



Deusto
Universidad de Deusto
University of Deusto



University of Cyprus



Модернізація педагогічної вищої освіти
з використанням інноваційних інструментів викладання

MoPED

Modernization of Pedagogical Higher Education
by Innovative Teaching Instruments

586098-EPP-1-2017-1-UA-EPPKA2-CBHE-JP



Modernization of Pedagogical Higher Education
by Innovative Teaching Instruments



Co-funded by the
Erasmus+ Programme
of the European Union

Особливості ведення фінансового менедженту та звітності

**Ольга Зінюк – фінансовий менеджер проєктів ЄС,
«Прикарпатський національний університет імені Василя
Стефаника»
Київ, 06.11.2019**

Budget Headings

- ❑ Staff Costs
 - ❑ Travel Costs and Costs of Stay
- Unit costs**
- ❑ Equipment Costs
 - ❑ Subcontracting Costs
- Real costs**
- ❑ Co-financing - **Both real and unit costs**

UNIT COSTS - Staff Costs

Categories:

- Manager – 108 Euro per day
- Teacher/Trainer/Researcher – 80 Euro per day
- Technical Staff – 57 Euro per day
- Administrative Staff – 45 Euro per day

Інструкція з використання гранту (Guidelines for the use of the Grant) – є невід'ємною частиною грантової угоди - **Пункт 3.3.1.1**

Витрати на персонал - ст.28-30

UNIT COSTS - Staff Costs

✓ Joint Declaration

JOINT DECLARATION	
Ref. No.....	Project No.
The reference number must correspond to the progressive numbering indicated in the financial statements of the final report	

FROM
Hereinafter "the Institution"*

AND Name:
Address:
Hereinafter "the Staff member"*

THE INSTITUTION AND THE STAFF MEMBER HEREBY CERTIFY THAT:

- The Institution is a member of the partnership for the above-mentioned project.
- The Staff member is either:
- employed by the Institution YES/NO
or
- a natural person ** assigned to the project on the basis of a contract against payment YES/NO
- The Institution and Staff member agree that the Staff member has worked on this project and performed the following duties during the project's eligibility period.

	<i>dd/mm/yy</i>		<i>dd/mm/yy</i>
FROM		TO	

Please describe the outputs produced (short overall indication since detailed information has to be given in the accompanying time-sheet):

.....
.....
.....

- Please complete the following information.

Staff category (Manager / Researcher, Teacher, Trainer / Technician / Administrative staff)	
Country of the Institution	
Number of days worked and charged to the project (according to time-sheet)	

5. This declaration does not alter in any way the employment conditions/assignment already existing between the Institution and the Staff member and is established solely for the purpose of justifying the Staff costs that the Institution will charge to the Erasmus+ Capacity Building in Higher Education grant.

Done in Date

Name.....

Function.....

Institution

Signature and Stamp of the Institution

Staff member name.....

Signature of the Staff member

UNIT COSTS - Travel Costs and Costs of Stay

UNIT COSTS FOR TRAVEL AND COSTS OF STAY

THESE UNIT COSTS ARE NOT APPLICABLE FOR THE "SPECIAL MOBILITY STRAND"

TRAVEL COSTS⁸

Travel distances must be calculated using the distance calculator supported by the European Commission:
http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

The beneficiary must identify the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip. Financial support will be provided only for travels that are directly related to the achievement of the objectives of the project.

Distance band	Unit cost per participant
Between 100 and 499 KM	180 EUR
Between 500 and 1999 KM	275 EUR
Between 2000 and 2999 KM	360 EUR
Between 3000 and 3999 KM	530 EUR
Between 4000 and 7999 KM	820 EUR
8000 KM or more	1100 EUR

COSTS OF STAY⁹

Costs of stay are based on the duration of the activities of the participants.

STAFF	Unit cost per day per participant	STUDENT	Unit cost per day per participant
Up to the 14 th day of activity +	120 EUR	Up to the 14 th day of activity +	55 EUR
Between the 15 th and the 60 th day of activity +	70 EUR	Between the 15 th and the 60 th day of activity	40 EUR
Between the 61 st day of activity and up to 3 months	50 EUR	Between the 61 st day of activity and up to 3 months	Not Eligible

UNIT COSTS - Travel Costs and Costs of Stay

Distance Calculator:

https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

INDIVIDUAL TRAVEL REPORT for travel costs and costs of stay

To be filled in by each participant
In case of circular/multiple travels, please fill in separate Individual Travel Reports.

Ref. No. Project No.
The reference number must correspond to the progressive numbering indicated in the financial statements in the final report

(1) PERSONAL DATA

Surname: Forename:

Home institution:

Staff position/student year of study at home institution:

(2) TYPE OF ACTIVITY (Tick as appropriate)

STAFF

- Teaching/training assignment
- Training and retraining purposes
- Updating programmes and courses
- Practical placements in companies, industries and institutions
- Project management related meetings
- Workshops and visits for result dissemination purposes

STUDENTS

- Study period
- Participation in intensive courses
- Practical placements, internships in companies, industries or institutions
- Participation in short term activities linked to the management of the project

(3) DETAILS OF THE TRAVEL

PERIOD*	From (Depart date) (dd/mm/yy)	To (Return date) (dd/mm/yy)
PLACE OF DEPARTURE**	HOME INSTITUTION	
	COUNTRY..... CITY.....	
PLACE OF DESTINATION/ LOCATION OF ACTIVITY	HOST INSTITUTION	
	COUNTRY..... CITY.....	
TRAVEL DISTANCE***	Km	

*Please indicate period of travel from departure to return to place of origin

**If different from Home institution please enclose authorisation from the Agency

*** Travel distance in Km (One-way travel) using distance calculator: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm from place of departure to location of activities

(4) DETAILS OF THE ACTIVITY

DATES (excluding travel)	From (date):	To (date):
DESCRIPTION OF ACTIVITY(IES) PERFORMED (brief description of the activities performed)		
.....		
.....		
.....		
.....		

SIGNATURE OF THE PARTICIPANT

I hereby declare that I have been carrying out the above-mentioned activities.

Date:

Signature:



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REAL COSTS – Equipment costs & Subcontracting Costs

Exchange rate: <https://ec.europa.eu/budget/graphs/inforeuro.html>

applicable:

CURRENCY CONVERTER

Year Month

Amount

From

To

1000 UAH = 35.9201 EUR

- - on the month of the receipt of the first pre-financing for all costs incurred until the second pre-financing is received and
- - on the month of the receipt of the second pre-financing for all costs incurred until the end of the project.

ДЯКУЮ ЗА УВАГУ! 😊