How to reply to an eligibility additional information request

These guidelines explain how to reply to a request for additional information on your eligibility to an ERC call. If needed, to clarify any questions you may have before replying to the request, please get in touch with the ERCEA's call coordination team via the mail-box provided in the additional information request letter you have received.

Step 1

Draft an explanatory note that addresses each question or requirement under the "Additional information needed" section. If you consider that the supporting documents you provide in reply to the request are self-explanatory, you do not need to draft a separate explanatory note.

Step 2

For some questions or requirements, you are asked to provide one or several additional documents.

In case of numerous documents, you may list them in a summary table or in the explanatory note. We need scanned or photocopies of these documents (format types: .pdf, or zip file).

If you cannot provide the documents within the requested deadline, you should report that in your explanatory note and provide an indicative timeframe for the submission of these documents. We will then evaluate your request and get back to you as soon as possible.
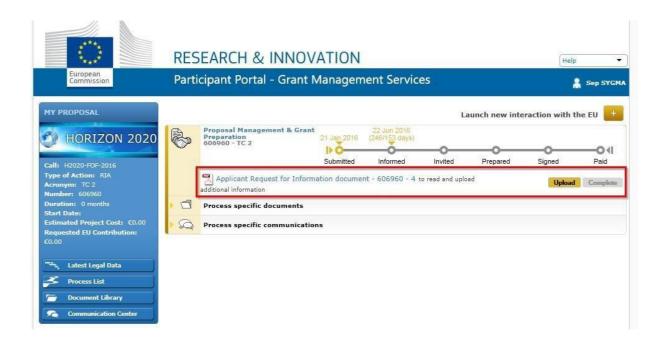
Step 3

Upload your explanatory note (if there is one) together with all annexes either as separate files or as a zip file.

Step 4

Go to the Funding & Tenders portal: http://europa.eu/!Tu38HP

Login. Select *My Projects*. Click on the *Actions* button next to your project and select *Manage Project*.
You will see a screen like the one below. It shows the *Request for information* document.

To upload the document answering the information request, click on the *Upload* button. Browse to select
the attachment(s) and click on OK.

To submit the document(s), click on the *Complete* button.

You will get a confirmation as shown below.

Thank you.