

### **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 cobeneficiaries 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 subcontracts

# Role of the Beneficiaries The co-beneficiares

**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

#### Role of the Beneficiaries The co-ordinator and the co-beneficiares

**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	<ul> <li>Report on implementation of the project (IR)</li> <li>Summary report for publication</li> <li>Statement of the costs incurred and request for payment</li> </ul>	When 70% of the 1st prefinancing has been disbursed and not later than half way through the April 15, 2012		
Final Report	<ul> <li>Final report on implementation of the project (FR)</li> <li>Summary report for publication</li> <li>Financial statement and request for payment, including the financial tables for each budget headings</li> <li>For grants of EUR 750 000 or more, by and external audit report on the actions's financial statements and underlying accounts</li> </ul>	Two months after the end of the eligibility period (October 14, 2013)		
		<b>December 14, 2013</b>		

#### **Technical Implementation Reports**

## **CO FINANCING**

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### Supporting Documents Staff Costs

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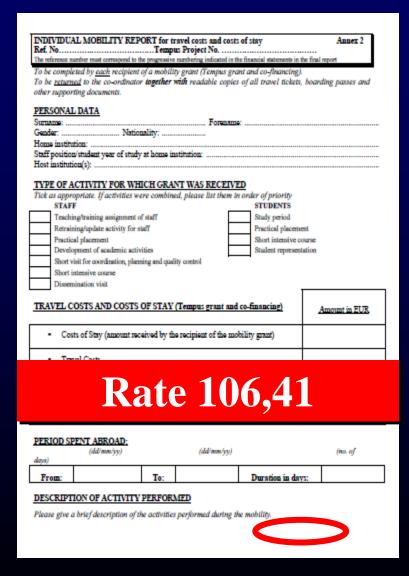


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### Supporting Documents Travel Costs

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.



### Supporting Documents Equipment

[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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