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| A. DIRECT PERS |  |
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# ANNEX 1 to Part B Detailed Estimation of Costs for Lump Sums 

## Instructions

This workbook for Lump Sum calculation must be uploaded in the Submission system as a mandatory document in annex to the application.
Please note that if you do not upload the fully completed Excel workbook as an annex, the application cannot be submitted (the system will not allow you to submit).

According to the Lump sum scheme, the lump sum for a Work Package (WP) will normally be paid only when the entire Work Package has been completed. Please take this into consideration while structuring your proposal. Work Packages should be designed in a way that enables the evaluator to clearly identify whether the action has been completed.

We recommend using Excel 2010 or more recent.

The only currency used in this worksheet is EURO.

The first thing you need to do is to set the relevant Maximum Grant Amount (in row 32 of this sheet), and the maximum \% of co-financing (in row 33, both in column E) applicable for the call.
This data can be found on the Portal under Topic Conditions and in the Call document.

You then have to fill in only the following sheets: 'Beneficiaries List' - 'Work Package list' - 'BE XXX' (one sheet per Participating Organisation) - 'Depreciation costs' (if your budget includes the purchase of equipment) and the last column of the 'Proposal Budget' sheet with the Requested EU Grant Amount

You first need to start filling in the sheet 'Beneficiaries list' where you are asked to enter all participants in the project including any Affiliated Entities.
To add beneficiaries, please double-click on 'Add a Beneficiary'; to add an affiliated entity, please, doubleclick on 'Add an Affiliated Entity'.
NOTE: the costs of Associated Partners cannot appear in any part of this budget.

Then you can fill in the sheet 'Work Packages list', where you are asked to enter all the Work Packages. To add a work package, please double-click on 'Add a Work Package'.

Once you have completed the 'Beneficiaries List' and 'Work Package list' sheets, or each time you add or remove a beneficiary or a work-package, you must double-click on one of the "Apply changes" buttons to generate the related sheets in the Excel workbook.

At this stage your spreadsheet is ready to be edited Beneficiary by Beneficiary (BE XXX) for all the workpackages concerned.
You are requested to enter for each Beneficiary Spreadsheet, all the related costs of each WorkPackage.

You have to complete a 'BE XXX' sheet per Beneficiary. This sheet includes separate sections for the various costs categories for each Work Package of the project.
Complete only the number of units and the cost per unit for each cost category. The total cost per cost category will be automatically calculated.
If the Beneficiary does not contribute to a specific WP or cost category, then leave it blank.

You have to estimate the eligible costs of your proposal using the same methodology as if these costs were declared under an actual cost-based grant agreement.
For additional information, please refer to the Annotated Model Grant Agreement.
Annotaded Grant Agreement in Reference-documents section of Erasmus
In each 'BE XXX' sheet, for section "A. DIRECT PERSONNEL COSTS", you have to encode your costs using the following unit: 1 unit is 1 person-month

In each 'BE XXX' sheet, for section 'C2. Equipment', use the 'Depreciation costs' sheet as a tool to calculate the depreciation costs to be charged for the whole duration of the project.
This amount is NOT automatically transferred to the respective 'BE XXX' sheet. You have to add manually the depreciation costs in the dedicated section of the 'BE XXX' sheet. If you have several items in the 'Depreciation costs' sheet for one single section (same Beneficiary, same Work Package and same "Resource type"), you must add only the total of these items to the relevant cell in the 'BE XXX' sheet.

Indirect costs will be calculated automatically in each 'BE XXX' sheet.

The summary tables 'BE-WP Overview', 'Estim costs of the project', 'Proposal Budget', and 'BE-WP Person Months' will be produced automatically.

## Nevertheless, in the 'Proposal Budget' sheet, in the column (AP), <br> you need to fill in manually the 'Requested EU Grant Amount' for each beneficiary.

We advise you to fill the 'requested EU Grant Amount' column once you have completed all the other elements in the Excel Workbook.

The amount you entered in the 'Proposal Budget' sheet of this Excel workbook under the heading Requested EU Grant Amount must be identical to the Requested Grant Amount in the "Section 3 - Budget", in the application form Part A.

The 'BE-WP Overview', 'Estim costs of the project' and 'BE-WP person months' sheets are there for your information and will be used during evaluation of your application.

If you have any comment, you can use the 'Any comments' sheet.
If you use the category 'other' in sections 'A. 1 Staff costs' and / or 'C. 3 Other goods, works and services', you should specify the breakdown of the cost, in the 'Any comments' sheet.

The format of this Excel workbook is .xlsm because it uses macros.
However, this format cannot be uploaded to the submission system for security reasons. Only XLSX format is allowed.
Therefore, please save a copy as an .xlsx document to upload it to the proposal submission tool.
To save this workbook as .xlsx document:

- double-click on the button 'Create XLSX Document' in cell E37 of this Instructions sheet.

OR

- in Excel, click on "File" and then "Save as"; in the "Save as" dialog box, choose ".xlsx" from the "Save as type" dropdown list.

Insert the name of your call Insert the acronym of your project
Maximum grant amount for the EU contribution as stipulated in the call Maximum cofinancing rate as stipulated in the call

The document which will be created with format .XLSX will be saved in the same folder where this workbook. XLSM is currently placed.
that this definition is common to all Work Packages for all Beneficiaries.

| ONNEL COSTS |
| :--- |
| गloyees (or equivalent) man days (you can change the types based on your structure) |
| Project manager <br> Expert/advisor/researcher <br> Trainers/teachers <br> Technical personnel <br> Administrative personnel |



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FILL IN THE VALUES BELOW BEFORE STARTING:

| $:$ | ERASMUS-EDU-2022-CBHE-STRAND-2 |
| :--- | :---: |
| $\vdots$ | BIOSINT |
| $\vdots$ | $800.000,00 €$ |
| $\vdots$ | $90,00 \%$ |

## Create XLSX document

Double-Click to activate

| List of Beneficiaries and Affiliated Entities |  |  |  |
| :--- | :--- | :--- | :---: |
| BE NR/AE | BE/TP name | Acronym | Country |
| BE 001 | University of Kragujevac | UniKg | RS |
| BE 002 | KU LEUVEN | KU | BE |
| BE 003 | Victor Babes University of Medicine and Pharmacy 7 | UMFVBT | RO |
| BE 004 | University of East Sarajevo | UES | BA |
| BE 005 | UNTZ | BA |  |
| BE 006 | University of Tuzla | SUM | BA |
| BE 007 | University of Mostar | UoM | MO |
| BE 008 | University of Montenegro | USH | AL |
| BE 009 | University of Shkodra | UMT | AL |

Actions (double-click to activate)

| APPLY CHANGES | Add a Beneficiary |
| :---: | :---: |
| Remove this Beneficiary | Add an Affiliated Entity |
| Remove this Beneficiary | Add an Affiliated Entity |
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| Remove this Beneficiary | Add an Affiliated Entity |
| Remove this Beneficiary | Add an Affiliated Entity |


| List of Work Packages |  |
| :--- | :--- |
| WP Nbr | WP Label |
| WP 001 | Project management and quality architecture |
| WP 002 | Research and needs analysis |
| WP 003 | Development of appropriate system and protocol for I |
| WP 004 | Internationalization of curriculum (IoC) |
| WP 005 | Impact and dissemination |


| APPLY CHANGES |
| :---: |
| Remove this Work Package |
| Remove this Work Package |
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| Remove this Work Package |

## Actions (double-click to activate)

| Add a Work Package |
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| BE 005niversity of Tuz |  | BE 005 |  |  | BE 005 |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | University of Tuzla |  |  |  |
|  |  | UNITS | COST PER UNIT | BENEFICIARY TOTAL COSTS | BE+AE TOTAL COSTS |
|  |  |  |  |  |  |
|  | Total WORK PACKAGES: |  |  | 87.484 | 87.484 |
|  |  |  |  |  |  |
|  | Project management and quality architecture |  |  |  |  |
| $\begin{aligned} & 7 \\ & 8 \\ & 0 \\ & 3 \end{aligned}$ | A. DIRECT PERSONNEL COSTS |  |  | 5.720 | 5.720 |
|  | A1. Employees (or equivalent) person months |  |  | 5.720 | 5.720 |
|  | Project manager | 2 | 1.980 | 3.960 | 3.960 |
|  | Expert/advisor/researcher |  | 1.540 | - | - |
|  | Trainers/teachers |  | 1.540 | - | - |
|  | Technical personnel | 1 | 990 | 990 | 990 |
|  | Administrative personnel | 1 | 770 | 770 | 770 |
|  | A. 2 Natural persons under direct contract |  |  | - | - |
|  | A. 3 Seconded persons |  |  | - | - |
|  | A. 4 SME Owners without salary |  |  | - | - |
|  | A. 5 Volunteers |  |  | - | - |
|  | B. Subcontracting costs |  |  | - | - |
|  | C. Purchase costs |  |  | 1.940 | 1.940 |
|  | C. 1 Travel and subsistence per travel or day |  |  | 1.940 | 1.940 |
|  | Travel | 2 | 196 | 392 | 392 |
|  | Accommodation | 8 | 96 | 768 | 768 |
|  | Subsistence | 12 | 65 | 780 | 780 |
|  | C. 2 Equipment (please refer to the Depreciation Cost sheet) |  |  | - | - |
|  | C. 3 Other goods, works and services |  |  | - | - |
|  | Consumables |  |  | - | - |
|  | Services for Meetings, Seminars |  |  | - | - |
|  | Services for communication/promotion/dissemination |  |  | - | - |
|  | Website |  |  | - | - |
|  | Artistic Fees |  |  | - | - |
|  | Other (please specify details under worksheet "Comments") |  |  | - | - |
|  | D. Other cost categories |  |  | - | - |
|  | D. 1 Financial support to third parties |  |  | - | - |
|  | TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING ( $\mathrm{A}+\mathrm{B}+\mathrm{C}+\mathrm{D}$ ) |  |  | 7.660 | 7.660 |
|  |  |  |  |  |  |
|  | E. Indirect costs 7\% (rounded to zero decimals) |  |  | 536 | 536 |
|  |  |  |  |  |  |
|  | TOTAL COSTS ( $\mathrm{A}+\mathrm{B}+\mathrm{C}+\mathrm{D}+\mathrm{E}$ ) - |  |  | 8.196 | 8.196 |








| Your Requested EU Grant Amount : 631 |  | EUR |  |  |
| :---: | :---: | :---: | :---: | :---: |
| BE NR/AE | Acronym | WP 001 <br> Project management and quality architecture | WP 002 Research and needs analysis | WP 003 <br> Development of appropriate system and protocol for laH |
| University of Kragujevac | UniKg | 24.836 | 8.892 | 11.870 |
| KU LEUVEN | KU | 17.319 | 1.686 | 10.551 |
| Victor Babes University of Medicine and Pharmacy Timisoara | UMFVBT | 7.652 | 4.651 | 10.085 |
| University of East Sarajevo | UES | 8.147 | 13.243 | 11.375 |

TOTAL PERSON/MONTHS FOR ALL BENEFICIARIES PER WP
(INCLUDING LINKED THIRD PARTIES)

| BE NR/AE | Acronym | WP 001 <br> Project management and quality architecture | WP 002 Research and needs analysis | WP 003 <br> Development of appropriate system and protocol for IaH |
| :---: | :---: | :---: | :---: | :---: |
| University of Kragujevac | UniKg | 15 | 4 | 8 |
| KU LEUVEN | KU | 2 | - | 1 |
| Victor Babes University of Medicine and Pharmacy Timisoara | UMFVBT | 4 | 2 | 6 |
| University of East Sarajevo | UES | 4 | 2 | 6 |


| BE nr | Beneficiary name | WP nr | Work Package name | Resource type | Short name of the investments | Date of purchase | Purchase cost | \% used for the project | $\%$ use for lifetime of the investment | Charged depreciation costs per investment | Justification: Needed info for depreciation |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | University of East Sarajevo | 4 | Internationalization of curric | Equipment | Virtual classrooms: projector, laptd | 31-12-23 | 25.000 | 100\% | 100\% | 25.000 |  |
| 2 | University of Tuzla | 4 | Internationalization of curric | Equipment | Virtual classrooms: projector, laptd | 31-12-23 | 25.000 | 100\% | 100\% | 25.000 |  |
| 3 | University of Mostar | 4 | Internationalization of curric | Equipment | Virtual classrooms: projector, laptd | 31-12-23 | 25.000 | 100\% | 100\% | 25.000 |  |
| 4 | University of Montenegro | 4 | Internationalization of curric | Equipment | Virtual classrooms: projector, laptd | 31-12-23 | 25.000 | 100\% | 100\% | 25.000 |  |
| 5 | University of Skhodra | 4 | Internationalization of curric | Equipment | Virtual classrooms: projector, lapte | 31-12-23 | 25.000 | 100\% | 100\% | 25.000 |  |
| 6 | University of Tirana | 4 | Internationalization of curric | Equipment | Virtual classrooms: projector, laptd | 31-12-23 | 25.000 | 100\% | 100\% | 25.000 |  |
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## Any comments

| $n r$ | BE ref | WP ref | Comments |
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| 1 | BE004 | 3 | University of East Sarajevo will print strategies for IaH, 200 pieces $\times 10$ EUR per piece $=2000$ EUR within Other good, works and |
| 2 | BE005 | 3 | University of Tuzla will print strategies for laH, 200 pieces $\times 10$ EUR per piece $=2000$ EUR within Other good, works and service: |
| 3 | BE006 | 3 | University of Mostar will print strategies for laH, 200 pieces $\times 10$ EUR per piece $=2000$ EUR within Other good, works and servic |
| 4 | BE007 | 3 | University of Montenegro will print strategies for laH, 200 pieces $\times 10$ EUR per piece $=2000$ EUR within Other good, works and |
| 5 | BE008 | 3 | University of Shkodra will print strategies for laH, 200 pieces $\times 10$ EUR per piece $=2000$ EUR within Other good, works and serv |
| 6 | BE009 | 3 | University of Tirana will print strategies for laH, 200 pieces $\times 10$ EUR per piece $=2000$ EUR within Other good, works and servict |
| 7 | BE004 | 4 | Within task 4.2 Select courses for loC and review current practices teachers engaged in courses that will be selected for the int be trained on the professional way for getting skills in English language in order to better communicate in the process of intern (teachers and students). Language center will be engaged for the support in the realization of this task. 6 teacher $\times 300$ EUR $=1$ |
| 8 | BE005 | 4 | Within task 4.2 Select courses for loC and review current practices teachers engaged in courses that will be selected for the int be trained on the professional way for getting skills in English language in order to better communicate in the process of intern (teachers and students). Language center will be engaged for the support in the realization of this task. 6 teacher $\times 300$ EUR $=1$ |
| 9 | BE006 | 4 | Within task 4.2 Select courses for loC and review current practices teachers engaged in courses that will be selected for the int be trained on the professional way for getting skills in English language in order to better communicate in the process of intern (teachers and students). Language center will be engaged for the support in the realization of this task. 6 teacher $\times 300$ EUR $=1$ |
| 10 | BE007 | ${ }^{4}$ | Within task 4.2 Select courses for loC and review current practices teachers engaged in courses that will be selected for the int be trained on the professional way for getting skills in English language in order to better communicate in the process of intern (teachers and students). Language center will be engaged for the support in the realization of this task. 6 teacher $\times 300$ EUR $=1$ |
| 11 | BE008 | 4 | Within task 4.2 Select courses for loC and review current practices teachers engaged in courses that will be selected for the int be trained on the professional way for getting skills in English language in order to better communicate in the process of intern (teachers and students). Language center will be engaged for the support in the realization of this task. 6 teacher $\times 300$ EUR $=1$ |
| 12 | BE009 | 4 | Within task 4.2 Select courses for loC and review current practices teachers engaged in courses that will be selected for the int be trained on the professional way for getting skills in English language in order to better communicate in the process of intern (teachers and students). Language center will be engaged for the support in the realization of this task. 6 teacher $\times 300$ EUR $=1$ |
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