

Objectives and  
where to report  
page 1

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How to report about  
your project's progress?  
page 2-5

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Open Science in  
Horizon 2020  
page 6-7

# ERC SCIENTIFIC REPORTING GUIDELINES

VERSION 1.1  
SEPT 2021



**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 implementation of the work and reported achievements against the work committed in your "Description of Action" (part B2 of your project proposal). As corresponding Principal Investigator of a Synergy Grant, you have to submit two interim scientific reports after months 24 and 48 of your project.
- In the **final report**, submitted at the end of the project reports and which covers scientific and financial aspects, in addition to reporting the work carried out and results obtained over the whole duration of the grant, you also report about the scientific and social impact of your research as well as the impact of the ERC funding on the PI and team members' careers.

## WHERE TO REPORT

At the end of each scientific reporting period, you will receive a notification via the Funding & Tenders Portal to complete your scientific report in the "Scientific reporting" module. You are required to modify your report in the "Scientific Reporting" module, a part of which is filled out automatically with information from the "Continuous Reporting" module. Note that the "Continuous Reporting" module is activated when your project starts and remains active for at least two years after the end of the project.

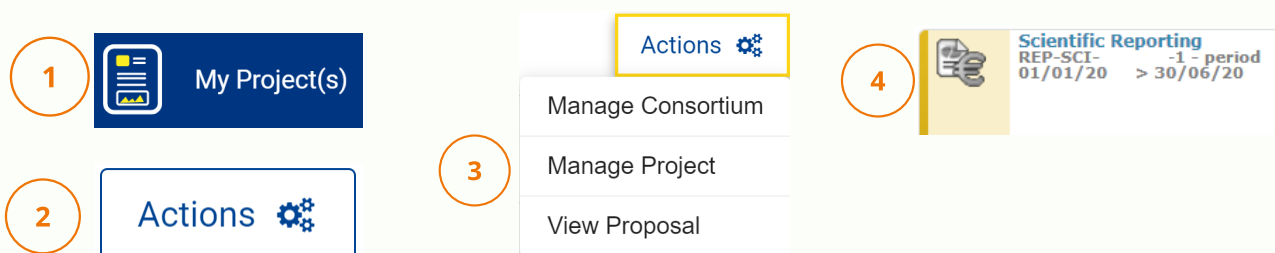
The "Scientific reporting" module can be found in the Funding and Tenders Portal.

**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).






# 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

The three subsections of the summary for publication 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 summary is accessible via web search engines such as Google, and should be drafted for the general people, without making reference to confidential or personal information.

The summary is meant to give an overview of the overall objectives of your project, progress and work performed and main results achieved. The different subsections form 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.

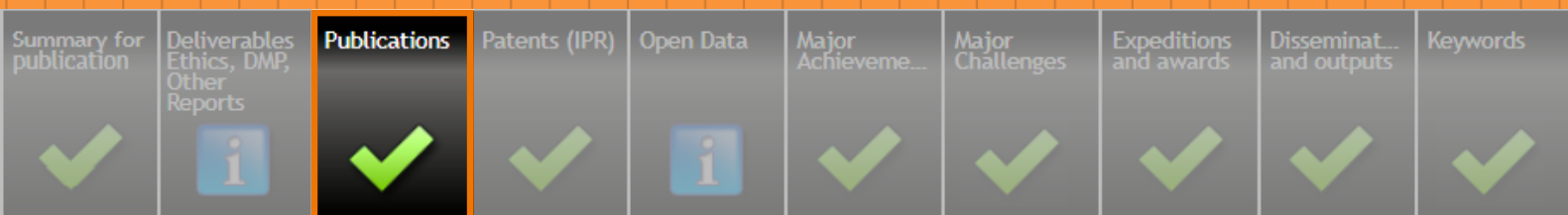
-  **The summary will be public, should be informative, and should not include confidential information.**
-  **Confirm that the version of your summary is *final* in the report you submit through the Participant Portal. Note that any changes you make to the summary for publication may become public whenever a periodic or scientific report is approved.**
-  **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. These sections will not block the submission of your scientific report.

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

# HOW TO REPORT ABOUT YOUR PROJECT'S PROGRESS



## PUBLICATIONS

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?

Processing charges for Gold Open Access

Is this a peer-reviewed publication?

Is this a joint public/private publication?

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

4 ☐ Yes - available in Green Open Access  
☒ Yes - available in Gold Open Access  
☐ No

☒ Yes ☐ No  
☐ Yes ☒ No











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 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. Report participation in conferences in the Dissemination and Outputs section.

# 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
									

## PATENTS (IPR)

This tab is reserved for reporting the Patents and the Intellectual Property Rights (IPR).

[\[IT How-To\]](#)

## OPEN DATA

Complete the Open Data questionnaire. [\[IT How-To\]](#)

## 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.

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

## 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). Also list any awards and recognitions that you or your team members have received for your research. [\[IT How-to\]](#)

## 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”. [\[IT How-to\]](#)

## KEYWORDS

Provide only those keywords that are meaningful for your project, to enable e.g. searches 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 displays the 'RESEARCH & INNOVATION Grant Management Services' portal. On the left, a sidebar titled 'MY PROJECT' shows details for a 'HORIZON 2020' project, including call, type of action, acronym, current phase, number, duration, GA based on, start date, estimated project cost, requested EU contribution, and contact. Below this are links for 'Latest Legal Data', 'Active Processes', 'Document Library', 'Communication Centre', and 'Archived Processes'. The main area shows the 'Scientific Reporting' section for the period 01/01/20 to 30/06/20. It features a progress bar with stages: Draft, Submitted, and Completed. Below the progress bar, there are sections for 'Scientific Part contribution', 'Scientific Report composition', 'Process documents', 'Process communications', and 'Process history'. A 'Launch new interaction with the EU' button is visible in the top right corner.

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 illustrates the three steps to submit a scientific report. It shows three horizontal progress bars for different report types: 'Scientific Part contribution', 'Scientific Part review', and 'Scientific Report composition'. Each bar has stages: Draft, Submitted, and Completed. Step 1 is 'Lock for review', which is highlighted with a red box and a red arrow pointing to the 'Completed' stage of the 'Scientific Part contribution' bar. Step 2 is 'Accept & Include', which is highlighted with a red box and a red arrow pointing to the 'Completed' stage of the 'Scientific Part review' bar. Step 3 is 'Submit to EU', which is highlighted with a red box and a red arrow pointing to the 'Completed' stage of the 'Scientific Report composition' bar. The steps are numbered 1, 2, and 3 in red circles.

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](https://re3data.org)) and the Directory of Open Access Repositories (OpenDOAR: <https://v2.sherpa.ac.uk/opensoar/>) useful resources. These registries cover research data repositories from different academic disciplines.