***DOCUMENT 2***

**4. CV of the Experienced Researcher**

The CV is intrinsic to the evaluation of the whole proposal and is assessed throughout the 3 evaluation criteria by the expert evaluators.

This section should be limited to maximum 5 pages and should include **the standard academic and research record.** Any research career gaps and/or unconventional paths should be clearly explained so that this can be fairly assessed by the independent evaluators.

The *experienced researchers* must provide a list of achievements reflecting their track record, and this may include, if applicable:

1. **Publications** in **peer-reviewed scientific journals, peer-reviewed conference proceedings and/or monographs** of their respective research fields, indicating also the number of citations (excluding self-citations) they have attracted.

2. Granted **patent(s)**.

3. **Research monographs, chapters** in collective volumes and any translations thereof.

4. **Invited presentations** to peer-reviewed, internationally established conferences and/or international advanced schools.

5. **Research expeditions** that the *experienced researcher* has led.

6. **Organisation of International conferences** in the field of the researcher (membership in the steering and/or programme committee).

7. Examples **of participation in industrial innovation**.

8. **Prizes and Awards**.

9. Funding received so far

10. Supervising, mentoring activities, if applicable.

Use your CV to **‘sell yourself’** to the evaluators!

* Show your professional background to the evaluators (work, education, training, experience). Anything that makes you stand out should be highlighted (prizes, awards, publications as a first or last author, …)
* Underline your other qualifications and capabilities such as leadership qualities (projects you applied for, meetings you organized, students you supervised, …), your capacity to acquire new knowledge, experience in dissemination, exploitation and communication activities, …
* Consider describing your major (research) accomplishments, for example by starting your CV with a short bio about yourself

**5. Capacity of the Participating Organisations**

Beneficiaries and partner organisations must complete the appropriate table below.

Complete one table (min font size: 9) of maximum one page per beneficiary and one page per partner organisation. The expert evaluators will be instructed to disregard content above this limit.

|  |  |
| --- | --- |
| **Beneficiary Katholieke Universiteit Leuven** | |
| **General Description** | *We recommend to add one/several line(s) about the KU Leuven in general, followed by a few lines about your dept./division/laboratory.* |
| **Role and Commitment of key persons (supervisor)** | *Include the name, title and qualifications of the supervisor. If relevant, include other staff members that will be offering supervision during the fellowship – complementary to section 1.3.* |
| **Key Research Facilities, Infrastructure and Equipment** | *Demonstrate that the beneficiary has sufficient facilities and infrastructure to host and/or offer a suitable environment for training and transfer of knowledge to the recruited experienced researcher. Complementary to section 3.4.* |
| **Independent research premises?** | *Yes.* |
| **Previous Involvement in Research and Training Programmes** | *Detail any (maximum 5) relevant EU, national or international research and training actions/projects in which the beneficiary has previously participated. Focus on 5 successfully completed projects that were obtained by your supervisor and that demonstrate his/her track record in research and training. If desired, you can expand the scope and also include the research and training actions of the dept./division.* |
| **Current involvement in Research and Training Programmes** | *Detail the EU and/or national research and training actions in which the beneficiary is currently participating. The same as above but for ongoing projects.* |
| **Relevant Publications and/or research/innovation products** | *(Max 5) Only list items (co-)produced by the supervisor* |

|  |  |
| --- | --- |
| **Partner Organisation Y** | |
| **General description** |  |
| **Key Persons and Expertise (supervisor)** |  |
| **Key Research facilities, infrastructure and equipment** |  |
| **Previous and Current Involvement in Research and Training Programmes** |  |
| **Relevant Publications and/or research/innovation product** | *(Max 3)* |

**6. Ethical Issues**

Compliance with the relevant ethics provisions is essential from the beginning to the end of the action and is an integral part of research funded by the European Union within Horizon 2020.

Applicants submitting research proposals for funding within Marie Skłodowska-Curie actions in Horizon 2020 should demonstrate proactively to the REA that they are aware of and will comply with European and national legislation and fundamental ethical principles, including those reflected in the Charter of Fundamental Rights of the European Union[[1]](#footnote-2) and the European Convention on Human Rights and its Supplementary Protocols[[2]](#footnote-3).

Please be aware that it is the applicants' responsibility to identify any potential ethical issue, to handle the ethical aspects of the proposal and to detail how these aspects will be addressed.

**The Ethics Review Procedure in Horizon 2020**

All proposals above threshold and considered for funding will undergo an Ethics Review carried out by independent ethics experts. When submitting a proposal to Horizon 2020, all applicants are required to complete an “**Ethics Issues Table (EIT)**” in the Part A of the proposal. Applicants who flag ethical issues in the EIT have to also complete a more in depth **Ethics Self-Assessment in Part B**.

The ethics self-assessment will become part of the Grant Agreement and may thus lead to binding obligations that may later on be checked during ethics checks, reviews and audits.

For more details, please refer to the H2020 **“How to complete your Ethics Self- Assessment”** guide[[3]](#footnote-4).

<http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm>

**Ethics Self-Assessment (Part B)**

The Ethics Self-Assessment must:

**1) Describe how the proposal meets the EU and national legal and ethics requirements of the country/countries where the task raising ethical issues is to be carried out.**

For more information on how to deal with Third Countries please see Article 34 of the Annotated Model Grant Agreement[[4]](#footnote-5), as well as the following link:

[**http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index\_en.htm**](http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en.htm)

Please list the documents provided with their expiry date.

Ensure early compliance of the proposed research with EU and national legislation on ethics in research. Should your proposal be selected for funding, you will be required to provide as soon as possible the following documents (if applicable):

* an opinion from an Ethics Committee/Authority, required under national law;
* any other ethics-related documents mandatory under EU or national legislation;

If you have not already applied for/received the ethics approval/required ethics documents when submitting the proposal, please indicate in this section the approximate date when you will provide the missing approval/any other ethics documents, to the REA (scanned copy). Please state explicitly that you will not proceed with any research with ethical implications before the REA has received a scanned copy of all documents proving compliance with existing EU/national legislation on ethics.

*If these documents are not issued in English, you are encouraged to submit also an English summary (containing in particular, if available, the conclusions of the Committee or Ethics Authority concerned).*

*If you plan to request these ethics documents specifically for your proposed* action*, your request must contain an explicit reference to the* action*'s title.*

**2) Explain in detail how you intend to address the ethical issues flagged, in particular with regard to:**

* the research **objectives** (e.g. study of vulnerable populations, cooperation with a Third Country, etc.);
* the research **methodology** (e.g. clinical trials, involvement of children and related information and consent/assent procedures, data protection and privacy issues related to data collected, etc.);
* the potential **impact** of the research (e.g. dual use issues, environmental damage, malevolent use, etc.).

**7. Letters of Commitment (GF only)**

Please use this section only for the Global Fellowships to insert **scanned copies** of the required **Letters of Commitment from the partner organisations in TC.** Minimum requirements for the letter of commitment:

* heading or stamp from the institution;
* up-to-date (i.e. issued after the call publication date, 12 April 2016);
* the text must demonstrate the will to actively participate in the proposed action and the precise role;
* signed by the legal representative.

Please note that proposals failing to comply with the above-mentioned requirements will be declared inadmissible.

There is no formal template for the Letter of Commitment from partner organizations (outgoing phase). A KU Leuven template is available upon request.

**ENDPAGE**

MARIE Skłodowska-CURIE ACTIONS

**Individual Fellowships (IF)**

**Call:** **H2020-MSCA-IF-2016**

PART B

“PROPOSAL ACRONYM”

**This proposal is to be evaluated as:**

**[Standard EF] [CAR] [RI] [SE] [GF]**

**[Delete as appropriate]**

Part B - Page X of Y

1. The Charter of Fundamental Rights of the European Union: http://www.europarl.europa.eu/charter/pdf/text\_en.pdf [↑](#footnote-ref-2)
2. http://www.echr.coe.int/Documents/Convention\_ENG.pdf [↑](#footnote-ref-3)
3. <http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf> [↑](#footnote-ref-4)
4. <http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf> [↑](#footnote-ref-5)