



European Research Council  
Executive Agency

Established by the European Commission

# How to reply to an ethics report (PoC)

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

## Step 1

Draft an explanatory note that addresses the ethics issues separately. Please maintain the same order as in the report.

## Step 2

You may be asked to provide documents (e.g. approvals, training certificate, 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. 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 and provide an indicative timeframe for the submission of these documents.

## Step 3

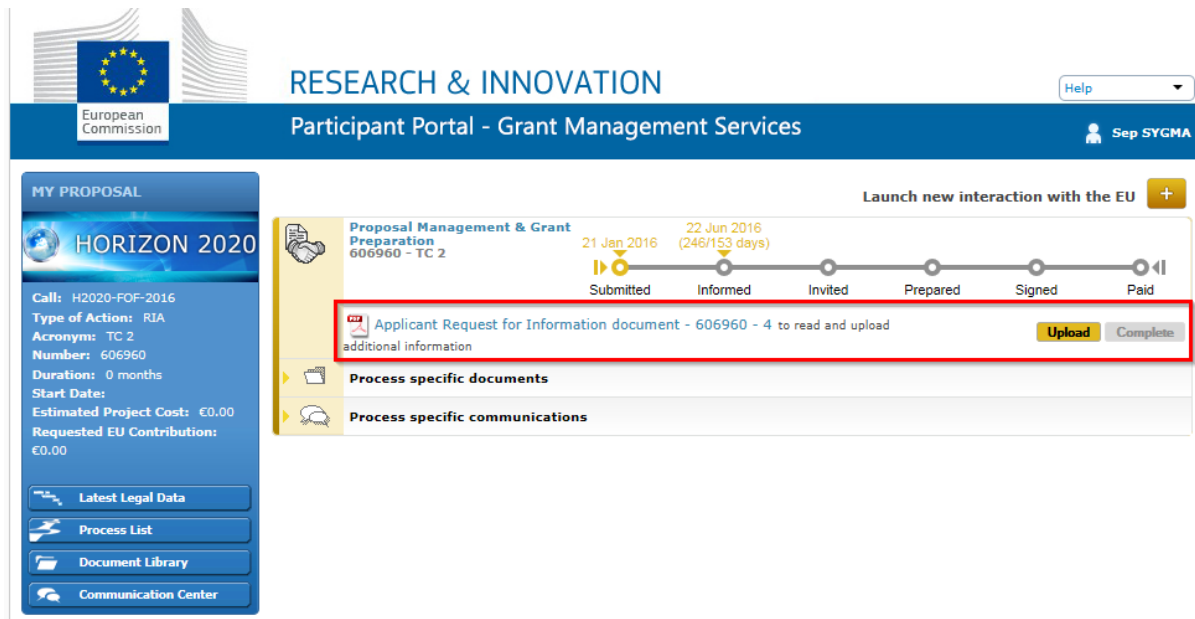
Sign the explanatory note. Scan the note, together with all its annexes as one PDF document. Only one PDF can be uploaded in your reply. Alternatively, you can also upload a ZIP file containing all the documents separately.

## 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.



RESEARCH & INNOVATION  
Participant Portal - Grant Management Services

MY PROPOSAL  
HORIZON 2020  
Call: H2020-POF-2016  
Type of Action: RIA  
Acronym: TC 2  
Number: 606960  
Duration: 0 months  
Start Date:  
Estimated Project Cost: €0.00  
Requested EU Contribution: €0.00

Proposed Management & Grant Preparation 606960 - TC 2

21 Jan 2016 22 Jun 2016 (246/153 days)

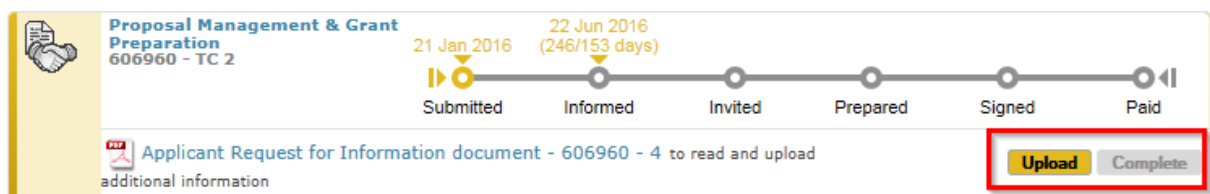
Submitted Informed Invited Prepared Signed Paid

Applicant Request for Information document - 606960 - 4 to read and upload additional information Upload Complete

Process specific documents

Process specific communications

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



Proposed Management & Grant Preparation 606960 - TC 2

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Applicant Request for Information document - 606960 - 4 to read and upload additional information Upload Complete

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




Proposed Management & Grant Preparation 606960 - TC 2

21 Jan 2016

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Applicant Request for Information document - 606960 - 4 to read and upload additional information Upload Complete

You will get a confirmation as shown below.



✓ The action upload document has been completed successfully

Thank you