



ERC H2020 Synergy Proposal Budget Preparation Guidelines

Guidance on How to complete Section C, Part B2:

Resources (including project costs):

BUDGET TABLE:

Please use our Excel budget template to create your ERC budget. However, only the budget table below (included in a separate document in Excel format) should be copied/pasted as a picture into Part B2:

Section c. Resources (including project costs):

Cost category		Corresponding PI	2 nd PI	3 rd PI	4 th PI	Total in euro	
PI name							
Host Institution							
Direct Costs¹	Personnel	PI ²					
		Senior Staff					
		Postdocs					
		Students					
		Other					
	<i>i. Total Direct costs for Personnel (in euro)</i>						
	Travel						
	Equipment						
	Other goods	Consumables					
		Publications ³					
Other (please specify)							
<i>ii. Total Other Direct Costs (in euro)</i>							
A – Total Direct Costs (i + ii) (in euro)							
B – Indirect Costs (overheads) 25% of Direct Costs⁴ (in euro)							
C1 – Subcontracting Costs (no overheads) (in euro)							
C2 – Other Direct Costs with no overheads⁵ (in euro)							
Total Estimated Eligible Costs (A + B + C) (in euro)							
Total Requested Grant (in euro)							

¹ An additional cost category 'Direct costing for Large Research Infrastructures' applicable to H2020 can be added to this table (below 'Other Goods and services') for PIs who are hosted by institutions with Large Research Infrastructures of a value of at least EUR 20 million and **only** after having received a positive ex-ante assessment from the Commission's services.

² When calculating the salary, please take into account the percentage of each PI's dedicated working time to run the ERC funded project (i.e. minimum 30% of the working time).

³ **Include** in the Publications costs **Open Access fees**, dissemination activities, etc.

⁴ Please note that the overheads are fixed to a flat rate of exactly 25%.

⁵ Such as the costs of resources made available by third parties which are not used on the premises of the beneficiary



The project cost estimation should be as accurate as possible. Significant mathematical mistakes may reflect poorly on the credibility of the budget table and the proposal overall. The evaluation panels assess the estimated costs carefully; unjustified budgets will be consequently reduced. The Total Estimated Eligible Costs and the Total Requested Grant amounts in the table **MUST** match those presented in the online proposal submission form, section 3 – Budget.

In case you are requesting additional funding (up to EUR 4 million) above the normal EUR 10 million, fully justify your request by filling in the table below (please delete the table if not applicable). **Include these costs in the above budget table.**

Request for additional funding above EUR 10 000 000 for	Justification
<p>Keep only the category(ies) that apply to the project.</p> <p>(a) covering eligible 'start-up' costs for a PI moving from another country to the EU or an Associated Country as a consequence of receiving an ERC grant and/or, (b) the purchase of major equipment and/or, (c) access to large facilities.</p>	

Please indicate the duration of the project in months ⁶ :	
Please indicate the % of working time each PI dedicates to the project over the period of the grant:	%
Corresponding PI name:	
2 nd PI name:	
3 rd PI name:	
4 th PI name:	

Each PI must specify briefly their commitment to the project and how much time each one of them is willing to devote to the proposed project. Please note that each PI is expected to devote at least 30% of their working time to the ERC project.

⁶ The maximum award is reduced pro rata temporis for projects of a shorter duration than 72 months (e.g. for a project of 60 months duration the maximum requested EU contribution allowed is EUR 8 333 333). Additional funding to cover major one-off costs is not subject to pro-rata temporis reduction for projects of shorter duration (e.g. with additional funding it is possible to request a maximum EU contribution of EUR 12 333 333 million for a project of 60 months duration).



Please note that any additional funding request under (a) and (b) is subject to 25% overhead. Thus the actual total amount of additional funds is as follows: Starting - up to 400,000 Euros, Consolidator - up to 600,000 Euros, Advanced - up to 800,000 Euros, Synergy - up to 4,000,000 Euros.

The request of additional funding under (c) to access large research facilities owned by a third party and not used on the premises of the beneficiaries should be listed in cost category "C2. Other Direct Costs with no overheads".

BUDGET JUSTIFICATION:

The budget justification explains your costs in a free-flowing text and should ensure that you address the feasibility of the project, particularly since one of the review criteria for ERC is: "To what extent are the proposed timescales and resources necessary and properly justified (based on the full Scientific Proposal)?"

The explanation of the different budget sections must be in the same order as in the budget table, i.e. Personnel; Travel; Major Equipment; Equipment; Consumables; Publications costs (including any costs related to Open Access), Other: dissemination activities, services, audit etc.; Overheads; Subcontracting Costs.

Existing resources

Please begin with a short description of your existing resources (e.g. infrastructures, lab, equipment, team members etc.). You can also refer to your departmental, faculty, university, institutional expertise including specific experts in your work environment. In your methodology section you have already described how you will carry out your research and what equipment, consumables, software or other resources will be needed. When these resources are currently available, you do not need to charge them to the ERC project.

You can also add a short description of your department and specifically of HUJI's experience, for example: "The Hebrew University of Jerusalem has extensive experience in managing EU projects. The university has an experienced administrative team to deal with any issue that may rise and also has a financial reporting unit with many years of experience in managing and reporting EC grants".

Requested resources

Direct Costs:

Personnel:

Describe the size and nature of the team, indicating, where appropriate, the key team members and their roles. Elaborate on the different types of personnel you intend to employ in the budget justification text. The explanations must include the time to be devoted by each team member, their role in the project, and where necessary- their expertise and skills.



- **Principal Investigator (PI):**
 - You should briefly specify your commitment to the project and how much working time you are willing to devote. The PIs justification should provide the overall position of the PI as the leading steering force of this research proposal.
 - Please note that it is more acceptable that the PI refers to his/herself in first person (“I”).
 - For example: "I will devote X% of my time to the project." / "I will be in charge of..." / "I will conduct..." "I will lead..." / "As PI, I will be responsible for all aspects of the project and will devote at least x% of my time to its successful completion. I will closely supervise the execution of the ERC project and will be actively involved in overcoming technical and conceptual hurdles that may be encountered, including daily involvement in quality control and managing experiments. I will..."
- **Senior staff:**
 - For example: "Dr. xxx - A senior researcher, specializing in ... will be appointed for a 25% position for 5 years, and will be responsible for"
- **Post-docs, PhD students, M.Sc. students:** "I will recruit X PhD students, and X Post-Doctoral Fellow." "Each of the students will devote X% of their time." "The Post-docs/PhD students will be responsible for..."
- **Other:** Such as: lab manager, technician, programmer, students by hourly payment, administrative assistant.
 - It is highly recommended to allocate in the budget a part-time administrative assistant to deal with the administrative aspects of the project.
For example: "an administrative assistant will devote 50% of his/her time, and is required to take care of all administrative arrangements such as visits, travelling, reporting, etc."; "An administrative Assistant will be responsible for the time-consuming tasks of managing personnel and administrative issues, consumable orders, workshop/conference arrangements, keeping track of time sheets, financial records and reporting, etc."

Travel:

All Travel expenses (including flights, accommodation and subsistence) for the PI and team members should be budgeted under Travel Costs.

Travel activities can include conferences/seminars/workshops participation, collaboration meetings, and special courses and training, field trips, research expeditions, visit to archives, libraries, museums etc.

Travel expenses also include costs of travel and participation in workshops and conferences of Visiting experts;



- When estimating the costs for travel, please also consider participation of the PI and team members in conferences and dissemination events abroad. The estimated costs for traveling are: ~1,500 euro per trip per person to Europe and ~2,500 euro per trip per person to US or other far destinations. Adjust accordingly for longer trips.
- Travel costs (flights, accommodation, and subsistence) may relate to the PI, his/her team members, and the visiting experts.

Major Equipment: (Additional Funds) (If applicable)

In case you are requesting additional funding you should also state here the justification that appears in the budget table.

"Requested funds for a" "the equipment is required for the project for...."

Equipment:

Describe any necessary resources, such as infrastructure and equipment. It is advisable to include a short technical description of the equipment requested, a justification of its need as well as the intensity of its planned use.

According to the EU regulation, the equipment is depreciated, the practice in HUJI is to have 3 years of depreciation. Thus, any equipment should be purchased by the end of the second year of the project, at the latest. If purchased later, the "depreciation costs" of the equipment after the end of the project will not be recognized by the EU and must be covered by other sources of the PI.

Other Goods & Services:

Consumables:

Please specify the different items in main categories (e.g. reagents, mice, laboratory supplies, etc.). Also considered as consumables: professional software, access to online databases, replacement parts for equipment, professional literature etc.

Publications:

Costs for providing immediate Open Access to publications (article processing charges/book processing charges) are eligible and can be charged to the ERC grant if they are incurred during the lifetime of the project.

For Example: "Funds are requested to defray publication costs – including open access, scientific editing, translations, journal costs etc."



Other:

Includes all other costs needed for the implementation of the research project that were not specified above such as:

- **Hosting:**

- Organizing costs of seminars/workshops/conferences;

- **Services:**

- **Contracts to purchase goods, works or services** that are necessary to **support** the implementation of the research by the PI but they are not part of the core research actions.
For example: Hiring a web-designer to build a web-site for the project;
- **Payments for Service Units such as:** Nano-Center, ELSC, Animals maintenance, etc.;
- **Payments for participants in experiments;**

- **Audit:**

Mandatory External Audit certificates should be budgeted at 8,000 Euro. Please use the following sentence:
"Funds are requested to cover the expenses of an external audit certificate"

Indirect Costs:

- **Overheads:**

Overheads: 25% of all direct costs.

- **Subcontracting Costs (no overheads) (C1):**

Subcontracts concern the implementation of specific **CORE research actions** that cannot be implemented on the premises of HUJI. For example: Contract for (parts of) the research or innovation tasks mentioned in the research proposal. The PI must award the subcontracts ensuring the best value for money.



BUDGET APPROVAL:

The budget must be authorized by the EU Desk at the Authority for Research and Development prior to submission. For budget preparation assistance and approval, please contact the EU Desk at the Authority for Research and Development:

- Keren Sagi: Tel: 02-6586676; Email: kerensa@savion.huji.ac.il, Head of EU Desk
- Rona Zuriel: Tel: 02-6586668; Email: ronazu@savion.huji.ac.il, Assistant, Head of EU Desk
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