





Lump sum proposals: Hands-on tips for Part B and Budgeting

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Lump sum Proposals in Horizon Europe 1 February 2024

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General aspects of lump sum budgets

Basic facts

- Form of grant: lump sum grant for the completion of work packages
- Budget is an estimation (see HE Lump Sum MGA Art.5.4): you need to try to foresee all costs
- Eligibility still applies both at budgeting and reporting
- Budget flexibility is not applicable

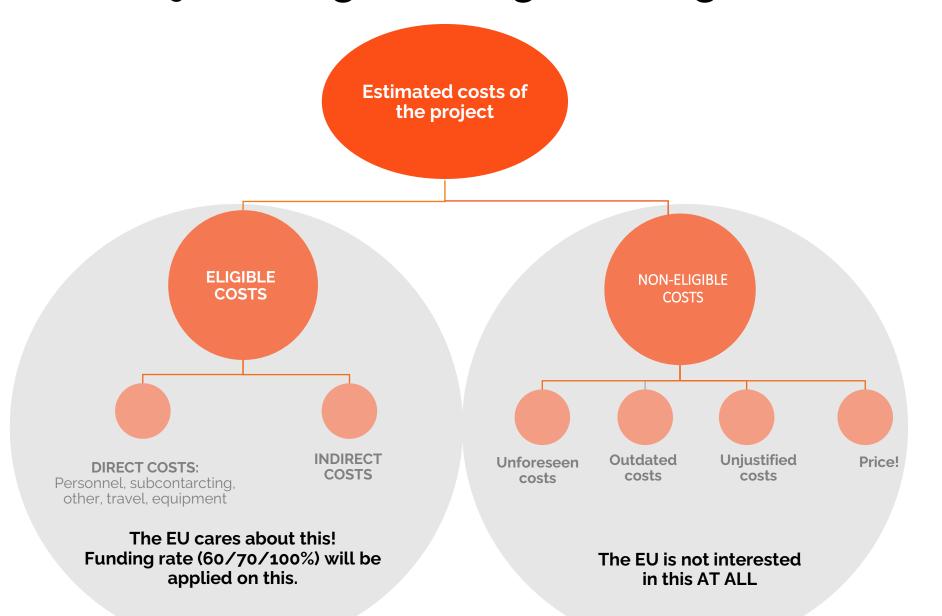
Type of MGA
HORIZON Lump Sum Grant [HORIZON-AG-LS]

Deadline date
05 March 2024 17:00:00 Brussels time



Project budget vs. Eligible budget







Direct Cost Categories

- Personnel costs (A)
 - as actual costs
 - as unit costs
- Subcontracting (B)
 - as actual costs only!
- Purchase costs (C)
 - Travel costs as actual costs only! (C1)
 - Equipment and infrastructure costs- as actual costs only! (C2)
 - Other goods and services as actual costs only! (C3)
- Other costs (D)
 - Financial support to Third Parties (FSTP) (D1)
 - Internally invoiced goods and services (D2)
 - Transnational access cost to Research Infrastructure (D3)
 - Virtual access cost to Research Infrastructure (D4)
 - PCP/PPI (D5)
 - Euratom Cofund staff mobility costs (D6)
 - ERC Additional funding (D7)
 - ERC Additional funding SC, FSTP, IIGS (D8)



Indirect Costs

FLAT-RATE overheads

For all beneficiaries: 25% on the top of the total direct eligible costs, excluding:

- Subcontracting
- Costs of in-kind contribution to third parties which are not used on the beneficiary's premises
- Costs of providing financial support to third parties
- Lump-sums or unit costs including indirect costs
- Specific cost categories (including internally invoiced goods and services)

It's automatically added to the direct costs.



Funding rates

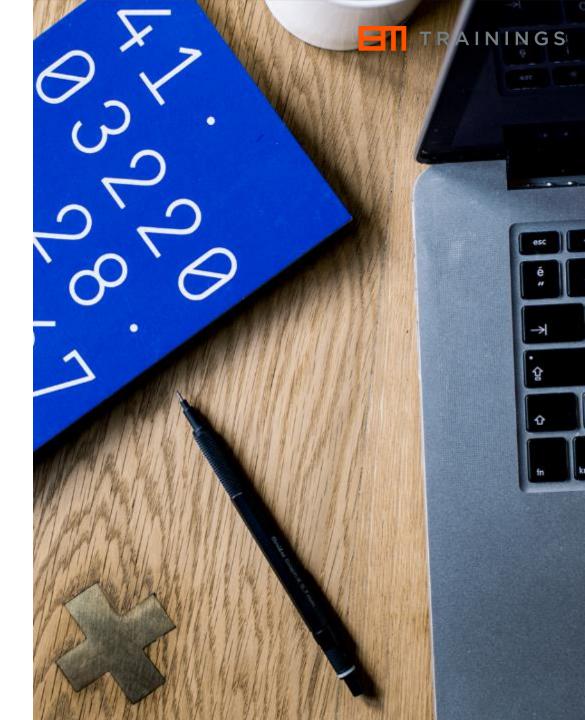
"One project - One Rate" principle

- 100% reimbursement for all in Research and Innovation Actions (RIA) and in Coordination and Support Actions (CSA)
- 70% reimbursement in Innovation Actions* (IA) with the exception of:



100% funding for **non-profit** entities in IA

* Further exceptions to funding rates may apply in specific calls (e.g. 50%/60%)



Planning of lump sum proposals

Budgeting at the proposal phase

- The budget is also important <u>for you</u>
- The detailed lump sum budget estimation will help in the implementation
- Evaluators will assess the budget (unlike in actual cost grants) – both quantitatively (€) and qualitatively (resources)
- Need to demonstrate a stronger link between implementation and budget
- More time needed for budget preparation



Budget Preparation Process

- Overseen by the Coordinator
- Bottom up vs. top-down approach
- Asking for data for the detailed budget:
 - Average monthly salary per staff category; number of person-months (units) needed to conclude the planned work in the work packages
 - Purchase costs per WP
- Draft version
- Revision
- Balancing (by the Coordinator)
- Final version







Updates in proposal templates

Part A - Declarations

10) For Lump Sum Grants with a detailed budget table: We understand and accept that the EU lump sum grants must be reliable proxies for the actual costs of a project and confirm that the detailed budget for the proposal has been established in accordance with our usual cost accounting practices and in compliance with the basic eligibility conditions for EU actual cost grants (see <u>AGA - Annotated Grant Agreement, art 6</u>) and exclude costs that are ineligible under the Programme. Purchases and subcontracting costs must be done taking into account best value for money and must be free of conflict of interest. *



Part B - Implementation

3.1 Work plan and resources [e.g. 14 pages (19 pages for topics using lump sum funding) - including tables]

RIA/IA → Total page limit: 50 pages

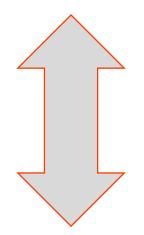
3.1 Work plan and resources [e.g. 10 pages (13 pages for topics using lump sum funding) – including tables]

CSA → Total page limit: 33 pages



Budget and Resources

Budget



→ Part A – 3. Budget + Detailed lump sum budget (Excel file to be uploaded)

Mandatory attachment

Resources -> Part B of the proposal

Section 3.1: Work plan and resources



Lump sum budget in Part A

3 - Budget

No	Name of Beneficiary	Country	Role	Requested grant amount
1	Geonardo Environmental Technologies Itd	HU	Coordinator	213 375.00
2	International Iniziative For A Sustainable Built Environment Italia Research And Development Srl	ΙΤ	Partner	585 312.50
3	Felicity-tools Informatikai Szolgaltato Kft	НИ	Partner	333 187.50
4	Centro De Investigaciones Estrategicas Y De Desarrollo Economico Y Social De Malaga Ciedes	ES	Partner	244 042.50
5	Hochschule Fur Angewandte Wissenschaften Munchen	DE	Partner	550 000.00
6	Ceske Vysoke Uceni Technicke V Praze	CZ	Partner	362 187.50
7	University College Cork - National University Of Ireland, Cork	IE	Partner	299 375.00
8	Comune Di Torino	ІТ	Partner	160 312.50
9	Envirobat-bdm	FR	Partner	350 325.00
10	Granlund Oy	FI	Partner	257 550.00
		Total		3 355 667.50

Lump sum budget in the GA



Project: [insert number] — [insert acronym] — [insert call identifier]

EU Grants: [JUST/REC Lump Sum MGA — Multi & Mono]: V1.0 – 01.06.2021

ANNEX 2

ESTIMATED BUDGET

ANNEX 2 XXX LUMP SUM MGA -- MULTI & MONO

ESTIMATED BUDGET (LUMP SUM BREAKDOWN) FOR THE ACTION

		Estimated EU contribution										
		Estimated eligible lump cun contributions (per work package)										
	VP1 [name]	WPZ [name]	₩P3 Inanel	WP4 Iname1	WP5Inane]	WP6 [name]	WP7 [name]	WP6 In annel	WP3 [name]	WP10 (name)	WPDXI	Maximum grant amount ²
Forms of handing	/Languers contribution./Financing not lisked to costs./	/ Lumpours contribution // Pinusois gnot lisked to costs /	/Lempisem costs Bullon // Pis ensing glast linked to costs:/	/Lamp sem sontribution./Financi agnortinhed to costs:/	/Lempisem coelabution / Fleureing notifished to social/	/ Lump sum contribution // Financi ng sot in kedito costs /	/Lamp sem contribution,/ Financin gaor linked to costs./	/ Lamp sem contribution / Finesci agnortinhed to costs:/	/ Lump sum contribution / Pinancing sor inked to costs:/	/ Lump sum contribution / Pinancing sor linked to costs /	/Lumpsom contribution / Financing not lithed to contr./	
	3	ь	د	4			٥	h .	i	i	h .	l = e+b+c+d+e+f+g+h+1+ + k
1 - [phort name beneficiary]												
1.1 - [phort name affiliated entity]												
2 - [phort name beneficiary]												
2.1 - [chort name affiliated entity]												
X - [short name accodisted partner]												
Тотай совсоління												





[insert programme name (acronym)]

Model Grant Agreement

Lump Sum Grants

(JUST/REC Lump Sum MGA- Multi & Mono))

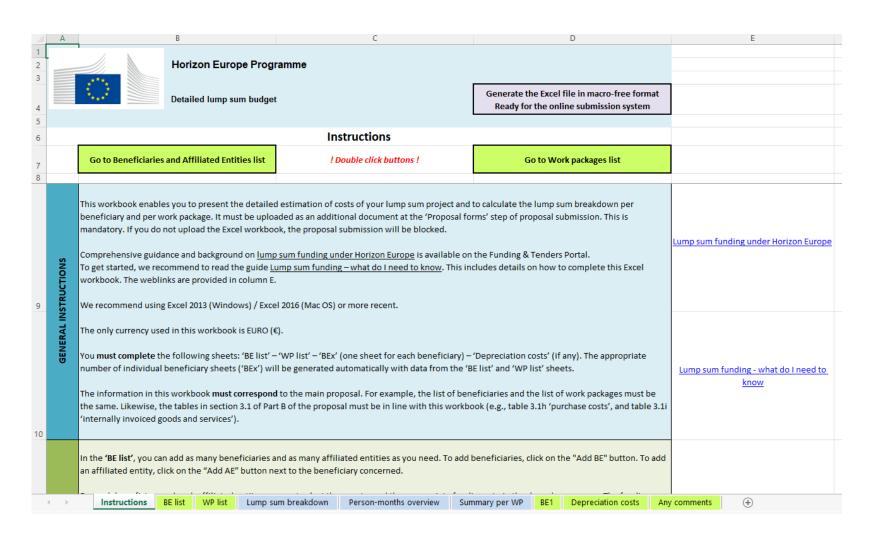
Version 1.0 01 June 2021

Voclaimer

This document is eithed at assisting applicants. It shows the full range of provisions that may be applied to this type of agreement, and is provided for information purposes only. The legally binding agreement will be that which is stoned by the posteries in the system.



Lump sum – Detailed budget table (1/2)



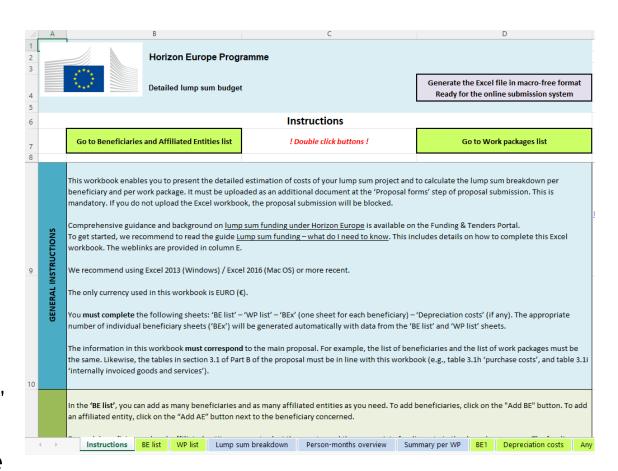
- Save as xlsm
- Submit as xlsx or xls
- Keep the original files

Download the detailed LS budget template here:



Lump sum – Detailed budget table (2/2)

- Read the instructions carefully
- Table to be filled in per beneficiary, providing a breakdown of all applicable cost categories per WP
- "Units" are defined only for personnel costs → person-month (PM)
- PM rates should be specified per staff category
- Estimated costs must follow the eligibility rules
- Costs must be realistic, value for money, and needed for implementation
- Additional details can be provided in the last tab "Any comments"



	summary	/		BENE	FICIARY 1: Eu	ıropa	Media	
			UNITS	COST PER UNIT	BE TO	OTAL COSTS		
			COSTS WORK PACKAGE 1: Project Management and Coordin	rdination				
D	DIRECT PERS	ONNEL COS	eTS					
1	Employees	(or equivale	ent)					
	SENIOR	SCIENTISTS	(or equivalent in the private sector)	3.00	7500.00		22,500.0	
	JUNIOR	SCIENTISTS	(or equivalent in the private sector)	2.00	4500.00		9,000.0	
	TECHNIC	CAL PERSON	NEL (or equivalent in the private sector)				0.0	
	ADMINI!	TRATIVE PE	RSONNEL (or equivalent in the private sector)				0.0	
	OTHERS						0.0	
2	Natural Per	sons under	direct contract				0.0	
3	Seconded F	ersons					0.0	
4	SME owner	s and natur	al person beneficiaries		3,657.60		0.0	
D	IRECT SUBC	ONTRACTIN	IG COSTS					
							0.0	
D	IRECT PURC	HASE COST	S					
1	Travel and	ubsistence		4.00	1050.00		4,200.00	
2	Equipment	(complete '	Depreciation costs' sheet)					
	Equipme	ent					0.0	
	Infrastru	icture					0.0	
	Other as	sets					0.0	
3 (Other good	s, works an	d services					
	Consum	ables					0.0	
_	Services	for meeting	gs, seminars	1.00	3000.00		3,000.00	
			nation activities (including website)			,	0.0	
	Publicat						0.0	
			surance, translation, etc.)				0.0	
			Any comments					
			Ally collinelits					
r	BE ref	WP ref	Comments					
	1	1	Room rent and catering services for the 1st progress meeting	—				
	+-	+						
1 Travel cost unit rate for 1 person/2-night trip to project meeting/review meetings (4							J	
	1		units in total)					



Units and unit costs



WP1 Project Management and Coordination	EM
	P1
Kick-off meeting M1, Estonia	2 100,00€
1st Progress meeting M7, Hungary during Untold Stories Conference 2023	- €
2nd progress meeting M12, Slovenia during PODIM 2024	- €
3rd Progress meeting M17, Poland during Wolves Summit 2024	- €
Final meeting M24, Slovenia, during PODIM 2025.	- €
Review meeting 2024 - Brussels (M13)	1 050,00€
Review meeting 2025 - Brussels (M24)	1 050,00€
TOTAL WP1	4 200,00€

E	M
P	1
	2
	0
	0
	0
	0
	1
	1
	4,00€

	Airfare	Per diem	Accomm.	Nights	Pax	Total	
EM	600	75	150	2	1	1050	1pax/partner1

- What is the unit?
- Unit cost calculation
- Justification in comments if needed
- Differentiation potentially between partners and/or work packages as relevant



Part B - Resources

Table 3.1f: 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 personmonth figure in bold.

	WPn	WPn+1	WPn+2	Total Person- Months per Participant
Participant				
Number/Short Name Participant Number/				
Short Name				
Participant Number/				-6
Short Name				
Total Person Months				76

Table 3.1i: 'Other costs categories' items (e.g. internally invoiced goods and services)

Please complete the table below for each participants that would like to declare costs under other costs categories (e.g. internally invoiced goods and services), irrespective of the percentage of personnel costs.

Participant Number/Short Name			
Cost (€)	Justification		

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).

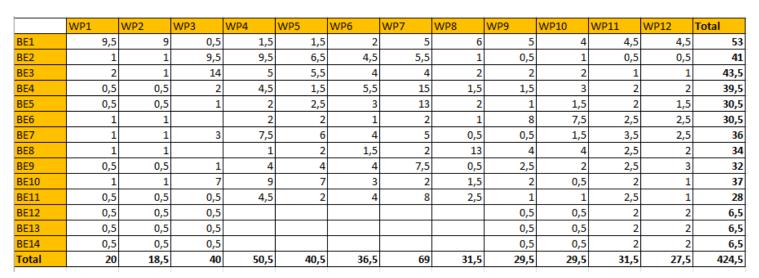
Participant Number/Short	t Name	
	Cost (€)	Description of tasks and justification
Subcontracting		

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

Please complete the table below for each participant if the purchase costs (i.e. the sum of the costs for 'travel and subsistence', 'equipment', and 'other goods, works and services') exceeds 15% of the personnel costs for that participant (according to the budget table in proposal part A). The record must list cost items in order of costs and starting with the largest cost item, up to the level that the remaining costs are below 15% of personnel costs.

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

Table 3.1f: Summary of staff effort





9/		
	Cost (€)	Description of tasks and justification
Subcontracting	30.000	WP2 - Conduct a study on best practices and return on experiences on
		buildings and neighbourhoods involved in our assessment schemes BDM
		and QDM (20.000EUR)
		WP3 - experts in facilitation of working group and subcontracting of
		experts on risk management and adaptation in urban planning
		(10.000EUR)

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

P10/1	Cost (€)	Justification
Travel & s	30.600	ChaRL and ABM Training and supervision x 3, Participatory training and
		design, MGMT meetings
Other g/w/s	15.000	ABM library/coding modules service, CFS
Total	45.600	-



Unit: 1 travel to ChaRL and ABM Training

Comments in the budget (A):
Flight ticket 500 EUR, per diem 60 EUR/day,
accommodation 120 EUR/night – 2 night trip for 2
people = 2x860 EUR/person = 1720 EUR
Or

2 people travelling for 2 nights to Berlin = 1720 EUR



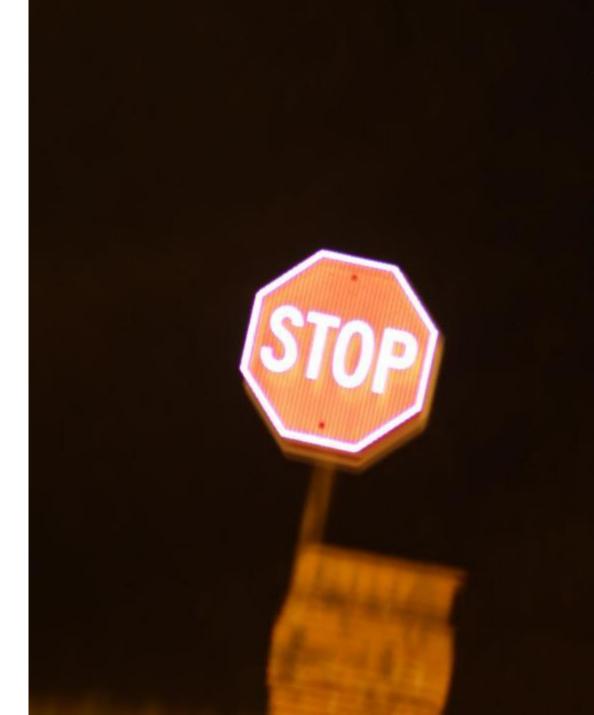


Tips for Part B

- Higher number of WPs (split but don't artificially modify)
- More details on the division of responsibilities among partners within WPs and tasks
- Less complex work plan with fewer interdependencies
- Different/tailored project management structure (consider under section 3.2: Consortium as a whole)
- Deliverable/milestone schedules to be aligned and cross-checked
- More precise wording of tasks, deliverables, milestones
- Cross-check the figures in the Excel and Part B for consistency

Potential problems

- Overinflated budget (abnormal PM rate, excessive cost items)
- Unjustified budget (poor/missing explanation in Part B / Comments)
- Unclear responsibilities
- WP descriptions not allowing to identify completion
- Domino effect due to failure in WPs (non-performing partners or technical issues)



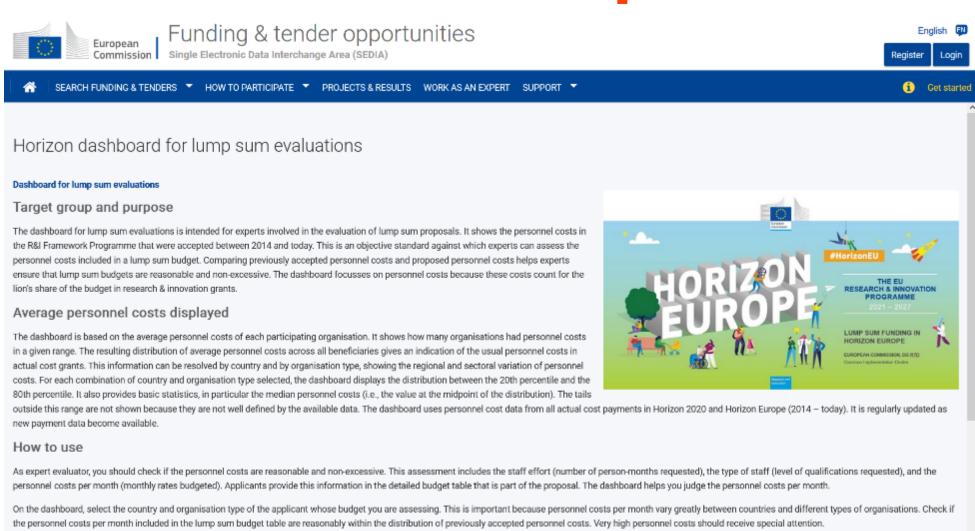
Evaluation of lump sum proposals

Assessment of the lump sum budget and resources

- The lump sum budget to be evaluated under the criterion "quality of implementation" (Section 3 of Part B)
- **Quantitative** assessment: are the figures reasonable?
- Qualitative assessment: are the planned resources necessary and justified?
- Experts will be able to make recommendations on the budget and resources
- Significant shortcomings in the lump sum budget may lead to a lower score



Horizon dashboard for lump sum evaluations



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Case study:

What would an actual cost grant look like as a lump sum grant?



List of work packages - Before

WP No.	Work Package Title	Lead Participant No.	Lead Participant Short Name	Person- Months	Start Month	End month
WP1	Project management and coordination	1	GEO	36	М1	M36
WP2	Baseline assessment and Mapping	2	IUNG	56	М3	M24
WP3	Stakeholder Engagement	5	CSCP	102.5	М1	M36
WP4	E-solutions for Sustainable governance and green transition	1	GEO	71.5	М3	M36
WP5	Knowledge Transfer and Capacity Building	10	WR	116.5	М6	M36
WP6	Policy and roadmaps for national bioeconomy strategies and action plans	9	ULS	104.5	M12	M36
WP7	Dissemination and Project sustainability	3	G!E	63.5	М1	M36



List of work packages – After

WP No.	Work Package Title	Lead Participant No.	Lead Participant Short Name	Person- Months	Start Month	End month
WP1	Project management and coordination RP1	1	GEO	16	М1	M18
WP2	Project management and coordination RP2	1	GEO	20	M19	36
WP3	Baseline assessment and Mapping	2	IUNG	56	М3	M24
WP4	Stakeholder Engagement	5	CSCP	30	М1	M6
WP5	National bioeconomy hubs	6	CLuBE	72.5	М6	M36
WP6	E-solutions for Sustainable governance and green transition	1	GEO	71.5	М3	M36
WP7	Knowledge Transfer and Capacity Building Strategy	10	WR	43	М6	M18
WPS	Knowledge Transfer and Capacity Building Actions	7	RISE	73.5	M12	М36
WP9	Policy and roadmaps for national bioeconomy strategies and action plans	9	ULS	104.5	M12	M36
WP10	Dissemination and Project sustainability RP1	3	G!E	30	М1	M18
WP11	Dissemination and Project sustainability RP2	3	G!E	33.5	M19	M36

4 WPs to be completed in RP1

Changes:

- WP scopes
- WP durations
- WP leaders
- Effort distribution



Work Package Title

Project management

and coordination RP1

Project management

Lead

Participant

No.

1

Lead

Participant

Short Name

GEO

Person-

Months

3616

Start

Month

M1

End

month

M1836

WP No.

WP1



Gantt chart Before



Gantt Chart - Work Plan	Gantt Chart - Work Plan	M1	M2	M3	MS MS	2 2	M7	M8	6M	M10	M11	M13	M14	M15	M17	M18	M19	M21	M22	M23	M24	MZ6	M27	128	M29	M31	M32	M33	M34 M35	M36
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Gantt chart After

Gantt Chart - Work Plan	M1	M2	MA MA	MS	M6	M7	8W	6W	M10	M12	M13	M14	M15	M16	M17	M19	M20	M21	M22	M23	M25	M26	M27	M28 M29	M30	M31	M32	M33	M34	M35	3
WP1: Project Management and Coordination RP1																													-	+	1
T.1.1 Monitoring progress and quality control			+								Н									\top									+	+	1
T.1.2 Reporting to the European Commission	Н	+	+			Н	\dashv	+	+	+	Н	\dashv	_	+	+					+									+	+	1
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WP3: Baseline assessment and mapping	\vdash	-																											Ŧ	Ŧ	1
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T.3.2 Definition of sustainability criteria and performance indicators	+	Ŧ	Ŧ												+	+	H	-	\dashv	+	+	1							+	+	1
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WP4: Stakeholder engagement						H	\dashv	\dashv												T		1					H		+	+	1
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T.6.2 Self-assessment tool for bioeconomy promotion																T															1
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WP7: Knowledge transfer and capacity building strategy																													T	T	1
T.7.1 Knowledge transfer strategy for the bio-economy																													T		1
T.7.2 Decision making; adapting to target countries																													T	T	1
WP8: Knowledge transfer and capacity building actions																															
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T.8.2 Evaluating & drawing guidance																															
WP9: Policy and roadmaps for national bioeconomy strategies and action plans		4	1	1		П	_	1																							4
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WP10: Dissemination, Communication and project sustainability RP1			+								Н	_							_	+	_								+	+	4
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Gantt Chart - Work Plan	M1	M2	Ā	MS	M6	MB	MB	M11	M12	M14	M15	M17	M18	M10	M21	M22 M23	M24	M25 M26	M27	M28	M30	M31	M32	M34	M35
WP1-WP2: Project Management and Coordination RP1 -RP2									Н																
T.1.1\T2.1Monitoring progress and quality control RP1-RP2																									
T.1.2\T2.2vReporting to the European Commissiont RP1-RP2			\top	\Box	\top	+			H		\Box			+	\Box	\top	T		\top		\top			\Box	
T.1.3\T2.3 Data Management RP1 -RP2		\vdash	\top	\Box		\top		\top	\Box		\vdash	\top		\top	\Box	\top	T	\vdash		\Box				\Box	
WP3: Sustainability competence baseline assessment and mapping												\top			П							\top	\top	\Box	
T.3.1 Mapping and assessment of existing educational programmes and curricula											\Box		П	\top	\Box	\top	\top	\Box	\top	\Box	\top	\top	\top	\Box	\Box
T.3.2 Definition of performance indicators evaluation tool	Т			П							\Box		П	\top	П	\top	\top	\Box		\Box	\top	\top	\top	\Box	\Box
T.3.3.Evaluation of programmes\gaps for the inclusion of new curriculum			T	П		П							П	\top	П	\top	T	П		П		\top	\top	\Box	\Box
WP4-WP5: Working groups for co-creation of new sustainability curriculum guidelines RP1-RP2																									
T.4.1 Establishment of the thematic Working Groups across disciplines RP1				П		П			П				П	Т	П		Т	П				\Box	Т	\Box	\Box
T.4.2 Engagement with Working Groups RP1				П		П																\Box		\Box	
T.4.3 Development of first version of new curriculum RP1				П		П			П									П				T		\Box	
T.4.4 Development of syllabus for the inclusion of new curriculum across subjects RP1				П																		\Box			
T.5.1 Second round of WG sessions RP2																									
T.5.2 Final Curricula Guidance document RP2				П																					
T5.3 Final CONCUR Syllabus				П																					
WP6-WP7: NBS Innovation Communities and experiential learning activities RP1-RP2				П									П												
T6.1\T7.1 Development of a roadmap for the implementation, testing and monitoring of CONCUR				П					П																
curriculum at Innovation Community sites RP1-RP2				$ \ $																					
T.6.2\T7.4Establishing teaching and training materials for collaborative learning and delivering in NBS				П		\top								\top	\Box	\top								\Box	\Box
Innovation Communityes RP1-RP2																									
T7.2 NBE employment opportunities and regional support programme RP2				\Box		\top			П					\top	П	\top		П		\Box			\top	\Box	\Box
T7.3 NBS Innovation Communities implementation of experiential learning activities RP2			Τ	П		\sqcap			П						П		Т	П						\Box	
WP8: NBS Knowledge Platform and Digital Services																									
T.8.1 CONCUR Knowledge Platform				П					П																
T.8.2 CONCUR E-learning platform				П		\Box																			
T.8.3 CONCUR Digital Academy Matchmaking Tool				П		П			П					Т	П							Π		\Box	
WP9-WP10: Dissemination and Communication RP1-RP2																									
T9.1\T10.1Dissemination and Communication Plan and Visual Identity RP1				П		П			П				П	Т		\top						T		\Box	
T9.2\T10.2 Joint dissemination and communication actions, scientific publications RP1-RP2				П		П									П									\Box	
T9.3 CONCUR Online "Climathon": Innovation Challenge on biodiversity RP1				П		П			П						П							TT		\Box	
T10.2 Final CONCUR Conference in Brussels RP2																									
WP11-WP12: Exploitation and mainstreaming biodiversity and NBS education RP1-RP2																									
T11.1\T12.1 Exploitation Plan and project sustainability RP1-RP2																									
T11.2\T12.2Collaboration with sister projects, platforms, initiatives and the EU NBS portfolio RP1-RP2																									
T11.3\12.3 Policy recommendations and uptake RP1-RP2				П																					
T11.4\12.4 Involvement of follower regions RP1-RP2																									



Focus on deliverables - Before

WP6: E-solutions for Sustainable governance and green transition (M6-36)

D.6.1 Inventory of good practices for establishment of bioeconomies and green transition (M8)

D.6.2 Self-assessment tool for bioeconomy promotion (M9)

D.6.3 E-learning platform for promoting bioeconomy and sustainable governance (M12)

D.6.4 CEE2ACT B2B matchmaking online tool (M12)



Focus on deliverables - After

WP6: Development of E-solutions for Sustainable governance and green transition (M6-12)

D.6.1 Inventory of good practices for establishment of bioeconomies and green transition (M8)

D.6.2 Self-assessment tool for bioeconomy promotion (Mg)

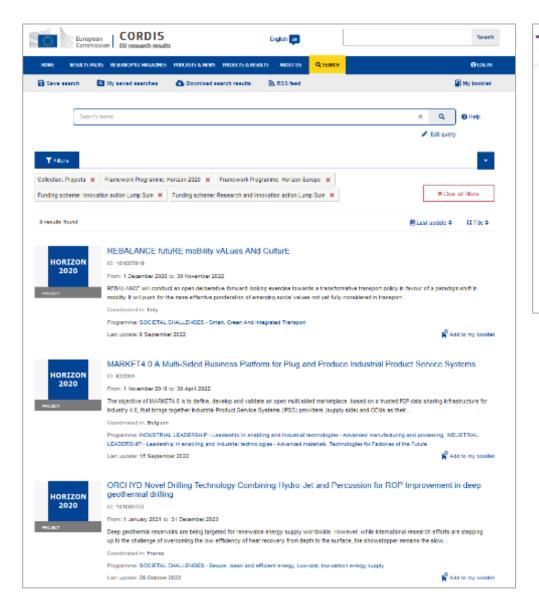
D.6.3 E-learning platform for promoting bioeconomy and sustainable governance (M12)

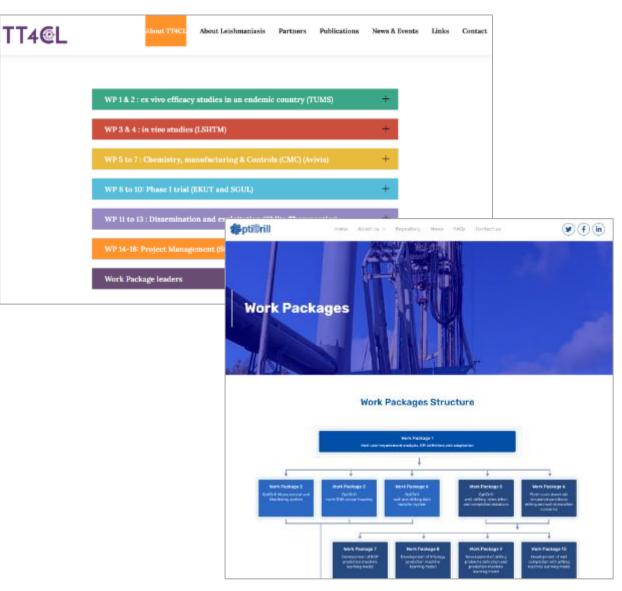
D.6.4 CEE2ACT B2B matchmaking online tool (M12)

WP7: Demonstration of E-solutions for Sustainable governance and green transition (M13-36)

D7.1 Report on the demonstration of E-solutions (M36)

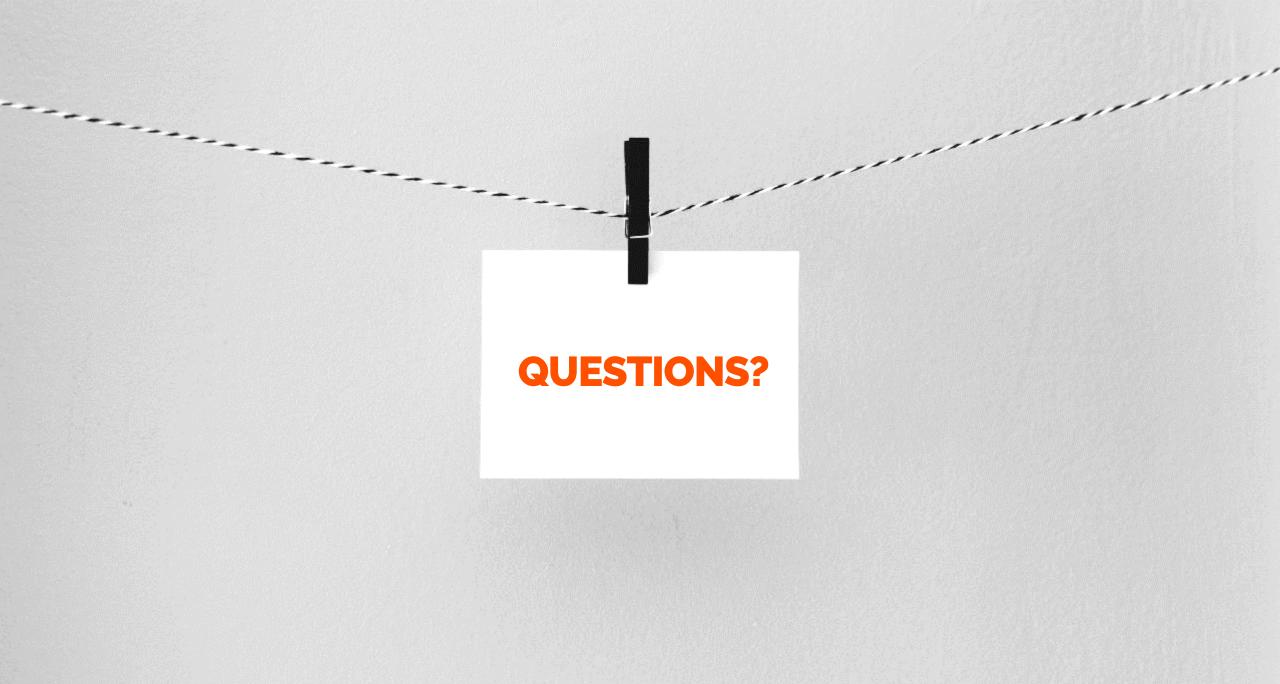
Examples of lump sum projects





Case study:

A real lump sum proposal budget under Horizon Europe





Krisztina Toth krisztina.toth@europamedia.org

