

## **How to fill in the Technical Annex 2 – template for detailed BUDGET:**

### **Common to all COSME calls**

#### *Proposal Cover Sheet*

Applicants shall fill in the project's name (full title) and its acronym. Standard Latin alphabet and numbers, spaces or underscore shall be used. Any other special characters or symbols shall be avoided.

#### *Tables 1 and 2 Expenditures and Revenues*

TABLE 1 BREAKS DOWN THE ESTIMATED EXPENDITURE OF THE PROJECT PER PARTICIPANT AND TYPE OF COST. THE INFORMATION IN THIS TABLE IS TAKEN AUTOMATICALLY FROM THE DATA OF THE PARTICIPANTS THROUGH PROTECTED LINKS.

TABLE 2 SUMMARISES THE ESTIMATED REVENUES OF THE PROJECT; INCLUDING THE EU GRANT REQUESTED, THE PARTICIPANTS' OWN CONTRIBUTION, ANY FINANCIAL CONTRIBUTION MADE BY THIRD PARTIES, AND ANY INCOME GENERATED BY THE PROJECT. ALL AMOUNTS IN THESE FORMS SHOULD BE GIVEN TO THE NEAREST WHOLE EURO (NO DECIMALS!).

APPLICANTS SHALL ENSURE THAT THE TOTAL ESTIMATED ELIGIBLE COSTS ARE EQUAL TO THE TOTAL REVENUE OF THE PROJECT.

APPLICANTS SHALL ALSO ENSURE THAT THE INFORMATION IN THESE TWO TABLES IS ENTIRELY CONSISTENT WITH THE INFORMATION CONTAINED IN THE BUDGET OVERVIEW (IN SEP).

#### *Participants Budget*

These worksheets gather all financial data of an individual participant. They need to be filled in for each participant (including the co-ordinator). All amounts in these forms should be given to the nearest whole Euro (no decimals!).

15 participant's budget sheets are provided. Applicants only need to fill in one sheet per consortium partner. So a consortium composed of 6 partners would have to fill in the sheet of the coordinator and that of partners 2 to 6. All other sheets may remain untouched.

### **Specific to EYE:**

The EYE call has the peculiarity of having an additional type of eligible cost (contribution to third parties) and to have a double ceiling.

#### *Table 3: Financing Plan.*

The Financing Plan breaks down the revenues and expenditure as % of the total eligible costs. It allows the EASME to immediately spot the maximum EU contribution that can be granted (in compliance with the two ceilings). The information in this table is taken automatically from the data of the participants through protected links.

#### *Costs of financial contribution to third parties:*

This table has to be filled in by each participant. It gives the applicant the opportunity to input the number of "estimated" participants, the country to which they plan to travel and the "estimated" number of months they will be travelling. This info helps to identify how the allocated budget to this section was calculated. However, template-wise the only essential info they would need to fill in there is the total budget allocated by each consortium partner.