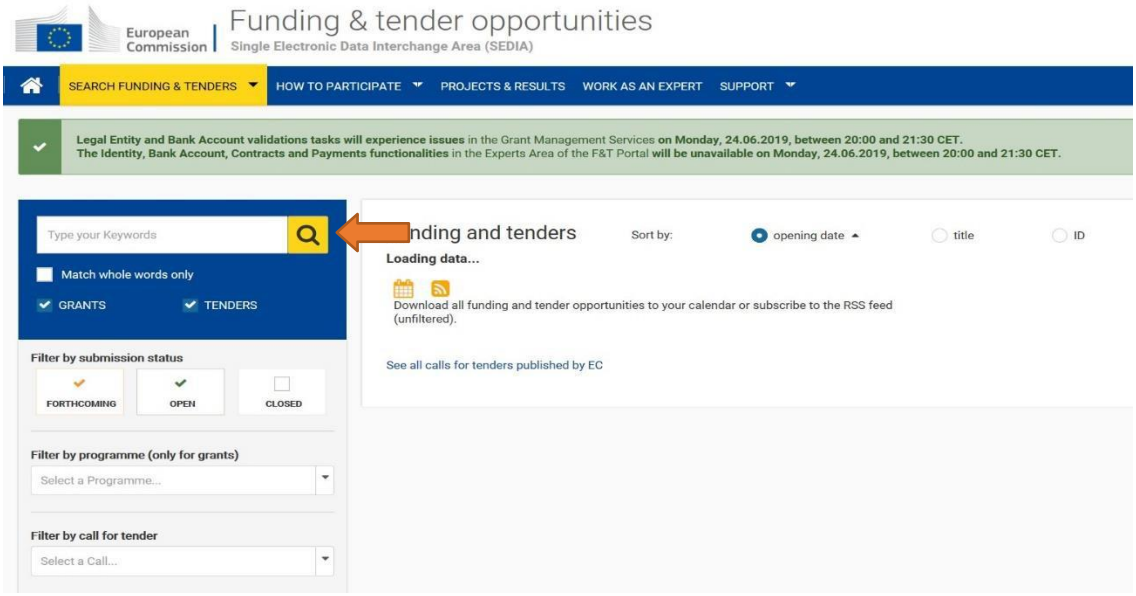
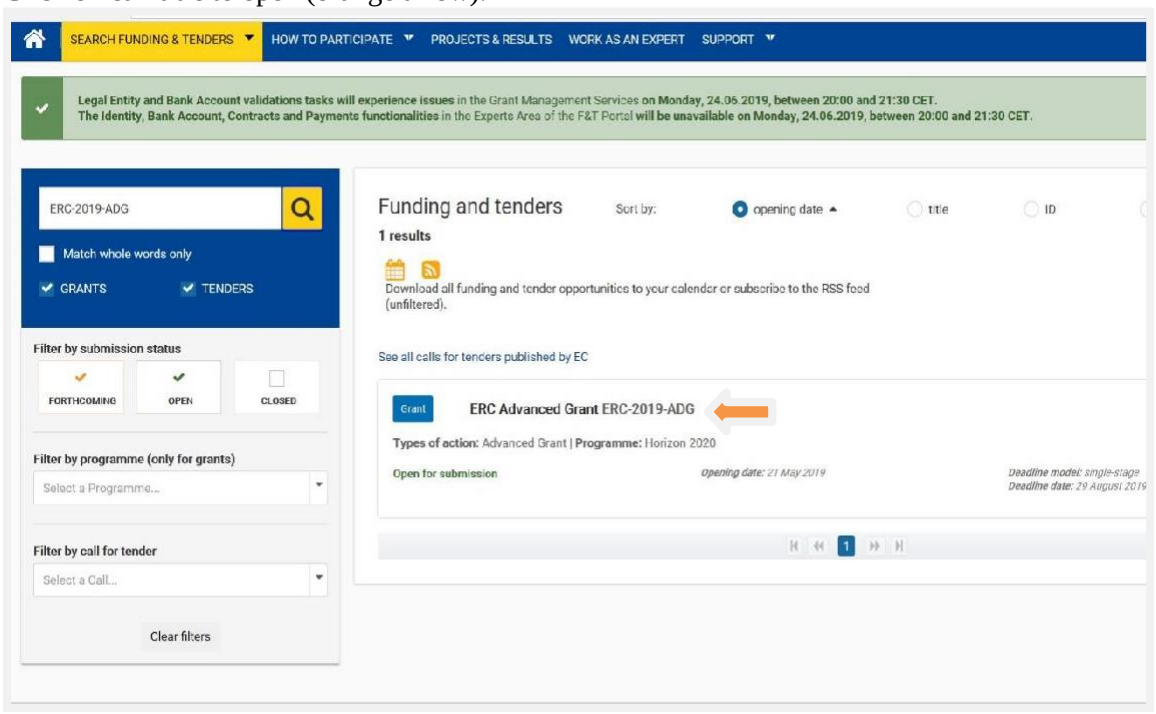
Guide to setup a new ERC submission

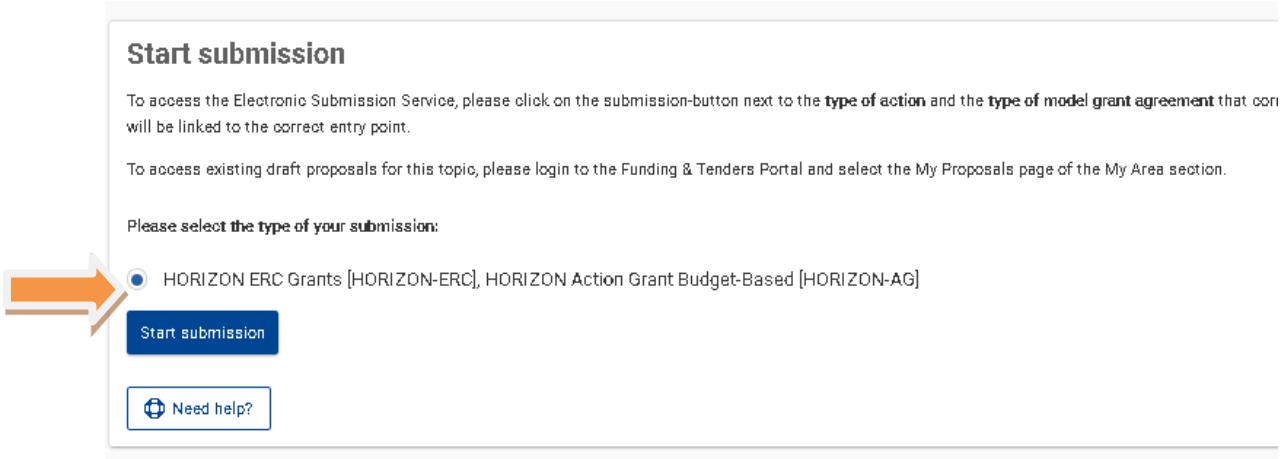
Find your call in the **Funding and Tender's portal** by opening "Search Funding and Tenders" and typing your call's name in the search box



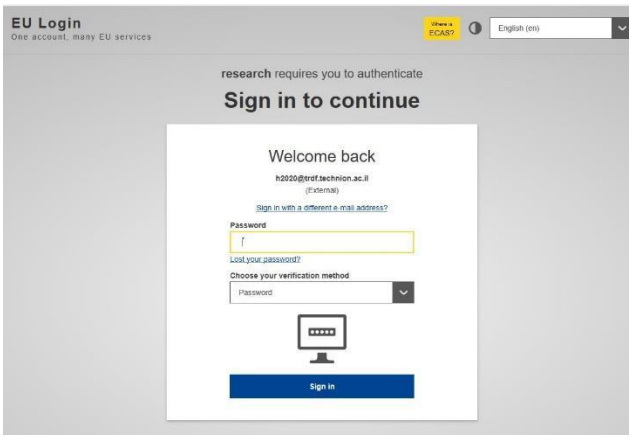
Click on call title to open (orange arrow):



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"



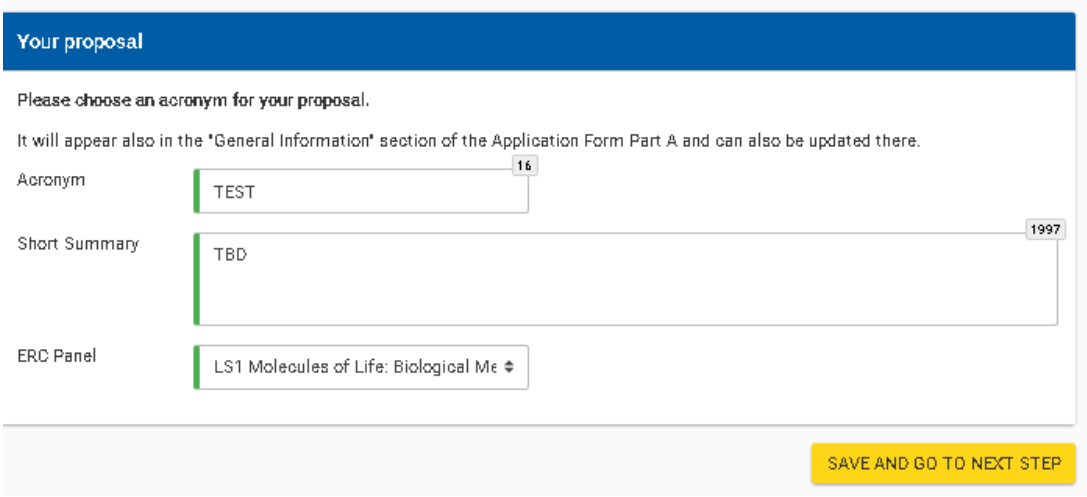
You will be automatically redirected to log in to the EU portal. If you do not have a user, register by following this link. Make sure you use your TECHNION email address.

Once signed in you will be 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.

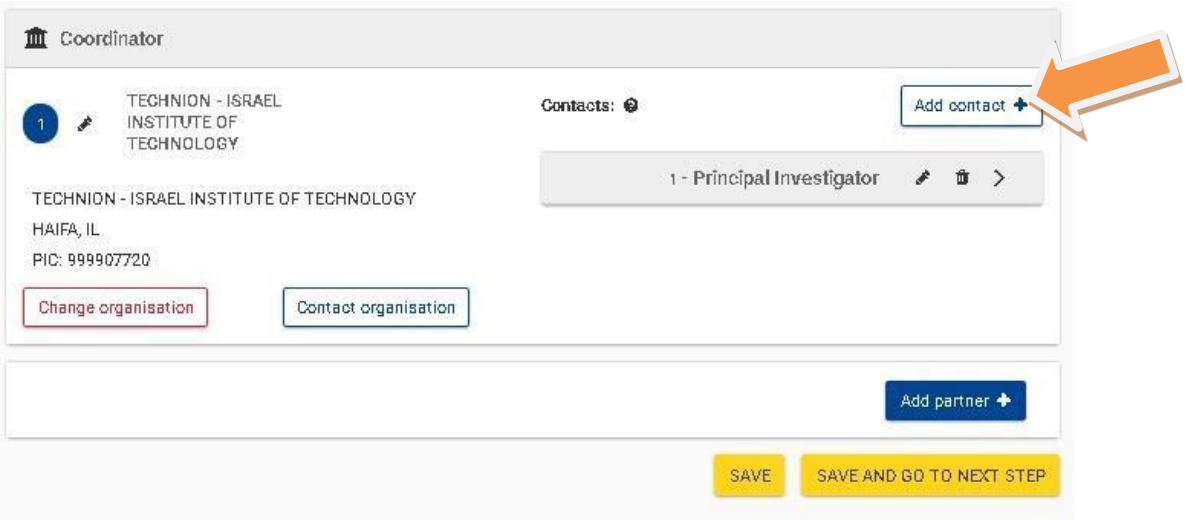


You will receive a warning that the Technion will be informed of you opening a submission. Click "OK"

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 <u>add the contact</u> for the host institution. Click add contact:

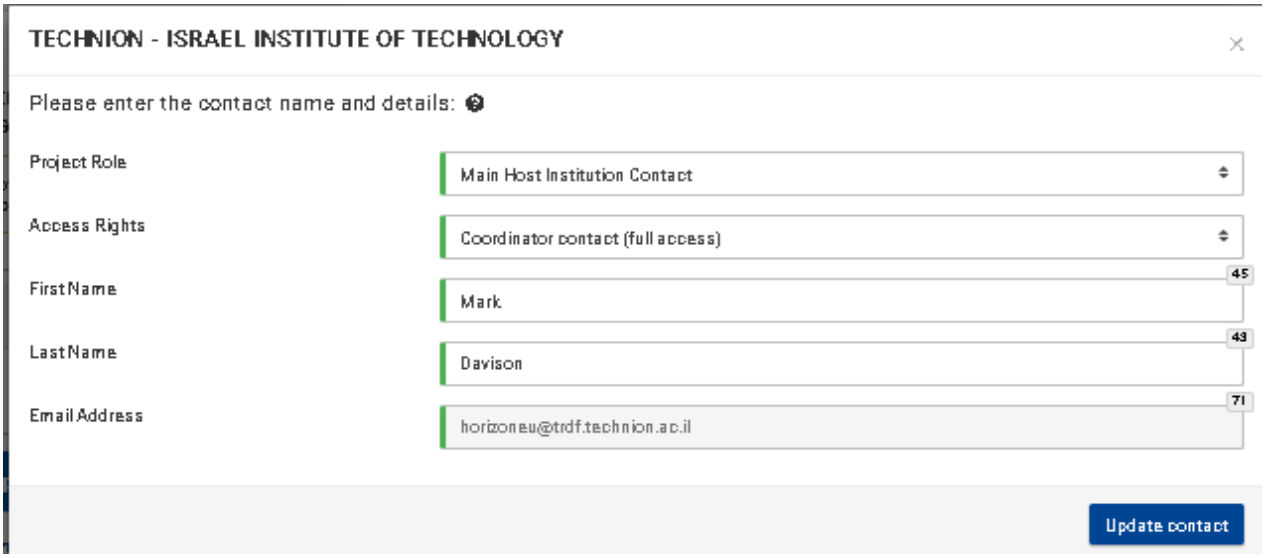


In the pop-up window:

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

VERY IMPORTANT STEP

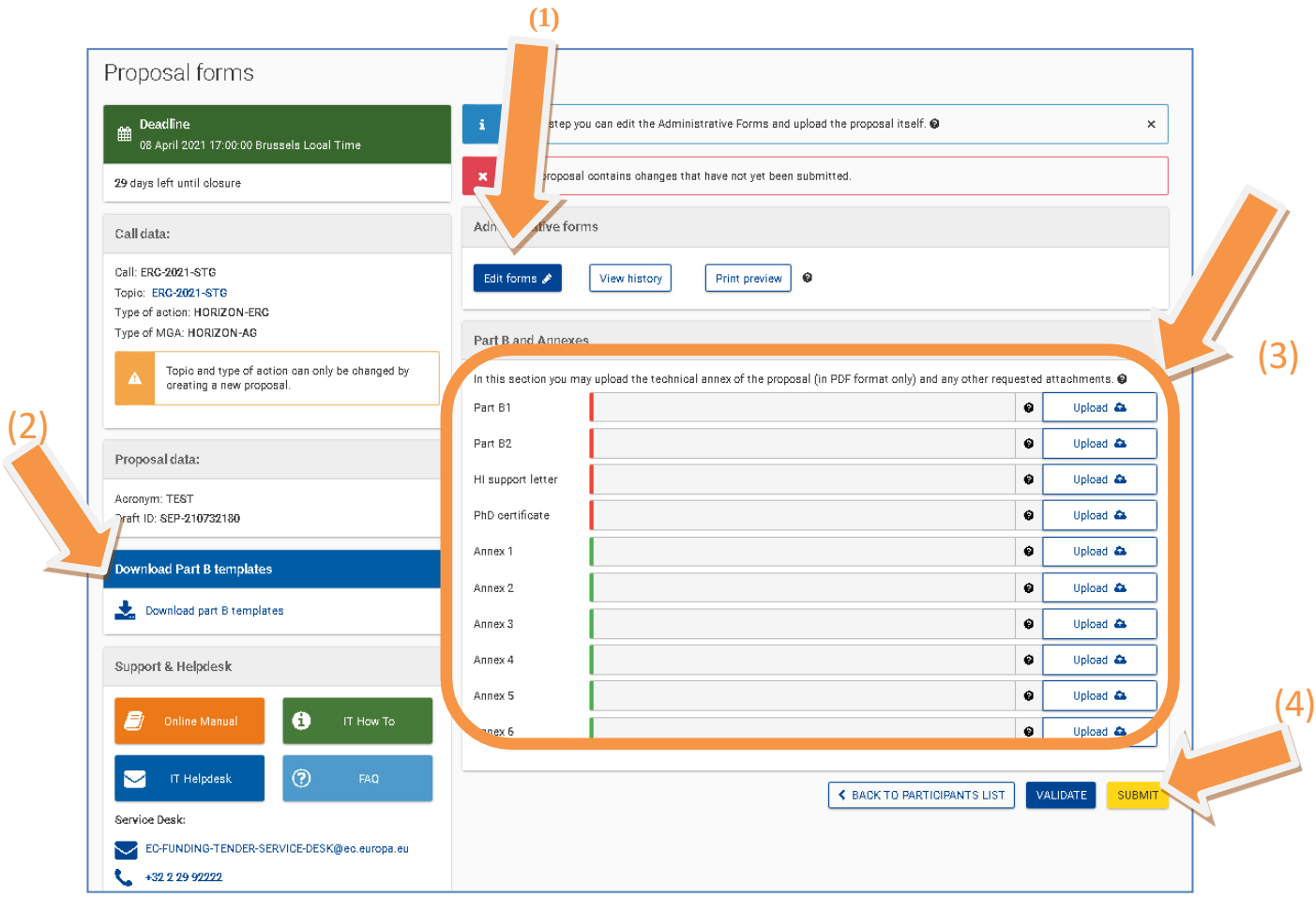
Click "add contact"



Click "Save and go to next step"

The "Proposal Forms" screen

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



(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.

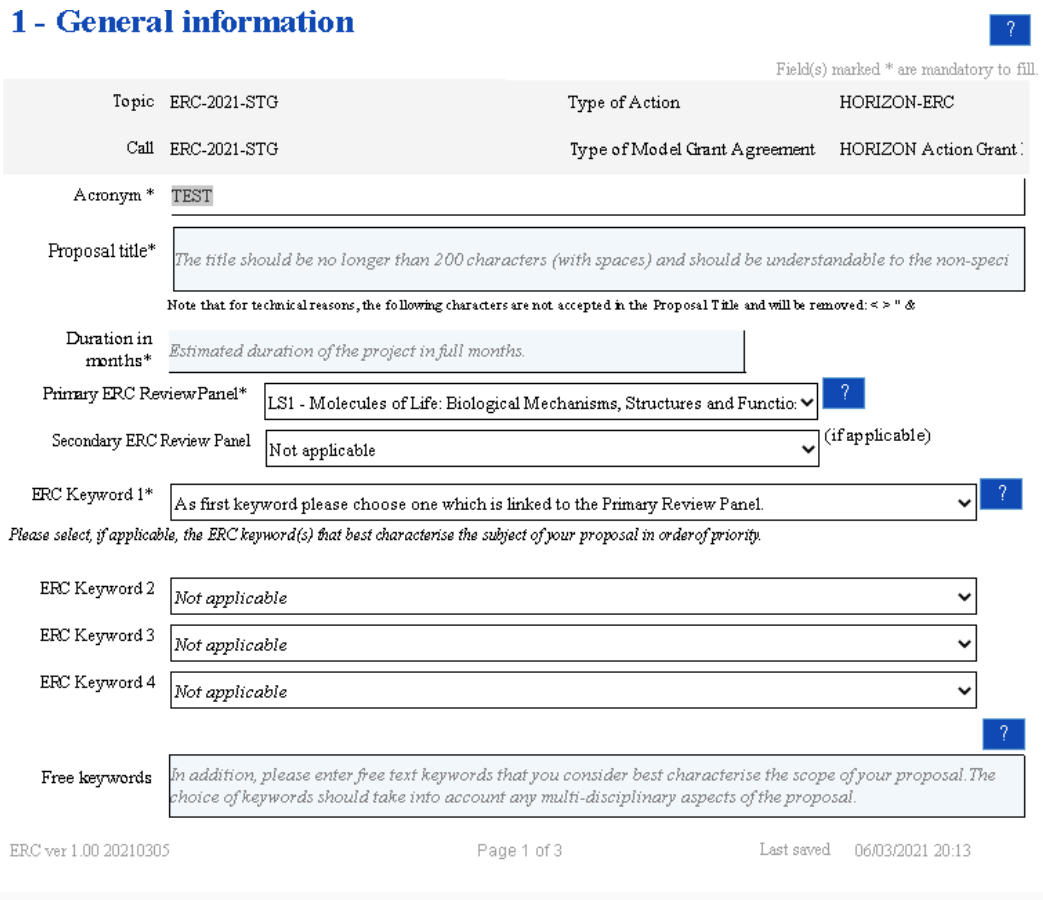
A proposal can be submitted multiple times until deadline. Only the last submitted version will be saved

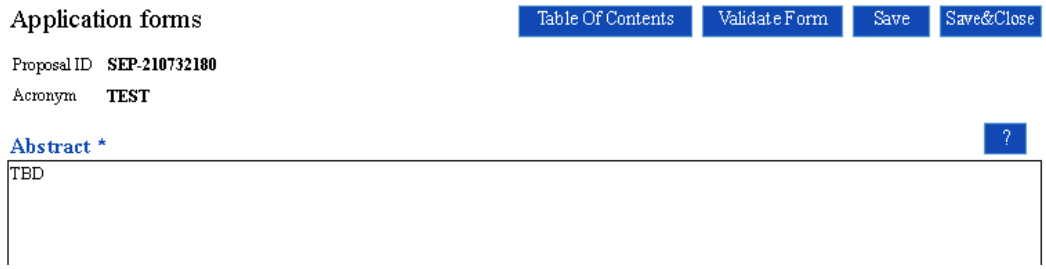
Application (A) forms – accessed the "edit forms" button

1- General Information

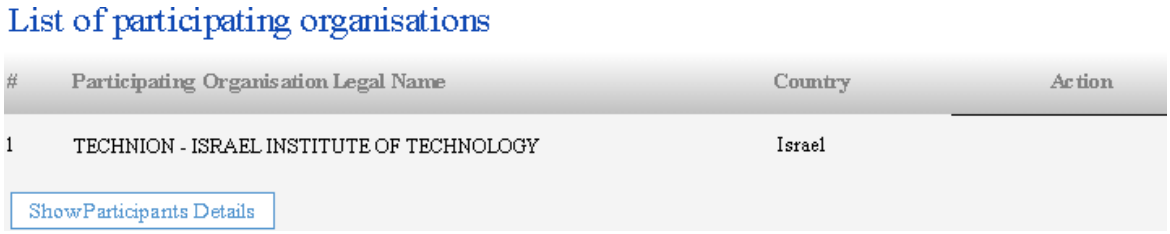
Here is where you enter project title, change the acronym, enter the duration=60 months, select a review panel (almost always primary only), select at least one fixed keyword linked to the primary panel, select additional (up to 3) fixed keywords from any panel (not mandatory), enter free keywords that 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.

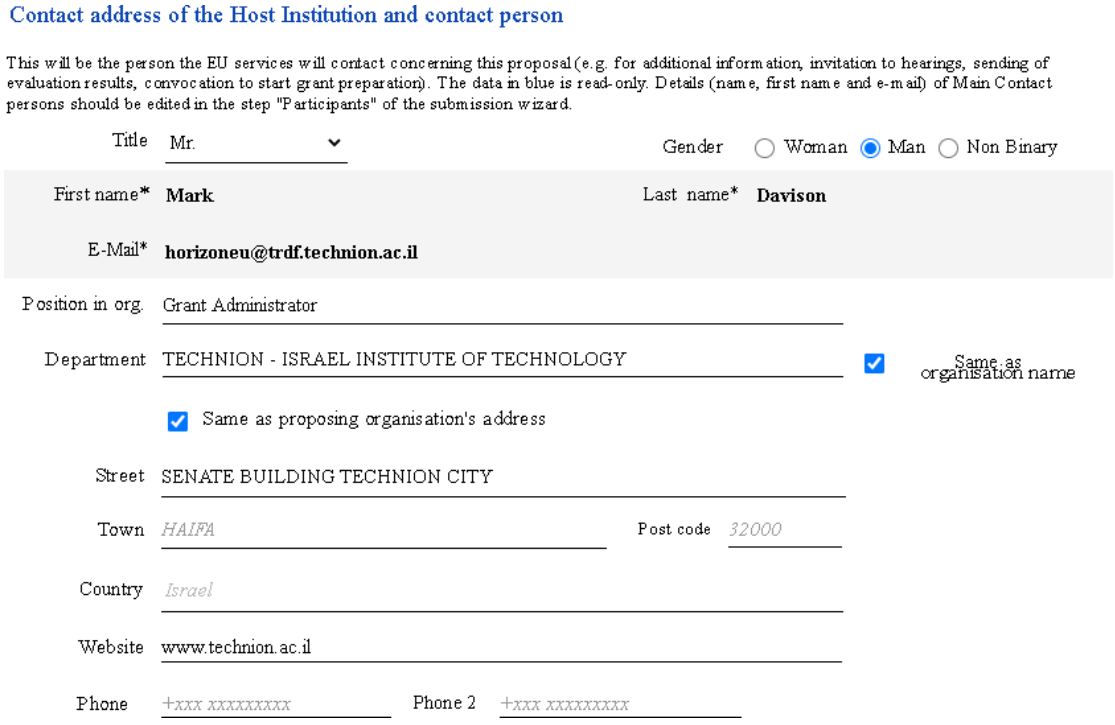




2 – Participants
Click on: Show participants details



- 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:



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	• 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 tunel 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 + s**tatement: "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.