

EDU-VET
The EDU-VET -KICK-OFF-Conference
in Paderborn, Germany
05th- 07th of November 2019

Project Number: 2019-1-DE02-KA202-006068

EDU-VET

E-Learning, Digitisation and Units for Learning at VET schools –
Creating online Learning Environments in Technical Education for
European metal industry

Partner Presentation

University Paderborn

Chair of Business and Human Resource Education II
Prof. Dr. Marc Beutner

-1-



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of the European Union



Overview

- Part I - General information
- Part II - Financial reporting
- Part III - The Project Management Tool – PROM



PART I - GENERAL INFORMATION



Responsibilities of the beneficiaries

„All beneficiaries

- are jointly and severally responsible for proper **implementation** of the project and for complying with any legal obligation each beneficiary
- informs the coordinator of any **change** with effects on the project
- submits to the coordinator:
 - **data needed for reports** and financial statements
 - documents needed for audits, checks, evaluation
 - any other information to be provided to the NA“

(Presentation Strategische Partnerschaften Administrative und finanzielle Projektbegleitung Jürgen van Capelle / Katarzyna Sena,)



Responsibilities of the coordinator

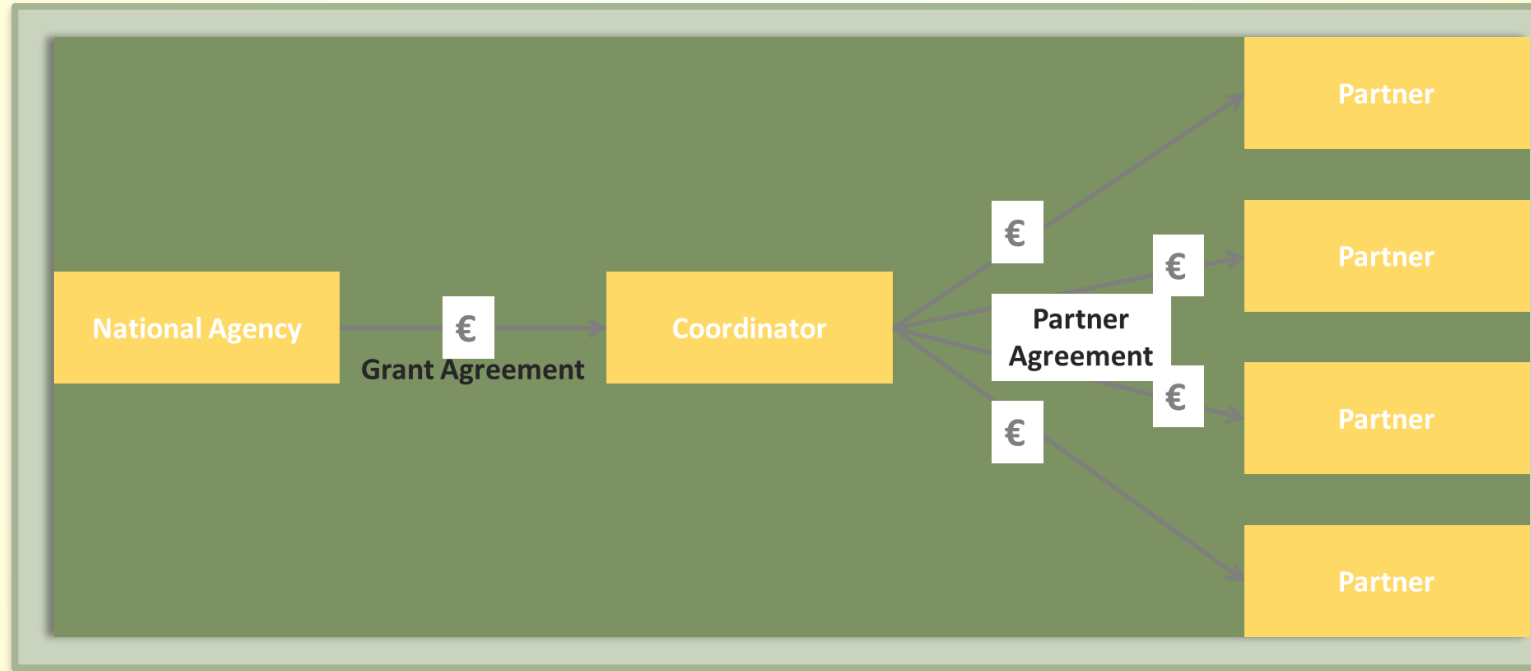
„The coordinators*

- monitor the **implementation**
- intermediate the **communications** between beneficiaries and NA
- provide NA with **information** related to substantial changes in the project
- establish requests for **payment** / ensures payments to the other beneficiaries
- provides necessary **documents** for checks, audits, evaluations. * Grant agreement, II,1.3“

(Presentation Strategische Partnerschaften Administrative und finanzielle Projektbegleitung Jürgen van Capelle / Katarzyna Sena,)



Scheme of the money-transfer



Cost types

1. Unit costs

- Intellectual Outputs
- Project Management and Implementation
- Transnational Project Meetings
- Multiplier Events

➔ **Relevant in EDU-VET for all partners**

- Learning, Teaching and Training Activities

➔ **Not in the EDU-VET project**

2. Actual Costs



Relevant in EDU-VET for Ingenious Knowledge

- Exceptional Costs



Unit costs

What are unit costs?

Unit costs...

- occur within the period of eligibility
- are necessary to realise and implement the project
- have to be reported → **Financial documentation**
- Could be identified and verified by financial documentation

Project Management and Implementation

- Coordinator → **€500** per month
- Partners → **€250** per month

Application Budget of the EDU-VET project

Project Budget Summary

Budget Items	Grant
Project Management and Implementation	45500.00 EUR
Transnational Project Meetings	26450.00 EUR
Intellectual Outputs	201263.00 EUR
Multiplier Events	8600.00 EUR
Exceptional Costs	1875.00 EUR
Total Grant	283688.00 EUR

The management and implementation budget is granted as a monthly **lump sum!**

Annex II of the Grant Agreement is identical with application:
This means, that there are no reductions.

Project Management and Implementation

Could be used for...

- general project management tasks / coordination
- communication / planning / calculation purposes
- project and Intellectual Output implementation purposes
- dissemination and evaluation

Could be identified and verified through...

- produced dissemination material / products
- explanation and description in the progress and the final report
- ➔ **Development of a dissemination list**



Intellectual Outputs (1)

Intellectual Outputs...

- ▶ will be developed by staff members in specific staff categories
- ▶ produces staff costs that could be characterised by 4 different staff categories:
 1. *Manager*
 2. **Teacher/Trainer/Researcher**
 3. **Technician**
 4. *Administrative staff*

are calculated on unit costs per day

Intellectual Outputs (2)



You provide evidence about the working days with your timesheets! –

Use the PROM-TOOL!

<http://prom.eduproject.eu/>

Please make sure that you do not claim more or less days than granted!



INTELLECTUAL OUTPUTS (3)

Documentation of staff costs

1. Timesheets
2. Payslips
3. Staff employment contracts

Additional documentation (in your own project folder)

1. Invoices (for example: boarding passes, accommodation invoice etc.)
2. Proof of payment
3. Receipts for costs incurred (for example: printing costs for dissemination material, hosting partner meeting etc.)



Travel costs (1)

Transnational Project Meetings costs...

- are calculated on a unit cost basis according to the **distance** of travel per meeting
 - Online distance calculator
http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4
- are based on the place of **origin** and the place of the meeting **venue**
- needs to have a **direct link to project meetings**

TRAVEL COSTS (2)

Transnational Project Meetings costs...

575,00 € per person distance 100-1999km

760,00 € per person distance \geq 2000km

Make sure that you have the correct number of participants.



Travel costs (3)

Documentation

1. Certificate/declaration of attendance

The hosting institution has to provide the participants with a certificate/declaration of attendance signed by the hosting organisation

→ **Template will be available on the project website**

→ **Please provide us with a scanned version**

2. Travel cost invoices (in your own folder)

- Flight invoices, boarding passes
- Accommodation invoices
- Taxi, train, car hire and/or bus receipts
- Mileage costs at a maximum rate of 0.22 cent per km

PART II - FINANCIAL REPORTING



Financial Reporting

Please...

- ▶ provide all financial and supporting documents every 4 months (first year) and every 3 months (second year).
- ▶ use the PROM-TOOL to create your financial documentation.
- ***stick on the working days per Intellectual Output and staff category.***
- create one timesheet per month.
- ensure that you only report one staff category per month.
- don't report Saturdays, Sundays, holidays and sick days.
- sign timesheets for **every month.**
- send all documents of a reporting period in one package via e-mail and the originals via post.

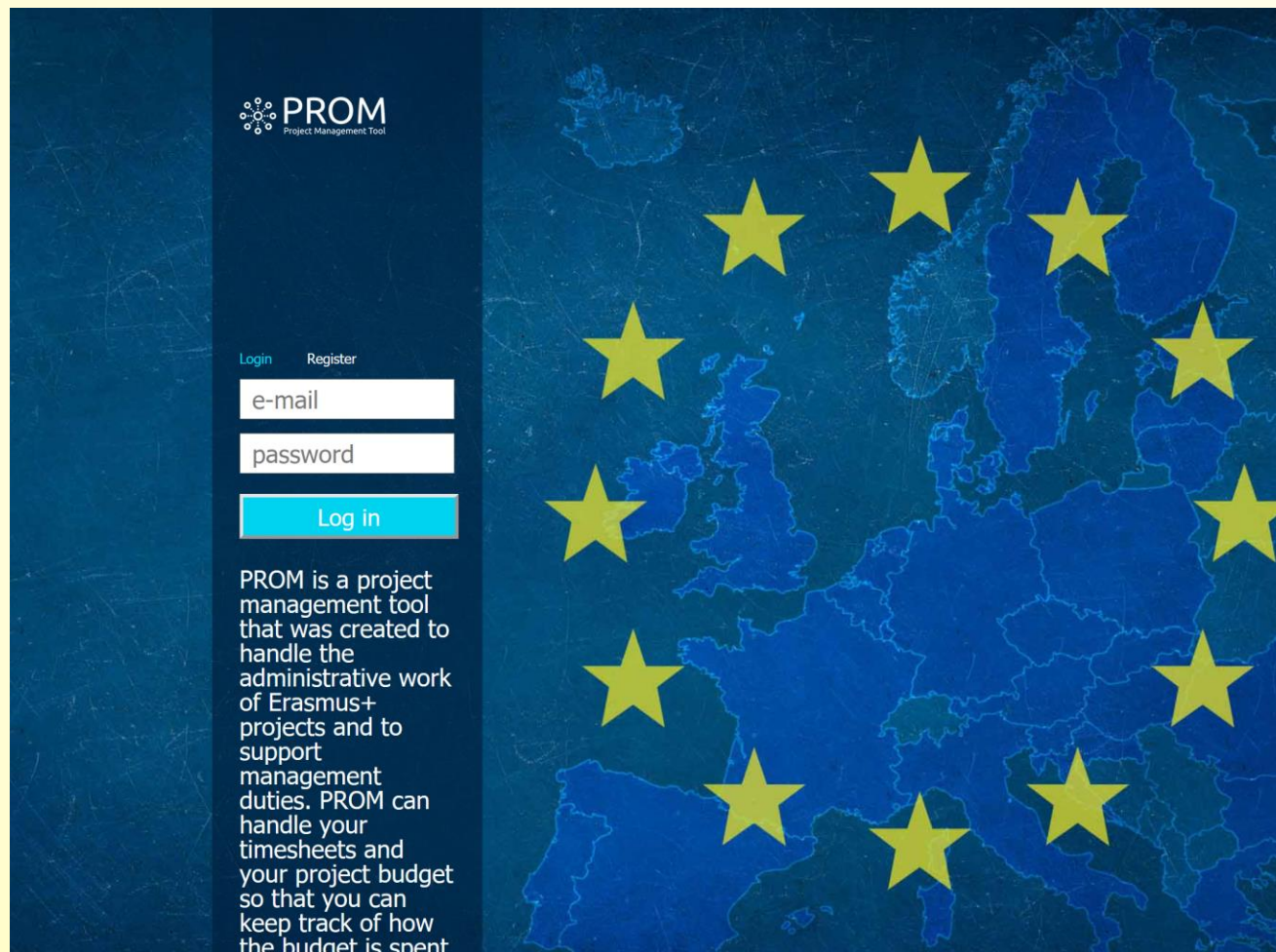


PART III – THE PROJECT MANAGEMENT TOOL - PROM



PROM – Project Management Tool

The Login Area - <http://eduproject.eu/prom/login.php>



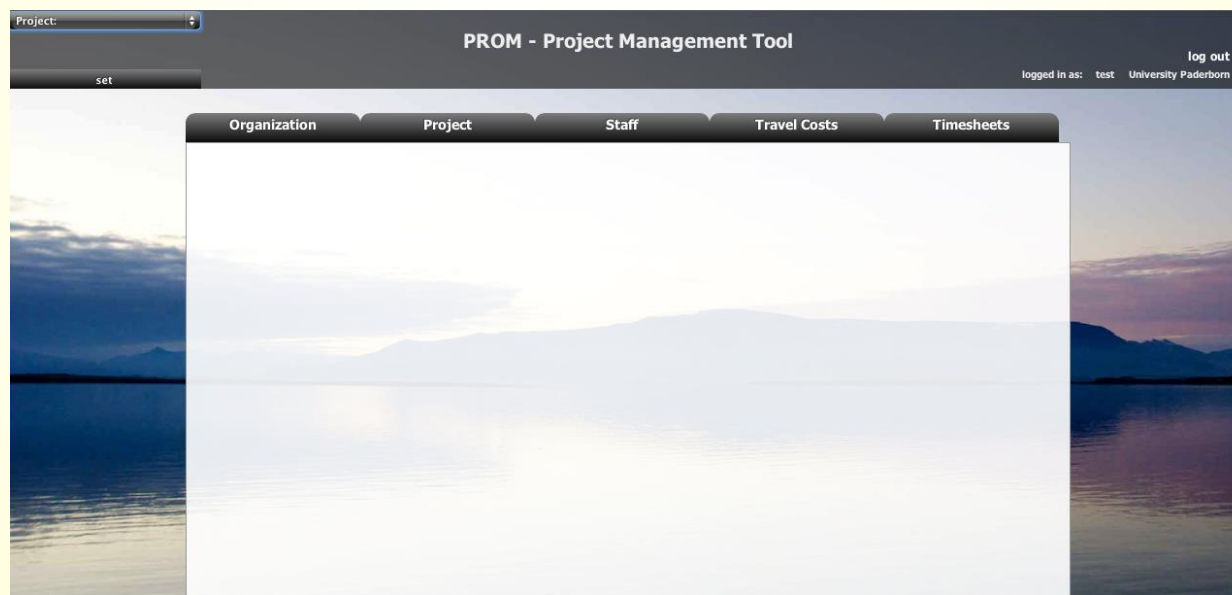
PROM
Project Management Tool

[Login](#) [Register](#)

PROM is a project management tool that was created to handle the administrative work of Erasmus+ projects and to support management duties. PROM can handle your timesheets and your project budget so that you can keep track of how the budget is spent

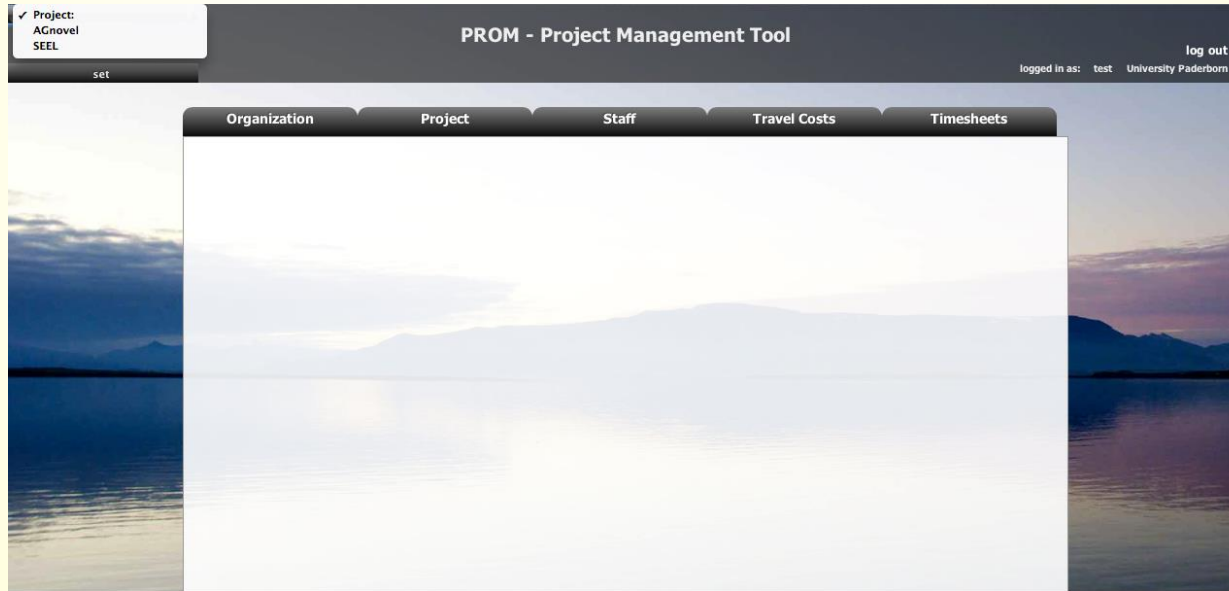
PROM – Project Management Tool

The PROM Start Page (1)



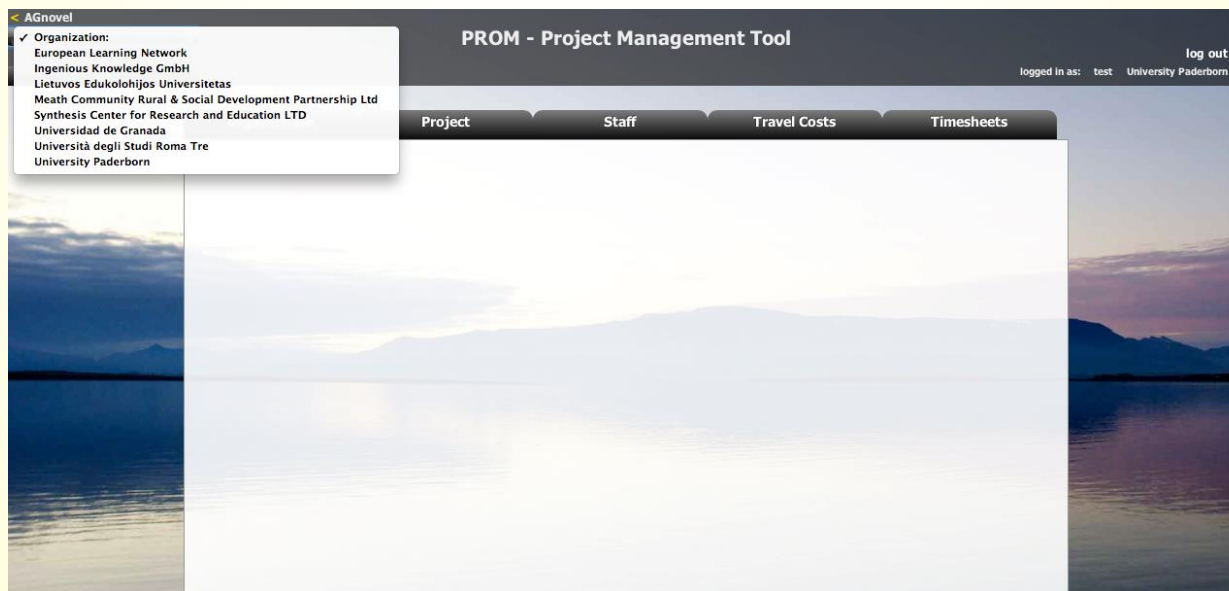
PROM – Project Management Tool

The PROM Start Page (2) – Set the project



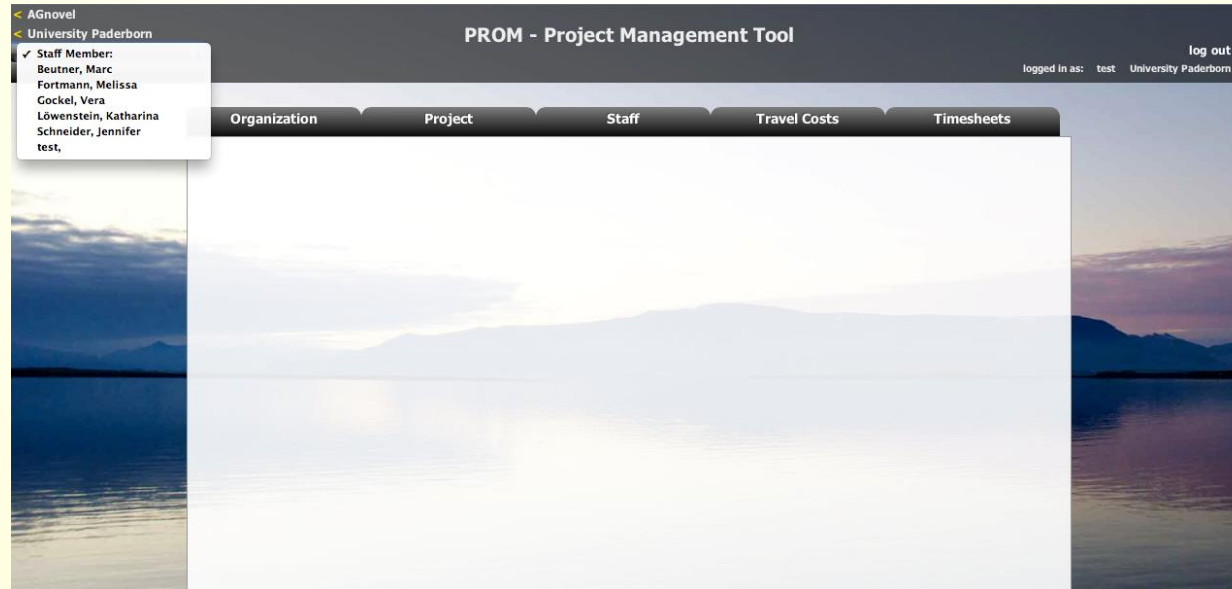
PROM – Project Management Tool

The PROM Start Page (3) – Set the organization



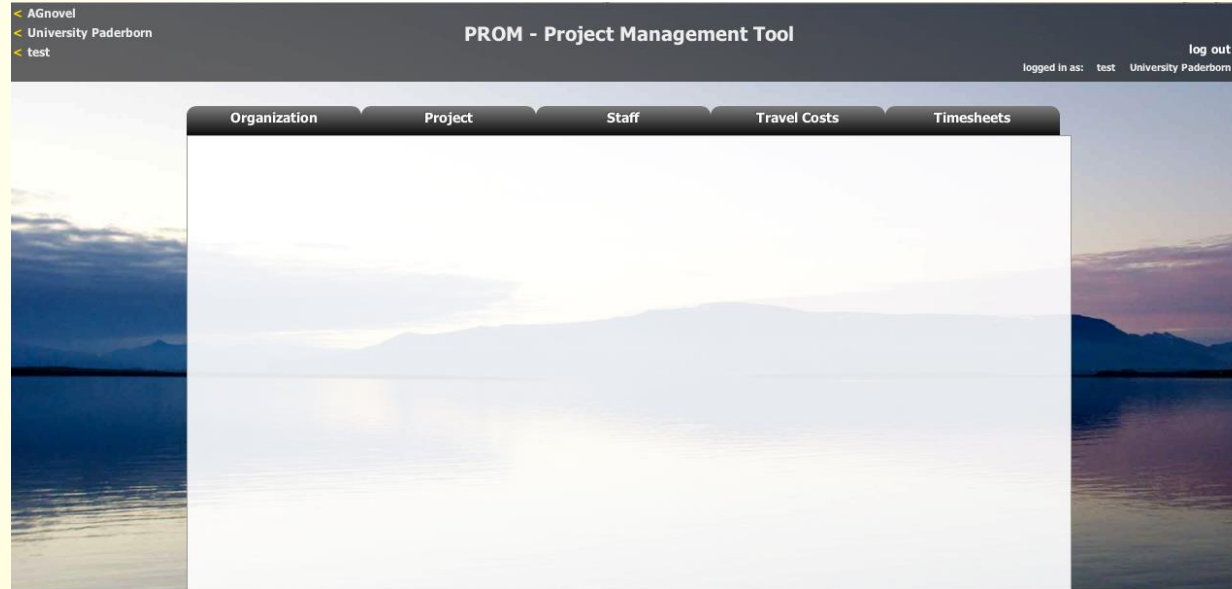
PROM – Project Management Tool

The PROM Start Page (4) – Set the staff member



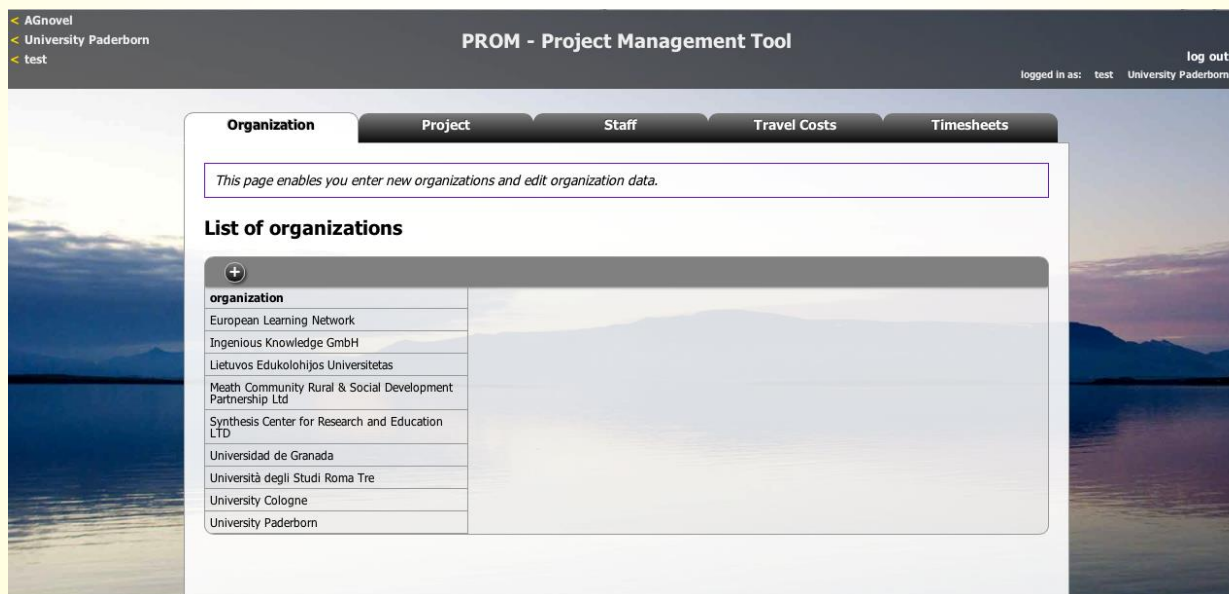
PROM – Project Management Tool

The PROM Start Page (5) – Start



PROM – Project Management Tool

The PROM Tool – List of organizations



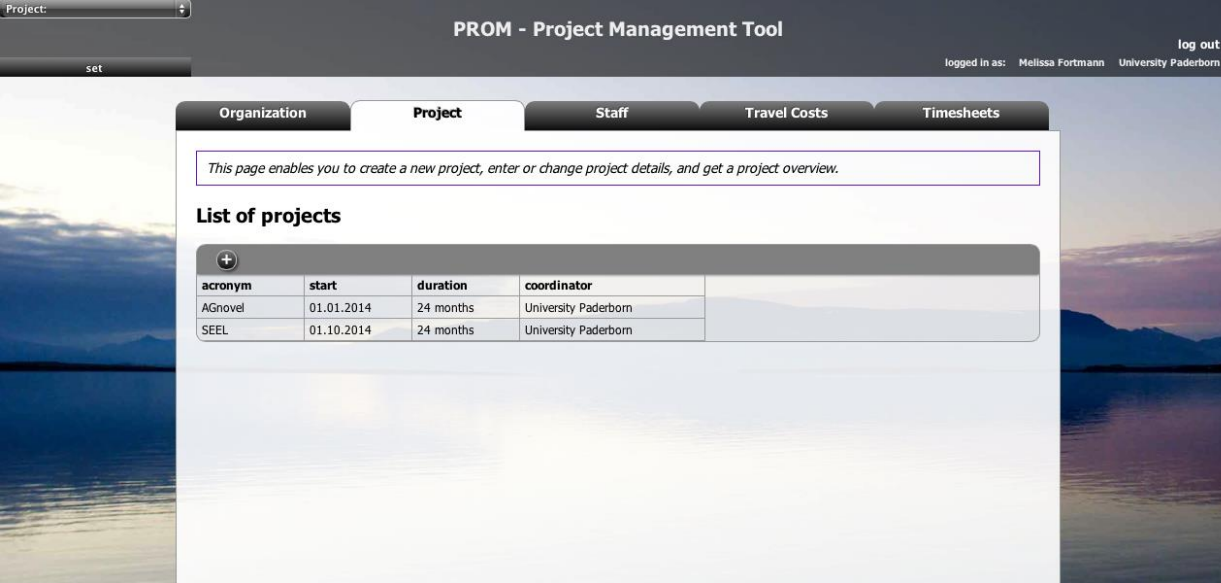
The screenshot displays the PROM - Project Management Tool interface. The top navigation bar includes a breadcrumb trail: < AGnovel < University Paderborn < test, the title PROM - Project Management Tool, and a log out link. The user is logged in as 'test' from 'University Paderborn'. Below the navigation bar are tabs for Organization, Project, Staff, Travel Costs, and Timesheets. The Organization tab is active, showing a message: 'This page enables you enter new organizations and edit organization data.' Below this is a section titled 'List of organizations' with a plus icon for adding new entries. A table lists the following organizations:

organization
European Learning Network
Ingenious Knowledge GmbH
Lietuvos Edukologijos Universitetas
Meath Community Rural & Social Development Partnership Ltd
Synthesis Center for Research and Education LTD
Universidad de Granada
Università degli Studi Roma Tre
University Cologne
University Paderborn



PROM – Project Management Tool

The PROM Tool – List of projects



The screenshot displays the PROM - Project Management Tool interface. At the top, there is a navigation bar with the title "PROM - Project Management Tool" and a "log out" link. Below the navigation bar, there are tabs for "Organization", "Project", "Staff", "Travel Costs", and "Timesheets". The "Project" tab is currently selected. A message box states: "This page enables you to create a new project, enter or change project details, and get a project overview." Below this, the "List of projects" section features a table with the following data:

acronym	start	duration	coordinator
AGnovel	01.01.2014	24 months	University Paderborn
SEEL	01.10.2014	24 months	University Paderborn



PROM – Project Management Tool

The PROM Tool – List of staff members

The screenshot shows the PROM - Project Management Tool interface. At the top, there is a navigation menu with 'Organization', 'Project', 'Staff', 'Travel Costs', and 'Timesheets'. The 'Staff' tab is selected. Below the navigation, there is a header for 'List of staff members' and a sub-header for 'European Learning Network'. A table lists staff members with columns for first name, last name, daily rate, hours per day, total days, salary, employer, access, and a link to the daily rate form. Below this, there are two more sections for 'Ingenious Knowledge GmbH' and 'Lietuvos Edukolojijos Universitetas', each with their own tables of staff members.

AGnovel
University Paderborn
test

PROM - Project Management Tool

logged in as: test University Paderborn log out

Organization Project **Staff** Travel Costs Timesheets

This page enables you to add staff members, edit staff member details, and calculate the daily rate

List of staff members

+ European Learning Network

first name	last name	daily rt.	hr/day	total days	salary	employer	access	daily rate form
Rajesh	Pathak	€ -	8	0	€ 0	€ 0	1	daily rate form
Spela	Res	€ -	8	0	€ 0	€ 0	1	daily rate form
Vaishali	Pathak	€ -	8	0	€ 0	€ 0	1	daily rate form
Christine	Lawrence	€ -	8	0	€ 0	€ 0	1	daily rate form

+ Ingenious Knowledge GmbH

first name	last name	daily rt.	hr/day	total days	salary	employer	access	daily rate form
-Ras	Pechuel	€ 363.64	8	220	€ 60000	€ 20000	8	daily rate form
Dana	Köpke	€ 109.09	4	220	€ 16800	€ 7200	1	daily rate form
Nils	Dorando	€ 252	8	220	€ 39600	€ 15840	1	daily rate form

+ Lietuvos Edukolojijos Universitetas

first name	last name	daily rt.	hr/day	total days	salary	employer	access	daily rate form
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PROM – Project Management Tool

The PROM Tool – Travel costs (1)

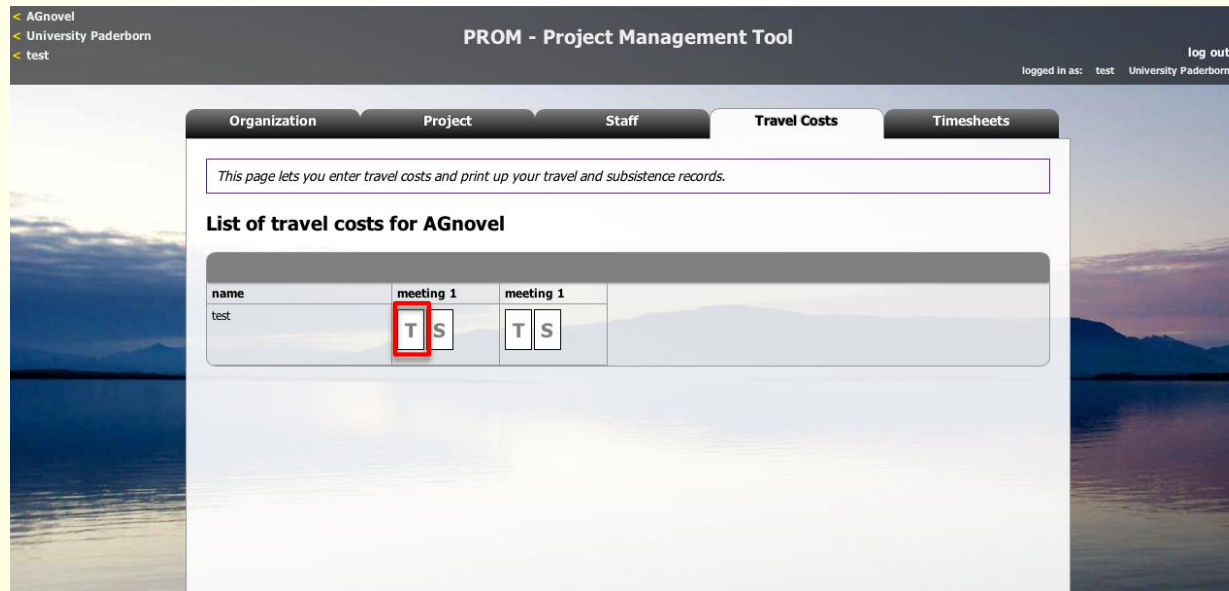
The screenshot displays the PROM - Project Management Tool interface. The top navigation bar includes a breadcrumb trail: < AGnovel < University Paderborn < test. The main title is "PROM - Project Management Tool" and the user is logged in as "test" from "University Paderborn". The interface features several tabs: "Organization", "Project", "Staff", "Travel Costs", and "Timesheets". The "Travel Costs" tab is active, showing a message: "This page lets you enter travel costs and print up your travel and subsistence records." Below this is a section titled "List of travel costs for AGnovel" containing a table with the following data:

name	meeting 1	meeting 1
test	T S	T S



PROM – Project Management Tool

The PROM Tool – Travel costs (2) – Travel record I



The screenshot shows the PROM - Project Management Tool interface. The top navigation bar includes 'Organization', 'Project', 'Staff', 'Travel Costs', and 'Timesheets'. The 'Travel Costs' tab is active. Below the navigation bar, there is a message: 'This page lets you enter travel costs and print up your travel and subsistence records.' Below this message, the title 'List of travel costs for AGnovel' is displayed. A table shows a travel cost record for 'test' with two 'meeting 1' entries. The first 'meeting 1' entry has a red box around the 'T S' label.

name	meeting 1	meeting 1
test	T S	T S



PROM – Project Management Tool



The PROM Tool – Travel costs (3) – Travel record II



SAVE PRINT CANCEL

Travel Costs Record

Partner Meeting Title: Kick-Off Meeting

Partner Meeting Location: Trim, Ireland

Staff Member Name: test

Date of Expenditure	Description of Expenditure Incurred	Amount
_____	_____	€ _____
_____	_____	€ _____
_____	_____	€ _____
_____	_____	€ _____
Total Travel Costs		€ 0.00

Staff Signature _____ Date _____

Authorised Signature _____ Date _____



PROM – Project Management Tool

The PROM Tool – Travel costs (4) – Subsistence costs I

AGnovel
University Paderborn
test

PROM - Project Management Tool

logged in as: test University Paderborn log out

Organization Project Staff **Travel Costs** Timesheets

This page lets you enter travel costs and print up your travel and subsistence records.

List of travel costs for AGnovel

name	meeting 1	meeting 1
test	T S	T S

PROM – Project Management Tool

The PROM Tool – Travel costs (5) – Subsistence costs II


SAVE PRINT CANCEL


Basis Subsistence Claim Form

Partner Meeting Title: Kick-Off Meeting

Partner Meeting Location: Trim, Ireland

Staff Member Name: test

 **AGnovel**

 Lifelong Learning Programme

Date of Expenditure	Description of Expenditure Incurred	Amount
		€
		€
		€
		€
		€
Total Travel Costs		€ 0.00

Staff Signature _____ Date _____

Authorised Signature _____ Date _____



PROM – Project Management Tool

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The PROM Tool – Timesheets (1) – Select the month

The screenshot displays the PROM - Project Management Tool interface. The user is logged in as 'test' from 'University Paderborn'. The interface shows a navigation menu with 'Organization', 'Project', 'Staff', 'Travel Costs', and 'Timesheets'. The 'Timesheets' tab is active, showing a grid for the organization 'test' as of Sunday, November 16th 2014. The grid lists timesheets for various months and quarters, with columns for 'days' and 'amount' (in €). The data shows zero values for all entries.

timesheet:	Jan 2014	Feb 2014	Mar 2014	Total (Quarter)	Apr 2014	May 2014	Jun 2014	Total (Quarter)	Total (Semester)
days:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00	€ 0.00	€ 0.00	€ 0.00	0.00	0.00
timesheet:	Jul 2014	Aug 2014	Sep 2014	Total (Quarter)	Oct 2014	Nov 2014	Dec 2014	Total (Quarter)	Total (Semester)
days:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00	€ 0.00	€ 0.00	€ 0.00	0.00	0.00
timesheet:	Jan 2015	Feb 2015	Mar 2015	Total (Quarter)	Apr 2015	May 2015	Jun 2015	Total (Quarter)	Total (Semester)
days:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00	€ 0.00	€ 0.00	€ 0.00	0.00	0.00
timesheet:	Jul 2015	Aug 2015	Sep 2015	Total (Quarter)	Oct 2015	Nov 2015	Dec 2015	Total (Quarter)	Total (Semester)
days:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00	€ 0.00	€ 0.00	€ 0.00	0.00	0.00




PROM – Project Management Tool




The PROM Tool – Timesheets (2) – Fill in the form I

SAVE MARK AS COMPLETE PRINT CANCEL



AGnovel



Lifelong Learning Programme

AGnovel Project Timesheet

Staff Name: test
 Staff Category: 2
 Partner: University Paderborn

Month: 01 Year: 2014

Components	Hours per day																															Total hours	Rate/day	Amount	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
WP #																																			
Actions																																			
Total:	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0		€ 0.00		

PROM – Project Management Tool

The PROM Tool – Timesheets (4) - Overview

Organization Project Staff Travel Costs Timesheets

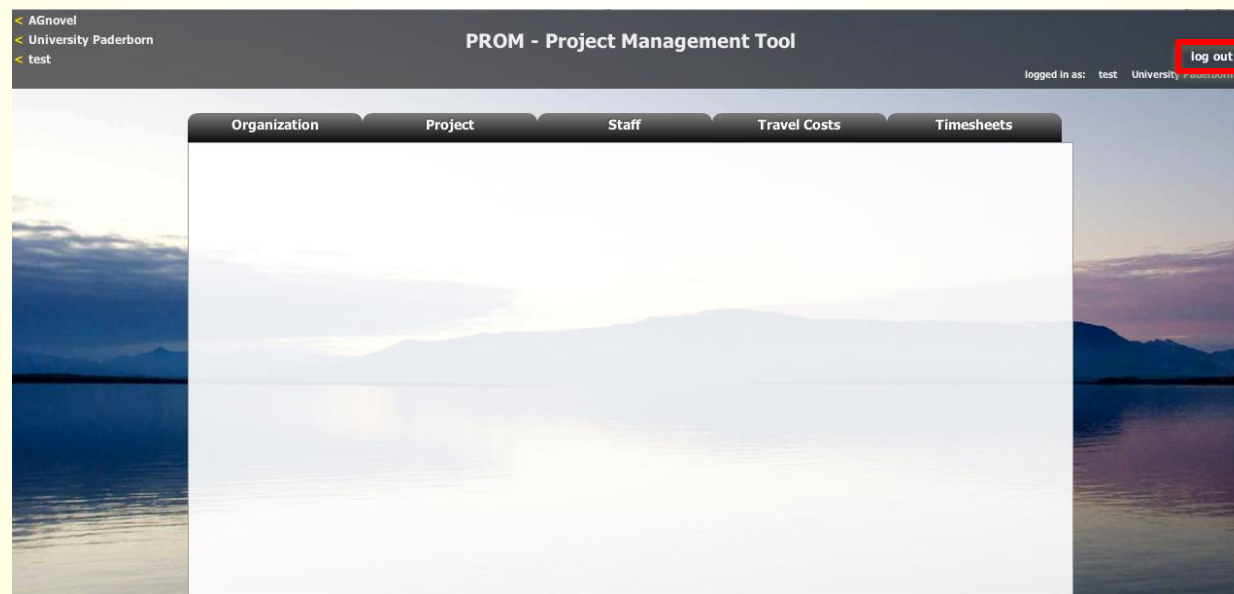
Marc Beutner Sunday, November 16th 2014

timesheet:	Jan 2014	Feb 2014	Mar 2014	Total (Quarter)	Apr 2014	May 2014	Jun 2014	Total (Quarter)	Total (Semester)
days:	2.06	0.00	0.00	2.06	0.00	0.00	0.00	0.00	2.06
amount:	€ 1,003.39	€ 0.00	€ 0.00	1,003.39	€ 0.00	€ 0.00	€ 0.00	0.00	1,003.39
timesheet:	Jul 2014	Aug 2014	Sep 2014	Total (Quarter)	Oct 2014	Nov 2014	Dec 2014	Total (Quarter)	Total (Semester)
days:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00	€ 0.00	€ 0.00	€ 0.00	0.00	0.00
timesheet:	Jan 2015	Feb 2015	Mar 2015	Total (Quarter)	Apr 2015	May 2015	Jun 2015	Total (Quarter)	Total (Semester)
days:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00	€ 0.00	€ 0.00	€ 0.00	0.00	0.00
timesheet:	Jul 2015	Aug 2015	Sep 2015	Total (Quarter)	Oct 2015	Nov 2015	Dec 2015	Total (Quarter)	Total (Semester)
days:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00	€ 0.00	€ 0.00	€ 0.00	0.00	0.00



PROM – Project Management Tool

The PROM Tool – Log out



Contact

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[http://wiwi.uni-paderborn.de/departement5/
wirtschaftspaedagogik-prof-beutner/](http://wiwi.uni-paderborn.de/departement5/wirtschaftspaedagogik-prof-beutner/)

