Erasmus+: The Union Programme for Education, Training, Youth and Sport

Support to the implementation of EHEA (European Higher Education Area) reforms

Restricted Call for proposals EACEA 20/2014 addressed to Erasmus+
National Authorities for Higher Education
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1. INTRODUCTION – BACKGROUND

This restricted call for proposals is based on Regulation (EU) n° 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing Erasmus+, the Union programme for action in the field of education, training, youth and sport for the period from 1 January 2014 to 31 December 2020.

On the basis of the Regulation, as referred to in Article 9 (1)(a), "Support for policy reform" shall include the activities initiated at Union level relating to the implementation of the Union policy agenda on education and training in the context of the OMC, as well as to the Bologna and Copenhagen processes. In addition, the need for reforms in European higher education was underlined by the European Council Conclusions of November 2011 (2011/C 372/09) on the modernisation of higher education, which welcomed the Commission's intention to seek to strengthen synergies between the EU and the Bologna Process.

The Commission supports Member States and the higher education sector to help implement the modernisation agenda through the EU process of the Open Method of Coordination, by taking special initiatives (Quality Assurance, ECTS, EQF, EIT etc.), through its active involvement in and support for the Bologna Process, and by supporting other initiatives (pilot projects, associations, networks etc.) through the Erasmus+ Programme, including by providing support for the implementation of EHEA reforms.

Implementation of many of the EHEA priorities (for example, ECTS, coherent use of the three cycle system for all disciplines, academic recognition, qualifications framework and learning outcomes approach, quality assurance) is now at a critical stage, as evidenced by the 2012 Bologna Implementation Report, as well as the result of the public consultation on the European Area of Skills and Qualifications in 2014\(^1\), requiring action by higher education institutions, but also initiative-taking at government level. The current restricted call is intended to provide support to National Authorities in tackling these issues.

The Education, Audiovisual and Culture Executive Agency ("the Executive Agency") has been entrusted by the European Commission ("the Commission") with the management of this Restricted Call for proposals.

2. OBJECTIVES – THEMES - PRIORITIES

The general objective of this initiative is to support the implementation of EHEA reforms in Erasmus+ programme countries. To this end, National Authorities for Higher Education are invited to engage in self-identified, demand-driven activities based on the findings and gaps identified in the Bologna Process Implementation Report of 2012\(^2\) for their respective countries and on the priority actions of the Bucharest Communiqué\(^3\).

\(^1\) [http://ec.europa.eu/dgs/education_culture/more_info/consultations/documents/skills-results_en.pdf](http://ec.europa.eu/dgs/education_culture/more_info/consultations/documents/skills-results_en.pdf)


\(^3\) [http://www.ehea.info/Uploads/(1)/Bucharest%20Communique%202012(1).pdf](http://www.ehea.info/Uploads/(1)/Bucharest%20Communique%202012(1).pdf)
The expected impact is:
- stronger links between policy challenges and implementation of reforms;
- improved application of European tools in higher education, including synergies with tools in other sub-systems of education and training, enhancing quality, supporting mobility and internationalisation;
- increased capacity to support shift to student-centred learning in higher education institutions.

3. TIMETABLE

The different stages of the selection with the indicative period are presented in the table below:

<table>
<thead>
<tr>
<th>Stages</th>
<th>Indicative period</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Publication of the Call</td>
<td>July 2014</td>
</tr>
<tr>
<td>b) Deadline for submitting applications</td>
<td>30 September 2014</td>
</tr>
<tr>
<td>c) Evaluation period</td>
<td>October 2014</td>
</tr>
<tr>
<td>d) Information to applicants</td>
<td>November 2014</td>
</tr>
<tr>
<td>e) Signature of grant agreement</td>
<td>November/January 2014-2015</td>
</tr>
<tr>
<td>f) Starting date of the action</td>
<td>1st November 2014</td>
</tr>
</tbody>
</table>

4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects is estimated at maximum EUR 1.800.000. The financial contribution of the European Union cannot exceed 80%.

No maximum grant per project has been set for this Restricted Call for proposals. However, the grant requested by applicants should give consideration to the size of the higher education sector in question, the needs identified and activities proposed in the application. By way of indication, the grant requested is expected to be between EUR 15,000 and EUR 180,000.

The Executive Agency reserves the right not to distribute all the funds available.

5. ADMISSIBILITY REQUIREMENTS

Applications shall comply with the following requirements:

- be sent no later than the deadline for submitting applications referred to in section 3 of the present Restricted Call for proposals;
- comply with the application procedure as specified in section 14 of the present Restricted Call for proposals;
- be drafted in one of the 24 EU official languages (preferably in English, French or German);
- be complete in all sections of the application form;
- bear the original signature of the person in the applicant organisation, authorised to enter into legally binding commitments;
- comply with the fixed starting date (1\textsuperscript{st} November 2014) and the maximum duration of 18 months for projects;
- include a project budget in Euro balanced in terms of expenditure and revenue, duly justified with regard to the proposed activities and in compliance with the maximum limit of EU co-financing, established at 80\% of total eligible costs described in the project’s budget(s);

Failure to comply with those requirements will lead to the rejection of the application.

In order to submit an application, applicants must provide their Participant Identification Code (PIC) in the application form. The PIC can be obtained by registering the organisation in the Unique Registration Facility (URF) hosted in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal. The Unique Registration Facility is a tool shared by other services of the European Commission. If an applicant already has a PIC that has been used for other programmes (for example the Research programmes), the same PIC is valid for the present call for proposals. The Participant Portal allows applicants to upload or update the information related to their legal status and to attach the requested legal and financial documents. See section 14.2 for more information.

Furthermore, no changes to the application can be made after the application has been submitted. However, if there is a need to clarify certain aspects, the applicant may be contacted for this purpose by the Executive Agency.

**6. ELIGIBILITY CRITERIA**

Applications which comply with the following criteria will be subject of an in-depth evaluation.

**6.1 Eligible applicants**

Eligible applicants are the National Erasmus+ authorities for Higher Education from programme countries (c.f. annex 1):
- the 28 Member States of the European Union,
- the EFTA/EEA countries: Iceland, Liechtenstein, Norway,
- the EU candidate countries: Turkey, the former Yugoslav Republic of Macedonia.

The National Erasmus+ authorities for Higher Education are considered to be in a natural and unique position to support the implementation of EHEA reforms, as they have been designated to engage in self-identified, demand-driven activities based on the findings and gaps identified in the Bologna Implementation Report 2012 and on the priority actions of the Bucharest Communiqué.

The National Erasmus+ Authorities for Higher Education can include in the application an organisation designated by them, such as their Erasmus+ National Agency, to assist
them with the implementation of the project either as an affiliated entity, which may declare eligible costs, or as an associated partner participating in the implementation on a no cost basis. The specific role and responsibilities of this entity in the project should be clearly described in the application.

Each National Erasmus+ authority may present a maximum of one application.

6.2 Eligible activities

The following type of activities is eligible under this restricted call for proposals:

- National, bilateral, regional or international conferences, seminars or workshops on a priority theme
- Voluntary Peer Learning Activity on Bologna process priority themes (including clusters of countries facing similar challenges) which have been identified by the Bologna Follow-up Group workplan.
- Peer Review Activity involving several countries
- Analysis such as studies and dissemination material on a priority theme

In making the application, the National Authority should present a work plan that:

- identifies the priority issues to be tackled, based on a needs analysis;
- identifies the activity or activities to be undertaken to respond to each priority, defining the objectives and duration of each activity;
- indicates whether a national team of experts (see below) will be put in place to support implementation of the work plan, or whether it wishes to call on the open Europe-wide platform of experts in higher education and the Bologna Process in executing the plan;
- proposes indicators for measuring progress and a quality control approach;
- defines how it will report on the activities and results, and also communicates them to the relevant stakeholders.
- Indicates whether the National Authority is including in the application an organisation to assist them with the implementation of the project (see above). The application must specify which elements are concerned.

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4 Affiliated entities are defined as follows: legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation. These affiliated entities have to fulfil the eligibility and exclusion criteria and therefore the appropriate supporting documents will have to be provided. Affiliated entities may declare eligible costs as specified in section 11.3. For that purpose, applicants shall identify such affiliated entities in the application form.

5 Associated partners are defined as follows: Organisations that are involved in the application although they do not form part of the consortium. They cannot receive direct funding from the project's EU grant. Associated partners provide the consortium with input, facilities or assistance that enhances the quality of the work programme. They participate on the basis of their own contributions. Applicants shall identify such associated partners in the application form.
To be eligible, activities must take place in Erasmus+ programme countries. In the case of peer review/learning activities, travel and subsistence costs of participants from Bologna countries that are not Erasmus+ programme countries may be covered within the work plan.

**Experts to support implementation of the work plan**

To support them with the implementation of the work plan, National Authorities may:
- nominate a national team of experts (however they do not have the obligation to put such a team in place);
- and/or call on experts from an open Europe-wide platform of experts in higher education and the Bologna process to be set up.

The open Europe-wide platform of experts in higher education and the Bologna process will be created once the selection process has been finalised and managed centrally by the Executive Agency. This platform will serve as an expertise resource for National Authorities who will not have a national team of experts in place or require specific expertise that cannot be found within their national team. The name and contact details of experts with relevant expertise will also be provided to interested stakeholders upon request.

National Authorities are invited to propose experts for registration in the platform independently of whether they have their own national team of experts or not.

The experts must have the professional and technical capacity to support the implementation of the objectives described in this call, as follows:
- **Qualification**: A level of education which corresponds to a higher education Bachelor degree.
- **Professional experience**: At least 4 years of proven experience in higher education and the Bologna Process.
- **Other skills**: ability to work in English (minimum B2 level)\(^6\), as well as excellent drafting/presentation skills.

The Commission and the Executive Agency will assess the CVs of the experts on the criteria above mentioned.

Experts, whether from National teams or from the Europe-wide platform of experts, will be invited by the European Commission to an annual conference for the purposes of peer learning. Information sharing will also be supported by a web-based platform.

Fees for experts from the National teams or from the open Europe-wide platform of experts can be budgeted for activities clearly identified in the work plan and necessary for the implementation of the project.

6.3 Eligibility Period

Activities must start on 1st November 2014 and should be completed by 30 April 2016.

The maximum duration of the projects is 18 months.

Applications for projects scheduled to run for a longer period than specified in the Restricted Call for proposals will not be accepted.

However, if after the signing of the agreement or notification of the decision and the start of the project it becomes impossible for the beneficiary, for fully justified reasons beyond their control, to complete the project within the scheduled period, an extension to the eligibility period may be granted. A maximum extension of 6 additional months can be granted, if requested before the deadline specified in the grant agreement or decision. The maximum duration will then be 24 months.

Only applications that fulfil the eligibility criteria will be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

7. EXCLUSION CRITERIA

7.1 Exclusion from participation

Applicants will be excluded from participating in the call for proposals procedure if they are in any of the following situations:

(a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) they or persons having powers or representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;

(c) they have been guilty of grave professional misconduct proven by any means which the responsible authorising officer can justify including by decisions of the EIB and international organisations;

(d) they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the responsible authorising officer or those of the country where the grant agreement is to be performed;

(e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such an illegal activity is detrimental to the Union' financial interests;
(f) they are currently subject to an administrative penalty referred to in Article 109(1) of the Financial Regulation.

Please note that the check on exclusion criteria also apply to the affiliated entities.

7.2 Exclusion from award

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

(a) are subject to a conflict of interests;
(b) are guilty of misrepresentation in supplying the information required by the Executive Agency as a condition of participation in the grant award procedure, or fail to supply this information.
(c) find themselves in one of the situations of exclusion referred to in the above section 7.1.

Administrative and financial penalties may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous grant award procedure.

7.3. Supporting documents

Applicants for a grant exceeding EUR 60,000 must sign a declaration on their honour certifying that they are not in one of the situations referred to in the above sections 7.1 and 7.2, filling in the relevant form attached to the application form accompanying the restricted call for proposals.

8. SELECTION CRITERIA

Applicants must submit a declaration on their honour, completed and signed, attesting to their status as a legal person and their financial and operational capacity to complete the proposed activities.

9. AWARD CRITERIA

Eligible applications will be assessed on the basis of the following award criteria:

| Relevance of the proposal to the challenges identified in the Bologna Implementation Report and the priorities identified in the Bucharest Communiqué (maximum 30 points) | - The project is relevant to the objectives of the Action (see section 2 and activities in section 6.2) |
| - The extent to which: |
| - the proposal is based on a genuine and adequate needs analysis based on the Bologna implementation report and the priorities identified | |

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| Quality of the project and its work plan (maximum 20 points) | - The clarity, completeness and quality of the work programme including appropriate phases for preparation, implementation, monitoring, evaluation and dissemination  
- The consistency between identified needs, project objectives, and activities proposed  
- the existence and relevance of quality control measures to ensure that the project implementation is of high quality, completed in time and on budget  
- the extent to which these activities are appropriate to the project aims and involve the appropriate number of participants  
- the budget proposed respect the principles of sound financial management. |
|---|---|
| Quality of the project team (maximum 20 points) | - The proposal clearly shows the fields of expertise of the involved staff/experts and how they are complementary and of added value for the implementation of the project  
- the distribution of responsibilities and tasks demonstrates the commitment and active contribution of staff/experts. |
| Impact and dissemination (maximum 30 points) | - The quality of measures for evaluating the outcomes of the project (including the use of quantitative and qualitative indicators)  
- the potential impact of the project to respond to the challenges identified in the Bologna Implementation Report and the priorities identified in the Bucharest Communiqué, including increasing synergies between the Bologna Process and overall policy implementation of Education and Training 2020  
- the quality of the dissemination plan: the appropriateness and quality of measures aimed at sharing the outcomes of the project |
The threshold for proposals to be put forward to the Evaluation Committee shall be minimum 60 points (out of 100 points in total), also taking into account the necessary minimum quality threshold for each of four award criteria (50% of the possible mark).

10. LEGAL COMMITMENTS

In the event of a grant awarded by the Executive Agency, a grant agreement drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary, as well as the procedure in view to formalise the obligations of the parties.

- Mono-beneficiary grant agreement: the 2 copies of the original agreement must be signed first by the beneficiary and returned to the Executive Agency immediately. The Executive Agency will sign them last.

Please note that the award of a grant does not establish an entitlement for subsequent years.

11. FINANCIAL CONDITIONS

11.1 General principles

a) Non-cumulative award

An action may only receive one grant from the EU budget.

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate in the application form the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action.

b) Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the grant agreement is signed or the grant decision is notified.

However, as the activities under this call must start on 1st of November 2014, two exceptions apply:

- Activities start on 1st of November or later and before the signature of the grant agreement: the Agency will accept the eligible costs incurred by the
beneficiary between the start of the activities and the signature of the grant agreement.

- **Activities start before 1st of November 2014 and before the signature of the grant agreement:** the applicant has to demonstrate the need to start the action before the grant agreement is signed. In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

c) **Co-financing**

Co-financing means that the resources which are necessary to carry out the action or the work programme may not entirely provided by the EU grant.

Co-financing of the action or of the work programme may take the form of:

- the beneficiary's own resources,
- income generated by the action or the programme,
- financial contributions from third parties.

d) **Balanced budget**

The estimated budget of the action or work programme is to be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

Applicants which foresee that costs will not be incurred in euros shall use the exchange rate published on the Infor-euro website available at: http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm on the date of the publication of this call for proposals.

e) **Implementation contracts/subcontracting**

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit.

In the event of procurement exceeding € 60 000, the beneficiary must abide by special rules as referred in the grant agreement. Moreover the beneficiary is expected to clearly document the tendering procedure and retain the documentation for the event of an audit.

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action as described in the proposal and which cannot be performed by the beneficiary itself must satisfy the conditions applicable to any implementation contract (as specified above) and in addition to them the following conditions:
- it may only cover the implementation of a limited part of the action (up to 30 %);
- it must be justified having regard to the nature of the action and what is necessary for its implementation;
- it must be clearly stated in the proposal or prior written authorisation from the Executive Agency must be obtained.

The management and the general administration of the project may not be subcontracted.

\( f) \) Financial support to third parties

The applications may not envisage provision of financial support to third parties.

11.2 Funding Forms

Reimbursement of eligible costs in combination with flat rate covering overheads.

The grants financed through reimbursement of eligible costs in combination with flat rate covering overheads are calculated on the basis of a detailed estimated budget, indicating clearly the costs that are eligible for EU funding.

Maximum amount requested

The EU grant is limited to a maximum co-financing rate of 80% of eligible costs.

Consequently, part of the total eligible expenses entered in the estimated budget must be financed from sources other than the Union grant.

The grant amount may neither exceed the eligible costs nor the amount requested. Amounts are indicated in euros.

The amount of 20% of the own resources indicated in the revenue part of the estimated budget is regarded as secured, and the amount and the same percentage, as a minimum, must be entered in the revenue section of the final account.

Acceptance of an application by the Executive Agency does not constitute an undertaking to award a grant equal to the amount requested by the applicant.

11.3 Eligible costs

Eligible costs are costs actually incurred by the beneficiary of a grant which meet the following criteria:

- they are incurred during the duration of the action as specified in the grant agreement, with the exception of costs relating to final reports and certificates. The period of eligibility of costs will start on the 1\(^{st}\) November 2014 and expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before the date of submission of the grant application.
they must relate to activities involving the eligible countries in the Erasmus+ Programme. Any costs relating to activities undertaken outside these countries or by organisations that are not registered in an eligible country are not eligible unless they are necessary for the completion of the action and duly justified in the application form and in the report;

- they are incurred during the duration of the action as specified in the grant agreement, with the exception of costs relating to final reports and certificates.

- they are indicated in the estimated overall budget of the action;

- they are incurred in connexion with the action which is the subject of the grant and are necessary for the implementation of the action;

- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost-accounting practices of the beneficiary;

- they comply with the requirements of applicable tax and social legislation;

- they are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action with the corresponding accounting statements and supporting documents.

The same criteria apply to the affiliated entities.

Eligible direct costs

The eligible direct costs for the action are those costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly, such as:

- the cost of personnel working under an employment contract with the applicant or equivalent appointing act and assigned to the action/project, comprising actual salaries plus social security contributions and other statutory costs included in their remuneration, provided that these costs are in line with the applicant's usual policy on remuneration policy of the beneficiary or, where applicable, its affiliated entities. NB: this cost must be actual cost incurred by the beneficiary and staff cost of affiliated entities is eligible only if it is paid directly or reimbursed by the beneficiary or by its affiliated entities. These costs may include additional remuneration, including payments on the basis of supplementary contracts regardless of their nature, provided that it is paid in a consistent manner whenever the same kind of work or expertise is required and independently from the source of funding used;

The corresponding salary costs of personnel of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned was not undertaken;

- the cost of experts assigned to the action/project must be actual cost incurred by the beneficiary or by its affiliated entities and is eligible only if it is paid directly or reimbursed by the beneficiary or by its affiliated entities. The work of an expert should be considered as researcher work and the related costs may include payments on the basis of compensation fees, provided that it is paid in a consistent manner.
whenever the same kind of work or expertise is required and independently from the source of funding used; subsistence allowances (for meetings, including kick-off meetings where applicable, European conferences, etc.) provided that these costs are in line with the beneficiary's usual practices;
- costs of travel (for meetings, including kick-off meetings where applicable, European conferences, etc.), provided that they are in line with the beneficiary's usual practices on travel;
- depreciation cost of equipment (new or second-hand), only the portion of the equipment's depreciation corresponding to the duration of the action and the rate of actual use for the purposes of the action may be taken into account by the Executive Agency, except where the nature and/or the context of its use justifies different treatment by the Executive Agency;
- costs of consumables and supplies, provided that they are identifiable and assigned to the action;
- costs entailed by other contracts awarded by the beneficiary or its affiliated entity for the purposes of carrying out the action, provided that the conditions laid down in grant agreement are met;
- all other costs arising directly from requirements linked to the performance of the action including costs of experts (dissemination of information, specific evaluation of the action, translations, reproduction, etc.),
- costs relating to a pre-financing guarantee lodged by the beneficiary of the grant, where required;
- costs relating to external audits where required in support of the requests for payments;
- non-deductible value added tax ("VAT") for all activities which are not activities of the public authorities in the Member States.

Eligible indirect costs (overheads)

- a flat-rate amount, equal to 7% of the eligible direct costs of the action, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

Indirect costs may not include costs entered under another budget heading.

Applicants’s attention is drawn to the fact that in the case of organisations receiving an operating grant, indirect costs are no longer eligible under specific actions.

11.4 Ineligible costs

The following costs shall not be considered eligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses;
- costs of transfer from the Agency charged by the bank of the beneficiary;
- costs declared by the beneficiary and covered by another action receiving a European Union grant. In particular, indirect costs shall not be eligible under a grant for an action awarded to the beneficiary who already receives an operating grant financed from the Union budget during the period in question;
- contributions in kind;
- excessive or reckless expenditure;
- others (in accordance with the relevant legal base);
- expenses for travel to or from countries other than those participating in the project/programme, unless explicit prior authorisation is granted by the Executive Agency.

➢ Calculation of the final grant amount – Supporting documents

The final amount of the grant to be awarded to the beneficiary is established after completion of the action or work programme, upon approval of the request for payment containing the following documents
- a final report providing details of the implementation and results of the action/work programme;
- the final financial statement of costs actually incurred,

Option 1

In case of grants for an action equal or inferior to EUR 60,000, the beneficiary is required to submit the following sample of supporting documents:

<table>
<thead>
<tr>
<th>Budget item/heading</th>
<th>Sample to be annexed to the Final Financial Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>5% of all costs declared under this budget item.</td>
</tr>
<tr>
<td>Subcontracting</td>
<td>The three highest value subcontracts</td>
</tr>
<tr>
<td>Travel and subsistence</td>
<td>25% of the highest costs declared under this budget item</td>
</tr>
</tbody>
</table>

1) Staff costs: employment contract (or equivalent document), payslips (or remuneration’s receipts), proof of payments (if applicable) and, if foreseen by the call for proposals, the time sheets or equivalent documents showing the manpower’s work effort (i.e. number of working days);

2) Subcontracting: quotes (if applicable), contracts, invoices and proofs of payments;

3) Travel and subsistence: copy of tickets and boarding passes, hotel invoices (and proof of payments).

Option 2

In case of grants for an action of more than EUR 60,000, but less than EUR 750,000, the beneficiary is required to submit, in support of the final payment, a “Report of Factual Findings on the Final Financial Report - Type I” produced by an approved auditor or in case of public bodies, by a competent and independent public officer.
The procedure and the format to be followed by an approved auditor or in case of public bodies, by a competent and independent public officer, are detailed in the following “Guidance Notes”: http://eacea.ec.europa.eu/about/eacea_documents_register_en.php

The use of the report format set by the “Guidance Notes” is compulsory.

In the estimated budget, costs for such a certificate should be foreseen.

If the eligible costs actually incurred by the beneficiary are lower than anticipated, the Executive Agency will apply the rate of co-financing stated in the grant agreement to the expenditure actually incurred.

11.5 Payment arrangements

A pre-financing payment corresponding to 70% of the grant amount will be transferred to the beneficiary within 30 days either of the date when the last of the two parties signs the agreement, or of the notification of the grant decision, provided all requested guarantees have been received.

The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the calculation of the final grant amount (see section 11.4 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order.

11.6 Pre-financing guarantee

Not applicable.

12. PUBLICITY

12.1. By the beneficiaries

Beneficiaries must clearly acknowledge the European Union’s contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the emblem and the disclaimer available at: http://ec.europa.eu/dgs/education_culture/publ/graphics/identity_en.html

If this requirement is not fully complied with, the beneficiary’s grant may be reduced in accordance with the provisions of the grant agreement or grant decision.

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12.2. By the Executive Agency and/or the Commission

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on the Internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Executive Agency and/or the Commission will publish the following information:

- name of the beneficiary,
- locality of the beneficiary: address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural persons, as defined on NUTS 2 level if he/she is domiciled within the EU or equivalent if domiciled outside EU,
- the amount awarded,
- nature and purpose of the grant.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

13. DATA PROTECTION

All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the European Community institutions and bodies and on the free movement of such data.\(^7\)

Unless marked as optional, the applicant's replies to the questions in the application form are necessary to evaluate and further process the grant application in accordance with the specifications of the call for proposals. Personal data will be processed solely for that purpose by the department or Unit responsible for the Union grant programme concerned (entity acting as data controller). Personal data may be transferred on a need to know basis to third parties involved in the evaluation of applications or in the grant management procedure, without prejudice of transfer to the bodies in charge of monitoring and inspection tasks in accordance with European Union law. The applicant has the right of access to, and to rectify, the data concerning him or her. For any question relating to these data, please contact the Controller. Applicants have the right of recourse to the European Data Protection Supervisor at any time. A detailed Privacy statement, including contact information, is available on EACEA's website: http://eacea.ec.europa.eu/about/documents/calls_gen_conditions/eacea_grants_privacy_statement.pdf

\(^7\) Official Journal L 8, 12.1.2001.
Applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:
their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision.

14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS

14.1 Publication

The Restricted call for proposals will be sent out by the Executive Agency to the Erasmus+ National Authorities for higher Education by email and published on the Executive Agency website at the following address:
http://eacea.ec.europa.eu/erasmus-plus/funding_en

14.2 Registration in the Unique Registration Facility (URF)

Before submitting an electronic application, the applicant will have to register their organisation in the Unique Registration Facility and receive a Participant Identification Code (PIC). The PIC will be requested in the application form.

The Unique Registration Facility is the tool through which all legal and financial information related to organisations will be managed. It is accessible via the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal.

Information on how to register can be found in the portal at the following address: http://ec.europa.eu/education/participants/portal

The URF tool also allows applicants to upload different documents related to their organisation. These documents have to be uploaded once and will not be requested again for subsequent applications by the same organisation.

14.3 Application package

Grant applications must be drawn up in one of the official EU languages, using the official Application Package available on the Executive Agency webpage. Please ensure you are using the correct application form.

The Application Package is available on the Internet at the following address:
http://eacea.ec.europa.eu/erasmus-plus/funding_en
14.4 Submission of the grant application

Proposals must be submitted in accordance with the admissibility requirements and by the deadline set out under section 5.

No modifications to the application are allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the Executive Agency may contact the applicant for this purpose during the evaluation process.8

All applicants will be informed in writing about the results of the selection process.9

Electronic submission

Applicants are requested to log in at http://eacea.ec.europa.eu/erasmus-plus/funding_en and follow the procedure for submitting an application.

14.5 Rules applicable


14.6 Contacts

If you have any questions, please contact:

Ms Katia de Sousa
Education, Audiovisual and Culture Executive Agency
Unit A2 – Erasmus+: Higher education – Knowledge Alliances, Bologna support, Jean Monnet Avenue du Bourget 1

8 Art.96 FR
9 Art.133 FR, Art.205 RAP: The authorising officer responsible shall inform applicants in writing of the decision on their application. If the grant requested is not awarded, the institution concerned shall give the reasons for the rejection of the application, with reference in particular to the selection and award criteria. Rejected applicants shall be informed as soon as possible of the outcome of the evaluation of their application and in any case within 15 days after information has been sent to the successful applicants.

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Annexes:

1. List of Erasmus+ National Authorities for Higher Education
2. Detailed description of the project
3. Budget tables
4. Declaration on honour (for a grant lower or equal to 60.000 EUR)
5. Declaration on honour (for a grant higher than 60.000 EUR)
6. Instructions for completing the application package
7. eForm userguide