

# Tuning

India

## Practical Aspects and Running of the Project

Ivan Dyukarev, University of Deusto

Second General Meeting



Co-funded by the  
Erasmus+ Programme  
of the European Union

Bilbao, 19-23 November 2018

# Agenda



## 1. Staff Costs

# Staff Costs



**Transfers for staff costs payment will be made 2 times per project** – after the intermediate report and one month before the end of the project. The sum for each payment will be calculated **on the basis of actual project performance** and in accordance with the distribution of the Staff cost.

**Payment will be made only by bank transfer.** Payment **cannot be made in cash** for security and traceability reasons. Staff costs can only be paid **directly to the bank account of a member of staff or to institution**, if this person and his employer have signed a Joint Declaration.

In practice, a distinction can be made between **two different cases**, in particular:

- a **staff member is remunerated directly** from the project (on a full-time, part-time or occasional basis as a top-up to normal staff salary) by his/her partner institution or by the grant holder directly.
- a **staff member is not remunerated directly** from the project.

**Institutions themselves are allowed to charge staff costs** (as a form of "**compensation**") for people who have been authorised to work for the Tempus project as **part of their normal working time** within the institution.

# Staff Costs



The documents that beneficiary have to prepare for the staff costs payment are:

**Employment contracts** for the staff in question (copies are included in Annex VII),

A duly filled-in **Joint Declaration** (If the staff member performs tasks corresponding to different categories of staff, a separate Joint Declaration must be signed for each category),

**Time-sheet,**

**Pay slips (staff) or evidence of payment (natural person)** for the period in question,

Any **material evidence** allowing to verify that the declared workload corresponds to actual activities/outputs.

# Staff Costs



## Dates:

### First Payment

The preparation of the documents for the first staff costs payment will be organised in the period of 15 February – 15 March 2019.

The payment will be done in the period of 15 March – 15 April 2019

### Second Payment

The second payment will be organised before last project meeting in the period of May-June 2020.



**Thank you!**