

H2020 Project Budget (1 day)

Description: Advanced course on how to prepare a budget for an H2020 project: negotiation with the partners, different cost items (personnel, travels, equipment, sub-contracting, etc.)

Target: Project managers and Coordinators, administrative personnel involved in research projects

Benefits: Clear view on how a project budget should be prepared and discussed with the partner or the Coordinator, for a H2020 project

Time	Item
09:30	<i>Scheme of the course Overview of the budget items</i>
10:00	<i>Eligible expenses, level of reimbursement, direct and indirect costs, other costs and subcontracting</i>
10:30	<i>Internal personnel costs, external personnel, consultants. Person-months against working hours; how to estimate the average person-month cost</i>
11:00	<i>Other direct costs: travel, other goods and services: the rule of 15% of the personnel costs</i>
11:30	<i>Coffee break</i>
12:00	<i>Equipment: time of use inside the project, depreciation period, ordinary and extraordinary maintenance.</i>
12:30	<i>How to negotiate your own budget (partner) or the budget of the other partners (Coordinator)</i>
13:00	<i>Lunch break</i>
14:30	<i><u>Project work:</u> drafting a preliminary budget</i>
	<i>Correction of the work and discussion</i>
	<i>Questions and answers</i>
17:30	<i>Closing of the course</i>

Cost: €350,00 +TVA 21%

Included: Training material, coffee break, sandwich lunch

Not Included: Travel to Brussels, Accommodation