

# Final Report

Erasmus+ Capacity Building in the field of Higher Education -  
2018

*Improvement of children care teaching as a template for upgrading  
medical education in Central Asia - ChildCA*

10 January 2023, Almaty

Co-funded by the  
Erasmus+ Programme  
of the European Union



[www.childca.eu](http://www.childca.eu)  [childca@unipv.it](mailto:childca@unipv.it) 

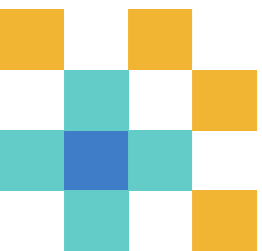
# Final Report

**Deadline: 14 March 2023**

The Report filled in and submitted via the **eReports system**

Annexes to be attached to the Final Report:

- Financial Statements
- Declaration of honour
- Table of achieved results
- A duly signed pdf version of the "Final financial statement"
- Audit Certificate
- Reporting table for unit costs - Covid-19

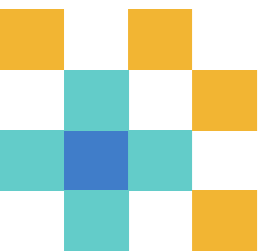


# Final Report – Supporting Documents

## Actual Costs

*Financial reporting will be based on the principle of the expenses actually incurred which will need to be duly documented*

- Equipment
- Subcontracting

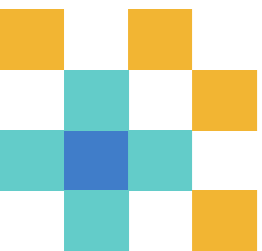


# Final Report – Supporting Documents

## Unit Costs

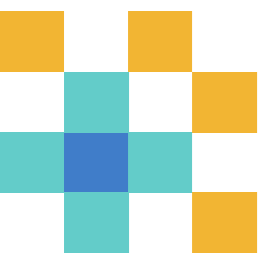
*A fixed contribution multiplied by the specific number of units to cover the costs linked to the implementation of a specific activity or task*

- Staff
- Travel and Costs of Stay



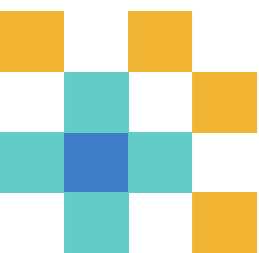
# Supporting Documents – Actual Costs

Reimbursement basis	Budget Headings	Documents to retain with project accounts	Documents to be sent with the Final Report
ACTUAL COSTS	Equipment	<ul style="list-style-type: none"> <li>• Invoices</li> <li>• Bank statements</li> <li>• Tendering procedure for expenses exceeding 25.000 €</li> <li>• Proof that the equipment is recorded in the inventory of the institution</li> </ul>	<ul style="list-style-type: none"> <li>• Invoices and three quotations from different suppliers for expenses exceeding 25.000 €</li> <li>• Any prior authorisation from the Agency</li> </ul>
	Subcontracting	<ul style="list-style-type: none"> <li>• Subcontracts</li> <li>• Invoices</li> <li>• Bank statements</li> <li>• Tendering procedure for expenses exceeding 25.000 €</li> <li>• Tangible outputs/products</li> </ul>	<ul style="list-style-type: none"> <li>• Subcontracts, invoices and three quotations from different suppliers for expenses exceeding 25.000 €</li> <li>• Any prior authorisation from the Agency</li> </ul>



# Supporting Documents – Unit Costs

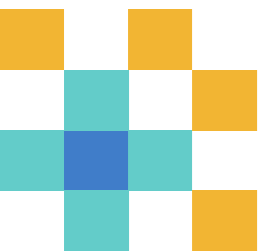
Reimbursement basis	Budget Headings	Documents to retain with project accounts	Documents to be sent with the Final Report
UNIT COSTS	Staff	<ul style="list-style-type: none"> <li>• Formal employment contract</li> <li>• Joint declaration</li> <li>• Time sheets</li> <li>• Salary slips</li> <li>• Agendas</li> <li>• Attendance / Participants lists</li> <li>• Tangible outputs/products</li> <li>• Minutes of meetings</li> </ul>	<ul style="list-style-type: none"> <li>• No supporting documents should be sent with the Final Report, except for any authorisation from the Agency</li> </ul>
	Travel and Costs of Stay	<ul style="list-style-type: none"> <li>• Individual Travel Report (ITR)</li> <li>• Invoices, Receipts, Boarding Passes</li> <li>• Agendas</li> <li>• Attendance / Participants lists</li> <li>• Tangible outputs/products</li> <li>• Minutes of meetings</li> </ul>	<ul style="list-style-type: none"> <li>• No supporting documents should be sent with the Final Report, except for any authorisation from the Agency</li> </ul>





# Curriculum Development

- Be clear with the use of the word **course**
- What **percentage** of change has produced your consortium? – a brand new or updated/revised degree?
- Explain clearly **the accreditation situation** in the project per country
- Indicate **number of ECTS** or another credit system – if the subject is compulsory etc.





# Table of Achieved Results

<b><u>Title and reference number of the work package (WP)</u></b>	
-------------------------------------------------------------------	--

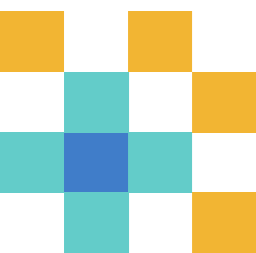
<b><u>Indicators of achievement and or/performance as indicated in the previous approved report</u></b>	
---------------------------------------------------------------------------------------------------------	--

**Activities carried out to date to achieve this result:**

<b>Activity N°</b>	<b>Activity Title</b>	<b>Start date</b>	<b>End date</b>	<b>Place</b>	<b>Description of the activity carried out</b>	<b>Specific and measurable indicators of achievement</b>

**Changes that have occurred in this result since the previous approved report:**

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# Table of Achieved Results

**EXAMPLE  
USE ONE TABLE PER  
WORK PACKAGE:  
ADD AS MANY  
TABLES AS  
NECESSARY**

## TABLE OF ACHIEVED RESULTS

Reference number of the work

**Insert the title and reference number as indicated in the project proposal**

Indicators of achievement and or/performance as indicated in the project proposal

**Insert the indicators of achievement and/or performance as indicated in the project proposal**

Activities carried out to date for the achievement of this result:

Activity N°	Activity Title	Start date	End date	Place	Description of the activity carried out	Specific and measurable indicators of achievement
Activity number as indicated in the project proposal	Insert the activity title as indicated in the project proposal	State where and when the activity has taken/will take place			Provide a brief description of the activity	Insert specific indicators (qualitative and quantitative) which can help to measure the achievement of the activity result

Changes that have occurred in this result since the original proposal:

**Describe any change to the original activity plan described in the previous approved report**

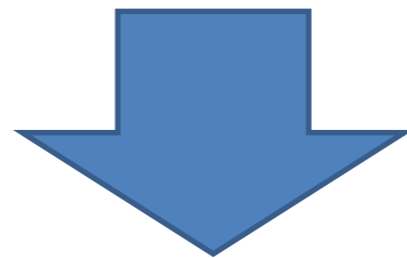
# Table of Achieved Results

- ONE TABLE PER WORK PACKAGE
- Activity **number** and Activity **title** as indicated in the project proposal
- **Where and when** the activity has taken/will take place
- Brief **description** of the activity
- **Specific indicators (qualitative and quantitative)** which can help to measure the achievement of the activity result
- Describe any change to the original activity plan described in the previous approved report

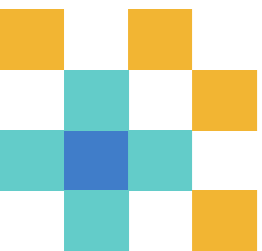


# Equipment

- The equipment has to be purchased and acquired **at least 4 months before the end of the project**

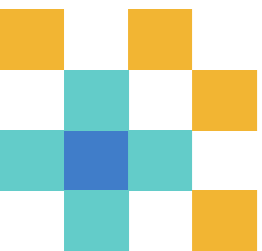


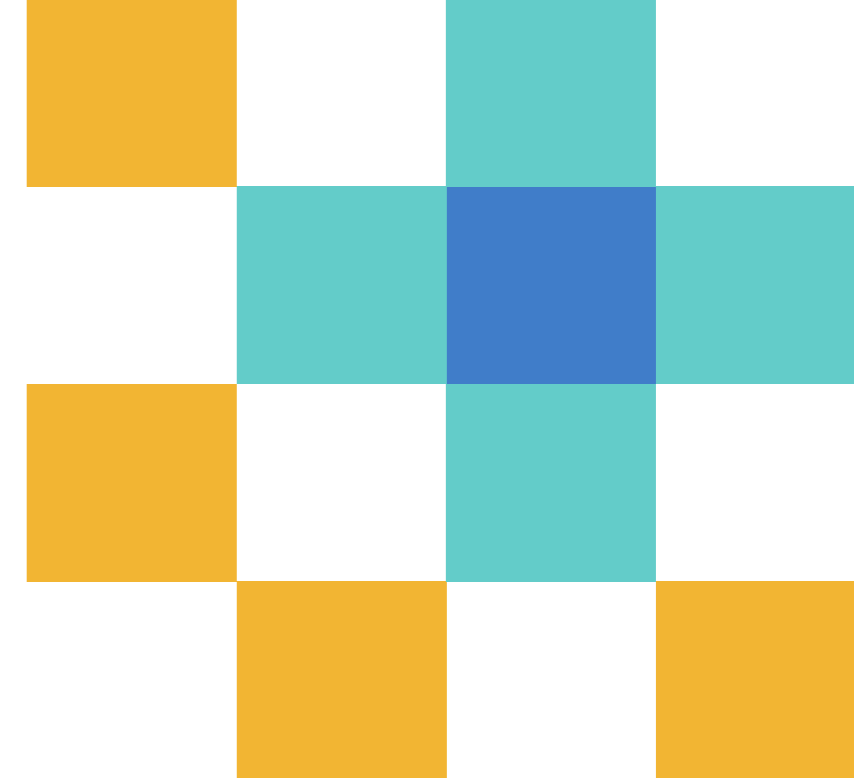
- **Ineligible cost – the funds must be returned back to the donor**



# Visual Identity

- All beneficiaries must indicate – e.g., on publications produced in the framework of or with funds of the project - **that they have received EU funding and display the EU emblem**
- Guidelines on how and when to use the logo:  
[https://wayback.archive-it.org/12090/20210122031341mp\\_/https://eacea.ec.europa.eu/about-eacea/visual-identity-and-logos-eacea/erasmus-visual-identity-and-logos\\_en](https://wayback.archive-it.org/12090/20210122031341mp_/https://eacea.ec.europa.eu/about-eacea/visual-identity-and-logos-eacea/erasmus-visual-identity-and-logos_en)





*Thanks for your attention!*

Co-funded by the  
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[www.childca.eu](http://www.childca.eu)  [childca@unipv.it](mailto:childca@unipv.it) 