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**Business Opportunity Support System upgrade for
strengthening European innovation ecosystem**

Project Management

Procedures



BOSS

Project Management procedures

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Abstract	Project Management procedures present detailed plan of overall project management. They include procedures and guides which will secure clear understanding of responsibilities & roles of project partners and timeline of project activities.
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1. INTRODUCTION

The main objective of this document is to provide guidance through clearly defined management structures and procedures to the beneficiaries so they could be able provide all necessary high-quality inputs which will be incorporated in reports for the NA by the project coordinator.

Even though BOSS project will be implemented by relatively small consortia, the need to have elaborated Project Management procedures that should provide support to the beneficiaries was recognized from the beginning of collaboration.

Accordingly, this document provides insight into procedures and guides which will secure clear understanding of responsibilities and roles of project partners and timeline of project activities, such as: management structure, project management and reporting, confidentiality and data protection, etc.

Also, definition of eligible and ineligible costs is given, as well as preview of all necessary supporting documents that need to be provided in order to justify adequately eligible costs. Definitions and rules listed in this document are taken from the Grant Agreement and Annexes of the Grant and translated to English.



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2. MANAGEMENT STRUCTURE

The management structure of the project had been designed to ensure successful realization of planned activities and it was officially adopted at the kick-off meeting.

It involves, Project Coordinator, Project Management team (PMt), Quality Assurance team (QAt), Dissemination team (Disst), Steering Committee, Development team (Dt), Team leaders, and Activity leaders, as described below.

The Project Coordinator – UB will coordinate the project and will be responsible for overall project management, efficient use of the project grant, communication and reporting to NA, etc.

Project Management team (PMt) – Led by UB, consists of three members appointed by partner institutions (local Project Managers) who will jointly manage all operational aspects of project. Besides this, PMt will be responsible for development of Project Management procedures, organization and implementation of project partner meetings, reporting, including BOSS platform in standard procedures of UB and ULiège TTOs and organizing tendering process.

Quality Assurance team (QAt) – Led by ULiège, include one member from each partner organization selected based on their experience and expertise. Team will be responsible for creation of Quality Control System and internal quality control and monitoring of results.

Dissemination team (Disst) – Led by UB, consist of three members from partner institutions who will be in responsible for: creation and monitoring of implementation of the Dissemination and Exploitation Plan, publishing information related to project activities and results via different communication channels, communication and cooperation with Associated Partners and supporting of BOSS users.

Development team (Dt) – Led by META, will include team members of all partners who will be responsible for development of intellectual outputs. Additionally, one person from each project partner development team will be selected for local development team leader. Those persons will be responsible for communication with other team members within their institution and with development team leaders from other project partner institutions and they will report to their local Project Manager.

Steering Committee - consisting of three members from partner institutions will be in charge of evaluation of the overall progress of the project, both the process of developing and implementing the project, and its actual impact on its intended audience. Steering Committee will be in charge of conflict management and will provide guidance to the project team if necessary.

Team leaders - responsible for monitoring of the overall progress of each team (PMt, QAt, Disst, Dt) and its activities.

Activity leaders – responsible for monitoring of the assigned activity, ensuring its quality

level and timeliness, and active participation of other partners. Regarding development of Intellectual Outputs, META will be responsible for creation of Business Opportunity Self-Assessment Methodology and Business Opportunity Development Planning Tool. ULiège will be responsible for Educational materials and UB for BOSS Platform.



3. PROJECT MANAGEMENT AND REPORTING

3.1 Obligations and Roles

3.1.1 General obligations and role of the beneficiaries

The beneficiaries:

- (a) are entirely responsible for carrying out the activities attributed to them, and shall conduct the work in accordance with the work programme and schedule set forth in the Grant Agreement and approved application, working to the best of their abilities to achieve the defined results and taking full responsibility for their work in accordance with accepted professional principles;
- (b) undertake to comply with all the provisions of the Grant Agreement and its annexes, with all the provisions of Partnership Agreement, as well as with national legislation;
- (c) are entirely and solely liable for complying with any legal obligations incumbent on them;
- (d) shall provide staff, facilities, equipment and material to the extent needed for executing the activities as specified in the work programme.

3.1.2 Specific obligations and role of the coordinator

The coordinator undertakes to:

- (a) be responsible for the coordination and management of the project in accordance with the Grant Agreement;
- (b) be the intermediary for all communication between the beneficiary and the NA, and inform the beneficiary of any relevant communication exchanged with the NA;
- (c) inform the beneficiary of any changes connected to the project or to the Grant Agreement, or of any event likely to substantially affect the implementation of the project;
- (d) as the sole recipient of payments on behalf of all beneficiaries, transfer funds to the beneficiary without unjustified delay and in accordance with the dispositions for payments laid down in Article 6 of this Agreement;
- (e) manage and verify the appropriate spending of the funds in accordance with the dispositions of the Grant Agreement and this Agreement;
- (f) comply with all reporting requirements vis-à-vis the NA, as per the dispositions of Article I.4 of the Grant Agreement;
- (g) establish payment requests on behalf of the beneficiary, as per the dispositions of Article I.4 of the Grant Agreement;
- (h) provide the beneficiary with official documents related to the project, such as the signed Grant Agreement and its annexes, List of supporting documentation for the justification of costs requested by Coordinator the various reports templates and any other relevant document concerning the project;
- (i) transmit to the beneficiary copies of all reports submitted to the NA, as well as copies of any feedback letters received from the NA following report assessment and field monitoring visits;
- (j) be responsible for the sound financial management and cost efficiency of the Erasmus+

grant contribution, as well as his own contribution to the project.

3.1.3 Specific obligations and role of the beneficiary

The beneficiary undertakes to:

- (a) ensure adequate communication with the coordinator and with the other beneficiaries;
- (b) support the coordinator in fulfilling its tasks according to the Grant Agreement;
- (c) submit in due time to the coordinator all relevant data needed to draw up the reports, financial statements and any other documents provided for in the Grant Agreement, all documents provided for in Partnership Agreement, as well as all necessary documents in the events of audits, checks or evaluations;
- (d) provide the coordinator with any other information or documents it may require and which are necessary for the management of the project;
- (e) notify the coordinator in a timely manner of any event likely to substantially affect or delay the implementation of the project, as well as of any important deviation of the project (e.g. replacement of the project contact person, changes in beneficiary's budget, deviations from work plan etc.);
- (f) inform the coordinator in a timely manner of any change in its legal, financial, technical, organisational or ownership situation and of any change in its name, address or legal representative;
- (g) be responsible for the sound financial management of the allocated Erasmus+ grant contribution and related own contribution for the project;
- (h) prepare, complete and submit all reports to the coordinator in due time, as requested by the NA and the coordinator, in order to fulfil reporting obligations;
- (i) provide the validation of the information of submitted documentation which are contained therein;
- (j) perform all activities foreseen by Description of the Project (Annex II of the Grant Agreement), as well as all tasks as set at kick-off meeting and other Management meetings;
- (k) more specifically, the beneficiary shall be in charge for performing the project activities as specified in Project Application and Partnership Agreement;
- (l) fulfil the assumed obligations within the set deadlines and in accordance with the project plan;
- (m) be responsible for all rights and obligations for activities defined in the Partnership Agreement from the starting date of the eligibility period laid down in the Grant Agreement, according to disposal of Article 2, paragraph 2.1 of the Partnership Agreement.

3.2 Reporting

3.2.1 Principles and standards of reporting

For the purpose of efficient and effective implementation of project activities, responsible budget management and timely submission of reports and financial statements to the NA as required in the Grant Agreement, several types of reports are foreseen:

1. Interim reports and Final report on the implementation of the Project which should be submitted by the Coordinator to the NA. This type of reports consists of narrative and

financial report together with other supporting documentation. For this purpose and in a timely manner, the beneficiary commits to provide the coordinator with all necessary information and copies of supporting documents needed for drawing up reports, financial statements and any other documents required in the Grant Agreement.

2. Internal reports within the Consortium where beneficiaries inform the Coordinator about their individual progress on implementation of the project and related expenditures. This type of reports also consists of narrative and financial report together with other supporting documentation.
3. Meeting reports for each team (Project Management, Development, Quality Assurance and Dissemination team, as well as Steering Committee) in a form of minutes prepared using the created template (Annex C of Quality Support System).

The coordinator shall provide the beneficiary with the appropriate reporting forms for the declaration of expenses/activities and the respective instructions for their completion. All reports have to be drawn up in EURO and should be in English.

The reports should accurately reflect project partners progress during the reporting period, highlighting any key issues and providing justification for any deviations from the Project budget and Description of the project as set out in the Grant Agreement and its Annexes. Verification of expenditures declared in partner reports are linked to the transfer of the part of Erasmus + grant to partners from the Coordinator as set out in the Partnership Agreement.

Information contained in the reports will be reviewed and approved by the Coordinator taking into consideration following assessment criteria:

- Timeliness of results;
- Activity progress;
- Quality of results;
- Cost compliance with the budget;
- Eligibility of the expenditures;
- Correctness and completeness of all supporting documents;
- Correctness of applied exchange rates (where applicable);
- Eligibility and justification of any changes which occurred;

On behalf of the Project as a whole, the coordinator must report to the NA the following:

1. For Project Management and Implementation activities, the final distribution of funds and undertaken activities and results.
2. For Transnational project meetings, the venue of the meeting, the date and the number of participants. In all cases, the beneficiaries must be able to demonstrate a formal link with the persons participating in transnational project meetings, whether they are involved in the Project as staff (whether on a professional or voluntary basis) or as learners of the beneficiary organisations.

3. For Intellectual Outputs, the activities undertaken and results produced. The coordinator must include information on the start and end date and on the number of days of work per category of staff for each of the beneficiaries cooperating directly on the development of intellectual outputs.
4. For Multiplier events, the description of the multiplier event, the intellectual outputs covered, the leading and participating organisations, the venue of the meeting and the numbers of local and international participants. In the case that the beneficiaries do not develop the intellectual outputs applied for and approved by the NA, the related Multiplier events will not be considered eligible for grant support either. If the NA awarded support for the development of several intellectual outputs but only some of them are ultimately realised, the NA must determine to which extent each of the related Multiplier events is eligible for grant support.
5. For Learning, teaching and training activities, the venue of all learning, teaching and training activities, the date and the number of participants.

3.2.2 Reporting schedule

For the purpose of partnership reporting, developed internal reporting forms will be used. These reports shall be submitted by the beneficiary to the coordinator according to the following schedule:

Reporting period:	From-To	Deadline for submission of the partnership reports by the beneficiary to the coordinator
The 1 st reporting period	1/10/2018 – 31/1/2019	15/2/2019
The 2 nd reporting period	1/2/2019 – 30/4/2019	15/5/2019
The 3 rd reporting period	1/5/2019 – 31/7/2019	15/8/2019
The 4 th reporting period	1/8/2019 – 31/10/2019	15/11/2019
The 5 th reporting period	1/11/2019 – 31/1/2020	15/2/2020
The 6 th reporting period	1/2/2020 – 30/4/2020	15/5/2020
The 7 th reporting period	1/5/2020 – 31/7/2020	31/8/2020

For the purpose of reporting by the coordinator to the NA, beneficiary shall have to submit his reports (consisting of the narrative and financial part) to the coordinator, using the reporting forms provided by the coordinator:

Type of the report	Deadline for submission of the reports by the coordinator to the NA	Deadline for submission of the reports by the beneficiary to the coordinator
The progress report on the implementation of the project	(at the latest) half-way through the eligibility period, on 31/8/2019	at the latest 10 days before 31/8/2019
Final report	two months after the end of the contractual period, on 29/9/2020	31/8/2020

As for the meeting reporting, minutes of each meeting will be taken and team members will have 15 working days to make additional comments; if no objections are raised within 10 working days, the minutes shall be considered as approved.

3.2.3 Partner Request for payment

The Coordinator has provided all partners with the appropriate form for issuing the transfer of funds to the partner institution – **Partner Request for Payment** (Annex III of the Partnership Agreement).

The partner has to submit Partner Financial Report whose approval will be the basis for issuing the next installment.

On the basis of verified expenses in the report and their approval by the Coordinator, amount of next installment of Erasmus plus grant will be defined/calculated by the Coordinator, in accordance with Article 5 of the Partnership Agreement.

4. ELIGIBILITY OF COSTS

4.1 Type of eligible costs

The Erasmus+ grant contribution is awarded under the form of:

- a "reimbursement of actual costs"
- a "unit contribution" to the costs.

For the implementation of the project and the beneficiary's reimbursement of costs incurred in terms of Project management and implementation activities, Transnational Project Meetings, Intellectual Outputs, Multiplier Events, Learning/teaching/training activities, the partnership will apply the unit contributions amounts defined in the Annex IV of the Grant Agreement.

The Erasmus+ grant contribution to the project's Exceptional costs will be based on the justification of the costs actually incurred. This justification will take the form of the support documentation specified in the Annex III of the Grant Agreement.

4.2 Conditions for eligibility of unit contribution

As specified in Article I.1 of Annex III of the Grant Agreement, where the grant takes the form of a unit contribution, the number of units must comply with the following conditions:

- (a) the units must be actually used or produced in the period set out in Article I.2.2 of the Special Conditions;
- (b) the units must be necessary for implementing the Project or produced by it;
- (c) the number of units must be identifiable and verifiable, in particular supported by records and documentation specified in this Annex.

4.3 Conditions for eligibility of actual costs

As specified in Article II.1 of Annex III of the Grant Agreement, where the grant takes the form of a reimbursement of actual costs, the following conditions must apply:

- (a) they are incurred by the beneficiaries;
- (b) they are incurred in the period set out in Article I.2.2.;
- (c) they are indicated in the estimated budget set out in Annex II or eligible following budget transfers in accordance with Article I.3.3;

- (d) they are incurred in connection with the Project as described in Annex II and are necessary for its implementation;
- (e) they are identifiable and verifiable, in particular are recorded in the beneficiary's accounting records and determined according to the applicable accounting standards of the country where the beneficiary is established and with the beneficiary's usual cost accounting practices;
- (f) they comply with the requirements of applicable tax and social legislation;
- (g) they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency;
- (h) they are not covered by a unit contribution as specified in Section I of Annex III of the Grant Agreement.

4.4 Calculation and supporting documents for unit contributions

As specified in Article I.2 of Annex III of the Grant Agreement, where the grant takes the form of a unit contribution the following rules apply:

4.4.1 Project management and implementation

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the total number of months of the project duration by the unit contribution applicable to the beneficiary, as specified in Annex IV of the Agreement. The beneficiaries must agree on the distribution of the amount between them depending on their respective workload and contribution to the project activities and results.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the beneficiary implements the project activities and produces the project outputs to be covered from this budget category as applied for in the grant application and as approved by the National Agency.
- (c) Supporting documents: proof of activities undertaken and outputs produced will be provided in the form of a description of these activities and outputs in the final report. In addition, outputs produced must be uploaded by the coordinator in the Erasmus+ Project Results Platform and/or, depending on their nature, available for checks and audits at the premises of the beneficiaries.

4.4.2 Transnational project meetings

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the total number of participations by the unit contribution applicable, as specified in Annex IV of the Agreement.

By default, the place of origin is understood as the place where the sending organisation is located and the place of venue as the place where the receiving organisation is located. If a

different place of origin or venue is reported, the beneficiary must provide the reason for this difference.

- (b) Triggering event: the event that conditions the entitlement to the grant is that the participant has actually participated in the transnational project meeting.
- (c) Supporting documents:
- For travel taking place between the sending organisation and the receiving organisation: proof of attendance of the activity in the form of an attendance list or individual attendance certificates signed by the receiving organisation specifying the name of the participant, the purpose of the activity, as well as its starting and end date;
 - In case of travel from a place different than that where the sending organisation is located and/or travel to a place different than that where the receiving organisation is located which leads to a change of distance band, the actual travel itinerary must be supported with travel tickets or other invoices specifying the place of departure and the place of arrival.
 - Proof of attendance of the transnational project meeting in the form of a participants list signed by the participants and the receiving organisation specifying the name, date and place of the transnational project meeting, and for each participant: name and signature of the person, name and address of the sending organisation of the person;
 - Detailed agenda and any documents used or distributed at the transnational project meeting.

4.4.3 Intellectual outputs

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of days of work performed by the staff of the beneficiaries by the unit contribution applicable per day for the category of staff for the country in which the beneficiary concerned is established, as specified in Annex IV of the Agreement. The category applicable does not relate to the professional profile of the person, but to the function performed by the person in relation to the development of the intellectual output.

Staff costs for managers and administrative staff are expected to be covered already under the "Project management and implementation" budget item. These costs can be used under the "Intellectual Outputs" budget item only if applied for and approved by the NA, as specified in Annex II.

- (b) Triggering event: the event that conditions the entitlement to the grant is that the intellectual output has been produced and that it is of an acceptable quality level, as determined by the evaluation of the NA.
- (c) Supporting documents:
- proof of the intellectual output produced, which must be uploaded in the Erasmus+ Project Results Platform and/or, depending on its nature, available for checks and audits at the premises of the beneficiaries;

- proof of the staff time invested in the production of the intellectual output in the form of a time sheet per person, identifying the name of the person, the category of staff in terms of the 4 categories specified in Annex IV, the dates and the total number of days of work of the person for the production of the intellectual output.
- proof of the nature of the relationship between the person and the beneficiary concerned (such as type of employment contract, voluntary work, SME ownership, etc.), as registered in the official records of the beneficiary. In all cases, the beneficiaries must be able to demonstrate the formal link with the person concerned, whether he/she is involved in the Project on a professional or voluntary basis. Persons working for a beneficiary on the basis of service contract (e.g. translators, web designer etc.) are not considered as staff of the organisation concerned. Their working time can therefore not be claimed under "intellectual outputs" but may be eligible under "exceptional costs" under the conditions specified in the related section below.

4.4.4 Multiplier events

- (a) Calculation of the grant amount: the grant amount is calculated by multiplying the number of participants from organisations other than the beneficiary, the associated partners hosting a multiplier event and other project partner organisations as specified in the Agreement by the unit contribution applicable per participant, as specified in Annex IV of the Agreement.
- (b) Triggering event: the event that conditions the entitlement to the grant is that the multiplier event has taken place and that it is of an acceptable quality level, as determined by the evaluation of the NA.
- (c) Supporting documents:
 - Proof of attendance of the multiplier event in the form of a participants list signed by the participants specifying the name, date and place of the multiplier event, and for each participant: name and signature of the person, name and address of the sending organisation of the person (if applicable);
 - Detailed agenda and any documents used or distributed at the multiplier event.

4.4.5 Learning, teaching and training activities

- (a) Calculation of the grant amount: the grant amount takes the form of a unit contribution towards the travel, individual support and linguistic support. It is calculated as follows:
 - Travel: the grant amount is calculated by multiplying the number of participants by the unit contribution applicable to the distance band for the travel as specified in Annex IV of the Agreement; for the establishment of the distance band applicable, the beneficiaries must use the on-line distance calculator available on the Commission's website at http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm.

- Individual support: the grant amount is calculated by multiplying the number of days/months per participant, including accompanying persons staying up to 60 days, by the unit contribution applicable per day/month for the type of participant and for the receiving country concerned, as specified in Annex IV of the Agreement. In the case of incomplete months for activities exceeding 2 months, the grant amount is calculated by multiplying the number of days of the incomplete month by 1/30 of the unit contribution per month. If necessary, the beneficiary may add one day for travel directly before the first day of the activity and one day for travel directly following the last day of the activity; these extra days for travel will be considered for the calculation of the individual support.
 - Linguistic support: the grant amount is calculated by multiplying the total number of participants receiving linguistic support by the unit contribution applicable, as specified in Annex IV of the Agreement.
 - Support to participants in Learning, teaching and training activities taking place in their own country is eligible, provided that the activities involve participants from beneficiary organisations from at least two different Programme Countries and that the distance between the place of departure and place of arrival as specified above is at least 10 km following the online distance band calculator.
 - In all cases, the beneficiaries must be able to demonstrate the formal link with the persons participating in Transnational training, teaching or learning activities, whether they are involved in the Project as staff (either on a professional or a voluntary basis) or as learners. External experts – invited staff from HEIs not participating in the partnership, from companies or other associations – can also participate in Intensive Study Programmes.
- (b) Triggering event:
- Travel costs: the event that conditions the entitlement to the grant is that the participant has actually undertaken the activity.
 - Individual support: the event that conditions the entitlement to the grant is that the participant has actually undertaken the activity.
 - Linguistic support: the triggering event for the entitlement to the grant is that the participant has undertaken an activity exceeding 2 months and that the person has actually undertaken language preparation in the language of instruction or of work.
- (c) Supporting documents:
- (i) Travel
- For travel taking place between the sending organisation and the receiving organisation: proof of attendance of the activity in the form of an attendance list or individual attendance certificates signed by the receiving organisation and specifying the names of the participants, the purpose of the activity, as well as its starting and end date.
- (ii) Individual support

Proof of attendance of the activity in the form of an attendance list or individual attendance certificates signed by the receiving organisation specifying the name of the participant, the purpose of the activity, as well as its start and end date.

- Linguistic support
- Proof of attendance of courses in the form of a declaration signed by the course provider, specifying the name of the participant, the language taught, the format and duration of the linguistic support provided, or
- Invoice for the purchase of learning materials, specifying the language concerned, the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice, or
- In case the linguistic support is provided directly by the beneficiary: a declaration signed and dated by the participant, specifying the name of the participant, the language taught, the format and duration of the linguistic support received.

4.5 Calculation and supporting documents for actual cost

As specified in Article II.2. of Annex III of the Grant Agreement, where the grant takes the form of a reimbursement of actual costs, the following conditions must apply:

4.5.1 Special needs support

- (a) Calculation of the grant amount: the grant is a reimbursement of 100% of the eligible costs actually incurred.
- (b) Eligible costs: costs directly related to participants with special needs and accompanying persons, including costs for subsistence of accompanying persons beyond the 60th day of stay, and that are additional to costs supported by a unit contribution as specified in Section I of this Annex.
- (c) Supporting documents: invoices of the actual costs incurred, specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.

4.5.2 Exceptional costs

- (a) Calculation of the grant amount: the grant is a reimbursement of:
 - 75% of the eligible costs actually incurred for subcontracting or purchase of goods and providing a financial guarantee,
 - and 80% of the eligible costs for expensive travel,



with a maximum of € 50.000 per project excluding the costs of a financial guarantee if required by the Agreement.

(b) Eligible costs:

- Sub-contracting: sub-contracting and purchase of goods and services in so far as applied for by the beneficiary and in so far as approved by the NA as specified in Annex II;
- Financial guarantee: costs relating to a pre-financing guarantee lodged by the beneficiary where such guarantee is required by the NA, as specified in Article I.4.2 of the Agreement.
- Costs of travel in the most economical but also effective way for eligible participants for which the standard funding rule does not cover at least 70% of the eligible costs. The exceptional costs for expensive travel replace the standard travel grant.
- Cost related to the depreciation costs of equipment or other assets (new or second- hand) as recorded in the accounting statements of the beneficiary, provided that the asset has been purchased in accordance with Article II.10 and that it is written off in accordance with the international accounting standards and the usual accounting practices of the beneficiary. The costs of rental or lease of equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee. In the case of equipment purchase, rental or lease only the amount corresponding to the share of time of the use of the equipment for the project can be claimed.

(c) Supporting documents:

- Sub-contracting: proof of payment of the costs incurred on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.
- Financial guarantee: proof of the cost the financial guarantee issued by the body providing the guarantee to the beneficiary, specifying the name and address of the body issuing the financial guarantee, the amount and currency of the cost of the guarantee, and providing the date and signature of the legal representative of the body issuing the guarantee.
- Depreciations costs: proof of the purchase, rental or lease of the equipment, as recorded in the beneficiary's accounting statements, justifying that these costs correspond to the period set out in Article I.2.2 and the rate of actual use for the purposes of the Project may be taken into account;
- In the case of travel costs: proof of payment of the related costs on the basis of invoices specifying the name and address of the body issuing the invoice, the amount and currency, the date of the invoice and the travel route.

4.6 Ineligible costs

As specified in Article II.19.4 of Annex I of the Grant Agreement, in addition to any other costs which do not fulfil the conditions set out in Article II.19.1, the following costs may not be considered eligible:

- (a) return on capital and dividends paid by a beneficiary;
- (b) debt and debt service charges;
- (c) provisions for losses or debts;
- (d) interest owed;
- (e) doubtful debts;
- (f) exchange losses;
- (g) costs of transfers from the Commission charged by the bank of a beneficiary;
- (h) costs declared by the beneficiary under another action receiving a grant financed from the Union budget. Such grants include grants awarded by a Member State and financed from the Union budget and grants awarded by bodies other than the Commission for the purpose of implementing the Union budget. In particular, beneficiaries receiving an operating grant financed by the EU or Euratom budget cannot declare indirect costs for the period(s) covered by the operating grant, unless they can demonstrate that the operating grant does not cover any costs of the action;
- (i) contributions in kind from third parties;
- (j) excessive or reckless expenditure;
- (k) deductible VAT.

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5. CONFIDENTIALITY AND DATA PROTECTION

As specified in Article II.6 of the Grant Agreement, during implementation of the project and for five years after the payment of the balance, the parties must treat with confidentiality any confidential information and documents. The parties may only use confidential information and documents for a reason other than to fulfil their obligations under the Agreement if they have first obtained the prior written agreement of the other party.

The confidentiality obligations do not apply if:

- (a) the disclosing party agrees to release the other party from those obligations;
- (b) the confidential information or documents become public through other means than a breach of the confidentiality obligations;
- (c) the disclosure of the confidential information or documents is required by law.

All personal data contained in or relating to the BOSS project shall be processed in accordance with the dispositions of Article II.7 of the Grant Agreement.

The beneficiaries undertake to preserve the confidentiality of any document, information or other material directly related to the subject of the Agreement that is duly classed as confidential, if disclosure could cause prejudice to the other party. The parties shall remain bound by this obligation beyond the closing date of the project.

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6. OWNERSHIP AND PROPERTY RIGHTS

The ownership of all project results, including copyrights and intellectual property rights, as well as all reports and other documentation resulting from the project, shall be vested in the beneficiaries, in compliance with Article II.9 of the Grant Agreement.

In addition to the provision of Article II.9.3, if the beneficiaries produce educational materials under the scope of the Project, such materials must be made available through the Internet, free of charge and under open licenses, as specified in Article I.8 of the Grant Agreement.



7. USE OF IT TOOLS

7.1 Mobility Tool+

According to Article I.9 of the Grant Agreement, the coordinator must make use of the web based Mobility Tool+ to record all information in relation to the activities undertaken under the Project, and to complete and submit the Progress Report, Interim report (if available in Mobility Tool+ and for the cases specified in article I.4.3) and Final report.

7.2 Erasmus+ Project Results Platform

The coordinator must input the deliverables of the Project in the Erasmus+ Project Results Platform (<http://ec.europa.eu/erasmus-plus/projects/>), in accordance with the instructions provided therein.

The approval of the final report will be subject to the upload of the Project deliverables in the Erasmus+ Project Results Platform by the time of its submission.

8. VISIBILITY OF UNION FUNDING

According to Article I.12 and without prejudice to Article II.8, the beneficiaries must acknowledge the support received under the Erasmus+ programme in all communication and promotional material, including on websites and social media. The guidelines for the beneficiaries and other third parties are available at http://eacea.ec.europa.eu/about-eacea/visual-identity_en and within Quality Control System created for the purpose of project implementation.

B-O-S-S