



TECHNOLOGICAL EDUCATIONAL INSTITUTE OF CRETE  
School of Applied Sciences  
3 Romanou St, Chalepa - 73133 Chania - GREECE  
tel: 2821 0 23038, fax: 2821023011, <http://www.chania.teicrete.gr>



Erasmus+

CRETE

«Critical Skills for Electronic Engineers of 2020»

Erasmus+ KA2 - Cooperation for Innovation and the Exchange of  
Good Practices / Strategic Partnerships for higher education  
2018-1-EL01-KA203-047794

## Financial Framework and Administrative Tasks

### 1. Project's activities

CRETE project is a Strategic Partnership project in the context of Erasmus+ KA203 Actions. The project's duration is 24 months and the **eligibility period for its activities and expenses starts at 01/10/2018 and ends at 30/09/2020.**

The types of activities included in this project are outlined below:

#### 1.1 Project's Management and Implementation

This category includes all the activities undertaken for the general management and administrative tasks of the project (e.g. planning, coordination, finances, communication) and all the related staff costs. In general, in this category a partner can charge expenses necessary and strictly related with the implementation of the project that cannot be included in other categories. There are many activities that can be consider as a part of the Project's management, such as a quality plan, organization of local project activities, promotion, proof reading and dissemination (e.g. brochures, leaflets, website, multiplier events).



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## **1.2 Transnational Project Meetings**

These are meetings between the project partners to discuss the coordination and implementation progress of the project. The meetings are hosted by one of the consortium partner organizations **in the location where they are based**. Exceptions to this rule have to be justified by the beneficiary and formally approved by the Managing Authority (IKY) prior to the related meeting. **Five face to face transnational progress meetings** have been planned and in accordance to the following table:

<b>Period</b>	<b>Host</b>
October 2019	University of Warsaw, Poland
April 2019	Aalborg University, Denmark
October 2019	Institute Polytechnic da Porto, Portugal
April 2020	Thomas More, Belgium
July 2020	TEI of Crete, Greece

## **1.3 Intellectual Outputs**

Intellectual Outputs are expected to be substantial, high quality outputs such as open educational resources, curricula, or other pedagogical materials. **CRETE project includes the delivery of the Intellectual Outputs O1, O2, O3, O4, O5 and O6**, as described below:

<b>CRETE Intellectual Outputs</b>	
O1	<p><b><u>Development of the Hard Skills Modules</u></b> Output type: Course / curriculum – Pilot course / module Description: 9-semester modules will be developed in the following topics:</p> <ol style="list-style-type: none"><li>1. Artificial Intelligence &amp; Machine Learning (IPP)</li><li>2. Robotics I (TEIoC)</li><li>3. Advanced Robotics (AAU)</li><li>4. IoT (TMMA)</li><li>5. Quantum Computing (UW)</li><li>6. Data Science (TEIoC)</li><li>7. Automations and Embedded Systems (TMMA)</li><li>8. Graphene and 2D Materials: From Materials to Devices (UW)</li><li>9. 3D Printing &amp; Modeling Technologies (TEIoC)</li><li>10. 5G Wireless Communications (TEIoC)</li></ol>



	<p>Each modules' educational material will contain (1) Lecture transparencies - with authors notes; (2) Assessment tests per semester; (3) Middle term &amp; Final year exams; and (4) Bibliography. The educational material should be able to be used in a semester course (10 - 12 Weeks teaching duration, 2 hours per week). The purpose of all these modules will be to support existed introduction modules or cover gaps within the partner HEIs curricula. 3 ECTS credits will be assigned to all the proposed modules (1 ECTS correspond to 30 hours of working load). During the ICs a summary and applications of these topics will be presented.</p>
O2	<p><b><u>Soft Skills Development Modules</u></b>  Output type: Course / curriculum – Pilot course / module  Modules by EVM: Entrepreneurship Skills, Professionalism &amp; Work Ethic, Human Management &amp; Decision Making, Project Management Skills.  Modules to be developed by W2L: Scientific Writing Skills, Oral Presentation Skills.</p> <p>Each modules' educational material will contain (1) Lecture transparencies - with authors notes; (2) Assessment tests per semester; (3) Middle term &amp; Final year exams; and (4) Bibliography. The educational material should be able to be used in a semester course (5 Weeks teaching duration, 2 hours per week). The purpose of all these modules will be to support existed introduction modules or cover gaps within the partner HEIs curricula.  2 ECTS credits will be assigned to each one of the modules of this output</p>
O3	<p><b><u>Teaching Guides for the development of Soft Skills</u></b>  Output type: Learning / teaching / training material – Manual / handbook / guidance material  A teaching guide (20 - 40 pages) that advises academics how to cultivate their students targeted soft skills will be developed.</p>
O4	<p><b><u>Training courses in modern teaching methods and modern delivery schemes</u></b></p> <p>Output type: Course / curriculum – Pilot course / module  Two modules will be developed, mainly for teachers / academics training, regarding this output.</p> <p>Problem Based &amp; Project Oriented Learning for Engineers - AAU  Principles of Blended Teaching Methods - IPP  Principles of Online Teaching – EVM</p> <p>Each modules' educational material will contain (1) Lecture transparencies - with authors notes; (2) Assessment tests per semester; (3) Middle term &amp; Final year exams; and (4) Bibliography. The educational material should be able to be used in a semester course (5 Weeks teaching duration, 2 hours per week). The purpose</p>



	<p>of all these modules will be to support existed introduction modules or cover gaps within the partner HEIs curricula. 2 ECTS credits will be assigned to each one of the modules of this output</p>
O5	<p><b><u>MOODLE Educational Platform &amp; Projects Website</u></b> Output type: Services / structures – E-learning platform An open source (Moodle Platform) will be customized to upload the foreseen educational outputs educational material, modules description &amp; content, learning objectives, offline &amp; online quizzes, assessment tests, exam papers. The platform will be updated and will remain active beyond the project's lifetime. The uploaded modules will enrich the conventional course curricula of the partner Universities and the training programs of the participated SMEs with new modules. The platform will be equipped with communication tools (chat rooms, forums) that will allow the online communication between teachers and registered students in the specific module. All the materials uploaded into the platform will be in English but some may be translated depending on the Institutional need and curricula. CRETE's website will be the primary communication tool with the project's stakeholders, to communicate its activities from the beginning of the project until its end</p>
O6	<p><b><u>Report on skills upgrade and capacity building in HEI</u></b> Output type: Services / structures – E-learning platform Evaluation questionnaires, evaluation surveys per module, Evaluation report: All the projects' deliverables and mainly the educational material developed for the proposed modules, the quality of the ICs will be evaluated by the project's stakeholders (students, academics and business world staff). This evaluation will be based on an online questionnaire Each module will be evaluated by academics, students within or outside the consortium, business world staff (mainly from an HR department) and from a relevant company (to check if this material can be used for the further education of its staff) The modules evaluation will be implemented immediately after the completion of the modules and their uploading on the MOODLE platform. The ICs will be evaluated immediately after their completion by the participants.</p>

## **1.4 Multiplier Events**

**Multiplier Events** are national or transnational conferences or events **aimed only at sharing and disseminating Intellectual Outputs produced by the project. Thus, only projects delivering Intellectual Outputs can include Multiplier Events.** Multiplier Events funding does not cover general project-related events such as focus groups, workshops, pilot activities, evaluation activities, e.t.c.



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**CRETE project, has funding to organize two multiplier events, one by TEI OF CRETE (2019) and one by THOMAS MORE MECHELEN-ANTWERPEN (2020). It must be empathized that the multiplier events objective is to disseminate the project's objectives to project's stakeholders that are not part of the CRETE consortium. This means that in such events the registered attendants should not be member of staff of any of the consortium partners.** Proofs for the implementation of the multiplier events are the following:

1. Lists with the names, affiliation, contact details of the participants. These lists should have been signed by each participant
2. Photos of the event
3. Dissemination material (e.g. number of leaflets have been distributed to the participants) provided
4. Invoices related to expenses occurred during the event

## **1.5 Learning, Teaching, and Training Activities**

**CRETE project** includes Learning and Teaching (LTT) activities for registered students of the partner Universities that will be organized with the contribution of the teaching staff of the partner institutions. **According to the project plan and approved budget our Consortium will carry out the following LTT activities:**

CRETE LTT activities		LTT ACTIVITY DATE	Relevant Mobility activity
1	1st Intensive Course / duration five days. It will take place in Denmark and will be organized by AALBORG UNIVERSITET. The project will fund the participation of 20 students and 10 teachers from the consortium to travel to Denmark. Another 10 students and four teachers of AAU will participate/ contribute to the LTT activity (students and teachers of the Host Institution participate without financial support from the project).	April 2019	C1 Students Mobility C5 Teachers Mobility
2	2nd Intensive Course / duration five days. It will take place in Portugal and will be organized by INSTITUTO POLITECNICO DO PORTO. The project will fund the participation of 20 students and 10 teachers from the consortium to travel to Portugal. Another 10 students and four teachers of	October 2019	C2 Students Mobility



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IPP will participate/contribute to the LTT activity (students and teachers of the Host Institution participate without financial support from the project).		C6 Teachers Mobility
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## **2. Partners responsibilities in the context of Project Management and Implementation**

### **2.1 In general**

During the course of our project and in the context of an effective and successful management, all partners should be aware of their roles and responsibilities.

All partners should have clear financial reporting mechanisms and an appropriate accounting system in place to manage the Erasmus+ grant. This system must ensure that all evidence of expenditure towards the project is recorded appropriately and should identify all sources of funding and expenditure relating to the project, incurred during the contract period.

**TEI of Crete as the coordinator of CRETE Consortium, has the responsibility to act as a leader of the partnership and as an intermediate in all communications between the partners and the Managing Authority (NA) of the project, which in our case is IKY.**

TEI of Crete, will also be required to report on the project finances via the Mobility Tool+, the relevant online Management and reporting system of Erasmus+ programme and upload the project Outputs and results in the dissemination on line platform of Erasmus+ projects, that can be found in the following link: <http://ec.europa.eu/programmes/erasmus-plus/projects/> (instruction can be found in the platform).

**Each partner will be responsible for the budget allocated to its Institution and has to carry out the project's activities in accordance with the terms, conditions and guidelines of the Erasmus+ KA2 grant agreement. Moreover, each partner will be responsible to gather and retain all the original financial and other supporting documents linked to the implementation of the project (Project' deliverables and outputs, financial documentation such as invoices/receipts of expenses, staff cost payments, timesheets of days of work dedicated to the project and any other documentary evidence)**



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**Copies of all supporting documents will be send to TEI of Crete upon request on a periodic basis**, for passing it on to the Managing Authority. Even in the case we may not need to submit evidence of all expenditure at the reporting stage, each partner will need to confirm that the activities undertaken and costs claimed actually took place. Documentary evidence which demonstrates transparent management and implementation of the project, may be inspected by the Managing Authority or the European Commission at any time.

Partners meetings and communication are really important in order to ensure that all members of the project consortium have a clear image of the project rules and ensure that the proper project and financial management systems are in place.

In addition it is important to monitor the project throughout its lifetime. Effective monitoring will allow us to identify any problems early, so that we can take any action necessary to ensure that the project remains on track.

## **2.2 Responsibilities of all partners**

All partners should:

- Carry out the Project in accordance with the terms and conditions of the grant agreement and follow the eligibility rules and the financial framework of the Erasmus+ KA2 actions
- Comply with any legal obligations outlined in the agreement
- Agree appropriate internal arrangements to ensure the proper implementation of the project.
- Retain all the original documentation, any evidence of expenditure and supporting documents for all the activities undertaken in the context of the project
- Be responsible for supplying all the accounting documents or any other supporting documentation and information required to the Coordinator for passing it on to the Managing Authority, upon request (in general after project events, and before the reporting periods or in the event of checks and audits)
- Translate in English language accounting or any other supporting documents related to the project implementation, if necessary
- Inform the Coordinator of any changes to their name, address, legal representative, legal, financial, technical, organizational or ownership situation
- Inform the Coordinator of any event likely to affect or delay the implementation of the project
- Sing partner agreements with the coordinator in the context of an effective project implementation



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- Respond promptly in cases of recovery payments of the EU grant to the coordinator (in cases there is a necessity to return to the coordinator unspent amounts of the EU funding via bank transfer)

## **2.3 Responsibilities of the Coordinator**

TEI of Crete, as project Coordinator, in addition to the above, should:

- Monitor and ensure the project is implemented in accordance with the grant agreement
- Act as the intermediary for all communications between the partners and the Managing Authority (IKY)
- Inform the Managing Authority of any change to the name, address, legal representative, legal, financial, technical, organizational or ownership situation of any of the partners
- Inform the Managing Authority of any event likely to affect or delay the implementation of the project
- Be responsible for supplying all documents and information required under the grant agreement to the Managing Authority
- Be responsible for obtaining and verifying any information required from the other beneficiaries before passing it on to the Managing Authority
- Provide all the necessary documents in the event of checks and audits initiated before the payment of the balance
- Establish the requests for payment in accordance with the Agreement
- Ensure that appropriate payments are made to the other beneficiaries without unjustified delay ( All payments should be made to the other beneficiaries by bank transfer and appropriate evidence of the amounts transferred to each beneficiary for any checks should be kept)
- Update the online reporting system of the project called 'Mobility Tool+'
- Update the online dissemination platform.

## **3. Financial Management and Rules**

### **3.1 General rules**

All the expenditure related to the project should follow the eligibility rules and the financial framework of Erasmus+ KA2 actions. Any costs claimed should be initially approved according to the project application, included in the approved plan and budget and occurred during the project lifetime as declared in the Project contract.





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### **3.1.1 Value Added Tax VAT**

Value Added Tax (VAT) is an eligible cost only if it is not recoverable under the applicable national VAT legislation. Thus, VAT can be included in the project's financial accounts if it represents a final charge and it is non-refundable. In the event of claiming VAT, the partner concerned will be asked to demonstrate that is not able to claim this back through its own organization (non profit organizations)

### **3.1.2 Ineligible Expenditure**

In the context of the project, certain types of expenditure as mentioned below, will be considered ineligible. Namely:

- return on capital and dividends paid by a beneficiary;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses;
- costs of transfers from the Commission charged by the bank of a beneficiary;
- costs declared by the beneficiary under another action receiving a grant financed from the Union budget. Such grants include grants awarded by a Member State and financed from the Union budget and grants awarded by bodies other than the Commission for the purpose of implementing the Union budget. In particular, beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action;
- contributions in kind from third parties;
- excessive or reckless expenditure;
- deductible VAT.
- VAT, when it is recoverable under the applicable national VAT legislation
- Costs beyond the eligible period

### **3.1.3 Exchange Rates for cost in currency other than Euro**

Please note that the Managing Authority will make all grant payments in Euro. In accordance all the cost statements and requests for EU grant payments must be made in Euros.

Beneficiaries holding general accounts in a currency other than <b>Euro shall convert their expenditure in other currencies into Euros</b> according to the average of the daily exchange rates published in the C series of the Official Journal of the European Union,
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that is determined during the corresponding reference period (it can be found in <http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>). In the absence of a published daily exchange rate of the Euro in the Official Journal of the European Union for the currency in question, the conversion should be made on the average of the monthly book values set by the Commission and published on its website ([http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/infoeuro/infoeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm)), which is determined in the corresponding reference period.

Beneficiaries holding general accounts in Euros must convert costs incurred in other currencies into Euros in accordance with their usual accounting practices.

### **3.1.4 Record Keeping**

As mentioned above, each partner institution should keep all the original documents related to the project and be ready to send to the coordinator all the original evidence of expenditure in case this is requested.

In particular, a system of financial periodic reporting (cost statement of the expenditure) will be established, so that Crete consortium can respond promptly to the NA reporting and audit requirements (TEI of Crete will prepare and distribute among the partners cost statement templates and explanatory guidelines for expenditure reporting, whenever a cost statement is required).

In the event of any checks or audits TEI of Crete, as Coordinator will be required to supply original supporting documents, including all supporting documents from partners. Where a partner is not legally authorized to send original documents, the partner concerned may submit copies.

In the context of financial reporting all partners are required to keep documents in a format and language which would allow any authorized body to check the project to understand the contents of the supporting documents. Therefore, in case a partner retains supporting documents and any evidence in a language other than English, the partner concerned should translate key information and pass it to the coordinator. This will allow the Coordinator and the managing Authority or any other authorized body to be able to understand what each document is. All the partners should keep all the documents for at least five years after end period of the project (30/09/2020)

Financial records and supporting documents that all partners should retain in the context of the project include:

- Accounting documents and receipts for staff cost payments, accompanied by the relevant timesheets showing the hours associated to the work done and charged to the project (details are given to the relevant section below).



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- Staff Contracts or any other relevant agreements with individuals involved in the project
- Documentation to prove a formal link (professional bond) between the partner institution and the individuals participating in the project activities, regardless their involvement in the CRETE project.
- Travel tickets, boarding passes, accommodation invoices and any other travel receipts for journeys charged to the project, in the context of its mobility activities (in all cases of travelling)
- Bank transfer documents showing payments have been made. This should be official documents from the bank, not internal requests for payment,
- Summary of organizations' subsistence, depreciation and VAT policies.
- Supporting documentation of the project activities undertaken, such as participation lists, programmes and agenda of the events and activities undertaken, participation certificates, educational material of the learning activities e.t.s (details can be found in the relevant sections below)

## **3.2 Financial framework and rules per budget category**

Our Erasmus+ grant is awarded under the following budget headings:

- Project Management and Implementation
- Transnational Project Meetings
- Intellectual Outputs
- Multiplier Events
- Learning/Teaching/training (LTT) activities

The Annex II of our grant contract that has been sent to all the partners has the breakdown of costs for each budget heading per partner, as it has been approved by the Managing Authority (IKY). **All partners should use this given budget as a financial guide for their expenditures and never exceed the budget ceilings per category.**

In cases of necessity of budget revision, the coordinator should be informed and submit the revised budget to the NA for approval. Revised budget has to be formally approved by the NA, otherwise cannot enter into force.

The below sub-sections are intended to provide guidance regarding each budget heading. It is important to note that the all budget categories are calculated on fixed amount basis (Applicable rates given by the Erasmus KA2 actions guide). Analytically, all the financial project rules can be found in all the ANNEXES of the grant agreement contract of our project.

### **3.2.1 Project's Management and Implementation**



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Costs eligible under this budget category includes activities undertaken for the general management and administrative tasks of the project (e.g. planning, coordination, finances, communication) and all the related staff costs. In general, in this category a partner can charge expenses necessary and strictly related with the implementation of the project that cannot be included in other categories.

Activities by Managers and Administrative staff of the project should be covered under this budget category and not under the Intellectual outputs costs (managers and administrative staff in the context of the intellectual outputs have responsibilities strictly related to the output concerned and not in general to the project implementation).

Management cost is calculated on a fixed amount basis per partner. In particular the Coordinator is entitled to a fixed amount of 500€ per month of the project duration and all the other partners a fixed amount of 250€ per month. The relevant table of the Annex II Budget analysis depicts the total amount per partner, calculated according to the above-mentioned rates.

At the reporting stage, partners will need to demonstrate that the activities and outputs covered from this budget category have taken place or have been produced in accordance to the approved application. To demonstrate this, our Consortium will need to describe all project activities and outputs in the relevant project reports. All partners should keep evidence of activities and outputs delivered under this category and pass it to the Coordinator.

**Regardless the fact that the budget is calculated on a fixed amount basis, each partner should keep and be able to provide relevant evidence, accounting or any other documentation for the expenses charged under this category.**

### **3.2.2 Transnational Project Meetings**

The budget awarded under this heading is a contribution towards the travel and subsistence costs associated with meetings held between the coordinator and the other partners. These meetings are hosted, at the location of one of the partners, for implementation and coordination purposes of the project.

**The people participating in these meetings should be the individuals actually involved in the project.** In order the relevant costs to be eligible; **these individuals should have a formal link with the partner institution**, regardless of CRETE project (as member of the staff on a professional basis, e.t.c.). Thus all partners need to be able to demonstrate a formal link between their organization and the individuals participating in the meetings.

**The venue of a Transnational Project Meetings should be the location where the receiving organization is based.** Exceptions to this rule have to be justified and formally approved by the Managing Authority prior to the related meeting. In the event of a change to a meeting location i.e. another country or area/city within the receiving



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partner country, the partner would need to justify this and should inform the Coordinator in order to request the permit of the Managing Authority. Any change would need to be formally approved by the managing Authority before the meeting takes place.

In addition, these meetings must involve participants from partner organizations from at least three different Programme Countries.

The distance between the place of departure and arrival **must be at least 100 km, following the Commission's online distance calculator ([http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm))**.

**When the travel distance is less than 100km it is not possible to claim any costs within the projects Transnational Project Meetings budget.**

In the context of our project four transnational meetings, beyond the kick off meeting, will take place (two per year). Each partner has budget for one individual to participate in such a meeting (budget for four individuals in total per university).

The budget under this Category is calculated in the form of unit costs per person and is based on the number of staff individuals approved to participate in each meeting. Each unit cost intends to be a contribution to both the associated travel and subsistence costs of each participant. The refundable amount (unit cost) per person and per meeting depends on the travel distance. In this context, there are two given rates:

575€ for travel distance between 100-1999km

760€ for travel distance more than 2000km

**Please note that each participant of a Transnational meeting should be reimbursed, with the applicable rate, according to the distance of travel, regardless the duration of his stay and the actual cost of his travel. This amount is supposed to contribute/cover all travel and accommodation expenses of the participant (Individuals of the host institution participate without financial support from the project, as no travel is required)**

**ATTN:** In case an Intensive Course occurs at the same period a management progress meeting has planned, then an individual participant in both events can cover his or her expenses **only from one category:** or the Individual Support & Travel Expenses or the fixed amount mentioned above for participation in the management meeting

**As supporting documents of a transnational project meeting, all partners need to retain:**

- Travel tickets, boarding passes, invoices and receipts, specifying the place of departure and arrival and accommodation receipts (if any) for each of their participants. This means that regardless the fact that participants will be refunded with an amount calculated upon the given rates, all travel, accommodation invoices or relevant receipts, should be retained as evidence of the event and the relevant mobility.



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**The organizing partner (hosting organization) additionally to the above needs to retain:**

- a detailed attendance list with names and signatures by all the participants, (specifying title of the activity, location, start and end dates)
- Agenda of the meeting with details on the programme
- Minutes of the meeting
- Photos – Videos
- Declarations (participation certificates) signed by the receiving organization specifying the name of each participant, the purpose of the meeting and its start and end dates.

All partners should be able to send copies of these documents to the coordinator upon request.

### **3.2.3 Intellectual Outputs**

Any approved Intellectual Output is associated with staff costs outlined in the relevant category, for the individuals of the project team who will work for the production and the delivery of these outputs.

The individuals involved in the Intellectual Outputs production, have to be members of the staff of each partner or have a formal link with the partner in a professional bases. These individuals should be involved in education and teaching activities of the partner (teachers, trainers, e.t.c), regardless the CRETE project. In order for costs to be eligible, partners need to be able to demonstrate this formal link (on a professional basis). Thus, all partners need to keep proof of the nature of the relationship with the people involved in the project (e.g. employment contracts or agreements).

Non – educational staff may be included under this category in the case that manager, administrators or/and technicians are initially included and approved under the Intellectual Output category. Please be mindful that cost associated with Managers and Administrative staff of the project is expected to be covered under Project Management and Implementation category. Each partner will only be able to claim staff costs associated with Managers, Administrators or technicians against Intellectual Outputs if specified so in the approved budget analysis. Managers and administrative staff in the context of the intellectual outputs have responsibilities strictly related to the output concerned and not in general to the project implementation.

Staff costs for Intellectual Outputs production are based on unit costs per Country, therefore beneficiaries should not claim actual salary costs. In particular, staff costs allocated for the Intellectual Outputs production are calculated on a fixed amount basis (rate) per person and per day of work. **Each country for staff category has a different rate as it is shown on the relevant tables of the Applicable rates in Annex IV of our Grant Contract.**



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**Please note that each person refunded under this category should keep Timesheets indicating the hours of work dedicated to the production of the Intellectual Outputs. The hours allocated in these timesheets should cover and depict the total days of work related to the staff cost each partner claims. The declared days of work and the relevant cost claimed cannot exceed the corresponding approved budget.**

These timesheets will be attached in any staff payments towards the Intellectual Outputs category and should be signed and stamped by the corresponding individual and the Authorized Financial Officer. (a monthly timesheet template will be send to all parnters to be used in all relevant payments of staff costs.)

At the reporting stage, TEI of Crete, as Coordinator, will need to input details of all Intellectual Outputs produced in the in the Mobility Tool+. It is our obligation to report for each partner the number of workdays specifically for each Intellectual Outputs per staff category on the basis of the timesheets kept and fill in the platform all the relevant costs (in this stage each partner will be asked to send the signed and stamped timesheets depicting the work done to TEI of Crete).

Moreover, TEI of Crete as Coordinator of the Consortium has to upload all the Intellectual outputs produced on to the Erasmus+ Dissemination Platform.

*Regarding timesheets and reporting: Please notice that each day of work consists of 8 hours and only full days can be uploaded to the EU Mobility reporting tool. Thus, when you declare hours in the timesheets, make sure that the total hours declared per month give a number that is a multiply of "8" (in order to have full days declared as a result). If a partner wants to declare i.e. 10 days of work for an intellectual output, has to provide timesheets with 80 hours in total for this output.*

All partners should send or email the relevant information and documentation required to the Coordinator upon request and support responding to the above mentioned obligations.

### **3.2.4 Multiplier Events**

Multiplier Events funding contribute to the costs incurred for organizing events aimed at disseminating Intellectual Outputs produced by the project. Thus Multiplier Events funding does not cover general project-related events such as press conferences. These can be covered under Project Management and Implementation category.

**Multiplier Events can take place only in a Partner's Country and are eligible for funding only if the Intellectual Outputs applied for and approved by the NA have been developed. If planned Intellectual Outputs are not produced any related Multiplier Events which were originally approved will not be considered eligible. If the NA awarded funding for the development of several Intellectual Outputs but only**



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some of them are ultimately delivered, the NA will determine the extent to which each of the related Multiplier Events is eligible for funding.

**In CRETE project we have to carry out two Multiplier Events, thus relevant budget has been awarded to TEI of Crete and Thomas More Mechelen-Antwerpen, which are responsible for their organization.**

**Please note that the participants in the multiplier events are individuals coming from organizations or bodies not participating in the CRETE consortium.** The costs awarded are calculated on the basis of the number of participants taking part in such an event (staff from partner organizations cannot be included).

The EU support for multiplier Events is calculated on a fixed amount bases and the given rate is:

- 100€ for a local participant (from the country organizing the event)
- 200€ for a foreign participant (coming outside the country organizing the event)

**We have to note that the Multiplier event funding is not for refunding travel and accommodation costs of the participants.** Therefore the above mentioned fixed amounts are not supposed to be given to the participants. This category funding is given only to the partner organizing the Multiplier event to support organizing and hosting needs and relevant costs such as: room rental, catering costs, e.t.c. (Any travel or accommodation costs for participants can only be covered form the Project Management category).

To support any Multiplier Event costs, our consortium has the obligation to describe the Multiplier Event in our Final Report. As supporting documents of the event, the organizing partner (hosting organization) needs to keep and retain:

- An analytical programme of the event (detailed agenda), indicating its aims and content. The agenda should depict the link and actual connection between the event and the produced Intellectual Outputs of the project
- Proof of attendance of the multiplier event in the form of a participants list signed by the participants specifying the name, date and place of the multiplier event, and for each participant: name and signature of the person, name and address of the sending organisation of the person
- Any other document distributed ore used at the event.
- Photos of the event and videos if any
- Invoices, receipts or any other relevant accounting and supporting documentation of the event expenditure

### **3.2.5 Learning, Teaching and Training Activities / Travel and individual support for participants**

All our approved LTT Activities are referred to the relevant table in 1.5 section with the participation of teachers and students of our partner institutions.





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The LTT activities can be also considered as Mobility activities and thus each such event is connected with the relevant budget to cover travel and individual support for the participating teachers and students (coming only from the partner Institutions of the CRETE project, otherwise are not eligible).

Teaching and Learning Activities **must take place in the country in which the hosting partner is located. The venue of the learning and teaching activity should be the location where the receiving/organizing partner institution is based. Exceptions to this rule have to be justified and formally approved by the Managing Authority prior to the related LTT activity. In the event of a change to an LTT activity location, i.e. another country or area/city, within the receiving partner country, the partner would need to justify this and should inform the Coordinator in order to request the permit of the Managing Authority.** Any change would need to be formally approved by the managing Authority before the LTT takes place.

Eligible participants in the approved LTT activities of CRETE project are individuals who are registered students or teachers of the partner institutions. Each partner institution must have a formal link with those participating in the LTT activities, whether they are involved in the LTT as teachers or as learners (students) and should be able to demonstrate and prove this formal link by the relevant documentation.

According to the above, by default the place of departure of the participants is the place where the sending partner institution is located and the place of arrival is where the receiving/ organizing partner institution is located.

**Travel and individual support costs are calculated on a fixed amount rate per person (as shown in ANNEX IV). Below you may see the applicable rates:**

For refunding Travel cost per student or teacher the applicable rate is calculated according to the distance of travel (as per the online EC distance calculator). The relevant rates are:

Travel distances	Amount
Between 10 and 99 KM	20 EUR per participant
Between 100 and 499 KM	180 EUR per participant
Between 500 and 1999 KM	275 EUR per participant
Between 2000 and 2999 KM	360 EUR per participant
Between 3000 and 3999 KM	530 EUR per participant
Between 4000 and 7999 KM	820 EUR per participant
8000 KM or more	1500 EUR per participant



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For refunding Individual support for the LTT activities participants, there are two applicable rates per day, one for students and one for teachers, as follows:

- 58€ per participating student from partner institution per day of stay
- 106€ for participating teacher from partner institution per day of stay.

The associated eligible costs approved in our project per activity and per partner institution are calculated and listed in the approved analytical budget tables, according to the above applicable rates (ANNEX II). However, before proceeding with any payments, all partners should use the on-line distance calculator available on the Commission's website at [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm), in order to confirm and cross-check the distance of travel and define the applicable rate for refunding.

Participating students are obliged to stay during the entire duration of each LTT and attend the entire programme of lectures in order to be eligible. The subsistence cost reimbursement period can cover the five days of the IC and additionally the two days required for travel, one day directly before the first day of the activity abroad and one day for travel directly after the last day of the activity (therefore a participating student may be refunded the max 7 days of subsistence cost, included the days of travel). Please keep in mind that the extra days of travel can be considered for the calculation of the individual support only for LTT activities that require travelling abroad. If the location of the Hosting/receiving institution is in the same country with the sending institution, this is not applicable)

**For teachers participating in the LTT activities the max refundable days for the Individual support calculation are 4 days (including the travel days if needed for traveling abroad)**

Please take into consideration that students and teachers from the hosting/organizing partner of an LTT activity are not refunded for their participation.

Support to participants in an LTT activity that takes place in their own country is eligible under this budget category, provided that the activity involves participants from beneficiary organisations from at least two different Programme Countries and that the distance between the place of departure and place of arrival as specified above is at least 10 km following the online distance band calculator.

**As supporting documents of the LTT activities, all partners need to retain:**

- Copies of the ID or passport of participants



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- Travel invoices and receipts, including all travel tickets and invoices, boarding cards specifying the place of departure and arrival and accommodation receipts. This means that regardless the fact that participants will be refunded with an amount calculated upon the given rates, all travel, accommodation and any other relevant receipts, should be retained as evidence of the event and the relevant mobility. **(i.e If a participant is refunded subsistence cost for five days, the duration of his/her staying should be covered and proved by the actual dates of his/hers boarding passes and travel tickets. If the actual days of the air travel tickets, prove a shorter period of stay, let's say four days, then only four days are eligible for refunding. But please note that each student has to attend the entire LTT activity, otherwise is not eligible for funding)**
- Documentation to prove the formal link between the university and students and teachers participating in the learning activity

The organizing partner (hosting organization) additionally to the above, needs to retain:

- **Programme of the LTT activity**, any informative brochures or any supporting documents
- **All the lectures given and relevant educational material** (relevant Intellectual Output documents)
- **a detailed attendance list signed form all the participants**, (specifying title of the event, indication of the venue, title of the lectures given or activity description and dates , the name of each participant with his/her signature, sending institution and start and end dates).
- **Declarations (participation certificates) signed and stamped by the Organizing partner** specifying the name of each participant, including all the relevant indications of the LTT event (title / topic of the LTT event, duration, start and end date, place of venue e.t.c)

TEI of Crete as Coordinator will need to record details for all of the learning and teaching activities each partner will undertake in the Mobility Tool+. The Tool will calculate the grant amounts for Travel, and subsistence Support on the applicable unit cost. Therefore, all partners should keep the relevant documentation and provide it to the coordinator upon request.

### **3.3 Budget Transfers**

There are strict conditions which the project must adhere to when making transfers between budgets. Any changes that do not comply with these conditions will constitute as a significant change to the project which must, therefore, be submitted as a request to the Managing Authority. Significant changes to projects' budgets will only be approved in exceptional circumstances.



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The budget headings Transnational Project Meetings, Intellectual Outputs, Multiplier Events, Transnational Training, Teaching and Learning Activities can be increased up to a maximum of 20% of the amounts awarded to each.

Projects can transfer up to 20% of the funds allocated **from** any of the above budget headings. However, Project Management and Implementation and Exceptional Costs cannot be increased under any circumstances.

Projects can also transfer funds from any budget category to Special Needs Support, even if no funds have previously been allocated to this budget heading (zero value). When transferring into eligible budget headings, the budget heading receiving the additional funding cannot increase by more than 20% of the amount awarded. The exception to this rule applies to Special Needs. Projects can transfer funds into Special Needs even if the awarded grant is zero. Under no other heading may transfers occur to a budget heading of zero

## **4. Reporting**

TEI of Crete, as project coordinator will be required to submit the following reports on the projects progress:

- **Progress Report by the 31/10/2019. For the period extended from project start date until 30/09/2019.**
- **Final report within 60 days after the ending date of the project (the latest by the 30/11/20)**

## **5. Audits, Checks & Monitoring Visits**

The Managing Authority may undertake monitoring calls, checks and monitoring visits or audits in order to ensure that our consortium delivers the project successfully and in line with the requirements. These calls can be schedule anytime, throughout the lifetime of our project.

The purpose of the calls is to:

- monitor project progress against the planned objectives, activities and outputs mentioned in the application form and grant agreement
- ensure that proper project and financial management systems are in place
- provide advice and support to beneficiaries
- gather information on the impact of projects on the participants and organizations involved



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During these checks the Managing Authority may need and request to check all the supporting documentation, project results and outcomes.

In some cases, projects will be selected at random to receive on the Spot Checks, after their Completion. These types of audits will take place after the final report of a project has been submitted. During the audit the Managing Authority will check the supporting documents evidencing the 'triggering events' for all unit costs and actual costs claimed in the final report. There will also be checks against the beneficiary's accounting systems and staff records.

## **6. Dissemination / Erasmus+ Logo and Disclaimer Indication**

Dissemination is an essential part of all Erasmus+ funded projects and aims to raise awareness about the project, its activities and outcomes. All beneficiary organizations should be actively involved in dissemination activities.

TEI of Crete, as project Coordinator has the responsibility to upload the project Outputs and results in the Erasmus+ dissemination platform. This platform offers a comprehensive overview of projects funded under the programme and highlights best practices

All partners must publicly acknowledge the support received from the European Union by including an indication (i.e. Funded by the European Union by Erasmus+ project) and by including the European Commission's Erasmus+ and IKY logo on any project outputs or promotional materials.

In addition, all partners must include the below indicated disclaimer on any publication produced by the project to indicate that it reflects only the author's views and that the European Commission is not responsible for any use that may be made of the information it contains:

*"The European Commission Support for the Production of this Publication does not constitute an endorsement of the contents which reflects the views only of the author's, and the Commission cannot be held responsible for any use which may be made of the information contained therein"*

Relevant information can be found in the following links:

[http://eacea.ec.europa.eu/about-eacea/visual-identity\\_en](http://eacea.ec.europa.eu/about-eacea/visual-identity_en)

<http://www.iky.gr/iky-rss/item/1984-logotypa>



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*Please note that the current Project manual aims to give an analytical guide for the implementation of CRETE Project. However, partners should read carefully all the IKY (NA) official documents for the use of the KA2 Erasmus+ grant that has been distributed among the partners*