

Information for Applicants to the Advanced Grant 2020 Call



European Research Council
Executive Agency

Established by the European Commission



Horizon 2020
European Union Funding
for Research & Innovation

European Research Council (ERC) Frontier Research Grant

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Warning: The budget table and description of resources are part of the online submission form (Section 3 - Budget). Do NOT include them in Part B2.

PIs must declare time commitment in the online submission form.

The UK became a third country on 1 February 2020 on the basis of a Withdrawal Agreement¹ that came into force on the same day. The agreement provides for a transition period until 31 December 2020 during which Union law continues to apply to and in the UK.

¹ Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community

IMPORTANT TO NOTE

The present document is based on the legal documents setting the rules and conditions for the ERC frontier research grants, in particular:

- the [ERC Work Programme 2020](#)²,
- the ERC Rules for the submission of proposals and the related evaluation, selection and award procedures relevant to the Specific Programme of H2020 – the Framework programme for Research and Innovation (2014-2020)³ (hereinafter [ERC Rules for Submission & Evaluation](#)), and
- the [ERC Model Grant Agreement](#).

This document does not supersede the afore-mentioned documents, which are legally binding. Should there be any discrepancies between the aforementioned legal documents and this document, the former will prevail. The European Commission, the ERC Executive Agency or any person or body acting on their behalf cannot be held responsible for the use made of this document.

The [Guide for ERC Peer Reviewers](#) – applicable to the Advanced Grant call, provides practical information on the evaluation process.

National Contact Points (ERC NCPs) have been set up across Europe⁴ by the national governments to provide information and personalised support to ERC applicants in their native language. The mission of the ERC NCPs is to raise awareness, inform and advise on ERC funding opportunities as well as to support potential applicants in the preparation, submission and follow-up of ERC grant applications. For details on the ERC NCP in your country please consult the [ERC website](#) or the [Funding & Tenders Portal](#).

Abbreviations

AC – [Associated Country](#)

ADG – [Advanced Grant](#)

COG – [Consolidator Grant](#)

EU MS – EU Member States*

ERC WP – [ERC Work Programme 2020](#)

ERC panel – ERC peer review evaluation panel

ERC NCP – [ERC National Contact Points](#)

ERCEA – [European Research Council Executive Agency](#)

F&T Portal – [Funding & Tender Opportunities \(Single Electronic Data Interchange Area \(SEDIA\) Funding & Tenders Portal\)](#)

H2020 FP – [Horizon 2020 Framework Programme](#)

HI – Host Institution

PI – Principal Investigator

PM – Panel Member

PIC – [Participant Identification Code](#)

POC – [Proof of Concept Grant](#)

SEP – Submission and Evaluation of Proposals

STG – [Starting Grant](#)

SYG – [Synergy Grant](#)

² C(2019)4904 of 2 July 2019.

³ C(2017) 4750 of 12 July 2017.

⁴ This applies to EU Member States and Associated Countries. Some other countries also provide this service.

*The UK became a third country on 1 February 2020. The Withdrawal Agreement foresees a transition period until 31 December 2020 during which Union law continues to apply to and in the UK.

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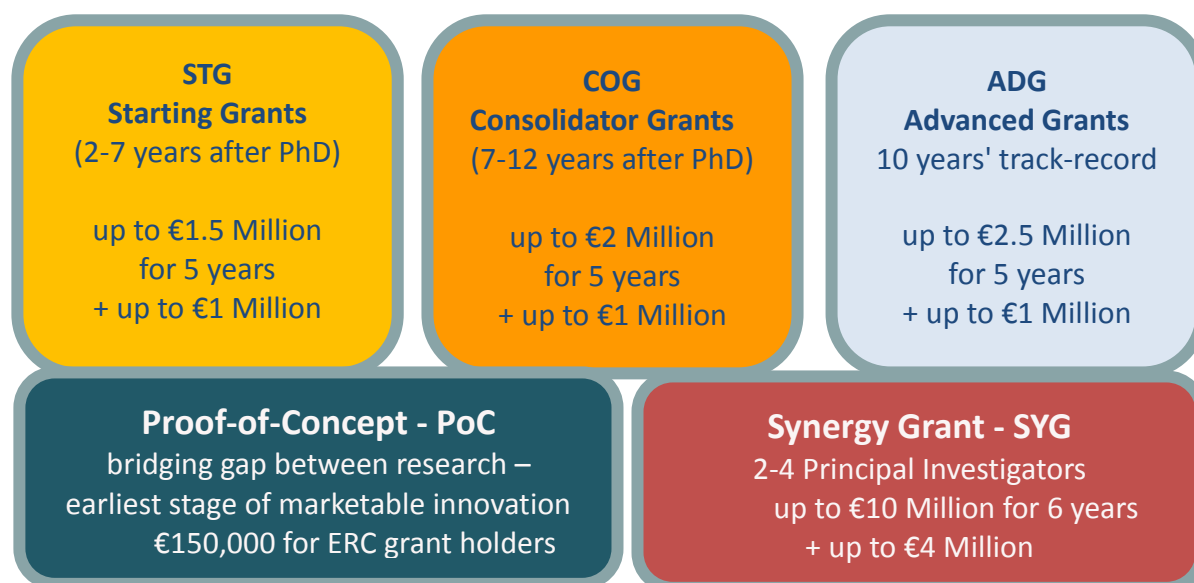
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1. ERC ADVANCED GRANTS 2020

1.1 ERC FUNDING PRINCIPLES

The ERC Advanced Grants are part of the main ERC frontier research grants 2020 funded by the European Union's Horizon 2020 Framework Programme for Research and Innovation.

The ERC's main frontier research grants aim to empower individual researchers and provide the best settings to foster their creativity. **Scientific excellence** is the sole criterion of evaluation. Please see below an overview of all ERC 2020 calls.



Single Principal Investigator (PI) heading research teams

The ERC ADG grants support individual researchers who are already established research leaders with a recognised track record of research achievements and who can demonstrate the ground-breaking nature, ambition and feasibility of their scientific proposal. In certain fields (e.g. in the humanities and mathematics), where research is often performed individually, the 'team' may consist solely of the Principal Investigator.

Research fields – no predetermined priorities

The ERC's frontier research grants operate on a 'bottom-up' basis and applications can be made in any field of research with an emphasis on the frontiers of science, scholarship and engineering⁵. In particular, the ERC encourages proposals of a multi- or interdisciplinary nature which cross the boundaries between different fields of research, pioneering proposals addressing new and emerging fields of research or proposals introducing unconventional, innovative approaches and scientific inventions. The focus is on the PI and on the individual team. Support for consortia is provided by other calls under Horizon 2020. Projects wholly or largely consisting in the collation and compilation of existing material in new databases, editions or collections are unlikely to constitute ground-breaking or "frontier" research, however useful such resources might be to subsequent original research. Such projects are therefore unlikely to be recommended for funding by the ERC panels.

⁵ Research proposals within the scope of Annex I to the Euratom Treaty, namely those directed towards nuclear energy applications shall be submitted to relevant calls under the [Euratom Framework Programme](#).

Evaluation and peer review

The ERC's evaluation process is conducted by peer review panels composed of renowned scientists and scholars. The panels may be assisted by independent experts working remotely. The panel chair and members are selected by the ERC Scientific Council on the basis of their scientific merits.

Open Access

The ERC supports the principle of open access to the published output of research, including research data and data related products. Applicants should be aware that it is mandatory to provide Open Access (free of charge, online access for any user) to all peer-reviewed scientific publications relating to results from ERC projects funded through this call. In addition, the ERC recommends that all funded researchers follow best practice by retaining files of research data produced and used, and are prepared to share these data with other researchers when not bound by copyright restrictions, confidentiality requirements, or contractual clauses.

Funding

Advanced Grants can be up to a maximum of EUR 2 500 000 for a period of 5 years. **For projects of shorter duration the maximum award is reduced pro rata.**

However, up to an additional EUR 1 000 000 can be requested to cover:

- (a) "start-up" costs for PIs moving to the EU or an Associated Country from elsewhere as a consequence of receiving the ERC grant and/or
- (b) the purchase of major equipment and/or
- (c) access to large facilities and/or
- (d) other major experimental and field work costs, excluding personnel costs.

The ERC reimburses up to 100% of the total eligible and approved direct costs and a flat-rate of indirect costs corresponding to 25% of the total eligible direct costs⁶.

Research integrity

Cases of scientific misconduct such as fabrication, falsification, plagiarism or misrepresentation of data⁷ may result in the rejection of proposals in accordance with section 3.11 of the [ERC Rules for Submission & Evaluation](#). Please also note that plagiarism detection software is used to analyse all submitted proposals to detect similar proposals submitted by different PIs. A procedure is in place to assess alleged or suspected cases of scientific misconduct. Scientific misconduct may result in the rejection of the proposal from the current call and a possible restriction on submission of proposals to future calls, as provided in the relevant ERC Work Programme.

Advanced Grant profile

Applicants are encouraged to evaluate their track-record and research independence against the below-mentioned benchmarks, in order to judge their likelihood for success and to avoid investing effort in proposals that are very unlikely to succeed.

⁶ Excluding the direct costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the host institution.

⁷ For example if (i) in the list of publications, the order of authors does not appear as indicated in the original publications; (ii) the written consent of the research collaborators mentioned in the proposal is not obtained by the call submission deadline.

Advanced Grant

ERC Advanced Grant Principal Investigators are expected to be active researchers and to have a track record of significant research achievements in their field during the last 10 years. A competitive Advanced Grant Principal Investigator must have already shown a record which identifies them as an exceptional leader in terms of originality and significance of their research contributions.

In most fields, PIs will be expected to have a proven track record of achievements in the past 10 years appropriate to their research field and at least matching one or more of the following benchmarks, for instance: up to 10 significant publications as main author in leading international peer-reviewed journals of their respective field, or major international peer-reviewed multidisciplinary scientific journals; 3 major research monographs (for research fields where monographs is the norm). They may also demonstrate a record of invited presentations in well-established international conferences, organization of international conferences, granted patents, leading research expeditions, awards, prizes, academy memberships etc.⁸.

Any documented career break during the last ten years should be clearly explained in the dedicated section of the CV.

1.2 ELIGIBILITY

Eligible proposals

All proposals must be complete and submitted by eligible Principal Investigators before the relevant call deadline. Please see [section 2.1](#) for an overview of a complete ERC proposal. All scientific fields are eligible for ERC funding⁹.

All applications and the related supporting information are reviewed to ensure that all eligibility criteria are met. The proposal's content should be related to the objectives of the call and must meet all its eligibility requirements. If there are doubts about the eligibility of a proposal, the peer review evaluation may proceed pending a final decision by the eligibility review committee. The fact that a proposal is evaluated in such circumstances does not constitute proof of its eligibility. If it becomes clear before, during or after the peer review evaluation phase, that one or more of the eligibility criteria has not been met (for example, due to incorrect or misleading information), the proposal will be declared ineligible and not considered any further.

Host institution

The HI must engage the PI for at least the duration of the project, as defined in the grant agreement. It must either be established in an EU MS or an AC as a legal entity created under national law, or it may be an International European Interest Organisation (such as CERN, EMBL, etc.), the European Commission's Joint Research Centre (JRC) or any other entity created under EU law. Any type of legal entity, public or private, including universities, research organisations and undertakings can host Principal Investigators and their teams. The ERC welcomes applications from PIs hosted by private

⁸ See the [ERC WP 2020](#) for the full description of the AdG profile, possible extensions of the period under consideration and career breaks.

⁹ Please see footnote 5.

for-profit research centres, including industrial laboratories. Normally the PI will be employed by the HI, but cases where, for duly justified reasons, the PI's employer cannot become the HI, or where the PI is self-employed, can be accommodated. The specific conditions of engagement will be subject to clarification and approval during the granting procedure or during the amendment procedure for a change of HI.

Principal Investigator

ERC grants are open to researchers of any nationality who intend to conduct their research activity in any EU MS or an AC. The research team may be of national or trans-national character. The PI does not need to be employed by the HI at the time when the proposal is submitted. However, the PI must be engaged by the latter at least for the duration of the grant. Grant proposals are submitted by the PI taking scientific responsibility for the project, on behalf of the host institution.

Expected time commitment

With the support of the HI, the successful PIs are expected to lead their individual teams and devote a significant amount of time to the project. They will be expected to dedicate a minimum of 30% of their working time to the ERC project and spend a minimum of 50% of their working time in an EU MS or an AC. The time commitment must be clearly indicated in the submission form (Part A).

Submission restrictions

The ERC calls are highly competitive. Thousands of high quality proposals are received each year and only outstanding proposals are likely to be funded. In order to maintain the quality and integrity of ERC's evaluation process, restrictions on applications were introduced in 2009.

The following general restrictions apply for the ERC 2020 frontier research Calls (StG, CoG, AdG and SyG):

- A researcher may participate as PI in only one ERC frontier research project at a time¹⁰. A new frontier research project can only start after the duration of the project fixed in a previous frontier research ERC grant agreement has ended.
- A researcher participating as PI in an ERC frontier research project may not submit a proposal for another ERC frontier research grant, unless the existing project ends no more than two years after the call deadline¹¹.
- A PI who is a serving Panel Member for a 2020 ERC call or who served as a Panel Member for a 2018 ERC call may not apply to a 2020 ERC call for the same type of grant¹².
- A PI may submit proposals to different ERC frontier research grant calls published under the same Work Programme, but only the first eligible proposal will be evaluated.

Additional restrictions have been designed to allow some unsuccessful Principal Investigators (as listed below) the time necessary to develop a stronger proposal. Therefore the outcome of the evaluation of previous submissions may prevent applications to the AdG2020 call. Ineligible or withdrawn proposals do not count against any of the restrictions listed below.

¹⁰ Including all PIs supported under the Synergy Grant.

¹¹ According to the duration of the project fixed in the previous frontier research grant agreement.

¹² The members of the ERC panels alternate to allow panel members to apply to the ERC calls in alternate years.

Call to which the PI applied under previous ERC WP	Evaluation outcome	Calls to which a PI is <u>not</u> eligible under ERC WP 2020
2018 and 2019 Starting, Consolidator, Advanced, or Synergy Grant	Rejected for breach of research integrity	STG, COG, ADG, SYG
2018 Starting, Consolidator, or Advanced Grant	C at Step 1	STG, COG, ADG
2018 Synergy Grant	A, or B at Step 3	No restriction
	B at Step 1 or 2	No restriction
	C at Step 1	ADG, SYG
2019 Starting, Consolidator, or Advanced Grant	A, or B at Step 2	No restriction
	B or C at Step 1	STG, COG, ADG
2019 Synergy Grant	A, or B at Step 3	No restriction
	B at Step 2	No restriction
	B at Step 1	SYG
	C at Step 1	ADG, SYG

The year of an ERC call refers to the WP under which the call was published and can be established by its call identifier. A 2020 ERC call is therefore one that was published under the WP 2020 and will have 2020 in the call identifier (for example ERC-2020-AdG).

1.3 EVALUATION PROCESS

The ERC's evaluation process has been carefully designed to identify scientific excellence irrespective of gender, age, nationality or institution of the PI and other potential biases, and to take career breaks as well as unconventional research career paths into account. The evaluations are monitored to guarantee transparency, fairness and impartiality in the treatment of proposals.

A single submission of the full proposal is followed by a two-Step evaluation.

ERC evaluation panels¹³

The peer review is handled by 25 evaluation panels (ERC panels), covering all fields of science, engineering and scholarship (see panel details and ERC keywords in [Annex 4.1](#)). For operational reasons they are divided into three main research domains:

- Physical Sciences and Engineering (10 Panels),
- Life Sciences (9 Panels) and,
- Social Sciences and Humanities (6 Panels).

Before the deadline of a call, the names of the 25 panel chairs are published on the ERC website. The names of panel members are published after the evaluation process is concluded.

No Contact allowed with Peer Reviewers

Please, note that in accordance with section 3.2 of the [ERC Rules for Submission & Evaluation](#), any direct or indirect contact about the ERC peer review evaluation between an applicant legal entity or a PI submitting a proposal on behalf of an applicant legal entity, and any independent expert involved in the peer review evaluation under the same call, in view of attempting to influence the evaluation process, is strictly forbidden. Such contact can constitute an exclusion situation and, if this situation is established in accordance with Article 136 of the Financial Regulation, will result in the decision to reject the proposal concerned from the call in question.

Panel allocation and panel budgets

It is the applicant's responsibility to choose and indicate the most relevant ERC panel ('primary evaluation panel') for the evaluation of the proposed research and to indicate one or more ERC keywords representing the research fields involved. The applicant may indicate a secondary evaluation panel.

The initial allocation of the proposal to a panel will be based on the preference expressed by the applicant. However, when necessary due to the expertise required for the evaluation, a proposal may be reallocated to a different panel with the agreement of both panel chairs concerned. The composition of the ERC evaluation panels are by nature multi-disciplinary. The evaluation panel will determine if additional reviews by appropriate members of other panel(s) or additional remote experts are needed.

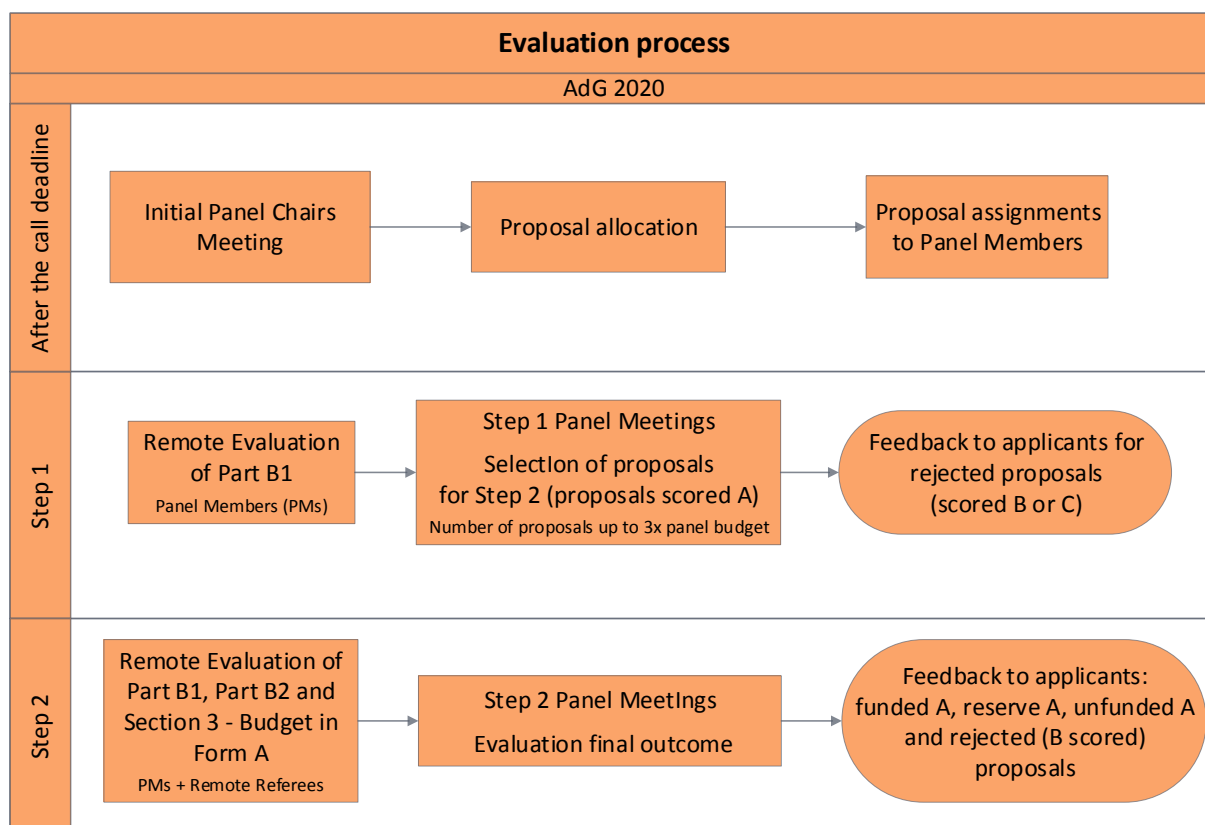
An indicative budget is allocated to each panel in proportion to the budgetary demand of its assigned proposals. **This important principle ensures comparable success rates between the individual panels regardless of how many proposals each panel evaluates.** Depending on the budget available for the call, a budgetary cut-off applies to the call ranking list at both Step 1 and Step 2. Only proposals ranked A at Step 1 will be further evaluated and only the highest ranked A-scoring

¹³ Please refer to the [Guide for Peer Reviewers](#) for details.

proposals at Step 2 will be invited for grant preparation until the call budget is spent. The remaining proposals recommended for funding may be funded by the ERC if additional funds become available.

Evaluation process and important dates

An indicative evaluation timeline is available for the [Advanced Grant](#) Call on the ERC web-site and outlined below.



At both evaluation Steps, every proposal will be evaluated for each of the two main elements of the proposal: Research Project and Principal Investigator. The ERC experts deliver individual proposal reviews in a remote evaluation phase at both Step 1 and Step 2. The ERC panels assess and score the proposals on the basis of the individual reviews they have received and on the basis of the panels' overall appreciation of their strengths and weaknesses.

STEP 1

At Step 1 the extended synopsis together with the PI's track record and CV will be evaluated (Part B1 – see [section 2.3](#)). After the remote evaluation phase, each panel meets in Brussels to discuss all proposals assigned to the panel. Proposals will proceed to Step 2 based on the outcome of the Step 1 evaluation. The maximum number of proposals evaluated by the panel at Step 2 may not exceed three times the panel's indicative budget. At the end of Step 1 of the evaluation the proposal will receive one of the following scores:

A score - is of sufficient quality to pass to Step 2 of the evaluation,

B score - is of high quality but not sufficient to pass to Step 2 of the evaluation¹⁴,

C score - is not of sufficient quality to pass to Step 2 of the evaluation¹³.

The Step 1 evaluation outcome is provided to the applicants receiving a B or a C score through an information letter together with an evaluation report. It includes the panel ranking range of their proposal, the panel comment explaining the panel decision as well as the individual comments given by each reviewer. This communication is uploaded to the Funding & Tenders Portal accounts of the PI and HI main contact person (see [section 3.2](#)). Applicants who receive an A score pass to Step 2 of the evaluation and will not receive a Step 1 evaluation report.

STEP 2

At Step 2 the full proposal (Part B1, Part B2 and Section 3 – Budget, present in the submission form) will be evaluated. After a remote evaluation phase the panels meet again in Brussels. The evaluation panels will review the requested budget for proposals recommended for funding and, if appropriate, recommend adjustments. It is expected that panel members attend in person all the evaluation sessions. In exceptional and justified cases such as illness, maternity or force majeure, if unable to attend in person, a panel member may participate remotely by electronic means (video-conferencing or telephone-conferencing), subject to the ERCEA's agreement.

The assessment by the panels will take into account all individual reviews and the panels' overall appreciation of the strengths and weaknesses of the proposal. At the end of Step 2, following the timeline described above, applicants will be informed of the outcome of the evaluation. The score of their proposal can be either A or B.

A score proposals fully meet the ERC's excellence criterion and are recommended for funding. Such projects will be funded in priority order based on their rank if sufficient funds are available. This means that it is very likely that not all proposals scored 'A' will be funded by the ERC.

B score proposals meet some but not all elements of the ERC's excellence criterion and will not be funded.

The Step 2 evaluation outcome is provided to all applicants through an information letter together with an evaluation report. It includes the final score, the panel ranking range of their proposal, the panel comment explaining the panel decision as well as the individual comments given by each reviewer. This communication is uploaded to the Funding & Tenders Portal accounts of the PI and HI main contact person (see [section 3.2](#)).

Panel comments

Comments by the individual reviewers may reflect divergent views. Differences of opinions about the proposal are part of scientific debate and are legitimate. Furthermore, the ERC panel may take a

¹⁴ The applicants may be subject to restrictions on submitting proposals to future ERC calls based on the outcome of the evaluation. Applicants will need to check the restrictions in place for each call.

position that is different from what could be inferred from the individual reviews. A panel discussion could reveal an important weakness that was not identified by the individual reviewers. The panel comment reflects the final decision taken by the panel either by consensus or by majority vote based on the individual assessments and the discussion within the panel.

Evaluation criteria

The "scientific excellence" evaluation criterion will be applied in conjunction of both: (i) the ground-breaking nature, ambition and feasibility of the research project, and, (ii) the intellectual capacity, creativity and commitment of the PI:

1. Research Project - Ground-breaking nature, ambition and feasibility

Ground-breaking nature and potential impact of the research project

- To what extent does the proposed research address important challenges?
- To what extent are the objectives ambitious and beyond the state of the art (e.g. novel concepts and approaches or development between or across disciplines)?
- To what extent is the proposed research high-risk/high-gain (i.e. if successful the payoffs will be very significant, but there is a high risk that the research project does not entirely fulfil its aims)?

Scientific Approach

- To what extent is the outlined scientific approach feasible bearing in mind the extent that the proposed research is high-risk/high-gain *[based on the Extended Synopsis at Step 1]*?
- To what extent are the proposed research methodology and working arrangements appropriate to achieve the goals of the project *[to be assessed at Step 2 based on the full Scientific Proposal]*?
- To what extent does the proposal involve the development of novel methodology *[to be assessed at Step 2 based on the full Scientific Proposal]*?
- To what extent are the proposed timescales, resources and PI commitment adequate and properly justified *[to be assessed at Step 2 based on the full Scientific Proposal]*?

2. Principal Investigator - Intellectual capacity and creativity

- To what extent has the PI demonstrated the ability to conduct ground-breaking research?
- To what extent does the PI have the required scientific expertise and capacity to successfully execute the project?
- To what extent has the PI demonstrated sound leadership in the training and advancement of young scientists?

1.4 ETHICS REVIEW

Please see Annex A to the [ERC Rules for Submission & Evaluation](#) for a detailed description of the **ERC Ethics Review procedure**. Ethics assessment is independent of the evaluation procedure and the evaluation panels do not have access to the ethics documents.

The ethics review process concerns all projects funded by the ERC in Horizon 2020. The applicants should pay particular attention to the ethical aspects of the proposed work and should submit all ethics documentation available for their proposal.

The process is aimed at ensuring that the Article 19 of [Horizon 2020 Framework Programme](#), and Articles 13 and 14 of the [Rules for Participation](#) are implemented and, in particular, that all the research and innovation activities under Horizon 2020 comply with ethics principles and relevant national, Union and international legislation, including the [Charter of Fundamental Rights of the European Union](#) and the [European Convention on Human Rights](#) and its Supplementary Protocols.

The main areas that are addressed during the ethics review process include:

1. Human protection (including study participants and researchers)
2. Animal protection and welfare
3. Data protection and privacy
4. Environment protection
5. Participation of non-EU countries
6. Malevolent use of research results

When submitting their proposal, applicants must complete the Ethics Issues Table which is section 4 of the online proposal submission form and submit an ethics self-assessment (separate annex) if they answer yes to one or several questions in the Ethics Issues Table. Please see the [Ethics Self-assessment step by step](#) document for guidance.

If the proposal is retained for funding, further to the outcome of the independent ethics review process, the Host Institution and the Principal Investigator receive a copy of the ethics report (the document is unsigned so as to preserve the anonymity of the experts).

Include any supporting documentation, such as any authorisation you may already have at the time of submission. Although not mandatory, this will allow a more effective ethics clearance and an accelerated granting process¹⁵, in case the proposal is selected for funding. Upload any related documents or annexes on the F&T Portal submission system in Step 5 'Edit Proposal'.

Applicants should be aware that no grant agreement can be signed by ERCEA prior to a satisfactory conclusion of the ethics review procedure.

If a proposal is rejected because of ethics considerations, the applicant is informed of the grounds for such a decision and the means to address enquiries and complaints.

The European Commission has set up a [dedicated website](#) that aims to provide helpful information on ethics issues.

¹⁵ A full description of the Ethics Review is provided in the [ERC Rules for the Submission & Evaluation](#) of proposals and the related evaluation, selection and award procedures relevant to the H2020 Specific Programme.

1.5 MEANS OF COMPLAINT

Please see the section 3.9 of the [ERC Rules for Submission & Evaluation](#) for a detailed description of the enquiries and complaints and evaluation review procedures.

Upon reception of the information letter with the evaluation report or with the results of the eligibility review, the PI and/or the HI (applicant legal entity) may introduce a **complaint against the rejection on the grounds of ineligibility** or a **request for an evaluation review**, if there is an indication that the results of the eligibility checks were incorrect or that there has been a procedural shortcoming or a manifest error of assessment.

A complaint can be made if the PI and/or the HI consider that the assessment of the eligibility and/or evaluation of their proposal has not been carried out in accordance with the procedures set out in the Rules for Participation, the relevant ERC Work Programme, call for proposals or the ERC Rules for Submission & Evaluation. The evaluation review procedure is not meant to call into question the scientific judgement made by the peer review panel. It will look into procedural shortcomings and – in rare cases – into factual errors.

The information letter provides a link for the PI and/or the HI to introduce a complaint. The letter will specify a deadline for the receipt of any such complaints, which will be 30 days from the date of receiving the information letter.

Complaints must be:

- related to the evaluation process, or eligibility checks, for the call and grants in question;
- set out using the online form, including a clear description of the grounds for complaint;
- received within the time limit specified in the information letter;
- sent by the PI and/or the HI.

An acknowledgment of receipt will be sent to complainants no later than two weeks after the deadline for submitting the complaint. This acknowledgement of receipt will indicate the estimated date of a definitive reply.

A redress committee may be convened to examine the eligibility or evaluation process for the complaint. The redress committee will bring together staff of the ERC Executive Agency with the requisite scientific, technical and legal expertise. The committee's role is to ensure a coherent interpretation of requests, and fair and equal treatment of applicants. During the evaluation review procedure, the committee itself, however, does not re-evaluate the proposal. Depending on the nature of the complaint, the committee may review the evaluation report, the individual comments and examine the CVs of the experts. The committee will not call into question the scientific judgement of appropriately qualified panels of experts. In the light of its review, the committee will recommend a course of action. If there is clear evidence of a shortcoming that could affect the eventual funding decision, it is possible that all or part of the proposal will be re-evaluated.

Please note:

- a re-evaluation will only be carried out if there is evidence of a shortcoming that affects the quality assessment of a proposal. This means, for example, that a problem relating to one evaluation criterion will not lead to a re-evaluation if a proposal has failed anyway on the other criteria;
- the evaluation score following any re-evaluation will be regarded as definitive. It may be lower than the original score;
- only one request at the time for evaluation review per proposal will be considered by the committee;
- all requests for evaluation review will be treated in confidence.

The above procedure does not prevent the applicants from resorting to any other means of seeking redress such as lodging an appeal to the Commission in accordance with Article 22¹⁶ of Council Regulation 58/2003, or filing an action for annulment under Article 263¹⁷ of the Treaty on the Functioning of the European Union (TFEU) before the Court of Justice of the European Union for a decision affecting a person or legal entity. Pls and applicant legal entities will have to choose either one or several of these means of redress, and they are not obliged to pursue one before another. These channels are also available to applicants who wish to register a complaint after the deadline mentioned above.

Applicants are asked not to take more than one formal action at a time. They are asked to wait for the final decision of the Agency/Commission before taking any further action. Deadlines for further action will start to run from when applicants receive the reply to their complaint (final decision)¹⁸.

1.6 QUESTIONS RELATED TO THE CALL

An extended set of Frequently Asked Questions for the ERC calls is available at the [ERC website](#). They can be filtered by calls or categories, and answer the most common questions on how to prepare and submit an ERC application.

For additional questions related to the call, please contact the relevant Call coordination team:

ERC-2020-ADG-APPLICANTS@ec.europa.eu

For questions related to the compilation of the Ethics issues of the proposal, please contact the Ethics Support team: ERC-ETHICS-REVIEW@ec.europa.eu

For questions on Open Access please see Article 29.2 of the [ERC Model Grant Agreement](#) or contact ERC-OPEN-ACCESS@ec.europa.eu.

¹⁶ Council Regulation (EC) No 58/2003 of 19 December 2002 laying down the statute for executive agencies to be entrusted with certain tasks in the management of Community programmes (OJ L 11, 16.01.2003, p. 1).

¹⁷ Treaty on the Functioning of the European Union (OJ C 326, 26.10.2012, p. 47–390).

¹⁸ Please be aware that, as per Article 22 of Regulation 58/2003, reaching a final decision on an Article 22 request may generally take more than 30 days. Therefore if you first file an Article 22 request you may not be able afterwards to submit an evaluation review request within the 30 days deadline.

2. COMPLETING AN APPLICATION

2.1 OVERVIEW OF AN ERC APPLICATION

An ERC application is composed of:

- the submission form (Part A) **including the detailed budget table and description of resources (Section 3 – Budget);**
- Part B1;
- Part B2;
- supporting documentation (HI support letter, and any supporting documentation for ethics issues).

2.2 THE SUBMISSION FORM

The submission form is accessed via the call submission link in the [Funding & Tenders Portal](#). The electronic form has 5 sections (approximately 15 pages in total), which need to be completed before a submission can take place. Many fields are mandatory and specific to the ERC calls and we therefore advise you to create your draft proposal well in advance of the submission deadline. **All mandatory fields are marked in red if left empty. Failure to fill in any mandatory field will block submission.**

1 – General Information contains information about the research proposal, including the project duration, title, acronym and abstract. Furthermore, in this section you will select the ERC evaluation panel which you believe is best suited to evaluate the research proposal. If the proposal covers several scientific disciplines you may indicate a 'secondary review panel'. You may indicate up to four ERC keywords as listed in [Annex 4.1](#) that cover your proposal subject. The abstract should provide a clear understanding of the objectives of the research proposal and how they will be achieved. The abstract will be used as a short description of your research proposal in the evaluation process. Please note that in case your proposal is funded the abstract will be published. It must therefore be short and precise and should not contain confidential information. This section also contains general declarations related to the proposal and participation in H2020¹⁹.

2 – Participants & contacts contains information about the PI and the HI. One section will appear for each beneficiary. The name and e-mail of contact persons including the PI and HI contact are **read-only**. Further details such as ORCID number, researcher ID, other ID, last name at birth, gender, nationality etc., should be filled for the PI as well as the address and telephone number of each contact person.

3 – Budget contains the proposal budget including the total estimated eligible project costs and the requested EU contribution for the project. The costs are given in whole Euros (not kilo Euros). A description and justification of the resources should be provided in the text box (Section C. Resources) under the budget table.

The budget table and description of resources will be made available to the experts evaluating the proposal. The description of resources, without the budget table, will count towards the page limit

¹⁹ Please note that the ERCEA may at any time during the evaluation process request the applicants to provide the written consent mentioned in the declarations. These consents should not be submitted with the application, but the applicant must ensure the written consent from all participants prior to the call submission deadline.

of 15 pages for the Scientific Proposal. The Section C. Resources has a maximum length of 8000 characters (including spaces). As 4000 characters will be considered as corresponding to one text page, this section will count as maximum 2 pages. In this section you should also indicate the % working time the PI dedicates to the project over the period of the grant. Please refer to [section 2.3](#) for further instruction on how to draw up the budget.

4 – Ethics issues serves to identify any ethical aspects of the proposed work. This table has to be completed even if there are no issues (simply confirm that none of the ethical issues apply to the proposal). Please note that, in case you answer YES to any of the questions, you are requested to provide an Ethics Self-Assessment and additional ethics documentation, if applicable, as detailed in the [Ethics Self-assessment step by step](#). Please refer to [section 1.4](#) for further details.

5 – Call-specific questions contains declarations related to eligibility, expected working time in EU or an AC, as well as permission statements on data-related questions. The data-related consents are entirely voluntary. As established in section 3.3 of the [ERC Rules for Submission & Evaluation](#), you may identify up to three reviewers who you wish to exclude from the evaluation of your proposal.

2.3 THE RESEARCH PROPOSAL

The research proposal consists of Part B1, Part B2 and Section 3 – Budget (present in the submission form – Part A). The templates of Part B1 and Part B2 are provided in the submission system and their use is **strongly recommended**. Each proposal page **shall** carry a **header** presenting the **PI's last name**, the **acronym of the proposal**, and the reference to the respective proposal section (**Part B1** or **Part B2**).

The following parameters **must** be respected for the layout:

Page Format	Font Type	Font Size	Line Spacing	Margins
A4	Times New Roman Arial or similar	At least 11	Single	2 cm side 1.5 cm top and bottom

In fairness to all applicants, the **page limits will be strictly applied**. Only the material that is presented within these limits will be evaluated. Peer reviewers will only be asked to read the material presented within the page limits, and will be under no obligation to read beyond them²⁰.

²⁰ The working language of the ERC evaluation panels is English. Therefore, the evaluation reports will be available in English only. If the proposal is not in English, the ERCEA will provide a version of the proposal translated using computer-aided technology. An English translation of the abstract must be included in the proposal.

Be aware that at **Step 1 only Part B1** is evaluated by the panel members (they have no access to Part B2 and Section 3 - Budget). At **Step 2 Parts B1, B2 and Section 3 - Budget** are evaluated by panel members and Remote Reviewers. When drafting Part B1, pay particular attention to the Extended Synopsis (section a) and do not think of it as simply complementing Part B2. It is important that Part B1 contains all essential information.

During the Step 1 evaluation the panel members' expertise covers a wide range of proposals within a research field. The panel members are asked to act as generalists when evaluating the proposals. Further expertise on each proposal retained to Step 2 is brought to the evaluation by Remote Reviewers. Remote Reviewers are scientists and scholars who do not participate in the panel meetings and who deliver their individual reviews before the Step 2 panel meeting.

Part B1 (References should be included – they do not count towards the page limit)

The Part B1 cover page should list the name of the PI and HI, the title, acronym and abstract of the proposal as well as the project duration (in months). The abstract should be a maximum of 2000 characters and must be a copy/paste of the abstract from the submission form section 1. For interdisciplinary/cross-panel proposals please indicate the additional ERC review panel(s) and explain why the proposal needs to be considered by more than one panel.

Section a: Extended Synopsis of the scientific proposal (max. 5 pages) should contain all essential information including the feasibility of the scientific proposal since the panel will only evaluate Part B1 at Step 1. References should be included (they do not count towards the page limits).

Section b: Curriculum vitae (max. 2 pages) should follow the suggested template. Include any career breaks or unconventional career paths, so that professional achievements are fairly assessed by the evaluation panels. List also any on-going grants and submitted grant applications in the funding ID table (this table will not count towards the page limits).

Section c: 10 years track-record (max. 2 pages) should list important achievements, including up to 10 of the most important publications²¹. The publications should be properly referenced, including all authors in the published order (see section 1.1 on Research integrity). Field relevant bibliometric indicators as well as research monographs, any translations may also be included. If applicable include: granted patent(s); invited presentations to internationally established conferences and/or international advanced schools; Prizes/Awards/Academy memberships etc.

Part B2 (References should be included – they do not count towards the page limit)

The limit of 15 pages applicable to the 'Scientific Proposal' as per the ERC WP 2020 will apply to Part B2 and the descriptive part of the resources (Section C. Resources). The budget table will not count against this page limit.

Section a: State-of-the-art and objectives. Specify the proposal objectives in the context of the state of the art in the research field. It should be clear how and why the proposed work is important for the field, and what impact it will have if successful, such as how it may open up new horizons or opportunities for science, technology or scholarship. Highlight any particularly challenging or unconventional aspects of the proposal, including multi- or inter-disciplinary aspects.

²¹ Preprints should be freely available from a preprint server; they should be properly referenced and either a link to the preprint or a DOI should be provided.

Section b: Methodology. Describe the proposed methodology in detail including any key intermediate goals. Explain and justify the methodology in relation to the state of the art, and particularly novel or unconventional aspects addressing the 'high-risk/high-gain' balance. Highlight any intermediate stages where results may require adjustments to the project planning. In case one or more team members are engaged by another host institution their participation has to be fully justified with respect to the scientific added value they bring to the project.

Section 3 – Budget (included in the online submission form)

PLEASE NOTE: The budget table and description of resources are part of the online submission form (Section 3 – Budget). The description of resources (Section C. Resources) counts towards the page limit of 15 pages for the Scientific Proposal.

With the exception of clear mistakes (detected cases of obvious clerical error²²) in case of inconsistency between the budget table and the description of resources, the figures entered in the budget table will prevail.

Budget table

The ERC funds up to 100% of the total eligible costs. The costs cover the full project duration. This includes the direct costs of the project plus a flat-rate financing of indirect costs calculated as 25% of the total eligible direct costs (excluding subcontracting). The flat rate is automatically calculated by the system. The budget is subdivided in personnel costs, travel, equipment, consumables, publications (including any costs related to Open Access), other additional direct costs, internally invoiced goods and services, costs of in kind contributions not used on the beneficiary's premises, and any envisaged subcontracting costs. Use only Euro integers when preparing the budget table.

If you request additional funding above the ceiling of 2.500.000 € for ADG for (a) covering eligible 'start-up' costs for a PI moving from another country to the EU or an AC as a consequence of receiving an ERC grant and/or (b) the purchase of major equipment and/or (c) access to large facilities and/or (d) other major experimental and field work costs, excluding personnel costs, then **you need to fully justify it in the description of the resources**. Please note that any additional funding request under (a), (b) and (d) may be subject to 25% overhead. Request of additional funding listed under (c) to access large research facilities owned by a third party and not used on the beneficiary's premises, will not be subject to a 25 % overhead.

In case the total estimated eligible costs differ from the requested EU contribution, specify in Section C. Resources what exactly is funded from other sources. Please carefully check all values of the budget table. Please note that while the total estimated eligible costs in the budget table are calculated automatically, **the requested EU contribution has to be filled manually.**

For more information on eligible and non-eligible direct and indirect costs as well as the different cost categories, applicants should consult the [H2020 ERC Model Grant Agreement](#) and the [H2020 Annotated Model Grant Agreement](#).

²² See Articles 151 and 200.3 of the Financial Regulation and section 2.3 of ERC Rules for Submission & Evaluation

Section C. Resources (Maximum 8000 characters allowed including spaces. Please note that 4000 characters, font size 11, single line spacing, correspond to one text page)

1. State the amount of funding considered necessary to fulfil the research objectives. The project cost estimation should be as accurate as possible. The requested budget should be fully justified and in proportion to the actual needs. Describe all the cost categories considered necessary for the project. The evaluation panels assess the estimated costs carefully; **unjustified budgets will be reduced**. **2.** Specify your commitment in terms of percentage of working time you are willing to devote to the proposed project²³. **3.** Describe the size and nature of the team, indicating, where appropriate, the key team members and their roles. The participation of team members engaged by other host institutions should be justified and in relation to the additional financial costs this may impose. When estimating the personnel costs take into account the dedicated working time to run the project. **4.** Include a short technical description of any requested equipment, why it is needed and the planned usage for the project. **5.** Include a realistic estimation of the costs for Open Access for project outputs. Costs for providing immediate Open Access to publications (article processing charges/book processing charges) are eligible if they are incurred during the lifetime of the project. **6.** Describe any additional funding requested for the project. It needs to be well justified for the successful implementation of the project. **7.** Describe any existing resources not requiring EU funding that will be used for the project, such as infrastructure and equipment.

The information entered in section 3 - Budget (including "Section C. Resources") of the administrative submission form (Part A) will be provided to the experts in the form of Proposal Budget Report for their assessment. An example of Proposal Budget Report is shown in [Annex 4.3](#).

2.4 SUPPORTING DOCUMENTATION

A scanned copy of the following supporting documentation needs to be submitted with the proposal by uploading them electronically in PDF format:

- **Host Institution support letter.** As the applicant's legal entity, the HI must confirm its support to the project and of the PI. As part of the application the institution must provide a binding statement that the conditions of independence are already fulfilled or will be provided to the PI if the application is successful. The template letter is part of the zip-file available in the submission system (see [Annex 4.2](#)). The complete text should be copied and printed on paper with the official letterhead of the HI, originally signed, stamped and dated by the institution's legal representative. **Proposals that do not include this institutional statement may be declared ineligible.**
- Documents related to the ethics review (i.e. **ethical self-assessment** and supporting documentation). Where necessary, the beneficiary(ies) shall provide a written confirmation that it has received (a) favourable opinion(s) of the relevant ethics committee(s) and, if applicable, the regulatory approval(s) of the competent national or local authority(ies) in the country in which the research is to be carried out. Such documentation must be provided to the ERCEA at the latest during the ethics review. If such documentation is available and provided with the application at submission stage, it may help speed up the ethics review process following evaluation.

Copies of official documents can be submitted in any of the EU official languages. **Document(s) in any other language must be provided together with a certified translation into English or in any other official EU language.**

²³ You are expected to dedicate as a minimum 30% of your working time to the ERC project.

Please provide only the documents requested above. Unless specified in the call, any hyperlinks to other documents, embedded material, and any other documents (company brochures, support letters, reports, audio, video, multimedia etc.) will be disregarded. **Experts will not have access to any supporting documentation during the evaluation.**

All annexes, i.e. the host institution support letter (and where relevant documentation related to ethical issues) should be provided and uploaded as separate pdf documents. They do not count towards the maximum page limits of the proposal.

3. SUBMITTING AN APPLICATION

3.1 IMPORTANT INFORMATION BEFORE YOU BEGIN

- Regularly consult the [Funding & Tenders Portal](#) call page for updated information on the call.
- Make sure that the personal information added in the Submission Form is accurate as this information is used to personalise the communications to applicants and the Evaluation Reports.
- In case of technical problems with the submission system please contact **DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu** or get in touch with the **IT Helpdesk** directly on **+32 (2) 29 92222** to receive immediate assistance.
- Registration and submission via the F&T Portal submission system should be done as early as possible and well in advance of the call deadline. Applicants, who wait until shortly before the closing of the call to start uploading their proposal, take a serious risk that the uploading will not be concluded in time.
- Only the person creating the draft proposal will have the right to manage the access rights of other people to the proposal and will be able to modify any parts of the proposal and to submit it. Further contacts will only be able to edit the parts related to their personal data.
- Be aware that only one person should work on the forms at any given time. If two persons work on the forms at the same time, in case of a save conflict, the last save wins, which means that you risk overwriting changes made by another person if you are working in parallel. We therefore recommend that you give 'read-only' access to your additional contact persons (other contacts) unless it is absolutely necessary to grant full access. Remember that the Main Host Institution contact person has full access – it is not possible to grant them 'read-only access'.
- Up to the call deadline it is possible to re-edit, download or withdraw a proposal. **ONLY the last version of your proposal submitted before the deadline will be evaluated**; no later version can be accepted and no earlier version can be recovered from the submission system. Once the deadline has passed, no further additions, corrections or resubmissions are accepted. However, a read-only access to the submitted proposal is available for 90 days after the call deadline.
- **Submit your proposal as early as possible** (at least 48 hours prior to the deadline of the call) to avoid being confronted with last minute issues shortly before the call deadline. There is no reason in delaying the submission for confidentiality concerns as the system does not allow any access to the proposals before call deadline (other than to selected data that is part of the Submission and Evaluation of Proposals Assent Disclaimer).
- In some rare occasions the proposal may be altered while being converted into a PDF file. Before uploading the file, please check that everything is correct. Additionally, please download and verify all uploaded files in due time before the submission deadline.

Submission is deemed to occur only if the submission sequence described in point 3.2 below has been followed and not when the applicant starts uploading the proposal.

3.2 HOW TO APPLY

The ERC grant applications can only be submitted in response to a 'call for proposals' and only via the Electronic Submission Service. Calls announced in the ERC Work Programme 2020 are published on the [ERC website](#), the [Funding & Tenders Portal](#), and in the [Official Journal](#) of the European Union.

USER GUIDANCE

- proposals must be submitted electronically using the electronic submission system of the web-based [Funding & Tenders Portal](#) (F&T Portal)²⁴;
- the [user guide](#) of the Submission Service is available online;
- the ['IT HOW TO'](#) wiki site provides an online IT manual with screenshots;
- the F&T Portal H2020 [Online Manual](#) describes the standard process of proposal submission.

The submission of an ERC proposal includes 6 Steps:

[Step 1 and 2](#) – Logging in and Selecting a Topic

To be able to submit a proposal and, in general to login to the Funding & Tenders Portal, first register an EU Login account (Step 1). Each time you access the proposal for editing, this user ID is requested. The same user ID is used for all later interactions with the ERCEA, including notification of the results of the evaluation²⁵. Under 'Search Topics' you may search for 'ERC' to select an open ERC call (Step 2). Soon after the opening of the call you may access the Electronic Submission Service via the F&T Portal call page. The 'Start Submission' button is available in the 'Submission Service' section of the call. When you click 'Start Submission' and confirm the call selection, you will arrive to Step 3 – Create a Draft proposal.

[Step 3](#) – Create a draft proposal

At this Step, you fill in pre-registration data for the proposal. These details will be used by the ERCEA in order to plan the evaluation. You will not have access to this page again once it is completed and you have progressed to Step 4, but certain data, such as Acronym (maximum 20 characters) and Short Summary (abstract) can be modified at a later stage (at Step 5, when editing the submission form). **Be careful to choose the correct Participant Identification Code (PIC) number for your Host Institution.** An [online tool](#) is available to search for existing PICs and the related organisations. Organisations not yet having a PIC must self-register (via the same page) before starting the application process.

[Step 4](#) – Manage your related parties and/or Edit contact details

At this Step you MUST enter the name and e-mail of the PI and the Main Host Institution Contact person²⁶. You may also add the LEAR as a contact person (e.g. as a team member with read-only rights). These data are saved into the submission form where they cannot be edited. You may at any point return to Step 4 of the submission to add or delete any contact person or to change the access rights. Remember to save your data before leaving Step 4. Once the changes are saved, an automatic invitation is sent to all contacts' e-mail addresses. The persons invited can access the proposal after

²⁴ In duly justified exceptional circumstances the ERCEA may authorise submission on paper.

²⁵ Further details are available here: <https://webgate.ec.europa.eu/cas/eim/external/help.cgi>

²⁶ Be careful to type the correct e-mail address of the PI and all contact persons at this Step. Please note that if the Principal Investigator and the administrative contact person is the same person (because the PI is self-employed), you must use two different e-mail addresses as the system does not allow two identical e-mail addresses to be entered.

logging in to the Funding & Tenders Portal – with the EU Login account linked to the given e-mail address – under the 'My Proposals' tab.

If they have not yet registered an EU Login account, the PI or the applicant legal entity's contact person will receive an activation e-mail inviting them to activate their EU Login account. Following this first activation, the EU Login account will be maintained for subsequent communications or feedback. In order to be able to submit your proposal after saving changes made in Step 4 (Parties), you have to re-open the submission form ('Edit forms' button), revise the changes, validate and save the form. Failure to do so will prevent you from submitting your proposal. Further details are available in the Submission Service user manual.

Step 5 – Edit and complete the proposal

This Step is the core of the submission process, as from this Step, you **can edit the online submission proposal submission form**, view the history, print the draft proposal, **download templates, upload files** and **submit** the proposal by clicking on the relevant buttons. Guidance on how to fill in the submission form is provided directly in the form as ghost text for the single entries or as additional help text hidden behind question-marks . Some parts of the form will be prefilled based on the data entered at pre-registration or in the Beneficiary Register. Please use the functionality '**Validate form**' button to check the validity and completeness of your data. Any warning or error will be listed at the end of the validated form.

Further information on the preparation of the application (the online submission form and Proposal Parts B1 and B2) is given in [section 2](#) of this document.

- **All files must be uploaded in the submission system as PDF ('portable document format'). Other file formats will not be accepted by the system.** Irrespective of any page limits specified in this document, there is an **overall limit of 10 Mbytes to the size of each uploaded document (Part B1, B2, and supporting documentation)**. However, it is advised to limit the size of Parts B1 and B2 to 2 Mbytes each.
- Embedded material and any other documents (company brochures, scientific papers, reports, audio, video, multimedia, etc.) sent either electronically or by post to the ERCEA or uploaded directly in the Funding & Tenders Portal will be disregarded.

There are restrictions to the name given to the Part B files: use alphanumeric characters; special characters and spaces must be avoided. You are advised to clean your document before converting it to PDF (e.g. accept all tracked changes, delete notes). Check that your conversion software has successfully converted all the pages of your original document (e.g. there is no problem with page limits or page view), and that captions and labels have not been lost from your diagrams.

Completing the Proposal submission forms in the submission system and uploading all the necessary files does not yet mean that your proposal is submitted (mandatory files: Part B1, Part B2, Host Institution support letter and – if applicable: Ethical Self-assessment and supporting documentation for ethics issues). Once there is a consolidated version of the proposal, **the 'SUBMIT' button must be pressed**. The system performs a limited automatic validation of the proposal. Any problems such as missing data, wrong file format or excessive file size will appear as a list of warnings and/or on the screen. You may submit your proposal with warnings (marked in yellow), but it is not possible to submit a proposal until all errors (marked in red) are corrected. Please note that the electronic checks by the submission system do not replace the formal eligibility review and do not confirm that the contents of these files respond to the requirements of the call.

Step 6 – The Proposal Submitted page

Reaching this Step means that the proposal is submitted (i.e. sent to the ERCEA for evaluation). It does not mean that the proposal is valid, complete and eligible in all respects. Within a few minutes of submission, your proposal will be available for download with an e-receipt in the system. You will receive a confirmation e-mail with the summary data of the submitted proposal. The mail can end up in the spam folder or be blocked by the anti-spam system of your organisation. This automatic message is not the official acknowledgement of receipt. In Step 6 you can re-edit the proposal, going back to Step 5. **You may continue to modify the proposal and submit revised versions overwriting the previous one right up until the call deadline.** The sequence above must be repeated each time. The last version of your proposal submitted before the deadline is the one which will be evaluated. No earlier version can be recovered from the submission system.

Check if the proposal is complete. Once submitted, it is recommended that the proposal and its contents are verified by downloading all the submitted files. The ERCEA strongly advises that you submit a first version of your proposal at least 48 hours prior to the call deadline. Incomplete proposals (where parts or sections of the proposal and/or the host institution's commitment statement are missing) may be declared ineligible and will not be evaluated²⁷. The final version of the proposal must be submitted **before the deadline of the call**.

Warning: Please note that in the last hours prior to call deadline, the download option for checking your submitted proposal may be disabled due to a high pressure on the system. In this case the ERCEA will inform the applicants via the call page on the [Funding & Tenders Portal](#) (under 'call summary') that the function has been disabled. **If the e-receipt and download option have been disabled, you may review your submitted proposal by going back to Step 5 to check the data in the submission forms and click on 'View History' to verify which attachments have been uploaded.**

3.3 HOW TO WITHDRAW A PROPOSAL

To withdraw a proposal **before the call deadline** use the "withdraw proposal" button from the 'My proposals' tab when logged in on the Funding & Tenders Portal. After the call deadline, proposals may be withdrawn at any moment **until the day preceding the panel meetings** when a final decision on the outcome of the evaluation of the proposal is established. A withdrawn proposal will not be considered for evaluation nor count against possible re-application restrictions as set out in the [ERC Work Programme 2020](#).

To withdraw a proposal **after the call deadline**, please send an e-mail to the call-specific mailbox ERC-2020-ADG-APPLICANTS@ec.europa.eu and include a signed scanned letter requesting the formal withdrawal. In the case of two or more proposals submitted by the same PI, the ERCEA services may ask the PI to withdraw one or more of those proposals. In the case of no reaction by the PI to this request, only the first eligible submitted proposal will be evaluated.

²⁷ See also section 2.4 'eligibility check' in the [ERC Rules for Submission & Evaluation](#) and in the section "Proposal submission and description" of the [ERC Work Programme 2020](#).

4. ANNEXES

4.1 ERC EVALUATION PANELS AND KEYWORDS

ERC panels cover all fields of research in three domains: Physical Sciences and Engineering (PE), Life Sciences (LS), and Social Sciences and Humanities (SH).

The list of keywords and descriptors associated to each panel is indicative and not exhaustive; applications are welcomed from all fields and disciplines even if not specifically mentioned under a given panel.

Physical Sciences and Engineering

PE1 Mathematics

All areas of mathematics, pure and applied, plus mathematical foundations of computer science, mathematical physics and statistics

- PE1_1 Logic and foundations
- PE1_2 Algebra
- PE1_3 Number theory
- PE1_4 Algebraic and complex geometry
- PE1_5 Lie groups, Lie algebras
- PE1_6 Geometry and Global Analysis
- PE1_7 Topology
- PE1_8 Analysis
- PE1_9 Operator algebras and functional analysis
- PE1_10 ODE and dynamical systems
- PE1_11 Theoretical aspects of partial differential equations
- PE1_12 Mathematical physics
- PE1_13 Probability
- PE1_14 Statistics
- PE1_15 Discrete mathematics and combinatorics
- PE1_16 Mathematical aspects of computer science
- PE1_17 Numerical analysis
- PE1_18 Scientific computing and data processing
- PE1_19 Control theory and optimisation
- PE1_20 Application of mathematics in sciences
- PE1_21 Application of mathematics in industry and society

PE2 Fundamental Constituents of Matter

Particle, nuclear, plasma, atomic, molecular, gas, and optical physics

- PE2_1 Fundamental interactions and fields
- PE2_2 Particle physics
- PE2_3 Nuclear physics
- PE2_4 Nuclear astrophysics
- PE2_5 Gas and plasma physics
- PE2_6 Electromagnetism
- PE2_7 Atomic, molecular physics
- PE2_8 Ultra-cold atoms and molecules
- PE2_9 Optics, non-linear optics and nano-optics
- PE2_10 Quantum optics and quantum information
- PE2_11 Lasers, ultra-short lasers and laser physics
- PE2_12 Relativity
- PE2_13 Thermodynamics

- PE2_14 Non-linear physics
- PE2_15 Metrology and measurement
- PE2_16 Statistical physics (gases)

PE3 Condensed Matter Physics

Structure, electronic properties, fluids, nanosciences, biological physics

- PE3_1 Structure of solids, material growth and characterisation
- PE3_2 Mechanical and acoustical properties of condensed matter, Lattice dynamics
- PE3_3 Transport properties of condensed matter
- PE3_4 Electronic properties of materials, surfaces, interfaces, nanostructures, etc.
- PE3_5 Physical properties of semiconductors and insulators
- PE3_6 Macroscopic quantum phenomena: superconductivity, superfluidity, etc.
- PE3_7 Spintronics
- PE3_8 Magnetism and strongly correlated systems
- PE3_9 Condensed matter – beam interactions (photons, electrons, etc.)
- PE3_10 Nanophysics: nanoelectronics, nanophotonics, nanomagnetism, nanoelectromechanics, etc.
- PE3_11 Mesoscopic physics
- PE3_12 Molecular electronics
- PE3_13 Structure and dynamics of disordered systems: soft matter (gels, colloids, liquid crystals, etc.), liquids, glasses, defects, etc.
- PE3_14 Fluid dynamics (physics)
- PE3_15 Statistical physics: phase transitions, noise and fluctuations, models of complex systems, etc.
- PE3_16 Physics of biological systems

PE4 Physical and Analytical Chemical Sciences

Analytical chemistry, chemical theory, physical chemistry/chemical physics

- PE4_1 Physical chemistry
- PE4_2 Spectroscopic and spectrometric techniques
- PE4_3 Molecular architecture and Structure
- PE4_4 Surface science and nanostructures
- PE4_5 Analytical chemistry
- PE4_6 Chemical physics
- PE4_7 Chemical instrumentation
- PE4_8 Electrochemistry, electrodialysis, microfluidics, sensors
- PE4_9 Method development in chemistry
- PE4_10 Heterogeneous catalysis
- PE4_11 Physical chemistry of biological systems
- PE4_12 Chemical reactions: mechanisms, dynamics, kinetics and catalytic reactions
- PE4_13 Theoretical and computational chemistry
- PE4_14 Radiation and Nuclear chemistry
- PE4_15 Photochemistry
- PE4_16 Corrosion
- PE4_17 Characterisation methods of materials
- PE4_18 Environment chemistry

PE5 Synthetic Chemistry and Materials

Materials synthesis, structure-properties relations, functional and advanced materials, molecular architecture, organic chemistry

- PE5_1 Structural properties of materials
- PE5_2 Solid state materials
- PE5_3 Surface modification
- PE5_4 Thin films

- PE5_5 Ionic liquids
- PE5_6 New materials: oxides, alloys, composite, organic-inorganic hybrid, nanoparticles
- PE5_7 Biomaterials, biomaterials synthesis
- PE5_8 Intelligent materials – self assembled materials
- PE5_9 Coordination chemistry
- PE5_10 Colloid chemistry
- PE5_11 Biological chemistry
- PE5_12 Chemistry of condensed matter
- PE5_13 Homogeneous catalysis
- PE5_14 Macromolecular chemistry
- PE5_15 Polymer chemistry
- PE5_16 Supramolecular chemistry
- PE5_17 Organic chemistry
- PE5_18 Medicinal chemistry

PE6 Computer Science and Informatics

Informatics and information systems, computer science, scientific computing, intelligent systems

- PE6_1 Computer architecture, pervasive computing, ubiquitous computing
- PE6_2 Computer systems, parallel/distributed systems, sensor networks, embedded systems, cyber-physical systems
- PE6_3 Software engineering, operating systems, computer languages
- PE6_4 Theoretical computer science, formal methods, and quantum computing
- PE6_5 Cryptology, security, privacy, quantum cryptography
- PE6_6 Algorithms, distributed, parallel and network algorithms, algorithmic game theory
- PE6_7 Artificial intelligence, intelligent systems, multi agent systems
- PE6_8 Computer graphics, computer vision, multi media, computer games
- PE6_9 Human computer interaction and interface, visualisation and natural language processing
- PE6_10 Web and information systems, database systems, information retrieval and digital libraries, data fusion
- PE6_11 Machine learning, statistical data processing and applications using signal processing (e.g. speech, image, video)
- PE6_12 Scientific computing, simulation and modelling tools
- PE6_13 Bioinformatics, biocomputing, and DNA and molecular computation

PE7 Systems and Communication Engineering

Electrical, electronic, communication, optical and systems engineering

- PE7_1 Control engineering
- PE7_2 Electrical engineering: power components and/or systems
- PE7_3 Simulation engineering and modelling
- PE7_4 (Micro- and nano-) systems engineering
- PE7_5 (Micro- and nano-) electronic, optoelectronic and photonic components
- PE7_6 Communication technology, high-frequency technology
- PE7_7 Signal processing
- PE7_8 Networks (communication networks, sensor networks, networks of robots, etc.)
- PE7_9 Man-machine interfaces
- PE7_10 Robotics
- PE7_11 Components and systems for applications (in e.g. medicine, biology, environment)
- PE7_12 Electrical energy production, distribution, application

PE8 Products and Processes Engineering

Product design, process design and control, construction methods, civil engineering, energy processes, material engineering

- PE8_1 Aerospace engineering
- PE8_2 Chemical engineering, technical chemistry
- PE8_3 Civil engineering, architecture, maritime/hydraulic engineering, geotechnics, waste treatment
- PE8_4 Computational engineering
- PE8_5 Fluid mechanics, hydraulic-, turbo-, and piston- engines
- PE8_6 Energy processes engineering
- PE8_7 Mechanical and manufacturing engineering (shaping, mounting, joining, separation)
- PE8_8 Materials engineering (biomaterials, metals, ceramics, polymers, composites, etc.)
- PE8_9 Production technology, process engineering
- PE8_10 Industrial design (product design, ergonomics, man-machine interfaces, etc.)
- PE8_11 Sustainable design (for recycling, for environment, eco-design)
- PE8_12 Lightweight construction, textile technology
- PE8_13 Industrial bioengineering

PE9 Universe Sciences

Astro-physics/chemistry/biology; solar system; stellar, galactic and extragalactic astronomy, planetary systems, cosmology, space science, instrumentation

- PE9_1 Solar and interplanetary physics
- PE9_2 Planetary systems sciences
- PE9_3 Interstellar medium
- PE9_4 Formation of stars and planets
- PE9_5 Astrobiology
- PE9_6 Stars and stellar systems
- PE9_7 The Galaxy
- PE9_8 Formation and evolution of galaxies
- PE9_9 Clusters of galaxies and large scale structures
- PE9_10 High energy and particles astronomy – X-rays, cosmic rays, gamma rays, neutrinos
- PE9_11 Relativistic astrophysics
- PE9_12 Dark matter, dark energy
- PE9_13 Gravitational astronomy
- PE9_14 Cosmology
- PE9_15 Space Sciences
- PE9_16 Very large data bases: archiving, handling and analysis
- PE9_17 Instrumentation - telescopes, detectors and techniques

PE10 Earth System Science

Physical geography, geology, geophysics, atmospheric sciences, oceanography, climatology, cryology, ecology, global environmental change, biogeochemical cycles, natural resources management

- PE10_1 Atmospheric chemistry, atmospheric composition, air pollution
- PE10_2 Meteorology, atmospheric physics and dynamics
- PE10_3 Climatology and climate change
- PE10_4 Terrestrial ecology, land cover change
- PE10_5 Geology, tectonics, volcanology
- PE10_6 Palaeoclimatology, palaeoecology
- PE10_7 Physics of earth's interior, seismology, geodynamycs
- PE10_8 Oceanography (physical, chemical, biological, geological)
- PE10_9 Biogeochemistry, biogeochemical cycles, environmental chemistry

PE10_10 Mineralogy, petrology, igneous petrology, metamorphic petrology
 PE10_11 Geochemistry, cosmochemistry, crystal chemistry, isotope geochemistry, thermodynamics
 PE10_12 Sedimentology, soil science, palaeontology, earth evolution
 PE10_13 Physical geography, geomorphology
 PE10_14 Earth observations from space/remote sensing
 PE10_15 Geomagnetism, palaeomagnetism
 PE10_16 Ozone, upper atmosphere, ionosphere
 PE10_17 Hydrology, hydrogeology, engineering and environmental geology, water and soil pollution
 PE10_18 Cryosphere, dynamics of snow and ice cover, sea ice, permafrosts and ice sheets
 PE10_19 Planetary geology and geophysics
 PE10_20 Geohazards: earthquakes, landslides, tsunamis and other ground instabilities

Life Sciences

LS1 Molecular Biology, Biochemistry, Structural Biology and Molecular Biophysics

Molecular synthesis, modification, mechanisms and interactions, biochemistry, structural biology, molecular biophysics, signalling pathways

- LS1_1 Macromolecular complexes including interactions involving nucleic acids, proteins, lipids and carbohydrates
- LS1_2 Biochemistry
- LS1_3 DNA synthesis, modification, repair, recombination, degradation
- LS1_4 RNA synthesis, processing, modification, degradation
- LS1_5 Protein synthesis, modification, turnover
- LS1_6 Lipid biology
- LS1_7 Glycobiology
- LS1_8 Molecular biophysics (e.g. single-molecule approaches, bioenergetics, fluorescence)
- LS1_9 Structural biology and its methodologies (e.g. crystallography, cryo-EM, NMR and new technologies)
- LS1_10 Molecular mechanisms of signalling pathways
- LS1_11 Fundamental aspects of synthetic biology and chemical biology

LS2 Genetics, 'Omics', Bioinformatics and Systems Biology

Molecular genetics, quantitative genetics, genetic epidemiology, epigenetics, genomics, metagenomics, transcriptomics, proteomics, metabolomics, glycomics, bioinformatics, computational biology, biostatistics, systems biology

- LS2_1 Molecular genetics, reverse genetics, forward genetics, genome editing
- LS2_2 Non-coding RNAs
- LS2_3 Quantitative genetics
- LS2_4 Genetic epidemiology
- LS2_5 Epigenetics and gene regulation
- LS2_6 Genomics (e.g. comparative genomics, functional genomics)
- LS2_7 Metagenomics
- LS2_8 Transcriptomics
- LS2_9 Proteomics
- LS2_10 Metabolomics
- LS2_11 Glycomics/Lipidomics
- LS2_12 Bioinformatics
- LS2_13 Computational biology
- LS2_14 Biostatistics
- LS2_15 Systems biology

LS3 Cellular and Developmental Biology

Cell biology, cell physiology, signal transduction, organogenesis, developmental genetics, pattern formation and stem cell biology, in plants and animals, or, where appropriate, in microorganisms

- LS3_1 Morphology and functional imaging of cells and tissues
- LS3_2 Cytoskeleton and cell behaviour (e.g. control of cell shape, cell migration and cellular mechanosensing)
- LS3_3 Organelle biology and trafficking
- LS3_4 Cell junctions, cell adhesion, cell communication and the extracellular matrix
- LS3_5 Cell signalling and signal transduction
- LS3_6 Cell cycle, division and growth
- LS3_7 Cell death (including senescence) and autophagy
- LS3_8 Cell differentiation, physiology and dynamics
- LS3_9 Developmental genetics in animals and plants
- LS3_10 Embryology and pattern formation in animals and plants
- LS3_11 Tissue organisation and morphogenesis in animals and plants (including biophysical approaches)
- LS3_12 Stem cell biology in development, tissue regeneration and ageing, and fundamental aspects of stem cell-based therapies

LS4 Physiology, Pathophysiology and Endocrinology

Organ physiology, pathophysiology, endocrinology, metabolism, ageing, tumorigenesis, cardiovascular diseases, metabolic syndromes

- LS4_1 Organ physiology and pathophysiology
- LS4_2 Comparative physiology and pathophysiology
- LS4_3 Molecular aspects of endocrinology
- LS4_4 Fundamental mechanisms underlying ageing
- LS4_5 Metabolism, biological basis of metabolism-related disorders
- LS4_6 Fundamental mechanisms underlying cancer
- LS4_7 Fundamental mechanisms underlying cardiovascular diseases
- LS4_8 Non-communicable diseases (except for neural/psychiatric and immunity-related diseases)

LS5 Neuroscience and Neural Disorders

Neural cell function and signalling, systems neuroscience, neural bases of cognitive and behavioural processes, neurological and psychiatric disorders

- LS5_1 Neural cell function, communication and signalling, neurotransmission in neuronal and/or glial cells
- LS5_2 Systems neuroscience and computational neuroscience (e.g. neural networks, neural modelling)
- LS5_3 Neuronal development, plasticity and regeneration
- LS5_4 Sensation and perception (e.g. sensory systems, sensory processing, pain)
- LS5_5 Neural bases of cognitive processes (e.g. memory, learning, attention)
- LS5_6 Neural bases of behaviour (e.g. sleep, consciousness, addiction)
- LS5_7 Neurological disorders (e.g. neurodegenerative diseases, seizures)
- LS5_8 Psychiatric disorders (e.g. affective and anxiety disorders, autism, psychotic disorders)
- LS5_9 Neurotrauma and neurovascular conditions (including injury, blood-brain barrier, stroke, neurorehabilitation)

LS6 Immunity and Infection

The immune system and related disorders, biology of infectious agents and infection, biological basis of prevention and treatment of infectious diseases

- LS6_1 Innate immunity in animals and plants
- LS6_2 Adaptive immunity

- LS6_3 Regulation and effector functions of the immune response (e.g. cytokines, interferons and chemokines, inflammation, immune signalling, helper T cells, immunological memory, immunological tolerance, cell-mediated cytotoxicity, complement)
- LS6_4 Immunological mechanisms in disease (e.g. autoimmunity, allergy, transplantation immunology, tumour immunology)
- LS6_5 Biology of pathogens (e.g. bacteria, viruses, parasites, fungi)
- LS6_6 Mechanisms of infection (e.g. transmission, virulence factors, host defences, immunity to pathogens, molecular pathogenesis)
- LS6_7 Biological basis of prevention and treatment of infection (e.g. infection natural cycle, reservoirs, vectors, vaccines, antimicrobials)
- LS6_8 Infectious diseases in animals and plants

LS7 Applied Medical Technologies, Diagnostics, Therapies and Public Health

Development of tools for diagnosis, monitoring and treatment of diseases, pharmacology, clinical medicine, regenerative medicine, epidemiology and public health

- LS7_1 Imaging for medical diagnosis
- LS7_2 Genetic tools for medical diagnosis
- LS7_3 Other medical technologies for diagnosis and monitoring of diseases
- LS7_4 Pharmacology and pharmacogenomics (including drug discovery and design, drug delivery and therapy, toxicology)
- LS7_5 Applied gene and cell therapies, regenerative medicine
- LS7_6 Radiation therapy
- LS7_7 Analgesia and surgery
- LS7_8 Epidemiology and public health
- LS7_9 Environmental health, occupational medicine
- LS7_10 Health services, health care research, medical ethics

LS8 Ecology, Evolution and Environmental Biology

Population, community and ecosystem ecology, evolutionary biology, behavioural ecology, microbial ecology

- LS8_1 Ecosystem and community ecology, macroecology
- LS8_2 Biodiversity, conservation biology, conservation genetics
- LS8_3 Population biology, population dynamics, population genetics
- LS8_4 Evolutionary ecology
- LS8_5 Evolutionary genetics
- LS8_6 Phylogenetics, systematics, comparative biology
- LS8_7 Macroevolution, palaeobiology
- LS8_8 Coevolution, biological mechanisms and ecology of species interactions (e.g. symbiosis, parasitism, mutualism, food-webs)
- LS8_9 Behavioural ecology and evolution
- LS8_10 Microbial ecology and evolution
- LS8_11 Marine biology and ecology

LS9 Applied Life Sciences, Biotechnology, and Molecular and Biosystems Engineering

Applied plant and animal sciences, forestry, food sciences, applied biotechnology, environmental and marine biotechnology, applied bioengineering, biomass and biofuels, biohazards

- LS9_1 Applied biotechnology (including transgenic organisms, applied genetics and genomics, biosensors, bioreactors, microbiology, bioactive compounds)
- LS9_2 Applied bioengineering, synthetic biology, chemical biology, nanobiotechnology, metabolic engineering, protein and glyco-engineering, tissue engineering, biocatalysis, biomimetics

- LS9_3 Applied animal sciences (including animal breeding, veterinary sciences, animal husbandry, animal welfare, aquaculture, fisheries, insect gene drive)
- LS9_4 Applied plant sciences (including crop production, plant breeding, agroecology, forestry, soil biology)
- LS9_5 Food sciences (including food technology, food safety, nutrition)
- LS9_6 Biomass production and utilisation, biofuels
- LS9_7 Environmental biotechnology (including bioindicators, bioremediation, biodegradation)
- LS9_8 Biohazards (including biological containment, biosafety, biosecurity)
- LS9_9 Marine biotechnology (including marine bioproducts, feed resources, genome mining)

Social Sciences and Humanities

SH1 Individuals, Markets and Organisations

Economics, finance and management

- SH1_1 Macroeconomics; monetary economics; economic growth
- SH1_2 International management; international trade; international business; spatial economics
- SH1_3 Development economics, health economics, education economics
- SH1_4 Financial economics; banking; corporate finance; international finance; accounting; auditing; insurance
- SH1_5 Labour and demographic economics; human resource management
- SH1_6 Econometrics; operations research
- SH1_7 Behavioural economics; experimental economics; neuro-economics
- SH1_8 Microeconomics; game theory
- SH1_9 Industrial organisation; strategy; entrepreneurship
- SH1_10 Management; marketing; organisational behaviour; operations management
- SH1_11 Technological change, innovation, research & development
- SH1_12 Agricultural economics; energy economics; environmental economics
- SH1_13 Public economics; political economics; law and economics
- SH1_14 Competition law, contract law, trade law, Intellectual Property Rights
- SH1_15 Quantitative economic history and history of economics; institutional economics; economic systems

SH2 Institutions, Values, Environment and Space

Political science, law, sustainability science, geography, regional studies and planning

- SH2_1 Political systems, governance
- SH2_2 Democratisation and social movements
- SH2_3 Conflict resolution, war, peace building
- SH2_4 Constitutions, human rights, comparative law, humanitarian law, anti-discrimination law
- SH2_5 International relations, global and transnational governance
- SH2_6 Sustainability sciences, environment and resources
- SH2_7 Environmental and climate change, societal impact and policy
- SH2_8 Energy, transportation and mobility
- SH2_9 Urban, regional and rural studies
- SH2_10 Land use and regional planning
- SH2_11 Human, economic and social geography
- SH2_12 GIS, spatial analysis; big data in political, geographical and legal studies

SH3 The Social World, Diversity, Population

Sociology, social psychology, social anthropology, demography, education, communication

- SH3_1 Social structure, social mobility
- SH3_2 Inequalities, discrimination, prejudice, aggression and violence, antisocial behaviour
- SH3_3 Social integration, exclusion, prosocial behaviour
- SH3_4 Attitudes and beliefs
- SH3_5 Social influence; power and group behaviour
- SH3_6 Kinship; diversity and identities, gender, interethnic relations
- SH3_7 Social policies, welfare
- SH3_8 Population dynamics; households, family and fertility
- SH3_9 Health, ageing and society
- SH3_10 Religious studies, ritual; symbolic representation
- SH3_11 Social aspects of learning, curriculum studies, educational policies
- SH3_12 Communication and information, networks, media
- SH3_13 Digital social research
- SH3_14 Science and technology studies

SH4 The Human Mind and Its Complexity

Cognitive science, psychology, linguistics, philosophy of mind

- SH4_1 Cognitive basis of human development and education, developmental disorders; comparative cognition
- SH4_2 Personality and social cognition; emotion
- SH4_3 Clinical and health psychology
- SH4_4 Neuropsychology
- SH4_5 Attention, perception, action, consciousness
- SH4_6 Learning, memory; cognition in ageing
- SH4_7 Reasoning, decision-making; intelligence
- SH4_8 Language learning and processing (first and second languages)
- SH4_9 Theoretical linguistics; computational linguistics
- SH4_10 Language typology; historical linguistics
- SH4_11 Pragmatics, sociolinguistics, linguistic anthropology, discourse analysis
- SH4_12 Philosophy of mind, philosophy of language
- SH4_13 Philosophy of science, epistemology, logic

SH5 Cultures and Cultural Production

Literature, philology, cultural studies, study of the arts, philosophy

- SH5_1 Classics, ancient literature and art
- SH5_2 Theory and history of literature, comparative literature
- SH5_3 Philology and palaeography
- SH5_4 Visual and performing arts, film, design
- SH5_5 Music and musicology; history of music
- SH5_6 History of art and architecture, arts-based research
- SH5_7 Museums, exhibitions, conservation and restoration
- SH5_8 Cultural studies, cultural identities and memories, cultural heritage
- SH5_9 Metaphysics, philosophical anthropology; aesthetics
- SH5_10 Ethics; social and political philosophy
- SH5_11 History of philosophy
- SH5_12 Computational modelling and digitisation in the cultural sphere

SH6 The Study of the Human Past

Archaeology and history

- SH6_1 Historiography, theory and methods in history, including the analysis of digital data
- SH6_2 Classical archaeology, history of archaeology
- SH6_3 General archaeology, archaeometry, landscape archaeology
- SH6_4 Prehistory, palaeoanthropology, palaeodemography, protohistory
- SH6_5 Ancient history
- SH6_6 Medieval history
- SH6_7 Early modern history
- SH6_8 Modern and contemporary history
- SH6_9 Colonial and post-colonial history
- SH6_10 Global history, transnational history, comparative history, entangled histories
- SH6_11 Social and economic history
- SH6_12 Gender history; cultural history; history of collective identities and memories
- SH6_13 History of ideas, intellectual history, history of economic thought
- SH6_14 History of science, medicine and technologies

4.2 HOST INSTITUTION SUPPORT LETTER TEMPLATE 2020

(Print on paper bearing the official letterhead of the host institution)

Commitment of the host institution for ERC Calls 2020^{28, 29, 30}

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 (action) in case the application is successful>>, which is the applicant legal entity,

confirms its intention to sign a supplementary agreement with
<<please fill in here the name of the principal investigator>>

in which the obligations listed below will be addressed 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 hosting [and engaging] the *principal investigator* for the duration of the grant to:

- a) ensure that the work will be performed under the scientific guidance of the *principal investigator* who is expected to devote:
 - *in the case of a Starting Grant at least 50% of her/his working time* to the ERC-funded project (action) and spend at least 50% of her/his working time in an EU Member State or Associated Country;
 - *in the case of a Consolidator Grant at least 40% of her/his working time* to the ERC-funded project (action) and spend at least 50% of her/his working time in an EU Member State or Associated Country;
 - *in the case of an Advanced Grant at least 30% of her/his working time* to the ERC-funded project (action) and spend at least 50% of her/his working time in an EU Member State or Associated Country.

²⁸ A scanned copy of the signed statement should be uploaded electronically via the Funding & Tenders Portal in PDF format.

²⁹ The statement of commitment of the host institution refers to most obligations of the host institution, which are stated in the H2020 ERC Model Grant Agreement (MGA). The H2020 ERC MGA is available on the [ERC website](#) & the [F&T Portal](#). The reference to the time commitment of the Principal Investigator is stated in the [ERC Work Programme 2020](#).

³⁰ This statement (on letterhead paper) shall be signed by the institution's legal representative indicating their name, function, email address along with the stamp of the institution.

- b) carry out the work to be performed, as it will be identified in Annex 1 of the Agreement, taking into consideration the specific role of the *principal investigator*;
- c) enter — before signature of the Agreement — into a '*supplementary agreement*' with the *principal investigator*, that specifies the obligation of the *applicant legal entity* to meet its obligations under the Agreement;
- d) provide the *principal investigator* with a copy of the signed Agreement;
- e) guarantee the *principal investigator's* scientific independence, in particular for the:
 - i) use of the budget to achieve the scientific objectives;
 - ii) authority to publish as senior author and invite as co-authors those who have contributed substantially to the work;
 - iii) preparation of scientific reports for the project (action);
 - iv) selection and supervision of the other *team members* (hosted [*and engaged*] by the *applicant legal entity* or other legal entities), in line with the profiles needed to conduct the research and in accordance with the *applicant legal entity's* usual management practices;
 - v) possibility to apply independently for funding;
 - vi) access to appropriate space and facilities for conducting the research;
- f) provide — during the implementation of the project (action) — research support to the *principal investigator* and the team members (regarding infrastructure, equipment, access rights, products and other services necessary for conducting the research);
- g) support the *principal investigator* and provide submission assistance, in particular for the:
 - i) general management of the work and his/her team
 - ii) scientific reporting, especially ensuring that the team members send their scientific results to the *principal investigator*;
 - iii) financial reporting, especially providing timely and clear financial information;
 - iv) application of the *applicant legal entity's* usual management practices;
 - v) general logistics of the project (action);
 - vi) access to the electronic exchange system (see Article 52 of the Agreement);
- h) inform the *principal investigator* immediately (in writing) of any events or circumstances likely to affect the Agreement (see Article 17 of the Agreement);
- i) ensure that the *principal investigator* enjoys adequate:
 - i) conditions for annual, sickness and parental leave;
 - ii) occupational health and safety standards;

- iii) insurance under the general social security scheme, such as pension rights;
- j) allow the transfer of the Agreement to a new beneficiary ('portability'; see Article 56a of the Agreement);
- k) take all measures to implement the principles set out in the Commission Recommendation on the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers³¹ - in particular regarding working conditions, transparent recruitment processes based on merit and career development – and ensure that the *principal investigator*, researchers and third parties involved in the project (action) are aware of them;
- l) respect the fundamental principle of research integrity and ensure that persons carrying out research tasks follow the good research practices and refrain from the research integrity violations described in the European Code of Conduct for Research Integrity³². If any such violations or allegations occur, verify and pursue them and bring them to the attention of the Agency.

For the host institution (applicant legal entity):

Date



Name and Function



Email and Signature of legal representative



Stamp of the host institution (applicant legal entity)

IMPORTANT NOTE: In order to be complete all the above mentioned items are mandatory and shall be included in the commitment of the corresponding host institution.

³¹ Commission Recommendation 2005/251/EC of 11 March 2005 on the European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers (OJ L 75, 22.3.2005, p. 67).

³² [The European Code of Conduct for Research Integrity](#) of ALLEA (All European Academies) and ESF (European Science Foundation) of March 2011.

4.3 PROPOSAL BUDGET REPORT³³

Proposal number	999999
Acronym	ERC proposal
Title	Title describing the ERC proposal
Evaluation panel	XXx
Principal Investigator	First Name, Last Name
Host Institution	Name of Institution, country
Project duration	xx months (this information will be extracted from the administrative submission form, 1 - General information)
Time commitment of the PI to the project	xx% (this information will be extracted from the administrative submission form, 5 - Call specific questions)

Budget summary

Beneficiary organisation(s)	Total cost (€)	Requested AMT (€)
1. Name of Institution, country	x,xxx,xxx.00	xxx,xxx.00

Budget details

Cost Category / Beneficiary			STATENS SERUM INSTITUT	Total	
Direct Costs	Personnel	PI	xx	xx	
		Senior Staff	xx	xx	
		Postdocs	xx	xx	
		Students	xx	xx	
		Other Personnel costs	xx	xx	
	A1. Total Direct costs for Personnel		Xxx	Xxx	
	Travel		xx	xx	
	Equipment including major equipment		xx	xx	
		Consumables incl. fieldwork and animal costs	xx	xx	
		Other goods and services	Publications (including Open Access fees) and dissemination	xx	xx
			Other additional direct costs	xx	xx
			Total Other goods and services	Xxx	Xxx
	A2. Total Other Direct Costs		xx	xx	
	A3. Internally invoiced goods and services		xx	xx	
	A – Total Direct Costs (A1 + A2 + A3)		Xxx	Xxx	
B – Indirect Costs (overheads) 25% of Direct Costs		Xxx	Xxx		
C1 – Subcontracting Costs (no overheads)		xx	xx		
C2 – Costs of in kind contributions not used on the beneficiary's premises (no overheads)		xx	xx		
Total Estimated Eligible Costs (A + B + C)		Xxx	Xxx		
Requested EU contribution		X.XXX.XXX	X.XXX.XXX		

³³ This is an example of how the Proposal Budget Report looks like for the experts. Please note that the layout may be further adapted when needed and in case of partner organization.

Section C. Resources

Important: This section replaces the former section 'C. Resources' of the Part B2. The information explaining your resources and the budget should not appear in your Part B2 document. Warning: your description of resources will be truncated once it exceeds the maximum allowed characters (8000). Please make sure that your description is complete before submitting.

State and fully justify the amount of funding considered necessary to fulfil the objectives for the duration of the project. The project cost estimation should be as accurate as possible. The evaluation panels assess the estimated costs carefully; unjustified budgets will be consequently reduced.

Section C. Resources (incl. project costs)

I plan to allocate (one to max. two descriptive text pages) – max. 8000 characters

Please specify the cost items covered by your '*Other personnel costs*' category if applicable. Please also specify the cost items covered by your '*Other additional direct costs*' category if applicable.

Request for additional funding if applicable (All items MUST be included in the overall budget table above): xxx (Cost in EUR)

Justification: