**Grant agreement for Erasmus+ staff mobility for teaching and training**

**Project e+Ties: Another look at bilingual education**

**Project number: 2017-1-ES01-KA101-037720**

[This template can be adapted by the NA or the sending organisation, but the content of this template are minimum requirements. Blue code: directions for NAs that should be deleted; yellow code: NA to select or edit as applicable]

Full official name of the receiving institution]

Address: [official address in full]

Called hereafter "the institution", represented for the purposes of signature of this agreement by [name(s), forename(s) and function] of the one part, and

Dr/Mr/Mr/Ms [Participant name(s) and forename(s)]

Seniority in the position: Nationality:

Address: [official address in full] Department/unit:

Phone: E-mail:

Sex: [M/F] Academic year: 20../20..

The financial support includes: special needs support

[To be completed for invited staff from enterprises and any other participants receiving financial support from Erasmus+ EU funds when the institution/organisation does not already have this information].

Bank account where the financial support should be paid:

Bank account holder (if different than participant):

Bank name:

Clearing/BIC/SWIFT number: Account/IBAN number:

Why ‘if applicable » does it mean that the money can be paid in « cash » ?

Called hereafter “the participant”, of the other part,

Have agreed the Special Conditions and Annexes below which form an integral part of this agreement ("the agreement"):

Annex I Staff Mobility Agreement

Annex II General Conditions

The terms set out in the Special Conditions shall take precedence over those set out in the annexes.

[It is not compulsory to circulate papers with original signatures for Annex I of this document: scanned copies of signatures and electronic signatures may be accepted, depending on the national legislation.]

SPECIAL CONDITIONS

ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT

1.1 The institution shall provide support to the participant for undertaking a mobility activity for training under the Erasmus+ Programme.

1.2 The participant accepts the financial support or the provision of services as specified in article 3 and undertakes to carry out the mobility activity for training as described in Annex I.

1.3. Amendments to the agreement shall be requested and agreed by both parties through a formal notification by letter or by electronic message.

ARTICLE 2 – ENTRY INTO FORCE AND DURATION OF MOBILITY

2.1 The agreement shall enter into force on the date when the last of the two parties signs.

2.2 The mobility period shall start on [date] and end on [date]. The start and the end date of the mobility period shall be the first day that the participant needs to be present at the receiving [institution/organisation] and the end date shall be the last day the participant needs to be present at the receiving [institution/organisation].

[Institution/organisation to select the applicable option: [Travel time is excluded from the duration of the mobility period.] or [One day for travel before the first day of the activity abroad [and/or] one day for travel following the last day of the activity abroad shall be added to the duration of the mobility period and included in the calculation for individual support.]

2.3 The participant shall receive support from Erasmus+ EU funds for […] days of activity [If the participant receives financial support from Erasmus+ EU funds: the number of days shall be equal to the duration of the mobility period];

2.4 The total duration of the mobility period, shall not exceed 2 months with a minimum of 2 consecutive days per mobility activity.

2.5 The participant may submit any request concerning the extension of the mobility period within the limit set out in article 2.4. If the institution agrees to extend the duration of the mobility period, the agreement shall be amended accordingly.

2.6 The Certificate of Attendance shall provide the effective start and end dates of the mobility period.

ARTICLE 3 – FINANCIAL SUPPORT

3.1. The participant shall receive EUR […]. Corresponding to individual support, […] EUR corresponding to course fees (if applicable), and […] EUR corresponding to travel. The amount of individual support is EUR […] per day up to the 14th day of activity and EUR […] per day from the 15th day,

The final amount for the mobility period shall be determined by multiplying the number of days of the mobility specified in article 2.3 with the individual support rate applicable per day for the receiving country and adding the contribution for travel and course fees (if applicable) to the amount obtained.]

3.2 The reimbursement of costs incurred in connection with special needs, when applicable, shall be based on the supporting documents provided by the participant.

3.3 The financial support may not be used to cover costs already funded by EU funds.

3.4 Notwithstanding Article 3.3, the financial support is compatible with any other source of funding.

3.5 The financial support or part of it shall be recovered if the participant does not carry out the mobility in compliance with the terms of the agreement [NA to complete with specific recovery rules if needed]. However, reimbursement shall not be requested when the participant has been prevented from completing his/her mobility activities as described in Annex I due to force majeure. Such cases shall be reported by the sending institution and accepted by the NA.

ARTICLE 4 – PAYMENT ARRANGEMENTS

4.1 A payment shall be made to the participant representing the 100% of the amount specified in Article 3 when the coordinator of the consortium has paid the payments to the institution as it is established in clause 1.4. Of the Grant agreement nº 2017-1-es01-KA101-037720.

4.2 If payment under Article 4.1 is lower than 100% of the financial support, the submission of the online EU Survey shall be considered as the participant's request for payment of the balance of the financial support. The institution shall have 45 calendar days to make the balance payment or to issue a recovery order in case a reimbursement is due.

4.3 The participant must provide proof of the actual dates of start and end of the mobility period, based on a certificate of attendance provided by the receiving organisation.

ARTICLE 5 – EU SURVEY

5.1. The participant shall complete and submit the online EU Survey after the mobility abroad within 30 calendar days upon receipt of the invitation to complete it.

5.2 Participants who fail to complete and submit the online EU Survey may be required by their institution to partially or fully reimburse the financial support received.

ARTICLE 6 – LAW APPLICABLE AND COMPETENT COURT

6.1 The Agreement is governed by the Spanish Law.

6.2 The competent court determined in accordance with the applicable national law shall have sole jurisdiction to hear any dispute between the institution and the participant concerning the interpretation, application or validity of this Agreement, if such dispute cannot be settled amicably.

SIGNATURES

For the participant For the institution

[name(s) / forename(s)] [name(s)/ forename(s) / function]

[signature] [signature]

Done at [place], [date] Done at [place], [date]