

Playing with Protons Goes Digital

Basic finance & administration
Guidelines

May 2021

Menu

- Basic info of the project
- Budget categories one by one
- Budget transfers
- Payment Arrangements
- Reporting
- Presentation of the templates

Basic info

- Proposal number: KA226-0042D0DC
- Project period: 01/06/2021 - 31/05/2023, 24 months
- The maximum grant: EUR 298.615
- Each partner has their own budget
- Request for payment must be drafted in euro
- Currency for payments is euro

Project management and implementation

- 250 EUR per partner organisation per month
- Conditional on the implementation of the project activities and producing the project outputs
- Can be used for planning costs, producing material, brochures, financial administration, reporting etc.
- Proofs needed: NONE

Transnational project meetings

- Concerns the planned meetings
- EUR 575/760 depending on the travel distance
- Proofs needed:
 1. Participants list signed by the participants and the receiving organisation specifying the name, date and place of the transnational project meeting and for each participant: name and signature of the person, name and address of the sending organisation of the person
 2. Detailed agenda and documents used or distributed at the meeting
 3. Document proving the connection between the partner organisation and the person involved in the production (employment contract or else)
- Where? In Google Docs or similar
 1. Filling in excel with invoices ONLY of hotel and flight / train
 2. Scanning invoices ONLY for hotel + flight + boarding pass
 3. ONE SINGLE PDF PER TRAVEL

Intellectual outputs

- Calculation is based on the unit contribution applicable per day for the category of staff depending on the country (does not matter whether real costs are above or below)
- Two categories: Technicians and Teacher/Trainers/Researcher (Manager and Adm. categories cannot be used in reporting, there is no money)
- Intellectual outputs cannot be outsourced
- Proofs needed:
 1. Document proving the connection between the partner organisation and the person involved in the production (employment contract, or else)
 2. Monthly time sheets for each person involved in the production signed by both the employee and the legal representative

Multiplier events

- Multipliers foreseen in the proposal
- 100 EUR per local participant (i.e. participants from the country where the event is taking place and **not** from own organisation)
- Money is meant for organizing the event (coffees, materials, rent)
- If organized in the Web, the participants via Web are not included as local participant and no compensation
- Proofs needed:
 1. Participants list signed by the participants and the receiving organisation, specifying the name, date and place of the multiplier event, and for each participant: name and signature of the person, name and address of the sending organisation of the person
 2. Detailed agenda and any documents used or distributed at the event
 3. Photos of the event

Learning/Teaching/Training activities

- Concerns the agreed planned training activities by staff (joint staff training)
- Unit contribution for travel and individual support
- Proofs needed:
 1. Attendance list signed by the receiving organisation and specifying the names of the participants, the purpose of activity, as well as its starting and end date
 2. Programme of the activity

Budget transfers

- Changes allowed without an amendment
 1. Up to 20% from any budget category can be transferred to other budget category with the exception of the budget category PMI
 2. Increase for the PMI category is not possible
 3. Condition: notification in advance
- Changes with amendment
 1. To be requested from the National Agency (INDIRE) by INFN
 2. Notification to the Coordinator at least one month before

Payment Arrangements

- 1st payment: 40 % of the grant within 30 days of receiving the pre-financing payment from the National Agency
- 2nd payment: 40 % of the grant upon receipt of claim forms with supporting documentation and agreed outcomes in the work programme.
- 3rd and final payment: the balance up to 20 % will be paid once the partner's contractual agreements have been fully met, all the necessary supporting documentation has been received and the National Agency has approved the final report.

Reporting

- **Final report** by **30.7.2023** at the latest.
- All request for reports must be submitted in English and using the forms provided by the Coordinator

Communication, progress monitoring, quality assurance

- Communication
 - Transnational project meetings, monthly online meetings (Zoom), Email
- IO leading organization in charge of individual IO progress
 - G-Drive, shared workspace, etc.
- Quality assurance:
 - Each IO reviewed internally at least 1 month before its deadline

**Thank you
for your time**