



European Research Council

IDEAS Coordination and Support Action (CSA)
Call identifier: ERC-2012-SUPPORT-1
Gender aspects in career structures and career paths

DRAFT

Guide for Applicants

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The Guide is published by the ERC Scientific Council on <http://erc.europa.eu>. It can also be downloaded from the Research & Innovation Participant Portal on <http://ec.europa.eu/research/participants/portal/> and CORDIS page on <http://cordis.europa.eu>



European Commission
FP7 Specific Programme IDEAS





Foreword

This Guide for Applicants provides practical information to potential applicants in preparing and submitting an application for a Coordination and Support Action (CSA). The guide provides information specific to the call: ERC-2012-Support-1 within the Ideas Specific Programme.

The present guide is based on the legal documents setting the rules and conditions for the ERC grant schemes, in particular the ERC Work Programme 2012, the ERC Rules for the submission of proposals and the related evaluation, selection and award procedures relevant to the 'Ideas' Specific Programme, and the ERC-CSA Model Grant Agreement, all of which can be consulted via the ERC and CORDIS/Participant Portal web-site.

This guide does not supersede the afore-mentioned documents, which are legally binding. 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 the guide.

Note: As with other parts of the EU's Seventh Research Framework Programme, National Contact Points (ERC NCPs) have been set up across Europe¹ 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 at <http://erc.europa.eu/ncp>.

¹ This applies to EU Member States and Associated countries. Some third countries also provide this service.



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The European Research Council

The European Research Council (ERC) is a European funding initiative, designed to support the best scientists, engineers and scholars in Europe.

The ERC's mandate is to encourage the highest quality research in Europe through competitive funding and to support investigator-initiated frontier research across all fields of research, on the basis of scientific excellence.

Grants are awarded and managed according to simple procedures that maintain the focus on excellence, encourage creativity and combine flexibility with accountability.

The ERC, which is established by the European Commission and funded through the EU's Seventh Framework Programme with a budget of € 7.51 bn for 7 years (2007-2013), complements other funding schemes in Europe, such as those of research funding agencies operating at the national level and those within the EU's Seventh Framework Programme.

The ERC consists of a Scientific Council and an Executive Agency (ERCEA). It operates under conditions of autonomy and integrity, guaranteed by the European Commission, to which it is accountable.

The role of the ERC Scientific Council

The Scientific Council establishes the overall scientific strategy of the ERC, including the annual work programme where the calls for proposals and the corresponding funding rules and selection criteria are defined.

The Scientific Council establishes and oversees the ERC's scientific management and the implementation of the Work Programme, including the peer review and project selection processes and the selection of peer reviewers.

The ERC Executive Agency (ERCEA)

The ERCEA implements the FP7 Specific Programme "Ideas" and manages ERC operations. It executes the annual work programme as established by the Scientific Council, implements calls for proposals and organises peer review evaluation in accordance with methodologies designed by the Scientific Council, and establishes and manages grant agreements. Additionally, it provides information and support to applicants and grant holders.

1 About the Call and its funding scheme

1.1 What are Coordination and Support Actions (CSAs)?

Coordination and support actions² are defined as the funding scheme which provides "support for activities aimed at coordinating or supporting research activities and policies (networking, exchanges, trans-national access to infrastructures, studies, conferences, etc.)."

Therefore research, technological development or demonstration activities are not to be supported under CSAs.

The minimum condition is the participation of one legal entity. In general, depending on their specific objectives, support actions may have duration from some months up to a few years. Reimbursement is based on eligible costs (based on maximum rates of reimbursement specified in the grant agreement for different types of activities within the project); in some cases the reimbursement of indirect costs is based on a flat rate.

1.2 Focus of CSAs under the ERC-2012-SUPPORT-1 call on Gender aspects in career structures and career paths

The ERC is an ambitious and autonomous entity which aims to establish itself as a world-leading institution for science funding. Expectations about what it can and will achieve are very high. It is therefore necessary for the ERC to develop methods to assess progress towards its objectives.

In its monitoring and assessment strategy, the ERC Scientific Council has developed a broad ranging understanding of quality standards and contributing topics and methodologies for assessing the qualitative and quantitative impacts of the ERC activities. These activities are part of a set of complementary assessment activities of the Commission, such as the monitoring system of the Framework Programme. It draws on good practice and experience from Member States' evaluation activities of national research systems, international research institutions' activities, as well as other existing studies³.

As described in the ERC Work Programme 2012 the overall purpose of the work to be funded under the ERC 2012-SUPPORT-1 call is to support the ongoing monitoring, assessment and evaluation work as well as to contribute to the future strategy development.

The work foreseen will assist the ERC in engaging in creative and exploratory thinking, from a broad and diverse set of perspectives, to arrive at a mature and well-considered position on this important set of issues and to establish data collection. The call complements the project and studies already supported from the ERC-2008 and ERC 2009-SUPPORT calls.⁴

² (see Annex III to the Decision No 1982/2006/EC concerning the Seventh Framework Programme)

³ See for example: Frontier Research - The European Challenge, High-Level Expert Group Report, February 2005, EUR 21619, European Commission

⁴ See: <http://www.eurecia-erc.net/>; http://www.forschungsinfo.de/Projekte/MERCI/projekte_merci.asp; <http://www.ait.ac.at/dbf>; <http://isi.fraunhofer.de/isi-de/t/projekte/rt-eracep.php>

The ERC-2012-SUPPORT-1 projects are focused on **gender aspects** in **career structures** and **career paths** of male and female ERC grantees as well as non-successful ERC applicants. Potential applicants that have not applied may be included as a **control** group.

The studies could be limited to, but should include, researchers relevant for the Starting Grant Life Science domain. Furthermore it should be **longitudinal** studies including all stages of the careers from the university degree to the current position of ERC grantees.

The studies may include:

- Differences in terms of publications, invitations to conferences, citations, positions, teaching, funding, or recruitment;
- Differences in mobility behaviour and international networking;
- The career impact of work balance, family background or targeted support measures of host institutions (e.g. spouses, child care, moving allowances etc.);
- Career breaks and unconventional career paths;
- Future career perspectives taking into account national research systems;

Duration of projects for this specific call is expected to be of **up to one year**. It is foreseen that a range of different methods could be appropriate, recognising that different approaches may be appropriate for different disciplines. In all cases, the expected output of the studies should have an impact on the ERC's operations and should **not be of a theoretical nature**.

1.3 Data available

The ERCEA will supply data on ERC grant calls under the specific programme "Ideas". Any personal data supplied by ERCEA will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. It is recalled that strict requirements apply on the confidentiality and protection of personal data of the documents and information provided by the ERCEA for the purposes of the work of this CSA project. The beneficiary of the ERC-2012-SUPPORT-1 call shall undertake appropriate technical and organisation security measures having regard to the risk inherent in the processing and to the nature of personal data concerned.

2 Applying for the CSA

2.1 Who can apply?

Coordination and Support Actions are open to legal entities situated in Member States, or Associated countries and established under the national law of the respective Member State or associated Country.

Applications from International European Interest Organisations (such as CERN, EMBL, etc.) or the European Commission's Joint Research Centre, and legal entities established in third countries are also eligible. Legal entities established in third countries can receive funding if their participation is essential for carrying out the action.

Registration of legal entities in the Commission's Early Warning System (EWS) and Central Exclusion Database (CED)

To protect the EU's financial interests, the Commission uses an internal information tool, the Early Warning System (EWS) to flag identified risks related to beneficiaries of centrally managed contracts and grants. Through systematic registration of financial and other risks the EWS enables the Commission services to take the necessary precautionary measures to ensure a sound financial management.⁵ EWS registrations are not publicly disclosed. However, registrations will be transferred to the Central Exclusion Database (CED) if they relate to entities that have been excluded from EU funding because they are insolvent or have been convicted of a serious professional misconduct or criminal offence detrimental to EU financial interests. The data in CED are available to **all public authorities implementing EU funds**, i.e. European institutions, national agencies or authorities in Member States, and, subject to conditions for personal data protection, to third countries and international organisations.

The Work Programme informs you that the details of your organisation (or those of a person who has powers of representation, decision-making or control over it) may be registered in the EWS and the CED and be shared with public authorities as described in the relevant legal texts⁶.

More information on the EWS and CED can be found here:

http://ec.europa.eu/budget/sound_fin_mgt/ews_en.htm

⁵ The EWS covers situations such as significantly overdue recovery orders, judicial proceedings pending for serious administrative errors/fraud, findings of serious administrative errors/fraud, legal situations which exclude the beneficiary from funding.

⁶ The basis for registrations in EWS and CED is laid out in the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125), and the Commission Regulation (EC, Euratom) No 1302/2008 of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12).



2.2 When can I apply?

Calls announced in the ERC Work Programme 2012 are published on the ERC website⁷, the CORDIS website⁸, the Participant Portal⁹ and in the Official Journal of the European Union¹⁰. You must consult these documents.

Indicative timetable for this call

Publication of call	12 October 2011
Deadline for submission of proposals	12 January 2012
Evaluation of proposals	February 2012
Contract agreement preparation	May 2012

2.3 Electronic Proposal Submission

Proposals must be submitted electronically via the web-based Electronic Proposal Submission Service (EPSS)¹¹. EPSS can be accessed via the ERC website and the call page on CORDIS, or directly at <https://www.epss-fp7.org/epss/welcome.jsp>. Full instructions will be found in the “EPSS preparation and submission guide” at <https://www.epss-fp7.org/epss/EPSS-Userguide.pdf>.

Applicants first need to register their intention to submit a proposal via the web-based EPSS in order to receive a login name and password, and thus get access to EPSS for preparing, uploading and submitting a proposal. This should be done as early as possible before the call deadline for the submission of proposals.

The most important points are:

Use of the system by the proposal coordinator

As a coordinator you can:

- register as interested in submitting a proposal to a particular call
- set up (and modify) your consortium by adding/removing participants, *if applicable*
- complete all of Part A of the proposal, pertaining to the proposal in general, and to your own administrative details
- download the document template for writing Part B of the proposal and, when it is completed, upload the finished Part B
- submit the complete proposal Part A and Part B.

Use of the system by the other participants, if applicable

⁷ <http://erc.europa.eu/>

⁸ http://erc.cordis.europa.eu/fp7/home_en.html

⁹ <http://ec.europa.eu/research/participants/portal/appmanager/participants/portal>

¹⁰ <http://eur-lex.europa.eu/JOIndex.do?ihmlang=en>

¹¹ In exceptional cases, when an applicant has absolutely no means of accessing the EPSS, and when it is impossible to arrange to do so, an applicant may request permission from the ERC to submit on paper. Such a request, which must clearly explain the circumstances of the case, must be received by the ERC no later than one month before the call deadline, at the following address: European Research Council Executive Agency (ERCEA), Place Rogier n°16, Office: COV 24/004, 1210 Brussels. The ERC will reply to such a request within five working days of receipt. If a derogation is granted, the ERCEA will send proposal forms for paper submission to the applicant concerned.

Other participants can:

- complete their own sections A2 (participant details)
- download the document template for writing Part B of the proposal, in order to assist the coordinator in preparing it (however, only the coordinator can upload the finished version)
- view the whole proposal

Only the coordinator is authorised to submit the proposal.

- Completing the Part A forms in the EPSS and uploading a Part B does **not** yet mean that your proposal is submitted. Once there is a consolidated version of the proposal, you must press the button "SUBMIT NOW". (If you don't see the button "SUBMIT NOW", first select the "SUBMIT" tag at the top of the screen). **Please note that "SUBMIT NOW" starts the final steps for submission; it does not in itself cause the proposal to be submitted.**
- After reading the information page that then appears, it is possible to submit the proposal using the button marked "*Press this button to submit the proposal*".
- EPSS then performs an automatic validation of the proposal by carrying out a number of basic verification checks. A list of any problems ("validation error message") such as missing data, viruses, wrong file format or excessive file size will then appear on the screen. **Submission is blocked until these problems are corrected.** Once corrected, the coordinator must then repeat the above steps to achieve submission. Only upon completion of these basic verification checks EPSS allows the applicant to submit. However, these checks do not replace the formal eligibility checks and cannot assure that the contents of the proposal and of the uploaded files correspond to the requirements of the call.
- Once the proposal is submitted, the applicant receives a message that indicates that the proposal has been received. This automatic message is not the official acknowledgement of receipt.
- The coordinator may continue to modify the proposal and submit revised versions overwriting the previous one right up until the deadline. The sequence above must be repeated each time.
- If the submission sequence described above is not followed, the ERCEA considers that no proposal has been submitted.
- For the proposal Part B you must use exclusively PDF ("portable document format", compatible with Adobe version 3 or higher, with embedded fonts)¹². Other file formats will not be accepted by the system. Unless specified in the call, embedded material and any other documents (company brochures, scientific papers, reports, audio, video, multimedia, etc.) sent electronically or by post, will be disregarded. However, panel members and/or referees may (but are not obliged to) access relevant web

¹² Irrespective of the sections/sub-sections page limits specified, there is an overall limit of 10 MB to the size of the PDF proposal file. There are also restrictions to the file name you give to the PDF proposal - use alphanumeric characters only. Special characters and spaces must be avoided.

pages in order to further assess the applicants' previous work (including openly accessible published manuscripts of the applicant).

- **Proposals must be submitted before the deadline specified in the Call for Proposals.** It is your responsibility to ensure the timely submission of your proposal.¹³
- The EPSS will be closed at the call deadline. After this moment, access to the EPSS will be impossible for the respective call.

Applicants are strongly advised to prepare their submission and upload the proposal in good time before the deadline. Submission is deemed to occur at the moment when the applicant presses the 'SUBMIT' button. It is not the point at which the applicant starts uploading the proposal. Applicants, who wait until too near to the close of the call to start uploading their proposal, take a serious risk that the uploading is not concluded in time and thus the 'SUBMIT' button is not active anymore in order to conclude the submission process.

2.4 How to apply – completing the CSA application?

The application involves two distinct components:

- **Part A** contains the administrative information about the proposal and the participants. The information in part A is entered through a set of on-line forms.
- **Part B** is in the form of a "template", or list of headings, rather than an administrative form. Part B of the proposal is uploaded by the applicant into the Electronic Proposal Submission Service (EPSS) described above.

Box 1: Proposal submission - Important to know

- Proposals cannot be submitted without prior registration (pre-registration), which is required to obtain an EPSS login name and password.
- Proposals sent by other means than EPSS will not be accepted.
- Proposal formats and page numbers are limited strictly.
- Only the material that the proposal contains within the page limits while respecting the indicated layout parameters will be evaluated.
- Evaluation is based on a peer review process with a panel composed of internationally renowned scientists and scholars.
- Please note that the working language of the peer review evaluation Panel is English.

¹³ In the unlikely event of a failure of the EPSS service due to a breakdown of the EPSS server during the last 24 hours of a call, the deadline will be extended by a further 24 hours. This will be notified by e-mail to all applicants who had registered in EPSS for this call, and also by a notice on the call page on the ERC website and CORDIS as well as on the website of EPSS. Such a failure is a rare and exceptional event. Therefore, it should not be assumed that there will be such an extension of a call. If an applicant encounters difficulties in submitting a proposal, it should not be assumed that it is because of a problem with the EPSS server. For technical inquiries on the use of EPSS, please contact the EPSS helpdesk. Please note that the ERC will not extend deadlines for system failures that are not its own responsibility. In all circumstances, you should aim to submit your proposal well before the deadline to have time to solve any problems.

2.4.1. Instructions for completing "Part A" of the proposal

Proposals in this call must be submitted electronically, using the Commission's Electronic Proposal Submission System.

In the A forms you will be asked for administrative details that will be used in the evaluation and further processing of your proposal. The A forms are an integral part of the proposal. Details of the project itself which the applicant intends to carry out will be described in the "Part B" of the proposal.

Section A1 gives a snapshot of the proposal, section A2 concerns the applicant and the applicant's organisation, and while section A3 deals with financial matters.

Please note:

- The coordinator fills in the section A1 and section A3.
- The participants already identified at the time of proposal submission (including the coordinator) each fill in their respective section A2.
- Subcontractors shall not be required to fill in section A2 and should not be listed separately in section A3.
- The estimated budget planned for any future participants (not yet identified at the time of the proposal) is not shown separately in form A3 but should be added to the coordinator's budget. Their role, profile and tasks are described in Part B of the proposal.

Please ensure that all costs are given in whole Euros (integer), not thousands of Euros, and must exclude value added tax (VAT).

Please ensure that the amount given in the financial section A3 corresponds precisely to the information provided in the proposal text. In case of discrepancy, the A3 data will prevail.

Participant Identification Code (PIC):

Those who are familiar with the proposal submission and grant preparation forms know that in the past, participants had to provide to the European Commission their legal and financial information every time they submitted a proposal or negotiated a contract. To eliminate these redundant requests for information, we invite you to register your organisational data once in the **Unique Registration Facility (URF)** which is hosted in the Participant Portal¹⁴. This self-registration will lead to a request by the European Commission for the organisation to provide supporting documents and to nominate a Legal Entity Authorised Representative (LEAR).

The LEAR is a person nominated in each legal entity participating in FP7. This person is the contact for the ERC Executive Agency related to all questions on legal status. He/she has access to the online database of legal entities with a possibility to view the data stored on his/her entity and to initiate updates and corrections to these data. After the validation of the entity has been finalised, the contact person/authorised representative named in the URF

¹⁴ See: http://cordis.europa.eu/fp7/pp_en.html or <http://ec.europa.eu/research/participants/portal/appmanager/participants/portal>
For participants not yet having a Participant Identification Code (PIC), i.e. not yet being registered and validated in the Commission's Unique Registration Facility (URF) their existence as legal entities and their legal status will have to be validated before a grant agreement can be signed.

receives the PIC number. Once the LEAR is validated, he/she manages the modifications of the entity-related information in the URF and distributes the PIC number within his/her organisation, which can be used in all proposals submission and negotiations. If you think your organisation already has registered in URF and you wish to retrieve the PIC, please query online the PIC database by using the PIC search functionality. Please do not forget to visit the 'Frequently Asked Questions' of the URF page should you want any additional general information.

Applicant legal entities possessing a Participant Identification Code (PIC) can use this number to identify themselves in the Electronic Proposal Submission System. On entering the PIC, some parts of the A forms will be filled in automatically. Please note that in the cases where a PIC is not available it will always be possible to submit a proposal by entering the organisation details manually. However, the use of PIC's will lead to a more efficient handling of the proposal.

The following notes are for information only. They should assist you in completing the 'A' forms of your proposal. Online guidance will also be available. The precise questions and options presented on EPSS may differ slightly from these below.

Please consult the CORDIS call page regularly for updated information or contact the EPSS HELPDESK by e-mail, or by phone +32 2 233 3760.

Section A1: General Information on the Proposal

Proposal Number	[pre-filled by the system]
Type of project	CSA Support <i>[filled in by system]</i>
Proposal Acronym	The short title or acronym will be used to identify your proposal efficiently in this call. It should consist of <u>no more than 20 characters</u> (use standard alphabet and numbers only; no spaces, symbols or special characters please). The same acronym should appear on each page of the proposal.
Call identifier	<i>[filled in via CORDIS call page]</i> The call identifier is the reference number given in the call or part of the call you are applying for, as indicated in the publication of the call in the CORDIS call page. A call identifier looks like this: ERC-2012-Support-1 followed by a number.
Proposal Title (max 180 char.) (Non Confidential Information)	The title should be <u>no longer than 180 characters</u> and should be understandable to the non-specialist in your field. In order to best review your application, your agreement is needed below so that this non-confidential title can be used when contacting potential reviewers.
Duration in months	The estimated duration of the project in full months. [MAXIMUM 12]
Abstract (non confidential information)	The abstract (summary) should, at a glance, provide the reader with a clear understanding of the objectives of the proposal and how they will be achieved. The abstract will be used as the short description of your proposal in the evaluation process and in communications to inform the European Commission and/or the programme management committees (provided you give permission to do so where requested below). It must therefore be short and precise and shall not

	contain confidential information. Please use plain typed text, avoiding formulae and other special characters. The abstract must be written in English¹⁵ . There is a <u>limit of 2000 characters</u> (spaces and line breaks included).
Similar proposals or signed contracts	A 'similar' proposal or contract is one that differs from the current one in minor ways, and in which participant(s) are involved.

Section A2: Participants

Participant number	The number allocated to the participant for this proposal. The co-ordinator of a proposal is always number one.
Participant Identify Code	The Participant Identification Code (PIC) enables organisations to take advantage of the Participant Portal. Organisations who have received a PIC from the Commission are encouraged to use it when submitting proposals. By entering a PIC, parts of section A2 will be filled in automatically. An online tool to search for existing PICs and the related organisations is available at http://ec.europa.eu/research/participants/portal . Organisations not yet having a PIC are strongly encouraged to self-register (at http://ec.europa.eu/research/participants/portal) before submitting the proposal and insert in section A2 the temporary PIC received at the end of the self-registration.
Legal name	For Public Law Body, it is the name under which your organisation is registered in the Resolution text, Law, Decree/Decision establishing the Public Entity, or in any other document established at the constitution of the Public Law Body; For Private Law Body, it is the name under which your organisation is registered in the national Official Journal (or equivalent) or in the national company register. For a natural person, it is for e.g. Mr Adam JOHNSON, Mrs Anna KUZARA, and Ms Alicia DUPONT.
Organisation Short Name	Choose an abbreviation of your Organisation Legal Name, only for use in this proposal and in all relating documents. This short name should not be more <u>than 20 characters</u> exclusive of special characters (./;...), for e.g. CNRS and not C.N.R.S. It should be preferably the one as commonly used, for e.g. IBM and not Int.Bus.Mac.
Legal address	For Public and Private Law Bodies, it is the address of the entity's Head Office. For Individuals it is the Official Address. If your address is specified by an indicator of location other than a street name and number, please insert this instead under the "street name" field and "N/A" under the "number" field.
Non-profit organisation	Non-profit organisation is a legal entity qualified as such when it is recognised by national or, international law.
	Public body means any legal entity established as such by national law, and international

¹⁵ The working language of the ERC evaluation panels is English. Please note that accordingly the panel reports will be available in English only. If the proposal is not in English, a translation of the full proposal would be of assistance to the experts. An English translation of the abstract must be included in the proposal.

Public body	organisations.
Research organisation	Research organisation means a legal entity established as a non-profit organisation which carries out research or technological development as one of its main objectives.
NACE code	<p>NACE means " <u>N</u>omenclature des <u>A</u>ctivités économiques dans la <u>C</u>ommunauté <u>E</u>uropéenne". Please select <u>one</u> activity from the list that <u>best</u> describes your professional and economic ventures. If you are involved in more than one economic activity, please select the <u>one</u> activity that is <u>most</u> relevant in the context of your contribution to the proposed project. For more information on the methodology, structure and full content of NACE (rev. 1.1) classification please consult EUROSTAT at:</p> <p>http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&StrNom=NACE_1_1&StrLanguageCode=EN&StrLayoutCode=HIERARCHIC .</p>
Small and Medium-Sized Enterprises (SMEs)	<p>SMEs are micro, small and medium-sized enterprises within the meaning of Recommendation 2003/361/EC in the version of 6 May 2003. The full definition and a guidance booklet can be found at http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm .</p> <p>To find out if your organisation corresponds to the definition of an SME you can use the on-line tool at http://ec.europa.eu/research/sme-techweb/index_en.cfm</p>
Dependencies with (an) other participant(s)	<p>Two participants (legal entities) are dependent on each other where there is a controlling relationship between them:</p> <ul style="list-style-type: none"> – A legal entity is under the same direct or indirect control as another legal entity (SG); or – A legal entity directly or indirectly controls another legal entity (CLS); or – A legal entity is directly or indirectly controlled by another legal entity (CLB). <p><u>Control:</u> Legal entity A controls legal entity B if:</p> <ul style="list-style-type: none"> – A, directly or indirectly, holds more than 50% of the nominal value of the issued share capital or a majority of the voting rights of the shareholders or associates of B, or – A, directly or indirectly, holds in fact or in law the decision-making powers in B. <p>The following relationships between legal entities shall not in themselves be deemed to constitute controlling relationships:</p> <p>(a) the same public investment corporation, institutional investor or venture-capital company has a direct or indirect holding of more than 50 % of the nominal value of the issued share capital or a majority of voting rights of the shareholders or associates;</p> <p>(b) the legal entities concerned are owned or supervised by the same public body.</p>
Character of dependence	<p>According to the explanation above mentioned, please insert the appropriate abbreviation according to the list below to characterise the relation between your organisation and the other participant(s) you are related with:</p> <ul style="list-style-type: none"> • SG: Same group: if your organisation and the other participant are controlled by the same third party; • CLS: Controls: if your organisation controls the other participant; • CLB: Controlled by: if your organisation is controlled by the other participant.
Contact point	It is the main scientist or team leader in charge of the proposal for the participant. For participant number 1 (the coordinator), this will be the person the ERCEA will contact concerning this



	proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to negotiations).
Title	Please choose one of the following: Prof., Dr., Mr., Mrs, Ms.
Gender Female(F)/ Male(M)	This information is required for statistical and mailing purposes. Indicate F or M as appropriate.
Phone and fax numbers	Please insert the full numbers including country and city/area code. Example +32-2-2991111.

Does the proposal raise any ethical issues, as specified in the Ethical Issues Table at the end of Part B?	<p>[Yes/No] -The Ethical Issues Table has to be completed even if there are no issues (by confirming in the table that none of the ethical issues apply)</p> <p>If any of the issues in the Ethical Issues Table (in part B) apply to your proposal, you must provide a brief explanation of the ethical issue involved and how it will be dealt with appropriately in the Ethical Issues Annex. This annex should be uploaded in EPSS together with Part B.</p> <p>See Annex 1 to this Guide.</p>
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Section A3: Budget

Financial information (in Euros) – whole duration of the project
<p>This financial data summarises the total costs and the requested ERC contribution, also presented in the proposal text (Part B). The project cost estimation should be as accurate as possible. There is no minimum contribution; the requested contribution should be in proportion to the actual needs to fulfil the objectives of the project.</p> <p>The participants should enter the different types of costs (Personnel, other direct, indirect and subcontracting). Please ensure the table contains the correct amount of the different types of costs and the correct total eligible costs and requested grant.</p> <p>Eligible and non-eligible direct and indirect costs</p> <p>The ERC contribution can cover up to 100% of the total eligible direct costs of the project plus a reimbursement of a flat rate of 7% of the total eligible direct costs (excluding the direct eligible costs for subcontracting and the costs of reimbursement of resources made available by third parties which are not used on the premises of the beneficiary) towards indirect costs. Costs claimed should be in line with the host institution's own accounting rules.</p> <p>Direct eligible costs are those which support the action, management and other activities necessary for the project, such as: Personnel Costs; Equipment Costs; Consumables; Travel and Subsistence Costs; Publication Costs (page charges and related fees for publication of results).</p> <p>Indirect eligible costs are those which cannot be identified as directly attributable to the project, but which are incurred in direct relationship with the project's direct eligible costs, such as: Costs related to general administration and management; Costs of office or laboratory space, including rent or depreciation of buildings and equipment, and related expenditure such as water, heating, electricity; Maintenance, insurance and safety costs; Communication expenses, network connection charges, postal charges and office; Supplies; Common office equipment such as PCs, laptops, office software; Miscellaneous recurring consumables.</p> <p>Non-eligible costs cannot be reimbursed through the ERC contribution, such as: Any identifiable indirect taxes, including VAT or duties; Interest owed; Provisions for possible future losses or charges; Exchange losses; Costs declared, incurred or reimbursed in respect of another Community project; Costs related to return on capital; Debt and debt service charges; Excessive or reckless expenditure.</p> <ul style="list-style-type: none"> • Please ensure that the amounts given in this form correspond precisely to the information provided in the

<p>proposal text (Part B). In case of discrepancy, the data contained in this A3 form will prevail.</p> <ul style="list-style-type: none"> • Please make sure that all costs are given in <u>whole Euros (integer)</u>, not thousands of Euros. All costs must be given <u>excluding the value added tax (VAT)</u>. • For further questions about the budget please consult the FAQs on the ERC website. 	
International Cooperation Partner Country (ICPC)	International Cooperation Partner Country means a third country which the Commission classifies as a low-income, lower-middle income or upper-middle-income country and which is identified as such in the work programmes.
Lump sum funding method	<p>Legal entities established in an ICPC may opt for lump sums. In that case the contribution is based on the amounts shown below, multiplied by the total number of person-years for the project requested by the ICPC legal entity.</p> <ul style="list-style-type: none"> • Low-income ICPC: 8,000 Euro/researcher/year • Lower middle income ICPC: 9,800 Euro/researcher/year • Upper middle income ICPC 20,700 Euro/researcher/year <p>The maximum EC contribution is calculated by applying the normal upper funding limits shown under "requested EC contribution". This amount is all inclusive, covering support towards both the direct and the indirect costs.</p> <p>More information on ICPC lump sums can be found in the section II.18 of the "Guide to financial issues" http://cordis.europa.eu/fp7/find-doc_en.html or on the Participant Portal http://ec.europa.eu/research/participants/portal/page/home</p>
Personnel Costs (in €)	<p>Personnel costs are only the costs of the actual hours worked by the persons directly carrying out work under the project and must correspond to the percentage of dedicated working time to run the ERC project. Such persons must:</p> <ul style="list-style-type: none"> – be directly hired by the beneficiary in accordance with its national legislation, – work under the sole technical supervision and responsibility of the latter, and – be remunerated in accordance with the normal practices of the participant. <p>Participants may opt to declare average personnel cost if consistent with the management principles and usual accounting practices of the participant.</p> <p>Average personnel costs charged by a participant are deemed not to significantly differ from actual personnel costs.</p>
Other direct costs (excluding subcontracting) (in €)	Means direct costs not covered by the above-mentioned categories of costs.
Indirect costs (max. 7 % of direct costs) (in €)	Indirect costs are all those eligible costs which cannot be identified by the participant as being directly attributed to the project but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project. They may not include any eligible direct costs.
Subcontracting (in €)	<p>A subcontractor is a third party which has entered into an agreement on business conditions with one or more participants, in order to carry out part of the work of the project without the direct supervision of the participant and without a relationship of subordination.</p> <p>Where it is necessary for the participants to subcontract certain elements of the work to be carried out, the following conditions must be fulfilled:</p> <ul style="list-style-type: none"> - subcontracts may only cover the execution of a limited part of the project; - recourse to the award of subcontracts must be duly justified in Part B of the proposal having regard to the nature of the project and what is necessary for its implementation; - recourse to the award of subcontract by a participant may not affect the rights and obligations of the participants regarding background and foreground; - Part B of the proposal must indicate the task to be subcontracted and an estimation of the costs; <p>Any subcontract, the costs of which are to be claimed as an eligible cost, must be awarded according to the principles of best value for money (best price-quality ratio), transparency and equal treatment. Framework contracts between a participant and a subcontractor, entered into prior to the beginning of the project that are according to the participant's usual management principles may also be accepted.</p> <p>Participants may use external support services for assistance with minor tasks that do not</p>



	<p>represent per se project tasks as identified in Part B of the proposal.</p> <p>Costs incurred by third parties that make available resources are included under the category of subcontracting costs (provided that these costs are not related to core tasks of the project).</p>
Total Eligible Costs (in €)	The sum of direct costs (personnel and others), indirect costs and subcontracting.
Requested ERC contribution (in €)	The requested ERC contribution (in Euros).



2.4.2 Instructions for completing "Part B" of the proposal

The proposal in itself has to be presented in the form of the so-called 'Part B', **following the template provided by EPSS**. The use of the template is mandatory and it should be uploaded in PDF format via the web-based EPSS. Please be aware that there is only one evaluation step. The "Part B" must contain all the information required to evaluate your proposal.

The sections to be included in the proposal Part B are:

- 1. Objectives and impact (max. 7 pages)**
- 2. Quality and effectiveness (max. 8 pages plus tables)**
- 3. Resources (max. 5 pages)**

Additionally, the following parameters must be respected for the layout:

- Page Format: A4
- Font Type: Times New Roman
- Font Size: At least 11
- Line Spacing Margins: Single, at least 1.5 cm

Only the material that the proposal contains within the above-mentioned page limits while respecting the layout parameters will be evaluated. Experts will be instructed to disregard any excess pages. The information provided on each of these components should be sufficiently comprehensive to allow the peer reviewers to assess the proposal (Please see Article 15.1.c of the Rules for Participants which states as follows: For coordination and support actions project-related criteria may apply during the evaluation).

Each proposal page **must** carry a **header** presenting the **coordinator's last name**, and the **acronym** of the proposal.

Cover Page

- Proposal full title:
- Proposal acronym:
- Name of the coordinating person:
- List of participants:

Participant no. *	Participant organisation name	Country
1 (Coordinator)		
2		
3		

**Please use the same participant numbering as that used in section A2 of the administrative forms*

Proposal

- 1. Objectives and impact**
(Maximum length for the whole of Section 1: – 7 pages)

1.1 Are the objectives of the proposed project consistent with the requirements specified in the Work Programme and Call for Proposals?

Explain the concept of your project. What are the main ideas that led you to propose this work?

Describe in detail the objectives. Show how they relate to the topics addressed by the call for proposals. The objectives should be those achievable within the project, not through subsequent development. They should be stated in a measurable and verifiable form, including through the milestones that will be indicated below.

1.2 Will the project have a substantial impact in the context of the ERC strategic objectives?

Describe how your study will contribute towards the expected impacts listed in the Work Programme in relation to the topic or topics in question. Mention the steps that will be needed to bring about these impacts. Indicate how account is taken of other national or international research activities. Mention any assumptions and external factors that may determine whether the impacts will be achieved.

2. Quality and effectiveness

(Maximum length for the whole of Section 2 – 8 pages, plus the tables)

2.1 Is the proposed methodology and work plan effective in reaching the goals of the project?

A detailed work plan should be presented, broken down into work packages¹⁶ (WPs) which should follow the logical phases of the implementation of the project, and include consortium management and assessment of progress and results.

Please present your plans as follows:

- i) Describe the overall strategy of the work plan.
- ii) Show the timing of the different WPs and their components (Gantt chart or similar).
- iii) Provide a detailed work description broken down into work packages:
 - Work package list (table A, see below);
 - Deliverables list (table B, see below);
 - Description of each work package, and summary (table C, see below)
 - Summary effort table (table D, see below)
 - List of milestones (table E, see below)
- iv) Provide a graphical presentation of the components showing their interdependencies (Pert diagram or similar)

Note:

¹⁶ A work package is a major sub-division of the proposed project with a verifiable end-point - normally a deliverable or a milestone in the overall project.

- The number of work packages used must be appropriate to the complexity of the work and the overall value of the proposed project. The planning should be sufficiently detailed to justify the proposed effort and allow progress monitoring by the ERCEA.
- Any significant risks should be identified, and contingency plans described.

2.2 Does it ensure the highest quality and/or utility of results?

2.3 Does it, where appropriate, correspond to, or go beyond, best current practice?

3. Resources

(Maximum length for Section 3 – 5 pages)

3.1 Are the resources (personnel, experience, equipment, other) appropriate for the goals of the project?

Describe the organisational structure and decision-making mechanisms of the study. Show how they are matched to the complexity and scale of the project.

Individual participants

For each participant in the proposed project, provide a brief description of the organisation, the main tasks they have been attributed, and the previous experience relevant to those tasks. Provide also a short profile of the staff members who will be undertaking the work.

Consortium as a whole (only if relevant)

Describe how the participants collectively constitute a consortium capable of achieving the project objectives, and how they are suited and are committed to the tasks assigned to them. Show the complementarities between participants. Explain how the composition of the consortium is well-balanced in relation to the objectives of the project.

i) Sub-contracting: If any part of the work is to be sub-contracted by the participant responsible for it, describe the work involved and explain why a sub-contract approach has been chosen for it.

ii) Other countries: If one or more of the participants requesting EU funding is based in a country that is outside the EU, and is not an associated country, and is not on the list of International Cooperation Partner Countries¹⁷, explain in terms of the project's objectives why such funding would be essential.

In addition to the costs indicated in part A3 of the proposal, and the staff effort shown in table D above, please indicate any other major costs (e.g. equipment).

3.2 Will they be used effectively? Are they properly justified?

¹⁷ See CORDIS web-site, and ERC work programme

Describe how the totality of the necessary resources will be mobilised, including any resources that will complement the EC contribution. Show how the resources will be integrated in a coherent way, and show how the overall financial plan for the project is adequate.

Table A: Work package list

Work package No ¹⁸	Work package title	Type activity ¹⁹ of	Lead participant No ²⁰	Person-months ²¹	Start month ²²	End month ²³ Error! Bookmark not defined.
	TOTAL					

Table B: Deliverables List

Del. no. ²³	Deliverable name	WP no.	Nature ²⁴	Dissemination level ²⁵	Delivery date ²⁶

Table C: Work package description for each work package:

¹⁸ WP number: WP 1 – WP n.

¹⁹ Please indicate one activity per work package:

Supp = Support activities (including any activities to prepare for the dissemination and/or exploitation of project results, and coordination activities); MGT = Management of the consortium; Other specific activities, if applicable in this call.

²⁰ Number of the participant leading the work in this work package

²¹ The total number of person-months allocated to each work package

²² Measured in months from the project start date (month 1)

²³ Deliverable numbers in order of delivery dates. Please use the numbering convention <WP number>.<number of deliverable within that WP>. For example, deliverable 4.2 would be the second deliverable from work package 4.

²⁴ Please indicate the nature of the deliverable using one of the following codes:

R = Report, **P** = Prototype, **D** = Demonstrator, **O** = Other

²⁵ Please indicate the dissemination level using one of the following codes:

PU = Public

PP = Restricted to other programme participants (including the Commission Services).

RE = Restricted to a group specified by the consortium (including the Commission Services).

CO = Confidential, only for members of the consortium (including the Commission Services).

²⁶ Measured in months from the project start date (month 1).



Work package number		Start date or starting event:	
Work package title			
Activity Type²⁷			
Participant number			
Person-months per participant:			
Objectives			
Description of work (possibly broken down into tasks), and role of participants			
Deliverables (brief description and month of delivery)			

Summary of staff effort

A summary of the staff effort is useful for the evaluators. Please indicate in the table the number of person months over the whole duration of the planned work, for each work package, for each participant. Identify the work-package leader for each WP by showing the relevant person-month figure in bold.

Table D: Efforts

Participant no./short name	WP1	WP2	WP3	...	Total person months
Part.1 short name					
...					
...					
...					
Total					

Milestones

Milestones are control points where decisions are needed with regard to the next stage of the study. For example, a milestone may occur when a major result has been achieved, if its successful attainment is required for the next phase of work. Another example would be a point when the consortium must decide which of several technologies to adopt for further development.

Table E: List of Milestones

²⁷ Please indicate one activity per work package:

RTD = Research and technological development (including any activities to prepare for the dissemination and/or exploitation of project results, and coordination activities); DEM = Demonstration; MGT = Management of the consortium; OTHER = Other specific activities, if applicable.

Milestone number	Milestone name	Work package(s) involved	Expected date ²⁸	Means of verification ²⁹

Ethical issues

Any ethical issues that may arise should be mentioned in the proposal. The Ethical Issues Table (see Annex 1) serves to identify any ethical aspects of the proposed work. This table has to be completed even if there are no issues (by confirming in the table that none of the ethical issues apply to the proposal). In particular, the following special issues should be taken into account:

- **Informed consent:** When describing issues relating to informed consent, it will be necessary to illustrate an appropriate level of ethical sensitivity, and consider issues of insurance, incidental findings and the consequences of leaving the study.
- **Data protection issues:** Avoid the unnecessary collection and use of personal data. Identify the source of the data, describing whether it is collected as part of the research or is previously collected data being used. Consider issues of informed consent for any data being used. Describe how personal identify of the data is protected. Take into account that the use of ERC call data is limited due to data protection issues.

Further information regarding ethical review is available at the Cordis Webpage: http://cordis.europa.eu/fp7/ethics_en.html

2.4.3. Is my proposal ready for evaluation?

Box 2: Checklist – Is your proposal complete?

For the submission of a complete proposal to the ERC-2012-Support-1 Call, the following components have to be prepared:

The Administrative Forms (Part A) to be completed in EPSS:

1. A1 (General information),
2. A2 (Participants),
3. A3 (Budget)

The Project Proposal (Part B):

²⁸ Measured in months from the start date (month 1)

²⁹ Show how you will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype completed and running flawlessly; software released and validated by a user group; field survey complete and data quality validated.

1. Objectives and impact (max. 7 pages)
2. Quality and effectiveness (max. 8 pages plus tables)
3. Resources (max. 5 pages)

The Supplementary Documents:

If applicable, the explanatory information on ethical issues and how they will be treated (Ethical Issues, see Annex 1 of this guide).

Please ensure that all forms and documents are in PDF format and are uploaded correctly in the EPSS system before the final submission. It is strongly recommended to double-check by downloading them and verifying their completeness.

Has my proposal been received by the ERCEA?

If the submission is technically successful, the applicant receives an automatic computer-generated acknowledgement from EPSS. Acknowledgement of receipt is subsequently provided by e-mail after the call deadline.

How do I modify or withdraw a proposal?

Up to the call deadline, it is possible to modify a proposal simply by submitting a new version. As long as the call has not yet closed, the new submission will overwrite the old one.

Once the deadline has passed, the ERCEA cannot accept any further additions, corrections or re-submissions. The last version of your proposal submitted before the deadline is the one which will be evaluated, and no later material can be submitted. A read-only access to the submitted proposal is granted in case the coordinator wishes to verify what has been submitted. This option is available for 30 days after the call deadline.

Proposals may be withdrawn before the call deadline by submitting a revised version of the administrative form A, with the following words entered into the abstract field:

"The applicant wishes to withdraw this proposal. It should not be evaluated by the ERC".

Please consult the CORDIS pages regularly for updated information or contact the EPSS HELPDESK by e-mail, or by phone +32 2233 3760.

3 Evaluation and selection of proposals

3.1 Eligibility Check

On receipt by the ERCEA, proposals are registered and acknowledged and their contents entered into a database to support the evaluation process. Eligibility criteria for each proposal are also checked by ERCEA before the evaluation begins. Proposals which do not fulfil these criteria will not be included in the evaluation.

For this call a proposal will only be considered eligible if it meets all of the following conditions:

- It is submitted via EPSS before the deadline of the call ;
- It is complete (i.e. both the requested administrative forms and the proposal description are present);
- Its content must relate to the topic and the funding scheme which is subject to the call for proposal;
- Any other additional eligibility criteria mentioned in the call for proposals;

The eligibility is checked on the basis of the information provided in the proposal. Where there is a doubt on the eligibility of a proposal, the peer review evaluation may proceed with the evaluation pending a decision by an eligibility review committee. 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, the proposal is declared ineligible and is withdrawn from any further examination.

3.2 Peer Review Evaluation

A one-step evaluation procedure will be followed. The evaluation will be conducted by peer reviewers³⁰. These experts may work remotely and may if necessary meet as an evaluation panel³¹ on the application of the evaluation criteria for selection of proposals for this call for proposals. The Panel Members are selected by the ERCEA on the basis of their excellence in relevant field of science.

Box 3: Composition of ERC Panel

- The Panel consists of up to 8 Panel Members moderated by the ERCEA.
- The ERCEA establishes a list of experts capable of evaluating the proposals that have been received. ERCEA staff allocates proposals to individual experts, taking account of the fields of expertise of the experts, and avoiding conflicts of interest.
- ERCEA manages and ensures the quality of the evaluation process.

³⁰ According to section 3.1.6.3 of the ERC Rules for the submission of proposals.

³¹ The working language of the ERC evaluation panels is English. Please note that accordingly the panel reports will be available in English only. If the proposal is not in English, a translation of the full proposal would be of assistance to the experts. An English translation of the abstract must be included in the proposal.

Conflicts of interest: Under the terms of the appointment letter, peer reviewers must declare beforehand any known conflicts of interest, and must immediately inform an ERCEA staff member if one becomes apparent during the course of the evaluation. In case of potential conflict of interest (Col), ERCEA will make decision whether the situation in question constitutes an actual Col - or no Col.

Confidentiality: The appointment letter requires peer reviewers to maintain strict confidentiality with respect to the whole evaluation process. They must follow any instruction given by the ERCEA to ensure this. Under no circumstance may an expert attempt to contact an applicant on his own account, either during the evaluation or afterwards.

Peer reviewer will evaluate on three criteria (see Box 4). Each criterion will be marked on a scale 0 to 5 (half marks can be given) and an overall quality threshold of 80% (12/15) will be used to establish the retained list of proposals which will be ranked in order of priority for funding.³²

Box 4: Evaluation criteria

1. Objectives and impact (award)

Are the objectives of the proposed project consistent with the requirements specified in the Work Programme and/or call for proposals? Will the project have a substantial impact in the context of the ERC strategy?

2. Quality and effectiveness (award)

Is the proposed methodology and work plan effective in reaching the goals of the project? Does it ensure the highest quality and/or utility of results? Does it, where appropriate, correspond to, or go beyond, best current practice?

3. Resources (selection)

Are the resources (personnel, experience, equipment, other) appropriate for the goals of the project? Will they be used effectively? Are they properly justified?

Individual Assessment

Proposals are distributed to Panel Members who read them "remotely" (i.e. at their place of work). Each proposal will be reviewed by at least three Panel Members.

The peer reviewers record their individual opinions in an Individual Assessment Report (IAR), giving scores and also justification against the evaluation criteria. When scoring proposals, peer reviewers must *only* apply the above evaluation criteria.

Peer reviewers will assess and mark the proposal exactly as it is described and presented. They do not make any assumption or interpretation about the project beyond what is in the proposal.

Concise but explicit justification will be given for each score in the comments accompanying the marks. Recommendations for improvements to be discussed as part of a possible

³² PLEASE NOTE: The calibration scheme for the scores may be adjusted during the period of this call. This will entail a modification to the Commission's submission and evaluation rules. The version of the rules in force at the moment of the evaluation session will apply.

negotiation phase will be given, if needed. The peer reviewers will also indicate whether, in their view, the proposal deals with sensitive ethical issues, or if it requires further scrutiny with regard to security considerations.

It is possible that a proposal is found to be completely out of scope of the call during the course of the individual evaluation, and therefore not relevant. If an expert suspects that this may be the case, an ERCEA staff member will be informed immediately, and the views of the other peer reviewers will be sought. If the consensus view is that the main part of the proposal is not relevant to the topics of the call, the proposal will be withdrawn from the evaluation, and the proposal will be deemed ineligible.

Expert panel evaluation

After the individual assessment, proposals are discussed in a plenary session by the Panel during a meeting. The Panel discussion is moderated by ERCEA. The role of the moderator is to seek to arrive at a consensus between the individual views of peer reviewers without any prejudice for or against particular proposals or the organisations involved, and to ensure a confidential, fair and equitable evaluation of each proposal according to the required evaluation criteria. In addition, a Member of the ERC Scientific Council may take part as observer.

The peer reviewers attempt to agree on a consensus score for each of the criteria that have been evaluated and suitable comments to justify the scores. Comments should be suitable for feedback to the applicant. Scores and comments are set out in a consensus report. They also come to a common view on the questions of scope, ethics and security.

At the end of the review procedure the Panel formulate its recommendations and draws up the final ranked list of proposals for possible funding. The final selection of the projects will be done by ERCEA based on the panel's recommendations, taking account of the available budget.

3.3 Ethics Review

The objective of the ethics review is to ensure that the ERC does not support actions which would be contrary to fundamental ethical principles and to examine whether the work complies with the rules relating to research ethics set out in the Seventh Framework Programme and the related statement of the Commission, the Rules for Participation and the Specific Programme 'Ideas'. After the peer review evaluation and before any funding decision is taken, all proposals retained for funding will undergo an ethical clearance. The proposals involving sensitive ethical issues will undergo an ethics review that can take up to several weeks to be completed, according to the complexity and sensitivity of the issues involved. Applicants need to be aware that no grant agreement can be signed by the ERCEA prior to a satisfactory conclusion of the ethics review. Proposals raising specific ethical issues such as intervention on human beings; work on human embryos and human embryonic stem cells and non-human primates are automatically submitted to a more in-depth ethics review.

3.4 Feedback to applicants

Official communications and feedbacks from the ERCEA to the applicant and the applicant legal entity might be done via an ERCEA secured web-mail account. At the time of the first

communication or feedback, the applicant and the administrative contact person of the applicant legal entity will receive an activation email (at the address *Email 1* provided in *form A1*) inviting them to activate their ERC web-mail account. Following this first activation the ERC web-mail account will be maintained for any further communications or feedback. Applicants and applicant legal entities are provided with feedback on the outcome of the peer review evaluation in the form of an evaluation report. This indicates whether the proposal is retained for funding or not, and provides the passed/failed status for each of the three criteria, with corresponding comments given by the panel.

3.5 Redress

Upon reception of the feedback on the outcome of the peer review evaluation with the evaluation report or with the results of the eligibility check, the coordinator and/or the coordinators host institution may wish to introduce a request for redress, if there is an indication that there has been a shortcoming in the way a proposal has been evaluated, or that the results of the eligibility checks are incorrect. The redress procedure is not meant to call into question the judgement made by the peer review panel; it will look procedural shortcomings and – in rare cases – into factual errors. Such requests for redress should be raised within one month of the date of the feedback on the outcome of the evaluation sent by the ERCEA, and should be introduced via the web-based mailing system (at http://cordis.europa.eu/fp7/ideas/redress_en.html).

Requests must be:

- related to the peer review evaluation process, or eligibility checks, for the call and funding scheme in question;
- set out using the online form via the above-mentioned web-based mailing system,
- including a clear description of the grounds for complaint;
- received within the time limit specified on the information letter;
- sent by the coordinator and/or the coordinators applicant legal entity.

Box 5: Please Note

- This procedure is concerned with the peer review evaluation and/or eligibility checking process.
- The committee will not call into question the judgment of the individual peer reviewers, who are appropriately qualified experts.
- 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 other criteria.
- The output of any re-evaluation will be regarded as definitive.
- Only one request for redress per proposal will be considered by the committee.
- All requests for redress will be treated in confidence.

An initial reply will be sent to complainants no later than two weeks after the deadline for redress requests. This initial reply will indicate when a definitive reply will be provided. A redress committee of the ERCEA may be convened to examine the peer review evaluation process for the case in question. The redress committee will bring together staff of the ERCEA with the requisite technical and legal expertise. The committee's role is to ensure a coherent interpretation of requests, and equal treatment of applicants. The redress

committee itself, however, does not re-evaluate the proposal. Depending on the nature of the complaint, the committee may review the evaluation report. In the light of its review, the committee will recommend a course of action to the ERCEA. 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. Unless there is clear evidence of a shortcoming there will be no follow-up or re-evaluation.

4 Managing ERC - CSA grants

4.1 Preparation of a grant agreement

The ERC Executive Agency prepares grant agreements for projects on the basis of the proposal and the recommendations of the ERC panel. The grant agreement and its annexes will be based on the FP7 model grant agreement (http://cordis.europa.eu/fp7/calls-grant-agreement_en.html#ideas_ga).

The start of the project normally takes place the first calendar day of the month following conclusion of the grant agreement. In the case there is no ethical review ongoing; projects are expected to start within 6 months of the date of the invitation to start the granting process. Only in duly justified exceptional circumstances will the ERCEA consider to deviate from this³³. The ERC reserves the right to withdraw from the granting process in the event there is no exception granted to the 6 month period and this timeframe is surpassed.

Format of the budget table

The costs should be budgeted and reported in the following format:

Cost category	Coordination/Support (Amount in €)
Personnel costs	
Subcontracting	
Other direct costs	
Indirect costs (7%)	
Total costs	
Maximum allowable EU contribution	
Requested EU contribution	
Receipts	

4.2 Project reporting

Given the length of the CSAs to be financed under this call, the Project reporting will be required only once, at the end of the project, combining elements of technical and of financial management nature.

³³ A written request should be made ASAP after the invitation to start the granting process outlining what are the prevailing circumstances which would justify a later start date.

Applicants are reminded that the Commission's Research DGs have adopted a new and reinforced audit strategy aimed at detecting and correcting errors in cost claims submitted in projects on the basis of professional auditing standards. As a result, the number of audits and participants audited will increase significantly and the Commission's services will assure appropriate mutual exchange of information within its relevant internal departments in order to fully coordinate any corrective actions to be taken in a consistent way.³⁴

4.3 Payment of ERC-CSA grants

The ERC-CSA Grants are paid in 2 instalments:

1. An advance payment (pre-financing) of 80% of the maximum EU contributions made within a maximum of 45 days of the date of entry into force of the ERC grant agreement. A percentage of 5% of the maximum financial contribution shall be transferred by the ERCEA into the Guarantee Fund in their name, corresponding to the provisions of Article II.20 of the general conditions of the ERC grant agreement.
2. A final payment will be made on the basis of eligible expenditures accepted at the end of the project, after the approval of the project report.

4.4 Dissemination, Exploitation and IPR

The ERC Executive Agency may publish information on projects which it supports financially. This could include the name of the participants and organisations, the project's objectives, the amount of funding awarded, and the location of the project and the project reports.

4.5 Acknowledging ERC support

Publications resulting from research supported the ERC-SUPPOT-2012-1 call need approval by the ERC. Whenever such achievements are published (such as in journals, patents, presentations, etc.) the ERC's financial support under the Seventh Framework Programme should be highlighted. This may imply a written acknowledgment and/or the application of the ERC logo and the European emblem:

"The research leading to these results has received funding from the European Research Council under the European Community's 7th Framework Programme (FP7/2007-2013) / ERC grant agreement n° [xxxxxx]³⁵

For downloading the image files of the ERC logo and the European emblem, please consult <http://erc.europa.eu/logos-and-banners>.

³⁴ More information can be found here: http://cordis.europa.eu/audit-certification/home_en.html

³⁵ This statement will have to be made in the language of the dissemination activity.



5 Further information and support

General information and key documents are available on the ERC website at <http://erc.europa.eu> and on CORDIS at <http://cordis.europa.eu>. The ERC website also includes 'Frequently Asked Questions'. Technical questions related to the Electronic Proposal Submission Service (EPSS) should be directed to the EPSS Helpdesk by e-mail support@epss-fp7.org, by phone +32-2-233 3760 or via its web portal³⁶ on CORDIS. A general ERC Helpdesk is also available and accessible via the Europe Direct Contact Centre at <http://ec.europa.eu/research/index.cfm?pg=enquiries>.

³⁶ <http://cordis.europa.eu/fp7/dc/index.cfm?fuseaction=UserSite.FP7SubmitProposalPage>

Annex 1: Ethical Issues Table

Areas Excluded From Funding Under FP7 (Art. 6)

- (i) Activity aiming at human cloning for reproductive purposes;
- (ii) Activity intended to modify the genetic heritage of human beings which could make such changes heritable (Research relating to cancer treatment of the gonads can be financed);
- (iii) Activities intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.

All FP7 funded action shall comply with the relevant national, EU and international ethics-related rules and professional codes of conduct. Where necessary, the beneficiary(ies) shall provide the responsible Commission services with 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, before beginning any Commission approved research requiring such opinions or approvals. The copy of the official approval from the relevant national or local ethics committees must also be provided to the responsible Commission services.

Work on Human Embryo/ Foetus		YES	Page
	Does the proposed work involve human Embryos?		
	Does the proposed work involve human Foetal Tissues/ Cells?		
	Does the proposed work involve human Embryonic Stem Cells (hESCs)?		
	Does the proposed work on human Embryonic Stem Cells involve cells in culture?		
	Does the proposed work on Human Embryonic Stem Cells involve the derivation of cells from Embryos?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Work on Humans		YES	Page
	Does the proposed work involve children?		
	Does the proposed work involve patients?		
	Does the proposed work involve persons not able to give consent?		
	Does the proposed work involve adult healthy volunteers?		
	Does the proposed work involve Human genetic material?		
	Does the proposed work involve Human biological samples?		
	Does the proposed work involve Human data collection?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Privacy		YES	Page
	Does the proposed work involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?		
	Does the proposed work involve tracking the location or observation of people?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Work on Animals ³⁷		YES	Page
	Does the proposed proposal involve work on animals?		
	Are those animals transgenic small laboratory animals?		
	Are those animals transgenic farm animals?		
	Are those animals non-human primates?		
	Are those animals cloned farm animals?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Work Involving non-EU Countries (ICPC Countries ³⁸) ³⁹		YES	Page
	Is the proposed work (or parts of it) going to take place in one or more of the ICPC Countries?		
	Is any material used in the work (e.g. personal data, animal and/or human tissue samples, genetic material, live animals, etc) :		
	a) Collected in any of the ICPC countries?		
	b) Exported to any other country (including ICPC and EU Member States)?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Dual Use		YES	Page
	Work having direct military use		
	Work having the potential for terrorist abuse		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

If any of the above issues apply to your proposal, you are required to upload an "Ethical Issues Annex".

The **Ethical Issues Annex** (max 2 pages) must provide a brief explanation on the ethical issue involved and how it will be dealt with appropriately. In particular, it should outline the **benefit** and **burden** of such work, the effects it may have and how the ethical issues will be

³⁷ The type of animals involved in the research that fall under the scope of the Commission's Ethical Scrutiny procedures are defined in the Council Directive 86/609/EEC of 24 November 1986 on the approximation of laws, regulations and administrative provisions of the Member States regarding the protection of animals used for experimental and other scientific purposes Official Journal L 358 , 18/12/1986 p. 0001 - 0028

³⁸ In accordance with Article 12(1) of the Rules for Participation in FP7, 'International Cooperation Partner Country (ICPC) means a third country which the Commission classifies as a low-income (L), lower-middle-income (LM) or upper-middle-income (UM) country. Countries associated to the Seventh EC Framework Programme do not qualify as ICP Countries and therefore do not appear in this list.

³⁹ A guidance note on how to deal with ethical issues arising out of the involvement of non-EU countries is available at: ftp://ftp.cordis.europa.eu/pub/fp7/docs/developing-countries_en.pdf



managed. Please specify as well any authorization or permission you already have for the proposed work and include copies (these copies do not count towards the 2-page-limit). The Ethical Issues Annex will allow a proper ethical screening if the proposal is chosen for possible funding. **Without it, your application cannot be reviewed properly.**

Please upload this Ethical Issues Annex and any related documents in the 'Extra Annexes Upload' section included in the EPSS tab 'Part B & Annexes' as a PDF document. Please see CORDIS http://cordis.europa.eu/fp7/ethics_en.html for further information on how to deal with Ethical Issues in your proposal

The pages of the Ethical Issues Table (included in Part B) and the Ethical Issues Annex (separate document) will not count towards the maximum page limit for Part B.