

**ANNEX IV**  
**GUIDELINES FOR PROJECT SUPPORTING DOCUMENTATION**

The beneficiary shall submit to the International Hellenic University - IHU (DIETHNES PANEPISTIMIO ELLADOS) the following documentation required to draft the interim and final reports that the coordinator must send to the EACEA within the period specified in the Grant Agreement:

- a) Before April 15, 2021, for the interim report: information about the implementation of activities under the project, covering the period from November 15, 2019 to March 14, 2021 following the instructions and models provided by the contractor.
- b) Before December 15, 2022, for the final report: implementation of activities under the project, covering the period from March 15, 2021 to November 14, 2022, or to the end date of the project in case it has to be extended following the instructions and models provided by the contractor.

**1. STAFF COSTS**

Consortium staff members involved in some of the MechanUz project activities will be paid under staff cost heading.

In order to justify payments, beneficiaries should send the following documentation. The local coordinator is the person in charge of join all the documents related with staff members working under its local organization. Then, a scanned copy should be sent to [ihu.mechan@gmail.com](mailto:ihu.mechan@gmail.com) before sending original documents by post. Please, find the postal address at the bottom of the document.

- Proof of the existence of a formal employment relationship between the employee and the employer contract is required.
- Proof of the declared workloads. This will take the form of a report of tasks performed per person involved at the project per reporting period.
- Joint Declaration (EACEA template). This document must be signed by the person who takes part in the activity, and then signed and stamped by the person responsible (e.g. the dean) in the institution where this person is normally employed. Two original copies are requested by post to above address.
- Time sheet.

It should be attached to each Staff Convention, indicating:

- the date of the service provided
- The number of days worked on these dates
- The task performed (short description) in relation to the activity plan.

Time-sheets must be signed by the person concerned and countersigned by the person responsible in the institution where this person is normally employed.

## **2. TRAVEL COSTS AND COSTS OF STAY** - Information for those participants traveling within the framework of the project.

Any category of staff (e.g. managers, RTT, technical and administrative staff) under official contract in the beneficiary institutions and involved in the project may benefit from financial support for travel and subsistence provided it is directly necessary to the achievement of the objectives of the project.

Supporting documentation

- An Individual Travel Report (ITR - EACEA template) for each participant and each trip, calculated by unit costs, according to the distribution shown in Annex III.
- Boarding passes, tickets, hotel bills or documentary evidence of the travel.
- Copies of the insurance policies required for participants travelling abroad.

Please, do not forget to scan all the documents and send them by email.

## **3. EQUIPMENT COST**

Only the purchase of equipment which is directly relevant to the objectives of the project can be considered as eligible expenditure.

The equipment must be recorded in the INVENTORY OF THE INSTITUTION WHERE IT IS INSTALLED. It also must respect the rules for visibility of the European Union

Purchase of equipment requires the following conditions:

When the threshold of EUR 25.000 is not exceeded, three offers are required. When the purchase of equipment exceeds EUR 25 000, documentation of the tendering procedure and three offers from different companies are needed. Tender specifications are mandatory and instrumental in achieving this goal. Tender specifications describe what the beneficiary institution is going to buy. The quality of the description determines not only the quality it will get, but also the price that it will pay. It is also particularly important to ensure total consistency between the tender specifications and the other tender documents (i.e. the invitation to tender, draft contract and various annexes). You can find more information about tendering procedure in articles I.13 and II.9.2. of the Grant Agreement.

Invoices must contain the following data, otherwise payment cannot be made by HIU:

- Invoice number
- Name of the company
- National Identification Number
- Company address
- Invoicing Date
- Detailed concept
- Unit/Price
- Total Amount to be paid

Two original copies of the invoice have to be sent, first by email—scanned copy- and then by post to the address you can find at the bottom of the Annex.

#### **4. SUBCONTRACTING COSTS**

Subcontracting must be done on the basis of a contract, which should describe the specific tasks being carried out and its duration. It must include a date, project number and the signature of both parties.

Supporting documents required:

- Invoices, subcontracts and bank statements.
- When the threshold of EUR 25.000 is not exceeded, three offers are required. When the threshold of EUR 25.000 is exceeded, documentation on the tendering procedure and three offers.

#### **5. VAT (For Equipment and Subcontracting costs)**

VAT is considered ineligible cost, unless there is an official document from the national tax authorities (i.e. Ministry of Finance) proving that the corresponding costs cannot be recovered, that is that the institution concerned cannot recover the VAT.

#### **6. COFINANCING**

The EU grant to the projects has to be considered as a contribution to cover part of the actual costs incurred by the partner institutions in carrying out the activities foreseen in the budget of the project.

The partners should indicate the details of the co-funding made available for information and transparency purposes.

PLEASE, SEND ALL CORRESPONDENCE TO

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