

Administrative Report

Natalia Vinogradova

ERASMUS+ Capacity Building in Higher Education Project

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IBRAIN.



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



Amendment to Partnership Agreement

✓ Signed by IITG

Some remarks from NU

Signed by ENS



Grant transfers

! New transfer is planned by the end of September 2023 for Indian partners

		40,00 %
P1	ENS	80577,6
P7	NU	19 579,60 €
P8	AU	16 747,20 €
		20,00 %
P5	UoH	27 987,60 €
P6	BITS	27 763,60 €
		40,00 %
P12	India Institu	20448,4



Preparation for final report

- ! **Start to work from December 2023**
(+two months after the end of the project to finalise the documents)
- ! **Obligation to publish project results**
on the Erasmus+ Project Results Platform
- ! **Need to have clear indicators** (nr of courses, credits, students, participants, etc)



Staff costs

! the activity is linked to the project and mentioned in the description of the project

! **Proof of formal contractual relationship with the University**

+

Evidence justifying workload and activities/outputs



Staff costs

The list of supporting documents

- **Formal employment contract**
- **Joint Declaration !**
- **Timesheet**
- Salary slips *
- Agendas *
- Participants lists *
- Attendance list *
- Minutes of meetings *
- Tangible outputs/products *

Budget for staff

- **.Max 40% of total eligible costs**
- The staff budget has been increased slightly in the new budget distribution

Work to do before the end of the project

Expected results to put on a website

- **A developed model of curricula**
(with links to developed courses)
- Recorded video-lectures (on YouTube)
- Description of educational standards for Cognitive Sciences
- Peer review of teaching materials by EU partners
- Internal and external assessment of QA activities



Results = tangible outputs of project activities e.g. courses, curricula, teaching materials, databases

These **are not results**: descriptions of project activities, internal project documents, promotion materials,...

Travel & stays costs

- ! It will be good to plan some mobilities for students and staff before the end of the project
- ! If for a specific travel, the UC contribution represents less than 65% of the actual/real travel costs, financial support under the budget heading "exceptional costs" can be claimed. This financial support is limited to a maximum of 80% of the actual/real costs



Travel&stay costs

The list of supporting documents

- Individual travel report (ITR) !!!
- Invoices, receipts, boarding passes *
- Agendas *
- Attendance list *
- Minutes of meetings *
- Tangible outputs/products *

Unit costs for **staff are not the same** 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		

Equipment costs

! Equipment recorded in the inventory of the institution

! Labelled with **E+stickers** (to be printed by beneficiaries)

! Invoice(s) and proofs of payment

! **Exchange rate we use now will be recalculated in the end of the project**



Subcontracting costs

! Can be only used to organise:

- External audit (~7500€)
- **Recording and editing video lectures** (~9000€)
- External Peer -review (~2000€)



Audit

- ! Projects may be audited by external auditors for a period up to 5 years from the project closure
- ! Supporting documents (originals) need be available, all costs are recorded in the accounting records, and payments have been made correctly
- ! Auditors will perform audits on the premises of the project coordinator or other beneficiaries



