

Info Webinar for applicants

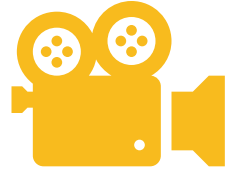


European Asylum Curriculum Implementation
EUBA-EUAA-2026-EAC

Date: 19 February 2026



Practicalities



The webinar is recorded and will be made available via YouTube on EU Funding & Tenders Portal.



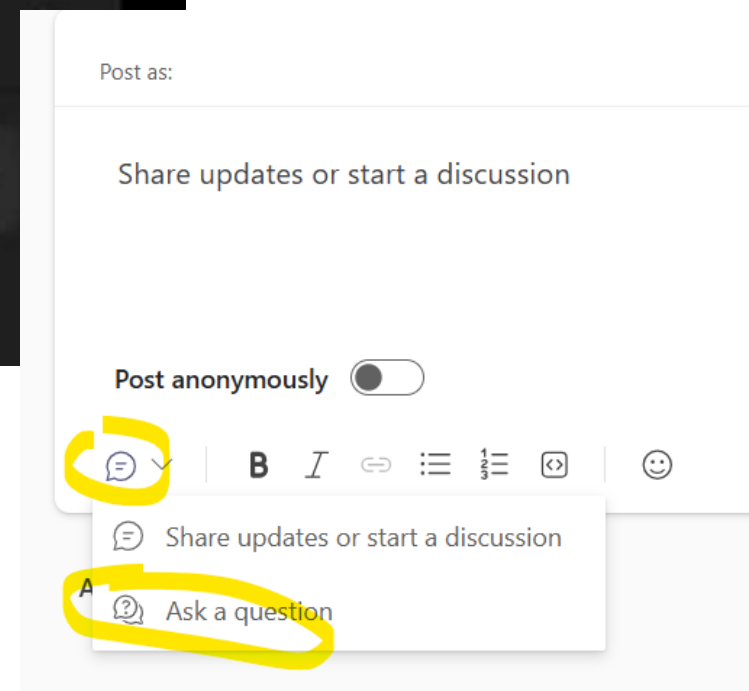
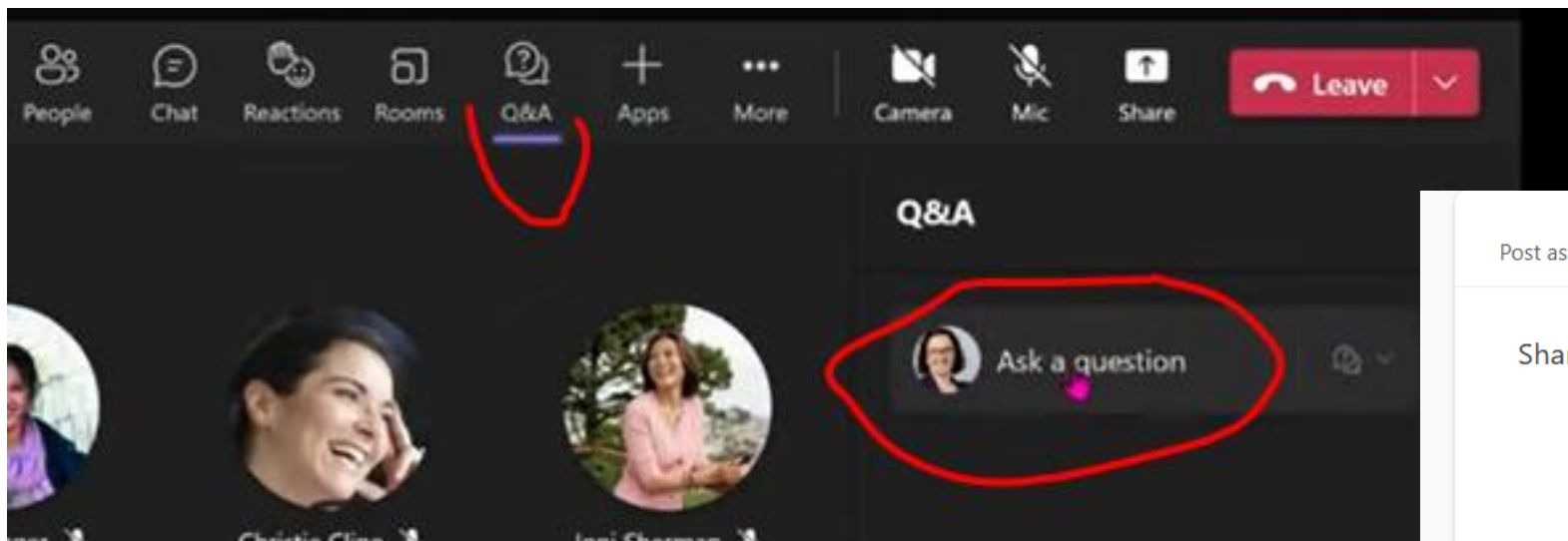
Q&A function is available: Ask a question any time (anonymous mode is available).

Use voting system.

Similar questions may be grouped.

All questions will be answered and available on F&TP (call page)

How to ask a question:





READ THE CALL DOCUMENT

... IS LEGALLY BINDING!

This webinar is to explain the call for proposals.

We cannot provide preliminary assessment of your project idea.

Information Webinar for Applicants

From Learning to Convergence: The Implementation of the European Asylum Curriculum (EAC)

Call ID: EUBA-EUAA-2026-EAC

19 February 2025
10:00 – 12:30

EUAA

<p>10:00 – 10:15</p>	<p>Welcome <i>by Roberto Fallini, Head of Training Planning and Programming Sector</i></p>
<p>10:15 - 10:30</p>	<p>EUBA-EUAA-2026-EAC - Q&As <i>Call objectives – activities – impact by Roberto Fallini, Head of Training Planning and Programming Sector</i></p>
<p>10:30 - 11:00</p>	<p>Evaluation procedures, timeline, award criteria - Q&As <i>By Ivana Komarkova (Grants Officer)</i></p>
<p>11:00 - 11:30</p>	<p>How to submit your proposal & Application structure - Q&As <i>By Ivana Komarkova (Grants Officer)</i></p>
<p>11:30 - 12:15</p>	<p>Single Lump Sum grant & Detailed budget table - Q&As <i>By Ivana Komarkova (Grants Officer)</i></p>
<p>12:15 - 12:30</p>	<p>Final remarks - Q&As - closure</p>

Legal Framework

- EUAA Regulation foresees the possibility to disburse grants
- The EUAA awards grants to help carrying out its mandate, to support Member States in implementing the Common European Asylum System (CEAS)






CALL OBJECTIVES – ACTIVITIES - IMPACT

Read Call Document!







CALL OBJECTIVES

Support the EU+ countries in building capacities of asylum and reception officials via the European Asylum Curriculum (EAC)

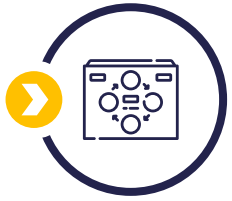
-  Capacity Building for Asylum and Reception Officials
-  Professionalisation of Asylum and Reception Sector
-  Strengthening Sustainability of Asylum and Reception Services
-  Fostering Regional Cooperation and Exchange of Best Practices
-  Supporting National Contact Points

Activities that can be funded (example)

-  Organisation and delivery of national and regional training sessions, including associated costs
-  Supporting the EUAA trainers' pool
-  Deployment of content experts/trainers
-  Organisation of, and participation in, the TNCP and TAG work

We do NOT fund:

-  Trainings on **content other than the EAC of EUAA**



Target

Asylum and reception authorities or (mandated) entities of EU+ countries



Duration

Projects should normally range between 10-12 months



Budget

Grant amount must be **between EUR 60.000 and EUR 200.000** (lump sum grant)



QUESTIONS & ANSWERS



EVALUATION PROCEDURE – TIMELINE – AWARD CRITERIA

Read Call Document!



CALL TIMELINE

**19 Feb 2026:
INFORMATION SESSION**

June 2026:
EVALUATION RESULTS

July 2026: GRANT
AGREEMENT SIGNATURE

**18 Dec 2025: CALL
PUBLICATION**

**31 Mar 2026 at 17:00 CET:
CALL DEADLINE**

EVALUATION PROCESS



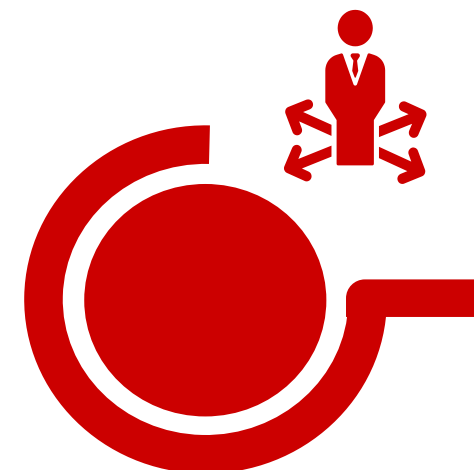
ADMISSIBILITY



ELIGIBILITY



**FINANCIAL &
OPERATIONAL
CAPACITY &
EXCLUSION**



**EVALUATION &
AWARD**

ADMISSIBILITY

Submission



- **Electronically** submitted via **F&TP**
- Before **call deadline – 31st March at 17:00 CET**

Completeness



- Application - **Part A & Part B & Detailed budget table**
- All the requested information

Quality



- Readable, accessible, printable
- Part B = **max 50 pages**
Evaluators will not consider any additional pages

ELIGIBILITY

Eligible Participants (eligible countries):

- Legal entities (public or private bodies)
- Established in one of the eligible countries*: EU MS, Iceland, Liechtenstein, Norway and Switzerland
- National asylum and reception authorities or entities with a public service mission mandated by EU+ countries to operate in the field of asylum and reception.

Consortium Composition:

- Single applicant or consortium
- NGOs and CSOs may only apply in role of an affiliated entity.

Eligible Activities:

- Read Call document section 2.

Requested Grant Amount (per project):

- between EUR 60 000 and EUR 200 000 (min – max!)

Call document section 6

FINANCIAL AND OPERATIONAL CAPACITY AND EXCLUSION

Financial Capacity

- **stable and sufficient resources to implement the project** (*public bodies exempted*)

Operational Capacity

- **know-how, qualifications and resources to implement the project** (*public bodies exempted*)

Exclusion

- **in exclusion or rejection situations** (e.g. in bankruptcy, breach of social security or tax obligations, committed fraud or corruption, or resisted audit, misinterpreted information) - Full list: EU Financial Regulation 2024/2509 Article 138 and 143)

- **Declaration** in application Part A
- **Financial Capacity** – EU Central validation
- **Operational capacity** via quality award criterion
- **Declaration** before grant agreement signature

AWARD CRITERIA

Award Criteria	Min. pass score	Max.
1. RELEVANCE	21	40
2. QUALITY	16	30
3. IMPACT	16	30
Overall Pass Score:	60	100



AWARD CRITERIA

1. RELEVANCE (40 points)

- Extent to which the proposal **contributes to the objectives and expected impact/outcomes of the call**
- Clearly **defined training and professional development needs** and **related specific project's objectives**
- **Adherence to EUAA's training strategy and methodology**

AWARD CRITERIA

2. QUALITY (30 points)

- Clarity and consistency of project with **logical links between the identified needs and proposed actions** (logical frame concept and methodology)
- **Quality of the consortium** (if applicable), **participants' profiles and project teams**, including appropriate **division of roles and procedures to cooperate** within the project
- Methodology for **implementing the project** including **organisation of the work** (procedures and allocation of resources, project management, involvement of subcontractors, timetable and feasibility, risk management, monitoring and evaluation)
- **Cost effectiveness** (sufficient/appropriate budget for proper implementation; value for money)

AWARD CRITERIA

3. IMPACT (30 points)

- Level of **expected short and long-term results/impact on target group**, including foreseen number of EAC training sessions and trained participants.

Where applicable, clarity of defined metrics to assess training effectiveness based on participant feedback (e.g. satisfaction rate), and mechanisms to ensure that EUAA feedback forms are duly filled in by learners as follow up of the session.

- Appropriate **communication and dissemination strategy** with regard to EAC including visibility of EU funds
- **Sustainability of results after EUAA funding ends**, such as follow-up sessions and availability of ongoing resources to reinforce learning and replicability/usability/potential for amplification of the results

QUESTIONS & ANSWERS



APPLICATION PROCESS

APPLICATION STRUCTURE





From Learning to Convergence: The Implementation of the European Asylum Curriculum (EAC)


Read Call Document!




PROPOSAL SUBMISSION - STEPS:

-  **Find the grant procedure**
[Grants | European Union Agency for Asylum](#) → [EUBA-EUAA-2026-EAC](#)
Read call for proposals document!

-  **Create an EU Login account [here](#)**
all participants need to create an EU Login user account

-  **Register your organisation (or find your organisation) [here](#)**
you will receive a 9-digit participant identification code (PIC)

-  **Prepare and submit your proposal**
See next slides

[How to participate - Funding | EU Funding & Tenders Portal](#)

CONDITIONS AND DOCUMENTS:

Internal navigation

General information

Topic description

Topic updates

Mission

Destination

Conditions and documents

Budget overview

Start submission

Topic Q&As

Get support


Call information

Call updates

CONDITIONS are explained in the call document:

- Admissibility: section 5
- Eligibility: section 6
- Financial and operational capacity & exclusion: section 7
- Evaluation and Award: Section 8-9
- Legal and financial set-up of the grants: section 10

DOCUMENTS:

- Call Document 
- Standard Application Form and Detailed budget table — *Use only the forms available in the Submission System!*
- Draft Grant Agreement – single lump sum grant agreement
- **Additional documents:** legal references and other guides for your information



APPLICATION FORM – PROPOSAL TEMPLATE

The call specific templates are available from the submission system!

The proposal contains three parts:

- **Part A consists of web-based forms** (overview, declarations, participants, budget). Check out the Part A information in advance (especially related to the Participants` data). Enter data directly in the system.
- **Part B is the narrative part** → mirrors evaluation criteria!
 - Download template from the submission system!
 - Upload it as a PDF document following the template
 - **Maximum 50 pages!**
- **Detailed budget table** (template excel with macros but to be submitted w/o macros)

Make sure the budget information in Part A corresponds to that in Detailed budget table and is aligned with what is proposed in Part B!

START SUBMISSION on EU FUNDING & TENDERS PORTAL

Internal navigation

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[From Learning to Convergence: The Implementation of the European Asylum Curriculum \(EAC\)](#)



Start submission

To access the Electronic Submission Service, please click on the submission-button next to the **type o**
You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upo

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and sele

Please select the type of your submission:

EUBA Type of Action [EUBA], EUBA Type of MGA [EUBA]

Start submission



ADD YOUR ORGANISATION, PROJECT ACRONYM & SUMMARY

START
HERE:

Find your organisation

PIC  *
Short name  *

Your role

Please indicate your role in this proposal *

- Main contact
 Contact person

Your proposal


It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.



Acronym *
Short Summary *



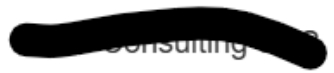
EDIT CONSORTIUM:


Number of participants: 1 ⓘ Reorder ↓↑


Coordinator 

1  

Add Affiliated Entity +



 consulting




PIC: 

Change organisation Contact organisation

Contacts ⓘ Add contact +


Main contact  

 Add Partner + Add Associated partner +


EDIT PART A (FORMS) & UPLOAD PART B & DETAILED BUDGET TABLE

Call data


Call: **EUBA-EUAA-2026-EAC**
Topic: **EUBA-EUAA-2026-EAC**
Type of action: **EUBA**
Type of MGA: **EUBA**

 Topic and type of action can only be changed by creating a new proposal.


Download Part B templates



 [Download part B templates](#)



Administrative forms (Part A)

[Edit forms](#) [View history](#) [Print preview](#) 

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. 

Part B of proposal  * 

Detailed budget table  * 

[← BACK TO PARTICIPANTS LIST](#) [VALIDATE](#) [SUBMIT](#)

Download the **PART B & detailed budget** templates!

Part B maximum page number is 50!
Detailed budget table (excel no macros)

VALIDATE - SUBMIT

Show Error

RED ERROR: submission of your proposal will be blocked (e.g. project summary, missing part B or detailed budget table)

Show Warning

YELLOW WARNING: missing information that may be important; proposal will be submitted (e.g. maximum grant amount above the set limit).

SUBMITTED → UPDATE – DONWLOAD – WITHDRAW

✓ Your proposal was submitted on: **18 December 2025 11:32:50 (Brussels Local Time)**

Your proposal is part of call **EUBA-EUAA-2026-EAC**. The call deadline is 31 March 2026 17:00:00 (Brussels Local Time).

Your proposal ID is **101314196**. This number is important and will be used as future reference during the evaluation process.

Revisit your proposal

You can edit your proposal and re-submit at any time before the deadline 31 March 2026 17:00:00 (Brussels Local Time).

The time-stamped and digitally signed PDF version of your proposal is not yet available (and may still take some time). Please contact the Helpdesk if it is not available within **24 hours** after the deadline.

You may download the spreadsheet files you attached to your proposal

You may withdraw your proposal at any time before call closure. When withdrawing, your proposal will not be considered in the evaluation stage.

Update proposal

Download

Download spreadsheets

Withdraw proposal

SUBMISSION TIPS:

- **Search your organisation in participant portal! If not there → register.**
- **Make sure to leave sufficient time** to prepare your proposal, including the Part A information, not to miss any information that is essential for the evaluation.
- **Use only templates available in the submission platform** (*not the funding and tender portal page*)
- **Submit the first version as early as possible**, not later than 48 hours before the deadline to avoid any technical issues. Any new submission overwrites the previous version.
- **Follow the Topic updates and Q&As!**

PART A

Administrative Information & Budget Overview (online)



PART A

< Exit form

Table of contents

General Information >

Table of contents

Validate form

Save form

Save & exit form

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Other questions	Show

Proposal title, Keywords, Abstract; Declarations!

Department, contact, add organisation (if needed)

Grant requested: min 60.000 EUR – max 200.000 EUR
Must be consistent with Detailed Budget Table!

No other questions

PART A – 1. GENERAL INFORMATION

1 - General information



Field(s) marked * are mandatory to fill.

Topic EUBA-EUAA-2026-EAC

Type of Action EUBA

Call EUBA-EUAA-2026-EAC

Type of Model Grant Agreement EUBA

Acronym * EAC TEST

Proposal title * Max 200 characters (with spaces). Must be understandable for non-specialists in your field.

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration in months

Estimated duration of the project in full months.

Free keywords

Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces).

Abstract *



XXXX

PART A – 1. GENERAL INFORMATION (Declarations)

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call?

Yes No



Declarations

?

Field(s) marked * are mandatory to fill.

- 1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. *
- 2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions). *
- 3) We declare:
 - to be fully compliant with the eligibility criteria set out in the call
 - not to be subject to any exclusion grounds under the [EU Financial Regulation 2018/1046](#)
 - to have the financial and operational capacity to carry out the proposed project. *
- 4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the [Funding & Tenders Portal Terms and Conditions](#). *
- 5) We have read, understood and accepted the [Funding & Tenders Portal Terms & Conditions](#) and [Privacy Statement](#) that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits). *
- 6) For Lump Sum Grants with a detailed budget table: We understand and accept that the EU lump sum grants must be reliable proxies for the actual costs of a project and confirm that the detailed budget for the proposal has been established in accordance with our usual cost accounting practices and in compliance with the basic eligibility conditions for EU actual cost grants (see [AGA - Annotated Grant Agreement, art 6](#)) and exclude costs that are ineligible under the Programme. Purchases and subcontracting costs must be done taking into account best value for money and must be free of conflict of interest.



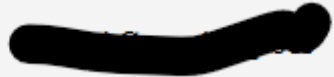

PART A – 2. PARTICIPANTS


- Each applicant (partner/affiliated entity) manages their own section in Part A.
- Most information are pre-filled from the first screens and read-only here.
- **Please add here information related to the Department (if applicable) – this will help us understand which part of your entity will be mainly involved.**

Other useful information to navigate the Forms Part A:

- You may click the VALIDATE button to check your data. Errors and warnings will be listed at the end of the form.

PART A – 3. BUDGET

No	Name of Beneficiary	Country	Requested grant amount
1		BE	300 000.00
	Total		 300 000.00

No	Min 60.000 EUR - maximum 200.000 EUR. Amount is the grant requested NOT the costs!!! Make sure this amount = Detailed budget table		
1		BE	100 000.00
	Total		100 000.00

PART B

Technical Description



PREPARE & SUBMIT PART B – Technical description


Call data

Call: **EUBA-EUAA-2026-EAC**


Topic: **EUBA-EUAA-2026-EAC**

Type of action: **EUBA**

Type of MGA: **EUBA**

 Topic and type of action can only be changed by creating a new proposal.


Download Part B templates


 [Download part B templates](#)

Download the **PART B & detailed budget** templates!

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ⓘ

Part B of proposal ⓘ * 

Detailed budget table ⓘ * 

Part B - Accepted format: PDF

- Maximum page number: **50 pages!**
- **Please do NOT delete any instructions** in the template. The overall page limit has been raised to ensure equal treatment of all applicants.

Detailed budget table – accepted format: excel (no macros!)

WARNING – PART B OVER THE PAGE LIMIT!

The following file has been successfully uploaded: ✕

Proposal-SEP-211270709.pdf

Warning: The uploaded document has 65 pages and exceeds the limit (50 pages) for this part of the proposal. You are advised to shorten this document and re-upload a version that conforms. Please be aware that the excess pages will be disregarded by the experts during the evaluation session. Make sure you submit the latest version of the proposal before the call deadline.

Close

If over the limit, extra pages are disregarded → the system will blank them out!

AWARD CRITERIA

1. RELEVANCE

2. QUALITY

3. IMPACT

PART B – TECHNICAL DESCRIPTION

Project summary: *be sure it is consistent with Part A!*

1. **RELEVANCE:** 1.1 Background & Objectives, 1.2 Needs and specific objectives, 1.3 Adherence to relevant EUAA strategy and methodology.
2. **QUALITY:** 2.1 Concept & Methodology; 2.2 Participants capacity, 2.3 Project team; 2.4 Project management; 2.5 Risk management; 2.6 Cost effectiveness.
3. **IMPACT:** 3.1 Impact and effects; 3.2 Communication, dissemination and visibility; 3.3 Replicability, sustainability and continuation.
4. **WORK PLAN:** 4.1 Work Plan; 4.2 Work Packages – resources – timetable;
5. **ESTIMATED BUDGET** (*ref to Annex detailed budget table*)
6. **OTHER** (n/a)
7. **DECLARATIONS** (double funding)

PREPARING WORK PLAN (Part B Section 4):

- **Group your activities into work packages (WPs):** *A work package means a major sub-division of the project. The grouping should be logical and guided by identifiable outputs.*
- Don't forget about **project management** and **communication activities!!!**
- A minimum of 2 WPs:
 - one for management, coordination and anything cross-cutting and difficult to assign to one WP (do not try splitting the same activity).
 - Other(s) for project activities

For each Work Package:

- enter an objective (expected outcome) and list the activities, and deliverables that belong to it.
- Include **obligatory deliverables!** – see call doc section 10:
 - [KICK-OFF] Kick-off meeting with EUAA
 - [Qx PM]: Quarterly summary progress meetings
 - [Qx PR]: Quarterly summary progress report

PREPARING WORK PLAN (Part B Section 4):

Subcontracting table:

- Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. (not simply purchasing goods or services).
- Describe the task to be subcontracted, explain **why it's necessary and how do you ensure best value for money**
 - If **sub-contracting beyond 30% - give specific reasons** – we expect you to have the capacity to implement your project!

Equipment:

- Estimate **only depreciated costs**
- If the estimated costs > 15 % of the personal costs → summarise **how the equipment contributes to the needs and specific objectives of the project.** (focus on major items)

PREPARING WORK PLAN (Part B Section 4):

Events and trainings table:

- Title, type, area, duration
- Location - added information if own premises or sub-contracted
- Realistic estimates on number of attendees.

Timetable:

- Table example for 12 months project – to be adapted (rows/columns)
- Use the project month numbers instead of calendar months. Month 1 marks always the start of the project.

QUESTIONS & ANSWERS



SINGLE LUMP SUM DETAILED BUDGET TABLE



WHAT IS A SINGLE LUMP SUM?



Grant amount is fixed in advance (in total - per work package – per beneficiary)



Detailed budget table to define and justify the amount



Paid upon completion of project activities (as per project description)



No need for detailed actual cost reporting or financial audits

What is detailed budget table

The detailed budget table is an **Excel file - mandatory annex to proposal Part B.**
You must download it from the online submission system.

- You provide **cost estimations for each cost category** per beneficiary and per work package.
- The table automatically generates the **breakdown of the lump sum** per beneficiary and per work package.

Cost estimations:

- must be in line with beneficiaries' normal practices
- must be reasonable / not excessive
- must be in line with the activities proposed (Part B)
- are subject to the basic eligibility rules (cost estimations can be included only if eligible under an actual costs grant)

Which costs to be covered?

A. Personnel costs: A.1 Employees, A.2 Natural persons under direct contract, A.3 Seconded persons.

- must be credible and should reflect the salary of the persons that implement the activities E.g. don't put that the Director implements all the tasks. (see also section 4: Work Plan)
- Incl. fixed salary, complements, social security, taxes etc. – *as per usual remuneration practice*

B. Subcontracting costs

- Normally a limited part is allowed (*see also section 4: Work Plan*)

C. Purchase costs:

C.1 Travel and subsistence: actual or unit costs – pre-set unit costs amount (unless there is no amount set for that) - see AGA Annex 2a.

C.2 Equipment: depreciation only!

C.3 Other goods, works and services (consumables and supplies, promotion, publication, translation)

D. Other cost categories: n/a

E. Indirect costs: flat rate of 7 % of the eligible direct costs (categories A-D)

Excel template: few instructions before starting

	A	B	C	D
1	[Version LUMP SUM II - EUBA-EUAA-2026-EAC - v1_001, of 18/12/2025]			
2	ANNEX 1 to Part B			
3	Detailed Estimation of Costs for Lump Sums			
4	Instructions			
5				
6	1	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).		
7	2	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.		
8	3	We recommend using Excel 2010 or more recent.		
9	4	The only currency used in this worksheet is EURO.		
10	5	THE FIRST THING YOU NEED TO DO is to set the relevant Maximum Grant Amount (in row 34 of this sheet), and the maximum co-financing rate (in row 35, both in column E) applicable for the call. This data can be found in the Call document (section 6 & 10).		
	6	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). The final tab "Any comments" must be used to provide key information required for a full evaluation of your detailed		

- For your proposal, you must always use the file provided in the online submission system
- The currency used in the Excel template is EURO
- Read the detailed instructions on the first tab of the Excel file



**FIRST THING TO DO IS...
MAX AMOUNT AND CO-FINANCING RATE**

Instruction sheet: Fill in the key data [row 32-35]

FILL IN THE VALUES BELOW BEFORE STARTING:

Insert the name of your call :

Insert the acronym of your project :

Maximum grant amount as stipulated in the call :

Maximum co-financing rate as stipulated in the call :

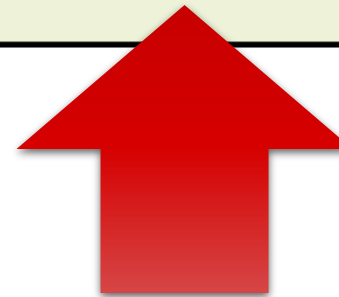
The document which will be created with format .XLSX
will be saved in the same folder
where this workbook .XLSM is currently placed.

Create XLSX document

Double-Click to activate

Max. grant amount = 200.000 EUR

Max. co-funding rate = 80 %



When finished

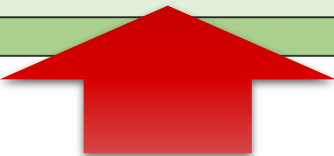

Instruction sheet: employee's profiles [row 45-49]

- Customise your employees' profiles
- The same for all beneficiaries and work packages

41	You can customize here the categories of employees that correspond to your organisation (example: Senior Staff, Junior Staff, Project manager, Trainer ...).	
	Please, note that this definition is common to all Work Packages for all Beneficiaries.	
42		
43	A. DIRECT PERSONNEL COSTS	
44	A1. Employees (or equivalent) person months (you can change the types based on your structure)	
45	Type 1	
46	Type 2	
47	Type 3	
48	Type 4	
49	Other	
50		

Fill in the ‘Beneficiaries List’ sheet

List of Beneficiaries and Affiliated Entities				Actions (double-click to activate)	
BE NR/AE	BE/TP name	Acronym	Country		
BE 001	XYZ	XYZ	gium (BE)	APPLY CHANGES	Add a Beneficiary
BE 001 / AE 001				Remove this Beneficiary	
BE 002				Remove this Affiliated Entity	Add an Affiliated Entity
				Remove this Beneficiary	Add an Affiliated Entity

- **To add a beneficiary**, double click on the ‘Add a Beneficiary’ button to generate an additional line to the table. You can add as many beneficiaries as needed.
- **To add an affiliated entity**, double click on the ‘Add an Affiliated Entity’ button on the line of the beneficiary to which the entity is affiliated.
- For each beneficiary and each affiliated entity, write the name and the short name (acronym) of the organisation and chose the correct country from the drop-down menu. – *keep consistency with the Application form Part A and Part B.*
- Once you have completed the ‘Beneficiaries list’ sheet, you must double click the **‘Apply changes’ button** to generate the corresponding sheets in Excel workbook: one tab will be generated for each beneficiary (BE 001, etc).

APPLY CHANGES

Fill in the ‘Work Packages List’ sheet

List of Work Packages		Actions (double-click to activate)	
WP Nbr	WP Label		
WP 001	e.g. Project management - Communication	APPLY CHANGES	Add a Work Package
WP 002	e.g. EAC Trainings	Remove this Work Package	



- **To add a work package**, double click on the ‘Add WP’ button to generate an additional line to the table. You can add as many work packages as needed. Follow the same order as in the Part B of your application.
- Once you have completed the ‘Work Package List’ sheet, you must double click the **‘Apply changes’ button**: one table per work package will be added to the beneficiaries’ individual sheets.

APPLY CHANGES

Fill in the individual beneficiary sheets ('BE 00X')

- **Complete one 'BE 00x' sheet per beneficiary.** This sheet includes one separate section for each work package. For each work package in which the beneficiary participate, enter the cost estimations under each cost category used.
- **Enter only the unit – cost per unit.** The total costs per cost category are calculated **automatically**.
- Enter only whole numbers (integers) – *unless necessary otherwise*
- If the beneficiary does not contribute to a specific work package, leave the cells empty.

	BE 001 XYZ	BE 001			BE 001 BE+AE TOTAL COSTS
		XYZ			
		UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	
	Total WORK PACKAGES:			-	-
	e.g. Project management - Communication				
WP 001	A. DIRECT PERSONNEL COSTS			-	-
	A1. Employees (or equivalent) person months			-	-
	Type 1			-	-
	Type 2			-	-
	Type 3			-	-
	Type 4			-	-
	Other			-	-
	A.2 Natural persons under direct contract			-	-
	A.3 Seconded persons			-	-
	A.4 SME Owners without salary			-	-
	A.5 Volunteers			-	-
	B. Subcontracting costs (please specify details under worksheet "Comments")			-	-
	C. Purchase costs			-	-
	C.1 Travel and subsistence per travel or day			-	-
	Travel			-	-
	Accommodation			-	-
	Subsistence			-	-
	C.2 Equipment (please refer to the Depreciation Cost sheet)			-	-
	C.3 Other goods, works and services			-	-
	Consumables			-	-
Services for meetings, seminars and events (rentals, translations, interpretation, ...)			-	-	
Services for communication/promotion/dissemination (translation, printing, graphic designer, ...)			-	-	
Other (please specify details under worksheet "Comments")			-	-	
D. Other cost categories			-	-	
D.1 Financial support to third parties			-	-	
TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)			-	-	
E. Indirect costs 7%			-	-	
TOTAL COSTS (A+B+C+D+E) -			-	-	

Fill in the 'BE 00X' – affiliated entities

- If a beneficiary has an **affiliated entity**, columns for this entity are generated automatically in the 'BE 00x sheet'.
- Enter the cost estimations of the affiliated entity in the same way as for the main beneficiary.

	BE 001 XYZ	BE 001			BE 001 / AE 001			BE 001 BE+AE TOTAL COSTS
		UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	UNITS	COST PER UNIT	AFFILIATED ENTITY	
							TOTAL COSTS	
Total WORK PACKAGES:								
e.g. Project management - Communication								
WP 001	A. DIRECT PERSONNEL COSTS			-			-	-
	A1. Employees (or equivalent) person months			-			-	-
	Type 1			-			-	-
	Type 2			-			-	-
	Type 3			-			-	-
	Type 4			-			-	-
	Other			-			-	-
	A.2 Natural persons under direct contract			-			-	-
	A.3 Seconded persons			-			-	-
	A.4 SME Owners without salary			-			-	-
	A.5 Volunteers			-			-	-
	B. Subcontracting costs (please specify details under worksheet "Comments")			-			-	-
	C. Purchase costs			-			-	-
	C.1 Travel and subsistence per travel or day			-			-	-
	Travel			-			-	-
	Accommodation			-			-	-
	Subsistence			-			-	-
	C.2 Equipment (please refer to the Depreciation Cost sheet)			-			-	-
	C.3 Other goods, works and services			-			-	-
	Consumables			-			-	-
	Services for meetings, seminars and events (rentals, translations, interpretation, ...)			-			-	-
	Services for communication/promotion/dissemination (translation, printing, graphic designer, ...)			-			-	-
	Other (please specify details under worksheet "Comments")			-			-	-
	D. Other cost categories			-			-	-
	D.1 Financial support to third parties			-			-	-
TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)			-			-	-	
E. Indirect costs 7%			-			-	-	
TOTAL COSTS (A+B+C+D+E)			-			-	-	

Fill in the 'BE 00X' sheets – PERSONNEL COSTS

BE 001	BE 001		
	XYZ		
XYZ	UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS
Total WORK PACKAGES:			
<i>e.g. Project management - Communication</i>			
A. DIRECT PERSONNEL COSTS			-
A1. Employees (or equivalent) person months			-
Type 1			-
Type 2			-
Type 3			-
Type 4			-
Other			-
A.2 Natural persons under direct contract			-
A.3 Seconded persons			-
A.4 SME Owners without salary			-
A.5 Volunteers			-

- Enter the total number of units and the average cost per unit for each category of personnel costs (*employee profiles will be taken from the 'instruction' sheet*)
- **1 unit = 1 person-month**
- A.4 & A.5 – Not applicable to this grant (*see call document section 10*).
- Personnel costs will be evaluated using the Horizon Europe [dashboard](#) for lump sum evaluations, an orientation tool that shows the average monthly costs for personnel by country and organisation type.
- If your personnel costs are **higher than the values in the dashboard, you must justify them** in the 'Any comments' tab.

Fill in the 'BE 00X' sheets – SUBCONTRACTING costs

B. Subcontracting costs (please specify details under worksheet "Comments")				-	-
--	--	--	--	---	---

- There is **one line for subcontracting per beneficiary and work package** (i.e., the amount entered covers all subcontracting activities for the beneficiary in a work package).
- Enter the **number of subcontracted tasks** for a given beneficiary and a given work package as number of items. The cost per item will be **an average of the costs** of all subcontracted tasks. No more detailed information is required in the Excel file
- The tasks to be subcontracted and their costs must be described and justified in **the part B of the application form**

Subcontracting

Subcontracting						
Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).						
Subcontracting — Subcontracting means the implementation of 'action tasks', i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.						
Note: Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.						
Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of coordinator tasks).						
Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN/AE to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
	S1.1					
	S1.2					
Other issues: <i>If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.</i>			Insert text			

The costs entered in the Part B table must match the costs entered in the Excel file



Fill in the 'BE 00X' sheets – DIRECT PURCHASE costs

		UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS
Total WORK PACKAGES:				-
C. Purchase costs				-
C.1 Travel and subsistence per travel or day				-
	Travel			-
	Accommodation			-
	Subsistence			-
C.2 Equipment (please refer to the Depreciation Cost sheet)				-
C.3 Other goods, works and services				-
	Consumables			-
	Services for meetings, seminars and events (rentals, translations, interpretation, ...)			-
	Services for communication/promotion/dissemination (translation, printing, graphic designer, ...)			-
	Other (please specify details under worksheet "Comments")			-

- Enter the **total number of units and the average cost per unit** for each relevant cost category.
- The cost per unit will be an average of the prices of all items in the given category for a given beneficiary and a given work package.
- To calculate travel, accommodation and subsistence – use the unit costs available in AGA Annex 2!
- Brief substantiation is always welcome in the 'Any comments' sheet. If purchase costs **exceed 15% of the personnel costs of a given beneficiary**, this beneficiary should explain these major items in **the 'Any comments' sheet.**

Fill in the ‘BE 00X’ sheets – EQUIPMENT DEPRECIATION costs

TOOL: DEPRECIATION COSTS LIST											
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
										-	
										-	
										-	
										-	

- For the category ‘equipment’ you must enter the depreciation costs in the individual beneficiary tabs.
- Use the **‘Depreciation costs’ tab** to calculate the depreciation costs:
 - Fill in the information about the beneficiary, the work package, the resource type, the name of the investment and the date of purchase
 - ‘Purchase cost’: encode the (estimated) price of the equipment in the column
 - ‘% used for the project’: encode the percentage of usage of the equipment for the project
 - ‘% use for lifetime of the investment’: divide the period (in months) during which the equipment is used for the project by the depreciation period (in months) for the equipment. Multiply the results by 100%.
- **This amount is NOT automatically transferred to the respective ‘BE 00x’ tab – do it manually!** If you have several items in the ‘Depreciation costs’ tab for one single section (same beneficiary, same work package and same resource type), you must enter the number of items and add the average of the depreciation costs as ‘cost per item’.

Fill in the 'BE 00X' sheets – INDIRECT costs - TOTAL costs

		UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS
Total WORK PACKAGES:				-
D. Other cost categories				-
D.1 Financial support to third parties				-
TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)				-
E. Indirect costs 7%				-
TOTAL COSTS (A+B+C+D+E) -				-

- Other direct costs are not applicable to this call for proposal
- Indirect costs are calculated automatically (7%).
- Total costs are calculated automatically.

Lump sum breakdown

- The lump sum breakdown table is **generated automatically**. It displays the lump sum shares (grant!) per beneficiary/affiliated entity and per work package
- It already applies the funding rate and, if relevant, cap it with the maximum grant amount - from the Instruction sheet.
- In the part A of the application (online forms), you have to fill in the ‘Budget for the proposal’ table, entering the requested grant amount for each participant (not costs!!!). → **‘Max TOTAL EU contribution’** amounts per beneficiary in the table ‘Proposal Budget’ in the Excel file.

Excel file – ‘BE-WP Overview’ sheet

Your Requested EU Grant Amount :		96,728.00 EUR		
BE NR/AE	Acronym	WP 001 PROJECT MGT & COMMUNICATION	WP 002 TRAININGS	Maximum Grant Amount
XYZ	XYZ	17,976.00	28,847.20	46,823.20
XYZ sister	XYZ sister	-	15,408.00	15,408.00
ABC	ABC	-	19,516.80	19,516.80
123	123	-	14,980.00	14,980.00
TOTAL	Consortium	17,976.00	78,752.00	96,728.00

Part A (online form)

No	Name of Beneficiary	Country	Requested grant amount
1			0.00
Total			0.00

Summary tables

- The ‘BE-WP Overview’, ‘Proposal Budget’ and ‘Person-months overview’ tables are produced automatically.
- They will be used during the evaluation of your proposal.
- BE-WP Overview is a basis of the Grant agreement Annex 2 estimated budget.

EXAMPLE: ‘BE-WP Overview’

Your Requested EU Grant Amount :		96,728.00	EUR		
BE NR/AE	Acronym	WP 001 PROJECT MGT & COMMUNICATION	WP 002 TRAININGS	Maximum Grant Amount	
XYZ	XYZ	17,976.00	28,847.20	46,823.20	
XYZ sister	XYZ sister	-	15,408.00	15,408.00	
ABC	ABC	-	19,516.80	19,516.80	
123	123	-	14,980.00	14,980.00	
TOTAL	Consortium	17,976.00	78,752.00	96,728.00	

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

BE NR/AE	Acronym	WP 001 PROJECT MGT & COMMUNICATION	WP 002 TRAININGS	Total for project
XYZ	XYZ	0.60	5.00	5.60
XYZ sister	XYZ sister	-	3.00	3.00
ABC	ABC	-	2.00	2.00
123	123	-	2.00	2.00
TOTAL	Consortium	0.60	12.00	12.60

EXAMPLE: ‘BE-WP Person Months’



Uploading the Excel file

Administrative forms (Part A)

[Edit forms](#) [View history](#) [Print preview](#) [?](#)

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. [?](#)

Part B	<input type="text"/>	? Upload 
Annex – Detailed budget table	<input type="text"/>	? Upload 

[← BACK TO PARTICIPANTS LIST](#) [VALIDATE](#) [SUBMIT](#)



- The format of the Excel template is .xlsm because it uses macros. While you work on it, always save it as .xlsm.
- Upload the Excel file in .xlsx or .xls format. For security reasons, you cannot upload the file in .xlsm format.
- Always keep a copy of the original .xlsm file.

COMMON MISTAKES



COMMON MISTAKES

- **Use ONLY the templates available after you enter the submission system!**
- **Partners must be correctly and consistently encoded** (mistake: partner missing in Part A BUT with a role in the project (part B) or budget in detailed budget table!!! The same entity but different short name is used)
- **Work Packages are inconsistent across detailed budget table and Part B (title, number, missing WP)**
- Detailed budget table (excel): **Max. grant amount and max. co-financing rate must be encoded correctly in 'Instructions' sheets** → incorrect calculation of the max. EU contribution in the 'Proposal Budget' sheet → incorrect requested EU grant !!!!
- Detailed budget table (excel): When encoding the budget, clarify the units used via the 'Any comments' sheet.
- Do not forget about project management & communication work package!
- Make sure your proposal is complete – missing sections may have an impact on the score
- **KEEP ENOUGH TIME FOR ALL PARTS OF THE APPLICATION!!!**

CHECK before submitting

	Part A	Part B	Detailed budget table
Funding rate and max grant amount	n/a	n/a	!!! Instruction sheet
Applicants (partners and affiliated entities)	2. Partners	Section 2 Consortium & Section 4 WPs (leader), events table,	‘Beneficiaries List’ sheet
Work Packages	N/A	Section 4 WPs	‘Work Packages list’ sheet
Personal costs	n/a	n/a	<i>‘Any comments’ sheet may be used</i>
Subcontracting	n/a	Section 4 Table incl. costs; if higher than 30% add justification	‘BE 00X’ sheet
Equipment	n/a	Section 4 – justification only if higher than 15%	‘BE 00X’ sheet & ‘depreciation costs’ sheet
Events & trainings	n/a	Section 4 table – information will be used to judge the costs reasonable	<i>‘Any comments’ sheet may be used with regards to elements of purchase costs.</i>
Purchase costs	n/a	n/a	purchase costs exceed 15% → any comments sheet
Lump sum grant amount	3. Budget	n/a	‘BE-WP Overview’ sheet

QUESTIONS & ANSWERS





Thank You for Joining!

Further questions? Contact us at:



grants@euaa.europa.eu

Follow call updates and Q&As on
Funding and Tenders portal!

Scan Me



EUAA Grants

The EUAA awards grants to help carrying out its mandate, to support Member States in implementing the Common European Asylum System (CEAS)