

# Tuning

India

## Practical aspects and running of the project

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**Third General Meeting**



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# Agenda

1. Staff Costs
2. Travel Costs, Costs of Stay

# Staff Costs

**Staff costs will be paid** on the basis of the distribution between the partners, only **to the staff** of partner institution actually participating in the project activities. **The existence of a formal contractual relationship between the employee (staff or natural person) and the beneficiary institutions is required in order to be eligible for the staff costs payment.**

In the context of a Capacity Building in Higher Education (CBHE) project **staff can be either:**

- a) **employed by a beneficiary institution** and therefore **part of its payroll system;**
- b) **a natural person** assigned to the project **on the basis of a contract against payment with a beneficiary institution.** For more details on the rules regarding staff costs for natural person please refer to **Annex V.**

# 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



ANNEX II	
<b>JOINT DECLARATION</b>	
Ref. No. ....	Project No. ....
The reference number must correspond to the progressive numbering indicated in the financial statements of the final report	
FROM ..... Hereinafter "the Institution"*	
AND Name: ..... Address: ..... Hereinafter "the Staff member"	
<b>THE INSTITUTION AND THE STAFF MEMBER HEREBY CERTIFY THAT:</b>	
1. The Institution is a member of the partnership for the above-mentioned project.	
2. The Staff member is either: - employed by the Institution and is part of its payroll system YES/NO or - a natural person ** assigned to the project on the basis of a contract against payment YES/NO	
3. The Institution and Staff member agree that the Staff member has worked on this project and performed the following duties during the project's eligibility period. dd/mm/yy dd/mm/yy	
FROM	TO
.....	.....
Please describe the outputs produced (short overall indication since detailed information has to be given in the accompanying time-sheet): ..... .....	
4. Please complete the following information.	
Staff category (Manager / Researcher, Teacher, Trainer / Technician / Administrative staff)	
Country of the Institution	
Number of days worked and charged to the project (according to time-sheet)	
5. This declaration does not alter in any way the employment conditions/assignment already existing between the Institution and the Staff member and is established solely for the purpose of justifying the Staff costs that the Institution will charge to the Erasmus+ Capacity Building in Higher Education grant.	
Done in .....	Date .....
Name.....	
Function .....	
Institution .....	Staff member name.....
Signature and Stamp of the Institution	Signature of the Staff member
*The declaration must be signed by the person concerned, then signed and stamped by the person responsible in the Institution where this person worked for the project. The Institution must be a member of the partnership.	
** A natural person (individual) can be assigned to the action also on the basis of e.g. a civil contract, a free-lance contract, an expert contract, a service contract with self-employed person ("in house consultant) or a secondment to the Institution against payment. The costs of such natural persons working under the action may be assimilated to the costs of personnel, if: (i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed); and (ii) the result of the work belongs to the Institution (unless exceptionally agreed otherwise); and (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract within the institution	



# Travel Costs, Costs of Stay



**Travel costs and costs of stay** (including travel, accommodation, subsistence, personal or health insurance costs and entrance visas) are intended towards **participation of staff in the meetings** of the project.

**The existence of a formal contractual relationship between the employee (staff or natural person) and the beneficiary institutions is required in order to participate to any travel. Thus, only persons mentioned in Annex VII, can participate in the meetings.**

**Only academic and management staff who is actually involved in the project activities and participation in the work of Subject Area Groups may travel and be reimbursed for the travel costs and costs of stay.**



# Travel Costs, Costs of Stay



**Travel costs and costs of stay** are foreseen for all partner institutions and **will be covered by the Coordinator in accordance with workplan** and list of the participants. All travel costs and cost of stay will be **paid in advance directly to the person travelling** by means of buying tickets, booking hotel and meals, etc. Expenses which cannot be covered for any reason by centralised management system will be reimbursed to the person travelling **directly to the personal bank account.**

# Travel Costs, Costs of Stay



A duly filled-in **Individual Travel Report** (ITR - see the Guidelines for the use of the grant) has to be signed by each participant at the meeting venue. ITRs will be prepared by Coordinator and distributed during the meetings.

**Supporting documentation** will have to be attached to each travel report in order to demonstrate the fact that the travel and the activity actually took place (e.g. travel tickets, boarding passes with points of departure and destination, dates and name of the person travelling, invoices, receipts, proof of attendance in meetings and/or events, agendas, tangible outputs/products, minutes of meetings).

# Travel Costs, Costs of Stay



**The expenses for each meeting will be calculated for the whole group of participants.**

**Travel costs** - The flights and other means of transport will be chosen in accordance with distance and related unit costs. The use of cheapest means of travel (e.g. Economy tickets for air travel) will be applied.

**Costs of stay** - Hotel package (accommodation, meals, hire of premises for meetings, etc.) will be chosen in accordance with number of meeting days respecting the unit costs for the Costs of Stay.

***The saving/loss of the travel costs and costs of stay will be calculated for each participant and redistributed for the whole group.***

The difference between unit costs and real costs of each trip - **remaining sum** - will be distributed among meeting participants in order to cover “**per diem**” (additional meals, transportation from/to airport, local transportation, etc.). Sum for “per diem” will be reimbursed directly to the person travelling **in cash at the venue of the meeting.**



**Thank you!**