



# Administrative overview

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# Consortium Agreement

**Document for  
the  
management of  
the project**

**Internal  
consensus on  
the partnership**

**Management  
of the IPR**

**Payment of  
funds and  
modalities**

**Conflict  
resolution**

**Communication  
details**

# Grant Agreement

**AnnexI: General Conditions**

**Annex II: *Project Description;***

- *Budget;*
- *Participants*

**AnnexIII: *Financial and Contractual Rules***

**AnnexIV: Official Rates**

**AnnexV: *Mandates***

## Budget Summary

This section provides a summary of the estimated project budget. The table is automatically completed taking into account the described work packages and their estimated cost.

Budget Items	Allocated amount (EUR)
Work package n°1 'Project Management'	76 856,00
Work package n°2 - Definition of pedagogical framework on distance/blended methods for medical education	43 190,00
Work package n°3 - miniMOOCs development	118 913,00
Work package n°4 - E-MEDIC Serious Game development	79 152,00
Work package n°5 - Recommendations and good practices in the application of distance methods in medicine	81 889,00
<b>Total</b>	<b>400 000,00</b>

## Distribution of the grant amount among participating organisations

WP	Coordinator (EUR)	Partner 1 (EUR)	Partner 2 (EUR)	Partner 3 (EUR)	Partner 4 (EUR)	Partner 5 (EUR)	Partner 6 (EUR)	Partner 7 (EUR)	Partner 8 (EUR)	Total (EUR)
Work package n°1 'Project Management'	12 298,00	7 874,00	8 306,00	7 792,00	7 464,00	7 200,00	9 024,00	9 024,00	7 874,00	76 856,00
Work package n°2 - Definition of pedagogical framework on distance/blended methods for medical education	4 280,00	3 210,00	10 040,00	4 510,00	4 510,00	3 400,00	3 210,00	6 820,00	3 210,00	43 190,00
Work package n°3 - miniMOOCs development	19 120,00	11 984,00	24 967,00	13 234,00	13 234,00	6 200,00	11 770,00	9 630,00	8 774,00	118 913,00
Work package n°4 - E-MEDIC Serious Game development	11 458,00	1 926,00	7 666,00	4 962,00	4 962,00	10 300,00	5 136,00	1 926,00	30 816,00	79 152,00
Work package n°5 - Recommendations and good practices in the application of distance methods in medicine	7 704,00	7 918,00	12 532,00	12 193,00	10 448,00	5 200,00	6 848,00	6 848,00	12 198,00	81 889,00
<b>Total</b>	<b>54 860,00</b>	<b>32 912,00</b>	<b>63 511,00</b>	<b>42 691,00</b>	<b>40 618,00</b>	<b>32 300,00</b>	<b>35 968,00</b>	<b>34 248,00</b>	<b>62 872,00</b>	<b>400 000,00</b>
<b>Project lump sum (EUR)</b>										<b>400 000,00</b>

OID	Legal name	Country	Region	City	Website
E10209051	UNIVERSITA DEGLI STUDI DI FOGGIA	Italy		FOGGIA	<a href="http://www.unifg.it">www.unifg.it</a>

## Partner organisations

OID	Legal name	Country	Region	City	Website
E10118256	UNIVERSITA TELEMATICA PEGASO	Italy		NAPOLI	<a href="http://www.unipegaso.it">www.unipegaso.it</a>
E10209166	AALBORG UNIVERSITET	Denmark		AALBORG	<a href="http://www.aau.dk">www.aau.dk</a>
E10209094	UNIVERSIDADE DO PORTO	Portugal	Norte	PORTO	<a href="http://www.up.pt">http://www.up.pt</a>
E10236406	ONTIZI AMKE	Greece	Αττική (Attiki)	AΘΗΝΑ	<a href="http://www.odyssea.com">www.odyssea.com</a>
E10078271	Lviv Polytechnic National University	Ukraine	Ukraine	Lviv	<a href="http://www.lp.edu.ua">www.lp.edu.ua</a>
E10208715	SCUOLA INTERNAZIONALE SUPERIORE DI STUDI AVANZATI DI TRIESTE	Italy	20003990	TRIESTE	<a href="http://www.sissa.it">www.sissa.it</a>
E10209515	UNIVERSITA DEGLI STUDI DI PADOVA	Italy	Veneto	PADOVA	<a href="http://www.unipd.it">www.unipd.it</a>
E10298780	Serious Game Factory - SGF srl	Italy	Puglia	Foggia	

# A magic word



The lump sum contributions cover all costs directly related to the implementation of the project activities.



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# Conditions for eligibility of lump sum contributions



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Lump sum contributions are eligible ('eligible contributions'), if:

- the work packages/activities are completed
- the work is properly implemented by the beneficiaries and/or the results are achieved, in accordance with Annex II and during in the period set out in Article I.2 (with the exception of work/results relating to the submission of the final periodic report (Final Report), which may be achieved afterwards)



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# Supporting material for the lump sums



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Documentary proof of incurred expenses (e.g. invoices) is **not required** at final report stage.

However, in accordance with section V of this Annex and article II.27 of the General Conditions, upon request by the National Agency, by the Commission or an audit body, beneficiaries must be able to provide **evidence** that the **activities** for which the grant was requested have actually been carried out.



# Amendment

In case that, during the implementation of the project, a beneficiary needs to modify the budget allocated to a work package/activity, this can be done only by requesting an amendment.

Budget transfers between work packages are acceptable only if work packages are not already completed (and declared as such in a financial statement) and are justified by the technical implementation of the action.

In this sense, the granting authority will assess any such request for amendment on a case-by-case basis.

# Final report

The final report will be evaluated on the basis of quality criteria and scored on a total of maximum 100 points.

If the final report scores below 70 points in total, the NA may reduce the final grant amount on the basis of poor, partial or late implementation of the Project even if all activities reported were eligible and actually took place.

# An other magic word



# Quality criteria

The extent to which the project was implemented in line with the approved grant application

The quality of activities undertaken and their consistency with the project objectives

The quality of the products and results produced

The learning outcomes and impact on participants

The extent to which the project proved to be innovative/complementary to other initiatives

The extent to which the project proved to add value at EU level

The extent to which the project implemented effective quality measures as well as measures for evaluating the project's outcomes

The impact on the participating organisations

In case of learning, teaching and training activities: the quality of the practical arrangements provided in support of the mobility, in terms of preparation, monitoring and support to participants during their mobility activity, the quality arrangements for the recognition/validation of the learning outcomes of participants

The quality and scope of the dissemination activities undertaken

The potential wider impact of the project on individuals and organisations beyond the beneficiaries

# Grant reduction

## In that case, a grant reduction may correspond to:

- 10% if the final report scores between 69 and 55 points;
- 40% if the final report scores between 54 and 40 points;
- 70% if the final report scores between 39 and 0 points

If the overall project scores above 70 points, but the score of one or more work packages is lower than 70, a grant reduction shall be applied only to those work packages, based on the same scale as above.

In case a planned work package is not carried out and it is not replaced in due time by another equivalent work package in terms of budget and activities, the NA shall reduce the grant by the amount allocated to that work package.

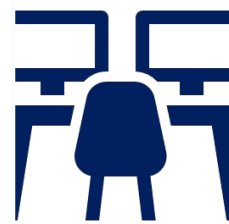
# Checks of grant beneficiaries



Final report  
check



Desk check



On-the-spot  
checks

# Final report check

The final report check is undertaken at final report stage at the NA premises in order to establish the final grant amount to which the beneficiaries are entitled

- For us until 30/04/2025.

The beneficiary's final report must include the following information:

- Detailed description of each activity carried out.
- Quantitative and qualitative information showing the level of achievement of the project objectives stated in the application
- Project results, by uploading them in the Erasmus+ Project Results Platform.
- Self-assessment, indicating as a percentage the level of achievement of the project objectives.
- Relevant supporting documents.

# Desk check

The desk check is an in-depth check of **supporting documents** as well as evidence of the underlying **reality of the project implementation**, carried out at the NA premises that may be conducted **at or after** the final report stage.

Upon request, the coordinator must submit to the National Agency the relevant supporting documents and **evidence supporting the quality of the deliverables**.



# Desk check

Which documents?



# On the spot checks

On-the-spot checks are performed by the NA at the premises of the beneficiaries or at any other premise relevant for the execution of the Project.

During on-the-spot checks, the beneficiaries must make **original** supporting documentation available for review by the National Agency and must enable the National Agency access to the recording of project expenses in the beneficiary's accounts.

When?

- During the project
- After the end of the project

# Questions?



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