

AGENDA

AGENDA 1 February 2024

LUMP SUM

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| 08:45–09:00 | Registration and Welcome |
| 09:00–09:15 | Event opening and introduction to the course |
| 09:15–10:00 | Introduction to lump sum funding <ul style="list-style-type: none">• Why the EC uses lump sum finding? Basic principles;• Lump sum topics in 2023 and beyond;• Misunderstandings about lump sum;• Improvement since the pilot period;• First feedback and statistics. |

(10:00 – 10:15 Coffee Break)

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| 10:15–11:00 | Lump sum proposals: Hands-on tips for Part B and Budgeting (Part 1) <ul style="list-style-type: none">• Proposal forms: proposal template and the detailed budget table;• Work package distribution and timing of the work packages considering the payment system;• What to do with horizontal work packages?• How to define and justify the lump sum amount?• How to sufficiently estimate the cost for each cost category?• Evaluation of lump sum proposal.• Step-by-step introduction on how to use the lump sum budget table;• Small budget planning exercise with the participant on how to define units and how explain them;• Showcasing a real proposal; |
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(11:00 – 11:15 Short Break)

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| 11:15–12:00 | Lump sum proposals: Hands-on tips for Part B and Budgeting (Part 2) |
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(12:00 -12:45 Lunch Break)

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| 12:45–15:00 | Workshop: Preparing a lump sum budget for a Horizon Europe proposal <p>Participants will go through exercises to estimate their budget and fill in the HE lump sum budget template for a virtual proposal in which they are a partner. They will have to calculate their person-month rate correctly for different staff categories, plan and estimate purchase costs such as travel, consumables, equipment, subcontracting, and try to justify these correctly in the "Comments" section of the lump sum budget template.</p> |
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This event is organized within the framework of the project KRPAN – Fostering research support and activities to improve the performance on European research projects, co-financed by the Republic of Slovenia, the Ministry of Higher Education, Science, and Innovation, and the European Union – NextGenerationEU.

AGENDA 2 February 2024

HE Financial rules

08:45–09:00

Registration and Welcome

09:00–09:30

Event Opening

09:30–10:30

Hitchhiker's Guide to the Financial Rules Part 1: Warming Up

Detailed introduction to the financial rules of Horizon Europe and H2020 with real-life examples:

- Basic facts – funding schemes: cost reporting vs lump-sum funding
- Importance of the budget and of the resources considering reporting
- Basic financial principles in theory and practice
- Form of Grants, Forms of Costs
- Eligible and non-eligible costs with comparison and all exceptions
- Direct and indirect costs

(10:30 – 11:00 Coffee Break)

11:00–12:45

Hitchhiker's Guide to the Financial Rules Part 2: Direct Personnel Costs

- Introducing the cost categories
- Changes of cost categories in Horizon Europe
- Personnel costs calculations – showing ALL the possible ways:
- Financial year-based vs monthly calculation vs daily rate calculation
- Number of productive hours to consider
- Measuring days (HE) and hours (H2020) – how to handle?
- Transforming hours into days?
- And many more....

(12:45 – 14:00 Lunch Break)

14:00–15:15

Hitchhiker's Guide to the Financial Rules Part 3: Direct Personnel Costs

- Personnel cost calculation showcase for employees – how to maximise costs?
- Bonuses, fringe-benefits, and other complements
- Unit-based personnel costs calculation
- SME-owner rates

(15:15 – 15:30 Coffee break)

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15:30–16:15

Hitchhiker's Guide to the Financial Rules Part 4: Subcontracting and Purchase costs, Research facility costs

- Subcontracting and other third parties – what is what? Special third- party protocols;
- What topics from GA are included to subcontracting agreement
- Third parties – Third party role, applying and reporting in financial report when third party is included
- Purchase costs vs. Other direct costs – what's the difference?
- Travel costs – what to consider?
- Consumables and smallservices;
- Equipment and assets – calculating the costs of the research infrastructure;

16:15–17:00

Hitchhiker's Guide to the Financial Rules Part 5

- Indirect costs – does it need to be proved?
- Funding Rates and Receipt calculations;
- Certificates on Financial Statements, Certificate on Methodology, etc. System and Process Audits;
- Guarantee Fund vs Mutual Insurance Mechanism; What are the procedures, Guarantee Fund cases
- Payments and the exchange rates.