

European Education and Culture Executive Agency (EACEA)

Mr. David PELS

Project Officer

Unit A2: Platforms, Skills and Innovation





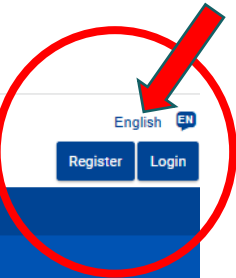
Guidance note (Step by step):

How to fill in the Budget Excel table

Programming period 2021-2027

*European Education and Culture
Executive Agency*

1. Where to find the Budget Excel table



Erasmus+ Programme (ERASMUS)

clear filter

Type your Keywords...

Match whole words only

GRANTS TENDERS

Submission status

Forthcoming (3) Open for submission Closed

Programming period

2021 - 2027 (3)

Erasmus+ Programme (ERASMUS)

Filter by call

ERASMUS-EDU-2022-PI-FORWARD (3)

CPV code (Tenders Only)

Select a CPV code...

Places of delivery or performance (Tenders Only)

Select a Place of delivery...

Funding and tenders (3)

Need help? | Sort by: Submission status

Grant	Partnerships for Innovation - Forward-Looking Projects - Adult education (AE)		
Forthcoming			
Programme	Erasmus+ Programme (ERASMUS)	Deadline model	single-stage
ID	ERASMUS-EDU-2022-PI-FORWARD-LOT3	Opening date	25 November 2021
Types of action	ERASMUS Lump Sum Grants	Deadline date	15 March 2022 17:00:00 Brussels time
Grant	Partnerships for Innovation - Forward-Looking Projects - Cross-sectoral priorities		
Forthcoming			
Programme	Erasmus+ Programme (ERASMUS)	Deadline model	single-stage
ID	ERASMUS-EDU-2022-PI-FORWARD-LOT1	Opening date	25 November 2021
Types of action	ERASMUS Lump Sum Grants	Deadline date	15 March 2022 17:00:00 Brussels time
Grant	Partnerships for Innovation - Forward-Looking Projects - Vocational Education and Training (VET)		
Forthcoming			
Programme	Erasmus+ Programme (ERASMUS)	Deadline model	single-stage
ID	ERASMUS-EDU-2022-PI-FORWARD-LOT2	Opening date	25 November 2021
Types of action	ERASMUS Lump Sum Grants	Deadline date	15 March 2022 17:00:00 Brussels time

1 | 50

- My Person Profile
- My Organisation(s)
- Grants
- My Proposal(s)
- My Formal Notification(s)
- My Expert Area

All documents will be unavailable in the Grants and Audits Management Services, in the Participant Register Services and in 'My Expert Area' on **Wednesday 12.01.2022 between 07:30 and 08:10**. Please refrain from launching any document-related process, since these will not work and moreover, will have to be restored by the Service Desk.

Partnerships for Innovation - Forward-Looking Projects - Cross-sectoral priorities


TOPIC ID: ERASMUS-EDU-2022-PI-FORWARD-LOT1


Grant

General information	General information
Topic description	
Conditions and documents	Programme Erasmus+ Programme (ERASMUS)
Partner search	Work programme part ERASMUS-2022
Submission service	Call Partnerships for Innovation - Forward Looking Projects (ERASMUS-EDU-2022-PI-FORWARD)
Topic related FAQ	Work programme year ERASMUS-2022 See budget overview
Get support	Type of action ERASMUS-LS ERASMUS Lump Sum Grants
Call information	Type of MGA ERASMUS Lump Sum Grant [ERASMUS-AG-LS] Forthcoming
	Deadline model single-stage
	Planned opening date 25 November 2021
	Deadline date 15 March 2022 17:00:00 Brussels time

[Go back to search results](#)

Topic description



All documents will be unavailable in the Grants and Audits Management Services, in the Participant Register Services and in 'My Expert Area' on **Wednesday 12.01.2022 between 07:30 and 08:10**. Please refrain from launching any document-related process, since these will not work and moreover, will have to be restored by the Service Desk.


Type your Keywords... 


Match whole words only

GRANTS
 TENDERS


Submission status


 Forthcoming (3)



 Open for submission


 Closed



Programming period

Select a Programme period... 


Filter by Programme / Programme group




Select a Programme... 


Filter by call


ERASMUS-EDU-2022-PI-FORWARD (3)  


CPV code (Tenders Only)






Select a CPV code... 

Funding and tenders (3) Need help?   **Sort by:** Submission status 

Grant	Partnerships for Innovation - Forward-Looking Projects - Adult education (AE)	24 M max 1000.000 EUR
<i>Forthcoming</i>		
Programme	Erasmus+ Programme (ERASMUS)	Deadline model single-stage
ID	ERASMUS-EDU-2022-PI-FORWARD-LOT3 	Opening date 25 November 2021
Types of action	ERASMUS Lump Sum Grants	Deadline date 15 March 2022 17:00:00 Brussels time

Grant	Partnerships for Innovation - Forward-Looking Projects - Cross-sectoral priorities	24-48M max 800.000 EUR
<i>Forthcoming</i>		
Programme	Erasmus+ Programme (ERASMUS)	Deadline model single-stage
ID	ERASMUS-EDU-2022-PI-FORWARD-LOT1 	Opening date 25 November 2021
Types of action	ERASMUS Lump Sum Grants	Deadline date 15 March 2022 17:00:00 Brussels time

Grant	Partnerships for Innovation - Forward-Looking Projects - Vocational Education and Training (VET)	24M max 700.000 EUR
<i>Forthcoming</i>		
Programme	Erasmus+ Programme (ERASMUS)	Deadline model single-stage
ID	ERASMUS-EDU-2022-PI-FORWARD-LOT2 	Opening date 25 November 2021
Types of action	ERASMUS Lump Sum Grants	Deadline date 15 March 2022 17:00:00 Brussels time



1


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- My Person Profile
- My Organisation(s)
- Grants
- My Proposal(s)
- My Formal Notification(s)
- My Expert Area

- General information
- Topic description
- Conditions and documents
- Partner search
- Submission service
- Topic related FAQ**
- Get support
- Call information

[Go back to search results](#)

- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

3. Evaluation

Evaluation criteria, scoring, threshold and process are described in the [Call document](#).

[Erasmus+ Programme Guide 2022](#) is available in all official EU languages (see PDF versions)

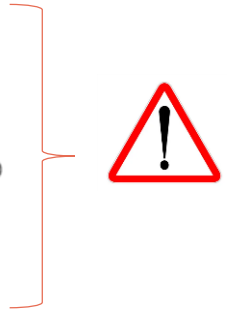
4. Indicative timetable for evaluation and grant agreement: as described in the [Call document](#).

[Erasmus+ Programme Guide 2022](#) is available in all official EU languages (see PDF versions)

Publication of the call:	24/11/2021
Deadline for submitting applications:	15 March 2022 17:00 (Brussels Time)
Evaluation period:	April - July 2022
Information to applicants:	August 2022
Signature of grant agreement:	October - December 2022

5. Proposal templates, guidance and model grant agreements (MGA):

- [Standard proposal template](#)
- [Call document](#)
- [Erasmus+ Programme Guide 2022](#) is available in all official EU languages (see PDF versions)
- [Guide for applicants](#)
- [Mono-/Multi-beneficiary Model Grant Agreement](#)



Link in GA to the « annotated grant agreement pdf » / or link to the portal to search for that document.

[show less...](#)

All documents will be unavailable in the Grants and Audits Management Services, in the Participant Register Services and in 'My Expert Area' on Wednesday 12.01.2022 between 07:30 and 08:10. Please refrain from launching any document-related process, since these will not work and moreover, will have to be restored by the Service Desk.

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Programming period
2021-2027

Erasmus+ Programme (ERASMUS)

Clear filter

Reference Documents

Grants

This page includes reference documents of the programmes managed on the EU Funding & Tenders portal starting with legal documents and the Commission work programmes up to model grant agreements and guides for specific actions. Please select the programme to see the reference documents.

Procurement

Reference Documents related to tendering opportunities are published on TED eTendering in the calls for tenders.

Filter

Expand all

- Legislation
- Work programme & call documents
- Grant agreements and contracts
- Simplified cost decisions
- Guidance
- ERASMUS Programme Guide
- Online Manual
- Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment
- Amendment Guide
- AGA – Annotated Grant Agreement
- Indicative Audit Programme (IAP)
- Rules for Grant Reductions
- Rules for Arbitration
- Templates & forms
- Application forms
- Validation and LEAR appointment forms



The Link in the Grant agreement (pdf) leading to the Reference Documents page. Then find the « annotated grant agreement pdf » in the 'Reference documents' in the portal under 'Guidance'.


Submission procedure

In the Submission area

1. Where to find the Budget Excel table

Call data:


Call: ERASMUS-EDU-2021-EQAVET-IBA
Topic: ERASMUS-EDU-2021-EQAVET-IBA
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.


Proposal data:




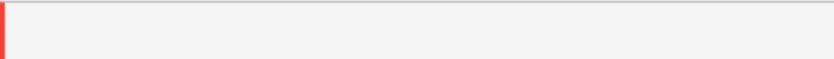


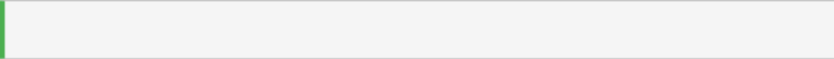


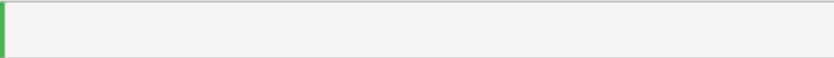


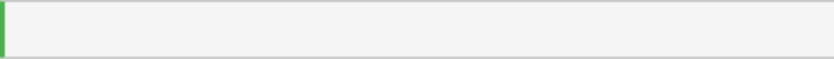


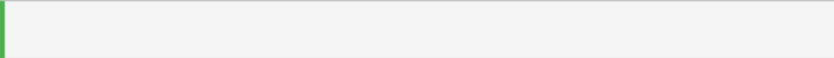


Acronym: test
Draft ID: SEP-210747903

Administrative forms


[Edit forms](#) [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			Upload 
Detailed budget table LSII			Upload 
CVs			Upload 
Annual activity reports			Upload 
List of previous projects			Upload 
Other annexes			Upload 

Download Part B templates

 [Download part B templates](#)

Support & Helpdesk

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

Click here.



1. Where to find the Budget Excel table

INDIC

 Tpl_Application Form (Part B SEP) (ERASMUS IBA)

 Tpl_Detailed Budget Table (ERASMUS LSII)

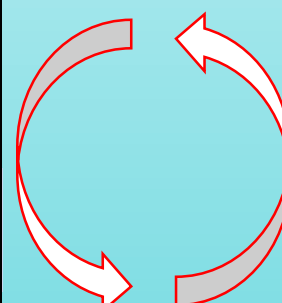
Here is the budget Excel file to be filled in based on estimated actual costs.


Lump Sum Type II, the mechanism

- Starting from a Budget, based on cost categories, then redistribute by Work Package

BUDGET BASED *(based on real costs, cf aga for eligibility of expenses)*
 Cost categories

Forms of funding	Estimated eligible costs (per budget category)								
	Direct costs							Indirect costs	Total costs
	A. Personnel costs		B. Subcontracting	C. Purchase costs			E. Indirect costs		
	A.1 Employees (or equivalent)	A.2Volunteers	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



LUMP SUM BASED
 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)

Lump Sum Type II, the mechanism

- **The mechanisms consist of converting a multi categories budget into a simple lump sum amount to be operationally verified in terms of delivery completion (at project closing)**
- You will have to attach to your application a detailed excel spreadsheet to allow EACEA to evaluate the budget.
- **During the assessment, your budget could be confirmed or amended.**
- Once your proposal is selected, you will be called for the GAP phase (Grant Agreement preparation),
- **Only the amounts per WP will be displayed in your Grant Agreement (Annex II) .**
- **If you manage to implement a WP, you will receive the corresponding amount.**

2. Presentation of the excel table

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 set the relevant Maximum Grant Amount (in row 32 of this sheet), and the maximum % of co-financing (in row 32, both in column E) applicable for the call. This data can be found on the Portal under Topic Conditions and in the Call document.
	You then have to fill in only 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

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

Instructions

Beneficiaries List

Work Packages List

BE 001

Estim costs of the project

Proposal Budget

BE-WP Overview

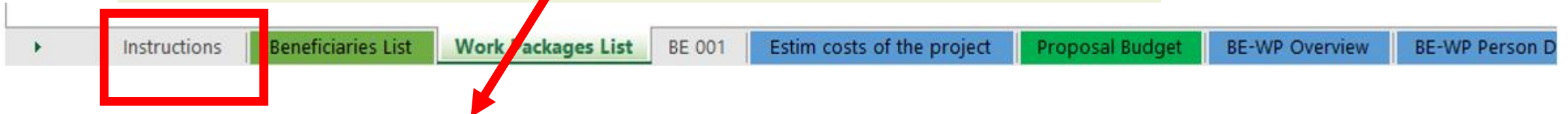
BE-WP Person

2. Presentation of the excel table

	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



You will have first to fill in that information in the tab « instructions » based on the information mentioned in the Portal under Topic Conditions section 5. “Proposal templates, guidance and model grant agreements (MGA)”.

5. Proposal templates, guidance and model grant agreements (MGA):

Standard proposal template
Call document

[Erasmus+ Programme Guide 2022](#) is available in all official EU languages (see PDF versions)

Guide for applicants

Mono-/Multi-beneficiary Model Grant Agreement

All documents will be unavailable in the Grants and Audits Management Services, in the F... in 'My Expert Area' on **Wednesday 12.01.2022 between 07:30 and 08:10**. Please refrain from launching any document-

- My Person Profile
- My Organisation(s)
- Grants
- My Proposal(s)
- My Formal Notification(s)
- My Expert Area

Partnerships for Innovation - Forward Looking Projects - Cross-sectoral priorities

TOPIC ID: ERASMUS-EDU-2022-PI-FORWARD

- Grant
- General information
- Topic description
- Conditions and documents
- Partner search
- Submission service
- Topic related FAQ
- Get support
- Call information
- Go back to search results

General information		
Programme	Work programme part	
Erasmus+ Programme (ERASMUS)	ERASMUS-2022	
Call	Work programme year	See budget overview
Partnerships for Innovation - Forward Looking Projects (ERASMUS-EDU-2022-PI-FORWARD)	ERASMUS-2022	
Type of action	Type of MGA	Forthcoming
ERASMUS-LS ERASMUS Lump Sum Grants	ERASMUS Lump Sum Grant [ERASMUS-AG-LS]	
Deadline model	Planned opening date	Deadline date
single-stage	25 November 2021	15 March 2022 17:00:00 Brussels time

Where to find the Call reference?



- My Person Profile
- My Organisation(s)
- Grants
- My Proposal(s)
- My Formal Notification(s)
- My Expert Area

- General information
- Topic description
- Conditions and documents
- Partner search
- Submission service
- Topic related FAQ
- Get support
- Call information

Go back to

- page size: A4
- margins (top, bottom, left and right): at least 15 mm

3. Evaluation

Evaluation criteria... are described in the [Call document](#).
Erasmus+... available in all official EU languages (see PDF versions)
... for evaluation and grant agreement: as described in the [Call document](#).
... Programme Guide 2022 is available in all official EU languages (see PDF versions)

Location of the call: 24/11/2021
Deadline for submitting applications: 15 March 2022 17:00 (Brussels Time)
Evaluation period: April - July 2022
Information to applicants: August 2022
Signature of grant agreement: October - December 2022

5. Proposal templates, guidance and model grant agreements (MGA):

- Standard proposal template
- Call document
- Erasmus+ Programme Guide 2022 is available in all official EU languages (see PDF versions)
- Guide for applicants
- Mono-/Multi-beneficiary Model Grant Agreement

Where to find the Call reference ?

show less...

All documents will be unavailable in the Grants and Audits Management Services, in the Participant Register Services and in 'My Expert Area' between 07:30 and 08:10. Please refrain from launching any document-related process, since these will not work and moreover, will have to be restored by the Service Desk.

Type your Keywords...

Match whole words only

GRANTS TENDERS

Submission status

Forthcoming (3) Open for ... used

Programming period

Select a Programme period...

Filter by Programme / Programme group

Select a Programme...

Filter by call

ERASMUS-EDU-2022-PI-FORWARD (3)

CPV code (Tenders Only)

Select a CPV code...

Where to find the Call reference?

Partnerships for Innovation - Forward-Looking Projects - Adult education (AE)		24 M max 1000.000 EUR
Programme	Erasmus+ Programme (ERASMUS)	Deadline model: single-stage
ID	ERASMUS-EDU-2022-PI-FORWARD-LOT3	Opening date: 25 November 2021
Types of action	ERASMUS Lump Sum Grants	Deadline date: 15 March 2022 17:00:00 Brussels time

Partnerships for Innovation - Forward-Looking Projects - Cross-sectoral priorities		24-48M max 800.000 EUR
Programme	Erasmus+ Programme (ERASMUS)	Deadline model: single-stage
ID	ERASMUS-EDU-2022-PI-FORWARD-LOT1	Opening date: 25 November 2021
Types of action	ERASMUS Lump Sum Grants	Deadline date: 15 March 2022 17:00:00 Brussels time

Partnerships for Innovation - Forward-Looking Projects - Vocational Education and Training (VET)		24M max 700.000 EUR
Programme	Erasmus+ Programme (ERASMUS)	Deadline model: single-stage
ID	ERASMUS-EDU-2022-PI-FORWARD-LOT2	Opening date: 25 November 2021
Types of action	ERASMUS Lump Sum Grants	Deadline date: 15 March 2022 17:00:00 Brussels time

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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	

Navigation bar: 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 (ex: tab BE 001)

Page 6 of 'Application form part A & (B)'

2.1.3 Project teams, staff and experts

Project teams and staff			
<i>Describe the project teams and how they will work together to implement the project. List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. and describe shortly their tasks. If required by the call, provide CVs of all key actors. If required by the Call document/Programme Guide.</i>			
Name and function	Organisation	Role/tasks	Professional profile and expertise

6

3. 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 to be able to submit your report.

3. Beneficiaries list

A	B	C	D	E	F	G
List of Beneficiaries and Affiliated Entities						<i>Actions (double-click to activate)</i>
<i>BE NR/AE</i>	<i>BE/TP name</i>	<i>Acronym</i>	<i>Country</i>	APPLY CHANGES	Add a Beneficiary	
BE 001	Université de Bruxelles	ULB	BE	Remove this Beneficiary	Add an Affiliated Entity	

Instructions	Beneficiaries List	Work Packages List	BE 001	Estim costs of the project	Proposal Budget	BE-WP Overview	BE-WP Person Months
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Complete the information related to your organisation.

3. Beneficiaries list

List of Beneficiaries and Affiliated Entities				Actions (double-click to activate)	
BE NR/AE	BE/TP name	Acronym	Country	APPLY CHANGES	Add a Beneficiary
BE 001	Université de Bruxelles	ULB	BE	Remove this Beneficiary	Add an Affiliated Entity

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

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

3. Beneficiaries list

The screenshot displays a software interface with a task list and a dialog box. The task list, titled "TASKS IN PROGRESS", contains seven items, 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

A dialog box titled "PROPAGATE CHANGES for both Beneficiaries and Work Packages Lists" is open, showing an information icon and the text "Job done!". The "OK" button in the dialog box 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 interface, the "Beneficiaries List" tab is also highlighted with a red box.

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 the different work packages (Ex: WP 1 management, WP2 dissemination, WP3 quality assurance, WP4 and additonal(s) : implementation.

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 here to remove the Work Package.

Double click here to add a 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
---	--------------	--------------------	---------------------------	--------	----------------------------	-----------------	----------------	----------------

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

Online Manual – Guide for Applicants (pdf)

om_en Guide for A... x

33 / 81 66,7%

EU Funding & Tenders Portal: Online Manual: V1.0 – 08.02.2021

Planning of the work (work packages, deliverables, milestones)

Look at the **call conditions**, **award criteria** and standard application form (**Technical Description** (Part B)) on the Topic page.

For most types of action the Technical Description must give a detailed description of the project idea and work plan (*work packages, milestones and deliverables, division of responsibilities and resources, time schedule, project management structure, dissemination and communication activities*).

Work packages

All project activities should be grouped in a logical, consistent and structured way into separate **work packages**. All work packages must present a clear, logical link to the project objectives and to the other work packages. Ideally, each work package should constitute a sub-part of the project, a step leading to the achievement of the project's overall goals.

Projects should normally have at least 2 work packages:

- work package 1 – management and coordination activities
- work package 2 – outputs related to the project goals.

Beyond that, create only as many as you need. Don't use too many work packages; try to limit them to 5 or 6.

Work package 1 should normally cover all activities related to the general management and coordination of the project and any activities that do not relate to any of the work packages leading to a specific result, but which are directly linked to the project as a whole.

For the other work packages, describe the:

- objective(s)
- activities to be implemented – *in specific terms*
- (tangible and intangible) outputs to be produced.

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 another 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.

European Commission

5. Report of the estimated actual costs

Reference to the Work Package. Just go down in the tab to see the others Work Packages. You have to fill in the estimated actual cost per Work Package.

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) person months					
	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				

WVP 001

Cells that need to be fulfilled. For each cost (line) both columns have to be filled in. The other columns will be automatically calculated.

Reference to the Partner. All costs linked to this partner have to be put in this tab.

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) person months					
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			-		

If you have a cost (line) with different cost per unit, you have first to calculate an average amount in order to fulfill the cells.

You have to estimate the eligible costs of your proposal using the same methodology as if these costs should be declared under an actual cost-based grant agreement. For additional information, please refer to the [Annotated Model Grant Agreement](#),

Then repeat this procedure to the other Work Packages below.



WIP 001

5. Report of the estimated actual costs

BE 001		BE 001			BE 001
		UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	BE+AE TOTAL COSTS
WP 001	A1. Employees (or equivalent) person months			-	-
	Type 1			-	-
	Type 2			-	-
	Type 3			-	-
	Type 4			-	-
	sdrfd			-	-
	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			-	-
	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) -			-	-	

Most of the projects cannot declare equipment costs as they are already included in the indirect costs. However, in some exceptional circumstances, the purchase, rent or lease of equipment that are specific and necessary for the project could be accepted.

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.)

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) person months					
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					

Application form Instructions part A & B pdf to update the type of staff. You have to encode your costs using the following unit: 1 unit is 1 person-month.

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. 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 €	
								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
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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.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	11.813
TOTAL	Consortium	-	-	13.800	966	14.766	11.813	11.813

		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

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 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

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

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).

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 
Annual activity reports		?	Upload 
List of previous projects		?	Upload 
Other annexes		?	Upload 

Upload this PDF version of the budget file in the application.

9. Report 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

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

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

3 - Budget

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

Good luck with your application!



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