



UNIVERZITET U SARAJEVU
POLJOPRIVREDNO-PREHRAMBENI FAKULTET



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

BUGI Project: Preparation of the Final Report

9th SC and QAC Meeting of the Erasmus+ project

586304-EPP-1-2017-BA-EPPKA2-CBHE-JP

Sarajevo, Bosnia and Herzegovina

October 06, 2021

Project Details

- Start of the Project: October 15, 2017
- End of the Project: October 14, 2020, extended to October 14, 2021
- Budget: 838.397,90 EUR
 - Staff Costs: 331.037, 00 EUR (cannot exceed 40% of total or 335.359,16 EUR)
 - Travel Costs: 74.010,00 EUR
 - Costs of Stay: 150.840,00 EUR
 - Equipment Costs: 231.000,00 EUR (cannot exceed 30% of total or 251.519,37 EUR)
 - Subcontracting Costs: 51.510,90 EUR (cannot exceed 10% of total or 83.839,79 EUR)

In practice, this means that in the final report, the maximum amount declared under a budget heading can be 110% of the authorised amount as indicated in Annex III of the Agreement for the budget heading in question without prior authorisation required. Please note that this 10% increase flexibility can still be applied even if the authorized amount for the budget heading concerned had already been set at its maximum ceiling (i.e. 40% for staff costs, 30% for equipment costs and 10% for subcontracting costs).

Maximum possible amounts

- Staff Costs: 331.037, 00 EUR + 33.103,70 EUR
- Travel Costs: 74.010,00 EUR
- Costs of Stay: 150.840,00 EUR
- Equipment Costs: 231.000,00 EUR + 23.100,00 EUR
- Subcontracting Costs: 51.510,90 EUR + 5.151,09 EUR

Breakdown per partner and budget category

Partner	Name of Partner	1. Staff Costs	2. Travel Costs	3. Costs of Stay	4. Equipment	5. Subcontract.	Total
P1	University of Sarajevo (UNSA)	50,284.00	11,200.00	23,760.00	53,500.00	32,510.90	171,254.90
P2	University Dzemal Bijedic of Mostar (UNMO)	26,614.00	9,735.00	23,160.00	38,500.00	3,500.00	101,509.00
P3	University of Donja Gorica (UDG)	32,664.00	12,865.00	27,000.00	47,000.00	4,000.00	123,529.00
P4	University of Prishtina (UP)	31,064.00	14,050.00	28,800.00	46,000.00	5,000.00	124,914.00
P5	University Haxhi Zeka (UHZ)	31,114.00	12,725.00	26,880.00	46,000.00	3,500.00	120,219.00
P6	University of Bologna (UNIBO)	56,695.00	4,485.00	6,840.00	0	1,500.00	69,520.00
P7	South Westphalia University of Applied Sciences (SWUAS)	58,025.00	4,950.00	7,200.00	0	1,000.00	71,175.00
P8	University of Ljubljana (UL)	44,577.00	4,000.00	7,200.00	0	500	56,277.00
		331,037.00	74,010.00	150,840.00	231,000.00	51,510.90	838,397.90

First payment

PARTNER	EURO
“Džemal Bijedić” University of Mostar	57,500.00
University of Donja Gorica	65,000.00
University of Prishtina	66,900.00
“Haxhi Zeka” University in Peja	64,900.00
University of Bologna	23,500.00
South-Westphalia University of Applied Sciences	28,000.00
University of Ljubljana	19,500.00

Equipment (part of the first payment)

PARTNER	EURO
“Džemal Bijedić” University of Mostar	32,500.00
University of Donja Gorica	40,000.00
University of Prishtina	46,900.00
“Haxhi Zeka” University in Peja	46,900.00
University of Bologna	0.00
South-Westphalia University of Applied Sciences	0.00
University of Ljubljana	0.00

Second payment

PARTNER	EURO
“Džemal Bijedić” University of Mostar	23,707.00
University of Donja Gorica	33,823.00
University of Prishtina	33,030.00
“Haxhi Zeka” University in Peja	31,275.00
University of Bologna	32,116.00
South-Westphalia University of Applied Sciences	28,940.00
University of Ljubljana	25,522.00

Part of the second payment (equipment)

PARTNER	EURO
“Džemal Bijedić” University of Mostar	7,000.00
University of Donja Gorica	7,000.00
University of Prishtina	7,100.00
“Haxhi Zeka” University in Peja	7,100.00
University of Bologna	0.00
South-Westphalia University of Applied Sciences	0.00
University of Ljubljana	0.00

Third payment

PARTNER	EURO
“Džemal Bijedić” University of Mostar	10,151.00
University of Donja Gorica	12,353.00
University of Prishtina	12,492.00
“Haxhi Zeka” University in Peja	12,022.00
University of Bologna	6,952.00
South-Westphalia University of Applied Sciences	7,117.50
University of Ljubljana	5,628.00

Fourth payment*

PARTNER	EURO
“Džemal Bijedić” University of Mostar	10,151.00
University of Donja Gorica	12,353.00
University of Prishtina	12,492.00
“Haxhi Zeka” University in Peja	12,022.00
University of Bologna	6,952.00
South-Westphalia University of Applied Sciences	7,117.50
University of Ljubljana	5,628.00

*within 60 days after approval by the Agency of the final report and balance payment to the Coordinator and provided that the beneficiary has carried out the assigned tasks, in accordance with the terms of the Grant Agreement and its Annexes (fourth and final payment) provided that the beneficiary had sent Request for payment (using the Annex VI of this Agreement) to the coordinator, duly signed by the legal representative of the beneficiary, for each instalment defined/calculated by the coordinator on the basis of previously verified expenses (where applicable).



Partnership Agreement Article 5 (5.3-5.5)

5.3 Beneficiaries are obliged to use the Erasmus+ grant contribution exclusively for the purposes defined by the project, and in accordance with the terms and provisions of the present Agreement and the Grant Agreement and its annexes. Erasmus+ grant amounts received in advance and not used by the beneficiaries will be reimbursed to the coordinator at the latest 30 days after the end of the project's contractual period.

5.4 If there is a difference between the amount of the Erasmus+ grant contribution actually used by the partnership and the amount of expenditure declared eligible by the Executive Agency at the end of the project, the following procedure will apply:

the beneficiary(ies) responsible for the expenditure declared ineligible will reimburse the corresponding amount to the coordinator.

5.5 The costs of financial transfers charged by the bank of the coordinator and the beneficiaries shall be borne by the financial transfer recipient.



Partnership Agreement Article 6 (Reporting),

6.1 The coordinator is responsible for submitting in due time to the Executive Agency all reports and financial statements as required in the Grant Agreement. For this purpose and in a timely manner, the beneficiaries commit to provide the coordinator with all necessary information and, if applicable, copies of supporting documents needed for drawing up reports, financial statements and any other documents required in the Grant Agreement.

6.2 The coordinator shall provide the beneficiaries with the appropriate reporting forms for the declaration of expenses/activities and the respective instructions for their completion. These reports must be drawn up in EURO and be delivered to the coordinator till March 1 2019 for the first progress reporting period, and till September 1 2020 for the final report.

6.3 The beneficiaries shall keep a record of any expenditure/activity incurred under the project and all proofs and related documents for a period of 5 years after the payment of the final balance under the Grant Agreement. The coordinator may reject any item which cannot be justified in accordance with the rules set out by the Executive Agency in the Grant Agreement and in the Guidelines for the Use of the Grant.

Timeline for Reporting

- All partners to send relevant documents to coordinator (UNSA) by Friday, October 22, 2021 (by email and post – all copies to be verified: signed and stamped)
- Draft narrative report to be sent by UNSA to partners by Monday, November 1, 2021
- Comments by partners by Monday, November 15, 2021
- Final Report prepared by UNSA and sent to partners by Monday, November 29, 2021
- Cost verification by external agency by the end of November
- Financial report to be sent to partners by Friday, December 3, 2021
- Submission of documents to EACEA: deadline is December 14, 2021.

Documentation for Staff Costs

- a) The existence of a formal contractual relationship¹⁰ between the employee and the employer. Furthermore, for non-permanent staff and/or not officially registered under a beneficiary institution, the latter must be able to demonstrate that the conditions defined under the section 3.3.1.1 of guidelines have been fulfilled.
- b) A duly filled-in Joint Declaration (Annex II of these Guidelines) for each person employed by the project. The declaration must be signed by the person performing the activity then countersigned and stamped by the person responsible (e.g. rector, dean) in the institution that employed this person. For staff performing different categories of tasks a separate declaration must be signed for each type of activity.

Documentation for Staff Costs (cont.)

c) Time-sheets have to be attached to each Joint Declaration. They must be signed by the person concerned and countersigned by the person responsible in the institution that employed this person. They must indicate the following:

- the project reference
- the name of the person performing the tasks, his/her position and the staff category
- the institution and the country where the person is employed
- the number of days worked for the corresponding month and year
- the description of the tasks performed, the outputs produced and the related work package.

d) Any material evidence allowing to verify that the declared workloads correspond to actual activities/outputs (e.g. attendance lists for lectures given, tangible outputs / products, salary slips, etc.).



Documentation for Travel and Stay Costs

- a) annex III – ITR,
- b) copy of travel order,
- c) decision or agreement,
- d) copy of bank statement,
- e) copy of hotel invoice,
- f) copy of travel invoice, copy of boarding passes,
- g) copy of attendance list.

A duly filled-in Individual Travel Report (Annex III of these Guidelines). 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). It will not be necessary to prove the actual cost of the travel.

Documentation for Equipment

- VAT/customs exemption certificate obtained
- Tender documentation
- All relevant documents to UNSA to be submitted
 - copy of at least 3 offers,
 - copy of decision of the best supplier,
 - copy of contract,
 - copy of invoice,
 - copy of bank statement,
 - handing over record/protocol of equipment,
 - proof of registration of equipment as HEIs property



Documentation for Subcontracting Costs

- Invoices, subcontracts and bank statements.
- In the case of travel activities of subcontracted service provider, copies of travel tickets, boarding passes, invoices and 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 that the activities took place.
- When the threshold of EUR 25.000 is exceeded and below EUR 134.000, documentation on the tendering procedure and three quotations from different suppliers.
- When the threshold of EUR 134.000 is exceeded, documentation on the tendering procedure applied according to national legislation.
- Tangible outputs/products

For more information, templates and other reporting documents, please visit...



https://www.eacea.ec.europa.eu/grants/2014-2020/erasmus/capacity-building-field-higher-education-2017_en#ecl-inpage-493

Q&A

- Any questions?
- Discussion



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