



UNIVERSITÄT PADERBORN
Die Universität der Informationsgesellschaft

SEEL - Sound in European E-Learning

(2014-1-DE02-KA200-001631)

THE FINAL SEEL CONFERENCE
in Paderborn, Germany, 05th - 07th of July 2016
Final Report

Chair of Business and Human Resource Education II
Prof. Dr. Marc Beutner



INFORMATION ABOUT THE FINAL REPORT 2016

Final SEEL Report October 2016



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Short review

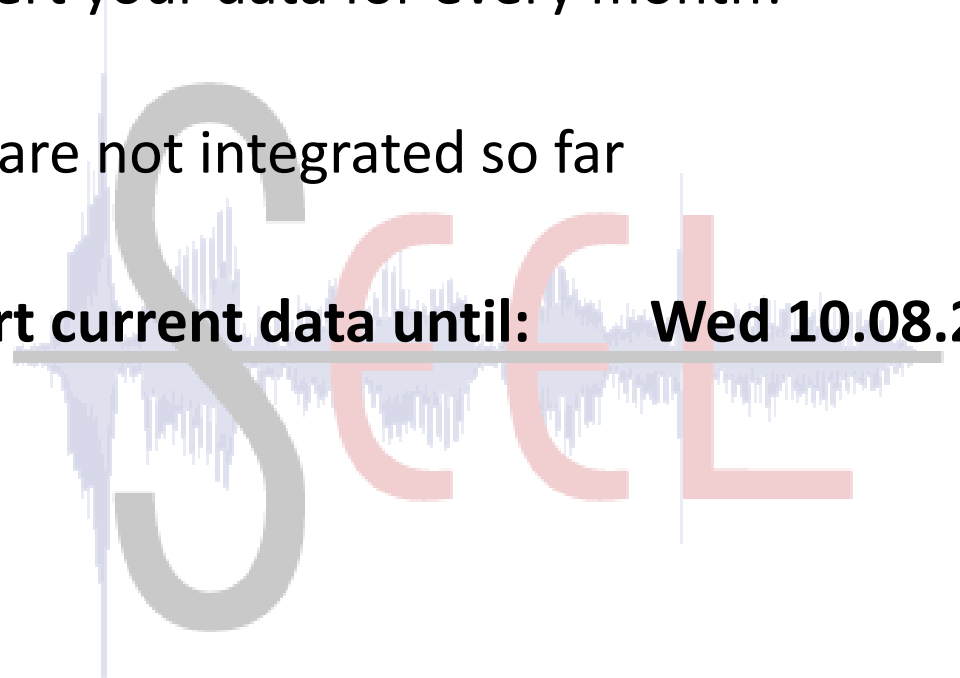
- Transmission of the final report to the National Agency in Romania 60 days after the end of the project
- End of the project: 31.08.2016

Final report: 31.10.2016

Insert your data now in the PROM-Tool

- Urgent: Insert your data for every month!
- Some data are not integrated so far

Insert current data until: Wed 10.08.2016





ADMINISTRATIVE AND FINANCIAL INFORMATION

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.

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.)

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

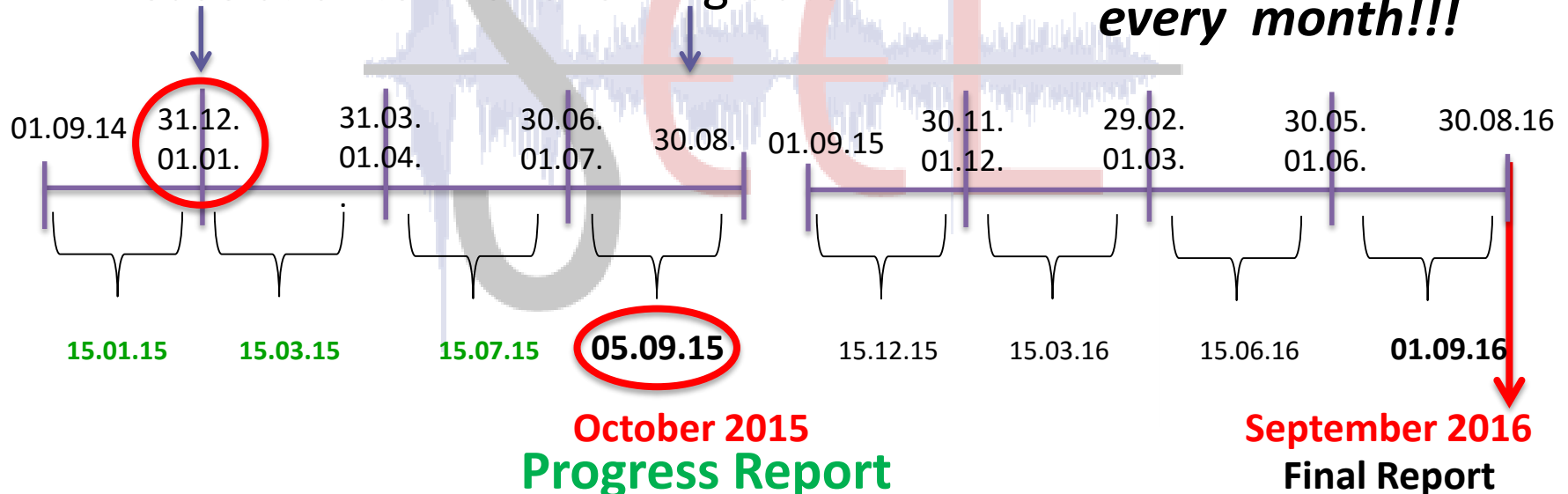
Overview about the dates – Financial Reporting (1)



Important reporting deadlines

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

Please report for every month!!!



Financial Reporting (2)



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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/>

Kontakt

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<http://www.upb.de/wipaed>
<http://www.seel.eduproject.eu>

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