How to Calculate an **Average Monthly Rate**

Step-by-Step Guide Based on Horizon Europe Guidelines

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Step 1: **Calculate the Daily Rate**

$$\text{Daily Rate} = \frac{\text{Actual Annual Personnel Costs for each person}}{215}$$

Notes:
215 is the official number of working days per calendar year, according to the EU (equivalent to 1,720 hours – 215 x 8hrs/day).
To calculate the days a person worked you could either use reliable time records (e.g. time-sheets) on paper or in a computer-based time recording system; or sign a monthly declaration on days spent for the action.

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Step 2: **Determine the Monthly Productive Days**

According to Horizon Europe, the average number of **monthly working days** is calculated by dividing the annual productive days by 12:

$$\text{Monthly Productive Days} = \frac{\text{Annual Productive Days}}{12}$$

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Step 3: **Calculate the Average Monthly Rate**

Average Monthly Rate = Daily Rate **x** Monthly Productive Days

Practical Example:

Annual Personnel Cost: 48.000€
Annual Productive Days: 215

Daily Rate = 48.000÷215=223.25€
Monthly Productive Days = 215÷12= 17,91

Average Monthly Rate = 223.25 x 17,91 ≈ 4.000€

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THANK YOU

FOR YOUR ATTENTION!

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