

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 <u>explanatory note</u> that addresses each ethics observations in case of Screening or requirements in case of Assessment, separately.

Step 2

For some observations, you are asked to provide <u>documents</u> (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 <u>here</u>. 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 <u>indicative timeframe</u> 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 <u>include the following sentence</u> at the end of your explanatory note "I hereby commit to fulfil all these ethics requirements" and <u>sign the note</u> 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 <u>http://europa.eu/!Tu38HP</u>

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.

European Commission	RESEARCH & INNOVATION Participant Portal - Grant Management Services	Help -
MY PROPOSAL HORIZON 2020 Call: H2020-FOF-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 Latest Legal Data Process List Document Library Communication Center	Launch new interact Proposal Management & Grant Preparation 606960 - TC 2 22 Jun 2016 (246/153 days) Iv or colspan="2">Or colspan="2">Or colspan="2">Or colspan="2">Colspan="2" Colspan="2">Colspan="2" Colspan="2">Colspan="2" Colspan="2" Colspan="2" <t< th=""><th>tion with the EU</th></t<>	tion with the EU
	Process specific documents Image: Communications	

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

\$ Proposal Management & Grant Preparation 606960 - TC 2	21 Jan 2016	22 Jun 2016 (246/153 days)				04
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Applicant Request for Information document - 606960 - 4 to read and upload additional information						Comp

To submit the document, click on the Complete button.



You will get a confirmation as shown below.

It is action upload document has been completed successfully			
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Thank you.

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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 tit name/description	tle/file	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 tra certificates	raining			p. 15	DD/MM/YYYY	DD/MM/YYYY	10 and 11