

ANNEX I

Description of the action

ANNEX II

Estimated budget of the action

PROJECT COSTS

		€
I	STAFF COSTS (INCL. REPLACEMENT COSTS)	
II	TRAVEL COSTS, COSTS OF STAY	
III	EQUIPMENT	
IV	PRINTING AND PUBLISHING	
V	OTHER COSTS	
ELIGIBLE DIRECT COSTS (total I – V)		
VI	INDIRECT COSTS	
TOTAL ELIGIBLE COSTS (total I – VI)		

PROJECT FINANCE	€
Tempus grant: includes financing to a maximum of 90% of the total eligible costs (from the EU)	
Co-financing: at least 10% of the total eligible costs (from the partnership's own resources)	
TOTAL PROJECT FINANCE	

ANNEX III

MANDATES conferring powers of attorney from the co-beneficiaries to the co-ordinator

ANNEX IV

Technical implementation reports and financial statements to be submitted

The implementation reports, summary reports for publication, financial statements and other documents must be submitted by the beneficiary in the language of the grant agreement in accordance with the templates, the instructions and guidelines for the use of the grant provided on the Tempus website:

http://eacea.ec.europa.eu/tempus/beneficiaries/beneficiaries_tempus4_en.php

Reports and Pre-financing		Deadlines
Intermediate Report:	<ul style="list-style-type: none">• Report on implementation of the project (IR)• summary report for publication• statement of the costs incurred and request for payment	when 70% of the 1st pre-financing has been disbursed and not later than half way through the eligibility period
Final Report:	<ul style="list-style-type: none">• final report on implementation of the project (FR)• summary report for publication• financial statement and request for payment, including the financial tables for each budget heading• for grants of EUR 750 000 or more, by an external audit report on the action's financial statements and underlying accounts	two months after the end of the eligibility period

Supporting documents (copies, not originals) to be submitted with the Final Report include:

- Invoices related to purchase of equipment where the cost exceeds EUR 25.000
- Invoices and contracts related to subcontractors (Staff Costs) whether academic or administrative (individuals, companies) if the cost exceeds EUR 25.000

ANNEX V

List of co-beneficiaries

