**Recommended timeline for developing a competitive**

**ERC Synergy Grant application**

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| Time before application deadline | Action |
| ≥ 7 months | * Think about your project idea and discuss it with potential co-applicants – brainstorm.
* Talk to ERC Synergy grantees and ex-members of ERC Synergy panels.
* Contact Grants Office for guidance and updates.
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| ≥ 5 months | * Consolidate your Synergy Group.
* Formulate your hypothesis and objectives.
* Make a project plan & outline of your application.
* Plan how you will put together the application, ensuring each PI knows what to do and when. Take holidays & conferences into account, and schedule regular meetings.
* Discuss the budget within the Synergy Group.
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| ≥ 3 months | * Complete the first draft of your full proposal.
* Get feedback from experts in your fields, colleagues outside your fields, scientists with ERC experience, Grants Office, etc.
	+ multiple rounds of rewriting & feedback
* Request Commitment Letters from each host institution.
	+ US-based institutions esp. need advance warning.
	+ At KI, Grants Office prepares this Commitment Letter but requires a signed Application Assurance Form
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| ≥ 1 month | * Finalise the budget together with the finance personnel at your departments.
* Email a copy of your signed Application Assurance Form to Grants Office.
* Set up your application online and complete the administrative forms.
* Write the final version of your proposal and have it copy edited (and line edited, time permitted).
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