

## Second call for 4EU+ educational projects

# Financial guidelines



The 4EU+ Alliance has set € 15,000 as the maximum budget per partner and € 60,000 as the cap for the global project budget. If you are planning to propose a budget with the total amount exceeding the indicated cap, please contact your 4EU+ Local Office for approval.

## a. Travel costs

### Students' mobilities

**Only mobility lasting less than 3 months can be funded from the Erasmus+ "European University" project.** Mobilities over 3 months have to be charged to another source of funding (ex: Erasmus+ KA1 Learning Mobility of Individuals).

In order to estimate the costs of students' mobilities, you should use the grid below with the lump sums that have been validated by the 4EU+ Alliance.

	Travel allowance (return ticket)		Living allowance (accommodation and meals)	
<b>Students</b>	Heidelberg <-> Paris / Heidelberg <-> Milan / Heidelberg <-> Prague (< 500 km)	€ 180	Daily rate - up to 5 days	€ 50
			1 week rate	€ 250
	Other trips to partners' universities (distance between 500 km and 2000 km)	€ 275	2 weeks rate	€ 300
			3 weeks rate	€ 450
			1 month rate	€ 600

#### Example:

Estimation of the budget for 5 University of Milan students going to a summer school hosted by the University of Warsaw for 4 days (3 nights):

Travel allowance: € 275 x 5 students = € 1,375

Living allowances: € 50 x 4 days x 5 students = € 1,000

The amount to include in the budget for these student mobilities would be € 2,375.

#### Mobilities over 1 month and less than 3 months

Each university of 4EU+ has individual Erasmus+ living allowance rates for stays longer than one month. Therefore, if your project involves student mobilities that are longer than 1 months and shorter than 3 months, the student living allowance rate should be calculated in the following way: € 600 (fixed living allowance rate for a 1-month stay) + a weekly rate given by your university according to the Erasmus+ procedures. Please contact your 4EU+ Local Office for information on the specific Erasmus+ rates that should be applied.

### Travel of staff

Travel costs of university (academic/administrative) staff should be calculated according to the internal rules and rates applied by each 4EU+ university. For the budget calculation, travel allowances for students in the table above can be used as a reference for the transport costs (flight and train tickets).

#### **Eligible costs:**

- Transport (outward travel from home institution to the venue of the activity and return), accommodation and subsistence costs related to an activity of the project (training and study activities, meetings, workshops, seminars...)
- Additional costs during the stay, if relevant (public transport costs)

#### **Ineligible costs:**

- Costs of a mobility lasting more than 3 months

- Travel costs for external participants, who are not students or staff of the university. Such costs have to be included in the “Other costs” category.

## b. Equipment costs

### **Important notice:**

If the equipment you intend to cover from the project’s budget is subject to depreciation (according to your university’s internal rules), only these depreciation costs will be funded by 4EU+. In that case, only the depreciation costs, and not the entire cost of the equipment, can be included in the project’s budget.

### Example:

You are planning to purchase equipment of € 3,000 and the rule at your university is that all equipment over €1,000 has to be depreciated. If the depreciation period for this equipment is 3 years and you are planning to use it only during 1 year for the 4EU+ project, then the depreciation cost that can be funded by 4EU+ is 1,000 €. This is the amount you should include in your budget instead of the total cost of the purchase. For further information, please contact your 4EU+ Local Office.

Please note: The purchase of equipment can be done by one university only, the costs cannot be shared by 4EU+ partners.

### **Eligible costs:**

- Equipment directly linked to the development of innovative pedagogies, blended and/or work-based learning activities, closely linked to the project.
- The purchase of a computer is accepted only if it is proven to be necessary and relevant for the implementation of the project.

## c. Other costs

You will find below the list of expenditures accepted as eligible under the “Other costs” category. If you want to consider other type of costs, you should contact your 4EU+ Local Office and ask if they are eligible.

### **Eligible costs:**

- Dissemination of knowledge and information (e.g.: advertising in the media, promotional materials and activities)
- Rental of premises for major events;
- Travel and/or subsistence costs of third parties (experts, professors, speakers etc.) contributing to the European University's activities
- Video production for online courses
- Services for meetings and events (catering, external speaker...)
- Other external services

## d. Staff costs

It is important to identify the key staff members that will be involved the project and to estimate their time engagement.

According to the time commitment of the personnel involved in the project, staff costs might be integrated in the overall project’s budget, depending on your university policy. Please fill out the “Time commitment” sheet on the budget plan (Excel file) you will have to attach to your online application. Where applicable, the calculation of the staff cost will be done by your 4EU+ Local Office, so you should contact them for that purpose.