

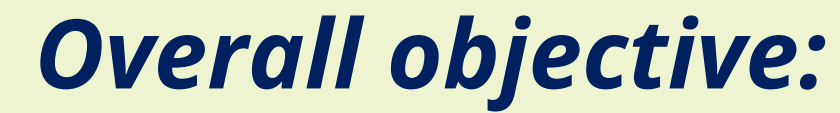
Intra-Africa Academic Mobility Scheme

European Education and Culture
Executive Agency

Managing an Intra-Africa Project

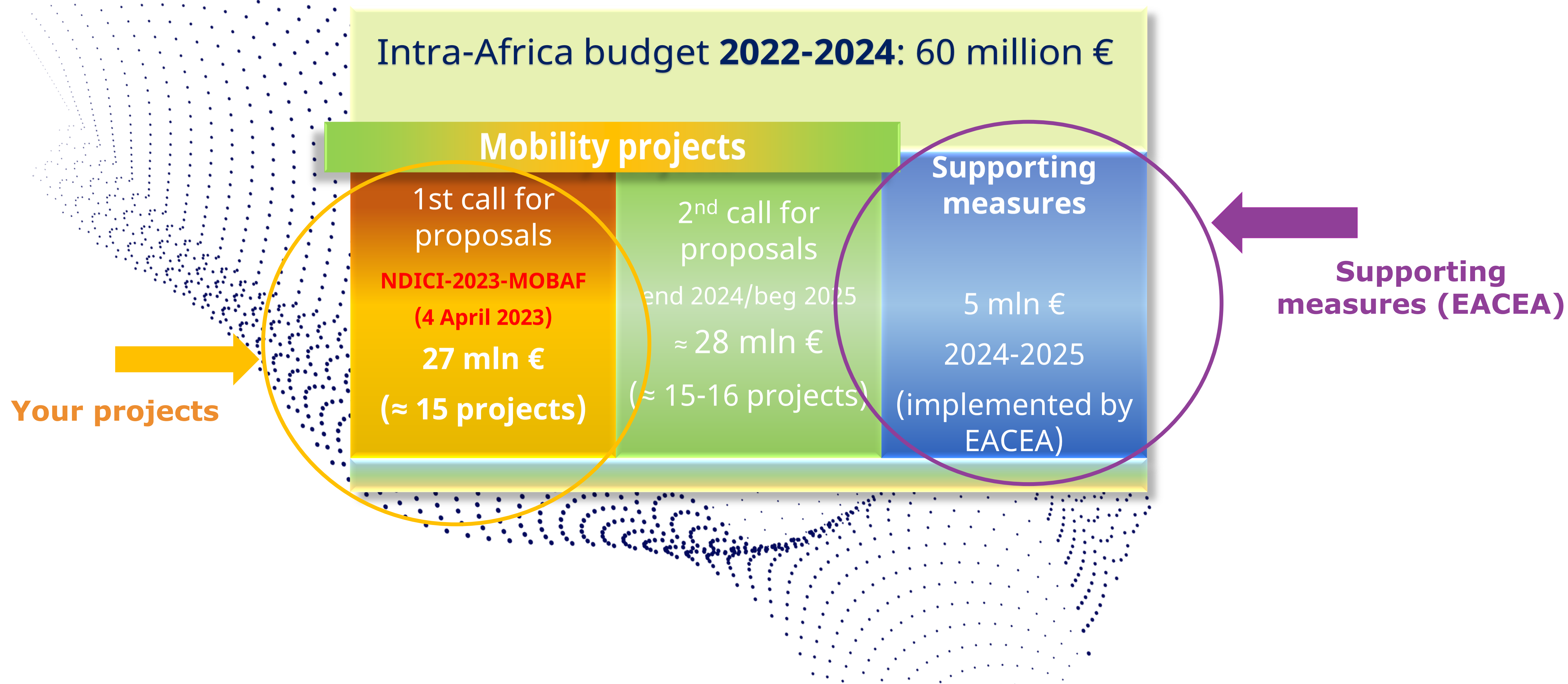
- ✓ **Features of MOBAF 2022-2027**
- ✓ Working as a consortium
- ✓ Reporting to the Agency and monitoring
- ✓ Grant Agreement – Key information
- ✓ Questions & answers



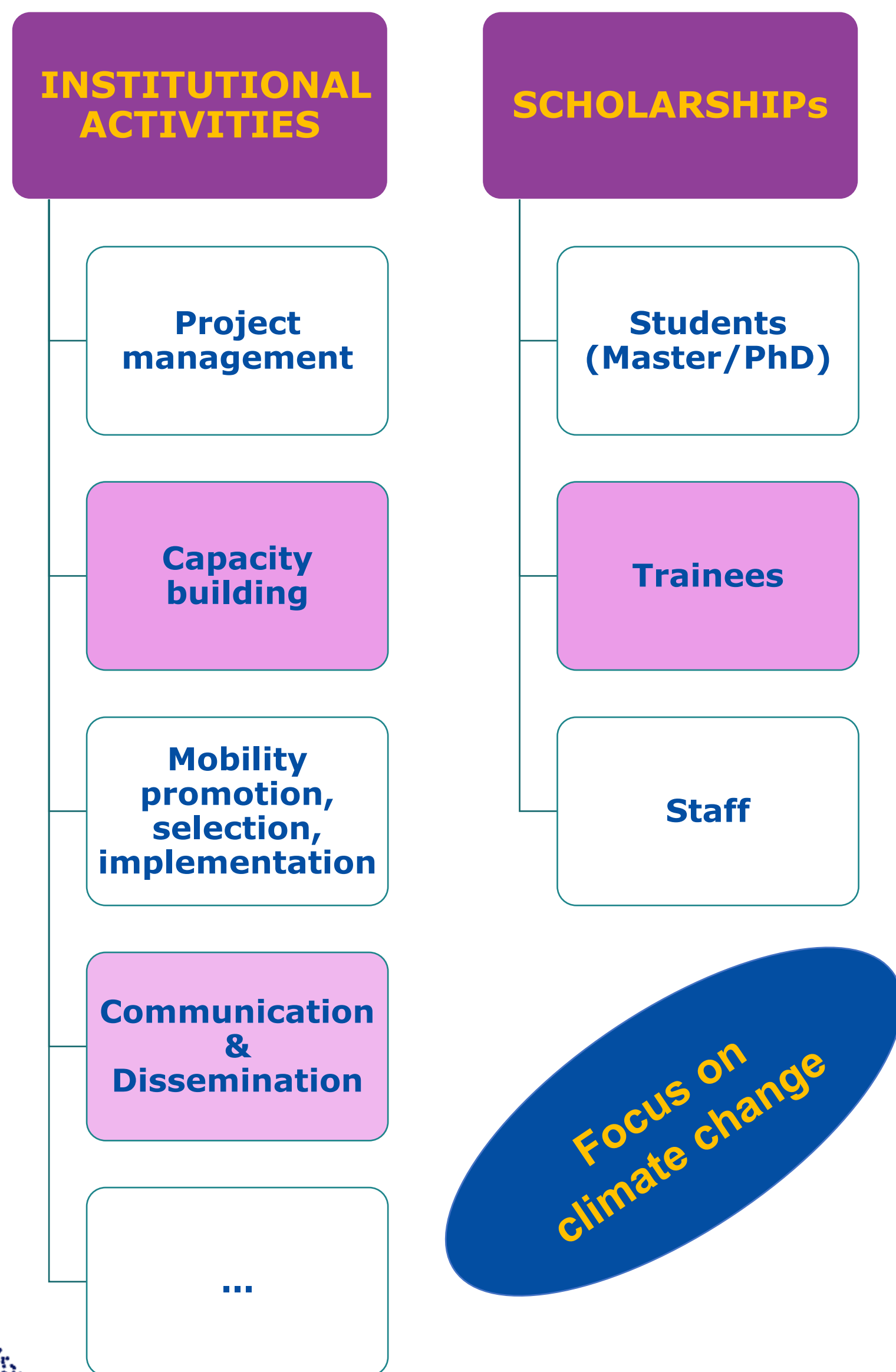


To reinforce focus on **climate change mitigation and adaptation** in higher education

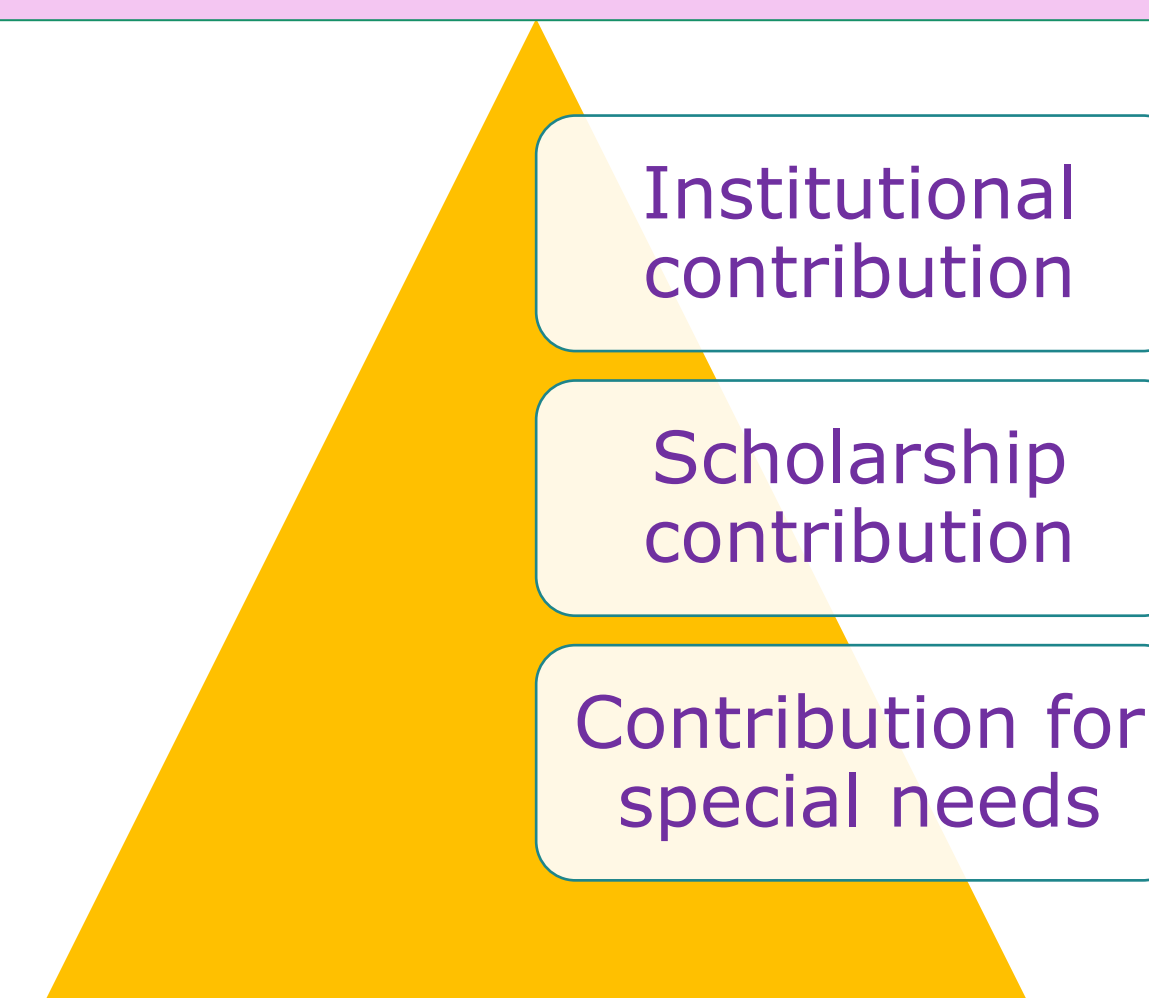
Intra-Africa Academic Mobility Scheme (MOBAF) 2022-2027



MOBAF projects - new features



**New funding mechanism:
UNIT contributions**



Your proposal

- Needs analysis
- Project objectives
- Intervention logic
- Details on implementing arrangements and on activities

Organisation and management

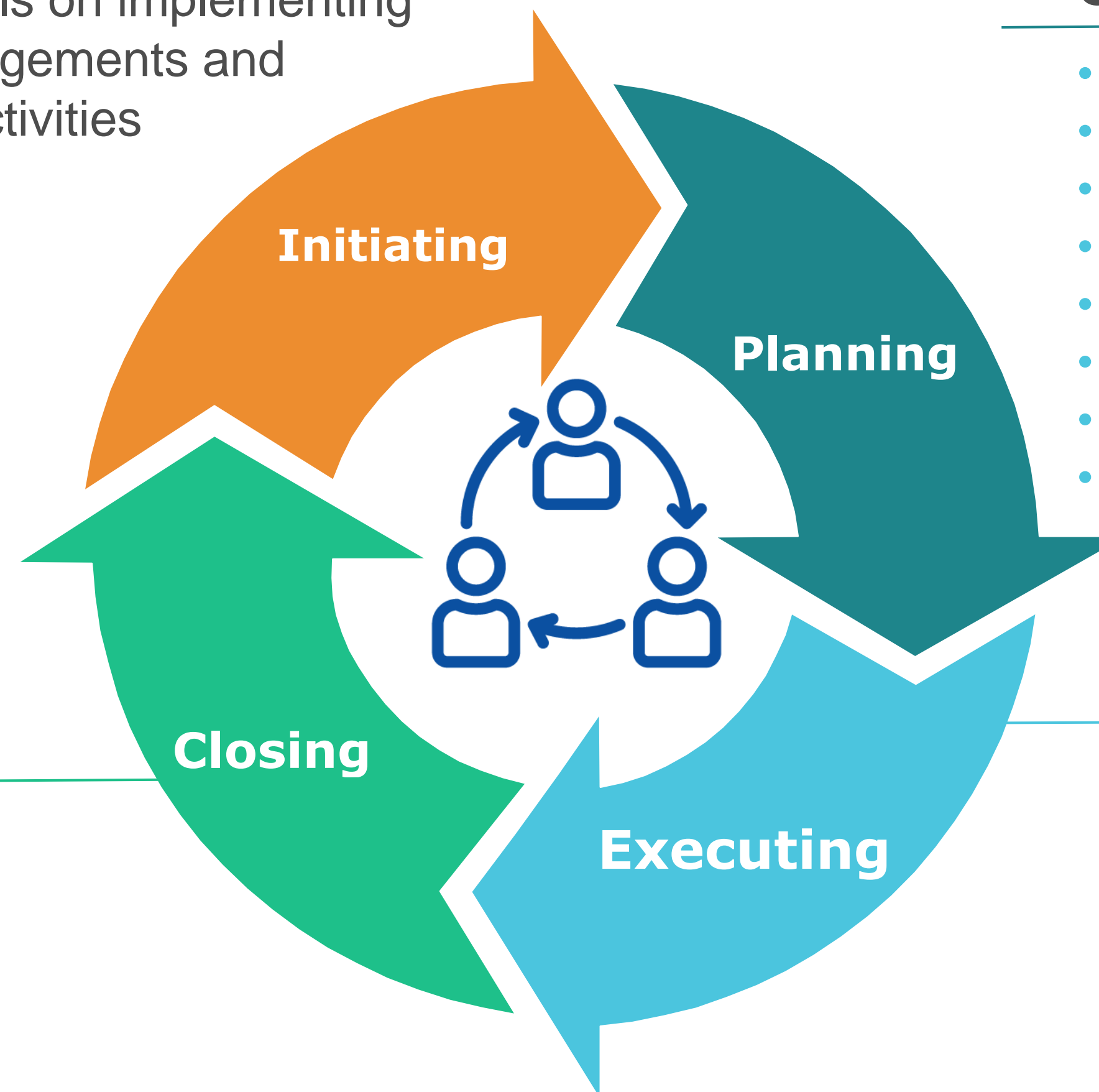
- **Kick-off and partnership meetings**
- **Review of project's workplan**
- Governance structures
- Roles and responsibilities
- Internal communication
- Provisions for recognition of studies
- Planning for services and facilities
- Capacity building/accomp. activities

Implementation of the mobility and of institutional activities

- Coordination
- Operational and financial management
- Promotional activities
- Selection of the scholarship holders
- Student/trainee/staff activities
- Quality Assurance activities
- Progress Reporting
- Communication and dissemination

Analysis on the achievements

- Project end review meeting
- Lessons learnt and possible recommendations
- Final report
- Dissemination of results



Monitoring and Evaluation

Your consortium's endeavours

An iceberg floating in the ocean under a blue sky with clouds. The tip of the iceberg is above the water line, and the much larger part is submerged below the water line. The image is used as a metaphor for the 10% visible proposal and the 90% hidden environmental factors.

Your proposal

10%

Internal/External Factors:

- Individuals/personalities
- Countries (cultures, currencies, languages, HE systems, academic calendars)
- Legal frameworks
- Institutional constraints
- Unexpected circumstances

**Your
project's environ
ment**

90%

OUTLINE

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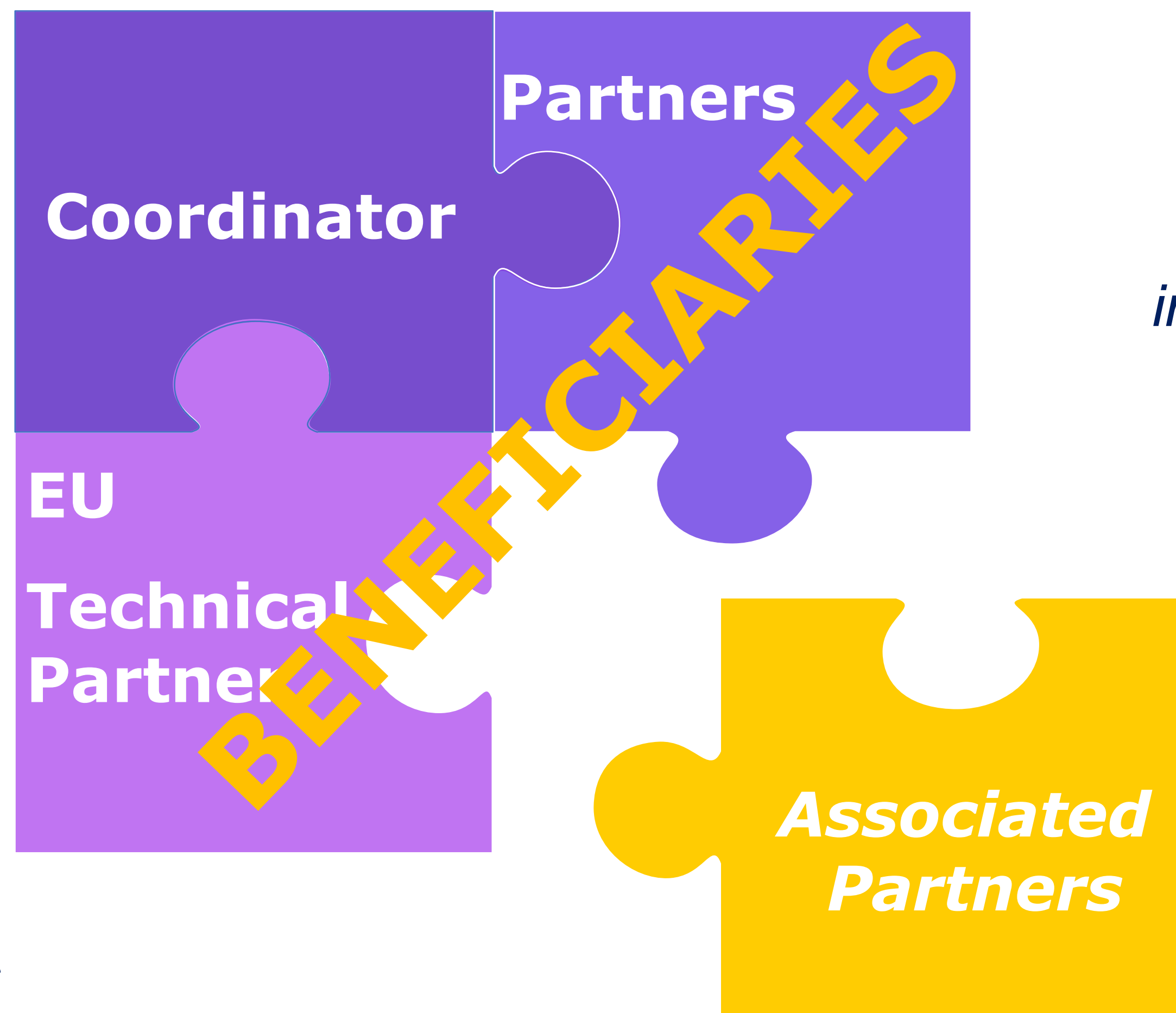


MOBAF consortium



*The **BENEFICIARIES**, as signatories of the Agreement, are fully responsible for implementing it and for complying with all its obligations*

They must have the appropriate resources to implement the action



They are jointly responsible for the implementation of the project activities

Beneficiaries

Responsibilities of each beneficiary vis à vis the Agency:

- To keep information stored in the Portal Participant Register up to date
- To inform the Agency (and the other beneficiaries) immediately of any events or circumstances likely to affect significantly or delay the implementation of the action
- To keep all documents proving the proper implementation of the action
- To prevent any conflict of interest in implementing of the action
- To respect the data protection principles

Project contact persons



A good contact person **at each beneficiary**:

- ✓ Has good management and communication skills
- ✓ Has the full support of their institution
- ✓ Is trusted by the partners
- ✓ Ensures transparent communication within their institution and the consortium
- ✓ Cooperate with key institutional services in their organisation
- ✓ Actively engage in communication and dissemination activities at all levels

Institutional commitment



Project management is not a "one person show" but an institutional responsibility

It is essential to:

- ✓ have the relevant institutional services/departments on board from the very start
- ✓ provide regular feedback to the university authorities
- ✓ Project's assigned **roles/tasks** should be shared **within a strong project team** in all beneficiary institutions



Financial, administrative and academic tasks require good investment in human resources



**International Relations
Office**



Finance department



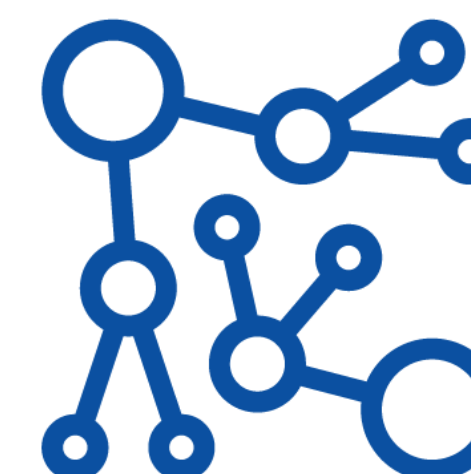
**Quality assurance
services**



**Institutional
services**



Academic services



IT/Communication



OUTLINE

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Project
level

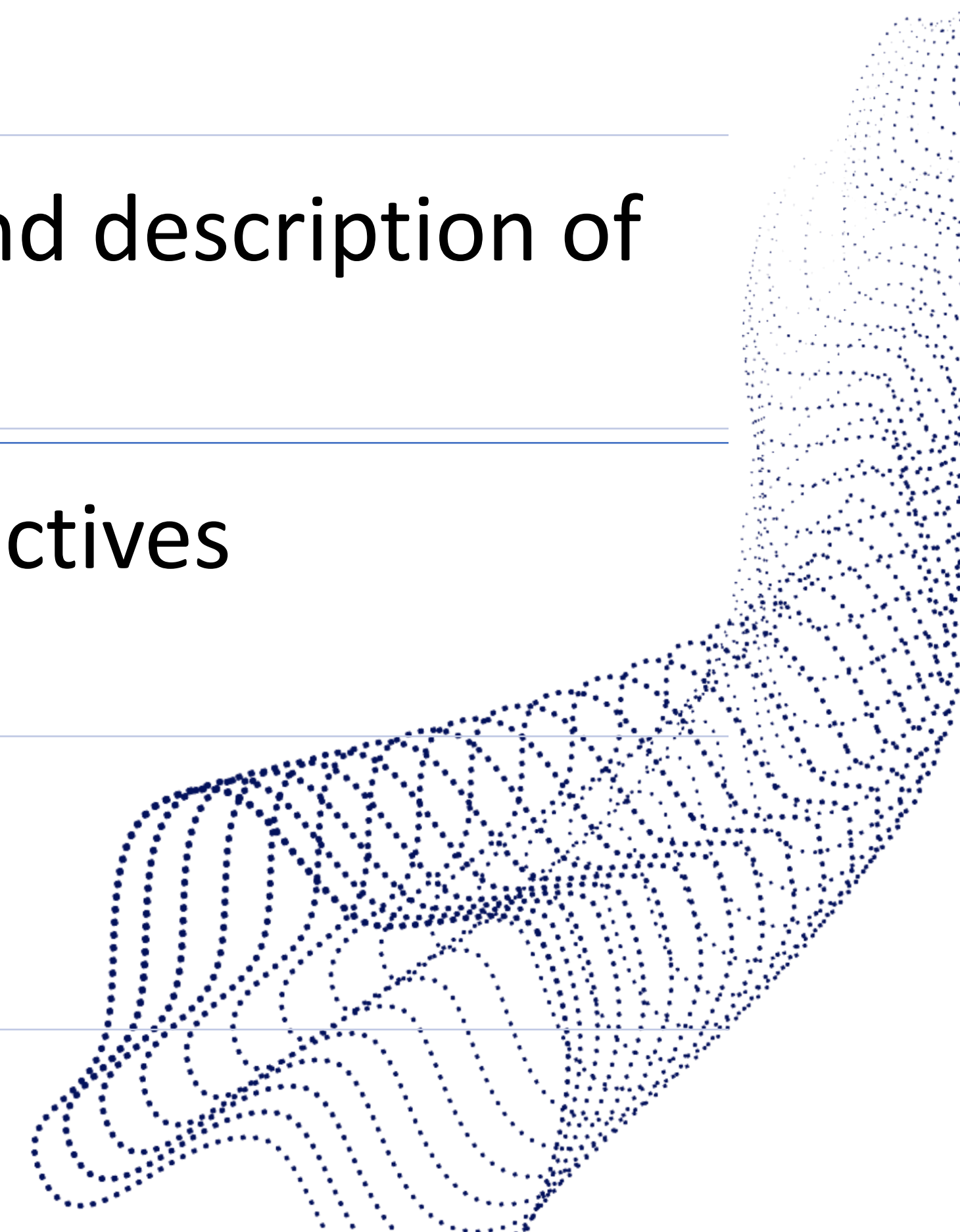
Sound project management

In line with initial project objectives and description of activities

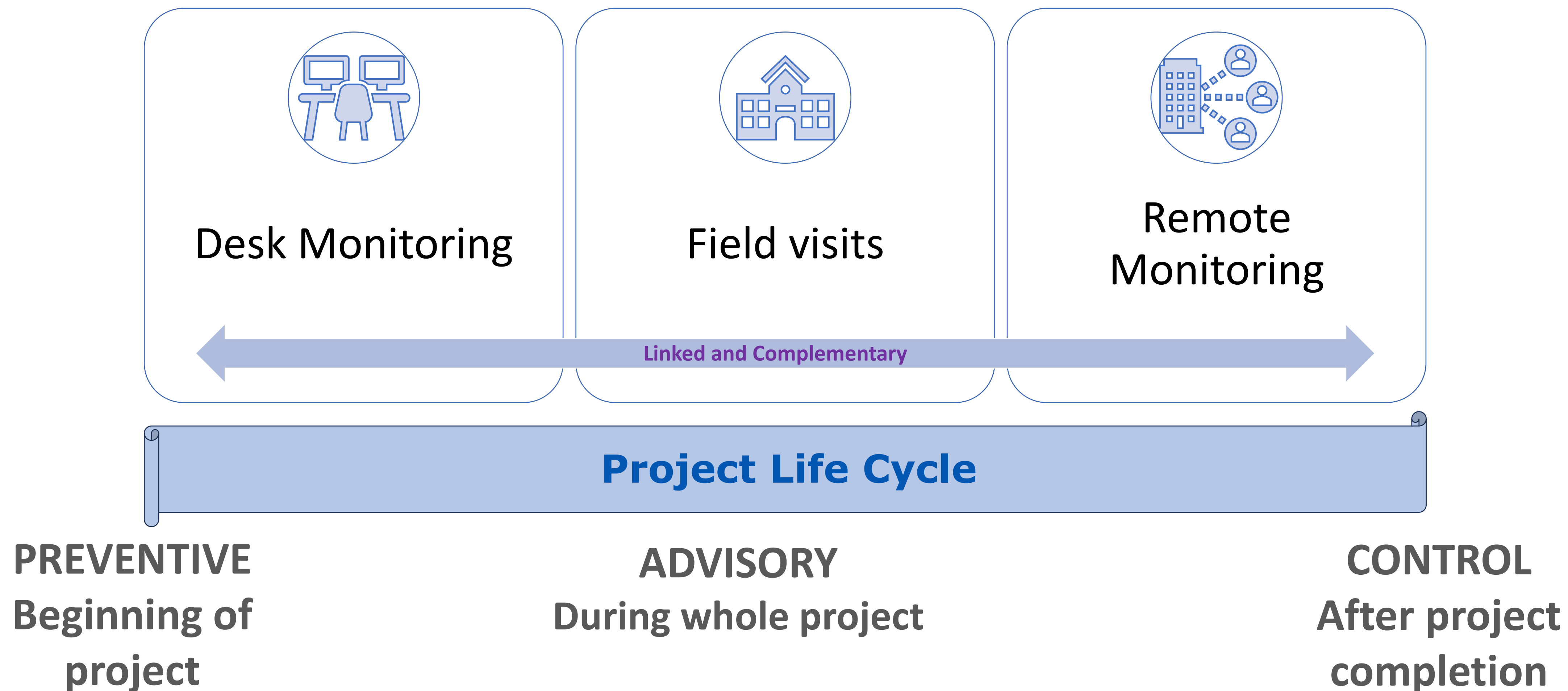
Programme
level

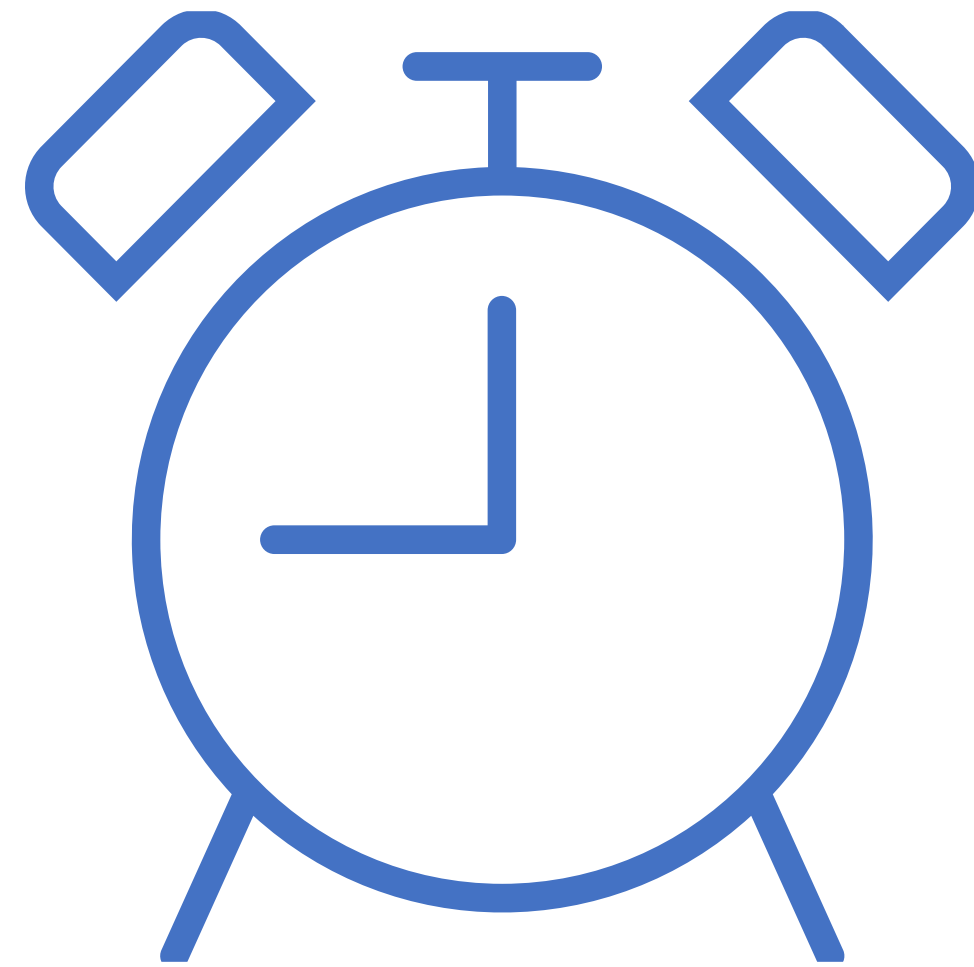
Project in line with MOBAF policy objectives

Compliance with EU rules



Different Monitoring types





Continuous
Reporting



Fixed Reporting
periods

It is the contractual obligation of grant holders to report on their project on certain moments, financially and content-wise

Continuous Reporting

Where?

- The Continuous Reporting Module will be accessible through the link you receive at the beginning of the project (as of 22/3/2024)

Who?

- Milestones and deliverables should be uploaded by each assigned participant and submitted by Project Coordinator

What?

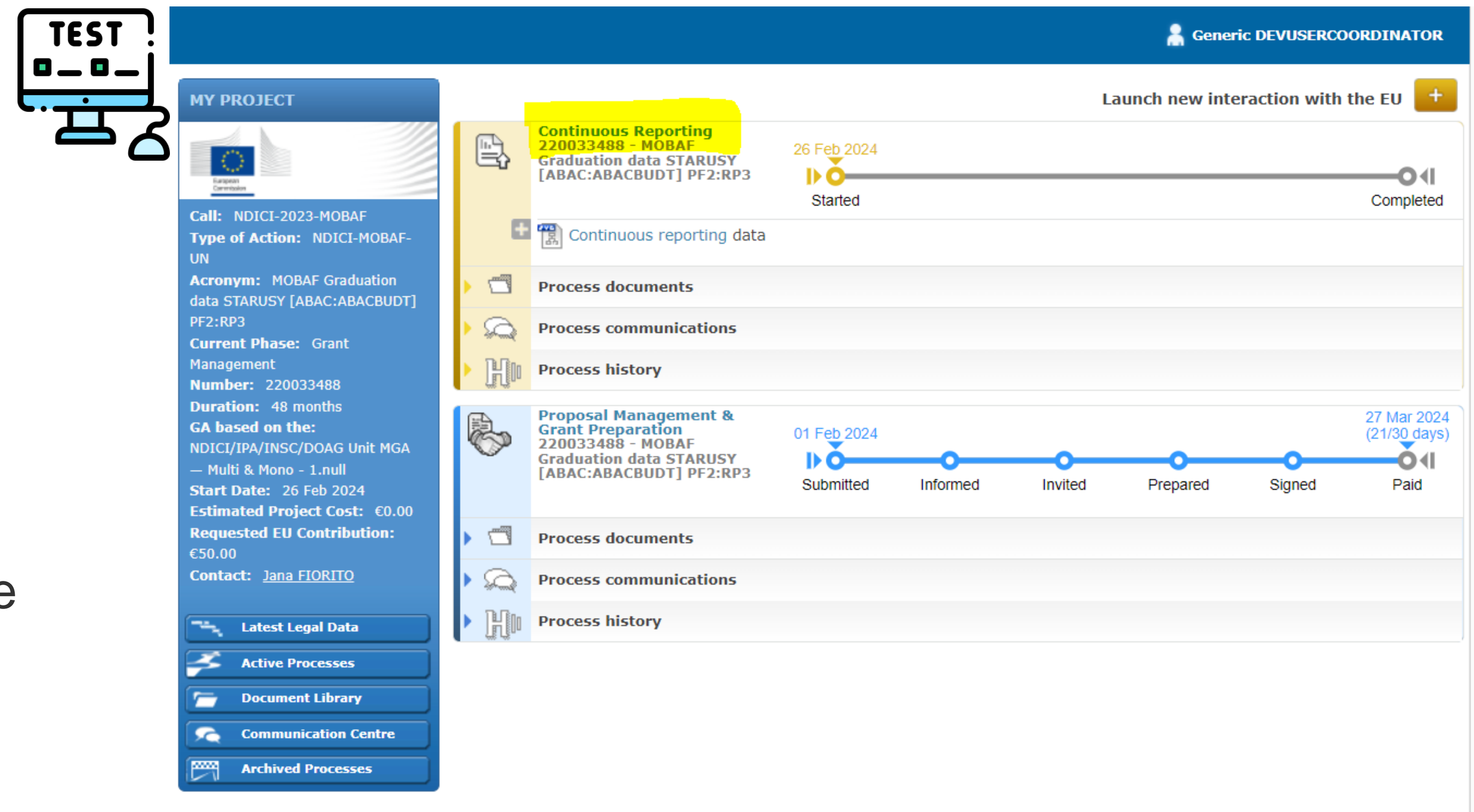
- Reporting on milestones, deliverables and mobility

When?

- Schedule set during the Grant Agreement Preparation

Continuous Reporting

- “Continuous Reporting” module in Grant Management Services
- Enter via “My Project” and then click on “Continuous Reporting”
- Expected to be available as of April 2024



The screenshot displays the 'My Project' interface for a user named 'Generic DEVUSERCOORDINATOR'. The interface is divided into several sections:

- MY PROJECT**: A sidebar on the left containing project details:
 - Call: NDICI-2023-MOBAF
 - Type of Action: NDICI-MOBAF-UN
 - Acronym: MOBAF Graduation data STARUSY [ABAC:ABACBUDT] PF2:RP3
 - Current Phase: Grant Management
 - Number: 220033488
 - Duration: 48 months
 - GA based on the: NDICI/IPA/INSC/DOAG Unit MGA — Multi & Mono - 1.null
 - Start Date: 26 Feb 2024
 - Estimated Project Cost: €0.00
 - Requested EU Contribution: €50.00
 - Contact: [Jana FIORITO](#)
- Continuous Reporting**: A main section on the right, highlighted with a yellow box. It shows a timeline for '220033488 - MOBAF Graduation data STARUSY [ABAC:ABACBUDT] PF2:RP3' starting on 26 Feb 2024. Below this, there are links for 'Continuous reporting data', 'Process documents', 'Process communications', and 'Process history'.
- Proposal Management & Grant Preparation**: Another section on the right, showing a timeline for '220033488 - MOBAF Graduation data STARUSY [ABAC:ABACBUDT] PF2:RP3' starting on 01 Feb 2024 and ending on 27 Mar 2024 (21/30 days). It includes a progress bar with stages: Submitted, Informed, Invited, Prepared, Signed, and Paid. Below this, there are links for 'Process documents', 'Process communications', and 'Process history'.

20

Continuous Reporting

Project Summary

Publication and dissemination

- *To be completed before the project ends can be updated at each Periodic Reporting*
- *a stand-alone text to promote the project, well structured but descriptive and easy to read.*
- *Diagrams or photographs illustrating the work of the project can be included (but only as images)*

Deliverables

Outputs by due dates and type (SEN or PUB)

- *Programme specific information in month 12 (i.e. template 'MOBAF implementation report), in month 30 and month 48 (with Periodic Reports)*
- *Data Protection requirements for PUBLIC deliverables*

Milestones

Check boxes to indicate their completion

- *Signature of the Memorandum of understanding (month 6)*
- *Annual updates of the Mobility Tab (months 9, 18, 30, 42 and 48)*

Other tabs

Dissemination/Communication Activities/Events & Trainings

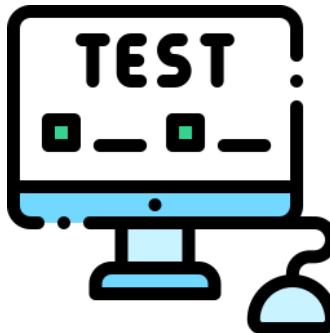
- *At least one Dissemination and one Communication Activity at Final Report (m 48) with the 'Delivered' status and no 'ongoing' or 'postponed'. Events and Trainings: optional (flag checkbox if no event or training at Final Report)*

Risks

State of play to be reported at periodic reports

- *Explain in Actions if and why the risk mitigation measures couldn't be applied*
- *Possibility to add unforeseen risks*

Reporting on Mobility



Mobility Tab in the “Continuous Reporting” module in Grant Management Services

Grant Management

220033488 (MOBAF Graduatio...) NDICI-MO...
Call: NDICI-2023-MOBAF
Topic: NDICI-SSA

Project Continuous Report

Project Summary

Deliverables

Milestones

Critical Risks

Disseminati... activities

Communic... Activities

Events and Trainings

Financial support to 3rd parties

Mobility

HOW TO

Mobility

Students/ Staff

+ Add New Student/ Staff

Number	Persor ID	First Name	Family Name	Gender	Nationalit	Country of Residence	Special Needs	University of Origin	Scholarship Holder Profile	Student Category	Submitted Declarations	Actions
2	1	Elif	Memis	W	AO	Algeria	Not Applicable	University of Pretoria	Master Student	Target Group 2	1 out of 1	
3	2	Test	Test	M	BW	Angola	Category I Level 2: EUR 4 50€	UNIVERSITY OF DAR ES SALAAM	Administrative & Technica	Not applicable	0 out of 1	
4	3	Trainee	Test	M	DZ	Algeria	Not Applicable	UNIVERSITY OF GHANA	Trainee	Not applicable	0 out of 1	
1	4	Elif	Memis	W	AO	Angola	Not Applicable	UNIVERSITY OF DAR ES SALAAM	Doctoral Candidate	Target Group 1	0 out of 0	

Mobility Declarations

+ Add Mobility Declaration

Number	Person ID	First Name	Family Name	Destination organisation	Activity	Start date	End date	Duration (in months)	Recognition type	Status	Actions
1	1	Elif	Memis	UNIVERSITE D'ABOMEY-CALAVI	Research	02-09-2024	01-07-2025	10.00	Credit Seeking	SUBMITTED	
2	2	Test	Test	UNIVERSITY OF GHANA	Administrative Work	11-03-2024	27-03-2024	0.57	-	DRAFT	
3	3	Trainee	Test	HOCHSCHULE FUER ANGEWANDTE WISSENSCHAFTEN	Project	05-03-2024	03-09-2024	6.00	-	DRAFT	

Reporting on Mobility

Scholarship holders Library

- List of selected scholarship holders
- Personal data
- Special needs category (if any)
- Vulnerable status (if any)
- Scholarship holder profile and category
- Information on the origin university

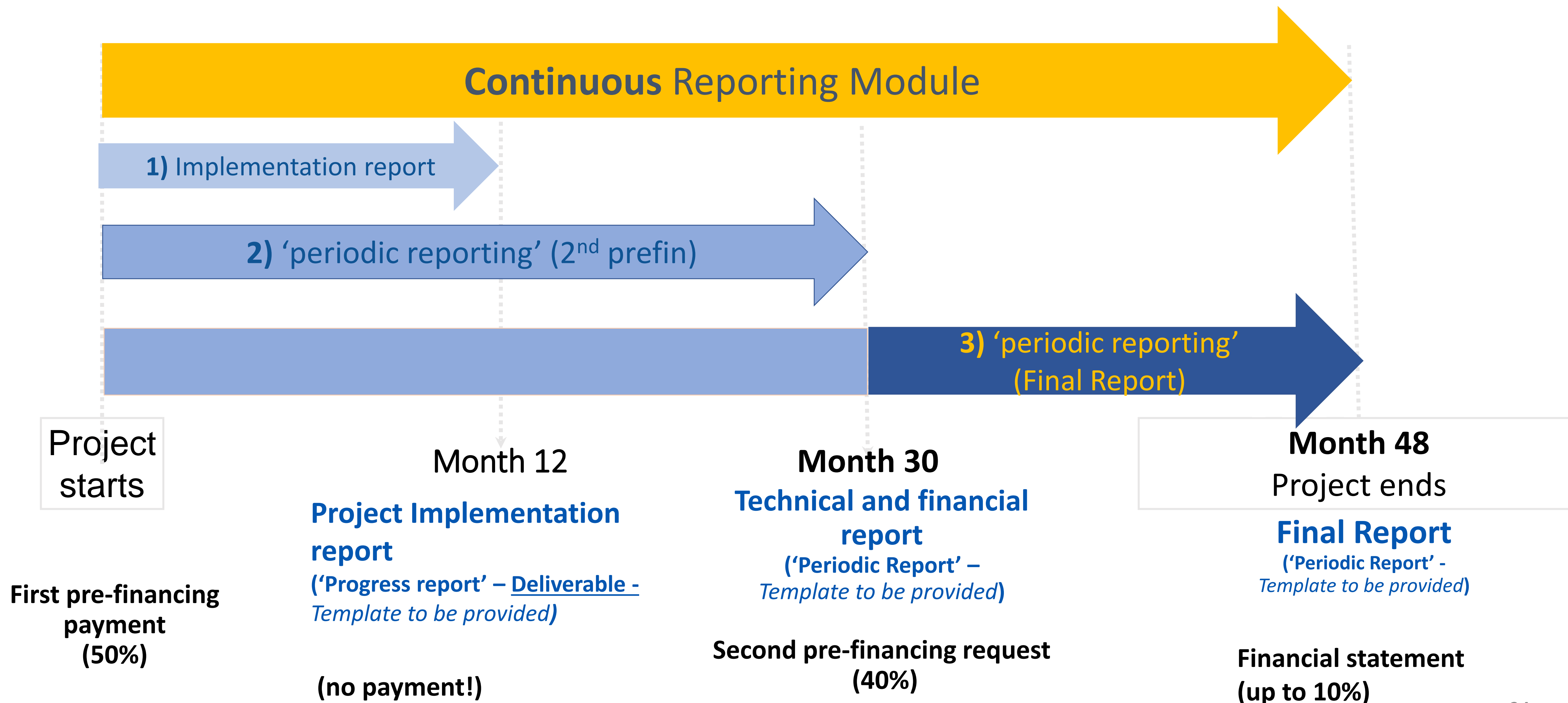
Mobility Declarations

- Host university/organisation
- Subject of Study for students
- Type of activity for trainees and staff
- Thematic areas
- Recognition type
- Study and mobility periods

Resources:

- A training session on the functionalities of the “Mobility Tab” in April/May
- Manual will be available online on FTOP as of 22/3/2024

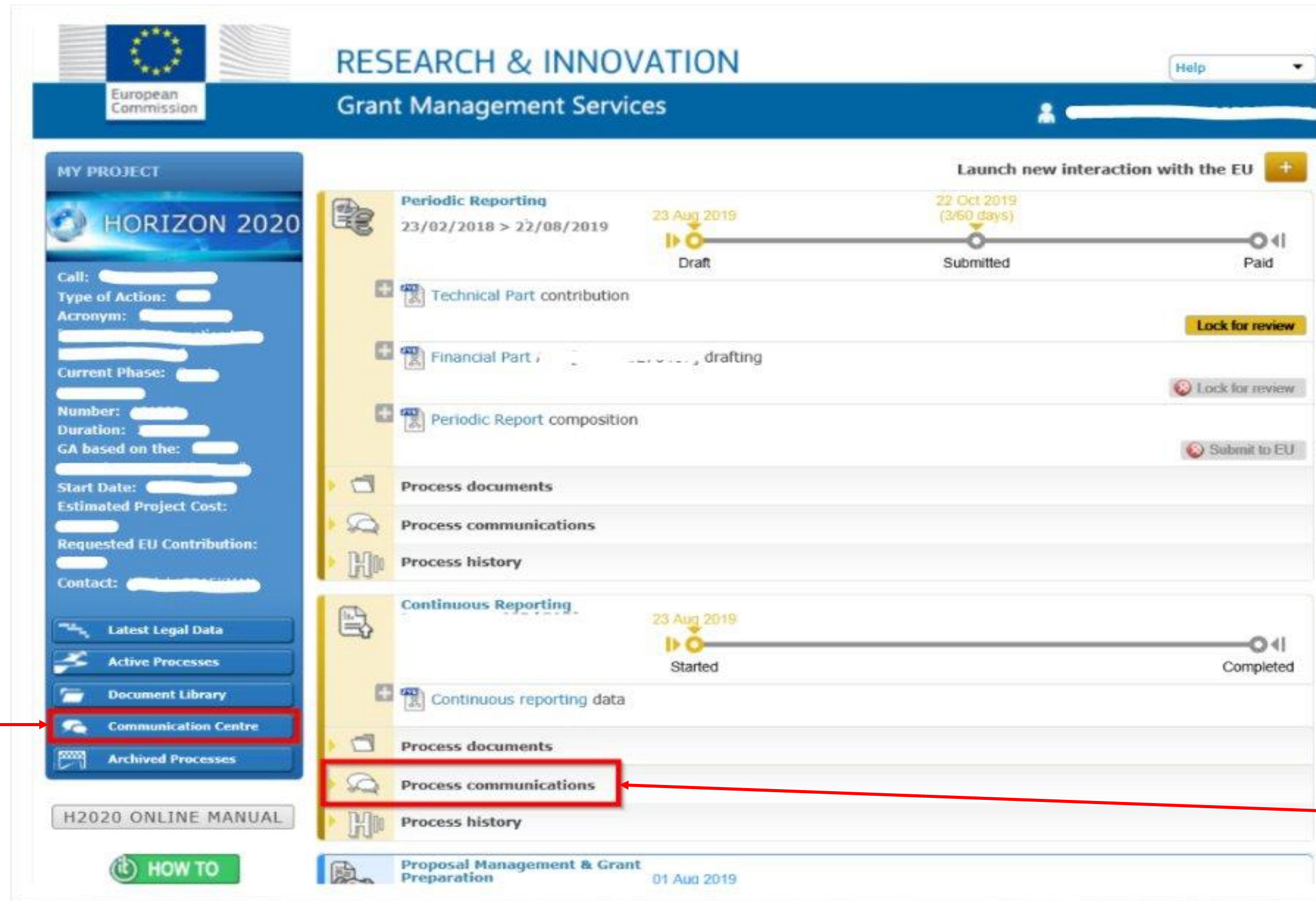
“Fixed” Reporting periods & pre-financing payments



Communication with the Agency

- The coordinator acts as the intermediary for all communications between the consortium and the Agency
- All communications through the Portal
- No communication by email
- TEAMS group to be established for share of information/guidance and for cross-project collaboration

Communication with the Agency



The screenshot shows the 'RESEARCH & INNOVATION Grant Management Services' interface. On the left, the 'MY PROJECT' sidebar includes fields for project details and a list of navigation options: 'Latest Legal Data', 'Active Processes', 'Document Library', 'Communication Centre' (highlighted with a red box), and 'Archived Processes'. The main content area displays 'Periodic Reporting' and 'Continuous Reporting' sections, each with a timeline and a list of tasks. In the 'Continuous Reporting' section, 'Process communications' is highlighted with a red box. A red arrow points from the 'Communication Centre' in the sidebar to the 'Process communications' box in the main content area.

Communication at process level (GAP, Deliverables, Amendments, etc.)

At project level (all processed messages are stored in the **Communication Centre** with all other project messages)



Questions and Answers





OUTLINE

- ✓ Features of MOBAF 2022-2027
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Grant Agreement

Your Application

Integral part of the grant agreement

Annexes

Contain useful information

Data Sheet

Summary of the main points of the Grant Agreement

Grant Agreement

PREAMBLE

DATA SHEET

CHAPTER 1 *GENERAL (definitions)*

CHAPTER 2 *ACTION (ref. to project n. and acronym)*

CHAPTER 3 *GRANT (Form of grant – eligible/ineligible contributions)*

CHAPTER 4 *GRANT IMPLEMENTATION*

CHAPTER 5 *CONSEQUENCES OF NON-COMPLIANCE*

CHAPTER 6 *FINAL PROVISIONS*

Annotated Model Grant
Agreement [GoFund WIKI](#)

Annexes to the Grant Agreement

Annex 1: Description of the Action (Part A & B)

Annex 2: Estimated Budget for the action

Annex 2a: Additional information on unit costs and contributions

Annex 3: Accession Forms

Annex 3a: Declaration of joint and several liability of affiliated entities (*)

Annex 4: Model for the financial statements

Annex 5: Specific Rules

* (if applicable)

Superiority Principle

Art.37 Interpretation of the Agreement

- **Data Sheet** > over the rest of Terms and Conditions
- **Annex 5** > over the Terms and Conditions
- **Terms and Conditions** > over the Annexes, other than Annex 5
- **Annex 2** > over Annex 1

Data Sheet - *Key Data*



1

GENERAL DATA

*(e.g. Project number, name,
type of action, start and end
date and duration)*

2

PARTICIPANT S

*(e.g. Coordinator, Beneficiaries,
Associated partners)*

3

GRANT

*(e.g. Action grant, budget
categories, budget flexibility –
with conditions)
Unit Contributions*

4

REPORTING, PAYMENTS & RECOVERIES

*(e.g. Continuous and periodic
reporting, payments/recoveries,
bank account, etc.)*

5

NON-COMPLIANCE

*Consequences of non-
compliance, applicable law &
dispute settlement forum*

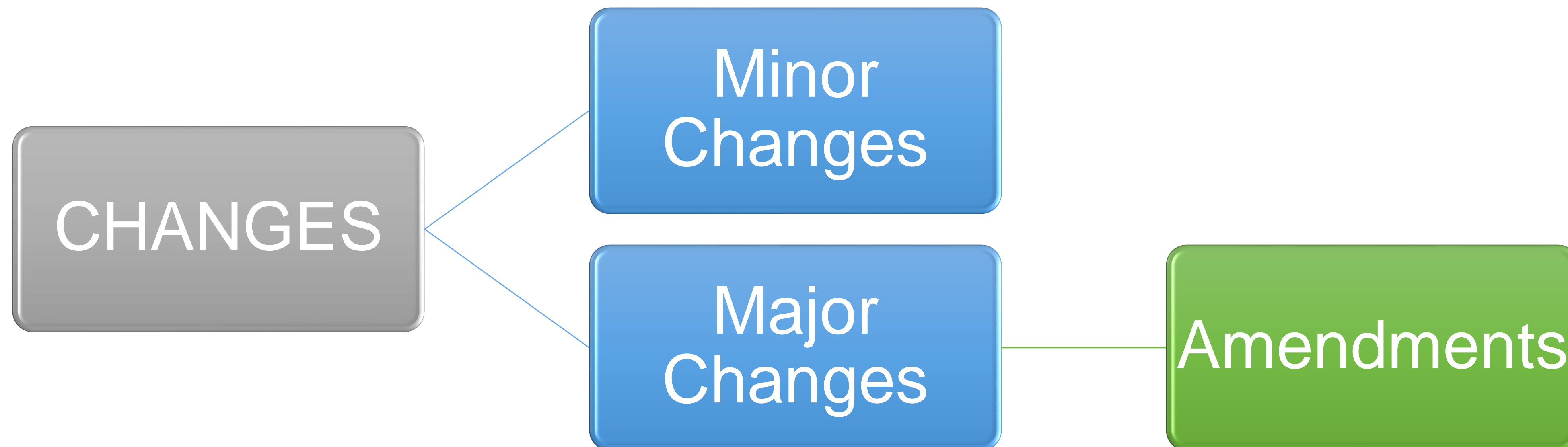
6

OTHERS

*(e.g. Annex 5, record-keeping,
audits and reviews, etc.)*

ARTICLE 2*DEFINITIONS***ARTICLE 6***ELIGIBLE AND INELIGIBLE
CONTRIBUTIONS***ARTICLE 11***PROPER IMPLEMENTATION OF THE
ACTION***ARTICLE 17***COMMUNICATION, DISSEMINATION
AND VISIBILITY***ARTICLE 20***RECORD KEEPING***ARTICLE 21***REPORTING***ARTICLE 22***PAYMENTS AND RECOVERIES —
CALCULATION OF AMOUNTS DUE***ARTICLE 35***FORCE MAJEURE***ARTICLE 36***COMMUNICATION BETWEEN THE
PARTIES***ARTICLE 37***INTERPRETATION OF THE
AGREEMENT***ARTICLE 38***CALCULATION OF PERIODS AND
DEADLINES***ARTICLE 39***AMENDMENTS*

Changes to the Grant Agreement



Changes to the Grant Agreement

Minor changes

Do not require an amendment to the grant agreement

May need an update in the Funding and Tenders Portal

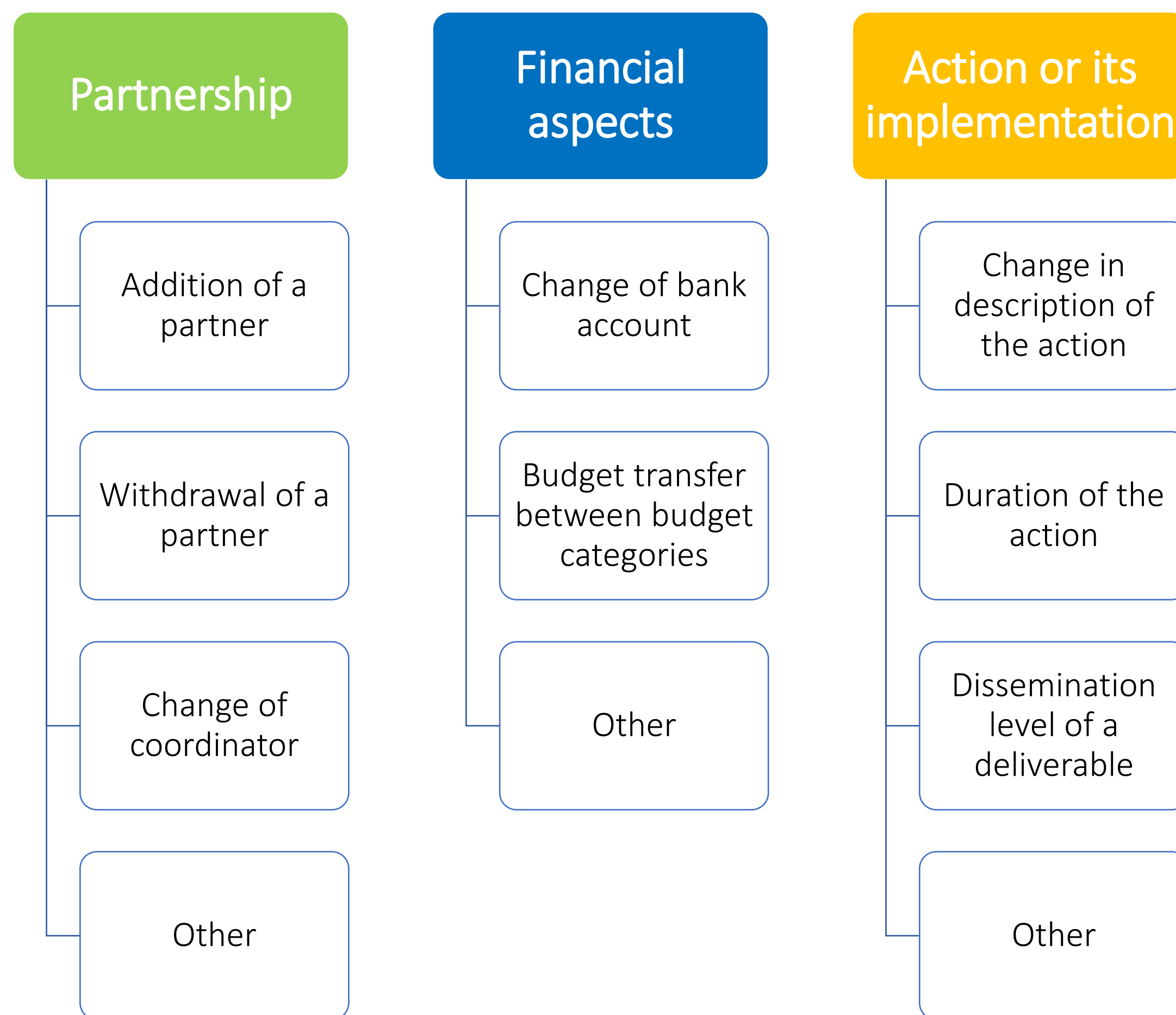
Must be communicated to the Project Officer

Ex:

- Change of legal entity data (name, address, VAT, etc)
- Change from face-to-face meetings to online meetings
- Change of the staff involved in the project
- Change of the deliverables' due date
- Other...

Changes to the Grant Agreement

Major changes - Amendment



Amendments (Article 39)

Principles



- It can be initiated by the beneficiary or the EU at any time during the life of the project
- Duly justified and documented REQUEST to be submitted **before the end of the action** and sufficiently in advance
- It cannot put into question the award decision and equal treatment of the applicants.
- It has to be in line with the call conditions - the eligibility (participant eligibility, minimum consortium composition, etc.), exclusion, operational and/or financial capacity of new participants.
- It is prepared directly in the Portal. Letters and amendment text are generated automatically.
- An amendment proposed by a consortium **enters into force** on the day EACEA signs it
- It takes effect (i.e. the changes to the Grant Agreement start to apply) either: on **a specific date specified** in the amendment or on the **date of entry into force**

Amendments (Article 39)

Practical information

[How to launch an amendment - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)

How to launch an amendment

Table of contents

- Step 1: The Coordinator logs in to the Funding & Tenders Portal.
- Step 2: The Coordinator launches the amendment request, prepares all data and sends to the EU for review
 - a. Launching a new interaction with the Service.
 - b. Preparing the amendment data.
 - c. Locking the amendment request for review
 - d. Sending the amendment request for review by the EU
 - Option: cancel amendment
- Step 2: The EU Services review the amendment request (mandatory)
- Step 3: The Project Legal Signatory signs and submits the amendment request to the EU Services after the EU review
 - Option: withdraw amendment
- Step 4: The EU Services assess the amendment.
- Step 5: The EU Services accept (countersign the amendment) or reject (make available a rejection letter).

ONLINE MANUAL: detailed explanation for the process and actions to be completed in narrative way
[Amendments - Online Manual - Funding Tenders Opportunities \(europa.eu\)](#)

AMENDMENT GUIDE: lists the amendment types (AT-clauses) and shows mandatory combinations
[amendment-guide_en.pdf \(europa.eu\)](#)

Audit



**ARTICLE 25 – CHECKS,
REVIEWS, AUDITS AND
INVESTIGATIONS —
EXTENSION OF FINDINGS**

WHEN?

Up to 5Y after the end of
project implementation

WHO?

Agency/Commission staff,
external auditors, European
Court of Auditors

WHY?

For reasons of accountability:
*Verification on the proper
implementation of the action and
compliance with the obligations
under the agreement*

HOW?

Checking supporting
documentation

WHERE?

In full partners' premises
(remotely or onsite)

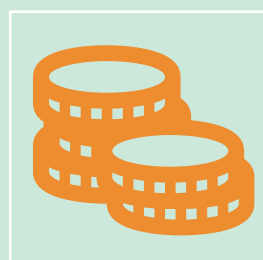
Audit – Findings



A draft audit report is drafted and shared with the beneficiaries who have 30 days to make observations



A final audit report is then prepared taking into account the observations made by the beneficiaries.



The findings reported in the final audit report may lead to rejection of unit contributions and grant reduction (see Article 27 and 28 of the Grant Agreement).

Audit – Unit Contributions

- Multi Beneficiary - Unit contribution grant agreements:
 - All beneficiaries are responsible
 - No obligation to provide records and proofs of the actual costs incurred
 - Supporting documents proving the “triggering event” for each cost type
- In case of audits or investigations:
 - adequate records and other supporting documentation to prove the proper implementation of the action (including complete accounts, individual payments/statements or other personal data, cf. see Art. 25.1.3.)
- All beneficiaries need to comply with other record keeping requirements outside the unit contribution grant agreement (e.g., under national law or their internal procedures).

Useful links

Grant Agreement Amendments Changes

- [Annotated Grant Agreement](#)
- [Amendments - Online Manual - Funding Tenders Opportunities \(europa.eu\)](#)
- [Amendments Guide.pdf \(europa.eu\)](#)
- [How to prepare an amendment - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)
- [How to launch an amendment - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)
- [Amendments - GA Termination - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)

Continuous and Periodic Report

- [Continuous Reporting - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)
- [Completing the Deliverables - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)
- [Reports & payment requests - Online Manual - Funding Tenders Opportunities \(europa.eu\)](#)

Audit

- [Keeping records - Online Manual - Funding Tenders Opportunities \(europa.eu\)](#)
- [Checks, audits, reviews & investigations - Online Manual - Funding Tenders Opportunities \(europa.eu\)](#)

Useful links

Online Manual

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

IT How To

- [Notifications GMS - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)
- [How to access your messages - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)

More

- [Funding & tenders \(europa.eu\)](#)
- [European flag emblem and multilingual disclaimer \(europa.eu\)](#)



Keep in touch



[Intra-Africa Academic Mobility Scheme
- European Commission \(europa.eu\)](#)



[Funding & tender opportunities](#)



[eacea-intraAfrica-intraACP@ec.europa.eu](#)



[European Commission](#)



[europeancommission](#)



[@EuropeanCommission](#)



[EUTube](#)



[EU Spotify](#)



Questions and Answers

