

# Management, monitoring and administration



Linnæus University

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# Brief summary

## **Grant Agreement:** administrative and financial aspects

To know:

- The beneficiaries retain **ownership** of the results of the action, including industrial and IPRs
- **Unit costs:** beneficiaries should provide adequate supporting documents, whereas they do not need to identify or account the actual eligible costs
- Technical and financial **checks, audits** and **evaluation** by the Commission are possible during the project and within 5 years after the end of the project
- Agreement is governed by **Swedish law**

# Brief overview of documents

- **Annex I:** aspects concerning payments (from national agency to LNU) and reporting
- **Annex II:** approved budget (per cost item)
- **Annex III:** financial and contractual rules
- **Annex IV:** unit contribution per budget item

# Supporting documents

Supporting documents:

- **Project management:** description of project activities and outputs in the final report (by LNU)
- **Transnational project meetings:** declaration of attendance for participants (by receiving org.); participants list signed by participants (by receiving org.); agenda and documents distributed at the meeting (by LNU); tickets (if deviations)
- **Intellectual outputs:** IO uploaded on Mobility Tool+; time sheet per person (by each partner); proof of staff work/voluntary relationship (by each partner)
- **Multiplier events:** participants list signed by participants (by partner); agenda and documents distributed (by each partner)

# Budget

Partner	Project management	Transnational project meetings	Intellectual Outputs (IO)	Multiplier events	Total	<i>First payment (35%)</i>	<i>Second payment (30%)</i>	<i>Final* payment (35%)</i>
LNU	12000	4190	36274	3000	55464			
ANS	6000	3820	36052	3000	48872	17105	14662	17105
INRCA	6000	4970	34564	3000	48534	16987	14560	16987
SL	6000	5340	21343	3000	35683	12489	10705	12489
VC	6000	4190	23503	3000	36693	12843	11008	12842
CUT	6000	4560	23052	3000	36612	12814	10984	12814
Total	42000	27070	174788	18000	261858			

# Time sheet

- New template provided!

Erasmus+

## Timesheet

Organisation: University of .....  
 Project Title: .....  
 Project No: .....  
 Person : .....  
 Rate: ..... €/h  
 Number of hours envisaged: .....

Year: ..... Month: .....

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total	MMs	Cost (€)	Notes
Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue				
Manager																																		
Total RTD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Researcher, Teacher and/or Trainer																																		
O1																																		
O2																																		
O3																																		
O4																																		

# Payments

- ***First payment*** done (within 30 days following the entry into force of the Agreement signed by the Coordinator and the Contractor).
- ***Second payment*** done (after one year from the beginning of the project, and no later than **31/10/2017**).
- ***The final payment*** can be adapted to take into account the revenues generated by the project.

Copies of all documents signed by the legal representative should be sent to the Coordinator by **31/10/2018** at the latest.

# What documents to sign?

- Project responsible for each partner should sign the following supporting documents:
  - **Intellectual outputs:** time sheets;
  - **Multiplier events:** participants list
- For the proof of relationship in English (e.g., contract, letter of assignment), the signature already in the document is sufficient



# Proofs of relationship in English

between each employee and the organisation (e.g., contract).

Partners	In English	Missing?
VC		Carlos Carvalho Maria Macedo Ricardo Costa Irina Simões
CUT	Evridiki Papastavrou	Arieti Efthykiou
SL	Stelios Pantelopoulos Konstantinoas Kalaboukis Gianna Tsakou	
ANS	Licia Boccaletti Alessandra Manattini Mariana Caruso	
INRCA	Giovanni Lamura Flavia Piccini Roberta Papa	

# Final report

- No interim reports, only a final report to be submitted within 60 days after the end of the project
- The Partner shall provide the Coordinator with completed information and supporting documents required for the preparation of the **final report** by **15/10/2018** at the latest.
- It is the responsibility of the Coordinator to complete the final report and upload all required reports and outputs of the Project in Mobility Tool+ and Erasmus+ Project Results Platform. The responsibility of the Partners is to provide all the necessary documents and assist the Coordinator in preparation of the final report and project outputs.

# Publication agreement

Partners	Response
VC	Ok
CUT	Ok after updating?
INRCA	In general, we agree. It is possible to include some more information about the preventive approval by the Coordinator and the partners. We think it should be foreseen a timeframe for the answer or a silence assent option after a specific period. This could prevent any delay in the preparation of the publications.
ANS	?
SL	?

# Intellectual property rights (IPR)

An agreement on IPR will be useful:

- to protect each partner's contribution and regulate possible exploitation of results beyond the project framework.
- a specific agreement detailing the ownership and exploitation modalities of each result and its components result (e.g., contents and technical platform).
- clarify the objectives for sustainability after project lifetime (if and how to maintain the results updated and running).
- the project Coordinator will prepare a draft IPR agreement in 2018 to be discussed with partners.



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# Updates and planning of next meetings



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# Summary

- IO4: The App, a list of adjustments. Done next week.
- IO2: Pilot testing, end of February-May. Own instructions, arrangement and occasions for each partner.  
IO3: All partners, send a email Friday latest about which part.
- Evaluation – some changes, and all parts are not used by all partners

# Next meetings

4th Transnational Meeting, Kalmar Sweden

- August 22-23 or 29-30?

Skype meetings?



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# Questions?