



VitaGLOBAL

A Global Network for Agricultural Sciences and Viniviculture:
Internationalising through Joint Programmes

MANAGEMENT GUIDELINES

Management Guidelines

VitaGlobal is an Erasmus + Capacity Building in the field of Higher Education project.

Capacity-building Projects are transnational cooperation projects based on multilateral partnerships, primarily between higher education institutions (HEIs) from Programme and eligible Partner Countries. They can also involve non-academic partners to strengthen the links with society and business and to reinforce the systemic impact of the projects.

Entry into force and duration.

Project number: 598507-EPP1-2018-1-ES-EPPKA2-CBHE-JP (2018-2580/001-001)

Date of entry into force: 15/11/18

End of the eligibility period: 14/11/22

Project partnership

1. Universitat Rovira i Virgili

Universitat Rovira i Virgili (URV) is the public university of Southern Catalonia, created in 1991 by the Parliament of Catalonia from the already existing university faculties and schools. In this way the Tarragona University of the 16th century was restored. From the very first day its aim has been very clear: to place knowledge at the service of society so as to contribute to the social and economic development of its environment.

2. Universidad de Talca

Universidad de Talca (UTalca) is a public university based in the city of Talca, Maule Region. Founded in 1981, it has progressively become one of the best regional state-owned universities in Chile. The UTalca seeks excellence in technological innovation as well as science, arts, and letters, and is committed to the progress of the region and the country. It has 10.000 students in nine Faculties and five campuses in the cities of Talca, Curicó, Linares, Colchagua and Santiago, in 34 undergraduate and 39 graduate programs (Master, Doctorate).

3. Universidad de Chile

The University of Chile was founded on the 19th of November 1842. It is the oldest higher education institution in Chile. Generating, developing, integrating and communicating knowledge in all the areas of knowledge and culture are the mission and basis of the activities of the University. This makes up the involvedness of their work and directs the education they impart.

The University is located in the capital city Santiago de Chile and it is a public university with international quality. All the areas of knowledge are elaborated in their lecture halls and today

the university is at the top of the Chilean university system with regard to teaching, research, creation and outreach.

4. Universidad de la República

Founded in 1839, Universidad de la República (UDELAR) is the oldest state-owned, free and co-governed university in Uruguay. Its main duties are education, research and relation with the community. According to the Constitution, UDELAR is responsible for the country's Higher Education, and it issues the validations of all foreign degrees. It offers courses in all areas of knowledge.

5. Asociación de Universidades Grupo Montevideo

AUGM is an association of 35 public universities in Argentina, Bolivia, Brazil, Chile, Paraguay and Uruguay, aims to contribute to the integration of Higher Education Institutions in the countries of the region by strengthening internationalization and scientific research in solidarity. AUGM shares top-quality academic staff, material resources, facilities, equipment, laboratories, libraries, building an expanded common academic space, contributing to the strengthening and consolidation of a critical mass of high-level human resources, taking advantage of the comparative advantages offered by the capabilities installed in the region.

6. Telavi State University

Iakob Gogebashvili Telavi State University is one of the ancient educational centre and Kakheti scientific centers. In 1924 pedagogical technical college was established in Telavi which was the basis of the institute for teachers.

In 2001 according to the decree of the President of Georgia Iakob Gogebashvili Telavi Pedagogical Institute become Telavi State University.

7. Georgian Technical University

Georgian Technical University (GTU); is a full member of the European University Association – EUA, joined Bologna process, introduced 60 ECTS credits and was awarded accreditation by the National Center for Educational Accreditation.

GTU has 10 faculties with bachelor, Master and PH.D educational programs. The partner organizations of the university are local, European and USA government agencies, scientific academies and institutions; The GTU has signed a memorandum of understanding with local and international institutions, participate international and European educational programmes.

8. Universidad Nacional de Chilecito

National University of Chilecito (UNDeC) is an Argentine Public higher education institution. It pursues scientific and technological excellence, building on the region's features and seeking to become a national and international reference in the disciplines that characterize it. It thus blends national accountability with regional commitment and an international outlook.

9. Universidad de Jujuy

The UNJu is part of the Argentine public university system, being at the undergraduate level, unrestricted and non-tariffed. For this reason, it is inclusive and pays particular attention to the socially less favored student population, without resigning its academic excellence. This character of an institution that forms citizenship has been strengthened with the opening of two

sub branches in recent years in the interior of the province, the San Pedro and Humahuaca/Tilcara Extension Schools, which serve socially disadvantaged groups, including several communities of native peoples.

10. Universidad Nacional de Cuyo

Universidad Nacional de Cuyo is a national public university which provides teaching services, research activities and transfer its services to the community. It attends more than 30.000 students with an academic staff of 4.030 professors. It offers more than 73 graduate careers and 79 postgraduate courses in the areas of humanities, social sciences, engineering, basic sciences, medical and fine arts fields.

11. Stellenbosch University

Stellenbosch University (SU) is an accredited public higher education institution (HEI) in terms of the Higher Education Act, (Act 101 of 1997). SU has positioned itself to be a HEI fit for the 21st century. Its Vision 2030 states that the institution is “inclusive, innovative and future focused: a place of discovery and excellence where both staff and students are thought leaders in advancing knowledge in the service of all stakeholders” (Stellenbosch University, 2013a). The vision and accompanying mission statement regrettably make no clear reference to internationalisation or to the global context of higher education nor are their relevance to the training of graduates highlighted. Nonetheless, SU is a research-intensive, international institution that attracts more than 4 100 international students from over 122 countries annually, employs 111 international academic staff (out of 930) and is the most productive research institution in South Africa (SA) for the 6th year running (i.e. weighted research output per staff member which covers journal articles, master’s theses and doctoral dissertations).

12. Cape Peninsula University of Technology

The Cape Peninsula University of Technology (CPUT) maintains a strong Faculty of Applied Sciences in which agriculture, innovation and technology development make up a significant part of the programme. The faculty works with many universities in Africa and Europe mainly on the promotion of academic and research excellence in food security, community engagement and business/market access to participating partners.

Through its industrial relations programmes the Faculty of Applied Sciences is also currently a preferred service provider in the fields of food technology, product development and food quality standards testing and assessment.

13. Università di Bologna

The University of Bologna was founded in 1088 and is considered to be the oldest university in Western Europe. Nowadays, it still remains one of the most important higher education institutions across Europe with around 85.000 enrolled students, 11 Schools, 33 research departments, 6000 employees.

The academic offer is composed of around 200 Bachelor and MA programmes (40 of which are joint programmes and 36 of which are completely taught in English) and around 40 Doctoral Programmes. UNIBO is in 2nd place among the Italian largest universities in research evaluation (ANVUR 2004-2010) and key positions are held in some areas, including Agriculture, which offer the viticulture and oenology BSc degree.

14. Universidade de Porto

U.PORTO, founded in 1911, is today one of the largest higher education and research institutions in Portugal with around 32,500 students, 2,300 academics and researchers and 1,500 administrative staff. It is the PT HEI best positioned in national and international rankings.

The U.PORTO also has a strong commitment towards society and has been consolidating its social responsibility through the promotion of volunteering projects; intensification of the interaction with several local and regional civil associations in the organization of cultural, social and artistic activities.

15. Observatorio de las Relaciones UE AL – OBREAL GLOBAL OBSERVATORY

The Observatory of EU-LA Relations/Global Observatory is a consortium of leading academic and research institutions and individual researchers from Europe, Latin America and Asia.

Since 2017, OBREAL/OBSGLOB has received the mandate by its members to operate globally with the main goal to promote dialogue and synergies between governmental, academic and social sectors taking into account specificities and heterogeneity of each region around the world.

16. Université de Bordeaux

UBx is a multidisciplinary University counting about 45.000 students and 5630 staff, which is the result of a merger process involving 3 high-profile HEIs: Bordeaux 1 (S&T), Bordeaux 2 (health & life sciences, incl. social sciences) and Bordeaux 4 (law, economy, management).

Over the past 15 years, UBx has been actively contributing to the strengthening of the European and Higher Education and Research Areas by welcoming more than 6220 foreign students and developing an extensive network of more than 200 partners.

17. Agencia Nacional de Evaluación de la Calidad y Acreditación

ANECA is a public independent body that was set up on 19 July 2002, in compliance with article 31 of the Spanish Universities Act. Its mission is to contribute to the improvement of the quality of the higher education system by way of the evaluation, certification and accreditation of degree programmes, academic staff and institutions.

The main purpose of ANECA is to monitor the performance of the public service of university education according to objective procedures and transparent processes, and to reinforce transparency and comparability as a means for the promotion and quality assurance of both public and private universities and their integration into the European Higher Education Area.

Financial Guidelines

These financial guidelines describe the justification rules for the expenses incurred in the framework of VITAGLOBAL project. The main objectives of these financial guidelines are a) to support the preparation of the interim and final financial reports at each partner institution and b) to clear any doubts partners may have when preparing the supporting documents.

VITAGLOBAL is an E+ CBHE project, selected for funding in 2018. The project has 5 budget headings:

1. Staff Costs
2. Travel Costs
3. Costs of Stay
4. Equipment
5. Subcontracting

Financing mechanism: The first 3 budget headings will be financed with a contribution to unit costs while the last 2 will be financed with actual costs.

Staff Costs

BEFORE WE START:

Days of work should be justified in accordance to both the activities implemented and the initial Budget approved by the EACEA. In the context of a Capacity Building in Higher Education (CBHE) project staff can be either:

- a. employed by a beneficiary institution and therefore part of its payroll system;
- b. a natural person assigned to the project on the basis of a contract against payment with a beneficiary institution. The costs of these natural persons working for the project may only be assimilated to the costs of personnel (i.e. "staff costs") of a beneficiary institution, if:
 - the person works under conditions similar to those of an employee (e.g. regarding the way the work is organised, the tasks that are performed and the premises where they are performed); and
 - the result of the work belongs to the Institution (unless exceptionally agreed otherwise); and
 - the costs are not significantly different from the costs of staff performing similar tasks under an employment contract within the institution

VERY IMPORTANT: Days should be justified inside the following eligibility period only **15/11/2018 – 14/11/2022**.

Supporting documents:

1. [JOINT DECLARATION \(EACEA's template\)](#). It should be completed per person, per category and per justification period.
2. [TIME SHEET \(EACEA's template\)](#) It should be completed per person, per category and per justification period.

3. Working Contracts and any material evidence allowing to verify that the declared workloads correspond to actual activities/outputs (e.g. attendance lists for lectures given, tangible outputs / products, salary slips, etc.).

NOTE:

We recommend starting by completing the **time sheets** because it will be where we will describe in detail the activities performed. In order to report the days that a staff has dedicated to the project, 3 aspects must be taken into account:

- a. VITAGLOBAL's implemented activities
- b. VITAGLOBAL's Work Packages
- c. VITAGLOBAL's Deliverables

The **Joint Declaration** template will summarize the detailed information already described in the time sheet and it will have to be signed and stamped by someone responsible of the staff's work at the institution.

Finally, and with the objective of proving that the person who is justifying work days at VITAGLOBAL actually works at one of the partner institutions, we will have to provide the proof of the contractual relationship between the staff and the institution (working contract that that person has with his / her institution, official appointment, etc.). As the E + CBHE programme only allows us to justify fixed unit costs, we will not need to prove the real cost of the people involved in the project, but we will need to prove their contractual relationship.

VitaGlobal's activities:

WP1 (Preparation) 'Self-Assessment: International cooperation in food sciences and viniviticulture'

WP1 serves the purpose of 'context setting' and familiarizing the partner universities at the strategy level, particularly when it comes to both internationalization strategies but also strategies for local development and for the oenology and viticulture sector. It consists of an initial self-assessment of the partner institutions and a partner meeting to discuss the strategic areas of focus for both a) module development and b) international academic cooperation when it comes to credit systems, grading, mobility, recognition and other important areas that are important to joint programmes.

1.1. [Self-assessment on international cooperation in agricultural/food sciences](#)

1.2 [Workshop: Key priorities for cooperation in agricultural/food sciences and viticulture \(University of Porto, 1-3 May 2019\)](#)

WP2 (Development) 'Towards joint/collaborative programmes in viniviticulture'

In WP2, the main academic content of the project is development. Two work groups are formed, one bringing together academics from oenology, viticulture, chemistry, economics and other related faculties that will be collaborating in the design of joint study modules, and one of international relations officers.

The academic workgroup, based on the self-assessment results, has broken down into smaller working groups, each tasked with the development of a study module. Examples are: sparkling wines, viticulture and climate change, sustainability in viticulture treatments, sensory analysis and wine tourism innovation.

The international relations workgroup is developing a policy paper that will guide further the implementation of the concept of 'modularization' and how it can be used for joint programme development, internationalizing the curricula, etc.

2.1.2.2 Working group 1: Academic: Curricula design and management (module preparation)

2.3 – 2.7 Working group 2: International relations officers: Programme quality assurance, mobility, recognition, local employer engagement, modularization

2.9 Six new teaching modules: To be piloted in the project

2.10 Approval of teaching modules for pilot phase

WP3 (Development) 'Capacity building for teaching staff: internationalizing local development in the vitivinculture sector'

This WP involves capacity building and training activities for the teaching staff and administrative support staff involved in the development of modules and new joint programmes in partner universities. It began after the new modules have been developed (WP2) and is carried out while partner universities are seeking approval to pilot them and also receiving coaching on how to pilot them. Each training event will involve one teaching staff member in the targeted discipline and one admin staff member, who is essential to supporting either international outreach or local outreach/ partnerships. This will enhance the approach of networking institutions and not just teaching staff members.

Each training event has clearly defined objectives and learning outcomes. It is predicated upon good practices existing in the consortium as well as additional local and international experts that are invited. The training events are designed to address specific aspects of the course modules that were developed.

[3.1 Staff training 1: Internationalising teaching in agricultural/food sciences and viticulture \(25-28 Feb, 2020, Stellenbosch, South Africa\)](#)

3.2 Shaping teaching towards local development strategies and approaches

3.3 Staff training 3: Industry partnerships

3.4 Institutional multiplier events

WP4 (Development): Piloting Modules

In this workpackage, each university in a partner country will pilot at least one module in one of their existing study programmes. European partners will assist with the piloting and the training of teaching staff in the partner universities to deliver the new module. Different types of international teaching approaches will be utilized.

Depending on the academic calendar of the partner institutions, the modules can be piloted anywhere between August 2020 and June 2021. This will allow ample flexibility to accommodate different academic calendars. During the pilot, partner country universities will receive a one week visit from a teaching staff member of a European partner university, who will provide consultation/coaching on the teaching of the modules, guest lecturing and collaborative teaching, and will hold meetings with relevant staff to plan future cooperation.

4.1 Action plans for integrating new modules into existing programmes (one per partner institution)

4.2 Equipment: Research and teaching equipment for food science, viticulture and wine production (depending on partners' need)

4.3 New module pilot in existing programmes in Partner country universities (including Visits to support collaborative teaching)

4.4 Refining course modules

WP5 (Quality) 'Quality control'

The quality plan of the project is designed to monitor progress of the project deliverables and to ensure that the outputs of the project are pertinent and relevant to all partners and will have a sustainable impact on the education and research they provide/conduct. The quality plan involves both an 'internal' monitoring and feedback mechanism (driven by the quality committee) as well as feedback from 'outside' the partnership (two differently oriented external evaluations).

5.1 External project assessment

5.2 Project quality indicators and tools

5.3 Annual monitoring meetings of the project partnership

5.4 External joint programme development assessment

5.5 Quality committee

WP6 (Dissemination and exploitation) 'Consolidating a global network for local development'

This WP will ensure the dissemination of the project outputs more widely, both within Europe, in the partner regions and within the institutions participating in the project. It will also take into consideration the sustainability of the partnership network and of the joint programme developed.

6.1 Web site

6.2 Conference: A consolidated global university network for viniviticulture (Tarrag2022)

6.3 'White paper' on Modularisation and the experience of Vita Global: Local universities, global engagement (publication foreseen June 2021)

6.4 Participation in conferences of related networks and initiatives

WP7 Future launch and sustainability of joint programme

In this work package, which is an extension of WP6, a sustainability and implementation plan will be drafted for the potential joint programme that has been developed in the context of the project as well as for other spin-off collaboration.

7.1 Strategy for further development and launch of joint programmes

7.2 Local economic sector round tables.

WP8 (Management) 'Project Management'

8.1 Project management team meetings

[8.2 Kick-off meeting \(Mendoza, Argentina - February 2019\)](#)

8.3 Management Guidelines

8.4 Reporting

Contribution to the costs of staff (in Euros)

The profile of staff involved in capacity-building projects was regrouped in four categories:

Managers (staff category 1) (including legislators, senior officials and managers) carry out top managerial activities related to the administration and coordination of project activities.

Researchers, teachers and trainers (RTT) (staff category 2) typically carry out academic activities related to curriculum/training programme development, development and adaptation of teaching/training materials, preparation and teaching of courses or trainings.

Technical staff (staff category 3) (including technicians and associate professionals) carries out technical tasks such as book-keeping, accountancy and translation activities. External translation services and external language courses provided by sub-contracted non-consortium members should be classified as “Sub-contracting costs”.

Administrative staff (staff category 4) (including office and customer service clerks) carries out administrative tasks such as secretarial duties.

Conditional: applicants will have to justify the type and volume of resources needed in relation to the implementation of the proposed activities and outputs. The contribution is provided on condition that the salary for the same tasks is compensated only once.

TABLE A: STAFF COSTS (AMOUNTS IN EURO PER DAY) / COUNTRY

Country	Cat. 1 (€)	Cat. 2 (€)	Cat. 3 (€)	Cat. 4 (€)
Argentina, Chile, Uruguay	108	80	57	45
Spain, Portugal	164	137	102	78
Italy, France	280	214	162	131
Georgia, South Africa	77	57	40	32

Example: If someone from Georgia justifies 4 days of work in Category 2, the total justified amount will be 228€

IMPORTANT: When choosing the category that we are going to justify, we should take into account the tasks performed, not the staff position at the institution. This means that if a teacher justifies an administrative task, he/she will have to use category 4-unit costs. If a technician performs tasks related to the project management, they will have to justify their time in category 1. Each staff may justify more than one category by filling more than one time sheet.

TABLES B and C: DISTRIBUTION OF DAYS AMONG THE PARTNERSHIP

In [Annex I](#) to this Guide you will find the tables with the distribution of days assigned to each institution in each work package and for each category.

EXAMPLE: TIMESHEET

Add Row		Delete Row		PROJECT TIMESHEET	
Project number :	598507				
Surname :	PEREZ				
First Name :	JUAN				
Institution :	OBREAL GLOBAL				
Country :	SPAIN				
Position :	DIRECTOR				
Staff Category :	Researcher / Teacher				
Year	Month	Number of Days	Work Package	Description of tasks performed and outputs produced	
2019	February	2	Preparation	1.1 Contribution to the initial self-assessment to discuss the strategic areas of focus for module development	
2019	May	5	Development	1.2 Participation in the meeting in Porto to discuss the results of the self-assessment survey and agree to the study modules to be developed	
2019	June	5	Development	2.2 Consolidation of the working group on curricula design	
2019	July	2	Development	2.2 Contribution to the policy paper on modularization	
2020	February	4	Development	3.1 Participation in the Staff training 1: Internationalising teaching in agricultural/food sciences and viticulture (25-28 Feb, 2020, Stellenbosch, South Africa)	
Total days:		18			

Signature of the staff member :



Signature of the Staff member

Signature of the person responsible in the institution (where the staff member is employed) :



Signature of the person responsible in the institution

EXAMPLE: JOINT DECLARATION (to be sent with the time sheet)

JOINT DECLARATION	
Ref. No DO NOT COMPLETE	Project No. 598507
The reference number must correspond to the progressive numbering indicated in the financial statements of the final report	

FROM **Observatorio de las Relaciones UE AL (OBREAL)**

Hereinafter "the Institution"*

AND

Name: **Juan Pérez**

Address: **c/ Sant Antoni Maria Claret 167, Barcelona, Spain**

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	To be selected taking into account the contractual relationship between the staff member and the institution
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.

Justified period. Please check the months declared in the time sheet to match the information

	dd/mm/yy		dd/mm/yy
FROM	15/11/2018	TO	30/04/2020

Please describe the outputs produced (short overall indication since detailed information has to be given in the accompanying time-sheet):

Please include a summary of the implemented tasks

Conduction a self-assessment on the state of international cooperation and participation in the workshop in Porto.

- Please complete the following information.

Staff category (Manager / Researcher, Teacher, Trainer / Technician / Administrative staff)	Researcher, Teacher, Trainer
Country of the Institution	Spain
Number of days worked and charged to the project (according to time-sheet)	18

- 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.

Signature of the person responsible in the institution

Done in **Barcelona, Spain**

Name **Ramon Torrent**

Function **President**

Institution **OBREAL GLOBAL**

Signature and Stamp of the Institution.

Date **30/04/2020**

Staff member name **Juan Perez**

Signature of the Staff member

Signature of the Staff member

STAMP

*The declaration must be signed by the person concerned, then signed and stamped by the person responsible in the Institution where this person worked for the project. The Institution must be a member of the partnership.

** A natural person (individual) can be assigned to the action also on the basis of e.g. a civil contract, a free-lance contract, an expert contract, a service contract with self-employed person ("in house consultant) or a secondment to the Institution against payment. The costs of such natural persons working under the action may be assimilated to the costs of personnel, if:
(i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed); and
(ii) the result of the work belongs to the Institution (unless exceptionally agreed otherwise); and
(iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract within the institution

FAQ

May I justify category 1 days even if I am a teacher?

Yes, in Erasmus+ we should justify days of work based on the tasks performed, not our job position.

I am a public official, I do not have an employment contract as such, what can I send?

In the case of a public official, an official appointment of the Official State Gazette (or similar) can be presented together with the payrolls for the justified period.

Originally, we had 10 days assigned to WP2 in the project and I have worked 20 days. What should I do?

Prepare two JD and TM: one for 10 days that will be counted in the project and one for the extra 10 days to be included it in the justification as co-financing (for statistical purposes). You can also justify more days in this WP and less in another one if necessary.

Originally, I had 10 days assigned to WP 2 in the project and I have worked only 5 days. What should I do?

You should only justify 5 days since it was what was really worked for the project. The budget is an estimation and therefore it may vary.

Does the legal representative at my institution have to sign the TS and the JD? Or can it be someone else?

The TS and the JD must be signed by the staff member and by someone responsible of their work at the institution. It does not necessarily have to be the legal representative, it can be a person who is above in the management structure (head of sector, department director, director of an institutional office, etc.)

Travel Costs

In order to apply the correct unit cost, we must identify the travel distance from the place of origin - home institution within the partnership - to the venue of the activity using the E+ distance calculator: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

The partner must indicate the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip. Financial support will be provided only for travels that are directly related to the achievement of the objectives of the project.

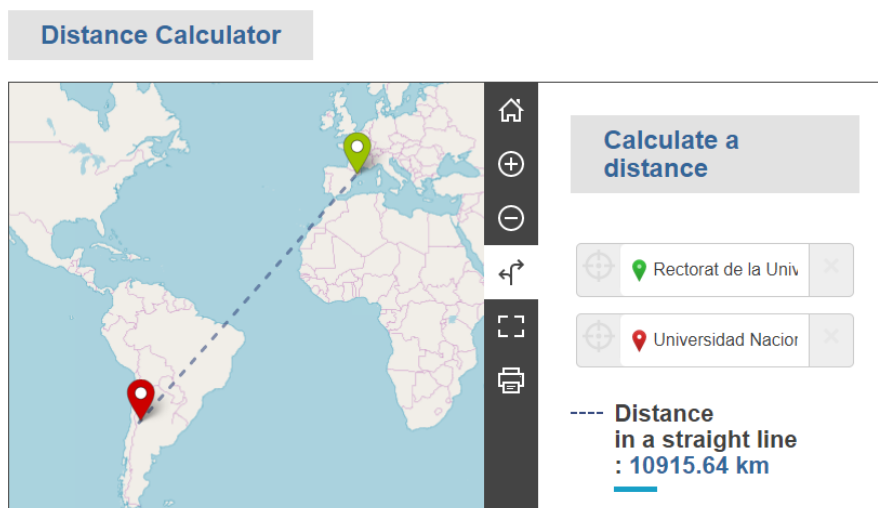
Contribution to unit costs:

TRAVEL DISTANCES	EUROS
100 y 499 KM	180 €
500 y 1999 KM	275 €
2000 y 2999 KM	360 €
3000 y 3999 KM	530 €
4000 y 7999 KM	820 €
Más de 8000 KM	1500 €

IMPORTANT:

- Any category of staff (e.g. managers, RTT, technical and administrative staff) under official contract in the beneficiary institutions and involved in the project may benefit from financial support for travel and subsistence
- The project coordination team must be informed if the origin of the trip is different from the one where our institutions are located. When the origin is different from the usual departure city, the shortest distance will be applied.

Example: From URV to UNCUYO



- According to the distance calculator, 10,915km separate the Rovira Virgili University, in Tarragona (Spain), from the National University of Cuyo, in Mendoza (Argentina). The unit that we will justify in the project will be: more than 8000 km ☞ € 1,500

- The unit cost established by the E+ programme is independent of the actual cost of the trip. What we will only have to prove is that the trip actually took place, and for that we will need the following supporting documents:

Supporting documents:

- [Individual Travel Report \(EACEA's template\)](#)
- Invoices & original boarding passes
- Attendance lists
- Pictures of the event

Each staff member justifies the corresponding travel unit for the distance. For example:

If a person has travelled from Tarragona to Mendoza, the total km, according to the Erasmus + distance calculator, were 10.915 km. Therefore, the unit of € 1,500 will apply. If the price of the flight has been € 1,750, the institution may justify a total of € 1,500 (unit cost). If the price of the flight has been lower and it has cost € 900, the partner will also have the right to justify € 1500.

Exceptional Costs

If the standard unit cost contribution is not sufficient to support the travel costs; applicants will be allowed to claim financial support under the budget heading "exceptional costs" (up to a maximum of 80% of total eligible costs. This would be allowed provided that applicants can justify that the standard funding rules (based on contribution to unit costs per travel distance band) do not cover at least 65% of the travel costs of participants.

Example:

The unit cost for the distance between Tarragona and Tbilisi (3593 km) is 530€.

- If the price of the flight is 340€, partners will receive 530€
- If the price of the flight is 810€, partners will receive 530€
- If the price of the flight is 900€, partners will receive 720€ (80% of 900€)

Costs of Stay

This budget item is designed to cover all the costs of stay during the trips: accommodation, local transport and food, also health insurance and any other additional expenses. The E+ program has set the **amount at 120€ per day**, regardless of the destination of the trip.

How should calculate the number of costs of stay days?

For each staff, the grant is calculated by applying the unit cost corresponding to the applicable duration of the activities (in days) plus the days of travel (depending on the distance).

IMPORTANT: The number of days has to be calculated taking into account two indicators: both the actual days of the trip and the days of the event.

EXAMPLE:

- If the meeting takes place on February 11 and 12 and the participant has travelled from February 10 to 12, 3 days should be justified.
- If the meeting takes place on February 11 and 12 and the participant has travelled from February 10 to 17, only 3 days may be justified if the distance is short, and 4 days if the distance is longer and actually justifies two full days of travel.

Supporting documents:

Together with the flight vouchers, you can also provide the accommodation invoice and any other ticket from your stay. The auditor will have to check your attendance to the meeting.

Equipment

Contribution for the purchase of equipment necessary for the implementation of the project. Each partner country university have 8500€ to purchase equipment:

Lab equipment utilised for teaching and research purposes (2 laptops, wine chemical analysis equipment, equipment for analysing aromatic compounds and polyphenols, equipment for small-scale teaching cellars) ICT equipment for teaching virtually & Blackboards

Equipment is intended exclusively for the Partner Country Higher Education Institutions which are included in the partnership where it must be installed as soon as practically possible. The equipment must be recorded in the inventory of the institution where it is installed. This institution is the sole owner of the equipment.

Supporting documents:

- Invoice/s (reference to VITAGLOBAL project) and proof of payment
- Inventory of the institution where the equipment was installed
- Pictures of the equipment with the Erasmus+ sticker (provided by the coordinator).

Subcontracting

Subcontracting is intended for specific, time-bound, project-related tasks which cannot be performed by the Consortium members themselves such as dissemination materials, project's audit, interpretation for the project's events, etc.

Supporting documents:

If the institution has subcontracted any tasks in the framework of the project, the coordination team will request the following supporting documents:

- Invoice/s (reference to VITAGLOBAL project)
- Proof of payment

Exchange Rate

Any conversion into euro of actual costs incurred in other currencies shall be made by the beneficiary at the monthly accounting rate established by the Commission and published on its [website](#)¹ applicable:

On the month of the receipt of the first pre-financing for all costs incurred until the second pre-financing is received: **DECEMBER 2018**

From September 2020 until November 2022 the exchange rate to be applied is **SEPTEMBER 2020** (the month of the receipt of the second pre-financing).

IMPORTANT: This will only affect the purchase of equipment and the subcontracting

Annexes

Table A: Total Days per partner and category

Nº	Partner	Country	Cat1	Cat2	Cat3	Cat4
P1	URV	Spain	54	214	54	84
P2	Utalca	Chile	23	130	12	31
P3	Uchile	Chile	23	130	12	31
P4	UdelaR	Uruguay	23	135	23	32
P5	AUGM	Uruguay	25	159	14	38
P6	TeSaU	Georgia	27	166	16	38
P7	GTU	Georgia	23	130	12	31
P8	UNdeC	Argentina	23	138	12	31
P9	UNJu	Argentina	23	132	12	31
P10	UnCuyo	Argentina	25	140	18	33
P11	SE	South Africa	22	165	19	44
P12	CPUT	South Africa	23	130	12	31
P13	UNIBO	Italy	18	94	6	18
P14	UP	Portugal	25	93	12	23
P15	OBREAL	Spain	67	201	61	69
P16	UBX	France	15	95	13	16
P17	ANECA	Spain	27	84	7	16

¹ https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-infoeuro_en

Table B: Total Days per partner, category, and Workpackage

Work Package	-	-	-	Number of staff days				
Ref.nr	-	-	-	Category	Category	Category	Category	Total
-	-	-	-	1	2	3	4	-
WP 1 PREPARATION	P1	URV	Spain	3	18	0	0	21
	P2	Utalca	Chile	3	18	0	0	21
	P3	Uchile	Chile	3	18	0	0	21
	P4	UdelaR	Uruguay	3	18	0	0	21
	P5	AUGM	Uruguay	3	18	0	0	21
	P6	TeSaU	Georgia	3	18	0	0	21
	P7	GTU	Georgia	3	18	0	0	21
	P8	UNdeC	Argentina	3	26	0	0	29
	P9	UNJu	Argentina	3	18	0	0	21
	P10	UnCuyo	Argentina	3	18	0	0	21
	P11	SE	South Africa	3	18	0	0	21
	P12	CPUT	South Africa	3	18	0	0	21
	P13	UNIBO	Italy	3	18	0	0	21
	P14	UP	Portugal	12	30	12	7	61
	P15	OBREAL	Spain	3	18	0	0	21
	P16	UBX	France	0	18	0	0	18
	P17	ANECA	Spain	0	16	0	0	16
SUBTOTAL				55	326	15	11	397
WP 2 DEVELOPMENT	P1	URV	Spain	0	24	0	0	24
	P2	Utalca	Chile	0	34	0	0	34
	P3	UCHILE	Chile	0	34	0	0	34

	P4	Udelar	Uruguay	0	37	7	0	44	
	P5	AUGM	Uruguay	2	34	6	2	44	
	P6	TeSaU	Georgia	0	34	0	0	34	
	P7	GTU	Georgia	0	34	0	0	34	
	P8	UNdeC	Argentina	0	34	0	0	34	
	P9	UNJu	Argentina	0	36	0	0	36	
	P10	UnCuyo	Argentina	2	44	6	2	54	
	P11	SE	South Africa	0	34	0	0	34	
	P12	CPUT	South Africa	0	34	0	0	34	
	P13	UNIBO	Italy	2	32	6	2	42	
	P14	UP	Portugal	0	22	0	0	22	
	P15	OBREAL	Spain	0	24	0	0	24	
	P16	UBX	France	2	37	13	2	54	
	P17	ANECA	Spain	0	27	7	0	34	
	SUBTOTAL				8	555	45	8	616
	WP 3 DEVELOPMENT	P1	URV	Spain	4	20	4	12	40
		P2	Utalca	Chile	2	25	0	8	35
P3		UCHILE	Chile	2	25	0	8	35	
P4		Udelar	Uruguay	2	27	4	9	42	
P5		AUGM	Uruguay	6	30	4	9	49	
P6		TeSaU	Georgia	6	30	4	9	49	
P7		GTU	Georgia	2	25	0	8	35	
P8		UNdeC	Argentina	2	25	0	8	35	
P9		UNJu	Argentina	2	25	0	8	35	
P10		UnCuyo	Argentina	2	25	0	8	35	
P11		SE	South Africa	2	25	0	8	35	

	P12	CPUT	South Africa	2	25	0	8	35
	P13	UNIBO	Italy	0	0	0	0	0
	P14	UP	Portugal	0	0	0	0	0
	P15	OBREAL	Spain	4	20	0	6	30
	P16	UBX	France	0	0	0	0	0
	P17	ANECA	Spain	0	0	0	0	0
SUBTOTAL				38	327	16	109	490
WP 4 DEVELOPMENT	P1	URV	Spain	0	10	0	7	17
	P2	Utalca	Chile	0	13	10	4	27
	P3	UCHILE	Chile	0	13	10	4	27
	P4	UdelaR	Uruguay	0	13	10	4	27
	P5	AUGM	Uruguay	0	6	4	4	14
	P6	TeSaU	Georgia	0	13	10	4	27
	P7	GTU	Georgia	0	13	10	4	27
	P8	UNdeC	Argentina	0	13	10	4	27
	P9	UNJu	Argentina	0	13	10	4	27
	P10	UnCuyo	Argentina	0	13	10	4	27
	P11	SE	South Africa	0	13	10	4	27
	P12	CPUT	South Africa	0	13	10	4	27
	P13	UNIBO	Italy	0	10	0	0	10
	P14	UP	Portugal	0	7	0	0	7
	P15	OBREAL	Spain	0	7	7	0	14
	P16	UBX	France	0	7	0	0	7

	P17	ANECA	Spain	0	7	0	0	7
SUBTOTAL				0	184	111	51	346
WP 5 QUALITY	P1	URV	Spain	0	6	0	5	11
	P2	Utalca	Chile	0	6	0	0	6
	P3	UCHILE	Chile	0	6	0	0	6
	P4	UdelaR	Uruguay	0	6	0	0	6
	P5	AUGM	Uruguay	0	19	0	0	19
	P6	TeSaU	Georgia	0	19	0	0	19
	P7	GTU	Georgia	0	6	0	0	6
	P8	UNdeC	Argentina	0	6	0	0	6
	P9	UNJu	Argentina	0	6	0	0	6
	P10	UnCuyo	Argentina	0	6	0	0	6
	P11	SE	South Africa	0	19	0	0	19
	P12	CPUT	South Africa	0	6	0	0	6
	P13	UNIBO	Italy	0	6	0	0	6
	P14	UP	Portugal	0	6	0	0	6
	P15	OBREAL	Spain	14	13	0	3	30
	P16	UBX	France	0	6	0	0	6
	P17	ANECA	Spain	14	13	0	3	30
SUBTOTAL				28	155	0	11	194
WP 6 DISSEMINATION	P1	URV	Spain	19	30	12	0	61
	P2	Utalca	Chile	14	10	0	0	24
	P3	UCHILE	Chile	14	10	0	0	24
	P4	UdelaR	Uruguay	14	10	0	0	24
	P5	AUGM	Uruguay	14	14	0	0	28
	P6	TeSaU	Georgia	14	10	0	0	24
	P7	GTU	Georgia	14	10	0	0	24
	P8	UNdeC	Argentina	14	10	0	0	24
	P9	UNJu	Argentina	14	10	0	0	24
	P10	UnCuyo	Argentina	14	10	0	0	24
	P11	SE	South Africa	13	14	7	7	41
	P12	CPUT	South Africa	14	10	0	0	24
	P13	UNIBO	Italy	13	9	0	0	22

	P14	UP	Portugal	13	9	0	0	22
	P15	OBREAL	Spain	30	29	36	12	107
	P16	UBX	France	13	9	0	0	22
	P17	ANECA	Spain	13	4	0	0	17
SUBTOTAL				254	208	55	19	536
WP 7 DISSEMINATION	P1	URV	Spain	12	24	8	0	44
	P2	Utalca	Chile	4	10	2	2	18
	P3	UCHILE	Chile	4	10	2	2	18
	P4	UdelaR	Uruguay	4	10	2	2	18
	P5	AUGM	Uruguay	0	6	0	0	6
	P6	TeSaU	Georgia	4	10	2	2	18
	P7	GTU	Georgia	4	10	2	2	18
	P8	UNdeC	Argentina	4	10	2	2	18
	P9	UNJu	Argentina	4	10	2	2	18
	P10	UnCuyo	Argentina	4	10	2	2	18
	P11	SE	South Africa	4	10	2	2	18
	P12	CPUT	South Africa	4	10	2	2	18
	P13	UNIBO	Italy	0	6	0	0	6
	P14	UP	Portugal	0	6	0	0	6
	P15	OBREAL	Spain	0	6	0	0	6
	P16	UBX	France	0	6	0	0	6
	P17	ANECA	Spain	0	6	0	0	6
SUBTOTAL				52	160	28	20	260
WP 7 MANAGEMENT	P1	URV	Spain	16	82	30	60	188
	P2	Utalca	Chile	0	14	0	17	31
	P3	UCHILE	Chile	0	14	0	17	31
	P4	UdelaR	Uruguay	0	14	0	17	31
	P5	AUGM	Uruguay	0	32	0	23	55
	P6	TeSaU	Georgia	0	32	0	23	55
	P7	GTU	Georgia	0	14	0	17	31
	P8	UNdeC	Argentina	0	14	0	17	31
	P9	UNJu	Argentina	0	14	0	17	31
	P10	UnCuyo	Argentina	0	14	0	17	31
	P11	SE	South Africa	0	32	0	23	55
	P12	CPUT	South Africa	0	14	0	17	31
	P13	UNIBO	Italy	0	13	0	16	29
	P14	UP	Portugal	0	13	0	16	29

	P15	OBREAL	Spain	16	84	18	48	166
	P16	UBX	France	0	12	0	14	26
	P17	ANECA	Spain	0	11	0	13	24
SUBTOTAL				32	423	48	372	875
TOTAL				467	2.338	318	601	3.714

More information: [Erasmus+ Programme Guide](#)