

Guide to setup a new ERC submission

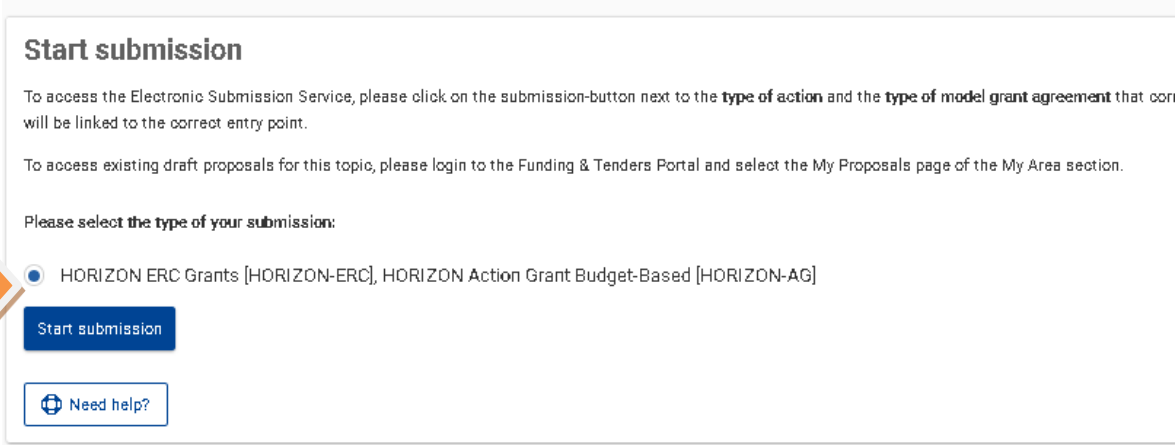
Find your call in the [Funding and Tender's portal](#) by opening "Search Funding and Tenders" and typing your call's name in the search box

The screenshot shows the top navigation bar with the European Commission logo and the text "Funding & tender opportunities Single Electronic Data Interchange Area (SEDIA)". Below this is a blue navigation menu with "SEARCH FUNDING & TENDERS" selected. A green banner contains a notice about system downtime on Monday, 24.06.2019. The main search area has a search box with "Type your Keywords" and a magnifying glass icon. An orange arrow points to the search box. Below the search box are filter options: "Match whole words only" (unchecked), "GRANTS" (checked), and "TENDERS" (checked). There are also filters for submission status (FORTHCOMING, OPEN, CLOSED), programme (only for grants), and call for tender.

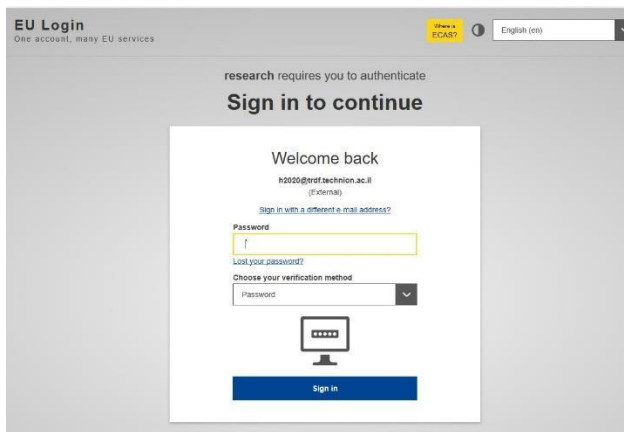
Click on call title to open (orange arrow):

The screenshot shows the search results page. The search box contains "ERC-2019-ADG". The results section shows "1 results" for "ERC Advanced Grant ERC-2019-ADG". An orange arrow points to the call title. Below the title, it says "Types of action: Advanced Grant | Programme: Horizon 2020" and "Open for submission" with an "opening date: 21 May 2019" and "Deadline model: single-stage" and "Deadline date: 29 August 2019".

In the new page, scroll down to "Start submission", select type (Horizon ERC grants) and click on "Start submission"



A warning will appear to confirm the call's name you want to apply to, click "Confirm"



You will be automatically redirected to log in to the EU portal. If you do not have a user, register by following [this link](#). Make sure you use your TECHNION email address.

directed to the "Create a Proposal"

-Under "Find your organization" select the Technion (NOT TRDF) **PIC: 99907720**.

-Your role – select "Principal Investigator"

-Fill in an acronym, short summary (abstract) and panel.
These can be changed at any time until the deadline.

Once signed in you will be

Your proposal

Please choose an acronym for your proposal.
It will appear also in the 'General Information' section of the Application Form Part A and can also be updated there.

Acronym 16

Short Summary 1997

ERC Panel

SAVE AND GO TO NEXT STEP

You will receive a warning that the Technion will be informed of you opening a submission. Click “OK”

Another warning will pop up asking to accept the terms of evaluation (You cannot submit without agreeing to this). Click “OK”

A pop-up message will inform you that your draft proposal has been created. Click “continue with this proposal”

In the next step you must add the contact for the host institution. Click add contact:

Coordinator

1 TECHNION - ISRAEL INSTITUTE OF TECHNOLOGY

TECHNION - ISRAEL INSTITUTE OF TECHNOLOGY
HAIFA, IL
PIC: 999907720

Contacts:

1 - Principal Investigator

In the pop-up window:

- **Select: Main Host Institute Contact**
- **Select Coordinator contact (full access)**
- **Enter Mark, Davison**
- **Email address: horizoneu@trdf.technion.ac.il**

VERY IMPORTANT STEP

Click "add contact"

TECHNION - ISRAEL INSTITUTE OF TECHNOLOGY ✕

Please enter the contact name and details: 🌐

Project Role	Main Host Institution Contact	↕
Access Rights	Coordinator contact (full access)	↕
FirstName	Mark	45
LastName	Davison	43
EmailAddress	horizoneu@trdf.technion.ac.il	71

[Update contact](#)

Click "Save and go to next step"

The "Proposal Forms" screen

(you will automatically come here each time you reenter the proposal)

The screenshot shows the 'Proposal forms' interface. Callout (1) points to the 'Administrative forms' section, which includes an 'Edit forms' button. Callout (2) points to the 'Download Part B templates' button. Callout (3) points to the 'Part B and Annexes' section, which contains a table of uploadable documents: Part B1, Part B2, HI support letter, PhD certificate, Annex 1-6, and Annex 7. Callout (4) points to the 'VALIDATE' and 'SUBMIT' buttons at the bottom right.

(1) "Edit forms" - These online forms must be completed and are a requirement for submission. They include the budget and resources section and an ethics self-assessment. *See more info on next pages.*

(2) The link to download official part B templates

(3) Buttons to upload all required documents, including:

Scientific documents; Part B1 and B2 and the Host Institute support letter (we upload the latter) .

For StG and CoG applicants only:

An official document regarding the date of successful defense of the PhD degree, English language children's birth certificates (required for the automatic maternity eligibility extension of 1.5 y/child for female applicants) and other eligibility extension justification documents. (relevant for STG and COG applicants only)

(4) The "submit" button. By clicking this, you will be submitting your proposal.

A proposal can be submitted multiple times until deadline. Only the last submitted version will be saved

Application (A) forms – accessed the “edit forms” button

1- General Information

Here is where you enter project title, change the acronym, enter the **duration=60 months**, select a review panel (almost always **primary only**), select at least one fixed keyword linked to the primary panel, select additional (up to 3) fixed keywords from any panel (not mandatory), enter free keywords that best characterize your project, and enter the abstract (**before submission remember to replace any placeholder used instead of abstract upon registration**).

In the Declarations section, tick all boxes to continue.

1 - General information

Field(s) marked * are mandatory to fill.

Topic	ERC-2021-STG	Type of Action	HORIZON-ERC
Call	ERC-2021-STG	Type of Model Grant Agreement	HORIZON Action Grant

Acronym *

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

Duration in months*

Primary ERC ReviewPanel* ?

Secondary ERC Review Panel (if applicable)

ERC Keyword 1* ?
Please select, if applicable, the ERC keyword(s) that best characterise the subject of your proposal in order of priority.

ERC Keyword 2

ERC Keyword 3

ERC Keyword 4

Free keywords ?

Application forms

[Table Of Contents](#)

[Validate Form](#)

[Save](#)

[Save&Close](#)

Proposal ID **SEP-210732180**

Acronym **TEST**

Abstract *

2 – Participants

Click on: Show participants details

List of participating organisations

#	Participating Organisation Legal Name	Country	Action
1	TECHNION - ISRAEL INSTITUTE OF TECHNOLOGY	Israel	

[ShowParticipants Details](#)

- The Technion has a "Gender Equality Plan" – tick "Yes"
- Department information – Fill out your own.
- Principal Investigator - Fill out your own information.
 - For "Career stage" – check the explanation. In most cases, Starting and Consolidator applicants fit category "B" and most Advanced applicants fit category "A"
- Contact address of the Host Institution and contact person – as in the form here:
[Contact address of the Host Institution and contact person](#)

This will be the person the EU services will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to start grant preparation). The data in blue is read-only. Details (name, first name and e-mail) of Main Contact persons should be edited in the step "Participants" of the submission wizard.

Title	Mr.	Gender	<input type="radio"/> Woman	<input checked="" type="radio"/> Man	<input type="radio"/> Non Binary
First name*	Mark	Last name*	Davison		
E-Mail*	horizoneu@trdf.technion.ac.il				
Position in org.	Grant Administrator				
Department	TECHNION - ISRAEL INSTITUTE OF TECHNOLOGY			<input checked="" type="checkbox"/>	Same as organisation name
	<input checked="" type="checkbox"/> Same as proposing organisation's address				
Street	SENATE BUILDING TECHNION CITY				
Town	HAIFA	Post code	32000		
Country	Israel				
Website	www.technion.ac.il				
Phone	+xxx xxxxxxxx	Phone 2	+xxx xxxxxxxx		

3 – Budget

Budget table - Enter the budget as prepared with Ella Klainer - eklainer@trdf.technion.ac.il

Resources – Up to 8000 characters.

The purpose of this section is to justify the **resources you request** for the project (budget justification). We believe it is best to include the description of available resources in the B2 document, unless space is tight and then it may be included here under a dedicated title before describing the Requested Resources.

A clear way of justifying the requested funding is using the subheadings within the budget table:

- **Personnel:** Beyond stating the number and type of students/researchers and their % time, it is convincing to describe what areas they will come from and what their role in the project will be (assign to tasks, more risky objectives should be carried out by more experienced team members). Also consider if any of your current team will be moved to the ERC project – this is usually convincing because it helps the project start smoothly. When you describe postdocs, also take into account that a postdoc usually stays 2-3 years, so, for example, the entire 5 years corresponds to two postdocs each for 3 years (to allow some overlap). Remember to also include yourself and the % time you will devote to the project.
- **Travel:** Beyond the standard description of which team members will travel how often you can also suggest examples of possible relevant conferences. Though this is non-binding and do not commit specifically, rather suggest relevant places.
- **Equipment:** Basic details of the equipment to be purchased and for what purpose
- **Consumables:**
- **Publications:** Take into account the cost of open access publication and state you will publish open access. Again, you might want to suggest which journals you expect to publish in. Though this is non-binding, do not commit specifically.
- **Other:** CFS (audit cost).

Extra Budget – Note that you may be awarded the grant but NOT the additional funding so take that into account when planning a realistic budget request.

The types of additional funding which can be requested are detailed in the table below.

If you are requesting extra funding you must devote a separate paragraph at the end of the justification to clearly explain how having this equipment (or access to a large facility) will allow the project to achieve so much more than otherwise possible. In this justification is not convincing this funding will probably not be granted.

	LS	PE	SH
(a) "start-up" costs for PI moving to the EU or an AC from elsewhere as a consequence of receiving the ERC grant	<ul style="list-style-type: none"> • Costs to purchase the equipment to set up the laboratory of the PI • Recruitment costs to hire team • Travel costs of the PI to come to EU 		
(b) the purchase of major equipment	Build a low-turbulence wind tunnel to study flight in controlled conditions	Supercomputer	Mobile scanning station
(c) access to large facilities	Access to vessels to conduct research in oceans	Access to a telescope facility	Access to archives or acquisition of images
(d) other major experimental and field work costs, excluding personnel costs	High amount of consumables to perform experiments	Specific tasks to be subcontracted (building of parts for satellites)	

4 – Ethics and security

Ethics Issues Table - if any of the issues apply to you mark "Yes" wherever applicable and indicate which pages or page range in the B2 relate to the issue.

(Section 6 – Israel **IS** non-EU, so mark **YES** + statement: "The research will be conducted in Israel , a non-EU country" + answer the questions which open up.)

Ethics Self-assessment - If marked "Yes" anywhere above – fill out the form, now online.

Provide a description of the ethics issues associated with your proposal, making sure you cover all the issues flagged in the table. You are not obliged to provide authorizations and documents at this stage (although you may if you have them and they are in an EU official language). What is important to do is describe what the issue is and how it will be handled (e.g., which laws and guidelines you will conform to, what are the procedures in the Technion and which approvals and authorizations you will obtain and from where).

Please note that in the ethics guidelines it states that “The ethics self-assessment will become part of your grant agreement (in Annex 1, as description of the action, ethics requirements, etc.) and may thus give rise to binding obligations that may later on be checked through ethics checks, reviews or audits”. As such, make sure your description is as complete and accurate as possible. (Note that the assessment is uploaded in 2 parts, each limited to 5000 characters).

Security Issues Table – If any of the issues apply – answer accordingly.

5 - Other questions

Enter the requested information.

Working time commitment in EU member state – indicate 95% (or less) to allow for travel outside EU without modifying the grant agreement.

Working time for you as PI- % commitment agreed on, as marked in the budget.

Minimum commitment required: Starting-50%, Consolidator-40%, Advanced-30%. We recommend to commit to more than the required minimum, as long as other commitments (other active and pending grants, teaching [10% by default], others) allow that.

Excluded Reviewers – you may specify 3 names of potential reviewers to exclude. Names of excluded reviewers are kept confidentially.