



Financial issues

Valentina Zangrando

GRIAL Research Group

University of Salamanca

vzangra@usal.es



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

W-STEM Project Kick-off Meeting
Research Institute for Educational Sciences (IUCE)
University of Salamanca
Salamanca, 25-27 March 2019



VNiVERSiDAD
D SALAMANCA

CAMPUS OF INTERNATIONAL EXCELLENCE

Index

1. Project financial overview
2. Regulatory Framework
3. W-STEM partnership agreement and first pre-financing payment
4. W-STEM Budget
5. Financial approach
6. Actual costs
7. Equipment
8. Subcontracting
9. Supporting documents for subcontracting and equipment
10. Exchange rate
11. Unit costs
12. Staff costs
13. Travels and costs of stay
14. Travels and costs of stay supporting documents
15. Co-funding
16. Reporting

1. Project financial overview

Title: *Building the future of Latin America: engaging women into STEM (W-STEM)*

Project number: 598923-EPP-1-2018-1-ES-EPPKA2-CBHE-JP

Agreement number: 2018 - 2500 / 001 - 001

Duration: from 15-01-2019 to 14-01-2022

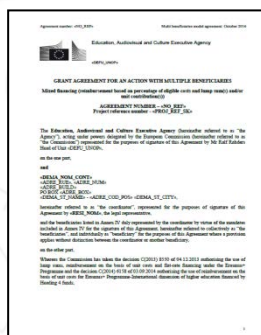
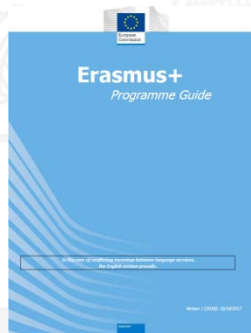
Total grant: 862.268,00€

Payments from the Executive Agency (EACEA) to the coordinator:

- Pre-financing payment of 50% at the beginning of the project.
- A second pre-financing payment of 40% of the total amount, subject to the condition of having used and justified at least 70% of the pre-financing instalment paid.
- Payment of the balance at the end of the project.

2. Regulatory Framework (1)

EACEA Documents



This is a detailed financial statement form for ESRSTUS+ projects. It includes sections for 'Grants' and 'Expenditure' with various sub-categories and tables for recording data. The 'Grants' section lists budget numbers and amounts, while the 'Expenditure' section details various cost items and their corresponding values.

Application



Partnership documents



**National legislation
&
Institutional regulation**

Any prior authorisation from EACEA

2. Regulatory Framework (2)

EACEA Documents

- Programme guide ([Version 1 \(2018\): 25/10/2017](#))
- Grant Agreement 2018 - 2500 / 001 - 001

Application

- Application form
- Detailed project description
- Declaration of honour and mandate letters
- Budget

Partnership documents

- Partnership agreements

3. W-STEM partnership agreement and first pre-financing payment

- All the agreements have been signed by partner institutions
Originals of PUCV and ITCR have not arrived yet.
- First pre-financing payment still pending: POLITO, ITESM, PUCV and ITCR

Women in STEM 2018											
Nº	Partner	Acronym	Country	PIC	Project leader	Role in the organization	E-mail	CC	Partnership agreement	Partnership agreement signed Y/N	1st payment transferred Y/N
1	Universidad de Salamanca, España	USAL	ESPAÑA	999846610	Francisco Garcia	Full Professor	fgarcia@usal.es	vzangra@usal.es			
2	Universidad del Norte, Colombia	UNINORTE	COLOMBIA	971958431	Amparo Camacho Díaz	Directora Académica - Ingenierías	acamacho@uninorte.edu.co	lucyr@uninorte.edu.co; rpena@uninorte.edu.co; jcaicedo@uninorte.edu.co; vsgracia@uninorte.edu.co	digital / original	Y	Y
3	Oulu University, Finland	OULU	FINLANDIA	999844670	Sari Harmoinen	Education Dean	Sari_Harmoinen@oulu.fi	Suvi Henttilä <Suvi.Henttila@oulu.fi>; mervi.heikkinen@oulu.fi	digital / original	Y	Y
4	Politecnico di Torino, Italy	POLITO	ITALIA	999977754	Anita Tabacco	Former Vice-Rector for Teaching and actual Rector's delegate for simplification	anita.tabacco@polito.it	wstem@polito.it	digital / original	Y	
5	Dublin Institute of Technology, Irlanda / changed the name to Technological University Dublin	DIT / TU Dublin	IRLANDA	999902288	Ciaran Oleary	Head of Learning Development, College of Sciences and Health	ciaran.oleary@dit.ie	Lara Milincic <lara.milincic@dit.ie>	digital / original	Y	Y
6	Nothern Regional College, Reino Unido	NRC	REINO UNIDO	949658325	Terri Scott	Principal/Chief Executive	terri.scott@nrc.ac.uk	Irvine Abraham <Irvine.Abraham@nrc.ac.uk>	digital / original	Y	Y
7	Instituto Tecnológico y de Estudios Superiores de Monterrey, México	ITESM	MEXICO	999625741	Angeles Dominguez	Directora de Programa	angeles.dominguez@tec.mx; angeles.tec@gmail.com	genaro.zavala@tec.mx	digital / original	Y	
8	Universidad de Guadalajara, México	UdeG	MEXICO	988053932	Verónica María Rodríguez Betancourt	Electronics and Computer Sciences Division	veronica.rbetancourt@academicos.udg.mx; sdivcb@cucei.udg.mx	Dulceq@cgci.udg.mx; cdiq@cucei.udg.mx; Favela Ortiz, Manuel Jesus <Manuefff@cgci.udg.mx>; Verónica María Rodríguez Betancourt sdivcb@cucei.udg.mx	digital / original	Y	Y
9	Universidad Técnica Federico Santa María, Chile	UTSM	CHILE	999633792	Hugo Alarcón	Director de Enseñanza y Aprendizaje	hugo.alarcon@usm.cl	mariapilar.garate@usm.cl	digital / original	Y	Y
10	Pontificia Universidad Católica de Valparaíso, Chile	PUCV	CHILE	999854952	Jimena Pascual	Escuela de Ingeniería Industrial	jimena.pascual@pucv.cl	olaya.ocaranza@pucv.cl	digital		
11	Universidad Tecnológica de Bolívar, Colombia	UTB	COLOMBIA	948962350	Ericka Duncan	Directora Relaciones Internacionales	eduncan@utb.edu.co		digital / original	Y	Y



4. W-STEM budget

Budget Headings	€
I STAFF COSTS	316,758.00
II TRAVEL COSTS	235,780.00
III COSTS OF STAY	118,730.00
IV EQUIPMENT	110,000.00
V SUBCONTRACTING	81,000.00
VI EXCEPTIONAL COSTS	0.00
TOTAL GRANT	862,268.00

**ANNEX III OF GRANT AGREEMENT
(ESTIMATED BUDGET OF THE ACTION.
MAXIMUM GRANT CONTRIBUTION TO
THE PROJECT COSTS)**

**ANNEX II OF PARTNERSHIP AGREEMENT
(EU GRANT BREAKDOWN PER PARTNER
AND BUDGET CATEGORY)**

5. Financing approach

Grant

(combination of two different financing approaches)

- **AC:** Actual costs (**Equipment, Subcontracting** and Exceptional costs)
- **UC:** Unit Costs (**Staff, Travel** and Costs of stay)

6. Actual costs (1)

Expenses actually incurred

(Documented and justified with corresponding level of cost)

Example:

Reported cost (laptops) of 1.500 EUR

=

Supporting documents to the value of 1.500 EUR

6. Actual costs (2)

Less than 25.000 €

Best value for money

25.000 € - 134.000 €

Tendering procedure

More than 134.000 €

National Legislation

7. Equipment

- Total purchase cost (no depreciation)
- Exclusively for Partner Country Higher Education Institutions
- Recorded in the inventory of the institution
- Labelled with E+ stickers (to be printed by beneficiaries)



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

https://eacea.ec.europa.eu/about-eacea/visual-identity-and-logos-eacea/erasmus-visual-identity-and-logos_en

Purchased and installed as soon as possible in order to be used during project implementation

Add Row		Delete Row		Duplicate Row		4. Equipment Costs					
Total (EUR)							110.000,00				
Work Package	Partner N°	Name of Partner (to encode in overview sheet)	Country (to encode in overview sheet)	Nature, type and specifications of the item				Amount Excluding VAT (EUR)			
Development	P2	Universidad del Norte (UNINORTE)	Colombia	Tablets & IT Tools for A2.5.3 - Mentorship Activities (25 units / 300€unit)				7.500,00			
Development	P7	Instituto Tecnológico de Monterrey (ITESM)	Mexico	Tablets & IT Tools for A2.5.3 - Mentorship Activities (25 units / 300€unit)				7.500,00			
Development	P8	Universidad de Guadalajara (UG)	Mexico	Tablets & IT Tools for A2.5.3 - Mentorship Activities (25 units / 300€unit)				7.500,00			
Development	P9	Universidad Técnica Federico Santa María (UTSM)	Chile	Tablets & IT Tools for A2.5.3 - Mentorship Activities (25 units / 300€unit)				7.500,00			
Development	P10	Pontificia Universidad Católica de Valparaíso (PUCV)	Chile	Tablets & IT Tools for A2.5.3 - Mentorship Activities (25 units / 300€unit)				7.500,00			
Development	P11	Universidad Tecnológica de Bolívar (UTB)	Colombia	Tablets & IT Tools for A2.5.3 - Mentorship Activities (25 units / 300€unit)				7.500,00			
Development	P12	Instituto Tecnológico de Costa Rica (UTCR)	Costa Rica	Tablets & IT Tools for A2.5.3 - Mentorship Activities (25 units / 300€unit)				7.500,00			
Development	P13	Universidad de Costa Rica (UCR)	Costa Rica	Tablets & IT Tools for A2.5.3 - Mentorship Activities (25 units / 300€unit)				7.500,00			
Development	P14	Universidad Técnica Particular de Loja (UTPL)	Ecuador	Tablets & IT Tools for A2.5.3 - Mentorship Activities (25 units / 300€unit)				7.500,00			
Development	P15	Universidad Técnica del Norte (UTN)	Ecuador	Tablets & IT Tools for A2.5.3 - Mentorship Activities (25 units / 300€unit)				7.500,00			
Development	P7	Instituto Tecnológico de Monterrey (ITESM)	Mexico	Mobile Application (Ted-Talks) for recorded videos and stories from Women in Science around the world. Wp. Development, and WP. Dissemination&Exploitation				35.000,00			



8. Subcontracting

Implementation of specific tasks, by third party, to which a contract is awarded by one/several beneficiaries (external evaluation, printing, translations...)

Duplicate Row		5. Subcontracting Costs	
		81,000.00	

Partner N°	Name of Partner (to encode in overview sheet)	Country (to encode in overview sheet)	Nature, type and specifications of the item	Amount Excluding VAT (EUR)	Total (EUR)
P1	Universidad de Salamanca (USAL)	Spain	Logistic facilities and Simultaneous translation during the in presence meetings (kick-off meeting - Salamanca)	3,000.00	3,000.00
P1	Universidad de Salamanca (USAL)	Spain	External expert to offer a virtual course/coach to guide the "process mapping" (A2.1.1.)	4,000.00	4,000.00
P1	Universidad de Salamanca (USAL)	Spain	External Evaluator	15,000.00	15,000.00
P1	Universidad de Salamanca (USAL)	Spain	Audite Certificate	5,000.00	5,000.00
P2	Universidad del Norte (UNINORTE)	Colombia	Logistic facilities and Simultaneous translation during the in presence meetings (1st meeting and International Leadership Summer-Camp - Barranquilla)	4,000.00	4,000.00
P1	Universidad de Salamanca (USAL)	Spain	Guidelines editing and translation	3,000.00	3,000.00
P1	Universidad de Salamanca (USAL)	Spain	Hosting and Software for Self-Assessment & Profiling Tool (WP. Development)	4,000.00	4,000.00
P1	Universidad de Salamanca (USAL)	Spain	Training material and video recording or the On-line training modules	4,000.00	4,000.00
P4	Politecnico di Torino (POLITO)	Italy	Hosting online services & Website	12,000.00	12,000.00
P11	Universidad Tecnológica de Bolívar (UTB)	Colombia	Logistic facilities and Simultaneous translation during the in presence meetings (1st meeting International Leadership Summer-Camp - Cartagena)	4,000.00	4,000.00
P9	Universidad Técnica Federico Santa María (UTSM)	Chile	Subcontracting of video recording system assistance, translation and design editing	5,000.00	5,000.00
P13	Universidad de Costa Rica (UCR)	Costa Rica	Logistic facilities during the in presence technical meetings (A3.1 M14))	3,000.00	3,000.00
P7	Instituto Tecnológico de Monterrey (ITESM)	Mexico	Logistic facilities during the in presence technical meetings (A3.2 M14))	3,000.00	3,000.00
P8	Universidad de Guadalajara (UG)	Mexico	Logistic facilities and Simultaneous translation during the in presence meetings (2nd meeting - Guadalajara)	2,000.00	2,000.00
P10	Pontificia Universidad Católica de Valparaiso (PUCV)	Chile	Logistic facilities and Simultaneous translation during the in presence meetings (3rd meeting - Valparaiso)	4,000.00	4,000.00
P4	Politecnico di Torino (POLITO)	Italy	Logistic facilities and Simultaneous translation during the in presence meetings (Turin)	3,000.00	3,000.00
P5	Dublin Institute of Technology (DIT)	Ireland	Logistic facilities and Simultaneous translation during the in presence meetings (Dublin)	3,000.00	3,000.00



9. Supporting documents for subcontracting and equipment

Equipment

- Invoice(s) and proofs of payment
- > EUR 25.000 < EUR 134.000: tendering procedure and three quotations from different suppliers
- EUR 134.000: procedure according to national legislation
- Registration in the inventory

Subcontracting

- Invoice(s), subcontracts and proofs of payment
- > EUR 25.000 < EUR 134.000: tendering procedure and three quotations from different suppliers
- EUR 134.000: procedure according to national legislation
- Travel activities of subcontracted service provider: copies of travel tickets, boarding passes, invoices and receipts

To send with Final Financial statement:

>EUR 25.000: invoices, (subcontracts for subcontracting), competitive offers
Any prior authorisation from the Agency

To keep with project accounts

10. Exchange rate

1) From start of eligibility period until receipt of second pre-financing:

monthly rate of reception of FIRST PRE-FINANCING

2) From date of receipt of second pre-financing until end of eligibility period: monthly rate of reception of SECOND PRE-FINANCING

Rate to apply:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm

EXAMPLE

1st Pre-financing: 23 Dec 2018 – 2nd Pre-financing: 22 Aug 2019

Invoice date: 09 January 2019 Applicable monthly rate: December 2018



11. Unit costs

Fixed contribution multiplied by number of units,
based on "Triggering events" (activities/outputs)

No need to justify level of spending
Costs supported with proofs of activities implemented

12. Staff costs

Unit cost = amount in Euro per working day per staff (not linked to the actual level of remuneration in the salary slip)

Supporting documents:

Staff Costs

- *Joint Declaration (EACEA template)*
- *Time-sheets (EACEA template)*
- Proof of formal contractual relationship
- Evidence justifying workload and activities/outputs (e.g. attendance lists , tangible outputs / products)

To send with Final Financial statement:

Any prior authorisation from the Agency

13. Travels and costs of stay

Travel/stay for staff participating in eligible activities related to the achievement of the project

Travel distance calculator (one-way travel):
http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

*From home institution to venue of activity
(project beneficiaries' countries) and return*

**Costs of stay: number of days of activities
(including travel) = Number of unit costs**

14. Travels and costs of stay supporting documents

Travel and Costs of Stay

- *Individual Travel Report (EACEA templates) + Supporting documents*
- (e.g. travel tickets, boarding passes, invoices, receipts, proof of attendance in meetings, agendas, tangible outputs/products, minutes)*

15. Co-Funding

Co-funding principle

Grant \neq Total costs of the project

All co-funding must be included in the report, but no documentation is needed.

No minimum quantity is required

Delete Row		Duplicate Row		Information for the Co-financing			
100.000,00							
Name of Partner (to encode in overview sheet)	Country (to encode in overview sheet)	Item*	Source of Co-financing**	Justification***	Amount Excluding VAT (EUR)	Total (EUR)	
Universidad de Salamanca (USAL)	Spain	Staff costs, conference fees, publishing	Institution's own resources	Dissemination of results	10.000,00	10.000,00	
Universidad del Norte (UNINORTE)	Colombia	Staff costs, conference fees, publishing	Institution's own resources	Dissemination of results	5.000,00	5.000,00	
Oulu University (OULU)	Finland	Staff costs, conference fees, publishing	Institution's own resources	Dissemination of results	10.000,00	10.000,00	
Politecnico di Torino (POLITO)	Italy	Staff costs, conference fees, publishing	Institution's own resources	Dissemination of results	10.000,00	10.000,00	
Dublin Institute of Technology (DIT)	Ireland	Staff costs, conference fees, publishing	Institution's own resources	Dissemination of results	10.000,00	10.000,00	
Northern Regional College (NRC)	United Kingdom	Staff costs, conference fees, publishing	Institution's own resources	Dissemination of results	10.000,00	10.000,00	
Instituto Tecnológico de Monterrey (ITESM)	Mexico	Staff costs, conference fees, publishing	Institution's own resources	Dissemination of results	5.000,00	5.000,00	
Universidad de Guadalajara (UG)	Mexico	Staff costs, conference fees, publishing	Institution's own resources	Dissemination of results	5.000,00	5.000,00	
Universidad Técnica Federico Santa María (UTSM)	Chile	Staff costs, conference fees, publishing	Institution's own resources	Dissemination of results	5.000,00	5.000,00	
Pontificia Universidad Católica de Valparaíso (PUCV)	Chile	Staff costs, conference fees, publishing	Institution's own resources	Dissemination of results	5.000,00	5.000,00	
Universidad Tecnológica de Bolívar (UTB)	Colombia	Staff costs, conference fees, publishing	Institution's own resources	Dissemination of results	5.000,00	5.000,00	
Instituto Tecnológico de Costa Rica (UTCR)	Costa Rica	Staff costs, conference fees, publishing	Institution's own resources	Dissemination of results	5.000,00	5.000,00	
Universidad de Costa Rica (UCR)	Costa Rica	Staff costs, conference fees, publishing	Institution's own resources	Dissemination of results	5.000,00	5.000,00	
Universidad Técnica Particular de Loja (UTPL)	Ecuador	Staff costs, conference fees, publishing	Institution's own resources	Dissemination of results	5.000,00	5.000,00	
Universidad Técnica del Norte (UTN)	Ecuador	Staff costs, conference fees, publishing	Institution's own resources	Dissemination of results	5.000,00	5.000,00	



16. Reporting

Progress report July 14th, 2020

The Partner shall provide the Beneficiary with any information and document required for the preparation of the interim report until 6 weeks prior to the submission of the progress report at the latest

Final report March 14th, 2022

The Partner shall provide the Beneficiary with any information and document required for the preparation of the final report, until 6 weeks prior to the submission deadline of the final report March 14th, 2022

Disclaimer

W-STEM (Building the future of Latin America: engaging women into STEM) is a project funded under European Union ERASMUS + Capacity-building in Higher Education Programme (598923-EPP-1-2018-1-ES-EPPKA2-CBHE-JP)

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein

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



