



European Research Council
Executive Agency

Established by the European Commission



Horizon 2020
European Union Funding
for Research & Innovation

European Research Council (ERC)

Proposal template for ERC Proof of Concept Grant 2020

Administrative forms (Part A)
PoC proposal (Part B)
Letter of commitment of the host institution

Version 1.0
15 October 2019

Disclaimer

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

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

Horizon 2020

Call: ERC-2020-PoC

(Call for proposals for ERC Proof of Concept Grant)

Topic: ERC-2020-POC

Type of action: ERC-POC-LS

Proposal number:

Proposal acronym:

Deadline Id:

[Table of contents](#)

Section	Title	Action
1	General information	
2	Participants & contacts	
3	Budget	
4	Ethics	
5	Call-specific questions	

[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.

1 - General information

Topic ERC-2020-POC

Type of Action ERC-POC-LS


Call Identifier ERC-2020-PoC

Deadline Id

Acronym	<i>Acronym is mandatory</i>
---------	-----------------------------

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

Estimated duration of the project in full months.

End date of the related ERC project(DD/MM/YYYY)

Related ERC Project ID number*

Panel under which the original ERC grant was funded

Please indicate PE1, PE2 , LS1, SH4 etc

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.

Abstract*

Remaining characters

2000

Proposal ID

Acronym

Acronym is mandatory

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

☐ Yes

☐ No

Example, not to complete

Proposal ID _____ Acronym _____ **Acronym is mandatory**

Declarations

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

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

Note:

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

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

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

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

Proposal ID Acronym **Acronym is mandatory**

2 - Participants & contacts

#	Participant Legal Name	Country	Action
1			

Example, not to complete

Proposal ID Acronym **Acronym is mandatory** Short name

2 - Administrative data of participating organisations

Host Institution

PIC	Legal name
<i>Short name:</i>	
<i>Address</i>	
Street	
Town	
Postcode	
Country	
Webpage	
<i>Specific Legal Statuses</i>	
Legal person	unknown
Public body	unknown
Non-profit	unknown
International organisation	unknown
International organisation of European interest	unknown
Secondary or Higher education establishment	unknown
Research organisation	unknown
Industry (private for profit).....	unknown
Enterprise Data	
Based on the below details from the Beneficiary Registry the organisation is not an SME (small- and medium-sized enterprise) for the call.	
SME self-declared status.....	unknown
SME self-assessment	unknown
SME validation sme.....	unknown

Proposal ID

Acronym

Acronym is mandatory

Short name

Department(s) carrying out the proposed work

Department 1

Department name

Name of the department/institute carrying out the work.

☐ not applicable

☐ Same as proposing organisation's address

Street

Please enter street name and number.

Town

Please enter the name of the town.

Postcode

Area code.

Country

Please select a country

Proposal ID Acronym **Acronym is mandatory** 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:

For Proof-of-Concept Applicants: ERC-PoC-applicants@ec.europa.eu

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

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

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

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

Last Name* Last Name at Birth

First Name(s)* Gender* ☐ Male ☐ Female

Title Country of residence

Nationality* Country of Birth*

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

Contact address

Current organisation name

Current Department/Faculty/Institute/
Laboratory name

☐ Same as organisation address

Street Please enter street name and number.

Postcode/Cedex Town*

Phone* +xxx xxxxxxxxxx Country*

Phone2 / Mobile +xxx xxxxxxxxxx

E-mail*

Proposal ID

Acronym

Acronym is mandatory

Short name

Contact address of the Host Institution and contact person

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

Organisation Legal Name

First name*

Last name*

E-Mail*

Position in org.

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

Department

Name of the department/institute carrying out the work.

☐ Same as organisation

☐ Same as organisation address

Street

Please enter street name and number.

Town

Postcode

Area code.

Country

Phone

+xxx xxxxxxxxxx

Phone2/Mobile

+xxx xxxxxxxxxx

Proposal ID Acronym **Acronym is mandatory**

3 - Budget

(Grants to be awarded under this Proof of Concept action, shall exclusively take the form of a standard lump sum pre-fixed by a European Commission decision and it shall cover 100% of the eligible direct and indirect costs calculated by applying a flat-rate of 25% to the direct cost categories. This simplified budget table shall only include the exact lump-sum figure.)

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

Proposal ID

Acronym

Acronym is mandatory

4 - Ethics

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

Proposal ID Acronym **Acronym is mandatory**

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

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

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

5 - Call-specific questions

Eligibility	
I acknowledge that I am aware of the eligibility requirements for applying for this ERC call as specified in the ERC Annual Work Program , 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"/>
I confirm that the proposal that I am about to submit draws substantially on an existing or recently finished ERC funded frontier research grant.	<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,in whatever form and medium, 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? This consent is entirely voluntary and refusal to give it will in no way affect the evaluation of your proposal.	<input type="radio"/> Yes <input type="radio"/> No
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? This consent is entirely voluntary and refusal to give it will in no way affect the evaluation of your proposal.	<input type="radio"/> Yes <input type="radio"/> No
The European Research Council Executive Agency (ERCEA) occasionally contacts Principal Investigators of funded proposals for various purposes such as communication campaigns, pitching events, presentation of their project's evolution or outcomes to the public, invitations to represent the ERC in national and international forums, studies etc. Should your proposal be funded, do you consent to the ERCEA staff contacting you for such purposes?	<input type="radio"/> Yes <input type="radio"/> No
For purposes related to monitoring, study and evaluating implementation of ERC actions, the ERC may need that submitted proposals and their respective evaluation data be processed by external parties. Any processing will be conducted in compliance with the requirements of Regulation (EU) 2018/1725.	

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!

Proposal Full Title

ERC Proof of Concept Pilot Lump Sum Grant 2020**Part B**

Please respect the following formatting constraints: Times New Roman, Arial or similar, at least font size 11, margins (2.0 cm side and 1.5 cm top and bottom), single line spacing. Please respect the page limit (7 pages, plus section 3c Action description).

Section 1: The idea – Excellence in Innovation potential (max. 2 pages)**1a. Brief description of the idea to be taken to proof of concept:**

1a.1 The problem: *Describe the problem or the need that the idea is aiming to solve or alleviate*

1a.2 The solution: *Explain how the idea will solve or alleviate the problem or the need and the meaning that this will make. A clear value proposition should be included¹.*

1b. Demonstration of Innovation Potential – *Describe in detail how the project outcomes will be innovative or distinctive. This section should include a clear explanation of why the solution proposed is new compared to what already exists.*

Section 2: The Expected Impact (max. 2 pages)

2a. Identification and description of any effect or benefit to the economy, society, culture, public policy/services.

2b. Outline of the value creation process *(plans for the knowledge transfer, the commercialisation or any other process foreseen to generate the above listed benefit)*

This should include proposed plans to:

- **assess and validate the effectiveness of the project's outcomes** *(testing, technical reports or any other form of validation to confirm that the solution is effective, efficient, sustainable, or just)* (where applicable²)
- **clarify the IPR position and strategy³ or knowledge transfer strategy** (where applicable²)

¹ Explain: 1) how the idea solves users' problems or improves their situation; 2) why potential users or sponsors should pay for this solution and not for other existing ones.

² Point (b) states "where applicable", this does not mean you should skip these points if not applicable. In this case, please explain why it does not apply to the project (is it out of scope or has it already been achieved?) in order for the evaluators to understand why this issue is not addressed in the frame of the Proof of Concept project.

³ Any application for funding of IPR activities under the ERC Proof of Concept will not discharge beneficiaries from their prior obligations under their pre-existing ERC Grant Agreement in respect of protecting IPR capable of industrial or commercial application. If any foreground was potentially protectable in the pre-existing ERC project, beneficiaries had the legal obligation to

- set up contacts with industrial partners, societal or cultural organisations, policy makers or any other potential users or sponsors of the projects' results (where applicable²)

Section 3: The proof of concept plan (max 3 pages. Action description 3c does not count towards the page limit).

3a. Project-management plan including risk and contingency measures

3a.1 Describe the organisational structure and the decision-making process and explain why they are appropriate to the complexity and scale of the project

3a.2 Describe what can go wrong and present a plan for the identification and acceptance or off-setting of possible risks linked to the project idea (e.g. such as if an experiment fails?)

3a.3 Present a plan for unforeseen non-scientific events, including back-up procedures, emergency response and ex-post recovery (e.g. if a key person of the team leaves or you cannot access a facility)

Description of the risk	Proposed risk-mitigation measures
•	•
•	•
•	•

Use this risk mitigation table to summarise the information in sections 3a.2 and 3a.3.

3b. Description of the team

3b.1 Describe your team and their achievements and experience in relation to the approach you will be taking.

3b.2 Describe the roles of the team within your project. What is the role of the PI? What are the main strengths and weaknesses of the team?

3c. Plan of the Proof of Concept – Action description (not included in the Part B page limits)

Grants to be awarded under this action (Proof of Concept), shall exclusively take the form of a standard lump sum pre-fixed at **150 000 EUR** by a European Commission decision⁴.

The Action description shall present a detailed project plan including clearly identified objectives, and a description of work. The description of work must demonstrate that the resources are appropriate for the implementation and feasibility of the project.

Objectives:

Clearly identify the objectives of the project.

Description of work:

Give a narrative description of the resources planned for each activity.

Examples of resources: e.g. the type of project staff working on a task and the estimated effort (person-months), type of equipment and consumables required for the project implementation, staff travel requirements, etc. The resources should NOT be described financially. This means that no cost figures should appear. Applicants should be able to justify the good use of the lump sum for the resources described.

Where appropriate, break down the work into activities e.g. validating results, testing in real world contexts, clarifying IPR or knowledge transfer position and strategy, competitive/market analysis, plans for contacts with commercial and/or societal partners etc.

⁴ Commission Decision C(2018)5960 authorising the reimbursement on the basis of a lump sum for ERC Proof of Concept actions under Horizon2020. The overall value of the PoC action may be higher than the lump sum if covered by additional contributions.

Print on paper bearing the official letterhead of the host institution

Annex 1: COMMITMENT OF THE HOST INSTITUTION^{1, 2}

Commitment of the host institution:

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 host and engage the following 'principal investigator'

<<please fill in here the name of the principal investigator>>

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 host and engage the principal investigator for the duration of the grant and to:

- a) implement the action, as it will be described in Annex 1 and in compliance with the provisions of the Agreement, and all legal obligations under applicable EU, international and national law;
- b) ensure that the work described in Annex 1 will be performed under the guidance of the principal investigator.

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: All the above mentioned items are mandatory and shall be included in the commitment of the host institution.

¹ A scanned copy of the signed statement should be uploaded electronically via the [Funding and tender opportunities](#) portal submission service in PDF format.

² This statement (on letterhead paper) shall be signed by the institution's legal representative and stating his/her name, function, email address, date and stamp of the institution.