INFORMATION SESSION FOR THE 2023 ERASMUS+ CALL FOR PROPOSALS

15 NOV

ONLINE (STREAMING SERVICE OF THE EUROPEAN COMMISSION)
Welcome and introduction

José-Lorenzo VALLÉS
European Education and Culture Executive Agency
14:30 – 14:40 Welcome and introduction
by José-Lorenzo VALLÉS, Head of Unit EACEA.A1 for European Higher Education

14:40 – 15:20 The 2023 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 2023 Call for Proposals
José-Lorenzo VALLÉS, Head of Unit EACEA.A1 for European Higher Education

15:20 – 16:00 Preparing an application

16:00 – 16:50 Questions & Answers

16:50 – 17:00 Closing remarks
You can submit your questions via:

slido.com

Enter the event code:

#327599

Or scan the QR code:
EUROPEAN UNIVERSITIES

Overall policy objectives and award criteria

Vanessa DEBIAIS-SAINTON
Head of Unit DG EAC.B1 for Higher Education
The European strategy for universities and the proposal for a Council recommendation on transnational cooperation “will benefit the entire higher education sector, first and foremost our students. They need modern transnational campuses with easy access to mobility abroad to allow for a truly European study path and experience. We stand ready to join forces with the Member States and higher education institutions across Europe. Together we can bring closer education, research and innovation in service to society.”
EU level support for the European Universities

**EU LEVEL POLICY SUPPORT**
- Council Conclusions May 2021 on the European Universities initiative
- European Strategy for Universities
- Council Recommendations on building bridges for effective European higher education cooperation (e.g. transnational cooperation, mobilities, micro-credentials, learning for environmental sustainability, attractive careers)

**ERASMUS+ FUNDING**
- EUR 1,1 Bn for 7 years (2021–2027)
- Sustainable funding
- Intensification of prior deep institutional transnational cooperation
- Opportunities to set up new alliances
Call 2023 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
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, EHEA**
- Help implementing the **European strategy for universities** in synergy with **new European Innovation Agenda**, e.g. in cooperation with other alliances
- Act as **role models**
Deep level of inter-university cooperation with a joint long-term strategy

Structural, Systemic and Sustainable impact
Challenge-based approach: Transdisciplinary long-term visions

- European identity
- Active citizenship and democracy
- Multilingualism
- UN SDGs
- Biodiversity and green biotechnology
- Climate change
- Migration
- Demographic changes
- Social sciences
- Cultural heritage
- Innovation and Entrepreneurship
- Sustainable Blue Growth
- Green and circular economy
- Energy and transport
- Cities and regional development
- Space
- Digital transformation
- Energy and transport
- Innovation and Entrepreneurship
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
## Sustainable support and geographical inclusion

<table>
<thead>
<tr>
<th><strong>Long-term approach = 4+2 years bridge funding</strong></th>
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</thead>
<tbody>
<tr>
<td>Same concept: bottom-up approach, allowing for different models</td>
</tr>
</tbody>
</table>

**Competitive selection**, based on **qualitative** criteria:  
transformational potential, potential qualitative impact on its ecosystem

Evaluation by **independent experts**

- **Opening up geographical scope of full partners to all Western Balkan countries**
- **Opening up geographical scope** of **associated partners** to all **Bologna** countries

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

**Seal of Excellence**
2023 Erasmus+ Call novelty
Seal of excellence: rationale

For whom?
Any public authority or private organisation with funding power

- **Quality label awarded by the Commission** for high quality proposal that could not be funded due to budgetary constraints.

- Recognises the value of the proposal and helps other funding bodies take advantage of the high quality Commission evaluation process.

- **Synergies** with local, regional, national and EU funding and reduced burden for the related assessment process.
2023 Erasmus+ Call novelty
Seal of excellence: main principles

No obligation or simplified procedures of re-assessment at Loc/Reg/Nat level

No 'automatic' funding – Loc/Reg/Nat Authorities decide

Diversify sources of funding at Loc/Reg/Nat level for meriting alliances

'Win-win' strategic investment in alliances responding to Loc/Reg/Nat needs
2023 Erasmus+ Call novelty: Seal of excellence for the European Universities initiative

- Funded by Erasmus+: selected European Universities
- Not funded: Positively evaluated alliances above 80 points that could not be funded under Erasmus+ due to insufficient budget
- Not funded: Positively evaluated proposals with 80 points or less, above quality threshold
- Not funded: below quality threshold

Seal of Excellence

Local authorities /Regions/National level
- Benefit from high quality, transparent and competitive evaluation process
- Invest in high quality proposals with local/regional/national relevance
- Maximise volume, quality and impact of HE investments
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

2023 European Universities open competitive Call based on quality criteria

Topic 1: Intensification of prior deep institutional transnational cooperation
- Existing deep institutional transnational 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
- Form new alliances
- bottom-up
- diverse cooperation models
Important elements of the 2023 Call for Proposals

José-Lorenzo VALLÉS
Head of Unit EACEA.A1 for European Higher Education
The 2023 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:
  - Support for already existing deep institutional transnational cooperation alliances
  - Support for applicants wishing to establish new deep institutional transnational cooperation

- **Duration of grants:** 48 months

- **Total budget:** EUR 384 million

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

- **Seal of Excellence** for proposals scored as high quality (>80 points) but that cannot be funded

- **Additional funds** may still be granted through the Instrument for Pre-Accession assistance
Call 2023 planning

- **30 Sept 2022**
  - Publication of the call

- **15 Nov 2022**
  - Open info session

- **31 Jan 2023**
  - Deadline for submission

- **30 June 2023**
  - Indicative Publication of results

- **Sept - Nov 2023**
  - Signature grant agreements
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 **345.6 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 **38.4 MEUR**
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**
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 2020 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.
- **Western Balkans third countries not associated to the programme** (Albania, Bosnia and Herzegovina, Montenegro and Kosovo)
2023 Erasmus+ Call novelty
HEIs from all Western Balkan countries eligible as full partner

Also HEIs from Albania, Bosnia and Herzegovina, Kosovo* and Montenegro can now become full partners in an alliance

Eligibility requirement for full partners:
HEIs must be holders of a valid Erasmus Charter for Higher Education (ECHE), also HEIs from Western Balkans

ECHE call is always open, with a cut-off on 26 January 2023

Online information session for Western Balkan HEIs on the Erasmus Charter for Higher Education (ECHE)
Friday 25 November 2022 at 10:30 – 12:30 (CET)
Click here to connect to the information session for Western Balkan HEIs

* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence
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) or in Kosovo.
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 higher education institution may participate as full partner in only one European Universities alliance funded by the Erasmus+ programme at the same time.

- a HEI may only participate as full partner in one single European Universities application; they may participate in other applications only as associated partners.
## Maximum EU grant

<table>
<thead>
<tr>
<th>Total number of HEIs which are full partners at the end of the EU grant</th>
<th>Max EU Grant</th>
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<tbody>
<tr>
<td><strong>A— (except for the cases in box B)</strong></td>
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<tr>
<td>9 or more</td>
<td>14.40 MEUR</td>
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<tr>
<td>8</td>
<td>8.64 MEUR</td>
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<tr>
<td>7</td>
<td>7.56 MEUR</td>
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<tr>
<td>6</td>
<td>6.48 MEUR</td>
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<tr>
<td>5</td>
<td>5.40 MEUR</td>
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<tr>
<td>4</td>
<td>4.32 MEUR</td>
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<tr>
<td>3</td>
<td>3.24 MEUR</td>
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<tr>
<td><strong>B— For topic 1 with expansion strategy</strong></td>
<td></td>
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<tr>
<td>6 or less expanding to 8</td>
<td>12.80 MEUR</td>
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<tr>
<td>5 or less expanding to 7</td>
<td>11.20 MEUR</td>
</tr>
<tr>
<td>4 or less expanding to 6</td>
<td>9.60 MEUR</td>
</tr>
<tr>
<td>3 expanding to 5</td>
<td>8.00 MEUR</td>
</tr>
</tbody>
</table>
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.
Award criteria valid for Topics 1&2

- **Relevance** (max 25 Points)
- **Quality** (max 50 points)
- **Impact** (max 25 points)
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
contribution to implementing the European strategy for universities and the new European Innovation Agenda, e.g. in cooperation with other alliances
transnational dimension
regional development
benefitting other institutions, by driving inclusion & excellence

25 Points
Quality

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
Structural, Systemic and Sustainable Impact

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 HEIs missions
- positively impact local communities and innovation ecosystems

• Lead by example / role model
• Sustainability
• Share knowledge and spread best practice
• Open Education and Open Science and Citizen Science resources
Preparing an application

Ivelina FEDULOVA
Project Officer, EACEA.A1
To be admissible, proposals must be:

- submitted before the call deadline (31 January 2023, 17.00 CET)
  - electronically via the Funding & Tenders Portal
  - using the forms provided inside the Submission System
- complete and contain all the requested information and all required annexes and supporting documents
Main steps of the application process

1. Applicant must have an **EU Login account** (formerly ECAS)
2. Ensure applicants & associated partners 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
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 (applicants and associated partners). 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)

Direct links to the Call pages:

**Topic 1** – Intensification of prior deep institutional transnational cooperation
[https://europa.eu/xBvkpt](https://europa.eu/xBvkpt)

**Topic 2** – Development of new deep institutional transnational cooperation
[https://europa.eu/Mgy3cB](https://europa.eu/Mgy3cB)
How to apply – Start your proposal

Insert your organisation (search via PIC or short name)

State your role in the proposal

Fill in the acronym and short summary
How to apply – Add partners

- Full Partners, Affiliated Entities and Associated Partners must all be registered in the Participant Register. The Participant Identification Code (PIC) (one per participant) is mandatory for the application forms.
How to apply – Templates and forms

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)
   - CVs: not applicable
4. Fill in Part C (Additional project data) online
5. 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

- If your proposal involves affiliated entities, please specify the type of link (to be filled in for beneficiaries and their affiliated entities, if any)
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
<table>
<thead>
<tr>
<th>CALL AWARD CRITERIA</th>
<th>APPLICATION FORM</th>
</tr>
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<tbody>
<tr>
<td><strong>1. RELEVANCE</strong></td>
<td></td>
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<tr>
<td>Level of ambition and innovative approach of the proposal</td>
<td>Background and general objectives</td>
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<td></td>
<td>Needs analysis and specific objectives</td>
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<tr>
<td>European added value</td>
<td>Complementarity and EU added value</td>
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<tr>
<td><strong>2. QUALITY</strong></td>
<td></td>
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<tr>
<td>2.1 Project design and implementation</td>
<td>Concept and methodology</td>
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<tr>
<td></td>
<td>Project management, quality assurance, monitoring and evaluation strategy</td>
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<td></td>
<td>Project teams, staff, experts</td>
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<td></td>
<td>Cost effectiveness and financial management</td>
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<td>Risk management</td>
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<tr>
<td>2.2 Partnership and cooperation arrangements (Cooperation arrangements &amp; Geographical balance)</td>
<td>Consortium set-up <em>(including geographical balance)</em></td>
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<td>Consortium management and decision-making</td>
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<td><strong>3. IMPACT</strong></td>
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<tr>
<td>Impact</td>
<td>Ambition</td>
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<td></td>
<td>Communication, dissemination, visibility</td>
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<td>Sustainability &amp; continuation</td>
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</tbody>
</table>
Part B – Further clarifications (1)

Sections that are **not applicable to this Call**

- Specific tables in section ‘4.2 Work packages, activities, resources and timing’:
  - ‘Estimated budget — Resources’
  - ‘Staff effort’
- ‘5.1 Ethics’
- ‘5.2 Security’
- Annexes: CVs, Annual activity reports

Section ‘Project summary’

- Your short project summary appears in Part A already.

Section ‘2.1.3 Project teams, staff and experts’

- In the table ‘Project teams and staff’, list only key staff members

Section ‘2.2.1 Consortium set-up’

- If your proposal includes associated partners, their involvement and role have to be clearly described (also in section ‘4.2 Work packages, activities, resources and timing’)

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 (outputs/outcomes)’ (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 Type II approach when designing your work packages

Table ‘Events meetings and mobility’
• This table does not need to be filled in
Part C – Additional project data

Part C collects further project data for statistical purposes only

➢ To be filled in online

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
EUROPEAN UNIVERSITIES

Introduction to Lump Sum Type II grants

Kurt JACOBS
Head of Sector - Financial Operation, EACEA.B5.001
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 at final report and ex-post financial audits – i.e. a major reduction of administrative burden

- **Focus on performance**:
  - Shift from 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 at final report stage. The attention is on monitoring of outcomes, deliverables and any document proving that the work was done as detailed in the application (which is annex 1 of grant agreement)
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.

- Balance payment will be made on the basis of the delivery and completion of the work packages at the final report stage. Evaluation of WPs occurs only after the project is finished!

- If a project is selected, changes to the budget during project implementation 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
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
  - Horizontal work packages (e.g.: management, dissemination, etc.) may be approached differently
  - Contrary to interim payments, pre-financing payments are not linked to the delivery/completion of the WPs (e.g. to release the next pre-financing in full, of course 70% of previous pre-financing has to be consumed).
Lump sum approach – basic principles

Both evaluation and model grant agreement follow standard (budget-based) approach as much as possible:

- Same evaluation/award criteria
- Same pre-financing payment scheme
- Same cost categories and specific rules on eligibility of costs (see Call for Proposals and Model Grant Agreement)
- Similar periodic reporting periods and technical reporting though focusing on completion of work packages
- One lump sum share is fixed in the grant agreement for each work package and each beneficiary
- This amount is paid when the activities in the work package are completed. Like in budget-based, payment does not depend on a ‘successful’ outcome but on the completion of activities.
Lump sum approach – cost estimations

Cost estimations:

✓ Are subject to same eligibility rules as costs in standard, budget-based (actual costs) grants
✓ Cost estimations can be included only if the same cost item / type of cost would be eligible in an actual cost grant
✓ Must be in line with beneficiaries’ normal practices
✓ Must be reasonable / not excessive
✓ Must be in line with and necessary for the activities proposed in the project proposal

A few points of attention:

✓ Indirect costs are fixed at 7% unless the beneficiary has an operating grant
✓ All costs are to be reported regardless of co-financing. Co-financing is 80% of each WP and thus each co-beneficiary’s contribution in each WP.
Excel workbook: Detailed estimation of costs of the project

→ Focus on units/input
→ Avoid any excessive cost per unit
→ Travel, hotel, per diem. See C(2021) 35
→ Volunteers. See C(2019) 2646
→ SME owners. See C(2020) 7115

* Excel will be replaced in coming year(s) by a SEP module in e-grants.
# Lump sum grant – Budget allocation

## Annex 2 of model grant agreement

<table>
<thead>
<tr>
<th>WP1</th>
<th>WP2</th>
<th>WP3</th>
<th>WP4</th>
<th>WP5</th>
<th>WP6</th>
<th>WP7</th>
<th>WP8</th>
<th>Total</th>
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<td>50.000</td>
<td>300.000</td>
<td>250.000</td>
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<td>1.150.000</td>
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<td>Beneficiary C</td>
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<td>Beneficiary D</td>
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Lump sum = Maximum grant amount
Lump sum grant – Budget transfers

All budget transfers require an amendment!

Transfer of amounts between work packages only acceptable if:

- Work packages not already completed (and declared in periodic report)
- Justified by the implementation of the action
- Amendment does not call into question the decision awarding the grant or breach the principle of equal treatment of applicants

<table>
<thead>
<tr>
<th>Work Package</th>
<th>WP1</th>
<th>WP2</th>
<th>WP3</th>
<th>WP4</th>
<th>WP5</th>
<th>WP6</th>
<th>WP7</th>
<th>WP8</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beneficiary A</td>
<td>250.000</td>
<td>50.000</td>
<td>300.000</td>
<td>250.000</td>
<td>300.000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beneficiary B</td>
<td>250.000</td>
<td>350.000</td>
<td>50.000</td>
<td>100.000</td>
<td>150.000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beneficiary C</td>
<td>100.000</td>
<td>100.000</td>
<td>50.000</td>
<td>280.000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beneficiary D</td>
<td>120.000</td>
<td>50.000</td>
<td>100.000</td>
<td>150.000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>350.000</td>
<td>470.000</td>
<td>350.000</td>
<td>200.000</td>
<td>300.000</td>
<td>530.000</td>
<td>200.000</td>
<td>600.000</td>
<td><strong>3,000,000</strong></td>
</tr>
</tbody>
</table>
Lump sum grant – Ex-post controls

Checks, reviews and audits for:

- Proper implementation of the action (e.g. technical/project review)
- Compliance with the other obligations of the grant:
  - IPR obligations
  - Other obligations (e.g. ethics, visibility of EU funding, etc.)
  - Obligations related to third parties (e.g. financial support)

No more ‘financial audits’ by the Commission
Lump sum grant – Ex-post controls

One needs

- Project related documents
- Publications, milestones, deliverables
- Who did what?
- ...any document proving that the work was done as detailed in Annex 1 of grant agreement

One doesn’t need

- Time sheets
- Pay slips or employment contracts
- Depreciation policy
- Travel invoices
- ....to show or prove actual costs
Lump sum approach – some conclusions

➢ Not a revolution but evolution
  – Lump sum funding follows, wherever possible, the standard rules and processes for actual cost aka budget-based grants
  – Same cost categories and specific rules on eligibility of costs
➢ Focus on work planning, work packages, outcomes, milestones and deliverables
➢ Less risk of errors in (absence of) financial reporting; less administrative burden
Annex: How to fill in the detailed budget table
1. How to fill in the detailed budget table

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

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<table>
<thead>
<tr>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> 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).</td>
</tr>
<tr>
<td><strong>2.</strong> 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.</td>
</tr>
<tr>
<td><strong>3.</strong> We recommend using Excel 2010 or more recent.</td>
</tr>
<tr>
<td><strong>4.</strong> The only currency used in this worksheet is EURO.</td>
</tr>
<tr>
<td><strong>5.</strong> 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).</td>
</tr>
<tr>
<td><strong>6.</strong> You then have to fill in only the following sheets: ‘Beneficiaries List’ – ‘Work Package list’ – ‘BE’ (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 (‘BE’x) will be automatically generated with data from the ‘Beneficiaries List’ and ‘Work Package list’</td>
</tr>
<tr>
<td><strong>7.</strong> 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 Entity. To add beneficiaries, please double click on the appropriate icon. Once you are done please ensure that the changes are applied by double clicking the relative icon.</td>
</tr>
<tr>
<td><strong>8.</strong> 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.</td>
</tr>
<tr>
<td><strong>9.</strong> At this stage your spreadsheet is ready to be edited Beneficiary by Beneficiary (BE) for all the workpackages concerned. To do this, you must enter for each Beneficiary Spreadsheet, all the related costs of each WorkPackage.</td>
</tr>
</tbody>
</table>
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 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 double-click 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 required to fill in the estimated costs of each WorkPackage.
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

<table>
<thead>
<tr>
<th>WP Nbr</th>
<th>WP Label</th>
</tr>
</thead>
<tbody>
<tr>
<td>WP 001</td>
<td>Studies and reports 2021</td>
</tr>
<tr>
<td>WP 002</td>
<td>Studies and reports 2022</td>
</tr>
</tbody>
</table>

- **List of Work Packages**
- **Actions (double-click to activate)**
  - Apply Changes
  - Add a Work Package
  - Remove this Work Package

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

<table>
<thead>
<tr>
<th>Work Packages</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Scroll down in the Excel sheet to see the other Work Packages</td>
</tr>
<tr>
<td>• You have to fill in the estimated actual cost per Work Package</td>
</tr>
</tbody>
</table>

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.
6. Proposed budget

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.
7. Complementary information

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.
## Useful links and contacts

### FURTHER GUIDANCE

- **IT How To** – [https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/IT+How+To](https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/IT+How+To)
- **Webinar: F&TP for beginners** – [https://ec.europa.eu/research/participants/docs/h2020-funding-guide/other/event210527.htm](https://ec.europa.eu/research/participants/docs/h2020-funding-guide/other/event210527.htm)
- **Event webpage** - [https://europa.eu/!rMtJ8y](https://europa.eu/!rMtJ8y)

### CONTACTS

<table>
<thead>
<tr>
<th>Questions on the content of this Call:</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:EACEA-EUROPEAN-UNIVERSITIES@ec.europa.eu">EACEA-EUROPEAN-UNIVERSITIES@ec.europa.eu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technical support for F&amp;TP</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu">EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu</a></td>
</tr>
</tbody>
</table>
EUROPEAN UNIVERSITIES

Questions and answers

Don’t forget to submit your questions:

slido.com
Event code: #327599

Or scan the QR code:
Closing remarks

José-Lorenzo VALLÉS
European Education and Culture Executive Agency
Thank you for following this Information Session!

Please fill in our event survey: https://europa.eu/!4mVGtm

Or scan the QR code: