



Education, Audiovisual and Culture Executive Agency

Erasmus+ : Higher Education - International Capacity Building

Brussels, 09/08/2019

EACEA.A.4/RR/Ares.a.4(2019)5744706

**NOTE FOR THE ATTENTION OF THE LEGAL REPRESENTATIVE OF THE
COORDINATING INSTITUTIONS AND THE CONTACT PERSONS OF ALL BENEFICIARIES IN
2015, 2016, 2017 AND 2018 CBHE PROJECTS.**

Subject: Staff Costs Declaration in Erasmus+ Capacity Building (CBHE) Projects

Dear Madam, Dear Sir,

Your organisation is a beneficiary of an Erasmus+ 'Capacity Building in Higher Education (CBHE)' grant and may, during overlapping time periods, participate in other grants under this action or other actions/programmes financed by the budget of the European Union.

In the context of the "Final Financial Statement" to be submitted to the Agency together with the final report at the end of your CBHE project, your organisation will declare various expenses. For the preparation of this reporting exercise I would like to remind you that an expense declared within a project can only be claimed *once* and I would therefore like to draw your attention on the importance of keeping separate reports.

Among the expenses declared under CBHE projects, your organisation will probably declare "staff costs" covering its staff contribution to the project activities and I would like to recall several important rules i.e.:

- Staff costs can only be claimed for individuals employed by *a beneficiary organisation mentioned in the grant agreement*;
- The reimbursement of staff costs is done under the condition that the staff member's salary for the tasks performed *is compensated only once*;
- *The daily rate* corresponds to one full day of work in accordance with the applicable national legislation or internal regulation;
- The number of full working days declared per staff member (for one or several funded projects) cannot exceed *20 days per month or 240 days per year*.

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Please note in particular that the declaration for a single individual of a number of working days close to the above mentioned ceiling would mean that for the period concerned, the staff member has been working (almost) exclusively for the CBHE project(s). This implies that he/she was released from the normal teaching/research/administrative tasks in your organisation during that period and that there are *no* institutional or national rules limiting the time a staff member can dedicate to activities supported by external funding.

A thorough examination will be carried out by the Agency during the analysis of the "Final Financial Statement(s)". In case of doubts, further verifications could be performed across several projects in which your organisation participates.

I invite you therefore to carefully monitor the expenses carried out and declared under the CBHE projects to avoid any future inconvenience.

If you have any question, please do not hesitate to contact me.



Ralf RAHDERS
Head of Unit