NGEnvironment
Third Partner Meeting in
Reggio Emilia, IT
The NGEnvironment Development and
Design Conference

2nd- 4th of February 2020

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

NGEnvironment

Foster European Active Citizenship and Sustainability
Through Ecological Thinking by NGOs

Reporting and Finances
with the PROM Tool

Overview

▶ Part I - General information

▶ Part II - Financial reporting

▶ Part III – The Project Management Tool – PROM

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PART I - GENERAL INFORMATION

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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,)

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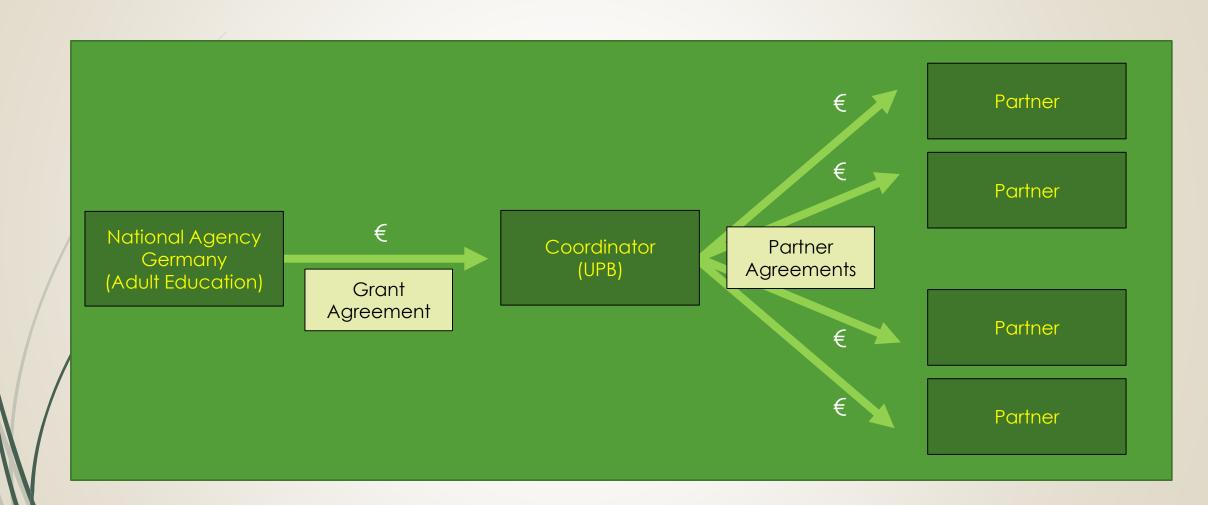# Responsibilities of the coordinator

„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"

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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

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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

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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!

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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
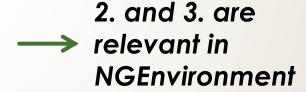- → **Development of a dissemination list**

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

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Intellectual Outputs (2)
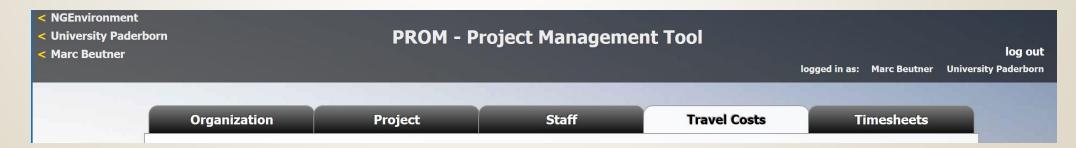
You provide evidence about
the working days with your time sheets! –

Use the PROM TOOL!

http://prom.eduproject.eu/

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

< NGEnvironment
< University Paderborn
< Marc Beutner

PROM - Project Management Tool

log out

logged in as: Marc Beutner   University Paderborn

| Organization | Project | Staff | Travel Costs | Timesheets |

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.)

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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**

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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.

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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

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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

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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…
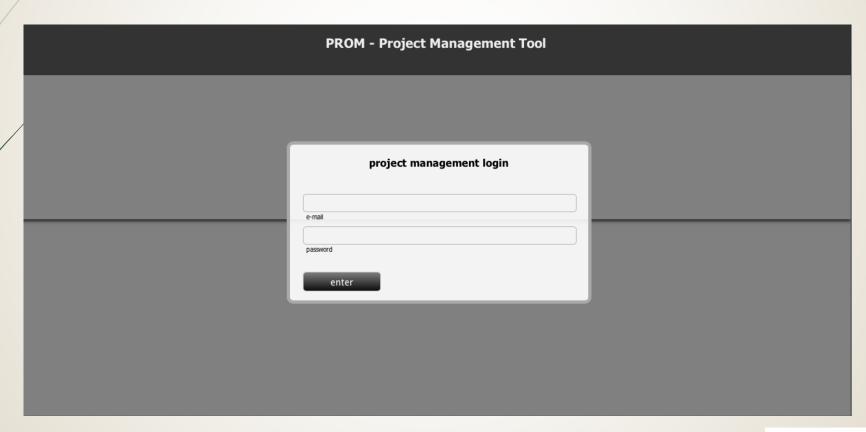
- ➡ provide all financial and supporting documents every 4 months (first year) and every 3 months (second year).

- ➡ 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.

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PART III –
THE PROJECT MANAGEMENT TOOL - PROM
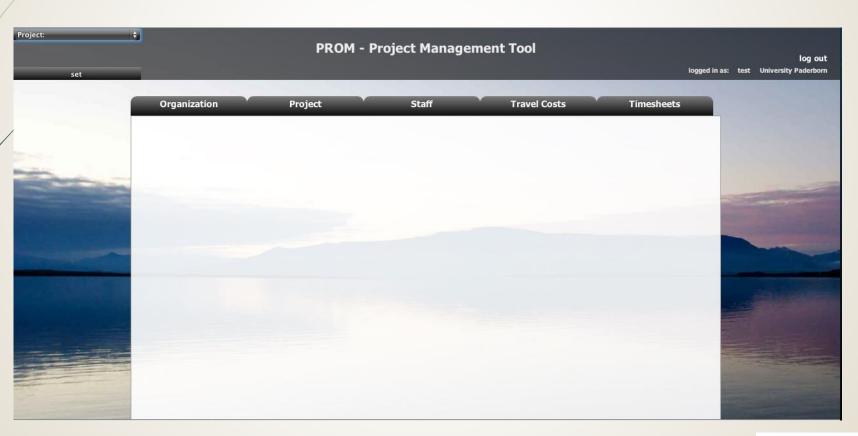
The Login Area - http://eduproject.eu/prom/login.php

PROM - Project Management Tool

The PROM Start Page (1)

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PROM - Project Management Tool
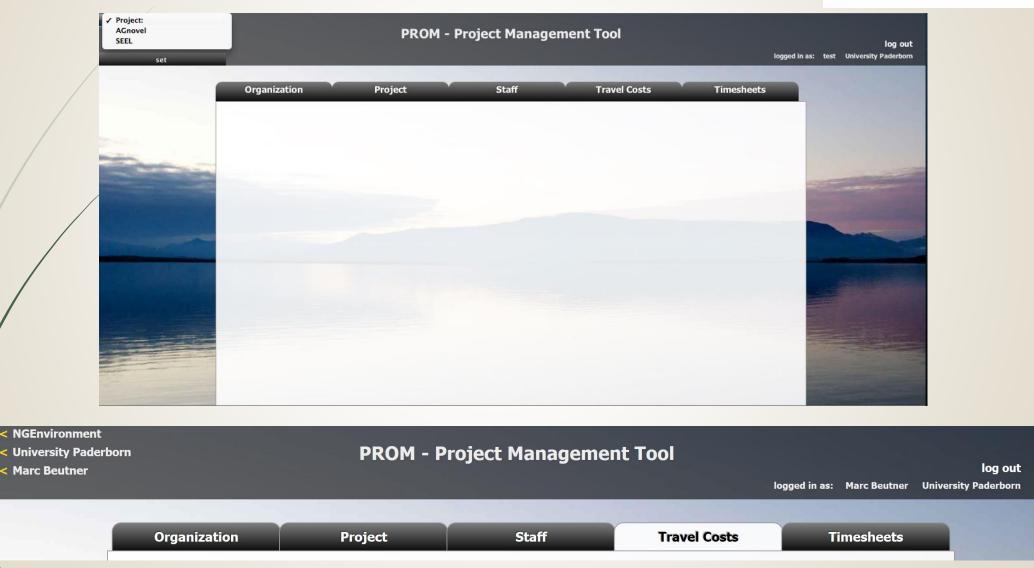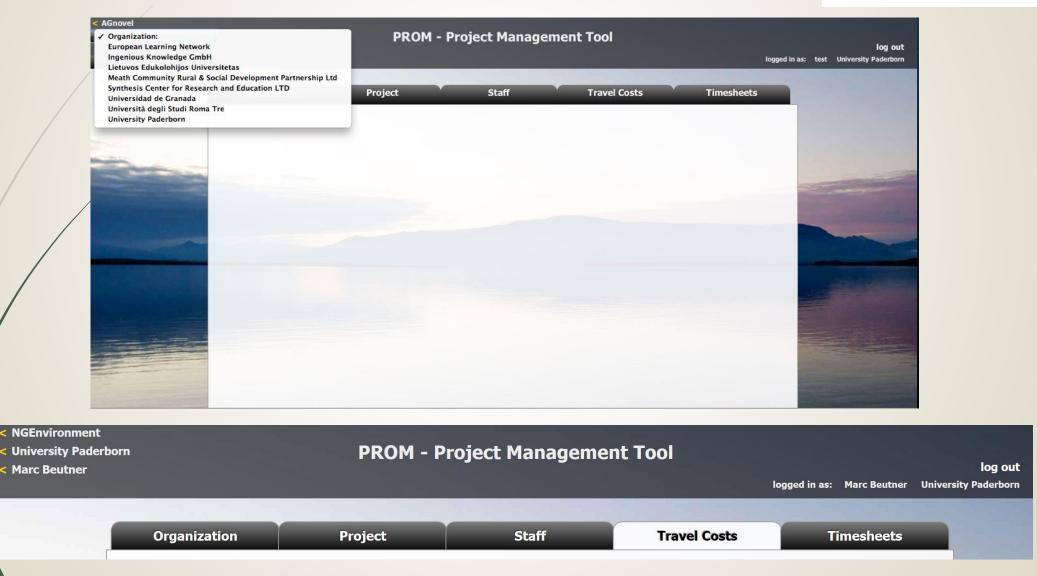
The PROM Start Page (2) – Set the project

PROM - Project Management Tool
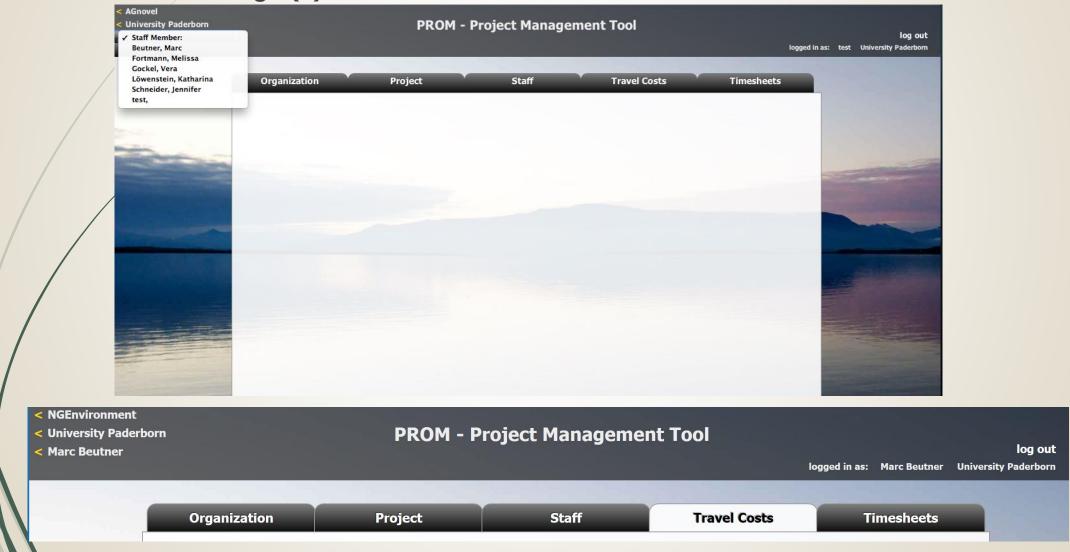
The PROM Start Page (3) – Set the organization

PROM - Project Management Tool
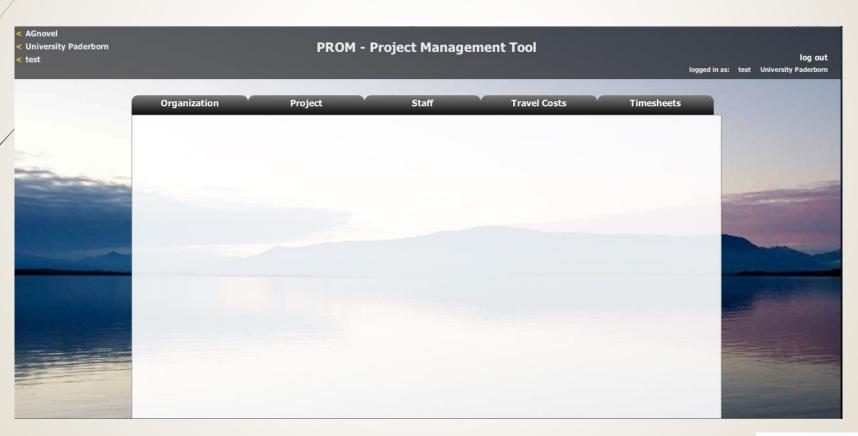
The PROM Start Page (4) – Set the staff member

PROM - Project Management Tool

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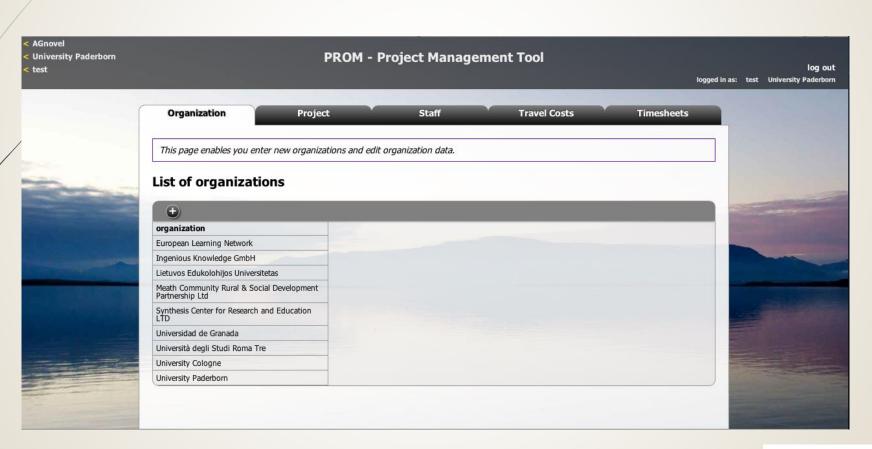
The PROM Start Page (5) – Start

PROM - Project Management Tool
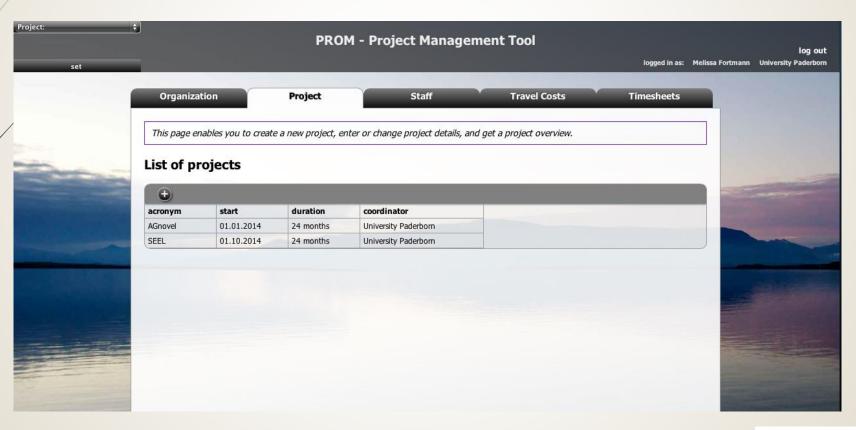
The PROM Tool – List of organizations

PROM - Project Management Tool
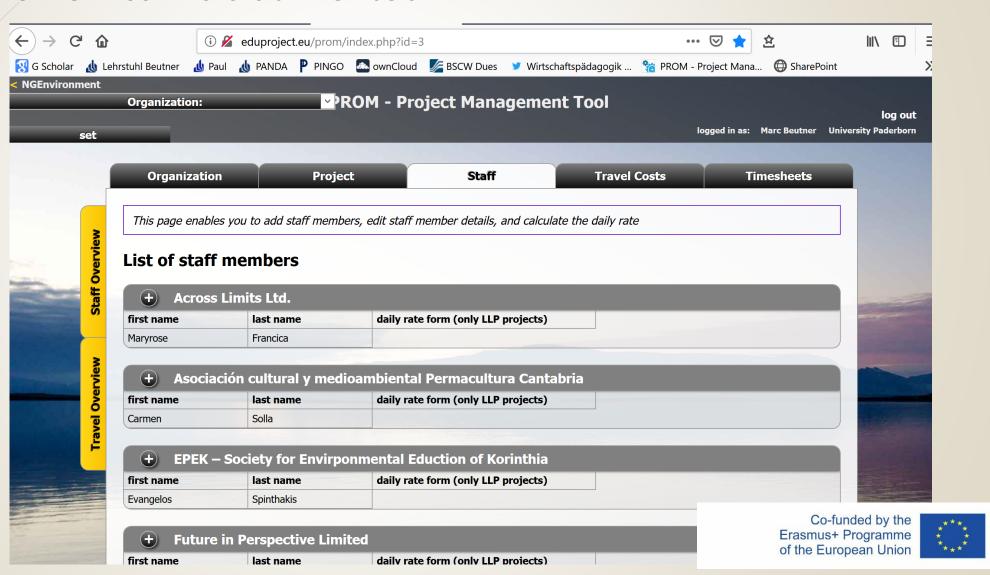
The PROM Tool – List of projects

PROM - Project Management Tool
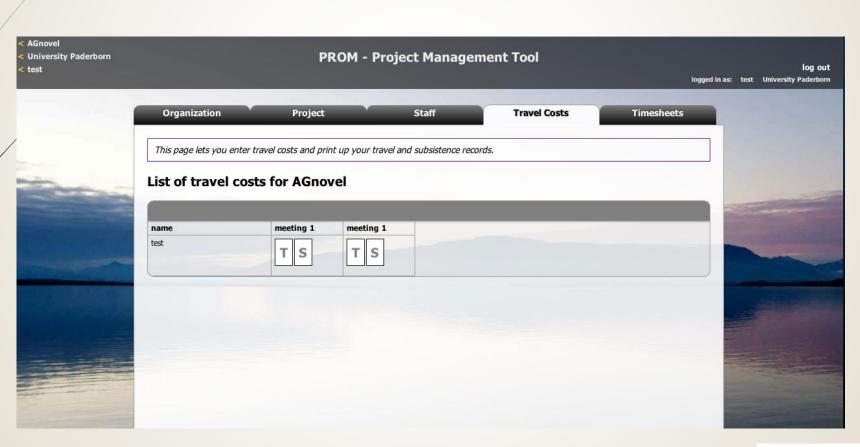
The PROM Tool – List of staff members

PROM - Project Management Tool

The PROM Tool – Travel costs (1)

PROM - Project Management Tool
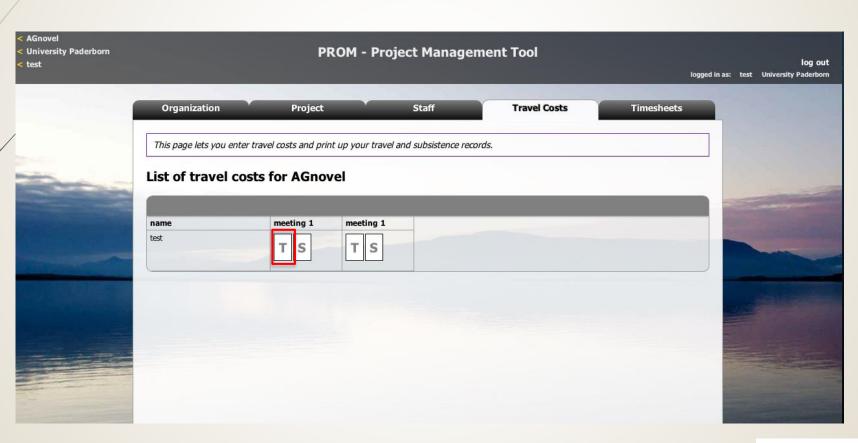
The PROM Tool – Travel costs (2) – Travel record I

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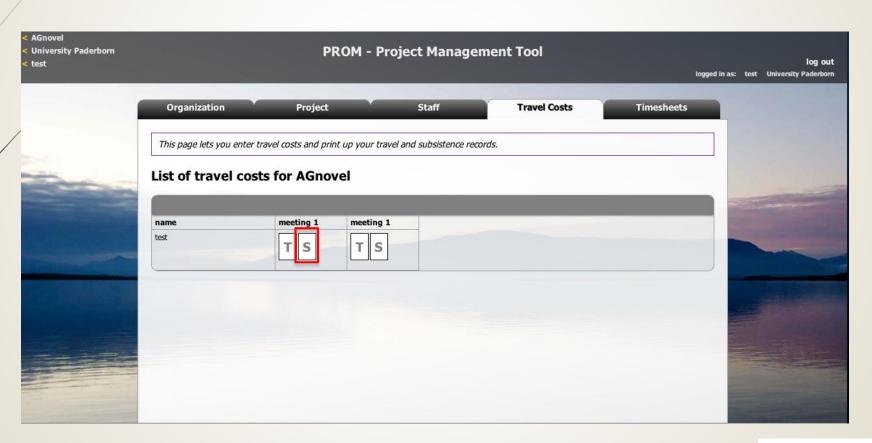
The PROM Tool – Travel costs (3) – Travel record II – Example from another project

PROM - Project Management Tool

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

PROM - Project Management Tool
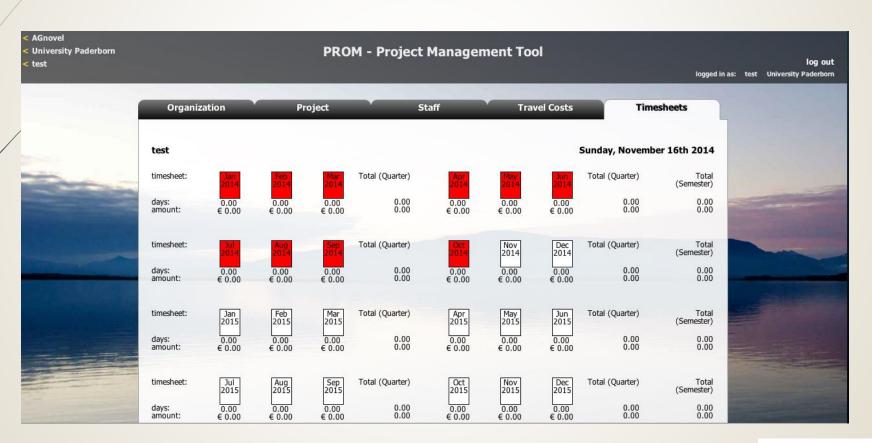
The PROM Tool – Travel costs (5) – Subsistence costs II

PROM - Project Management Tool
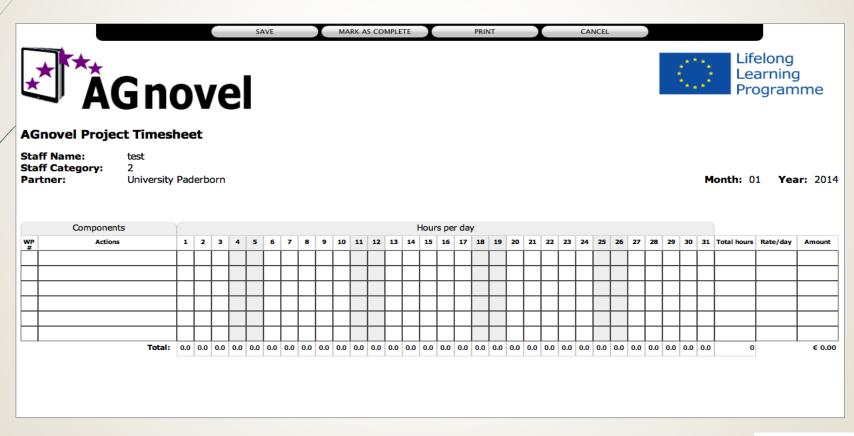
The PROM Tool – Timesheets (1) – Select the month

PROM - Project Management Tool
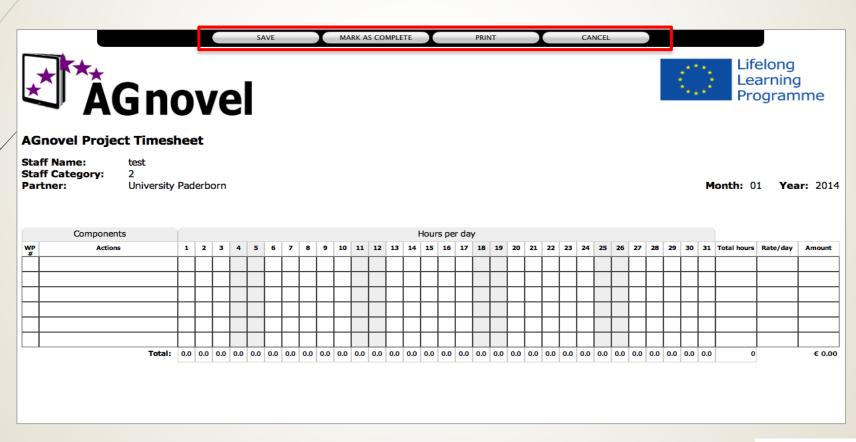
The PROM Tool – Timesheets (2) – Fill in the form I
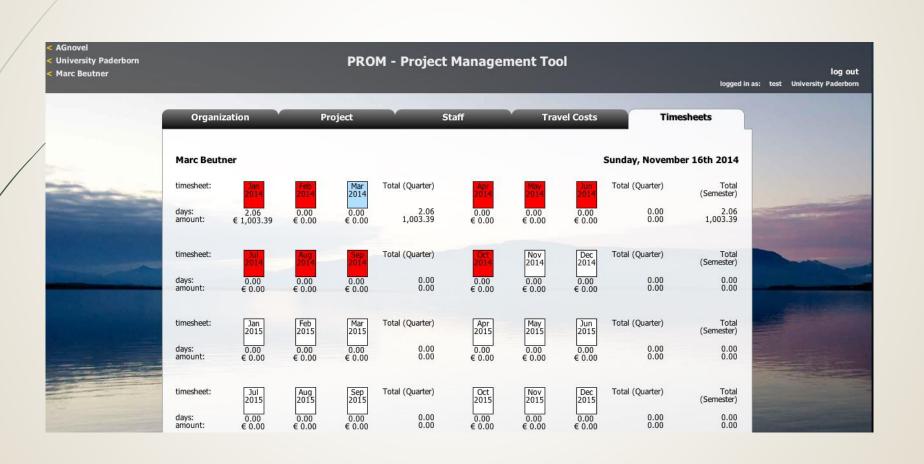
The PROM Tool – Timesheets (3) – Fill in the form II

PROM - Project Management Tool

The PROM Tool – Timesheets (4) - Overview

PROM - Project Management Tool

The PROM Tool – Log out

Contact

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