

D1.1B

OpenEU Management Handbook

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0. Glossary

EACEA	European Education and Culture Executive Agency
EC	European Commission
EEA	European Economic Area
ExBo	Executive Board
GA	Grant Agreement
WP	Work Package
WPB	Work Package Board
WPL	Work Package Leader

1. Introduction

The Project Management Handbook serves as a guide for partners to effectively and efficiently manage the project's administration, processes, including reporting, and finances. It provides a structured approach to ensure compliance with funding requirements while fostering collaboration among all stakeholders. This document outlines the key principles, deadlines, and reporting obligations essential for the successful execution of the OpenEU project.

1.1 Project Details

Title: The learner-centred, inclusive, digital and green Open European University for the strengthening of the European Higher Education Area

Acronym: OpenEU

Call: ERASMUS-EDU-202-EUR-UNIV (EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA))

Project reference (GA): 101177241

Project duration: 01/12/2024 to 30/11/2028 (48 months)

Method of justification: Lump sum

1.2 Project Partners

1.2.1 Beneficiaries

OpenEU brings together eight leading European open and distance universities and two on-campus universities engaged in digital transformation.

Full name	Acronym	Country
Universitat Oberta de Catalunya	UOC	Spain
Universidade Aberta	UAb	Portugal
Haskolinn A Bifrost Ses	BU	Iceland
Anoikto Panepistimio Kyprou (<i>Open University of Cyprus</i>)	OUC	Cyprus
Daugavpils Universitate	DU	Latvia
Fernuniversität in Hagen	FeU	Germany
Hellenic Open University	HOU	Greece
Open Universiteit Nederland	OUNL	The Netherlands
Universidad Nacional de Educación a Distancia	UNED	Spain
Velikotarnovski Universitet sv Kiril i Metodiy	UVT	Bulgaria

1.2.2 Associated Partners

Associated partners have a clear involvement and role in different activities within OpenEU, but participate without EC funding.

Full name	Acronym	Country
Vereniging Van European Distance Teaching Universities	EADTU	The Netherlands
International Association of Universities	IAU	France
The Open University	OUUK	United Kingdom
Fan S. Noli University	UNIKO	Albania
Ukrainian Engineering Pedagogics Academy	UEPA	Ukraine
Mit University	MIT	North Macedonia
Fédération Interuniversitaire de l'Enseignement à Distance	FIED	France
Unione Delle Università Del Mediterraneo	UNIMED	Italy
Eurocities Asbl	EUROCITIES	Belgium
Association Européenne Leader pour le Développement Rural	ELARD	Belgium
Stifterverband Für Die Deutsche Wissenschaft Ev	STIFTERVERBAND	Germany
Campus Heerlen Management & Development	BSSC	The Netherlands
Balgarska Stopanska Kamara - Sayuz Na Balgarskia Biznes	BIA	Bulgaria
Sdruzhenie Digitalna Natsionalna Koalitsiya	DNA	Bulgaria
Stichting Voor Beroepsonderwijs Volwasseneneducatie en Algemeen Voortgezet Onderwijs in Friesland en Flevoland (<i>Mentoring Europe</i>)	ME	The Netherlands
Asociación Española para la Internacionalización de las Empresas de Electrónica, Informática y Telecomunicaciones Secartys	SECARTYS	Spain

2. Lump sum principles

2.1 Key Aspects of Lump Sum Projects

Lump sum funding involves pre-agreed fixed amounts paid upon completion of predefined Work Packages (WPs) or project milestones. Once the budget is validated during the Grant Agreement (GA) negotiation phase, the European Commission (EC) focuses on the European Contribution, not the total project cost.

Important Considerations:

- Beneficiaries must maintain records and evidence of expenses, as audits may still occur.
- Budget transfers between WPs or beneficiaries are possible if the WPs concerned are not completed and are justified by the technical and scientific implementation of the action.
- Payments are based on the completion of activities, not necessarily on successful outcomes.
- If a WP cannot be completed for technical reasons, an amendment must be requested before the project ends. If needed, the OpenEU Secretariat will coordinate the preparation and submission of the amendment. The European Commission allows a maximum of one amendment per reporting period, preferably a single one at the end of the project. In any case, the Project Officer will guide the Consortium on the most appropriate timing for its submission.

To secure **100% of the funding**, it is crucial to demonstrate that:

- All activities have been implemented, or
- Every possible effort was made to implement them,
- Alternative solutions were explored, and
- The Project Officer was kept informed, ensuring all changes were reflected in the GA.

2.2 Eligible activities

The eligibility of costs in the OpenEU project is governed by the European Commission's regulations. Below are the key aspects to be considered when determining whether a cost is eligible:

Eligibility Criteria:

- Incurred by the beneficiary
- Actual cost (estimated or budgeted costs are not acceptable)
- Reflected in the entity's accounting records (separate accounting)

Timing of Cost Incurrence:

- Costs must be incurred during the project's duration (01/12/24 - 30/11/28)
- Costs must be included as eligible in the estimated budget

Additional Requirements for the eligible activities:

- Linked to the project and essential for implementing the technical tasks described in Annex 1 of the GA.
- Identifiable and verifiable through the entity's accounting records
- Compliant with applicable regulations (taxation, labour laws, social security)
- Reasonable, justified, and aligned with sound financial management principles, specifically:
 - Economy: Minimizing the costs of necessary resources
 - Efficiency: Achieving optimal results in relation to resources used
- Incurred in eligible countries. Activities implemented in countries not listed below, will not be eligible for funding, including Ukraine.

Eligible countries under European Universities Initiative call:

- ✓ **EU Member States** (including overseas countries and territories (OCTs))
- ✓ **Non-EU countries:** third countries associated to the Erasmus+ Programme (including EEA countries), countries which are in ongoing negotiations for an association agreement to the Erasmus+ programme and where that agreement enters into force before the grant signature ([list of participating countries](#))
- ✓ **Non-EU countries:** Western Balkans third countries not associated to the programme (Albania, Bosnia and Herzegovina, Montenegro and Kosovo).

Ineligible activities under OpenEU

- Writing/preparation of applications for submission to national, international, European funding programmes
- Research activities *per se*
- Funding of associated partners
- Duplication of activities/double funding
- International activities organised by the alliance in ineligible countries

2.3 Cost general regulations and categories

In this section, the eligible cost categories within the project are identified, classified under direct and indirect cost.

Cost general regulations

Each category has specific conditions and requirements that must be met to

ensure compliance both with the EC's regulations and internal regulations of each Beneficiary.

Direct Costs

Direct costs are those expenses that can be directly attributed to the implementation of specific project activities:

- Personnel Costs
- Purchase Costs (Best Value for Money):
 - Travel and Subsistence
 - Other Goods, Works and Services
 - Equipment
- Subcontracting (Best Value for Money)

Indirect Costs

Indirect costs represent general overheads that support the project but are not tied to a specific task. No supporting documentation justification is required.

- 7% of direct costs

3. Reporting

The reporting and payment schedule for the OpenEU project follows the guidelines set by the European Education and Culture Executive Agency (EACEA). The reporting to EACEA will be conducted periodically, with internal reporting scheduled every six months, avoiding deadlines during Summer and Christmas periods.

3.1 Reporting to EACEA

There are two types of reporting in the Grant Management Services in the Funding & Tenders Portal:

- **Continuous Reporting:** available from the beginning of a project (collaborative: all beneficiaries can edit)
- **Periodic Reporting:** available at the end of each of the two reporting periods for OpenEU project, ie from 01/12/2026 to 31/01/2027 covering M1-M24 of the project, and from 01/12/2028 to 31/01/2029 covering M25-M48 of the project.

3.1.1 Continuous reporting

The Beneficiaries must continuously report on the progress of the action to the OpenEU Secretariat.

The OpenEU Secretariat will be responsible for introducing the information in the [Portal Continuous Reporting tool](#) and in accordance with the timing and conditions it sets out:

a. Deliverables

For each deliverable, a Lead Beneficiary and a delivery date are defined. The Lead Beneficiary is responsible for preparing the deliverable, with the support of the other beneficiaries involved in the activities related to the deliverable (template included in Annex II of this document).

The deliverables must be approved by the corresponding **WP Board (WPB)**. Once approved by the WPB, the **WP Leader (WPL)** must submit the deliverable to the OpenEU Secretariat. The **OpenEU Secretariat** will initiate the approval process by the **Executive Board (ExBo)** for Deliverables D1.1, D1.2, D1.3, D1.6, D3.1, D4.1, and D8.1.

In any case, the **OpenEU Secretariat** will be responsible for submitting the deliverables to the EC.

The deliverables must adhere to the following deadlines:

Submission of Deliverables to the corresponding WPB for internal review	at least 15 days before due date, except for the Deliverables to be ratified by the ExBo that would be submitted at
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	least 20 days before due date.
Deliverable approval by the corresponding WPB	at least 5 days before due date, except for the Deliverables to be ratified by the ExBo that would be approved at least 15 days before due date
Deliverable ratification by ExBo for D1.1, D1.2, D1.3, D1.6, D3.1, D4.1, D8.1.	at least 5 days before due date

b. Milestones

For each milestone, a Lead Beneficiary, a due date, and the means of verification are defined. The Lead Beneficiary is responsible for ensuring that the milestone is achieved and that the required verification documents are prepared and submitted on time.

In cases where the means of verification require approval by WPB, the validation process must adhere to the following timeline:

WPB approval	Milestone and verification documents shared with WPB at least 15 working days before due date
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The OpenEU Secretariat will be responsible for submitting the corresponding documentation to the EC.

c. Risks

The ExBo is responsible for the risk management and monitoring. Once a year, the ExBo will review and update, if needed, the risks identified in the follow-up and monitoring of the project.

The OpenEU Secretariat will be responsible for updating the information in the progress monitoring system.

d. Additional information

All project-related activities must be recorded, including: **publications, dissemination and communication activities, events and training activities, KPIs, etc.**

Each beneficiary is responsible for collecting their own data. To ensure consistency and avoid duplication of information, **every six months**, the OpenEU Secretariat will collect and consolidate the information provided by all beneficiaries. The Secretariat will then update the EC's portal with the consolidated data.

3.1.2 Periodic Reporting

Reporting periods serve to divide the project into regular periods for technical reporting and monitoring. In OpenEU, there are 2 reporting periods covering M1-M24 and M25-M48.

In OpenEU, the periodic reporting includes:

a. Technical report (a consolidated report)

- It must explain the progress of the project implementation.
- This report consists of three sections:
 - Technical Part contribution: the information uploaded in the Portal Continuous Reporting tool
 - Status of Work packages contribution: stating the status of completion (partially completed/completed) and the % of completion.
 - Periodic Report: a document describing the work performed, the joint decision-making processes/procedures established, involvement of students, monitoring, etc.

b. Financial statement (consolidated statement for the consortium)

- It must contain the eligible lump sum contribution per WP for the period, taking into account the % of completion indicated in the technical report and the lump sum contribution indicated in Annex 2 of the GA.
- For the second and last reporting period, the beneficiaries may exceptionally also declare partial lump sum contributions for WPs in case they are not completed (e.g. due to force majeure or technical impossibility).
- Lump sum contributions which are not declared in a financial statement will not be taken into account by the granting authority.

The templates for the reporting to EACEA are included as **Annex I** of this document.

The **OpenEU Secretariat** will be responsible for gathering all necessary information to justify the project and will upload the corresponding documentation to the EC's platform. When the time comes, and with sufficient notice, the Secretariat will inform beneficiaries about the required documentation and submission deadlines. The Quality and Management Officer from the Secretariat will support all beneficiaries through the whole reporting process.

The Secretariat will be responsible for collecting, reviewing, and requesting any necessary modifications from partners to ensure compliance with the EC's requirements. Each partner is responsible for providing the necessary supporting documentation in each case.

	Covering Period	Consortium Internal Deadline	EACEA Deadline	Type of Document
1	M1 - M24 (01/12/2024 - 30/11/2026)	08/01/2027	31/01/2027	Additional prefinancing report

				- Technical report - Financial statement
2	M25 - M48 (01/12/2026 - 30/11/2028)	08/01/2029	31/01/2029	Periodic report - Technical report - Financial statement

Please remember to...

- Submit deliverable contributions, technical reports, and any required documents/information to the Secretariat on time.
- Inform the Secretariat or the coordinator of any risks, deviations, or issues that may affect the project's implementation.

3.2 Internal reporting

To ensure effective project monitoring and detect any deviations that might require an action from the management point of view, internal reports will be established.

3.2.1 Technical Reporting

On a yearly basis, each WPB will elaborate their **annual WP work plan**. The annual WP work plan is a document including a brief summary of the WP and a compendium of the subtasks of this WP (template included in Annex III of this document). Annual WP work plans will be first approved by the ExBo and then by the Rectors' Council.

On a yearly basis, **WPLs will report to ExBo** on the evolution and monitoring of the activities within each WP work plan.

#	Covering Period	ExBo approval	Reporting to ExBo
1	M1 - M12 (01/12/2024 - 30/11/2025)	M2 (01/2025)	M10 (09/2025)
2	M13 - M24 (01/12/2025 - 30/11/2026)	M10 (09/2025)	M22 (09/2026)
3	M25 - M36 (01/12/2026 - 30/11/2027)	M22 (09/2026)	M34 (09/2027)

4	M37 - M48 (01/12/2027 - 30/11/2028)	M34 (09/2027)	M46 (09/2028)
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3.2.2 Financial Reporting

Every six months, avoiding Summer and Christmas breaks, internal financial reports will be sent **by each Beneficiary to the OpenEU Secretariat** to ensure that the execution of the activities is in line with the approved work plans (template also included in Annex III of this document).

The OpenEU Secretariat will not require invoices, payslips, proof of payment or any kind of evidence. However, **each beneficiary is responsible for keeping records** of all project-related expenses and supporting documents (timesheets, travel records, etc.), covering 100% of the requested budget, including co-financing.

#	Covering Period	Financial Reporting Deadline
1	M1 - M6 (01/12/2024 - 31/05/2025)	30/09/2025
2	M7 - M12 (01/06/2025 - 30/11/2025)	31/01/2026
3	M13 - M18 (01/12/2025 - 31/05/2026)	30/09/2026
4	M1 - M24 (01/12/2024 - 30/11/2026)	15/01/2027
5	M25 - M30 (01/12/2026 - 31/05/2027)	30/09/2027
6	M31 - M36 (01/06/2027 - 30/11/2027)	31/01/2028
7	M37 - M42 (01/12/2027 - 31/05/2028)	30/09/2028
8	M25 - M48 (01/12/2026 - 30/11/2028)	15/01/2029

4. Payments

Reporting periods to EACEA are always linked to a payment, the EC will make payments to the UOC as coordinator of OpenEU, as stipulated in the GA. Once the funding is received, the coordinator commits to transferring the corresponding amounts to each partner without undue delay.

Covering Period	Type of Payment	EACEA Deadline to pay	Coordinator Deadline to pay
	Initial prefinancing -40%	30 days from entry into force/ financial guarantee <i>Prefinancing payment received on 29/10/2025</i>	Without undue delay after receipt of prefinancing by EACEA <i>Payments to beneficiaries executed between December 24 - January 25</i>
M1 - M24 (01/12/2024 -30/11/2026)	Additional prefinancing -40%	60 days from receiving additional prefinancing report/ financial guarantee (if required) – whichever is the latest	Without undue delay after receipt of prefinancing by EACEA
M25 - M48 (01/12/2026 -30/11/2028)	Final Payment -20%	90 days from receiving periodic report	Without undue delay after receipt of final payment by EACEA

To receive the **40% Additional Prefinancing**, at least **70% of the initial payment** must be declared in the Financial Statement. If this condition is not met, the amount will be reduced by the difference between the 70% threshold and the amount actually used.

5. EC Guidance and Manuals

The EC regularly publishes and updates a variety of guides and manuals to assist beneficiaries in managing European-funded projects. These documents provide detailed information on financial management, reporting, compliance, and other key aspects of project implementation. Beneficiaries are encouraged to consult these resources to ensure proper adherence to the rules and requirements of the funding program.

Below are some key documents that may be of interest:

- [Annotated Grant Agreement: provides clarifications and examples on the rules and procedures governing European funding programs.](#)
- EU Funding & Tenders Portal: [Guidance & Manuals](#) (reference documents, Online Manual, IT How to use the participant portal)
- [Online manual](#) for communicating your project and dissemination results
- [Project reporting templates](#)
- [Continuous Reporting](#) & [Final reporting](#)
- [Funding and Tender Opportunities Portal](#)

6. Annexes

- I. EACEA Reporting: Periodic Report and Financial Statement
- II. Deliverable template
- III. Internal Reporting templates: financial report
- IV. Example of timesheets template

Annex I

ECEA Periodic Report

TECHNICAL REPORT (PART B) - Periodic Report / Additional Prefinancing Report

COVER PAGE

Part B of the Technical Report must be downloaded from the Portal Technical Report (Part B)/Termination Report screen, completed and then assembled and re-uploaded as PDF on that screen.

PROJECT	
Project number:	[project number]
Project name:	[project title]
Project acronym:	[acronym]

REPORTING PERIOD	
⚠ Please note that you must report on the entire reporting period.	
RP number:	1
Duration:	24 months; from [dd/mm/yyyy] to [dd/mm/yyyy]

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#@PER-REP-ERASMUS@#

#@PRO-GRE-PG@# [This document is tagged. Do not delete the tags; they are needed for the processing.]

1. OVERVIEW OF THE PROGRESS

1.1 Summary of work performed and achievements, results and impacts

Work performed and main achievements

Short summary of progress towards the project objectives. Highlight significant activities and achievements. Provide clear and measurable details.

Analyse the outcome of the project (so far) and its (actual and expected) impact (on target groups, change, innovation etc.), including a description of the European dimension and added value. For the Final Report, include the conclusions of the action.

Report on objectives not fully achieved or not on schedule.

⚠ Do not simply cut and paste the project summary (filled in online on the Summary for Publication screen). Contrary to the summary, this section is for reporting to the EU and will not be published.

Objectives and main achievements

To avoid redundancies throughout the report, please only report on the **status of objectives and main achievements** in line with your Description of Action (DoA) in this section. Please note that more details on the work and activities performed will be required in section 2 of this periodic reporting template.

For this section, please follow the expected structure below, which reflects **sections 1.1, 1.2 and 1.3** of the DoA (Part B).

- **GENERAL OBJECTIVES:** Please **briefly** summarise the progress you made in this reporting period towards each of the **general objectives** identified in **section 1.1 (Background and general objectives)** of the DoA. If applicable, please also describe any overall challenges you encountered, justify any deviations occurred and explain which mitigation measures were applied.

REMINDER: In line with the call and therefore with your DoA, the general objectives are related to the following:

- "Promote common European values as enshrined in article 2 of the Treaty on European Union and a strengthened European identity by bringing together a new generation of Europeans who are able to cooperate and work within different European and global cultures, in different languages, and across borders, sectors and academic disciplines."
- "Reach a substantial leap in quality, performance, attractiveness and international competitiveness and enable deep institutional transformation of involved European higher education institutions and contribute to the European knowledge economy, employment, creativity, culture and welfare by making best use of innovative pedagogies and striving to make the knowledge square a reality. European Universities will be key drivers to boost the quality of higher education and where possible to strengthen its links to the research and innovation landscape in Europe and its outreach towards the society and economy."

- **SPECIFIC OBJECTIVES AND PRIORITIES** Please **briefly** summarise the progress made during this reporting period towards each of the **specific objectives** identified in **section 1.2 (Needs analysis and specific objectives)** of the DoA.

Please focus on **facts and figures**, by providing a brief overview of the status of all the indicators **included in your DoA to measure progress and joint methodologies developed by the alliance**:

- to align the alliance's approaches (e.g. definitions, interpretations, ways of data collection in relation to mobilities, joint programmes, etc.)
- and by consequence, to efficiently measure the progress made on specific objectives and provide clear figures (including baseline – M1 and reached values – M24).

EXAMPLE - to support/reinforce a factual way the alliance presents a mobility methodology, to be followed on all specific objectives described in your DoA (that are also listed below for your convenience).

In accordance with your DoA of your grant agreement, please briefly explain the established joint methodology for mobilities focusing mainly on the following information:

- on the different types of mobilities, including their duration, selection procedures, etc.
- on how the alliance (both at the consortium level and at the level of each individual partner institution) **collects mobility data** (including mobilities both funded by the alliance and by other sources) and on how the alliance **captures numbers and indicators related to mobility**,
- on how the alliance **measures progress and actual increase in mobilities**,
- on **institutional frameworks, tools and decision-making progresses** in place allowing to reach the foreseen numbers and to increase on student mobility, such as (bilateral and/or multilateral) inter-institutional mobility agreements, agreements on automatic recognition, etc. It is important to explain how the alliance **measures progress and actual increase in mobilities**,

- on attractiveness of mobility opportunities (e.g. use of ECTS, automatic recognition etc). on the **alliance's strategy for mobilities**, on how it was actually implemented and promoted during the 24-months period, e.g. ECTS, recognition, etc.
- If an inclusive and/or balanced approach towards different faculties and departments is part of the mobility strategy within the alliance: To what extent are the faculties and departments involved in the common effort regarding the mobilities? Please provide facts and figures for each partner institution.

REMINDER: In line with the call for proposals and therefore your DoA, in terms of **specific objectives and priorities** the alliance was intended to:

- **“Develop and implement an integrated long-term joint strategy for education (including a common vision and shared values, joint management and governance structures*, a shared pool of resources, and a legal statute for the alliance).”**
*To avoid duplications and redundancies, the actual implementation status of the joint management and governance structure will be further developed in sections 1.4 and 1.5 of this template and in the specific WP management.
- **“European higher education and inter-university campus (including seamless mobility for students, where at least 50% of the students within the alliance should benefit from a mobility (physical, virtual or blended), and for staff; delivering new joint, flexible and innovative curricula; other flexible learning opportunities and alternative learning pathways including micro-credentials; practical and work-based experience and traineeships; progress made towards diversity, gender equality and inclusion; rewarding and valorisation of the diverse career paths; work towards open science, open education, open data practices; any other creative and innovative activities).”**
- **“European knowledge-creating teams. “challenge-based approach” (including challenge-based approaches combining shared education, teaching and learning, pedagogical innovation, research and innovation; working jointly across disciplines; innovative learning and training; innovative solutions adaptable to different regions in Europe).”**
“In addition, a European Universities alliance should progressively **build and demonstrate its’ capacity to act as model of good practice** to further increase the quality, international competitiveness and attractiveness of the European higher education landscape.”

- **CHALLENGES, DEVIATIONS AND MITIGATION MEASURES:** Please describe any overall challenges that your alliance encountered, justify any deviations occurred and explain what mitigation measures you applied to ensure the achievement of the initial objective(s).
- **UP TO FIVE THE MOST SIGNIFICANT AND TRANSFORMATIVE ACHIEVEMENTS:** Please highlight up to **5 most significant and transformative achievements** made during this reporting period. For each achievement, please specifically refer to the related work packages and tasks.
- **EXTENT OF INNOVATION AND EUROPEAN ADDED VALUE:** Please briefly summarise in what way the activities in this reporting period are innovative and provide European added value, in line with **section 1.3 (Complementarity with other actions and innovations, European added value)** of the DoA.

Progress made towards the general objectives:

Your text

Progress made towards the specific objectives and main priorities, including measurable indicators:

Your text

- Status of **development and implementation of an integrated long-term joint strategy for education**, including an update on the progress indicators in line with the DoA:

Your text

- Status of implementation progress made towards the **establishment of a European higher education inter-university campus**, including an update on the progress indicators in line with the DoA:

Your text

- Status of implementation progress made on the **European knowledge-creating teams**,

“challenge-based approach”, including an update on the progress indicators in line with the DoA:

Your text

- Brief factual description of the overall progress made towards *building and demonstrating the alliance’s capacity to **act as model of good practice** to further increase the quality, international competitiveness and attractiveness of the European higher education landscape.*

Your text

Challenges, deviations and mitigation measures:

Your text

Main achievements – up to top 5 among the most significant and transformative ones:

Your text

Extent of innovation and European added value brought by the alliance:

Your text

1.2 Consortium set-up

Participants

Report on changes in the consortium composition (including structural, legal or management changes, if any).

MANAGEMENT OF MAJOR CHANGES IN THE CONSORTIUM COMPOSITION AND/OR CRITICAL ISSUES FOR THE INTERNAL ORGANISATION: Please briefly describe any changes in the consortium composition and/or internal organisation (e.g. in terms of structural, legal, or management changes, or any other critical changes). In case of changes within the consortium composition, please explain how the operational capacity of the alliance (i.e. necessary expertise, resources, infrastructure, etc.) was ensured and maintained. This is especially important in case of the termination of a full or associated partner and in case of the addition of a full or associated partner.

Please explain how these changes have been anticipated and managed during the reporting phase and to which extent they affected the consortium and its’ activities. Please also indicate whether these changes were successfully mitigated without any significant impact on the consortium and its’ activities.

- **Management of MAJOR changes in the consortium composition and/or critical issues for the internal organisation:**

Your text

Consortium cooperation and division of roles (if applicable)

Report on changes in the way the participants work together (Beneficiaries, Affiliated Entities, Associated Partners, etc.).

For this section, please refer to **section 2.2.1** (Consortium set-up) of the DoA.

CONSORTIUM COOPERATION: Please do not focus only on changes, but also describe how the participants (beneficiaries, affiliated entities and others (if any) worked together during the reporting period to implement the activities. What were their roles and responsibilities and how did they complement each other? To which extent the

overall cooperation between the consortium full members advanced towards a systemic, structural and sustainable institutional cooperation and towards involving the different faculties and departments of the different partners. What was the extent of the overall cooperation with the associated partners and level of their contribution to the alliance's activities.

GEOGRAPHICAL BALANCE: Please explain how the reinforced institutional cooperation between the full partners contributed/reinforced their individual capacity and contributed to the higher education institutions from all the different regions represented in the alliance.

CHALLENGES, DEVIATIONS AND MITIGATION MEASURES: Have all the above-mentioned criteria been implemented in line with the DoA? Please also report on any challenges encountered, explain any deviations and/or changes occurred, justify them, and describe the mitigation measures that were applied.

- **Consortium cooperation (roles, responsibilities and complementarities):**

Your text

- **Geographical balance:**

Your text

- **Challenges, deviations and mitigation measures:**

Your text

1.3 Project teams, staff and experts

Project teams and staff

Report and explain deviations from Annex 1 of the Grant Agreement regarding the organisation of staff or project teams. Provide CVs of key actors that had to be replaced (if required).

For this section, please also refer to the table of expertise indicated in **section 2.1.3 (Project teams, staff and experts)** of the DoA.

CONSORTIUM ORGANISATION, CONSORTIUM AS A WHOLE AND OVERALL EXPERTISE: Please briefly describe how the consortium is organised in terms of staff, expertise, specific teams, experts and other actors involved.

STAFF INVOLVED IN THE MANAGEMENT: How many staff members are involved in the management of the alliance? What is their previous work experience in managing complex partnerships and EU funded projects? Are recruitment processes centralised (joint) at the alliance level, or done at the level of the partner institutions?

CHALLENGES, DEVIATIONS AND MITIGATION MEASURES: Please explain if there were any changes regarding the key actors involved in the action (CVs are not required), and how these changes were mitigated by the consortium.

- **Consortium organisation (project teams, staff and experts), consortium as a whole and overall expertise:**

Your text

- **Staff involved in the alliance's management, including the experience of complex partnerships:**

Your text

- **Challenges, deviations and mitigation measures:**

Your text

1.4 Consortium management and decision-making

Consortium management and decision-making (if applicable)

Report on important *changes* in the management or decision-making mechanisms.

For this section, please refer to **section 2.2.2 (Consortium management and decision-making)** of the DoA.

IMPLEMENTATION OF THE JOINT GOVERNANCE STRUCTURE: Please do not focus only on changes but describe how the joint governance structure was established, and how its effectiveness was ensured to manage a complex partnership and effectively advance towards the implementation of the joint mission statement. Please assess and demonstrate the effectiveness of the governance structure by providing concrete examples, including involvement and support of the highest decision-making authorities (rectors, vice-rectors, etc.)

IMPLEMENTATION OF THE JOINT DECISION-MAKING PROCESSES/PROCEDURES: Please do not focus only on changes but describe how decision-making procedures were implemented and/or further developed during the reporting period. Please assess and demonstrate the effectiveness of the joint decision-making processes/procedures by providing concrete examples from the reporting period.

ACTUAL INVOLVEMENT OF STUDENTS AND STAFF IN THE GOVERNANCE STRUCTURE AND JOINT DECISION-MAKING PROCESSES/PROCEDURES: Please provide information on the actual extent to which students and staff were actively involved in the governance structures and decision-making processes/procedures. Please explain how the alliance ensures balanced participation of students and staff.

STATUS OF THE CONSORTIUM AGREEMENT: Please confirm that a consortium agreement involving all beneficiaries is in place.

CHALLENGES, DEVIATIONS AND MITIGATION MEASURES: If applicable, please describe any overall challenges you encountered, justify any deviations occurred and explain what mitigation measures were applied to ensure the achievement of the initial objective(s).

- **Implementation and demonstration of the effectiveness of the joint governance structure:**

Your text

- **Implementation and demonstration of effectiveness of the joint decision-making procedures:**

Your text

- **Actual involvement of students and staff in the governance structure and joint decision-making processes:**

Your text

- **Update on the status of the Consortium Agreement:**

Your text

- **Challenges, deviations and mitigation measures:**

Your text

#\$CON-SOR-CSS# #@PRJ-MGT-PM@#

1.5 Project management, quality assurance and monitoring and evaluation strategy

Project management, quality assurance and monitoring and evaluation strategy

Report on changes to the overall project management concept, quality assurance and monitoring and evaluation strategy (if any).

For this section, please refer to **section 2.1.2 (Project management, quality assurance, monitoring and evaluation strategy)** of the DoA.

PROJECT MANAGEMENT: Please briefly report on how the project was managed compared to what was outlined in the DoA. *(Please note that more detailed information is required in the section on the implementation of the WPs, which is why we kindly ask you to avoid repetitions and duplications as much as possible).* What were the joint project management processes/procedures/tools/internal communication measures developed to ensure the robust and efficient management of the consortium? How were the commitment/participation/contributions of ALL partners monitored? Were they in line with the DoA? Were the contributions of all beneficiaries (and associated partners) balanced and allowing them to benefit from the activities/results in the same way?

QUALITY ASSURANCE STRATEGY VS. ACTUAL IMPLEMENTATION: Please do not focus only on changes but describe in what way the methodology and strategy described in the DoA allow to ensure the good quality and timely delivery of the activities as well as the alignment within the alliance regarding the "joint quality culture" approach. If applicable, please highlight the most significant findings which allowed to **further adjust and/or optimise the quality assurance strategy**.

MONITORING AND EVALUATION STRATEGY VS. ACTUAL IMPLEMENTATION: Please elaborate on the actual implementation of the monitoring and evaluation strategy throughout this funding phase. If applicable, please highlight the most significant findings which allow to **further adjust and/or optimise the monitoring and evaluation strategy**.

UPDATE ON THE STATUS OF THE INDICATORS: Please provide a status update on all indicators related to project management, quality assurance, and evaluation and monitoring strategy that were identified in the DoA. For each indicator, please make sure to include the target values and the **actual values obtained** during the reporting phase, and briefly explain the progress made. Please also provide an overview and explanation in relation to all the qualitative indicators.

CHALLENGES, DEVIATIONS AND MITIGATION MEASURES: If applicable, please describe any overall challenges you encountered, justify any deviations occurred and explain what mitigation measures were applied to ensure achievement of the initial objective.

- **Update on the project/alliance management implemented during the reporting period:**

Your text

- **Update on the alliance's quality assurance strategy and status update on its implementation throughout the reporting period:**

Your text

- **Update on the monitoring and evaluation strategy and status update on its implementation throughout the alliance's activities during the reporting period:**

Your text

- **Update on the status of ALL the indicators related to the project management, quality assurance, monitoring and evaluation activities:**

Your text

- **Challenges, deviations and mitigation measures:**

Your text

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1.6 Cost effectiveness and financial management

Cost effectiveness and financial management (*n/a for Lump Sum Grants*)

Inform about significant budget overruns or important changes in the financial management (if any)

Please note that **neither financial information nor figures** are needed for this section, as it is exclusively related to the joint approaches developed by the alliance – as described in the DoA.

ALLIANCE-WIDE MECHANISMS TO ENSURE COST EFFECTIVENESS: Please report on the state-of-play of the mechanisms in place to ensure cost effectiveness (in line with internal accounting practices) at the alliance level.

FINANCIAL MANAGEMENT AT THE ALLIANCE LEVEL: Please explain the financial management that is in place at the alliance level (clear rules and responsibilities within the alliance, financial control methods).

CHALLENGES, DEVIATIONS AND MITIGATION MEASURES: If applicable, please report on any deviations occurred and describe the mitigation measures that were applied.

- **Alliance-wide mechanisms for cost effectiveness:**

Your text

- **Financial management at the alliance level:**

Your text

- **Challenges, deviations and mitigation measures:**

Your text

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1.7 Risk management

Critical risks and risk management strategy

Report on the state of play concerning the risks and risk mitigation measures (if any).

Please note that this section is complementary to the list of risks and their status encoded in the continuous reporting.

OVERALL RISK MANAGEMENT STRATEGY AND RISK MONITORING: Please provide further information about the overall risk management strategy and the risk monitoring, both within the alliance and at the beneficiary level.

STATUS OF MATERIALISED RISKS (critical and unforeseen) AND THEIR ACTUAL IMPACT: For the risks that materialised during the reporting period, please explain how they were mitigated and how they impacted the implementation of the alliance's activities.

- **Overall risk management strategy and risk monitoring:**

Your text

- **Status of materialised risks (critical, and unforeseen, if any) and their actual impact:**

Your text

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1.8 Impact

Impact

Report on changes in your impact analysis/strategy (if any) and the effects on the project/need for adaptations.

For this section, please refer to **section 3.1 (Impact and Ambition)** of the DoA.

STATE-OF-PLAY AND PROGRESS MADE (INCLUDING INDICATORS): Please report on the **state-of-play** and **progress made on ALL expected impacts** that are described in the DoA. Please also explain how the impact of the alliance's activities is measured. In case specific indicators to measure impact are included in the DoA or were intended to be developed, please report on their status.

EXAMPLES, FACTS AND FIGURES: Please support your statements and descriptions by **solid and measurable examples (facts and figures)** considering what was foreseen in the DoA. For instance, please refer to the most impactful results and their added value both for the alliance and for diverse target groups on individual, institutional and societal level; for example - and in line with your DoA - the impact on students, staff members, the higher education institutions, external stakeholders, national frameworks and regional development.

Please share relevant **success stories** (e.g. in terms of benefits to stakeholders/target groups, use/uptake of results and methodologies within and beyond the alliance, etc.).

SHORT-, MEDIUM- AND LONG-TERM IMPACT AND BENEFITS TO DIFFERENT TARGET GROUPS: Please present the short-, medium- and long-term impact of the alliance (in line with the DoA). Please clearly state which impacts have already been achieved at the project mid-term and how they benefited different target groups/end users (in line with the DoA).

CHALLENGES, DEVIATIONS AND MITIGATION MEASURES: If applicable, please describe any overall challenges encountered, justify any deviations occurred and explain what mitigation measures were applied to ensure the achievement of the initial objective(s).

- **State of play and progress made on ALL the expected impacts, including examples and indicators to measure progress:**

Your text

- **Impacts already achieved at the project mid-term vs. those still to be achieved (medium/long term):**

Your text

- **Benefits to different target groups/end users:**

Your text

- **Challenges, deviations and mitigation measures:**

Your text

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1.9 Communication, dissemination and visibility

Communication, dissemination and visibility of funding

Report on the communication and dissemination activities undertaken (to whom, which format, how many, etc.).

Describe how the visibility of EU funding was ensured.

If you described your project on your website(s) and/or social media accounts, please provide the links.

Please refer to **section 3.2 (Communication, dissemination and visibility)** of the DoA.

COMMUNICATION AND DISSEMINATION STRATEGY/PLAN AND IMPLEMENTATION STATUS: Please briefly describe how the communication and dissemination plan was implemented during the reporting period. Explain how the activities, outputs, and good practices in place were communicated or made transferable/replicated and shared with other higher education institutions beyond the alliance.

ALLIANCE'S METHODOLOGY FOR DATA COLLECTION: Please clarify how the alliance's methodology for collecting data on communication and dissemination activities will be further encoded in the continuous reporting interface.

EXAMPLES OF THE MOST MEANINGFUL/SUCCESSFUL COMMUNICATION AND DISSEMINATION ACTIONS: Please report on the most meaningful and successful (internal and external) communication and dissemination activities (e.g. by indicating the target audience, the format, the number of views, etc.) in line with the DoA. Please also provide qualitative and measurable facts and figures to support the significance of these actions (e.g. strong insights into the targeted end users, strong interest and recognition demonstrated by the targeted audiences, specific targeted awareness campaigns, etc.). Please demonstrate to what extent the alliance **increased** the level of awareness about its work and activities, its importance and potential impact on the higher education ecosystem, its scope, its joint activities and participatory governance/decision-making processes, and its jointly developed offers (such as degrees, courses, mobilities). Please refer to the awareness raised both within and outside the alliance (e.g. students, academics, staff as well as institutional, regional, national, European and international level).

COMMUNICATION AND DISSEMINATION OBLIGATIONS, INCLUDING DATA PROTECTION: Please confirm that the alliance complies with article 17 of the GA (use of co-funding logo and disclaimer on the author's responsibility), and that this is applied to all public communication and dissemination activities (e.g. website, public events, conferences and public **deliverables**).

Please also briefly explain the joint methodology applied in terms of **data protection** and confirm that all the public dissemination materials (including public deliverables) fulfil the **data protection requirements** in line with article 15 of the GA, and that this material can thus be made publicly made available.

- **Communication and dissemination strategy/plan and implementation status:**

Your text

- **Alliance's methodology for data collection:**

Your text

- **Examples of the most meaningful/successful communication and dissemination activities:**

Your text

- **Compliance with the communication and dissemination obligations, including data protection:**

Your text

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1.10 Sustainability and continuation

Sustainability, long-term impact and continuation

Report on changes in your sustainability analysis/strategy (if any).

For the Final Report, describe the follow-up of the project after the end of the EU grant. How will the results be used or further developed. Describe the strategy to ensure sustainability of results and long-term impact. Comment on possible synergies/complementarities with other (EU funded) activities (if any).

For this part, please refer to **section 3.3 (Sustainability and continuation)** of the DoA to demonstrate the progress actually made during the reporting period.

IMPLEMENTATION STATUS OF THE ALLIANCE'S SUSTAINABILITY STRATEGY, INCLUDING SUSTAINABILITY OF RESULTS: Please lay out the mid-term state-of-play of how the sustainability strategy/plan has been implemented during the reporting period. What methodologies were established to support the alliance's sustainability and the sustainability of results after the end of the EU grant? What did the alliance undertake to raise awareness of important results and promote them within and beyond the alliance? Has the implementation been in line with the DoA?

EXAMPLES OF CONCRETE MEASURES UNDERTAKEN TO ENSURE FINANCIAL SUSTAINABILITY: Demonstrate which measures the alliance has taken during the reporting period to ensure its financial stability/continuation after the EU grant. Were they in line with the DoA?

ALLIANCE'S METHODOLOGIES AND MEASURES TO AVOID DOUBLE FUNDING: Given that scouting of external funding represents part of the sustainability strategy, please explain what measures were put in place within the consortium to monitor and avoid any risk in terms of duplication of activities and/or double funding as defined in section 4 of this report.

CONFIRMATION ON NON-OCCURRENCE OF INELIGIBLE ACTIVITIES: Please also confirm that any preparation/writing/appointing consultancy services in view of submission of applications/proposals to any external (national, European, international) funding, including Erasmus+ actions, was **not funded from the European Universities grant**.

CHALLENGES, DEVIATIONS AND MITIGATION MEASURES: If applicable, please explain and justify any deviations that occurred within the sustainability strategy. Please also explain the mitigation measures applied and lay out to what extent they were effective and allowed to overcome the issue(s).

- **Implementation status of the alliance's sustainability strategy, including sustainability of results:**

Your text

- **Examples of concrete measures undertaken during the reporting period to ensure financial sustainability:**

Your text

- **Alliance's methodologies and measures to avoid double funding:**

Your text

- **Confirmation on non-occurrence of ineligible activities:**

Your text

- **Challenges, deviations and mitigation measures:**

Your text

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1.11 Follow-up to EU recommendations

Follow-up to EU recommendations

Highlight corrective actions taken as a result of EU monitoring activities (including follow-up to EU project reviews, if any). List each recommendation/comment and explain how they have been followed up.

Please insert "Not applicable".

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#@WRK-PLA-WP@#

2. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

2.1 Work packages, activities, resources and timing

WORK PACKAGES

For this part, please refer to **sections 4.1 (Work plan)** and **4.2 (WPs, activities, resources and timing)** of the DoA.

Work Package 1

Work Package 1: [Name, e.g. Project management & coordination]

WP's objectives

STATUS OF THE PROGRESS MADE ON ALL THE WPs' OBJECTIVES: Please briefly explain the progress made during the reporting period towards the WPs' objectives stated in the DoA (PART A). Please list all the objectives identified in the DoA, one by one, and provide conclusive and measurable fact and figures for each of them to clearly demonstrate the progress made and the current status of **the WP achievement -completion (as a percentage)**.

CHALLENGES, DEVIATIONS AND MITIGATION MEASURES: If applicable, please make sure to indicate and justify all deviations that could, for example, slow down the progress on the WP's objectives. For each deviation, please also explain the mitigation measures applied and demonstrate to what extent they have been effective.

- Status on the progress made on all objectives related to the work package:

Your text

- Challenges, deviations and mitigation measures:

Your text

Activities

Report on the implementation status of the activities that were to be implemented during the reporting period and explain deviations from Annex 1 of the Grant Agreement. In case an activity was not implemented, or a deliverable not produced, please explain why.

Please demonstrate the **actual mid-term IMPLEMENTATION AND COMPLETION status of each task, milestone and deliverable** compared to what was foreseen in the DoA.

In case of activities related to any preparation of applications, research and international dimension – please confirm that they were executed in line with the eligibility criteria provided by the EACEA:

- no funding of writing/preparing application s to external funding bodies
- no research activities per se
- no activities in not eligible countries.

Tasks

Task No (Continuous numbering linked to WP) (Please keep strict consistency)	Task Name (Please keep strict consistency with the DoA, PART A). <i>NB: Please also note that the number and title of deliverable inside the document submitted in the</i>	Implemented? (Yes/No/Partially)	Justification (Explain what was done and by whom; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future)
			PARTNERS' PARTICIPATION/CONTRIBUTION TO EACH TASK: For each task, please specify if the partners' participation/contribution (beneficiaries and associated partners) was in line with the DoA. If applicable, please explain and justify any deviation/underperformance and how they were mitigated.

with the DoA – PART A)	<i>continuous reporting interface must always be in a strict consistency with the DoA.</i>		STATUS OF COMPLETION OF EACH TASK: For each task, please refer to the DoA and clearly demonstrate the actual implementation status: Which concrete activities have been implemented during the reporting period and how do they illustrate the level of completion of each task (estimated percentage). FULL IMPLEMENTATION/COMPLETION (100%): For each completed task, please briefly explain which concrete activities have been carried out, how the partners contributed to each of them, and what was the outcome. Please also confirm that the activities were carried out in line with the DoA. PARTIAL IMPLEMENTATION/COMPLETION: For each task that has been only “partially implemented”, please indicate an estimated percentage and demonstrate their level of completion. NO IMPLEMENTATION/COMPLETION: In case a task had not been implemented, please explain if this is in line with the DoA. If this is a clear deviation, please justify and clearly describe the mitigation measures that the alliance applies to ensure the optimal task completion. Please also make sure to explain to what extent these measures were effective and will allow to complete the task. SUB-TASKS: For each task that consists of several sub-tasks, please specify the implementation status and level of completion for each of them and demonstrate which concrete activities have been implemented during the reporting period. DEVIATIONS: For each deviation occurred that impacted one or more (sub)-tasks, please justify, and clearly describe the mitigation measures that the alliance applied to ensure the best possible task completion. Please also make sure to explain to what extent these measures were effective. INDICATORS: In case any (measurable) indicators were included at the WP level in the DoA, please also carefully address them when describing the level of completion of activities. STATUS OF SHORTCOMINGS FROM THE EVALUATION SUMMARY REPORT (ESR): In case it was agreed during the Grant Agreement Preparation (GAP) that any shortcomings pointed out by the experts during the evaluation process should be addressed/covered during the grant implementation in the specific WP/task (see history of changes table in the DoA - Part B), please report on how these have been implemented.
T1.1			

T1.2			
Insert lines if needed			
Milestones			
Milestone No (Continuous numbering linked to WP) (Please keep strict consistency with the DoA, PART A)	Milestone Name (Please keep strict consistency with the DoA, PART A)	Implemented? (Yes/No/Partially)	Justification (Explain what was done and by whom; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future)
			DEMONSTRATION OF FULL IMPLEMENTATION/COMPLETION: For each milestone, please briefly explain which activities were associated to allow its' completion and include information on the means for verification (see DoA) to demonstrate its' completion. Please also indicate whether the milestone was completed in line with the DoA. PARTIAL IMPLEMENTATION/COMPLETION: For each milestone that has been only "partially implemented", please indicate an estimated percentage demonstrating its' level of completion. Please explain if this situation is in line with the DoA or if this is a deviation. In case of a deviation, please justify, and explain how the alliance has been mitigating the situation to ensure the best possible completion of the milestone with no or a minimal impact on the overall objectives and activities. NO IMPLEMENTATION/NO COMPLETION: Please explain if this situation is still in line with the DoA or if this is a deviation. In case of a deviation, please justify it and explain how the alliance has been mitigating the situation to ensure the best possible completion of the milestone with no or a minimal impact on the overall objectives and activities. DEVIATIONS AND MITIGATION MEASURES: For each deviation occurred that impacted one or more milestones, please justify, and explain which impact they had on the overall project implementation. Please clearly describe the mitigation measures that the alliance applied and make sure to explain to what extent these measures were effective and allowed to complete the milestone in the best possible way. STATUS OF SHORTCOMINGS FROM THE EVALUATION SUMMARY REPORT (ESR): In case it was agreed during the Grant Agreement Preparation (GAP) that any shortcomings pointed out by the experts during the evaluation process should be addressed/covered during the grant implementation in a specific milestone (see history of changes table in the DoA - Part B), please report on how these were implemented.

MS1			
MS2			
Insert lines if needed			
Deliverables			
Deliverable No (Continuously numbering linked to WP) (Please keep strict consistency with the DoA, PART A)	Deliverable Name (Please keep strict consistency with the DoA, PART A)	Implemented? (Yes/No/Partially)	Justification (Explain what was done and by whom; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future) DELIVERABLES FULLY IMPLEMENTED/COMPLETED (100%): For deliverables which have been completed exactly as foreseen in the DoA in terms of the expected content/quality/partners contributions, etc., there is no need to provide any further explanation. However, in case a deviation occurred, and if the deliverable (even though submitted) is not fully in line with the DoA, this must be clearly explained and justified, especially if the alliance still considers that despite this deviation the deliverable should be considered as completed 100%. PARTIAL IMPLEMENTATION/COMPLETION: For each deliverable that has been only “partially implemented”, please indicate an estimated percentage demonstrating its’ level of completion. Please explain if this situation is still in line with the DoA or if there has been a deviation. In case of a deviation, please justify and explain how the alliance has been mitigating the situation to ensure the most optimal completion of the deliverable. NO IMPLEMENTATION/NO COMPLETION: Please explain if this situation is still in line with the DoA or if this is a deviation. In case of a deviation, please justify and explain how the alliance has been mitigating the situation to achieve the best possible result. DEVIATIONS AND MITIGATION MEASURES: For each deviation occurred that impacted one or more deliverables, please justify, and explain which impact they had on the overall project implementation. Please clearly describe the mitigation measures that the alliance applied and make sure to explain to what extent these measures were effective and allow the most optimal deliverable completion. STATUS OF SHORTCOMINGS FROM THE EVALUATION SUMMARY REPORT (ESR):

			In case it was agreed during the Grant Agreement Preparation (GAP) that any shortcomings pointed out by the experts during the evaluation process should be addressed/covered during the grant implementation in the specific deliverable (see history of changes table in the DoA - Part B), please report on how these were implemented.
D1.1			
D1.2			
Insert lines if needed			
Other issues: <i>Mention and explain unexpected events and adjustments that had to be made. Explain impact on other tasks, available resources and planning/timing.</i> If applicable, please mention any other deviations which occurred and impacted the overall implementation of this work package and briefly describe the mitigation measures that were applied. Please also explain to what extent these mitigation measures were effective and allowed to overcome the issue. Please do not repeat any deviations in case they have already been described above at the level of specific WP's objectives, tasks, deliverables and milestones. Please also indicate if any of		Insert text	

these other deviations have had an impact on the implementation of other tasks, milestones or deliverables, both within and outside this work package.

Budget implementation — Use of resources (deviations) *(n/a for Lump Sum Grants) (n/a for Additional Prefinancing Report)*

Explain deviations from the budget planning (i.e. differences between actual and planned use of resources, especially for personnel). Include explanations on transfers of cost categories in the estimated budget (if applicable)

If needed, add explanations linked to the report on the use of resources filled in online. Ensure consistency with that report.

Please insert “Not applicable”

Other issues

Please insert “Not applicable”

Work Package 2 ...

To insert additional work packages, copy WP1 as many times as necessary.

Timetable

Timetable (projects of more than 2 years)

Report on deviations from Annex 1 of the Grant Agreement.

Fill in the planned implementation in beige and the deviations in red. Adapt and repeat lines/columns as necessary.

Please give a status update on the timing during this reporting period and in line with the DoA.

Please follow the structure and content of the table below and refer to what was indicated in the DoA. **In case of deviations in terms of timing, these must be thoroughly explained and justified in the sections about the WPs in the tables above.**

Starting date:																												
ACTIVITY	YEAR 1				YEAR 2				YEAR 3				YEAR 4				YEAR 5				YEAR 6							
	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Task 1.1 - ...																												
Task 1.2 - ...																												
Task ...																												



3. OTHER

3.1 Ethics

Ethics (if applicable)
If your Application Form contains a section on ethics, report on any <u>changes</u> to ethics issues identified in Annex 1 of the Grant Agreement (if any). Please note that research activities per se requiring any ethics approvals (e.g. for any work with human participants, any social sciences and humanities/life science research) are not eligible activities. Therefore, ethics is not applicable here.
Please insert "Not applicable"

#§ETH-ICS-EI\$# # @SEC-URI-SU@#

3.2 Security

Security
Please insert "Not applicable"

#§SEC-URI-SU\$# # @DEC-LAR-DL@#

4. DECLARATIONS

Double funding	
This is complementary to section 1.10 (Sustainability and continuation) above.	
Information concerning other EU grants for this project  Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).	YES/NO
We confirm that to our best knowledge neither the project as a whole nor any parts of it benefit/have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies (e.g. EU Regional Funds, EU Agricultural Funds, etc)). If NO, explain and provide details	
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies (e.g. EU Regional Funds, EU Agricultural Funds, etc)). If NO, explain and provide details.	

#§DEC-LAR-DL\$#

]

Double funding	
This is complementary to section 1.10 (Sustainability and continuation) above.	
Information concerning other EU operating grants  Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).	YES/NO

We confirm that to our best knowledge we do not benefit/have not benefitted from any other EU operating grant for the same period. If NO, explain and provide details.	
We confirm that we have not requested any other EU operating grant for the same period. If NO, explain and provide details.	

Annex I

ECEA Financial Statement

ANNEX 4 XXX LUMP SUM MGA — MULTI & MONO

Associated with document Ref. Ares(2024)7395332 - 17/10/2024

FINANCIAL STATEMENT FOR THE ACTION FOR REPORTING PERIOD [NUMBER]

	EU contribution											Requested EU contribution
	Eligible lump sum contributions (per work package)											
	WP1 [name]	WP2 [name]	WP3 [name]	WP4 [name]	WP5 [name]	WP6 [name]	WP7 [name]	WP8 [name]	WP9 [name]	WP10 [name]	WP [XX]	
Forms of funding	/ Lump sum contribution/ Financing not linked to costs/	/ Lump sum contribution/ Financing not linked to costs/	/ Lump sum contribution/ Financing not linked to costs/	/ Lump sum contribution/ Financing not linked to costs/	/ Lump sum contribution/ Financing not linked to costs/	/ Lump sum contribution/ Financing not linked to costs/	/ Lump sum contribution/ Financing not linked to costs/	/ Lump sum contribution/ Financing not linked to costs/	/ Lump sum contribution/ Financing not linked to costs/	/ Lump sum contribution/ Financing not linked to costs/	/ Lump sum contribution/ Financing not linked to costs/	
Status of completion	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	COMPLETED	PARTIALLY COMPLETED	PARTIALLY COMPLETED	COMPLETED	NOT COMPLETED	
	a	b	c	d	e	f	g	h	i	j	k	$l = a + b + c + d + e + f + g + h + i + j + k$
1 – [short name beneficiary]												
1.1 – [short name affiliated entity]												
2 – [short name beneficiary]												
2.1 – [short name affiliated entity]												
X – [short name associated partner]												
Total consortium												

Annex II

OpenEU Deliverable Template

OpenEU

The Open
European
University

Dx.x

Title

Date

Version number: xx

Version History

Version	Date	Sections	Change Description
xx	xx	All	First Draft

Prepared by	Reviewed by	Approved by
Name Position	Name Position	Name Position
Date	Date	Date

Co-funded by
the European Union

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0. Glossary

Annex III

Internal Reporting - Financial Report

			WP1		WP2		WP3		WP4		WP5		WP6		WP7		WP8	
A. DIRECT PERSONNEL COSTS			Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
	A1. Employees (or equivalent) man days																	
	A.2 Natural persons under direct contract																	
B. Subcontracting costs																		
C. Purchase costs																		
	C.1 Travel and subsistence per travel or day																	
	C.2 Equipment (please refer to the Depreciation Cost sheet)																	
	C.3 Other goods, works and services																	
		Consumables																
		Services for Meetings, Seminars																
		Services for communication/promotion/dissemination																
		Other																
D. Subcontracting																		
TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)																		

E. Indirect costs 7% (rounded to zero decimals)																	
TOTAL																	

Detailed information for Other goods, works and services; and Subcontracting

Partner	Budget line	WP	Total Cost (including VAT)	Description
UOC	Subcontracting	7	xx	Joint Participatory Platform
	Services			
	Other costs			

Annex IV

Timesheet template example

NB: Using this template is not mandatory. Other templates can also be used.

EU GRANTS DECLARATION OF DAYS WORKED ON A PROJECT <i>To be kept on file in case of audits.</i>	YEAR:	
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Project acronym:		Project number:	
Participant name:			
Name of the person:		Type of personnel: employee/ natural person under direct contract/ seconded/ other)	

Month	Days worked in the action[1] (e.g. 15; 7,5; 0,5; 0,25)	Work Packages worked on (e.g. WP2; WP5)	Date and signature of the person	Name, date and signature of the supervisor
January			Signature: Date:	Name: Signature: Date:
February			Signature: Date:	Name: Signature: Date:
March			Signature: Date:	Name: Signature: Date:

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November			Signature: Date:	Name: Signature: Date:
December			Signature: Date:	Name: Signature: Date:
TOTAL				

[1] 1 day = number of hours that a full-time employee of the participant has to work in a standard day (e.g. 8 hours).