



**Ruzica Maksimovic**



# **Management of the Project**

**SIGMUS 511332–TEMPUS–1–2010–1-RS-TEMPUS-SMGR**

## **Role of the Beneficiaries**

# **The coordinator**

### **Article I.3 – Role of the beneficiaries (I.3.1.)**

- **Have full responsibility for ensuring that the action is implemented in accordance with the agreement**
- **Be the intermediary for all communication between the co-beneficiaries and the Agency**
- **Be responsible for supplying all documents and information to the Agency which may be required under the Agreement, in particular in relation to the requests for payment**
- **Be responsible in the event of audits, checks or evaluations, for providing all the necessary documents, including the accounts of the co-beneficiaries, the accounting documents and signed copies of sub-contracts**

## **Role of the Beneficiaries**

# **The co-beneficiaries**

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### **Article I.3 – Role of the beneficiaries (I.3.2.)**

- **Forward to the co-ordinator the data needed to draw up the reports, financial statements and other documents provided for in the Agreement, including its Annexes**
- **Ensure that all information to be provided to the Agency is sent via the co-ordinator, save where the Agreement Agreements specifically**
- **Inform the co-ordinator of any any event liable to substantially affect or delay the implementation of the action**
- **Provide the co-ordindator with all the necessary documents in the even of audits, checks or evaluations**

# **The co-ordinator and the co-beneficiaries**

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## **Article I.3 – Role of the beneficiaries (I.3.3.)**

- **Agree upon appropriate arrangements between themselves for the proper performance of the action, including the establishment and maintenance of an estimated budget of costs per beneficiary**

# Technical Implementation Reports

## Reports and Pre-financing

## Deadlines

### Intermediate Report

- Report on implementation of the project (IR)
- Summary report for publication
- Statement of the costs incurred and request for payment

When 70% of the 1st prefinancing has been disbursed and not later than half way through the

**April 15, 2012**

### Final Report

- Final report on implementation of the project (FR)
- Summary report for publication
- Financial statement and request for payment, including the financial tables for each budget headings
- For grants of EUR 750 000 or more, by and external audit report on the actions's financial statements and underlying accounts

Two months after the end of the eligibility period (October 14, 2013)

**December 14, 2013**

# Technical Implementation Reports

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**CO FINANCING**

**83.544,00**

# Supporting Documents

## Staff Costs

CONFIRMATION the Staff Costs		Annex II		
Inst. No. ....	Tempus Project No. ....			
The relevant contract must correspond to the project's underlying activities for the financial statements within the budget				
<p><b>Reference:</b> .....</p> <p>.....</p> <p><b>Responsible for Institution?</b> .....</p>				
<b>Staff:</b>	<b>Name:</b> .....			
	<b>Address:</b> .....			
	<b>Responsible for Service Provider?</b> .....			
THE FOLLOWING HAS BEEN AGREED:				
<p>1. The Institution is a member of the partnership for the above-mentioned project</p> <p>2. The Institution and Service Provider agree that the Service Provider shall work on this project and perform the following duties during the project's eligibility period:</p>				
	date/year	date/year		
<b>FROM</b>		<b>TO</b>	<b>Duration in days</b>	
<p>Duration just before 31/12</p> <p><input type="checkbox"/> Manager</p> <p><input type="checkbox"/> Executive, Technical, Officer</p> <p><input type="checkbox"/> Technical staff</p> <p><input type="checkbox"/> Administrative staff</p>				
Please describe the specific duties:				
.....				
.....				
3. Under no circumstances may salaries and fees exceed level rates of the home country. Fees and salaries should be calculated on the basis of the tasks performed and not on the status of the person.				
4. The cost to be borne by the Tempus grant under co-financing is calculated as follows:				
Number of days devoted to the project		Rate of days		
Gross salary/fee per day in EUR (maximum in Annex II)		EUR		
Total cost (Tempus grant and co-financing)		EUR		
Please indicate in the corresponding financial statement the amount paid by Tempus and the amount the co-financing.				
5. This agreement does not alter in any way the employment conditions already existing between the Institution and the Service Provider and has been established solely for the purpose of justifying the Staff costs that the Institution will pay from the Tempus grant or will co-finance.				
Done in: .....		At: .....		
Institution: .....		Service Provider: .....		
Signature and stamp of the Institution: .....		Signature: .....		
* The declaration must be signed by the person concerned, then signed and stamped by the person responsible in the Institution where this person is normally employed.				

# Supporting Documents

## Travel Costs

**Individual mobility reports** (Annex 2 of these guidelines) together with **all copies of travel tickets, boarding passes, invoices, receipts**, or for car travel a copy of the **internal regulations** on the reimbursement rate per km. The aim of the supporting documentation is to demonstrate the actual cost of the travel and the fact that the trip actually took place.

When travel costs are shared (coach), the supporting documentation (invoice) for the group should be retained and each individual should keep a record of their share of the hire costs in the Individual mobility report.

INDIVIDUAL MOBILITY REPORT for travel costs and costs of stay		Annex 2
Ref. No. ....	Tempus Project No. ....	
<small>The reference number must correspond to the progressive numbering indicated in the financial statements in the final report.</small>		
<small>To be completed by each recipient of a mobility grant (Tempus grant and co-financing).</small>		
<small>To be returned to the co-ordinator together with readable copies of all travel tickets, boarding passes and other supporting documents.</small>		
<b>PERSONAL DATA</b>		
Surname: .....	Forename: .....	
Gender: .....	Nationality: .....	
Home institution: .....		
Staff position/student year of study at home institution: .....		
Host institution(s): .....		
<b>TYPE OF ACTIVITY FOR WHICH GRANT WAS RECEIVED</b>		
<small>Tick as appropriate. If activities were combined, please list them in order of priority.</small>		
<b>STAFF</b>	<b>STUDENTS</b>	
<input type="checkbox"/> Teaching/training assignment of staff	<input type="checkbox"/> Study period	
<input type="checkbox"/> Retraining/update activity for staff	<input type="checkbox"/> Practical placement	
<input type="checkbox"/> Practical placement	<input type="checkbox"/> Short intensive course	
<input type="checkbox"/> Development of academic activities	<input type="checkbox"/> Student representation	
<input type="checkbox"/> Short visit for coordination, planning and quality control		
<input type="checkbox"/> Short intensive course		
<input type="checkbox"/> Dissemination visit		
<b>TRAVEL COSTS AND COSTS OF STAY (Tempus grant and co-financing)</b>		<b>Amount in EUR</b>
• Costs of Stay (amount received by the recipient of the mobility grant)		
• Travel Costs		
<b>Rate 106,41</b>		
<b>PERIOD SPENT ABROAD:</b>		
<small>(dd/mm/yy) (dd/mm/yy) (no. of days)</small>		
From: .....	To: .....	Duration in days: .....
<b>DESCRIPTION OF ACTIVITY PERFORMED</b>		
<small>Please give a brief description of the activities performed during the mobility.</small>		
<div style="border: 2px solid red; border-radius: 50%; width: 100px; height: 30px; margin: 0 auto;"></div>		



# Supporting Documents

## Equipment

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**[B] The following documents must be provided with the financial statement: For equipment with a total value of more than EUR 25 000, a copy (not original) of the invoice(s) must be sent as supporting documents.**

**NB: In the financial statements, the co-ordinator must indicate, in the space provided on the list of invoices for equipment, the names of firms consulted (minimum three). The beneficiaries may not split the purchase of equipment into smaller contracts with individual amounts lower than the EUR 25 000 threshold.**

# **All Supporting Documents To Be Sent To**

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**rmaksimovic@yahoo.com**

**ruzica.maksimovic@med.bg.ac.rs**