

## Information regarding Eligibility and Calculation of Personnel Costs

Note: Annex 1 corresponds to the voucher application

### ARTICLE 6 — ELIGIBLE AND INELIGIBLE COSTS

#### *6.1 General conditions for costs to be eligible*

‘Eligible costs’ are costs that meet the following criteria:

(a) for actual costs:

- (i) they must be actually incurred by the Beneficiary;
- (ii) they must be incurred in the period set out in Article 3, with the exception of costs relating to the submission of the periodic report for the last reporting period and the final report (see Article 15);
- (iii) they must be indicated in the estimated budget set out in Annex 1;
- (iv) they must be incurred in connection with the action as described in Annex 1 and necessary for its implementation;
- (v) 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;
- (vi) they must comply with the applicable national law on taxes, labour and social security, and
- (vii) they must be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency;

(b) for unit costs see Article 6.2, Points A.3 and A.4.

#### *6.2 Specific conditions for costs to be eligible*

Costs are eligible if they comply with the general conditions (see above) and the specific conditions set out below for each of the following budget categories:

A. direct personnel costs;

‘Direct costs’ are costs that are directly linked to the action implementation and can therefore be attributed to it directly. They must not include any indirect costs.



*A. Direct personnel costs*

A.1 Personnel costs are eligible, if they are related to **personnel working for the Beneficiary under an employment contract (or equivalent appointing act) and assigned to the action** ('costs for employees (or equivalent)'). They must be limited to salaries (including during parental leave), social security contributions, taxes and other costs included in the remuneration, if they arise from national law or the employment contract (or equivalent appointing act).

**A.2 The costs for natural persons working under a direct contract with the Beneficiary other than an employment contract** are eligible personnel costs, if:

- (a) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed);
- (b) the result of the work carried out belongs to the Beneficiary (unless exceptionally agreed otherwise), and the costs are not significantly different from those for personnel performing similar tasks under an employment contract with the Beneficiary.

**A.3 Costs of owners of Beneficiaries that are small and medium-sized enterprises ('SME owners')** who are working on the action and who do not receive a salary are eligible personnel costs, if they are calculated in line with the rules defined in the following documents:

[https://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/amga/h2020-amga\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf)

[https://ec.europa.eu/research/participants/data/ref/h2020/other/legal/unit\\_costs/unit-costs\\_sme-owners\\_natural-persons-no-salary\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/other/legal/unit_costs/unit-costs_sme-owners_natural-persons-no-salary_en.pdf)

[https://ec.europa.eu/research/participants/data/ref/h2020/other/legal/unit\\_costs/unit-costs\\_msca\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/other/legal/unit_costs/unit-costs_msca_en.pdf)

[https://ec.europa.eu/research/participants/data/ref/h2020/other/mga/tmpl/h2020-annex2a-tmpl-estim-budget\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/other/mga/tmpl/h2020-annex2a-tmpl-estim-budget_en.pdf)

**A.4 Costs of 'Beneficiaries that are natural persons'** not receiving a salary are eligible personnel costs, if they are calculated in line with the rules defined in the following documents:

[https://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/amga/h2020-amga\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf)

[https://ec.europa.eu/research/participants/data/ref/h2020/other/legal/unit\\_costs/unit-costs\\_sme-owners\\_natural-persons-no-salary\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/other/legal/unit_costs/unit-costs_sme-owners_natural-persons-no-salary_en.pdf)

[https://ec.europa.eu/research/participants/data/ref/h2020/other/legal/unit\\_costs/unit-costs\\_msca\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/other/legal/unit_costs/unit-costs_msca_en.pdf)



[https://ec.europa.eu/research/participants/data/ref/h2020/other/mga/tmpl/h2020-annex2a-tmpl-estim-budget\\_en.pdf](https://ec.europa.eu/research/participants/data/ref/h2020/other/mga/tmpl/h2020-annex2a-tmpl-estim-budget_en.pdf)

### Calculation

Personnel costs must be calculated by the Beneficiaries as follows:

{hourly rate multiplied by the number of actual hours worked on the action},

The number of actual hours declared for a person must be identifiable and verifiable (see Article 13).

The total number of hours declared in EU or Euratom grants, for a person for a year, cannot be higher than the annual productive hours used for the calculations of the hourly rate. Therefore, the maximum number of hours that can be declared for the grant are:

{number of annual productive hours for the year (see below)

minus

total number of hours declared by the Beneficiary, for that person in that year, for other EU or Euratom grants}.

The 'hourly rate' is one of the following:

(a) for personnel costs declared as **actual costs** (i.e. budget categories A.1, A.2): the hourly rate is calculated *per full financial year*, as follows:

{actual annual personnel costs (excluding additional remuneration) for the person divided by number of annual productive hours}.

using the personnel costs and the number of productive hours for each full financial year covered by the reporting period concerned. If a financial year is not closed at the end of the reporting period, the Beneficiary must use the hourly rate of the last closed financial year available.

the maximum 'number of annual productive hours' is 1720 hours for persons working full time (or corresponding pro-rata for persons not working full time). For personnel costs declared on the basis of unit costs (i.e. budget categories A.3, A.4): the hourly rate for SME owners or Beneficiaries that are natural persons, the hourly rate set out in Annex 1 in accordance with Points A.3 and A.4 above.

