

**NILS SCIENCE AND SUSTAINABILITY PROGRAMME  
CALL FOR PROPOSALS  
SPANISH DEGREE AND MASTER STUDENTS OUTGOING TO NORWAY, ICELAND AND LIECHTENSTEIN  
(STUD-INST-2013)**

**1. Objectives and motivation**

NILS Science and Sustainability aims to improve and deepen academic and research collaboration among Spain on the one side and Norway, Iceland and Liechtenstein on the other, promoting scientific research on strategic fields for Human Well-Being and Earth Sustainability. Within this frame, it promotes inter-institutional projects for individual and coordinated mobility of researchers of the involved countries in order to carry out joint research activities, as well as Spanish degree and master students' mobility in order to study in the involved countries, mainly through the Erasmus programme. The grants for degree and master Spanish students will contribute to help those who are interested in undertaking a study or work placement period in Norway, Island and Liechtenstein cover the higher cost of living in these countries. These grants shall be compatible with any other public or private help they may receive for the realization of the stay.

NILS Science and Sustainability is funded within the protocol 38b of European Economic Area Financial Mechanism (EEA FM) and the Memorandum of Understanding signed between Spain on the one side and Norway, Iceland and Liechtenstein on the other. Universidad Complutense de Madrid (hereinafter UCM) is the programme operator. The Steering Committee of the programme is formed by representatives from the programme operator. The following organizations shall act as contact points in the involved countries: Norwegian Centre for International Cooperation in Education (hereinafter SIU), The Icelandic Centre for Research (hereinafter RANNIS), Agentur für internationale Bildungsangelegenheiten (hereinafter AIBA) in Liechtenstein. Representatives from these three institutions, together with representatives from the Spanish Instituto de la Mujer and the Spanish General Director for University Policy, and from Universidad Complutense de Madrid, form the Cooperation Committee, with an advisory role. The Ministry of Finances and Public Administrations is responsible in Spain for this mechanism, with the competences given to it by the applicable regulation as Focal Point (hereinafter FP).

**2. Aim and budget available**

- a. This document regulates the call for proposals, launched by Universidad Complutense de Madrid, within the frame of NILS Science and Sustainability programme, in its Degree and Master Students Mobility measure.
- b. This call is aimed at funding programmes of EEA-NILS grants to degree and master students to be performed by Spanish universities. Such programmes shall fund degree and master students in Spanish institutions, outgoing to higher education institutions and organizations in Norway, Iceland and Liechtenstein, within the frame of their official education programmes and the Erasmus programme.
- c. Applying Spanish universities must submit a proposal for launching and managing such a programme, which will be performed by launching a call addressed to their degree and master students. Such call must be launched at while their general Erasmus calls are open, and stays will be carried out during academic year 2014-2015. Programmes and calls must respect the terms described below.
- d. Available budget for this call is 1 010 000 euro.

**3. Eligible applicants and requirements**

- a. Public and private Spanish universities may apply within this call.
- b. Requirements:
  1. They must have signed bilateral agreements in the frame of the LLP-Erasmus programme, with higher education institutions in Norway, Iceland and Liechtenstein.
  2. They must hold the Erasmus University Charter
  3. Awarded institutions shall respect all the terms of the call, the NILS Science and Sustainability programme and the applicable regulation (see 14).

#### **4. Eligible costs and amounts and implementation dates**

- a. Awarded grants shall be used to fund the implementation costs of the programme of grants in the beneficiary institution. Eligible costs will be:
  - Grants to students: 600 to 1200 euros/month.
  - Organization costs. They must be proportionate and directly linked to the funded activity.
  - Audit costs, if duly justified
  - Indirect costs, if duly justified. See Annex 1.
- b. Beneficiary institutions shall use the awarded grant to fund the launching, selection, monitoring and payments to students outgoing to Norway, Iceland and Liechtenstein during the academic year 2014-2015. Implementation period of programmes shall start the day the Project agreement is signed between awarded institution and UCM, and shall end no later than 30 August 2015.

#### **5. Compatibility**

Grants within NILS Science and Sustainability programme are compatible with any other public or private funding perceived by beneficiaries, both institutions and students.

#### **6. Management of the call**

- a. Administration, information and communication issues will be handled by UCM.
- b. The following phases shall apply to the evaluation of proposals: eligibility and administrative assessment by NILS Management service; quality assessment by NILS Management Service; evaluation by Students Selection Committee; awarding decision by Steering Committee. Cooperation Committee shall act as observer.
- c. Quality evaluation criteria and their scoring shall be:
  - o Number of Erasmus bilateral agreements signed by the applicant institution and number of available places for degree and master students in Norway, Iceland and Liechtenstein (20%).
  - o Number of students from the applicant entity that in the two academic years previous to the call carried out a study period in higher education institutions in Norway, Iceland and Liechtenstein (30%).
  - o Number of students of the applicant entity that in the two academic years previous to the call applied for study period in higher education entities of Norway, Iceland and Liechtenstein (20%).
  - o Quality of the project proposal. Adequation of resources to its aims (30%).
- d. Awarding decision shall be communicated to applying institutions which, within the following 10 days, may make any claim they may consider or express the acceptance of the grant. The decision may include a suggestion to reformulate the application as a pre-request for a final approval. The awarding proposal shall be considered accepted if within these 10 days the applicants does not communicate with NILS Management Service.

#### **7. Submission of applications and further information**

Applications are to be submitted to UCM, NILS Science and Sustainability Management Service. Application forms will be available in the website: [www.nilsmobilityproject.es](http://www.nilsmobilityproject.es). Applications shall be sent both by regular mail (two copies) and by email to the following address:

[nilss@rect.ucm.es](mailto:nilss@rect.ucm.es).

Postal address:

Ciudad Universitaria –Moncloa

Facultad de Ciencias Matemáticas

NILS Science and Sustainability

Plaza de las ciencias, 3-250A

Madrid 28040, Spain

Any information request shall be addressed to [nilss@rect.ucm.es](mailto:nilss@rect.ucm.es) and telephone number +34 91 394 4385.

#### **8. Deadline for the presentation of the applications**

Application period starts on August 8 and ends on October 7, 2013, at 17:00 hours, Madrid local time. Such time will be understood as the time of the reception of the email with the copy of the complete application, as well as the

time of sending the hard copies by regular post, that must be shown by the post entity or transport company's stamp on the document.

## **9. Content of the applications**

Applications shall include:

- Application form.
- Formal declaration signed by the responsible representative of the applying institution, endorsing the application and committing it to respect all terms of the Grant in case of approval of the application.
- Formal declaration stating that the applicant respects article 13 of "Ley General de Subvenciones" and shall comply with article 14 of the said law.
- Proof of being an Erasmus University Charter holder.

## **10. Agreement with UCM**

- a. Upon accepting the resolution, awarded institutions shall sign an agreement with the UCM in which grant conditions, responsibilities, procedures and communication requirements shall be included.
- b. Funded activities must be carried out in the time and manner described in the awarding decision and agreements signed. Nevertheless, specific circumstances affecting initial technical or economic conditions of the projects, may justify a modification request from the awarded institutions. Such modification shall be done via addendums to the signed agreement. Any change on such agreement will respect the following principles: a) It shall not affect the aims of the grant nor its fundamental aspects; b) it must be requested prior to the end of the implementation period and must be explicitly accepted by UCM.

## **11. Management, justification, monitoring and control**

- a. Project promoter is responsible for the management and justification of the funded project, including the payment of any cost, payments to end beneficiaries and the justification of all the incurred costs.
- b. Payment of the awarded grant to the project promoter shall be made as follows: 80% of the approved organization costs, after the signature of the agreement mentioned above; 80% of the rest of approved costs, prior to the commencement of the academic year 2014-2015. 20% after the approval of the final activity reports and economic reports by UCM, by Focal Point and by Financial Mechanism Office. Any payment to project promoters will be subject to the availability of funds transferred by EEA grants to UCM's bank account.
- c. Beneficiary institutions are allowed to make changes on the budget headings approved by the UCM. Changes affecting more than 15% of any budget heading must be communicated to UCM prior to be made. Changes affecting more than 15% of the overall eligible costs of the project must be submitted to UCM for approval.
- d. Funded projects will be monitored and controlled by UCM. Beneficiary institutions are required to provide activity and financial reports using predefined reporting forms. As a general rule, reports shall cover activities carried out during predetermined periods: January to April, May to August, and September to December, and must be submitted no later than one month after the end of each reported period. Projects beginning after the beginning of one of these periods shall start reporting at the end of the following period. A final report shall also be required.
- e. Reports will be assessed by UCM, specifically by NILS Management Service and if needed by Intervention Department. Incurred expenditure by project promoters must be duly justified. Expenditures are considered to have been incurred when the cost has been invoiced, paid and the subject item delivered or performed. Costs shall be supported by receipted invoices, or alternatively by accounting documents of equivalent probative value. A report by an independent and certified auditor, certifying that the claimed costs are incurred in accordance to the applicable regulation, the national law and accounting principles, shall be seen as sufficient proof of costs incurred.
- f. Beneficiary institutions may be subject to an external audit, if the Spanish Ministry of Finances and Public Administrations or the EEA Financial Mechanism Office decide to do so.
- g. Any irregularity on the use of funds or on the economic justification may result in partial or total loss of the grant, the stop of the withdrawals and the request of returning any advanced amount.

- h. UCM may make site visits to specific activities in order to assess the implementation of the activities and the use of funds. Institutions responsible for such projects shall be informed in advance about the date and planned content of the visit.

## **12. Publicity**

- a. Applicants shall commit themselves to use the communication elements provided by Universidad Complutense de Madrid and FMO (logo, recognition formulae and others), as well as to provide the programme operator the required information for the proper publicity of the funded activities, complying with applicable regulation.
- b. Applicants shall present a communication plan as part of the programme for which funding is required. Such communication plan will have as an objective to provide information about carried out activities to the widest possible audience. In agreement with the regulation established by the Financial Mechanism Office, the communication plan shall include, at least, the following aspects:
  - Objectives and groups on the receiving end of the programme, at local, regional, national and international level, in its case.
  - The strategy and content of the information and publicity measures, including activities, tools and schedule.
  - At least two information activities about the progress and result of the programme, such as seminars or conferences with interested entities and professionals, press conference, open or closing acts.
  - Measures destined to make available on the Internet the information of the programme. Programmes receiving more than 50000 Euros must have their own webpage; those with a financing superior to 150000 Euros must have such information in English.
  - Beneficiaries shall include clear references to the financing sources and the programme operator, using the communication elements offered by UCM.
  - Indication of how the impact of the communication plan is going to be evaluated.
- c. Approved projects will be guided by the regulation and manuals offered by EEA Grants for the drawing up and implementation of their communication policy.

## **13. Communication to the Ministry of Finances and Public Administrations and to the EEA Financial Mechanism Office**

UCM shall notify to the Ministry of Finances and Public Administrations and to the EEA Financial Mechanism Office the awarded grants as well as any relevant information on them. Both institutions may require, from UCM or from beneficiary institutions and students, information about the implemented projects, funding and financial justifications, including making site visits to institutions, at any moment.

## **14. Applicable rules**

- Protocol 38B of EEA Financial Mechanism (2009-2014) (available at [www.eeagrants.org](http://www.eeagrants.org))
- Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2009-2014 adopted by the EEA Financial Mechanism Committee pursuant to Article 8.8 of Protocol 38b to the EEA Agreement on 13 January 2011 and confirmed by the Standing Committee of the EFTA States on 18 January 2011. Including its annexes and guidelines. (available at [www.eeagrants.org](http://www.eeagrants.org))
- Memorandum of understanding for the implementation of the EEA Financial Mechanism 2009-2014 among the Kingdom of Spain and Iceland, the Principality of Liechtenstein and the Kingdom of Norway. (available at [www.eeagrants.org](http://www.eeagrants.org))
- For Spanish institutions, Law 38/2003, of 17 November, general of public aids. Arts. 13, 14 and 36 to 43. (available <http://www.boe.es/boe/dias/2003/11/18/pdfs/A40505-40532.pdf>)
- The call text and its related documents.

## **15. Main features of the programmes of additional grants to be managed by beneficiary entities.**

### **15.1 Applicants**

Degree and master students in Spanish universities, applying for an Erasmus grant or a study period in a higher education institution or placement in an organization or enterprise, in the frame of their education programme, in Norway, Iceland or Liechtenstein.

### **15.2. Duration and amount of the grant**

Grant shall be 600 to 1200 euro per month. Minimum stay length shall be 3 months, maximum 11 months (following academic year of host country).

### **15.3 Compatibility**

EEA grants are compatible with other grants or incomes the student may receive, such as the European Commission grant, grants from the general administration of the State in Spain, grants of the Spanish regional administrations, grants of bank entities or others. Any such grants shall be taken into account when establishing the amount of the NILS Science and Sustainability granted to the individual student.

### **15.4 Grants call announcement**

Awarded institutions shall launch an EEA – NILS Science and Sustainability Grants call while their general Erasmus calls are open. Applications will be presented by students to the awarded institution, following its internal protocols.

### **15.5 Presentation of applications**

- Applications to the call above mentioned will be presented at the awarded institution. An application form shall be provided by UCM.
- Awarded institutions shall check that applicants comply with eligibility requirements.
- Awarded institutions shall send to the UCM a complete list of received applications, indicating, for each applicant: name and surnames, centre in which he/she is studying, degree for which he/she studies, host centre applied for, requested length of the applied stay. Such list must be signed and sealed by the responsible of the programme in the beneficiary entity.

### **15.6 Evaluation of the applications**

- a. Evaluation of the applications criteria shall respect, at first place, Erasmus general criteria: Linguistic knowledge, Academic record, CV
- b. Awarded institutions may use additional particular criteria usually applied in the institution, which shall be complementary and subordinated to general criteria. Such additional criteria must appear in the corresponding announcements.
- c. Awarded institutions shall evaluate received applications and shall provide to UCM with a prioritized awarding proposal, including a spare list. The proposal will detail, for each applicant: Name and surnames; Home centre; Qualification in process and course; Host centre; Planned dates of the stay at the host centre; Number of awarded months; Detail of the individual evaluation performed taking into account used criteria.
- d. NILS Management Service will check if the proposal complies with programme regulations and objectives, and afterwards shall authorize the beneficiary entity to resolve grant concession. Decisions of NILS Management Committee shall not be appealable.

### **15.7 Awarding communication and grant acceptance**

- a. Evaluation results shall be communicated personally to the applicants by the beneficiary entity. Such results will be published in the websites of the awarding institution and NILS Programme.
- b. In the case of application denial applicants will be informed about the reasons for such denial.
- c. Applicants shall sign the document “Grant Acceptation”. The said signature will be collected by the beneficiary entity, which shall submit copy of the said to UCM.
- d. Applicants having signed the “Grant EEA-NILS Acceptation” shall receive a credential as EEA grant holder, jointly issued by UCM and the beneficiary entity.

### **15.8 Monitoring**

- a. For each EEA-NILS grant holder, beneficiary entity will send a copy of the following documents to the UCM, with the seal of the university:
  - Copy of the application form
  - Copy of the certificate of Arrival to the host institution
  - Copy of the certificate of end of stay
- b. Beneficiary entity shall inform the UCM at the moment of the concession of the grants about the foreseen dates of incorporation of the grant holders to host universities.
- c. Beneficiary entity shall inform the UCM about any change in the situation of the grant holders; resignations, changes in the dates of the stay, etc.

### **15. 9 Modification of the awarded grants**

Any modification in the conditions of the awarded grants may cause modifications in the awarded grant. Specially, a reduction of the time of the stay will entail an equivalent reduction in the amount of the grant. Any modification in the conditions of the awarded grants must be communicated by the beneficiary entity to the UCM, not later than 15 days after the entity knows about it. Such communication must include a proposal with the measures to take, which may include the possibility of extending the lasting of the grant and its quantity, the reduction of the said, the concession of grant to a student of the spare list, etc. Modifications in the awarded grants may cause modifications in the amounts awarded to the beneficiary entities.

### **15.10 Payment of the grants**

Payments to the students shall be done by the beneficiary entity. As a general rule, payments shall be done at the end of each stay month, with the exception of the first one, which shall be done before the trip takes place.

## ANNEX I. CALCULATION OF OVERHEADS

Indirect costs in projects may be identified according to one of the following methods:

1. Based on actual indirect costs
2. Based on a flat rate method

Attention: according to art. 7.4.2. of the Regulation, project promoters and/or project partners that have identified their indirect costs in a manner comparable to the method 1 under the sixth or seventh Framework Programme of the European Commission cannot make use the methods described in 2. They shall calculate their overheads based on method 1.

Indirect costs are all eligible costs that cannot be identified by the Project Promoter and/or the project partner as being directly attributed to the project but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project, e.g. rent, telephone, internet, fax, electric power, postal fees, cleaning and maintenance costs, labour costs of supporting employees, top management costs, commonly used assets, etc. This list is not exhaustive, but at the same time its items represent the most common types of indirect costs.

When calculating indirect costs, one of the following methods can be applied:

- The ratio of the number of people working for the project / number of people working in the organization or unit baseline
- The ratio of the number of hours worked on the project / number of hours worked in total in the organization or unit baseline
- The ratio of the surface used by the personnel working for the project / surface of the organization or unit baseline

The applicant must make use of one of the formulas described above. For different kinds of indirect costs different formula is appropriate and it is the role of the applicant (and the independent auditor) to use the one which will calculate the fair apportionment of the given kind of indirect costs. For instance, when calculating the fair apportionment of rent, the third formula shall be used. When calculating the appropriate costs on internet, the first or second formula can be appropriate.

It is not possible to assign relevant formula to each kind of indirect costs. It largely depends on the type of the organization. Therefore, one shall always have in mind that the amount of indirect costs attributed the project must represent a fair apportionment.

When trying to find what the fair apportionment is, the baseline must be selected adequately.

The baseline means the bill (invoice) for electricity or rent, pay check for labour and so on. It is not allowed to purposefully select a baseline which will increase the indirect costs apportionment. For instance, when calculating the telephone indirect costs, only the costs on the given telephone can be used as the baseline, not the entire phone costs of the unit (organization)

Once the applicants use the formula, they will always get a number, which represents the amount of money. When summing up all the indirect costs the applicant may proceed to the calculation of the flat rate.

### FLAT RATE

Flat rates shall be calculated from the total direct eligible costs, excluding direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the Project Promoter (hereinafter referred to as without excluded costs).



The maximum flat rate project promoters and partners may apply for shall be 20% of direct eligible costs. As a guideline for promoters, 10% shall be a reasonable overheads flat rate for projects. The amount of applied flat rate within a project shall be fixed in the project contract.

Application of the flat rate method cannot lead to deliberately increased eligible direct costs. The amount of eligible direct costs shall be therefore thoroughly assessed during the selection process.



