

ERC Grant Application | Horizon Europe

TUM Information for your ERC Application



Our excellent researchers make the Technical University of Munich (TUM) very successful in securing ERC grants. Based on our experience and knowledge collected through recent ERC grant application rounds, the following information should assist you during your preparation and enable a smooth and efficient proposal submission.

If you apply for an **ERC Starting, Consolidator, Advanced, Synergy** or **Proof of Concept Grant** with TUM as Host Institution, please carefully read this information letter. Please confirm that you have read and understood the information provided in the present document and send us¹ the completed and signed confirmation, as stated below (including signed Expression(s) of Support, if relevant), **three weeks** prior to the ERC deadline at the latest.

TUM ForTe will be happy to provide advice and assistance should you have any questions or concerns (contact details on page 14).

Chair/Professorship:

Email address:

Call (e.g. ERC-2026-StG):

Project acronym:

Project title:

Permanent Professorship at TUM? yes no (If no, please add Expression of Support – Addendum 1 – Form A²)

Do you have a double affiliation? yes no (If yes, please contact TUM ForTe)

TUM will only sign Grant Agreements for evaluated ERC projects that can be implemented in accordance with the ERC Grant Agreement and with TUM standard rules and regulations including financial regulations.

Yes, I have read and understood the information provided on pages 2-14 of “TUM Information for your ERC Application” including Addendum 1-3.

Applicant:

Date:

Location:

Signature:

¹ Please e-mail to vivian.seidel@tum.de and nathalie.themessl@tum.de

² Please note that if you are on a Tenure Track position, you do not need a signed “Expression of Support”

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1. YOUR ROLE AS AN ERC GRANT APPLICANT

You need to comply with specific criteria to be eligible for an ERC grant application. Please check *Specific Eligibility Criteria* in the ERC Work Programme of your call. An ERC eligibility window calculator (<https://enspire.science/erc-eligibility-window-calculator/>) may be helpful.

- If you are **not yet employed at TUM**, you need the support of a Chair/Professorship of a TUM School or Department for your ERC application. Please complete the “Expression of Support” template ([ADDENDUM 1 - Form A](#)).
- If you do **not hold a permanent professorship at TUM**, you need a signed “Expression of Support” from your Chair/Professorship (any type of non-permanent position except Tenure Track position, [ADDENDUM 1 - Form A](#)). If you are on a Tenure Track position, you do not need a signed “Expression of Support”.
- If you **have already retired or will go into retirement** within the term of the ERC grant, you need a signed “Expression of Support” from your Dean ([ADDENDUM 1 - Form B](#)).
- If your current position is financed by third-party funds, please make sure that the funding conditions of your position do not conflict with your ERC grant application or the planned research activities.

Please contact TUM ForTe if any of the following cases apply:

- you pursue outside professional activities (‘Nebentätigkeit’) that are related to the activities of the ERC grant proposal
- you have founded a company and there might be an overlap between the activities of the company and the ERC funded project
- you hold a double affiliation

2. THE ERC PROJECT

According to the provisions on “Ownership of Results” of the Grant Agreement, results must be owned by the beneficiary that generates them.

Please contact TUM ForTe if any of the following cases apply:

- you plan to collaborate with third parties within the ERC project, e.g. with industry, researchers from other institutions, TUM Visiting Professors, and these third parties are expected to generate results or contribute to results for your ERC project
- you plan to receive in-kind contributions against payment or free of charge
- you plan to use external data or infrastructure from other partners (e.g. other universities, research institutes, industry)
- you plan to use any background/sideground knowledge (e.g. software, patent [application], confidential data, results from a third party project)
- you plan to involve BSc or MSc students in your ERC project (see [ADDENDUM 3](#) – relevant section is marked)

If you plan to use additional TUM infrastructure that cannot be provided by you or your supporting Chair/Professorship/School/Department, please complete the template for an “Expression of Infrastructure Support” and add it to your confirmation ([ADDENDUM 1 – Form C](#)).

ERC Proof of Concept Grant: Please contact TUM ForTe for questions regarding the exploitation strategy

Through an established [IP policy](#), TUM ensures that the research results are fed into the value chain effectively, thereby fostering a steady development of innovative technologies and products.

Therefore, TUM ForTe offers the following support:

- Identification of patentable research results
- Free filing of a patent application by TUM
- Financing, coordination and monitoring of the patenting process
- Development of a patent strategy in close cooperation with the researchers

For a first overview of pre-existing IPR (Intellectual Property Rights), which could affect your exploitation strategy, we recommend to perform a “Patent or Literature Analysis”. Patents and published patent applications can be found in databases, e.g. DMPAregister or Espacenet. Because patent applications are published after 18 months from the date of filing, a warranty that research results are unencumbered by third party IPR and can be exploited without restrictions cannot be given.

If you have any detailed questions about your exploitation strategy, please feel free to contact [TUM ForTe Patents & Licenses](#).

Example (that you might use in your ERC Proof of Concept proposal):

TUM ForTe Office for Research and Innovation, in particular TUM Patents and Licenses, will be the main contact point and central coordination office for the IPR management relevant for the project. This includes advice on contractual negotiations concerning IPR, identification of patentable research results, assistance in preparing and filing of invention disclosure forms / patent applications and consultation regarding the exploitation strategy.

3. THE ERC BUDGET

Our experience has shown that the earlier you get in touch with the EU team of TUM Finance the faster you can complete this part and focus on your application.

Regarding the budget of your ERC project, we highly recommend you to contact the EU team of TUM Finance (eu-finance@tum.de) for guidelines and advice, in particular:

- if it is necessary to claim your personnel costs.
- if you plan to purchase equipment (inventoried assets from EUR 250.01, for example: laboratory equipment). Please be aware that only depreciation values, which are calculated on a monthly basis, can be claimed as direct costs.
- if you plan to assign research-related tasks to third parties under a subcontract.
- if you plan to apply for additional funding.

FOR YOUR INFORMATION!

Please find the most important key points regarding the financial guidelines in [ADDENDUM 2 - 'Financial Factsheet'](#).

4. ETHICAL CONSIDERATIONS

If there are any ethical issues please check *Ethics Issues Table* in the Information for Applicants. The ERC asks for an ethics self-assessment to be submitted with the application. Please contact us for information and the ethics self-assessment guide.

ADDENDUM 1 – Expression of Support Form A

Chair/Professorship of

To
TUM ForTe

Expression of Support

Project Title:

Acronym:

Principal Investigator:

We hereby declare to support the application of Mr/Ms
to participate in the European programme "ERC Grant" (StG/
CoG/AdG/SyG) with the project referenced above.

If the application is successful, the above project will be conducted at the Chair/Professorship
of .

For the duration of the project, the Chair/Professorship agrees to provide the necessary infrastructure and employment contracts for the Principal Investigator and his/her team members. We are aware that the Chair/Professorship will have to co-finance the personnel costs of the Principal Investigator.

Chair/Professorship of

(Location) (date)

ADDENDUM 1 – Expression of Support Form B

School/Department of

To
TUM ForTe

Expression of Support

Project Title:

Acronym:

Principal Investigator:

We hereby declare to support the application of Mr/Ms

to participate in the European programme "ERC Grant" (StG/
CoG/AdG/SyG) with the project referenced above.

If the application is successful, the above project will be conducted at the School/Department
of .

For the duration of the project, the School/Department agrees to provide the necessary infrastructure and employment contracts for the Principal Investigator and his/her team members. We are aware that the School/Department will have to co-finance the personnel costs of the Principal Investigator.

Dean

(Location) (date)

ADDENDUM 1 – Expression of Support Form C

Chair/Professorship of/School/Department

To
TUM ForTe

Expression of Infrastructure Support

Project Title:

Acronym:

Principal Investigator:

We hereby declare to support the application of Mr/Ms
under the European programme “ERC Grant” (StG/CoG/AdG/SyG) with the project
referenced above.

If the application is successful, the Chair/Professorship of/School/Department agrees to provide the following infrastructure to the PI for the duration of the project:

Chair/Professorship of/School /Department

(Location) (date)

ADDENDUM 2 - Financial Factsheet for ERC Starting-, Consolidator- and Advanced Grants

Please note that this document is currently under revision and will be made available as soon as possible.

For further details or specific inquiries, please contact the EU Finance team directly:

Email: eu-finance@tum.de

- Alexander Franke | Tel: +49 89 289 22308
- Cornelia Karches | Tel: +49 89 289 22282
- Elisa Luna | Tel: +49 89 289 22182
- Thomas Thijssen | Tel: +49 89 289 22101

ADDENDUM 3 – Letter concerning the involvement of students in third party projects ('Mitwirkung von Studierenden in Drittmittelprojekten')

To

- all Departments/Schools, Institutes, Chairs and Professorships
- TUM ForTe – Office for Research and Innovation
- all Functional Units
- all Central Departments of the TUM Central Administration

Munich, 28 October 2014

Involvement of students in third-party projects

TO WHOM IT MAY CONCERN

In recent times, we have received an increasing number of inquiries concerning the involvement of students in third-party projects and would therefore like to provide you with the following information:

- The work or services contributed by students to third-party projects should be governed by a service contract with remuneration reflecting their project-related activities. These HR costs will form part of the full cost calculation. The benefits of such a contractual relationship are, firstly, that students will not be considered third parties under any confidentiality clauses and secondly, that TUM will have the rights to the (protectable) work results developed by a student at TUM's instructions and may grant such rights to the client or partners.
- A special case is given where students are expected to write an examination or thesis in the course of their involvement in a third-party project. In these cases, TUM should not offer service contracts or remuneration, as students are required to complete the examination or thesis independently and in accordance with scientific methods. Under a service contract with TUM, by contrast, students would be bound to follow instructions. Moreover, any remuneration paid by TUM out of the funds of the Chair or Professorship responsible for the supervision and assessment of the examination or thesis would give rise to concerns, as this would lead to a conflict between the university's sovereign examination duties and a private employment relationship.
Preparing an examination or thesis while working on a third-party project is unproblematic where a student and the project partner have entered into a contract setting out the terms for the student's contribution to the project, any remuneration payable as well as any granting of rights to the project partner, etc., as in the case of external theses. In this case, the student does not provide work or services for TUM, but for the project partner.
- The involvement of students in projects under which TUM is not obligated to grant any rights to work results, including intellectual property rights, to project partners or fund providers and which are not governed by publication restrictions or confidentiality obligations is possible without restrictions.

Should you require further information or assistance, do not hesitate to contact the TUM Legal Office, Unit 52 – Research Collaborations, the legal division of the Academic and Student Affairs Office, or the Patent and Licensing Office of TUM ForTe.

Sincerely,

Albert Berger
Senior Executive Vice President – Human Resources, Administration and Finance

5. Contact

TUM ForTe - Office for Research and Innovation:

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