



MINISTÈRE
DE L'ENSEIGNEMENT
SUPÉRIEUR,
DE LA RECHERCHE
ET DE L'INNOVATION

*Liberté
Égalité
Fraternité*



Lancement d'Horizon Europe

horizon-europe.gouv.fr



BIENVENUE !
L'atelier débute à 14h00

Horizon Europe – aspects financiers

Organisation : PCN juridique & financier

Intervenants: Commission européenne

Les aspects financiers d'Horizon Europe

- types d'action (projets)
- formes de de financements
- conditions d'éligibilité des coûts (coûts de personnels, facturation interne)
- contrôles et audits: SPA

Les aspects financiers d'Horizon Europe - programme:

13h50 – connexion

14h00 – Bienvenue et introduction

14h10 – interventions COM: Isabelle Leroy, Julien Dulot, Sorin Serban (45 min)

14h55 – **session de questions/réponses**

David Metuso et Simona Staicu pour les questions

Intervenants de la Commission européenne

Unités H1 Service juridique commun et H3 Service commun pour les processus opérationnels:

- Isabelle Leroy
- Julien Dulot
- David Metuso
- Simona Staicu
- & Sorin Serban, unité RTD B2, service commun d'audit



Le PCN juridique et financier – missions

Informier et former, sur les conditions de participation

- aspects juridiques et financiers généraux
- Horizon Europe, H2020

« Hotline » pour tous les participants français au programme-cadre: nos coordonnées se trouvent sur le portail français

Suivez notre actualité via le portail français **horizon-europe.gouv.fr**

Le PCN juridique et financier – équipe Horizon Europe

Fanny Schultz, MESRI



Marion Bonlieu, ANRT



Cécile Barat, CNRS



Lucie Vaucel, Université de La
Rochelle



Ingrid Ly-Ky, MESRI



#HorizonEU


HORIZON EUROPE



THE EU RESEARCH & INNOVATION PROGRAMME

2021 – 2027

SIMONA STAICU, ISABELLE LEROY,
DAVID MEJUTO, SORIN SERBAN, JULIEN DULOT



Lancement d'Horizon Europe – FRANCE
Webinaire « aspects financiers »

21 mai 2021

HORIZON EUROPE

Horizon Europe Types of actions



Horizon Europe: Types of actions and related features

❖ Types of actions:

(examples, non exhaustive list)

- Research and Innovation Actions (**RIA**)
- Innovation Actions (**IA**)
- Coordination and Support Actions (**CSA**)
- European Research Council Actions (**ERC actions**)
- Marie Skłodowska-Curie Actions (**MSCA**)
- ...

❖ Depending on the type of action, there are **specific features** such as (i.e. non exhaustive list):

- Maximum funding rate *(example RIA: up to 100% of the eligible costs)*
- Specific form of funding *(example MSCA: full unit contributions-based MGA)*
- Evaluation specifics *(example ERC: scientific excellence is the sole criterion of evaluation)*
- ...

HORIZON EUROPE

Forms of funding & general eligibility conditions



Actual costs – general eligibility conditions

- 1) they must be **actually incurred** by the beneficiary
- 2) they must be **incurred during the action duration**
- 3) they must be **declared** under one of the budget categories
- 4) they must be **incurred in connection with the action** and **necessary** for its implementation
- 5) they must be **identifiable and verifiable**, in particular recorded in the beneficiary's accounts in accordance with the accounting standards applicable in the country where the beneficiary is established and with the beneficiary's usual cost accounting practices
- 6) they must comply with the **applicable national law** on taxes, labour and social security and
- 7) they must be **reasonable, justified** and must comply with the principle of **sound financial management**, in particular regarding economy and efficiency

Unit / flat-rate / lump sum → Simplified forms of funding

Focus on conditions triggering the payment

- Overall, shift from focus on financial management and checking costs to focus on scientific-technical content of the projects, e.g.:
 - **For unit:** occurrence of an event, achievement of a deliverable or a specific output etc...
 - **For flat-rate:** eligibility of another cost/contribution and automatic triggering of the flat-rate application
 - **For lump sum:** e.g. performance of a set of activities (e.g. accomplishment of a Work Package).

Specific case: Full Unit contributions

- ❖ If applicable it will be set out in the work programme/call
- ❖ Fixed amount taking into account the funding rate applicable (i.e. unit contributions)
- ❖ Several unit contributions can be used to cover different 'items'
- ❖ **Dedicated full unit contributions-based (corporate) Model Grant Agreement**



Applicable to Horizon Europe Marie Skłodowska-Curie actions

Specific case: Full Lump sum contribution

- ❖ If applicable it will be set out in the work programme/call
- ❖ Fixed amount taking into account the funding rate applicable (i.e. lump sum contribution)
- ❖ One amount for the entire consortium broken down per work package and per beneficiary
- ❖ No cost eligibility conditions and no financial checks
- ❖ **Dedicated full lump sum-based (corporate) Model Grant Agreement**

Horizon Europe General MGA

Version 1 published on 25 February 2021 on the Funding and Tenders Portal

Programming period

2021-2027



Horizon Europe (HORIZON)



Clear filter

Reference Documents

Grants

This page includes reference documents of the programmes managed on the EU Funding & Tenders portal starting with legal documents and the Commission work programmes up to model grant agreements and guides for specific actions.

Please select the programme to see the reference documents.

Procurement

Reference Documents related to tendering opportunities are published on [TED eTendering](#) in the calls for tenders.



Filter

Expand all



Legislation



Work programme & call documents



Grant agreements and contracts

HE General MGA v1.0



Annex 2 – General Horizon Europe MGA cost categories



A. PERSONNEL COSTS

- **A.1** Employees
- **A.2** Natural persons under direct contract
- **A.3** Seconded persons
- **A.4** SME owners and natural person beneficiaries



B. SUBCONTRACTING COSTS



C. PURCHASE COSTS

- **C.1** Travel and subsistence
- **C.2** Equipment
- **C.3** Other goods, works and services



D. OTHER COST CATEGORIES

- **D.1** Financial support to third parties
- **D.2** Internally invoiced goods and services
- **[D.3 Transnational access to research infrastructure unit costs]**
- **[D.4 Virtual access to research infrastructure unit costs]**
- **[D.5 PCP/PPI procurement cost]**
- **[D.6 Euratom Cofund staff mobility costs]**
- **[D.7 ERC additional funding]**
- **[D.8 ERC additional funding (subcontracting, FSTP and internally invoiced goods and services)]**



E. INDIRECT COSTS



European
Commission

What are the forms of costs in each cost category?

Horizon Europe General Model Grant Agreement (MGA)



PERSONNEL COSTS

- Generally based on **actual costs** with a **mandatory corporate daily rate formula**
- but possibility to use **unit cost for average personnel costs** and **unit costs for SME owners and natural persons involved as beneficiary**)



SUBCONTRACTING

- Always based on **actual costs**
- *Beneficiaries must ensure best value for money or lowest price*



PURCHASE COSTS

- Always based on **actual costs** with three subcategories:
 - **Travel and subsistence**
 - **Equipment**
 - **Other goods, works and services**
- *Beneficiaries must ensure best value for money or lowest price*



OTHER COSTS CATEGORIES

- Can be based on **actual costs or unit costs** within the following subcategories:
 - **Financial support to third parties (actual)**
 - **Internally invoiced goods and services (unit costs)**
 - **Specific unit costs (unit costs)**



INDIRECT COSTS

- Reimbursed at the **flat-rate of 25%** of the eligible direct costs
- *Except for subcontracting costs, financial support to third parties and specific cost categories including indirect costs such as internally invoiced goods and services*

PERSONNEL COSTS - OVERVIEW



Horizon Europe

What are the categories of personnel?

(Art 6.2.A Horizon Europe MGA)



A.1 EMPLOYEES (OR EQUIVALENT)

- ❖ For your personnel working under an **employment contract** (or **equivalent appointing act**, e.g. for civil servants) and assigned to the action.

Three cases:

- ✓ Employees with a fixed salary
- ✓ Employees whose remuneration increases when working in projects (**'project-based remuneration'**)
- ✓ Employees of a beneficiary whose usual cost accounting practice is to calculate **'average personnel costs'**

A.2 PERSONS UNDER DIRECT CONTRACT & A.3 SECONDED PERSONS AGAINST PAYMENT

- ❖ A.2 Costs for natural persons working under a **direct contract other than an employment contract** (e.g. in-house consultants)
- ❖ A.3 costs for seconded persons **by a third party** against **payment**.

A.4 SME OWNERS AND NATURAL PERSON BENEFICIARIES

- ❖ Costs for SME owners (i.e. **owners of beneficiaries that are small and medium-sized enterprises not receiving a salary**) or
- ❖ Costs for **natural person beneficiaries** (i.e. **beneficiaries that are natural persons not receiving a salary**)

How to calculate your personnel costs?



You must calculate your personnel costs for the action as follows:



* There are **five different cases** to calculate the **daily rate**, depending on your **usual cost accounting practices**, on the **characteristics of the remuneration** of the person and on the **categories** of personnel

Category A.1

Case 1: Employees with a fixed salary

Case 2: Employees whose salary varies (increases and decreases) depending on the participation of the employee in specific projects (project-based remuneration)

Case 3: Employees of a beneficiary whose usual cost accounting practice is to calculate 'average personnel costs'

Categories A.2 & A.3

Case 4: Persons working for the beneficiary under a direct contract other than an employment contract, as well as staff seconded to the beneficiary against payment

Categories A.4

Case 5: (Co-)Owners of beneficiaries who are SMEs if they are not employees of the beneficiary (i.e. they do not receive a salary from the SME), and beneficiaries who are natural persons

How to calculate your personnel costs?



Category A.1

Case 1: Employees with a fixed salary

Daily rate calculation

How?

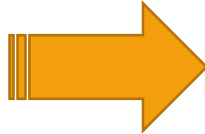
$$\text{Daily rate} = \frac{\text{actual annual personnel costs for the person}}{215^*}$$

* For Horizon Europe: Still possible to **deduct actual working days spent on parental leave** from the fixed number of 215 days



Days worked – record keeping

Days worked



- use reliable **time records** (i.e. time-sheets) either on paper or in a computer-based time recording system.
- **Or**
- sign a monthly declaration on days spent for the **action** (template under development).

Time recording system in hours



'Day-equivalent' → 3 conversion rules at hand

1. A conversion based on the average number of **hours that the person must work per working day according to her/his contract.**

Example: if the contract says that the person must work 37,5 hours per week distributed in 5 working days, a day-equivalent for the person is 7,5 hours ($37,5 / 5$). In the same example, if the person works 50 % part-time, the day-equivalent would be 3,75 hours ($18,75 / 5$).

2. A conversion based on the **usual standard annual productive hours** of the beneficiary, if it is at least 90% of the workable time (i.e. continuity with H2020)

Example:

Standard annual productive hours of the beneficiary = 1600 Standard annual workable hours of the beneficiary = 1720

$1720 \times 90\% = 1548 < 1600$

$1600/215 \Rightarrow 7.44 \text{ hours} = 1 \text{ day-equivalent}$

3. A conversion based on a fixed number of hours (e.g. for beneficiaries with no reference in their contracts nor standard annual productive hours):

1 day-equivalent = 8 hours

INTERNALLY INVOICED GOODS & SERVICES



Horizon Europe specific provisions

Internal invoicing



What? Costs for goods and services which are produced or provided within the beneficiary's organisation directly for the action and the beneficiary values on the basis of its usual cost accounting practices.

Examples:

- *self-produced consumables (e.g. electronic wafers, chemicals)*
- *specialised premises for hosting the research specimens used for the action (e.g. animal house, greenhouse, aquarium)*
- *standardised testing or research processes (e.g. genomic test, mass spectrometry analysis)*
- *use of specific research devices or research facilities (e.g. clean room, wind tunnel, supercomputer facilities, electronic microscope)*

NEW

Wider reliance on beneficiary's usual cost accounting practices for the unit cost calculation with:

- ❖ No application of the 25% flat-rate on top of the unit cost (*H2020 rules*)
- ❖ instead, possibility to accept actual indirect costs allocated via beneficiary's usual key drivers in the unit cost calculation

SYSTEMS AND PROCESSES AUDITS (SPA)



Horizon Europe specific provisions

Horizon Europe: System and Processes Audit (SPA)



❑ What is a SPA ?

A risk assessment & an audit opinion

in 2 steps:

- Test of the systems / Tests of controls
- Substantive testings / Tests of Transactions

assessing 3 types of risks:

- Inherent Risk at the level of the entity
- Control Risk at the entity level
- Budget Category Specific Control Risk and their project based accounting

providing 1 Output:

- One single report in two parts
- Combined review result ► flag as Low, Medium or High

Horizon Europe: System and Process Audit (SPA)



☐ Who can apply?

Any beneficiary that:

- ☐ uses unit, flat rate or lump sum costs or contributions according to documented (i.e. formally approved and in writing) usual costs accounting practices (if any)

OR

- ☐ has formalised documentation on the systems and processes for calculating their costs and contributions (i.e. formally approved and in writing),
- ☐ has participated in at least 150 actions under H2020 or Euratom and,
- ☐ participates in at least 3 ongoing actions under HE or Euratom

☐ How?

Step 1 — The beneficiary submits the application in the system which will be assessed by the EC auditors

Step 2 — If application accepted, the EC auditors (directly or indirectly) will carry out the SPA

Step 3 — The audit result will take the form of a risk assessment classification

☐ What benefits for beneficiaries classified as 'low-risk'?

- ☐ less (or less in-depth) ex-post audits AND,
- ☐ a higher threshold for submitting CFS (i.e. 725.000 EUR instead of 430.000 EUR)



Thank you!

HorizonEU

<http://ec.europa.eu/horizon-europe>



© European Union 2021

Unless otherwise noted the reuse of this presentation is authorised under the [CC BY 4.0](https://creativecommons.org/licenses/by/4.0/) license. For any use or reproduction of elements that are not owned by the EU, permission may need to be sought directly from the respective right holders.
Image credits: © ivector #235536634, #249868181, #251163013, #266009682, #273480523, #362422833, #241215668, #244690530, #245719946, #251163053, #252508849, 2020. Source: Stock.Adobe.com. Icons © Flaticon – all rights reserved.



QUESTIONS / REPONSES

poser vos questions
via Slido.com *sur votre téléphone*
code **#870699**

à défaut par le tchat **@PCN**



4 webinaires sur les aspects juridiques et financiers:

1. aspects juridiques généraux - 21 mai 10h
2. aspects financiers d'Horizon Europe – 21 mai 14h
3. éléments clés de la préparation d'un projet – 26 mai à 15h
4. aspects juridiques spécifiques PI, valorisation, EIC – 28 mai 10h

2 webinaires transversaux:

5. La science ouverte, une opportunité - 1^{er} juin à 15h
6. La dimension du genre dans Horizon Europe - 3 juin à 10h