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ERC SCIENTIFIC REPORTING GUIDELINES

H2020 AND HE

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INTRODUCTION

The current guidelines cover both Framework Programmes, [Horizon 2020](#) and [Horizon Europe](#). In case of specificities linked to one particular programme, these will be highlighted in the present guidelines and marked in a different colour.

Note that...

- you need to determine which programme is relevant for your grant and follow the specific instructions, if applicable.
- the [Horizon 2020](#) scientific report needs to be produced entirely online.
- the [Horizon Europe](#) scientific report is composed partly of web tabs and a downloadable Word template.
- the [Horizon Europe](#) Word scientific template needs to be downloaded from the “Scientific Reporting” module (see the “[Scientific Report](#)” **part B** tab), completed on your local desktop, and then uploaded in the reporting portal.
- the scientific report must be submitted through the [EU Funding & Tenders Portal](#).

OBJECTIVES

As the grantee of a [Horizon 2020 \(H2020\)](#) or [Horizon Europe \(HE\)](#) ERC-funded project, you are required to submit scientific and financial reports as set out in your Grant Agreement (see [Article 20 H2020](#) or [Article 21 HE](#)). The ERC Executive Agency’s Scientific Officers will assess your scientific reports and may contact you to request additional information if they believe something is missing or not clear enough.

For most ERC Grants, 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 (or interim) scientific report**, you summarise the progress of the scientific work as compared to the initial “Description of Action” (part B2 of your project proposal).*
- *In the **final report**, you summarise the overall scientific work, achievements, and results of the project over the whole duration of your grant, as well as their scientific impact. The final scientific and financial reports are submitted together at the end of the project. These guidelines explain how to complete the scientific report.*

For **Synergy Grants**, the scientific reporting is similar, however with two interim scientific reports after months 24 and 48 of your project. **Proof of Concept Grant** specificities are outlined below.

WHERE TO REPORT

At the end of each scientific reporting period, you will receive a notification via the Funding & Tenders Portal inviting you to complete and submit your scientific report, for which you have 60 days. You are required to complete your report in the “Scientific Reporting” module.

To complete the (interim or final) scientific report, go to the [Funding & Tenders Portal](#), and access the link to the “Scientific Reporting” module. You will note that part of the information is pre-filled with data that you have previously entered in the “Continuous Reporting” module, such as Publications or Summary for publication. You may need to update this information to cover the whole reporting period of your scientific report.

Note that the “Continuous Reporting” module is activated when your project starts and remains active for some time even after the end of the project, allowing you to add additional project results. You are invited to update the “Continuous Reporting” regularly, especially when your project produces important outcomes.

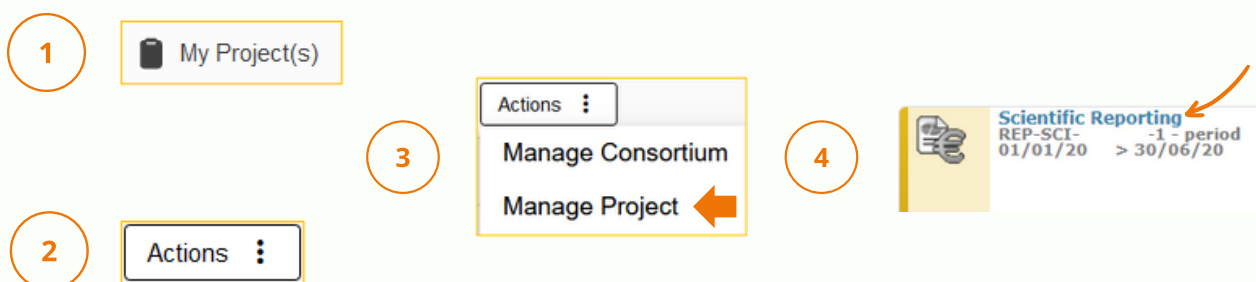
To open the “Scientific Reporting” module, proceed with the following steps:

Step 1 Go to:

<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).



Note that...

- the **Horizon 2020** scientific report needs to be produced entirely online.
- the **Horizon Europe** scientific report is composed partly of web tabs and a downloadable Word template.
- the **Horizon Europe** Word scientific template needs to be downloaded from the “Scientific Reporting” module (see the **“Scientific Report” part B** tab), completed on your local desktop, and then uploaded in the reporting portal.

HOW TO REPORT ABOUT YOUR PROJECT'S PROGRESS

Project Summary	Researchers involved in the project	Deliverables	Publications	Results	Disseminati...	Intellectual property rights (IPR)	Scientific Report (Part B)	Impact	Other Results	Datasets
✓	✓	i	i	✓	✓	✓	i	✓	✓	✓

PROJECT SUMMARY

The three headings of the Project Summary will be published on [the CORDIS website](#), together with general information about your project (e.g., acronym/title, grant amount, abstract; publications). This summary is accessible via web search engines such as Google, and should be drafted for a wider audience. It should not make reference to confidential or personal information.

The different sections of the summary are meant to give an overview of the overall objectives of your project, progress and work performed and main results achieved. The summary 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 and provide a link to the project’s website (or otherwise to your host institution).

- ✓ *The summary will be public, should be informative, and should not include any confidential information.*
- ✓ *Confirm that the version of your summary is **final** in the report you submit through the Funding & Tenders Portal. Note that any changes you make to the summary for publication may only become public after a periodic or scientific report is approved.*
- ✓ *The three subsections should contain **no more than 2,500 characters each, including spaces, i.e. in total no more than 7,480 characters, including spaces.***

RESEARCHERS INVOLVED IN THE PROJECT (HE)

This section is only present for **Horizon Europe** projects, and is dedicated to list all researchers that are involved in the ERC project, both the Principal Investigator(s) and their team members that contribute to the scientific work. This list should include all researchers who are active in the ERC project, even if their salaries are not funded from the ERC project. [\[IT How-to\]](#)

DELIVERABLES (ETHICS, DMP, OTHER REPORTS)

The “Deliverables” section serves to submit documents for the ethics monitoring (if applicable) and the [Data Management Plan](#), which is due six months after the start of the project (for **Horizon Europe** projects). For more information about the DMP, see page 9 below.

Neither of these need to be reported in the context of your scientific report. This section will not block the submission of your scientific report.

HOW TO REPORT ABOUT YOUR PROJECT'S PROGRESS



PUBLICATIONS

When you open the “Publications” section, you may see publications that were automatically linked to your ERC project through the OpenAIRE platform. You can accept or reject these suggestions.

You may also import publication through their DOI (digital object identifier), or manually: 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) and (2) the DOI of the deposited version (i.e., the repository).

Ensure that:

- ✓ ERC funding is acknowledged;
- ✓ the final version of the manuscript (“author’s accepted manuscript”) or the published version (“version of record”) 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 version in an Open Science repository. This link should not lead to the publisher’s website, your own website, nor to platforms 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. Report participation in major conferences in the Dissemination section.

HOW TO REPORT ABOUT YOUR PROJECT'S PROGRESS



DISSEMINATION ACTIVITIES

Provide an overview of the dissemination of your ERC project results, and list here the major conferences or events in which you presented results to academic and non-academic audiences [[HE: IT How-to](#)]. For H2020 projects, you can list any other project output such as software, tools, or media. You may also highlight them under “Major Achievements”. [[H2020: IT How-to](#)]

INTELLECTUAL PROPERTY RIGHTS (PATENTS)

This tab is reserved for reporting the Patents and the Intellectual Property Rights (IPR). [[IT How-To](#)]

DATASETS (OPEN DATA)

In this section you are asked to list research data sets that result from your ERC project. For more information about research data, see page 9 below. [[IT How-To](#)]

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 (part B2), i.e. describing progress and results achieved for each of the objectives, making reference to your relevant publications.

If applicable, you may also refer to the novel methodologies, inter-disciplinary developments and/or knowledge and technology transfer achieved in the course of your project, as well as any scientific breakthroughs beyond the state of the art, and, for Starting and Consolidator Grant projects, how the ERC project has contributed to consolidating your research group.

MAJOR CHALLENGES

As the ERC funds high-risk/high-gain research, it is possible that different challenges occur in the funded projects. Specify any major scientific or technical challenges you have encountered to date or anticipate in the near future related to the implementation of your research project. Where appropriate, indicate any changes of direction of work you envisage. In case your project needs significant scientific changes compared to the original plans stated in the Description of Action (part B2), please request an amendment. [[Read more here](#)]

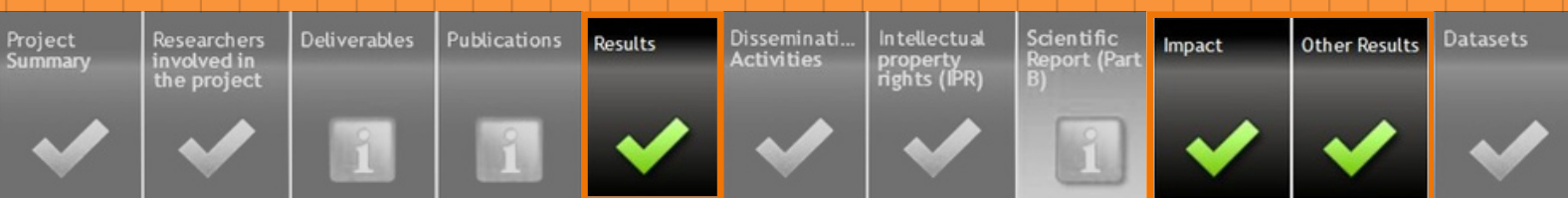
SCIENTIFIC REPORT PART B (HE)

Download and complete the narrative part of the Word template, which is composed of the following sections: *Major Achievements*, *Major Challenges*, *Keywords*. All other sections of the report need to be completed directly in web module “Scientific Reporting”.

Please do not delete or modify the content of the template, and take into account the character limits for each section.

Upload the report as PDF via the dedicated button of the “Scientific Report (Part B)” section. After the upload, please make sure to submit your entire report to the ERC (see below).

HOW TO REPORT ABOUT YOUR PROJECT'S PROGRESS



RESULTS (HE)

This tab is reserved for reporting key results of your ERC project in a structured form. For ERC projects, most results are expected to be of the type “scientific result” (such as a discovery, a new model, or theory), which you can refer to with a very brief description. There is no need to report a “result” for every individual scientific publication resulting from your project.

For other types of results, such as “products”, or “services”, you will be asked to give further details, including on the result ownership, that aim at helping to exploit such results. [\[IT How-to\]](#)

IMPACT (HE)

For ERC projects funded from the Horizon Europe Framework Programme, you will see a new tab with tick boxes to collect statistical information on the impact of the EU funding, which must be completed at project-end. These include the UN’s Sustainable Development Goals (SDG), information on citizen engagement, and the Technology Readiness Level of the project. These indicators may or may not apply to your ERC project. Given the explorative bottom-up nature of ERC-funded research, you can select “not applicable” for some or all these indicators, whenever these are not relevant for your project. This data is collected to feed into the EU’s overall budget expenditure tracking; it is not a part of the project monitoring of ERC grants.

OTHER RESULTS (HE)

List other results than those included in the Results tab, if applicable.

EXPEDITIONS AND AWARDS (H2020)

List any major research expeditions you have undertaken in order to conduct your research project (i.e., not simply visits to other research groups). Also list any awards and recognitions that you or your team members have received for your research. [\[IT How-to\]](#)

KEYWORDS

Please use only those keywords that are meaningful for your project, to enable e.g. searches concerning specific disciplines, topics and methods.

PROOF OF CONCEPT

Proof of Concept projects are asked to submit a final report at the end of the project, which has a specific reporting template you can find [here](#). In addition to the project summary, publications, dissemination activities, IPR resulting from your project, or other sections of the web report, you are asked to provide an overview of the scientific progress for your project. Download, complete and upload the template available in the tab “Tech Report Part B”. Please do not delete or modify the content of the template.

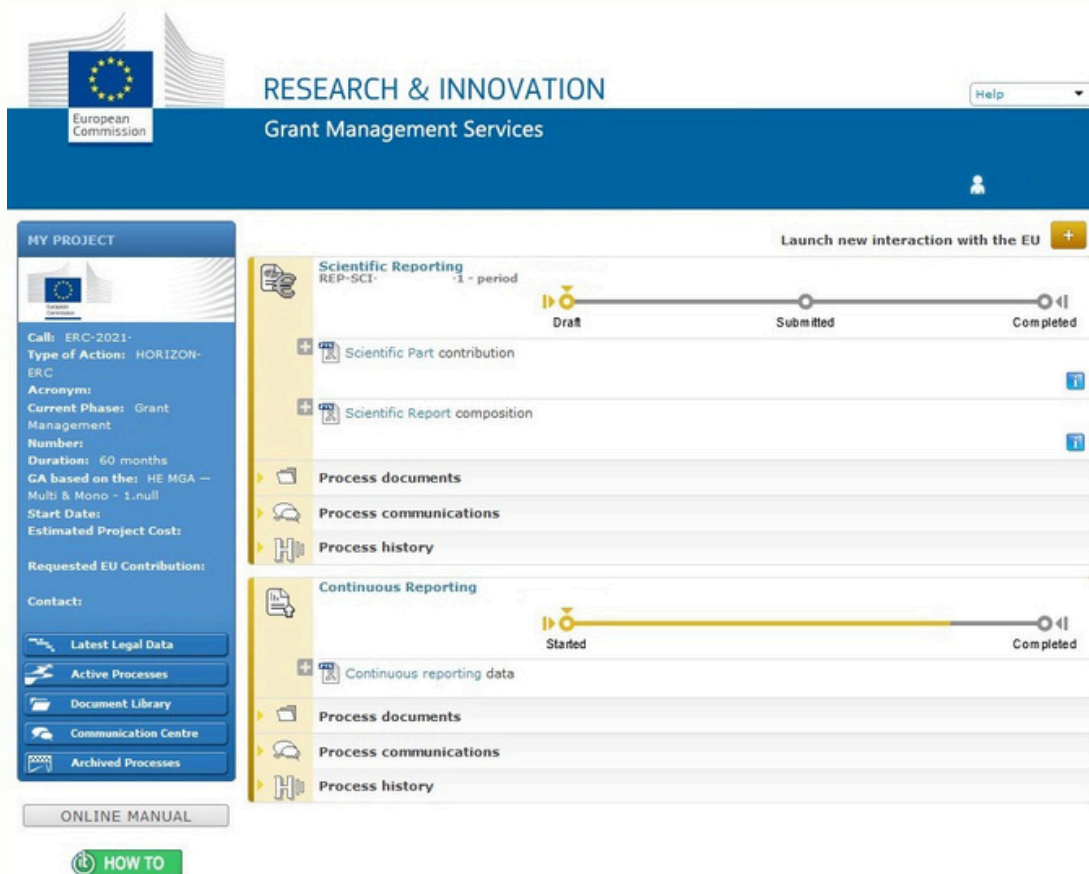
Describe the results of the implementation of your project as compared to the Description of Action (Annex1). All other parts of the report need to be completed directly in the web module “Periodic Reporting and Payment”.

You may also submit any additional material (e.g., business plan, feasibility study, etc.) as you see fit, which can serve the ERC for information purposes about your project.

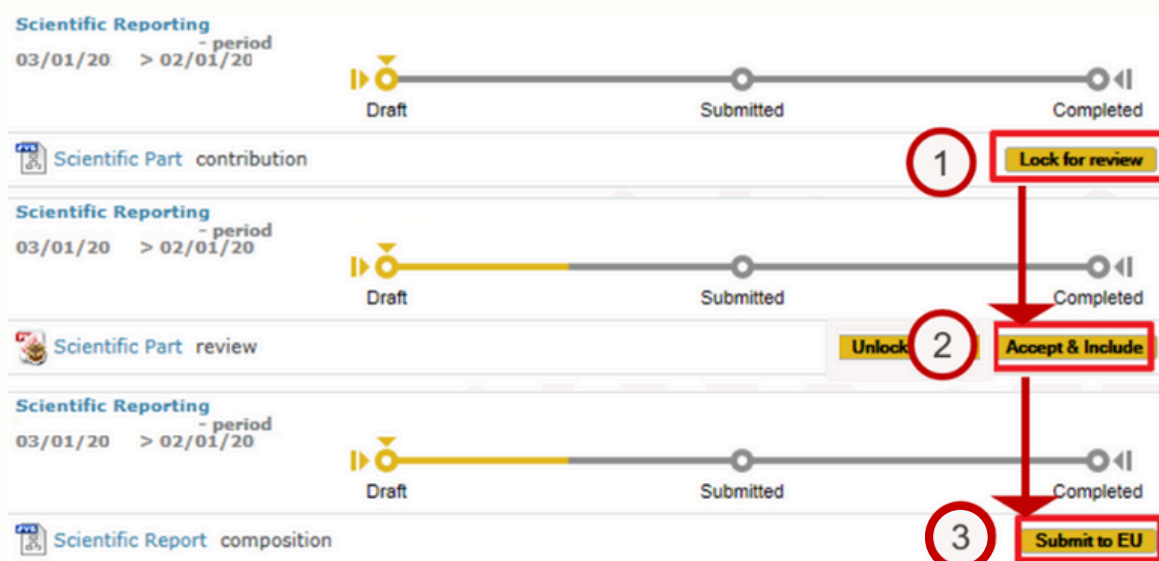
HOW TO REPORT ABOUT YOUR PROJECT'S PROGRESS

SUBMIT YOUR REPORT

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



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. [\[Technical instructions\]](#)



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, including long-text publications such as monographs. When publishing results related to your [Horizon 2020](#) or [Horizon Europe](#) ERC-funded project, make sure that you:

✓ Acknowledge ERC funding

To acknowledge funding in scientific publications, use the following statement, and where feasible, display the EU emblem and ERC logo:

- [Horizon 2020](#): “This project has received funding from the European Research Council (ERC) under the European Union's Horizon 2020 research and innovation programme (grant agreement Acronym and Number)”.
- [Horizon Europe](#): “Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Research Council Executive Agency. Neither the European Union nor the granting authority can be held responsible for them”.
- We also strongly recommend to acknowledge the ERC funding and grant number in scientific publications ([ERC, Acronym, Number](#)).

✓ Ensure that the publication venue allows the sharing in Open Access

You must make the accepted manuscript (AAM) or the published version (VoR) available in Open Access. In most cases, there are less restrictions for the sharing of the accepted manuscript. You can check the manuscript sharing conditions on the websites of the journals or publishers, or by using community-maintained platforms such as the [SHERPA/RoMEO service](#).

- For [Horizon 2020](#) projects, you must share the accepted manuscript at the latest 6 months after the date of publication (12 months for Social Sciences and Humanities) in Open Access.
- For [Horizon Europe](#) projects, you must share the accepted manuscripts immediately upon publication, with a CC-BY licence (or an equivalent licence).

You may have to pay Open Access fees (APCs or BPCs) to be able to comply with the above requirements. Note that, for [Horizon Europe](#) projects, only publication fees for full open access publication venues can be reimbursed as direct costs from your ERC grant.

✓ Deposit the accepted manuscript (or the published version) in an Open Access repository

You can use institutional repositories (e.g. those of universities or research organisations), discipline- or domain-specific ones (e.g. [Europe PMC](#), [OAPEN Library](#)) or general-purposed ones (e.g. [Zenodo](#)). For [Horizon Europe](#) projects, the repositories must be “trusted”, which means they must meet additional quality criteria and allow for detailed publication metadata.

RESEARCH DATA

You must manage the digital research data generated in the action responsibly, in line with the [FAIR principles](#) and by taking the following actions:

✓ Submit a Data Management Plan (DMP)

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. You need to submit the first version of the DMP after the first six months of your ERC project. In the DMP you specify what data your project generates or processes, how it is managed, and which parts of it (if any) will be shared in open access.

✓ Deposit your research data in a trusted research data repository

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/opensoar/](https://v2.sherpa.ac.uk/opensoar/)) useful resources.

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

The opening and sharing of research data follows the principle "as open as possible, as closed as necessary." Acceptable reasons for not sharing research data include commercial exploitation, ethical, or security reasons. For **Horizon Europe** projects, the data sets need to be shared under a CC-BY or equivalent licence.