**Global Service Facility of the EC - Proposal Writing Camp**

**Hands-on work in group(s)**

**Budget Session**

**BUDGET PREPARATION Exercise**

* **For one of the Work Packages & tasks you have developed during the PWC, prepare a calculation of costs.**
* **Consider partners to be involved in the tasks, and allocate Person-Months (PM) to them for the work to be performed.**
* **Give PM monthly rates per partner, and calculate the personnel cost WP budget.**
* **Calculate other costs and indirect costs.**

**Person-month (PM) allocation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tasks | **Partner 1** | **Partner 2** | **Partner 3** | Total |
| Task title 1 |  |  |  |  |
| Task title 2 |  |  |  |  |
| Task title 3 |  |  |  |  |
| Total: |  |  |  |  |

**Amounts calculation**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Number of PM** | **PM Monthly rate** | **Amount** |
| Partner 1 |  |  |  |
| Partner 2 |  |  |  |
| Partner 3 |  |  |  |
| **Total for WP:** |  |  |  |

**Other costs (for this WP)**

* Travel
* Purchases
  + catering; flyers; brochures; website; video
  + Consumables
  + Equipment (particular probe; software)
* Sub-contracting (i.e. outsourcing; )

**Indirect cost**

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