

# **1st transnational meeting**

## **2017-1-PT01-KA202-035903**

**Aveiro, 06th & 07th February 2018**



## **PARTNERSHIP:**

- **AEVA – Associação para a Educação e Valorização da Região de Aveiro**
- **Município do Sever do Vouga**
- **TKNIKA**
- **Politeknika Ikastegia Txorierri S.Coop**
- **Instituto Politécnico do Porto**
- **ITIS “E.Mattei”**
- **Gestamp Technology Institute**
- **Provincia Di Pesaro e Urbino**
- **Benelli Armi SPA**



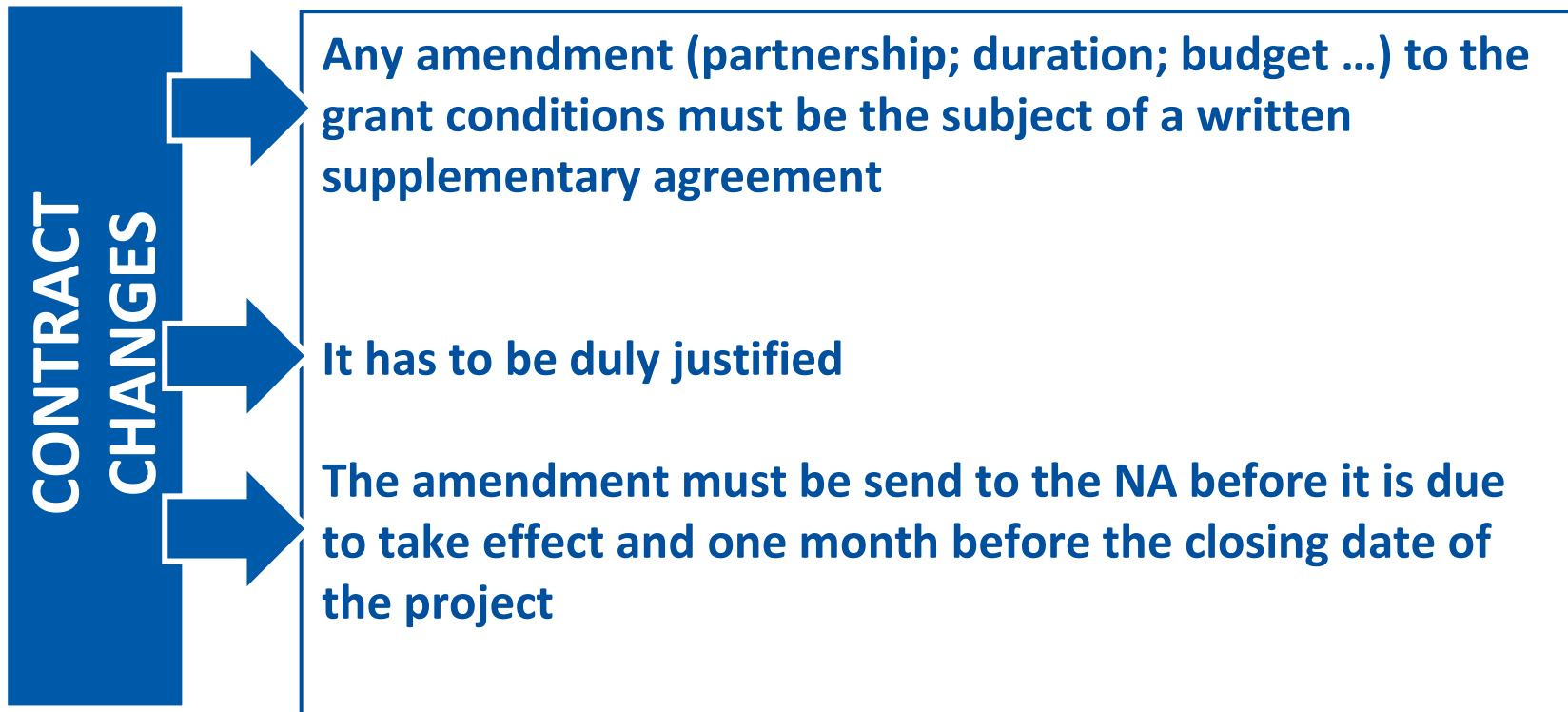
- **Contractual Period: 20/12/2017 – 19/12/2020**
- **Grant: 288.365,00 €**
- **Duration: 36 months**
- **9 partners**



## CONTRACT + ANNEXES

<b>I</b>	<b>Description of the Project</b>
<b>II</b>	<b>Budget</b>
<b>III</b>	<b>Financial and contractual rules</b>
<b>IV</b>	<b>Templates for agreements documents to be used between beneficiaries and participants</b>
<b>V</b>	<b>Mandates</b>
<b>VI</b>	<b>List of other beneficiaries</b>





**1st interim report: 20/06/2018 - 72.091,25 €**

**(25% grant)**

**2nd interim report: 20/12/2018 - 43.254,75 €**

**(15% Grant)**

**3rd interim report: 20/06/2019 - 43.254,75 €**

**(15% grant)**

**4th interim report: 20/12/2019 - 43.254,75 €**

**(15% grant)**

**5th interim report: 20/06/2020 - 43.254,75 €**

**(15% grant)**



## FINAL REPORT - FINAL PAYMENT

**Submission Final Report:  
19/02/2021**

**60 Days after the  
end of the  
project**

**PAYMENT OF THE  
BALANCE**

**60 Days after the  
submission of  
the report**

**If balance is inferior to all  
pre-financings**

**RECOVERY**



## FINAL REPORT ASSESSMENT:

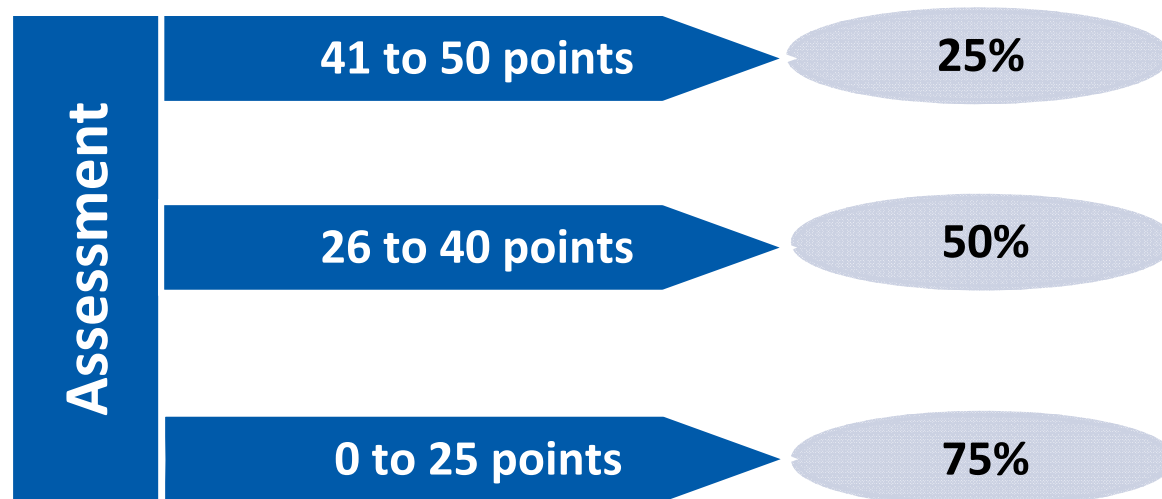
- ACTIVITIES ACORDING TO THE PLANED IN APPLICATION FORM (external expert)
- QUALITY ASSESSMENT OF INTELECTUAL OUTPUTS (external expert)
- ASSESSMENT OF FINANTIAL REPORT (NA evaluation)





## FINAL REPORT AND PAYMENT OF FINAL BALANCE

### POOR, PARTIAL OR LATE IMPLEMENTATION



## REPORTS

Reports submitted in the working language of the partnership.

All the expenses declared in EURO

Exchange rate = established by the European Central Bank, applicable on the day when the bank account of the coordinator is credited.

Input the deliverables of the Project in the programme Dissemination Platform

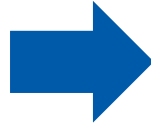
<http://ec.europa.eu/programmes/erasmus-plus/projects/>

The approval of the final report will depend on this upload





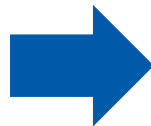
**BUDGET  
HEADINGS**



**UNIT COSTS:**

- Project management and implementation
- Transnational Project Meetings
- Intellectual Outputs
- Multiplier Events
- Learning teaching and Training Activities:
  - Travel
  - Individual support

**REAL COSTS:**



- Exceptional Costs
- Special Needs



## EXPENSES BASED ON UNIT COSTS AND SUPPORTING DOCUMENTS

### Project management and implementation

- All the expenses related to the management of the project, including managers and administrative staff.
- Proof Documents: proof of the activities undertaken and final results/products in the final report and dissemination platform



## EXPENSES BASED ON UNIT COSTS AND SUPPORTING DOCUMENTS

### Transnational project meetings

- Only for staff of the partners organizations. Participants must have a formal link.
- Supporting documents: proof of attendance: declaration signed by the hosting organization ( name of the participant, purpose of the activity, start and end date)





## EXPENSES BASED ON UNIT COSTS AND SUPPORTING DOCUMENTS

### Intellectual Outputs

- Only for staff of the partners organizations. Participants must demonstrate the formal link between the person and the organization (employment contract, voluntary work, etc)
- Verifiable through the output produced and upload in the Erasmus+Project Results Platform
- Proof of the time invested in the production of the intellectual output - time sheets
- It is not possible to subcontract activities financed under this item





## EXPENSES BASED ON UNIT COSTS AND SUPPORTING DOCUMENTS

### Multiplier events

- Description of the activity on the Final report
- Participant list signed (programme and documentation related)
- Only participants other than the Beneficiaries



## EXPENSES BASED ON UNIT COSTS AND SUPPORTING DOCUMENTS

### Learning, teaching and training activities

- **Description of the activity on the Final report**
- **Participant list signed**
- **Only participants other than the Beneficiaries**





## EXPENSES BASED ON REAL COSTS AND SUPPORTING DOCUMENTS

### Exceptional Costs

- **Subcontracting of goods and services: only occasional activities as long as approved in Annex II-Budget**
- **Justified with supporting documents of the actual cost (subcontracting of the actual costs incurred and invoices)**

**Only for occasional tasks**



**TRANSFER  
BETWEEN  
HEADINGS**

Allowed to transfer up to 20% from any budget heading to any other, except **MANAGEMENT** and **EXCEPTIONAL COSTS** (it is not considered an amendment)

If superior of 20% (Must send to National Agency – “Contract amendment request form”)



**Thank you** 😊

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