



Capacity Building in Higher Education

Lump Sum II Funding

Info-session for Asia and Pacific
17 December 2021

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*European Education and Culture
Executive Agency*

Lump Sum II Funding

Lump sum II - Why using lump sums?

Simplification

- ▶ Funding based on reimbursement of incurred costs remains complex and error-prone
- ▶ Lump sum system **removes obligations on actual cost reporting and financial ex-post audits** - i.e. 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 - Basic principles

- ▶ The amount of the lump sum is defined per project based on the estimated budget of the project proposed by the applicant
- ▶ In the proposal, applicants must provide a detailed estimation of costs and a split of the lump sum per work package and per beneficiary
- ▶ Evaluators assess cost details during evaluation and make recommendations if needed
- ▶ Based on this, the lump sum is fixed during grant preparation

Lump sum II - Basic principles

Lump sum evaluation and grant agreement follow standard approach as much as possible:

- ▶ Same evaluation criteria
- ▶ Same pre-financing and payment scheme
- ▶ Reporting periods and technical reporting:
 - ▶ Focusing on completion of work packages (WP)
 - ▶ Costs actually incurred are not relevant

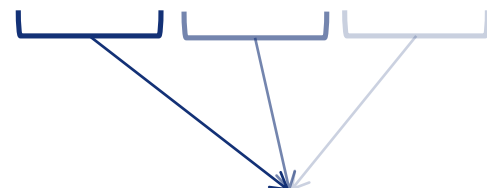
Lump sum II- Budget allocation

Annex 2 GA

One lump sum share is fixed in the grant agreement (GA) for each WP and beneficiary (Annex 2 GA, ‘Estimated lump sum breakdown’)

Max. liability of the beneficiary after payment of balance

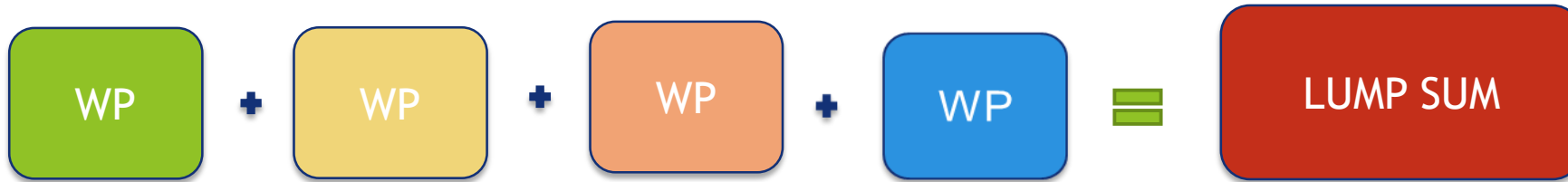
	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	Total
Beneficiary A	250.000			50.000	300.000	250.000		300.000	1.150.000
Beneficiary B		250.000	350.000	50.000			100.000	150.000	900.000
Beneficiary C	100.000	100.000		50.000		280.000			530.000
Beneficiary D		120.000		50.000			100.000	150.000	420.000
Total	350.000	470.000	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 - Work Packages

- ▶ Applicants will **structure** their **project in WPs** and reflect this division in the budget attached to the application - (Part B of the Application - Technical description & annexes)



- ▶ Each Work Package will define its **objective, activities, milestones and deliverables**

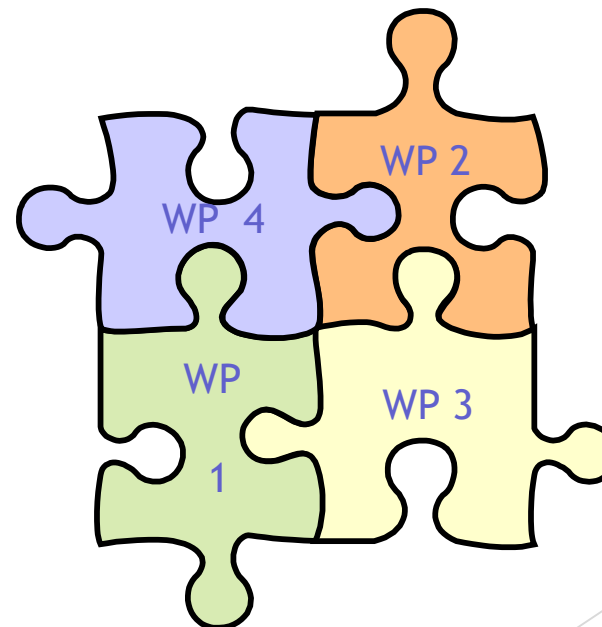


Lump sum II-

How to structure your Work packages

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

As many as needed but no more than what is manageable



- ✘ 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 task)
- ✘ A lapse of time is generally not a WP (e.g. activities of year 1)

Lump sum II - How to prepare the budget

Applicants must submit an Excel workbook with the detailed estimation of costs

The purpose of the Excel workbook

- Supporting applicants in preparing their detailed budget estimation
- Allowing evaluators to assess the adequacy between the activities described in the proposal and the proposed resources

Lump sum II - How to prepare the budget

- ▶ Estimate your costs as if they should be declared under an actual cost-based grant agreement. Refer to the Annotated Model Grant Agreement
- ▶ Consider the call specifications: co-financing rate, maximum amount of the grant, indirect cost
- ▶ Evaluators may consult statistical, historical or any other appropriate data on costs and resources from comparable previously funded projects
- ▶ Findings of the evaluation may lead to the removal of ineligible costs (outside eligibility period, activities already implemented, eligibility of consortium) or overestimated costs

Workbook for lump sum calculation

Annex of the part B of the Application

1. Instructions-Excel Workbook

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

Instructions

Beneficiaries List

Work Packages List

BE 001

Estim costs of the project

Proposal Budget

BE-WP Overview

BE-WP Person Days



European Commission

1. Instructions-Excel Workbook

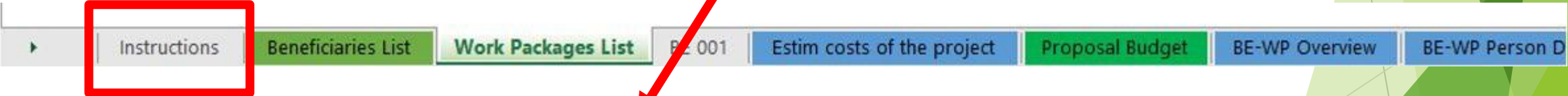
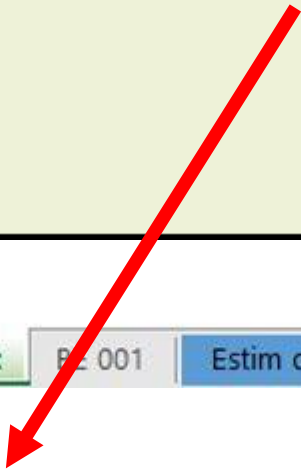
	FILL IN THE BELOW VALUES BEFORE STARTING:
Insert the name of your call :	<input type="text"/>
Insert the acronym of your project :	<input type="text"/>
Maximum amount for the EU CONTRIBUTION :	TYPE HERE THE MAXIMUM EU CONTRIBUTION
Co-financing rate :	TYPE HERE THE CO-FINANCING RATE

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

1. Instructions-Excel Workbook

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 indicate a maximum of 5 categories (See slide further on 'tab BE 001')

2. Tabs to be filled in

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

3. 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

3. 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 'TASKS IN PROGRESS' panel on the left and a 'PROPAGATE CHANGES' dialog box on the right. The task list includes:

- 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 contains the text 'PROPAGATE CHANGES for both Beneficiaries and Work Packages Lists' and 'Job done!' with an 'OK' button. A red box highlights the 'OK' button, and a red arrow points from it to a red box containing the text 'Click here'. At the bottom of the interface, a red box highlights the 'Beneficiaries List' tab in the navigation bar.

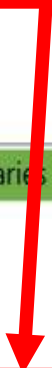
Navigation bar tabs: Instruction, **Beneficiaries List**, Work Packages List, BE 001, Estim costs of the project, Proposal Budget, BE-WP Overview, BE-WP Per

Page footer: European Commission

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	

▶	Instructions	Beneficiaries List	Work Packages List	BE 001	Estim costs of the project	Proposal Budget	BE-WP Overview	BE-WP Person D
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Complete the information related to your different work packages
Coherently with Part B

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
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Remove this Work Package

Double click here to remove the Work Package

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

4. Work Packages list

The screenshot displays a software interface with a spreadsheet on the left and a dialog box on the right. The spreadsheet, titled 'TASKS IN PROGRESS', lists seven tasks, each with a green checkmark indicating completion:

- 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, titled 'PROPAGATE CHANGES for both Beneficiaries and Work Packages Lists', 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 a red box containing the text 'Click here'. At the bottom of the spreadsheet, the 'Work Packages List' tab is also highlighted with a red box. The bottom right corner features the European Commission logo and text.

5. 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			-	

Referenceto 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

W/P 001

5. 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	

6. 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"/>
TOTAL	Consortium	-	-	13.800	966	14.766	11.813	<input type="text"/>

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

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

		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	11.813

7. Complementary information

TOOL: DEPRECIATION COSTS LIST											
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
										-	
										-	
										-	
										-	
										-	
										-	
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If you claim equipment costs, you will have to fill in these cells related to the depreciation costs to be charged to the project

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

+ Any comments

Depreciation Costs

9. 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	

Instructions

Beneficiaries List

Work Packages List

BE 001

Estim costs of the project

Proposal Budget

E







European Commission

9. 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

10. 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 amount has to be updated in « PART A » of the application

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



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