

EEA GRANTS 2014-2021: PROGRAMME EDUCATION FREQUENTLY ASKED QUESTIONS



Can't handle something? Then this document is for you!
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Applicants and project partners

- **How many applications can be submitted by one school?**
 - Each school can submit only one application within each Call. An exception has been made for universities, which can apply at the individual faculty level (in this case, each faculty can submit one application within each Call). If individual faculties apply, the university as a whole (at the rectorate level) can no longer submit the application and vice versa.
- **Can an institution from Norway / Iceland / Liechtenstein apply for a project?**
 - No, it is not possible. Institutions from the Donor States can participate only as project partners. Only Czech institutions (mostly schools) can apply for a project. The eligibility of each applicant type varies according to each particular project activity and is specified in the particular Call.
- **Is it possible for an individual to apply for a grant on his / her behalf (e.g., a student or a school staff member)?**
 - No, this is not possible. The application must always be submitted by the institution and must be signed by its legal representative. Students and staff who would like to participate in a study or teaching mobility, training, or internship abroad (in Norway, Iceland, Liechtenstein, or the Czech Republic) must therefore primarily contact their school/employer.
- **Is it necessary to conclude a partnership in advance?**
 - Yes, at least one partner institution/organization from one of the donor countries (Norway, Liechtenstein, or Iceland) has to be involved in the project and its role has to be described in the application. Both applicant and the project partner(s) confirm their intention to conclude a partnership in a Letter of Intent, which is a mandatory annex to the application. It can be replaced by a valid bilateral agreement (resp. interinstitutional agreement).
- **Within the Erasmus+ program, we cooperate with a school in Norway. Can we use the Erasmus+ interinstitutional agreement?**
 - Yes, this is possible, but only if the subject of the agreement is relevant for the project application you want to submit within the EEA Grants. For example, if you are applying for a grant for a mobility project, the agreement shall also refer to mobilities (and not a research project).
 - If you are going to use such an agreement, upload it in the application to be used as a Letter of Intent.
- **What is ECHE?**
 - ECHE is an accreditation (charter) granted by the European Commission to higher education institutions. It allows institutions from program countries to apply for training and cooperation activities under the Erasmus + program.
 - Enter the ECHE number in this format: 12345-EPP-1-2014-1-EN-EPPKA1-ECHE.

How to work with the application form and the online informational system

- **In which language should we fill in the application?**
 - The application shall be filled in only in English (except for those fields that state *project name in Czech, applicant/partner name, and project summary in Czech*).
- **How shall the applications be submitted?**
 - Applications shall be submitted only via the online informational system eea-app.dzs.cz (the link is also published in each Call). Each application must be signed by a qualified certificate for the electronic signature of the applicant's legal representative. Applications submitted in any other way (e.g., with a scanned signature or sent by post) will not be accepted.
- **Why do we need an electronic signature? Who must have it and where can we get it?**
 - A qualified certificate for electronic signature is required to register in the system (without it, your registration cannot be completed). Any employee of the applicant institution/organization can have this certificate.
 - In addition, each application shall be signed by the legal representative of the applicant institution (rector, director, executive director), or a person authorized to do so. The authorized person then uses his / her qualified certificate for the electronic signature.
 - A qualified certificate for electronic signature is issued by several companies, e.g., Czech Post and První certifikační.
- **Can more than one user have access to the application in the online system?**
 - Yes, the person who registers the applicant can authorize other users to work with the application. It is also possible to assign them different competencies (e.g., to modify the whole application, or just some parts, to view the application without the possibility of editing, etc.). For more information on setting up users and their permissions, see the *[Guideline for users of the online information system](#)* (only in Czech).
- **What is the ASD Web Signer component? On how many computers can I install it?**
 - This is an IT component needed to use an electronic signature in the online information system. It is possible to install it on any PC you need; the number is not limited. You can download the component from the home page of the online information system at eea-app.dzs.cz.

Project financing

- **Is it necessary to co-finance the project?**
 - Only NGOs applying for inclusive education projects (Outcome 4) must co-finance their projects. Other applicants do not have to co-finance their projects (if the final expenditures do not exceed the amount of grant approved).
- **What does it mean that the grant is based on unit costs?**
 - Unit costs are flat rates that are multiplied by the number of specific units (e.g., day of stay abroad, day of work, mobility participant ...). The unit costs are divided into budget categories, which are designed for specific activities. The definitions are clearly described in Annex I to the *Guide for Applicants*.
 - Unit rates automatically comply with the principles of efficiency, proportionality, and economy. It is not necessary to justify the amount of the requested grant, but only the number of units in the application.
 - Proof of expenditure is limited to proof of the relevant units (e.g., it is sufficient to prove that the relevant activity took place).
- **What are exceptional costs and when can we claim them?**
 - Exceptional costs are intended only for those expenses that cannot be covered by standard unit costs and which are also necessary for the project. They can be used to provide special support for disadvantaged mobility participants and/or for subcontracting goods and services.
 - It is necessary to justify the amount, need and purpose in your application. To report each such expense, you must submit an invoice/receipt, account statement, or cash receipt and provide proof of proportionality, economy, efficiency, and transparent spending (market research, medical report, etc.).
- **Can we also pay overheads from the grant?**
 - No, overheads (indirect costs) are not an eligible expenditure within the CZ-EDUCATION program. It is not possible to use either the budget category *project management and implementation* (ICP, VETP, IN) or *organisational support for mobility* (MOP). These categories are intended only for expenses directly related to the project.
- **Can we use the grant to cover exchange losses caused by a transfer of grant share to the project partner?**
 - No, exchange losses are not an eligible expenditure.

- **What is double funding?**
 - Double funding occurs when one expenditure is covered by two different sources (e.g., two different grants). Double funding is not allowed. The only exception is in cases of complementarity, (e.g., when final project expenditures exceed the amount of the grant approved. This difference can be reimbursed from another source).

- **Whose salary can be covered by the grant?**
 - Only employees of the applicant and/or project partner who participate in some way on the project (e.g., administer it, take care of PR, help with the economic agenda) can receive (a part of) their salary covered by the grant. Either the “project management and implementation” budget category (ICP, VETP, IN), or the “organisational support for mobility” budget category can be used for this. The remuneration can be paid only based on work done for the specific project and shall be duly justified (e.g., in a contract of employment or reward proposal). The amount of remuneration should correspond to the usual practice at the institution.

- **How does the *Costs of staff assigned to the project budget category* work?**
 - This budget category is intended only for those employees of the applicant and/or project partner who work directly on the intellectual output. These employees must be classified in one of the following grades (Please note that the classification depends on the type of work on the output, not on the normal job grade at their respective institution):
 - *researcher/teacher/trainer*: creates the content of the output (curriculum, methodology, training) and tests the output in practice. You can apply for this in case that the work cannot be covered from the “project management and implementation” category.
 - *technician*: prepares the technical and graphic form of the output. You can apply for this grade in case that the output is technically more demanding and thus an expert is needed.
 - *manager*: coordinates the team of workers who is preparing the content and/or the technical form of the output. It is possible to apply for this in the case of a comprehensive output on which large teams from more than one institution are working. There shall be only one manager per project.
 - *administrative staff*: provides administrative support to other workers who are preparing the output. Even in this case, it is possible to apply for this only in case of a complex output on which large teams are working.
 - Remember that the requirement for a manager/administrative staff member must be duly justified. It is assumed that their salary will be primarily covered by the project management and implementation category.

- Each particular worker is paid by his/her employer (applicant / project partner), either in the form of a salary (work on the project shall be included in an employment contract) or in the form of a reward (it is necessary to duly justify it). The hours worked are to be reported in a timesheet and rounded to a half/whole hour. For the recognition of units, it is necessary to submit the created output.

Project activities and participants

- **What does it mean that projects shall be focused on school education?**
 - Each project shall impact formal teaching in schools (at any level of education). It is not possible to focus on extracurricular or volunteer activities for pupils and students outside the school structure, or on adult education (of clerks, etc.).
- **What is a peer-learning activity?**
 - This is an activity intended for the staff of those institutions involved in the project. They can meet each other and exchange experiences and examples of good practice in the field of teaching methods. Peer-learning activities can take the form of physical or online workshops, seminars or round tables that allow the active participation of all participants. The skills acquired in such activity shall be tested in teaching. Peer-learning activities can also become the basis for the creation of intellectual outputs.
- **What is an intellectual output?**
 - This is a tangible deliverable of the project with the potential for long-term use (if possible, also outside the institutions involved in the project). These can include, for example, innovated curricula, pedagogical materials, teaching methodologies, IT or e-learning tools, analyses, studies, etc. All outputs shall be created for education in schools.
- **What is the purpose of the multiplier events?**
 - Multiplier events are conferences, seminars, or workshops where the created intellectual outputs are presented and disseminated. Only those projects creating intellectual outputs can request financial support for multiplier events. The events are intended for people from organisations other than those involved in the project.
 - In the case of inclusive education projects (IN), a multiplier event is also intended for the training of pre-primary, primary and secondary school teachers. These teachers can participate only in the training sessions. They cannot be directly involved in the project team.
- **What is a transnational project meeting?**
 - This is a meeting of project team members that is used for the administration and coordination of the project. Only those people who are necessary can participate and each applicant must justify their need. The meetings are not mandatory; they can be replaced by online meetings.

- **Can persons with citizenship other than Czech/Donor States participate in the project?**
 - Yes, people with other citizenships can also participate in projects financed from EEA Grants. They shall either be students duly enrolled in the applicant/partner institution, or one of its employees. However, it is necessary to remember possible visa requirements.

- **Can students also participate in the institutional cooperation project?**
 - Institutional cooperation projects are primarily intended for employees of each applicant and project partners who are actively involved in project activities and the creation of the outputs. Students are the target group that will be primarily impacted by the project and that will benefit from the outputs in the future. However, they do not actively participate in the project (i.e., they do not create intellectual outputs or participate in peer-learning activities). Their role can be passive, e.g., in the form of participation in pilot testing of a new curriculum.

What happens after the submission of the application

- **When will we know the results of the selection process?**
 - The results of are usually announced 2.5 to 3 months (in no case longer than 6 months) after the application deadline.
- **Our project was rejected due to insufficient quality. Can we appeal against project rejection?**
 - No, the results of the quality assessment cannot be appealed.
- **Our project was placed on a reserve list. What does this mean?**
 - In such a case, your application scored above the quality threshold (at least 60% of the total points), but due to a lack of funds, it cannot be directly supported. However, your grant may be subsequently approved (e.g., if one of the approved applicants does not sign a grant agreement). The deadline by which you will be informed of the approval is specified in the *Assessment result of the grant application*.
- **What happens after a project is approved?**
 - When a project is approved, the DZS will send the grant decision to the applicant. In this letter, there are clearly specified deadlines by which the applicant must:
 - confirm receipt of the grant,
 - submit a draft *Partnership Agreement* and a *Bank details form*.
 - DZS will check both of these documents and if they meet all the requirements, a grant agreement will be issued. The grant agreement shall be signed by the legal representatives of the applicant and DZS before the start of the project.
- **How many calls will be announced?**
 - The current programme period was scheduled for three rounds of Calls which were launched in 2018, 2019 and 2020. However, an announcement of an additional Call is still possible. Check the latest news on the DZS website (www.dzs.cz/en/program/eea-grants).

Projects and COVID-19

- **Due to the pandemic, we cannot implement some of the originally planned activities. What should we do?**
 - The pandemic and anti-covid measures have resulted in obstacles, especially for physical trips abroad. If you planned such activities within your project, you have two options:
 - to extend the project by up to 12 months and adjust the project schedule.
 - to request the implementation of activities online. For more details, see the Guide for applicants 2018/2019, Annexes II and III).
 - In both cases, it is necessary to submit a Substantial change request (the form can be found on the DZS website). Each request shall be submitted at least one month before the change enters into force (e.g., if you would like to organize an online activity in June, you need to apply no later than in May). In case of a project extension, it is necessary to attach a confirmation signed by the project partner.
- **Is it possible to use the *subsistence* budget category for days spent in mandatory quarantine (after arrival in the host country)?**
 - It is necessary to keep in mind the rules of economy, efficiency, and effectiveness of all costs. In case of a short-term stay (e.g., one or two weeks), the time spent in quarantine may be disproportionately expensive. It makes sense in case of longer mobilities.
 - At the same time, each participant shall perform their program at least online during quarantine. In this case, the receiving institution must confirm the length of the mobility, including the days spent in quarantine. Then, the entire stay including the quarantine could be reimbursed from the *subsistence* budget category.
- **Can a COVID-19 test be considered an eligible cost within the subsistence or organisational support for mobilities budget categories?**
 - Yes, if the COVID-19 test is necessary to undertake a mobility, it can be paid from both budget categories (as can travel insurance).
- **When can unit costs from the *organisational support for mobility* budget category be claimed?**
 - The unit costs can be entitled in the following cases:
 - an eligible activity took place (either in a physical or online form),
 - a mobility was organised (the mobility program was agreed, the documentation was signed), but it had to be cancelled at the last minute due to the COVID-19 pandemic. In such cases, proof that the mobility was organised has to be provided.

- **We planned a mobility, but it had to be cancelled at the last minute due to the COVID-19 pandemic. Because of that, some financial losses arose (cancellation fees, etc.). Can we report them as expenses?**
 - If you had to cancel any planned activity due to an unexpected development related to the COVID-19 pandemic and you have incurred financial losses you failed to recover, you can report these expenses in the project report. There are two options:
 - to cover exceptional expenses, you should primarily use funds remaining from the unit costs linked to the activities carried out. This means if you carried out an activity before the pandemic started and you still have some funds remaining from the unit costs, for instance, because accommodation was cheaper, or you have not used all the funds from the *project management and implementation / organisational support for mobility* budget categories, use these remaining funds to cover the losses.
 - if the remaining funds from the unit costs are not sufficient, you can apply for reimbursement of COVID-19 losses in the project report within the *exceptional costs* budget category. However, remember that:
 - the total grant requested in the final report cannot exceed the maximum approved grant specified in the grant agreement,
 - the project promoter shall always submit invoices/receipts, account statements, documentation proving the effort to minimize losses and documents proving it was impossible to implement an activity. This shall be submitted for all expenses claimed in the *exceptional costs* budget category.
 - Losses cannot be reimbursed if the conditions were known in advance or could have been expected (e.g., the conditions for arrivals in a country were already known when arranging the mobility, however, the participant later changed his/her mind and therefore cancelled the trip).
- **A mobility we planned had to be cancelled at the last minute due to the COVID-19 pandemic. We are planning a new date for the mobility now, but it is not certain that the air tickets will have been reimbursed by that time. What should we do if we receive them after the end of the (extended) project period or not at all?**
 - The final financial settlement of a project cannot be postponed. Therefore, the DZS cannot wait for the final report and the related financial settlement until the beneficiary and the airline/travel company resolves all open issues. If an airline / travel agent does not reimburse the first tickets before the date the substitute mobility takes place, the following two solutions are possible:
 - **Solution 1:** you will meet the originally planned number of mobilities within a substitute term. If the grant is now insufficient, the costs associated with the mobilities should be covered from another source. The implemented mobilities will be reported in the final report and you will receive all relevant

unit costs (i.e., the whole grant). At the same time, you will not claim any compensation for losses related to COVID-19. The airline will sooner or later refund your money for tickets, so no losses will occur. You would keep the refunds from the airline. This is the ideal solution.

- **Solution 2:** you will make fewer mobilities than originally planned. In the final report, you will claim both unit costs for implemented mobilities as well as the actual costs of the losses caused by the COVID-19 pandemic (remember that you have to submit all the documentation and proof of steps undertaken to minimize losses). In any case, the requested amount cannot exceed the amount of the grant awarded. If the money (or any part of it) is returned at any time in the future (i.e., even after the approval of the final report), you are required to return these funds to DZS. Otherwise, this would be a case of double financing, which is unacceptable. You can consider this solution in case you cannot find an alternative source to finance travel expenses.