FINANCIAL PROJECT MONITORING AND REPORTING

BEHAViour management models across Europe - GRANT AGREEMENT NUMBER 2017-1-IT02-KA201-036540

Third project meeting London, 2-3 September 2019

Dott.ssa Paola Denaro – Institute for Educational Technologies - CNR Palermo

PROJECT BUDGET

1) **Project Management and Implementation**

2) **Transnational project Meetings**

3) **Intellectual Outputs**

4) **Multiplier Events**

5) **Learning, teaching and training activities**

UNIT
CONTRIBUTION

INTELLECTUAL OUTPUTS: TASK DISTRIBUTION AMONG PARTNERS

	IO1	IO2	IO3	IO4	TOTAL WORKING DAY PER PARTNER
CNR	150	40	40	20	250
ADDISS	30	30	10	20	90
UAEI	30	85	25	20	160
UCLL	30	40	10	55	135
FUNDATIA	20	30	170	20	240
UNIPA	90	0	0	0	90
TOLMAN	30	30	10	20	90
	380	**255**	**265**	**155**	**1055**

INTELLETTUALE OUTPUTS: SUMMARY OF WORKING DAYS PER PARTNER: SEPTEMBER 2017 TO FEBRUARY 2019

	IO1	IO2	IO3	IO4	TOTAL WORKING DAY PER PARTNER
CNR	148/150	40/40	37/40	8/20	233/250
ADDISS	30/30	30/30	4/10	2/20	66/90
UAEI	30/30	85/85	6/25	4/20	125/160
UCLL	30/30	37/40	0/10	28/55	95/135
FUNDATIA	20/20	25/30	70/170	20/20	135/240
UNIPA	83/90	0	0	0	83/90
TOLMAN	24/30	30/30	8/10	5/20	67/90
	365/380	247/255	125/265	67/155	804/1055

SUPPORTING DOCUMENTS FOR IO

- **Time sheet per person**

- **Proof of the nature of the relationship (employment contract, voluntary work..) between the person and the organization***

* Missing contracts for IO from ADDISS

TRANSNATIONAL PROJECT MEETINGS

TPM1: Italy (CNR) ➡ September 2017

TPM2: Portugal (UAEI) ➡ October 2018

TPM3: Uk (ADDISS) ➡ September 2019

TPM4: Belgium (UCLL) ➡ April 2020

TRANSNATIONAL PROJECT MEETINGS: SUMMARY OF PARTICIPANTS PER PARTNER

PARTENR NAME	KICK OFF MEETING (Palermo)	2° MEETING (Porto)	3° MEETING (London)	TOTAL
CNR	HOSTING ORGANIZATION	3	2	7/6
ADDISS	2	2	HOSTING ORGANIZATION	6/6
UAEI	2	HOSTING ORGANIZATION	2	6/6
UCLL	1	2	0	3/6
FUNDATIA	2	2	2	6/6
UNIPA	2	1	2	5/6
TOLMAN	2	0	2	4/6
FLORIO	2	2	0	4/6
SCOALA GIMNAZIALA	2	2	2	6/6
GO! BASISSCHOOL	2	1	3	6/6
WOODCROFT	2	2	2	6/6
AGRUPAMENTO	2	2	2	6/6

Erasmus+

BeHave
BEHAviour management models across Europe

SUPPORTING DOCUMENTS FOR TPM

FOR HOSTING INSTITUTION:

- **Certificate of attendance;**

- **Agenda;**

- **Participants list**

FOR TRAVELLING PARTNER:

- **Declaration of the relation between the participants to the project meeting and the sending organization***

- **All supporting documents relating the trip:** flight ticket and boarding pass, hotel invoice, receipt of meals (not mandatory but recommended)

* Missing the declaration for TPM1 from UCLL

MULTIPLIER EVENTS:

EVENT	COUNTRY	N. OF LOCAL PARTICIPANTS	MONTH	DATE
E1	Italy	Internal test	18	February 2019
E2	Italy	50	20	April 2019
E3	Romania	50	18	February 2020
E4	Portugal	50	34	June 2020
		150		

MULTIPLIER EVENTS: N. OF PARTICIPANTS PER EVENT

EVENT	COUNTRY	N. OF LOCAL PARTICIPANTS	DATE
E1	Italy	Internal test	During the project
E2	Italy	37/50	March 2019
E3	Romania	0/50	February 2020
E4	Portugal	0/50	June 2020
		37/150	

SUPPORTING DOCUMENTS FOR ME

- **Participants list.**

- **Agenda;**

LEARNING, TEACHING AND TRAINING ACTIVITIES

C1 Italy ➡️ February 2019

C2 Porto ➡️ May 2019

C3 UK ➡️ October 2019

C4 Romania ➡️ February 2020

C5 Belgium ➡️ May 2020

LEARNING, TEACHING AND TRAINING ACTIVITIES: N. OF PARTICIPANTS

LTTA	COUNTRY	N. OF PARTICIPANTS	DATE
C1	Italy	49	February and March 2019
C2	Porto	50	May and June 2019
C3	London	?	September and October 2019
C4	Romania	?	February 2020
C5	Belgium	?	May 2020

C1: N. OF PARTICIPANTS PER SCHOOL

SCHOOLS	COUNTRY	N. OF PARTICIPANTS
Istituto Comprensivo I. Florio – San Lorenzo	Italy	9
Agrupamento de Escolas do Viso	Porto	10
Woodcroft Primary School	London	10
Scoala Gimnaziala Nr. 30 Timisoara	Romania	10
GO! Basisschool De Bron Leuven	Belgium	10
		49

C2: N. OF PARTICIPANTS PER SCHOOL

SCHOOLS	COUNTRY	N. OF PARTICIPANTS
Istituto Comprensivo I. Florio – San Lorenzo	Italy	10
Agrupamento de Escolas do Viso	Porto	10
Woodcroft Primary School	London	10
Scoala Gimnaziala Nr. 30 Timisoara	Romania	10
GO! Basisschool De Bron Leuven	Belgium	10
		50

SUPPORTING DOCUMENTS FOR LEARNING, TEACHING AND TRAINING ACTIVITIES

FOR HOSTING INSTITUTION:

- **Certificate of attendance** specifying the name of the participant, the purpose of the activity, starting and end date and signed by the Hosting organization**.**

FOR TRAVELLING TEACHERS:

Even if not required by the NA, it is recommended to keep all **supporting documents** regarding the travel and subsistence costs.

NEXT DEADLINE

FOR SCIENTIFIC PARTNER:

- **Timesheets** relating the period from March to August 2019.

THANK YOU FOR YOUR ATTENTION!!

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