



MULTICULTURALCARE PROJECT

First Transnational Project Meeting - KICKOFF MEETING

17th and 18th of december, 2020

Escola Superior de Enfermagem de Coimbra



Project life cycle, Budget, Communication and Monitoring

Dra. Eugénia Inácio (Portuguese Erasmus+ National Agency)





Financial and Management guidelines

Dra. Dina Marques (ESEnfC)

Dra. Rita Gonçalves (ESEnfC)






Financial rules

- Expenses are eligible for the duration of the project, from 02.12.2020 to 01.12.2022
- All expenses will be charged and justified in the internal accounts of the partner organisation and in direct connection with the activities of the Project
- The financing of strategic partnerships is based on unit costs according to the activities planned within the framework of the Project
- Justification of the ERASMUS+ Grant → Description and proof of activities carried out and results achieved



Eligible Activities

There are 5 categories for the expenses:

- Project management and implementation (PMI)
 - Transnational project meetings (TPM)
 - Intellectual outputs (IO)
 - Learning, teaching and training activities (LTT)
 - Multiplier Events (ME)
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Eligible Activities | PMI

There are 5 categories for the expenses:

- Project management and implementation
- Transnational project meetings
- Intellectual outputs
- Learning, teaching and training activities
- Multiplier Events

	ESENEFC	UC LIMBURG	UNIVERSIDAD CASTILLA
500€/month	24 months		
250€/month		24 months	24 months
	12.000,00€	6.000,00€	6.000,00€

Eligible Activities | TPM

There are 5 categories for the expenses:

- Project management and implementation
- **Transnational project meetings**
- Intellectual outputs
- Learning, teaching and training activities
- Multiplier Events

Distance band: 100-1999km

Unit cost: 575€

	ESEFC	UC LIMBURG	UNIVERSIDAD CASTILLA
TPM – 1		4 persons	4 persons
TPM – 2		4 persons	4 persons
TPM – 3	4 persons		4 persons
TPM – 4	5 persons	5 persons	
	5,175,00€	7.475,00€	6.900,00€

Eligible Activities | IO

There are 5 categories for the expenses:

- Project management and implementation
- Transnational project meetings
- Intellectual outputs
- Learning, teaching and training activities
- Multiplier Events

	ESENEFC	UC LIMBURG	UNIVERSIDAD CASTILLA
IO 1 – teacher/researcher	280 days	210 days	160 days
IO 1 – technician	10 days		15 days
IO 2 – teacher/researcher	200 days	90 days	160 days
IO 2 – technician	10 days		25 days
IO 3 – teacher/researcher	170 days	145 days	68 days
IO 3 – technician	17 days		22 days
	92.824,00€	95.230,00€	59.480,00€

Eligible Activities | LTT

There are 5 categories for the expenses:

- Project management and implementation
- Transnational project meetings
- Intellectual outputs
- Learning, teaching and training activities
- Multiplier Events

Distance band: 100-499km
Unit cost: 180€ + 106€/per day

Distance band: 500-1999km
Unit cost: 275€ + 106€/per day

	ESENEFC	UC LIMBURG	UNIVERSIDAD CASTILLA
LTT – 1		4 persons/3 days [500 -1999km]	4 persons/3 days [100 -499km]
LTT – 2	4 persons/3 days [500 -1999km]		4 persons/3 days [500 -1999km]
LTT – 3	4 persons/3 days [100 -499km]	4 persons/3 days [500 -1999km]	
	4.364,00€	4.744,00€	4.364,00€

Eligible Activities | ME

There are 5 categories for the expenses:

- Project management and implementation
- Transnational project meetings
- Intellectual outputs
- Learning, teaching and training activities
- **Multiplier Events**


NP – local participants, external to organisation
(participants from the organisation – 0€ grant)

	ESENEFC	UC LIMBURG	UNIVERSIDAD CASTILLA
ME – 1	20 NP 3 IP		
ME – 2		20 NP 3 IP	
ME – 3			20 NP 3 IP
	2.600,00€	2.600,00€	2.600,00€



Budget transfers without amendment

- Beneficiaries are allowed **to transfer up to 20%** of the funds allocated for each of the following categories:
 - Project management and implementation,
 - Transnational Project Meetings,
 - Intellectual Outputs,
 - Multiplier Events,
 - Learning/teaching/training activities

 - **To any other budget category** with the **exception** of the categories **Project management and implementation** and **Exceptional costs**
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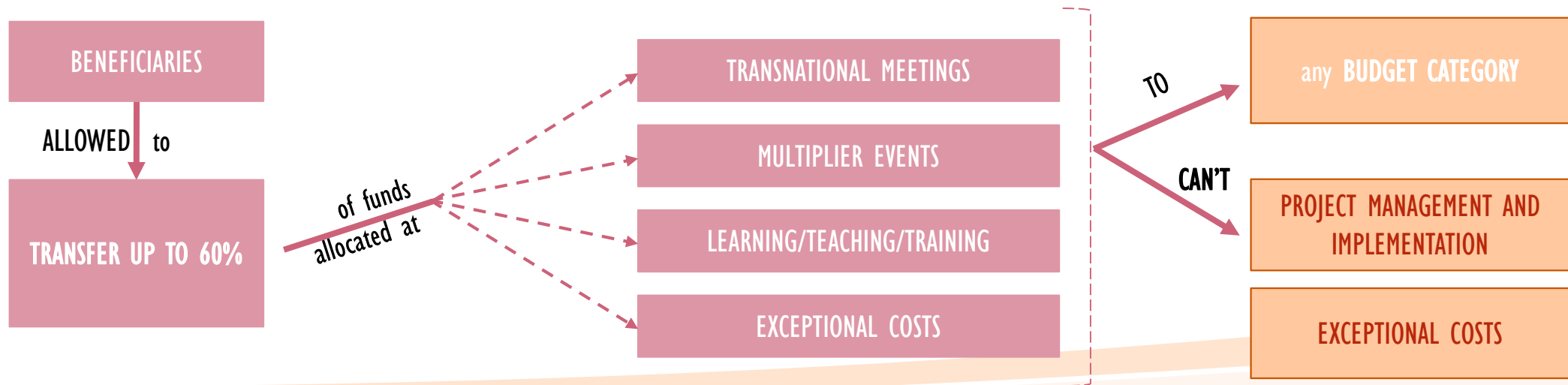
Budget transfers related to COVID-19

— Addendum n.º I — Additional financial and contractual rules

— ONLY applicable to projects organising **VIRTUAL ACTIVITIES** due to **COVID-19**

— If the partnership decides to do a virtual activity, all have to agree and need to have a written justification for that change

— this justification has to be related to the COVID-19





Budget transfers related to COVID-19

TRANSNATIONAL PROJECT MEETINGS

- _ If ONLINE (virtual activity) → no additional unit costs are eligible
- _ Budget in “Project management and implementation” shall cover these costs
 - _ Organize the online meetings/activities

LEARNING, TEACHING AND TRAINING

- _ If ONLINE (virtual activity) → calculation of the Grant amount:
 - _ No Grant support for travel
 - _ $(\text{Number of days} \times 15\% \times \text{unit contribution per day}) \times \text{number of participants}$
 - _ Travel days before/after the activity → not included



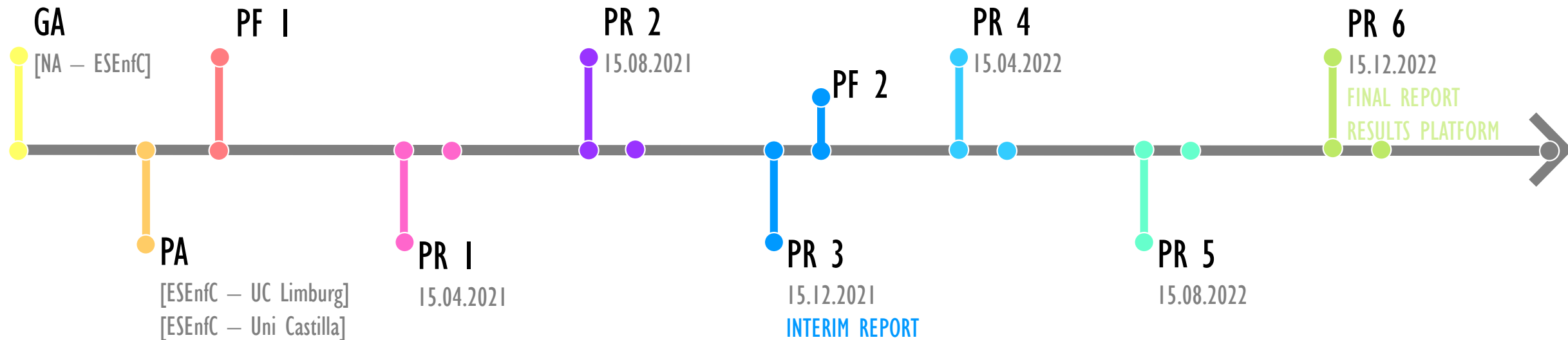
Budget transfers related to COVID-19

MULTIPLIER EVENTS

- _ If ONLINE (virtual activity) → calculation of the Grant amount:
 - _ Number of participants x 15% x unit contribution local participant (100€)

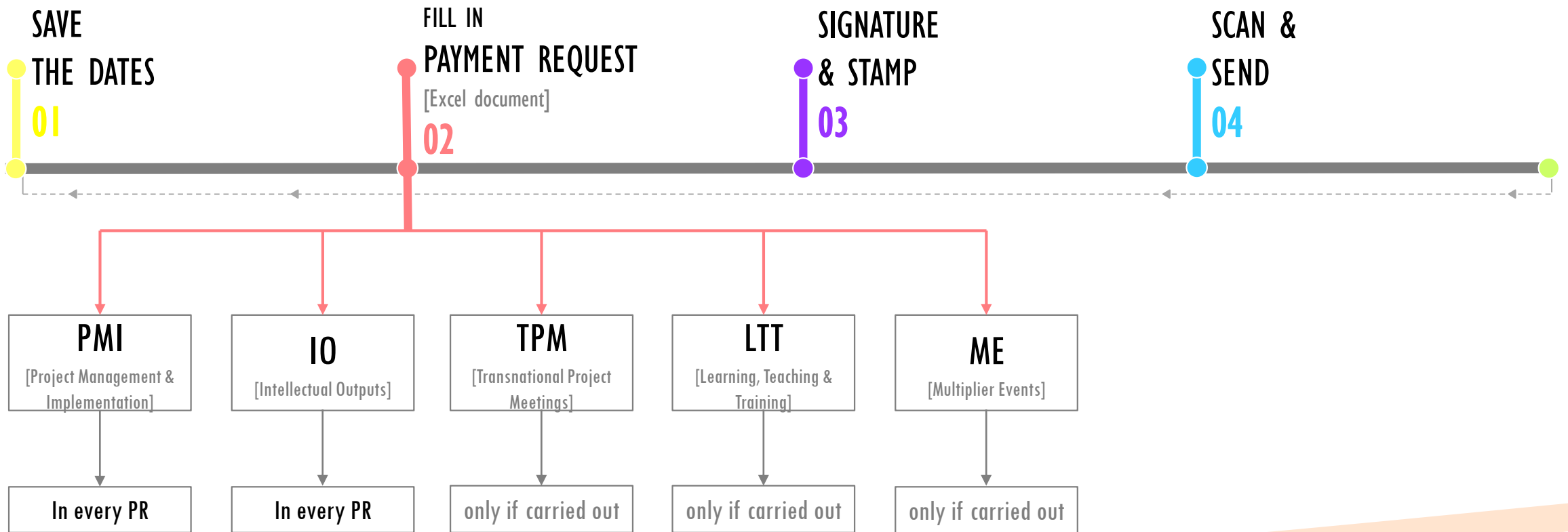
- _ Example:
 - _ Online Multiplier Event with 50 participants (30 national & 20 international)
 - _ Grant amount = $50 \times 15\% \times 100\text{€}$


Financial Timeline



GA – Grant Agreement
PA – Partnership Agreement
PF – Pre - Financing
PR – Payment Request

Payment Request - Procedures

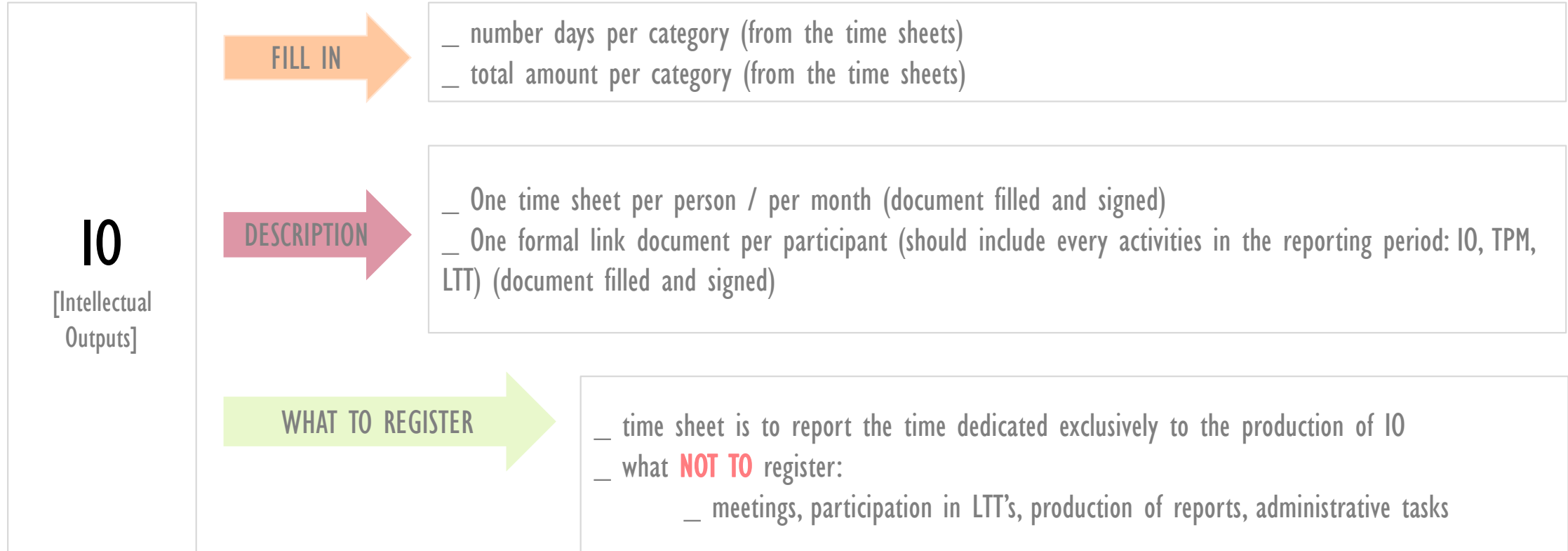




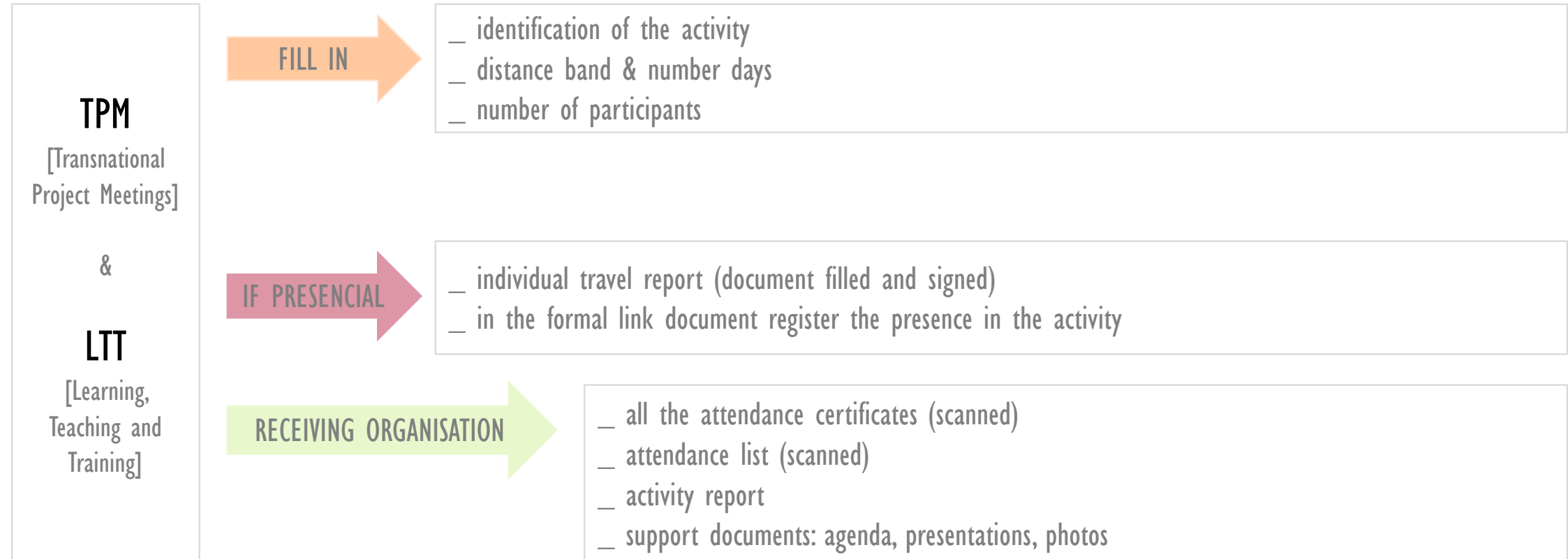
Payment Request – Documents needed



Payment Request – Documents needed



Payment Request – Documents needed



Payment Request – Documents needed





Management and financial ESEnfC contacts

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