

LUMP SUM GRANTS

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Disclaimer

This document/presentation is non-binding and designed for information purposes to support participants to Global Health EDCTP3 actions in the management of their projects.

It is based on the legal framework applicable to Global Health EDCTP3 activities, namely Council Regulation 2021/2085 (basic act), European Parliament and Council Regulation 2021/695 (Horizon Europe Regulation), the Global Health EDCTP3 2025 work programme and the Horizon Europe Lump Sum Model Grant Agreement.

Agenda

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- **Introduction** – Vincent Declerfayt, Head of Administration and Finance, Global Health EDCTP3 and Abdoulie Barry, Executive Director and Director of Finance and Administration, EDCTP Association
- **Writing, Evaluation and Grant Agreement preparation for Lump-sum proposals**- Silvia Garcia, Scientific Project Officer, Global Health EDCTP3
- **Budget allocation, payment schedule, reporting and payment, ex-post controls**- Neodia Mensing-Flores, Financial Officer, Global Health EDCTP3
- **How to fill in the detailed budget table in lump-sum proposals** - Neodia Mensing-Flores, Financial Officer, Global Health EDCTP3
- **AOB - Q&A Session**- All



Introduction

Vincent Declerfayt

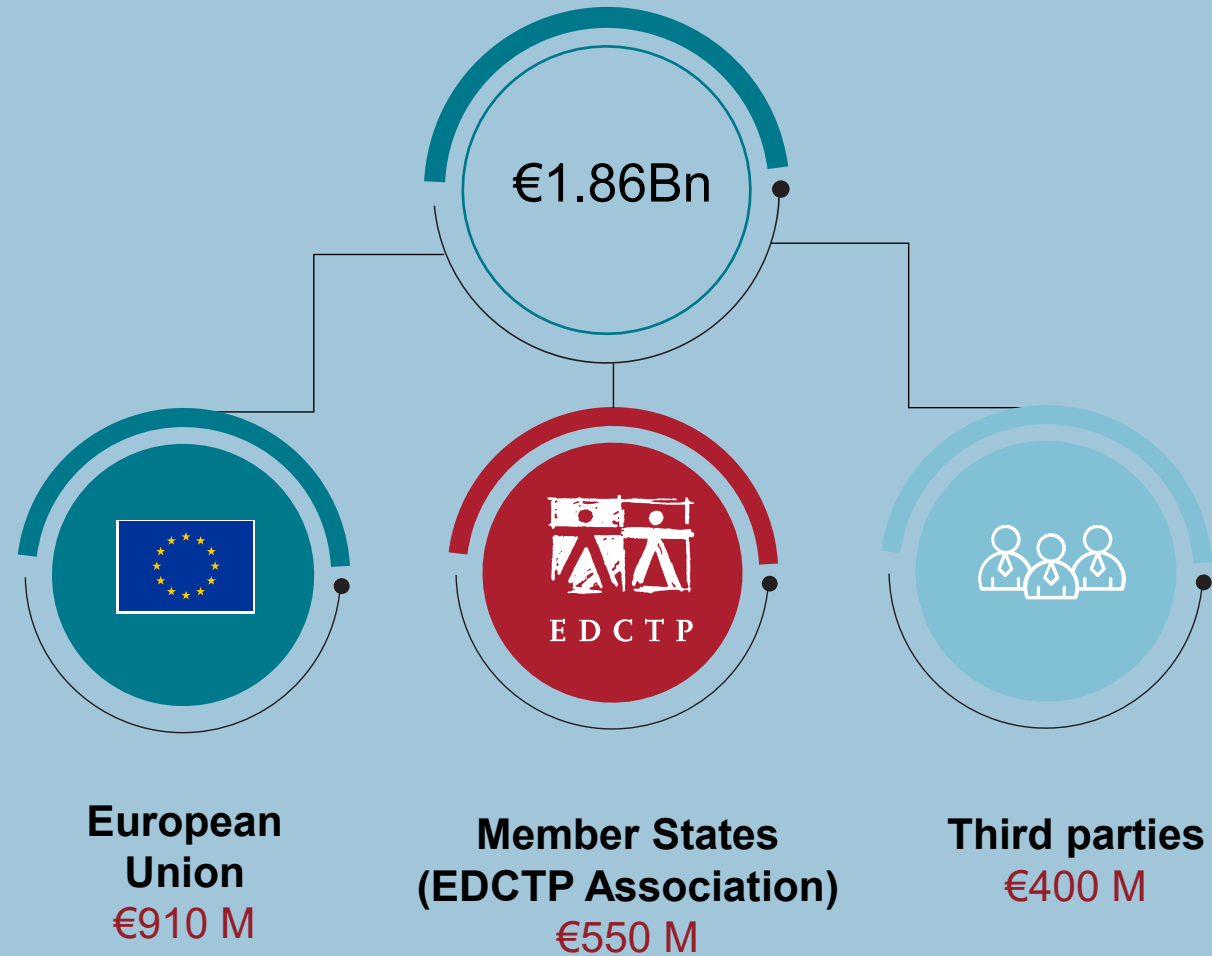
Head of Administrator and Finance, Global Health EDCTP3

Abdoulie Barry

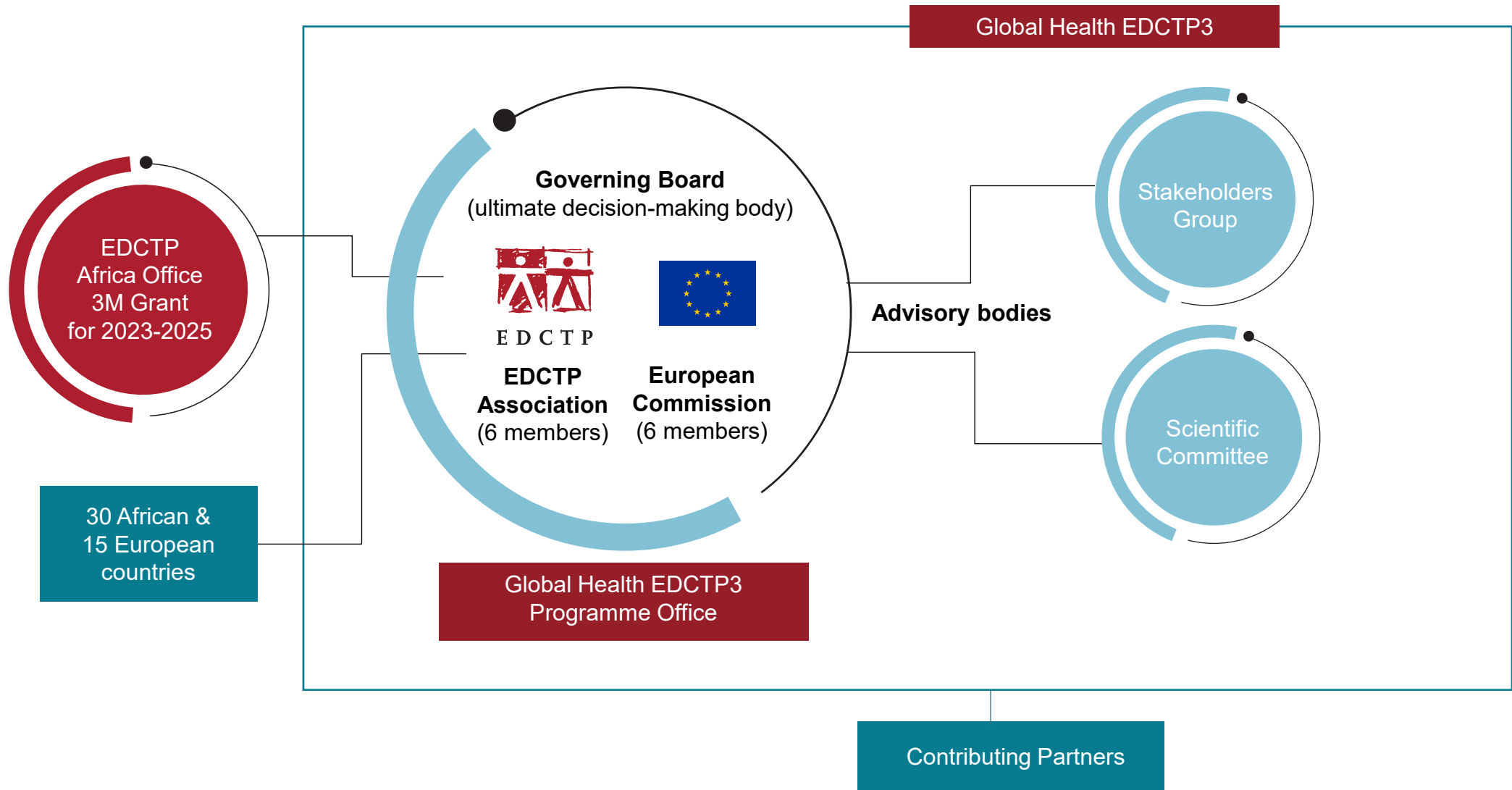
Executive Director and Director of Finance and Administration, EDCTP Association

Global Health EDCTP3

Established in 2021, Global Health EDCTP3 is a **partnership** between the **European Commission**, representing the European Union, and the **EDCTP Association**, representing the governments of 15 European and 30 sub-Saharan African countries.



Governance structure



EDCTP Association Members

European Countries

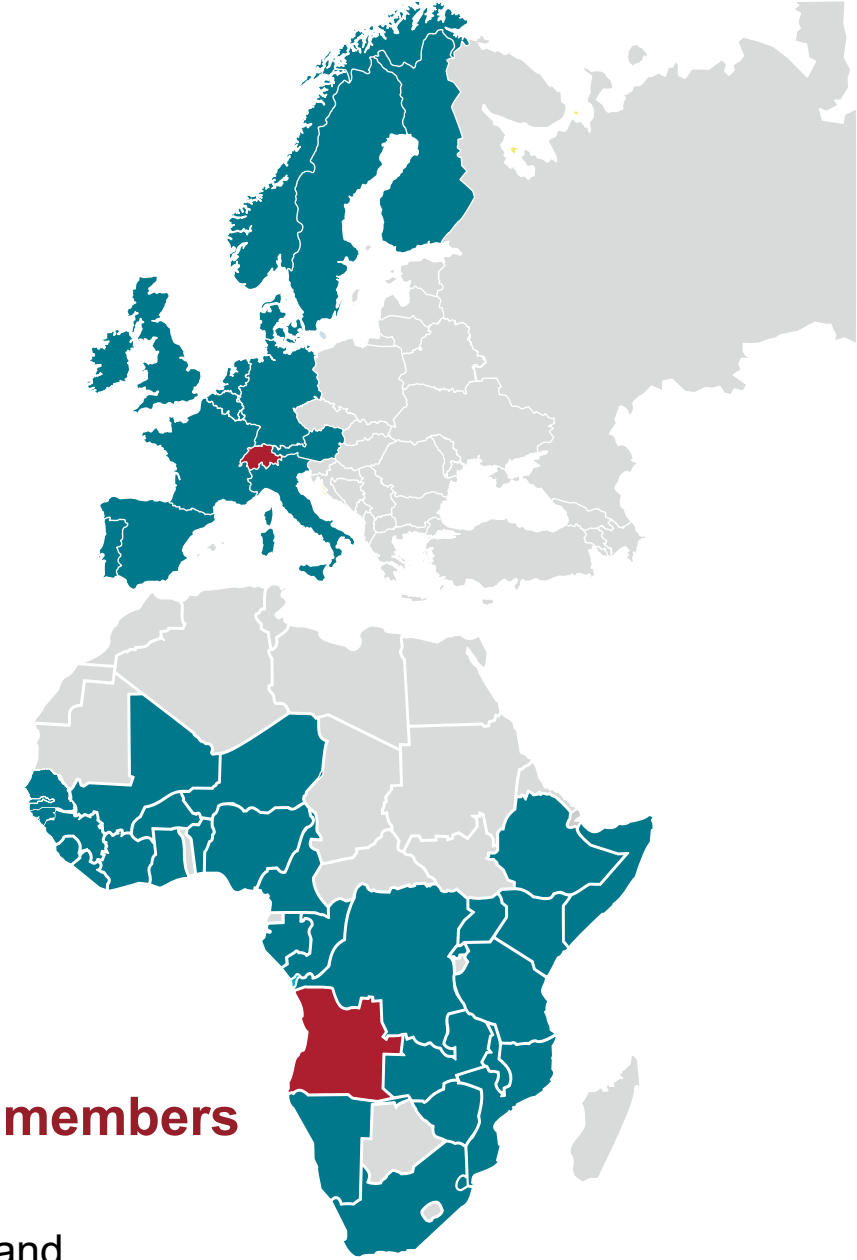
- | | | |
|------------|-----------------|--------------------|
| 1. Austria | 6. Germany | 11. Norway |
| 2. Belgium | 7. Ireland | 12. Portugal |
| 3. Denmark | 8. Italy | 13. Spain |
| 4. Finland | 9. Luxembourg | 14. Sweden |
| 5. France | 10. Netherlands | 15. United Kingdom |

African countries

- | | | |
|-------------------------------------|--------------------|------------------|
| 1. Benin | 11. Ghana | 22. Rwanda |
| 2. Burkina Faso | 12. Guinea-Bissau | 23. Senegal |
| 3. Cameroon | 13. Guinea-Conakry | 24. Sierra Leone |
| 4. Cote d'Ivoire | 14. Kenya | 25. Somalia |
| 5. Democratic Republic of the Congo | 15. Liberia | 26. South Africa |
| 6. Congo | 16. Mali | 27. Tanzania |
| 7. Eswatini | 17. Malawi | 28. Uganda |
| 8. Ethiopia | 18. Mozambique | 29. Zambia |
| 9. Gabon | 19. Namibia | 30. Zimbabwe |
| 10. The Gambia | 20. Niger | |
| | 21. Nigeria | |

Aspirant members

1. Angola
2. Switzerland



Role and responsibilities

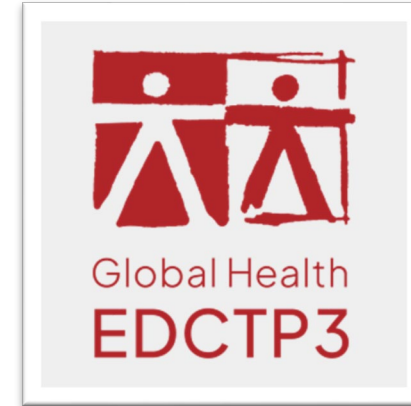
The role of Global Health EDCTP3 JU

- Granting authority, following the Joint Undertaking EU regulations and laws
- Horizon Europe grants
- **Operations**
- Research and development of the annual Work Programmes based on the SRIA and Global Health priorities
- Call for Proposals and Grant management: running evaluations, closing grant agreements with the beneficiaries, project monitoring, payments and ex-post
- Programme office to the governance structure
- Monitoring the implementation of the Work Programmes and the Strategic Innovation Agenda (SRIA)
- Partnership building, collaboration with the key global players
- **Works in collaboration with its Members:** The European Union (represented by the European Commission) and the EDCTP Association
- Visit our website: globalhealth-edctp3.eu

The role of EDCTP Association

- Partner in the Global Health EDCTP 3 governance structure, including Governing Board
 - Contributes to the strategic orientation and decisions
 - Founding Member of EDCTP3 Programme
 - Continues to support with the overall compliance of the Programme, with trainings and ex-ante ex-post role in complement to the JU
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- **The role of the Africa Office**
 - Partner in the Global Health EDCTP 3 governance structure, including Governing Board
 - Contributes to the strategic orientation and decisions
 - Founding Member of EDCTP3 Programme
 - Continues to support with the overall compliance of the Programme, with trainings and ex-ante ex-post role in complement to the JU

EDCTP Association and Global Health EDCTP3



- One of the two Members of the Joint Undertaking together with the European Commission
- Secretariat based in The Hague and Cape Town
- Complete the administration of EDCTP2 projects under Horizon 2020
- Work towards increased engagement and visibility of EDCTP programmes in Africa
- Partnership between the EDCTP Association and the European Commission
- Global Health EDCTP3 Joint Undertaking and its Programme Office are based in Brussels
- Responsible for the implementation of the 3rd EDCTP Programme under Horizon Europe
- Granting authority for the grants under Horizon Europe

EDCTP Association and Global Health EDCTP3



- Guide African countries that are members of the EDCTP Association through the activities of the Global Health EDCTP3
- Organise FPMT in support to Global Health EDCTP3 (Africa Office Grant)
- Launch calls and implement EDCTP3 grants under Horizon Europe
- Collaborate with the EDCTP Association and the European Commission – to reach the 3rd programme's objectives

Lump Sum grant - Role of EDCTP Association:

- **Coordinator for the projects selected under the following calls (stage 2):**
 - **HORIZON-JU-GH-EDCTP3-2025-02-FELLOWSHIP-01-two-stage:** Global Health EDCTP3 JU, and contributing partners funded Strategic Training Hubs for Fellowships in Public Health covering Biostatistics, Epidemiology and Modelling
 - **HORIZON-JU-GH-EDCTP3-2025-03-NETWORKS-01-two-stage:** Global collaborative action for strengthening the Regional Networks of Excellence and Epidemic Preparedness Consortia
- Key tasks of the Coordinator (per Annotated Grant Agreement):
 - Monitor that the action is implemented properly
 - Act as the intermediary for all communications
 - Request and review documents or information required by the granting authority and verify their completeness and correctness
 - Submit the deliverables and reports in the system
 - Distribute payments to the other beneficiaries



Why do we use lump-sum funding?

Significant simplification potential

- Despite all simplification, funding based on reimbursement of actual costs remains complex and error-prone
- Lump sum project funding removes all obligations on actual cost reporting and financial ex-post audits – i.e. a major reduction of administrative burden
- Access to the programme becomes easier, especially for small organisations and newcomers

Focus on content

- Less focus on financial management and more focus on the scientific-technical content of projects

Opportunity for the Global Health EDCTP3 to integrate the overall European Commission Research Family strategy, and pilot model for simplification in a pilot to learn from its programme specificities

Basic principles

Lump-sum evaluation and grant agreement follow the standard approach (similar as for actual costs grants) with the same:

- Evaluation criteria
- Pre-financing and payment scheme
- Reporting periods and technical reporting, though focusing on completion of work packages

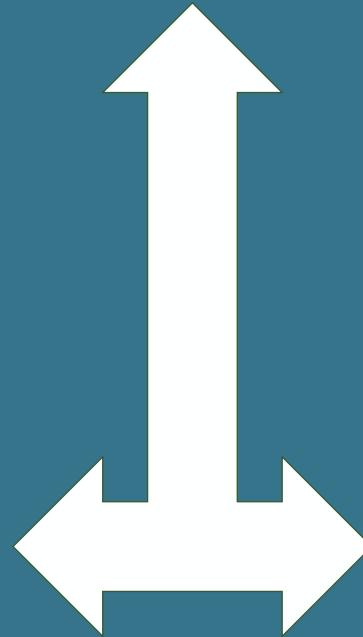
One lump sum share is fixed in the grant agreement for each work package:

- **Work package completed**  **PAYMENT**
- Payments do not depend on a successful outcome, but on the completion of activities
- Work packages can be modified through amendments (e.g. to take into account new scientific developments)
- No intention and nor basis for judging the performance of lump-sum grants more strictly than the performance of other grants

Two lump-sums options

Type 1

Lump-sum fixed
in the call for
proposal



Type 2

You define the
lump-sum in your
proposal



**Used for CSA topics in
EDCTP 3 WP 2025**



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Writing, Evaluation and GA preparation for Lump-sum proposals

Silvia Garcia

Scientific Project Officer, Global Health EDCTP3

Writing a lump-sum proposal

No impact on the writing of the stage 1 (short proposal) but in stage 2 – full proposal

To write a lump-sum proposal

- Use the standard Horizon Europe application form
- Present the objectives and methodology of your project and address the expected outcomes and impacts as in any Horizon Europe proposal
- Describe in detail the activities covered by each work package.

To define and justify the lump-sum

- Need to provide a **detailed budget table** with cost estimations that are an approximation of your actual costs and meet the eligibility criteria of Horizon Europe.
- Costs estimations needed for each cost category per beneficiary (and affiliated entity if any) and WPs

Detailed budget table (Excel file)

→ must be downloaded from the online submission system, fill it and submit it as an annex to the Part B of your application form.

Project design – work packages

Work package distribution

As many as needed but not more than what is manageable

A work package (WP) is a major sub-division of the work plan of your project

- A single activity is not a WP
- A single task is not a WP
- A % of progress is not a WP (e.g. 50 % of the tests)
- A lapse of time is generally not a WP (e.g. activities of year 1)

Work packages with a long duration may be split along the reporting periods (e.g., Coordination and Management, Dissemination and Exploitation, etc.). In this way, the relevant activities can be paid at the end of the reporting period

Splitting work packages- examples

Single long-duration work package

WP no	WP name	YEAR 1												YEAR 2												YEAR 3												YEAR 4											
		Reporting Period (RP) 1																		Reporting Period (RP) 2																		Reporting Period (RP) 3											
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
WP1	Management																																																



Splitting *

Split work packages, same content

WP no	WP name	YEAR 1												YEAR 2										YEAR 3														YEAR 4																								
		Reporting Period (RP) 1																		Reporting Period (RP) 2																		Reporting Period (RP) 3																								
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48													
WP1	Management (RP1)																																																													
WP2	Management (RP2)																																																													
WP3	Management (RP3)																																																													

*Splitting WPs along the boundaries of reporting periods allows activities to be reimbursed at intermediate payments

*It is possible that the resulting work packages contain the same tasks (e.g. project management). In this case, there is no need to repeat the same description for each split work package in the proposal (part B, table 3.1b)

Acceptance of work packages

- Work packages are **accepted if the activities have been carried out**. We can also accept them when all essential tasks have been completed, when equivalent tasks have been carried out, or when deviations have been justified.
- **Lump-sum projects can be amended** according to scientific-technical needs (or deviations can be justified in the reports). Use these mechanisms to make completion of work packages feasible.
- Before a lump-sum work package (that you declared completed) is rejected as incomplete, you are invited to **respond to the observations of the project officer**.
- If the rejection is upheld the lump sum share concerned is not paid at that point in time. You should **complete the work package later** and declare it at the end of any subsequent reporting period.
- If it is not possible to complete a work package by the end of the project (e.g., for technical reasons or due to force majeure), the **lump-sum is paid partially** in line with the degree of completion. The decision on the partial amount is taken on a case-by-case basis. You will be able to provide observations.

Evaluation of a lump-sum proposal (1/2)

Evaluation of lump-sum occurs at stage 2 only (full proposal)

- Evaluation of lump sum proposals follows the same overall approach as for actual cost grants. Your proposal will be evaluated by independent experts against the **standard evaluation criteria**: excellence, impact, and implementation. The cost estimations will be assessed against the proposed activities under the **Quality/Implementation/Resources** award criteria.
- Experts will:
 - ensure that the cost estimations are **reasonable and non-excessive** (including with checking the budget estimate on the basis of relevant statistical data)
 - evaluate whether the proposed resources and the split of the lump sum **allow completing the activities described in the proposal**.
 - Verify that proposals include the declaration by beneficiaries **of having used their own accounting practices**

The JU will provide **personnel costs dashboard** that shall be used to ensure that budgets are reasonable and non-excessive

- Personnel costs dashboard provides a reference data about the range of normal personnel costs per country, helping the evaluators to judge if personnel cost estimations in a proposal are reasonable

Evaluation of a lump-sum proposal (2/2)

- If the experts find overestimated costs, they make **concrete recommendations** on the budget that are recorded in the Evaluation Summary Report, but the score will not be decreased.
- Serious problems with the lump sum budget (e.g., a budget unfit for purpose or strongly overestimated costs) lead to a **decreased score** under the implementation criterion.
- Possible changes to the lump sum budget following evaluation are typically:
 - removal of ineligible costs (i.e. costs that do not meet the standard cost eligibility conditions of the programme; see above)
 - removal of erroneously duplicated cost items
 - correction of overestimated or underestimated costs.
- For that reason, **if you have high personnel costs**, especially personnel costs above the values shown in the dashboard, **please justify them in the comment tab of your detailed budget table** (for more details, see the instructions in the detailed budget table)
- Changes to the lump sum budget can lead to a lower lump sum and/or to the transfer of budget between different activities or different partners. An increase of the lump sum (i.e. of the maximum grant amount) is NOT possible.
- This will be reflected in a modified lump sum amount in the grant agreement followed-up by the JU during GAP phase.

Grant agreement preparation

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- The grant agreement for your project will be based on the [Model Grant Agreement for lump sum grants](#).
- The 'no negotiation' principle applies. The grant agreement is prepared on the basis of the proposal you submitted. However, some changes might be necessary:
 - correcting obvious errors and inconsistencies
 - other changes necessary to comply with applicable rules
 - adjustment of the lump sum to the amount specified in the Evaluation Summary Report (ESR)
- The [breakdown of lump sum shares per beneficiary and per work package](#) is included in the grant agreement as Annex 2. The submitted detailed lump sum budget table is not part of the lump sum grant agreement.
- Once the lump sum is fixed in the grant agreement, [it will not be questioned](#) if the prices for goods or services change later on.



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Budget allocation, payment schedule, reporting and payment, ex-post controls

Neodia Mensing-Flores

Financial Officer , Global Health EDCTP3

Budget allocation

Budget allocation (Annex 2 to the grant agreement)

	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	Total
Beneficiary A	250.000			50.000	300.000	250.000		300.000	1.150.000
Beneficiary B		250.000	350.000	50.000			100.000	150.000	900.000
Beneficiary C	100.000	100.000		50.000		280.000			530.000
Beneficiary D		120.000		50.000			100.000	150.000	420.000
Total	350.000	470.000	350.000	200.000	300.000	530.000	200.000	600.000	3.000.000

Shares of the lump sum per beneficiary

Shares of the lump sum per WP

Lump sum
=
Maximum grant
amount

You can **use the budget as you see fit** as long as the project is implemented as agreed. The actual distribution of the lump sum is invisible to us.

Budget transfers between work packages and/or partners require an amendment if the consortium wants to reflect them in the grant agreement.

Payment schedule

Types of payments

Pre-financing payment



- Same function and same rules as for other grants
- Coordinator distributes the amount according to consortium agreement

Interim payment(s)



- One or more
- We pay the shares of the lump sum set out in Annex 2 for the work packages completed & approved in the reporting period

Payment of the balance

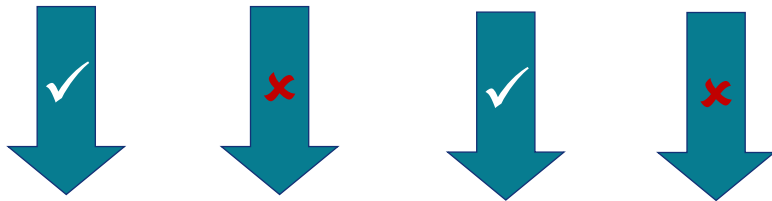


- Closes the financial aspects of the grant
- Partial payment for partially completed WPs possible
- Releases the amount retained for the Mutual Insurance Mechanism

Reporting and payment

- The financial report is much **simplified** and to a large extent automated.
- The financial statement for all beneficiaries is **automatically generated** (based on the accepted work packages and the corresponding lump sum shares).

	WP1	WP2	WP3	WP4	WP5
Beneficiary A	250.000			50.000	300.000
Beneficiary B		250.000	350.000	50.000	
Beneficiary C	100.000	100.000		50.000	
Beneficiary D		120.000		50.000	
Total	350.000	470.000	350.000	200.000	300.000



$$\text{Payment} = 350\,000 + 0 + 350\,000 + 0 = 700\,000 \text{ €}$$

Interim payments pay the lump sum shares for completed work packages.

Final payments can also pay partially completed work packages.

Ex-post controls

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Checks, reviews and audits for:



Proper implementation of the action (e.g. technical review)



Compliance with the other non-financial obligations of the grant, e.g.



IPR obligations

Ethics and integrity

Open science

Dissemination

Etc.



No financial checks, reviews and audits by EU services

Ex-post controls

|

Consortium **needs to keep** (e.g.)



- ☐ Technical documents
- ☐ Publications, prototypes, deliverables
- ☐ Documentation required by good research practices such as lab books
- ☐ ...any document proving that the work was done as detailed in Annex 1



Same as for all Horizon Europe grants

Consortium **doesn't need to keep***



- ☐ Time-sheets
- ☐ Pay-slips or contracts
- ☐ Depreciation policy
- ☐ Invoices
- ☐ ...any documents proving the actual costs incurred

*Participants still need to comply with financial record keeping **obligations outside the grant agreement**, if any (e.g., under national law or internal procedures)



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How to fill in the detailed budget table in lump-sum proposals?

Neodia Mensing-Flores

Financial Officer , Global Health EDCTP3

Co-funded by
the European Union



What is the detailed budget table for lump sum proposals?

|

- To define and justify the amount of the lump sum proposed by applicants, lump sum proposals type 2 must contain a detailed budget table.
- In this table, you provide cost estimations for each cost category per beneficiary and per work package.
- The table automatically generates the breakdown of the lump sum per beneficiary and per work package.

The detailed budget table is an Excel file (annex to proposal Part B). Applicants must download it from the online submission system.

Which costs must be covered?

Cost estimations:

- must be in **line with beneficiaries' normal practices**
- must be **reasonable** / not excessive
- must be **in line with the activities** proposed
- are subject to the basic **eligibility rules** of Horizon Europe (cost estimations can be included only if the same cost item / type of cost would be eligible in an actual costs grant)

Depending on the type of the action, these costs and categories of costs may be the following:

- **Direct personnel costs:** employees or equivalent (resolved by staff category); natural persons under direct contract; seconded persons; SME owners and natural person beneficiaries
- **Direct subcontracting costs**
- **Direct purchase costs:** travel and subsistence; equipment; other goods, works and services
- **Other cost categories:** financial support to third parties; internally invoiced goods and services; transnational access to research infrastructures costs; virtual access to research infrastructures costs; PCP/PPI procurement costs

Excel template: few instructions before starting

Horizon Europe Programme

Detailed lump sum budget

Generate the Excel file in macro-free format
Ready for the online submission system

Instructions

Go to Beneficiaries and Affiliated Entities list

! Double click buttons !

Go to Work packages list

GENERAL INSTRUCTIONS

This workbook enables you to present the detailed estimation of costs of your lump sum project and to calculate the lump sum breakdown per beneficiary and per work package. It must be uploaded as an additional document at the 'Proposal forms' step of proposal submission. This is mandatory. If you do not upload the Excel workbook, the proposal submission will be blocked.

You **must not change the structure** of this workbook (e.g., do not add, remove or modify rows, columns or tabs).

Comprehensive guidance and background on [lump sum funding under Horizon Europe](#) is available on the Funding & Tenders Portal. To get started, we recommend to read the guide [Lump sum funding – what do I need to know](#). This includes details on how to complete this Excel workbook. The weblinks are provided in column E.

We recommend using Excel 2013 (Windows) / Excel 2016 (Mac OS) or more recent.

The only currency used in this workbook is EURO.

You **must complete** the following sheets: 'BE list' – 'WP list' – 'BE' (one sheet for each beneficiary) – 'Depreciation costs' (if any). The appropriate number of individual beneficiary sheets ('BEx') will be generated automatically with data from the 'BE list' and 'WP list' sheets.

The information in this workbook **must correspond** to the main proposal. For example, the list of beneficiaries and affiliated entities and the list of work packages must be the same. Likewise, the tables in section 3.1 of Part B of the proposal must be in line with the budget presented here (e.g., table 3.1h 'purchase costs', and table 3.1i 'internally invoiced goods and services').

Instructions BE list WP list Lump sum breakdown Person-months overview Summary per WP BE1 Depreciation costs Any comments Change Log

- We recommend to use Excel 2013 or a more recent version
- The currency used in the Excel template is **EURO**
- **Read the detailed instructions** on the first tab of the Excel file
- For your proposal, you must **always use the file provided in the online submission system**. For information only, the template is available on the Funding & Tenders Portal.

Fill in the beneficiaries list 'BE list' sheet

|

List of beneficiaries (BE) and affiliated entities (AE)						Add BE	Delete OLD_BE backup sheets	Apply changes
BE/AE nr	Role	BE/AE name	Acronym	Country	Funding rate			
BE1	Coordinator	University 1	Uni1	Belgium (BE)	100%			
BE1-AE2	Affiliated entity	Laboratory 1	Lab1	Netherlands (NL)	100%	Clear BE1-AE2	Add AE to BE1	
BE3	Beneficiary	SME 1	SME1	Croatia (HR)	100%	Clear BE3	Add AE to BE3	
BE4	Beneficiary	Research organisation 1	RES1	Ireland (IE)	70%	Clear BE4	Add AE to BE4	
BE5	Beneficiary	University 2	Uni2	Estonia (EE)	100%	Clear BE5	Add AE to BE5	
BE6	Beneficiary	SME 2	SME2	Luxembourg (LU)	100%	Clear BE6	Add AE to BE6	

Funding rate for EDCTP3 grants: 100%

Fill in the work packages list ('WP list' sheet)

List of Work Packages		Add WP	! Double click buttons !		Apply changes
WP number	WP name				
WP1	Analysis				
WP2	Technical part			Clear WP2	
WP3	Experiment 1			Clear WP3	
WP4	Experiment 2			Clear WP4	
WP5	Communication & dissemination			Clear WP5	
WP6	Project management 1			Clear WP6	
WP7	Project managmeent 2			Clear WP7	

- To **add a work package**, double click on the '**Add WP**' button to generate an additional line to the table. You can add as many work packages as needed. Follow the same order as in the Part B of your application.
- Once you have completed the 'WP list' sheet, you must double click the '**Apply changes**' button: one table per work package will be added to the beneficiaries' individual sheets.

Fill in the individual beneficiary sheets ('BEx' tab)

Beneficiary: BE3 - BUDGET SHEET

[View Summary](#)

SME 1			
COST CATEGORY	ITEMS	COST PER ITEM	BE TOTAL COSTS
COSTS WORK PACKAGE 1: WP1 name			
A. DIRECT PERSONNEL COSTS			
A.1 Employees (or equivalent)			
SENIOR SCIENTISTS (or equivalent in the private sector)	5.0	7000	35000.00
JUNIOR SCIENTISTS (or equivalent in the private sector)	10.0	4900	49000.00
TECHNICAL PERSONNEL (or equivalent in the private sector)	5.0	5300	26500.00
ADMINISTRATIVE PERSONNEL (or equivalent in the private sector)			0.00
OTHERS			0.00
A.2 Natural Persons under direct contract			0.00
A.3 Seconded Persons			0.00
A.4 SME owners and natural person beneficiaries		4798	0.00
B. DIRECT SUBCONTRACTING COSTS			
			0.00
C. DIRECT PURCHASE COSTS			
C.1 Travel and subsistence	5.0	1500	7500.00
C.2 Equipment (complete 'Depreciation costs' sheet)			
Equipment	2.0	3000	6000.00
Infrastructure			0.00
Other assets			0.00
C.3 Other goods, works and services			
Consumables	1.0	7500	7500.00
Services for meetings, seminars			0.00
Services for dissemination activities (including website)			0.00
Publication fees			0.00
Other (shipment, insurance, translation, etc.)			0.00
D. OTHER COST CATEGORIES			
D.1 Financial support to third parties (if applicable in the topic specific conditions)			0.00
D.2 Internally invoiced goods and services			0.00
D.3 Transnational access to research infrastructure unit costs (if mentioned as eligible in the topic specific conditions)			0.00
D.4 Virtual access to research infrastructure unit costs (if mentioned as eligible in the topic specific conditions)			0.00
D.5 PCP/PPI procurement costs (if mentioned as eligible in the topic specific conditions)			0.00
TOTAL DIRECT PERSONNEL COSTS AND PURCHASE COSTS (A+C)			131500.00
Instructions	BE list	WP list	Lump sum breakdown
Person-months overview	Summary per WP	BE1	BE3
		BE4	BE5
		BE6	Depreciation

Fill in the individual beneficiary sheets ('BEx' tab) – affiliated entities

Coordinator: BE1 - BUDGET SHEET	View Summary			BE1-AE2			
	University 1			Laboratory 1			
COST CATEGORY	ITEMS	COST PER ITEM	BE TOTAL COSTS	ITEMS	COST PER ITEM	AE TOTAL COSTS	BE+AE TOTAL COSTS
COSTS WORK PACKAGE 1: WP1 name							
A. DIRECT PERSONNEL COSTS							
A.1 Employees (or equivalent)							
SENIOR SCIENTISTS (or equivalent in the private sector)			0.00			0.00	0.00
JUNIOR SCIENTISTS (or equivalent in the private sector)			0.00			0.00	0.00
TECHNICAL PERSONNEL (or equivalent in the private sector)			0.00			0.00	0.00
ADMINISTRATIVE PERSONNEL (or equivalent in the private sector)			0.00			0.00	0.00
OTHERS			0.00			0.00	0.00
A.2 Natural Persons under direct contract			0.00			0.00	0.00
A.3 Seconded Persons			0.00			0.00	0.00
A.4 SME owners and natural person beneficiaries		5990	0.00		6685	0.00	0.00
B. DIRECT SUBCONTRACTING COSTS							
			0.00			0.00	0.00
C. DIRECT PURCHASE COSTS							
C.1 Travel and subsistence			0.00			0.00	0.00
C.2 Equipment (complete 'Depreciation costs' sheet)							
Equipment			0.00			0.00	0.00
Infrastructure			0.00			0.00	0.00
Other assets			0.00			0.00	0.00
C.3 Other goods, works and services							
Consumables			0.00			0.00	0.00
Services for meetings, seminars			0.00			0.00	0.00
Services for dissemination activities (including website)			0.00			0.00	0.00
Publication fees			0.00			0.00	0.00
Other (shipment, insurance, translation, etc.)			0.00			0.00	0.00
D. OTHER COST CATEGORIES							
D.1 Financial support to third parties (if applicable in the topic specific conditions)			0.00			0.00	0.00
D.2 Internally invoiced goods and services			0.00			0.00	0.00

Fill in the individual beneficiary sheets

Personnel costs

	A	B	C	D
1	Beneficiary: BE3 - BUDGET SHEET		View Summary	
2	cb8eb8c0-aa62-4a25-a495-6caa8dc4a243	SME 1		
3	COST CATEGORY	ITEMS	COST PER ITEM	BE TOTAL COSTS
4				
5	COSTS WORK PACKAGE 1: WP1 name			
6				
7	A. DIRECT PERSONNEL COSTS			
8	A.1 Employees (or equivalent)			
9	SENIOR SCIENTISTS (or equivalent in the private sector)	5.0	7000	35000.00
10	JUNIOR SCIENTISTS (or equivalent in the private sector)	10.0	4900	49000.00
11	TECHNICAL PERSONNEL (or equivalent in the private sector)	5.0	5300	26500.00
12	ADMINISTRATIVE PERSONNEL (or equivalent in the private sector)			0.00
13	OTHERS			0.00
14	A.2 Natural Persons under direct contract			0.00
15	A.3 Seconded Persons			0.00
16	A.4 SME owners and natural person beneficiaries		4798	0.00

If your personnel costs are higher than the values in the dashboard, you must justify them in the 'Any comments' tab.

Fill in the individual beneficiary sheets – subcontracting costs

|

17	B. DIRECT SUBCONTRACTING COSTS			
18		1.0	30000	30000.00

- There is one line for subcontracting per beneficiary and work package (i.e., the amount entered covers all subcontracting activities for the beneficiary in a work package).
- Enter the number of subcontracted tasks for a given beneficiary and a given work package as number of items. The cost per item will be an average of the costs of all subcontracted tasks. No more detailed information is required in the Excel file.
- The tasks to be subcontracted and their costs must be described and justified in the table **3.1g in the part B of the application form**

Table 3.1g: ‘Subcontracting costs’ items

For each participant describe and justify the tasks to be subcontracted (please note that core tasks of the project should not be sub-contracted).

Participant Number/Short Name		
	Cost (€)	Description of tasks and justification
Subcontracting		

The costs entered here must match the costs entered in the Excel file

Fill in the individual beneficiary sheets – direct purchase costs

3	COST CATEGORY	ITEMS	COST PER ITEM	BE TOTAL COSTS
19	C. DIRECT PURCHASE COSTS			
20	C.1 Travel and subsistence	5.0	1500	7500.00
21	C.2 Equipment (complete 'Depreciation costs' sheet)			
22	<i>Equipment</i>	2.0	3000	6000.00
23	<i>Infrastructure</i>			0.00
24	<i>Other assets</i>			0.00
25	C.3 Other goods, works and services			
26	<i>Consumables</i>	4.0	1000	4000.00
27	<i>Services for meetings, seminars</i>	1.0	3000	3000.00
28	<i>Services for dissemination activities (including website)</i>			0.00
29	<i>Publication fees</i>	2.0	1500	3000.00
30	<i>Other (shipment, insurance, translation, etc.)</i>			0.00

- Enter the **total number of items** and the **average cost per item** for each relevant cost category.
- The cost per item will be an average of the prices of all items in the given category for a given beneficiary and a given work package. No more detailed information is required in the Excel file.
- Table 3.1h must be completed by each beneficiary showing the total purchase cost to be the same as that in the budget. For costs falling below the 15% of Personnel costs, no justification is required.

Table 3.1h: 'Purchase costs' items (travel and subsistence, equipment and other goods, works and services)

Participant Number/Short Name		
	Cost (€)	Justification
Travel and subsistence		
Equipment		
Other goods, works and services		
Remaining purchase costs (<15% of pers. costs)		
Total		

Fill in the individual beneficiary sheets – depreciation costs list

TOOL: DEPRECIATION COSTS LIST											
BE nr	Beneficiary name	WP nr	Work Package name	Resource type	Short name of the investments	Date of purchase (real or planned date of purchase)	Purchase cost	% used for the project	% of useful life of the equipment in the project	Charged depreciation costs per investment	Justification: Needed info for depreciation
BE1	University 1	WP1	Work package 1	Infrastructures	Description of the infrastructure	22-04-2024	20000.00	100.00%	40.00%	€ 8,000.00	
BE3	SME 1	WP2	Work package 2	Equipment	Description of the equipment	01-02-2024	6000.00	100.00%	50.00%	€ 3,000.00	
										€ -	
										€ -	
										€ -	
										€ -	

- For the category ‘equipment’ (equipment, infrastructure, other assets) you must enter the depreciation costs in the individual beneficiary tabs.
- Use the ‘Depreciation costs’ tab to calculate the depreciation costs:
 - Fill in the information about the beneficiary, the work package, the resource type, the name of the investment and the date of purchase
 - Encode the (estimated) price of the equipment in the column ‘Purchase cost’
 - Encode the percentage of usage of the equipment for the project in the column ‘% used for the project’
 - Divide the period (in months) during which the equipment is used for the project by the depreciation period (in months) for the equipment. Multiply the results by 100%. Encode the result in the column ‘% use for lifetime of the investment’

Fill in the individual beneficiary sheets – other direct costs and indirect costs

3	COST CATEGORY	ITEMS	COST PER ITEM	BE TOTAL COS
31	D. OTHER COST CATEGORIES			
32	D.1 Financial support to third parties (if applicable in the topic specific conditions)	1.0	6000	6000
33	D.2 Internally invoiced goods and services			0
34	D.3 Transnational access to research infrastructure unit costs (if mentioned as eligible in the topic specific conditions)			0
35	D.4 Virtual access to research infrastructure unit costs (if mentioned as eligible in the topic specific conditions)			0
36	D.5 PCP/PPI procurement costs (if mentioned as eligible in the topic specific conditions)			0
37				
38	TOTAL DIRECT PERSONNEL COSTS AND PURCHASE COSTS (A+C)			134000
39	TOTAL DIRECT COSTS (A+B+C+D)			170000
40				
41	E. INDIRECT COSTS (25% * (A+C))			33500
42				
43	F. TOTAL COSTS (A+B+C+D+E)			203500

- Certain types of costs can be entered only if they are explicitly allowed for in the specific conditions of your topic:
 - Financial support to third parties
 - Transnational access to research infrastructure' and 'Virtual access to research infrastructures
 - PCP/PPI procurement costs
- Indirect costs are calculated automatically.
- Total costs are calculated automatically.

Lump-sum breakdown

Part A (online forms)

No	Name of Beneficiary	Country	Requested grant amount
1			0.00
	Total		0.00

Excel file

ESTIMATED BREAKDOWN OF THE LUMP SUM					
BENEFICIARIES \ WORK PACKAGES	WP1 Work package 1	WP2 Work package 2	WP3 Work package 3	Total	Pct %
BE1: University 1	65,625.00	72,881.25	70,000.00	208,506.25	24.48%
BE2: University 2	29,750.00	56,000.00	62,842.50	148,592.50	17.46%
> BE2-AE3: Laboratory 1	59,250.00	48,750.00	53,400.00	161,400.00	18.96%
BE4: Research Org 1	30,000.00	61,425.00	85,275.00	176,700.00	20.76%
BE5: Research Org 2	40,000.00	67,287.50	48,750.00	156,037.50	18.33%
Total:	224,625.00	306,343.75	320,267.50	851,236.25	100.00%
Percentage:	26.39%	35.99%	37.62%	100.00%	

- The lump-sum breakdown table **is generated automatically**. It displays the lump sum shares per beneficiary/affiliated entity and per work package
- It applies the funding rate you have chosen in the BE list.
- In the part A of the application (online forms), you have to fill in the 'Budget for the proposal' table, entering the requested grant amount for each participant. To do so, please use the total amounts per beneficiary in the table 'Estimated breakdown of the lump sum' in the Excel file.

Summary tables

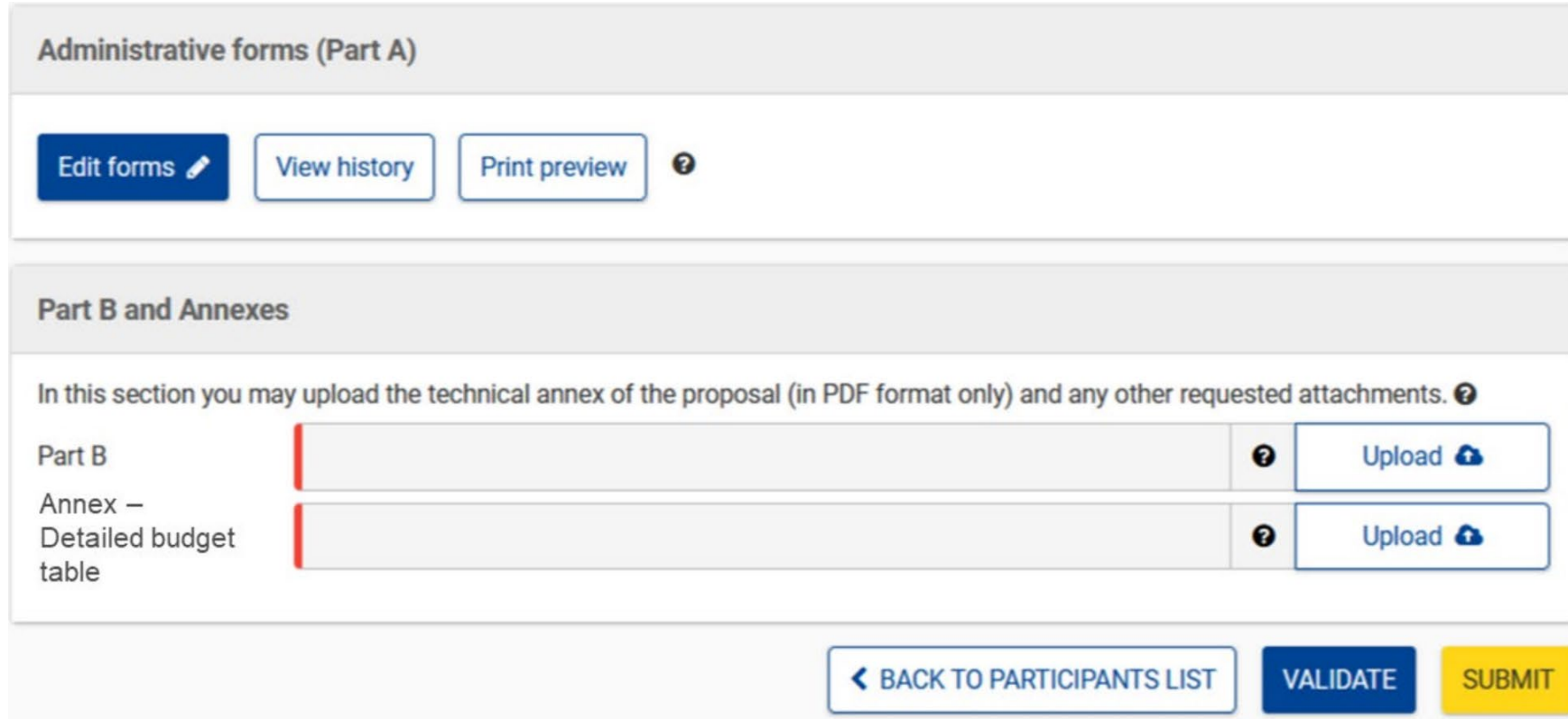
SUM OF ALL BENEFICIARIES (including AFFILIATED ENTITIES) FOR ALL THE WORK PACKAGES			
COST CATEGORY	ALL BENEFICIARIES (with affiliated entities)		TOTAL COSTS
	ITEMS (TOTAL)	AVERAGE COST PER ITEM	
COSTS WORK PACKAGE 1: Work package 1			
.. DIRECT PERSONNEL COSTS			
..1 Employees (or equivalent)			
SENIOR SCIENTISTS (or equivalent in the private sector)	5.0	8000.00	40000.00
JUNIOR SCIENTISTS (or equivalent in the private sector)	2.5	5000.00	12500.00
TECHNICAL PERSONNEL (or equivalent in the private sector)	5.0	6400.00	32000.00
ADMINISTRATIVE PERSONNEL (or equivalent in the private sector)	13.0	7384.62	96000.00
OTHERS	0.0		0.00
..2 Natural Persons under direct contract	0.0		0.00
..3 Seconded Persons	0.0		0.00
..4 SME owners and natural person beneficiaries	0.0		0.00
.. DIRECT SUBCONTRACTING COSTS			
	0.0		0.00
.. DIRECT PURCHASE COSTS			
..1 Travel and subsistence	20.0	470.00	9400.00

- The 'Summary per WP' and 'Person-months overview' tables are produced automatically.
- They will be used by evaluators during the evaluation of your proposal.

TOTAL PERSON-MONTHS					
BENEFICIARIES \ WORK PACKAGES	WP1 Work package 1	WP2 Work package 2	WP3 Work package 3	Total	Pct %
BE1: University 1	7.50	0.00	8.00	15.50	17.32%
BE2: University 2	4.00	8.00	9.00	21.00	23.46%
> BE2-AE3: Laboratory 1	6.00	5.00	6.00	17.00	18.99%
BE4: Research Org 1	3.00	6.00	9.00	18.00	20.11%
BE5: Research Org 2	5.00	7.00	6.00	18.00	20.11%
Total:	25.50	26.00	38.00	89.50	100.00%
Percentage:	28.49%	29.05%	42.46%	100.00%	

Uploading the Excel file

- Once you completed the detailed budget table, upload it in the online submission system, as annex to the part B template.



The screenshot shows a web interface for uploading documents. It is divided into two main sections: 'Administrative forms (Part A)' and 'Part B and Annexes'. The 'Administrative forms (Part A)' section contains three buttons: 'Edit forms' (blue), 'View history' (white), and 'Print preview' (white), followed by a help icon. The 'Part B and Annexes' section contains a text instruction: 'In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.' Below this, there is a table with two rows. The first row is for 'Part B' and the second row is for 'Annex – Detailed budget table'. Each row has a text input field, a help icon, and an 'Upload' button with a cloud icon. A red arrow points to the 'Upload' button for the 'Annex – Detailed budget table' row. At the bottom of the form, there are three buttons: 'BACK TO PARTICIPANTS LIST' (blue), 'VALIDATE' (blue), and 'SUBMIT' (yellow).

Administrative forms (Part A)		
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
Annex – Detailed budget table		? Upload
← BACK TO PARTICIPANTS LIST VALIDATE SUBMIT		



- The format of the Excel template is .xlsm because it uses macros. While you work on it, always save it as .xlsm.
- Upload the Excel file in .xlsx or .xls format. For security reasons, you cannot upload the file in .xlsm format.
- Always keep a copy of the original .xlsm file.



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AOB - Q&A session

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Resources available

One dedicated [lump sum page](#) on the Funding & Tenders Portal with:

Video tutorials

- [Overview of lump sum funding](#)
- [Detailed budget table](#)
- [Horizon dashboard for lump sum evaluations](#)

Guidance documents

- [What do I need to know? & Quick guide](#)
- [Frequently asked questions](#)
- [Detailed guidance for participants](#)
- [Lump sum briefing slides for experts](#)

Reference documents

- [Model Grant Agreement Lump Sum](#)
- [Decision authorising the use of lump sum contributions under the Horizon Europe Programme](#)



Q&A Session



Global Health
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Thank you for your attention!

Questions?



<https://www.global-health-edctp3.europa.eu/>



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