



Erasmus+



---

---

*Innovative education for sustainable  
development in peripheral rural areas*

---

---

# Project Management Financial and Administrative Issues

**TRANSNATIONAL PROJECT MEETING 2**  
**1.00- 4.00 PM (CET) - 22-23/07/2021**  
***Zoom meeting***

Produced by the RUR'UP project funded under Erasmus+ agreement 2020-1-EL01-KA203-079121



- ☐ **Financial issues**
- ☐ **Calendar / Timeline**
- ☐ **Communication & Dissemination Activities**



## 1<sup>st</sup> year : September 2021

	UTH	IAMM	HY	UNWE	USAMV	GMIT	SJJSO	Total
Budget Total	32.873,00	38.215,00	32.090,00	20.494,00	21.635,00	34.553,00	19.455,00	199.315,00
<i>Frist Transfer (40%)</i>	<i>13.149,20</i>	<i>15.286,00</i>	<i>12.836,00</i>	<i>8.197,60</i>	<i>8.654,00</i>	<i>13.821,20</i>	<i>7.782,00</i>	<i>79.726,00</i>
30/9/2021	<b>9.204,44</b>	<b>10.700,20</b>	<b>8.985,20</b>	<b>5.738,32</b>	<b>6.057,80</b>	<b>9.674,84</b>	<b>5.447,40</b>	<b>55.808,20</b> = 70%

Until 5/10/2021 all expenses have to be sent (those that were done until end of September)

Kind Reminder that for the 1<sup>st</sup> year only IO expenses are included



Necessary documents:

- A datasheet signed by each partner with information about people that have worked (hours, amount of money, description of job etc) – **a common form will be provided**
- timesheets (signed) per person/per category (researcher, technician)/per IO (*template*)
- payslips or bank transfer receipt

<https://drive.google.com/drive/folders/198jHhP1SpOuAF16bwW3yVQFeRxCMXsyZ>

*Only if 70% of total amount has been covered the second installment can be deposited (40%)*

# timesheet

																																
PROJECT NUMBER: 2020-1-EL01-KA203-079121		PROJECT TITLE: "Innovative education for sustainable development in peripheral rural areas" - RUR'UP																														
NAME:																																
POSITION:																																
ORGANISATION:																																
YEAR:																																
Calendar of the Month																																
Output reference (O1, O2, e.t.c.)	Category of Staff	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
Short description of the Output	Manager																															
	Teacher/Researcher																															
	Technician																															
	Administrative Staff																															
Please fill in the working hours per day per category of staff																																
1 working day= ... working hours																																
TOTAL: working days .....																																
Hours : .....																																
<div style="display: flex; justify-content: space-between;"> <div> Employee Signature: </div> <div> Supervisor Signature: </div> </div>																																

<https://docs.google.com/spreadsheets/d/1pDVJU2bG9HrQfhOgnYfompa5dHBwmc-z/edit#gid=1403528392>

**Reminder !!!**

1. Timely search and collection of supporting documents by partners
2. Respect deadlines
3. Accounting in a separate account for the Project or off-balance sheet monitoring in an excel file
4. Separate bank account for the Project and sending the account statement (extrait) to carry out the audits
5. Payments by bank transfer only, NEVER cash
6. Pay attention to the incompatibility in terms of the profiles of the signatory and the participant



❑ 60% of 1<sup>st</sup> TPM cost :

	UTH	IAMM	HY	UNWE	USAMV	GMIT	SJJSO	Total
1st TPM	1.520	1.150	1.520	1.520	1.520	0	1.520	8.750
60%								5.250

❑ what we have to do with ?

- It has to be a new task

## Organising VIRTUAL ACTIVITIES due to the COVID-19 Pandemic

- ❑ transfer up to **60%** of the funding for each of the following budget categories:

Transnational Project Meetings, Multiplier Events and Dissemination Activities, Learning, Teaching Training Activities and any other Special Expenses

*in grant funds of any other budget category*

**EXCEPT** of the categories related to

- *Project Management and Implementation*
- *Special Expenses*

- ❑ transfer up to **10%** of the funding from any unit cost category to the Special Expenses to cover costs related to the purchase and / or rental of equipment and / or services necessary for the implementation of virtual mobility activities due to COVID - 19, even if the approved budget did not include any initial commitment amount under in the Special Expenses category.

## Request prolongations

α/ Extension for IO1 from 28/2/2021 to 31/3/2021

**β/ Justification of Extension for**

From Nov 2021 to March 2022



## Communications : 3 presentation

(Burren Wintarege School (October 2020), SCAR SWG AKIS -5th Mandate – 5th Meeting (January 2021), GMIT Sustainability Sessions 2021 (March 2021)

*We can considerate them as 3 of the 4 Talks at pedagogical meetings and seminars ??*

**social networks:** Twitter, Research Gate, Facebook Group (359 members)

**Internet site:** *www.rurup.uth.gr*

**Press-release:** *reference on UTH's journal, press release in FR, Bu*

**Talks on radio and TV, communication on rural online media:**

*Local Newspaper ΑΠΟΨΗ:Press (GR), Local TV Station ARtTV (GR) programmed for July/ August release*