



Rijksdienst voor Ondernemend
Nederland



Lump sum projects in Horizon Europe

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Agenda

- Background
- Lump sum project types
- Budget allocation and work packages
- Cost breakdown of lump sum shares in a proposal
- Evaluation of a lump sum proposal
- Interim reporting and acceptance of work packages
- Keeping records and ex-post controls
- **Structuring the workpackages in a proposal**
- Excel template for cost estimations explained in detail





Background

- Lump sum funding aims to reduce the financial error rate
- Removing obligation to report actual costs and resources has simplification potential
- Easier to use for beneficiaries with limited experience
- Focus less on financial management and more on content
- Pilots in various types of projects launched in 2018, extended in 2020
- 1600 proposals received, 500 lump sum grants signed, 4000 organisations involved





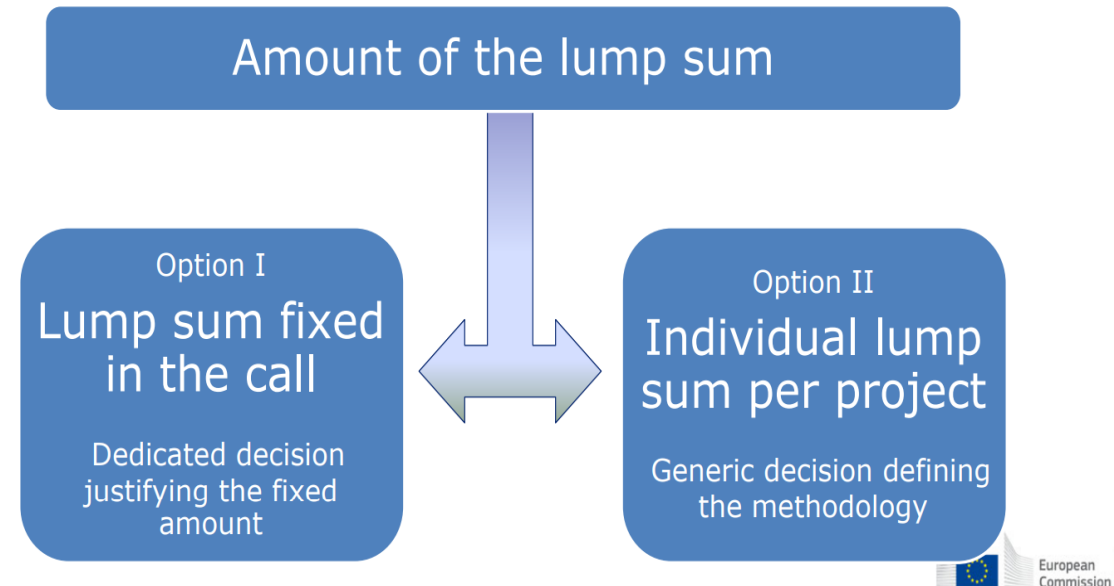
Two types of lump sum projects

Proposal for option 1:

- Present the objectives and methodology of your project, and address the expected outcomes and impacts as in any Horizon Europe proposal
- Describe in detail the activities covered by each work package

Proposal for option 2:

- Same as option 1, plus:
- Define lump sums in detailed budget table



Budget allocation

	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	Total
Beneficiary A	250.000			50.000	300.000	250.000		300.000	1.150.000
Beneficiary B		250.000	350.000	50.000			100.000	150.000	900.000
Beneficiary C	100.000	100.000		50.000		280.000			530.000
Beneficiary D		120.000		50.000			100.000	150.000	420.000
Total	350.000	470.000	350.000	200.000	300.000	530.000	200.000	600.000	3.000.000

Shares of the lump sum per beneficiary

Shares of the lump sum per WP

Lump sum
=
Maximum grant
amount

You can **use the budget as you see fit** as long as the project is implemented as agreed. The actual distribution of the lump sum is invisible to us.

Budget transfers between work packages and/or partners require an amendment if the consortium wants to reflect them in the grant agreement.

Project design: work packages

Work package distribution



As many as needed but no more than what is manageable

A work package (WP) is a major sub-division of the work plan of your project.

- A single activity is not a WP
- A single task is not a WP
- A % of progress is not a WP (e.g. 50 % of the tests)
- A lapse of time is generally not a WP (e.g. activities of year 1)

Work packages with a long duration may be split along the reporting periods (e.g., Management, Dissemination and Exploitation, etc.). In this way, the relevant activities can be paid at the end of the reporting period.



Option 2: necessary to define costs in proposal

- Detailed budget table with cost estimations in excel template, to be submitted as annex to Part B of the project proposal
- Approximation of actual costs needed for each cost category per beneficiary (and affiliated entity if any) and per work package, which should be:
 - subject to the same eligibility rules as in actual costs grants
 - in line with normal practices
 - reasonable / non-excessive
 - in line with and necessary for proposed activities
- The estimates generate a breakdown of lump sum shares per work package and per participant, which will become Annex 2 to the GA





Evaluation of a lump sum proposal

- Proposal is evaluated by independent experts against the standard evaluation criteria excellence, impact and implementation.
- Cost estimations are assessed against proposed activities under criterion implementation.
- Experts will ensure that cost estimations are reasonable and non-excessive.
- Experts will evaluate whether the resources proposed and the split of the lump sum allow completing the activities described in the proposal.
- If they find overestimated costs, they make concrete recommendations on the budget, recorded in Evaluation Summary Report, which will be reflected in a modified lump sum amount in the GA.
- Clearly overestimated or underestimated Cost estimations lead to a decreased score under the implementation criterion.



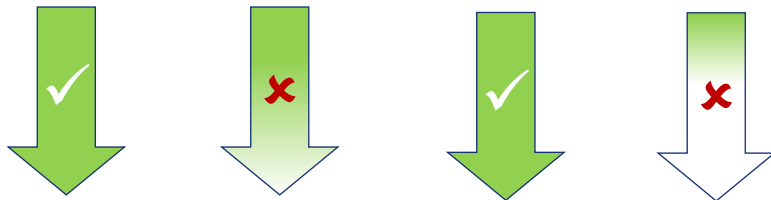


During the project: interim reporting and payments

At the end of the reporting period, the consortium declares which work packages have been completed over the period. The technical periodic report should justify this.

Following the assessment by the project officer, the lump sum shares corresponding to approved work packages are paid.

	WP1	WP2	WP3	WP4	WP5
Beneficiary A	250.000			50.000	300.000
Beneficiary B		250.000	350.000	50.000	
Beneficiary C	100.000	100.000		50.000	
Beneficiary D		120.000		50.000	
Total	350.000	470.000	350.000	200.000	300.000



$$\text{Payment} = 350\,000 + 0 + 350\,000 + 0 = 700\,000 \text{ €}$$

Payment does not depend on a successful outcome, but on the **completion of activities**



Acceptance of work packages

- Accepted if the activities have been carried out / all essential tasks have been completed, also when equivalent tasks have been carried out, or when deviations have been justified.
- Amendments are possible according to scientific-technical needs, or otherwise deviations can be justified in the reports. This makes completion of work packages feasible.
- Before a lump sum work package that is declared as completed is rejected as incomplete, the consortium is invited to respond to the observations of the project officer.
- The lump sum share of a rejected work package is not paid, until it is completed later and declared at the end of any subsequent reporting period.
- If not possible to complete a work package by the end of a project, e.g. for technical reasons or due to force majeure, lump sum is paid partially in line with degree of completion. Decision on partial amount is taken on a case-by-case basis. Consortium is invited to provide observations.



Keeping records and ex-post controls

- No financial administration needed in lump sum projects: no time-sheets, pay-slips, contracts, depreciation policy, invoices or any other documents proving the actual costs incurred.
- **But** you need to keep technical documents, publications, prototypes, deliverables, lab books and any other document proving that the work was done as detailed in Annex 1
- **And** financial details are still needed at proposal stage (option 2 proposals)
- No financial checks, reviews and audits performed by EU services
- **But** EU services will do checks, reviews and audits on proper implementation of the action (e.g. technical review) and compliance with other non-financial obligations, e.g. IPR obligations, ethics and integrity, open science, dissemination etc.





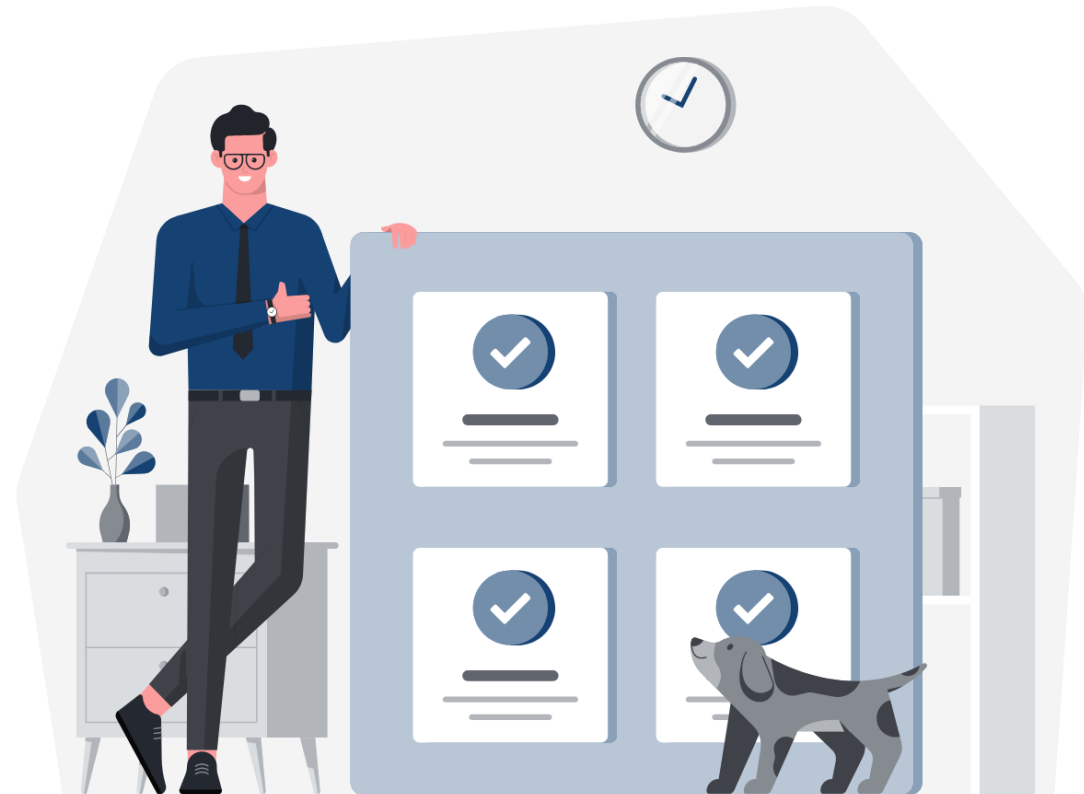
How to prepare a lump sum proposal





Summary

- Lump sum projects are different from regular projects, and are thus developed differently
- The critical path methodology is a way to define frequent, small and verifiable work packages
- Lump sum projects are more work to develop, but if done right, can provide great opportunities in both quality and chance of success



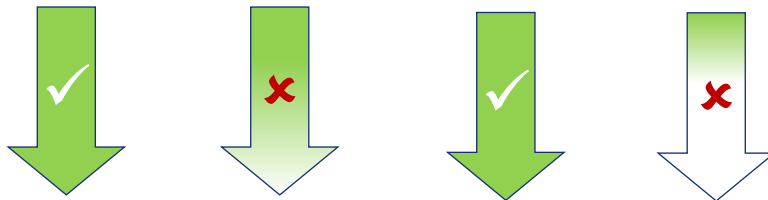


During the project: interim reporting and payments

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Total	350.000	470.000	350.000	200.000	300.000



$$\text{Payment} = 350\,000 + 0 + 350\,000 + 0 = 700\,000 \text{ €}$$

Payment does not depend on a successful outcome, but on the **completion of activities**



Aspects to take into consideration with lump sum

To enable periodic payments for each partner during the project:

- Work packages and tasks must be defined in the right way to be verifiable;
- Task dependencies must be limited as much as possible;
- The involvement of partners in work packages must be carefully weighed;
- Work packages should be small and manageable;

Lump sum projects will end up with many more WPs* than ordinary projects. Ideally, work packages are defined based on go/no-go moments during the project.





The bad news: Lump sums will require a different way to approach the implementation section

- There will be many WPs;
- WP-leaders may have a different role because a WP will be much smaller;
- Too many, or 'regular' WPs cut in half based on time are unlikely to be evaluated positively;
- Only the management WP will receive frequent payments

The standard way of proposal development **will not work** for lump sum projects





A different mindset in developing implementation section

The goal is to develop WPs that are short and verifiable, yet coherent, both individually as well as a whole.

- This requires a different mindset: To first create a logical project overview with milestones, tasks and dependencies, and only then define WPs
- A proper overview of all the foreseen work is crucial to break the work down in logical WPs with correct timings for payout;
- There will be more work upfront when developing a project and much less during the project;

Lump sum also **represents an opportunity for you** to be much more successful in HEU





The good news: Lump sum represents a big opportunity

Quality

- Writing the implementation section using an integrated method can make your project as a whole much more coherent
- Critical risks and mitigation are generally poorly developed and often make the difference between a funded and rejected project

Competition

- The new scheme requires radically different proposals in terms of implementation structure, and few consortia are likely to get it right the first rounds of submission

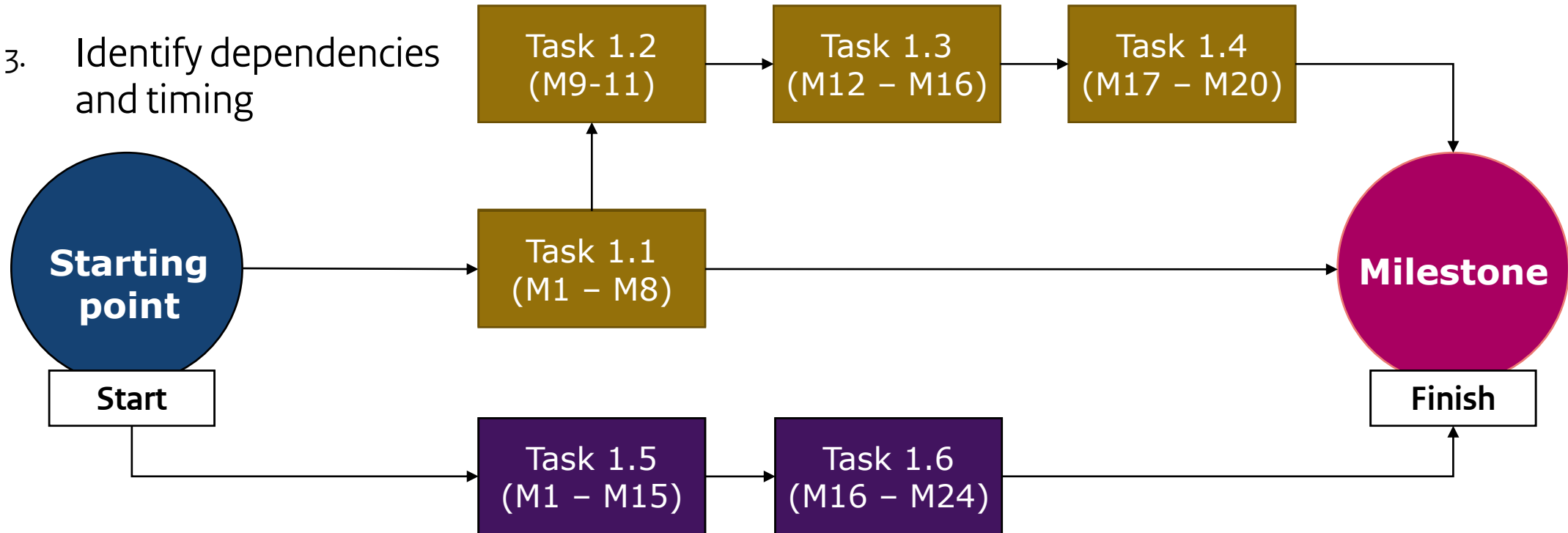
Project management

- The new scheme simplifies reporting significantly



Start with a critical path analysis of your whole project

1. Define milestones
2. Define individual tasks and duration
3. Identify dependencies and timing

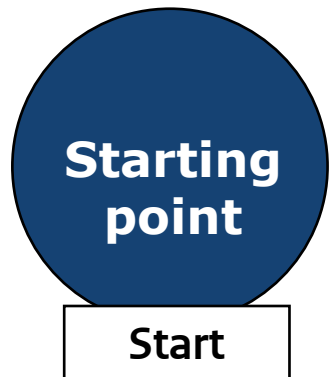




Defining milestones

“A milestone is a specific point within a project's life cycle used to measure the progress toward the ultimate goal.”

- Define milestones at major achievements for each of the ‘themes’ of the project
 - **Example 1:** First v1.0 deep learning model developed
 - **Example 2:** First deep learning model validated on patient samples
 - **Example 3:** Project website published





Defining tasks and timings

“A task is an activity that needs to be accomplished within a defined period of time or by a deadline to work towards project-related goals”

- It is essential that you define and write tasks in such a way that they are easy to verify.
- Keep the duration of each task realistic

Example: Data model development

Develop
(8 months)

Test
(3 months)

Improve
(3 months)

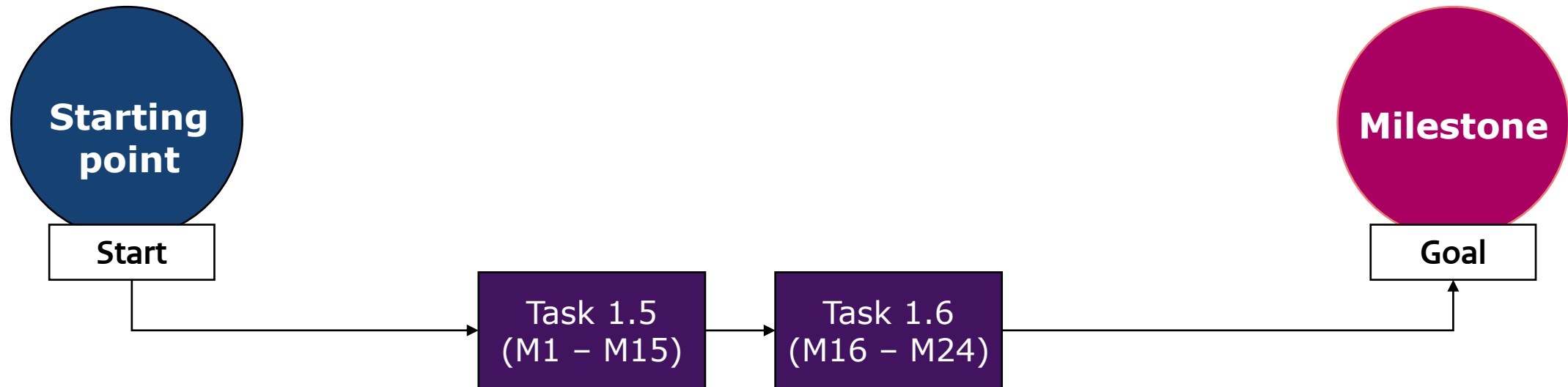
Validate
(3 months)



Identify dependencies and timing

“Dependencies are the relationships of the preceding tasks to the succeeding tasks.”

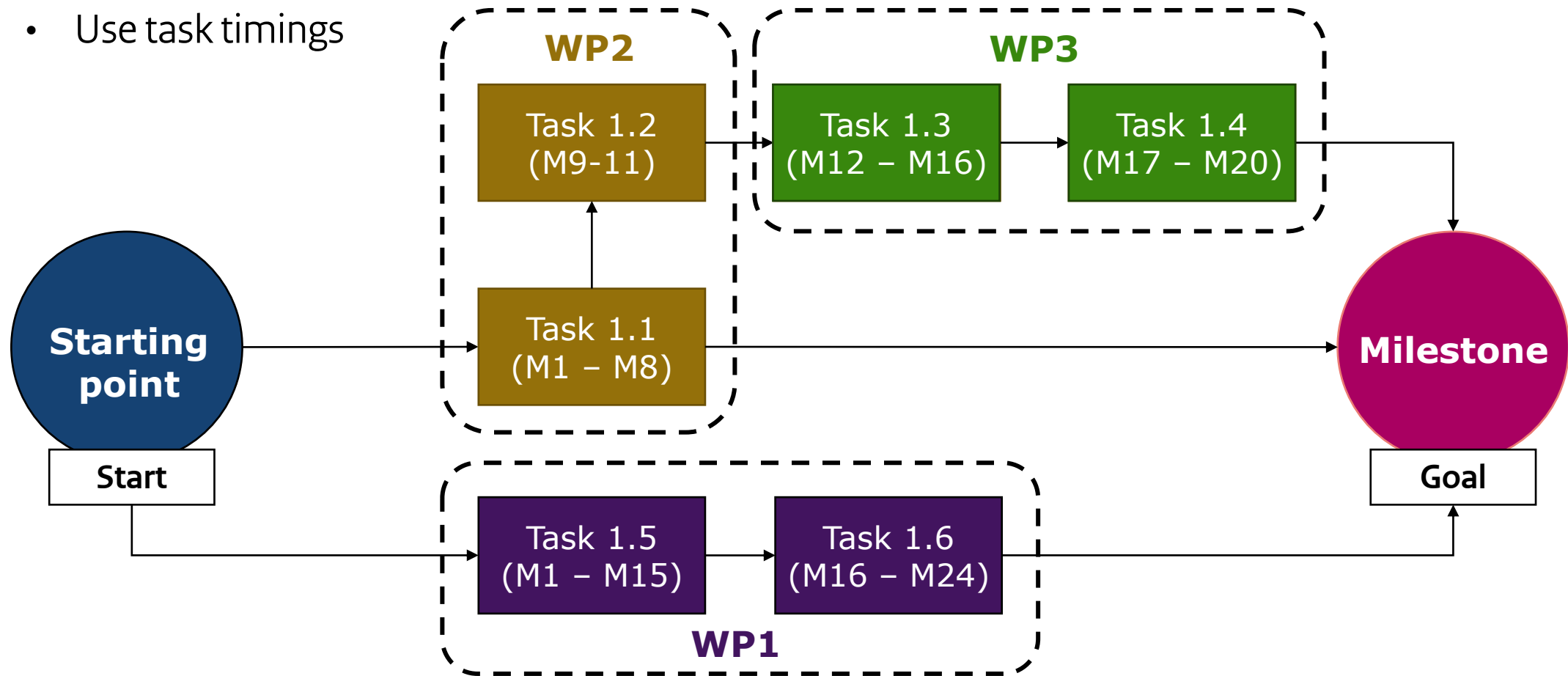
- Determine in which order the tasks must be executed to advance the work
- Some tasks can only start once others have been finished
- Identify critical paths (the longest path between two goals)





Defining your work packages

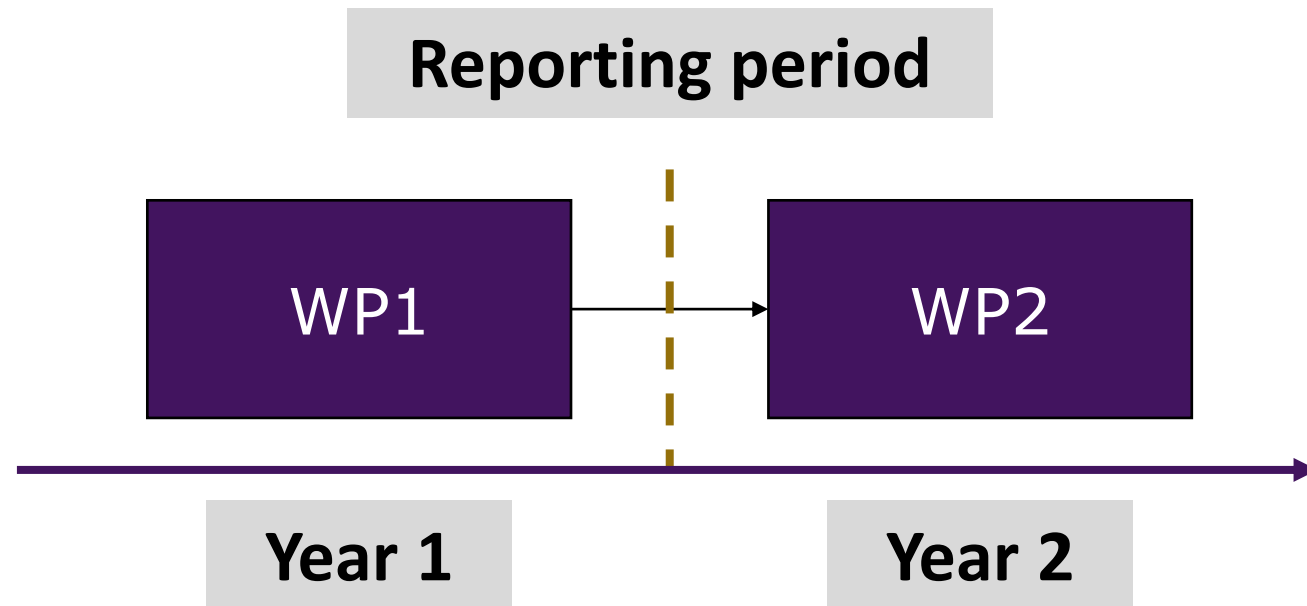
- Use go/no-go's and the critical path
- Use task timings





Defining your work packages

- It is advisable to plan the end of a work package before the periodic reporting ;
- Use Go/No-Go moments as important WP dividers to minimize reporting risk
- If needed, you can redefine tasks to optimize timings for reporting

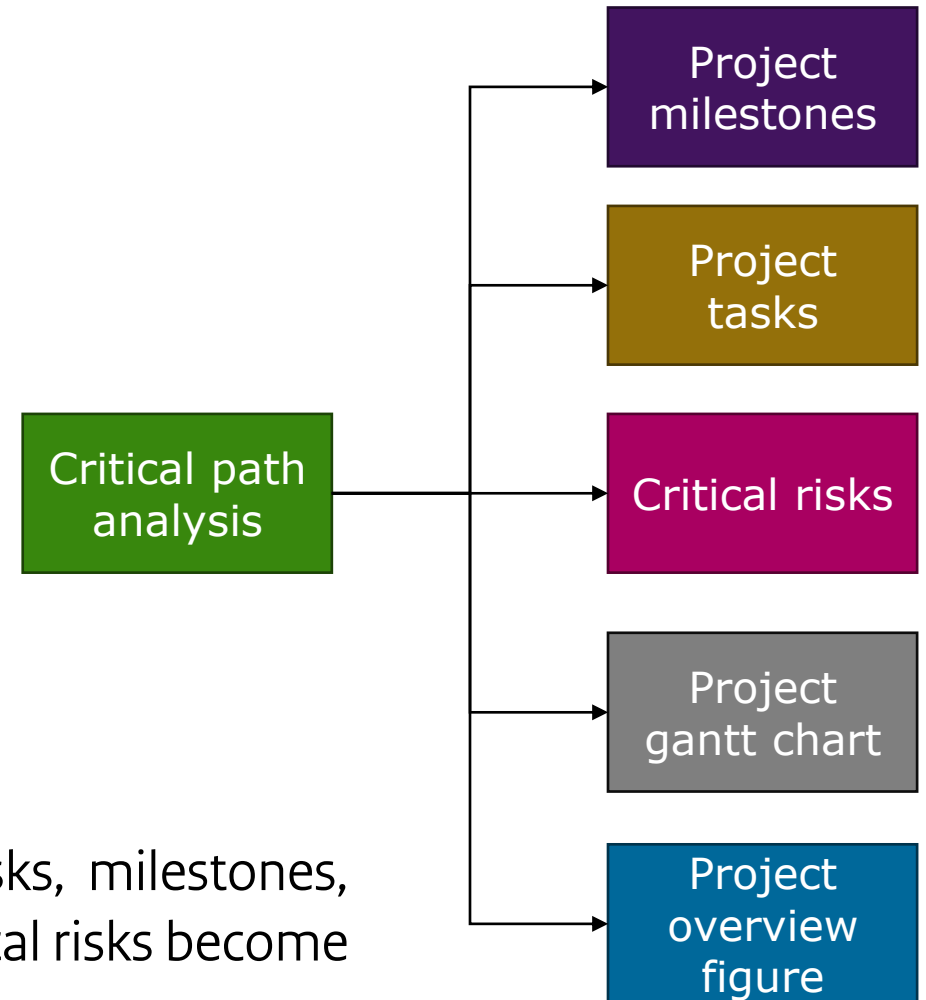




Writing your implementation section

1. Appoint 'theme' leaders to each lead a major part of the project (previously WP-lead).
2. Create an overview together of the entire project using the critical path methodology
3. Define a high-over budget per theme and empower each leader to write the tasks that fit within their expertise.
4. Define the WPs in collaboration with the leaders and a project manager
5. Develop the budget on a WP and partner level

Added bonus: The entire implementation section of tasks, milestones, risks & wps can be based on your initial overview, and critical risks become much easier to identify and mitigate





How many WPs do you need?

- **The EC has no desire for projects with 100 WPs.** Ideally, lump sum projects feature the same amount of WPs as current projects. However, they have also indicated this is not entirely realistic.
- Guidelines on this topic are not yet available.
- There will be more clarity on this topic in the coming months – year.





Conclusions

- Lump sum projects are different from regular projects, and are thus developed differently
- The critical path methodology is a way to define frequent, small and verifiable work packages
- Lump sum projects are more work to develop, but if done right, can provide great opportunities in both quality and success chance
- More information regarding lump sum guidelines is expected become available in the future



Preparing lump-sum budget

Excel template for cost estimations explained in detail



Horizon Europe Programme

Detailed lump sum budget

Generate the Excel file in macro-free format
Ready for the online submission system

Instructions

Go to Beneficiaries and Affiliated Entities list

! Double click buttons !

Go to Work packages list

GENERAL INSTRUCTIONS

This workbook enables you to present the detailed estimation of costs of your lump sum project and to calculate the lump sum breakdown per beneficiary and per work package. It must be uploaded as an additional document at the 'Proposal forms' step of proposal submission. This is mandatory. If you do not upload the Excel workbook, the proposal submission will be blocked.

Comprehensive guidance and background on [lump sum funding under Horizon Europe](#) is available on the Funding & Tenders Portal.

To get started, we recommend to read the guide [Lump sum funding – what do I need to know](#). This includes details on how to complete this Excel workbook. The weblinks are provided in column E.

We recommend using Excel 2013 (Windows) / Excel 2016 (Mac OS) or more recent.

The only currency used in this workbook is EURO (€).

You **must complete** the following sheets: 'BE list' – 'WP list' – 'BEx' (one sheet for each beneficiary) – 'Depreciation costs' (if any). The appropriate number of individual beneficiary sheets ('BEx') will be generated automatically with data from the 'BE list' and 'WP list' sheets.

The information in this workbook **must correspond** to the main proposal. For example, the list of beneficiaries and the list of work packages must be the same. Likewise, the tables in section 3.1 of Part B of the proposal must be in line with this workbook (e.g., table 3.1h 'purchase costs', and table 3.1i 'internally invoiced



Instructions

BE list

WP list

Lump sum breakdown

Person-months overview

S ...



Step 1 - fill in the beneficiaries list ('BE list' tab)

2	List of beneficiaries and affiliated entities					Add BE	! Double click buttons !	Apply changes
3	BE/AE nr	BE/AE name	Acronym	Country	Funding rate			
4	BE1	BE1 name	BE1 acronym	BE	100%		Add AE to BE1	
5	BE2					Clear BE2	Add AE to BE2	
6	BE3					Clear BE3	Add AE to BE3	
7	BE3-AE1					Clear BE3-AE1		

Step 2 - fill in the work packages list ('WP list' tab)

2	List of Work Packages		Add WP	! Double click buttons !	Apply changes
3	WP number	WP name			
4	WP1	WP1 name			
5	WP2		Clear WP2		
6	WP3		Clear WP3		

Step 3 - fill in the individual beneficiary sheets ('BEx'tab)

1	BENEFICIARY 1 - CALCULATION SHEET		View Summary	
2		BE1 name		
3	COST CATEGORY	UNITS	COST PER UNIT	BE TOTAL COSTS
4				
5	COSTS WORK PACKAGE 1: WP1 name			
6				
7	A. DIRECT PERSONNEL COSTS			
8	A.1 Employees (or equivalent)			
9	SENIOR SCIENTISTS (or equivalent in the private sector)			0,00
10	JUNIOR SCIENTISTS (or equivalent in the private sector)			0,00
11	TECHNICAL PERSONNEL (or equivalent in the private sector)			0,00
12	ADMINISTRATIVE PERSONNEL (or equivalent in the private sector)			0,00
13	OTHERS			0,00
14	A.2 Natural Persons under direct contract			0,00
15	A.3 Seconded Persons			0,00
16	A.4 SME owners and natural person beneficiaries		5.080,00	0,00
17	B. DIRECT SUBCONTRACTING COSTS			
18				0,00
19	C. DIRECT PURCHASE COSTS			
20	C.1 Travel and subsistence			0,00
21	C.2 Equipment (complete 'Depreciation costs' sheet)			
22	Equipment			0,00
23	Infrastructure			0,00
24	Other assets			0,00
25	C.3 Other goods, works and services			
26	Consumables			0,00
27	Services for meetings, seminars			0,00
28	Services for dissemination activities (including website)			0,00
29	Publication fees			0,00
30	Other (shipment, insurance, translation, etc.)			0,00
31	D. OTHER COST CATEGORIES			
32	D.1 Financial support to third parties (if applicable in the topic specific conditions)			0,00
33	D.2 Internally invoiced goods and services			0,00
34	D.3 Transnational access to research infrastructure unit costs (if mentioned as eligible in the topic specific conditions)			0,00
35	D.4 Virtual access to research infrastructure unit costs (if mentioned as eligible in the topic specific conditions)			0,00
36	D.5 PCP/PPI procurement costs (if mentioned as eligible in the topic specific conditions)			0,00
37				
38	TOTAL DIRECT PERSONNEL COSTS AND PURCHASE COSTS (A+C)			0,00
39	TOTAL DIRECT COSTS (A+B+C+D)			0,00
40				
41	E. INDIRECT COSTS (25% * (A+C))			0,00
42				
43	F. TOTAL COSTS (A+B+C+D+E)			0,00

Step 4 – add and fill in the affiliated entities (‘BE list’ and ‘BEx’ tab)

BENEFICIARY 3 - CALCULATION SHEET				View Summary	Affiliated Entity 1					
				BE3 name		AE1 name				
COST CATEGORY				UNITS	COST PER UNIT	BE TOTAL COSTS	UNITS	COST PER UNIT	AE TOTAL COSTS	BE+AE TOTAL COSTS
COSTS WORK PACKAGE 1: WP1 name										
A. DIRECT PERSONNEL COSTS										
A.1 Employees (or equivalent)										
SENIOR SCIENTISTS (or equivalent in the private sector)						0,00			0,00	0,00
JUNIOR SCIENTISTS (or equivalent in the private sector)						0,00			0,00	0,00
TECHNICAL PERSONNEL (or equivalent in the private sector)						0,00			0,00	0,00
ADMINISTRATIVE PERSONNEL (or equivalent in the private sector)						0,00			0,00	0,00
OTHERS						0,00			0,00	0,00
A.2 Natural Persons under direct contract						0,00			0,00	0,00
A.3 Seconded Persons						0,00			0,00	0,00
A.4 SME owners and natural person beneficiaries					5.080,00	0,00		5.080,00	0,00	0,00
B. DIRECT SUBCONTRACTING COSTS										
						0,00			0,00	0,00
C. DIRECT PURCHASE COSTS										
C.1 Travel and subsistence						0,00			0,00	0,00
C.2 Equipment (complete 'Depreciation costs' sheet)										
Equipment						0,00			0,00	0,00
Infrastructure						0,00			0,00	0,00
Other assets						0,00			0,00	0,00
C.3 Other goods, works and services										
Consumables						0,00			0,00	0,00
Services for meetings, seminars						0,00			0,00	0,00
Services for dissemination activities (including website)						0,00			0,00	0,00
Publication fees						0,00			0,00	0,00
Other (shipment, insurance, translation, etc.)						0,00			0,00	0,00
D. OTHER COST CATEGORIES										
D.1 Financial support to third parties (if applicable in the topic specific conditions)						0,00			0,00	0,00
D.2 Internally invoiced goods and services						0,00			0,00	0,00
D.3 Transnational access to research infrastructure unit costs (if mentioned as eligible in the topic specific conditions)						0,00			0,00	0,00
D.4 Virtual access to research infrastructure unit costs (if mentioned as eligible in the topic specific conditions)						0,00			0,00	0,00
Person-months overview Summary per WP BE1 BE2 BE3 Depreciation costs										

Step 5 - fill in the personnel costs ('BEx' tab)

1	BENEFICIARY 1 - CALCULATION SHEET		View Summary	
2		BE1 name		
3	COST CATEGORY	UNITS	COST PER UNIT	BE TOTAL COSTS
4				
5	COSTS WORK PACKAGE 1: WP1 name			
6				
7	A. DIRECT PERSONNEL COSTS			
8	A.1 Employees (or equivalent)			
9	SENIOR SCIENTISTS (or equivalent in the private sector)			0,00
10	JUNIOR SCIENTISTS (or equivalent in the private sector)			0,00
11	TECHNICAL PERSONNEL (or equivalent in the private sector)			0,00
12	ADMINISTRATIVE PERSONNEL (or equivalent in the private sector)			0,00
13	OTHERS			0,00
14	A.2 Natural Persons under direct contract			0,00
15	A.3 Seconded Persons			0,00
16	A.4 SME owners and natural person beneficiaries		5.080,00	0,00

Step 6 - fill in the subcontracting costs ('BEx' tab)

17	B. DIRECT SUBCONTRACTING COSTS			
18		1,00	30000,00	30.000,00

- There is one line for subcontracting per beneficiary and work package (i.e., the amount entered covers all subcontracting activities for the beneficiary in a work package).
- Enter the number of subcontracted tasks for a given beneficiary and a given work package as number of unit. The cost per unit will be an average of the costs of all subcontracted. No more detailed information is required in the Excel file.
- The tasks to be subcontracted and their costs must be described and justified in the **table 3.1g in the part B of the application form**

Table 3.1g: 'Subcontracting costs' items

For each participant describe and justify the tasks to be subcontracted (please note that core tasks of the project should not be sub-contracted).

Participant Number/Short Name		
	Cost (€)	Description of tasks and justification
Subcontracting		

The costs entered here must match the costs entered in the Excel file

Step 7 - fill in the depreciation costs list ('Depreciation costs' tab)

TOOL: DEPRECIATION COSTS LIST											
BE nr	Beneficiary name	WP nr	Work Package name	Resource type	Short name of the investments	Date of purchase (real or planned date of purchase)	Purchase cost	% used for the project	% use for lifetime of the investment	Charged depreciation costs per investment	Justification: Needed info for depreciation
1	Beneficiary 1	1	Work Package 1	Equipment	Description of the equipment	10-01-2022	€ 1.500,00	50%	60%	€ 450,00	
2	Beneficiary 2	2	Work Package 2	Infrastructures	Description of the infrastructure	March 2022	€ 20.000,00	100%	40%	€ 8.000,00	
										€ -	
										€ -	
										€ -	

- For the category 'equipment' (equipment, infrastructure, other assets) you must enter the **depreciation costs** in the individual beneficiary tabs.
- Use the '**Depreciation costs**' tab to calculate the depreciation costs:
 - Fill in the information about the beneficiary, the work package, the resource type, the name of the investment and the date of purchase
 - Encode the (estimated) price of the equipment in the column 'Purchase cost'
 - Encode the percentage of usage of the equipment for the project in the column '% used for the project'
 - Divide the period (in months) during which the equipment is used for the project by the depreciation period (in months) for the equipment. Multiply the results by 100%. Encode the result in the column '% use for lifetime of the investment'
- This amount is **NOT** automatically transferred to the respective 'BEx' tab. You have to **add manually** the depreciation costs in the dedicated section of the 'BEx' tab. If you have several items in the 'Depreciation costs' tab for one single section (same beneficiary, same work package and same resource type), you must enter the number of items as unit and add the average of the depreciation costs as 'cost per unit'.
- In certain cases, the Work Programme specifies that purchases of equipment, infrastructures and other assets can be declared as full capitalised costs. In that case, the full capitalised costs must be encoded in the section "C.2 Equipment".

Step 8 - fill in the direct purchase costs ('BEx' tab)

19	C. DIRECT PURCHASE COSTS			
20	C.1 Travel and subsistence	2,00	650,00	1.300,00
21	C.2 Equipment (complete 'Depreciation costs' sheet)			
22	<i>Equipment</i>	1,00	450,00	450,00
23	<i>Infrastructure</i>			0,00
24	<i>Other assets</i>			0,00
25	C.3 Other goods, works and services			
26	<i>Consumables</i>	4,00	1000,00	4.000,00
27	<i>Services for meetings, seminars</i>	1,00	3000,00	3.000,00
28	<i>Services for dissemination activities (including website)</i>			0,00
29	<i>Publication fees</i>	2,00	1000,00	2.000,00
30	<i>Other (shipment, insurance, translation, etc.)</i>			0,00

- Enter the **total number of units** and the **average cost per unit** for each relevant cost category.
- The cost per unit will be an average of the prices of all items in the given category for a given beneficiary and a given work package. No more detailed information is required in the Excel file.
- If purchase costs exceed 15% of the personnel costs of a given beneficiary, this beneficiary must complete table **3.1h of Part B of the proposal template**

Table 3.1h: 'Purchase costs' items (travel and subsistence, equipment and other goods, works and services)

Participant Number/Short Name		
	Cost (€)	Justification
Travel and subsistence		
Equipment		
Other goods, works and services		
Remaining purchase costs (<15% of pers. costs)		
Total		

Step 9 - fill in the other (special) cost categories and indirect costs ('BEx' tab)

D. OTHER COST CATEGORIES			
D.1 Financial support to third parties (if applicable in the topic specific conditions)	1,00	6000,00	6.000,00
D.2 Internally invoiced goods and services			0,00
D.3 Transnational access to research infrastructure unit costs (if mentioned as eligible in the topic specific conditions)			0,00
D.4 Virtual access to research infrastructure unit costs (if mentioned as eligible in the topic specific conditions)			0,00
D.5 PCP/PPI procurement costs (if mentioned as eligible in the topic specific conditions)			0,00
TOTAL DIRECT PERSONNEL COSTS AND PURCHASE COSTS (A+C)			32.100,00
TOTAL DIRECT COSTS (A+B+C+D)			38.100,00
E. INDIRECT COSTS (25% * (A+C))			8.025,00
F. TOTAL COSTS (A+B+C+D+E)			46.125,00

- Certain types of costs can be entered only if they are **explicitly allowed for in the specific conditions of your topic**:
 - Financial support to third parties
 - Transnational access to research infrastructure' and 'Virtual access to research infrastructures
 - PCP/PPI procurement costs
- Indirect costs are calculated automatically.
- Total costs are calculated automatically.

Step 10 - transfer 'Lump sum breakdown' tab figures to Part A online forms

- The lump sum breakdown table is **generated automatically**. It displays the lump sum shares per beneficiary/affiliated entity and per work package
- It applies the funding rate you have chosen in the BE list.
- In the part A of the application (online forms), you have to fill in the 'Budget for the proposal' table, entering the requested grant amount for each participant. To do so, please use the total amounts per beneficiary in the table 'Estimated breakdown of the lump sum per work package and per beneficiary' in the Excel file.

Excel file

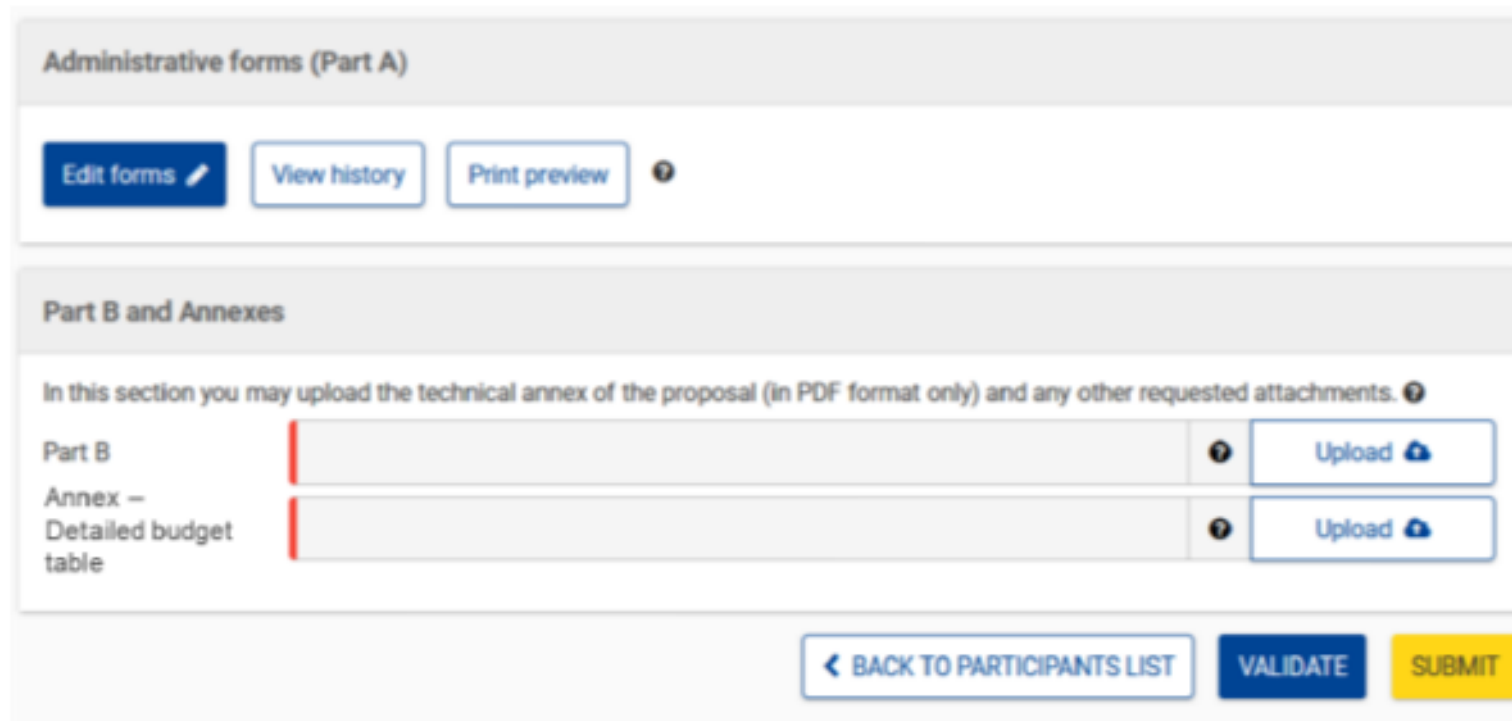
ESTIMATED BREAKDOWN OF THE LUMP SUM PER WORK PACKAGE AND PER BENEFICIARY						
BENEFICIARIES	Work Package 1	Work Package 2	Work Package 3	Work Package 4	Totals	Pct
Beneficiary 1	62.812,50	9.250,00	9.750,00	46.125,00	127.937,50	43,3%
Beneficiary 2	11.625,00	18.750,00	28.750,00	17.500,00	76.625,00	25,9%
Affiliated entity to BE2	16.312,50	0,00	7.000,00	11.625,00	34.937,50	11,8%
Beneficiary 3	10.762,50	14.568,75	19.206,25	11.681,25	56.218,75	19,0%
Totals:	101.512,50	42.568,75	64.706,25	86.931,25	295.718,75	100,0%
Pct:	34,3%	14,4%	21,9%	29,4%	100,0%	

Part A (online forms)

No	Name of Beneficiary	Country	Requested grant amount
1			0.00
	Total		0.00

Step 11 - upload the Excel file

- Once you completed the detailed budget table, **upload it in the online submission system**, as annex to the part B template.



Administrative forms (Part A)

Edit forms View history Print preview

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B		?	Upload
Annex – Detailed budget table		?	Upload

← BACK TO PARTICIPANTS LIST VALIDATE SUBMIT

The format of the Excel template is .xlsm because it uses macros. While you work on it, always save it as .xlsm.



Upload the Excel file in .xlsx or .xls format. For security reasons, you cannot upload the file in .xlsm format.

Always keep a copy of the original .xlsm file.

Used by the evaluators: ‘Summary per WP’ and ‘BE-WP’ tabs

SUM OF ALL BENEFICIARIES (including AFFILIATED ENTITIES) FOR ALL THE WORK PACKAGES						
COST CATEGORY	ALL BENEFICIARIES (without affiliated entities)		ALL AFFILIATED ENTITIES		ALL BENEFICIARIES (with affiliated entities)	
	UNITS	BE TOTAL COSTS	UNITS	AE TOTAL COSTS	UNITS (TOTAL)	AVERAGE COST PER UNIT
COSTS WORK PACKAGE: 1 Work Package 1						
A. DIRECT PERSONNEL COSTS						
A.1 Employees (or equivalent)						
SENIOR SCIENTISTS (or equivalent in the private sector)	3,00	17.000,00	0,50	2.750,00	3,50	5.642,86
JUNIOR SCIENTISTS (or equivalent in the private sector)	3,50	10.500,00	1,00	2.500,00	4,50	2.888,89
TECHNICAL PERSONNEL (or equivalent in the private sector)	0,00	0,00	0,00	0,00	0,00	
ADMINISTRATIVE PERSONNEL (or equivalent in the private sector)	0,00	0,00	0,00	0,00	0,00	
OTHERS	0,50	1.500,00	0,00	0,00	0,50	3.000,00
A.2 Natural Persons under direct contract	0,00	0,00	0,00	0,00	0,00	
A.3 Seconded Persons	0,00	0,00	0,00	0,00	0,00	
A.4 SME owners and natural person beneficiaries	0,00	0,00	0,00	0,00	0,00	
B. DIRECT SUBCONTRACTING COSTS						
	1,00	30.000,00	0,00	0,00	1,00	30.000,00
C. DIRECT PURCHASE COSTS						
C.1 Travel and subsistence	10,00	6.500,00	2,00	1.200,00	12,00	641,67

TOTAL PERSON/MONTHS FOR ALL BENEFICIARIES (INCLUDING AFFILIATED ENTITIES) PER WP					
WORK PACKAGES	Beneficiary 1	Beneficiary 2	Beneficiary 3	Total	Percentage
Work Package 1	3,5	3,0	2,0	8,5	25,3%
Work Package 2	1,3	2,0	1,5	4,8	14,3%
Work Package 3	1,0	5,0	2,0	8,0	23,8%
Work Package 4	5,0	5,0	2,3	12,3	36,6%
Total	10,8	15,0	7,8	33,6	100,0%
Percentage	32,1%	44,6%	23,2%	100,0%	

Announced improvements

- Higher page limit announced for lump sum proposals (from work programme 2023)
- Use of two-stage calls where possible
- IT implementation of the budget table
- Detailed guide for participants
- FAQs on Lump Sums
- Expert briefing for Lump Sum funding

Useful links

- [Lump sum page](#) on the F&T Portal: all information in one page
- [Quick guide](#) – Lump sum grants: Why do we need them? How do they work?
- [Model Grant Agreement Lump Sum](#)
- [General presentation](#) – Lump sum funding: what do I need to know?
- [Excel template](#) = example: in case of a proposal, only use provided file in online submission system!
- [Personnel cost dashboard for evaluations](#)



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