



University
of Economics
in Katowice



your place



your space



your future

„Economics of Sustainability“ (EOS)

Project no. 2019-1-PL01-KA203-065050

Erasmus+ Action 2

Financial rules

Katowice, 7.05.2020



Erasmus+

Obligations of Coordinator

- signing of project agreement (on behalf of the whole project consortium),
- communication with NA,
- preparing project reports,
- responsibility to NA for project's results, documents, information from all partners (verification before sending to NA),
- transferring project funds to the partners,
- monitoring and coordination of project actions.

Obligations of Partners

- informing Coordinator about all changes and delays that could influence project results,
- informing Coordinator about all changes concerning law, financial, organizational or formal situation,
- preparing information for project reports.

Pre-financing payments

- the first pre-financing payment:
 - 40%
 - paid within 14 days after signing agreement by both parties
- the second pre-financing payment:
 - 40%
 - paid after approval of interim report
- the last financing payment:
 - 20%
 - paid after approval of the final report
 - Need of pre-financing expences at the end of project realisation



REPORTS

- By 15 September, 2020 - **progress report** on the realisation of the Project from the project's starting date to 30 August, 2020
- By 15 May, 2021 - **interim report** on the realisation of the Project from the project's starting date to 30 April, 2021
- By 30 September, 2022 - **final report** on the realisation of the Project from the project's starting date to 31 August, 2022

Changes in project agreement

Formal enquiry to NA must be prepared before any changes appear

In some cases **annex** to project agreement is needed:

- change in project consortium
- important project modification
- changes in project budget (transfer of funds among categories >20%)
- change of project account

Budget categories

UNIT COSTS:

- Project management and implementation
- Transnational project meetings
- Intellectual outputs
- Multiplier events

All these costs must be identifiable and verifiable, especially must be reflected in accounting system and financial documentation.

Project management and implementation

- administration costs (office supplies, rent, equipment, communication between partners, etc.)
- information, promotion and dissemination (brochures, leaflets, web information, etc.)
- salaries of project manager, accountant, other persons involved in project realisation (for administrative work),
- organisation of project meetings by host institution,
- other costs related to project,

500 EUR/month (Coordinator)

250 EUR/month (Partner)



Transnational project meetings

Participation in meetings between project partners and hosted by one of the participating organisations for implementation and coordination purposes.

Contribution to travel and subsistence costs:

- For travel distances between 100 and 1999 KM: **575 EUR** per participant per meeting

Travel distances must be calculated using the distance calculator supported by the European Commission.

Transnational project meetings

Necessary documents:

- confirmation from host institution (2 originals),
- attendance list,
- detailed program of the meeting,
- presentations or other documents used during project meeting,

Although there is a lump sum of money for travel costs, it is important to collect all financial documents (invoices for plane, hotel etc.) and all these expenditures (real costs) have to be booked in your **accounting system**.

Transnational project meetings

In case of project audit NA may ask for:

- copies of all financial documents,
- copies of boarding passes,
- summary from your accounting system showing all project expenditures,

All these documents you have to scan and send us via email at the stage of progress, interim and final report. Original ones you have to keep in your project's records.

Intellectual outputs

This funding can only be used for staff costs of organisations participating in the project for the production of Intellectual Outputs.

Number of working days \times rate

Necessary documents:

- timesheets,
- declaration concerning employment,
- confirmation of intellectual outputs,

Multiplier events

International conference in Katowice (2022)
„Sustainability – the Future of Business”

- equipment and room rental,
- conference materials,
- salaries of speakers (+tickets, hotel etc.),
- other costs related to conference,

100 EUR /local participant (apart from project partners!)

200 EUR /foreign participant (apart from project partners!)

Special financial rules in connection with the COVID-19

- possibility to organise **online** activities like international project meetings (Transnational Project Meetings) and dissemination events (Multiplier events)
- costs settled by flat rates as in the case of activities traditionally organized
- the organizer of the online project meeting is the institution that was to organize meeting according to the project plan
- the travel rates (575 EUR/person) should be calculated for those who attended the online meeting - as people "coming to meeting" from other countries



Financial rules in connection with the COVID-19

- no rate is charged for the organiser of the meeting, as in the case of a traditional meeting
- organizer of the meeting must be able to prove the participation of people in the meeting - keep e-mail, screenshots confirming login, registration or presence on the platform/the meeting site, recording of the meeting, etc.
- there should be also prepared list of participants (in this case without signatures) and certificates of attendance signed by the host organisation



Contact persons for financial issues

- Edyta Gałęcka

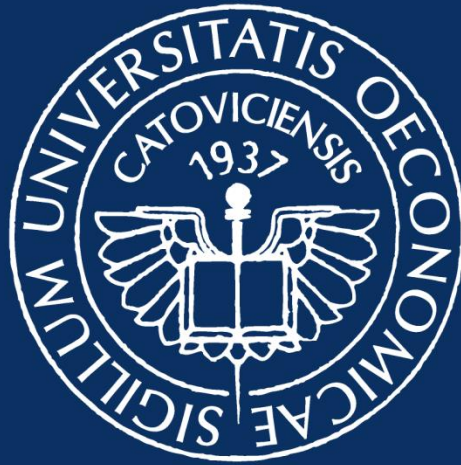
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