



Europa Media Trainings

Financial rules of Horizon Europe and H2020

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Project Management and Financial Reporting

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Part 1 / Chapter One

The Hitchhiker's guide to Financial Reporting

Why Reporting costs?

- „Budget-based, mixed actual cost grant” (HE Art. 5.1)
 - In 90-95% of the actions **funding is based on actual/unit-based direct costs incurred** and reported
 - Apart from:
 - Lump-sums financed actions (e.g., IA-LS)
 - Pre-fixed unit-cost grants (e.g., MSCA)
 - Flat-rate financed costs (for the indirect costs)

No joint financial responsibility but joint technical responsibility!

Part 1 / Chapter Two

From „Accounted“ to „Reportable“

Direct Cost Categories

H2020

Personnel cost

as actual costs
as unit costs

Subcontracting

as actual costs only!

Other direct costs, including

Travel cost – as actual costs only!
Equipment and infrastructure costs- as actual costs only!
Other costs and services – as actual costs only!

Providing financial support to third parties (only if foreseen by the EC)

as actual costs only!

Internally invoiced goods and services

as unit costs

Costs of Large-scale infrastructure (optional)

Specific Unit costs (only if foreseen by the EC):

Energy Efficiency measures – as unit cost set by the EC
Cost of Clinical Trials – as unit cost calculated by the Beneficiary(es)
Access cost to Research Infrastructure – as unit costs calculated by the Beneficiary

HE

Standard:

Personnel cost (A)

as actual costs
as unit costs

Subcontracting (B)

as actual costs only!

Purchase cost (C)

Travel cost – as actual costs only! (C1)
Equipment - as actual costs only! (C2)
Other goods and services – as actual costs only! (C3)

Programme-specific cost categories:

Other costs (D)

Financial support to Third Parties (FSTP) (D1)

Internally invoiced goods and services (D2)

Transnational access cost to Research Infrastructure (D3)

Virtual access cost to Research Infrastructure (D4)

PCP/PPI (D5)

Euratom Cofund staff mobility costs (D6)

ERC Additional funding (D7)

ERC Additional funding – SC, FSTP, IIGS (D8)

Part II / Chapter One

Personnel cost - Options

Personnel cost reporting

There are far more options than you can imagine...

- Employees
- Seconded Employees
- In-house consultants
- SME-owner rate
- Natural person rate

Personnel cost reporting

H2020

- **Employees**
 - Actual-cost based
 - Fiscal-year based calculation, with
 - 1720
 - Actual hours
 - Beneficiary's standard hours
 - Monthly based calculation, with
 - 1/12 of Beneficiary's standard hours
 - 1/12 of 1720
 - Unit-cost based
 - For all employees
 - For selected categories
 - Set by the beneficiary
 - Set by the GA – MSCA actions
 - Special calculation
 - National reference rates
 - Project based remunerations
 - Additional remuneration
- **Seconded Employees**
- **In-house consultants**
- **SME-owner rate**
- **Natural person rate**

HE

- **Employees:**
 - Actual cost based:
 - **Reporting-period based** calculation with the **215 days/year/FTE FIXED**, and adjusted to the length of the RP and (?) the status of the employee
 - ***Or, alternatively..... ☺...yearly calculation with 215 days/year***
 - **NO monthly option**
 - Unit costs
 - Same (?) as in H2020
 - Special Calculation
 - National reference rates /project-based remuneration
 - **NO additional remuneration option**
- **Seconded employees**
- **In-house consultants**
- **SME Owners**
- **Natural Persons**

Time recording

Every Beneficiary must have a reliable and certified time recording system, recording ALL hours (H2020)/days (**?? HE**) worked on the action, person by person!

Exception: One works on the project a certified declaration is sufficient

For persons who work for the action (regardless if they are full-time or part-time employees and/or if they work exclusively or not for the action; **new for 2021-2027**), the beneficiary may either:

- use reliable time records (*i.e. time-sheets*) either on paper or in a computer-based time recording system, to record (at least) all the hours worked in the action

Reliable time records must be dated and signed at least monthly by the person working for the action and their supervisor.

If the time recording system is computer-based, the signatures may be electronic (*i.e. linking the electronic identity data, e.g. a password and user name, to the electronic validation data*), with a documented and secure process for managing user rights and an auditable log of all electronic transactions.

or

- sign a monthly declaration on days spent for the action ([template](#)).

TIME RECORDING FOR A HORIZON 2020 ACTION		Month	Year
Title of the Action (Acronym)	Grant Agreement Number		
Beneficiary's / third			

31	Σ
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Time recording

Every Beneficiary must have a reliable and certified time recording system, recording ALL hours (H2020)/days (**?? HE**) worked on the action, person by person!

Exception: One works on the project exclusively, full-time: a certified declaration is sufficient!

EU GRANTS DECLARATION OF DAYS WORKED ON A PROJECT				YEAR:
Project acronym:		Project number:		
Participant name:				
Name of the person:		Type of personnel: <small>(employee/ natural person under direct contract/ seconded/ other)</small>		
Month	Days worked in the action <small>(4,5, 1,5, 7,5, 0,5)</small>	Work Packages worked on <small>(WP1; WP2; WP5)</small>	Date and signature of the person	Name, date and signature of the supervisor
January			Signature: / /20XX	Name: / /20XX Signature:
February			Signature: / /20XX	Name: / /20XX Signature:
March			Signature: / /20XX	Name: / /20XX <u>Signature:</u>
April			Signature: / /20XX	Name: / /20XX Signature:
May			Signature: / /20XX	Name: / /20XX Signature:
June			Signature: / /20XX	Name: / /20XX Signature:
July			Signature: / /20XX	Name: / /20XX Signature:
August			Signature: / /20XX	Name: / /20XX Signature:
September			Signature: / /20XX	Name: / /20XX Signature:
October			Signature: / /20XX	Name: / /20XX Signature:
November			Signature: / /20XX	Name: / /20XX Signature:
December			Signature: / /20XX	Name: / /20XX Sign.
TOTAL				

Part II / Chapter Two

Personnel cost - Employees

Personnel costs – DEFAULT (,Case 1A')

3 Steps to follow:

1. Eligible salary costs - *Whose and what part can be included?*

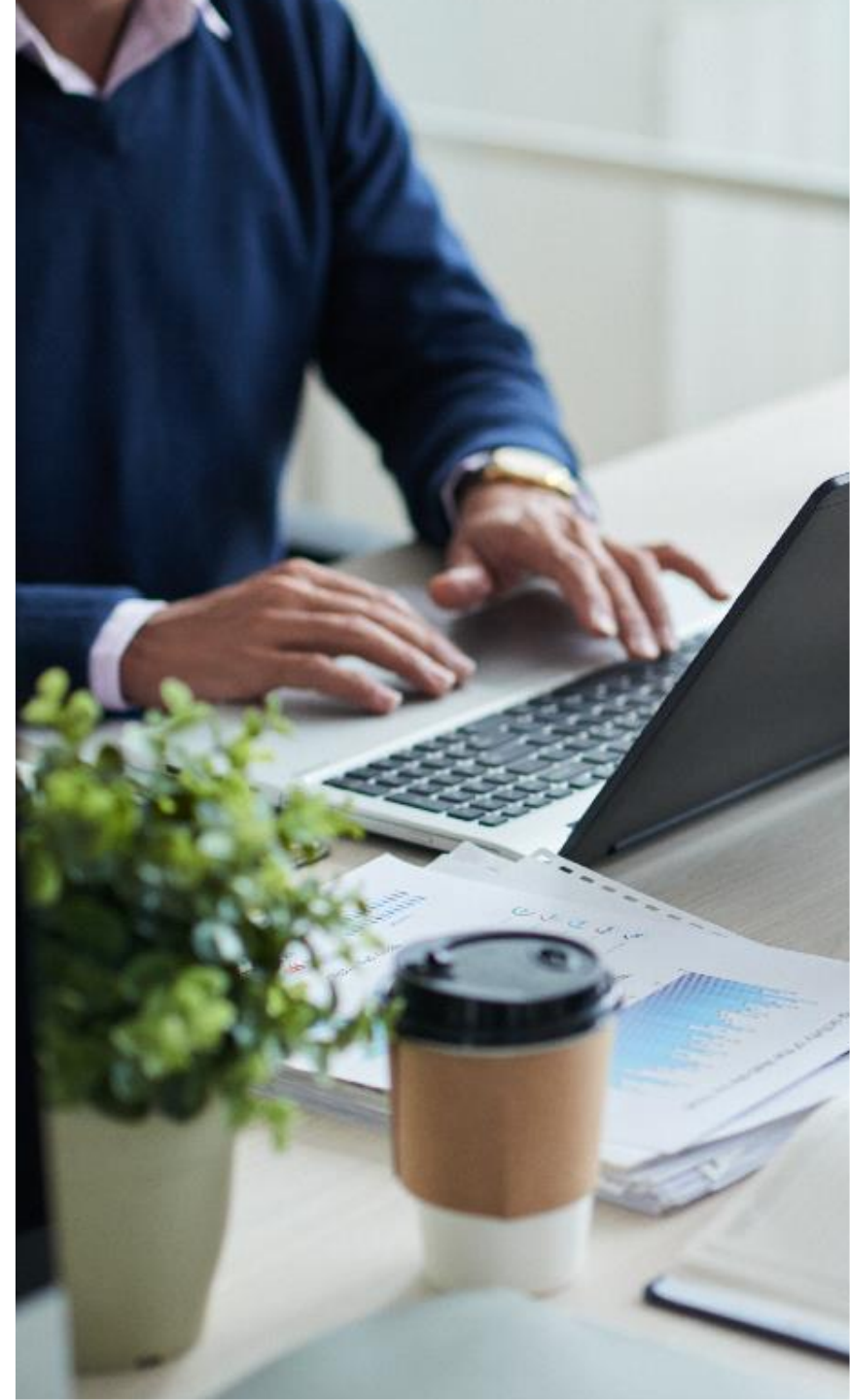
- **WHO?** - Project personnel working at the Beneficiary and ASSIGNED to the Grant
- **WHAT?** - Basic salary plus all mandatory charges and taxes - but excluding any other costs paid for his/her USUAL work/duties

2. Eligible hourly/daily rate – *via various calculation protocols:*

- **H2020: Hourly rate** - yearly (1720/Actual/Beneficiary standard (BS)) or Monthly (1720 and BS)
- **HE: daily rate** – reporting period based (!!!!) with a yearly 215 days/FTE + 3 different day equivalent calculations if needed (contracted, BS, 8)/alternatively (?) calendar year based calculation

3. Eligible personnel costs:

- **H2020:** Eligible *hourly rate x hours worked* on the project – with special rules
- **HE:** Eligible *day-rate x days worked* on the project – with special rules, but different ones...



Step 1 – Eligible Salary costs

Who and what can be included?



Eligible salary components:

- Usual **gross salary** stated on the payroll
- **Social security contribution** paid (a.k.a. charges paid by the employer)
- Taxes included in the remuneration
- Mandatory complements to the basic salary (*including 13th month salary or similar*)
- **Variable components**, when set at the Beneficiary's level (*including extra salary, must not be arbitrary*)



Non-eligible salary components:

- **Any salary component paid for working on the project ("triggered by the action")**
- Recruitment costs/HR costs, etc.
- Internal overheads/Future liabilities
- Staff by temporary workforce agency(ies)



Specific cases to be discussed:

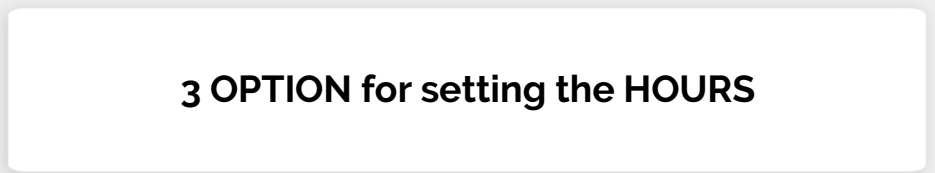
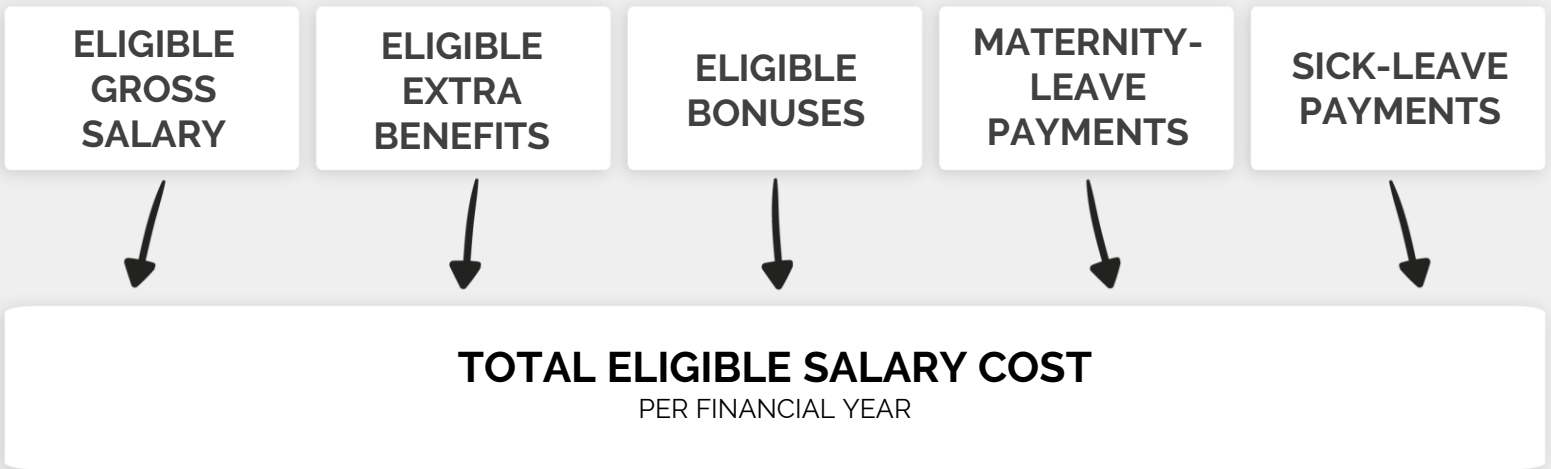
- Overtime?
- Tele-working?
- End-of-contract indemnities
- In-kind benefits (like company cars)?
- Lost academic fees
- Sick-leave
- Parental (maternity) leave

Step 2 – Eligible hourly rate (H2020)

Option 1 - Fiscal-year based calculation for employees



HOURLY RATE



Step 2: Daily rate calculation (HE)

They must be limited to salaries [*additional OPTION for programmes with parental leave*: (including net payments during parental leave)], social security contributions, taxes and other costs linked to the remuneration, if they arise from national law or the employment contract (or equivalent appointing act) and be calculated on the basis of the costs actually incurred, in accordance with the following method:

{daily rate for the person
multiplied by
number of day-equivalents worked on the action (rounded up or down to the nearest half-day)}.

The daily rate must be calculated as:

{annual personnel costs for the person
divided by
215}

Daily rate for the RP

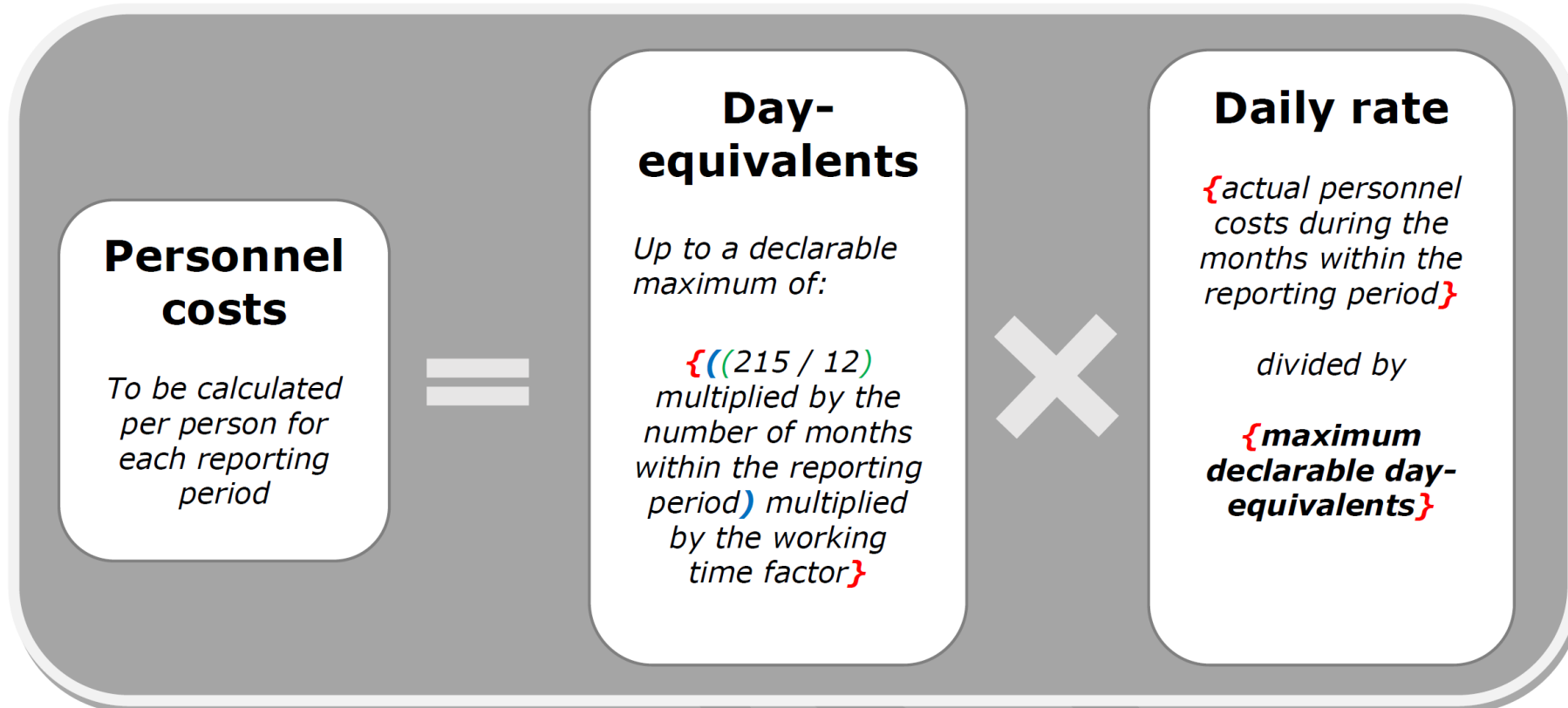


Days worked during RP

{**daily rate for the person** multiplied by **number of actual days** worked on the action (rounded up or down to the nearest half-day)}

Step 2: Daily rate calculation (HE)

2.1.4 Calculation of the personnel costs. In most cases you have to calculate your personnel costs for the action as follows:



You must do these calculations normally once per reporting period (RP)⁶ for each person who worked in the action.

Step 2: Daily rate calculation (HE)

Eligible salary costs are limited to:

- include net payments during parental leave, social security contributions, taxes and other costs linked to the remuneration, if they arise from national law or the employment contract (or equivalent appointing act).

How to calculate the daily rate?

$$\text{Daily Rate} = \frac{\text{Total eligible personnel costs of the employee over the reporting period}}{\text{Maximum declarable day-equivalent over the reporting period over the reporting period}}$$

How to calculate eligible personnel costs?

- ⁶ Alternatively, the calculation may be done separately for each calendar year within the reporting period, if this is consistently applied. In that case, the '*number of months within the reporting period*' referred to in the formulas is to be understood as the number of months of the respective calendar year that are within the reporting period.



Step 2: Daily rate calculation (HE)

Eligible salary costs are limited to:

- include net payments during parental leave, social security contributions, taxes and other costs linked to the remuneration, if they arise from national law or the employment contract (or equivalent appointing act).

How to calculate the daily rate?

$$\text{Daily Rate} = \frac{\text{Total eligible personnel costs of the employee over the reporting period}}{\text{Maximum declarable day-equivalent over the reporting period over the reporting period}}$$

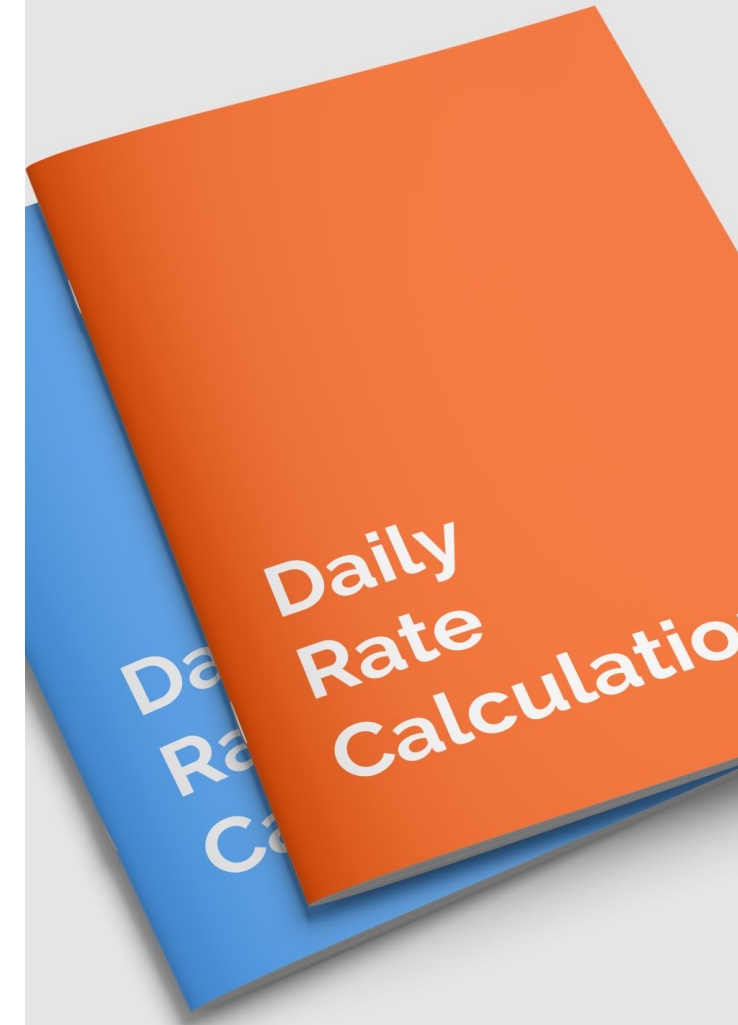
How to calculate eligible personnel costs?

Daily rate for the RP



Days worked during RP

{daily rate for the person multiplied by number of actual days worked on the action (rounded up or down to the nearest half-day)}



Time recording system in hours

Day equivalent – 3 conversion rules at hand

1. A conversion based on a fixed number of hours (e.g. for beneficiaries with no reference in their contracts nor standard annual productive hours): 1 day-equivalent= 8 hours

2. A conversion based on the average number of hours that the person must work per working day according to her/his contract.

EXAMPLE: If the contract says that the person must work 37,5 hours per week distributed in 5 working days, a day-equivalent for the person is 7,5 hours (37,5/5). In the same example if the person works 50%, part time, the day-equivalent would be 3,75 hours (18,75/5)

3. A conversion based on the usual standard annual productive hours of the Beneficiary, if it is at least 90% of the annual workable hours of the beneficiary

EXAMPLE: Standard annual productive hours of the beneficiary=1558,75. Standard annual workable hours of the beneficiary=1700.

$1700 \times 90\% = 1530 < 1558,75$ $1558,75 / 215 = 7,25 \text{ hours} = 1 \text{ day-equivalent}$

Part II / Chapter Three

Employees – calculation examples

Example:

Eligible personnel cost calculations:

Project „Hybrid”

- Start Date: 01/SEP/2021
- End Date: 31/AUG/2024
- Duration: 36 months
- RP1: M1-M18
- RP2: M19-M36

Employee „Z”

- Employed since 2011
- Category: researcher
- FTE: 1
- **Works 50 hours on the project „HYBRID” each month**

Beneficiary „U”

- Regular, yearly salary raise, effective from each July
- 13th month salary
- Performance related bonuses paid each year
- 1000 EUR each month is paid to all involved in H2020/HE project(s)
- **H2020/YPH: 1720 / 1634 (BS)**
- **HE/DE: unknown (8) / 7,6**

Example - Fiscal Year based calculation for employees - 2021

Gross salary

- ✓ Jan 5.000 €
- ✓ Feb 5.000 €
- ✓ Mar 5.000 €
- ✓ Apr 5.000 €
- ✓ May 5.000 €
- ✓ June 5.000 €
- ✓ July 5.500€
- ✓ Aug 5.500€
- ✓ Sept 5.500€
- ✓ Oct 5.500€
- ✓ Nov 5.500€
- ✓ Dec 5.500€
- ✓ X-mas bonus: 5.500€

Other salary cost

- ✓ Employer's taxes, in total: 14.900€
- ✓ Annual bonus: 6.000€
- ✗ Project bonus: 4.000€

Example - Fiscal Year based calculation for employees - 2021

Gross salary

- ✓ Jan 5.000 €
- ✓ Feb 5.000 €
- ✓ Mar 5.000 €
- ✓ Apr 5.000 €
- ✓ May 5.000 €
- ✓ June 5.000 €
- ✓ July 5.500€
- ✓ Aug 5.500€
- ✓ Sept 5.500€
- ✓ Oct 5.500€
- ✓ Nov 5.500€
- ✓ Dec 5.500€
- ✓ X-mas bonus: 5.500€

Other salary cost

- ✓ Employer's taxes, in total: 14.900€
- ✓ Annual bonus: 6.000€
- ✗ Project bonus: 4.000€

Total eligible salary cost for the fiscal year

6x5.000 €

6x5.500 €

1x5.500 €

14.900 €

6.000 €

89.400 €

Example - Fiscal Year based calculation for employees -2022

Gross salary

- ✓ Jan 5.500€
- ✓ Feb 5.500€
- ✓ Mar 5.500€
- ✓ Apr 5.500€
- ✓ May 5.500€
- ✓ June 5.500€
- ✓ July 6.000€
- ✓ Aug 6.000€
- ✓ Sept 6.000€
- ✓ Oct 6.000€
- ✓ Nov 6.000€
- ✓ Dec 6.000€
- ✓ X-mas bonus: 6.000€

Other salary cost

- ✓ Employer's taxes, in total: 16.440€
- ✓ Annual Bonus 7.200 €
- ✗ Project bonus: 12.000€

Total eligible salary cost for the fiscal year

6x5.500 €

6x 6.000 €

1x 6.000 €

16.440 €

7.200 €

98.640 €

Example - Fiscal Year based calculation for employees - 2023

Gross salary

- ✓ Jan 6.000€
- ✓ Feb 6.000€
- ✓ Mar 6.000€
- ✓ Apr 6.000€
- ✓ May 6.000€
- ✓ June 6.000€
- ✓ July 6.500€
- ✓ Aug 6.500€
- ✓ Sept 6.500€
- ✓ Oct 6.500€
- ✓ Nov 6.500€
- ✓ Dec 6.500€
- ✓ X-mas bonus: 6.500€

Other salary cost

- ✓ Employer's taxes, in total: 17.980€
- ✓ Annual Bonus: 8.400€
- ✗ Project bonus: 12.000€

Total eligible salary cost for the fiscal year

6x6.000 €

6x 6.500 €

1x 6.500 €

17.980 €

8.400 €

107.880 €

Example - Fiscal Year based calculation for employees - 2024

Gross salary

- ✓ Jan 6.500€
- ✓ Feb 6.500 €
- ✓ Mar 6.500 €
- ✓ Apr 6.500 €
- ✓ May 6.500 €
- ✓ June 6.500 €
- ✓ July 7.000€
- ✓ Aug 7.000 €
- ✓ Sept 7.000 €
- ✓ Oct 7.000 €
- ✓ Nov 7.000 €
- ✓ Dec 7.000 €
- ✓ X-mas bonus: 7.000 €

Other salary cost

- ✓ Employer's taxes, in total: 19.520€
- ✓ Annual Bonus: 9.600€
- ✗ Project bonus: 8.000€

Total eligible salary cost for the fiscal year

6x6.500 €

6x 7.000 €

1x 7.000€

19.520€

9.600€

117.120 €

2021					eligible		
	Gross Salary	13 th month salary	Annual Bonus	eligible gross salary	employer's charges	eligible total salary costs	
JAN	5 000,00 €	- €	- €	5 000,00 €	1 000,00 €	6 000,00 €	
FEB	5 000,00 €	- €	- €	5 000,00 €	1 000,00 €	6 000,00 €	
MAR	5 000,00 €	- €	- €	5 000,00 €	1 000,00 €	6 000,00 €	
APR	5 000,00 €	- €	- €	5 000,00 €	1 000,00 €	6 000,00 €	
MAY	5 000,00 €	- €	- €	5 000,00 €	1 000,00 €	6 000,00 €	
JUN	5 000,00 €	- €	- €	5 000,00 €	1 000,00 €	6 000,00 €	
JUL	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
AUG	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
RP1	SEP	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €
	OCT	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €
	NOV	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €
	DEC	5 500,00 €	5 500,00 €	6 000,00 €	17 000,00 €	3 400,00 €	20 400,00 €
		63 000,00 €	5 500,00 €	6 000,00 €	74 500,00 €	14 900,00 €	89 400,00 €

2022					eligible		
	Gross Salary	13 th month salary	Annual Bonus	eligible gross salary	employer's charges	eligible total salary costs	
JAN	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
FEB	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
MAR	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
APR	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
MAY	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
JUN	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
JUL	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €	
AUG	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €	
RP1	SEP	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €
	OCT	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €
	NOV	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €
	DEC	6 000,00 €	6 000,00 €	7 200,00 €	19 200,00 €	3 840,00 €	23 040,00 €
		69 000,00 €	6 000,00 €	7 200,00 €	82 200,00 €	16 440,00 €	98 640,00 €

2023					eligible		
	Gross Salary	13 th month salary	Annual Bonus	eligible gross salary	employer's charges	eligible total salary costs	
RP1	JAN	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €
	FEB	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €
	MAR	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €
	APR	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €
	MAY	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €
	JUN	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €
RP2	JUL	6 500,00 €	- €	- €	6 500,00 €	1 300,00 €	7 800,00 €
	AUG	6 500,00 €	- €	- €	6 500,00 €	1 300,00 €	7 800,00 €
	SEP	6 500,00 €	- €	- €	6 500,00 €	1 300,00 €	7 800,00 €
	OCT	6 500,00 €	- €	- €	6 500,00 €	1 300,00 €	7 800,00 €
	NOV	6 500,00 €	- €	- €	6 500,00 €	1 300,00 €	7 800,00 €
	DEC	6 500,00 €	6 500,00 €	8 400,00 €	21 400,00 €	4 280,00 €	25 680,00 €
		75 000,00 €	6 500,00 €	8 400,00 €	89 900,00 €	17 980,00 €	107 880,00 €

2024					eligible		
	Gross Salary	13 th month salary	Annual Bonus	eligible gross salary	employer's charges	eligible total salary costs	
RP2	JAN	6 500,00 €	- €	- €	6 500,00 €	1 300,00 €	7 800,00 €
	FEB	6 500,00 €	- €	- €	6 500,00 €	1 300,00 €	7 800,00 €
	MAR	6 500,00 €	- €	- €	6 500,00 €	1 300,00 €	7 800,00 €
	APR	6 500,00 €	- €	- €	6 500,00 €	1 300,00 €	7 800,00 €
	MAY	6 500,00 €	- €	- €	6 500,00 €	1 300,00 €	7 800,00 €
	JUN	6 500,00 €	- €	- €	6 500,00 €	1 300,00 €	7 800,00 €
	JUL	7 000,00 €	- €	- €	7 000,00 €	1 400,00 €	8 400,00 €
	AUG	7 000,00 €	- €	- €	7 000,00 €	1 400,00 €	8 400,00 €
	SEP	7 000,00 €	- €	- €	7 000,00 €	1 400,00 €	8 400,00 €
	OCT	7 000,00 €	- €	- €	7 000,00 €	1 400,00 €	8 400,00 €
	NOV	7 000,00 €	- €	- €	7 000,00 €	1 400,00 €	8 400,00 €
	DEC	7 000,00 €	7 000,00 €	9 600,00 €	23 600,00 €	4 720,00 €	28 320,00 €
		81 000,00 €	7 000,00 €	9 600,00 €	97 600,00 €	19 520,00 €	117 120,00 €

Step 2+3a: How to do it in H2020?

1720

Hourly rates:

- 2021: €89.400 / 1720 = 51,98 €/h
- 2022: €98.640 / 1720 = 57,35 €/h
- 2023: €107.880 / 1720 = 62,72 €/h
- 2024 €117.120 / 1720 = 68,09 €/h

RP1: 01/SEP/2021 - 28/FEB/2023 (to be reported in April 2023)

- SEP - DEC 2021: 4x50 = 200 hours x €51,98 (FY21) = €10.395,35
- JAN-DEC 2022: 12x50 = 600 hours x €57,35 (FY'22) = €34.409,30
- JAN-FEB 2023: 2x50 = 100 hours x €57,35 (FY'22) = € 5.734,88
- **Total eligible personnel costs for RP1 = € 50.539,53**

RP2: 01/MAR/2023 - 31/AUG/2024 (to be reported in October 2024)

- MAR-DEC 2023: 10x50 = 500 hours x €62,72 (FY'23) = €31.360,47
- JAN-AUG 2024: 8x50 = 400 hours x €62,72 (FY'23) = €25.088,37
- **Total eligible personnel costs for RP2 = €56.448,84**

Total eligible personnel costs for the project = €106.988,37

Step 2 + 3b: How to do it in H2020?

1634

Hourly rates:

- 2021: €89.400 / **1634** = 54,71 €/h
- 2022: €98.640 / **1634** = 60,37 €/h
- 2023 €107.880 / **1634** = 66,02 €/h
- 2024 €117.120 / **1634** = 71,68 €/h

RP1: 01/SEP/2021 - 28/FEB/2023 (to be reported in April 2023)

- SEP - DEC 2021: 4x50 = 200 hours x €54.71 (FY21) = €10.942,47
- JAN-DEC 2022: 12x50 = 600 hours x €60.37 (FY'22) = €36.220,32
- JAN-FEB 2023: 2x50 = 100 hours x €60.37 (**FY'22**) = € 6.036,72
- **Total eligible personnel costs for RP1 = € 53.199,51**

RP2: 01/MAR/2023 - 31/AUG/2024 (to be reported in October 2024)

- MAR-DEC 2023: 10x50 = 500 hours x €66.02 (FY'23) = €33.011,02
- JAN-AUG 2024: 8x50 = 400 hours x €66.02 (**FY'23**) = €26.408,81
- **Total eligible personnel costs for RP2 = €59.419,83**

Total eligible personnel costs for the project = €112.619,34

Step 2+3c: How to do it in HE? RP-BASED TRAININGS

DE: 8

Daily rates:

RP1: 01/SEP/2021 - 28/FEB/2023

- Total Salary costs: 153.240.- EUR
- Total Day equivalent: $215/12 \cdot 18 = 322,5$ days
- Daily Rate: 475.16 EUR

RP2: 01/MAR/2023 - 31/AUG/2024

- Total Salary costs: 157.080.- EUR
- Total Day equivalent: $215/12 \cdot 18 = 322,5$ days
- Daily Rate: 487.07 EUR

		13 th month		Annual	eligible		eligible total salary costs	1634
		Gross Salary	salary	Bonus	gross salary	employer's charges		
2021	JAN	5 000,00 €	- €	- €	5 000,00 €	1 000,00 €	6 000,00 €	
	FEB	5 000,00 €	- €	- €	5 000,00 €	1 000,00 €	6 000,00 €	
	MAR	5 000,00 €	- €	- €	5 000,00 €	1 000,00 €	6 000,00 €	
	APR	5 000,00 €	- €	- €	5 000,00 €	1 000,00 €	6 000,00 €	
	MAY	5 000,00 €	- €	- €	5 000,00 €	1 000,00 €	6 000,00 €	
	JUN	5 000,00 €	- €	- €	5 000,00 €	1 000,00 €	6 000,00 €	
	JUL	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
	AUG	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
	SEP	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
	OCT	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
	NOV	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
	DEC	5 500,00 €	5 500,00 €	6 000,00 €	17 000,00 €	3 400,00 €	20 400,00 €	
2022	JAN	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
	FEB	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
	MAR	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
	APR	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
	MAY	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
	JUN	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
	JUL	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €	
	AUG	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €	
	SEP	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €	
	OCT	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €	
	NOV	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €	
	DEC	6 000,00 €	6 000,00 €	7 200,00 €	19 200,00 €	3 840,00 €	23 040,00 €	
2023	JAN	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €	
	FEB	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €	153 240,00 €

Step 2+3c: How to do it in HE? RP-BASED DE: 8

Daily rates:

RP1: 01/SEP/2021 - 28/FEB/2023

- Total Salary costs: 153.240.- EUR
- Total Day equivalent: $215/12*18 = 322,5$ days
- Daily Rate: 475.16 EUR

RP2: 01/MAR/2023 - 31/AUG/2024

- Total Salary costs: 157.080.- EUR
- Total Day equivalent: $215/12*18 = 322,5$ days
- Daily Rate: 487.07 EUR

	Year	Month	2023			2024			Total	
			Salary	Day	Rate	Salary	Day	Rate		
RP2	2023	MAR	6 000,00 €	-	-	6 000,00 €	1 200,00 €	7 200,00 €		
		APR	6 000,00 €	-	-	6 000,00 €	1 200,00 €	7 200,00 €		
		MAY	6 000,00 €	-	-	6 000,00 €	1 200,00 €	7 200,00 €		
		JUN	6 000,00 €	-	-	6 000,00 €	1 200,00 €	7 200,00 €		
		JUL	6 500,00 €	-	-	6 500,00 €	1 300,00 €	7 800,00 €		
		AUG	6 500,00 €	-	-	6 500,00 €	1 300,00 €	7 800,00 €		
	2024	SEP	6 500,00 €	-	-	6 500,00 €	1 300,00 €	7 800,00 €		
		OCT	6 500,00 €	-	-	6 500,00 €	1 300,00 €	7 800,00 €		
		NOV	6 500,00 €	-	-	6 500,00 €	1 300,00 €	7 800,00 €		
		DEC	6 500,00 €	6 500,00 €	8 400,00 €	21 400,00 €	4 280,00 €	25 680,00 €		
		JAN	6 500,00 €	-	-	6 500,00 €	1 300,00 €	7 800,00 €		
		FEB	6 500,00 €	-	-	6 500,00 €	1 300,00 €	7 800,00 €		
Total eligible personnel costs for RP2 = €54.795,35	2023	MAR	6 500,00 €	-	-	6 500,00 €	1 300,00 €	7 800,00 €		
		APR	6 500,00 €	-	-	6 500,00 €	1 300,00 €	7 800,00 €		
		MAY	6 500,00 €	-	-	6 500,00 €	1 300,00 €	7 800,00 €		
		JUN	6 500,00 €	-	-	6 500,00 €	1 300,00 €	7 800,00 €		
		JUL	7 000,00 €	-	-	7 000,00 €	1 400,00 €	8 400,00 €		
		AUG	7 000,00 €	-	-	7 000,00 €	1 400,00 €	8 400,00 €	157 080,00 €	
	2024	SEP	7 000,00 €	-	-	7 000,00 €	1 400,00 €	8 400,00 €		
		OCT	7 000,00 €	-	-	7 000,00 €	1 400,00 €	8 400,00 €		
		NOV	7 000,00 €	-	-	7 000,00 €	1 400,00 €	8 400,00 €		
		DEC	7 000,00 €	7 000,00 €	9 600,00 €	23 600,00 €	4 720,00 €	28 320,00 €		
		Total eligible personnel costs for RP2 = €54.795,35								

Total eligible personnel costs for the project = €108.251,16

Step 2+3c: How to do it in HE? RP-BASED DE: 8

Daily rates:

RP1: 01/SEP/2021 - 28/FEB/2023

- Total Salary costs: 153.240.- EUR
- Total Day equivalent: $215/12 \cdot 18 = 322,5$ days
- Daily Rate: 475.16 EUR

RP2: 01/MAR/2023 - 31/AUG/2024

- Total Salary costs: 157.080.- EUR
- Total Day equivalent: $215/12 \cdot 18 = 322,5$ days
- Daily Rate: 487.07 EUR

RP1: 01/SEP/2021 - 28/FEB/2023 (to be reported in April 2023)

- 18 months, 50 hours each month
- 900 hours worked on the project in total = $900/8 = 112,5$ days
- $112,5 \text{ days} \times 475.16 \text{ EUR daily rate} = 53.455,81 \text{ EUR}$

Total eligible personnel costs for RP1 = € 53.455,81 EUR

RP2: 01/MAR/2023 - 31/AUG/2024 (to be reported in October 2024)

- 18 months, 50 hours each month
- 900 hours worked on the project in total = $900/8 = 112,5$ days
- $112,5 \text{ days} \times 487.07 \text{ EUR daily rate} = 54.795,35 \text{ EUR}$

Total eligible personnel costs for RP2 = €54.795,35

Total eligible personnel costs for the project = €108.251,16

Step 2+3c: How to do it in HE? RP-BASED DE: 7,6

Daily rates:

RP1: 01/SEP/2021 - 28/FEB/2023

- Total Salary costs: 153.240.- EUR
- Total Day equivalent: 322,5 days
- Daily Rate: 475.16 EUR

RP2: 01/MAR/2023 - 31/AUG/2024

- Total Salary costs: 157.080.- EUR
- Total Day equivalent: 322,5 days
- Daily Rate: 487.07 EUR

RP1: 01/SEP/2021 - 28/FEB/2023 (to be reported in April 2023)

- 18 months, 50 hours each month
- 900 hours worked on the project in total = $900/7,6= 118,5$ days
- 118,5 days x 475.16 EUR daily rate= 56.306,79 EUR

Total eligible personnel costs for RP1 = € 56.306,79 EUR

RP2: 01/MAR/2023 - 31/AUG/2024 (to be reported in October 2024)

- 18 months, 50 hours each month
- 900 hours worked on the project in total = $900/7,6= 118,5$ days
- 118,5 days x 487.07 EUR daily rate= 57.717,77 EUR

Total eligible personnel costs for RP2 = €57.717,77

Total eligible personnel costs for the project = €114,024,56

Step 2+3c: How to do it in HE - ALT?

2021	JUN	5 000,00 €	- €	- €	5 000,00 €	1 000,00 €	6 000,00 €	
	JUL	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
	AUG	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
	SEP	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
	OCT	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
	NOV	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
	DEC	5 500,00 €	5 500,00 €	6 000,00 €	17 000,00 €	3 400,00 €	20 400,00 €	40 200,00 €

2022	RP1	JAN	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
		FEB	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
		MAR	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
		APR	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
		MAY	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
		JUN	5 500,00 €	- €	- €	5 500,00 €	1 100,00 €	6 600,00 €	
		JUL	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €	
		AUG	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €	
		SEP	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €	
		OCT	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €	
		NOV	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €	
		DEC	6 000,00 €	6 000,00 €	7 200,00 €	19 200,00 €	3 840,00 €	23 040,00 €	98 640,00 €

2023	JAN	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €	
	FEB	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €	14 400,00 €

Step 2+3c: How to do it in HE - ALT?

2023	RP2	MAR	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €	
		APR	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €	
		MAY	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €	
		JUN	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €	
		JUL	6 500,00 €	- €	- €	6 500,00 €	1 300,00 €	7 800,00 €	
		AUG	6 500,00 €	- €	- €	6 500,00 €	1 300,00 €	7 800,00 €	
		SEP	6 500,00 €	- €	- €	6 500,00 €	1 300,00 €	7 800,00 €	
		OCT	6 500,00 €	- €	- €	6 500,00 €	1 300,00 €	7 800,00 €	
		NOV	6 500,00 €	- €	- €	6 500,00 €	1 300,00 €	7 800,00 €	
		DEC	6 500,00 €	6 500,00 €	8 400,00 €	21 400,00 €	4 280,00 €	25 680,00 €	93 480,00 €
2024		JAN	6 500,00 €	- €	- €	6 500,00 €	1 300,00 €	7 800,00 €	
		FEB	6 500,00 €	- €	- €	6 500,00 €	1 300,00 €	7 800,00 €	
		MAR	6 500,00 €	- €	- €	6 500,00 €	1 300,00 €	7 800,00 €	
		APR	6 500,00 €	- €	- €	6 500,00 €	1 300,00 €	7 800,00 €	
		MAY	6 500,00 €	- €	- €	6 500,00 €	1 300,00 €	7 800,00 €	
		JUN	6 500,00 €	- €	- €	6 500,00 €	1 300,00 €	7 800,00 €	
		JUL	7 000,00 €	- €	- €	7 000,00 €	1 400,00 €	8 400,00 €	
		AUG	7 000,00 €	- €	- €	7 000,00 €	1 400,00 €	8 400,00 €	63 600,00 €

Total eligible personnel costs for the project = €108.265,19

Step 2+3c: How to do it in HE?

Daily rates/Calendar year:

RP1: 01/SEPT/2021 – 28/FEB/2023

- **Sept-Dec 2021:**
 - Salary costs: 40.200.- EUR
 - MDDE: $215/12 \cdot 4 = 71,50$
 - Daily Rate for 2021: **562,24 EUR**
- **Jan-Dec 2022**
 - Salary costs: 98.650.- EUR
 - MDDE: $215/12 \cdot 12 = 215$
 - Daily rate for 2022: **458,79 EUR**
- **Jan-Feb 2023**
 - Salary cost: 14.400.- EUR
 - MDDE: $215/12 \cdot 2 = 36,00$
 - Daily Rate for 2023: **400 EUR**

RP2: 01/MAR/2023 - 31/AUG/2024

- **Mar-Dec 2023**
 - Salary costs: 93.480.- EUR
 - MDDE: $215/12 \cdot 10 = 179,00$
 - Daily rate for 2023: **522,23 EUR**
- **Jan-Aug 2024**
 - Salary costs: 63.600 EUR
 - MDDE: $215/12 \cdot 8 = 143,50$
 - Daily Rate for 2024: **443,21 EUR**

RP1: 01/SEP/2021 - 28/FEB/2023 (to be reported in April 2023)

- Sept-Dec 2021: $4 \cdot 50 = 200$ hours / **8** = 25 days x 562,24 = 14.055,94 €
- Jan-Febr 2022: $12 \cdot 50 = 600$ hours / **8** = 75 days x 458,79 = 34.409,30 €
- Jan-Febr 2023: $2 \cdot 50 = 100$ hours / **8** = 12,5 days x 400,00 = 5.000,00€

Total eligible personnel costs for RP1 = € 53.465,25

RP2: 01/MAR/2023 - 31/AUG/2024 (to be reported in October 2024)

- Mar – Dec 2023: $10 \cdot 50 = 500$ hours / **8** = 62,50 days x 522,23 = 32.639,66 €
- Jan – Aug 2024: $8 \cdot 50 = 400$ hours / **8** = 50,00 days x 443,21 = 22.160,28 €

Total eligible personnel costs for RP2 = € 54.799,94

Total eligible personnel costs for the project = €108.265,19

Step 2+3c: How to do it in HE?

Daily rates/Calendar year:

RP1: 01/SEPT/2021 – 28/FEB/2023

- **Sept-Dec 2021:**
 - Salary costs: 40.200.- EUR
 - MDDE: $215/12 \cdot 4 = 71,50$
 - Daily Rate for 2021: **562,24 EUR**
- **Jan-Dec 2022**
 - Salary costs: 98.650.- EUR
 - MDDE: $215/12 \cdot 12 = 215$
 - Daily rate for 2022: **458,79 EUR**
- **Jan-Feb 2023**
 - Salary cost: 14.400.- EUR
 - MDDE: $215/12 \cdot 2 = 36,00$
 - Daily Rate for 2023: **400 EUR**

RP2: 01/MAR/2023 - 31/AUG/2024

- **Mar-Dec 2023**
 - Salary costs: 93.480.- EUR
 - MDDE: $215/12 \cdot 10 = 179,00$
 - Daily rate for 2023: **522,23 EUR**
- **Jan-Aug 2024**
 - Salary costs: 63.600 EUR
 - MDDE: $215/12 \cdot 8 = 143,50$
 - Daily Rate for 2024: **443,21 EUR**

RP1: 01/SEP/2021 - 28/FEB/2023 (to be reported in April 2023)

- Sept-Dec 2021: $4 \cdot 50 = 200$ hours / **7,6** = 26,5 days x 562,24 = 14.899,30€
- Jan-Febr 2022: $12 \cdot 50 = 600$ hours / **7,6** = 79,0 days x 458,79 = 36.244,47€
- Jan-Febr 2023: $2 \cdot 50 = 100$ hours / **7,6** = 13,0 days x 400,00 = 5.200,00€

Total eligible personnel costs for RP1 = € 56.343,77

RP2: 01/MAR/2023 - 31/AUG/2024 (to be reported in October 2024)

- Mar – Dec 2023: $10 \cdot 50 = 500$ hours / **7,6** = 66,0 days x 522,23 = 34.467,49€
- Jan – Aug 2024: $8 \cdot 50 = 400$ hours / **7,6** = 52,5 days x 443,21 = 23.268,29€

Total eligible personnel costs for RP2 = € 57.735,78

Total eligible personnel costs for the project = €114.079,54

Comparison

**H2020 with 1720:
€106.988,37**



+1,1%

**HE with DE/8:
€108.251,16
€108.265,19**



+5,3%



-3,9%



+5,3%

**H2020 with 1634:
€112.619,34**



+1,2%

**HE with DE/7,6:
€114.024,56
€114.079,54**

Comparison - 2

	H2020 FY-based	HE RP-based	HE CY-based
2021	10 395,35 €	14 055,94 €	11 879,07 €
2022	34 409,30 €	34 409,30 €	35 637,21 €
2023	5 734,88 €	5 000,00 €	5 939,53 €
RP1	50 539,53 €	53 465,25 €	53 455,81 €
2023	31 360,47 €	32 639,66 €	30 441,86 €
2024	25 088,37 €	22 160,28 €	24 353,49 €
RP2	56 448,84 €	54 799,94 €	54 795,35 €
RP1+RP2:	106 988,37 €	108 265,19 €	108 251,16 €

A sample from real life:

	Salary cost	FTE-level	hours worked on the HE project
M1	3 000 €	0,5	72
M2	3 000 €	0,5	72
M3	3 000 €	0,5	56
M4	3 000 €	0,5	60
M5	3 000 €	0,5	40
M6	3 000 €	0,5	60
M7	3 000 €	0,5	72
M8	3 000 €	0,5	72
M9	6 000 €	0,5	60
M10	5 000 €	1	40
M11	5 000 €	1	32
M12	5 000 €	1	0
M13	5 000 €	1	0
M14	5 000 €	1	16
M15	5 000 €	1	16
M16	5 000 €	1	0
M17	5 000 €	1	8
M18	5 000 €	1	52
	75 000 €	0,75	728

What the EC thinks it should be.....1

	Salary cost	FTE-level	hours worked on the HE project	Day-equivalent	Days worked on the HE project
M1	3 000 €	0,5	72	8	9
M2	3 000 €	0,5	72	8	9
M3	3 000 €	0,5	56	8	7
M4	3 000 €	0,5	60	8	7,5
M5	3 000 €	0,5	40	8	5
M6	3 000 €	0,5	60	8	7,5
M7	3 000 €	0,5	72	8	9
M8	3 000 €	0,5	72	8	9
M9	6 000 €	0,5	60	8	7,5
M10	5 000 €	1	40	8	5
M11	5 000 €	1	32	8	4
M12	5 000 €	1	0	8	0
M13	5 000 €	1	0	8	0
M14	5 000 €	1	16	8	2
M15	5 000 €	1	16	8	2
M16	5 000 €	1	0	8	0
M17	5 000 €	1	8	8	1
M18	5 000 €	1	52	8	6,5
75 000 €	0,75	728	8	91	

Daily Rate: $\frac{75,000\text{€}}{215/12 * 18 * 0,75} = 309,92\text{€}$

Personnel Cost:

$309,92 * 91 = 28.202\text{€}$

What else it could be.....1

	Salary cost	FTE-level	hours worked on the HE project	Day-equivalent	Days worked on the HE project
M1	3 000 €	0,5	72	4	18
M2	3 000 €	0,5	72	4	18
M3	3 000 €	0,5	56	4	14
M4	3 000 €	0,5	60	4	15
M5	3 000 €	0,5	40	4	10
M6	3 000 €	0,5	60	4	15
M7	3 000 €	0,5	72	4	18
M8	3 000 €	0,5	72	4	18
M9	6 000 €	0,5	60	4	15
M10	5 000 €	1	40	8	5
M11	5 000 €	1	32	8	4
M12	5 000 €	1	0	8	0
M13	5 000 €	1	0	8	0
M14	5 000 €	1	16	8	2
M15	5 000 €	1	16	8	2
M16	5 000 €	1	0	8	0
M17	5 000 €	1	8	8	1
M18	5 000 €	1	52	8	6,5
75 000 €	0,75	728	6	161,5	

Daily Rate: $\frac{75,000\text{€}}{215/12 * 18 * 1} = 232,56 \text{ €}$

Personnel Cost:

$232,56 * 161,5 = 37.558\text{€}$

What else it could be.....2

	Salary cost	FTE-level	hours worked on the HE project	Day-equivalent	Days worked on the HE project
M1	3 000 €	0,5	72	8	9
M2	3 000 €	0,5	72	8	9
M3	3 000 €	0,5	56	8	7
M4	3 000 €	0,5	60	8	7,5
M5	3 000 €	0,5	40	8	5
M6	3 000 €	0,5	60	8	7,5
M7	3 000 €	0,5	72	8	9
M8	3 000 €	0,5	72	8	9
M9	6 000 €	0,5	80	8	10
SUB-SUM for FTE 0,5	30 000 €	0,5	564		70,5
M10	5 000 €	1	40	8	5
M11	5 000 €	1	32	8	4
M12	5 000 €	1	0	8	0
M13	5 000 €	1	0	8	0
M14	5 000 €	1	16	8	2
M15	5 000 €	1	16	8	2
M16	5 000 €	1	0	8	0
M17	5 000 €	1	8	8	1
M18	5 000 €	1	52	8	6,5
SUB-SUM for FTE 1	45 000 €	1	164		20,5
TOTAL	75 000 €	0,75	728		91

Daily Rate 1:
$$\frac{30,000\text{€}}{215/12 * 9 * 0,5} = 372,67\text{€}$$

Daily Rate 2:
$$\frac{45,000\text{€}}{215/12 * 9 * 1} = 279,50\text{€}$$

Personnel Cost:

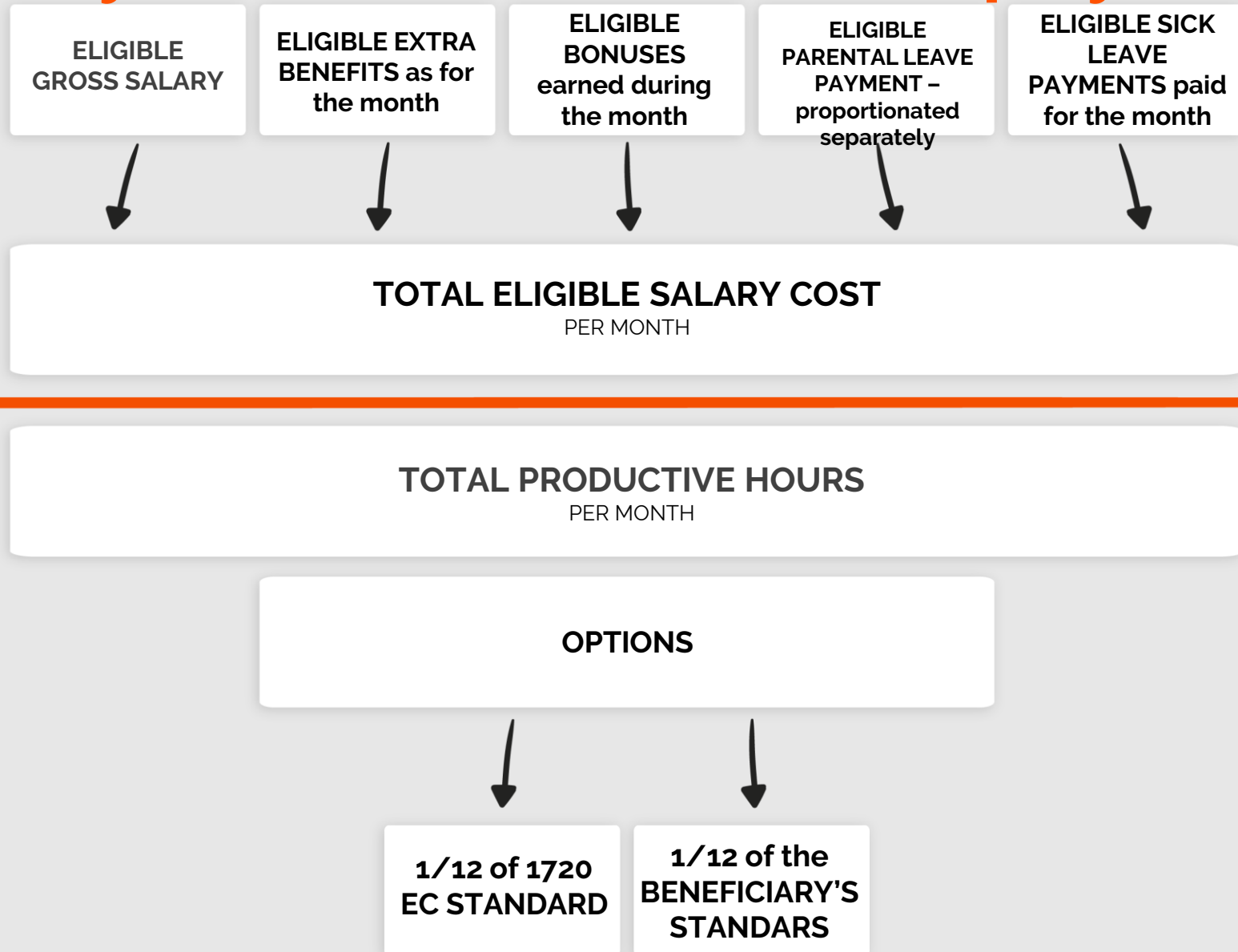
$$372,67 * 70,5 + 279,50 * 20,5 = 32.003\text{€}$$

Step 2: Eligible hourly rate in H2020

Option 2: Monthly - based calculation for employees



**HOURLY
RATE**



Monthly-based calculation - example

2021		Gross Salary	13 th month salary	Annual Bonus	eligible gross salary	eligible employer's charges	eligible total salary costs	productive hours/month	monthly hourly rate
	J	5 000,00 €	458,33 €	500,00 €	5 958,33 €	1 191,67 €	7 150,00 €	143,33 €	49,88 €
	F	5 000,00 €	458,33 €	500,00 €	5 958,33 €	1 191,67 €	7 150,00 €	143,33 €	49,88 €
	M	5 000,00 €	458,33 €	500,00 €	5 958,33 €	1 191,67 €	7 150,00 €	143,33 €	49,88 €
	A	5 000,00 €	458,33 €	500,00 €	5 958,33 €	1 191,67 €	7 150,00 €	143,33 €	49,88 €
	M	5 000,00 €	458,33 €	500,00 €	5 958,33 €	1 191,67 €	7 150,00 €	143,33 €	49,88 €
	J	5 000,00 €	458,33 €	500,00 €	5 958,33 €	1 191,67 €	7 150,00 €	143,33 €	49,88 €
	J	5 500,00 €	458,33 €	500,00 €	6 458,33 €	1 291,67 €	7 750,00 €	143,33 €	54,07 €
	A	5 500,00 €	458,33 €	500,00 €	6 458,33 €	1 291,67 €	7 750,00 €	143,33 €	54,07 €
RP1	S	5 500,00 €	458,33 €	500,00 €	6 458,33 €	1 291,67 €	7 750,00 €	143,33 €	54,07 €
	O	5 500,00 €	458,33 €	500,00 €	6 458,33 €	1 291,67 €	7 750,00 €	143,33 €	54,07 €
	N	5 500,00 €	458,33 €	500,00 €	6 458,33 €	1 291,67 €	7 750,00 €	143,33 €	54,07 €
	D	5 500,00 €	458,33 €	500,00 €	6 458,33 €	1 291,67 €	7 750,00 €	143,33 €	54,07 €
			5 500,00 €	6 000,00 €	74 500,00 €	14 900,00 €	89 400,00 €	1720	

Monthly-based calculation - example

2022		Gross Salary	13 th month salary	Annual Bonus	eligible gross salary	eligible employer's charges	eligible total salary costs	productive hours/month	monthly hourly rate
RP1	J	5 500,00 €	500,00 €	600,00 €	6 600,00 €	1 320,00 €	7 920,00 €	143,33 €	55,26 €
	F	5 500,00 €	500,00 €	600,00 €	6 600,00 €	1 320,00 €	7 920,00 €	143,33 €	55,26 €
	M	5 500,00 €	500,00 €	600,00 €	6 600,00 €	1 320,00 €	7 920,00 €	143,33 €	55,26 €
	A	5 500,00 €	500,00 €	600,00 €	6 600,00 €	1 320,00 €	7 920,00 €	143,33 €	55,26 €
	M	5 500,00 €	500,00 €	600,00 €	6 600,00 €	1 320,00 €	7 920,00 €	143,33 €	55,26 €
	J	5 500,00 €	500,00 €	600,00 €	6 600,00 €	1 320,00 €	7 920,00 €	143,33 €	55,26 €
	J	6 000,00 €	500,00 €	600,00 €	7 100,00 €	1 420,00 €	8 520,00 €	143,33 €	59,44 €
	A	6 000,00 €	500,00 €	600,00 €	7 100,00 €	1 420,00 €	8 520,00 €	143,33 €	59,44 €
	S	6 000,00 €	500,00 €	600,00 €	7 100,00 €	1 420,00 €	8 520,00 €	143,33 €	59,44 €
	O	6 000,00 €	500,00 €	600,00 €	7 100,00 €	1 420,00 €	8 520,00 €	143,33 €	59,44 €
	N	6 000,00 €	500,00 €	600,00 €	7 100,00 €	1 420,00 €	8 520,00 €	143,33 €	59,44 €
	D	6 000,00 €	500,00 €	600,00 €	7 100,00 €	1 420,00 €	8 520,00 €	143,33 €	59,44 €
			6 000,00 €	7 200,00 €	82 200,00 €	16 440,00 €	98 640,00 €		

Monthly-based calculation - example

2023		Gross Salary	13 th month salary	Annual Bonus	eligible gross salary	eligible employer's charges	eligible total salary costs	productive hours/month	monthly hourly rate
RP1	J	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €	143,33 €	50,23 €
	F	6 000,00 €	- €	- €	6 000,00 €	1 200,00 €	7 200,00 €	143,33 €	50,23 €
RP2	M	6 000,00 €	541,67 €	700,00 €	7 241,67 €	1 448,33 €	8 690,00 €	143,33 €	60,63 €
	A	6 000,00 €	541,67 €	700,00 €	7 241,67 €	1 448,33 €	8 690,00 €	143,33 €	60,63 €
	M	6 000,00 €	541,67 €	700,00 €	7 241,67 €	1 448,33 €	8 690,00 €	143,33 €	60,63 €
	J	6 000,00 €	541,67 €	700,00 €	7 241,67 €	1 448,33 €	8 690,00 €	143,33 €	60,63 €
	J	6 500,00 €	541,67 €	700,00 €	7 741,67 €	1 548,33 €	9 290,00 €	143,33 €	64,81 €
	A	6 500,00 €	541,67 €	700,00 €	7 741,67 €	1 548,33 €	9 290,00 €	143,33 €	64,81 €
	S	6 500,00 €	541,67 €	700,00 €	7 741,67 €	1 548,33 €	9 290,00 €	143,33 €	64,81 €
	O	6 500,00 €	541,67 €	700,00 €	7 741,67 €	1 548,33 €	9 290,00 €	143,33 €	64,81 €
	N	6 500,00 €	541,67 €	700,00 €	7 741,67 €	1 548,33 €	9 290,00 €	143,33 €	64,81 €
	D	6 500,00 €	541,67 €	700,00 €	7 741,67 €	1 548,33 €	9 290,00 €	143,33 €	64,81 €
			5 416,67 €	7 000,00 €	87 416,67 €	17 483,33 €	104 900,00 €		

Monthly-based calculation - example

2024		Gross Salary	13 th month salary	Annual Bonus	eligible gross salary	eligible employer's charges	eligible total salary costs	productive hours/month	monthly hourly rate
RP2	J	6 500,00 €			6 500,00 €	1 300,00 €	7 800,00 €	143,33 €	54,42 €
	F	6 500,00 €			6 500,00 €	1 300,00 €	7 800,00 €	143,33 €	54,42 €
	M	6 500,00 €			6 500,00 €	1 300,00 €	7 800,00 €	143,33 €	54,42 €
	A	6 500,00 €			6 500,00 €	1 300,00 €	7 800,00 €	143,33 €	54,42 €
	M	6 500,00 €			6 500,00 €	1 300,00 €	7 800,00 €	143,33 €	54,42 €
	J	6 500,00 €			6 500,00 €	1 300,00 €	7 800,00 €	143,33 €	54,42 €
	J	7 000,00 €			7 000,00 €	1 400,00 €	8 400,00 €	143,33 €	58,60 €
	A	7 000,00 €			7 000,00 €	1 400,00 €	8 400,00 €	143,33 €	58,60 €
	S	7 000,00 €			7 000,00 €	1 400,00 €	8 400,00 €	143,33 €	58,60 €
	O	7 000,00 €			7 000,00 €	1 400,00 €	8 400,00 €	143,33 €	58,60 €
	N	7 000,00 €			7 000,00 €	1 400,00 €	8 400,00 €	143,33 €	58,60 €
	D	7 000,00 €			7 000,00 €	9 600,00 €	23 600,00 €	4 720,00 €	28 320,00 €
			7 000,00 €	9 600,00 €	97 600,00 €	19 520,00 €	117 120,00 €		

Step 3: How to use them?

Project „Hybrid“

- Start Date: 01/SEP/2021
- End Date: 31/AUG/2024
- RP1: M1-M18
- RP2: M19-M36

**Mr. ‚Z‘ spends each month
50 hours on the project**

RP1	1/SEPT/2021	to	28/FEB/2023
Month	hourly rate	hours on project	personnel costs
szept.21	54,07 €	50	2 703,49 €
okt.21	54,07 €	50	2 703,49 €
nov.21	54,07 €	50	2 703,49 €
dec.21	54,07 €	50	2 703,49 €
jan.22	55,26 €	50	2 762,79 €
febr.22	55,26 €	50	2 762,79 €
márc.22	55,26 €	50	2 762,79 €
ápr.22	55,26 €	50	2 762,79 €
máj.22	55,26 €	50	2 762,79 €
jún.22	55,26 €	50	2 762,79 €
júl.22	59,44 €	50	2 972,09 €
aug.22	59,44 €	50	2 972,09 €
szept.22	59,44 €	50	2 972,09 €
okt.22	59,44 €	50	2 972,09 €
nov.22	59,44 €	50	2 972,09 €
dec.22	59,44 €	50	2 972,09 €
jan.23	50,23 €	50	2 511,63 €
febr.23	50,23 €	50	2 511,63 €
Total eligible personnel costs for RP1			50 246,51 €

RP2	1/MAR/2023	to	31/AUG/2024
Month	hourly rate	hours on project	personnel costs
márc.23	60,63 €	50	3 031,40 €
ápr.23	60,63 €	50	3 031,40 €
máj.23	60,63 €	50	3 031,40 €
jún.23	60,63 €	50	3 031,40 €
júl.23	64,81 €	50	3 240,70 €
aug.23	64,81 €	50	3 240,70 €
szept.23	64,81 €	50	3 240,70 €
okt.23	64,81 €	50	3 240,70 €
nov.23	64,81 €	50	3 240,70 €
dec.23	64,81 €	50	3 240,70 €
jan.24	54,42 €	50	2 720,93 €
febr.24	54,42 €	50	2 720,93 €
márc.24	54,42 €	50	2 720,93 €
ápr.24	54,42 €	50	2 720,93 €
máj.24	54,42 €	50	2 720,93 €
jún.24	54,42 €	50	2 720,93 €
júl.24	58,60 €	50	2 930,23 €
aug.24	58,60 €	50	2 930,23 €
Total eligible personnel costs for RP2			53 755,81 €

Total eligible personnel costs for the project: 104 002,33 €

PERSONNEL Costs – Employees: Additional Remuneration

 **It's not for (project) bonuses!!!**

- For non-profit entities only
- Up to EUR 8,000 /year/person FTE
- Pro-rata rule applies, i.e.:
 - someone works 100% on his/her time on the project for a year: limit is 8,000 EUR
 - someone works 50% of his/her time on the project for 6 months in a fiscal year: limit is 2000 EUR (8000/12x6x50%)
- Paid for additional work/responsibility:
 - Paid for doing research
 - Paid for being WP/Task leader, team member, etc.
 - Using English – **NOT eligible**
- Must be paid to all, net depending on the source of funding (e.g. arbitrary decision)
- To be calculated separately – i.e. not part of the previously described calculations!

**Not available in
HORIZON EUROPE!**

PERSONNEL Costs – Employees: UNIT COSTS („Case 2”)

Average (UNIT-COSTS) personnel costs calculation

Unit costs are not internal RATES – they are calculated based on historical actual data, coming from the accounts, by setting a consistent manner to calculate the average (unit) of the actual costs

- Beneficiary can choose unit-based personnel costs reporting, when foreseen in the Proposal/GA
- General cost accounting principles must be applied and used
- A “hybrid system” is possible to be used – e.g. actual costs for senior researchers, unit-costs for lab-staff

Example

Name of employee	Actual total salary costs from the chosen Financial Year	Number of productive hours	Actual salary costs per hour based on the chosen year
Mr. Alpha	111,800 €	1720	65.00 €
Ms. Beta	103,200 €	1720	60.00 €
Mr. Charlie	99,760 €	1720	58.00 €
Ms. Delta	94,600 €	1720	55.00 €
Ms. Echo	86,000 €	1720	50.00 €
Mr. Foxtrot	67,940 €	1720	39.50 €
Ms. Golf	60,200 €	1720	35.00 €
Ms. Hotel	60,200 €	1720	35.00 €
Mr. India	59,340 €	1720	34.50 €
Ms. Juliet	55,900 €	1720	32.50 €
Mr. Kilo	54,180 €	1720	31.50 €
Ms. Lima	51,600 €	1720	30.00 €

Example

Name of employee	Actual total salary costs from the chosen Financial Year	Number of productive hours	Actual salary costs per hour based on the chosen year	Unit hourly rate #1	Deviation from the average
Mr. Alpha	111,800 €	1720	65.00 €	43.83 €	148.29%
Ms. Beta	103,200 €	1720	60.00 €		136.88%
Mr. Charlie	99,760 €	1720	58.00 €		132.32%
Ms. Delta	94,600 €	1720	55.00 €		125.48%
Ms. Echo	86,000 €	1720	50.00 €		114.07%
Mr. Foxtrot	67,940 €	1720	39.50 €		90.11%
Ms. Golf	60,200 €	1720	35.00 €		79.85%
Ms. Hotel	60,200 €	1720	35.00 €		79.85%
Mr. India	59,340 €	1720	34.50 €		78.71%
Ms. Juliet	55,900 €	1720	32.50 €		74.14%
Mr. Kilo	54,180 €	1720	31.50 €		71.86%
Ms. Lima	51,600 €	1720	30.00 €		68.44%

Example

Name of employee	Actual total salary costs from the chosen Financial Year	Number of productive hours	Actual salary costs per hour based on the chosen year	Unit hourly rate #2	Deviation from the average
Mr. Alpha	111,800 €	1720	65.00 €	57.60 €	112.85%
Ms. Beta	103,200 €	1720	60.00 €		104.17%
Mr. Charlie	99,760 €	1720	58.00 €		100.69%
Ms. Delta	94,600 €	1720	55.00 €		95.49%
Ms. Echo	86,000 €	1720	50.00 €		86.81%
Mr. Foxtrot	67,940 €	1720	39.50 €	34.00 €	116.18%
Ms. Golf	60,200 €	1720	35.00 €		102.94%
Ms. Hotel	60,200 €	1720	35.00 €		102.94%
Mr. India	59,340 €	1720	34.50 €		101.47%
Ms. Juliet	55,900 €	1720	32.50 €		95.59%
Mr. Kilo	54,180 €	1720	31.50 €		92.65%
Ms. Lima	51,600 €	1720	30.00 €		88.24%

Example

Name of employee	Actual total salary costs from the chosen Financial Year	Number of productive hours	Actual salary costs per hour based on the chosen year	Unit hourly rate #2	Deviation from the average	Actual Hours on the project	Actual hourly rate	Actual eligible salary costs
Mr. Alpha	111,800 €	1720	65.00 €	57.60 €	112.85%	0	65.00 €	- €
Ms. Beta	103,200 €	1720	60.00 €		104.17%	0	60.00 €	- €
Mr. Charlie	99,760 €	1720	58.00 €		100.69%	160	58.00 €	9,280 €
Ms. Delta	94,600 €	1720	55.00 €		95.49%	0	55.00 €	- €
Ms. Echo	86,000 €	1720	50.00 €		86.81%	0	50.00 €	- €
Mr. Foxtrot	67,940 €	1720	39.50 €	34.00 €	116.18%	160	39.50 €	6,320 €
Ms. Golf	60,200 €	1720	35.00 €		102.94%	15	35.00 €	525 €
Ms. Hotel	60,200 €	1720	35.00 €		102.94%	19	35.00 €	665 €
Mr. India	59,340 €	1720	34.50 €		101.47%	522	34.50 €	18,009 €
Ms. Juliet	55,900 €	1720	32.50 €		95.59%	11	32.50 €	358 €
Mr. Kilo	54,180 €	1720	31.50 €		92.65%	522	31.50 €	16,443 €
Ms. Lima	51,600 €	1720	30.00 €		88.24%	49	30.00 €	1,470 €
total eligible actual personnel cost							53,069.50 €	

Example

Name of employee	Actual total salary costs from the chosen Financial Year	Number of productive hours	Actual salary costs per hour based on the chosen year	Unit hourly rate #2	Deviation from the average	Actual Hours on the project	Actual hourly rate	Actual eligible salary costs	Total hours on the project per unit category	Unit hourly rate	Personnel costs by unit-based costs		
Mr. Alpha	111,800 €	1720	65.00 €	57.60 €	112.85%	0	65.00 €	- €	160	57.60 €	9,216.00 €		
Ms. Beta	103,200 €	1720	60.00 €		104.17%	0	60.00 €	- €					
Mr. Charlie	99,760 €	1720	58.00 €		100.69%	160	58.00 €	9,280 €					
Ms. Delta	94,600 €	1720	55.00 €		95.49%	0	55.00 €	- €					
Ms. Echo	86,000 €	1720	50.00 €		86.81%	0	50.00 €	- €					
Mr. Foxtrot	67,940 €	1720	39.50 €	34.00 €	116.18%	160	39.50 €	6,320 €	1298	34.00 €	44,132.00 €		
Ms. Golf	60,200 €	1720	35.00 €		102.94%	15	35.00 €	525 €					
Ms. Hotel	60,200 €	1720	35.00 €		102.94%	19	35.00 €	665 €					
Mr. India	59,340 €	1720	34.50 €		101.47%	522	34.50 €	18,009 €					
Ms. Juliet	55,900 €	1720	32.50 €		95.59%	11	32.50 €	358 €					
Mr. Kilo	54,180 €	1720	31.50 €		92.65%	522	31.50 €	16,443 €					
Ms. Lima	51,600 €	1720	30.00 €		88.24%	49	30.00 €	1,470 €					
						total eligible actual personnel cost			53,069.50 €	total eligible unit-based personnel cost			53,348.00 €

Example

Name of employee	Actual total salary costs from the chosen Financial Year	Number of productive hours	Actual salary costs per hour based on the chosen year	Unit hourly rate #2	Deviation from the average	Actual Hours on the project	Actual hourly rate	Actual eligible salary costs	Total hours on the project per unit category	Unit hourly rate	Personnel costs by unit-based costs		
Mr. Alpha	111,800 €	1720	65.00 €	57.60 €	112.85%	0	65.00 €	- €	160	57.60 €	9,216.00 €		
Ms. Beta	103,200 €	1720	60.00 €		104.17%	0	60.00 €	- €					
Mr. Charlie	99,760 €	1720	58.00 €		100.69%	160	58.00 €	9,280 €					
Ms. Delta	94,600 €	1720	55.00 €		95.49%	0	55.00 €	- €					
Ms. Echo	86,000 €	1720	50.00 €		86.81%	0	50.00 €	- €					
Mr. Foxtrot	67,940 €	1720	39.50 €	34.00 €	116.18%	160	39.50 €	6,320 €	1298	34.00 €	44,132.00 €		
Ms. Golf	60,200 €	1720	35.00 €		102.94%	15	35.00 €	525 €					
Ms. Hotel	60,200 €	1720	35.00 €		102.94%	19	35.00 €	665 €					
Mr. India	59,340 €	1720	34.50 €		101.47%	522	34.50 €	18,009 €					
Ms. Juliet	55,900 €	1720	32.50 €		95.59%	11	32.50 €	358 €					
Mr. Kilo	54,180 €	1720	31.50 €		92.65%	522	31.50 €	16,443 €					
Ms. Lima	51,600 €	1720	30.00 €		88.24%	49	30.00 €	1,470 €					
						total eligible actual personnel cost			53,069.50 €	total eligible unit-based personnel cost			53,348.00 €

Part II / Chapter Four

Personnel cost – Seconded Employees

PERSONNEL Costs – Seconded Employees

- An expert needed by the Beneficiary is employed by a third party
- Therefore his/her salary is paid by the third party!
- To engage him/her to the action, a secondment contract is signed between the Beneficiary and the Third Party in which this person is seconded to the Beneficiary
- The Beneficiary must reimburse the COST OF EMPLOYMENT related to the secondment to the third party
- The invoice is to be charged as Direct Personnel Costs by the Beneficiary
- The calculation of costs by the Third Party (person) must be the same as set in the C



For seconded persons, if the resulting daily rate is higher than the daily rate actually paid by the third party to the seconded person (applying the calculation rules of the Grant Agreement) the cost could NOT be declared as personnel costs. They may be eligible instead as purchase of services (see Article 6.2.C.3) or subcontracting (see Article 6.2.B). The reason is that the payment made by the beneficiary to the third party would be higher than the actual remuneration of the person, which implies that a commercial margin or other non-personnel costs are charged by the third party to the beneficiary.



It is based on Article 11 in H2020/



You must also pay attention to the horizontal ceiling and the maximum declarable day-equivalents (see Article 6.2.A.1).

Part II / Chapter Five

Personnel cost – In-house consultants

PERSONNEL Costs – In house consultants

In-house consultant (IH under a direct contract)

- For self-em
- Direct contr
- Works unde
- Results of th
- The hourly r
- Beneficiary!



Wh

- Verified time



An expert fee invoiced by a c

3.2.3 The costs of natural persons with direct contract (A.2) and seconded persons (A.3) must comply with the **eligibility conditions** set out in Article 6.2.A.2 and 6.2.A.3, in particular:

- fulfil the general conditions for costs to be eligible (*i.e. incurred/used during the action duration by the beneficiary, necessary, linked to the action, etc; see Article 6.1(a)*)
- the person must be hired under either:

1.2.3 The c

- fulfil dura
- ther bene

The ever

- a direct contract signed between you and the natural person (not through another legal entity; e.g. a temporary work agency) or
- a contract signed between you and a legal entity fully owned by that natural person, and which has no other staff than the natural person being hired or
- a secondment agreement with the employer of the natural person

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PERSONNEL Costs – In house consultants

In-house consultant (IHC) is a natural person working for the Beneficiary under a direct contract

- For self-em
- Direct contr
- Works unde
- Results of th
- The hourly r
- Beneficiary!



Wh

- Verified time

1.2.3 The costs must comply with the following **eligibility conditions**:

- fulfil the **general conditions** for costs to be eligible (i.e. incurred/used during the action duration, necessary, linked to the action, etc.; see [Article 6.1\(a\) and \(b\)](#))
- there must be a **direct contract** between the natural person (individual) and the beneficiary

The contract cannot be with a third party legal entity (e.g. a temporary work agency), even if that third party is a one-person company.



An expert fee invoiced by a company is not eligible as personnel cost!

PERSONNEL Costs – In house consultants

3.2.3 The costs of natural persons with direct contract (A.2) and seconded persons (A.3) must comply with the **eligibility conditions** set out in Article 6.2.A.2 and 6.2.A.3, in particular:

In-house consultant (IH under a direct contract)

- For self-employed or natural person
- Direct contract between the Beneficiary and the consultant
- Works under the Beneficiary's instructions
- Results of the IHC's work belong to the Beneficiary
- The hourly rate/cost of the IHC is agreed with the Beneficiary!

- fulfil the general conditions for costs to be eligible (*i.e. incurred/used during the action duration by the beneficiary, necessary, linked to the action, etc; see Article 6.1(a)*)
- the person must be hired under either:

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What is "significantly"?

- Verified time-records are available

- a direct contract signed between you and the natural person (not through another legal entity; e.g. a temporary work agency) or
- a contract signed between you and a legal entity fully owned by that natural person, and which has no other staff than the natural person being hired or
- a secondment agreement with the employer of the natural person



An expert fee invoiced by a consultant

THANK YOU!

for your attention

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