

TAME

Training Against Medical Error

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HANDBOOK

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Foreword

This handbook has been prepared by the TAME project coordinator. The purpose of Handbook is to present main information to TAME partners. The Handbook will be updated as needed.

1. General matters

1.1 Project summary

The overall purpose of the TAME project is to introduce innovative pedagogy methods that will provide training for students against medical error (TAME). TAME will innovate curricula towards teaching and learning in safe environment and closer to the needs of the real practice, where medical errors occur. With achievement of TAME's objectives, a great need for the changes in the national healthcare systems will be fulfilled. The training methodologies will be improved, in order to minimise morbidity and mortality resulting from medical errors. Thus, healthcare costs will decrease, the quality of therapy will increase and the public trust in physicians and medicine will be enhanced. TAME's view is multidimensional. The training has plenty of educational features and we will organize them into 3 fundamental dimensions: (i) teaching methods, (ii) means of curriculum delivery, (iii) learning outcomes.

1.2 Main project objectives

The wider objective of TAME project is to introduce innovative teaching methods that will ensure the training of students in order to avoid medical errors (TAME).

The specific objectives of TAME are:

- To develop a Virtual Patient methodology based on virtual case histories to enable future physicians to avoid most common medical errors in the diagnostic and therapeutic process on a safe environment before exposure to real patients;
- To transfer knowledge and experience from the institutions which have already gone through a successful implementation of learning methods in pediatrics, develop pediatrics (modules) in each institution as exemplar studies;
- To use the experiences gained in the exemplar study to create similar resources in different clinical attachment areas in each institution;
- To use supra-regional ePBLnet, MEFANET, and other medical education networks to create, share and disseminate these multi-lingual, multi-cultural resources aimed at avoiding or decreasing medical errors.

1.3 Logos

Beneficiaries funded by European Union should follow rules for Visual identity of European Commission. All communication and promotional material produced under TAME project should include EU emblem on the left upper corner.

The European Union emblem (flag) must be used and the name of the European Union displayed in full. The name of the Erasmus+ programme can appear with the flag. The preferred option is

to write "Co-funded by" or "With the support of", then "the Erasmus+ programme of the European Union" next to the EU flag.

Logos with text could be downloaded at: https://eacea.ec.europa.eu/about-eacea/visual-identity_en.

Example:



TAME logo should be used together with EU emblem in all communication and promotional materials related to the project on the right upper corner.



1.4 Website

The TAME project has a web domain is: www.tame-project.org. The main aims of the website are; dissemination to the wider community and communication among the partners. The Website contains public information and project documentation section which is a restricted space for project partners. The homepage contains a Project summary, news about meetings and events, partners, scenarios and documents. Documents section connected with Google drive and to gmail accounts. Each University has created web pages in their local languages for their institutional websites. Information on TAME project in each country could be found at web-page tame-project.org, section. To disseminate TAME results in local languages, MU created section at tame-project.org web page connected to local links of each Partner.

1.5 Communication

KSMU arranged a group mail tame@kgmu.kz which includes all emails of partners for easy communication and delivering information to all at once.

On-line meetings arranged through Omni-join platform through sending links to partners: <https://v7.omnijoin.com/join?dn=8VBF276>. Agenda for on-line meetings are to be sent to the participants at least 7 days before the meeting; members within 5 days before the meeting can ask to have included points which they think are missing. All meetings are minuted, the minutes are circulated to the partners and then approved. On-line meetings through Skype for small group or one to one conversation are initiated on necessity.

Face to face meetings' aim to present full reports and progress of the project. Face-to-face meetings normally have working part, in which all the partners of the country are informed about the project, discuss the activities, and plan the best way to carry them out. It is a requirement that where possible a representative from each partner institution is present and other members of working group will be joined according to Agenda.

Over the three years it is planned to have two meetings per year. If possible there will be one in each country. The order foreseen at present is Czech Republic, November 2015; UK, June 2016; Vietnam, November 2016; Vietnam, May 2017; Kazakhstan, October 2017; Greece, June 2018; Kazakhstan??, September 2018

1.6 Location of documentation

Documents related to TAME project are located at Google Drive:

<https://drive.google.com/drive/folders/0B6iDgFPfqnijM2RQVXNGdkRZdHc>

1.7 Reporting period for deliverables

WP	WP Lead	Deliverable	Deliverable Lead	Reporting dates*
WP1 Curriculum modification	P2 SGUL	D1.1 Curriculum plan	P8 AMU	August 2016
		D1.2 Repurposed paediatric cases in English	P2 SGUL	August 2016
		D1.3 Training Plan, staff trained	P1 KSMU	August 2016
		D1.4 Documented assessment strategy	P2 SGUL	August 2016
WP2 Modification, implementation of paediatric cases	P3 KI	D2.1 Paediatric cases modified	P8 AMU	August 2016
		D2.2 Cases tested, implemented	P8 AMU	May 2018
		D2.3 Assessment instruments	P10 HUMP	May 2018
WP3 Development, implementation new cases	P3 ZSMU	D3.1 Training Plan, writing new cases, staff trained	P2 SGUL	January 2017
		D3.2 New cases created	P9 HMU	June 2017
		D3.3 Cases tested, implemented	P9 HMU	April 2018
		D3.4 Assessment instruments	P10 HUMP	May 2018
WP4 Evaluation, QC	P4 MU	D4.1 QC Plan	P3 KI	April 2016
		D4.2 Evaluation Plan	P4 SGUL	May 2016
		D4.3 QC Report	P6 ZSMU	August 2018
		D4.4 Evaluation Report	P6 ZSMU	February 2018
WP5. Dissemination	P5 AUTH	D5.1 Project website	P5 MU	May 2016
		D5.2 Dissemination events	P7 BSMU	September 2018



		D5.3 Publications	P1 AUTH	September 2018
WP6. Project management	P1 KSMU	D6.1 Signed consortium agreement	P1 KSMU	December 2015
		D6.2 Project management plans	P1 KSMU	September 2018
		D6.3 Project reports	P1 KSMU	September 2018

1.8 Contact information of Coordinating institution

Karaganda State Medical University (KSMU)

1. Dr. Sholpan Kaliyeva
Project Coordinator
40, Gogoly Street
Tel: +7 7212 50 39 30 (Internal 1224)
Email: S-Kalieva@kgmu.kz
2. Gulmira Abakassova
Project manager
40, Gogoly Street
Tel: +7 7212 50 39 30 (Internal 1246)
Email: Gulmira.abakassova@gmail.com

3. Contractual documents

2.1 Grant Agreement

The formal documents on which TAME is based are Grant Agreement signed between the European Commission and Karaganda State Medical University and its Annexes (which include the Description of the Action, the list of partners, Workplan for 3 years), the Mandates signed by each partner and Karaganda State Medical University, whereby all partners authorized Karaganda State Medical University to enter into contact with the European Commission on behalf of all of partners.

2.2 Partnership Agreement

Draft of the document were provided by European Commission and adapted to project needs. Partnership Agreement includes responsibility of Coordinators, responsibility of beneficiaries, financial relations. Partnership Agreement had 2 versions. Last version were signed by all partners and distributed by KSMU among them. Annexes to Partnership Agreement includes budget excel sheet with budget breakdown between partners, staff cost, travel cost and cost of stay, copy of Grant Agreement.

TAME Partnership Agreement has one amendment between Saint Georges University of London and Karolinska Institutet.

4. Financial matters

3.1 Financial rules

The general financial rules are contained in Guideline for the Use of the Grant which could be at https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-higher-education_en and have two versions. Latest version from 02/05/2016.

3.2 Overall budget

The following budget approved by the European Commission which constitutes Annex II of Grant Agreement. The budget contains the estimated breakdown of eligible costs and indicates the maximum grant which the Commission will recognize.

	Budget ceilings	EUR
I STAFF COSTS	Max 40% of grant (Art I.3 of GA)	386.719
II TRAVEL COSTS	N/A	171.895
III COSTS OF STAY	N/A	111.120
IV EQUIPMENT	Max 30% of grant (Art I.3 of GA)	266.800
V SUBCONTRACTING	Max 10% of grant (Art I.3 of GA)	51.000
VI CO-FINANCING	10% for each PCU	98.751
TOTAL GRANT (total I-V)		987.534

3.3 Reporting periods

Eligibility periods for costs:

Eligibility period for cost: 15th of October 2015 - 14th of October 2018 for all partner.

Eligibility period for cost HMU and HUMP: 8th of April 2016 - 14th of October 2018.

Reporting periods for EU:

Reporting period for EU on progress and technical implementation: 15 April 2017

Final report to EU to be submitted: 14 October 2018

Reporting periods to the Coordinator:

Reporting period for costs by all partners for Year 1: – 15th of June 2016, 15th of October 2016

Reporting period for costs by all partners for Year 2: – 15th of March 2017 (to provide the Report to EU), 15th of June 2017, 15th of October 2017

Reporting period for costs by all partners for Year 3. – 15th of June 2016, 10 of October 2018

3.4 Financial Report

Financial Report need to be submitted to KSMU according to template excel sheet for categories: staff cost, travel cost and cost of stay, equipment for Partner countries only), sub-contracting, co-financing (Annex 1.).

3.5 Equipment purchase (actual cost)

Equipment purchase is need to be purchased through tendering procedure. Partners need to announce call for tender and receive at least three quotations from three different suppliers/companies. Tender is not finished if partners have only two quotations. It is necessary to announce call for tender as many times until you will get three quotations. Link or any other proof of call for tender needs to be provided to the Coordinator. Each PCU needs to provide copies to Coordinator and keep proof that the tender is announced, tendering results and three quotations.

EC provided each PCU with Certificate of VAT exceptions. PCUs need to check with appropriate authority/Tax Department whether Certificate is applicable and Universities are exempted from VAT payment. If not, PCUs need to receive Official letter from competent authority proving that the corresponding costs cannot be recovered.

Purchased equipment need to be installed according to plan and labeled by Erasmus+ stickers which were provided by KSMU in London Meeting 2016. Proof that equipment has installation numbers need to be provided to KSMU.

After finishing purchase of equipment listed in budget proposal, if you still have funds leftover from total amount devoted to equipment, you may request additional equipment. Please send the coordinator a request with additional equipment you consider necessary to buy. Table need to contain also justification why you need this type of equipment.

	Item	Quantity	Justification	Partner acronym
1.	Laptop	1	KSMU is also considering implementation of cases additionally in Kazakh language (extra impact)	KSMU

3.6 Sub-contracting (actual cost)

Sub-contracting costs devoted for services and activities which is not possible to conduct at University level. For each PCU there is an agreed budget for the type of activity they can sub-contract. It is translation, printing services, organization events and creation of promotional materials. According to the EC rules expenses should be announced through call for tender procedure for amounts more than 500 Euro with at least three quotations. For small amounts like 50 Euro for printing services PCU do not need to announce call for tender. Nevertheless, KSMU recommends to announce call for tender for service for one year and spend amount according to project needs. For example, KSMU announced printing service and contract is

signed. Services are covered according to needs. Additional agreement was arranged that amount is not sent and will not be paid. Service which is not indicated in the budget proposal could be approved by EC. For this, Partner University need to write request to KSMU, which will be sent to EC Officer for authorization. After receiving approval Partner University will be informed that service is approved.

3.7 Travel cost and cost of stay

Each PCU are eligible for travel to Meeting place. Travel is calculated by the distance calculator: http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4. Km shown between two destinations need to be match with table below:

Distance	Travel Costs (EUR)
100 KM and 499 KM	180
500 KM and 1999 KM	275
2000 KM and 2999 KM	360
3000 KM and 3999 KM	530
4000 KM and 7999 KM	820
8000 KM or more	1100

Cost provided for travel cover two ways. If you have stops between two distances, for example during travel from Karaganda to Hanoi, one-day stop should be done in Bangkok. Bangkok is not eligible for cost of stay (120 Euro) and distance is calculated between Karaganda and Hanoi only.

CBHE project does not cover distances less than 100km.

In case of circular travel, for example, trainer from SGUL have two-day training in Zaporozhe, next destination two-day travel in Hanoi, the final calculation will be calculated by distance calculator from London to Zaporozhe (2588,12 km = 360 Euro) plus Zaporizhe to Hanoi (6837,06 km = 820 Euro) total cost for travel 360 Euro+ 820 Euro= 1180

Cost of stay calculated by fixed amount per day per participant. Unit cost for stay is calculated by days spent for activity.

Number of Days	Staff
1-14 days	120.00 Euro
15-60 days	70.00 Euro
61-up-to-3 month	50.00 Euro

At the end of travel for Meeting staff need to provide Travel Individual Report for Finance Department (Annex 3.). Original of Travel Individual Report need to be sent to Coordinator and copy should be kept at home University.

3.8 Staff cost

Staff cost calculated according to country where the staff is employed, category of job performed (manager, researcher, technical, administrative) and number of days. Each staff could be paid no more than 20 days per month, 240 days per year. If staff performed several types of activities, they could claim for several types of category. For example, Coordinator of Partner University could perform as manager doing managerial job, act as researcher or perform technical activity.

Each staff need to calculate activities performed by hours then by days and indicate activities in timesheet. Number of hours performed for project divided into number of working hours indicated per day according to law where activity took place. For example, Kazakhstan have 8 hours per working day indicated according to Law, staff A performed 64 hours as researcher, total number of days per staff $64:8 = 2$ days of researcher.

Detailed description work performed need to be described in the timesheets. The timesheet need to be followed by staff convention (Annex 2) with an indication of number of days per category per staff. Work performed also proved by countable and uncountable outcomes. Original of Staff Convention need to be provided to Coordinator and copy at home University.

3.9 Co-financing

Co-financing is indicated in budget proposal as staff cost for all partners. PCU need to see number of days devoted for co-financing.

For example: KSMU's co-financing, extract from budget proposal

	Partner		Item	Resource for co-financing	Justification	Amount excluding VAT (Euro)	Total (Euro)
P1	KSMU	KZ	Staff Costs	Institution's own resources	Preparation of dissemination activities, 20 days (Managers), 30 days (Researchers), 15 days (Technicians)	3 850,00	3 850,00
P1	KSMU	KZ	Staff Costs	Institution's own resources	Repurposing of existing cases, Creation of new cases, testing, training, 46 days (Managers), 80 days (Researchers), 30 days (Technicians), 30 days (Administrative)	10 295,00	10 295,00

KSMU covered staff cost for staff performed activities on translation cases into local languages and adaptation cases, financial department also co-financed from Institutions own resources. Number of days in co-financing were divided into three years.

3.10 Exchange rate

The first exchange rate is calculated for the month when the Coordinator received it's first pre-installment from the EC: for TAME project KSMU received first pre-installment, February 2016.

Please see

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm

Country	ISO Code	Currencies	ISO Code	Rate
United Kingdom	UK	Pound sterling	GBP	0,76228
Sweden	SE	Swedish krona	SEK	9.3046
Czech Republic	CZ	Czech koruna	CZK	27.021
Ukraine	UA	Ukrainian hryvnia	UAH	27.0928
Vietnam	VN	Vietnamese dong	VND	24264.6
Kazakhstan	KZ	Kazakhstan tenge	KZT	412,13

Exchange rate should be applied according to European Commissions' and rate not depending on which rate is currently used locally.

Second pre-installment will be for the month in which the coordinating institution received the second pre-financing. Second pre-installment is received after spending 70% of first. Second pre-installment will be informed by Coordinator additionally.

3.11 Supporting documentation:

List of supporting documentation can be found in Annex 4. Beneficiaries should keep all originals for the 3 years during project and for +5 years after project is finishes in each University. Copies should be provided together with excel sheet to KSMU, except for the Travel Individual Report and Staff Conventions forms which need to be sent to Coordinator with signature and stamps where appropriate by the institution. It could possible that Auditors will request additional documents, so Universities need to be ready to provide upon request.

Supporting documentations need to be provided in pdf, clear, with appropriate name of report, year and place.

Specific requirements for arranging copies of supporting documents:

Example for travel cost and cost of stay: Filatova_LondonMeeting_ZSMU_2016 (all documents for this event for Filatova in one pdf file). Agendas will be available at separate folder shared with all partners and do not need to be putted in each Report. List of participants signed by all also will be shared with all partners in Google drive too.

Example for staff cost: Filatova_StaffCostZSMU_01(month)-12(month)_2016 (all documentation for this period in one pdf file, Staff Convention for each person need to be followed by timesheet for this period and this person).

Example for equipment: Invoicexxx(number)_ZSMU next bank sleep (all Invoices accompanying with bank sleeps) and appropriate supporting documents. Inventory numbers (Inventory_ZSMU_equipment) in one documentation in separate pdf. Tendering documentation together with three quotations (Tender_ZSMU) separate in one pdf.

Example for subcontracting: Contract
xxxx_ZSMU (invoice to this contract, bank sleep, tendering documentation and three quotations. Each contract with supporting documentation need to be in separate pdf.

3.12 Not-eligible

Not-eligible costs are not-eligible even there may be – amounts left over from any category from the whole project. These costs could not be approved or authorized by EC. Articles I.10.4/II.19.4 of Grant Agreement is indicate not-eligible costs as equipment such as: furniture, motor vehicles, alarm systems, costs linked to the purchase of real estate, activities not carried out in the project beneficiaries' country (see Annex IV of Grant Agreement), unless prior authorization, in kind contribution, excessive or reckless expenditure, deductible VAT (unless beneficiary can prove he is unable to recover it according to the national tax authority).

3.13 Eligible cost

Eligible costs are costs which foreseen in the application/budget (Please see Project and Budget Proposal). They should be identifiable, verifiable, recorded in accounting records of the beneficiary, comply with requirements of applicable tax and national legislation.



ANNEX 1. EXCEEL SHEET EXTRACT

Staff cost table

Workpackage	Name of staff member	Staff Category (manager, researcher, technical, administrative)	Short description of tasks	From (dd\mm\yy)	To (dd\mm\yy)	Number of days	Unit cost per day	Total calculated

Travel cost and cost of stay

WP	Name of person travelling	City and country of Departure	City and country of destination	Departure Date (dd\mm\yy)	Return Date (dd\mm\yy)	Number of days for cost of stay	Travel distance in km	Travel cost calculated (local currency)	Travel cost calculated (Euro)	Cost of Stay calculated (Local currency)	Cost of Stay calculated (Euro)

Equipment (for Partner country only)

Workpackage	Invoice date (dd\mm\yy)	Nature, type and specifications of the item	Providing company	VAT and Taxes charged to the project	Amount in the Invoice	Currency in the Invoice	Exchange Rate	Amount charged to the project (in Euro)

Subcontracting

Workpackage	Invoice Date	Nature, type and specifications of the item	Providing company	VAT and Taxes charged to the project	Amount in the Invoice	Currency in the Invoice	Exchange Rate	Amount charged to the project (in Euro)

Co-financing

Partner	Budget heading	Source of Co-finance	Nature, type and specifications of item	Amount in local currency	Amount in Euro

ANNEX 2. STAFF CONVENTION

STAFF CONVENTION

Ref. No.....

Project No.

The reference number must correspond to the progressive numbering indicated in the financial statements of the final report

BETWEEN

Hereinafter "the Institution"*

AND

Name:

Address:

.....

Hereinafter "the Staff member"*

THE FOLLOWING HAS BEEN AGREED:

1. The Institution is a member of the partnership for the above-mentioned project.
2. The Staff member is employed by the Institution and is part of its payroll system.
3. The Institution and Staff member agree that the Staff member has worked on this project and performed the following duties during the project's eligibility period.

	<i>dd/mm/yy</i>		<i>dd/mm/yy</i>
FROM		TO	

Please describe the outputs produced (short overall indication since detailed information has to be given in the accompanying time-sheet):

.....

4. Please complete the following information.

Staff category (Manager / Researcher, Teacher, Trainer / Technician / Administrative staff)	
Country of the Institution in which the Staff member is employed	
Number of days worked and charged to the grant (according to time-sheet)	

5. This agreement does not alter in any way the employment conditions already existing between the Institution and the Staff member and has been established solely for the purpose of justifying the Staff costs that the Institution will charge to the *Erasmus+ Capacity Building in Higher Education* grant.

Done in

Date

Name.....

Function.....

Institution

Staff member name.....

Signature and Stamp of the Institution

Signature of the Staff member

**The convention must be signed by the person concerned, then signed and stamped by the person responsible in the institution where this person is normally employed. The Institution must be a member of the partnership.*

ANNEX 3. - INDIVIDUAL TRAVEL REPORT FOR TRAVEL COSTS AND COSTS OF STAY

To be filled in by each participant

In case of circular/multiple travels, please fill in separate Individual Travel Reports.

Ref. No.....Project No.

The reference number must correspond to the progressive numbering indicated in the financial statements in the final report

(1) PERSONAL DATA

Surname: Forename:

Nationality:

Home institution:

Staff position/student year of study at home institution:

(2) TYPE OF ACTIVITY (Tick as appropriate)

STAFF

STUDENTS

<input type="checkbox"/>	Teaching/training assignment
<input type="checkbox"/>	Training and retraining purposes
<input type="checkbox"/>	Updating programmes and courses
<input type="checkbox"/>	Practical placements in companies, industries and institutions
<input type="checkbox"/>	Project management related meetings
<input type="checkbox"/>	Workshops and visits for result dissemination purposes

<input type="checkbox"/>	Study period
<input type="checkbox"/>	Participation in intensive courses
<input type="checkbox"/>	Practical placements, internships in companies, industries or institutions
<input type="checkbox"/>	Participation in short term activities linked to the management of the project

(3) DETAILS OF THE TRAVEL

PERIOD*	From (Depart date) (dd/mm/yy)	To (Return date) (dd/mm/yy)
PLACE OF DEPARTURE**	HOME INSTITUTION	
	COUNTRY..... CITY.....	
PLACE OF DESTINATION/ LOCATION OF ACTIVITY	HOST INSTITUTION	
	COUNTRY..... CITY.....	
TRAVEL DISTANCE***	Km	

*Please indicate period of travel from departure to return to place of origin

** If different from Home institution please enclose authorisation from the Agency

***Travel distance in Km (One-way travel using distance calculator:http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm) from place of departure to location of activities

(4) DETAILS OF THE ACTIVITY

DATES (excluding travel) From (date):..... To (date):

DESCRIPTION OF ACTIVITY(IES) PERFORMED (brief description of the activities performed)

.....

.....

SIGNATURE OF THE PARTICIPANT



I hereby declare that I have been carrying out the above-mentioned activities.

Date:.....

Signature:

ANNEX 4. LIST OF SUPPORTING DOCUMENTS

Reimbursement basis	Budget Headings	Documents to retain with project accounts	Documents to be sent with the Final report
ACTUAL	Equipment	<ul style="list-style-type: none"> ▪ <i>Invoices</i> ▪ <i>Bank statements</i> ▪ <i>Tendering procedure for expenses exceeding 25.000€</i> ▪ <i>Proof that the equipment is recorded in the inventory of the institution</i> 	<ul style="list-style-type: none"> ▪ <i>Invoices and three quotations from different suppliers for expenses exceeding 25.000€</i> ▪ <i>Any prior authorisation from the Agency</i>
	Subcontracting	<ul style="list-style-type: none"> ▪ <i>Subcontracts</i> ▪ <i>Invoices</i> ▪ <i>Bank statements</i> ▪ <i>Tendering procedure for expenses exceeding 25.000€</i> ▪ <i>Tangible outputs/products *</i> 	<ul style="list-style-type: none"> ▪ <i>Subcontracts, invoices and three quotations from different suppliers for expenses exceeding 25.000€</i> ▪ <i>Any prior authorisation from the Agency</i>
UNIT	Staff	<ul style="list-style-type: none"> ▪ <i>Formal employment contract</i> ▪ <i>Staff convention</i> ▪ <i>Time sheets</i> ▪ <i>Agendas*</i> ▪ <i>Attendance / Participant lists*</i> ▪ <i>Tangible outputs/products *</i> ▪ <i>Minutes of meetings*</i> 	<ul style="list-style-type: none"> ▪ <i>No supporting documents should be sent with the Final report, except for any prior authorisation from the Agency</i>
	Travel and Costs of Stay	<ul style="list-style-type: none"> ▪ <i>Individual Travel Report (ITR)</i> ▪ <i>Invoices, receipts, boarding passes*</i> ▪ <i>Agendas*</i> ▪ <i>Attendance / Participant lists*</i> ▪ <i>Tangible outputs/products *</i> ▪ <i>Minutes of meetings*</i> 	<ul style="list-style-type: none"> ▪ <i>No supporting documents should be sent with the Final report, except for any prior authorisation from the Agency</i>



For all grants, a Certificate on the action's financial statements and underlying accounts ("Report of Factual Findings on the Final Financial Report – Type II") must be sent with the Final report (see Annex VII of the Agreement).

** Example of supporting documents*



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

