<u>Agenda</u>

10:00 – 10:10   **Welcome and introduction**

by **Themis CHRISTOPHIDOU**, Director General for Education, Youth, Culture and Sport

by **Roberto CARLINI**, Director European Education and Culture Executive Agency

10:10 – 10:50   **The 2022 Erasmus+ Call for Proposals**

Overall policy objectives and award criteria
Vanessa DEBIAIS-SAINTON, Head of Unit DG EAC.B1 for Higher Education

Important elements of the 2022 Call for Proposals
José-Lorenzo VALLÉS, Head of Unit EACEA.A1 for European Higher Education

10:50 – 11:30   **Preparing an application**

11:30 – 12:20   **Questions & Answers**

12:20 – 12:30   **Closing remarks**

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You can submit your questions via:

slido.com

Enter the event code:

#327599

Or scan the QR code:

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Welcome and introduction

Roberto CARLINI
Director European Education and Culture Executive Agency

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Call 2022 ➡ deliver on Council Conclusions on the European Universities initiative 17 May 2021

→ **Confirmation of the European Universities' concept**

→ **Role models** for **European higher education transformation**

→ **Balance** between **inclusion and excellence**

→ **Synergies** education and R&I at the service of society

→ **Geographical balance**

→ **Diversity** of higher education institutions

→ Subsidiarity, **institutional autonomy, academic freedom**

→ **Sustainable funding** for the European Universities

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Main policy objectives
maintained high ambition

➤ Promote **European values** and strengthen **European identity**

➤ Improve **quality, performance, attractiveness** and **international competitiveness**

➤ **Institutionalised cooperation with systemic, structural and sustainable impact**

➤ **Whole-institution approach**

➤ **Mobilise all missions of higher education institutions**

➤ Deliver on **EEA, ERA and EHEA objectives**

➤ Act as **role models**

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Deep level of inter-university cooperation with a joint long-term strategy

Structural, Systemic and Sustainable impact

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Challenge-based approach: Transdisciplinary long-term visions

Cities and regional development

European identity

Social sciences

Global Health

Culture

Active citizenship

Digital transformation

Migration

Fine arts

Multilingualism

Climate change

UN SDGs

Biodiversity

Sustainable Blue Growth

Space

Energy and transport

Circular economy

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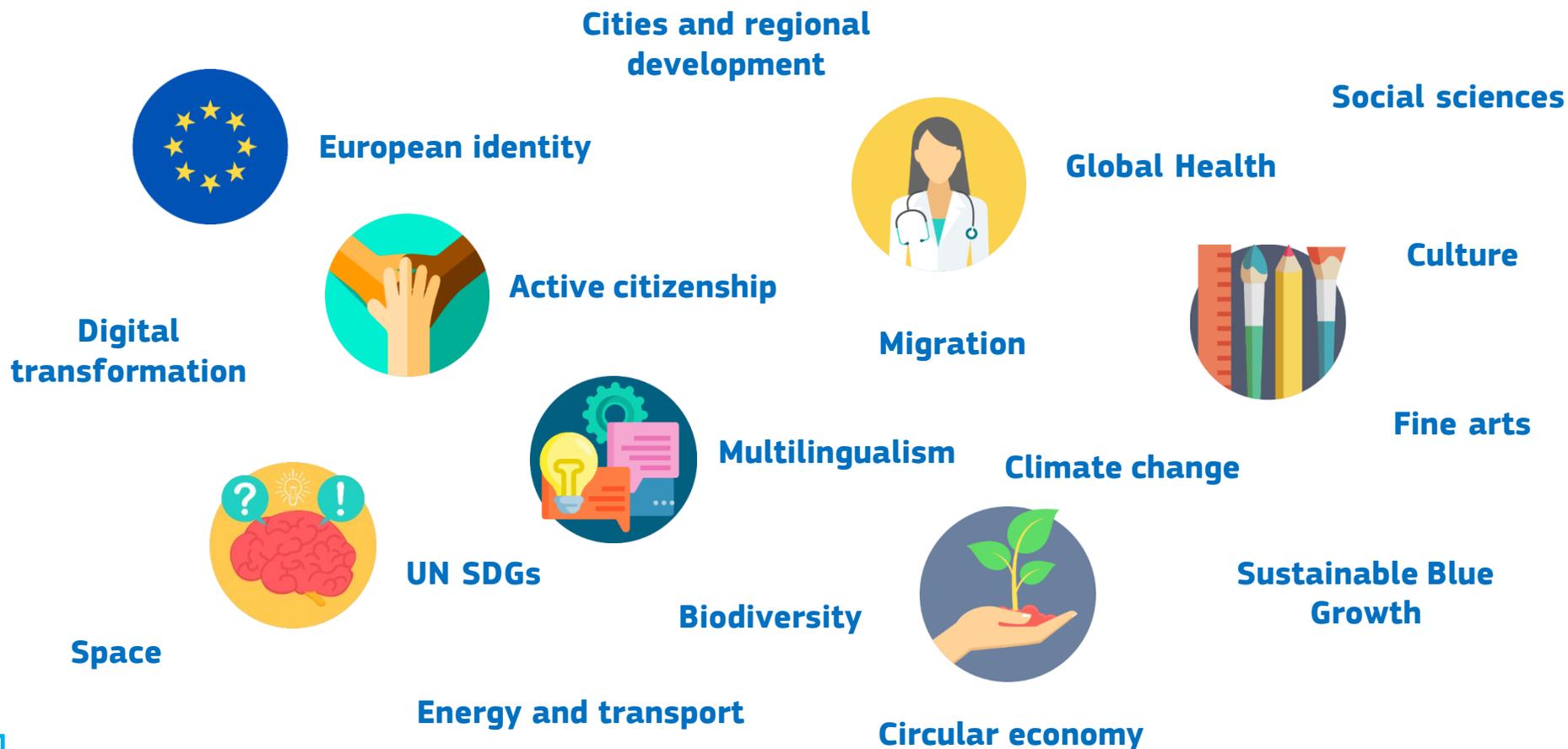
European inter-university Campuses

Bachelor/Master/Doctoral levels

Flexible and personalised European curriculum	Innovative pedagogies and challenged-based transdisciplinary approach	Embedded and seamless student and staff mobility

Forward looking skills

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Policy context : Bridge funding under Erasmus+
2022-2023-2024 calls for proposals

Long-term approach = 4+2 years bridge funding

Same concept: bottom-up approach, allowing for different models

Selection through a **competitive** procedure, based on **qualitative** criteria:

transformational potential, potential qualitative impact on its ecosystems

Evaluation by independent experts

Opening up geographical scope of associated partners to all Bologna countries

Promoting inclusion of more HEIs: **possibilities for new alliances** + **join existing ones**

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Outcome of the co-creation process

Extensive targeted consultations with Member States and stakeholders:
co-creation process on the further roll out of the European Universities initiative
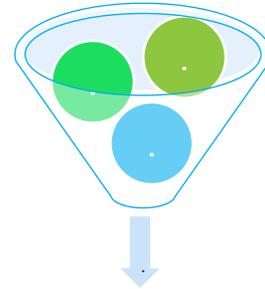
2022 European Universities open competitive Call based on quality criteria

Topic 1: Intensification of prior deep institutional transnational cooperation

- **Existing deep institutional transnantional cooperation** ...
- ... of at least **between 2 and 3 years**
- building on existing cooperation as **stepping stone for enhanced ambition**

Topic 2: Development of new deep institutional transnational cooperation

- **For new alliances**
- **bottom-up**
- **diverse cooperation models**

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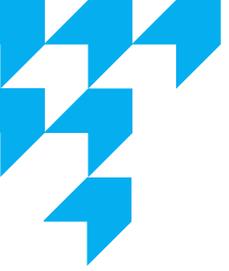
Award criteria

valid for Topics 1&2

- **Relevance** *(max 25 Points)*
- **Quality** *(max 50 points)*
- **Impact** *(max 25 points)*

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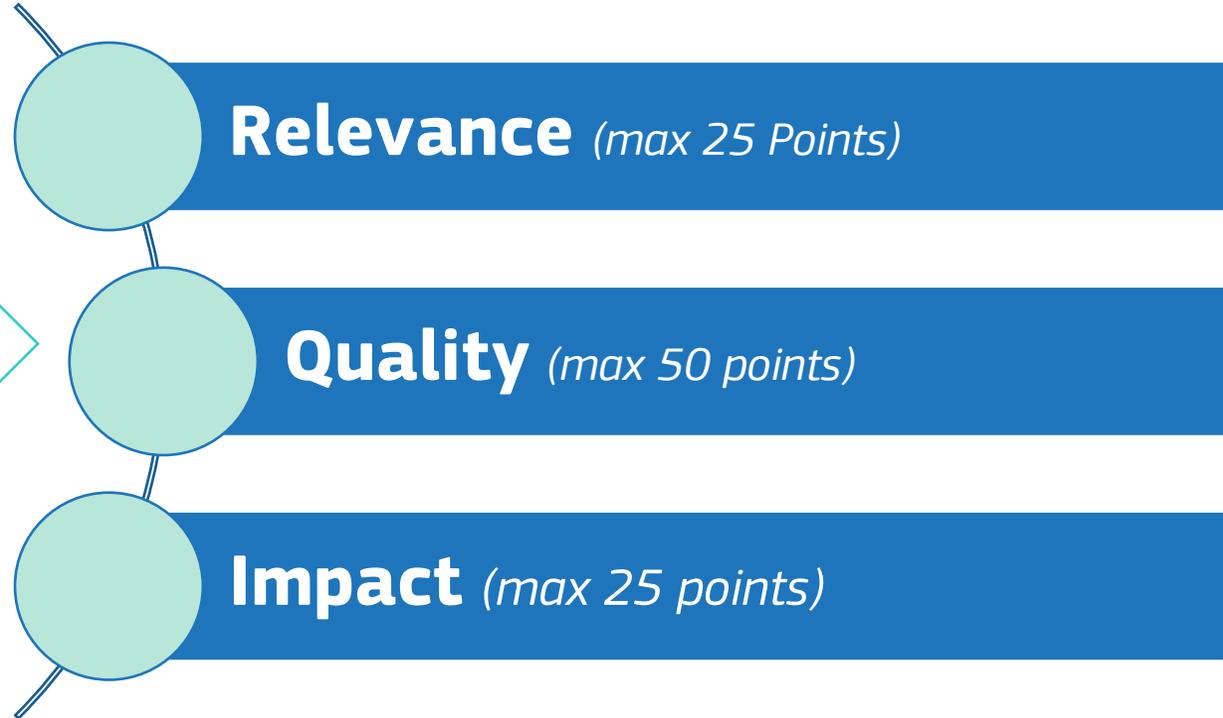
European Commission

Relevance

Level of ambition and innovative approach

High ambition
[progress towards and update of] the long-term vision
[updated] mission statement

European added value

contribution to EEA, in synergy with EHEA and ERA
transnational dimension
regional development
benefitting other institutions, by driving inclusion & excellence

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Horizon

Quality

25 Points
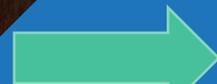
Project design and implementation

Deliver on long-term strategy with concrete activities

Quality & feasibility of the work plan

Monitoring progress
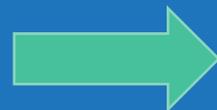
Partnership and cooperation arrangements

-> Cooperation arrangements: *effectiveness, complementarity, lifting barriers*

-> Geographical balance: *inclusivity, strategic choice, value for long-term vision*

25 Points

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Structural, Systemic and Sustainable Impact

25 Points

- **Lead the way towards**

  – our European way of life and achieving the EEA, EHEA and ERA

  – a united, innovative, digital, connected, green and open to the world Europe

  – competitive and attractive higher education institutions

  – Institutionalised cooperation, across all missions

  – positively impact local communities and ecosystems

- **Lead by example / role model**

- **Sustainability**

- **Share knowledge and spread best practice**

- **Open Education and Open Science and Citizen Science resources**

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Important elements of the 2022 Call for Proposals

José-Lorenzo VALLÉS
Head of Unit EACEA.A1 for European Higher Education

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The 2022 Call for Proposals at a glance

Scope: Supporting higher education institutions in gradually achieving their long-term ambitious vision towards becoming a fully-fledged European University.

- **2 Topics** covered by the Call:

  o   Support for already existing deep institutional transnational cooperation alliances

  o   Support for applicants wishing to establish new deep institutional transnational cooperation

- **Duration of grants :** 48 months

- **Total budget:** EUR 272 million

- **Type of grant:** Lump Sum Type II (payment of fixed amounts linked to the delivery of the work packages)

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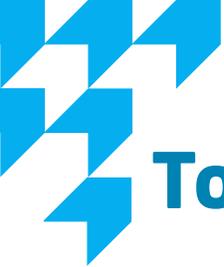
Topics included in the Call

Topic 1 – Intensification of prior deep institutional transnational cooperation

Support for **already existing deep institutional transnational cooperation alliances** including – but not limited to – the European Universities alliances selected under the 2019 Erasmus+ call for proposals – Tentative budget **225.6 MEUR**

Topic 2 – Development of new deep institutional transnational cooperation

Support for applicants **wishing to establish new deep institutional transnational cooperation** in a new 'European Universities' alliance – Tentative budget **46.4 MEUR**

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Activities that can be funded

- **Step-by-step approach towards deeper institutionalised transnational cooperation**
- **Different models** for implementing and achieving the **long-term vision**
- Partners agree on a **Joint mission statement** including a **full joint strategy**
- Flexibility to shape the **Joint work plan of activities**
- Relevant to reach their strategic objectives and the long-term vision of European Universities
- Supported by efficient **common management and governance structures**

Optional/voluntary and only for Topic 1:

- **A strategy to expand** by **adding new HEIs as full partners** as part of the joint work plan of activities
  - o Total number of full partners (including new HEIs joining) **to be determined at proposal stage**
  - o Expansion can take place **at the latest by the start of the 4th year**

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Who can apply?

❖ **Higher Education Institutions** holding a valid Erasmus Charter for Higher Education (ECHE) and entities affiliated to them, including:

– HEIs already involved in deep institutional transnational cooperation, such as those being part of European Universities selected under the 2019 Erasmus+ call. They can be joined on a voluntary basis by other HEIs and entities affiliated to them.

– HEIs wishing to establish new deep institutional transnational cooperation in a new alliance.

❖ **Any other organisation consisting of the above referred HEIs** – specifically set up with the purpose of implementing deep institutional transnational cooperation, including joint educational activities.

They have to be established in one of the **eligible countries**, i.e.:

– **EU Member States** (including overseas countries and territories (OCTs)).

– **Third countries associated to Erasmus+** and countries which are in **ongoing negotiations** for an association agreement to Erasmus+ and where that agreement enters into force before the grant signature.

Associated partners

They **do not receive EU funding** under this grant, but their involvement and role in different activities have to be in the proposal. The associated partners can be:

– Any **higher education institution** established in an EU Member State or a third country associated to the programme holding a valid ECHE

– Any **public/private organisation** from an EU Member State or third country associated to the programme active in the field of education and training, research and innovation or in the world of work

– Any **higher education institution** established in a third country not associated to the programme that is part of the **European Higher Education Area** (Bologna Process)

Alliance composition

Proposals must be submitted by a consortium of at least 3 applicants (beneficiaries; not affiliated entities), which complies with the following conditions:

❖ minimum 3 eligible higher education institutions from 3 different eligible countries

❖ a HEI may only participate as full partner in one single European Universities application; they may participate in other applications only as associated partners.

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Maximum EU grant

Total number of HEIs which are full partners at the end of the EU grant	Max EU Grant
A– (except for the cases in box B)	
9 or more	14.40 MEUR
8	8.64 MEUR
7	7.56 MEUR
6	6.48 MEUR
5	5.40 MEUR
4	4.32 MEUR
3	3.24 MEUR
B- For topic 1 with expansion strategy	
6 or less expanding to 8	12.80 MEUR
5 or less expanding to 7	11.20 MEUR
4 or less expanding to 6	9.60 MEUR
3 expanding to 5	8.00 MEUR

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Other important issues

Submitting the application

❖ Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System. Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents.

Evaluation process

❖ An **evaluation committee** (assisted by independent outside experts) will assess all applications. For each topic, proposals found admissible and eligible will be evaluated against the **operational capacity and award criteria** and then ranked according to their scores.

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Call 2022 planning

30 Nov 2021
Publication of the call

14 Dec 2021
Open info session

22 March 2022
Deadline for submission

27 July 2022
Indicative Publication of results

Sept – Dec 2022
Signature grant agreements

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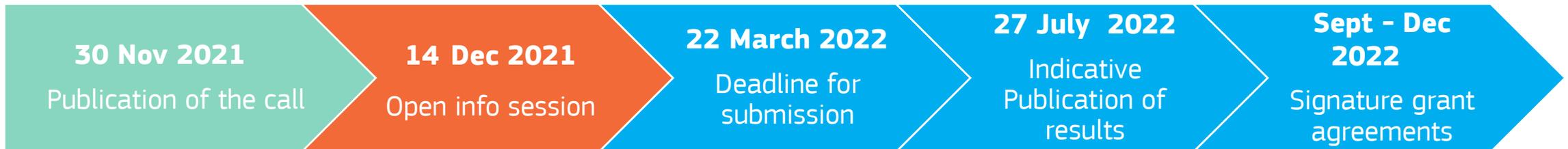
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Preparing an application

Ivelina FEDULOVA
Project Officer, EACEA.A1

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Admissibility

To be admissible, proposals must be:

- submitted before the call deadline (22 March 2022, 17.00 CET)

  o electronically via the Funding & Tenders Portal

  o using the forms provided inside the Submission System

- complete and contain all the requested information and all required annexes and supporting documents

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Main steps of the application process

1. Applicant must have an **EU Login account** (formerly ECAS)

2. Ensure applicants & participating organisations have a **PIC** (Participant Identification Code)

3. Find the Call and Topic in the **Funding & Tenders Portal**

**4.** Fill in the **e-application form** and submit

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Before creating your proposal

Before starting the submission process you will need:

- A valid **EU Login account.** If you do not have an EU Login account, you can create it here:

 https://webgate.ec.europa.eu/cas/eim/external/register.cgi

- A **9-digit PIC** (Participant Identification Code) for each participating organisation. If your organisation is not registered in the Participant Register, you can do so here:

  https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register
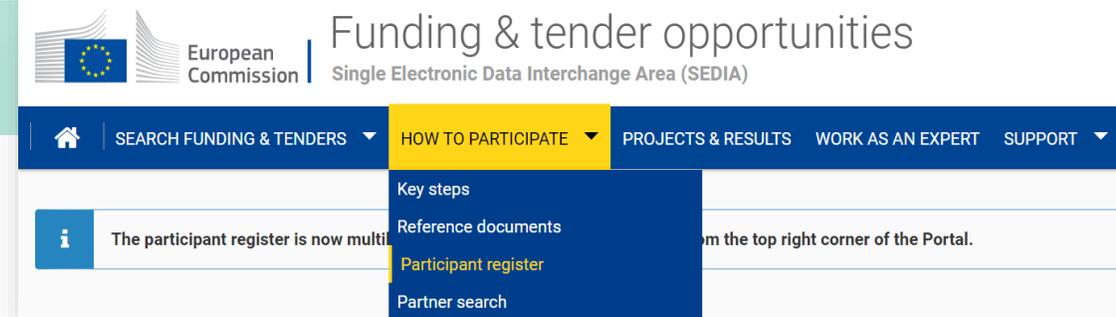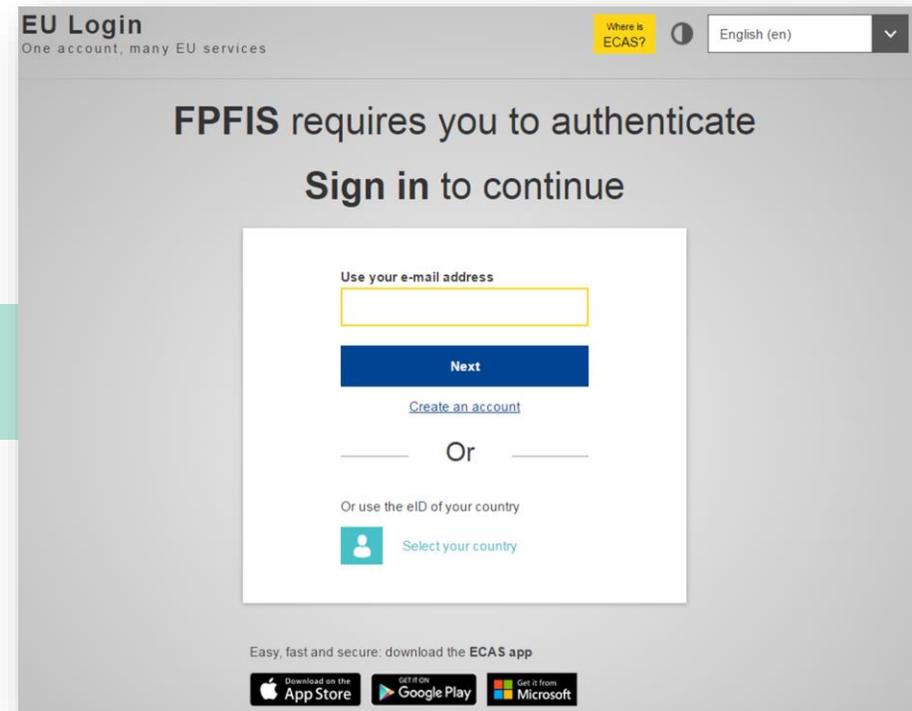
Finding the Call in the Funding & Tenders Portal (F&TP)

Call page in the Funding & Tenders Portal (F&TP)

Funding & tender opportunities
Single Electronic Data Interchange Area (SEDIA)

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SEARCH FUNDING & TENDERS ▼   HOW TO PARTICIPATE ▼   PROJECTS & RESULTS   WORK AS AN EXPERT   SUPPORT ▼

General information

Topic description

Conditions and documents

Partner search

Submission service

Topic related FAQ

Get support

Call information

Call updates

General information

Programme	Work programme part
Erasmus+ Programme (ERASMUS)	**ERASMUS-2022**

Call

EUROPEAN UNIVERSITIES (ERASMUS-EDU-2022-EUR-UNIV)

🧾 See budget overview

Open for submission

Type of action
ERASMUS-LS ERASMUS Lump Sum Grants

Type of MGA
ERASMUS Lump Sum Grant [ERASMUS-AG-LS]

Please select the type of your submission:

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

Start submission

Direct links to the Call pages:

Topic 1 – Intensification of prior deep institutional transnational cooperation
https://europa.eu/!TkDXDu

Topic 2 – Development of new deep institutional transnational cooperation
https://europa.eu/!8YRjWc

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How to apply – Start your proposal

European Commission | Funding: Submission Service

Welcome

Login — Topic selection — Create proposal — Participants — Proposal forms — Submit

Create proposal

Deadline
📅 22 March 2022 17:00:00 Brussels Local Time

Call data:

Call: **ERASMUS-EDU-2022-EUR-UNIV**
Topic: **ERASMUS-EDU-2022-EUR-UNIV-1**
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.

Find your organisation

PIC [ ] 9   Short name [ ] 250

Search for your organisation

Organisations you have been previously associated with. (Click to select)

Your role

Insert your **organisation**
(search via PIC or short name)

Download Part B templates

⬇ Download part B templates

Support & Helpdesk

📖 Online Manual

ℹ IT How To

✉ IT Helpdesk

❓ FAQ

Service Desk:

✉ EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

📞 +32 2 29 92222

Your role

Please indicate your role in this proposal
● Main contact
○ Contact person

Your proposal

Please choose an acronym for your proposal.

It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.

Acronym [Enter value] 20

Short Summary [Enter value] 2000

SAVE AND GO TO NEXT STEP

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State your **role** in the proposal
Fill in the **acronym** and **short summary** ➡

How to apply – Add partners

Participants

TEST MODE

Deadline
22 March 2022 17:00:00 Brussels Local Time

Call data:

Call: **ERASMUS-EDU-2022-EUR-UNIV**
Topic: **ERASMUS-EDU-2022-EUR-UNIV-2**
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 ALLIANCE A**
Draft ID:
Final ID:

In this step you as coordinator should manage and review the participants of your proposal.

Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save Changes" button.

Number of participants: 2 ❓

🏛 Coordinator

Add Affiliated Entity ✚   Contacts: ❓   Add contact ✚

Change organisation   Contact organisation

Add Partner ✚   Add Associated partner ✚

SAVE   SAVE AND GO TO NEXT STEP   NEXT

Add **Affiliated Entities** (if applicable)

Add **Full Partners**

Add **Associated Partners** (if applicable)

❖ In the framework of this Call, Full Partners, Affiliated Entities and Associated Partners must all be registered in the **Participant Register**

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How to apply – Templates and forms

Proposal forms

Deadline
22 March 2022 17:00:00 Brussels Local Time

Call data:

Call: **ERASMUS-EDU-2022-EUR-UNIV**
Topic: **ERASMUS-EDU-2022-EUR-UNIV-1**
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 ALLIANCE B**
Draft ID: **SEP-210807539**
Final ID: **210807539**

Download Part B templates ②

⬇ Download part B templates

Administrative forms (Part A)

① Edit forms ✏   Edit Part C   View history   Print preview ❓
④

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	❓	Upload ☁
List of previous projects	❓	Upload ☁
Other annexes	❓	Upload ☁

③

❮ BACK TO PARTICIPANTS LIST   **VALIDATE** ⑤   **SUBMIT** ⑥

📊 Tpl_Detailed Budget Table (ERASMUS LSII).xlsm
📄 Tpl_Application Form (Part B SEP) (ERASMUS BB and LSII).rtf

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① Fill in Administrative forms (Part A) online

② Download and fill in templates for Part B (incl. list of previous projects) and Detailed Budget Table

③ Upload filled-in Part B (**PDF**) and mandatory Annexes:
❖ Detailed Budget Table (**XLS** or **XLSX**)
❖ List of previous projects (template included in Part B template, upload via 'List of previous projects', **PDF**)
❖ Joint Long-term Mission Statement (upload via 'Other annexes', **PDF**)

④ Fill in Part C (Additional project data) online

⑤ ⑥ Check for validation errors and submit

Part A – Administrative forms

Part A includes:

- General information
    - Proposal acronym, title, duration and abstract
    - Contribution to Priorities of the European Commission
    - Legal declarations
- Participants – Fill in organisational and contact information for each participating organisation (for associated partners, select 'not applicable')
- Budget (summarised, per partner)

> ➤ **To be filled in online**

Part A – Further clarifications

Duration

- Proposal duration: 48 months

Links with other participants

- Please use this section for affiliated entities and the beneficiaries they are linked to

Part B – Technical Description

Part B is the description of the action and the technical content of the proposal

- **120 page limit** (excess pages are made invisible and will not be assessed by evaluators)

- When filling in this part, make sure to reflect the relevant award criteria in the corresponding sections

- Provide clear and coherent information on the work plan, work packages and deliverables

> **Download the mandatory Word template from the submission system, fill it in and upload it as a PDF**
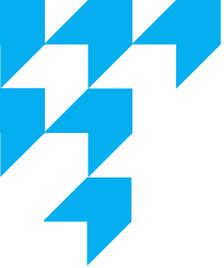
CALL AWARD CRITERIA	APPLICATION FORM
RELEVANCE	
Level of ambition	Background and general objectives
	Needs analysis and specific objectives
EU added value	Complementarity and EU added value
QUALITY	
Project design and implementation	Concept and methodology
	Project management, quality assurance, monitoring and evaluation strategy
	Project teams, staff , experts
	Costs effectiveness and financial management
	Risk management
Partnerships and cooperation arrangements *(Cooperation Arrangements & Geographical balance)*	Consortium setup *(including geographical balance)*
	Consortium management and decision making
IMPACT	
Impact	Ambition
	Communication, dissemination, visibility
	Sustainability and continuation

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Part B – Further clarifications (1)

Sections that are <u>not applicable to this Call</u>

- 2.1.4 Cost effectiveness and financial management
- Specific tables in section 4.2:
  - o 'Estimated budget — Resources'
  - o 'Overview of Work Packages'
- 5.1 Ethics
- 5.2 Security
- Annexes: CVs, Annual activity reports

Section 'Project summary'

- Your short project summary appears in Part A already.

Table 'Project teams and staff' (in section '2.1.3 Project teams, staff and experts')

- List only key staff members

Part B – Further clarifications (2)

Section '4.1 Work plan'
- Along with the overall structure of the work plan, please make sure to provide some detail on the individual work packages

Table 'Milestones and deliverables' (in section '4.2 Work packages and activities')
- Milestones must be defined for each work package.
- Deliverables: Ensure proposed number is manageable, in line with the proposed activities, and deliverables only focus on major outputs

Approach to the work packages
- Please take into consideration the Lump Sum II approach when designing your work packages

Table 'Events meetings and mobility'
- This table does not need to be filled in

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Part C – Additional project data

Part C collects further project data <u>for statistical purposes only</u>

➢ **To be filled in online**

European Commission | Funding: Submission Service

Welcome

Proposal ID	Call for Proposal	Topic	Type of Action
SEP-210815383	ERASMUS-EDU-2022-EUR-UNIV	ERASMUS-EDU-2022-EUR-UNIV-2	ERASMUS-LS

Please select the type of organisation

Number	Name	PIC Number (if available)	Type of organisation	
1	Baird Consulting SCS			>
2	Test Camelia-Valeria			>
3	Aero LTD - test company			>
4	Charalampos Xenogiannis Comm.v.			>

Types of Higher Education Institutions

Partnership	PIC Number (if available)	Highest degree level delivered	Comprehensive / Specialised	Specialisation field	Research oriented university	FTE students enrolled	FTE staff	Number of faculties
Baird Consulting SCS								

Partnership	PIC Number (if available)	Highest degree level delivered	Comprehensive / Specialised	Specialisation field	Research oriented university	FTE students enrolled	FTE staff	Num fac
Baird Consulting SCS		⬍	⬍		⬍			

Types of organisations
- ❖ Non-mandatory, can be filled in for Full Partners, Affiliated Entities and Associated Partners

Types of Higher Education Institutions
- ❖ Non-mandatory and only to be filled in for Full Partners, Affiliated Entities (if applicable), and Associated Partner HEIs (if applicable)
- ❖ FTE = Full-Time Equivalent

Mandatory sections
- ❖ For technical reasons, minimum one option must be selected in sections 'Academic Fields', 'Pedagogy (ies) – Types' and Mobility (ies) – Types' (further below)

Other annexes

Detailed budget table

- Download template from the submission system
- ➢ **To be filled in and uploaded as an XLS or XLSX file using the 'Detailed budget table' field**

Joint mission statement

- Use your own template
- ➢ **To be uploaded as a PDF using the 'Other annexes' field**

List of previous projects

- Key projects from the last four years
- Use template included in the Part B template file:
- ➢ **To be filled in and uploaded in the submission system:**
  Export to a separate PDF and upload using the 'List of previous projects' field
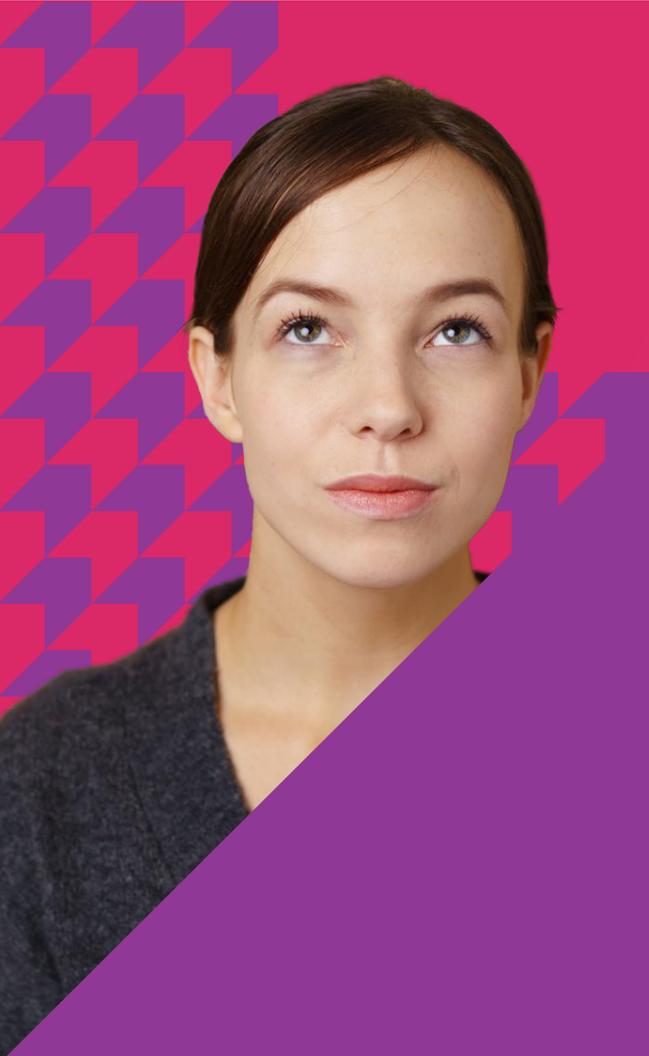
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Lump Sum Type II (LSII) – What are the advantages?

- Significant **simplification** potential:
  - ✓ Despite all efforts, funding based on reimbursement of actual, incurred costs stays complex and error-prone
  - ✓ Lump sum project funding removes obligations on actual cost reporting and ex-post financial audits – i.e. a major reduction of administrative burden

- **Focus on performance**:
  - ✓ Shift from focus on financial management (and checking costs) to focus on the operational content of the projects in terms of activities, outcomes, deliverables, etc.

- In other words, no (contractual) need any more for detailed financial reporting on actual costs linked to the project but focus on monitoring of outcomes, deliverables and any document proving that the work was done as detailed in the application (which becomes annex 1 of grant agreement)

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Lump Sum Type II (LSII) – What does it mean in practice?

- The budget is a 'build-up' of work packages (WP) – i.e. the proposals must provide a **detailed estimation of costs** and the proposed split of the lump sum budget **per WP and per beneficiary**.

- The amounts per WP and beneficiary will be proposed by the applicants via dedicated Excel tables as per the call documents. The result becomes the budgetary annex 2 of the grant agreement.

- Payments will be made on the basis of the **delivery and completion of the work packages** at the end of a given reporting period.

- If a project is selected, **changes to the budget** will always require an amendment. Transfer of amounts between WPs during project implementation are only acceptable if:

  - ✓ WP are not already completed

  - ✓ It is justified by the implementation of the action

  - ✓ A review confirms that it does not call into question the decision awarding the grant or it does not breach the principle of equal treatment

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Lump Sum Type II (LSII) – What are work packages?

- A **work package** (WP):

  ✓ Is a major sub-division of the project in terms of activities

  ✓ Has an objective (and expected outcome)

  ✓ Can have multiple deliverables (a single activity/task is not a WP)

- A proposal can have as many work packages as deemed appropriate but keep in mind that:

  ✓ The number of WP should be manageable and consistent with the planned activities over time

  ✓ A lapse of time is generally not a WP

  ✓ Payments are linked to the delivery of the WPs over a given reporting period (e.g. to release the next pre-financing in full, 70% of previous pre-financing has to be consumed). Therefore, timing and full completion of work packages is important!

- Horizontal work packages (e.g.: management, dissemination, etc.) may be approached differently

1. How to fill in the detailed budget 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

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

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

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2. Completing the detailed budget 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.
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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

| 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

Double-click on 'Apply changes' once the information is duly completed or after any change

3. Beneficiaries' list

4. Work Packages' list

Double-click here to remove the 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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5. Report of the estimated actual costs

Work Packages

- Scroll down in the Excel sheet to see the other Work Packages
- You have to fill in the estimated actual cost per Work Package

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.)

- 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.

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6. Proposed budget

Complete this tab by putting the requested EU contribution amount

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

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

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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

For equipment costs, you will need to fill in this table in order to calculate the depreciation costs to be charged to the action.

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

Useful links and contacts

FURTHER GUIDANCE

- **F&TP Online Manual** – https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual
- **IT How To** – https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/IT+How+To
- **Video tutorials: How to get a grant** – https://www.eacea.ec.europa.eu/grants/how-get-grant_en
- **Webinar: F&TP for beginners** – https://ec.europa.eu/research/participants/docs/h2020-funding-guide/other/event210527.htm
- **Event webpage** – https://www.eacea.ec.europa.eu/news-events/events/european-universities-information-session-2022-call-proposals_en

CONTACTS

- **Questions on the content of this Call:**
  EACEA-EUROPEAN-UNIVERSITIES@ec.europa.eu

- **Technical support for F&TP**
  EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

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Closing remarks

Thank you for following this
Information Session!

Please fill in our event survey:
https://europa.eu/!TwDpnP

Or scan the
QR code: