



OFICINA DE GESTIÓN DE PROYECTOS INTERNACIONALES  
UNIVERSIDAD DE ALICANTE



Funded by the  
European Union

# TIES

## Towards an Internationalisation of Higher Education Network for the MEDA region

*Network Structure and Administrative Issues*



Nizar Ayadi

Kick-off Meeting

March 2nd 2010



# Index

---

1. General Information: consortium, contract, duties, etc
2. Financial provisions
3. UA's needs



# Consortium

University of Alicante
University Pierre Mendès France - Grenoble
Università degli Studi "Guglielmo Marconi"
Beirut Arab University - Lebanon
Modern University for Business and Science - Lebanon
University of Kairouan - Tunisia
University of Sfax - Tunisia
University Mouloud Mammeri of Tizi-Ouzou – Algeria
University of Bejaia - Algeria
Princess Sumaya University of Technology - Jordan
Philadelphia University - Jordan
Sidi Mohamed ben Abdellah University – Morocco
University Mohammed V Souissi – Morocco
Mansoura University - Egypt
Beni Sweef University - Egypt



# Contract Information

## Contract number

- 159218-TEMPUS-1-2009-1-ES-TEMPUS-JPGR

## Dates

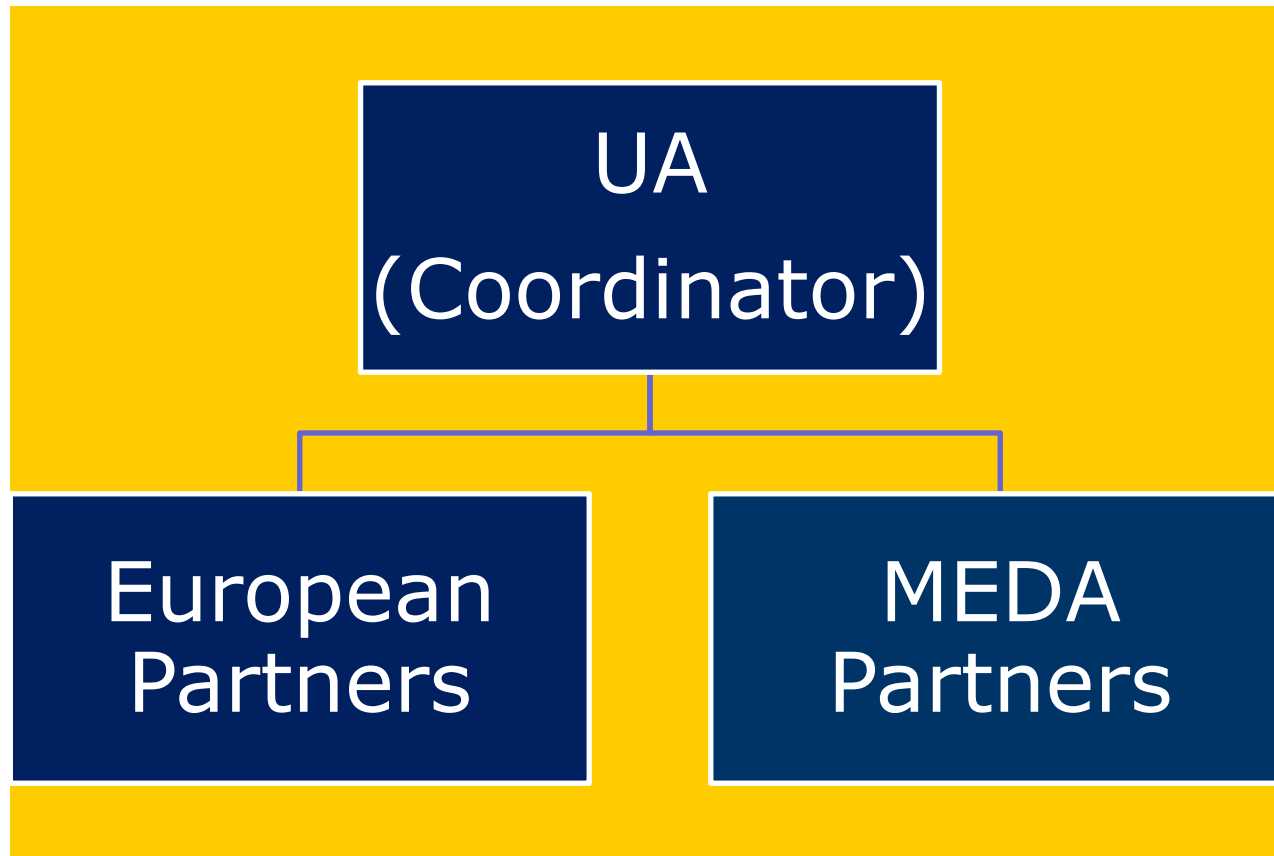
- Start: 15 January 2010
- End: 14 January 2013
- 36 months

## Grantholder

- University of Alicante
- Spain



# Management Structure



# Coordinator (UA) shall:

- Accept the grant and undertake to do everything in their power to carry out the action in accordance with the agreement
- Controlling communication between partners, the coordinators and the European Commission
- Supplying all documents and information to the Agency (financial and technical reports)
- Taking charge of the day-to-day administrative and technical running of the project

# The co-beneficiaries shall:

- Forward to the coordinator the data and documentation needed to draw up the reports and other documents provided for in the agreement and annexes
- Ensure that all information to be provided to the Agency is sent via co-ordinator
- Inform the coordinator of any event liable to substantially affect or delay the implementation of the action of which they are aware

Report on implementation of the project (IR ) (each 12 months):

- Financial and the cost incurred statement
- Activity Report

2010	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	START											
2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	1 IR											
2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	2 IR											
2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	END											



# General Budget

ESTIMATED BUDGET OF THE ACTION	
Staff Cost	270.397,00
Travel & Allowance	335.046,00
Equipment	57.600,00
Printing and Publishing	49.560,00
Other Cost	42.750,00
<b>Eligible Direct Cost</b>	<b>755.353,00</b>
Indirect Cost	57.874,00
<b>Total Eligible Cost</b>	<b>808.277,00</b>
<b>Co-financing 10%</b>	<b>80.823,00</b>
<b>Tempus Grant</b>	<b>727.404,00</b>

- The European Commission transfers initially only 60% of the total budget for the year.
- The remaining funds are transferred yearly upon receipt and approval of periodic reports.



# Financial Provisions

## Eligible costs

- Costs incurred during the implementation of the action
- Indicated in the estimated overall budget of the action
- necessary for the implementation of the action
- reasonable and justified (keep receipts and invoices for audits)

## Ineligible cost

- Any identifiable indirect taxes, including VAT or duties;
- interest owed;
- provisions for possible future losses or charges;
- exchange losses;
- costs declared, incurred or reimbursed in respect of another Community project;



# Staff Costs

## What is financed by EC?

- Administrative and academic tasks which are directly necessary to the achievement of the objective of the project
- Their salary is not covered by any other source
- Salaries and fees may not exceed local rates (Annex 3):
  - Employing Institution's usual policy
  - Salaries + Social security charges
- Staff cost should be calculated on the basis of the task performed and not on the status of the person

## How will be reimbursed?

- Every six months to the partner (institution), and
- Once the activity/ies have been completed
- A duly filled out convention (Annex 1) signed by each person employed and responsible of the project in the institution



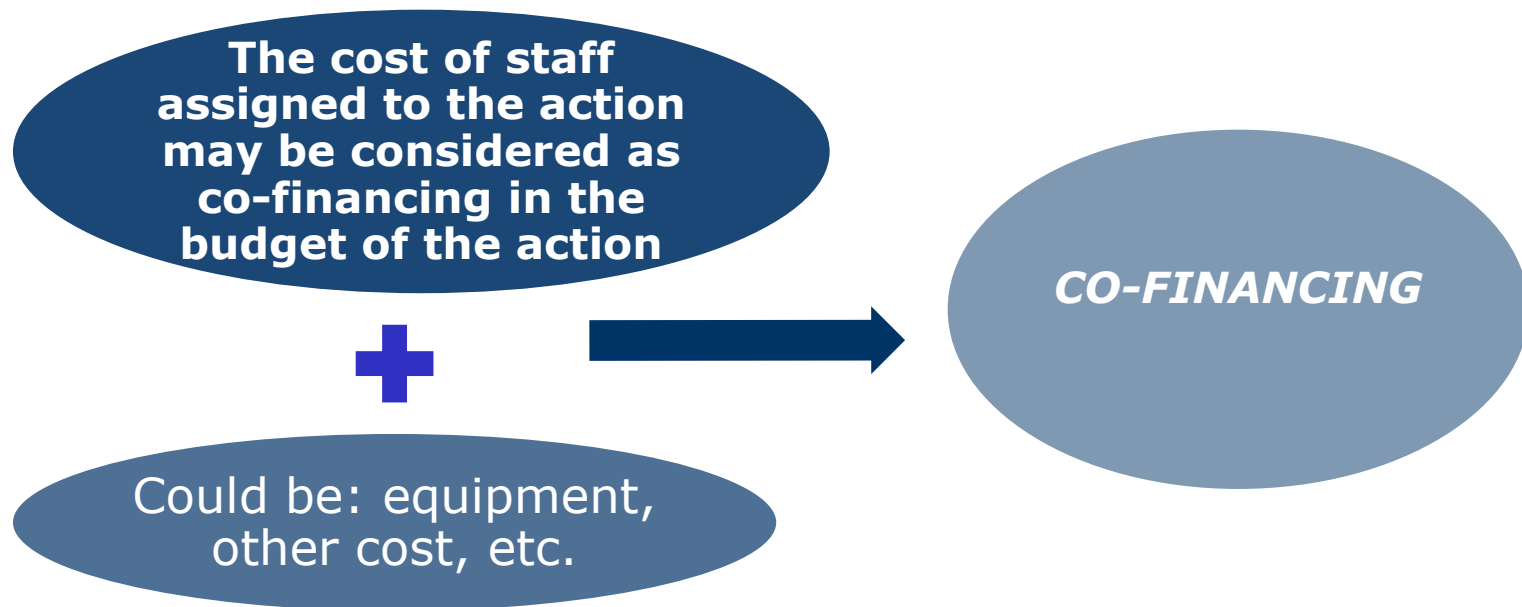
# Staff Costs II

PARTNER	STAFF	COFINANCIACION	EC
UA	<b>78.194</b>	<b>23.372,49</b>	<b>54.821,51</b>
USGM	<b>35.362</b>	<b>10.569,84</b>	<b>24.792,16</b>
UPMF	<b>36.841</b>	<b>11.011,92</b>	<b>25.829,08</b>
AUB – Lebanon	<b>10.000</b>	<b>2.989,04</b>	<b>7.010,96</b>
MUBS - Lebanon	<b>10.000</b>	<b>2.989,04</b>	<b>7.010,96</b>
UK – Tunisia	<b>10.000</b>	<b>2.989,04</b>	<b>7.010,96</b>
US – Tunisia	<b>10.000</b>	<b>2.989,04</b>	<b>7.010,96</b>
MMUTO-Algeria	<b>10.000</b>	<b>2.989,04</b>	<b>7.010,96</b>
UB – Algeria	<b>10.000</b>	<b>2.989,04</b>	<b>7.010,96</b>
PSUT – Jordan	<b>10.000</b>	<b>2.989,04</b>	<b>7.010,96</b>
PU – Jordan	<b>10.000</b>	<b>2.989,04</b>	<b>7.010,96</b>
SMBAU – Morocco	<b>10.000</b>	<b>2.989,04</b>	<b>7.010,96</b>
UMVS – Morocco	<b>10.000</b>	<b>2.989,04</b>	<b>7.010,96</b>
MU – Egypt	<b>10.000</b>	<b>2.989,04</b>	<b>7.010,96</b>
BSU - Egypt	<b>10.000</b>	<b>2.989,04</b>	<b>7.010,96</b>
	<b>270.397,00</b>	<b>80.822,70</b>	<b>189.574,30</b>

# Staff Costs III

TEMPUS grant covers no more than **90% of the total eligible costs of the project (727.404,00 €)**

- The remaining costs, equivalent to **10%** of total eligible costs must be **co-financed (80.823,00 €)**
- Co-financing does not mean strictly the \$ - (Guidelines for Applicants)





# Travel and Allowance I

**Travel Cost:** transport at national and international level

- Reimbursement is based on real cost (maximum 750 €): rail, bus, plane, etc)
- Use the cheapest (economic tickets)
- Includes visa cost + travel insurance

**Cost of stay:**  
daily allowance to cover:

- Subsistence, accommodation, local and public transport, etc.

Per diem	International	Own country
1 day	150	80
2 days	292	150
3 days	434	220
4 days	576	290
5 days	718	360
6 days	860	430
7 days	1000	500

# Travel and Allowance II

## How will the expenses be reimbursed?

- After each mobility (bank account of traveler):
  - Passport
  - UA document (*ficha terceros*)
- Keep and handle to the coordinator (UA) all original receipts:
  - Travel tickets, boarding passes, invoices, receipts, etc.
  - A Individual mobility report (Annex 2) signed by each person

From	to	COST/unit (max.)	Flows	Total (travel + allowance)
Partner country	EU	750	<b>72</b>	<b>46.386,00</b>
EU	PC	750	<b>72</b>	<b>123.696,00</b>
EU	EU	600	<b>10</b>	<b>11.744,00</b>
PC	PC	600	<b>130</b>	<b>171.340,00</b>
Within a partner country		150	<b>13</b>	<b>6.630,00</b>
				<b>359.796,00</b>



# Equipment

## What is financed by EC?

Relevant to the objective of the project

- In accordance with the tax and accounting rules applicable to the institution
- Equipment are exempt from taxes (including VAT), duties and charges

## How will be reimbursed?

For the equipment per partner

- If not exceed 25.000€: original invoice
- If exceed 25.000€: original invoice + three offers
- We may not split the purchase of equipment into smaller contracts with individual amounts lower than this threshold.
- Refund to the partner.





# Equipment II

**57.600,00 €**  
Consortium

Beneficiaries:  
MEDA Universities

computers,  
laptops , video  
projector,  
multifunctional  
machine, Software  
, modem, fax



# Printing and Publishing

**What is financed by EC?**

- Cost relating to printing and publishing

**How will be reimbursed?**

- Invoice + bank statement  
Refund to the institutions

**49.560,00 €**

Beneficiaries: Consortium

Printing materials,  
handbooks, Dissemination  
package, etc



# Other costs

## What is financed by EC?

- Any other expenses necessary for the implementation of the project.

## How will be reimbursed?

- Invoice + bank statement  
Refund to the institutions

**42.750,00 €**

Beneficiaries:  
Consortium

Translation, website  
development, etc

# Necessary Documents


**In order to make the necessary registration in our system please provide:**

**Partner University:**

- Legal entity form
- Financial Identification Form
- Logo with high resolution

**Each person for travel**

- Scanned Passport
- Natural person data form

 **FINANCIAL IDENTIFICATION**

PRIVACY STATEMENT [http://ec.europa.eu/budget/execution/files\\_fr.htm](http://ec.europa.eu/budget/execution/files_fr.htm)

ACCOUNT NAME	
ACCOUNT NAME <sup>(1)</sup>	<input type="text"/>
ADDRESS	<input type="text"/>
TOWN/CITY	POSTCODE <input type="text"/>
COUNTRY	<input type="text"/>

CONTACT	<input type="text"/>
TELEPHONE	FAX <input type="text"/>
E - MAIL	<input type="text"/>

BANK	
BANK NAME	<input type="text"/>
BRANCH ADDRESS	<input type="text"/>
TOWN/CITY	POSTCODE <input type="text"/>
COUNTRY	<input type="text"/>
ACCOUNT NUMBER	<input type="text"/>
IBAN <sup>(2)</sup>	<input type="text"/>

REMARKS:

<b>BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE</b> <small>(Both Obligatory)<sup>(3)</sup></small>	<b>DATE + SIGNATURE ACCOUNT HOLDER:</b> <small>(Obligatory)</small>
<input type="text"/>	DATE <input type="text"/>

**❖Always "original of tickets, invoice, etc"**



OFICINA DE GESTIÓN DE PROYECTOS INTERNACIONALES  
UNIVERSIDAD DE ALICANTE

# Thank you