

IDEAL-GAME –

The Management Kick-off-Conference

08th- 10th of December 2020, Germany

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



Administrative and financial information

Universität Paderborn,
Chair Business and Human Resources Education II
Prof. Dr. Marc Beutner



ERASMUS+ Programme
Strategic Partnership for Higher Education
Agreement No.
2020-1-DE01-KA203-005682

IDEAL-GAME

*Improving didactics, education and learning
in higher education with the Online Serious Game Creator*

Welcome to IDEAL GAME



Administrative and financial information

IDEAL GAME

The Management Kick-off-Conference

Host: Ingenious Knowledge, Germany

08th- 10th of December 2020

Project Number: 2020-1-DE01-KA203-005682



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)

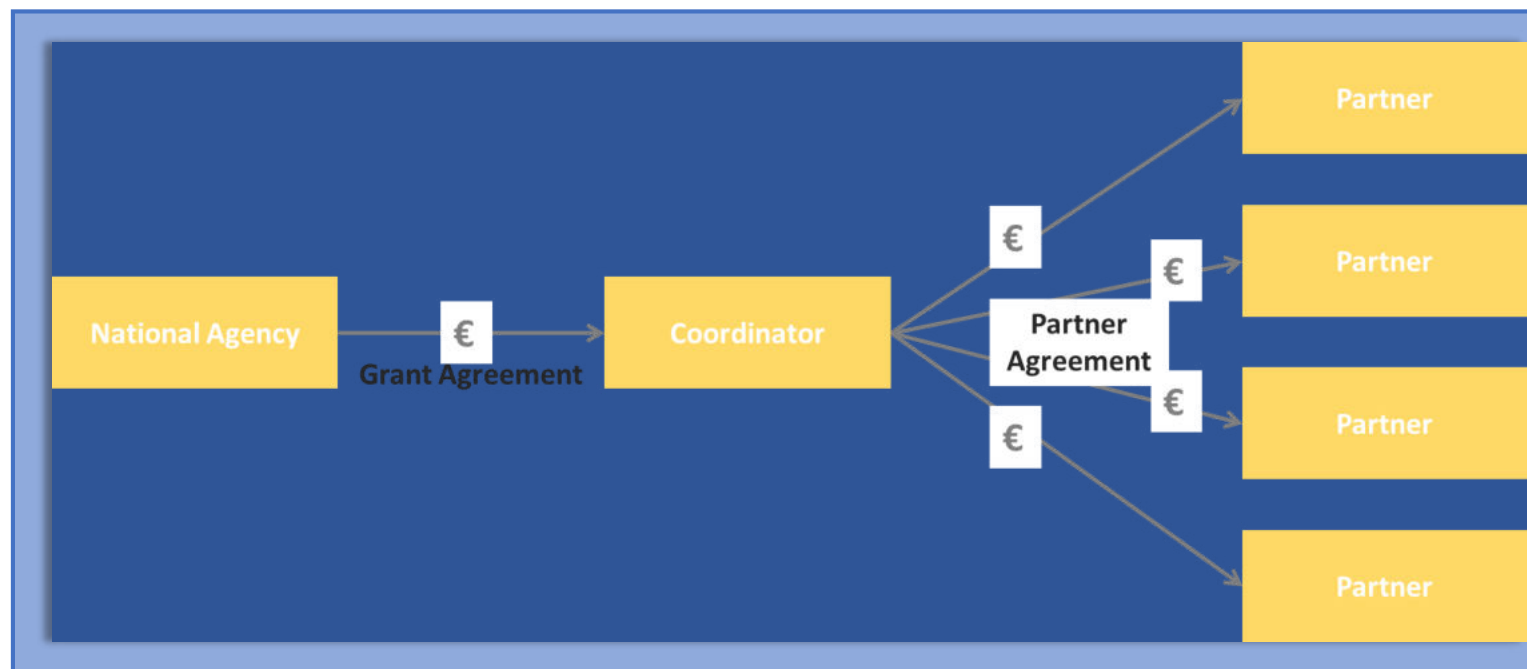
„The coordinators“*

- 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



“Eligible Costs (1) (PG, p. 200)

- Incurred during the lifetime of the project
- Indicated in the estimated overall budget of the project
- Necessary for the implementation of the project
- Identifiable and verifiable (recorded in the accounting records with regular cost accounting practices)
- Compliant with the requirements of applicable tax and social legislation
- Reasonable, justified, and comply with sound financial management (regarding economy and efficiency)
- Always beware: VAT”

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

1. Unit costs

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

*Relevant in IDEAL GAME
for all partners*

- Learning, Teaching and Training Activities

Not in the IDEAL GAME project

2. Actual Costs

- Exceptional Costs

*Relevant in IDEAL GAME for
University of Paderborn*

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

Budget Items	Grant
Project Management and Implementation	49.000,00 EUR
Transnational Project Meetings	28.750,00 EUR
Intellectual Outputs	144.883,00 EUR
Multiplier Events	20.000,00 EUR
Exceptional Costs	3.000,00 EUR
Total Grant	245.633,00 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 (I)

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

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!

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 (I)

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**

Transnational Project Meetings costs...

575,00 €	per person	distance	100-1999km
760,00 €	per person	distance	>= 2000km

Make sure that you have the correct number of participants.

Travel costs (III)

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

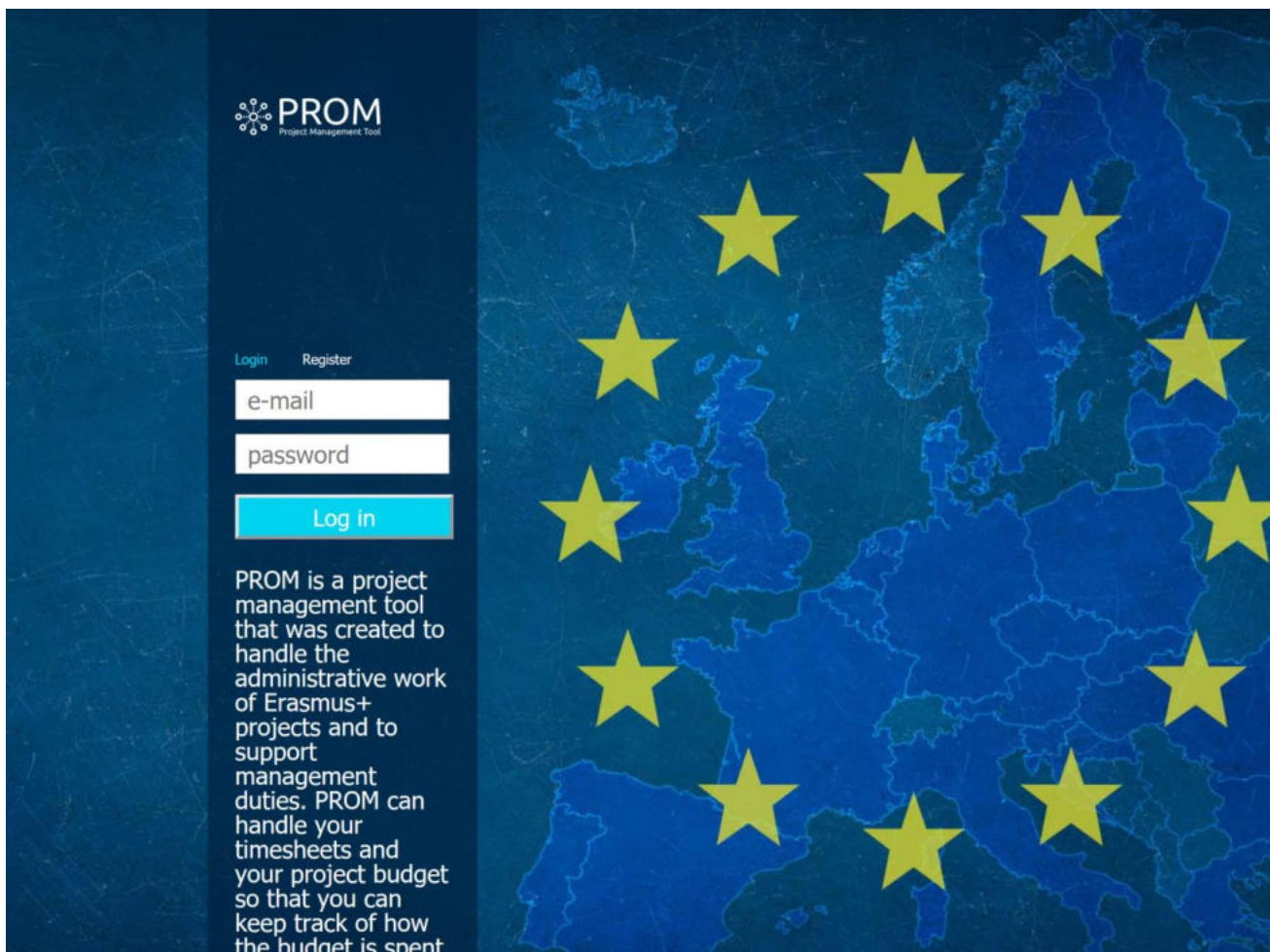
Part II - Financial Reporting

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

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



The screenshot shows the login interface for the PROM Project Management Tool. The background is a dark blue map of Europe with yellow stars. On the left, there is a dark blue sidebar with the PROM logo at the top. Below the logo, there are links for 'Login' and 'Register'. The 'Login' link is active. Below these links are two input fields: 'e-mail' and 'password'. A blue 'Log in' button is positioned below the password field. At the bottom of the sidebar, there is a paragraph of text describing the tool's purpose.

PROM
Project Management Tool

Login Register

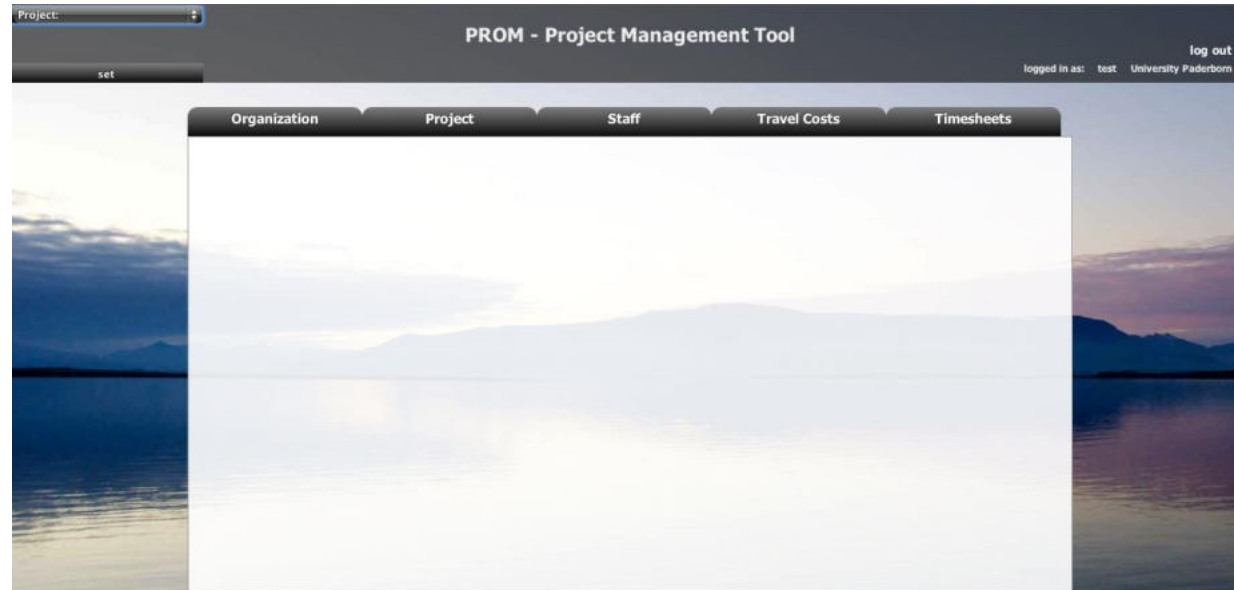
e-mail

password

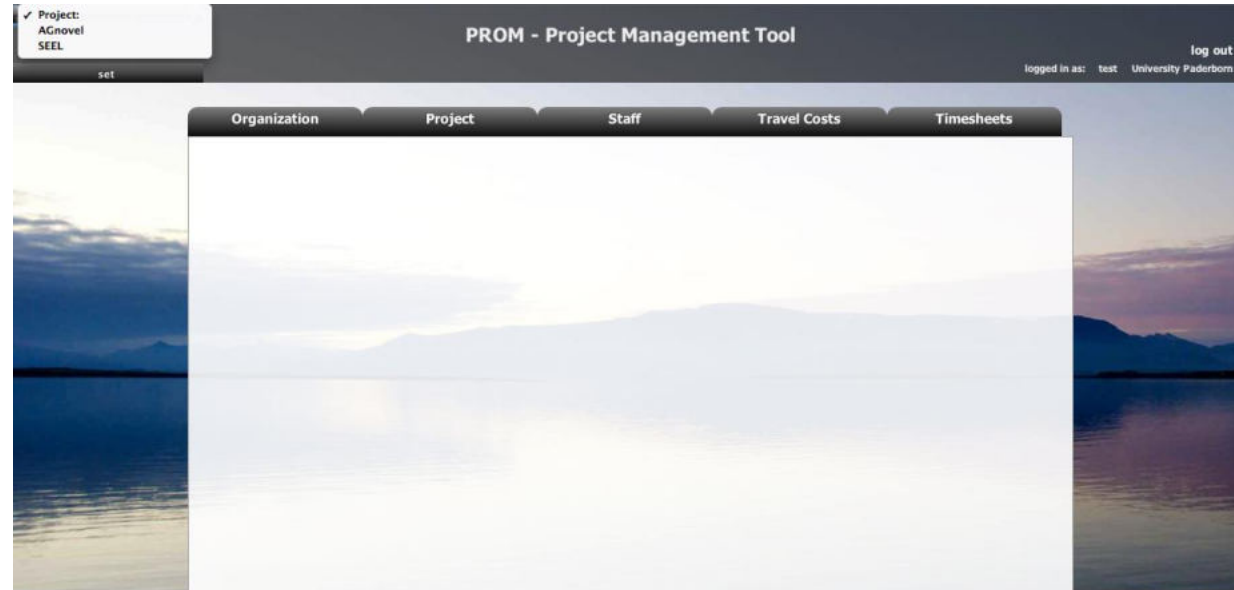
Log in

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

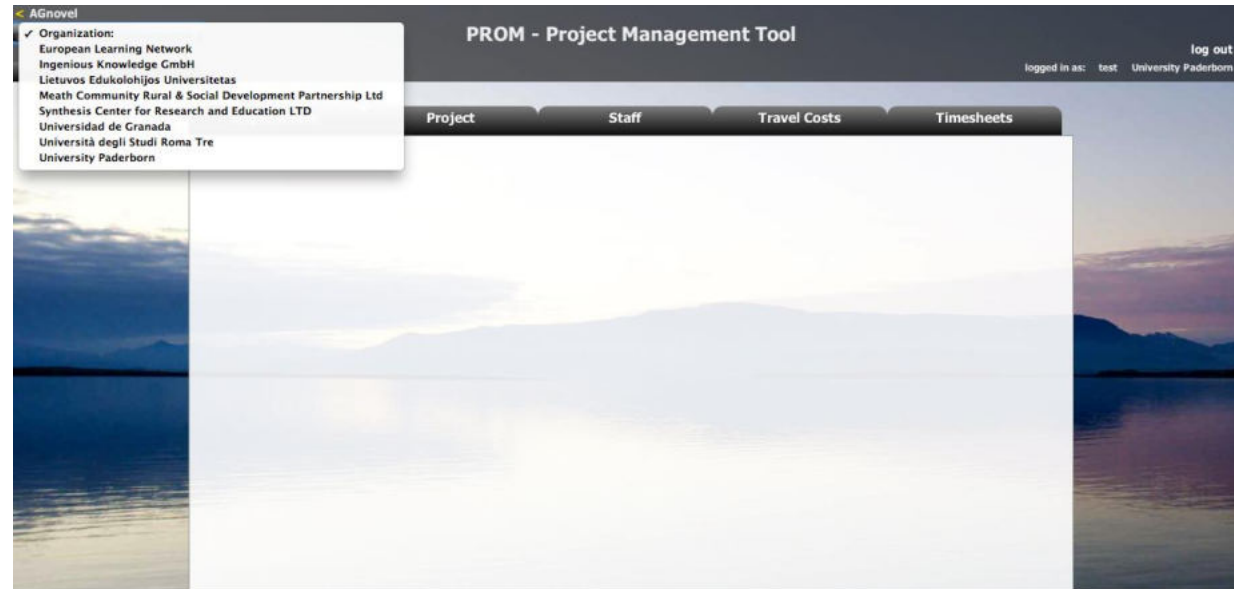
The PROM Start Page (1)



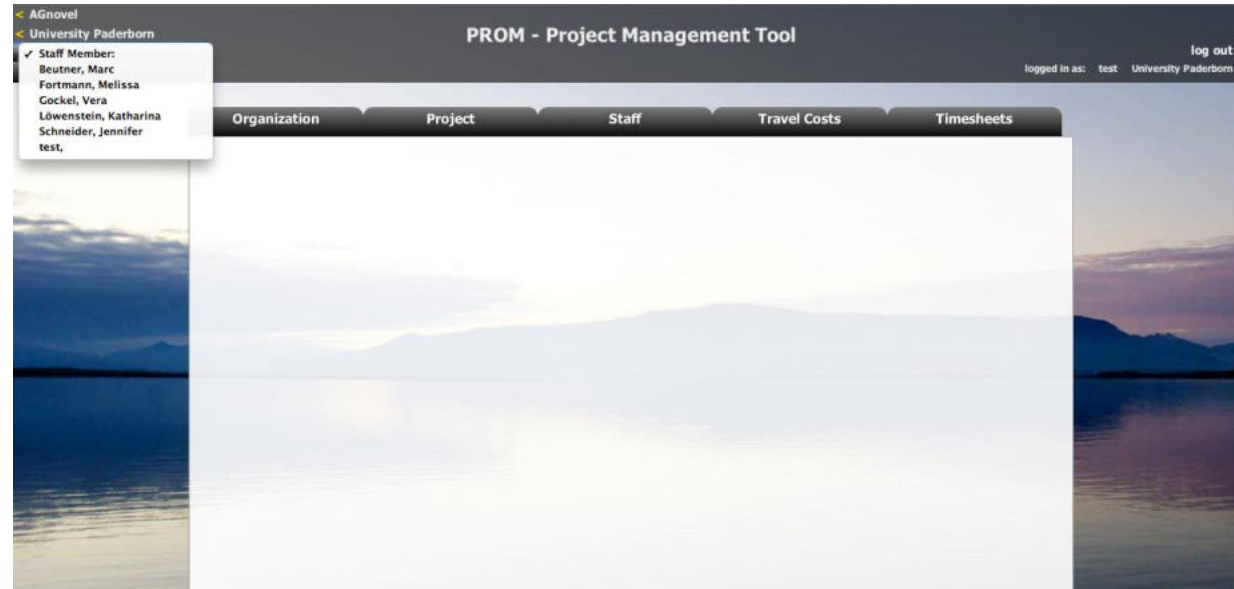
The PROM Start Page (2) – Set the project



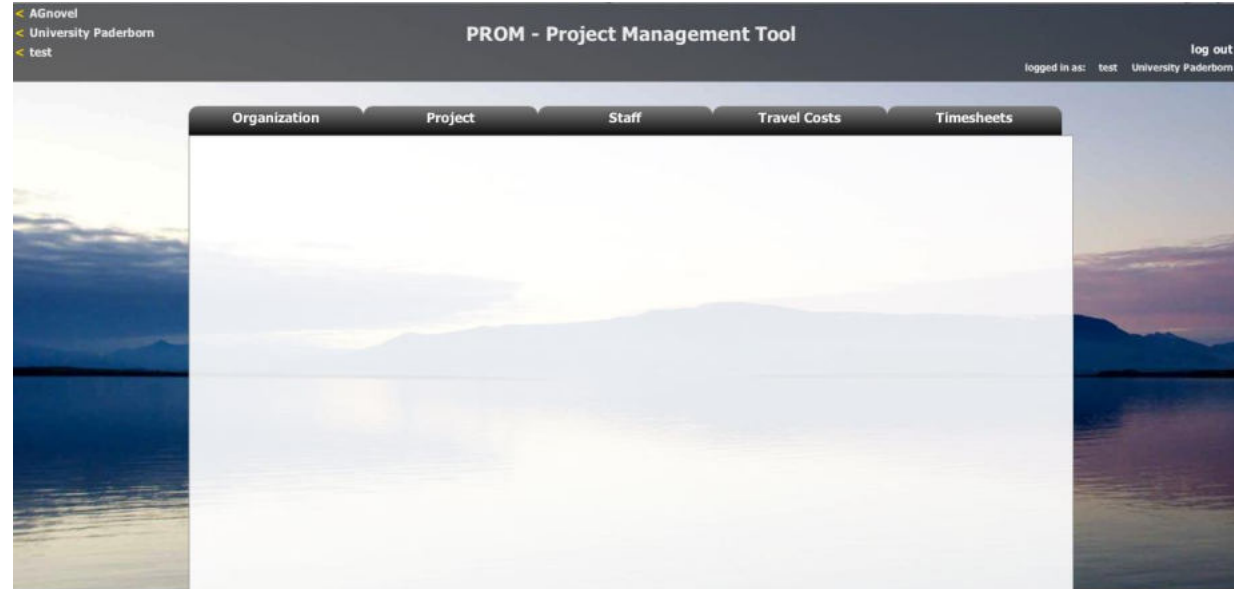
The PROM Start Page (3) – Set the organization



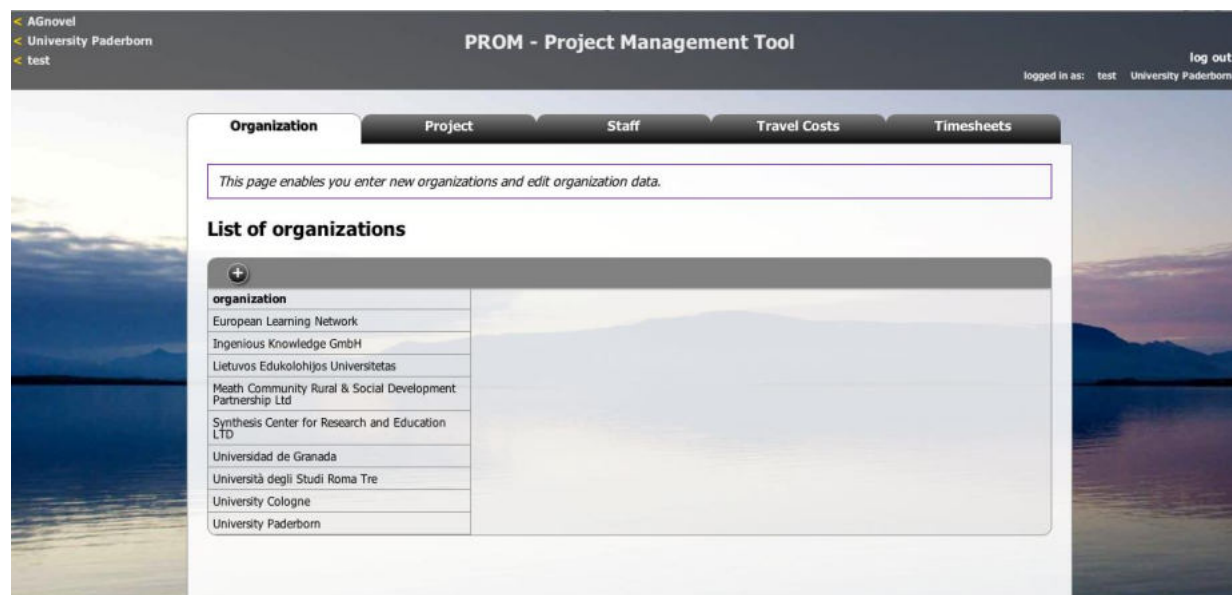
The PROM Start Page (4) – Set the staff member



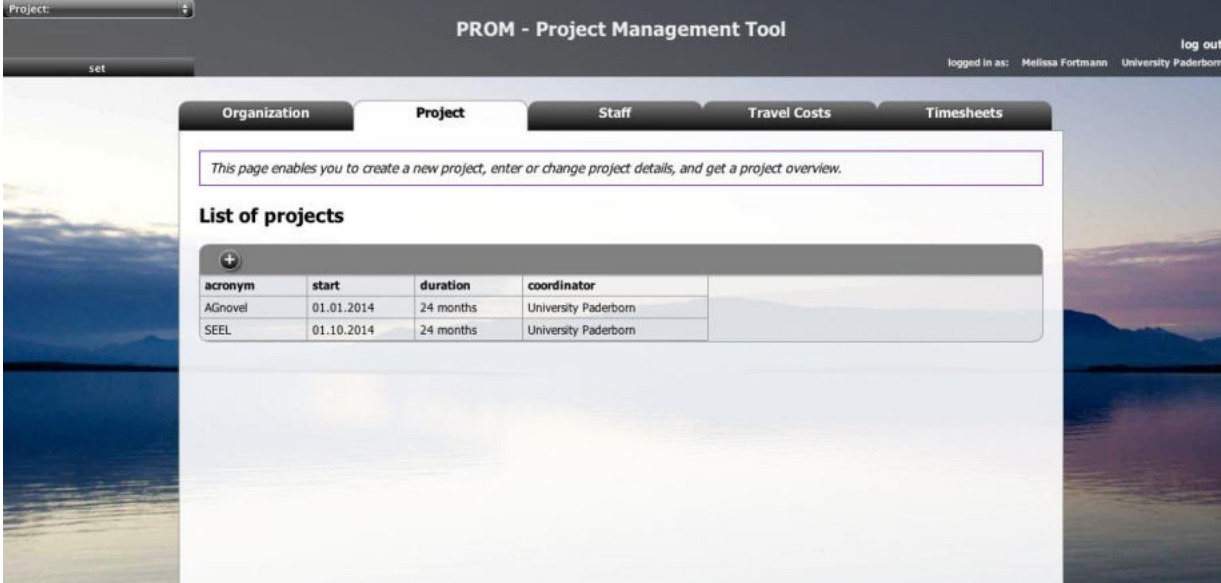
The PROM Start Page (5) – Start



The PROM Tool – List of organizations



The PROM Tool – List of projects



The screenshot shows the PROM - Project Management Tool interface. The top navigation bar includes a 'Project' dropdown, a 'set' button, and a 'log out' link. The user is logged in as 'Melissa Fortmann' from 'University Paderborn'. The main content area has tabs for 'Organization', 'Project', 'Staff', 'Travel Costs', and 'Timesheets'. The 'Project' tab is active, displaying a message: 'This page enables you to create a new project, enter or change project details, and get a project overview.' Below this is the 'List of projects' section, which contains 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

The PROM Tool – List 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
Valshali	Pathak	€ -	8	0	€ 0	€ 0	1	daily rate form
Christine	Lawrence	€ -	8	0	€ 0	€ 0	1	daily rate form

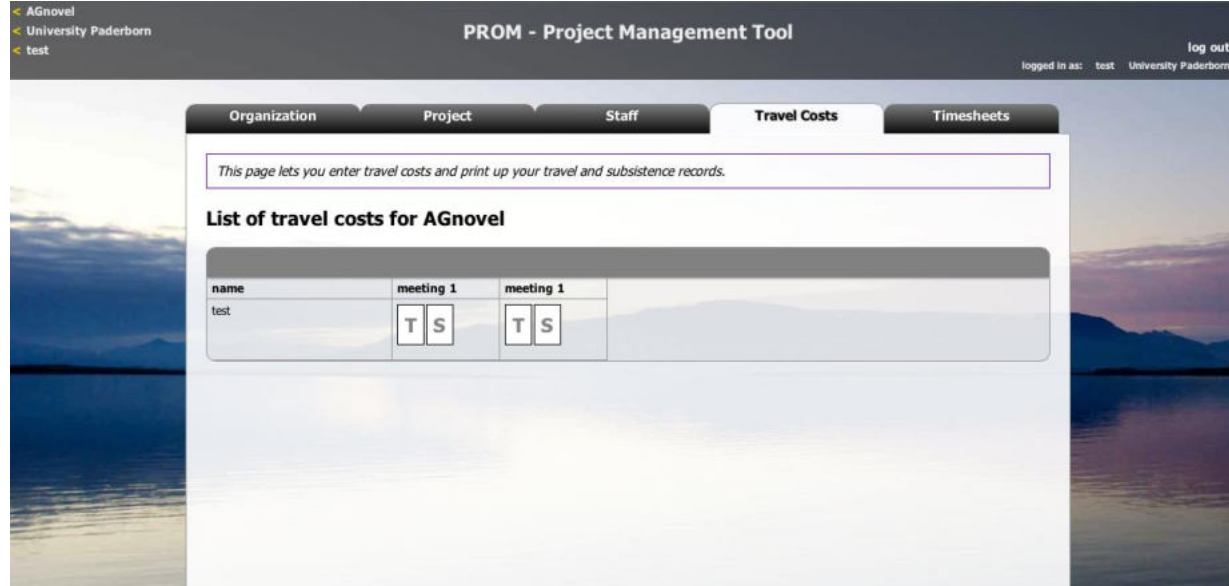
+ Ingenious Knowledge GmbH

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 Edukologijos 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 top navigation bar includes links for Organization, Project, Staff, Travel Costs (selected), and Timesheets. The main content area displays 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 columns for name, meeting 1, and meeting 2. The table has one row with the name "test" and two "TS" entries under the meeting columns.

name	meeting 1	meeting 2
test	TS	TS

The PROM Tool – Travel costs (2) – Travel record 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 (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
<input type="text"/>	<input type="text"/>	€ <input type="text"/>
<input type="text"/>	<input type="text"/>	€ <input type="text"/>
<input type="text"/>	<input type="text"/>	€ <input type="text"/>
<input type="text"/>	<input type="text"/>	€ <input type="text"/>
Total Travel Costs		€ 0.00

Staff Signature

Authorised Signature

Date

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



 Lifelong Learning Programme

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

PROM - Project Management Tool

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

Organization Project Staff Travel Costs **Timesheets**


test **Sunday, November 16th 2014**

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


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



The PROM Tool – Timesheets (3) – Fill in the form II



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
WP #	Actions	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			
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		

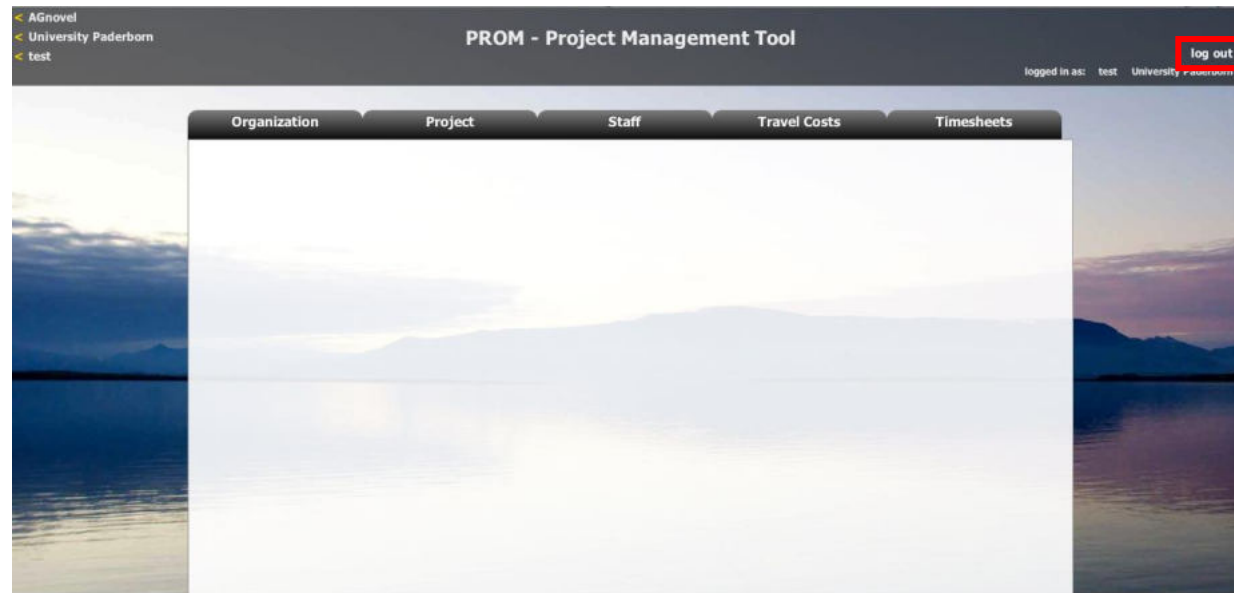
The PROM Tool – Timesheets (4) - Overview

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

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

Organization	Project	Staff	Travel Costs	Timesheets
Marc Beutner				
Sunday, November 16th 2014				
timesheet:	Jan 2014	Feb 2014	Mar 2014	Total (Quarter)
days:	2.06	0.00	0.00	2.06
amount:	€ 1,003.39	€ 0.00	€ 0.00	1,003.39
timesheet:	Apr 2014	May 2014	Jun 2014	Total (Quarter)
days:	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00
timesheet:	Jul 2014	Aug 2014	Sep 2014	Total (Quarter)
days:	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00
timesheet:	Oct 2014	Nov 2014	Dec 2014	Total (Quarter)
days:	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00
timesheet:	Jan 2015	Feb 2015	Mar 2015	Total (Quarter)
days:	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00
timesheet:	Apr 2015	May 2015	Jun 2015	Total (Quarter)
days:	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00
timesheet:	Jul 2015	Aug 2015	Sep 2015	Total (Quarter)
days:	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00
timesheet:	Oct 2015	Nov 2015	Dec 2015	Total (Quarter)
days:	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00

The PROM Tool – Log out





Contact

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<https://wiwi.uni-paderborn.de/departments/wirtschaftspaedagogik-prof-beutner>



Thank you very much for your attention!



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