

Horizon Europe: Proposal Writing Camp Session 5

International Service Facility of the EC



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European
Commission

HORIZON EUROPE

SESSION 5: Financial and Legal Issues

- Registration (PIC Code)
- Eligible cost & Funding Rates

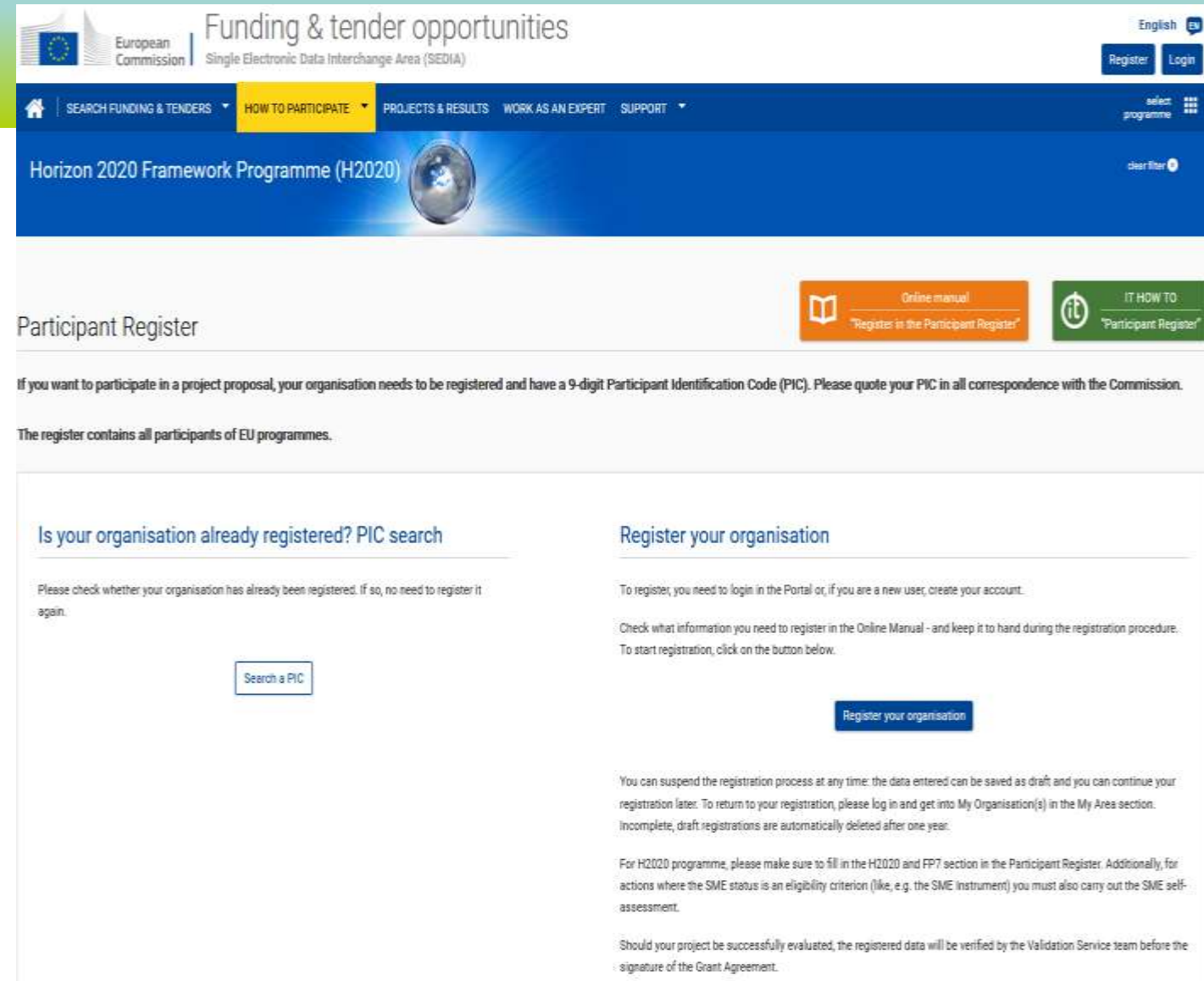
- Q&A



Registration – PIC CODE

What is a PIC code?

- A **P**articipant **I**dentification **C**ode is a unique 9-digit identifier for the European Commission to confirm your organisation's details
- Before registering it is recommended that you confirm your organisation does not already have a PIC code. In order to do so, follow the link below:
<http://ec.europa.eu/research/participant/portal/desktop/en/organisations/register.html>



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

English EN
Register Login

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

Horizon 2020 Framework Programme (H2020)

Participant Register

Online manual
"Register in the Participant Register"

IT HOW TO
"Participant Register"

If you want to participate in a project proposal, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

Search a PIC

Register your organisation

To register, you need to login in the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

Register your organisation

You can suspend the registration process at any time: the data entered can be saved as draft and you can continue your registration later. To return to your registration, please log in and get into My Organisation(s) in the My Area section. Incomplete, draft registrations are automatically deleted after one year.

For H2020 programme, please make sure to fill in the H2020 and FP7 section in the Participant Register. Additionally, for actions where the SME status is an eligibility criterion (like, e.g. the SME Instrument) you must also carry out the SME self-assessment.

Should your project be successfully evaluated, the registered data will be verified by the Validation Service team before the signature of the Grant Agreement.

BUDGET PREPARATION

Eligible Costs & Funding Rates





Eligibility for Funding – General Rules

Eligible for funding are legal entities established in:

- Member States
- Associated Countries
- Countries listed in Annex 1 of the Work Programme

Legal entities established in other Countries may be funded when:

- Agreement exists between 2 funding bodies
- Provision made in the call text
- Commission deems participation essential for carrying out the action





What funding rate applies?

- 100% for Research and Innovation Actions (RIA)
- 70% for Innovation/close-to-market Innovation Actions (IA) for for-profit organisations
 - 100% for non-for-profit entities (Universities, etc.)
- Indirect costs: 25% flat-rate
- Audit threshold: 430 000 euro
- Fixed Unit cost rates cover researcher costs and institutional costs (Marie Skłodowska Curie Actions)
- Audit threshold: 430 000 euro

Horizon Europe – Model Grant Agreement (Annex 2): cost categories



A. PERSONNEL COSTS

- **A.1** Employees
- **A.2** Natural persons under direct contract
- **A.3** Seconded persons
- **A.4** SME owners and natural person beneficiaries



B. SUBCONTRACTING COSTS



C. PURCHASE COSTS

- **C.1** Travel and subsistence
- **C.2** Equipment
- **C.3** Other goods, works and services



D. OTHER COST CATEGORIES

- **D.1** Financial support to third parties
- **D.2** Internally invoiced goods and services
- *[D.3 Transnational access to research infrastructure unit costs]*
- *[D.4 Virtual access to research infrastructure unit costs]*
- *[D.5 PCP/PPI procurement cost]*
- *[D.6 Euratom Cofund staff mobility costs]*
- *[D.7 ERC additional funding]*
- *[D.8 ERC additional funding (subcontracting, FSTP and internally invoiced goods and services)]*



E. INDIRECT COSTS 25% FLAT RATE



Direct costs

= directly linked to the implementation of the action

Examples:

- ✓ Personnel costs
- ✓ Subcontracting
- ✓ Purchase costs (Travel, equipment, other goods, works and services)
- ✓ Other cost categories



Indirect costs

= not directly linked to the action

Examples:

- ✓ Rents, electricity, heating, office equipment, furniture, phone costs, postage, printing and copy costs, administrative costs
- ✓ Paid as a **25% as flat rate** of the direct eligible costs (except e.g. subcontracts!)

HORIZON EUROPE

Budgeting a proposal – Collaborative research





How to budget a proposal?

Calculate your costs on a realistic and reasonable basis, as you expect it to appear and to be eligible in the action.

- ✓ Budget should be calculated according to the action needs
- ✓ Demonstrates a clear vision of objectives and tasks in an action
- ✓ Minimises potential changes during the runtime of an action

Appropriate budget estimation and distribution is part of the evaluation!



Direct costs are eligible if...

- **Actually** incurred by the beneficiary during the life of the action (with a few exceptions)
- Indicated in the estimated **budget**
- In **connection** with the action as described in the action description and necessary for its implementation
- **Identifiable** and verifiable, in particular recorded in the beneficiary's accounts
- In compliance with applicable **national law** on taxes, labour and social security
- **Reasonable**, justified and must comply with the principle of sound financial management
- **Evaluators will approve the necessity for the activity and the related costs**

Proposal: Budget Plan



Cost categories have separate columns

No	Participant name	Country	Estimated expenditure							Estimated income							
			Estimated eligible costs							Requested EU contribution		Revenues	Other sources of financing		Total estimated income		
										EU contribution to eligible costs							Income generated by the action
			A. Personnel costs/€ (a1)	B. Subcontracting costs/€ (b)	C. Purchase costs			D. Other cost categories (dx)	E. Indirect costs/€ (e) = 25% [(a1) + (c1) + (c2) + (c3) + (d7)]	Total eligible costs (h) = (a1) + (b) + (c1) + (c2) + (c3) + (d) + (e)	Funding rate (U)	Maximum EU contribution to eligible costs (l) = (U) * (h)	Requested EU contribution to eligible costs/€ (Requested grant amount) (m) (n)	(o)	(q)	(r)	
1	Participant 1	NL															

Cost categories – Application form

Estimated project expenditure												
Estimated eligible costs												
D. Other cost categories												
No	Participant name	Country	D.1 Financial support to third parties (Actual costs) (d1)	D.2 Internally invoiced goods and services (Unit costs - usual accounting practices) (d2)	D.3 Transnational access to research infrastructures (Unit costs) (d3)	D.4 Virtual access to research infrastructures (Unit costs) (d4)	D.5 PCP/PPI procurement costs (Actual costs) (d5)	D.6 Euratom Cofund staff mobility costs (Unit costs) (d6)	D.7 ERC additional funding (Actual costs) (d7)	D.8 ERC additional funding (subcontracting, FSTP and internally invoiced goods and services) (Actual costs) (d8)		
1	Participant 1	NL										

Key messages

- Information source: NCP, Annotated Grant agreement (online...)
- Costs must be incurred **during** the project by the beneficiary and be **identifiable** and verifiable in the accounts to be eligible
- The work that you performed should be described in the **work packages** of the proposal
- Indirect costs – a **25%** fixed flat-rate of the eligible direct costs (minus certain direct eligible costs)
- Income of projects should be considered at the proposal stage



Horizon Europe (HORIZON)

Programming period

2021-2027



Horizon Europe (HORIZON)



Clear filter

Reference Documents

Grants

This page includes reference documents of the prog up to model grant agreements and guides for specif

Please select the programme to see the reference d

Procurement

Reference Documents related to tendering opportun



Filter

- + Legislation
- + Work programme & call documents
- Grant agreements and contracts

HE General MGA v1.0



<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents;programCode=HORIZON>



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Thank you!

#HorizonEU

<http://ec.europa.eu/horizon-europe>