



INsPIRE

“INnovative governance Practices for Higher Education Institutions In Iraq”

REPORT OF STAFF COSTS

Financial Webinar
30 September 2020

HOW TO REPORT AND VERIFY STAFF COSTS

- The importance of cooperation between Project Manager/Coordinator and the person in charge of financial reporting (Financial Manager)
- Analysis of the “Summary” file (provided by UNISI)
- Analysis of “Timesheet” and “Joint Declaration ” files and the information to verify
- The supporting documents to be sent to UNISI

A constant dialogue between the project coordinator and the responsible figure for financial reporting is essential

A project might have achieved all its objectives and developed all its tasks and activities in the best possible way

BUT

If financial reporting is incorrect/inaccurate/ badly done the project and the partners must give money back to the European Union.

BEWARE

That also the opposite case is true!

4 categories of Staff costs



UNIT COSTS (based on staff category)

- 4 **staff categories** depending on the **ACTIVITY CARRIED OUT** (not according to internal position in the partner institution):
 - Manager
 - Researcher
 - Technical
 - Administrative
- If a staff member during the implementation of the project carries out **different activities, different staff categories** should be reported
- *Example: Prof. X will draft the need analysis (RESEARCH activity) but will also fill in the financial statement (ADMINISTRATIVE activity) → two different staff categories: one as Researcher one as Administrative. Different unit costs will apply*
- Only the days of commitment on the project will be accountable
- Working days: no more than 20 per month
- 1 working day: 8 hours

First Step: the summary



INSPIRE - Summary of Staff Working Days

Institution:

UNISI

Work Package Type	Partner N°	Name of staff member	Staff category	Task number (Ex. WP2, task2.3)	Short description of task	From (dd/mm/yy)	To (dd/mm/yy)	Number of days
Management	1	Riccardo Mussari	Manager	WP8, task8.2	Coordination and participation in KOM in Siena (19-21 February 2019)	15/01/2019	30/06/2020	6
Quality	1	Riccardo Mussari	Manager	WP6, task6.1	Contribution to the definition of the Quality Committee	15/01/2019	30/06/2020	1
Dissemination	1	Anna Pratesi	Technical	WP7, task 7.3	Support in the preparation of dissemination material	15/01/2019	30/06/2020	1
Development	1	Anna Pratesi	Researcher	WP2, Task.....	15/01/2019	30/06/2020	2
Management	1	Elena Cellai	Administrative	Wp8, task8.2	Preparation and participation in KOM in Siena (19-21 February 2019),	15/01/2019	30/06/2020	6
Tot days								16

Please verify how many days you have been assigned for each WP in your individual INSPIRE budget

One Joint Declaration as Manager + one timesheet (with a short description of the activity performed) for 7 days

Two Joint Declarations, one as Technical, one as Researcher; and two timesheets (with a short description of the activities performed) one as Technical (1 day), one as Researcher (2 days)

One Joint Declaration as Administrative + one timesheet ((with a short description of the activity performed) for 6 days

First Step: the summary

- Verification of the description of the activities carried out: it must be correct, real and precise;
- Verification that the days declared are realistic (beware not to overestimate the days: 1 day = 8 hour work);
- Verification that activities have not been forgotten;
- Verification of the existence of outputs to prove the declared activities:
 - Participation in a meeting: verification of the attendance sheet
 - Drafting of a document/study: the document/the study, email exchanges
 - Responses to questionnaires: the filled-in questionnaire

Second Step: the timesheet

Add Row		Delete Row		PROJECT TIMESHEET	
Project number :	598790- EPP-1-2018-1-IT-EPPKA2-CBHE-SP				
Surname :	MUSSARI				
First Name :	RICCARDO				
Institution :	UNISI				
Country :	ITALY				
Position :	FULL PROFESSOR				
Staff Category ¹ :	Manager				
Year	Month	Number of Days	Work Package	Description of tasks performed and outputs produced	
2019	January	2	Management	WP8 - Coordination of the preparation of the KOM in Siena: supervising the definition of the agenda, of the invitations, of the list of participants, of the reservation of rooms, catering and logistic services	
2019	February	4	Management	WP8 - Coordination of the preparation of the KOM in Siena (preparing the general project and WP8 presentations, supervising the Financial Management presentation, supervising the definition of the agenda); Participation in the kick-off meeting	
2019	September	1	Quality	WP6 -contribution to the definition of the Quality Committe of the project: appointment of University of siena members and coordination of appointments by the project partners.	

Second Step: the timesheet

- One line for month and activity
- **In the description of activity and output**
 - Always insert the number of the WP before the description
 - The description must be short but precise
- Fill the fields “Year”, “month”, “number of days”, “Work packages” by selecting the appropriate option from the scroll menu
- Do not forget the activities of quality (WP6) and dissemination (WP 7)

Second Step: the timesheet

The EACEA is very alert and strict, therefore

- Each line must correspond to one activity whose outputs are TANGIBLE

The EACEA and its auditors might decide to cut some days if they consider that the activities declared do not correspond to the results produced

Third step: the joint declaration

JOINT DECLARATION	
Ref. No.....	Project № 598790-EPP-1-2018-1-IT-EPPKA2-CBHE-SP
SP The reference number must correspond to the progressive numbering indicated in the financial statements of the final report	

FROM
Hereinafter "the Institution"

AND Name:
Address:
Hereinafter "the Staff member"

THE INSTITUTION AND THE STAFF MEMBER HEREBY CERTIFY THAT:

- The Institution is a member of the partnership for the above-mentioned project.
- The Staff member is either:
- employed by the Institution YES/NO
or
- a natural person ** assigned to the project on the basis of a contract against payment YES/NO
- 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.

FROM	dd/mm/yy	TO	dd/mm/yy
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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	
Number of days worked and charged to the project (according to time-sheet)	

5. This declaration does not alter in any way the employment conditions/assignment already existing between the Institution and the Staff member and is 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

Fourth step: cross-checking

- The reporting dates in the JD corresponds to those of Timesheet
- The number of days in the JD corresponds to those of Timesheets
- 1 JD and 1 Timesheet for each category covered by the staff person
- The compliance with the summary

Fifth step: the supporting documents

Please send to the Project Coordinator:

1. First, your Summary, JDs and Timesheets filled in but not signed
2. After the Coordinator's green light, send as scanned and then as hard copies:
 - duly signed JDs and Timesheets
 - Payslips of the months reported in the timesheet
 - Work contract
 - CV

Contact

inspire.disag@gmail.com

Thank you for your attention!