



TeComp

ERASMUS +

June 14, 2022



Co-funded by the
Erasmus+ Programme
of the European Union

TeComp consortium meeting

Strengthening Teaching Competences in Higher Education in Natural and Mathematical Sciences

598434-EPP-1-2018-1-RS-EPPKA2-CBHE-JP (2018-2467)

How to write the final report?

Jelena Ignjatović
University of Niš, Serbia



June 14th, 2022



CONTENT

- 1. REPORTING**
- 2. NARRATIVE PART OF THE REPORT**
- 3. PENALTIES**
- 4. RESULTS PLATFORM**
- 5. FINANCIAL REPORTING**



Co-funded by the
Erasmus+ Programme
of the European Union

1. REPORTING

Reporting forms and explanations are provided by the Agency:

Beneficiary space

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

CBHE e-Reports Explanatory Note

https://www.eacea.ec.europa.eu/grants/2014-2020/erasmus/capacity-building-field-higher-education-2020_en



Co-funded by the
Erasmus+ Programme
of the European Union

2. NARRATIVE PART OF THE REPORT

Main recommendations

- Answer the questions precisely and be concrete
- Avoid redundancy! Do not repeat the same information under different sections!
- Write in a clear and structured way (e.g. use bullet points)
- The report should not be "copy paste" from the application!



Co-funded by the
Erasmus+ Programme
of the European Union

2. NARRATIVE PART OF THE REPORT



EUROPEAN EDUCATION AND CULTURE
EXECUTIVE AGENCY (EACEA)

EACEA.A - Erasmus+, EU Solidarity Corps
EACEA.A.4 - International Capacity Building

The CBHE eReport Explanatory Note on Progress report on the implementation of the action (Technical report on progress)

A) General framework

Please note that the submission of the “Progress report on the implementation of the action” (or Technical report on progress) is a contractual obligation (art. I.4.1 of the Grant Agreement); the Agency reserves the right to terminate the Agreement if this contractually required report is not submitted, in accordance with article II.23 of the Grant Agreement.

The report will be evaluated based on the award criteria defined for assessing the grant proposal and defined in the Erasmus+ programme Guide and will be scored out of a total of a maximum of 100 points.

The table below presents the award criteria and the maximum score for each:



Co-funded by the
Erasmus+ Programme
of the European Union

2. NARRATIVE PART OF THE REPORT

Curriculum Development (**important for PC institution**)

- **NATURE of the CURRICULUM DEVELOPMENT**
Specify: NEW vs UPDATED; ECTS; Delivery
- **MODERNISED COURSES**
Specify: links to new tools; Quantification: No. courses; No. students (Presented on the LearningKey platform)
- **BENEFICIARIES**
Which HEIs (/faculties) have benefitted from what? Target groups - Quantification of TG
- **INSTITUTIONALISATION**
Accreditation/Approval process in each of the PC



SUBMITTING THE FINAL REPORT

It is a contractual obligation to ensure that **all partners contribute to the report** (content and financial part).

Our report must be endorsed by all partners (in writing form) before it is sent to the Agency (EACEA).

Complaints from partners on a lack of transparency in the preparation of the Final Report will have consequences on the assessment of the report and the evaluation of the ***partnership collaboration and quality***

https://www.eacea.ec.europa.eu/grants/2014-2020/erasmus/capacity-building-field-higher-education-2020_en



Co-funded by the
Erasmus+ Programme
of the European Union

SUBMITTING THE FINAL REPORT

ALL CONTACT PERSONS **MUST CONFIRM VIA MAILS** THAT THEY AGREE WITH THE ENTIRE DOCUMENTATION I WILL SUBMIT TO EACEA

All mandatory and relevant supporting documents have to be included to the Final Report together with the **Audit Certificate**

https://www.eacea.ec.europa.eu/grants/2014-2020/erasmus/capacity-building-field-higher-education-2020_en



Co-funded by the
Erasmus+ Programme
of the European Union

SUBMITTING THE FINAL REPORT

4. (3. Final report on implementation of the action

gs

on The Final Report has to be filled in and submitted via the eReports system, which is an online tool available on the [Participant Portal](#) EN |

Otr The [eReport User Guide](#) EN | ... will provide you with detailed instructions on how to complete and submit a Project Report using eReports.

1. (The CBHE Final Report Explanatory Note will provide you with content related information and guiding questions on the different tabs of the Final Report (eReport).

2. |



CBHE Final Report Explanatory Note - EAC/A02/2019

English (968.27 KB - PDF)

Download

3.]

To Annexes to be attached to the Final Report:

"en 1. Financial Statements (see point 1 above) in ".xls" format

on

you 2. [Declaration of honour](#)

row 3. [Table of achieved results](#)

4. A duly signed pdf version of the "Final financial statement": this document corresponds to the spreadsheet "Final financial statement" in the Financial Statements xls file (see point 1 of the reporting forms above).

Dis 5. Audit Certificate. Please see point 4 below if applicable

Vis 6. Reporting table for unit costs - Covid-19 [EN](#) if applicable



Co-funded by the
Erasmus+ Programme
of the European Union

SUBMITTING THE FINAL REPORT

4. (Audit) Certificate on the financial statements and underlying accounts (Report of Factual Findings on the Final Financial Report – Type II). - *Documents will be available at a later stage*

Other documents

1. [CBHE Joint Declaration](#)

2. [Individual Travel Report](#)

3. [Time-Sheet](#)

To open the documents "Time-Sheet" and "Financial Statements", please right click on the words "en" and select "save target as" or "save link as" to download the document. When saving the file on your hard disk, please choose the file extension .xlsm to activate the macros necessary to delete rows in the file.

Dissemination and visual identity

[Visual identity](#) { EN | ... }



Co-funded by the
Erasmus+ Programme
of the European Union

SUBMITTING THE FINAL REPORT

Costs generated for the preparation of the Final Reports (mainly staff costs) and costs of the Audit certificate

- even if incurred after the end of the eligibility period as indicated in the grant agreement and the submission of the Final Report (not later than 60 days after the end of the eligibility period though) can be covered by the EU contribution (art II.19.1 a) of the Grant Agreement



SUBMITTING THE FINAL REPORT

CONCLUSION:

All the planned costs must be fictively filled in the Financial statement before the end of the project (UNTIL 30th of September) and they would be covered after the EACEA approval (not later than two months after the end of the project)

Therefore, all transfers must be finalized less than 2 months after the current period and signed by our rector in that period.



SUBMITTING THE FINAL REPORT

After everything is submitted Brussels looks and sends comments

Information:

Details clarification of the project implementation and results requested by the agent from Brussels, approximately a month after the Final report submission.



Co-funded by the
Erasmus+ Programme
of the European Union

1. REPORTING

Curriculum Development (important for PC institution)

- The document for Institutional Final Report is in INBOX of each institution.
- Deadline for writing the Institutional Final Report is **30-September-2022**.
- Based on Institutional Final Report, UN will generate draft Final Report and send it to the other beneficiaries for comments and agreement.
- After approval of contact person of each of 11 institutions (via e-mail), UN will submit the final version to the Agency (signed by rector of UN).



3. PENALTIES

Penalties for poor implementation

- CBHE action focuses on the results obtained and their quality
- In case of weak results/implementation the final grant will be reduced
- The reduction depends on the level of weaknesses observed



4. RESULTS PLATFORM

What are the obligations concerning the visibility of results?

The use of the Erasmus+ Project **Results Platform** is an obligation!

It is an integral part of the **Final Reporting**.

The payment file is suspended **until the 'results' are upload and approved by the Agency**.

UN will upload all the files to be visible



Co-funded by the
Erasmus+ Programme
of the European Union

4. RESULTS PLATFORM

How do we define “results”?

- Tangible extrinsic outputs of project activities
- The concrete products or services that have been produced by the project activities.
- They must be clearly presented and visible to everyone

Examples:

- New curriculum, new /modernised courses
- Training materials and guidelines
- New platform and database



4. RESULTS PLATFORM

What is **NOT** considered a “result”?

The following cannot be considered as results of CBHE projects:

- **Project activities** (study visits, project meetings)
- **Internal project working documents** (dissemination and exploitation plan, quality assurance plan or sustainability plan)
- **Promotion material for dissemination purposes** (leaflets, project web-site)



4. RESULTS PLATFORM

Two categories of results:

outputs and **outcomes**, sorted by sectors.

The following type of results should **not** be considered relevant for dissemination purposes on the platform:

- Agendas and minutes of meetings between the partners
 - Photos and videos from coordination meetings
 - Recordings of conferences
- (with the possible exception of high-quality keynote speeches or similar)



4. RESULTS PLATFORM

DG EAC Strategy for the Dissemination and Exploitation of Programme Results

Definitions and guidance on relevant project results

The purpose of this paper is twofold:

- (1) To provide short working definitions of "results", "outputs" and "outcomes";
- (2) To provide guidance to officers at EACEA and National Agencies, as well as evaluators, regarding project results that should, as a rule, be considered "relevant" and therefore published on the Erasmus+ Project Results Platform and taken into account when evaluating projects.

I. Working definitions

Results are either (a) outputs or (b) outcomes:

a) Output: a tangible product which is produced by a given project and which may be quantified; this is what one should find in the Erasmus+ Project Results Platform.

b) Outcome: an intangible added value achieved through the implementation of the project objectives and targets. Ordinarily, such added value defies quantification, whether it covers concrete events and actions such as training, training platforms, content or methodology, or more abstract consequences such as increased awareness, increased skills or improved abilities.



Co-funded by the
Erasmus+ Programme
of the European Union

4. RESULTS PLATFORM

Project results per type and sector

| RESULTS | School Education | Higher Education | VET | Youth | Adult Education | Culture | Jean Monnet | Sport |
|--|------------------|------------------|-----|-------|-----------------|---------|-------------|-------|
| (a) Outputs | | | | | | | | |
| Websites | X | X | X | X | X | X | X | X |
| Reports | X | X | X | X | X | X | X | X |
| New methodologies/techniques (including in the ICT area) | X | X | X | X | X | X | X | |
| Training materials | X | X | X | X | X | X | X | X |
| Reports from conferences/events/training sessions | X | X | X | X | X | X | X | X |
| Leaflets | X | X | X | X | X | X | X | X |
| Photos and videos | X | X | X | X | X | X | X | X |
| Books/catalogues | X | X | X | X | X | X | | |
| Studies | X | X | X | | | | X | |
| Press articles | | X | | | | X | X | X |
| Mobile applications | | X | X | X | | X | X | X |
| CDs/DVDs | | X | | X | | X | | |
| Musical compositions | | | | | | X | | |
| Online platforms / MOOCs | X | X | X | | X | X | X | |
| Exhibitions | X | | | | | X | | |
| Toolkits | X | X | X | X | X | X | | X |
| Guides | X | X | X | X | X | X | | X |
| Tutorials | X | X | X | X | X | X | X | |
| Joint Curricula and / or Training programmes | X | X | X | | X | | X | |
| Joint (Online) courses / modules | X | X | X | | X | X | X | X |
| Memoranda of Understanding | | X | X | | | | | |



Co-funded by the
Erasmus+ Programme
of the European Union

4. RESULTS PLATFORM

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Application of quality assurance systems | | X | X | | | | | |
| Equipment and laboratories | | X | | | | | | |
| (b) Outcomes | | | | | | | | |
| Exchange of ideas and good practices | X | X | X | X | X | X | X | X |
| Experience gained by individuals | X | X | X | X | X | X | X | X |
| Establishment of networks/partnerships | X | X | X | X | X | X | X | X |
| Knowledge sharing | X | X | X | X | X | X | X | X |
| New/better skills | X | X | X | X | X | X | | X |
| Assessment, recognition and certification of informal and non-formal learning | | X | X | X | X | X | | X |
| Cross-cultural dialogue | X | | | | X | X | X | X |
| Live performances | | | | | | X | | X |
| Governance/management mechanisms/systems/structures | | X | | | | | | |
| Setting up of organisations/bodies/structures/offices | | X | | | | | | |
| Administrative and legal frameworks and sets of rules | | X | | | | | | |
| Enhanced employability and links to the world of work | | X | | | | | | X |



Co-funded by the
Erasmus+ Programme
of the European Union

4. RESULTS PLATFORM

- Front page which everyone can see:
<https://ec.europa.eu/programmes/erasmus-plus/projects/>
- The Project Officer reviews the results and evaluates them
- If rejected, he may ask for an update by the project coordinator
- If approved, the results appear to the outside world on your project page of the Project Results Platform



5. FINANCIAL REPORTING

- Costs that have to be covered by co-financing: overhead costs, bank charges
- Staff costs can only be claimed for individuals employed by a beneficiary organisation mentioned in the Grant Agreement
- The staff category applied is linked to the tasks performed and not to the function of the staff member
- The number of full working days declared per staff member (for one or several funded projects) **cannot** exceed 20 days per month or 240 days per year



5. FINANCIAL REPORTING

Supporting documents - Staff costs

The following supporting documents should be available:

- Timesheets, joint declarations, employment contracts (declarations) to be signed by persons legally authorised (e.g. Head of Institution)
- Proofs of work performed (e.g. activity reports, teaching materials)



5. FINANCIAL REPORTING

Supporting documents - Staff costs

The following supporting documents should be available:

- Timesheets, joint declarations, employment contracts (declarations) to be signed by persons legally authorised (e.g. Head of Institution)
- Proofs of work performed (e.g. activity reports, teaching materials)



5. FINANCIAL REPORTING

Supporting documents - Travels and Costs of stay

The following supporting documents should be available:

- Individual travel reports
- Proofs of travels (e.g. boarding passes)
- Proofs of activities carried out (e.g. attendance lists)



5. FINANCIAL REPORTING

Supporting documents - Equipment and Subcontracting

The following supporting documents should be available:

- Invoices / Subcontracts
- Proofs of payments (e.g. bank transfers)
- Tendering procedures and quotes, if applicable
- Documents on VAT, if applicable



5. FINANCIAL REPORTING

Audits

- After the end of the eligibility period, projects may be audited by external auditors for a period **up to 5 years**
- Auditors - perform audits on **the premises** of the project coordinator or other beneficiaries
- Auditors will check in detail that all relevant supporting documents (originals) are available, that all costs are recorded in the accounting records of the beneficiaries and that payments have been made correctly and on the basis of eligible costs
- In case of unjustified costs and payments a recovery order is issued !

