



The EU Framework Programme  
for Research and Innovation

# HORIZON 2020



## H2020 Programme

### Proposal template 2018-2020

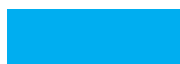
Annex: detailed estimation of costs

Research and Innovation Actions – Lump Sum (RIA-LS)  
Innovation Actions – Lump Sum (IA-LS)  
Coordination and Support Actions – Lump Sum (CSA-LSP)

Version 1.1  
27 March 2020

#### Disclaimer

This document is aimed at informing potential applicants for Horizon 2020 funding. It serves only as an example. The actual Web forms and templates, provided in the online proposal submission system under the Funding & Tenders Portal, might differ from this example. Proposals must be prepared and submitted via the online proposal submission system under the Funding & Tenders Portal.



### HISTORY OF CHANGES

<b>Version</b>	<b>Date</b>	<b>Change</b>	<b>Page</b>
1.0	09.09.2019	▪ Initial version	
1.1	27.03.2020	▪ Updated default "COST PER UNIT" value for fields "A4. SME Owners without salary" and "A5. Beneficiaries that are natural persons without salary"	12



## Instructions

1	This proposal workbook for Lump Sum calculation must be uploaded as an additional document at "Step 5" of proposal submission. This is mandatory. Please note that if you do not upload the Excel workbook, the proposal submission will be blocked.
2	According to the Lump sum pilot 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	You have to fill in <b>only</b> the following sheets: 'BE list' – 'WP list' – 'BEX' (one sheet for each Beneficiary) – 'Depreciation costs' (if any) and the last column of the 'Proposal Budget' sheet. The appropriate number of individual Beneficiary sheets ('BEX') will be automatically generated with data from the 'BE list' and 'WP list' sheets.
6	<p>In the '<b>BE list</b>', you can add as many Beneficiaries and as many Third Parties as you need. To add Beneficiaries, click on the "Add BE" button; to add a Third Party, click on the "Add TP" button next to the Beneficiary the Third Party is linked with.</p> <p>For each Beneficiary and each Third Party, you <b>must</b> choose the appropriate <b>country</b> and <b>reimbursement rate</b> in the drop-down menus. For RIA and CSA topics, the reimbursement rate is always 100%. For IA topics, the reimbursement rate is 70% or 100%. For more information on the reimbursement rate, please refer to your topic description on the Funding &amp; Tenders Portal. The reimbursement rate is automatically applied where needed (i.e. in the sheets 'BE-WP Overview' and 'Proposal Budget' but not in the individual 'BEX' sheets).</p> <p>Once you have completed the 'BE list' sheet, you must click the "Apply changes" button to generate the related sheets in the Excel workbook.</p> <p>You can delete a Beneficiary or a Third Party by simply removing the content of the line and leaving it blank. Once your changes are done, you have to click the "Apply changes" button. Be aware that you <b>cannot delete the first Beneficiary</b> of the list.</p> <p>If you delete a Beneficiary from the 'BE list', the BE sheet of this Beneficiary will be saved as a backup only. This sheet will be excluded from the calculation. Please do not forget to also delete the Third Parties linked to this Beneficiary.</p> <p>If you delete a Third Party, the data of this Third Party will not be saved as a backup.</p>
7	<p>In the '<b>WP list</b>', you can add as many Work Packages as you need. To add Work Packages, click the "Add WP" button.</p> <p>Once you have completed the 'WP list' sheet, you must click the "Apply changes" button.</p> <p>You can delete a Work Package by simply removing the content of the line and leaving it blank. Once your changes are done, you have to click the "Apply changes" button.</p> <p>If you delete a Work Package, the data for this Work Package in the 'BEX' sheet will not be saved.</p>
8	<p>You have to complete a 'BEX' sheet per Beneficiary. This sheet includes separate sections for the various costs categories for each WP of the project. Complete only the <b>number of units</b> and the <b>cost per unit</b> for each cost category. The total cost per cost category will be automatically calculated.</p> <p>If the Beneficiary does not contribute to a specific WP or cost category, then leave it blank.</p>
9	According to the Commission Decision C(2017)7151 final on authorising the use of reimbursement on the basis of a lump sum, "the proposal may contain only costs that would be eligible for an actual costs grant and must exclude costs that are ineligible under H2020 rules". You have to estimate the eligible costs of your proposal using the same methodology as if these costs should be declared under an actual cost-based grant agreement. For additional information, please refer to the Annotated Model Grant Agreement ( <a href="https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf">https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf</a> ).
10	<p>In each 'BEX' sheet, for section "<b>A. DIRECT PERSONNEL COSTS</b>", you have to encode your costs using the following unit: 1 unit is 1 person-month.</p> <p>For sections "<b>A4. SME Owner without salary</b>" and "<b>A5. Beneficiaries that are natural person without salary</b>", the cost per unit will be automatically calculated.</p>
11	<p>In each 'BEX' sheet, data in sections "<b>B1. Travel</b>", "<b>B3. Other Goods and Services</b>" and "<b>B4. Costs of Large Research Infrastructure</b>" must be identical in the tables of section 3.4 of Part B of the proposal template.</p>
12	<p>In each 'BEX' sheet, for section "<b>B2. Depreciation costs</b>" (equipment, infrastructure, other assets), use the 'Depreciation costs' sheet as a tool to calculate the depreciation costs to be charged for the whole duration of the project.</p> <p>This amount is <b>NOT</b> automatically transferred to the respective 'BEX' sheet. You have to add manually the depreciation costs in the dedicated section of the 'BEX' sheet. If you have several items in the 'Depreciation costs' sheet for one single section (same Beneficiary, same Work Package and same "Resource type"), you must add only the total of these items to the relevant cell in the 'BEX' sheet.</p>

13	In each 'BEx' sheet, for section "E. COSTS OF IN-KIND CONTRIBUTION", please note that in-kind contributions by Third Parties against payment can be included in the calculation of indirect costs <b>only</b> if they are used inside the Beneficiary's premises: A) If used <b>on the Beneficiary's premises</b> , it should be encoded in cost categories A and B B) If <b>NOT used on the Beneficiary's premises</b> , it should be encoded in cost categories A, B <b>AND ALSO</b> in cost category E.
14	<b>Indirect costs</b> will be calculated automatically in each BEx sheet.
15	The <b>summary tables</b> ('BE-WP Overview', 'Summary per WP', 'Proposal Budget', and 'BE-WP person months') will be produced automatically, <b>except the last column (requested EU contribution) of the 'Proposal Budget' sheet that needs to be filled in manually</b> . We advise you to fill the 'requested EU contribution' column once you have completed all the other elements in the Excel Workbook.
16	Note that there are two different 'Proposal Budget' sheets: one for RIA and CSA types of actions and one for IA type of actions. <b>Please only consider the Proposal Budget table corresponding to your type of action</b> and disregard the other table, as the calculations are different on both sheets.
17	Data in the "Budget for the proposal" table in the Part A forms of the proposal submission tool <b>must be identical</b> to the 'Proposal Budget' sheet <b>of this Excel workbook</b> . You can copy the data from this Excel workbook directly in the Part A of the proposal submission tool.
18	The 'BE-WP Overview', 'Summary per WP' and 'BE-WP person months' sheets are there for your information and will be used during evaluation.
19	If you have any comment, you can use the 'Any comments' sheet.
20	The format of this Excel workbook is <b>.xlsm</b> because it uses macros to generate automatically some data. <b>Always save it as .xlsm</b> . However, this format cannot be uploaded to the submission system for security reasons. So please also <b>save a copy</b> as an <b>.xlsx</b> or <b>.xls</b> document (and not as .xlsm) and upload it to the proposal submission tool, at Step 5 of the submission process. <b>Always keep a copy of the original .xlsm file</b> .  To save the workbook as .xlsx document, in Excel click on " <b>File</b> " and then " <b>Save as</b> "; in the "Save as" dialog box, choose ".xlsx" or ".xls" from the " <b>Save as type</b> " dropdown list.

Example, not to complete

### List of beneficiaries and third parties

<i>BE NR /TP</i>	<i>BE/TP name</i>	<i>Acronym</i>	<i>Country</i>	<i>Reimb. Rate</i>
BE1	Beneficiary 1	BE1	BE	100%

Example, not to complete

**List of Work Packages**

<i>WP-number</i>	<i>WP-name</i>	<i>WP-description</i>
WP1	Work Package 1	Description of Work Package 1

Example, not to complete

## TOTAL FOR ALL BENEFICIARIES PER WP

BENEFICIARIES	Work Package 1	Totals	Pct
Beneficiary 1	0.00	0.00	
Totals:	0.00	0.00	
Pct:			

Example, not to complete





<b>E. Used outside the beneficiary's premises</b>						
<i>Personnel costs</i>	0.00	0.00			0.00	0.00
<i>Infrastructure/equipment</i>	0.00	0.00			0.00	0.00
<b>TOTAL DIRECT COSTS BEFORE SUBCONTRACTING (A+B)</b>		0.00			0.00	0.00
<b>TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)</b>		0.00			0.00	0.00
<b>F. INDIRECT COSTS (25% of Total Direct Costs Before Subcontracting A+B-E)</b>		0.00			0.00	0.00
<b>H. TOTAL COSTS (A+B+C+D+F)</b>		0.00			0.00	0.00

**SUM OF ALL WORK PACKAGES FOR ALL BENEFICIARIES**

	UNITS	BE TOTAL COSTS	UNITS	TP TOTAL COSTS		
<b>A. DIRECT PERSONNEL COSTS</b>						
<b>A1: Employees (or equivalent)</b>						
SENIOR SCIENTISTS	0.00	0.00	0.00	0.00	0.00	0.00
JUNIOR SCIENTISTS	0.00	0.00	0.00	0.00	0.00	0.00
TECHNICAL PERSONNEL	0.00	0.00	0.00	0.00	0.00	0.00
ADMINISTRATIVE PERSONNEL	0.00	0.00	0.00	0.00	0.00	0.00
OTHERS (Specify)	0.00	0.00	0.00	0.00	0.00	0.00
<b>A2. Natural Persons under direct contract</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>A3. Seconded Persons</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>A4. SME Owners without salary</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>A5. Beneficiaries that are natural persons without salary</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>A6. Personnel for providing access to research infrastructure</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>B. OTHER DIRECT COSTS</b>						
<b>B1. Travel</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>B2. Depreciation costs * (complete equipment sheet)</b>						
<i>Equipment</i>	0.00	0.00	0.00	0.00	0.00	0.00
<i>Infrastructure</i>	0.00	0.00	0.00	0.00	0.00	0.00
<i>Other assets</i>	0.00	0.00	0.00	0.00	0.00	0.00
<b>B3. Other Goods and Services</b>						
<i>Consumables</i>	0.00	0.00	0.00	0.00	0.00	0.00
<i>Services for Meetings, Seminars</i>	0.00	0.00	0.00	0.00	0.00	0.00
<i>Services for Dissemination Activities</i>	0.00	0.00	0.00	0.00	0.00	0.00
<i>Website</i>	0.00	0.00	0.00	0.00	0.00	0.00
<i>Publication Fees</i>	0.00	0.00	0.00	0.00	0.00	0.00
<i>Other (shipment, insurance, translation, etc.)</i>	0.00	0.00	0.00	0.00	0.00	0.00
<b>B4. Costs of Large Research infrastructure</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>B5. Costs of internally invoiced goods and services</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>C. DIRECT COSTS OF SUBCONTRACTING</b>						

	0.00	0.00	0.00	0.00	0.00	0.00		0.00
<b>D. DIRECT COSTS OF PROVIDING FINANCIAL SUPPORT TO THIRD PARTIES</b>								
	0.00	0.00	0.00	0.00	0.00	0.00		0.00
<b>E. COST OF IN-KIND CONTRIBUTION</b>								
E. Used outside the beneficiary's premises								
<i>Personnel costs</i>	0.00	0.00	0.00	0.00	0.00	0.00		0.00
<i>Infrastructure/equipment</i>	0.00	0.00	0.00	0.00	0.00	0.00		0.00
<b>TOTAL DIRECT COSTS BEFORE SUBCONTRACTING (A+B)</b>			0.00		0.00	0.00		0.00
<b>TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)</b>			0.00		0.00	0.00		0.00
<b>F. INDIRECT COSTS (25% of Total Direct Costs Before Subcontracting A+B-E)</b>			0.00		0.00	0.00		0.00
<b>H. TOTAL COSTS (A+B+C+D+F)</b>			0.00		0.00	0.00		0.00

Example, not to complete

## Budget for the proposal (RIA-CSA)

			(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(O)
No	Participant	Country	Direct personnel costs	Other direct costs	Direct costs of subcontracting	Direct costs of providing financial support to third parties	Costs of in kind contributions NOT used on the beneficiary's premises (included in A and B)	Indirect Costs (=0.25(A+B-E))	Special unit costs covering direct & indirect costs	Total estimated eligible costs (=A+B+C+D+F+G)	Reimbursement rate	Max. EU contribution (=H*I)	Requested EU contribution / € BENEFIICIARY & THIRD PARTIES
BE1	Beneficiary 1	BE	0.00	0.00	0.00	0.00	0.00	0.00		0.00	1.00	0.000	
<b>Totals:</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>

Example, not to complete

## Budget for the proposal (IA)

No	Participant	Country	(A) Direct personnel costs	(B) Other direct costs	(C) Direct costs of subcontracting	(D) Direct costs of providing financial support to third parties	(E) Costs of in kind contributions NOT used on the beneficiary's premises (included in A and B)	(F) Indirect Costs (=0.25(A+B-E))	(G) Special unit costs covering direct & indirect costs	(H) Total estimated eligible costs (=A+B+C+D+F+G)	(I) Reimbursement rate	(J) Max. EU contribution (=H*I)	(K) Costs of third parties linked to participant	(L) Max. EU Contribution / € THIRD PARTIES	(M) Total Costs for BENEFICIARY & THIRD PARTIES (=H+K)	(N) Max. EU Contribution / € BENEFICIARY & THIRD PARTIES (=J+L)	(O) Requested EU contribution / € BENEFICIARY & THIRD PARTIES
BE1	Beneficiary 1	BE	0.00	0.00	0.00	0.00	0.00	0.00		0.00	1.00	0.000			0.000	0.000	
<b>Totals:</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Example, not to complete

BENEFICIARY CALCULATION SHEET			
		BENEFICIARY 1: Beneficiary 1	
COST CATEGORY		UNITS	BE TOTAL COSTS
<b>COSTS WORK PACKAGE 1: Work Package 1</b>			
<b>A. DIRECT PERSONNEL COSTS</b>			
<b>A1. Employees (or equivalent)</b>			
SENIOR SCIENTISTS			0.00
JUNIOR SCIENTISTS			0.00
TECHNICAL PERSONNEL			0.00
ADMINISTRATIVE PERSONNEL			0.00
OTHERS			0.00
<b>A2. Natural Persons under direct contract</b>			
<b>A3. Seconded Persons</b>			
<b>A4. SME Owners without salary</b>			
		4,880.00	0.00
<b>A5. Beneficiaries that are natural persons without salary</b>			
		4,880.00	0.00
<b>A6. Personnel for providing access to research infrastructure</b>			
<b>B. OTHER DIRECT COSTS</b>			
<b>B1. Travel</b>			
<b>B2. Depreciation costs (complete 'Depreciation costs' sheet)</b>			
<i>Equipment</i>			0.00
<i>Infrastructure</i>			0.00
<i>Other assets</i>			0.00
<b>B3. Other Goods and Services</b>			
<i>Consumables</i>			0.00
<i>Services for Meetings, Seminars</i>			0.00
<i>Services for Dissemination Activities</i>			0.00
<i>Website</i>			0.00
<i>Publication Fees</i>			0.00
<i>Other (shipment, insurance, translation, etc.)</i>			0.00
<b>B4. Costs of Large Research infrastructure</b>			
<b>B5. Costs of internally invoiced goods and services</b>			
<b>C. DIRECT COSTS OF SUBCONTRACTING</b>			
			0.00
<b>D. DIRECT COSTS OF PROVIDING FINANCIAL SUPPORT TO THIRD PARTIES</b>			
			0.00
<b>E. COST OF IN-KIND CONTRIBUTION</b>			
<b>E. Used outside the beneficiary's premises</b>			
<i>Personnel costs</i>			0.00
<i>Infrastructure/equipment</i>			0.00
<b>TOTAL DIRECT COSTS BEFORE SUBCONTRACTING (A+B)</b>			
<b>TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)</b>			
			0.00
<b>F. INDIRECT COSTS (25% of Total Direct Costs Before Subcontracting A+B-E)</b>			
			0.00
<b>H. TOTAL COSTS (A+B+C+D+F)</b>			
			0.00

<b>SUMMARY</b>			
<b>A. DIRECT PERSONNEL COSTS</b>			
<b>A1: Employees (or equivalent)</b>			
SENIOR SCIENTISTS	0		0.00
JUNIOR SCIENTISTS	0		0.00
TECHNICAL PERSONNEL	0		0.00
ADMINISTRATIVE PERSONNEL	0		0.00
OTHERS (Specify)	0		0.00
<b>A2. Natural Persons under direct contract</b>			
<b>A3. Seconded Persons</b>			
	0		0.00

A4. SME Owners without salary	0		0.00
A5. Beneficiaries that are natural persons without salary	0		0.00
A6. Personnel for providing access to research infrastructure	0		0.00
<b>B. OTHER DIRECT COSTS</b>			
B1. Travel	0		0.00
B2. Depreciation costs * (complete equipment sheet)			
<i>Equipment</i>	0		0.00
<i>Infrastructure</i>	0		0.00
<i>Other assets</i>	0		0.00
B3. Other Goods and Services			
<i>Consumables</i>	0		0.00
<i>Services for Meetings, Seminars</i>	0		0.00
<i>Services for Dissemination Activities</i>	0		0.00
<i>Website</i>	0		0.00
<i>Publication Fees</i>	0		0.00
<i>Other (shipment, insurance, translation etc)</i>	0		0.00
B4. Costs of Large Research infrastructure	0		0.00
B5. Costs of internally invoiced goods and services	0		0.00
<b>C. DIRECT COSTS OF SUBCONTRACTING</b>			
	0		0.00
<b>D. DIRECT COSTS OF PROVIDING FINANCIAL SUPPORT TO THIRD PARTIES</b>			
	0		0.00
<b>E. COST OF IN-KIND CONTRIBUTION</b>			
<b>E. Used outside the beneficiary's premises</b>			
<i>Personnel costs</i>	0		0.00
<i>Infrastructure/equipment</i>	0		0.00
<b>TOTAL DIRECT COSTS BEFORE SUBCONTRACTING (A+B)</b>			<b>0.00</b>
<b>TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)</b>			<b>0.00</b>
<b>F. INDIRECT COSTS (25% of Total Direct Costs Before Subcontracting A+B-E)</b>			<b>0.00</b>
<b>H. TOTAL COSTS (A+B+C+D+F)</b>			<b>0.00</b>

**TOTAL PERSON/MONTHS FOR ALL BENEFICIARIES (INCLUDING LINKED THIRD PARTIES) PER WP**

WORK PACKAGES	Beneficiary 1	Totals	Pct
Work Package 1	0.0	0.0	
Totals:	0.0	0.0	
Pct:			

Example, not to complete





