



# Guidance on the ERC scientific reporting in Horizon 2020

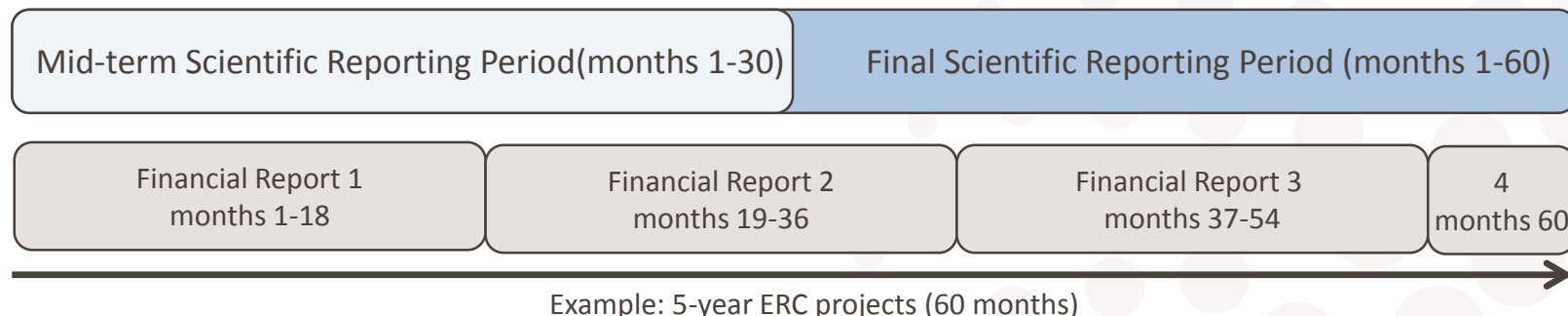
Contact: [ERC-SCIENTIFIC-FOLLOW-UP@EC.EUROPA.EU](mailto:ERC-SCIENTIFIC-FOLLOW-UP@EC.EUROPA.EU)

# ERC Scientific Reporting - Overview



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- 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.



# Open your ERC project in the Participant Portal



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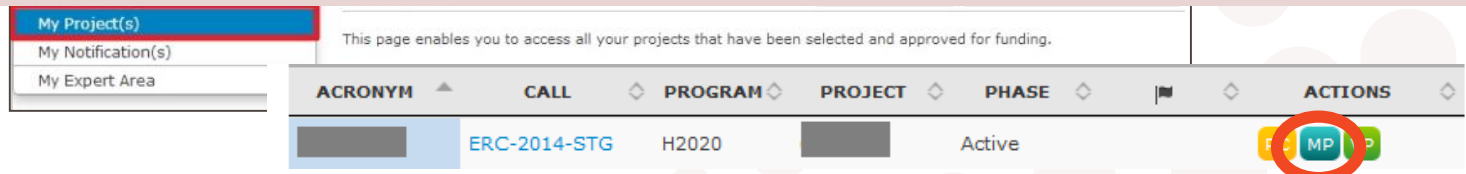
You will need to complete the ERC scientific report online in the **Participant Portal**.

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



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Scientific Reporting  
01/03/2016 > 31/08/2018  
01 Sep 2018  
Draft

- Scientific Part contribution
- Scientific Report composition

Process documents  
Process communications  
Process history

Continuous Reporting  
06 Apr 2016  
Started

- Continuous reporting data

Process documents  
Process communications  
Process history

- 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



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Grant Management

129064 (129064 chmamat) ERC-COG

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION  
**HORIZON 2020**

Period No: 1 Duration (months): 18  
Reporting Period : [15 May 2016 - 14 Nov 2017]

Summary for publication

Deliverables, Ethics, DMP, Other Reports

Publications

Patents (IPR)

Project achievements

Problems and difficulties

Expeditions and awards

Dissemination and outputs

Keywords

- 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



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Grant Management					Scientific Report					
129064 (129064 chmamat) ERC-COG		Summary for publication	Deliverables Ethics, DMP, Other Reports	Publications	Patents (IPR)	Project achievements	Problems and difficulties	Expeditions and awards	Disseminat... and outputs	Keywords
 THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION <b>HORIZON 2020</b> Period No: 1 Duration (months): 18 Reporting Period : [15 May 2016 - 14 Nov 2017]			 							

- **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



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Grant Management		Scientific Report								
129064 (129064 chmamat)	ERC-COG	Summary for publication	Deliverables Ethics, DMP, Other Reports	Publications	Patents (IPR)	Project achievements	Problems and difficulties	Expeditions and awards	Dissemination and outputs	Keywords
	THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION									
Period No: 1	Duration (months): 18									
Reporting Period : [15 May 2016 - 14 Nov 2017]										

- 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.

DOI

Type of publication

Repository Link

Link to the publication

Title

Authors

Relevant Pages

ISBN

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

Length of the Embargo, if any  months

Is this a peer-reviewed publication?  
 Yes  No

Is this a joint public/private publication?  
 Yes  No

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

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

- 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.

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

How representative of the core output of the project, in relation to the project objective, is this publication?

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 of the core output of the project the publication is - in relation to the project objectives.



# Open Access to publications



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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.

# ERC scientific report: Project achievements



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Grant Management

Scientific Report

129064 (129064 chmamat) ERC-COG

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION  
**HORIZON 2020**

Period No: 1 Duration (months): 18  
Reporting Period : [15 May 2016 - 14 Nov 2017]

Summary for publication ✓

Deliverables Ethics, DMP, Other Reports ⓘ

Publications ✓

Patents (IPR) ⓘ

**Project achievements ✓**

Problems and difficulties ✓

Expeditions and awards ✓

Dissemination and outputs ✓

Keywords ✓

- 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.

# ERC scientific report: Problems and difficulties



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A screenshot of the ERC Grant Management interface. The top bar is dark blue with 'Grant Management' on the left and 'Scientific Report' on the right. Below this is a navigation menu with several items: 'Summary for publication' (with a green checkmark), 'Deliverables Ethics, DMP, Other Reports' (with an information icon), 'Publications' (with a green checkmark), 'Patents (IPR)' (with an information icon), 'Project achievements' (with a green checkmark), 'Problems and difficulties' (with a green checkmark and a red circle around it), 'Expeditions and awards' (with a green checkmark), 'Disseminat... and outputs' (with a green checkmark), and 'Keywords' (with a green checkmark). The main content area on the left shows project details: '129064 (129064 chmamat) ERC-COG', 'HORIZON 2020', 'Period No: 1', 'Duration (months): 18', and 'Reporting Period : [15 May 2016 - 14 Nov 2017]'. The background of the interface has a subtle pattern of light blue and white circles.

- 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.

# ERC scientific report: Expeditions and awards



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Grant Management					Scientific Report					
129064 (129064 chmamat) ERC-COG		Summary for publication	Deliverables Ethics, DMP, Other Reports	Publications	Patents (IPR)	Project achievements	Problems and difficulties	Expeditions and awards	Dissemination and outputs	Keywords
THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION <b>HORIZON 2020</b> Period No: 1 Duration (months): 18 Reporting Period : [15 May 2016 - 14 Nov 2017]		✓	i	✓	i	✓	✓	✓	✓	✓

- 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)



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Grant Management		Scientific Report								
ERC-COG	Summary for publication	Deliverables Ethics, DMP, Other Reports	Publications	Patents (IPR)	Project achievements	Problems and difficulties	Expeditions and awards	Disseminat... and outputs	Keywords	
ON 2020	✓	i	✓	i	✓	✓	✓	✓	✓	
on (months): 18										
ay 2016 - 14 Nov 2017]										

Grant Management		Project Continuous Report						
ERC-STG	Summary for publication	Deliverables Ethics, DMP, Other Reports	Publications	Disseminat...	Patents (IPR)	Gender	ABS Regulation	
ON 2020	✓	i	!	✓	✓	✗	i	
Unit: ERCEA/C/01								

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 \(Scientific Reporting\)](#)

# ERC scientific report: Dissemination and outputs



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Grant Management		Scientific Report								
129064 (129064 chmamat) ERC-COG	Summary for publication	Deliverables Ethics, DMP, Other Reports	Publications	Patents (IPR)	Project achievements	Problems and difficulties	Expeditions and awards	Dissemination and outputs	Keywords	
THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION <b>HORIZON 2020</b>	✓	i	✓	i	✓	✓	✓	✓	✓	
Period No: 1 Duration (months): 18 Reporting Period : [15 May 2016 - 14 Nov 2017]										

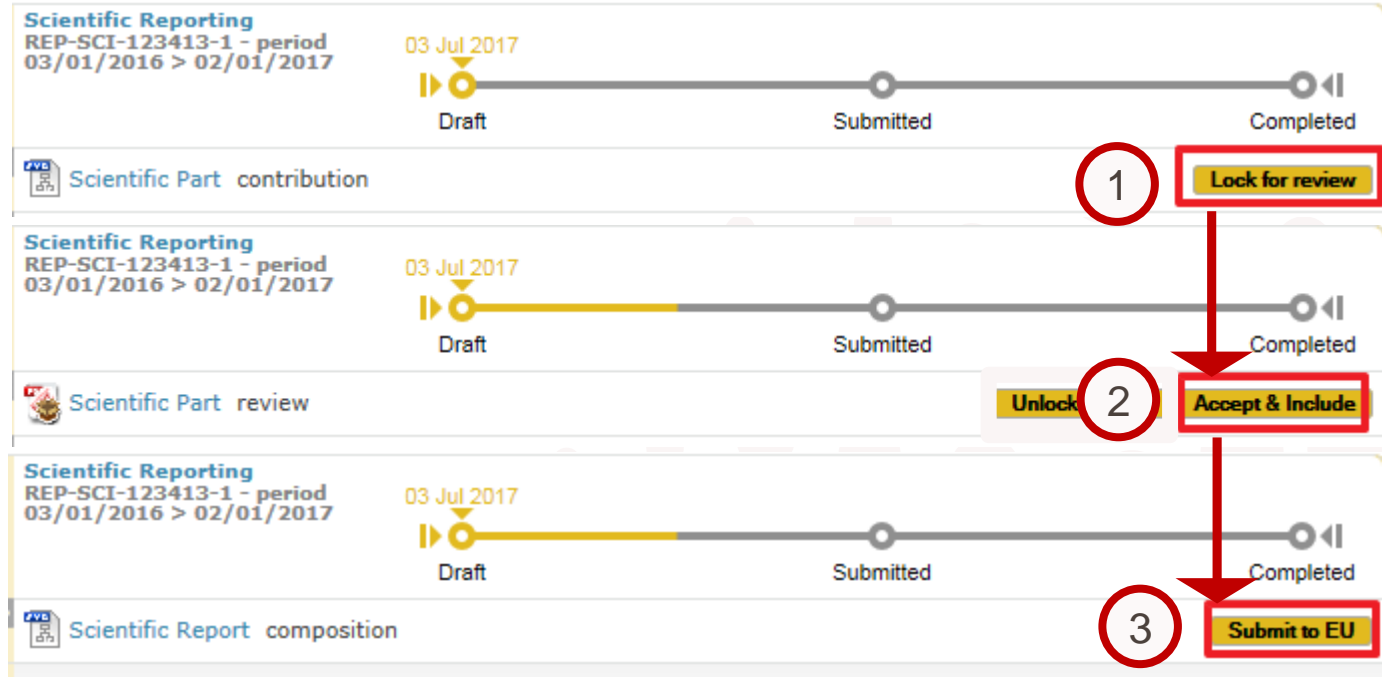
- In this section you are expected to **highlight important conferences and events** related to your project, both for academic and non-academic audiences.
- You can also provide information on any **other project output**, such as software, tools, or media.
- To be completed only if applicable to your 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](mailto:ERC-SCIENTIFIC-FOLLOW-UP@EC.EUROPA.EU)

# Useful links



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- [Participant Portal](#)
- [Cordis](#)
- [The acknowledgement of the ERC funding](#)
- [Open Access](#)
- [Participant Portal IT Manual \(on Scientific Reporting\)](#)