Lump sum proposals and projects in Horizon Europe
How do they work in practice?

20 October 2025
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**

Ömer Ceylan, Managing Director, Geonardo

- 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**

Ömer Ceylan

- 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 items 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**

Krisztina Tóth, Managing Director, Europa Media Trainings

- 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**

Krisztina Tóth

- Payment schedule – Partial payments
- 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?
- Lump sum post-project technical audits - what is the process and what documents should be available?

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**