



# Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia /CONNECT



**Project Acronym:** CONNECT

<b>Project full title:</b>	CONNECTING UNIVERSITIE-INDUSTRY THROUGH SMART ENTREPRENEURIAL COOPERATION AND COMPETITIVE INTELLIGENCE OF STUDENTS IN MOLDOVA, GEORGIA AND ARMENIA
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<b>Coordinator:</b>	MSU-Moldova State University
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## MANAGEMENT HANDBOOK



## DOCUMENT CONTROL SHEET

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## VERSIONING AND CONTRIBUTION HISTORY









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# TABLE OF CONTENT

DOCUMENT CONTROL SHEET	2
VERSIONING AND CONTRIBUTION HISTORY	3
1. CONSORTIUM MEMBERS	5
2. INTRODUCTION	6
3. PROJECT DETAILS	7
3.2 Specific objectives	7
3.3 Total cost of the project	7
3.4 Outputs	7
3.5 Coordinator contact details	8
4. PROJECT'S MANAGEMENT STRUCTURE	9
5. PROJECT'S BODIES	11
6. MANAGEMENT STRUCTURE	11
7. PROJECT'S WORK PACKAGES' STRUCTURE	12
8. CONTRACTUAL AND FINANCIAL MANAGEMENT	18
8.1. Payment arrangements	18
8.2. Remuneration modalities for staff cost	19
8.3. Reimbursement modalities for travel and costs of stay	20
8.4. Project documents	21
9. TECHNICAL AND FINANCIAL REPORTING	22
9.1. Basic principles of reporting	22
9.2. Standards of all reports	22
9.3. Reporting schedule	22
9.4. Partner reports	23
9.4.1. <i>Technical report</i>	24
9.4.2. <i>Financial report</i>	24
9.4.3. <i>Exchange Rate</i>	24
9.5. Request for payment	25
10. CONSOLIDATED STRUCTURE OF INTERNAL COMMUNICATION	25
10.1 Rules of internal communication	25



## 1. CONSORTIUM MEMBERS

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## 2. INTRODUCTION

CONNECT project`s Handbook has been produced to facilitate the navigation through the events conducted during the project and to offer a guide on what documents are to be submitted, how to be completed, the deadlines and in general to offer assistance with the management of the project.

The handbook must be read in conjunction with the official approved documents that have been made available to all partners:

EACEA – CONNECT project Grant Agreement

CONNECT project`s Partnership Agreements



EACEA - Guidelines for the Use of Grants

EACEA - Frequently Asked Questions

We strongly encourage all partners to read carefully all of the above documents and to familiarize themselves with the aims, objectives and activities of the project.

### 3. PROJECT DETAILS

#### 3.1. Strategic objective

The project aims at reinforcement of university-industry relationship based on smart (multidimensional) entrepreneurial approach in High Education Institutions (HEIs) from Eastern Partnership countries (EaCp) and enhancement of students' and graduates' competitive intelligence (behaviors, skills, mindsets) and their ability to create jobs.

#### 3.2. Specific objectives

- SO1: Increase the teaching and learning capacity of Moldova (MD), Armenia (AM), Georgia (GE) universities thanks to the Programme Countries best practice on entrepreneurship, digital, communication and artistic/self-expression education (WP2)
- SO2: Foster the infrastructure of co-creative hubs which support students who generate, develop, market their own innovative ideas through entrepreneurship &/or open innovation in three Eastern Partnership countries (WP3)
- SO3: Improve students' entrepreneurial behaviors, skills, mindsets of future start-ups and support recently incorporated companies at university settings (W4/4.1-4.4)
- SO4: Introduce and implement the new and innovative form of interconnection of university-enterprise systems through join activities (WP4/4.5)
- SO5: Improve involvement of students who do not automatically come into contact with entrepreneurial studies and enhance problem-based learning, entrepreneurial skills, behaviors, mindsets through the interdisciplinary approach by revising of curricula and dissemination events (WP3/3.3&WP4/4.4&WP5)

#### 3.3. Total cost of the project

EC Grant: 932.798,00

#### 3.4. Planned Results

- Project Management handbook;
- Quality Assurance and dissemination handbooks;
- Organised Management Procedures and Meetings;
- Integrated report of findings for all 9 EaPC HEIs (4 types of questionnaires (academic staff, companies, future start ups and incorporated companies; self-evaluation of the EaCP HEIs via heinnovate.eu and experience collected during the study-visits to EU partners);
- 9 concepts with improvements of existing outdated operating regulations of hubs at EaPC HEIs or created new Smart Caffe at the premises of consortium partners from EaCp;
- 9 sets of installed equipment;
- Developed 4 new support courses by EU partners in English;
- Provided staff training workshops to at least 250 university trainers;
- Improved skills of 250 teachers;
- 4 new course supports on acceleration, art, digital skills by EaCP translated in Russian;
- MOOCs (3 programmes by each EaCP HEIs in national languages) on competitive intelligence programme (course supports and recorded videos) created by trained EaCP HEIs teaching staff;





- Implemented the CIP covering course 1.part 1, course 2, 3, 4 for 540 registered learners from 9 EaCP HEIs and at least 135 online learners from 9 EaCP HEIs registered for CIP covering course 1.part 2, course 2, 3, 4;
- 162 practical performance activities (ppa) (18ppa per HEIs) with students done by trained teacher;
- Enrolled in CIP 27 students will develop open innovations with companies;
- 18 best students benefited from internships;
- Embedded new approaches in the curricular of HEIs ( at least 27 (3 per partner) programmes in which students do not automatically come into contact with entrepreneurial studies will be revised and adapted to include it);
- Dissemination and collaboration events organized;
- 100 students participated in all 3 National Bootcamps;
- 18 students benefited from mobility to Pitch competition in Bulgaria;
- 9 action plans of collaboration to improve collaboration and communication between HEIs-industry;
- Report on the competition;
- Report on the final event/Conference;
- Completed dissemination to at least additional 36 HEIs;
- Evaluation reports.

### 3.5. Coordinator contact details

<b>Name and surname</b>	Dr. Elena SIMCIUC
<b>Institution</b>	Office for International Projects, International Relations Department Moldova State University
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## 4. PROJECT'S MANAGEMENT STRUCTURE

**The management structure** of the CONNECT project is based on vast managerial experience of all partners gained through the implementation of various projects funded by the EU and adjusted to fit the needs and recommendations of the Erasmus+ programme. The role of all management bodies is to provide efficient and successful realization of planned activities.

The project management structure is established to ensure effectiveness, decisiveness, flexibility and quality of work. It involves the Contractor, the Coordinator, two Co-coordinators, a Steering Committee, a Project Coordination Board and Quality Assurance, as shown in point 5, below.

**The Coordinator** – The coordinator (Moldova in this case) is legally and financially responsible for administering the project grant, drawing the attention of all partners to contractual rules and to releasing money only for the purposes allowed by contract.

**Project contractor** - As the coordinator also represents the contractor, his/her responsibility is to manage, coordinate and monitor the project activities and with regard to timetable, assess achievement of the planned endpoints and coordinate appropriate records of activities.

**Co – coordinators** - The PCCs will support PC within the overall project management activities (technical and operational), communication and reporting to EACEA, with specific accent on dissemination activities, quality control activities, implementation of planned activities with the particular roles during their realization, both NGOs can approve or disapprove the work of coordinator.

**Steering Committee (SC)** - is a decision-making body consisting of one representative (preferably the contact person) from each partner institution, will oversee the project, make strategic decisions and guarantee the correct implementation of activities and cost efficiency. Steering Committee meetings are held once a semester, either as part of workshops or by video conference. Annually, this Committee will agree the annual report. Intervening meetings review progress updates against a project template. In order to support decision-making process during whole project the Quality Control System will be elaborated by QAPT team.

**Quality Assurance Project Team (QAPT)** - The team acts as a support to the project coordinator in the process of overall internal monitoring. In order to contribute to the efficient project management, the team will develop the Quality control and monitoring strategy.

**Project Expert Board (PEB)** - The team acts as a support to the project coordinator in the process of assure quality in elaboration qualitative deliverables.



PEB and DEG have a very important role within the implementation of this project taking into account the need to increase the level of familiarization of the public at large regarding the project outcomes.

**Dissemination and Exploration Group (DEG)**- The team acts as a support to the project coordinator in the process diffusion and exploitation of the project process and results.

**Project Support Team** – Project Support Board consists of the members of the Coordinator and it provides financial and technical assistance for day-to-day management to the Project Coordinator.

**Institutional project management teams (IPMT)** - headed by institutional coordinator will be established at each consortium member with the task to manage activities at its institution.

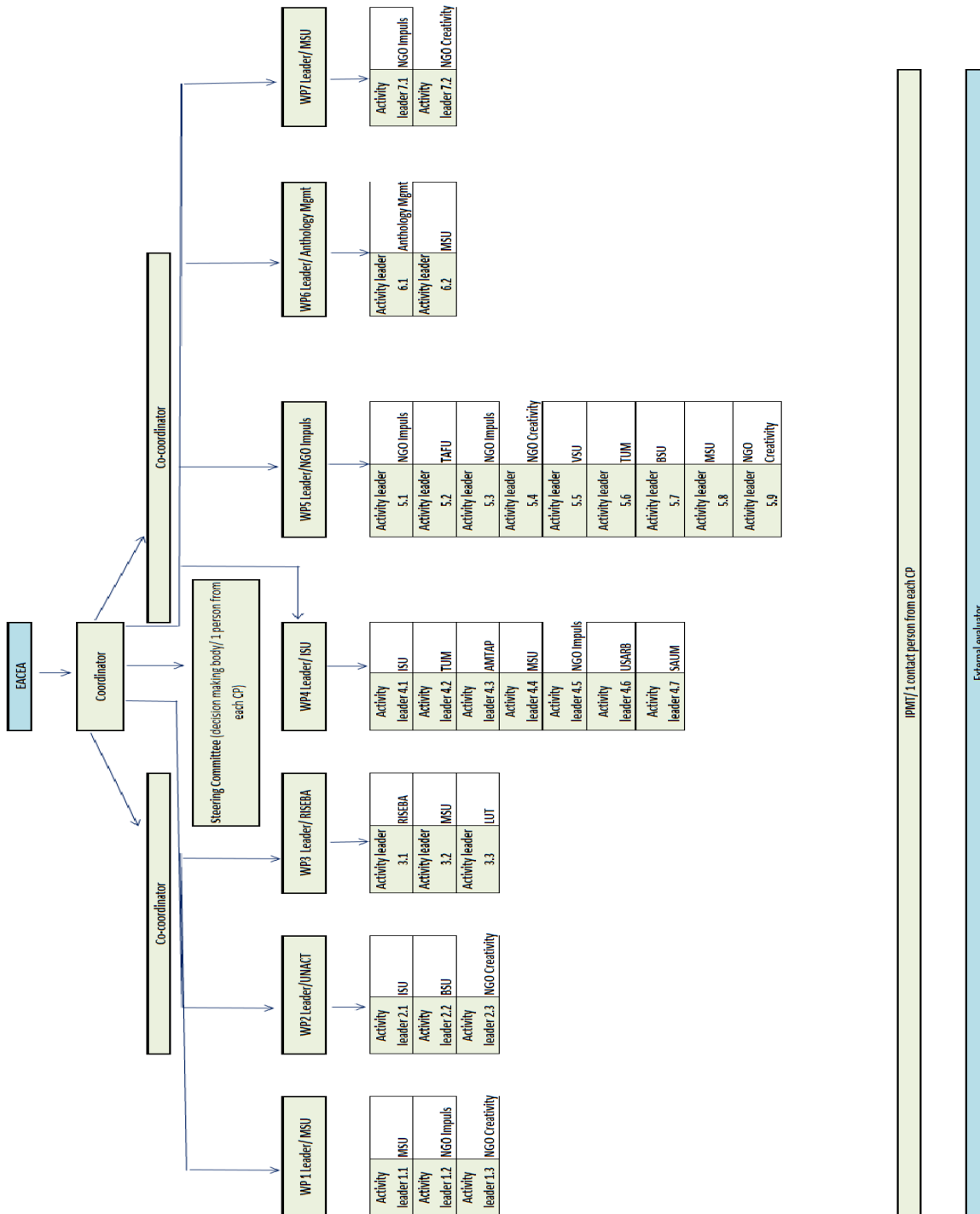
**WP leaders** – WP leaders have the responsibility for coordination of individual WP and monitoring deliverables and planned milestones related to their WP.

**Activity leaders** - will be in charge of monitoring the assigned activity, ensuring its quality level and timeliness, and active participation of other partners.

**Site Managers** – Site Managers (contact persons) are in charge of local project management supported with their local teams, in consultation with the Coordinator.



## 5. MANAGEMENT STRUCTURE





## 6. PROJECT'S WORK PACKAGES' STRUCTURE

WPs Nr.	TITLE	DELIVERABLES	ACTIVITIES	ACTIVITY LEADERS
<b>Preparation</b>				
WP1(PMP)	Creation of the theoretical-practical support for the development of students' competitive intelligence	1.1 Project Management Plan 1.2 Partnership Agreement 1.3 Terms of reference for Advisory Board and External Evaluator 1.3 Risk register	1.1 Prepare and hold launch meeting in Moldova and forward plan future meetings 1.2 Establish terms of reference for Advisory Group members and External Evaluator 1.3 Review and agree workplan, structures and budget allocation	MSU  NGO IMPULS  NGO CREATIVITY
<b>Development of theoretical-practical support</b>				
WP2 (DEV1)	Creation of the theoretical-practical support	2.1 Integrated report of findings	2.1.1 Evaluation of the state of the art regarding Entrepreneurial Education (EE) and Practical Performance (PP) 2.1.2 Organisation of 4 study-visits 2.1.3 Elaboration of the integrated report on findings for all 9 EaPC HEIs 2.1.4 Evaluation of the situation in 9 EaCP HEIs regarding hubs 2.1.5 Distance experience sharing of EU partners with EaCP partners 2.1.6 Elaboration of the integrated report on findings for all 9 EaPC HEIs 2.1.7 Identification of 3 persons from 9 EaCP responsible for new courses elaboration	ISU



		<p>2.2 Organisation of courses on hard and soft skills for staff</p>	<p>2.1.8 Identification of 2 persons/4 EU partners responsible for new courses elaboration  2.1.9 Identification of 2 persons/2 EaCP NGO responsible for new courses elaboration</p> <p>2.2.1 Organisation of First/ Joint ON-LINE instructors' training workshops (on-line)  2.2.2 Elaboration of the ability/skills/knowledge/assessment tool and at least 45 students ( who has own companies) will be questioned  2.2.3 Students who has own companies will be questioned due to this assessment tool  2.2.4 Scheduling of the Competitive intelligences programme (CIP) for students covering entrepreneurial, digital and self-expression education and its practical performance created;  2.2.5 Design and deliver structure for courses within competitive intelligences programme for students: acceleration, digital, arts  2.3.1 Design the evaluation tools within competitive intelligences programme for students: acceleration, digital, arts (regarding abilities/skills/knowledge for 4 TG ( 1. Teachers with basic or advanced knowledge in the fields of activity</p>	<p>BSU</p>
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			<p>2. Students at large who wish to create start-ups  3. Students who recently created companies  4. Students who want to improve their knowledge and skills)</p> <p>2.3.2 Elaboration of associated measurement tools, approaches to learning actions including the immunity to change methodology</p> <p>2.3.3 Recording of videos by RISEBA partner on audiovisual media arts (including MOOC) for 4 TG</p> <p>2.3.4 Organisation of ON-LINE instructors' training workshops (on-line)</p> <p>2.3.5 Recording of videos by Ant.Management partner on acceleration programme for 4 TG</p> <p>2.3.6 Organisation of ON-LINE instructors' training workshops (on-line)</p> <p>2.3.7 Recording of videos by RISEBA partner on digital capacities for 4 TG</p> <p>2.3.8 Organisation of ON-LINE instructors' training workshops (on-line)</p> <p>2.3.9 Recording of videos by UNATC partners on multimedia course and art skills covering theoretical and applied activities in film, cinematography, sound and editing, as well as photography, key elements and techniques, communication, methodology of theatre</p>	
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		2.3 Created courses (hard copy) structure, content& materials (acceleration, digital, arts)	<p>teaching, choreographic art, dance teaching methodology.</p> <p>2.3.1 Elaborate content and materials for course supports: acceleration, digital, arts</p> <p>2.3.2. The final version of the materials will be evaluated and revised , by 2 Co-coordinators' institutions, Project Expert Board and in light of the first pilot/testing activities at a 2 day workshop (WP2.3), and finally revised by the Advisory Group</p> <p>2.3.3 Evaluation by EU partner (LUT) of EaPC staff competences and knowledge acquired within four workshops, joint elaboration of associated measurement tools, approaches to learning actions including the immunity to change methodology</p> <p>2.3.4 Draft MOOC Supporting Documentation files: content, methodologies and pedagogies</p> <p>2.3.5 Draft programme for blended courses (MOOC and face-to-face trainings)</p>	NGO Creativity
<b>Improve students' entrepreneurial behaviours, skills, mindsets of future start-ups and support recently incorporated companies at university settings (WP3)</b>				
WP3(DEV2)	development and improvement of framework conditions	<p>3.1 Arrangement of physical spaces</p> <p>3.2 Procurement &amp; installation of equipment</p>	<p>3.1.1. Enlargement of the Network of Smart Caffe</p> <p>3.2.1. Instalation of the equipment</p>	<p>RISEBA</p> <p>MSU</p>





		3.3 Creation of MOOC	<p>3.3.1. Smart Channel exploitation</p> <p>3.3.2 Create video recorded lectures within Competitive intelligences programme, presentations and interviews, and quizzes for MOOC hubs</p> <p>Create</p> <p>3.3.3. Create and deliver individual institutional roadmaps on MOOC lectures and face-to-face trainings hubs</p> <p>3.3.4.Obtain approval on quality of MOOC materials from Project Expert Board and Advisory Group</p> <p>3.3.5. Generation of MOOC content from each session of the bootcamp</p>	LUT
<p><b>Foster the infrastructure of co-creative hubs which support students who generate, develop, market their own innovative ideas through entrepreneurship &amp;/or open innovation in three EaPC countries (WP4/4.1-4.3)</b></p> <p><b>Introduce &amp; implement the new and innovative form of interconnection of university-enterprise systems through join activities (WP4/4.4)</b></p>				
WP4	Implementation of new non-formal approach and joint use of co-creative spaces (4.1 - 4.3)	4.1 Implementation of courses on acceleration programme	4.1.1 Consultations with the companies regarding CIP content, methodology ...etc	ISU
		4.2 Implementation of courses on digital skills	4.1.2 Elaboration of the assessment	TUM
	Implementation of new non-formal approach and joint use of co-creative spaces (4.4)	4.3 Implementation of courses on theatre and dance (Art course)	4.1.3. Draft of application (business idea development)	AMTAP
		4.4 Embedment of new approaches in the curriculum of HEIs	Mentoring of the students	MSU
	Implementation of new non-formal approach and joint use of co-creative spaces(4.5- 4.7)	4.5 Interconnection of university-enterprise	Elaboration of the set of materials <b>Organisation of 3 Bootcamps</b>	NGO IMPULS



		systems through joint activities	Generation of MOOC content from each session of the bootcamp	
		4.6 Organisation of Competition	Preparation of the Pitch Competition Organisation of the Pitch Competition	USARB
		4.7 Pitch Competition		SAUM
<b>Dissemination</b>				
WP5	Dissemination	5.1 Elaboration of dissemination and exploitation plan	Drafting of the dissemination and exploitation plan	NGO IMPULS
		5.2 Organisation of University Management Breakfast networking events	Organisation of University Management Breakfast networking events Elaboration of the supporting set of documents	TAFU
		5.3 Development and maintenance of web site	Elaboration of the technical task for web site Procurement of domain and hosting Elaboration of the content for web site Development and maintenance of web site Maintenance of the web site, publication of the news	NGO IMPULS
		5.4 Development and publication of testimonials and marketing materials		NGO CREATIVITY
		5.5 Creation of Inter-university delivery Network	Development and publication of testimonials and marketing materials Will be created an Inter-university delivery group on the page of Network of Smart Caffes Organisation of train the trainer seminars for staff	VSU



		<p>5.6 Organisation of train the trainers' sessions for non-project partners HEIs in EaCP</p> <p>5.7 Signing of collaboration agreements among partner institutions and companies</p> <p>5.8 Peer to peer workshop</p> <p>5.9 Elaboration of presentations and publications</p>	<p>delivering the new programme in non-partner institutions in Partner Countries within CONNECT project.</p> <p>Organisation of train the trainer seminars for staff delivering the new programme in non-partner institutions in Partner Countries within CONNECT project. Elaboration of the supporting set of documents</p> <p>Six peer to peer workshops with other recently incorporated companies created by students from other HEIs (2 in Moldova, 2 in Armenia and 2 in Georgia) in Partner Countries within CONNECT project. Elaboration of the set of supporting documents</p>	<p>TUM</p> <p>BSU</p> <p>MSU</p> <p>NGO CREATIVITY</p>
<b>Quality control and monitoring</b>				
WP6	Quality control	<p>6.1 Establishment of quality control system</p> <p>6.2 Control and monitoring of processes and results</p>	<p>Drafting of the qty assurance and monitoring roadmap</p> <p>Evaluation of the financial aspects</p> <p>Evaluation of the processes and results</p> <p>Appointment of external evaluator</p>	<p>Anthology Mgmt</p> <p>MSU</p>
<b>Management</b>				
WP7	Project management	7.1 Organisation of project management meetings	<p>Establishment of the Operational structure/ kick off</p> <p>PA elaboration and signature</p>	<p>NGO IMPULS</p> <p>NGO CREATIVITY</p>



		7.2 Development of project management procedures	Management roadmap (with external communication/marketing part) Management meetings (6 meetings face-to-face)	
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### 6.1. Members of Project Management Bodies (see the qty assurance manual p.2.2.2)

## 8. CONTRACTUAL AND FINANCIAL MANAGEMENT

### 8.1. Payment arrangements

Beneficiaries are obliged to use the Erasmus+ grant contribution exclusively for the purposes defined by the project, and in accordance with the terms and provisions of the Grant and Partner Agreement and its annexes.

The Erasmus+ grant amounts received in advance and not used by the beneficiaries must be reimbursed to the coordinator at the latest 30 days after the end of the project's contractual period.

If there is a difference between the amount of the Erasmus+ grant contribution actually used by the partnership and the amount of expenditure declared eligible by the Executive Agency at the end of the project, the following procedure will apply:

- **The beneficiary responsible for the expenditure declared ineligible will reimburse the corresponding amount to the coordinator.**

The costs of financial transfers shall be borne as following:

- **The costs of dispatch charged by the bank of the coordinator and costs of repeated transfers caused by one of the parties will be charged to the beneficiary.**

The coordinator will transfer the part of the Erasmus+ grant contribution corresponding to each individual beneficiary in the Partner Countries (Moldova and Georgia, Armenia) using the new account for the project in EUR. The transfer of money will be executed in EUR.

The coordinator will transfer the part of the Erasmus+ grant contribution corresponding to each individual beneficiary in the Programme Country (Romania, Latvia, Finland and Bulgaria) using new account for the project in EUR.



The transfer of the Erasmus+ grant contribution to individual beneficiaries will be implemented in accordance with the following timetable and procedure:

## **8.2. Remuneration modalities for staff cost**

The CONNECT project remuneration of staff involved in the project is based on the rules set out by the Education, Audiovisual & Culture Executive Agency (EACEA) of the European Commission in the Grant Agreement and accompanying Guidelines for the Use of the Grant of the Erasmus+ CBHE call 2018 (art.3.3.1.1., pag.29).

The amount of staff costs that can be reimbursed to a partner institution for staff involved in the project is limited to the maximum indicated in the budget per partner (Annex I of the Partnership Agreement) and the ceilings per staff category set out in the Guidelines for the Use of the Grant.

The staff category to be applied depends on the type of work performed in the project and not on the status or the title of the individual. The grant for staff cost is calculated by multiplying the unit cost by the total number of days spent on the implementation of the project. One working day is defined according to the applicable national legislation. Normally 7.5 Hours in the EU. Declared working days per individual will not exceed 20 days per month or 240 days per year.

The coordinator will reimburse to the beneficiary's account the costs actually incurred in accordance with the estimated budget breakdown identified under Annex I of the Partner Agreement for staff costs. The exception is the last reporting period when the reimbursement will be made after the final 10% balance transfer of funding from the EACEA.

Payment for work conducted for the implementation of the project will be paid in arrears after the submission of the evidence to support the request for payment within 15 days after the end of the Period for which the report is being sent (see Chapter "Technical and Financial reporting"). The beneficiary will provide the receipt for the amount requested.

For the calculation of the amount to be reimbursed the following must be produced:

- 1) Scanned copy of the Contract of Employment covering the period in which claim is being made. The contract of employment should be sent for the First Period only if it is a permanent contract. This could be either an existing contract or a document signed by the Legal Representative stating that the person is employed in the organization from the date to – permanent -. If it is a temporary contract, then the period of employment must be clearly stated (From-date to date). Originals must be kept in the partner organisation for 5 years.
- 2) Scanned copy of the Time-Sheet where the activities conducted are described. (The template is available on the EACEA webpage). Originals must be kept in the partner organisation for 5 years.

- 3) Scanned copy of the Joint Declaration form dully completed. (The template is available on the EACEA webpage). Originals must be kept in the partner organisation for 6 years.

### **8.3. Reimbursement modalities for travel and costs of stay**

This budget heading contributes to the costs of travel and stay for staff\* and students participating in activities directly related to the achievement of the project. These costs are covered on the basis of unit costs (see section 3.3 of the Guidelines for the Use of the Grant).

\* The existence of a formal employment relationship between the employee and the beneficiary institutions is required in order to participate to any travel.

The unit costs to be applied are those defined in Annex I of the Partnership Agreement. Prior written authorisation from the Agency is required for activities and their corresponding travel costs and costs of stay which are not taking place in or between countries represented in the partnership.

Any category of staff (e.g. managers, RTT, technical and administrative staff) under official contract with the beneficiary institutions and involved in the project may benefit from financial support for travel and subsistence provided it is directly necessary to the achievement of the objectives of the project.

Except in the case of existence of a national law which states the contrary, beneficiary institutions should not suspend payment of normal salaries to their staff during time spent travelling within the framework of the project.

The coordinator will organize the travel and will cover the travel cost in the limits indicated in the Partner Agreements.

The coordinator will pay in cash 100% of the estimated Erasmus+ grant contribution (in EUR) for cost of stay at the first day of each of mobility period indicated in the Partner Agreements.

The following supporting documents must be retained with the project accounts:

- A duly filled-in Individual Travel Report. Originals or scanned copies of the Individual travelling reports completed using the template available on the webpage of the project. Originals must be kept in the partner organisation for 5 years.
- Supporting documentation will have to be attached to each Individual Travel report:
  - Scanned copies of the boarding passes for flights or train tickets glued on a A4 white paper. This could be scanned and sent by email as digital copies. Originals must be kept in the partner organisation for 5 years.
  - If dates of travelling are not shown on the travelling documents then scanned copies of invoices must be sent to the coordinator. Originals must be kept in the partner organisation for 5 years. EACEA is not interested in the cost but in the dates of the travelling to show that the participant has actually travelled during the period claimed.



- Scanned copies of invoices for accommodation. Originals must be kept in the partner organisation for 5 years.

If the beneficiary fails to submit to the coordinator the mobility reports and the supporting documents within two month of the event, then the amount spent will be regarded as co-financing.

#### **8.4. Project documents**

In order to save time and labour and to facilitate the transmission of documents, partners must produce scanned copies of the documents to be submitted to the coordinator. Scanned copies, of good quality, are acceptable as official documents.

However, partners are responsible for keeping the originals and are obliged to send them by post to the coordinator or EACEA if requested.

## 9. TECHNICAL AND FINANCIAL REPORTING

### 9.1. Basic principles of reporting

There are two main purposes of the reporting. The formal reporting, by MSU, provides the necessary information to the Education, Audiovisual and Culture Executive Agency (EACEA) to assure them that our project is being implemented according to the Grant Agreement and that payments should therefore be released. The annual reports provide information to the IPMT (Institutional project management teams) to allow them to support project partners with implementation.

Reporting also helps us to view our progress objectively.

The annual (technical and financial) reports are linked to transfer of grant to partners from MS. The Final Report though must be approved by EACEA before the final payment to the coordinator is released. No report is required to secure the advance payment.

The reports should accurately reflect Project Partner (PP) progress during the reporting period, highlighting any key issues and providing justification for any deviations from the Description of the project as set out in Annex I of Grant Agreement.

It is significantly faster to prepare the technical reports if information is added to them at the time when the activity takes place. This can always be amended later but it makes sure that the recommendations for corrective action and for improving the programme are not lost. Equally, the Work plan should be updated whenever necessary changes are identified and submitted along with the annual report if there are any changes. All changes must be justified in writing.

### 9.2. Standards of all reports

All reports should be typed and should be in English. Copy of each report and supporting documents should be provided to the IPMT, as well as an electronic version. The report forms will be sent to each partner.

### 9.3. Reporting schedule

Project partners are required to produce technical and financial reports:

Period number	From	To	Deadline for the submission of technical and financial reports
Period 1 (PD1)	15.01.2021	30.06.2021	15 <sup>th</sup> of July 2021
Period 2 (PD2)	01.07.2021	31.12.2021	15 <sup>th</sup> of January 2022
Period 3 (PD3)	01.01.2022	15.07.2022	<i>1<sup>st</sup> Progress report</i>
<i>Month 21 of the project CONNECT 1<sup>st</sup> Interim report</i>			
Period 4 (PD4)	16.08.2022	31.12.2022	15 <sup>th</sup> of January 2023
Period 5 (PD5)	01.01.2023	30.06.2023	15 <sup>th</sup> of July 2023
Period 6 (PD6)	01.07.2023	14.12.2023	31 <sup>st</sup> of December 2023
<i>Final report</i>			



Reports (two in total) prepared by the Coordinator to be delivered to EACEA:  
Reporting period 1: from month I to month 21/EACEA Progress Report –15.08.2022  
Reporting period 2: from month 22to month36/EACEA Final report – 31.12.2023

The partner has to respect the reporting deadlines (also stated in the Partnership Agreement), and submit their Report with supporting documents on validation of expenditure to the project coordinator in due time as requested, in 10 (ten) working days. If those are not submitted to the coordinator within the set deadline, they will not be included in the progress report of the project that coordinator is responsible to deliver to the Executive Agency.

#### **9.4 Partner reports**

The partners` reports are linked to a payment. Information contained in the reports will be reviewed as part of the monitoring process. It is not intended that these reports will provide all the details of what is happening on the project. The reports focus on activities and results. If further details are required for clarification, then PP will be contacted separately.

The Coordinator can only submit Intermediate and Final reports, as well as financial statements to the EACEA based on inputs from project partners. Therefore, in order to provide adequate information on the progress of the project, each Project partner has to submit the partner report to the Coordinator consisting of:

- **Technical report, describing the activities carried out and their results during the reporting period, and**
- **Financial report, presenting the costs incurred during the reporting period.**

The intermediate reports of the partners will be reviewed by IPMT team and approved by the Coordinator, taking into consideration following assessment criteria:

- Conformity of the expenditures with the budget of the project;
- Eligibility of the expenditures;
- Correct use of the procurement procedures, whenever required;
- Correctness and completeness of all supporting documents;
- Correctness of the calculations and applied exchange rates;
- That any changes which occurred between budget categories are eligible and justified;
- All copies of the annual reports must be signed in original by the appointed contact person of partner institution;
- Expenditures must be in conformity, including full eligibility, with the allocated Budget in the Partnership Agreement.



In case that information in Annual Report are not complete or justified, the IPMT team will help and make recommendations on how this situation can be rectified prior to the final approval of the Annual report by the Coordinator. The Report approved in this way is the basis for the transfer of next instalment to the partner institution.

#### **9.4.1. Technical report**

The Technical reports should provide the clear picture on the progress of project activities, time and quality of deliverables and results, to what extent the progress indicators are achieved, as well as introduction of changes into the Work plan (if any). For this purpose, the Technical report is structured as follows:

- Statistics and indicators
- Table of achieved/planned results,
- Statement of costs incurred.

Apart from the statistical and financial information related to the reporting period, the major part of the Technical report is consisted of the Table of achieved/planned results (one table per work package), with following describing elements:

1. Activities carried out and indicators of achievement,
2. Planned activities and indicators for progress,
3. Any proposed changes (people involved, budget, remaining activities...).

EACEA has provided a template for the technical reporting:

[https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-field-higher-education-2019\\_en](https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-field-higher-education-2019_en)

#### **9.4.2. Financial report**

When preparing the Financial report, the project partners are strongly advised to use the Excel file provided by the EACEA Final Financial Statement, which can be found here:

[https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-field-higher-education-2019\\_en](https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-field-higher-education-2019_en)

#### **9.4.3. Exchange Rate**

The Partner financial reports should be drawn up in Euro. In case that Project Partner is from State which has not adopted the Euro as their currency, the Project Partner shall convert into Euro the amounts of expenditure presented in the cash-flow tables that correspond to the invoices in national currency. Those amounts have to be included in all other tables of the Financial report.

Beneficiaries and affiliated entities with general account in a currency other than the euro must convert costs incurred in another currency into euros at the average of the daily exchange rates published in the C series of the *Official Journal of the European Union*, determined over the



corresponding reporting period (available at:  
<http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>).

If no daily euro exchange rate is published in the *Official Journal of the European Union* for the currency in question, conversion must be made at the average of the monthly accounting rates established by the Commission and published on its website ([http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/infoeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro_en.cfm)), determined over the corresponding reporting period.

**Beneficiaries and affiliated entities with general accounts in euros must convert costs incurred in another currency into euros in accordance with their usual accounting practice.**

### **9.5. Request for payment**

The Coordinator has provided all partners with the appropriate form for issuing the transfer of funds to the partner institution – Request for Payment (the template is sent to all project's partners). Along with the Request for Payment, the partner has to submit the report whose approval will be the basis for issuing the next instalment. Deadlines for submitting the Partner Reports are given in section 9.3 of this Manual.

## **10. CONSOLIDATED STRUCTURE OF INTERNAL COMMUNICATION**

### **10.1 Rules of internal communication**

1. Any important project related communication between the parties shall be done in writing and addressed to the appointed project manager of each beneficiary, as per the details below:

For the coordinator appointed project manager:

Moldova State University

**Elena Simciuc**

60, Alexei Mateevici str.,

Republic of Moldova

[simciuc.elena@gmail.com](mailto:simciuc.elena@gmail.com)

For the beneficiaries appointed project manager of each consortium member.

2. Any changes to the above information should be communicated in a timely manner.