Erasmus+ Alliances for Innovation

Online Info Session 8/06/2021

The new funding mechanism Lump Sums Type II and how to fill in the Budget Excel table (Lot 1 & Lot 2)

Silvia De Benedetti (EACEA)

Lump Sum and concept of work package

- Any proposal is supported by a budget (Excel document) and is part of the application

- You will present this budget as a 'build-up' of work packages (WP)

- A work package:

  - Is a sub-division of the project

  - Has an objective (expected outcome) and activities

  - Can have multiple Deliverables (a single activity is not a WP)

- Multi categories budget converted into a simple lump sum amount

- During the application assessment, budget may be confirmed or amended

- If selected, the amounts per WP will be displayed in your Grant Agreement

- Assessment at reporting stage on delivery and completion of WP. If you manage to implement a WP, you will receive the corresponding amount

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Lump Sum Type II, the mechanism

- Start from a budget based on cost categories, then redistribute by Work Package

BUDGET BASED

LUMP SUM BASED

Cost categories

Forms of funding	Estimated eligible costs (per budget category)								Total costs
	Direct costs							Indirect costs	
	A. Personnel costs		B. Subcontracting	C. Purchase costs				E. Indirect costs	
	A.1 Employees (or equivalent)	A.2 Volunteers	B. Subcontracting	C.1 Travel and subsistence		C.2 Equipment	C.3 Other goods, works and	E. Indirect costs	
				Travel	Subsistence				
	Actual costs	Actual costs	Actual costs	Actual costs	Actual costs	Actual costs	Actual costs	Flat-rate costs	
Acme Inc Italy	80.000						13.458	6.542	100.000
Super Nova	140.000	-	-	-	-	30.000	16.916	13.084	200.000
Widget ltd	90.000			-	-		3.458	6.542	100.000
Total	310.000	-	-	-	-	-	33.832	26.168	400.000

Work Packages
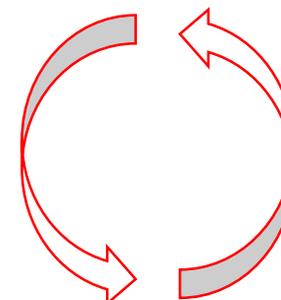
	WORK PACKAGES			
BE NR/AE	WP 001 Design	WP 002 Build	WP 003 Test	Maximum Grant Amount
Acme Inc Italy	80.000	-	-	**80.000**
Super Nova	-	160.000	-	**160.000**
Widget ltd	-	-	80.000	**80.000**
TOTAL	80.000	160.000	80.000	**320.000**

LUMP SUM (80% Co-financing)

Where to find your Budget table (Excel)

https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-search

CLICK HERE

1. Where to find the Budget Excel table

Tpl_Application Form (Part B SEP)

Tpl_Detailed Budget Table (ERASMUS LSII)

Here is the budget Excel file to be filled in based on estimated actual costs

2. 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 sumit).
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 teh 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
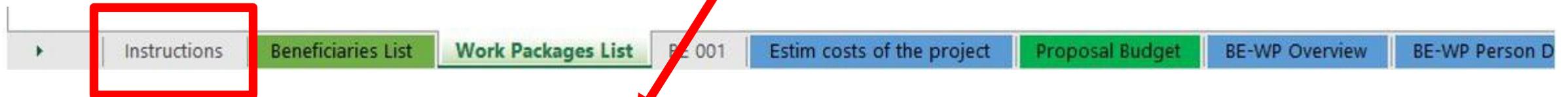
| Instructions | Beneficiaries List | Work Packages List | BE 001 | Estim costs of the project | Proposal Budget | BE-WP Overview | BE-WP Person Days |

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2. Presentation of the Excel table

Please indicate the EU Co-financing rate

FILL IN THE BELOW VALUES BEFORE STARTING:

Insert the name of your call :	
Insert the acronym of your project :	
Maximum amount for the EU CONTRIBUTION :	YPE HERE THE MAXIMUM EU CONTRIBUTION
Co-financing rate :	TYPE HERE THE CO-FINANCING RATE

PRINT PDF

Double-Click to activate

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

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

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2. Presentation of the Excel table

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 |

Instructions | Beneficiaries list | **Work Packages List** | BE 001 | Estim costs of the project | Proposal Budget | BE-WP Overview | 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')

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3. Beneficiaries list

Instructions

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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)
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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

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

3. Beneficiaries list

List of Beneficiaries and Affiliated Entities

BE NR/AE	BE/TP name	Acronym	Country	APPLY CHANGES
BE 001	Université Libre de Bruxelles	ULB	BE	**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

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3. Beneficiaries list

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

4. Work Packages list

4. Work Packages list

Double click here to add a Work Package

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 remove the Work Package

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4. 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

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4. Work Packages list

5. Report of the estimated actual costs

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.)

	BE 001 Université Libre de Bruxelles			BE 001
	UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	BE+AE TOTAL CO
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				-

WP 001

| Instructions | Beneficiaries List | Work Packages List | BE 001 | Estim costs of the project |

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5. Report of the estimated actual 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

6. Proposal Budget

		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	Requested EU - CONTRIBUTION	
Université de Bruxelles	ULB		-	-	13.800	966	14.766	11.813		✔
TOTAL	Consortium		-	-	13.800	966	14.766	11.813		✖

MAX EU CONTRIBUTION = 80 % of 14.766 € or 250.000 €

Your maximal EU contribution corresponding to your budget = 11.813 €

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

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)

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6. 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

7. Complementary information

BE nr	Beneficiary name	WP nr	Work Package name	Resource type	Short name of the investments	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

TOOL: DEPRECIATION COSTS LIST

If you are in the exceptional circumstance to 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

... | Beneficiaries List | Work Packages List | BE 001 | Estim costs of the project | Proposal Budget | BE-WP Overview | BE-WP Person Days | **Depreciation Costs** | Any comments

7. Complementary information

You are more than welcome to add any comment, explanation or justification if needed

8. 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 Contriution**. 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 :	ERASMUS-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. Employees (or equivalent) man days (you can change the types based on your structure)

Senior experts
Type 2
Type 3
Type 4
Other

| Instructions | Beneficiaries List | Work Packages List | BE 001 | Estim costs of the project | Proposal Budget | B |

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8. 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

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9. Update the amount in PART A

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

TIPS

- Very first thing to do: Make sure you carefully read the instructions

- Make sure your amounts are coherent in all parts of the application

- Make sure your budget is sound, detailed, organised and coherent with the work packages

- Make sure you regularly save your document and double click to apply the changes

- Do not wait until the last hour/day to submit your application

Thank you