

Planning Direct Costs other than Personnel Costs (for running projects registered before 01/01/14 only)

Please note: This article is relevant only to projects that are running in implementation mode and were registered on EMDESK before 01/01/2014. For all other projects and proposals please read this article instead: [Planning Direct Costs \(other than Personnel Costs\)](#)

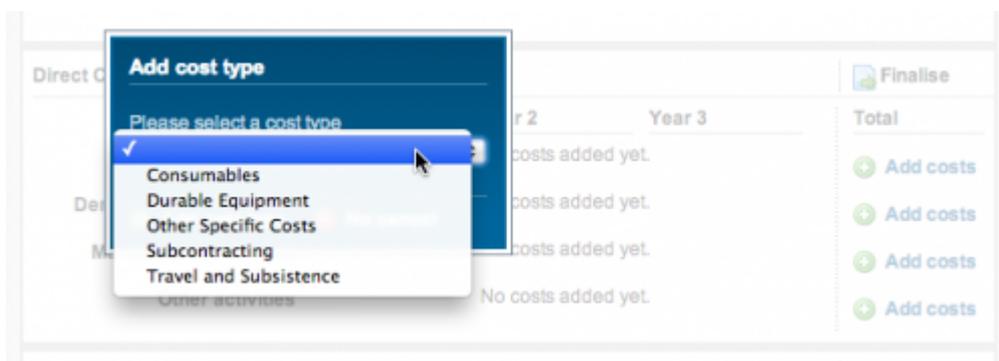
Related articles: [Understanding the Budget Calculation](#)

The direct costs per project participants are managed at *Proposal > Contractor > Financial Information* or *DoW > Contractor > Financial Information* in the panel *Direct Costs*.

Direct Costs	Year 1	Year 2	Year 3	Total
Research activities		No costs added yet.		+ Add costs
Demonstration activities		No costs added yet.		+ Add costs
Management activities		No costs added yet.		+ Add costs
Other activities		No costs added yet.		+ Add costs

Here, you can create plan direct costs per activity type for the project participant.

1. Make sure you have the correct project participant selected from the left contractor list (User with *Coordinator Right* only).
2. To add a new direct cost entry, click on  **Add costs** button on the right side near the activity type.
3. A dialog box appears in which you can choose the correct cost category.



4. Click OK to add the new cost entry.
5. Once the cost type has been added, you can enter the amount of other Direct Costs per year in the field boxes.

Direct Costs		Year 1	Year 2	Total
Research activities				
+	Travel and Subsistence	500 €	500 €	1000 €
+	Other Specific Costs	500 €	500 €	1000 €
+	Subcontracting	500 €	500 €	1000 €
Demonstration activities				
+	Travel and Subsistence	500 €	500 €	1000 €
+	Other Specific Costs	500 €	500 €	1000 €
+	Subcontracting	500 €	500 €	1000 €
Management activities				
+	Travel and Subsistence	500 €	500 €	1000 €
+	Subcontracting	500 €	500 €	1000 €
+	Other Specific Costs	500 €	500 €	1000 €
Other activities				
+	Travel and Subsistence	500 €	500 €	1000 €
+	Other Specific Costs	500 €	500 €	1000 €
+	Subcontracting	500 €	500 €	1000 €

To see the overall current budget per participant and project, go to *Proposal > Project > Budget* or *DoW > Project > Budget*. [More information here](#).

Users with *Coordinator Right* can do this on behalf of every partner.

Tip:

If your project has more than 3 project years, use the scroll bar at the bottom to move to year 4 and more.

This entry was posted on Saturday, March 10th, 2012 at 12:38 am and is filed under [Setup the Financial Information for Contractors](#)

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