

INSTRUCTIONS (DETAILED BUDGET TABLE PER WP)

General

The file is composed of 6 sheets (1- Start, 2 - Work packages, 3 - Participants, 4 - DB table, 5 - DB table_Summary_WP, 6 - DB table_Summary_Participants).

You should submit this DB table as part of your proposal and grant preparation:

- for proposal: the table will be an Annex to your Application. Complete and submit the table as an Excel file with your application.
- for grant preparation: the table will become part of the Grant Agreement Annex 1 Description of the Action (DoA).

Getting started

Please complete the sheets in their order (Start - Work packages- Participants- DB table).

ATTENTION! White cells mean that you are required to enter data. Grey cells are calculated automatically

1- Start sheet

Use this sheet to insert the generic data (project name and acronym). This information will be automatically copied into the other sheets.

2 - Work packages sheet

Use this sheet to enter the names of work packages and the corresponding funding rates. The information provided here needs to be consistent with the information provided in the application form.

3 - Participants sheet

Use this sheet to enter the names of the applicants (for the proposal) or beneficiaries (for the grant preparation).

4 - Detailed budget table per WP

Encode the costs per beneficiary, work package and reporting periods:

- For proposal/grant preparation: encode the estimated costs (budget). These amounts should be based on detailed, reasonable and accurate estimates. Keep sufficient documentation to be able to explain them if requested. Please ensure to insert only costs that are eligible under the EU grant agreement (see eligibility article on eligible and ineligible costs of the Model Grant Agreement). All estimated costs must be entered in EUR.

Names of work packages and the participants need to be chosen from the drop down menu. Sub-totals and totals are calculated automatically (only white cells need to be filled in).

5 & 6- DB summary sheets (for work packages and participants)

This sheet summarises the information of the DB table sheet. Do not modify the data here.

Warning

Do NOT delete formulas or change the configuration of the file.

START (DETAILED BUDGET TABLE PER WP)

PROJECT DATA

Project number:	
------------------------	--

Project acronym:	
-------------------------	--

Work package name	Funding Rate
WP name 1	0%
WP name 2	0%
WP name 3	0%
WP name 4	0%

Participant name

Participant name1

Participant name2

DETAILED BUDGET TABLE PER WP

PROJECT DATA

Project number:	0
Project acronym:	0

BUDGET BREAKDOWN PER WORK PACKAGE AND PARTICIPANT

Reporting period can be added/deleted as needed

Work Package	Participant	Reporting period 1	Reporting period 2	Reporting period 3	Reporting period 4	Reporting period 5	Total costs	Funding rate (for work package)	EU contribution
WP name 1	Participant name1	0,00	0,00	0,00	0,00	0,00	0,00	0%	0,00
WP name 2	Participant name2	0,00	0,00	0,00	0,00	0,00	0,00	0%	0,00
WP name 3	Participant name1	0,00	0,00	0,00	0,00	0,00	0,00	0%	0,00
WP name 4	Participant name2	0,00	0,00	0,00	0,00	0,00	0,00	0%	0,00
Total		0,00	0,00	0,00	0,00	0,00	0,00		0,00

Summary per Participant

Row Labels	Reporting period_1	Reporting period_2	Reporting period_3	Reporting period_4	Reporting period_5	Sum of Total costs	Sum of EU contribution
Participant name1	-	-	-	-	-	-	-
Participant name2	-	-	-	-	-	-	-
Grand Total	-	-	-	-	-	-	-

#	EU CONTRIBUTION	TOTAL COSTS
ENCODE VALUE FROM EGRANTS	0	0
DIFFERENCE	0	0