

Lump sum proposals and projects in Horizon Europe

How do they work in practice?

3 September 2026
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**
- Work package distribution and responsibilities of the partners.
 - How to draft task descriptions to be consistent with the detailed budget and ensure proper future implementation
 - 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 with a lump sum work plan design.
- (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 use correctly the personnel cost dashboard
 - 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 and fill in the Any Comments tab
 - 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**
- Analysis of Evaluation Summary Reports (ESRs) with feedback from evaluators on the lump sum budget and work plan
 - 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**
- 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 and challenges of a hypothetical project consortium.
- 14:30 – 15:00** **Final Q&A and close of event**