

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

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

**5 February 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 – 09:45**      **Introduction to lump sum funding**
- Why the EC uses lump sum funding? Basic principles
  - Lump sum topics in 2023
  - Misunderstandings about lump sum
  - Improvements since the pilot period
- 09:45 – 11:30**      **Lump sum proposals: Hands-on tips for Part B and Budgeting**
- Proposal forms: proposal template and the detailed budget table
  - Work package distribution and timing of the work packages considering the payment system.
  - What to do with horizontal work packages?
- (10:15 – 10:30 Coffee Break)*
- How to define and justify the lump sum amount?
  - How to sufficiently estimate the cost for each cost category?
  - Step-by-step introduction of the lump sum budget table
  - Small budget planning exercise with the participants on how to define and justify units?
  - Showcasing a real proposal
  - Evaluation of lump sum proposals
- (11:30 – 11:45 Break)*
- 11:45 – 12:30**      **Project management and reporting of lump sum projects**
- Grant preparation of your lump sum projects – things good to know!
  - Tips to specify lump sum features in your Consortium Agreement
  - Changes in your lumps sum project implementation – How to amend your lump sum grant?
  - How to report your lump sum project? Detailed introduction to periodic reporting.
  - How to deal with partially completed work packages? How to report deviations in your lump sum projects?
  - Keeping records – list of docs you need, and you don't need to keep
  - Payment schedule – Partial payments
- 12:30 – 13:00**      **Final Q&A and close of event**