



Europa Media Trainings

Personnel cost calculations and reporting in Horizon Europe and H2020

Speaker: Gábor Kitley

Co-Founder and CEO of Europa Media Trainings

16 November 2022

SPEAKER

Gábor Kitley

- Contact me on [LinkedIn](#)
(but with a nice message)
- On [Twitter](#) as @KitleyGabor
- Write to gabor.kitley@europamedia.org



Part 1 / Chapter One

Cost categories

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 1 / Chapter Two

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**

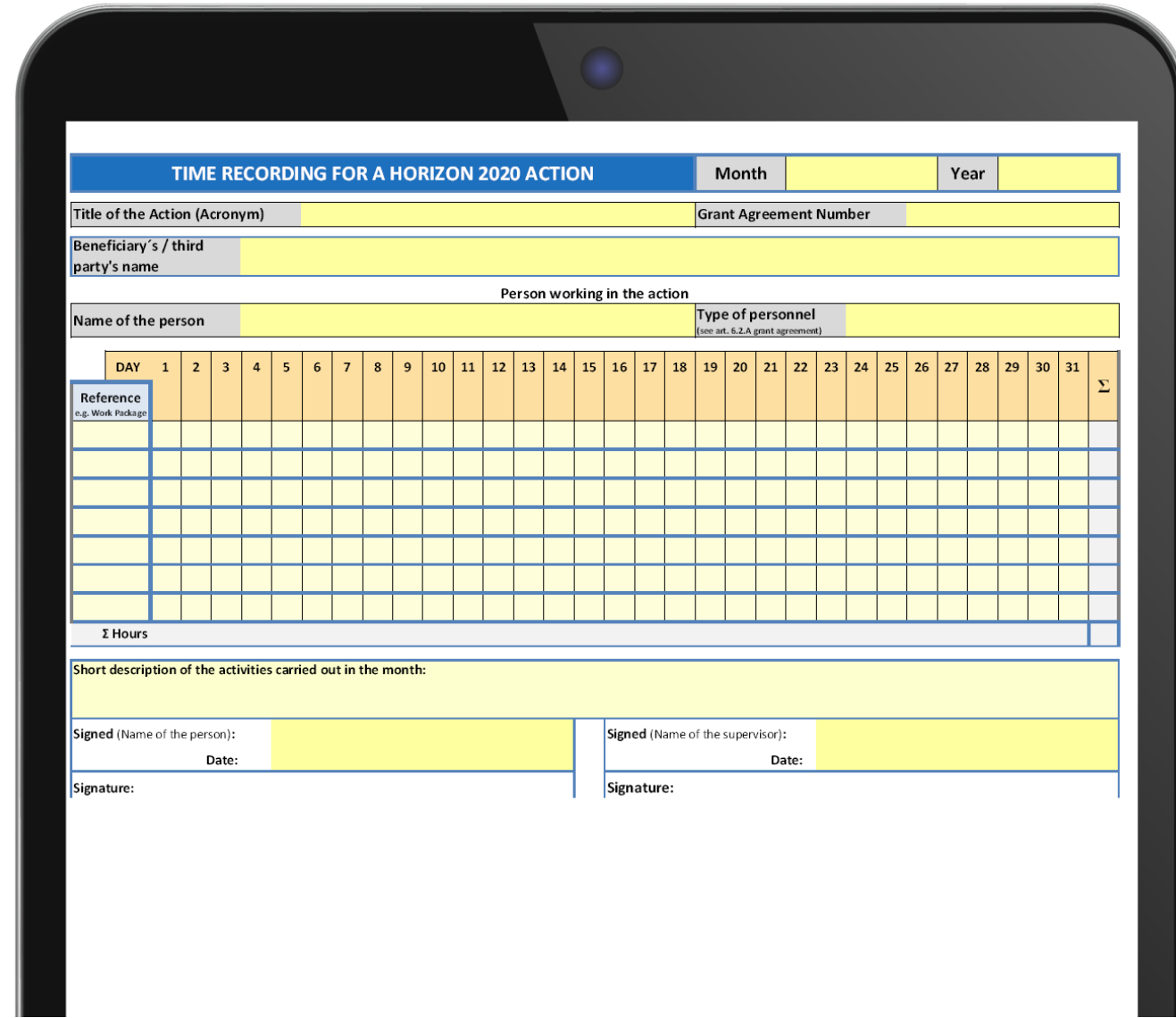
HE

- **Employees:**
 - Actual cost based:
 - **Reporting-period based** calculation
 - 215 days/year/FTE **FIXED, and** adjusted to the length of the RP and the status of the employee
 - **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 exclusively, full-time: a certified declaration is sufficient!



TIME RECORDING FOR A HORIZON 2020 ACTION

Month: Year:

Title of the Action (Acronym): Grant Agreement Number:

Beneficiary's / third party's name:

Person working in the action

Name of the person: Type of personnel:
(see art. 6.2.A grant agreement)

	DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Σ	
Reference e.g. Work Package																																		
Σ Hours																																		

Short description of the activities carried out in the month:

Signed (Name of the person): Date:

Signed (Name of the supervisor): Date:

Signature:

Signature:

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

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 1 / Chapter Three

Personnel cost - Employees

Personnel costs – DEFAULT (,Case 1A')

3 Steps to follow:

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

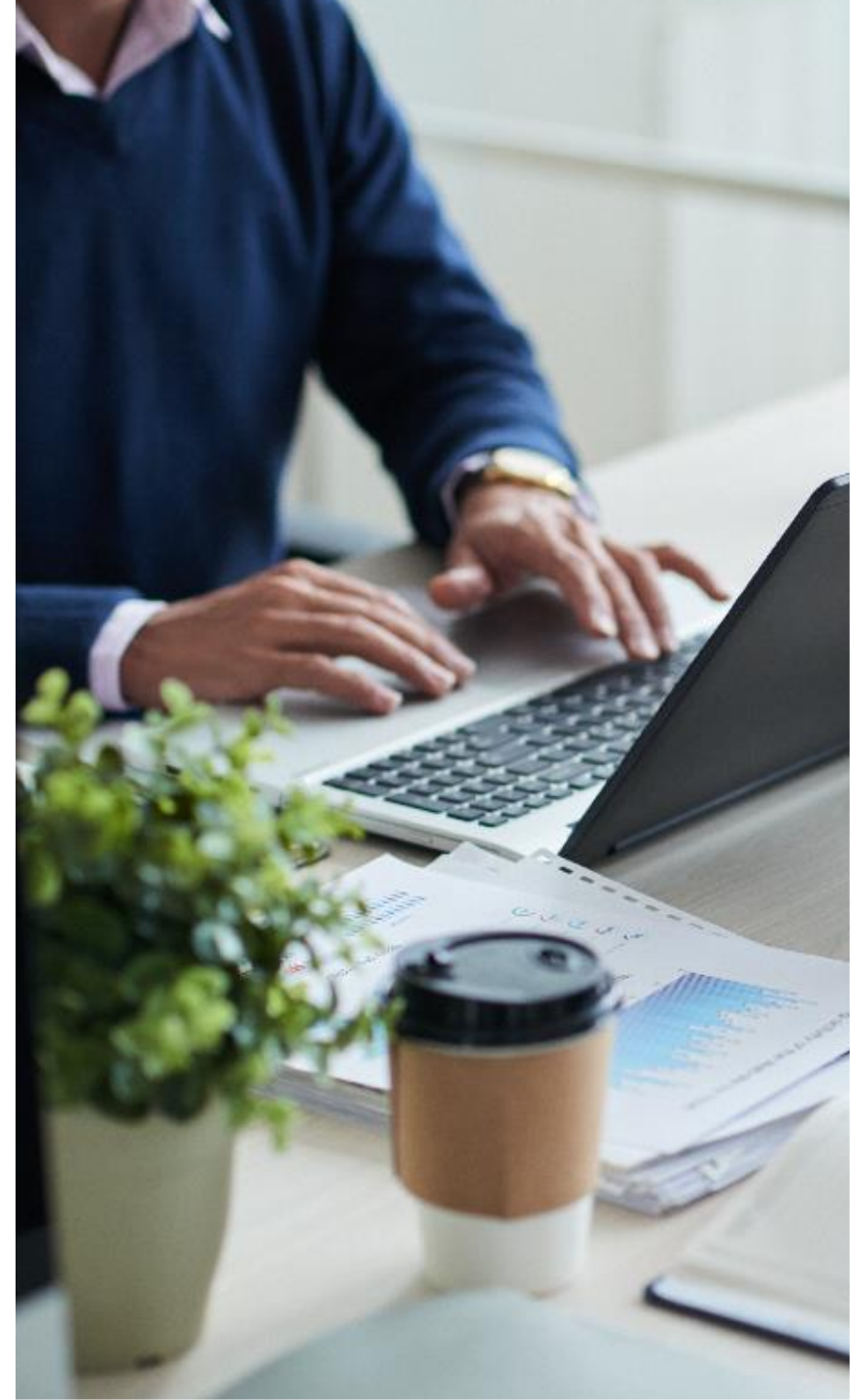
- **WHO?** - Project personnel working at the Beneficiary and ASSIGNED to the Grant
- **WHAT?** - Basic salary plus all mandatory charges and taxes - but excluding any other costs paid for his/her USUAL work/duties

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)

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:

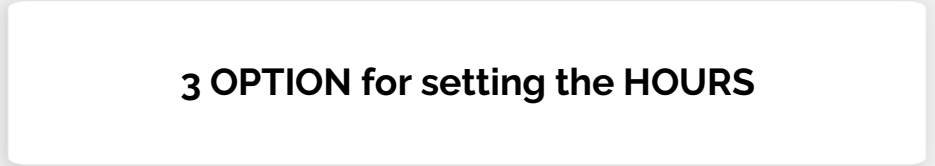
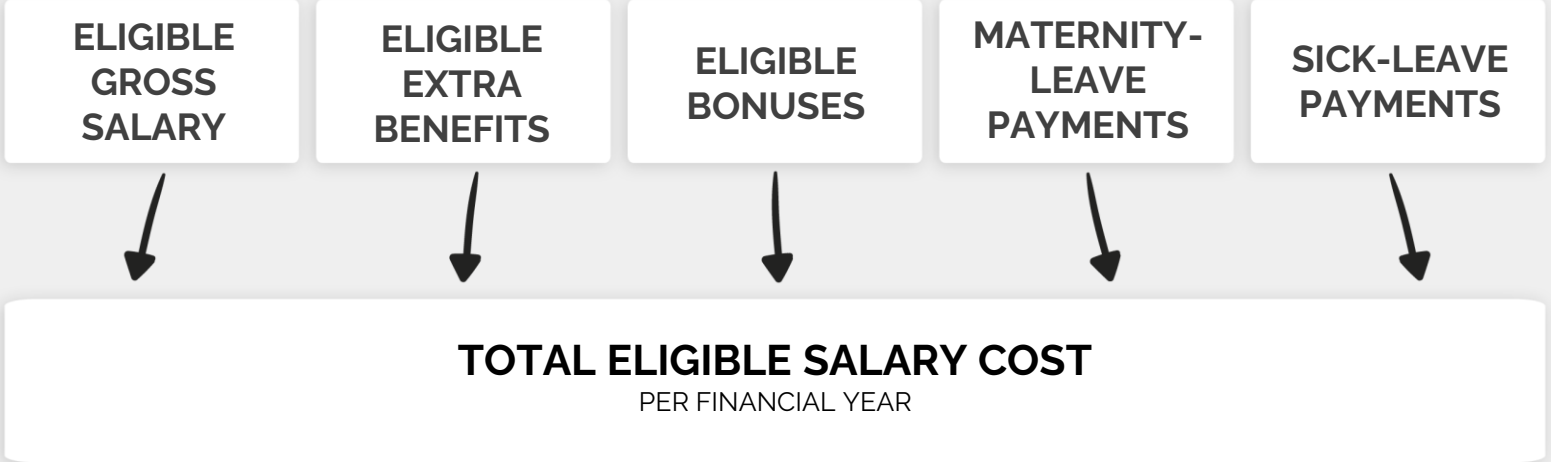
- Overtime?
- Tele-working?
- End-of-contract indemnities
- In-kind benefits (like company cars)?
- Lost academic fees
- Sick-leave
- Parental (maternity) leave

Step 2 – Eligible hourly rate (H2020)

Option 1 - Fiscal-year based calculation for employees



HOURLY RATE



Step 2: Daily rate calculation (HE)

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?

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

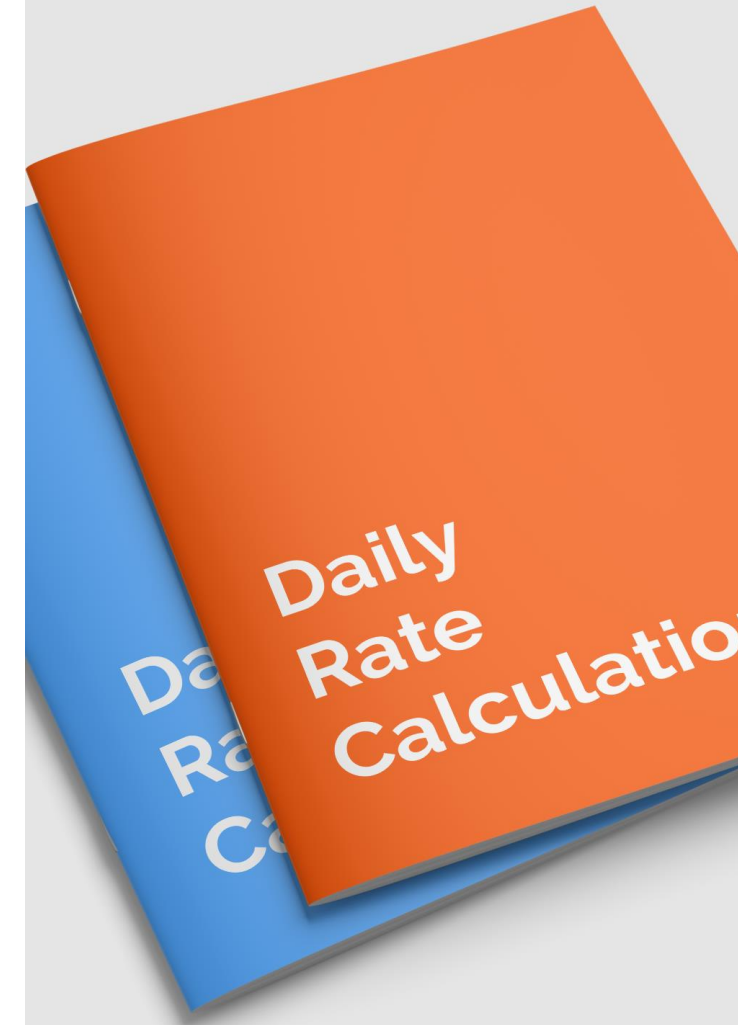
How to calculate eligible personnel costs?

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 1 / Chapter Four

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	
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 €
	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 €
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 €
	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?

Daily rates:

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

			Gross Salary	13 th month salary	Annual Bonus	eligible gross salary	eligible employer's charges	eligible total salary costs	
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	RP1	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 €

1634

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

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

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 €			
		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 €			
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 €			
									157 080,0		

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

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?

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

Comparison

**H2020 with 1720:
€106.988,37**

 +5,3%

**H2020 with 1634:
€112.619,34**


+1,1%

 -3,9%


+1,2%

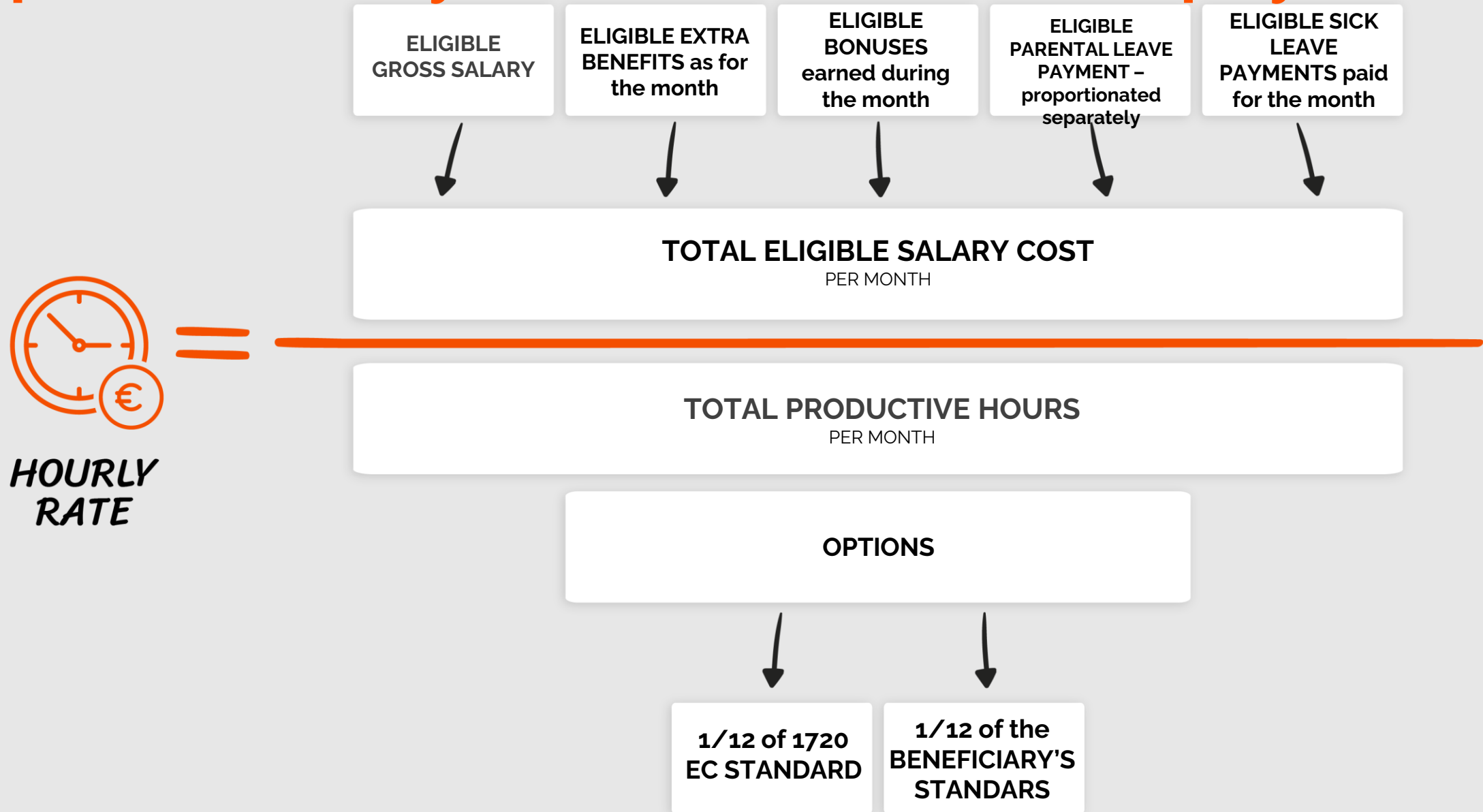
**HE with DE/8:
€108.251,16**

 +5,3%

**HE with DE/7,6:
€114.024,56**

Step 2: Eligible hourly rate in H2020

Option 2: Monthly - based calculation for employees



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: 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 1 / Chapter Five

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 (i.e. the employer of the seconded person) must be the same as set in the GA



It is based on Article 11 in H2020/ in HE – just do it 😊!

Part 1 / Chapter Six

Personnel cost – In-house consultants

PERSONNEL Costs – In house consultants

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

- For self-employed or natural persons only!
- Direct contract between the Beneficiary and the IHC
- Works under the Beneficiary's instructions and at its premises (unless otherwise agreed)
- Results of the IHC's work belong to the Beneficiary (e.g. IPR)
- The hourly rate/cost of the IHC must not differ significantly from the hourly rate of a similar employee of the Beneficiary!



What is "significantly"?

- Verified time-records are available



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

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

consultant

In-house consultant under a direct contract

3.2.3 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)*)
- the person must be hired under either:
 - a direct contract signed between you and the natural person (not through another legal entity; e.g. a temporary work agency) or

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

General > Article 7 — Beneficiaries

42



What is "significant contribution"?

EU Grants: AGA — Annotated Model Grant Agreement: V0.2 **DRAFT**– 30.11.2021

- Verified time-records are available
 - 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



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

Part 1 / Chapter Seven

Personnel cost – SME-Owner rate

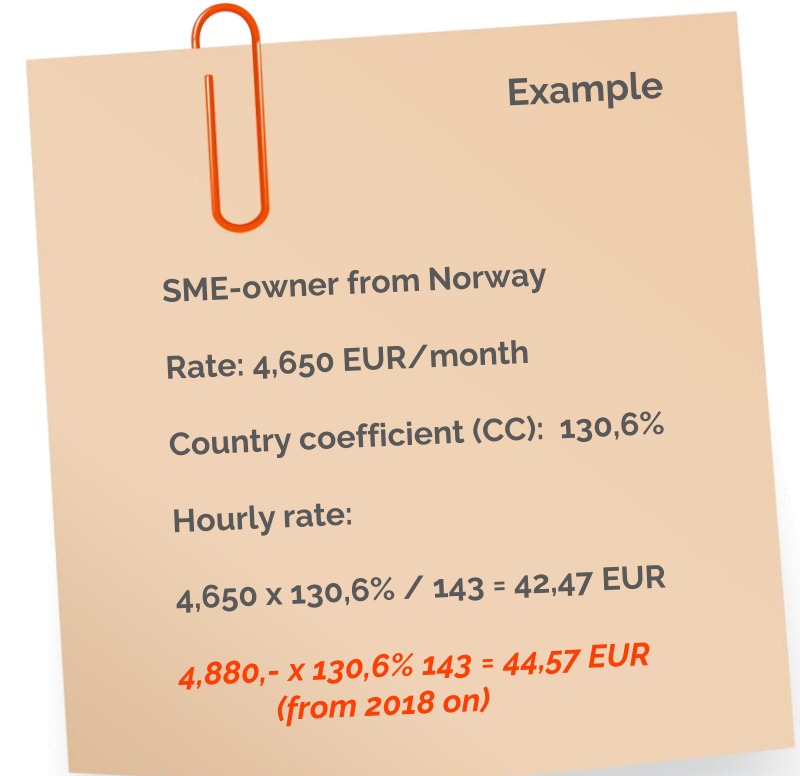
PERSONNEL Costs – SME owners and natural persons

Exclusively for SMEs and for Natural Persons participating as a Beneficiary in the action

- The person concerned must not receive salary for their work!
- The Unit-rate set by the EC must be used:
 - 4,650 EUR/month until 2017; **4,880 EUR/month from 2018 on**
 - Multiplied by the country coefficient
- Divided by **1,720 hours per year (143 per month)**
- Actual time spent on the project is must be recorded in time-sheets (**1,720 at most!**)



This unit-cost is considered a flat-rate unit cost – no need to prove that it is actually paid!



Example

SME-owner from Norway

Rate: 4,650 EUR/month

Country coefficient (CC): 130,6%

Hourly rate:

$4,650 \times 130,6\% / 143 = 42,47 \text{ EUR}$

$4,880,- \times 130,6\% / 143 = 44,57 \text{ EUR}$
(from 2018 on)

Horizon Europe SME-Owner:
5.080€ / 215 days x CC = Daily-rate
Norway: 5.080 / 215 * 12 * 130,6%=
370,30 EUR/daily-rate

THANK YOU!

for your attention

Gabor Kitley

gabor.kitley@europamedia.org

 [@KitleyGabor](https://twitter.com/KitleyGabor)

 [@gaborkitley](https://www.linkedin.com/in/gaborkitley)

europamediatrainings.com

info@europamediatrainings.com

   [@EuropaMedia](https://twitter.com/EuropaMedia)



VISIT

europamediatrainings.com

for more

Things you wished you knew about Horizon 2020 and Horizon Europe



info@europamediatrainings.com