



Εθνικό Σημείο Επαφής
για τον Ορίζοντα 2020

πράξη »
δίκτυο διάχυσης τεχνολογίας

HORIZON 2020: Proposal budget preparation

Βαγγέλης Αργουδέλης
Εθνικό Σημείο Επαφής για Νομικά & Οικονομικά θέματα HORIZON 2020
Δίκτυο ΠΡΑΞΗ/ ΙΤΕ

Proposal Budget in H2020

Importance of appropriate Budget **estimation** and **distribution**:

- *Evaluation criterion “3. Quality and efficiency of the implementation”*
 - *“...resources assigned to work packages are in line with their objectives and deliverables”*
 - *“... ensuring that all participants have a valid role and adequate resources in the project to fulfil that role”*
- *Demonstrates clear vision of tasks and objectives*
- *Reduces the risk that costs may be found ineligible during the report/ audit.*
- *Minimizes potential changes during the project’s implementation (amendments, re-distribution of costs between partners, request for EC’s approval, ...)*
- *Allows for proper budget consumption without deviations during implementation demonstrating that the budget requested was necessary*

Budget & Evaluation

3. Quality and efficiency of the implementation*

Note: The following aspects will be taken into account:

- Quality and effectiveness of the work plan, including extent to which the resources assigned to work packages are in line with their objectives and deliverables
- Appropriateness of the management structures and procedures, including risk and innovation management
- Complementarity of the participants and extent to which the consortium as whole brings together the necessary expertise
- Appropriateness of the allocation of tasks, ensuring that all participants have a valid role and adequate resources in the project to fulfil that role

Proposal Budget in H2020

Budget table in Part A (stage 1 of a two-stage proposals)

Part A
(Administrative forms)

European Commission - Research - Participants
Proposal Submission Forms
Directorate-General for Research and Innovation
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Proposal ID SEP-210130198 Acronym TEST

3 - Budget for the proposal

Total requested amount / €	0
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Proposal Budget in H2020

- A.** Direct personnel costs
- B.** Other direct costs
 - *Travel*
 - *Equipment*
 - *Other goods & services*
 - *Large Research Infrastructure*
- C.** Subcontracting
- D.** Financial support to 3rd parties
- E.** In-kind contributions not used in the beneficiary's premises
- F.** Indirect costs
- G.** Special Unit costs
- H.** Total costs
- I.** Reimbursement rate
- J.** Maximum EU contribution
- K.** Requested EU contribution

Proposal Budget in H2020

Part B
(Research
Proposal)

3.4 Resources to be committed

 Please make sure the information in this section matches the costs as stated in the budget table in section 3 of the administrative proposal forms, and the number of person/months, shown in the detailed work package descriptions.

Please provide the following:

- a table showing number of person/months required (table 3.4a)
- a table showing ‘other direct costs’ (table 3.4b) for participants where those costs exceed 15% of the personnel costs (according to the budget table in section 3 of the administrative proposal forms)

Proposal Budget in H2020

Part B
 (Research
 Proposal)

Table 3.4a: Summary of staff effort

Please indicate the number of person/months over the whole duration of the planned work, for each work package, for each participant. Identify the work-package leader for each WP by showing the relevant person-month figure in bold.

	WPn	WPn+1	WPn+2	Total Person/ Months per Participant
Participant Number/Short Name				
ParticipantNumber/ Short Name				
Participant Number/ Short Name				
Total Person/Months				

Proposal Budget in H2020



Table 3.4b: ‘Other direct cost’ items (travel, equipment, other goods and services, large research infrastructure)

Please complete the table below for each participant if the sum of the costs for ‘travel’, ‘equipment’, and ‘goods and services’ exceeds 15% of the personnel costs for that participant (according to the budget table in section 3 of the proposal administrative forms).

Participant Number/Short Name	Cost (€)	Justification
Travel		
Equipment		
Other goods and services		
Total		

Proposal Budget in H2020



4.2. Third parties involved in the project (including use of third party resources)

Please complete, for each participant, the following table (or simply state "No third parties involved", if applicable):

Does the participant plan to subcontract certain tasks (please note that core tasks of the project should not be sub-contracted)	Y/N
<i>If yes, please describe and justify the tasks to be subcontracted</i>	
Does the participant envisage that part of its work is performed by linked third parties ²	Y/N
<i>If yes, please describe the third party, the link of the participant to the third party, and describe and justify the foreseen tasks to be performed by the third party</i>	
Does the participant envisage the use of contributions in kind provided by third parties (Articles 11 and 12 of the General Model Grant Agreement)	Y/N
<i>If yes, please describe the third party and their contributions</i>	
Does the participant envisage that part of the work is performed by International Partners ³ (Article 14a of the General Model Grant Agreement)?	Y/N
<i>If yes, please describe the International Partner(s) and their contributions</i>	

Budget key points

Important points for Evaluation

- Allocation of resources according to the **scope** of the proposal (not over/ under estimated)
- Significant **imbalances** between partners should be justified by their individual roles
- No unjustified costs for **subcontracting**
- Participation of **3rd parties** under the suitable scheme
- Suitable effort foreseen for **coordination/ management**
- No **ambiguous / unclear** points

A. Direct personnel costs

Important points for Project Management

Personnel costs:

- Identify the **tasks** to be carried out by the beneficiary
- Identify the **persons/ researchers** suitable for implementation of these tasks
 - Identify personnel on the basis of the **ENTITY** and **not** on the basis of the **research team, group, company department etc** they work for.
 - Potential involvement of persons **NOT** working for the beneficiary? (→ **3rd parties**)
- Identify **persons/ researchers** according to:
 - **Level** (manager, professor, researcher, post-doc, technician, administrative, ...)
 - **Employment status** (permanent, temporary, natural persons with direct contract, SME owners, ...)

Q: Should I name in the proposal all the persons that are going to be involved in the implementation of the project?

A. Direct personnel costs

Important points for Project Management

- Consider the **start date** of the project
- Consider **internal rules** for personnel costs when participating in H2020 projects
- Estimate their **effort** in the project (PersonMonths, PMs).
- Identify the **average monthly rate of the specific persons** according to the organisation's usual practices
- Estimate **Personnel costs** according to the above

Q: What if later
Actual PMs deviate
from Planned
PMs?

B. Other Direct costs

Important points for Project Management

Travel costs:

Estimate:

- Travels for **Project implementation**, communication and dissemination (Visits to research sites, Conferences, Infodays, Events, Exhibitions, ...)
- Travels for Project meetings **between** partners (General Assembly, Steering Committee, Consortium Board, Advisory Board, WP Leaders meetings, ...)
- Travels for meetings **with the EC**
- Travels for **Project review** meetings
- Travels of **invited speakers /external experts**

Q: What about travels for review meetings AFTER the end of project?

usual practices of your organisation

Q: What about costs for travels which were cancelled and not realized?

Q: Costs for participating in a scientific conference?

B. Other Direct costs

Important points for Project Management

Equipment

- Equipment to be used according to the needs of the project (if any)
- Reimbursed **ONLY** on the basis of **depreciation** costs (except if foreseen in the call)
- Reimbursed **ONLY** for the % of actual use in the specific project
- Decide:
 - Purchase of new equipment?
 - Use of existing equipment?
 - Rent or lease equipment instead of purchasing?
 - Appropriate time to buy the equipment
- Equipment = **asset** according to national and international accounting standards. If **not asset** → *Other goods & services*
- Take into account **internal/ national rules** for the purchase which may cause delays in the actual use

Q: What about costs for purchasing desktop PCs/ laptops?

Equipment costs - example

Electron microscope needed by beneficiary

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
WP2																								
Purchase																								
Eligible cost						875	875	875	875	875	875	875	875	875	875	875	875	875	875	875	875	875		

- Microscope used exclusively on the action under tasks of WP2
- Project duration 24 months
- WP2 duration = 17 months / start M6 - end M22
- Total purchase price: 65.000 €
 - Net value: 52.419 €
 - VAT 24%: 12.581 €
- Useful life: 5 years = 60 months
- Monthly depreciation = $100\% / 60 \text{ months} = 1,67\%$ per month
- Monthly eligible amount = $1,67\% \times 52.419 \text{ €} = 875 \text{ €}$
- Total to be claimed in the project's reports = $875 \text{ €} \times 17 \text{ months} = 14.882 \text{ €}$



(Use of the equipment under WP2 could be extended to more than 17 months according to actual implementation)

Equipment costs - example

Electron microscope needed by GR UNIVERSITY

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
WP2																								
Purchase																								
Eligible cost						1745	1745	1745	1745	1745	1745	1745	1745	1745	1745	1745	1745	1745	1745	1745	1745			

- Microscope used exclusively on the action under tasks of WP2
- Project duration 24 months
- WP2 duration = 17 months / start M6 - end M22
- Total purchase price: 65.000 €
 - Net value: 52.419 €
 - VAT 24%: 12.581 €
- Useful life: 2,5 years = 30 months
- Monthly depreciation = $100\% / 30$ months = 3,33% per month
- Monthly eligible amount = 3,33 % X 52.419 € = 1.745 €
- Total to be claimed in the project's reports = 1.745 € X 17 months = 29.674 €



(Use of the equipment under WP2 could be extended to more than 17 months according to actual implementation)

B. Other Direct costs

Important points for Project Management

Other goods & services:

- Research **consumables and supplies** (only project related)
- Are you going to need a **Certificate on the Financial Statement (CFS)**?
 - Only if total requested EU contribution reported as ACTUAL COSTS >325.000 euros
- Dissemination and communication costs (**brochures, flyers, banners, ...**)
- Are you going to organize any **meetings/ events/ conferences ...?**
- IPR protection (**patents, applications, patent searches, ...**)
- Any **other costs that are necessary** for implementation according to the action tasks? (bank transfer costs, ...)
- **Detailed breakdown in the proposal and periodic report in**
costs

Q: What about costs for lunch, coffee break, dinners?

C. Subcontracting

Important points when structuring the budget for Subcontracting:

- Always **checked** by evaluators at proposal stage
- Only for **limited** parts of the action
- The main parts of the research work must be carried out by **beneficiaries**
- Preferably subcontractors in the **EU Members States or Associated Countries**
- Always **justify** in the proposal:
 - Why is it **necessary** for the project's implementation?
 - Why **can't** the beneficiaries carry out these tasks?
 - How are you going to ensure **best value for money**?
 - Detailed description of **tasks and costs**

C. Subcontracting

Important points for Project Management

Q: Can we subcontract any tasks of the coordinator?

Subcontracting:

- In principle only the **tasks** to be subcontracted are identified in the proposal, not the **subcontractor** itself (*exceptions*)
- **Tasks and costs** mentioned in Annex 1 and Annex 2. If not, approval is required and perhaps amendment.
- **2020 rules** AND **procurement rules** that apply for the beneficiary
- **may be set by the Authorising Officer (EC) for subcontracts**
- **.000 euros**

Q: Can we identify / name the subcontractor in the proposal in order to avoid the selection procedure once the proposal is approved?

C. Subcontracting

4.2. Third parties involved in the project (including use of third party resources)

Please complete, for each participant, the following table (or simply state "No third parties involved", if applicable):

Does the participant plan to subcontract certain tasks (please note that core tasks of the project should not be sub-contracted)	Y/N
<i>If yes, please describe and justify the tasks to be subcontracted</i>	
Does the participant envisage that part of its work is performed by linked third parties ²	Y/N
<i>If yes, please describe the third party, the link of the participant to the third party, and describe and justify the foreseen tasks to be performed by the third party</i>	
Does the participant envisage the use of contributions in kind provided by third parties (Articles 11 and 12 of the General Model Grant Agreement)	Y/N
<i>If yes, please describe the third party and their contributions</i>	
Does the participant envisage that part of the work is performed by International Partners ³ (Article 14a of the General Model Grant Agreement)?	Y/N
<i>If yes, please describe the International Partner(s) and their contributions</i>	

C. Subcontracting

Difference between “Other goods & services” and “Subcontracting”?

*Contracts to purchase goods
and services*

VS

Subcontracts

Q: Creation of a website – Other direct costs OR Subcontracting?

- Not concern action tasks but are necessary to implement tasks
- Not indicated in DoW
- Reported as Other direct costs
- Generate Indirect costs
- Based on best value and no conflict of interest

- Concern action tasks
- Must be indicated in DoW
- Reported as Subcontracting
- Don't generate Indirect costs
- Based on best value and no conflict of interest

D. Costs for providing financial support to 3rd parties

- Beneficiaries provide EU funding to recipient(s) that are **not party to the GA** ("cascade funding")
- **ONLY** when foreseen in the Call / Work Programme
- Either in the form of **FINANCIAL SUPPORT** or in the form of **PRIZES**. *e.g:*
 - *Financial support to farmers for testing a new agricultural technology*
 - *Awarding research scholarships to students in the field of the action*
- **Limited** and pre-defined maximum amount per third party (exception if required)
- Criteria for determining **the amount** of financial support AND **the conditions** for finally approving to pass the financial support
- Clear and exhaustive list of the types of activities that qualify for financial support for third parties
- **ALL** described in the proposal
- **Strongly advised:** Contract between beneficiary/ies and third party/ies

E. In-kind contributions by 3rd parties

Costs for activities implemented by 3rd Parties

- **3rd party definition:** Any entity which is not a beneficiary
- The beneficiary is responsible towards the EC for the proper implementation of activities by 3rd parties
- Ways of involvement of 3rd Parties (other than Subcontractors and Contractors):



E. In-kind contributions by 3rd parties

- **In-kind contributions (with or without payment):** Seconded personnel, equipment, infrastructure or other non-financial resources
- **Example:** Hospital providing medical equipment/ infrastructure to university, civil servant working for beneficiary but paid by Government (Ministry), independent unit created specifically for managing administration of EU projects of a beneficiary, ...
- No separate Financial Statement but costs **included** in the beneficiary's Financial Statement)
- **Identification** of 3rd party and their tasks in Annex I
- Obligation to accept **audits and reviews** by the EC
- Indirect costs depending **on the place** of implementing the tasks

Linked 3rd parties

- **Affiliated entities** and **entities with a legal link** to a beneficiary
- Established, legal relationship which is **pre-existing, broad and not specifically created for the work under the GA** (NO ad-hoc collaboration)
- **Examples:** Parent/ subsidiary, holding/ subsidiary, associations/ members (if they have a legal link), subsidiary/ subsidiary, entities with framework collaboration agreement...
- The entity performing **most of the work should be the beneficiary**, and the other should participate as linked third party
- **Identification** of LTP and their tasks/ amounts in Annex I
- Submit their own Financial Statement (submitted by the beneficiary in the electronic system) → ***must have been validated***
- Obligation to accept **audits and reviews** by the EC
- Indirect costs depending **on the place** of implementing the tasks

3rd Party

Q: Are we free to choose under which of these options a 3rd party shall participate?

Types of third parties	CHARACTERISTICS						
	Does work of the action (Annex 1)	Provides resources or services	What is eligible?	Must be indicated in Annex 1	Indirect costs	Selecting the third party	Articles
Linked third party	YES	NO	Costs	YES	YES	Must be affiliated or have a legal link	Article 14
Subcontractors	YES	NO	Price	YES	NO	Best value for money, avoid conflict of interest	Article 13
Third party providing in-kind contributions	NO	YES	Costs	YES	YES	Not used to circumvent the rules	Articles 11 and 12
Contractors	NO	YES	Price	NO	YES	Best value money, avoid conflict of interest	Article 10
Financial support to third parties	<u>Only if allowed in the call</u> The beneficiaries' activity consists in providing financial support to the target population			YES	NO	According to conditions in Annex 1	Article 15

Q: Can an entity from the USA be funded as 3rd party?

Proposal Budget in H2020

Usual procedure and steps by the coordinator in order to structure the proposal budget

1. Establish a **first estimated total budget** taking into account the official call text:
 - Does the call foresee a maximum total budget per project?
 - Does the call mention an indicated / suggested total budget per project?
2. Request **PM rates** from all partners
 - PM rates “weighted” according to the persons foreseen to participate in the implementation
 - PM rate as close as possible to actual
3. Establish a first estimated effort table for the activities foreseen (**PMs per WP** and possibly per Task)
4. **First estimation of Other direct costs, Subcontracting and other cost categories** according to actual activities required
5. First calculation of **total proposal budget** according to the above
6. Inform partners, discussion, negotiation
7. **Repeat** until final

Proposal Budget in H2020

	Effort (Personmonths)										
	Partner 1	Partner 2	Partner 3	Partner 4	Partner 5	Partner 6	Partner 7	Partner 8	Partner 9	Partner 10	Total
WP 1	17.0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	21.5
T 1.1	8.0	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	12.5
T 1.2	8.0										8.0
T 1.3	1.0										1.0
T 1.4											
WP 2	15.0	4.0	8.0	6.0	4.0		6.5	9.0		5.0	57.5
T 2.1		2.0	4.0	1.0	1.0		2.0	5.0		2.0	17.0
T 2.2	4.0	2.0	2.0	2.0	2.0		2.0	4.0		1.5	19.5
T 2.3	8.0		2.0	3.0	1.0		2.5			1.5	18.0
T 2.4	3.0										3.0
WP 3	8.0	2.0	4.0	6.0	7.5	7.0		7.0	7.0	7.0	55.5
T 3.1	4.0					3.0			2.0		9.0
T 3.2	2.0		3.0		2.0	4.0		6.0	2.0	3.5	22.5
T 3.3	2.0	1.0	1.0		4.0			1.0	3.0	3.5	15.5
T 3.4		1.0		6.0	1.5						8.5
WP 4	5.0	5.0	1.5	3.0	6.0	7.0	6.5	3.0	5.0	4.0	46.0
T 4.1				1.0	3.0				2.0	2.0	8.0
T 4.2	3.0	2.0			3.0	3.0	1.5			2.0	14.5
T 4.3	2.0	3.0	1.5			4.0	2.0				12.5
T 4.4							3.0	3.0	3.0		9.0
Total	45.0	11.5	14.0	15.5	18.0	14.5	13.5	19.5	12.5	16.5	180.5

Proposal Budget in H2020

	Personnel costs										
	Partner 1	Partner 2	Partner 3	Partner 4	Partner 5	Partner 6	Partner 7	Partner 8	Partner 9	Partner 10	Total
PM rate (est.)	3,500.00	2,700.00	6,600.00	8,600.00	5,500.00	4,100.00	3,680.00	4,200.00	2,200.00	2,600.00	
WP 1	59,500.0	1,350.0	3,300.0	4,300.0	2,750.0	2,050.0	1,840.0	2,100.0	1,100.0	1,300.0	79,590.00
T 1.1	28,000.00	1,350.00	3,300.00	4,300.00	2,750.00	2,050.00	1,840.00	2,100.00	1,100.00	1,300.00	48,090.00
T 1.2	28,000.00										28,000.00
T 1.3	3,500.00										3,500.00
T 1.4											
WP 2	52,500.0	10,800.0	52,800.0	51,600.0	22,000.0		23,920.0	37,800.0		13,000.0	264,420.00
T 2.1		5,400.00	26,400.00	8,600.00	5,500.00		7,360.00	21,000.00		5,200.00	79,460.00
T 2.2	14,000.00	5,400.00	13,200.00	17,200.00	11,000.00		7,360.00	16,800.00		3,900.00	88,860.00
T 2.3	28,000.00		13,200.00	25,800.00	5,500.00		9,200.00			3,900.00	85,600.00
T 2.4	10,500.00										10,500.00
WP 3	28,000.0	5,400.0	26,400.0	51,600.0	41,250.0	28,700.0		29,400.0	15,400.0	18,200.0	244,350.00
T 3.1	14,000.00					12,300.00			4,400.00		30,700.00
T 3.2	7,000.00		19,800.00		11,000.00	16,400.00		25,200.00	4,400.00	9,100.00	92,900.00
T 3.3	7,000.00	2,700.00	6,600.00		22,000.00			4,200.00	6,600.00	9,100.00	58,200.00
T 3.4		2,700.00		51,600.00	8,250.00						62,550.00
WP 4	17,500.0	13,500.0	9,900.0	8,600.0	33,000.0	28,700.0	23,920.0	12,600.0	11,000.0	10,400.0	169,120.00
T 4.1				8,600.00	16,500.00				4,400.00	5,200.00	34,700.00
T 4.2	10,500.00	5,400.00			16,500.00	12,300.00	5,520.00			5,200.00	55,420.00
T 4.3	7,000.00	8,100.00	9,900.00			16,400.00	7,360.00				48,760.00
T 4.4							11,040.00	12,600.00	6,600.00		30,240.00
Total	157,500.0	31,050.0	92,400.0	116,100.0	99,000.0	59,450.0	49,680.0	81,900.0	27,500.0	42,900.0	757,480.00

Proposal Budget in H2020

	Other goods and services costs										
	Partner 1	Partner 2	Partner 3	Partner 4	Partner 5	Partner 6	Partner 7	Partner 8	Partner 9	Partner 10	Total
WP 1	22,000.0	2,000.0		2,000.0	2,000.0	2,000.0		2,000.0	2,000.0	2,000.0	36,000.00
T 1.1	12,000.00	2,000.00		2,000.00	2,000.00	2,000.00		2,000.00	2,000.00	2,000.00	26,000.00
T 1.2											
T 1.3	2,000.00										2,000.00
T 1.4	8,000.00										8,000.00
WP 2	2,000.0	1,200.0					2,200.0		1,200.0		6,600.00
T 2.1	2,000.00								1,200.00		3,200.00
T 2.2											
T 2.3		1,200.00					2,200.00				3,400.00
T 2.4											
WP 3	6,000.0		3,000.0			2,300.0	1,200.0		2,600.0	2,200.0	17,300.00
T 3.1	6,000.00		3,000.00				1,200.00				10,200.00
T 3.2										2,200.00	2,200.00
T 3.3						2,300.00			2,600.00		4,900.00
T 3.4											
WP 4	2,500.0	1,100.0		1,500.0	3,200.0	1,200.0	1,000.0	2,200.0	2,200.0	2,200.0	17,100.00
T 4.1		1,100.00		1,500.00	1,500.00	1,200.00		2,200.00	2,200.00	1,200.00	10,900.00
T 4.2							1,000.00				1,000.00
T 4.3	2,500.00				1,700.00					1,000.00	5,200.00
T 4.4											
Total	32,500.0	4,300.0	3,000.0	3,500.0	5,200.0	5,500.0	4,400.0	4,200.0	8,000.0	6,400.0	77,000.00

BUDGET											
	Partner 1	Partner 2	Partner 3	Partner 4	Partner 5	Partner 6	Partner 7	Partner 8	Partner 9	Partner 10	Total
PM rate (est.)	3,500.00	2,700.00	6,600.00	8,600.00	5,500.00	4,100.00	3,680.00	4,200.00	2,200.00	2,600.00	
Funding rate (%)	100%	100%	70%	100%	70%	100%	70%	100%	100%	70%	
WP 1											
Personnel	59,500.00	1,350.00	3,300.00	4,300.00	2,750.00	2,050.00	1,840.00	2,100.00	1,100.00	1,300.00	79,590.00
Travel	50,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	95,000.00
Equipment											
Other goods & services	22,000.00	2,000.00		2,000.00	2,000.00	2,000.00		2,000.00	2,000.00	2,000.00	36,000.00
Subcontracting											
Indirect costs	32,875.00	2,087.50	2,075.00	2,825.00	2,437.50	2,262.50	1,710.00	2,275.00	2,025.00	2,075.00	52,647.50
Total costs	164,375.00	10,437.50	10,375.00	14,125.00	12,187.50	11,312.50	8,550.00	11,375.00	10,125.00	10,375.00	263,237.50
WP 2											
Personnel	52,500.00	10,800.00	52,800.00	51,600.00	22,000.00		23,920.00	37,800.00		13,000.00	264,420.00
Travel	7,000.00	3,000.00	2,000.00	2,000.00	2,000.00	2,000.00		3,000.00	1,500.00		22,500.00
Equipment	2,000.00	1,200.00					2,200.00		22,000.00		27,400.00
Other goods & services	2,000.00	1,200.00					2,200.00		1,200.00		6,600.00
Subcontracting	18,000.00				16,000.00			6,000.00			40,000.00
Indirect costs	15,875.00	4,050.00	13,700.00	13,400.00	6,000.00	500.00	7,080.00	10,200.00	6,175.00	3,250.00	80,230.00
Total costs	97,375.00	20,250.00	68,500.00	67,000.00	46,000.00	2,500.00	35,400.00	57,000.00	30,875.00	16,250.00	441,150.00
WP 3											
Personnel	28,000.00	5,400.00	26,400.00	51,600.00	41,250.00	28,700.00		29,400.00	15,400.00	18,200.00	244,350.00
Travel	3,000.00		2,000.00	3,500.00	1,000.00				1,500.00		11,000.00
Equipment											
Other goods & services	6,000.00		3,000.00			2,300.00	1,200.00		2,600.00	2,200.00	17,300.00
Subcontracting					6,000.00						6,000.00
Indirect costs	9,250.00	1,350.00	7,850.00	13,775.00	10,562.50	7,750.00	300.00	7,350.00	4,875.00	5,100.00	68,162.50
Total costs	46,250.00	6,750.00	39,250.00	68,875.00	58,812.50	38,750.00	1,500.00	36,750.00	24,375.00	25,500.00	346,812.50
WP 4											
Personnel	17,500.00	13,500.00	9,900.00	25,800.00	33,000.00	28,700.00	23,920.00	12,600.00	11,000.00	10,400.00	186,320.00
Travel	1,500.00	1,000.00					1,500.00		1,500.00		5,500.00
Equipment	9,500.00				1,700.00		3,200.00		2,200.00		16,600.00
Other goods & services	2,500.00	1,100.00		1,500.00	3,200.00	1,200.00	1,000.00	2,200.00	2,200.00	2,200.00	17,100.00
Subcontracting	6,000.00					2,600.00					8,600.00
Indirect costs	7,750.00	3,900.00	2,475.00	6,825.00	9,475.00	7,475.00	7,405.00	3,700.00	4,225.00	3,150.00	56,380.00
Total costs	44,750.00	19,500.00	12,375.00	34,125.00	47,375.00	39,975.00	37,025.00	18,500.00	21,125.00	15,750.00	290,500.00
TOTAL costs											
Personnel	157,500.00	31,050.00	92,400.00	133,300.00	99,000.00	59,450.00	49,680.00	81,900.00	27,500.00	42,900.00	774,680.00
Travel	61,500.00	9,000.00	9,000.00	10,500.00	8,000.00	7,000.00	6,500.00	8,000.00	9,500.00	5,000.00	134,000.00
Equipment	11,500.00	1,200.00			1,700.00		5,400.00		24,200.00		44,000.00
Other goods & services	32,500.00	4,300.00	3,000.00	3,500.00	5,200.00	5,500.00	4,400.00	4,200.00	8,000.00	6,400.00	77,000.00
Subcontracting	24,000.00				22,000.00	2,600.00		6,000.00			54,600.00
Indirect costs	65,750.00	11,387.50	26,100.00	36,825.00	28,475.00	17,987.50	16,495.00	23,525.00	17,300.00	13,575.00	257,420.00
Total	352,750.00	56,937.50	130,500.00	184,125.00	164,375.00	92,537.50	82,475.00	123,625.00	86,500.00	67,875.00	1,341,700.00
Max Requested EC contribution	352,750.00	56,937.50	91,350.00	184,125.00	115,062.50	92,537.50	57,732.50	123,625.00	86,500.00	47,512.50	1,208,132.50

Proposal Budget in H2020

3 - Budget for the proposal													
Participant	Country	(A) Direct personnel costs	(B) Other direct costs	(C) Direct costs of subcontracting	(D) Direct costs of providing financial support to third parties	(E) Costs of inkind contributions not used on the beneficiary's premises	(F) Indirect costs (=0.25 * (A+B-E))	(G) Special unit costs covering direct & indirect costs	(H) Total estimated eligible costs (=A+B+C+D+F+G)	(I) Reimburse ment rate	(J) Max. grant (=H*I)	(K) Requested grant	
1	Partner 1	157,500.00	105,500.00	24,000.00			65,750.00		352,750.00	100%	352,750.00	352,750.00	
2	Partner 2	31,050.00	14,500.00	0.00			11,387.50		56,937.50	100%	56,937.50	56,937.50	
3	Partner 3	92,400.00	12,000.00	0.00			26,100.00		130,500.00	70%	91,350.00	91,350.00	
4	Partner 4	133,300.00	14,000.00	0.00			36,825.00		184,125.00	100%	184,125.00	184,125.00	
5	Partner 5	99,000.00	14,900.00	22,000.00			28,475.00		164,375.00	70%	115,062.50	115,062.50	
6	Partner 6	59,450.00	12,500.00	2,600.00			17,987.50		92,537.50	100%	92,537.50	92,537.50	
7	Partner 7	49,680.00	16,300.00	0.00			16,495.00		82,475.00	70%	57,732.50	57,732.50	
8	Partner 8	81,900.00	12,200.00	6,000.00			23,525.00		123,625.00	100%	123,625.00	123,625.00	
9	Partner 9	27,500.00	41,700.00	0.00			17,300.00		86,500.00	100%	86,500.00	86,500.00	
10	Partner 10	42,900.00	11,400.00	0.00			13,575.00		67,875.00	70%	47,512.50	47,512.50	
		774,680.00	255,000.00	54,600.00	0.00	0.00	257,420.00	0.00	1,341,700.00		1,208,132.50	1,208,132.50	

Potential budget changes

What if actual implementation needs require budget changes OR costs not foreseen?

- Possibility for **budget transfer** always possible
- Possibility to **add new cost items** not foreseen
- **BUT** maximum Grant Amount can never be exceeded
- In all cases, actions should be **carried out as planned**

Always with proper and detailed justification to demonstrate why is it necessary and for the benefit of the project

Useful links

- ↳ Funding & Tenders Opportunities Portal
 - ↳ How to participate
 - ↳ Reference Documents
 - ↳ Grant agreements, contracts and rules of contest
 - ↳ Model grant agreements
 - ↳ General Grant Agreement
 - ↳ Guidance
 - ↳ Annotated Model Grant Agreement
 - ↳ Templates & forms
 - ↳ Proposal templates
 - ↳ H2020 Online user manual

The End

Thank you for your attention !

Vangelis Argoudelis
Legal & Financial NCP for HORIZON 2020 in Greece
FORTH/ PRAXI Network
vangelis@praxinetwork.gr