FINANCIAL PROJECT REPORTING

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

Fourth (online) transnational project meeting, 27 July 2020

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

PROJECT MANAGEMENT AND IMPLEMENTATION: ELIGIBLE COSTS

- **The money for PMI can be used for all costs necessary for the project implementation not covered by the other categories of the budget: for instance costs for administrative staff, coordination, costs for dissemination etc..**

PROJECT MANAGEMENT AND IMPLEMENTATION: SUPPORTING DOCUMENTS

- **All partners have to provide a description (in a word file) of the project activites carried out and supported by the grant for PMI from the beginning of the project until August 2020.**

- **Deadline: by 30 September 2020**

INTELLECTUAL OUTPUTS: ELIGIBLE COSTS

- **Working days of the people for the production of each IO**

- **The organization will receive the Grant only if the IO has been produced.**

INTELLECTUAL OUTPUTS: TASK DISTRIBUTION AMONG PARTNERS (WD/IO)

	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**

IO: SUPPORTING DOCUMENTS

- **Proof of the IO produced that will be uploaded in the Erasmus+ platform;**

- **Proof of the nature of the relation (employment contract, voluntary work..) between the person and the organization: Missing contracts from ADDISS**

- **Time sheet for researcher and technical staff: provide the timesheets from March to August 2020;**

- **Deadline: by 30 September 2020.**

TRANSNATIONAL PROJECT MEETINGS

TPM1: Italy (CNR) ➡ September 2017

TPM2: Portugal (UAEI) ➡ October 2018

TPM3: Uk (ADDISS) ➡ September 2019

TPM4: Belgium (UCLL) ➡ July 2020 (online)

TRANSNATIONAL PROJECT MEETINGS: ELIGIBLE COSTS

The organization will receive the grant only if the participant has participated in the transnational project meeting and undertaken the reported travel (for the meetings face to face).

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

TPM: SUPPORTING DOCUMENTS

FOR MEETINGS FACE TO FACE:

- **Certificate of attendance;**

- **Agenda;**

- **Participants list.**

FOR ONLINE MEETING:

- **Certificate of attendance: UCLL will prepare the certificates according to the online attendance to the meeting;**

- **Agenda;**

- **Detailed report of the online attendance.**

MULTIPLIER EVENTS:

EVENT	COUNTRY	Mode	DATE
E1	Italy	Face to face	February 2019
E2	Italy	Face to face	March and December 2019
E3	Romania	Virtual Mode	June 2020
E4	Portugal	Virtual Mode	July 2020

MULTIPLIER EVENTS: ELIGIBLE COSTS

- **The organization will receive the grant only if the ME has been carried out (for the events face to face).**

- **The ME will be considered eligible only if the beneficiary developed the Intellectual Output applied for and approved by the NA.**

ME: SUPPORTING DOCUMENTS

FOR ME FACE TO FACE:

- **Agenda**

- **Participants list.**

FOR ONLINE ME:

- **Agenda**

- **Detailed report of the online attendance**

(Missing supporting documents from UAEI)

LEARNING, TEACHING AND TRAINING ACTIVITIES

C1 Italy ➡️ February 2019

C2 Porto ➡️ May 2019

C3 UK ➡️ October 2019

C4 Romania ➡️ February 2020

C5 Belgium ➡️ Cancelled due to corona virus

LEARNING, TEACHING AND TRAINING ACTIVITIES: ELIGIBLE COSTS

The organization will receive the grant only if the participant has undertaken the travel and the activity abroad (for the LTTA face to face).

LEARNING, TEACHING AND TRAINING ACTIVITIES CANCELLED

For the LTTA cancelled because of corona virus, the NA will reimburse the __real costs__ incurred up to the unit contribution planned in the budget and only if it has not been possible to recover them (flight tickets and hotel invoice).

RECOVERING COSTS FOR THE CALCELLED EVENTS DUE THE CORONAVIRUS

For the activities carried out in virtual mode, the NA will reimburse only the __real costs__ incurred up to the unit contribution planned in the budget.

FINAL REPORT

- **In September we will ask you your support in write the report.**

- **Gianluca will share with you a file in which each partner can write the required information by the National Agency**

20% OF THE GRANT OF BEHAVE PROJECT

- **If the Final Report is approved in total, Partners will be reimbursed the 20 % of the grant according to the expenditures of each.**

THANK YOU FOR YOUR COLLABORATION AND YOUR WORK !

Paola Denaro – Institute for Educational Technologies – CNR Palermo

paola.denaro@itd.cnr.it