

Time stamps for Eligibility videos

You can access the videos in programme website

You can access the time stamps for each eligibility video in programme YouTube channel

General cost eligibility principles

- 0:07 Introduction
- 0:30 Cost is relevant to the project
- 3:03 Sound financial management: economy, efficiency and effectiveness
- 4:39 Free from conflict of interest
- 6:06 Eligibility period
- 6:36 Cost must be incurred and paid by partner organisation
- 6:48 Invoices among project partners
- 7:17 Budget line specific rules
- 8:00 Audit trail
- **10:15** Summary

Staff cost

- 0:44 Eligibility principles
- 1:22 What is included in gross employment cost?
- 2:19 Audit trail
- 3:34 How to avoid mistakes in this budget line?
- 5:35 How to report in the eMS?
- 6:15 How to report social security cost if those are paid in the following months?
- 7:13 Flexibility rule and staff cost
- **7:41** Summary

Travel and Accommodation

- 0:27 Definition
- 0:41 4 eligibility principles
- 1:40 Travel cost outside the programme area
- 1:58 Travel cost of external experts
- 2:26 Travel cost of person working for the project but not claiming cost
- 3:32 What to do if travel cost is budgeted incorrectly
- 4:42 Travel cost of a member of the project steering group
- 5:16 Travel must be essential for the project implementation
- 6:28 Attending the external event which is not planned in the application form
- 7:33 Sound financial principle
- 8:03 Audit trail
- 8:58 Summary





External expertise and service

- 0:33 Definition
- 0:56 Eligibility principles
- 2:08 Programme specific requirement for catering
- 2:57 Cost of groceries
- 3:58 Concrete example: audit trail for events
- 6:05 Concrete example: audit for study or publication
- 7:18 Summary

Equipment

- 0:41 Definition
- 0:54 Two categories of equipment: project equipment and equipment part of investments
- 1:48 Eligibility principles
- 2:12 Reporting project equipment: full cost, pro rata, depreciation
- 2:21 Reporting equipment as part of investment
- 2:39 Reporting consumables related to office equipment
- 2:53 Reporting of project equipment depends on
- 3:33 Reporting project equipment as full cost, what is the low value asset?
- 4:38 Reporting project equipment as depreciation
- 5:10 Reporting project equipment as pro rata (when equipment is partially used for project)
- 6:15 Several concrete examples of project equipment reporting
- 8:19 Audit trail
- 9:00 Changes related to equipment purchase
- 9:53 Reporting purchase of a mobile phone
- **10:21** Summary

Public procurement

- 0:36 To whom this concerns?
- $\underline{\text{1:45}}$ Programme requirement of public procurement price comparison for cost which can exceed 5 000
- EUR
- 3:40 Unique skills
- 4:23 Framework contracts
- 7:05 Common mistakes related to public procurement
- 8:24 Conflict of interest
- 9:41 What to do if you don't have public procurement experience?
- 11:03 Joint procurement
- **12:26** Summary

