



Technical Assistance for Turkey in Horizon 2020 Phase-II EuropeAid/139098/IH/SER/TR

Horizon Europe: Lump Sum Projects

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REPUBLIC OF TURKEY MINISTRY OF INDUSTRY AND TECHNOLOGY



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Why do we use lump sum funding?

Significant simplification potential

- Despite all simplification, funding based on reimbursement of incurred costs remains complex and error-prone
- Lump sum project funding removes all obligations on actual cost reporting and financial ex-post audits i.e. a major reduction of administrative burden
- Access to the programme becomes easier, especially for small organisations and newcomers

Focus on content

• Less focus on financial management, and more focus on the scientific-technical content of projects











Basic principles



Lump sum evaluation and grant agreement follow the standard approach with the same:

- Evaluation criteria
- Pre-financing and payment scheme
- Reporting periods and technical reporting, though focusing on completion of work packages

One lump sum share is fixed in the grant agreement for each work package:

- Work package completed payment
 - Payments do not depend on a successful outcome, but on the **completion of activities**.
 - Work packages can be modified through amendments (e.g. to take into account new scientific developments)
- No intention and nor basis for judging the performance of lump sum grants more strictly than the performance of other grants.









Two lump sum options



The type of lump sum is specified in the text of the topic to which you are applying.

Option 1:

- The call for proposals defines a **fixed lump sum**.
- The budget requested in your proposal **must be equal** to this fixed lump sum.
- Your proposal must **describe the resources mobilised** for this amount.

Option 2:

- You define the lump sum in your proposal.
- In setting the lump sum, you are free to define the amount necessary to carry out your project.
- The lump sum chosen must be justified by the resources mobilised.











Writing a lump sum proposal

- Use the standard Horizon Europe proposal template.
- Your proposal must describe in detail the activities covered by each work package.
- To define and justify the lump sum, you need to provide **detailed breakdown of cost** estimations. The estimates must be an approximation of your actual costs and meet the basic eligibility criteria of Horizon Europe. *(see Annex from slide 22)*
- You find the MS **Excel template** to prepare your detailed costs estimations in the submission tool.
- The cost estimations are used to generate automatically a **breakdown of lump sum shares** per work package and per participant (i.e., beneficiaries and affiliated entities, if any). See also slide 12.











Project design – Work packages

Work packages 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.



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Evaluation of a lump sum proposal

- Your proposal will be evaluated by independent experts against the **standard** evaluation criteria: excellence, impact, and implementation.
- The cost estimations will be assessed against the proposed activities under the implementation criterion. Experts will ensure that the estimates are **reasonable and non-excessive**.
- If the experts find overestimated costs, this is recorded in the Evaluation Summary Report.
- This will be reflected in a modified lump sum amount in the grant agreement.







Lump Sum Grant Management



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Grant Agreement



- The overall lump sum is fixed in the grant agreement.
- The breakdown of lump sum shares per beneficiary and per work package is included in the grant agreement (Annex 2). The detailed cost estimations from your proposal do not become part of the grant agreement.
- Once the lump sum is fixed in the grant agreement, the costs actually incurred are not relevant.







Budget allocation





Budget allocation (annex 2 to the grant agreement)

	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	Total	
Beneficiary A	250.000			50.000	300.000	250.000		300.000	1.150.000	Shares of
Beneficiary B		250.000	350.000	50.000			100.000	150.000	900.000	the lump
Beneficiary C	100.000	100.000		50.000		280.000			530.000	sum per
Beneficiary D		120.000		50.000			100.000	150.000	420.000	beneficiary
Tot al	350.000	470.000	350.000	200.000	300.000	530.000	200.000	600.000	3.000.000	
	·							ump su	m	

Shares of the lump sum per WP

Lump sum = Maximum grant amount









Budget flexibility

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 require an amendment if the consortium wants to reflect them in the grant agreement.

	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP	Total
Beneficiary A	250.000			50.000	300.000	250.000		300.000	1.150.000
Beneficiary B		250. JÓ	350.00	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
Tot al	350.000	470.000	350.000	200.000	300.000	530.000	200.000	600.000	3.000.000

Transfer between Work Packages are possible if:



- Work Packages concerned are not already completed (and declared in a financial statement)
- Justified by the technical and scientific implementation of the action











Art 5.5

lump sum MGA



Consortium

Costs actually incurred are not relevant.

Who does the work still is!

- You need to know which participant does what when carrying out the project (see bubbles to the right).
- The partner organisations and their activities are specified in the grant agreement. This includes:
 - Beneficiaries
 - Affiliated entities (if any)
 - Associated partners (if any)
 - Subcontractors (if any)*

* Subcontracted activities must be in the grant agreement, but the subcontractor may or may not be named.













Payment schedule

Art 22 lump sum MGA

Types of payments:



Pre-financing payment

- Same function and same rules as for other grants
- Coordinator distributes the amount according to consortium agreement



payment(s)

Interim

- One or more
 - We pay the shares of the lump sum set out in Annex 2 for the work packages completed & approved in the reporting period



the

Payment of

- Closes the financial aspects of the grant
- Partial payment for partially completed WPs possible
- Releases the amount retained for the Mutual Insurance Mechanism



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ompleted	



Art 22.3.3 lump sum MGA

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ITION, INNOURTION, COMPETITIVENESS

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

Interim reporting and payment (1)









Interim reporting and payment (2)

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



















- If a work package cannot be completed for scientific-technical reasons, you should introduce an amendment to make it feasible, including the possibility to extend the project duration.
- Before a lump sum work package (that you declared completed) is rejected as incomplete, you are invited to **respond to the observations of the project officer**.
- If the rejection is upheld the lump sum share concerned is not paid at that point in time. You should complete the work package later and declare it at the end of any subsequent reporting period.
- If a work package is incomplete at the end of the project, the lump sum is **paid partially** in line with the degree of completion. This amount is determined after a contradictory procedure.









Ex-post controls

Checks, reviews and audits for:



Compliance with the other non-financial obligations of the grant:

IPR obligations

Obligations related to third parties (e.g. financial support)

Other obligations (e.g. ethics, visibility of EU funding, etc.)



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Keeping records		Bu proje Anrupa Brilji ve Olivoje Cumunived t Tinanse edimetikadir
You need (e.g.)	You don't need	
		Art 20 lump sum MGA
Technical documents	Time-sheets	
Publications, prototypes, deliverables	Pay-slips or contracts	
Documentation required by good research practices such	Depreciation policy	
as lab books	Invoices	
any document proving that the work was done as detailed in Annex 1	actual costs	
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Summary

Keep in mind when working with lump sums:

- No reporting of actual costs, no financial checks and audits
- Following the evaluation of the proposal, lump sum shares are defined per beneficiary and per work package and are fixed in the Grant Agreement
- Pre-financing as usual
- Payments upon completion of work packages at the end of reporting periods











Reference documents

- Model Grant Agreement Lump Sum
- Annotated Model Grant Agreement
- Decision authorising the use of lump sum contributions under the Horizon Europe Programme







LUMP SUM FUNDING: WHAT DO I NEED TO KNOW? Annex – How to fill in the detailed budget table in lump sum proposals?











What is the detailed budget table for lump sum proposals?

- Lump sum proposals must contain a **detailed budget table**:
 - For option 1, to describe the resources mobilised for the amount of the lump sum fixed in the work programme
 - > For option 2, to define and justify the amount of the lump sum proposed by applicants
- In this table, you provide **cost estimations for each cost category** per beneficiary and per work package.
- The table automatically generates the **breakdown of the lump sum** per beneficiary and per work package.

The detailed budget table is an **Excel file** (annex to proposal Part B). Applicants must download it from the online submission system.



Filling the Excel file is mandatory for most lump sum proposals. The exceptions (e.g. ERC PoC) not requiring a detailed budget table, are clear from the relevant topic description.











Cost estimations:

- must be in line with beneficiaries' normal practices
- must be reasonable / not excessive
- must be in line with the activities proposed
- are subject to the basic **eligibility rules** of Horizon Europe (cost estimations can be included only if the same cost item / type of cost would be eligible in an actual costs grant)

Depending on the type of the action, these costs and categories of costs may be the following:

- **Direct personnel costs**: employees or equivalent (resolved by staff category); natural persons under direct contract; seconded persons; SME owners and natural person beneficiaries
- Direct subcontracting costs
- **Direct purchase costs**: travel and subsistence; equipment; other goods, works and services
- Other cost categories: financial support to third parties; internally invoiced goods and services; transnational access to research infrastructures costs; virtual access to research infrastructures costs; PCP/PPI procurement costs















Excel template: few instructions before starting

	EUROPEAN COMMISSION DIRECTORATE-GENERAL FOR RESEARCH & INNOVATION Annex: detailed estimation of costs for Lump Sum funding			
	Instructions			
	Go to Beneficiaries and Affiliated Entities list Go to Work packages list			
JCTIONS	This workbook enables you to present the detailed estimation of costs of your lump sum project and to calculate the lump sum breakdown per work package and per categoy. It must be uploaded as an additional document at "Fill in proposal" step of proposal submission. This is mandatory. Please note that if you do not upload the Excel workbook, the proposal submission will be blocked. According to the lump sum scheme, the lump sum share for a Work Package (WP) will be paid only when the entire Work Package has been completed. Please take it into consideration while structuring your proposal. Work Packages should be designed in a way that enables to clearly identify whether the action has been completed. We recommend using Excel 2010 or more recent. The only currency used in this workbook is EURO. Enter only round numbers in this workbook. You have to fill in only the following sheets: 'BE list' – 'WP list' – 'BEx' (one sheet for each Beneficiary) – 'Depreciation costs' (if any) and the column D			
NERAL INSTRU	'requested grant amount' of the 'Budget for proposal sheet'. The appropriate number of individual Beneficiary sheets ('BEX') will be automatically generated with data from the 'BE list' and 'WP list' sheets. You will have to fill in the 'Budget for the proposal' table in the Part A form of the proposal submission tool, entering the requested EU contribution for each			
GEI	participant. We advise you to fill this Part A budget table column using the totals in the beneficiaries columns of the "Lump sum breakdown" table in this Excel workbook. The format of this Excel workbook is .xism because it uses macros to generate automatically some data. Always save it as .xism . However, this format cannot be uploaded to the submission system for security reasons. So please also save a copy as an .xisx or .xis document (and not as .xism) and upload it to the proposal submission tool, at Step 5 of the submission process. Always keep a copy of the original .xism file.			
•	Instructions BE list WP list Lump sum breakdown Summary per WP BE1 BE2 BE3 BE-WP person months Depreciation co	sts Any	comments	+

- We recommend to use Excel 2010 or a more recent version
- The currency used in the Excel template is EURO
- Read the detailed instructions on the first tab of the Excel file
- For your proposal, you must always use the file provided in the online submission system. For information only, the template is available on the Funding & Tenders Portal.









Fill in the beneficiaries list



('BE list' tab)

1	А	В	С	D	E	F G	н	
2		List of beneficiaries and a	ffiliated ent	ities		Add BE		Apply changes
3	BE/AE nr	BE/AE name	Acronym	Country	Funding rate	\succ		rippiy energed
4	BE1	Beneficiary 1	BE1	BE	100%	Add AE		
5	BE2	Beneficiary 2	BE2	PL	100%	Add AE		
6	BE2-AE1	Affiliated entity to BE2	BE2-AE1	PL	100%			
7	BE3	Beneficiary 3	BE3	ES	70%	Add AE		
8								

- To add a beneficiary, click on the 'Add BE' button to generate an additional line to the table. You can add as many beneficiaries as needed.
- To add an affiliated entity, click on the 'Add AE' button on the line of the beneficiary to which the entity is affiliated.
- For each beneficiary and each affiliated entity, write the **name** and the **acronym** of the organisation and chose the correct **country** and **funding rate** from the drop-down menus.
- Once you have completed the 'BE list' sheet, you must click the '**Apply changes'** button to generate the related tabs in the Excel workbook: one tab will be generated for each beneficiary,

Which funding rate to choose? The funding rate depends of the type of action you are applying to. RIA and CSA topics have a 100% funding rate. For IA topics, the funding rate is 70% (except for non-profit legal entities, where a rate of 100% applies). Other funding rates may be specified in the work programme. For more information on the funding rates applying to your topic, please refer to the topic's specific conditions.











Fill in the work packages list ('WP list' tab)

	А	В	C	D	E	F	G	Н
1		List of V	Vork Packages	Ad	d WP	Apply	changes	*
3	WP-number	WP-name	WP-description			, , , , , , , , , , , , , , , , , , ,	enunges	
4	WP1	Work Package 1						
5	WP2	Work Package 2						
6	WP3	Work Package 3						
7	WP4	Work Pacakge 4						
8								

- To add a work package, click on the 'Add WP' button to generate an additional line to the table. You can add as many work packages as needed. Follow the same order as in the Part B of your application.
- Once you have completed the 'WP list' sheet, you must click the 'Apply changes' button: One table per work package will be added to the beneficiaries' individual sheets.











Fill in the individual beneficiary sheets ('BEx'tab)

6	A	В	C	D
BENEFICIARY	CALCULATION SHEET			
summary		BEN	IEFICIARY 1: Be	eneficiary 1
	COST CATEGORY	UNITS	COST PER UNIT	BE TOTAL COS
	COSTS WORK PACKAGE 1: Work Package 1			
A. DIRECT PERSONNEL	COSTS			
A.1 Employees (or equ	ivalent)			
SENIOR SCIEN	TISTS (or equivalent in the private sector)			
JUNIOR SCIEF	TISTS (or equivalent in the private sector)			
TECHNICAL P	RSONNEL (or equivalent in the private sector)			
ADMINISTRA	IVE PERSONNEL (or equivalent in the private sector)			
OTHERS				
A.2 Natural Persons u	ider direct contract			
A.3 Seconded Persons				
A.4 SME owners and n	atural person beneficiaries		5.080,00	
B. DIRECT SUBCONTRA	CTING COSTS			
C. DIRECT PURCHASE C	DSTS			
C.1 Travel and subsiste	nce			
C.2 Equipment (comp	ete 'Depreciation costs' sheet)			
Equipment				
Infrastructur	2			
Other assets				
C.3 Other goods, work	s and services			
Consumable				
Services for n	eetings, seminars			
Services for d	issemination activities (including website)			
Publication f	es			
Other (shipm	ent, insurance, translation, etc.)			
D. OTHER COST CATEG	DRIES			
D.1 Financial support t	o third parties (if applicable in the topic specific conditions)			
D.2 Internally invoiced	goods and services			
D.3 Transnational acce	ss to research infrastructure unit costs (if mentioned as eligible in the topic specific conditions)			
D.4 Virtual access to re	search infrastructure unit costs (if mentioned as eligible in the topic specific conditions)			
D.5 PCP/PPI procurem	ent costs (if mentioned as eligible in the topic specific conditions)			

- Complete one 'BEx' sheet per beneficiary. This sheet includes one separate section for each work package. For each work package, enter the cost estimations under each cost category used.
- Enter only the **number of units** and the **cost per unit** for each cost category (yellow cells). The total costs per cost category is calculated automatically.
- For the cost per unit, enter only whole numbers (integers)
- If the beneficiary does not contribute to a specific work package, leave the cells empty.







Fill in the individual beneficiary sheets ('BEx' tab) – affiliated entities

BENEFICIARY CALCULATION SHEET							
summary	BEN	EFICIARY 2: B	eneficiary 2	Affiliat	ed Entity: Affiliate	ed entity to BE2	
COST CATEGORY	UNITS	COST PER UNIT	BE TOTAL COSTS	UNITS	COST PER UNIT	AE TOTAL COSTS	BE+AE TOTAL COSTS
COSTS WORK PACKAGE 1: Work Package 1							
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		3.581,40	0,00		3.581,40	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							

If a beneficiary has an affiliated entity, columns for this entity are generated automatically in the 'BE sheet'.







Fill in the individual beneficiary sheets – personnel costs

	A	В	С	D
1	BENEFICIARY CALCULATION SHEET			
2	summary	BEN	EFICIARY 1: B	eneficiary 1
3	COST CATEGORY	UNITS	COST PER UNIT	BE TOTAL COSTS
5	COSTS WORK PACKAGE 1: Work Package 1			
7	A. DIRECT PERSONNEL COSTS			
8	A.1 Employees (or equivalent)			
9	SENIOR SCIENTISTS (or equivalent in the private sector)	1,00	7000,00	7.000,00
10	JUNIOR SCIENTISTS (or equivalent in the private sector)	2,00	3500,00	7.000,00
11	TECHNICAL PERSONNEL (or equivalent in the private sector)			0,00
12	ADMINISTRATIVE PERSONNEL (or equivalent in the private sector)			0,00
13	OTHERS	0,50	3000,00	1.500,00
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

- Enter the total number of units and the average cost per unit for each category of personnel costs
- 1 unit = 1 person-month
- For 'A4. SME Owner and natural person beneficiaries', the cost per unit is predefined













Fill in the individual beneficiary sheets – subcontracting costs

	•			
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/Shor	t Name	
	Cost (€)	Description of tasks and justification
Subcontracting		

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







Fill in the individual beneficiary sheets – direct purchase costs

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	Equipment	1,00	450,00	450,00
23	Infrastructure			0,00
24	Other assets			0,00
25	C.3 Other goods, works and services			
26	Consumables	4,00	1000,00	4.000,00
27	Services for meetings, seminars	1,00	3000,00	3.000,00
28	Services for dissemination activities (including website)			0,00
29	Publication fees	2,00	1000,00	2.000,00
30	Other (shipment, insurance, translation, etc.)			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



REPUBLIG DEVENDENCIALLY, this beneficially must complete MINISTRY OF INDUSTRY AND TECHNOLOGY

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

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





Fill in the individual beneficiary sheets – depreciation costs list

				TOOL: D	EPRECIATI	ON COSTS	LIST			
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
eficiary 1	1	Work Package 1	Equipment	Description of the equipment	10-01-2022	€ 1.500,00	50%	60%	€ 450,00	
eficiary 2	2	Work Package 2	Infrastructures	Description of the infrastructure	March 2022	€ 20.000,00	100%	40%	€ 8.000,00	
									€ -	
									€ -	
									€ -	
	ineficiary name liciary 1 ficiary 2	tneficiary name WP nr liciary 1 1 liciary 2 2	ineficiary name WP nr Work Package name iciary 1 1 Work Package 1 iciary 2 2 Work Package 2	tneficiary name WP nr Work Package name Resource type iciary 1 1 Work Package 1 Equipment iciary 2 2 Work Package 2 Infrastructures	Interficiary name WP nr Work Package name Resource type Short name of the investments iciary 1 1 Work Package 1 Equipment Description of the equipment iciary 2 2 Work Package 2 Infrastructures u u u u	Interficiary name WP nr Work Package name Resource type Short name of the investments Date of purchase (real or planned date of purchase) ficiary 1 1 Work Package 1 Equipment Description of the equipment 10-01-2022 ficiary 2 2 Work Package 2 Infrastructures Description of the infrastructure March 2022	Ineficiary name WP nr Work Package name Resource type Short name of the investments Date of purchase (real or planned date of purchase) ficiary 1 1 Work Package 1 Equipment Description of the equipment 10-01-2022 € 1.500,00 ficiary 2 2 Work Package 2 Infrastructures Description of the infrastructure March 2022 € 2.0000,00	Interficiary name WP nr Work Package name Resource type Short name of the investments Date of purchase (real date of purchase) Purchase cost % used for the project ficiary 1 1 Work Package 1 Equipment Description of the equipment 10-01-2022 € 1.500,00 50% ficiary 2 2 Work Package 2 Infrastructures Description of the infrastructure March 2022 € 20.000,00 100% Image: Control of the infrastructure Image: Control of the infrastructure Image: Control of the infrastructure Image: Control of the infrastructure Image: Control of the infrastructure Image: Control of the infrastructure Image: Control of the infrastructure Image: Control of the infrastructure Image: Control of the infrastructure Image: Control of the infrastructure Image: Control of the infrastructure Image: Control of the infrastructure Image: Control of the infrastructure Image: Control of the infrastructure Image: Control of the infrastructure Image: Control of the infrastructure Image: Control of the infrastructure <td>IOOL: DEPRECIATION COSTS LIST Ineficiary name WP nr Work Package name Resource type Short name of the investments Date of purchase (real date of purchase) Purchase cost % used for the investment % use of the investment ficiary 1 1 Work Package 1 Equipment Description of the equipment 10-01-2022 € 1.500,00 50% 60% ficiary 2 2 Work Package 2 Infrastructures Description of the infrastructure March 2022 € 2.0000,00 100% 40% </td> <td>IOUL: DEPRECIATION COSTS LIST Interficiary name WP nr Work Package name Resource type Short name of the investments Date of purchase (real or planned date of purchase) Purchase cost % use for lifetime of the investment % use for lifetime of the project % use for lifetime of the depreciation costs ficiary 1 1 Work Package 1 Equipment Description of the equipment 10-01-2022 € 1.500,00 50% 60% € 450,00 ficiary 2 2 Work Package 1 Equipment Description of the infrastructure March 2022 € 2.0000,00 100% 40% € 8.000,00 4</td>	IOOL: DEPRECIATION COSTS LIST Ineficiary name WP nr Work Package name Resource type Short name of the investments Date of purchase (real date of purchase) Purchase cost % used for the investment % use of the investment ficiary 1 1 Work Package 1 Equipment Description of the equipment 10-01-2022 € 1.500,00 50% 60% ficiary 2 2 Work Package 2 Infrastructures Description of the infrastructure March 2022 € 2.0000,00 100% 40%	IOUL: DEPRECIATION COSTS LIST Interficiary name WP nr Work Package name Resource type Short name of the investments Date of purchase (real or planned date of purchase) Purchase cost % use for lifetime of the investment % use for lifetime of the project % use for lifetime of the depreciation costs ficiary 1 1 Work Package 1 Equipment Description of the equipment 10-01-2022 € 1.500,00 50% 60% € 450,00 ficiary 2 2 Work Package 1 Equipment Description of the infrastructure March 2022 € 2.0000,00 100% 40% € 8.000,00 4

- 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 **REPUBLIC OF TURKEY** MINISTRY OF INDESTRY N be declared as full capitalised costs. In that case of full capitalised costs must be encoded in the **AND TECHNOLOGY** "C.2 Equipment".







Fill in the individual beneficiary sheets other direct costs and indirect costs

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.











Lump sum breakdown

- 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.

	ESTIMATED PER WORK	BREAKDOV PACKAGE	VN OF THE I AND PER BE	LUMP SUM NEFICIARY		
BENEFICARIES	Work Package 1	Work Package 2	Work Package 3	Work Pacakge 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%	
	Y					COMPETITIVE

Excel file

Part A (online forms)







Summary tables

SUM OF ALL BENEFICIARIES (including AFFILIATED ENTITIES) FOR ALL THE	WORK	PACKAGES					
	ALL B (without a	ENEFICIARIES offiliated entities)	ALL AFFI	LIATED ENTITIES	ALL BENI (with affilia	EFICIARIES ted entities)	
COST CATEGORY	UNITS	BE TOTAL COSTS	UNITS	AE TOTAL COSTS	UNITS (TOTAL)	AVERAGE COST PER UNIT	BE+AE TOTAL COSTS
COSTS WORK PACK	AGE: 1	Work Packa	ge 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	19.750,00
JUNIOR SCIENTISTS (or equivalent in the private sector)	3,50	10.500,00	1,00	2.500,00	4,50	2.888,89	13.000,00
TECHNICAL PERSONNEL (or equivalent in the private sector)	0,00	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		0,00
OTHERS	0,50	1.500,00	0,00	0,00	0,50	3.000,00	1.500,00
A.2 Natural Persons under direct contract	0.00	0.00	0.00	0.00	0.00		0.00
A.3 Seconded Persons	0,00	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		0,00
B. DIRECT SUBCONTRACTING COSTS							
	1.00	30.000.00	0.00	0.00	1.00	30.000.00	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	7.700.00
Construction of the second state and the second state and							

TOTAL PERSON/MONTHS FOR A	LL BENEFICIARIES (INCLU	DING AFFILIATED ENTITIE	S) PER WP		
					Percenta
WORK PACKAGES	Beneficiary 1	Beneficiary 2	Beneficiary 3	Total	ge
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 Pacakge 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%	44,5%	23,2%	100,0%	

- The 'Summary per WP' and 'BE-WP person months' table are produced automatically.
- They will be used by evaluators during the evaluation of your proposal.











Uploading the Excel file



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

Edit forms 🖋	View history Print preview 0		
art B and Annexe	'S		
n this section you m Part B	ay upload the technical annex of the proposal (in PDF format only) and any	other requested at	ttachments. 😧

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.

REPUBLIC downawase keep a copy of the original .xlsm file. MINISTRY OF INDUSTRY AND TECHNOLOGY







Teşekkür ederim!



Q&A

Time to ask your questions!

Thank you!













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