



Project management Consortium Meeting

Gili Navon

12 – 13 November 2018, Lisbon, Portugal



Social Innovation for Local Indian and Israeli Communities and Graduate Entrepreneurship



Oct 2018-Oct 2019

Participants	Year	Month	Day	Country	Institution	Meeting Purpose
Carlos, Oranim, Tel Hai and	2018	Dec	18,19,20	Israel	All Israeli partners	Monitoring and evaluation Israel
All	2019	FEB	11,12,13	India	Mumbai (EduLab)	Management + Dissemination event
Integrated training	2019	May	27,28,29,30	Vis, Croatia	Vern	(Students, SinnoLABs teachers/Managers)
Oranim+ Tel Hai	2019	August	28,29,30	India	India	Monitoring
All	2019	SEP	17,18,19	Israel	IDC, Israel	Final Event

Activity (WP2)	Target Audience	Products you will need to present and report at the end of the project	Dates of activity/ submission of the products
<p>The establishment of SINNOLAB, which provides teaching, training and accompanying services to students, faculty and external entities from the institution's environment for the development of projects with characteristics of social and economic innovation.</p>	<p>Male and female Students –</p> <p>Notice There is an emphasis on gender equality in the students' project on campus</p>	<ol style="list-style-type: none"> 1. Organizational Structure of the SINNOLAB + Details of the role of each member of the team. 2. An Annual work plan of the SINNOLAB according to months, academic year and the target dates of the project. 3. Annual summary of activities: based on the work plan: what was done and what was not implemented, what was the internal assessment, and what was the external evaluation of the work plan 	<ol style="list-style-type: none"> 1. Submitted in November 2017 2. Submission of the Annual work plan- until the 30/9/2018 3. Submission of the Annual Summary of Activities Until the 15/8/2019

Activity	Target Audience	Products you will need to present and report at the end of the project	Dates of activity/ submission of the products
<p>Training and guidance to promote social innovation and entrepreneurship (based on the knowledge and tools received from European partners)</p> <p>Part - A</p>	<p>Students, academic staff, graduates , entrepreneurs from the academic institution.</p>	<p>To produce eight courses for students, academic staff, graduates, entrepreneurs from the academic institution.</p> <ol style="list-style-type: none"> 1. Course info templet 2. Syllabus /List of topics in each course. In existing courses to emphasize/mark content and tools that have been learned in the course of the training sessions in Europe. 3. Presentations/module: Each institution must present 8 modules of training courses that it has built and passed during the year. <p>*The presentations presented in the course should be available on the project site</p>	<p>A. Work Plan: Submission of the Annual work plan- until 30/9/2018</p> <p>B. Operation: October 2018 - May 2019</p> <p>C. Submission of activities summary- until 15/8/2019</p>

Activity	Target Audience	Products you will need to present and report at the end of the project	Dates of activity/ submission of the products
<p>Training and guidance to promote social innovation and Entrepreneurship (based on the knowledge and tools received from European partners)</p> <p>Part – B</p>	<p>Students, academic staff, graduates, entrepreneurs from the academic institution</p>	<p>4. Names of direct students participants - each institution must present at least 50 participants. Pay attention to the importance of including women participants.</p> <p>5. Quality Assurance: to demonstrate the use of the required quality assurance practices, such as teaching's and training's surveys and assessment findings.</p>	<p>A. Work Plan: Submission of the Annual work plan- until 30/9/2018</p> <p>B. Operation: October 2018 -May 2019</p> <p>C. Submission of activities summary- until 15/8/2019</p>



Activity	Target Audience	Products you will need to present and report at the end of the project	Dates of activity/ submission of the products
<p>The SINNOLAB promotes students' initiatives for projects, creative thinking to solve social and economic problems and to foster local development</p>		<ol style="list-style-type: none"> 1. Holding a Hakaton or an internal competition to open the year. Call for students to submit proposals at the beginning of the year 2. 8-9 projects accompanied by the SINNOLAB team. The Projects should be presented in the project summary report. 3. Contact and establish connections with 4-5 start-up companies, social, governmental and local organizations. 4. Annual summary of the work plan: what was done and what was not implemented, what was the internal assessment, and what was the external evaluation findings. 	<ol style="list-style-type: none"> 1. November 2018 2. November-May 2019 3. November-May 2019 4. Due date: 15/08/2019



Activity	Target Audience	Products you will need to present and report at the end of the project	Dates of activity/ submission of the products
Active projects initiated by the SINNOLAB		<p>8-9 projects that come out of the innovation greenhouse and become self-employed, contracts signed with business partners.</p> <p>Project info templet</p> <p>Description of the project's business partners</p>	November 2018 to October 2019

Activity	Target Audience	Products you will need to present and report at the end of the project	Dates of activity/ submission of the products
<p>Electronic Platform for exchange of ideas.</p> <p>- The existence of an active electronic platform</p> <p>-Every institution should have a site for the project. The site should be linked to, or included as a page within the website of the academic institution.</p>	<p>Internal users (related to the institution) and External users (open to the public). The page should be available to external viewers.</p>	<ol style="list-style-type: none"> 1. Construction and connection to the project site (Active link) 2. Content is to be uploaded according to the annual work plan. 3. Submission of the summary of activities 	<ol style="list-style-type: none"> 1. Due date: 10/10/2018 2. Throughout the year 3. Due date: 15/8/2019



Electronic Platform

The site should display:

1. Publications of meetings, which take place at the Institute's SINNOLAB
2. Descriptions of events, conferences and meetings, photos from these meetings and conferences.
3. Invitations to Hackathons or internal competitions as well as announcements regarding participation in external competitions.
4. Presentations that were given during the SINNOLAB activities.
5. Running projects

In the project summary report, you'll need to send data about:

- The number of visitors to the site
- The number of registrants (if this is an internal site such as a course management website)
- Number of material downloads
- Number of published articles.
- Number of presentations on the site



Financial Management and documentation





Equipment: Supporting documents

1. Quotation from the supplier, have to be issued by your supplier on your institution's name
2. Invoice and **Receipt:- (Essential)** have to be issued by your supplier on your institution's name
3. In case there is no Receipt : Invoice and Bank statement - (prove that the money had been transferred to the supplier)

4. Proof that the equipment is recorded in the





Equipment: Reference number

Ref Number: P#-FS #-#

P# Partner (institution) Number

F = First letter of the supplier first name

S = First letter of the supplier surname

- The number of purchases from this supplier
(if it is the first one then 1, if you already bought
something that is mentioned in previous lines
than 2, 3 and so on)



Joint declaration

- ✓ Must be signed by the person concerned and countersigned by the person responsible in the institution that employed this person.

Timesheets:

- ✓ must be signed by the person concerned and countersigned by the person responsible in the institution that employed this person
- ✓ **Description of tasks:** written clearly and fully. If you have any supporting documents you may mention it and add a comment in the description as well (for example, please see PPT..., attendance sheet and so on)
- ✓ **Supporting documents:** any material evidence allowing to verify that the declare workloads correspond to actual activities/output (eg. Minutes of the meeting, Attendance lists for lectures given, PPTs, quality assurance questioners)

Employee letters: for all the employees being paid from the SILICE budget. These letters are a confirmation that of the person's employment in the institution. On a formal letterhead of the institution



Joint Declaration



ANNEX II

JOINT DECLARATION

Ref. No. **Project No. SILICE: 573865-EPP-1-2016-1-IL-EPPKA2-CBHE-JP**
The reference number must correspond to the progressive numbering indicated in the financial statements of the final report

FROM
Hereinafter "the Institution"*

AND Name:
Address:
.....
Hereinafter "the Staff member"*

Ref Number (P#-FS-N - In that case N means the number of the report that a person is submitting under this position).

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		TO	

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

.....
.....
.....

Period of work in the project



Joint Declaration

4. Please complete the following information.

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

Please indicate the relevant Staff Category. If a person worked in 2 categories, there should be joint declaration form for each category

5. 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

Date

Name

Function

Institution

Staff member name

Signature and Stamp of the Institution

Signature of the Staff member

- Position Project manager is under Staff category Manager;
- Positions SinnoLAB Managers and Teachers are under Staff category Researcher/Teacher.

Must be originally signed by the person concerned, electronic signatures are not acceptable

Must be originally signed and stamped by the person responsible in the institution



Time Sheet

Add Row	Delete Row	PROJECT TIMESHEET
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Project number :	SILICE: 573865-EPP-1-2016-IL-EPPKA2-CBHE-JP
Surname :	Azoulay
First Name :	Ariella
Institution :	IDC
Country :	Israel
Position :	Project Manager
Staff Category ¹:	Manager

Please calculate number of days worked as 7.5 hours per day

Year	Month	Number of Days	Work Package	Description of tasks performed and outputs
2017	March	6	Management	working on contract, partnership agreement, collecting data for the project
2017	March	3	Management	silice Kick off meeting 6-8 March 2017 at IDC
2017	March	3	Management	Web site and Drive management

Needs to comply with the joint declaration



Staff cost walkthrough

- Professor X is attending the project by manning 2 positions :
- A. Manager – totals of 14 days.
- B. Techer – totals of 5 days.

Questions :

- How many Timesheets we need to submit?
- How many Joint Declarations we need to submit?
- How many lines we need to report on the Financial report worksheet?

➤ Answers :

- for each position, we need a separate timesheet and Joint declaration.
- The amount of lines reported depends on the amount of the package report.



Staff cost walkthrough



PROJECT TIMESHEET	
Add Row	Delete Row
Project number:	5XXXXX P.1
Surname:	Profesor
First Name:	X
Institution:	Name of the Partner 1
Country:	Bulgaria
Position:	Administrative staff
Staff Category ¹ :	Manager

Year	Month	Number of Days	Work Package	Description of tasks performed and outputs produced
2017	November	9	Preparation	Organisation of kick-off meeting. Administrative work including logistic organisation, invitations, accounting, accommodation and documents preparation. Outputs: kick off meeting organised
2017	December	1	Preparation	Organisation of kick-off meeting. Administrative work including logistic organisation, invitations, accounting, accommodation and documents preparation. Outputs: kick off meeting organised
2018	January	2	Quality	Doing some staff
2018	February	2	Management	Bossing everyone
Total days:		14		

PROJECT TIMESHEET	
Add Row	Delete Row
Project number:	5XXXXX P.2
Surname:	Profesor
First Name:	X
Institution:	Name of the Partner 1
Country:	Bulgaria
Position:	Administrative staff
Staff Category ¹ :	Researcher / Teacher

Year	Month	Number of Days	Work Package	Description of tasks performed and outputs produced
2017	November	3	Preparation	Organisation of kick-off meeting. Administrative work including logistic organisation, invitations, accounting, accommodation and documents preparation. Outputs: kick off meeting organised
2017	December	2	Preparation	Organisation of kick-off meeting. Administrative work including logistic organisation, invitations, accounting, accommodation and documents preparation. Outputs: kick off meeting organised
Total days:		5		

¹ Please refer to Section 3.3.1.1 (Staff costs) of the Guidelines for the Use of the Grant. Time-sheets have to be attached to each Joint Declaration.

Signature of the staff member: _____ Signature of the person responsible in the institution (where the staff member is employed): _____



Staff cost walkthrough

Total Calculated (in EUR)	Maximum Unit cost per day (in EUR)	Number of days	To (dd/mm/yy)	From (dd/mm/yy)	Short Description of tasks	Staff category	Name of Member	Supporting Document Ref.	Country (to encode in the financial statement sheet)	Name of Partner benefitting from the equipment	Partner N°	Work Package
		10	28.02.2018	1.11.2017		Manager	Professor X	P.1	Bulgaria	TBD	1	PREPARATION
		2	28.02.2018	1.11.2017		Manager	Professor X	P.1	Bulgaria	TBD	1	QUALITY
		2	28.02.2018	1.11.2017		Manager	Professor X	P.1	Bulgaria	TBD	1	MANAGEMENT
		5	31.12.2017	1.11.2017		Teacher	Professor X	P.2	Bulgaria	TBD	1	PREPARATION

4 lines



- **Travel Documentation: one file per person, per travel**
 - ✓ Travel Report form
 - ✓ Boarding Passes
 - ✓ Air flight invoice and Proof of payment.
(Receipt is the most reliable supporting document).
 - ✓ Hotel receipts
 - ✓ Any other proof of attendance at the meeting venue



Travel Report



A Common mistake

Project No. 573865-EPP-1-2016-1-IL-EPPKA2-CBHE-JP (2016-3330)

Ref Number: F-S-P#-#
 F = First letter of First name
 S = First letter of Surname
 P# - Partner (institution) Nmber
 # - Indicator Number of the participant inside the institution

For example, For IDC:
 Eric Zimmerman – P1-EZ-1
 Ariella Azoulay – P1-AA-2

Ref. No.
 The reference number must correspond to the project number

(1) PERSONAL DATA
 Surname: Forename:
 Nationality:
 Home institution:
 Staff position/student year of study at home institution:

(2) TYPE OF ACTIVITY (Tick as appropriate)

STAFF	STUDENTS
<input type="checkbox"/> Teaching/training assignment	<input type="checkbox"/> Study period
<input type="checkbox"/> Training and retraining purposes	<input type="checkbox"/> Participation in intensive courses
<input type="checkbox"/> Updating programmes and courses	<input type="checkbox"/> Practical placements, internship industries or institutions
<input type="checkbox"/> Practical placements in companies, industries and institutions	<input type="checkbox"/> Participation in short term activities management of the project
<input type="checkbox"/> Project management related meetings	
<input type="checkbox"/> Workshops and visits for result dissemination purposes	

(3) DETAILS OF THE TRAVEL

PERIOD*	From (Depart date) (dd/mm/yy)	To (Return date) (dd/mm/yy)
PLACE OF DEPARTURE**	HOME INSTITUTION	
	COUNTRY..... CITY.....	
PLACE OF DESTINATION/ LOCATION OF ACTIVITY	HOST INSTITUTION	
	COUNTRY..... CITY.....	
TRAVEL DISTANCE***	Km	

Should be in according to the number of days you are eligible to receive reimbursement. In case there is a larger number of days you may attach a signed letter with the needed explanation (personal, job requirement)



Important notes and highlights

- **Signatures** – Original signature is needed.
Electronic or Copy-Paste will not be accepted.
- **Efficiency:** To save time and avoid extra work double check and make sure that the reports are properly submitted.
Reference number, staff categories, dates
- **Scan and submit all relevant documents on single PDF file.**

Name the file at the same name (ref) you mentioned on the Financial report



Final report

- **Beginning – Midterm report : 15/10/2016-14/04/2018**
- **Final Report: 15/04/2018 – 15/08/2019**
- **Financial statement - guide**
- **Travel reports**
- **Timesheets and Joint declarations**
- **Reference number**
- **DEADLINE: 15/08/2019**