

# SUFAREL

Qualification framework for sustainable forestry and  
lifelong learning

## Tempus Guidelines and Requirements

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2.12.2011 1



## General Information about Project Management

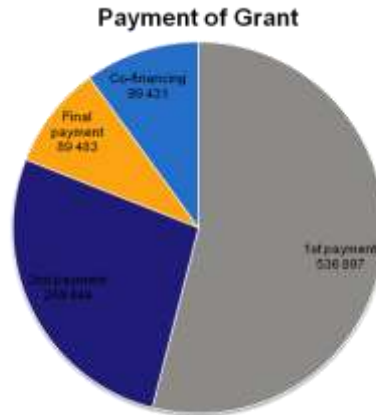
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- University of Helsinki has signed the Grant Agreement with the Education, Audiovisual and Culture Executive Agency (EACEA)
  - University of Helsinki is the Grant Holder of the project
  - Responsible for communication with the EACEA, payment procedures and the events of audits, checks and evaluations
- Consortium members are in main role of the project actions and to implement their knowledge
- The period of action and eligibility of costs is 15.10.2011–14.10.2014



## Financing of the project

- The hole budget is estimated 994.258,98 €
- Total amount of Tempus grant 894.828,00 € (90%)
- The rest (10 %) is co-financing, and it is in budget of everyone



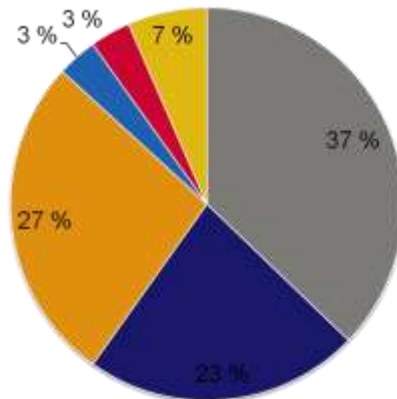
## Payment arrangements to Grant holder

- 1st pre-financing (60%) at the beginning
- 2nd pre-financing (30%) when at least 70 % of the previous pre-financing payment has been used up (the request for payment, documentation)
- Payment of the balance (10 %) after final report and financial statement (+ audit report, documentation)
- Co-financing from the beginning



## Project Costs in total

- Staff Costs (369 682 €)
- Travel Costs and Costs of Stay (225 532 €)
- Equipment (267 800 €)
- Printing and publishing (33 000 €)
- Other Costs (33 200 €)
- Indirect Costs (n. 65 045 €)



## Reporting: Staff Costs

- Convention for Staff Costs
  - Ref. No.: *leave it empty*
  - Tempus Project No.: *516796-TEMPUS-1-2011-1-FI-TEMPUS-JPHES*
  - Duties: *duties to this project*
  - Staff costs per day in EUR: *Actual incurred daily rates*
    - Normal local rates, usual policy
    - See the table for maximum rates by country
  - Convention has to be made for co-financing part also
- Report to grant holder at least in every half year
  - First from 15.10.2011 to 31.3.2012 (deadline 15.4.2012)



## Reporting: Travel Costs and Costs of Stay

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- See “Instructions for travelling”
- Travel Costs include all the costs from the point of departure to the point of arrival.
- Costs of Stay is meant to provide daily allowance to cover costs for staying in destination (see the table for rates in “Instructions for travelling”)
- Individual mobility report
  - Supporting documents (readable copies of tickets, receipts, invoices, boarding passes)
- Report right after your travelling
- Mobility grant for students
  - The amounts of costs of stay are different



## Equipment, Printing and publishing costs, and Other costs

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- When the threshold of EUR 25 000 is exceeded, the tendering procedure (3 quotation) is needed
- Purchases are exempt from taxes (VAT) in Russia
- For reporting all invoices and subcontracts for are needed
- Equipments
  - For Russian Universities and Academies
  - Russian coordinator (MarSTU) coordinates this



## Indirect Costs and Co-financing

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- Indirect costs
  - No supporting documentation
  - No co-financing under this
- Co-financing
  - Costs that are eligible for Tempus funding
  - Supporting documents are same as those required for costs required by the Tempus grant.



## Questions and more information

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- Contact information
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  - Tel. + 358 50 3160 503
- EACEA web site
  - [http://eacea.ec.europa.eu/tempus/index\\_en.php](http://eacea.ec.europa.eu/tempus/index_en.php)
  - Grant Agreement
  - Guidelines for the Use of the Grant
  - Frequently Asked Questions

