



European Research Council
Executive Agency

Established by the European Commission



Horizon 2020
European Union Funding
for Research & Innovation

European Research Council (ERC)

Proposal template for ERC Synergy Grant 2020

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

Version 1.0
19 July 2019

Disclaimer

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

HISTORY OF CHANGES			
Version	Publication Date	Change	Page
1.0	19.07.2019	▪ Initial version	1

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

Horizon 2020 Excellent Science

Call:

()

Topic:

Type of action:

()

Proposal number:

Proposal acronym:

Deadline Id:

[Table of contents](#)

Section	Title	Action
1	General information	
2	Participants & contacts	
3	Budget	
4	Ethics	
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[How to fill in the forms](#)

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

Proposal ID

Acronym

Acronym is mandatory

1 - General information

Topic	Type of Action
Call Identifier	Deadline Id

Acronym

Acronym is mandatory

Proposal title

The title should be no longer than 200 characters (with spaces) and should be understandable to the non-specialist in your field.

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Duration in months

Please select minimum 4 ERC keywords that best characterise the subject of your proposal.

ERC Keyword 1*

Please choose one from the list.

ERC Keyword 2*

Please choose one from the list.

ERC Keyword 3*

Please choose one from the list.

ERC Keyword 4*

Please choose one from the list.

ERC Keyword 5

Not applicable

ERC Keyword 6

Not applicable

Free keywords

In addition, please enter free text keywords that you consider best characterise the scope of your proposal. The choice of keywords should take into account any multi-disciplinary aspects of the proposal.

Proposal ID

Acronym

Acronym is mandatory

Abstract*

Remaining characters

2000

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

Yes

No

Example, not to be completed

Proposal ID

Acronym **Acronym is mandatory**

Declarations

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

1) The Principal Investigator declares to have the written consent of all participants on their involvement and on the content of this proposal, as well as of any researcher mentioned in the proposal as participating in the project (either as other PI, team member or collaborator). The ERCEA may request the applicants to provide the written consent of all participants at any time during the evaluation process.*	<input type="checkbox"/>
2) The Principal Investigator declares that the information contained in this proposal is correct and complete.	<input type="checkbox"/>
3) The Principal Investigator declares that all parts of this proposal comply with ethical principles (including the highest standards of research integrity as set out, for instance, in the European Code of Conduct for Research Integrity and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct).	<input type="checkbox"/>
4) The Principal Investigator hereby declares that <i>(please select one of the three options below)</i> :	
-- in case of multiple participants in the proposal, the Host Institution has carried out the self-check of the financial capacity of the organisation on http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/register-an-organisation/financial-capacity-check_en.htm or to be covered by a financial viability check in an EU project for the last closed financial year. Where the result was "weak" or "insufficient", the Host Institution confirms being aware of the measures that may be imposed in accordance with the H2020 Grants Manual (Chapter on Financial capacity check) .	<input type="radio"/>
- in case of multiple participants in the proposal, the Host Institution is exempt from the financial capacity check being a public body including international organisations, higher or secondary education establishment or a legal entity, whose viability is guaranteed by a Member State or associated country, as defined in the H2020 Grants Manual (Chapter on Financial capacity check) .	<input type="radio"/>
- in case of a sole participant in the proposal, the applicant is exempt from the financial capacity check.	<input type="radio"/>
5) The Principal Investigator hereby declares that each applicant has confirmed to have the financial and operational capacity to carry out the proposed action. Where the proposal is to be retained for EU funding, each beneficiary applicant will be required to present a formal declaration in this respect.	<input type="checkbox"/>
The Principal Investigator is only responsible for the correctness of the information relating to his/her own organisation. Each applicant remains responsible for the correctness of the information related to him and declared above. Where the proposal to be retained for EU funding, the Host Institution and each beneficiary applicant will be required to present a formal declaration in this respect.	

Note:

For **multi-beneficiary applications**, the coordinator vouches for its own organization and that all other participants confirmed their participation and compliance with conditions set out in the call. If the proposal is retained for funding, each participant will be required to submit a formal declaration of honour confirming this.

False statements or incorrect information may lead to administrative sanctions under the Financial Regulation 2018/1046.

Personal data will be collected, used and processed in accordance with Regulation 2018/1725 and the [Funding & Tenders Portal privacy statement](#).

Please be however aware that, to protect EU financial interests, your data may be transferred to other EU institutions and bodies and be registered in the EDES database. Data in the EDES database is also subject to Regulation 2018/1725 and the [EDES privacy statement](#).

Proposal ID

Acronym

Acronym is mandatory

2 - Participants & contacts

#	Participant Legal Name	Country	Action
1			

Example, not to complete

Proposal ID

Acronym

Acronym is mandatory

Short name

2 - Administrative data of participating organisations

PIC **Legal name**

Short name:

Address

Street

Town

Postcode

Country

Webpage

Specific Legal Statuses

Legal personunknown

Public bodyunknown

Industry (private for profit).....unknown

Non-profitunknown

International organisationunknown

International organisation of European interestunknown

Secondary or Higher education establishmentunknown

Research organisationunknown

Enterprise Data

Based on the below details from the Beneficiary Registry the organisation is not an SME (small- and medium-sized enterprise) for the call.

SME self-declared status..... unknown

SME self-assessment unknown

SME validation sme..... unknown

Proposal ID

Acronym

Acronym is mandatory

Short name

Department(s) carrying out the proposed work

Department 1

Department name

Name of the department/institute carrying out the work.

not applicable

Same as proposing organisation's address

Street

Please enter street name and number.

Town

Please enter the name of the town.

Postcode

Area code.

Country

Please select a country

Example, not to complete

Proposal ID	Acronym	Acronym is mandatory	Short name
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The following information on the form is used to personalise the communications to applicants. Please make sure that your personal information is accurate and for any ERC specific question please contact the ERC using the following e-mail address:

For Synergy Grant Applicants: ERC-SYG-APPLICANTS@ec.europa.eu

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

ORCID If you have a ORCID number please enter it here (e.g. 9999-9999-9999-999X, where 9 represents numbers and X represents numbers up to 10)

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

Other ID Please enter the type of ID here Please enter the identifier number here

Last Name* Last Name at Birth

First Name(s)* Gender* Male Female

Title Country of residence

Nationality* Country of Birth*

Date of Birth* (DD/MM/YYYY) Place of Birth*

Contact address

Current organisation name

Current Department/Faculty/Institute/Laboratory name

Same as organisation address

Street Please enter street name and number.

Postcode/Cedex Town*

Phone* +xxx xxxxxxxxxx Country*

Phone2 / Mobile +xxx xxxxxxxxxx

E-mail*

Qualifications

Earliest award (PhD, Doctorate) Date of award (DD/MM/YYYY)

Proposal ID

Acronym

Acronym is mandatory

Short name

Contact address of the Host Institution and contact person

The name and e-mail of Host Institution contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and contact details of Host Institution, please save and close this form, then go back to Step 4 of the submission wizard and save the changes. Please note that the submission is blocked without a contact person and e-mail address for the Host Institution.

Organisation Legal Name

First name*

Last name*

E-Mail*

Position in org.

Please indicate the position of the Contact Point above in the organisation.

Department

Name of the department/institute carrying out the work.

Same as organisation

Same as organisation address

Street

Please enter street name and number.

Town

Postcode

Area code.

Country

Phone

+xxx xxxxxxxxxx

Phone2/Mobile

+xxx xxxxxxxxxx

Proposal ID

Acronym **Acronym is mandatory**

3 - Budget

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

Example, not to complete

Proposal ID

Acronym **Acronym is mandatory**

4 - Ethics

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

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

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

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

Proposal ID

Acronym **Acronym is mandatory**

5 - Call-specific questions

Eligibility	
As the corresponding Principal Investigator, I confirm that each Principal Investigator will spend a minimum of 50% of their total working time in an EU Member State or Associated Country, except for a Principal Investigator hosted outside of the EU or Associated Countries.	<input checked="" type="radio"/> Yes <input type="radio"/> No
As the corresponding Principal Investigator I acknowledge that all PIs are aware of the eligibility requirements for applying for this ERC call as specified in the ERC Work Programme 2020, and certify that, to the best of my knowledge this application is in compliance with all these requirements. I understand that this proposal may be declared ineligible at any point during the evaluation or granting process if it is found not to be compliant with these eligibility criteria.*	<input type="checkbox"/>
Data-Related Questions and Data Protection	
Consent to any question below is entirely voluntary. A positive or negative answer will not affect the evaluation of your project proposal in any form and will not be communicated to the evaluators of your project. By replying 'yes' to the questions below, the Corresponding PI gives consent on behalf of all the other PIs, and confirms both that he/she has obtained the prior informed individual consent of each of the PIs and can provide evidence of those consents, if so requested.	
For communication purposes only, the ERC asks for your permission to publish the names of the participating PIs, the proposal title, the proposal acronym and Host Institutions, should this proposal be retained for funding.	<input type="radio"/> Yes <input type="radio"/> No
Some national and regional public research funding authorities run schemes to fund ERC applicants that score highly in the ERC's evaluation but which cannot be funded by the ERC due to its limited budget. In case the proposal could not be selected for funding by the ERC do you consent to allow the ERC to disclose the results of the evaluation of this proposal (score and ranking range) together with all PIs' names, non-confidential proposal title and abstract, proposal acronym, Host Institutions and contact details to such authorities?	<input type="radio"/> Yes <input type="radio"/> No
The ERC is sometimes contacted for lists of ERC funded researchers by institutions that are awarding prizes to excellent researchers. Do you consent to allow the ERC to disclose all PIs' names, non-confidential proposal title and abstract, proposal acronym, Host Institutions and contact details to such institutions? This consent is entirely voluntary and refusal to give it will in no way affect the evaluation of your proposal.	<input type="radio"/> Yes <input type="radio"/> No
For purposes related to monitoring, study and evaluating implementation of ERC actions, the ERC may need that submitted proposals and their respective evaluation data be processed by external parties. Any processing will be conducted in compliance with the requirements of Regulation 2018/1725.	
Have any of the Principal Investigators previously submitted a proposal to the ERC?	<input type="radio"/> Yes <input type="radio"/> No
You can specify up to four proposals submitted most recently by any of the participating Principal Investigators to the ERC.	<input type="radio"/> Yes <input type="radio"/> No

Proposal ID

Acronym

Acronym is mandatory

Excluded Reviewers

You can provide up to four names of persons that should not act as an evaluator in the evaluation of the proposal for potential competitive reasons.

First Name

Last Name

Institution

Town

Country

Webpage

Example, not to complete

Validation result

Show Error

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

Show Warning

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

Section

Description

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

Example, not to complete

ERC Synergy Grant 2020
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

Text highlighted in grey should be deleted.

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 potential remote referees 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).

¹ Instructions for completing Part B1 can be found in the 'Information for Applicants to the Synergy Grant 2020 Call'.

Section a: Extended Synopsis of the scientific proposal (max. 5 pages)

*[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. Describe the synergy and the complementarity aspects of the group. 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. **References do not count towards the page limits.***

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 adapted 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**

199? PhD
 Name of Faculty/ Department, Name of University/ Institution, Country

199? Master
 Name of Faculty/ Department, Name of University/ Institution, Country

- CURRENT POSITION(S)**

201? – 201? Current Position
 Name of Faculty/ Department, Name of University/ Institution/ Country

200? – Current Position
 Name of Faculty/ Department, Name of University/ Institution/ Country

- PREVIOUS POSITIONS**

200? – 200? Position held
 Name of Faculty/ Department, Name of University/ Institution/ Country

200? – 200? Position held
 Name of Faculty/ Department, Name of University/ Institution/ Country

- FELLOWSHIPS AND AWARDS**

200? – 200? Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

200? Award received from Name of Institution/ Country

198? – 199? Scholarship, Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

- SUPERVISION OF GRADUATE STUDENTS AND POSTDOCTORAL FELLOWS**

200? – 200? Number of Postdocs/ PhD/ Master Students
 Name of Faculty/ Department/ Centre, Name of University/ Institution/ Country

- TEACHING ACTIVITIES (if applicable)**

200? – Teaching position – Topic, Name of University/ Institution/ Country

200? – 200? Teaching position – Topic, Name of University/ Institution/ Country

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

201? Please specify your role and the name of event / Country
 200? Please specify type of event / number of participants / Country

- **INSTITUTIONAL RESPONSIBILITIES (if applicable)**

201? – Faculty member, Name of University/ Institution/ Country
 201? – 201? Graduate Student Advisor, Name of University/ Institution/ Country
 200? – 200? Member of the Faculty Committee, Name of University/ Institution/ Country
 200? – 200? Organizer of the Internal Seminar, Name of University/ Institution/ Country
 200? – 200? Member of a Committee; role, Name of University/ Institution/ Country

- **REVIEWING ACTIVITIES (if applicable)**

201? – Scientific Advisory Board, Name of University/ Institution/ Country
 201? – Review Board, Name of University/ Institution/ Country
 201? – Review panel member, Name of University/ Institution/ Country
 201? – Editorial Board, Name of University/ Institution/ Country
 200? – Scientific Advisory Board, Name of University/ Institution/ Country
 200? – Reviewer, Name of University/ Institution/ Country
 200? – Scientific Evaluation, Name of University/ Institution/ Country
 200? – Evaluator, Name of University/ Institution/ Country

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

201? – Member, Research Network “*Name of Research Network*”
 200? – Associated Member, Name of Faculty/ Department/Centre, Name of University/
 Institution/ Country
 200? – 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.

Appendix**All ongoing and submitted grants and funding of each of the PIs (Funding ID)****Mandatory information** (does not count towards page limits)

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

Current Grants (Please indicate 'No funding' when 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>

On-going grant applications (Please indicate 'None' when 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>

Example, not to complete

² Describe clearly any scientific overlap between your ERC application and any current research grant or on-going grant application.

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

(see 'Information for Applicants to the Synergy Grant 2020 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 2020
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 section and References)

Text highlighted in grey should be deleted.

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 (including project costs)

(Note: Describe the resources needed according to the indications in the *Information for Applicants to the Synergy Grant 2020 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. **Please use whole euro values only.** 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. 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.

¹ Instructions for completing Part B2 can be found in the '*Information for Applicants to the Synergy Grant 2020 Call*'.

Cost category		Corresponding PI	2 nd PI	3 rd PI	4 th PI	Total in euro	
PI name							
Host Institution							
Direct Costs²	Personnel	PI ³					
		Senior Staff					
		Postdocs					
		Students					
		Other (please specify)					
	<i>i. Total Direct costs for Personnel (in euro)</i>						
	Travel						
	Equipment						
	Other goods and services	Consumables					
		Publications ⁴					
		Other (please specify)					
	<i>ii. Total Other Direct Costs (in euro)</i>						
	<i>iii. Internally invoiced goods and services (in euro)⁵</i>						
A – Total Direct Costs (i + ii + iii) (in euro)							
B – Indirect Costs (overheads) 25% of Direct Costs⁶ (in euro)							
C1 – Subcontracting Costs (no overheads) (in euro)							
C2 – Costs of in kind contributions not used on beneficiary's premises⁷ (in euro)							
Total Estimated Eligible Costs (A + B + C) (in euro)							
Total Requested Grant (in euro)							

²An additional cost category 'Direct costing for Large Research Infrastructures' applicable to H2020 can be added to this table (below 'Other Goods and services') for PIs who are hosted by institutions with Large Research Infrastructures of a value of at least EUR 20 million and only after having received a positive ex-ante assessment from the Commission's services.

³ When calculating the salary, please take into account the percentage of each PI's dedicated working time to run the ERC funded project (i.e. minimum 30% of the working time).

⁴ Include in the Publications costs Open Access fees, dissemination activities, etc.

⁵ E.g. access to internal services that are charged as unit costs. For Access to large facilities: If the facility is in-house, the cost should be listed under 'iii. Internally invoiced goods and services'. If the facility is external, it should be listed under 'C2. Costs of in kind contributions not used on the beneficiary's premises'.

The project cost estimation should be as accurate as possible. Significant mathematical mistakes may reflect poorly on the credibility of the budget table and the proposal overall. The evaluation panels assess the estimated costs carefully; unjustified budgets will be consequently reduced. The Total Estimated Eligible Costs and the Total Requested Grant amounts in the table MUST match those presented in the online proposal submission form, section 3 – Budget.

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 ⁶ :	
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.

⁶ Please note that the overheads are fixed to a flat rate of exactly 25%.

⁷ Cost of in kind contributions provided by third parties not used on the premises of the beneficiary (e.g. access to large external facilities).

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 2020^{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 and the project in case the application is successful>>, which is the applicant legal entity, confirms its intention to sign a supplementary agreement with

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

in which the obligations listed below will be addressed should the proposal entitled

<<acronym>> : <<title of the proposal>>

be retained.

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

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

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 obligations of the host institution, which are stated in the [H2020 ERC Model Grant Agreement](#) (MGA). The H2020 ERC MGA is available on the [Funding & tender](#) portal. The reference to the time commitment of the Principal Investigator is stated in the ERC Work Programme 2020.

³ This statement (on letterhead paper) shall be dated, stamped and signed by the institution's legal representative, stating their name, function, email address.

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

The applicant legal entity commits itself to hosting and engaging the *PI(s)* for the duration of the grant to:

- a) ensure that the work will be performed under the scientific guidance of the *PI(s)* who are expected to devote *at least 30% of their working time* to the ERC-funded project (action);
- b) spend at least 50% of their working time in an EU Member State or Associated Country (except for a *PI* hosted or engaged by an institution outside of the EU or Associated Country);
- c) carry out the work to be performed, as it will be identified in Annex 1 of the Agreement, taking into consideration the specific role of the *PI(s)*;
- d) enter — before signature of the Agreement — into a '*supplementary agreement*' with the *PI(s)*, that specifies the obligation of the *applicant legal entity* to meet its obligations under the Agreement;
- e) provide *the PI(s)* with a copy of the signed Agreement;
- f) 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* (hosted *and engaged* by the corresponding *applicant legal entity* or other legal entities), in line with the profiles needed to conduct the research and in accordance with the corresponding *applicant legal entity's* usual management practices;
 - v) possibility to apply independently for funding;
 - vi) access to appropriate space and facilities for conducting the research;
- g) 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);
- h) 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 corresponding applicant legal entity's usual management practices;
 - v) general logistics of the project (action);
 - vi) access to the electronic exchange system (see Article 52 of the Agreement);
- i) inform the *PI(s)* immediately in writing of any events or circumstances likely to affect the Agreement (see Article 17 of the Agreement);
- j) 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;
- k) allow the transfer of the Agreement to a new beneficiary ('portability'; see Article 56a of the Agreement);

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

For the host institution (applicant legal entity):

Date

Name and Function

;

E-mail and Signature of legal representative

;

Stamp of the host institution (applicant legal entity)

IMPORTANT NOTE: In order to be complete all the above mentioned points are mandatory and shall be included in the commitment of the host institution. The highlighted fields should be filled in.

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).

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