

Special Costs in KA220 call 2021 projects

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 - 3. Select the Special Costs type from the drop-down list
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The **Special Costs** tab in **KA220 - Cooperation partnerships Call 2021** projects allows the [associated persons](#) with edit rights in the project, to manage the special costs incurred by the organisations participating. The special costs can be managed while the project is in status **Project ongoing**.

The following types of costs can be managed:

- **Exceptional costs**
- **Exceptional costs for financial guarantee**
- **Inclusion support for organisation**
- **Inclusion support for participant**

Information

Costs related to Covid, for example Covid tests, have to be provided as **Exceptional costs**.

This page is relevant for:

- **Erasmus+, Call 2021**
 - KA220 - Cooperation partnerships in adult education, higher education, school education, vocational education and training and youth

Information

Fields may vary depending on the action type of your project. Please read the onscreen information carefully to complete the relevant fields.

 The illustrations in the provided Wiki pages are for consultation purpose only and may not always reflect the latest implementation.

Steps

1. Access "Special Costs" from the Content menu

The **Special Costs** section of your project can be accessed from the **Content Menu**. The **Special Costs** screen contains a list of **Special costs** items, if any are available. Initially the list is empty.

Once you have added special costs, they will be listed here.

See the page [List functionality in projects](#) for additional information on the list functionalities, such as Search, Filters and the Bulk Actions.

Project Activities and Budget Details

Grant Agreement No. : 2021-1-DE02-KA220-ADU-000018982
Project Acronym : EAC IT TRAINING - DONT USE FOR TESTING until 05/2024 -
NA : DE02 - Nationale Agentur Bildung für Europa beim Bundesinstitut für Berufsbildung - Organisation OID : E10000190 - Legal name:: Test-org.DE.01

Awarded/Reported Budget : 246 273 € / 97 547,2 €
Project ongoing
Deadline: 31 déc. 2024
257 days left!

Project list

Actions

Content menu

Details
Participating organisations
Associated persons
Project Management And Implementation
Transnational Project Meetings
Project Results
Multiplier Events
Learning, Teaching and Training Activities
Special Costs
Fewer Opportunities
Budget
Reports

Special Costs

Special costs (0)

+ Create

Search... Search More Filters

Cost type	ID	Organisation	No. of participants with fewer opportunities	Unit Cost	Total Inclusion support for participant requested	Total inclusion support for organisation requested	Total amount adjusted	[reload]
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2. Click on "Create" to add a "Special costs" item

To add a new Special costs item, click on the **Create** button.

Special Costs

Special costs (0)

+ Create

Search... Search More Filters

Cost type	ID	Organisation	No. of participants with fewer opportunities	Unit Cost	Total Inclusion support for participant requested	Total inclusion support for organisation requested	Total amount adjusted	[reload]
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3. Select the Special Costs type from the drop-down list

In the pop-up window, select the Special **Cost type** you want to add, from the drop-down list. The following options are available:

- **Exceptional costs** - costs incurred by the organisations participating in the project, which include, but are not limited to, subcontracting and purchase of goods /services. Costs related to Covid will also have to be requested here.
- **Exceptional costs for financial guarantee** - costs incurred by the participating organisations in order to produce a financial guarantee.
- **Inclusion support for organisation** - costs allocated to organisation involving participants with fewer opportunities in the project
- **Inclusion support for participant** - participants with special needs (disabilities) are entitled to extra financial support within the scope of a strategic partnerships project

Depending on the cost type selected, additional fields become available. In the example below, we selected **Inclusion support for participant**.

Special Costs

SPECIAL COSTS

Cost type *

Value missing

ID *

0

Organisation *

Value missing

Special Costs

SPECIAL COSTS

Cost type *

Inclusion support for participant

ID *

1

Organisation *

Test-org.DE.01 (DE)

No. of participants with fewer opportunities *

10

Total Inclusion support for participant requested *

0,00

€

4. Provide the required information

Provide the required information for the special costs you want to request. Mandatory fields are marked with a red asterisk *.

4.1. Special Costs type: Exceptional costs

The following fields are available for **Exceptional cost**:

- **Cost type** - displays the selected cost type.
- **ID** - read-only; automatically assigned.
- **Organisation** - select the organisation for which cost is requested, from the drop-down list containing the organisations participating in the project.
- **Total Incurred Cost** - provide the actual cost incurred.
- **Cost related to COVID-19?** - select from the drop-down list one of the available options:
 - **No (80% coverage)**
 - **COVID-19 test (100% coverage)**
 - **Yes (75% coverage)**
- **Total amount adjusted** - read-only; the value will update with the calculated amount once all required information is provided.
- **Description and Justification** - provide a description and justification for the costs in the text field.



Take note

The field **Total Amount Adjusted** can exceed the value of the Awarded Budget for Exceptional Costs. The Total amount for all exceptional costs within a project is however capped at **50.000€**

It is **possible** to request Exceptional costs **more than once** for the same organisation.

Special Costs

SPECIAL COSTS

Cost type *
Exceptional costs

ID *
1

Organisation *
Value missing

Total Incurred Cost *
0,00 €
0 - 50000

Cost related to COVID-19? *
Value missing

Total amount adjusted *
0,00 €

Description and Justification *
Value missing

Special Costs

SPECIAL COSTS

Cost type *
Exceptional costs

ID *
1

Organisation *
Test-org.IE.01 (IE)

Total Incurred Cost *
10 000,00 €
0 - 50000

Cost related to COVID-19? *
No (80% coverage)
No (80% coverage)
COVID-19 test (100% coverage)
Yes (75% coverage)

Total amount adjusted *
8 000,00 €

Description and Justification *
Description and justification go here...

4.2. Special Costs type: Exceptional costs for financial guarantee

The following fields are available for **Exceptional costs for financial guarantee**:

- **Cost type** - displays the selected cost type.
- **ID** - read-only; automatically assigned.
- **Organisation** - select the organisation for which cost is requested, from the drop-down list containing the organisations participating in the project.
- **Total Incurred Cost** - provide the actual cost paid by the organisation to produce the financial guarantee.
- **Total Amount Adjusted (80% of the Total Incurred cost)** - read-only; the value will update with the calculated amount, once all required information is provided.

It is **not possible** to request Exceptional Costs for financial guarantee more than once for the same organisation.

Special Costs

SPECIAL COSTS

Cost type *

Exceptional costs for financial g...

ID *

1

Organisation *

Value missing

Total Incurred Cost *

0,00 €

0 - 50000

Total Amount Adjusted (80% of the Total Incurred cost) *

0,00 €

Special Costs

SPECIAL COSTS

Cost type *

Exceptional costs for financial g...

ID *

1

Organisation *

Test-org.FR.02 (FR)

Total Incurred Cost *

10 000,00 €

0 - 50000

Total Amount Adjusted (80% of the Total Incurred cost) *

8 000,00 €

4.3. Special Costs type: Inclusion support for organisation

The following fields are available for **Inclusion support for organisation**:

- **Cost type** - displays the selected cost type.
- **ID** - read-only; automatically assigned.
- **Organisation** - select the organisation for which cost is requested, from the drop-down list containing the organisations participating in the project.
- **No. of participants with fewer opportunities** - provide the number of participants with fewer opportunities for the organisation.
- **Unit cost** - read-only; a predefined value.
- **Total inclusion support for organisation requested** - read-only; the value will update with the calculated amount, once all required information is provided.

It is possible to request Inclusion support for organisation **more than once** for the same organisation.

Special Costs

SPECIAL COSTS

Cost type *

Inclusion support for organisation

ID *

1

Organisation *

Value missing

No. of participants with fewer opportunities *

0

Total inclusion support for organisation requested *

0,00 €

Unit Cost *

0,00 €

Special Costs

SPECIAL COSTS

Cost type *

Inclusion support for organisation

ID *

1

Organisation *

Test-org.IE.01 (IE)

No. of participants with fewer opportunities *

5

Total inclusion support for organisation requested *

500,00 €

Unit Cost *

100,00 €

4.4. Special Costs type: Inclusion support for participant

The following fields are available for **Inclusion support for participant**:

- **Cost type** - displays the selected cost type.
- **ID** - read-only; automatically assigned.
- **Organisation** - select the organisation for which cost is requested, from the drop-down list containing the organisations participating in the project.
- **No. of participants with fewer opportunities** - provide the number of participants with fewer opportunities within the project.
- **Total inclusion support for participants requested** - provide the total amount you are requesting.

You can request costs for **Inclusion support for participant** for an organisation **more than once**.

Initial Form (Top):

SPECIAL COSTS

Cost type *
Inclusion support for participant

ID *
1

Organisation *
Value missing

No. of participants with fewer opportunities *
0

Total Inclusion support for participant requested *
0,00 €

Completed Form (Bottom):

SPECIAL COSTS

Cost type *
Inclusion support for participant

ID *
1

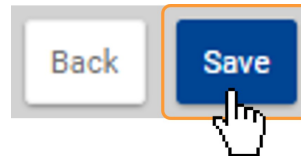
Organisation *
Test-org.DE.01 (DE)

No. of participants with fewer opportunities *
10

Total Inclusion support for participant requested *
300,00 €

5. "Save" the changes

Click on the **Save** button to save your changes. A success message displays.



6. The special costs are added to project

You are returned to the list of **Special costs**, where the added special cost is now displayed. The **Total (Calculated)** values are displayed.

Once items are added to the list, the following icons become available under the **Actions** column:

1. **Delete** - click on this icon in line with the item you wish to delete, and follow the onscreen instructions.
2. **View** - click on this icon to open the details of the selected item in read-only mode. All fields are greyed out and you will not be able to change any details.
3. **Edit** - open the details of the selected item in edit mode. Make the desired changes, then click on the **Save** button at the bottom of the screen to save the updated information.

See the page [List functionality in projects](#) for additional information on the list functionalities, such as Search, Filters and the Bulk Actions.

Special Costs

Special costs (4)

+ Create

Search...

Search

Bulk Actions

More Filters

Cost type	ID	Organisation	No. of participants with fewer opportunities	Unit Cost	Total Inclusion support for participant requested	Total inclusion support for organisation requested	Total amount adjusted	[reload]
Exceptional costs for financial guarantee	1	2521498	0	0	0	0	32000	<div><div></div><div></div><div></div></div>
Inclusion support for participant	1	2521500	30	0	500	0	0	<div><div></div><div></div><div></div></div>
Exceptional costs	1	2521500	0	0	0	0	8000	<div><div></div><div></div><div></div></div>
Inclusion support for organisation	1	2521498	10	100	0	1000	0	<div><div></div><div></div><div></div></div>
Total (Calculated)					500	1000	40000	

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SUCCESS

Successfully saved Special cost



Related Articles

- [KA2 Lump Sum Handbook](#)
- [Organisation status, Partnership entry date and Partnership withdrawal date in Organisation details](#)
- [Project Management and Implementation \(KA220\)](#)
- [Project Results \(KA220\)](#)
- [Transnational Project Meetings \(KA220\)](#)
- [How to provide information for local, foreign and virtual participants in Multiplier events?](#)
- [26 Jan 2024: Periodic/progress reports for KA210 and KA220 are now available](#)
- [Special Costs in KA220 call 2021 projects](#)
- [KA220 Cooperation partnerships in adult education, higher education, school education, vocational education and training and youth](#)
- [Activities in KA210 projects](#)
- [Budget in projects \(KA220\)](#)
- [Learning, Teaching and Training Activities \(KA220\)](#)
- [Manage Work Packages in KA220 projects](#)
- [How to complete and submit a Progress or Periodic Report for KA210 and KA220](#)
- [Organisations of invited staff](#)