



# Guidance Project assignment

## The assignment form: what is it for?

This document shall provide guidance and support on the calculation and issuing of a project assignment. As stated in section A.3 of fact sheet 1.4 “What can be co-financed? The programme’s eligibility rules” a written assignment of the employee to the project shall be issued if the beneficiary opts for the co-financing of the staff costs on a real cost basis.

In order to ensure that the assignment includes the necessary information, a model assignment was drafted. This model assignment shall be considered as minimum requirement. Additional information might be added by the beneficiaries.

## How to fill it in?

The first section of the guidance is dedicated to the identification of the project and the project partner. The guidance shall include information on the programme and the project concerned (the indications on the project title and project acronym as well as the project partner shall be coherent with the indications in the application form).

### 1. Identification of project and project partner

Interreg Programme	Interreg Alpine Space 2014-2020
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Project acronym	Please insert the project acronym as indicated in section A.1 of the application form (AF)
Name of project partner (employer)	

Please insert the name of the PP as indicated in section B.1 of your AF



The second part of the guidance shall provide details on the employee including information on the total extent of assignment.

2. Assigned employee	
Name of employee	<input type="text"/>
Date of signature of employment contract (dd/mm/yyyy)	<input type="text"/>
Start date of employment (dd/mm/yyyy)	<input type="text"/>
Extent of assignment (in %) to the above mentioned project	<input type="text"/>

*Please consider that the extent of assignment refers to the relation of the employee to the project and not the employer. Therefore an employee might be part time employed (e.g. 20 working hours a week) but full time assigned (100% - in case of 20 working hours a week assigned to the project) or full time employed (e.g. 40 working hours a week) but only part time assigned (50% - in case of 20 working hours a week assigned to the project)*

In addition the period of assignment shall be defined. There is no limitation foreseen as regards the period – it can therefore last one month only up to 36 months. It is strongly recommended that a minimum duration of the assignment corresponds to the reporting period (normally 6 months).

3. Period of project assignment			
From: (dd/mm/yyyy)	<input type="text"/>	To: (dd/mm/yyyy)	<input type="text"/>

The description of the planned activities per work package shall be summarised in section 4 of the assignment (in the assignment, there is no need to specify the percentage per work package).

4. Details on the assignment	
WP No.	Project related activities (including information on the envisaged contribution of the employee to the outputs and deliverables to be achieved according to the application form)
<input type="text"/>	<input type="text"/>

*As the assignment will be the basis of any financial control performed on the staff costs co-financed it shall be ensured that the information provided in this section provides the necessary details on the planned project related activities of this single employee and his/her contribution to the outputs to be achieved.*



The programme model finally foresees a final confirmation that double financing is excluded. In order to provide a basis for the financial control, all public funded projects to which the employee is assigned to shall be listed (indicating the project name and the funding source).

### 5. Confirmation

Herewith, Mr./Mrs. [redacted] is assigned to the above-mentioned Interreg Alpine Space project in order to contribute to project activities and outputs as indicated above.

Please select:

It is confirmed that Mr./Mrs. [redacted] is currently in addition assigned to the following public funded projects:

- [redacted] (funded by [redacted]),
- [redacted] (funded by [redacted]),
- [redacted] (funded by [redacted]).

Project title and source to be inserted

*It is confirmed that in total not more than 100 % of his/her working time are allocated to all these projects and therefore not more than the total actual staff costs will be requested for co-financing.*

It is confirmed that Mr./Mrs. [redacted] is currently not assigned to any other public funded project.

[redacted]  
Date, Place

[redacted]  
Date, Place

Name and signature of the employer

Name and signature of the employee

## How to calculate the extent of assignment?

The extent of assignment shall be generally calculated on the basis of the following data:

- normal annual working hours
- estimated project related working hours

The normal annual working hours can be calculated as follows: The weekly working hours (according to employment contract or national regulations) are multiplied with 52 weeks a year. Then, the annual vacation claim (as laid down in the contract or national law) and the national bank holidays are deducted.

### Examples

#### Calculating the normal annual working hours

University X is located in Member State A. The employment contracts concluded by PP XY foresee weekly working hours in the amount of 40 (in case of full time employment). National law of Member State A



foresees 25 days of vacation, in addition there are 12 national bank holidays.

40 (weekly working hours) x 52 (weeks/year)	= 2.080 (working hours a year)
- 25 (days of vacation) x 8 (average daily working hours: 40h/5d)	= - 200 (hours vacation)
- 12 (national bank holidays) x 8 (average daily working hours)	= - 96 (hours national holidays)
<b>Normal annual working hours</b>	<b>= 1.784</b>

The University X, department “XY” is lead partner in the project “CheeseAlps”. As a lead partner “XY” is responsible for the project management. Additionally the first level control is performed internally by department “XZ”. In the following two examples for the calculation of the staff costs are presented:

- 1) **Franz** is half time employed (20 hours a week); the monthly gross employment costs amount to EUR 2.300.

#### Estimating the project related working hours

Franz will assist the project manager and perform tasks as follows:

- general project coordination: 200h;
- elaboration of progress reports: 230h;
- controlling tasks: 170h;
- project closure and final progress report: 130h;
- **in total: 730h;**

#### Calculating the assignment

As project management is a permanent task, Franz is assigned to the project for the entire project implementation period (01.01.2016 – 31.12.2018 = 36 months/3 years). The **assignment** to the project can be calculated as follows:  $1.784 \times 0,5 \times 3 \text{ years} = 2676\text{h}$ ;  $730 / 2676 = 0,2728 (= 27\%)$

#### Calculating the eligible staff costs

Thus the **eligible monthly staff costs** for Franz are:  $\text{EUR } 2.300 \times 0,27 = \text{EUR } 621,00$ . Especially at the beginning or at the end of a project it might be the case that months in question do not fall completely into the assignment period (e.g. project end date is 15 December 2018). This has to be considered accordingly, when calculating the eligible staff costs for this month (e.g. for December 2018:  $2.300 / 31 \times 15 \times 0,27 = \text{EUR } 300,48$ ).



- 2) The internal first level controller **Ricarda** is full time employed (40 hours a week); her monthly gross employment costs are EUR 5.100.

#### Estimating the project related working hours

The certification of expenses has to be implemented every six months only and in average Ricarda needs 18 hours for one certification procedure. During the project lifetime six certifications are needed.

#### Calculating the assignment

In principle there are two ways to estimate the assignment and calculate the costs:

- a) Permanent assignment (36 months/3 years):  $1.784 \times 3 \text{ years} = 5352\text{h}$ ;  $(18\text{h} \times 6) / 5352 = 0,02 (= 2\%)$
- b) Monthly assignments for those months where the FLC work is done:  $18 / 148,7 (1.784/12) = 0,12 (= 12\%)$

#### Calculating the eligible staff costs

Independent from the selected assignment (either permanent or monthly), the staff costs amount to EUR 3.672:

- a) The eligible monthly staff costs amount to EUR 102 ( $5.100 \times 0,02$ ), the total eligible FLC costs for the entire implementation period amount to EUR 3.672 ( $5.100 \times 0,02 \times 36$ ).
- b) The eligible monthly staff costs amount to EUR 612 ( $5.100 \times 0,12$ ), the total eligible FLC costs for the entire implementation period amount to EUR 3.672 ( $612 \times 6$ ).

What to consider when drafting the assignment: More flexibility is given if option b) of the above mentioned example is selected (as for option a) Ricarda could not be assigned 100% to other project even in those months she is not performing the FLC tasks and therefore not working for the project “CheeseAlps”). Therefore for project partner institutions involved in a number of public funded projects shorter assignment periods might be preferable.



The following picture illustrates how the assignment of Franz (example 1) could look like:



Alpine Space Programme

## Project assignment

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**1. Identification of project and project partner**

Interreg Programme	Interreg Alpine Space 2014-2020
Project acronym	AlpsExample
Name of project partner (employer)	University XY

**2. Assigned employee**

Name of employee	Franz Hauer
Date of conclusion of employment contract	01/10/2013
Extent of assignment (in %) to the abovementioned project	27%

**3. Period of project assignment**

From:	01/01/2016	To:	31/12/2018
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**4. Details on the assignment**

WP No.	Project related activities (including information on the envisaged contribution of the employee to the outputs and deliverables to be achieved according to the application form)
WP M1	Franz will assist the Project Manager in the general project coordination (regular e-mail exchange with PP, preparation of project team meetings and project steering group meetings). In addition he will support the Project Manager in the regular controlling tasks and the reporting to the programme. Finally he will be involved in the project closure (especially the preparation of the closure meeting and final conference as well as the preparation of the final report to the programme).

**5. Confirmation**

Herewith, Mr. Franz Hauer is assigned to the above-mentioned Interreg Alpine Space project in order to contribute to project activities and outputs as indicated above.

*It is confirmed that Mr. Hauer is currently in addition assigned to the following public funded projects:*

- *CentralExample (funded by ERDF – Interreg Central Europe),*
- *RegionalFocus (funded by Land Tirol)*

*It is confirmed that in total not more than 100 % of his/her working time are allocated to all these projects and therefore not more than the total actual staff costs will be requested for co-financing.*

Date, Place

Date, Place

Name and signature of the employer

Name and signature of the employee

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