



Claims Information Sheet 3:

How universities can claim for 'Staff costs' from the European Union

Background

- Each work package (WP) has money for Myanmar and European staff members for 'staff costs' spent on the MuEuCAP project
- The European Union will pay the universities (NOT the staff themselves) for these 'staff costs'
- 'Staff costs' are in 4 categories - i: Manager; ii: Teacher/Trainer/Researcher; iii: Technical staff; iv: Administrative staff
- The rate of payment (in Euros) for 'staff costs' is set out by the European Union and NOT by the MuEuCAP project; it varies between the different staff categories and between different universities (we are not responsible for this)
- It is possible for a staff member to work in more than one category – i.e. she/he could work for the MuEuCAP project sometimes in the capacity of a 'Teacher' and sometimes as an 'Administrative staff member'
- If in doubt, the Project Coordinator, Dr Swen Renner can advise individual universities on the total amount of 'staff costs' allowed to be claimed from each work package (WP)
- **Claim forms for 'staff costs' are completed by the individual staff members but the claim itself is made by the university.**

For the university to be eligible to claim 'staff costs', the staff member must:

- be employed by one of the Myanmar or European universities in the MuEuCAP project
- have completed, signed (and had countersigned) a Joint Declaration Form (see example in Appendix 1 below) and this must cover the date of the work for which she/he is claiming (ie preparing for, or taking part in a workshop)
- have attended a MuEuCAP workshop and signed the attendance list for each day that they are claiming
- **completed a project 'Timesheet', as an Excel file (see Appendix 2).** *In practice, we can assist staff members with this until they are familiar with the procedure because it is not an easy concept to grasp. Please note:* separate timesheets must be filled out by a staff member for the different categories in which she/he works. So, for example, if she/he works for MuEuCAP as a 'Teacher' for some of the time and in 'Administration' for another part, she/he must fill out two different 'Timesheets' (see Appendix 3).

For the university to claim the money, it must:

- provide the project coordinator, Dr Swen Renner, at a convenient moment (at the end of a workshop, for example) with a series of project 'Timesheets', as Excel files (see Appendix 2) for each staff member.
- Dr Swen Renner will check the 'Timesheets' and give the university permission to withdraw the money from the EU advance sent to that Myanmar university
- the university will withdraw the money based on what they are advised by Dr Swen Renner, which, in turn, is based on the rate of 'Staff costs' (in Euros) as determined by the European Union.

Please note: 'Staff costs' are not a personal benefit for individual staff but are for the benefit of their university.

JOINT DECLARATION

Ref. No... leave blank, do NOT fill in Project No. 585618 (MuEuCAP) this is always the same

The reference number must correspond to the progressive numbering indicated in the financial statements of the final report

FROMMyeik University.....
Hereinafter "the Institution"*

AND Name: Dr Khin Mie Mie.....
Address: ...Please include your home address/ residential address
.....
Hereinafter "the Staff member"*

THE INSTITUTION AND THE STAFF MEMBER HEREBY CERTIFY THAT:

- The Institution is a member of the partnership for the above-mentioned project.
- The Staff member is either:
 - employed by the Institution and is part of its payroll system YES/NO
 - or
 - a natural person ** assigned to the project on the basis of a contract against payment YES/NO
- The Institution and Staff member agree that the Staff member has worked on this project and performed the following duties during the project's eligibility period.

	<i>dd/mm/yy</i>		<i>dd/mm/yy</i>
FROM	01/02/2018	TO	01/04/2019

Please describe the outputs produced (short overall indication since detailed information has to be given in the accompanying time-sheet):

Dr Khin Mie Mie is a staff member of the Zoology Department of Myeik University. She is participating in WP1, WP2 and WP7.....

- Please complete the following information.

Staff category (Manager / Researcher, Teacher, Trainer / Technician / Administrative staff)	Teacher
Country of the Institution	Myanmar
Number of days worked and charged to the project (according to time-sheet)	

- This declaration does not alter in any way the employment conditions/assignment already existing between the Institution and the Staff member and is established solely for the purpose of justifying the Staff costs that the Institution will charge to the *Erasmus+ Capacity Building in Higher Education* grant.

Done in ...Myeik University..... Date ??..include the start and end date of the work that you have carried out

Name...Khin Mie Mie.....

Function...Assistant Lecturer.....

InstitutionMyeik University..... Staff member name...Khin Mie Mie.....

Signature and Stamp of the Institution

Signature of the Staff member

*The declaration must be signed by the person concerned, then signed and stamped by the person responsible in the Institution where this person worked for the project. The Institution must be a member of the partnership.

** A natural person (*individual*) can be assigned to the action also on the basis of e.g. a civil contract, a free-lance contract, an expert contract, a service contract with self-employed person ("in house consultant) or a secondment to the Institution against payment. The costs of such natural persons working under the action may be assimilated to the costs of personnel, if: (i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed); and (ii) the result of the work belongs to the Institution (unless exceptionally agreed otherwise); and (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract within the institution

Appendix 2

AutoSave Off Example Timesheet 2018 - Excel Paul Bates

File Home Insert Draw Page Layout Formulas Data Review View Help Tell me what you want to do Share

Clipboard Font Alignment Number Styles Cells Editing

SECURITY WARNING Macros have been disabled. Enable Content

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PROJECT TIMESHEET					
Add Row		Delete Row			
Project number :	585618-EPP-1-2017-1-AT-EPPKA2-CBHE-JP				
Surname :	MIE				
First Name :	MIE MIE				
Institution :	MYEIK UNIVERSITY				
Country :	MYANMAR				
Position :	ASSISTANT LECTURER				
Staff Category ¹ :	Researcher / Teacher				
Year	Month	Number of Days	Work Package	Description of tasks performed and outputs produced	
2018	January	2	Preparation	wp1.2 project kick off meeting Myeik preparation; meeting prepared; report written	
2018	March	2	Preparation	wp1.2 project kick off meeting Myeik preparation; meeting prepared; report written	
2018	March	2	Preparation	wp1.2 project kick off meeting Myeik successfully participated the meeting; meeting successfully finished; report written	
2018	March	1	Development	wp8.1 steering committee meeting Myeik; meeting successfully finished; report written, finalized and approved	

Sheet1