



European Research Council
Executive Agency

Established by the European Commission



Horizon 2020
European Union Funding
for Research & Innovation

European Research Council (ERC)

Proposal template for ERC Proof of Concept Grant 2018

Administrative forms (Part A)
Research proposal (Part B)
Letter of commitment of the host institution

Version 1.0
13 September 2017

Disclaimer

This document is aimed at informing potential applicants for Horizon 2020 funding. It serves only as an example. The actual Web forms and templates, provided in the online proposal submission system under the Participant Portal, might differ from this example. Proposals must be prepared and submitted via the online proposal submission system under the Participant Portal.

Please check our [wiki](#) for help on navigating the form.

Horizon 2020

Call:

()

Topic:

Type of action:

()

Proposal number:

Proposal acronym:

Deadline Id:

Table of contents

Section	Title	Action
1	General information	
2	Participants & contacts	
3	Budget	
4	Ethics	
5	Call-specific questions	

How to fill in the forms

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the steps in the submission wizard.

Proposal ID

Acronym

1 - General information

Topic	Type of Action
Call Identifier	Deadline Id
Acronym	<input type="text"/>
Proposal title	<p><i>The title should be no longer than 200 characters (with spaces) and should be understandable to the non-specialist in your field.</i></p> <p><i>Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &</i></p>
Duration in months	<input type="text"/>
End date of the related ERC project(DD/MM/YYYY)	<input type="text"/>
Related ERC Project ID number*	<input type="text" value="xxxxxx"/>
Panel under which the original ERC grant was funded	<input type="text"/>
Free keywords	<p><i>In addition, please enter free text keywords that you consider best characterise the scope of your proposal. The choice of keywords should take into account any multi-disciplinary aspects of the proposal.</i></p>

Abstract

Short summary (max. 2,000 characters, with spaces) to clearly explain:

- the objectives of the proposal
- how they will be achieved
- their relevance to the work programme.

Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties .

- Do not include any confidential information.
- Use plain typed text, avoiding formulae and other special characters.

If the proposal is written in a language other than English, please include an English version of this abstract in the "Technical Annex" section.

Remaining characters

2000

Proposal ID

Acronym

In order to best review your application, do you agree that the above non-confidential proposal title and abstract can be used, without disclosing your identity, when contacting potential reviewers?*

☐ Yes

☐ No

Example, not to complete

 Proposal Submission Forms European Research Council Executive Agency	
Proposal ID	Acronym

Declarations

In case of a Synergy grant application 'Principal Investigator' means 'corresponding Principal Investigator on behalf of all Principal Investigators', and 'Host Institution' means 'corresponding Host Institution'.

1) The Principal Investigator declares to have the written consent of all participants on their participation and on the content of this proposal, as well as of any researcher mentioned in the proposal as participating in the project (either as other PI, team member or collaborator).*	<input type="checkbox"/>
2) The Principal Investigator declares that the information contained in this proposal is correct and complete.	<input type="checkbox"/>
3) The Principal Investigator declares that all parts of this proposal comply with ethical principles (including the highest standards of research integrity — as set out, for instance, in the European Code of Conduct for Research Integrity — and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct).	<input type="checkbox"/>
4) The Principal Investigator hereby declares that <i>(please select one of the three options below)</i> :	
- in case of multiple participants in the proposal, the Host Institution has carried out the self-check of the financial capacity of the organisation on http://ec.europa.eu/research/participants/portal/desktop/en/organisations/lfv.html or to be covered by a financial viability check in an EU project for the last closed financial year. Where the result was “weak” or “insufficient”, the Host Institution confirms being aware of the measures that may be imposed in accordance with the H2020 Grants Manual (Chapter on Financial capacity check) .	<input type="radio"/>
- in case of multiple participants in the proposal, the Host Institution is exempt from the financial capacity check being a public body including international organisations, higher or secondary education establishment or a legal entity, whose viability is guaranteed by a Member State or associated country, as defined in the H2020 Grants Manual (Chapter on Financial capacity check) .	<input type="radio"/>
- in case of a sole participant in the proposal, the applicant is exempt from the financial capacity check.	<input type="radio"/>
5) The Principal Investigator hereby declares that each applicant has confirmed to have the financial and operational capacity to carry out the proposed action. Where the proposal is to be retained for EU funding, each beneficiary applicant will be required to present a formal declaration in this respect.	<input type="checkbox"/>
The Principal Investigator is only responsible for the correctness of the information relating to his/her own organisation. Each applicant remains responsible for the correctness of the information related to him and declared above. Where the proposal to be retained for EU funding, the Host Institution and each beneficiary applicant will be required to present a formal declaration in this respect.	

According to Article 131 of the Financial Regulation of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 298 of 26.10.2012, p. 1) and Article 145 of its Rules of Application (Official Journal L 362, 31.12.2012, p.1) applicants found guilty of misrepresentation may be subject to administrative and financial penalties under certain conditions.

Personal data protection

The assessment of your grant application will involve the collection and processing of personal data (such as your name, address and CV), which will be performed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions in this form and any personal data requested are required to assess your grant application in accordance with the specifications of the call for proposals and will be processed solely for that purpose. Details concerning the purposes and means of the processing of your personal data as well as information on how to exercise your rights are available in the [privacy statement](#). Applicants may lodge a complaint about the processing of their personal data with the European Data Protection Supervisor at any time.

Your personal data may be registered in the Early Detection and Exclusion system of the European Commission (EDES), the new system established by the Commission to reinforce the protection of the Union's financial interests and to ensure sound financial management, in accordance with the provisions of articles 105a and 108 of the revised EU Financial Regulation (FR) (Regulation (EU, EURATOM) 2015/1292 of the European Parliament and of the Council of 28 October 2015 amending Regulation (EU, EURATOM) No 966/2012) and articles 143 - 144 of the corresponding Rules of Application (RAP) (COMMISSION DELEGATED REGULATION (EU) 2015/2462 of 30 October 2015 amending Delegated Regulation (EU) No 1268/2012) for more information see the [Privacy statement for the EDES Database](#).

Proposal ID

Acronym

2 - Participants & contacts

#	Participant Legal Name	Country	Action
1			

Example, not to complete

Proposal ID

Acronym

Short name

2 - Administrative data of participating organisations

Host Institution

PIC	Legal name
<i>Short name:</i>	
<i>Address of the organisation</i>	
Street	
Town	
Postcode	
Country	
Webpage	
<i>Legal Status of your organisation</i>	
Research and Innovation legal statuses	
Public bodyunknown	Legal personunknown
Non-profitunknown	
International organisationunknown	
International organisation of European interestunknown	
Secondary or Higher education establishmentunknown	Industry (private for profit).....unknown
Research organisationunknown	
Enterprise Data	
SME self-declared status..... unknown	
SME self-assessment unknown	
SME validation sme..... unknown	
Based on the above details of the Beneficiary Registry the organisation is not an SME (small- and medium-sized enterprise) for the call.	

Proposal ID

Acronym

Short name

Department(s) carrying out the proposed work

Department 1

Department name

Name of the department/institute carrying out the work.

☐ not applicable

☐ Same as organisation address

Street

Please enter street name and number.

Town

Please enter the name of the town.

Postcode

Area code.

Country

Please select a country

Proposal ID

Acronym

Short name

Principal Investigator

The following information of the Principal Investigator is used to personalise the communications to applicants and the evaluation reports. Please make sure that your personal information is accurate and please inform the ERC in case your e-mail address changes by using the call specific e-mail address:

The name and e-mail of contact persons including the Principal Investigator, Host Institution contact are read-only in the administrative form, only additional details can be edited here. To give access rights and contact details of contact persons, please save and close this form, then go back to Step 4 of the submission wizard and save the changes.

ORCID ID

If you have a ORCID number please enter it here (e.g. 9999-9999-9999-999X. where 9 represents numbers and X represents number)

Researcher ID

The maximum length of the identifier is 11 characters (ZZZ-9999-2010) and the minimum length is 9 characters (A-1001-2010).

Other ID

Please enter the type of ID here

Please enter the identifier number here

Last Name*

Last Name at Birth

First Name(s)*

Gender*

☐ Male

☐ Female

Title

Country of residence*

Nationality*

Country of Birth*

Date of Birth* (DD/MM/YYYY)

Place of Birth*

Contact address

Current organisation name

Current Department/Faculty/Institute/
Laboratory name

☐ Same as organisation address

Street

Please enter street name and number.

Postcode/Cedex

Town*

Phone*

+xxx xxxxxxxxx

Country*

Phone2 / Mobile

+xxx xxxxxxxxx

E-mail*

Proposal ID

Acronym

Short name

Contact address of the partner organisation and contact person

The name and e-mail of Partner Organisation contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and contact details of Partner Organisation, please save and close this form, then go back to Step 4 of the submission wizard and save the changes. The contact person needs to be added as 'Main Contact' for the Partner Organisation.

Organisation Legal Name

First name*

Last name*

E-Mail*

Position in org.

Please indicate the position of the Contact Point above in the organi

Department

Name of the department/institute carrying out the work.

☐ Same as organisation

☐ Same as organisation address

Street

Please enter street name and number.

Town

Postcode

Area code.

Country

Phone

+xxx xxxxxxxxx

Phone2/Mobile

+xxx xxxxxxxxx

Proposal ID

Acronym

3 - Budget

Participant Number in this proposal	Organisation Short Name	Organisation Country	Total eligible costs/€ (including 25% indirect costs) ?	Requested grant/€
1			0,00	0,00
Total			0	0

Proposal ID

Acronym

4 - Ethics

1. HUMAN EMBRYOS/FOETUSES		Page
Does your research involve Human Embryonic Stem Cells (hESCs) ?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of human embryos?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of human foetal tissues / cells?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
2. HUMANS		Page
Does your research involve human participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve physical interventions on the study participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3. HUMAN CELLS / TISSUES		Page
Does your research involve human cells or tissues (other than from Human Embryos/Foetuses, i.e. section 1)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
4. PERSONAL DATA		Page
Does your research involve personal data collection and/or processing?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve further processing of previously collected personal data (secondary use)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
5. ANIMALS		Page
Does your research involve animals?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
6. THIRD COUNTRIES		Page
In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you plan to import any material - including personal data - from non-EU countries into the EU?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you plan to export any material - including personal data - from the EU to non-EU countries?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
In case your research involves low and/or lower middle income countries , are any benefits-sharing actions planned?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Could the situation in the country put the individuals taking part in the research at risk?	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Proposal ID

Acronym

7. ENVIRONMENT & HEALTH and SAFETY		Page
Does your research involve the use of elements that may cause harm to the environment, to animals or plants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research deal with endangered fauna and/or flora and/or protected areas?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of elements that may cause harm to humans, including research staff?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
8. DUAL USE		Page
Does your research involve dual-use items in the sense of Regulation 428/2009, or other items for which an authorisation is required?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
9. EXCLUSIVE FOCUS ON CIVIL APPLICATIONS		Page
Could your research raise concerns regarding the exclusive focus on civil applications?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
10. MISUSE		Page
Does your research have the potential for misuse of research results?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
11. OTHER ETHICS ISSUES		Page
Are there any other ethics issues that should be taken into consideration? Please specify	<input type="radio"/> Yes <input checked="" type="radio"/> No	

I confirm that I have taken into account all ethics issues described above and that, if any ethics issues apply, I will complete the ethics self-assessment and attach the required documents. ☐

[How to Complete your Ethics Self-Assessment](#)

Proposal ID

Acronym

5 - Call-specific questions

Eligibility	
I acknowledge that I am aware of the eligibility requirements for applying for this ERC call as specified in the ERC Annual Work Program , and certify that, to the best of my knowledge my application is in compliance with all these requirements. I understand that my proposal may be declared ineligible at any point during the evaluation or granting process if it is found not to be compliant with these eligibility criteria.*	<input type="checkbox"/>
I confirm that the proposal that I am about to submit draws substantially on an existing or recently finished ERC funded frontier research grant.	<input type="checkbox"/>
Data-Related Questions and Data Protection (Consent to any question below is entirely voluntary. A positive or negative answer will not affect the evaluation of your project proposal in any form and will not be communicated to the evaluators of your project.)	
For communication purposes only, the ERC asks for your permission to publish, in whatever form and medium, your name, the proposal title, the proposal acronym, the panel, and host institution, should your proposal be retained for funding.	<input type="radio"/> Yes <input type="radio"/> No
Some national and regional public research funding authorities run schemes to fund ERC applicants that score highly in the ERC's evaluation but which can not be funded by the ERC due to its limited budget. In case your proposal could not be selected for funding by the ERC do you consent to allow the ERC to disclose the results of your evaluation (score and ranking range) together with your name, non-confidential proposal title and abstract, proposal acronym, host institution and your contact details to such authorities? This consent is entirely voluntary and refusal to give it will in no way affect the evaluation of your proposal.	<input type="radio"/> Yes <input type="radio"/> No
The ERC is sometimes contacted for lists of ERC funded researchers by institutions that are awarding prizes to excellent researchers. Do you consent to allow the ERC to disclose your name, non-confidential proposal title and abstract, proposal acronym, host institution and your contact details to such institutions? This consent is entirely voluntary and refusal to give it will in no way affect the evaluation of your proposal.	<input type="radio"/> Yes <input type="radio"/> No

Proposal ID

Acronym

Validation result

Show Error

The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning

The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

Section

Description

The form has not yet been validated, click "Validate Form" to do so!

Example, not to complete

ERC Proof of Concept Grant 2018

Part B

Please respect the following formatting constraints: Times New Roman, Arial or similar, at least font size 11, margins (2.0 cm side and 1.5 cm top and bottom), single line spacing. Please respect the page limit 7 pages plus budget table.

Section 1: The idea – Excellence in Innovation potential (max. 2 pages)

a. Succinct description of the idea to be taken to proof of concept:

a.1- The problem: *Description of the problem or the need that the idea is aiming to solve or alleviate*

a.2- The solution: *Explanation of how the idea will solve or alleviate the problem or the need and the meaning that this will make. A clear value proposition should be included¹.*

b. Demonstration of Innovation Potential – *Detailed description of how the project outcomes will be innovative or distinctive. This should include a clear explanation of why the solution proposed is new compared to what already exists.*

Section 2 – Expected Impact (max. 2 pages):

a. Identification and description of any effect or benefit to the economy, society, culture, public policy/services.

b. Outline of the value creation process (*plans for the knowledge transfer, the commercialisation or any other process foreseen to generate the above listed benefit*)

This should include proposed plans to:

- **assess and validate the effectiveness of the project's outcomes** (*Testing, technical reports or any other form of validation to confirm that the solution is effective, efficient, sustainable, or just*) (where applicable)
- **- clarify the IPR position and strategy² or knowledge transfer strategy** (where applicable)
- **- set up contacts with industrial partners, societal or cultural organisations, policy makers or any other potential users or sponsors of the projects' results** (where applicable)

Section 3: The proof of concept plan (max 2 pages)

a. Plan of the activities

b. Project-management plan including risk and contingency measures

c. Description of the team

¹ Explain: 1) how the idea solves users' problems or improves their situation; 2) why potential users or sponsors should pay for this solution and not for other existing ones.

² Any application for funding of IPR activities under the ERC Proof of Concept will not discharge beneficiaries from their prior obligations under their pre-existing ERC Grant Agreement in respect of protecting IPR capable of industrial or commercial application. If any foreground was potentially protectable in the pre-existing ERC project, beneficiaries had the legal obligation to seek for adequate and effective protection according to the [Rules for Participation](#) and the ERC Model Grant Agreement

Section 4: The budget (max 1 page + costing table)**a. Resources (incl. project costs)**

(Note: To facilitate the assessment of resources by the panels, the use of the following budget table is strongly suggested. All eligible costs requested, should be included in the budget. **Please use whole Euro values only.**)

Cost Category			Total in Euro
Direct Costs ³	Personnel	PI ⁴	
		Senior Staff	
		Postdocs	
		Students	
		Other	
	i. Total Direct costs for Personnel (in Euro)		
	Travel		
	Equipment		
	Other goods and services	Consumables	
		Publications (including Open Access fees), etc.	
		Other (please specify)	
	ii. Total Other Direct Costs (in Euro)		
A – Total Direct Costs (i + ii) (in Euro)			
B – Indirect Costs (overheads) 25% of Direct Costs ⁵ (in Euro)			
C1 – Subcontracting Costs (no overheads) (in Euro)			
C2 – Other Direct Costs with no overheads ⁶ (in Euro)			
Total Estimated Eligible Costs (A + B + C) (in Euro) ⁷			
Total Requested EU Contribution (in Euro) ⁶			

The project cost estimation should be as accurate as possible. Significant mathematical mistakes may reflect poorly on the credibility of the costing table and the proposal overall.

The evaluation panels assess the estimated costs carefully. The requested contribution should be in proportion to the actual needs to fulfil the objectives of the project.

b. Justification (description of the budget)

³ An additional cost category 'Direct costing for Large Research Infrastructures' applicable to H2020 can be added to this table for PIs who are hosted by institutions with Large Research Infrastructures of a value of at least EUR 20 million and **only** after having received a positive ex-ante assessment from the Commission's services (see 'Information for Applicants to the Proof of Concept Grant 2018 Call' for more details).

⁴ When calculating the salary, please take into account the percentage of your dedicated working time to run the ERC funded project.

⁵ Please note that the overheads are fixed to a flat rate of exactly 25%.

⁶ Such as the costs of resources made available by third parties which are not used on the premises of the beneficiary (see 'Information for Applicants to the Proof of Concept Grant 2018 Call' for details).

⁶ These figures MUST match those presented in the online proposal submission form, section 3 – Budget.

Annex 1: COMMITMENT OF THE HOST INSTITUTION^{1, 2}

(to be printed on the official letterhead of the host institution)

Commitment of the host institution:

The <<please fill in here the name of the legal entity that is associated to the proposal and may host the principal investigator and the project in case the application is successful>>, which is the applicant legal entity, confirms its intention to host and engage the following 'principal investigator'

<<please fill in here the name of the principal investigator>>

should the proposal entitled <<acronym>> :

<<title of the proposal>> be retained.

Performance obligations of the applicant legal entity that will become the beneficiary of the H2020 ERC Grant Agreement (hereafter referred to as the Agreement), should the proposal be retained and the preparation of the Agreement be successfully concluded:

The applicant legal entity commits itself to host and engage the principal investigator for the duration of the grant and to:

- a) implement the action, as it will be described in Annex 1 and in compliance with the provisions of the Agreement, and all legal obligations under applicable EU, international and national law;
- b) ensure that the work described in Annex 1 will be performed under the guidance of the principal investigator.

For the host institution (applicant legal entity):

Name and Function

..... ;

Email and Signature of legal representative

..... ;

Stamp of the host institution (applicant legal entity)

IMPORTANT NOTE: All the above mentioned items are mandatory and shall be included in the commitment of the host institution.

¹ A scanned copy of the signed statement should be uploaded electronically via the Participant Portal Submission Service in PDF format.

² This statement (on letterhead paper) shall be signed by the institution's legal representative and stating his/her name, function, email address and stamp of the institution.