Erasmus+
Erasmus Mundus Joint Master Degrees
PROJECT MONITORING & REPORTING
EACEA A3

Coordinators' Kick-off meeting
16-17 October 2019
Agenda

1. Monitoring
2. (E-)Reporting
Monitoring - objectives

COMPLEMENTARY APPROACH

Project level
- Sound project management
- On track with initial objectives
(assessment criteria = award criteria)

Programme level
- Project in line with EMJMD policy objectives
- Compliance with EU rules
Monitoring - outcomes

- Achieve results
- Improve performance
- Maximise impact
- Identify good practices
- Provide Policy feedback
Types of monitoring

- **PREVENTIVE**
  - Beginning of project life time

- **ADVISORY**
  - During project whole life time

- **CONTROL**
  - After project completion

**Project Life Cycle**

- **DESK MONITORING** (Brussels HQ)
- **REMOTE MONITORING** (Brussels/spot)
- **FIELD MONITORING** (on the spot)

Linked and complementary
Monitoring visits on site - Actors

**AGENCY ACTORS:**
- Project/Financial Officer

**PROJECT ACTORS:**
- Coordinator's contact person
- Consortium partners
- Administrative/financial/international offices
- Students and scholars
- Senior management in the University, etc.

To hear the views of key project actors
E-REPORTING (Overview)

WHEN

WHAT & HOW
E-Reporting milestones

- **First pre-financing payment** (25%)
- **2nd pre-financing request** (50%)
- **Technical Report**
- **3rd pre-financing request** (25%)
- **(4th pre-financing)** (only if grant amount was not paid in full in previous pre-financings)
- **Final Report**
<table>
<thead>
<tr>
<th>Report type (E-report type)</th>
<th>Without Preparatory year</th>
<th>Preparatory year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ECTS</strong></td>
<td>120 ECTS</td>
<td>60 ECTS</td>
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<tr>
<td><strong>Technical Report</strong></td>
<td>Month 1 – 31/10/2019</td>
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<tr>
<td><strong>2nd pre-financing request (Interim 1)</strong></td>
<td>01/11/2019 – 31/08/2020</td>
<td>01/11/2020 - 28/02/2021</td>
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<tr>
<td><strong>3rd pre-financing request (Interim 2)</strong></td>
<td>01/09/2020 – 28/02/2022</td>
<td>01/03/2021 – 31/08/2022</td>
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<td><strong>4th pre-financing request (optional)</strong></td>
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<td>See art. I.4 of the Grant Agreement</td>
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<td><strong>Final Report</strong></td>
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<td>Month 1 – End Date of Project</td>
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### E-Reporting Types

<table>
<thead>
<tr>
<th>Report type</th>
<th>OPERATIONAL PART</th>
<th>FINANCIAL PART</th>
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</thead>
<tbody>
<tr>
<td>Technical Report</td>
<td>📝</td>
<td>🍀</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; pre-financing request (50%)</td>
<td>📝 + 🍀</td>
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<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; pre-financing request (25%)</td>
<td>📝 + 🍀</td>
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<tr>
<td>(4&lt;sup&gt;th&lt;/sup&gt; pre-financing request)</td>
<td>📝 + 🍀</td>
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<tr>
<td>Final Report (full contractual period)</td>
<td>📝 + 🍀</td>
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E-REPORTING (1)

• E-Reports (Annex V/Annex VI of the Grant Agreement)

  • Operational part (Annex V)
  • Financial part (Annex IV)

• Annexes: e.g. Beneficiary Declaration

Supported by annexes, including EMT Print-outs
E-REPORTING (2)

EMJMD Beneficiaries Website (all relevant information)

• Reporting:
  ✓ General information and advice
  ✓ Specific information about due reports (e-report user guide, link to 'Funding & Tenders Opportunities Portal')
  ✓ Annexes to e-reports (Beneficiary Declaration, EMT print outs, etc.)
E-REPORTING (3)
E-Report example

Relevance

Jointness/integration
To which extent the key aspects of your project are jointly implemented? *

Describe positive experiences, lessons learned, problems, if any

3800 / 3800
Some tips for reporting

✓ Complete
✓ Substantial
✓ To the point
✓ Avoid repetitions
✓ Accurate
✓ Coherent
✓ Up-to-date
✓ Timely submission
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