



RULES ON ELIGIBILITY OF COSTS

1. GENERAL PRINCIPLES

The eligible costs of the project receiving an EFSA grant must be shown in detail in an estimated budget. EFSA will take the final decision on the nature and amount of the costs to be considered as eligible.

Estimated budget must be:

- sufficiently detailed to permit identification, monitoring and checking of the costs;
- balanced, i.e. total income and total project costs must be equal;
- consistent with the work plan;
- expressed in Euro.

Costs eligible for an EFSA grant are those that are:

- incurred during the duration of the project, with the exception of costs relating to audit certificates;
- indicated in the estimated budget of the project;
- necessary for the implementation of the project which is the subject of the grant;
- identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;
- complying with the requirements of applicable tax and social legislation;
- reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

Estimated budget – cost side:

- **Eligible direct costs:**
 1. Costs of personnel;
 2. Travel costs and subsistence allowances;
 3. Depreciation costs of equipment or other assets;
 4. Consumables and supplies;
 5. Workshops, seminar, conferences;
 6. Subcontracting;
 7. Eligible VAT;
 8. Miscellaneous costs are costs arising directly from the requirements imposed by the grant agreement.

The above categories represent an exhaustive list of possible eligible direct costs. However, if, for example, the project does not foresee costs for workshops / seminars / conferences, then this category of costs can be left empty in the estimated budget.

- **Eligible indirect costs** incurred in carrying out the project are eligible for a flat-rate funding capped at not more than 10% of the total eligible direct costs. If a beneficiary (partner in the consortium) already receives an operational grant from the EU budget its indirect costs are not eligible under the present call.



Estimated budget – income side:

- **Mandatory incomes:**
 1. Grant requested from EFSA;
 2. Applicant's financial contribution;
 3. Partners financial contribution;
- **Optional incomes:**
 4. Financial contributions from other public bodies;
 5. Income generated by the project.

To be eligible, costs need to be incurred during the duration of the project, i.e. from the grant agreement entry into force and project deadline.

The eligible costs presented in the estimated budget must be as realistic as possible, except for eligible indirect costs which are a flat rate.

Once the project is implemented all the eligible actually incurred direct costs must be justified by supporting documents, e.g. invoices, timesheets, evidence of travel or presence at a meeting etc. EFSA reserves the right to ask any supporting document in order to verify that the costs declared as eligible were actually incurred and paid.

2. ELIGIBLE COSTS

2.1 ELIGIBLE DIRECT COSTS

"Direct costs" of the project are those specific costs which are directly linked to the implementation of the project and can therefore be attributed directly to it. They may not include any indirect costs¹. To be eligible, direct costs shall comply with the conditions of eligibility set out above in point 1.

2.1.1 COSTS OF PERSONNEL – Estimated Budget Excel, Sheet A.1

The costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the project are considered eligible costs (comprising actual salaries plus social security contributions and other statutory costs included in the remuneration).

In line with the EU Financial Regulation, the salary costs of public officials will be considered as a direct cost of the beneficiary to the extent that they relate to the cost of activities which the relevant public authority as beneficiary would not carry out if the project concerned was not undertaken.

The costs of natural persons working under a contract with the beneficiary other than an employment contract may be assimilated to costs of personnel, provided that the following conditions are fulfilled:

- the natural person works under the instructions of the beneficiary;
- the result of the work belongs to the beneficiary

If the above conditions are not met, the amounts paid to the natural person shall be presented under the category "subcontracting".

IMPORTANT:

¹ Indirect costs are explained in section 2.2 below.



Staff assigned to the project must be classified in one of the [four](#) categories Manager, Researcher/Teacher/Trainer, Technical, Administrative. EFSA will check the correctness of the assigned category of each staff member from the CV's which will be provided by the beneficiary.

UNIT COSTS for personnel are shown in the table below. These costs are calculated based on EUROSTAT data, EFSA historical data, information received from other EC services and considering the annual labour costs per country. An annual revision of unit costs is done based on the application of the national inflation rates as published by [Eurostat](#). **Last revision entered into force on 16 August 2022.**

The **UNIT COSTS** per day for staff **must** be used when establishing the estimated budget and when declaring the incurred costs. **THE NUMBER OF DAYS** spent on the project (one day is composed of 8 working hours according to working day duration at EFSA) is to be indicated when establishing the estimated budget and when declaring the incurred costs.

The rate of the country in which the partner organisation is registered should be applied, independently of where the tasks will be executed (i.e. a staff member of an organisation of Country A working fully or partly in Country B will be budgeted on the basis of the rates of Country A).

The beneficiary must be able to justify the personnel costs at the end of the project by providing supporting documents (e.g. timesheets), if requested by EFSA.

The beneficiary shall ensure that CVs for all profiles (including technical and administrative staff) inserted in the budget are submitted together with the proposal for **direct** agreements. This will allow EFSA to check the correctness of the assigned role of each staff member. For those profiles for which the applicant reserves the right to recruit staff after the communication of the outcome of the call, CVs need to be provided to EFSA for checking the correctness of the assigned role as soon as the recruitment is complete.



UNIT COST PER DAY IN EUROS (August 2022)

Country	Manager	Researcher Teacher Trainer	Technical	Administrative
Austria	500	337	272	216
Belgium	471	382	269	240
Bulgaria	73	66	50	34
Croatia	225	203	163	103
Cyprus	322	240	149	101
Czech Republic	198	127	92	67
Denmark	589	416	291	261
Estonia	118	90	69	49
Finland	441	271	209	173
France	468	378	277	217
Germany	499	339	252	222
Greece	207	145	103	93
Hungary	127	102	77	52
Ireland	410	340	248	184
Italy	477	313	212	183
Latvia	100	75	58	43
Lithuania	134	79	54	39
Luxembourg	544	383	309	241
Malta	129	107	83	62
Netherlands	462	374	236	187
Poland	150	98	75	56
Portugal	274	192	130	82
Romania	143	109	85	54
Slovakia	135	109	96	78
Slovenia	257	195	156	98
Spain	344	227	174	125
Sweden	398	335	276	212
Iceland (EEA Country)	393	358	309	199
Liechtenstein (EEA Country)	492	331	267	213
Norway (EEA Country)	516	430	364	280
Switzerland (EFTA Country)	657	471	411	325



2.1.2 TRAVEL COSTS AND SUBSISTENCE ALLOWANCES – Estimated Budget Excel, Sheet A.2

All travel costs for missions, workshops/seminars/conferences must be included under Sheet A.2:

MISSIONS: travel costs and related subsistence allowances of staff and other persons taking part in the project are eligible. Kick-off, interim, final meetings and field trips (if any) are part of this category.

WORKSHOP/SEMINAR/CONFERENCE: travel costs for external participants and speakers (not staff employed by coordinator or partners) are eligible. As subsistence allowances are not foreseen for the participation of external participants in workshops/seminars/conferences, meals and accommodation for workshops must be inserted under the category "Miscellaneous" – Sheet A.6.

The daily subsistence allowances and travel costs of EFSA representatives shall not enter in the estimated budget because these costs are paid by EFSA directly to the staff concerned.

Travel costs

These unit costs must be applied when establishing the estimated budget and when declaring the incurred costs:

UNIT COSTS

Type of transport	Distance in road Km	Travel Unit cost
Car	Any distance	0.33 €/Km
Train	Any distance	0.40 €/Km
Flight	Any distance	500 €

If two or more staff members travel together sharing a car, the cost should be calculated only one time for the entire group of people. Insert the number of km for only one of the staff travelling by car and insert "shared" for all other staff traveling together.

Inter-continental flights are not included. They should be estimated on a case-by-case basis and declared on real incurred cost of flight ticket. The most economical fares must be sought (i.e., non-flexible economic class).

Daily subsistence allowances (DSA)

The DSA applies only for a mission to a place more than 50 km from the normal place of employment.

For travels related to workshops, the DSA is not applicable because costs of hotel accommodation and meals (lunch and dinner) are to be declared under item Miscellaneous costs (see article 2.1.5).

The amounts presented in the below table are calculated to cover the following expenses during a day of mission: accommodation, meals, local transport to reach airport/train station at the place of residence/employment and within the place of mission (car, parking, taxi and/or public transport), and sundry expenses, such as telecommunications costs (fax, internet).

The DSA is to be calculated according to the length of the mission: from the time of departure of the means of transport used until the arrival at the place of employment or home.



- ≤ 24 hours: full DSA;
- > 36 hours ≤ 48 hours: 2 x DSA, etc.

Missions to countries not mentioned in the below table shall be submitted to EFSA for an ex-ante agreement.

Country	€
Austria	234
Belgium	250
Bulgaria	192
Croatia	185
Cyprus	228
Czech Republic	194
Denmark	297
Estonia	185
Finland	255
France	282
Germany	225
Greece	194
Hungary	184
Iceland (EEA country)	245
Ireland	267
Italy	246
Latvia	189
Liechtenstein (EEA country)	175
Lithuania	186
Luxembourg	246
Malta	226
Netherlands	269
Norway (EEA country)	220
Poland	183
Portugal	184
Romania	198
Slovakia	174
Slovenia	201
Spain	216
Sweden	304
Switzerland (EFTA country)	220



2.1.3 DEPRECIATION COSTS OF EQUIPMENT OR OTHER ASSETS – Estimated Budget Excel, Sheet A.3

These costs are eligible if:

- the acquisition is strictly necessary for the performance of the project;
- those costs are recorded in the accounting statements of the beneficiary;
- the asset has been purchased in accordance with Article II.10 of the Grant agreement and it is written off in accordance with the international accounting standards and the usual accounting practices of the beneficiary.
- **Important:** The depreciation costs of equipment/software bought before the submission of the proposal can be taken into account in the estimated budget and when declaring the incurred costs but only for the portion covered by the period of the implementation of the proposed action. The percentage and the period covered by the depreciation costs should comply with the usual accounting practices of the beneficiary.

EFSA reserves the right to verify the correct application of the usual accounting practices of the beneficiary. In case the depreciation periods are not clearly indicated in those practices the following rules will be applied by EFSA:

- computer equipment (hardware) is written off over a period of 3 years,
- office furniture and equipment (photocopiers, fax, etc.) over 5 years, and
- specific computer software (not common software which is supposed to be covered by indirect costs) is covered in full.

The costs of rental or lease of equipment or other assets are also eligible, provided that these costs do not exceed the depreciation costs of similar equipment or assets and are exclusive of any finance fee.

Only the portion of the equipment's depreciation corresponding to the duration of the project and the rate of the actual use for the purposes of the project can be considered by EFSA as eligible. Consult the call for proposals for the maximum allowed duration of the project.

2.1.4 CONSUMABLES AND SUPPLIES – Estimated Budget Excel, Sheet A.4

The costs of consumables and supplies are eligible if:

- they are purchased in accordance with Article II.10 of the Grant agreement;
- they are directly assigned to the project.

Unlike the equipment, these are “consumables²”, i.e. items that are not entered as fixed assets in the accounts (or inventory) of the beneficiary and are not written off. The term “directly assigned to the project” is important in order to avoid reimbursing the same cost twice by way of indirect costs. The nature of the project and the fact that the costs are specific to the project are key factors justifying direct cover of these costs.

All other items that are not “consumables” are to be inserted under “miscellaneous” (e.g. publication fees).

2.1.5 SUBCONTRACTING – Estimated Budget Excel, Sheet A.5

² For example: laboratory material, reagents, gloves, medicines, etc.



Costs entailed by subcontractors within the meaning of Article II.11 of the Grant agreement are eligible, provided that the conditions laid down in that Article and in the Call for proposals are met.

The costs of natural persons working under a contract with the beneficiary other than an employment contract and which cannot be assimilated to costs of personnel, as indicated in part 2.1.1, are to be declared in this section.

Core tasks³ may not be subcontracted. Only ancillary and assistance tasks may be subcontracted.

2.1.6 MISCELLANEOUS COSTS– Estimated Budget Excel, Sheet A.6

GENERAL MISCELLANEOUS COSTS: These might be the costs arising directly from requirements imposed by the Grant agreement, e.g. dissemination of information, specific evaluation of the project, audits, translations, printing/copying, including the costs of any requested financial guarantees, provided that the corresponding services are purchased in accordance with Article II.10.

MISCELLANEOUS COSTS RELATED TO WORKSHOPS, SEMINARS, CONFERENCES: This category of eligible costs is intended to cover costs linked to the organisation of a workshop, seminar or conference, in particular:

1. hire of premises;
2. hire of equipment;
3. interpretation (interpreters and hiring of booths);
4. translation costs in connection with workshop/seminar/conference;
5. catering (lunch and dinner) and accommodation costs for external participants and speakers
6. external speaker fee (intended for an expert coming from outside of beneficiary/consortium), max 500 € per speaker per day;
7. other costs (e.g. printing costs for documentation to be distributed to participants, various supplies, reception staff).

In case a contract is to be awarded within the context of a workshop, e.g. translation or preparation of documents, these services or supplies must be purchased in accordance with Article II.10 of the Grant agreement.

2.1.7 ELIGIBLE VAT

Duties, taxes and charges paid by the beneficiary, notably value added tax (VAT), are eligible, provided that they are included in eligible direct costs.

VAT is accepted as an eligible cost if it is not recoverable, and so declared on honour by the beneficiary in the estimated budget.

The eligible VAT cost should be declared in the same heading of the estimated budget in which the related cost is declared.

2.2 ELIGIBLE INDIRECT COSTS – Estimated Budget Excel, Summary sheet

"Indirect costs" of the project are those costs which are not directly linked to the implementation of the project and can therefore not be attributed directly to it. They may not include any costs identifiable or declared as eligible direct costs.

³ For example coordination of the grant



To be eligible, indirect costs shall represent a fair apportionment of the overall overheads of the beneficiary and shall comply with the conditions of eligibility set out in point 1.

Unless otherwise specified, eligible indirect costs shall be declared on the basis of a flat rate of 10% of the total eligible direct costs. Eligible indirect costs may not include any eligible direct costs. The formula in the Summary of the estimated budget excel automatically calculates the eligible indirect costs at 10% of the inserted eligible direct costs.

The indirect costs are frequently of an administrative, technical and logistical nature, are cross-cutting for the operation of the beneficiary's various activities and cannot therefore be booked in full to the project for which the grant is awarded because this grant is only one part of those activities. Indirect costs comprise costs connected with infrastructures and the general operation of the organisation such as renting or depreciation of buildings and plant, water/gas/electricity, maintenance, cleaning, insurance, supplies, small office equipment such as toner, paper, stationary, communication and connection costs (phone, internet, fax, etc.), postage, and costs connected with horizontal services such as administrative and financial management, human resources, training, legal advice, documentation, IT, etc.

3. INELIGIBLE COSTS

In addition to any other costs which do not fulfill the conditions set out for eligible costs, the following costs shall not be considered eligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses or costs of conversion;
- costs of transfers from the Authority charged by the bank of the partner;
- costs declared by the beneficiary in the framework of another action receiving a grant financed from the Union budget (including grants awarded by a Member State and financed from the Union budget and grants awarded by other bodies than the Authority for the purpose of implementing the Union budget); in particular, indirect costs shall not be eligible when the beneficiary already receives an operating grant financed from the Union budget during the period in question;
- contributions in kind from third parties;
- excessive or reckless expenditure;
- deductible VAT.

The ineligible costs, if any, must be declared in the Estimated Budget excel, Summary Sheet.

4. FLEXIBILITY WITH APPROVED ESTIMATED BUDGET

After the estimated budget of the project has been approved by EFSA (corrections are possible during the evaluation of the proposal) it becomes the approved estimated budget, and it will be attached to the Grant agreement. The approved estimated budget is based on estimates, and therefore it is normal that during the project implementation there might be a need to adjust it to reality or any unforeseen events.



The approved estimated budget may be adjusted by making transfers provided that such adjustments do not affect the basic purpose and the completion of the project is not jeopardised. No amendment is necessary for these transfers.

If the beneficiary wishes to replace a staff member by another employee, e.g. because of dismissal, maternity leave, long term sick leave of original staff member, a prior approval of EFSA should be sought and the new CV and individual declaration of interest (if DoIs are applicable) shall be provided. No amendment is necessary for these changes.