



Info session

Call for Proposals

Public Procurement of Innovation Development

(SMP-COSME-2021-PPI)

Online info session, 9th March, 10 am – 12.30 pm

Agenda

Time	Agenda item
09:45 – 10:00	Meeting opening / housekeeping
10:00 – 10:15	Welcome by the Head of Unit
10:15 – 10:45	Policy context
10:45 – 11:15	Call Presentation
11:15 – 11:30	Break
11:30 – 11:45	Financial aspects
11:45 – 12:30	Q & A

Some housekeeping rules:

- Feel free to ask your questions **using the chat**
- The **slides** of this meeting will be available on the Info Day Event Page along with the **recording**. An email will be sent to inform you.
- We value your feedback: an **evaluation survey** will be sent after the event.



Welcome

Natalia Martinez Paramo, Head of Unit

EISMEA Unit I.02



General Procurement Policy in the EU

DG GROWTH

Directorate C – Investment

Unit C2 Public Procurement

Website

https://ec.europa.eu/growth/single-market/public-procurement_en

Public Procurement in the EU

- ✓ 14% of GDP in the EU, and between 6-25% in other countries
- ✓ 500 bn euro of market opportunities in the EU (above the EU thresholds, ie published in TED)

Regulatory framework

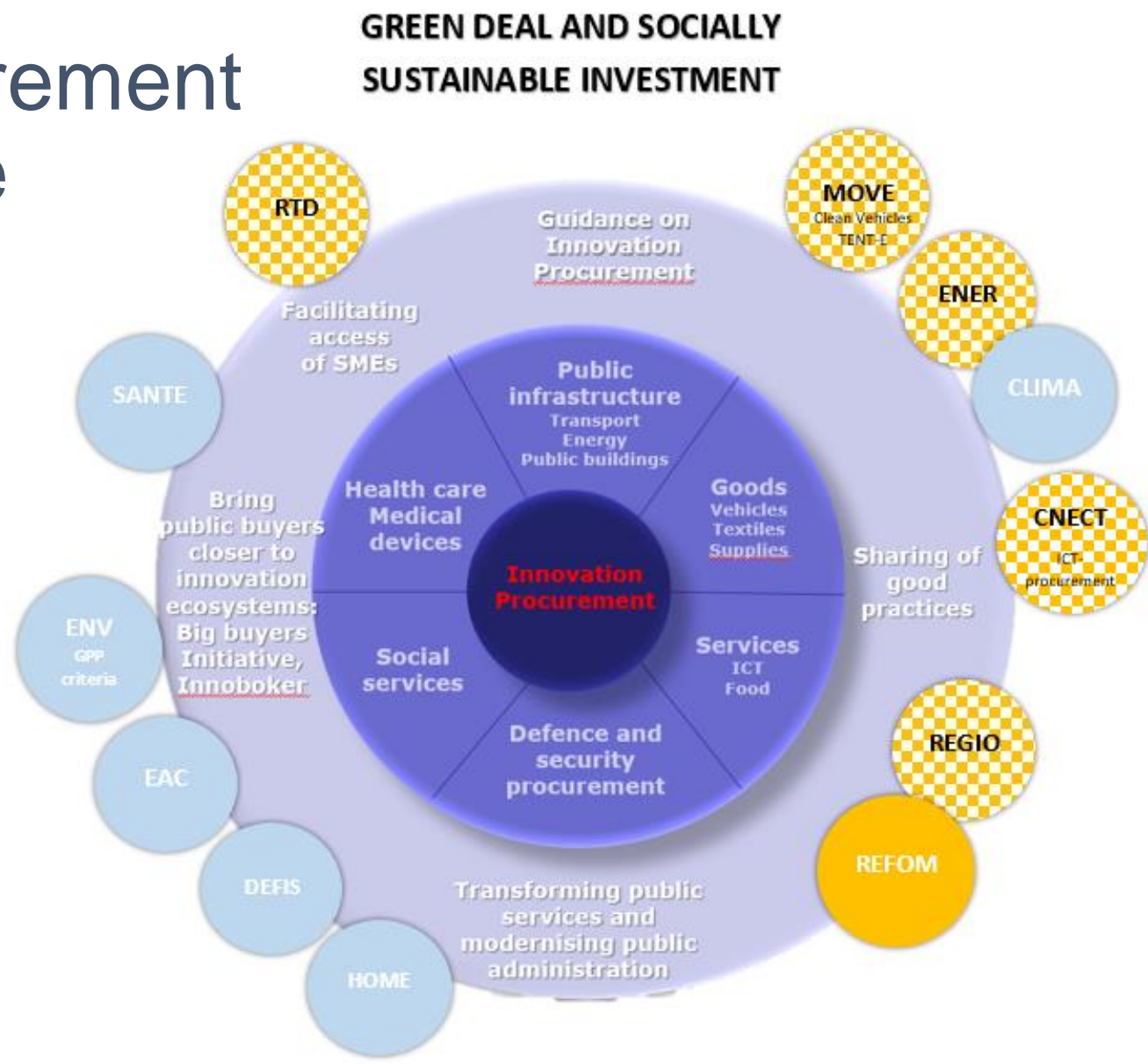
- ✓ Public Contracts 2014/24/EU
- ✓ Utilities 2014/25/EU
- ✓ Concessions 2014/23/EU
- ✓ Defence 2009/81/EC



Innovation Procurement in EU perspective

INDUSTRIAL POLICY

Create demand for innovation
Help build a more resilient European Union



LEGEND

- Policy/funding
- Public Buyers: Multi-disciplinary team (Policy makers + Procurers)

SMEs, STATUPS, SCALE UPS AND SOCIAL ENTREPRISES

Accelerate business opportunities for European innovative companies
Stimulate the economic recovery



What is Innovation Procurement

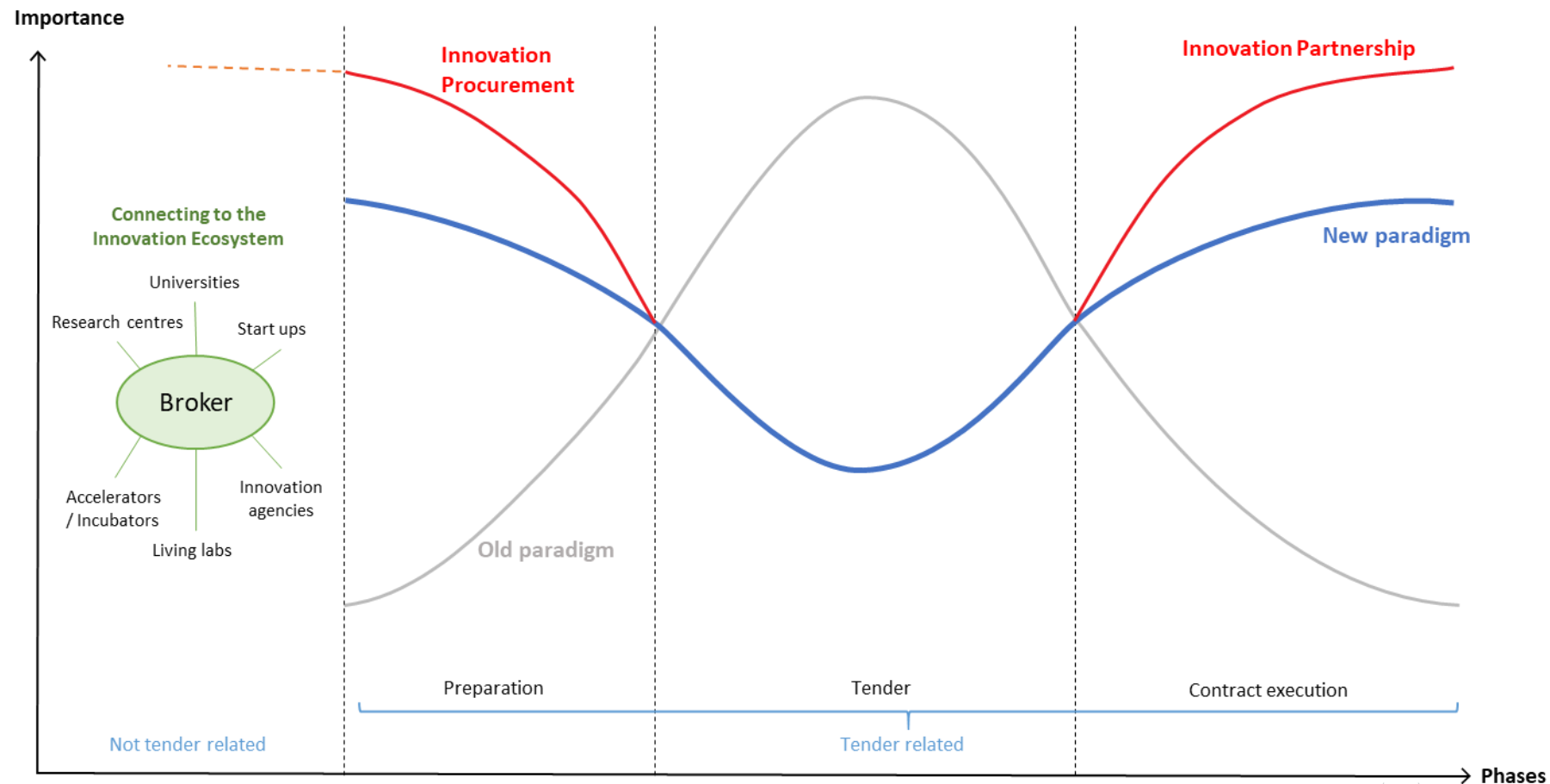
- **Procuring innovation** is public procurement aimed at developing or purchasing innovative solutions
- **Innovative solutions** are highly improved business cases for performing public services
- **Innovative solutions** can include the works, products and services itself and or new ways of working and organising them



Innovation Procurement

1. **Innovation** is key to the economic recovery, the twin green and digital transition and the resilience of the EU
2. Public **procurement** is the main channel for most public investment in recovery times and under the Recovery and Resilience Facility.
3. **Innovation Procurement** = investing strategically as a public buyer through public procurement practice

New Paradigm in procurement



General objectives of the call

1. Pulling up the internal market through innovations stimulating so the transition toward a more competitive, digital, greener and social economy
2. Strengthening the competitiveness and sustainability of the Union's enterprises, particularly SMEs.

Specific objectives of the call

1. Exploiting public procurement as a tool to **foster innovation** in areas of strong public interest
2. Creating a **general positive societal value** by the innovation procured/developed, in particular in the area of digital transformation, public health and green transformation
3. Contributing to capacity building and knowledge transfer on public procurement of innovation - **increasing the number of procurers involved in the collaborative action** as actors, followers or observers and developing tools and knowledge for replication of the developed procurement of innovation.

Proposals must:

1. Create a clear vision on societal problem to be solved
2. Positively contribute to SME ecosystems in the EU
3. Develop critical mass on buying side
4. Contain solid plans for realization and implementation of the innovative solution
5. Contain solid plans for scalability and replicability by other buyers

In addition to point 5:

“ To this end, the Commission is building a collaborative digital big buyer community (<https://big-public-buyers-community.ec.europa.eu>) where public buyers in Europe can work together, develop joint knowledge and joint action, from their own initiative or by the initiative of the Commission. This digital community (platform) will be used as a communication tool for the actions the Commission undertakes to stimulate the uptake of innovation procurement in the EU bringing together relevant interested communities. The Platform will be operational by the end of 2022.”



Objective of Digital Community

1. Distributive Network on Public Procurement
 - Public buyer – Public buyer
 - Public buyer – Commission
2. Commission's main channel for communication on tools, trainings, events, webinars on the topic of public procurement
3. Entrance point to other relevant forums and initiatives from EC from a public procurement perspective



Main functionalities of Digital Community:

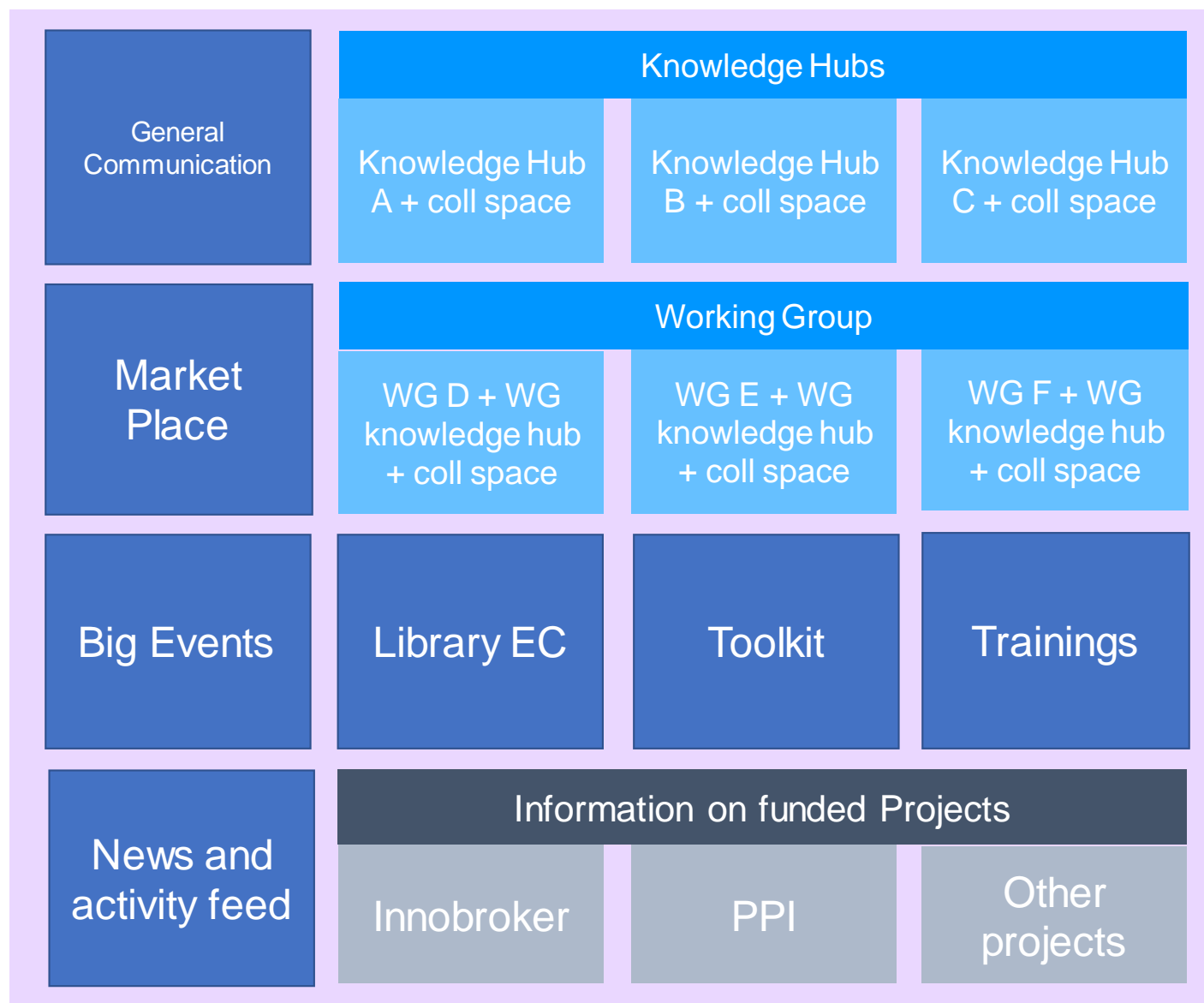
1. User accounts & members profiles
2. Collaborative working spaces and their Community managers
3. Digital Tools for Training and Alumni Networks of Trainings
4. Knowledge hubs to support collaborative working spaces



Indicative Planning of Digital Community

1. Develop Design Strategy (from --- to april 22)
2. Build IT for Digital Community (including testing with users) (April 22 – oct 22)
3. Launch the Platform (feb 23)
4. Maintain and support the Platform (jan - 26)

Indicative overview





Presentation of the Call

Darjan Peric, Project Advisor

EISMEA Unit I.02.2

Content of the Call document

1. Background/Objectives/Scope/Activities/Indicators - Section 1 and 2 of the Call

2. Criteria to meet:

- Admissibility (Section 5 of the Call)
- Eligibility (Section 2, 6 and 10 of the Call)
- Financial and Operational Capacity (Section 7 of the Call)
- Award (Section 8 of the Call)
- Exclusion (Section 7 of the Call)

Content of the application

1. Part A – Administrative forms
2. Part B – Description of the Action
3. Supporting documents

Funding and Tenders portal

1. Support Manuals
2. Reference documents
3. F&T portal functionalities – partner search

Content of the Call Document

Background/Objectives/Scope/Activities/Indicators - Section 1 and 2

What is the nature of the call, what do we want to achieve, what is the policy context within which your action will be developed, what are the objectives to be met by your action, what are the priorities you have to address?

- **Action to be developed around 5 objectives (Relevance Criterion)**
- **Impact of the action should correspond to objectives (Impact Criterion)**
- **Scope – 5 areas setting the frame of the action**
- **Performance indicators (Quality Criterion) vs. Impact indicators (Impact Criterion)**

Content of the Call document - Criteria

Admissibility Criteria

How do I ensure my application is administratively compliant?

- *If submitted before the deadline (3 May at 17H CET)*
- *If submitted via the F&T portal*
- *If complete: Part A (filled in online) + Part B + Supporting documents (5)*

Content of the Call document - Criteria

Eligibility Criteria

1. Eligible participants – Who can apply?
2. Eligible activities – Which activities can I propose?
3. Eligible costs – Which costs can be reimbursed?

Content of the Call Document – Eligibility (1)

Eligible participants – can I apply?

Yes if: 1) you are legal entity from EU, EEA, 3rd countries (with association agreements signed or to be signed – see list in the Call)

2) if affiliated to the beneficiary (linked 3rd party also must be eligible)

Yes, if: 1) your consortium is set up of **minimum** 2 public buyers from 2 different countries, both purchasing innovation!

! Public buyers definition

! Public buyers not purchasing

! Supporting entities (communication, expertise, etc.)

! Specific cases (natural persons, no legal personality, etc.)

Content of the Call document – Eligibility (2)

Eligible activities – *which activities can I propose?*

➤ **Eligible activities are all activities which fall in the scope (section 2):**

1. Pre - procurement activities (needs assessment, market engagement, etc.)
2. Procurement activities
3. Project management, communication, replicability, etc.

! List is non-exhaustive

! Independent project website is not eligible

Content of the Call document – Eligibility (3)

Eligible costs – the detailed presentation will follow.



Content of the Call document - Criteria

Financial Capacity – Section 7

Applicants must have stable and sufficient resources to successfully implement the projects and contribute their share.

Assessment will be done 1) based on your declaration – self assessment tool

2) based on our check if evaluated successfully

! Not applicable for public bodies

Operational capacity – Section 7

Applicants must have the know-how, qualifications and resources to successfully implement the projects and contribute their share (**CV, expertise, composition of the consortium, etc.**)

! Assessment will be done within the Quality Criterion - NEW

Content of the Call document - Criteria

Award criteria – Section 9

How will my application be assessed?

1. **Relevance (30 points)**
2. **Quality** - project design and implementation (30 points)
 - project team and cooperation arrangements (30 points)
3. **Impact (10 points)**

Content of the Call document - Criteria

Exclusion criteria – Section 7

In which situations am I excluded from receiving EU funding?

- ***Exclusion list in the Call text***
- ***Examples: bankruptcy, breach of tax obligations, grave professional misconduct, fraud, corruption, etc.***

Content of the application

1. Part A – Administrative forms
2. Part B – Description of the Action
3. Supporting documents

Content of the Application – Part A

➤ **Part A is filled in directly online (no uploading)**

➤ **It consists of:**

- 1. General information (Title, abstract, declarations, etc.)**
- 2. Participants in the consortia (Names, addresses, contacts, etc.)**
- 3. Summarised budget (overall budget – reflecting the detailed budget)**

! How to: F&T portal ➡ support ➡ online manual

Content of the Application – Part B

➤ **Part B – Description of the Action**

- Will be the core of your application
- Will describe in detail your action
- Will be the base for setting your budget
- Will be assessed during the evaluation
- Will be done using the template provided in the F&T portal

Content of the Application – Part B

TECHNICAL DESCRIPTION (PART B)	4
COVER PAGE	4
PROJECT SUMMARY	5
1. RELEVANCE	5
1.1 Background and general objectives	5
1.2 Needs analysis and specific objectives	5
1.3 Complementarity with other actions and innovation — European added value	5
2. QUALITY	5
2.1 Concept and methodology	6
2.2 Consortium set-up	6
2.3 Project teams, staff and experts	6
2.4 Consortium management and decision-making	7
2.5 Project management, quality assurance and monitoring and evaluation strategy	7
2.6 Cost effectiveness and financial management	7
2.7 Risk management	7
3. IMPACT	8
3.1 Impact and ambition	8
3.2 Communication, dissemination and visibility	8
3.3 Sustainability and continuation	9
4. WORK PLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING	10
4.1 Work plan	10
4.2 Work packages and activities	10
<i>Work Package 1</i>	10
<i>Work Package</i>	13
4.3 Timetable	13
4.4 Subcontracting	14
5. OTHER	16
5.1 Ethics	16
5.2 Security	16
6. DECLARATIONS	16

Content of the Application – Supporting documents

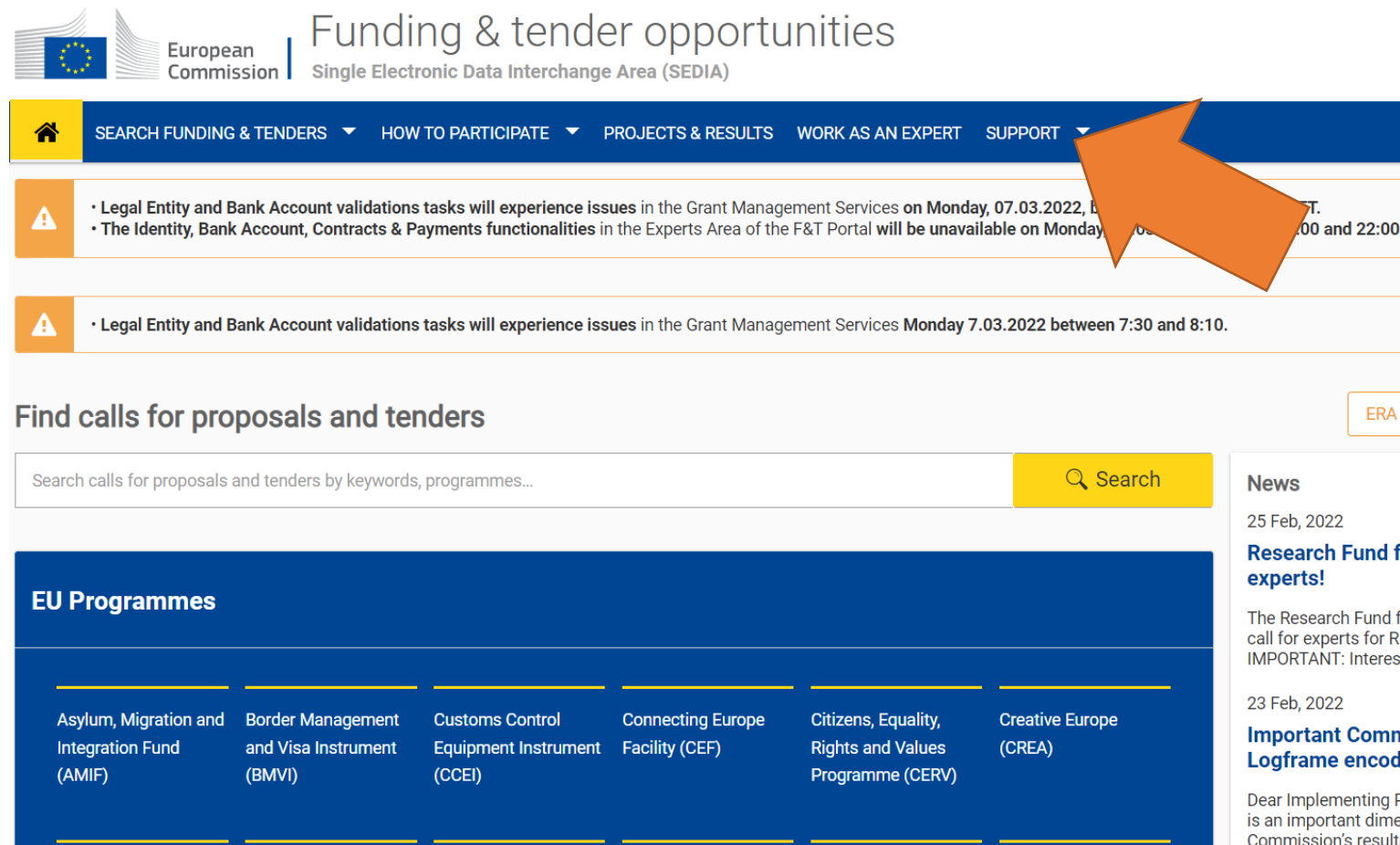
Mandatory annexes and supporting documents (to be uploaded as PDF files)


- Detailed budget table (mandatory) – template in the F&T portal
- CVs (mandatory)
- Description of know-how, qualifications, experience (mandatory)
- Document attesting the status of public buyers (contracting authority as identified in the national public procurement act) as described in the eligibility criteria - mandatory)
- In case of buyers acting on behalf of public authority - the commitment of the public authority in whose behalf the buyer is acting to secure the funds for the purchase of the innovation (if applicable)





Funding and Tenders portal


Funding and Tenders portal - support




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

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

 • Legal Entity and Bank Account validations tasks will experience issues in the Grant Management Services on Monday, 07.03.2022, between 7:30 and 8:10.
• The Identity, Bank Account, Contracts & Payments functionalities in the Experts Area of the F&T Portal will be unavailable on Monday, 07.03.2022, between 7:30 and 22:00.

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Find calls for proposals and tenders ERA

Search calls for proposals and tenders by keywords, programmes...  Search

EU Programmes

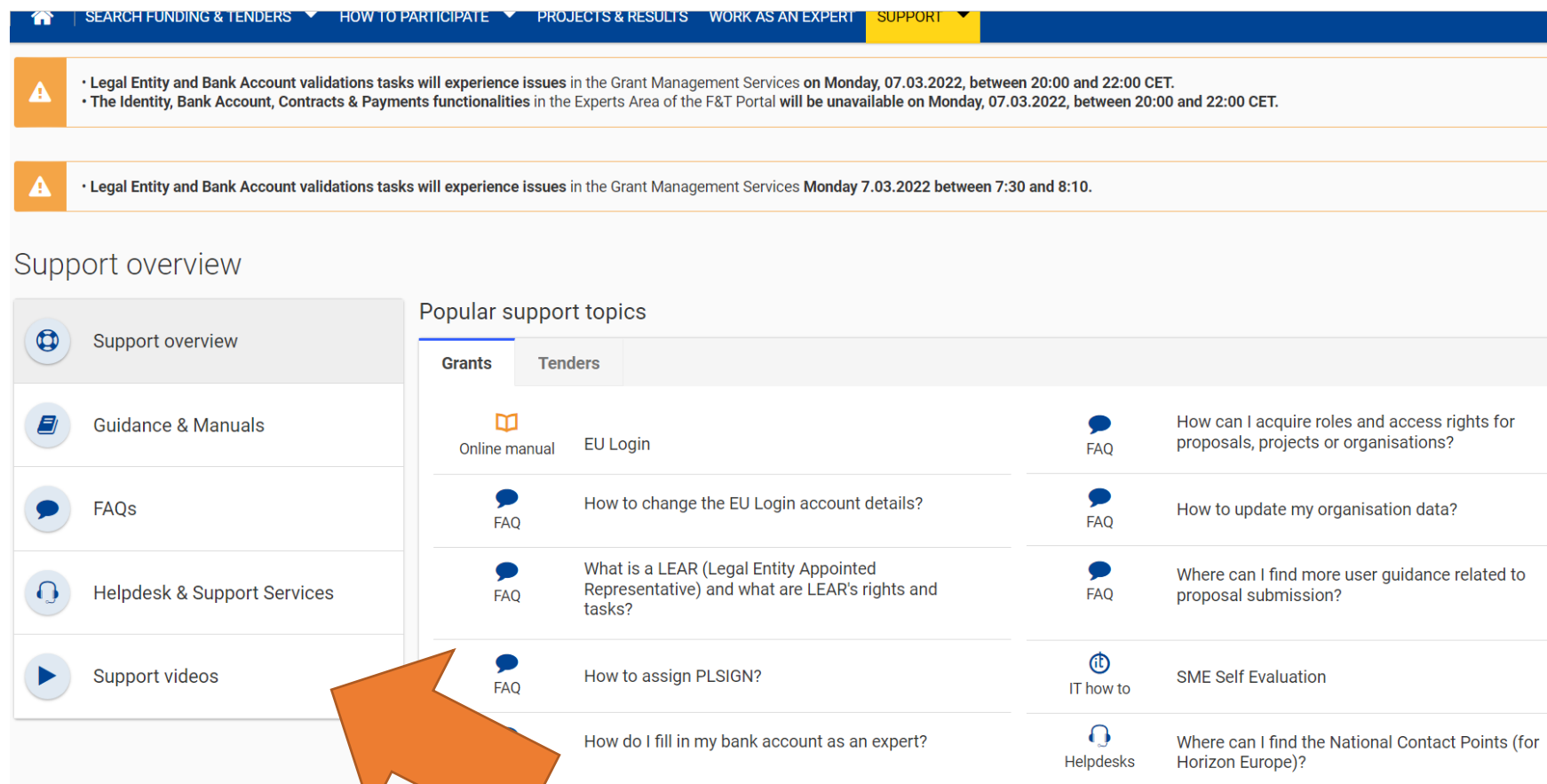
Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Instrument (BMVI)	Customs Control Equipment Instrument (CCEI)	Connecting Europe Facility (CEF)	Citizens, Equality, Rights and Values Programme (CERV)	Creative Europe (CREA)
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News

25 Feb, 2022
Research Fund for experts!
The Research Fund for experts for R&I call for experts for R&I
IMPORTANT: Interest

23 Feb, 2022
Important Commission Logframe encoding
Dear Implementing Partners
is an important dimension of the Commission's results

F&T portal – support overview



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

• Legal Entity and Bank Account validations tasks will experience issues in the Grant Management Services on Monday, 07.03.2022, between 20:00 and 22:00 CET.
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Support overview

Support overview

Guidance & Manuals

FAQs

Helpdesk & Support Services

Support videos

Popular support topics

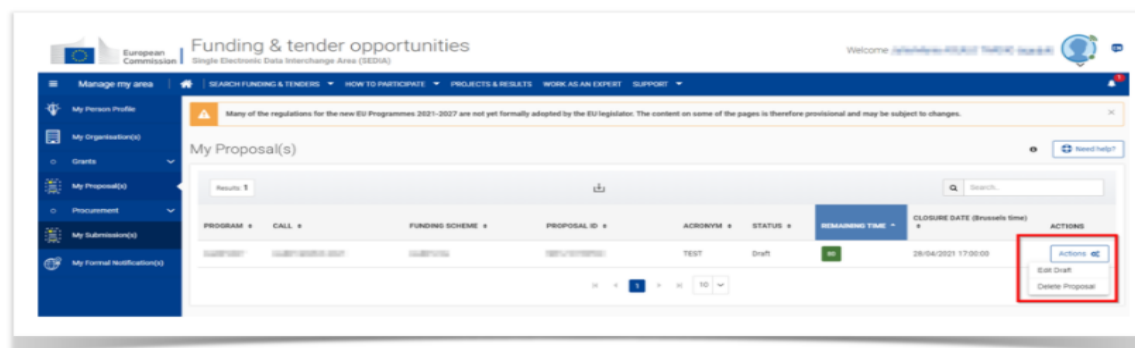
GrantsTenders

Online manual	EU Login	FAQ	How can I acquire roles and access rights for proposals, projects or organisations?
FAQ	How to change the EU Login account details?	FAQ	How to update my organisation data?
FAQ	What is a LEAR (Legal Entity Appointed Representative) and what are LEAR's rights and tasks?	FAQ	Where can I find more user guidance related to proposal submission?
FAQ	How to assign PLSIGN?	IT how to	SME Self Evaluation
FAQ	How do I fill in my bank account as an expert?	Helpdesks	Where can I find the National Contact Points (for Horizon Europe)?

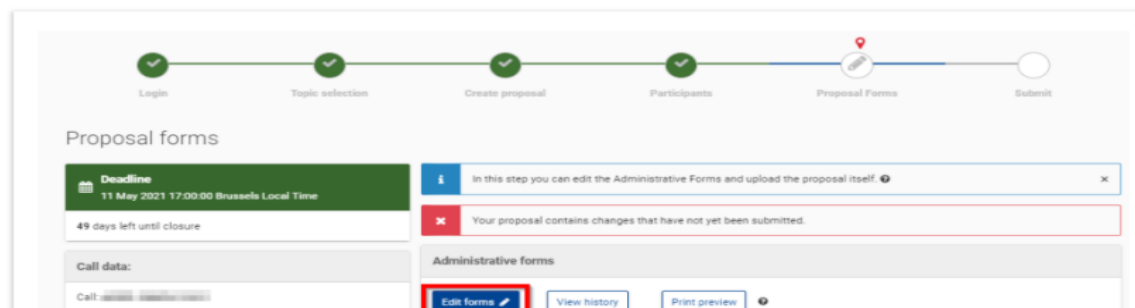
F&T portal – how to option (step by step guide)

Overview of the Edit forms step

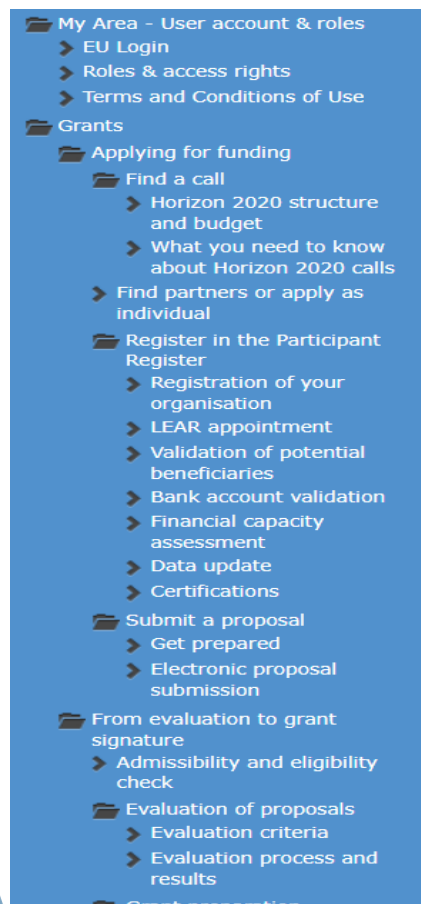
This step is the core of the submission process. Click on the submission wizard if you just created the draft proposal, or, to access a previously saved draft proposal form, take following steps: In the Funding & Tenders Portal, click on the **Actions** button next to the proposal and select **Edit Draft**:



Your proposal will open showing the **Proposal forms** screen:
When clicking the **Edit forms** button, the administrative form (Part A) opens.



F&T portal – detailed manual on grants



Grants

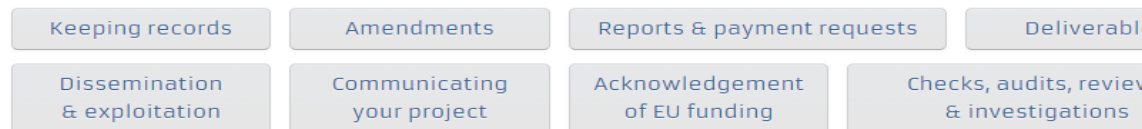
Applying for funding



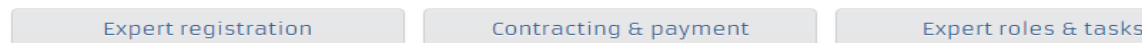
Evaluation & Grant signature



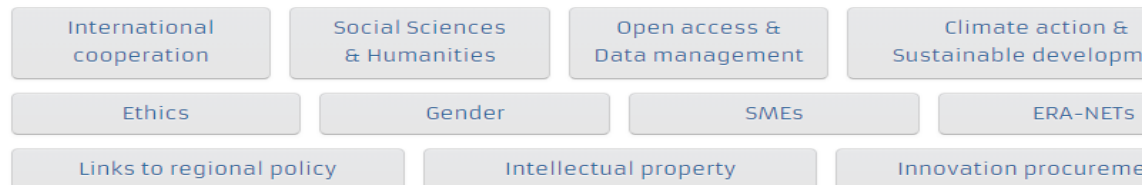
Grant management



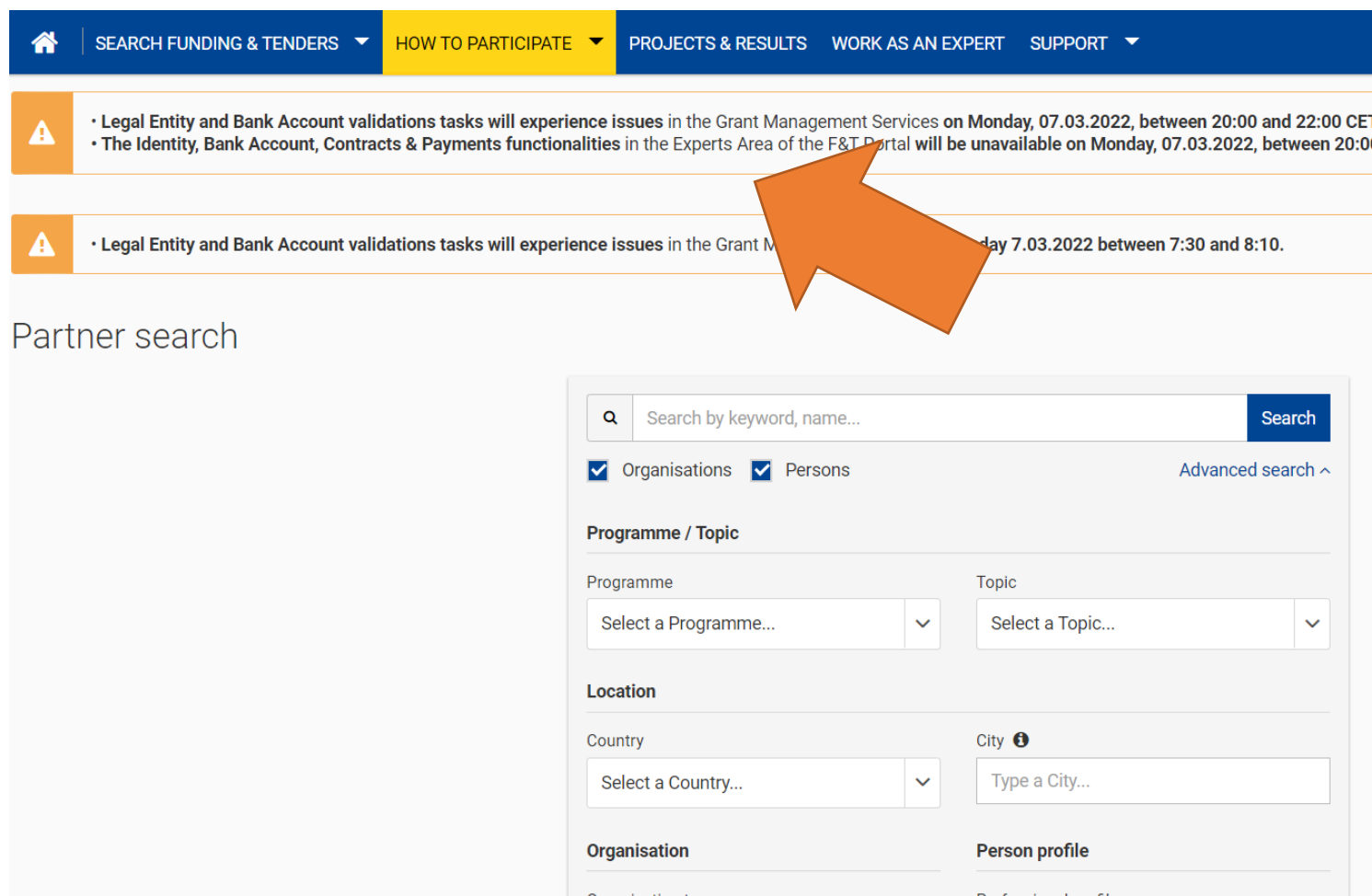
Working as an expert



Cross-cutting priorities & issues



F&T portal – search for partner



The screenshot shows the F&T portal search interface. At the top is a navigation bar with links: SEARCH FUNDING & TENDERS, HOW TO PARTICIPATE, PROJECTS & RESULTS, WORK AS AN EXPERT, and SUPPORT. Below the navigation bar are two orange warning banners. The first banner states: "Legal Entity and Bank Account validations tasks will experience issues in the Grant Management Services on Monday, 07.03.2022, between 20:00 and 22:00 CET" and "The Identity, Bank Account, Contracts & Payments functionalities in the Experts Area of the F&T Portal will be unavailable on Monday, 07.03.2022, between 20:00 and 22:00 CET". The second banner states: "Legal Entity and Bank Account validations tasks will experience issues in the Grant Management Services on Monday 7.03.2022 between 7:30 and 8:10." Below the banners is the "Partner search" section. It features a search bar with the placeholder text "Search by keyword, name..." and a "Search" button. Below the search bar are two checkboxes: "Organisations" and "Persons", both of which are checked. To the right of these checkboxes is a link "Advanced search ^". Below the checkboxes are two sections: "Programme / Topic" and "Location". The "Programme / Topic" section has two dropdown menus: "Programme" with the placeholder text "Select a Programme..." and "Topic" with the placeholder text "Select a Topic...". The "Location" section has two dropdown menus: "Country" with the placeholder text "Select a Country..." and "City" with the placeholder text "Type a City...". Below the "Location" section are two sections: "Organisation" and "Person profile". The "Organisation" section has a dropdown menu with the placeholder text "Select an Organisation...". The "Person profile" section has a dropdown menu with the placeholder text "Select a Professional profile...". An orange arrow points from the top right towards the search bar.

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

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Partner search

Search by keyword, name... Search

☒ Organisations ☒ Persons Advanced search ^

Programme / Topic

Programme Topic

Select a Programme... ▾ Select a Topic... ▾

Location

Country City ⓘ

Select a Country... ▾ Type a City...

Organisation **Person profile**

Organisation type Professional profile

TIPS:

Consult all the relevant documents (Call text, Model grant agreement, Manuals, etc.).

Ask questions through FAQ if something is not clear.

Analyse thoroughly objectives and the scope of the Call.

Think of the impact your action will have.

Double check whether you have addressed all the elements of the Call and that your application is complete.

Coffee break

11:15 – 11:30 AM (Brussels time)

Financial aspects

Evgenia Ermidou – Financial Adviser
Oana Barbulete – Financial Officer

EISMEA Unit C.01.2

Financial setup

- Form of costs and cost eligibility
- Payment scheme of the reimbursed costs
- How to submit a good proposal:
 - Annex – Detailed Budget Table

Cost categories

A. Personnel

- **A1 Employees** - personnel working for the beneficiary under an employment contract. Costs include salaries, social security contributions, taxes and other costs linked to the remuneration, if they arise from national law or the employment contract
- **ACTUAL COSTS**

Cost categories

A. Personnel

- **A2 Natural persons** under a Direct Contract &
- **A3 Seconded Persons**

- **ACTUAL COSTS**

2 conditions:

- (a) work under conditions similar to those of an employee and
- (b) the result of the work belongs to the beneficiary (unless agreed otherwise)

Cost categories

A. Personnel

- **A4 SME owners for the action:** owners of beneficiaries that are small and medium-sized enterprises not receiving a salary
- **A4 Natural person beneficiaries:** beneficiaries that are natural persons not receiving a salary
 - **UNIT COSTS**

Calculation method: unit cost x the number of day-equivalents worked on the action.

Annex 2a or the Commission Decision C(2020) 7115/2020 [unit-cost-decision-sme-owners-natural-persons_en.pdf \(europa.eu\)](#)

Cost categories

B. Subcontracting

- Limited part of the action
 - Awarded following best value for money / or lowest price
 - No conflict of interests
 - Procedure to award contracts
-
- **ACTUAL COSTS**

Cost categories

C. PURCHASE COSTS

- **C1 Travel & Subsistence (Staff/Speakers/Participants)**
 - **ACTUAL COSTS and/or UNIT COSTS***
- **C2 Equipment**
 - **ACTUAL COSTS**

Estimated and declared at depreciation cost and proportionally to the actual equipment use for the action purposes

**For Unit cost please refer to Commission Decision 35/2021 authorising the use of unit costs for travel, accommodation and subsistence costs under an action or work programme under the 2021-2027 multi-annual financial framework.*

Cost categories

C. PURCHASE COSTS

- C3 Other goods, works and services
 - ACTUAL COSTS

Examples: catering costs, renting of a meeting room, printing of leaflets, consumables and supplies, promotion, dissemination, protection of results, translations, publications, **certificates and financial guarantees (if required under the Agreement)**

Cost categories

D. OTHER COSTS CATEGORIES

- **D3 PPI procurement costs**
 - **ACTUAL COSTS**
- Acquisition costs of innovative solutions shall be maximum 70% of total eligible costs.
- Incurred for a joint or coordinated public procurement of innovative goods and services targeted by the action and described in Annex 1 of your proposal and
- The procurement is carried out by a 'contracting authority/entity'
- The beneficiaries must award the procurement contracts to the tender(s) following their national procurement provisions

Cost categories

E. INDIRECT COSTS

➤ FLAT RATE

➤ *Running or operating costs (overhead)*

Not directly linked to the action implementation and therefore not to be attributed directly to it

- Reimbursed at the flat-rate of 7% of the eligible direct costs
- Automatically calculated by applying the rate of 7% to the sum of the eligible costs

Example: rent of the office, utilities.

Reporting and payment arrangements

- ***GA funding rate: 50%***
- ***Pre-financing - 50% of the maximum grant***
- ***Interim Report and Payment*** - linked to an interim technical and financial report
- ***Final Report and Payment of the balance*** - linked to a final technical and financial report

How to fill in the detailed budget table

- **5 sheets** for the Consortium (Instructions, Start, Detailed table and Consolidated table (participants) and Consolidated table (project)).
- The Consortium sheets (Start, Detailed table and Consolidated tables) must be filled out and submitted as part of the Proposal (and later during GAP).

1. Instructions

INSTRUCTIONS (DETAILED BUDGET TABLE ACTION GRANTS — PROPOSAL/GRANT PREPARATION)

General

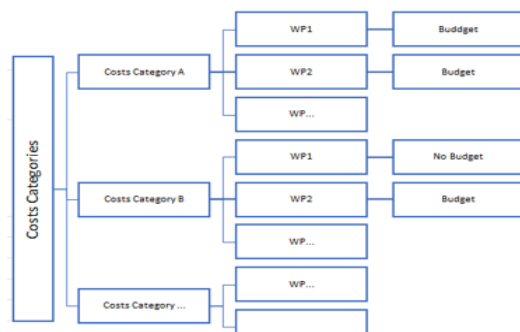
The file is composed of **5 sheets** (Instructions, Start, Detailed table, Consolidated table (participants) and Consolidated table (project)) which must be used to create your detailed budget table.

Depending on the instructions in the call document, you should submit the budget table either as part of your **proposal** and/or during grant preparation:

- for proposal: merge, scan and attach it as a **single PDF** to your Application Form Part B (Funding & Tenders Portal Submission System; only sheets 3, 4, and 5 needed; for sheets 3 and 4: **one per beneficiary/affiliated entity**; more details on technical instructions are in the Online Manual)
- for grant preparation (if needed, after changes requested by the EU): merge, scan and attach it as a single PDF to your Description of the Action (DoA) Part B (Funding & Tenders Portal Grant Preparation tool).

ATTENTION! You may be asked to provide an Excel file by email during evaluation and grant preparation, if needed.

The budget table is broken down by cost category and work packages. For technical reasons the number of work packages has to be the same in all categories. Please leave them empty, if there are no costs.



1. Instructions

2. Start

3. Detailed table

4. Consolid table (participant)

5. Consolid table (project)

ATTENTION! White cells mean that you are required to enter data. Blue cells are calculated automatically

[illegible]

3. Detailed table

EU GRANTS DETAILED BUDGET TABLE (ACTION GRANTS)							
Project number:						15-11-2021 16:38	
Project acronym:							
Participant short name:							
Participant PIC:							
<p>ATTENTION: This table should be filled out one per participant (beneficiary, affiliated entity)</p> <p>ATTENTION: This table may ONLY contain eligible costs (i.e. costs that comply with the eligibility rules of the grant agreement that is part of your call documents). At proposal stage and during grant preparation, it should contain <u>estimated</u> costs/income. Costs must be estimated in EUR.</p> <p>ATTENTION! List each budgeted cost item ONLY once in this table, for the main WP.</p> <p>ATTENTION! White cells mean that you are required to enter data. Blue cells are calculated automatically.</p>							
EU PROJECT BUDGET TABLE (PER PARTICIPANT)							
PROJECT COSTS							
A. Personnel costs							
	Type of rate (monthly/other)	Costs (actual costs)				Also working for other work packages? YES/NO and which WP	Description of project role/activities/responsibilities
		Rate (amount)	Time (months/other of work on the action)	Total (EUR)			
		a	b	c = a * b			
Total personnel (all WPs)					0.00		

1. Instructions
2. Start
3. Detailed table
4. Consolid table (participant)
5. Consolid table (project)

4. Consolidated table per participant


EU GRANTS DETAILED BUDGET TABLE (ACTION GRANTS)													
Project number:													
Project acronym:													
Participant short name:													
Participant PIC:													
CONSOLIDATED COSTS PER WORK PACKAGE (PER PARTICIPANT)													
COSTS PER WORK PACKAGE													
	A.1 Employees A.2 + A.3 Natural persons under direct contract and seconded persons a1 - a2	A.4 SME owners a3	B. Subcontracting costs b	C. Purchase costs						D. Other cost categories		E. Indirect costs e = flat-rate * (a1 + a2 + a3 + b + c1 + c2 + c3 + d1 + d2)	Total
				C.1 Travel and subsistence c1	C.1 Travel c1a	C.1 Accomodation c1b	C.1 Subsistence c1c	C.2 Equipment c2	C.3 Other goods, work and services c3	D.1 Financial support to third parties d1	D.2 PPI procurement costs d2		
TOTAL COSTS PARTICIPANT	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

5. Consolidated table per project

EU GRANTS DETAILED BUDGET TABLE (ACTION GRANTS)													
Project number:													
Project acronym:													
ATTENTION! Delete columns that do not apply for your grant.													
CONSOLIDATED COSTS PER WORK PACKAGE (PROJECT)													
PROJECT COSTS PER WORK PACKAGE													
	A.1 Employees A.2 + A.3 Natural persons under direct contract and seconded persons a1 - a2	A.4 SME owners a3	B. Subcontracting costs b	C. Purchase costs						D. Other cost categories		E. Indirect costs e = flat-rate * [a1 + a2 + a3 + b + c1 + c2 + c3 + d1 + d2]	Total
				C.1 Travel and subsistence c1	C.1 Travel c1a	C.1 Accomodation c1b	C.1 Subsistence c1c	C.2 Equipment c2	C.3 Other goods, works and services c3	D.1 Financial support to third parties d1	D.2 PPI procurement costs d2		
1													
TOTAL COSTS PARTICIPANT (Proposal Step)													0.00
TOTAL COSTS PARTICIPANT (Grant Preparation Step)													0.00

PROJECT COSTS

A. Personnel costs

		Costs (actual costs)					Also working for other work packages? YES/NO and which WP	Description of project role/activities/responsibilities
		Type of rate (monthly/other)	Rate (amount)	Time (months/other of work on the action)	Total (EUR)			
			a	b	c = a * b			
WORK PACKAGE 1	0							
	A.1 Employees (or equivalent)							
	Senior experts/advisors/researchers		monthly	0,00	0,00	0,00		
	Administrative personnel		monthly	0,00	0,00	0,00		
	Senior experts/advisors/researchers		monthly	0,00	0,00	0,00		
	Other							
	[category 1]		monthly	0,00	0,00	0,00		
	[category 2]		monthly	0,00	0,00	0,00		
	Total employees (or equivalent)					0,00		
	A.2 + A.3 Natural persons under direct contract and seconded persons							
	Select a staff category		monthly	0,00	0,00	0,00		
	Select a staff category		monthly	0,00	0,00	0,00		
	Other							
	[category 1]		monthly	0,00	0,00	0,00		
	[category 2]		monthly	0,00	0,00	0,00		
	Total natural persons under direct contract and seconded persons					0,00		
	A.4 SME owners and natural person beneficiaries without salary							
	SME owners/natural person beneficiaries without salary		daily	0,00	0,00	0,00		
	Total SME owners and natural person beneficiaries without salary					0,00		
	Total personnel for this WP					0,00		
	WORK PACKAGE 2	0						
	A.1 Employees (or equivalent)							

B. Subcontracting costs					
		Costs (actual costs)		Also used for other work packages? YES/NO and which WP	Description of subcontracted project tasks/activities
WORK PACKAGE 1	0				
	1 [Subcontract short name]	0,00			
	2 [Subcontract short name]	0,00			
	Total subcontracting for this WP		0,00		
WORK PACKAGE 2	0				
	1 [Subcontract short name]	0,00			
	2 [Subcontract short name]	0,00			
	Total subcontracting for this WP		0,00		
WORK PACKAGE 3	0				
	1 [Subcontract short name]	0,00			
	2 [Subcontract short name]	0,00			
	Total subcontracting for this WP		0,00		
WORK PACKAGE 4	0				
	1 [Subcontract short name]	0,00			
	2 [Subcontract short name]	0,00			
	Total subcontracting for this WP		0,00		
WORK PACKAGE 5	0				
	1 [Subcontract short name]	0,00			
	2 [Subcontract short name]	0,00			
	Total subcontracting for this WP		0,00		
Total subcontracting (all WPs)			0,00		

C. Purchase costs

C.1 Travel and subsistence

		Costs (actual costs)	Costs (unit cost)			Also part of other work packages? YES/NO and which WP	Description (e.g. international/not international; place of activity/destination; number of days; number of persons (speakers, personnel and participants whose costs will be covered); transport means; average price per person; subsistence costs/daily allowances)
			Amount per unit	Number of units	Total (EUR)		
WORK PACKAGE 1	0						
	Example: Consortium meetings						
	Speakers						
	Travel costs	0,00	0,00	0,00	0,00		
	Accommodation costs	0,00	0,00	0,00	0,00		
	Subsistence costs	0,00	0,00	0,00	0,00		
	Personnel						
	Travel costs	0,00	0,00	0,00	0,00		
	Accommodation costs	0,00	0,00	0,00	0,00		
	Subsistence costs	0,00	0,00	0,00	0,00		
	Participants						
	Travel costs	0,00	0,00	0,00	0,00		
	Accommodation costs	0,00	0,00	0,00	0,00		
	Subsistence costs	0,00	0,00	0,00	0,00		
	Total travel costs for this travel	0,00					
	Total accommodation costs for this travel	0,00					
	Total subsistence costs for this travel	0,00					
	Total travel	0,00					
	Total travel costs for this WP	0,00					
	Total accommodation costs for this WP	0,00					
	Total subsistence costs for this WP	0,00					
	Total travel for this WP	0,00					
WORK PACKAGE 2	0						

C.2 Equipment

WORK PACKAGE 1

0

C.2.1 Purchase (depreciation/full cost)

	Costs (actual costs)					Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the equipment is needed
	Price	Depreciation method (e.g. 36 month or 60 month)	Number of months allocated to the action	Rate of use for the action (100% or less if used also for other purposes)	Total (EUR)		
	a	b	c	d	e = (c/b * d) * a		
1 [Equipment short name]	0,00	0	0,00	0%	0,00		
2 [Equipment short name]	0,00	0	0,00	0%	0,00		
3 [Equipment short name]	0,00	ATTENTION! Can be used only if full cost option in the grant agreement			0,00		
Total depreciation					0,00		

C.2.2 Rental and leasing (rate of use/full cost)

	Costs (actual costs)				Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the equipment is needed
	Monthly rent/fee	Number of months of use for the action	Rate of use for the action (100% or less if used also for other purposes)	Total (EUR)		
	a	b	c	d= a*b*c		
1[Equipment short name]	0,00	0,00	0%	0,00		
2 [Equipment short name]	0,00	0,00	0%	0,00		
3 [Equipment short name]	0,00	ATTENTION! Can be used only if full cost option in the grant agreement		0,00		
Total rental and leasing				0,00		
Total equipment for this WP				0,00		

WORK PACKAGE 2

0

C.2.1 Purchase (depreciation/full cost)

C.3 Other goods, works and services

WORK PACKAGE 1

0

	Costs (actual costs)		Also part of other work packages? YES/NO and which WP	Description of tasks/activities for which the goods/services are needed; types of goods services needed; how much
Consumables	0,00			
Conferences, seminars, workshops, trainings & events	0,00			
Information & publications				
Other expenses				
1 IPR costs	0,00			
2 Bank fees (pre-financing guarantee)	0,00			
3 Audit fees (CFS)	0,00			
4 Project evaluation	0,00			
[5 short name other]	0,00			
[6 short name other]	0,00			
Total goods, works and services for this WP		0,00		

WORK PACKAGE 2

0

Total goods, works and services for this WP		0,00		
Total goods, works and services (all WPs)		0,00		
Total purchase costs (all WPs)		0,00		

D. Other cost categories

D.2 PPI procurement costs					
WORK PACKAGE 1	PPI				
		Costs (actual costs)		Also used for other work packages? YES/NO and which WP	Description of the tasks/activities
	Other cost category D.2	0.00			
	Total other cost category D.2 for this WP	0.00			
Total D.2 (all WPs)			0.00		

E. Indirect costs

E. Indirect costs		
	Costs (flat-rate)	
ALL WORK PACKAGES	Total estimated direct costs (on which indirect cost flat-rate is based, see GA eligibility article)	0,00
	Flat-rate (%)	7%
	Total indirect costs	0,00
Total indirect costs		0,00
TOTAL COSTS PARTICIPANT		0,00

7% flat rate of Σ A. Personnel costs + B. Subcontracting + C. Purchase costs + D. Other costs
(PPI procurement costs)

➤ Budget has to be in balance

➤ Total **costs** = Total **income**

TOTAL COSTS PARTICIPANT	1.220.000,00	
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TOTAL INCOME PARTICIPANT	1.220.000,00	
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Project income

PROJECT INCOME		
EU CONTRIBUTION (GRANT)		
	Amount (EUR)	
Total costs	0.00	
Single Funding rate (%)	50%	
Maximum EU contribution	0.00	
Requested EU contribution	0.00	
EU CONTRIBUTION	0.00	

REVENUES AND CONTRIBUTIONS BY THIRD PARTIES

Revenues

Income generated by the action

		Amount (EUR)	Description of the income (type of generated income and number of users, etc)
ALL WORK PACKAGES	Estimated income generated by the action	0,00	
	Total income generated by the action	0,00	
Revenues		0,00	

In-kind contributions by third parties

In-kind contributions by third parties

		Amount (EUR)	Description of the contribution (type of contribution, donor, purpose etc)
ALL WORK PACKAGES	Estimated in-kind contributions by third parties	0,00	
	Total in-kind contributions	0,00	
In-kind contributions		0,00	

Financial contributions by third parties

Financial contributions by third parties

		Amount (EUR)	Description of the contribution (type of contribution, donor, purpose, etc)
ALL WORK PACKAGES	Estimated financial contributions by third parties	0,00	
	Total financial contributions	0,00	
Financial contributions		0,00	

TOTAL REVENUES AND CONTRIBUTIONS BY THIRD PARTIES 0,00

OWN RESOURCES

		Amount (EUR)	
	Own resources	0,00	
OWN RESOURCES		0,00	
TOTAL INCOME PARTICIPANT		0,00	



Q & A



THANK YOU!