TRAININGS

Lump sum proposals and projects in Horizon Europe

How do they work in practice?

9 February 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**