

## **Checklist for the Application of a Marie Skłodowska-Curie Individual Fellowships (H2020-MSCA-IF-2015) -European Fellowship-**

<http://ec.europa.eu/research/participants/portal/desktop/en/opportunities/h2020/calls/h2020-msca-if-2015.html>

### ✓ **Deadline**

10 September 2015, 17:00:00 Brussels time

### ✓ **Scope**

Check that your proposed work falls within the scope of this call) and that you have applied for the correct action (see the Horizon 2020 Work Programme, 3. Marie Skłodowska-Curie Actions 2014-2015).

- ☐ Individual Fellowships thus provide opportunities to acquire and transfer new knowledge and to work on research in a European context (EU Member States - MS or Associated Countries - AC).
- ☐ This scheme particularly supports the return and reintegration of researchers from outside Europe who have previously worked here. It also develops or helps to restart the careers of individual researchers that show great potential, considering their experience.
- ☐ The *Experienced Researcher* should develop in the proposal a concrete plan of training-through-research at the host organisation's premises. The plan should aim at reaching a realistic and well-defined objectives 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.
- ☐ In addition to research objectives, this plan comprises the researcher's training and career needs, including training on transferable skills, planning for publications and participation in conferences. This dedicated and high-level plan will act as a reference for the *Experienced Researcher* to monitor for her/himself the progress of work, training and publications, and to take corrective measures if deviations and delays are observed in order to attain the professional development targets.
- ☐ Mobility is considered by the European Commission essential for the personal and career development of researchers. It allows the enhancement of collaboration, and the acquisition of new skills and knowledge which contribute to increased creativity, efficacy and performance, thereby contributing to career development and a successful, competitive knowledge-based society.

### ✓ **Specific Objectives**

- ☐ Marie Skłodowska-Curie Individual Fellowships aim at enhancing the creative and innovative potential of *Experienced Researchers* who wish to diversify their individual competence in terms of skill acquisition through advanced training, international and intersectoral mobility.
- ☐ All Individual Fellowships are expected to strengthen the contact network of both the researcher and the host organisation(s), to catalyse the development of researcher's career and to enhance and maximise their contribution to the knowledge-based economy and society.

✓ **Thematic Area**

- ☐ Research fields are chosen freely by the applicants (bottom-up approach). All domains of research and technological development are eligible for funding except areas of research covered by the Euratom Treaty.
- ☐ All research activities supported by Horizon 2020 must respect fundamental ethical principles and legislation (see Annex 5 - Part B Template, Chapter 6).

✓ **Structure**

- ☐ Proposals for IFs involve a single host organisation (future beneficiary) established in a MS or AC. The project proposals should be prepared by the researcher in liaison with the host organisation, which is represented by the supervisor. It is important to note that the *Experienced Researcher* (future fellow) and the supervisor must be two different people.

✓ **Duration: 12 - 24 months**

✓ **Eligible Organisations**

- ☐ Two different types of organisations are eligible as either beneficiary or partner organisation and are distinguished according to their sector:
  - ☐ Academic sector consists of public or private higher education establishments awarding academic degrees, public or private non-profit research organisations whose primary mission is to pursue research, and International European interest organisations as they are defined in Article 2 of the Horizon 2020 Rules for Participation.
  - ☐ Non-academic sector includes any socio-economic actor not included in the academic sector and fulfilling the requirements of the Horizon 2020 Rules for Participation.
- ☐ International European Interest Organisations (IEIO) and Internatinal Organisations (IO):
  - ☐ IEIO is defined in the H2020 Rules for Participation as „an international organisation, the majority of whose members are Member States or Associated countries, and whose principal objective is to promote scientific and tehcnological cooperation in Europe.“ As IEIOs are not linked to any country, for the purpose of the programme they are considered as institutions established in a MS or AC.
  - ☐ The IEIO rules also apply to the European Commission Joint Research Centre (JRC).
  - ☐ In exceptional cases an international organisation located in a MS or AC may be entitled to participate as a beneficiary. This must, however, be endorsed by the expert evaluators and at least one of the following conditions must be fulfilled:
    - ☐ The participation is deemed essential for carrying out the action by the Commission or the relevant funding body.
    - ☐ Such funding is provided for under a bilateral sicientific and technological agreement or any other arrangement between the Union and the international organisation.
- ☐ Before applying, each organistion has to register and is automatically classified in one of the two sectors, academic and non-academic, on the basis of the Participant Identification Code (PIC) assigned during the validation process. Each organisation has to register only once through the Participant Portal. PIC of Technische Universitaet Wien: 999979888

✓ **Participants**

Beneficiary:

- ☐ The beneficiary is the host organisation established in a MS or AC that recruits the *Experienced Researcher* and ensures through appointment of a supervisor the necessary training of the researcher.
- ☐ The beneficiary signs the Grant Agreement, receives funding, claims costs and takes complete responsibility for executing the action.

Partner organisations:

- ☐ Partner organisations are institutions that provide additional training and host the researcher during secondments.
- ☐ The partner organisations do not recruit any researcher and do not sign the Grant Agreement. As such partner organisations cannot directly claim any costs from the action. Instead, the beneficiary would need to reimburse the partner organisations for their activities in the research training.
- ☐ The partner organisations located in MS or AC should not provide any supporting documents (e.g. letter of commitment).

✓ **Minimum Country Participation**

- ☐ One beneficiary in a EU Member State (MS) or Associated Country (AC) and optional partner organisation(s) in MS or AC

✓ **Budget**

- ☐ Funding is calculated exclusively based on unit costs. One unit is defined as one person-month. The unit costs are divided into researcher unit costs (living allowance - adjusted through the application of a country correction coefficient of the host organisation; mobility allowance; optional family allowance) and institutional unit costs (research, training and networking costs; management and overhead costs).

✓ **Eligible Researchers** (at the deadline for the submission of proposal)

Research experience (Standard European Fellowship, Career Restart Panel, Reintegration Panel):

- ☐ The researcher must be an *experienced researcher* (ER): S/he must, at the deadline for the submission of proposals, be in possession of a doctoral degree or have at least four years of *full-time equivalent research experience*.
- ☐ *Full-time equivalent research experience* is measured from the date when a researcher obtained the degree which would formally entitle him/her to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the researcher is recruited, irrespective of whether or not a doctorate is or was ever envisaged.

Mobility rule:

a) Standard European Fellowships:

- ☐ For a standard EF researchers may apply for one of the 8 scientific panels, according to the topic of their research proposal. These panels are: Chemistry (CHE), Social Sciences and Humanities (SOC), Economic Sciences (ECO), Information Science and Engineering (ENG) Environment and Geosciences

(ENV), Life Sciences (LIF), Mathematics (MAT) and Physics (PHY). Applicants should carefully choose the panel and descriptors since this will guide the Research Executive Agency (REA) in the selection of experts for proposal evaluation.

- ☐ The *experienced researcher* may be of any nationality. S/he must move or have moved (transnational mobility) from any country to the MS or AC where the beneficiary is located. S/he must not have resided or carried out the main activity (work, studies, etc.) in the country of the host organisation for more than 12 months in the 3 years immediately prior to the deadline for submission of proposals. Compulsory national service and/or short stays such as holidays are not taken into account.
- ☐ As far as international European interest organisations (IEIO), the JRC or international organisations established in MSs or ACs are concerned, this rule does not apply to the hosting of eligible researchers. However, the *experienced researcher* must not have spent more than 12 months in the 3 years immediately prior to the deadline for the submission of proposals in the same appointing organisation. This exception rule is applicable only for mobility TO such an organisation and NOT FROM it to any national host organisation.

#### b) Career Restart Panel (CAR)

- ☐ CAR is a multidisciplinary panel of the European Fellowships which provides financial support to individual researchers who want to resume research in Europe after a career break (e.g. after parental leave, working outside research etc.) The applicant will have to indicate at submission stage in which of the 8 scientific areas their proposal best fits. Following evaluation there will be one ranking list for all CAR proposals.
- ☐ The *experienced researcher* may be of any nationality. S/he must move or have moved (transnational mobility) from any country to the MS or AC where the beneficiary is located. S/he must not have resided or carried out the main activity (work, studies, etc.) in the country of the host organisation for more than 36 months in the 5 years immediately prior to the deadline for submission of proposals.
- ☐ As far as international European interest organisations (IEIOs), the JRC or international organisations established in MSs or ACs are concerned, the *experienced researcher* must not have spent more than 36 months in the 5 years immediately prior to the deadline for the submission of the proposal in the same appointing organisation. This exception rule is applicable only for mobility TO such an organisation and NOT FROM it to any national host organisation.
- ☐ The *experienced researcher* must not have been active in research for at least 12 months immediately prior to the deadline for submission of proposals (i.e. at least during the period 11 September 2014 to 10 September 2015).

#### c) Reintegration Panel (RI)

- ☐ RI is a multidisciplinary panel of the European Fellowships dedicated to researchers who want to return and reintegrate in a longer term research position in Europe. The applicant must indicate at submission stage in which of the 8 scientific areas his/her proposal best fits. Following evaluation there will be one ranking list for all RI proposals.
- ☐ The *experienced researcher* must be a national or long-term resident of the MS or AC. Long-term residents are researchers who spent a period of full-time research activity of at least 5 consecutive (without breaks in research) years in one or more MSs or ACs.
- ☐ The *experienced researcher* must move or have moved (transnational mobility) from a Third Country (TC) to the MS or AC where the beneficiary is located.

- ☐ The *experienced researcher* must not have resided or carried out the main activity (work, studies, etc.) in the country of the host organisation for more than 36 months in the 5 years immediately prior to the deadline for submission of proposals.
- ☐ As far as international European interest organisations (IEIOs), the JRC or international organisations established in MSs or ACs are concerned, the experienced researcher must not have spent more than 36 months in the 5 years immediately prior to the deadline for the submission of proposals in the same appointing organisation. This exception rule is applicable only for mobility TO such an organisation and NOT FROM it to any national host organisation.

✓ **Supervisor (or Primary Coordinator Contact)**

- ☐ The Scientist appointed at the host organisation to supervise the researcher during the whole duration of the action. S/he will be the main contact person for the Research Executive Agency (REA) between the submission of the proposal and the conclusion of the Grant Agreement.

✓ **Recruitment**

- ☐ An important aspect of the Commission's policy towards the researchers is to improve their working and living conditions and to promote mobility in order to open up new perspectives for research careers in Europe. The MSCA aim to act as a catalyst in this respect. The host organisations will therefore be required to meet certain working conditions relating to the researcher, which should be in line with the principles set out in the European Charter for Researchers and in the Code of Conduct for the Recruitment of Researchers ([http://ec.europa.eu/euraxess/pdf/brochure\\_rights/am509774CEE\\_EN\\_E4.pdf](http://ec.europa.eu/euraxess/pdf/brochure_rights/am509774CEE_EN_E4.pdf)).

✓ **Secondments**

- ☐ The *experienced researcher* may be seconded to another institution in Europe. Such secondments must significantly contribute to the impact of the fellowship and therefore in certain research fields would be expected to take place in the non-academic sector. The Individual Fellowships promote the involvement of organisations from the non-academic sector. In all cases the involvement of the non-academic sector must be meaningful and appropriate to the implementation mode and research field.
- ☐ The organisation where the secondment takes place is a partner organisation and must be located in the Member States or Associated Countries.
- ☐ If the partner organisation where the secondment takes place is not identified at the proposal stage, it is essential that Part B of the proposal contains as much information as possible on the sector, place timing and duration, and its overall purpose.
- ☐ For secondments in MS and AC, the partner organisations should not submit a letter of commitment.
- ☐ The secondments must be clearly justified in the Part B of the proposal and their maximum duration is defined according to the total duration of the fellowship:
  - ☐ Duration of the fellowship: ≤ 18 months → maximum duration of secondment: 3 months
  - ☐ Duration of the fellowship: ≥ 18 months → maximum duration of secondment: 6 months
- ☐ The secondment phase can be a single period or divided into shorter mobility periods.
- ☐ It can take place at one or more organisations which can be located also in the country of the Host Institution.
- ☐ Secondments can take place within the same sector. However, for certain panels, intersectoral secondments may increase the impact of the proposal.

- ☐ In all cases the secondment must be meaningful and appropriate to the type of fellowship and research field.
- ☐ It is essential for the applicants to clearly distinguish „secondments“ from short visits (for example for field work) since they have a different nature and pursue different objectives. A short visit is not a „secondment“ within the meaning of the IF Agreement or Work Programme:
  - ☐ Secondments have a clear impact on the project, are planned before, and have a particular scope - for example, without the secondment the final results of the project would not be possible. A short visit on the other hand will have limited impact and could be spontaneous.
  - ☐ The purpose of a secondment is providing transfer of knowledge and training, while the aim of a short visit is simply to gather data and information.
  - ☐ The secondment implies mobility to a partner organisation in a MS/AC. A short visit does not imply mobility to a partner organisation but to another location outside the physical premises of the beneficiary (e.g. public places for interviews). However the work done is supervised directly by the beneficiary.
  - ☐ The limits imposed for secondments in the Work Programme or the Agreement do not apply to short visits. However, due to the nature of the IF, short visits can represent only a balanced part of the project; otherwise the rules of the action (which have specific mobility requirements) will be breached.
  - ☐ When short visits take place to a TC, the beneficiary shall ensure compliance with the applicable H 2020 ethical framework and the corresponding provisions of the Agreement. This includes addressing the relevant ethical issues in the proposal in line with the applicable H2020 ethical guidelines.

#### ✓ **Typical Training Activities**

- ☐ Primarily, training-through-research under the direct supervision of the supervisor and other members of the scientific staff of the host organisation by the means of an individual personalised action;
- ☐ Hands-on training activities for developing scientific (new techniques, instruments, etc.) and transferable skills (entrepreneurship, proposal preparation to request funding, patent applications, management of IPR, ethics, action management, task coordination, supervising and monitoring, take up and exploitation of research results etc.);
- ☐ Intersectoral 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

#### ✓ **Communication and Dissemination:**

- ☐ In addition to publications and patents, communication of the MSCA-Actions should aim to demonstrate the ways in which research is contributing to a European „Innovation Union“ ([http://ec.europa.eu/research/innovation-union/index\\_en.cfm](http://ec.europa.eu/research/innovation-union/index_en.cfm)). It should also account for public spending by providing tangible evidence that the funded research adds value by

- ☐ Showing how the creative and innovative potential of *Experienced Researchers* is better achieved through international and intersectoral training, which contributes also notably to competitiveness, achieving research excellence, and where relevant, addressing societal challenges.
- ☐ Showing how the outcomes are relevant to our everyday lives, by creating jobs, introducing novel technologies, or by making our lives more comfortable in other ways.
- ☐ Promoting results, which may possibly influence policy-making or ensure follow up by industry and the scientific community.

✓ **Public Engagement:**

- ☐ The primary goal of public engagement activities is to create awareness among the general public of the research work performed 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.
- ☐ Other possibilities might include „open days“ or videos, which would enable the public to see where and how the research is undertaken.
- ☐ The frequency and nature of such activities should be outlined in the proposal.

✓ **Open Access:**

- ☐ Following H2020's open access policy, beneficiaries must ensure that peer reviewed scientific publications resulting from IF funding are deposited in open access repositories, i.e. free-of-charge online access for the user. A repository number for each publication must be provided in project reports.

✓ **Gender Issues**

- ☐ In line with the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers ([http://ec.europa.eu/euraxess/pdf/brochure\\_rights/am509774CEE\\_EN\\_E4.pdf](http://ec.europa.eu/euraxess/pdf/brochure_rights/am509774CEE_EN_E4.pdf)), beneficiaries are encouraged to take appropriate measures to counter-act gender-related barriers.
- ☐ Equal opportunities are to be ensured, both at the level of supported researchers and that of decision-making/supervision.
- ☐ 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.
- ☐ As training researchers on gender issues serves the policy objectives of Horizon 2020 and is necessary for the implementation of research and innovation actions, applicants are encouraged to include such activity in their proposals, as appropriate.

☐ **Part A**

- ☐ The beneficiary fills in
  - ☐ Section 1 - General information
    - ☐ requests information about the proposal, including an abstract)
  - ☐ Section 2 -Administrative data of participating organisations
    - ☐ requests information about the supervisor and the supervisor's host institution



- ☐ PIC (Participant Identification Code) der TU Wien: 999979888
- ☐ Section 3 - budget
  - ☐ The applicants must enter the duration of their action and the system will automatically calculate the budget based on the number of months, country of the beneficiary and the family situation of the Experienced Researcher at the deadline of the submission of proposals.
  - ☐ Numbers and information should be the same as those reported in Part B of the proposal.
  - ☐ Please make sure that numbers are always rounded to the nearest whole number.
- ☐ Section 4 - ethics
  - ☐ Identifies any ethical aspects of the proposed work.
  - ☐ Even if there are no issues, you must simply confirm that none of the ethical issues apply to the proposal.
- ☐ Section 5 - call specific questions
  - ☐ Request declarations related to eligibility and personal data, together with questions on any secondment in Europe.

✓ **Part B**

- ☐ A Word version of the submission template can be downloaded from the Electronic Submission Services of the Commission. Applicants must ensure that their proposals conform to this layout and to the instructions given in the Guide for Applicants IF-2015.
- ☐ Applicants must structure their proposal according to the headings indicated in the Part B template.
- ☐ The maximum length of sections 1 - 3 is 10 pages. There is no page limit per section. Within the overall page limit, applicants are therefore free to decide on the number of pages dedicated to each section.
- ☐ All margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).
- ☐ The font chosen is clearly readable (e.g. Arial or Times New Roman) with minimum allowed font size of 11 points, line spacing single.
- ☐ 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 carries as a header to each page the proposal acronym and the fellowship type to which you are applying (i.e. Standard EF, CAR, RI). All pages should be numbered in a single series on the footer of the page. It is recommended that the numbering format "Part B - Page X of Y" is used.
- ✓ For Part B exclusively PDF is used, compatible with Adobe version 3 or higher, with embedded fonts.

✓ **Submission of the Proposal**

- ✓ The submission of the proposals falls under the full responsibility of the supervisor (and any other actions that follow this procedure like withdrawal or request for evaluation review). Technically it is possible for both the researcher and the supervisor to create, modify and submit the proposal in the Electronic Submission System SEP. However it must be emphasised that the submission by the researcher must be made with the agreement of the supervisor.
- ✓ Only one proposal per *experienced researcher* can be submitted for this call of proposals.



✓ **Evaluation Criteria**

<b><u>IF - Marie Skłodowska-Curie Individual Fellowships</u></b>		
<b>Excellence</b>	<b>Impact</b>	<b>Implementation</b>
<b>Quality, innovative aspects and credibility of the research</b> (including inter/multidisciplinary aspects)	<b>Enhancing research- and innovation-related human resources, skills, and working conditions to realise the potential of individuals and to provide new career perspectives</b>	<b>Overall coherence and effectiveness of the work plan,</b> including appropriateness of the allocation of tasks and resources
<b>Clarity and quality of transfer of knowledge/training</b> for the development of researcher in light of the research objectives	<b>Effectiveness of the proposed measures for communication and results dissemination</b>	<b>Appropriateness of the management structures and procedures,</b> including quality management and risk management
<b>Quality of the supervision</b> and the hosting arrangements		<b>Appropriateness of the institutional environment</b> (infrastructure)
<b>Capacity of the researcher</b> to reach or re-enforce a position of professional maturity in research		<b>Competences, experience and complementarity</b> of the participating organisations and <b>institutional commitment</b>
<b>50%</b>	<b>30%</b>	<b>20%</b>
<b>Weighting</b>		
<b>1</b>	<b>2</b>	<b>3</b>
<b>Priority in case of ex aequo</b>		
<b>NB: An overall threshold of 70% will be applied to the total weighted score.</b>		