

Drafting a Competitive Proposal for MSCA IF

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Research and Innovation Services

Content

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Award Criteria

2. IF - Marie Skłodowska-Curie Action: Individual Fellowships		
Excellence	Impact	Implementation
Quality, innovative aspects and credibility of the research (including inter/multidisciplinary aspects)	Enhancing research- and innovation-related human resources, skills and working conditions to realise the potential of individuals and to provide new career perspectives	Overall coherence and effectiveness of the work plan , including appropriateness of the allocation of tasks and resources
Clarity and quality of transfer of knowledge/training for the development of researcher in light of the research objectives	Effectiveness of the proposed measures for communication and results dissemination	Appropriateness of the management structures and procedures , including quality management and risk management
Quality of the supervision and the hosting arrangements		Appropriateness of the institutional environment (infrastructure)
Capacity of the researcher to reach or re-enforce a position of professional maturity in research		Competences, experience and complementarity of the participating organisations and institutional commitment
50%	30%	20%
Weighting		
1	2	3
Priority in case of ex aequo		

Award Criteria

Each criterion will be scored out of 5. Decimal points will be given:

- *0 – Proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.*
- *1 – Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses.*
- *2 – Fair. Proposal broadly addresses the criterion, but there are significant weaknesses.*
- *3 – Good. Proposal addresses the criterion well, but a number of shortcomings are present.*
- *4 – Very Good. Proposal addresses the criterion very well, but a small number of shortcomings are present.*
- *5 – Excellent. Proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.*

B1 -General

- **The maximum total length of sections 1 to 4 of Part B of the proposal is 10 pages**
- **The minimum font size allowed is 11 points.**
- **Literature references should be listed in footnotes,** font size 8 or 9. However, regardless of the format used, all footnotes will count towards the page limit.
- Part B of your proposal carries as a header to each page the proposal acronym and the implementation mode to which you are applying (i.e. Standard EF, CAR, RI, GF).
- Please note that **the REA takes the issue of scientific misconduct very seriously.**

B1- List of Participants

Participants	Legal Entity Short Name	Academic (tick)	Non-academic (tick)	Country	Dept./ Division / Laboratory	Supervisor	Role of Partner Organisation
<u>Beneficiary</u>							
Jyväskylän yliopisto (University of Jyväskylä)	JYU	x		Finland	Department of xxx	Prof Y X	
<u>Partner Organisation</u>							
- NAME							

B1- Summary

- **Please provide a short summary of the proposal,** which could be the same as the proposal abstract, built around a research/innovation project.

What to include:

- Objective of the proposal (need)
- Background (current level of knowledge and competition)
- Results and Impact (benefit)
- Methodology (Work Packages) (approach)

B1- Excellence 1/10

2.1 *Quality, innovative aspects and credibility of the research* (including inter/multidisciplinary aspects)

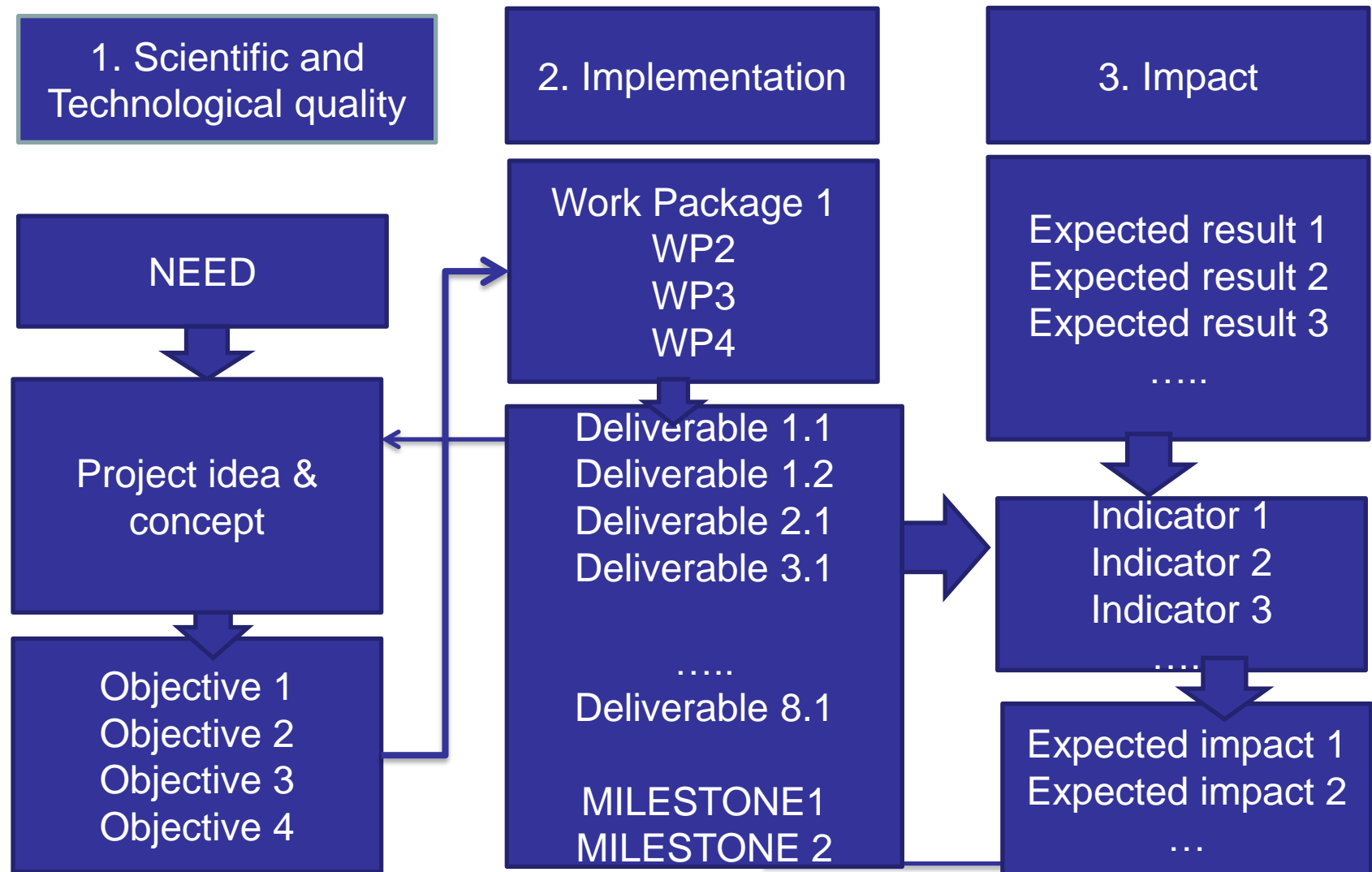
- Introduction, state-of-the-art, objectives and overview of the action
- Research methodology and approach: highlight the type of research and innovation activities proposed
- Originality and innovative aspects of the research programme: explain the contribution that the project is expected to make to advancements within the project field. Describe any novel concepts, approaches or methods that will be employed.

Quality, innovative aspects and credibility of the research 2/10

■ Questions to consider:

- Does the proposal address a well formulated problem? Is it an important problem or just an interesting scientific challenge?
- Objectives of your project. Are they achievable and feasible within the lifespan of the project? If your proposal is over-ambitious, the evaluators will find it unrealistic. If it is too modest, the evaluators will find it not ambitious enough.
- The proposal must explain the idea in sufficient detail to convince the evaluator that the idea has some substance, and should explain why there is a reason to believe that it is indeed a good idea. It is absolutely not enough merely to identify wish-list of desirable goals. There must be technical substance to the proposal

Example of basic structure for your research project 3/10



B1- Excellence 4/10

2.2 Clarity and quality of transfer of knowledge/training for the development of the researcher in light of the research objectives

- The text must show how the *Experienced Researcher* will gain new knowledge from the hosting organisation(s) during the fellowship through training.
- These organisations may also benefit from the previous experience of the researcher. Outline the capacity for transferring the knowledge previously acquired by the researcher to the host organisation(s).
- For Global Fellowships explain how the new acquired skills and knowledge in the TC will be transferred back to the host institution in Europe.

B1- Excellence 5/10

Transfer of knowledge

■ Researcher

- What new knowledge, skills, competences, networks will you gain in light of your research objectives
- Remember to define the objectives for training (research and transferable skills)

■ Host organisation

- What added value (networks, contacts, methods, knowledge, experiences) can you bring and your research project for the host organisation?.

B1- Excellence 6/10

2.3 Quality of the supervision and the hosting arrangements

- Qualifications and experience of the supervisor (s)
- Information regarding the supervisor(s) must include the **level of experience on the research topic proposed** and document its **track record of work, including the main international collaborations**. Information provided should include participation in **projects, publications, patents and any other relevant results**.
- To avoid duplication, the role and profile of the supervisor(s) should only be listed in the "Capacity of the Participating Organisations" tables (see section 6 below).
- The text must show that the Experienced Researcher should be well **integrated within the hosting organisation(s)** in order that all parties gain the maximum knowledge and skills from the fellowship.
- The **European Charter for Researchers should be respected and career development plan envisaged**

B1- Excellence 7/10

- Examples about supervisor
 - Positions, international collaboration, total number of publications and H-index, numbers of papers with high impact factor, project portfolio, main scientific results, size of group, expectations for this project, etc.
- Examples of activities to integrate researcher within hosting organisation
 - Education offered for PostDocs
 - What kind experience does the department have with international staff and what kind of services?
 - Practical help for new researchers (mentoring, meetings, etc.?)
 - Who are the members of the research team, what kind of research are their doing and how your research compliments the whole team?

B1- Excellence 8/10

- The **European Charter for Researchers should be respected and career development plan envisaged**
 - The University of Jyväskylä has received the right to use “HR Excellence in Research” logo. The recognition promotes, e.g. the recruitment of talented international researchers and doctoral students. The recognition signals that the HR policy at the University of Jyväskylä can guarantee that the status of researchers at the University meets the EU targets. The position of researchers will be developed further in accordance with the principles of HR Strategy for Researchers (HRS4R). The University of Jyväskylä offers researchers a good and inspiring working environment, commits to fair and transparent recruitment and rewarding principles and promotes the principles of the European Charter For Researchers and the Code of Conduct for the Recruitment of Researchers in its operations: <https://www.jyu.fi/en/research/hrs4r/>

B1- Excellence 9/10

- **The European Charter for Researchers should be respected and career development plan envisaged**
- **Examples of topics to be discussed in Career Development Plan (in application you can refer that these will be agreed upon, sketch the content):**
 - Brief overview of the research project
 - Long-term career objectives (over 5 years)
 - What further research activity or other training is needed to attain these goals
 - Short-term objectives (1-2 years)
 - Research results and Publications (goals and means)
 - Research Skills and techniques (goals and means)
 - Research management (goals and means)
 - Communication skills (goals and means)
 - Other professional training (course work, teaching activity) (goals and means)
 - Anticipated networking opportunities (goals and means)
 - Dissemination strategy (goals and means)
 - Other activities (community, etc) with professional relevance (goals and means)

B1- Excellence 10/10

2.4 Capacity of the researcher to reach and re-enforce a position of professional maturity in research

- Please keep in mind that the fellowships will be awarded to the most talented researchers as shown by their ideas and their track record, where it is a fair indicator given their level of experience.
 - What kind of research track record do you have? Why this idea and you? What will you reach if you get this funding?
 - What are your ambitions? What does this grant mean to you? Where do you see yourself in 5 years, 10 years? Why do you need international mobility to reach these goals?

B1- Impact 1/4

3.1 Enhancing research- and innovation-related human resources, skills, and working conditions to realise the potential of individuals and to provide new career perspectives

- In this section, please explain the impact of the research and training on the Experienced Researcher's career. The fellowship, including any secondments in Europe should maximise the impact on the researcher's **activity on European society, including the science base and/or the economy**, in a manner appropriate to the research field.

Researcher's career 2/4

- The importance of the grant to your career?
- What new networks will you establish (scientific and non-scientific)?
- Please explain what will you benefit from the secondment?
- Who else will benefit from this project and why?
- What kind of research results do you have, what kind of impact they will have and how will you ensure these impacts will realise?

B1- Impact 3/4

3.2 Effectiveness of the proposed measures for communication and results dissemination

- Required sub-headings:
 - Communication and public engagement strategy of the action
 - Dissemination of the research results
 - Exploitation of results and intellectual property
- Concrete plans for the above must be included in the Gantt Chart

B1- Impact 4/4

*Effectiveness of the proposed measures for **communication and results dissemination***

- Communication and public engagement strategy of the action (Marie Curie ambassador, visits to local schools, writing to newspapers, open days activities for public, etc., explain also the **key message and target groups**)
- Dissemination of the research results
 - What conferences could be good for you, give examples
 - What are relevant journals for you, give examples
 - To whom else in addition to academia do you have to tell about the results and how will you do that?
 - Open Access (Compulsory for H2020 projects)
- Exploitation of results and intellectual property
 - IPR?
 - What are your results and who is interested in them and why. How will you ensure that they will get information about the results?

B1- Implementation 1/7

4.1 Overall coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources

- The proposal should be designed in the optimal way to achieve the desired impact. A Gantt Chart should be included in the text where the following should be listed:
 - Work Packages description;
 - List of major deliverables;
 - List of major milestones;
 - Secondments if applicable.
- The schedule should be in terms of **number of months** elapsed from the start of the project.

Work plan 2/7

WP1 Developing xxx by yyy

The aim is to:

- Dasff
- Sdfsd

The tasks are:

Task 1.1 dafasdfad

I will study....by eeee

Task 1.2 adfadf

Deliverables

D1.1 Report on.... (Month 12)

D1.2 Pilot sdfadf (Month 18)

Milestone

M1 Test d was carried out succesfully and.... (Month 12)

B1- Implementation 3/7

4.2 Appropriateness of the management structure and procedures, including quality management and risk management

- Develop your proposal according to the following lines:
 - Project organisation and management structure, including the financial management strategy, as well as the progress monitoring mechanisms put in place;
 - Risks that might endanger reaching project objectives and the contingency plans to be put in place should risk occur.
- The following could be also included in the Gantt Chart:
 - Progress monitoring;
 - Risk management;
 - Intellectual Property Rights (IPR).

Management Structure and Financial Management 4/7

Things to consider:

- Employment contract and Career development plan
- Scientific and financial reporting
- Role of PI and Experienced Researcher

Financial Management

- The host supports the researcher in reaching the project objectives. The University of Jyväskylä has the overall responsibility for the financial management. At the beginning of the project the Centralised University Research and Innovation services organise a kick-off meeting together with the PI, Experienced Researcher and Faculty administration to agree about the internal reporting and the EU rules. Financial reporting and administration is managed together by the Faculty administration and the centralised University Research and Innovation services. The University has considerable experience with the administration of FP7 projects. In FP7 the University has 56 projects among which 10 MSC projects. JYU keeps adequate records and other supporting documentation according to EU's and its own rules.

Risks and their management 5/7

Risk Category	Risk	Likelihood	Mitigation method
Management	Lack of integration within the research teams, the areas and work packages	Low/medium/high	How can be avoided, e.g. common meetings, common procedures, etc
	Financial risks		
	Etc.		
Risk related to your substance			
Risk related to your substance			
Risk related to your substance			

B1- Implementation 6/7

4.3 Appropriateness of the institutional environment (infrastructure)

- Give a description of the legal entity/ies and its main tasks (per participant).
- Explain why the fellowship has the maximum chance of a successful outcome.
- *NB: Each participant is described in Section 6. This specific information should not be repeated here.*

B1- Implementation 7/7

4.4 Competences, experience and complementarity of the participating organisations and institutional commitment

- Here describe how the fellowship will be beneficial for both the Experienced Researcher and host organisation(s).
 - Commitment of beneficiary and partner organisations to the programme (for partner organisations, please see also section 6 and 8)
- **Partner organisations:** The role of partner organisations in Third Countries for GF and their active contribution to the research and training activities should be described. **A letter of commitment shall also be provided in Section 7** (included within the PDF file of part B, but outside the page limit).

B1- CV 1/2

■ Track Record

- 1. **Publications in major international peer-reviewed multi-disciplinary scientific journals** and/or in the **leading international peer-reviewed 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 applicant (membership in the steering and/or programme committee).
- 7. Examples of **leadership in industrial innovation**.
- 8. **Prizes and Awards**.

B1- CV 2/2

■ CV

- EDUCATION
- CURRENT POSITION(S)
- PREVIOUS POSITIONS
- FELLOWSHIPS AND AWARDS
- SUPERVISION OF GRADUATE STUDENTS AND POSTDOCTORAL FELLOWS
- TEACHING ACTIVITIES (if applicable)
- ORGANISATION OF SCIENTIFIC MEETINGS (if applicable)
- INSTITUTIONAL RESPONSIBILITIES (if applicable)
- COMMISSIONS OF TRUST (if applicable)
- MEMBERSHIPS OF SCIENTIFIC SOCIETIES (if applicable)
- MAJOR COLLABORATIONS (if applicable)

B1 -Capacity of the Participating Organisations

- **Beneficiary:** Jyväskylän yliopisto (JYU)
- **General Description :** Only 1-2 sentences about university, concentrate on the strengths of the department/faculty
- **Role and Commitment of key persons (supervisor)** *(Including names, title, qualifications of the supervisor)*
- **Key Research Facilities, Infrastructure and Equipment** *(Demonstrate that the team has sufficient facilities and infrastructure to host and/or offer a suitable environment for training and transfer of knowledge to recruited Experienced Researcher)*
- **Independent research premises**
- **Previous Involvement in Research and Training Programmes:**
Concentrate on the department/faculty project portfolio, JYU has 10 Marie Curie projects in FP7 out of which 4 are individual intra-european grants (IEF)
- **Current involvement in Research and Training Programmes** *(Detail the EU and/or national research and training actions in which the partner is currently participating)*
- **Relevant Publications and/or research/innovation products** *(Max 5)*

B1 - Ethics Issues 1/3

- Applicants who flag ethics issues in the Ethics Issues Table (A-forms) have to complete in addition a more in depth **Ethics Self-Assessment**:
 - **1) For each area flagged in the Ethics Issues Table, describe how the proposal meets:**
 - the EU legislation on Ethics (e.g. Directive 2010/63/EU of the European Parliament and of the Council of 22 September 2010 on the protection of animals used for scientific purposes, existing EU legislation on data protection and privacy etc.);
 - national legislation and good practices on research ethics;
 - if you didn't apply for/ receive the ethics approval/ required ethics documents yet when submitting the proposal, please indicate in the proposal the approximate date when you will provide a missing approval/ any other ethics documents to the REA (scanned copy). Please state explicitly that you will not proceed to any research with ethical implications before the REA received a scanned copy of all documents proving compliance with existing EU/ national legislation on ethics
 - ethical requirements of any TC where research raising ethical issues are to be carried out.

B1 - Ethics Issues 2/3

- 2) Explain in detail how you intend to address the ethics issues flagged in the Ethical Issues Table of Part A of your proposal, in particular with regard to:
 - the research **objectives** (e.g. study of vulnerable populations like elderly people, sick or illiterate persons, cooperation with a Third Country, dual use, etc.);
 - the research **methodology** (e.g. clinical trials, involvement of children and related information and consent/assent procedures, use of human tissues from blood banks, interviews with healthy adult volunteers, data protection and privacy issues related to data collected, etc.);
 - the potential **impact** of the research (e.g. dual use issues, environmental damage, stigmatisation of particular social groups, political or financial retaliation, benefit-sharing, malevolent use, etc.).

B1 - Ethics Issues 3/3

- Please, check the Ethical guidelines of University of Jyväskylä <https://www.jyu.fi/hallinto/toimikunnat/eettinentoimikunta/en/guidelines> and <https://www.jyu.fi/hallinto/toimikunnat/eettinentoimikunta/en/req4sta>
- Please explain for example how you apply for ethics approval and how you will deal if relevant with collection of data, how the study will be carried out, the information that will be given to subjects and the plan for processing and storing data from the perspective of avoiding risks and harm.

B1 - Letters of Commitment

- Please use this section to insert scanned copies of the required **Letters of Commitment from partner organisations in TC** for the Global Fellowships.
- Our lawyers (Visa Hiltunen and Anu Ikävalko) will help you draft the Letter of Commitment, please, contact Research and Innovation Services

Electronic submission service

-Give roles to PI, Experienced researcher

Submission of Proposals - Windows Internet Explorer

FI Finnish (Finland) Finnish Help

https://ec.europa.eu/research/participants/submission/manager/secure/managerrelatedparties;SepSubExt_SESSION_ID=6mftTDJTqGDsPLt8Qv81gXVCQB2qjWnh6p8J8GzZL9C112MspG8Nl884888026?pid=SEP-210175636

LOGIN FUNDING SCHEME CREATE DRAFT **PARTIES** EDIT PROPOSAL SUBMIT

Step 4

Manage Your Related Parties

H2020-MSCA-IF-2014

Elina Humala

MSCA-IF-2014-EF

MSCA-IF-EF-ST

September 2014 17:00:00 Brussels Local Time

108 days left until closure

Acronym ID PIC Contact

Acronym
test

Configuration OK

You're using Explorer 10 on Windows. Adobe Reader (version 11.0.0.0) is installed.

Parties

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save changes" button.

Number of participants: 1

1 Applicant (FUTURE BENEFICIARY)

JYU

JYVASKYLAN YLIOPISTO
SEMINAARINKATU 15 40100 JYVASKYLÄ FI
PIC: 99

Contact

Elina Humala - Supervisor

Add contact

JYU

Please enter the contact name and details:

Project Role: Supervisor

Access rights: Coordinator contact (full access)

First Name *

Last Name *

Email Address *

* required field

Ok Cancel

13:18 26.5.2014

Download the template for Part B

The screenshot displays the 'Submission of Proposals' web application in Finnish. The browser address bar shows the URL: <https://ec.europa.eu/research/participants/submission/eforms/secure/editform?draftid=SEP-210175637>.

Progress Bar: LOGIN, FUNDING SCHEME, CREATE DRAFT, PARTIES, EDIT PROPOSAL (active), SUBMIT.

Step 5: Edit Proposal

H2020-MSCA-IF-2014

User Information: Elina Humala, MSCA-IF-2014-EF, MSCA-IF-EF-ST, September 2014 17:00:00 Brussels Local Time, 111 days left until closure.

Configuration OK (green checkmark): You're using Explorer 10 on Windows. Adobe Reader (version 11,0,0,0) is installed.

Edit Proposals' Forms

In this step you can edit the administrative forms and upload the proposal itself. ?

WARNING: This proposal contains changes that have not yet been submitted...

Administrative Forms

Edit will open the forms in Adobe Reader. ?

[edit forms](#) [view history](#) [print preview](#)

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ?

[download templates](#)

Part B [upload](#) [upload](#)

Ethics - Supporting Document(s) (Annex to the Ethics Self Assessment, if relevant.)

-University of Jyväskylä does not have to do the financial capacity check

Submission of Proposals - Windows Internet Explorer
FI Finnish (Finland) Finnish Help

https://ec.europa.eu/research/participants/submission/eforms/secure/editform?draftid=SEP-210175637&ticket=ST-7892376-u12Y9rb9NNFUloPBO0OfXOoih2ArSlq3sWan8vvJr2FIL

ms

Tools Sign Comment

Please fill out the following form. You cannot save data typed into this form.
Please print your completed form if you would like a copy for your records.

Highlight Existing Fields

Declarations

1) The applicant (future beneficiary) declares to have the explicit consent of all partner organisations (if applicable) on their participation and on the content of this proposal.	<input type="checkbox"/>
2) The information contained in this proposal is correct and complete.	<input type="checkbox"/>
3) This proposal complies with ethical principles (including the highest standards of research integrity — as set out, for instance, in the European Code of Conduct for Research Integrity — and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct).	<input type="checkbox"/>
4) The applicant (future beneficiary) confirms:	
- to have carried out the self-check of the financial capacity of the organisation on https://ec.europa.eu/research/participants/portal4/desktop/en/organisations/lfv.html . Where the result was "weak" or "insufficient", the applicant (future beneficiary) confirms being aware of the measures that may be imposed in accordance with the H2020 Grants Manual (Chapter on Financial capacity check); or	<input type="checkbox"/>
- is exempt from the financial capacity check being a public body including international organisations, higher or secondary education establishment or a legal entity, whose viability is guaranteed by a Member State or associated country, as defined in the H2020 Grants Manual (Chapter on Financial capacity check); or	<input checked="" type="checkbox"/>
- as sole participant in the proposal is exempt from the financial capacity check.	<input type="checkbox"/>
5) The applicant (future beneficiary) hereby declares:	
- it is fully eligible in accordance with the criteria set out in the specific call for proposals; and	<input type="checkbox"/>
- it has the financial and operational capacity to carry out the proposed action.	<input type="checkbox"/>

12:24 23.5.2014

University of Jyväskylä: Internal rules

- Follow the project quality assurance guidelines (<https://www.jyu.fi/yliopistopalvelut/intra/laitoksille/how-to/laadunvarmistus>)
- It is compulsory to fill in the Project announcement (includes the Risk analysis) <https://www.jyu.fi/yliopistopalvelut/intra/laitoksille/how-to/laadunvarmistus>

THANK YOU!