

Doors

Name of the institution

Financial statement

Period from

01.11.2022 to

30.09.2023

	Type of Activity					Total (A+B+C+D+E)
	RTD (A)	Demonstration (B)	Coordination / Support (C)	Management (D)	Other (E)	
Personnal costs						0,00
Subcontracting			0,00			0,00
Financial Support						0,00
Other direct costs (Including travel and subsistence and equipment)			0,00			0,00
Indirect costs (25%)			0,00			0,00
Lump sums/flat rate/Scale of unit declared						0,00
Total	0,00	0,00	0,00	0,00	0,00	0,00

Budget

	Initial Budget	Spent until the last reporting	Left to spent before the end of the project
Personnal costs		-	-
Subcontracting		-	-
Financial Support		-	-
Other direct costs (Including travel and subsistence)		-	-
Indirect costs (25%)	-	-	-
Lump sums/flat rate/Scale of unit declared		-	-
Total	-	-	-

Payment received

Total of the budget	-
Amount received	17000
Payment 1	17000
Payment 2	
Payment 3	
TOTAL to be received	(17.000,00)

Indirect costs I

- In Horizon Europe, indirect costs (overheads) are funded at a flat rate of 25 % of the eligible direct costs (with the exception of some specific costs, as e.g. subcontracting).
- "Indirect costs" are costs which are necessary for implementing the project, but are not "directly" linked to it (because their share in the project cannot be exactly established). Typical examples include costs of renting, operating costs, cost of office equipment, telephone and copy costs.
- All beneficiaries receive a flat rate of 25 % of their eligible direct costs, which serve as "all-inclusive compensation" for indirect costs.



Indirect costs I I

- No indirect costs are added to subcontracting costs, costs for financial support to third parties and other exempted special budget categories that include indirect costs (e.g. internal invoicing). This means that these direct costs are not considered when calculating the 25 % flat rate. So it is rather important to avoid subcontracting and include all the acquired services (DSP, for example) in the Other Direct Costs.
- This flat rate is paid irrespective of the actual amount of indirect costs and automatically calculated in the financial statement. Any indirect costs exceeding this amount must be borne by the beneficiaries themselves.
- As explained, you may use your Indirect Costs to pay extra funds to your DSP.
- Example: for a budget of 21,600 € of direct costs (personnel, ODCs,) you get a sum of 5,400 € of ICs and a total budget of 27,000 €.



Eligible period

The eligible period for declaring costs is from November 1st 2022 to September 30th 2023. Eligible period concerns:

- Your staff (personnel) costs
- All invoices on services acquired (DSP, etc.)



Budget Template

Category		Costs	Justification/Explanation
Personnel			You will need to calculate your daily/monthly rate and provide the total amount. You need to keep your timesheets and pay attention not to double-report days. You will be given a reporting template to declare costs.
Other Direct costs	Travel		
	Equipment		Please calculate depreciation costs according to instructions offered above.
	Translation		
	Communication material		
	Legal costs		
	DSP		You may declare services bought to implement your pilot. You need to pay attention not to outsource entire tasks to providers. This is the main difference between Subcontracting and Other Direct Costs. Remember that your tasks are: a Communication report (a); a Sustainability report (b); your Pilot guidelines (c). The example discussed with the majority of the pilots concerns organisations (you) contributing extensively with content and descriptions of artifacts, exhibits, etc. and the DSP providing technological solutions, web applications, scanning, etc.
	Other		
	Other		
Indirect Costs			Calculate your Indirect Costs according to the instructions offered above
Total			



Recording effort

TIME RECORDING FOR A HORIZON 2020 ACTION – Minimum requirements

Title of the action (acronym):	DOORS	Grant Agreement No:	
Beneficiary's name:			
Name of the person working on the action:		Type of personnel (see Art. 6.2.A Grant Agreement)	

Month	[Month / Year]	[Month / Year]	[Month / Year]	[Month / Year]	[Month / Year]	[Month / Year]	...	Total
Number of hours								
Work packages (of Annex 1) to which the person has contributed by the reported hours								
Date and signature of the person working for the action								
Name, date and signature of the superior								

