

EDU-VET

**Research and Development Conference
17th- 19th of November 2020**

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

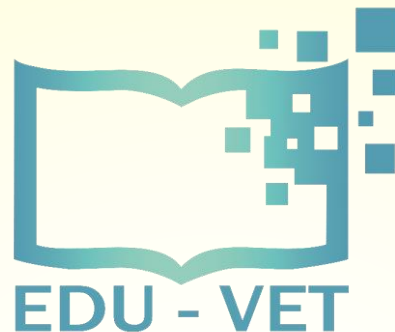


EDU-VET

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

Administration and financial information

-1-



EDU-VET

Administrative and financial information

EDU-VET – Research and Development Conference

Online Project Meeting 17th to 19th of November 2020

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



Financial Reporting

-3-

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.

The PROM Tool

-4-

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



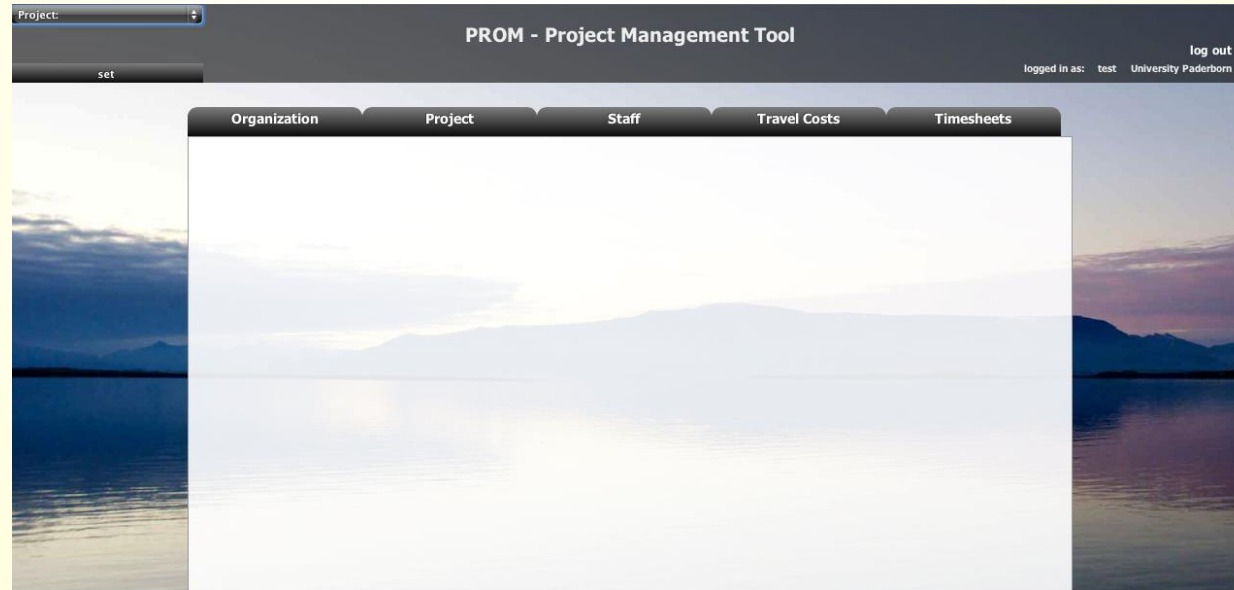
The screenshot shows the login interface for the PROM Project Management Tool. The page has a dark blue background with a map of Europe and the European Union flag stars. On the left side, there is a login form with the following elements:

- PROM Project Management Tool logo
- Links for "Login" and "Register"
- An input field for "e-mail"
- An input field for "password"
- A blue "Log in" button
- A descriptive paragraph: "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"

The PROM Tool

-5-

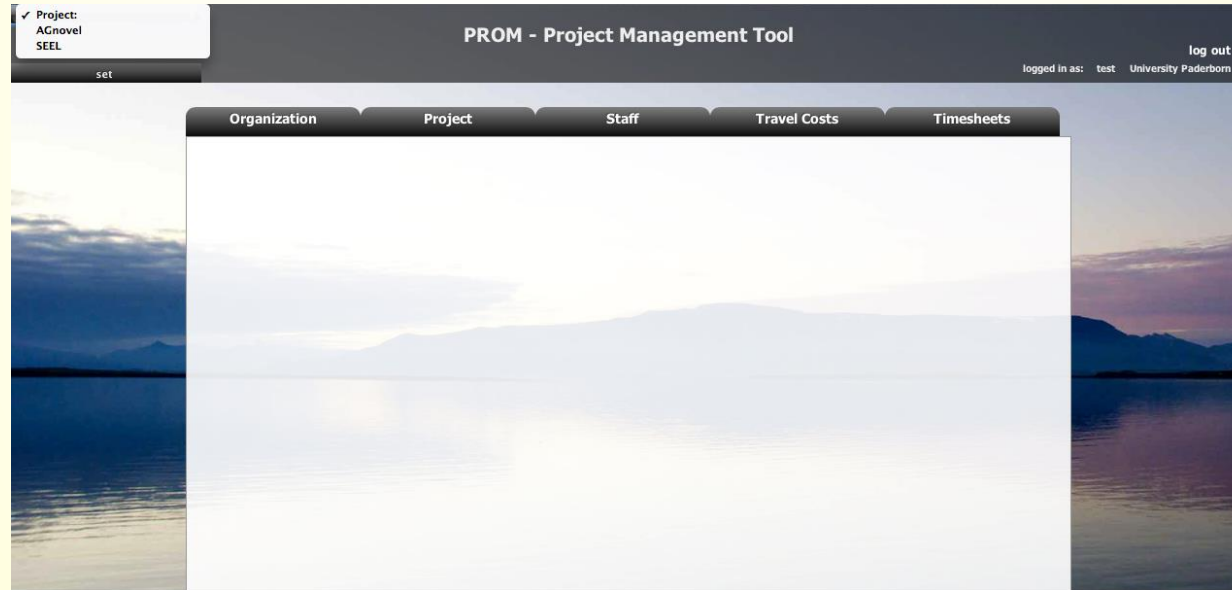
The PROM Start Page (1)



The PROM Tool

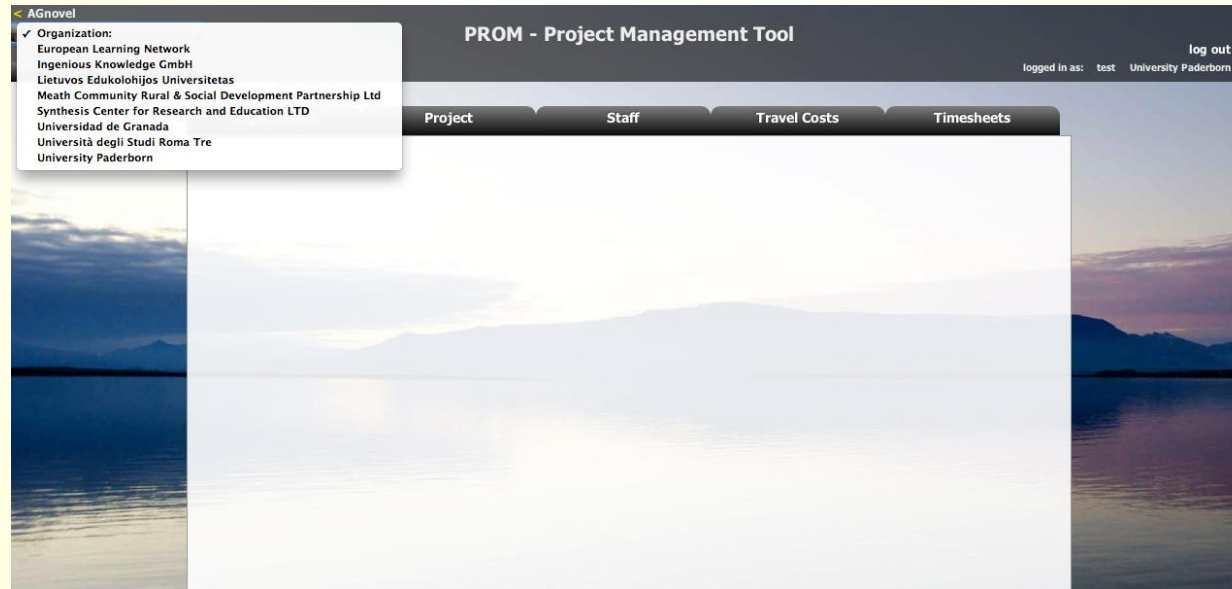
-6-

The PROM Start Page (2) – Set the project





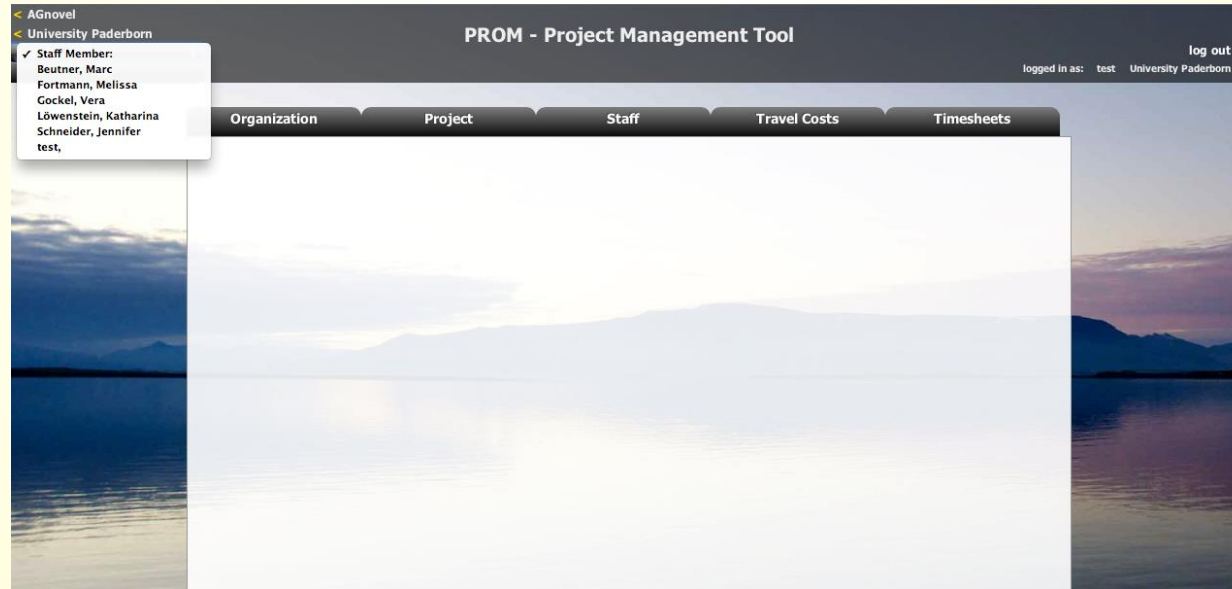
The PROM Start Page (3) – Set the organization



The screenshot displays the PROM - Project Management Tool interface. At the top, the title "PROM - Project Management Tool" is visible, along with a "log out" link and the text "logged in as: test University Paderborn". Below the title, there are four tabs: "Project", "Staff", "Travel Costs", and "Timesheets". A dropdown menu is open under the "Organization:" label, listing several organizations: "European Learning Network", "Ingenious Knowledge GmbH", "Lietuvos Edukolojijos Universitetas", "Meath Community Rural & Social Development Partnership Ltd", "Synthesis Center for Research and Education LTD", "Universidad de Granada", "Università degli Studi Roma Tre", and "University Paderborn". The background of the interface features a scenic image of a lake and mountains.



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

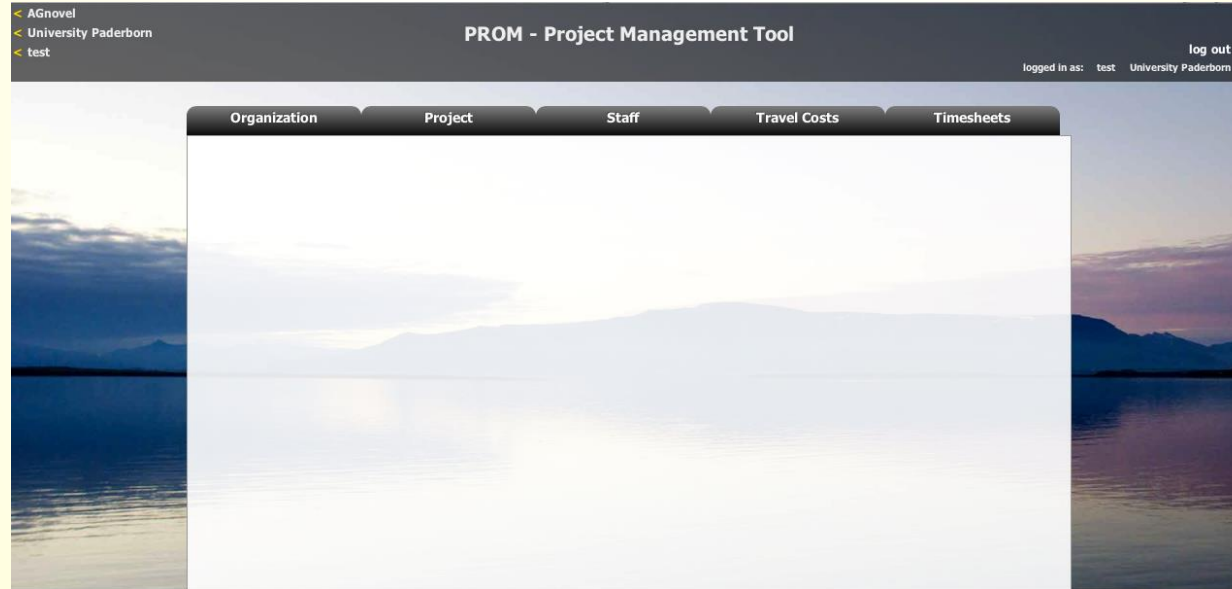


The PROM Tool

-9-

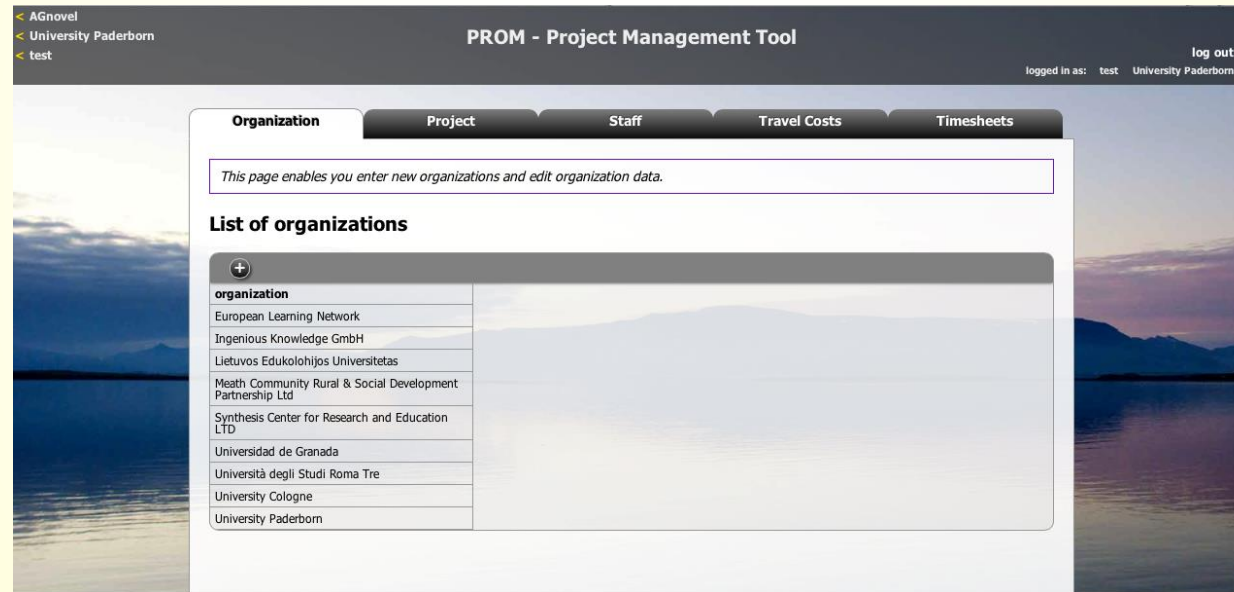


The PROM Start Page (5) – Start





The PROM Tool – List of organizations

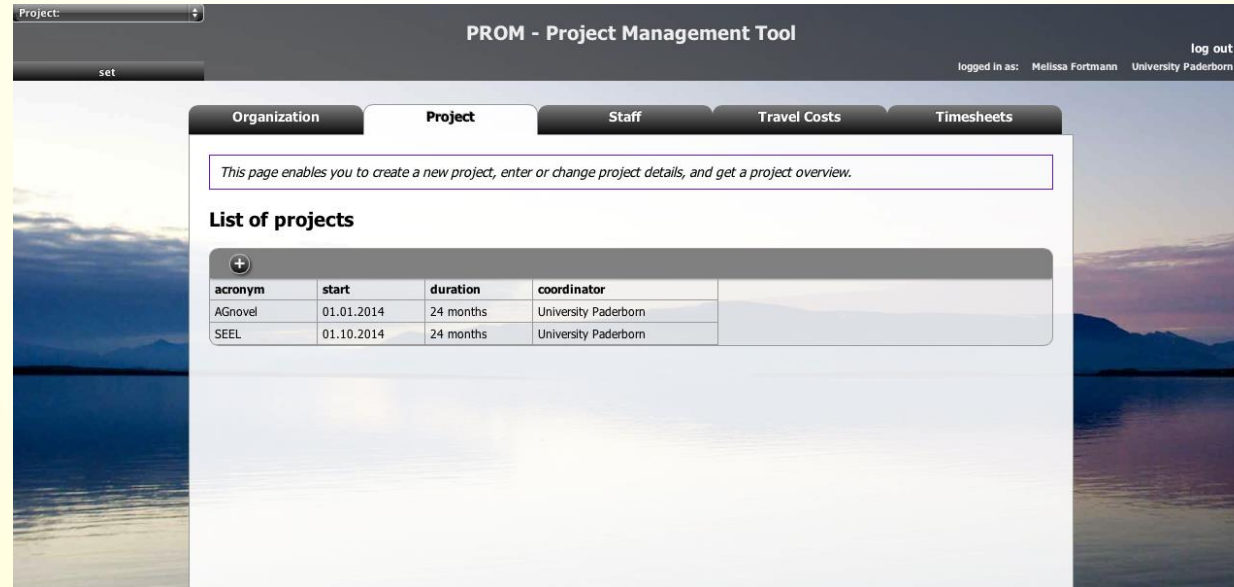


The screenshot shows the PROM - Project Management Tool interface. The top navigation bar includes a breadcrumb trail: < AGnovel < University Paderborn < test. The main title is "PROM - Project Management Tool" with a "log out" link. The user is logged in as "test" from "University Paderborn". The interface has five tabs: "Organization" (selected), "Project", "Staff", "Travel Costs", and "Timesheets". A message box states: "This page enables you enter new organizations and edit organization data." Below this is the "List of organizations" section, which includes a "+" icon for adding new organizations and a table listing existing ones.

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



The PROM Tool – List of projects



Project:

PROM - Project Management Tool

logged in as: Melissa Fortmann University Paderborn [log out](#)

Organization **Project** Staff Travel Costs Timesheets

This page enables you to create a new project, enter or change project details, and get a project overview.

List of projects

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



The PROM Tool – List of staff members

[< AGnovel](#)
[< University Paderborn](#)
[< test](#)

[log out](#)
 logged in as: test University Paderborn

PROM - Project Management Tool

[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

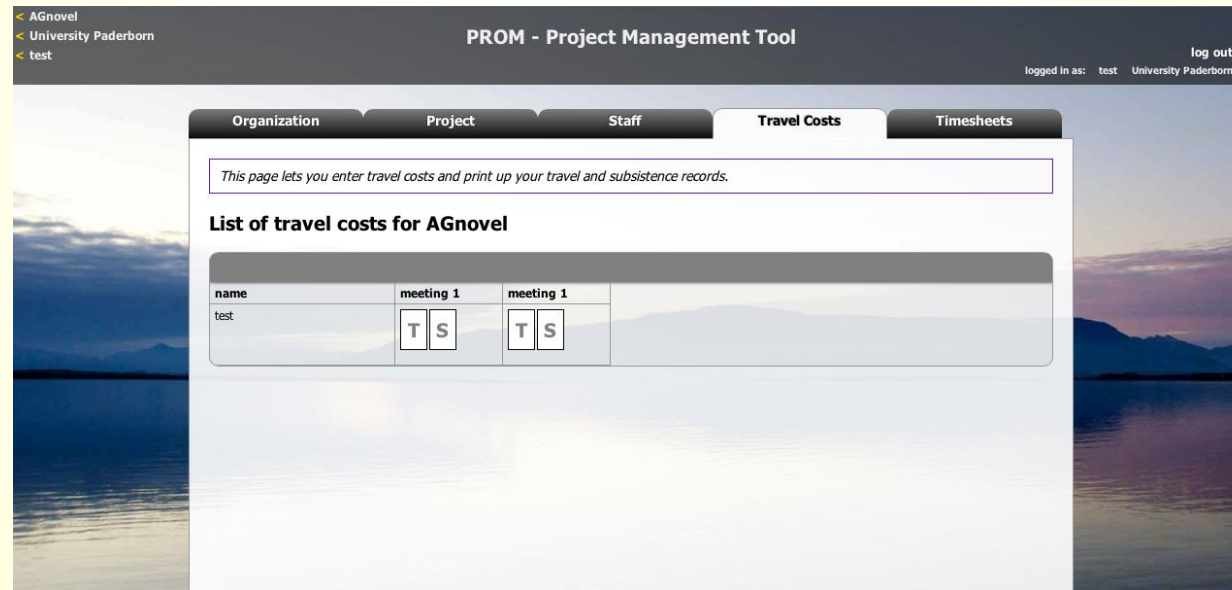
first name	last name	daily rt.	hr/day	total days	salary	employer	access	daily rate form
-Ras	Pechuel	€ 363.64	8	220	€ 60000	€ 20000	8	daily rate form
Dana	Köpke	€ 109.09	4	220	€ 16800	€ 7200	1	daily rate form
Nils	Dorando	€ 252	8	220	€ 39600	€ 15840	1	daily rate form

+ Lietuvos Edukolojijos Universitetas

first name	last name	daily rt.	hr/day	total days	salary	employer	access	daily rate form



The PROM Tool – Travel costs (1)

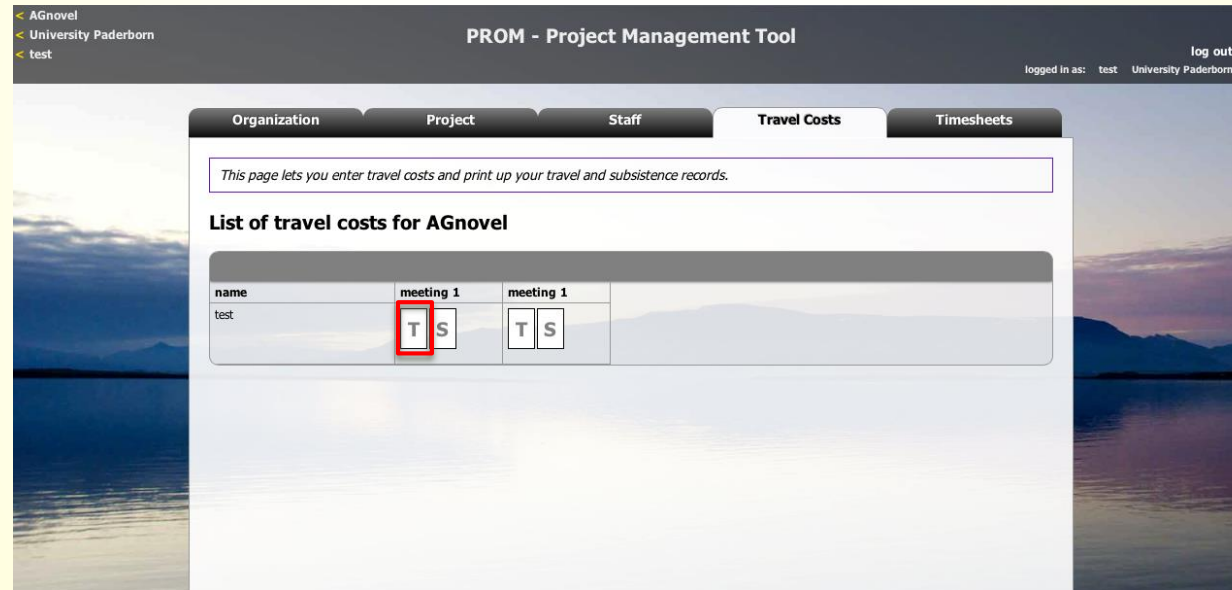


The screenshot shows the 'PROM - Project Management Tool' interface. The breadcrumb trail is '< AGnovel < University Paderborn < test'. The user is logged in as 'test' from 'University Paderborn'. The 'Travel Costs' tab is selected, showing a message: 'This page lets you enter travel costs and print up your travel and subsistence records.' Below this is a 'List of travel costs for AGnovel' table.

name	meeting 1	meeting 1
test	T S	T S



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



The screenshot shows the PROM - Project Management Tool interface. The breadcrumb navigation indicates the user is viewing the 'Travel Costs' section for 'AGnovel' at 'University Paderborn'. The user is logged in as 'test'. The interface has tabs for 'Organization', 'Project', 'Staff', 'Travel Costs', and 'Timesheets'. A message box states: "This page lets you enter travel costs and print up your travel and subsistence records." Below this is a table titled "List of travel costs for AGnovel".

name	meeting 1	meeting 1
test	<input type="text" value="T"/> <input type="text" value="S"/>	<input type="text" value="T"/> <input type="text" value="S"/>



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





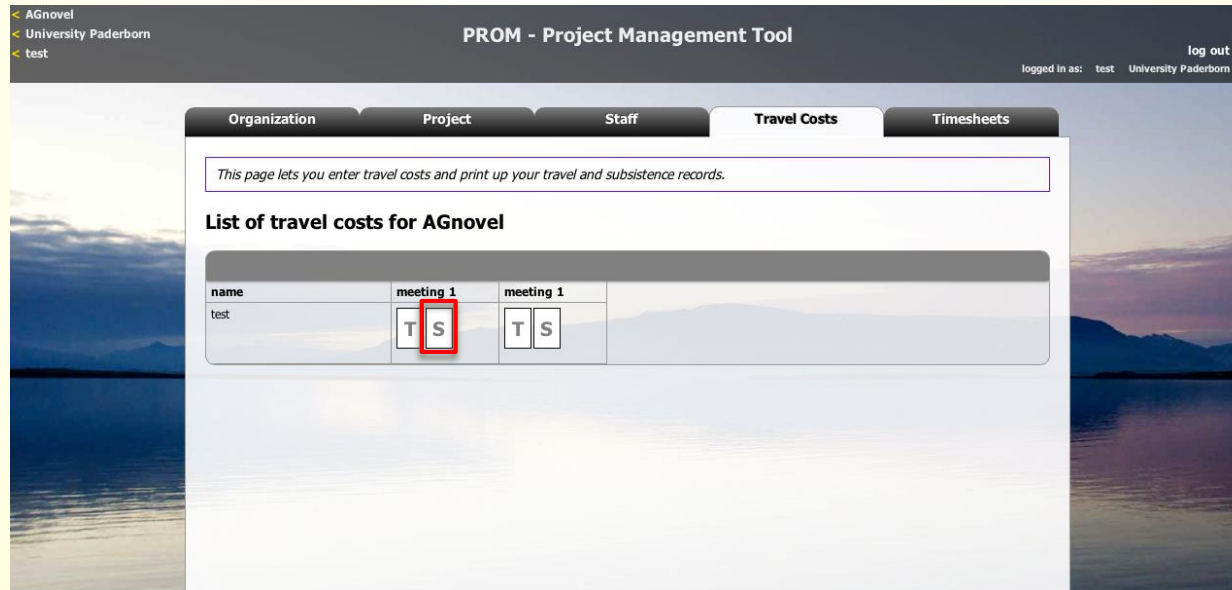
Date of Expenditure	Description of Expenditure Incurred	Amount
_____	_____	€ _____
_____	_____	€ _____
_____	_____	€ _____
_____	_____	€ _____
Total Travel Costs		€ 0.00

Staff Signature _____ Date _____

Authorised Signature _____ Date _____



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



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





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

Staff Signature _____ Date _____

Authorised Signature _____ Date _____



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

[AGnovel](#) | [University Paderborn](#) | [test](#)

[log out](#)
 logged in as: test University Paderborn

PROM - Project Management Tool

Organization
Project
Staff
Travel Costs
Timesheets

test **Sunday, November 16th 2014**

	Jan 2014	Feb 2014	Mar 2014	Total (Quarter)	Apr 2014	May 2014	Jun 2014	Total (Quarter)	Total (Semester)
timesheet:	Jan 2014	Feb 2014	Mar 2014	0.00	Apr 2014	May 2014	Jun 2014	0.00	0.00
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	0.00	Oct 2014	Nov 2014	Dec 2014	0.00	0.00
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	0.00	Apr 2015	May 2015	Jun 2015	0.00	0.00
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	0.00	Oct 2015	Nov 2015	Dec 2015	0.00	0.00
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



The PROM Tool – Timesheets (4) - Overview

[AGnovel](#)
[University Paderborn](#)
[Marc Beutner](#)

[log out](#)
 logged in as: test University Paderborn

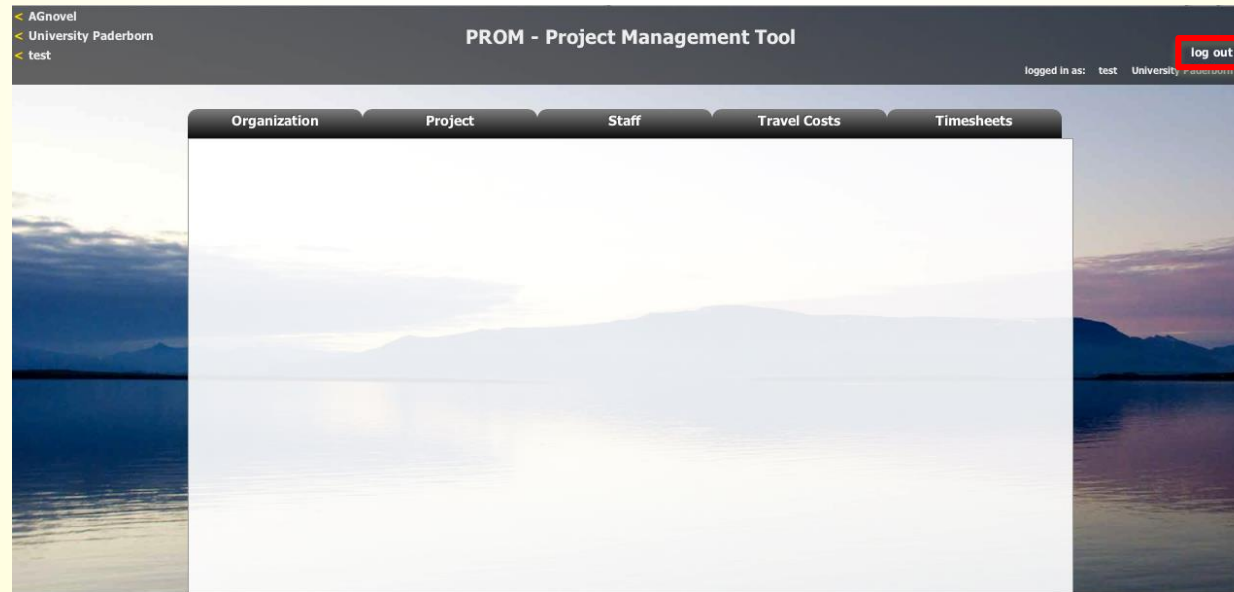
PROM - Project Management Tool

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





The PROM Tool – Log out



The PROM Tool

Overview – Task descriptions for PROM

Intellectual Output	Task description	Who?
IO1	Developing Research Framework	UPB
	Conducting desk-based research	All partners
	Conducting field-based research	All partners
	Collating research reports	UPB
	Writing Summary Research Report	UPB
	Translation of Summary Research Report	All partners
	Drafting a Research Report	IK
	Design and layout of the Summary Report	IK
IO2	Developing curricular framework	UPB
	Discussing curricular structure	UPB, LMC, BKBW, CIFP, SBEOG
	Matching curriculum with syllabi	UPB, LMC, BKBW, CIFP, SBEOG
	Writing of a report on discussion results	UPB, LMC, BKBW, CIFP, SBEOG
	Writing of curriculum	UPB, LMC, BKBW, CIFP, SBEOG
	Checking of curriculum	UPB, LMC, BKBW, CIFP, SBEOG
	Providing a technical online basis for curriculum	IK
	Integration of the tool in the database structure of the EDU-VET-Website	IK
	Writing a publication on the curriculum	UPB, BKBW
	Creating a paper brochure	UPB, BKBW
IO3	Developing content/ tasks	UPB, LMC, BKBW, CIFP, SBEOG
	Providing of database for online courses	IK
	Programming the online courses	IK
	Creating content design	IK

Intellectual Output	Task description	Who?
IO4	Creating a book structure	All partners
	Discussing book structure	SBEOG
	Moderating discussion process of book structure	SBEOG
	Writing book content	All partners
	Creating graphics or illustrations for book	All partners
	Proof reading of book contents	All partners
	Organising book print	IK
	IO5	Creating criteria guideline
Creating a criteria setting		UPB, CIFP
Collecting ideas for criteria guideline		CIFP
Collecting showcases		UPB, LMC, BKBW, CIFP, SBEOG
Supporting design work		IK
Creating first prototype of online environment		IK
Developing an online environment		IK
Integrating an online environment		IK
IO6	Testing an online environment	IK
	Final checking of business profiles	UPB
	Drafting Policy Paper	LMC
	Developing of Policy Paper questionnaire	LMC
	Completing Policy Paper questionnaire	All partners
	Completing Policy Paper	All partners
	Translating Policy Paper	UPB, LMC, BKBW, CIFP, SBEOG
	Designing Policy Paper	IK
Layout Policy Paper in all partner languages	IK	

This overview is also uploaded on NextCloud!



Contact

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33098 Paderborn, Germany

Marc.Beutner@uni-paderborn.de

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

