

Indicating Personnel Rates

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

1. Personnel costs = the sum of the costs for each personnel category of a project participant.
2. Staff category costs are calculated by the personnel category's cost rate in EURO per person-year (defined in the EMDESK personnel cost rate) times the plan person-months per task on this staff category.

Please read section Personnel Costs in this article to learn more of how the personnel costs are calculated: [Understanding the Budget Calculation](#).

You can manage personnel categories per partner and enter/update the cost rates for each project year (not calendar year) under Financial Options. The cost rate is provided in €/PY (EURO per person-year).

- Proposal stage: [Proposal](#) > [Contractor](#) > [Financial Information](#)

- Implementation stage: [DoW](#) > [Contractor](#) > [Financial Information](#)

The screenshot shows the 'Financial options' section of the EMDESK interface. It includes a 'Method of calculating Indirect Costs' dropdown set to 'Simplified Method'. Below this is the 'Costs rates' section, which contains a table of cost rates for different categories. The table has three columns for entering values in Euros (€). A green '+ Add rate' button is visible next to the first row.

Category	Value 1 (€)	Value 2 (€)	Value 3 (€)
(average cost per P/Y) Personnel cost rate 1	63540	63540	63540
Indirect cost rate 1 (average Overhead per P/Y)	12708	12708	12708
Personnel cost rate 2	100000	100000	100000
Indirect cost rate 2 (average Overhead per P/Y)	50000	50000	50000

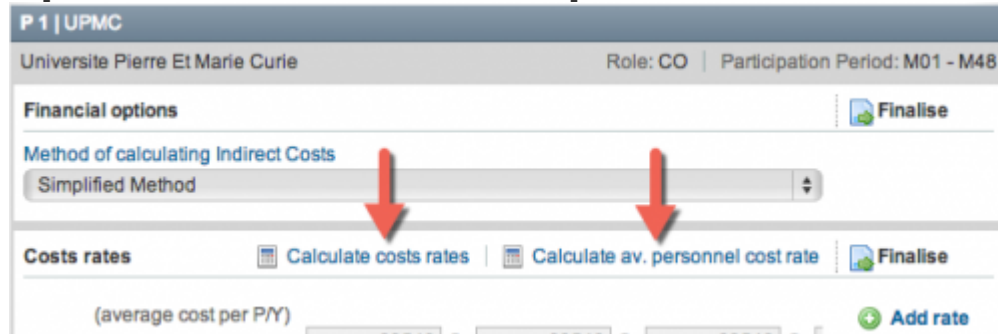
Enter personnel cost rates **for each project year** (not calendar year) in €/PY (EURO per person-year) ensuring that you use a dot as decimal marker (e.g. 130233.42).

Click on: **Add rate** to create further personnel cost categories.

You must provide planned person-months for each category in order to generate personnel costs. You can enter/update the plan person-months per tasks at [Proposal > Work plan > Staff Effort](#) or [DoW > Work plan > Staff effort](#). Please read [here](#) for more information on how to manage the staff effort allocation.

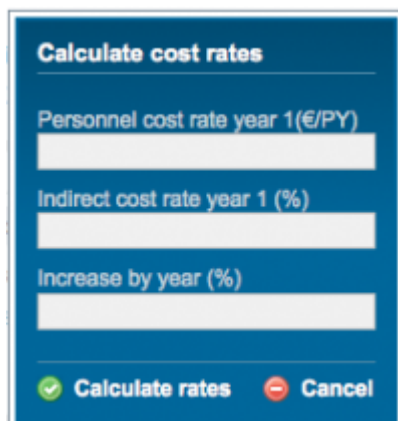
For partners using *Actual Indirect Costs* or *Simplified Method*, you can also provide an indirect cost rates per personnel category. See more information regarding this at: [Defining the Method of Calculating Indirect Costs](#).

Optional tools to estimate personnel cost rates:



The screenshot shows a software interface for 'Universite Pierre Et Marie Curie' with 'Role: CO' and 'Participation Period: M01 - M48'. Under 'Financial options', the 'Method of calculating Indirect Costs' is set to 'Simplified Method'. Below this, the 'Costs rates' section contains two buttons: 'Calculate costs rates' and 'Calculate av. personnel cost rate'. Two red arrows point to these buttons. There is also an 'Add rate' button at the bottom right of the 'Costs rates' section.

The *Calculate cost rates* feature helps you to auto-compute the annual personnel cost rates and indirect cost rate based on the indication of the rates for the basis year 1 with an annual increase rate in %.



The 'Calculate cost rates' dialog box has a blue header and background. It contains three input fields: 'Personnel cost rate year 1(€/PY)', 'Indirect cost rate year 1 (%)', and 'Increase by year (%)'. At the bottom, there are two buttons: 'Calculate rates' (with a green checkmark) and 'Cancel' (with a red minus sign).

The *Calculate av. personnel cost rate* feature helps calculate the average personnel cost rate by selecting several different personnel cost rates.

Av. personnel cost rate ✕

Staff effort in project **48.0000000PM**
+ Add rate

Staff effort	Rate (€/PM)
P1 <input type="text"/>	PM <input type="text"/>

✓ Calculate rates

Av. personnel cost rate(€/PY)
 €

This entry was posted on Wednesday, March 7th, 2012 at 12:20 am and is filed under [Setup the Financial Information for Contractors](#)

You can follow any responses to this entry through the [Comments \(RSS\)](#) feed. Both comments and pings are currently closed.