Erasmus+
Alliances for Innovation 2025

How to fill in the Detailed Budget Table

European Commission

General information

Choose your Lot

ERASMUS-EDU-2025-PI-ALL-INNO-EDU-ENTERP

Status: Open

Deadline: 6 March 2025 17:00 CET

Alliances for Education and Enterprises

Opportunity details

ERASMUS-EDU-2025-PI-ALL-INNO-BLUEPRINT

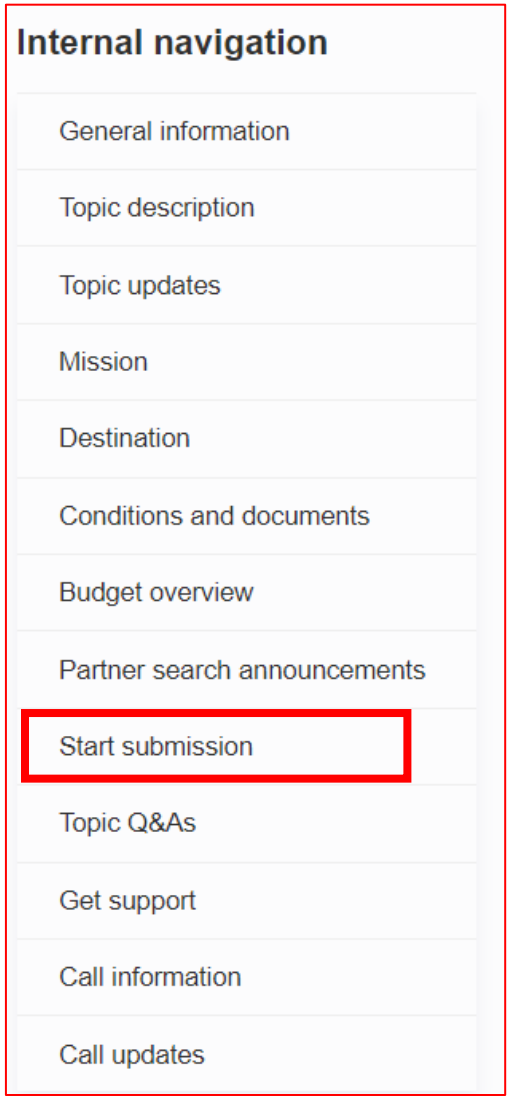
Status: Open

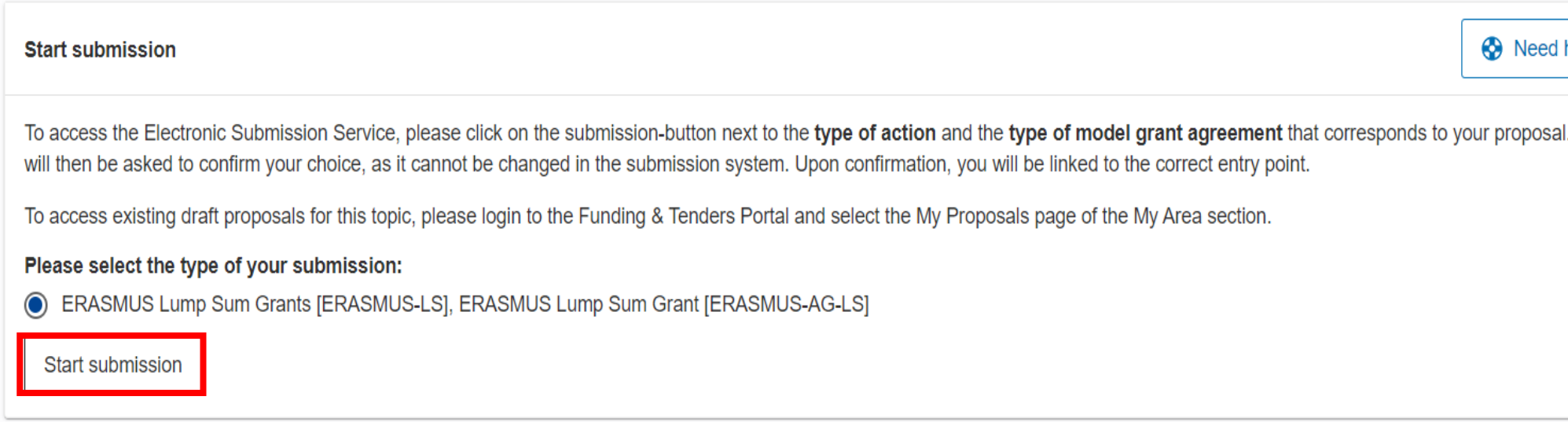
Deadline: 6 March 2025 17:00 CET

Alliances for Sectoral Cooperation on Skills (implementing the 'Blueprint')

Opportunity details

Where to find the Detailed Budget table





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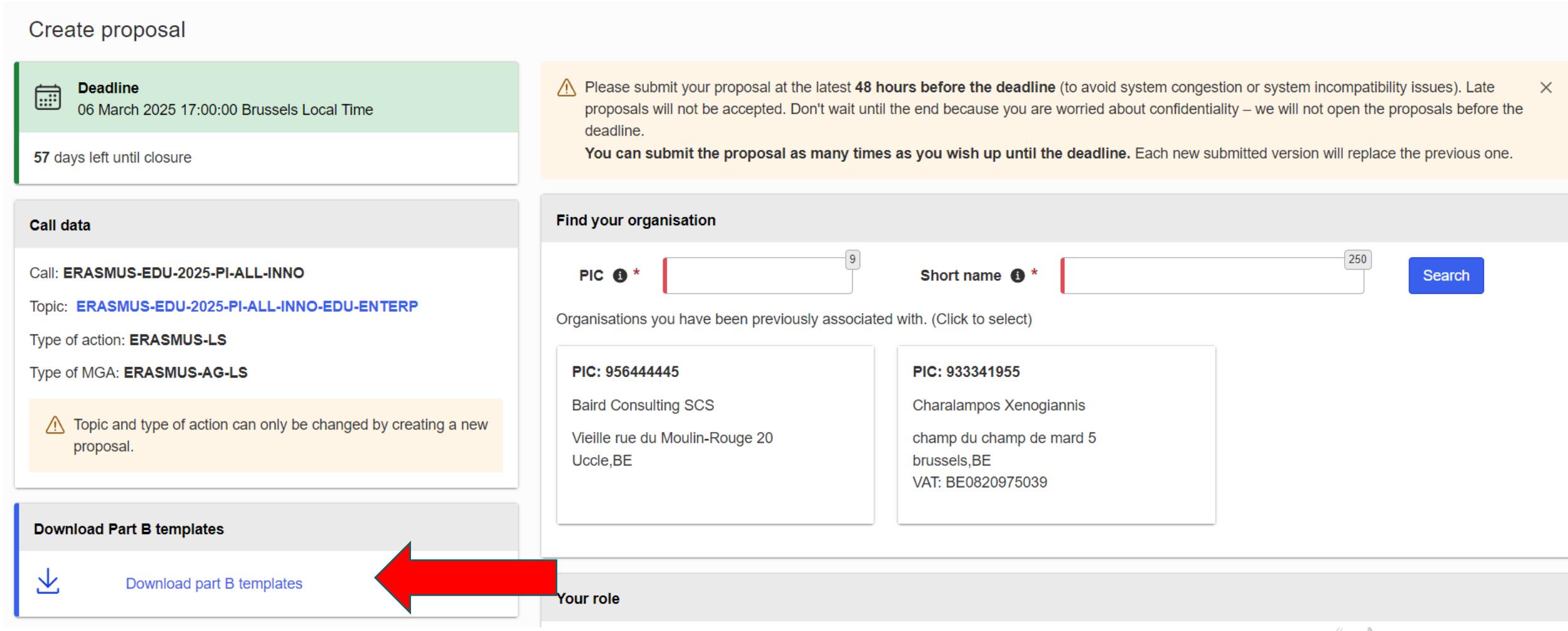
Where to find the Detailed Budget table



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Detailed Budget Table

Read the Instructions first!

ANNEX 1 to Part B
Detailed Estimation of Costs for Lump Sums

Instructions

1	This workbook for Lump Sum calculation must be uploaded in the Submission system as a mandatory document in annex to the application. Please note that if you do not upload the fully completed Excel workbook as an annex, the application cannot be submitted (the system will not allow you to submit).
2	According to the Lump sum scheme, the lump sum for a Work Package (WP) will normally be paid only when the entire Work Package has been completed. Please take this into consideration while structuring your proposal. Work Packages should be designed in a way that enables the evaluator to clearly identify whether the action has been completed.
3	We recommend using Excel 2010 or more recent.
4	The only currency used in this worksheet is EURO.
5	The first thing you need to do is to **set the relevant Maximum Grant Amount (in row 34 of this sheet), and the maximum co-financing rate (in row 35, both in column E) applicable for the call.** This data can be found on the Portal under Topic Conditions and in the Call document.
6	You then have to fill in **only** the following sheets: 'Beneficiaries List' – 'Work Package list' – 'BE XXX' (one sheet per Participating Organisation) – 'Depreciation costs' (if your budget includes the purchase of equipment). The final tab "Any comments" must be used to provide key information required for a full evaluation of your detailed budget (see point 18 below).
7	You first need to start filling in the sheet 'Beneficiaries list' where you are asked to enter all participants in the project including any Affiliated Entities. To add beneficiaries, please double-click on '**Add a Beneficiary**'; to add an affiliated entity, please, double-click on '**Add an Affiliated Entity**'. *NOTE: the costs of Associated Partners cannot appear in any part of this budget.*
8	Then you can fill in the sheet 'Work Packages list', where you are asked to enter all the Work Packages. To add a work package, please double-click on '**Add a Work Package**'.
9	Once you have completed the 'Beneficiaries List' and 'Work Package list' sheets, or each time you add or remove a beneficiary or a work-package, you must double-click on one of the "**Apply changes**" buttons to generate the related sheets in the Excel workbook. At this stage your spreadsheet is ready to be edited Beneficiary by Beneficiary (BE XXX) for all the workpackages concerned. You are requested to enter for each Beneficiary Spreadsheet, all the related costs of each WorkPackage.
10	You have to complete a 'BE XXX' sheet per Beneficiary. This sheet includes separate sections for the various costs categories for each Work Package of the project. Complete only the **number of units** and the **cost per unit** for each cost category. The total cost per cost category will be automatically calculated. If the Beneficiary does not contribute to a specific WP or cost category, then leave it blank.

Instructions | Beneficiaries List | Work Packages List | BE 001

Scroll down

Attention!!!

The format of the Excel workbook is .xlsm because it uses macros to generate automatically some data

Please follow Instruction #19 to save the table as .xlsx in order to work on it and upload in the submission tool

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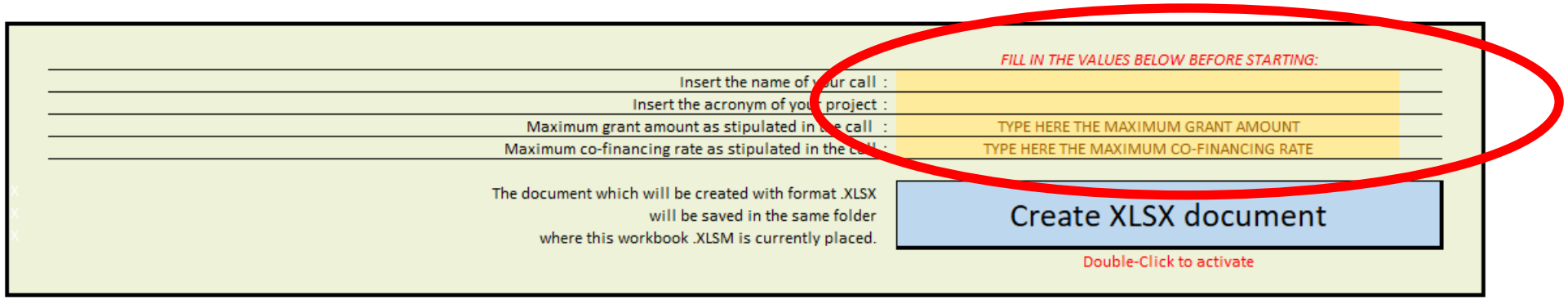
Detailed Budget Table

1. Call, acronym and maximum co-financing

Fill in all 4 highlighted fields in the “Instructions” sheet!



For Field #1:

- Lot 1 - Alliances for Education and Enterprises

or

- Lot 2 - Alliances for Sectoral Cooperation on Skills (implementing the ‘Blueprint')

For Field #2:

- Project Acronym

For Field #3:

Lot 1 - Alliances for Education and Enterprises

- 1 million euros (2 years project)
- 1,5 million euros (3 years project)

Lot 2 - Alliances for Sectoral Cooperation on Skills (implementing the “Blueprint”)

- 4 million euros (4 years project)

For Field #4:

- 80% for both Lots

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Detailed Budget table

2. Employees types

You can customize here the categories of Employees that correspond to your organisation (example: Senior Staff, Junior Staff, ...).
Please, note that this definition is common to all Work Packages for all Beneficiaries.

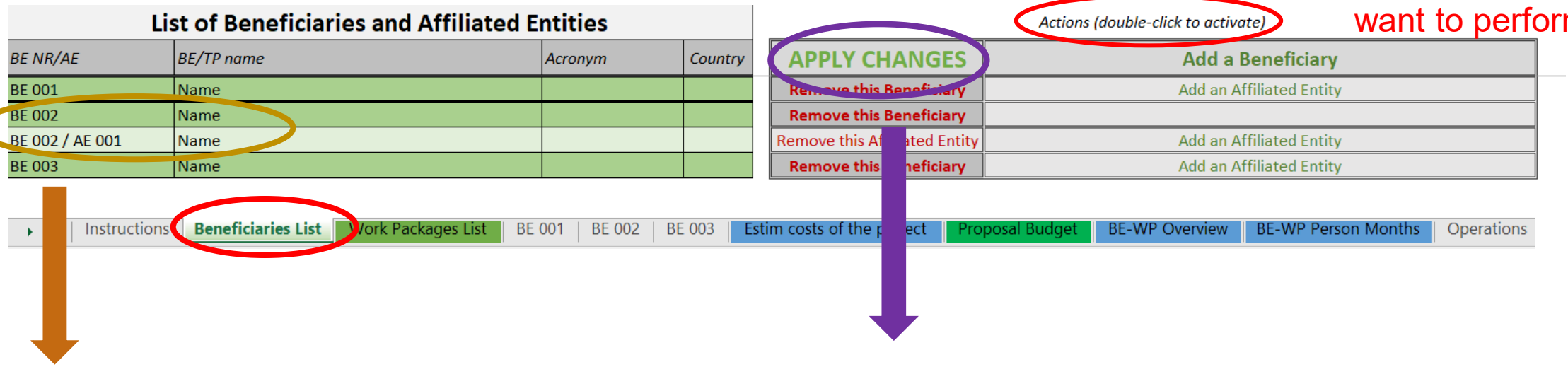
A. DIRECT PERSONNEL COSTS
A1. Employees (or equivalent) person months (you can change the types based on your structure)
Type 1
Type 2
Type 3
Type 4
Other

- You can put your own specific staff categories, e.g. Project Manager, Senior Expert, Assistant, Researcher, etc.
- These titles will apply for all the partners, i.e. if you put as « Type 1» « Senior expert », this will appear in the budget sheets of all the partners

Detailed Budget table

3. Beneficiaries List

1. Double-click the field of the action you want to perform



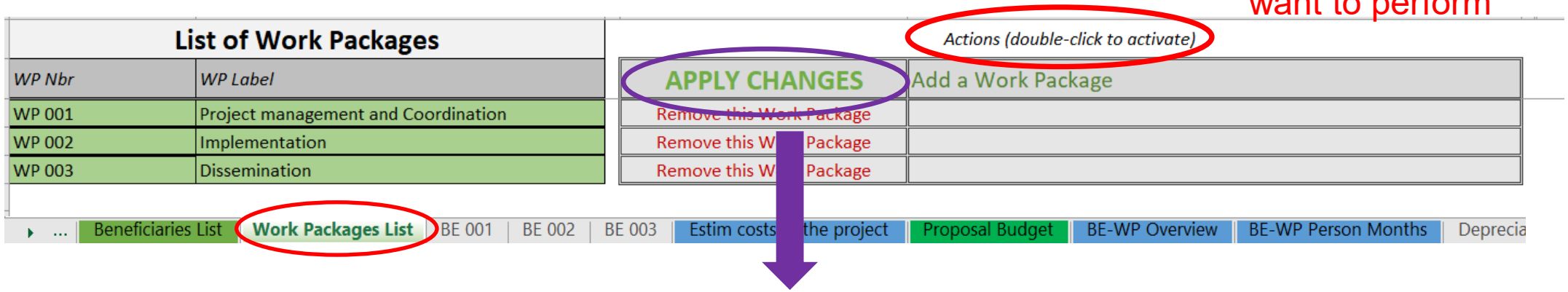
2. Insert the name of each beneficiary and where applicable its affiliated entity. A beneficiary with an affiliated entity count as one single partner, but the cost will be inserted separately for the partner and its affiliated entity in the budget sheet of the respective beneficiary.

3. Double-click on “APPLY CHANGES” once the information is duly completed or after any change.
This will customize the budget table in accordance with your specific partnership structure.

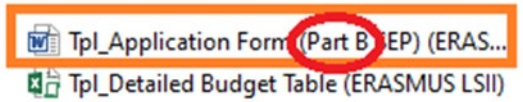
Detailed Budget table

4. Work Packages List

1. Double-click the field of the action you want to perform



2. Make sure to insert all work packages as listed in Part B of the Application



3. Double-click on “APPLY CHANGES” once the information is duly completed or after any change.
This will customize the table in accordance with your specific work packages structure.

Detailed Budget table

5.Estimated actual costs per beneficiary and WP

	BE 002 Name	BE 002 Name UNITS	BE 002 Name COST PER UNIT	BE 002 Name BENEFICIARY TOTAL COST	BE 002 / AE 001 Name UNITS	BE 002 / AE 001 Name COST PER UNIT	BE 002 / AE 001 Name AFFILIATED ENTITY	BE 002 BE+AE TOTAL COSTS
	Project management and Coordination							
WP 001	A. DIRECT PERSONNEL COSTS			-			-	-
	A1. Employees (or equivalent) person months			-			-	-
	Project manager			-			-	-
	Senior expert			-			-	-
	Researcher			-			-	-
	Administrative staff			-			-	-
	Other			-			-	-
	A.2 Natural persons under direct contract			-			-	-
	A.3 Seconded persons			-			-	-
	A.4 SME Owners without salary			-			-	-
	A.5 Volunteers			-			-	-
	B. Subcontracting costs			-			-	-
	C. Purchase costs			-			-	-
	C.1 Travel and subsistence per travel or day			-			-	-
	Travel			-			-	-
	Accommodation			-			-	-
	Subsistence			-			-	-
	C.2 Equipment (please refer to the Depreciation Cost sheet)			-			-	-
	C.3 Other goods, works and services			-			-	-
	Consumables			-			-	-
	Services for Meetings, Seminars			-			-	-
	Services for communication/promotion/dissemination			-			-	-
	Website			-			-	-
	Artistic Fees			-			-	-
	Other (please specify details under worksheet "Comments")			-			-	-
	D. Other cost categories			-			-	-
	D.1 Financial support to third parties			-			-	-
	TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)			-			-	-

Instructions | Beneficiaries List | Work Packages List | BE 00 | BE 002 | BE 003 | Estim costs of the project | Proposal Budget | BE-V

- A separate table should be filled in for each beneficiary. Affiliated entities are added automatically to the table of the respective beneficiary (as inserted in tab “Beneficiaries List”)
- Fill in the columns “Units” and “Cost per Unit”. The other columns will be automatically calculated
- 1 unit is 1 **person-month** for “Direct Personnel Costs”
- If you have a cost (line) with different costs per unit, you have first to calculate an average amount in order to fill in the cells
- You should calculate the costs of each budgetary category based on real cost
- Scroll down for the list of all work packages

For additional information on eligibility and calculation of costs, please refer to the Annotated Model Grant Agreement (see also Instructions sheet)

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Detailed Budget table

5.Estimated actual costs per beneficiary and WP

BE 001		BE 001			BE 001
		UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	BE+AE TOTAL COSTS
WP 001	A1. Employees (or equivalent) man days			-	-
	Type 1			-	-
	Type 2			-	-
	Type 3			-	-
	Type 4			-	-
	sdrfd			-	-
	A.2 Natural persons under direct contract			-	-
	A.3 Seconded persons			-	-
	A.4 SME Owners without salary			-	-
	A.5 Volunteers			-	-
	B. Subcontracting costs			-	-
	C. Purchase costs			-	-
	C.1 Travel and subsistence per travel or day			-	-
	Travel			-	-
	Accommodation			-	-
	Subsistence			-	-
	C.2 Equipment (please refer to the Depreciation Cost sheet)			-	-
	C.3 Other goods, works and services			-	-
	Consumables			-	-
	Services for Meetings, Seminars			-	-
	Services for communication/promotion/dissemination			-	-
	Website			-	-
	Artistic Fees			-	-
	Other			-	-
	D. Other cost categories			-	-
	D.1 Financial support to third parties			-	-
	TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)			-	-
	E. Indirect costs 7% (rounded to zero decimals)			-	-
	TOTAL COSTS (A+B+C+D+E) -			-	-

Instructions | Beneficiaries List | Work Packages List | BE 001 | Estim costs of the project | Proposal Bu

Equipment should be declared only if necessary for the technical implementation of the project.

Equipment linked to the administration of the project is (usually) included in the indirect costs.

The indirect costs are automatically calculated and are intended to cover all costs linked to the general administration of the project (PCs, laptops, supplies, paper, electricity, etc.)

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Detailed Budget Table

5.Estimated actual costs per beneficiary and WP

BE 001		BE 001			BE 001
		UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	BE+AE TOTAL COSTS
WP 001	A1. Employees (or equivalent) man days			-	-
	Type 1			-	-
	Type 2			-	-
	Type 3			-	-
	Type 4			-	-
	sdrfd			-	-
	A.2 Natural persons under direct contract			-	-
	A.3 Seconded persons			-	-
	A.4 SME Owners without salary			-	-
	A.5 Volunteers			-	-
	B. Subcontracting costs			-	-
	C. Purchase costs			-	-
	C.1 Travel and subsistence per travel or day			-	-
	Travel			-	-
	Accommodation			-	-
	Subsistence			-	-
	C.2 Equipment (please refer to the Depreciation Cost sheet)			-	-
	C.3 Other goods, works and services			-	-
	Consumables			-	-
	Services for Meetings, Seminars			-	-
	Services for communication/promotion/dissemination			-	-
	Website			-	-
	Artistic Fees			-	-
	Other			-	-
	D. Other cost categories			-	-
	D.1 Financial support to third parties			-	-
	E. Indirect costs 7% (rounded to zero decimals)			-	-
	TOTAL COSTS (A+B+C+D+E) -			-	-

Instructions | Beneficiaries List | Work Packages Lis | BE 001 | Estim costs of the project | Proposal Bu

Financial support to 3rd parties is not an eligible cost under this Call. Please do not include any cost under this item

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Detailed Budget table

6. Estimated costs of the project

This page is generated automatically, based on the individual beneficiaries' tables

DETAILED CONSOLIDATION		BE 002 / AE 001 Name				BE 002	BE 003 Name			BE 003	PROJECT
		BENEFICIARY TOTAL COSTS	UNITS	COST PER UNIT	AFFILIATED ENTITY TOTAL COSTS	BE+AE TOTAL COSTS	UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	BE+AE TOTAL COSTS	BE+AE TOTAL COSTS
	Total WORK PACKAGES:	-			-	-			-	-	-
	Project management and Coordination										
WP001	**A. DIRECT PERSONNEL COSTS**	-			-	-			-	-	-
	A1. Employees (or equivalent) person months	-			-	-			-	-	-
	Project manager	-	-	-	-	-	-	-	-	-	-
	Senior expert	-	-	-	-	-	-	-	-	-	-
	Researcher	-	-	-	-	-	-	-	-	-	-
	Administrative staff	-	-	-	-	-	-	-	-	-	-
	Other	-	-	-	-	-	-	-	-	-	-
	A.2 Natural persons under direct contract	-	-	-	-	-	-	-	-	-	-
	A.3 Seconded persons	-	-	-	-	-	-	-	-	-	-
	A.4 SME Owners without salary	-	-	-	-	-	-	-	-	-	-
	A.5 Volunteers	-	-	-	-	-	-	-	-	-	-
	B. Subcontracting costs	-	-	-	-	-	-	-	-	-	-
	C. Purchase costs	-			-	-			-	-	-
	C.1 Travel and subsistence per travel or day	-			-	-			-	-	-
	Travel	-	-	-	-	-	-	-	-	-	-
	Accommodation	-	-	-	-	-	-	-	-	-	-
	Subsistence	-	-	-	-	-	-	-	-	-	-
	C.2 Equipment (please refer to the Depreciation Cost sheet)	-	-	-	-	-	-	-	-	-	-
	C.3 Other goods, works and services	-			-	-			-	-	-
	Consumables	-	-	-	-	-	-	-	-	-	-
	Services for Meetings, Seminars	-	-	-	-	-	-	-	-	-	-
	Services for communication/promotion/dissemination	-	-	-	-	-	-	-	-	-	-
	Website	-	-	-	-	-	-	-	-	-	-

Instructions | Beneficiaries List | Work Packages List | BE 001 | BE 002 | BE 003 | Estim costs of the project | Proposal Budget | BE-WP Overview | BE-WP Person Months | Depreciat

Total costs of the project

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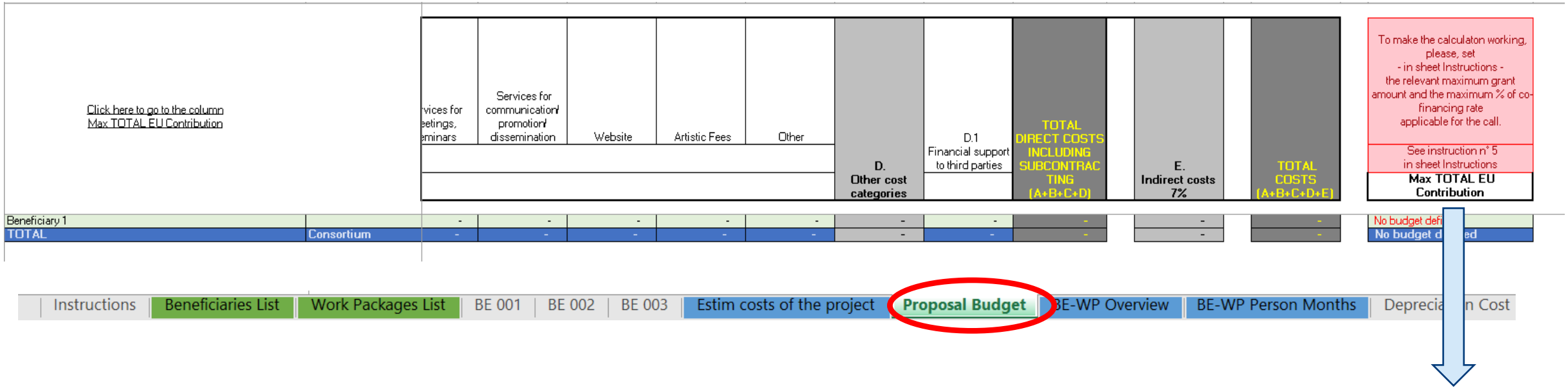
Detailed Budget table

7.Proposal Budget

This page is generated automatically and presents a summary of the costs per budgetary category as well as the consolidated project budget



Click here to go to the column Max TOTAL EU Contribution		vices for eetings, eminars	Services for communication/ promotion/ dissemination	Website	Artistic Fees	Other	D. Other cost categories	D.1 Financial support to third parties	TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)	E. Indirect costs 7%	TOTAL COSTS (A+B+C+D+E)	To make the calculaton working, please, set - in sheet Instructions - the relevant maximum grant amount and the maximum % of co-financing rate applicable for the call. See instruction n° 5 in sheet Instructions Max TOTAL EU Contribution
Beneficiary 1		-	-	-	-	-	-	-	-	-	-	No budget defi
TOTAL	Consortium	-	-	-	-	-	-	-	-	-	-	No budget d ed

Instructions | Beneficiaries List | Work Packages List | BE 001 | BE 002 | BE 003 | Estim costs of the project | Proposal Budget | BE-WP Overview | BE-WP Person Months | Depreci n Cost

This information is inserted from the “Instructions” page. It calculates automatically the EU grant for the project. Wrong figures will lead to a wrongly calculated EU grant.

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Detailed Budget table

8. BE-WP Overview

This page is generated automatically and presents a summary of the lump sums (EU grants) per work package and beneficiary

Your Requested EU Grant Amount : 85.010 EUR

BE NR/AE	Acronym	WP 001	WP 002	WP 003	Maximum Grant Amount
AAA	A	24.318	5.136	428	**29.882**
BBB	B	7.747	7.062	17.120	**31.930**
CCC	C	5.350	-	3.852	**9.202**
DDD	D	7.490	6.506	-	**13.996**
TOTAL	Consortium	44.906	18.704	21.400	85.010

Application forms

Proposal ID SEP-210903849

Acronym test

3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
1	Test Camelia-valeria	BE	0.00
	Total		0.00

- *The total requested EU grant should correspond to the amount in Part A (Section "Budget").*
- *Once you finalise the Detailed Budget table, make sure to insert the Total Requested EU Grant Amount in Part A of the Application*

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Detailed Budget table

9. BE-WP Person-Months

This page is generated automatically and presents a summary of the person-months (units) per work package and beneficiary

TOTAL PERSON/MONTHS FOR ALL BENEFICIARIES PER WP
(INCLUDING LINKED THIRD PARTIES)

BE NR/AE	Acronym	WP 001	WP 002	WP 003	Total for project
AAA	A	150	30	25	**205**
BBB	B	50	60	190	**300**
CCC	C	50	-	30	**80**
DDD	D	45	40	-	**85**
TOTAL	**Consortium**	**295**	**130**	**245**	**670**

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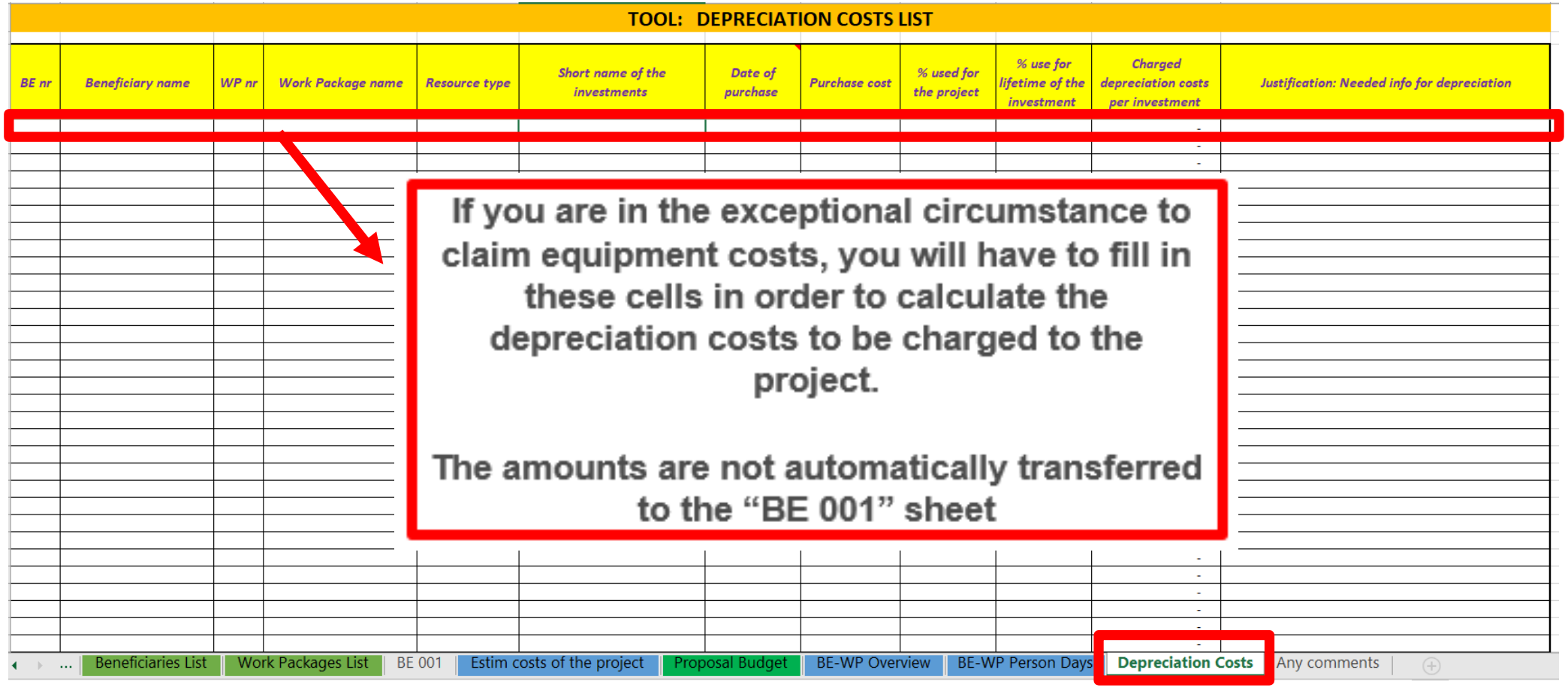
Detailed Budget table

10. Depreciation costs



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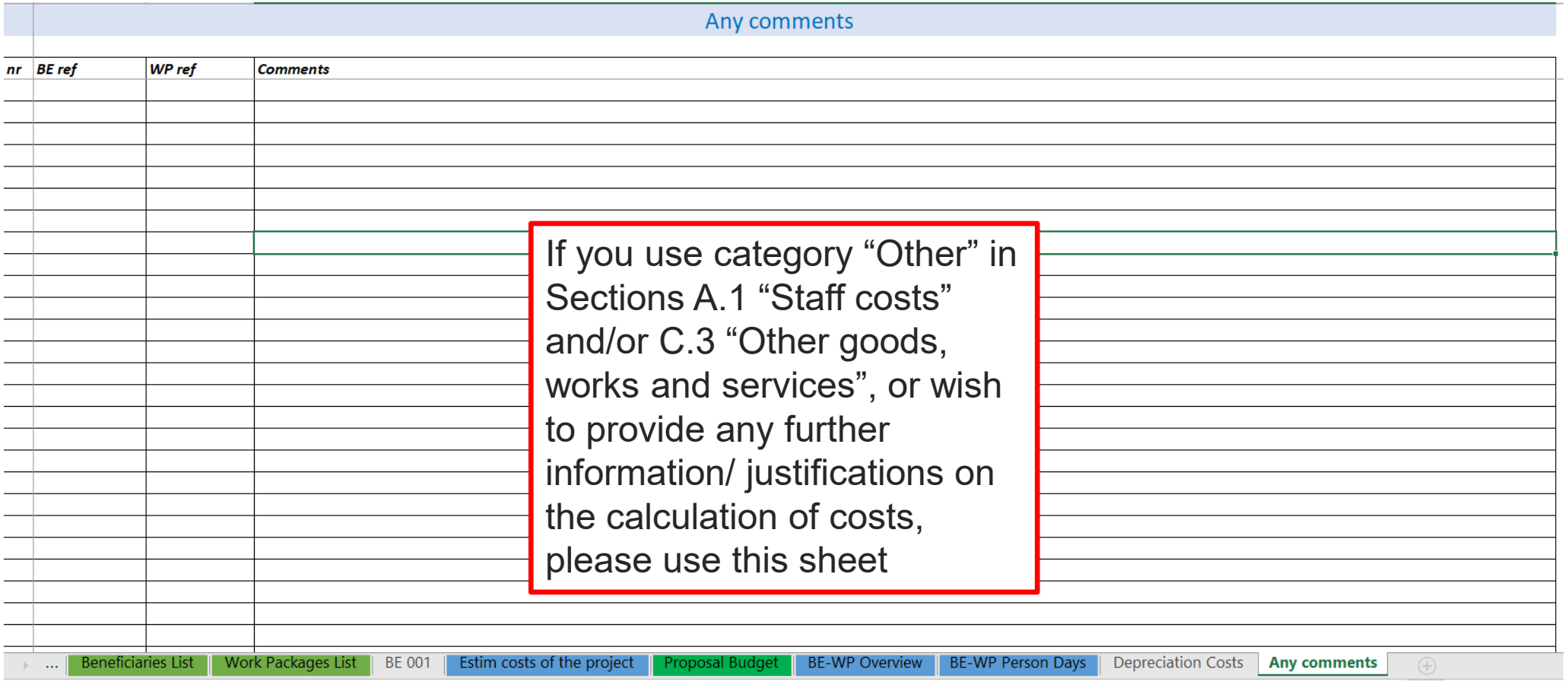
Detailed Budget table

10. Any comments



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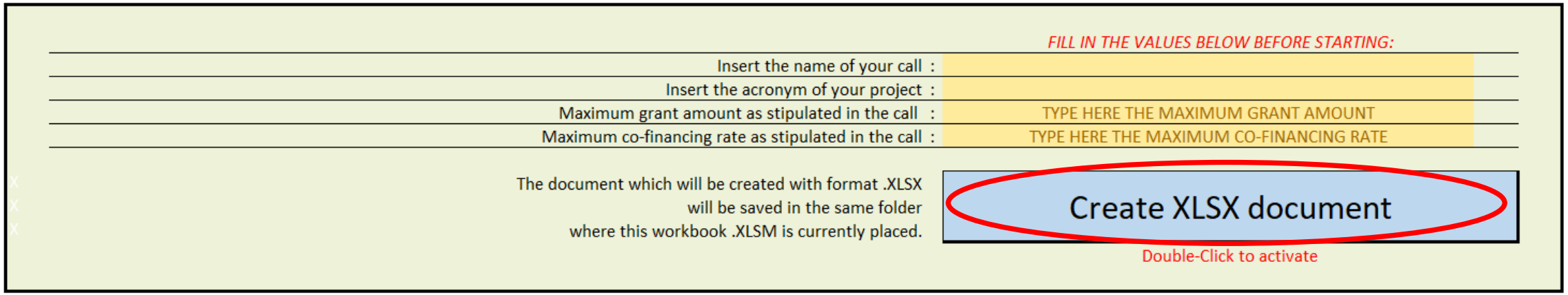
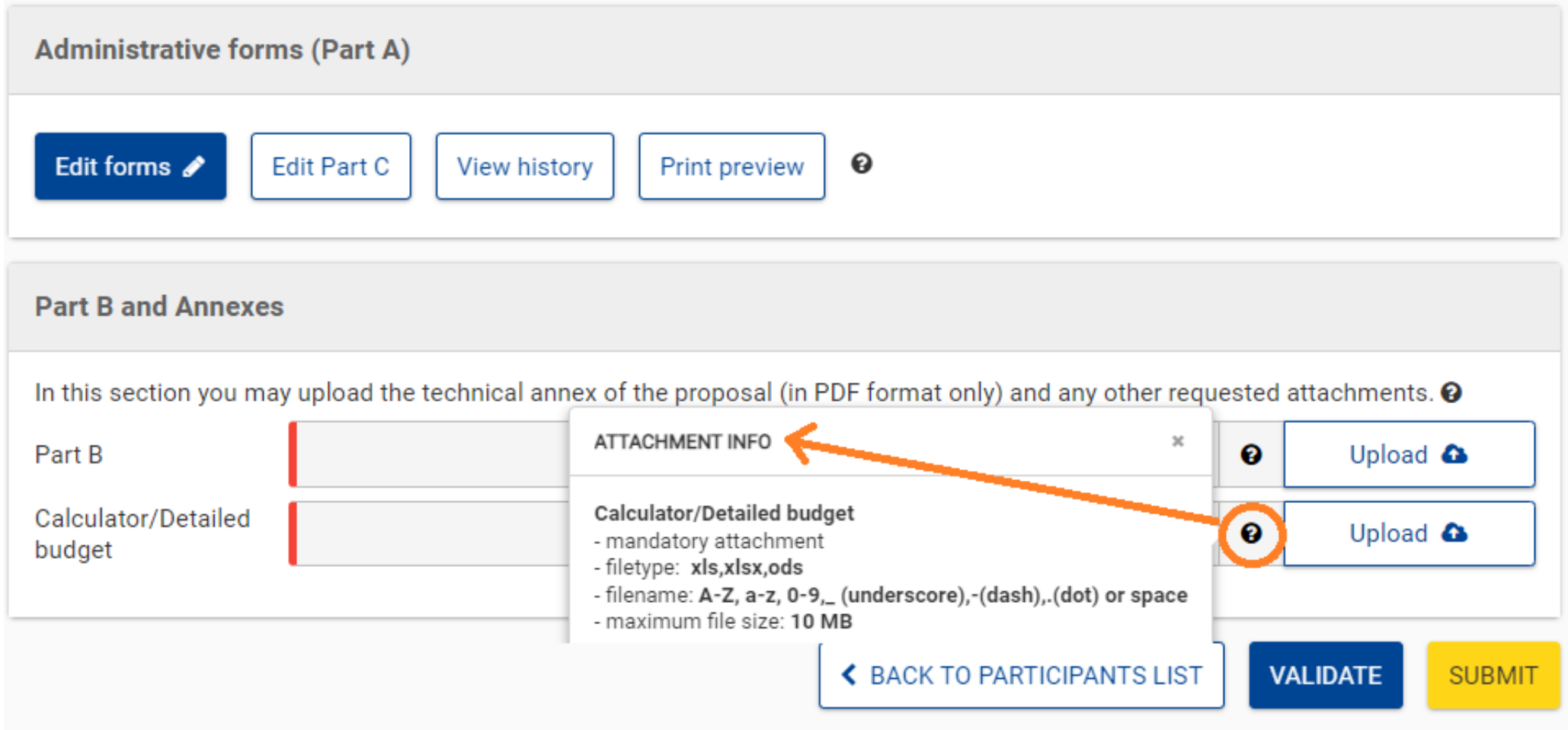
Detailed Budget table

Ready for submission? Go back to “Instructions” sheet



Save a copy of your table as ”.xlsx”
by using this button

Upload the file in the submission system



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