

EDUCATION, AUDIOVISUAL AND CULTURE EXECUTIVE AGENCY

ERASMUS MUNDUS PROGRAMME

ADMINISTRATIVE AND FINANCIAL HANDBOOK

ACTION 3: Promotion of European Higher Education

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PURPOSE OF THE ADMINISTRATIVE AND FINANCIAL HANDBOOK

The rules outlined in this Handbook apply to grants for Action 3 (Promotion of European Higher Education) under the Erasmus Mundus 2009-2013 programme. The Handbook forms an annex to the Grant Agreement; consequently, the rules contained in it are contractually enforceable.

The Handbook is also intended to serve both as an **aid for beneficiaries and as a management tool**. It is intended to:

- help beneficiaries to run projects efficiently;
- clarify various matters arising from the Grant Agreement and its annexes;
- provide practical information to which Beneficiaries may refer at the various stages of the project;
- provide guidance for beneficiaries on handling the financial side of projects in such a way that financial statements can be readily drawn up;
- ensure the smoothest possible relations between the parties involved by setting out an operational framework for the project.

Sound financial management of a project is essential to ensuring that the best results / products are produced at a moderate cost.

I. DEFINITIONS

Coordinator : any institution or body, private, public or semi-public that on behalf of the partnership, has signed the Grant Agreement with the Agency for the implementation of the project. The coordinator has the primary legal responsibility towards the Agency for the proper execution of the Grant Agreement. It is also responsible for the day-to-day co-ordination and management of the project and for distributing the European Union funds allocated for this project to the other partners.

Partner/co-beneficiary : any institution or body, private, public or semi-public, which is participating in a proposal / project and which has signed a letter by which it undertakes, according to the agreed arrangements with the coordinator, to contribute to the implementation of the project.

Grant Agreement: the grant agreement for multiple beneficiaries signed between the coordinator and the Agency. In the framework of this agreement the partners/co-beneficiaries mandate the coordinator to take full legal responsibility for the implementation of the agreement.

Contact person: the person within the coordinating institution, who is responsible for the co-ordination and day-to-day management at the implementation stage.

Legal Representative: the person legally authorised to enter into legal and financial commitments on behalf of the coordinating institution.

Financial Regulation:

Council Regulation (EC, Euratom) No 1605 / 2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Union (OJ L 248, 16.9.2002, p.1), as amended;

Commission Regulation (EC, Euratom) No 2342/2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the Union (OJ L 201, 2.8.2005, p.3), as amended.

Irregularity: an infringement of a provision of European Union law or a breach of a contractual obligation resulting from an act or omission which has or would have the effect of prejudicing the general budget of the European Union or budgets managed by it through unjustified expenditure.

Approved Budget: on the basis of the budget submitted by the applicant, the Agency, when assessing and selecting proposals, with the assistance of external experts, deducts any ineligible, unnecessary or excessive items of expenditure and determines the Approved Budget in the light of the project aims and in accordance with the rules on eligibility and financial evaluation as set out in Chapter III of this Handbook. On the basis of the Approved Budget, the Agency determines the European Union grant to be provided for the project. This is expressed as a total amount, both in absolute terms and as a Community contribution limited to a maximum of **75%** of the approved budget. The grant will be broken down between the following main categories of expenditure:

1. staff costs
2. travel and subsistence
3. equipment and materials
4. subcontracting, consultancy and other external services
5. conferences and seminars
6. other direct costs
7. general (indirect) costs

The Approved Budget forms Annex II to the Grant Agreement between the Agency and the coordinator and thereby becomes a reference point (subject to any amendments agreed by the Agency) for the financial assessment of the Final Report to be submitted at the end of the project.

II. MODIFICATION OF THE GRANT AGREEMENT

If the smooth running of the project so requires, the coordinator may have the grant agreement modified during its term. A description of the various types of contractual amendments is given below, falling in three categories: modifications that require an official amendment to the agreement signed by both parties, modifications requiring a formal approval by the Agency and modifications that need to be notified to the Agency. Non contractual modifications (e.g. correction of typing errors) are not considered.

I) Modifications requiring an official amendment

I) 1 CHANGE OF THE PARTICIPATION OF A PARTNER /CO- BENEFICIARIES

The project was approved on the basis of the partnership proposed by the coordinator in the application.

A change in the partnership may involve one of the partners/co-beneficiaries or the coordinator. The latter case is dealt with separately (see point I.2 below) since it also implies a change in the legal responsibility under the agreement.

As a general rule, a change in partnership may result either from the arrival of an additional partner/co-beneficiary (which may under no circumstances lead to an increase in the grant awarded), the departure of a partner/co-beneficiary or the replacement of a partner/co-beneficiary by another partner/co-beneficiary.

A partnership change amendment request must be accompanied by a revised work plan including a revised task allocation between the project partners, as well as a revised breakdown of the overall budget and grant between the partners/co-beneficiaries.

In the case of a new partner/co-beneficiary a mandate signed by the legal representative of the new partner/co-beneficiary must be submitted together with the amendment request.

In cases where a partner/co-beneficiary leaves the project during the eligibility period, the expenditure incurred by that partner/co-beneficiary for the purposes of the project remains eligible, provided it relates to activities carried out before the partner's/co-beneficiary's departure. All supporting documents for the expenditure incurred by this partner/co-beneficiary must be kept.

I) 2 CHANGE OF THE COORDINATOR

A change in the coordinator involves a change in the legal responsibility under the Grant Agreement.

The new coordinator will be responsible for all obligations under the Grant Agreement for its entire duration (i.e. from the start of the Grant Agreement until its end).

If the change of the coordinator has an impact on the content or the quality of the project, a new and full description of the project and the role of each partner/co-beneficiary must be submitted. This description will be assessed against the eligibility, selection and award criteria used at application stage. Should the project be judged ineligible or insufficient in quality, the agreement will be terminated.

I) 3 MAJOR CHANGE IN THE WORK PLAN

This change may involve, *inter alia*, the discontinuation / cessation of an activity, a change in the medium used, or a change in the structure of a product. The amendment may not have the purpose or the effect of making changes to the agreement which might call into question the decision awarding the grant or result in unequal treatment of applicants.

Requests for major changes in the work plan must be submitted to the Agency before the implementation of the change. When submitting the amendment request, the coordinator should be careful to check whether this change will have any direct impact on other aspects of the Grant Agreement, such as financial aspects.

I) 4 TRANSFERS BETWEEN BUDGET HEADINGS EXCEEDING 10%

Budget transfers among headings of eligible costs that exceed 10% of the amount of each heading for which the transfer is intended may not affect the implementation of the project and may never lead to a higher grant than the amount stipulated in the grant agreement. When submitting the amendment request, the coordinator should be careful to check whether this change will have any direct impact on other aspects of the Agreement (work plan in particular). In any case the costs of subcontracting may never exceed 30% of the approved budget.

I) 5 CHANGE OF THE ELIGIBILITY PERIOD

Only in duly justified cases the eligibility period of the project may be changed. Amendments concerning a change in the eligibility period must be accompanied by a revised work plan.

Any change of the eligibility period will postpone the submission deadline for the Final report by the period of prolongation of the grant agreement.

I) 6 PROCEDURE

All requests for modifications requiring an official amendment must be signed in original by the Legal representative of the coordinator and make use of the amendment request form available on the Erasmus Mundus Action 3 Beneficiaries' space¹.

In order to be considered by the Agency, amendment requests must be submitted in due time before they are due to take effect and **at least 60 calendar days** before the end of the eligibility period detailed in the Grant agreement.

Any request for an amendment must be supported by a detailed justification and full details of the changes sought. Failure to provide such supporting documentation may considerably delay the review process and could lead to a refusal of the request. It should also be noted that if no request for an amendment is submitted where such an amendment was required, it will cause serious difficulties at the stage of assessing the Final Report and in certain circumstances it can result in a reduction of the final grant.

The Agency will examine, in each case, whether or not to approve the requested amendment and will inform the coordinator of its decision. Approval of requests for an amendment is not automatic and beneficiaries should try to limit, as far as possible, the number of amendments requested during the duration of the Grant Agreement. Amendments will enter into force only once they have been signed by the Agency. Amendments may not have as their purpose or effect to modify fundamentally the content of the agreement.

¹ http://eacea.ec.europa.eu/erasmus_mundus/beneficiaries/beneficiaries_action_3_en.php

II) Modifications requiring a formal approval by the Agency

II) 1 CHANGE OF THE DEADLINES FOR SUBMISSION OF REPORTS

The deadline for submission of the Final Report is two months after the end of the eligibility period. In duly justified cases a moderate prolongation of this period may be requested. The deadline for submitting the Progress Report cannot be changed.

II) 2 MINOR CHANGE IN THE WORK PLAN

This concerns small changes in the work plan (i.e. change of activities dates, venues of activities, substitution with a similar activity, enlargement of target groups participating in one activity) that do not prejudice the project results.

II) 3 PROCEDURE

All requests for modifications requiring the Agency's formal approval have to be submitted by the contact person or the Legal Representative.

III) Modifications requiring notification to the Agency

III) 1 CHANGE OF LEGAL REPRESENTATIVE WITHIN THE COORDINATOR

The letter notifying the change to the Agency should be accompanied by an official document confirming the capacity of the new Legal representative to enter into legal/financial commitments on behalf of the coordinator organisation.

III) 2 CHANGE OF THE CONTACT PERSON OF THE COORDINATOR

The contact person plays a vital role in the management of the project. When submitting a change in the contact person, the coordinator must make sure that such a change is endorsed by all partners/co-beneficiaries in the project. This endorsement must accompany the letter notifying the change to the Agency.

III) 3 CHANGE OF BANKING INFORMATION

The request for a change of banking information should be accompanied by the Financial Identification Form stamped in original by the bank and the coordinator.

III) 4 – TRANSFER BETWEEN BUDGET HEADINGS

The coordinator may adjust the estimated budget by transfers between headings of eligible costs according to the project's needs, provided that this adjustment does not affect the implementation of the project and the transfer between headings does not exceed 10% of the amount of each heading for which the transfer is intended (as per Article I.4.4 for the Grant Agreement). The adjustments may not affect the implementation of the project and may never lead to a higher grant than the amount stipulated in the grant agreement. In any case the costs of subcontracting may never exceed 30% of the approved budget.

III) 5 OTHER CHANGES

This concerns changes which are not covered under point I or II above and which require only a notification to the Agency for monitoring purposes.

Attention is drawn to the fact that all changes need to be notified to the Agency prior to their implementation. In particular changes between categories of staff, affecting the composition of the staff members involved in the project, should be well justified.

All changes must also be reported to the Agency in the Progress and Final Reports.

IV) Summary table of modification of an agreement

	I Official Amendment (Written request made by Legal representative or Coordinator)	II Formal Approval (Written request made by Legal representative or Coordinator)	III Notification (Written or Email request made by Legal representative or Coordinator)
Type of modification	<ol style="list-style-type: none"> 1. Partnership 2. Coordinator 3. Work plan (major changes) 4. Transfers between budget headings exceeding 10% 5. Eligibility period 	<ol style="list-style-type: none"> 1. Deadline for final report submission 2. Work plan (minor changes) 	<ol style="list-style-type: none"> 1. Legal representative 2. Contact person 3. Banking information 4. Transfer between budget headings of less than 10 % 5. Other changes
Special conditions	<p>For cases 1 and 2 requests must be submitted at least 60 calendar days before the change takes effect and at least 60 calendar days before the end of the period of eligibility.</p> <p>For cases 3, 4, 5 requests must be submitted at least 60 calendar days before the end of the period of eligibility.</p>	Requests must be submitted at least 60 calendar days before the end of the period of eligibility	The Agency will acknowledge receipt of the notification and if necessary request further information. If the proposed changes are in conflict with the basic requirements or the quality criteria as outlined in the Call for proposals or they do upset the smooth running of the project the Agency can reject the changes in writing within 15 working days after having received the notification.
Procedural aspects	Submission of the amendment request form ² signed by the legal representative. Signature by the legal representative and the Agency of the amended agreement is required before its entry into force	Exchange of letters or another form of exchange of written information.	Exchange of letters (1, 3) or another form of exchange of written information (2, 4, 5). In the case of changing of banking information the request must be accompanied by the Financial identification form ³

² The form could be found in the beneficiaries space at:

http://eacea.ec.europa.eu/erasmus_mundus/beneficiaries/beneficiaries_action_3_en.php

³ http://ec.europa.eu/budget/info_contract/ftiers_en.htm

III. ELIGIBLE EXPENDITURE

I) General principles

The coordinator must ensure that:

- costs are reasonable and justified and in accordance with the principles of sound financial management (economy, efficiency and effectiveness);
- all costs must be actually incurred by the partnership and are necessary to perform the project;
- according to Article II.17.4 of the Grant Agreement no Beneficiaries (coordinator or co-beneficiaries) may derive a profit from a grant awarded by the European Union;
- each item of expenditure is only included under one heading of the application form, the Progress Report form and the Final Report form;

At the end of the project, all expenditure incurred (not just the amount covered by the grant), except for any general (indirect) costs (maximum 7% of the total of the direct eligible costs), must be justified by invoices or accounting documents of an equivalent value. The documentary justification for staff costs takes the form of timesheets, salary slips, bank statements, employment contracts, etc. Copies of these documents need **not** to be supplied at Final Report stage, unless specifically requested by the Agency. The original invoices or accounting documents of an equivalent value must be kept for a period of five years from the date of the final payment in case of an ex-post audit (see Section VI).

VAT cannot, in any case, be charged to the project unless it is a final charge⁴, i.e. a charge that is not deductible and cannot be recovered by the partnership.

II) Eligible costs

Costs incurred by beneficiaries are eligible if they are:

- incurred during the duration of the project (costs related to final reports and audit certificates can be incurred outside the eligibility period);
- indicated in the estimated overall budget of the project;
- necessary for the implementation of the project which is the subject of the grant;
- identifiable and verifiable, in particular being recorded in the accounting records of the beneficiaries (Coordinator and co-beneficiaries) and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost-accounting practices of the beneficiary;
- comply with the requirements of applicable tax and social legislation;
- reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency;
- in accordance with the rules set out in this Handbook and the Grant Agreement.

⁴ The beneficiary must show that he is unable to recover it; evidence must be in the form of an official document, from the appropriate tax authority, certifying that the beneficiary is not subject or is exempt for the actions in question.

III) Ineligible costs

The following items of costs shall not be eligible and should therefore not be included under any headings in the application form and declaration of expenditure:

- expenditure incurred before or after the period of eligibility for the expenditure indicated in the Grant Agreement (except costs related to final reports and audit certificates);
- costs declared and borne in connection with another project or work programme receiving a European Union grant;
- replacement costs of persons involved in the project (i.e. the costs of hiring a replacement for the person working on the project);
- contributions in kind;
- return on capital;
- debts and the debt service charges;
- provisions for losses or potential future liabilities;
- provisions for liquidation, winding up of business or breaking off a lease;
- provisions for contractual or moral obligations;
- interest owed;
- doubtful debts;
- exchange losses;
- VAT, unless the Beneficiaries (coordinator and co-beneficiaries) can show that they are unable to deduct and cannot recover it;
- excessive or reckless expenditure;
- entertainment or representation expenses;
- fines, financial penalties and costs of legal proceedings;
- external co-financing involving real estate.

IV) Principles applied to the different categories and types of costs

IV) 1 STAFF COSTS

Staff costs⁵ refer to any payment made to a person working on a regular or recurrent basis for the project (regardless of his / her status). Staff costs must be broken down into categories 1 to 4 of the International Standard Classification of Occupations (ISCO). A list of the occupations included in each of these ISCO categories is given in Appendix A of the Handbook.

Staff costs will be calculated on the basis of the actual daily salary / fees of the employee / service provider, multiplied by the number of days to be spent on the project. This calculation may include, if necessary, all the normal charges paid by the employer, such as social security contributions and related costs, but must exclude any bonus, incentive and profit-sharing arrangements or running costs. The applicant should note that the Agency compares the costs set out in the application with the work plan.

Staff costs may not exceed the normal costs for each staff category in the country concerned. In any case, the following maximum amounts apply:

- Staff category 1 (maximum amount 450 € / day)
- Staff category 2 (maximum amount 300 € / day)
- Staff category 3 (maximum amount 250 € / day)
- Staff category 4 (maximum amount 125 € / day)

⁵ Staff assigned to the action is understood to mean permanent or temporary staff employed by the beneficiaries (coordinator or partners). If they are service providers, the corresponding costs must be presented under the head of subcontracting.

IV) 2 TRAVEL AND SUBSISTENCE COSTS

These costs are eligible only when they are directly related to the project and concern activities, which must be clearly identifiable.

Travel and subsistence costs for conference or seminar participants or speakers must be recorded in the specific table for conferences and seminars. Travel and subsistence costs for subcontractors must be recorded under Subcontracting costs.

Travel costs are based on the actual costs incurred. Normal travel insurance costs are also eligible. The most economical fares must be used (for air travel only economy class fares are reimbursed).

The use of public transport is generally encouraged. In the case of travel by car, these costs are eligible, according to the following conditions and only if no adequate means of public transports are available:

- private car: the amount is reimbursed up to the cost of one equivalent first class rail fare (regardless of how many people are travelling in the car);
- hire car (class A except where more than two persons are travelling, in which case maximum class B may be used): the actual costs shall be applied (including petrol). However, a hired car may only be used if no other suitable transport is available;
- taxi: the actual cost where this is not excessive compared with other means of travel.

Accommodation and subsistence costs are eligible provided:

- they are indispensable and reasonable taking into consideration the place of stay;
- they are calculated in accordance with the internal regulations of the institution of the person making the journey;
- subsistence costs (daily allowance + maximum hotel price) do not exceed either the daily rate per person applied by the institution to which the person travelling belongs or the maximum daily rate per person specified in the following tables, whichever is the smaller:

Countries in the European Union	Daily allowance	Maximum hotel price	Countries in the European Union	Daily allowance	Maximum hotel price
Austria	95	130	Latvia	66	145
Belgium	92	140	Lithuania	68	115
Bulgaria	58	169	Luxembourg	92	145
Cyprus	93	145	Malta	90	115
Czech Republic	75	155	The Netherlands	93	170
Denmark	120	150	Poland	72	145
Estonia	71	110	Portugal	84	120
Finland	104	140	Romania	52	170
France	95	150	Slovakia	80	125
Germany	93	115	Slovenia	70	110
Greece	82	140	Spain	87	125
Hungary	72	150	Sweden	97	160
Ireland	104	150	United Kingdom	101	175
Italy	95	135			

Countries outside the European Union	Daily allowance	Maximum hotel price	Countries outside the European Union	Daily allowance	Maximum hotel price
Afghanistan	50	75	Equatorial Guinea	60	85
Albania	50	160	Eritrea	50	80
Algeria	85	85	Ethiopia	50	145
American Samoa	70	135	Ex-Fed. Rep. Yugoslavia	80	140
Andorra	68.89	126.57	Fiji	50	120
Angola	105	175	French Guyana	55	140
Anguilla	75	140	French Polynesia	60	135
Antigua & Barbuda	85	140	Gabon	75	115
Argentina	75	210	Gambia	50	120

Armenia	70	210	Georgia	80	215
Aruba	80	185	Ghana	70	140
Australia	75	135	Grenada	75	140
Azerbaijan	70	200	Guadeloupe	65	115
Bahamas	75	115	Guam	60	135
Bahrain	80	195	Guatemala	50	125
Bangladesh	50	140	Guinea Bissau	50	90
Barbados	75	140	Guyana	50	160
Belarus	90	135	Haiti	65	125
Belize	50	135	Honduras	50	125
Benin	50	100	Hong Kong	60	205
Bermuda	70	140	Iceland	85	160
Bhutan	50	130	India	50	195
Bolivia	50	100	Indonesia	50	145
Bonaire	90	185	Iran	55	145
Bosnia-Herzegovina	65	135	Iraq	60	85
Botswana	50	135	Israel	105	210
Brazil	65	180	Jamaica	60	170
British Virgin Islands	75	140	Japan	130	275
Brunei	60	165	Jordan	60	135
Burkina Faso	55	90	Kazakhstan	70	175
Burundi	50	115	Kenya	60	165
Cambodia	50	115	Kiribati	60	145
Cameroon	55	105	Kuwait	85	195
Canada	65	165	Kyrgyzstan	75	180
Cape Verde	50	75	Laos	50	145
Cayman Islands	60	135	Lebanon	70	190
Central African Republic	60	80	Lesotho	50	100
Chad	65	145	Liberia	85	150
Chile	70	175	Libya	50	175
China	55	155	Liechtenstein	80	95
Colombia	50	120	Macao	55	95
Comoros	50	85	Madagascar	50	105
Congo (Democratic Rep.)	105	140	Malaysia	50	160
Congo (Republic)	70	115	Malawi	50	165
Cooks Island	50	135	Maldives	50	135
Costa Rica	50	140	Mali	60	95
Côte d'Ivoire	60	130	Marshall Islands	50	135
Croatia	60	120	Martinique	70	110
Cuba	75	150	Mauritania	50	75
Djibouti	65	170	Mauritius	60	140
Dominica	75	140	Mayotte	50	110
Dominican Republic	60	170	Mexico	70	185
East Timor	50	110	Micronesia	55	135
Ecuador	50	140	Moldova	80	170
Egypt	65	140	Monaco	72.58	97.27
El Salvador	55	125	Somalia	50	125
Mongolia	70	90	South Africa	50	145
Montserrat	55	140	South Korea	100	200
Morocco	75	130	Sri Lanka	50	105
Mozambique	60	140	St Kitts & Nevis	85	185
Myanmar	50	75	St Marteen	90	185
Namibia	50	85	Sudan	55	215
Nauru	50	135	Suriname	55	125
Nepal	50	135	Swaziland	50	90
Netherlands Antilles	90	185	Switzerland	80	140
New Caledonia	55	135	Syria	80	145
New Zealand	60	125	Taiwan	55	200
Nicaragua	50	135	Tajikistan	75	110

Niger	50	75	Tanzania	50	200
Nigeria	50	185	Thailand	60	145
Niue	50	135	The former Yugoslav Republic of Macedonia	50	160
North Korea (P.D.R.)	50	180	The Vatican	60.34	114.33
Northern Marianas	70	135	Togo	60	95
Norway	80	140	Tokelau Islands	50	135
Oman	70	135	Tonga	50	105
Pakistan	50	130	Trinidad & Tobago	60	115
Palau	50	135	Tunisia	60	85
Panama	50	160	Turkey	55	165
Papua New Guinea	55	135	Turkmenistan	80	150
Paraguay	50	140	Turks & Caicos Islands	55	135
Peru	75	135	Tuvalu	50	135
Philippines	60	150	Uganda	55	180
Puerto Rico	65	140	Ukraine	80	190
Qatar	65	135	United Arab Emirates	70	195
Republic of Guinea	50	135	U.S.A. (except N. Y.)	80	200
Réunion	60	90	New York	100	275
Russia	90	275	Uruguay	55	160
Rwanda	65	160	US Virgin Islands	55	140
Saint Lucia	75	140	Uzbekistan	75	155
St Vincent & Grenadines	75	190	Vanuatu	60	110
Samoa	50	135	Venezuela	85	125
San Marino	60.34	114.33	Vietnam	50	205
São Tomé & Príncipe	60	95	Wallis & Futuna Islands	50	135
Saudi Arabia	85	195	West Bank & Gaza	60	110
Senegal	65	135	Yemen	60	165
Seychelles	85	140	Zambia	50	135
Sierra Leone	55	135	Zimbabwe	50	115
Singapore	75	150	Other countries	60	145
Solomon Islands	50	120			

Daily allowances cover meals, other personal daily expenses as well as local transport at the place of destination, including local taxi costs (but not local travel costs incurred to travel from the place of origin to the place of destination). The daily allowance can be paid either on an actual cost basis or on a fixed cost basis.

Reimbursement for overnight stays should be made on an actual cost basis (unless internal rules determine otherwise). The Agency reserves the right to verify the costs declared by the Coordinator. If there is no overnight stay, the maximum amounts are reduced by 50%.

If the internal regulations of the institution of the person making the journey impose a lower limit than the amounts detailed in the above table or the table in the link, the lower limit must be used as a basis of calculation. Consortia are allowed however to apply a common system for reimbursement of expenses for all consortia members provided a memorandum of understanding has been agreed between the partners of the consortium and submitted to the Agency.

IV) 3 EQUIPMENT AND MATERIALS

The costs relating to the acquisition of hardware and equipment, whether by purchase, leasing or rental, are only eligible if strictly necessary for the performance of the project. The choice of leasing, rental or purchasing of hardware or equipment must be based on the least expensive method. Several suppliers must be contacted in order to obtain the most economic terms. If it is decided to opt for rental or leasing, the cost of any buy-out option at the end of the lease or rental period is not eligible.

When the purchase of hardware and equipment is allowed, installation, maintenance and insurance costs may also be included, limited to the proportional use of the equipment for the project. The whole of the costs for the reference period will be considered as eligible, but adapted according to the percentage of use within the scope of the project. When the purchase of hardware or equipment is allowed, expenditure is calculated as follows:

- a) for the purpose of calculating depreciation, hardware and equipment are considered as having a life expectancy of three years, where the purchase price is more than € 1,000;
- b) costs per annum are calculated on the basis of a depreciation factor of 33.33%, but adjusted to the percentage of use in the project. For instance, the allowable cost in year 1 for a piece of equipment worth € 10,000, which is used 50% for the project, amounts to € 1,666 ($10,000 \times 33.33\% \times 50\% = € 1,666$);

In the second year of the project, eligible costs will also be € 1,666 if the percentage use of the hardware or equipment remains the same. If the hardware or equipment is not planned to be used for the project in the second year, then no cost will be eligible (depreciation or otherwise) for that year;

- c) where the total value of the hardware or equipment does not exceed € 1,000, the full purchase value will be allowed as eligible expenditure for the relevant year, adjusted to the percentage of use in the project concerned;
- d) depreciation or purchase costs will not be eligible if the hardware or equipment was purchased prior to the start of the eligibility period indicated in the Grant Agreement, except in the case of renewed projects, where the depreciation costs were allowed as eligible expenditure for the previous contractual year.

The cost of materials (e.g. software) need not be depreciated unless it is a requirement of the national law where the relevant partner is based. However, such costs will be adjusted to the percentage use in the project of the material concerned.

IV) 4 COST OF SUBCONTRACTING, CONSULTANCY AND OTHER EXTERNAL SERVICES⁶

Any amount paid to an outside body, which is not part of a member organisation of the partnership and which carries out specific work for the project, must be charged to the heading “Subcontracting costs, consultancy and other external services”. Such expenditure may only be allowed if the partner institutions' staff members do not have the skills required for the performance of the work concerned.

None of the basic activities of the project may be subcontracted, in order not to distort the partnership concept. Thus the Coordinator may not subcontract the entire management and general administration of the project and no partner institution may subcontract the whole or the greater part of the activities which were assigned to it.

If the Coordinator calls on the services of an outside expert (i.e. a person not on the payroll of the organisations involved in the project) as a consultant, the costs are eligible provided that they are strictly necessary for the performance of the project and are reasonable in amount. All the costs directly connected with the consultant must be declared under this budget heading, whatever their nature (for example, travel costs). The costs of an independent consultant working full-time or frequently for the project should be registered under staff costs and not under subcontracting. Possible costs of experts who are solely acting as speakers at events must be included under the budget heading concerning Conferences and Seminars (see V below).

The costs of subcontracting may never exceed 30% of the total eligible costs of the project. Any amount declared in excess of this limit will not be eligible.

Translation costs may not be higher than the market prices in the country where the translation is done. Consultant fees charged to the project cannot exceed € 450 per day (VAT excluded).

Where implementation of the action/project requires sub-contracting the beneficiary and, where applicable, its partners must obtain competitive tenders from potential contractors, respectively apply the rules applicable to their organisations. In the case of a competitive tendering procedure the contract must be awarded to the bid offering best value for money, observing the principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interests. Tendering procedures must be clearly documented and all documentation must be retained for the event of an audit.

⁶ Examples: external experts, hire of material or specific equipment, quality assurance, external Audit, IT expenses etc

In order to be eligible, the subcontracting must have been fully described in the application. If no subcontracting was foreseen in the application, prior written approval from the Agency needs to be obtained.

The only subcontracting expenditure allowed concerns costs in accordance with the provisions of the subcontracting. The contract must contain at least the following information:

- subject of the contract;
- dates of start and end of subcontracting;
- amount;
- detailed description of costs;
- work schedule or phases;
- payment procedures (one or more instalments);
- penalty clause(s) in the event of non-fulfilment of the agreement or delays in the performance of work (if this is feasible or possible).

IV) 5 CONFERENCES AND SEMINARS

Tables 8 of the Application and Final Report form must include expenditure relating to conferences and seminars. If several events are planned, Tables 8 must be completed for each event.

Table 8.A: Organisation costs;

Table 8.B: Travel and subsistence of participants and speakers: (the terms of Section III.iv).2 apply);

Table 8.C: Interpretation: the maximum eligible rate is 550 € / day / interpreter. Two interpreters maximum per day and language are eligible (or maximum three interpreters if more than six languages are to be used);

Table 8.D: Speakers' fees (speakers' fees can only be charged for external speakers who are not part of the project's staff; speakers' fees for consultants must be included under the budget heading for subcontracting).

IV) 6 OTHER DIRECT COSTS

Other direct costs, not covered by those indicated above, may be allowed, provided they are:

- necessary for the performance of the project;
- reasonable in amount;
- fully documented and clearly itemised;
- not indicated under another category or item of expenditure.

Examples of expenditure eligible under this heading include:

- bank charges relating to the opening or maintaining of an account established especially for the project, as well as bank transfer costs relating to receipts and payments for eligible expenditure under the project. However, charges relating to establishing or maintaining lines of credit, overdraft or guarantee facilities are not eligible;
- costs incurred in creating, translating and publishing documents. However, these costs may not exceed those that would be normally charged on a commercial basis. They must also be fully supported by invoices showing clearly how the costs have been arrived at;
- internet communication costs in duly justified cases for projects where activities require very intensive and specific use of this type of communication (strictly related to the project).

IV) 7 GENERAL COSTS

This heading refers to general costs related to project management, but not identifiable as specific costs directly linked to the project, such as:

- communication costs (postage, fax, telephone, mailing, etc.);
- infrastructure costs (rent, electricity, etc.) of the premises where the project is being carried out, in proportion to the use of these premises by the project;
- office supplies;
- photocopies.

General administrative costs must be calculated on the basis of an estimate of the actual costs borne by the partnership for the activities concerned. General costs may not exceed a maximum of **7% of the total of the direct eligible costs** of the project (i.e. of the total of headings 1 to 6 of Table 1 of the Application and Final Report form).

The costs involved in reproducing documents and publishing are included under the budget item “Subcontracting costs, consultancy and other external services” or “Other direct costs”, as the case may be. The item “General costs” may not cover staff costs or any other costs already declared for another item.

IV) 8 VAT, CUSTOMS DUTIES AND OTHER TAXES ON GOODS AND SERVICES

The Coordinator must ascertain from the competent national authorities the provisions, rules and legislation governing the taxation of project expenditure in their countries.

VAT cannot, in any case, be charged to the project unless it is a final charge⁷, i.e. a charge that is not deductible and cannot be recovered by the partnership.

Other types of taxation, duties or charges related to the project expenditure, are eligible costs if they are actually and finally borne by the partnership.

IV) 9 EXCHANGE RATE

The Coordinator shall submit the payment requests, 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 when the last of the two parties signs the agreement.

⁷ Evidence must be in the form of an official document, from the appropriate tax authority, certifying that the beneficiary is not subject or is exempt for the actions in question.

IV. FINANCIAL MANAGEMENT OF THE PROJECT BY THE COORDINATOR

I) Bank account

The account specified in the Grant Agreement and to which the Erasmus Mundus grant will be paid should be:

- in the name of the organisation of which the coordinating institution is a part (personal accounts are not acceptable under any circumstances);
- denominated in €, if at all possible;
- specific to the project, where possible;
- in one of the Member States of the EU or an EEA-EFTA country.

Cash withdrawals from the account should be avoided. In cases where it is impossible to avoid cash withdrawals they must be substantiated by receipts. Moreover, the reasons for cash withdrawals should be clearly stated in the Final Report.

Interests gained on pre-financing payments below € 50 000 can be kept by the beneficiary; interest on pre-financing of € 50 000 or above must be declared at Final Report stage and will be deducted from the final payment or added to a possible reimbursement.

II) Accounting system / Internal control

The coordinator must set up an adequate accounting system, which must make it possible to identify:

- the sources of project funding;
- project expenditure incurred during the eligibility period.

All transactions in the eligibility period relating to actual expenditure / income under the project must be recorded using a numbering system in which the project is given a specific identifiable number.

Although no proof of payment will be required for Staff costs at Final Report stage, the Coordinator shall keep track of the time spent by the staff that have been working on the project by means of timesheets, salary slips, bank statements, employment contracts, etc. identifying the person, his / her function, the time / period spent on the project and the kind of activity carried out. These documents will be needed in case of a more detailed examination of the Final Report and in case of an audit.

As far as possible, the persons responsible for managing the daily activities of the project should not be the same as those responsible for its financial management.

III) Management of the partnership

Any partner whose name does not appear in the original application submitted by the coordinator as partner/co-beneficiary or whose participation in the project has not been approved in advance in writing by the Agency will not be recognised as such in the framework of the Grant Agreement, and as a result, all costs relating to such a partner will not be eligible.

The coordinator is solely responsible for the relations between partners/co-beneficiaries, in particular and including the dividing up of the grant between the coordinator and its partners/co-beneficiaries.

IV) Payment of the grant

Payment arrangements and dates are set out in the Grant Agreement.

V) Audit report

An external audit of accounts, produced by an approved auditor or in case of public bodies, by a competent and independent public officer, may be required in support of any payments on the basis of a risk analysis. The audit report must certify that the costs declared by the beneficiary in the financial statements on which the request for payment is based are real, accurately recorded, eligible in accordance with the grant agreement and substantiated by adequate supporting documents.

V. REPORTS

I) General remarks

Reporting is a crucial phase of the project since it allows a review and qualitative and quantitative assessment of:

- the products and results achieved, relative to the aims stated in the application;
- the costs incurred in order to achieve these results, compared with the Approved Budget.

Two and three-year projects have to submit a Progress Report and a Final Report; one-year projects have to submit a Final Report only. The Final Report form and the Progress Report form (if required) are attached to the agreement. Each report form consists of a technical and a financial part both of which need to be filled.

As the reports are the main monitoring and evaluation tools for the Agency, they must provide as complete and accurate a picture of the project as possible. Beneficiaries are therefore advised to read the report forms carefully so that they are familiar with the content and aware of the accounting information required for their completion. Special attention should be paid to the instructions on the report forms.

The signed original of the report (together with the relevant annexes) and 1 copy thereof must be sent in the same envelope to:

Education, Audiovisual and Culture' Executive Agency
BOUR 02/31
Avenue du Bourget, 1
B-1140 Brussels
Belgium

An electronic version of the application must be sent to the following email address:
EACEA-EM2-A3@ec.europa.eu

II) Formal requirements for Reports

Reports must be submitted using the form attached to the grant agreement. If a Report is not presented in its correct form or is presented in an incomplete way, the Agency may not analyse it until its formal presentation is correct. If the Agency is not able to obtain the Report in the correct format, the grant may be revoked and the coordinator is required to reimburse to the Agency the grant already paid.

All report templates can be found on the Erasmus Mundus Action 3 Beneficiaries space:
http://eacea.ec.europa.eu/erasmus_mundus/beneficiaries/beneficiaries_action_3_en.php

III) Progress Report (for grant agreements with an eligibility period between one and three years)

III) 1 GENERAL REMARKS

The purpose of the Progress Report is to take stock of progress at a particular point and to pinpoint any specific problems that the partnership has encountered so that action can be taken to allow the achievement of the project's main aims. The submission deadline of the Progress Report cannot be changed (see Section II II.4).

III) 2 TECHNICAL PART: DESCRIPTION OF PROJECT ACTIVITIES, PRODUCTS AND RESULTS

This part of the Progress Report is intended to provide a detailed picture of the project and its progress during the period covered by the Report.

III) 3 FINANCIAL PART: DECLARATION OF EXPENDITURE

This part of the Progress Report consists of a general financial statement for the initial period. If the descriptive part of the Report demonstrates that the project is being carried out along the lines of the scheduled timetable, the analysis of the financial statement will consist of checking that 70% of the first pre-financing payment has been used up. The Progress Report cannot be submitted before the set deadline, even if this percentage has been reached earlier, unless all the activities detailed in the work plan for the period covered by the Progress Report have been achieved. The Progress Report must be submitted in due form even if 70% of the first pre-financing payment has not been used up by the set deadline.

Copies of supporting documents need not be supplied with the Progress Report, unless specifically requested by the Agency.

It must be remembered that in the Final Report the coordinator and its partners/co-beneficiaries will have to give details on the expenses incurred during the **whole** duration of the project.

III) 4 FURTHER PRE-FINANCING PAYMENT

Once the two parts of the Progress Report set out in V.iii).2 and V.iii).3 above, have been specifically approved by the Agency, the next pre-financing payment can be paid to the Coordinator, following the provisions of the Grant Agreement.

If 70% of the first pre-financing payment had not been used up by the time the coordinator submitted its Progress Report, the coordinator can request the payment of the second instalment at a later stage by submitting a separate payment request as soon as the utilisation of the first pre-financing payment has reached 70%. This separate payment request must contain a revised version of the general financial statement submitted with the Progress Report so that the Agency can check the level of consumption of the first instalment. Upon approval of this financial statement, the next pre-financing payment can be paid to the coordinator. The request for further pre-financing payment has to be signed by the Legal Representative.

IV) Final Report

IV) 1 GENERAL REMARKS

The purpose of the Final Report is to allow for an overall evaluation of the project. All work must therefore be completed before it is submitted.

IV) 2 TECHNICAL PART: DESCRIPTION OF PROJECT ACTIVITIES, PRODUCTS AND RESULTS

This part of the Final Report is intended to provide a detailed picture of the project, its products and results over the whole duration of the project. The official template of the report must be used.

The work plan of the final report must contain the list of all the activities including the number of people involved, schedule and venue.

IV) 3 FINANCIAL PART: DECLARATION OF EXPENDITURE

This part of the Final Report consists of details of the expenditure incurred for the entire project duration. This expenditure will be analysed by the Agency in order to arrive at the final European Union grant as is detailed in Section V.iv).5 below.

Any conversion from another currency to euros must follow the rule explained in III.iv)9.

In the Final Report, the various financial tables form a coherent whole: the figures must therefore be consistent. Before submitting the report, the coordinator must check that the entries satisfy this requirement.

The excel table (to be found at in the Beneficiaries space) must be filled in carefully and the figures must correspond to the actual costs encountered and be coherent with the work plan.

Copies of supporting documents need not be supplied with the Final Report, unless specifically requested by the Agency. The supporting documents must however be kept for five years for audit purposes.

IV) 4 ASSESSMENT

The Final Report will be assessed by the Agency, if necessary with the assistance of external experts.

IV) 5 CALCULATION OF THE FINAL GRANT

The direct costs reported will be assessed per individual budget heading. The ineligible items will be deducted from the amounts declared for the direct costs.

The total amount paid to the Coordinator by the Agency may not in any circumstances exceed the maximum amount of the grant laid down in the grant agreement, even if the total of actual eligible costs exceeds the estimated costs specified in the grant agreement.

If the actual eligible costs are lower than the estimated total eligible costs, the Agency's contribution shall be limited to the amount obtained by applying the percentage specified in the Grant Agreement to the actual eligible costs approved by the Agency.

In carrying out a review and analysis of the costs declared, the Agency may ask the Coordinator for further details, justifications and copies of invoices relating to all or some of the budget headings under direct costs. Such a request may also occur as a result of a sampling exercise carried out every year on a number of Final Reports. The coordinator must supply the information requested within 30 days. Failure to do so may result in a reduction or even the cancellation of the grant.

The analysis of the final report will also ensure that the grant shall be limited to the amount necessary to balance the action's receipts and expenditure and that it may not in any circumstances produce a profit for beneficiaries. For the latter purpose the Agency will calculate the difference between the final eligible costs and the own contribution by the beneficiary and compare the resulting amount with the amount resulting from the multiplication of the final eligible costs by the co-financing percentage of the grant. The lowest of these amounts will be the final grant.

IV) 6 PAYMENT OF THE BALANCE

Once the two parts of the Final Report set out in V.iv).2 and V.iv).3 above have been specifically approved by the Agency, the final balance can be paid to the coordinator following the provisions of Article I.4 of the Grant Agreement. If the final grant is less than the total of the amounts already received as pre-financing payments, then the coordinator shall reimburse to the Agency the sums paid in excess. The financial analysis of the Final Report will be explained to the coordinator in a settlement letter.

Interests gained on pre-financing payments of more than 50.000 € must be declared in the Final Report. They will be deducted from the final payment or added to a possible reimbursement.

IV) 7 APPEALS

The coordinator shall have two months from the date of notification by the Agency of the final amount of the grant determining the amount of the payment of the balance or the recovery order pursuant to Article II.17 or, failing that, of the date on which the payment of the balance was received, to request information in writing on the determination of the final grant, giving reasons for any disagreement. After this time such requests will no longer be considered. The Agency undertakes to reply in writing within two months following the date on which the request for information is received, giving reasons for its reply.

This procedure is without prejudice to the beneficiaries' right to appeal against the Agency's decision pursuant to Article I.9. Under the terms of European Union legislation in this matter, such appeals must be lodged within two months following the notification of the decision to the applicant or, failing that, following the date on which the applicant learned of the decision.

V) Additional Progress Reports

In addition to the Reports detailed in this section, the Agency may, at any time, request the Coordinator to produce an additional report on the progress of the project to date, covering both its technical and financial aspects. The purpose of these additional reports is to verify that the project is being managed in accordance with the rules set out in the Grant Agreement and the Administrative and financial handbook and to ensure that sufficient progress is being maintained in the implementation of the project between the official reporting periods.

VI. MONITORING OF THE PROJECT BY THE AGENCY

I) Purpose

The Agency is responsible for monitoring all the projects that have been successful in securing funds from the Erasmus Mundus programme. The main purpose of the monitoring is to provide support for each project, offering guidance and advice that can be integrated by the project team to achieve a successful outcome. The monitoring is also aiming at ensuring that projects are aligned with and fulfilling their stated objectives and continues 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. This person is responsible for project monitoring on a day-to-day basis and is the channel of communication between the Agency and the Coordinator. All important Agency decisions will be communicated in writing and addressed to the contact person or legal representative, depending on the nature of the communication.

II) What kind of monitoring?

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

- assessment of the work carried out and reported by the project (progress and final reports – see section V for more details);
- visit by Agency representative(s) to the premises of the Coordinator (in situ visit);
- visit by Agency representative(s) to a project event or partnership meeting;

Additional project monitoring methods may be developed in response to new needs that arise. Monitoring visits can, but are in first instance not focussed on the financial monitoring of projects. A monitoring visit has to be distinguished from an audit.

The main purpose of the monitoring is to provide support for each project, offering guidance and advice that can be integrated by the project team to achieve a successful outcome. The monitoring is also aiming at ensuring that the project is aligned with and fulfilling its stated objectives and continues to merit the public funds that have been allocated to it. Monitoring also allows good practices and lessons learned to be identified so that others may benefit from these. The monitoring visits should help to ensure that serious problems are avoided through the early identification of any difficulties inhibiting the project's successful implementation. A monitoring visit gives both the project and the Agency the opportunity to improve the quality of project and the Action 3 as a whole. In the majority of cases, the Agency provides feedback to the contact person after a meeting has taken place.

VISIT TO A PARTNERSHIP MEETING

The most common monitoring visit consists of attending a project meeting in which both the coordinator and the partners are present. The usual purpose for the Agency is to become acquainted with the progress of the project. The visit should allow the Agency to get a balanced picture of the project and to understand the role of each of the partners. Experience shows that visits to meetings also provide an excellent opportunity for the beneficiaries to get answers to their questions and sometimes doubts.

If the visit is to a partnership meeting, each partner would generally be expected to describe during the meeting its contribution to the project and to demonstrate its activities and outputs. The Agency representatives 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 contact person.

IN SITU VISIT AT THE COORDINATOR'S PREMISES

In situ visits at the premises of the project coordinator could be used if there are important reasons to visit the project and no partnership meeting is taking place in the period during which the visit should be carried out. Another reason for an in situ visit at the coordinator's premises is when the monitoring visit has a financial focus. If the monitoring requires a visit to the Coordinator's premises, the Agency will confirm in

advance 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. These could include:

- any results/products available at the time of the visit;
- partnership agreements;
- minutes of partnership meetings;
- documents related to products;
- copies of the money transfers to the partners;
- documents related to financial monitoring (e.g. internal reports);
- subcontracting agreements and invoices.

At a more detailed level, the visit will focus on the follow-up of the work plan, project outputs, communication, administrative practices, project documents as well as on general questions relating to the financial management of the project. The contact person is required to attend and the Agency may also request the attendance of the person responsible for the financial management of the project.

VISITS TO PROJECT EVENTS

In some cases the presence of the Agency in final events/conferences of projects is useful for the purpose of spreading good practice. The Agency's participation in this kind of events could be done on own initiative or on the basis of an invitation sent by the project. Whenever the Agency is invited to provide an active contribution to a project event (e.g. giving a presentation) it will carefully consider this and participate if it considers there to be added value to do so.

INVITATION TO AN EVENT ORGANISED BY THE AGENCY

One meeting per year may be organised by the Agency to which a maximum of 2 persons per project are requested to attend. The expenses related to the participation in such meetings are considered as eligible costs and should be covered by the project's budget.

OTHER MEETINGS BETWEEN THE AGENCY AND PROJECTS

1. Kick off meetings of projects: when kick off meetings of projects are held, the Agency will consider the usefulness of attending these.
2. In exceptional cases and where no other meeting is possible, the Agency can request a project to come to the Agency's premises in Brussels.

VII. DISSEMINATION AND EXPLOITATION OF RESULTS

I) 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 and widely used. The results generated, the lessons learned and the experience gained by each project should be made available to the widest possible public. The primary means of making this happen are 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. Well-planned and well-executed dissemination and exploitation ensure that project results have a reach beyond those directly involved in the partnership and an impact that is sustained beyond the project's lifetime.

II) Project results

Project results are the products, methods, experiences and policy lessons that projects may realise. Broadly speaking, there are five main categories of results 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"> • reports and comparative studies; • handbooks and training tools; • promotional materials • guidance material for new approaches and methodologies; • conferences and cultural events; • seminars, debates and symposia; • CD, website.
Methods	<ul style="list-style-type: none"> • increased knowledge of the participants within a certain field and topic; • cooperation processes and methodologies; • managerial lessons learned and know-how; • exchange of ideas and good practice.
Experiences	<ul style="list-style-type: none"> • experience gained by the project partners in the management and undertaking of translational partnerships; • exchange of experience and best practice through the establishment of networks.
Policy	<ul style="list-style-type: none"> ▪ drawn from the overall experience of projects within a programme or from individual projects that are particularly innovative or effective; • Feedback to inform policy making within the Commission and within Member States.
International cooperation	<ul style="list-style-type: none"> • new or extended international partnerships; • translational sharing of experience and best practice; • cross-cultural dialogue and cooperation; • new dialogue and partnerships between EU and non-EU countries.

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

IV) 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 Erasmus Mundus Action 3 projects. Dissemination and exploitation of results are part of the award criteria as specified in the Call for Proposals. More detailed information on writing dissemination and exploitation plan can be found at the following website: http://ec.europa.eu/dgs/education_culture/valorisation/writing_en.htm.

VI) Recognition of Commission funding and use of logo

Beneficiaries must clearly acknowledge the support by the Erasmus Mundus programme and use the European Commission's logo in all communications or publications, in whatever form or whatever medium, including the Internet, or on the occasion of activities for which the grant is used. If this requirement is not fully complied with, the beneficiary's grant may be reduced.

Project products and results that are distributed must make reference to the co-financing that the Erasmus Mundus programme has provided and should incorporate the European Commission's logo. This visibility helps increase awareness of the Erasmus Mundus Programme and helps ensure the continuation and longevity of its operation. The European Commission's logo can be found at: http://eacea.ec.europa.eu/about/eacea_logos_en.php.

VIII. SUPPORTING DOCUMENTS & AUDITS

I) Purpose

As set out in Article II.19 of the Grant Agreement, an operational and / or financial audit can be carried out on spot by the Agency, the European Union, or the Court of Auditors of the European Union, and any person authorised by them, at any time. Such audits may be carried out throughout the lifetime of the Agreement and for a period of five years from the date of the final payment. In such cases, the coordinator will be notified that an audit will be made.

On receipt of this notification, the coordinator is advised to ensure that all the original documentation likely to be examined by the auditors is available and, if necessary, contact the project partners/co-beneficiaries in order to collect any documents that may be missing. The audit will cover not only expenditure committed by the coordinator, but also the costs borne by the whole of the partnership.

The purpose of these audits is to check that the project's financial reports presented for payment are consistent with the coordinator's basic accounts and to ensure that European Union funds are being / have been spent in accordance with the Grant Agreement and its annexes and that the project is being / has been carried out.

It is essential for the auditors to have full access to all accurate and properly documented information.

II) Documents required

II) 1 GENERAL REMARKS

In case of audits during the project's lifetime, the coordinator can demonstrate only that the project is proceeding as provided for in the Grant Agreement and that the direct costs prove that it is in progress. In case of ex-post audits, the coordinator can produce the project results.

In principle, supporting documents must satisfy the following conditions:

- documents from the coordinator must be **original and dated**;
- documents from the partners/co-beneficiaries must be certified copies of originals. However, the Agency reserves the right to have originals made available to it at any time.

The supporting documents required for each type of cost are described in the following paragraphs.

If the coordinator cannot provide adequate supporting documents for project-related expenditure or if the supporting documents available do not satisfy the requirements set out in this section, the auditors reserve the right to exclude the costs in question from total eligible expenditure.

Pro forma invoices will not be accepted, except for expenditure committed and not yet paid, in which case the coordinator will have to provide proof of payment at a later date. For payments, which have already been made, only final invoices will be accepted and the coordinator must be able to supply bank statements or other proof of payment.

As a general rule, the coordinator must provide the auditors with all bank documents. The coordinator and partner institutions' accounting records, analytical accounts and annual statements must also be available.

II) 2 STAFF COSTS

Concerning Staff costs, the auditors may request the coordinator to provide them with timesheets, salary slips, bank statements, employment contracts, etc. of the staff that have been / was working on the project in order to be able to justify the time that has been / was spent on the project.

II) 3 TRAVEL AND SUBSISTENCE COSTS

Travel costs must be justified as follows:

- for train travel: on the basis of original tickets;
- for air travel: on the basis of original tickets or boarding passes;
- for travel in a private vehicle: on the basis of the tariffs applied by the organisation concerned;
- for travel in a hired vehicle: on the basis of the invoice;
- for taxi journeys: on the basis of the receipt and an expense form (or equivalent).

Subsistence costs (daily allowance + maximum hotel price), will be reimbursed on an actual or fixed cost basis and may not exceed either the daily rate per person applied by the institution to which the person travelling belongs, or the maximum daily rate per person specified in the table in Section III.iv).2 of the Administrative and financial handbook, whichever is the smaller.

II) 4 EQUIPMENT AND MATERIAL COSTS

In the case of equipment and material costs only actual costs will be covered by the Erasmus Mundus grant. This means that there must be a suitable system for identifying the costs arising from the use of equipment. Invoices for the purchase of hardware and equipment, along with the standard depreciation tables, if applicable, must be available for inspection by the auditors. If hardware or equipment is leased or rented, the coordinator must produce the lease or rental agreements for verification by the auditors.

II) 5 SUBCONTRACTING COSTS

If the coordinator and / or the partners in the project use the services of a subcontractor, they must be able to produce the subcontracting agreement concluded with the latter, the invoice(s) paid and any other supporting document connected with the subcontracting costs set out in the Final Report. The Agency reserves the right not to accept all or part of such expenses if they do not satisfy the eligibility requirements set out in the Handbook (see Section III).

II) 6 OTHER COSTS

Only actual costs as shown by the corresponding invoices can be charged to the project.

II) 7 GENERAL COSTS

The Co-ordinator will not be required to produce supporting documents for general costs.

III) Findings and outcome

Audit Reports which are the result of an audit carried out by or on behalf of the Agency are internal Agency information and are confidential. However, the coordinator will be informed in writing of the audit findings within a period of four months from the date of when the audit was carried out. The audit will lead to one of the following results:

- The audit is entirely satisfactory: the auditors have found no significant shortcomings in the financial management or other aspects of the project;
- Ineligible expenses have been found: these will entail either a reduction of the balance to be paid, or a demand for repayment to the Agency.

Regarding all other Audits, the respective procedures of these audits apply. The procedures followed by these audits resemble the procedures followed in the framework of audits carried out by or on behalf of the Agency.

STAFF CATEGORIES

According to the International Standard Classification of Occupations (ISCO-88 (COM))

STAFF CATEGORY 1

- 100 Legislators, senior officials and managers
- 110 Legislators and senior officials
- 111 Legislators and senior government officials
- 114 Senior officials of special-interest organisations
- 120 Corporate managers
- 121 Directors and chief executives
- 122 Production and operation managers
- 123 Other specialist managers
- 130 Managers of small enterprises
- 131 Managers of small enterprises

STAFF CATEGORY 2

- 200 Professionals
- 210 Physical, mathematical and engineering science professionals
- 211 Physicists, chemists and related professionals
- 212 Mathematicians, statisticians and related professionals
- 213 Computing professionals
- 214 Architects, engineers and related professionals
- 220 Life science and health professionals
- 221 Life science professionals
- 222 Health professionals (except nursing)
- 223 Nursing and midwifery professionals
- 230 Teaching professionals
College, university and higher education teaching
- 231 professionals
- 232 Secondary education teaching professionals
- 233 Primary and pre-primary education teaching professionals
- 234 Special education teaching professionals
- 235 Other teaching professionals
- 240 Other professionals
- 241 Business professionals
- 242 Legal professionals
- 243 Archivists, librarians and related information professionals
- 244 Social science and related professionals
- 245 Writers and creative or performing artists
- 246 Religious professionals
- 247 Public service administrative professionals

STAFF CATEGORY 3

- 300 Technicians and associate professionals
Physical and engineering science associate
- 310 professionals
- 311 Physical and engineering science technicians
- 312 Computer associate professionals
- 313 Optical and electronic equipment operators
- 314 Ship and aircraft controllers and technicians
- 315 Safety and quality inspectors
- 320 Life science and health associate professionals
Life science technicians and related associate
- 321 professionals
- 322 Health associate professionals (except nursing)
- 323 Nursing and midwifery associate professionals
- 330 Teaching associate professionals
- 331 Primary education teaching associate professionals
Pre-primary education teaching associate
- 332 professionals
- 333 Special education teaching associate professionals
- 334 Other teaching associate professionals
- 340 Other associate professionals
- 341 Finance and sales associate professionals
- 342 Business services agents and trade brokers
- 343 Administrative associate professionals
Customs, tax and related government associate
- 344 professionals
- 345 Police inspectors and detectives
- 346 Social work associate professionals
Artistic, entertainment and sports associate
- 347 professionals

STAFF CATEGORY 4

- 400 Clerks
- 410 Office clerks
- 411 Secretaries and keyboard-operating clerks
- 412 Numerical clerks
- 413 Material-recording and transport clerks
- 414 Library, mail and related clerks
- 419 Other office clerks
- 420 Customer services clerks
- 421 Cashiers, tellers and related clerks
- 422 Client information clerks