

## Administrative Issues

### Partner Agreement

The Partner Agreement between W-Point and your institution includes the following documents (which were already sent to you):

- The partner agreement itself
- The Project Application with Appendix 1 and Appendix 2
- The Grant Agreement between W-Point and the Austrian National Agency OeAD with 5 Annexes

### Duration of the Project

= the period in which all activities and expenses have to take place

1<sup>st</sup> September 2016 to 31<sup>st</sup> August 2018

### Reporting

Your reports will describe all activities carried out for the project according to your task descriptions and your dissemination activities.

- **Internal Progress Reports. Deadlines: 10 March 2017 and 10 March 2018**
- The **Interim Report** covers the period between 1<sup>st</sup> September 2016 to 31<sup>st</sup> August 2017. Deadline for the interim report: 30 September 2017. **Your report is requested by 10 September 2017.**
- The **Final Report** is an overall report of the project and covers the complete duration of the project and all activities and results of all partners. Deadline for final report: 30 September 2018. **Your report is requested by 10 September 2018.**

### Payments

The pre-financing payments of your estimated budget is as follows:

- 1<sup>st</sup> payment: 60 % of the total budget takes place as soon as we have received the signed partner agreement (some of you have already received the money)
- 2<sup>nd</sup> payment: as soon as W-Point has received 20% of the budget after the Interim Report
- 3<sup>rd</sup> payment: as soon as W-Point has received the final payment by the National Agency after the Final Report.

## Changes of budget

In the final report we must display the real expenses incurred. The project management costs are a lump sum, so are the travel expenses for the transnational partner meetings. We must provide **invoices for exceptional costs**. (Please note that the grant for these costs only covers 75 per cent of the actual costs. This item is only applicable for ECG and W-Point).

It is possible to change up to 20 per cent of the budget within the categories. E.g., if the budget for travelling is not enough you can use some of the money from other categories. **Please consult with W-Point before making any budgetary changes.**

## Evidence of expenses in case of financial checks and audits

Apart from the final report check there are several other possibilities for additional financial checks or audits. For those we need the following documentation from you:

**Project Management:** please make a working sheet with the hours you and your colleagues spent on the project.

Please have the working sheets signed and stamped by the legal representative of your institution.

**Transnational partner meetings:** please send us the original documents for your travel arrangement: invoices of transport, boarding passes and accommodation/hotel costs.

If originals are not possible, please send copies signed and stamped by the legal representative of your institution.

Beneficiaries with general accounts in **a currency other than the euro** must convert costs incurred in another currency into euros at the average of the daily exchange rates published in the C series of the Official Journal of the European Union, determined over the corresponding reporting period (available at <http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>).

## Transnational Partner Meetings

to be discussed. The following dates are according to the project application:

April 2017: Riga (LV)

Oktober 2017: Holstebro (DK)

April 2018: Braga (PT)