Alliance4Life

RMA ACADEMY

Financial Management of Horizon Europe Projects

MU-Sofia, Central Medical Library, 1,St. Georgi Sofiiski Str, (within the Alexandrovska Hospital complex)

MONDAY, 30 NOVEMBER, 2026

Time	Programme	Venue
10.00 - 10.45	Registration	
10.45 - 11.00	WELCOME WORDS	
11.00 - 12.00	Key notes from the Horizon Europe Office in Bulgaria	Creative Space room https://cml.mu-sofia.bg/en/reading-rooms-and-spaces/creative-space/
12.00 - 13.00	Lunch break	
13.00 - 15.00	Specific panel discussions and networking	MU-Sofia, Central Medical Library, Creative Space
15.00 - 15.30	Coffee break	
15.30 - 16.00	Central Medical Library Physical Tour	MU-Sofia, Central Medical Library, Creative Space

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TUESDAY, 01 DECEMBER, 2026

Time	Programme	Venue
09.00	Registration	
9.15 -12.00	**Introduction and tour de table by participants** Mr. Raphael de Vivans, CEO EFMC **Understanding the background of EU environment** • General Overview • EU Budget • Introduction to Horizon Europe • Statistics of Horizon Europe **Legal framework H2020 vs HORIZON EUROPE** • The Grant Agreement and its annexes • The grant: maximum / final / revised • Consequences of not fulfilling GA obligations **INTRODUCTION TO ELIGIBLE (AND INELIGIBLE) COSTS** • Traditional budget • Financing not linked to costs – LUMP SUM and its risks • Direct costs vs. Indirect costs	MU-Sofia, Central Medical Library, Creative Space

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TUESDAY, 01 DECEMBER, 2026

	Workshop: questionnaire where participants will have to identify situations where costs are direct or indirect	
12.00 - 13.00	Lunch break	
13.00 - 15.00	**OTHER DIRECT COSTS** Mr. Raphael de Vivans, CEO EFMC Possible Stakeholders in a project • Affiliated Entities • In-Kind Contributors • Associated Partners (AP)	MU-Sofia, Central Medical Library, Creative Space
15.00 - 15.30	Coffee break	
15:30 – 16:30	**Financial Support to Third Parties (FSTP)** Mr. Raphael de Vivans, CEO EFMC • Subcontracting + Workshop (eligibility) • Purchase cost • Travels + Workshop (eligibility) • Equipment + workshop (simulation) • Internal invoicing (goods and services)	MU-Sofia, Central Medical Library, Creative Space
19.00	Dinner	

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WEDNESDAY, 02 DECEMBER, 2026

Time	Programme	Venue
9.00 -12.00	**PERSONNEL COSTS** Mr. Raphael de Vivans, CEO EFMC • **Daily rate calculation** • **Workshop with simulation exercises**	MU-Sofia, Central Medical Library, Creative Space
12.00-13.00	Lunch break	
13.00-15.00	**PERSONNEL COSTS** Mr. Raphael de Vivans, CEO EFMC • **Type of personnel:** A1 Employees, A2 consultants, A3 seconded, A4 SME Owners, A5 Volunteers, A6 Unit Cost • **Workshop with simulation exercises**: Time recording system and conditions to be reliable for auditors	MU-Sofia, Central Medical Library, Creative Space
15.00-15.30	Coffee break	
15.30-16.30	**Workshop with simulation exercises** participants will be in group of 3 or 4 and will have to identify the strengths and weaknesses of different TRS as if they were auditors of the EC.	MU-Sofia, Central Medical Library,

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THURSDAY, 3 DECEMBER, 2026		
Time	**Programme**	**Venue**
9.00 - 12.00	**ADMINISTRATIVE MANAGEMENT** • Coordinator's rights and obligations • Beneficiary's obligations • Consortium Agreement • Revenues **LEGAL ASPECTS** • IPR's • Conflict of interest • Confidentiality & Security • Budget "Flexibility" (Transfer of budget) • Amendments • Exchange rate • Recruitment of researchers • Adjustments • Deliverables & Reporting	MU-Sofia, Central Medical Library, Creative Space
12.00-13.00	Lunch break	
	AUDIT Nature of audits (externalised, internal auditor, audit on request, technical audit...) and consequences	MU-Sofia, Central Medical Library, Creative Space

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THURSDAY, 3 DECEMBER, 2026

	• Phase 1: the preparation of the preliminary information	
15.00-15.30	Coffee break	
15.30-17.30	**AUDIT** • Phase 2: the audit on the spot • Phase 3: The Draft and the Final Audit Report • Phase 4: The contestation (if disagreement on the findings)	MU-Sofia, Central Medical Library, Creative Space
19.00	Dinner	

FRIDAY, 4 DEC, 2026

Time	Programme	Venue
9.00 - 10.30	Case reports session by representatives of Medical University - Sofia	MU-Sofia, Central Medical Library, Creative Space
10.30 – 11.00	Discussion and closing word	
11:00	Lunch (Take away)	

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