  
**Erasmus+ Capacity Building projects  
in the field of Higher Education  
Call 2015**

**CONTRACTUAL MANAGEMENT OF THE GRANT**

*Project Representatives Meeting  
Brussels, 27-28 January 2016*

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**The aim of this presentation**

**Approach and rules for sound contractual management:**

- Essential information on the E+ Capacity Building in Higher Education Grant Agreement and other important documents



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**Presentation Content**



1. **Structure of the Grant Agreement**
2. **Hierarchical order of content**
3. **Special Conditions**
4. **General Conditions**
5. **Guidelines for the Use of the Grant**

NB: please note that this document has no legal value

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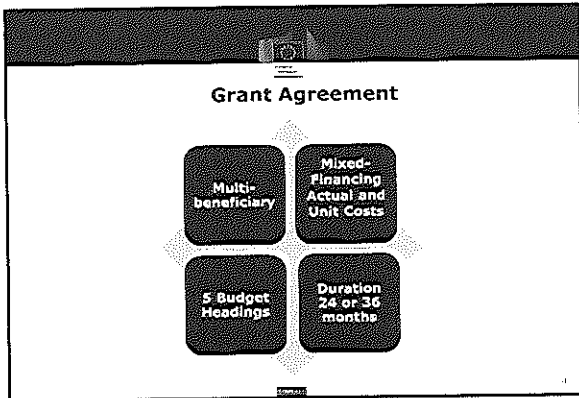
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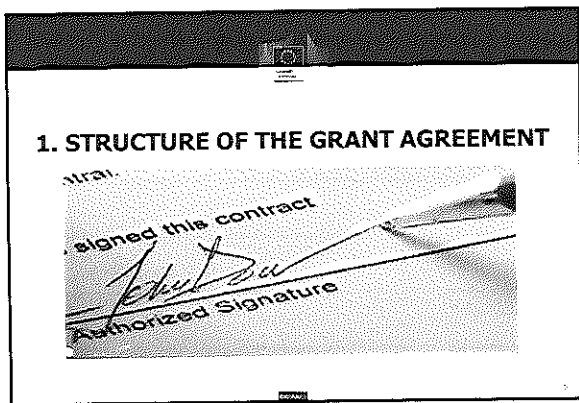
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<b>I. Special Conditions</b>	
<b>II. Annexes</b>	
Annex I:	Description of the action
Annex II:	<b>General Conditions</b> Part A: Legal and Administrative Provisions Part B: Financial Provisions
Annex III:	Estimated budget of the action
Annex IV:	List of beneficiaries and Mandates
Annex V:	Model Technical Implementation report(s)
Annex VI:	Model financial statement(s)
Annex VII:	Report of Factual Findings on the Final Financial Report

*JCBME*

*oaccu*

*Report templates*

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2. HIERARCHY



A cartoon illustration of a large fish on the left eating smaller fish on the right. A speech bubble from the large fish says "OH NO! I DON'T EAT THE GREEN ONES...".

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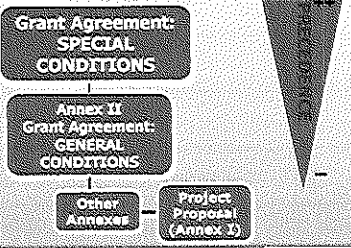
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CALL FOR PROPOSALS



A pyramid diagram with four levels. From top to bottom: "Grant Agreement: SPECIAL CONDITIONS", "Annex II Grant Agreement: GENERAL CONDITIONS", "Other Annexes", and "Project Proposal (Annex 1)".

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**BEWARE!**

Do not assume that all activities in your project application are automatically eligible.

Before implementing any activity, please check first that the activities indicated in your project proposal are



An illustration of a magnifying glass with the word "eligible" written on the lens.

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### 3. SPECIAL CONDITIONS

**100% Special**

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- **Subject matter of the Agreement** (Article I.1)
- **Entry into force and Duration** (Article I.2)
- **Amount and form of the grant** (Article I.3)
  - Annex III – Estimated budget
  - Maximum grant amount & form
    - Actual costs (Equipment & Subcontracting)
    - Unit contribution (Staff, Travel and Costs of Stay)

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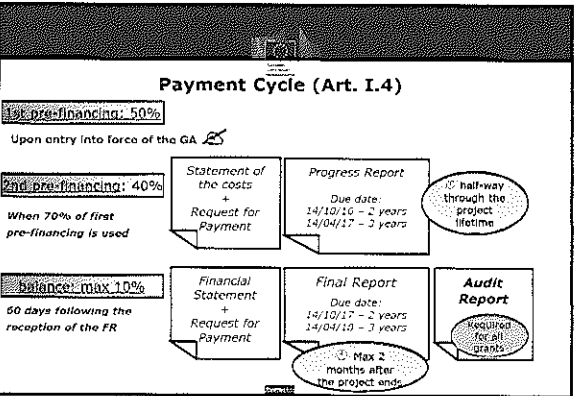
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- **Bank Account** (Article I.5)
  - Account or sub-account must identify the payments made by EACEA
  - Recommended to use a specific account to identify transactions
  - Preferable to use account in EURO to avoid fees
- **Communication details** (Article I.6)
  - ONE contact person for all communications with EACEA
- **Use of the results, intellectual and industrial property rights** (Article I.7)

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- **Budget transfers** (Article I.8) -> *Financial Management workshop*
- **Law Applicable and Competent Court** (Article I.9)
 

2 situations:

  - ❖ **EU:**                    **General Court of the European Union**
  - ❖ **Partner Country:** **Courts of Brussels - Belgian law**

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- **Other Special Conditions** (Article I.10)
  1. *Award of contracts & subcontracting*
  2. *Exchange Rates*
  3. *Depreciation*
  4. *Ineligible costs*
  5. **Partnership Agreement: compulsory**
    - > to be sent to EACEA **within 6 months** of the signature of the Grant Agreement

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- **Other Special Conditions** (Article I.10)
  - 7. **Meetings** between coordinating Institution and EACEA
    - compulsory up to twice per year
    - Provision for travel and costs of stay
  - 11. **Cooperation obligation** with NEOs, International Contact Points and EU Delegations

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**Dissemination & exploitation of results (Art. I.10.8 )**

- **Obligation** to provide **substantial visibility** of project results:
  - Set-up **website** at the beginning of the project
- **Erasmus+ Projects Results Platform**
  - Aim: To provide information on EU-funded projects to demonstrate efficiency and effectiveness to the EU-taxpayer.

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*under development*




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**Erasmus+ Project Results Platform**

- Upon signature of your contract, you received a summary notifying you that your project summary was uploaded on the platform for the public to view
- At the end of the project, you can upload one example per project result, which will be validated by EACEA before being visible to the public
- EACEA will give advice on what type of documents are suitable to upload

*link to this from website*

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**Publicity obligations (Art. I.10.9)**

Project publications and results: **Sticker**

• Must display this **Logo**:  Co-funded by the Erasmus+ Programme of the European Union

• Must mention "Co-funded by the Erasmus+ Programme of the European Union"

[https://eacea.ec.europa.eu/about-eacea/fiscal-identity\\_en](https://eacea.ec.europa.eu/about-eacea/fiscal-identity_en)

• Include **disclaimer**:

*"This project has been funded with support from the European Commission. This publication (communication) reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein."*

[http://ec.europa.eu/dgs/education\\_culture/publ/graphics/beneficiaries\\_wfi.pdf](http://ec.europa.eu/dgs/education_culture/publ/graphics/beneficiaries_wfi.pdf)

website!

must add this stuff!!

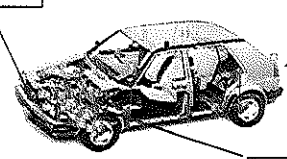
only VSP  
no ERASMUS+

**PENALTIES**

Publicity

Breach of contractual obligations

Weak Implementation



**Penalties for weak implementation (Art. I.10.6)**


*Reduction of the final grant in the event of weak implementation*

**When does the performance evaluation take place?**

- During the implementation of the project
  - At Progress Report stage
  - As a result of a Monitoring visit
- After the completion of the project
  - At Final Report stage

**When is the coordinator informed?**

- After the assessment of the progress report (warning)
- After the assessment of the final report (final decision)



**How will the project performance be assessed?**

The evaluation of the project performance will be based on the same criteria and the same scoring scale as those used at application stage:

- *Relevance (max. 30 pts)*
- *Quality of the project (design and) implementation (max. 30 pts)*
- *Quality of the project team and cooperation arrangements (max. 20 pts)*
- *Impact and sustainability (max. 20 pts)*

**What could be the impact of a weak performance?**

EACEA will apply the following reduction of the project maximum grant

*25% : performance score between 40 points and below 50 points*  
*35% : performance score between 30 points and below 40 points*  
*55% : performance score between 20 points and below 30 points*  
*75% : performance score below 20 points*

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**Penalties for non-compliance with publicity obligations (Art. I.10.10)**

**When does the performance evaluation take place?**

*At the same time as the performance assessment: i.e. at reporting stages as well as during field monitoring visits.*

**How are the publicity obligations verified?**

*Verification on project website and on the project documents (studies, reports, promotional material, etc.)*

**What is verified?**

- *Respect of the Visual Identity*
- *Presence of the acknowledgement on the co-funding of the Erasmus+ Programme*
- *Presence of the Disclaimer concerning the content of the product*

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**Penalties for non-compliance with publicity obligations (Art. I.10.10)**

**When is the coordinator informed?**

*At any time when a non-compliance situation is identified.*

**What could be the impact of a non-compliance?**

*EACEA may apply a 20% reduction of the maximum grant awarded.*

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**Administrative and financial Penalties (Art. II.17)**

**When?**

*When the beneficiary has*

- committed substantial errors, irregularities or fraud; or
- made false declarations or failed to submit information; or
- been in serious breach of contractual obligations.

**What type of penalties could be applied?**

- Administrative penalties: exclusion of all contracts or grants for a max. duration of 5 years
- Financial penalties: 2 to 10% of the beneficiary's grant contribution

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**4. GENERAL CONDITIONS**




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**Part A: Legal and Administrative provisions**

- **Role and obligations of the Beneficiaries (Article II.1)**
  - Multi-beneficiary Grant Agreement
  - Mandates: contractual link between EACEA and all beneficiaries

**All beneficiaries are jointly responsible for the project:**

- In case of recovery
- In case of audits, checks or evaluation in their premises

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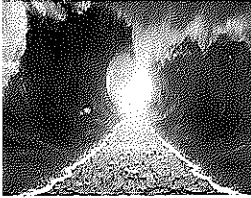
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**5. GUIDELINES FOR THE USE OF THE GRANT**




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**Guidelines for the Use of the Grant**

- Valuable reference document
- Cover a multitude of questions and different situations
- Available on the E+ CBHE Website  
[https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-higher-education\\_en](https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-higher-education_en)

*Check regularly updated versions!*

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**QUESTION NOT ANSWERED?**  
 Please contact the E+CBHE team

**[EACEA-EPLUS-CBHE-PROJECTS@ec.europa.eu](mailto:EACEA-EPLUS-CBHE-PROJECTS@ec.europa.eu)**

Don't forget to mention your project number!




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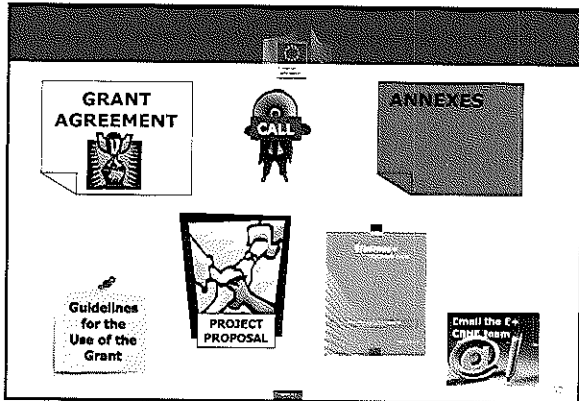
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