

# **Lump sum proposals and projects in Horizon Europe**

## **How do they work in practice?**

**14 October 2024**  
**Webinar**

## 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**      **Lump sum proposals: Hands-on tips for Part B**
- Proposal forms: proposal template
  - Work package distribution and responsibilities of the partners.
  - Timing of the work packages considering the payment system – How much should we take into account the reporting periods?
  - What to do with horizontal work packages?
  - Deliverables and milestones – do we need more of them?
  - Showcasing a real proposal.
- (10:15 – 10:30 Coffee Break)*
- 10:30– 11:30**      **Lump sum proposals: The detailed budget table**
- Introduction to the detailed budget table in Excel.
  - How to define and justify the lump sum amount.
  - How to sufficiently estimate the costs under each cost category
  - Step-by-step introduction to the lump sum budget table.
  - Small budget planning exercise with the participants on how to define and justify units in a lump sum budget.
  - Showcasing a real lump sum proposal budget.
- (11:30 – 11:45 Break)*
- 11:45 – 12:30**      **Evaluation of lump sum proposals and a deep-dive into Grant Agreement and Consortium Agreement preparation**
- Evaluation of lump sum proposals
  - Grant Agreement Preparation of your lump sum projects
  - Detailed introduction to the DESCA 2.0 and the lump sum additions
  - Tips to specify lump sum features in your Consortium Agreement – e.g. the performance monitoring system.
- (12:30 – 13:15 Lunch Break)*
- 13:15 – 14:00**      **Project management and reporting of lump sum projects**
- Changes in your lumps sum project implementation – How to amend your lump sum grant.
  - How to report your lump sum project. Detailed introduction to continuous reporting and periodic reporting.
  - How to deal with partially completed work packages. How to report deviations in your lump sum projects.
  - Showcasing a lump sum performance monitoring system.
  - Keeping records – what to actually keep?
  - Payment schedule – Partial payments
- 14:00 – 14:30**      **Workshop: Lump sum project management case studies**
- Participants will act as coordinators of a lump sum project and will analyse several project management scenarios and solve specific issues of a hypothetical project consortium.
- 14:30 – 15:00**      **Final Q&A and close of event**