



Education and Culture

Tempus

Workshop

Financial Reporting

**Project Representatives' Meeting
Brussels, January 2006**



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agenda

- 1. Budget headings**
- 2. Co-financing concept and determination of the final grant**
- 3. Financial Report**
- 4. Budget headings**
- 5. Grant financial ceilings**
- 6. Modifications to the agreement**
- 7. General advice for your reporting**
- Questions**



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Budget headings & Contractual ceilings

I. Staff costs

Max. 30% of the Tempus Maximum Grant Amount (A.3 of the Grant Agreement)

II. Travel costs and Costs of stay

**Costs of stay: Maxima amounts per person
Travel costs: Actual costs per person**

III. Equipment

Max. 30% of the Tempus Maximum Grant Amount (A.3 of the Grant Agreement)

IV. Printing & Publishing

V. Other costs

VI. Indirect costs

Max. 7% of the Tempus Maximum Grant Amount (A.3 of the Grant Agreement)



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co-financing and final grant

- **The EC grant can cover no more than 95% of the total eligible costs of the project. The remaining costs, equivalent to at least 5% of the total Tempus grant, must be co-financed. = Ceiling A**
- **The EC grant cannot exceed the amount necessary to balance the action's receipts and expenditure and that it may not in any circumstances produce a profit for him. = Ceiling B**
- **The EC contribution cannot exceed the maximum Tempus grant amount (A.3 of the Grant Agreement). = Ceiling C**



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Determination of the final grant

- ✓ Ceiling A: 95% of the total eligible costs at the end of the action
- ✓ Ceiling B: Total declared expenditure minus declared co-financing amount
- ✓ Ceiling C: Maximum Tempus Grant amount = A. 3
- ✓ After calculating the three ceilings, the final grant will correspond to the lowest amount among them



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Annex III/7 (1 sample)



I. Staff costs

purpose

Staff costs should:

- Cover only administrative or academic tasks
- Cover eventual “Replacement costs” (3.3 of Annex V/2)

contractual rules

Tasks directly necessary and not covered by other sources

30% ceiling: The calculation is based on the Tempus Maximum Grant Amount = **30% maximum of A.3**
! Co-financing is not subject to the 30% limit

! Staff costs should respect local salary rates

supporting documents

The Contractor should provide:

- For consortium member staff : a Convention
- For non-consortium member staff : a Subcontract, a related invoice and a Convention
- For replacement of EU teaching staff: confirmation of engagement and a Convention



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Example of staff costs
TABLE IN ANNEX1.DOC



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***Convention form
ANNEX1.DOC***



II. Staff – travel costs and costs of stay

purpose

Travel Costs and Costs of Stay for:

Assignments for teachers/trainers administrative staff and experts listed in Annex I, retraining and updating courses, practical placements, development of academic activities, short visits for coordination and planning, short intensive courses, dissemination visits

contractual rules

The amount for Travel Costs & Costs of Stay should:

- cover only actual travel costs
- respect the maxima per person (for costs of stay)

Travel for research activities is not allowed

supporting documents

For staff in mobility the Grantholder provides:

- a complete Individual Grantholder Report (IGR) for each mobility using the standard form
- readable copies of travel tickets, invoices



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II. Staff – activities and mobility directions

Activity

Direction

Assignments for teachers/trainers	➔	EU → PC / PC →EU
Re-training and up-dating courses	➔	PC →EU, Candidate countries
Practical placements	➔	PC →EU, Candidate countries
Development of academic activities	➔	EU → PC / PC →EU / PC → PC
Short visits for coordination and planning	➔	EU → PC / PC →EU / PC → PC / EU → EU*
Short intensive courses (including language)	➔	Within the PC or combined with another PC →EU mobility
Visit for dissemination purposes	➔	Mobility is allowed to other institutions in the Partner Countries

* Only for coordination visits



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Example of travel costs and cost of stay
ANNEX1.DOC - table



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IGR form



II. Students - travel costs / costs of stay

purpose

Travel Costs & Costs of Stay apply to project consortia students for:

Study periods, practical placements in an enterprise, intensive courses and participation of student representatives in University Management project

contractual rules

The amount for Travel Costs & Costs of Stay should :

- cover only actual travel costs
- respect the maxima per person (for costs of stay)

Host universities can claim **institutional costs** for receiving students from abroad (c.f. 4.5.4 of Annex V)

supporting documents

For students in mobility the Grantholder provides:

- a complete Individual Grantholder Report (IGR) for each mobility using the standard form
- readable copies of travel tickets, invoices



II. Students - activities / mobility directions

Activity	Direction	Minimum duration
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Study period	→ EU → EU NO!	→ 3 months
Practical placement	→ EU → EU NO!	→ 1 month
Intensive course	→ PC → EU ONLY!	→ 15 days
Student representatives in UM_JEP	→ All	→ -



III. Equipment

purpose

Equipment should:

- be eligible
- be exclusively for the eligible institutions marked with an **asterisk** in Annex I of the Grant Agreement where it should be used, inventoried and installed
- be exempt from VAT

contractual rules

30% ceiling: the calculation is based on the Tempus Maximum Grant Amount = 30% maximum of A.3

! Co-financing is not subject to the 30% limit

supporting documents

The Grantholder provides readable copies of:

- all invoices



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Example of equipment ANNEX1.DOC - table



IV. Printing & Publishing

purpose

Printing & Publishing should cover :

- paper and electronic productions (eg. electronic form, web design and website)
- photocopying of teaching materials

(general photocopying = Indirect costs)



contractual rules

Internal staff costs may not be covered by this budget heading (i.e. web updating and web maintenance)

supporting documents

The Grantholder provides readable copies of:

- all invoices



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Example of PRINTING & PUBLISHING ANNEX1.DOC - table



V. Other costs

purpose

Other costs should cover other costs not included under other categories:

- dissemination of information
- inter-project coaching
- visa costs
- bank charges (including bank guarantee if requested)
- external translations and external language courses
- rent of premises for dissemination events (Commission authorisation required)

contractual rules

Ineligible costs: hospitality costs, costs related to the use of materials incurred by institutions when hosting students/ staff, registration fees for courses etc., (c.f. II.14.4 of the Grant Agreement)

supporting documents

The Grantholder provides readable copies of:

- invoices and bank statements



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***example of OTHER COSTS
ANNEX1.DOC - table***



VI. Indirect Costs

purpose

Indirect Costs can cover:

- stationary, office supplies, general photocopying
- postage and telecommunication costs attributable to the project

contractual rules

Flat-rate corresponding to maximum **7%** of the Tempus Maximum Grant Amount = **7% maximum of A.3**

supporting documents

NO supporting document is required

NO co-financing is permitted under this budget heading



modifications: general advice

- ➔ **Modifications in terms of budget and activities acquire contractual value after prior written approval of the Commission**
- ➔ **Requests for modifications should be duly justified in relation to the project objectives**
- ➔ **Modifications should be detailed**
- ➔ **Modifications can be introduced either through the Implementation Report and Financial Statement or through general correspondence**



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modifications

Prior written request to the EC for authorisation is needed for:

- ➔ **Any increase of the approved amount allocated under each budget heading (Tempus + Co-finance) of more than 10%**
- ➔ **Requests must indicate the reason and the impact of such budget modifications on the activities and the expected outcomes of the modification**



modifications

**Prior written request to the EC for authorisation
is needed for:**

- ➔ **Addition of a consortium member**
- ➔ **Withdrawal of a consortium member**
- ➔ **Changes of contact person at the
Grantholder Institution**
- ➔ **Extension of the agreement period**
- ➔ **Suspension**



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general advice for your reporting

- ✓ **Schedule the co-ordination meetings in due time**
- ✓ **Collect the supporting documents as soon as activities have taken place**
- ✓ **Do not under-estimate the time and the human resources needed for the reporting activities**