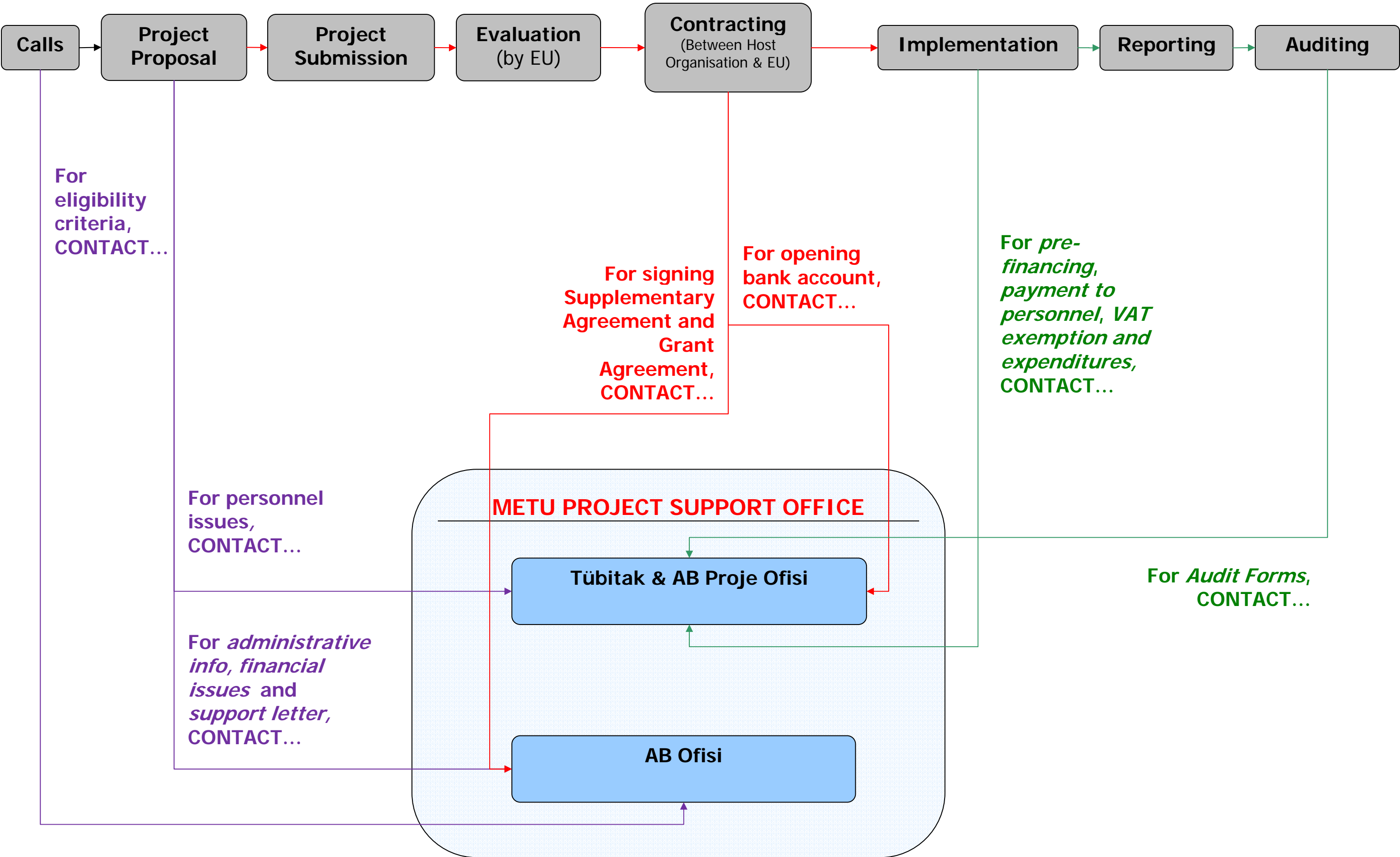


**FP7 IDEAS SPECIFIC PROGRAMME
APPLICATION & IMPLEMENTATION PROCESS IN METU**



FP7 IDEAS PROGRAMME APPLICATION & IMPLEMENTATION PROCESS

Calls

Researchers should keep track of the recently published calls from **Research Highlights** or **CORDIS/ TUBITAK Calls Page**. Researchers should find the right call which meet their needs.

Then, researchers, should check their **eligibility**. Researchers can do the eligibility test (of researchers and host institutions) on their own by referring the documents attached to the call announcements: *call fishe*, *guide for applicants* and *work programmes* (consider that eligibility criteria are updated each year). In ERC calls, it is highly recommended that the applicant should read the *Guide For Applicants* first.

ERC Grants aim to support single research leaders 'Principal Investigators' (PI) heading a research team to conduct a frontier research project on the condition that he/she is engaged by a legally established host organisation. Depending on the field, a PI may also work alone. Applications can be made in any field of research - including the social sciences and humanities - with particular emphasis on the frontier of science, scholarship and engineering.

The PI does not necessarily need to be employed by the host organisation at the time when the proposal is submitted. However, a mutual agreement is needed on how the relationship will be established, should the proposal be successful. Therefore, please contact your host organisation (in METU-**AB Ofisi**) about the details of your mutual agreement.

Please do not hesitate to contact in case of any question **AB Ofisi** for eligibility criteria (Y researchers can also refer to **National Contact Points at TUBITAK**).

Project Proposal

Researchers, at this stage are expected to complete two standart forms: Part A (administrative info about the institution, general info about the project and researchers and the budget). They can get the required information on Part A from **AB Ofisi**. For personnel issues, **TAB Ofisi** can provide the related info. In part A, PI should choose the appropriate ERC panel of his/her project for evaluation. This is very crucial. Please read the panels carefully and choose the most relevant panel for your proposal.

PI can get the required information about the host institution (METU) and support letter signed by the Legal Authorised Representative (Prof. Dr. M. Tuncay Birand, Vice-President) from **AB Ofisi** .

Preparing the PI's scientific leadership profile, early achievements, track-record and the actual research proposal in Part B are the responsibilities of the applicants.

Submission

Researchers upload their research project proposals via EPSS (Electronic Project Proposal Submission System) in CORDIS. The web-based forms (A1-A1T-A2-A3) must be also filled in via EPSS. Part B should be submitted as .pdf

Evaluation

ERC Grant proposals are evaluated by panels (ERC panels), covering all fields of science, engineering and scholarship.

ERC informs both the host institution and PI about the result of the evaluation process.

Contracting

Commission asks researcher to sign the Grant Agreement. Prior to this stage, project proposals are checked in terms of the accuracy of the declared information by the **AB Ofisi** and signed by the Legal Entity Appointed Representative of METU (Prof. Dr. M. Tuncay Birand, Vice-President).

Project partners are asked to a open bank account for that specific project. In the meanwhile, researchers are expected to contact **TAB Ofisi**.

The Host Institution and the PI can conclude the Supplementary Agreement to ensure the minimum requirements for the project implementation. The agreement between the Host Institution and the Researcher comes into effect after signing it.

Implementation

After signing the contract, project starts and advance payment become available. Researchers should contact with Finance and Personnel Unit for pre-financing (advancement).

After signing the Grant Agreement, the project starts, the Commission sends the advance payment. Researchers should contact **TAB Ofisi** for pre-financing, personnel payments, VAT exemption and expenditures.

Reporting

In each project, there are different reporting periods depending on the type of projects (annual, intermediate, etc). Researchers are responsible for reporting on time.

Auditing

FP Projects can go through audits during the lifetime of the project and/or after its completion. Keeping the related necessary documentation is the responsibility of the researcher (up to 5 years following the completion of the project).

Audit forms are checked by **TAB Ofisi**.