CRIB SHEET: HORIZON EUROPE-ERC-2022-STG

European Research Council: Starting Grant - Call 2022

Please note that this document provides very limited information and is for **internal use only**.

All applicants should ensure that they have read and understood the full **ERC Information for Applicants** and that their proposal meets all the criteria specified therein.

BASIC INFORMATION	
Research Area	Applications can be made in any field of research.
Call Objective	The ERC's main frontier research grants aim to empower individual researchers and provide the best settings to foster their creativity. **Scientific excellence** is the sole criterion of evaluation. The ERC STG grants support individual researchers that are starting or consolidating their own independent research team or programme and who can demonstrate the ground-breaking nature, ambition and feasibility of their scientific proposal. In certain fields (e.g. in the humanities and mathematics), where research is often performed individually, the 'team' may consist solely of the Principal Investigator. See section below on Eligibility Requirements.
Deadlines	**ERC Deadline: 13th January 2022 16:00 (17:00 Brussels local time)** Departments are required to give minimum of 4 weeks' notice of their intention to submit to a particular scheme, so please contact your ROO Research Development (RD) Team by the 8th December 2021. **The Research Operations Office (ROO) Internal deadline for this call is Tuesday 4th January 2022, 16.00** By this date the X5 must be finalised and submitted to ROO, and the Part A must be finalised and completed on the EU portal. You may continue to make small changes to the research proposal (Part B1 and B2) after this date, but any changes must not affect the administration (i.e. collaborations, partners or cost changes). The full ROO deadline policy, including deadline calculator, is available here.
Budget available	Maximum of **EUR 1,500,000**. An additional **EUR 1,000,000** can be requested in the proposal to cover extraordinary costs: (a) eligible "start-up" costs for Principal Investigators moving from a Third Country to the EU or to an Associated Country as a consequence of receiving the ERC grant and/or; (b) the purchase of major equipment and/or; (c) access to larger facilities; (d) other major experimental and field work costs, excluding personnel costs

Provided by University of Cambridge, Research Office, to be used for information purposes and is intended to act as a guidance document only

1 | P a g e

CRIB SHEET: HORIZON EUROPE-ERC-2022-STG

Duration	Maximum duration of 60 months. The projects earliest start date would be early June 2023. ERC projects are expected to start within 6 months from the reception of the Invitation letter or within 6 months after the ethical clearance. A later starting date might be possible if well justified The notification of results is expected by the beginning of December
Essential Links	Information for Applicants to the Starting Grant Call 2022 • [ERC STG 2022 Information for Applicants](#) • [ERC Work Programme 2022](#) • ERC-2022-STG Call, EU [Funding & Tenders Portal](#) • [ERC Rules of Submission and Evaluation under Horizon Europe](#) • Templates of the Application Form Part B can be downloaded from the EU Funding & Tenders Portal once registered • How to use the [EU Funding & Tenders Portal](#) • [User guide](#) of the Submission Service is available online • [Guidance & Manuals](#) for generic support, including 'IT HOW TO' use the Portal **Internal Resources** • [ROO Website on Horizon Europe](#)

ELIGIBILITY REQUIREMENTS

PI Time Commitment	Minimum of 50% of their working time in an EU Member State or Associated Country) and a minimum of 50% of their working time on their ERC project.
Eligibility	The first PhD shall have been awarded > 2 and ≤ 7 years prior to 1st January 2022 Cut-off dates: PhD awarded from 1st January 2015 to 31st December 2019 (inclusive). The eligibility periods can be extended beyond 7 years for certain properly documented circumstances such as for maternity and paternity leave, clinical training, long-term illness or national service. Please see the relevant section on the [Information for Applicants](#) for more details. A competitive STG PI must have already shown the potential for research independence and evidence of maturity, for example by having produced at least one important publication as main author or without the participation of their PhD supervisor. All PIs should also be able to demonstrate a promising track record of early achievements appropriate to their research field and career stage, including significant publications (as main author) in major international peer-reviewed multidisciplinary scientific journals, or in leading international peer-reviewed journals of their respective field. They may also demonstrate a record of invited presentations in well-established international conferences, granted patents, awards, prizes etc. The scheme is open to researchers of any nationality who intend to conduct their research activity in any Member State or Associated Country. PI may be of any age and nationality and may reside in any country in the world at the time of the application.

Provided by University of Cambridge, Research Office, to be used for information purposes and is intended to act as a guidance document only

2 | P a g e

Restrictions	▪ Thousands of high-quality proposals are received each year and only outstanding proposals will be funded (statistics on granted projects and evaluated proposals can be found [here](#)). In order to maintain the quality and integrity of ERC's evaluation process, restrictions on applications have been introduced:
	▪ A researcher may participate as PI in only one ERC grant at a time. A new main frontier research grant project can only start after the duration of the project fixed in a previous grant agreement has ended.
	▪ A researcher participating as PI in an ERC grant may not submit a proposal for another ERC grant, unless the existing project ends no more than two years after the call deadline
	▪ Principal investigators who is a serving Panel Member for a 2022 ERC call or who served as a Panel Member for a 2020 ERC call may not apply to a 2022 ERC call for the same type of grant
	▪ A PI may submit proposals to different main frontier research calls published under the same Work Programme, but only the first eligible proposal will be evaluated, the second proposal will be declared ineligible. If a PI applies to more than one main ERC frontier research grant call (i.e. from the same 'call year'), only the first eligible proposal will be evaluated.
	▪ For the additional restrictions related to the outcome of the evaluation in previous calls, please see table below.

Call to which the PI applied under previous ERC WP and proposal evaluation outcome		2022 Calls to which a PI is _not_ eligible
2020 and 2021 Starting, Consolidator, Advanced, or 2020 Synergy Grant	Rejected on the grounds of a breach of research integrity	STG, COG, ADG, SYG
2020 Starting, Consolidator, or Advanced Grant	C at Step 1	STG, COG, ADG
2021 Starting, Consolidator, or Advanced Grant	A, or B at Step 2	No restrictions
	B or C at Step 1	STG, COG, ADG
2020 Synergy Grant	A, or B at Step 3	No restrictions
	B at Step 1 or 2	No restrictions
	C at Step 1	ADG, SYG

It is the responsibility of the PI/departments to ensure that the application is not affected by the restrictions mentioned above and further detailed in the ERC documentation.

PROPOSAL DOCUMENTATION

Documents Required	▪ **The Submission Form (Part A)** – includes the following sections: "General Information", "Participants", "Budget" (budget table and description of resources), "Ethics and Security" and "Other questions". Part A is completed directly in the EU Funding & Tenders Portal.
	▪ **Scientific Proposal – PIs must use the mandatory templates available on the Portal:**

Provided by University of Cambridge, Research Office, to be used for information purposes and is intended to act as a guidance document only

3 | P a g e

- o Part B1: Cover page (which includes the abstract); Extended Synopsis of the scientific proposal (max. 5 pages); Curriculum Vitae (max. 2 pages); Funding ID (no page limit); Early achievements track-record (max. 2 pages)

- o Part B2 (14 pages),: Section A: State of the art and objectives; Section B: Methodology

- **Other Supporting Documentation**

  - o PhD Certificate (compulsory): scanned copies of documents that clearly indicate the date of award
  - o Host institution Support Letter (compulsory, see section below)
  - o Documents relating to the extension of the eligibility window where relevant and applicable
  - o Documents relating to the ethics issues where relevant and applicable
  - o Documents related to the security issues where relevant and applicable

  Note:
- References in Part B do not count towards the page limit.
- Formatting: Times New Roman, Arial or similar, at least font size 11, margins (2 cm side and 1.5 cm top and bottom), single line spacing.

  For full information on Supporting Documentation please see Section 2 of the Information for Applicants.

Host Institution Support Letter	The Host Institution Letter of Support is prepared and signed by the RD Team in ROO and will be sent to the PI once the application is approved. **The Host Institution Letter of Support must then be uploaded by the PI onto the EU Portal. The PI can then submit their proposal. The PI is responsible for ensuring the final proposal is submitted to the ERC by the deadline.** The letter contains the following mandatory information: • PI full name as stated on their passport • Project ACRONYM and FULL TITLE **Please confirm this information by email at the time of submission to ROO.** Please note that the acronym of the project cannot be changed after submission to ROO as the acronym must match the Host Institution Letter of Support. Any changes to the acronym might mean the application is not accepted by the funder.

How to Create the Proposal On line	Access the EU Funding & Tenders Portal – Call Link
	
	1. Select: 'Start Submission'
	
	   PIC number: **999977172**
	
	2. At the "Participants" step, enter the name and e-mail of the PI and the Main Host Institution Contact:
	
	   Project Role: **Main Host Institution Contact**

Provided by University of Cambridge, Research Office, to be used for information purposes and is intended to act as a guidance document only

4 | P a g e

Access rights: **Coordinator contact (full access)**

First name: **Philip** Last name: **Cull**

E-mail: ercgrants@admin.cam.ac.uk

3. Once the application has been created, complete Part A, Section 2: Contact address of the Host Institution and contact person:

Position: **Assistant Director European Matters**

Department: **Research Operations Office**

Street: **Greenwich House, Madingley Road** – Town: **Cambridge** – Postcode: **CB3 OTX** – Country: **United Kingdom** – Phone**: +44 1223 764 795**

Relevant information for Submission Form (Part A)	**Gender Equality Plans (Section 2)** Please answer **YES** to the question "**Does the organization have a Gender Equality Plan (GEP) covering the elements listed below?**" This is a change from previous ERC Crib Sheets. It is a new requirement for the Horizon Europe 2022 calls. You can find information on how the University of Cambridge (UCAM) complies with this requirement here. **Ethics & Security (Section 4)** **Ethics issues, Table 4, Personal Data.** Please answer YES to the questions "Is it planned to export personal data from the EU to non-EU countries?" and/or "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? If within your project you planned to import/export personal data. You can find information on how the UK complies with the General Data Protection Regulation (GDPR) here. **Ethics issues, Table 6, Non-EU Countries:** Please answer **YES** to the question "**Will some of the activities be carried out in non-EU countries?**" You could include the following sentence "The ethical standards and guidelines of Horizon Europe will be rigorously applied, regardless of the country in which the research is carried out. The ethical policy of the UK is compliant with the 'Charter of Fundamental Rights of the European Union' and the relevant ethics rules of Horizon Europe". **Security issues, Table 1, EU Classified Information (EUCI)** Please answer **YES** to the question "**Does this activity involve non-EU countries?**"

Provided by University of Cambridge, Research Office, to be used for information purposes and is intended to act as a guidance document only

5 | P a g e

Please answer **YES** to the question **"Do the non-EU countries concerned have a security of information agreement with the EU?**"

Information on the agreement can be found here.

You will be asked to provide some information about this matter. You have two options:

1. Indicate the page of the Part B where this is explained

2. Create an pdf annex to the proposal (See Other Supporting Documentation above) and indicate the where this is explained

You could provide the following information in the annex regarding security: The EU and the UK have concluded a Security of Information Agreement. The Agreement will allow the EU and the UK to exchange classified information, applying strong guarantees as to the handling and protection of the exchanged information.

The EU-UK Security of Information Agreement was signed on 30 December 2020, was applied provisionally as of 1 January 2021 and entered into force on 1 May 2021.

HORIZON EUROPE LEGAL OBLIGATIONS

Open Access

Applicants should be aware that it will be mandatory to provide Open Access (free of charge, online access for any user) to all peer-reviewed scientific publications relating to results from ERC projects funded through this call.

This includes peer-reviewed book chapters and long-text publications such as monographs, edited collections, critical editions, scholarly exhibition catalogues, or PhD theses.

More information can be found on this requirement here.

Data Management

Beneficiaries of ERC grants funded under this work programme 2022 will be covered by the provisions on research data management as set out in the Model Grant Agreement used for ERC actions.

In particular, whenever a project generates research data, beneficiaries are required to manage it in line with the principles of findability, accessibility, interoperability, and reusability as described by the FAIR principles initiative, and **establish a data management plan within the first six months of project implementation.**

More information can be found on this requirement here.

Letter of Intent

If there is more than one partner involved in the project and UCAM is the Host Institution"lead/coordinator" We will require signed Letters of Intent from any additional Host Institutions (beneficiaries). These must be collated and sent to ROO RD Teams at the time of submission.

If UCAM is a beneficiary in another application, ROO will provide the Letter of Intent if requested by the Host institutions (lead/coordinator)

Please let ROO RD Teams know about this requirement ahead of the ROO's internal deadline.

Templates for both types of Letter of Intent can be found here.

FINANCIAL INFORMATION

X5 Scheme and Set up

Funder: EC Horizon Europe ERC

Scheme: HEU ERC Starting Grants

Provided by University of Cambridge, Research Office, to be used for information purposes and is intended to act as a guidance document only

6 | P a g e

	The project acronym should be the 'Short Title' in X5.
	Please use the actual PI name, even if they are not a current member of staff at the University.
Exchange rate	Successful ERC projects are set up with the rate in force on award. At application stage, X5 will set the exchange rate at the University's set rate at the time of set up of the X5. However, departments retain the discretion to select their own exchange rates at application. Where the University's set exchange rate is low, or the rates are anticipated to rise, it is suggested that departments build in a small buffer to the set rate when costing on X5, to mitigate against potential exchange rate losses on award.
Eligible Costs	100% of the total eligible costs should be requested.
	The following list of eligible costs follows the budget categories as represented in the ERC's budget table in the Form A.
	Personnel / Staff Costs:
	▪ Staff (including the PI, researchers, technicians, project managers, administrators) must be entered into X5 via the Directly Incurred Staff tab
	▪ Employment-related costs and termination/redundancy payments are considered eligible costs as long as they are in accordance with the usual accounting practice of the beneficiary, are fair and justified and recognised by national law.
	▪ PhD student stipends are an eligible cost when the PhD research relates to the ERC project. If the PhD fees are not covered from other funding sources the ERC student will need to pay their own fees from their stipend. As University fees cannot be claimed directly from the grant, it is important to increase the stipend value by a corresponding value to cover the home fee rate. However, the stipend also needs to be reasonable, justified and comply with the principal of sound financial management set up by the EC. Following the advice of our auditors we recommend that the stipend should not be higher than £26,000 per year. This is based on the benchmark of the Welcome/BHF rate (here).
	Please note that it is an option to recruit a PhD student as a staff member instead of paying them a stipend. They should be costed at the appropriate grade for the role they will be conducting. This will allow the PhD student to benefit from the reduced UCAM staff rates for their PhD fee.
	Other Direct / Purchase Costs:
	Entered into X5 via the Directly Incurred Non-Staff tab, with the "Other Direct Costs" funder budget heading:
	▪ Equipment costs – individual items with a purchase price of > £30k must be depreciated over 4 years in line with the University policy
	▪ Travel and subsistence costs
	▪ Other Goods and Services:
	o Consumables – e.g. conference fees, lab consumables. This category includes any equipment which costs <£5K
	o Publication costs

Provided by University of Cambridge, Research Office, to be used for information purposes and is intended to act as a guidance document only

7 | P a g e

- Audit cost – a one-off fee of £5,000 (inclusive of VAT) should be budgeted for this purpose. The audit costs are to be included if the EU contribution received by UCAM is over €430,000, and the fee is fixed, regardless of the size of the project.
- Other – this category is used for other major aspects of the budget e.g. recruitment, conference organisation

Internally Invoiced Goods and Services:

Entered into X5 via the Directly Incurred Non-Staff tab, with the "Internal Invoicing" funder budget heading:

- Goods and services which are produced or provided within the University, where an internal invoice is provided e.g. all research facilities, internal catering, IT support, data storage, Temporary Employment Service costs.
- These costs do not attract overheads but actual indirect costs can be allocated within the costs requested.
- If you are unsure at this stage whether you will use an internal or external supplier for a requirement, please include these costs Other Direct Costs not Internal Invoicing.

Subcontracting:

Entered into X5 via the Directly Incurred Non-Staff tab, with the "Subcontracting" funder budget heading:

- Subcontracting elements of project work are an eligible cost. These costs do not attract overheads but the subcontractor's price can include a profit. The price should represent the best value for money.
- VAT is an eligible cost and should be included when costing all applicable items, including subcontracting.

Overheads:

- 25% overheads is applicable on all costs except Internal Invoicing and Subcontracting.

The X5 scheme is set up to include these automatically. Please ensure the correct funder budget heading is used in the Non-Staff tab as this affects whether the cost attracts overheads. <u>Errors lead to significant under costing of projects</u>.

Coordinator Cost	Given the complexity and reporting requirements of ERC projects, ROO highly recommends to include an appropriate costing for suitable administrative or project management support. This is particularly important if the project involves multiple beneficiaries and UCAM is the Host Institution (lead/coordinator). The RD Teams in ROO can provide advice on the levels of support that are suitable.
Beneficiaries	Beneficiaries sign up the grant agreement and carry out action tasks in the project. They can be from a Third Country (i.e. not a Member State or Associated Country) provided that they are not covered by EU Council sanctions. If UCAM is the Host Institution (lead/coordinator): • beneficiary to complete A Forms and budget table in the EU Portal; and

Provided by University of Cambridge, Research Office, to be used for information purposes and is intended to act as a guidance document only

8 | P a g e

	▪ in X5, this category of third parties, and their costs, should be entered under the External Partner tab.
Third Parties Providing In-Kind Contribution Against Payment	Third parties, such as other institutions providing input to the project (but not implementing the action), claim only actual costs and charge no profit.
	These costs should be entered under the relevant category within the UCAM budget form on the Portal. These costs will attract overheads, but it has not been clarified yet if the overheads will remain with the University or will be transferred to the third party.
	In X5, this category of third parties, and their costs, should be entered under the External Partner tab.
	More information on this matter on the UKRO's document available here.
X5 Inflation	Inflation is eligible on all costs at the University standard rate of 3.5% compound and is built into the X5 scheme. **Please do not adjust this.**
Ineligible Costs	▪ Debt and debt service charges ▪ Provisions for possible future losses or charges ▪ Interest owed; exchange rate losses ▪ Excessive or reckless expenditure ▪ Costs declared, incurred or reimbursed in respect of another EU project ▪ Costs related to return on capital.
CONTACTS	
ROO RD Teams	The RD Teams in ROO are able to provide costing and pricing advice, X5 support and answer queries relating to the administrative forms and the Host Institution Letter of Support: ▪ **Schools of Arts and Humanities and the School of the Humanities and Social Sciences:** roo-ahss-applications@admin.cam.ac.uk. ▪ **School of Biological Sciences**: roo-bio-applications@admin.cam.ac.uk. ▪ **School of Clinical Medicine**: csgrants@admin.cam.ac.uk. ▪ **School of the Physical Sciences**: roo-sps-applications@admin.cam.ac.uk. ▪ **School of Technology**: roo-tech-applications@admin.cam.ac.uk.
ROO EU Team	For ERC related queries, please contact the EU Team ercgrants@admin.cam.ac.uk.
ERC NCP	For specific queries on the eligibility of PIs please contact the UKRO, the UK National Contact Point for ERC matters: erc-uk@ukro.ac.uk.

Provided by University of Cambridge, Research Office, to be used for information purposes and is intended to act as a guidance document only

9 | P a g e