



ERC Advanced Grants 2012

UCD Help Pack

The following help notes **must** be used in conjunction with the [Guide for Applicants](#).

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UCD Support

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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.

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

- **5pm, February 9th, 2012, Physical Sciences & Engineering**
- **5pm, March 7th, 2012, Life Sciences**
- **5pm, April 4th, 2012, Social Science & Humanities**

Note: For all applications from the College of Science please contact Susan Hedigan, Head of International Research Programmes in the College of Science (susan.hedigan@ucd.ie, +151 1 716 2154), with details of your application at the earliest opportunity.

We can assist with all aspects of the preparation of your proposal and provide feedback on your application on request.

UCD Research Finance Office

If you have any financial queries, please contact Tony Malone in the UCD Research Finance Office (anthony.malone@ucd.ie or +353 1 716 1083) for assistance.

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 [NovaUCD Project Managers](#).

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Administrative Forms (A-forms)

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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
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E-mail 2	-

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ERC Advanced Grant 2012

Part B1

Maximum 10 pages

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

a. 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:

- This might contain a short biography, Research Interests, Invited presentations, Honours and Awards, 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

b. 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. **Research monographs, chapters in collective volumes and any translations thereof** (if applicable).
3. **Granted patents** (if applicable).
4. **Invited presentations** to peer-reviewed, internationally established conferences and/or international advanced schools (if applicable).
5. **Research expeditions** that the applicant has led (if applicable).
6. **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) - not in line with the provisions of the WP2012

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.
- Include a summary (possibly a table) of your number of publications:

Total publications	Senior author publications	H-Index (and source)	Number of Citations

c. 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 B Section 1 (B1) at step 1.

Tips:

- Clearly state objectives / aims of research
- Clearly state ground-breaking nature of this research
- How will this research open up new horizons or opportunities for research
- Detail the scientific feasibility and also outline the risks and contingencies if appropriate. Also outline the potential rewards if it does meet its stated objectives
- Outline importance and relevance to Europe/the world and its potential impact. The following documents may be of assistance in his section:
 - [European Research Area \(ERA\)](#) – description of the ERA
 - [Europe 2020](#) – European strategy for smart, sustainable and inclusive growth (March 2010)
 - [Innovation Union](#) – European Commission’s website on Innovation
 - [Policy Areas of the European Union](#)
 - [Horizon 2020](#) – the European Commission’s website on the future Framework Programme for Research and Innovation
 - [European Economic Recovery Plan \(2008\)](#)
 - [European Partnership for Researchers](#) – site which explains the benefits of the partnership to researchers working in the ERA
- Detail the multi-disciplinary aspects of the proposal
- Outline methodology / project design and workplan with time-scale
- Describe briefly the research team and research environment / facilities / centres in UCD that are relevant to this project

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

Intellectual capacity and creativity:

To what extent is the Principal Investigator's record of research, collaborations, project conception, supervision of students and publications ground-breaking and demonstrative of independent creative thinking and the capacity to go significantly beyond the state of the art?

Commitment:

Is the Principal Investigator strongly committed to the project and willing to devote a significant amount of time to it (they will be expected to devote at least 30% of their total working time to the ERC-funded project and spend at least 50% of their total working time in an EU Member State or Associated Country)? (assessed at step 2)

2. Research project

Ground-breaking nature and potential impact of the research:

- To what extent does the proposed research address important challenges at the frontiers of the field(s) addressed?
- To what extent does it have suitably ambitious objectives, which go substantially beyond the current state of the art (e.g. including inter- and trans-disciplinary developments and novel or unconventional concepts and/or approaches)?

Methodology:

- To what extent does the possibility of a major breakthrough with an impact beyond a specific research domain/discipline justify any highly novel and/or unconventional methodologies ("high-gain/high-risk balance")?

- To what extent is the outlined scientific approach feasible? (assessed at step 1)
- To what extent is the proposed research methodology (including the proposed timescales and resources) appropriate to achieve the goals of the project? To what extent are the resources requested necessary and properly justified? (assessed at step 2)
- If it is proposed that team members engaged by another Host Institution participate in the project is their participation fully justified by the scientific added value they bring to the project? (assessed at step 2)

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Part B2

Maximum 15 pages

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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.

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 inter-disciplinary aspects.

Tips:

- State objectives clearly (in bullet or numbered points)
- Outline state-of-the-art
- Include background / preliminary data if appropriate
- State the ground-breaking aspects of this project and how it will progress beyond the state of the art.
- Clearly state the **Importance and Impact** of this research. You may find the following documents 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)
 - [Innovation Union](#) – European Commission Flagship Initiative (in particular see December 2012 Progress Report)
 - [Policy Areas of the European Union](#)
 - [Horizon 2020](#) – the European Commission’s website on the future Framework Programme for Research and Innovation
 - [European Economic Recovery Plan \(2008\)](#)
 - [European Partnership for Researchers](#) – site which explains the benefits of the partnership to researchers working in the ERA

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 emphasizing the scientific added value they bring to the project.

Tips:

- Outline Workplan / Experimental design / Tasks
- Detail a timetable for completing each work package / experiment
- See the [Proposal Preparation Toolkit](#), including Gantt chart generator for assistance in creating a work plan
- Outline any risks associated with this research and details of a possible contingency plan. Also outline the potential reward if the project successfully meets its objectives
- Outline [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. Describe other necessary resources, such as infrastructure and equipment. 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,
 - [UCD Description](#) – describes UCD’s track record in EU FP7 and general research funding
 - [UCD Facilities](#) – describes the equipment/ facilities available in UCD for the execution of the project
 - [UCD Major Research Programmes](#) – describes main Institutes and research groups in UCD
 - [UCD Research Support Units](#) – describes administrative supports available in UCD to assist in project execution
 - [UCD Training](#) – describes Training Courses in UCD especially important to the personal development of research staff employed on the project
 - [UCD International Links](#) – describes UCD’s links to International Networks.
- Outline the host research group and/or School/Institute’s participation in international collaborations
- Project Management tips can be found [here](#)
- UCD’s policies on Equality and Diversity are outlined [here](#) which are relevant for the employment of research staff on the project.
- 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.

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.

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 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.
- 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.
- You could include any supporting documentation you already have (eg Ethical approval or exemption).

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).

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:

- Describe your experiences in managing security sensitive projects, if appropriate
- [This document](#) 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 on the [Advanced Grants Call website](#) in the ‘Additional Documents’ section

In addition, the following documents are required as part of the proposal:

- *A copy of the Facility Security Clearances (FSC) (or the FSC requests). The validity of the FSC will be checked by the European Commission’s Security Directorate through the appropriate formal channel with the National Security Authorities (NSAs) involved;*
- *Formal written authorization by the relevant security authorities to use the classified background;*

Tips:

- National Security Authority for Ireland is the Department of Foreign Affairs

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