



Education, Audiovisual and Culture Executive Agency

Erasmus Mundus and External Cooperation

SPECIFIC GRANT AGREEMENT
FOR
ERASMUS MUNDUS "EXTERNAL COOPERATION WINDOW"
(ANNEX III TO THE FRAMEWORK PARTNERSHIP AGREEMENT NR
«PROJECT_REFERENCE»)
AGREEMENT NUMBER «NO_REF» - ECW

The Education, Audiovisual and Culture Executive Agency ("the Executive Agency"), acting under powers delegated by the Commission of the European Communities, and represented by Mr Joachim FRONIA, Head of Unit, of the Executive Agency,

of the one part,

and

«DEMA_NOM_CONT»

with its registered office at:

«ADRE_RUE», «ADRE_NUM»,

«ADRE_BUILD»,

«ADRE_BOX»,

«DEMA_ST_NAME» - «ADRE_COD_POS» - «DEMA_ST_CITY»

("the main beneficiary"), represented for the purposes of signature of this Specific Grant Agreement by «RESI_NOM»

of the other part,

hereafter referred to as "the parties to the Specific Grant Agreement"

HAVE AGREED

on the **Conditions** below, and the following **Annexes**:

- | | |
|------------------|---|
| Annex I | Description of the Action |
| Annex II | (a) "Estimated overall Budget" of the Action
(b) "Flat rate" tables for implementation of the Mobility |
| Annex III | (a) Activity report form and Mobility list
(b) Progress report form and Mobility list |
| Annex IV | Final report form and Mobility list |
| Annex V | Administrative and Financial Handbook |

which forms an integral part of this Specific Grant Agreement.

The terms set out in the Conditions shall take precedence over those in the Annexes.

CONDITIONS

ARTICLE 1 – PURPOSE OF THE AGREEMENT

- 1.1 The Specific Grant Agreement is concluded in the context of the partnership established between the parties. It is drawn up in accordance with the relevant terms of the Framework Partnership Agreement nr «PROJECT_REFERENCE» signed between the Agency and the main beneficiary.
- 1.2 A Community grant is awarded to the main beneficiary, under the terms and conditions set out in this Agreement under the Framework Partnership Agreement «PROJECT_REFERENCE», which the main beneficiary hereby declares that he has taken note of and accepts, for the action entitled: «PROJ_TIT» «PROJ_TIT2» (“the action”).
- 1.3 The main beneficiary accepts the grant and undertakes to do everything in his power to carry out the action as described in Annex I, in accordance with the terms and conditions of the above-mentioned Framework Partnership Agreement applicable to the implementation of the Specific Grant Agreement, acting on his own responsibility.

ARTICLE 2 – DURATION OF THE ACTION

- 2.1 The Specific Grant Agreement shall enter into force on the date when the last of the two parties signs.
- 2.2 The period of implementation of the action shall begin on «DEDE_DAT_DEB_CON» (the "starting date") and shall end on «DEDE_DAT_FIN_CON» (the "closing date"). The period of implementation of the action shall determine the period of eligibility for the Community grant.
- 2.3 All individual mobility must start at the latest by 1st September 2010.

ARTICLE 3 – FINANCING THE ACTION

- 3.1. The Executive Agency shall contribute a maximum of EUR «DEDE_MNT_PRO» as shown in the estimated overall budget in Annex II (a) to this Specific Grant Agreement. The estimated budget shall give a detailed breakdown of the costs that are eligible for Community funding under the terms of Article II.15 of the Framework Partnership Agreement.
- 3.2. The grant under this Specific Grant Agreement shall take the form of:
 1. a lump sum to cover the costs incurred by the main beneficiary for the organisation of the mobility flows and calculated on the basis of an amount corresponding to EUR 10.000 per partner, as indicated in Annex II (a1) – Table 1. type 1. Organisation of the Mobility;
 2. flat rates financing in the form of scales of unit costs to finance the costs of individual mobility of students and academic staff (travel expenses, subsistence costs, insurance costs and, where applicable, tuition fee for mobile students and academic staff). The applicable flat rates financing in the form of scales of unit costs appear in Annex II (a1) – Table 1. type 2. Implementation of the Mobility, and are detailed in Annex II (b).
- 3.3 The final amount of the grant shall be determined as specified in Article II.18 of the Framework Partnership Agreement, without prejudice to Article II.20 thereof.

ARTICLE 4 – PAYMENT ARRANGEMENTS

Pre-financing payments for the organisation of the mobility and for the implementation of the individual mobility shall be made to the main beneficiary in several instalments as follows;

	First Year First pre-financing	Second year Second pre-financing	Third year Third pre-financing
up to 22 months mobility	70% of the grant	30% of the grant	
over 22 months mobility	50% of the grant	30% of the grant	20% of the grant

4.1 First pre-financing

Within 45 days of the date when the last of the two parties signs the agreement, a pre-financing payment shall be made to the main beneficiary as indicated in the above table.

4.2 Further pre-financing payments

Subsequent pre-financing payments may be made upon submission by the main beneficiary and approval by the Executive Agency of :

- i) a progress report with an updated version of the mobility list submitted with the activity report as indicated in Article I.5.;
- ii) a payment request demonstrating that at least 70% of the amounts of previous pre-financing already paid by the Executive Agency has been spent by the partnership

as mentioned in Article II.16.2 of the Framework Partnership Agreement and by using the report forms in Annex III (a) and (b) to this Specific Grant Agreement.

The Executive Agency shall have 90 days to approve or reject the report and to pay the further pre-financing payment in accordance with Article II.16.2 of the Framework Partnership Agreement, or to request additional supporting documents or information under the procedure laid down in Article II.16.2 of the Framework Partnership Agreement. In that case the beneficiary shall have 15 days in which to submit the additional information or new documents requested.

The Executive Agency may suspend the period for payment in accordance with the procedure defined in Article II.17.2 of the Framework Partnership Agreement

4.3 Financial closure

The request for payment of the balance shall be accompanied by the final technical and financial implementation report, consisting of the documents specified in Article II.16.3 of the Framework Partnership Agreement and using the report form in Annex IV to this Specific Grant Agreement.

The Executive Agency shall have 90 days to approve or reject the report and to establish the financial closure in accordance with Article II.16.3 of the Framework Partnership Agreement, or to request additional supporting documents or information under the procedure laid down in Article II.16.3 of the Framework Partnership Agreement. In that case the beneficiary shall have 15 days in which to submit the additional information or new documents requested.

A possible recovery representing the balance of the grant determined in accordance with Article II.18 of the Framework Partnership Agreement shall be made by the Executive Agency following approval of the final technical and financial implementation report in accordance with Article II.19 of the Framework Partnership Agreement.

The Executive Agency may suspend the period for payment in accordance with the procedure defined in Article II.17.2 of the Framework Partnership Agreement

ARTICLE 5 – SUBMISSION OF REPORTS AND OTHER DOCUMENTS

5.1 As provided for in Article I.2.3 of the Framework Partnership Agreement, the technical and financial implementation reports and other documents referred to in Article 4, here above, must be submitted to the Executive Agency in one original, one copy, as well as an electronic version, in one of the official languages of the European Union by using the forms in the annexes by the following dates:

1) an **activity report** together with the list of the persons subject to individual mobility plus a reserve list, before the first mobility starts and no later than **1st April 2010**;

2) **a) for grant agreements of maximum 22 months mobility:**

- a first progress report **1st September 2010**;

- a final report: due submission **within two months after the end of the eligible period**, according to the ending date stated in Article 2.2;

b) for grant agreements with duration exceeding 22 months mobility:

- a first progress report **1st September 2010**;

- a second progress report **1st September 2011**;

- a final report: due submission **within two months after the end of the eligible period**, according to the ending date stated in Article 2.2.

ARTICLE 6 – BANK ACCOUNT

Payments shall be made to the main beneficiary's bank account or sub-account denominated in euros, as indicated below:

Name of bank: «**DEST_BAN_NOM**»

Address of bank: «**DEST_BAN_RUE**», «**DEST_BAN_NUM_BAT**»

«**DEMA_ST_NAME**» - «**DEST_BAN_COD_POS**» «**DEST_BAN_VIL**»

Account holder: «**DEST_NOM**»

Full account number including bank codes: «**DEST_NUM_COM**»

IBAN account code: «**DEST_IBAN_CD**»

This account or sub-account must identify the payments made by the Executive Agency. If the funds paid to this account or sub-account yield interest or equivalent benefits under the law of the State on whose territory the account or sub-account is opened, such interest or benefits shall, if they are generated by pre-financing payments, be recovered by the Executive Agency as specified in Article II.17.4 of the Framework Partnership Agreement.

ARTICLE 7 – OTHER SPECIAL CONDITIONS

7.1 Interests on late payments

On expiry of the period for payment specified in Article 4 of the Specific Grant Agreement, the beneficiary is entitled to interest on the late payment at the rate applied by the European Central Bank for its main refinancing operations in euros, plus three and a half points; the reference rate to which the increase applies shall be the rate in force on the first day of the month of the final date for payment, as published in the C series of the Official Journal of the European Union. This provision shall not apply to recipients of a grant which are public authorities of the Member States of the European Union.

Interest on late payment shall cover the period from the final date for payment, exclusive, up to the date of payment as defined in paragraph 1, inclusive. The interest shall not be treated as a receipt for the action for the purposes of determining the final grant within the meaning of Article II.18.3. The suspension of payment by the Agency may not be considered as late payment.

By way of exception, when the interest calculated in accordance with the provisions of the first and second subparagraphs is lower than or equal to EUR 200, it shall be paid to the beneficiary only upon demand submitted within two months of receiving late payment.

7.2 Exchange rate applicable for the conversion of currencies into euros

The beneficiary shall submit the payment requests in accordance with article I.4, including the underlying financial statements, in euros. Any conversion of actual costs into euros 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/>) applicable on the month in which the last of the two parties signed the Grant Agreement.

SIGNATURES

For the **main beneficiary**

For the **Executive Agency**

«RESI_NOM»,

Joachim FRONIA,

Function:

Head of Unit

.....

Done at

Done at Brussels

Date: / /

Date: / /

In duplicate in English.

Annex I

Description of the action

Separate document with:

- 1° the Application form submitted by the Applicant
- 2° the Legal Entity and the Bank Account forms
- 3° the Partnership Statements
- 4° the Project Summary Sheet

Annex II (a)

(a1) Estimated overall budget of the action (in €)

Table 1: Table of expenditure

Type of costs	Approved Estimated Budget
1. Organisation of the mobility	«M_1AMNTS»
2. Implementation of the mobility	
2.1 Subsistence allowances	««M_2MNTS»»
2.2 Travel costs	«M_3AMNTS»
2.3 Tuition fees	««M_4AMNTS»»
2.4 Insurance	««M_5AMNTS»»
TOTAL	«MNTS»

Table 2: Table of sources of financing

Sources	Approved Budget
Erasmus Mundus External Cooperation Window grant	«MNTS»

(a2) Estimated overall budget of the action

Separate "Excel" document (Annex A of the Application form) for all the mobility details

Annex II (b) Flat rate tables

The part of the grant awarded to cover the costs of individual mobility of students and academic staff (travel expenses, subsistence costs, insurance costs and, where applicable, tuition fee for mobile students and academic staff) is calculated on the basis of unit-costs detailed in the tables below:

- b1) Travel costs for the students and academic staff participating in mobility activities is financed according to the following rates (return ticket), which are applied for return tickets for the direct/linear distance ("*as the crow flies*") between on the one side the *location of origin of the student/academic staff (for Target Group 2), the location of residence (for Target Group 3) or the sending university (for Target Group 1)* and on the other side the hosting university premises.

Distance (km)	Fixed-amount rate (€)
< 500	250
500– 1.000	500
>1.000– 1.500	750
>1.500 – 2.500	1 000
>2.500 – 5.000	1 500
>5.000 – 10.000	2 000
>10.000	2 500

- b2) Subsistence costs, insurance costs and, where applicable, tuition fees for the students and academic staff participating in mobility activities are financed according to the following rates;

Mobility Type	Monthly Subsistence allowance	Duration	Tuition / registration Fees	Insurance	Maximum Amount (travel excluded)
UNDERGRADUATE	Target Group 1				
	1,000 € month	6-10 months	Fee waiver policy if stay is below 10 months 3,000 € / academic year	75€/ month	13,750 €
	Target Group 3				
	1,000 €/month	6-34 months	3,000 € / academic year	75€/month	45,550 €

Mobility Type	Monthly Subsistence allowance	Duration	Tuition / registration Fees	Insurance	Maximum Amount (travel excluded)
MASTER	Target Group 1				
	1,000 €/month	6-10 months for Europeans	Fee waiver policy if stay is below 10 months 3,000 € / academic year	75€/ month	29,650 €
	1,000 €/ month	6-22 months for third-countries nationals	Fee waiver policy if stay is below 10 months 3,000 € / academic year		
	Target Groups 2 & 3				
	1,000 €/ month	6-22 months	3,000 € / academic year	75€/ month	29,650€
DOCTORATE	All target groups				
	1,500€/ month	6-34 months	3,000 € / academic year	75€/ month	62,550 €
POST-DOCTORATE	All target groups				
	1,800 €/ month	6-10 months	No fees for research activities Max. 5,000€ / academic year for specialised post-doctorate studies (to be described in the application)	75€ / month	23,750 €
ACADEMIC STAFF	Only target group 1				
	2,500 €/ month	1-3 months	Not applicable	75€/ month	7,725 €

– Beneficiary universities shall provide the integrity of the subsistence allowance specified in the table above to the visiting students/academic staff. A part shall be provided upon arrival to cover installation costs and the remaining part shall be provided on a regular basis.

– Under no circumstances may beneficiary universities claim tuition/registration fees from visiting students beyond the amounts indicated above or retain the funding foreseen as subsistence allowance to cover such fees.

– Beneficiary universities must take a full insurance coverage (health, travel, accident) to cover the incoming students and academic staff participating in the individual mobility activities.

Annex III (a)

The forms to be used for the submission of the Activity Report (Article 5 - 1) and the Mobility list are available at:

<http://eacea.ec.europa.eu/index.htm>

under "Erasmus Mundus" - Partnership (former External Cooperation Window)

Annex III (b)

The forms to be used for the submission of the Progress Report, technical and financial part, (Article 5 - 2) and the Mobility list are available at:

<http://eacea.ec.europa.eu/index.htm>

under "Erasmus Mundus" - Partnership (former External Cooperation Window)

Annex IV

The forms to be used for the submission of the Final Report, technical and financial part, (Article 5 - 2) and the Mobility list are available at:

<http://eacea.ec.europa.eu/index.htm>

under "Erasmus Mundus" - Partnership (former External Cooperation Window)

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Annex V

Administrative and Financial Handbook

Separate document

