



**Charles
University**

How to write a strong ERC proposal

Quick Guide for SyG
(1st Edition)





Basic Information

What is ERC?

- » ERC supports frontier research across scientific disciplines.

- » ERC supports individual researchers, not consortia.

- » Research topics are defined by the applicants.

- » Scientific excellence (the quality of the proposal and the credibility of the applicants) is the sole criterion.

Where to get the information?

- It is a good idea to start with [the ERC National Information Day](#) (NID), where you get more general insight into the ERC and how it works. NID takes place every autumn and is announced on the Horizon Europe website of the [Technology Centre Prague](#). In addition, a video recording of the event is available. It will give you an overview of the ERC scheme and evaluation method, moreover ERC project investigators will share their experiences with you.
- Always check the current [ERC Work Programme](#) and the [Information for Applicants](#) for more details. Useful information can also be found in [the brochure from the Technology Centre Prague](#) (only in Czech) and at its webpage or through the [ERC NCP \(National Contact Point\)](#).
- You can find currently open calls at the [Funding and Tender portal](#).
- Inform the [ERC university consultant](#) at the Department of Science and Research – European Centre about your intention to submit a proposal.
- For further information, see [ec.cuni.cz](#) or the ERC website [erc.europa.eu](#).

ERC Synergy Grants

- Support for groups of 2–4 Principal Investigators (PIs) and their teams.
- One PI acts as Corresponding PI. He/She will be the administrative contact point for other PIs.
- A maximum of one PI per Synergy Grant group, except the Corresponding PI, may be hosted and engaged by a HI outside the EU or Associated Country (AC).
- No additional eligibility criteria for PIs, however competitive track records as appropriate to the career stage are expected.
- Substantial advances at the frontiers of knowledge, that **could not be reached by each PIs working alone**, are expected.
- Minimum time commitment for each PI:
 - at least 30% on the ERC project
 - at least 50% in the EU or Associated Country

Myth #1:

- ✗ the quality of the host institution determines the evaluation of the application
- ✓ the evaluation of the application depends only on the scientific quality of the project and of the Principal Investigator (PI)



Preparation of the Proposal

Structure of the proposal

Part A – online (Funding & Tender Portal)

- General information about the project
 - Participants (information about the HIs and PIs)
 - Budget
 - Ethics & security
 - Other questions
-

Part B1 – must be saved into the portal as a PDF

- Abstract (1/2 p.)
 - Extended synopsis (5 p.)
 - CV and Track Record (4 p. per PI)
-

Part B2 – must be saved into the portal as a PDF (max. 15 p.)

- State-of-the-art and objectives
 - Methodology
 - Resources and time commitment (including project costs) – does not count towards the page limit
-

Annexes – must be saved into the portal as a PDF

- HI support letter(s), ethics and security issues

Evaluation panels

The evaluation process consists of **three steps**, including interviews in the third step.

The panels are not predefined here and the applicants apply to a **single panel**. All panel members in step 1 cover all fields.

In steps 2 and 3, proposals are assessed within **5 to 7 multi-disciplinary panels**. The allocation to individual panels is based on the research areas. To facilitate the allocation of proposals to the close experts, the project has to indicate between **four and six fixed keywords**. The keywords are specified in the Annexes of the Information for Applicants.

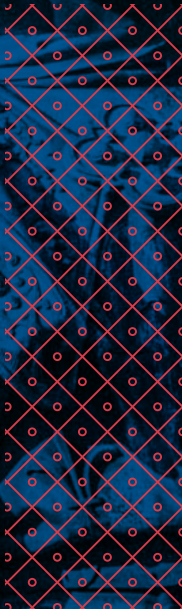
The right choice of keywords is of primary importance as it can affect the evaluation. Thus, choose them very carefully.

You might look at the [list of panel members](#) of the ERC Synergy calls from the past years. However, do not contact them as they can serve in the panel evaluation of your proposal. That would create a conflict of interest and the panel would have to exclude your project from the evaluation.



CHARLES IV.

Preparation of the Proposal – Part B1



Part B1

Part B1 consists of an abstract, extended synopsis, CV and track record of the PI.

The abstract is essential. It is used to facilitate the allocation of the proposals to the relevant panel and experts. And usually, it is the first information about your project the evaluators are reading. Thus, it should convey a positive overall impression, and provide the evaluator with a clear description:

- WHAT is the topic of the project?
- WHY it is important?
- The gap in the current scientific knowledge (in the context of the state-of-the-art worldwide).
- The main objectives of the project and HOW they will be approached?

Your main hypothesis/selling point as well as the **originality and novelty** of your idea must be clear.

The extended synopsis is an invitation to read Part B2, which is not available to the panel in the first round of the evaluation. It must trigger curiosity and interest in reading the whole proposal. This creates support for retaining the proposal to Step 2.

- The following aspects must be addressed:
 - Your main hypothesis including its novelty and ground-breaking nature of the proposed research (objectives ambitious and beyond the state of the art).
 - Feasibility of the outlined scientific approach.
 - The know-how of the group including the credibility of the PIs to approach substantial results, as well as how the synergies will be achieved.
 - It must be clear **to what extent the proposal goes beyond what the individual Principal Investigators could achieve alone.**

- The description of methodology in part B1 must substantiate the positive opinion of the evaluators on the feasibility of the project. The detailed description of the methodology is the core information in Part B2.
- Overselling and too much hype can severely damage even an otherwise great proposal.
- Use appropriate graphics for an easier understanding of the proposal core points.

The CV and track record should describe the professional path towards submitted ERC proposal and it must provide information that makes each PI credible for carrying out the proposed research.

It should include personal details, education, key qualifications, current/previous positions, as well as

Myth #2:

The extended synopsis should describe my research in general terms, while the part B2 should describe the project proposal in full detail and specific terms. Because B1 is evaluated by "general" reviewers, in comparison to the "experts" that will evaluate Part B2.



The structure and membership of the panels at each step is decided dynamically in relation to the proposals received. Step 1 panels are formed from panel members and chairs, who are mainly generalists with a broader research background, but some of them might also be experts from your particular scientific field/area. The extended synopsis should therefore appeal to both types of evaluators.



the research achievements and peer recognition. You may also include additional information on career breaks, diverse career paths, and life events or other noteworthy contributions to the research community.

It must be clear, **how each PI has advanced knowledge in his/her field**. We advise you to include a short explanation of the significance of the selected outputs as well as your role in producing each of them.

While the profile of each PI is evaluated as relevant to his/her career stage, the group is evaluated as a whole. It must clearly demonstrate that it **brings together** the know-how (such as skills, experience, expertise, disciplines, and teams) necessary to perform the proposed research question(s).

Carefully **check the evaluation elements** (subcriteria) applying to both the quality of the research project and the PI/the group in the current ERC Work Programme.

Myth #3:

- ✘ Without a publication in Nature or Science, or without very high h-index and/or a profile of an ERC Advanced grantee, there is no point in applying for the ERC Synergy grant.
- ✔ Not all grantees have a publication in Nature or Science. In 2021 ERC joined the DORA (Declaration on Research Assessment) and impact factor or h-index is no more relevant bibliometric indicator for evaluators. PIs of any career stage are welcome. You might check the [funded projects and their PIs on the ERC website](#).

Questions to be answered

WHAT is the fundamental and timely problem to be investigated? Show that you are an expert in the given field. It should be appealing to experts as well as non-experts in the particular problem.

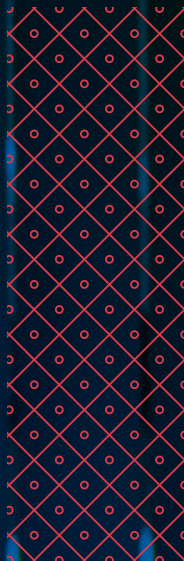
WHY is this problem important and the proposed work worth funding? Explain what is the state of the art in the field, while highlighting the gaps that you are addressing. Explain the specific and broader impact of your solution. Avoid vagueness and interpretative phraseology.

HOW can the problem be approached so that substantial progress towards the goals can be expected? Admit the challenges and describe the way of addressing them. In ERC, there are no requirements about reaching any quantitative goals such as number of publications etc.

WHO are the PIs? Why is he/she (and the whole group) in the best position to solve the problem? This question needs to be answered (without self-evaluation wording) primarily in the Extended Synopsis.



**Preparation
of the
Proposal –
Part B2**



Part B2

Consist of:

- a. State-of-the-art and objectives
 - b. Methodology
 - c. Resources and time commitment including budget
-
- **Give a thorough and detailed description of the research objectives** (in the context of the state of the art in the field worldwide), **methodology and resources, that further develop the information given in B1.**
 - Mention how and why the proposed work is important for the field, and what is its expected impact.
 - Specify any multi - or interdisciplinary aspects.
 - **Elaborate specifically on the project implementation** including working arrangements enabling the Synergy Grant group to carry out the proposed joint work.
 - **The work plan must be clear (well-structured with tasks/sub-tasks associated with each of the PIs and particular members of the team). The size of the proposed team should be adequate for the research plan.**
 - Mention possible obstacles to be handled including contingency plans on how to mitigate possible risks.
 - Describe the resources needed for each PI – use the B2 budget table template from the F&T portal. The resources requested must be **reasonable and fully justified.**

What are the evaluators looking for?

- Ground-breaking nature, vision, and ambitious goals with appropriately described challenges and uncertainties.
- Originality!
- Feasibility.
- Not all goals need to be approached. However, it must be clear that in any case the work will lead to very substantial progress.
- **The Group must demonstrate that they can successfully bring together all elements (such as skills, knowledge, experience, expertise, disciplines, methods, approaches, teams, and access to infrastructures) necessary to address the scope and complexity of the proposed research question.**
- The collaborative working arrangements between the PIs, described as part of the research methodology, must be appropriate to approach the goals of the project.

Questions that the evaluators must answer

The ground-breaking nature and potential impact of the research project

- To what extent does the proposed research address important challenges?
- To what extent are the objectives ambitious and beyond the state of the art?

Scientific Approach

- To what extent is the outlined scientific approach feasible bearing in mind the ground-breaking nature and ambition of the proposed research?
- **To what extent does the proposal go beyond what the individual Principal Investigators could achieve alone?**
- To what extent do the Principal Investigators succeed in proposing a **combination of scientific approaches that are crucial to address the scope and complexity of the research questions to be tackled?**
- To what extent are the proposed research methodology and working arrangements appropriate to achieve the goals of the project?
- To what extent are the proposed timescales, resources, and PI commitment adequate and properly justified?

Intellectual capacity and creativity

- To what extent have the PIs demonstrated the ability to conduct ground-breaking research?
- To what extent do the PIs provide evidence of creative and original thinking?
- To what extent do the PIs have the required scientific expertise and capacity to successfully execute the project?

Synergy Grant Group

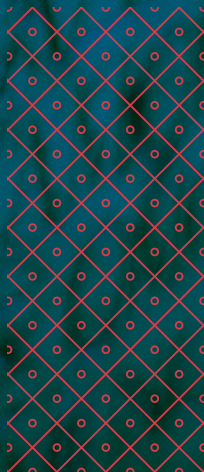
- **To what extent does the Synergy Grant Group successfully demonstrate in the proposal that it brings together the know-how – such as skills, experience, expertise, disciplines, teams – necessary to address the proposed research question?**

Frequent comments of the evaluators

- The project framework is either too narrow or, on the contrary, it is a loose connection of several subprojects without a clear leading idea.
- The proposal lacks a substantial hypothesis and integration. It is an agglomeration of methods and specific ideas.

- The proposal appears to be follow-up research and is mostly in line with the PIs' current research. The levels of novelty and ambition are moderate/ unclear.
- It is a collaborative project where the leading roles of the PIs as well as their commitment are not sufficiently explained.
- The work plan and the working arrangements are not clear or they are insufficiently described.
- There is an inadequate description of challenges that can arise during the work of the project. Contingency plans are missing.
- Feasibility of the project is unclear. Preliminary data are missing.
- Although the proposers interlink their different aims, many of the aims are probably also achievable by the individual researchers.
- Synergies between science disciplines are not clearly lifted up, as one would expect from a synergy proposal.
- One of the PIs has an insufficient track record, which doesn't substantiate the credibility of carrying out the respective part of the project successfully.
- The prior work of the PIs cannot be considered as ground-breaking.
- The roles of the PIs across the different work packages, and therefore the level of collaboration, are not clearly outlined.
- There is no indication of how the expertise of one of the PIs can specifically contribute to the project.
- The track record of collaboration among the PIs is not established (few joint author publications).

Part A – Step by Step



Part A

- Go to [Funding & Tender portal](#).
- Search for an open ERC Synergy call.
- Sections 1-4 below will be filled in mostly by the corresponding HI (corresponding PI or main administrative contact).

The screenshot shows a web form titled "Find your organisation". It has two input fields: "PIC" with the value "999923434" and "Short name" with the value "CU". A "Search" button is to the right. Below the fields is a warning message: "Corresponding Host Institution must be in EU or Associated Countries". Underneath, there is a list of "Organisations you have been previously associated with. (Click)". One entry is highlighted with a green checkmark: "PIC: 999923434", "CU", "OVOCNY TRH 560/5", "PRAHA 1,CZ", "VAT: CZ00216208".

Below this is the "Your role" section, with the instruction "Please indicate your role in this proposal *". There are four radio button options: "Corresponding Principal Investigator" (selected), "Main Administrative contact person", "Principal Investigator", and "Contact person".

Below that is the "Your proposal" section, with the instruction "It will appear also in the 'General Information' section of the App...". There are two input fields: "TEST_EC" and "European Centre test."

Three callout boxes with arrows point to specific parts of the form:

- The first callout points to the PIC field and says: "This is the PIC number, once you fill it in, some of data are automatically written into the form".
- The second callout points to the "Your role" section and says: "Specify your role in the project."
- The third callout points to the "Your proposal" section and says: "Provide an acronym and short summary. Then click on „SAVE AND GO TO NEXT STEP". You can return to this information later on and edit it further."

A red box with the number "1." is in the bottom left corner of the form area.

You are now in the „Participants“ section. Click on „Add contact“ button to add additional people to the proposal in different roles.

1 CU

UNIVERZITA KARLOVA
PRAHA 1, CZ

Contacts 1

Add contact +

Corresponding Principal Investigator
Veronika Syrovatkova
v.syrovatkova@ruk.cuni.cz
Coordinator contact (full access)

Change organisation Contact organisation

2.

Add Host Institution (with PI) + Add Partner Organisation (no PI) +

Click on the „Add Host Institution (with PI)“ button to add other PIs.

UNIVERZITA KARLOVA

3.

Please enter the contact name and details: ⓘ

Project Role *

Access Rights *

Depending on the role and access rights you choose, the person will have full or limited access to your project proposal.

Please, do not forget to give access to your application to the ERC University Consultant (role „Contact person“).

50

50

100

You are now in the section „Proposal forms“. By clicking on „Edit forms“ you can edit Part A, which we will introduce you below.

Click here to download part B templates (B1, B2, HI support letter, Budget table).

European Commission

Funding: Submission Service

Veronika Štyrcová

Login Topic selection Create proposal Participants Proposal forms Submit

Proposal forms

Deadline
110 days left until closure

Call data
Call: ERC-2025-SyG
Topic: ERC-2025-SyG
Type of action: HORIZON-ERC-SyG
Type of MISA: HORIZON-AG
⚠️ Topic and type of action can only be changed by creating a new proposal

Proposal data
Acronym: TEST_EC
Draft ID: SEP-21106779

Download Part B templates
Download part B templates

Support & Helpdesk
Online Manual IT Help To IT Helpdesk

Service Desk
ERC-FUNDING-TENDER-DESK@ec.europa.eu
+32 2 29 9222

Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)

Edit forms View history Part preview

Part B and Annexes

In this section you may upload the technical annex of the proposal in PDF format only, and any other requested attachments.

Part B1 Use doc

Part B2 Use doc

Budget table part B2 Use doc

eHI support letter (if several Hosts: upload their support letters as "Extra annexes") Use doc

Annex 1 Use doc

Annex 2 Use doc

Annex 3 Use doc

Annex 4 Use doc

Submit

4.

Once you click on „Submit“, even if you are not finished with the project proposal, you can always come back, edit and resubmit the proposal as many times as you wish until the deadline.

Application forms

HORIZON

Call: ERC-2025-SyG

(Call for proposals for ERC Synergy Grant)

Topic: ERC-2025-SyG

Type of Action: HORIZON-ERC-SYG

(HORIZON ERC Synergy Grants)

Proposal number: SEP-211067779

Proposal acronym: TEST_EC

Type of Model Grant Agreement: HORIZON Action Grant Budget-Based

Table of contents

Section	Title	Action
1	General information	Show
2	Participating partners	Show
3	Budget	Show
4	Ethics and security	Show
5	Other questions	Show

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.

[Read more](#)

You are now in Part A, you can get here by clicking on „Edit forms“ (previous step).

Whenever you leave the form, make sure to save it.

Application forms

Proposal ID SEP-211067779

Acronym TEST_EC

6.

1 - General information

Topic ERC-2025-SyG

Call ERC-2025-SyG

Acronym * TEST_EC

Proposal title*

The title should be no longer than 255 characters.

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

Duration in months*

Estimated duration of the project in full 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.

ERC SYG 20230712

Page 1

Last saved 12/07/2024 11:33

Abstract *

European Centre test.

Remaining characters

1979

You can edit the acronym here and also the abstract further below

Application forms

Proposal ID **SEP-211067779**

Acronym **TEST_EC**

2 - Participants

7.

List of participating organisations

#	Participating Organisation Legal Name	Country	Role	Action
1	UNIVERZITA KARLOVA	Czechia	Coordinator	Show Participant's Details

It is up to you whether you want to write a contact for the rectorate or the research support dpt. of your faculty here. You can assign more people to the role of contact persons in a project.

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 Gender Male Female Non Binary

First name*

Last name*

E-Mail*

Position in org. *Please indicate the position of the person.*

Department *Name of the department/institute carrying out the work.* *Same as* *organisation name*

Same as proposing organisation's address

Street *Please enter street name and number.*

Town *Please enter the name of the town.* Post code *Area code.*

Country *Please select a country.*

Website *Please enter website.*

Phone *+xxx xxxxxxxx* Phone 2 *+xxx xxxxxxxx*

8.

This is a simplified budget table. It is important to fill in the correct total eligible cost and required EU contribution for each PI and their Host Institution. The figures in this table must match the total costs in part B2 of the proposal.

The detailed budget will be filled up in the annex Budget table.

Beneficiary Short Name	PI	Swiss Staff	Postdoc	Students	Other Personnel costs	A.Total personnel costs	B. Subcontracting cost ¹ (No indirect costs)	C.1 Travel and subsistence	C.2 Equipment including major equipment	Consumables (incl. travel, software and indirect costs)	Subscriptions (incl. fees, licences, fees and other products)	Other additional direct costs	C.3 Total other goods, works and services	Total Personnel cost	D. Indirectly incurred goods and services (No indirect costs)	E. Indirect Cost	Total Eligible Cost	Required EU contribution
Ca	0	0	0	0	0	0,00	0	0	0	0	0	0	0,00	0,00	0	0,00	0,00	0,00
Total	0	0	0	0	0	0,00	0	0	0	0	0	0	0,00	0,00	0	0,00	0,00	0,00

Section C: Resources (Minimum 8000 characters allowed)

This section and the budget table will be made available to the experts evaluating the proposal at Step 2. Important: your description of resources will be truncated once it reaches the maximum allowed characters. Please make sure that your description is complete before submitting.

Indicate and fully justify the amount of funding considered necessary to fulfil the objectives for the duration of the project. The project cost estimation should be as accurate as possible. The evaluation panel assess the estimated cost carefully. Unsupported budget will be correspondingly reduced. Please specify if you will use third parties going beyond contributions to the action.

If applicable, please specify the cost items covered by cost 'Other personnel cost' category and the cost items covered by cost 'Other additional direct cost' category.

Requests for additional funding of applicable (all items MUST be included in the overall budget table above) (Cost in EUR)

Justification:

Remaining characters: 7813



Once you answer „YES“ to any of Ethics and security questions, it is necessary to duly justify this in the project proposal. Indicate which page contains the justification, or attach appropriate authorisations or permission to the project proposal.

4 - Ethics & security

Ethics Issues Table

		?
1. Human Embryonic Stem Cells and Human Embryos		Page
Does this activity involve Human Embryonic Stem Cells (hESCs)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve the use of human embryos?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
2. Humans		Page
Does this activity involve human participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve interventions (physical also including imaging technology, behavioural treatments, etc.) on the study participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve conducting a clinical study as defined by the Clinical Trial Regulation (EU 536/2014) ? (using pharmaceuticals, biologicals, radiopharmaceuticals, or advanced therapy medicinal products)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3. Human Cells / Tissues (not covered by section 1)		Page
Does this activity involve the use of human cells or tissues?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
4. Personal Data		Page
Does this activity involve processing of personal data?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve further processing of previously collected personal data (including use of preexisting data sets or sources, merging existing data sets)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Is it planned to export personal data from the EU to non-EU countries?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Is it planned to import personal data from non-EU countries into the EU or from a non-EU country to another non-EU country?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve the processing of personal data related to criminal convictions or offences?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
5. Animals		Page
Does this activity involve animals?	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Security issues table

		?
1. EU Classified Information (EUCI)²		Page
Does this activity involve information and/or materials requiring protection against unauthorised disclosure (EUCI)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve non-EU countries which need to have access to EUCI?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
2. Misuse		Page
Does this activity have the potential for misuse of results?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3. Other Security Issues		Page
Does this activity involve information and/or materials subject to national security restrictions? If yes, please specify: (Maximum number of characters allowed: 1000)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Are there any other security issues that should be taken into consideration? If yes, please specify: (Maximum number of characters allowed: 1000)	<input type="radio"/> Yes <input checked="" type="radio"/> No	

10.

Ethics Self-Assessment

11

Ethical dimension of the objectives, methodology and likely impact

Explain in detail the identified issues in relation to:

- objectives of the activities (e.g. study of vulnerable populations, etc.)
- methodology (e.g. clinical trials, involvement of children, protection of personal data, etc.)
- the potential impact of the activities (e.g. environmental damage, stigmatisation of particular social groups, political or

financial adverse consequences, misuse, etc.)

Remaining characters

5000

Compliance with ethical principles and relevant legislations

Describe how the issue(s) identified in the ethics issues table above will be addressed in order to adhere to the ethical principles and what will be done to ensure that the activities are compliant with the EU/national legal and ethical requirements of the country or countries where the tasks are to be carried out. It is reminded that for activities performed in a non-EU countries, they should also be allowed in at least one EU Member State.



Also, you must complete the Ethics and Security Self-assessment, in which you:

- explain ethics in relation to the objectives of the research activities, the methodology and the potential impacts of these activities, as well as compliance with ethical principles and the corresponding legislation; specify security however is needed.



Security self-assessment

?

Please specify: (Maximum number of characters allowed: 5000)

Remaining characters

5000

You are at the end of Part A. If you are not sure whether you have completed everything correctly, click on „Show Error“. Do not forget to save the modified data again.

< Other questions

Validation result

Exit form >

Table of contents

Validate form

Save form

Save & exit form

Application forms

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

General Information	Title - missing entry	Show Error
General Information	Duration - missing entry	Show Error
General Information	ERC Keyword 1 - missing entry	Show Error
General Information	ERC Keyword 2 - missing entry	Show Error
General Information	ERC Keyword 3 - missing entry	Show Error
General Information	ERC Keyword 4 - missing entry	Show Error
Declaration	Declaration 1 is mandatory	Show Error
Declaration	Declaration 2 is mandatory	Show Error
Declaration	Declaration 3 is mandatory	Show Error
Declaration	Declaration 4 is mandatory	Show Error
Declaration	Declaration 5 is mandatory	Show Error
Declaration	Declaration 6 is mandatory	Show Error
Declaration	Declaration 7 is mandatory	Show Error
Declaration	Declaration 8 is mandatory	Show Error
Declaration	Declaration 9 is mandatory	Show Error
	Please go back to Participants to enter this information: First Name of Main Administrative Contact Person is a required field	Show Error

12.

This is a Host Institution Letter of support (HIL), which you downloaded as one of the B Part documents. The HIL should be signed by the rector, please contact the team of the European Center or Research Support Office at your faculty.

After signing the document, we will send it back to you and it has to be uploaded to the system with other annexes.

Print on paper bearing the official letterhead of the institution. Each host 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 2025^{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(s) and the project (action) in case the application is successful>>, which is the applicant legal entity (Host Institution), 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 submitted by the Principal Investigators listed below be retained.

The applicant legal entity (Host Institution) 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: [.....]

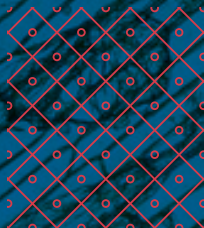
PI 3 (if applicable): [.....]

PI 4 (if applicable): [.....]

13.

A microscopic view of plant cells, showing a dense network of cell walls and internal structures, creating a complex, grid-like pattern. The cells are stained in shades of blue and green, with some darker spots and fibers visible.

Finance



Budget breakdown

- A. Direct personnel costs**
- B. Subcontracting costs**
- C. Purchase costs**
- D. Internally invoiced goods and services**
- E. Indirect costs**

Myth #5:

The ERC budget affects the result of the evaluation.



The budget is not an evaluation criterion. A possible reduction of unjustified or not reasonable budgets or cost items is discussed only after suggesting the proposal for funding.



A. Direct personnel costs

- For the correct budgeting, you need to know your gross monthly salary, including personal supplement without remuneration from other projects.
- For an idea of the basic salary (without personal supplement) you can apply for, it is possible to

look into the [CU salary regulation](#), which sets the maximum salary threshold for each category.

- You should bear in mind that you are setting a 5–7 years outlook – reflect inflation, career progression and exchange rate movements and plan adequate financial reserves.

B. Subcontracting costs

- Do not specify the subcontractor's name in the budget, because a proper selection process (selection based on the best value for money quality) has to be done first. Describe only what the work will be and why the subcontractor must carry it out and not the host institution.

C. Purchase costs

- Purchase costs are divided into:
 - Travel and subsistence
 - Equipment (including major equipment)
 - Consumables (including fieldwork and animal costs)
 - Publications and dissemination (including Open Access fees)
 - Other additional direct costs (including CFS fee)
- Estimate the travel costs realistically and do not forget to include per diems in the calculation.

- The purchase of equipment, infrastructure, or other assets must be budgeted as depreciation costs. It must be clearly listed and justified in the proposal. Only the portion of the costs, that corresponds to the rate of actual use for the project during its duration can be taken into account.
- In case the total amount of your grant exceeds € 430,000, your project must be first-level audited (CFS). The audit fee can be included in other direct costs (up to € 10,000).

D. Internally invoiced goods and services

- Typically, chemicals and other self-made consumables or costs for a kennel for experimental animals.

E. Indirect costs

- Indirect costs are fixed as a flat rate: 25% of direct costs (sum of the categories A and C).
- For more information see [Budgeting recommendations](#) from Technology Centre Prague (only in Czech). You can contact the [European Centre team](#) at any time, we will help you with the appropriate budgeting.

Notes

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Notes

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European Research Council

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European Centre, November 2024