



Guide 5: Submitting administrative data for Partnership projects

Important information about these documents

This call is being held ahead of any agreement from the Commission that relevant funding will be available. At present the relevant legislation is still under discussion in both Council and Parliament, and there is no certainty on the detailed arrangements for funding selected projects. The funding of any selected project, and the terms and conditions of participation in the projects, are dependent on completion of the legislative process and the subsequent contractual processes between the European Commission and EURAMET. Potential proposers act on this information at their own risk.

Background

Last year, EURAMET submitted a draft proposal to the EC for a further research programme to be established under article 185 of the Treaty on the Functioning of the European Union (TFEU) to follow on from EMRP and EMPIR. This was published by the EC at https://ec.europa.eu/info/research-and-innovation/funding/funding-opportunities/funding-programmes-and-open-calls/horizon-europe/european-partnerships-horizon-europe/candidates-digital-industry-and-space_en.

The initiative would be called the European Partnership on Metrology and would aim to create, by 2030, a sustainable and effective system for metrology at European level that ensures Europe has a world-class metrology system that:

- Provides metrology solutions, fundamental metrological reference data and methods, offering fit-for-purpose solutions supporting and stimulating European innovation and responding to societal challenges.
- Supports and enables effective design and implementation of regulation and standards that underpin public policies that address societal challenges.

The Commission commissioned an impact assessment into this proposal and 11 others in similar priority areas, and, based on those findings, published their own proposal for the Partnership, their response to the impact assessment and a draft of the Decision on 23rd February 2021. See:

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=COM:2021:89:FIN>

https://ec.europa.eu/commission/presscorner/detail/en/ip_21_702

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A52021SC0035&qid=1614677899327>

That draft Decision is currently under discussion in the European Council and the European Parliament.

Under the assumption that the Council and Parliament pass the basic act which would form the legal basis for this research programme, and that the participating countries named in the Draft Decision submit the required commitment letters, EURAMET is publishing potential Selected Research Topics and draft guidance notes. These documents are not approved by the Commission nor will they lead to a binding decision by EURAMET e.V. for any further negotiation or funding. All published guides and templates are subject to amendment by the EC and EURAMET e.V. as further information becomes known.

CONTENTS

1	Scope	3
2	Background	3
3	Call budget	4
4	Completing “Template 5: Project Administrative Data”	4
5	Financial summary	4
6	‘Top level data’ worksheet	4
7	‘Participant data’ worksheet	5
7.1	Participating legal entities	5
7.2	Estimated resources	6
7.2.1	Labour days	6
7.2.2	Labour costs	6
7.2.3	Subcontract costs	7
7.2.4	Travel and Subsistence (T&S)	7
7.2.5	Equipment	7
7.2.6	Other goods, works and services	7
7.2.7	Internally Invoiced Goods and Services	8
7.2.8	Financial audit requirement	8
7.2.9	Indirect cost rates	8
7.2.10	Reimbursement rates and EU contribution	8
7.3	Administrative details	9
7.3.1	Contact details	9
7.3.2	Participant Details	9
7.3.3	Bank details	9
7.3.4	External Partners Declaration	9
8	‘WP months data’ worksheet	10
9	‘A’, ‘B’ and ‘C’ worksheets	10
10	‘TP Facilitator’ worksheet	10
11	‘Comments’ worksheets	10

If you require further help or guidance after reading this document, please contact the helpdesk

Email: EMPIR.msu@euramet.org

Telephone: +44 20 8943 6666

1 Scope

This document describes the administrative data and the identification of the resources required for a Joint Research Project (JRP) proposal for a potential Partnership Call. It includes information on how to complete [Template 5: Project Administrative Data](#) and examples to help you.

It does not include information on:

- Eligibility, this is described in [Guide 1: Admissibility and Eligibility for Partnership Calls](#).
- Writing a proposal, this is described in [Guide 4: Writing Joint Research Projects \(JRPs\)](#).
- Eligibility of costs, this is described in the European Commission's Horizon Europe Annotated Model Grant Agreement ('AGA'). To help proposers locate the relevant section within the Horizon Europe Annotated Model Grant Agreement (HE AGA) (https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/aga_en.pdf) and the Horizon Europe Model Grant Agreement (HE MGA) (https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/agr-contr/general-mga_horizon-euratom_en.pdf), this Guide references specific articles of the HE AGA and HE MGA available at the time of issue of this Guide. Proposers should note that Model Grant Agreements for the Partnerships have yet to be developed and some articles / clauses in the HE MGA may not be applicable to potential Partnerships. Proposers should be aware that some budgeted costs may therefore be deemed to be ineligible.
- Reporting obligations, these will be included in the model contracts and elaborated in the potential Partnership Reporting Guidelines.

2 Background

If your proposal is successful and projects are funded, then the data in [Template 5: Project Administrative Data](#) will be used to generate a single page Annex 2 to the Grant Agreement summarising the estimated budget.

Your completed [Template 5: Project Administrative Data](#) must be submitted as an .xlsx file. It must not be password protected nor be a shared file. Files that are protected with a password may be deemed inadmissible.

Projects may include four types of participant:

- Internal Funded Partner(s)
- External Funded Partner(s)
- Unfunded Partner(s)
- And rarely, Affiliated Entities

If you think you will need to include an Affiliated Entity, please contact the EURAMET Management Support Unit (MSU).

(Further explanation of the participant types is given in [Guide 1: Admissibility and Eligibility for Partnership Calls](#)).

Whilst all Internal Funded Partners must take note of their country's potential national commitment across all projects, there is no 'pre-defined share' of an individual project for any funded partner i.e.

- A country with a small national commitment may play a significant part in an individual project.
- A country with a large national commitment may only make a small contribution to an individual project.

It is important that the participants provide a realistic estimate of all the resources (including labour) required to deliver all aspects of the work described in the [Template 4: JRP protocol](#) for which they are responsible.

It is not acceptable for a funded partner to plan to deliver some tasks in the project on an unfunded basis using resources (including labour) outside the project. It is however possible for an organisation to take part in a project as an Unfunded Partner, even if they are eligible for funding (e.g. to increase their involvement in the potential Partnership).

When a consortium submits a [Template 4: JRP protocol](#) and [Template 5: Project Administrative Data](#) they are effectively agreeing that the work can be delivered for the **resources and eligible costs** indicated (and not just that they are willing to deliver it for the level of EU Contribution indicated).

Please ensure that the estimates for the eligible costs for your proposed project are as realistic as possible, because:

- If consortia over-estimate their eligible costs, then fewer projects will be funded.
- If consortia underestimate the eligible costs, they may not be able to reclaim everything they have spent. This is because if an organisation exceeds their indicative budget, they cannot automatically receive funding for additional costs unless other partners in the project under-spend.

It is the responsibility of each participant (and not the coordinator nor EURAMET) to ensure that the relevant internal processes within its organisation have been followed regarding the agreement to provide the resources and financial and administrative data that is submitted.

In addition, each organisation should be consistent in its costing approach across all projects.

3 Call budget

The expected budget for the call is given in the table of the budget and features for the Call. This table gives the expected EU contribution for successful projects against each TP, the maximum EU Contribution for an individual project and the expected EU Contribution to the external funded partners as an average across the TP (as a % of total EU Contribution). Individual SRT documents also give further guidance.

4 Completing “Template 5: Project Administrative Data”

Template 5: Project Administrative Data is comprised of a number of worksheets:

- **‘Financial Summary’** includes auto-populated data and summarises the resource and budget information.
- **‘Top Level data’** requires entry of key information about the project overall and also includes a number of statements that participants must agree to before submitting the proposal.
- **‘Participant data’** requires entry of key information about the project participants and the resource and cost estimates.
- **‘WP months data’** requires entry of the breakdown of months by work package and participant. It should be completed after all the information has been entered on the *‘Participant data’* worksheet.
- **‘A’, ‘B’ and ‘C’** contain auto-populated data and tables to be pasted into the Template 4: JRP protocol
- **‘TP Facilitator’** contains a summary that should be sent to the TP facilitator.
- **6 ‘Comments’** worksheets:
 - Labour,
 - Subcontracts,
 - T&S (Travel and Subsistence),
 - Equipment,
 - Other (Other Goods, Works and Services),
 - Int charges (Internally Invoiced Goods and Services).

A key is given at the top of the ‘Top Level data’ and ‘Participant data’ sheets in the workbook to indicate which coloured cells require data to be entered, selected from a dropdown menu, or are auto filled.

Please do not (i) delete or hide or insert lines or columns, (ii) overwrite equations or (iii) change any information in the white or grey cells.

5 Financial summary

This worksheet summarises the financial information and provides an overview once all data is entered.

No data is entered in this worksheet as all items are auto populated. To make any corrections, please correct the data in either the ‘Top Level data’ or ‘Participant data’ worksheets as appropriate.

6 ‘Top level data’ worksheet

Information on the ‘Top Level data’ worksheet is grouped into 6 sections (A-F) covering the project itself (A), the coordinator and coordinating organisation (B), information related to documentary standards (C), Pre & Co-Normative JRP specific information (D), workbook version details (E) and declarations (F).

In **section A** select the project from the dropdown list.

Please enter a suggested short name / acronym for the proposal (a maximum of 13 characters including spaces).

Enter the preferred start month for the project – the start date will always be the first day of a month.

Enter the duration of the project in months (the duration must be an integer number of months).

In **section B** select the coordinator's organisation from the dropdown list.

Enter the name and contact details of the coordinator and that of any project administrative support person that the coordinator anticipates having in place.

Section C includes some information that the European Commission requires from EURAMET. Please provide an estimate of the % of the project resources spent on work related to documentary standards (EURAMET expects this to be at least 10 % averaged across all projects in the potential Partnership).

In **section D**, enter the requested information about the chief stakeholder for a Pre & Co-Normative JRP (this should be identical to the details given in the protocol).

In **section E** please include the version details for the workbook (the version number should be in the form pX \equiv proposal version X i.e. p1.2, and the version date in the form 01-Sep-21). If updated versions of the proposal documents are submitted to EURAMET, please ensure that if a new version of the workbook is submitted to EURAMET in the ZIP file, that the workbook includes a new version number and version date.

In **section F** please read the 8 declarations at the bottom of the 'Top level data' worksheet, and for each declaration confirm by selecting YES from the dropdown list in column I, that the proposal / consortium comply with the declarations on the worksheet. Please note that it is a requirement of the call that the proposal/consortium comply with the requirements specified in the declarations.

7 'Participant data' worksheet

7.1 Participating legal entities

This section relates to columns F-H of the 'Participant data' worksheet.

Participants should be entered in the following order:

- Coordinator, Internal Funded Partner (Partner 1).
- Other Internal Funded Partners (alphabetical order by legal entity short name).
- External Funded Partners (alphabetical order by legal entity short name).
- Unfunded Partners (alphabetical order by legal entity short name).
- Affiliated Entities linked to Internal Funded Partners (numerically by partner number of the partner they link to, then alphabetical order by legal entity short name).
- Affiliated Entities linked to External Funded Partners (numerically by partner number of the partner they link to, then alphabetical order by legal entity short name).

Explanation of the participant types is given in Guide 1: Admissibility and Eligibility for Partnership Calls.

Some of the information for the coordinator will be automatically populated as a result of information included in the 'Top Level Data' worksheet.

Select the participant from the dropdown list. The list is sorted by country and then by the participant short name. Where the participant is representing Europe and not just the country where it is registered (e.g. JRC, CERN) then the participant is listed under Europe. Other information already known to EURAMET will be automatically populated. (Changes to such details should be made directly by the organisation to EURAMET, separately from a project proposal).

Where the legal entity of the participant is not on the dropdown list select "Participant not listed below" (the first option of the list) and enter all details accordingly. For Internal Funded Partners, the short name of the legal entities that are expected to make a commitment to the potential European Partnership on Metrology (i.e. those to be selected here) are given in [List 1a: NMIs and DIs that are known to EURAMET that can](#)

participate in Partnership projects. Please note that the legal entity short name and full legal names are not necessarily the same as that of the institute.

If you are unable to select an Internal Funded Partner, please contact the EURAMET MSU.

7.2 Estimated resources

This section relates to columns M-U of the 'Participant data' worksheet.

An estimate of days and costs is required for all participants whether or not they are funded (i.e. Internal Funded Partners, External Funded Partners, Unfunded Partners and Affiliated Entities).

Costs are required in a number of categories. Refer to Article 6.1 of the European Commission's HE MGA and HE AGA for clarification of the eligibility of all costs, and also to Article 6.3 of the MGA and AGA for clarification of costs that are not eligible.

Each cost category has additional specifications for eligibility which are referenced here:

- Labour: Article 6.2A of the HE MGA and HE AGA
- Subcontracts: Article 6.2B of the HE MGA and HE AGA
- Travel and Subsistence: Article 6.2C.1 of the HE MGA and HE AGA
- Equipment: Article 6.2C.2 of the HE MGA and HE AGA
- Other Goods, Works and Services: Article 6.2C.3 of the HE MGA and HE AGA
- Internally Invoiced Goods and Services: Article 6.2D.2 of the HE MGA and HE AGA

Explanations for all costs entered on this worksheet should be entered in the appropriate 'Comments' worksheets (see section 11).

All costs should be estimated in Euros (estimates to the nearest 500 Euros are sufficient).

Time resources should be estimated in days (estimates to the nearest 10 days are sufficient).

The time resources are automatically converted into units of 'EURAMET months' as defined by EURAMET for administration purposes.

7.2.1 Labour days

An estimate of the days should be entered (an estimate to the nearest 10 days is sufficient).

In the case of SME owners or natural persons, not receiving a salary (see Articles 6.2.A4 of the HE MGA and HE AGA & Annex 2a of the HE MGA for clarification of this category), their days should be separately identified and included in the separate 'Days Labour (C)' column. Entering days of this type (C) will require some columns to be unhidden, following the instructions given in cell M1).

7.2.2 Labour costs

There are three different types of labour costs (a participant may have data in more than one type). Refer to Article 6.2A of the HE MGA and HE AGA for clarification of costs eligible in these categories.

- **Labour (type A)**

For organisations which will report labour costs based on 'actual personnel costs' labour methodology. This option must be used by those organisations that are not able to report costs using either of the two types below. Type A is the most commonly reported labour type.

- **Labour (type B)**

For organisations which will report labour costs based on 'average personnel costs' labour methodology. (Note that 'average personnel costs' may also be referred to as 'unit costs' in the MGA and AGA).

It is recommended that participants should only plan for this type of labour costs if they already have well established hourly rates per pay zone (approved by their own auditor) which they use for costing and charging for work for customers. If this is not the case, then significant changes will need to be

made to the financial procedures within the organisation in order for costs based on this labour type to be eligible.

- **Labour (type C)**

Labour costs of SME owners who are not receiving a salary and natural persons who are not receiving a salary.

7.2.3 Subcontract costs

Refer to Article 6.2B of the HE MGA and HE AGA for clarification of costs eligible in this category.

Subcontracting refers to the subcontracting of activities described in the protocol. It is generally regarded as an exception to subcontract research activities, as participants should have the necessary resources to undertake the work themselves, however it is not uncommon for web design and technical writing, for example of newsletters, to be subcontracted. Note that subcontracting of any research will require advance approval from the EURAMET MSU before the costs can be reported. However, approval is not required in order to include subcontracting in the proposal.

Costs in this category do not attract the 25 % contribution to indirect costs.

7.2.4 Travel and Subsistence (T&S)

Refer to Article 6.2C.1 of the HE MGA and HE AGA for clarification of costs eligible in this category.

Some examples of items covered in this category are travel costs (international and local transportation, per diem allowances, accommodation, etc.) associated with:

- attendance at project meetings,
- attendance at a workshop,
- presentation of the project at a conference,
- visit(s) or secondment(s) to another participant in the project to undertake joint testing.

T&S costs for secondments should be assigned to the employing organisation of the secondee, not the host organisation.

Organisations which usually incorporate their T&S costs within their overhead as standard practice, should not enter any budgeted costs for T&S, but should record information about their planned travel on the 'Comments -T&S' worksheet.

7.2.5 Equipment

Refer to Article 6.2C.2 of the HE MGA and HE AGA for clarification of costs eligible in this category.

This category covers

- depreciation costs of capital equipment. (Note that deprecation of capital equipment is only eligible if the organisation normally allocates capital equipment usage to projects rather than to overheads. Very few Internal Funded Partners do so. Please consult your finance department and/or auditor before including significant values in this category.)
- renting or hiring of facilities,
- purchase of equipment which is required solely for the project and is not normally treated as an asset according to the organisation's asset procedures.

The aims of the potential European Partnership on Metrology include making more effective use of existing specialist facilities and capabilities and creating a sustainable and effective system for metrology at European level by 2030. Any equipment costs should therefore be clearly justified and support the above aims.

7.2.6 Other goods, works and services

Refer to Article 6.2C.3 of the HE MGA and HE AGA for clarification of costs eligible in this category.

Some examples of items covered in this category are:

- Consumables
- Registration fees for workshops or conferences
- Fees for publications in open access journals
- Logistics costs such as catering for a project meeting
- Reimbursement of T&S costs for invited speakers from outside the consortium at a workshop organised by the project
- Financial audit costs
- Courier costs
- Costs of making data FAIR (i.e. for Research Data Management Planning)
- Costs related to protection of foreground IPR
- Costs relating to a financial guarantee (if required)

Please note that each partner must ensure open access (free of charge online access for any user) to all peer-reviewed scientific publications relating to the project's results with no embargo period (see Article 17 and Annex 5 of the HE MGA and HE AGA). Any related fees for open access publications are eligible costs and should be included in the budget.

7.2.7 Internally Invoiced Goods and Services

Refer to Article 6.2D.2 of the HE MGA and HE AGA for clarification of costs eligible in this category.

This category covers the costs for goods and services which the beneficiary itself will produce or provide for the action. Some examples of items covered in this category are: self-produced consumables (e.g. electronic wafers, chemicals); use of specific research devices or specific research facilities that are owned by the participant (e.g. clean room, wind tunnel, supercomputer facilities, electronic microscope, beam line, nanofabrication facilities, engineering workshop).

Costs in this category do not attract the 25 % contribution to indirect costs.

7.2.8 Financial audit requirement

A financial audit is required on the full project costs, at the end of the project, for any partner that has an EU contribution (calculated in column AE) greater than 430 k€. Column Z advises if a financial audit would be required for any individual participant. However, for any partner that has an affiliated entity(s) the EU contribution of the partner and affiliated entity(s) combined needs to be considered. If the combined EU contribution exceeds 430 k€ then a financial audit would be required of the partner and its affiliated entity(s).

7.2.9 Indirect cost rates

The eligible indirect rates are automatically applied. These are:

- 25 % for all funded participants.

Indirect costs are automatically calculated and are the product of the indirect cost rate and the total eligible direct costs excluding internally invoiced costs (see 7.2.7 **Fehler! Verweisquelle konnte nicht gefunden werden.**) and subcontracting (see 7.2.3).

(EURAMET notes that the actual indirect costs of partners are likely to be significantly higher in many cases. Such actual indirect costs are not applicable for these projects).

7.2.10 Reimbursement rates and EU contribution

The eligible reimbursement rates are automatically applied. These are:

- 100 % (standard Horizon Europe rate) for all Funded Partners (and their Affiliated Entities).
- 0 % for Unfunded Partners.

EU contributions are automatically calculated and are the product of the reimbursement rate and the total eligible costs.

7.3 Administrative details

7.3.1 Contact details

This section relates to columns AG-AH of the 'Participant data' worksheet.

For all participants the contact details of a technical and an administrative contact should be given.

Where an administrative contact has been automatically indicated, EURAMET has already been advised of this single common contact for that organisation and will not take account of any alternative contact entered. (Changes to such contacts should be made directly by the organisation to EURAMET, separately from a project proposal). Note that the contact named here is the participant's administrative contact and, for the coordinating partner, is not necessarily the same as the project administrative contact.

7.3.2 Participant Details

This section relates to columns AI-AN of the 'Participant data' worksheet.

All participants must be legal entities that have registered in the European Commission's Funding & Tenders Portal and therefore have a Participant Identification Code (PIC)¹. Submission of a Template 5: Project Administrative Data that does not include a PIC for all participants will not be admissible and the proposal will not be evaluated.

The full legal name, legal address, and VAT number should be given (if the legal entity does not have a VAT number or National Registration number please state "none" in the appropriate cell). Legal entities known to EURAMET do not need to complete these items and the worksheet will indicate where this is the case.

If there is a possibility that EURAMET may need to validate a legal entity (based upon information in the EURAMET MSU's database at the launch of Stage 2) this is indicated. For these legal entities the email address of the person responsible for legal matters should be given.

If validation is required, following the selection of projects for funding, the MSU will email the legal and administrative contacts with a request for information.

7.3.3 Bank details

This section relates to columns AP-AT of the 'Participant data' worksheet.

EURAMET require the bank name, address, account name (i.e. organisation to whom the account is registered, which is often the legal entity name), IBAN and SWIFT of all funded partners (all payments will be in Euro). Please enter the IBAN in the following format (with a space after every 4th digit)

DE19 3003 0880 0430 1910 04

Legal entities whose bank account details are known to EURAMET do not need to complete these items (the datasheet will indicate where this is the case).

7.3.4 External Funded Partners Declaration

This final section relates to column AV of the 'Participant data' worksheet and is required for the external funded partners.

All External Funded partners must select from one of the following statements, confirming that the partner:

- a. is a legal entity that represents a DI of a Partnership participating and contributing state, or
- b. is a legal entity whose viability is guaranteed by an EU Member State or associated country, or
- c. acknowledges that they may be subject to a financial capacity check by EURAMET and may require a Financial Guarantee before they can receive prefinancing payments, with the next payment not being due until 5 months after mid-project.

Those organisations selecting a) will be participating in the project outside of the area of designation of the DI.

Those organisations selecting c) will be advised during negotiation if a financial guarantee is actually required.

¹ <http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html>

Fees for arranging a guarantee are eligible costs and may be budgeted for (see other costs and services).

8 'WP months data' worksheet

The total months budgeted by each participant is automatically populated from the days estimated in the 'Participant data' worksheet, calculated based on the standard year of 215 days as per Article 6.2A of the HE MGA and HE AGA.

Enter the number of months to be spent on each WP by each participant. Ensure that all the months are allocated, you can do this by checking that the totals agree and that the unallocated amount indicated is zero.

All participants (including Unfunded Partners) should have some resource for management as they all have reporting obligations. EURAMET suggests 0.5 – 1 month per participant. In general participants should also have resource for the impact work package.

9 'A', 'B' and 'C' worksheets

These worksheets are completed automatically as data is entered on the 'Top level data' and 'Participant data' worksheets. Once all the information has been entered into Template 5: Project Administrative Data and checked, the tables on these worksheets should be pasted into Template 4: JRP protocol in the relevant sections.

10 'TP Facilitator' worksheet

The coordinator should copy this data into a separate workbook, in order to provide information to the TP Facilitator whenever requested. EURAMET anticipates that the TP Facilitator will request information on a regular basis during the preparation of a proposal.

11 'Comments' worksheets

Information should be included on the 'Comments' worksheets to explain the basis of the costs for each participant within each cost category. These worksheets are useful for both the coordinator and EURAMET to check that the components of the costs are reasonable, in line with eligibility requirements, and that no significant items have been omitted. Some examples of comments are provided below.

'Comments – Labour' worksheet should be used to record information about the number and grades/seniority of staff who are expected to work on the project.

No. Organisation, Country	Labour		Comment
	(Months)	(€)	
1: CCC, United Kingdom	71	407 540	1 principal researcher; 2 senior researchers; 1 PhD student
2: AAA, Germany	17	108 460	1 senior researcher
3: BBB, Czech Republic	6	23 250	1 senior researcher; 1 junior researcher; 1 technician

'Comments – Subcontracts' worksheet should be used to record information about any proposed subcontracts. Please indicate which activities/tasks the subcontracts apply to.

No. Organisation, Country	Subcontracts		Comment
	(Months)	(€)	
1: CCC, United Kingdom		11 075	Technical support from a specialist company for the development of the e-learning platform in A4.2.3 (€6575); use of a specialist external technical writer for the project newsletters and articles in the popular press in A4.1.5 and A4.1.6 (€4500)
2: AAA, Germany		3 500	Design of project website by a specialist company in Task 4.1 (€3500)
3: BBB, Czech Republic		3 600	Specialist analysis of biofuels content in A1.3.4 (€3600)

'Comments – T&S' worksheet should be used to record information about any travel and subsistence (T&S), including the number of events and likely number of people from the organisation who will be attending (if more than one) e.g. T&S to attend a workshop, project meetings, visit to "NMIX" for a week to undertake joint testing, attendance at conferences to present the project. A subtotal for the costs per type of event should be included. If an organisation funds T&S costs from its overhead then state that "T&S is included in the overhead" and

describe the travel that will be undertaken even though no budget will be included in this category for the organisation.

No. Organisation, Country	T&S (€)	Comment
1: CCC, United Kingdom	10 800	5 project meetings, 2 persons (€9000); visit to AAA for joint working, 1 person for 1 week (€1800)
2: AAA, Germany	6 844	5 project meetings, 1 person (€5000); 1 conference, 1 person (€1844)
3: BBB, Czech Republic	7 000	5 project meetings, 1-2 persons (€6400); 1 conference, 1 person (€600)

‘Comments – Equipment’ worksheet should be used to record information about equipment. Where depreciation will be charged details of the utilisation and period of use should be given.

The rationale for the inclusion of any individual items of significant cost should be included.

Where several items of significant cost are budgeted these should be detailed in the comment and costs of each item over €5,000 given.

No. Organisation, Country	Equipment (€)	Comment
1: CCC, United Kingdom	15 000	Lease of clean room facilities (€10000), 1 voltmeter for use in the comparison (€5000)
2: AAA, Germany	10 500	Miniature lead lined chamber for offsite testing (€3500), rental of beam time on Linac (€7000)
3: BBB, Czech Republic	5 500	Depreciation costs of large force machine (20 % utilisation over 24 months) (€5500)

‘Comments – Other Goods, Works and Services’ worksheet should be used to record brief information about any Other Goods, Works and Services.

No. Organisation, Country	Other Goods, Works and Services (€)	Comment
1: CCC, United Kingdom	25 500	Membranes (€4000); high purity gases (€2000); isotopically enriched (Si) inorganic spikes (€4000); cell culture reagents (cell culture media, antibiotics) and consumables (tissue culture flasks) (€9000); reimbursement of invited speakers’ T&S for final project workshop (€1500); financial audit (€5000)
2: AAA, Germany	12 625	Reactive dyes (€3825); polystyrene particles (€2000); biological buffers (€500); proteins (€800); logistics and catering costs for hosting 1 project meeting (€1500); 2 open access publication fees (€2000); costs of making data FAIR (€2000)
3: BBB, Czech Republic	8 500	High purity gases (€1500); 1 workshop registration fee (€500); 2 conference registration fees (€1500); manufacture of stands for test samples (€4000), 1 open access publication fee (€1000)

‘Comments – Internally Invoiced Goods and Services’ worksheet should be used to record information about Internally Invoiced Goods and Services.

No. Organisation, Country	Internally Invoiced Goods and Services (€)	Comment
1: CCC, United Kingdom	1 500	Self-produced consumables (€750); logistics and catering costs for 1 project meeting and associated workshop (€750)
2: AAA, Germany	6 032	Electron microscopy analysis (metallurgical analysis on selected double-walled thermocouples), equipment based on hours of use, covers up to 50 hours) (€6032)
3: BBB, Czech Republic	4 500	Engineering workshop charges for the production of a flange (€500); use of clean room facility based on number of hours of use for assembly of microcomponents (€4000)