



Horizon Europe

**European Research Council (ERC)
Frontier Research Grants
Complementary Funding
for ERC Principal Investigators**

Proof of Concept Grant Call (HE ERC-2024-PoC)

Administrative forms (Part A)

PoC proposal (Part B2)

Letter of commitment of the host institution



European Research Council
Executive Agency

Established by the European Commission

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Call: ERC-2024-PoC — Application Forms to the ERC-2024-Proof of Concept Grant call

Version	Publication Date	Description
1.0	15.07.2021	Application Forms to the ERC-2022-Proof of Concept1 Grant call
1.1	27.07.2021	Application Forms to the ERC-2022-Proof of Concept1 Grant call: Administrative forms (Part A) added
2.0	20.10.2022	Administrative Form to the ERC-2023-Proof of Concept Grant call
3.0	16.11.2023	Administrative Form to the ERC-2024-Proof of Concept Grant call

HORIZON

Call: ERC-2024-POC

(Call for proposals for ERC Proof of Concept Grant)

Topic: ERC-2024-POC

Type of Action: HORIZON-ERC-POC

Proposal number:

Proposal acronym:

Type of Model Grant Agreement: HORIZON Lump Sum Grant

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1 - General information

Fields marked * are mandatory to fill.

Topic	Type of Action
Call	Type of Model Grant Agreement

Acronym

Proposal title

The title should be no longer than 200 characters (with spaces) and should be understandable to the non-specialist in your field.

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > * &

Duration in months*

Estimated duration of the project in full months.

Abstract *

Remaining characters

1999

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call?

Yes No

Please give the proposal reference or contract number.

Previously submitted proposals should be with either 6 or 9 digits.

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Declarations

Field(s) marked * are mandatory to fill.

- 1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. *
- 2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions). *
- 3) We declare:
- to be fully compliant with the eligibility criteria set out in the call
 - not to be subject to any exclusion grounds under the [EU Financial Regulation 2018/1046](#)
 - to have the financial and operational capacity to carry out the proposed project. *
- 4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the [Funding & Tenders Portal Terms and Conditions](#). *
- 5) We have read, understood and accepted the [Funding & Tenders Portal Terms & Conditions](#) and [Privacy Statement](#) that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits). *
- 6) We declare that the proposal complies with ethical principles (including the highest standards of research integrity as set out in the [ALLEA European Code of Conduct for Research Integrity](#), as well as applicable international and national law, including the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights and its Supplementary Protocols. [Appropriate procedures, policies and structures](#) are in place to foster responsible research practices, to prevent questionable research practices and research misconduct, and to handle allegations of breaches of the principles and standards in the Code of Conduct. *
- 7) We declare that the proposal has an exclusive focus on civil applications (activities intended to be used in military application or aiming to serve military purposes cannot be funded). If the project involves dual-use items in the sense of [Regulation 428/2009](#), or other items for which authorisation is required, we confirm that we will comply with the applicable regulatory framework (e.g. obtain export/import licences before these items are used). *
- 8) We confirm that the activities proposed do not
- aim at human cloning for reproductive purposes;
 - intend to modify the genetic heritage of human beings which could make such changes heritable (with the exception of research relating to cancer treatment of the gonads, which may be financed), or
 - intend to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.
 - lead to the destruction of human embryos (for example, for obtaining stem cells)
- These activities are excluded from funding. *
- 9) We confirm that for activities carried out outside the Union, the same activities would have been allowed in at least one EU Member State. *
- 10) For Lump Sum Grants with a detailed budget table: We understand and accept that the EU lump sum grants must be reliable proxies for the actual costs of a project and confirm that the detailed budget for the proposal has been established in accordance with our usual cost accounting practices and in compliance with the basic eligibility conditions for EU actual cost grants (see [AGA - Annotated Grant Agreement, art 6](#)) and exclude costs that are ineligible under the Programme. Purchases and subcontracting costs must be done taking into account best value for money and must be free of conflict of interest. *

The coordinator is only responsible for the information relating to their own organisation. Each applicant remains responsible for the information declared for their organisation. If the proposal is retained for EU funding, they will all be required to sign a declaration of honour.

False statements or incorrect information may lead to administrative sanctions under the EU Financial Regulation.

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2 - Participants

List of participating organisations

#	Participating Organisation Legal Name	Country	Role	Action
1				

Example, not to complete

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Organisation data

Host Institution

PIC	Legal name
-----	------------

Short name:

Address

Street

Town

Postcode

Country

Webpage

Specific Legal Statuses

Legal person

Public body

Non-profit

International organisation

Secondary or Higher education establishment

Research organisation

SME Data

Based on the below details from the Participant Registry the organisation is an SME (small- and medium-sized enterprise) for the call.

SME self-declared status

SME self-assessment

SME validation

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Gender Equality Plan

Does the organization have a Gender Equality Plan (GEP) covering the elements listed below?

Yes No

Minimum process-related requirements (building blocks) for a GEP

- **Publication:** formal document published on the institution's website and signed by the top management
- **Dedicated resources:** commitment of human resources and gender expertise to implement it.
- **Data collection and monitoring:** sex/gender disaggregated data on personnel (and students for establishments concerned) and annual reporting based on indicators.
- **Training:** Awareness raising/trainings on gender equality and unconscious gender biases for staff and decision-makers.
- **Content-wise, recommended areas to be covered** and addressed via concrete measures and targets are:
 - o work-life balance and organisational culture;
 - o gender balance in leadership and decision-making;
 - o gender equality in recruitment and career progression;
 - o integration of the gender dimension into research and teaching content;
 - o measures against gender-based violence including sexual harassment.

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Departments carrying out the proposed work

Department 1

Department name	<i>Name of the department/institute carrying out the work.</i>	<input type="checkbox"/> not applicable
	<input type="checkbox"/> Same as proposing organisation's address	
Street	<i>Please enter street name and number.</i>	
Town	<i>Please enter the name of the town.</i>	
Postcode	<i>Area code.</i>	
Country	<i>Please select a country</i>	

Example, not to complete

Principal Investigator

The following information of the Principal Investigator (PI) is used to personalise the communications. The EU services will contact the PI together with the HI contact person concerning this proposal (e.g. for additional information, invitation to interviews, sending of evaluation results, convocation to start grant preparation). Please make sure that your personal information is accurate and please inform the ERC in case your e-mail address changes by using the call specific e-mail address indicated in the below webpage. Please also provide your mobile phone number as we may need to urgently contact you regarding your submitted proposal and/or potential interview.

<https://erc.europa.eu/about-erc/contact-us>

The name and e-mail of contact persons including the Principal Investigator, Host Institution contact are read-only in the administrative form, only additional details can be edited here. To give access rights and contact details of contact persons, please save and close this form, then go back to Participants Step of the submission wizard and save the changes.

ORCID	<input type="text" value="If you have a ORCID number please enter it here (e.g. 9999-9999-9999-999X, where 9 represents numbers and X represents numbers up to 10)"/>			
Researcher ID	<input type="text"/>	<input type="text"/>	<input type="text"/>	<small>The maximum length of the identifier is 11 characters (ZZZ-9999-2010) and the minimum length is 9 characters (A-1001-2010).</small>
Other ID	<input type="text" value="Please enter the type of ID here"/>		<input type="text" value="Please enter the identifier number here"/>	
Career Stage	<input type="text"/>			
Last Name*	Last Name at Birth		<input type="text"/>	
First Name(s)*	Gender*		<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Non Binary	
Title	Country of residence		<input type="text"/>	
Nationality*	Country of Birth*		<input type="text"/>	
Date of Birth* (DD/MM/YYYY)	Place of Birth*		<input type="text"/>	
Contact address				
Current organisation name	<input type="text"/>			
Current Department/Faculty/Institute/Laboratory name	<input type="text"/>			
<input type="checkbox"/> Same as organisation address				
Street	<input type="text"/>			
Postcode/Cedex	<input type="text"/>	Country*	<input type="text"/>	
Town*	<input type="text"/>			
Phone	<input type="text"/>	Phone2 / Mobile	<input type="text"/>	
E-mail*	<input type="text"/>			

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Contact address of the Host Institution and contact person

This will be the person the EU services will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to start grant preparation). The data in blue is read-only. Details (name, first name and e-mail) of Main Contact persons should be edited in the step "Participants" of the submission wizard.

Title	_____	Gender	<input type="radio"/> Male	<input type="radio"/> Female	<input type="radio"/> Non Binary
First name*					Last name*
E-Mail*					

Position in org. *Please indicate the position of the person.*

Department *Name of the department/institute carrying out the work.*

Same as organisation name

Same as proposing organisation's address

Street *Please enter street name and number.*

Town *Please enter the name of the town.*

Post code *Area code.*

Country *Please select a country*

Website *Please enter website*

Phone *+XXX XXXXXXXXX*

Phone 2

+XXX XXXXXXXXX

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3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
1		BE	0.00
	Total		0.00

Example, not to complete

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4 - Ethics & security

Ethics Issues Table

1. Human Embryonic Stem Cells and Human Embryos		Page
Does this activity involve Human Embryonic Stem Cells (hESCs)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve the use of human embryos?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
2. Humans		Page
Does this activity involve human participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve interventions (physical also including imaging technology, behavioural treatments, etc.) on the study participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve conducting a clinical study as defined by the Clinical Trial Regulation (EU 536/2014) ? (using pharmaceuticals, biologicals, radiopharmaceuticals, or advanced therapy medicinal products)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3. Human Cells / Tissues (not covered by section 1)		Page
Does this activity involve the use of human cells or tissues?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
4. Personal Data		Page
Does this activity involve processing of personal data?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve further processing of previously collected personal data (including use of preexisting data sets or sources, merging existing data sets)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Is it planned to export personal data from the EU to non-EU countries? Specify the type of personal data and countries involved	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Is it planned to import personal data from non-EU countries into the EU or from a non-EU country to another non-EU country? Specify the type of personal data and countries involved	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve the processing of personal data related to criminal convictions or offences?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
5. Animals		Page
Does this activity involve animals?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
6. Non-EU Countries		Page
Will some of the activities be carried out in non-EU countries?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
In case non-EU countries are involved, do the activities undertaken in these countries raise potential ethics issues?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Is it planned to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Is it planned to import any material (other than data) from non-EU countries into the EU or from a non-EU country to another non-EU country? For data imports, see section 4.	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Is it planned to export any material (other than data) from the EU to non-EU countries? For data exports, see section 4.	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does this activity involve low and/or lower middle income countries , (if yes, detail the benefit-sharing actions planned in the self-assessment)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Could the situation in the country put the individuals taking part in the activity at risk?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
7. Environment, Health and Safety		Page

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Does this activity involve the use of substances or processes that may cause harm to the environment, to animals or plants.(during the implementation of the activity or further to the use of the results, as a possible impact) ? Yes No

Does this activity deal with endangered fauna and/or flora / protected areas? Yes No

Does this activity involve the use of substances or processes that may cause harm to humans, including those performing the activity.(during the implementation of the activity or further to the use of the results, as a possible impact) ? Yes No

8. Artificial Intelligence

Page

Does this activity involve the development, deployment and/or use of Artificial Intelligence? (if yes, detail in the self-assessment whether that could raise ethical concerns related to human rights and values and detail how this will be addressed). Yes No

9. Other Ethics Issues

Page

Are there any other ethics issues that should be taken into consideration? Yes No

I confirm that I have taken into account all ethics issues above and that, if any ethics issues apply, I will complete the ethics self-assessment as described in the guidelines [How to Complete your Ethics Self-Assessment](#)

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Ethics Self-Assessment

Ethical dimension of the objectives, methodology and likely impact

Explain in detail the identified issues in relation to:

- objectives of the activities (e.g. study of vulnerable populations, etc.)
- methodology (e.g. clinical trials, involvement of children, protection of personal data, etc.)
- the potential impact of the activities (e.g. environmental damage, stigmatisation of particular social groups, political or financial adverse consequences, misuse, etc.)

Remaining characters

5000

Compliance with ethical principles and relevant legislations

Describe how the issue(s) identified in the ethics issues table above will be addressed in order to adhere to the ethical principles and what will be done to ensure that the activities are compliant with the EU/national legal and ethical requirements of the country or countries where the tasks are to be carried out. It is reminded that for activities performed in a non-EU countries, they should also be allowed in at least one EU Member State.

Remaining characters

5000

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5 - Other questions

ERC eligibility requirements	
Please acknowledge that you are aware of the eligibility requirements for applying for this ERC call as specified in the ERC Annual Work Programme, and please certify that, to the best of your knowledge your application is in compliance with all these requirements. Please note that your proposal may be declared ineligible at any point during the evaluation or granting process if it is found not to be compliant with these eligibility criteria.*	<input checked="" type="checkbox"/>
Consent obtained from participants and researchers	
Please confirm that you (as PI) have the written consent of all participants on their involvement and the content of this proposal, as well as of any researcher mentioned in the proposal on their participation in the project (either as team member, collaborator, other PI or member of the advisory board). We may request you to provide proof of the written consent obtained at any time during the evaluation.*	<input type="checkbox"/>
Sharing evaluation data	
If your proposal is not funded (due to budget limitations), do you consent to allow us to disclose the results of your evaluation (score and ranking range), together with your name (as PI), non-confidential proposal title, acronym, abstract and your/your host institution's contact details to national or regional public research funding authorities that run funding schemes specifically for ERC applicants that scored highly in the evaluation?	<input type="radio"/> Yes <input type="radio"/> No
If your proposal is funded, do you consent to allow us to disclose your name (as PI), non-confidential proposal title, acronym, abstract and your/your host institution's contact details to institutions that are awarding prizes to excellent researchers?	<input type="radio"/> Yes <input type="radio"/> No
End date of the related ERC project (please check the eligibility window in the ERC workprogramme)	<input type="text"/>
Proposal number	<input type="text"/>
Panel under which the original ERC grant was funded	<input type="text"/>

Proposal Full Title

**ERC Proof of Concept Lump Sum Grant 2024
(ERC-2024-PoC)****Part B**

Please respect the following formatting constraints: Times New Roman, Arial or similar, at least font size 11, margins (2.0 cm side and 1.5 cm top and bottom), single line spacing. Please respect the overall page limit (10 pages excluding the headers, references, and the risk mitigation table).

Abstract

The abstract should enable a clear understanding of the objectives of the research proposal and how they will be achieved. The abstract will be used as a short description of your research proposal in the evaluation process and in communications to contact in particular the ERC experts and potential reviewers and in communications to the programme management committees and other interested parties. Please note that in case your proposal is funded this abstract will be published. It must therefore be short and precise and should not contain confidential information. Please use plain typed text, avoiding formulae and other special characters.

The abstract must be written in English and should be identical to the text introduced in your administrative form.

Maximum number of characters including spaces is 2000.

Section 1a: The idea – Breakthrough Innovation potential (max. 3 pages excluding the abstract, the proposal title, reference to the PoC call and name of the Part B present on the first page, above this section)

1a.i. Brief description of the idea to be taken to proof of concept:

The problem: *Describe the problem or the need that the idea is aiming to solve or alleviate*

The solution: *Explain how the idea will solve or alleviate the problem or the need and the meaning that this will make. A clear value proposition should be included, explaining*

– *how the idea solves users' problems or improves their situation*

The origin: *Briefly describe the ERC-funded project from which the idea is substantially drawn and briefly demonstrate the relation between the idea and the ERC-funded project in question.*

1a.ii. Demonstration of Breakthrough Innovation Potential:

Describe how the idea has the potential to drive innovation and business inventiveness and/or tackle societal challenges.

Describe in detail how the project outcomes will be innovative or distinctive. This section should include a clear explanation of why the solution proposed is new compared to what already exists. A clear value proposition should be included, explaining why potential users or sponsors should choose this solution and not other existing solutions. Describe any competing products or solutions.

1a.iii. Demonstration of the high-risk/high-gain idea:

Explain how the idea, if successful, will result in breakthrough innovation.

Describe which are the aspects that may be difficult to overcome or what are the features that might require development of new approaches.

Section 1b: Approach and Methodology (max. 6 pages)

1b.i. Outline the approach and methodology to explore the innovation potential of your ERC-funded research

Describe the chosen pathway from research to innovation (e.g., patenting, creation of spinouts, licensing agreements, research contracts, research collaborations, consultancy agreements, informal advice, public engagement, policy reports/contributions to policy, and more) and explain your choice of pathway.

1b.ii Describe the activities exploring the pathway from ground-breaking research towards innovation:

This may include (where applicable¹) proposed plans to:

- **Test, experiment, demonstrate and validate the effectiveness of the project's outcomes (or of the idea)** (e.g. testing, experimenting, technical reports or any other form of validation to confirm that the solution is effective, efficient and sustainable, or appropriate.)

¹ "where applicable" does not mean you should skip these points if not applicable. In this case, explain why it does not apply to the project (is it out of scope or has it already been achieved?) in order for the evaluators to understand why this issue is not addressed in the frame of the Proof of Concept project.

- **Undertake research** required to carry out the above activities and to address the weaknesses uncovered by them.
- **Clarify the IPR position and strategy² or knowledge transfer strategy** (e.g. patenting, creation of spin-outs, licensing agreements, research contracts, research collaborations, consultancy agreements, informal advice, public engagement, policy reports/contributions to policy, and more.)
- **Involving industrial partners, societal or cultural organisations, policy makers or any other potential stakeholders supporting the translation of research results into innovation.** Describe the level of relationship with entities mentioned in your proposal. If you have an established working relationship with any of them, describe its nature.
If such contacts already exist, include supporting documentation like letters of support or intent from the relevant stakeholders. These letters of support or intent can be uploaded in .pdf as annexes to the proposal, which will be provided to the evaluation panel reviewers and will be part of their assessment of the feasibility and effectiveness of the project
- **Assess the potential “end users” of the expected innovation.** Who would be using the output? What would be the expected size of the group or market?

1b.iii. Plan of the proof of concept - Description of the Action:

Grants to be awarded under this action (Proof of Concept), shall exclusively take the form of a standard lump sum pre-fixed at **EUR 150 000** by a European Commission decision³.

The Action description shall present a detailed project plan including clearly identified objectives, and a description of work. The description of work must demonstrate that the timescale and resources are appropriate for the implementation and feasibility of the project. It should include a description of the resources and a description of the team.

Description of the Action and timescale:

Demonstrate the feasibility of the planned activities within the timescale planned for the implementation of the proposed project:

- Justify the project plan (where applicable, broken down into activities e.g. validating results, testing in real world contexts, clarifying IPR or knowledge transfer position and strategy, competitive/market analysis, plans for contacts with commercial and/or societal partners etc.) with clear objectives, task description and milestones representing the completion of each task.
- Present a GANTT chart and/or milestones table, allowing effective monitoring over the project period.

Description of the resources

- Give a narrative description of the resources allocated for each activity. *Examples of resources: e.g. the type of project staff working on a task and the estimated effort*

² Any application for funding of IPR activities under the ERC Proof of Concept will not discharge beneficiaries from their prior obligations under their pre-existing ERC Grant Agreement in respect of protecting IPR capable of industrial or commercial application. If any foreground was potentially protectable in the pre-existing ERC project, beneficiaries had the legal obligation to seek for adequate and effective protection according to the [Horizon Europe Regulation](#) and the [Multi & Mono Model Grant Agreement for Lump Sum Grants](#).

³ In accordance with the [Decision authorising the use of lump sums for the European Research Council Proof of Concept actions](#) under the Horizon Europe Programme – the Framework Programme for Research and Innovation.

(person-months), type of equipment and consumables required for the project implementation, staff travel requirements, etc.

- Justify that the resources are appropriate for the planned work.

The resources should NOT be described financially. This means that no cost figures should appear. Applicants should be able to justify the good use of the lump sum for the resources described⁴.

Description of the team (including the PI):

- Describe the team and their achievements and experience in relation to the approach you will be taking.
- Describe the roles of all team members within your project. What are the main strengths and weaknesses of the team?

Section 1c: Principal Investigator- strategic lead and project management ⁵
(max 1 page excluding the risk mitigation table)

The Strategic Lead:

- Describe how you will take the strategic lead of the project.

The Project Management:

- Describe the organisational structure and the decision-making process.
- Explain why these are appropriate to the complexity and scale of the project.
- Describe what can go wrong in the project and present a plan for the identification and acceptance or offsetting of possible risks linked to the project (e.g. scientific events such as if a test or an experiment fails).
- Present a plan for unforeseen events of non-scientific/technical nature, including back-up procedures, emergency response and ex-post recovery (e.g. if a key person of the team leaves or you cannot access a facility). –

Use this risk mitigation table to summarise the information in this section:

Description of the risk	Proposed risk-mitigation measures

⁴ The overall value of the PoC action may be higher than the lump sum if covered by additional contributions. If so, please specify these so that the Reviewers understand that part of the project activities will be financed through additional funding.

⁵ Synergy Grant Principal Investigators are eligible to apply only with the written consent of all Principal Investigators in the same Synergy Grant project.

HOST INSTITUTION SUPPORT LETTER TEMPLATE 2024

(Print on paper bearing the official letterhead of the host institution)

COMMITMENT OF THE HOST INSTITUTION FOR ERC 2024 POC Call ^{1, 2}

The <<please fill in here the name of the legal entity that is associated to the proposal and may host the principal investigator and the project in case the application is successful>>, which is the applicant legal entity,

confirms its intention to engage the following 'principal investigator' <<please fill in here the name of the principal investigator>>

should their proposal be retained.

Performance obligations of the applicant legal entity (Host Institution) that will become the beneficiary of the HE ERC Grant Agreement (hereafter referred to as the Agreement), should the proposal be retained and the preparation of the Agreement be successfully concluded:

The applicant legal entity commits itself to host and engage the Principal Investigator for the duration of the grant and to:

- a) implement the action, as it will be described in Annex 1 and in compliance with the provisions of the Agreement, and all legal obligations under applicable EU, international and national law;
- b) ensure that the work described in Annex 1 will be performed under the guidance of the principal investigator.

For the host institution (applicant legal entity):

Date

.....

Name and Function

..... ;

Email and Signature (blue ink or digitally signed³) of legal representative

..... ;

Stamp of the host institution (applicant legal entity)⁴

IMPORTANT NOTE: In order to be complete all the above mentioned items are mandatory and shall be included in the commitment of the host institution.

¹ A scanned copy of the signed statement should be uploaded electronically via the [Funding & Tenders](#) Portal submission service in PDF format.

² This statement (on letterhead paper) shall be signed (in blue ink or digitally) by the institution's legal representative indicating their name, function, email address and, in case of blue ink signature, along with the stamp of the institution.

³ The digital signature must have the same legal value (i.e. must be the electronic equivalent) of a handwritten signature and a stamped seal.

⁴ No stamp is needed if this document is digitally signed.