Guidance on the ERC scientific reporting in Horizon 2020

Contact: ERC-SCIENTIFIC-FOLLOW-UP@EC.EUROPA.EU
**ERC Scientific Reporting - Overview**

- The idea of the ERC scientific reports is to **give a concise overview of the progress of the scientific work**, in relation to the Description of the Action in the grant agreement.
- There is usually no need to go into a thorough scientific detail. You can refer to publications and other project outputs instead.
- For most ERC projects two scientific reports need to be prepared: one at mid-term and one at the end of the project. They need to be submitted within 60 days of the end of the reporting periods.

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<table>
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<tr>
<th>Mid-term Scientific Reporting Period (months 1-30)</th>
<th>Final Scientific Reporting Period (months 1-60)</th>
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<tbody>
<tr>
<td>Financial Report 3 months 37-54</td>
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<tr>
<td>4 months 60</td>
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**Example:** 5-year ERC projects (60 months)
Open your ERC project in the Participant Portal

You will need to complete the ERC scientific report online in the Participant Portal. You will receive an automatic message when the 'Scientific Reporting' process is opened.

1) Log on to the Participant Portal with your 'EU Login' account credentials.

2) Open your ERC project from the "My Project(s)" menu, and click on the "MP" (manage project) button.
'Continuous Reporting' and 'Scientific Reporting' parts for your ERC project scientific report

- Complete the 'Continuous Reporting' part

The 'Continuous Reporting' part is available from the beginning of a project. You can save your data at any time; this information automatically will be copied into the scientific report.

- After completing 'Continuous Reporting' part, click on the task "Scientific part contribution" to complete the remaining requested information.

- How to fill the information by each 'tab' and explanation of some of the important contractual requirements relevant to the reporting, you will find in the next slides.
ERC scientific report: Summary for publication

• This text will be publicly available on the CORDIS website, together with general information about your project (acronym/title, grant amount, abstract, ...), as provided and upon approval of the report.
• Give a short description of the activities carried out in your ERC project, using an accessible language aimed at a general public audience.
• You can upload an image to illustrate your research if you wish.
• Do not give any personal or confidential information in this section.
ERC scientific report (Continuous Reporting): Deliverables

- Deliverables are to be completed via Continuous Reporting
- There are two types of deliverables which may have to be reported:
  1. Ethics requirements (if there were ethical issues identified in your proposal);
  2. Data Management Plan (if you participate in the "open access to research data" pilot).
ERC scientific report: Publications

- Report all publications **resulting from your ERC project**.
- Mention manuscripts under review in the narrative ("Project achievements" section).
- Import publication data with the DOI (digital object identifier) – see next slide.

The **acknowledgement of the ERC funding** is mandatory. [click here for more information]

All **peer-reviewed publications relating to the results** of ERC projects need to be made available through Open Access, **including monographs and book chapters**. [click here for more information] – see more information on OA on slide 9.
List team members that are in the authors list - to help us link publications to your team.

Indicate on a scale from 1 ('core') to 5 ('periphery') how representative the publication is in relation to the project objectives.

The "Repository Link" needs to point to the deposited final manuscript (postprint/author's accepted manuscript) in an Open Access repository, such as arxiv, Europe PMC, Zenodo, or similar, not the journal website. When there is no discipline-specific repository for your scientific field you can also use a centralised or institutional one.

The "Link to the publication" is optional. You can use it when the publication does not have a DOI.

Copy the DOI here to fetch the publication data from the internet.

Add the information on Open Access and other details for each publication.
Open Access to publications

All peer-reviewed publications relating to the results of ERC projects have to be made available through Open Access, including monographs and book chapters.

| GREEN | • 'Green' Open Access/ Self-archiving: deposition of the final manuscript (postprint/ author's accepted manuscript) in an Open Access repository upon publication.  
|       | • Maximum embargo periods: 6 months for Physics & Engineering and Life Sciences, 12 months for Social Sciences and Humanities. |

| GOLD  | • 'Gold' Open Access/ Open access publishing: publication in Open Access or in hybrid journals for immediate availability through Open Access.  
|       | • Deposition of the final manuscript in an Open Access repository upon publication.  
|       | • Typically, a fee needs to be paid to the journal/publisher ("Article Processing Charge"/APC), which is an eligible cost, in accordance with the provisions of the grant agreement. |
Give a **concise description of the progress of the scientific work** carried out in your ERC project, as compared to what was foreseen in the Description of the Action in the grant agreement.

- **You do not have to go into a thorough scientific detail.** You can instead make reference to publications and other project outputs.
- Each of the text boxes has a **4000-characters limit.** If you copy & paste longer texts into these text boxes they get cut off at the limit.
In this section you are expected to point out problems and difficulties (if any), both related to the scientific work, and to the project implementation.

To be completed only if applicable to your project.
In this section you are expected to **highlight research expeditions** and any kind of **awards or honours** you or your team members have received for your research.

To be completed only if applicable to your project.
ERC scientific report: other sections (patents, keywords, etc)

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

More information on how to complete other sections of the scientific part you can find in Participant Portal IT Manual (Scientific Reporting)
In this section you are expected to **highlight important conferences and events** related to your project, both for academic and non-academic audiences.

- You can also provide information on any **other project output**, such as software, tools, or media.

- To be completed only if applicable to your project.

Save the report when all sections are completed, and go back to the Participant Portal window.
Click steps 1-3 to submit your ERC scientific report

You need a "Coordinator" or "Primary Coordinator" user profile in the Participant Portal to submit the scientific report.

Should you not have such a profile, your host institution needs to create one for you.

You can contact us at ERC-SCIENTIFIC-FOLLOW-UP@EC.EUROPA.EU
Useful links

• Participant Portal
• Cordis
• The acknowledgement of the ERC funding
• Open Access
• Participant Portal IT Manual (on Scientific Reporting)

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