

DECISION

Reg. no STYR 2022/2601*Date* 16 February 2023

Vice-Chancellor

Administrative Procedure for Projects within Erasmus+, the European Commission's Programme for Education, Training, Youth and Sport 2021–2027

This administrative procedure applies for applications and projects within Erasmus+, the EU's Programme for Education, Training, Youth and Sport 2021–2027. The administrative procedure covers the entire programme. This includes the centralised parts managed by the EU as well as the decentralised parts managed by the Swedish Council for Higher Education (UHR), among others.

It is Lund University that enters into agreements with the European Commission and responsible Swedish public authorities regarding projects within Erasmus+. The administrative procedure aims to ensure good project conditions for the University and participating researchers and teaching staff. It also aims to create good procedures to facilitate administration at all levels of the University

Authorisation to sign agreements for Lund University with the EU, UHR and other relevant public authorities

The administrative procedure gives the head of the faculty office at the faculty concerned the authorisation to sign agreements relating to Erasmus+ projects for the University. In cases where teaching staff and researchers from several faculties (or equivalent) participate, the signatory is the head of the faculty office for the faculty where the appointed principal investigator is employed. The Vice-Chancellor signs agreements for university-wide projects. Annually recurring

university-wide Erasmus+ mobility applications and projects (Erasmus and International Credit Mobility) are signed by the international director at External Relations.

Ground rules for approval of applications and agreements

The head of department who is responsible for the department's activities must always approve all applications and agreements concerning the department's activities, even if the authorised signatory is someone else.

The Legal Division draws up, negotiates and reviews agreements. It is recommended that the principal investigator contacts the Legal Division in good time before the signing of an agreement to obtain support and help.

The principal investigator is the person who leads the University's part in the project and who represents the University and their project colleagues in negotiations on the project's content and funding.

Support

External Relations provides certain support and advice in the process, handles the process for the Vice-Chancellor's signature and provides a template for review certification (Project Certificate). The principal investigator should always contact the relevant administrator at External Relations in good time to check what applies for the project application in question. If application documents are to be signed by the Vice-Chancellor, the completed Project Certificate signed by the principal investigator, head of department and dean is to be received by the administrator at External Relations at the latest 10 days before the application deadline.

Application phase

The principal investigator's responsibilities are:

- to inform about, and obtain approval for, the application from the head of department or equivalent

- to ensure that the project application is made in accordance with internal rules and EU rules
- to contact External Relations, if necessary, in good time to inform about the application, to receive support and help with the project application and to obtain a template for the Project Certificate
- to ensure that the completed Project Certificate signed by the principal investigator, head of department and dean is received by the administrator at the latest 10 days before the application deadline if the Vice-Chancellor is to sign the document
- to ensure that agreements that do not follow LU or EU templates are reviewed by the Legal Division

Documents in the application phase that require signatures

Document	Signatories	Comments
Letter of Intent, Memorandum of Understanding, Declaration of Honour, Mandate Letter or equivalent	Head of department or equivalent (except for university-wide projects and projects with LU participants from several departments/faculties, which the Vice-Chancellor signs)	Contact the Legal Division if support is needed to review and/or draw up an agreement.
Other agreements, e.g. confidentiality agreements, intellectual property agreements	Head of department or equivalent (except for university-wide projects and projects with LU participants from several departments/faculties, which the Vice-Chancellor signs)	Contact the Legal Division if support is needed to review and/or draw up an agreement.

Preparation of contracts

The principal investigator's responsibilities are:

- to enter information in the web portal correctly and within the set timeframe. External Relations can provide support, if required.

- to add a person at External Relations as contact person in the relevant portal
- to contact the Legal Division as soon as possible regarding the writing of Consortium Agreements or similar. Initially, refer to the Legal Division webpage on the Staff Pages:
<https://www.medarbetarwebben.lu.se/stod-och-verktyg/juridik/avtalsratt>.
- to ensure that the completed Project Certificate signed by the principal investigator is received by the administrator at External Relations before signature

Preparation of contracts is in most cases conducted electronically via the EU's web portal Funding & Tender Opportunities (FTOP) or Erasmus+ and the European Solidarity Corps Platform. Other types of digital/paper signatures are also used, e.g. regarding Erasmus mobility.

Documents in connection with preparation of contracts that require signatures

Document	Signatories	Comments
Project Certificate (internal document)	Principal investigator and head of department (the dean's signature is also required for projects signed by the Vice-Chancellor)	The Project Certificate summarises the project and project conditions. Signing the Project Certificate approves the project conditions and participation. If several departments are participating, the Project Certificate is signed by all the departments involved. Signed Project Certificates are archived at the department. Scanned copies of signed Project Certificates are to be sent to the relevant administrator at External Relations.

Document	Signatories	Comments
<i>Declaration of Honour (DoH)</i>	Head of faculty office (except for university-wide projects, which the Vice-Chancellor signs and Erasmus+ mobility projects, which the international director signs)	Electronic signature in the relevant portal, or paper/digital signature. External Relations informs the head of the faculty office when it is time to sign and encloses the Project Certificate to show that the project has support at the department concerned. In cases where employees from several faculties participate, the signatory is the head of the faculty office for the faculty where the principal investigator is employed.
Contract <i>Grant Agreement (GA) or Grant Agreement Accession Form</i>	Head of faculty office (except for university-wide projects, which the Vice-Chancellor signs and Erasmus+ mobility projects, which the international director signs)	Electronic signature in the relevant portal, or paper/digital signature according to the same principle for DoH. External Relations checks against the Project Certificate that the project conditions are the same as when the DoH was signed.
<i>Consortium Agreement (CA)</i>	Head of faculty office (except for university-wide projects, which the Vice-Chancellor signs)	Administration of signatures is conducted according to instructions from the project's coordinator. All Consortium Agreements should be sent to the Legal Division for review as soon as a draft is available.

The project's implementation and project reporting

The principal investigator's responsibilities are:

- to ensure that the project is implemented in accordance with national laws and regulations and the contract with the EU
- to ensure that research reporting and financial reporting and accounting are carried out according to the contract
- to ensure that contacts, agreements and other relevant project documentation are registered in accordance with LU procedures

Reporting and accounting are generally conducted electronically via the EU's web portal Funding & Tender Opportunities (FTOP) or Erasmus+ and the European Solidarity Corps Platform. Other types of reporting instruments are also used, e.g. regarding Erasmus mobility.

Documents in connection with project management that require signatures

Document	Signatories	Comments
<i>Financial Statement</i>	Head of department or equivalent (except for university-wide projects, which the Vice-Chancellor signs and Erasmus+ mobility projects, which the international director signs)	Electronic signature in the relevant portal, or paper/digital signature.
<i>Amendment</i>	Head of faculty office (except for university-wide projects, which the Vice-Chancellor signs and Erasmus+ mobility projects, which the international director signs)	Electronic signature in the relevant portal by the coordinating organisation. When LU is the coordinator, the same procedures apply as for DoH and GA.
Other agreements and certificates, e.g. auditing	Head of department or equivalent (except for university-wide projects, which the Vice-Chancellor signs and Erasmus+ mobility projects, which the international director signs)	