ERC Advanced Grants 2013
UCD Help Pack

The following help notes must be used **in conjunction with** the Guide for Applicants.

The internal deadline for receipt of applications by the UCD Research Office at research@ucd.ie is:

- **5pm, Wednesday November 7th, 2012**

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UCD Support

UCD Research Office

Please contact the UCD Research Office at your earliest convenience if you intend to apply to the ERC Advanced Grants by emailing research@ucd.ie. We can assist with all aspects of the preparation of your proposal and provide feedback on your application on request.

The internal deadline for receipt of applications by the UCD Research Office at research@ucd.ie is:
- **5pm, Wednesday November 7th, 2012**

UCD Research Finance Office

Contact Tony Malone (anthony.malone@ucd.ie, +353 1 716 1083) in the UCD Research Finance Office, for assistance with the preparation of your application budget and its justification.

UCD Research Ethics Office

For the ERC Advanced Grants programme there is a major emphasis on ethical principles which must be addressed in Part B2 of the application.

For assistance see the Commission's Guidelines on "Getting Through Ethics Review"

For advice and assistance with the UCD Research Ethics approval process, please visit the UCD Research Ethics website.

Nova UCD

The Commission has produced a Guide to Intellectual Property Rules for FP7 Projects which should be read by all applicants.

NovaUCD is the Technology Transfer Office for UCD which assists with the management/exploitation of any intellectual property arising. For IP advice specific to your application please contact one of the UCD Office of the Vice-President for Innovation Project Managers.

Administrative Forms (A-forms)

The following UCD institutional details are required to be entered in the Electronic Proposal Submission System (EPSS) A-forms for ERC Advanced Grant proposals. If you have any queries please contact research@ucd.ie.

Administrative Data

Participant Identification Code (PIC)	**999974359**
Organisation Legal Name	**University College Dublin, National University of Ireland, Dublin**
Organisation Short Name	**NUID UCD**

Authorised Legal Representative of the Host Institution

Family Name	**Doolan**
First Name(s)	**Donal**
Title	**Mr**
Gender	**Male**
Position in the host institution	**Head of Financial Management**
Organisation legal name	**University College Dublin, National University of Ireland, Dublin**
Office/Section/Department/Faculty name	**Bursar's Office**
Family Name (Contact Person)	**Boyle**
First Name(s) (Contact Person)	**Gillian**
Street name	**Belfield**
Number	-
Town	Dublin
Postal Code/Cedex	4
Country	Ireland
Phone 1	+353 1 716 1656
Phone 2	-
Fax	+353 1 716 1216
E-mail	donal.doolan@ucd.ie
E-mail 2	-

ERC Advanced Grant 2013
Part B1
Maximum 9 pages

*Note: Applicants **must** carefully read the **[Guide for Applicants](#)***

a. Extended Synopsis of the scientific proposal (max 5 pages)

*The Extended Synopsis should give a concise presentation of the scientific proposal, including the scientific feasibility of the project, with particular attention to its ground-breaking nature and how it may open up new horizons or opportunities for research. Describe the proposed work in the context of the state of the art of the field. References to literature should also be included. **It is important that this extended synopsis contains all relevant information including the feasibility of the scientific proposal since the panel will only evaluate Part B1 at step 1.***

Tips:
- ✓ Clearly state objectives/aims of research
- ✓ Clearly state the **ground-breaking nature** and **novelty** of this research and outline its **challenging nature**
- ✓ Detail the scientific feasibility and how it will contribute significantly to knowledge
- ✓ Clearly state the potential rewards, if it meets its stated objective(s)
- ✓ Detail the multi-disciplinary aspects of the proposal
- ✓ Outline clearly the methodology / project design and workplan with time-scale
- ✓ Outline the risks and contingencies, if appropriate
- ✓ Describe briefly the research team and research environment / facilities / centres in UCD that are relevant to this project
- ✓ Detail how this project will open up new horizons or opportunities for research
- ✓ Outline **importance and relevance** to Europe/the world and its potential **impact**. The following documents may be of assistance in his section:
    - o [European Research Area (ERA)](#) – description of the ERA
    - o [Europe 2020](#) – European strategy for smart, sustainable and inclusive growth (March 2010)
    - o [Policy Areas of the European Union](#)
    - o [Horizon 2020](#) – the European Commission's website on the future Framework Programme for Research and Innovation
    - o [Innovation Union](#) – European Commission's website on Innovation
    - o [European Economic Recovery Plan (2008)](#)
    - o [European Partnership for Researchers](#) – site which explains the benefits of the partnership to researchers working in the ERA
    - o [New Jobs, New Skills](#) – the European Commission's agenda for matching the labour market and skills needs
    - o [Preparing Europe for a New Renaissance – A Strategic View of the European Research Area](#)

b. Curriculum Vitae (max 2 pages)

*In addition to the standard academic and research record, the CV **should include a succinct 'funding ID' which must specify any current research grants and their subject, as well as any ongoing application for work related to the proposal**. This facilitates the proper assessment of the proposal and the granting process in case the proposal is retained for funding. Any research career gaps and/or unconventional paths should be clearly explained. Peer reviewers will take this into consideration when assessing the PI's quality and career progression.*

Tips:
- ✓ Your CV should be outstanding. The evaluators expect the applicant to have an impressive publications record in high status international journals
- ✓ You should be a pioneering, recognised, international leader in your field
- ✓ Detail your supervisory activities to date (ie number of PhDs or Post-Docs currently and previously supervised or mentored)

✓ This might contain a short biography, Research Interests, Invited presentations, Honours and Awards/Prizes, Research Leadership, Education and Teaching, Editorial Activities, Conference Activities and selected publications including citations (perhaps as a graph by year) and H-index

✓ Include in your CV, the date of your PhD

✓ Ensure you include a table of **Research Funding History**, including the following fields:

Funding Agency and Programme	Title of Project and Grant Reference Number	Duration	Funding amount

✓ If you have taken any extended career breaks, the dates of these should be included in your CV

c. 10-year Track-Record (max 2 pages)

*The applicant should list his/her activity over the **past 10 years** (dated from the deadline of the call) as regards:*

1. *A list of the **top 10 publications, as senior author** (or in those fields where alphabetic order of authorship is the norm, joint author), listing all authors, in major international peer-reviewed multidisciplinary scientific journals and/or in the leading international peer-reviewed journals and/or peer-reviewed conferences proceedings of their respective research fields, also indicating the number of citations (excluding auto-citations) they have attracted and possibly the h-index (if applicable).*
2. *3 major **research monographs, chapters in collective volumes and any translations** thereof (if applicable).*
3. *5 **granted patents** (if applicable).*
4. *10 **invited presentations** to peer-reviewed, internationally established conferences and/or international advanced schools (if applicable).*
5. *3 **research expeditions** that the applicant has led (if applicable).*
6. *3 **organisation of International conferences** in the field of the applicant (membership in the steering and/or programme committee) (if applicable).*
7. ***International Prizes/Awards/Academy memberships** (if applicable).*
8. *Major contributions to early careers of excellent researchers (if applicable)*
9. *Examples of leadership in industrial innovation (if applicable).*

Tips:

✓ Outline your track record of achievements over the last 10 years, using each heading in the guidelines, even if you need to put "None" after some headings. Include the following: Research funding obtained, Scientific Leadership, Supervisory experience, International experience and recognition, Research findings.

✓ Demonstrate your excellence in the research area

✓ Highlight how you have demonstrated **independent creative thinking**

✓ Highlight any high impact publications in prestigious journals

✓ Highlight any international recognition that you have received, eg invited lectures, associated editorships etc

✓ Outline any Honours or Awards/Prizes you have received

✓ Detail your research project management experience

✓ Highlight any experience in giving presentations to a non-scientific audience

✓ Include a summary (possibly a table similar to below) of your number of publications:

Total publications	Senior author publications	h-Index (and source)	Citations

Evaluation Criteria

***Excellence is the sole criterion of evaluation**. It will be applied to the evaluation of both the Principal Investigator and the research project.*

1. Principal Investigator
The track record of the PI is characterized by groundbreaking research and his/her achievements have typically gone beyond the state-of-the-art.
The track record of the PI contains abundant evidence of creative independent thinking
The PI has demonstrated sound leadership in the training and advancement of young scientists.

The PI demonstrates the level of commitment to the project necessary for its execution and demonstrates the willingness to devote a significant amount of time to the project (min 30% of the total working time on it and min 50% in an EU Member State or Associated Country) (based on Scientific Proposal).

2. Research project
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 (e.g. novel concepts and approaches or development across disciplines)?
How much is the proposed research high risk/high gain?

Scientific Approach
To what extent is the outlined scientific approach feasible (based on Extended Synopsis)?
To what extent is the proposed research methodology appropriate to achieve the goals of the project (based on Scientific Proposal)?
To what extent does the proposal involve the development of novel methodology (based on Scientific Proposal)?
To what extent are the proposed timescales and resources necessary and properly justified (based on Scientific Proposal)?

ERC Advanced Grant 2013
Part B2
Maximum 15 pages

Note: Applicants __must__ read carefully the [Guide for Applicants](#)

The scientific, technical, and/or scholarly aspects of the project should be described more in detail demonstrating the ground-breaking nature of the research, its potential impact and research methodology. The fraction of the applicant's research effort that will be devoted to this project, a full estimation of the real project cost and any ethical considerations raised by the project also need to be indicated.

a. State of the art and objectives

Specify clearly the objectives of the proposal, in the context of the state of the art in the field. When describing the envisaged research it should be indicated how and why the proposed work is important for the field, and what impact it will have if successful, such as how it may open up new horizons or opportunities for science, technology or scholarship. Specify any particularly challenging or unconventional aspects of the proposal, including multi - or interdisciplinary aspects.

Tips:
- ✓ The project must be ambitious, original and credible
- ✓ Clearly state objectives/aims of research (in bullet or numbered points)
- ✓ Clearly state **ground-breaking nature** of this research and it will progress beyond the state-of-the-art.
- ✓ Outline state-of-the-art
- ✓ Clearly demonstrate how this proposed research project distinguishes itself from other current work
- ✓ Include background/ preliminary data if appropriate
- ✓ Clearly state the **Importance and Relevance** to Europe/the world of this research. You may find the following references useful when preparing this section:
    - ○ [European Research Area (ERA)](#) – description of the ERA
    - ○ [Europe 2020](#) – European strategy for smart, sustainable and inclusive growth (March 2010)
    - ○ [Policy Areas of the European Union](#)
    - ○ [Horizon 2020](#) – the European Commission's website on the future Framework Programme for Research and Innovation
    - ○ [Innovation Union](#) – European Commission's website on Innovation
    - ○ [European Economic Recovery Plan (2008)](#)
    - ○ [European Partnership for Researchers](#) – site which explains the benefits of the partnership to researchers working in the ERA
    - ○ [New Jobs, New Skills](#) – the European Commission's agenda for matching the labour market and skills needs
    - ○ [Preparing Europe for a New Renaissance – A Strategic View of the European Research Area](#)
- ✓ Outline the **Impact** of this research
- ✓ Detail the high gains to be realised, if the proposed approach is successful
- ✓ Detail the multi-disciplinary aspects of the proposal
- ✓ Outline potential future research opportunities

b. Methodology

Describe the proposed methodology in detail including, as appropriate, key intermediate goals. Explain and justify the methodology in relation to the state of the art, including any particularly novel or unconventional aspects. Highlight any intermediate stages where results may require adjustments to the project planning. In case it is proposed that team members engaged by another Host Institution participate in the project, their participation has to be fully justified. This should be done emphasising the scientific added value they bring to the project.

Tips:
- ✓ Detail the Scientific feasibility of the project and clearly state the potential outcomes

- ✓ Emphasise the **ground-breaking nature** of the research
- ✓ Outline the **Novelty** of this proposed project
- ✓ Detail the multi-disciplinary aspects of the proposal
- ✓ Detail the Work plan / Experimental design. See the Proposal Preparation Toolkit, including Gantt chart generator for assistance
- ✓ Include a time table for completing each work package / experiment
- ✓ Include Milestones and Deliverables for each work package
- ✓ Detail how your will manage the project. Project Management tips can be found here
- ✓ Outline any risks associated with this research and details of a possible contingency plan
- ✓ Outline any potential future research opportunities
- ✓ UCD Research Support Units - details of the many Institutional support units that are available in UCD to assist with the implementation and management of the grant. This section should include details of the support units and how they will be able to assist with the management of your research project. For example, UCD Research - set up a specific Research Account for the Award; Bursar's Office - Financial Administration; UCD HR - employment of Research Staff, assistance with obtaining Visas; Research Finance Office - preparation of Cost Statements and management of Audits; Research Ethics Office – Ethical approval; Nova UCD – Intellectual Property protection and exploitation; IT Services – IT resources and support; CSTAR – provision of statistical support; Office of Corporate and Legal Affairs – legal support. This section of your proposal should expand on the details above, using the information provided in the UCD Support Units document.
- ✓ Outline the Dissemination plan

c. Resources (including project costs)

Describe the size and nature of the team, indicating, where appropriate, the key team members and their roles. The participation of team members engaged by another Host Institution should be justified in relation to the additional financial cost this may impose to the project.

Tips:
- ✓ Ensure that you clearly define a specific role for **each team member** that you proposed to employ on this project and be clearly associated with specific work packages and milestones
- ✓ UCD's policies on Equality and Diversity are outlined here, which are relevant for the employment of research staff on the project.
- ✓ UCD has recently been awarded the "HR Excellence in Research" logo by the European Commission under the Human Resources Strategy for Researchers (HRS4R) process. It identifies UCD as a provider and supporter of a stimulating and favourable working environment for researchers. The "HR Excellence in Research" demonstrates the European Commission's recognition of UCD's commitment to implement the principles of Charter & Code.

Describe other necessary resources, such as infrastructure and equipment.

Tips:
- ✓ Specify any equipment that needs to be specifically purchased to carry out this project
- ✓ Include a short technical description of the equipment requested, a justification of its need as well as the intensity of its planned use.

Specify any existing resources that will contribute to the project. It is advisable to include a short technical description of the equipment requested, a justification of its need as well as the intensity of its planned use.

Tips:
- ✓ You may find the following documents useful when preparing this section,
    - o UCD Description– A general description of UCD, also including UCD's track record in EU FP7, including ERC, and general research funding
    - o UCD Facilities– describes the equipment/ facilities available in UCD for the execution of your project. It also details the laboratory equipment that is available in UCD. If you need to use existing equipment for your research, it is important that you clearly specify that this equipment is available here for your use. In addition to laboratory equipment, you should also detail the IT Resources and Library resources and collections that are available.
    - o UCD Major Research Programmes– details the Major and Multidisciplinary Research Institutes and Centres that are located in UCD. You should include details of any that are relevant to your research project. This will highlight to the evaluators that there is a critical mass of researchers already located within UCD in your research area, that your proposed research project will be located within one of these Centres and will benefit from the knowledge and experience already available here.

- ✓ Outline the host research group and/or School/Institute's participation in international collaborations
- ✓ NovaUCD is the Technology Transfer Office for UCD which assists with the management/exploitation of any intellectual property arising. See the section on NovaUCD in the UCD Research Support Units document

Specify briefly your commitment to the project and how much time you are willing to devote to the proposed project.
Tips:
- ✓ You are expected to devote at least 30% of your total working time to this ERC-funded project and spend at least 50% of your total working time in an EU-Member State or Associated Country.

State the amount of funding considered necessary to fulfil the objectives for the duration of the project. This should be a reasoned estimate of the projects costs.
Tips:
- ✓ Contact Tony Malone (anthony.malone@ucd.ie) in the UCD Research Finance Office for assistance with the preparation of your application budget and its justification.
- ✓ Include a breakdown and justification of all budget categories, along with a summary of how the costs will be distributed across the project duration.
- ✓ Use the costing table template to facilitate the assessment of resources by the evaluators. This is included in the template for Part B2, which you should download from the EPSS

d. Ethical and Security-Sensitive Issues

Ethics:
The Ethical Issues Table serves to identify any ethical aspects of the proposed work. This table has to be completed even if there are no issues (by confirming in the table that none of the ethical issues apply to the proposal).
Tips:
- ✓ For further information on completing the Ethical Issues section, see Annex 2 of the Guide for Applicants
- ✓ If any of the ethical issues listed in the Ethical Issues Table apply to your proposal, you **must** provide a brief explanation of the ethical issue involved and how it will be dealt with appropriately, and upload this as a separate "Ethical Issues Annex" document, which you should download from the EPSS. It should outline the benefit and burden of such research, the effects it may have and how the ethical issues will be managed
- ✓ You could include any supporting documentation you already have (eg Ethical approval or exemption).
- ✓ For advice and assistance with the UCD research ethics approval process, please visit the UCD Research Ethics website.
- ✓ Also see the Commission's Guidelines on "Getting Through Ethics Review"

Security:
ERC actions may be classified if they are considered as security sensitive. The proposal can be considered security-sensitive for a variety of reasons, most notably:
- *if the proposed action may need to handle classified information as background;*
- *if some foreground is planned to be classified.*
In addition, a proposal may also be considered as sensitive, independently of any security classification, if it plans to exchange material subject to transfer or export licensing. If export licences (or intra EU licences) are required for carrying out the planned work, applicants must clarify the requirement to have such export or transfer licences and must provide a copy of export or transfer licences (or of the requests). For further information on security sensitive issues relevant to this Call, see Annex 4 of the Guide for Applicants.
If your proposal is security sensitive, describe (in section 2 d) why, which are the participants concerned by the sensitivity and what are the measures foreseen to cope with it. Please annex to your proposal a first version of the Security Aspects Letter (SAL) and its annex, the Security Classification Guide (SCG), as part of the proposal using the template provided in Annex 4 of the Guide for Applicants.
Tips:
- ✓ Include as an annex to your proposal, a first version of the Security Aspects Letter (SAL) and its annex, the Security Classification Guide (SCG), using the templates provided in Annex 4 of the Guide for Applicants.
- ✓ Describe your experiences in managing security sensitive projects, if appropriate
- ✓ Commission Decision 2001/844/EC outlines the Commissions provisions on security. Appendix 2 provides a Practical Classification Guide.
- ✓ See Annex D (Handling Security – Sensitive ERC actions) of the ERC Rules for Submission of proposals
- ✓ The National Security Authority for Ireland is the Department of Foreign Affairs

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