



VILNIAUS GEDIMINO
TECHNIKOS UNIVERSITETAS

TEMPUS„NETCENG“

01/12/2013 – 30/11/2016

Guidelines for a management of the grant

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Estimated budget of the action



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PROJECT COSTS

	EUR
I STAFF COSTS	492.355,00
II TRAVEL COSTS AND COSTS OF STAY	385.152,00
III EQUIPMENT	305.550,00
IV PRINTING AND PUBLISHING	40.800,00
V OTHER COSTS	39.900,00
ELIGIBLE DIRECT COSTS (total I – V)	1.263.757,00
VI INDIRECT COSTS	88.462,99
TOTAL ELIGIBLE COSTS (total I – VI)	1.352.219,99

PROJECT FINANCE	EUR
Tempus grant: includes financing to a maximum of 90% of the total eligible costs (from the EU)	1.216.992,66
Co-financing: at least 10% of the total eligible costs (from the partnership's own resources)	135.227,33
TOTAL PROJECT FINANCE	1.352.219,99



I. Staff Costs

To cover the costs of staff directly necessary for the achievement of the results and not covered by other sources:

- Administrative tasks;
- Academic tasks;
- Course development, maintenance of online courses, etc.

Salaries and fees should reflect the employing institution's usual policy on remuneration and respect local salary rates (Annex 3 of the Guidelines).

Supporting documents:

- Staff Convention
- Employment contract
- Proof of payment (i.e. bank transfer)
- Time Sheet



Staff Convention

The conventions must be signed by the person concerned, then signed and stamped by the person responsible in the institution where this person is normally employed.

For staff performing both administrative and academic tasks a separate convention must be signed **for each type of activity**.
(Annex 1 of the Guidelines).

CONVENTION for Staff Costs		Annex 1
Ref. No.....	Tempus Project No.	
The reference number must correspond to the progressive numbering indicated in the financial statements of the final report		

BETWEEN

.....

Hereinafter "the Institution*"

AND Name:

Address:

.....

Hereinafter "the Staff member"

THE FOLLOWING HAS BEEN AGREED:

- The Institution is a member of the partnership for the above-mentioned project
- The Institution and Staff member agree that the Staff member shall work on this project and perform the following duties during the project's eligibility period

FROM	<i>dd/mm/yy</i>	TO	<i>dd/mm/yy</i>	Duration in days:	<i>(No of days)</i>
Duties (see Annex 3):					
	Manager				
	Researcher, Teacher, Trainer				
	Technical staff				
	Administrative staff				

Please describe the specific duties (short overall indication since detailed information given in the accompanying time-sheet):

-
-
- Under no circumstances may salaries and fees exceed local rates of the home country. Fees and salaries should be calculated on the basis of the task performed and not on the status of the person.
 - The cost to be borne by the Tempus grant and/or co-financed is calculated as follows:

Number of days devoted to the project (according to time-sheet)	No of days	
Staff costs per day in EUR (see rates in Annex 3)	EUR	
Total cost (Tempus grant and co-financing)	EUR	
Please indicate in the corresponding financial statement in the Final Report the amount paid by Tempus and the amount that was co-financed.		

5. This agreement does not alter in any way the employment conditions already existing between the Institution and the Staff member and has been established solely for the purpose of justifying the Staff costs that the Institution will pay from the Tempus grant or will co-finance.

Done in on

Institution Staff member



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Time Sheet

The time-sheets must indicate:

- the date of the service provided
- the number of hours worked on these dates
- the tasks performed (short description).

The time-sheets must be signed by the person concerned and countersigned by the person responsible in the institution where this person is normally employed.

TEMPUS PROJECT TIMESHEET			
Project number :			
Surname :			
First Name :			
Institution :			
Position :			
Duties ¹ :			
Period :			
Date	Number of hours (1 day = 7,5 h)	Work Package	Description of tasks performed

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II. Travel Costs

- Are used for travel, accommodation, subsistence, personal or health insurance costs and entrance visas.
- Beneficiaries are required to use the cheapest means of travel.
- Reimbursement is based on real costs, independent of the means of travel chosen (rail, bus and etc.) and presented individual **mobility report** (Annex 2 of the Guidelines).
- Readable copies of travel tickets, invoices, boarding passes, receipts should be presented to the Coordinator.
- Only Mobility participant is responsible for all costs.

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

To be completed by *each* recipient of a mobility grant (Tempus grant and co-financing).

To be returned to the co-ordinator together with readable copies of all travel tickets, boarding passes and other supporting documents.

PERSONAL DATA

Surname: **Raimondas** Forename: **Grubliauskas**
 Gender: **Male** Nationality: **Lithuanian**
 Home institution: **Vilnius Gediminas technical university**.....
 Staff position/student year of study at home institution: **manager**.....
 Host institution(s): **EACEA, Brussels, Belgium**

TYPE OF ACTIVITY FOR WHICH GRANT WAS RECEIVED

Tick as appropriate. If activities were combined, please list them in order of priority

STAFF		STUDENTS	
<input type="checkbox"/>	Teaching/training assignment of staff	<input type="checkbox"/>	Study period
<input type="checkbox"/>	Retraining/update activity for staff	<input type="checkbox"/>	Practical placement
<input type="checkbox"/>	Practical placement	<input type="checkbox"/>	Short intensive course
<input type="checkbox"/>	Development of academic activities	<input type="checkbox"/>	Student representation
<input checked="" type="checkbox"/>	Short visit for coordination, planning and quality control		
<input type="checkbox"/>	Short intensive course		
<input type="checkbox"/>	Dissemination visit		

TRAVEL COSTS AND COSTS OF STAY (Tempus grant and co-financing)

	<u>Amount in EUR</u>
▪ Costs of Stay (amount received by the recipient of the mobility grant)	434,00
▪ Travel Costs: Fly tickets (1242 LTL) and local train tickets (2x8,50 EUR)	378,70
▪ TOTAL TRAVEL AND COSTS OF STAY (Tempus grant and co-financing) Please specify in the financial tables in the Final Report the amount declared paid by Tempus and/or co-financed.	Total: 812,70 TEMPUS: 812,70 Co.fin.: 0

PERIOD SPENT ABROAD:

	<i>(dd/mm/yy)</i>		<i>(dd/mm/yy)</i>		<i>(no. of days)</i>
From:	9.02.2014	To:	11.02.2014	Duration in days:	3

DESCRIPTION OF ACTIVITY PERFORMED

Tempus Project Representatives Meeting, Brussels. This meeting gathered representatives of the projects selected under the sixth Call for Proposals of Tempus IV and addressed practical issues such as grant agreement management (rules and reporting requirements) and financial management.

SIGNATURE OF THE RECIPIENT

(date and sign here as proof of receipt)

I hereby declare that I have been reimbursed for the above-mentioned mobility.

Date: 12/02/2014

Signature:

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III. Equipment

To cover the costs of equipment directly relevant to the project's objectives such as:

- IT equipment (hardware and software) including costs for installing internet connection and laboratory supply (teaching purposes);
- books, e-books, publications;
- access to database;
- equipment insurance/ transport/ installation, maintenance of equipment.

All equipment **should be recorded in the inventory** of the institution where it is installed.

Original Invoices should be presented to the Coordinator.

VAT is ineligible!

IV. Printing and Publishing

This heading can cover:

- paper and electronic productions (electronic form);
- photocopying of teaching materials/documentation.

Original Invoices should be presented to the Coordinator.

VAT is ineligible!



V. Other Costs

This budget heading can cover costs related to:

- dissemination of information (advertising in media, promotional materials such as pen, bags, posters, etc.);
- Bank charges (including bank guarantee charges where requested);
- External audit fees;
- Costs of sub-contracts (specific and time-bound tasks)

Original Invoices should be presented to the Coordinator.

VAT is ineligible!

Exchange rates

The rate to be applied is the monthly accounting rate established by the Commission and published on its website:

<http://ec.europa.eu/budget/inforeuro>

1. From the eligibility period until the date of second pre-financing: **2013-12** (for Netceng)
2. From the second pre-financing all Partners have to use the date of second pre – financing.

!!! Exchange losses are not eligible in Tempus, all exchange losses are losses of the Partner institution which made a financial operation.



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Taxes and Audit

Taxes, VAT, duties and charges (such as customs and import duties) that are deductible are considered ineligible for the Tempus project.

Audit is obligatory for all projects!

External **Audit** Report will be submitted with the Final Report on Implementation of the Project. Please keep all documents of the project for 5 years from 2016!

All Partner Institutions can be visited by EACEA for audit purpose!



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Co - financing

In total for all consortium: 135 227, 33 EUR

Budget lines:

- Staff costs.
- Travel costs;
- Equipment;
- Other costs;
- Printing and publishing.

Supporting documents: mobility reports, invoices, tickets
Co –financing must be financed from sources other than the EU.

Communication with the Agency and Modifications of the Grant agreement

The Contact point for all questions/answers is The Coordinator of the Project.

- All questions to the Agency should be made in writing by the Coordinator.
- The Agency's decision will be communicated to the Coordinator in writing also.
- A formal written request about changes should be made before all modifications in the project start.



Don't forget that:

- Beneficiaries are required to use timesheet system for the implementation of tasks and control /account of hours in the project.
- Can be used standardised form of a timesheet which must be used by all staff (for example: monthly records).
- Usual remuneration policy of the HEI should be used.
- All invoices and bills, proofs of payment and reimbursement should be kept to prove eligibility of expenses.
- Supporting documents and records must remain at the beneficiary premises and available for inspection by Agency and/or external auditors for a period of 5 years after the final balance of the grant has been paid.
- Cash payments should be limited to small transactions.
- Collect documents during the implementation of the project and not at the end of the project or once it has been completed.

Useful links for the Consortium

- Beneficiaries Space Tempus IV (2007-2013):
http://eacea.ec.europa.eu/tempus./beneficiaries/beneficiaries_tempus4_2013_en.php
- Guidelines for the Use of the Grant:
<http://eacea.ec.europa.eu/tempus./beneficiaries/tempus4-2013/guidelines-for-the-use-of-the-grant-tempus-iv-6th-call-en.pdf>
- Staff Convention and Individual Mobility Report/Time sheet:
http://eacea.ec.europa.eu/tempus./beneficiaries/beneficiaries_tempus4_2013_en.php
- Frequently asked questions on project management:
<http://eacea.ec.europa.eu/tempus./beneficiaries/tempus4-2013/faqs-2013---6th-call--en-final.pdf>
- Use of the Tempus logo:
http://eacea.ec.europa.eu/about/eacea_logos_en.php
- Financial Information Kit:
http://eacea.ec.europa.eu/about/documents/fik_1202.pdf



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