



AdReN – Automatic Recognition in the Adriatic Region

Strategic management

AdReN kick-off meeting – Online
23.09.2020
Elisa Petrucci

Outline

- Project management
- Quality assurance
- Financial management and administrative documents
- Dissemination



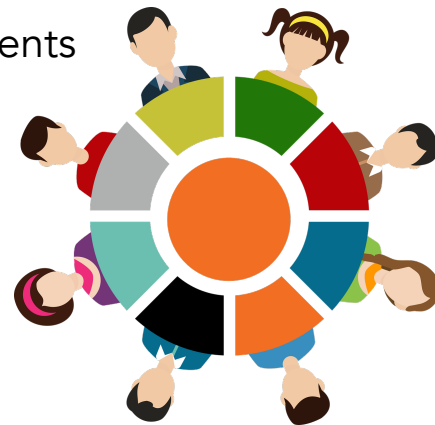
Project management

Partners

- Jointly responsible for carrying out the activity
- Expected to provide the required supporting documents

CIMEA – Coordinator

- Overall coordination and management
- Monitoring:
 - timely delivery of results
 - budget consumption
- Provide partners with administrative documents
- Reporting



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Communication

Between coordinator and partners

- Consortium meetings
- Formal/informal exchange of information
- Shared space for documents

With EACEA

- Contact only via coordinator



Quality assurance



➤ Evaluation report

- After consortium meetings and events

➤ Quality assurance report


- Management and project results



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Financial management

- **The European Union grant** is a contribution to cover part of the costs actually incurred by the partners in carrying out the activities foreseen in the project
- **Co-financing** principle (75%)



Erasmus+
SUPPORT TO THE IMPLEMENTATION OF EUROPEAN UNIVERSITIES

Invitation to Submit a Proposal - EACEA-40-2019	
Please fill only the yellow cells	
Action	NETWORK of NATIONAL ACADEMIC RECOGNITION INFORMATION CENTRES
Project reference	EACEA/40/2019
Project Title	Adren: Automatic Recognition In the Adriatic Region



2 main budgeted items



Staff costs

- Contribution to the costs of personnel performing tasks directly connected to the project



Travel costs & Cost of stay

- 2 consortium meetings
- Seminar open to higher education institutions of partner countries
- Symposium on the table of comparison
- Dissemination



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Staff costs

- **Permanent/non-permanent staff:** formal contractual relationship required
- **Actual time** devoted to the project
- **Actual cost:** on the basis of the actual gross salary + social charges



Declaration of staff costs

Name (a)	Category (1, 2, 3 & 4) (b)	Gross annual salary cost (c) in euro	Social costs and any other charges paid by the institution (d) in euro	Daily Cost (220 workable days per year) (e) in euro	Number of days spent working in the project (f)	Total cost for the project (g=e*f) in euro



Calculation of the workable days

Total days in a year	365
Weekends	-104
Annual holidays	-21
Statutory holidays	-10
Illness/others	-10
Workable days in a year	220



Staff costs – supporting documents

- Employment contracts
- Payslips
- Time recording of employees/Time-sheets
- Declaration of staff costs



Time-sheet

Time Sheet		
		Month: September
		Year: 2020
Project n°	619640-EPP-1-2020-1-IT-EPPKA3-NARIC	
Title of the Project	AdReN - Automatic Recognition in the Adriatic Region	
Partner institution	CIMEA	
Name of staff member	Silvia Bianco	
Staff category (1, 2, 3, 4)	2	
N° of working hours/day in your organisation	7,2	
Date	Hours worked	Description of tasks performed and outputs produced
23	7,2	Participation in the kick-off and follow up on the meeting
Total worked hours		7,2
Total worked days		1,00
* Working days ONLY - no week-ends, holidays, sick leave or overtime hours can be charged.		
		Date:
Signature	Employee:	
Signature	Employer:	
Official stamp		



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Travel costs & Cost of stay

- **Travel:** reimbursed according to real costs
- **Daily subsistence:** fixed amount according to the country ceilings



Eligible costs (travel)

- the **flight ticket** (only economy flight tickets, reimbursed according to real costs);
- **public transport** for the transfer from **home to airport** and from the airport to your hotel/venue of the conference (**no taxi**);
- the cost of stay reimbursed **per diem**



Supporting documents (travel)

- travel sheet;
- e-ticket (or other document showing flight itinerary and cost);
- boarding passes;
- public transport receipts for the transfer from home to airport and from the airport to your hotel/venue of the conference.



Payments

- **Travel costs & Cost of stay:** after the event upon submission of supporting documents
- **Staff costs:** at the end of the project upon submission of supporting documents



Dissemination

- A way to **showcase the work that has been done** as part of the Erasmus+ project
- Different **target groups**
- Different **ways to disseminate** project results:
 - Presentation during a seminar or conference
 - Formal or informal presentation at your own institution
 - Training course/workshop
 - Press, media or social media
 - Sending email to mailing lists
 - Website news
 - Informal talk

AdReN - Dissemination and promotion activity

Any formal or informal occasion (meetings/events/informal talk/website communication), when you speak/write about the AdReN project to colleagues/relevant professionals of your or other countries.

***Campo obbligatorio**



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