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**TRAINING ON CAPACITY BUILDING OF EDUCONS UNIVERSITY –  
Horizon Europe Budget Preparation  
(14.02.2024, 10am - 12pm)**

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**Agenda**

**VENUE: Educons University, A3 (1st floor)**

**Google Meet link: <https://meet.google.com/gda-ovmd-bvm>**

**10:00 – 10:10: Introduction and presentation of the agenda**

**10:10 – 10:30: Introduction to Horizon Europe Budget**

- Key definitions that you should know.
- Exploring the budget table.
- Type of information that you need to collect from partners or from your organization.

**10:30 – 11:00: How to move from the work plan to the budget**

- Gant and work plan
- Development of the budget
- Quantification of other costs than personnel

**11:00 – 11:20: Workshop**

- Task: Calculate the budget of your organization

**11:20 – 11:40: How to insert budget information on the portal**

**11:40 – 11:50: How to discuss budget related information with partners**

**11:50 – 12:00 Conclusions and next steps**