

## Calculating man months

It is important that the figures used for salary costs; hourly rate; number of net productive hours, and man months as reported in form C, for the Justification of Expenses Report and for the Management (Activity) Report, are all based on the same figures for net productive hours and man months and are reconcilable with one another.

### Man months

Man months (see below) are calculated for fully employed scientists/researchers:

- One year of a part-time employed scientist (50%) are six man months.

In FP5 the EU determined this would be 1,680 productive hours per annum or 140 productive hours per month for those working 5 days 8 hours per week. In FP7 institutions have to use their own actual figures and therefore should make its own calculations (which may include productive hours other than 1,680 hours per year). Any significant deviation from 1,680 net productive hours per year may well be queried by your auditor and/or the EU – for this reason, care should be taken to ensure that there is clear justification for this deviation.

### Man Month Calculation Example

	Days		Hours (based on 8 hour day)
Annual	365		
Less Weekends	<u>104</u>		
Net	<u>261</u>	=	2,088
National/statuary holidays, etc.	- 15		
Annual vacation	- 21		
Annual sick days	<u>- 15</u>		
	<u>51</u>	=	<u>408</u>
<b>Annual net productive time</b>	<b><u>210</u></b>		<b><u>1,680</u></b>

This is based on working 8 hours per day not including lunch break.

On the basis of this example, the number of productive hours actually reported by each employee will be divided by 141.33, so as to arrive at the main months for the activity reports.

### Example:

An employee (post-doc) works on two EU-projects.

Project A: 900 h /year

Project B: 780 h /year

### Hourly personal rate = Annual salary / productive working hours

Hourly personal rate = 52,790 / 1,680h = 31.42 €/h

### Personal costs = Working hours x hourly rate

Personal costs for project A: 900h x 31.42 = 28,280.36 €/year

Personal costs for project B: 780 x 31.42 = 24,509.65 €/year

Working hours have to be verified during the entire project duration. Please use time sheets!