

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

VPR – Vice Presidency for Research VPFI – Vice Presidency for Finances VPRHO – Vice Presidency for Human Resources and Operations CDG – Management Control ReO – Research Office PI – Principal Investigator (Scientist) = Person in charge of the proposal D – Head of the School responsible for the PI	APR – Faculty Affairs PO – Project Officer PC – Project Coordinator EC – European Commission PLSIGN – Project Legal Signatory (= Vice President for Research) LEAR – Legal Entity Authorized Representative PP – H2020 Participant Portal
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	Pre-submission check	Memorandum of Understanding (MoU), Non-Disclosure Agreement (NDA) if required	Proposal Submission	Commitment letter (ITN) or Letter of Intent (if applicable)	ERC Endorsement Letters¹ (if applicable)	ERC Host Support Letter
Prepared	PI	Legal Affairs	PI	ReO	ReO	ReO
Consulted		ReO			APR, D, Institute Director or Head of Unit depending on status of PI	D, Institute Director
Approved (initialled)	ReO	PI, VPR	PI	VPR	D, School HR Manager	VPR
Informed			LEAR (via PP)			

¹ Via “ERC StG Registration Form”

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