

Aspects related to Project Management of the EMERALD

Transnational Project Meeting – UPB -day 1 - 31st of August 2022

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Content

- 1. Information from the ANPCDEFP agency / important aspects related to the contracts and annexes**
- 2. Eligibility of the staff members involved in the project (hiring issues / hiring categories / responsibilities)**
- 3. Collection of activity reporting by the coordinator: organization and calendar (timesheets, deadlines/milestones)**
- 4. Important tools (Mobility tool, Dropbox, WhatsApp, Teams, Drive, etc)**

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1. Information from the ANPCDEFP agency / important aspects related to the contracts and annexes of the EMERALD project

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3.1 Finanțarea va fi în **sumă maximă de 198810 EUR**, respectiv 983373.90LEI². 85% din acest buget (168988.50 Euro, respectiv 835867.82LEI) reprezintă grant SEE iar 15 % (adică 29821.50 Euro, respectiv 147506.08 LEI) reprezintă cofinanțarea din bugetul național.

Capitole bugetare	Suma alocată (EURO)
Managementul și implementarea proiectului	29250
Mobilitati transnaționale de scurtă durată	80420
Produse intelectuale	75540
Evenimente de multiplicare	13600
Sprijin pentru nevoi speciale	0
Costuri excepționale	0
TOTAL	198810

² Conform curs InforEuro: 1Eur= 4.9463 Lei



3.4 Fără a deroga de la Articolul 12, de la baremele menționate pentru fiecare categorie bugetară în Anexa II și cu condiția ca Proiectul să fie implementat conform prevederilor din Anexa I, exista posibilitatea de a ajusta bugetul prezentat în art.3.1, prin transferuri între diferite categorii bugetare, fără ca această ajustare să fie considerată o modificare a Contractului, în sensul Articolului 12, cu condiția ca următoarele reguli să fie respectate:

a) se pot transfera până la 50% din fondurile alocate următoarelor categorii bugetare: Managementul și implementarea proiectului, Rezultate intelectuale, Evenimente de multiplicare, Activități de mobilitate de scurtă durată și Costuri excepționale către oricare altă categorie bugetară, cu excepția categoriilor bugetare Managementul și implementarea proiectului și Costuri excepționale. Aceste transferuri nu implică transmiterea unei notificări către OP.

b) conform celor de mai sus, orice transfer care depășește 50% din capitolul bugetar din care se va efectua transferul implică transmiterea de către PP a unei notificări³ către OP prin care se solicită aprobarea efectuării modificării bugetare.

3.6 Pentru a fi considerată eligibilă, orice cheltuială trebuie să fie efectuată în perioada contractuală menționată în art. 2, să fie menționată în propunerea bugetară din Anexa I, să fie proporțională și necesară pentru implementarea proiectului, să folosească scopului proiectului, să fie identificabilă și verificabilă în sistemul contabil al PP respectând legislația națională în domeniu.

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3.7 În cadrul Mecanismului Financiar al Spațiului Economic European 2014-2021, Proiecte de Cooperare în învățământul universitar nu sunt eligibile costurile indirecte.

4.1 Plăți pe durata contractului

OP trebuie să efectueze următoarele plăți către PP:

- Prima tranșă de avans (prefinanțare)
- A doua tranșă de avans (în baza cererii specificate în raportul intermediar, potrivit Art. 4.3)

4.2 Prima tranșă de avans (prefinanțare)

OP va plăti Promotorului Proiectului, în termen de 30 de zile de la data intrării în vigoare a Contractului, o primă tranșă de avans în valoare de **119286.00 EUR** corespunzător unui procent de 60% din suma maximă a grantului specificată în Articolul 3.1.

4.3 Rapoarte intermediare și tranșe ulterioare de avans

Până la **07.02.2023**, Promotorul de Proiect trebuie să completeze un raport intermediar privind implementarea Proiectului prin intermediul platformei <http://app.eea4edu.ro/>, care acoperă perioada de raportare de la începutul implementării Proiectului, menționată la Articolul 2.2, până la 07.12.2022 (jumătatea perioadei de implementare a proiectului).

Raportul intermediar va consta în:

- Raportul narativ
 - Declarația de cheltuieli (toate costurile vor fi exprimate în Euro)
 - Declarația de onoare completată de reprezentantul legal al PP
- În cazul în care declarația de cheltuieli atestă utilizarea a cel puțin 70% din prima tranșă de avans, PP va atașa raportului intermediar și următoarele documente scanate:
- Extrase de cont care atestă cheltuirea sumelor din declarația de cheltuieli.

În măsura în care raportul intermediar demonstrează că Promotorul de Proiect a utilizat cel puțin 70% din avans, raportul intermediar va fi considerat ca fiind cererea pentru un avans ulterior și va specifica suma solicitată, de maximum **79524.00 EUR** corespunzătoare cu maximum 40% din suma alocată.

În cazul în care raportul intermediar atestă faptul că un procent mai mic de 70% din avansul plătit anterior a fost folosit pentru a acoperi costurile Proiectului, Promotorul de Proiect trebuie să transmită un raport intermediar suplimentar la momentul la care a fost folosit un procent de cel puțin 70% din primul avans, raport care va fi considerat drept cerere pentru tranșă ulterioară de avans și va specifica suma solicitată, în limita a maximum **79524.00 EUR** corespunzătoare cu cel mult 40% din suma alocată.

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OP va evalua raportul intermediar și plăți (daca este cazul) Promotorului Proiectului următorul avans în termen de 60 de zile calendaristice de la data primirii raportului intermediar.

Această perioadă poate fi prelungită în cazul în care OP solicită documente sau informații suplimentare de la Promotorul de Proiect. În acest caz, Promotorul de Proiect va avea la dispoziție maximum 15 zile pentru a trimite informațiile și documentele solicitate.



4.4 Raportul final și cererea de stabilire a grantului final

Pana la data de **30.11.2023**, Promotorul de Proiect trebuie să completeze prin intermediul platformei <http://apn.eea4edu.ro/> raportul final de implementare a Proiectului. Acest raport trebuie să conțină informațiile necesare pentru a justifica suma cerută pe baza contribuțiilor pe unitate, în cazul în care grantul ia forma contribuțiilor bazate pe număr de unități sau a costurilor eligibile suportate efectiv, în conformitate cu prevederile din Anexa III.

În conformitate cu prevederile Regulamentului aplicabil Granturilor SEE 2014-2021, Promotorul de proiect va înregistra în contabilitate cheltuielile efectuate în cadrul proiectului, pe conturi analitice distincte.

Raportul final va fi considerat ca fiind cererea Promotorului Proiectului de stabilire a grantului final.

Raportul final (Anexa IV a Contractului) va consta în următoarele documente:

- **Raportul Narativ**
- **Declarația de cheltuieli (toate costurile vor fi exprimate în Euro)**
- **Declarația de onoare completată de reprezentantul legal al Promotorului Proiectului**
- **Balanța contabilă și fișele de cont aferente proiectului;**
- **Extrase de cont care atesta plățile efectuate** (către partenerii de proiect /participanții la mobilitati)

Toate documentele care atesta o plată (contracte, facturi, documente de plată, etc) vor purta mențiunea "**Decontat din contractul nr. 21-COP-0019, finanțat din Granturile SEE 2014-2021**".

The most important issues to be considered in the next period – on behalf of the Agency

1. Spending of the allocated budget **must be done according to the EMERALD project proposal** – it is expected that 70 % of the received funding for the EMERALD project will be spend **not later than 7.12.2022.** **This is the condition of receiving funding for the 2nd year (the proofs provide confirming that the budget was spent in this amount represent automated request for financing of the 2nd year.**
2. Supplementing the allocated budget is not possible. In case that one partner consider that he want to re-allocate budget from one category to another of expenses – this is possible **just by informing and getting the approval of the Agency.** Re-allocation must be made with **certain explanations / justifications / motivation** of these changes emphasizing which is the **added value for the EMERALD project for that specific category in comparison with the initial proposal.** Re-allocation can be made just in the limits imposed in the contract and by fulfilling all the rules and regulations that are specified in the contract and in the guidelines of the Norway grants

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The most important issues to be considered in the next period – on behalf of the Agency

3. Requiring of supplementing the budget for the activities that are financed already in the IOs as they were described in the **proposal is not possible**. For instance if in the IO3 one partner received financing for producing AR / VR application already, it cannot require more budget for this type of activity. If he wants to re-allocate budget for the IO it must come with new added value in terms of applications (supplementary as compared to the ones that were stated in the proposal – for instance it could be justified /mentioned that the added value in this case is to produce application in Mixed Reality (which could be integrated in the virtual platform).
4. **Re-allocation can be made just in the limits imposed in the contract and by fulfilling all the rules and regulations that are specified in the contract and in the guidelines of the Norway grants**. It is very important to ask for the approval in the preamble (if it is the case) and get the approval of the Agency (in written form) for the required changes. Strong recommendation is to realize the expenses as they were allocated in the budget / initial proposal.

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The most important issues to be considered in the next period – on behalf of the Agency

OVERALL BUDGET												
			PMI	TPM					IO	ME	total	
			student	staff	stte	hei	invited staff					
1	Technical University of Cluj-Napoca		9750	8550	2988	2416	10680	0	17760	5600	57744	
2	University POLITEHNICA of Bucharest		4875	8550	3368	2796	5340	0	10730	4000	39659	
3	University of Agder		4875	0	4744	2796	0	0	28920	0	41335	
4	Bizzcom s.r.o.		4875	0	3178	0	0	5340	9250	4000	26643	
5	Poznan University of Technology		4875	8550	3368	2416	5340	0	8880	0	33429	
			29250	25650	17646	10424	21360	5340	75540	13600	198810	

Expenditure	Grant (Euro)
1, Project management and implementation	29250
2. Short term transnational mobility activities of individuals	80420
3 Intellectual outputs	75540
4, Multiplier events	13600
5. Special needs	0
6, Exceptional costs	0
Total requested from EEA Grants 2014-2021	198810

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EMERALD budget		
1. Project management and implementation		
Name of the institution (including Project Promoter)	Grant (Euro)	
Technical University of Cluj-Napoca	9750	
University POLITEHNICA of Bucharest	4875	
University of Agder	4875	
Bizzcom s.r.o.	4875	
Poznan University of Technology	4875	
Total	29250	

2. Short term transnational mobility activities of individuals			
Student mobility			
Technical University of Cluj-Napoca	5800	2750	8550
Poznan University of Technology	5800	2750	8550
University POLITEHNICA of Bucharest	5800	2750	8550
Total	17400	8250	25650
Staff mobility (including transnational project meetings)			
TPM			
University POLITEHNICA of Bucharest	1908	1460	3368
University of Agder	2544	2200	4744
Bizzcom s.r.o.	1908	1270	3178
Poznan University of Technology	1908	1460	3368
Technical University of Cluj-Napoca	1908	1080	2988
Total	10176	7470	17646
STTE			
University POLITEHNICA of Bucharest	1696	1100	2796
University of Agder	1696	1100	2796
Poznan University of Technology	1696	720	2416
Technical University of Cluj-Napoca	1696	720	2416
Total	6784	3640	10424
Hei invited staff			
University POLITEHNICA of Bucharest	4240	1100	5340
Poznan University of Technology	4240	1100	5340
Technical University of Cluj-Napoca	8480	2200	10680
Total	16960	4400	21360
Invited_Staff_IP			
Bizzcom s.r.o.	4240	1100	5340
Total	4240	1100	5340

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3. Intellectual outputs														
	IO1			IO2			IO3			IO4				
	Number days	Grant per day (Euro)	Grant requested (Euro)	Number days	Grant per day (Euro)	Grant requested (Euro)	Number days	Grant per day (Euro)	Grant requested (Euro)	Number days	Grant per day (Euro)	Grant requested (Euro)	Total Euro	
Technical University of Cluj-Napoca	60	74	4440,00	60	74	4440,00	60	74	4440,00	60	74	4440,00	17760	
University POLITEHNICA of Bucharest	40	74	2960,00	35	74	2590,00	35	74	2590,00	35	74	2590,00	10730	
University of Agder	30	241	7230,00	30	241	7230,00	30	241	7230,00	30	241	7230,00	28920	
Bizzcom s.r.o.	20	74	1480,00	25	74	1850,00	60	74	4440,00	20	74	1480,00	9250	
Poznan University of Technology	30	74	2220,00	30	74	2220,00	25	74	1850,00	35	74	2590,00	8880	
													Total	75540,00

4. Multiplier events	
University POLITEHNICA of Bucharest	4000
Technical University of Cluj-Napoca	5600
Bizzcom s.r.o.	4000
Total	13600

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The most important issues to be considered in the next period – on behalf of the Agency

- Costs related to PMI cannot be supplemented.** From this category of the budget can be covered managerial costs, promoting materials that help the implementation of the activities related to the EMERALD project. **Equipment items** (e.g. VR goggles, 3D printers, etc. are eligible to be acquired from this category of budget (only) but **with respects to the procedure that it is mentioned in the EMERALD project contract.**
- Also **a justification is needed** also in this case why this acquisition so important in relation with the activities of the project (if in our laboratory we have already one 3D printer similar to the one we want to buy it, then the justifying of this cost is harder to be made; if we need such a 3D printer for producing some parts for bio-mechatronic systems made of materials that are different as compared to the one that we are able to produce them using the existing 3D printing equipment items, this might be eligible).

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The most important issues to be considered in the next period – on behalf of the Agency

7. Please ask the Agency in the preamble if you are considering such acquisitions + please be aware that the EMERALD contract is not optional (we must rely to all the conditions that are stipulated in the EMERALD contract as they are written in the contract). We need to specify that this item was purchased from the EMERALD project + we will have to take care also with the invoices (85 % of the budget is covered by Norwegian government and 15 % by the Romanian government!)

Documente necesare pentru decontarea achizițiilor de bunuri/servicii:

Dosarul achiziției⁴ aferent fiecărui proiect va cuprinde:

- Strategia anuală de achiziții publice;
- Programul anual al achizițiilor publice;
- Referatele de necesitate – cuprind necesitățile de bunuri/servicii;
- Consultarea pieței – se va prezenta anunțul privind consultarea pieței și documentul/ nota privind rezultatul procesului de consultare a pieței.
- Notă justificativă privind determinarea valorii estimate a bunurilor/serviciilor;

-Declarație privind metoda de amortizare utilizată, inclusiv metoda de calcul, valoarea lunară a acesteia și rata de utilizare a echipamentului în cauză, pentru fiecare mijloc fix.

- Nota justificativă privind alegerea procedurii;
- Strategia de contractare pentru procedura respectivă;
- Organizarea procedurii și atribuirea contractului de achiziție publică:
 - documentația de atribuire completă;
 - ofertele depuse;
 - contractul de achiziție încheiat cu ofertantul câștigător (cu anexe, unde este cazul). Contractul trebuie să fie semnat, înregistrat, cu viza CFP;
 - alte documente relevante privind derularea achiziției (nespecificate mai sus).
- Facturi ale costurilor reale suportate, specificând numele și adresa organismului care emite factura, suma, moneda și data facturii;
- Dovada plății: Chitanța, Bon fiscal, Ordin de plată, cotor filă CEC/foaie de vărsământ vizată de bancă;
- Extras de cont cu viza băncii emitente pe fiecare filă sau altă dovadă a achitării facturii (pentru plățile electronice).

The most important issues to be considered in the next period – on behalf of the Agency

8. **In case of the LTT / ME / TPM events – if there are any changes required** – addressing the Agency is needed / justification why the initial budget was not been respected as it was requested must be provided also description of the role of each person in the event (in organizing / participating) is also required to be justified in detail.
9. **Re-allocation of budget from the same category to the same category** for an activity to be organized in the future is easier to be done in principle, but needs also very clear justification / motivation for the Agency. Every time we want to justify such a change, we must do it in relation with the specific activity (activities) of the EMERALD project and our role as an institution / individual to that specific category
10. **Please keep all the records of documents** (as they are specified in the contract) since they will be needed for the final audit. If something is missing after the evaluation we will have 15 days to bring (solve) them, otherwise we will be asked for **the reimbursement of the already made expenses**. We need to fulfil all the requirements that are specified in the contract and guidelines of the Norway grants (if for LTT events 5 days are needed minimum for participating to the event, we cannot come 3 or 4 days for this type of event - this is just an example).

The most important issues to be considered in the next period – on behalf of the Agency

5 budget lines with unit costs

1. Project management and implementation
2. Transnational project meetings
3. Intellectual outputs
4. Multiplier events
5. Learning, teaching, training activities

No subcontracting of tasks possible in our project (not funded).
Indirect costs are not supported (cannot be covered from the EMERALD project)

**NB: 20% flexibility
between the lines except
for line 1 which can not be
increased**

unit costs: fixed amount of money allocated for an eligible activity carried out regardless of the actual amount spent, subject to supporting documents. See annex III – Financial and contractual rules

2. Eligibility of the staff members involved in the project (hiring issues / hiring categories / responsibilities)

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MAIN TEAMS

1. The executive team

The team **is comprised by the coordinators** of each partner involved in the consortium

Main responsibilities:

The executive team will have the main role of monitoring all the activities carried out in the EMERALD project, respecting of the established deadlines, progress of the project, as well as the control on how EU Agencies rules and regulations are applied and respected, from the management point of view.

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4 MAIN TEAMS

2. The financial team

The team **is comprised by the Financial officers** of each partner involved in the consortium

Main responsibilities:

The financial team will have the main role of supervising the budget expenses how they are made in close connection with the requests and regulations of Romanian National Agency and similar agencies of partners involved in the project.

They will be in very close contact with the executive team, so as on every step there will be one strict control on monitoring the ongoing activities with the regulations imposed by the Agency.

UPDATES ON THE LISTS MUST BE MADE IF NEEDED

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MAIN TEAMS

3. The technical team

The team **is comprised by at least 1 representative person** of each partner involved in the consortium

Main responsibilities:

The technical team will have the main role of coordinating the project activities and the requested outputs, to monitor the advancement in accordance with the working plan of the EMERALD project, to prepare the outputs deliveries in due time, to identify obstacles or impediments that might occur in the project, but new opportunities as well, to keep the Executive team informed about on-going activities, progress of the project or major issues that might overcome during the on-going activities or events organized by the technical team in order to implement or disseminate the results of the EMERALD project.

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MAIN TEAMS

4. The communication team

The team **is comprised by at least 1 representative person** of each partner involved in the consortium (the assigned person can be one of the member / same member in the technical team)

Main responsibilities:

The communication team is linked to communication, dissemination and exploitation of the results reached in the EMERALD project by posting newsletters, on the e-platform of the EMERALD project, etc., promoting of the activities, progress, goals, results or any other major achievements related to the EMERALD project via different communication platforms, brochures, posters, etc. The communication team will be in direct contact with the executive team, when innovative activities are proposed or are considered to be developed in the project in cooperation with medical institutions, SMEs or public organizations that will be registered on the e-platform of the EMERALD project related to the producing medical parts/ testing new materials by 3D printing methods in pandemic context.

UPDATES ON THE LISTS MUST BE MADE IF NEEDED

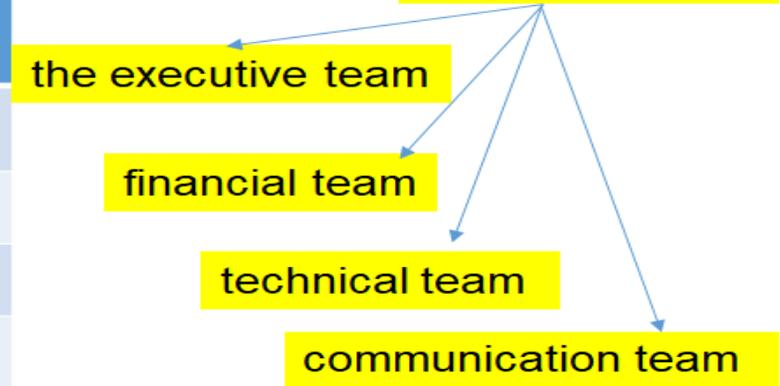
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4 MAIN TEAMS



???? who will be part of these teams in each institution of the consortium in close relation to the EMERALD project??????

UTCN	Position in <u>university</u>	Position in <u>project</u>
Razvan Pacurar	Assoc. Prof.	Project manager
...		

UPDATES ON THE LISTS MUST BE MADE IF NEEDED

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**Eligibility of the staff members involved in the project (hiring issues)
Which people are going to be involve in the project?**

- 1. Students (BSc / MSc / PhD) – cannot be employed in the EMERALD project**
They belong to the target group of the project (they are beneficiaries of the results of the project)
- 2. Producers of the results are the professors that are already employed of the institutions (with underdetermined contract), which can be employed in the EMERALD project (not more than **4 hours / day!!**)**
- 3. Family members or relatives cannot be employed in the EMERALD project also (they cannot take part into committees of selecting participants for the events organized in the frame of EMERALD project as well!)**

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2.1 Eligibility of the staff members involved in the project (hiring issues) Which people are going to be involve in the project?

Tipul proiectului	ERASMUS KA2
Titlul proiectului	3D and Virtual Reality Technologies for VET
ID / Număr și data Contract Finantare	2019-1-HR01-KA202-061006 / nr. 9957/16.04.2020
Director de proiect	Conf.dr.ing. Păcurar Răzvan Ioan

ACT ADIȚIONAL nr. 1 din 30.06.2020 LA CONTRACTUL INDIVIDUAL DE MUNCĂ înregistrat în registrul general de evidență a salariaților sub nr. 45422/24.06.2020

Părțile contractului
Angajator - persoana juridică UNIVERSITATEA TEHNICĂ DIN CLUJ-NAPOCA, cu sediul în Cluj-Napoca, str. Memorandumului nr. 28, cod fiș 0264-401.200, reprezentată legal prin **Prof.dr.ing. Vasile Topa**, în calitate de director proiect, eliberată de SPCLEP și salariatul **Păcurar Răzvan-Ioan** domiciliat în jud. Cluj, mun. Cluj-Napoca, str. Memorandumului nr. 28, cod fiș 0264-401.200, eliberată de SPCLEP

Având în vedere adresa nr. 15471 din 29.06.2020, H.G. 583/2015, H.G. 8/2018, Hotărârea Consiliului de Administrație nr. 8/23.01.2018, Legea 53/2003 republicată și actualizată, părțile contractante convin asupra modificării următoarelor clauze din contractul individual de muncă:

- Art.1. Începând cu data de 01.07.2020 se modifică :
Litera H. Durata muncii: o fracțiune de normă, durata timpului de lucru fiind de 64 ore/lună.
Litera J. Salariul brut: ... lei, tarif orar.
- Art.2. Toate celelalte prevederi ale contractului ... rămân neschimbate.
- Art.3. Prezentul act adițional s-a încheiat în 2 exemplare, câte unul pentru fiecare parte.

RECTOR,
Prof.dr.ing. Vasile TOPA

Director proiect,
Conf.dr.ing. Păcurar Răzvan-Ioan

Director Economic,
Ec. Laura-Claudia RUSU

Director Resurse Umane,
Ec. Paul UGLEA

VIZAT
Biroul Juridic

Contracts for the period of hiring persons in the project (registered, signed, stamped, etc!!!! Working hours – to be calculated on legal basis (e.g. one person cannot work more than 12 hours/day)! Additional annexes, statements – signed by the Rector / Vice rector (authorized person!)/ director!!!!

Draft of the statement of formal connection - documentation for intellectual outputs

Name: TOPA
Surname: VASILE

Institution: Technical University of Cluj-Napoca

Date: 30.09.2020

STATEMENT

With which I, stated above, as legal representative of the institution, state that the documentation that is given as a proof of formal connection between institution and staff member: PACURAR RAZVAN IOAN

... who worked on assignments connected to the production of intellectual outputs for project: 3D and Virtual Reality Technologies for VET is in accordance with national law of Romania, rules of the Erasmus+ programme and provisions of the Grant Agreement no.: 2019-1-HR01-KA202-061006.



STATEMENT REGARDING ERASMUS KA 2 PROJECT "3D and Virtual Reality Technologies for VET" 2019-1-HR01-KA202-061006

According to internal regulations of the Technical University of Cluj-Napoca, contracts for all persons involved in ERASMUS KA 2 projects are registered and are running according to the rules, terms and regulations that are stated in these contracts. Contracts related to ERASMUS KA 2 projects are different as compared to the "main contracts" that are registered between the employees and the Technical University of Cluj-Napoca as institution. In these sense, there are no any restrictions imposed by the Technical University of Cluj-Napoca for the employees engaged in ERASMUS KA 2 projects to develop activities and report timesheets in these contracts in the periods when from the "main contracts" point of view people involved in ERASMUS KA 2 projects are taking activities in "holiday periods". The time limit of 4 hours /day will be respected in the case of each person involved in the project in the entire period of signed contracts and no any activities will be reported during National holidays and weekends in the ERASMUS KA 2 projects, according to the internal regulations of the Technical University of Cluj-Napoca.

CONTRACTS TO BE UPLOADED ON DRIVE / TEAMS CONTRACTS MUST COVER THE EMPLOYING TIME PERIOD ON THE EMERALD PROJECT

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3. Collection of activity reporting by the coordinator: organization and calendar (timesheets, deadlines/milestones)

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Collection of activity reporting by the coordinator: organisation and calendar (timesheets)



Timesheet excel template



How to fill in timesheet

Allocated budget must be consumed as stated in the proposal (deadlines specified in the proposal must be respected / deadlines cannot be prolonged)

IO1 (deadline was 31.07.2022), IO2 (deadline is 31.01.2023)

70 % of the total budget received for 2022 must be spent not later than 07.12.2022

- Timesheets must be completed and signed monthly.
- Timesheets to be sent to Cristina Borzan every two months + to be uploaded on Drive

→ Next mailing by **15th of October 2022** (for February 2022 – September 2022 period)

email address: cristina.borzan@tcm.utcluj.ro / final variant to be uploaded on Drive

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Collection of activity reporting by the coordinator: organisation and calendar (timesheets)

Monthly Timesheet
excell template

needed for each
employee

category : Manager; Researcher

F-SEE-115/09.2020		Iceland Liechtenstein Norway grants	Insert the project logo or the logo of the organization
« Project No : » "Project title:....."			
Organization :			
Name and surname of the employee :			
Staff category ¹ :			
Number of daily working hours (legal basis):			
Year / Month :			
Date(s)	Working time on the project ²	Title and reference of the Intellectual Output	

Logo of
your
institution

or logo of
the
EMERALD
project

Title of the
project!

no. of the
EMERALD project
- 21-COP-0019

2 or 4 hours

Title of the
Intellectual
output!

Reference of IO

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F-SEE-115/09.2020

« Project Reference : »
"Project title:....."

Organization :
Name and surname of the employee :
Staff category¹ :
Number of daily working hours (legal basis):
Year :

Insert the project logo or the logo of the organization

Iceland
Liechtenstein
Norway grants

Timesheet	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL (in days)
Intellectual Output 1													0.00
Intellectual Output 2													0.00
Intellectual Output 3													0.00
Intellectual Output 4													0.00
TOTAL (in days)	0.00												

¹ Please use the following categories: Manager; Researcher/teacher/trainer; Technical; Administrative

When report working times on Final report , please make sure to mention only integers.

Date (last date of the month) + signature of employee!

Date and signature of the employee

Name, surname of the legal representative
Date and signature

Details related to organization and employee

Title of the project!

no. of the EMERALD project - 21-COP-0019

Logo of your institution

or logo of the EMERALD project

Summary Timesheet excell template

category :
Manager;
Researcher

Total time per Intellectual output per month per employee in days!!!

Name, surname, date, signature of Rector/ Vice rector, !!!!

Authorized persons can sign only!!!



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Total number of days per each employee per each IO must be counted!!! Total number of days must be consumed per institution as stated in the budget until the deadline specified in the proposal (this is our key of control!)

3. Intellectual outputs

Name of the institution	Output identification	Category of staff	Country	Number days	Grant per day (Euro)	Grant requested (Euro)
Technical University of Cluj-Napoca	O1	Teacher/Trainer/Researcher	RO	60	74	4440.00
Politehnica University of Bucharest	O1	Teacher/Trainer/Researcher	RO	40	74	2960.00
University of Agder	O1	Teacher/Trainer/Researcher	NO	30	241	7230.00
Bizzcom s.r.o.	O1	Teacher/Trainer/Researcher	SK	20	74	1480.00
Poznan University of Technology	O1	Teacher/Trainer/Researcher	PL	30	74	2220.00
Technical University of Cluj-Napoca	O2	Teacher/Trainer/Researcher	RO	60	74	4440.00
Politehnica University of Bucharest	O2	Teacher/Trainer/Researcher	RO	35	74	2590.00
University of Agder	O2	Teacher/Trainer/Researcher	NO	30	241	7230.00
Bizzcom s.r.o.	O2	Teacher/Trainer/Researcher	SK	25	74	1850.00
Poznan University of Technology	O2	Teacher/Trainer/Researcher	PL	30	74	2220.00
Technical University of Cluj-Napoca	O3	Teacher/Trainer/Researcher	RO	60	74	4440.00
Politehnica University of Bucharest	O3	Teacher/Trainer/Researcher	RO	35	74	2590.00
University of Agder	O3	Teacher/Trainer/Researcher	NO	30	241	7230.00
Bizzcom s.r.o.	O3	Teacher/Trainer/Researcher	SK	60	74	4440.00
Poznan University of Technology	O3	Teacher/Trainer/Researcher	PL	25	74	1850.00
Technical University of Cluj-Napoca	O4	Teacher/Trainer/Researcher	RO	60	74	4440.00
Politehnica University of Bucharest	O4	Teacher/Trainer/Researcher	RO	35	74	2590.00
University of Agder	O4	Teacher/Trainer/Researcher	NO	30	241	7230.00
Bizzcom s.r.o.	O4	Teacher/Trainer/Researcher	SK	20	74	1480.00
Poznan University of Technology	O4	Teacher/Trainer/Researcher	PL	35	74	2590.00
Total:				750		75540

Keep the records of payments made using internal financial procedure (for the final audit!!!)

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- The budget allocated to IO1 was needed to be spent until 31.07.2022 / we will need with maximum prior all timesheets related to this IO until the end of September 2022 / we need contract of all employees also!!!

- Meeting with the Financial Teams (TUCN & other institutions will be organized quickly after)

- Contracts for the employees (researchers, etc) will have to be clarified asap (we need to spend the budget allocated to IO2 – maximum until 30.11.2021
30.01.2023

Important notice about Conflict of interests –

we cannot employ in the project family members (e.g.

If husband is in charge with a project, its wife cannot be member in the project (researcher) etc!!! This is one example of conflict of interest!!!

- Director of company who signs timesheets cannot be also employed in the project (signing in both ways as director and also as employee!!!! This is other example of a conflict of interest!!!

- Timesheets to be prepared as requested by the Agency / in due time / with all details included as requested

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Tools (Dropbox, Whatsapp, Teams, Skype, emails)



Dropbox (Google drive)



Whatsapp, Teams, Skype, emails

An important attention will be allocated to this aspect, by all the partners. The communication and a good cooperation among this partnership, will ensure the expected results.

First of all, **we will create one Dropbox** (Google drive) **where all files related to the projects will have to be uploaded by each partner** of the consortium (Timesheets, Employment contracts, proposal, templates, etc)

Second of all we'll create 1 group also **on Whatsapp** (on Teams we have it already), including the contact persons of each member of the consortium representing every organization (technical, financial, communication team, etc).

The **Whatsapp group** utility is to make sure of the involvement of the key persons and we can obtain the answers in a prompt way in order to realize the project activities. The discussions held on Teams will have the following objectives and frequency:

- a monthly meeting on Team, during which we'll monitor the implementation of the project (Responsible TUCN);
- 5 meetings on Teams to organize the 5 Transnational meetings (Responsible - the host of each activity);
- 2 meetings on Teams to organize the Learning Teaching Training activities (Responsible - the host of each activity);
- 5 meetings on Teams to discuss the **4** is and establish tasks and deadlines, for each intellectual output;

Important notice: Emails will also be used for communication / 1 to 1 meetings / supplementary meetings organized

Aspects related to Project Management - **discussions**

- Information from the ANPCDEFP agency / important aspects related to the contracts and annexes
- Status related to staff employed in the project (hiring issues, contracts, teams, responsibilities)
- Status related to the activity reported so far (timesheets + fulfilling the timesheets)
- Files uploaded on tools (Mobility tool, Dropbox, WhatsApp, Teams, Drive, etc)

Cristina Borzan (TUCN) – it must clarify with every partner involved in the project which is the status regarding all these issues: Deadline: 15th of October 2022