

# **ANNEX I**

## **Description of the action**

# ANNEX II

## Estimated budget of the action

### PROJECT COSTS

		EUR
<b>I</b>	STAFF COSTS	«M_4AMNTE»
<b>II</b>	TRAVEL COSTS AND COSTS OF STAY	«M_4BMNTE»
<b>III</b>	EQUIPMENT	«M_4C1MNTE»
<b>IV</b>	PRINTING AND PUBLISHING	«M_4C2MNTE»
<b>V</b>	OTHER COSTS	«M_4C3MNTE»
<b>ELIGIBLE DIRECT COSTS (total I – V)</b>		«M_4MNTE»
<b>VI</b>	INDIRECT COSTS	«M_6MNTE»
<b>TOTAL ELIGIBLE COSTS (total I – VI)</b>		«MNTE»

<b>PROJECT FINANCE</b>	EUR
<b>Tempus grant:</b> includes financing to a maximum of 90% of the total eligible costs (from the EU)	«R1AMNTE»
<b>Co-financing:</b> at least 10% of the total eligible costs (from the partnership's own resources)	«R3MNTE»
<b>TOTAL PROJECT FINANCE</b>	«RMNTE»

# **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 of the Executive Agency:

[http://eacea.ec.europa.eu/tempus/beneficiaries/beneficiaries\\_tempus4\\_en.php](http://eacea.ec.europa.eu/tempus/beneficiaries/beneficiaries_tempus4_en.php)

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

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 (Other Costs) whether academic or administrative (individuals, companies) if the cost exceeds EUR 25.000

# **ANNEX V**

## **List of beneficiaries**

# **ANNEX VI**

## **General Conditions**

# **ANNEX VII**

**Model financial statement: not applicable**

# ANNEX VIII

## **Guidance notes – Report of Factual Findings on the Final Financial Report – Type II**

As stated in Article I.4.1 of the Grant Agreement an external audit report on the action's financial statement and underlying accounts must be sent with the Final Report (see Annex IV).

You will find as guidance note the template "Audit Certificate on Final Financial Report" on the Tempus website of the Executive Agency:

[http://eacea.ec.europa.eu/tempus/beneficiaries/beneficiaries\\_tempus4\\_en.php](http://eacea.ec.europa.eu/tempus/beneficiaries/beneficiaries_tempus4_en.php)

# **ANNEX IX**

**Model terms of reference for the operational  
verification report: not applicable**