

## CALCULATION METHOD FOR INDIRECT ADMINISTRATIVE COSTS

### REMINDER OF THE RULE (Article 51 of Implementing Regulation):

1. Indirect costs may be calculated on a flat rate up to 7% of eligible direct costs, excluding costs incurred in relation to the provision of infrastructure, provided that the rate is calculated on the basis of a fair, equitable and verifiable calculation method.
2. As indirect costs for a project shall be considered those eligible costs which may not be identified as specific costs directly linked to the implementation of the project and may not be booked to it directly (...). They may not include ineligible costs or costs (...) already declared under another cost item or heading of the budget of the project.

### DESCRIPTION OF THE METHOD :

The method will be based in the application, mutatis mutandis, of the rate of the administrative costs over the projects equivalent direct costs (excluding infrastructure) at the level of the whole organisation, with a maximum of up to 7%.

The method will use the following steps:

1. Estimation of each type of indirect costs, as follows:
  - 1.1 Calculation of **project office space**: by dividing square meters used for the project office space to the total building surface \*100 = % . The total surface space will exclude the related halls, canteens, administrative spaces, etc. The cost of these spaces will be automatically populated into the project by applying the percentages obtained to other types of costs (ex. insurance and security, heating, cleaning, maintenance of the office, etc).
  - 1.2 Project utilities = total value of the invoice (for the total building space) \* percentage of the project office space. When estimating the value for these types of costs, you shall take into account the market value and/or the average costs of the invoices for these expenditures issued by the relevant utilities providers in the last previous 6 months (calculated from the month when submitting the application).
2. Calculation of the rate and check that it is not higher than 7%.

### ADMINISTRATIVE COSTS

Type of costs	Value
Postal services, courier and similar	
Archives	
Office supplies and other consumables	
Maintenance of the office	
Office renting or depreciation of owned premises	
Insurances and security	
Telephone	
Electricity	
Heating	
Cleaning	
Bank charges	
Other (please specify)	
<b>TOTAL ADMINISTRATIVE COSTS</b>	-

### DIRECT COSTS

Type of costs	Value
1. Staff costs	
2. Travel costs	
3. Equipment and supplies	
4. Services	
<b>TOTAL DIRECT COSTS</b>	-

<b>Total indirect costs</b>	-
<b>Total direct costs</b>	-
<b>Rate for indirect costs</b>	<b>#DZIEL/0!</b>

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