European Research Council
Executive Agency

Established by the European Commission

How to reply to an ethics report

This note provides applicants with guidelines how to reply after having received an ethics report. Before replying, you should consider contacting the ERCEA ethics officer assigned to your project to clarify any questions you may have.

Step 1

Draft an explanatory note that addresses each ethics questions in case of Screening or requirements in case of Assessment, separately.

Step 2

For some ethics questions/requirements, you are asked to provide documents (e.g. approvals, detailed clarifications, etc).

If you have the documents available, add them as an annex to the explanatory note. Please number the annexes and reference them in the explanatory note. In order to facilitate the analysis of the documents, please, use a summary table as in the example given at the end of this document. For your convenience, you can also download the table here. We only need scanned copies of these documents. Please keep the originals in a safe place until 5 years after the end of your grant agreement.

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 evaluate whether the new timeframe is acceptable and the requested document may become a contractual obligation which we will check during the lifetime of your grant.

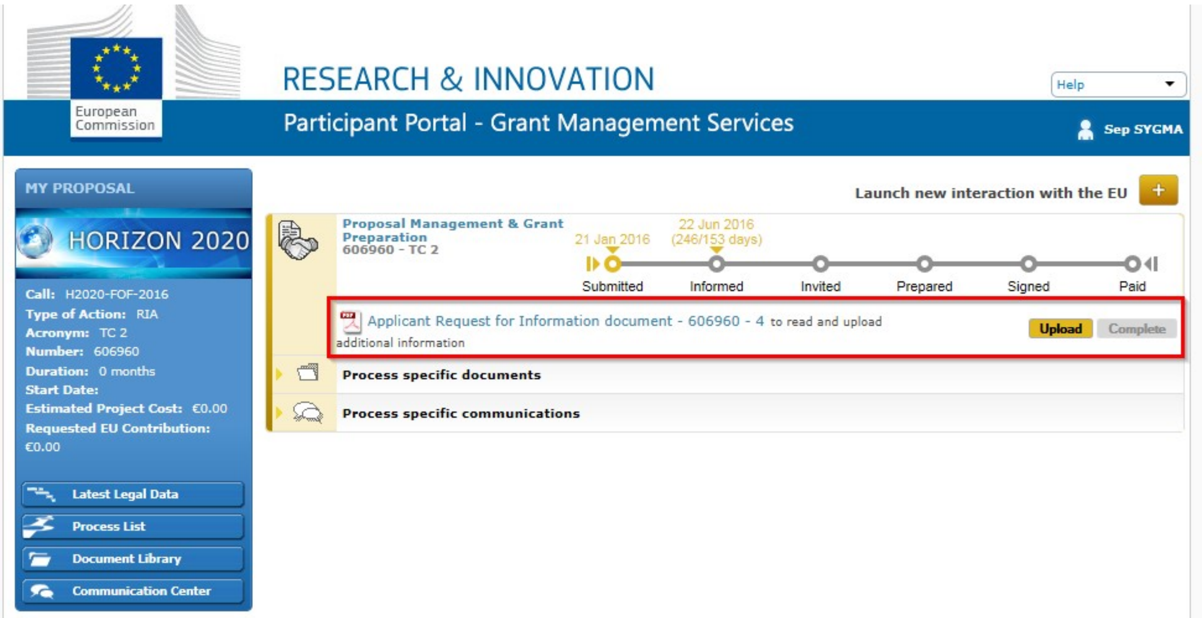
Step 3

Please include the following sentence at the end of your explanatory note "I hereby commit to fulfil all the research ethics obligations, as detailed in this document and any other obligations that may emerge in the course of this project as stated in the Horizon Europe regulation." and sign the note either in blue ink or with a digital certificate. Please upload your explanatory note together with all annexes as a single pdf or zip file.

Step 4

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

Login. Select *My Projects*. Click on the *Actions* button next you 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 and click on OK.

To submit the document, click on the *Complete* button.

You will get a confirmation as shown below.

Thank you.

Annex:

Template of a summary table describing the documents you submit with your reply to the ERC ethics team.

Ethics Annexes for ERC project **12345678 – [AcrOnYm]**

Creation/Update date: DD/MM/YYYY

Addendum	**Document title/file name/description**	**Applicable to entire project/ project part (please specify)**	**Issued by**	**On page(s) #**	**Valid from**	**Expiry date (if applicable)**	**For requirement(s) #**
Annex 1	Title			p. 10 to 13	DD/MM/YYYY	DD/MM/YYYY	3 to 5
File 2	File name			p. 14	DD/MM/YYYY	DD/MM/YYYY	6, 7 and 9
3	Statement for training certificates			p. 15	DD/MM/YYYY	DD/MM/YYYY	10 and 11
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