





Education and Training

EUCLIDES – Enhancing the Use of Cooperative Learning to Increase Development of Science studies
134246-LP-1-2007-IT-1-COMENIUS-CMP
Grant Agreement 2007-3434/001-001

Lifelong Learning Programme



EUCLIDES

Enhancing the Use of Cooperative Learning to Increase Development of Science studies

September 21st, 2009
Málaga, Spain
Final Conference

This project has been funded with support from the European Commission. This communication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



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Important deadlines

Project deadline **30/11/2009**
All activities shall be over by 30/11/2009

The coordinator has to send the Final Report to the Executive Agency by the **end of January 2010**

All the partners have to send their final reports to the coordinator strictly by: **21/12/2009**
(The report forms to be used are the same of the Progress Report)

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Reminded by EACEA

The **Final Report** becomes due after the formal end of the project allowing the project to be reported on and evaluated in its entirety

→Consequently,

- All contracted project activities should be complete and products finalised
- The report must be referred to the entire project duration

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Reminded by EACEA

The **assessment of the Final Report** includes the following elements:

- appraisal of the quality of the project's results and products.
- checking that the activities carried out correspond to the activities that were defined in the original plan.
- evaluation of the eligibility of declared expenditure and of the project's adherence to its budget.
- verification of the measures taken to guarantee the successful dissemination and exploitation of the project's results and products.

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Report Structure – Public Part

- Project Objectives
- Project Approach
- Project outcomes & results
- Partnership
- Plans for the future
- Contribution to EU policies

Up to the coordinator
Partners contributions and suggestions are welcome

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Report Structure – Confidential Part

- Section 1 Declaration by the Beneficiary
- Section 2 Outcomes / Results / Products

Variations from initial plans
List of products attached to your report

- Section 3 Implementation of the workplan / tasks

Activities realized in the workplan

- Section 4 Impacts

Short-term impact targets (dissemination)
Long term targets (dissemination and sustainability)

- Section 5 Involvement of Partners

Activities realized by each partner in all the project workpackages

- Section 6 Involvement of Staff

Name and involvement of the staff categories

- Section 7 Management Aspects

Quality assurance – questionnaires results must be attached

- Section 8 Dissemination and Exploitation

Any dissemination materials must be attached

- Annex 1 Financial Reporting table

Up to all the partners

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Financial Reporting table

Before completing this table please read carefully the instructions available on <http://eacea.ec.europa.eu/statistics/financial-reporting/> and in particular section 3.2 of the project handbook

STATEMENT OF ACCOUNTS - COST CLAIM (FINAL REPORT)

12 Agreement number: _____ Eligibility period from: _____ to: _____

13 Project number: _____

14 Project Title: _____

15 Action: _____

16 Beneficiary name: _____

17 and Legal address: _____

(all figures in EUR)	AGREED BUDGET	REALISED	LLP funds applied to calculate the grant
21 EXPENDITURES			
22 STAFF COSTS	0.00	0.00	0.00
23 TRAVEL AND SUBSISTENCE	0.00	0.00	0.00

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EACEA - Final Assessment

Grade	Rating	Corresponding reduction to eligible staff costs in the final Community contribution
Very Good	10 - 9	0%
Good	8 - 7	0%
Acceptable	6 - 5	0%
Weak	4	25%
	3	50%
Very Weak	2	75%
	1	85%
	0	85%

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Activity Report

- Fill in the report in **ALL ITS SECTIONS**, trying to be as much detailed as possible!
- Attach to it any **OUTPUT, or DISSEMINATION RESULT** you get (newspapers articles, photos, etc.)



BE SO KIND TO ADD A BRIEF ENGLISH TRANSLATION!!! 😊

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Concerning **DISSEMINATION** in particular

We kindly ask you to keep on informing us and sending us all the supporting documentation you could have about:

- meetings with teachers and headmasters, training seminars with experts for the beginning and implementation of the experimentation
- publications in specialized and non-specialized local and foreign journals about project activities and project results
- news releases and press conferences to diffuse initiatives carried out in each partner country during the project activities
- national conferences to diffuse results

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FINANCIAL REPORT

For each incurred expense you need to provide a supporting document

= invoice

+

a copy of any **subcontracting agreement** concluded!

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FINANCIAL REPORT

Don't forget:

a brief **ENGLISH TRANSLATION** of each invoice and sub contracting agreement!

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FINANCIAL REPORT

Please:

- Staple each translation to its invoice
- Put a cover-page to each group of invoices/documents (staff, equipment, subcontracts, etc.)
it'll make faster check

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Don't forget:

- ... that all the supporting documents **must be certified copies of the originals!**
- ... **proforma invoices will not be accepted!**
- ... **you must be able to supply bank statements or other proofs of payment for each invoice!**

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Something helpful ...

... is the **Administrative&Financial Handbook**

Where you will find all the infos for the eligibility of costs and the required supporting documents!

LLP webpage for the Guidelines for Administrative and Financial Management and Reporting

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and **SOMEONE** helpful 😊 ...

Should you need any further support,
we will at your disposal!

Thank You
eurogestione@montesca.it

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LAST ACTIVITIES

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Summarizing the outcomes from this point on..

Outcomes	who	When
<p>NATIONAL REPORT ON THE EXPERIMENTATION RESULTS (document "Project monitoring index" + "Method Evaluation" already sent to all the partners and uploaded in the forum) Detailed analysis of all steps in the experimentation in order to identify elements of strength and possible critical points It helps the coordinator gathering results for the <i>Synthesis report</i></p>	<p>Missing from Bolu, CECE, Crete Museum & All the partners are kindly requested to send back also the "Method Evaluation"</p>	<p>As soon as possible</p>
<p>VIDEO DOCUMENTARY ON THE DIFFUSION OF THE RESULTS OF THE PROJECT A video documentary for the diffusion of the project results. It will be shown by local TV's in the partner countries and by at least one national network. It will also be published on the project website</p>	<p>CECE</p>	
<p>METHODOLOGY TO ALLOW TRANSFERABILITY OF THE RESULTS IN OTHER SECTORS Methodology to allow result transferability to other sectors. Outlining of details for transferability to other disciplines in order to widen and continue the activities carried out during experimentation</p>	<p>Centro Studi Villa Montescia</p>	

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Outcomes	Who
<p>NEWSLETTERS</p> <p>4th newsletter → all the partners are kindly requested to send a brief description of the experimentation carried out in each country and its results (half a page or 1 page at most)</p> <p>5th newsletter → it will focus on the last phase of the project</p>	<p>Missing from CECE, Crete Museum (deve consegnare un DVD a Malaga)</p> <p>Will be done by the coordinator</p>
<p>E-LIBRARY</p> <p>Sending links and documents (in various formats) about innovative educational methodologies and the experimentations in Europe</p>	<p>All the partners</p>
<p>MEETINGS PRESENTATIONS</p> <p>Presentations used during the last meeting in Crete and during the Final Conference</p>	<p>All the partners</p>

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