

DigiCanTrain

Digital Skills Training for Health Care Professionals in
Oncology

Project Number: 101101253

WP 1: Project management and coordination

Deliverable 1.1: Project Management Model



Co-funded by
the European Union

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Executive Summary

This deliverable describes the project management practices implemented in the DigiCanTrain project. Chapter one sets the ground by describing the methodology, on which the project management practices are based. In chapter two, the main requirements of the granting authority are described as well as information provided for where to seek help and gain more information. Chapter three describes the basic facts about the project and chapter four opens up how DigiCanTrain project team deals with administrative project management practices. Chapter five focuses on describing the project document management system as well as different working platforms and chapter six closes the discussion with financial management issues.

In Annexes you will find:

- template for internal reporting of costs



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1. Project management methodology

Turku University of Applied Sciences (Turku UAS) has adopted the PM² methodology for standardized project management practices. PM² is a Project Management Methodology developed by the European Commission. Its purpose is to enable Project Managers (PMs) to deliver solutions and benefits to their organisations by effectively managing the entire lifecycle of their project. PM² has been created with the needs of European Union Institutions and projects in mind. PM² is a light and easy-to-implement methodology that project teams can tailor to their specific needs. PM² incorporates elements from a wide range of globally accepted project management best practices, captured in standards and methodologies. Its development has also been influenced by operational experience on various projects both within European Union Institutions and external bodies.

For the purpose of successful implementation of the DigiCanTrain project, we will utilize the main elements of the PM² methodology:

- Establish a project governance structure,
- Describe the project lifecycle and management process,
- Manage Quality Assurance processes based on methodology
- Utilize the artifact templates, where reasonable

2. Main requirements for the project implementation

The DigiCanTrain project is co-financed by the European Commission, European Health and Digital Executive Agency (HADEA), and is bound by rules set out in the Grant Agreement Nr. 101101253

The grant agreement is available to all partners through the Funding and Tender portal, as well as in the projects TEAMS environment.



In practice, the project reporting and control as well as communication to the granting authority is carried out through Grant Management Service (GMS).

The GMS follows deliverables, milestones, critical risks, dissemination activities, communication activities as well as events and trainings. For each of these areas the Project Management Team will also utilize the PM² tools for daily documentation and management needs.

The lead partner is in regular contact with the assigned Project Contact (PC) from HADEA throughout the implementation of the project, including when eventual adjustments in the project would need to be confirmed. Project partners are not in direct contact with PC but informs issues to the lead partner.

Lead partner has a Project Management Team with content Lead PhD Virpi Sulosaari, project manager Anita Narbro, communications manager Jassi Aho and Financial controller Minna Lehto.

3. Project basic facts

DigiCanTrain project is an international 36-month long project that started the implementation phase on 1.3.2023. The project estimated total costs are 1 985 992,76€ and the requested EU contribution of that is 1 588 792,18€.

The project lead partner is Turku University of Applied Sciences and in addition, it has 13 partners (See table 1).

Table 1 Project Partners

Nr.	Short name	Partner Name	Country
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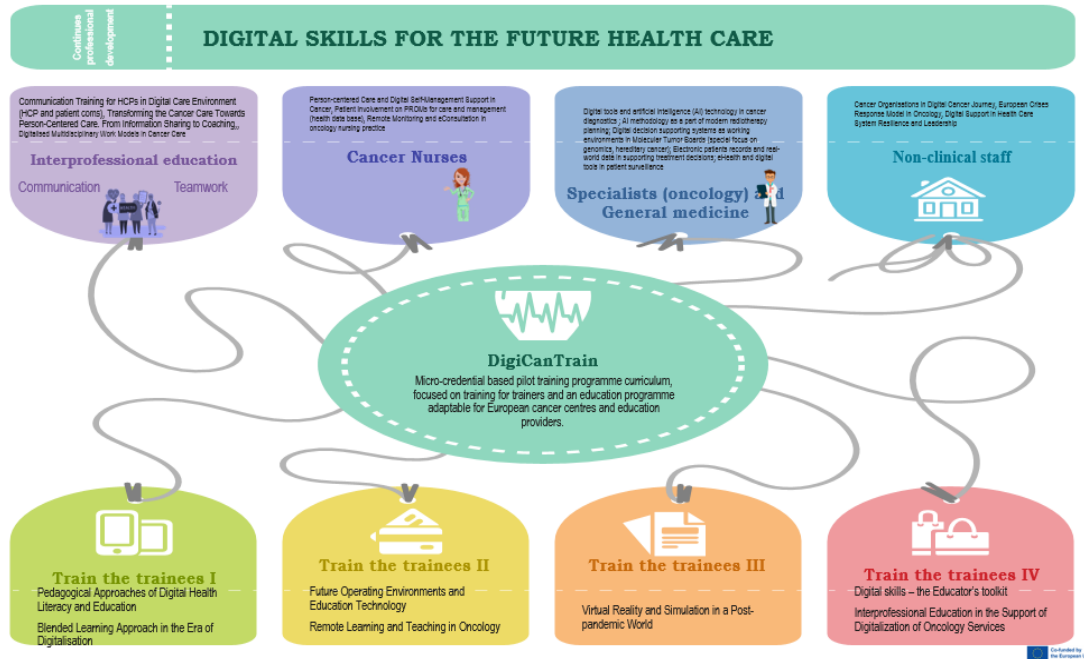


1	Turku UAS	Turku University of Applied Sciences	Finland
2	UTU	University of Turku	Finland
3	THL	Finnish institute for health and welfare	Finland
4	Varha	Wellbeing Services county of Southwest Finland	Finland
5	CSF	Cancer Society of Finland	Finland
6	NUI Galway	National University of Ireland Galway	Ireland
7	HSE	Health Service Executive	Ireland
8	ICO	Catalan Institute of Oncology	Spain
9	UOC	Open University of Catalonia- Barcelona	Spain
10	TTK	Ministry of Education and Research, Estonia	Estonia
11	IOCN	The Oncology Institute "Prof. Dr. Ion Chiricuța" Cluj-Napoca	Romania
12	EONS	European Oncology Nursing Society	Belgium
13	NKUA	National and Kapodistrian University of Athens	Greece
14	E.C.O.	European Cancer Organization	Belgium

The DigiCanTrain aims on up-skilling and re-skilling the health care workforce, including clinical and non-clinical HCPs, in the cancer care setting which then in return support the development of effective and person-centred health care and digital health care services, use of contemporary eHealth technology by the health care professionals (HCP) and improvement of resilience of health care systems as depicted in the Picture 1.



Picture 1 Structure of the DigiCanTrain project

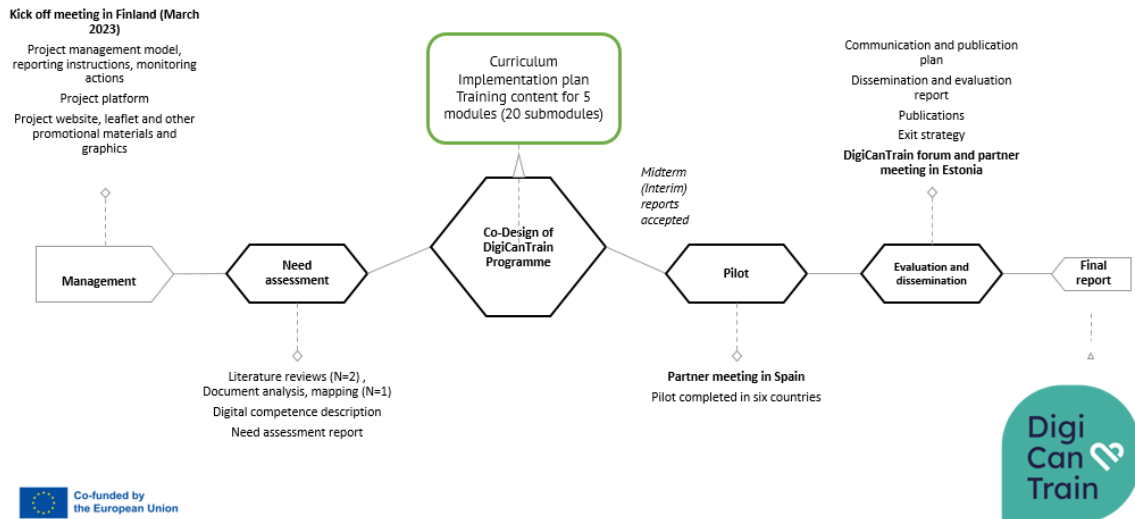


The project started with a Kick-off meeting where all the project aims and objectives was communicated to the partners and common implementation and management strategy defined. The project started the implementation with the needs assessment that will follow through to Co-designing of the DigiCanTrain Curriculum and programme. After the design phase we will carry out the piloting of the DigiCanTrain Programme. Evaluation, Dissemination and Management are flowing through out the project continuously. The project flow is visualized in the Process overview chart below in picture 2.



Picture 2 Process flow of the DigiCanTrain Project.

DigiCanTrain Project – Process overview



4. Project organization

The project management is organized in sub-structures – working groups. The project overall decision-making body is the Projects Steering Committee that is set up during the first month of the project implementation. Project Steering Committee consists of people that represent the partner organization but are not directly involved in the project implementation. The Steering Committee in lead by the Chair of the Steering Committee (TTK). The meeting minutes of the Steering Committee are kept by Turku UAS Project Manager. Project Steering Committee meets twice a year and when necessary for decision making purposes. The members of the Steering Committee have voting rights but the Chair and the Presenter and Secretary does not have votig rights.



At the implementation level the main responsible body for the implementation is the Work Package (WP) Leaders team. The WP leaders team meets every second month and follows the implementation of the project using the quality management plan, risk assessment tool, project implementation plan and deliverables list. The quality assessment and evaluation reports are handled in this team first before recommendations for improvements are passed to the Steering Committee for decision making.

The project WP leaders team consists of the following members nominated in Table 3.

Table 3 DigiCanTrain WP Leaders

Partner	WP
Turku UAS	all
Turku UAS	WP1
UTU	WP2
UoG (NUI)	WP3
ICO	WP4
TTK	WP5
Turku UAS	WP6

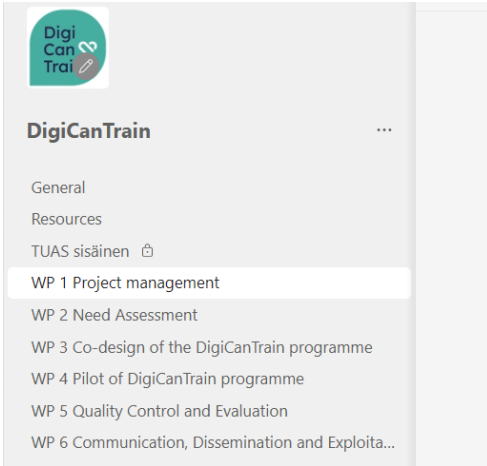
To successfully complete the project reporting financial management team is also established that will be called together when instructions are given for reporting and before each reporting period.



The lead partner will take responsibility for informing and guiding the partners in the reporting practices and requirements.

5. Project management tools and platforms

Tools for project management come from the PM2 methodology and artifacts. For DigiCanTrain project we will use the Quality Management Plan based on PM2 and risk assessment and management plan. In addition, we will follow the milestones, deliverables and communication and dissemination activities based on the continuous reporting structure and project implementation plan based on the project plan as per Grant Agreement.



For daily implementation, the project will be managed through the TEAMS communication platform for sharing and working on documents. Turku UAS has established a joint TEAMS channel for the DigiCanTrain project. All partners have access to the TEAMS channel. The channel is divided in several sub-channels (picture 3). Each WP has a dedicated folder where support materials, deliverables and management tools are available.

Picture 3 Teams Structure

6. Project financial management

Project reporting is done internally among the project partners every 6 month and twice during the project life cycle to the granting authority. There are six project reporting periods internally. The financial data is collected in the funders template. Each reporting period is given one month for partners to collect and report the needed data. Report template is attached as (Annex 1). After each partner has submitted individual reports, Lead partner combines the costs of the project is an joint follow up table.

Table 5 Reporting Periods

Period	Time	Deadline	Report to granting authority
1	1.3.2023 - 31.8.2023	30.9.2023	
2	1.9.2023 - 29.2.2024	31.3.2024	
3	1.3.2024 - 31.8.2024	30.9.2024	x
4	1.9.2024 - 28.2.2025	31.3.2025	
5	1.3.2025 - 31.8.2025	30.9.2025	
6	1.9.2025 - 28.2.2026	31.3.2026	x

Support material for the reporting can be found in the Funding and Tenders Portal:



Each partner is responsible to familiarize with the funder's financial requirements and is responsible to keep their books according to those requirements.

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents>

Project Lead Partner will organize guidance sessions before the reporting period for guiding the partners with documentation.

EC INSTRUCTIONS (DETAILED COST REPORTING TABLE (AG) – REPORTING PERIOD)

General

The file is composed of **3 password-protected sheets** for EU staff (EC Instructions, EC Data and EC Format) and **4 sheets** for the participants (1. Instructions, 2. Start, 3. Detailed Table and 4. Consolidated Table (participant)).

The **EC sheets** (EC Data) must be set-up only once for your programme/MGAs (this template works for all MGAs, except operating grants - see separate template) as part of the Programme template set-up exercise.

The **Participant sheets** (2. Start, 3. Detailed table and 4. Consolidated table) must be filled out and submitted as part of the Periodic Reporting:

- scanned and attached as PDF in SyGMa (one per beneficiary/linked third party).

For security reasons, the document cannot be uploaded as excel (since it has macros).

If you need the Excel file, ask the coordinator to send them to you by normal e-mail (outside the system).

Getting started

To use the file, the Excel Macro security settings must be enabled on your computer. This is managed and checked when opening the file, but contact your IT team if you encounter problems.

Download the file for set-up: Before downloading close all other excel files (open excel files may hamper the macros). **Download the file from the ToolKit using EDIT WORKBOOK - EDIT IN EXCEL - SAVE AS to save a copy on your desktop. Then close the document and re-open it.**

Unblock the file: Before starting (and after each time you save), you have to unblock the file by clicking the 'Unprotect All Sheets' button (or alternatively by pressing Ctrl Q + Password: Detailed budget table). If it doesn't work, try several times.

EC Data sheet

Make your choices in the EC Data sheet.

When finished, click on the 'Save & Update Detailed Budget Table' button.

EC Format sheet

The EC-Format sheet is for view-only purposes. You do NOT need to do anything on it.

This sheet shows the rows that will be copied into the table for each new WP the participants will choose (via their Start sheet).

Testing

Test your configuration several times with real numbers. You need to be sure that the table works for your participants.

If you would like to hide the 3 EC sheets, place the cursor on sheet '1. Instructions' and press CTRL Q and answer the question box with OK. (Normally this is not done; we normally publish with the 3 EC sheets visible).

After this, you can save the file and it is ready for use.

EC DATA (DETAILED COST REPORTING TABLE (AG) – REPORTING PERIOD)

Which cost categories?		
	1=Yes / 0=No	
A. Personnel costs	1	
B. Subcontracting costs	1	
C1. Travel and subsistence	1	
C2. Equipment	1	
C3. Other goods, works and services	1	
D.1. Financial support to third parties	1	
D.2 [Category name]	0	
D.3 [Category name]	0	
D.4 [Category name]	0	
D.5 [Category name]	0	
D.6 [Category name]	0	
E. Indirect costs	1	

Which staff type?		
	1=Yes / 0=No	
A.1 Employees (or equivalent)	1	
A.2 + A.3 Natural persons under direct contract and seconded persons	1	
A.4 SME owners without salary and natural person beneficiaries without salary	1	
A.5 Volunteers	0	
A.6 [Category name]	0	
A.7 [Category name]	0	

Which staff categories?		
	Drop-down menu	
	Select a staff category	<p>This is the default list for personnel categories.</p> <p>ATTENTION! The categories can be changed if needed but please don't insert blank lines between 2 categories (otherwise the drop down menu will not work)</p>
	Project managers	
	Senior experts/advisors/researchers	
	Junior experts/advisors/researchers	
	Trainers/teachers	
	Technical personnel	
	Administrative personnel	
	Other	

Which type of personnel cost rate?		
	Drop-down menu	
A.6 [Category name]	Select a type of rate	<p>This list contains the options for the types of rates available for the 'Other personnel costs'.</p> <p>ATTENTION! You must chose the rate provided for in your MGA (usually 'daily' or 'other').</p>
	Monthly	
	Daily	
	Hourly	
	Other	
A.7 [Category name]	Select a type of rate	<p>This list contains the options for the types of rates available for the 'Other personnel costs'.</p> <p>ATTENTION! You must chose the rate provided for in your MGA (usually 'daily' or 'other').</p>
	Monthly	
	Daily	
	Hourly	
	Other	

Which type of costs (actual, lump sum or unit)?					
		Actual	Unit	Subdivided 1=Yes / 0=No	
A. Personnel costs					
	Other personnel costs A.6	<input checked="" type="radio"/>	<input type="radio"/>		1
	Other personnel costs A.7	<input checked="" type="radio"/>	<input type="radio"/>		1
Travel and subsistence		Actual	Unit or Actual		
	C.1. Travel and subsistence	<input type="radio"/>	<input checked="" type="radio"/>	1	1
Financial support to third parties		Actual	Unit	Actual and Unit	
	D.1. Financial Support	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	1
Other cost categories		Actual	Unit	Lump Sum	
	D.2 [Category name]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	1
	D.3 [Category name]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	1
	D.4 [Category name]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	1
	D.5 [Category name]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	1

D.6 [Category name]

<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Which type of indirect cost rate?

Option 1: STANDARD 7%	<input checked="" type="radio"/>
Option 2: HE 25%	<input type="radio"/>
Option 3: AGRIP 4%	<input type="radio"/>
Option 4: RFCS 35%	<input type="radio"/>
Option 5: SMP ESS 30%	<input type="radio"/>
Option 6: NO INDIRECT COSTS 0%	<input type="radio"/>

Which type of funding rate?

Single funding rate	<input checked="" type="radio"/>
Multiple funding rates	<input type="radio"/>

Display for each category and type cost

Currency list

Drop-down menu
EUR
BGN Bulgarian lev
CZK Czech koruna
DKK Danish krone
HRK Croatia kuna
HUF Hungarian forint
PLN Polish zloty
RON Romanian leu
SEK Swedish krona
ISK Iceland krona
CHF Liechtenstein
NOK Norwegian krone
GBP Pound sterling
USD Dollars
CAD Canadian dollars

A. Personnel costs

WORK PACKAGE 1									
A.1 Employees (or equivalent)									
Personnel category	Scale 1	Scale 2	Scale 3	Scale 4	Scale 5	Scale 6	Scale 7	Scale 8	Scale 9
Personnel category	Scale 1	Scale 2	Scale 3	Scale 4	Scale 5	Scale 6	Scale 7	Scale 8	Scale 9
Other	Scale 1	Scale 2	Scale 3	Scale 4	Scale 5	Scale 6	Scale 7	Scale 8	Scale 9
Category 1	Scale 1	Scale 2	Scale 3	Scale 4	Scale 5	Scale 6	Scale 7	Scale 8	Scale 9
Category 2	Scale 1	Scale 2	Scale 3	Scale 4	Scale 5	Scale 6	Scale 7	Scale 8	Scale 9
Total employees (or equivalent)									
A.2 A.3 Natural persons under direct contract and seconded persons									
Personnel category	Scale 1	Scale 2	Scale 3	Scale 4	Scale 5	Scale 6	Scale 7	Scale 8	Scale 9
Personnel category	Scale 1	Scale 2	Scale 3	Scale 4	Scale 5	Scale 6	Scale 7	Scale 8	Scale 9
Other	Scale 1	Scale 2	Scale 3	Scale 4	Scale 5	Scale 6	Scale 7	Scale 8	Scale 9
Category 1	Scale 1	Scale 2	Scale 3	Scale 4	Scale 5	Scale 6	Scale 7	Scale 8	Scale 9
Category 2	Scale 1	Scale 2	Scale 3	Scale 4	Scale 5	Scale 6	Scale 7	Scale 8	Scale 9
Total natural persons under direct contract and seconded persons									
A.4 SME owners and natural person beneficiaries without salary									
SME owners/natural person beneficiaries without salary	Scale 1	Scale 2	Scale 3	Scale 4	Scale 5	Scale 6	Scale 7	Scale 8	Scale 9
Total SME owners and natural person beneficiaries without salary									
Total personnel for this WP									

B. Subcontracting costs

WORK PACKAGE 1									
Subcontract short name	Invoice 1	Invoice 2	Invoice 3	Invoice 4	Invoice 5	Invoice 6	Invoice 7	Invoice 8	Invoice 9
Subcontract short name	Invoice 1	Invoice 2	Invoice 3	Invoice 4	Invoice 5	Invoice 6	Invoice 7	Invoice 8	Invoice 9
Subtotal subcontracting									
Subcontract short name	Invoice 1	Invoice 2	Invoice 3	Invoice 4	Invoice 5	Invoice 6	Invoice 7	Invoice 8	Invoice 9
Subtotal subcontracting									
Total subcontracting for this WP									

C. Purchase costs

WORK PACKAGE 1									
Total travel costs for this WP									
Total accommodation costs for this WP									
Total subsistence costs for this WP									
Total travel and subsistence for this WP									

C.1. Travel and subsistence

WORK PACKAGE 1									
C.1.1 Travel (short name)									
Travel costs	Invoice 1	Invoice 2	Invoice 3	Invoice 4	Invoice 5	Invoice 6	Invoice 7	Invoice 8	Invoice 9
Travel costs	Invoice 1	Invoice 2	Invoice 3	Invoice 4	Invoice 5	Invoice 6	Invoice 7	Invoice 8	Invoice 9
Subtotal travel costs for this WP									
Accommodation costs									
Accommodation costs	Invoice 1	Invoice 2	Invoice 3	Invoice 4	Invoice 5	Invoice 6	Invoice 7	Invoice 8	Invoice 9
Subtotal accommodation costs for this WP									
Subsistence costs									
Subsistence costs	Invoice 1	Invoice 2	Invoice 3	Invoice 4	Invoice 5	Invoice 6	Invoice 7	Invoice 8	Invoice 9
Subtotal subsistence costs for this WP									
Total travel and subsistence for this WP									

C.2. Equipment

WORK PACKAGE 1									
C.2.1 Purchase (depreciation/full cost)									
Equipment short name	Invoice 1	Invoice 2	Invoice 3	Invoice 4	Invoice 5	Invoice 6	Invoice 7	Invoice 8	Invoice 9
Equipment short name	Invoice 1	Invoice 2	Invoice 3	Invoice 4	Invoice 5	Invoice 6	Invoice 7	Invoice 8	Invoice 9
Subtotal equipment									
Equipment short name	Invoice 1	Invoice 2	Invoice 3	Invoice 4	Invoice 5	Invoice 6	Invoice 7	Invoice 8	Invoice 9
Subtotal equipment									
Total depreciation									
C.2.2 Rental and leasing (rate of use/full cost)									
Equipment short name	Invoice 1	Invoice 2	Invoice 3	Invoice 4	Invoice 5	Invoice 6	Invoice 7	Invoice 8	Invoice 9
Equipment short name	Invoice 1	Invoice 2	Invoice 3	Invoice 4	Invoice 5	Invoice 6	Invoice 7	Invoice 8	Invoice 9
Subtotal equipment									
Equipment short name	Invoice 1	Invoice 2	Invoice 3	Invoice 4	Invoice 5	Invoice 6	Invoice 7	Invoice 8	Invoice 9
Subtotal equipment									
Total rental and leasing									
Total equipment for this WP									

C.3. Other goods, works and services

WORK PACKAGE 1									
Consumables	Invoice 1	Invoice 2	Invoice 3	Invoice 4	Invoice 5	Invoice 6	Invoice 7	Invoice 8	Invoice 9
Consumables	Invoice 1	Invoice 2	Invoice 3	Invoice 4	Invoice 5	Invoice 6	Invoice 7	Invoice 8	Invoice 9
Subtotal consumables									
Consumables, materials, workshop, lighting & events	Invoice 1	Invoice 2	Invoice 3	Invoice 4	Invoice 5	Invoice 6	Invoice 7	Invoice 8	Invoice 9
Subtotal consumables, materials, workshop, lighting & events									
Other expenses	Invoice 1	Invoice 2	Invoice 3	Invoice 4	Invoice 5	Invoice 6	Invoice 7	Invoice 8	Invoice 9
Subtotal other expenses									
IPR costs	Invoice 1	Invoice 2	Invoice 3	Invoice 4	Invoice 5	Invoice 6	Invoice 7	Invoice 8	Invoice 9
Subtotal IPR costs									
Bank fees (see financing guidelines)	Invoice 1	Invoice 2	Invoice 3	Invoice 4	Invoice 5	Invoice 6	Invoice 7	Invoice 8	Invoice 9
Subtotal bank fees									
Bank fees (IPR)	Invoice 1	Invoice 2	Invoice 3	Invoice 4	Invoice 5	Invoice 6	Invoice 7	Invoice 8	Invoice 9
Subtotal bank fees (IPR)									
Project mediation	Invoice 1	Invoice 2	Invoice 3	Invoice 4	Invoice 5	Invoice 6	Invoice 7	Invoice 8	Invoice 9
Subtotal project mediation									
Short name other	Invoice 1	Invoice 2	Invoice 3	Invoice 4	Invoice 5	Invoice 6	Invoice 7	Invoice 8	Invoice 9
Subtotal short name other									
Short name other	Invoice 1	Invoice 2	Invoice 3	Invoice 4	Invoice 5	Invoice 6	Invoice 7	Invoice 8	Invoice 9
Subtotal short name other									
Total goods, works and services for this WP									

D. Other cost categories

WORK PACKAGE 1									
D.1. Financial support to third parties									
Financial support to third parties	Invoice 1	Invoice 2	Invoice 3	Invoice 4	Invoice 5	Invoice 6	Invoice 7	Invoice 8	Invoice 9
Financial support to third parties	Invoice 1	Invoice 2	Invoice 3	Invoice 4	Invoice 5	Invoice 6	Invoice 7	Invoice 8	Invoice 9
Subtotal financial support to third parties									
Total financial support									
Total other cost category D.1 for this WP									

D.2 (Category name)

D.3 (Category name)

D.4 (Category name)

D.5 (Category name)

Consolidated Table

0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
------	------	------	------	------	------	------	------	------	------

INSTRUCTIONS (DETAILED COST REPORTING TABLE (AG) – REPORTING PERIOD)

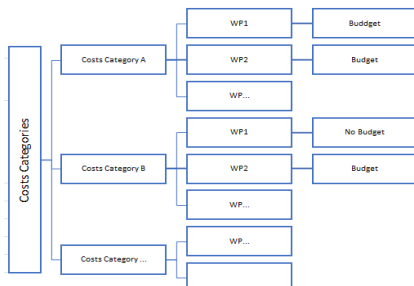
General

The file is composed of **4 sheets** (1. Instructions, 2. Start, 3. Detailed table and 4. Consolidated table (participant)) which must be used to create your Detailed cost reporting table.

You should submit this table as part of your Periodic Report (Funding & Tenders Portal Grant Management Periodic Reporting tool):
- scan and upload as a **single PDF for each participant** directly in the system.

ATTENTION! You may be asked to provide an Excel file by email, if needed.

The cost reporting table is broken down by cost category and work packages. For technical reasons, the number of work packages has to be the same in all categories. Please leave them empty, if there are no costs.



Please take care to insert **only costs that are eligible** under the EU grant agreement (see eligibility article). Costs can be entered in **EUR** or in another **currency**.

Contrary to the detailed budget table (submitted at proposal/grant preparation stage), the cost reporting table must NOT contain estimated costs, but the really incurred costs.

Getting started

To use the file, the Excel Macro security settings must be enabled on your computer. This is managed and checked when opening the file, but contact your IT support if you encounter problems.

Download the file: Before downloading close all other excel files (open excel files may hamper the macros). Download the file from the Portal using EDIT WORKBOOK - EDIT IN EXCEL - SAVE AS to save a copy on your desktop. Then close the document and re-open it.

Please complete the sheets in their order (2. Start - 3. Detailed budget table - 4. Consolidated table (participant)).

ATTENTION! White cells mean that you are required to enter data. Blue cells are calculated automatically.

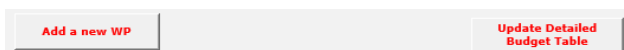
Start sheet

Use this sheet to define the generic data (project/participant name and PIC), the work packages (number and names) and the number of travels. This information will be automatically copied into the other sheets.

By default one work package and travel is already in the table (minimum number possible). Leave them empty, if no travel planned.

Provide a short name, a description for the work package and confirm the number of travels linked to it.

To add a work package, click on 'Add a new WP', enter the name and description (name in ALL CAPITALS) and click on 'Update Detailed Budget Table'.



To delete a work package, tick the check box and click on 'Update detailed budget table'.

Update Detailed Budget Table	
Number of travels	Delete
1	<input checked="" type="checkbox"/>
1	<input type="checkbox"/>

Travels can be increased or decreased by changing the number and clicking on 'Update detailed budget table'.

Attention! If you delete work packages or travels on the start sheet **AFTER** having already started working on the other sheets:

- the work package and all costs will be automatically deleted
- the travel and all costs will be deleted (from the bottom to the top - the last travel will be deleted first).

Detailed table sheet

Use this sheet to enter the budget for each cost category and work package.

Select first the currency (and exchange rate into EUR, if needed).

New lines can be added only when column B is white. Select the cell B on the line that should be added, and click on 'Add new line'. Lines can also be deleted again (except the first one).

		Add New Line	Delete Line	
WORK PACKAGE 1	Name 1	Type of rate (monthly)	Monthly/	[Estimated person-months]
			[days]/[hours]	[Month]/[days]/[hours]
			rate	worked on the action]
		a	b	
	A.1 Employees (or equivalent)			
	Select a staff category	monthly	0.00	0.00
	Select a staff category	monthly	0.00	0.00
	Other			
	[category1]	Select a type of rate	0.00	0.00
	[category2]	Select a type of rate	0.00	0.00

Sub-totals and totals are calculated automatically.

New sections can be added for the sections "B. Subcontracting costs" and "C. Purchase costs".

Select the cell "Add a new subcontractor above" or "Add a new equipment above" and click on the button "Add a new section".

ATTENTION! A new sub-section created cannot be deleted.

		Add new sub-section
WORK PACKAGE 1	PROJECT MANAGEMENT	
	1 [Subcontract short name]	[invoice 1]
		[invoice 2]
	+ [Subcontract short name]	[invoice 1]
		[invoice 2]
	Add a new subcontractor	

Consolidated table (participant) sheet

This sheet shows your budget overview, per work package and cost category. It is calculated automatically.

Unprotect sheets

If case of absolute necessity, you can unprotect the sheets via the button below. Pay attention to not delete formula or change the configuration of the file. All lines or columns are needed for the macros. **Please be aware that any changes done by you, will be under your own responsibility and at your own risk.**

DETAILED COST REPORTING TABLE – REPORTING PERIOD (ACTION GRANTS)

Reporting period:	1
Project number:	
Project acronym:	
Participant short name:	
Participant PIC:	

Currency <small>(use currency of your accounting)</small>	Select a currency in the list	EUR
	Specify a currency if not listed	
	Insert exchange rate	0,0000

Exchange rate:	
If daily exchange rate, use the ECB editable charts:	http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html
If NO daily exchange rate, use the INFOREURO currency converter:	http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/index_en.cfm

ATTENTION ! This table should be filled out one per participant (beneficiary, linked third party/affiliated entity)

ATTENTION ! This table may ONLY contain eligible costs (i.e. costs that comply with the eligibility rules of your grant agreement). The cost reporting table should NOT contain the estimated costs, but the really incurred costs. Costs can be estimated in EUR or in another currency (currency of your accounting). The detailed table has NO impact on the budget flexibility set out in your grant agreement.

ATTENTION ! List each budgeted cost item ONLY once in this table, for the main WP.

ATTENTION ! White cells mean that you are required to enter data. Blue cells are calculated automatically.

ACTION GRANT COST REPORTING TABLE (PER PARTICIPANT)

PROJECT COSTS

A. Personnel costs													
ATTENTION! Cost reporting must be done according to MGA (usually daily rates)	Type of rate <small>(daily/other)</small>	Costs (actual or unit costs)				Also working for other work packages? YES/NO and which WP	Description of project role/activities/responsibilities	Period of activity (for action)		Date(s) of payment(s) <small>(e.g. 30th of each month)</small>	Accounting reference(s)		
		Rate (amount)	Time (days/other of work on the action)	Total (Currency)	Total (EUR)			from month YEAR	to month YEAR				
		a	b	c = a * b									
Total personnel (all WPs)						0,00							

B. Subcontracting costs												
Costs (actual costs)	Total (Currency)	Total EUR	Also used for other work packages? YES/NO and which WP	Description of subcontracted project tasks/activities	Name of subcontractor and subcontract number	Period of activity (for action)		Date of payment	Invoice number	Accounting reference		
						from month YEAR	to month YEAR					
Total subcontracting (all WPs)						0,00						

C. Purchase costs															
C.1 Travel and subsistence															
Costs (actual costs)	Total (Currency)	Total (EUR)	Costs (unit costs)				Also part of other work packages? YES/NO and which WP	Description (e.g. international/not international; place of activity/destination; number of days; number of persons (speakers, personnel and participants whose costs are covered); transport means; average price per person; subsistence costs/daily allowances)	Travel period		Date(s) of payment(s)	Invoice number(s)	Accounting reference(s)		
			Amount per unit	Number of units	Total (Currency)	Total (EUR)			from month YEAR	to month YEAR					
Total travel costs (all WPs)						0,00									
Total accommodation (all WPs)						0,00									
Total subsistence (all WPs)						0,00									
Total travel and subsistence (all WPs)						0,00									

Total equipment (all WPs)						0,00						
Total goods, works and services (all WPs)						0,00						
Total purchase costs (all WPs)						0,00						

D. Other cost categories												
D.1. Financial support to third parties												
Total D.1 (all WPs)						0,00						
Total other cost categories (all WPs)						0,00						

E. Indirect costs												
ALL WORK PACKAGES	Total estimated direct costs (on which indirect cost flat-rate is based, see GA eligibility article)			Costs (flat-rate)	0,00							
	Flat-rate (%)				7 %	ATTENTION! Check that the rate is in line with the call conditions. Put 0% if you receive an EU Operating Grant and are not eligible to charge indirect costs.						
	Total indirect costs				0,00							
Total indirect costs						0,00						
TOTAL COSTS PARTICIPANT								0,00				

PROJECT INCOME

EU CONTRIBUTION (GRANT)												
				Amount (EUR)								
	Total costs			0,00								
	Single Funding rate (%)			0 %	ATTENTION! Enter funding rate from the call conditions.							
	Maximum EU contribution			0,00								

Requested EU contribution				0,00	ATTENTION! In order to avoid rounding issues, please request 1 cent less than the maximum EU contribution.
EU CONTRIBUTION				0,00	
REVENUES AND CONTRIBUTIONS BY THIRD PARTIES					
Revenues					
Income generated by the action					
		Amount	Amount (Currency)	Amount (EUR)	Description of the income (type of generated income and number of users; purpose of financial contribution and reason, etc)
ALL WORK PACKAGES	Estimated income generated by the action	0,00		0,00	
	Total income generated by the action			0,00	
	Revenues			0,00	
In-kind contributions by third parties					
In-kind contributions by third parties					
		Amount	Amount (Currency)	Amount (EUR)	Description of the income (type of generated income and number of users; purpose of financial contribution and reason, etc)
ALL WORK PACKAGES	Estimated in-kind contributions by third parties	0,00		0,00	
	Total in-kind contributions			0,00	
	In-kind contributions			0,00	
Financial contributions by third parties					
Financial contributions by third parties					
		Amount	Amount (Currency)	Amount (EUR)	Description of the income (type of generated income and number of users; purpose of financial contribution and reason, etc)
ALL WORK PACKAGES	Estimated financial contributions by third parties	0,00		0,00	
	Total financial contributions			0,00	
	Financial contributions			0,00	
TOTAL REVENUES AND CONTRIBUTIONS BY THIRD PARTIES				0,00	
OWN RESOURCES					
				Amount (EUR)	
	Own resources			0,00	
	OWN RESOURCES			0,00	
TOTAL INCOME PARTICIPANT				0,00	

