



# Guidelines for the use of the grant:

Tempus EACEA regulations of individual  
travel and other reimbursement and  
reporting documents

# Budget headings

<b>Staff costs</b>	Academic and administrative personnel involved in the project
<b>Mobility</b>	Costs of stay, Travel costs, Institutional costs (Institutional costs are eligible for “student study periods” abroad only) Visas and insurance
<b>Equipment</b>	Stationary computers; laptop computers; digital projectors; copy machines; office and professional software, books, journals, software for Library, Web broadcasting equipment, data storage software. Equipment purchased and provision of services in the Partner Countries are exempt from taxes (including VAT), duties and charges (such as customs and import duties).
<b>Printing &amp; publishing</b>	Course materials, printouts, readers, dissemination booklets, everyday administration, etc
<b>Other costs</b>	External translation and external language courses, inter-project coaching, bank charges, exchange gains and losses
<b>Co-financing</b>	Must be spent from the own budget for any costs except overheads
<b>Overheads</b> (max 7%)	Communication costs, infrastructure costs, office supplies, photocopies

# Staff Costs

- Costs of staff for all Partners for performing administrative or academic tasks which are directly necessary to the achievement of the objective of the project, and on the condition that their salary for the same tasks is not covered by another source.
- Each person paid by Tempus fills the Convention for Staff Costs form - [www.neurobiotech.ru](http://www.neurobiotech.ru)
- Salaries and fees may not exceed local rates; this applies both to European Union and Partner

# Staff costs – gross rates in Euro

include all taxes and social contributions

Country	Manager	Researcher Teacher Trainer	Technical Staff	Administrative Staff
Russia	175	151	110	67
Finland	285	204	168	141
France	335	283	185	141
Italy	448	262	178	147
Netherlands	301	263	208	163
Sweden	399	341	280	216
UK	371	349	245	177

# Travel and Stay Costs

## **Travel costs:**

transport at national and international level  
rail, bus, taxi, plane, hire car  
visa fees, travel insurance and cancellation costs

*Economy tickets of reduced fares*

## **Stay costs:**

costs for subsistence, accommodation,  
local and public transport such as bus and taxi,  
personal or optional health insurance

Each person paid by Tempus for travel fills the Individual Mobility Report form- [www.neurobiotech.ru](http://www.neurobiotech.ru)

# Costs of stay for staff per person in Euro

Duration of stay	Costs of stay for international mobility	Costs of stay for Partner Country staff within their own country
1 day	150	80
2 days	292	150
3 days	434	220
4 days	576	290
5 days	718	360
6 days	860	430
1 week	1000	500

# Student Travel Costs

Duration	Costs of stay in European Union	Costs of stay in the Partner Country
Per month (30 days)	1200	800

## Institutional Costs

### **For a mobility to the European Union:**

EUR 200 for one month  
EUR 350 for two months  
EUR 500 for three months.

### **For a mobility to the Partner Country:**

EUR 70 for one month  
EUR 140 for two months  
EUR 200 for three months.

# Reports

## **Progress Report – Jun-Jul of 2011**

- Report on implementation of the project
- summary report for publication
- statement of the costs incurred and request for payment

## **Final Implementation Report - end of 2012**

- final report on implementation of the project
- summary report for publication
- financial statement and request for payment, including the financial tables for each budget heading

All materials are taken from Guidelines for the use of the Grant  
(**Tempus IV second call for proposals № EAC/01/2009** )

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