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ERC SCIENTIFIC REPORTING GUIDELINES



European Research Council
Established by the European Commission



OBJECTIVES AND WHERE TO REPORT

As an ERC grantee, you are required to submit scientific and financial reports as set out in Article 20 of your Grant Agreement. ERC Scientific Officers will carefully assess your scientific reports and may contact you to request additional information if they believe something is missing or not clear enough.

Scientific reports are due halfway through and at the end of your project and must be submitted within 60 days after each period ends:

- In the **mid-term scientific report**, you summarise the scientific progress that allows the Scientific Officers to monitor the project and its achievements, but also possible difficulties encountered. As corresponding Principal Investigator of a Synergy Grant, you have to submit two interim scientific reports in months 24 and 48 of your project.
- The **final report** submitted at the end of the project reports on scientific and financial aspects.

Depending on the scientific discipline and type of research, some sections of the ERC scientific report may not apply to your project.

WHERE TO REPORT

At the end of the scientific reporting period, you will receive a notification to complete your scientific report. You are required to modify your report in the “Scientific Reporting” module, a part of which includes information from the “Continuous Reporting” module. The “Continuous Reporting” module is activated from the time your project starts and for at least two years after the end of the project, but should not be used for the completion of scientific (and financial) reports.

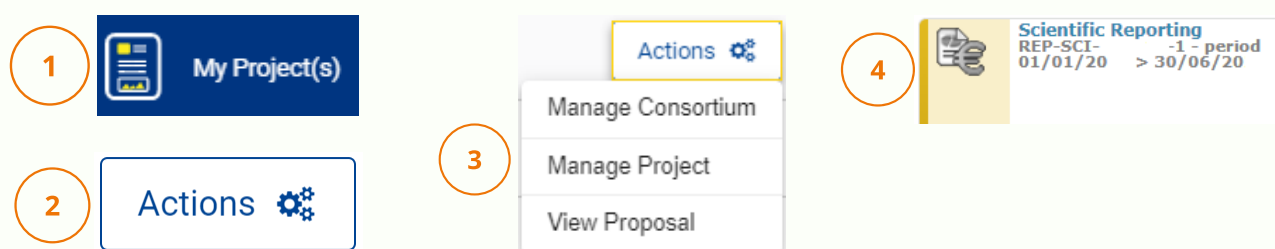
The “Scientific reporting” module can be found in the Funding and Tenders Portal.

Step 1 Navigate to the Funding and Tenders Portal via this link:











<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/myarea/projects>

Step 2 Use your EU login credentials to log in.

Step 3 Navigate to "My Project(s)" via the left-hand bar (1), click on "Actions" next to your project (2), and then select "Manage project" (3), then click on "Scientific Reporting" (4).






HOW TO REPORT ABOUT YOUR PROJECT'S PROGRESS

Summary for publication 	Deliverables Ethics, DMP, Other Reports 	Publications 	Patents (IPR) 	Open Data 	Major Achievements 	Major Challenges 	Expeditions and awards 	Dissemination and outputs 	Keywords 
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SUMMARY FOR PUBLICATION

This text will appear for the general public on [the CORDIS website](#), together with general information about your project (e.g., acronym/title, grant amount, abstract). This information is accessible via web search engines such as Google, and should be drafted for the general people, without making reference to information such as the names of team members or difficulties encountered during the project.

The summary is meant to give an overview of the overall objectives of your project, progress and work performed and main results achieved. The section is a “stand-alone” text that is not linked to other parts of the report. To finalise the submission, you will also be asked to upload a suitable image related to your research project.

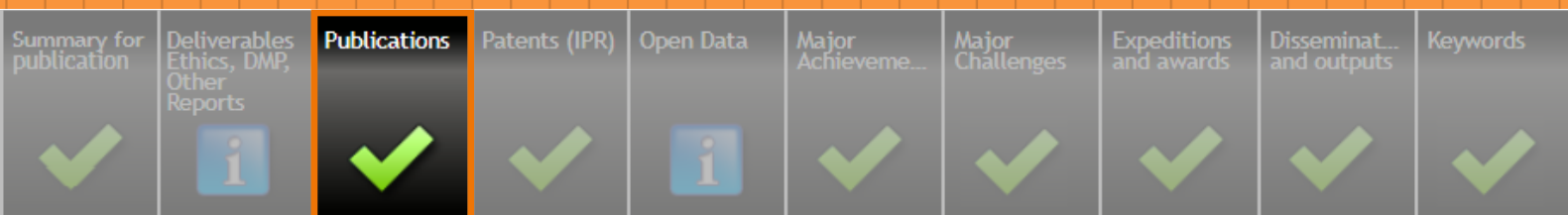
-  Please bear in mind that **the summary will be made public, should be informative, but should not include confidential information.**
-  Make sure the version of your summary is **final** in the report you submit through the Participant Portal. After the reports are submitted, **please do not modify the summary for publication in the “Continuous Reporting” module.**
-  The three subsections should contain **no more than 2,500 characters each, including spaces, in total no more than 7,480 characters, including spaces.**

DELIVERABLES, ETHICS, DMP, OTHER REPORTS

ERC-funded projects may have two types of deliverables: for Ethics and the Data Management Plan. Neither of these need to be reported in the context of your scientific report, and you can submit your scientific report without having received an ethics clearance or submitted a DMP.

For more information about the DMP, see page 7 below.

HOW TO REPORT ABOUT YOUR PROJECT'S PROGRESS



PUBLICATIONS

Please report all publications resulting from your ERC project by encoding (1) the doi of the publication (this should point to the version of record, i.e., the original publication), (2) the doi of the deposited version (i.e., the repository), (3) the authors (using commas to separate the authors!) and (4) the remaining fields.

DOI (1)

Type of publication

Repository Link (2)

Link to the publication (3)

Title

Authors

Title of the Journal/Proceedings/Books series/Book (for book chapters)

Number, date or frequency of the Journal/Proceedings/Book

Relevant Pages

ISSN/eISSN

Publisher

Place of publication

Year of publication

Is this publication available in Open-Access, or will it be made available? Yes - available in Green Open Access Yes - available in Gold Open Access No

Processing charges for Gold Open Access (4)

Is this a peer-reviewed publication? Yes No

Is this a joint public/private publication? Yes No

Name project team members that are in the author's list (excluding the Principal Investigator)

Please ensure that:

- ✓ ERC funding is acknowledged;
- ✓ the final version of the manuscript ("author's accepted manuscript") is deposited in an institutional, discipline-specific or general-purpose open access repository -> Direct link to repository page;
- ✓ the "repository link" points to the deposited final manuscript (version of record/author's accepted manuscript) in an Open Access repository. This link should not lead to the publisher's website, your own website, nor to platforms requiring a login account or a subscription such as ResearchGate or Academia.edu.

Do you have manuscripts under review at the time you have to submit your scientific reports? Mention these in the "Major achievements" section. However, abstracts, posters, slides, conference programmes, etc. should not be included in the publication list. Please report participation in conferences in the Dissemination and Outputs section below.

HOW TO REPORT ABOUT YOUR PROJECT'S PROGRESS

Summary for publication	Deliverables Ethics, DMP, Other Reports	Publications	Patents (IPR)	Open Data	Major Achievements	Major Challenges	Expeditions and awards	Dissemination and outputs	Keywords
✓	i	✓	✓	i	✓	✓	✓	✓	✓

PATENTS (IPR)

This tab manages the Patents and the Intellectual Property Rights (IPR).

[\[Technical instructions\]](#)

OPEN DATA

Please complete the Open Data questionnaire in case your H2020 project is part of the Open Research Data Pilot. [\[Technical instructions\]](#)

MAJOR ACHIEVEMENTS

You are asked to provide a concise overview of the progress of the scientific work, as compared to the Description of the Action in your grant agreement, i.e. describing progress and results achieved for each of the objectives, making reference to your relevant publications.

PROBLEMS AND DIFFICULTIES

As the ERC funds high-risk/high-gain research, it is possible that different challenges occur in the funded projects. In this section, please inform us about these difficulties, as well as your planned mitigation measures and corrective actions.

In case your project has scientifically significant changes, please request an amendment.

[\[Read more here\]](#)

EXPEDITIONS AND AWARDS

List any research expeditions you have undertaken in order to conduct your research project (i.e., not simply visits to other research groups). Please also list awards and recognitions that you or your team members have received for your research.

DISSEMINATION AND OUTPUTS

You can list here the conferences or events in which you presented results to academic and non-academic audiences, as well as any other project output such as software, tools, or media. You may highlight them of course also under “major achievements”.

KEYWORDS

Please use only those keywords that are meaningful for your project. We may use them e.g. for searches in our own database concerning specific disciplines, topics and methods.

HOW TO REPORT ABOUT YOUR PROJECT'S PROGRESS

SUBMIT YOUR REPORT

Save the report when all sections are completed, and go back to the Research & Innovation – Grant Management Service window:

The screenshot shows the 'RESEARCH & INNOVATION Grant Management Services' interface. On the left, there's a 'MY PROJECT' sidebar for 'HORIZON 2020' with details like 'Call: ERC', 'Type of Action', 'Acronym', 'Current Phase: Grant Management', 'Number', 'Duration: 60 months', 'GA based on the: H2020 ERC MGA - Mono - 4.null', 'Start Date', 'Estimated Project Cost', and 'Requested EU Contribution'. Below this are buttons for 'Latest Legal Data', 'Active Processes', 'Document Library', 'Communication Centre', and 'Archived Processes'. The main area shows a progress bar for 'Scientific Reporting' (REP-SCI-01/01/20 -1 - period > 30/06/20) with stages 'Draft', 'Submitted', and 'Completed'. Below the progress bar are sections for 'Scientific Part contribution', 'Scientific Report composition', 'Process documents', 'Process communications', and 'Process history'. A 'Continuous Reporting' section is also visible with a 'Started' to 'Completed' progress bar. At the bottom, there are links for 'H2020 ONLINE MANUAL' and 'ONLINE MANUAL', and a 'HOW TO' button.

You will need a "Coordinator" or "Primary Coordinator" user profile in the Grant Management Service Portal to submit the scientific report. Should you not have such a profile, please contact your host institution. [\[Read more about roles\]](#) Then follow [Steps 1-3 below](#) to submit the report. [\[Technical instructions\]](#)

The diagram shows three rows of progress bars for different reporting tasks. Each row has a 'Draft' stage highlighted in yellow. Step 1 is 'Lock for review', indicated by a red circle '1' and a red arrow pointing to a 'Lock for review' button. Step 2 is 'Accept & Include', indicated by a red circle '2' and a red arrow pointing to an 'Accept & Include' button. Step 3 is 'Submit to EU', indicated by a red circle '3' and a red arrow pointing to a 'Submit to EU' button. The tasks shown are 'Scientific Part contribution', 'Scientific Part review', and 'Scientific Report composition'. The 'Scientific Part review' row also has an 'Unlock' button.

The mission of the ERC is to support excellent research in all fields of science and scholarship. The main outputs of this research are new knowledge, ideas and understanding, which the ERC expects its grantees to publish in peer-reviewed articles and monographs. The ERC considers that providing free online access to these materials is the most effective way of ensuring that the fruits of the research it funds can be accessed, read, and used as the basis for further research.

SCIENTIFIC PUBLICATIONS

The obligations of the grant agreement related to open access apply to all peer-reviewed scientific publications related to results from the project. This means in particular that they apply regardless whether the underlying research has been supported in whole or only in part by the ERC.

Before publishing results related to your Horizon 2020 ERC-funded project, take into account that you are required by your grant agreement to take the following steps:

Step 1 Acknowledge ERC funding

For all kinds of publications, use the official text included in your Grant Agreement. When feasible, add the ERC logo.

"This project has received funding from the European Research Council (ERC) under the European Union's Horizon 2020 research and innovation programme (grant agreement n° xxxx)."

This also applies to other outputs of your project (see '[Communicating your research](#)').

Step 2 Select a publishing venue taking into account your contractual obligations and submit your manuscript

Keep in mind that open access to the publication (AAM or VoR) has to be provided via a repository at the latest within 6 months (for LS or PE) or 12 months (for SH) after publication. Check if the publisher's embargo period is compatible with this requirement.

To decide where to publish your journal article, you may find the [SHERPA/RoMEO service](#) useful for a first orientation. This community-maintained site provides a listing of publishers' copyright conditions concerning authors archiving their work online. However, as journal policies change over time, it is important that you also check the detailed information on the journal website. The [Directory of Open Access Journals](#) provides useful information specifically on fully open access journals.

Step 3 Ensure that your publication is deposited in a suitable repository of your choice immediately upon publication

Option 1

- Immediate open access via the publisher
- Immediately deposit your publication (generally the VoR) in a repository of your choice and provide open access through the repository
- Publishing fees (including APCs/BPCs, but also e.g. page charges or colour charges) are eligible costs if incurred during the lifetime of your project and in line with the provisions in your grant agreement

Option 2

- No immediate open access via the publisher
- Self-archive your publication (generally the AAM) in a repository of your choice, immediately upon publication
- Provide open access to the publication via the repository within 6 months (for LS or PE) or 12 months (for SH)
- Publishing fees (e.g. page charges, colour charges) are eligible costs if incurred during the lifetime of your project and in line with the provisions in your grant agreement

RESEARCH DATA

Step 1 Decide whether to opt in to or out of the Open Research Data Pilot (ORDP) when preparing your grant agreement

Option 1

- **Opt in** to the ORDP when preparing your grant agreement
- Determine whether or not to make the Data Management Plan (DMP) publicly accessible via CORDIS

Option 2

- **Decide to opt out** of the ORDP when preparing your grant agreement

Step 2 If you have opted in: Submit a DMP, which you can continuously update

Writing a DMP is directly linked to the methodology of your research. In other words, good research data management will make your work more efficient, contribute to safeguarding information and to increasing the impact and the value of the data among the beneficiaries and others, during and after the research.

The ERC proposes a DMP template [here](#). You are welcome to adapt it or use a different template, as long as you cover the FAIR principles and outline the allocation of resources as well as data security. Also elaborate when and why you will not give access to your research data.

Step 3 If applicable, deposit your research data in a research data repository

Step 4 Give open, free-of-charge access to the end-user to the digital research data generated during your project, as specified in your DMP

REPOSITORIES FOR PUBLICATIONS AND DATASETS

Next to institutional repositories (e.g. those of universities or research organisations), you may find general-purpose repositories useful (e.g. [Zenodo](#), [Figshare](#) or [HAL](#)) as well as domain-specific ones:

- [Europe PMC](#) for publications in the Life Sciences domain.
- [arXiv](#) for publications in the Physics and Engineering domain.
- [OAPEN Library](#) for books and chapters.

For examples of **repositories for research data**, consult the information document "[Open Research Data and Data Management Plans](#)" produced by the ERC Scientific Council. You may also find the Registry of Research Data Repositories (re3data.org) and the Directory of Open Access Repositories (OpenDOAR: <https://v2.sherpa.ac.uk/opendoar/>) useful resources. These registries cover research data repositories from different academic disciplines.