ERASMUS+
Capacity Building in the Field of Youth

Project Handbook

Selection 2017

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INTRODUCTION

Purpose of the Handbook

The Handbook applies to grants awarded under Erasmus+ Programme. The Handbook is intended to serve as an aid to beneficiaries and a management tool for projects. Its principal aims are to:

- help beneficiaries to manage their project and run it efficiently;
- clarify matters arising from the grant agreement and its annexes;
- provide practical information that may be referred to throughout the project’s life cycle;
- provide guidance on the methods of project monitoring and on the dissemination and exploitation of a project's results/products;
- provide guidance on how to handle the financial side of projects in such a way that financial statements can be readily drawn up;
- promote the sound financial management of a project and ensure that the best results/products are delivered at reasonable cost;

Other documents

This document should be read in conjunction with your grant agreement, the call for proposals, the Guidance notes – Report of Factual Findings on the Final Financial Report – Type I, II or List of supporting documents and the Guidelines for applicants.
1. MANAGEMENT OF YOUR PROJECT – Project Life Cycle Overview

Submission of proposals to the Education, Audiovisual and Culture Executive Agency.

The assessment of proposals is undertaken by evaluators according to a number of criteria established within the programme guide, which takes into account both formal and quality elements.

Lists of successful grant applications are established. All applicants are contacted and receive individual notifications indicating the exact status of their projects.

Applicants who have been successful in the selection process receive a grant agreement from the Agency. The Agreement indicates the grant awarded and sets out the Financial rules to be applied. Payments are usually made in instalments.

REPORTING

When the financial capacity of the organisation is assessed as weak by the Agency, applicants are required to submit a Progress Report, providing information on project implementation and expenditure incurred thus far. The report is assessed and only after its acceptance the second instalment can be paid.

At the end of the project, a Final Report is submitted which provides information on project implementation, results achieved and expenditure incurred. The report will be assessed on its content and financial qualities. Once the project has closed, the Agency/Commission may elect to carry out an audit within 5 years of the closure date.

The European Commission/Executive Agency monitors the implementation of the project through its life-cycle. Project visits and Thematic Monitoring initiatives are undertaken in some cases.

The Eligibility Period is the time during which costs can be incurred and covered by the European Union grant. The length of the eligibility period depends on the project duration. Planned project activities are carried out.

DISSEMINATION AND EXPLOITATION OF RESULTS
WITHIN AND BEYOND PROJECT LIFETIME
1. Monitoring of the Project by the Agency

The Agency monitors your project to ensure that the stated objectives are achieved, that all basic rules are respected and to provide you support and guidance for a successful outcome.

The Agency monitors projects in several ways:

- **Through desk monitoring**
  The Agency undertakes desk monitoring throughout the entire process. Project officers are available to provide information, answer queries and give guidance. You should use the email address EACEA-YOUTH@ec.europa.eu for any contact regarding your Capacity Building in the field of Youth project.

- **Through the online-briefing**
  An online-briefing is organised at the beginning of your project as a guidance session to explain the practical steps necessary for the administrative management of the project. It is strongly recommended that you participate in this briefing.

- **Through the monitoring visit to your organisation;**
  A monitoring visit can take place at any time during the lifetime of the project to verify the status of the project's implementation and the preparation of its outputs to obtain a clear picture of how the project is being managed. If the monitoring requires a visit to your premises, the Agency will confirm in advance and 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.

- **Through EACEA participation in an event organised by your organisation**
  The Agency may attend a project event or a partnership meeting as an observer in order to become acquainted with the progress of the project.

- **Through a meeting at EACEA**
  [Where physical presence is expected]
  Representatives of the consortium shall participate in meetings organised by the Agency/European Commission. Consortium representatives may be asked to attend meetings/conferences relevant to specific topics related to the content of their project or for promotion purposes. They may also be invited to meet the staff who manages their project in the context of on-going monitoring. Depending on the type of meeting, project representatives may also be requested to make presentations on the progress of their projects or aspects of its content or management.
Where physical presence is not expected

On-line coordinators’ meetings organised by the Agency (so called “kick-off meetings”): The project’s representatives (usually the "contact person" for the daily management) have the opportunity to participate in such meetings at the beginning of the project. Kick-off meetings relate to the start of the activities and allow the project coordinator to get familiar with all administrative and financial aspects of the project implementation and the related challenges.

2. General obligations and role of the Beneficiaries and the Coordinator

For the detailed list of obligations and roles please refer to the General Conditions of the Grant Agreement (Annex II).

The Beneficiaries:

The beneficiaries shall be jointly and severally responsible for carrying out the action in accordance with the terms and conditions of the Agreement.

Each beneficiary shall inform the coordinator immediately of any change likely to affect or delay the implementation of the action including any change in its legal, financial, technical, organisational or ownership situation or of its affiliated entities and of any change in its name, address or legal representative or of its affiliated entities;

In addition each beneficiary should submit in due time to the coordinator:

(i) data for the reports, financial statements and other documents;
(ii) all the necessary documents in the event of audits, checks or evaluation;
(iii) any other information to be provided to the Agency according to the Agreement.

The Coordinator:

The Coordinator shall monitor that the action is implemented in accordance with the Agreement and be the intermediary for all communications between the beneficiaries and the Agency.

In particular, the coordinator shall:

(i) immediately provide the Agency with the information related to any change in the name, address, legal representative as well as in the legal, financial, technical, organisational or ownership situation of any of the beneficiaries or of its affiliated entities or to any event likely to affect or delay the implementation of the action, of which the coordinator is aware;

(ii) bear responsibility for supplying all documents and information to the Agency which may be required under the Agreement, where information is required from the other beneficiaries, the coordinator shall bear responsibility for obtaining and verifying this information before passing it on to the Agency;

In addition, the coordinator shall:

- make the appropriate arrangements for providing any financial guarantees required under the Agreement;
- establish the requests for payment in accordance with the Agreement;
- where it is designated as the sole recipient of payments on behalf of all of the beneficiaries, ensure that all the appropriate payments are made to the other beneficiaries without unjustified delay;
- bear responsibility for providing all the necessary documents in the event of checks and audits initiated before the payment of the balance, and in the event of evaluation;
- transfer to the beneficiaries, without delay, any document relating to the action or the grant.
The coordinator shall not subcontract any part of its tasks to the other beneficiaries or to any other party.

3. Amendments

Amendment requests are required when the beneficiary wishes to make changes to the project. Any amendment must be explicitly authorised by EACEA in advance of your proposed change and must comply with the eligibility criteria set out in the Programme Guide. When preparing an amendment request, please ensure that you continue to respect the eligibility criteria defined per each type of mobility activity.

Changes are categorised as either Minor or Major Amendments and have different procedures accordingly, as described below.

I. Major Amendments

Major amendments require the submission of an amendment request form duly signed by the legal representative of the beneficiary organisation, accompanied by supporting documents, where applicable.
The template for major amendments and its annexes is available on the beneficiaries’ space.

The reasons for the proposed changes need to be specified in the request, which must be submitted in good time and at the latest one month before the end of the eligibility period of the project.

The Agency reserves the right to reject an amendment request that is not sufficiently justified.

The request for an amendment may be submitted to EACEA via e-mail by attaching a scanned version of the original request signed request. In this case, it is not necessary to send the paper version of the request. The email address for sending of your requests is the following: EACEA-YOUTH@ec.europa.eu.
Types of major amendments:

**A. Changes in the partnership: withdrawal and/or replacement of partners**

If you need to make a change to the partnership of your project, the following information/documents need to be attached to the amendment request form:

- A withdrawal letter from the withdrawing organisation explaining the reasons of withdrawal signed by the legal representative.
- A description of the new organisation including PIC code. The document can be found on our website under the tab Contractual documents, link Partnership
- An updated mobility table if the partner is involved in mobility activities.
- Date on which the termination shall take effect
- An official document showing the change (election results, statute, extract from register, etc.), if the withdrawal and/or replacement is related to the universal or partial transfer of rights and obligations from one to other organisation

**B. Change of legal representative**

The following information/documents need to be attached to the amendment request form:

- An official document showing the change (election results, statute, extract from register etc.).
- Full contact details of the new legal representative.

**C. Changes to the eligibility period**

Please use the appropriate section in the amendment request form to request a change to the eligibility period. Please note that the total eligibility period of your project can never exceed 24 months.

**D. Changes to the budget breakdown**

- **Budget relating to real costs**

An amendment request relating to an adjustment to the budget breakdown is only necessary when the transfer between budget headings exceeds 10% of the amount of the heading of eligible direct costs for which the transfer is intended.

This rule of transfer concerns the following budget headings based on real costs:

- **For Capacity Building Activities:**
  1. Information, Communication and Technology (ICT) costs
  2. Transnational project meetings
  3. Intellectual outputs and dissemination of project results
  4. Linguistic, intercultural, task-related preparation of participants in mobility activities
  5. Financial audit

**Only transfers within the 5 above mentioned categories are possible.**
• For Mobility Activities:

1. Special Needs support
2. Exceptional costs

Only transfers within the 2 above mentioned categories are possible

IMPORTANT: transfers between unit costs and real costs are not authorised.

Indirect costs are not concerned by this rule as they are always limited up to 7% of total eligible direct costs.

An amendment request relating to an adjustment to the budget breakdown is therefore not necessary when the transfer between budget headings of eligible direct costs does not exceed 10% of the amount of the heading of eligible direct costs for which the transfer is intended.

New Excel budget sheet needs to be attached to the amendment request form.

– Budget relating to unit costs

IMPORTANT: Transfers between unit cost budget items are not authorised.

E. Change of bank account

The following document needs to be attached to the Amendment Request form:

• New financial identification form

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

The form must be signed by the account holder in original and either stamped and signed by the bank concerned or accompanied by a recent bank statement. Please note that we cannot accept financial identification forms that do not bear an original signature.

F. Change of name/legal address of the beneficiary organisation

In case your organisation changes name and/or address, the LEAR has to request a modification through the participant portal following this procedure:

• apply the request in the Participants’ Portal

• upload a new Legal Entity form together with all legal documents attesting the registration of the new address with the effective date of the change

• once the REA validation system validates the change, inform your project officer at EACEA
In case of problems linked to your PIC or changes of legal entity's data, please follow these instructions:

- If you are a Self-registrant/LEAR please contact the Validation Services via the messaging tab of the PIC in the Participant Portal Beneficiary Register: 
  http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html (log in with your ECAS account)
- For technical questions, please address your request to the IT helpdesk: 
  http://ec.europa.eu/research/participants/api//contact/index.html

II. Minor Amendments:

Amendments for minor changes can be made through an e-mail exchange or a letter attached to an email with EACEA. Please use the email address EACEA-YOUTH@ec.europa.eu when sending the request.

Minor changes include:

a. Change of the venue
   - For unit costs activities: the budget allocated must remain the same
   - For real cost activities: flexibility subject to your budget limit

b. Change of activity dates
   - For unit costs activities: please respect the same duration
   - For real costs activities: flexibility subject to your budget limit

c. Change of the contact person

d. Change in the work plan: only if the change is substantive. Please note that the Agency can accept a higher number of participants for real cost activities (conferences, etc.) provided that this does not increase the budget.

e. Redistribution of participants between participating/sending organisations: in case this applies to mobility activities you need to send the updated version of the mobility activities to EACEA.
4. Publicity obligations

Publicity:
Project beneficiaries must make themselves familiar with the publicity provisions as stipulated both in the specific and the general provisions of the Grant Agreement in conjunction with the guidelines on the following Agency website: https://eacea.ec.europa.eu/about-eacea/visual-identity_en

Any communication or publication related to the Project, made by the beneficiaries jointly or individually, including at conferences, seminars or in any information or promotional materials (such as brochures, leaflets, posters, presentations, etc.) must indicate that the project has received funding from the Union and must display the European Union emblem. When displayed in association with another logo, the European Union emblem must have appropriate prominence.

Disclaimer:
This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.
For other official EU language versions, reference must be made to the following website: http://ec.europa.eu/dgs/education_culture/publ/graphics/beneficiaries_all.pdf

Erasmus+ logo:
The project's publications and results that are distributed must carry the Erasmus+ logo and mention "Co-funded by the Erasmus+ Programme of the European Union" (for projects funded by the E+ programme alone, "co-funded" should be replaced by "funded"):

Example of logo to be used:

Co-funded by the Erasmus+ Programme of the European Union

Penalties in the case of non-compliance with Publicity obligations and for poor, partial, or late implementation

The obligation to comply with the publicity provision set out in Article II.7 constitutes a substantial obligation. Without prejudice to the right to terminate the grant, in case of failure to fulfil this obligation, the Agency may apply a 20% reduction of the grant initially provided for.

For the purpose of poor, partial or late implementation as provided for in Article II.25.4 and in a total of maximum 100 points, the reduction will be of:
25% if the project scores at least 40 points and below 50 points;
35% if the project scores at least 30 and below 40 points;
55% if the project scores at least 20 and below 30 points;
75% if the project scores below 20 points.
5. Dissemination and exploitation of results

EU (co-)funded projects have the responsibility to put emphasis on dissemination and exploitation of results, as they directly contribute to the impact of the programme and to public awareness of their functioning and results. Grant beneficiaries must make themselves familiar with the underlying principles and tools and take them fully into account during the project implementation phase. A first source of information is the Annex II of the Erasmus+ Programme Guide called "Dissemination and exploitation of results – a practical guide for beneficiaries" available at: http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf

Purpose of dissemination and exploitation activities:

Significant emphasis is placed on the impact of EU co-financed projects and on ensuring that what they produce will be widely known about and widely used. The results generated, lessons learned and the experience gained by the project should be made available to the widest possible community.

The objective of dissemination and exploitation 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.

Whenever appropriate, projects are encouraged to make the results of available through open licences/open educational resources (OER).

What are the project results:

The results of the project may be of a diverse nature and consist of concrete (tangible) results as well as skills and personal experiences (intangible results) that both project coordinators and participants to the activities have acquired. The different categories of results may require different approaches for dissemination and exploitation. For example, tangible results such as 'products' may be easily demonstrated with actual items, graphical representations and samples, whereas intangible results such as 'experiences' may require alternative methods of display such as survey results, interview analysis and accreditation programmes.

How to plan successful dissemination and exploitation:

Having a strong plan for dissemination and exploitation from the beginning of a project is a key priority. In planning/updating these activities, the project team should address the following main questions:

- What needs does the project meet?
- What are the expected results?
- Which users will benefit from the project’s results?
- To reach these users, in which languages should the products be disseminated?

Key elements of a dissemination and exploitation plan are among others:

- The types of activity – the methods and mechanisms, the languages to be used;
- The resources – people and budget including for translation;
- The timetable;
- The strategy beyond the project’s lifetime and beyond the partnership.
**How to disseminate and exploit results:**

In order to reach as many people as possible, it is advisable to translate as many communication materials and project outputs in as many languages as possible. It is recommended to cover all languages of the partnership and English; the cost of these translations could be included in the grant request if necessary.

There are many different ways to disseminate and exploit results. Beneficiaries could use:

- the EU Dissemination Platform (see below);
- project or organisational websites;
- meetings and visits to key stakeholders;
- dedicated discussion opportunities such as information sessions, workshops, seminars, training courses, exhibitions, demonstrations, or peer reviews;
- targeted written material such as reports, articles in specialised press, newsletters, press releases, leaflets or brochures;
- audiovisual media and products such as radio, TV, YouTube, Flickr, video clips, podcasts or apps;
- social media;
- public events;
- project branding and logos;
- existing contacts and networks.

**When should dissemination and exploitation activities be carried out:**

Dissemination and exploitation of results are an integral part of the Erasmus+ project throughout its lifetime: Examples of activities at different stages of the project cycle are:

**BEFORE** the project starts (NB: costs associated to those activities are not considered eligible)

- drafting the dissemination and exploitation plan;
- definition of the expected impact and deliverables;
- consideration of how and to whom dissemination and exploitation outcomes will be disseminated.

**DURING** the project

- putting in place and maintaining a project website;
- updating the dissemination platform with recent information on the project and results;
- contacting relevant media e.g. at local or regional level;
- conducting regular activities such as information sessions, training, demonstrations, peer reviews;
- assessing the impact on target groups;
- involving other stakeholders in view of transferring results to end users/ new areas/policies;
- involving policy-makers.

**AFTER** the project (NB: costs associated to those activities are not considered eligible. The following advice is not a contractual obligation, but should be considered as good project practice)
• contacting policy-makers at wider scale;
• continuing further dissemination (as described above);
• developing ideas for future cooperation;
• evaluating achievements and impact;
• contacting relevant media.

How to assess success:
The impact assessment is an essential part of the process. It evaluates achievements and generates recommendations for future improvements. Indicators could be used to measure progress towards goals. These are signs that help measuring performance. Indicators can be both quantitative relating to numbers and percentages as well as qualitative relating to the quality of the participation and experience. Questionnaires, interviews, and assessments could also be used to measure the impact. Defining indicators relating to the different project activities should be foreseen at the start of the project and part of the overall dissemination plan. Some examples:

• Facts and figures related to the website of project organisers (updates, visits, consultation, cross referencing);
• Number of meetings with key stakeholders/public authorities;
• Number of participants (institutions and individuals) involved in experimentation, discussions and information sessions (workshops, seminars, peer reviews); follow-up measures;
• Production and circulation of products;
• Media coverage (articles in specialised press newsletters, press releases, interviews, etc.);
• Visibility in the social media;
• Participation in public events;
• Links with existing networks and transnational partners; transfer of information and know-how;
• Impact on regional, national, EU policy measures;
• Feedback from end-users, other stakeholders, peers, policy-makers.

The dissemination and exploitation plan should be regularly reviewed, and if necessary corrective action should be taken in close cooperation and in agreement with the Agency.

In this respect, the co-ordinator must:

• create and maintain (at least during the project lifetime) a website for the action. The website must be kept up-to-date with at least: a description of the project, the contact details of the co-ordinator, the list of beneficiaries, mention of the European Union's financial support with the relevant logo (see Article 1.10.3 Publicity obligation), and access to all results, as and when they become available;
• update the project summary in accordance with the instructions provided in the contractual Annex V Model Technical Report;
• provide during the project lifetime the Agency and/or the Commission with the information requested in order to promote the Erasmus+ Programme and disseminate the results. This may include answering questionnaires and entering data into databases; use the Erasmus+ Projects Results Platform, on the website http://ec.europa.eu/programmes/erasmus-plus/projects/ to disseminate and exploit
6. Final reports

The final report is to be submitted to the Agency at the latest 2 months after the end of the project. It consists of a narrative and a financial part.

The narrative part:

You will be requested to describe the project implementation in detail. The form of the final report is currently being revised. You will also be requested to provide examples of the products arising from the project (e.g. training materials, videos, handbooks and guides, etc.). Instructions on how to do this will be forthcoming in due course.

The financial part:

You will be requested to present the financial aspects of the project implementation in detail.

You must keep all supporting documents and records for a period of five years after the final balance of the grant is paid in case of audit. This period shall be limited to three years in case the maximum amount specified in Article I.3 is lower than EUR 60 000.

Financial reporting differs according to the types of costs presented in your budget

1. Actual / real costs

2. Flat rate/unit costs/lump sums

In most cases, projects with Capacity Building in the field of Youth grants are concerned by both types of financing. When this is the case, the financial part of your final report should include both reporting approaches described below (sections 1 and 2).

The main difference in the reporting is the fact that for actual/real costs you will be requested to present a list of invoices and/or copies of invoices and for the flat rate/unit costs/lump sums you will be requested to prove the costs related to the number of persons/nights/days that are the basis for the calculation together with the achievements of the project.

Value Added Tax (VAT)

Value added tax will be considered as an eligible cost only if it is not recoverable under the applicable national VAT legislation. The only exception relates to activities or transactions in which states, regional and local government authorities and other public bodies engage as public authorities. In addition:

- deductible VAT not actually deducted (due to national conditions or to the carelessness of beneficiaries) is not eligible;
- the VAT Directive does not apply to non EU countries. Organisations from Partner Countries can be exempted from taxes (including VAT), duties and charges, if an agreement has been signed between the European Commission and the Partner Country where the organisation is established.

Please note that all travel costs should be linked to eligible countries. Any exception to this rule must always be subject to prior authorisation from EACEA. Furthermore, for all activities apart from EVS, travelling 2 days before and 2 days after the activity will be accepted. For EVS, travelling 1 week before and 1 week after the EVS will be accepted.

1) **Reporting of expenses based on actual/real costs**

   a. **Exchange rate to be used for your final report**

   You should use the current exchange rate for the reimbursement of your partners' participants. However, for the final report presentation, the exchange rate of the month of the pre-financing of your project should be used (please refer to the terms of article 10.2 of your grant agreement).

   b. **Real costs higher than 60,000 EUR**

   A certificate on the financial statements and underlying accounts (Report of Factual Findings on the Final Financial Report - Type I or II) is compulsory when the total sum of a + b is higher than €60,000:

   a) Capacity Building: direct costs (max 80% of total) and total of indirect costs
   b) Mobility activities: total sum of Special Needs Support and total sum of Exceptional costs

   In case it is compulsory, you are requested to submit an audit report produced by an external independent auditor. Please refer to Annex VI of the Grant Agreement for further details.

   The following link provides guidance on the Audit Report:


   It is important to select the auditor well in advance to avoid delays in submitting the final report.

   The costs of the audit certificate are eligible costs of the project.

   A template for your engagement letter with the auditor is available on the website together with this handbook.

   The exact role and procedures to be respected by the auditor are stated in the Guidance note.

   c. **Real costs lower than 60,000 EUR**

   If the real costs of your project are lower than 60,000 EUR, you will be requested to present the financial aspects of your project as follows:

   1. You will be asked to submit a list of invoices
2. You will be asked for copies of some of these invoices at EACEA's request

For travel costs you must copies of bus, train and flight tickets/boarding passes (roundtrip, from the starting to the final point).

In case of connecting flights you have to provide all the boarding passes.

The most cost-efficient means of travel should always be used. In case you need to travel by car, you should provide a declaration of honour signed by the participant travelling, stating the dates of travel and itinerary. Such a declaration should be accompanied by fuel invoices. Costs will be calculated on the basis of 0.22 EUR/km. Please note that the use of taxis is only allowed if no other form of transport is available (for example, at night).

2) Reporting of expenses based on unit costs, lump sums, flat rates

Your budget includes unit costs for the following budget items:

- *Travel costs*
- *Organisational support*
- *Individual support (for EVS only)*

For these 3 above mentioned items you will not be required to submit copies of invoices, you will only be required to submit the following supporting documents:

a. A signed list of participants signed by the legal representative in the original and the final programme for the activities:
   i. Capacity Building activities
   ii. Youth Exchange
   iii. Mobility of youth workers

b. Volunteers' reports for the European Voluntary Service activities.

**ONLY IF REQUESTED BY EACEA:**

Please note that a proof of travel indicating the place of departure/arrival and the travel dates (boarding passes etc…) could be required by EACEA at final report level in order to claim the flat rates linked to the travel costs (based on the distance calculator).

The EACEA reserves the right to reject expenses at final report level if they are not duly justified and documented.
Annex I - Definition of terms


Beneficiary: a moral person or entity, whether private, public or semi-public, that is responsible by the signature of the grant agreement for the coordination and management of the project, including the dispatch of the funds. The beneficiary is the one who receives the grant and who reports directly to the Agency. Beneficiaries are solely and totally responsible for implementing the action or the work programme defined in the grant.

Contact person: the person responsible for the management of the project vis-à-vis the Agency and the contact for any communication from the Agency to the beneficiaries.

Coordinator: the beneficiary which signs the grant agreement and has the responsibility of coordinating the action. As coordinator, this beneficiary becomes the contact point between the other beneficiaries and the Agency.

Erasmus+ Programme Guide: applies to the entire duration of the project and gives guidelines for its implementation. It provides explanations on the objectives and the different programme actions, the types of activities that can (or cannot) be supported as well as the conditions under which this support can be granted and the grant awarded used. The guide and all its revisions is a contractually binding document.

LEAR: Legal Entity Appointed Representative. It is the person authorised to have access to the Participant Portal on behalf of a legal entity and make any changes related to its legal status, legal address and legal name if needed.

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

Partner organisation: an organisation participating in the project.

PIC: Participant Identification Code.

Grant agreement: agreement between the Executive Agency and several beneficiaries. This represents the most common form of the legal commitment. These beneficiaries have given mandate for the purpose of the signature of the agreement to the representative of the signatory of the agreement (called "coordinator").

Amendment: an amendment is an act modifying the grant conditions initially agreed or established in clauses of the grant agreement.

Final report: a report to be submitted by the deadline stipulated in the grant agreement at the end of the project and consisting in both a narrative and a financial report covering the entire period of a project.

Irregularity: means an infringement of a provision of EU 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.

Mid-term report: a report and financial statement on the implementation of a project submitted in accordance with the deadline indicated in article I.4.1 of the grant agreement.