MODEL FINANCIAL STATEMENT FOR GRANT AGREEMENT PERIOD T1 and t+1

ANNEX 2 TO THE SPECIFIC GRANT AGREEMENT

	Some guidance on how to fill out the Budget Statement (BS)
Dear Madam/Sir,	
This is a template that you must use to	submit the budget statement for the grant agreement.
When you open this file, a warning me	ssage might appear informing you that macros have been disabled. Please click on 'Enable' in order to enable the macros.
Here are the basic features of this mod	lel :
(un)locked cells :	only the white parts can be used freely by you
Comments :	when you point the cursor on a cell with a red triangle, comments will appear with guidance
ISO country code :	please type the ISO country code of your institution here (ex: FR); it will appear automatically in all sheets :
	Country
Name of institution* :	please type your institution's name here; it will appear automatically in all sheets :
	Acronym institution
	* if the name of your institution has been changed, please ask for an amendment of the specific and framework partnership agreement.
By opening this document, a new tool n the left-hand side of your Menu Bar.	named 'Add-Ins' appeared in your Menu Bar. Once you click on the new 'Add-Ins' menu, a 'BCS Tools' menu option will appear on
Please follow the guidance below when	n filling in all necessary sheets. This will help ensure eligibility for your grant.
For more background, please also ha important rules on eligible costs for d	ve a look at the "ECFIN's Guidelines for the financial management of grant agreements" which deals with the most Irawing up budget estimates.
Should you have any doubts or question	ons, please don't hesitate to contact us :
	ECFIN-BCS-STATEMENTS@ec.europa.eu
1. Guidance on how to fill out	the 'Information on Beneficiary' sheet.
Please complete the: "Information on a	beneficiary " sheet so that we have up-to-date administrative details.
	ntact person, the address of your institution or the bank account number in comparison with the information in your element, please inform the BCS team as soon as possible.
As regards the VAT:	- recoverable VAT is not eligible
You will find more info on VAT in	- not-deductible VAT may be included as eligible cost
the Guidelines	- partially recoverable VAT: the eligible part corresponds to the pro-rata of the VAT which is not deductible,
2. Guidance on how to fill out t	the 'Subcontracting' sheet.
When <i>subcontracting</i> is involved, plea	ase provide us with the requested information (see the: "Subcontracting" sheet).
Subcontracting:	The data of the sub-contractor needs to be filled out in the "Subcontracting (1)" sheet.
You will find more info on Costs for	To add the details of more sub-contractors please insert a new blank sheet by selecting "Add another subcontracting form" from the '===> BCS Tools <===' menu option.
Subcontracting in the Guidelines	Additional subcontracting forms that are not needed can be removed by selecting "Delete this subcontracting form" from the '===> BCS Tools <===' menu option.
	Created sheets can be removed, apart from the "Subcontracting (1)" sheet.
Please provide us with a copy of your s	ubcontract as soon as possible.
3. Guidance on how to fill out	the individual survey sheets
	vidual survey sheets of the surveys for which you ask a grant. Please consult the guidelines. Note that you can only fill in the The columns related to 'FINAL (euro)' are frozen and will be filled in at the final financial statement stage.
a) Financing plan (see guidelin	es section 1):
Please complete the financing plan by organisation(s) and grant percentage.	filling in the white cells in the columns part of the heading BUDGET (euro): direct revenues, contribution(s) by other
Yellow cells	the cells highlighted in yellow (total income, own contribution, requested grant and pre-financing payment) are calculated automatically to balance the income and costs
Grant percentage:	Please fill in the grant percentage which cannot be >50%, with 2 decimals.
b) Budget estimated eligible co	sts (see guidelines section 1 & 2):
To insert a row	In the menu bar click on 'Add-Ins' and select '===> BCS Tools <===' and click on 'Add row in current section'
	This only works in the survey sheets.
To delete a row	In the menu bar click 'Add-Ins' and select '===> BCS Tools <===' and click on 'Delete current row' (Note that this only works in the survey sheets).

(sub)totals :

Will be calculated automatically

If applicable, please clearly identify costs by affiliated entities and/or co-beneficiaries.

The **Survey-related ratio** represents the ratio calculated based on the costs/working time spent on the survey programme in relation to the total costs/working time spent on all activities managed by your department.

The **EU-related ratio** is the ratio that you apply to the survey-related costs if your survey programme contains additional questions, which are not part of the harmonised EU BCS questionnaire. This ratio must be calculated-based on the number of harmonised EU BCS questions in relation to the total questions in your questionnaire. This ratio can be 100% if your questionnaire only contains harmonised EU BCS questions. Quarterly harmonised EU BCS questions asked on a monthly basis in national questionnaires shall be declared/counted as quarterly questions (i.e. no reduction). For the calculation of the EU-related ratio(s), please fill in the sheet "EU-related ratio BS", columns H to K, for any additional question per survey. Column N automatically yields the EU-related ratio for each of the surveys, and the ratios will be automatically copied in the individual survey sheets.

For each category of staff, please follow the instructions mentioned in the 'green' zones and indicate the daily rate per pay grade (see guidelines, section 3), the number of staff working in that pay grade and the estimated number of working days the staff will work for the survey programme.

Staff costs based on deliverables must be declared under item I.5. Please indicate the price per unit of deliverable and the estimated number of units you intend to generate.

Staff costs for delivery of ad-hoc questions (See budget line I.6): The budget foresees a pre-calculated budget for delivery of ad hoc questions. The amount is automatically calculated: the total budgeted staff costs are divided by the number of questions per survey and then multiplied by a factor, to consider the extra effort to implement ad-hoc questions compared to standard harmonised questions. If you want to exclude your participation in the ad hoc questions for one or several surveys already at the stage of preparing your budget, please fill in a "0" in column F of the budget lines I.6 of the respective survey sheet(s). In any case, if at the end of the action year the ad hoc question(s) were not implemented, the automatically calculated amount, multiplied by the grant percentage, will be deducted from the maximum eligible grant.

For each estimated administrative cost, please follow the instructions mentioned in the 'green' zone: give a short description of the cost related to the survey programme and estimate the costs per cost category based on a reference year.

Costs for subcontracting for the delivery of ad-hoc questions (See budget line II.2): The budget foresees a pre-calculated budget for subcontracting costs for delivery of ad hoc questions. The amount is automatically calculated: the total costs for subcontracting are divided by the number of questions per survey and then multiplied by a factor, to consider the extra effort to implement ad-hoc questions compared to standard harmonised questions. If you want to exclude your participation in the ad hoc questions for one or several surveys already at the stage of preparing your budget, please fill in a "0" in column F of the budget line II.2 of the respective survey sheet(s). In any case, if at the end of the action year the ad hoc question(s) were not implemented, the automatically calculated amount, multiplied by the grant percentage, will be deducted from the maximum eligible grant.

If the total estimated costs for 'item II.4 - Administrative costs' is lower than or equal to 50% of the total estimated staff costs, the (automatically) calculated flat rate will be applied to the total eligible final staff costs at the end of the action period. No further details or evidence on these administrative costs will be required at the end of the action period.

Note that only the estimated costs indicated in your budget statement can be considered as eligible at the final financial stage. For more information on eligible costs, please read the guidelines for applicants as mentioned above.

Indirect costs the percentage of the indirect costs is 7% of the total eligible direct costs excl. subcontracting. The amount is automatically calculated.

4. Guidance on how to fill out the 'Total' sheet.

The 'Total' sheet is automatically filled in.

5. Guidance on how to fill out the 'Calculation Methodology BS' sheet.

Please give a clear description of the calculation methodology you applied to estimate your budget and to distribute costs among the BCS action and any other projects managed by your department by filling out the 'Calculation Methodology BS' sheet.

Thank you in advance for your cooperation.

Economic situation, forecasts, business and consumer surveys Business and consumer surveys and short-term forecast

MODEL FINANCIAL STATEMENT FOR GRANT AGREEMENT PERIOD T1 and t+1

ANNEX 2 TO THE SPECIFIC GRANT AGREEMENT

Some guidance on how to fill out the final financial statement (FFS)

Dear Madam/Sir,

Comments ·

This is a template you can use to submit the final financial statement for the grant agreement.

only the white parts can be used freely by you

Here are the **basic features** of this model :

(un)locked cells :

Budget statement: the information mentioned in the budget statement must not be changed. These cells should be frozen.

when you point the cursor on a cell with a red triangle, comments will appear with guidance

ISO country code :

Country

Name of institution :

Acronym institution

* if the name of your institution has been changed, please ask for an amendment of the specific and framework partnership agreement.

By opening this document, a new tool named 'Add-Ins' appeared in your Menu Bar. Once you click on the new 'Add-Ins' menu, a 'BCS Tools' menu option will appear on the left-hand side of your Menu Bar.

please type the ISO country code of your institution here; it will appear automatically in all sheets :

Please follow the guidance below when filling in all necessary sheets. This will help ensure eligibility for your grant.

For more background, please also have a look at the following document :

The "ECFIN's Guidelines for applicants for the *financial management of grant agreements*" deals with the most important rules on eligible costs for drawing up final financial statements.

Should you have any **doubts or questions**, please don't hesitate to contact us :

ECFIN-BCS-STATEMENTS@ec.europa.eu

1. Guidance on how to fill in the 'Information on the Beneficiary's sheet.

Please verify the "Information on beneficiary" sheet so that we have up-to-date administrative details.

If there has been a change to the signing or contact person, the address of your institution or the bank account number in comparison with your specific grant agreement or framework partnership agreement, please inform the BCS team as soon as possible in order to amend the agreements concerned.

2. Guidance on how to fill out the 'Subcontracting' sheet.

Please refer to the Guidelines for the financial management of the grant agreements, section 4.3.4, How to report the final eligible costs for subcontracting at the end of the action period.

When subcontracting is involved, please update when necessary the information mentioned in the "Subcontracting" sheet.

If you have not already done so, please provide us with a copy of the subcontract.

3. Guidance on how to fill out the individual survey sheets:

At this stage you cannot change the information you provided at the budget statement phase.

Please fill in the columns 'FINAL (euro) in each individual survey sheet of the document as follows:

- In the Financing Plan: Fill in the white cells regarding the final direct revenues and final contributions from other organisation.

- In the EXPENDITURES: fill in the total eligible direct staff costs and direct administrative costs as described below:

(sub)totals : will be calculated *automatically*

Total eligible direct STAFF COSTS

Please refer to the Guidelines for the financial management of the grant agreements, section 3.4.5, How to report the final eligible staff costs at the end of the action period?

For each category of staff, please follow the instructions mentioned in the 'green' zones and indicate:

- The **daily rate** per pay grade for each category of staff and the unit cost for deliverables have been agreed at budget statement and should comply with the salary grids attached to it. You therefore do not have to modify these figures in your survey sheets. Moreover, the column mentioning the daily rates per pay grade is frozen and must not be modified.

- The total number of people per staff category (needs to be filled in)

The total worked days represents the real number of days spent on the survey programme per pay grade and staff category calculated based on time records.

The actual number of deliverables is the total number of interviews/records conducted during the action period

The **Survey-related ratio** represents the ratio calculated based on the working time spent on the survey programme in relation to the total working time spent on all activities managed by your department.

The **EU-related ratio** is the ratio that you apply to the survey-related costs if your survey programme contains additional questions, which are not part of the harmonised EU BCS questionnaire. This ratio must be calculated-based on the number of harmonised EU BCS questions in relation to the total questions in your questionnaire. This ratio can be 100% if your questionnaire only contains harmonised EU BCS questions. Quarterly harmonised EU BCS questions asked on a monthly basis in national questionnaires shall be declared/counted as quarterly questions (i.e. no reduction). For the calculation of the EU-related ratio(s), please fill in the sheet "EU-related ratio FFS", columns H to K, for any additional questions per survey. Column N automatically yields the EU-related ratio for each of the surveys, and the ratios will be automatically copied in the individual survey sheets.

Staff costs for delivery of ad-hoc questions (See budget line I.6): In case results of ad-hoc questions were delivered, the working time spent to implement these ad-hoc questions must be included in the timesheets. In case of non-performance of the ad hoc question(s), the amount that was automatically calculated in your budget, multiplied by the grant percentage, will be deducted from the maximum eligible grant.

Total eligible direct ADMINISTRATIVE COSTS and, if applicable, the sheet 'ADM COSTS' to detail the real administrative costs not under flat-rate financing.

Please refer to the Guidelines for the financial management of the grant agreements, sections: 4.3.4 as regards Subcontracting, 4.4.4. as regards Update of Software/Process Redesigne - How to report the final eligible costs for up-date of software/process redesign, and section 4.5.5 as regards the administrative costs (Item II.3 of the budget statement).

Costs for subcontracting for the delivery of ad hoc questions (See budget line II.2): In case results of ad hoc questions were delivered, the costs incurred to implement these ad-hoc questions must be included in the invoices from the subcontractor. In case of non-performance of the ad hoc question(s), the amount that was automatically calculated in your budget, multiplied by the grant percentage, will be deducted from the maximum eligible grant.

As regards II.4 ADMINISTRATIVE COSTS:

In case a percentage for flat-rate financing is mentioned in your SGA Art. 3.2, you do NOT have to fill in section II.3 of the sheet ADM COSTS to give details on your administrative costs. The percentage will be automatically applied in the different survey sheets next to the description "Flat-rate financing for administrative costs'.

In case you must declare, in one or more surveys, costs for subcontracting (section II.1), costs for update of software/process redesign (section II.2) or other real incurred administrative costs because the flat-rate calculated at budget phase was >50% (section II.3), please fill in column J with the eligible administrative costs related to these concerned surveys. To do so, please make use of the sheet 'ADM COSTS' and, where necessary, fill in the table 'Model detailed list of costs' with the details for sections II.1 SUBCONTRACTING COSTS, II.2 UPDATE OF SOFTWARE / PROCESS REDESIGN and II.3 ADMINISTRATIVE COSTS : REAL INCURRED.

The exchange rate is indicated in cell D5 of table 'ADM COSTS'. Fill in the costs in local currency in column D so that the actual costs in euros will be automatically calculated in column E.

You may also submit another sheet as long as all the requested information as mentioned in the table 'Model detailed list of costs' appears in your sheet: invoice number, date of invoice, description and amount of invoice as well as the exchange rate applied (if applicable). Indicate in the table 'DISTRIBUTION RATIOS' the ratios to be applied per survey to distribute the costs among the surveys or create another table showing this distribution. Please copy the totals to the individual survey sheets and refer to your attachment in the sheet ADM COSTS.

Please then copy the total actual costs (in euro) of these categories of real incurred costs in the individual survey sheets by filling in the column 'Actual Costs (euro)' and indicate the EU BCS ratios to be applied for each individual survey.

The **Survey-related ratio** represents the ratio calculated based on the costs for the survey programme in relation to the total costs for all activities managed by your department.

The **EU-related ratio** is the ratio that you apply to the survey-related costs if your survey programme contains additional questions, which are not part of the harmonised EU BCS questionnaire. This ratio must be based on the number of harmonised EU BCS questions in relation to the total questions in your questionnaire. This ratio can be 100% if your questionnaire only contains harmonised EU BCS questions. Quarterly harmonised EU BCS questions asked on a monthly basis in national questionnaires shall be declared/counted as quarterly questions (i.e. no reduction). For the calculation of the EU-related ratio(s), please fill in the sheet "EU-related ratio FFS", columns H to K, for any additional question per survey. Column N automatically yields the EU-related ratio for each of the surveys, and the ratios will be automatically copied in the individual survey sheets.

Please consult the guidelines section I.9 on how to deal with exchange rates.

Please consult the guidelines section 2.2 on how to calculate the EU BCS ratios.

To determine which costs are eligible, please read the guidelines, sections 1 to 5.

Indirect costs:	the percentage of the indirect costs is 7% of the total eligible direct costs excluding subcontracting. The amount is
indirect costs.	automatically calculated.
(sub)totals :	will be calculated <i>automatically</i>

4. Guidance on how to fill out the 'Total' sheet.

The Total' sheet is automatically filled in and informs you on the final grant to be requested.

The invoice: The amount mentioned under 'FINAL PAYMENT REQUEST' is the balance of the grant to be requested from the Commission and therefore should appear in your request for payment (invoice).

5. Guidance on how to fill out the 'Calculation Methodology FFS' sheet.

Please give a clear description of the calculation methodology you applied to determine the eligible costs and to distribute costs among the BCS action and the other projects managed by your department by filling out the 'Calculation Methodology FFS' sheet. If applicable, please also explain the calculation methodology used to distribute the costs among the different surveys.

Thank you in advance for your cooperation.

Economic situation, forecasts, business and consumer surveys Business and consumer surveys and short-term forecast

Inf	formation on the beneficiary of the grant
Country	Acronym institution
	Please fill in all the information as requested below.
	please indicate: the title (Ms/Mrs/Mr), the last name, the first name and the function (Director, President, etc.) of the legal representative of your institution.
signing person :	title (Ms/Mrs/Mr), LAST NAME, first name and function
(page 1 of the agreement)	
	please indicate: the title (Ms/Mrs/Mr), the last name, the first name and the function (Director, President, etc.)
second signing person* :	title (Ms/Mrs/Mr), LAST NAME, first name and function of 2nd signing person
(page 1 of the agreement)	* if two people need to sign documents in order for them to be legally binding on your institution.
	please indicate: the title (Ms/Mrs/Mr), the last name and the first name of the contact person.
contact person for the management of the grant:	title (Ms/Mrs/Mr), LAST NAME and the first name of the contact person
	please also include the IBAN code in front of the bank account number
bank account (number) :	
	Is VAT included in the attached budget statement?
Yes	
No	
Partially	
	Please explain how the VAT is applicable in your institution
Comments :	
	date and signature of legal representative(s)

Information on subcontracting / contracts for implementing part of the action

Acronym institution

Contracts must be awarded to the tender offering best value for money, that is to say, to the tender offering the best price-quality ratio, in compliance with the **principles of transparency and equal treatment** for potential contractors. Care must also be taken to avoid any conflict of interest. The eligibility of the costs for subcontracting is described in the Article 6.2 of the Specific grant agreement.

The information below must be given for each contract covering a heading or sub-heading of the costs of the action concerned:

A copy of the signed contract should be enclosed. Please keep records and documentation of the selection process,

Please fill in all sections.

Contractor's official name :

Part of work to be subcontracted (in %)

Period of validity of the contract:

Tasks involved:

Reasons for contracting out implementation work:

Description of the selection procedure:

date and signature of legal representative(s)

INSTITUTION: Country Acronym institution SURVEYS: Consumer ESTIMATED BUDGET (euro) FINAL COSTS (euro) FINANCING PLAN TOTAL ESTIMATED INCOME TOTAL INCOME --Direct revenue expected from the action: please indicate here the source of the revenue Indicate here the source of revenue --Contributions from other organisations: please indicate here the source of the funds Indicate here the source of funds --Own contribution Own contribution --Grant requested from the Commission Grant requested from the Commission -Pre-financing payment (40% of the grant) Pre-financing payment received FINAL PAYMENT REQUEST . Grant percentage 0.00% 0.00%

	ELIGIBLE COSTS / ENDITURES		ESTIN	IATED BUDGE	T (euro)			FI	NAL COSTS (e	uro)		
Budget item		TOTAL EST	FIMATED CO	OSTS		-		TOTAL FIN	NAL COSTS		-	
buuget item		Total estimate	ed eligible direct	t costs		-		Total final eligi	ible direct costs		-	
I	Total eligible direct staf	costs				-	Total eligible di	Total eligible direct staff costs				
			Estimated	TOTAL	EU-related	TOTAL				EU-related	TOTAL	
I.1 - I.4	daily rate per pay grade	No. of people	average	TOTAL Estimated	ratio (%)	TOTAL ESTIMATED	No. of people	Average worked days	TOTAL	ratio (%)	TOTAL FINAL COSTS	
	(see ANNEX III SGA)	no. of people	working days	working days	(Harmonized Questionnaires)	COSTS (euro)	no. of people	per person	working days	(Harmonized Questionnaires)	(euro)	
I.1	Permanent staff		per person		Quesnomanes)	0.00	Permanent staf	1		Quesnonnures)	0.00	
	- Managers					0.00	- Managers	0.00				
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
	- Researchers			1		0.00	- Researchers				0.00	
⊢	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
	- Interviewers 0.00 €	0.0		1	100.00%	0.00	- Interviewers 0.0			100.00%	0.00	
	- Technical staff	0.0	•	-	100.00%	0.00	- Technical staf		-	100.00%	0.00	
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-		100.00%	0.00	
	- Administrative staff			1		0.00	- Administrative	staff		1	0.00	
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
I.2	Temporary staff:			1		0.00	Temporary staf	f			0.00	
	0.00 €	0.0		-	100.00%	0.00	0.0 Staff under civi	-	-	100.00%	0.00	
I.3	Staff under civil contrac 0.00 €	0.0	cruited for the p	-	100.00%	0.00	Starr under civi	I contracts		100.00%	0.00	
I.4	Staff seconded by a third		- avment (no invoice		100.00%	0.00		by a third party	-	100.00%	0.00	
	0.00 €	0.0	-	-	100.00%	0.00	0.0		-	100.00%	0.00	
			Estimated		EU-related	TOTAL				EU-related		
I.5-6	price per deliverable		number	Total	ratio (%)	ESTIMATED		Actual number	Total costs	ratio (%)	TOTAL FINAL	
	(see ANNEX III SGA)		deliverables	Estimated costs	(Harmonized Questionnaires)	COSTS (euro)		of deliverables		(Harmonized Questionnaires)	COSTS (euro)	
I.5	Staff costs based on deli	verables			~	0.00	Staff paid based	1 on deliverables		~	0.00	
	0.00 €		-	-	100.00%	0.00		-	-	100.00%	0.00	
0.1	Staff costs for ad hoc questions	Ad hoc question Y=1/N=0				0.00						
	-	1		1	100.00%	0.00						
	0.00 €			-	100.00%		T-4-1-R-261- 42		·		0.00	
П	Total eligible direct adm	inistrative costs				0.00	i otal eligible di	rect administrat			0.00	
									Exchange	e rate (Art. 4.5 SGA)	1.0000	
		Estimated costs	Survey-related	Total	EU-related	TOTAL	Actual Costs	Survey-related		EU-related	TOTAL FINAL	
II.1 - II.3	Description	(euro) (based on	ratio (%)	Estimated costs	ratio (%) (Harmonized	ESTIMATED	(euro)	ratio (%)	Total costs	ratio (%) (Harmonized	COSTS (euro)	
		ref. year)			Questionnaires)	COSTS (euro)				Questionnaires)		
П.1	Subcontracting costs (ple	ase supply full details o	n separate sheet)			0.00	Subcontracting	costs			0.00	
Name of subcontracte	or	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Subcontracting costs for ad hoc questions	Ad hoc question Y=1/N=0				0.00		Cost included ir	the invoices of	the subcontract	or	
	0.00 €	1	100%	-	100.00%	0.00						
П.3	Up-date of software/pro	cess redesign (plea				0.00	Up-date of soft	ware/process red	esign		0.00	
Name of new softwar		-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
	Administrative costs (und						Real incurred a		sts		0.00	
	subsistence allowances	-	0.00%	-	100.00%	0.00		0.00%	-	100.00%	0.00	
Costs for printing Costs for mailing		-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
Costs for communica	ation	-	0.00%		100.00%	0.00	-	0.00%		100.00%	0.00	
Costs for translation		-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
Costs of materials (co assigned to the action	onsumables and supplies		0.00%	-	100.00%	0.00	-	0.00%		100.00%	0.00	
-	Software and data - PLEASE	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
Certain other costs ar requirements impose	rising directly from d by the agreement - PLEASE	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00	
CLEARLY DESCRI	IBE cing if administrative cos	ts (excl. II.1 & I	I.2) ≤ 50% of to	tal eligible staff o	costs (%)	0.00%	Flat-rate financ	ing for administ	rative costs (eu	ro)	0.00	
	Eligible indirect costs (79	6 of total eligible direct of	costs excluding costs for	r subcontracting)		0.00	Eligible indirec	t costs (Art. 3.2 s	SGA)		0.00	
and the second se						0.00 Eligible indirect costs (Art. 3.2 SGA)						

INSTITUTION:

		ECFIN/000/YE	AR/000000		
INSTITUTION:	Country	Acronym institution			
SURVEYS:	Construction				
	FINANCING PLAN	ESTIMATED BUDGET (euro)		FINAL COSTS (euro)	
		TOTAL ESTIMATED INCOME	-	TOTAL INCOME	-
	Direct revenue e	xpected from the action: please indicate here the source of the revenue	-	Indicate here the source of revenue	-
	Contributions	from other organisations: please indicate here the source of the funds	-	Indicate here the source of funds	-
		Own contribution	-	Own contribution	-
		Grant requested from the Commission	-	Grant requested from the Commission	-
	P	re-financing payment (40% of the grant)	-	Pre-financing payment received	-
				FINAL PAYMENT REQUEST	-
		Grant percentage	0.00%		0.00%

EX	ED ELIGIBLE COSTS / XPENDITURES			MATED BUDGE	ET (euro)				INAL COSTS (e	euro)		
Budget item		TOTAL EST	TIMATED CC	STS		-		TOTAL FI	NAL COSTS		-	
buuget item		Total estimate	d eligible direct	costs		-		Total final elig	ible direct costs		-	
I	Total eligible direct staff o	costs				-	Total eligible di	rect staff costs			-	
1.1 - 1.4	daily rate per pay grade (see ANNEX III SGA)	No. of people	Estimated average working days per person	TOTAL Estimated working days	EU-related ratio (%) (Harmonized Questionnaires)	TOTAL ESTIMATED COSTS (euro)	No. of people	Average worked days per person	TOTAL worked days	EU-related ratio (%) (Harmonized Questionnaires)	TOTAL FINAL COSTS (euro)	
I.1	Permanent staff		per person			0.00	Permanent staff	manent staff				
1.1	- Managers					0.00	- Managers		0.00			
	0.00€	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
	- Researchers					0.00	- Researchers				0.00	
	0.00€	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
	- Interviewers					0.00	- Interviewers				0.00	
	0.00€	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
	- Technical staff					0.00	- Technical staff				0.00	
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
	- Administrative staff 0.00 €	0.0			100.00%	0.00	- Administrative 0.0	staff -		100.00%	0.00	
I.2		0.0	-	-	100.00%	0.00	0.0 Temporary staf		-	100.00%	0.00	
1.2	0.00 €	nporary staff: 0.00 € 0.0 -				0.00	0.0	-	-	100.00%	0.00	
I.3	Staff under civil contracts			- piect	100.00%	0.00	Staff under civil		1	100.0070	0.00	
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00	
I.4	Staff seconded by a third	party against pa	vment (no invoice)			0.00	Staff seconded h	oy a third party			0.00	
	0.00€	0.0	-	-	100.00%	0.00	0.0		-	100.00%	0.00	
1.5-6	Price per deliverable (see ANNEX III SGA)		Estimated number of deliverables	Total Estimated costs	EU-related ratio (%) (Harmonized Questionnaires)	TOTAL ESTIMATED COSTS (euro)		Actual number of deliverables	Total costs	EU-related ratio (%) (Harmonized Questionnaires)	TOTAL FINAL COSTS (euro)	
I.5	Staff costs based on delive	erables				0.00	Staffcosts paid l	based on deliver	ables		0.00	
	0.00€		-	-	100.00%	0.00		-	-	100.00%	0.00	
I.6	Staff costs for ad hoc questions	Ad hoc question Y=1/N=0				0.00	Cost included in the working time					
	0.00€	1		-	100.00%	0.00						
п	Total eligible direct admin	nistrative costs				0.00	Total eligible di	rect administrat	ive costs		0.00	
II.1 - II.3									Exchang	e rate (Art. 4.5 SGA)	1.0000	
	Description	Estimated costs (euro) based on ref. year	Survey-related ratio (%)	Total Estimated costs	EU-related ratio (%) (Harmonized Questionnaires)	TOTAL ESTIMATED COSTS (euro)	Actual Costs (euro)	Survey-related ratio (%)	Exchang Total costs	e rate (Art. 4.5 SGA) EU-related ratio (%) (Harmonized Questionnaires)	1.0000 TOTAL FINAL COSTS (euro)	
II.1	Description Subcontracting costs (pleas	(euro) based on ref. year	ratio (%)		ratio (%) (Harmonized	ESTIMATED		ratio (%)		EU-related ratio (%) (Harmonized	TOTAL FINAL	
II.1 Name of subcontrac	Subcontracting costs (pleas	(euro) based on ref. year	ratio (%)		ratio (%) (Harmonized	ESTIMATED COSTS (euro)	(euro)	ratio (%)		EU-related ratio (%) (Harmonized	TOTAL FINAL COSTS (euro)	
	Subcontracting costs (pleas ctor Subcontracting costs for ad hoc questions	(euro) based on ref. year	ratio (%) separate sheet) 0.00%		ratio (%) (Harmonized Questionnaires) 100.00%	ESTIMATED COSTS (euro) 0.00 0.00	<i>(euro)</i> Subcontracting	ratio (%) costs	Total costs	EU-related ratio (%) (Harmonized Questionnaires)	TOTAL FINAL COSTS (euro) 0.00 0.00	
Name of subcontrac II.2	Subcontracting costs (pleas ctor Subcontracting costs for ad hoc questions 0.00 €	(euro) based on ref. year e supply full details on - Ad hoc question Y=1/N=0 1	ratio (%) separate sheet) 0.00%	Estimated costs	ratio (%) (Harmonized Questionnaires)	ESTIMATED COSTS (euro) 0.00 0.00 0.00	(euro) Subcontracting -	ratio (%) costs 0.00% Cost included i	Total costs	EU-related ratio (%) (Harmonized Questionnaires) 100.00%	TOTAL FINAL COSTS (euro) 0.00 0.00	
Vame of subcontrac II.2 II.3	Subcontracting costs (pleas ctor Subcontracting costs for ad hoc questions 0.00 € Up-date of software/proce	(euro) based on ref. year e supply full details on - Ad hoc question Y=1/N=0 1	ratio (%) separate sheet) 0.00% 100% e supply detailed budg	Estimated costs	ratio (%) (Harmonized Questionnaires) 100.00%	ESTIMATED COSTS (euro) 0.00 0.00 0.00 0.00 0.00	(euro) Subcontracting -	ratio (%) costs 0.00% Cost included i vare/process red	Total costs - - in the invoices of lesign	EU-related ratio (%) (Harmonized Questionnaires) 100.00%	TOTAL FINAL COSTS (euro) 0.00 0.00	
Name of subcontrac II.2 II.3 Name of new softwa	Subcontracting costs (pleas ctor Subcontracting costs for ad hoc questions 0.00 € Up-date of software/proces are/process redesign	(euro) based on ref. year e supply full details on - Ad hoc question Y=1/N=0 1 255 redesign (pleas	ratio (%) separate sheet) 0.00% 100% e supply detailed budg 0.00%	Estimated costs	ratio (%) (Harmonized Questionnaires) 100.00%	ESTIMATED COSTS (euro) 0.00 0.00 0.00 0.00 0.00	(euro) Subcontracting 	ratio (%) costs 0.00% Cost included i vare/process red 0.00%	Total costs in the invoices of lesign	EU-related ratio (%) (Harmonized Questionnaires) 100.00%	TOTAL FINAL COSTS (euro) 0.00 0.00 0r 0.00 0.00	
Name of subcontrac II.2 II.3 Name of new softwa II.4	Subcontracting costs (pleas ctor Subcontracting costs for ad hoc questions 0.00 € Up-date of software/proce are/process redesign Administrative costs (under	(euro) based on ref. year e supply full details on - Ad hoc question Y=1/N=0 1 255 redesign (pleas	ratio (%) separate sheet) 0.00% 100% e supply detailed budg 0.00% real incurred)	Estimated costs	ratio (%) (Harmonized Questionnaires) 100.00% 100.00%	ESTIMATED COSTS (euro) 0.00 0.00 0.00 0.00 0.00 0.00	(euro) Subcontracting -	ratio (%) costs 0.00% Cost included i vare/process red 0.00% dministrative co	Total costs in the invoices of lesign	EU-related ratio (%) (Harmonized Questionnaires) 100.00%	TOTAL FINAL COSTS (euro) 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	
Name of subcontrac II.2 II.3 Name of new softwa II.4 Costs for travel and	Subcontracting costs (pleas ctor Subcontracting costs for ad hoc questions 0.00 € Up-date of software/proces are/process redesign	(euro) based on ref. year e supply full details on Ad hoc question Y=1/N=0 1 25S redesign (pleas r flat rate financing or	ratio (%) separate sheet) 0.00% 0.00% e supply detailed budy 0.00% real incurred) 0.00%	Estimated costs	ratio (%) (Harmonized Questionnaires) 100.00% 100.00% 100.00%	ESTIMATED COSTS (euro) 0.00 0.00 0.00 0.00 0.00 0.00 0.00	(euro) Subcontracting 	ratio (%) costs 0.00% Cost included i vare/process red 0.00% dministrative co 0.00%	Total costs	EU-related ratio (%) (Harmonized Questionnaires) 100.00% ? the subcontracto 100.00%	COSTS (euro) 0.00 0.00 0.00 0.00 0.00 0.00 0.00	
Aame of subcontrac II.2 II.3 Aame of new softwa II.4 Costs for travel and Costs for printing	Subcontracting costs (pleas ctor Subcontracting costs for ad hoc questions 0.00 € Up-date of software/proce are/process redesign Administrative costs (under	(euro) based on ref. year e supply full details on - Ad hoc question Y=1/N=0 1 255 redesign (pleas	ratio (%) separate sheet) 0.00% 100% e supply detailed budg 0.00% real incurred)	Estimated costs	ratio (%) (Harmonized Questionnaires) 100.00% 100.00% 100.00% 100.00%	ESTIMATED COSTS (euro) 0.00 0.00 0.00 0.00 0.00 0.00	(euro) Subcontracting 	ratio (%) costs 0.00% Cost included i vare/process red 0.00% dministrative co	Total costs in the invoices of lesign	EU-related ratio (%) (Harmonized Questionnaires) 100.00% the subcontracto 100.00% 100.00%	TOTAL FINAL COSTS (euro) 0.00 0.00 000 0.00 0.00 0.00	
Name of subcontrac II.2 II.3 Name of new softwa II.4 Costs for travel and	Subcontracting costs (pleas cor Subcontracting costs for ad hoc questions Up-date of software/proce are/process redesign Administrative costs (under subsistence allowances	(euro) based on ref. year e supply full details on Ad hoc question Y=1/N=0 1 ess redesign (pleas r flat rate financing or -	ratio (%) separate sheet) 0.00% 100% e supply detailed budg 0.00% real incurred) 0.00%	Estimated costs	ratio (%) (Harmonized Questionnaires) 100.00% 100.00% 100.00%	ESTIMATED COSTS (euro) 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	(euro) Subcontracting Up-date of softv Real incurred ac	ratio (%) costs 0.00% Cost included i vare/process red 0.00% dministrative co 0.00% 0.00%	Total costs	EU-related ratio (%) (Harmonized Questionnaires) 100.00% ? the subcontracto 100.00%	COSTS (euro) 0.00 0.00 0.00 0.00 0.00 0.00 0.00	
II.2 II.3 Anne of new softwar II.4 Costs for printing Costs for printing	Subcontracting costs (pleas ctor Subcontracting costs for ad hoc questions 0.00 € Up-date of software/proces are/process redesign Administrative costs (under subsistence allowances	(euro) based on ref. year e supply full details on Ad hoc question Y=1/N=0 1 ess redesign (pleas flat rate financing or - -	ratio (%) separate sheet) 0.00% 100% e supply detailed budg 0.00% real incurred) 0.00% 0.00%	Estimated costs	ratio (%) (Harmonized Questionnaires) 100.00% 100.00% 100.00% 100.00% 100.00%	ESTIMATED COSTS (euro) 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	(euro) Subcontracting 	ratio (%) costs Cost included i vare/process red 0.00% dministrative co 0.00% 0.00% 0.00%	Total costs Total costs I in the invoices of lesign sts	EU-related ratio (%) (Harmonized Questionnaires) 100.00%	TOTAL FINAL COSTS (euro) 0.00 0.00 0.00 0.00 0.00 0.00	
II.2 II.3 Name of new softwa II.4 Costs for travel and Costs for printing Costs for omailing Costs for communic	Subcontracting costs (pleas ctor Subcontracting costs for ad hoc questions 0.00 € Up-date of software/proces are/process redesign Administrative costs (under subsistence allowances	(euro) based on ref. year e supply full details on 	ratio (%) separate sheet) 0.00% 100% e supply detailed budg 0.00% real incurred) 0.00% 0.00%	Estimated costs	ratio (%) (Harmonized Questionnaires) 100.00% 100.00% 100.00% 100.00% 100.00%	ESTIMATED COSTS (euro) 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	(euro) Subcontracting Up-date of softv - Real incurred au - - - -	ratio (%) costs Cost included i vare/process red 0.00% dministrative co 0.00% 0.00% 0.00% 0.00%	Total costs	EU-related ratio (%) (Harmonized Questionnaires) 100.00% the subcontract 100.00% 100.00% 100.00%	TOTAL FINAL COSTS (euro) 0.00 0.00 0.00 0.00 0.00 0.00 0.00	
II.2 II.3 Aame of new softwar II.4 Costs for pravial and Costs for praining Costs for communic Costs for communic Costs for communic Costs for analizing Costs of materials (c o the action)	Subcontracting costs (pleas ctor Subcontracting costs for ad hoc questions Up-date of software/proce are/process redesign Administrative costs (under subsistence allowances cation n consumables and supplies assigned Fooftware and data - PLEASE	(euro) based on ref. year e supply full details on Ad hoc question Y=1/N=0 1 25S redesign (please - r flat rate financing or - - - - -	ratio (%) separate sheet) 0.00% 100% e supply detailed budg 0.00% real incurred) 0.00% 0.00% 0.00%	Estimated costs	ratio (%) (Harmonized Questionnaires) 100.00% 100.00% 100.00% 100.00% 100.00% 100.00%	ESTIMATED COSTS (euro) 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	(euro) Subcontracting 	ratio (%) costs Cost included i vare/process red 0.00% dministrative co 0.00% 0.00% 0.00% 0.00%	Total costs	EU-related ratio (%) (Harmonized Questionnaires) 100.00% The subcontract 100.00% 100.00% 100.00% 100.00%	TOTAL FINAL COSTS (euro) 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	
II.2 II.3 Anne of new softwar II.4 Costs of new softwar II.4 Costs for pravel and Costs for pravel and Costs for mailing Costs for mailing Costs for communic Costs for translation Costs of translati	Subcontracting costs (pleas ctor Subcontracting costs for ad hoc questions Up-date of software/proce are/process redesign Administrative costs (under subsistence allowances cation n consumables and supplies assigned Fooftware and data - PLEASE	(euro) based on ref. year e supply full details on Ad hoc question Y=1/N=0 1 ess redesign (pleas r flat rate financing or - - - - - - -	ratio (%) separate sheet) 0.00% 100% e supply detailed budg couply detailed budg neal incurred) 0.00% 0.00% 0.00% 0.00%	Estimated costs	ratio (%) (Harmonized Questionnaires) 100.00% 100.00% 100.00% 100.00% 100.00% 100.00%	ESTIMATED COSTS (euro) 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	(euro) Subcontracting Up-date of softw Real incurred au	ratio (%) costs Cost included i vare/process red 0.00% dministrative co 0.00% 0.00% 0.00% 0.00%	Total costs	EU-related ratio (%) (Harmonized Questionnaires) 100.00% the subcontracto 100.00% 100.00% 100.00% 100.00%	TOTAL FINAL COSTS (euro) 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	
II.2 II.3 Name of new software II.4 Costs for travel and Costs for printing Costs for ormaling Costs for ommunic Costs for translation Costs for translation Costs for franslation Costs for fees for IT Clear fuel of the agent Costs for fees for IT Clear fuel of the agent Costs for Geost for IT Clear fuel of the agent Description of the agent Des	Subcontracting costs (pleas cor Subcontracting costs for ad hoc questions 0.00 € Up-date of software/procet are/process redesign Administrative costs (under subsistence allowances cation n (consumables and supplies assigned f Software and data - PLEASE RIBE arising directly from requirements	(euro) based on ref. year e supply full details on <i>Ad hoc</i> <i>question</i> <i>Y=1/N=0</i> 1 ess redesign (pleas r flat rate financing or - - - - - - - - - -	ratio (%) separate sheet) 0.00% 100% e supply detailed budg 0.00% real incurred) 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%	Estimated costs	ratio (%) (Harmonized Questionnaires) 100.00% 100.00% 100.00% 100.00% 100.00% 100.00% 100.00%	ESTIMATED COSTS (euro) 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	(euro) Subcontracting Up-date of softw Real incurred au	ratio (%) costs Cost included i vare/process red 0.00% dministrative co 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%	Total costs Total	EU-related ratio (%) (Harmonized Questionnaires) 100.00% ? the subcontract 100.00% 100.00% 100.00% 100.00% 100.00% 100.00%	TOTAL FINAL COSTS (euro) 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	
II.2 II.3 Name of new software II.4 Costs for travel and Costs for printing Costs for ormaling Costs for ommunic Costs for translation Costs for translation Costs for franslation Costs for fees for IT Clear fuel of the agent Costs for fees for IT Clear fuel of the agent Costs for Geost for IT Clear fuel of the agent Description of the agent Des	Subcontracting costs (please ctor Subcontracting costs for ad hoc questions Up-date of software/proce are/process redesign Administrative costs (under I subsistence allowances cation n (consumables and supplies assigned I' Software and data - PLEASE RIBE arising directly from requirements event - PLEASE CLEARLY	(euro) based on ref. year e supply full details on Ad hoc question Y=1/N=0 1 ess redesign (pleas - - r flat rate financing or - - - - - - - - - - - - - - - - - - -	ratio (%) separate sheet) 0.00% 100% e supply detailed budy 0.00%	Estimated costs	ratio (%) (Harmonized Questionnaires) 100.00% 100.00% 100.00% 100.00% 100.00% 100.00% 100.00%	ESTIMATED COSTS (euro) 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	(euro) Subcontracting Up-date of softv . Real incurred a	ratio (%) costs 0.00% Cost included i 0.00%	Total costs Total	EU-related ratio (%) (Harmonized Questionnaires) 100.00% ? the subcontract 100.00% 100.00% 100.00% 100.00% 100.00% 100.00%	COTAL FINAL COSTS (euro) 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	

INSTITUTION: Country Acronym institution SURVEYS: Industry FINANCING PLAN ESTIMATED BUDGET (euro) FINAL COSTS (euro) TOTAL ESTIMATED INCOME TOTAL INCOME Direct revenue expected from the action: please indicate here the source of the revenue Indicate here the source of revenue Contributions from other organisations: please indicate here the source of the funds Indicate here the source of funds **Own contribution Own contribution** Grant requested from the Commission Grant requested from the Commission _ Pre-financing payment (40% of the grant) . Pre-financing payment received . FINAL PAYMENT REQUEST . Grant percentage 0.00% 0.00%

	ED ELIGIBLE COSTS / PENDITURES			ATED BUDGE	Г (euro)				NAL COSTS (et	uro)	
Budget item		TOTAL EST	IMATED CO	STS		-		TOTAL FI	NAL COSTS		-
8		Total estimated	l eligible direct	costs		-		Total final elig	ible direct costs		-
I	Total eligible direct staff	costs				-	Total eligible di	rect staff costs			-
I.1 - I.4	daily rate per pay grade (see ANNEX III SGA)	No. of people	Estimated average working days per person	TOTAL Estimated working days	EU-related ratio (%) (Harmonized Questionnaires)	TOTAL ESTIMATED COSTS (euro)	No. of people	Average worked days per person	TOTAL worked days	EU-related ratio (%) (Harmonized Questionnaires)	TOTAL FINAL COST (euro)
I.1	Permanent staff					0.00	Permanent staff	f			0.00
	- Managers				1	0.00	- Managers			1	0.00
	0.00 € - Researchers	0.0	-	-	100.00%	0.00	0.0 - Researchers	-	-	100.00%	0.00
	- Kesearchers 0.00 €	0.0	-	-	100.00%	0.00	0.0	_	-	100.00%	0.00
	- Interviewers					0.00	- Interviewers				0.00
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.0
	- Technical staff					0.00	- Technical staff	f			0.00
	0.00€	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00
	- Administrative staff	0.0			100.000	0.00	- Administrative		1	100.000	0.00
I.2	0.00 € Temporary staff:	0.0	-	-	100.00%	0.00 0.00	0.0 Temporary staf	- ¥	-	100.00%	0.00
1.4	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00
I.3	Staff under civil contracts		ruited for the p	roject		0.00	Staff under civi	l contracts			0.00
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00
I.4	Staff seconded by a third	party against pa	yment (no invoice)			0.00	Staff seconded l	by a third party			0.00
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00
I.5	price per deliverable (see ANNEX III SGA)		Estimated number of deliverables	Total Estimated costs	EU-related ratio (%) (Harmonized Questionnaires)	TOTAL ESTIMATED COSTS (euro)		Actual number of deliverables	Total costs	EU-related ratio (%) (Harmonized Questionnaires)	TOTAL FINA COSTS (euro
I.5	Staff costs based on delive	rables			Questionnaires)	0.00	Staff naid based	l on deliverable	e	guesilonianes)	0.00
1.0	0.00 €	iubics	-	-	100.00%	0.00	Starr part base	-	-	100.00%	0.00
I.6	Staff costs for ad hoc questions	Ad hoc question Y=1/N=0			100.00%	0.00	0 Cost included in the working time				
п	Total eligible direct admin	istrative costs		-	100.00%	0.00	Total eligible di	rect administra	tive costs		0.00
	Ŭ						Ŭ		Exchang	e rate (Art. 4.5 SGA)	1.000
	Description	Estimated COStS (euro) based on ref. year	Survey-related ratio (%)	Total Estimated costs	EU-related ratio (%) (Harmonized Questionnaires)	TOTAL ESTIMATED COSTS (euro)	Actual Costs (euro)	Survey-related ratio (%)	Total costs	EU-related ratio (%) (Harmonized Questionnaires)	TOTAL FINA. COSTS (euro
II.1 Jame of subcontrac	Subcontracting costs (pleas	e supply full details on		-	100.00%	0.00	Subcontracting	costs 0.00%	1	100.00%	0.00
II.2	Subcontracting costs for ad hoc questions	Ad hoc question Y=1/N=0	0.00%	-		0.00			- the invoices of t	L	•
пэ	0.00 €	1	100%	-	100.00%	0.00	Up-date of softy	voro/process ==	dosign		0.0
	Up-date of software/proce are/process redesign	ss recesign (pleas	se supply detailed bud 0.00%	get plan)	100.00%	0.00	op-uate of softv	0.00%	design -	100.00%	0.0
II.4	Administrative costs (under	- flat rate financing		-	100.00%	0.00	Real incurred a			100.00%	0.0
	subsistence allowances		neal incurred)	-	100.00%	0.00	-	0.00%	-	100.00%	0.0
osts for printing		-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.0
osts for mailing		-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.0
osts for communic		-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.0
osts for translation		-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.0
the action)	consumables and supplies assigned Software and data - PLEASE	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.0
EARLY DESCR		-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.0
ESCRIBE		() []]	0.00%	-		0.00		0.00%		100.00%	0.0
iat-rate finan	ncing if administrative costs	s (excl. 11.1 & II.	$(2) \leq 50\%$ of tota	ai eligible staff c	osts (%)	0.00%	Flat-rate financ	ung for adminis	trative costs (eu	ro)	0.0
	Fligible indirect costs (7%)	s (7% of total eligible direct costs excluding costs for subcontracting) 0.00 Eligible indirect costs (Art. 3.2 SGA)						0.0			
	Eligible multicet costs (7%)	n total engible aneer et	0					010			

			000000		
INSTITUTION:	Country	Acronym institution			
SURVEYS:	Retail Trade				
	FINANCING PLAN	ESTIMATED BUDGET (euro)	FINAL COSTS (euro)		
		TOTAL ESTIMATED INCOME	-	TOTAL INCOME	-
	Direct revenue ex	spected from the action: please indicate here the source of the revenue		Indicate here the source of revenue	-
	Contributions f	rom other organisations: please indicate here the source of the funds	-	Indicate here the source of funds	-
		Own contribution	-	Own contribution	-
		Grant requested from the Commission	-	Grant requested from the Commission	-
	Pı	re-financing payment (40% of the grant)	-	Pre-financing payment received	-
				FINAL PAYMENT REQUEST	-
		Grant percentage	0.00%		0.00%

	ED ELIGIBLE COSTS / XPENDITURES		ESTIM	ATED BUDGE	T (euro)			FI	NAL COSTS (eu	iro)	
Bud-++!		TOTAL EST	IMATED COS	STS		-		TOTAL FI	NAL COSTS		-
Budget item		Total estimated	eligible direct o	costs		-		Total final elig	ible direct costs		-
I	Total eligible direct staff co	osts				-	Total eligible di	rect staff costs			-
I.1 - I.4	daily rate per pay grade (see ANNEX III SGA)	No. of people	Estimated average working days per person	TOTAL Estimated working days	EU-related ratio (%) (Harmonized Questionnaires)	TOTAL ESTIMATED COSTS (euro)	No. of people	Average worked days per person	TOTAL worked days	EU-related ratio (%) (Harmonized Questionnaires)	TOTAL FINAL COSTS (euro)
I.1	Permanent staff					0.00	Permanent staf	f	1		0.00
	- Managers					0.00	- Managers				0.00
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00
	- Researchers		[r	100.000	0.00	- Researchers	[1	400.000	0.00
	0.00 € - Interviewers	0.0	-	-	100.00%	0.00 0.00	0.0 - Interviewers	-	-	100.00%	0.00 0.00
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00
	- Technical staff					0.00	- Technical staf				0.00
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00
	- Administrative staff		-			0.00	- Administrative	staff	1		0.00
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00
I.2	Temporary staff:				100.00%	0.00	Temporary staf			100.00%	0.00
I.3	0.00 € Staff under civil contracts	0.0 specifically recr	uited for the pro	- viect	100.00%	0.00	0.0 Staff under civi	- l contracts	-	100.00%	0.00
1.3	0.00 €	0.0	-	-	100.00%	0.00	0.0		-	100.00%	0.00
I.4	Staff seconded by a third p		ment (no invoice)	l	100.0070	0.00		by a third party		10010070	0.00
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.00
I.5	price per deliverable (see ANNEX III SGA)		Estimated number of deliverables	Total Estimated costs	EU-related ratio (%) (Harmonized	TOTAL ESTIMATED COSTS (euro)		Actual number of deliverables	Total costs	EU-related ratio (%) (Harmonized	TOTAL FINAL COSTS (euro)
			activeratives	0000	Questionnaires)		CL 00 111			Questionnaires)	
I.5	Staff costs based on deliver	ables	-	-	100.00%	0.00	Staff paid based	l on deliverable	s	100.00%	0.00
I.6	0.00 € Staff costs for ad hoc questions	Ad hoc question Y=1/N=0	-	-	100.00%	0.00					0.00
	0.00 €	1-1/14-0		-	100.00%	0.00					
П	Total eligible direct admini	strative costs				0.00	Total eligible di	rect administra	tive costs		0.00
									Exchang	e rate (Art. 4.5 SGA)	1.0000
II.1 - II.3	Description	Estimated costs (euro) based on ref. year	Survey-related ratio (%)	Total Estimated costs	EU-related ratio (%) (Harmonized Questionnaires)	TOTAL ESTIMATED COSTS (euro)	Actual Costs (euro)	Survey-related ratio (%)	Total costs	EU-related ratio (%) (Harmonized Questionnaires)	TOTAL FINAL COSTS (euro)
II.1	Subcontracting costs (please s	supply full details on s	-	1		0.00	Subcontracting			I	0.00
Name of subcontrac	Subcontracting costs for ad hoc questions	Ad hoc question Y=1/N=0	0.00%	-	100.00%	0.00 0.00	0.00	0.00% Cost included in	- the invoices of t	100.00%	0.00 r
	0.00 €	1	100%	-	100.00%	0.00	TT 1 4 6 64	,	, .		
	Up-date of software/process	s redesign (please	supply detailed budge 0.00%	et plan) -	100.00%	0.00	Up-date of softv	vare/process ree 0.00%	design -	100.00%	0.00
II.4	Administrative costs (under f	- lat rate financing or r		-	100.00%	0.00	Real incurred a	dministrative co		100.00%	0.00
	subsistence allowances		0.00%	-	100.00%	0.00		0.00%	-	100.00%	0.00
Costs for printing		-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00
Costs for mailing		-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00
Costs for communic	cation	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00
Costs for translation	n	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00
	consumables and supplies assigned to	-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00
the action)	Coffmare and data DI EACE				100.00%	0.00	-	0.00%	-	100.00%	0.00
the action) Costs for fees for II CLEARLY DESCR		-	0.00%	-	100.0070						
the action) Costs for fees for II CLEARLY DESCR Certain other costs		-	0.00%	-	100.00%	0.00	-	0.00%	-	100.00%	0.00
the action) Costs for fees for IT CLEARLY DESCE Certain other costs imposed by the agre DESCRIBE	RIBE arising directly from requirements eement - PLEASE CLEARLY ncing if administrative costs		0.00% 2) ≤ 50% of total	eligible staff co	100.00%	0.00 0.00%		ing for adminis			0.00
the action) Costs for fees for IT CLEARLY DESCE Certain other costs imposed by the agre DESCRIBE	RIBE arising directly from requirements eement - PLEASE CLEARLY		0.00% 2) ≤ 50% of total	eligible staff co	100.00%	0.00		ing for administ t costs (Art. 3.2			

		ECTIV/000/TEA	000000		
INSTITUTION:	Country	Acronym institution			
SURVEYS:	Services				
	FINANCING PLAN	ESTIMATED BUDGET (euro)		FINAL COSTS (euro)	
		TOTAL ESTIMATED INCOME	-	TOTAL INCOME	-
	Direct revenue	expected from the action: please indicate here the source of the revenue	-	Indicate here the source of revenue	-
	Contributions	from other organisations: please indicate here the source of the funds	-	Indicate here the source of funds	-
		Own contribution	-	Own contribution	-
		Grant requested from the Commission	•	Grant requested from the Commission	-
	I	Pre-financing payment (40% of the grant)	-	Pre-financing payment received	-
				FINAL PAYMENT REQUEST	-
		Grant percentage	0.00%		0.00%

LA	ED ELIGIBLE COSTS / KPENDITURES		ESTIM	ATED BUDGE	Г (euro)			FI	NAL COSTS (eu	iro)	
D 1		TOTAL EST	IMATED CO	STS		-		TOTAL FI	NAL COSTS		-
Budget item		Total estimate	d eligible direct	costs		-		Total final elig	ible direct costs		-
I	Total eligible direct staff	costs				-	Total eligible di	rect staff costs			-
I.1 - I.4	daily rate per pay grade (see ANNEX III SGA)	No. of people	Estimated average working days per person	TOTAL Estimated working days	EU-related ratio (%) (Harmonized Questionnaires)	TOTAL ESTIMATED COSTS (euro)	No. of people	Average worked days per person	TOTAL worked days	EU-related ratio (%) (Harmonized Questionnaires)	TOTAL FINAL COST. (euro)
I.1	Permanent staff					0.00	Permanent staff	2			0.00
	- Managers					0.00	- Managers				0.00
	0.00€	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.0
	- Researchers					0.00	- Researchers				0.00
	0.00 €	0.0	-	-	100.00%	0.00	0.0	•	-	100.00%	0.0
	- Interviewers					0.00	- Interviewers		r		0.0
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.0
	- Technical staff 0.00 €	0.0		-	100.00%	0.00	- Technical staff 0.0			100.00%	0.0
	- Administrative staff	0.0	-	-	100.00%	0.00	- Administrative		-	100.00%	0.0
	- Auminisi aive siajj 0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.0
I.2	Temporary staff:	5.0	-		100.0070	0.00	Temporary staf			100.0070	0.0
	0.00 €	0.0	-	-	100.00%	0.00	0.0		-	100.00%	0.0
I.3	Staff under civil contracts		ruited for the pr	oject		0.00	Staff under civil	contracts		1	0.0
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.0
I.4	Staff seconded by a third	party against pa	yment (no invoice)			0.00	Staff seconded h	oy a third party			0.0
	0.00 €	0.0	-	-	100.00%	0.00	0.0	-	-	100.00%	0.0
I.5	price per deliverable (see ANNEX III SGA)		Estimated number of deliverables	Total Estimated costs	EU-related ratio (%) (Harmonized Questionnaires)	TOTAL ESTIMATED COSTS (euro)		Actual number of deliverables	Total costs	EU-related ratio (%) (Harmonized Questionnaires)	TOTAL FINA COSTS (euro
I.5	Staff costs based on delive	erables				0.00	Staff paid based	on deliverables			0.0
	0.00€		-	-	100.00%	0.00		-	-	100.00%	0.0
I.6	Staff costs for ad hoc questions 0.00 €	Ad hoc question Y=1/N=0				0.00	Cost included in the working time				
		1			100.00%	0.00				-	
П		nistrative costs		-	100.00%	0.00 0.00	Total eligible di	rect administrat	ive costs		0.00
Π	Total eligible direct admin	1 nistrative costs		-	100.00%	0.00 0.00	Total eligible di	rect administrat		e rate (Art. 4.5 SGA)	0.00
11.1 - 11.3	Total eligible direct admi	Estimated costs (euro) based on ref. year	Survey-related ratio (%)	- Total Estimated costs	100.00% EU-related ratio (%) (Harmonized Questionnaires)	0.00 TOTAL ESTIMATED COSTS (euro)	Actual Costs (euro)	Survey-related ratio (%)		e rate (Art. 4.5 SGA) EU-related ratio (%) (Harmonized Questionnaires)	1.000 TOTAL FINA COSTS (euro
11.1 - 11.3 II.1	Total eligible direct admin Description Subcontracting costs (plea	Estimated costs (euro) based on ref. year	ratio (%) separate sheet)		EU-related ratio (%) (Harmonized Questionnaires)	0.00 TOTAL ESTIMATED COSTS (euro) 0.00	Actual Costs	Survey-related ratio (%) costs	Exchang	EU-related ratio (%) (Harmonized Questionnaires)	1.00 TOTAL FINA COSTS (euro 0.0
11.1 - 11.3 II.1	Total eligible direct admi Description Subcontracting costs (pleas ctor Subcontracting costs for ad hoc questions	Estimated costs (curo) based on ref. year se supply full details or - Ad hoc question Y=1/N=0	ratio (%) a separate sheet) 0.00%	Estimated costs	EU-related ratio (%) (Harmonized Questionnaires) 100.00%	0.00 TOTAL ESTIMATED COSTS (euro) 0.00 0.00	Actual Costs (euro) Subcontracting	Survey-related ratio (%) costs 0.00%	Exchang	EU-related ratio (%) (Harmonized Questionnaires) 100.00%	1.00 TOTAL FIN/ COSTS (euro 0.0
11.1 - 11.3 II.1 ame of subcontrae II.2	Total eligible direct admi Description Subcontracting costs (please costs) ctor Subcontracting costs for ad hoc questions 0.00 €	Estimated costs (euro) based on ref. year se supply fall details or - Ad hoc question Y=1/N=0	ratio (%) eseparate sheet) 0.00%	Estimated costs -	EU-related ratio (%) (Harmonized Questionnaires)	0.00 TOTAL ESTIMATED COSTS (euro) 0.00 0.00 0.00	Actual Costs (euro) Subcontracting	Survey-related ratio (%) costs 0.00% Cost included in	Exchang Total costs -	EU-related ratio (%) (Harmonized Questionnaires) 100.00%	1.00 TOTAL FIN COSTS (eur 0.0
<i>II.1 - II.3</i> <u>II.1</u> II.0 II.2 II.3	Total eligible direct admi Description Subcontracting costs (pleas ctor Subcontracting costs for ad hoc questions	Estimated costs (euro) based on ref. year se supply fall details or - Ad hoc question Y=1/N=0	ratio (%) eseparate sheet) 0.00%	Estimated costs -	EU-related ratio (%) (Harmonized Questionnaires) 100.00%	0.00 TOTAL ESTIMATED COSTS (euro) 0.00 0.00	Actual Costs (euro) Subcontracting	Survey-related ratio (%) costs 0.00%	Exchang Total costs -	EU-related ratio (%) (Harmonized Questionnaires) 100.00%	1.00 TOTAL FIN COSTS (eur 0.0 0.0
<i>II.1 - II.3</i> <u>II.1</u> ame of subcontrac <u>II.2</u> <u>II.3</u> ame of new softw	Total eligible direct admit Description Subcontracting costs (pleater) cor Subcontracting costs for ad hoc questions 0.00 € Up-date of software/proces redesign	Estimated costs (euro) based on ref. year se supply full details or - Ad hoc question Y=1/N=0 1 ess redesign (plea	ratio (%) (separate sheet) 0.00% 100% se supply detailed budy 0.00%	Estimated costs -	EU-related ratio (%) (Harmonized Questionnaires) 100.00%	0.00 TOTAL ESTIMATED COSTS (euro) 0.00 0.00 0.00 0.00 0.00 0.00	Actual Costs (euro) Subcontracting	Survey-related ratio (%) costs 0.00% Cost included in vare/process red 0.00%	Exchang Total costs	EU-related ratio (%) (Harmonized Questionnaires) 100.00% he subcontracto	1.00 TOTAL FINA COSTS (euro 0.0 5 6 0.0 0.0 0.0
<i>II.1 - II.3</i> <u>II.1</u> апе of subcontrac <u>II.2</u> <u>II.3</u> апе of new softw <u>II.4</u>	Total eligible direct admi Description Subcontracting costs (pleased) ctor Subcontracting costs for ad hoc questions 0.00 € Up-date of software/proc	Estimated costs (euro) based on ref. year se supply full details or - Ad hoc question Y=1/N=0 1 ess redesign (plea	ratio (%) (separate sheet) 0.00% 100% se supply detailed budy 0.00%	Estimated costs -	EU-related ratio (%) (Harmonized Questionnaires) 100.00%	0.00 TOTAL ESTIMATED COSTS (euro) 0.00 0.00 0.00 0.00 0.00 0.00	Actual Costs (euro) Subcontracting - Up-date of softw	Survey-related ratio (%) costs 0.00% Cost included in vare/process red 0.00%	Exchang Total costs	EU-related ratio (%) (Harmonized Questionnaires) 100.00% he subcontracto	1.00 TOTAL FINA COSTS (euro 0.0 0.0 5
II.1 - II.3 II.1 ame of subcontrac II.2 II.3 ame of new softw II.4 osts for travel and	Total eligible direct admit Description Subcontracting costs (pleater) cor Subcontracting costs for ad hoc questions 0.00 € Up-date of software/proces redesign Administrative costs (under the software)	Estimated costs (euro) based on ref. year se supply full details or - Ad hoc question Y=1/N=0 1 ess redesign (plea	ratio (%) separate sheet) 0.00% 100% se supply detailed budg 0.00% real incurred)	Estimated costs	EU-related ratio (%) (Harmonized Questionnaires) 100.00%	0.00 TOTAL ESTIMATED COSTS (euro) 0.00 0.00 0.00 0.00 0.00 0.00	Actual Costs (euro) Subcontracting Up-date of softw Real incurred a	Survey-related ratio (%) costs 0.00% Cost included in vare/process red 0.00% dministrative co	Exchange Total costs - - the invoices of t lesign - sts	EU-related ratio (%) (Harmonized Questionnaires) 100.00% he subcontracto 100.00%	1.00 TOTAL FIN/ COSTS (eur 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.
II.1 - II.3 II.1 ame of subcontrac II.2 II.3 ame of new softw II.4 vosts for travel and osts for printing osts for mailing	Total eligible direct admi Description Subcontracting costs (pleat ctor Subcontracting costs for ad hoc questions 0.00 € Up-date of software/proc arar/process redesign Administrative costs (unded subsistence allowances	Estimated costs (euro) based on ref. year es supply full details on - Ad hoc question Y=1/N=0 1 ess redesign (plean - r flat rate financing or	ratio (%) separate sheet) 0.00% 100% se supply detailed budg 0.00% real incurred) 100.00% 0.00%	Estimated costs	EU-related ratio (%) (Harmonized Questionnaires) 100.00% 100.00% 100.00% 100.00%	0.00 TOTAL ESTIMATED COSTS (euro) 0.00 0.	Actual Costs (euro) Subcontracting Up-date of softw Real incurred au	Survey-related ratio (%) costs Cost included in vare/process red 0.00% dministrative co 100.00% 0.00%	Exchange Total costs - - - - - - - - - - - - -	EU-related ratio (%) (Harmonized Questionnaires) 100.00% he subcontracto 100.00% 100.00% 100.00%	1.00 TOTAL FIN/ COSTS (euro 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.
II.1 - II.3 II.1 ame of subcontrac II.2 II.3 ame of new softw II.4 osts for travel and osts for printing osts for mailing	Total eligible direct admi Description Subcontracting costs (pleat ctor Subcontracting costs for ad hoc questions 0.00 € Up-date of software/proc arar/process redesign Administrative costs (unded subsistence allowances	Estimated costs (euro) based on ref. year se supply full details on - Ad hoc question Y=1/N=0 ess redesign (please - r flat rate financing or -	ratio (%) separate sheet) 0.00% 100% se supply detailed budg 0.00% real incurred) 100.00% 0.00% 0.00%	Estimated costs	EU-related ratio (%) (Harmonized Questionnaires) 100.00% 100.00% 100.00% 100.00% 100.00%	0.00 TOTAL ESTIMATED COSTS (euro) 0.00 0	Actual Costs (euro) Subcontracting Up-date of softv Real incurred a	Survey-related ratio (%) costs Cost included in vare/process red 0.00% dministrative co 100.00% 0.00%	Exchang Total costs the invoices of t lesign sts -	EU-related ratio (%) (Harmonized Questionnaires) 100.00% he subcontracto 100.00% 100.00% 100.00% 100.00%	1.00 TOTAL FIN/ COSTS (euro 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.
II.1 - II.3 II.1 ame of subcontrac II.2 II.3 ame of new softw II.4 osts for travel and osts for printing osts for remunid	Total eligible direct admi Description Subcontracting costs (pleased of the second o	Estimated costs (euro) based on ref. year se supply full details or <i>Ad hoc</i> <i>question</i> <i>yestion</i> 1 ess redesign (pleas - - - - -	ratio (%) separate sheet) 0.00% 100% se supply detailed budg 0.00% real incurred) 100.00% 0.00%	Estimated costs	EU-related ratio (%) (Harmonized Questionnaires) 100.00% 100.00% 100.00% 100.00%	0.00 TOTAL ESTIMATED COSTS (euro) 0.00 0.	Actual Costs (euro) Subcontracting Up-date of softw Real incurred ac	Survey-related ratio (%) costs Cost included in vare/process red 0.00% dministrative co 100.00% 0.00%	Exchange Total costs - - - - - - - - - - - - -	EU-related ratio (%) (Harmonized Questionnaires) 100.00% he subcontracto 100.00% 100.00% 100.00%	1.00 TOTAL FIN/ COSTS (euro 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.
11.1 - 11.3 II.1 ame of subcontrac II.2 II.3 ame of new softw II.4 sts for printing sts for printing sts for runalling osts for communi- sots for translation osts for materials (the action)	Total eligible direct admi Description Subcontracting costs (pleator) Subcontracting costs for ad hoc questions Questions Up-date of software/proce arare/process redesign Administrative costs (under software) ication m (consumables and supplies assigned	Estimated costs (euro) based on ref. year se supply full details or question Y=1/N=0 1 ess redesign (pleas cr flat rate financing or - - -	ratio (%) separate sheet) 0.00% 100% se supply detailed budg 0.00% real incurred) 100.00% 0.00% 0.00%	Estimated costs	EU-related ratio (%) (Harmonized Questionnaires) 100.00% 100.00% 100.00% 100.00% 100.00%	0.00 TOTAL ESTIMATED COSTS (euro) 0.00 0	Actual Costs (euro) Subcontracting Up-date of softw Real incurred ac	Survey-related ratio (%) costs Cost included in vare/process red 0.00% dministrative co 100.00% 0.00%	Exchange Total costs Total costs tesign tesign tesis	EU-related ratio (%) (Harmonized Questionnaires) 100.00% he subcontracto 100.00% 100.00% 100.00% 100.00%	1.00 TOTAL FIN COSTS (eur 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.
II.1 - II.3 II.1 ame of subcontrac II.2 II.3 ame of new softw II.4 vots for travel and osts for ranslation osts for translation osts for translation osts for translation osts of materials (the action) osts for for Early DESCE	Total eligible direct admi Description Subcontracting costs (pleas ctor Subcontracting costs for ad hoc questions Qup-date of software/process redesign Administrative costs (unded a subsistence allowances ication n (consumables and supplies assigned) T Software and data - PLEASE RIBE	Estimated costs (euro) based on ref. year se supply full details or question Y=1/N=0 1 ess redesign (pleas cr flat rate financing or - - -	ratio (%) separate sheet) 0.00% 100% se supply detailed budg 0.00% real incurred) 100.00% 0.00% 0.00% 0.00%	Estimated costs	EU-related ratio (%) (Harmonized Questionnaires) 100.00% 100.00% 100.00% 100.00% 100.00% 100.00%	0.00 TOTAL ESTIMATED COSTS (euro) 0.00 0	Actual Costs (euro) Subcontracting Up-date of softw Real incurred ac	Survey-related ratio (%) costs Cost included in vare/process red 0.00% dministrative coo 100.00% 0.00% 0.00%	Exchange Total costs Total costs tesign tesign tesis	EU-related ratio (%) (Harmonized Questionnaires) 100.00% he subcontracto 100.00% 100.00% 100.00% 100.00%	1.00 TOTAL FIN. COSTS (eur 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.
II.1 - II.3 II.1 ame of subcontrac II.2 II.3 ame of new softw II.4 Dests for printing Dests for communi- Dests for translation Dests of materials (the action) Dests for fees for TI LEARLY DESCE entain other costs	Total eligible direct admi Description Subcontracting costs (pleased) ctor Subcontracting costs for ad hoc questions 0.00 € Up-date of software/procestredesign Administrative costs (unded subsistence allowances ication n (consumables and supplies assigned) T Software and data - PLEASE	Estimated costs (euro) based on ref. year se supply full details or question Y=1/N=0 1 ess redesign (pleas cr flat rate financing or - - -	ratio (%) separate sheet) 0.00% 100% se supply detailed budg 0.00% real incurred) 100.00% 0.00% 0.00% 0.00% 0.00%	Estimated costs	EU-related ratio (%) (Harmonized Questionnaires) 100.00% 100.00% 100.00% 100.00% 100.00%	0.00 TOTAL ESTIMATED COSTS (euro) 0.00 0	Actual Costs (euro) Subcontracting Up-date of softw Real incurred ac	Survey-related ratio (%) costs Cost included in vare/process red 0.00% dministrative co 100.00% 0.00% 0.00%	Exchange Total costs Total costs tesign tesign tesis	EU-related ratio (%) (Harmonized Questionnaires) 100.00% he subcontracto 100.00% 100.00% 100.00% 100.00% 100.00%	1.00 TOTAL FIN: COSTS (eur 0.0 0.0 0.0 0.0 0.0 0.0 0.0 0.
II.1 - II.3 II.1 ame of subcontrac II.2 II.3 ame of new softw II.4 osts for printing osts for communication osts for mailing osts for communication osts for translation osts for translation osts for translation osts for translation osts for fees for IT LEARLY DESCE entain other costs possed by the agr ESCRIBE	Total eligible direct admi Description Subcontracting costs (pleator) Subcontracting costs for ad hoc questions Questions Up-date of software/proce arte/proces redesign Administrative costs (under disubsistence allowances ication in (consumables and supplies assigned T Software and data - PLEASE RIBE arising directly from requirements resement - PLEASE CLEARLY	Estimated costs (euro) based on ref. year se supply full details or <i>Ad hoc</i> <i>question</i> <i>Y=1/N=0</i> 1 ess redesign (pleat - - - - - - - - - - - - - - - - - - -	ratio (%) separate sheet) 0.00% 100% se supply detailed budg 0.00% real incurred) 100.00% 0	Estimated costs	EU-related ratio (%) (Harmonized Questionnaires) 100.00% 100.00% 100.00% 100.00% 100.00% 100.00% 100.00%	0.00 TOTAL ESTIMATED COSTS (euro) 0.00 0	Actual Costs (euro) Subcontracting 	Survey-related ratio (%) costs Cost included in vare/process red 0.00% dministrative co 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%	Exchange Total costs the invoices of t lesign - - - - - - - - - - - - -	EU-related ratio (%) (Harmonized Questionnaires) 100.00% he subcontracto 100.00% 100.00% 100.00% 100.00% 100.00% 100.00% 100.00%	1.000 TOTAL FINA COSTS (euro 0.00
II.1 - II.3 II.1 arme of subcontrac II.2 II.3 arme of new softw II.4 osts for printing osts for communic osts for ranslation osts for translation osts for translation osts for translation osts for fees for IT LEARLY DESCE ertain other costs ertain other costs ESCRIBE	Total eligible direct admi Description Subcontracting costs (please cost) ctor Subcontracting costs for ad hoc questions 0.00 € Up-date of software/process redesign Administrative costs (under a subsistence allowances) ication n (consumables and supplies assigned) T Software and data - PLEASE RIBE arising directly from requirements recement - PLEASE CLEARLY	Estimated costs (euro) based on ref. year se supply full details or <i>Ad hoc</i> <i>question</i> <i>Y=1/N=0</i> 1 ess redesign (pleat - - - - - - - - - - - - - - - - - - -	ratio (%) separate sheet) 0.00% 100% se supply detailed budg 0.00% real incurred) 100.00% 0	Estimated costs	EU-related ratio (%) (Harmonized Questionnaires) 100.00% 100.00% 100.00% 100.00% 100.00% 100.00% 100.00%	0.00 TOTAL ESTIMATED COSTS (euro) 0.00 0	Actual Costs (euro) Subcontracting 	Survey-related ratio (%) costs Cost included in vare/process red 0.00% dministrative coo 100.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%	Exchange Total costs the invoices of t lesign - - - - - - - - - - - - -	EU-related ratio (%) (Harmonized Questionnaires) 100.00% he subcontracto 100.00% 100.00% 100.00% 100.00% 100.00% 100.00% 100.00%	1.000 TOTAL FINA COSTS (euro 0.00

INSTITUTION: Country Acronym institution

SURVEY(S):

FINANCING PLAN	BUDGET (euro)	FINAL (euro)
TOTAL INCOME	0.00	0.00
Direct revenue from the action	0.00	0.00
Contributions from other organisations	0.00	0.00
Own contribution	0.00	0.00
Grant requested from the Commission	0.00	0.00
Pre-financing payment (40% of the grant)	0.00	0.00
FINAL PAYMENT REQUEST		0.00

	ESTIMATED / DECLARED FINAL ELIGIBLE COSTS	BUDGET (euro)	FINAL (euro)
Budget	TOTAL COSTS	0.00	0.00
item	Direct costs	0.00	0.00
Ι	Staff costs	0.00	0.00
I.1	Permanent staff	0.00	0.00
	Managers	0.00	0.00
	Researchers	0.00	0.00
	Interviewers	0.00	0.00
	Technical staff	0.00	0.00
	Administrative staff	0.00	0.00
I.2	Temporary staff	0.00	0.00
I.3	Staff under civil contracts	0.00	0.00
I.4	Seconded staff	0.00	0.00
I.5	Staff costs based on deliverables	0.00	0.00
I.6	Staff costs for ad hoc questions (included in working time at final financial statement)	0.00	
II	Administrative costs	0.00	0.00
II.1	Subcontracting costs	0.00	0.00
II.2	Subcontracting costs for ad hoc question (included in Subcontracting costs at final financial statement)	0.00	
II.2	Up-date of software/process design	0.00	0.00
II.3	Administrative costs where flat-rate financing does not apply	0.00	0.00
II.3	Administrative costs under flat rate financing	0.00	0.00
	Indirect costs	0.00	0.00

	INFORMATION ON THE METHODOLOGY APPLIED TO ESTIMATE THE COSTS FOR THE SURVEY PROGRAMME		
Cou ntrv	Acronym insti	tution	
	VEY METHOI	DOLOGY:	
1.	Please indicate the <u>survey methodology</u> that you intend to apply to implement the action. Please precise which methodology will be applied for which survey.		
	F2F/CAPI Tel./CATI online/CAWI Paper/Post Paper/FAX other (specify)	Please precise which methodology will be applied for which survey.	
STAI	FF COSTS:		
2.	Average salary r Please explain the	rates:	
3.	3. Average rate per deliverable: Please explain the methodology you used to calculate the average rate per deliverable.		
4.	Salary costs: Please explain what kind of costs are included in the salary rate (e.g. net/gross salary, social security, pension fees, holidays, other statutory costs)		
5.	5. Costs of deliverables: Please explain what kind of costs are included in the avarage rate of deliverables.		
6	How do you estin	ing days allocated to the survey-related costs: nate the number of working days allocated to the survey programme (do you use a time-recording system, ing key, historical data)?	
7	Time-recording Please also let us of your institution	know if the timesheets record separately the time spent on the specific survey programme and the other activities	
8	Number of deliv Please explain ho	erables: w you estimate the number of units of deliverables.	

9	EU-related ratio on staff costs: This ratio needs to be applied to your estimates if your survey programme contains additional questions which are not part of the harmonised EU BCS questionnaire (See 'Guidance BS' sheet on how to calculate them). Please clarify here your estimate of additional questions for each harmonised survey (Consumer, Constructions, Industry, Retail Trade and Services) and to what subject the additional questions refer to. In case there are no other questions in the questionnaire than the harmonised EU BCS questions, please clearly state it here.		
10	<u>Ad-hoc questions:</u> If the Commission proposes to implement ad hoc questions, do you intend to participate (Specify per survey if necessary) ?		
11	Please confirm that the staff costs are in line with the usual policy on remuneration of your institution.		
ADM	IINISTRATIVE COSTS:		
12	Survey-related costs: Please explain how you estimate the administrative costs related to the survey programme (e.g. real incurred costs from reference year, costs for the survey programme in relation to the total costs for all activities managed by your department related to a reference year). Please also indicate the reference year.		
13	EU-related ratio on administrative costs: This ratio needs to be applied to your estimates if your survey programme contains additional questions which are not part of the harmonised EU BCS questionnaire (See 'Guidance BS' sheet on how to calculate them). In case the ratio for one of the administrative costs is different than the EU related ratio as calculated following the guidelines, please clarify here the deviation obtained. In case there are no other questions in the questionnaire than the harmonised EU BCS questions, please clearly state it here.		
DISTRIBUTION OF ALL COSTS AMONG THE SURVEYS			
14	If applicable, please explain how you distribute the costs among the different harmonised surveys for which you receive a grant.		

I

GENERAL QUESTION ON ACCOUNTING PRACTICES

15 Please give a short description of the <u>accounting practices</u> of your organisation

	INFORMATION ON THE METHODOLOGY APPLIED TO CALCULATE THE INCURRED COSTS RELATED TO THE SURVEY PROGRAMME		
Co unt	Acronym institution		
	· /EY METHO	DOLOGY:	
1.	Please indicate the survey methodologies that were applied during the implementation period. Please precise which methodology was applied for which survey.		
	F2F/CAPI Tel./CATI online/CAWI Paper/Post Paper/FAX other (specify)	Please precise which methodology was applied for which survey.	
STAF	FF COSTS:		
2.		king days allocated to the survey-related costs: culate the number of days allocated to the survey programme (do you use a time-recording system, timesheets, a survey,)?	
3.	Time-recording Please also let u of your institutio	s know if the timesheets record separately the time spent on the specific survey programme and the other activities	
4	<mark>Deliverables:</mark> Please explain h	ow you calculate the number of units of deliverables.	
5	This ratio need part of the har Please clarify he Trade and Servi	to on staff costs: s to be applied to your staff costs if your survey programme contains additional questions which are not monised EU BCS questionnaire (See 'Guidance FFS' sheet on how to calculate them). ere the number of additional questions for each harmonised survey (Consumer, Constructions, Industry, Retail ces) and to what subject the additional questions refer to. e no other questions in the questionnaire than the harmonised EU BCS questions, please clearly state it here.	
6	Please confirm t	hat all working days claimed were spent during the action period.	

COSTS for SUBCONTRACTING / COSTS FOR UPDATE OF SOFTWARE / PROCESS OF REDESIGN, ADMINISTRATIVE COSTS Only to be filled in by institutes who subcontracted part of the tasks and/or who budgeted costs for update software/process redesign and/or whose total estimated administrative costs were higher than 50% of the total estimated staff costs.				
7	Survey-related costs: Please explain how you calculated the real incurred administrative costs related to the survey programme (e.g. costs for the survey programme in relation to the total costs for all activities managed by your department).			
8	EU-related ratio : This ratio needs to be applied to your administrative costs if your survey programme contains additional questions which are not part of the harmonised EU BCS questionnaire (See 'Guidance FFS' sheet on how to calculate them). In case the ratio for one of the administrative costs is different than the EU related ratio as calculated following the guidelines, please clarify here the deviation obtained. In case there are no other questions in the questionnaire than the harmonised EU BCS questions, please clearly state it here.			
DISTRIBUTION OF THE INCURRED COSTS AMONG THE SURVEYS				
9	If applicable, please explain how you distribute the costs among the different harmonised surveys for which you receive a grant.			
VAT RULE				
10	Please confirm that the VAT rule has been applied correctly.			