



# LIFELONG LEARNING PROGRAMME

## Leonardo da Vinci

# TRANSFER OF INNOVATION

## Supplement for the electronic Application Form

### 2012

## 1. PARTNER ROLES

In the sections for partners C.1.1 - C.x.1 of the application form applicants are requested to select the roles of the organisations participating in the consortium, in the project respectively. Those roles are pre-defined by the LLP Dictionary.

The applicant organisation can select two roles:

Applicant Organisation: that means that the organisation signs the application form and any other documents should they be required from the applicant and, should the proposal be selected, will sign the grant agreement but will **not coordinate/manage** the project.

Applicant Coordinator: that means that the organisation signs the application form and any other documents should they be required from the applicant and, should the proposal be selected, will sign the grant agreement and will **also act** as the coordinator of the project.

For the partner organisations the applicant can select three roles:

Management Co-ordinator: if the applicant organisation will not coordinate/manage the project, if selected, then a partner has to assume the role of management co-ordinator.

Core partner: this is a partner which due to its particular and high expertise and capacity is crucial for the achievement of the project objective/s - without being the management coordinator.

Associated partner: this is a partner which plays a less crucial role in the project implementation but has been included in the consortium either for some very specific tasks or because the organisation ensures socio-economic support (associations, NGOs, etc.) or political support (authorities, social partners, etc.) to the project.

Ineligible partner: this is a "silent partner" which does not fulfil the eligibility criteria of the LLP programme and therefore cannot receive any Community funding. But it happens that such organisations are nevertheless included in consortia, for example, for their very specific experience.

## 2. LETTER OF INTENT

Partner organisations must provide letters of intent on their own official paper.

The letter must not be hand-written and it must indicate:

- ❖ the title of the proposal
- ❖ reference to project objective
- ❖ a brief description of the partner's role
- ❖ the partner's financial undertaking

- ❖ a declaration of honour that the partner organisation is not involved with very similar or identical work packages in other applications under the LLP call for proposals 2012.

It must bear:

- ❖ the date
- ❖ the original signature of an authorised person and her/his position within the organisation

For eligibility purposes, proposals **must** include letters of intent from the obligatory minimum number of partners.

Faxed or scanned versions of letters of intent can be accepted at application stage provided that at contracting stage the originals are available.

### 3. OTHER ADMINISTRATIVE AND SUPPORTING DOCUMENTS

If **not a public body**<sup>1</sup> and the grant **request exceeds EUR 25.000**, the applicant organisation must add a copy of the official<sup>2</sup> accounts for the most recent financial year for which the accounts have been closed.

### 4. NOTICE FOR SUBMISSION

Electronic submission only is not sufficient. If no paper copy of the electronic application is duly filled and signed and sent before the deadline, the application is not eligible. According to the LLP Guide 2012 Part I, page 18, the postmark date is the criterion to indicate whether an application was submitted by the deadline.

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<sup>1</sup> **Public body:** For the purpose of this call, all schools and higher education institutions specified by the participating countries and all institutions or organisations providing learning opportunities which have received over 50% of their annual revenues from public sources over the last two years or which are controlled by public bodies or their representatives, are considered as public bodies.

<sup>2</sup> "**official**" means accounts certified by an appropriate external body, and/or published, and/or approved by the organisations general meeting

## 5. RATES FOR THE FINANCIAL TABLES

### **Table 1: Maximum eligible daily rates for staff costs**

Please read also carefully the section '4. Financial Provisions' in the 'LLP Guide 2012 – Part I: General Provisions' [available from the website of the National Agency: [www.lebenslangeslernen.at](http://www.lebenslangeslernen.at), *Download-Section*]. Table 5a on page 46 (*DE version: page 52*) of this document shows the **maximum** eligible daily rates (in EUR) for staff costs for Transfer of Innovation projects. That means that staff rates can be lower than those in the table but cannot be higher. Some National Agencies apply lower maximum rates, some refer to the rates in table 5a.

For the calculation of staff costs of partners you must use those rates that the National Agency of the country of the respective partner has published for its own country.

Example: your partners come from country A, B, C and D. For partner A you use the staff rates for country A published by the National Agency A, for partner B you use the staff rates for country B published by National Agency B, for partner C you use the staff rates for country C published by NA C, and for partner D you use the staff rates for country D published by National Agency D.

For the calculation of staff costs of your own organisation you must use those rates that the National Agency of your own country has published.

Please find on the next page the rates that have been set by the individual National Agencies. **Switzerland is the only country that has set lower maximum rates than those that the European Commission has published in the LLP call for proposal 2012. All other National Agencies apply the EC maximum staff rates.**

Please note that the eForm checks these rates accordingly.

Country			Manager	Researcher Teacher Trainer	Technical	Administrative
Belgique/Belgie	BE	Belgium	460	360	240	214
Balgarija	BG	Bulgaria	40	26	22	15
Česká republika	CZ	Czech Republic	134	88	72	53
Danemark	DK	Denmark	361	284	236	197
Deutschland	DE	Germany	419	310	221	203
Eesti	EE	Estonia	102	73	59	42
Ellas	EL	Greece	279	218	142	118
España	ES	Spain	321	212	163	117
France	FR	France	435	351	257	193
Eire	IE	Ireland	309	328	239	178
Italia	IT	Italy	454	298	200	174
Kypros	CY	Cyprus	316	217	142	96
Latvija	LV	Latvia	78	63	50	38
Lietuva	LT	Lithuania	75	55	42	34
Luxembourg	LU	Luxembourg	496	331	282	197
Magyarország	HU	Hungary	107	79	57	44
Malta	MT	Malta	119	99	74	58
Nederland	NL	Netherlands	305	262	212	170
Österreich	AT	Austria	449	302	244	194
Polska	PL	Poland	109	77	51	39
Portugal	PT	Portugal	258	181	122	77
Romania	RO	Romania	84	51	34	28
Slovenia	SI	Slovenia	240	161	109	89
Slovenská republika	SK	Slovakia	95	54	45	34
Suomi/Finland	FI	Finland	368	255	196	163
Sverige	SE	Sweden	360	256	226	176
United Kingdom	GB	United Kingdom	355	334	231	153
Island	IS	Iceland	338	219	193	151
Liechtenstein	LI	Liechtenstein	449	302	244	194
Norge	NO	Norway	440	345	311	239
Hrvatska	HR	Croatia	141	102	66	49
<b>Schweiz / Suisse / Svizzera / Svizra</b>	<b>CH</b>	<b>Switzerland</b>	<b>314</b>	<b>258</b>	<b>199</b>	<b>158</b>
Türkiye	TR	Turkey	86	60	42	36

Please note that the EU maximum rates are based on the "Study on daily staff costs and long term transnational stays subsistence costs", EAC/55/2010, 2011.

The four categories of staff in the table are defined as follows:

#### Manager

This staff category includes legislators, senior officials and managers (Staff Category 1 of the ISCO<sup>3</sup>-88 (COM)).

#### Researcher, Teacher, Trainer

This staff category includes science, health, teaching and other professionals (Staff Category 2 of the ISCO-88 (COM)).

#### Technical staff

This staff category includes technicians and associate professionals (Staff Category 3 of the ISCO-88 (COM)).

#### Administrative staff

This staff category includes office and customer service clerks (Staff Category 4 of the ISCO-88 (COM)).

<sup>3</sup> International Standard Classification of Occupations

For detailed reference please find the Staff Categories 1-4 of the ISCO-88 (COM) on the following page.

<b>Staff categories</b> according to the International Standard Classification of Occupations (ISCO-88 (COM))	
<p><b>STAFF CATEGORY 1</b>  <b>100 Legislators, senior officials and managers</b>  <b>110 Legislators and senior officials</b>            111 Legislators and senior government officials            114 Senior officials of special-interest organisations  <b>120 Corporate managers</b>            121 Directors and chief executives            122 Production and operation managers            123 Other specialist managers  <b>130 Managers of small enterprises</b>            131 Managers of small enterprises</p> <p><b>STAFF CATEGORY 2</b>  <b>200 Professionals</b>  <b>210 Physical, mathematical and engineering science professionals</b>            211 Physicists, chemists and related professionals            212 Mathematicians, statisticians and related professionals            213 Computing professionals            214 Architects, engineers and related professionals  <b>220 Life science and health professionals</b>            221 Life science professionals            222 Health professionals (except nursing)            223 Nursing and midwifery professionals  <b>230 Teaching professionals</b>            231 College, university and higher education teaching professionals            232 Secondary education teaching professionals            233 Primary and pre-primary education teaching professionals            234 Special education teaching professionals            235 Other teaching professionals  <b>240 Other professionals</b>            241 Business professionals            242 Legal professionals            243 Archivists, librarians and related information professionals            244 Social science and related professionals            245 Writers and creative or performing artists            246 Religious professionals            247 Public service administrative professionals</p>	<p><b>STAFF CATEGORY 3</b>  <b>300 Technicians and associate professionals</b>  <b>310 Physical and engineering science associate professionals</b>            311 Physical and engineering science technicians            312 Computer associate professionals            313 Optical and electronic equipment operators            314 Ship and aircraft controllers and technicians            315 Safety and quality inspectors  <b>320 Life science and health associate professionals</b>            321 Life science technicians and related associate professionals            322 Health associate professionals (except nursing)            323 Nursing and midwifery associate professionals  <b>330 Teaching associate professionals</b>            331 Primary education teaching associate professionals            332 Pre-primary education teaching associate professionals            333 Special education teaching associate professionals            334 Other teaching associate professionals  <b>340 Other associate professionals</b>            341 Finance and sales associate professionals            342 Business services agents and trade brokers            343 Administrative associate professionals            344 Customs, tax and related government associate professionals            345 Police inspectors and detectives            346 Social work associate professionals            347 Artistic, entertainment and sports associate Professionals</p> <p><b>STAFF CATEGORY 4</b>  <b>400 Clerks</b>  <b>410 Office clerks</b>            411 Secretaries and keyboard-operating clerks            412 Numerical clerks            413 Material-recording and transport clerks            414 Library, mail and related clerks            419 Other office clerks  <b>420 Customer services clerks</b>            421 Cashiers, tellers and related clerks            422 Client information clerks</p>

**Table 2: Maximum eligible daily rates for Subsistence costs**

cf table 5b, page 48 (*DE version: page 54*) of the 'LLP Guide 2012 – Part I: General Provisions']

In cases where an NA decides to reduce subsistence rates this will only be applicable to that particular NA and **not** across all the NAs (e.g. in a UK led project, if a Maltese partner travels to Switzerland, they will still use the UK subsistence rates for Switzerland rather than the rates established by the Maltese NA for Switzerland). So the UK subsistence rates will be inbuilt in the UK e-Form.

## 6. INSTRUCTIONS FOR THE FINANCIAL TABLES

### 1 Introduction

These instructions should be read in conjunction with:

- the Lifelong Learning Programme [Call for Proposals 2012](#).
- the Lifelong Learning Programme [Guide 2012](#) and with particular reference to the [Financial Provisions](#) where you will find clear definitions of each category of costs.

During the selection process, independent experts will need to provide a score and a comment on the coherence between the work packages and the budget and also the cost-effectiveness of the overall approach. Applicants are therefore strongly advised to provide, where necessary, explicit explanations of the costs presented, relating them where relevant to precise aspects of Work Packages presented in Section D.4.1 of the Application Form. The Financial Tables should provide clear and concise descriptions of expenditure.

### 2 General Description of the Financial Tables

The Financial Tables contain 6 different sheets that are listed below:

- E.2. Staff
- E.3. Travel and subsistence
- E.4. Subcontracting
- E.5. Equipment
- E.6. Other costs
- E.7. Expenditure & Revenue

Please be aware of the following restrictions and recommendations:

- The Expenditure & Revenue table presents a summary of the financial data that you supply and should be tackled after financial tables E.2 to 6 have been completed. This is because some of the data entered into tables E.2 to 6 flow through into table E.7 automatically.
- You can only enter data in light blue cells (sometimes with red border) which turn yellow and orange when you click on them. Grey cells are protected so that its content cannot be modified.
- Certain validation checks are built into these tables in order to help applicants respect rules and limitations that apply to some of the costs. The aim is to ensure that applicants present correct, coherent and eligible budgets. The affected costs are:
  - staff costs and subsistence costs - where ceilings i.e. maximum rates per country apply
  - equipment costs, subcontracting costs and indirect costs, which must not exceed a predetermined proportion of the total direct costs.
- Selecting the country for applicant (P0) and partners (P1, 2, ...) in Section C of the Application Form will result in an automatic input in the country column in table E.2, and your input will be checked against the related staff rate maxima for that country. See also section 5 of this supplement. If you enter daily rates for staff costs which surpass the ceilings you will get a related error message.
- All figures must be in euros. No currency symbol is required.
- For monetary values you can use two decimals in the anglo-saxon style (f.e. 5.5). For the other numbers (working and travel days, persons, items) only whole numbers are accepted: no fractions or decimals may be used.
- When entering values that are to be presented as percentages, it is not necessary to enter the percentage symbol. This has already been incorporated in the cell formatting.
- Table totals are displayed at the top of columns rather than at the foot.

### **3 Description of the different Tables**

#### **Table E.2. Staff**

Each row – P0, P1, P2 etc – represents a Partner organisation in your consortium, including your own organisation, and automatically corresponds with the Partner number allocation and the country established by you in section C of the application form . You are not required to enter any partner name or description details.

Staff costs for **each partner** are recorded in **one row only**. Where there is more than one partner represented in a given country they have their own separate row (and the country concerned of course appears more than once).

Real staff cost rates must be used. However, the costs per day may not exceed the maximum rates as explained in section 5 of this supplement. If any staff cost figures you enter exceed these maximum rates, the excess amount is **not** eligible for inclusion in the project budget. If applicants enter a value exceeding the maximum rate for the category and country concerned, a pop-up message will be displayed informing the applicant that the figure entered exceeds the maximum rate for this staff category and that it has been reduced to the maximum allowed rate.

Where different salary levels apply to staff members working for the same partner and belonging to the **same** staff category, an **average** amount per day/per category must be calculated and entered.

Only data for staff categories that will be working for the project should be supplied. Use only the categories you need - it is not mandatory to present costs for each staff category.

The total number of working days must be consistent with the indications in the Work packages of your application form (section D.4.1,)

#### **Table E.3. Travel and Subsistence**

Complete a row for each country-based event or activity that will incur travel and subsistence costs for each partner separately. Subtotals per each partner will be calculated automatically. It is important that partner numbers and country-based events correspond with the indications in the work packages (section D.4.1).

Always provide the details of the purpose of the journey and select the country of destination (mandatory fields) before entering the individual elements of the travel and subsistence costs. In the table there are individual columns labelled 'a' to 'd'. As the experts will be checking for consistency between the budget and the work packages, it is important that these descriptions relate clearly to specific work packages in Section D.4.1 of the application form.

The daily subsistence cost per person 'c' may not exceed the maximum rates referred to in section 5 of this supplement. If applicants enter a value exceeding the maximum rate for the country concerned (i.e. the maximum subsistence rates set by the NA of the country of the applicant), a pop-up message will be displayed informing the applicant that the figure entered exceeds the maximum rate for this country and the application form will automatically reduce it to the maximum allowed.

The 'Purpose of the journey' field (mandatory field) gives you enough space to give a sufficiently detailed description.

**Please include in your budget an allowance for attendance at up to 2 project meetings per year. In the life of a project, the National Agency might invite representatives of the partnership to attend meetings for various reasons: briefings, monitoring meetings etc. The costs associated with these meetings can be included in project budgets**

#### **Table E.4. Subcontracting**

The 'Task description' field (mandatory field) gives you enough space to give a sufficiently detailed description.

Subtotals per each partner will be calculated automatically.

The total subcontracting cost must not exceed 30% of the total direct costs of the project. If you exceed this maximum, an error message will appear.

For your check, you will find in table E.7 in the column "Subcontracting" the indication by how many percentage points you have exceeded the 30% threshold. You will have to revisit table E.4 and reduce your figures accordingly.

If you proceed to the next table (E.5 Equipment) without reducing the figures for subcontracting, and you start to fill in the next table, another error message on subcontracting will occur.

If the partner number is not specified, you also get an error message when you press the "validate" button.

#### **Table E.5. Equipment**

Each item of equipment or group of similar items (e.g. similarly-specified laptop computers) needs to be described and justified in a separate row, and for each partner separately. Subtotals per each partner will be calculated automatically.

Please note that the total equipment costs must not exceed 10% of the total direct costs of the project. Should you exceed this maximum, an error message will appear. For your check, you will find in table E.7 in the column "Equipment" the indication by how many percentage points you have exceeded the 10% threshold. You will have to revisit table E.5 and reduce your figures accordingly.

If you proceed to the next table (E.6 Other costs) without reducing the figures for equipment, and you start to fill in the next table, another error message on equipment will occur. If you try to proceed anyway an error message will occur.

The number of items or similar items must be entered in the column labelled 'Number of items a'. The **cost per item** must be entered in the column labelled 'Cost per item b'. If similar items have a **different** unit cost, enter an average value.

The usage rate relates to the amount of time the equipment concerned will be used **on the project**. It should be expressed as a percentage e.g. if it is to be used exclusively for the project, 100 should be entered. If it is to be used half time on the project and half time for other work, 50 should be entered.

The depreciation rate is the total depreciation rate based on the lifetime of the project. Applicants therefore need to ensure that they consult with the financial department in the relevant partner organisations to ensure that the budget tables reflect national conditions. Applicants can provide explanations in section E.1, Details of budget calculation, of the Application Form.

An item is generally depreciated over 4 years (annual depreciation rate of 25%). In this case, if you apply for a 1-year project, you should enter 25; if it's a 2-year project you should enter 50.

If the equipment is to be rented rather than purchased – a fact that should be noted in the justification field – you should set the depreciation rate at 100.

You do not need to enter the percentage symbol as this will be added for you.

The 'Description' and 'Justification' fields are restricted to 2 500 characters each.

#### **Table E.6. Other costs**

Other costs should be used for all items that do not belong to any of the categories listed above, and that for each partner separately. Subtotals per each partner will be calculated automatically.

Note: Do foresee a budget for the translation into the languages that are required for the project information that selected applicants have to enter into the ADAM data base, the project portal for Leonardo da Vinci (English German, French).

#### **Table E.7. Expenditure & Revenue**

The grey cells of this summary table are **automatically** populated with the data **per partner** as entered by the applicant in the tables E.2-6: Staff costs, Travel and subsistence, Subcontracting, Equipment and Other costs.

Applicants must complete, for each partner separately, the following columns:

- Indirect costs
- Grant total
- Partner's own funding
- Other sources – Amount

If the total of the partner amounts under Indirect costs exceed the threshold of 7% an error message will occur. If you try to proceed anyway an error message will occur.

Ditto for Grant total if it exceeds the threshold of 75%.

#### **4 Rules and thresholds to respect**

The Project Acronym (in table E.7) is automatically filled in and corresponds to the one specified in section B.2 of your Application Form

The column "Total direct costs" is **automatically** populated with the data **per partner** as entered by the applicant in the tables E.2-6: Staff costs, Travel and subsistence, Subcontracting, Equipment and Other costs.

Total Indirect costs for the project must not exceed 7% of total direct costs. Please note that the column "Indirect costs" shows the total indirect costs and the indirect costs per partner, which can **be more than 7% at partner level**. The 7% threshold is, however, checked **at the level of the total** and not at the level of each partner. If an error message appears, applicants should reduce the relevant amounts for individual partners until the **total** (grey fields) is reduced to 7% or less than the total direct costs. The applicant organisation should indicate the same indirect costs percentage in the application as is usually applied in the organisation for the calculation of indirect costs!

Applicants are expected to provide details of:

- The value of the Community grant that is being requested for each participating partner
- The value of each partner's own contribution
- If applicable, the value of and specification for co-financing from other sources.

Community grant: as the grant is limited to 75% of the value of all eligible costs, applicants must ensure that the 75% threshold is not exceeded. An error message will appear if the grant requested exceeds 75% of the total costs (or if one of the thresholds is exceeded).

According to the principle of co-financing, the EU funding must be complemented by a contribution from the partners and/or other sources. Where the project budget includes sources other than the contribution made by partners, then these other sources must be identified in the – mandatory – "specification" field. Please ensure that the co-financing amount and specification relate to the Partner for the row that is being completed. If more than one other source of financing needs to be entered for the same partner, please specify the detail in section E.1 of the application form (Details of budget calculations) and include a reference to the explanation in the table E.7 Expenditure and Revenue in the column "Other sources – Specification" (for example "See E.1") .

Your budget must always be balanced. If the total project expenditures are not totally covered by the total project revenues, you will see that one or several percentages in the column "Total project revenues" are below 100%. Therefore, please ensure that there is a balance between expenditure and revenue on partner by partner basis.

As explained in the relevant sections above, error messages will appear if any of the pre-defined thresholds in cost categories tables are exceeded and you will be able to check in table E.7 by how many percentage points.

## **5 Checklist for correcting Error Messages**

If any errors messages occur, please check the data again following the specific instructions provided for each sheet.

If after entering all required data in the budget tables (E.2-6), there are still error messages or you cannot validate, please proceed with the following mathematical checks:

- Column "Total direct costs (A+B)": sum of total direct costs per partner must be the same as the total direct costs for the project
- Column "2. Subcontracting": total costs for subcontracting (automatically filled in from table E.4 'Subcontracting') cannot exceed 30% of the total direct costs of the project (in column "Total direct costs (A+B)")
- Column "3. Equipment": total costs for equipment (automatically filled in from table E.5 'Equipment') may not exceed 10% of the total direct costs of the project (in column "Total direct costs (A+B)")
- Column "Indirect costs": Total indirect costs may not exceed 7% of the total direct costs of the project (in column "Total direct costs (A+B)")
- Column "Community grant requested from LLP": the grant total may not exceed 75% of the total project expenditures (in column "Total project expenditures")
- Column "Total project expenditures": total project expenditures must be equal to the sum of total requested Community grant + total partner's own funding + other sources of financing.

**Note:** The application form allows a marginal difference of **not more than €1** between expenditure and revenue per partner. Example: if each of 8 partners has a difference of less than €1 between expenditure and revenue the total 'imbalance' between expenditure and revenue can be, say €7.9, and you will nevertheless be able to validate. If the difference is more than €1 for one partner only, you will **not** be able to validate.

The reason for this is that due to many calculations performed in the form (subsistence rates, depreciation rates, usage rates etc.), and reportedly some of the applicants using other means of calculating the budget (f.e. excel) having an accordance within €0.01 would be dangerous and could make filling in the form very difficult due to possible rounding errors etc.