

# Financial aspects at proposal stage

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## Costs at the proposal stage

No.	Name of beneficiary	Country	Role	Personnel costs/€	Subcontracting costs/€	Purchase costs - Travel and subsistence /€	Purchase costs - Equipment/€	Purchase costs - Other goods, works and services/€	Internally invoiced goods and services/€ (Unit costs-usual accounting practices)	Indirect costs/€	Total eligible costs	Funding rate	Maximum EU contribution to eligible costs	Requested EU contribution to eligible costs/€	Max grant amount	Income generated by the action	Financial contributions X	Other sources of funding - IKOP X	Own resources	Total estimated income	IKAA X
1	Participant	FR	Coordinator																		
2	Participant	FR	Affiliated																		
3	Participant	UK	Partner																		

**Comments:**

- **Financial contributions: not applicable**
- **IKOP: automatically calculated, no need to fill in**
- **IKAA: field not applicable to us yet**

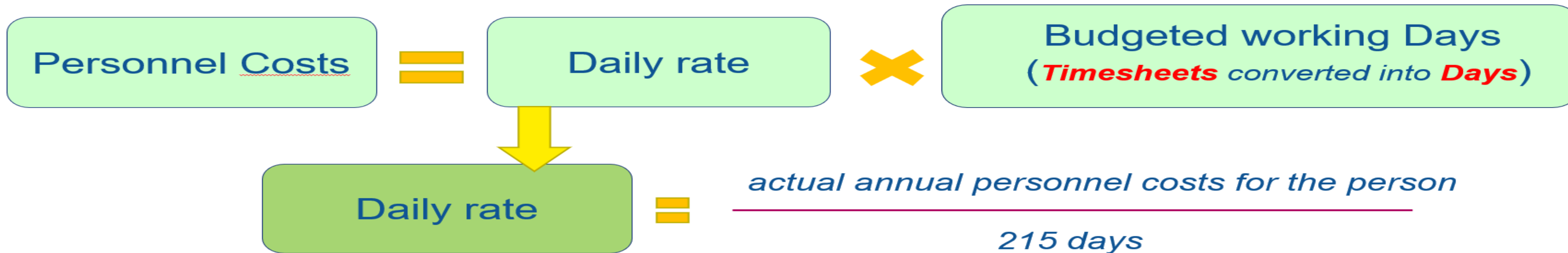
## A. Personnel Costs

- **Part B, Table 3.1f: Summary of staff effort**
- **Best closest estimate expressed in Person/Months effort**

	WPn	WPn+1	WPn+2	Total Person- Months per Participant
Participant Number/Short Name				
Participant Number/ Short Name				
Participant Number/ Short Name				
<b>Total Person Months</b>				

## A. Personnel Costs


1. Costs for employees
  2. Costs for natural persons with direct contract
  3. Costs for seconded person by third party against payment
- } → Actual costs



4. Costs for SME owners and natural persons not receiving salary → Unit costs


**Unit cost** = (EUR 5 080 / 18 days) × Country correction coefficient of the country

## B. Subcontracting

- Part B, Table 3.1g: Subcontracting costs items
- Contract for goods, works or services
- .....that are defined as “action tasks” 
- Best closest market price estimate
- No 25% flat rate for indirect cost
- ***NEW : Subcontracting work in all EU member states + Associated countries***


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

## C. Purchase costs

- Part B, Table 3.1h: Purchase costs
- Travel and subsistence (e.g. tickets, accommodation)
- Equipment (durable equipment, infrastructure, other assets)  
*Depreciation costs or  
Leasing / renting or*  
**NEW: full capitalised costs if foreseen in the call/topic only** 
- Other goods, works and services (consumables, promotion, dissemination, protection, translations, certificates, etc)
- Best closest market price estimate

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

## D. Internally invoiced goods and services

- **Part B, Table 3.1i: Other costs categories items – Internally invoiced goods and services**
- **If in the call conditions** 
- **Examples:**
  - self-produced consumables (e.g. electronic wafers, chemicals)
  - use of specific devices or facilities needed for the action (e.g. clean room, supercomputer facilities, microscope)
  - standard test or research and development processes (e.g. genomic test, mass spectrometry analysis)
  - hosting services for visiting project team members participating in the action (e.g. housing, canteen).
- **Not** Internal invoices: Administrative support, accounting or general cleaning.
- **Declared as Unit costs : according to usual accounting practice & based on actual costs/cost drivers**
- **NEW: no additional 25% flat rate for indirect costs, as actual indirect costs may be included the unit costs**

Participant Number/Short Name		
	Cost (€)	Justification
Internally invoiced goods and services		
...		

## In-kind contributions

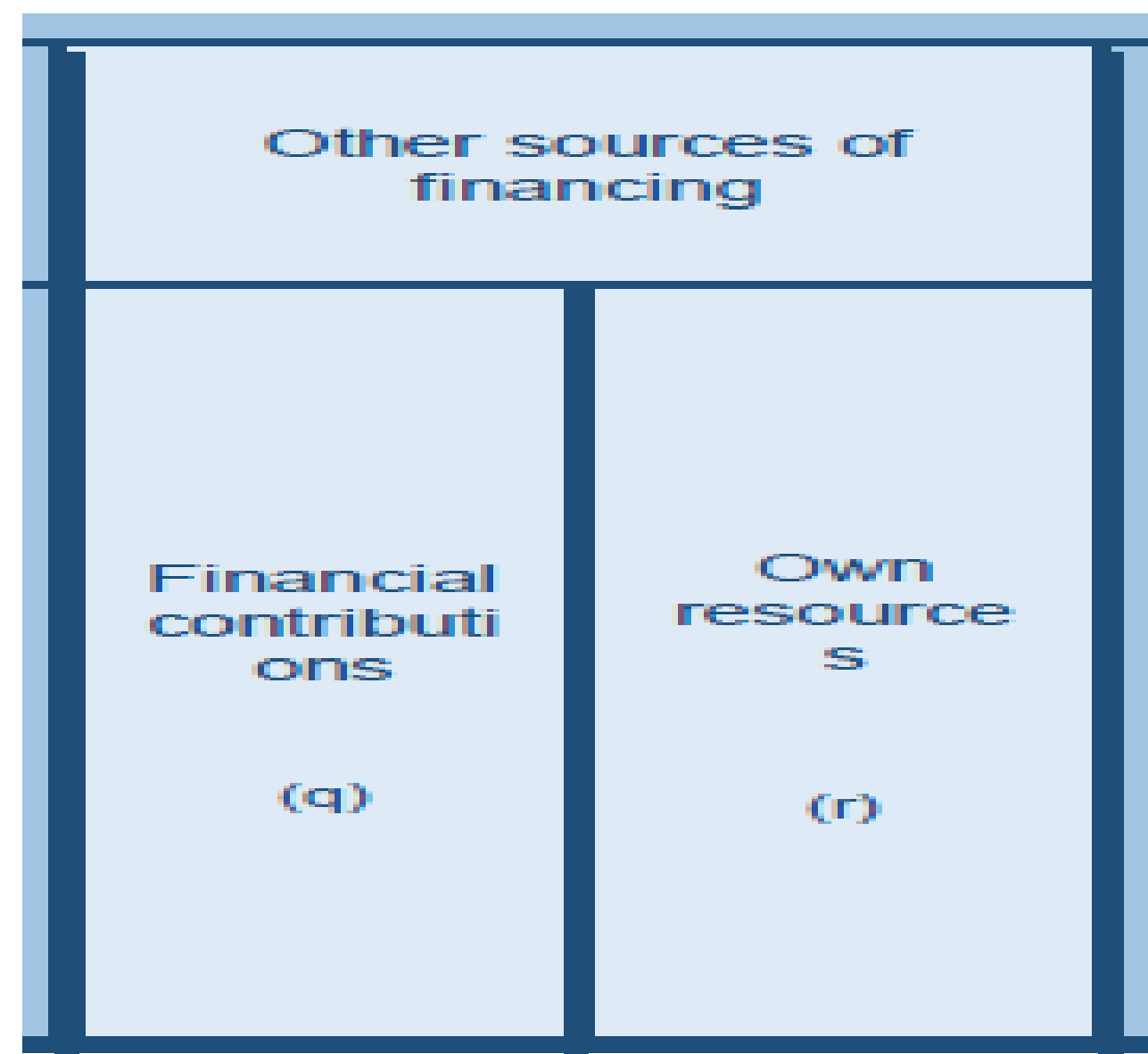
- Part B, Table 3.1j: In-kind contributions provided by third parties
- Making available resources to a beneficiary for free

Participant Number/Short Name			
Third party name	Category	Cost (€)	Justification
	<b>Select between</b> Seconded personnel Travel and subsistence Equipment Other goods, works and services Internally invoiced goods and services		



## Associated Partners (NEW)

- May implement action tasks but no need for capital or legal link to a beneficiary
- Costs can NOT be declared, either not eligible or not requesting funding
- Not signatory to the GA, thus consortium must ensure (e.g. consortium agreement) that the assigned tasks are implemented



# Resources currently accessible for projects:

[Funding and Tenders Opportunities Online Portal](#)

[How to participate - Reference Documents](#)

[Support - Online manual](#)

[Support - IT How to](#)

## Reference documents

The page reference documents of the programmes managed on the EU Funding & Tenders Portal including legal documents, work programmes, model grant agreements and guides for specific actions.

## Online Manual

Step-by-step online guide through the Portal processes from proposal preparation and submission to reporting on your on-going project. Valid for all 2021-2027 programmes.

## H2020 Online Manual

Step-by-step online guide through the Portal processes from proposal preparation and submission to reporting on your on-going project. Only valid for Horizon 2020.

## IT How to

IT support guide with step-by-step walkthroughs and videos.

## Glossary

A list of funding and tender definitions.

Questions?  
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the code #InfoDay2023



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