

How to use the EXCEL Budget form

How to use the compulsory EXCEL Budget form¹

The form is protected: it is possible to write in the required boxes, but it is impossible for you to modify the structure of the form, to modify the headings and categories, etc. The nomenclature for the main budget headings (each one represented by a different tab) is compulsory and may not be changed; all your specific needs must fall within the nomenclature set out in the form. The form has been designed in such a way that it allows you to present your budget in detail. The 'explanation' column can contain a brief comment for each line. In addition the 'memo' box on each sheet can contain all the useful additional explanations. When a table contains sub-titles (example: sheet 'B'), these sub-titles can be moved into any line of the table. If however some sheets do not have enough lines, it is not possible to add lines; in this case you should group all the amounts in the lines supplied and you can, if necessary, use the 'memo' box at the bottom of the page to give any necessary details regarding the calculation.

In the "Budget" tab, only the amounts "I : Overheads", and "Q: Contribution requested from EC" should be filled in. All the other amounts will be inserted automatically from the 'total' box of the other tabs (*A Staff, B Travel*, etc.). The information listed outside the box to the right indicates either the percentage, or an explicit error message. This arrangement allows you to ensure that your budget corresponds to the conditions for eligibility. A proposal is therefore potentially ineligible if there are one or more error messages on this sheet.

Full details must be given under each heading, for example:

Personnel

Use the formula: number of people according to qualification x number of days x employer's costs per day (salary plus social security contributions).

Use actual present salary costs and specify the person's status (employee, self-employed etc.).

State in each case whether the person is specifically recruited for the project or is a member of your staff allocated to the project on a full-time or part-time basis.

This information must be coherent with the information included in the staff treatment form.

Translation or interpretation costs

Specify the price per page/language

State the number of languages and the likely number of pages etc.

Travel and accommodation costs

State the average cost between the place of departure and the destination, means of transport used, duration of stay, etc.

For air travel use Apex, Pex, excursion or similar fares wherever possible.

Expenditure estimates must be in euros.

¹ An EXCEL form is made up of several sheets accessible by using tabs concerning respectively the name of each of the sheets and aligned horizontally at the bottom of the screen. To pass from the sheet visible on the screen when the file is opened to a different sheet not visible on the screen, one simply clicks on the tab of the desired sheet.