

## **START PAGE**

### **MARIE SKŁODOWSKA-CURIE ACTIONS**

#### **Individual Fellowships (IF) Call: H2020-MSCA-IF-2017**

## **PART B**

### **“PROPOSAL ACRONYM”**

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

**[Standard EF] [CAR] [RI] [GF]**  
[Delete as appropriate]

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## List of Participating Organisations

Please provide a list of all participating organisations (both beneficiaries and, where applicable, partner organisations<sup>1</sup>) indicating the legal entity, the department carrying out the work and the supervisor.

If a secondment in Europe is planned but the partner organisation is not yet known, as a minimum the type of organisation foreseen (academic/non-academic) must be stated.

Participants	Legal Entity Short Name	Academic	Non-academic	Country	Dept. / Division / Laboratory	Supervisor	Role of Partner Organisation <sup>2</sup>
Beneficiary							
- NAME							
Partner Organisation							
- NAME							

For non-academic beneficiaries, please provide additional detail as indicated in the table below.

### Data for non-academic beneficiaries

Name	Location of research premises (city / country)	Type of R&D activities	No. of fulltime employees	No. of employees in R&D	Website	Annual turnover (approx. in Euro)	Enterprise status (Yes/No)	SME status <sup>3</sup> (Yes/No)

### Please note that:

- Any inter-relationship between different participating institution(s) or individuals and other entities/persons (e.g. family ties, shared premises or facilities, joint ownership, financial interest, overlapping staff or directors, etc.) **must** be declared and justified **in this part of the proposal**;
- The information in the table for non-academic beneficiaries **must be based on current data, not projections**.

<sup>1</sup> All partner organisations should be listed here, including secondments

<sup>2</sup> For example hosting secondments, for GF hosting the outgoing phase, etc.

<sup>3</sup> As defined in [Commission Recommendation 2003/261/EC](#).

## 1 Excellence

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### 1.1 Quality and credibility of the research/innovation action (level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects)

You should develop your proposal according to the following lines:

- Introduction, state-of-the-art, objectives and overview of the action
- Research methodology and approach: highlight the type of research / innovation activities proposed
- Originality and innovative aspects of the research programme: 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 implemented.
- The gender dimension in the research content (if relevant).

In research activities where human beings are involved as subjects or end-users, gender differences may exist. In these cases the gender dimension in the research content has to be addressed as an integral part of the proposal to ensure the highest level of scientific quality.

- The interdisciplinary aspects of the action (if relevant).
- Explain how the high-quality, novel research is the most likely to open up the best career possibilities for the *experienced researcher* and new collaboration opportunities for the host organisation(s).

### 1.2 Quality and appropriateness of the training and of the two way transfer of knowledge between the researcher and the host

Describe the training that will be offered.

Outline how a two way transfer of knowledge will occur between the researcher and the host institution(s):

- Explain how the *experienced researcher* will gain new knowledge during the fellowship at the hosting organisation(s)
- Outline the previously acquired knowledge and skills that the researcher will transfer to the host organisation(s).

For Global Fellowships explain how the newly acquired skills and knowledge in the Third Country will be transferred back to the host institution in Europe (the beneficiary) during the incoming phase.

Typical training activities in Individual Fellowships may include:

- Primarily, *training-through-research* by the means of an individual personalised project, under the guidance of the supervisor and other members of the research staff of the host organisation(s)
- Hands-on training activities for developing scientific skills (new techniques, instruments, research integrity, 'big data'/'open science') and transferrable skills (entrepreneurship, proposal preparation to request funding, patent applications, management of IPR, project management, task coordination, supervising and monitoring, take up and exploitation of research results)
- Inter-sectoral or interdisciplinary transfer of knowledge (e.g. through secondments)
- Taking part in the research and financial management of the action
- Organisation of scientific/training/dissemination events Communication, outreach activities and horizontal skills
- Training dedicated to gender issues

<sup>4</sup>Literature should be listed in footnotes, font size 8 or 9. All literature references will count towards the page limit.

### 1.3 Quality of the supervision and of the integration in the team/institution

- Qualifications and experience of the supervisor(s)

Provide information regarding the supervisor(s): the level of experience on the research topic proposed and their track record of work, including main international collaborations, as well as the level of experience in supervising/training especially at advanced level (PhD, postdoctoral) researchers. Information provided should include participation in projects, publications, patents and any other relevant results.

- Hosting arrangements<sup>5</sup>

The application must show that the experienced researcher will be well integrated within the team/institution in order that all parties gain the maximum knowledge and skills from the fellowship. The nature and the quality of the research group/environment as a whole should be outlined, together with the measures taken to integrate the researcher in the different areas of expertise, disciplines, and international networking opportunities that the host could offer.

For GF both phases should be described—for the outgoing phase, specify the practical arrangements in place to host a researcher coming from another country, and for the incoming phase specify the measures planned for the successful (re-)integration of the researcher.

### 1.4 Capacity of the researcher to reach or re-enforce a position of professional maturity/independence

Applicants should **demonstrate** how their professional experience and the proposed research will contribute to their development as independent/mature researchers, **during** the fellowship.

Please keep in mind that the fellowships will be awarded to the most talented researchers as shown by the proposed research and their track record (Curriculum Vitae, section 4), in relation to their level of experience.

A complete Career Development Plan should not be included in the proposal, but it is part of implementing the action in line with the European Charter for Researchers. It should aim at reaching a realistic and well-defined objective in terms of career advancement (by attaining a leading independent position for example) or resuming a research career after a break. The plan should be devised with the final outcome to develop and significantly widen the competences of the experienced researcher, particularly in terms of multi/interdisciplinary expertise, inter-sectoral experience and transferable skills.

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<sup>5</sup>The hosting arrangements refer to the integration of the researcher to his new environment in the premises of the host. It does not refer to the infrastructure of the host as described in the Quality and efficiency of the implementation criterion.

## 2 Impact

### 2.1 Enhancing the potential and future career prospects of the researcher

Explain the expected impact of the planned research and training of the career prospects of the experienced researcher **after** the fellowship.

Describe the added value of the fellowship on the future career opportunities of the researcher.

Which new competences and skills will be acquired? How should these make the researcher more successful?

### 2.2 Quality of the proposed measures to exploit and disseminate the action results

#### **Background — Dissemination, exploitation of results**

Dissemination and Exploitation strategy is about the results of the action and it is targeted at peers (scientific or the action's own community, industry and other commercial actors, professional organisations, policymakers) and to the wider research and innovation community - to achieve and expand the potential impact of the action. The proposal should describe the foreseen dissemination and exploitation activities and their expected impact.

All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.

Please also refer to the [“Dissemination & exploitation” section of the H2020 Online Manual](#)

Describe how the new knowledge generated by the action will be disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Describe, when relevant, how intellectual property rights will be dealt with.

A concrete planning for section 2.2 must be included in the Gantt Chart (see point 3.1).

## 2.3 Quality of the proposed measures to communicate the action activities to different target audiences

### Public engagement

Communication of the action aims to demonstrate the ways in which the research, training and mobility contribute to a European “Innovation Union” and account for public spending. It should provide tangible proof that the funded action adds value by:

- showing how European and international collaboration has achieved more than would have otherwise been possible, notably in achieving scientific excellence, contributing to competitiveness and, where relevant, solving societal challenges;
- showing how the outcomes are relevant to our everyday lives, by creating jobs, training skilled researchers, introducing novel technologies, bringing ideas from research to market or making our lives more comfortable in other ways;
- promoting results, which may possibly influence policy-making, and ensure follow-up by industry, civil society and by the scientific community.

In the MSCA, public engagement is an important part of communication. The primary goal of public engagement activities is to create awareness among the general public of the research work performed under these projects and its implications for citizens and society. The type of outreach activities could range from press articles and participating in European Researchers’ Night events to presenting science, research and innovation activities to students from primary and secondary schools or universities in order to develop their interest in research careers.

Researchers should ensure that their research activities – both the action and, when available, its results – are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public’s understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public’s concerns.

For more details, see the guide on [Communicating EU research and innovation guidance for project participants](#) as well as the “communication” section of the [H2020 Online Manual](#).

The frequency and nature of communication activities should be outlined in the proposal. Concrete plans for the above must be included as a deliverable.

A concrete planning for section 2.3 must be included in the Gantt Chart (see point 3.1).

### 3 Quality and Efficiency of the Implementation

#### 3.1 Coherence and effectiveness of the work plan

The proposal should be designed in such a way to achieve the desired impact. A Gantt Chart should be included in the text listing the following:

- Work Packages titles (for EF there should be at least 1 WP);
- List of major deliverables, if applicable;<sup>6</sup>
- List of major milestones, if applicable;<sup>7</sup>
- Secondments, if applicable.

The schedule should be in terms of number of months elapsed from the start of the action.

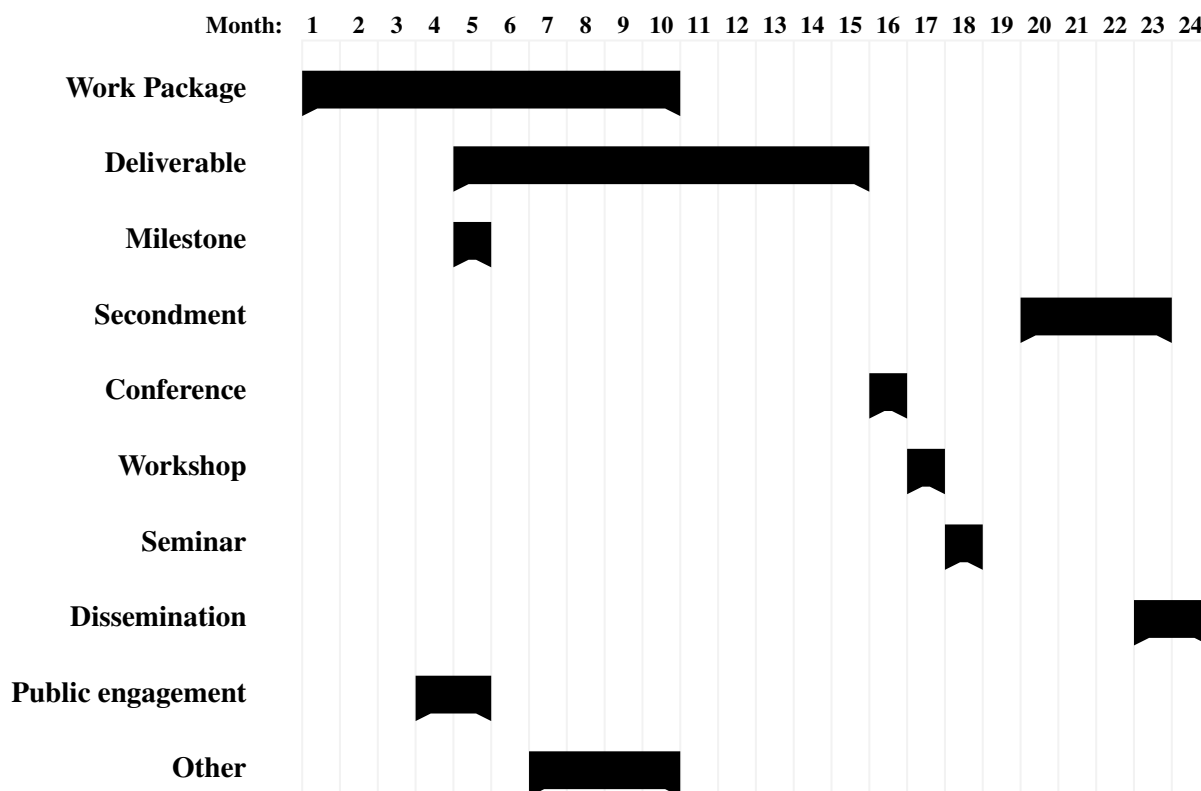


Figure 1: Example Gantt Chart

#### 3.2 Appropriateness of the management structure and procedures, including risk management

Describe the:

<sup>6</sup>A deliverable is a distinct output of the action, meaningful in terms of the action's overall objectives and may be a report, a document, a technical diagram, a software, etc. Should the applicants wish to participate in the pilot on Open Research Data, the Data Management Plan should be indicated here.

Deliverable numbers ordered according to delivery dates. Please use the numbering convention <WP number>.<number of deliverable with that WP>. For example, deliverable 4.2 would be the second deliverable from work package 4.

<sup>7</sup>Milestones are control points in the action that help to chart progress. Milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the action where, for example, the researcher must decide which of several technologies to adopt for further development.



- Organisation and management structure, as well as the progress monitoring mechanisms put in place, to ensure that objectives are reached
- Research and/or administrative risks that might endanger reaching the action objectives and the contingency plans to be put in place should risk occur
- Involvement of entity with a capital or legal link to the beneficiary (in particular, name of the entity, type of link with the beneficiary and tasks to be carried out), if applicable

### **3.3 Appropriateness of the institutional environment (infrastructure)**

The active contribution of the beneficiary to the research and training activities should be described. For Global Fellowships the role of partner organisations in Third Countries for the outgoing phase should also appear.

- Give a description of the main tasks and commitments of the beneficiary and all partner organisations (if applicable).
- Describe the infrastructure, logistics, facilities offered in as far as they are necessary for the good implementation of the action.

**STOP PAGE COUNT – MAX 10 PAGES**

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#### 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. Please make sure that the information between part A and B is fully consistent.

Applicants without a doctorate should clearly justify any period of Full-Time Equivalent Research Experience in the CV part B (section 4). It is essential that the CV clearly explains how the Research Experience is calculated, following this template.

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, if applicable:

1. **Publications** in 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** led by the *experienced researcher*.
6. **Organisation of International conferences** in the field of the researcher (membership in the steering and/or programme committee).
7. Examples of **leadership in industrial innovation**.
8. **Prizes and Awards**.
9. **Funding** received so far.
10. **Supervising** and **mentoring** activities.

Applicants without a doctorate awarded before the call deadline must complete the table below:

Academic Qualifications counting towards the Total Full time postgraduate research experience			
University Degree giving access to PhD:	Institution name and country	Date of award (a)	
	Uni Uni	date date	
Other university degree(s)/master(s), if any, obtained after the award of the University Degree giving access to PhD:	Institution name and country	From	To
	uni	from	to
	Full time research experience	Proportion of research activities as a percentage of the duration of the Master	Duration of research activities expressed in months
	uni	xx%	(b) <sup>8</sup> = xx% * duration of Master
	Full time research experience	Proportion of research activities as a percentage of the duration of the Master	Duration of research activities expressed in months
	uni	xx%	(b) <sup>9</sup> = xx% * duration of Master
Doctorate:	Institution name and country	From	To (Date Expected)
	uni	from	to
	Full time research experience		Duration of research activities expressed in months (c)

## 5 Capacity of the Participating Organisations

Beneficiaries and partner organisations must complete the appropriate table below.

Complete one table (min font size: 8) 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 X	
General Description	
Role and Commitment of key persons (supervisor)	(names, title, qualifications of the supervisor)
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. If applicable, indicate the name of the entity with a capital or legal link to the beneficiary and its role in the action.
Independent research premises?	Please explain the status of the beneficiary's research facilities—i.e. are they owned by the beneficiary or rented by it? Are its research premises wholly independent from other entities? If applicable, indicate the name of the entity with a capital or legal link to the beneficiary and describe the nature of the link..
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
Current involvement in Research and Training Programmes	Detail the EU and/or national research and training actions in which the beneficiary is currently participating
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 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](#) and the [European Convention on Human Rights and its Supplementary Protocols](#).

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 submitted 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 by ethics checks, reviews and audits.

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

### **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 is to be carried out.**

For more information on how to deal with Third Countries (in the context of ethics appraisal, Third Country refers to non-EU country; Associated Countries are "ethics" TC) please see Article 34 of the [Annotated Model Grant Agreement](#), as well as the following [link](#). Please ensure and confirm that the research performed outside the EU is compatible with the Union, National and International legislation and could have been legally conducted in one of the EU Member States.

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):

- any ethics committee opinion required under national law and
- any notification or authorisation for activities raising ethical issues required under national and/or European law

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 obtain the missing approval/any other ethics documents. Please state explicitly that you will not proceed with any research with ethical implications before obtaining the necessary authorizations/ opinions.

*The documents must be kept on file and be submitted upon request by the beneficiary to the Agency (see Article 52). If they are not in English, they must be submitted together with an English summary, which shows that the action tasks in question are covered and includes the conclusions of the committee or authority concerned (if available).*

*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.).
- appropriate health and safety procedures — conforming to relevant local/national guidelines/legislation — for the staff involved
- possible harm to the environment the research might cause, (as an example: environmental risks of nanomaterials), and measures that will be taken to mitigate the risks.

## 7 Letters of Commitment (GF only)

For the Global Fellowship proposals, a letter of Commitment **of the partner organisations** (hosting the outgoing phase in a third country) must be included in part B-2 to ensure their real and active participation. These should not be attached as a separate PDF file or as an embedded file since this makes them invisible.

GF Proposals which fail to include a letter of commitment of the partner organisation will be declared **inadmissible**.

Minimum requirements for the letter of commitment:

- **heading** or **stamp** from the institution;
- up-to-date (may not be dated prior to the call publication);
- the text must demonstrate the will to actively participate in the (identified) proposed action and the precise role.

Please note that no template for these letters is provided, only general rules.

**ENDPAGE**

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**Individual Fellowships (IF)**  
**Call: H2020-MSCA-IF-2017**

**PART B**

**“PROPOSAL ACRONYM”**

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

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