programmes and courses;
- Practical placements in companies, industries and institutions (only eligible for staff from Partner Countries);
- Project-management related meetings (e.g. for management, coordination, planning, monitoring and quality control activities purposes);
- Workshops and visits for result dissemination purposes.

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Prior written autorisation from the Agency is required if the staff concerned intends to carry out activities not described above.

Students

Students (at undergraduate, graduate, post graduate and doctoral level) registered in one of the beneficiary institutions may benefit from financial support for travel and subsistence provided it supports the achievement of the project's objectives. Travels for students must take place in a participating organisation or in another organisation under the supervision of a participating organisation.

They must be targeted normally at Partner Country students and intended for the following activities:

Activity	Duration
<ul style="list-style-type: none"> ▪ Study periods in a Partner Country institution; ▪ Study periods in a Programme Country institution (only for students from Partner Countries) ▪ Participation in intensive courses organised in a Programme or Partner Country institution ▪ Practical placements, internships in companies, industries or institutions in a Partner Country ▪ Practical placements, internships in companies, industries or institutions in a Programme Country (only for students from Partner Countries) 	Max. 3 months
<ul style="list-style-type: none"> ▪ Participation in short-term activities linked to the management of the project (steering committees, coordination meetings, quality control activities, etc.) 	Max. 1 week

Prior authorisation from the Executive Agency is required if:

- the student concerned intends to carry out activities not described above;
- students are from Programme countries.

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Costs of stay

Costs of stay are reported for staff or students involved in the project for activities taking place outside the city of the participant's home institution. These costs contribute to the subsistence, accommodation, local and public transport such as bus and taxi, personal or optional health insurance. Activities must be carried out in the beneficiaries' countries. Any exception to this rule must be authorised by the Agency.

Unit costs to be applied for staff are different from unit costs for students:

STAFF	Unit cost per day per participant	STUDENT	Unit cost per day per participant
Up to the 14th day of activity	120 EUR	Up to the 14th day of activity	55 EUR
Between the 15th and the 60th day of activity	70 EUR	Between the 15th and the 90th day of activity	40 EUR
Between the 61st day of activity and up to 3 months	50 EUR		

In order to apply to correct unit costs, the beneficiary must identify the duration in days of the activity, including the travel from their place of origin to the venue of the activity and vice-versa (independently of the time of departure or arrival). Each unit cost applied will contribute to the costs of stay regardless of the expenses actually incurred.

Please note that the travel costs and costs of stay related to subcontracted service providers have to be declared under the sub-contracting budget heading and be justified and documented accordingly.

Equipment

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The equipment is intended exclusively for Partner Country Higher Education Institutions, which are included in the partnership. The equipment must be foreseen in the application, purchased and installed not later than 12 months before the end of the project, must be recorded in the inventory of the institution and bear an Erasmus+ sticker provided by the Agency.

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

Sub-contracting

As specified in the Erasmus+ programme guide, Sub-contracting refers to the implementation of specific tasks being part of the action, by a third party, to which a service contract has been awarded by one or several beneficiaries. Subcontracting is intended for specific, time-bound, project related tasks, which cannot be performed by the consortium members themselves. Sub-contracting for project management related tasks is not eligible. Subcontracting costs will be reimbursed on the basis of the eligible costs actually incurred.

Typical activities that may be sub-contracted are:

- Evaluation activities and auditing
- IT courses, language courses
- Printing, publishing and dissemination activities
- Translation services
- Web design and maintenance
- Logistic support for the organization of events

Sub-contracting must be done on the basis of a contract, which should describe the specific task being carried out and its duration. It must include a date, project number and the signature of both parties. Beneficiaries and their staff members are not allowed to operate in a sub-contracting capacity for the project.

In order to prevent double funding by the grant, catering and hospitality costs (e.g. during project events) for participants receiving Costs of stay cannot be covered by subcontracting.

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

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need prior written authorization from the Agency during project implementation.

The actual travel costs and costs of stay related to subcontracted service providers have to be declared under the sub-contracting budget heading and be justified and documented.

3.5 Ineligible costs

As specified in Articles I.9 and II.19.4 of the Grant Agreement the following costs are not considered eligible:

- Equipment such as: furniture, motor vehicles of any kind, equipment for research and development purposes, telephones, mobile phones, alarm systems and anti-theft systems;
- Costs of premises (purchase, rent, heating, maintenance, repairs, etc.);
- Costs linked to the purchase of real estate;
- Expenses for activities and related travel that are not carried out in the project beneficiaries' country, unless listed as an eligible activity in the Erasmus+ Programme Guide or explicit prior authorization has been granted by the Agency;
- Depreciation costs;
- Return on capital and dividends paid by the beneficiary;
- Debt and debt service charges;
- Provisions for losses or debts;
- Interest owed;
- Doubtful debts;
- Exchange losses;
- Costs of transfers from the Agency charged by the bank of a beneficiary;
- Costs declared by the beneficiary under another action receiving a grant financed from the Union budget;
- Contributions in kind from third parties;
- Excessive or reckless expenditure;
- Deductible VAT.

3.6 Budget transfers

The budget foreseen is laid down in the Grant Agreement and has to be used according

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to the provisions included therein. As specified in Article II.22 of the Grant Agreement, the coordinator may, in agreement with the partners, adjust the estimated budget by transfers between themselves and the different budget headings, without prior authorization by the Agency, provided that:

- this adjustment does not affect the implementation of the project,
- the amount indicated in Annex III of the Grant Agreement for one or more budget headings is not increased by more than 10%,
- the total estimated budget is not exceeded.

Requests to increase budget headings by more than 10% must be presented in writing to the Agency and will lead to an amendment. If, as a consequence of the increase, the maximum ceilings for staff, equipment and sub-contracting costs are exceeded, the request will not be accepted.

4 – Reporting

The consortium shall respect the starting and ending dates of the action to comply with contractual obligations. These dates also correspond to the expenditures eligibility period:

- Starting date: 15th of January 2020
- Ending date: 14th of January 2023

Reporting on the project’s progress and achievements is a crucial part of the project management process. It is a contractual obligation that has to be fulfilled by all beneficiaries. The coordinator will be required to submit a Progress and a Final report. Approval of the Progress report leads to the launch of the second pre-financing payment and approval of the Final report leads to the final payment if due. The Progress report provides the Agency with an update on how the project is advancing against original plan and budget, while the Final report is due at the end of the project and allows the overall evaluation of the project.

The reports shall accurately reflect partners progress during the project implementation period, highlighting any key issues and providing justification for any deviations from the project estimated budget (Annex III of the Grant Agreement) and the project description (Annex I of the Grant Agreement).

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Although it is the coordinator's responsibility to submit the reports and their mandatory supporting documents in due time, the completion of the reports and the validation of the information they contain is a responsibility that falls under each of the beneficiaries that compose the project partnership. The beneficiaries shall not underestimate the amount of time necessary to write such reports. Reporting is a joint exercise, all partners must get involved and share the work.

All reports must be written in English.

4.1 Reporting modalities to the Agency

Progress report on the implementation of the project

The Progress report on the implementation of the project will have to be submitted within 2 months from end of 1st reporting period (15th of January 2020 – 14th of July 2021): on 14/09/2021

The reporting forms for the progress report are available on the website of the Agency and consist of the following:

- "Progress report on the implementation of the action" (description of the progress made, statistics and indicators, tables of achieved/planned outcomes, etc.) as specified in Annex V of the Grant Agreement;
- "Summary report for publication";
- "Statement on the use of the previous pre-financing installment", as specified in Annex VI of the Grant Agreement;
- "Request for payment of the second pre-financing" to be submitted only when 70% of the first pre-financing has been spent as specified in Article I.4.2 of the Grant Agreement.

The "Statement on the use of the previous pre-financing installment" represents an overall financial overview of the use of the grant until the date of the submission of the progress report. No financial supporting documents need to be submitted unless otherwise specified or requested by the Agency. The eligibility of the expenses declared in this Statement will only be verified following the submission of the Final report and the required supporting documents.

Final report

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The Final report will have to be submitted at the latest two months after the end of the contractual period: on 14/03/2023.

The report forms for the final reporting are available in the Agency website's "beneficiary space" (https://eacea.ec.europa/erasmus-plus/beneficiaries-space/capacity-buiding-in-field-higher-education-2020_en) and consist of a narrative and a financial par as follows:

- "Final report on the implementation of the action" (description of the results and achievements, statistics and indicators, table of achieved outcomes, etc.) as specified under Annex V of the Grant Agreement;
- "Summary report for publication";
- "Final Financial Statement and Request for payment" as specified under Annex VI of the Grant Agreement;
- mandatory Audit Certificate on the financial statements and underlying accounts ("Report of Factual Findings on the Final Financial Report – Type II) as specified under Annex VII of the Grant Agreement.

During the course of the evaluation of the Final report, the Agency may request that the beneficiary provides additional supporting documents. In that case, the payment will be suspended, as explained in Article II.24.2 of the Grant Agreement.

For ease of reference and assessment, supporting documents should be numbered in conformity with Final Financial statement.

4.2 Penalties for poor, partial or late implementation of the project

As defined in the Grant Agreement (Article I.18), the Agency may reduce the grant initially provided in case of poor, partial or late implementation of the project.

Such penalties shall be applied in case the final technical report provides evidence that the project implementation was not addressed with the required attention and according to the terms laid down in the Grant Agreement.

The final report and the outputs produced by the project (publications, conference papers, presentations, etc.) will be assessed using a common set of quality criteria based on the same evaluation criteria and the same scoring scale as those used at application stage: relevance (maximum 30 points); quality of the project design and implementation (maximum 30 points), quality of the project team and cooperation arrangements (maximum 20 points); and impact and sustainability (maximum 20 points).

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The score will vary from 0 to 100, where 0 is the lower mark and 100 the highest.

Where the rating falls between 0 and 50, a reduction of the EU grant initially provided to the partnership will be implemented according to the following scale:

- 25% reduction if the final report scores at least 40 points and below 50 points;
- 35% reduction if the final report scores at least 30 points and below 40 points;
- 55% reduction if the final report scores at least 20 points and below 30 points;
- 75% reduction if the final report scores below 20 points.

(Grant Agreement, Article I.18 & Article II.25)

4.3 Internal reporting within the consortium

The internal reporting is the base for preparing Progress and Final reports to the Agency. It also helps the consortium with implementing properly iBrain project.

All partners are obliged to inform the coordinator about technical progress on implementation of the project. A regular reporting on the progress of all work packages is compulsory. Each lead partner shall organize the writing of reports at regular intervals.

This task is very useful as it enable the consortium to monitor efficiently the workload and it gives a clear picture of progress made and issues that need to be addressed.

Partners should use the narrative technical report provided in annex, describing the activities carried out and their results during the reporting period.

All beneficiaries shall provide financial reports with declaration of expenses incurred accompanied with necessary supporting documents. The internal reporting tool (see annex 8) allows partners to monitor their expenses. It is strongly recommended to use and up-date it as soon as the expense occurs, along with comments consisting of information on expense structure and reference of supporting documents. The project coordinator will compile the information obtained from the financial reports of partners.

4.4 Supporting documents

Supporting documents (originals) must be kept by the beneficiaries. Readable copies of

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supporting documents must be kept by the coordinator with the project documentation and submitted with the Final report and Financial statement when specifically requested.

Submitting the required supporting documents is an integral part of the Grant Agreement obligations and failure to submit one or more documents may lead to a request for reimbursement of the corresponding expenses/unit costs contribution.

An Audit Certificate on the action's financial statements and underlying accounts must be sent with the Final report and the required supporting documents.

The list of supporting documents:

REIMBURSEMENT BASIS	BUDGET HEADING	SUPPORTING DOCUMENTS TO BE SENT TO COORDINATOR
ACTUAL COSTS	EQUIPMENT	<ul style="list-style-type: none"> - Invoices (marked « PAID ») - Bank statements - Proof that the equipment is recorded in the inventory of the institution
	SUBCONTRACTING	<ul style="list-style-type: none"> - Subcontracts - Invoices (marked « PAID ») - Bank statements - Tangible outputs/products *
UNIT COSTS	STAFF COSTS	<ul style="list-style-type: none"> - Formal employment contract - Joint Declaration - Timesheet - Salary slips * - Agendas * - Participants lists * - Attendance list * - Minutes of meetings * - Tangible outputs/products *
		<ul style="list-style-type: none"> - Individual travel report (ITR)

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	TRAVEL COSTS & COSTS OF STAY	<ul style="list-style-type: none"> - Invoices, receipts, boarding passes * - Agendas * - Attendance list * - Minutes of meetings * - Tangible outputs/products *
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*Examples of supporting documents

Please note that in case of unit costs this list cannot be exhaustive as it depends on the actual outputs of the project and the quality of the documentation provided.

Rules for designation of reference numbers for supporting documents

The coordinator will have to fill in the Final Financial report compiling all expenses from the partners. Therefore, reference numbers of all supporting documents indicated in the report must correspond to the progressive numbering.

Partners will apply the following rules for designation of supporting documents' reference numbers:

SC = Staff costs

TC = Travel costs & Costs of stay

E = Equipment

SB = Sub-contracting

Example for Staff costs: PX-SC-XXX

PX – number of partner in iBrain project

SC – represents supporting documents for Staff costs

XXX – is the number of the document (001, 002, 003, etc.)

P1-SC-001 = first timesheet filled by ENS

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<p>Example for Travel costs & Costs of stay: PX-TC-XXX</p> <p>PX – number of partner in iBrain project TC – represents a supporting document for Travel costs & Costs of stay XXX – is the number of the document (001, 002, 003, etc.)</p> <p>P2-TC-002 = Higher School of Economics second supporting document for Travel Costs & Costs of stay</p>

4.3 Reporting schedule

Activity	Period	Due date	Reports & Supporting documents
1 st internal report	15/01/2020 – 14/07/2020	28/07/2020	<ul style="list-style-type: none"> ● Internal financial tool ● Narrative report ● Supporting documents
2 nd internal report	15/07/2020 – 14/01/2021	28/01/2021	<ul style="list-style-type: none"> ● Internal financial tool ● Narrative report ● Supporting documents
3 rd internal report	15/01/2021 – 14/07/2021	28/07/2021	<ul style="list-style-type: none"> ● Internal financial tool ● Narrative report ● Supporting documents
			<ul style="list-style-type: none"> ● Progress report on

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Progress report		15/01/2020 – 14/07/2021	14/09/2021	<p>the implementation of the action</p> <ul style="list-style-type: none"> ● Summary report for publication ● Statement on the use of the previous pre-financing installment ● Request for payment of the second pre-financing ● Supporting documents
4 th internal report		15/07/2021 – 14/01/2022	28/01/2022	<ul style="list-style-type: none"> ● Internal financial tool ● Narrative report ● Supporting documents
5 th internal report		15/01/2022 – 14/07/2022	28/07/2022	<ul style="list-style-type: none"> ● Internal financial tool ● Narrative report ● Supporting documents
6 th internal report		15/07/2022 – 14/01/2023	28/01/2023	<ul style="list-style-type: none"> ● Internal financial tool ● Narrative report ● Supporting documents

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Final report	15/01/2020 14/01/2023	–	14/03/2023	<ul style="list-style-type: none"> ● Final report on the implementation of the action ● Summary report for publication ● Final financial statement ● Audit certificate ● Supporting documents
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5 – Checks and audits

Checks, audits or evaluations may be initiated by the Agency during the implementation of the action and for a period of five years starting from the date of payment of the balance. They can be carried out at the coordinator and/or any of the beneficiaries.

Partners must keep records and original supporting documents during this period. In addition, they should in particular ensure in case of control and/or audit visits that the declared costs are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and that they comply with the criteria indicated in Article II.19.1 of the Grant Agreement.

Annex 2: Joint Declaration template

JOINT DECLARATION	
Ref. No.....	Project No. 610458-EPP-1-2019-1-FR-EPPKA2-CBHE-JP
The reference number must correspond to the progressive numbering indicated in the financial statements of the final report.	

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
 - 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.

	dd/mm/yy		dd/mm/yy
FROM		TO	

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 the person worked during 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 ("à la carte consultant) or a secondment to the Institution against payment. The costs of such natural persons working under the action may be antedated to the costs of personnel. (i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organized, 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

Annex 3: Individual Travel Report template

INDIVIDUAL TRAVEL REPORT for travel costs and costs of stay

To be filled in by each participant
 In case of circular/multiple travels, please fill in separate Individual Travel Reports.

Ref. No. Project No. 610458-EPP-1-2019-1-FR-EPPKA2-CBHE-JP
 The reference number must correspond to the progressive numbering indicated in the financial statements in the final report

(1) PERSONAL DATA

Surname: Forename:
 Home institution:
 Staff position/student year of study at home institution:

(2) TYPE OF ACTIVITY (Tick as appropriate)

STAFF

- Teaching/training assignment
- Training and retraining purposes
- Updating programmes and courses
- Practical placements in companies, industries and institutions
- Project management related meetings
- Workshops and visits for result dissemination purposes

STUDENTS

- Study period
- Participation in intensive courses
- Practical placements, internships in companies, industries or institutions
- Participation in short term activities linked to the management of the project

(3) DETAILS OF THE TRAVEL

PERIOD*	From (Depart date) (dd/mm/yy)	To (Return date) (dd/mm/yy)
PLACE OF DEPARTURE**	HOME INSTITUTION..... COUNTRY..... CITY.....	
PLACE OF DESTINATION/ LOCATION OF ACTIVITY	HOST INSTITUTION..... COUNTRY..... CITY.....	
TRAVEL DISTANCE***	Km.....	

*Please indicate period of travel from departure to return to place of origin
 ** If different from Home institution please enclose authorisation from the Agency
 *** Travel distance in Km (One-way travel) using distance calculator: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm
 from place of departure to location of activities

(4) DETAILS OF THE ACTIVITY

DATES (including travel)	From (date):..... To (date):.....
DESCRIPTION OF ACTIVITIES PERFORMED (brief description of the activities performed)	
.....	
.....	
.....	
.....	

SIGNATURE OF THE PARTICIPANT

I hereby declare that I have been carrying out the above-mentioned activities.

Date:

Signature: