

# **Horizon Europe Budgeting – the First Steps**

**5 March 2024  
Webinar**

## AGENDA

08:45 – 09:00	<b>Arrival and registration</b>
09:00 – 09:30	<b>Event opening and introduction to the course</b>
09:30 – 10:30	<b>Introduction to Finances in Horizon Europe</b> <ul style="list-style-type: none"><li>• Key principles of EU funding for R&amp;I projects</li><li>• Overview of the Annotated Model Grant Agreement</li><li>• Grant types and funding rules</li><li>• Importance of budgeting</li><li>• Fundamentals of financial management in R&amp;I projects</li><li>• Eligibility rules</li><li>• Direct and Indirect cost</li><li>• Introduction to the major cost categories in an R&amp;I project budget</li></ul> <p><i>(10:30 – 10:45 Coffee break)</i></p>
10:45 – 11:45	<b>Resource Planning and Budgeting in Horizon Europe Proposals</b> <ul style="list-style-type: none"><li>• Proposal budget vs. project spending</li><li>• Estimating costs: Personnel, travel, subcontracting and other direct costs</li><li>• Coordinators vs. partners in budget planning</li><li>• Resource planning and budgeting tools</li><li>• Examples of budgeting process in small/medium vs. large-scale projects</li></ul> <p><i>(11:45 – 12:45 Lunch break)</i></p>
12:45 – 15:00	<b>Workshop: Resource Planning and Budgeting in HE Proposals</b> <p>Participants will go through exercises to estimate their budget for a virtual proposal in which they are a partner. They will have to calculate their person-month rate correctly, estimate other direct costs such as travel, consumables, equipment, subcontracting, and demonstrate how their technical role and planned activities in the project are consistent with their planned resources and budget.</p> <p><i>(13:45 – 14:00 Coffee break)</i></p>
15:00	<b>Remaining questions, end of course</b>