



EU-StORe-

Creating European Standards for Open Education and Open Learning Resources

(2014-1-RO01-KA202-002985)

*The EU-StORe project –
Administrative and financial information and information
about the final report 2016*

THE EU-STORE OER CONFERENCE

Chair of Business and Human Resource Education II

Prof. Dr. Marc Beutner



INFORMATION ABOUT THE FINAL REPORT 2016

Final Report October 2016

Short review

- Transmission of the final report to the National Agency in Romania 60 days after the end of the project
- End of the project: 31.08.2016



Insert your data now in the PROM-Tool

- Urgent: Insert your data every month!
We decided about this on the last meeting
- Some data are not integrated so far

Insert current data until: **Fr 17.06.2016**





ADMINISTRATIVE AND FINANCIAL INFORMATION

Project Management and Implementation

Valorisation Plan

- Update your last version of the valorisation plan
- Valorisation plan available on our homepage

Dissemination Materials and Activities

- Promotional material: flyer, postcards, brochures etc.
- Articles, newsletters, posts on social media channels etc.

REPETITION: Intellectual Outputs

Documentation of staff costs

1. Timesheets
2. Payslips
3. Staff employment contracts

Additional documentation (in your own project folder)

1. Invoices (for example: boarding passes, accommodation invoice etc.)
2. Proof of payment
3. Receipts for costs incurred (for example: printing costs for dissemination material, hosting partner meeting etc.)

REPETITION:

Project Management and Implementation

Could be used for...

- general project management tasks / coordination
- communication / planning / calculation purposes
- project and Intellectual Output implementation purposes
- dissemination and evaluation

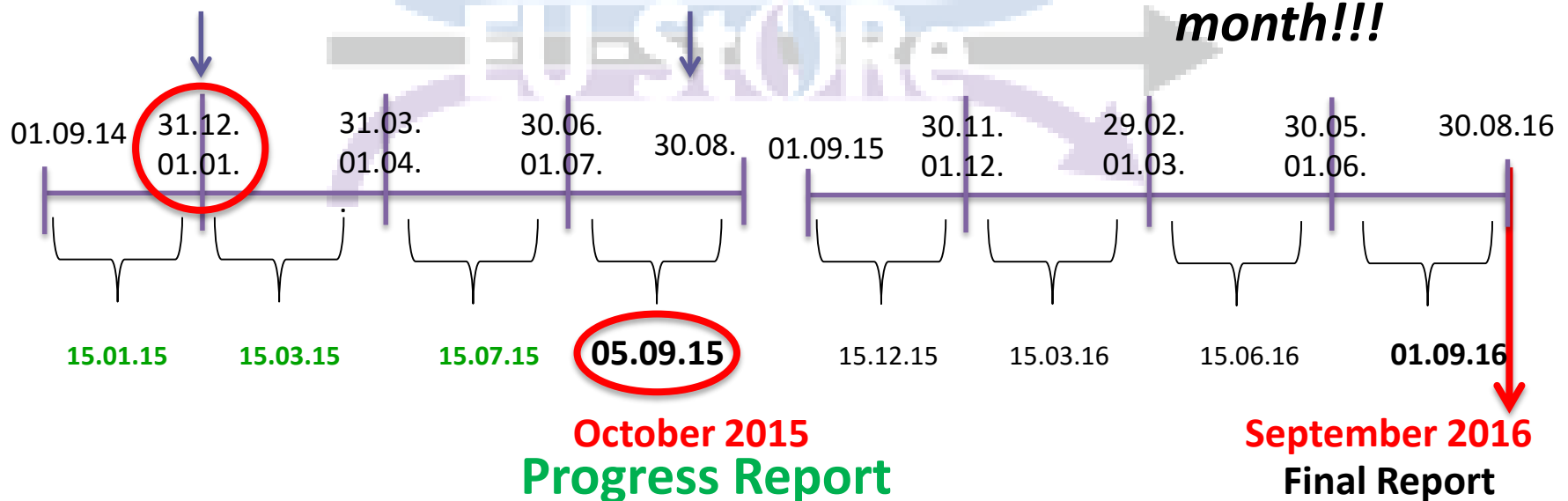
Could be identified and verified through...

- produced dissemination material / products
- explanation and description in the progress and the final report

Overview about the dates – Financial Reporting (1)

Important reporting deadlines

- All financial documents and all other supporting documents need to be submitted to UPB **every quarter**.
- Please stick to the following dates!



Financial Reporting

Important Resources

Links

Project Website

<http://eustore.eduproject.eu>

Prom – Project Management Tool

<http://eduproject.eu/prom/login.php>

BSCW Server

<https://bscw.uni-paderborn.de>

National Agency Website - Germany

<http://www.na-bibb.de>

Agency Website - EACEA

<http://eacea.ec.europa.eu/index.htm>

Monthly accounting rate of the Euro

<http://ec.europa.eu/budget/inforeuro/>

Contact

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<http://www.upb.de/wipaed>

<http://www.eustore.eduproject.eu>

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