





# 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









# 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 <u>30 September 2020</u>







# INTELLECTUAL OUTPUTS: <u>ELIGIBLE</u> 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)

	101	102	103		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: <u>SUPPORTING</u> 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.

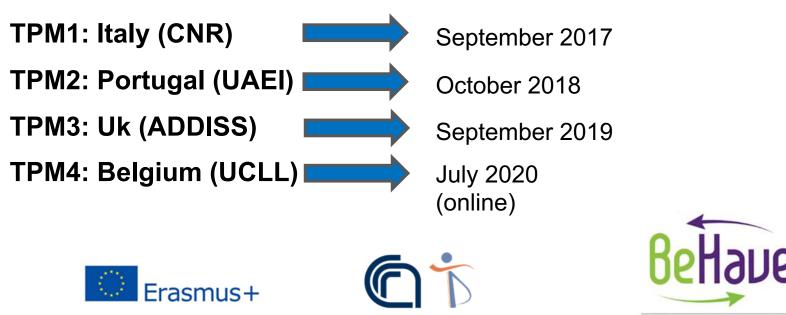






### TRANSNATIONAL PROJECT MEETINGS

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# 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
	HOSTING	_		
CNR	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: <u>SUPPORTING</u> 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:**

COUNTRY	Mode	DATE
Italy	Eaco to faco	February 2019
παιγ	Tace to face	March and December
Italy	Face to face	2019
Romania	Virtual Mode	June 2020
Portugal	Virtual Mode	July 2020
	Italy Italy Romania	ItalyFace to faceItalyFace to faceRomaniaVirtual Mode







# 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:

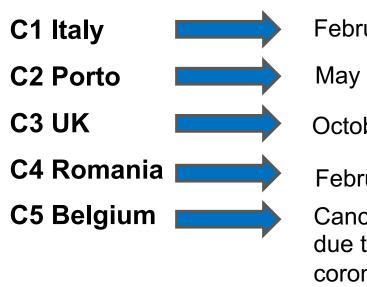
- Agenda
- Detailed report of the online attendance
- (Missing supporting documents from UAEI)







# LEARNING, TEACHING AND TRAINING ACTIVITIES





May 2019

October 2019

February 2020

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 <u>real costs</u> 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 <u>real costs</u> 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 !

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