

## Annexe 1 – Matrix of responsibilities: project submission, negotiation and signing of grant agreements

<b>AVP-R</b> – Associate Vice President for Research <b>VPFI</b> – Vice President for Finances <b>VPO</b> – Vice President for Operations <b>CDG</b> – Management Control <b>ReO</b> – Research Office <b>PI</b> – Principal Investigator (Scientist) = Person in charge of the proposal <b>D</b> – Head of the School responsible for the PI	<b>APR</b> – Faculty Affairs <b>PO</b> – Project Officer <b>PC</b> – Project Coordinator <b>EC</b> – European Commission <b>PLSIGN</b> – Project Legal Signatory (= Vice President for Research) <b>LEAR</b> – Legal Entity Authorized Representative <b>PP</b> – H2020 Participant Portal
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	<b>Pre-submission check</b>	<b>Memorandum of Understanding (MoU), Non-Disclosure Agreement (NDA) if required</b>	<b>Proposal Submission</b>	<b>Commitment letter (ITN) or Letter of Intent (if applicable)</b>	<b>ERC Endorsement Letters<sup>1</sup> (if applicable)</b>	<b>ERC Host Support Letter</b>
<b>Prepared</b>	PI	VPA Legal Affairs	PI	ReO	ReO	ReO
<b>Consulted</b>		ReO			APR, D, Institute Director or Head of Unit depending on status of PI	D, Institute Director
<b>Approved (initialled)</b>	ReO	PI, AVP-R	PI	AVP-R	D, School HR Manager	AVP-R
<b>Informed</b>			LEAR (via PP)			

<sup>1</sup> Via “ERC StG Registration Form”

	<b>Other Endorsement Letters</b>	<b>Declaration of Honour</b>	<b>Grant Agreement / Accession Form</b>	<b>Consortium Agreement (if applicable)</b>	<b>ERC Supplementary Agreement</b>
<b>Prepared</b>	ReO	EC	EC	VPA Legal Affairs, PC, partners	ReO
<b>Consulted</b>		ReO	ReO	ReO	
<b>Approved (initialled)</b>	D or Head of Unit depending of status of PI	PLSIGN (= AVP-R)	PLSIGN (= AVP-R)	PI, AVP-R	PI, AVP-R
<b>Informed</b>		CDG (via GrantsDB)	CDG (via GrantsDB)		CDG (via GrantsDB)