

Dear partners,

We need to prepare all the administrative paperwork of the first half of the EQUAMBI project in order to compile and present an accurate financial interim report. The deadline to submit the financial and technical INTERIM REPORT to the European Commission is April 15th, 2019. We therefore need to actively collaborate to provide all the required information **before April 7th**.

Your institution has received a prefinancing instalment for **staff costs, travel costs and costs of stay**. In order to justify your expenses and to claim the following instalment we would like to ask you to justify your expenses during the **period between October 15th 2017 to March 31st 2019**.

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Supporting documents for staff costs:

1. Time Sheets

Time-sheets have to be attached to each Joint Declaration. They must be signed by the person concerned and countersigned by the person responsible in the institution that employed this person. They must indicate the following:

- ⇒ the project reference
- ⇒ the name of the person performing the tasks,
- ⇒ his/her position and the staff category
- ⇒ the institution and the country where the person is employed the number of days worked for the corresponding month and year the description of the tasks performed, the outputs produced and the related workpackage. [EXAMPLE](#)
- ⇒ The tasks should be completed taking into account the [PROJECT ACTIVITIES](#)

2. Joint Declaration

A duly filled-in Joint Declaration for each person working for the project. The convention must be signed by the person performing the activity then countersigned and stamped by the person responsible (e.g. rector, dean) in the institution that employed this person. For staff performing different categories of tasks a separate declaration must be signed for each type of activity. [EXAMPLE](#)

3. Working Contracts

The existence of a formal contractual relationship between the employee and the beneficiary institutions is required. The employee must be part of the payroll system of the beneficiary institution and he/she will have to provide his/her working contract.

The applicable staff categories to be applied are the following:

- ⇒ Managers (including legislators, senior officials and managers) carry out top managerial activities related to the administration and coordination of project activities.
- ⇒ Researchers, teachers and trainers (RTT) typically carry out academic activities related to curriculum/training programme development, development and adaptation of teaching/training materials, preparation and teaching of courses or trainings.
- ⇒ Technical staff (including technicians and associate professionals) carries out technical tasks such as book-keeping, accountancy, in-house translation activities.
- ⇒ Administrative staff (including office and customer service clerks) carries out administrative tasks such as secretarial duties. Students can work for the project and can be considered as administrative staff, provided that they have signed a work contract with a consortium beneficiary institution.

The Staff category to be applied will depend on the work to be performed in the project and not on the status or title of the individual. Staff carrying out an administrative task should be reported under the category "Administrative staff".

List of Work Packages and Deliverables

WP 1 PREPARATION: Scoping work

- 1.1 Kick off meeting
- 1.2 Scanning the uses of benchmarking in QA
- 1.3 Desk research - EU TRENDS
- 1.4 White Paper

WP 2 DEVELOPMENT: Comparisons of current QA MANAGEMENT SYSTEMS.

- 2.1 Comparing the structures and procedures use in the QA management in learning and teaching
- 2.2 Comparing the structures and procedures in QA in research, innovation and internationalization
- 2.3 Integration document
- 2.4 Workshop at NAAC

WP 3 DEVELOPMENT: Comparisons of current DATA MANAGEMENT SYSTEMS

- 3.1 Comparing data management in learning and teaching
- 3.2 Comparing data management in research, innovation and internationalization
- 3.3 Integration document
- 3.4 Integration Workshop in Chennai and report

WP 4 DEVELOPMENT: Development of Benchmarking tools to support QA management & Decision making mechanisms.

- 4.1 Development of Benchmarking tool for L & T
- 4.2 Development of Benchmarking tool kit for QA. management
- 4.3 Study visit & training sessions on Data Management
- 4.4 Study visit & training sessions on QA internal assurance procedures for T & L
- 4.5 Equipment - internal QAB

WP 5 DISSEMINATION & EXPLOITATION: Implementation and evaluation of the Benchmarking tools and capacity building to ensure their effective application

- 5.1 Implementation of benchmarking strategies
- 5.2 Evaluation of benchmarking strategies

WP 6 DISSEMINATION & EXPLOITATION : Dissemination & Multiplier

- 6.1 International conference at Barcelona
- 6.2 Multiplier effect workshop in KTU
- 6.3 Final conference at NAAC
- 6.4 Project website

WP 7 QUALITY PLAN: Quality tools for the project implementation

- 7.1 Quality Committee
- 7.2 Quality Assurance Plan
- 7.3 External evaluation

WP 8 MANAGEMENT: Project Management

- 8.1 Management Team (MT) meetings
- 8.2 Project Management Guidelines and internal MoUs
- 8.3 Production of interim and final reports

1. Time Sheet - example

Add Row	Delete Row	PROJECT TIMESHEET
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Project number :	585779
Surname :	Lopez
First Name :	Juan
Institution :	Universitat de Barcelona
Country :	Spain
Position :	Full professor
Staff Category :	Manager

Year	Month	Number of Days	Work Package	Description of tasks performed and outputs produced
2017	December	4	Management	Participation in the KoM in Bangalore
2018	January	3	Preparation	Drafting of the report on European trends and the white paper in 1.4
2018	March	5	Development	Preparation and distribution of the questionnaire to identify institutional strategies
Total days:		0		

Signature of the staff member :

Signature of the person responsible in the institution (where the staff member is employed) :

signed Juan Lopez

Signed by the DEAN / RECTOR / MANAGER (person responsible at the institution)

2. Joint Declaration - example

ANNEX II

JOINT DECLARATION - example

Ref. No **DO NOT COMPLETE**

Project No. **585779**

The reference number must correspond to the progressive numbering indicated in the financial statements of the final report

FROM UNIVERSITAT DE BARCELONA
Hereinafter "the Institution"*

AND Name: Juan López
Address: Adolf Florensa 8, 08028 Barcelona, Spain

Hereinafter "the Staff member"*

THE INSTITUTION AND THE STAFF MEMBER HEREBY CERTIFY THAT:

- The Institution is a member of the partnership for the above-mentioned project.
- The Staff member is either:
 - employed by the Institution and is part of its payroll system **YES/NO**
 - or
 - a natural person ** assigned to the project on the basis of a contract against payment **YES/NO**
- The Institution and Staff member agree that the Staff member has worked on this project and performed the following duties during the project's eligibility period.

	dd/mm/yy		dd/mm/yy
FROM	15/10/2017	TO	31/03/2019

Please describe the outputs produced (short overall indication since detailed information has to be given in the accompanying time-sheet):

..... TO BE

COMPLETED FOLLOWING THE INFORMATION ON THE TIME SHEET

- Please complete the following information.

Staff category (Manager / Researcher, Teacher, Trainer / Technician / Administrative staff)	Administrative Staff
Country of the Institution	Spain
Number of days worked and charged to the project (according to time-sheet)	10

5. This declaration does not alter in any way the employment conditions/assignment already existing between the Institution and the Staff member and is established solely for the purpose of justifying the Staff costs that the Institution will charge to the Erasmus+ Capacity Building in Higher Education grant.

Done in **Barcelona, Spain**

Date **31/03/2019**

Name **JUAN GOMEZ**

Function **DEAN**

Institution **UNIVERSITAT DE BARCELONA**

Staff member name **Juan López**

Signature and Stamp of the Institution

Signature of the Staff member

**The declaration must be signed by the person concerned, then signed and stamped by the person responsible in the Institution where this person worked for the project. The Institution must be a member of the partnership.*

*** A natural person (individual) can be assigned to the action also on the basis of e.g. a civil contract, a free-lance contract, an expert contract, a service contract with self-employed person ("in house consultant) or a secondment to the Institution against payment. The costs of such natural persons working under the action may be assimilated to the costs of personnel, if:*

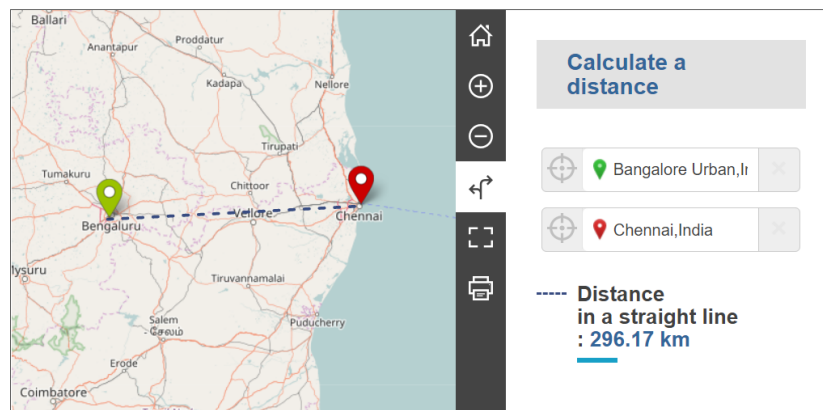
- (i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed); and*
- (ii) the result of the work belongs to the Institution (unless exceptionally agreed otherwise); and*
- (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract within the institution*

Specific rules for travel costs and costs of stay

Travel Costs

- ⇒ Contribution to the travel costs of the staff involved in the project, from their place of origin to the venue of the activity and return (including visa fee and related obligatory insurance, travel insurance and cancellation costs if justified) **must be calculated with the EC's DISTANCE CALCULATOR (http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)**

For detailed information on the funding rules, please consult the Erasmus+ Programme Guide.



The beneficiary must identify the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip. Financial support will be provided only for travels that are directly related to the achievement of the objectives of the project on the basis of UNIT COSTS:

TRAVEL DISTANCES	EUROS
Between 10 and 99 KM	20 €
100 & 499 KM	180 €
500 & 1999 KM	275 €
2000 & 2999 KM	360 €
3000 & 3999 KM	530 €
4000 & 7999 KM	820 €
More than 8000 KM	1100 €

Example:

If a person from Bangalore (India) is taking part in an activity in Chennai (India), the beneficiary will calculate the distance from Bangalore to Chennai using the distance calculator (296.17 Km), then apply the unit cost for the corresponding distance band, i.e. 100/499 Km. This unit cost will be a fixed contribution of 180 Euro that will cover the costs of travel from Bangalore to Chennai and return.

Costs of stay

- ⇒ **Costs for subsistence, accommodation, local and public transport such as bus and taxi, personal or optional health insurance covered by the grant: 120 EUROS / day**
- ⇒ **Beneficiaries do not need to justify the level of spending.** The supporting documents will have to demonstrate that the volume and/or the nature of the activities actually implemented, justify the number of unit costs charged to the grant.

For the purpose of any financial evaluation and/or audit, beneficiaries will have to be able to justify/prove the following elements:

- ⇒ The journeys actually took place.
- ⇒ The journeys are connected to specific and clearly identifiable project-related activities.

Example:

*If a **staff** from Bengaluru (India) is taking part in an activity in Chennai (India) during 2 days, the beneficiary will apply 2 unit costs of 120 Euros each, for a total of 240 Euros.*

Supporting documents for the justification of travel costs and costs of stay

- ⇒ 1. A duly filled-in Individual Travel Report.

Supporting documentation will have to be attached to each travel report in order to demonstrate the fact that the travel and the activity actually took place:

- ⇒ travel tickets
- ⇒ boarding passes with points of departure and destination
- ⇒ dates and name of the person travelling
- ⇒ invoices, receipts, proof of attendance in meetings and/or events, agendas, tangible outputs/products, minutes of meetings.

EXAMPLE

ANNEX III - INDIVIDUAL TRAVEL REPORT for travel costs and costs of stay

To be filled in by *each* participant

In case of circular/multiple travels, please fill in separate Individual Travel Reports.

Ref. No.....Project No. **585779**
The reference number must correspond to the progressive numbering indicated in the financial statements in the final report

(1) PERSONAL DATA

Surname: **Juan** Forename: **LOPEZ**

Nationality: **Spanish**

Home institution: **Universitat de Barcelona**

Staff position/student year of study at home institution: **Full Professor**

TYPE OF ACTIVITY (Tick as appropriate)

STAFF	STUDENTS
<input type="checkbox"/> Teaching/training assignment	<input type="checkbox"/> Study period
<input type="checkbox"/> Training and retraining purposes	<input type="checkbox"/> Participation in intensive courses
<input type="checkbox"/> Updating programmes and courses	<input type="checkbox"/> Practical placements, internships in companies, industries or institutions
<input type="checkbox"/> Practical placements in companies, industries and institutions	<input type="checkbox"/> Participation in short term activities linked to the management of the project
<input checked="" type="checkbox"/> Project management related meetings	
<input type="checkbox"/> Workshops and visits for result dissemination purposes	

(1) DETAILS OF THE TRAVEL

PERIOD*	From (Depart date) (dd/mm/yy) 5/12/2017	To (Return date) (dd/mm/yy) 8/12/2017
PLACE OF DEPARTURE**	HOME INSTITUTION ... Universitat de Barcelona COUNTRY Spain CITY... Barcelona	
PLACE OF DESTINATION/ LOCATION OF ACTIVITY	HOST INSTITUTION NAAC COUNTRY India CITY Bengaluru	
TRAVEL DISTANCE***	Km 7847.37 (TO BE COMPLETED USING THE DISTANCE CALCULATOR)	

*Please indicate period of travel from departure to return to place of origin

** If different from Home institution please enclose authorisation from the Agency

***Travel distance in Km (One-way travel using distance calculator:http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm) from place of departure to location of activities

(2) DETAILS OF THE ACTIVITY

DATES (excluding travel)	From (date): 6/12/2017 To (date): 7/12/2017
DESCRIPTION OF ACTIVITY(IES) PERFORMED (brief description of the activities performed) Participation in the KoM of the EQUAMBI project, presentation of the general trends of the project, the workplan and future steps	

SIGNATURE OF THE PARTICIPANT

I hereby declare that I have been carrying out the above-mentioned activities.

Date: ...**7/12/2017**

Signature:**TO BE SIGNED BY THE PARTICIPANT**