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INternships for enhancing SOcial and Civic Key Competences
for Lifelong Learning in Technical Universities

FINANCIAL GUIDE

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1. About the Financial Guide

Information on this guide was compiled from reference documents published by the European Commission (Erasmus+ Programme Guide and Erasmus+ Model Grant Agreement) and the Seminar of initial support of projects of Strategic Partnerships Erasmus + 2018 (KA201, KA202, KA203 and KA204) held by the Servicio Español para la Internacionalización de la Educación (*Spanish Service for the Internationalization of Education*) - SEPIE.

This financial guide was prepared for information purposes only of IN4SOC partners, as it only includes those items considered within the IN4SOC Application Form. As a result, information on items not included in this project, such as Exceptional Costs and Special Needs Support are not described here.



2. Financial Mechanism

Erasmus+ grant is regarded as a contribution to project costs and is not intended to cover the total cost of running a project. Grants are awarded under the following budget headings and cost categories.

Unit Costs

Unit cost budget items are calculated according to the rates set out in the annex of the grant agreement.

- Project Management and Implementation (PMI)
- Transnational Project Meetings (TPM)
- Intellectual Outputs (IO)
- Multiplier Events (ME)



3. Eligible & Ineligible Costs

Eligible Costs

For costs to be eligible they must be actually used or produced in the period set out in grant agreement.

Costs must be necessary for implementing the Project or produced by it.

Costs must be identifiable and verifiable, in particular supported by records and documentation.

Ineligible Costs

Following costs are considered ineligible according to the rules of Erasmus+ programme:

- Return on capital,
- Debt and debt service charges,
- Interest owed, exchange losses,
- Costs of opening and operating bank accounts (including costs of transfers from/to the NA charged by the bank of the beneficiary),
- Costs declared by the beneficiary in the framework of another Project receiving a grant financed from the Union budget,
- Contributions in kind from third parties excessive or reckless expenditure VAT.



4. Project Management & Implementation (PMI)

PMI Budget Use

The PMI Budget can be used for the following:

- Staff costs for general project management (e.g. planning, coordination, finances, communication)
- Small scale learning / teaching / training materials, tools, approaches etc.
- Virtual cooperation and local project activities.
- Information, promotion and dissemination (e.g. brochures, leaflets, web information, etc.)

PMI Grant Amounts

The PMI grant amounts are the following:

- 500 EUR per month (Coordinating organization)
- 250 EUR per month (Partner organizations)

Allocation of grant is done based on the duration of the Strategic Partnership and on the number of participating organizations involved.

E.g. for a 36 month strategic partnership project, the coordinating organization will receive 18000 EUR (500 EUR x 36 months) while participating organizations will receive 9000 EUR each (250 EUR x 36 months)



5. Transnational Project Meeting (TPM)

TPM Budget Use

Through TPMs, participants get the chance to observe the working environment and facilities of the hosting organization thus creating a stronger partnership between organizations. TPM budget is allocated for participation in these meetings between project partners and hosted by one of the participating organizations for implementation and coordination purposes.

TPM Grant Amounts

The TPM grant amounts are the following:

- 575 EUR per participant per meeting (100 - 1999KM)
- 760 EUR per participant per meeting (2000 KM or more)

Applicants must justify the need for the meetings in terms of number of meetings and participants involved. Travel distances must be calculated using the distance calculator supported by the European Commission.

Only the personnel of partner organizations are eligible for participation in transnational project meetings.



6. Intellectual Output (IO)

IO Budget Use

For Strategic Partnership projects with IOs envisioned in their project design, staff costs can be claimed from the IO budget line. IOs are tangible deliverables of the project (such as curricula, pedagogical materials, open educational resources, IT tools, analysis, studies, peer learning methods, etc.)

IO Grant Amounts

Grant calculation is done by multiplying the number of days of work performed by the staff of the beneficiaries by the unit contribution applicable per day for the category of staff for the country in which the beneficiary concerned is established.

There is one staff category considered for the IN4SOC project, which is:

- Teacher / Trainer / Researcher.

The outputs should be substantial in quality and quantity to qualify for this type of grant support. The outputs should prove their potential for wider use and exploitation, as well as for impact.

Staff costs can be claimed only after the completion of the related output.



7. Multiplier Event (ME)

ME Budget Use

MEs aim at disseminating IOs produced within the project. ME budget is calculated on the basis of the number of participants (local and international) taking part in the event. Funding contributes to the costs linked to the organization of national /international conferences, seminars, events sharing and disseminating the IOs realized by the project.

ME Grant Amounts

The ME grants amount are the following:

- 100 EUR per local participant (i.e. participants from the country where the event is taking place)

- 200 EUR per international participant (i.e. participants from other countries)

Support for MEs is provided only if in direct relation to the IOs of the project. Travel and subsistence costs for representatives of partner organizations cannot be covered by this budget item.



8. Budget Transfers

The beneficiaries are allowed to transfer up to 20% of the funds allocated for Project management and implementation, Transnational Project Meetings, IOs, and MEs to any other budget category with the exception of the budget categories Project management and implementation and Exceptional costs.

When transferring into eligible budget headings, the budget heading receiving the additional funding cannot increase by more than 20% of the amount awarded.

Project Management and Implementation, and Exceptional Costs cannot be increased under any circumstances.

9. Record Keeping

Project Management and Implementation (PMI)

- Description of activities in Final Report on Mobility Tool+.
- Uploading IOs to Erasmus+ Dissemination Platform.
- Timesheets for personnel reimbursed within PMI.
- Invoices and proofs of payment.

Transnational Project Meetings (TPM)

- Description of meetings in Final Report on Mobility Tool+.
- Certificate issued by receiving organization.
- Boarding passes.
- Related invoices and proofs of payment.

Intellectual Outputs (IO)

- Description of IOs in Final Report on Mobility Tool+.
- Uploading IOs to Erasmus+ Dissemination Platform.
- Employment contracts.
- Timesheets for personnel reimbursed within IO.
- Proofs of payment.

Multiplier Events (ME)

- Description of the ME in Final Report on Mobility Tool+.
- Participant list (with name, e-mail address, signature of the person, name and address of the sending organization of the person).
- Detailed agenda.
- Documents used at the ME.
- Invoices related to the organization of the event and proofs of payment.



10. References

- **Erasmus+ Programme Guide 2019**
Version 2 (2019): 15/01/2019
European Commission Directorate General for Education and Culture
https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/erasmus-plus-programme-guide-2019_en_0.pdf
- **Erasmus+ Model Grant Agreement**
Version 1 (2018)
European Commission Directorate General for Education and Culture
https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/grant-agreement_en
- **Jornada de apoyo inicial de proyectos de Asociaciones Estratégicas Erasmus+ 2018 (KA201, KA202, KA203 y KA204)**
“Seminar of initial support of projects of Strategic Partnerships Erasmus + 2018 (KA201, KA202, KA203 and KA204)”
Servicio Español para la Internacionalización de la Educación (Spanish Service for the Internationalization of Education) - SEPIE
<http://sepie.es/educacion-superior/seguiimiento-2018-KA2.html>
Presentations / Lectures
18-19 October 2018
Universidad de Almería
- **IN4SOC Grant Agreement**
Available on the IN4SOC online collaborative platform
<https://moodle.upm.es/formacion/login/login.php>



11. Contact Information

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