



Erasmus+: Capacity Building in Higher Education Focus on Sub-Saharan Africa

Information session

16 December 2021

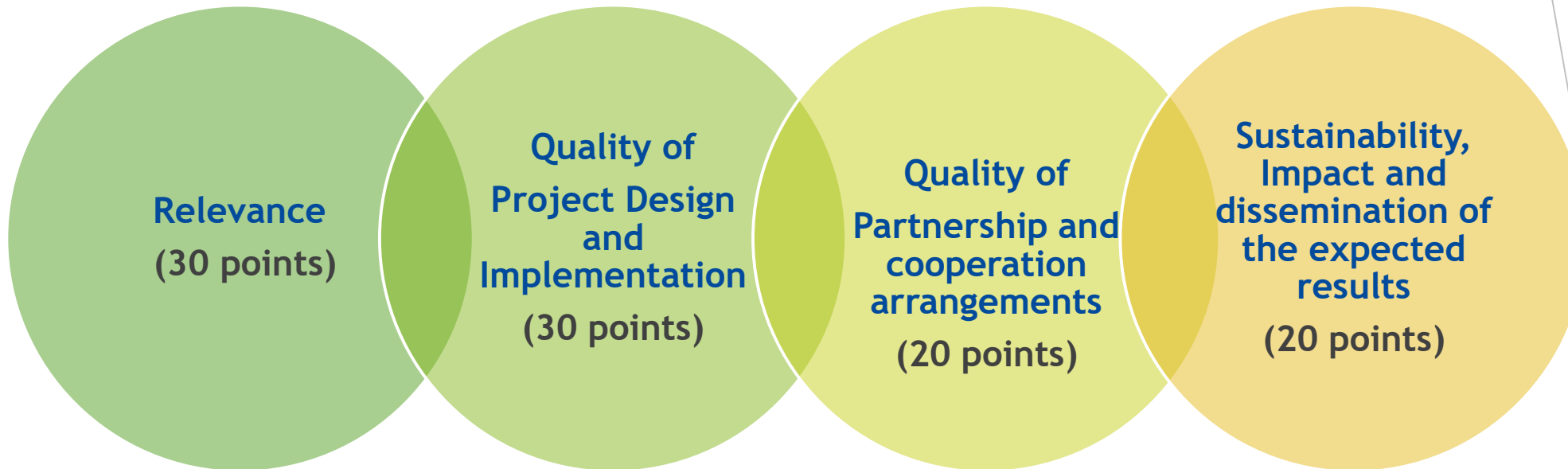
*European Education and Culture
Executive Agency*

Elena Palavrova - Stephan Wynants

EACEA.A.4

Award Criteria

Award criteria



- Proposals must score **at least 60/100 points** in total to be selected
- **At least half of the maximum points** for each award criterion.
- In case of equal score, priority to proposals scoring highest under "**Relevance of the project**" and then "**Sustainability, impact and dissemination of the expected results**".

Award criteria

Relevance of the project

Purpose

- Relevant to objectives and activities of CBHE and specificities of the Strand,
- Adequate response to current needs of the target country(ies) or Region(s) and of the target groups,
- The extent to which the proposal addresses the EU overarching priorities.

Objectives

- Based on a sound needs analysis; clearly defined, specific, measurable, achievable, realistic,
- They address issues relevant to the participating organisations and development strategies for higher education in the eligible third countries not associated to the programme.

Link to EU policy and initiatives

- The proposal takes into account and enhances complementarity/synergies with other interventions funded by the EU and other entities.

EU added value

- The proposal demonstrates that similar results could not be achieved without the cooperation of HEIs from the EU Mem.

Overarching priorities

Green deal

Digital transformation

Migration and Mobility

Governance, peace, security and human development

Sustainable growth and jobs

Award criteria

Relevance of the project



Lack of an appropriate needs analysis adapted to the features of the project

Target groups or beneficiaries have not been precisely identified

Award criteria

Quality of the project design and implementation

Coherence

- Consistency between project objectives, methodology, activities and the budget proposed,
- Coherent and comprehensive set of appropriate activities to meet the identified needs and the expected results.

Methodology

- The logic of the intervention is of good quality, planned outputs and outcomes are coherent and feasible, and key assumptions and risks have been clearly identified. LFM is sound and adequate.

Work plan

- Quality and effectiveness of the work plan are in line with their objectives and the deliverables,
- the relation between the resources and the expected results is adequate and the work plan is realistic, with well-defined activities, time-lines, clear deliverables and milestones.

Budget

- Cost efficiency and appropriate financial resources for a successful implementation of the project,
- The estimated budget is neither overestimated nor underestimated.

Quality control

- Control measures (continuous quality evaluation, peer reviews, benchmarking activities, mitigating actions etc.) and quality indicators ensure a project implementation of high quality.

Environmental sustainability

- The project is designed in an eco-friendly way.

Ensure coherence in LFM intervention logic

<p>Medium, long run To reduce unemployment of graduates in Ethiopia</p>	<p>% of graduates employment 10 months after the new diploma</p>	<p>Regional and university statistic</p>	
<p>Expected at the end of the project Creation of 8 new curricula addressing professional profiles requested by the labour market</p>	<p>25 students enrolled in each new curriculum</p>	<p>How indicators will be measured</p>	<p>Assumptions & Risks</p>
<p>Accreditation and implementation of 8 new Bachelors co-designed by academia and enterprises (2 x HEIs) Creation of new teaching materials Students placement system</p>	<p>20 teachers trained in each HEI 20% of e-learning courses 20 new textbooks drafted All enrolled students having attended an internship</p>	<p>How indicators will be measured</p>	<p>Assumptions & Risks</p>
<p>Meetings with enterprises Teachers training Drafting accreditation documents Drafting new manuals Sep up of a placement mechanism</p>	<p>Inputs</p>		<p>Assumptions & Risks</p>

Award criteria

Quality of the project design and implementation



Preparation phase is too long

Lack of consistency between the different parts of the proposal

Costs effectiveness of the proposal is not ensured

Unbalanced distribution of budget

Award criteria

Quality of the partnership and the cooperation arrangements

Management

- Solid arrangements are foreseen,
- Timelines, governance structures, collaboration arrangements and responsibilities well defined and realistic.

Composition

- Appropriate mix of organisations with the necessary competences relevant to the objectives of the proposal and to the specificities of the Strand,
- most appropriate and diverse range of non-academic partners.

Tasks

- Roles and tasks are assigned on the basis of the specific know-how, profiles and experience of each partner.

Collaboration

- Effective mechanisms to ensure efficient collaboration, communication and conflict resolution between the partner organisations and any other relevant stakeholders.

Commitment

- The contribution from the project partners is significant, pertinent and complementary,
- the proposal demonstrates the partners' involvement, commitment and ownership of the project's specific objectives and results, in particular from the third countries not associated to the programme.

Award criteria

Quality of the partnership and the cooperation arrangements



The proposal includes staff that will not participate in the project

Unbalanced distribution of responsibilities among the partners

Award criteria

Sustainability, impact and dissemination of the expected results

Exploitation

- How the outcomes of the project will be used by the partners and other stakeholders; how multiplier effects will be ensured and it provides means to measure exploitation within the project funding time and after.

Dissemination

- Clear and efficient plan for the dissemination of results, appropriate activities and their timing, tools and channels to be spread effectively to all relevant stakeholders and non-participating audience, reaching out and attracting relevant stakeholders to the outcomes within and after the project's funding time.

Impact

- Ensuring a continuous and sustainable response to the existing barriers and the increase of accessibility of students/staff with fewer opportunities to the learning opportunities and resources offered by the HEIs.
- Increasing the international cooperation capacities of institutions in third countries not associated to the programme.
- Tangible impact on its target groups and relevant stakeholders at local, national or regional level,
- Measures, goals and indicators to monitor progress and assess the expected impact at individual, institutional and systemic level.

Open access

- Materials, documents and media produced freely available and promoted through open licenses and without disproportionate limitations.

Sustainability

- How the project results will be sustained financially and institutionally and how the local ownership will be ensured.

Award criteria

Sustainability, impact and dissemination of the expected results



Involve the relevant stakeholders

Address sustainability since the beginning

A competitive application...

- ✓ demonstrates that the **combination of all its elements** will produce **concrete and sustainable results** for the benefit of all the parties concerned
- ✓ has been **prepared and agreed jointly** by all **consortium partners**
- ✓ has received the **full institutional commitment** and support of **all consortium partners**
- ✓ is **ready to start** immediately after the selection decision

KEY WORDS for a competitive application

Coherent in its entirety

- avoid contradictions; avoid "patchwork"

Concrete

- use examples, justify your statements, bring evidence

Clear

- follow the questions and answer them in the right order

Simple language

- also complex subjects can be explained in a plain language. Keep most sentences 10-15 words long.

Explicit

- do not take anything for granted; do not assume experts will always understand; avoid abbreviations or explain them the 1st time

Rigorous

- the application is the basis on which your project will be implemented; it is also the cornerstone of your partnership commitment

Focused

- stick to what is asked

Complete

- ensure you have followed all the instructions and that the proposal fulfils all the mandatory requirements



New budget type

Lump sum II: approach – basic principles



Lump sum II – Why using lump sums?

Simplification:

Lump sum system removes all obligations on actual cost reporting – i.e. a major reduction of administrative burden

Focus on performance:

Shift from focus on financial management and checking costs to focus on the content of the projects

Lump sum II – Work Packages

- Applicant will divide their project in WPs and reflect this division in the budget attached to the application
- Each Work Package will define the activities/outputs and the corresponding deliverables.

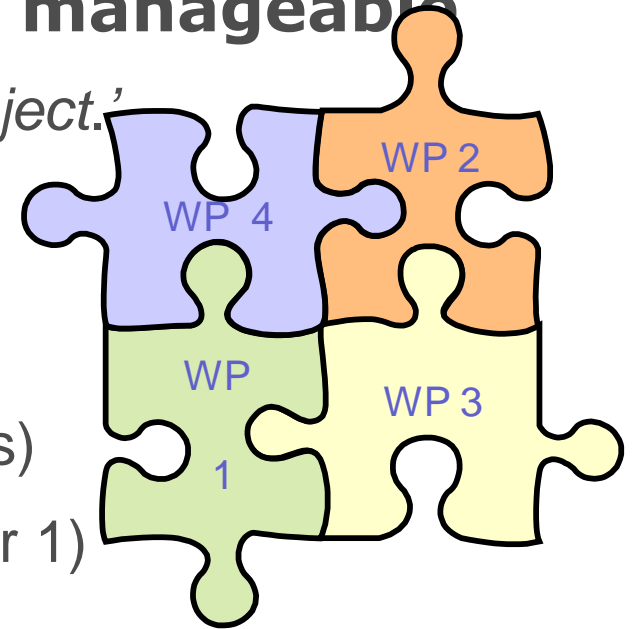


Lump sum II – How many work packages

As many as needed but no more than what is manageable

'Work package means a major sub-division of the proposed project.'

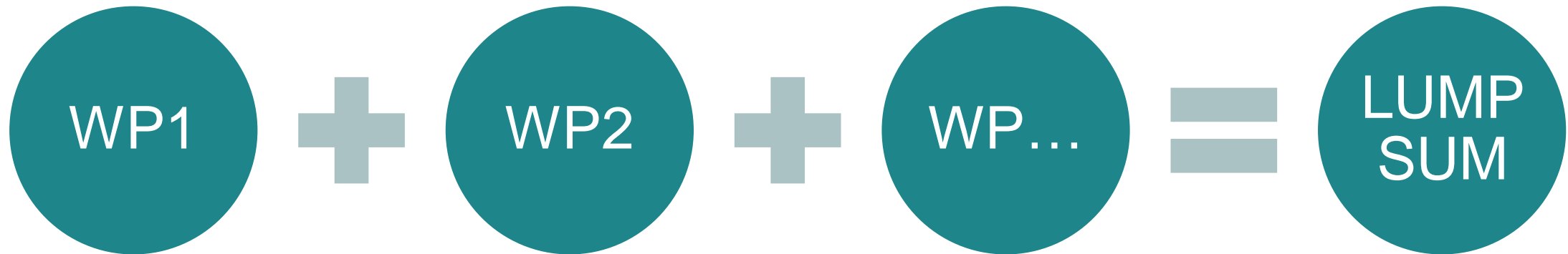
- ✘ A single activity is not a WP
- ✘ A single task is not a WP
- ✘ A % of progress of work is not a WP (e.g. 50 % of the tests)
- ✘ A lapse of time is generally not a WP (e.g. activities of year 1)



Horizontal work packages (e.g.: Management, Dissemination and Exploitation, etc.) may be approached differently

Beneficiaries might work simultaneously and/or sequentially in different WPs

Lump sum II – Work Packages



Lump sum II – Budget allocation

Lump sum = Maximum grant amount

Max. liability of the beneficiary after payment of balance

	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



Share of the lump sum per WP

Lump sum II – What is checked during the evaluation process?

Detailed estimation of costs



WPs split v/s activities and expected outputs



Co-financing rate



Maximum amount of the grant



Recommendations for changes in the budget

Lump sum II – Detailed budget table

- Applicants have to submit an Excel workbook with the detailed estimation of costs
- The purpose of the Excel workbook is twofold:
 - Supporting applicants in preparing their detailed budget estimate
 - Allowing evaluators to assess the adequacy between the activities described in the proposal and the proposed resources

1. Presentation of the Excel table

Instructions

1	This proposal workbook for Lump Sum calculation must be uploaded as an additional document in the step called 'Fill in Proposal' of proposal submission. Please note that if you do not upload the Excel workbook, the proposal cannot be submitted (the system will not allow you to submit).
2	According to the Lump sum scheme, the lump sum 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.
3	We recommend using Excel 2010 or more recent.
4	The only currency used in this worksheet is EURO.
5	The first thing you need to do is to set the appropriate Maximum Grant Amount in row 32 of this sheet and the % of cofinancing in row 33 (both in column E). This data can be found on the Portal under Topic Conditions section 6. Proposal templates, guidance and model grant agreements (MGA)
6	You then have to fill in only the following sheets: 'Beneficiaries List' – 'Work Package list' – 'BEx' (one sheet for each Beneficiary) – 'Depreciation costs' (if any) and the last column of the 'Proposal Budget' sheet with the Requested EU Contribution. The appropriate number of individual Beneficiary sheets ('BEx') will be automatically generated with data from the 'Beneficiaries List' and 'Work Package list'
7	You first need to start filling in the sheet 'Beneficiary list' where you are asked to enter all participants in the project including any Affiliated Entity To add beneficiaries, please doubleclick on the appropriate icon Once you are done please ensure that the changes are applied by double clicking the relative icon
8	Once you have completed the 'Beneficiaries List' – 'Work Package list' sheet, you must click the "Apply changes" button to generate the related sheets in the Excel workbook.
9	At this stage your spreadsheet is ready to be edited Beneficiary by Beneficiary (BEx) for all the workpackages concerned You are requested to enter for each Beneficiary Spreadsheet, all the related costs of each WorkPackage

Read carefully the tab instructions where you will find the information needed to fill in this Excel file

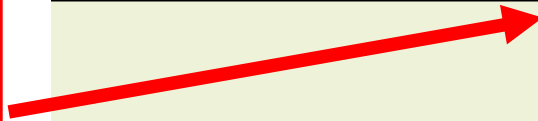
1. Presentation of the Excel table

<i>FILL IN THE BELOW VALUES BEFORE STARTING:</i>	
Insert the name of your call :	<input type="text"/>
Insert the acronym of your project :	<input type="text"/>
Maximum amount for the EU CONTRIBUTION :	TYPE HERE THE MAXIMUM EU CONTRIBUTION
Co-financing rate :	TYPE HERE THE CO-FINANCING RATE

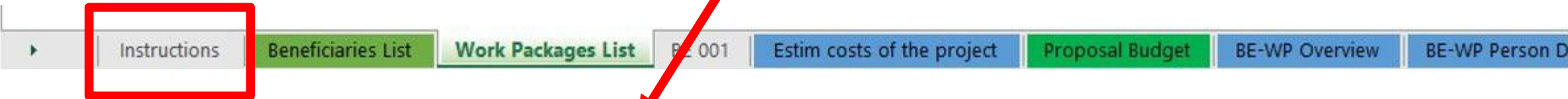
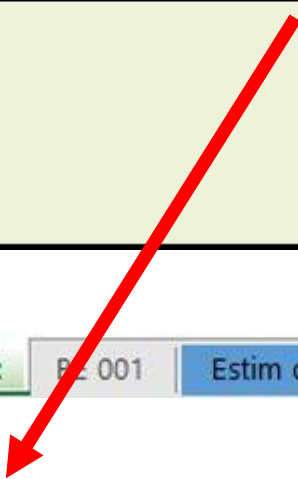
PRINT PDF

Double-Click to activate

Please indicate the **EU** Co-financing rate



FILL IN THE BELOW VALUES BEFORE STARTING:
TYPE HERE THE MAXIMUM EU CONTRIBUTION
TYPE HERE THE CO-FINANCING RATE



You will first have to fill in that information in the tab « instructions » based on the information mentioned in the Erasmus+ Programme guide

2. Presentation of the Excel table

The screenshot shows an Excel spreadsheet with the following structure:

A. DIRECT PERSONNEL COSTS	
A1. Employees (or equivalent) man days (you can change the types based on your structure)	
Senior experts	
Type 2	
Type 3	
Type 4	
Other	

At the bottom of the spreadsheet, there is a navigation bar with the following tabs: Instructions, Beneficiaries List, Work Packages List, BE 001, Estim costs of the project, Proposal Budget, BE-WP Overview, and BE-WP Person D.

Mention the type of staff that will work on the project. You can split your staff in maximum 5 types (See slide further on 'tab BE 001')

2. Beneficiaries list

Instructions

1	This proposal workbook for Lump Sum calculation must be uploaded as an additional document in the step called 'Fill in Proposal' of proposal submission. Please note that if you do not upload the Excel workbook, the proposal cannot be submitted (the system will not allow you to submit).
2	According to the Lump sum scheme, the lump sum 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.
3	We recommend using Excel 2010 or more recent.
4	The only currency used in this worksheet is EURO.
5	The first thing you need to do is to set the appropriate Maximum Grant Amount in row 32 of this sheet and the % of cofinancing in row 33 (both in column E) . This data can be found on the Portal under Topic Conditions section 6. Proposal templates, guidance and model grant agreements (MGA)
6	You then have to fill in only the following sheets: 'Beneficiaries List' – 'Work Package list' – 'BEx' (one sheet for each Beneficiary) – 'Depreciation costs' (if any) and the last column of the 'Proposal Budget' sheet with the Requested EU Contribution. The appropriate number of individual Beneficiary sheets ('BEx') will be automatically generated with data from the 'Beneficiaries List' and 'Work Package list'
7	You first need to start filling in the sheet 'Beneficiary list' where you are asked to enter all participants in the project including any Affiliated Entity To add beneficiaries, please doubleclick on the appropriate icon Once you are done please ensure that the changes are applied by double clicking the relative icon
8	Once you have completed the 'Beneficiaries List' – 'Work Package list' sheet, you must click the "Apply changes" button to generate the related sheets in the Excel workbook.
9	At this stage your spreadsheet is ready to be edited Beneficiary by Beneficiary (BEx) for all the workpackages concerned. You are requested to enter for each Beneficiary Spreadsheet, all the related costs of each WorkPackage

These 4 tabs will have to be filled in in order for your Detailed budget table to be complete, before uploading it into the Submission system

2. Beneficiaries list

List of Beneficiaries and Affiliated Entities			
<i>BE NR/AE</i>	<i>BE/TP name</i>	<i>Acronym</i>	<i>Country</i>
BE 001	Université Libre de Bruxelles	ULB	BE

APPLY CHANGES
Remove this Beneficiary

Instructions	Beneficiaries List	Work Packages List	BE 001	Estim costs of the project	Proposal Bud
--------------	---------------------------	--------------------	--------	----------------------------	--------------

Complete the information
related to your organisation

2. Beneficiaries list

List of Beneficiaries and Affiliated Entities			
BE NR/AE	BE/TP name	Acronym	Country
BE 001	Université Libre de Bruxelles	ULB	BE

APPLY CHANGES
Remove this Beneficiary

Instructions	Beneficiaries List	Work Packages List	BE 001	Estim costs of the project	Proposal Bud
--------------	---------------------------	--------------------	--------	----------------------------	--------------

**Double click on « apply changes »
once the information is duly
completed or after any change**

3. Beneficiaries list

The screenshot displays a software interface with a spreadsheet on the left and a dialog box on the right. The spreadsheet has columns A through G and rows 1 through 19. A blue box titled 'TASKS IN PROGRESS' is overlaid on the spreadsheet, containing a list of seven tasks, each with a green checkmark:

- 1 Update from BENEFICIARIES LIST
- 2 Update from WORK PACKAGES LIST
- 3 Update DETAILED SUMMARY TABLE
- 4 Update BE-WP Person Days
- 5 Update TECHNICAL CALCULATIONS
- 6 Update PROPOSAL BUDGET
- 7 Update BE-WP Overview

The dialog box on the right is titled 'PROPAGATE CHANGES for both Beneficiaries and Work Packages Lists' and contains an information icon and the text 'Job done!'. An 'OK' button is highlighted with a red box. A red arrow points from this button to another red box containing the text 'Click here'. At the bottom of the spreadsheet, the 'Beneficiaries List' tab is highlighted with a red box.

3. Work Packages list

List of Work Packages		Actions (double-click to activate)	
WP Nbr	WP Label	APPLY CHANGES	Add a Work Package
WP 001	Studies and reports 2021	Remove this Work Package	

▶	Instructions	Beneficiaries List	Work Packages List	BE 001	Estim costs of the project	Proposal Budget	BE-WP Overview	BE-WP Person D
---	--------------	--------------------	---------------------------	--------	----------------------------	-----------------	----------------	----------------

**Complete the information related to your different work packages
Coherently with PartB**

3. Work Packages list

List of Work Packages		Actions (double-click to activate)	
WP Nbr	WP Label	APPLY CHANGES	Add a Work Package
WP 001	Studies and reports 2021	Remove this Work Package	
WP 002	Studies and reports 2022	Remove this Work Package	

► | Instructions | Beneficiaries List | **Work Packages List** | BE 001 | Estim costs of the project | Proposal Budget | BE-WP Overview | BE-WP Person D

Double click here to add a Work Package

Double click here to remove the Work Package

3. Work Packages list

List of Work Packages		Actions (double-click to activate)	
WP Nbr	WP Label	APPLY CHANGES	Add a Work Package
WP 001	Studies and reports 2021	Remove this Work Package	
WP 002	Studies and reports 2022	Remove this Work Package	

▶	Instructions	Beneficiaries List	Work Packages List	BE 001	Estim costs of the project	Proposal Budget	BE-WP Overview	BE-WP Person D
---	--------------	--------------------	---------------------------	--------	----------------------------	-----------------	----------------	----------------

Double click on « apply changes » once the information is duly completed or after any change

3. Work Packages list

The screenshot displays a software interface with a spreadsheet on the left and a dialog box on the right. The spreadsheet has columns A through G and rows 1 through 19. A blue-bordered box titled 'TASKS IN PROGRESS' is overlaid on the spreadsheet, containing a list of seven tasks, each with a green checkmark icon:

- 1 Update from BENEFICIARIES LIST
- 2 Update from WORK PACKAGES LIST
- 3 Update DETAILED SUMMARY TABLE
- 4 Update BE-WP Person Days
- 5 Update TECHNICAL CALCULATIONS
- 6 Update PROPOSAL BUDGET
- 7 Update BE-WP Overview

The dialog box on the right is titled 'PROPAGATE CHANGES for both Beneficiaries and Work Packages Lists' and contains an information icon and the text 'Job done!'. An 'OK' button is highlighted with a red box. A red arrow points from this button to another red box containing the text 'Click here'. At the bottom of the spreadsheet, the 'Work Packages List' tab is highlighted with a red box.

European Commission

4. Report of the estimated actual costs

BE 001		BE 001			BE 001
Université Libre de Bruxelles		Université Libre de Bruxelles			BE+AE TOTAL CO
		UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	
Total WORK PACKAGES:					
Studies and reports 2021					
A. DIRECT PERSONNEL COSTS					
A1. Employees (or equivalent) man days					
	Type 1			-	
	Type 2			-	
	Type 3			-	
	Type 4			-	
	Other			-	
A.2 Natural persons under direct contract					
A.3 Seconded persons					
A.4 SME Owners without salary					
A.5 Volunteers					
B. Subcontracting costs					
C. Purchase costs					
C.1 Travel and subsistence per travel or day					
	Travel			-	
	Accommodation			-	
	Subsistence			-	
	C.2 Equipment (please refer to the Depreciation Cost sheet)			-	
	C.3 Other goods, works and services			-	
	Consumables			-	
	Services for Meetings, Seminars			-	
	Services for communication/promotion/dissemination			-	
	Website			-	
	Artistic Fees			-	
	Other			-	

Reference to the Work Package

Just go down in the Excel sheet to see the other Work Packages

You have to fill in the estimated actual cost per Work Package

Cells that need to be filled in

For each cost (line) both columns have to be filled in

The other columns will be automatically calculated

The indirect costs are automatically calculated and are intended to cover all costs linked to the general administration of the project (PCs, portables, supplies, paper, electricity, etc.)

W/P 001

4. Report of the estimated actual costs

BE 001 Université Libre de Bruxelles	BE 001 Université Libre de Bruxelles			BE 001 BE+AE TOTAL CO
	UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	
Total WORK PACKAGES:				
Studies and reports 2021				
A. DIRECT PERSONNEL COSTS				
A1. Employees (or equivalent) man days				
Type 1				-
Type 2				-
Type 3				-
Type 4				-
Other				-
A.2 Seconded persons under direct contract				
A.3 Seconded persons				
A.4 SME Owners without salary				
A.5 Volunteers				
B. Subcontracting costs				

See initial slides 'Instructions' to update the type of staff.

You have to encode your costs using the following unit: 1 unit is 1 person-day

You first have to calculate average amounts if you have different costs per staff member

A. DIRECT PERSONNEL COSTS	
A1. Employees (or equivalent) man days (you can change the types based on your structure)	
Type 1	
Type 2	
Type 3	
Type 4	
Other	



5. Proposal Budget

		Other	D.1 Financial support to third parties	TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)	E. Indirect costs 7% (rounded to zero decimals)	TOTAL COSTS (A+B+C+D+E)	MAX EU CONTRIBUTION = 80 % of 14.766 € or 250.000 €	Your maximal EU contribution corresponding to your budget = 11.813 €	
		D. Other cost categories					Max EU CONTRIBUTION	Requested EU - CONTRIBUTION	
Université de Bruxelles	ULB	-	-	13.800	966	14.766	11.813	<input type="text"/>	<input checked="" type="checkbox"/>
TOTAL	Consortium	-	-	13.800	966	14.766	11.813	<input type="text"/>	<input checked="" type="checkbox"/>

Beneficiaries List	Work Packages List	BE 001	Estim costs of the project	Proposal Budget	BE-WP Overview	BE-WP Person Days	Depreciation C
--------------------	--------------------	--------	----------------------------	------------------------	----------------	-------------------	----------------

Complete this cell and put the requested EU contribution amount

You need to have 2 green ticks and no red cross in order to go to the next step (See next page)

5. Proposal Budget

Due to decimals and rounded amounts you could have to slightly update the amount (withdrawing 1 €) in order to respect the maximal contribution

		Other	D. Other cost categories	D.1 Financial support to third parties	TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)	E. Indirect costs 7% (rounded to zero decimals)	TOTAL COSTS (A+B+C+D+E)	MAX EU CONTRIBUTION = 80 % of 14.766 € or 250.000 €	Your maximal EU contribution corresponding to your budget = 11.813 €
Université de Bruxelles	ULB	-	-	-	13.800	966	14.766	11.813	11.813
TOTAL	Consortium	-	-	-	13.800	966	14.766	11.813	11.813

		Other	D. Other cost categories	D.1 Financial support to third parties	TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)	E. Indirect costs 7% (rounded to zero decimals)	TOTAL COSTS (A+B+C+D+E)	MAX EU CONTRIBUTION = 80 % of 14.766 € or 250.000 €	Your maximal EU contribution corresponding to your budget = 11.813 €
Université de Bruxelles	ULB	-	-	-	13.800	966	14.766	11.813	11.812
TOTAL	Consortium	-	-	-	13.800	966	14.766	11.813	11.812

Navigation: Beneficiaries List | Work Packages List | BE 001 | Estim costs of the project | **Proposal Budget** | BE-WP Overview | BE-WP Person Days | Depreciation C

6. Complementary information

TOOL: DEPRECIATION COSTS LIST											
<i>BE nr</i>	<i>Beneficiary name</i>	<i>WP nr</i>	<i>Work Package name</i>	<i>Resource type</i>	<i>Short name of the investments</i>	<i>Date of purchase</i>	<i>Purchase cost</i>	<i>% used for the project</i>	<i>% use for lifetime of the investment</i>	<i>Charged depreciation costs per investment</i>	<i>Justification: Needed info for depreciation</i>

If you claim equipment costs, you will have to fill in these cells in order to calculate the depreciation costs to be charged to the project

The amounts are not automatically transferred to the “BE 001” sheet

7. Upload the file in the application

16	Data in the "Section 3 - Budget" table in the Part A of the eForm of the proposal submission tool must be identical to amount you entered in the "Proposal Budget" sheet of this Excel workbook under the heading Requested EU Contribution . You can copy the data from this Excel workbook directly in the Part A of the proposal submission tool.
17	The "BE-WP Overview", "Estim costs of the project" and "BE-WP person days" sheets are there for your information and will be used during evaluation.
18	If you have any comment, you can use the "Any comments" sheet.
19	The format of this Excel workbook is .xlsm because it uses macros to generate automatically some data. Always save it as .xlsm . However, this format cannot be uploaded to the submission system for security reasons. So please also save a copy as an .xlsx or .xls document (and not as .xlsm) and upload it to the proposal submission tool, at Step 5 of the submission process. Always keep a copy of the original .xlsm file . To save the workbook as .xlsx document, in Excel click on "File" and then "Save as"; in the "Save as" dialog box, choose

Go back to the first tab « Instruction » and **double click** on « PRINT PDF » in order to save this Excel file under pdf format on your computer (« documents » folder)

FILL IN THE BELOW VALUES BEFORE STARTING:

Insert the name of your call :	RASMUS-EDU-2021-AL-AGENDA-IBA
Insert the acronym of your project :	BE AL AGENDA
Maximum amount for the EU CONTRIBUTION :	250.000,00
Co-financing rate :	80,00%





PRINT PDF
Double-Click to activate

A. DIRECT PERSONNEL COSTS	
A1. Employee (or equivalent) man days (you can change the types based on your structure)	
Senior experts	
Type 2	
Type 3	
Type 4	
Other	

7. Upload the file in the application

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 
Detailed budget table LSII		?	Upload 
Cvs		?	Upload 
Other annexes		?	Upload 

The budget table can be uploaded as Excel file

8. Update the amount in PART A

		Other	D.1 Financial support to third parties	TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)	E. Indirect costs 7% (rounded to zero decimals)	TOTAL COSTS (A+B+C+D+E)	MAX EU CONTRIBUTION = 80 % of 14.766 € or 250.000 €	Your maximal EU contribution corresponding to your budget = 11.813 €
		D. Other cost categories					Max EU CONTRIBUTION	Requested EU - CONTRIBUTION
Université de Bruxelles	ULB	-	-	13.800	966	14.766	11.813	11.812
TOTAL	Consortium	-	-	13.800	966	14.766	11.813	11.812

The total amount has to be updated in « PART A » of the application (Edit forms / 3. Budget)

Navigation: Beneficiaries List | Work Packages List | BE 001 | Estim costs of the project | Proposal Budget | BE-WP Overview | BE-WP Person Days | Depreciation C

No	Name of Beneficiary	Country	Requested grant amount
1	Tokio	JP	11812,00
Total			11812,00

Thank you



© European Union 2021

Unless otherwise noted the reuse of this presentation is authorised under the [CC BY 4.0](https://creativecommons.org/licenses/by/4.0/) license. For any use or reproduction of elements that are not owned by the EU, permission may need to be sought directly from the respective right holders.

Slide 11, 12, 13, 14, 15, 16, 17, 18, 19 & 20: Image, source: © European Union, 2021 (CC BY-NC-ND 4.0) – iStockphoto.com, 2016; Slide xx: element concerned, source: e.g. iStock.com

