

The European Research Council

Scientific Reporting for ERC
projects funded in FP7

Visual Guide for grantees

***ERC-SCIENTIFIC-FOLLOW-
UP@ec.europa.eu***

August 2017



Scientific Reporting for ERC projects

Scientific reports need to be submitted **within 60 days from the end of the respective reporting periods** (e.g. by the end of months **32** and **62** for 5 year projects).

Mid-term Scientific Report

Reporting period: months 1-30

Final Scientific Report

Reporting period: months 1-60

Financial Report 1

Months 1-18

Financial Report 2

Months 19-36

Financial Report 3

Months 37-54

F 4

55-60

Example: 5-years ERC project \triangleq 60 months duration

N.B. The reporting periods for ERC projects with durations other than 60 months, as well as for Synergy and Proof of Concept projects, may differ. Please check the respective Grant Agreements.

Scientific Reporting for ERC projects



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RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > Home

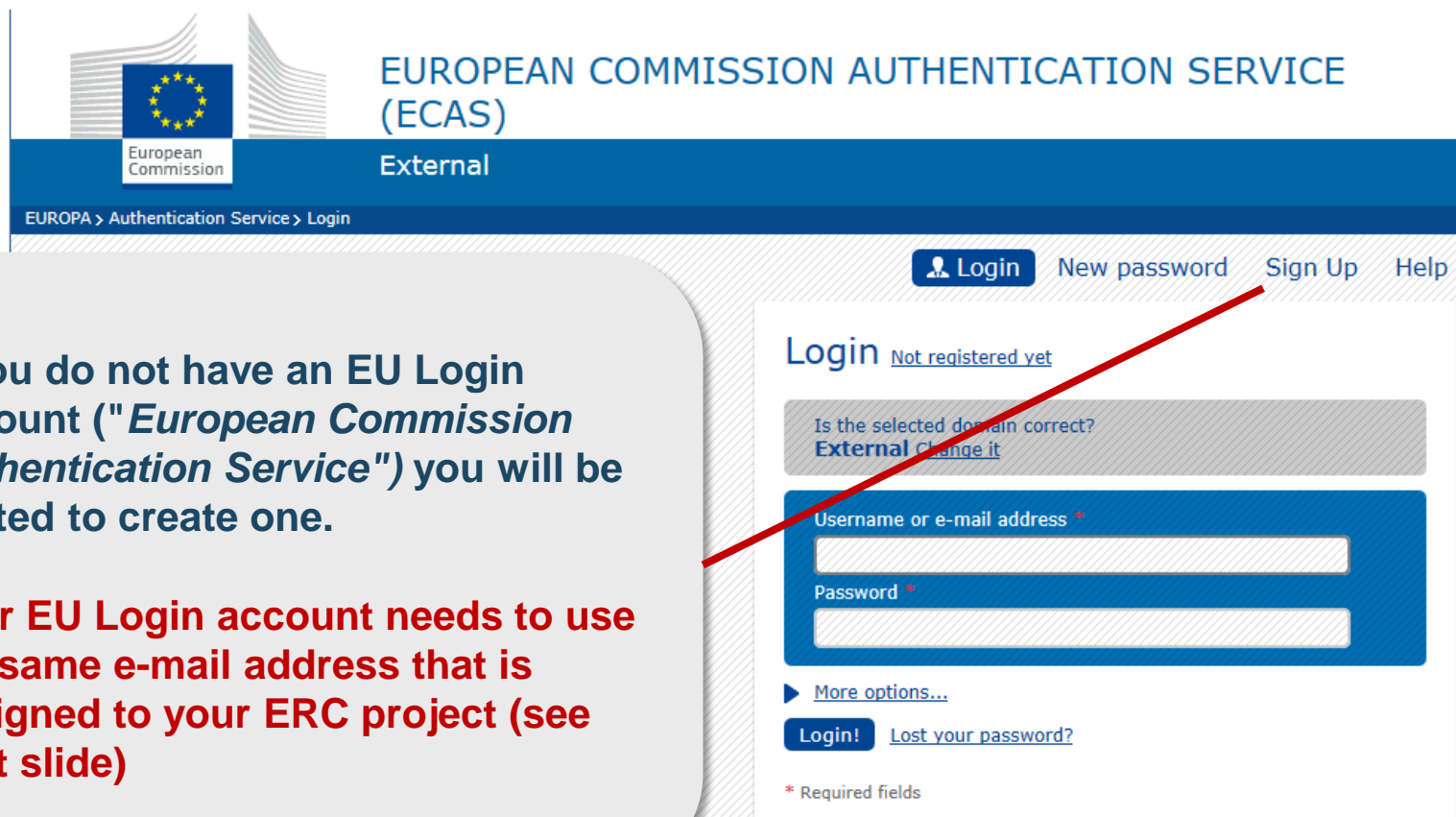
HOME FUNDING OPPORTUNITIES HOW TO PARTICIPATE EXPERTS SUPPORT LOGIN REGISTER

Horizon 2020 Funding

The scientific reporting for ERC projects is done fully electronically in the Participant Portal. You can access your ERC project in the Participant Portal using your EU Login account credentials at this link:
<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>

- search for funding
- read the H2020 Online Manual & download the legal documents
- check if an organisation is already registered
- contact our support services or check our FAQs
- submit your proposal
- sign the grant
- manage your project throughout its lifecycle

Log on with your ECAS account



EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

External

EUROPA > Authentication Service > Login

Login New password Sign Up Help

Login [Not registered yet](#)

Is the selected domain correct?
External [Change it](#)

Username or e-mail address *

Password *

More options...

Login! [Lost your password?](#)

* Required fields

If you do not have an EU Login account ("*European Commission Authentication Service*") you will be invited to create one.

Your EU Login account needs to use the same e-mail address that is assigned to your ERC project (see next slide)

Make sure that your Host Institution gives you a "Coordinator" profile



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The Host Institution's administrative contact person gives the Principal Investigator a "Coordinator" user profile for his/her ERC project by adding the **e-mail address**.

RESEARCH & INNOVATION - PARTICIPANT PORTAL

Organisation: _____ PIC: _____

Street: _____ House Number: _____

PoBox: _____ City: _____

Postal Code: _____ Country: _____

Show 10 entries Search _____

Project Roles for the Organisation

	ROLE	FULL NAME	USERID	EMAIL
<input type="checkbox"/>	Primary Coordinator			
<input type="checkbox"/>	Coordinator Contact	ERC		

Showing 1 to 2 of 2 entries.

ADD ROLES REVOKE

Principal Investigator e-mail (the same that is used for the EU Login account!)

Open the Reporting & Deliverables screen for your ERC project



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RESEARCH & INNOVATION
Participant Portal

European Commission > Research & Innovation > Participant Portal > My Projects

MY AREA | HOME | FUNDING OPPORTUNITIES | HOW TO PARTICIPATE | EXPERTS | SUPPORT

My Organisation(s)
My Proposal(s)
My Project(s)
My Notification(s)
My Expert Area

My projects

FP7 REF. DOCS | H2020 ONLINE MANUAL

In your "My Projects" overview you can open the Reporting & Deliverables screen by clicking on the button "RD".

- Manage your scientific and financial reports
- View or manage roles and access rights in your projects consortia

Legend

AA	Access Amendment	GP	Grant Preparation	MP	Manage Projects	FR	Financial Reporting
PR	Periodic Reporting	RD	Reporting & Deliverables	PC	Project Consortium	VP	View Proposal

Show 10 entries

EXCEL

ACRONYM	CALL	PROG	PROJECTID	ROLES	PHASE	ACTIONS
ERC-2011-StG		FP7		PC	Active	FR RD

Showing 1 to 1 of 1 entries.

← PREVIOUS | 1 | NEXT →

Reporting & Deliverables screen



RESEARCH & INNOVATION
Participant Portal - Grant Management - Scientific Reporting

FP7 Home > Project Management > FP7 Work with a Project > ...

You are logged as:

[Helpdesk](#)

Menu

- Reports
- Publications
- Research Fieldwork
- Awards and Recognitions
- Dissemination Activities
- Patents
- Close window
- Help Documents

FP7 Work with a Project

Please choose one of the following:
To go to home page, select 'Home' from menu.
To fill-in report, select 'Reports' from menu.
To logout from the system, select 'Logout' from menu.

Click on "Reports" to draft and submit scientific reports.

Publications, fieldwork, awards, patents, and other project outputs can be reported at any time during the lifetime of your ERC projects and it is **necessary to have these sections up to date when submitting a report. They will be automatically annexed to each submitted report, and the information is important for the monitoring done by the ERCEA.**

Report publications: use the DOI field to add publications



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- 1) Choose the correct publication type.
- 2) Copy the D.O.I.* into the field.
- 3) Click in any other field (**do not hit the ENTER key**), and the publication references will be fetched from the internet.
- 4) Complete the sections that are not automatically filled in.

*Most scientific publishers assign a D.O.I.
– Digital Object Identifier - to each publication they publish.

Publication type

Peer reviewed publication

Peer reviewed publication

Paper in Proceedings of a Conference/Workshop

Article/Section in an edited book or book series

Thesis/Dissertation

University Publication/Scientific Monograph

[Request a new peer reviewed journal](#)

D.O.I.

Open D.O.I. website

Fields will be overwritten with DOI information after leave DOI field.

Title

Report publications: provide the ERCEA with the full text publications



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5) Please provide the ERCEA with access to the full-text version of each reported publication (unless it infringes any rights of third parties, Art. II.30 3 of the General Conditions*).

This can be done by uploading a copy of the publication, or alternatively a D.O.I. is sufficient **if** it provides the ERCEA with access to the full text (e.g. if it is open access).

N.B.: Uploaded publications will only be accessible to the ERC Executive Agency.

N.B.: If you want to give a different D.O.I. than the publisher's D.O.I., use the field URL

* Should this be the case please provide an abstract.

Publication type: Peer reviewed publication (selected), Paper in Proceedings of a Conference/Workshop, Article/Section in an edited book or book series, Thesis/Dissertation, University Publication/Scientific Monograph

[Request a new peer reviewed journal](#)

D.O.I. [text input field] [Open D.O.I. website](#)

Fields will be overwritten with DOI information after leave DOI field.

Title [text input field]

Date of publication [text input field] Syntax: dd/mm/yyyy

URL [text input field]

Relevant pages [text input field]

Does the article acknowledge ERC funding? Yes ☐ No ☐

Open access is/will be provided to this publication Yes ☐ No ☐

File Upload [text input field] [Browse...](#)

[Add Publication](#) [Cancel Edition](#)

Request a New Peer-Reviewed Journal



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In case the peer reviewed Journal is not recognized by the system, you can request a new peer reviewed journal to be registered by clicking this link. **Send a parallel email to ERC-SCIENTIFIC-FOLLOW-UP@ec.europa.eu**

Publications Form

Publication type Peer reviewed publication [Request a new peer reviewed journal](#)

Peer reviewed publication
Paper in Proceedings of a Conference/Workshop
Article/Section in an edited book or book series
Thesis/Dissertation
University Publication/Scientific monograph

D.O.I. [Open D.O.I. website](#)

Fields will be overwritten with DOI information after leave DOI field.

Title

Search existing peer reviewed journal

Please, verify that the peer reviewed journal doesn't already exists before create a new request.

Query [Search](#) [Clear](#)

Search by journal title, publisher, ISSN and eISSN

Request Peer Reviewed Journal

Project ERC - Support for frontier research (ERC)

Beneficiary name

Beneficiary PIC

Username

Contact email

Journal title

Publisher

Publication type [+](#)

ISSN

eISSN

Country

The periodical publication is a peer reviewed journal ☐

[Submit Request](#) [Cancel](#) [Return to publications](#)

Create a new scientific report

European Commission

Participant Portal - Grant Management - Scientific Reporting

P7 Home > Project Management > Select report > ...

You are logged as:

[Helpdesk](#)

Menu

- Home
- Close window
- B-

Select Report

Please choose one of the following:

1. Create a new report by clicking the button 'Create New Report'.
2. Continue editing an existing report by clicking the link in the column 'Form name' of the table 'Intermediate Reports' for target Report.
3. Delete an existing report by clicking the link in the column 'Delete' of the table 'Intermediate Reports' for target Report.

Instrument ERC - Support for frontier research (ERC)

Project Information

Username

Report type Final Activity Report

Participant 1 - THE UNIVERSITY

Form name	Period	Date created	Date last updated	Status	Com
<div>Create New Report</div>					

Report status Submitted

Form name	Attachments	Period	Date submitted	Date rejected	Status	Comment	ARES Reg. N.
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Select the scientific report type (Mid-term or Final) and click on the "Create New Report" button.

In this overview screen you can also see draft reports and previously submitted reports.

Open Access: Special clause 39 2012-2013 projects



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In addition to informing on whether open access is/will be provided to the publications, **if** your grant is funded in the ERC calls of 2012 or 2013, you are obliged to make best efforts to ensure open access to the scientific publications relating to the project results. If this applies to you, **and** some of the publications are not/will not be open access (neither green nor gold open access), please explain why under section *A.6 Other significant outputs/information* of the report.

(Only for ERC projects selected from the 2012 and 2013 calls for proposals)

This grant agreement includes special clause 39, requiring you to make best efforts towards open access to publications resulting from this project. Should, despite your best efforts, not all publications be available in open access, please give reasons why this is the case.

Draft and submit scientific report



The screenshot shows the 'Participant Portal - Grant Management - Scientific Reporting' interface. The top navigation bar includes the European Commission logo and the title. Below it, a breadcrumb trail reads 'Home > Project Management > Final Activity Report'. On the left, a sidebar contains a 'You are logged as:' section with a 'Helpdesk' link, and a 'Menu' section with links to 'Home', 'Back to Participant Portal', and 'Back'. The main content area is titled 'Final Activity Report' and features a 'INSTRUCTIONS' section. This section contains a large grey box with instructions on drafting and submitting the report, followed by a note about access rights. At the bottom, a row of buttons includes 'cancel', 'spell checking', 'save', 'submit', 'attachments', and 'print'. A red arrow points to the 'submit' button.

European Commission

Participant Portal - Grant Management - Scientific Reporting

Home > Project Management > Final Activity Report

You are logged as:

[Helpdesk](#)

Menu

- Home
- Back to Participant Portal
- Back

Final Activity Report

INSTRUCTIONS

Draft your scientific report, add an attachment if you wish to provide any additional information, and save the report regularly. You may continue to work on your saved draft report at any time.

Once you "submit" the report it can no longer be modified. Make sure that your report is finalised and that your publication list and other project outputs are up to date before you submit the report.

N.B. If you cannot see the "submit" button you may not have sufficient access rights to submit reports. You need a "Coordinator" profile : see slide 5.

cancel spell checking save submit attachments print