

UNIVERSITY OF BELGRADE

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

Financial management of the Grant

International Relations Office

BELGRADE, December 2016

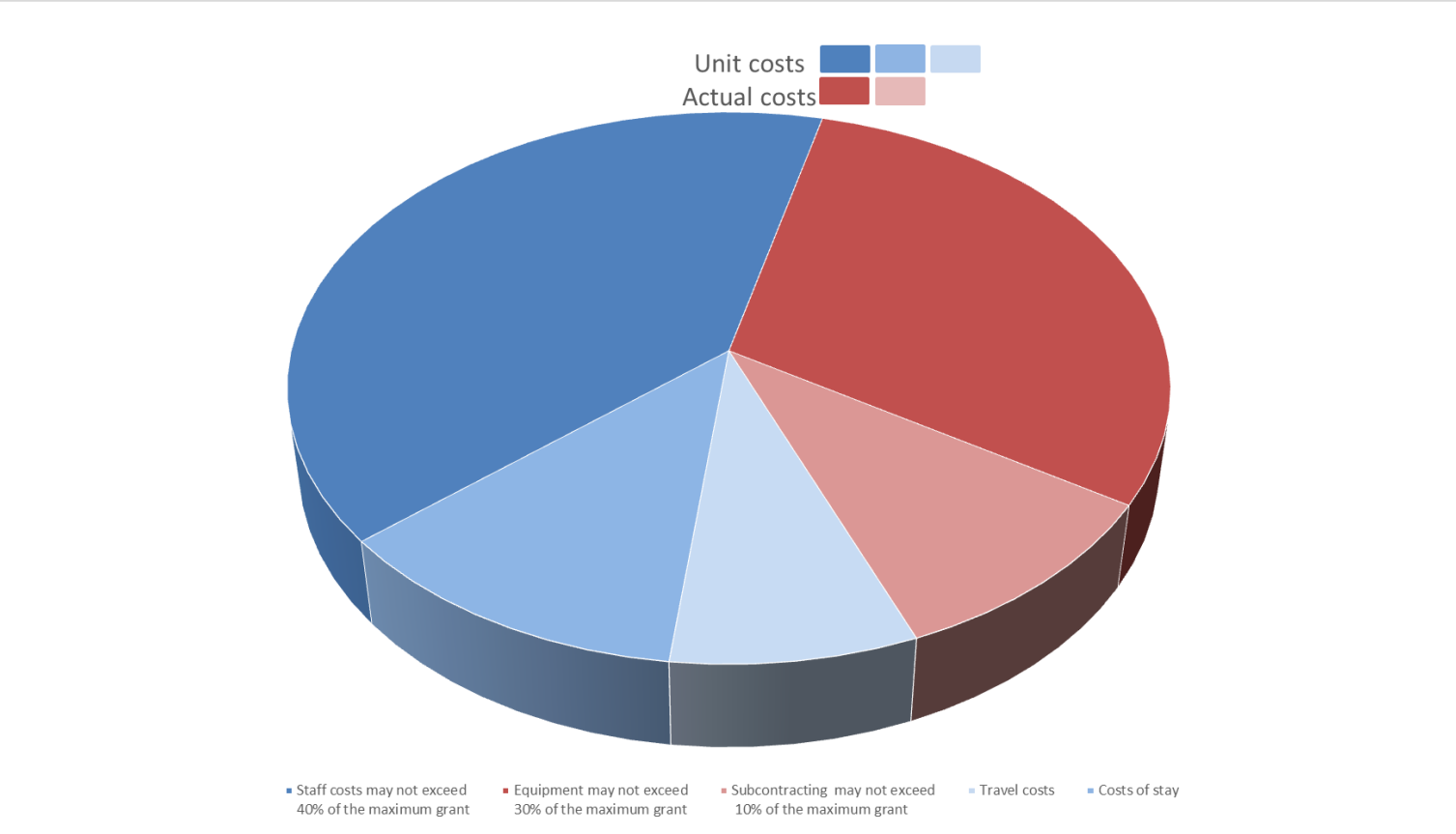
CBHE projects – Financial management of the Grant



Main topics:

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

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

European Commission > Budget > contracts and grants > information for contractors > Inforeuro

INFOREURO
Monthly accounting rate of the euro

Currency converter

List of countries | List of currencies | More about Inforeuro | Webservices

Monthly rates
Direct access by currency (ISO code) or by country (geonomenclature)

2016 6

CURRENCY CONVERTER

Year: 2015 Month: 10
Amount: 1
From: EUR (Euro)
To: RSD (Serbian Dinar)
1 EUR = 120.034 RSD

Please note that the converted value is rounded after the 5th decimal.

European Commission > Budget > contracts and grants > information for contractors > Inforeuro

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2016 6

CURRENCY CONVERTER

Year: 2015 Month: 10
Amount: 1
From: EUR (Euro)
To: GBP (Pound sterling)
1 EUR = 0.7391 GBP

Please note that the converted value is rounded after the 5th decimal.

CBHE projects – Unit costs

➤ Definition of Unit Costs

➤ Be careful:

new requirements and responsibilities!

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
	<i>AMOUNTS IN EURO PER DAY</i>			
Israel	166	132	102	92
Albania, Argentina, Bosnia and Herzegovina, Brazil, Chile, Colombia, Kosovo ² , Lebanon, Libya, Mexico, Montenegro, Peru, <u>Serbia</u> , 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

- Formal employment contract,
- Payslip,
- Staff convention,
- Time-sheet,
- Tangible outputs/products,
- 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

- Formal employment contract,
- Individual Travel Report (ITR),
- Tangible outputs/products,
- 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

UNIT COSTS FOR TRAVEL AND COSTS OF STAY

THESE UNIT COSTS ARE NOT APPLICABLE FOR THE "SPECIAL MOBILITY STRAND"

TRAVEL COSTS⁴

Travel distances must be calculated using the distance calculator supported by the European Commission:
http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

The beneficiary must identify the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip. Financial support will be provided only for travels that are directly related to the achievement of the objectives of the project.

Distance band	Unit cost per participant
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	1100 EUR

Table 2 – The amount of the Grant related to the travel distance

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If you are having difficulties viewing the distance calculator, you can access an alternate version on the [Education and Training website](#). We would also be grateful if you could inform us of your issue, as well as your browser (including version) and operating system via the [feedback form](#).

From:

To:

Distance: 1877.78 km.

Example:
Calculating travel distances using
the distance calculator

Costs of Stay

COSTS OF STAY⁵

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

<u>STAFF</u>	Unit cost per day per participant	<u>STUDENT</u>	Unit cost per day per participant
Up to the 14 th day of activity +	120 EUR	Up to the 14 th day of activity +	55 EUR
Between the 15 th and the 60 th day of activity +	70 EUR	Between the 15 th and the 60 th day of activity	40 EUR
Between the 61 st day of activity and up to 3 months	50 EUR	Between the 61 st day of activity and up to 3 months	Not Eligible

Table 3 – 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 achieved 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 4 – 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>