

# **How to prepare the budget of your actual cost grant proposal?**

**5 September 2025  
online**

## AGENDA

08:45 – 09:00

**Accessing the ZOOM Online Meeting Room**

09:00 – 09:15

**Event opening and introduction to the course**

09:15 – 10:15

**Introduction to the Finance basics in Horizon Europe**

- Key principles of EU funding for R&I projects
- Grant types and funding rules
- Fundamentals of financial management in R&I projects
- Eligibility rules
- Direct and Indirect cost
- Introduction to the major cost categories in an R&I project budget

*(10:15 – 10:40 Coffee Break)*

10:40 – 11:40

**Resource Planning and Budgeting in Horizon Europe Proposals**

- Proposal budget vs. project spending
- Estimating costs: Personnel, travel, subcontracting and other direct costs
- What does the coordinator need to plan the budget and what information should be given to the partners?
- As a partner, how do I estimate my own budget?
- Budget negotiation between the coordinator and the partners
- Examples of budgeting process in small/medium vs. large-scale projects

11:40 – 12:00

**Final Q&A and close of event**