

Marie Curie Career Integration Grants

These notes have been composed by Imperial's EU Team, based on previous experiences of successful applications and training courses from the UK Marie Curie National Contact Point (UK Research Office in Brussels, www.ukro.ac.uk). The points provided in this document are not comprehensive but are intended to act as a guide to help you generate content and ideas. If you have questions, please contact the EU Team directly.

These fellowships are designed to help Experienced Researchers to improve their prospects for lasting professional integration in Europe, placing a particular focus on countering European “brain drain” to third countries (e.g. USA, Japan). It is aimed at Researchers who, after a mobility period in any country, are offered a stable research post in a European host institution. **You have to focus on addressing issues of career integration and knowledge transfer as well as describing your programme of research activities.** The CIG is intended to support your ongoing-programme of research activities, rather than a stand-alone research project. Whilst the application form refers to “research project”, the term “project” is intended to cover all of the activities you will be undertaking whilst employed at Imperial. You should therefore describe your area of research, the particular projects you are undertaking, activities outside of research such as teaching, management, and the importance and impact of establishing this area of research and your professional status in the European Research Area.

You MUST read the European Commission's most recent **Guide for Applicants** carefully and also the **Work Programme**. Even though the information may not appear to relate directly to your proposal, it gives you good background information regarding what the Commission is looking for and how you should approach your proposal.

This guidance document should be used in conjunction with the Imperial Information 2013 document in which further information, including web resources, is provided. Any Imperial specific text mentioned in this document is expanded upon and explained in the accompanying Imperial Information 2013 document. The general text about Imperial is designed to provide you with a background to Imperial so that you can provide a setting for your research and training, and make use of the infrastructures that already exist at Imperial to support and develop staff. You must liaise with your potential/current Department about your proposal and also to find out key information about the Department where you will be based.

Before you start

Firstly, you must be eligible to apply for this award. If you have any questions about your eligibility, then please discuss this with the [EU Team](#). You must follow all the instructions in the Guide for Applicants and ensure that you prepare your application well in advance of the deadline. You must also follow Imperial's funding application procedures. This means that you should notify the Department and Research Services to obtain the necessary approval.

Participant Proposal Submission Service

Visit <http://ec.europa.eu/research/participants/portal/page/people> to select the correct call, which will link to the appropriate entry point. You should name yourself as the Coordinator and the person to whom you report (e.g. Head of Group or Head of Department) as the “Person in Charge”. (Please note that, unlike in a typical fellowship, this does not mean that this person would necessarily supervise the work on a day-to-day basis, but rather simply acts as a contact point at Imperial for the EC).

You will need to complete Forms A1 to A4 in addition to Sections B1 to B5 which comprise the main part of the proposal. To do this, use Imperial's PIC which is 999993468. This will automatically populate several of the fields. For any information that is not automatically filled in, please contact your relevant Research Services Manager (Shaun Power s.p.power@imperial.ac.uk for Faculty of Engineering; Brooke Alasya b.alasya@imperial.ac.uk for Faculty of Natural Sciences; Tatjana Palalic t.palalic@imperial.ac.uk for Faculty

of Medicine), who will help you to complete this. A Word template for Part B is available on the Participant Portal Submission Service. In addition to completing the application as well as you can, you must also ensure it is formatted as instructed.

Remember that the deadline is at **5pm Brussels time** and so be sure to account for the time difference wherever you are in the world. Thousands of applicants may be making a last-minute rush to upload their details and proposals all at the same time, which can overload the system and cause it to crash – so **it's best to submit your application well in advance**. If you are continuing to work on your application fairly close to the deadline, upload and submit a close-to-final copy of the proposal. You can continue overriding old versions of the proposal with resubmissions right up until the deadline; only the last submitted version before the deadline is considered and kept in the system.

Referees

It is recommended that you use the maximum number of referees and that, if possible, they are from different institutions. Choose referees who are able to testify to the quality of your scientific work and your potential as a researcher. Enter your referees' details under the "Set Up Proposal" page; they will be sent an automated email requesting their input. Try to do this as soon as possible in order to give your referees time to write their references for you, as the system won't accept them if they miss the deadline. We advise that you contact your referees before nominating them in the system, to give them advance notice that they will receive an automated e-mail from the system and to ensure that they complete the reference on the system prior to the call deadline.

How to approach your application

Your proposal is in direct competition with other high quality proposals and as such needs to be not only a ground-breaking scientific proposal but also to achieve top marks across all evaluation criteria. The success rate for this type of awarded has been decreasing throughout FP7 and a score of less than 90% is likely to be unsuccessful. You should of course aim for 100%!

Consider the evaluation criteria when writing the proposal. Note that the overall score for each section is for the whole section – not for each individual criterion. You must address **all** the criteria in order to gain a top score. You must address **everything** that is asked for in the application form by providing specific details and justifying all statements that you make with evidence and provide information in a focussed and structured way.

Educate the evaluator! Remember that the evaluators are unlikely to be an expert in your exact field, so be sure to answer all the questions in a way that will be easily understandable to someone who does not know about your area of research. Also, evaluators do not infer anything that's not presented clearly in your proposal. Evaluators evaluate only what's submitted. For example, if you wrote "I was awarded the Leadership Prize 2011", they wouldn't infer that meant you had good leadership abilities. You would also need to go on to explain HOW this demonstrates the high quality of your leadership abilities, provide detailed examples of what you did in order to win the prize, and describe how you plan to continue using your leadership skills during your time at Imperial. Don't rely on the evaluators to figure it out – tell them, even if you think it's blatantly obvious. **Note that evaluators' comments on proposals that score poorly repeatedly state that there is a lack of detail, focus, evidence and insufficient examples and justification.**

Sometimes it will feel that you are repeating yourself, as different parts of the application ask for what is essentially the same information presented in a different way. Don't worry about this – you need to do this. Ensure that all the key information is provided in the relevant section and with relevant emphasis. You can use other headings throughout to make it clear. Proposals that are clearly laid out, well presented and showing white space are easier for the evaluators to read. Perhaps a diagram could be used instead of a paragraph of dense text. Evaluators have lots of proposals to score and may have to skim-read certain sections, so highlight important points in bold to make sure they stand out.

Finally, get colleagues to read over your application and offer comments. Read through it yourself and ask yourself if you have answered all the questions in the application form and given all the information so that someone who is not familiar with your area of research can understand what your programme of research activities and why it is important to you to establish and integrate your research programme in a European setting.

In this document, Guide for Applicants text is included in blue. **The EU Team notes are there for additional assistance only and should not draw your attention away from the application questions.** A brief summary of common issues based on the evaluators' comments is included at the end of each section.

PART B

B1 SCIENTIFIC AND TECHNOLOGICAL QUALITY (maximum 7 pages)

Research and technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal Start out by defining the research area of the intended research objectives. This description should give an overall picture of all research activities that will be performed (including possible developments or alternatives) within the work agreement that is the condition for the CIG grant, irrespective of the source of funding. Outline the research objectives against the background of the state of the art, and the results hoped for. Give a clear description of the state-of-the-art of the research topic. Describe the scientific, technological or socio-economic reasons for carrying out further research in the field covered by the project. If relevant, provide information on interdisciplinary / multidisciplinary and/or intersectoral aspects of the proposal.

- Whilst the CIG will not provide funding to fully cover a multi-year research project, it operates to support your general research programme and the research activities which you are employed at Imperial to undertake, irrespective of the specific application of the CIG funding to such activities. You should therefore outline your overall research programme and provide details of the specific project(s) you are undertaking during the lifetime of the CIG. However, for the purposes of this section B1, to give a focus to the discussion you may wish to describe a **particular and “core” research project** that you are undertaking or proposing to undertake during your employment at Imperial and explain what additional impact and results the CIG funding will allow you to achieve within that project or how the CIG will provide additional resources not covered by project funding that you can devote to the formalisation of your research programme in Europe.
- This is not a journal article and so should not begin with introductory paragraphs of text explaining the background, with the objectives appearing hidden on page 3. The objectives must be clearly set out right at the beginning of your proposal, so the evaluator can immediately see what **YOU** intend to do. Then you can go on to outline the relevant background and other information that is required.
- Don't rely on the evaluators looking at the abstract in part A and the opening part of your proposal part B together, so make sure they are both striking. For this reason, it may also be worth including the full proposal title on the first page of Part B.
- Specify if this project is multidisciplinary or interdisciplinary and / or if you expect your results to be applicable to different disciplines, explain how.

Appropriateness of research methodology and approach For each objective explain the methodological approach that will be employed in the project and justify it in relation to the overall project objectives. When any novel methods or techniques are proposed, explain their advantages and disadvantages.

- In addition to a clear statement of your objectives, you could also include target performance criteria such as deliverables and milestones. For each objective explain and justify the methodological approach that will be employed and explain the advantages over alternative approaches.
- Describe the methodology in detail so that another scientist would be able to see how you intend to carry out the project.
- Identify any scientific obstacles and limitations, and explain how you intend to overcome them. What is your contingency plan?
- Are there any obvious flaws in the methodology – for example are you planning to use a sufficient sample size?

- Are there multidisciplinary or interdisciplinary aspects?
- Be realistic – is what you are proposing to carry out feasible or overambitious?

Originality and innovative nature of the project, and relationship to the 'state of the art' of research in the field Explain the contribution that the project is expected to make to advancements within the project field. Describe any novel concepts, approaches or methods that will be employed.

- Demonstrate your knowledge of cutting-edge research by describing recent progress in the field (referencing any seminal papers appropriately), and precisely specify the contribution your project is expected to make to advance this progress and what differentiates your project from similar efforts in this area.
- Relate both your research objectives AND your methodology to the current state-of-the-art.
- Identify what in this research field is poorly understood, and explain how you plan to change that

Timeliness and relevance of the project Describe the appropriateness of the research proposed against the state of the art and outline the benefit that will be gained from undertaking the project at Community level and how the grant will contribute to enhance EU scientific excellence and reintegrate the researcher.

- Describe and justify your reasons for carrying out this project (e.g. explain what questions your project will answer, and why it is important to answer them).
- Describe and justify the timeliness of the CIG to you and your establishment of your career in Europe. How does the CIG amplify the potential to permanently establish your work in Europe? How is this funding timely for your career? What would happen if you did not get this award?
- Explain how your project relates to current scientific concerns and addresses gaps in current knowledge. How are you moving forward the state-of-the-art and advancing understanding?
- Present evidence for your project's expected impact on the international scientific community.
- Highlight potential links between the expected results and industrial applications or societal benefit.
- Explain the benefit gained from undertaking the project at the EU level (rather than at the national level) and the contribution to European scientific excellence. Remember that funding for these projects is public money, so if you can make the proposal relevant to the aims and policy objectives of the EU this may increase your chance of success.
- How does your project and your mobility meet the objectives outlined in the People Work Programme and assist in building the European Research Area (ERA)
http://ec.europa.eu/research/era/index_en.html and does it link to other European initiatives such as
 - Europe 2020 http://ec.europa.eu/eu2020/index_en.htm
 - Innovation Union http://ec.europa.eu/research/innovation-union/index_en.cfm
 - Agenda for new skills and jobs <http://ec.europa.eu/social/main.jsp?langId=en&catId=958>,
 - Youth on the Move http://ec.europa.eu/youthonthemove/index_en.htm
 - The European Charter for Researchers
<http://ec.europa.eu/euraxess/index.cfm/rights/whatIsAResearcher>
- Are there European policy objectives in your particular research area? (You can search <http://cordis.europa.eu/en/home.html> and http://europa.eu/index_en.htm). Are there any EU groupings set up to conduct research in this area?

Strengths:

The proposal is of very good scientific quality, in a very important area of research.

The project has clear interdisciplinary aspects.

The objectives are clearly stated and the research methodology is appropriate.

There is a good description of the state of the art.

The project is novel and original.

The project is timely and relevant.

WEAKNESSES:

The scientific relevance of the project is not adequately argued and the respective discussion mainly focuses on implementation issues, such as the formation of a group by the host institution.

The formulation of the models that will be analysed is based on input provided mostly by other groups.

The proposal addresses a very large range of questions, constituting finally three projects and looks over dimensioned for the given time frame of the CIG

B2 QUALITY OF THE RESEARCHER (SECTIONS B2.1-B2.4: MAXIMUM 5 PAGES)

Research career potential Explain how the period of reintegration will benefit the researcher's career potential. This refers to the overall potential for a future successful research career, not only linked to the project but to the researcher's experience and quality.

- State your short-, medium-, and long-term career ambitions. These may include publishing your research in leading journals; peer-reviewing journal publications; starting your own independent research group; recruiting and training research associates and assistants; establishing yourself as a leader in the European community.

Research and technological quality of previous research Outline the major achievements gained within the research activities. These may also include results in the form of funded projects, publications, patents, reports, invited participation in conferences etc. To help the expert evaluators better understand the level of skills and experience it is advisable to write a short description (250 words) of a maximum of three of the major accomplishments mentioning the purpose, results, skills acquired, derived applications etc.

- Explain how your past achievements relate to your proposed project.
- Make it easy to read: present your achievements in a numbered list and back them up with evidence (e.g. the relevant key paper).
- This section provides an excellent opportunity for you to select and describe your key research achievements. As you are asked for a short description then you should provide this as a summary. Keep to the 250 words for the description of major accomplishments to ensure high impact. You could consider including comments that peer reviewers made on your publications to show that they are highly rated. You really have to sell yourself here and make it easy for the evaluators' to learn key information.
- State if any of your results have been industrially exploited and provide detail; if not, explain why.

Independent thinking and leadership qualities Describe the activities that reflect initiative, independent thinking, project management skills and leadership, since these are qualities that will be taken into account in the evaluation. Outline the potential for future development of the applicant.

- Such activities may include designing research projects, supervising students, managing a lab, managing research grants, organising scientific events, initiating scientific collaborations, carrying out independent research without supervision, identifying a new research direction, challenging the accepted norms of science. Use specific examples with details.
- Why have you decided to undertake mobility? This could be an example of independent thinking.
- You can also mention experiences outside your research career if you can think of good examples.
- Use detailed examples of previous international experiences to demonstrate that you have the ability to succeed in a new working environment.

Match between the fellow's profile and project Applicants must prove that their skills acquired during their research activities would be suitable for the project proposed.

- Provide detailed and specific examples to show that you have the technical competence necessary to carry out this project successfully and to fulfil the scientific aims of the project.
- Explain how your skills and experience complement the existing expertise of Imperial. What have you got that Imperial is currently lacking? Identify gaps in Imperial's current expertise and highlight how your abilities and experience enables you to fill these gaps.
- If you are building a multidisciplinary skillset, make it clear why there is a need for scientists with skills across differing fields.
- Also mention skills that will be relevant for the whole of the research project and activities e.g. teaching, group management

Curriculum Vitae – NO PAGE LIMIT A scientific/professional CV must be provided and should mention explicitly:

- academic achievements;
 - list of research publications (in the 3 previous years);
 - list of participation in research projects;
 - list of participation in conferences, workshops...(in the 3 previous years);
 - list of other professional activities;
 - any other relevant information.
- Your CV should explicitly mention your academic achievements and technical expertise; prizes and awards; successfully obtained funding; a list of publications, Impact Factors and Citations, poster presentations, and conference proceedings; any relevant industrial experience; teaching and supervising experience.
 - Include exact dates for your education and employment positions to make it clear to the evaluators that you meet the eligibility criteria and have not spent more than 12 months in the UK in the past 3 years. If there is a gap in your research output, explain the reasons for this rather than hoping the evaluators won't notice.
 - Perhaps include publication summary, e.g. chart or graph showing per year, give number of referred journal/conference papers, chapters, overall and showing incremental increase over the years.
 - Ensure that your CV clearly substantiates and supports the information presented elsewhere in the proposal

Strengths:

Researcher career potential is well established.

Previous research is abundant and excellent.

The quality of previous research is addressed and detailed in a satisfactory manner highlighting the innovative aspects and the high impact of the fellow's previous research.

There is a strong publication record.

There is good evidence of independence.

The applicant is an independent thinker, this is documented by her previous research and by the reference letters.

The applicant has strong leadership skills and record.

There is a close match between the applicant's experience and the needs of this project.

There is excellent match between the proposed research and the profile of the researcher, the project representing continuation of his previous work in the field.

Weaknesses:

The candidate has not yet fully demonstrated a high level of scientific leadership.

B3 IMPLEMENTATION (maximum 4 pages)

Quality of host organisation, including adequacy of infrastructures/facilities The host institution must explain the level of experience on the research topic proposed, including international collaborations of relevance. Information provided should include participation in projects, publications, patents and any other relevant results. Information on the capacity to provide training in complementary skills that can further aid the fellow in the integration period and beyond should be included. The host needs to specify what are the infrastructures available and whether these can respond to the needs set by the execution of the project.

- You need to address this on three levels: the institutional level, the Departmental level, and the group level. Think of everything that you will need to be able to carry out the project.
- Specify the available infrastructures/facilities and relate them to the needs of your project by explaining how each will enable you to carry out your project successfully. Be sure to specify details about ALL the equipment you need, including software and computational facilities. In terms of equipment and shared facilities, are there systems in place for their optimal use? Be sure to specify details about ALL the equipment you need, including software and computational facilities (e.g. Maple, MATLAB, Mathematica, MAGMA, etc).
- Don't merely state what Imperial has to offer, but explain how YOU will take advantage of this in a way that fits your particular background and proposed project. Discuss complementary skills training.

- Give details of international collaborations of the group and department, including any contacts with industry. Be sure to relate this to how YOU and YOUR PROJECT will benefit.
- Mention Imperial's FP7 participation (over 500 projects) as an example of the many and varied international collaborations that exist at Imperial
- In terms of support infrastructure – consider ICT, Health and Safety, the Library.

Feasibility and credibility of the project, including work plan Provide a work plan that includes the goals that can help assess the progress of the project taking into account also non-research related activities that will be part of the integration project in the frame of the employment (e.g. teaching, etc). Mention the arrangements made in terms of supporting the integration phase of the fellow providing a career development plan where applicable. Where appropriate, describe the approach to be taken regarding the intellectual property that may arise from the research project.

In addition, the host institution is requested to provide an indicative budget covering the duration of the project and related to its implementation and to the planned research activities. This indicative breakdown of costs should refer to the overall total costs of the project, regardless of the source of funding, including the expected EU contribution and the host's own budget, with no distinction (preferably using a table):

- Salary of the researcher
- Other salary costs (e.g. assistants, technicians)
- Travel costs
- Consumables
- Management activities
- Overheads
- Others (to be listed where applicable)

As the project must be described in full regardless of the source of funding, the relevance of the EU financial contribution for the implementation of the project itself should be clearly highlighted.

- Present a work plan in relation to the S&T framework of your project together with specific goals and quantitative measures that can help assess the progress of the project. State concrete research objectives, measurable research milestones, and verifiable research deliverables. Include details of how you intend to monitor and evaluate your progress towards achieving these. Present a detailed risk analysis and a comprehensive contingency plan for what you will do in the case of unexpected results, if you don't complete the tasks in the planned time, or in the event of a "worst case scenario". A clear way to set this out is to use a table detailing "Risks" in one column and "Corrective Measures" in an adjacent column. Incorporate details of collaboration and networking into your work plan, as well teaching and other activities which will support your integration at Imperial and in permanent Europe (e.g. additional training, attendance at conferences, teaching activities and responsibilities for supervision of students/research groups).
- Specify a timeline for your project tasks and make it very clear about what you will do and when. Specify a proposed schedule for dissemination of results that is appropriate to the project tasks. A Gantt chart is suggested for clearly presenting timelines.
- Make sure your work plan and timeline are not overly optimistic – evaluators deduct marks if they doubt that the project will be fully completed within the duration of the CIG (e.g. if the work schedule seems too tight or there are too many activities being carried out in parallel). Include a contingency plan.
- Address any potential Intellectual Property Rights Issues. You should mention that Imperial realises the importance of the connection between promising research results and their application. This can be demonstrated by using examples outlined in the Imperial Information document e.g. Reward to Inventors scheme, Imperial's IP Team and Imperial Innovations. Make sure to relate this information back to your project (e.g. in the context of novel developments) even if potential commercialisation could be several years downstream.
- Identify your main source of funding and specify your time dedication to this project.

Management: Practical arrangements for the implementation and management of the research project

The applicant and the host institution should provide information on how the implementation and management of the grant will be achieved. The experts will be examining the practical arrangements that

can have an impact on the feasibility and credibility of the project. A contingency plan, e.g. alternative activities, risk management plan, should be mentioned.

- Describe the arrangements for the day-to-day running of the project. Relate this section specifically to YOU and YOUR project: what you will be given, what resources you will have, which staff and technicians you'll have contact with, what specific equipment is available, how you will obtain the appropriate training (in terms of learning how to operate particular equipment and also attendance on necessary safety courses), access to journals/literature, what administrative support exists (locally within the group and Department and centrally in terms of the EU Team and Research Services).
- Describe the procedures that will be put in place for monitoring project progress, setting objectives – and achieving them or re-evaluating if you get unexpected results – quality control, conflict resolution, financial management, intellectual property, exploitation and dissemination activities.
- Ensure that not only the research is monitored but how your development will be monitored and supported.
- What other funding opportunities are available to carry out your research? What will you do if you do not get funding as planned? How will the CIG make a difference? Perhaps it could enable you to obtain proof-of concept results to put you in a stronger position to apply for other funding?

Strengths:

The host institution is one of the top Universities in the world, and the department/group is of a very good level in the field of the project. The proximity to other leading institutions will facilitate collaboration and dissemination of the research.

The arrangements for supporting the applicant are excellent.

There is a clear indication of how the CIG grant will support the applicant's development.

The project and the work plan are well thought out and balanced, given the applicant's previous record.

Practical arrangements for the implementation and management of the project are exhaustively and convincingly presented.

A budget breakdown with detailed justification is provided.

Description of the practical arrangements for the implementation of the fellowship is adequately discussed.

A well prepared plan for exploitation and dissemination activities is proposed which is clear and convincing.

Exploitation strategy includes intellectual properties management.

Weaknesses:

The feasibility of the project is not guaranteed since it is strongly depended on the contribution of other groups from different research areas. The applicant's time dedication to the project is not specified.

The work plan is very sketchy and offers no insight into how the work will be carried out.

Description of work plan is not sufficiently detailed to argue for feasibility and credibility. Milestones are not identified to measure progress of work. No contingency plan is provided.

Although the budget is overall credible, funding to hire two postdoctoral researchers has not yet been secured.

The work plan is insufficient to enable the project to be monitored effectively.

Measures for monitoring the progress of this rather broad project are not sufficiently discussed.

There is no detailed information about the scientific quality of the supervisors and the scientific staff involved in this project.

There is only little concrete information about the infrastructure available for this project. Availability of funding to build the concrete devices which are envisaged is also not discussed.

B4 IMPACT (maximum 5 pages)

Contribution to research excellence by attracting and retaining first class researchers Describe how the researcher's integration will contribute to enhancing EU scientific excellence.

- Are you starting up/ consolidating an area of research in Europe? How will the field develop in the long-term and what will be your role in it? How will your project lead to European scientific excellence? Are there any EU policies relating to your topic/ area or its potential applications? Are there any EU groupings set up to conduct research in this area? How does your project assist in building the European Research Area (ERA)? http://ec.europa.eu/research/era/index_en.html

- How are you moving forward the state-of-the-art and advancing understanding by carrying out this project and transferring knowledge. How will this benefit the EU?
- Include details of which country is currently leading in research in this field, and how your project will either contribute to helping Europe maintain its lead or contribute to helping Europe compete with the current leader. Will this project attract other researchers to Europe?
- Describe opportunities you will have for exploitation of results, potentially commercially, and interaction with industry, and how this will contribute to competitiveness of EU industry and strengthen Europe's growth. Perhaps commercialising the results could lead to the EU gaining a competitive edge in this field.
- Use information from http://ec.europa.eu/europe2020/index_en.htm and http://ec.europa.eu/research/innovation-union/index_en.cfm and http://ec.europa.eu/enterprise/policies/industrial-competitiveness/industrial-policy/index_en.htm

Potential and quality of the researcher's long term professional integration in Europe

Describe the prospects for a lasting professional integration for the researcher, namely the type of work agreement to be provided, the length and the full time dedication:

- expected impact on the future career development of the researcher;
- expected length of the employment contract;
- attractiveness of the remuneration package.

Please describe the potential for developing lasting integration of the researcher following the end of the project

- Describe the terms under which you have been employed, such as whether you have been hired pursuant to a permanent contract or pursuant to a fellowship. If your position at Imperial is not permanent, describe your long term potential and plans for professional integration in Europe. Emphasise the freedom which your employment at Imperial affords you to develop and drive your own research programmes.
- Give details of your plans for career progression within Imperial – e.g. who will perform your appraisals for promotion through the academic ranks, how often you will be appraised, etc. Explain your career plans for becoming a leader within Europe and emphasise the potential for expanding your network of contacts and collaborators.
- This goes beyond the timeframe of this fellowship. Consider your future career and how this fellowship will impact on it. Will you set up a research group? If so where and in what sector? Academia, SME or industry? The EU is keen to encourage mobility within its borders and stop the “brain drain” to, for example, the USA, and stop scientists from leaving research. The EU is keen to encourage mobility between sectors and disciplines.
- Present a detailed career development plan and describe how your position at Imperial and the CIG will contribute to your medium- and long-term career goals.
- Describe the opportunities this project provides to connect to a wide network of researchers in this field and develop professional contacts.
- Will you take this research forward in the future? How? What will your other research interests be?
- Emphasise the potential for diversifying your career by specifying which skills you will gain that will be valuable to both academia and industry.

Potential of transferring knowledge to the host organisation Outline the capacity for transferring the knowledge previously acquired to the host.

- List the objectives for the transfer of knowledge and specify the target groups, so that they are clear to the evaluators. Why is this transfer of knowledge important? You should then follow these up with the specific methods for how you intend to achieve these objectives.
- Give details of your potential to transfer knowledge, based on previous experiences, and what knowledge you will transfer whilst at employed at Imperial. Detail what mechanisms for knowledge transfer you intend to use and give an indication of potential time schedules. Use specific examples of any workshops or tutoring sessions that you plan to give to transfer your knowledge. Are there alternative methods that could be used?

- How can you ensure that the knowledge that you are bringing to this project will be successfully passed on to the target individuals or groups (such as undergraduate/ postgraduate students, your immediate research group, your Department as a whole, and Imperial at large). Explain how you will monitor and evaluate the outcomes of your knowledge transfer.
- Make sure you are ADDING to the knowledge already existing at Imperial, as evaluators will deduct marks if they assess the knowledge to be transferred is already available at Imperial. What have you got that Imperial is currently lacking? You need to identify gaps in Imperial's current expertise and highlight how your abilities and experience enables you to fill these gaps.
- Why is this project a good way to transfer the knowledge? If you intend to learn new research skills/ techniques/ transferable skills, can you use these to enhance the transfer of knowledge and potentially increase its value?
- Explain how the timeline of knowledge transfer fits in with the timeline for the CIG.

Capacity to develop lasting co-operation and collaborations with other countries Describe the potential for developing lasting cooperation with other countries' research organisations.

- Describe what opportunities there are for collaborations between contacts you have already worked with and Imperial. Describe exactly how YOU intend to actively develop and formalise these collaborations; make sure you address this on a practical level and explain how the money from the grant will be spent in contributing towards this (hosting visitors at Imperial, making short visits to other European research centres). Give details of how these collaborations will be maintained beyond the duration of the Grant.
- How will the research in the field move forward after the end of the project and what will your role be? Will the research progression demand international collaboration?
- As well as cooperation and collaboration in terms of research, talk about training the next generation of researchers. State your intention to initiate discussions with your contacts abroad to explore future opportunities for consortia projects, training networks, or student exchanges.

Plans for dissemination and exploitation of results This section should include a list of planned dissemination activities, such as publications, conferences, workshops, and websites.

- Describe mechanisms for knowledge transfer to the wider European Community, for example giving workshops at other European research institutions, making presentations at European conferences, and publishing your research in top European journals. Use specific examples – name the conferences, research institutions, and journals that you plan to target.
- Include knowledge transfer to different stakeholder audiences including industry and private enterprise, as well as to the academic community.
- Include reference to Imperial's infrastructures e.g. IP Team or Imperial Innovations to assist you to exploit your results.

Impact of the proposed outreach activities In order to promote communication between the scientific community and the general public and increase awareness of science, various outreach activities should be outlined in this section. For the planned outreach activities, their expected impact should be explained in the proposal. For examples, see box on outreach activities below.

- The most important thing is to explain in detail what you WILL do, NOT what you MIGHT do. Any researcher could theoretically do any of the suggested outreach activities so it's crucial to tailor them to your specific proposal and explain in detail how each outreach activity is relevant to YOUR project.
- Imperial has an Outreach office (see **Imperial Information 2013 document**) whose activities are closely aligned with what is asked for in this section. Applicants could contact the Outreach office to discuss what activities might be appropriate and could therefore be included in this section. Mention the Imperial Festival (see **Imperial Information 2013 document**) and perhaps events for National Science and Engineering Week (<http://www.britishecienceassociation.org/national-science-engineering-week>)
- Make use of the support from the Communications Division (see **Imperial Information 2012 document**) in terms of using, for example, Twitter, iTunesU, Youtube.
- Consider different outreach activities targeted towards different stakeholders including academic audiences, industry, and the public. Describe the expected outcome of these activities and how you plan to assess their impact.

- Provide a detailed outreach activity plan including as appropriate, aims, deliverables, milestones, and timeline for each outreach activity. Your outreach activity plan should be detailed enough to enable the Commission to monitor your progress at a later date by comparing your actual activities with your original plan.
- Perhaps you already have experience of such outreach activities? Perhaps you could carry out an outreach activity at the institution that you have moved to Imperial from.
- This section was included for the first time in the 2011 Work Programme and was not well addressed by applicants. As Imperial has so many appropriate resources, this is an excellent place for you to pick up marks.

Strengths:

There is a good potential for long-term integration: a CIG fellowship would strengthen the already established position of the proposer, and hence the project should help the applicant in the development of his research career.

The host is providing very good conditions for the researcher's development.

The research will give EU an advantage in the field, and the establishment of a research group through this project will be a definite asset in terms of attracting more first class researchers, and exploiting the results with applications in other fields.

The fellow has established extensive international collaborations, and the project will allow her to maintain and extend them.

The arrangements for dissemination and outreach activities are good.

A well prepared plan for outreach activities with clear explanation of their expected impact is proposed targeting to both public and academic audience.

Dissemination and exploitation of the results, as well as outreach activities are extensively discussed and encompass a large range of activities which are expected to significantly raise the profile of the proposed research.

Weaknesses:

The prospects for a lasting professional integration of the researcher are not clearly discussed. The type of the work agreement offered to the applicant is not specified.

No mentor or coach has been assigned to the researcher in order to monitor the progress of their personal career development plan.

The exploitation of the results has not been sufficiently articulated.

Outreach activities have been foreseen, however most of these are based on institution-driven initiatives rather than concrete initiatives for outreach promoted by the applicant.

Impact of the CIG grant on the long-term career of the applicant is not made clear in the project.

Potential for transferring knowledge is poorly discussed.

Collaborations are not sufficiently highlighted.

B5 ETHICAL ISSUES (No page limit as this will depend on the number and nature of issues involved)

- Proper consideration of ethical issues is a very important component of the proposal. This section has to be **totally comprehensive** as any ethical review (during evaluation) will be performed solely on the information available here. It must be evident that you have considered all the issues as thoroughly as possible.
- Extensive information appears in the Guide for Applicants and lists special issues that should be taken into account. Please read it through thoroughly and refer to it in detail. You may also wish to refer to the Commission's FP7 Ethics web page: http://cordis.europa.eu/fp7/ethics_en.html
- Quote European/ national legislation and clearly describe how Imperial (and as result, your project) meets the legislation.
- You may also wish to use information from www.imperial.ac.uk/research/researchethics and www.imperial.ac.uk/researchethicscommittee.
- You MUST complete and include the ethical issues table even if there are no ethical issues.

Imperial CIG notes – please treat as CONFIDENTIAL
FP7-PEOPLE-2013-CIG