

Frequently Asked Questions

Managing your grant

Version 1

Who will manage the budget of the project?

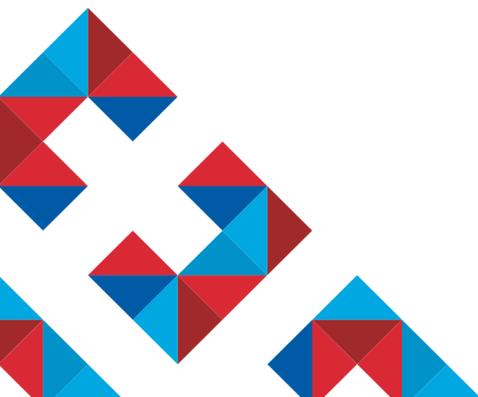
A project's budget must be managed by the project coordinator (applicant organisation) on behalf of the project or partnership. The project coordinator will also be responsible for updating the Mobility Tool+ and complying with all monitoring and reporting requirements. For further details regarding managing your grant please review the UK National Agency's handbook applicable to the Call year, sector and Key Action your project is funded under.

In the case of Key Action 2 Schools only, each school is assigned a budget by their own National Agency and they are responsible for managing their own budgets.

What are the requirements when converting costs incurred in another currency into euro?

For full details regarding the requirements when converting costs incurred in another currency into euro please review the section entitled 'Currency for Requests for payments and conversion into euro', under Article I.4 of your grant application. For further details regarding conversion rates please review the [UK National Agency's handbook](#) applicable to the Call year, sector and Key Action your project is funded under.

The National Agency is not be responsible for any fees that the applicant's bank might charge. We therefore recommend that applicants ensure they have a Euro account in order to avoid these fees.



Can I change partners within my project?

As per the Erasmus+ Programme Guide all partners should be identified within the application form at the application stage. Projects will only be able to make changes to their partnerships in exceptional circumstances. Any requests will need to be submitted to the UK National Agency for its consideration, in good time and before the change is planned to take effect. Please [contact the UK National Agency](#) who will be able to provide you with further guidance and support.

Do we need to provide receipts for everything in order to get the funding, and get receipts from partners?

The majority of Erasmus+ funding is based on unit costs. The rules regarding the documents which need to be retained and submitted to the UK National Agency are different depending on the budget category and the Key Action in which funding has been awarded. For further details regarding the documents that projects need to retain please refer to your grant agreement, including Annex III and the UK National Agency's handbook applicable to the Call year, sector, and Key Action your project is funded under.

The UK National Agency advises you to retain financial records and supporting documents for all costs incurred in the project, in case of checks and audits by the National Agency or the European Commission. These can occur up to five years after the payment of the balance of your project's grant or three years in case the maximum grant amount awarded to your project is not more than €60,000.

What are the open access requirements for educational materials, documents and media produced through Erasmus+?

The Erasmus+ programme promotes open access to materials, documents and media that are useful for learning, teaching, training, youth work and are produced by projects funded by the programme. It is therefore a requirement for those producing any such materials, documents and media in the scope of any funded project to make them available for the public in digital form, freely accessible through the Internet under open licences.

The Erasmus+ programme nonetheless allows projects to define the most appropriate level of open access, including limitations (e.g. interdiction of commercial exploitation by third parties) if appropriate in relation to the nature of the project and to the type of material. Please note that this open access requirement is without prejudice to the intellectual property rights of the grant beneficiaries. For further details, please refer to the [Erasmus+ Programme Guide](#).

Is it correct that UK Higher Education Institutions administer grants for both incoming and outgoing mobility's for students and staff?

Yes, UK Higher Education Institutions (HEIs) receive funding for outgoing mobilities, however, they will do receive funding from the National Agency for incoming students. The universities will have to manage the grant for both incoming and outgoing students and staff under International Credit Mobility.