



### Timeframe for Internal Evaluation by the EU Office (UGOE)

ERC Synergy Grant call 2023 opened 13 July 2022 – official begin of online application process.

Deadline for applications is Tuesday, 08 November 2022 at 17:00 h (Brussels time)

Date	Proposal Phase or Component	Deadline	Procedure
27.09.2022	CV including List of Publications	Submit to the EU Office at least 6 weeks prior to EU deadline	Review by EU Office
27.09.2022	Registration in Portal	At least 6 weeks prior to EU deadline	Review and comments/additions by EU Office
27.09.2022	Budgetary consultation with the Financial Team at the EU Office	Initial budget consultation at least 6 weeks prior to EU deadline; and clarify if large equipment is necessary.	Review and comments/additions by EU Office and, if necessary, with UGOE Financial Department.
04.10.2022	First draft of Budget	First draft of detailed budget calculations with written explanation at least 5 weeks prior to EU deadline.	Review and consultation by EU Office
11.10.2022	Final draft of Budget	Final version of budget calculations with text for clarification at least 4 weeks prior to EU deadline	Review and consultation by EU Office
18.10.2022	Confirmation Letter - Support of Faculty / Institute	Submit to the EU Office at least 3 weeks before EU deadline.	Prerequisite for UGOE Host Support Letter
18.10.2022	Final Rough Draft of Proposal (Abstract, Parts B1 and B2)	Submit final rough draft of proposal (eligible for submission) to the EU Office at least 3 weeks prior to EU deadline.	Review by EU Office for comments/suggestions
18.10.2022	Completion of Part A	At least 3 weeks prior to EU deadline	Review by EU Office for comments/suggestions



25.10.2022	Ethics Self-Assessment	If required (see Part A), submit a scan of your Ethics Self-Assessment (printed on institute (or own) letterhead and signed by hand) at least 2 weeks prior to EU deadline	Review by EU Office for comments
01.11.2022	Final Proposal (all Annexes)	Submit final version of Parts B1 and B2 to the EU Office and upload all annexes into online application at least 1 week prior to EU deadline!	Final validation by EU Office and VP Research  Subsequently, the EU Office will issue and upload the Host Support Letter signed by VP Research.

### Host Support Letter

Before the EU Office can issue you the Host Support Letter signed by the Vice President for Finance and Human Resources Dr. Valérie Schüller, you need to submit a signed Faculty Confirmation Letter to the EU Office. The template for the Faculty Confirmation Letter is available from your advisor in the EU Office. In this letter, the dean of your faculty will state his/her support for your application as well as the organizational and financial stipulations of the faculty/institute in the event that your proposal is awarded an ERC grant.

After receiving the signed Faculty Confirmation Letter and following a review of the final version of your project proposal and budget calculations, the EU Office will issue and upload the Host Support Letter into your online application (as for cPI or PI).

### EU Application Deadline

It is advisable to submit the final proposal online 1-2 days prior to EU Application Deadline. Shortly before final deadline, there can be an overload causing the Portal to crash shortly before the submission deadline.

### Declaration of Commitment (internal UGOE document)

If your project is approved for an ERC grant, you will need to sign a Declaration of Commitment to the University of Göttingen concerning financial issues and any changes that may occur over the lifetime of the project.