



VILNIUS GEDIMINAS  
TECHNICAL UNIVERSITY

# TEMPUS „Reformation of the Curricula on Built Environment in the Eastern Neighbouring Area“



Tempus



530603-TEMPUS-1-2012-1-LT-TEMPUS-JPCR

# Hierarchy of TEMPUS documentation

## CALL FOR PROPOSALS

**Grant Agreement:  
SPECIAL CONDITIONS**

**Grant Agreement:  
GENERAL CONDITIONS**

**Annexes**

**Project  
Proposal**

**PRECEDENCE<sup>++</sup>**

(the foundation)

# Structure of the Grant Agreement

- I. Special Conditions
- II. General Conditions
  - Part A: Legal and Administrative Provision
  - Part B: Financial Provisions
- Annex I: Description of the action
- Annex II: Estimated budget of the action
- Annex III: Mandates
- Annex IV: Technical implementation reports and financial statements to be submitted
- Annex V: List of co-beneficiaries

# Agency and Co-financing Contributions

<b>ELIGIBLE DIRECT COSTS</b>	801,170.70
Indirect costs (7% of total eligible direct costs):	56,081.95
<b>TOTAL ELIGIBLE COSTS</b>	857,252.65
<b>Tempus grant:</b> includes financing to a maximum of 90% of the total eligible costs (from the EU)	<b>Co-financing:</b> at least 10% of the total eligible costs (from the partnership's own resources)
771,527.38	85,725.27

The European Union grant **may not finance the entire costs of the action.**

Before implementing any activity, please check first that the activities indicated in your project proposal are eligible.

# Special Conditions

- External Audit Report required for grants of €750,000 or more
- Please inform if bank account information changes
- All correspondence with EACEA must be from the project coordinator at the grant holder institution
- Law applicable by implementing the project: General Court of the European Union
- Exchange rates: [ec.europa.eu/budget/infoeuro](http://ec.europa.eu/budget/infoeuro)

# Special Conditions

- **Publicity**  
([http://eacea.ec.europa.eu/tempus/beneficiaries\\_tempus4\\_en.php](http://eacea.ec.europa.eu/tempus/beneficiaries_tempus4_en.php))
- **Use of the results: EVE platform: EACEA-530603**  
(<http://ec.europa.eu/eve>)
- **Cooperation obligation with NTO's**  
(recommended also with NCP's)
- **Eligible Costs**

# General Conditions

- **Eligible and Ineligible Costs (Article II.14)**
  - detailed information about each of the line and eligible expenses is presented in Guidelines for the Use of the Grant
- **Determining the Final Grant**
- **Checks and Audits**
  - throughout the period of implementation and for a period of five years from the date of payment of the balance

# Valuable reference documents

- Available on the TEMPUS Website
  - Guidelines for the Use of the Grant
  - Frequently Asked Questions (FAQ)

(Check regularly updated versions!)



# Project Monitoring

- **DESK Monitoring:**
  - Written reports
  - Minutes of beneficiaries' meetings
  - Exchange of mails with coordinators/beneficiaries
  - Publications; websites of the projects / of the beneficiaries
- **FIELD Monitoring:**
  - EACEA staff, **NTOs**, EU Delegations, External consultants (ROM)
- **Financial AUDIT**

# National Tempus Offices

- NTOs in all Tempus partner countries
  - Information – Promotion
  - Assistance to potential applicants and to beneficiaries
  - Field monitoring
  - Other activities
- Opportunity for TEMPUS beneficiaries to liaise with HEREs (via NTOs)

# Higher Education Reforms Experts

- Members of the **HEREs Teams** are:
  - (Vice-)Rectors
  - Deans
  - Senior Academics
  - Directors of Study
  - International Relations Officers
  - Higher Education Experts
  - PhD Students
- HEREs are key specialists – reform promoters in their country

# Reporting

- Intermediate Report 15/04/2014
- Final Report 4/12/2015
- Both Intermediate Reports and Final Reports have the same structure (for the technical part of the report)
  - Declaration
  - Report on implementation of the project
  - Statistics and indicators
  - Table of Achieved/Planned Results
  - Summary report for publication

# Reporting

- Final Report:
  - Part I: Activities carried out
  - Part II: Project outcomes and Impact

# Reporting

- Beneficiaries are required to use timesheet system for the implementation of tasks and control /account of hours in the project.
- Can be used standardised form of a timesheet which must be used by all staff (for example: monthly records).
- Usual remuneration policy of the HEI should be used.
- All invoices and bills, proofs of payment and reimbursement should be kept to prove eligibility of expenses.
- Supporting documents and records must remain at the beneficiary premises and available for inspection by Agency and/or external auditors for a period of 5 years after the final balance of the grant has been paid.
- Cash payments should be limited to small transactions.
- Collect documents during the implementation of the project and not at the end of the project or once it has been completed.

# Overview

## Modifications

- Modifications Simply Requiring Prior Authorisation from the Agency:
  - 1. Modification of project activities
- Modifications Requiring a Formal Procedure
  - 1. Change of bank account
  - 2. Changes of contact person at the coordinator
  - 3. Change of legal representative
- Modifications Requiring Amendment to the Grant Agreement
  - 1. Addition of a consortium member
  - 2. Withdrawal of a consortium member
  - 3. Modification of the budget
  - 4. Extension of the eligibility period

# Financial Rules

PROJECT COSTS		€
I	Staff costs (max 40% of total eligible direct costs)	293,762.70
II	Travel costs, costs of stay	205,688.00
III	Equipment (max 30% of total eligible direct costs)	220,720.00
IV	Printing and publishing	30,000.00
V	Other costs	51,000.00
Eligible direct costs (total I - V)		<b>801,170.70</b>
VI	Indirect costs (7% of total eligible direct costs)	56,081.70
Total eligible costs (total I - VI)		<b>857,252.65</b>
PROJECT FINANCE		€
Co-financing of at least 10% of the <u>total eligible costs</u>		<b>85,725.27</b>
Tempus grant: includes financing to a maximum of <b>90%</b> of the <u>total eligible costs</u>		<b>771,527.38</b>
TOTAL PROJECT FINANCE		<b>857,252.65</b>



# Financial Rules

- Transfers between headings of eligible direct costs is allowed if:
  - the adjustment does not affect the implementation of the action
  - the transfer between headings does not exceed 10% of the amount of the heading for which the transfer is intended
- The flexibility of 10% applies also to the ceiling for equipment and staff costs (30% and 40% of the total eligible direct costs shown in Annex II).

# Staff costs

- Purpose: To cover the costs of staff directly necessary for the achievement of the results and not covered by other sources
- Salaries and fees should reflect the employing institution's usual policy on remuneration and respect local salary rates
- Maximum reference daily rates per country: Guidelines/Annex 3
- Supporting documents: Staff Convention (Guidelines/Annex1) + timesheets

# Travel costs and costs of stay

- The budget for Travel Costs and Costs of Stay should:
  - cover only actual travel costs (including visa fee and related obligatory insurance, travel insurance and cancellation costs if justified)
  - cover the daily allowance: the ceilings per person (per day/week) indicated at point 4.3.3 of the Guidelines must be respected
- Supporting documents:
  - a SIGNED & filled-in Individual Mobility Report for each mobility using the standard form (Guidelines/Annex 2)
  - readable copies of travel tickets, invoices, boarding passes, receipts, etc.

# Equipment

- Purpose: To cover the costs of equipment directly relevant to the project's objectives
- The equipment must:
  - be exclusively for PC universities included in the partnership (JP)
  - be exempt from VAT and custom duties (VAT not eligible unless the beneficiary can show that he is unable to recover it)
  - be recorded in the inventory of the institution where it is installed

# Equipment

- The beneficiary shall retain with project accounts:
  - all invoices for all equipment declared costs
  - proofs of tendering procedure (min. 3 quotations) for purchases above EUR 25,000
- The Beneficiary shall provide with the final report:
  - Readable copies of invoices if the purchase is above EUR 25,000.
  - Names of the firms consulted (min. 3) have to be indicated in the Financial statement of the final report
- Please buy the equipment ASAP (within 1<sup>st</sup> project year).

# Printing & Publishing

- Printing & Publishing budget heading can cover:
  - paper and electronic productions (electronic form)
  - Web design
  - photocopying of teaching materials/documentation
- General photocopying → Indirect Costs

# Other costs

- "Other costs" budget heading can cover costs related to:
  - dissemination of information (advertising in media, promotional materials such as pen, bags, posters, etc.)
  - Inter-project coaching (maximum of EUR 2,500)
  - Bank charges (including bank guarantee charges where requested)
  - External audit fees
  - Costs of subcontracting (for specific and time-bound tasks) including travel costs and costs of stay related to subcontracted service providers
  - Hire of premises only for dissemination events (prior EACEA authorisation needed).

# Other costs

- For sub-contracts: prior autorisation needed when total value > EUR 10,000
- Amongst ineligible costs (see point 10.2 Guidelines):
  - hospitality costs
  - costs related to the use of materials & equipment incurred by institutions when hosting students/staff
  - registration fees for courses/conferences,
  - exchange losses, VAT, etc.



# Indirect costs

- "Indirect Costs" budget heading can cover the costs incurred by the project for:
  - stationary, office supplies, general photocopying
  - postage and telecommunication
  - use of internet/communication software/etc.
- NO supporting document is required
- NO co-financing is permitted under this budget heading

# Final financial report

- To be submitted two months after the end of the project (at the latest) with the Final Report on Implementation of the Project
- It includes the "financial statement and request of final payment"& "financial tables"

# Exchange rates

- All transactions  $\neq$  EUR must be converted and reported in EUR in the Financial Statement of the final report
- Which exchange rate should be applied?
  1. From the start of the eligibility period until the date of receipt of the second pre-financing: the rate of the month in which you received the first pre-financing
  2. From the date of receipt of the second pre-financing until the end of the eligibility period: the rate of the month in which you received the second pre-financing

# The Co-financing

- Should be declared in the Final financial report
- Will be considered and assessed for the calculation of the total eligible costs at the end of the project
- Can be declared under any budget heading except “Indirect Costs”
- Cannot cover costs which are not eligible for Tempus funding
- The rules on required supporting documents apply for both expenditure paid by Tempus and co-financed

# Useful links

- Beneficiaries Space Tempus IV (2007-2013):
  - [http://eacea.ec.europa.eu/tempus/beneficiaries/beneficiaries\\_tempus4\\_2012\\_en.php](http://eacea.ec.europa.eu/tempus/beneficiaries/beneficiaries_tempus4_2012_en.php)
- Guidelines for the Use of the Grant:
  - [http://eacea.ec.europa.eu/tempus/beneficiaries/tempus4\\_2012/en-guidelines\\_for\\_the\\_use\\_of\\_the\\_grant\\_tempus\\_iv\\_5th.pdf](http://eacea.ec.europa.eu/tempus/beneficiaries/tempus4_2012/en-guidelines_for_the_use_of_the_grant_tempus_iv_5th.pdf)
- Staff Convention and Individual Mobility Report/Time sheet:
  - [http://eacea.ec.europa.eu/tempus/beneficiaries/beneficiaries\\_tempus4\\_2012\\_en.php](http://eacea.ec.europa.eu/tempus/beneficiaries/beneficiaries_tempus4_2012_en.php)
- Frequently asked questions on project management:
  - [http://eacea.ec.europa.eu/tempus/beneficiaries/tempus4\\_2012/faqs-2012-5th-call-en-final-november-2012-v-1.pdf](http://eacea.ec.europa.eu/tempus/beneficiaries/tempus4_2012/faqs-2012-5th-call-en-final-november-2012-v-1.pdf)
- Tempus programme:
  - <http://eacea.ec.europa.eu/tempus/>

Thank You!

Questions?