



Erasmus+

Dolnośląska Szkoła Wyższa



Promoting LLL in HE by implementing innovative practices

Financial issues

THE UNIVERSITY OF
WARWICK



UNIWERSYTET GDAŃSKI

Contract rules (important)

- Tranches 40% + 40% + ?
- The first tranche will be send to the partners immediately (the signed agreement & the bank data are much needed)
- The second tranche till 31/10/2015 (a progress report and 70% of the first tranche spendend)
- The last tranche (when the final report will be accepted)

Budget categories

- 1. Project management and implementation**
- 2. Transnational project meetings**
- 3. Intellectual results**
- 4. Multiplier events**
- 5. Exceptional costs**

1. Project management and implementation

Algorithm: 24 x 500 euro (coordinator), 24 x 250 euro (partner)

Project management (e.g. planning, finances, coordination and communication between partners, etc.); materials, tools, approaches etc. Virtual cooperation and local project activities, information, promotion and dissemination (e.g. brochures, leaflets, web information, etc.)

Documents:

- description of the final report completed activities and produced results
- the effects of work produced

2. Transnational project meetings

Algorithm:

575 EUR/person (distance 100-1999 km)

760 EUR/person (distance up to 2000 km)

Participation in meetings between project partners and hosted by one of the participating organisations for implementation and coordination purposes. Contribution to travel and subsistence costs

Documents:

- a certificate from the host organization confirming participation in the meeting (name of the participant to operate abroad, as well as the date of commencement and completion)
- the coordinator shall report on the number of participations in transnational project meetings in the Mobility Tool. For each participation, the name of the participant, the places of origin and venue will be recorded

3. Intellectual outputs

Algorithm: per day of work on the project

Category of Staff:

Managers
Researchers
Technicians

Documents:

- time registration form each employee with an indication of the position, dates and amounts of days for the results of intellectual formation
- confirm the nature of the link between the employee and the Beneficiary (type of contract, volunteering ...)
- confirmation of results generated intellectual

4. Multiplier events

Contribution to the costs linked to the organisation of national and transnational conferences/seminars/events aimed at sharing and disseminating the intellectual outputs realised by the project. Multiplier events taking place in a Partner Country are not eligible for funding.

1. International conferencee

2. Workshops for the stakeholders

100 EUR per local participant

200 EUR per international participant

Documents:

- Recording of Project expense in beneficiary accounts

5. Exceptional costs

1. Translation and edition of the publication:

- Action research report
- Guidelines: educating the RPL staff and the RPL tools

2. Report of external evaluator

Documents:

- For exceptional costs, the coordinator is required to provide all supporting documents at final report stage.

VISIBILITY OF UNION FUNDING

Project has received funding from the Union and shall display the European Union emblem:

http://ec.europa.eu/dgs/education_culture/publ/graphics/identity_en.htm

http://ec.europa.eu/dgs/communication/services/visual_identity/pdf/use-emblem_en.pdf

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