

## WORKSHOP

### BUDGETING IN HORIZON EUROPE

#### Welcome to this workshop!

The aim of this workshop is to practice putting together a budget for a collaborative Horizon Europe proposal. You are a partner (Partner no. 6) in a consortium of 10 partners, preparing to submit a Horizon Europe proposal.

Based on the below project information, please answer the questions in the next page, estimating resources and putting together a sound budget in the Excel template provided. You have 45 minutes.

Good luck!

**Project title:** Development and Demonstration of an Innovative ICT-based Decision Support Tool for Energy Efficient Buildings

**Action type:** Innovation Action (IA)

**Duration:** 36 months

#### Consortium

Partner	Role
P1 (NO)	Coordinator (WP1 Leader)
P2 (DE)	WP3 Leader + Pilot in Germany
P3 (PL)	WP2 Leader + support in project management and coordination
P4 (DK)	Pilot in Denmark
P5 (IT)	Contributor to the ICT DST + Pilot in Italy
<b>P6 (HR)</b>	<b>WP4 Leader (overseeing the implementation of the pilots) + Pilot in Croatia</b>
P7 (FR)	WP6 Leader
P8 (HU)	WP5 Leader
P9 (BE)	Umbrella organisation in Brussels
P10 (UK)	Observer and replicator

#### Work plan:

WP1. Project Management

WP2. Needs Assessment

WP3. ICT Decision Support Tool

WP4. Pilots

WP5. Dissemination and Communication

WP6. Exploitation and Sustainability

**4 pilots:** Croatia, Denmark, Germany, Italy

### 1) Average PM rate and Personnel costs

The project coordinator has asked you to provide an **average person-month (PM) rate**. Your PMs across the WPs have already been set (see **Summary of Staff Effort** in the budget); therefore, once you enter your average PM rate in the Excel, the personnel costs will be automatically calculated.

In light of your role in the project, you have considered the following staff allocation. Please estimate the PMs per staff category and provide a weighted average PM rate and enter it in the Excel.

Staff category	Monthly rate (€)	Estimated PMs
Senior Researcher	5,500	
Researcher	4,000	
Post-doc	3,500	

### 2) Travel costs

Please estimate and fill in your travel budget in the relevant sheet of the Excel budget considering the following travels planned:

- Project Meetings (General Assemblies) taking place every six months for two days (WP1)
- Travel to each of the pilots for participating in the co-creation workshops in M3 (1 day each) (WP2)
- Travel for dissemination in Europe (3-4 one-night trips) (WP5)
- Travel to the one-day exploitation workshop in Brussels in M33 (WP6)
- Minor local travel for piloting activities (WP4)

### 3) Other goods and services, Equipment, Subcontracting

Please fill in your other goods and services, equipment and subcontracting costs in the relevant sheets of the Excel budget. You have identified in the work plan the following activities that will require costs:

- Organise two meetings/workshops with local stakeholders (WP2)
- Translate the DST to local language (WP3)
- Organise three workshops with the local authorities and two workshops with building professionals during the pilot (WP4)
- Task 4.3: Feasibility analysis at the pilot site (WP4)
- Print dissemination materials locally (WP5)
- Attend 3-4 conferences in Europe to present your results (WP5)
- Conduct social media campaigns to raise awareness locally (WP5)
- Deposit two articles with Gold Open Access (WP5)
- Conduct building energy assessment during the pilot with the help of a 3D laser scanner\* (WP4)

*\*You already have a 3D laser scanner which was purchased last year (Price: EUR 50,000; Depreciation time: 5 years; Depreciation mode: linear) and will use it in the entire second year of the project, dedicating 40% of its time to the piloting activities in the project and 60% to your other projects and activities.*

### 4) Total budget and EU contribution

Based on the above estimations, how much will your total budget be and how much EU contribution will you request? Will you have to provide justification for the Purchase costs and Subcontracting in the Part B (relevant tables in section 3.1) of the proposal?