

Erasmus+ Programme

Jean Monnet Activities

Project Handbook

Procedure for determining the amount of the grant, technical implementation report(s) and other documents to be submitted.

For grants awarded in 2014 and 2015

- Jean Monnet **Modules** (*teaching and research*)
- Jean Monnet **Chairs** (*teaching and research*)
- Jean Monnet **Centres of Excellence** (*teaching and research*)
- Jean Monnet **Support to Institutions**
- Jean Monnet **Support to Associations**
- Jean Monnet **Networks** (*policy debate with the academic world*)
- Jean Monnet **Projects** (*policy debate with the academic world*)

IMPORTANT!

Before using this document please check that it is the latest available version. If there is a later version it will be posted on the EACEA Erasmus+ Jean Monnet webpage:

http://eacea.ec.europa.eu/erasmus-plus/actions/jean-monnet_en

(Version history is located on page 2 of this Handbook.)

Version History

Version	Date	Comments
01	30.07.2015	First version for public release

The acronym EACEA
stands for the
Education, Audiovisual and Culture Executive Agency
(the "Agency" or the "EACEA" hereafter in this document)

For any question or further information you may have,
please do not hesitate to contact
the EACEA Jean Monnet team
by email at our functional mailbox
EACEA-AJM@ec.europa.eu

This document should be read in conjunction with
your grant agreement/decision,
the Calls for proposals 2014 and 2015
and its supporting documents, especially the Erasmus+ Programme Guide.

Call for proposals 2014 and supporting documents:
http://eacea.ec.europa.eu/erasmus-plus/funding/jean-monnet-eacs1113_en

Call for proposals 2015 and supporting documents:
http://eacea.ec.europa.eu/erasmus-plus/funding/jean-monnet-activities-2015_en

TABLE OF CONTENTS

INTRODUCTION.....	4
1. MANAGEMENT OF YOUR PROJECT	4
1.1 REPORTS.....	4
1.2 RECOGNITION OF EU FUNDING AND USE OF EUROPEAN EMBLEM.....	6
1.3 AMENDMENTS OF GRANTS	7
2. FINANCIAL RULES FOR "BUDGET-BASED" FINANCING – CENTRES OF EXCELLENCE, NETWORKS, SUPPORT TO INSTITUTIONS AND ASSOCIATIONS.	12
2.1 GENERAL PROVISIONS ON ELIGIBILITY OF COSTS	12
2.2 DIRECT ELIGIBLE COSTS. (<i>BUDGET HEADINGS</i>).....	13
2.2.1 <i>Staff</i>	13
2.2.2 <i>Travel and Subsistence</i>	15
2.2.3 <i>Equipment costs</i>	15
2.2.4 <i>Subcontracting costs</i>	16
2.2.5 <i>Teaching costs</i>	16
2.2.6 <i>Other Costs</i>	17
2.3 INDIRECT ELIGIBLE COSTS	18
2.4 CALCULATION OF THE FINAL EU "BUDGET-BASED" GRANT	19
3. FINANCIAL RULES FOR THE "FLAT RATE" FINANCING: MODULES, CHAIRS AND PROJECTS"	21
3.1 GENERAL PROVISIONS ON ELIGIBILITY OF COSTS	21
3.2 CALCULATION OF THE FINAL EU GRANT FOR A MODULE.	22
3.3 CALCULATION OF THE FINAL EU GRANT FOR A CHAIR.	23
3.4 CALCULATION OF THE FINAL EU GRANT FOR A PROJECT.	24
3.5 EXCHANGE RATE IN THE CASE OF "FLAT-RATE" GRANTS.	26
4. CHECKS AND AUDITS	27
5. REPORTING TEMPLATES	27

Please note that the information contained in your grant agreement/decision takes precedence over the information contained in this Handbook.

Introduction

Purpose of the Handbook

This Handbook applies to grants awarded by the Agency in 2014 and 2015 under the Jean Monnet Activities of the Erasmus+ Programme, i.e. the Jean Monnet Modules, Chairs, Centres of Excellence, Support to Institutions and Associations, Networks, and Projects.

The Handbook is intended to serve as a management tool for Jean Monnet grant beneficiaries, taking into account the specificities of the Jean Monnet Activities.

Target Audience

Jean Monnet grant beneficiaries, especially the project coordinators and those participants of the project responsible for its financial management.

1. Management of your Project

1.1 Reports

Reporting on your project's progress and achievements is part of the project management process.

The report modality by action types and their due dates are as follows:

Action type	Action duration	Report modality	Report due date
Modules, Chairs, Centre of Excellence, Support to Institutions, Support to Associations, Networks	3 years	Technical	1 year after the start date of the eligibility period, i.e. by the 31 st August at the latest.
		Final technical + Final financial	2 month after the end date of the eligibility period, i.e. usually by the 31 st October at the latest unless an extension of the eligibility period have been authorised.
Projects	12 months	Final technical + Final financial	2 month after the end date of the eligibility period, i.e. usually by the 31 st October at the latest unless an extension of the eligibility period have been authorised.
	18 months		
	24 months		

The technical reports provide the Agency with information on the project implementation against the original work plan, whereas the financial report implies also a check of the eligibility of the activities and the expenditure incurred.

It is obligatory to use the appropriate report templates and financial tables. Please refer to section "5. Reporting Templates" at the end of this handbook for information on templates.

All reports should be submitted online, then printed out, dated and signed by the legal representative of the beneficiary institution and scanned in a pdf version to be send out to the Agency by email to EACEA-AJM@ec.europa.eu

This pdf scanned version of the reports should be accompanied by:

- the declaration on the honour dated and signed by the legal representative of the beneficiary institution, and;
- the products, results¹ and project publications, i.e. the deliverables, if any. If you refer to websites in your reports, passwords should be given for all private areas. The accompanying products/results/publications shall contain the European emblem and the funding disclaimer² text as well as bear the project title and grant agreement/decision number;
- in the case of a final report, by the final financial report duly completed in Euro. This final financial report acts as request for payment of the balance when the pre-financed amount is less than the actual expenditure incurred and declared;
- in the case of a final report of grants³ that take the form of reimbursement of eligible costs (*the so-called budget-based grants*), two options may occur as follows:
 - where the grant amount is less or equal to EUR 60 000, the request for payment of the balance shall be accompanied by a list of supporting documents as set out in the Annex VI of the grant agreement/decision. Please see section "2.4 Calculation of the Final EU "Budget-based" grant" of this document.
 - where the grant amount is more than EUR 60 000 and less than EUR 750 000, the request for payment of the balance shall be accompanied by a certificate on the financial statements and underlying accounts ("Report of Factual Findings on the Final Financial Report – Type I") as set out in the Annex VI of the grant agreement/decision.

Each report must be submitted to the Agency by the deadline indicated in the grant agreement/decision. Late submission may considerably delay the process of analysing and assessing the report which may result in payment of due funds delayed.

After receipt of the report, the Agency will perform a check in order to decide if the report can be accepted. In case formal requirements (e.g. the signature of the legal representative or the use of the correct reporting templates, etc.) are not respected, the Agency reserves the right to reject the report and request a new corrected report from the beneficiary.

If a report complies with the formal requirements, but additional information is still necessary (e.g. related to incoherence or lack of clarity in the report), the Agency may request that further information be supplied and provided. The Agency will specify the form in which the additional information should be submitted. In the meantime, the analysis of the report - including the financial analysis and the payment process in the case of a final report- will be

¹ Project results are the products, methods, experiences, policy lessons and European cooperation that projects may realise.

² See the funding disclaimer text in section "1.2 Recognition of EU funding and use of European Emblem" of this handbook.

³ Jean Monnet Centres of Excellence, Jean Monnet Support to Institutions, Jean Monnet Support to Associations, and Jean Monnet Networks.

suspended by the Agency, pending receipt of the additional (satisfactory) information requested. If additional information is not provided or the information provided does not allow the Agency to complete the assessment of the report, the grant may be terminated. In that case, the grant beneficiary may be required to reimburse the full or a part of the pre-financing instalment already paid to the project.

Based on the assessment of the final report, the Agency takes a final decision with regard to the payment of the due part of the grant. In some cases, a recovery order may be issued.

Once the assessment is complete, the Agency will inform the project beneficiary of the final evaluation i.e. its decision (email or letter informing that a final payment has been done by the Agency or a letter of pre-information that a recovery order will be issued by the Agency).

In case of weak implementation of a project, as stated in the grant agreement/decision, the Agency may reduce the amount of the final grant relating to the staff costs.

1.2 Recognition of EU funding and use of European Emblem

Beneficiaries of European Union (EU) funding are obliged to display the EU flag and to acknowledge the support received under the relevant EU programmes in all communication and promotional material.

Beneficiary organisations' publicity obligations are reminded in the binding grant agreement/decision signed with the EACEA in both the specific and the general conditions therein.

Further information on the use of the EU emblem can be found on the EACEA website: http://eacea.ec.europa.eu/about/logos_en.htm

The following disclaimer shall be added to the inner pages of the publications and studies written by external independent bodies with support from the European Commission:

"The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein."

A translation of the disclaimer into French and German is available on the EACEA website link mentioned above by selecting the language on the top of the screen.

Failure to acknowledge the EU funding may lead to the costs related to a particular activity being declared ineligible.

1.3 Amendments of grants

The rules for amendments⁴ of grants are set out in the general conditions of the Grant Decision/Agreement signed with the EACEA.

An amendment is an act modifying the grant conditions initially agreed or established in clauses of the grant agreement or grant decision. The amendment procedure is initiated via a modification request which most frequently originates from the beneficiary. However, it is not excluded that a modification is made at the initiative of the Agency

Written form

Grant agreements/decisions may be amended only in writing. Oral arrangements for modifications cannot bind the parties legally.

Once the amendment is made, it becomes an integral part of the initial grant agreement/decision.

Principles of amendments: respect of both the decision to award the grant and the equal treatment of the applicants

Amendments, including those aiming at adding or removing a beneficiary, shall not have the purpose or the effect of making such changes to agreements as would call into question the grant award decision or be contrary to the equal treatment of applicants.

This refers mainly to changes which could have affected the assessment of the eligibility and/or selection criteria or changes in the action/work programme and/or the budget which may have influenced the assessment of the award criteria.

Also, amendments cannot result in different treatment of beneficiaries who are in the same situation. Modifications that question the award could also result in inequality of treatment because by definition the award was decided following the principle of equal treatment. Furthermore, the grant conditions announced in the call for proposals have to be followed strictly when making amendments. This avoids situations of unequal treatment for grants awarded under the same call.

Who signs the request for amendment and/or the amendment?

An amendment signed without the required authorisation will be void as it cannot commit validly the entity concerned.

The modifications to a grant agreement/decision have to be authorised by the same parties who have signed the initial agreement/decision.

Furthermore, the amendment request must be signed by the legal representative of the beneficiary, i.e. the person who has the necessary powers to commit the entity. This can be the same person as the one who signed the grant agreement or referred to under this role in the

⁴ The terminology used may vary. An "amendment" can also be referred to as "addendum" or "rider" or "avenant" (in French). For the purpose of this handbook we are using the term "amendment". In the case of a grant decision the Agency will sign a modifying decision ("décision modificative" in French).

grant decision or it could be another person replacing the initial representative or a person to whom the authorisation to represent and commit the entity has been given by means of a specific mandate.

If the person signing is not the legal representative identified as such in the grant agreement/decision, a supporting document proving the authority to sign on behalf of the beneficiary should be submitted along with the request for amendment.

Amendments via the Participant Portal

The Participant Portal is the platform where the LEAR⁵ of each beneficiary registers any changes related to their legal entity.

The accuracy of these changes and any supporting documents are checked and validated by the Research Executive Agency (REA). Once REA has validated these changes, they notify the beneficiary that this information is up to date in the database of the Commission.

The following modifications are made via the **Participant Portal**:

- a) Change in the **legal status** of the beneficiary
- b) Change of **legal name** of the beneficiary
- c) Change of **address** of the beneficiary

The role of REA is to validate the accuracy of these changes only from a formal point of view. REA will not examine the impact the modifications may have on the projects in which the organisation may participate (eligibility etc.).

This is a separate procedure which may result in sending an amendment and which has to be carried out by the Agency EACEA as follows:

- First, the EACEA is automatically notified once changes are validated by the REA; therefore, the beneficiaries do not need to send to the EACEA any request for amendment for the 3 types of changes mentioned above.
- Then, the EACEA will assess whether or not the modifications can be accepted. For those modifications that can be accepted, the Agency will send an amendment acknowledging these modifications in the form of an email or of a letter attached to an email.

Time limit to initiate the amendment request

As per the model grant agreement/decision, a request for amendment can be sent up to one month before the end of the eligibility period.

Respecting this deadline is particularly important for amendments that affect the description of the action/work programme or the budget (apart from those budget transfers⁶ not requiring

⁵ Legal Entity Appointed Representative. It is the person authorised to have access to the Participant Portal on behalf of a legal entity and make any changes related to its legal status, legal address and legal name if needed.

⁶ The specific conditions of budget-based grant agreements/decisions set up special conditions on budget transfers by the way of derogation of the general conditions, as follows: Budget transfers between budget categories of eligible costs are limited to 10% of the amount of each budget category for which the transfer is intended. Budget transfers exceeding this 10% require following a formal amendment procedure.

an amendment procedure) as such modifications may have an impact on the eligibility of costs.

Under normal circumstances, a request submitted after this deadline will be inadmissible. It will not be reviewed and will not result in any modification.

However, exceptions to this time limit rule are possible when there is a duly justified reason substantiated by the beneficiary and accepted by the Agency, provided this does not question the principles of amendments as described above. This applies to changes which are beyond the control of the Agency and concern objective facts related to the beneficiary, e.g. changes regarding the legal status, name, address, legal representative of a beneficiary, universal or partial succession of the beneficiary, changes in the bank account. This type of amendment could be accepted and treated even after the end of the completion of the action.

In any case, as the final payment puts an end to the conventional obligations of the parties (except for the obligation of the beneficiary to provide access for audits and checks), no amendment to grant agreements/decisions can be made after the final payment has been executed.

Amendments by email

Change of the **contact person⁷ and/or the legal representative indicated in the grant agreement/decision**

A request for amendment will have to be sent which can be an email or a letter attached to an email. If it is a letter attached to an email, it should be signed by the legal representative. If it is an email, the legal representative should be at least in CC of the email.

In the case of a change of the legal representative, an official document confirming the nomination of the new legal representative is necessarily to be attached to the request.

The request letter should include all the contact details of the new members (telephone and fax number, address, email, etc.).

The Agency will reply in written.

Amendments by exchange of letters

Any other change which does not fall in the categories described above⁸ must be made via an exchange of letters.

The modification by means of exchange of letters implies that the agreement between the two parties will not be reached by countersigning the very same document but by exchanging two separate documents (letters).

The procedure starts when one of the parties (the beneficiary or the Agency) submits a letter to the other proposing an amendment clearly explaining its nature and the necessary

⁷ Article I.6.3 of grant agreements and 6.3 of grant decisions: Communications details of the beneficiary/ies.

⁸ Amendments other than Amendments via the Participant Portal or Amendments by email.

modifications to the grant agreement/decision. The other party responds by a letter referring to the first party's letter.

In order to simplify and speed up the procedure and reduce the paper workflow, both letters (request and reply) duly signed by the legal representative/authorised person can be scanned and emailed to the destinies. In case email is used, the beneficiary must confirm by email reception of the Agency's reply.

Modifications summary table and the way of treatment

Type of Change	Request			Reply	
	Simple e-mail	Participant Portal	Scanned Letter	Simple e-mail	Scanned Letter
Change of legal status of the beneficiary		x			o
Change of legal name of the beneficiary		x			o
Change of address of the beneficiary		x			o
Change of contact person and/or the legal representative	x		x	o	
Any other change			x		o

Specific guidance

- **Change in the deadline(s) for submitting the reports or change in the reporting frequency**

This modification can be accepted if it does not affect the eligibility period. If, however, the eligibility period is impacted, the unit will check whether it is necessary and/or possible to extend the eligibility period. In any event, such an extension must comply with the requirements laid down by the call for proposals.

- **Addition or removal of partners**

The Agency has no legal link with the partners of a beneficiary due to the fact that Jean Monnet grants are mono-beneficiary grants.

Therefore, any change in the composition of such partnerships will be interesting to the Agency to the extent that the relevant Annex of the grant will be modified i.e. Annex I with the description of the action, where such partners may be mentioned or any other Annex listing these partners.

However, in case the beneficiary itself withdraws and is replaced by another one, a special three-party contract has to be signed for the assignment of the new beneficiary. As mentioned above, all eligibility, selection and award criteria must be still fulfilled at project level before concluding such a contract.

- **Change in grant budgets calculated as a combination of "reimbursement of actual costs" for the direct costs and "reimbursement of flat-rate costs" for the indirect costs, a.k.a.⁹ "budget-based" grants.**

This is applicable for the Jean Monnet Centre of Excellence, Networks, and Support to Institutions and Associations.

The specific conditions of these grant agreements/decisions set up special conditions on budget transfers of the eligible direct costs by the way of derogation of the general conditions, as follows:

Budget transfers between budget categories of eligible costs are limited to 10% of the amount of each budget category for which the transfer is intended.

Therefore, budget transfers of the eligible direct costs exceeding this percentage require following a formal amendment procedure by exchange of letters as explained above.

It is possible that the beneficiary makes several budgetary transfers each under the percentage provided in the grant. However, if the total percentage of these transfers exceeds the percentage set in the grant, a formal amendment will be needed.

It is worth to mention that the indirect costs will always be calculated as a flat-rate of up to the 7% of the eligible direct costs.

Budget transfers between direct and indirect costs are not allowed.

The beneficiary shall at least inform in the reports if budget transfers are below or equal to the percentage provided in the grant, and exchange of letters if budget transfers (individually or cumulatively) are higher than such percentage.

- **Change in grant budgets calculated as combinations of "unit contributions", "lump sums contributions" or "flat-rate contributions".**

This is applicable for the Jean Monnet Modules, Chairs, and Projects.

Budget changes will be the consequence of the modification in the number of units of the key elements for the budget calculation: i.e. the number of teaching hours for Modules and Chairs, or the number of events, its duration, the number of local and non-local participants, and the distance of the latter's trips for the Projects.

In the case of Modules and Chairs, the number of teaching hours shall respect the minimum number of teaching hours per year indicated in the Programme Guide, i.e. 40 hours for the Modules and 90 hours for the Chairs.

The other elements of the budget calculation (i.e. the lump sums or the flat-rate) are recalculated automatically.

- **Change of Module/Chair holders, Academic Coordinators.**

In the case of a change of the Module/Chair holder or the Academic Coordinator, the CV of the proposed new member needs to be submitted with the request and will be evaluated by the Agency.

The request letter should include all the contact details of the new members proposed (telephone and fax number, address, email, etc.).

⁹ a.k.a. stands for "also known as"

2. Financial rules for "budget-based" financing – Centres of Excellence, Networks, Support to Institutions and Associations.

Grants of Jean Monnet Centres of Excellence, Networks, and Support to Institutions and Associations take the form of the reimbursement of up to the 80% of the eligible costs of the action which are:

- actually incurred ("reimbursement of actual costs") for the categories of costs indicated within the direct costs of the budget form, and
- declared on the basis of a flat-rate of up to 7% of the eligible direct costs ("reimbursement of flat-rate costs") to cover the indirect costs.

Maximum EU grants are limited as follows: EUR 100 000 for Centre of Excellence, EUR 300 000 for Networks, EUR 50 000 for the Support to Associations and no maximum ceiling for the Support to Institutions, representing maximum of 80% of the total eligible costs in all four cases.

These grants are also known as "budget-based" grants.

2.1 General Provisions on Eligibility of Costs

Eligibility of costs forms part of the financial provisions set out in the Part B of the General Conditions of grant agreements/decisions.

Specifically, the article 19 and 21 of the General Conditions are devoted to the eligibility of costs as follows:

- 19. Eligible costs
 - 19.1 Conditions for the eligibility of costs
 - 19.2 Eligible direct costs
 - 19.3 Eligible indirect costs
 - 19.4 Ineligible costs
- 21. Eligibility of costs of entities affiliated to the beneficiary

Regarding the principle of sound financial management eligible costs shall comply with:

- The principle of economy requires that costs shall be defined in due time, in appropriate quantity and quality and at the best price.
- The principle of efficiency is concerned with the best relationship between resources employed and results achieved.

At the end of the project duration or at any other time, the beneficiary needs to be able to justify all project expenditure by copies of invoices or accounting documents, **if requested** by the Agency or any other body or organisation authorised by the Agency. Therefore, the beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the project with the corresponding accounting

statements and supporting documents. For scales of unit costs, e.g. cost per day or cost per hour, this implies that the "number of units" must be recorded in appropriate documents (e.g. timesheets, attendance lists, etc.).

Where national taxation and accounting rules do not require an invoice, an accounting document of equivalent value means any document produced in order to prove that the accounting entry is accurate and complies with the applicable accounting law.

Please note that costs for **participation by any staff of the European Institutions in actions receiving Jean Monnet grants** (attendance or speeches at conferences, seminars, or other initiatives to which staff of the European Institutions could be invited) **must in no case be included in the Beneficiary's declaration of eligible costs which could be covered by the EU grant.** Staff of the European Institutions may participate in such events provided that the internal administrative rules and applicable budgetary rules that apply to staff of the European Institutions are complied with.

EXCHANGE RATE to be used for "budget-based" projects

The financial information shall always be reported in Euro.

The applicable conversion rate into euro of costs incurred in other currencies is indicated in the specific conditions of the grant agreements/decisions (i.e. article I.10.4 for grant agreements and article 10.1 for grant decisions).

2.2 Direct Eligible Costs. (*Budget headings*)

"Direct costs" of the action are those specific costs which are directly linked to implementation of the action and can therefore be attributed directly to it.

To be eligible, direct costs shall comply with the conditions of eligibility set out in the General Conditions.

2.2.1 Staff

Staff costs are the costs of the **personnel working under an employment contract with the beneficiary, and its partners in case of a Network**, or an equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that this costs are in line with the beneficiary's usual policy on remuneration.

It includes teaching activities when they are carried out by staff members working under an employment contract with the beneficiary, and its partners in case of a Network.

Those costs may also include additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided they are paid in

a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used.

The corresponding salary costs of personnel of national administrations are eligible to the extent that they relate to the costs of activities which the relevant public authority would not carry out if the action concerned was not undertaken.

Costs related to people working through subcontracting or to teaching staff working under an employment contract with other institutions different than the beneficiary institution (i.e. non staff members) shall be included under the appropriate budget headings, i.e. "subcontracting" for the former and "teaching costs" and "other costs" for the latter. (See respective chapters below in this Handbook).

The assignment of a given staff member of the beneficiary organisation, or its partners in case of Networks, to the action should be converted into a "number of working days on the project" for the entire project life.

This shall take into account on the one hand the local working law/conditions and, on the other hand, the % of the working time actually devoted to the project. This is for example, on the one hand, the number of working days per year in a given country and the number of the working hours per day/week/month and, on the other hand, the time weigh the given staff member will be assigned to the project, e.g. half-time of his working time or 60% or 75%, etc.

The "number of working days on the project" calculated as explained above is then multiplied by the actual "cost per day" (in Euro currency) of the country in which the beneficiary organisation (or the partner organisations in case of Networks) is registered, independently of where the tasks will be executed.

This actual staff "cost per day" shall be based on average rates corresponding to the beneficiary's or partners' usual policy on remuneration, comprising actual salaries plus social security charges and other statutory costs included in the remuneration. Non-statutory costs like bonuses, lease car, expense account schemes, incentive payments or profit-sharing schemes are excluded.

We recommend using one row for each staff member when filling in the staff tab/table of the budget form.

We also remind that the columns for the "manager" staff category are not applicable for the Jean Monnet activities, thus should be blank.

Please note that only staff costs foreseen in your grant agreement/decision are taken into consideration and need to be presented as outlined above. Staff members costs presented in the final financial report which were not included in the grant agreement/decision will be declared ineligible unless a specific amendment has been authorised by the EACEA.

2.2.2 Travel and Subsistence

Costs of travel and related subsistence allowances for staff members¹⁰ taking part in the project are eligible provided that these costs are in line with the beneficiary's or its partners' usual practices on travel.

All subsistence costs per person and per day shall be indicated in the column "daily subsistence cost per person" of the budget form.

All travel costs per person shall be indicated in the column "average price return journey" of the budget form. The travel cost for a journey should include all costs and all means for travel from the point of origin to the point of destination (and vice versa) and may include visa fees, travel insurance and cancellation costs.

For information on charging travel and related subsistence costs for non-staff members please refer to sections "subcontracting costs" and "other costs" hereafter.

2.2.3 Equipment costs

The depreciation costs of equipment or other assets (new or second-hand) as recorded in the accounting statements of the beneficiary are considered eligible costs provided that:

- the asset has been purchased in accordance with general condition n° 9 of the grant decision, or n° II.9 of the grant agreement, and
- the asset is written off in accordance with the international accounting standards and the usual accounting practices of the beneficiary.

The costs of rental or lease of equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee.

Only the portion of the equipment's depreciation, rental or lease costs corresponding to the period set out in article 2.2 of the grant decision, or article I.2.2 of the grant agreement, and the rate of actual use for the purposes of the action may be taken into account. By way of exception, the special conditions of grant agreements/decisions may provide for the eligibility of the full cost of purchase of equipment, where justified by the nature of the action and the context of the use of the equipment or assets

According to the Erasmus+ Programme Guide,
the eligible equipment costs
are limited to up to 10% of the total eligible direct costs
when it comes to Jean Monnet Centres of Excellence, Networks,
Support to Institutions and Associations.

¹⁰ Staff members as defined above in point "2.2.1 Staff", i.e. the personnel working under an employment contract with the beneficiary, and its partners in case of a Network, or an equivalent appointing act and assigned to the action.

2.2.4 Subcontracting costs

"Subcontracting" refers to the implementation of specific tasks being part of the action as described in the "Description of the Action" (Annex I of the grant agreements/decisions), by a third party, to which a procurement contract is awarded by one or several beneficiaries/partners.

This third party may take the form of an external body, organisation or individual¹¹.

The beneficiary (and its partners in case of Networks) may subcontract tasks forming part of the action, provided that the following conditions are complied with:

- a) subcontracting only covers the implementation of a limited part of the action. In order to maintain the concept of the project, the coordination and the general administration of the project may not be subcontracted;
- b) recourse to subcontracting is justified having regard to the nature of the action and what is necessary for its implementation;
- c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget set out in Annex III of the grant agreements/decisions;
- d) any recourse to subcontracting, if not provided for in the "Description of the Action" (Annex I of the grant agreements/decisions) is communicated by the beneficiary in due time and approved by the Agency EACEA;
- e) the beneficiary/partners ensures that the conditions applicable to it under the general condition of the grant agreements/decisions are also applicable to the subcontractor.

The beneficiary shall award these "subcontracting contracts" to the tender offering best value for money or, as appropriate, to the tender offering the lowest price. In doing so, it shall avoid any conflict of interests

Where the value of a contract awarded by the beneficiary/partners exceeds EUR 60.000, the beneficiary shall abide that national rules with regard to procurement apply.

According to the Erasmus+ Programme Guide,
the **eligible subcontracting costs**
are limited to up to 30% of the eligible direct costs
when it comes to Jean Monnet Centres of Excellence, Networks,
Support to Institutions and Associations.

2.2.5 Teaching costs

Costs of teaching activities carried out by non-staff members are considered eligible costs and shall be reported under the tab "teaching costs" in the budget form.

¹¹ This refers to individuals who may be self-employed i.e. who are responsible for their own social security or social contributions, pensions and taxes. National legislation on the definition of these individuals can vary and should always be considered. Covers also consultants, who provide one off services for which a fee is received.

This is professors from other institutions/organisations or experts that are invited to teach within the project activities.

We recommend using one row for each professor/expert (non-staff member) when filling in the "teaching costs" tab/table of the budget form. The "cost per hour" shall be the actual cost per teaching hour agreed with the given professor/expert.

Cost of related travel and subsistence allowances for these non-staff members carrying out teaching activities shall be reported under the tab "other costs" of the budget form.

Costs of staff-members carrying out teaching activities shall be reported under the tabs "staff" and their related travel and subsistence costs under the tab "travel and subsistence".

2.2.6 Other Costs

This category of costs may include:

- Costs arising directly:
 - from requirements imposed by the grant agreements/decisions are eligible (e.g. dissemination of information, specific evaluation of the project, audits, translations, reproduction, website, etc.), including the costs of any financial services (especially the cost of financial guarantees, transfer costs).
 - from the realisation of specific actions or of products/results of the project are eligible i.e. the organisation of seminars (where the seminar is foreseen as a product/result and where task-related costs are easily identifiable), the production of proceedings of a seminar, the production of a video, the purchase of product-related consumables (reams of paper for printing of publications, blank DVDs), etc.

For the procurement of these goods, works or services needed to carry out the project, the beneficiary shall award "implementation contracts" to the tender offering best value for money or, as appropriate, to the tender offering the lowest price. In doing so, it shall avoid any conflict of interests.

These "implementation contracts" refer to the procurement of ordinary services, goods or equipment needed to carry out the project, including purchase of consumables and supplies identifiable and assigned to the action. These contracts do not, however, imply any externalisation of activities included in the "Description of the Action" (Annex I of the grant agreements/decisions), i.e. do not imply subcontracting activities.

Where the value of a contract awarded by the beneficiary/partners exceeds EUR 60.000, the beneficiary shall abide that national rules with regard to procurement apply.

- Cost of travel and/or subsistence costs for non-staff members (invited professors, speakers, experts, etc.);
- Costs not covered by the other categories of costs above. Some examples are: one-off costs for press releases and publicity, purchase of copyrights and other Intellectual Property Rights, purchase of information materials (books, studies and electronic data), conference fees; meeting registration costs; rental of exhibition space, etc.

For all costs incurred through subcontracting, please refer to section "Subcontracting costs" above.

All costs related to the administration of the project e.g. consumables, supplies, photocopying costs, telephone costs, internet access, paper, etc., are covered by indirect costs of the project and thus should not be reported under any direct costs category. Purchase costs of computers used for administrative tasks are also covered by indirect costs.

2.3 Indirect eligible costs

Indirect costs¹² of the action are those costs which are not specific costs directly linked to implementation of the action and can therefore not be attributed directly to it. They may not include any costs identifiable or declared as eligible direct costs.

To be eligible, indirect costs shall represent a fair apportionment of the overall overheads of the beneficiary, or its partners in case of a Network, and shall comply with the conditions of eligibility of costs mentioned above.

Overheads are all the structural and support costs of an administrative, technical and logistical nature which are cross-cutting for the operation of the beneficiary entity's various activities and cannot therefore be booked in full to the action for which the grant is awarded because this grant is only one part of those activities.

Overheads comprise cost connected with infrastructures and the general operation of the organisation such as:

- Hiring or depreciation of buildings and plant,
- Water/gas/electricity,
- Maintenance,
- Insurance,
- Supplies and petty office equipment,
- Communication and connection costs,
- Postage,
- Costs connected with horizontal services such as:
 - Administrative and financial management,
 - Human resources,
 - Training, documentation,
 - IT, etc.

Unless otherwise specified in the grant agreement/decision, **eligible indirect costs are declared on the basis of a flat rate of 7% of the total eligible direct costs.**

The use of flat-rate to cover indirect costs simplifies grant management both for the beneficiary and the Commission since supporting documents for the indirect costs are not required.

¹² Indirect costs are not eligible for an action of a beneficiary who is already receiving an operating grant financed from the EU budget during the period of the project activities.

2.4 Calculation of the Final EU "budget-based" Grant

The article 25 of the general conditions of the grant decisions (art. II.25 for the grant agreements) is devoted to determining the final amount to the grant.

In general terms, for budget-based grants, **the EU final grant is determined as follows:**

	Declared direct costs from your financial report
Less	Ineligible costs found during assessment of your financial and technical report.
Equal to	Eligible direct costs
Plus	Indirect eligible costs (i.e. 7% of the eligible direct costs or the % indicated in the grant agreement/decision)
Equal to	Eligible total costs of the action
Multiplied by	The % of EU co-financing specified in the grant agreement/decision
Equal to	Final EU grant, which is in any case limited to the maximum EU grant amount specified in the grant agreement/decision.

Beware that the **"non-profit" rule** defined in the general conditions applies for EU grants exceeding the amount of EUR 60 000. In such cases, the profit will be deducted from the final EU grant.

Also, if the action is not implemented or is implemented poorly, partially or late, the Agency EACEA may reduce the grant initially provided for, in line with the actual implementation of the action.

Finally, the **balance payment or recovery will be calculated as follows:**

	Final EU grant
Less	Pre-financing amount already paid to the beneficiary
Equal to	Balance payment if positive, or Recovery if negative

List of supporting documents to be provided with the Final Financial Report for "budget-based" grants less than or equal to EUR 60 000:**Staff costs**

The following documents should be provided for the three highest consolidated staff cost items (i.e. costs for staff member regarding their employment for the whole eligibility period):

- contract (or equivalent document)
- payslips (or remuneration's receipts)
- proof of payments (if applicable) and time sheets or equivalent documents showing the number of working days and hours;

Subcontracting

For the three highest value subcontracts: quotes (if applicable), contracts, invoices and proof of payments;

Travel and subsistence

For 25% of the highest cost items declared under this budget heading: copy of tickets and boarding passes, hotel invoices (and proof of payments).

3. Financial rules for the "flat rate" financing: Modules, Chairs and Projects"

Grants of Jean Monnet Modules, Chairs and Projects contribute to up to the 75% of the eligible costs of the action which are calculated on the basis of a combination of:

- A unit contribution in the form of scales per unit costs ("unit contribution") to cover:
 - in case of Modules and Chairs:
 - the national teaching cost per hour.
 - in case of Projects:
 - the participation in conferences/events,
 - the travel costs for non-local speakers, and
 - the subsistence costs for non-local speakers.
- Flat-rate contribution in the form of "top-up" percentage to cover additional academic activities in case of Modules (40%) and Chairs (10%)
- Lump sum contribution of EUR 25 000 to cover complementary activities in case of Projects.

The maximum EU grant is limited as follows: EUR 30 000 for Modules, EUR 50 000 for Chairs and EUR 60 000 for Projects, representing maximum of 75% of the total costs in all three cases.

These grants are also known as "flat-rate" grants.

It is a method of calculation of the grant. Although the teaching hours or the number of conferences/events serve as factor within the calculation of the grant, this does not predetermine the actual use of the total budget which is intended to cover all eligible costs that are necessary to implement the approved activities, as indicated in the application. The same principle as above applies for the 'top-up' percentage or the lump sum, which are part of the calculation method of the grant, but does not predetermine how funds should be used to implement the activity.

Therefore, Jean Monnet grants awarded under this system should be approached as a whole and single amount to contribute to carried out all types of activities planned in the application form. This is the teaching activities and the additional academic activities (Modules, Chairs), or the conference/event participants costs and the complementary activities (Projects).

Types of costs that can be covered are staff costs, travel and subsistence costs including costs for invited professors, dissemination costs (publications, website, etc.), costs for teaching material, indirect costs, costs for research etc.

3.1 General Provisions on Eligibility of Costs

Lump sums, unit costs or flat-rate financing do cover eligible costs, yet are not checked nor paid with reference to eligible costs actually incurred by the beneficiaries. In particular, compliance with the general cost eligibility criteria shall not be verified when receiving

interim or final reports; at that stage, the focus should be on the operational side of the project and respect of the agreed methodology.

Please note that the **participation by any staff of the European Institutions in actions receiving Jean Monnet grants** (attendance or speeches at conferences, seminars, or other initiatives to which staff of the European Institutions could be invited) **must in no case be included in the calculation of the EU grant**. Staff of the European Institutions may participate in such events provided that the internal administrative rules and applicable budgetary rules that apply to staff of the European Institutions are complied with.

3.2 Calculation of the Final EU Grant for a Module.

The article 25 of the general conditions of the grant decisions (art. II.25 for the grant agreements) is devoted to determining the final amount to the grant.

In general terms, **the EU final grant is determined as follows:**

In the budget form you are requested to choose "Module" and the "country" from the drop-down menus and type the name of the professor(s) and the number of teaching hours per professor and year. All other calculations below are run automatically.

	Actual number of teaching hours per year and professor declared in your financial report (i.e. the so-called grant calculator)
Less	Number of teaching hours refused by the Agency during assessment of your financial and narrative report
Equal to	Number of declared teaching hours approved by the Agency
Multiplied by	The "national teaching cost per hour", in EURO per teaching hour, for the country where the beneficiary is registered as indicated in the list D.1 of the Programme Guide
Equal to	Eligible total teaching costs of the action
Plus	The "top-up" 40% of the eligible total teaching costs above
Equal to	Total costs of the action
Multiplied by	The 75 % of EU co-financing
Equal to	Final EU grant, which is in any case limited to the maximum EU grant amount EUR 30 000

Beware that the Programme Guide set out an **eligibility criterion** according to which a **minimum of 40 teaching hours per year during 3 years in a row** shall be delivered by the teaching key staff members at the applicant institution¹³ when it comes to Jean Monnet Modules. Non-compliance with eligibility criteria can lead with the termination of the grant

¹³ Additional teaching hours may be delivered both inside and/or outside the applicant institution.

by the Agency and the grant beneficiary may be required to reimburse the full or a part of the pre-financing instalment already paid to the project.

Also, if the action is not implemented or is implemented poorly, partially or late, the Agency may reduce the grant initially provided for, in line with the actual implementation of the action.

Finally, the **balance payment or recovery will be calculated as follows:**

	Final EU grant
Less	Pre-financing amount already paid to the beneficiary
Equal to	Balance payment if positive, or Recovery if negative

3.3 Calculation of the Final EU Grant for a Chair.

The article 25 of the general conditions of the grant decisions (art. II.25 for the grant agreements) is devoted to determining the final amount to the grant.

In general terms, **the EU final grant is determined as follows:**

In the budget form you are requested to choose "Chair" and the "country" from the drop-down menus and type the name of the professor(s) and the number of teaching hours per professor and year. All other calculations below are run automatically.

	Actual number of teaching hours per year and professor declared in your financial report (i.e the so-called grant calculator)
Less	Number of teaching hours refused by the Agency during assessment of your financial and narrative report
Equal to	Number of declared teaching hours approved by the Agency
Multiplied by	The "national teaching cost per hour", in EURO per teaching hour, for the country where the beneficiary is registered as indicated in the list D.1 of the Programme Guide
Equal to	Eligible total teaching costs of the action
Plus	The "top-up" 10% of the eligible total teaching costs above
Equal to	Total costs of the action
Multiplied by	The 75 % of EU co-financing
Equal to	Final EU grant, which is in any case limited to the maximum EU grant amount EUR 50 000

Beware that the Programme Guide set out an **eligibility criterion** according to which **the Chair holder him/herself shall deliver a minimum of 90 teaching hours per year during 3 years in a row** at the applicant institution¹⁴ when it comes to Jean Monnet Chair. Non-compliance with eligibility criteria can lead with the termination of the grant by the Agency and the grant beneficiary may be required to reimburse the full or a part of the pre-financing instalment already paid to the project.

Also, if the action is not implemented or is implemented poorly, partially or late, the Agency EACEA may reduce the grant initially provided for, in line with the actual implementation of the action.

Finally, the **balance payment or recovery will be calculated as follows:**

	Final EU grant
Less	Pre-financing amount already paid to the beneficiary
Equal to	Balance payment if positive, or Recovery if negative

3.4 Calculation of the Final EU Grant for a Project.

The article 25 of the general conditions of the grant decisions (art. II.25 for the grant agreements) is devoted to determining the final amount to the grant.

In general terms, **the EU final grant is determined as follows:**

In the budget form you are requested to indicate:

- some identification information (organisation name, organisation acronym and project title),
- select the duration of the project from the dropdown menu (please select 12, 18 or 24 months) and,
- for each conference/event you should insert:
 - the duration in days,
 - the country where it takes place, and
 - the number of local and non-local participants (paying attention to the distance thresholds for the non-local participants).

All other calculations in the table below are run automatically.

A)

By assessing your financial and technical reports, the Agency will ascertain the actual value of the key calculation factors for each conference/event declared in your financial report (i.e the so-called grant calculator).

The key calculation factors are as follows:

- **duration in days of the conference/event,**

¹⁴ Additional teaching hours may be delivered by the Chair holder and/or other teaching key staff members both inside and/or outside the applicant institution

	<ul style="list-style-type: none"> • country where the conference/event took place, • number of local¹⁵ participants, and • number of non-local¹⁶ participants travelling for each of the six distance thresholds specified in the budget form.
	<p>Then, the actual cost of each conference/event will be (re)calculated as follows:</p> <p style="padding-left: 40px;">the "number of local participants" multiplied by the "duration in days of the conference/event" multiplied by "the national conference cost" (in EURO per day) for the country where the conference/event took place, as indicated in the list D.2 of the Programme Guide</p> <p>Plus</p> <p style="padding-left: 40px;">the "number of non-local participants" for each of the 6 distance thresholds specified in the budget form multiplied by the "duration in days of the conference/event" multiplied by "the subsistence cost for non-local speakers" (in EURO per day) for the country where the conference/event took place, as indicated in the list D.3 of the Programme Guide</p> <p>Plus</p> <p style="padding-left: 40px;">the "number of non-local participants" for each of the six distance thresholds specified in the budget form multiplied by "the unit cost" (in EURO per participant) for each of the six distance thresholds specified in the budget form, as indicated in the Programme Guide under the funding rules' section for the Jean Monnet Projects.</p> <p>Equal to</p> <p style="padding-left: 40px;">The actual cost of each conference/event (from n°1 to n°N)</p>
B)	<p>The actual cost of conference/event n°1</p> <p>Plus</p>
C)	<p>The actual cost of conference/event n°1</p> <p>Plus</p>

¹⁵ Local participants attending the conference/event are those coming from less than 100 km radius of where the conference/event is held.

¹⁶ Non-local participants attending the conference/event are those coming from at least 100 km radius of where the conference/event is held. Six distance thresholds are set out in the Programme Guide and the budget form, i.e. from 100 to 499km; 500 to 1999km; 2000 to 2999km; 3000 to 3999km; 4000 to 7999km; 8000km or more.

	The actual cost of conference/event n°2
Plus	The actual cost of conference/event n°3
	[.../...]
Plus	The actual cost of conference/event n°N
Equal to	The COSTS OF ALL CONFERENCES/EVENTS
Plus	The lump sum of EUR 25 000
Equal to	Total costs of the action
Multiplied by	The 75 % of EU co-financing
Equal to	Final EU grant, which is in any case limited to the maximum EU grant amount EUR 60 000

Beware that **only the information provided for in the section "F.2.4 Specific Activity: Events"** of the Detailed Project Description annexed to the e-form of the Project application **actually incurred is taken into account in the calculation of the grant** according to the methodology explained in the table above.

Also, if the action is not implemented or is implemented poorly, partially or late, the Agency may reduce the grant initially provided for, in line with the actual implementation of the action.

Finally, the **balance payment or recovery will be calculated as follows:**

	Final EU grant
Less	Pre-financing amount already paid to the beneficiary
Equal to	Balance payment if positive, or Recovery if negative

3.5 Exchange Rate in the case of "flat-rate" grants.

The final grant is determined on the basis of a calculated national teaching cost (in EURO per hour) to be multiplied with the number of teaching hours (Modules and Chairs) or on the basis of a calculated national allowance scale for participants (in EURO per day or per participant) to be multiplied with the number of participants and the number of days of the conference/event(s) (Projects).

Therefore, **the exchange rate is not relevant for the reporting purpose of projects under the flat rate system.**

Fluctuations of exchange rate(s) possibly affecting the equivalent in Euro of national teaching costs per hour or national allowance scale for participants will have therefore no influence on the final grant calculated.

4. Checks and Audits

Please refer to the article 27 of the general conditions of the grant decisions for more information on possible checks and audits. (See article II.27 for grant agreements).

5. Reporting templates

The **final version of the reporting templates** will be made available on the website of the Agency approximately **one month before the each reporting deadline.**

For example, by the date of the publication of this handbook, an email has been sent to all academic coordinators and legal representatives concerned by the **Jean Monnet grants awarded in 2014**¹⁷ with the reporting information for the Technical interim report, as follows:

According to the terms of grant agreement/decision, title holders of Jean Monnet activities awarded in 2014, now in their first year of implementation, are required to submit an interim report. In order to fulfil your reporting requirements please follow these steps:

1. *Complete your project report on the online tool, using the following link:*

<http://eacea.ec.europa.eu/llp/jeanmonnet/reporting/New/Version/2008/V1/default.asp>

To access the reporting template, you shall introduce the grant decision/agreement reference number, i.e. the reference composed by the year of award and a 4-digit number. For example: 2014-1111. Beware that the 5-digit application reference number is not useful to the purposes of accessing the reporting templates.

2. *Once the report has been submitted on the online tool please print the form and have it signed by the Legal Representative*
3. *To complete the procedure, send the signed report by e-mail to the following address: EACEA-AJM@ec.europa.eu.*

Do not forget to indicate in the heading of the e-mail message the project reference details, e.g. 2014-1111, University of Katmandu, 1st Interim report

You do not need to send hard copies of your activity reports to EACEA, the scanned signature of the legal representative will be sufficient (however you may send separately any important deliverables related to your project i.e. publications, posters...etc.).

¹⁷ Except for the grants awarded under the Projects action type where there is no need for such interim reports.

Similar emails will be sent out by the Agency for the successive reporting deadlines of Jean Monnet grants awarded as from 2014 with the subsequent reporting information and links to templates.

The templates for the financial reports are similar to the budget forms used at the proposals application phase. New column(s) are added for entering the actual financial data in order to enable comparison with the initial budget.