

STEM for inclusive schools

School Education
ERASMUS+

KA220-NW-23-30-151162
Cooperation partnerships in
school education

Reference Number:

2023-1-DE03-KA220-SCH-000151162

Duration:

03.09.2023 to 02.03.2026
(30 months)

-1-



STEM for inclusive schools

1 Transnational Partner Meeting

11st -13rd of March 2024

Administrative Information

University of Paderborn



Chair of Business and Human Resource Education II

Prof. Dr. Marc Beutner

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PROM – Project Management Tool



The Login Area -

<http://eduproject.eu/prom/login.php>

PROM
Project Management Tool

Login Register

e-mail

password

Log In

PROM is a project management tool that was created to handle the administrative work of Erasmus+ projects and to support management duties. PROM can handle your timesheets and your project budget so that you can keep track of how the budget is spent

-2-



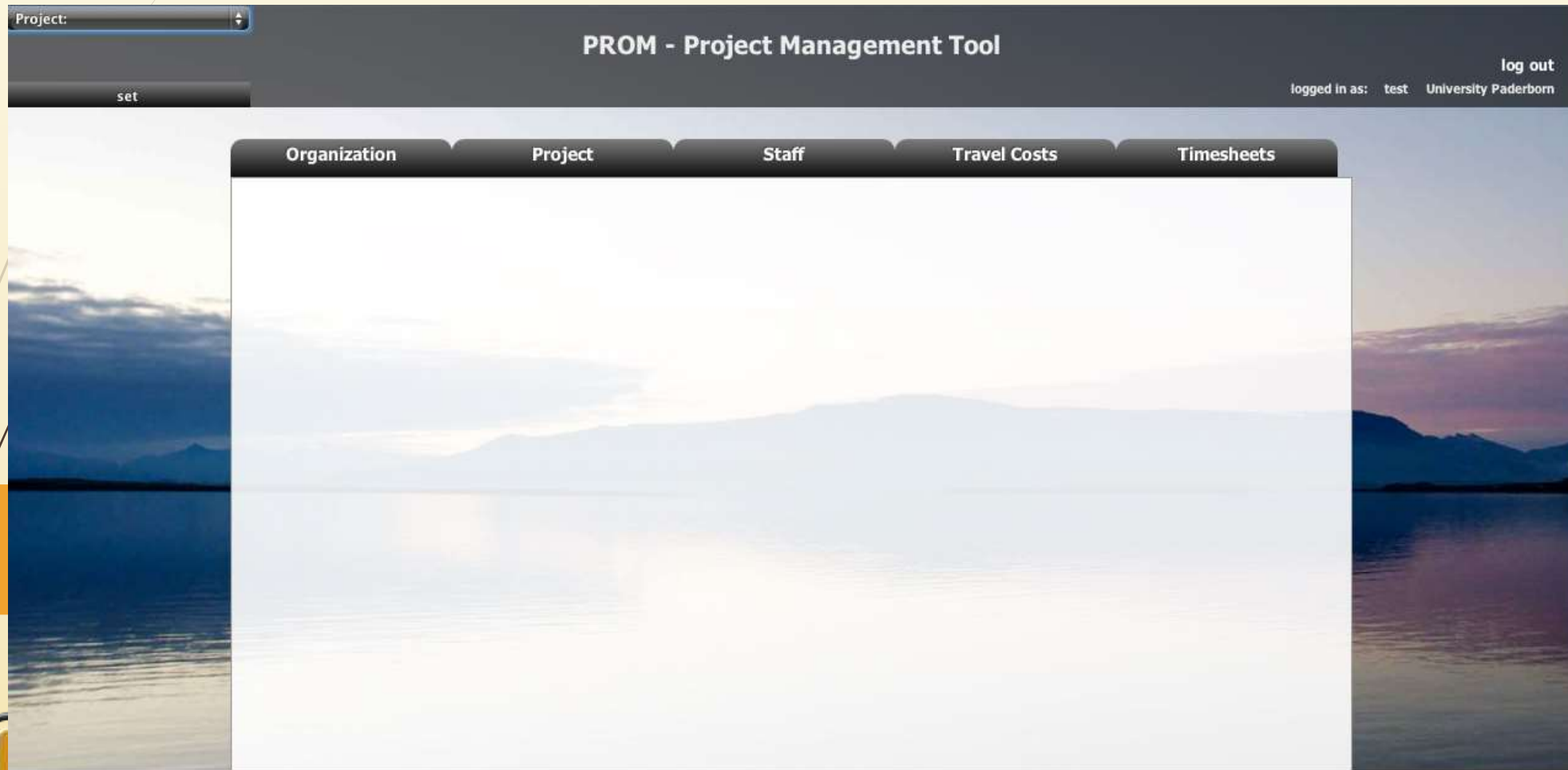
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The PROM Start Page (1)



-3-



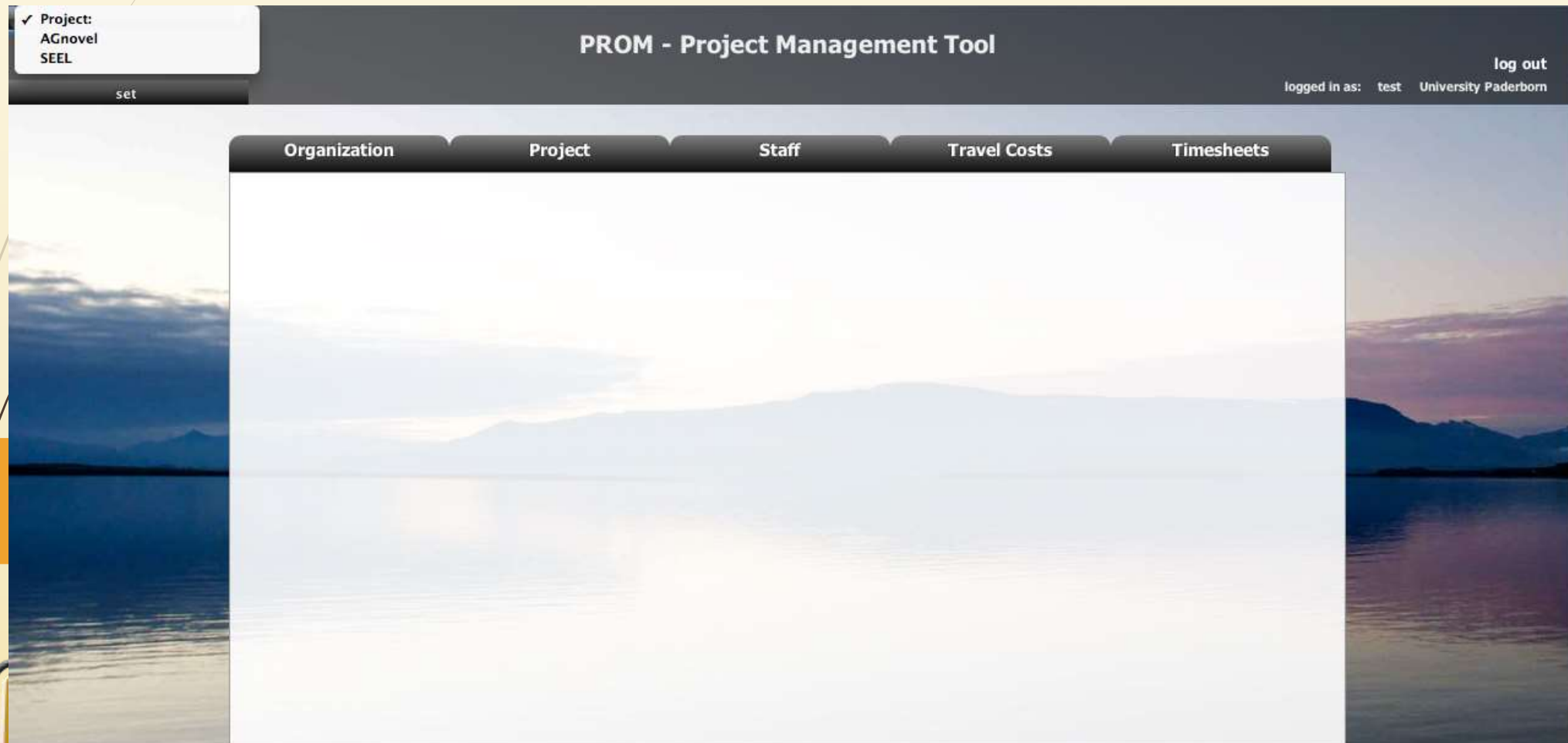
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The PROM Start Page (2) – Set the project



-4-



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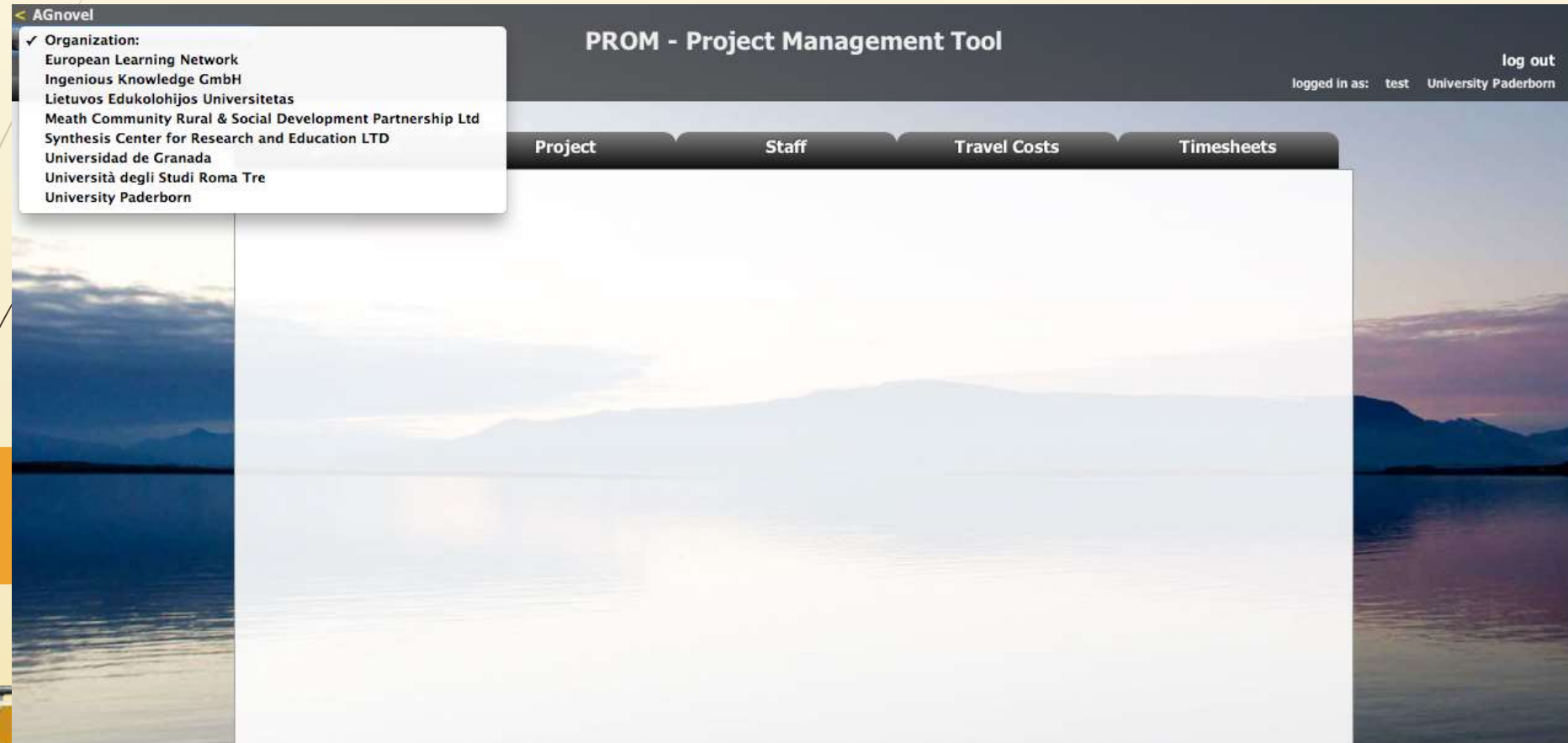


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The PROM Start Page (3) – Set the organization



-5-



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The PROM Start Page (4) – Set the staff member



-6-

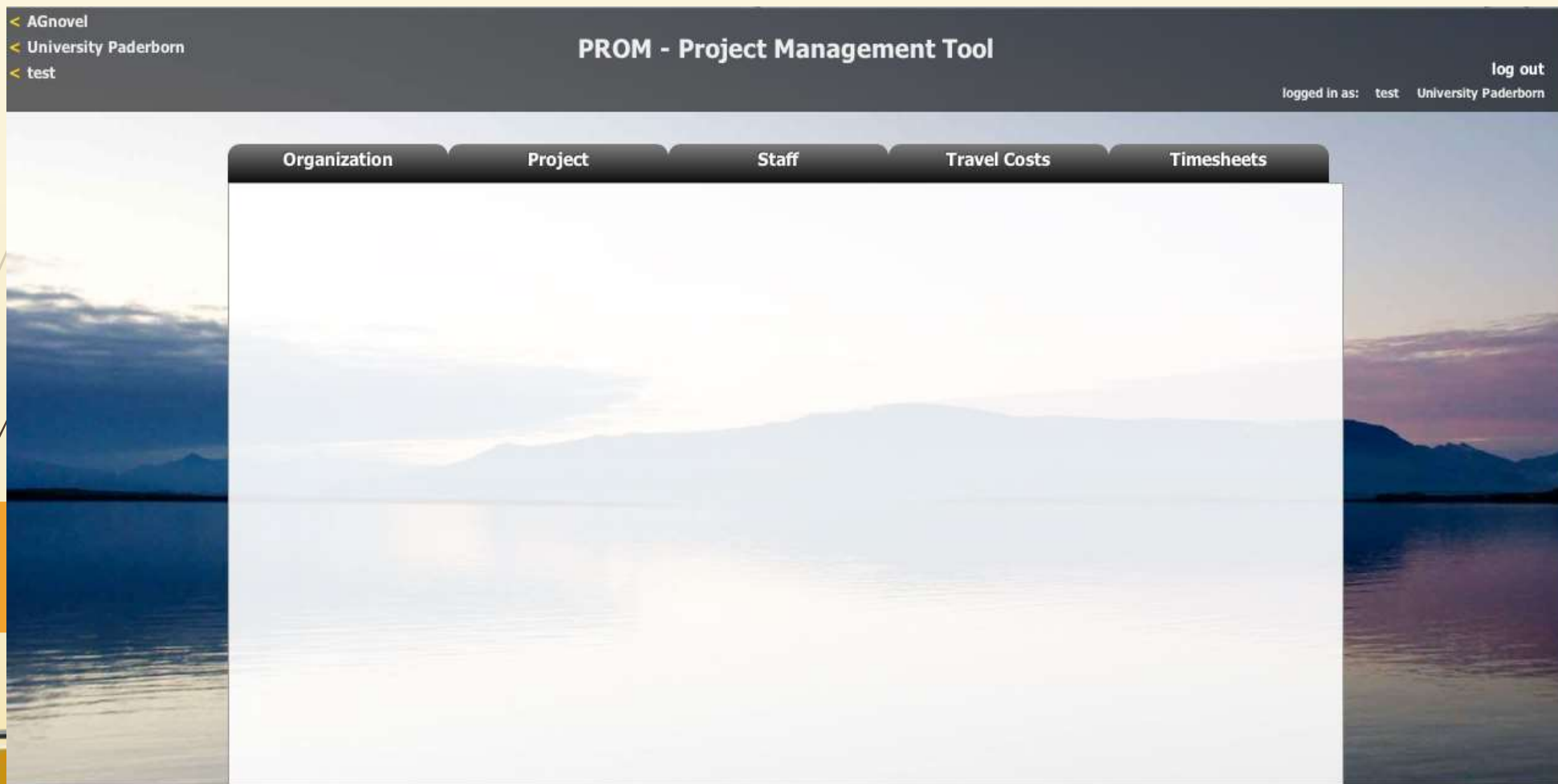


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The PROM Start Page (5) – Start



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PROM – Project Management Tool

The PROM Tool – List of organizations



< AGnovel
< University Paderborn
< test

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log out
logged in as: test University Paderborn

Organization Project Staff Travel Costs Timesheets

This page enables you enter new organizations and edit organization data.

List of organizations

+

organization
European Learning Network
Ingenious Knowledge GmbH
Lietuvos Edukologijos Universitetas
Meath Community Rural & Social Development Partnership Ltd
Synthesis Center for Research and Education LTD
Universidad de Granada
Università degli Studi Roma Tre
University Cologne
University Paderborn



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The PROM Tool – List of projects



Project:

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logged in as: Melissa Fortmann University Paderborn [log out](#)

[set](#)

Organization **Project** **Staff** **Travel Costs** **Timesheets**

This page enables you to create a new project, enter or change project details, and get a project overview.

List of projects

acronym	start	duration	coordinator
AGnovel	01.01.2014	24 months	University Paderborn
SEEL	01.10.2014	24 months	University Paderborn



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The PROM Tool – List of staff members

< AGnovel
< University Paderborn
< test

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Organization Project **Staff** Travel Costs Timesheets

This page enables you to add staff members, edit staff member details, and calculate the daily rate

List of staff members

+ European Learning Network

first name	last name	daily rt.	hr/day	total days	salary	employer	access	daily rate form
Rajesh	Pathak	€ -	8	0	€ 0	€ 0	1	daily rate form
Spela	Res	€ -	8	0	€ 0	€ 0	1	daily rate form
Vaishali	Pathak	€ -	8	0	€ 0	€ 0	1	daily rate form
Christine	Lawrence	€ -	8	0	€ 0	€ 0	1	daily rate form

+ Ingenious Knowledge GmbH

first name	last name	daily rt.	hr/day	total days	salary	employer	access	daily rate form
-Ras	Pechuel	€ 363.64	8	220	€ 60000	€ 20000	8	daily rate form
Dana	Köpke	€ 109.09	4	220	€ 16800	€ 7200	1	daily rate form
Nils	Dorando	€ 252	8	220	€ 39600	€ 15840	1	daily rate form

+ Lietuvos Edukologijos Universitetas

first name	last name	daily rt.	hr/day	total days	salary	employer	access	daily rate form
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The PROM Tool – Travel costs (1)

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logged in as: test University Paderborn

Organization Project Staff **Travel Costs** Timesheets

This page lets you enter travel costs and print up your travel and subsistence records.

List of travel costs for AGnovel

name	meeting 1	meeting 1
test	T S	T S

-1



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The PROM Tool – Travel costs (2) – Travel record I

< AGnovel
< University Paderborn
< test

PROM - Project Management Tool

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Organization Project Staff **Travel Costs** Timesheets

This page lets you enter travel costs and print up your travel and subsistence records.

List of travel costs for AGnovel

name	meeting 1	meeting 1
test	T S	☐ T S

-12



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The PROM Tool – Travel costs (3) – Travel record II

SAVE

PRINT

CANCEL

Travel Costs Record

Partner Meeting Title: Kick-Off Meeting

Partner Meeting Location: Trim, Ireland

Staff Member Name: test



Date of Expenditure	Description of Expenditure Incurred	Amount
		€
		€
		€
		€
		€
Total Travel Costs		€ 0.00

Staff Signature

Date

Authorised Signature

Date



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The PROM Tool – Travel costs (4) – Subsistence costs I

< AGnovel
< University Paderborn
< test

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Organization Project Staff **Travel Costs** Timesheets

This page lets you enter travel costs and print up your travel and subsistence records.

List of travel costs for AGnovel

name	meeting 1	meeting 1
test	T S	T S

-14-



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The PROM Tool – Travel costs (5) – Subsistence costs II

SAVE PRINT CANCEL

Basis Subsistence Claim Form

Partner Meeting Title: Kick-Off Meeting

Partner Meeting Location: Trim, Ireland

Staff Member Name: test


 Lifelong Learning Programme

Date of Expenditure	Description of Expenditure Incurred	Amount
		€
		€
		€
		€
		€
Total Travel Costs		€ 0.00

Staff Signature _____ Date _____

Authorised Signature _____ Date _____

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The PROM Tool – Timesheets (1) – Select the month



< AGnovel
< University Paderborn
< test

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logged in as: test University Paderborn [log out](#)

Organization	Project			Staff	Travel Costs			Timesheets	
test									Sunday, November 16th 2014
timesheet:	Jan 2014	Feb 2014	Mar 2014	Total (Quarter)	Apr 2014	May 2014	Jun 2014	Total (Quarter)	Total (Semester)
days:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00	€ 0.00	€ 0.00	€ 0.00	0.00	0.00
timesheet:	Jul 2014	Aug 2014	Sep 2014	Total (Quarter)	Oct 2014	Nov 2014	Dec 2014	Total (Quarter)	Total (Semester)
days:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00	€ 0.00	€ 0.00	€ 0.00	0.00	0.00
timesheet:	Jan 2015	Feb 2015	Mar 2015	Total (Quarter)	Apr 2015	May 2015	Jun 2015	Total (Quarter)	Total (Semester)
days:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00	€ 0.00	€ 0.00	€ 0.00	0.00	0.00
timesheet:	Jul 2015	Aug 2015	Sep 2015	Total (Quarter)	Oct 2015	Nov 2015	Dec 2015	Total (Quarter)	Total (Semester)
days:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00	€ 0.00	€ 0.00	€ 0.00	0.00	0.00

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The PROM Tool – Timesheets (2) – Fill in the form I

		SAVE		MARK AS COMPLETE		PRINT		CANCEL	
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AGnovel Project Timesheet

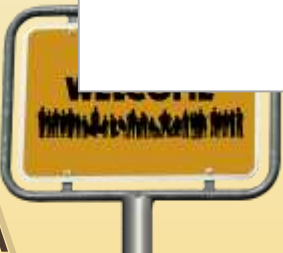
Staff Name: test

Staff Category: 2

Partner: University Paderborn

Month: 01 **Year:** 2014

Components		Hours per day																																	
WP #	Actions	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total hours	Rate/day	Amount
Total:		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	€ 0.00



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PROM – Project Management Tool

The PROM Tool – Timesheets (3) – Fill in the form II

AGnovel

Lifelong Learning Programme

SAVE

MARK AS COMPLETE

PRINT

CANCEL

AGnovel Project Timesheet

Staff Name: test
Staff Category: 2
Partner: University Paderborn

Month: 01 **Year:** 2014

Components		Hours per day																															Total hours	Rate/day	Amount	
WP #	Actions	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
Total:		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	€ 0.00	



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The PROM Tool – Timesheets (4) - Overview

AGnovel
University Paderborn
Marc Beutner

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log out
logged in as: test University Paderborn

Organization Project Staff Travel Costs Timesheets

Marc Beutner Sunday, November 16th 2014

timesheet:	Jan 2014	Feb 2014	Mar 2014	Total (Quarter)	Apr 2014	May 2014	Jun 2014	Total (Quarter)	Total (Semester)
days:	2.06	0.00	0.00	2.06	0.00	0.00	0.00	0.00	2.06
amount:	€ 1,003.39	€ 0.00	€ 0.00	1,003.39	€ 0.00	€ 0.00	€ 0.00	0.00	1,003.39
timesheet:	Jul 2014	Aug 2014	Sep 2014	Total (Quarter)	Oct 2014	Nov 2014	Dec 2014	Total (Quarter)	Total (Semester)
days:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00	€ 0.00	€ 0.00	€ 0.00	0.00	0.00
timesheet:	Jan 2015	Feb 2015	Mar 2015	Total (Quarter)	Apr 2015	May 2015	Jun 2015	Total (Quarter)	Total (Semester)
days:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00	€ 0.00	€ 0.00	€ 0.00	0.00	0.00
timesheet:	Jul 2015	Aug 2015	Sep 2015	Total (Quarter)	Oct 2015	Nov 2015	Dec 2015	Total (Quarter)	Total (Semester)
days:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
amount:	€ 0.00	€ 0.00	€ 0.00	0.00	€ 0.00	€ 0.00	€ 0.00	0.00	0.00

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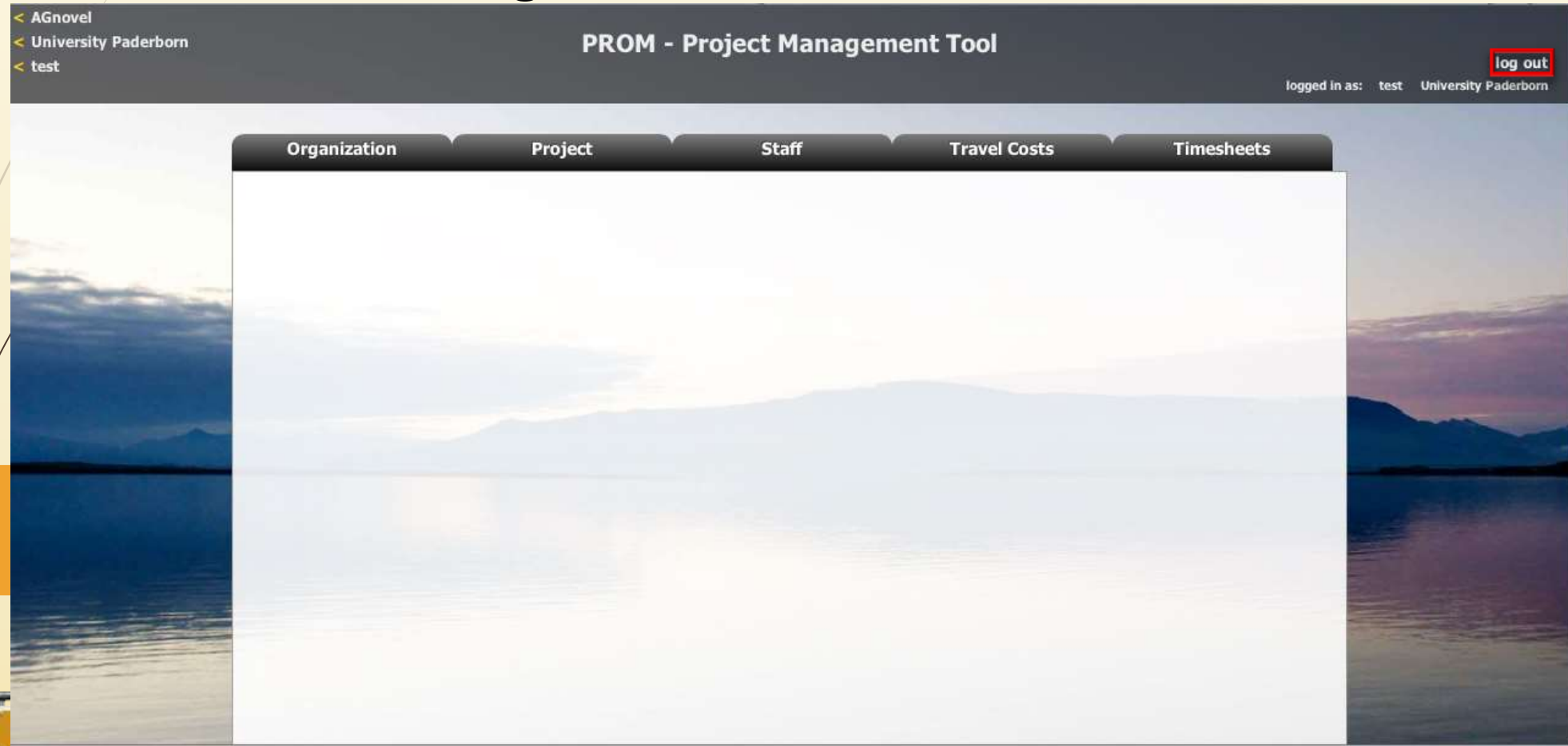


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The PROM Tool – Log out



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E-Mail: marc.beutner@uni-paderborn.de

Thank you for your attendance.
Do you have any questions?



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