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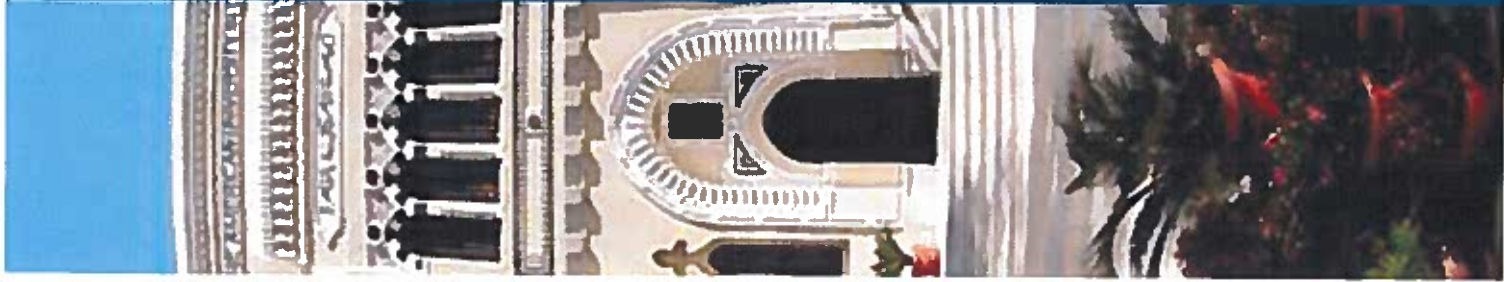


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School and University Partnership for Peer Communities of Learners

Contractual Highlights

*Presented by: Office of Sponsored Programs at AUC
Kick-Off Meeting
AUC, Cairo, Feb 27, 2017*





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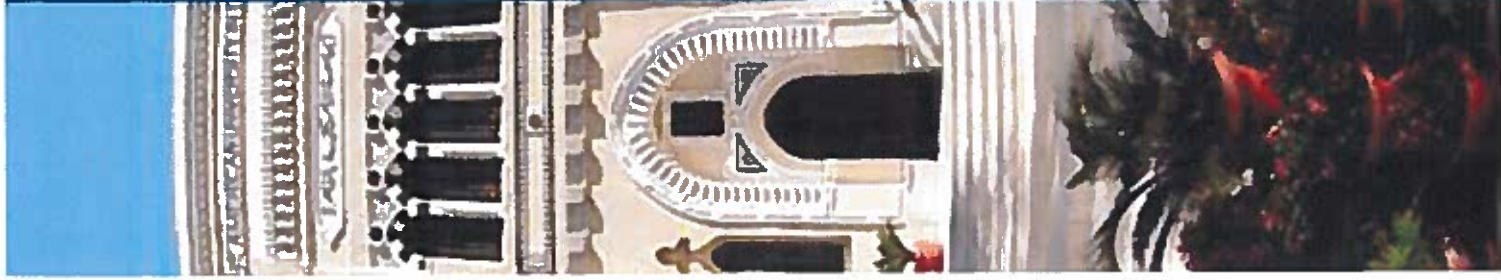
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Outline

- Mandates & Partnership Agreements
- Roles of the different members of the Consortium
- Period of Eligibility
- Reporting
- Payment & Advances settlement
- Publicity
- Changes
- Termination
- Financial Penalties





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Mandate & Sub-agreement



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Mandate:

- contractual link between EACEA and all beneficiaries
- Signing the mandate binds the Partners to the legal provisions of the Grant Agreement and gives power of attorney to the coordinator to sign and act on their behalf.

Partnership Agreement:

- Legally binding
- To clearly detail the specific roles and responsibilities of the individual beneficiaries, their deliverables, the allocated budget.
- To set the communication and reporting strategy during the project



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Roles of the different members of the Consortium

Role of all Beneficiaries:

- All beneficiaries are jointly responsible for:
 - carrying out the activities
 - comply with all the provisions of the Grant Agreement and its annexes, with all the provisions of this Agreement, as well as with EU and national legislation
 - complying with any legal obligations incumbent on them jointly or individually
 - provide staff, facilities, equipment and material to the extent needed for executing the activities as specified in the work program



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Roles of the different members of the Consortium (Cont'd)

Role of the Coordinator:

- Oversees the implementation of activities
- Ensures the respect of CBHE rules among all beneficiaries
- Monitoring & Evaluation to conform to the agreement's requirements
- Manages the funds of the project and transfers funds to partners without delays
- Provides the Partners with official documents related to the project
- Inform the Partner of any changes connected to the project or to the Grant Agreement, or of any event likely to substantially affect the implementation of the action
- Central communication point with project partners and external stakeholders
- Only intermediary with the EACEA for the submission of reports, payment and amendment requests



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Roles of the different members of the Consortium (Cont'd)

Role of the Partners:

- Equally responsible as the coordinator
- Ensure adequate communication with the Coordinator
- Support the Coordinator in fulfilling its tasks according to the Grant Agreement
- Submit in due time to the Coordinator all relevant data needed to draw up the reports, financial statements and any other documents provided for in the Grant Agreement, as well as all necessary documents in the events of audits, checks or evaluations
- Provide the Coordinator with any other information or documents it may require and which are necessary for the management of the project
- Notify the Coordinator immediately of any event likely to substantially affect or delay the implementation of the action, as well as of any important deviation of the project (e.g. replacement of the project contact person, changes in Partner's budget, deviations from work plan etc.)



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Roles of the different members of the
Consortium (Cont'd)

Role of the Partners (Cont'd):

- Inform the Coordinator immediately of any change in its legal, financial, technical, organizational or ownership situation and of any change in its name, address or legal representative



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Period of Eligibility

- *Period of Eligibility*

- Oct 15th, 2016 until Oct 14th, 2019

The Partnership Agreement shall remain in force until the Coordinator has been discharged in full of all obligations arising from the Grant Agreement signed with the Executive Agency.



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Reporting

- **Mid-term Reports:** Due by 28th February, 2018 or earlier if advised by the Coordinator; the reports consist of:
 - description of the progress made, statistics and indicators, tables of achieved/planned outcomes, etc. as specified in Annex V of the Agreement;
 - "Summary report for publication"
 - "Statement on the use of the previous pre-financing instalment" as specified in Annex VI of the Agreement which represents an overall financial overview of the use of the grant until the date of the submission of the progress report.



Reporting (Cont'd)

- **Final Reports:** Due by 1st October, 2019; the reports consist of:
 - “Final report on the implementation of the action” (description of the results and achievements, statistics and indicators, table of achieved outcomes, etc.) as specified under Annex V of the Agreement;
 - "Summary report for publication"
 - "Final Financial Statement and Request for payment" - including the financial tables for each budget heading and the required supporting documents (see sections 3.2 and 3.3 in ‘Guidelines for the Use of the Grant – Annex VII’ for the type of supporting documents to be submitted under each budget heading) - as specified under Annex VI of the Agreement;



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Reporting (Cont'd)

- The Partner commits to provide the Coordinator with any additional supporting documentation/reports as required by AUC (specified in annex I) and/or EACEA.

Other technical and financial/settlement reports are also required in accordance with the approved budget and following the appropriate reporting format and guidelines of Annexes I & V & VI & VII





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Payment & Advance Settlement

Payment Arrangements (6 installments):

- 20%, due 30 days after the date last Party signs
- Equal payments due 30 days after the Partner settles the previously disbursed installment
 - Financial/settlement reports with original documents
- 10% of the total, due within 30 days after the approval of the final report and receiving the final payment from EACEA.



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Payment & Advance Settlement (Cont'd)

For the submission of the final report, AUC will be administering the Mandatory (Audit) Certificate on the project financial statements and underlying accounts required by EACEA

The Partner shall keep a record of any expenditure/activity incurred under the project and all proofs and related documents for a period of 5 years after the payment of the final balance under the Grant Agreement.





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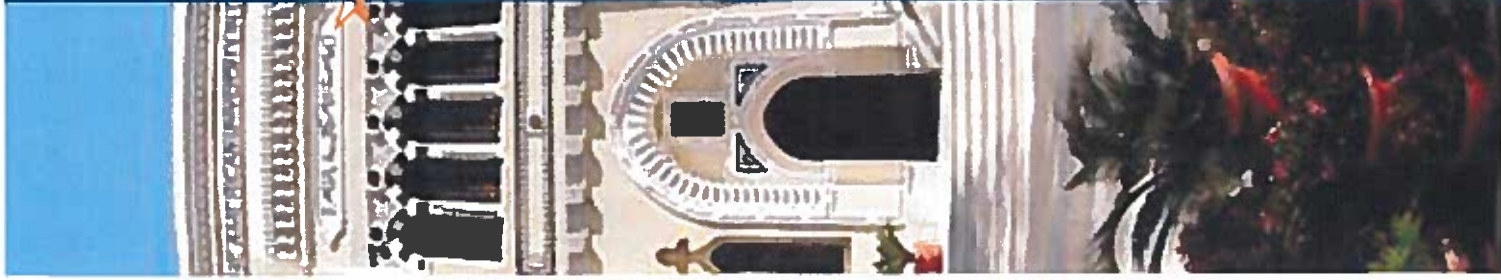
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Changes

- The Coordinator is Solely responsible for negotiating, communicating or requesting amendments on behalf of the whole project..
- Time Extension, Budget Modifications, Activities
 - No later than one month before the end
 - The coordinator submits a request for amendment to the Agency **before implementing the change**





Publicity

- Any notice or publication by the project, including at a conference or a seminar, must specify that the project is being co-financed by EU funds within the framework of the Erasmus+ Programme
- Visibly indicate "with the support of the Erasmus+ Programme of the European Union" as well as the graphic logos

https://eacea.ec.europa.eu/about-eacea/visual-identity_en

- The use of the logo is compulsory
- No changes in color or content are authorized. The logo should neither be distorted nor rotated.
- Material produced for project activities, training material, projects websites, special events, posters, leaflets, press releases, CD ROMs, etc. must bear the logo



Disclaimer:

Any publication should mention the following sentence:

"This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"



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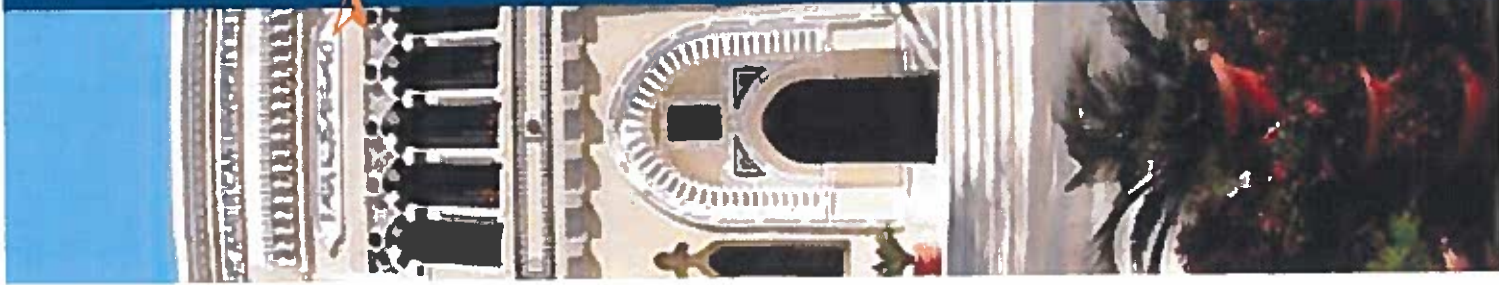
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Termination

- AUC has the right to terminate this Agreement in the event of a termination of the Prime Contract by EACEA a reduction of funding of the project by EACEA, or any of the reasons set forth in the "Termination" clause
- After acquiring EACEA's Approval, AUC may, subject to paragraphs below, by written notice of default to the Partner, terminate this Agreement in whole or in part if the Partner fails to:
 - Deliver the invoices/financial reports and supporting documents or to perform the work within the time specified in this Agreement or any extension
 - Make progress, so as not to endanger performance of this Agreement;
 - or
 - Perform any other of its obligations of this Agreement





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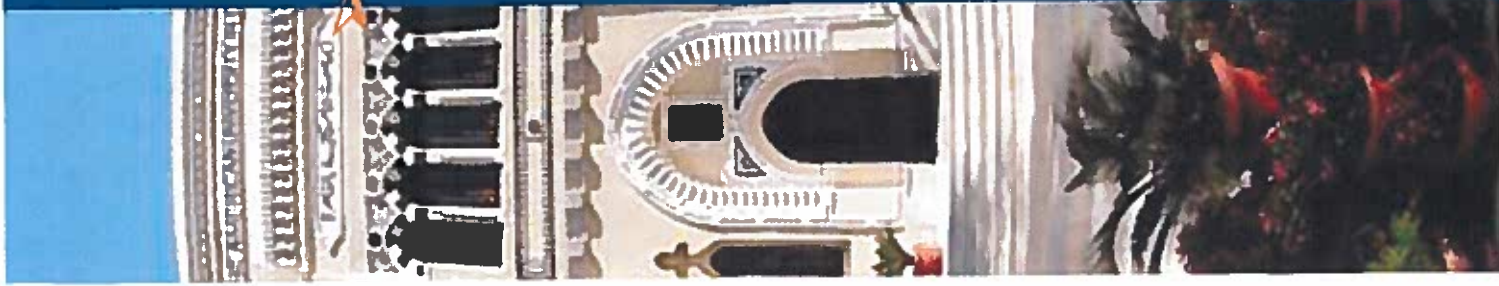
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Financial Penalties

- *Breach of Publicity rules*
- *Breach of contractual obligations*
- *Impact of weak performance:*

EACEA will apply the following reduction of the project maximum grant

- 25% : performance score between 40 points and 50 points / 100
- 35% : performance score between 30 points and 40 points / 100
- 55% : performance score between 20 points and 30 points / 100
- 75% : performance score below 20 points / 100





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Thank you

