



Capacity Building in Higher Education

Reporting to EACEA

EACEA A4

*European Education and Culture
Executive Agency*

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18/06/2025

Grant Agreement – Legal Provisions

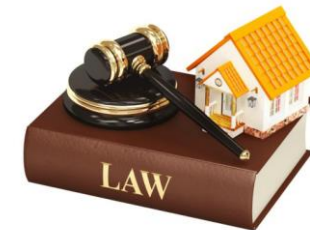
Role and obligations of the **Beneficiaries**

- **Multi-beneficiary** Grant Agreement



All beneficiaries are **jointly responsible**

- In case of recovery
- In case of audits, checks or evaluation in their premises
- **Only organisations** can be Beneficiaries



Contractual provisions related to

Conflict of interest (Art. 12)

Data Protection (Art. 15)

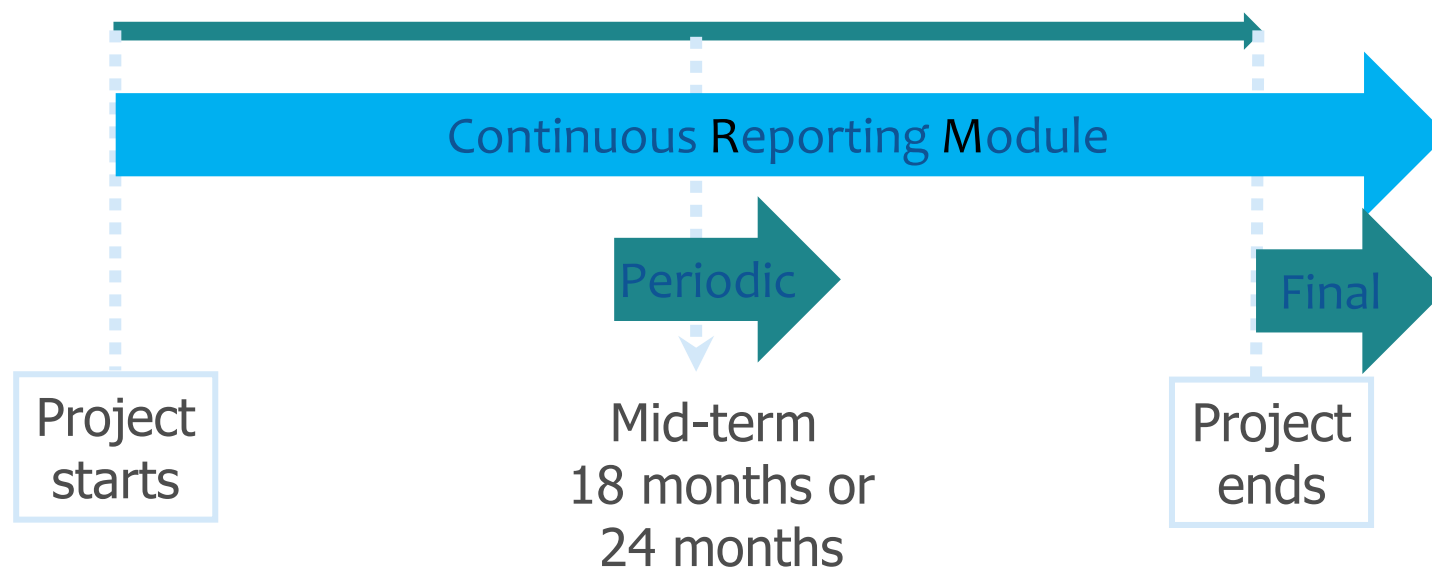
Publicity and Dissemination (Art. 17)

**Suspension, Termination and
Force majeure (Art. 31, Art 32, Art 35)**



Continuous Reporting vs Periodic Reporting

- **Continuous** Reporting Module (periodic uploading of results)
- **Periodic** Reporting Module (linked to payment)



Reporting Obligations

Mid-Term Report

(within **60 days** after the end of the reporting period)

- *Technical report*



Final Periodic Report

(within **60 days** after the end of the reporting period)

- *Final Technical Report*
- *Final Summary Financial statement*



*Final
payment*

Article 21 of the GA

Article 22 of the GA

Electronic submission via the F&T Portal

The Agency may terminate the Grant Agreement, in case reports are not submitted on time.

Periodic Report: parts A & B

Part A – CR tabs in SYGMA

- Summary for Publication
- Deliverables
- Dissemination Activities, Risks, etc.

Info entered in the IT Tool
through the **Continuous
Reporting module**

Part B – Narrative part

- Explanation of the work carried out and overview of progress
- Update of the plan for exploitation and dissemination of results
- Explanations on deviations from DoA

Submitted in a PDF through
the **Periodic Reporting
module**

The periodic report should be prepared by the consortium participants together and submitted by the Coordinator

Grant Management Portal- Continuous reporting

The screenshot displays the Grant Management Portal interface. At the top, the European Commission logo is on the left, and the text "RESEARCH & INNOVATION" and "Grant Management Services" are in the center. A user profile for "Barbara GONZALEZ LOBO" is on the right. Below the header, a "MY PROJECT" sidebar on the left lists project details: Call: ERASMUS-JMO-2021-HEI-TCH-RSCH, Type of Action: ERASMUS-LS, Acronyms, Current Phase: Grant Management, Number, Duration: 36 months, GA based on the: ERASMUS+ Lump Sum Grants MGA — Mono/Multi - 1.null, Start Date: 01 Feb 2022, Estimated Project Cost: €0.00, Requested EU Contribution: €24,000.00, and Contact: Khadija NOURI. The main area shows a "Continuous Reporting" section with a timeline from "Started" to "Completed" dated "01 Feb 2022". Below this are links for "Continuous reporting data", "Process documents", "Process communications", and "Process history". At the bottom, a "Grant Management" table shows various project metrics with status icons.

Grant Management	ERASMUS-LS	Project Summary	Deliverables	Milestones	Critical Risks	Disseminat... activities	Communic... Activities	Events and Trainings	Financial support to 3rd parties
Call: ERASMUS-JMO-2021-HEI-TCH-RSCH Topic: ERASMUS-JMO-2021-MODULE		✗	i	i	✓	✓	✓	✓	✓

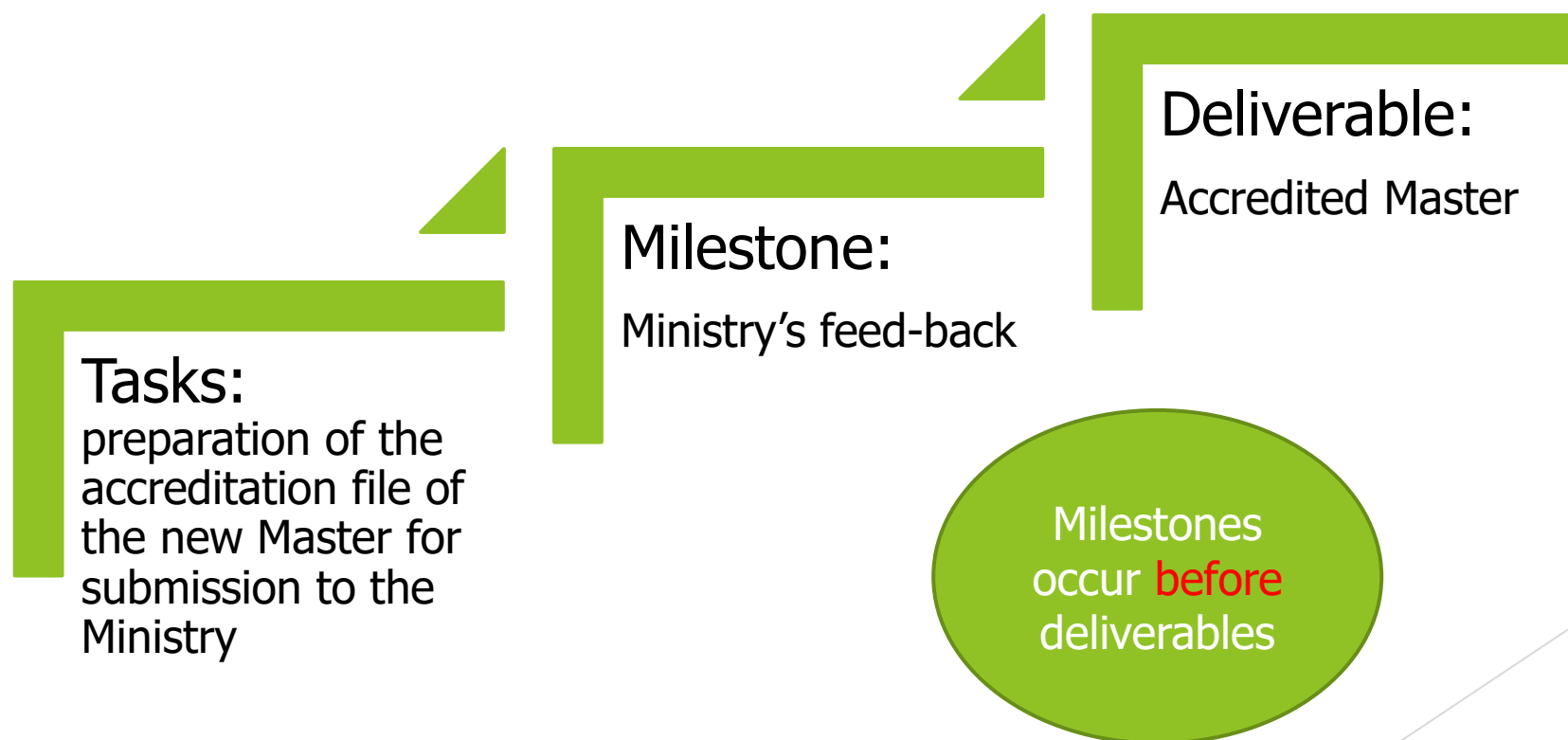
- Project Summary
- Deliverables
- Milestones
- Critical risks
- Dissemination activities
- Communication activities
- Events and Trainings

How will the Work Packages be assessed?

- Work packages are *accepted if work packages are completed and the work is properly implemented by the beneficiaries and/or the results are achieved*. We can also accept them when all essential tasks have been completed, when equivalent tasks have been carried out, or when deviations have been justified.
- If it is not possible to complete a work package by the end of the project (e.g., for technical reasons or due to force majeure), you have the possibility to declare a work package as partially completed. The **lump sum is paid partially** in line with the degree of completion. The payment for the work package concerned will correspond to the percentage of completion accepted by the granting authority.

Tasks, milestones and deliverables

For curriculum development proposals



Tasks, milestones and deliverables

For proposals creating a new service/structure/center

Task:

Definition of the mission, allocated staff, operating budget and procedures of the new center

Milestone:

Official decision of the University Council establishing the center

Deliverable:

Center established and running

Milestones
occur
before
deliverables



European
Commission

Deliverables



- Deliverables should be **regularly uploaded** as work is performed and before the reporting deadline
- No specific deadline for the assessment by PO before the periodic reporting deadline

- **Due date changes: no amendment required**
- **“Sensitive” or “Public”**
- **“Accept” or “Reject” - depending on QUALITY**

Projects creating new curricula

New curriculum

- Not relevant, if not taught.
- Implemented in **all HEIs**.
- Train a **substantial N° of teachers**.
- Followed by a significant N° of **students in year 3** of the project.
- Involvement of **industrial partners**.
- Visible in all HEIs' websites as an E+ result.

Projects updating courses in existing curricula

Update of
courses in
existing
curricula

- Priority to update **compulsory** courses
- A reasonable **number of ECTS** updated **in all** partner **universities**
- Same requirements for **n° of staff trained, n° of students** taking updated subjects,
- **Involvement of industrial partners and implementation** during year 3

Deliverables

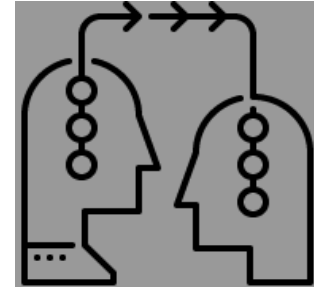
For **each updated/new course**, EACEA expects to receive:

- ✓ Learning outcomes
- ✓ Teaching methodology
- ✓ Number of credits allocated (ECTS or others)
- ✓ Manuals and textbooks to be used by learners
- ✓ Curricula using the updated subject and related n° of students



Projects impacting Governance

For the new structures/services, **funds and dedicated staff** must be **secured before the end of the project**, to ensure **their mission does not remain just on paper**



Trainings must **produce tangible outputs:**

- ✓ creation of a strategy, policy docs, organisational chart
- ✓ Operationalisation of a new service, Center, Hub, Focal points

Key messages to Beneficiaries

- **Your project may be targeted by ex-post audit** (regardless of the funding scheme)
- **Keep evidence of the triggering events justifying a given cost:**
 - beneficiaries must be able to show documental evidence of the **activities carried out as described in Annex 1, in particular the “triggering events”, that makes a cost eligible and demonstrates that it was incurred.** **LS amount will not be challenged, eligibility may be**
 - **Beneficiaries do not need to submit cost claims to the Agency**
- auditors will **NOT ask “additional” financial documentation other than what is required by national law/ internal procedures**

Acknowledgement of EU funding

17.2 Visibility — European flag and funding statement

Unless otherwise agreed with the granting authority, communication activities of the beneficiaries related to the action (including media relations, conferences, seminars, information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via traditional or social media, etc.), dissemination activities and any infrastructure, equipment, vehicles, supplies or major result funded by the grant must acknowledge the EU support and display the European flag (emblem) and funding statement (translated into local languages, where appropriate):



Funded by the
European Union



Co-funded by the
European Union

Acknowledgement of EU funding

The emblem must remain distinct and separate and cannot be modified by adding other visual marks, brands or text.

Apart from the emblem, no other visual identity or logo may be used to highlight the EU support.

When displayed in association with other logos (e.g. of beneficiaries or sponsors), the emblem must be displayed at least as prominently and visibly as the other logos.

For the purposes of their obligations under this Article, the beneficiaries may use the emblem without first obtaining approval from the granting authority. This does not, however, give them the right to exclusive use. Moreover, they may not appropriate the emblem or any similar trademark or logo, either by registration or by any other means.

Data protection

15.2 Data processing by the beneficiaries

The beneficiaries must process personal data under the Agreement in compliance with the applicable EU, international and national law on data protection (in particular, Regulation 2016/679 14).

They must ensure that personal data is:

- processed lawfully, fairly and in a transparent manner in relation to the data subjects
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed
- accurate and, where necessary, kept up to date
- kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed and
- processed in a manner that ensures appropriate security of the data.

Some useful tips

- Read carefully the content of Annex 1 (description of the action) and the description of the deliverables
- Consider the dissemination level of each deliverable and respect data protection rules
- Ensure the corporate image of the project is maintained, along with consistency in the layout and presentation of all documents
- Provide the methodological sheet for research studies
- In case of doubt, contact your Project Officer through the Communication Centre

Some good examples

- Project *Road Transportation Systems Engineering development in the Sub-Saharan Africa - Modern EU Master Programme & Capacity Building* [EU Funding & Tenders Portal](#)
- Project *Land management, Environment & SoLId-WastE: inside education and business in Central Asia* [EU Funding & Tenders Portal](#)

Useful links



- **Online Manual**

[Continuous reporting on milestones & deliverables – Online Manual - Funding Tenders Opportunities \(europa.eu\)](#)

- **IT How To**

[Continuous Reporting - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)

Thank you



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