



Lifelong Learning Programme



## **JEAN MONNET PROGRAMME**

### **Project Handbook**

**Selection 2007-2008-2009**

#### **➤ Unilateral Projects**

- **Jean Monnet Chairs**
- **Jean Monnet Chairs Ad Personam**
- **Jean Monnet Centres of Excellence**
- **Jean Monnet European Modules**
- **Information and Research Activities**
- **Associations of Professors and Researchers**

#### **➤ Multilateral Projects**

- **Jean Monnet Multilateral Research Groups**

#### **IMPORTANT!**

Before using this document please check that it is the latest available version. If there is a later version it will be posted on the Jean Monnet webpage with the Guidelines for Administrative and Financial Management and Reporting:

<http://eacea.ec.europa.eu/llp/jeanmonnet/reporting>

(Version history is located on page 2 of this Handbook.)



***Version History***

<b>Version</b>	<b>Date</b>	<b>Comments</b>
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Please note that the information contained in your Grant Agreement/Decision takes precedence over the information contained in this Handbook.



## Introduction

### *Purpose of the Handbook*

The Handbook applies to grants awarded in 2007, 2008 and 2009 under the Jean Monnet Programme. This includes the following types of projects: Jean Monnet Chairs and Chairs *Ad Personam*, Centres of Excellence, European Modules, Information and Research Activities, Associations of Professors and Researchers and Multilateral Research Groups. The Handbook is intended to serve as a support for beneficiaries and a management tool for Jean Monnet project coordinators, taking into account the very specific character of the Jean Monnet Programme. Its principal aims are to:

- help Jean Monnet academic coordinators manage their projects and run them efficiently;
- provide Jean Monnet coordinators with a common approach regarding administrative aspects of project implementation without putting restrictions to the academic outcome and creativity in this dynamic process;
- clarify matters arising from the Grant Agreement/Decision and its annexes;
- provide practical information that may be referred to throughout the project's life;
- provide guidance on the methods of project monitoring and on the dissemination and exploitation of a project's results/products;
- provide guidance on how to handle the financial side of projects in such a way that financial statements can be readily drawn up;
- promote the sound financial management of a project and ensure that the best results/products are delivered at reasonable cost;
- encourage smooth relations between the parties involved by setting out an operational framework for the project.

### *What makes the Jean Monnet Programme so special in terms of management?*

The Jean Monnet Programme is a programme with a vision, a holistic concept aiming at excellence in the field of European Integration and having a broad horizon regarding academic fields and target groups. All sub-activities are characterised by a passion for Europe, academic freedom and openness to the world. These aspects are reflected in the 5 overarching management rules:

- Very wide geographical coverage: all countries of the world are eligible
- Very strong focus: European Integration
- Generally a unilateral approach (except for Multilateral Research Groups)
- Sustainability: Start-up subsidies for 3 years, matched with a commitment to maintain academic activities for a further 2 years (except for Information and Research Activities and Multilateral Research Groups).
- Annual implementation reports, but only 1 financial report



### ***Target Audience***

This document has been produced primarily with Jean Monnet beneficiaries and project coordination teams in mind. It is particularly aimed at project coordinators and those of the project responsible for its financial management. In case of *Multilateral Research Groups*, the Handbook will also be a useful source of reference to a consortium's partner organisations.

### ***Other Documents***

This document should be read in conjunction with your Grant Agreement/Decision, the Call for proposals 2007, 2008 or 2009 and the Guide for applicants.

## **Management of your Project**

### **1.1 Role of the Agency**

The Education, Audiovisual and Culture Executive Agency operates as a partner for the European Commission. Whilst the Commission deals with policy setting and programme definition, the Agency is in charge of programme implementation for all centralised actions and aims to provide programme beneficiaries with a comprehensive administration and support service.

The Agency has a mandate to cover the whole lifecycle of projects. This includes publishing the Call for proposals, selecting the projects, establishing the contracts, monitoring the projects through to closure and reporting on the results.

During the project lifecycle the Agency provides support for the projects that have been launched, helping them to be successful, bringing them into contact with each other and assisting them with the dissemination of results.

The Agency manages the reporting and assessment elements of running projects and the accompanying payment of grant monies.

Once projects are complete, the Agency provides feedback to the Commission on the results of the projects and on the results of the Call in general so that this may inform future policy.

### **1.2 Your project in the lifecycle of the Lifelong Learning Programme**

The Jean Monnet Programme is implemented via an annual Call for proposals in response to which you submitted an application. With the help of external experts, the Agency evaluated your application and decided to allocate Community funds for the realisation of the project you proposed.

Because your project is funded by the Jean Monnet Programme, it is expected to contribute to the policy priorities for which the programme was established: Jean Monnet projects aim at stimulating teaching, research and reflection in the field of European Integration studies at the level of higher education institutions within and outside the European Union. The full results of the selection are published on the Agency's website.



Your project starts with the signature of the Grant Agreement/ Decision and then follows the approved work plan. Through the implementation of your project you carry out a number of activities and follow the milestones according to the work plan. The Agency co-finances the costs incurred in carrying out the project activities from the beginning until the end of the eligibility period set out in the Grant Agreement/Decision. Any project activities occurring outside of the eligibility period, including the additional 2 years during which the academic activities have to be maintained, are not eligible for funding.

After the co-financing period, providing start up subsidies for the first 3 years, academic activities have to be continued during 2 years for Jean Monnet Chairs and Chairs *Ad Personam*, Centres of Excellence, European Modules and Associations of Professors and Researchers. This commitment is verified by annual reports to be submitted by the project.

The co-financing of your project is implemented according to the rules set out in the Grant Agreement/Decision. At the beginning of the project the Agency transfers to you a first pre-financing payment which amounts to the percentage of the Community's contribution to the project costs set out in the contract. (In some cases the Agency may seek a bank guarantee before these pre-financing payments can be made.) At the end of the project and after approval of the project results as well as analysis and approval of the costs incurred, the Agency will execute the final payment which is made up of the total eligible contribution less the payments already made. However in some case a recovery order may be issued instead of a final payment.

To enable the Agency to monitor and assess the achievements of your project, you are required to submit annual activity reports and additionally a financial report at the end of the project's eligibility period. As part of the monitoring activity, the Agency may organise a meeting with the key people on your project, whether in Brussels or at your premises.

If during the project's lifetime the need for modifications to the grant agreement arises, you may request an amendment to the Agency.

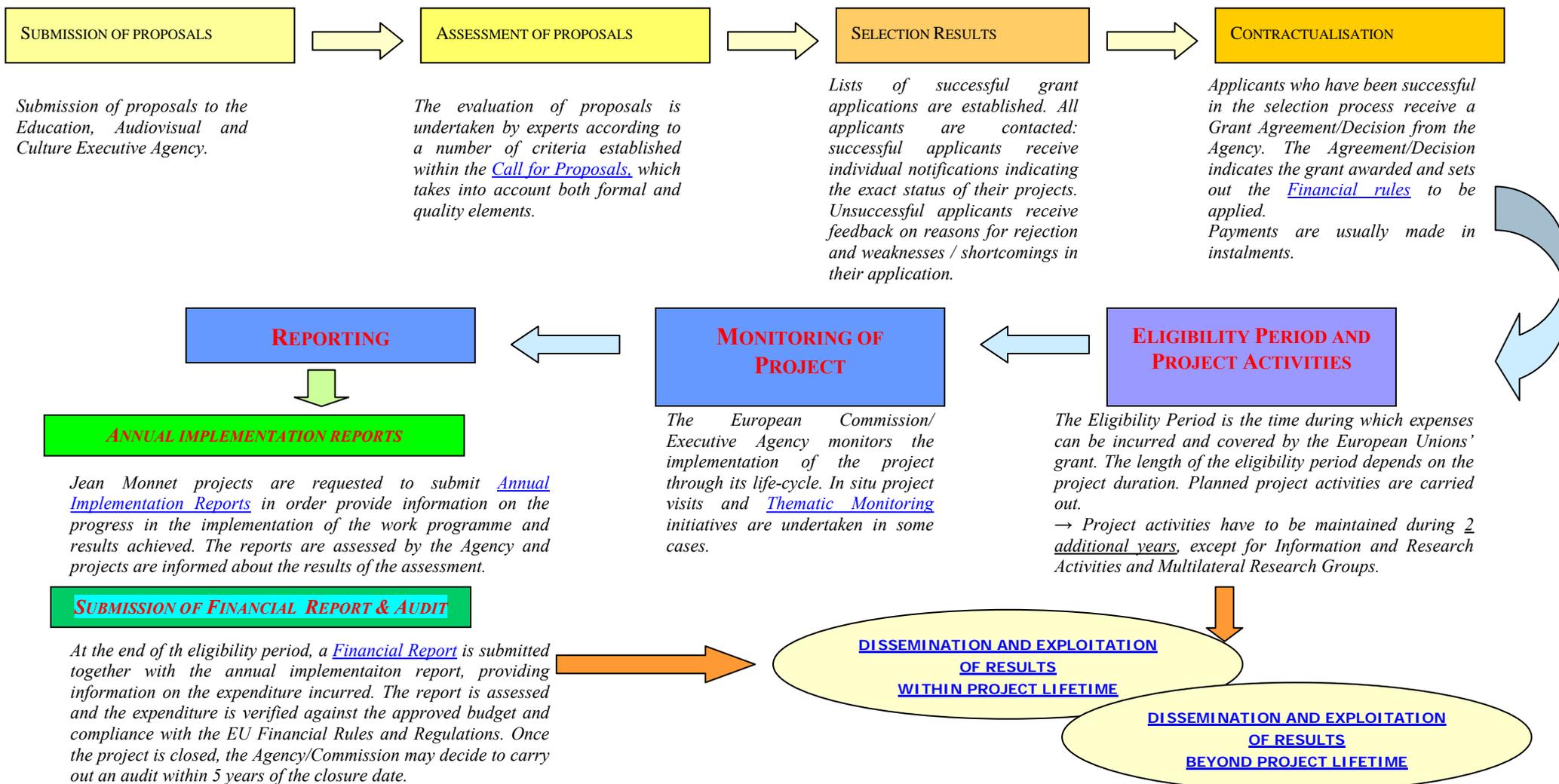
Dissemination and exploitation of your project and its results are very important as they determine the extent to which your results reach their intended audience and are subsequently utilised. Poor dissemination in particular can lead to duplicated effort and wasted resources. It is important therefore that you plan thoroughly your dissemination and exploitation strategy from the beginning of the project.

After the project's closure or even during its implementation, the Agency reserves the right to launch an audit to verify the accounts. The Grant Agreement/Decision includes a specific requirement to keep records for a number of years after the closure of the project.

These areas are now presented in more detail in the body of this document, whilst a graphical representation of the project lifecycle can be seen in the flowchart which follows.



## PROJECT LIFE CYCLE





## 1.3 Monitoring of the Project by the Agency

### 1.3.1 Purpose

The Agency is responsible for monitoring all the projects that have been successful in securing funds from the Jean Monnet Programme. The main purpose of monitoring is to provide support for each project, offering guidance and advice that can be integrated by the project team as it endeavours to achieve a successful outcome. The monitoring is also aimed at ensuring that projects are aligned with and fulfilling their stated objectives and continue to merit the public funds that have been allocated to them. Monitoring also allows good practices and lessons learned to be identified so that others may benefit from them.

To carry out the monitoring of each project, the Agency may appoint a member of the Agency staff as a point of contact: a project manager or a project officer. This person is responsible for project monitoring on a day-to-day basis and is the channel of communication between the Agency and the project coordinator. In addition, an Agency financial officer may be appointed to monitor the financial matters of the project as and when the need arises.

The project coordinator can communicate with the Agency's project manager or project officer by telephone, email or post. However, all important Agency decisions will be communicated in writing and addressed to the project coordinator or to the legal representative, depending on the nature of the communication. The Agency will not communicate with a third party without the prior written authorisation of the project coordinator.

### 1.3.2 What kind of monitoring?

The monitoring may be performed in one or more of the following ways:

- remote monitoring, e.g. assessment of the work carried out and reported by the project in comparison with the originally defined objectives and acting as helpdesk, providing assistance and guidance for project coordinators;
- visit by Agency representatives to the premises of the beneficiary/coordinating organisation (*in situ* visit);
- visit by Agency representatives to a project event;
- visit by experts to review the work of the project and report back to the Agency;
- visit by project representatives to the Agency;
- invitation to project representatives to visit the Agency to participate in an event organised by the Agency.

Visits by Agency representatives may be undertaken by Agency staff, external experts or a combination of the two.

The above list is not exhaustive – additional project monitoring methods may be developed in response to new needs that arise.



If the monitoring requires a visit to your premises, the Agency will confirm in advance and in writing the purpose of the visit, the issues to be addressed and, where appropriate, the list of documents that should be made available or submitted in advance. The Agency's representative and the project coordinator will work together to ensure that the visit is well planned and prepared.

On occasion, the Agency may request that the legal representative attends a particular meeting.

In the majority of cases, the Agency provides feedback to the project coordinator after a meeting has taken place.

However, given the specificities of the Jean Monnet Programme (high number of selected projects, worldwide activities, the fact that the majority of projects are teaching activities or 1 year activities), for the most important part of the projects, monitoring will be limited to remote monitoring.

### ***1.3.3 Visit to the beneficiary/coordinating organisation (in situ visit)***

An *in situ* visit to the beneficiary/coordinating organisation can take place at any time during the lifetime of the project. The main objectives of the visit are: to verify the status of the project's implementation and the preparation of its outputs; to obtain a clear picture of how well the project is being managed (for *Multilateral Research Groups*: to see how well partners are cooperating); and to provide the project with support and guidance. At a more detailed level, the visit will focus on the follow-up of the workplan, project outputs, communications, administrative practices, project documents as well as on general questions relating to the financial management of the project.

The project coordinator is required to attend and, if the beneficiary and coordinating organisations are different, the Agency may also request the participation of a representative of the beneficiary organisation. The Agency may also request the attendance of the person responsible for the financial management of the project. Generally speaking, the project team representation will be defined according to the reasons for the visit and the items to be addressed. On the Agency's side, the Agency project officer/s may be accompanied by an external expert/s or the visit may be solely undertaken by an external expert/s.

The documents which should be made available for the Agency during the *in situ* visit will be specified by the Agency in advance. These could include, but may not be limited to, the following:

- any results/products available at the time of the visit;
- documents related to products;
- documents related to financial monitoring (e.g. internal reports);
- subcontracting agreements and invoices;
- internal and external evaluation reports and quality plan, if applicable
- dissemination and exploitation plan, including intellectual property and commercialisation agreements where appropriate;



- publicity material

*Multilateral Research Groups should additionally provide*

- partner agreements, if applicable
- minutes of the partnership meetings;
- copies of the money transfers to the partners.

***1.3.4 Visit to a partnership meeting and/or project event***

The Agency may attend a project event or a partnership meeting as an observer in order to become acquainted with the progress of the project. If the visit is to a partnership meeting, each partner would generally be expected to describe during the meeting their contribution to the project and demonstrate their activities and outputs. The Agency's representative may be accompanied by an external expert.

The Agency representative may also wish to cover specific areas related to project implementation. In this instance, the Agency may take the opportunity to cover management issues at a *separate* meeting with the coordinator and other project representatives. This would follow the format of the *in situ* visit described above (section 1.3.3).

***1.3.5 Invitation to Visit the Agency***

The project coordinator and other members from the project team may be invited for a meeting at the Agency's premises. The documents that the coordinator will be expected to bring will be specified by the Agency in advance. See the documents listed in section 1.3.3 for the documents that are most likely to be requested. The coordinator/coordinating team may be asked to give a presentation outlining the current status of the project and its outputs.

***1.3.6 Invitation to an event organised by the Agency***

The coordinator may also be invited by the Agency to participate in other meetings and to present the project. The expenses related to the participation in such meetings are considered as eligible costs and should be covered by the project's budget.



## Reporting

### 1.3.7 Purpose of the Reports

Reporting on your project's progress and achievements is both a crucial and beneficial part of the project management process. The reports you are required to submit serve a dual purpose:

- For your own benefit and use. The reports are a means of communication from you to your peers about the project you are undertaking - you place the knowledge created in your project at the disposal of the wider community. Through their dissemination, you increase the potential for discovering initiatives that share common ground with yours and you increase the chances of being contacted by interested parties with useful input or feedback.
- For the Agency's benefit and use. The assessment of the reports enables the Agency to have an insight in the development of your project and in certain cases to take a decision on the continuation of the project.

Beneficiaries are advised to carefully read the report forms in order to be familiar with the content and aware of the financial information to be provided. Your project will be required to submit annual implementation reports and at the end of the eligibility period a financial report. The implementation reports provide the Agency with annual updates on how the project is progressing against the original plans, whereas the financial report implies also a check of the eligibility of expenses incurred.

In order to provide a practical and structured means for a project to report, the Agency has prepared a report template – including a financial reporting table – instructions on how to complete them can be found below. The templates can be found under the following link:  
<http://eacea.ec.europa.eu/llp/jeanmonnet/reporting>

For the report submission deadlines, please refer to your Grant Agreement (Art. 1.5) or to your Decision (Art. 5). Furthermore, the contractual timetables for 2007, 2008 and 2009 projects are included in this Handbook (Annex nr 2).

### 1.3.8 Structure of the Reports

Please note the following points before preparing and submitting your report to the Agency:

- After the end of each project year, you are requested to submit a paper copy of the Annual Implementation Report signed by the respective Professor/Academic Coordinator and the Legal Representative.



Important aspect to be covered by the Annual Implementation Report:

- the number of hours taught
- whether the course/activity is compulsory or optional
- undergraduate or postgraduate course
- the number of students
- publications
- events (conferences, seminars,...)
- contact with the media
- evaluation of results

- At the end of the eligibility period, you are additionally required to submit a Financial Report (together with the Annual Implementation Report) within 2 months after the end date of the action. For a Report to be assessed, the formal requirements detailed in the Grant Agreement/Decision particularly in Article 1.5/.5 "Submission of Reports and other Documents" and in Annex III must be satisfied. In the case that the Report does not meet the above-mentioned criteria, the Agency reserves the right not to assess the Report, until its formal presentation is correct. If the Agency does not obtain the Report in the correct format, the grant may be cancelled and the Beneficiary required reimbursing the pre-financing instalment already paid to the project (Art II.17.5 of your Grant Agreement/General Conditions nr. 14.6 of your Decision).

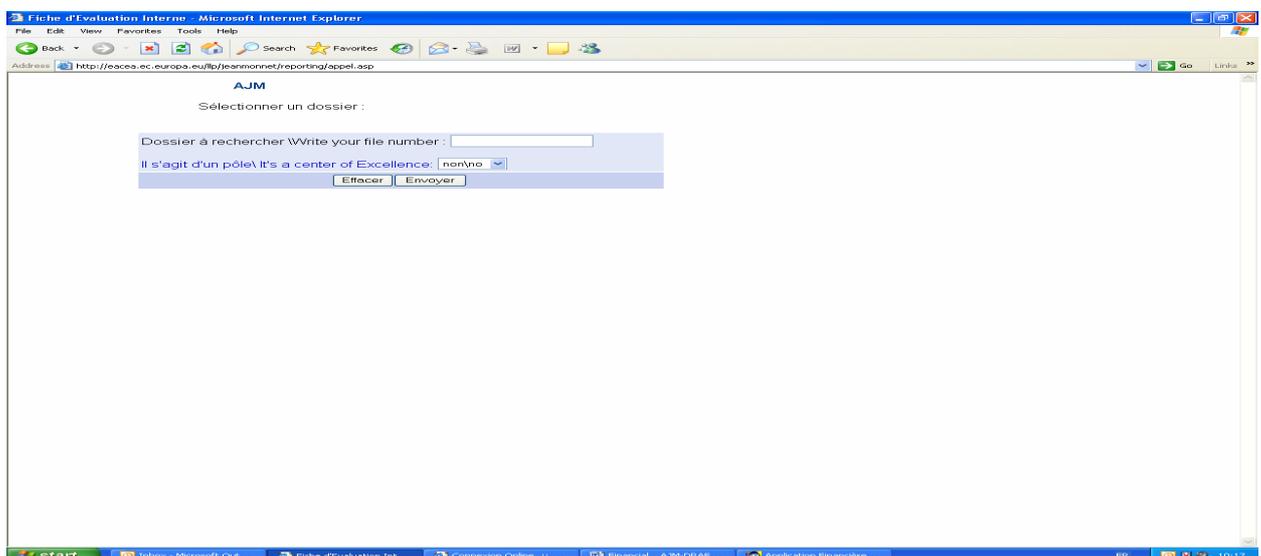
Please note that in addition to the paper version of the Annual Implementation Report and Financial Report, you also need to complete the online form and submit it electronically (see instructions below).

➤ Further reporting instructions:

- Please note that it is obligatory to use the appropriate report templates and financial tables, provided by the Agency. These can be downloaded from the following website: <http://eacea.ec.europa.eu/llp/jeanmonnet/reporting> . All sections of the reporting form have to be completed.
- The report should be of a quality that allows it to be published as it is i.e. without revision or editing.
- The Reports should be written in English, French or German.
- All products and results should be submitted along with the Annual Implementation Reports.
- The report and the accompanying products/results should contain the LLP logo and the funding disclaimer text as well as bear the project title and Grant Agreement/Decision number. The LLP logo can be found at: [http://eacea.ec.europa.eu/about/logos\\_en.html](http://eacea.ec.europa.eu/about/logos_en.html). The funding disclaimer text is available in all languages at: [http://ec.europa.eu/dgs/education\\_culture/publ/graphics/agencies/use-translation.pdf](http://ec.europa.eu/dgs/education_culture/publ/graphics/agencies/use-translation.pdf)



- All costs and all revenues of the project must be declared in the Financial Report. The various financial tables form a coherent whole and the figures must therefore be consistent. The amounts indicated in the forms must be expressed in Euro. Before submitting the Financial Report, the Beneficiary is strongly advised to check that the totals and subtotals filled in are arithmetically correct.
- The Report should *not* be used as a means to signal major changes to your project. (e.g. changes to the budget, work plan, partnership, etc.). These should have been subject to formal amendment requests, that had to be submitted separately (see chapter 1.4 "Amendment Requests" of this Handbook). Should the case arise that a change is communicated in the Report, please be aware that the Agency's approval of the report does not imply the Agency's approval of the changes.
- The report must be sent to the address specified in article I.7 of your Grant Agreement/ Art. 7 of your Decision. You are recommended to send your Reports by registered mail, in order to keep a record of postage. Additionally you are advised to keep a copy of the full Report, including any annexes. Please note that reports sent via email or fax cannot be accepted.
- Please submit a paper copy of your report and the electronic online version. The Agency reserves the right to request further copies of reports and products.
- The online Reporting forms are available under the following link: <http://eacea.ec.europa.eu/llp/jeanmonnet/reporting> . In case that this link should not be active, please check the Agency's Jean Monnet website for an updated link.
- When you are asked to provide the file number for projects selected in 2007, please use the reference number indicated in your Grant Agreement/Decision, starting with the year (2 digits) and followed by your individual number (4 digits): e.g. 07/0012). For projects selected in 2008 and 2009 , please use the reference number starting with the year (2008) and followed by your individual number (4 digits): e.g. 2008-1234





Before completing the Report, please check your contact details and title of your project and inform us in a separate e-mail, if there should be any changes (E-mail to [EACEA-AJM@ec.europa.eu](mailto:EACEA-AJM@ec.europa.eu))

- If you refer to websites in your Report, passwords should be given for all private areas.
  
- (*For Multilateral Research Groups*): The report is submitted on behalf of all the organisations participating in the project. The declaration page, which must be signed in original by the legal representative of the beneficiary and the academic coordinator, confirms that a process of consultation and approval has been carried out throughout the partnership. Please ensure that the time to carry this out has been factored into the planning for your report production and submission.

### ***1.3.9 Processing the Reports***

Each report must be submitted to the Agency by the deadline indicated in the Grant Agreement/Decision. Late submission may considerably delay the process of analysing and assessing the report which may in turn cause payment of due funds to be delayed.

If a report is incomplete (for instance, some parts are missing or incorrect) the Agency may request that further information be supplied and provided through the submission of a new, updated version of the report. The Agency will specify the form in which the additional information should be submitted.

Based on the assessment, the Agency takes a final decision with regard to the payment of the due part of the grant. In the event that the report is not complete and additional information needs to be submitted, the payment that is dependent upon the report's positive evaluation is likely to be delayed. In some cases, a recovery order may be issued.

Once the assessment is complete, the Agency will inform the project of the final evaluation i.e. its decision (approval or rejection).

Please note that a late submission of the Reports may result in penalties or even cancellation of the Grant.



### ***1.3.10 Weak implementation of a project***

As stated in the Grant Agreement/ Decision, the Agency may reduce the amount of the final grant taking into consideration the final assessment of the project outcomes (see Article II.17.5 of the Grant Agreement/ General Conditions nr. 14.6 of the Decision).



## Dissemination, Exploitation and Impact of Results

### 1.3.11 Purpose of dissemination and exploitation activities

Significant emphasis is placed on the impact of EU co-financed projects and on the concrete plans for ensuring that what they produce will be widely known about and widely used. The results generated, the lessons learned and the experience gained by each project team should be made available to the widest possible audience.

The primary means of making this happen are the twin activities of dissemination and exploitation, also known together as "*valorisation*". Their key objective is to maximise the impact of project results by optimising their value, strengthening their impact, transferring them to different contexts, integrating them in a sustainable way and using them actively in systems and practices at local, regional, national and European levels as well as throughout the world.

Well-planned and well-executed dissemination and exploitation ensure that project results have a reach beyond those directly involved in the project/consortium and an impact that is sustained beyond the project's lifetime.

### 1.3.12 What are project results?

Project results are the products, methods, experiences and policy lessons that projects may realise. Broadly speaking, there are five main categories of result of which the first three are direct project results and the second two are indirect project results or programme-level results.

Result Category	Examples
Products	<ul style="list-style-type: none"> <li>• reports and comparative studies;</li> <li>• handbooks and training tools;</li> <li>• innovative education and training modules;</li> <li>• new curricula and qualifications;</li> <li>• guidance material for new approaches and methodologies;</li> <li>• online education and training material (e-learning);</li> <li>• conferences and cultural events;</li> <li>• seminars, debates and symposia.</li> </ul>
Methods	<ul style="list-style-type: none"> <li>• increased knowledge of the participants within a certain field and topic;</li> <li>• cooperation processes and methodologies;</li> <li>• managerial lessons learned and know-how;</li> <li>• exchange of ideas and good practice.</li> </ul>
Experiences	<ul style="list-style-type: none"> <li>• experience gained by the project participants/partners in the</li> </ul>



	<p>management and undertaking of transnational partnerships;</p> <ul style="list-style-type: none"> <li>• experience gained by individuals, e.g. from mobility periods;</li> <li>• exchange of experience and best practice through the establishment of networks.</li> </ul>
Policy lessons	<ul style="list-style-type: none"> <li>• drawn from the overall experience of projects within a programme or from individual projects that are particularly innovative or effective;</li> <li>• fed back to inform policy making e.g. in the Lifelong Learning field within the Commission and within Member States.</li> </ul>
European Cooperation	<ul style="list-style-type: none"> <li>• new or extended European and worldwide partnerships;</li> <li>• transnational sharing of experience and best practice;</li> <li>• cross-cultural dialogue and co-operation;</li> <li>• new dialogue and partnerships between EU and non-EU countries.</li> </ul>

The different categories of results may require different approaches for dissemination and exploitation. For example, tangible results such as 'products' may be easily demonstrated with actual items, graphical representations and samples whereas intangible results such as 'experiences' may require alternative methods of demonstration such as survey results, interview analysis and accreditation programmes.

### ***1.3.13 What are the dissemination and exploitation of results?***

The activities of dissemination and exploitation are closely related but distinct from one another.

Dissemination can be defined as "a planned process of providing information to key parties on the quality, relevance and effectiveness of the results of programmes and initiatives. It occurs as and when the results become available."

Exploitation means "making use of and deriving benefit from (a result)". In the context of project results it primarily involves the two processes of 'mainstreaming' and 'multiplication', where:

Mainstreaming is the planned process of transferring the successful results of programmes and initiatives to appropriate decision-makers in regulated local, regional, national or European systems; and

Multiplication is the planned process of convincing individual end-users to adopt and/or apply the results of programmes and initiatives.



### ***1.3.14 How to plan your dissemination and exploitation***

Having a strong plan for dissemination and exploitation from the *start* of a project is a key priority for a Commission-funded project. It is for this reason that impact is paramount. Creating the plan early on ensures that your intended users and their needs are central to your project from the beginning.

In planning these activities, the project team should be addressing the following kinds of questions:

- What needs does the project meet?
- What are the expected results?
- Who are the users/interested sectors who will benefit from the project's results?

Time should be spent on establishing who is expected to use the project's results and taking account of their needs. This should include all potential users, not just those from the immediate target group. Plans should allow for consultation with, and the involvement of, users during the project's lifetime.

The key elements of the plan are:

- The types of dissemination and exploitation activity that will be used – the methods and mechanisms;
- The resources that will be required – people and budget;
- The timetable for the different activities;
- The strategy for extending the activities beyond the project's lifetime.

Once established, the dissemination and exploitation plan should be regularly reviewed and where necessary revised in light of the project's evolution. Please provide information on your dissemination activities in your Annual Implementation Reports.

For more detailed guidance on writing a dissemination and exploitation plan please visit the DG EAC website at the following address:

[http://ec.europa.eu/dgs/education\\_culture/valorisation/index\\_en.html](http://ec.europa.eu/dgs/education_culture/valorisation/index_en.html)

Amongst other things, this includes 'The EU's 5-stage plan for dissemination and exploitation' along with a dissemination toolkit and suggested mechanisms for both valorisation activities.

### ***1.3.15 Recognition of Commission funding and use of LLP logo***

Project publications and results that are distributed must make reference to the co-financing that the Commission has provided and should incorporate the LLP logo. This visibility helps increase awareness of the Lifelong Learning and Jean Monnet Programme and helps ensure the continuation and longevity of its operation.



The LLP logo can be found at:

[http://eacea.ec.europa.eu/about/logos\\_en.html](http://eacea.ec.europa.eu/about/logos_en.html)

The funding disclaimer text is available in all languages at:

[http://ec.europa.eu/dgs/education\\_culture/publ/graphics/agencies/use-translation.pdf](http://ec.europa.eu/dgs/education_culture/publ/graphics/agencies/use-translation.pdf)

Failure to acknowledge the EU funding may lead to the costs related to a particular activity being declared ineligible. For example, in the case where the activities included research and publication, if the publication fails to mention EU funding, then the costs of research would still be eligible but the costs of publication would be declared ineligible.



## 1.4 Amendment Requests

Any amendment to the grant conditions must be the subject of a written supplementary agreement. The amendment request must duly justify the reasons for the proposed changes. The Agency reserves the right to reject an amendment request that is not justified.

It is important to understand that the amendment request should not be used retrospectively i.e. changes that have in reality already been carried out prior to the submission of the request should not be retroactively requested. In particular, retroactive changes to the eligibility of costs through an amendment will only be accepted in exceptional cases due to extenuating circumstances.

Any request for amendment has to be submitted to the Agency at least one month before the end of the eligibility period. Please note that any changes to the work plan or partnership incurred *after* the end of the eligibility period (i.e. in the course of the 2 additional years, during which the academic activities have to be maintained<sup>1</sup>), also need to be approved by the Agency and must be submitted at the latest one month before the end of the last year of activity.

Any amendment request must be submitted to the Agency by an official letter or form (see below) signed by the legal representative of the beneficiary, that is, the person who signs the grant agreement or his/her legal replacement as well as by the academic coordinator.

### 1.4.1 Amendment request using a specific template

To request an amendment, please use the formal Amendment Request form which can be found on the Jean Monnet webpage: <http://eacea.ec.europa.eu/llp/jeanmonnet>. Here you will find the templates for requesting an amendment to the Grant Agreement/Decision for the following circumstances:

- A - Change of the beneficiary organisation (*Ad personam* Chairs)
- B - Changes to the work programme
- C - Change of bank account
- D - Changes to the eligibility period
- E - Changes to the budget breakdown

#### For Multilateral Research Groups only:

- F - Partner(s) withdrawal
- G - New / Replacement partner(s) joining the project

Guidance on filling in the application form can be found in the form itself.

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<sup>1</sup> This applies to Jean Monnet Chairs, Ad personam Jean Monnet Chairs, Modules, Centres of Excellence and Associations of Professors.



### ***1.4.2 Amendment request without a specific template***

The following sections describe cases where use of the form is not needed. Please note however, that official approval by the Agency is still needed in these cases.

#### **Change of Chairholder/Academic Coordinator**

A change of academic coordinator does not require the amendment request form to be used. A letter informing the Agency about the reasons for the envisaged change (and in case of *Multilateral Research Groups*, stating that there is no objection from the project partners to the change of the Chairholder/ Coordinator) is sufficient. The CV of the proposed Chairholder/Coordinator needs to be submitted with the request and will be evaluated by the Agency. The letter should include all the contact details of the new academic coordinator (telephone and fax number, address, email, etc).

→ **Special conditions for Ad personam Chairs:** The title "*Ad personam* Chair" is directly linked to the person of the chair holder. If the holder leaves the university, the latter may not replace him/her by another member of teaching staff. In the event of leaving the original university, the holder of the *Ad personam* Chair must remain in an academic environment if he or she wishes to continue using the title "*Ad personam* Jean Monnet Chair". Maintaining the *Ad personam* Jean Monnet Chair label requires the presentation and approval of an appropriate Implementation Report for each academic year. A university, to which a holder of an *Ad personam* Chair moves, must undertake to maintain the European content of the teaching programme and research activities in line with the terms of the Grant Agreement/ Decision and the Project Handbook.

Please note that the Agency needs approve the maintenance of the Jean Monnet label, in case of the move of a Jean Monnet *Ad personam* Chair holder to another university. Please use the Amendment request form (Section "Change of Beneficiary") in order to submit your request.

#### **Change of legal representative of the beneficiary organisation**

In this case it is not necessary to use the amendment request form. A simple letter with an official document confirming the capability of the new legal representative is sufficient. Examples of official documents include statutes and minutes of the Board.

The letter should include all the contact details of the new legal representative (telephone and fax number, address, email, etc).



### ***1.4.3 Cases where an amendment request is NOT necessary: change to the budget breakdown per heading)***

An amendment request relating to an adjustment to the budget breakdown is not necessary when the transfer between budget headings (staff, travel, equipment, subcontracting, others) does not affect the implementation of the action and does not exceed:

- 10% of the amount of each increased budget heading of costs for which the transfer is intended or
- EUR 5.000

Which ever is the larger. (see Article I.3.4 of your Grant Agreement/Art. 3.4 of your Decision)<sup>2</sup>. In all other cases an amendment request is necessary (see E in 1.4.1)

When assessing your Financial Report, the Agency will accept that costs declared do exceed the budget following this same rule (by budget heading of cost).

This rule is not applicable to indirect costs as they are always limited to 7% of eligible direct costs.

Please note that it is not possible to modify the total budget, the amount of the grant or the percentage of community funding.

#### Examples

If you intend to increase the budget allocated to staff from EUR 30.000 to EUR 34.000, no formal amendment request is necessary. This is indeed an increase of more than 10% but less than EUR 5.000.

On the other hand, if you intend to increase the budget allocated to staff from EUR 30.000 to EUR 38.000, a formal amendment request is necessary as this is more than 10% *and* more than EUR 5.000.

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<sup>2</sup> For projects selected in 2007 please also refer to the Agency's letter dated 13/05/2008 which formally amended the articles in question and adding the 5000 €option.



## 2 Financial rules

The following financial rules must be read together with the respective Call for proposal (2007, 2008 or 2009) and the Call documentation. The following sections apply to the Beneficiary and in case of Multilateral Research Groups also to the partners within the consortium.

### 2.1 General Provisions on Eligibility of Costs

The general context, nature and amount of expenditure will be taken into account when assessing eligibility.

To be considered as eligible costs of the project, costs must satisfy the following general criteria:

- They must be incurred by **legal bodies/institutions or by natural persons**, and in the case of *Multilateral Research Groups*, by the official partners of the consortium;
- They must be **connected** with the project (i.e. relevant to the project and be directly connected with the execution of the project in accordance with the approved work plan);
- They must be **provided for in the approved budget**, as annexed to the Grant Agreement/Decision.
- They must be **necessary** for the execution of the project;
- They must be **reasonable and justified** and they must accord with the principles of **sound financial management**<sup>3</sup>, in particular in terms of value for money and cost-effectiveness;
- They must be **generated** during the lifetime of the project<sup>4</sup>, as specified in Article I.2.2 of the Grant Agreement/ Article 2.1 of the Decision;
- They must be **actually incurred** by the beneficiary/partners and be recorded in the accounts in accordance with the applicable accounting principles, and be declared in accordance with the requirements of the applicable tax and social legislation;
- They must be **identifiable and verifiable**.

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<sup>2</sup> Costs shall be defined in accordance with the principle of sound financial management, namely in accordance with the principles of economy, efficiency and effectiveness. The principle of economy requires that costs shall be defined in due time, in appropriate quantity and quality and at the best price. The principle of efficiency is concerned with the best relationship between resources employed and results achieved. The principle of effectiveness is concerned with attaining the specific objectives set and achieving the intended results.

<sup>4</sup> i.e. generated by an activity that takes place during the lifetime (legal duration) of the project / action. Activities taking place before or after the period specified in a Grant Agreement/Decision are not eligible for funding. However, if the expenditure was committed/ billed within the eligibility period, the actual payment can be effected later.



At the end of the project duration or at any other time, the project needs to be able to justify all expenditure by copies of invoices or accounting documents, **if requested** by the Agency or any other body or organisation authorised by the Agency. Therefore, the beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the project with the corresponding accounting statements and supporting documents. For scales of unit costs, this implies that the "number of units" must be recorded in appropriate documents (e.g. timesheets, attendance lists, etc.).

Where national taxation and accounting rules do not require an invoice, an accounting document of equivalent value means any document produced in order to prove that the accounting entry is accurate and complies with the applicable accounting law.

### **Exchange Rate to be used**

#### Projects selected in 2007:

The financial information shall always be provided in Euro. Any conversion of actual costs into Euro shall be made at the monthly accounting rate published in the Official Journal of the European Union (<http://ec.europa.eu/budget/inforeuro/>), applicable on the month when the pre-financing is issued by the Agency (see Art. I.10.1 of your Grant Agreement).

#### Projects selected in 2008 and 2009:

The financial information shall always be given in Euro. If this involves a rate of exchange, the following conditions apply (see Art. I.10.1 of your Grant Agreement/Art. 10 of your Decision):

- *1 – Year projects (Information and Research Activities):*  
Any conversion of actual costs into Euro 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/inforeuro>) for the last month (i.e. August 2009/August 2010) of the period of eligibility of costs.
- *2 – Year projects (Multilateral Research Groups)*  
Any conversion of actual costs into Euro 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/inforeuro>) for the 13th month (i.e. September 2009/September 2010 ) of the period of eligibility of costs.
- *5-Years projects (Modules, Chairs, Centre of Excellences, Associations)*  
Any conversion of actual costs into Euro 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/inforeuro>) for the 19th month (i.e. March 2010/March 2011 etc.) of the period of eligibility of costs.



## 2.2 Non-eligible Costs

Under no circumstances can the following types of costs be considered as eligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or potential future liabilities (provisions for contractual and moral obligations, fines, financial penalties and legal costs);
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, **unless** the beneficiary organisation can prove that it is unable to recover it;
- costs declared by the beneficiary and covered by another project or work programme receiving a Community grant;
- excessive or reckless expenditure;
- purchase of capital assets - only depreciation is eligible;
- in the case of rental or leasing of equipment, the cost of any buy-out option at the end of the lease or rental period;
- costs associated with the preparation of the application for the Jean Monnet Programme;
- costs of opening and operating bank accounts (transfer costs are eligible);
- costs incurred in relation to any document required to be submitted with the application (audit reports, etc.);
- *For Mulilateral Research Groups*: costs incurred by silent / ineligible partners;
- contributions in kind (Art. II.14.5 of the Grant Agreement/General Condition nr. 11.5 of your Decision).



## 2.3 Categories of Eligible Direct Costs

The eligible direct costs for the project are those costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to performance of the project and which can therefore be booked to it directly.

### 2.3.1 Staff

Costs relating to the following categories of staff are considered:

- Statutory staff, having either a permanent or a temporary employment contract with the Beneficiary (or with a partner in the case of *Multilateral Research Groups*).<sup>5</sup>

These costs must be actual costs incurred by the Beneficiary (or partner in the case of *Multilateral Research Groups*). Staff costs of other organisations are not eligible.

Costs related to staff working through subcontracting shall be included under the appropriate category (see section 2.2.5 of this Handbook). Staff members of project partners (in the case of *Multilateral Research Groups*) are not allowed to operate in a subcontracting capacity for the project.

Beneficiaries should report staff costs based on **real** daily staff cost rates. Any surplus exceeding the maximum rates published in the respective Calls for proposals 2007, 2008 or 2009 will be considered as ineligible. The veracity of these costs may be the subject of an audit.

Furthermore, staff costs may not exceed the normal costs for each staff category in the countries concerned and must be broken down into categories 1 to 4 of the International Standard Classification of Occupations (ISCO). In any case, the following maximum amounts apply:

- Staff category 1 (maximum amount 450 euros/day)
- Staff category 2 (maximum amount 300 euros/day) – University Professors
- Staff category 3 (maximum amount 250 euros/day)
- Staff category 4 (maximum amount 125 euros/day)

The four categories of staff are defined as follows:

**Manager** (Staff Category 1 of the ISCO-88 (COM)).

This staff category includes legislators, senior officials and managers.

**Researcher, Teacher, Trainer** (Staff Category 2 of the ISCO-88 (COM)).

This staff category includes science, health, teaching and other professionals.

**Technical staff** (Staff Category 3 of the ISCO-88 (COM)).

This staff category includes technicians and associate professionals.

**Administrative staff** (Staff Category 4 of the ISCO-88 (COM)).

This staff category includes office and customer service clerks.

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<sup>5</sup> Please note that staff costs for students can only be declared, if they have a regular working contract with the Beneficiary organisation (or in the case of *Multilateral Research Groups*, with one of the partner organisations). Otherwise their contribution will be regarded as contribution in kind.



The rate of the country in which the partner organisation is registered will be applied, independent 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 budgeted on the basis of the rates of Country A).

Real daily staff cost rates are based on average rates corresponding to the Beneficiary's usual policy on remuneration, comprising actual salaries plus social security charges and other statutory costs included in the remuneration. Non-statutory costs like bonuses, lease car, expense account schemes, incentive payments or profit-sharing schemes are excluded.

Please note that only staff costs foreseen in your Grant Agreement/Decision are taken into consideration and need to be presented as outlined above. Staff presented in the financial report which are not included in the Grant Agreement/Decision will be declared ineligible.

### **2.3.2 Teaching Costs**

In principle, this cost category only applies to Jean Monnet Chairs, Jean Monnet *Ad personam* Chairs and European Modules. In duly justified cases, also Centres of Excellence applications could include this type of costs.

The hourly teaching cost is fixed at a maximum of 200 Euro.

Please note: Actual teaching costs should be reported. If they exceed the maximum rate indicated above, the surplus will be considered ineligible. The veracity of these costs may be subject of an audit.

### **2.3.3 Travel and Subsistence**

#### **a) Travel costs**

Travel costs for staff taking part in the project are considered, provided that they are in line with the partner's usual practices on travel costs. Costs may be claimed only for journeys directly connected to specific and clearly identifiable project-related activities. For information on charging travel costs for non-staff members please refer to sections 2.2.5 and 2.2.6.

Reimbursement must be based on real costs, independent of the means of travel chosen (rail, bus, taxi, plane, hire car). Partners are required to use the cheapest means of travel (e.g. use Apex tickets for air travel and take advantage of reduced fares, where this is not the case then a full explanation should be provided).

The travel cost for a journey should include all costs and all means for travel from the point of origin to the point of destination (and vice versa) and may include visa fees, travel insurance and cancellation costs.



Expenses for private car travel (personal or company cars), where substantiated and where the price is not excessive, will be reimbursed as follows (whichever is the cheapest):

- Either a rate per km in accordance with the internal rules of the organisation concerned up to a max of EUR 0.22.
- Or price of a rail, bus or plane ticket. Only one ticket shall be reimbursed, independently of the number of people travelling in the same vehicle.

For hire cars (maximum category B or equivalent) or taxis: the actual cost where this is not excessive compared with other means of travel (also taking account of any influencing factors e.g. time, excessive luggage). Reimbursement takes place independently of the number of people travelling in the same vehicle.

### **b) Subsistence costs**

Subsistence costs for staff taking part in the project are eligible. The reported expenses should respect the maximum rates published on the following websites of the European Commission:

For 2007 projects please use the rates from 21/06/2006  
[http://ec.europa.eu/europeaid/work/procedures/implementation/per\\_diems/documents/perdiem\\_07\\_2007.pdf](http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/documents/perdiem_07_2007.pdf)

For 2008 projects please use the rates from 05/07/2008  
[http://ec.europa.eu/europeaid/work/procedures/implementation/per\\_diems/documents/perdiem\\_07\\_2008.pdf](http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/documents/perdiem_07_2008.pdf)

For 2009 projects please use the rates from 07/07/2009  
[http://ec.europa.eu/europeaid/work/procedures/implementation/per\\_diems/documents/perdiem\\_200907.pdf](http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/documents/perdiem_200907.pdf)

Any surplus will be considered as ineligible. The rate to be applied is the one from the destination country i.e. where accommodation costs are incurred. Costs may be claimed only for journeys directly connected to specific and clearly identifiable project-related activities. For information on charging subsistence costs for non-staff members please refer to sections 2.2.5 and 2.2.6.

Reimbursement must be based on the existing internal rules of the partner organisations, which may be on an actual cost (reimbursement of receipts) or daily allowance basis.

In either case, proof of attendance and overnight accommodation will be required to substantiate declared costs.

Subsistence rates cover accommodation, meals and all local travel costs (but not local travel costs incurred to travel from point of origin to point of destination).

A full day normally includes an overnight stay. In duly substantiated cases, a full day's allowance without an overnight stay may be allowed with a pro rata reduction for accommodation (costs limited to 50% of the maximum ceiling).

A corresponding reduction must be applied if accommodation, meals and local travel costs are provided for by a third party.



### 2.3.4 *Equipment costs*

Purchase, rent or lease of equipment (new or second-hand), including the installation, maintenance and insurance costs, are considered:

- Only when specific and necessary for achieving the goals of the project. Proposed equipment costs must always be duly justified. The rules for procurement under section 2.2.5 apply.
- Provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary/partners and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project may be taken into account. The beneficiary shall explain the rules applied. If the nature and/or the context of its use justify different treatment, this should be duly justified.

All equipment related to the administration of the project (e.g. PCs, portables, etc.) and all equipment purchased before the start of a project is covered by indirect costs of the project (See section 2.3).

The total reported expenses for equipment may not exceed  
10% of the total direct costs reported for the project.

### 2.3.5 *Subcontracting costs*

Costs entailed by procurement contracts for the purposes of carrying out a part of the project are considered when awarded by the Beneficiary/ a partner to an external body, organisation or individual<sup>6</sup> (only if not employed by any of the Partner organisations of the consortium).

In order to maintain the concept of the project, the management and the general administration of the project may not be subcontracted.

Costs are based on a verifiable estimate or, if the subcontractor is identified, on the basis of an offer. The estimate/offer will cover all costs (i.e. staff costs plus travel costs, etc.).

The Beneficiary shall award the contract to the tender offering best value for money, that is to say, to the tender offering the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests.

Please note that the subcontracted tasks concerned must be set out in the Grant Agreement/Decision (Annex I/II "Description of the Action") and the corresponding estimated costs must be set out in the budget in Annex II-B "Eligible Budget of the Action". If not provided for in the initial grant application, any recourse to procurement while the work programme is being implemented is only eligible if prior written authorisation by the Agency has been granted.

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<sup>6</sup> This refers to individuals who may be self-employed i.e. who are responsible for their own social security or social contributions, pensions and taxes. National legislation on the definition of these individuals can vary and should always be considered. Covers also consultants, who provide one off services for which a fee is received.



The following specific Community rules with regard to procurement apply:

For projects selected in 2007:

- Contracts with a value below EUR 200 can be paid simply on presentation of an invoice.
- Contracts with a value between EUR 200 and EUR 3.500 are subject to a restricted procedure involving one tenderer (i.e. it is sufficient to seek one offer only).
- Contracts with a value between EUR 3.500 and EUR 25.000 are subject to a procedure involving at least three tenderers.
- Contracts between EUR 25.000 and EUR 60.000 are subject to a procedure involving at least five tenderers.
- For contracts of a value over EUR 60.000, national rules with regard to procurement apply.

For projects selected in 2008:

- Contracts with a value below EUR 500 can be paid simply on presentation of an invoice.
- Contracts with a value between EUR 500 and EUR 5.000 are subject to a restricted procedure involving one tenderer (i.e. it is sufficient to seek one offer only).
- Contracts with a value between EUR 5.000 and EUR 25.000 are subject to a procedure involving at least three tenderers.
- Contracts between EUR 25.000 and EUR 60.000 are subject to a procedure involving at least five tenderers.
- For contracts of a value over EUR 60.000, national rules with regard to procurement apply.

For Projects selected in 2009:

- • Contracts with a value below €12.500 can be paid on a presentation of an invoice;
- • Contracts with a value between €12.500 and €25.000 are subject to a procedure involving at least three tenderers;
- • Contracts between €25.000 and €60.000 are subject to a procedure involving at least five tenderers;
- • For contracts of a value over €60.000, national rules with regard to procurement apply.

The total reported costs for subcontracting may not exceed  
30% of the total direct costs reported for the project.



### 2.3.6 *Other Costs*

Costs arising directly:

- From requirements imposed by the Grant Agreement/Decision are eligible (dissemination of information, specific evaluation of the project, audits, translations, reproduction, website, etc.), including the costs of any financial services (especially the cost of financial guarantees).
- From the realisation of specific actions or of products/results of the project are eligible i.e. the organisation of seminars (where the seminar is foreseen as a product/result and where task-related costs are easily identifiable), the production of proceedings of a seminar, the production of a video, the purchase of product-related consumables (reams of paper for printing of publications, blank DVDs), etc.

Only activities which are specific and necessary for achieving the goals of the project are considered.

When travel and/or subsistence costs are reimbursed to third parties (experts, speakers, etc.), the rules applicable to staff of partners will be applied (see section 2.2.3).

For all costs incurred through subcontracting please refer to section 2.2.5 above.

Costs which are not covered by the other categories are also considered as other costs. Some examples are: one-off costs for press releases and publicity, purchase of copyrights and other Intellectual Property Rights, purchase of information materials (books, studies and electronic data), conference fees; meeting registration costs; rental of exhibition space, etc.

All costs related to the administration of the project e.g. consumables, supplies, photocopying costs, telephone costs, internet access, paper, etc., are covered by indirect costs of the project (See section 2.3).



## 2.4 Indirect costs

The eligible indirect costs for the project are those costs which, with due regard for the conditions of eligibility described above, are not identifiable as specific costs directly linked to performance of the project which can be booked to it direct, but which have nevertheless been incurred in connection with the eligible direct costs for the project. They may not include any eligible direct costs.

The indirect costs of the project eligible for Community funding is a flat rate amount set at a maximum of 7% of the total amount of eligible direct costs. This indirect costs rate was contractually agreed and is given in Annex II of the Grant Agreement/Decision. The corresponding costs need *not* be justified by accounting documents.

Indirect costs shall not be eligible under a project grant awarded to a beneficiary who already receives an *operating grant* from the Commission during the period in question.

Examples of indirect costs are:

- All costs for equipment related to the administration of the project (e.g. PCs, portables, etc.);
- Communication costs (postage, fax, telephone, internet access, mailing, etc.);
- Infrastructure costs (rent, electricity, etc.) of the premises where the project is being carried out;
- Office supplies;
- Photocopies.



## Calculation of the Final Community Grant

Please refer to Article II.17 of the Grant Agreement/General condition nr. 14 of the Decision for more information on the calculation of the final grant.

In short, the final grant is determined as follows:

<b>Declared expenditures from the financial report</b>	
<b>LESS</b>	Ineligible costs found during assessment of your financial report.  Costs may be ineligible by nature <i>or</i> Limited by application of the "10% or 5.000 €rule" (Art. I.3.4 of the Agreement/Art. 3.4 of the Decision) <i>or</i> Limited by maximum (Equipment, Subcontracting and Indirect costs) <i>or</i> Limited by maximum rates from the Call (Staff & Subsistence) [ <a href="#">Subsistence limited by rates from AIDCO website</a> ]
<b>X</b>	percentage of co-financing from the Agreement, Article I.3.3)/Decision Art 3.3
<b>LIMITED</b> to the maximum Community contribution from the Agreement, Art. I.3.3 /Decision, Art. 3.3	

An example of the grant calculation can be found below.

Be also aware of the so called "non profit" rule defined in Article II.17.4 of the Grant Agreement/General Condition nr. 14.3 of the Decision. Indeed, to avoid profit, the calculated grant will be reduced accordingly if:

Final Community grant + other sources of financings (own funds not included) is higher than Declared expenditures from the final statement
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Please note also that the grant may be reduced in case of weak implementation of the project (Article II.17.5 of the Grant Agreement/ General Conditions nr. 14.6 of the Decision). See also section 1.3.10 of this Handbook.



Finally, the balance payment or recovery will be calculated as follows:

<b>Final Community Grant</b>	
<b>LESS</b>	Pre-financing amount already received
<b>LESS</b>	Interests earned on pre-financing amount-if applicable (article II.16.4 of the Grant Agreement, General Condition 13.10 of the Decision)
<b>EQUAL</b>	<b>Balance payment if positive or Recovery if negative</b>

### **EXAMPLE**

#### *Agreement*

Initial budget of eligible costs :	<b>€100.000</b>
Rate of co financing of eligible costs:	<b>50%</b>
Maximum grant :	<b>€50.000</b>
<i>Pre-financing</i> : 80% of the grant	<b>€40.000</b>

#### *Reporting :*

Final total of actual costs	<b>€100.000</b>
After analysis & correction: (€5.000 of not eligible costs)	<b>€95.000</b>
Declared Profit	<b>€ 5.000</b>

#### *Determining the final Grant*

Maximum grant	<b>€50.000</b>
Maximum on basis of the co-financing rate = 50% x €95.000	<b>€47.500</b>
No profit rule = €47.500 - €5.000	<b>€42.500</b>
Final Payment = €42.500 – €40.000	<b><u>€2.500</u></b>



## **Checks and Audits**

Please refer to Article II.19 of the Grant Agreement, General Condition nr. 16 of the Decision for more information on possible checks and audits.



## Annex 1 Definition of Terms

**The Agency:** the Education, Audiovisual and Culture Executive Agency, acting under powers delegated by the European Commission .

**Amendment:** a written supplementary agreement that modifies the grant agreement.

**Beneficiary (of project):** in financial terms, the organisation, institution or individual with whom the contract for receiving a grant from the LLP is signed.

**Consortium:** a group of partners participating in a project (only for *Multilateral Research Groups*)

**Dissemination:** a planned process of providing information to key parties on the quality, relevance and effectiveness of the results of programmes and initiatives.

**Exploitation:** a process of making use of and deriving benefit from a result. It primarily involves the two processes of 'mainstreaming' and 'multiplication'.

**Grant Agreement/Decision:** contractualisation of the grant award, setting out the terms and conditions and the financial rules that apply. A grant decision is only signed by the Agency and not by both parties.

**Technical Implementation Report:** Report on the progress of the project, to be submitted annually. It includes an evaluation of the results of the project compared to the initial objectives, comprehensive details on the development, progress and achievements of the project, information on interaction with other projects (where appropriate) and a summary of the main results. For the submission deadlines, please refer to your Grant Agreement (Art. 1.5) or to your Decision (Art. 5).

**Financial Report/Financial Statement:** covers the total costs incurred over the wholer period of co-financing by the Agency. To be submitted to the Agency no later than 2 months following the end date of the action, set out in Art 1.2 of your Grant Agreement/ Art 2 of your Decision. The financial information shall always be given in Euros.

**Legal Representative:** the person legally authorised to enter into legal and financial commitments on behalf of the beneficiary organisation to which he/she belongs.

**Monitoring:** the continuous and systematic control of a project's progress. Monitoring consists of the supervision of activities, comparison with the workplan and using the information obtained for the improvement of the project.

**Project Coordinator:** the organisation or institution in charge of the implementation of the project.

**Project:** Generally, a project is a cooperation activity with a defined outcome developed by one Beneficiary or jointly by a grouping of organisations or institutions within a defined period of time and a defined budget. More precisely, a Jean Monnet project aims at stimulating teaching, research and reflection in the field of European integration studies at the level of higher education institutions within and outside the European Union.



## Annex 2 Contractual timetables 2007-2008-2009

# Jean Monnet Programmes Selection 2007

## Contractual timetable

Chairs/Chairs <i>ad personam</i> (CH/CL); Modules (MO); Associations (XA); Centre of Excellences (PO); Multilateral Research Groups (RE)		
Length of period of eligibility,	Event	Deadline
<b>24 months (RE)</b>	Starting date of period of eligibility	01/09/2007
	End date of period of eligibility	31/08/2009
	Submission of 1 <sup>st</sup> implementation report	31/10/2008
	Submission of final implementation + <b>financial</b> report	31/10/2009
<b>36 months (CH, CL, MO, XA, PO)</b>	Starting date of period of eligibility	01/09/2007
	End date of period of eligibility	31/08/2010
	Submission of 1 <sup>st</sup> implementation report	31/08/2008
	Submission of 2 <sup>nd</sup> implementation report	31/08/2009
	Submission of the 3 <sup>rd</sup> implementation + <b>financial</b> report	31/10/2010
	Submission of 4 <sup>th</sup> implementation report	31/08/2011
	Submission of 5 <sup>th</sup> implementation report	31/08/2012

For Chairs and Modules, it is possible to maintain the Jean Monnet label for the activities beyond the contractual period of 5 years, if implementation reports are submitted to the Agency at the end of each academic year, providing information/materials documenting that the activities are maintained.



# Jean Monnet Programmes Selection 2008

## Contractual timetable

Chairs/Chairs *ad personam* (CH/CL); Modules (MO); Associations (XA); Centre of Excellences (PO); Multilateral Research Groups (RE)

Length of period of eligibility,	Event	Deadline
<b>24 months (RE)</b>	Starting date of period of eligibility	01/09/2008
	End date of period of eligibility	31/08/2010
	Submission of 1 <sup>st</sup> implementation report	31/10/2009
	Submission of final implementation + <b>financial</b> report	31/10/2010
<b>36 months (CH, CL, MO, XA, PO)</b>	Starting date of period of eligibility	01/09/2008
	End date of period of eligibility	31/08/2011
	Submission of 1 <sup>st</sup> implementation report	31/08/2009
	Submission of 2 <sup>nd</sup> implementation report	31/08/2010
	Submission of the 3 <sup>rd</sup> implementation + <b>financial</b> report	31/10/2011
	Submission of 4 <sup>th</sup> implementation report	31/08/2012
	Submission of 5 <sup>th</sup> implementation report	31/08/2013

For Chairs and Modules, it is possible to maintain the Jean Monnet label for the activities beyond the contractual period of 5 years, if implementation reports are submitted to the Agency at the end of each academic year, providing information/materials documenting that the activities are maintained.



# Jean Monnet Programmes Selection 2009

## Contractual timetable

Chairs/Chairs <i>ad personam</i> (CH/CL); Modules (MO); Associations (XA); Centre of Excellences (PO); Multilateral Research Groups (RE); Information & Research Activities (IC)		
Length of period of eligibility,	Event	Deadline
<b>12 months (IC)</b>	Starting date of period of eligibility	01/09/2009
	End date of period of eligibility	31/08/2010
	Submission of the final implementation + <b>financial</b> report	31/10/2010
<b>24 months (RE)</b>	Starting date of period of eligibility	01/09/2009
	End date of period of eligibility	31/08/2011
	Submission of 1 <sup>st</sup> implementation report	31/10/2010
	Submission of final implementation + <b>financial</b> report	31/10/2011
<b>36 months (CH, CL, MO, XA, PO)</b>	Starting date of period of eligibility	01/09/2009
	End date of period of eligibility	31/08/2012
	Submission of 1 <sup>st</sup> implementation report	31/08/2010
	Submission of 2 <sup>nd</sup> implementation report	31/08/2011
	Submission of the 3 <sup>rd</sup> implementation + <b>financial</b> report	31/10/2012
	Submission of 4 <sup>th</sup> implementation report	31/08/2013
	Submission of 5 <sup>th</sup> implementation report	31/08/2014

For Chairs and Modules, it is possible to maintain the Jean Monnet label for the activities beyond the contractual period of 5 years, if implementation reports are submitted to the Agency at the end of each academic year, providing information/materials documenting that the activities are maintained.