NGEnvironment
Partner Meeting in Lousada, Portugal
06th- 08th of November 2018

Project Nummer: 2018-1-DE02-KA204-005014

Administration and Finances

Regulations and Using the PROM Tool

NGEnvironment

Foster European Active Citizenship and Sustainability Through Ecological Thinking by NGOs

Erasmus+

Overview

- Part I - General information
- Part II - Financial reporting
- Part III - The Project Management Tool – PROM

PART I - GENERAL INFORMATION

Responsibilities of the beneficiaries

„All beneficiaries

- are jointly and severally responsible for proper **implementation** of the project and for complying with any legal obligation each beneficiary
- informs the coordinator of any **change** with effects on the project
- submits to the coordinator:

  - **data needed for reports** and financial statements

  - documents needed for audits, checks, evaluation

  - any other information to be provided to the NA“

(Presentation Strategische Partnerschaften Administrative und finanzielle Projektbegleitung Jürgen van
Capelle / Katarzyna Sena,)

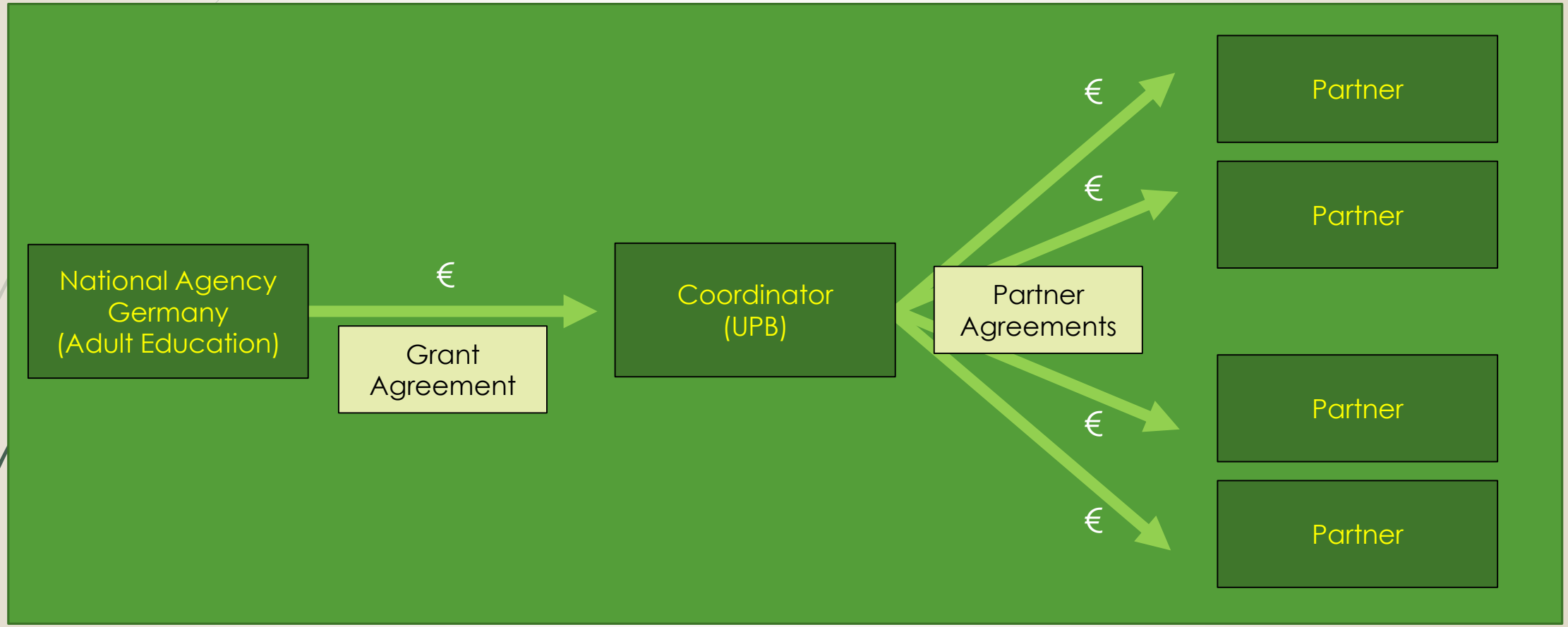
Responsibilities of the coordinator

„The coordinators*

- monitor the **implementation**
- intermediate the **communications** between beneficiaries and NA
- provide NA with **information** related to substantial changes in the project
- establish requests for **payment** / ensures payments to the other beneficiaries
- provides necessary **documents** for checks, audits, evaluations. * Grant agreement, II,1.3“

(Presentation Strategische Partnerschaften Administrative und finanzielle Projektbegleitung Jürgen van
Capelle / Katarzyna Sena,)

Scheme of the money-transfer



Cost types

1. **Unit costs**
   - Intellectual Outputs
   - Project Management and Implementation
   - Transnational Project Meetings
   - Multiplier Events
   - Learning, Teaching and Training Activities

2. **Actual Costs**
   - Exceptional Costs

→ ***All relevant in NGEnvironment***

→ ***Not relevant in NGEnvironment***

Unit costs

What are unit costs?

Unit costs…

- occur within the period of eligibility
- are necessary to realise and implement the project
- have to be reported → ***Financial documentation***
- Could be identified and verified by financial documentation

Project Management and Implementation

- Coordinator → **€500** per month
- Partners → **€250** per month

Budget overview of the NGEnvironment project

Budget Items	Total Grant
Project Management and Implementation	81.000,00
Transnational Project Meetings	52.000,00
Intellectual Outputs	152.620,00
Multiplier Events	30.000,00
Learning/Teaching/Training Activities	17.870,00
Total Granted	333.490,00

The management and implementation budget is granted as a monthly **lump sum**!

Project Management and Implementation

Could be used for...

- general project management tasks / coordination
- communication / planning / calculation purposes
- project and Intellectual Output implementation purposes
- dissemination and evaluation

Could be identified and verified through...

- produced dissemination material / products
- explanation and description in the progress and the final report

→ **Development of a dissemination list**

Intellectual Outputs (1)

Intellectual Outputs...

- will be developed by staff members in specific staff categories
- produces staff costs that could be characterised by 4 different staff categories:

1. *Manager*
2. ***Teacher/Trainer/Researcher***
3. ***Technician***
4. *Administrative staff*

are calculated on unit costs per day

→ ***2. and 3. are relevant in NGEnvironment***

Intellectual Outputs (2)

You provide evidence about
the working days with your time sheets! –

Use the PROM TOOL!

http://prom.eduproject.eu/

Please make sure that you do not claim more or less days than granted!

Intellectual Outputs (3)

Documentation of staff costs

1. **Timesheets**
2. Payslips
3. Staff employment contracts

Additional documentation (in your own project folder)

1. Invoices (for example: boarding passes, accommodation invoice etc.)
2. Proof of payment
3. Receipts for costs incurred (for example: printing costs for dissemination material, hosting partner meeting etc.)

Travel costs (1)

Transnational Project Meetings costs…

- are calculated on a unit cost basis according to the **distance** of travel per meeting
  - Online distance calculator http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4
- are based on the place of **origin** and the place of the meeting **venue**
- needs to have a **direct link to project meetings**

Travel costs (2)

Transnational Project Meetings costs…

575,00 €	**per person**	**distance**	**100-1999km**
760,00 €	**per person**	**distance**	**>= 2000km**

Make sure that you have the correct number of participants.

Travel costs (3)

Documentation

1. **Certificate/declaration of attendance**

   The hosting institution has to provide the participants with a certificate/declaration of attendance signed by the hosting organisation

   → ***Template will be available on the project website***

   → ***Please provide us with a scanned version***

2. **Travel cost invoices (in your own folder)**
   - Flight invoices, boarding passes
   - accommodation invoices
   - Taxi, train, car hire and/or bus receipts
   - Mileage costs at a maximum rate of 0.22 cent per km

PART II - FINANCIAL REPORTING

Financial Reporting (1)

Important reporting deadlines

- All financial documents and all other supporting documents need to be submitted to UPB.

- **First entry into PROM after three month**

- If everything is fine we can fill in every 6 months.
- If there occurs a problem in this first test we will stick to fill in every four months
- All data are needed for the progress report, the interim report and the final report

Financial Reporting (2)

After the meeting the NGEnviroment a checklist will provide…

- an **explanation** of every needed document.
- an overview **when** you have to send a specific document (every three month/at the beginning of the year/only once).
- information in which **format** a document is needed (scan/original/file/etc.).
- information of **how to sign** a document (staff member/legal representative/etc.)

Financial Reporting (3)

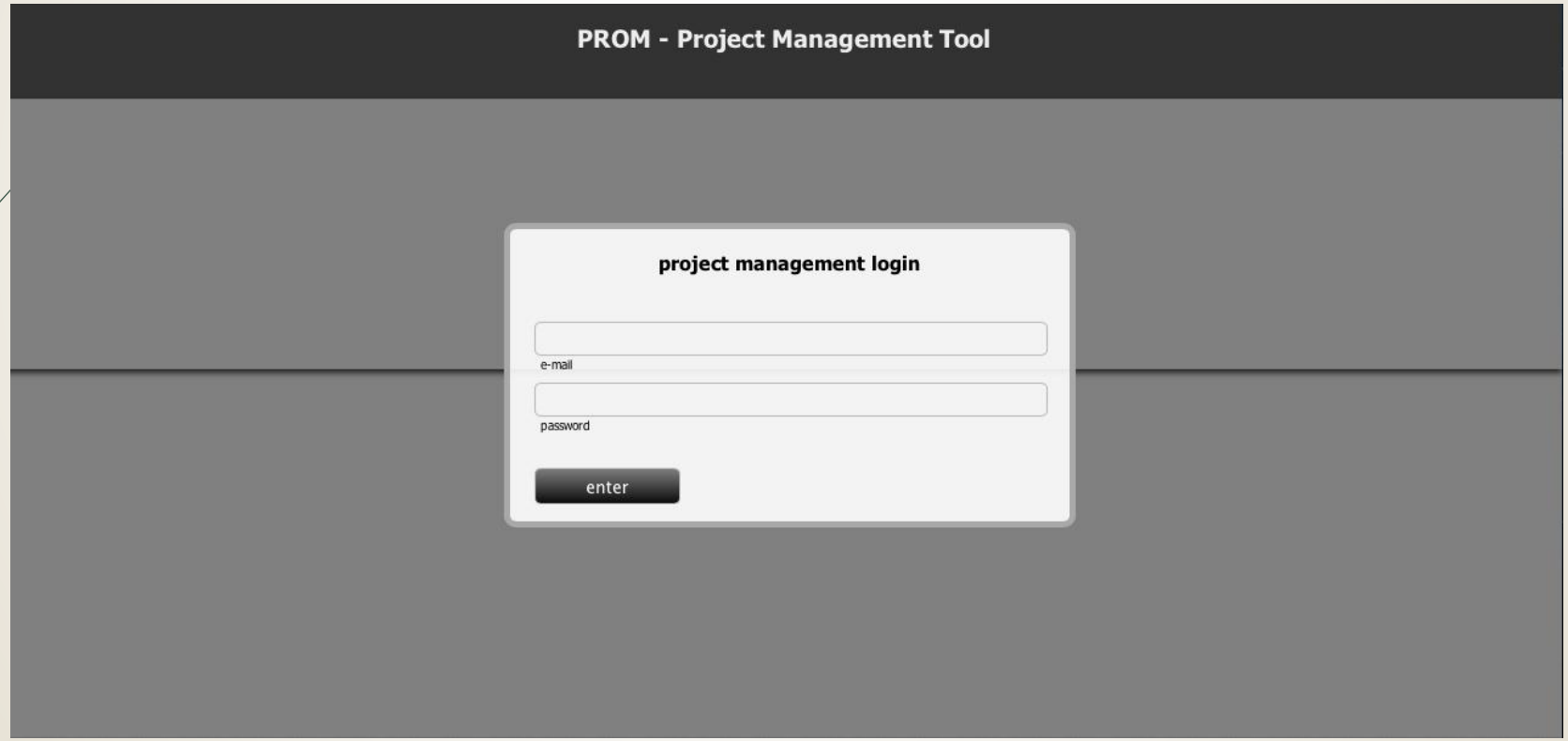
Please…

- provide all financial and supporting documents every 4 months (first year) and every 3 months (second year).
- use the PROM Tool to create your financial documentation.
- ***stick on the working days per Intellectual Output and staff category.***
- create one timesheet per month.
- ensure that you only report one staff category per month.
- don`t report Saturdays, Sundays, holidays and sick days.
- sign timesheets for **every month even if you didn´t work in this month**.
- send all documents of a reporting period in one package via e-mail and the originals via post.

PART III –
THE PROJECT MANAGEMENT TOOL - PROM

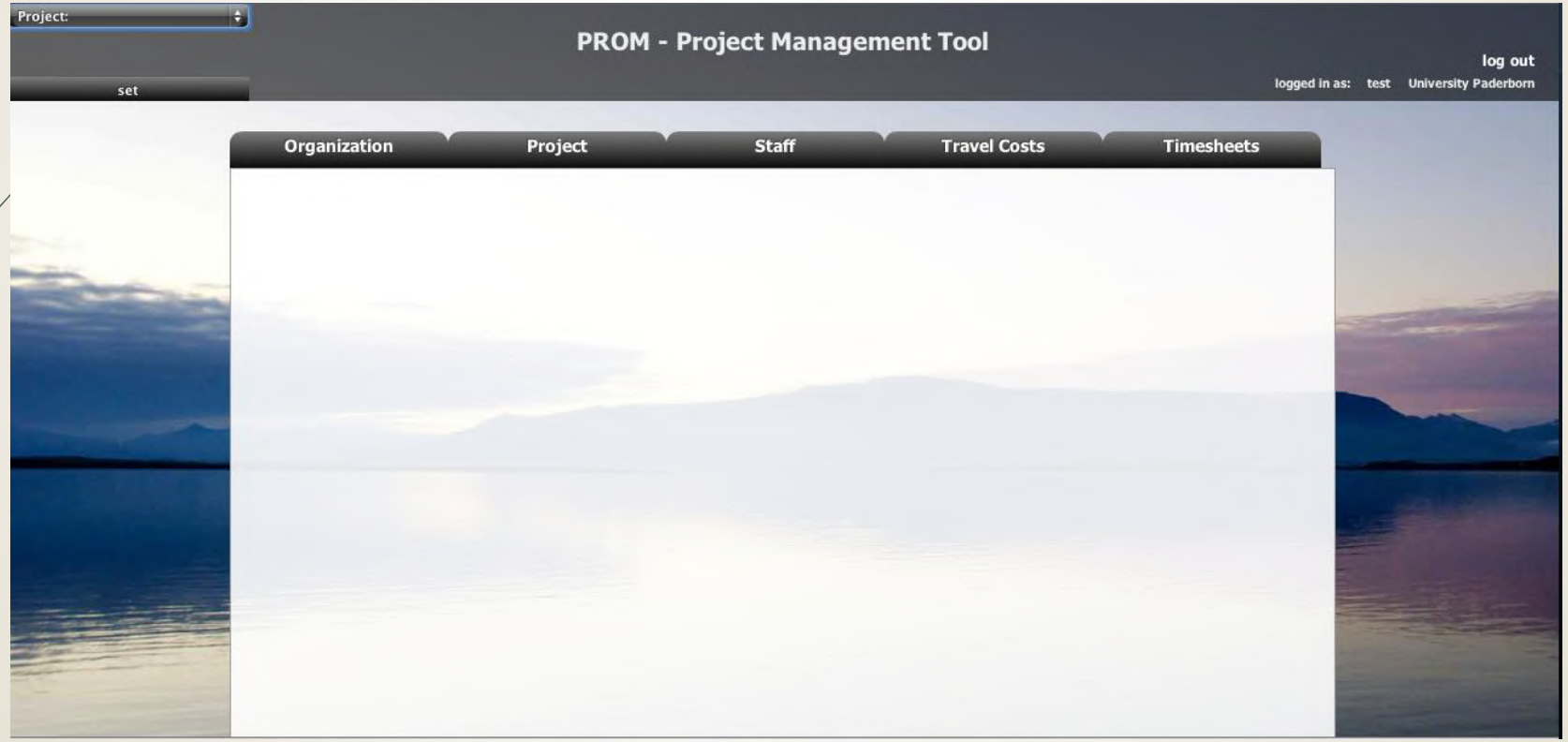
PROM - Project Management Tool

The Login Area - http://eduproject.eu/prom/login.php



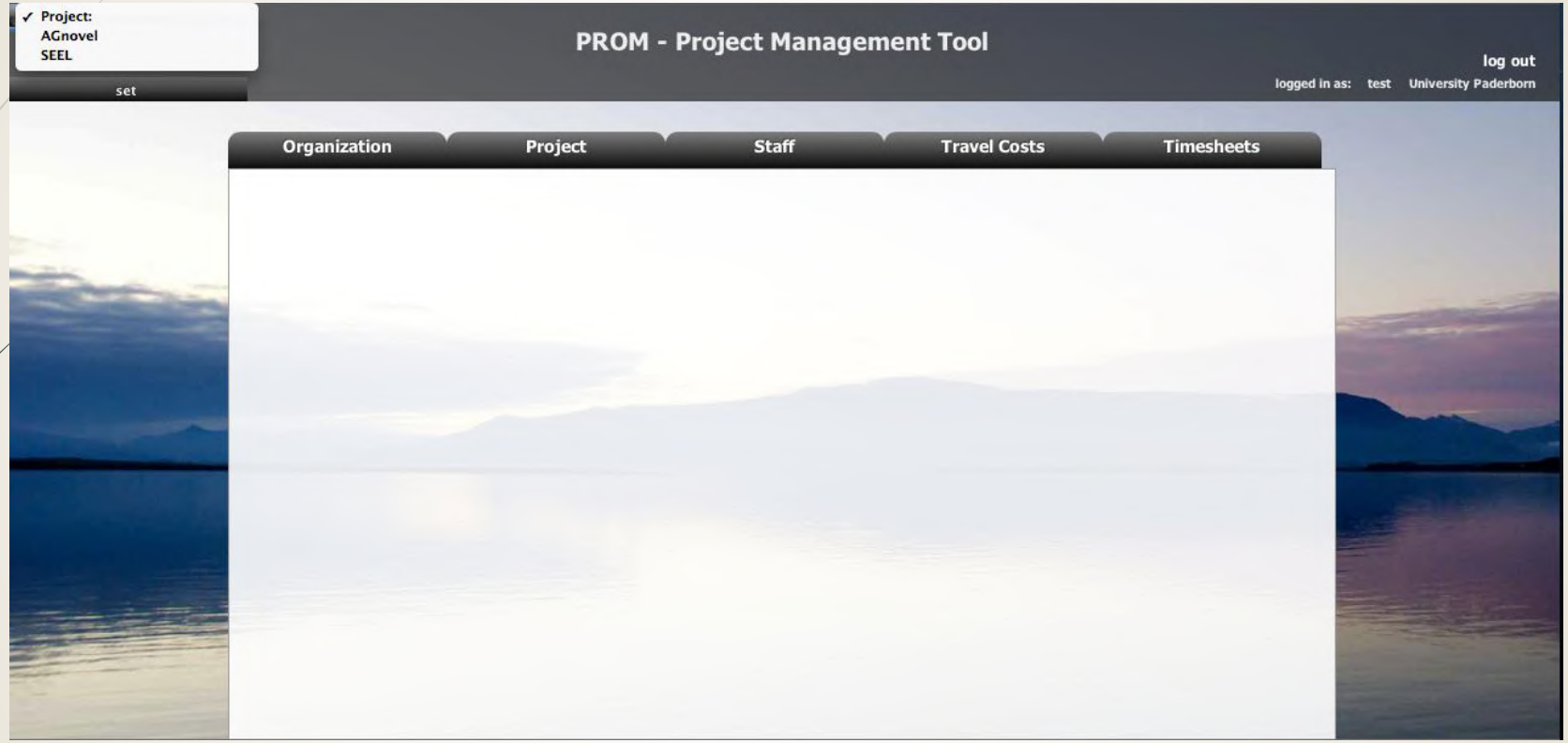
PROM - Project Management Tool

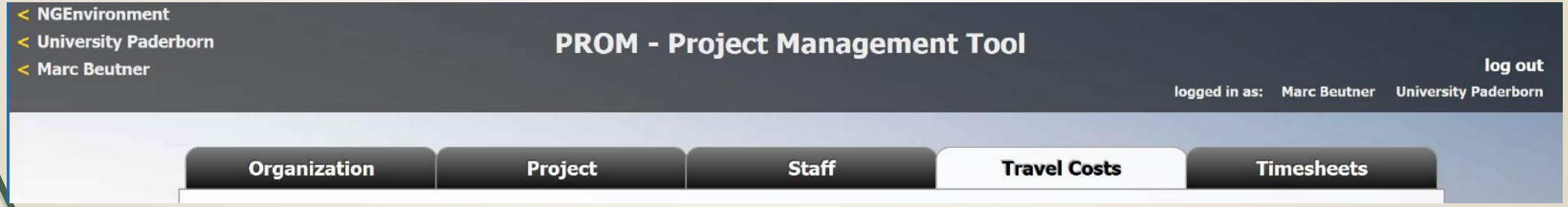
The PROM Start Page (1)



PROM - Project Management Tool

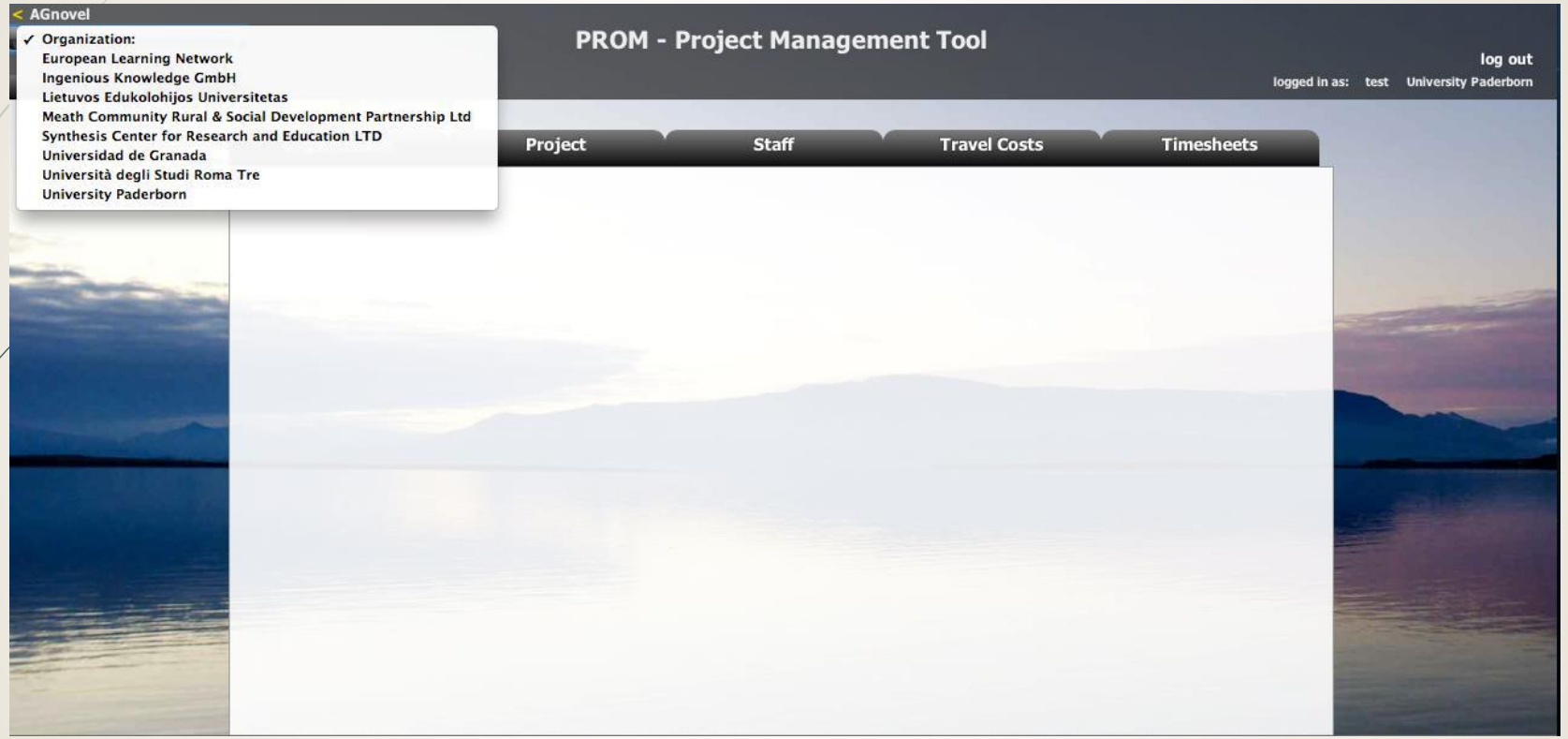
The PROM Start Page (2) – Set the project

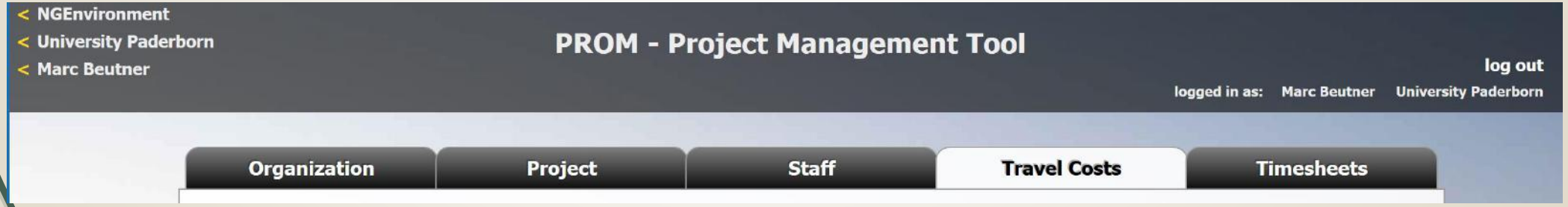




PROM - Project Management Tool

The PROM Start Page (3) – Set the organization





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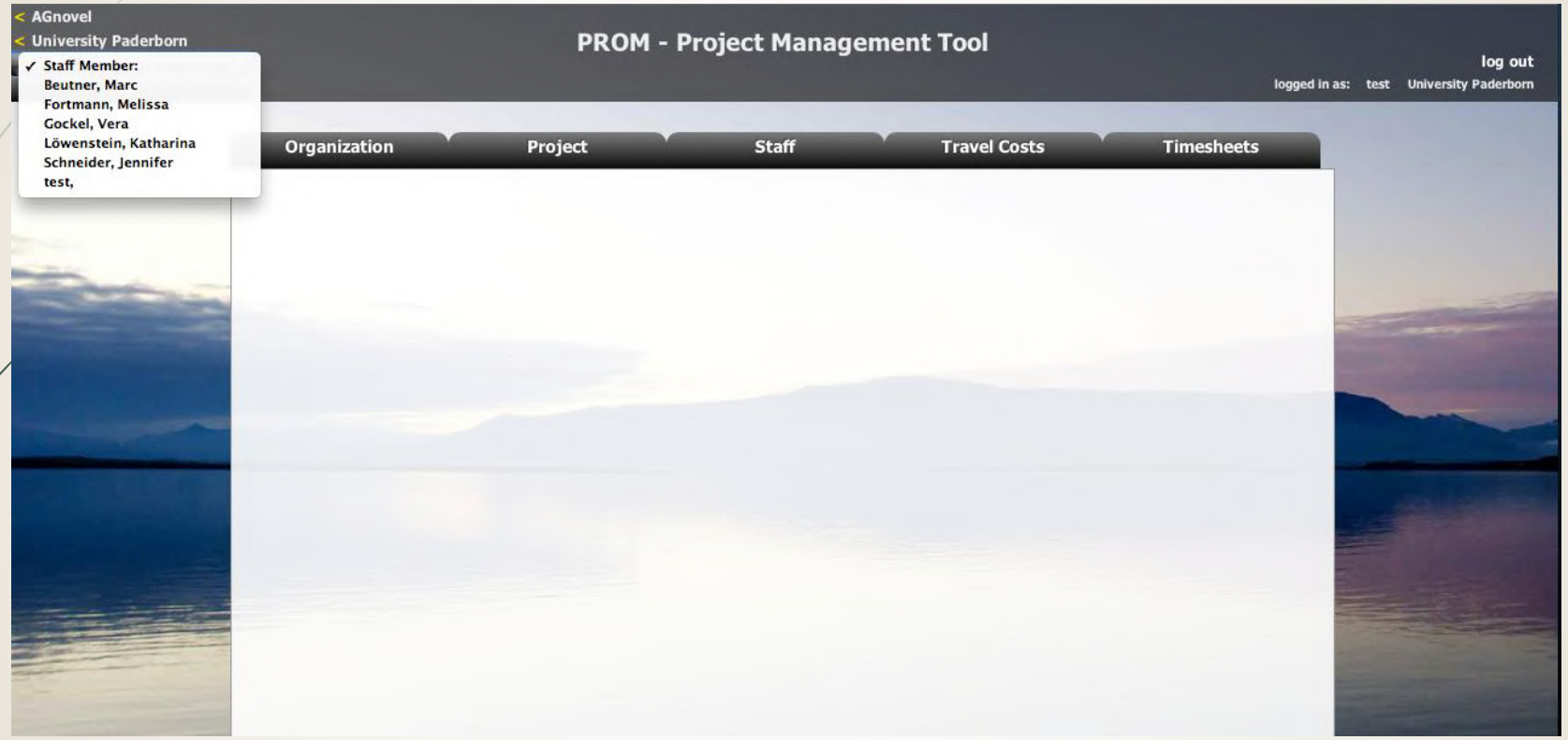
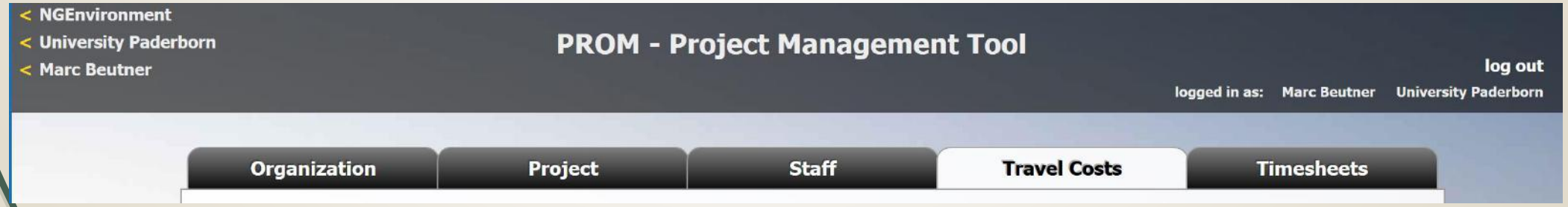
The PROM Start Page (4) – Set the staff member





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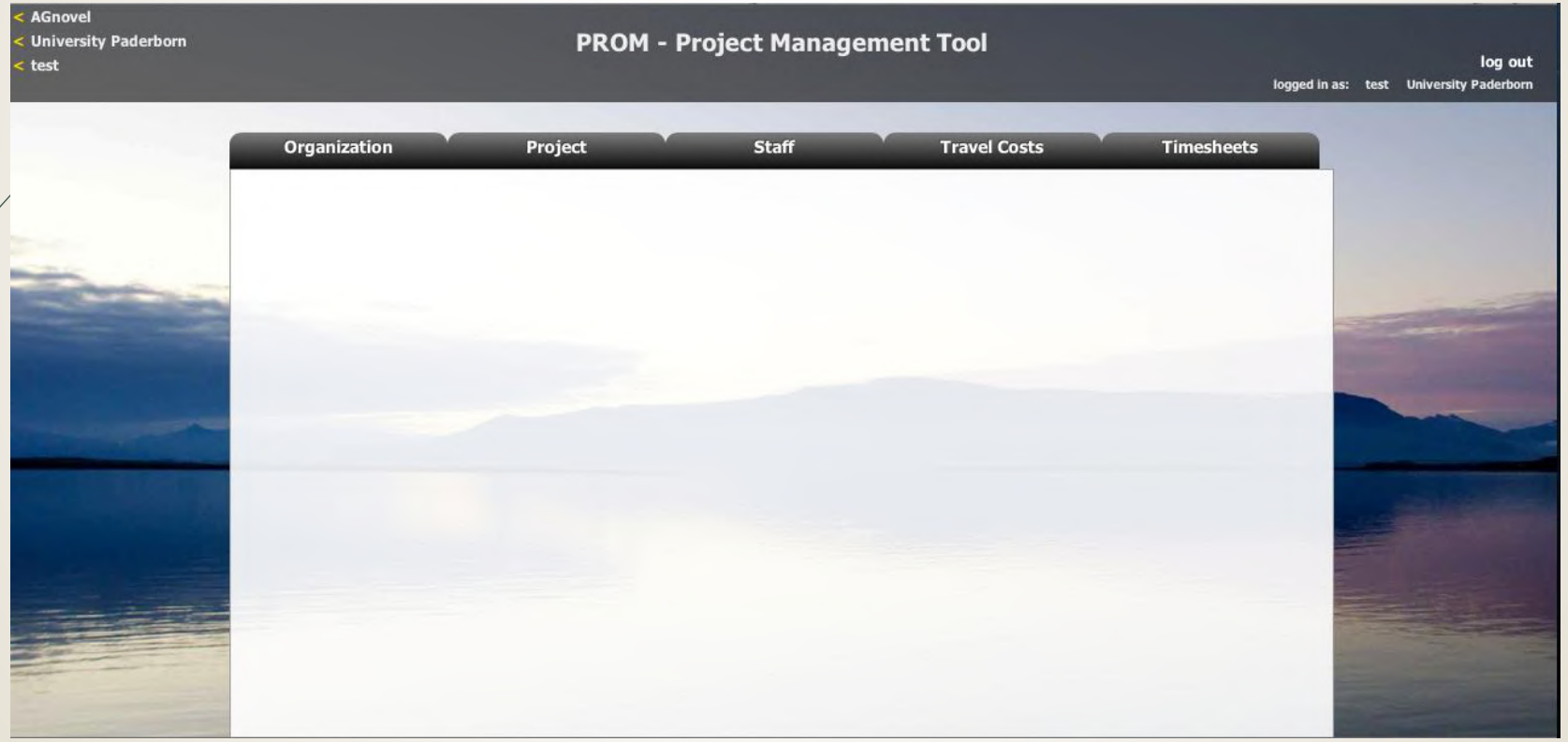
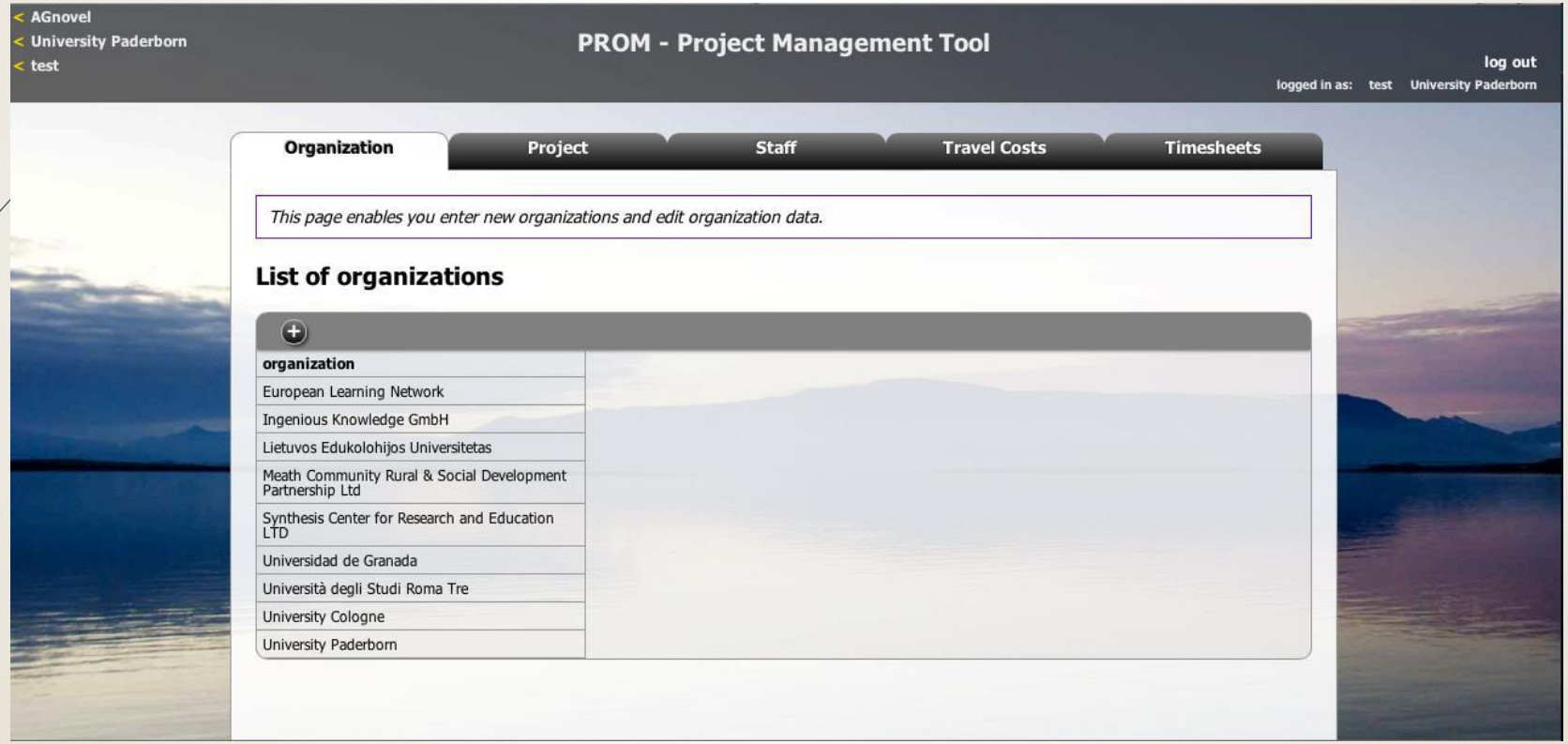
The PROM Start Page (5) – Start



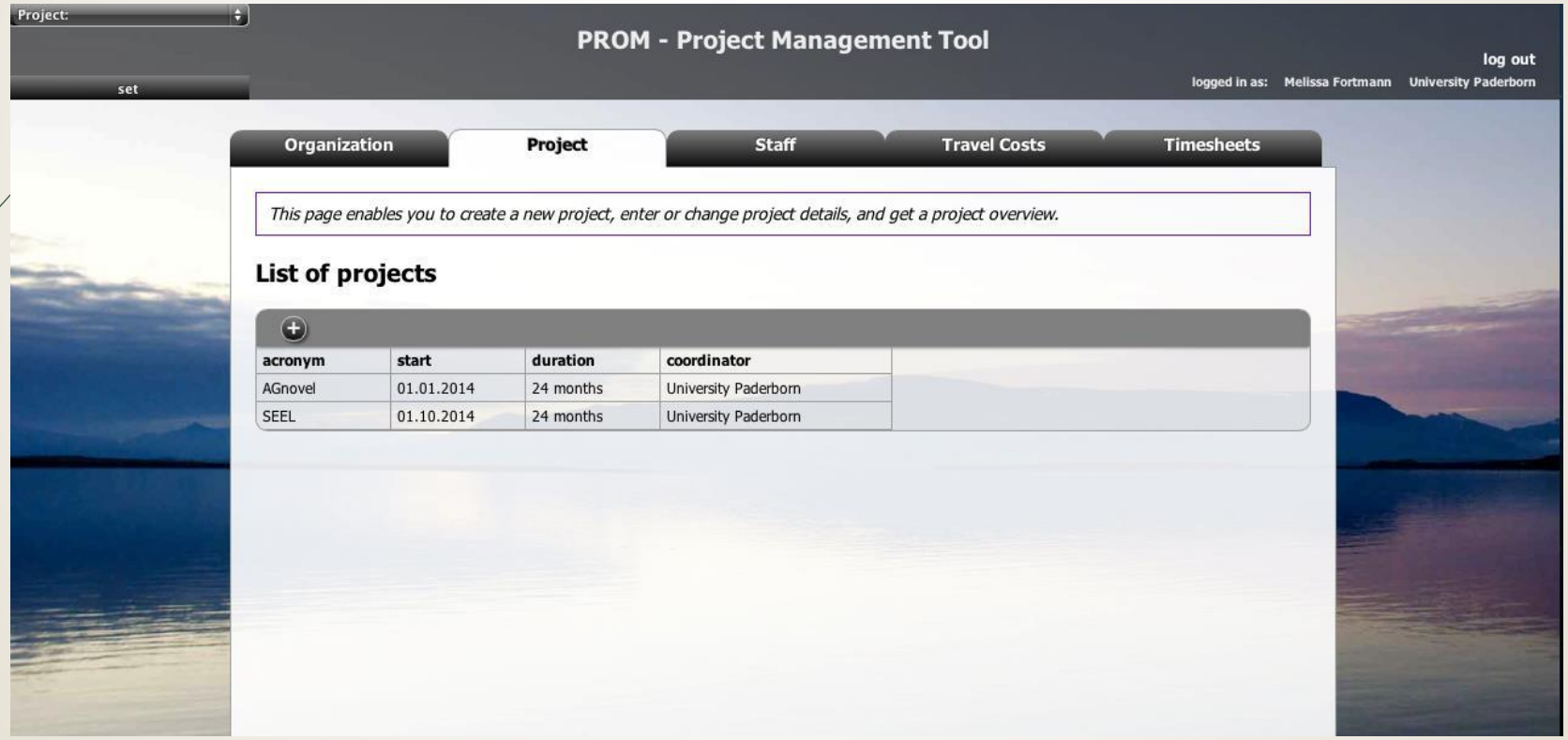
PROM - Project Management Tool

The PROM Tool – List of organizations



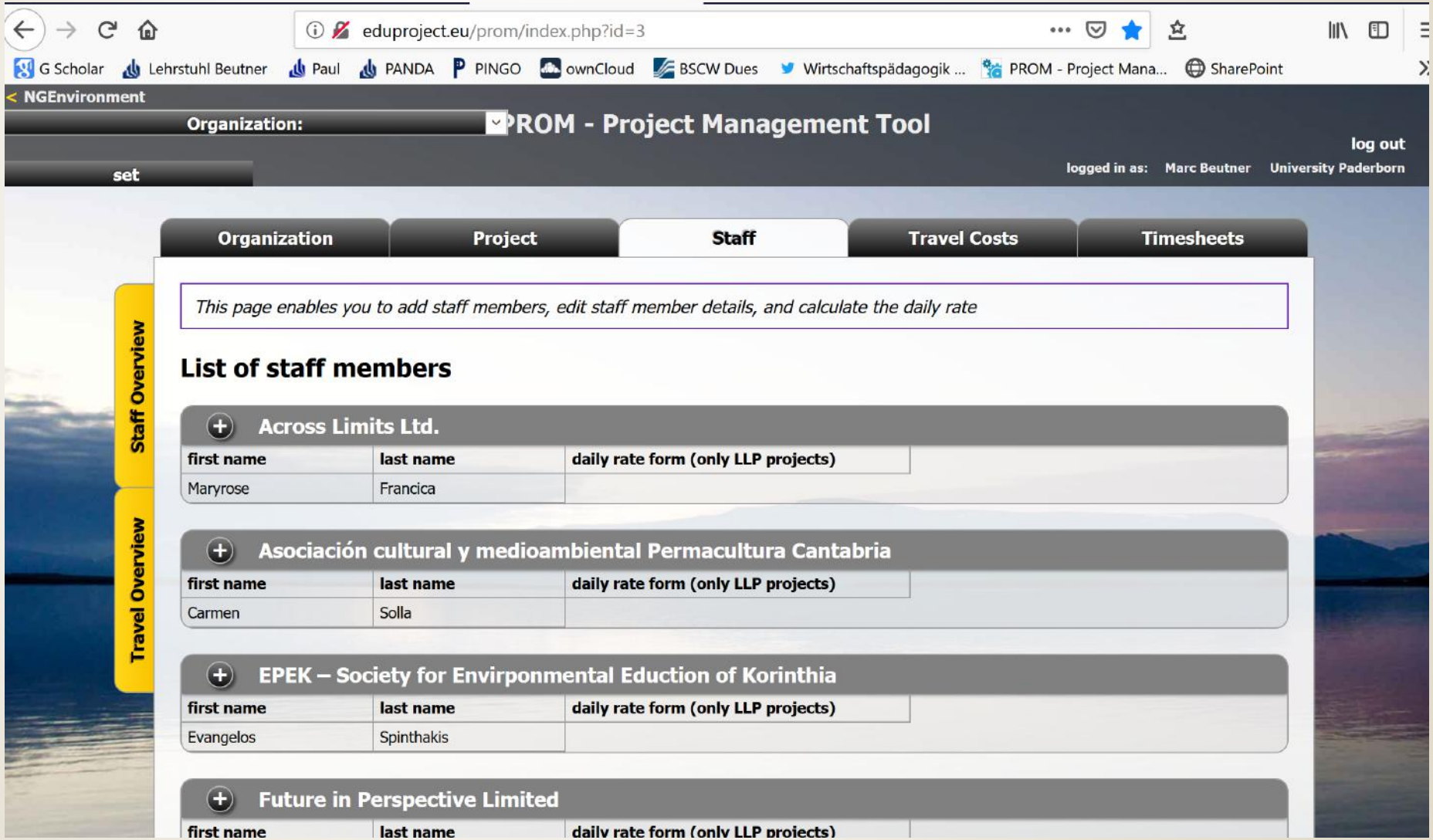
PROM - Project Management Tool

The PROM Tool – List of projects



PROM - Project Management Tool

The PROM Tool – List of staff members



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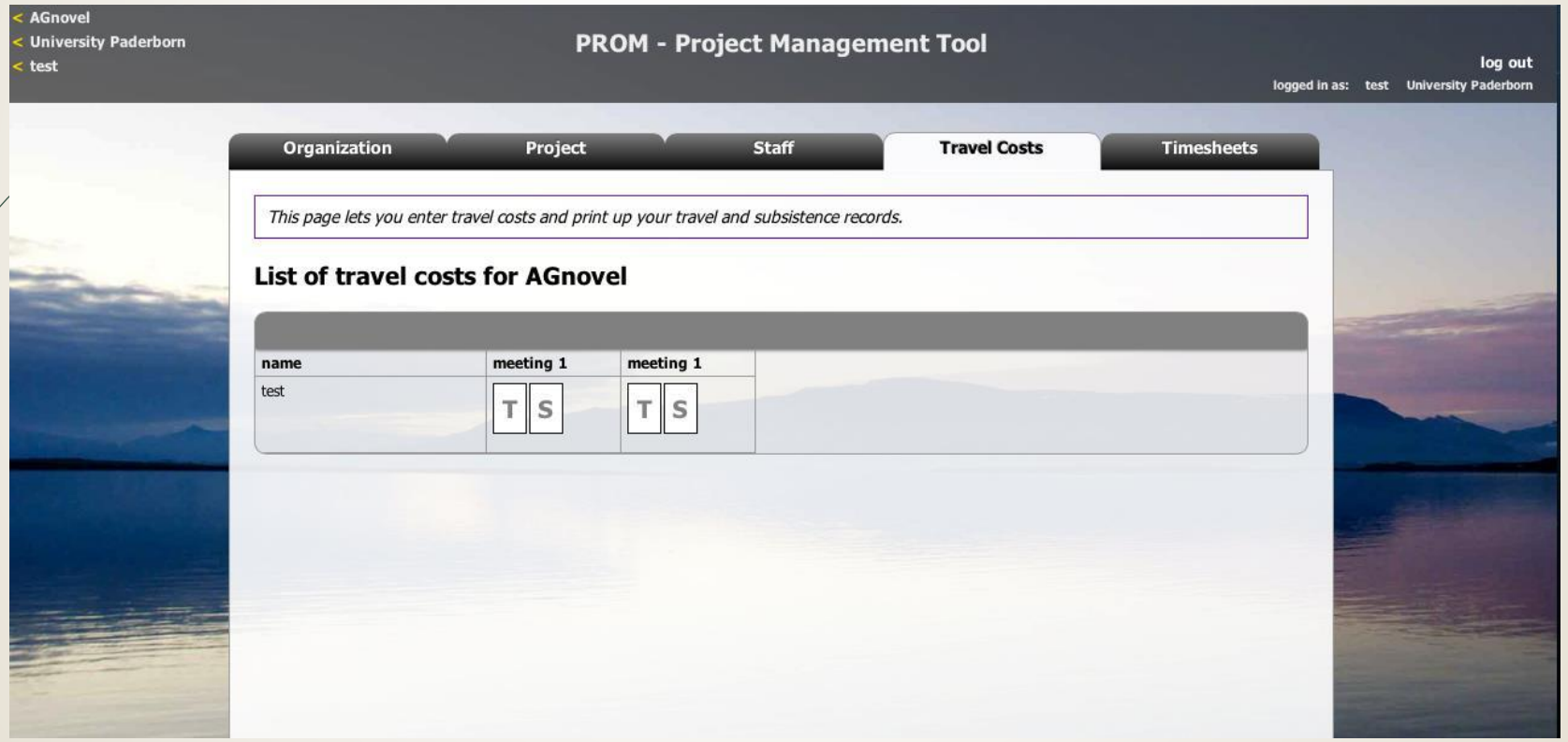
The PROM Tool – Travel costs (1)



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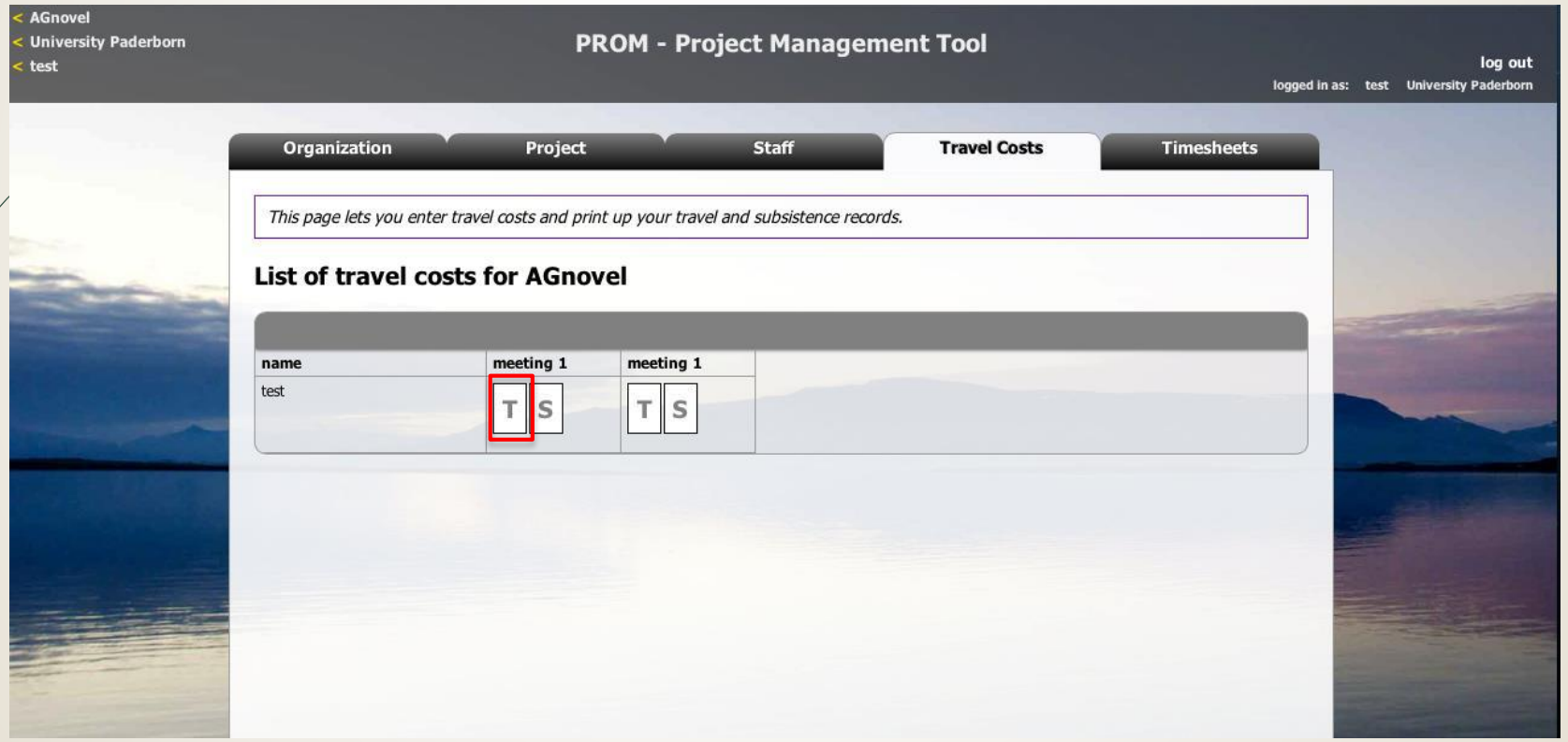
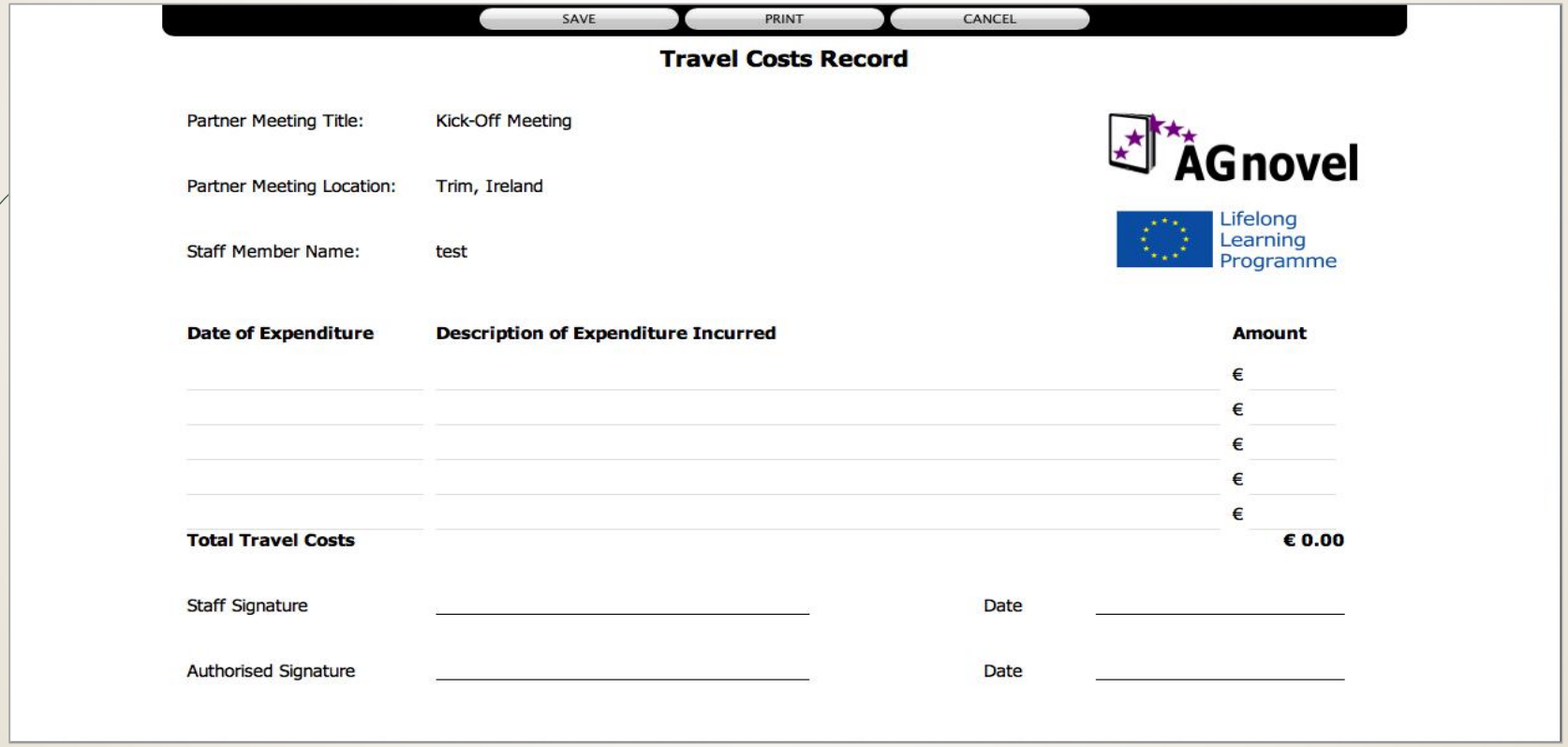
The PROM Tool – Travel costs (2) – Travel record I



PROM - Project Management Tool

The PROM Tool – Travel costs (3) – Travel record II – Example from another project



SAVE PRINT CANCEL

Travel Costs Record

Partner Meeting Title: Kick-Off Meeting

Partner Meeting Location: Trim, Ireland

Staff Member Name: test

AGnovel

Lifelong Learning Programme

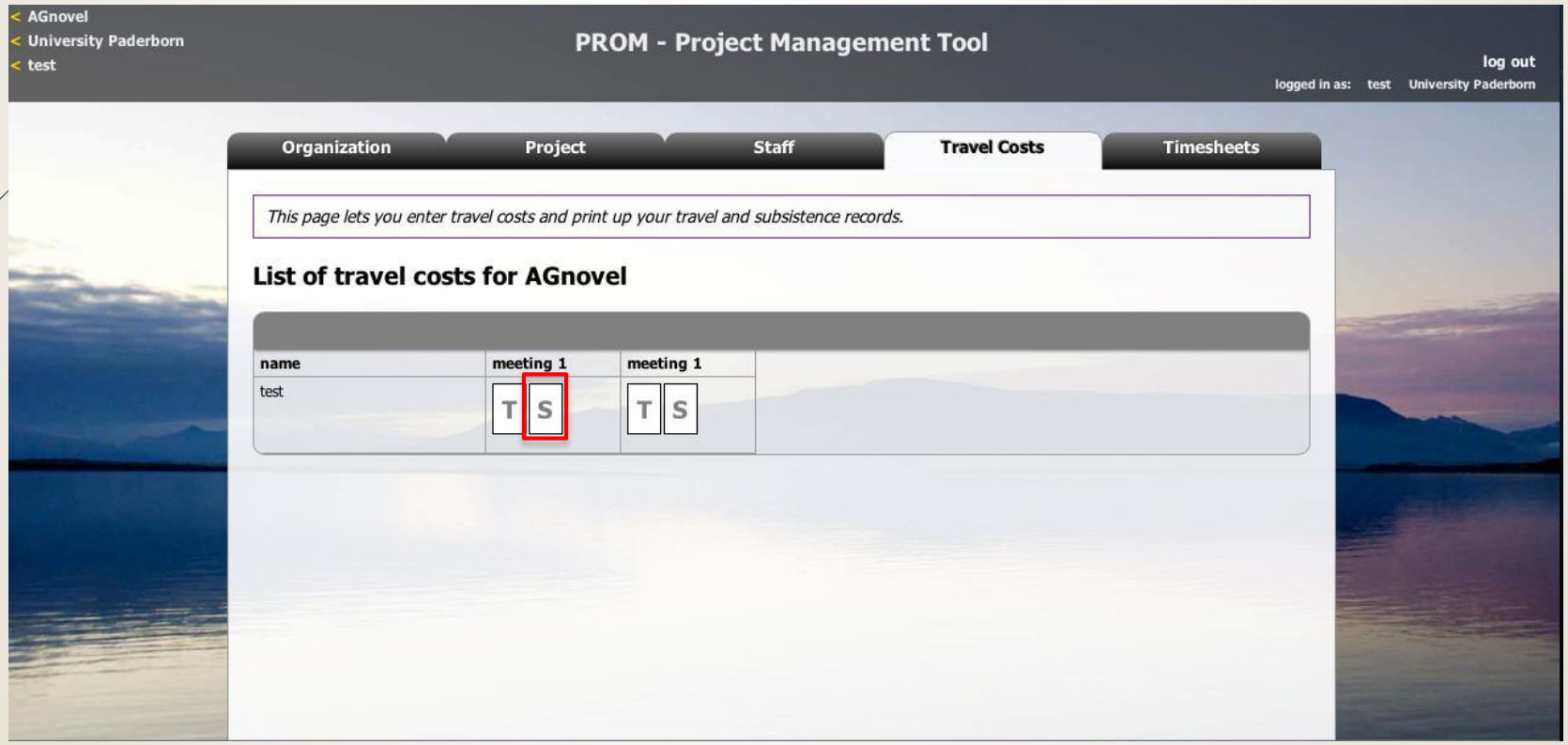
Date of Expenditure	Description of Expenditure Incurred	Amount
		€
		€
		€
		€
		€
Total Travel Costs		**€ 0.00**

Staff Signature _____ Date _____

Authorised Signature _____ Date _____

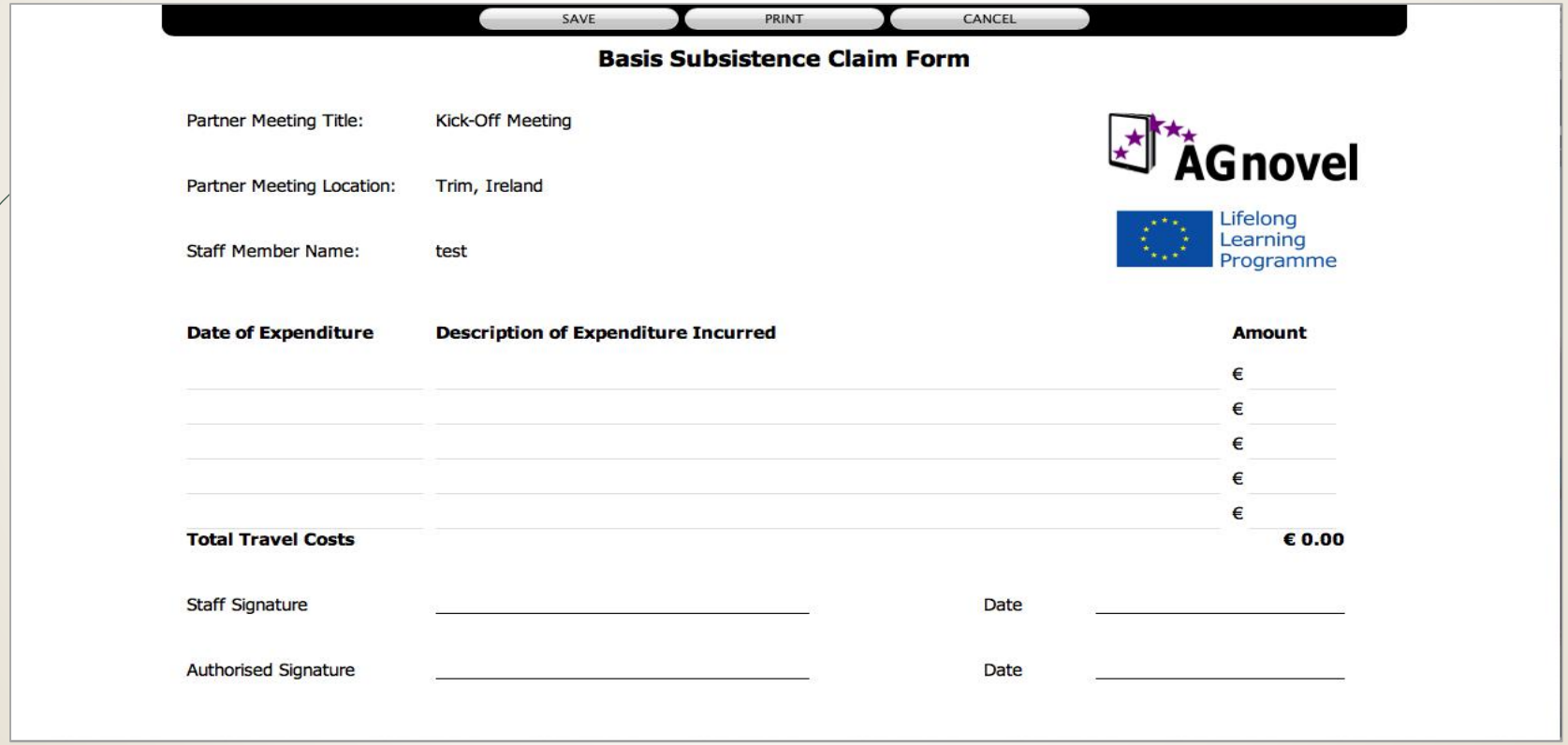
PROM - Project Management Tool

The PROM Tool – Travel costs (4) – Subsistence costs I



PROM - Project Management Tool

The PROM Tool – Travel costs (5) – Subsistence costs II



SAVE PRINT CANCEL

Basis Subsistence Claim Form

Partner Meeting Title: Kick-Off Meeting

Partner Meeting Location: Trim, Ireland

Staff Member Name: test

AGnovel

Lifelong Learning Programme

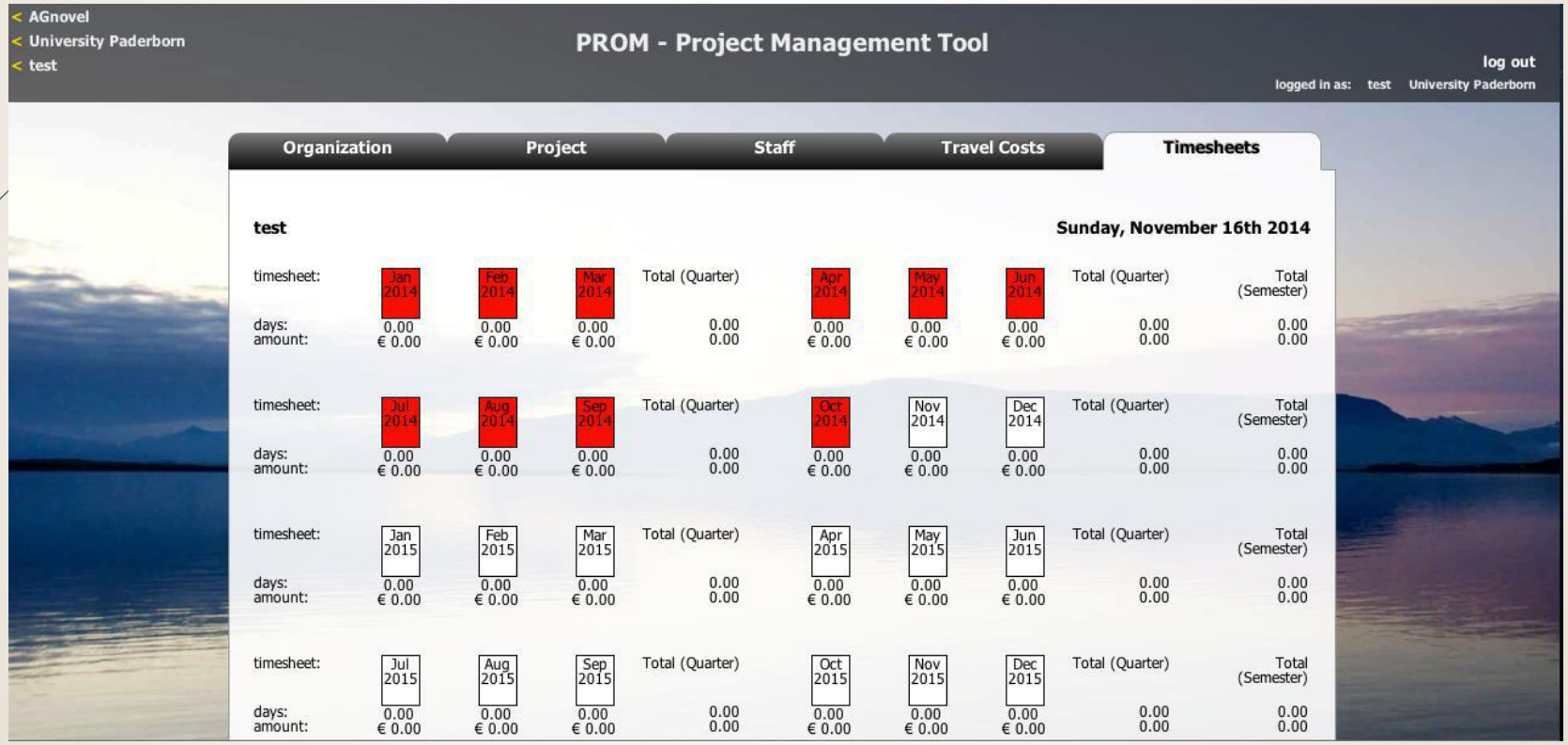
Date of Expenditure	Description of Expenditure Incurred	Amount
		€
		€
		€
		€
		€
Total Travel Costs		**€ 0.00**

Staff Signature _____ Date _____

Authorised Signature _____ Date _____

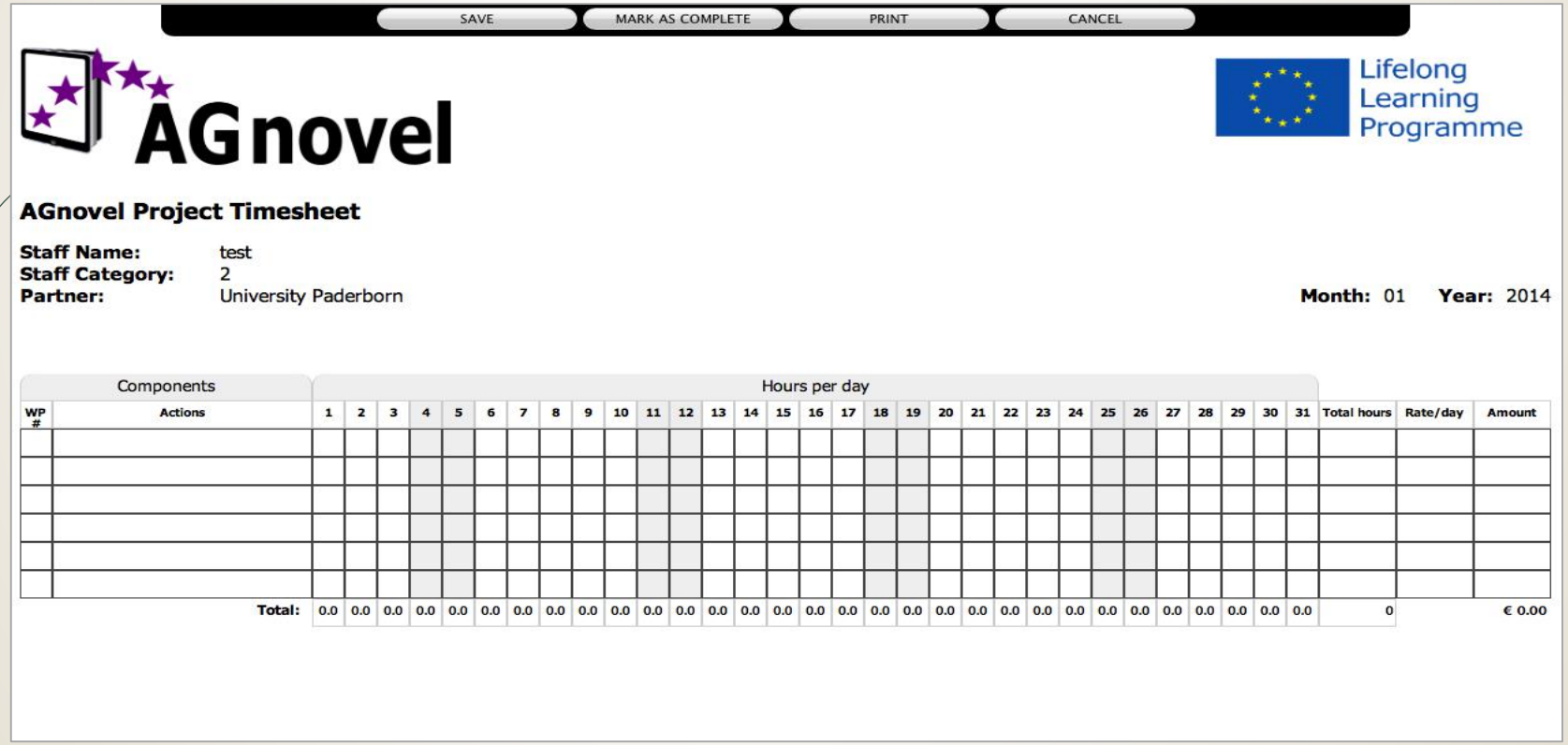
PROM - Project Management Tool

The PROM Tool – Timesheets (1) – Select the month



PROM - Project Management Tool

The PROM Tool – Timesheets (2) – Fill in the form I



SAVE | MARK AS COMPLETE | PRINT | CANCEL

AGnovel

Lifelong Learning Programme

AGnovel Project Timesheet

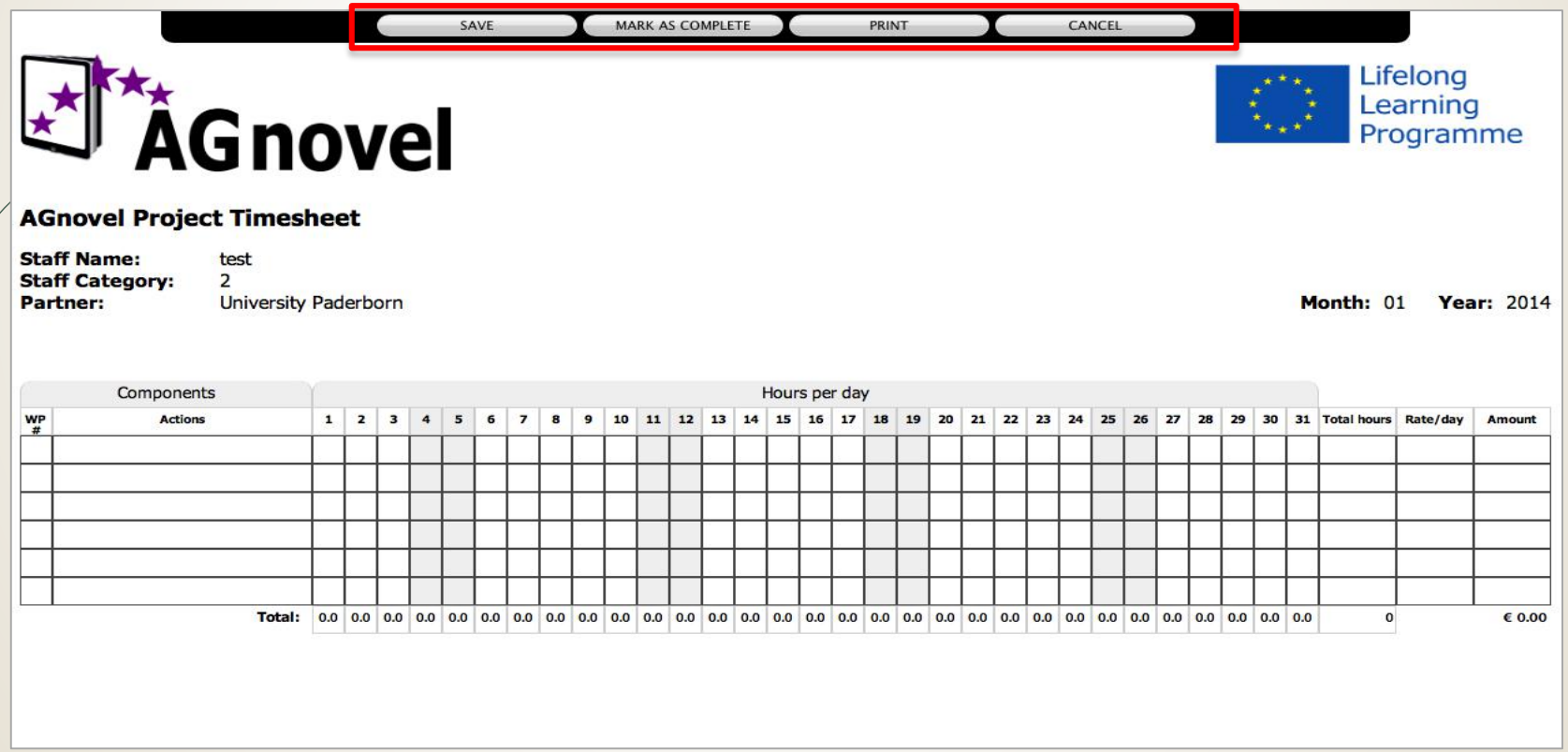
Staff Name: test
Staff Category: 2
Partner: University Paderborn

Month: 01 **Year:** 2014

Components		Hours per day																																	
WP #	Actions	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	31	Total hours	Rate/day	Amount
Total:		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0		€ 0.00

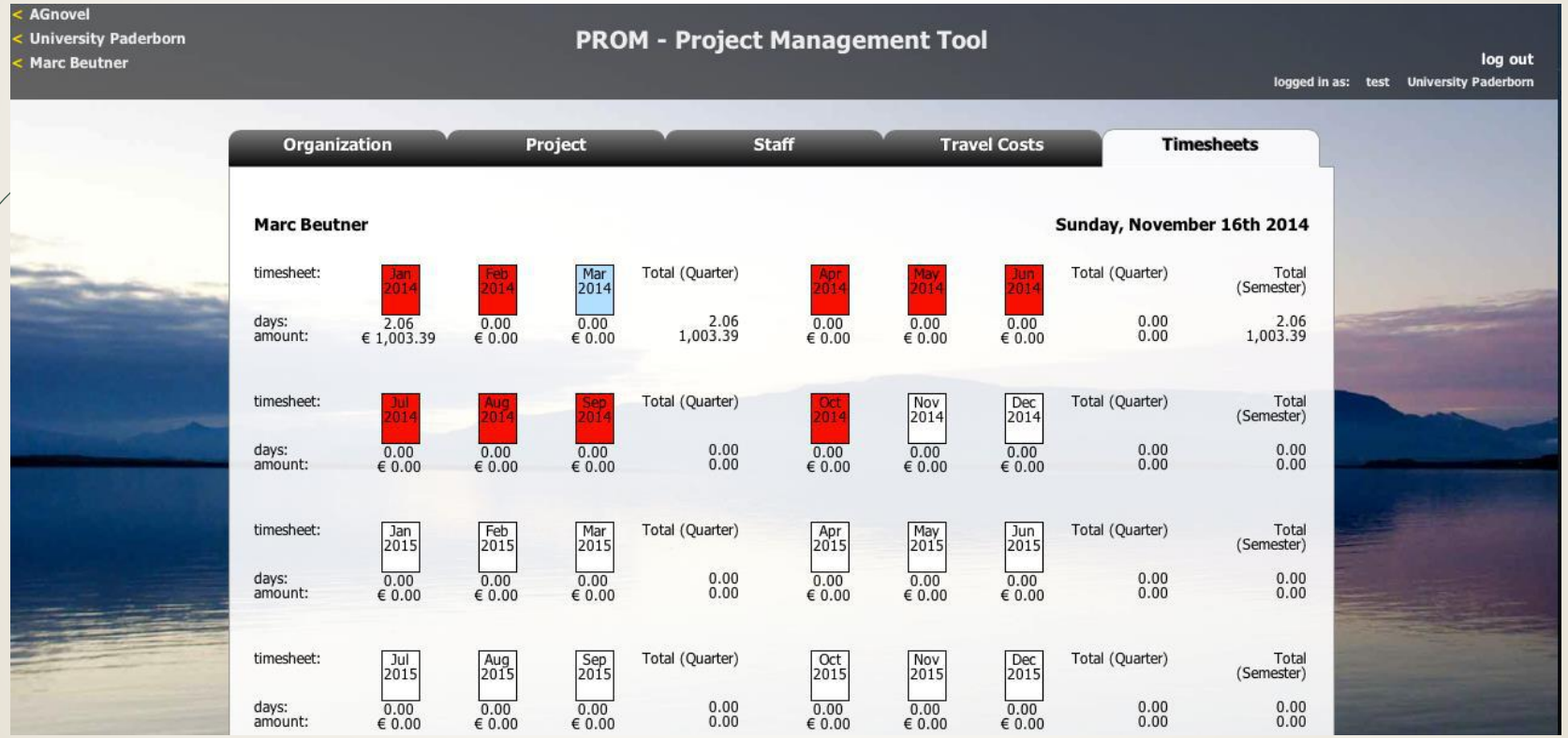
PROM - Project Management Tool

The PROM Tool – Timesheets (3) – Fill in the form II



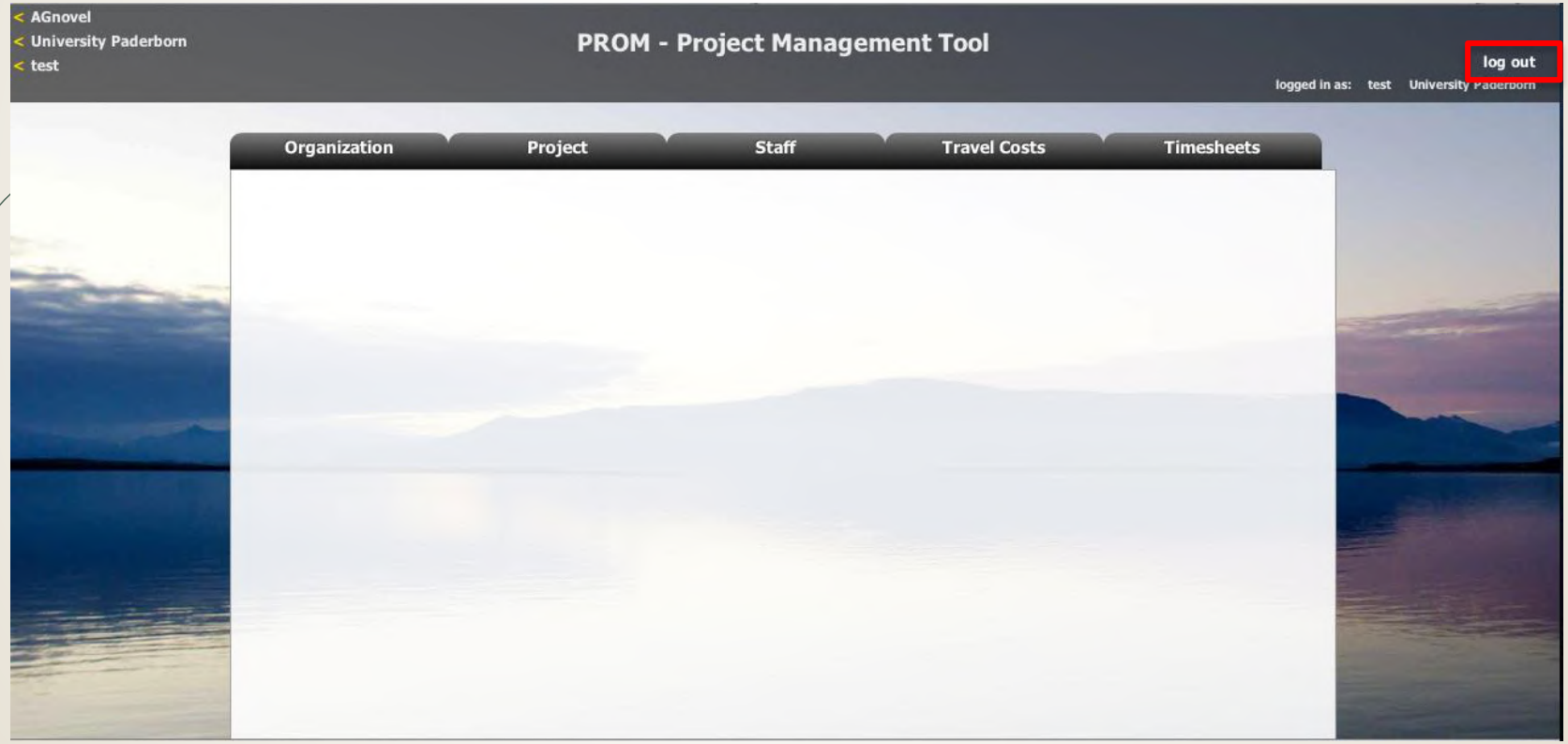
PROM - Project Management Tool

The PROM Tool – Timesheets (4) - Overview



PROM - Project Management Tool

The PROM Tool – Log out



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