

# **Charles University**

## **Rector's Directive No. 9/2023**

Title: **Method for Submitting ERC Grant Applications at Charles University**

Lead office: **Department of Science and Research**

Effect: **1 March 2023**

# **Method for Submitting ERC Grant Applications at Charles University**

## **Article 1 – Introductory Provisions**

1. The aim of this directive is to set the rules for submitting applications for European Research Council (“ERC”) grants at Charles University (“the University”) for individual applicants from the faculties and other units (“the faculty”).
2. The aim of the method is to ensure the high quality of ERC grant applications submitted to increase the chances of success.

## **Article 2 – Method for Submitting Applications**

1. ERC grant applications must first be submitted to the Department of Science and Research (“DSR”) of the University Rectorate via the research support departments (or a similar department) of individual faculties before they can be submitted in the Funding and Tenders portal.
2. Before submitting an ERC grant application to DSR it is necessary to reach an agreement between the applicant and the faculty management on the conditions of the grant investigation if the grant application is accepted for funding in particular concerning future financial obligations arising from the given ERC grant. Such agreement must be publicly declared for example in the minutes of the meeting of the faculty management, however it does not form part of the application.
3. Submitting the application for the issuance of a Host Institution Letter (“the HIL”), which forms an obligatory part of the submitted project document, does not prevent the applicant from making changes in the project.
4. The ERC grant application itself (containing both parts B1 and B2) is sent in electronic form to DSR no later than one month before the submission deadline of the given call. For Synergy Grants it is sufficient to send the basic data on the project to be submitted together with the prepared part of the grant application for which the principal investigator is responsible at Charles University.
5. The HIL can be signed only by the Rector of the University based on a recommendation of a member of the Extended Rector’s Board at Charles University and the Vice-Rector for Research. The University contact person for ERC must have access to the project application submitted in the Funding and Tenders portal.
6. If the requirements under paragraphs 1 to 5 are not fulfilled, or if the quality of the application is not sufficient, it is not possible to submit the application on behalf of the University. In such cases the financial support under Rector’s Directive 8/2023 cannot be granted.

### **Article 3 – Final Provisions**

1. The Rector's Directive No. 37/2020 is hereby repealed.
2. This directive becomes effective on 1 March 2023.

In Prague on 21 February 2023.

Prof. MUDr. Milena Králíčková, Ph.D.