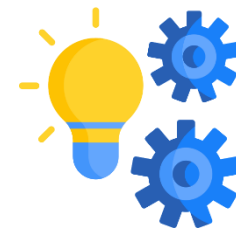




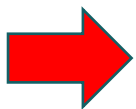
# Erasmus+ European policy experimentations 2024



## How to fill in the Detailed Budget Table

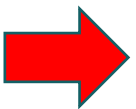
# General information

Select  
your  
Topic



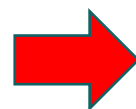
## Policy Experimentation - Digital Education

ERASMUS-EDU-2024-POL-EXP-DIGITAL Call for proposal  
Erasmus+ (ERASMUS+)



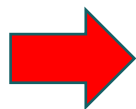
## Policy Experimentation - Adult Education

ERASMUS-EDU-2024-POL-EXP-ADULT Call for proposal  
Erasmus+ (ERASMUS+)



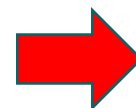
## Policy Experimentation - Vocational Education and Training

ERASMUS-EDU-2024-POL-EXP-VET Call for proposal  
Erasmus+ (ERASMUS+)



## Policy Experimentation - Micro-credentials

ERASMUS-EDU-2024-POL-EXP-MICRO-CRED Call for proposal  
Erasmus+ (ERASMUS+)



## Policy Experimentation - Higher Education

ERASMUS-EDU-2024-POL-EXP-HIGHER-EDU Call for proposal  
Erasmus+ (ERASMUS+)



## Policy Experimentation - School Education

ERASMUS-EDU-2024-POL-EXP-SCHOOL Call for proposal  
Erasmus+ (ERASMUS+)

# Where to find the Detailed Budget table

## Policy Experimentation - Digital Education

ERASMUS-EDU-2024-POL-EXP-DIGITAL

Topic Call for proposal

### Internal navigation

General information

Topic description

Conditions and documents

Partnership announcements

Start submission

Topic related FAQ

Get support

### Start submission

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** that corresponds to your project, confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

Please select the type of your submission:

ERASMUS Lump Sum Grants [ERASMUS-LS], ERASMUS Lump Sum Grant [ERASMUS-AG-LS]

Start submission

# Where to find the Detailed Budget table

## Create proposal



### Deadline

04 June 2024 17:00:00 Brussels Local Time

173 days left until closure

## Call data

Call: **ERASMUS-EDU-2024-POL-EXP**

Topic: **ERASMUS-EDU-2024-POL-EXP-DIGITAL**

Type of action: **ERASMUS-LS**

Type of MGA: **ERASMUS-AG-LS**



Topic and type of action can only be changed by creating a new proposal.

## Download Part B templates



Download part B templates



Please submit your proposal at the latest **48 hours before the deadline** (to avoid system congestion or system incompatibility issues). Late proposals will not be accepted. Don't wait until the end because you are worried about confidentiality – we will not open the proposals before the deadline.

**You can submit the proposal as many times as you wish up until the deadline.** Each new submitted version will replace the previous one.

## Find your organisation

PIC \*

9

Short name \*

250

Search

# Detailed Budget Table

Read the Instructions first!

[P:\LUMP\SUM\11 - KRASHUS - v3.0\_091\_012018\2020\0121

## ANNEX 1 to Part B Detailed Estimation of Costs for Lump Sums

### Instructions

1	This workbook for Lump Sum calculation must be uploaded in the Submission system as a mandatory document in annex to the application. Please note that if you do not upload the fully completed Excel workbook as an annex, the application 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 normally be paid only when the entire Work Package has been completed. Please take this into consideration while structuring your proposal. Work Packages should be designed in a way that enables the evaluator 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 <b>set the relevant Maximum Grant Amount (in row 34 of this sheet), and the maximum % of co-financing (in row 35, both in column E) applicable for the call.</b> This data can be found on the Portal under Topic Conditions and in the Call document.
6	You then have to fill in <b>only</b> the following sheets: 'Beneficiaries List' - 'Work Package list' - 'BE XXX' (one sheet per Participating Organisation) - 'Depreciation costs' (if your budget includes the purchase of equipment) and the last column of the 'Proposal Budget' sheet with the Requested EU Grant Amount
7	You first need to start filling in the sheet 'Beneficiaries list' where you are asked to enter all participants in the project including any Affiliated Entities. To add beneficiaries, please double-click on ' <b>Add a Beneficiary</b> '; to add an affiliated entity, please, double-click on ' <b>Add an Affiliated Entity</b> '. <i>NOTE: the costs of Associated Partners cannot appear in any part of this budget.</i>
8	Then you can fill in the sheet 'Work Packages list', where you are asked to enter all the Work Packages. To add a work package, please double-click on ' <b>Add a Work Package</b> '.
9	Once you have completed the 'Beneficiaries List' and 'Work Package list' sheets, or each time you add or remove a beneficiary or a work-package, you must double-click on one of the ' <b>Apply changes</b> ' buttons to generate the related sheets in the Excel workbook.  At this stage your spreadsheet is ready to be edited Beneficiary by Beneficiary (BE XXX) for all the workpackages concerned. You are requested to enter for each Beneficiary Spreadsheet, all the related costs of each WorkPackage.
10	You have to complete a 'BE XXX' sheet per Beneficiary. This sheet includes separate sections for the various costs categories for each Work Package of the project. Complete only the <b>number of units</b> and the <b>cost per unit</b> for each cost category. The total cost per cost category will be automatically calculated.

### Attention!!!

The format of the Excel workbook is .xlsm because it uses macros to generate automatically some data (see Instruction #20)

Therefore:

- start by saving it as .xlsm
- fill in the budget table
- save regularly
- when ready, save another copy of your table as .xlsx. Follow instruction #20 or explanations at the end of this presentation



Instructions

Beneficiaries List

Work Packages List

BE 001

# Detailed Budget Table

## 1. Call, acronym and maximum co-financing

Fill in all 4 highlighted fields in the “Instructions” sheet!

<i>FILL IN THE VALUES BELOW BEFORE STARTING:</i>	
Insert the name of your call :	
Insert the acronym of your project :	
Maximum grant amount as stipulated in the call :	1.000.000,00 €
Maximum co-financing rate as stipulated in the call :	80,00%

The document which will be created with format .XLSX will be saved in the same folder where this workbook .XLSM is currently placed.

**Create XLSX document**

Double-Click to activate

### Field #1:

- Topic 1 – Digital Education
- Topic 2 – Vocational Education and Training
- Topic 3 – Adult Education
- Topic 4 – School Education
- Topic 5 – Micro-Credentials
- Topic 6 – Higher Education

**Field #2 :** Project Acronym

**Field #3:** All Topics -1.000.000,00 EUR

**Field #2:** All Topics - 80%

# Detailed Budget table

## 2. Employees types

You can customize here the categories of Employees that correspond to your organisation (example: Senior Staff, Junior Staff, ...). Please, note that this definition is common to all Work Packages for all Beneficiaries.

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

▶	Instructions	Beneficiaries List	Work Packages List	BE 001	BE 002	BE 003	Estim costs of the project	Proposal Budget
---	--------------	--------------------	--------------------	--------	--------	--------	----------------------------	-----------------

- You can put your own specific staff categories, e.g. Project Manager, Senior Expert, Assistant, Researcher, etc.
- These titles will apply for all the partners, i.e. if you put as « Type 1 » « Senior expert », this will appear in the budget sheets of all the partners

# Detailed Budget table

## 3. Beneficiaries List

List of Beneficiaries and Affiliated Entities			
BE NR/AE	BE/TP name	Acronym	Country
BE 001	Name		
BE 002	Name		
BE 002 / AE 001	Name		
BE 003	Name		

Actions (double-click to activate)	
<b>APPLY CHANGES</b>	<b>Add a Beneficiary</b>
Remove this Beneficiary	Add an Affiliated Entity
Remove this Beneficiary	Add an Affiliated Entity
Remove this Affiliated Entity	Add an Affiliated Entity
Remove this Beneficiary	Add an Affiliated Entity

1. Double-click the field of the action you want to perform

Instructions	<b>Beneficiaries List</b>	Work Packages List	BE 001	BE 002	BE 003	Estim costs of the project	Proposal Budget	BE-WP Overview	BE-WP Person Months	Operations
--------------	---------------------------	--------------------	--------	--------	--------	----------------------------	-----------------	----------------	---------------------	------------

2. Insert the name of each beneficiary and where applicable its affiliated entity. A beneficiary with an affiliated entity count as one single partner, but the cost will be inserted separately for the partner and its affiliated entity in the budget sheet of the respective beneficiary.

3. Double-click on “APPLY CHANGES” once the information is duly completed or after any change. This will customize the budget table in accordance with your specific partnership structure.



# Apply changes

**TASKS IN PROGRESS**

- 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

Actions double-click to

APPLY CHANGES

Remove this Beneficiary


Ad

Ad

PROPAGATE CHANGES for both Beneficiaries and Work Packages Lists

Job done !

OK

When you **DOUBLE CLICK** on « Apply changes », a box « Tasks in progress » will appear, wait the update finalisation and when the windows « Job done! » appears, click on **OK** and regularly **SAVE**  your work.

# Detailed Budget table

## 4. Work Packages List

1. Double-click the field of the action you want to perform



List of Work Packages		Actions (double-click to activate)	
WP Nbr	WP Label		
WP 001	Project management and Coordination	<b>APPLY CHANGES</b>	Add a Work Package
WP 002	Implementation	Remove this Work Package	
WP 003	Dissemination	Remove this W Package	
		Remove this W Package	

... Beneficiaries List **Work Packages List** BE 001 BE 002 BE 003 Estim costs the project Proposal Budget BE-WP Overview BE-WP Person Months Deprecia

2. Make sure to insert all work packages as listed in Part B of the Application

3. Double-click on “APPLY CHANGES” once the information is duly completed or after any change.

This will customize the table in accordance with your specific work packages structure.



# Detailed Budget table

## 5. Estimated actual costs per beneficiary and WP

	BE 002 Name	BE 002			BE 002 / AE 001			BE 002 BE+AE TOTAL COSTS	
		UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	Name				
					UNITS	COST PER UNIT	AFFILIATED ENTITY		
	<b>Project management and Coordination</b>								
WP 001	<b>A. DIRECT PERSONNEL COSTS</b>								
	<b>A1. Employees (or equivalent) person months</b>								
		Project manager							
		Senior expert							
		Researcher							
		Administrative staff							
		Other							
		<b>A.2 Natural persons under direct contract</b>							
		<b>A.3 Seconded persons</b>							
		<b>A.4 SME Owners without salary</b>							
		<b>A.5 Volunteers</b>							
		<b>B. Subcontracting costs</b>							
		<b>C. Purchase costs</b>							
		<b>C.1 Travel and subsistence per travel or day</b>							
			Travel						
			Accommodation						
			Subsistence						
		<b>C.2 Equipment (please refer to the Depreciation Cost sheet)</b>							
		<b>C.3 Other goods, works and services</b>							
			Consumables						
			Services for Meetings, Seminars						
			Services for communication/promotion/dissemination						
			Website						
			Artistic Fees						
		Other (please specify details under worksheet "Comments")							
	<b>D. Other cost categories</b>								
	<b>D.1 Financial support to third parties</b>								
	<b>TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)</b>								
	Instructions	Beneficiaries List	Work Packages List	BE 001	<b>BE 002</b>	BE 003	Estim costs of the project	Proposal Budget	BE-V

- A separate table should be filled in for each beneficiary. **Affiliated entities** are added automatically to the table of the respective beneficiary (as inserted in tab “Beneficiaries List”)
- Fill in the columns “Units” and “Cost per Unit”. The other columns will be automatically calculated
- 1 unit is 1 **person-month** for “Direct Personnel Costs”
- If you have a cost (line) with different costs per unit, you have first to calculate an average amount in order to fill in the cells
- You should calculate the costs of each budgetary category based on real cost
- Scroll down for the list of all work packages

For additional information on eligibility and calculation of costs, please refer to the [Annotated Model Grant Agreement](#) (see also Instructions sheet)

# Detailed Budget table

## 5. Estimated actual costs per beneficiary and WP

BE 001		BE 001			BE 001
		UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	BE+AE TOTAL COSTS
WP 001	<b>A1. Employees (or equivalent) man days</b>			-	-
	Type 1			-	-
	Type 2			-	-
	Type 3			-	-
	Type 4			-	-
	sdrfd			-	-
	<b>A.2 Natural persons under direct contract</b>			-	-
	<b>A.3 Seconded persons</b>			-	-
	<b>A.4 SME Owners without salary</b>			-	-
	<b>A.5 Volunteers</b>			-	-
	<b>B. Subcontracting costs</b>			-	-
	<b>C. Purchase costs</b>			-	-
	<b>C.1 Travel and subsistence per travel or day</b>			-	-
	Travel			-	-
	Accommodation			-	-
	Subsistence			-	-
	<b>C.2 Equipment (please refer to the Depreciation Cost sheet)</b>			-	-
	<b>C.3 Other goods, works and services</b>			-	-
	Consumables			-	-
	Services for Meetings, Seminars			-	-
	Services for communication/promotion/dissemination			-	-
	Website			-	-
	Artistic Fees			-	-
	Other			-	-
	<b>D. Other cost categories</b>			-	-
	<b>D.1 Financial support to third parties</b>			-	-
	<b>TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)</b>			-	-
<b>E. Indirect costs 7% (rounded to zero decimals)</b>			-	-	
<b>TOTAL COSTS (A+B+C+D+E) -</b>			-	-	

Equipment should be declared only if necessary for the technical implementation of the project.

Equipment linked to the administration of the project is (usually) included in the indirect costs.

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

# Detailed Budget Table

## 5. Estimated actual costs per beneficiary and WP

BE 001		BE 001			BE 001
		UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	BE+AE TOTAL COSTS
WP 001	<b>A1. Employees (or equivalent) man days</b>			-	-
	Type 1			-	-
	Type 2			-	-
	Type 3			-	-
	Type 4			-	-
	sdrfd			-	-
	<b>A.2 Natural persons under direct contract</b>			-	-
	<b>A.3 Seconded persons</b>			-	-
	<b>A.4 SME Owners without salary</b>			-	-
	<b>A.5 Volunteers</b>			-	-
	<b>B. Subcontracting costs</b>			-	-
	<b>C. Purchase costs</b>			-	-
	<b>C.1 Travel and subsistence per travel or day</b>			-	-
	Travel			-	-
	Accommodation			-	-
	Subsistence			-	-
	<b>C.2 Equipment (please refer to the Depreciation Cost sheet)</b>			-	-
	<b>C.3 Other goods, works and services</b>			-	-
	Consumables			-	-
	Services for Meetings, Seminars			-	-
	Services for communication/promotion/dissemination			-	-
	Website			-	-
	Artistic Fees			-	-
	Other			-	-
	<b>D. Other cost categories</b>			-	-
<b>D.1 Financial support to third parties</b>			-	-	
<b>E. Indirect costs 7% (rounded to zero decimals)</b>			-	-	
<b>TOTAL COSTS (A+B+C+D+E) -</b>			-	-	

Financial support to 3rd parties is not an eligible cost under this Call. Please do not include any cost under this item

# Detailed Budget table

## 6. Estimated costs of the project

*This page is generated automatically, based on the individual beneficiaries' tables*

DETAILED CONSOLIDATION	BE 002 / AE 001				BE 002 BE+AE TOTAL COSTS	BE 003			BE 003 BE+AE TOTAL COSTS	PROJECT BE+AE TOTAL COSTS
	BENEFICIARY TOTAL COSTS	Name				Name				
		UNITS	COST PER UNIT	AFFILIATED ENTITY TOTAL COSTS		UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS		
<b>Total WORK PACKAGES:</b>	-	-	-	-	-	-	-	-	-	
<b>Project management and Coordination</b>										
<b>A. DIRECT PERSONNEL COSTS</b>	-	-	-	-	-	-	-	-	-	
<b>A1. Employees (or equivalent) person months</b>	-	-	-	-	-	-	-	-	-	
Project manager	-	-	-	-	-	-	-	-	-	
Senior expert	-	-	-	-	-	-	-	-	-	
Researcher	-	-	-	-	-	-	-	-	-	
Administrative staff	-	-	-	-	-	-	-	-	-	
Other	-	-	-	-	-	-	-	-	-	
<b>A.2 Natural persons under direct contract</b>	-	-	-	-	-	-	-	-	-	
<b>A.3 Seconded persons</b>	-	-	-	-	-	-	-	-	-	
<b>A.4 SME Owners without salary</b>	-	-	-	-	-	-	-	-	-	
<b>A.5 Volunteers</b>	-	-	-	-	-	-	-	-	-	
<b>B. Subcontracting costs</b>	-	-	-	-	-	-	-	-	-	
<b>C. Purchase costs</b>	-	-	-	-	-	-	-	-	-	
<b>C.1 Travel and subsistence per travel or day</b>	-	-	-	-	-	-	-	-	-	
Travel	-	-	-	-	-	-	-	-	-	
Accommodation	-	-	-	-	-	-	-	-	-	
Subsistence	-	-	-	-	-	-	-	-	-	
<b>C.2 Equipment (please refer to the Depreciation Cost sheet)</b>	-	-	-	-	-	-	-	-	-	
<b>C.3 Other goods, works and services</b>	-	-	-	-	-	-	-	-	-	
Consumables	-	-	-	-	-	-	-	-	-	
Services for Meetings, Seminars	-	-	-	-	-	-	-	-	-	
Services for communication/promotion/dissemination	-	-	-	-	-	-	-	-	-	
Website	-	-	-	-	-	-	-	-	-	

**Total costs of the project**

WP 001

# Detailed Budget table

## 7. Proposal Budget

*This page is generated automatically and presents a summary of the costs per budgetary category as well as the consolidated project budget*

[Click here to go to the column Requested EU Grant Amount](#)

Name	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	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 0 € or see Page 293 of the Erasmus+Programme Guide for the two
Name	-	-	-	-	-	-	-	-	-	-	-	-	-	No budget defined
Name	-	-	-	-	-	-	-	-	-	-	-	-	-	No budget defined
Name	-	-	-	-	-	-	-	-	-	-	-	-	-	No budget defined
Name	-	-	-	-	-	-	-	-	-	-	-	-	-	No budget defined
<b>TOTAL</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	No budget defined

Instructions	Beneficiaries List	Work Packages List	BE 001	BE 002	BE 003	Estim costs of the project	<b>Proposal Budget</b>	BE-WP Overview	BE-WP Person Months	Depreciation Cost
--------------	--------------------	--------------------	--------	--------	--------	----------------------------	------------------------	----------------	---------------------	-------------------

This information is inserted from the "Instructions" page. It calculates automatically the EU grant for the project. Wrong figures will lead to a wrongly calculated EU grant.

# Detailed Budget table

## 8. BE-WP Overview

*This page is generated automatically and presents a summary of the lump sums (EU grants) per work package and beneficiary*

Your Requested EU Grant Amount : 85.010 EUR

BE NR/AE	Acronym	WP 001	WP 002	WP 003	Maximum Grant Amount
AAA	A	24.318	5.136	428	29.882
BBB	B	7.747	7.062	17.120	31.930
CCC	C	5.350	-	3.852	9.202
DDD	D	7.490	6.506	-	13.996
<b>TOTAL</b>	<b>Consortium</b>	<b>44.906</b>	<b>18.704</b>	<b>2.400</b>	<b>85.010</b>

### Application forms

Proposal ID SEP-210903849

Acronym test

### 3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
1	Test Camelia-valeria	BE	0.00
Total			0.00

- The total requested EU grant should correspond to the amount in Part A (Section "Budget").
- Once you finalise the Detailed Budget table, make sure to *insert the Total Requested EU Grant Amount in Part A of the Application*



# Detailed Budget table

## 9. BE-WP Person-Months

*This page is generated automatically and presents a summary of the person-months (units) per work package and beneficiary*

### TOTAL PERSON/MONTHS FOR ALL BENEFICIARIES PER WP (INCLUDING LINKED THIRD PARTIES)

<b>BE NR/AE</b>	<b>Acronym</b>	<b>WP 001</b>	<b>WP 002</b>	<b>WP 003</b>	<b>Total for project</b>
AAA	A	150	30	25	<b>205</b>
BBB	B	50	60	190	<b>300</b>
CCC	C	50	-	30	<b>80</b>
DDD	D	45	40	-	<b>85</b>
<b>TOTAL</b>	<b>Consortium</b>	<b>295</b>	<b>130</b>	<b>245</b>	<b>670</b>





# Detailed Budget table

Ready for submission? Go back to “Instructions” sheet

*FILL IN THE VALUES BELOW BEFORE STARTING:*

Insert the name of your call :	
Insert the acronym of your project :	
Maximum grant amount for the EU contribution as stipulated in the call :	see Page 293 of the Erasmus+Programme Guide for the two Lots
Maximum cofinancing rate as stipulated in the call :	80.00%

The document which will be created with format .XLSX will be saved in the same folder where this workbook .XLSM is currently placed.

**Create XLSX document**

Double Click to activate



Save another copy of your table as “.xlsx” by using this button

# Upload the file in the submission system

**Administrative forms (Part A)**

[Edit forms](#) [Edit Part C](#) [View history](#) [Print preview](#) [?](#)

**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	<input type="text"/>	<a href="#">?</a> <a href="#">Upload</a>
Calculator/Detailed budget	<input type="text"/>	<a href="#">?</a> <a href="#">Upload</a>

**ATTACHMENT INFO** ×

**Calculator/Detailed budget**

- mandatory attachment
- filetype: xls,xlsx,ods
- filename: A-Z, a-z, 0-9, \_ (underscore), -(dash), .(dot) or space
- maximum file size: 10 MB

[← BACK TO PARTICIPANTS LIST](#) [VALIDATE](#) [SUBMIT](#)