

Environmental Education - OERs for Rural Citizen (19-COP-0038)

CONTRACTUAL, FINANCIAL AND REPORTING RULES

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Duration of the financing agreement (PO and PP)

1. Entry into force of the contract and its duration represents the period during which you can:

- Carry out project activities
- Engage in project expenses
- Make expenses within the project

2. The period of eligibility of expenditure under the project shall begin on the date of entry into force of this contract and shall end on the date on which the final grant is established

- Expenses can be incurred until the project is completed.
- *In exceptional cases and provided that they have been committed during the project, payments may be made until the evaluation of the final report is completed.*

Project amendments

Program operator (PO – Romanian NA) should be notified in due time for

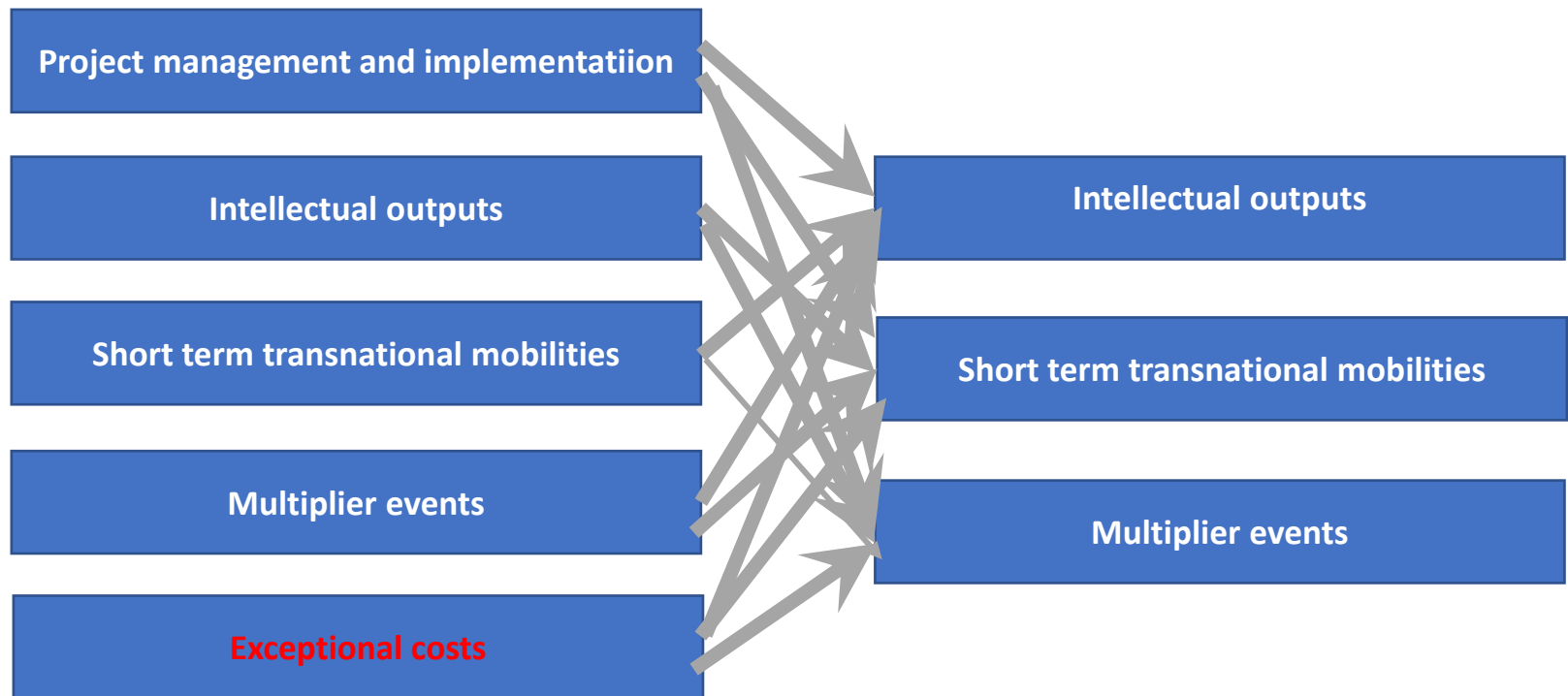
- Changes within the beneficiary (address, legal representative, contact person, etc.) – **BUES**
- Partner changes – **it is not the case**
- Budget transfers greater than 50% – **it is not the case**
- Changes in the project work plan – **extend the timelife**

Careful: certain changes in activities may lead to budget changes – it is not the case*

*the minimum duration of activities must be respected

Budget transfers

Maximum of 50% from the value of the budget chapter, without notification to the OP:



Transfers to the budget categories: Project Management and Implementation and **Exceptional Costs** are **NOT** allowed

Reports to OP

1. INTERIM REPORT

- Halfway through the project – **April 2022**
- If more than 70% of the first advance has been spent, advance 2 is asked and received
- A second interim report may be submitted if the payment condition is not met by the time limit specified in the contract

Reports to OP

2. THE FINAL REPORT

- It is submitted within max. 2 months from the end of the project
- In the case of expenses incurred by the project partners (from a state other than Romania), a cost verification report prepared by an independent auditor will be accepted to justify the expenses incurred by them

DS model audit report can be found at the address:

https://www.eea4edu.ro/contracte_ro_he_2018/

Content of the final report

- Narrative Report
- The statement of expenses all costs will be expressed in Euro / activities carried out on-line are not funded
- Declaration of honor completed by the legal representative of the Project Promoter
- Balance sheet and project bank statements
- Account statements attesting all the payments (made to project partners / mobility participants)
- Supporting documents
- Following the dissemination communication plan of the project

Final report - tips

- **do not attach to the reports any documents other than those mentioned in the contract;**
- the supporting documents are sent in the order indicated in the statement of expenditure;
- supporting documents are scanned (pdf) in full (no missing pages) and are legibly scanned;
- all project results (intellectual outputs, mobility activities (summer schools, etc.), multiplier events, etc. are uploaded on the project website at the time of submission of the final report;
- the narrative report and the statement of expenditure must be completed correctly and completely, providing the details required by the questions.

Required documents for the IOs

1. For all

- proof of the IO developed (uploaded on the project website & platform)

2. For the DS (RU)

- Certification of costs claimed by donor partner (EEA form)

3. For the BS (BUES, TUIASI, UNITBV)

- working contract between the university and the beneficiary
- time sheets completed and signed (EEA form)

Required documents for the TPM

1. About the meeting

- agenda
- presentations
- photos, movies

2. From the participants

- list of participants
- contract between the university and the beneficiary/
travel order
- participation certificate

Required documents for the ME

- agenda
- list of participants

Do not forget!

- All documents certifying a payment (contracts, invoices, payment documents, etc.) will be marked **“funded from contract no. 19-COP-0038, financed by the EEA Grants 2014-2021”**
- Payments, both to partners and to participants, suppliers, the project team, are made **by bank transfer**
- Bank fees or publication fees will be borne by the Management and Implementation chapter

Do not forget!

- All reports will be made in Euro. Any conversion into Euro of costs incurred in other currencies will be made by the PP, ***at the exchange rate of the commercial bank from the date of the exchange.***
- **double funding** refers to the financing of project expenses from European funds of other programs. Co-financing by university for mobility activity is not considered double funding.

Communication/ dissemination

- The project will have a web page that will remain functional even after its completion
- The website will contain the program logos, slogan and disclaimer, available at: <http://www.eea4edu.ro/despre-program/>
- All documents are kept for a period of **minimum 5 years**
- The project outputs will be available free of charge on the website
- The results of the project cannot be revenue generating

Financial aspects – UNITBV budget

	Budget chapters	@ partner	Intel. outputs	No. part. (days)	No. days	Per day (day)	Travel	Per part.	Budget	Obs.
						(EUR)				
1	Project management and implementation (500 EUR/ month)								12000	
2	Transnational project meetings (TPM)	RU (2)		3	5	106	530		3180	
		BUES (3)		3	5	106	180		2130	
3	Intellectual outputs		O1	140		74			10360	TM
			O2	20		74			1480	papers
			O3	130		74			9620	platform
			O4	10		74			740	PR
4	Multiplier events	from RO		80				100	8000	
		from IS		2				200	400	
	TOTAL UNITBV								47910	

Financial aspects – RU budget

	Budget chapters	@ partner	Intel. outputs	No. part. (days)	No. days	Per day (day)	Travel	Per part.	Budget	Obs.
						(EUR)				
1	Project management and implementation (250 EUR/ month)								6000	
2	Transnational project meetings (TPM)	UNITBV (1)		3	5	106	530		3180	
		BUES UNITBV (3)		3	5	106	530		3180	
3	Intellectual outputs		O1	70		214			14980	TM
			O2	20		214			4280	papers
			O2	20		214			3180	papers
			O1	15		214			3180	TM
	TOTAL RU								31620	

Financial aspects – TUIASI budget

	Budget chapters	@ partner	Intel. outputs	No. part. (days)	No. days	Per day (day)	Travel	Per part.	Budget	Obs.
						(EUR)				
1	Project management and implementation (250 EUR/ month)								6000	
2	Transnational project meetings (TPM)	UNITBV (1)		3	5	106	180		2130	
		RU (2)		3	5	106	530		3180	
		BUES UNITBV (3)		3	5	106	180		2130	
3	Intellectual outputs		O1	140		74			10360	TM
			O2	20		74			1480	papers
			O4	10		74			740	PR
			O1	29		74			2130	TM
			O2	20		74			1480	papers
			O1	8		74		650	TM	
4	Multiplier events	from RO		35				100	3500	
		from IS		2				200	400	
	TOTAL TUIASI								29920	

Financial aspects – BUES budget

	Budget chapters	@ partner	Intel. outputs	No. part. (days)	No. days	Per day (day)	Travel	Per part.	Budget	Obs.
						(EUR)				
1	Project management and implementation (250 EUR/ month)								6000	
2	Transnational project meetings (TPM)	UNITBV (1) (3)		3	5	106	180		2130	
		RU (2)		3	5	106	530		3180	
3	Intellectual outputs		O1	70		74			5180	TM
			O2	20		74			1480	papers
			O4	10		74			740	PR
	TOTAL BUES								18710	

<http://www.eea4edu.ro/despre-program/>



Transilvania
University
of Braşov

