**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. |
| ≥ 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. |
| ≥ 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 |
| ≥ 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). |