

Distribution w attachments:

Dr. Malak Zaalouk	Travel Office	Ms. Reham Mezeini	Ms. Amira Gaber (GAS)
Mr. Mostafa Abdel-Latif	Ms. Sally Hanna & Mr. Amir Habib	Mr. Sherif El Sheemy (If Applicable)	File Dr. El Deghaidy
Mr. Tawfik El Klisy & Ms. Mona Abdalla & Ms. Amal Kamal (SCM)			

THE AMERICAN UNIVERSITY IN CAIRO OFFICE OF SPONSORED PROGRAMS
--

A w a r d S u m m a r y (C h a n g e)

Date: 31-October-2018

Title:	School and University Partnership for Peer Communities of Learners		
Principal Investigator:	Malak Zaalouk	Co-PI:	Heba Fathy El Deghaidy
Proposal Date:	02/10/2016	Department/Division:	GSE-Middle East Institute for Higher Education (MEIHE)
Proposal Amount:	748457	Award Amount:	EUR 748,457.00
Agreement Number:	573660-EPP-1-2016-1-EG-EPPKA2-CBHE-JP (2016 - 2516 / 001 - 001)	Cost Sharing Amt:	EUR
Award Date:		Overhead recovered:	0
Award Type:	Cost reimbursement	Project Code:	0900350001037
Agreement Type:	Grant	Cost Sharing Code:	
Function:	Instruction	Exchange Rate:	

SPONSOR INFORMATION

Sponsor: European Commission(EC) **Prime Sponsor:** -
 Other Government (Neither Egyptian nor US.)

Source of Funds: Non-Federal **CFDA number:**

Sponsor - designated Contact Details

- **Education, Audiovisual and Culture Executive Agency**

Unit A4 - Erasmus+: Higher Education - International Capacity
 Building
 BOUR 01/17
 1, Avenue du Bourget - BE-1049

Grants Officer

- Ralf Rahders,
 Head of Unit
 Phone Number:

Email: EACEA-EPLUS-CBHE-PROJECTS@ec.europa.eu

Fax Number:

SCOPE OF WORK

The aim of this project is to empower Egyptian Faculties of Education to develop modern, innovative and effective models of Continuing Professional Development CPD that is school based and allows for the development of Professional Development PD schools that are sustainable and that will eventually be brought to a larger scale in the Egyptian and regional context.

CURRENT BUDGET INFORMATION

AMOUNT IN USD (AWARD LIST INFO):	\$797,952.00	2017	
---	--------------	------	--

Basic Award *: 15-Oct-16 - 14-Oct-19 **EUR** 748,457.00
 15-Oct-16 - 14-Apr-20

Modifications:

15-Oct-16 - 14-Apr-20

Approved Budget:

Total Project Budget for AUC and 7 Partners

	EUR
I STAFF COSTS	289,337.00
II TRAVEL COSTS	100,950.00
III COSTS OF STAY	188,370.00
IV EQUIPMENT	95,000.00
V SUBCONTRACTING	74,800.00
TOTAL GRANT CONTRIBUTION (total I - V)	748,457.00

This budget represents the total for AUC and the other 7 partners. The detailed budget sheet attached lists each partner's share as well as AUC's share.

REPORTING INFORMATION

Financial Reports:

Internal

15-4-2017 ; 15-10-2017 ; 15-4-2018 ; 15-10-2018 ; 15-4-2019 ; 15-10-2019

Interim Financial

14-4-2018

Final Financial

14-6-2020

Technical Reports:

Interim Narrative/Technical

14-4-2018

Final Program Reports

14-6-2020

General Comments to the Reports: 1) Intermediate Report (When 70% of the 1st pre-financing has been disbursed and not later than half way through the eligibility period):

- Report on implementation of the project (IR)
- Summary report for publication
- Statement of the costs incurred and request for payment (Annex VI)

*** The Intermediate Report may be submitted to the Agency prior to the date on the reporting schedule (04/14/2018) if 70% of the 1st pre-financing has been disbursed prior to that date.

2) Final report: The deadline for submitting the final report is 2 months after the end of the eligibility period.

- Final report on implementation of the action
- Summary report for publication
- Final financial statement and request for payment, including the financial tables for each budget heading
- For all grants an (Audit) certificate on the financial statements and underlying accounts (Report of Factual Findings on the Final Financial Report - Type II)

In order to receive the final payment, please fill and submit the e-Final Report with the application E-Reports. (The 'e-Final Report User Guide' word file is attached).

The e-Final Report of the project is available via the 'Participant Portal'. With the e-Final Report you will have to attach the following annexes:

- Certificate on the financial statements and underlying accounts
- For grants above 60,000: certificate on the financial statements and underlying accounts (Report of Factual Findings on the Final Financial Report - Type I or II).

**** The implementation reports, summary reports for publication, financial statements and other documents must be submitted by the beneficiary in the language of the grant agreement in accordance with the templates, the instructions and guidelines for the use of the grant provided on the website of the Executive Agency:

http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en

**** Important: The Supporting documents (copies, not originals) to be submitted with the Final Report include:

- * Invoices related to purchase of equipment where the cost exceeds EUR 25.000

* Invoices and contracts related to subcontractors whether academic or administrative (individuals, companies) if the cost exceeds EUR 25.000

NOTE to Financial

Reports:

NOTE to Technical Reports: A "progress report on implementation of the action" as specified in Annex V :Model Technical Report' shall be submitted at the latest half way through the eligibility period (April 2018).

P A Y M E N T S C H E D U L E

#	Due Date *	Amount	Comment
1	31-Dec-2016	EUR 374,228.50	
Total		EUR 374,228.50	

* The due dates may slightly change according to the progress of the project.

C O M M E N T S

- Does the Proposal include AUC Cost Sharing?Specify Source **NO**

- Will this project use the YJ-STRC? **NO**

LOE INCLUDED IN THE APPROVED BUDGET (IF APPLICABLE):

Participating AUC Faculty	Research Compensation	Academic Release Time	Summer Months	Winter Months
Heba El Deghaidy	4.5 %	0	0	0
Malak Zaalouk	4.5 %	0	0	0

FACULTY COMPENSATION DESCRIPTION

O T H E R C O M M E N T S

1 **MODIFICATIONS**

Modification #1:

As per the attached amendment dated 22-Oct-2018, the sponsor approved AUC request to extend the duration of the project until April 14, 2020 at no additional cost.

As per the attached, "this extension is conditional on the achievement of the project's objectives and the respect of the budget allocated to the project.

No further extension of the eligibility period will be granted.

The final report is now due on 14-Jun-2020

2 **IMPORTANT**

The grant shall be of a maximum amount of EUR 748.457,00 and shall take the form of:

(a) The reimbursement of 100 % of the eligible costs of the action ("reimbursement of eligible costs"), which are:

- (i) actually incurred ("reimbursement of actual costs") for the following categories of costs indicated in Annex III 'Budget': Equipment costs, Costs for Subcontracting**
- (ii) reimbursement of unit costs: not applicable**
- (iii) reimbursement of lump sum costs: not applicable**
- (iv) declared on the basis of a flat-rate of 7 % of the eligible direct costs ("reimbursement of flat rate costs") to cover the indirect costs: not applicable.**

b) Unit contribution: reimbursement of unit costs for the following categories of costs indicated in Annex III 'Budget': Staff Costs, Travel Costs and Costs of Stay

(c) Lump sum [s] contribution: not applicable

(d) Flat-rate contribution: not applicable.

3 **AUDIT AND RECORD KEEPING:**

The Middle East Institute of Higher Education (GSE/MEIHE) is responsible for keeping on file a copy of all books, records, documents, technical reports and other evidence relating to the project for audit purposes for a period of five years starting from the date of payment of the balance. The Controller's Office is responsible for keeping all accounting records for the same period. OSP will retain records of transmittal letters only.

4 **LINE ITEM FLEXIBILITY:**

The AUC may, in agreement with the co-beneficiaries, when carrying out the action, adjust the estimated budget by transfers between categories of eligible costs, provided that this adjustment of expenditure does not affect the implementation of the action and the transfer between categories does not exceed 10% of the amount of each category of estimated eligible costs for which the transfer is intended, and without exceeding the total eligible costs.

ARTICLE 1.8 - SPECIAL PROVISIONS ON 'BUDGET TRANSFERS'

The AUC and co-beneficiaries are allowed to adjust the estimated budget set out in Annex III by transfers between themselves and between the different budget categories, without this adjustment being considered as an amendment of the Agreement within the meaning of Article II.12.

Should co-beneficiaries want to modify the value of the contribution that each of them is entitled to, the AUC shall request an amendment in accordance to Article II. 12.

ARTICLE II.22 - GENERAL CONDITIONS ON 'BUDGET TRANSFERS'

5 **HUMAN SUBJECTS:**

None anticipated (PI should inform OSP if human subjects will be used).

6 PAYMENTS

Upon entry into force of the Agreement, a pre-financing payment of 50% (EUR 374,228.50) of the maximum amount specified in Article I.3 (EUR 748,457.00) shall be paid to the AUC.

Further pre-financing payment:

A second pre-financing payment of 40% (EUR 299,382.80) of the maximum amount specified shall be paid to the AUC, subject to the following conditions:

- having used at least 70 % of the previous pre-financing instalment paid;
- the receipt of the "Statement on the use of the previous pre-financing instalment", as specified in Annex VI 'Financial Statement' and the Request for payment;
- the receipt of the -mentioned "progress report on implementation of the action" as specified in Annex V 'Technical Report'.

The time limit for the Agency to make the payment of the balance is 60 days.

ARTICLE I.4 'SPECIAL CONDITIONS' and ARTICLE II.24 'GENERAL CONDITIONS'.

7 ELIGIBLE COSTS:

Please refer to Articles I.10.4 of "Special Conditions" and Article II.19 of the "General Conditions" Part B "Financial Provisions" for details on eligible and ineligible costs.

8 PENALTIES:

Article 1.10.6 'Penalties in the case of poor, partial or late implementation' in 'SPECIAL PROVISIONS':

For the purpose of poor, partial or late implementation as provided for in Article 11.25.4 of the General Conditions, and in a total of maximum 100 points, the reduction of the grant will be of:

- 25% if the project scores at least 40 points and below 50 points;
- 35% if the project scores at least 30 and below 40 points;
- 55% if the project scores at least 20 and below 30 points;
- 75% if the project scores below 20 points.

9 APPLICABLE LAW AND DISPUTE SETTLEMENT:

The Agreement is governed by the applicable Union law complemented, where necessary, by the law of Belgium.

ARTICLE 11.18 - GENERAL CONDITIONS ON 'APPLICABLE LAW, SETTLEMENT OF DISPUTES AND ENFORCEABLE DECISION

10 COMMUNICATION:

Any communication addressed to the Agency shall be sent to the following address:

Education, Audiovisual and Culture Executive Agency

Mr Ralf Rahders

Unit A4 - Erasmus+: Higher Education - International Capacity Building

BOUR02117

1, Avenue du Bourget

BE-I049 Brussels

Any communication addressed by e-mail to the Agency shall be sent to the functional mailbox

EACEA-EPLUS-CBHE-PROJECTS@ec.europa.eu AND to the Project Officer in charge: Giordana.BRUNO@ec.europa.eu

11 INELIGIBLE COSTS:

In addition to Article II.19.4 of the General Conditions, the following costs are ineligible as per Article 1.10.13 of the Special Conditions:

- equipment such as: furniture, motor vehicles of any kind, equipment for research and development purposes, telephones, mobile phones, alarm systems and anti-theft systems;
- costs of premises (purchase, rent, heating, maintenance, repairs etc.);
- costs linked to the purchase of real estate;
- expenses for activities - and related travel - that are not carried out in the project beneficiaries' country (see Annex IV), unless listed as an eligible activity in the Guidelines for the Use of the Grant or explicit prior authorisation has been granted by the Agency;
- depreciation costs.

12 CHECKS AND AUDITS:

The Agency and/or the Commission may carry out technical and financial checks and audits in relation to the use of the grant. It may also check the statutory records of AUC for the purpose of periodic assessments of lump sum, unit cost or fiat-rate amounts (Article II.27.1 of General Conditions).

AUC shall keep all original documents, especially accounting and tax records, stored on any appropriate medium, including digitalised originals when they are authorised by their respective national law and under the conditions laid down therein, for a period of five years starting from the date of payment of the balance (Article II.27.2 of General Conditions - 27).

13 MEETINGS:

Representatives of the AUC as the co-ordinator (and other beneficiaries if required) shall participate in meetings organised by the Agency. There will be up to 2 meetings per year. The expenses for participation will be considered eligible costs.

14 ORDER OF PRECEDENCE:

The terms set out in the 'Special Condition' shall take precedence over those set out in the Annexes.

15 CURRENCY EXCHANGE LOSSES:

Article 1.10.2 'Special provisions on the conversion of costs incurred in another currency into euro'

Any conversion into euro of actual costs incurred in other currencies shall be made by the beneficiary at the monthly accounting rate established by the Commission and published on its website

(http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeurolinforeuro_en.cfm) applicable:

1. on the month of the first pre-financing for all costs incurred until the second pre-financing is received and
2. on the month of the receipt of the second pre-financing for all costs incurred until the end of the project.

16 FINANCIAL PENALTIES:

ARTICLE 11.17 - 'ADMINISTRATIVE AND FINANCIAL PENALTIES' of the 'GENERAL CONDITIONS':

By virtue of Articles 109 and 131(4) Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and with due regard to the principle of proportionality, a beneficiary which has committed substantial errors, irregularities or fraud, has made false declarations in supplying required information or has failed to supply such information at the moment of the submission of the application or during the implementation of the grant, or has been found in serious breach of its obligations under the Agreement shall be liable to:

- (a) administrative penalties consisting of exclusion from all contracts and grants financed by the Union budget for a maximum of five years from the date on which the infringement is established and confirmed following a contradictory procedure with the beneficiary; and/or
- (b) financial penalties of 2% to 10% of the value of the contribution the beneficiary concerned is entitled to in accordance with the estimated budget set out in Annex III.

In the event of another infringement within five years following the establishment of the first infringement, the period of exclusion under point (a) may be extended to 10 years and the range of the rate referred to in point (b) may be increased to 4% to 20%. The Agency shall formally notify the beneficiary concerned of any decision to apply such penalties.

17 REQUEST FOR PAYMENTS:

Article II.23 of the 'General Conditions' Part B 'Financial Provisions' details request for payment and supporting documents.

18 PROCUREMENT:

In addition to the provisions set out in Article II.9 and Article II.10 of the General Conditions, where the value of a contract awarded in accordance with those Articles is over EUR 25.000 and less than EUR 134.000, the beneficiaries shall launch a tendering procedure and obtain competitive offers from at least three suppliers and retain the one offering best value for money, observing the principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interests. Where the value of a contract awarded in accordance with those Articles exceeds EUR 134.000, national legislation will be applicable.

The beneficiaries may not split the purchase of equipment into smaller contracts below the threshold. The co-ordinator must clearly document the tendering procedure and retain the documentation in particular for audit purposes in accordance with Article II.27 of the General Conditions.

Article 1.10.1 'Additional provisions on award of contracts and subcontracting' of 'Special Other Conditions'.

19 TERMINATION

Please refer to Article II.16 of the 'General Conditions' for details on:

- Termination of the Agreement by the coordinator;
- Termination of the participation of one or more beneficiaries by the coordinator;
- Termination of the Agreement or the participation of one or more beneficiaries by the Agency; and
- Effects of termination.

20 DISSEMINATION OF RESULTS:

Dissemination and exploitation of results (Article 1.10.8 of Special Conditions)

Beneficiaries of grants under the Erasmus+ programme have the duty to ensure that the work undertaken within the framework of this Agreement and the results accruing from it receive substantial visibility.

AUC as the co-ordinator must pay specific attention to the importance of dissemination, exploitation of results of the action and to their visibility at a transnational level. In this respect, the coordinator must:

- create and maintain (at least during the project lifetime) a website for the action. The website must be kept up-to-date with at least: a description of the project, the contact details of the coordinator, the list of beneficiaries, mention of the European Union's financial support with the relevant logo (see Article I.10.9 below) and access to all results, as and when they become available.
- provide during the project lifetime the Agency and/or the Commission with the information requested in order to promote the Erasmus+ Programme and disseminate the results. This may include answering questionnaires and entering data into databases.

21 **INTELLECTUAL PROPERTY**

In addition to the provisions of Article 11.8 of the 'General Conditions', if the beneficiaries produce materials under the scope of the project, such materials must be made available for the public, in digital form, freely accessible through the Internet under open licenses. The beneficiaries must also warrant that the Agency and the Commission has the rights to:

- communicate the results of the action by any other types of communication not specified in the General Conditions;
- edit or re-write in another way the results of the action, including shortening, summarising, modifying the content, correcting technical errors in the content;
- cut, insert meta-data, legends or other graphic, visual, audio or word elements in the results of the action;
- extract a part (e.g. audio or video files) of, divide into parts or compile the results of the action;
- prepare derivative works of the results of the action;
- translate, insert subtitles in, dub the results of the action in all official languages of EU;
- authorise or sub-licence the modes of exploitation set out above to third parties;

The Agency and the Commission shall have the rights of use specified in the General Conditions and set out above for the whole duration of the industrial or intellectual property rights concerned.

ARTICLE 1.7 - ADDITIONAL PROVISIONS ON USE OF THE RESULTS (INCLUDING INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS)

- Please find below the link to OSP's PI handbook which will help you administer your project.

<http://in.aucegypt.edu/offices/office-sponsored-programs/award#pi>

- Procedures Manual for Externally-Funded Grants, developed by Grants Accounting Services Office - AUC Controller:

<http://in.aucegypt.edu/offices/office-controller/policies-and-procedures>

- The principal investigator and the supporting AUC units should read the Contract and all attachments in their entirety. This summary serves only to flag important conditions and is not a substitute for the agreement. OSP will answer any questions and help interpret any obscure aspects of the document.

Attachments:

Letter of Extension Approval.pdf



Education, Audiovisual and Culture Executive Agency

Erasmus+ : Higher Education - International Capacity Building

Brussels, **22 OCT. 2018**
Appfin (2018) 18D020085
File code: 2016-2516

Prof. Ehab Abdel-Rahman, Provost
The American University in Cairo
Avenue P.O. Box 74
11835 New Cairo
Egypt

Email: ehab_ab@aucegypt.edu

Subject: 573660-EPP-1-2016-1-EG-EPPKA2-CBHE-JP
Ref.: 2016-2516/001/003 - Extension of the Eligibility Period

Dear Prof. Abdel-Rahman,

Thank you for your letter received on 19/09/2018.

Based on the reasons provided, we can agree to extend the eligibility period of the project by 6 months until 14/04/2020 adapting the work programme of your project as proposed.

Please note that this extension is conditional on the achievement of the project's objectives and the respect of the budget allocated to the project. No further extension of the eligibility period will be granted.

The deadline for the submission of the Final Report is now 14/06/2020.

You will find attached an amendment to your Grant Agreement.

Should you require any further information, please contact Franco Burgio (Tel: +32 2 29 95789, e-mail: Franco.Burgio@ec.europa.eu and eacea-eplus-cbhe-projects@ec.europa.eu). We also encourage you to regularly consult our Erasmus+ CBHE website https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/capacity-building-in-higher-education_en.

We wish you a successful continuation of your activities.

Yours sincerely,



Ralf RAHDERS
Head of Unit

Copy by email: mz@aucegypt.edu
yasser.elshayeb@erasmusplus-egypt.eu



Education, Audiovisual and Culture Executive Agency

Erasmus+: Higher Education - International Capacity Building

AMENDMENT

N° 2016 - 2516 / 001 - 003

TO

GRANT AGREEMENT
2016 - 2516 / 001 - 001

573660-EPP-1-2016-1-EG-EPPKA2-CBHE-JP

Concluded between the **Education, Audiovisual and Culture Executive Agency** (hereinafter referred to as "the Agency"), acting under powers delegated by the European Commission, represented for the purposes of signature of this amendment by RAHDERS Ralf, Authorising Officer by Sub-delegation of the Agency,

and

THE AMERICAN UNIVERSITY IN CAIRO
KASR EL AINI STREET 113,
PO BOX 2511
EG - 19511 CAIRO

hereinafter referred to as "the coordinator",

and the other beneficiaries, listed in the above mentioned Grant Agreement (hereinafter referred to as "the Agreement"),

hereinafter referred to collectively as "the beneficiaries",

Having regard to the mandate(s) attached to the Agreement, which allow(s) the coordinator to request the amendment of the latter,

Whereas by letter of 19/09/2018 the coordinator has requested an amendment of the Agreement,

Whereas the Agency agrees to amend the Agreement,

As a consequence, the Agreement is modified as follows:

ARTICLE I

ARTICLE I.2 – ENTRY INTO FORCE OF THE AGREEMENT AND DURATION OF THE ACTION of the Agreement shall read as follows:

I.2.1 The agreement shall enter into force on the date on which the last party signs.

I.2.2 The action shall run as of 15/10/2016 (the "starting date of the action") and shall end on 14/04/2020.

ARTICLE II

All the other provisions and annexes of the Agreement and any previous amendments, which are not changed by this amendment shall remain unchanged and shall continue to apply.

ARTICLE III

The present amendment shall form an integral part of the Agreement. It shall take effect on the date of its signature.

SIGNATURE

RAHDERS Ralf,

Signed in Brussels, on 29/10/18