

ERASMUS 

CREATING OPPORTUNITIES FOR THE UK ACROSS EUROPE

2020 Higher Education Sector Grants Update



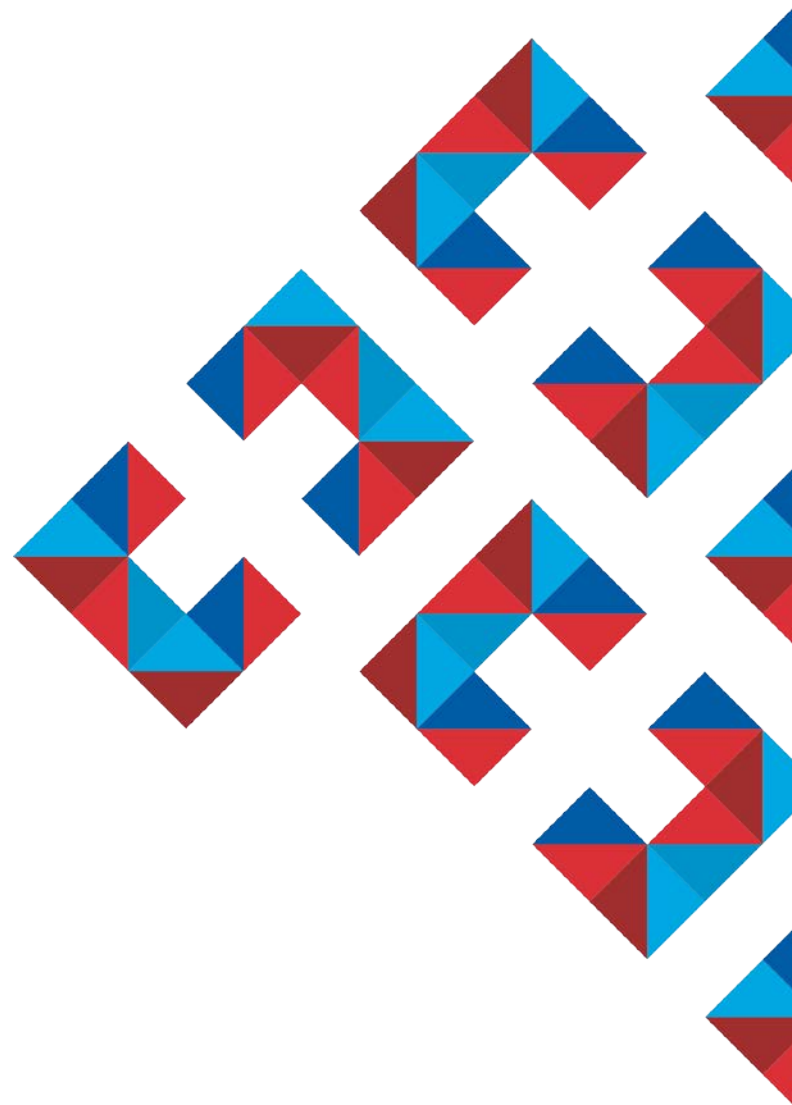
This session will cover:

- Your 2020 Grant Agreement
- Annexes to Your Grant Agreement
- Budget Transfers
- Participant Documentation
- Reporting
- Additional Support Funding
- COVID-19
- Other Useful Information

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Your 2020 Grant Agreement



Your 2020 Grant Agreement

- Was sent to you on the 31st July 2020
- Must be countersigned by the 29th September 2020
- Sets out the rules and regulations by which your Erasmus+ project must be managed
- Is supplemented by the listed Annexes, the 2020 Programme Guide and the General Conditions
- The 2020 Programme Guide is available on our [Website](#) under the quick link “Application Resources”. It is also available via this [link](#)
- The General Conditions are available [here](#) or on the “Manage Your Grant” section of our Website

What is in your Grant Agreement:

Grant Agreement:

- Known as the Special Conditions

Annexes:

- *Annex I:* General Conditions (only available online)
- *Annex II:* Description of the Project and Estimated Budget
- *Annex III:* Financial and Contractual Rules
 - *Annex III:* Addendum
- *Annex IV:* Applicable Grant Rates
- *Annex V:* Templates for agreements to be used between beneficiary and participants
- *Annex VII:* Bank Details Form
- *Annex VIII:* GDPR Processor to Sub-processor Contractual Governance

Grant Agreement Order of Precedence

- The provisions set out in the “Special Conditions” take precedence over the Annexes
- The provisions set out in the General Conditions take precedence over those in other Annexes
- The provisions in Annex III take precedence over those in other Annexes, except Annex I
- Within Annex II, the part on the estimated budget takes precedence over the part on the description of the project

Special and General Conditions

Special Conditions - Outlines the details specific to your project;

- Project Start and End Date
- Budget Value
- Interim and Final Reporting Requirements and Deadlines
- Contact details for your Contact Person and Legal Representative

Annex I General Conditions - Details the general rules applicable to all EC programmes

- This must be read thoroughly
- Pay particular attention to the sections which apply to your project, as highlighted in your Special Conditions
- Available on our Website [here](#) or [here](#)

Articles of Note

Article I.2.2 - Project Duration, Start and End Date

Article I.3.1 - Maximum Grant Amount

Article I.3.3 - Budget Transfers without Amendment

Article I.4.1 - Payments to be Made

Article I.4.2 - First Pre-Financing Payment

Article I.4.3 - Interim Report and Further Pre-Financing Payment Guidance

Article I.4.4 - Final Report and Payment Deadlines

Article I.6.2 - UK National Agency Contact Details

Article I.6.3 - Your Contact Details

Article I.9.1 - Mobility Tool Requirements

Article I.13 (KA107) - Grant Agreement Modifications without Amendment

Article I.15 (KA103) - OLS Numbers

Article I.17 - Signature Page

Validity and duration of the Grant Agreement

The Grant Agreement is a contractually legal document between the UK National Agency and the beneficiary.

The Grant Agreement is only valid once it is countersigned by the UK National Agency British Council.

For 2020 HE Projects:

- Projects started on 1st June 2020 - KA103
- Projects started on 1st August 2020 - KA107
- Projects will last from 16 to 24 months - KA103
- Projects will last from 24 to 36 months - KA107

Signing Your Grant Agreement

ARTICLE I.17 - SIGNATURES

The Final Article of your Grant Agreement will be the signature section.

For the beneficiary:

Function / Name

Your Legal Representative must enter their Function and Full Name here.

*Signature:*⁶

They should sign the document and include the location and date of signing.

*Done at:*⁷

This should be completed twice before returning both copies to the UK National Agency for countersigning.

*Done on:*⁸

Please check for debt and contact our [Finance Team](#) if you do have debt on your account.

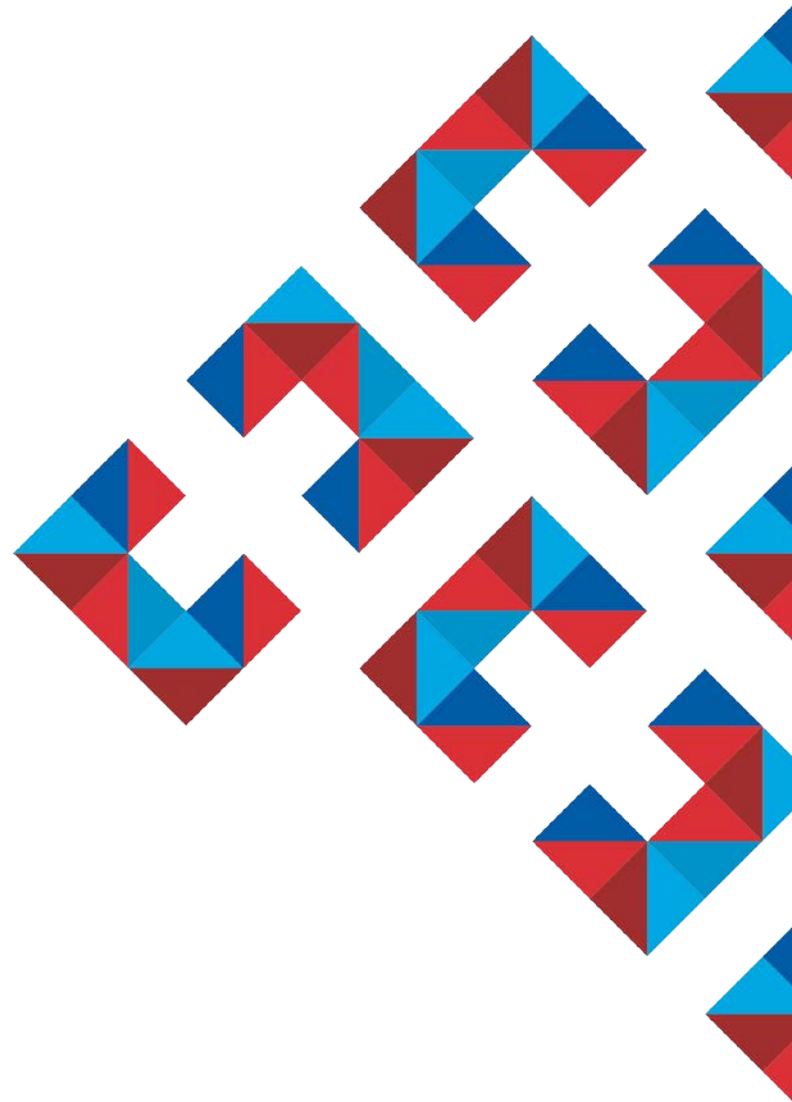
Countersigning Feedback Based On Grant Agreements Received So Far

- We cannot accept any documents that have been edited, this includes changes to the document layout
- Please do not convert to Word and then sign
- Adobe by default has a “Fill and Sign” option
- The location should be where the Grant Agreement was signed, regardless of whether that signature was digital or not
- Your Grant Agreement and Addendum do not need to be on letter headed paper
- Return all 3 completed documents at the same time to our Grants Team

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Your 2020 Grant Agreement - Annexes



Annex II: Description of the Project and Estimated Budget

- Contains your awarded budget
- Provides a breakdown of activity per type of budget activity
- Sets out the full extent of funding that is available for your project
- Your project should be implemented as in line with these figures as possible

Annex III: Financial and Contractual Rules

- This Annex sets out the financial and audit regulations that beneficiaries must comply with
- Expectations and responsibilities for all parties are defined by this Annex
- Defines what documentation must be kept as proof of expenditure / mobility
- Contains the reporting rules for KA1 projects
- Displays eligible activities and expenses
- Includes an addendum for 2020 containing additional financial and contractual rules only applicable for projects organising virtual activity due to COVID-19

Annex IV: Applicable Grant Rates

- Sets out the rates applicable for the unit contributions that form your Grant
- Provides information on the contributions to:
 - Travel Costs
 - Individual Support
 - Individual Support Top-Ups
 - Organisational Support

Annex V: Templates for agreements to be used between beneficiary and participants

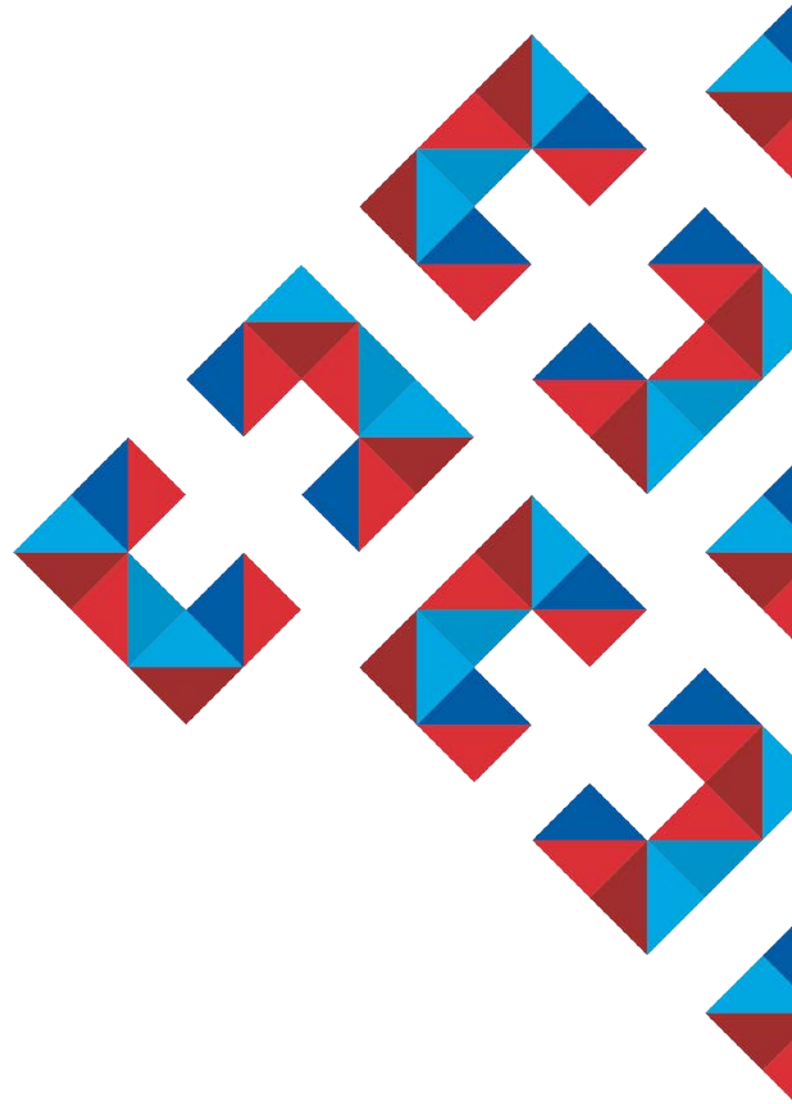
- Student Charter
- Learning agreements for Learners:
 - for Studies
 - for Traineeships
- Mobility agreement for Staff:
 - for Teaching
 - for Training
- Grant Agreements for Learners and Staff:
 - for Teaching and Training
 - for Studies and Traineeships

All templates listed above are available online [here](#) in the “Agreements” subsection

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Participant Documentation - Inter-Institutional Agreements



Participant Documentation

Inter-Institutional Agreement (IIA)

- Student and staff mobility must be covered by an IIA
- IIAs must be signed before mobilities take place
- Clauses can be added but text must not be removed
- Staff Training and Student Traineeships are optional for inclusion
- [ISCED 2013](#) codes to be used;
- Amendments to IIAs can be electronic as scanned signatures are accepted

Participant Documentation

Inter-Institutional Agreement (IIA)

Mobility between Programme Countries

- All involved institutions must have a valid ECHE
- Apart from when a traineeship takes place at an institution
- The IIA may cover cooperation between more than one institution

Mobility within Partner Countries

- Partner Country hosts do not need to hold an ECHE
- Principles of the ECHE are incorporated into the partner inter-institutional agreement

Other Annexes

Annex VII: Bank Details Form

- A UK National Agency created and issued document
- Must be completed by you as the beneficiary and returned with your signed Grant Agreements
- Must be completed even if your bank details have not changed

Annex VIII: GDPR Processor to Sub-processor Contractual Governance

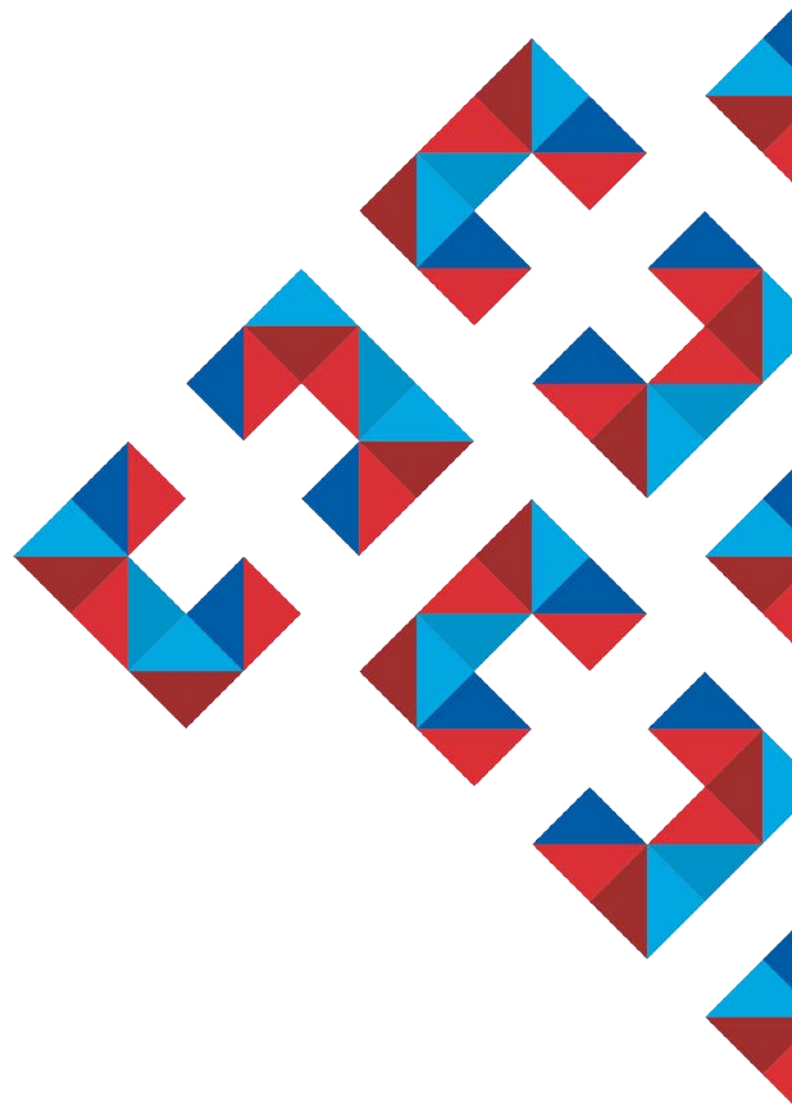
- Sets out the GDPR requirements that you must remain compliant with during the implementation of your project

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Budget Category Transfers

Article I.3.3 of your Grant Agreement



Budget Virement - KA103

Beneficiaries may vire between budget categories as follows:

- Up to 100% of the funds allocated for organisational support may be vired to any other budget categories;
- Up to 100% of student mobility funds may be transferred between student budget categories;
- Up to 100% of staff mobility funds may be transferred between staff budget categories
- Up to 100% of staff mobility funds may be transferred to any student budget category

Budget Virement - KA107

Beneficiaries may vire between budget categories as follows:

- Up to 50% of the funds allocated for organisational support can be transferred to individual support, travel and special needs support for student mobility and/or staff mobility
- Up to 100% of funds allocated for individual support can be transferred to travel support, and vice versa. This is possible both within and between student mobility and staff mobility as long as they continue being used for cooperation with the same Partner Country

Budget Virement - KA107

Beneficiaries may vire between budget categories as follows:

- Up to 100% of the funds allocated for travel and individual support for staff mobility can be transferred to travel and individual support for student mobility taking place with the same Partner Country, and vice versa
- Up to 100% of the funds allocated for travel and individual support for staff mobility for teaching can be transferred to travel and individual support for staff mobility for training taking place with the same Partner Country, and vice versa

Budget Virement - KA107

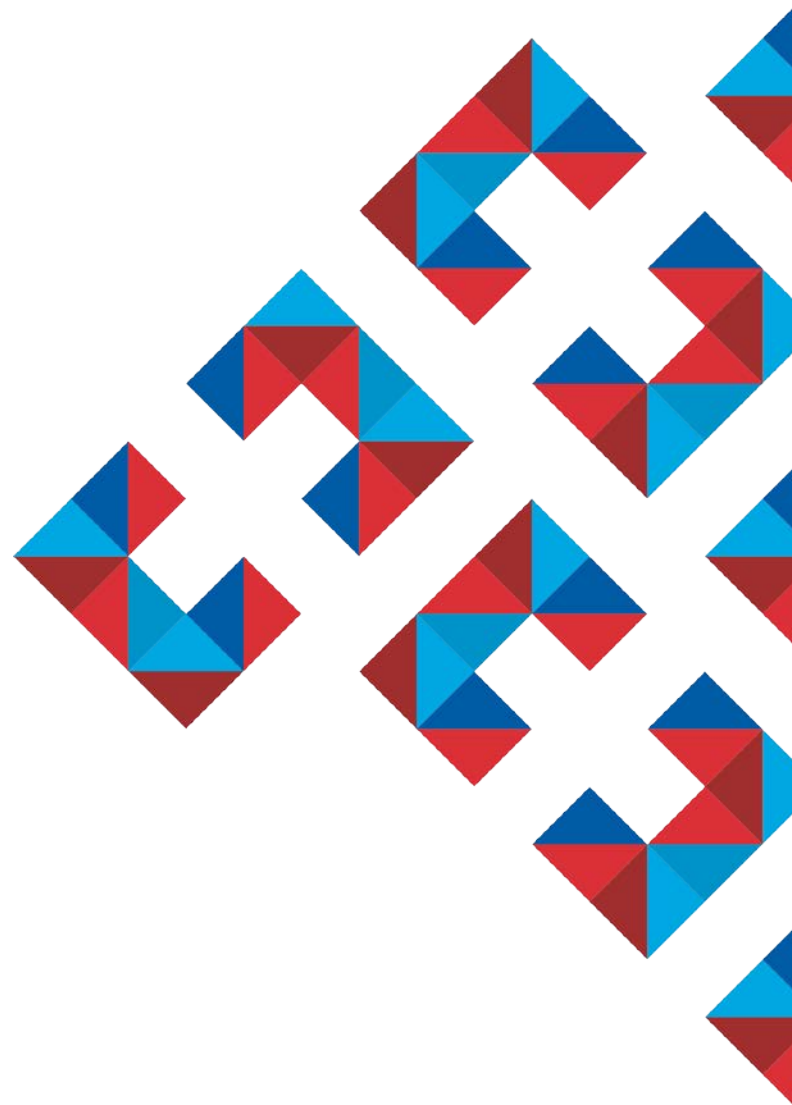
Beneficiaries may vire between budget categories as follows:

- Mobility Flow direction can be modified provided that the type and direction of mobility is eligible with the specific partner country
 - All changes considered may not exceed 40% of the total project budget
- For regions 6,7,8, 9, 10 and 11 it is not possible to;
 - transfer funds between incoming and outgoing flows for short, first and second cycle outgoing student mobility
 - transfer funds from staff mobility or third cycle student mobility towards short, first and second cycle outgoing student mobility and vice versa

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Reporting on your 2020 Higher Education Project



Reporting Obligations - KA103

- 16 & 24 month projects Interim Report deadline:
30th March 2021
- Beneficiary Final Report to be submitted within 60 days of the project end date:

Project Length	Project End Date	Final Report Submission Date
16 Month	30 th September 2021	29 th November 2021
24 Month	31 st May 2022	30 th July 2022

Please do not submit prior to the deadline without contacting the UK NA first

Reporting Obligations - KA107

- 24 & 36 month projects Interim Report deadline:
31st July 2021
- Beneficiary Final Report to be submitted within 60 days of the project end date:

Project Length	Project End Date	Final Report Submission Date
24 Month	31 st July 2022	29 th September 2022
36 Month	31 st July 2023	29 th September 2023

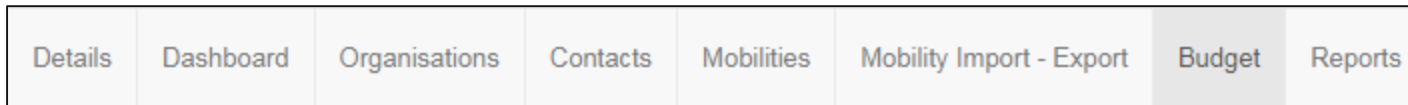
Please do not submit prior to the deadline without contacting the UK NA first

Interim Reporting - KA103

- 2020 KA103 Interim Reports are due on the 30th March 2021
- The Interim Report must report on the following areas:
 - all completed activity
 - all activity due to take place between submission of the Interim Report and the end of the project
- Estimated records may be entered in the Mobility Tool should you not have a full list of potential mobilities
- This will allow for the UK NA to accurately forecast your final Grant Award
- Depending on your projected spend you may receive an amended Second Allocation Grant Agreement

Interim Reporting - KA103

- How to submit your Interim Report:
 - Log in to the Mobility Tool
 - Navigate to the “Budget” section of the Tool



- Select “Export PDF” option



- Email PDF as an attachment to ErasmusplusHEGrants@britishcouncil.org
- The Mobility Tool will remain accessible during this time but the UK NA would like to request that you do not edit your project whilst the UK NA conducts analysis of your project data
- The UK NA will inform you when you are able to make change again

Interim Reporting - KA107

- 2020 KA107 Interim Reports are due on the 31st July 2021
- The Interim Report must report on the following area:
 - all completed activity
 - planned future activity
- A narrative description of the project is not required at this point
- The Interim Report must be submitted via the Mobility Tool
- This is done by:
 - navigating to the “Reports” section
 - select “Edit Draft”
 - attach a Declaration of Honour and submit the Interim Report

Final Reporting

- All HEIs are required to submit a Final Report via the Mobility Tool
- The Final Report must include a narrative report that demonstrates the qualitative aspects of how your project was implemented
- Final Reports must be submitted within 60 days of the project end date
 - Your project end date can be found in Article I.2.2 of your Grant Agreement
- The Mobility Tool will remain open for access during the reporting period

Final Reporting

- No changes to records within the Mobility Tool will be possible past the Final Report deadline
- Your Final Report is considered to be your request for payment of the balance of your Grant
- The final payment reimburses or covers the remaining part of the eligible costs incurred by the beneficiary for the implementation of the project
- The amount due is determined by deducting the total amount of pre-financing already made from the final amount of the grant
- If the total amount of earlier payments is greater than the final amount of the grant then the payment of the balance takes the form of a recovery

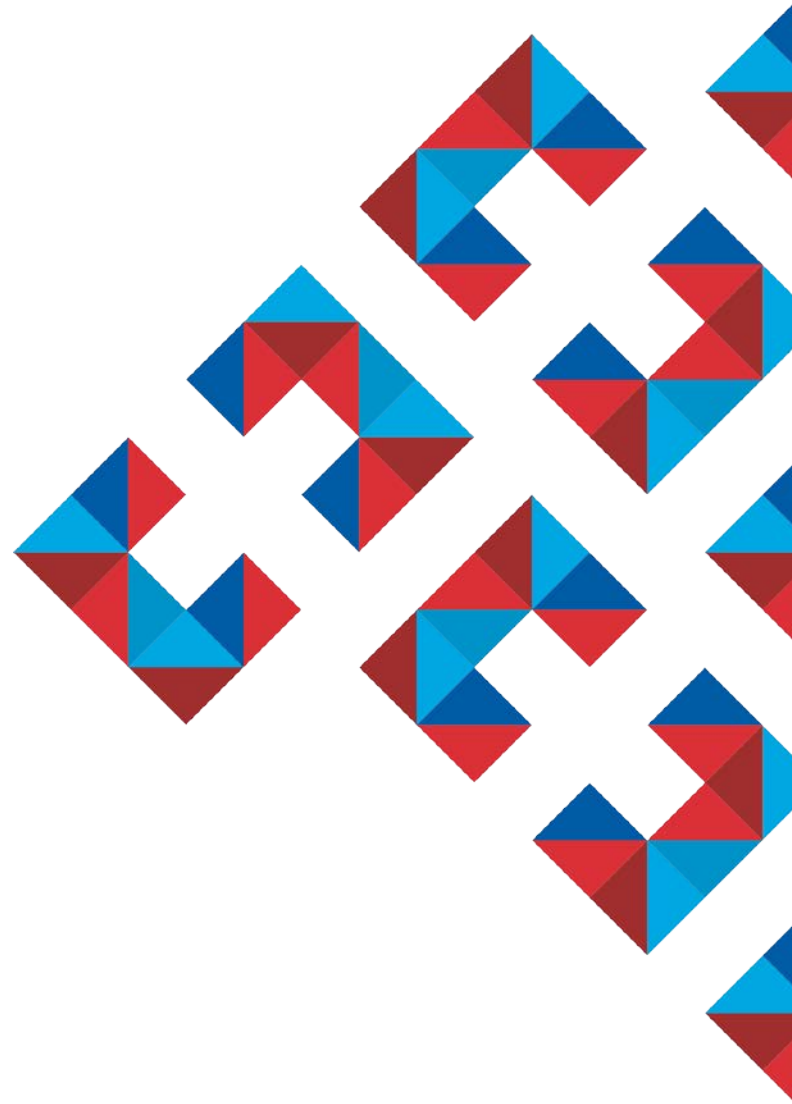
Final Reporting

- Your Final Report is assessed by an External Assessor who has completed relevant assessment training
- The maximum number of points that can be awarded is 100
- Projects awarded over 75 points are considered to be very good to excellent and it is recommended that their results are widely disseminated
- Projects awarded 50 to 75 points are considered average to good
- Projects awarded below 50 points are considered to be a serious cause for concern in relation to ECHE and implementation compliance

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Grants for Participants with Additional Support Requirements



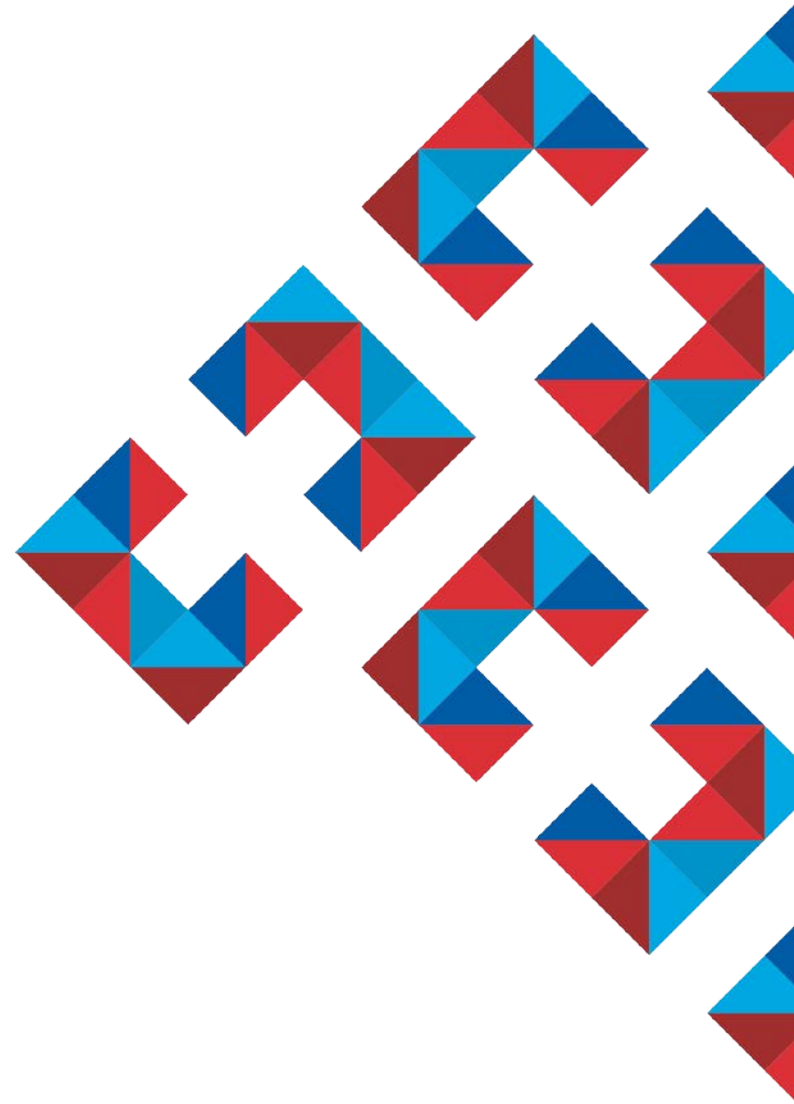
Grants for Participants with Additional Support Requirements

- Additional funding is available for student and staff participants that would not be able to participate without extra financial support
- This is a supplementary payment and is made at the discretion of the UK NA
- It may be paid in addition to the grant for disadvantaged students undertaking Erasmus study mobility - [Participant Testimony](#)
- It must be applied for prior to a mobility starting and only by the sending HEI on behalf of students or staff

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COVID-19 and Higher Education Erasmus+ Mobility



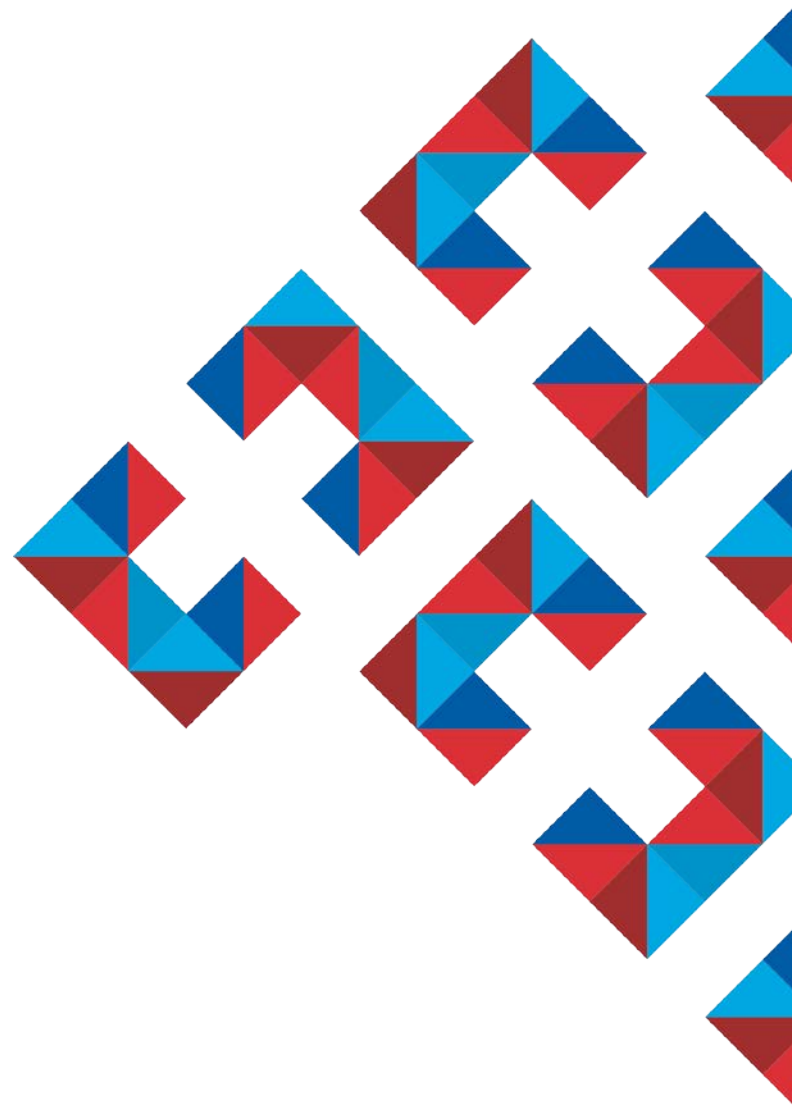
COVID-19 and Erasmus+ Mobility

- Identify your participants as usual and begin pre-mobility activity such as signing learning agreements etc.
- Regularly liaise with your partner organisations to stay up to date with the latest developments in their country
- Be prepared to transition to physical mobility when it is safe to do so
- The European Commission are due to update the Mobility Tool in September to allow for inputting virtual and blended mobilities
- We will continue to provide updates when appropriate

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Other Useful Information



Short Duration Requests

- Short Duration Requests - must be agreed with the UK NA and contain suitable evidence of the need
- A form for requests is available on the '[HE - Manage your grants](#)' page of our website (National Agency & EC forms section)
- This should only be submitted in the event of a Force Majeure situation (such as participant illness, bereavement etc.)

Best Practice

- Include project reference in all correspondence with the UK NA
- Make use of an appropriate subject line when contacting the UK NA
- Notify UK NA of any changes to the project Coordinator or Legal Representative
- Read the Grant Agreement and associated Annexes fully and thoroughly
- Update the Mobility Tool once a month
- Contact the UK NA should you wish to extend your project
- Don't delay things until the last available opportunity before a deadline
- If you are unsure of something please ask the UK NA

2020 Agreements Exception

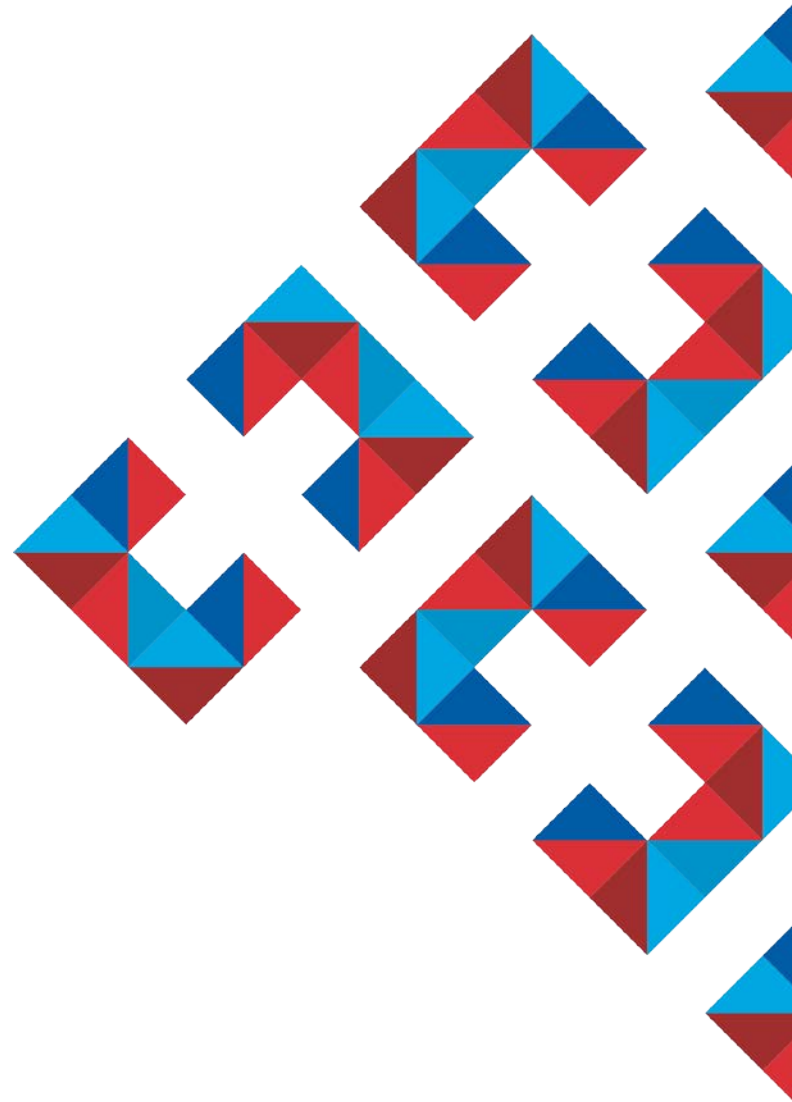
- An exception has been granted for the signing of participant agreements
- A grace period of 2 months has been agreed
- This period of time is designed to allow participants additional time in which to have their agreements signed by the hosting organisation
- This exception has been approved on the grounds that more time is required for participants to be able to have their participant agreements signed by the hosting institution

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Q & A Session

Any further questions..?



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Thank You!

