



Asia - South East

# Practical Aspects and Running of the Project

Ivan Dyukarev, University of Deusto

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# Agenda



1. Staff Costs
2. Equipment

# Staff Costs



**Staff costs will be paid** on the basis of the distribution between the partners, only **to the staff** of partner institution actually participating in the project activities. **The existence of a formal contractual relationship between the employee (staff or natural person) and the beneficiary institutions is required in order to be eligible for the staff costs payment.**

In the context of a Capacity Building in Higher Education (CBHE) project **staff can be either:**

- a) **employed by a beneficiary institution** and therefore **part of its payroll system;**
- b) **a natural person** assigned to the project **on the basis of a contract against payment with a beneficiary institution.** For more details on the rules regarding staff costs for natural person please refer to **Annex V.**

# Staff Costs



**Transfers for staff costs payment will be made 2 times per project** – after the intermediate report and one month before the end of the project. The sum for each payment will be calculated **on the basis of actual project performance** and in accordance with the distribution of the Staff cost.

**Payment will be made only by bank transfer.** Payment **cannot be made in cash** for security and traceability reasons. Staff costs can only be paid **directly to the bank account of a member of staff or to institution**, if this person and his employer have signed a Joint Declaration.

In practice, a distinction can be made between **two different cases**, in particular:

- a **staff member is remunerated directly** from the project (on a full-time, part-time or occasional basis as a top-up to normal staff salary) by his/her partner institution or by the grant holder directly.
- a **staff member is not remunerated directly** from the project.

**Institutions themselves are allowed to charge staff costs** (as a form of "**compensation**") for people who have been authorised to work for the Tempus project as **part of their normal working time** within the institution.

# Staff Costs



**The documents** that beneficiary have to prepare **for the staff costs payment** are:

- **Employment contracts** for the staff in question (copies are included in Annex VII),
- A duly filled-in **Joint Declaration** (If the staff member performs tasks corresponding to different categories of staff, a separate Joint Declaration must be signed for each category),
- **Time-sheet,**
- **Pay slips (staff) or evidence of payment (natural person)** for the period in question,
- Any **material evidence** allowing to verify that the declared workload corresponds to actual activities/outputs.

# Staff Costs



## Deadline

- Preparation of the documents (draft, signature) – 14 February 2018
- Payment – 14 March 2018

# Equipment



**Equipment** is intended **exclusively** for the Partner Country Higher Education Institutions which are included in the partnership.

The equipment **must be recorded in the inventory of the institution** where it is installed; this **institution is the sole owner** of the equipment. All equipment purchased with the Erasmus+ CBHE funds **must bear an Erasmus+ sticker** provided by the Agency.

Equipment should be instrumental to the objectives of the project and should therefore **be purchased at the beginning of the project** implementation period.

**VAT is not considered as an eligible project cost.**

# Equipment



Compared to the equipment as specified in the original application, **minor adaptations in terms of quantity and product** in the purchased equipment can be accepted without prior authorisation provided that the budgetary ceilings are respected, the corresponding equipment items are eligible, the modification can be justified and is related with the project objectives.

In case of **significant changes** of the equipment to be purchased compared to the equipment as specified in the original application, **prior written authorisation** from the Agency should be given during project implementation.

**In any case of doubt the coordinator shall contact the Agency and ask for prior written approval** based on clear justifications.



# Equipment



For the purpose of any **financial evaluation and/or audit**, beneficiaries will have to **retain with the project accounts** the following supporting documents:

- **Invoice(s)** for all purchased equipment (please note that order forms, pro-forma invoices, quotations or estimates are not considered as proof of expenditure).
- **Bank statement(s)** for all purchased equipment.
- **Proof** that the equipment is **recorded in the inventory** of the institution. The equipment must be properly registered in the inventory of the institution concerned.

# Equipment



The equipment mentioned in the proposal:

- **2 Laptop "Acer F5-571G-57RH, i5-5200U, 8GB RAM, GeForce 920M 2GB" (or similar).**
- **1 Multi-Function Device "Canon i-SENSYS MF6140dn" (or similar).**

Steps to purchase equipment:

- Send all **invoices** to coordinator (scan by email).
- In case of **any change** in the quantity and/or product, **justification** for the change has to be sent together with invoices.
- **VAT is not considered as an eligible project cost**, therefore (if any) will be **excluded from the calculation of the final sum**.
- Any **conversion into euro of actual costs** will be made by the coordinator

# Equipment



Based on the data of invoice, the coordinator will calculate the final sum and transfer it to the respective account of each beneficiary.

**Money can be transferred only to institutional bank account!**

After the purchase, **the equipment must be recorded in the inventory of the institution where it is installed**; this institution is the sole owner of the equipment. All equipment purchased with the Erasmus+ CBHE funds **must bear an Erasmus+ sticker** provided by the Agency.

After the purchase, please send to coordinator:

- **Bank statement(s)** for all purchased equipment.
- **Proof** that the equipment is **recorded in the inventory** of the institution. The equipment must be properly registered in the inventory of the institution concerned.

# Equipment



## Deadline

- **Preparation of the documents (beneficiary) – 01 December 2017**
- **Preparation of the documents (coordinator) – 24 December 2017**
- **Payment – 01 February 2018**
- **Bank statement(s) and Proof of the inventory of the institution – not later than 14 March 2018.**

**Thank you!**