

Recording personnel time - Aqua-tnet3

Guidelines

Project title: Aqua-tnet – Promoting innovation and a European dimension through Lifelong learning in the field of Aquaculture, Fisheries and Aquatic Resources Management

Contract number: 2011 – 3977 / 001 - 001

Project number: 518700 – LLP -1 – 2011 – 1- UK – ERASMUS - ENW

For full details on the rules concerning accounting for staff time please consult the Project Handbook of the Lifelong Learning Programme:

http://eacea.ec.europa.eu/llp/beneficiaries/2011/documents/llp_handbook_2011_v1_en.pdf

If you do not find the answer to your questions here, please contact the Coordinator at the University of Stirling, or the Secretariat at AquaTT.

Personnel Costs

- For most partners, no personnel costs are reimbursed. However, time spent on the project needs to be recorded as it is shown as partner contributions in the budget and allows the budgeted travel expenses and other costs to be claimed from the Commission.
- The amount of time anticipated to be spent by each member organisation throughout the project is recorded in the project budget spreadsheet “ERASMUS Academic Networks_UK_Aqua-TN_Bud.xlsx” on the sheet “2. Staff (LLP)” This is in working days by partner. Your partner number is recorded in the proposal document “Aqua-TN_Proposal_Complete.pdf” (or similar) which was sent to all partners at the start of the project.
- Separate timesheets should be filled in for each member of staff involved in the project and submitted at 9 monthly intervals. The timesheet is an Excel spreadsheet available on the Aquatnet website, Members page - <http://www.aquatnet.com/index.php/4/members/>. This has separate sheets depending on whether you normally record your time by the day or by the hour. The guidelines here assume you will use days, but the same principles apply if you use hours. The timesheet periods are:

1. 01 October 2011 – 30 June 2012
2. 01 July 2012 – 31 March 2013
3. 01 April 2013 – 31 December 2013
4. 01 January 2014 – 30 September 2014

- To calculate daily salary cost –Add the gross annual salary of the employee(A) to the annual social security and pension costs paid by the employer for that employee (B) to get the Total salary cost (C). Then calculate the number of working days in a year (D) (e.g. 365 – weekends, minus public holiday, minus personal leave etc) (usually between 220 and 230). The employee cost per day (E) is the Total annual salary cost (C) divided by (D) – the number of working days per year.
- Each person involved in the project must be categorised as one of the following roles: Manager, Researcher/Teacher/Trainer, Technical, or Administrative. There are maximum daily rates that can be applied against each of these roles, which vary by country. See the sheet “13. Ceilings” in the spreadsheet “ERASMUS Academic Networks_UK_Aqua-TN_Bud.xlsx”. Record the actual job title and assigned EC role on the timesheet – row 15. If the actual daily salary cost exceeds the ceiling then the ceiling figure must be used.
- In the main table of the timesheet spreadsheet, record the specific dates and tasks where you have been involved in the Aqua-tnet project. This can include activities such as dissemination (speaking or writing about the project), engaging in correspondence or professional networking, participating in workpackage activities and meetings, and especially updating your institutional information on the Education Gate section of the Aqua-tnet website.
- Multiply the total days spent on aqua-tnet activities by the calculated daily rate and enter this figure in the TOTAL EURO box.
- The employee named at the top of the form must sign and date it at the bottom. A representative of the employing organisation (e.g. line manager) must then countersign and date the form using the “Authorised By” boxes.
- The completed timesheet should be scanned and a PDF (or JPG) file sent to aquaculture@stir.ac.uk with the subject “Aquatnet Timesheet”. The original should be sent by post or courier service to “Aqua-tnet, Institute of Aquaculture, University of Stirling, Stirling FK9 4LA, UK”