

**COOPERATION PROJECT IN HIGHER EDUCATION
2020**

FINANCIAL AND CONTRACTUAL RULES

I. RULES APPLICABLE TO BUDGET CATEGORIES BASED ON UNIT CONTRIBUTIONS

I.1 Conditions for eligibility of unit contributions

Where the grant takes the form of a unit contribution, the number of units must comply with the following conditions:

- the units must be actually used or produced in the period set out in Article 2.2 of the Grant Agreement;
- the units must be necessary for implementing the Project or produced by it;
- the number of units must be identifiable and verifiable, in particular supported by records and documentation specified in this Annex.

I.2 Calculation and supporting documents for unit contribution

A. Project management and implementation

The grant is awarded as a result of the implementation by the Project Promoter and its partners of the activities and the development of results according to the application form approved by the Programme Operator.

- a) Calculation of the grant amount: the grant amount is calculated by multiplying the total number of months of the project duration by the unit contribution applicable to the beneficiary, as specified in Annex II of the Agreement.
- b) Supporting documents: proof of activities undertaken and outputs produced will be provided in the form of a description of these activities and outputs in the final report.
- c) Reporting: on behalf of the Project as a whole, the Project Promoter must report on the final distribution of funds and on undertaken activities and obtained results.

B. Intellectual outputs

The grant is awarded following the development of the result/intellectual output at an acceptable quality level, established by the evaluation performed by the Programme Operator.

a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of days of work performed by the staff of the Project Promoter and its partners by the unit contribution applicable per day for the category of staff for the country in which the institution concerned is established. The staff category applicable does not relate to the professional profile of the person, but to the function performed by the person in relation to the development of the intellectual output. Staff costs for managers and administrative staff are expected to be covered already under the "Project management and implementation" budget item. These costs can be used under the "Intellectual outputs" budget item only if applied for and approved by the Programme Operator.

b) Supporting documents:

- proof of the intellectual output produced, which must be uploaded on project website at the moment of the submission of the final report, at the latest;
- proof of the staff time invested in the production of the intellectual output in the form of a time sheet per person, identifying the name of the person, the category of staff in terms of the 4 categories specified in Annex II, the dates and the total number of days of work of the person for the production of the intellectual output. One working day equals 8 hours of activity. The time sheet will be signed by the legal representative of the employer (and stamped if applicable)
- proof of the nature of the relationship between the person and the institution concerned (such as type of employment contract, voluntary work, .), signed by the legal representative.

NB:

- **PP or partners cannot subcontract activities financed from the Intellectual Outputs budget category;**
- **PP or partners must be able to demonstrate the formal link with the person concerned, whether he/she is involved in the Project on a professional or voluntary basis.**
- **Persons working for a beneficiary on the basis of service contract (e.g. translators, web designer etc.) are not considered as staff of the organisation concerned. Their working time can therefore not be claimed under the "Project results" budget item but may be eligible as exceptional costs**

c) Reporting: The project promoter must report on behalf of the Project as a whole, on the activities undertaken and results obtained. The Project Promoter must include information on the start and end date and on the number of days of work per category of staff for each of the beneficiaries cooperating directly on the development of the project result (based on the timesheets for each person).

C. Multiplier Event

The grant is awarded when the multiplier event is organized at an acceptable quality level, established through the evaluation done by the Program Operator.

- a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of participants from organisations other than the Project Promoter, and project partner organisations as specified in the Agreement by the unit contribution applicable per participant, as specified in Annex II of the Agreement.
- b) Supporting documents:
 - o Proof of participation at the multiplier event in the form of a list of participants, signed by them, mentioning the project name and number, title of the event (if applicable), date and place and for each participant: name and signature of the person, name and address of the sending organization;
 - o Detailed agenda and any other documents used or distributed during the multiplier event.
- c) Reporting:
 - o On behalf of the Project as a whole, the Project Promoter must report on the description of the multiplier event, the project results covered, the leading and participating organisations, the venue of the meeting and the numbers of local and international participants.
 - o In the case that the beneficiaries do not develop the project results applied for and approved by the Programme Operator, the related multiplier events will not be considered eligible for grant support either.

D. Short term transnational mobility activities of individuals (transnational learning, teaching / training activities and transnational project meetings)

Transport and individual support grant is awarded as a result of the mobility of the participant.

- a) Calculation of the grant amount: the grant amount takes the form of a unit contribution for travel, and individual support. It is calculated as follows:

- **Travel:** the grant amount is calculated by multiplying the number of participants by the unit contribution applicable to the distance band and type of travel as specified in Annex II of the Agreement; for the establishment of the distance band applicable. The beneficiaries must use the on-line distance calculator available on the Commission's website at:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm .

Individual support (subsistence): the grant amount is calculated by multiplying the number of days per participant, including accompanying persons for activities

lasting no more than 30 days, with the unit contribution applicable per day for the category of participants according to Annex II of the Agreement. If necessary, the Project Promoter / Partner may add one day of travel before the first day of activity abroad and one day of travel immediately after the last day of activity abroad; these additional travel days will be taken into account for the calculation of individual support (subsistence).

The project activities will take place only in the countries of origin of the institutions participating in the project.

Participation of persons in short-term activities (project meetings, learning / teaching / training activities) taking place in their own country is eligible under this budget category, provided that the activities involve participants of the project partners from at least one Donor State and provided that its activity takes place in another locality than the one where the referring institution is located.

In all cases, the Project Promoter / Partners must be able to demonstrate a formal connection with the persons participating in the short-term transnational mobilities, regardless of whether they are involved in the Project as staff (either with an employment contract / a voluntary contract) or as students of the organizations involved in the project. External experts - guest staff from higher education institutions who are not part of the consortium, from companies or other associations - can participate in the Intensive Programs.

By default, the place of origin is the place where the organization of origin is located, and the place of destination is the place where the host organization is located.

If no travel has taken place or if it has been funded from sources other than the Education, Scholarships, Apprenticeship and Entrepreneurship for Young People Program (for example, a mobility participant is already at the place of destination in the purpose of an other activity than that financed by the contract), the Project Promoter must report that situation in the Final Report (Statement of Expenditure) for each mobility concerned. In this case, no grant support will be granted for transport costs.

b) Supporting documents:

- **for transnational project meetings:** proof of participation at the meeting in the form of a list of participants signed by them and by the legal representative of the host organization specifying the name and identification number of the project, the name of the activity, the date and place of the meeting transnational project and, for each participant: the name and signature of the person concerned, the name and address of the sending organization; In addition, the detailed agenda and any other documents used or distributed at the transnational project meeting.

- **for learning / training activities** (for both students and staff): proof of participation at the activities, in the form of a declaration signed by the legal representative of the host organization (and stamped if applicable), specifying the name and the identification number of the project, the name of the participant, the purpose of the activity, as well as its start date and end date;
- in the case of travel from a place other than that in which the sending organization is established and / or a travel to a place other than that in which the receiving organization is based, and which results in a change in the distance range approved, the actual travel itinerary must be justified by travel tickets or invoices specifying the place of departure and the place of destination.

c) Reporting:

The Project Promoter will report the location of all short-term transnational mobilities, the implementation period and the number of participants.

II. RULES APPLICABLE FOR THE BUDGET CATEGORIES BASED ON REIMBURSEMENT OF ACTUAL INCURRED COSTS

II.1. Conditions for the reimbursement of actual costs

Where the grant takes the form of a reimbursement of actual costs, the following conditions must apply:

- (a) they are incurred by the PP;
- (b) they are incurred in the period set out in Article 2.2.;
- (c) they are included in the budget approved by the PO;
- (d) they are incurred in connection with the Project as described in Annex I and are necessary for its implementation;
- (e) they are identifiable and verifiable, in particular are recorded in the Project Promoter and the Partner's accounting records and are determined according to their usual accounting practices;
- (f) they comply with the requirements of applicable tax and social legislation;
- (g) they are reasonable, justified, and comply with the principle of a good financial management, in particular regarding economy and efficiency;

- (h) they are not covered by a unit contribution as specified in Section I of this Annex.

II.2. Calculation of actual cost

A. Special needs support

- (a) Calculation of the grant amount: the grant is a reimbursement of 100% of the eligible costs actually incurred.
- (b) Eligible costs: costs directly related to participants with special needs (including transport and subsistence costs, if justified and to the extent that a unit-based contribution is not requested for these participants through the budget categories "transport" and "individual support"), and if these costs are in addition to the costs incurred by a unit-based contribution, as set out in Section I of this Annex. The costs related to the accompanying persons including costs for subsistence of accompanying persons (costs related to transport and subsistence) represent unit costs.
- (c) Supporting documents: invoices specifying the name and address of the issuing body, the amount, currency and date of the invoice; proof of payment; evidence / justification of special needs (disability).

For costs related to accompanying participants with disabilities (unit costs), the supporting documents consist of proof of travel and duration of presence abroad (eg photocopies of boarding passes / train tickets / gas tickets / accommodation invoices).

- (d) Reporting: The project promoter must report in the Final Report - Expenditure Statement whether additional grant support has been used for special needs support or accompanying persons for any of the participants with special needs;

B. Exceptional costs

- (a) Calculation of the grant amount: the grant finances in proportion of 100% the eligible costs approved by the PO and actually covered.
- (b) Eligible costs:
- Sub-contracting: sub-contracting and purchase of goods and services, **if was requested** by the Project Promoter and approved by the **PO**, in accordance with the approved budget mentioned in art.3.1 of the financial **agreement**;

Costs related to the depreciation of equipment or other goods (new or second-hand), as recorded in the Project Promoter's financial statements, provided that the item has been purchased in accordance with Article 4.4 and depreciated in accordance with international standards accounting and the usual accounting practices of the **beneficiary**. Rental or leasing costs of equipment or other assets are also eligible,

provided that these costs do not exceed the depreciation costs of the equipment or other similar assets and do not include any financing fees. In the case of the purchase or rental of equipment, only the amount corresponding to the time in which the equipment was used for the project can be requested.

- NB: - Subcontracting must relate to services that cannot be provided directly by the partner organizations for duly justified reasons.**
- **Equipment may not relate to ordinary office equipment or equipment normally used by participating organizations.**

(c) Justifying documents:

The procurement file¹ for each project will include:

- Annual public procurement strategy;
- Annual public procurement program;
- Necessity reports - include the needs of goods / services;
- Market consultation - the market consultation announcement and the document / note on the outcome of the market consultation process will be presented.
- Justifying note regarding the determination of the estimated value of the goods / services;
- Justifying note on the choice of procedure;
- Contracting strategy for the respective procedure;
- Organizing the procedure and awarding the public procurement contract:
 - complete award documentation;
 - submitted offers;
 - the procurement contract concluded with the successful tenderer (with annexes, where applicable). The contract must be signed, registered, with the CFP visa;
 - other relevant documents regarding the development of the acquisition (not specified above).

¹For information and publicity, the file of public procurement of products must also contain photos of the goods and stickers applied on machinery, equipment, etc. purchased under the project.

- Invoices of actual costs incurred, specifying the name and address of the body issuing the invoice, the amount, currency and date of the invoice;
- Proof of payment: Receipt, Fiscal receipt, Payment order, CEC stub sheet / payment slip endorsed by the bank;
- Account statement with the issuing bank's visa on each sheet or other proof of payment of the invoice (for electronic payments).

ATTENTION: In the case of services (organisation of events) the following documents will be presented in addition:

- Attendance lists signed by participants, containing their contact details.

Depreciation costs:

- Proof of purchase, rental or leasing of equipment, as recorded in the accounting statements of PP;
- The statement regarding the depreciation method used, including the calculation method and its monthly value and the utilization rate of the equipment in question, for each fixed asset.

III. CONDITIONS FOR ELIGIBILITY OF THE PROJECT ACTIVITIES

- a) The project promoter must ensure that the activities within the project for which financial support has been granted are eligible in accordance with the rules set out in the 2020 Candidate Guide for cooperation projects in Higher Education funded by the EEA Grants 2014-2021.
- b) Activities carried out which do not comply with the rules set out in the 2020 Candidates Guide for cooperation projects in Higher Education, funded by the EEA Grants 2014-2021, as supplemented by the rules set out in this Annex, are declared ineligible by POs and grant amounts corresponding to those activities shall be reimbursed in full. Reimbursement covers all budget categories for which a grant has been awarded in connection with the activity declared ineligible.
- c) The minimum eligible duration of the short-term mobility activities mentioned in the 2020 Candidates' Guide for cooperation projects in Higher Education, funded by the EEA Grants 2014-2021, represents the minimum duration of the activity, excluding transport days.

IV. INELIGIBLE COSTS

The costs mentioned in art. 8.7 of the Regulation on the Implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021.

V. RULES AND CONDITIONS FOR REDUCTION OF GRANT DUE TO DEFECTIVE, PARTIAL OR DELAYED IMPLEMENTATION

- Defective, partial or delayed implementation of the project may be determined by the PO based on the evaluation of the final report submitted by the Project Promoter.
- The Program Operator may also take into account information received from other relevant sources, which proves that the project has not been implemented in accordance with the contractual provisions. Sources of additional information include monitoring visits, the monitoring questionnaire or on-the-spot checks carried out by the PO.
- The final report will be evaluated on the basis of quality criteria and will receive a certain number of points out of a total of 100 points. If the report receives a total score of less than 50 points, the PO will reduce the amount of the final grant due to improper, partial or delayed implementation of the Project, even if all reported activities were eligible and actually carried out.
- The final report will be evaluated in conjunction with the reports submitted by the participants to the mobility, based on a common set of quality criteria, which focuses on the following issues:
 - The extent to which the project has been implemented in accordance with the approved application;
 - The quality of the activities carried out and their relevance to the project objectives;
 - The quality of the products and outputs produced
 - The learning outcomes and impact on participants
 - The impact on the participating organisations
 - In case of learning, teaching and training activities: the quality of the practical arrangements provided in support of the mobility, in terms of preparation, monitoring and support to participants during their mobility activity, the quality arrangements for the recognition/validation of the learning outcomes of participants

- The quality and scope of the dissemination activities undertaken
- The potential wider impact of the project on individuals and organisations beyond the partnership members.
- The extent to which the project has proven to be innovative / complementary to other initiatives or has achieved synergies according to the Call for Proposals;
- The extent to which the project has demonstrated added value in the EEA area;
- The extent to which the implemented project provided effective measures regarding the quality of activities and results as well as measures for evaluating the results obtained.

A grant reduction based on poor, partial or late implementation will be applied to the total final amount of eligible expenses and will be of:

- 25% if the final report scores between 40 and 50 points both included;;
- 50% if the final report scores between 25 and less than 40 points;
- 75% if the final report scores less than 25 points.

VI. PROVISION OF SUPPORTING DOCUMENTS

In accordance with Article 9 from the grant agreement, the PP / partners may be subject to checks and audits in relation to the Agreement. Checks and audits aim at verifying whether the PP / partners managed the grant in respect of the rules set out in the Agreement, in order to establish the final grant amount to which the PP / partners are entitled.

For all projects the PO will check the final report (including the supporting documents). Also, the project may subject of an on-the-spot check if the Agreement is included in the PO sample for on the spot checks.

For the final report check, the PP must provide to the PO all the scanned supporting documents mentioned in the art.4.4 from the grant agreement.

All the documents that confirm a payment (contracts, invoices, payment documents, etc.) will be marked with **“Paid from the EEA cooperation grant agreement**

no. **20-COP-XXXX**², financed from EEA Grants 2014-2021”; documents mentioned in art. 4.4, art. II.2.A(c) and II.2.B(c), will be scanned and uploaded in the final report form. Those will be checked, in original, in the on-the-spot checks.

It is recommended that the PP either use a separate bank account for the project, or organise its accounting system in order to provide at the final report stage the Balance sheet and account fiches related to the project.

For any type of check, the Program Operator may request, in addition, any other documents generated during or in connection with the project.

The checks are the following:

a) Final report check:

The final report check is performed by the PO and aims to establish the final amount of the grant that the Project Promoter / Partners are entitled to receive.

The project promoter must submit a final report to the Program Operator including the following information on grant costs:

Unit costs spent for budget categories:

- Project management and implementation

- Transnational project meetings

- Intellectual outputs [only in the case of Strategic Cooperation Projects]

- Multiplier events [only in the case of Strategic Cooperation Projects]

- Travel costs

- Individual support

Real costs incurred for the budget category:

- Special needs support

Actual costs incurred and supporting documents referred to in Section II of this Annex for the budget category:

- Exceptional costs.

Project results, by uploading them on the project website / web page

b) On the spot checks

On-the-spot checks are carried out by the PO at the Project Promoter's premises or at any other place relevant for the implementation of the project. During the on-the-

² Grant agreement number

spot checks, the Project Promoter must make available to the PO, for analysis, all the original supporting documents.

There are two types of on-the-spot checks:

- o On-the-spot check during the project implementation

This check is carried out during the implementation of the Project in order to identify by the PO, the reality and eligibility of the activities and participants.

- o On-the-spot check after the project implementation

This check is carried out after the end of the Project, and usually after the final report check.

Complementary to the provision of all supporting documents, the Project Promoter must provide access to the PO, in order to verify the registration of project costs in its accounting records.