

**EMPIR Call Process**  
**Guide 5: Submitting administrative data for EMPIR projects**

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## **Guide 5: Submitting administrative data for EMPIR projects**

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## 1 Scope

This document describes the administrative data and the identification of the resources required for a Joint Research Project (JRP), Joint Network Project (JNP), or a Support for Impact Project (SIP) proposal for an EMPIR 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 EMPIR Calls](#)
- writing a proposal, this is described in [Guide 4: Writing Joint Research Projects \(JRPs\)](#) and [Guide 7: Writing Support for Impact Projects \(SIPs\)](#) and [Guide 11: Writing Joint Networking Projects \(JNPs\)](#)
- eligibility of costs, this is described in the European Commission's [Horizon 2020 Annotated Model Grant Agreements \('AGA'\)](#). To help locate the relevant section within the AGA, this Guide references specific pages of the current version (*V4.1 Oct 2017*) of the AGA at the time of issue of this Guide. If the European Commission releases a new version then the page references may vary slightly from those given in this Guide.
- reporting obligations, these are included in the model contracts and are elaborated in the EMPIR Reporting Guidelines.

## 2 Background

If your proposal is successful 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 or 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, Linked Third Parties

If you think you will need to include a Linked Third Party, please contact the [EURAMET Management Support Unit \(MSU\)](#).

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

Whilst all Internal Funded Partners must take note of their country's 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 a 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](#), the [Template 7: SIP protocol](#) or the [Template 11: JNP 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 EMPIR).

When a consortium submits a [Template 4: JRP protocol](#) or [Template 7: SIP protocol](#) or [Template 11: JNP 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 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 under-spend.

It is the responsibility of each participant (and not the coordinator or EURAMET) to ensure that the relevant internal processes 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 budget for the call is given in the table of [budget and features](#) for the Call. This table includes the expected EU Contribution for successful projects in each TP, the maximum EU Contribution for an individual project and the expected EU Contribution to the external funded partners in any project (% 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](#), the [Template 7: SIP protocol](#) or the [Template 11: JNP 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,
  - Int charges (Internally Invoiced Goods and Services),
  - Other (Other Goods and Services),
  - LRI (Large Research Infrastructure).

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 delete or hide or insert lines or columns or overwrite equations or attempt to 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 required by the European Commission (C), SIP

and Pre & Co-Normative JRP specific information (D), workbook version details (E), data management (F) and declarations (G).

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).

For SIPs only, please select the JRP(s) that the SIP follows on from using the dropdown list.

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 to have in place.

**Section C** includes some information that the European Commission require from EURAMET, including information on the contribution of all EMPIR projects to H2020 objectives related to climate action, sustainable development and biodiversity. Please read the definitions of climate action, sustainable development and biodiversity and the statements below and then in the 'Top Level data' worksheet select the statement that most closely applies to your project for each of climate action, sustainable development and biodiversity.

<b>CLIMATE ACTION</b>	DEFINITION: climate action includes both mitigating climate change (contribution to the reduction of greenhouse gas emissions) and adapting to climate change by building resilience (e.g. regarding floods, droughts, extreme weather events, protection of coastal areas).
statement 1	This project is not targeted at climate action.
statement 2	In this project climate action is a significant but not predominant objective. Climate action objectives (although important) are not one of the principal reasons for undertaking this project.
statement 3	In this project climate action is the principal (primary) objective. Climate action objectives can be identified as fundamental in the design and impact of this project, and are an explicit objective of the project.

<b>SUSTAINABLE DEVELOPMENT</b>	<p>DEFINITION: a project contributes to sustainable development if its aim is to add to economic, social and natural dimensions in a way that does not diminish the availability and quality of those dimensions for future generations.</p> <ol style="list-style-type: none"> <li><b>The Economic dimension</b> is enriched by activity that provides economic added value through new technologies, products, services, governance or business models that improve competitiveness and prosperity, and promote job creation or safeguard jobs, together with related policies.</li> <li><b>The Social dimension</b> is understood to comprise human health, quality of life, safety and security of individuals and populations, culture, skill formation, social integration and inclusion, poverty reduction, effective and democratic governance, and related policies.</li> <li><b>The Natural dimension</b> is understood to comprise natural resources and ecosystems, and the biodiversity that underpins them.</li> </ol>
statement 1	Sustainable development is not an objective for this project and it contributes to either only one or none of the 3 dimensions.
statement 2	In this project sustainable development is a significant but not predominant objective. This project aims to add to more than 1 dimension (i.e. economic, social and natural dimensions).
statement 3	In this project sustainable development is its principal (primary) objective. This project aims to contribute to the formation of all 3 dimensions (i.e. economic, social and natural dimensions).

<b>BIODIVERSITY</b>	DEFINITION: the conservation, restoration and sustainable management of biodiversity (ecosystems, species and genetic diversity) and the maintenance of related ecosystem services.
statement 1	This project neither directly nor indirectly seeks to contribute significantly to the conservation, restoration or sustainable management of biodiversity and the maintenance of related ecosystem services.
statement 2	In this project conservation, restoration and sustainable management of biodiversity and the maintenance of related ecosystem services are one of the principal reasons for undertaking the project. The expected effects on/benefits for biodiversity and related ecosystem services are significant but not the primary intended effect of the project.
statement 3	In this project conservation, restoration and sustainable management of biodiversity (ecosystems, species and genetic diversity) and the maintenance of related ecosystem services is the primary objective and is expected to lead to direct effects/benefits with regard to biodiversity. The project would not have been carried out in the absence of such objectives/intended effects for the conservation and restoration of biodiversity.

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 EMPIR).

In **section D**, enter the requested information about the primary supporter of a SIP, or 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 ≡ proposal version X). 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 indicate whether the project will 'opt-in' or 'opt-out' of the Data Management Plan reporting (as per the protocol). See Guide 4 (JRPs) section 4.6.5, Guide 7 (SIPs) section 5.6.2 or Guide 10 (JNPs) section 4.6.3 as appropriate.

In **section G** please read the declarations at the bottom of the worksheet related to ethics, research integrity and dual use. Proposers should note that by submitting their proposal they are confirming that they comply with the declarations on the 'Top level data' worksheet.

## 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).
- Linked Third Parties (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 EMPIR Calls](#). Some of the information for the coordinator will be automatically populated.

Select the legal entity from the dropdown list. The list is sorted by country and then by the legal entity short name. Where the legal entity is representing Europe and not just the country where it is registered (e.g. JRC, CERN) then the legal entity 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 "New participant" (the last option of the list) and enter all details accordingly. For Internal Funded Partners, the short name of the legal entity that

can participate in EMPIR projects (i.e. those to be selected here) is given on [List 1a: NMIs and DIs that are known to EURAMET that can participate in EMPIR projects](#). (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-Y of the 'Participant data' worksheet.

An estimate of hours and costs is required for all participants whether or not they are funded (i.e. Internal Funded Partners, External Funded Partners, Unfunded Partners and Linked Third Parties).

Costs are required in a number of categories. Refer to Article 6.1 (*p39 in V4.1 Oct 2017*) of the European Commission's [Horizon 2020 Annotated Model Grant Agreements \('AGA'\)](#) for clarification of the eligibility of all costs, and also to Article 6.5 (*p121 in V4.1 Oct 2017*) of the AGA for clarification of costs that are not eligible.

Each cost category has additional specifications for eligibility which are referenced here and also in the 'Participant data' worksheet:

- Labour: Article 6.2A (*p45 in V4.1 Oct 2017*) of the AGA
- Subcontracts: Article 6.2B (*p80 in V4.1 Oct 2017*) and Article 13 (*p143 in V4.1 Oct 2017*) of the AGA
- Travel and Subsistence: Article 6.2D1 (*p82 in V4.1 Oct 2017*) of the AGA
- Equipment: Article 6.2D2 (*p84 in V4.1 Oct 2017*) of the AGA
- Other Goods and Services: Article 6.2D3 (*p89 in V4.1 Oct 2017*) and Article 10 (*p133 in V4.1 Oct 2017*) of the AGA
- Large Research Infrastructure: Article 6.2D4 (*p92 in V4.1 Oct 2017*) of the AGA
- Internally Invoiced Goods and Services: Article 6.2D5 (*p103 in V4.1 Oct 2017*) of the AGA
- In kind contributions not used on the premises: Article 6.4 (*p120 in V4.1 Oct 2017*), Article 11 (*p136 in V4.1 Oct 2017*) and Article 12 (*p140 in V4.1 Oct 2017*) of the 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 hours (estimates to the nearest 100 hours are sufficient).

The time resources are automatically converted into units of 'EURAMET months' as defined by EURAMET for administration purposes. (Note that an individual working full time on a project will not achieve 12 'EURAMET months per year' but approximately 10, due to public holidays, holidays etc.)

### 7.2.1 **Labour hours**

An estimate of the hours should be entered (an estimate to the nearest 100 hours is sufficient).

In the case of SME owners or natural persons, not receiving a salary (see Articles 6.2.A4 & 6.2.A5 (*p48, p78 in V4.1 Oct 2017*) of the AGA for clarification of this category), their hours should be separately identified and included in the separate 'Hours Labour (C)' column. Entering hours of this type (C) will require some columns to be unhidden, following the instructions given in cell 1M).

### 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 6.2 (*p46 in V4.0 Apr 2017*) of the 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 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 when reported.

- **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 Articles 6.2B (*p80 in V4.1 Oct 2017*) and Article 13 (*p143 in V4.1 Oct 2017*) of the 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.

### 7.2.4 Travel and Subsistence (T&S)

Refer to Article 6.2D1 (*p82 in V4.1 Oct 2017*) of the AGA for clarification of costs eligible in this category.

Some examples of items covered in this category are:

- 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 6.2D2 (*p84 in V4.1 Oct 2017*) of the 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 organisations asset procedures

One of the aims of EMPIR is to make more effective use of existing specialist facilities and capabilities, therefore EURAMET will need to specifically approve the inclusion of any items of significant cost before the costs can be reported. However approval is not required in order to include equipment costs in the proposal.



### 7.2.6 Internally Invoiced Goods and Services

Refer to Article 6.2D5 (*p103 in V4.1 Oct 2017*) and Article 10 (*p133 in V4.1 Oct 2017*) of the 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 research facilities that are owned by the participant (e.g. clean room, wind tunnel, supercomputer facilities, electronic microscope, beam line, nanofabrication facilities, engineering workshop); hosting services for visiting researchers participating in the action (e.g. housing, canteen).

### 7.2.7 Other goods and services

Refer to Article 6.2D3 (*p89 in V4.1 Oct 2017*) and Article 10 (*p133 in V4.1 Oct 2017*) of the 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
- Logistics costs such as catering for a meeting
- Engineering workshop costs
- Reimbursement of T&S costs for invited speakers at a workshop organised by the project
- Fees for publications in open access journals
- Costs of making data FAIR (i.e. for Data Management Planning)
- Cost of temporary work agency for using/hiring temporary personnel
- Courier costs
- Financial audit costs
- 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 (see section 29.2 of the Model Grant Agreement). Any related fees are eligible costs and should be included in the budget.

### 7.2.8 Large Research Infrastructure (LRI)

Refer to Article 6.2D4 (*p92 in V4.1 Oct 2017*) of the AGA for clarification of costs eligible in this category.

This is only applicable for cases where the European Commission has approved the organisation's methodology for declaring costs for the large research infrastructure. However, costs may be budgeted for here even if the methodology is in the process of being evaluated but has not yet been approved.

### 7.2.9 In kind contributions not used on the premises

Refer to Article 6.4 (*p120 in V4.1 Oct 2017*), Article 11 (*p136 in V4.1 Oct 2017*) and Article 12 (*p140 in V4.1 Oct 2017*) of the AGA for clarification of costs eligible in this category.

Only enter costs here that have already been included in other cost categories, as this identifies such costs in order that they will be excluded from the calculation of indirect costs.

For example: A university professor spends one day a week on the project working from his office at the university (where the partner is not the university). The professor's time costs are included within the labour costs estimates section and should also be identified in this section.

### 7.2.10 Financial audit requirement

A financial audit is required on the full project costs, at the end of the project, for any partner that has total direct costs (calculated in column Z) greater than 325 k€. Column AA advises if a financial audit would be required for any individual participant. However for any partner that has a linked third party(s) the total costs

of the partner and third party(s) combined need to be considered. If the combined direct costs exceed 325 k€ then a financial audit would be required of the partner and all its linked third parties.

### 7.2.11 Indirect cost rates

The eligible indirect rates are automatically applied. These are:

- 5 % for EURAMET NMIs and DIs from countries participating in and contributing to EMPIR (and their Linked Third Parties).
- 25 % (standard H2020 rate) for all other participants.

Indirect costs are automatically calculated and are the product of the indirect cost rate and the total eligible direct costs excluding subcontracting (see 7.2.3) and in-kind resources not used at the premises (see 7.2.9).

(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).

### 7.2.12 Reimbursement rates and EU contribution

The eligible reimbursement rates are automatically applied. These are:

- 100 % for funded EURAMET NMIs and DIs from countries participating in and contributing to EMPIR (and their Linked Third Parties)
- 100 % (standard H2020 rate) for all External Funded Partners.
- 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 Legal Entity Details

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

All legal entities must be registered in the European Commission's Beneficiary Register and therefore have a Participant Identification Code (PIC)<sup>1</sup>. Submission of a [Template 5: Project Administrative Data](#) that does not include a PIC for all participants will not be admissible and will not be evaluated.

The full legal name, legal address, VAT number and National Registration 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 datasheet 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 in December with a request for information.

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

### 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 4<sup>th</sup> 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 Partners Declaration

This final section relates to column AV of the 'Participant data' worksheet and is required for the external 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 EMPIR participating and contributing state (*and is participating in the project outside of the area of designation of the DI*), or
- b. is a legal entity whose viability is guaranteed by an EU Member State or associated country or
- c. acknowledges that they will be subject to a financial capacity check by EURAMET and may require a Financial Guarantee before they can receive prefinancing payments

Those organisations selecting c) will be advised during negotiation whether or not a financial guarantee is actually required.

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 hours estimated in the 'Participant data' worksheet, calculated at 163 hours per month.

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](#) or [Template 7: SIP protocol](#) or [Template 11: JNP 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		2 000	Design of project website by a specialist company (€2000)
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 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. Where possible include a breakdown of the costs. 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
	(Months)	(€)	
1: CCC, United Kingdom		10 800	5 project meetings, 2 people (€9000); visit to AAA for joint working, 1 person for 1 week (€1800)
2: AAA, Germany		6 844	5 project meetings, 2 people (€5000); 1 conference, 1 person (€1844)
3: BBB, Czech Republic		7 000	5 project meetings, 1 person plus 1 additional person from BBB attending the kick off and final project meeting (€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
	(Months)	(€)	
1: CCC, United Kingdom		52 000	Lease of clean room facilities (€20 000), 4 voltmeters (€8 000 each)
2: AAA, Germany		3 754	Miniature lead lined chamber for offsite testing (€3 754)
3: BBB, Czech Republic		4 500	Depreciation costs of large force machine (20 % utilisation over 24 months) (€4 500)

**‘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); catering costs for 1 project meeting (€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)

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

No. Organisation, Country	Other Goods and Services (€)	Comment
1: CCC, United Kingdom	25 500	Membranes and consumables (€6000); 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 one project meeting (€1500); open access publication fees x2 (€2000); costs of making data FAIR (€2000)
3: BBB, Czech Republic	8 500	Registration fees for 1 workshop and 1 conference (€1500); engineering workshop costs for manufacture of stands for test samples (€4000), open access publication fees x1 (€1000)

**‘Comments – Large Research Infrastructure costs’** worksheet should be used to record information about any Large Research Infrastructure costs.

No. Organisation, Country	Large Research Infrastructure (€)	Comment
1: CCC, United Kingdom 2: AAA, Germany	21 250	The methodology was approved by the European Commission on 23 April 2015 (reference number XXX/201504/23456) The research facility comprises all equipment and research laboratories at the 3 sites in Heidelberg. The research facility includes processing, measurement and chemical laboratories and their analysis and processing equipment, such as laboratory equipment and R2R pilot printing machines and a nanoparticle pilot reactor.
3: BBB, Czech Republic		