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Project No 2018-1-BG-01-KA203-048023

September 2018 – November 2020

PROJECT MANAGEMENT

Prof. Valeri Mladenov

REPORTS

- **INTERIM REPORT**

Bulgarian National Agency has accepted Interim/Progress Report.

- **FINAL REPORT**

- DEADLINE - 60 days after the end of the activity - **31.01.2021**

Request for balance payment

REPORTED IN MOBILITY TOOL+



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MAIN CATEGORIES OF FUNDING IN THE FORM OF UNIT AMOUNTS

- **Project Management and Implementation**
- **Transnational Project Meetings**
- **Intellectual Outputs (Intellectual products)**
- **Multiplier Events (Events for dissemination of results)**
- **Learning, teaching and training activities**

PROJECT MANAGEMENT AND IMPLEMENTATION

Single Amount/Month/Participating Organization

- The condition for recognizing the costs is whether the beneficiary has carried out the activities and produces the products financed under the project in accordance with the approved application form
- Accompanying documents: proof of performed activities and produced products in the form of declaring these activities and products in the final report.



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FINANCIAL SUPPORT PROJECT MANAGEMENT AND IMPLEMENTATION

Single Amount/Month/Participating Organization

	PROJECT MANAGEMENT AND IMPLEMENTATION	AMOUNT IN EUR /month
1	COORDINATOR	500 EUR
2	PARTNERS	250 EUR



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TRANSNATIONAL PROJECT MEETINGS

Single amount/participant/transport and subsistence

- **Whether the participant actually participated in the international meeting and carried out the reported trip - number of meetings, period**
- **Eligible participants**
- **Accompanying documents:**
 - **declaration**
 - **list of participants**
 - **program and documents**
 - **tickets, invoices**



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FINANCIAL SUPPORT FOR TRANSNATIONAL PROJECT MEETINGS

Single amount/participant/transport and subsistence

	TRANSNATIONAL PROJECT MEETINGS	AMOUNT IN EUR /meeting
1	For distances between 100 and 1999 km	575 EUR
2	For distances over 2000 km	760 EUR

NB: The distance is calculated between the location of the organization and the place of the event.



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INTELLECTUAL OUTPUTS

Single Amount/Day/Staff/Country

- Eligible contractors: non-subcontracting

Accompanying documents:

- time sheets - number of days per category of staff
- proof of a formal relationship with the organization - copies of a contract, volunteer agreement ***translated in English.***
- Presence of documents certifying the realization of intellectual products
- documents supporting the qualitative assessment of the manufactured intellectual product and the contribution to the implementation of the project objectives



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FINANCIAL SUPPORT FOR INTELLECTUAL OUTPUTS

Single Amount/Day/Staff/Country Category

INTELLECTUAL OUTPUTS Rate per day in EUR				
COUNTRIES	Manager	Lecturer, instructor, researcher, specialist	Technical staff	Administrative staff
Greece Cyprus	164	137	102	78
Bulgaria	88	74	55	39

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MULTIPLIER EVENTS (Events for dissemination of results)

Single Amount/Participant/Division between Local and Foreign Participants

For activity:

- Number of participants from the host country
- Number of foreign participants
- Present lists of persons eligible to participate in events
- Documents providing information on the event, contribution to the implementation of the project objectives.



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FINANCIAL SUPPORT MULTIPLIER EVENTS

Single Amount/Participant/Division between Local and Foreign Participants

	MULTIPLIER EVENTS	AMOUNT IN EUR
1	For participants from the country where the event takes place	100 EUR
2	For participants from other countries	200 EUR

LEARNING/TEACHING/TRAINING ACTIVITIES

Transport costs/Individual support

Documents verifying the realization of international learning, teaching and training activities

Number of Mobility Days:

- **Travel cost, residence cost , linguistic support**
- **Present lists, tickets, invoices**
- **Documents of accommodation, linguistic support**



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FINANCIAL SUPPORT FOR LEARNING/TEACHING/TRAINING ACTIVITIES

Transport costs

	LEARNING/TEACHING/TRAINING ACTIVITIES	AMOUNT EUR	IN
DISTANCE	Between 10 and 99 km	20 EUR	
	Between 100 and 499 km	180 EUR	
	Between 500 and 1999 km	275 EUR	
	Between 2000 and 2999 km	360 EUR	
	Between 3000 and 3999 km	530 EUR	
	Between 4000 and 7999 km	820 EUR	
	8000 km or more	1500 EUR	

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FINANCIAL SUPPORT LEARNING/TEACHING/TRAINING ACTIVITIES (cont.)

Individual support

	LEARNING/TEACHING/TRAINING ACTIVITIES	AMOUNT IN EUR/day
1	Short-term joint staff training events	106 EUR



TRANSFERS

- **Under the basic contract** all other transfers between budget categories are eligible , except for the category Project Management and implementation - up to 20%
- **Addendum with** the Bulgarian authorities to the main contract for the organization of virtual mobility related to the situation with COVID-19 - up to 60%



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TRANSFERS (cont.)

According to Addendum:

- 1. It is not allowed to transfer funds to the budget "Project Management and Implementation".**
- 2. Virtual activities are not allowed for project meetings.**

MULTIPLIER EVENT - E 3

Multiplier events - If the event be approved to be held online then we can claim 15% of 100 euros per participant, regardless of whether the participant in the event is local or foreign

The documents for the recognition of expenses are:

- Proof that the event took place virtually, accompanied by information about the name and date of the event.**
- Declaration of the actual number of participants, indicating the name of the participant and the address of the sending organization.**
- Any documentation used or distributed for the purposes of the event.**



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MULTIPLIER EVENT - E 3 (cont.)

- **Bulgarian Authority strongly recommend Multiplier event E3 to be held physically , as it is very important for the dissemination of the project results. Their opinion and for example is that the event could be held at two or three consecutive days in front of 10-15 participants. If for this purpose a hall will be rented and will have a safety measures in connection with COVID-19 will be observed.**

MULTIPLIER EVENT - E 3 (cont.)

- In case we decide to hold the event online, SEERC need to send to coordinator (TUS) a reasoned opinion, accompanied by official documents, e.g. an order from the Minister of Health in Greece for introduced restrictive measures, or order a ban on gathering more people in one place, etc. similar, to prove the impossibility of holding the event physically. There must also be a detailed description of how it will be conducted. We, in turn, will have to send this request to Bulgarian Authority and to wait for a response.

REPORTING

15 December - the dead line for partners to send to coordinator:

- all the timesheets for all Outputs
- all transfers made between the budgets /if any/
- short description of what the amount of the budget "Project management and implementation" was used for.



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THANK YOU

For Your Attention!



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