

## Building a budget... and a bit of financial reporting

### Budget - Exercise 1

Define the right category of project cost

| Cost  | Eligible |          | Not eligible | Comment |
|---|----------|----------|--------------|---------|
|   | Direct   | Indirect |              |         |
| 1. Researcher salary, permanent staff working 100% on the project                                 |          |          |              |         |
| 2. Researcher salary, permanent staff working 50% on the project and 50% on other projects        |          |          |              |         |
| 3. Costs of SME owner not receiving a salary and working 20% on the project                       |          |          |              |         |
| 4. Depreciation of equipment bought before the start of the project and used 100% for the project |          |          |              |         |
| 5. Depreciation of printers used by all staff members   |          |          |              |         |
| 6. Lab supplies and consumables already in stock before the project and used for the project      |          |          |              |         |
| 7. Train tickets of staff to attend a project meeting   |          |          |              |         |
| 8. Daily allowance of staff working on the project during travel for attending a project meeting  |          |          |              |         |
| 9. Cost related to the preparation of a follow-up project   |          |          |              |         |
| 10. Cost related to leasing equipment used for the project  |          |          |              |         |
| 11. Travel cost of partners to coordinator to prepare the proposal                                |          |          |              |         |
| 12. Travel costs for the kick-off meeting   |          |          |              |         |
| 13. Rental cost of a room to organise a training as part of a project task                        |          |          |              |         |
| 14. Cost of lunch during project meeting  |          |          |              |         |
| 15. Cost of printing brochures to disseminate project results                                     |          |          |              |         |
| 16. Income entrance fee of participants to the training   |          |          |              |         |
| 17. Currency exchange loss for UK partner   |          |          |              |         |
| 18. Cost of entertainment trip during the final project meeting                                   |          |          |              |         |
| 19. Financial audit cost  |          |          |              |         |
| 20. Advertising costs with the aim of selling the technology developed during the project         |          |          |              |         |

## “Horizon 2020: How to write a good proposal”

### Budget - Exercise 2

You are a partner in a consortium who will submit a proposal for an Innovation Action divided into 4 work packages. Calculate the total personnel budget required for your organisation using the data below:

|                                  | WP1 | WP2 | WP3 | WP4 |
|----------------------------------|-----|-----|-----|-----|
| Hours from Research 1            | 160 | 480 | 80  | 160 |
| Hours from Research 2            | 0   | 160 | 160 | 200 |
| Hours from Temp worker (interim) | 0   | 200 | 0   | 0   |

- Researcher A yearly salary is 5.500 €
- Researcher B yearly salary is 6.500 €
- Research Temporary worker yearly salary is 6.000 €.

All salaries include social security and taxes.

The number of annual productive hours in the organization is 1.720 hours/year.