



Irish Aid

Department of Foreign Affairs
An Roinn Gnóthaí Eachtracha

Ubuntu Network: Teacher Education for Sustainable Development

**Ubuntu Projects
Academic Year 2006 – 2007**

Guidelines to Project Implementation

(1st November '06)

For further information, please contact:

Deirdre Hogan, Ubuntu Network Coordinator,
Department of Education & Professional Studies
University of Limerick, Limerick

T:061 233 289 E: deirdre.hogan@ul.ie

Or see the project website at www.ubuntu.ie.

1. Finances

Each project leader is responsible for monitoring and reporting project spending.

1.1 Transfer of Finance

The finance awarded for each project will be transferred to the bank account of the lead institution (less the allocation for Travel and Subsistence, See 1.2). Project leaders should contact the Accounts department of their institution to obtain the following information,

- Bank Account
- IBAN Number
- Swift Code
- Sort Code
- Amount
- Reference Detail

These details should be forwarded to deirdre.hogan@ul.ie as soon as possible.

1.2 Travel and Subsistence

Travel and Subsistence will be claimed directly from UL using the UL Travel Claim Forms (yellow form).

Regulations governing the reimbursement of travel and subsistence expenses (including travel rates) are outlined on the back of this form. Please note that public transport should be used where possible and that international travel (flights, car rental etc) should be booked through Limerick Travel, 061 204444.

UL Travel Claim Forms will be distributed to project leaders, and should be returned with receipts to Deirdre Hogan, Ubuntu Network: BM-017, Dept of Education and Professional Studies, University of Limerick, Limerick.

All expenses **must** be supported by **receipts** when claiming reimbursement.

1.3 Monitoring of Spending

Proof of spending must be retained. This includes photocopies of receipts, invoices, Travel Claim Forms, labour forms, etc.

An electronic record of spending should be maintained. It should reflect the Finances section submitted in the original proposal, i.e. outlined according to:

- Staff
- Travel
- Subsistence
- Supplies (e.g. books, resources)
- Other (e.g. running workshops, conference fees, printing)

A 'Record of Spending' excel template is provided for this purpose.

1.4 Submission of Cost Statement

The Ubuntu Network year ends on 31st April. A Cost Statement (Record of Spending) must be submitted to the Network office no later than **Friday 20th April '07**.

A summary of all project spending will be compiled and submitted to Irish Aid as part of the End of Year 2 Report.

2. Project Support

The Network will endeavour to support the implementation of each project. Please contact the Network office for assistance in

- Planning and delivery of workshops and events,
- Advice on resources,
- Linking with other projects or institutions,
- Design of research interventions e.g. questionnaires, focus groups,
- Data entry and analysis,
- Project Management – finances, reporting, etc.

3. Reporting

3.1 Written Outputs

In the interest of shared learning and collaboration, each project should produce a concise written report/academic paper on the project undertaken. This should be completed and submitted on or before **Friday 31st August '07**. This will be posted on the Ubuntu Network website.

3.2 Project Exhibition

An exhibition of projects undertaken during the academic year '06 – '07 will take place in September/October '07. Project participants are encouraged to take part.

4. Developing Links

A Call for Proposals in Year 3 (1st May '07 – 1st May '08) will seek projects that link two or more member institutions. Network Members are encouraged to create partnerships within the Network and identifying potential partners for future initiatives.

5. Acknowledgement

The Ubuntu Network and Irish Aid must be acknowledged in all project documentation and publications associated with the project.

E.g. "This project is supported by the Ubuntu Network and Irish Aid"

Where appropriate, the Ubuntu Network logo and the Irish Aid logo should be used.