H2020 Eligible Costs and Practical Issues of Proposal Budget Preparation

3rd SEREN3 NCP Training

Athens 23 November 2016

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Proposal Budget in H2020

Importance of appropriate Budget estimation and distribution:

- *Evaluation criteria: "…appropriateness of the allocation of tasks & resources."*
- *Demonstrates clear vision of tasks and objectives (budget should be structured according to Project's needs)*
- *Reduces the risk that costs may be found ineligible during the report/ audit. Usually, eligibility of costs is overlooked during proposal preparation*
- *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: • Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources; • Complementarity of the participants within the consortium (when relevant); • Appropriateness of the management structures and procedures, including risk and innovation management. Comments:	**Score 3:** *Threshold 3/5*

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

Part B (Research Proposal)

Training National Contact Points

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

Part B (Research Proposal)

Training National Contact Points

Please complete the table below for all participants that would like to declare costs of large research infrastructure under Article 6.2 of the General Model Agreement[6], irrespective of the percentage of personnel costs. Please indicate (in the justification) if the beneficiary's methodology for declaring the costs for large research infrastructure has already been positively assessed by the Commission.

Participant Number/Short Name	Cost (€)	Justification
Large research infrastructure		

[6] Large research infrastructure means research infrastructure of a total value of at least EUR 20 million, for a beneficiary. More information and further guidance on the direct costing for the large research infrastructure is available in the H2020 Online Manual on the Participant Portal.

Proposal Budget in H2020

Part B (Research Proposal)

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 thir[...] 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
If yes, please describe and justify the tasks to be subcontracted	
Does the participant envisage that part of its work is performed by linked third parties[1]	Y/N
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	
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
If yes, please describe the third party and their contributions	

[1] A third party that is an affiliated entity or has a legal link to a participant implying a collaboration not limited to the action. (Article 14 of the Model Grant Agreement).

Proposal Budget in H2020

Part A (Administrative forms)

Research and Innovation actions

No	Participant	Country	(A) Direct personnel costs/€	(B) Other direct costs/€	(C) Direct costs of sub-contracting/€	(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.EU Contribution / € (=H*I)	(K) Requested EU Contribution/ €
1			0	0	0	0	0	0,00	0	0,00	100	0,00	0,00
	Total		0	0	0	0	0	0,00	0	0,00		0,00	0,00

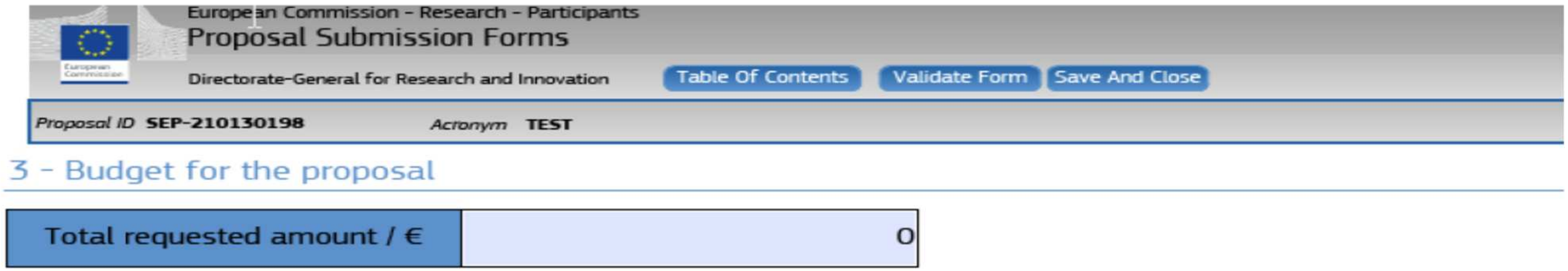
Innovation actions

No	Participant	Country	(A) Direct personnel costs/€	(B) Other direct costs/€	(C) Direct costs of sub-contracting/€	(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) BENEFICIARY	(I) Reimburse-ment rate (%) BENEFICIARY	(J) Max.EU Contribution / € (=H*I) BENEFICIARY	(K) Costs of third parties linked to participant THIRD PARTIES	(L) Max.EU Contribution / € THIRD PARTIES	(M) Total Costs for BENEFICIARY & THIRD PARTIES (=H+K)	(N) Max.EU Contribution / € BENEFICIARY & THIRD PARTIES (=J+L)	(O) Requested EU Contribution / € BENEFICIARY & THIRD PARTIES
1			0	0	0	0	0	0,00	0	0,00	100	0,00	0	0	0,00	0,00	0,00
	Total		0	0	0	0	0	0,00	0	0,00		0,00	0,00	0,00	0,00	0,00	0,00

Proposal Budget in H2020

Part A (Administrative forms)

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



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

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

Travel costs											
	Partner 1	Partner 2	Partner 3	Partner 4	Partner 5	Partner 6	Partner 7	Partner 8	Partner 9	Partner 10	Total
WP 1	50,000.0	5,000.0	5,000.0	5,000.0	5,000.0	5,000.0	5,000.0	5,000.0	5,000.0	5,000.0	95,000.00
T 1.1	28,000.00	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	73,000.00
T 1.2	22,000.00										22,000.00
T 1.3											
T 1.4											
WP 2	7,000.0	3,000.0	2,000.0	2,000.0	2,000.0	2,000.0		3,000.0	1,500.0		22,500.00
T 2.1	7,000.00		2,000.00	2,000.00	2,000.00	2,000.00			1,500.00		16,500.00
T 2.2											
T 2.3		3,000.00						3,000.00			6,000.00
T 2.4											
WP 3	3,000.0		2,000.0	3,500.0	1,000.0				1,500.0		11,000.00
T 3.1			2,000.00	3,500.00							5,500.00
T 3.2											
T 3.3	3,000.00				1,000.00				1,500.00		5,500.00
T 3.4											
WP 4	1,500.0	1,000.0					1,500.0		1,500.0		5,500.00
T 4.1	1,500.00	1,000.00					1,500.00		1,500.00		5,500.00
T 4.2											
T 4.3											
T 4.4											
Total	61,500.0	9,000.0	9,000.0	10,500.0	8,000.0	7,000.0	6,500.0	8,000.0	9,500.0	5,000.0	134,000.00

Proposal Budget in H2020

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108	**Other goods and services costs**											
109												
110		Partner 1	Partner 2	Partner 3	Partner 4	Partner 5	Partner 6	Partner 7	Partner 8	Partner 9	Partner 10	Total
111	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
112	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
113	T 1.2											
114	T 1.3	2,000.00										2,000.00
115	T 1.4	8,000.00										8,000.00
116	WP 2	2,000.0	1,200.0					2,200.0		1,200.0		6,600.00
117	T 2.1	2,000.00								1,200.00		3,200.00
118	T 2.2											
119	T 2.3		1,200.00					2,200.00				3,400.00
120	T 2.4											
121	WP 3	6,000.0		3,000.0			2,300.0	1,200.0		2,600.0	2,200.0	17,300.00
122	T 3.1	6,000.00		3,000.00				1,200.00				10,200.00
123	T 3.2										2,200.00	2,200.00
124	T 3.3						2,300.00			2,600.00		4,900.00
125	T 3.4											
126	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
127	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
128	T 4.2							1,000.00				1,000.00
129	T 4.3	2,500.00				1,700.00					1,000.00	5,200.00
130	T 4.4											
131	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
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NCP ACADEMY
Training National Contact Points

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	28,000.0	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
Travel	3,000.0		2,000.0	3,500.0	1,000.0				1,500.0		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	17,500.0	13,500.0	9,900.0	25,800.0	33,000.0	28,700.0	23,920.0	12,600.0	11,000.0	10,400.0	186,320.00
Travel	1,500.0	1,000.0					1,500.0		1,500.0		5,500.00
Equipment	9,500.0				1,700.0		3,200.0		2,200.0		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	157,500.0	31,050.0	92,400.0	133,300.0	99,000.0	59,450.0	49,680.0	81,900.0	27,500.0	42,900.0	774,680.00
Travel	61,500.0	9,000.0	9,000.0	10,500.0	8,000.0	7,000.0	6,500.0	8,000.0	9,500.0	5,000.0	134,000.00
Equipment	11,500.0	1,200.0			1,700.0		5,400.0		24,200.0		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	352,750.0	56,937.5	130,500.0	184,125.0	164,375.0	92,537.5	82,475.0	123,625.0	86,500.0	67,875.0	1,341,700.00
Max Requested EC contribution	**352,750.0**	**56,937.5**	**91,350.0**	**184,125.0**	**115,062.5**	**92,537.5**	**57,732.5**	**123,625.0**	**86,500.0**	**47,512.5**	**1,208,132.50**

Proposal Budget in H2020

NCP ACADEMY
Training National Contact Points

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

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

Eligible costs

Costs must be…

- Actually incurred by the beneficiary AND in the period of implementation
- Indicated in the estimated budget
- In connection with the action as described in Annex 1
- They must be identifiable and verifiable and recorded in the beneficiary's accounts
- Comply with the applicable national law on taxes, labour and social security
- Reasonable and justified

Costs approved in proposal budget NOT automatically eligible during report/ audit:

►Evaluators approve the NECESSITY for the activity and the related cost
► ELIGIBILITY of the cost is determined on the basis of the procedures followed for the realisation of the cost *(modalities of implementation)*

A. Direct personnel costs

- Related to personnel working for the beneficiary under an employment contract (or equivalent appointing act) and assigned to the action

- Limited to salaries (including during parental leave), social security contributions, taxes and other costs included in the remuneration, if they arise from national law or the employment contract

A. Direct personnel costs

Kinds of personnel

1. Employees (both permanent staff and temporary

2. Personnel seconded by a third party against payment

3. Natural persons working under a direct contract

4. SMEs owners not receiving a salary / natural persons participating as beneficiaries

1. Employees

Calculation of personnel costs (during REPORTING)

[Hourly rate]
X
[number of actual hours worked on the action]

- **Step 1**

Calculation of the hourly rate:
Hourly rate = [Actual annual person's cost] / [Annual productive hours]

- **Step 2**

X number of actual hours worked on the action

- **Step 3**

For non-profit legal entities: Addition of additional remuneration, if any

1. Employees

Step 1

Calculation of the hourly rate

The hourly rate must be calculated either:

- Per financial year and on the basis of closed financial years:

[Actual annual personnel costs (excluding additional rem.) for the person]

/

[Number of annual productive hours]

OR

- Per month on the basis of the current financial year :

[Actual monthly personnel cost (excluding additional rem.) for the person]

/

[number of annual productive hours / 12]

No adjustment to previous reported hourly rate costs in order to adjust to ACTUAL costs (allowed only to correct mistakes)

1. Employees

Example – use of last closed financial year

Report of 18 months spreading over 3 consecutive years

Year	2014	2015				2016
Trimester	4	1	2	3	4	1
Reporting period						
Hourly rate used	2014	2015				2015

1. Employees

Q: Organisations using 1.680 on FP7 projects?

Annual productive hours

Must use one of the following options:

1. 1.720 hours for persons working full time (or corresponding pro-rata for persons not working full time)

2. the total number of hours worked by the person in the year for the beneficiary ('individual annual productive hours')

3. the 'standard number of annual hours' generally applied by the beneficiary for its personnel in accordance with its usual cost accounting practices ('standard annual productive hours').

- Same option per group of personnel employed <u>under similar conditions</u> (no individual application)

1. Employees

Step 2

Multiplying the hourly rate by the number of actual hours worked on the action

Step 3

For non-profit legal entities: Addition of additional remuneration, if any

1. Employees

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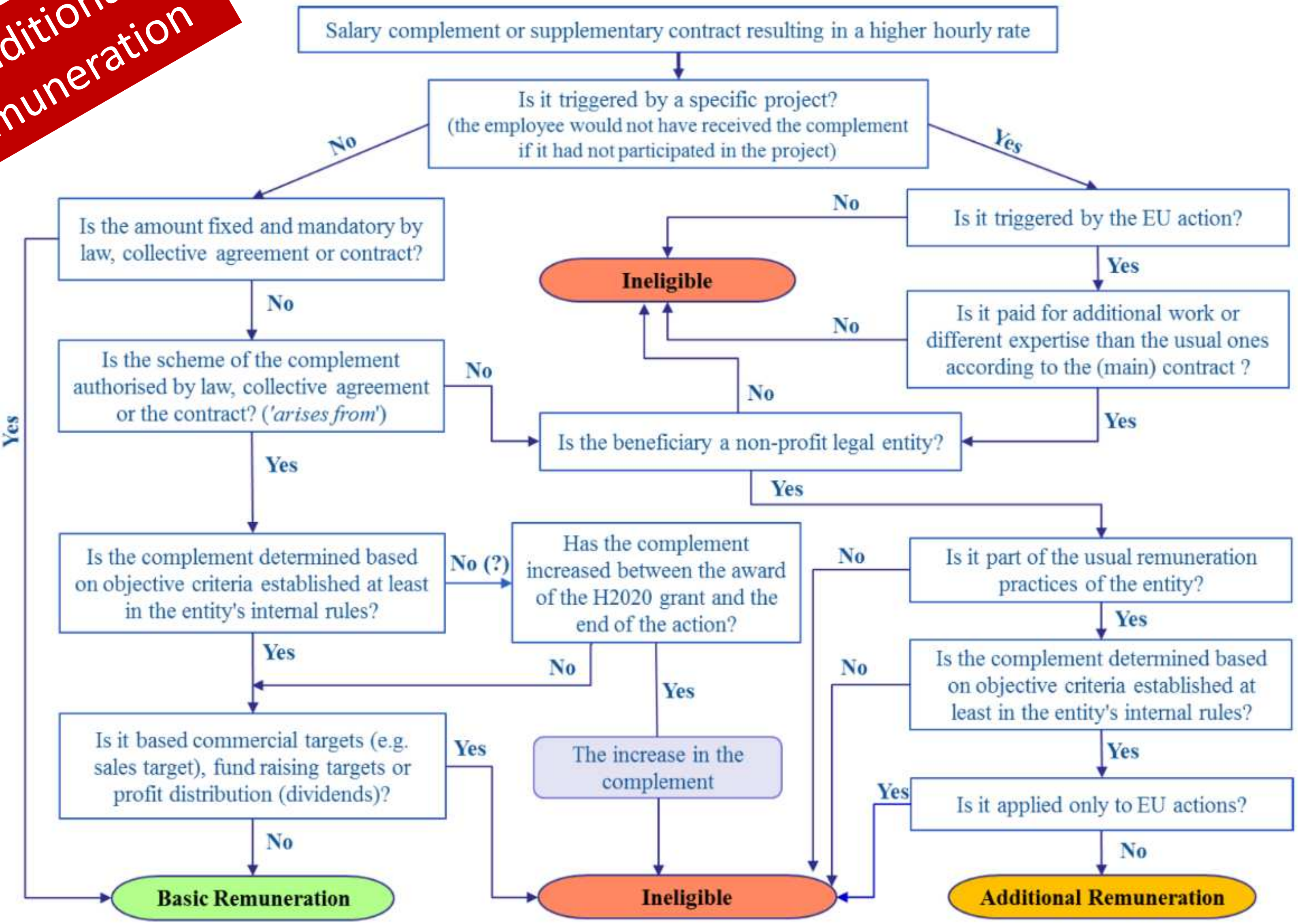
Additional remuneration

- Only for non-profit legal entities, IF:
  - Part of the beneficiary’s usual remuneration practices
  - Paid in a consistent manner whenever the same kind of work or expertise is required
  - Paid for additional work or expertise which results in higher hourly rate
  - Criteria objective and generally applied by the beneficiary
  - System established in the beneficiary’s internal rules or at least be documented
  - Rules for additional remuneration may not depend on the fund provider.
- Eligible up to the amount of **8.000 per year**
  - Or PRO-RATA if not working full time or not working exclusively on the action
- Limit of 8.000 will also be applied to the basic salary if artificially increased for participation in the EU action

1. Employees

Additional remuneration



Examples

Examples of classification of various salary elements

- Social security contributions → Basic remuneration
- Taxes included in salary → Basic remuneration
- 13^{th} salary → Basic remuneration
- Transportation allowance fixed in the employment contract → Basic remuneration
- Bonus for participating in research projects → Additional remuneration
- Bonus for participating in EU-funded projects → Not eligible
- Extra salary triggered by additional contract to work on H2020 project based on additional working hours:
  - With the same hourly rate as that of the standard duties: → Basic remuneration
  - With higher hourly rate than that of the standard duties: → Additional remuneration
- Dividends paid to employees → Not eligible

2. Seconded personnel

Costs for personnel seconded by a 3rd party

- MAY be eligible as personnel costs, if all the conditions for eligibility apply
- Important points:
    - The beneficiary reimburses the 3rd party or not
    - The personnel works at the premises of the 3rd party or the beneficiary's
    - There must be a secondment agreement/ decision

3. Natural persons under a direct contract

(*"in-house consultants"*)

Eligible as personnel costs, if all the following apply:

- Incurred/used during the action duration, necessary, linked to the action…
- There is a contract between the person and the beneficiary
- Works under the beneficiary's instructions and, unless otherwise agreed with the ben beneficiary's premises.
- The beneficiary decides, designs and supervises all work.
- The results belongs to the beneficiary
- The costs are not significantly different from those for personnel performing similar tasks nder an employment contract with the beneficiary
- The remuneration must be based on working hours, rather than on specific outputs/products

Q: What if during an Audit the cost is found to be significantly different?

If **NOT**: *Subcontracting (or Other goods & services)*

3. Natural persons under a direct contract

Calculation of costs for natural persons working under a direct contract

[Hourly rate] X [Number of actual hours worked <u>on the action</u>]

- Calculation depends on whether the contract specifies an:

  Hourly rate:

  [Personnel cost] = [hourly rate] X [actual hours <u>on the action</u>]

  OR

  Fixed total amount for the services:

  [hourly rate] = [total amount] / [total contract duration]

  [Personnel cost] = [hourly rate] X [actual hours <u>on the action</u>]

4. SME owners / natural persons as beneficiaries

Costs for SME owners not receiving a salary

AND

natural persons participating as beneficiaries without a salary

- Eligible as personnel costs if conditions for eligibility apply
- Only if not receiving a salary but compensated through other means as dividends, service contract, etc.
- Declared as UNIT costs
- Unit cost = 55.800 € (yearly living allowance of the researcher according to MSCA Individual Fellowships) / 1.720 hours (Standard Annual Productive Hours) X country correction coefficient
- Standard Annual Productive Hours = 1.720
- Maximum declared hours of work in H2020 projects?

Q: So we can declare 1.720 hours of work for all SME owners?

A. Direct personnel costs

- Time must be recorded through a reliable Time Recording system (time sheets or equivalent)

- Minimum requirements: *(NEW H2020 template provided)*
  - Updated and signed at least on monthly basis
  - Project title, number
  - Beneficiary's name
  - Person's name, date and signature
  - Number of hours declared for the action in the period covered by the time record
  - Supervisor's name and signature

TIME RECORDING FOR A HORIZON 2020 ACTION – Minimum requirements

Title of the action (acronym):		Grant Agreement No:	
Beneficiary´s / linked third party's name:			
Name of the person working on the action:		Type of personnel (see Art. 6.2.A Grant Agreement)	

Month	[Month / Year]	[Month / Year]	[Month / Year]	[Month / Year]	[Month / Year]	[Month / Year]	...	Total
Number of hours								
Work packages (of Annex 1) to which the person has contributed by the reported hours								
Date and signature of the person working for the action								
Name, date and signature of the superior								

Q: Our organisation's time sheet is different, can we use it?

A. Direct personnel costs

Important points when structuring the budget of Personnel costs:

- Identify the tasks to be carried out by the beneficiary
- Identify the persons/ researchers suitable for implementation of these tasks
    - Potential involvement of persons NOT working on the beneficiary?
    - Declare personnel on the basis of the ENTITY and **not** on the basis of the research team, group, company department etc they work for.
- Identify persons/ researchers according to:
    - Level (manager, researcher, technician, administrative, …)
    - Employment status (permanent, temporary, natural persons with direct contract, SME owners, …)
- 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 t[illegible] organis[illegible] practices
- Estimate Personnel costs according to the above

Q: What if Actual PMs deviate from Planned PMs?

B. Other Direct costs

Q: Costs for participating in a scientific conference?

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

Travel & Subsistence

- Travel and subsistence costs for **personnel** AND **external experts** if described in Annex I.
- According to usual practices of the beneficiary
- No distinction between travelling **in or outside** of Europe.
- Not planned or particularly expensive travels: MAY require **approval** of PO.

Q: Is 1st class ticket never allowed?

Exceptions to the rule of "within the duration of the project"

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

B. Other Direct costs

Important points for the budget of Travel costs:

Estimate:

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

B. Other Direct costs

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Depreciation costs of equipment

- Depreciated costs ≤ equipment's purchase price
- Depreciation period ≤ equipment's useful life
- May include costs necessary for first operation (e.g. site preparation, delivery and handling, installation, etc.)
- Only the part of the equipment's 'working time' for the action may be charged (i.e. the percentage of actual use and time used for the action). (AUDITABLE)
- Costs of renting or leasing equipment, eligible if they do not exceed the depreciation costs of similar equipment

Q: What about costs for insurance of equipment?

B. Other Direct costs

Costs for other goods and services

Example – requirement of CFS or not		
Budget (RIA action)	**Case 1**	**Case 2**
Personnel costs (actual)	270,000	250,000
Personnel costs (SME owners unit costs)	60,000	80,000
Other direct costs	65,000	65,000
Indirect costs 25%	98,750	98,750
Total requested EU contribution	493,750	493,750
EU contribution requested as actual costs	335,000	315,000
CFS	required	not required

- Cor
- Diss
- Pro
- Org
- Cer
- Cer
- Any
- Detailed breakdown in the proposal if >15% personnel costs

Q: What is the difference with FP7?

Difference between "Other goods & services" and "Subcontracting"?

B. Other Direct costs

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

Contracts to purchase goods and services	VS	***Subcontracts***
❑ Not concern action tasks but necessary to implement tasks		❑ Concern action tasks
❑ Not indicated in DoW		❑ Must be indicated in DoW
❑ Reported as Other direct costs		❑ Reported as Subcontracting
❑ Generate Indirect costs		❑ Don't generate Indirect costs

B. Other Direct costs

Costs of Large Research Infrastructures (LRI)

= Facilities, resources or services used by researchers to conduct research

May be used also for education or public purposes

Examples:

- Major scientific equipment (or sets of instruments)
- Knowledge-based resources such as collections, archives or scientific data
- e-infrastructures, such as data, computing systems, and communication networks

B. Other Direct costs

Costs of Large Research Infrastructures (LRI)

May be eligible if:

- Total value of LRI ≥ **20 million euros**
- Total value of LRI ≥ **75% of the total fixed assets**
- Costing methodology is **positively ex-ante assessed**
- Declare only the portion which corresponds to the duration of the action and the percentage of actual use for the purposes of the action (AUDITABLE)

Capitalised costs + **Operating costs**

C. Subcontracting

- Subcontracting costs always checked diligently by the EC
- According to procurement rules that apply for the beneficiary
- Awarded according to Best value for money OR Lowest price
- Transparency, equal treatment and avoid any conflict of interests
- Subcontracting between beneficiaries NOT allowed

Q: What about subcontracting to affiliate companies/ entities?

Q: What about subcontracting to a relative of mine? (family ties)

Q: Can we identify the subcontractor already in the Proposal / GA?

C. Subcontracting

Q: Can we subcontract any tasks of the coordinator?

- Must cover only a limited part of the action
- The majority of the work done by the subcontractor(s) must be located in the EU MS or AC
- Tasks and costs mentioned in Annex 1 and Annex 2. If not, approval is required and perhaps amendment.
- Specific rules may be set by the Authorising Officer (EC) for subcontracts higher than 60.000 euros

C. Subcontracting

Part B (Research Proposal)

National Contact Points

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
If yes, please describe and justify the tasks to be subcontracted	
Does the participant envisage that part of its work is performed by linked third parties[1]	Y/N
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	
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
If yes, please describe the third party and their contributions	

1 A third party that is an affiliated entity or has a legal link to a participant implying a collaboration not limited to the action. (Article 14 of the Model Grant Agreement).

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 testing a new agricultural technology*
  - *Awarding research scholarships 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
- Best practice: Contract between beneficiary/ies and third party/ies

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):

In-kind contributions by 3rd parties

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3rd parties providing in-kind contributions against payment

- Seconded personnel, equipment, infrastructure or other non-financial resources
- Example: Hospital providing medical equipment/ infrastructure to university, …
- The beneficiary PAYS the 3rd party (the cost is recorded in the accounts of the 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

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

In-kind contributions by 3rd parties

3rd parties providing in-kind contributions free of charge

- 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, …
- The beneficiary DOES NOT PAY the 3rd party (the cost is recorded in the accounts of the 3rd party)
- 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

Linked or affiliated 3rd parties implementing Action tasks

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- 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)
- Example: Parent/ subsidiary, holding/ subsidiary, associations/ members, subsidiary/ subsidiary, …
- The entity performing most of the work should be the one participating as beneficiary, and the other should participate as linked third party
- Identification of LTP and their tasks/ amounts in Annex I
- Costs are recorded in LTP accounts
- Submit their own Financial Statement (submitted by the beneficiary in the electronic system)
- Obligation to accept audits and reviews by the EC
- Indirect costs depending on the place of implementing the tasks

3rd Parties - Summary

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 for money, avoid conflict of intere	
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 the conditions in Annex	

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

F. Indirect costs

Q: What about indirect costs of personnel working under a direct contract (“inhouse consultants”) OUTSIDE the premises of the beneficiary due to a teleworking agreement?

Indirect costs

- 25% of Total Direct costs excluding:
  - Subcontracting
  - costs of in-kind contributions incurred by 3rd parties outside the beneficiary’s premises
  - costs of providing financial support to 3rd parties
- Exceptions:
  - MSC Actions: unit costs (management and indirect)

G. Special unit costs

Forms of costs

- **Actual costs**

  costs which are real and not estimated or budgeted

- **Unit costs**
  - fixed amount per unit of measure, or
  - amount per unit of measure calculated by the beneficiary in accordance with its usual cost accounting practices for personnel costs

  → *MSC Actions, SME owners, natural persons, average personnel costs, clinical trials…*

  Special Unit costs

- **Flat-rate costs**
  - calculated as a fixed percentage on another form of costs

- **Lump sum costs**
  - fixed amount based on an estimation

  → *SME instr. Ph. 1 feasibility study*

G. Special unit costs

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FORMS OF COSTS	BUDGET CATEGORIES					
	DIRECT COSTS				INDIRECT COSTS	SPECIFIC CATETORIES OF COSTS
	Personnel	Subcontracting	Financial support to 3rd parties	Other		
Actual costs	✓	✓	✓	✓	✗	✓
Unit costs	**Yes for** - Average personnel costs - SME owners & natural persons without a salary	✗	✗	✗	✗	**Yes if** foreseen by Comm. Decision
Flat-rate costs	✗	✗	✗	✗	✓	✗
Lump sum costs	✗	✗	✗	✗	✗	**Yes if** foreseen by Comm. Decision

I. Reimbursement Rates

Q: What about a not-for-profit entity participating in IA as linked third party of a for-profit entity?

HORIZON 2020

- Research & ...vation Actions (RIA)
- Innovation Ac...s (IA) *(not-for-profit entities)*
- Coordination & ...pport Actions (CSA)
- MSC Actions *(unit c...s) (not COFUND)*
- ERC Grants

→ **100%**

- Innovation Actions (IA) *(for-profit entities)*
- SME Instrument phase I *(lump sum)*
- SME Instrument phase II

→ **70%**

*The reimbursement rates apply to all **forms of costs** (actual, unit, lump sums and flat-rates costs) and all **budget categories**.*

Ineligible costs

Q: Costs for updating the CA?

- Costs for drafting the Consortium Agreement
- Depreciation costs for equipment bought before the action's start … the equipment has been fully depreciated)
- …osts for preparing, submitting and negotiating the proposal
- Bank costs charged by the beneficiary's bank for transfers from the EC
- Currency exchange losses
- Excessive or reckless expenditure
- Deductible VAT
- Costs incurred during suspension of the implementati… action
- Costs declared under another EU or Euratom grant
- … *(non exhaustive list)*

Q: What if we drafted our CA after the start of the project?

Q: Costs for bank transfers when the coo transfers payments to partners?

VAT

Q: How and when should we prove the "non-deductibility" of VAT?

- Non-deductible VAT is ELIGIBLE
- Deductible VAT is NOT ELIGIBLE
- Non-identifiable VAT is ELIGIBLE

Budget transfers

Between beneficiaries and cost categories:

Allowed if:

- Needed and justified
- Annex I not affected
- May require Amendment
- Total EC contribution not increased (*but different reimbursement rates taken into consideration*)

Not allowed if:

- Costs declared as Lump Sum
- Subcontracting costs not foreseen in Annex I (*approval / amendment*)
- Affects significantly Annex I (*approval / amendment*)
- Challenges proper implementation

Keeping records

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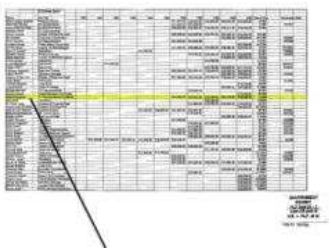
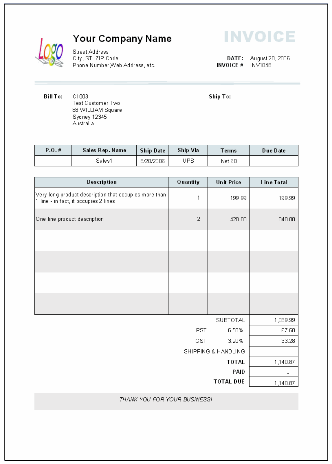
Obligation to keep records and other supporting documentation





- Keep records and other supporting evidence and documentation to prove proper implementation and eligibility of costs for 5 years after the payment of the balance (3 for low value grants ≤60.000)
- Digital/ electronic documents acceptable if National Legislation exists allowing it and considering them of equal validity as originals
- Digital/ electronic time sheets acceptable as long as reliable according to EC's specifications
- No time sheets required for persons working exclusively in one project (with supporting statement by the beneficiary)

Keeping records

Supporting documentation to keep (1):

(for 5 years)

For ACTUAL costs:

- Contracts, subcontracts, invoices, time sheets, payslips, … ALL accounting and financial records
- The beneficiaries' usual cost accounting practices and internal control procedures must enable direct reconciliation between the amounts declared, the amounts recorded in their accounts and the amounts stated in the supporting documentation

For UNIT costs:

- Adequate records and other supporting documentation to prove the number of units declared
- No need to identify the actual eligible costs covered

Keeping records

Supporting documentation to keep (2):

For FLAT RATE costs:

- Adequate records and other supporting documenta prove the eligibility of the costs to which the flat-ra applied
- No need to identify the actual eligible costs covered

Q: So when we are funded under Lump-sum we do not need to keep evidence / records of the actual costs?

For LUMP SUM costs:

- Adequate records and other supporting documentation to prove that the corresponding tasks or part of the action as described in Annex 1 were implemented properly
- No need to identify the actual eligible costs covered

Reviews and Audits

- **Reviews** on the proper implementation of the action (including assessment of deliverables and reports).
  - May be started from end of PR1 up to two years after the payment of the balance → "review report"
- **Audits** on the proper implementation of the action and compliance with the obligations under the Agreement.
  - May be started from end of PR1 up to two years after the payment of the balance → "draft audit report" and "final audit report"

Reviews and Audits

Audits

- Mainly focused on financial aspects, but may include technical aspects
- Less audits (max 7%), more targeted.
- By whom: EU Auditors, external collaborating auditing firms, OLAF, ECA
- What: one or more H2020 actions
- Trigger for audit:
    - Sampling (random selection targeted to a representative sample of beneficiaries)
    - On the grounds of reasonable doubt or existence of risk factors
- Extension of the findings (extrapolation) in case of systematic errors.

Reviews and Audits

Audits

Process:

1. Inform the beneficiary with "Letter of announcement"
2. Request for preliminary documents
3. On the spot audit
4. Request documents/ evidence on the spot
5. Draft audit report
6. 30 days Contradictory procedure: feedback of beneficiary on draft audit report
7. Final audit report and audit closure with "Letter of closure"
8. Implementation of the audit findings by the EC to the beneficiary

Reviews and Audits

Audits

Possible actions by the EU depending on the findings

- Rejection of ineligible costs
- Reduction of the grant
- Recovery of undue amounts
- Administrative and financial penalties
- Suspension of payments
- Suspension of the action implementation
- Termination of the participation of the beneficiary in the grant agreement
- Termination of the grant agreement
- Extension of Audit Findings

Useful links

↳ Participant 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

The End

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Thank you for your attention !

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