# 3rd money stream: ERC Grants: PLEASE CHECK THE LATEST VERSION ON THE INTRANET BEFORE YOU START USING THIS FLOW CHART

**Project leader**

Schedule appointment with the Grants Office to discuss the subsidy

Researcher decides whether to proceed following the advisory consultation with the Grants Office

**NO** → End

**YES**

Researcher has to sent in the proposal at least 1 month before the deadline of the proposal to the PG Committee. See: https://www.utwente.nl/en/et/intranet/research/grants/subsidy-options/personal-grants/support-personal-grants.pdf

Inform ET project calculations at least 14 days prior to the deadline, but preferably in the earliest stage possible: project-calculations-et@utwente.nl

Contact the Grants Office to revise the report and assess resubmission

**NO** ← Proposal granted? → **YES** → Contact the Grants Office for support in Grant Agreement Preparations

Inform ET project calculations, ET PG Committee and the Grants Office of proposal outcomes: project-calculations-et@utwente.nl

For EU proposals, roles must be defined in ECAS

Submit formal decision to ET project calculations with the request to open a project: project-calculations-et@utwente.nl

Recruitment may begin. Contact HR to proceed

Does the department approve the contribution marge?

**NO** → End

**YES** → The support letter will be prepared with the Grants Office

Submit proposal and await decision

**ET Finance/ ET Project Calculations**

ET project calculations will prepare VOCA (cost for contracting a subsidy service advice firm must be included in the VOCA. Advanced approval must be issued by the dean)

Project financially feasible? Is the contribution marge fair?

**NO**

**YES** → Make budget adjustments together with the project leader

ET project calculations arranges signatures

The project may commence if financial and personnel matters have been finalised

Remarks ET Finance:
1. Adjustments during the project (both in personnel or budget) must be coordinated with ET Finance and ET HR.
2. ET Finance will also communicate with regards to TAS (time registration).
3. ET Finance provides budget overviews via Sharepoint for duration of the project.

**ET PG Committee**

Does the PG Committee approve the proposal?

**YES**

**NO** → End

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