Timeframe for Internal Deadlines by the EU Office (UGOE)

ERC Synergy Grant call 2024 opened 12 July 2023 – official begin of online application process.

Deadline for applications is Wednesday, 08 November 2023 at 17:00 h (Brussels time).

Date	Proposal Phase or Component	Deadline	Procedure
27.09.2023	CV including List of Publications	Submit to the EU Office **at least 6 weeks prior to EU deadline**	Review by EU Office
27.09.2023	Registration in Portal	**At least 6 weeks prior to EU deadline**	Review and comments/additions by EU Office
27.09.2023	**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.
04.10.2023	**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
11.10.2023	**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
18.10.2023	**Confirmation Letter - Support of Faculty / Institute**	Submit to the EU Office **at least 3 weeks before EU deadline.**	Prerequisite for UGOE Host Support Letter
18.10.2023	**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
18.10.2023	**Completion of Part A**	**At least 3 weeks prior to EU deadline**	Review by EU Office for comments/suggestions

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25.10.2023	**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
01.11.2023	**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.
08.11.2023	**Upload final proposal into Online Application and SUBMIT**	You can resubmit it until the call deadline.	

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.