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

14 February 2023

AGENDA

14th February

08:45 – 09:00   **Accessing the ZOOM Online Meeting Room**

09:00 – 09:30   **Event opening and introduction to the course**

09:30 – 10:15   **Introduction to lump sum funding**

- Why the EC uses lump sum funding? Basic principles;
- Lump sum topics in 2023;
- Misunderstandings about lump sum;
- Improvement since the pilot period;

(10:15 – 10:30 Coffee Break)

10:30 – 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?
- How to define and justify the lump sum amount?
- How to sufficiently estimate the cost for each cost category?
- Evaluation of lump sum proposal.
- Step-by-step introduction on how to use the lump sum budget table;
- Small budget planning exercise with the participant on how to define units and how explain them;
- Showcasing a real proposal;

(11:30 – 11:45 Break)

11:45 – 12:30   **Project management and reporting of lump sum projects**

- Grant preparation of your lump sum projects – 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 the periodic reporting.
- How to deal with partially completed work packages? How to report deviations of your lump sum projects?
- Keeping records – list of docs you need, and you don't need to keep;
- Payment schedule – Partial payment;

12:30 – 13:00   **Final Q&A and close of event**