Information for Applicants to the Advanced Grant 2019 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

Version 1.0
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Warning: The budget table and description of resources are now part of the online submission form (Section 3 - Budget). Do NOT include them in Part B2.

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 2019[1],
➢ the revised 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)[2] (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 Europe[3] 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 2019

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

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[1] C(2018)5200 of 6 September 2018.
[2] C(2017) 4750 of 12 July 2017.
[3] This applies to EU Member States and Associated Countries. Some other countries also provide this service.

Content
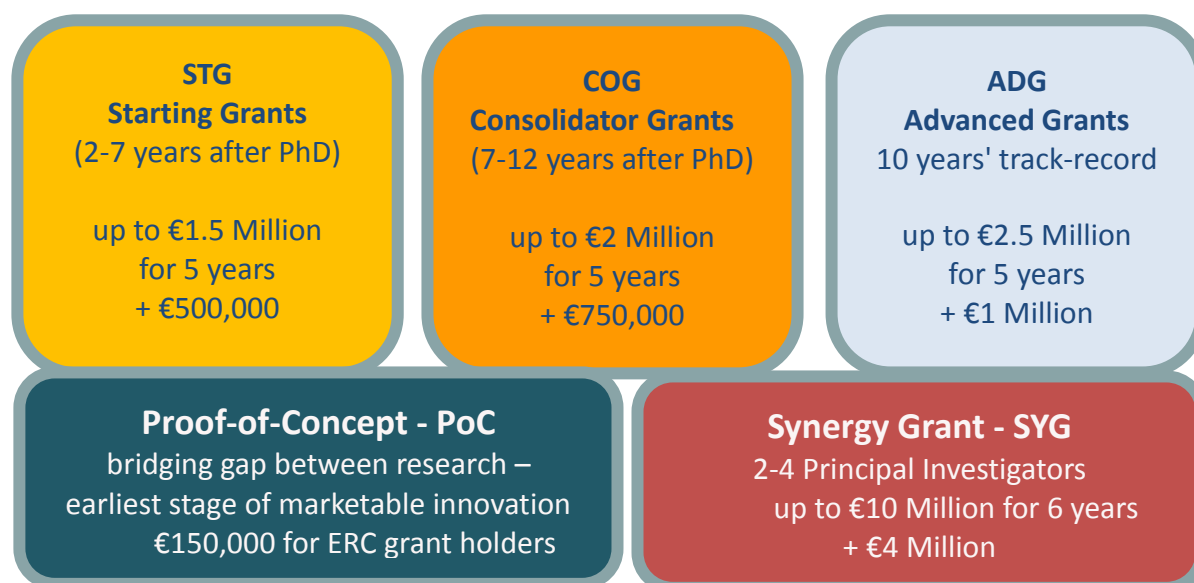
ERC ADVANCED GRANT INFORMATION FOR APPLICANTS

1. ERC ADVANCED GRANTS 2019

1.1   ERC FUNDING PRINCIPLES

The ERC Advanced Grants are part of the main ERC frontier research grants 2019 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 2019 calls.

STG **Starting Grants** (2-7 years after PhD) up to €1.5 Million for 5 years + €500,000	COG **Consolidator Grants** (7-12 years after PhD) up to €2 Million for 5 years + €750,000	ADG **Advanced Grants** 10 years' track-record up to €2.5 Million for 5 years + €1 Million
Proof-of-Concept - PoC bridging gap between research – earliest stage of marketable innovation €150,000 for ERC grant holders		**Synergy Grant - SYG** 2-4 Principal Investigators up to €10 Million for 6 years + €4 Million

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 engineering[4]. 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.

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[4] 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.

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 costs[5].

Research integrity

Cases of scientific misconduct such as fabrication, falsification, plagiarism or misrepresentation of data[6] 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.

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[5] 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.
[6] 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.[7].

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 funding[8].

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 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

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[7] See the ERC WP 2019 for the full description of the AdG profile.
[8] Please see footnote 4.

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.

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 2019 Calls:
  - A researcher may participate as PI in only one ERC project at a time[9]. An ERC project can only start after the duration of the project fixed in a previous grant agreement has ended.
  - A researcher participating as PI in an ERC project may not submit a proposal for another ERC grant, unless the existing project ends no more than two years after the call deadline[10].
  - A PI who is a serving Panel Member for a 2019 ERC call or who served as a Panel Member for a 2017 ERC call may not apply to a 2019 ERC call for the same type of grant[11].
  - A PI may submit proposals to different ERC 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 AdG2019 call. Ineligible or withdrawn proposals do not count against any of the restrictions listed below.

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[9] Including all PIs supported under the Synergy Grant.
[10] According to the duration of the project fixed in the previous frontier research grant agreement.
[11] 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 _not_ eligible under ERC WP 2019
2017 Starting, Consolidator, Advanced Grant	Rejected for breach of research integrity	STG, COG, ADG, SYG
	C at Step 1	STG, COG, ADG
2018 Starting, Consolidator, Advanced Grant	Rejected for breach of research integrity	STG, COG, ADG, SYG
	A, or B at Step 2	No restriction
	B at Step 1	STG, COG, ADG
	C at Step 1	
2018 Synergy Grant	Rejected for breach of research integrity	STG, COG, ADG, SYG
	A, or B at Step 3	No restriction
	B at Step 1 or 2	SYG
	C at Step 1	STG, COG, 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 2019 ERC call is therefore one that was published under the WP 2019 and will have 2019 in the call identifier (for example ERC-2019-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 panels[12]
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
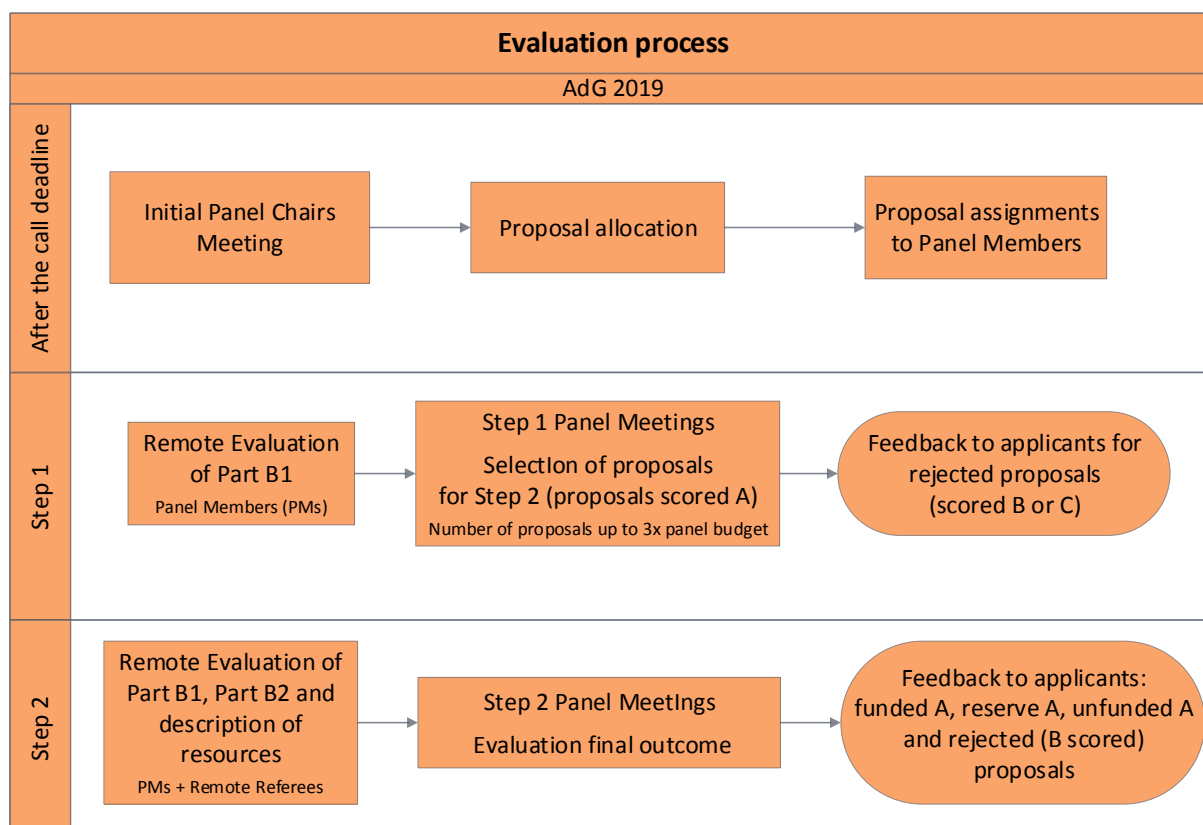
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[12] Please refer to the Guide for Peer Reviewers for details.

proposals ranked A at Step 1 will be further evaluated and only the highest ranked A-scoring proposals at Step 2 will be invited for grant preparation until the call budget is spent.

Evaluation process and important dates

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

SUBMISSION DEADLINE	STEP 1 PANEL MEETING	INFORM APPLICANTS	STEP 2 PANEL MEETING	INFORM APPLICANTS
29 Aug 2019	Nov 2019	Jan 2019	Feb 2020	April 2020

Evaluation process		
AdG 2019		
After the call deadline	Initial Panel Chairs Meeting → Proposal allocation → Proposal assignments to Panel Members	
Step 1	Remote Evaluation of Part B1 Panel Members (PMs) → Step 1 Panel Meetings Selection of proposals for Step 2 (proposals scored A) Number of proposals up to 3x panel budget → Feedback to applicants for rejected proposals (scored B or C)	
Step 2	Remote Evaluation of Part B1, Part B2 and description of resources PMs + Remote Referees → Step 2 Panel Meetings Evaluation final outcome → Feedback to applicants: funded A, reserve A, unfunded A and rejected (B scored) proposals	

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). 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. Following the timeline described above, applicants will be informed about the outcome of the step 1 evaluation and the score of their proposal:

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 evaluation[13],
C score - is not of sufficient quality to pass to step 2 of the evaluation[13].

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.

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 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.

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[13] 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.

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:

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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 higher-than-normal 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 parts B1 and B2]*?
- To what extent does the proposal involve the development of novel methodology *[to be assessed at step 2 based on parts B1 and B2]*?
- To what extent are the proposed timescales, resources and PI commitment adequate and properly justified *[to be assessed at step 2 based on parts B1 and B2]?*

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 extend 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 to 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 process[14], 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.

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

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[14] 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.

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 22[15] of Council Regulation 58/2003, or filing an action for annulment under Article 263[16] 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. PIs 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.

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[15] 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).
[16] Treaty on the Functioning of the European Union (OJ C 326, 26.10.2012, p. 47–390).

Do not take more than one formal action at a time. The PI and/or the HI (applicant legal entity) should wait for the reply to the complaint. Deadlines for further action will start to run from the date of receipt of the reply to the complaint (final decision)[17].

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-2019-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.

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[17] 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 to submit afterwards 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. 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 H2020[18].

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 and will count towards the page limit of 15 pages for the Scientific proposal. Please refer to [section 2.3](#) for further instruction on how to draw up the budget.

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[18] Please note that the ERCEA may request the applicants to provide the written consent mentioned in the declarations and given by all participants **prior** to the call submission deadline at any time during the evaluation process. These consents should however not be submitted with the application.

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 **mandatory**. 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 them[19].

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.

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[19] The working language of the ERC evaluation panels is English. Please note that accordingly, 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.

Part B1

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 inter-disciplinary/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 previous and ongoing grants and 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 publications[20]. The publications should be properly referenced, including all authors in the published order. 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.

Please note that the Scientific proposal composed of Part B2 and Section 3 – Budget should have in total maximum 15 pages.

Part B2 (References should be included – they do not count towards the 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.

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 submission form)

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[20] 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.

> **PLEASE NOTE: The budget table and description of resources are now part of the online submission form (Section 3 – Budget). They count towards the page limit of 15 pages for the Scientific proposal.**

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, then you need to fully justify it in the description of the resources. Please note that any additional funding request under (a) and (b) 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 the proposal 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[21] and the H2020 ERC Annotated Model Grant Agreement[22].

Section C. Resources (please note that 4000 characters 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 project[23]. **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.

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[21] H2020 ERC Model Grant Agreement - Articles 11 and 12

[22] Applicants should pay special attention to the cost category 'Direct costing for Large Research Infrastructures'. The cost category will only be applicable for PIs who are hosted by institutions with Large Research Infrastructures of a value of at least EUR 20 million and **only** after having received a positive ex-ante assessment from the Commission's services. This cost category should only be used for costs to access large research infrastructures inside the premises of and owned by the participating organisations. Please refer to the ERC Model Grant Agreement, pp. 92 to102.

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

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**.

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 **SEP helpdesk** directly on **+32 (2) 29 92222** to receive immediate assistance.

➢ Early registration and submission via the F&T Portal submission system is strongly recommended and should be done as early as possible in advance of the call deadline. Applicants, who wait until shortly before the close 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 this section 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 2019 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. For each submission step please find below links to a short guide including a quick demo[25].

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 evaluation[26]. 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 submitting the proposal.

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 person[27]. 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

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

[25] The Electronic Submission Service is used across all the funding schemes of the European Commission, thus the guidelines provided may contain a nomenclature which is not for the ERC funding schemes (e.g. there is no such a thing as 'Consortium' in any of the ERC grants funding schemes). Thus for the correct nomenclature, please refer to this document.

[26] Further details are available here: https://webgate.ec.europa.eu/cas/login

[27] 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.

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 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 <u>not</u> 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 evaluated[28]. 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 2019.

To withdraw a proposal **after the call deadline,** please send an e-mail to the call-specific mailbox ERC-2019-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.

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[28] 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 2019.](#)

4. ANNEXES

4.1 ERC EVALUATION PANELS AND KEYWORDS

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, volcanology
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, crystal chemistry, isotope geochemistry, thermodynamics
PE10_12 Sedimentology, soil science, palaeontology, earth evolution
PE10_13 Physical geography
PE10_14 Earth observations from space/remote sensing
PE10_15 Geomagnetism, palaeomagnetism
PE10_16 Ozone, upper atmosphere, ionosphere
PE10_17 Hydrology, water and soil pollution
PE10_18 Cryosphere, dynamics of snow and ice cover, sea ice, permafrosts and ice sheets

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 2019
(Print on paper bearing the official letterhead of the host institution)

Commitment of the host institution for ERC Calls 2019[29, 30, 31]

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.**

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

[30] 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 2019.

[31] 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 Researchers[32] - 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.**

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.

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[32] 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).