



The EU Framework Programme
for Research and Innovation

HORIZON 2020



ERC Consolidator Grant 2016

Administrative forms (Part A)

Research proposal (Part B1 and Part B2)

Letter of Commitment of the Host Institute

Version 1.0
14 October 2015

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 Participant Portal, might differ from this example. Proposals must be prepared and submitted via the online proposal submission system under the Participant Portal.

Research and
Innovation

Horizon 2020

Topic:

Type of action:

()

Proposal number:

Proposal acronym:

Deadline Id:

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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 previous steps in the submission wizard.

Proposal ID

Acronym

1 - General information

Topic

Call Identifier

Type of Action

Deadline Id

Acronym

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*

Insert the estimated duration of the project in full months.

Primary ERC Review Panel*

Secondary ERC Review Panel

(if applicable)

ERC Keyword 1*

As first keyword please choose one which is linked to the Primary Review Panel.

Please select, if applicable, the ERC keyword(s) that best characterise the subject of your proposal in order of priority.

ERC Keyword 2

Not applicable

ERC Keyword 3

Not applicable

ERC Keyword 4

Not applicable

Free keywords

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



Proposal ID

Acronym

Abstract

Short summary (max. 2,000 characters, with spaces) to clearly explain:

- the objectives of the proposal
- how they will be achieved
- their relevance to the work programme.

Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties .

- Do not include any confidential information.
- Use plain typed text, avoiding formulae and other special characters.

If the proposal is written in a language other than English, please include an English version of this abstract in the "Technical Annex" section.

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

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under the 7th Framework Programme, Horizon 2020 or any other EU programme(s)? Yes No

Proposal ID

Acronym

Declarations

1) The Principal Investigator declares to have the explicit consent of all applicants on their participation and on the content of this proposal.*	<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 this proposal complies 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 coordinator has carried out the self-check of the financial capacity of the organisation on http://ec.europa.eu/research/participants/portal/desktop/en/organisations/lfv.html 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 Principal Investigator 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 Principal Investigator 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/her and declared above. Where the proposal to be retained for EU funding, the coordinator and each beneficiary applicant will be required to present a formal declaration in this respect.	

According to Article 131 of the Financial Regulation of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 298 of 26.10.2012, p. 1) and Article 145 of its Rules of Application (Official Journal L 362, 31.12.2012, p.1) applicants found guilty of misrepresentation may be subject to administrative and financial penalties under certain conditions.

Personal data protection

Your reply to the grant application will involve the recording and processing of personal data (such as your name, address and CV), which 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. Unless indicated otherwise, your replies to the questions in this form and any personal data requested are required to assess your grant application in accordance with the specifications of the call for proposals and will be processed solely for that purpose. Details concerning the processing of your personal data are available on the [privacy statement](#). Applicants may lodge a complaint about the processing of their personal data with the European Data Protection Supervisor at any time.

Your personal data may be registered in the [Early Warning System \(EWS\)](#) only or both in the EWS and [Central Exclusion Database \(CED\)](#) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the [Privacy Statement](#)), or
- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the [Privacy Statement](#)).



Proposal Submission Forms

European Research Council Executive Agency

Proposal ID

Acronym

List of participants

#	Participant Legal Name	Country
1		

Example, not to complete



Proposal ID

Acronym

Short name

2 - Administrative data of participating organisations

Host Institution

PIC

Legal name

Short name:

Address of the organisation

Street

Town

Postcode

Country

Webpage

Legal Status of your organisation

Research and Innovation legal statuses

Public body unknown

Legal person unknown

Non-profit unknown

International organisation unknown

International organisation of European interest unknown

Secondary or Higher education establishment unknown

Research organisation unknown

Enterprise Data

SME self-declared status..... unknown

SME self-assesment unknown

SME validation sme..... unknown

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

NACE Code: -



Proposal ID	Acronym	Short name
-------------	---------	------------

Department(s) carrying out the proposed work

Department 1

Department name not applicable

Same as organisation address

Street

Town

Postcode

Country

Example, not



Proposal ID

Acronym

Short name

Principal Investigator

The following information of the Principal Investigator is used to personalise the communications to applicants and the evaluation reports. Please make sure that your personal information is accurate and please inform the ERC in case your e-mail address changes by using the call specific e-mail address:

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.

Researcher ID

If you have a researcher identifier number (e.g. ResearcherID, ORCID) please enter it 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

Same as organisation address

Current organisation name

Current Department/Faculty/Institute/
Laboratory name

Street

Please enter street name and number.

Postcode/Cedex

Town*

Phone*

+XXX XXXXXXXXXX

Country*

Phone2 / Mobile

+XXX XXXXXXXXXXXXX

E-mail*



Proposal Submission Forms

European Research Council Executive Agency

Proposal ID	Acronym	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.

Department

Same as organisation

Same as organisation address

Street

Town

Postcode

Country

Phone

Phone2/Mobile

Example



Proposal ID

Acronym

Go to

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 for use

Proposal ID

Acronym

4 - Ethics issues table

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	

Proposal ID	Acronym		
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? <i>For data imports, please fill in also section 4. For imports concerning human cells or tissues, fill in also section 3.</i>		<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? <i>For data exports, please fill in also section 4. For exports concerning human cells or tissues, fill in also section 3.</i>		<input type="radio"/> Yes <input checked="" type="radio"/> No	
If your research involves low and/or lower middle income countries, are 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	
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? <i>For research involving animal experiments, please fill in also section 5.</i>		<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? <i>For research involving human participants, please fill in also section 2.</i>		<input type="radio"/> Yes <input checked="" type="radio"/> No	
8. DUAL USE			Page
Does your research have the potential for military applications?		<input type="radio"/> Yes <input checked="" type="radio"/> No	
9. MISUSE			Page
Does your research have the potential for malevolent/criminal/terrorist abuse?		<input type="radio"/> Yes <input checked="" type="radio"/> No	
10. 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	



Proposal ID

Acronym

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](#)

Example, not to complete

Proposal ID

Acronym

5 - Call specific questions

Academic Training	
Are you a medical doctor or do you hold a degree in medicine? Please note that if you have also been awarded a PhD, your medical degree may be your first eligible degree.	<input type="radio"/> Yes <input type="radio"/> No
Date of earliest award (PhD or equivalent)* - DD/MM/YYYY	<input type="text"/>
With respect to the earliest award (PhD or equivalent), I request an extension of the eligibility window, (indicate number of days) [see the ERC 2016 Work Programme and the Information for Applicants to the Starting and Consolidator Grant 2016 Calls].	<input type="radio"/> Yes <input type="radio"/> No
Eligibility	
I acknowledge that I am aware of the eligibility requirements for applying for this ERC call as specified in the ERC Work Programme 2016, and certify that, to the best of my knowledge my application is in compliance with all these requirements. I understand that my 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.)	
For communication purposes only, the ERC asks for your permission to publish your name, the proposal title, the proposal acronym, the panel, and host institution, should your 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 can not be funded by the ERC due to its limited budget. In case your proposal could not be selected for funding by the ERC do you consent to allow the ERC to disclose the results of your evaluation (score and ranking range) together with your name, non-confidential proposal title and abstract, proposal acronym, host institution and your 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 your name, non-confidential proposal title and abstract, proposal acronym, host institution and your contact details to such institutions?	<input type="radio"/> Yes <input type="radio"/> No
The Scientific Council of the ERC has developed a monitoring and evaluation strategy in order to help it fulfil its obligations to establish the ERC's overall strategy and to monitor and quality control the programme's implementation from the scientific perspective. As provided by section 3.10 of the ERC Rules for Submission , a range of projects and studies may be initiated for purposes related to monitoring, study and evaluating the implementation of ERC actions. Do you consent to allow the third parties carrying out these projects and studies to process the content of your proposal including your personal data and the respective evaluation data? The privacy statement on grants explains further how your personal data is secured.	<input type="radio"/> Yes <input type="radio"/> No



Proposal ID

Acronym

Excluded Reviewers

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

Example, not to complete



Proposal ID

Acronym

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 Consolidator Grant 2016
Research proposal [Part B1]¹
(Part B1 is evaluated both in Step 1 and Step 2
Part B2 is evaluated in Step 2 only)

Proposal Full Title

PROPOSAL ACRONYM

Cover Page:

- Name of the Principal Investigator (PI)
- Name of the PI's host institution for the project
- Proposal duration in months

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

The abstract (summary) should, at a glance, provide the reader with a clear understanding of the objectives of the research proposal and how they will be achieved. The abstract will be used as the short description of your research proposal in the evaluation process and in communications to contact in particular the potential remote referees and/or 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).

Explain and justify the cross-panel or cross domain nature of your proposal, if a secondary panel is indicated in the online proposal submission forms. There is a limit of 1000 characters, spaces and line breaks included.

¹ Instructions for completing Part B1 can be found in the 'Information for Applicants to the Starting and Consolidator Grant 2016 Calls'.

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. 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, margins (2.0cm side and 1.5cm top and bottom), single line spacing.

Example, not to complete

Section b: Curriculum Vitae (max. 2 pages)

[The template below is provided only for guidance. It may be modified as necessary and appropriate.]

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
 Name of PhD Supervisor

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

- **CURRENT POSITION(S)**

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**

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

199? – 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? Organiser of the Internal Seminar, Name of University/ Institution/ Country
 200? – 200? Member of a Committee; role, Name of University/ Institution/ Country

- **COMMISSIONS OF TRUST (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? – Funding 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 on-going and submitted grants and funding of the PI (Funding ID)
Mandatory information (does not count towards the page limits)

On-going Grants

<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>

Grant applications

<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>

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

Section c: Early achievements track-record (max. 2 pages)

(see 'Information for Applicants to the Starting and Consolidator Grant 2016 Calls'– instructions for completing 'Part B' of the proposal)

Example, not to complete

ERC Consolidator Grant 2016
Research proposal [Part B2]¹
(not evaluated in Step 1)

Part B2: The scientific proposal (max. 15 pages)

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

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

Section b. Methodology

Section c. Resources (including project costs)

(Note: State and fully justify the amount of funding considered necessary to fulfil the objectives for the duration of the project. To facilitate the assessment of resources by the panels, the use of the following budget table is strongly suggested. All eligible costs requested, should be included in the budget. **Please use whole Euro values only.**)

¹ Instructions for completing Part B2 can be found in the 'Information for Applicants to the Starting and Consolidator Grant 2016 Calls'.

Cost Category		Total in Euro
Direct Costs ²	Personnel	PI ³
		Senior Staff
		Postdocs
		Students
		Other
	i. Total Direct Costs for Personnel (in Euro)	
	Travel	
	Equipment	
	Other goods and services	Consumables
		Publications (including Open Access fees), etc.
		Other (please specify)
ii. Total Other Direct Costs (in Euro)		
A – Total Direct Costs (i + ii) (in Euro)		
B – Indirect Costs (overheads) 25% of Direct Costs ⁴ (in Euro)		
C1 – Subcontracting Costs (no overheads) (in Euro)		
C2 – Other Direct Costs with no overheads ⁵ (in Euro)		
Total Estimated Eligible Costs (A + B + C) (in Euro) ⁶		
Total Requested EU Contribution (in Euro) ⁶		

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 requested contribution should be in proportion to the actual needs to fulfil the objectives of the project.

Please indicate the duration of the project in months: ⁷	
Please indicate the % of working time the PI dedicates to the project over the period of the grant:	%
Please indicate the % of working time the PI spends in an EU Member State or Associated Country over the period of the grant:	%

Specify briefly your commitment to the project and how much time you are willing to devote to the proposed project in the resources section. Please note that you are expected to devote at least 40% of your total working time to the ERC-funded project and spend at least 50% of your total working time in an EU Member State or Associated Country.

² An 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 (see 'Information for Applicants to the Starting & Consolidator Grant 2016 Calls' for more details).

³ When calculating the salary, please take into account the percentage of your dedicated working time to run the ERC-funded project (i.e. minimum 50% of your total working time).

⁴ Please note that the overheads are fixed to a flat rate of exactly 25%.

⁵ Such as the costs of resources made available by third parties which are not used on the premises of the beneficiary (see 'Information for Applicants to the Starting and Consolidator Grant 2016 Calls' for details).

⁶ These figures MUST match those presented in the online proposal submission form, section 3 – Budget.

⁷ The maximum award is reduced pro rata temporis for projects of a shorter duration (e.g. for a project of 48 months duration the maximum requested EU contribution allowed is EUR 1.6 million). 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 2.35 million for a project of 48 months duration).

Print on paper bearing the official letterhead of the host institution

Commitment of the host institution for ERC Calls 2016^{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 (action) in case the application is successful>>, which is the applicant legal entity,

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

in which the obligations listed below will be addressed should the proposal entitled <<acronym>> : <<title of the proposal>>

be retained.

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

The *applicant legal entity* commits itself to hosting [*and engaging*] the *principal investigator* for the duration of the grant to:

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

¹ A scanned copy of the signed statement should be uploaded electronically via the Participant 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 ERC website at <http://erc.europa.eu> & http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html. The reference to the time commitment of the Principal Investigator is stated in the ERC Work Programme 2016.

³ This statement (on letterhead paper) shall be signed by the institution's legal representative and stating his/her name, function, email address and stamp of the institution.

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

- h) inform the *principal investigator* immediately (in writing) of any events or circumstances likely to affect the Agreement (see Article 17 of the Agreement);
- i) ensure that the *principal investigator* enjoys adequate:
 - i) conditions for annual, sickness and parental leave;
 - ii) occupational health and safety standards;
 - iii) insurance under the general social security scheme, such as pension rights;
- j) allow the transfer of the Agreement to a new beneficiary ('portability'; see Article 56a of the Agreement).
- k) take all measures to implement the principles set out in the Commission Recommendation on the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers⁴ - in particular regarding working conditions, transparent recruitment processes based on merit and career development – and ensure that the *principal investigator*, researchers and third parties involved in the project (action) are aware of them.

For the host institution (applicant legal entity):

Date

Name and Function

_____ ; _____

Email and Signature of legal representative

_____ ; _____

Stamp of the host institution (applicant legal entity)

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

⁴ 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).