



Horizon Europe
European Research Council (ERC)
Frontier Research Grants

Research proposal (Part B1 and Part B2)
Letter of commitment of the host institution

Synergy Grant Call (HE ERC SyG)



European Research Council
Executive Agency

Established by the European Commission

Version 1.0
15 July 2021



Version	Publication Date	Description
1.0	15.07.2021	▪ Application Forms to the ERC Synergy Grant 2022 call

Example, not to complete

ERC Synergy Grant 2022
Research proposal [Part B1]¹
(Part B1 is evaluated in Step 1, Step 2 and Step 3,
Part B2 is only evaluated in Step 2 and Step 3)

Proposal Full Title

PROPOSAL ACRONYM

Cover Page:

- Name of the corresponding Principal Investigator (cPI) and corresponding Host Institution (cHI)
- List the other PIs, indicating the Host Institution of each PI
- Proposal duration in months
-

Please delete all text highlighted in grey in this template.

Proposal summary (identical to the abstract from the online proposal submission forms, section 1).

The abstract (summary) should, at a glance, provide the reader with a clear understanding of the objectives of the research proposal and how they will be achieved. The abstract will be used as the short description of your research proposal in the evaluation process and in communications to contact in particular potential independent external experts and/or to inform the Commission and/or the programme management committees and/or relevant national funding agencies (provided you give permission to do so where requested in the online proposal submission forms, section 1). It must therefore be short and precise and should not contain confidential information.

Please use plain typed text, avoiding formulae and other special characters. The abstract must be written in English. There is a limit of 2000 characters (spaces and line breaks included).

Do NOT split the sections and/or references in Part B1 and do NOT upload them as separate documents. The peer reviewers will only receive one single document for evaluation at Step 1. Hence, Part B1 should contain all elements as explained in this template. If some parts of Part B1 are uploaded in the submission system as separate attachments, the peer reviewers will not have access to them.

¹ Instructions for completing Part B1 can be found in the 'Information for Applicants to the Synergy Grant 2022 Call'.

Section a: Extended Synopsis of the scientific proposal (max. 5 pages, references do not count towards the page limit)

[The Extended Synopsis should give a concise presentation of the scientific proposal, with particular attention to the ground-breaking nature of the research project, which will allow evaluation panels to assess, in Step 1 of the evaluation, the feasibility of the outlined scientific approach. Describe the proposed work in the context of the state of the art of the field. It is important that the extended synopsis contains minimum information relevant to the evaluation criteria, since the **step 1 panel will have access only to part B1**. References to literature should also be included. Please use a reference style that is commonly used in your discipline such as American Chemical Society (ACS) style, American Medical Association (AMA) style, Modern Language Association (MLA) style, etc. and that allows the evaluators to easily retrieve each reference.]

Please respect the following formatting constraints: Times New Roman, Arial or similar, at least font size 11, margin sizes (2.0 cm side and 1.5 cm top and bottom), single line spacing.]

Example, not to complete

Section b: Curriculum vitae (max. 2 pages for each PI)

[Please follow the template below as closely as possible; it may be modified if necessary.]

PERSONAL INFORMATION

Family name, First name:

Researcher unique identifier(s) (such as ORCID, Research ID, etc. ...):

Date of birth:

Nationality:

URL for web site:

- **EDUCATION**

DD/MM/YYYY PhD

Name of Faculty/ Department, Name of University/ Institution, Country

YYYY

Master

Name of Faculty/ Department, Name of University/ Institution, Country

- **CURRENT POSITION(S)**

YYYY – YYYY Current Position

Name of Faculty/ Department, Name of University/ Institution/ Country

YYYY-YYYY Current Position

Name of Faculty/ Department, Name of University/ Institution/ Country

- **PREVIOUS POSITIONS**

YYYY-YYYY Position held

Name of Faculty/ Department, Name of University/ Institution/ Country

YYYY-YYYY Position held

Name of Faculty/ Department, Name of University/ Institution/ Country

- **FELLOWSHIPS AND AWARDS**

YYYY-YYYY Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

YYYY Award received from Name of Institution/ Country

YYYY-YYYY Scholarship, Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

- **SUPERVISION OF GRADUATE STUDENTS AND POSTDOCTORAL FELLOWS (if applicable)**

YYYY-YYYY Number of Postdocs/ PhD/ Master Students

Name of Faculty/ Department/ Centre, Name of University/ Institution/ Country

- **TEACHING ACTIVITIES (if applicable)**

YYYY-YYYY Teaching position – Topic, Name of University/ Institution/ Country

YYYY-YYYY Teaching position – Topic, Name of University/ Institution/ Country

• **ORGANISATION OF SCIENTIFIC MEETINGS (if applicable)**

YYYY-YYYY Please specify your role and the name of event / Country

YYYY-YYYY Please specify type of event / number of participants / Country

• **INSTITUTIONAL RESPONSIBILITIES (if applicable)**

YYYY-YYYY Faculty member, Name of University/ Institution/ Country

YYYY-YYYY Graduate Student Advisor, Name of University/ Institution/ Country

YYYY-YYYY Member of the Faculty Committee, Name of University/ Institution/ Country

YYYY-YYYY Organizer of the Internal Seminar, Name of University/ Institution/ Country

YYYY-YYYY Member of a Committee; role, Name of University/ Institution/ Country

• **REVIEWING ACTIVITIES (if applicable)**

YYYY – Scientific Advisory Board, Name of University/ Institution/ Country

YYYY – Review Board, Name of University/ Institution/ Country

YYYY – Review panel member, Name of University/ Institution/ Country

YYYY – Editorial Board, Name of University/ Institution/ Country

YYYY – Scientific Advisory Board, Name of University/ Institution/ Country

YYYY – Reviewer, Name of University/ Institution/ Country

YYYY – Scientific Evaluation, Name of University/ Institution/ Country

YYYY – Evaluator, Name of University/ Institution/ Country

• **MEMBERSHIPS OF SCIENTIFIC SOCIETIES (if applicable)**

YYYY – Member, Research Network “*Name of Research Network*”

YYYY – Associated Member, Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

YYYY – Founding Member, Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

• **MAJOR COLLABORATIONS (if applicable)**

Name of collaborators, Topic, Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

• **CAREER BREAKS (if applicable)**

Exact dates Please indicate the reason and the duration in months.

• **COVID-19 IMPACT TO SCIENTIFIC PRODUCTIVITY (if applicable)**

Please specify which of the following situations apply to you:

- ☐ Increased caring responsibility for dependent person, including home schooling of children;
- ☐ No access to laboratory facilities, archives, or other necessary facilities;
- ☐ No access to field work;
- ☐ Adaptation to online teaching;
- ☐ Physical and/or mental health issues;
- ☐ Other(s) _____

(optional)

Explain with objective facts how your productivity was affected by the COVID-19 pandemic. There is a limit of 300 characters, spaces and line breaks included.

Example, not to complete

Appendix**All ongoing grants and submitted grant applications of each of the PIs (Funding ID)****Mandatory information** (not counted towards page limits)

Please include as many tables as participating Principal Investigators in the group.

Ongoing grants (Please indicate 'No funding' as applicable):

<i>Project Title</i>	<i>Funding source</i>	<i>Amount (Euros)</i>	<i>Period</i>	<i>Role of the PI</i>	<i>Relation to current ERC proposal²</i>

Submitted grant applications – still in evaluation at the time of this application (Please indicate 'None' as applicable):

<i>Project Title</i>	<i>Funding source</i>	<i>Amount (Euros)</i>	<i>Period</i>	<i>Role of the PI</i>	<i>Relation to current ERC proposa³</i>

² Describe clearly any scientific overlap between your ERC application and any ongoing grant or grant application.

Section c: Early achievement track-record / Ten years track-record (max. 2 pages for each PI)³

[Provide a list of achievements reflecting each Principal Investigator's track record. You may include a short narrative description of the scientific importance of the research outputs of each Principal Investigator describing the role that the Principal Investigator played in their production.]

(for more information see 'Information for Applicants to the Synergy Grant 2022 Call' – section 2.3 The research proposal)

Example, not to complete

³ Please list the order of authors as indicated in the original publication.

ERC Synergy Grant 2022
Research proposal [Part B2]¹
(not evaluated in Step 1)

- Name of the corresponding Principal Investigator (cPI) and corresponding Host Institution (cHI)
- List the other PIs, indicating the Host Institution of each PI

Part B2: The scientific proposal (max. 15 pages, excluding the Resources and time commitment section and References)

Please delete all text highlighted in grey in this template.

*Please respect the following formatting constraints: Times New Roman, Arial or similar, at least font size 11, margin sizes (2.0 cm side and 1.5 cm top and bottom), single line spacing. **References and Resources section do not count towards the page limit.***

Section a. State-of-the-art and objectives

Section b. Methodology

Section c. Resources and time commitment (including project costs)

(Note: Describe the resources needed according to the indications in the *Information for Applicants to the Synergy Grant 2022 call, section 2.3 The research proposal.*

Each PI is required to fill in their budget breakdown using the following budget table and the declaration of their level of commitment to the project. Depending on the number of PIs you may delete unneeded columns. All eligible costs requested should be included in the budget.

In addition to the budget table, please **describe and fully justify** the amount of funding considered necessary to fulfil the objectives throughout the duration of the project. The project cost estimation should be as accurate as possible. Mathematical mistakes may reflect poorly on the credibility of the budget table and the proposal overall. The evaluation panels assess the estimated costs and the justification carefully; unjustified budgets will be consequently reduced.

Please specify if you will use third parties giving in-kind contributions to the action. Specify the cost items covered by the 'Other personnel costs' category if applicable. Please also specify the cost items covered by the 'Other additional direct costs' category if applicable.

Please use integer euro values only throughout the table and fill in the 'Requested EU contribution' field as well. In case you are requesting additional funding (up to EUR 4 million) above the normal EUR 10 million, **include these top-up costs in the common budget table** as well and justify your request in the second table at the end. The Total Eligible Costs and the Requested EU contribution amounts in the table **MUST** match those presented in the online proposal submission form, section 3 – Budget.)

¹ Instructions for completing Part B2 can be found in the 'Information for Applicants to the Synergy Grant 2022 Call'.

Cost category	Corresponding PI	2 nd PI	3 rd PI	4 th PI	Total in euro (no decimals)
PI name					
Host Institution					
A. Direct personnel costs/€	PI ²				
	Senior Staff				
	Post docs				
	Students				
	Other personnel costs				
	Total personnel costs/€				
B. Subcontracting Costs/€ (No indirect costs)					
C. Purchase Costs/€	C.1 Travel and subsistence				
	C.2 Equipment - including major equipment				
	C.3 Other goods, works and services	Consumables incl. fieldwork and animal costs			
		Publications (incl. Open Access fees) and dissemination			
		Other additional direct costs			
		C.3 Total other goods, works and services			
	Total Purchase costs/€ (C.1 + C.2 + C.3)				
D. Internally invoiced goods and services/€ (No indirect costs) ³					
E. Indirect Cost/€ $e = 25\% * (A + C1 + C2 + C3)$					
Total eligible costs/€					
Requested EU contribution/€					

² When calculating the salary, please take into account the percentage of each PI's dedicated working time to run the ERC project (i.e. minimum 30% of the working time).

³ Costs for host institution invoices and invoices for other entities should be included here; e.g. access to large facilities, access to other services that are charged as unit costs.

In case you are requesting additional funding (up to EUR 4 million) above the normal EUR 10 million, fully justify your request by filling in the table below (please delete the table if not applicable). **Include these costs in the above budget table.**

Request for additional funding above EUR 10 000 000 for	Justification
<p>Keep only the category(ies) that apply to the project.</p> <p>(a) covering eligible 'start-up' costs for a PI moving from another country to the EU or an Associated Country as a consequence of receiving an ERC grant and/or, (b) the purchase of major equipment and/or, (c) access to large facilities and/or (d) other major experimental and field work costs, excluding personnel costs.</p>	

Please indicate the duration of the project in months ⁸ :	
Please indicate the % of working time each PI dedicates to the project over the period of the grant:	%
Corresponding PI name:	
2 nd PI name:	
3 rd PI name:	
4 th PI name:	

Each PI must specify their commitment to the project and how much time each one of them is willing to devote to the proposed project. Please note that each PI is expected to devote at least 30% of their working time to the ERC project.

⁸ The maximum award is reduced pro rata temporis for projects of a shorter duration than 72 months (e.g. for a project of 60 months duration the maximum requested EU contribution allowed is EUR 8 333 333). Additional funding to cover major one-off costs is not subject to pro-rata temporis reduction for projects of shorter duration (e.g. with additional funding it is possible to request a maximum EU contribution of EUR 12 333 333 million for a project of 60 months duration).

Print on paper bearing the official letterhead of the institution. Each institution is required to provide a separate support letter listing the PI(s) who will be engaged by them.

Commitment of the Host Institution for the ERC Synergy Call 2022^{1, 2, 3}

The <<please fill in here the name of the legal entity that is associated to the proposal and may host the Principal Investigator(s) and the project (action) in case the application is successful>>, which is the applicant legal entity (Host Institution), confirms its intention to sign a supplementary agreement with

<< please fill in here the name of the Principal Investigator(s) who will be engaged by the Host Institution >>⁴.

in which the obligations listed below will be addressed should the proposal submitted by the Principal Investigators listed below be retained.

The applicant legal entity (Host Institution) confirms that it is aware that the Synergy project will involve the following Principal Investigators (PIs):

<<Please enter below the names of all Principal Investigators participating in the project.>>

Corresponding PI:

PI 2:

PI 3 (if applicable):

PI 4 (if applicable):

The fact that the applicant legal entity confirms its awareness of the group's Synergy project does not imply an obligation to contractually engage all of the Principal Investigators.

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

The following obligations apply only to the Principal Investigators, hereinafter referred as the PI(s), who will be engaged by the applicant legal entity (Host Institution) signing this letter.

The applicant legal entity (Host Institution) commits itself to ensure that the action tasks described in Annex 1 of the Agreement are performed under the guidance of the PI(s) who is/are expected to devote in the case of a Synergy Grant at least 30% of their working time to the ERC funded project (action) and spend at least 50% of their working time in an EU Member State or Associated Country.

¹ A scanned copy of the signed statement should be uploaded electronically via the [Funding & Tenders Portal](#) Submission Service in PDF format.

² The statement of commitment of the Host Institution refers to most of the Host Institution obligations, stated in the Model Grant Agreement (MGA) used for ERC actions. The [MGA](#) is available on the [Funding & Tenders](#) portal. The reference to the time commitment of the Principal Investigator(s) is stated in the ERC Work Programme 2022.

³ This statement (on letterhead paper) shall be signed (blue ink or digital) by the institution's legal representative indicating their name, function, email address, address and, in case of blue ink signature, along with the stamp of the institution.

⁴ Please insert the names only of those Principal Investigators that will be engaged by the Host Institution.

The applicant legal entity (Host Institution) commits itself to respect the following conditions for the PI(s) and their team:

- a) host and engage the PI(s) for the whole duration of the action;
- b) 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 Researchers⁵ - in particular regarding working conditions, transparent recruitment processes based on merit and career development – and ensure that the PI(s), researchers and third parties involved in the project (action) are aware of them.
- c) enter — before grant signature — into a *Supplementary Agreement* with the PI(s), that specifies the obligation of the *applicant legal entity* to meet its obligations under the Agreement;
- d) provide *the* PI(s) with a copy of the signed Agreement;
- e) guarantee the PI(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*, in line with the profiles needed to conduct the research and in accordance with the *beneficiary'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 PI(s) and the team members (regarding infrastructure, equipment, access rights, products and other services necessary for conducting the research);
- g) support the PI(s) and provide administrative assistance, in particular for the:
 - i) general management of the work and their team;
 - ii) scientific reporting, especially ensuring that the team members send their scientific results to the PI(s);
 - iii) financial reporting, especially providing timely and clear financial information;
 - iv) application of the beneficiary's usual management practices;
 - v) general logistics of the project (action);
 - vi) access to the electronic exchange system;
- h) inform the PI(s) immediately (in writing) of any events or circumstances likely to affect the Agreement;
- i) ensure that the PI(s) 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, if requested by the P(s) and provided that the objectives of the action remain achievable (portability; see Article 41 of the Agreement);

⁵ [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).

- k) respect the fundamental principle of research integrity and ensure that persons carrying out research tasks under the action follow the good research practices and refrain from the research integrity violations described in the European Code of Conduct for Research Integrity⁶. If any such violations or allegations occur, verify and pursue them and bring them to the attention of the Agency.

For the applicant legal entity (Host institution)

Date

.....

Name and Function

..... ;

Email and Signature (blue ink or digital) of legal representative

..... ;

Stamp of the applicant legal entity (Host Institution)⁷

IMPORTANT NOTE: In order to be complete all the above mentioned points are mandatory and shall be included in the commitment of the applicant legal entity (Host Institution). The highlighted fields should be filled in.

⁶ [The European Code of Conduct for Research Integrity](#) of ALLEA (All European Academies) and ESF (European Science Foundation) of March 2011.

⁷ No need to stamp this letter of support when it is digitally signed.