



573965-EPP-1-2016-1-SE-EPPKA2-CBHE-JP

***Enhancing innovation competences and entrepreneurial skills
in engineering education (InnoCENS)***

<http://gidec.abe.kth.se/InnoCENS>

Project Kick-off in Yerevan

National University of Architecture and Construction of Armenia (NUACA)

18-21 December, 2016

InnoCENS Partners (1/2)

- Royal Institute of Technology (KTH), Sweden
- Turku University of Applied Sciences, Finland
- Polytechnic University of Valencia, Spain
- National University of Architecture & Construction of Armenia
- National Polytechnic University of Armenia
- Ministry of Education and Science of Armenia
- Scientific Educational Reforms Foundation
- Yerevan Telecom Research Institute
- Belarusian State University
- Brest State Technical University
- Ministry of Education of Belarus

InnoCENS Partners (2/2)

- Georgian Technical University
 - Batumi State University
 - Ministry of Education and Science of Georgia
 - Smart Consulting
- Almaty University of Power Engineering and Telecommunication
 - Taraz State University
 - Ministry of Education, Bologna Process & Academic Mobility Center
 - ND & Co.

Planning project activities 2017

What, where, when, who

- 1) Project web sites, project logo, newsletters
- 2) Questionnaire survey
- 3) Training of trainers in entrepreneurship (Valencia)
- 4) Innovation system study visit (Stockholm)
- 5) Innovation pedagogy workshop (Turku)
- 6) First annual PM meeting (Turku)
- 7) Innovation competence assessment workshop (Minsk)
- 8) Establishment of International Advisory Board (IAB)
- 9) Internal dissemination seminars (spring 2017)
- 10) Innovation centers: equipment, staff, opening dates

Project management & financial reporting

- 1) Project organizations: PMB, LPT, IAB
 - ✓ IAB: 4-5 members, 2 from gov. agency, 2 from companies/startups
- 2) Grant Agreement. Partnership agreement
- 3) Communication among InnoCENS partners
- 4) Budget. Transfer & management of project funds
- 5) Grant guidelines
- 6) Individual Travel Report (ITR): unit costs of travel & stay
- 7) Staff convention & time sheet. Copy of employment contract

Project budget

C.7 Grant requested

A – EU Grant requested for the project activities		
1. Staff costs	362 365,00 €	Cannot exceed 40% of total A
2. Travel costs	112 180,00 €	
3. Costs of stay	306 120,00 €	
4. Equipment	148 800,00 €	Cannot exceed 30% of total A
5. Subcontracting	39 102,00 €	Cannot exceed 10% of total A
TOTAL A	968 567,00 €	Must be higher than or equal to 500.000€ and less than or equal to 1.000.000 €

Project budget

- 7% indirect costs for all tempus projects
- Some additional, unbudgeted costs:
 - ✓ Costs for IAB members (once per year, 3 years)
 - ✓ Prizes for innovation competition
 - ✓ Social activities during project events (meetings, workshops)
 - Lunches + 1 final project dinner + sightseeing
 - ✓ Invited external lecturers
 - ✓ Unusual situations
- Proposal: 5% of budget is used as common budget for above purposes. The rest of budget is divided for each partner.
- Each partner has its own budget with certain flexibility (after consultation with project coordinator)

Unit costs for travel and stay

- Cost of travel is dependent on distances:
 - ✓ Distances are calculated at EACEA's web site
http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4
 - ✓ Costs in EURO between InnoCENS cities are listed in a table
- Unit cost of stay: 120 EUR per day
- Proof of formal contractual relationship between the staff and the university, e.g. a copy of employment contract

Reporting costs of travel and stay

- Fill and sign the form “**Individual Travel Report**” (ITR)
- Attach supporting documents (proof of travels):
 - ✓ Electronic flight tickets
 - ✓ Boarding passes
 - ✓ Meeting agenda, or training/workshop program, etc
 - ✓ Copy of attendance lists with signature
 - ✓ Meeting minutes with list of participants (if applicable)
 - ✓ Hotel bill
 - ✓ Petrol station bills etc when travelling by car (proof of travel)
 - ✓ Employment contract (needed only for the first travel)
- Avoid staple, use tape to fix boarding passes etc on A4 paper
- Send the whole ITR as one PDF file to HF for comments, before submitting the final original ITR documents.

Special situations

- Cancellation of travel
- Force majeure
- Departure is not the same as home city
- Circular travels

Unit costs for staff from partner countries

Afghanistan, Azerbaijan, Bahamas, Bolivia, Burkina Faso, Cameroon, China, Congo, Costa Rica, Djibouti, Dominican Republic, Ecuador, El Salvador, Georgia , Guatemala, Guinea-Bissau, Haiti, Iran, Iraq, Jamaica, Jordan, Kazakhstan , Kenya, Micronesia, Morocco, Mozambique, Namibia, Palestine ² , Panama, Papua New Guinea, Paraguay, Senegal, South Africa, Surinam, Swaziland, Territory of Russia as recognised by international law, Trinidad and Tobago, Vanuatu	77	57	40	32
Algeria, Armenia , Bangladesh, Belarus , Belize, Benin, Bhutan, Botswana, Myanmar, Burundi, Cambodia, Cape Verde, Central African Republic, Chad, Congo – Democratic Republic of the-, Cuba, Korea, Egypt, Eritrea, Ethiopia, Equatorial Guinea, Fiji Island, Gambia, Ghana, Guinea, Guyana, Honduras, India, Indonesia, Kiribati, Kyrgyzstan, Laos, Lesotho, Liberia, Madagascar, Malawi, Malaysia, Maldives, Mali, Marshall Islands, Mauritania, Mauritius, Moldova, Mongolia, Nauru, ...	47	33	22	17

Unit costs for staff from program countries

	Manager	Teacher/ Trainer /Researcher	Technician	Administrative staff ¹
<i>AMOUNTS IN EURO PER DAY</i>				
Denmark, Ireland, Luxembourg, Netherlands, Austria, Sweden , Liechtenstein, Norway	294	241	190	157
Belgium, Germany, France, Italy, Finland , United Kingdom, Iceland	280	214	162	131
Czech Republic, Greece, Spain , Cyprus, Malta, Portugal, Slovenia	164	137	102	78
Bulgaria, Estonia, Croatia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, former Yugoslav Republic of Macedonia, Turkey	88	74	55	39

Reporting staff costs

- Fill and sign the form "**Staff convention**", signed/stamped by university administration
- Attach a filled **Time sheet** to each staff convention
- Proof of formal contractual relationship between the staff and the university, e.g. a copy of employment contract

Project management in partner countries

- Local project team (LPT)
- Internal activity report to project coordinator
½ - 1 A4 page with 1 photo: what? When? Where, who?
- The role of local coordinators
- InnoCENS national coordinators

The role of local coordinators

- A bridge between project coordinator and an InnoCENS partner
- Plan, coordinate & monitor activities within partner organizations
- Contact with management of the partner organization
- Contact with National Erasmus+ Officers
- Plan how to use partner organization's budget
- Collect and check all ITRs and staff conventions
- Financial reporting
- Host specific events at the partner organization

National coordinators

- National coordinators
 - Armenia: Varazdat H.
 - Belarus: Sergey H.
 - Georgia: Otar Zumburidze
 - Kazakhstan: Elmira F.
- Bridge between project coordinator and a specific country
- Coordinator activities within the partner country
- Plan & implement joint actions
- Financial manager for specific situations

Actions after New Year

- Preparation ITRs (first practice !)
- Wait for copy (PDF) of Grant Agreement
- Wait for Partnership Agreement
- Preparation for project registration (if needed)
- Provide university bank info and wait for money transfer from KTH