

Annex

Unit costs applicable to the programme

(a) Unit costs applicable to all activities in the Educational programmes-source: Guidelines for Educational programmes, Annex 3, table (a)

| Eligible costs | Description | Financing mechanisms | Amount | Rule of allocation |
|-----------------------|---|--|--|---|
| Travel | Contribution to travel costs of participants, from their place of location to activity venue and return | Scale of unit costs | Distances between 10 – 99 KM: 20 EUR per participant Distances between 100 – 499 KM: 180 EUR per participant Distances between 500 – 1999 KM: 275 EUR per participant Distances between 2000 – 2999 KM: 360 EUR per participant Distances between 3000 – 3999 KM: 530 EUR per participant Distances between 4000 – 7999 KM: 820 EUR per participant | Automatic (mobilities) Conditional (ICP): applicants to justify financial need related to project objectives and results |
| Special needs support | Additional costs related to participants with special needs | Reimbursement of portion of eligible costs | Up to 100% of eligible costs | Conditional: financial support for special needs must be motivated in application |

b) Unit costs applicable to all Mobility projects in HE and in SE- source: Erasmus+ Programme Guide 2017, Mobility projects for higher education students and staff, Mobility projects for school education staff

| Eligible costs | Description | Financing mechanism | Amount | Rule of allocation |
|--|---|---------------------|--|---|
| Organisational Support for Mobility projects | Any cost directly linked to the implementation of mobility activities within a Mobility project (excluding subsistence for participants), including preparation (pedagogical, intercultural), monitoring and support of participants during mobility, validation of learning outcomes | Scale of unit costs | 200 Euro/participant for the sending organisation 200 Euro/participant for the hosting organisation (*) | Automatic, based on the number of mobility participants |

(*) In the case of mobility of the staff in School education, when the staff is going to participate at structured training courses, there will be no Organisational support for the hosting organization. **Instead, each participant is entitled to receive up to 70 Euro/day (like in Erasmus+), for a maximum of 10 activity days, as a course` fee to be paid to the course` provider. The grant will reimburse 100% of the real cost, under the limitations mentioned before (source: Erasmus+ programme Guide 2017, Mobility projects for school education staff). In the case of job shadowing, the Organisational support for the hosting organisation will apply.**

(c) Unit costs applicable to individual support for Higher Education mobility activities-source: Guidelines for Educational programmes, Annex 3, table (c)

| Eligible costs | Description | Financing mechanism | Amount | Rule of allocation |
|--|---|---------------------|---|--------------------|
| Individual support for learners | Costs directly linked to subsistence of participants, including accompanying persons ³ , during mobility | Scale of unit costs | 1200 EUR/month for BS students engaged in study/placement mobility in DS Or 1000 EUR/month for DS students engaged in study/placement in BS | Automatic |
| Individual support for staff and professionals | Costs directly linked to subsistence of participants, including accompanying persons (**), during mobility | Scale of unit costs | Grant for BS staff undertaking a mobility to a DS : - 250 € /day - 1250 € /week - 2200 € for 2 weeks - 3000 € for 3 weeks - 4000 € for 4 weeks Grant for DS staff undertaking a mobility to BS - 150 € /day - 750 € /week - 1250 € for 2 weeks - 2000 € for 3 weeks - 3000 € for 4 weeks Subsistence for another 2 travel days (one before and one after the activity period) could be allocated (if needed). | Automatic |

(**)AS A GENERAL DEFINITION APPLYING TO ALL FIELDS OF EDUCATION TRAINING AND YOUTH, AN ACCOMPANYING PERSON IS THE ONE WHO ACCOMPANIES PARTICIPANTS –WHETHER LEARNERS OR STAFF/YOUTH WORKERS -WITH SPECIAL NEEDS (I.E. WITH DISABILITIES) IN A MOBILITY ACTIVITY, IN ORDER TO ENSURE PROTECTION, PROVIDE SUPPORT AND EXTRA ASSISTANCE.

(d)Unit costs applicable to individual support for mobility activities other than Higher Education-source: Guidelines for Educational programmes, Annex 3, table (d)

| Eligible costs | Financial mechanism | Amount | Rule of allocation |
|----------------|---------------------|--|--------------------|
| Individual | | up to the 14 th day of activity: <u>A2.1</u> per day per participant + between the 15 th and 60 th day of activity: | |

| | | | | |
|--|--|---------------------|--|-----------|
| support for learners | Costs directly linked to subsistence of participants, including accompanying persons, ¹ during mobility | Scale of unit costs | 70% of [A2.1] per day per participant + | Automatic |
| Individual support for staff and professionals | | | between the 61 th day of activity and up to 12 months: the 50% of [A2.1] per day per participant up to the 14 th day of activity: [A2.2] per day per participant + between the 15 th and 60 th day of activity: 70% of [A2.2] per day per participant | |

| | Learners mobility | Staff mobility |
|----------------|-------------------|-------------------|
| | Min-Max (per day) | Min-Max (per day) |
| | A2.1 | A2.2 |
| Bulgaria | 120 | 150 |
| Croatia | 120 | 150 |
| Cyprus | 120 | 150 |
| Czech Republic | 120 | 150 |
| Estonia | 120 | 150 |
| Greece | 120 | 150 |
| Hungary | 120 | 150 |
| Iceland | 150 | 200 |
| Latvia | 120 | 150 |
| Liechtenstein | 150 | 200 |
| Lithuania | 120 | 150 |
| Malta | 120 | 150 |
| Norway | 150 | 200 |
| Poland | 120 | 150 |

¹ AS A GENERAL DEFINITION APPLYING TO ALL FIELDS OF EDUCATION TRAINING AND YOUTH, AN ACCOMPANYING PERSON IS THE ONE WHO ACCOMPANIES PARTICIPANTS –WHETHER LEARNERS OR STAFF/YOUTH WORKERS -WITH SPECIAL NEEDS (I.E. WITH DISABILITIES) IN A MOBILITY ACTIVITY, IN ORDER TO ENSURE PROTECTION, PROVIDE SUPPORT AND EXTRA ASSISTANCE.

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|----------|-----|-----|
| Portugal | 120 | 150 |
| Romania | 120 | 150 |
| Slovakia | 120 | 150 |
| Slovenia | 120 | 150 |

e) Unit costs applicable to Institutional Cooperation Projects in HE-source: Erasmus+ Programme Guide, Key Action 2, Strategic Partnerships in the field of education, training and youth

NB: for mobility activities related to an institutional cooperation project the scales of unit costs for travel and individual support for the staff, as described in tables a), c) and d) apply; the rules for the support for participants with special needs who participate in mobility apply as well. For short term mobility of the learners (e.g. students participating at an Intensive Programme) the scales of unit costs related to travel in table a) apply; for the individual support of the students, the scales of unit costs for learners in table (d) apply.

| Eligible costs | Description | Financing mechanism | Amount | Rule of allocation |
|---------------------------------------|--|---------------------|---|--------------------|
| Project management and implementation | Project management (e.g. planning, finances, coordination and communication between partners...); Virtual cooperation and local project activities (e.g. class room project work with learners, youth work activities, organisation and mentoring of embedded learning/training activities, etc.); Information, promotion and dissemination (e.g. brochures, leaflets, web information, etc.). | Scale of unit costs | Contribution to the activities of the coordinating organisation: 500 EUR per month | automatic |
| | | Scale of unit costs | Contribution to the activities of the other participating organisations (partners): 250 EUR per participating organisation per month | |

| | | | | |
|----------------------|--|--|--|--|
| Intellectual outputs | Intellectual outputs/ tangible deliverables of the project (such as curricula, pedagogical and youth work materials, Open Educational Resources, IT tools, analyses, studies, peer-learning methods, etc.) | Scale of unit costs | <p>B1.1 per manager involved</p> <p>B1.2 per researcher/ teacher /trainer involved</p> <p>B1.3 per technician involved</p> <p>B1.4 per administrative staff involved</p> | <p>conditional</p> <p>Staff costs for managers and administrative staff are expected to be covered already under "Project management and implementation" and do not relate to this particular unit costs. To prevent potential overlap with such item, applicants will have to justify the type and volume of staff costs applied for in relation to each output proposed</p> <p>The outputs should be substantial in quality and quantity to qualify for this type of grant support</p> |
| Multiplier events | Contribution to the costs linked to the organisation of national and transnational conferences/seminars/events aimed at sharing and disseminating the intellectual outputs realised by the project. | Scale of unit costs | <p>100 EUR per local participant</p> <p>(i.e. participants from the country where the event is taking place)</p> | <p>conditional</p> <p>Support for multiplier events is provided only if in direct relation to the intellectual outputs of the project. A project without intellectual outputs cannot receive support for organising multiplier events</p> |
| | | | <p>200 EUR per international participant (i.e. participants from other countries)</p> | |
| Exceptional costs | Contribution to real costs related to subcontracting or purchase of goods and services, that are necessary for the implementation of the project and cannot be covered through the unit costs above | Reimbursement of portion of eligible costs | 100% of eligible costs | <p>conditional</p> <p>Subcontracting has to be related to services that cannot be provided directly by the participating organisations for duly justified reasons. Equipment cannot concern normal office equipment or equipment normally used by the participating organisations</p> |

TABLE B – INTELLECTUAL OUTPUTS (AMOUNTS IN EURO PER DAY) – SOURCE: UNIT COSTS ACCEPTED BY THE FMO IN THE CURRENT EEA GRANTS SCHOLARSHIPS PROGRAMME, 2009-2014

This funding can only be used for staff costs of organisations participating in the project for the production of Intellectual outputs. The amounts depend on: a) profile of staff involved in the project and b) the country of the participating organisation whose staff is involved.

| | Manager | Teacher/Trainer/ Researcher/ | Technician | Administrative staff |
|-----------------------------------|---------|---------------------------------|------------|----------------------|
| | B1.1 | B1.2 | B1.3 | B1.4 |
| Liechtenstein, Norway, Iceland | 300 | 230 | 160 | 120 |
| Beneficiary States | 150 | 115 | 80 | 60 |

f) Unit costs applicable to Cooperation Projects in VET- source: Erasmus+ Programme Guide, Key Action 2, Strategic Partnerships in the field of education, training and youth

| Eligible costs | Description | Financing mechanism | Amount | Rule of allocation |
|---------------------------------------|--|---------------------|--|--------------------|
| Project management and implementation | Project management (e.g. for planning, finances, coordination and communication between partners...); local project activities (e.g. class room project work with learners, organisation and mentoring of embedded learning/training activities, drafting the Memoranda of Understanding, the training agreements, elaborating the units of learning outcomes and the local curriculum, etc.); Information, promotion and dissemination (e.g. brochures, leaflets, web information, etc.). | Scale of unit costs | Contribution to the activities of the coordinating organisation (the VET school): 500 EUR per month | automatic |
| | | Scale of unit costs | Contribution to the activities of the other participating organisations (the partner company): 250 EUR per participating organisation per month | automatic |
| Costs related to the study visits | Travel and subsistence for participants Organisational fees for the hosting institutions | Scale of unit costs | According to the tables a) and d) 200 EUR per participant at the study visit | |

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|-------------------|--|--|------------------------|--|
| Exceptional costs | Contribution to real costs related to subcontracting or purchase of goods and services, that are necessary for the implementation of the project | Reimbursement of portion of eligible costs | 100% of eligible costs | conditional Subcontracting has to be related to services that cannot be provided directly by the participating organisations for duly justified reasons. Equipment cannot concern normal office equipment or equipment normally used by the participating organisations |
|-------------------|--|--|------------------------|--|

g) Unit costs applicable to the Institutional development projects related to Roma- source: Erasmus+ Programme Guide, Key Action 2, Strategic Partnerships in the field of education, training and youth

| Eligible costs | Description | Financing mechanism | Amount | Rule of allocation |
|---|---|---------------------|---|--------------------|
| Project management and implementation | Project management (e.g. planning, finances, coordination and communication between partners...); local project activities (e.g. class room project work with learners, organisation and mentoring of embedded learning/training activities, etc.); Information, promotion and dissemination (e.g. brochures, leaflets, web information, etc.). | Scale of unit costs | Contribution to the activities of the coordinating organisation: 500 EUR per month | automatic |
| | | Scale of unit costs | Contribution to the activities of the other participating organisations (partners): 250 EUR per participating organisation per month | |
| Training component for the teachers and parents | Costs related to: -Trainers' fees | Scale of unit costs | Trainer fees: 150 EUR/day of activity | automatic |

| | | | | |
|--|--|--|--|---|
| Extra-curricular activities for pupils | Costs related to: -Facilitators fees -Travel for participants | Scale of unit costs | Facilitators' fees: 100 Euro/day of activity Travel for participants-see table a) | automatic |
| Exceptional costs | Contribution to real costs related to subcontracting or purchase of goods and services, that are necessary for the implementation of the project and cannot be covered through the unit costs above (e.g. rental of rooms and equipment, accommodation and meals for participants) | Reimbursement of portion of eligible costs | 100% of eligible costs | conditional Subcontracting has to be related to services that are necessary for the implementation of the projects, should be described in the application and should be approved by the PO at the selection stage |

List of abbreviations:

AE-Adult Education

BS-Beneficiary State

ESF-European Structural Funds

EU-European Union

DS-Donor States

HE-Higher education

HEI-Higher education institution

IVET-Initial Vocational Education and Training (in Romania, it is part of the secondary level system of education, containing the technical or vocational lyceums or colleges, the arts and crafts schools and the VET post-secondary schools that are not included in the so called Higher Education system)

PO-Programme Operator

SE-School Education-describes the pre-university general education system (from kindergarten to lyceums)

VET-Vocational Education and Training

31.03.2017

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