H2020 Programme

Guide for Applicants

Marie Skłodowska-Curie Actions Individual Fellowships (IF)

Version 1.2

11/04/2019

Disclaimer

This guide aims to assist potential applicants. It is provided for information purposes only and is not intended to replace consultation of any applicable legal sources. Neither the European Commission nor the Research Executive Agency (or any person acting on their behalf) can be held responsible for the use made of this guidance document. Note that the guidance provided in the Annotated Model Grant Agreement shall prevail in case of discrepancies.

HISTORY OF CHANGES			
Version	**Publication Date**	**Change**	**Page**
1.0	12.04.2018	▪ Initial version	
1.1	29.05.2018	▪ Clarification in the definition of short stays ▪ Clarification in the definition of length of career break for Career Restart Panel ▪ Reference to the mandatory system requirements, the operating systems and browsers actively supported by the system ▪ Indication to reverse chronological order in the CV ▪ Correction in reference to the call IF 2018 ▪ Correction in the ethics section	10, 11, 12, 13, 15 11 27 37 38 43
1.2	11.04.2019	▪ Clarification about complaints for failed submission ▪ Clarification on disagreement among supervisors for multiple proposals submitted by the same beneficiary ▪ Clarification on transfers of proposals to/from the Society and Enterprise Panel ▪ Clarification on Widening Fellowships ▪ Clarification on resubmissions ▪ Applicants to declare whether a similar proposal in terms of research objectives was submitted in the same call ▪ Additional details on the evaluation (including pre-allocation of proposals to experts) and review process ▪ Clarification about Ethical Issues	

Note:

National Contact Points (**NCP**s) have been set up across Europe by the national governments to provide information and personalised support to H2020 applicants in their native language. The mission of the NCPs is to raise awareness, inform and advise on H2020 funding opportunities as well as to support potential applicants in the *preparation, submission and follow-up* of the grant applications. For details on the NCP in your country please consult the National Contact Points page. Additionally, you may also consult the website of the EU-funded Network of MSCA NCPs: Net4Mobility+.

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DEFINITIONS

Europe: EU Member States (MS), including their outermost regions, the Overseas Countries and Territories (OCT) linked to MS and Associated Countries (AC).

Associated Country (AC) is a third country which is party to an international agreement with the Union, as identified in Article 7 of Regulation (EU) No 1291/2013. The full list is available here.

Non-associated Third Countries (TC) are countries which are neither EU Member States (MS), nor associated to Horizon 2020 (AC)[1].

Action refers to the individual research project proposed for funding.

The **Academic Sector** refers to public or private higher education establishments awarding academic degrees, public or private non-profit research institutes whose primary mission is to pursue research, and international European interest organisations[2].

The **Non-Academic Sector** refers to entities not included in the academic sector and fulfilling the requirements of the Horizon 2020 Rules for Participation Regulation (EU) No. 1290/2013, .

The **Beneficiary** is the legal entity that signs the Grant Agreement and has the complete responsibility for the proper implementation of the action. It contributes directly to the implementation of the research, transfer of knowledge and training activities by recruiting, supervising, hosting or training a MSCA-funded researcher.

The **Partner Organisation** contributes to the implementation of the action, but does not sign the Grant Agreement.

The **Experienced Researcher** (ER) must be, at the date of the call deadline, 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 entitling 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), even if a doctorate was never started or envisaged.

The **Supervisor** is the scientist appointed at the beneficiary to supervise the researcher throughout the whole duration of the action.

Long-term residence means a period of legal and continuous residence within one or more EU Member States or Horizon 2020 Associated Countries of at least 5 consecutive years. Periods of absence from the territory of the Member State or Horizon 2020 Associated Country shall be taken into account for the calculation of this period where they are shorter than 6 consecutive months and do not exceed in total ten months within this period of five years.

The Marie Skłodowska-Curie Actions part of the H2020 **Work Programme**[3] provides the legal basis for this call for proposals.

[1] The full list of countries eligible for funding can be consulted in the General annex A to the Work Programme.

[2] As defined in Article 2.1(12) of the Horizon 2020 Rules for Participation Regulation (EU) No. 1290/2013.

[3] European Commission Decision C(2018)4708 of 24 July 2018

1. BUDGET, TIMETABLE, AND HOW TO SUBMIT

The Marie Skłodowska-Curie actions (MSCA) aim to support the career development and training of researchers in all scientific disciplines through international and intersectoral mobility.

By funding excellent research and providing attractive working conditions, the MSCA offer high quality professional opportunities open to researchers of any age, nationality or discipline.

The MSCA have a **bottom-up approach**, i.e. research fields are chosen freely by the applicants. All domains of research and technological development are eligible for funding (except areas of research covered by the EURATOM Treaty[4]).

The goal of the Individual Fellowships is to enhance the creative and innovative potential of experienced researchers wishing to diversify their individual competence in terms of skill acquisition through advanced training, international and intersectoral mobility. Individual Fellowships provide opportunities to acquire and transfer new knowledge and to work on research and innovation in Europe (EU Member States and Associated Countries) and beyond. The scheme particularly supports the return and (re)integration of European researchers from outside Europe and those who have previously worked here, as well as researchers displaced by conflict outside the EU and Horizon 2020 Associated Countries. It also promotes the career restart of individual researchers who show great potential.

This Guide is based on the rules and conditions contained in the legal documents relating to Horizon 2020 (in particular the Horizon 2020 Framework Programme and Specific Programme, Rules for Participation, and the Work Programme), all of which can be consulted via the Funding and Tender Opportunities Portal (FTOP), formerly "Participant Portal".

1.1. INDICATIVE BUDGET

The **indicative budget** is EUR 294.49 million, and is distributed as follows:

- **Global Fellowships: EUR 50 million** distributed between the scientific areas based on the number of eligible proposals received in each of these areas.
- **European Fellowships: EUR 236.49 million** distributed between its panels (except for the Society and Enterprise Panel) based on the number of eligible proposals received in each of the panels.
- **Society and Enterprise Panel: EUR 8 million.**

The distribution of the indicative budget of the call will be proportional to the number of eligible proposals received in each panel, except where a specific budget for a multidisciplinary panel has been fixed in the call. However, there is a higher weighting for the proposals of the IF Career Restart Panel (CAR) and the IF Reintegration Panel (RI). During the budget distribution, the CAR eligible proposals will have a weighting of

[4] EURATOM is a complementary research programme for nuclear research and training.

2 times the weighting of the eligible proposals in the other panels. For RI the weighting will be 1.5 times higher.

	Proposals received	Proportion of proposals before weight	Funded projects before weight	Weight (as per MSCA W.P.)	Weighted proposals	Weight in percentage	Estimated funded projects with weight
total EF-ST, EF-CAR, EF-RI	10.000		1.100		11.500		1.100
EF-ST	8.000	80,00%	880	1	8.000	69,57%	765
EF-CAR	1.000	10,00%	110	2	2.000	17,39%	191
EF-RI	1.000	10,00%	110	1,5	1.500	13,04%	143

1.2. INDICATIVE TIMETABLE

Publication of call	*27 October 2017*
Opening of call	*11 April 2019*
Deadline for submission of proposals	*11 September 2019 at 17:00:00, Brussels local time*
Evaluation of proposals	*October - December 2019*
Information on the outcome of the evaluation	*February 2020*
Indicative date for the signature of Grant Agreements	*March - May 2020*
Possible start date of the Action	*1 March 2020 – 1 September 2021*

1.3. PROPOSAL SUBMISSION

Proposals must be submitted electronically, using the European Commission's Online Submission Service (SEP) accessible via the Funding and Tender Opportunities Portal.

The proposal should be prepared by the researcher **in cooperation with the applicant organisation, which is represented by the main supervisor in the framework of the proposal**. The experienced researcher and the supervisor must be two different people.

Proposals can be created and submitted by the supervisor or the researcher. However, the submission of the proposal and other actions that follow this procedure (such as withdrawal) fall under the **final responsibility** of the applicant organisation as represented by the main supervisor.

Proposals must be submitted before Wednesday 11 September 2019, 17:00:00 Brussels time. To avoid missing the deadline, **you should submit your proposal as soon as possible**, as it remains possible to reopen, edit and resubmit your proposal as many times as required before the call deadline. **Only the last submitted version** will be evaluated.

Only one proposal per individual researcher may be submitted to this call. In the event of multiple submissions, the Research Executive Agency (REA) will contact the supervisor(s) and researcher, who will then choose the proposal to be evaluated:

- In case no reply is received, the first submitted proposal will be evaluated.
- In case of disagreement between the supervisor and the researcher, the supervisor's opinion prevails.
- In case of disagreement between the supervisors of the proposals, the first submitted proposal will be evaluated.

Any other submitted proposals involving the same researcher will not be evaluated.

However, note that a supervisor can be involved in more than one proposal.

If you believe that **the submission of your proposal was not entirely successful due to a technical error on the side of the European Commission**, **you may lodge a complaint** through the IT Helpdesk on the Funding & Tender Opportunities Portal. For the complaint to be admissible it must be filed **within 4 calendar days** following that of the call closure. You will receive an acknowledgement of receipt the same or next working day.

What else to do? ***You should secure a PDF version of all the B-parts and annexes of your proposal holding a time stamp*** *(file attributes listing the date and time of creation and last modification) that is prior to the call deadline dd/mm/yyyy:hh:mm, as well as* ***any proof of the alleged failure (e.g. screen shots)****.* ***Later in the procedure you may be requested by the IT Helpdesk to provide these items****. Please note that any information regarding the proposal will be treated in a strictly confidential manner.*

For your complaint to be upheld, the IT audit trail (application log files and access log files of the European Commission IT-systems involved) must show that there was indeed a technical problem at the European Commission side which prevented you from submitting (or resubmitting) the proposal using the electronic submission system.

Applicants will be notified about the outcome of their complaint within the time indicated in the acknowledgment of receipt.

If a complaint is upheld, the secured files (provided to the IT helpdesk) for which the investigation has demonstrated that technical problems at the European Commission side prevented (re)submission will be used as a reference for accepting the proposal for subsequent evaluation. In the absence of such documents, the version present in the IT system will be evaluated.

2. PARTICIPATING ORGANISATIONS

2.1. PARTICIPANT IDENTIFICATION CODE

Each host organisation (and partner organisation for Global Fellowships) must have a **Participant Identification Code (PIC).**

You can check if the host organisation (and partner organisation for Global Fellowships) is already registered on the Participant Register page.

If possible, a "validated" PIC should be used. If not possible, a PIC with a "declared"/"non-valid" status can be used during proposal preparation.In case the host organisation does not yet have a PIC, the researcher should ask the host organisation (and partner organisation for Global Fellowships) to register, and under no circumstances register the organisation themselves.

2.2. BENEFICIARY

The beneficiary (see Definitions) is the **host organisation located 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 the proper implementation of the action.

Where necessary, the beneficiary may call upon entities with which they have a capital or legal link[5] to carry out work under the action (i.e. hosting and training the researcher). Their involvement must be clearly described in the Part B of the proposal (in particular, the name of the entity, type of link with the beneficiary and tasks to be carried out) and will be assessed as part of the evaluation. However, only the beneficiary can recruit the researcher and remains fully responsible for the correct implementation of the action.

Entities with a capital or legal link must fulfil the same conditions for participation and funding as the beneficiary (for instance, be established in an EU Member State or H2020 associated country).

> *Example: A university clinical hospital depends on the regional health system and does not have a legal personality of its own. The hospital has a foundation under its control and this foundation recruits researchers working at the university clinic. In this case, the foundation should apply as a beneficiary, describing the set-up and the competence of the university clinical hospital where the research training activities described in the proposal will be implemented.*

[5] 'Entities with a capital or legal link' are entities that have a link with the beneficiary, in particular, a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation. See also MSCA-IF MGA ARTICLE 8 — RESOURCES TO IMPLEMENT THE ACTION — THIRD PARTIES INVOLVED IN THE ACTION of the Annotated Grant Agreement

***Attention**:*

Research performed at entities with a capital or legal link to the beneficiary is not considered as a secondment (for details on secondments see chapter 5).

For the EF Society & Enterprise Panel, the entities with a capital or legal link must also be from the non-academic sector.

International Organisations

An international organisation located in a MS or AC may be entitled to participate as a beneficiary or partner organisation. The expert evaluators will verify that at least one of the following conditions is fulfilled:

1. The participation is deemed essential for carrying out the action by the European Commission or the relevant funding body
2. Such funding is provided for under a bilateral scientific and technological agreement [6] or any other arrangement between the European Union and the international organisation

An "International European Interest Organisation" (IEIO) is an international organisation, the majority of whose members are MS or AC, and whose principal objective is to promote scientific and technological cooperation in Europe.[7]

For the purpose of the IF actions, IEIOs are considered as legal entities established in a MS or AC. This rule also applies to the European Commission Joint Research Centre (JRC) or to an 'entity created under Union law'.[8]

2.3. PARTNER ORGANISATION

Partner organisations contribute to the implementation of the action, but do not sign the Grant Agreement. However, beneficiaries are encouraged to sign a partnership agreement with the partner organisations (for the internal relationship between participating organisations). These partnership agreements must comply with the Grant Agreement.

There are two types of partner organisations:

1. Organisations in MS or AC (for all types of actions) that host the researcher during **optional secondments** and provide additional training. These partner organisations are not requested to provide any supporting documents (e.g. letter of commitment).

[6] The list of bilateral treaties signed by the EU is available in the Treaties Office database.
[7] See Article 2.1(12) of the Horizon 2020 Rules for Participation Regulation.
[8] See Article 9(2) of the Horizon 2020 Rules for Participation Regulation.

2. Only for **Global Fellowships**, organisations located in the TC that host the researcher during the **compulsory** outgoing phase and provide additional training. These partner organisations need to provide a letter of commitment at the proposal stage and **may** exceptionally sign an **additional employment contract**[9] with the researcher to ensure equivalent social security coverage during the stay in the TC. Such an additional contract does not increase the total budget for the action[10].

Example: A French experienced researcher is recruited for a Global Fellowship by a German beneficiary and will be hosted during the outgoing phase by an organisation in the USA. The employment contract with the German beneficiary is concluded for the total duration of the action. In addition, the US host organisation concludes an additional agreement with the researcher for the duration of the outgoing phase to ensure equivalent social security coverage. This may enable the researcher to work under the conditions applicable to local researchers holding a similar position (e.g. regarding medical/social insurance).

2.4. OBLIGATIONS OF BENEFICIARIES[11]

European Commission policy towards researchers includes the improvement of their working conditions and the promotion of mobility in order to open up new perspectives for research careers in Europe. The MSCA aim to act as a catalyst in this respect. Beneficiaries are required to ensure certain working conditions for the researcher, as explained in the Information package for MSCA fellows and the Information note for IF fellows, 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 (Charter and Code).

The principles of the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers (Charter and Code) promoting open recruitment and attractive working and employment conditions are a cornerstone of the MSCA and all beneficiaries must take all measures to implement them in line with the provisions of the Grant Agreement.

[9] It can take the form of an employment contract or other binding document between the partner organisation and the researcher.

[10] The partner organisation would however not be prevented from paying a top-up to the researcher to perform the research activities foreseen in the proposal.

[11] For detailed information, see "Article 32 – Recruitment and working conditions for the recruited researcher" of the grant agreement.

3. TYPES OF INDIVIDUAL FELLOWSHIPS AND ELIGIBILITY CONDITIONS

Proposals for IF involve a *single* beneficiary located in a MS or AC.

Applicants must indicate at submission stage in which of the eight scientific areas their research topic fits best:

- Chemistry (CHE)
- Social Sciences and Humanities (SOC)
- Economic Sciences (ECO)
- Information Science and Engineering (ENG)
- Environment and Geosciences (ENV)
- Life Sciences (LIF)
- Mathematics (MAT)
- Physics (PHY)

Proposals will be evaluated in the selected scientific area, in order to ensure an optimal allocation of experts.

In Standard European Fellowships and Global Fellowships, the selection of the scientific area will also determine the list in which the proposal will be ranked.

A table summarising the results and funding thresholds for the previous call can be consulted here.

The researcher must meet the eligibility criteria *(i.e. diploma, research experience, career research break, residency, mobility, etc.)* on the day of the call deadline.

The host organisation must check compliance with the eligibility criteria before submitting the proposal.

In case of doubts about the researcher's eligibility, the submission of documentary evidence may be requested by the REA after the call deadline.

3.1. EUROPEAN FELLOWSHIPS (EF)

Standard European Fellowships (EF-ST)

The Standard European Fellowships are divided into eight scientific areas and provide financial support to individual researchers undertaking international mobility.

1. The researcher must be an **experienced researcher** (see Definitions). Periods of inactivity in research (e.g. unemployment, periods of employment outside research, parental or long-term sick leave) do not count towards the time of research experience.
   The researcher may be of **any nationality**. No age restrictions apply.

2. The researcher must **move or have moved from any country to the MS or AC** where the beneficiary is located. Specifically:

The researcher cannot have resided or carried out his/her main activity (work, studies, etc.) in the country of the beneficiary for more than 12 months in the three years immediately before the call deadline.

For beneficiaries that are International European Interest Organisations (IEIO) or international organisations located in a MS or an AC, the experienced researcher must not have spent more than 12 months in the three years immediately before the call deadline in the same appointing organisation.

Compulsory national service, short stays and time spent as part of a procedure for obtaining refugee status (under the 1951 Geneva Convention and the 1967 Protocol) are not taken into account.

Short stays are characterised by the type of activity rather than by a specific number of days. A period can only be considered as a short stay if the researcher did not reside or did not have their main activity (work, studies, etc.) in the country during that period (such as holidays or participation to conferences).

After the call deadline, EF-ST proposals not complying with the EF-ST eligibility conditions will be automatically transferred to another Type of Action, providing they comply with the conditions of the other Type of Action. Proposals will not be transferred between scientific panels.

Career Restart Panel (EF-CAR)

The Career Restart Panel (CAR) is a multidisciplinary panel of the EF which provides financial support to individual researchers who wish to resume research in Europe after a career break (e.g. after parental leave, working outside research, etc.).

1. The researcher must be an **experienced researcher** (see Definitions). Periods of inactivity in research (e.g. unemployment, periods of employment outside research, parental or long-term sick leave) do not count towards the time of research experience.

2. The researcher may be of **any nationality**. No age restrictions apply.

3. The researcher must **move or have moved from any country to the MS or AC** where the beneficiary is located. Specifically:

   The researcher cannot have resided or carried out the main activity (work, studies, etc.) in the country of the beneficiary for more than three years in the five years immediately before the call deadline.

   For beneficiaries that are International European Interest Organisations (IEIO) or international organisations located in a MS or an AC, the experienced researcher

must not have spent more than three years in the five years immediately before the call deadline in the same appointing organisation.

Compulsory national service, short stays and time spent as part of a procedure for obtaining refugee status (under the 1951 Geneva Convention and the 1967 Protocol) are not taken into account.

Short stays are characterised by the type of activity rather than by a specific number of days. A period can only be considered as a short stay if the researcher did not reside or did not have their main activity (work, studies, etc.) in the country during that period (such as holidays or participation to conferences).

4. The experienced researcher must have had a **career break in research**, i.e. they **were not active in research** for a continuous period of at least 12 months within the eighteen months immediately prior to the deadline for submission of proposals (i.e. between 12 March 2018 and 11 September 2019).

   'Active in research' means being employed or holding a scholarship in research. Parental leaves and unpaid leaves of absence will not be counted as periods of active engagement in research, even if a formal employment relationship exists during these periods. Publication activities or mere association to a university (i.e. any other link to the university that is not considered as an employment contract or a fellowship agreement) are not taken into account either.

   Example of 'mere association': the researcher is allowed to use the facilities of the university; he/she is sent to a conference by or on behalf of the university; or is enrolled in a bachelor's/master's or other non-research related degree at the university.

The professional status confirming the eligibility of the researcher (e.g. unemployment, periods of employment outside research, parental or sick leave) must be clearly explained in the proposal, both in the Proposal Submission Forms (Part A)[12] and Part B[13].

After the call deadline, EF-CAR proposals not complying with the EF-CAR eligibility conditions will be automatically transferred to another Type of Action, providing they comply with the conditions another Type of Actionof the other Type of Action. CAR proposals with a duration of more than 24 months cannot be transferred. Proposals will not be transferred between scientific panels.

Reintegration Panel (EF-RI)

The Reintegration Panel is a multidisciplinary panel of the EF dedicated to researchers who wish to return and reintegrate in a longer term research position in Europe.

[12] Section 5 - Call specific questions
[13] Section 4 - CV of experienced researcher

1. The researcher must be an **experienced researcher** (see Definitions). Periods of inactivity in research (e.g. unemployment, periods of employment outside research, parental or long-term sick leave) do not count towards the time of research experience.

2. The researcher must be a **national or long-term resident of a MS or AC** (see Definitions and Example). Researchers who are refugees in a MS or AC (under the 1951 Geneva Convention and the 1967 Protocol) may also apply, irrespective of whether they are long-term residents or not, if they fulfil the other eligibility conditions. No age restrictions apply.

> *Example 1 – long-term resident: An Indian national resides in Latvia from January 2014 to May 2015, moves back to India from June to September 2015, and resides in Latvia from October 2015 to September 2019.*
>
> *Example 2 – not a long-term resident: An Indian national resides in Latvia from January 2014 to May 2015, moves back to India from June 2015 to September 2016, and resides in Latvia from October 2016 to September 2019.*

3. The researcher must **move or have moved directly from a TC to the MS or AC where the beneficiary is located**. Specifically:

   The researcher cannot have resided or carried out the main activity (work, studies, etc.) in the country of the beneficiary for more than three years in the five years immediately before the call deadline.

   > *Eligible: the researcher has worked in the United States for the past year. He moved back to Portugal three months ago and submits a proposal with a Portuguese host ('direct mobility').*
   >
   > *Eligible: the researcher has worked in the United States for the past year. For the last month, he visited his parents in Portugal without main activity. He now submits a proposal with a German host ('direct mobility' with short stay).*
   >
   > *Not eligible: the researcher has worked in the United States for the past year. For the last three months, his main activity has been in Portugal, where he has an employment contract. He now submits a proposal with a German host ('indirect mobility').*

   For beneficiaries that are International European Interest Organisations (IEIO) or international organisations located in a MS or an AC, the experienced researcher must not have spent more than three years in the five years immediately before the call deadline in the same appointing organisation.

Example of 'direct mobility': the researcher has worked in South Africa for the past year. She moved to an IEIO located in France six months ago and submits a proposal with a host, which is the same IEIO. She has not worked in that IEIO for more than 36 months in the last 5 years. The proposal is eligible.

Compulsory national service, short stays and time spent as part of a procedure for obtaining refugee status (under the 1951 Geneva Convention and the 1967 Protocol) are not taken into account.

Short stays are characterised by the type of activity rather than by a specific number of days. A period can only be considered as a short stay if the researcher did not reside or did not have their main activity (work, studies, etc.) in the country during that period (such as holidays or participation to conferences).

After the call deadline, EF-RI proposals not complying with the RI eligibility conditions will be automatically transferred to another Type of Action, providing they comply with the conditions of the other Type of Action. Proposals will not be transferred between scientific panels.

Society & Enterprise Panel (EF-SE)

The Society & Enterprise Panel is a multidisciplinary panel of the EF dedicated to career opportunities for researchers seeking to work on research and innovation projects in an **organisation from the non-academic sector**.

1. The researcher must be an **experienced researcher** (see Definitions). Periods of inactivity in research (e.g. unemployment, periods of employment outside research, parental or long-term sick leave) do not count towards the time of research experience.

2. The researcher may be of **any nationality**. No age restrictions apply.

3. The researcher **must move or have moved from any country to the MS or AC** where the beneficiary is located. Specifically:

   The researcher cannot have resided or carried out the main activity (work, studies, etc.) in the country of the beneficiary for more than three years in the five years immediately before the call deadline.

   For beneficiaries that are international organisations located in a MS or an AC, the experienced researcher must not have spent more than three years in the five years immediately before the call deadline in the same appointing organisation.

Compulsory national service, short stays and time spent as part of a procedure for obtaining refugee status (under the 1951 Geneva Convention and the 1967 Protocol) are not taken into account.

Short stays are characterised by the type of activity rather than by a specific number of days. A period can only be considered as a short stay if the researcher did not reside or did not have their main activity (work, studies, etc.) in the country during that period (such as holidays or participation to conferences).

4. **The beneficiary** must be an entity from the **non-academic sector** (see Definitions). Any entities with a capital or legal link must also be from the non-academic sector.

   Organisations with an **academic status** confirmed by a Participant Identification Code (PIC) already **validated** by the EC Validation Services:

   3. proposals will be transferred to an EF panel under which the academic status is permitted.

   Organisations with a **non-validated status** will go through a legal validation, which will only take place if the applicant is invited to start the **Grant Agreement Preparation (GAP)**.

   4. If the non-academic status is confirmed by the EC Validation Services, the GAP will be finalised in the SE panel.
   5. If the non-academic status of an EF-SE proposal is not confirmed by the validation services, the proposal will be transferred to an EF panel under which the academic status is permitted. This might imply that the invitation for the Grant Agreement Preparation is withdrawn, should the proposal consequently not meet the eligibility requirements for this panel or if the scoring cut-off to receive funding is not reached.

Applicants must apply to the SE panel only if they are certain about their non-academic status.

Proposals will not be transferred between scientific panels.

3.2. GLOBAL FELLOWSHIPS (GF)

Global Fellowships are based on an outgoing phase during which the researcher undertakes mobility to a partner organisation in a TC for a period of between 12 and 24 months, followed by a **mandatory** 12-month return period to the beneficiary located in a MS or AC.

1. The researcher must be an **experienced researcher** (see Definitions). Periods of inactivity in research (e.g. unemployment, periods of employment outside

research, parental or long-term sick leave) do not count towards the time of research experience.

2. The researcher must be a **national or long-term resident of a MS or AC** (see Definitions). No age restrictions apply.

> *Example 1 – long-term resident: An Indian national resides in Latvia from January 2014 to May 2015, moves back to India from June to September 2015, and resides in Israel from October 2015 to September 2019.*
>
> *Example 2 – not a long-term resident: An Indian national resides in Latvia from January 2014 to May 2015, moves back to India from June 2015 to September 2016, and resides in Israel from October 2016 to September 2019.*

3. The researcher must **move or have moved from any country** to the partner organisation located in the **TC**. Specifically:

   The researcher cannot have resided or carried out their main activity (work, studies, etc.) in the country of the TC partner organisation where the outgoing phase takes place for more than 12 months in the three years immediately before the call deadline.

   For international organisations located in a TC, the experienced researcher must not have spent more than 12 months in the three years immediately before the call deadline at the same partner organisation.

   Compulsory national service, short stays and time spent as part of a procedure for obtaining refugee status (under the 1951 Geneva Convention and the 1967 Protocol) are not taken into account.

   Short stays are characterised by the type of activity rather than by a specific number of days. A period can only be considered as a short stay if the researcher did not reside or did not have their main activity (work, studies, etc.) in the country during that period (such as holidays or participation to conferences).

4. a. **The beneficiary must be located in an MS or AC**, and,
   b. **The partner organisation for the outgoing phase** must be located in a **TC** and is the entity where the outgoing phase takes place.

The partner organisation has to provide an up-to-date letter of commitment, which should be included in Part B of the proposal to confirm their real and active participation in the proposed action. Their precise role should also be clearly described in the proposal. **If the *letter of commitment* of the partner organisation is not provided, the proposal will be considered incomplete and therefore will be declared inadmissible**.

The mandatory return phase for the experienced researcher in the European host organisation (the beneficiary) is essential for the successful achievement of the objectives of this action.

The obligation of the beneficiary to support the return of the researcher to carry out a mandatory return period of 12 months is stated in Article 32.1(m) of the Grant Agreement. Furthermore, in accordance with Article 32.1(c) of the Grant Agreement, the employment contract, other direct contract or fixed-amount-fellowship agreement must clearly specify the obligation of the researcher to carry out a mandatory return period of 12 months at the premises of the beneficiary.

After the call deadline, GF proposals not complying with the GF eligibility conditions will be automatically transferred to another Type of Action, providing they comply with the conditions of the other Type of Action. Proposals will not be transferred between scientific panels.

At the end of the evaluation process, all IF proposals that scored 85% or more but could not be funded from the call budget will be awarded a Seal of Excellence.

The Seal of Excellence is a quality label awarded to excellent proposals submitted to Horizon 2020 but not retained for funding, to help these proposals find alternative funding. It recognises the value of the proposal and helps other funding bodies take advantage of the Horizon 2020 evaluation process.

More information on the dedicated webpage.

4. WIDENING FELLOWSHIPS (WF)

The Widening Fellowships aim at providing support to researchers, regardless of their nationality, to undertake their fellowship in a Widening Country[14], in order to help spread excellence and close the research and innovation gap within Europe. A budget (EUR 6 million) has been earmarked under the Work Programme *"Spreading Excellence and Widening Participation"* to fund proposals with a host organisation located in a Widening Country, submitted to the MSCA-IF-2019 call but which failed to receive funding under this call. Only European Fellowships can qualify for the Widening call (Global Fellowships are excluded).

Applicants can only be considered for this additional funding opportunity (see Annex 3), by ticking "YES" to the question "*Do you wish to participate to the Widening Fellowships and thus increase your chances of being funded?*" in the application form.

Applicants who do not reply, or tick "NO" to the above question, will not be considered for the WF call (but will be evaluated and ranked under the IF call, if eligible).

[14] Member States: Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania, Slovakia and Slovenia. Associated Countries: Albania, Armenia, Bosnia and Herzegovina, Faroe Islands, North Macedonia, Georgia, Moldova, Montenegro, Serbia, Tunisia, Turkey and Ukraine.

The normal award criteria, scoring and thresholds for MSCA-IF will apply. **EF** proposals from all scientific areas which cannot be funded under EF and can be funded under the WF budget will therefore be ranked in one single list according to the scores and evaluation procedure (including the prioritisation in case of *ex aequo*) of the MSCA-IF call. **The MSCA-IF model Grant Agreement will apply to all Widening Fellowships [15] .** The only implementation difference to MSCA-IF is that researchers supported by the Widening Fellowships will not formally be considered as MSCA fellows.

Host organisations from Widening Countries will be informed simultaneously about the results of the evaluation for both MSCA-IF-2019 and the Widening Fellowships call, i.e. all applicants eligible for transfer to the WF call will receive a standard IF evaluation result letter and an attached WF evaluation result letter. There will be a single centralised evaluation review procedure for both IF and WF.

5. ADDITIONAL INFORMATION ON DURATION OF FELLOWSHIPS, MOBILITY AND SECONDMENTS

5.1. DURATION OF FELLOWSHIPS

MSCA Individual Fellowships		Duration
European	Standard	12 – 24 months
	Society & Enterprise	
	Reintegration	
	Career Restart	12 – 36 months
Global	Global Fellowships	24 – 36 months (outgoing phase between 12 – 24 months followed by a **mandatory** 12-month return phase)

5.2. MOBILITY

The European Commission considers mobility between organisations to be an asset for the personal and career development of researchers. Such mobility strengthens intersectoral collaboration and promotes the acquisition of new skills and knowledge, thereby contributing to increased research creativity, efficacy and performance.

[15] With regard to the obligations on visibility of EU funding, please note that beneficiaries of Widening Fellowships should not make reference to MSCA or MSCA grant agreement No.

The mobility of the researcher to another country is an eligibility criterion for receiving MSCA funding, while mobility between the academic and non-academic sector is also encouraged as this would further advance research and innovation.

The MSCA mobility rules do not necessarily relate to the location(s) stated in the current or previous employment contract(s) of the researcher. It is the actual location(s) of residence that is taken into account, not the country(ies) of legal residence. **The two determining elements are the actual place of residence and the place of main activity.** Supporting documents may be requested to confirm the place of residence and the place of main activity, such as employment contracts, work permits, rental contracts, residence certificates, etc.

5.3. OPTIONAL SECONDMENTS

During the implementation of the action the experienced researcher may be seconded outside their host organisation to an organisation in a **MS or AC**. Secondments of the researcher to partner organisations are encouraged, but they should be relevant, feasible, and beneficial for the researcher and in line with the project objectives. Applicants should therefore consider carefully whether the research would be advanced by a secondment, and whether it should take place in the academic or non-academic sector.

Any secondment must be mentioned in the Section "Call specific questions" of Part A and be clearly specified in Section 5 of Part B of the proposal and justified where relevant in the other sections of Part B. However, no letter of commitment is required. 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.

The maximum duration of secondments is defined according to the total duration of the fellowship:

Duration of the fellowship	**Maximum duration of secondment**
≤ 18 months	3 months
> 18 months	6 months

The secondment phase can be a single period or can be divided into shorter mobility periods. It can take place at one or more organisations, which can be located in the same country as the beneficiary. A secondment is allowed during any phase of the project to any entity located in a **MS/AC**. While secondments can take place within the same sector, inter-sectoral secondments are highly encouraged..

For **Global Fellowships,** such an optional secondment can also take place at the start of the action, at the beneficiary[16] or any partner organisation in a MS or AC for a maximum of 3 months, before going to the GF partner organisation in the Third Country. This initial secondment will be considered as part of the outgoing phase and therefore the time effectively spent in the Third Country would be reduced accordingly.

The cumulative duration of the secondments should not exceed 6 months.

The quality and degree of involvement of partner organisations and the impact of the secondments will be assessed by the expert evaluators according to the evaluation criteria. 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", and therefore the country where a short visit takes place can be chosen freely.

- Secondments are planned in advance, and are an integral part of the research proposal.
- Secondments imply mobility to a partner organisation in a **MS or AC** with specific supervision arrangements. Short visits imply mobility to another location outside the physical premises of the beneficiary. However, the work done is supervised directly by the beneficiary.
- Short visits can only represent a small part of the action.
- When a short visit to a TC takes place, the beneficiary shall ensure compliance with the applicable Horizon 2020 ethical framework and the corresponding provisions of the Grant Agreement.

Any secondments not complying with the above criteria will be disregarded by the evaluators.

6. FINANCIAL ASPECTS

The financial support for Marie Skłodowska-Curie IF takes the form of a grant covering 100% of the action's eligible costs. These are not related to the real costs of the action, but are calculated exclusively based on the fixed units set out in the Work Programme.

Complete details regarding contractual obligations that bind all beneficiaries can be found in the model Grant Agreement and its annotated version, both of which are available on the Funding and Tender Opportunities Portal.

What types of monthly expenses are covered?

The European Union contribution and rates under this action are set out in Part 3 of the Work Programme 2018-2020 and cover:

[16] or its entity with a capital or legal link

- Living, mobility and family allowances for the researcher
- Research, training and networking costs
- Management and indirect costs

	Researcher unit cost in EUR person/month			**Institutional unit cost in EUR** person/month	
	Living Allowance	Mobility Allowance	Family Allowance	Research, training and networking costs	Management and indirect costs
Individual Fellowships	4,880	600	500	800	650

6.1. RESEARCHER ALLOWANCES

Living allowance and employment contract

The living allowance is the EU contribution to the gross salary costs of the researcher and amounts to **EUR 4,880 per month**. It can only be used to this end.

This amount is **adjusted** through the application of a **country correction coefficient** (CCC) for the cost of living according to the country in which the beneficiary is located. For the outgoing phase of the Global Fellowship, the country correction coefficient of the TC partner organisation will be applied. However, the adjusted amount will not change in case of secondments to a partner organisation in another MS or AC. The country correction coefficients that will be applied are indicated in Table 1 in Part 3 of the Work Programme (Marie Skłodowska-Curie actions).

As a general rule, researchers have to work full-time on the project activities. However, during the implementation phase of the action, researchers may opt to work part-time in order to pursue supplementary activities. These might include creating a company, or engaging in advanced studies not related to the MSCA grant. Part-time work on these grounds cannot be requested during the outgoing phase of the Global Fellowships. Any supplementary activities carried out part-time in parallel with the MSCA action must be agreed upon by the researcher and the beneficiary and are subject to the prior approval of the REA.

Important notice on Living Allowance

*The living allowance is a **gross amount**. The net salary results from deducting all compulsory (employer/employee) social security contributions as well as direct taxes (e.g. income tax) from the gross amounts. The host organisation **may pay a top-up** to the recruited researcher in order to complement this contribution.*

The rate indicated above is for researchers devoting themselves to the action on a full-time basis. In case of part-time, costs will be reported as pro-rata of the full-time (30 days/month) unit cost.

The beneficiary implementing the action must recruit the researcher under an employment contract or other direct contract with equivalent benefits, including social security coverage (type A) for the duration of the action.

Fixed amount fellowships (type B) are permitted only in cases when national law prohibits full employment contracts/equivalent direct contracts, and then only with the prior approval of the REA. In this case, the living allowance will be reduced by 50%. The minimum required is that the researcher is covered under a social security scheme providing at least sickness and parental benefits, cover for invalidity and accidents at work and occupational diseases, and covering the researcher in every place of implementation of the IF activities. Other cost categories are not affected by this reduction.

In the case of **secondments** to partner organisations, the social security provision should also cover the researcher during these periods.

Mobility allowance

In addition to the living allowance, a mobility allowance will be paid to recruited researchers amounting to **EUR 600 per month**.

Family allowance

A family allowance will be paid in case the researcher has family obligations. In this context, family is defined as **persons linked to the researcher**:

(i) by marriage

(ii) by a relationship with equivalent status to a marriage recognised by the legislation of the country or region where this relationship was formalised

(iii) as dependent children who are actually being maintained by the researcher

This allowance amounts to **EUR 500 per month**.

The family status of a researcher will be determined at the date of deadline of the call (i.e. 11 September 2019) and will not be revised during the lifetime of the action.

Important notice on Mobility and Family allowances

The mobility and family allowances are fixed amounts, regardless of the country of recruitment, and are subject to the tax laws of the country of recruitment.

6.2. INSTITUTIONAL UNIT COSTS

Research, training and networking costs

This amounts to **EUR 800 per month** and is managed by the beneficiary to contribute to expenses related to:

- costs for training and networking activities that contribute directly to the researcher's career development (e.g. participation in conferences, trips related to the work of the action, training, language courses, seminars, lab material, books, library records, publication costs)
- costs for research expenses
- costs for visa-related fees and travel expenses
- additional costs arising from secondments (e.g. travel costs, accommodation costs for optional secondments)

Research, training and networking unit costs should be used for the research, training and networking activities outlined in Part B of the proposal, but unused amounts may be used for other action-related purposes (e.g. to increase the salary of a researcher or to organise additional training activities).

Management and indirect costs

This amounts to **EUR 650 per month**, which is to be used for the management and indirect costs of the action. The unit cost for management and indirect costs should be used for the management of the action, but unused amounts may also be used for other action-related purposes (e.g. to increase the salary of the researcher)

6.3. BUDGET CALCULATION

The EU contribution will be automatically calculated from the information provided in Part A of the proposal using the rates and coefficients given in Tables 1 and 2 of the Work Programme.[17]

It is crucial that the information given in Part A about the participating organisations and researcher is correct and up-to date and that it is identical to the information given in Part B.

Example - European Fellowship

[17] A tool that gives an indication of the EU contribution based on the relevant data (e.g. country of the host institution, duration, etc.) is available in the section 'Topic Conditions and Documents' of the IF-2019 call in the Funding and Tender Opportunities Portal.

A French researcher without family obligations who obtained his PhD in Chemistry in France on 15 June 2014 applies for an EF-ST jointly with a university in Germany for a 24-month fellowship in the CHE scientific area. Part B provides for a secondment split in 2 periods of each 2 months at an industrial partner in Ireland.

BUDGET CALCULATOR IF-EF-2018-2020					
Input	Do you have family obligations ?	Duration of Fellowship in months	Country in which fellowship will take place, and its country correction coefficient (CCC)		
	No	24	Germany	97.00%	
Reference - Work Programme	Researcher Unit Cost (person/month)			Institutional Unit Cost (person/month)	
	Living allowance	Mobility allowance	Family allowance	Research, training and networking costs	Management and indirect costs
	EUR 4,880.00	EUR 600.00	EUR 500.00	EUR 800.00	EUR 650.00
	Researcher costs			Institutional costs	
	Living allowance	Mobility allowance	Family allowance	Research, training and networking costs	Management and indirect costs
YOUR APPLICATION	EUR 4,880.00 x 24 x CCC Germany = EUR 4,880.00 x 24 x 97.00%	EUR 600.00 x 24	n/a	EUR 800.00 x 24	EUR 650.00 x 24
	EUR 113,606.40	EUR 14,400.00	EUR 0.00	EUR 19,200.00	EUR 15,600.00
	EUR 128,006.40			EUR 34,800.00	
	EUR 162,806.40				

Example - Global Fellowship

A married Chinese researcher obtained her PhD in Physics on 15 May 2008 in Sweden and was employed full-time since 16 May 2008 in Poland. The researcher applies for a GF in the PHY scientific area with a 24-month outgoing phase to a university in the USA and a 12-month mandatory return period in Spain.

BUDGET CALCULATOR IF-GF-2018-2020							
Input	Do you have family obligations ?	Duration of outgoing phase in months	Third Country in which fellowship will take place, and its country correction coefficient (CCC)		Reintegration Country (Return Host) and its country correction coefficient (CCC) - mandatory duration of 12 months		
	Yes	24	United States	99.10%	Spain	95.40%	
Reference - Work Programme	Researcher Unit Cost (person/month)			Institutional Unit Cost (person/month)			
	Living allowance	Mobility allowance	Family allowance	Research, training and networking costs	Management and indirect costs		
	EUR 4,880.00	EUR 600.00	EUR 500.00	EUR 800.00	EUR 650.00		
	Researcher costs			Institutional costs			
	Living allowance	Mobility allowance	Family allowance	Research, training and networking costs	Management and indirect costs	total per phase	
Your application – Calculations	EUR 4,880.00 x 24 x CCC United States = EUR 4,880.00 x 24 x 99.10%	EUR 600.00 x 24	EUR 500.00 x 24	EUR 800.00 x 24	EUR 650.00 x 24		
Outgoing phase	EUR 116,065.92	EUR 14,400.00	EUR 12,000.00	EUR 19,200.00	EUR 15,600.00	EUR 177,265.92	
Calculations	EUR 4,880.00 x 12 x CCC Spain = EUR 4,880.00 x 12 x 95.40%	EUR 600.00 x 12	EUR 500.00 x 12	EUR 800.00 x 12	EUR 650.00 x 12		
Return phase	EUR 55,866.24	EUR 7,200.00	EUR 6,000.00	EUR 9,600.00	EUR 7,800.00	EUR 86,466.24	
Total	EUR 211,532.16			EUR 52,200.00			
	EUR 263,732.16						

7. THE EVALUATION PROCESS

7.1. GENERAL

Proposals are submitted in a single stage and evaluated in one step. The evaluation of proposals is carried out by the REA with the assistance of independent experts.

REA staff ensure that the process is fair and in line with the principles contained in the European Commission's rules on Proposal submission and evaluation and the relevant sections of the MSCA Work Programme.

Experts perform evaluations on a personal basis, not as representatives of their employer, their country or any other entity. They are required to be independent, impartial and objective, and to behave throughout in a professional manner. They sign an expert contract, including a declaration of confidentiality and absence of conflict of interest, before beginning their work. Confidentiality rules must be adhered to at all times before, during and after the evaluation.

In each of the eight scientific areas (panels) a **Chairperson ("Chair")**, assisted by several **Vice-Chairs** (depending on the size of the panel) will assist REA staff with the management of the evaluation. Chairs and Vice-Chairs are distinguished members of the scientific community who do not evaluate proposals. Their tasks include the following: checking and finalising the assignment of three experts to each proposal, providing guidance to evaluators, checking the quality and consistency of the experts' reports, and attending the panel review meetings to endorse the final ranked lists of proposals for funding.

In addition, an **independent observer** will be appointed by the REA to observe and report on the evaluation process. The observer gives feedback and advice to the REA and the European Commission on the conduct and fairness of the evaluation sessions, on the way in which the experts apply the evaluation criteria, and on ways in which the procedures could be improved. The observer does not take part in the evaluation and will not express views on the proposals under examination or on the experts' opinions on the proposals.

Under the terms of their contract, all experts must declare beforehand any known **conflicts of interest**, and must immediately inform the responsible REA staff member if they detect a conflict of interest during the course of the evaluation.

The expert contract also requires experts to maintain **strict confidentiality** with respect to the whole evaluation process. They must follow any instruction given by the REA to ensure this. Under no circumstance may an expert attempt to contact an applicant on his/her own account, either during the evaluation or afterwards.

7.2. ELIGIBILITY AND ADMISSIBILITY CHECK

On 11 September 2019 17:00:00 Brussels time, all proposals submitted through the electronic submission system of the Funding and Tender Opportunities Portal will be registered in a database. Any documents received via any other means will not be taken into account.

Admissibility[18] and eligibility criteria for each proposal are checked by REA staff. Proposals which do not fulfil these criteria will be removed from the evaluation process.. Applicants will be informed within five months after the call deadline about the outcome of the evaluation or the result of the admissibility and eligibility check. A proposal may be declared ineligible or inadmissible at any stage.

To be considered admissible, a proposal must be:

(a) submitted in the electronic submission system before the call deadline;

(b) readable, accessible and printable;

(c) complete and include the requested administrative data, the proposal description, and any obligatory supporting documents specified in the call (e.g. a letter of commitment from the partner organisation in third countries for Global Fellowships).

(d) include a draft plan for the exploitation and dissemination of the results (as detailed below, 9. PART B OF THE PROPOSAL, Part B-1 Section 2).

Applicants should follow the template and instructions for drafting the Part B included in this guide.

A proposal will only be considered eligible if its content corresponds to the topics and funding schemes, including the specific eligibility conditions set out in the relevant parts of the Work Programme and if it fulfils all the eligibility criteria (see also section 3 of this guide).

7.3. EVALUATION OF PROPOSALS

General

The evaluation process has 3 phases:

Phase 1 — Individual evaluation

Phase 2 — Consensus group

Phase 3 — Panel review

In the individual evaluation, each expert must submit an individual evaluation report (IER) for each proposal, assessing each award criterion. These individual reports form the

[18] Horizon 2020 Work Programme: General Annexes

basis for the next phase. Each proposal will be assessed independently **by at least three experts**.

After carrying out their individual evaluation, experts will join in a **consensus discussion**, to agree on a common position, including comments and scores for each award criterion in a consensus report (CR).

For each proposal, one of the experts will be designated as the "rapporteur" and will assume additional responsibilities in the evaluation phase (drafting of the Consensus report, moderation of the remote consensus, implementation of comments from the Vice-Chairs).

In the panel review phase, the panel compares the different consensus reports in order to ensure consistency and equal treatment of the proposals. The results of the review are formulated in a panel report (including notably the panel ranked list).

Operational capacity

The **operational capacity** of the beneficiary relates to whether an applicant organisation has, or will have in due time, the operational resources and capacity to implement the action. This is the purpose of the table in Section 5 of Part B (see chapter 9). A proposal may be rejected on the grounds that it lacks operational capacity.

Award criteria

The proposals will be evaluated against the MSCA-IF award criteria applying weighting factors, both set out in the Work Programme. Proposals are evaluated remotely.

Evaluation scores will be awarded for each of the three criteria (see table below). All of the separate elements of each criterion will be considered by the experts in their assessment.

IF - Marie Skłodowska-Curie Individual Fellowships		
Excellence	**Impact**	**Quality and efficiency of the implementation**
Quality and credibility of the research/innovation project; level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects	Enhancing the future career prospects of the researcher after the fellowship	Coherence and effectiveness of the work plan, including the appropriateness of the allocation of tasks and resources
Quality and appropriateness of the training and of the two way transfer of knowledge between the researcher and the host	Quality of the proposed measures to exploit and disseminate the project results	Appropriateness of the management structure and procedures, including risk management

Quality of the supervision and of the integration in the team/institution	Quality of the proposed measures to communicate the project activities to different target audiences	Appropriateness of the institutional environment (infrastructure)
Potential of the researcher to reach or re-enforce professional maturity/independence during the fellowship		
50%	**30%**	**20%**
Weighting		
1	**2**	**3**
Priority in case of proposals with the same score (*ex aequo*)		
NB: An overall threshold of 70% will be applied to the total weighted score.		

An example of the evaluation forms that will be used by the experts in this call will be made available in the Funding and Tender Opportunities Portal.

Scoring

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

The scores indicate the following with respect to the criterion under examination:

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.

A weighted total score will be calculated based on the scores of the three individual criteria and converted into a percentage of the maximum score.

Overview of the evaluation process

In order to conduct the evaluation of all eligible proposals submitted to a MSCA-IF call, the following actors support the REA (under a contract covering confidentiality and remuneration).

Actor	Role
Vice-Chairs	Support REA staff in remote monitoring of the evaluation process and perform a quality-control in Brussels.
Evaluators	Remote evaluation of the proposals
Ethics experts	Ethics review of the proposals likely to be funded
Independent Observer	Observation of the full process and feedback

The evaluation process follows the following steps in chronological order:

Evaluation step	Output	Actor
Analysis of complaints on failed submission	Complaints on failed submissions are checked. Proposals will be evaluated if the complaint is upheld.	REA / EC services
Eligibility - Admissibility checks	Eligibility and admissibility checks are perfomed throughout the whole evaluation process. Proposals failing these checks are removed from the evaluation process.	REA
Assignment of evaluators to admissible proposals	A first draft assignment is done automatically by matching the keywords of the proposals with the expertise of the evaluators. In Brussels, Vice-Chairs carefully check each assignment against the proposal and evaluators' expertise in order to obtain the best match.	Vice-Chairs
Individual Evaluation	Each proposal is remotely evaluated by three evaluators in an individual and independent manner.	Evaluators Vice-chairs (support)
Consensus discussion	The consensus phase will start as soon as all three Individual Evaluation Reports for a given proposal are submitted in SEP, the goal being to reach a final set of comments that all three experts can agree on. Each proposal is remotely discussed by the three evaluators and the Evaluation Summary Report is agreed on unanimously (comments + scores). The discussion is mostly done through the IT platform SEP, but can also take place via tele/video-conference.	Evaluators Vice-chairs (quality check)
Ranking List	The consensus score determines the ranking list. The Vice Chairs rank proposals having obtained the same score in each criterion and discuss proposals for which full consensus could not be reached.	REA + Vice-Chairs
Ethics screening	Proposals likely to be funded are subject to an ethics screening and an "Ethics Summary Report" informs the applicants about the potential ethics requirements to be fulfilled.	Ethics experts

Feedback to applicants	All applicants receive the Evaluation Summary Report (ESR) of their proposal.	REA
Request for Review	1. Applicants may request an admissibility/eligibility review. ***Any information or document not present in the submitted proposal will not be taken into account.*** Admissibility/eligibility review requests are handled by an eligibility/admissibility Committee. This is an internal review committee to ensure a coherent interpretation and equal treatment of applicants regarding questions concerning admissibility, failed submissions and eligibility. The request for admissibility/eligibility review must be filed by the applicant within 30 days after receiving the rejection letter. Complaints can also be filed by the fellow. If the eligibility/admissibility of the proposal is confirmed by the Committee, the proposal will be sent to evaluation. Consequently, applicants will receive an Evaluation Summary Report (ESR) of their proposal. Unsuccessful complaints will be rejected.	Admissibility and eligibility review committee
	Applicants may contest the procedural aspects of the evaluation (not the scientific or technical judgement of the evaluators) and file an evaluation review request. ***Any information or document not present in the submitted proposal will not be taken into account.*** Complaints will be assessed by an independent Review Committee (external to the evaluation team). The request must be filed by the applicant within 30 days after receiving the evaluation result letter (ERL). Complaints can also be filed by the fellow. If a procedural shortcoming or factual error is confirmed, and if this has a potential impact on the funding decision, the proposal will be re-evaluated by three new experts. The new decision will be final, even if the new score is lower than the initial one.	REA Review Committee
Awarding the Seal of Excellence	Proposals with a final score higher or equal to 85 but not retained for funding will receive a Seal of Excellence. The Seal of Excellence is a quality label awarded to project proposals submitted to Horizon 2020, the EU's research and innovation funding programme, to help these proposals find alternative funding (see dedicated webpage).	REA/EC services

Scientific Misconduct and Research Integrity

Issues of scientific misconduct and research integrity are taken very seriously.[19] In line with the Horizon 2020 Rules for Participation, appropriate action such as termination of the Grant Agreement Preparation phase or, if the Grant Agreement has been signed, the implementation of liquidated damages and financial penalties, suspension of payments, recoveries and termination of the Grant Agreement, will be taken against any applicants/beneficiaries found to have misrepresented, fabricated or plagiarised any part of their proposal. The applicants will also be required to make a "Declaration on Honour" in Part A of the proposal.

8. PROPOSAL SUBMISSION FORMS (PART A OF THE PROPOSAL)

The electronic submission system of the European Commission is a web-based application. Therefore you will need a working Internet connection to use it. Although the system has been tested with a set of typical reference configurations, it is not guaranteed that the system will be fully functional on your computer. The system provides a diagnostic window that will warn you about some possible incompatibilities.

To use the electronic submission system, ensure that your computer configuration complies with the mandatory system requirements, the operating systems and browsers actively supported by the system, as well as the Adobe Reader version required for each configuration.

Proposals must be created and submitted electronically through the submission wizard, in which a main contact and contact person(s) should be identified. Once the applicant saves the changes, an automatic invitation is sent to the given contacts' e-mail addresses. The invited persons can access the proposal after logging into the Funding and Tender Opportunities Portal - with the EU Login account linked to the given e-mail address - under the *My Proposals* menu.

By clicking on the **'Edit Form' button** at Step 5 of the wizard, the applicant must fill in the administrative forms (Part A) for the proposal which will be used in the evaluation and further processing of the proposal. Part A is an integral part of the proposal and has a number of mandatory fields (such as the name of the supervisor(s), researcher, etc.) which, if not completed, will prevent the submission of the proposal. Details of the work intended to be carried out will be described in Part B (see next section).

Any data provided in the Proposal Submission Forms (Part A) should correspond to the Part B (CV section). This information will be used to verify eligibility.

Annex 3 provides detailed guidance on how to complete the Part A of the proposal.

[19] See The European Code of Conduct for Research Integrity.

Specific attention should be given to the **choice of** the **scientific area** and **descriptors** (keywords) since this will guide the REA in the selection of the most appropriate experts for the proposal evaluation. A full list of descriptors can be found in Annex 4. An automatic pre-allocation of proposals to experts is done by the REA, matching the keywords selected by experts and those selected by applicants. Vice-Chairs carefully revise the pre-allocation of proposals to experts. **Please select in order of importance the descriptors (minimum 3, maximum 5), the first being the most important and most relevant for the proposal.**

The final section 5– CALL SPECIFIC QUESTIONS requests several declarations related to the eligibility. Please be attentive in answering these additional questions, especially for specific cases (e.g. long-term residency).

Similar proposals

1) Resubmission of proposals

Applicants must disclose in the proposal submission form whether the proposal was **already submitted** (**without receiving funding**). Proposals are considered as resubmissions if the **supervisor, researcher, host organisation** (and for Global Fellowships also the partner organisation) **are the same** as in the previously submitted proposal, and if the proposal was submitted **to the calls MSCA-IF-2017 or MSCA-IF-2018**. After agreement on comments and scores has been reached, and in case the total score is lower compared to the previous evaluation, a copy of the latest Evaluation Summary Report[20] will be made available for consultation to verify that the scores are in line with the comments.

However, please note that the evaluation of the current proposal will take place independently of the previous submission(s). Therefore no reference to the outcome of the previous evaluation(s) should be included in the text of the current proposal. The experts will be strictly instructed to disregard any such references. The previous ESR will not influence the evaluation of the proposal.

2) Similar MSCA-IF-2019 proposals or similar H2020 IF projects already receiving funding

In cases where the proposal does not qualify as a resubmission (see above), but where **a similar project in terms of research objectives has received funding under any previous Horizon 2020 MSCA-IF call** (including those submitted with a different researcher), the applicant must indicate the project number in the submission form. In such cases, evaluators will be instructed to consider this when assessing the originality and novelty of the proposal.

Submission of similar proposals in terms of research objectives within the same call (including those submitted with a different researcher) must also be declared.

[20] See section 4.2 of the Grants Manual - Section on: Proposal submission and evaluation.

9. PART B OF THE PROPOSAL

a. GENERAL INFORMATION AND INSTRUCTIONS

*The **Part B is the core part** of the proposal; it contains the details of the proposed research and training activities along with the practical arrangements planned to implement them. The document will be used by the independent experts **to undertake their assessment**. Therefore, please address each of the award criteria as outlined in the following sections. The explanatory notes below serve to explain the award criteria without being exhaustive.*

Applicants shall use the template of Part B, available (as a Word version) in the Funding & Tender Opportunities Portal, in order to ensure that:

- the experts assess the proposal within a familiar structure
- all core information of Part B is present
- the 10-page limit is respected. After the call deadline, **excess pages above this limit will automatically be made invisible**, and will not be taken into consideration by the experts. Please note that any instructions in the provided templates will also count towards the 10-page limit and should therefore be removed. Please do **not** include any cover page or summary table, as these would count towards the page limit and would make some part of the core proposal invisible.

Proposals must respect the following minimum standards:

- a minimum font size of 11 points, except for the Gantt chart and tables where the minimum font size is 8 points
- single line spacing
- A4 page size
- margins (top, bottom, left, right) of at least 15 mm (not including any footers or headers)
- a clearly readable font (e.g. Arial or Times New Roman)

Tables are for illustrating the core text of the proposal. They cannot be used to contain the core text itself.

The page formatting will be systematically checked by the REA. Should a proposal not comply, applicants will be asked to reformat their proposal. **This can lead to excess pages which will subsequently be disregarded.**

Footnotes are to be used exclusively for **literature references**. Their minimum font size is 8. They will count towards the page limit. Any other information included in a footnote will be disregarded.

Part B of the proposal should not contain any hyperlinks in the core text. Any additional information provided through hyperlinks in the core text will be disregarded.

Please make sure that the Part B of your proposal carries on **each page**, as a **header**, the **proposal acronym** and the **fellowship type** to which you are applying (i.e. Standard EF, CAR, RI, SE, or GF). All pages should be numbered in a single series on the footer of the page to prevent errors during handling. It is recommended to use the numbering format "Part B - Page X of Y".

Applicants must submit **two separate PDF documents** in the Funding & Tender Opportunities Portal as Part B of their proposal:

Part B-1:

The **maximum** total length for this document is **10 pages.** It should be composed as follows (detailed description below):

- Section 1: Excellence
- Section 2: Impact
- Section 3: Implementation

Of the **maximum 10 pages** applied to sections 1, 2 and 3, applicants are free to decide on the allocation of pages between the sections. However, the overall page limit will be strictly applied: after the call deadline, **excess pages will automatically be made invisible, and will not be taken into consideration by the experts**.
It is the responsibility of the applicant to verify that the submitted PDF documents are readable and are within the page limit. PDF documents can contain colours.

Part B-2:

Part B-2 must contain sections 4-7 as described below. **No overall page limit** will be applied to this document, but applicants should respect the instructions given per section (e.g. in section 5, a maximum of one page should be used per beneficiary and one page per partner organisation).
- Section 4: CV of the experienced researcher (maximum length: 5 pages)
- Section 5: Capacities of the participating organisations (1 page for the overview and 1 page for each participating organisation)
- Section 6: Ethical aspects
- Section 7: Letter of commitment of the partner organisation (for GF only)

Applicants will not be able to submit their proposal in the submission system unless **both** Parts 1 and 2 are provided **in PDF format** (Adobe version 3 or higher, with embedded fonts).

b. TEMPLATE OF PART B OF THE PROPOSAL

DO NOT include any cover page and table of contents as they are no longer part of the template.

Any cover page or additional page(s) at the start of part B1 will result in excess pages at the end of part B1, which will be automatically blanked out.

Part B-1 Sections 1,2,3 – Core of the proposal – MAX 10 pages

1. Excellence[21]

1.1 Quality and credibility of the research/innovation project; level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects

Provide an introduction, discuss the state-of-the-art, specific objectives and give an overview of the action.

Discuss the research methodology and approach, highlighting the type of research / innovation activities proposed.

Explain the originality and innovative aspects of the planned research as well as the contribution that the action is expected to make to advancements within the research field. Describe any novel concepts, approaches or methods that will be implemented.

Discuss the interdisciplinary aspects of the action (if relevant).

Discuss the gender dimension in the research content (if relevant). In research activities where human beings are involved as subjects or end-users, or in research activities using e.g. animal models, 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.

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

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

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

[21] Literature should be listed in footnotes, minimum font size 8. All literature references will count towards the page limit.

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

Describe the training that will be offered. 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 transferable skills (entrepreneurship, proposal preparation, 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)
- Participation 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

A **Career Development Plan** should not be included in the proposal, but will be part of the action's implementation in line with the European Charter for Researchers. The Plan should be established jointly by the supervisor(s) and the researcher. In addition to research or innovation objectives, this plan comprises the researcher's training and career needs, including training on transferable skills, teaching, planning for publications and participation in conferences.

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

Describe the qualifications and experience of the supervisor(s). Provide information regarding the supervisors' 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.

Describe the hosting arrangements.[22] The application must show that the experienced researcher will be well-integrated within the team/institution so that all parties gain 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

[22] The hosting arrangements refer to the integration of the researcher in their new environment within 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.

taken to integrate the researcher in the different areas of expertise, disciplines, and international networking opportunities that the host could offer.

For **Global Fellowships** 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 Potential of the researcher to reach or re-enforce professional maturity/independence during the fellowship

Researchers should **demonstrate** how their existing professional experience, talents and the proposed research will contribute to their development as independent/mature researchers **during the fellowship**. Explain the new competences and skills that will be acquired and how they relate to the researcher's existing professional experience.

2. Impact

2.1 Enhancing the future career prospects of the researcher after the fellowship

Explain the expected impact of the planned research and training (i.e. the added value of the fellowship) on the future career prospects of the experienced researcher **after the fellowship**. Focus on how the new competences and skills (as explained in 1.4) can make the researcher more successful in their long-term career. Explicitly outline the career goals of the experienced researcher.

2.2 Quality of the proposed measures to exploit and disseminate the project results

Describe how the new knowledge generated by the action will be disseminated and exploited, and what the potential impact is expected to be. Discuss the strategy for targeting peers (scientific, industry and other actors, professional organisations, policy makers, etc.) and to the wider community. Also describe potential commercialisation, if applicable, and how intellectual property rights will be dealt with, where relevant.

For more details refer to the "Dissemination & exploitation" section of the H2020 Online Manual.

Concrete planning for exploitation and dissemination activities must be included in the Gantt chart.

2.3. Quality of the proposed measures to communicate the project activities to different target audiences

Demonstrate how the planned public engagement activities contribute to creating awareness of the performed research. Demonstrate how both the research and results

will be made known to the public in such a way that they can be understood by non-specialists.

The type of outreach activities could range from an Internet presence, 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.

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.

Concrete planning for communication activities must be included in the Gantt chart.

3. Quality and Efficiency of the Implementation

3.1 Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources

Describe how the work planning (including deliverables and milestones) and the resources mobilised will ensure that the research and training objectives will be reached. Explain why the number of person-months planned and requested for the researcher (and corresponding to the project duration) is appropriate in relation to the proposed activities.

Additionally, a Gantt chart must be included in the text listing the following:

- Work Packages titles (there should be at least 1 WP);
- Indication of major deliverables, if applicable;
- Indication of major milestones, if applicable;
- Secondments, if applicable.

The schedule should be in terms of number of months elapsed from the start of the action. The Gantt chart counts towards the page count.

This is an example Gantt chart only.

Notes:

- The titles of the WPs indicated here do not have to be strictly followed or included in the Gantt chart for your specific proposal. Adapt as needed.

- The number of WPs provided here is an example only. Add or remove WPs as needed.

- Remove any columns for a duration longer than that of your proposal.

- Add as much detail as needed for your proposal.

		Year 1												Year 2												Year 3											
Work Package	Title	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
WP1	Management						D1.1																		M1.1												M2, D1.2
WP2	Data collection							M2.1									D2.1																				
WP3	Field work							M3.1														M3.2	D3.1														
WP4	Research part x																		M4.1, D4.1														M4.2, D4.2				
WP5	Research part y																								M5.1, D5.1												
WP6	Dissemination and communication					D6.1						D6.2			D6.3						D6.4																
WP7	Secondments																														M7.1						
...	...																																				

Legend		
	Milestone	M
	Deliverable	D

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, software, etc. Deliverable numbers should be ordered according to delivery dates. Use the numbering convention <WP number>.<number of deliverable within that WP>. For example, deliverable 4.2 would be the second deliverable from work package 4.

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.

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

Describe the organisation and management structure, as well as the progress monitoring mechanisms put in place, to ensure that objectives are reached. Discuss the research and/or administrative risks that might endanger reaching the action objectives and the contingency plans to be put in place should risks occur.

If applicable, discuss any involvement of an entity with a capital or legal link to the beneficiary (in particular, the name of the entity, type of link with the beneficiary and tasks to be carried out).

If needed, please indicate here information on the support services provided by the host institution (European offices, HR services…).

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 the partner organisations in Third Countries for the outgoing phase should also be provided.

Give a description of the main tasks and commitments of the beneficiary and all partner organisations (if applicable).

Describe the infrastructure, logistics, and facilities offered insofar as they are necessary for the good implementation of the action.

Part B-2 Section 4 - CV of the experienced researcher

The CV is intrinsic to the evaluation of the whole proposal and is assessed throughout the three evaluation criteria by the expert evaluators. Ensure that the information provided in Parts A and B is fully consistent. Always mention full dates (dd/mm/yyyy) in your CV.

The CV should be limited to a maximum of 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. At a minimum, the CV should contain:

a) the **name** of the researcher

b) **professional experience** (in **reverse** chronological order, using **exact** dates)

c) **education** (in reverse chronological order, using **exact** dates)

The CV should also include information on:

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 internationally established conferences and/or international advanced schools.
5. **Research expeditions** led by the experienced researcher.
6. **Organisation of international conferences** in your field(s) of research, including 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** and **mentoring** activities.

In addition, researchers without a doctorate at the call deadline should clearly detail 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 the template below.[23]

Academic qualifications counting towards the Total Full time postgraduate research experience			
University degree giving access to PhD[24]:	Institution name and country	Date of award (a)	
		DD/MM/YYYY	
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
		DD/MM/YYYY	DD/MM/YYYY
	Full time research experience	Proportion of research activities as a percentage of the duration of the Master	Duration of research activities expressed in months
		xx %	(b)[25] = xx% * duration of Master
Doctorate:	Institution name and country	From	To (Date of expected Award)
		DD/MM/YYYY	DD/MM/YYYY
	Full time research experience[26]		Duration of research activities expressed in months
			(c)
Other research activities counting towards the total full-time postgraduate research experience			
Position:	Institution name and country	From	To
		DD/MM/YYYY	DD/MM/YYYY
	Full time research experience		Duration of research activities expressed in months
			(d)
Total full-time postgraduate research experience: number of months			**= (b)+(c)+(d)**

[23] More entries can be added if needed. This table is beyond the 5-page limit.
[24] See Definition of Full-Time Equivalent Research Experience in this Guide for Applicants
[25] Please count only time spent in months on research activities.
[26] Please count only time spent until the IF 2019 call deadline (11/09/2019) or the end of the PhD, whichever comes first.

Part B-2 Section 5 - Capacity of the Participating Organisations

List of participating organisations (one page)

Please provide a list of all participating organisations (the beneficiary and, where applicable, the entity with a capital or legal link to the beneficiary and the partner organisation[27]) indicating the legal entity name, 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 planned (academic/non-academic) must be stated.

Any inter-relationship between the participating organisation(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**.

Applicants should provide detailed information regarding the administrative/legal relations between the department carrying out the work as described in the below table and the entity mentioned in Part A of the proposal (i.e. linked to the given Participant Identification Code - PIC).

Participating organisations	**Legal Entity Short Name**	**Country**	**Supervisor**	**Role of partner organisation[28]**
Beneficiary				
- NAME				
Entity with a capital or legal link				
- NAME				
Partner Organisation				
- NAME				

[27] All partner organisations should be listed here, including secondments
[28] For example hosting secondments, for GF hosting the outgoing phase, etc.

1 page for each role – choose one of: — *beneficiary (compulsory)* — *entity with a capital or legal link to the beneficiary (optional)* — *partner organisation for GF (compulsory for GF only)* — *partner organisation for secondment (optional)*	
[Full name + Legal Entity Short Name + Country]	
General description	
Academic organisation	(Yes / No) delete as appropriate
Role and profile of key persons (supervisor)	*(names, title, qualifications of the main supervisor)*
Dept./Division / Laboratory	In case of EF-SE the Dept./Division / Laboratory must be from the non-academic sector as well
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 in the following table.*
Independent research premises?	*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 in the following table.*
Previous and current involvement in research and training programmes	*Indicate up to 5* ***relevant*** *EU, national or international research and training actions/projects in which the beneficiary has previously participated and/or is currently participating*
Relevant publications and/or research/innovation products	*(Max 5) Only list items (co-)produced by the supervisor*

Part B-2 Section 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 for Marie Skłodowska-Curie actions in Horizon 2020 should demonstrate proactively in their proposal that they are aware of, and will comply with, ethical principles and applicable International, European and national law Key sources of EU and international law are the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights and its Supplementary Protocols. Another important source is the UN Convention on the Rights of Persons with Disabilities (UN CRPD).

Main ethical principles:

- Respecting human dignity and integrity
- Ensuring honesty and transparency towards research subjects and notably getting free and informed consent (as well as assent whenever relevant)
- Protecting vulnerable persons
- Ensuring privacy and confidentiality
- Promoting justice and inclusiveness
- Minimising harm and maximising benefit
- Sharing the benefits with disadvantaged populations, especially if the research is being carried out in developing countries
- Maximising animal welfare, in particular by ensuring replacement, reduction and refinement ('3Rs') in animal research
- Respecting and protecting the environment and future generations

Please be aware that it is the applicants' responsibility to identify any potential ethical issues, to handle the ethical aspects of the proposal and to detail how these aspects will be addressed. The appropriateness of the measures proposed will be assessed by ethics experts during the ethics review, which is a part of the overall evaluation procedure.

Compliance with the ethical principles and legislation is ensured by the H2020 ethics appraisal scheme (i.e. the H2020 policy on ethics issues in research), which includes all of the following:

- ethics self-assessment (done by the applicants, in their proposal)
- two-stage ethics review, with an ethics screening and, if necessary, an ethics assessment (during the evaluation procedure)
- if necessary, ethics checks, reviews and audits (during the implementation of the action and up to two years afterwards).

The Ethics Review Procedure in Horizon 2020

All proposals likely to be funded will be subject to 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 also have to 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 give rise to binding obligations. The ethics review outcome will distinguish between ethics requirements to be addressed before Grant Agreement signature and those that can be cleared at a later stage (e.g. ethics approvals to be submitted before the start of the concerned research activity). In the latter case, a separate work package 'Ethics Requirements' listing the deliverables will be created automatically.

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 complies with ethical principles and the applicable international, EU and national law in the country/countries where the activity raising ethical issues is to be carried out.

For more information on how to deal with non-EU countries[29] please see Article 34 of the Annotated Model Grant Agreement, as well as the rules for the protection of personal data inside and outside the EU. Please note that activities carried out in a non-EU country must comply with the laws of that country AND be allowed in at least one EU Member State. Applicants **must confirm** in this section that this condition is met.

2) Ensure timely compliance of the proposed research with ethical principles and the applicable international, EU and national law.

At the end of Part B2 you can add relevant documents as annexes. If they are not in English, they must be submitted together with an English summary. Please list the documents provided with their expiry date.

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 by which you will obtain the relevant approvals/authorisations and any other ethics documents. Please state explicitly that you will not proceed with any research with ethical implications before obtaining the necessary authorisations/opinions.

[29] In the context of ethics review, non-EU countries are all Non-member States, i.e. also Associated Countries.

Should your proposal be selected for funding, you will be required - if applicable - to confirm that, before the beginning of an activity raising an ethical issue, you have obtained:

(a) any ethics committee opinion required under national law, and

(b) any notification or authorisation for activities raising ethical issues required under national and/or European law.

The documents must be kept on file and submitted upon request to the REA. If they are not in English, they must be submitted together with an English summary, which shows that the activities 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 project/action's title.

3) 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.);
- processing of sensitive **personal data;**
- safeguard of the **rights** and **freedoms** of the data subjects/research participants;
- 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 (e.g. environmental risks of nanomaterials), and measures that will be taken to mitigate the risks.

In order to facilitate the ethics review of the proposal, you may wish to include in this section one of the following statements (if relevant/applicable). The table below is not about declaring whether the applicants identified ethics issues or not (as done in part A). **Please fill in the table below only if you flagged the corresponding ethics issue in Part A of the proposal**. **Do not answer yes if opinions/approvals/licenses/authorisations/etc. still have to be obtained**. If applicable, please provide the licence/authorisation/etc. number and issue date.

Humans	
I confirm that templates of the informed consent forms and information sheets (in language and terms intelligible to the participants) will be kept on file.	**Yes** ¤ **No** ¤
I confirm that opinions/approvals by ethics committees and/or competent authorities for the research with humans have been obtained, and are kept on file	**Yes** ¤ **No** ¤
Human Cells	
I confirm that confirm that authorisation has been obtained from the primary owner of cells/tissues (including references to ethics approval) and is kept on file.	**Yes** ¤ **No** ¤
Data protection	
I confirm that a Data Protection Officer (DPO) has been appointed and the contact details of the DPO are made available to all data subjects involved in the research.	**Yes** ¤ **No** ¤
I confirm that data intended to be processed is relevant and limited to the purposes of the research project (in accordance with the 'data minimisation' principle).	**Yes** ¤ **No** ¤
In case of further processing of previously collected personal data, I confirm to have lawful basis for the data processing and that the appropriate technical and organisational measures are in place to safeguard the rights of the data subjects.	**Yes** ¤ **No** ¤
I confirm that the data used are publicly available and can be freely used for the purpose of the project.	**Yes** ¤ **No** ¤
I confirm that the transfer(s) of personal data from the EU to a non-EU country or international organisation, is(are) in accordance with Chapter V of the General Data Protection Regulation 2016/679.	**Yes** ¤ **No** ¤
I confirm that the transfer(s) of personal data from a non-EU country to the EU (or another third state) comply(ies) with the laws of the country in which the data was collected.	**Yes** ¤ **No** ¤
I confirm that confirm that templates of the informed consent forms and information sheets (in language and terms intelligible to the participants) are kept on file.	**Yes** ¤ **No** ¤
Animal	
I confirm that training certificates/personal licenses of the staff involved in animal experiments have been obtained and will be kept on file.	**Yes** ¤ **No** ¤

I confirm that relevant authorisations for animal experiments (covering also the work with genetically modified animals, if applicable) have been obtained, and will be kept on file.	**Yes** ¤ **No** ¤
Third country	
I 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.	**Yes** ¤ **No** ¤
I confirm that fair benefit-sharing arrangements with stakeholders from low and/or lower-middle income countries are ensured during the project.	**Yes** ¤ **No** ¤
Environmental protection and safety	
I confirm that appropriate health and safety procedures conforming to relevant local/national guidelines/legislation are followed for staff involved in this project.	**Yes** ¤ **No** ¤
I confirm that authorisations for relevant facilities (e.g. security classification of laboratory, GMO authorisation) have been obtained and will be kept on file.	**Yes** ¤ **No** ¤

Part B-2 Section 7 - Letter of commitment (GF only)

For Global Fellowship proposals, a *letter of commitment* **of the partner organisation** (hosting the outgoing phase in a Third Country) must be included in Part B-2 to ensure their real and active participation. Do not attach this letter as a separate PDF file or as an embedded file since this makes them invisible in the proposal. GF proposals which fail to include a *letter of commitment* of the partner organisation will be declared **inadmissible**. Please make sure that the letter is clearly visible in the submitted part B – every year a number of proposals are declared inadmissible because it is not the case.

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 this letter is provided, only general indications.

10. MSCA SPECIAL NEEDS ALLOWANCE

The MSCA pay particular attention to physical accessibility and inclusion, and provide financial support for the additional costs entailed by recruited researchers with disabilities

whose long-term physical, mental, intellectual or sensory impairments[30] are such that their participation in MSCA would not be possible without extra financial support. Therefore, beneficiaries are now able to apply to the Research Executive Agency for a dedicated special needs grant in IF. This grant, which takes the form of a Coordination and Support Action (CSA), will cover the additional costs that researchers with disabilities face due to the increased costs of their mobility. It can be used, for example, to ensure necessary assistance by third persons or for adapting their work environment.[31] It cannot cover costs which are already covered by another source, such as social security or health insurance.

A request for such an allowance can be made by the IF beneficiary[32]. The request must be individual-based, include an estimated budget and explain the specific participation need(s) of the researcher concerned. With the help of independent experts, the Agency will evaluate the request and decide on the basis of the need(s) of the researcher and the budget availability.

The special needs allowance will take the form of a lump sum awarded in the form of a low value grant to an identified beneficiary[33] and will cover up to 100% of the eligible costs. It will be limited to a maximum of EUR 60,000 per researcher.

Only researchers with disabilities who are eligible researchers under a Horizon 2020 MSCA grant are eligible for the special needs grant.

[30] See Article 1 of the UN Convention on the Rights of Persons with Disabilities
[31] See Article 5 of the Council Directive 2000/78/EC of 27 November 2000 establishing a general framework for equal treatment in employment and occupation
[32] Including future IF beneficiaries that are in the grant agreement preparation phase at the time of the special need allowance deadline.
[33] This grant will be awarded without call for proposals in line with Article 195 of Regulation (EU, Euratom) 2018/1046 on the financial rules applicable to the general budget of the Union and Article 11(2) of the Rules for participation and dissemination in "Horizon 2020 – the Framework Programme for Research and Innovation (2014-2020)", Regulation (EU) No 1290/2013.

Annex 1 – Overview of the actions

INDIVIDUAL FELLOWSHIPS		EUROPEAN (EF)				GLOBAL
		ST	**CAR**	**RI**	**SE**	**GF**
EXPERIENCED RESEARCHERS	**Nationality**	ANY	ANY	MS, AC or long-term residents	ANY	MS, AC or long-term residents
	Mobility	From ANY country to MS or AC	From ANY country to MS or AC	From TC **directly** to MS or AC *(location of the host institution)*	From ANY country to MS or AC	From ANY country to TC then to MS/AC
		≤ 12 months in the last 3 years	≤ 36 months in the last 5 years	≤ 36 months in the last 5 years	≤ 36 months in the last 5 years	≤ 12 months in the last 3 years
	Career break in research	-	at least 12 months within 18 months prior to call deadline	-	-	-
PARTICIPANTS	**Beneficiary**	MS or AC	MS or AC	MS or AC	MS or AC **Non-academic only**	MS or AC
	Entity with a capital or legal link	MS or AC	MS or AC	MS or AC	MS or AC **Non-academic only**	MS or AC
	Partner Organisation	MS or AC	MS or AC	MS or AC	MS or AC (both academic and non-academic)	**Outgoing phase (mandatory): TC** **Secondment (optional): MS or AC**
DURATION (months)		12 to 24	12 to 36	12 to 24	12 to 24	12 to 24 + **12**
SCIENTIFIC AREAS		8	8	8	8	8
NUMBER OF RANKING LISTS		8	1	1	1	8
BUDGET (total EUR 294.49 million)		EUR 236.49 million			EUR 8 million	EUR 50 million

Additionally, a budget of EUR 6 million is reserved for the Widening Fellowships (WF). See the dedicated section in this guide for eligibility conditions.

Annex 2 – Further information and help

The Funding and Tender Opportunities Portal call page contains links to other sources that you may find useful in preparing and submitting your proposal. Direct links are also given where applicable.

Call Information

- Funding and Tender Opportunities Portal
- MSCA Work Programme 2018 - 20

General Sources of Help

- Marie Skłodowska-Curie actions website
- Information package for MSCA fellows
- Information note for MSCA Individual Fellows
- EURAXESS
- European Commission Horizon 2020 Research Enquiry service
- National Contact Points
- Frequently Asked Questions
- MSCA National Contact Points Net4Mobility+ project website

Specialised and Technical Assistance

- Submission Service Help Desk (also by email)
- IPR Help desk

Other Useful Reference Documents

- Horizon 2020 Work Programme 2018-2020: General Introduction
- Horizon 2020 Work Programme: General Annexes
- Horizon 2020: Reference Documents in the Funding & tender opportunities Participant Portal
- Horizon 2020: Rules for Participation
- Horizon 2020: How to Complete Your Ethics Self-Assessment
- Horizon 2020: Guidelines to the Rules on Open Access to Scientific Publications and Open Access to Research Data in Horizon 2020
- Horizon 2020: Guidelines on FAIR Data Management in Horizon 2020
- Guide on beneficiary registration, validation and financial viability check
- European Charter and Code for Researchers
- List of associated countries
- Fact Sheet IP management in Horizon 2020 Marie Skłodowska-Curie Actions
- Proposal evaluation forms (link forthcoming)
- Model Grant Agreement and its annotated version

Grants Manual - Section on: Proposal submission and evaluation

Annex 3 – How to complete the Proposal Submission Forms (Part A) of the proposal

1 – GENERAL INFORMATION AND DECLARATIONS

This section requests information about the proposal.

Topic	*[pre-filled]*
Call identifier	*[pre-filled]*
Type of Action	*[pre-filled]* Make sure you selected the appropriate submission link, i.e. MSCA-IF-EF-ST, MSCA-IF-EF-CAR, MSCA-IF-EF-RI, MSCA-IF-EF-SE, MSCA-IF-GF.
Deadline ID	*[pre-filled]*
Proposal Acronym	Indicate a short title or acronym that will be used to identify your proposal efficiently in this call. It should be of no more than 20 characters (use standard alphabet and numbers only; no symbols or special characters please, except underscore, space, hyphen or dot).
Proposal title	Indicate a title, not longer than 200 characters (with spaces) and understandable to the layperson (i.e. someone not a specialist in your field). For technical reasons, the following characters are not accepted and will be removed: < > " &
Duration in months	Select the duration of the proposal from the drop down menu. For Global Fellowships (GF), indicate only the duration of the outgoing phase (i.e. excluding the mandatory 12 month return phase that will be automatically added to the proposal).
Scientific Area	Select from the drop down menu the area of research in which the proposal fits best. This should be considered as the core discipline of the proposal and determines (for EF-ST and GF) the list in which the proposal will be ranked. The eight options are CHE, ECO, ENG, ENV, LIF, MAT, PHY, SOC.
Descriptor 1	*Mandatory* Select from the drop down menu the descriptor that best characterises the subject of the proposal. This descriptor must be selected within the scientific area selected above. This descriptor should be the most relevant and important for the proposal.
Descriptor 2	*Mandatory* Select from the drop down menu a second descriptor that characterises the subject of the proposal. This descriptor must be selected within the area of research selected above.
Descriptor 3	*Mandatory* Select from the drop down menu a third descriptor that characterises the subject of the proposal. This descriptor can be chosen from any of the scientific areas.
Descriptor 4	*Optional* Select from the drop down menu a descriptor that characterises the subject of the proposal. This descriptor can be chosen from any of the scientific areas.
Descriptor 5	*Optional* Select from the drop down menu a descriptor that characterises the subject of the proposal. This descriptor can be chosen from any of the scientific areas.
Free keywords	*Optional* In addition, please enter free text keywords that you consider to characterise the scope of your research proposal. There is a limit of 200 characters.
Abstract	Short summary (max. 2,000 characters, with spaces) to clearly explain: • the objectives of the proposal • how they will be achieved • their relevance to the Work Programme. Do not include any confidential information. Use plain typed text, avoiding formulae and other special characters. This short description of the proposal will be used in the evaluation process and in communications with the programme management committees and other interested parties. If the proposal is written in a language other than English, please include an English version of this abstract in part B2 of the proposal.
Has a similar proposal in terms of research objectives been submitted to this call or any previous Horizon 2020 Marie Skłodowska-Curie Individual Fellowship call (including with the	*[Yes/No] – [6-digit proposal number]* 1) Resubmission of proposals Applicants must disclose in the proposal submission form whether the proposal is a resubmission. Proposals are considered as resubmissions if the supervisor, researcher, host organisation (and for Global Fellowships also the partner organisation) are the same as in the previously submitted proposal, and if the proposal was submitted to the calls MSCA-IF-2017 or MSCA-IF-2018. After agreement on comments and scores has been reached, and in case the total score is lower compared to the previous evaluation, Vice-chairs will receive a copy of the latest Evaluation Summary Report, to verify that the scores are in line with the comments. However, please note that the evaluation of the current proposal will take place independently of the previous submission(s). Therefore no reference to the outcome of the previous evaluation(s) should be included in the text of the proposal. The experts will be strictly instructed to disregard any such references.

participation of a different researcher)?	2) Similar H2020 IF proposals or similar H2020 IF projects already receiving funding In cases where the proposal does not qualify as a resubmission (see above), but where the beneficiary or another researcher has received funding under any previous Horizon 2020 MSCA-IF call for a similar project in terms of research objectives, the applicant must indicate the project number in the submission form. Submission of similar proposals in terms of research objectives within the same call for proposals must also be declared. In such cases, evaluators will be instructed to consider this when assessing the originality and novelty of the proposal.

Declarations	
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.	*[tickbox]*
The information contained in this proposal is correct and complete.	*[tickbox]*
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).	*[tickbox]*

The applicant (future beneficiary) hereby declares:

- it is fully eligible in accordance with the criteria set out in the specific call for proposals; and	*[tickbox]*
- it has the financial and operational capacity to carry out the proposed action.	*[tickbox]*

The applicant (future beneficiary) is only responsible for the correctness of the information relating to their own organisation. Where the proposal is to be retained for EU funding, the applicant (future beneficiary) will be required to present a formal declaration in this respect.

2 –ADMINISTRATIVE DATA OF PARTICIPATING ORGANISATIONS

This section will be repeated for the partner organisation of Global Fellowships.

The legal data of the proposed host are inserted automatically based on the PIC number you encoded at a previous step. Please do not register an entity yourself and instead ask the participating organisations for their PIC.

Future Host Institution	
Participant Identification Code (PIC)	*[pre-filled]*
Legal Name	*[pre-filled]*
Short Name	*[pre-filled]*
Address of the organisation	
Street	*[pre-filled]*
Town	*[pre-filled]*
Postcode	*[pre-filled]*
Country	*[pre-filled]*
Webpage	*[pre-filled]*
Legal status of your organisation	
Public body	*[pre-filled]*
Non-profit	*[pre-filled]*
International organisation	*[pre-filled]*
International organisation of European interest	*[pre-filled]*
Secondary or Higher education establishment	*[pre-filled]*
Research organisation	*[pre-filled]*
Small and Medium-sized Enterprises (SMEs)	*[pre-filled]*
Academic Sector	*[pre-filled]*
Legal person	*[pre-filled]*

Department(s) carrying out the proposed work	
Department name	If applicable, indicate the name of the main department(s)/institute(s)/ unit(s) that belongs

	to the same legal entity carrying out the work. In case of EF-SE this department has to be from the non-academic sector as well. Please use Latin characters. Use the 'Add a Department' button to add additional departments or units within the same institution, if necessary.
Same as organisation address	If the address of the department is the same as the address of the future host institute, tick the box. This will pre-fill the next four lines.
Street	If the address of the department is different from the address of the future host institute, please enter the street name and number where the department/faculty/institute/laboratory is located.
Town	If the address of the department is different from the address of the future host institute, please enter the town where the department/faculty/institute/laboratory is located.
Postcode	If the address of the department is different from the address of the future host institute, please enter the postcode where the department/faculty/institute/laboratory is located.
Country	If the address of the department is different from the address of the future host institute, please enter country where the department/faculty/institute/laboratory is located.

Researcher

*The name and e-mail of the Researcher is read-only in the administrative form, only additional details can be edited here. To modify, please go back to Step 4 of the submission wizard and save the changes.

Researcher	
Last Name	*[pre-filled]**
Last Name at Birth	*Optional* Your last name at birth.
First Name(s)	*[pre-filled]**
Title	Please choose one of the following: Prof, Dr, Mr, Mrs, or Ms.
Gender	*[Female(F)/Male(M)]* This information is required for statistical and mailing purposes. Indicate F or M as appropriate.
Country of Residence	Please select the country in which you legally reside from the drop down menu.
Nationality	Please select the country from the drop down menu.
Nationality 2	*Optional* If you have dual nationality, please select the country from the drop down menu.
Date of Birth	Please specify your date of birth using the format (DD/MM/YYYY).
Country of Birth	Please select the country in which you were born from the drop down menu.
Place of Birth	Indicate the town in which you were born.
Contact address	
Current Organisation name	Name under which your organisation is registered.
Current Department/Faculty/Institute/ Laboratory name	Name under which your department/faculty/institute/laboratory is registered.
Same as organisation address	*[Yes/No]* If the address of the department is the same as the address of the future host institute, tick the box. This will pre-fill the next four lines.
Street	If the address of the department is different from the address of the future host institute, please enter the street name and number where the department/faculty/institute/laboratory is located.
Postcode	If the address of the department is different from the address of the future host institute, please enter the postcode where the department/faculty/institute/laboratory is located.
Town	If the address of the department is different from the address of the future host institute, please enter the town where the department/faculty/institute/laboratory is located.
Country	If the address of the department is different from the address of the future host institute, please enter country where the department/faculty/institute/laboratory is located.
Phone	Please insert the full phone number including country and city/area code. Example +32-2-2991111.
Phone2/Mobile	*Optional* Please insert the full phone number including country and city/area code. Example +32-2-2991111.
E-Mail	*[pre-filled]**
ORCID ID	If you have an ORCID number please enter it here (an example is 0000-0002-1825-0097).

Researcher ID	If you have a Researcher ID number please enter it here (an example is A-4031-2008).
Other ID	If you have a different researcher identifier number, please enter it here.
Qualifications	
Doctorate (award date)	Indicate the date of award of the PhD. If you do not have a PhD yet (but it is in progress) indicate the expected date of award, using the format (DD/MM/YYYY).
Doctorate (start date)	Indicate the date on which you embarked on the PhD studies, using the format (DD/MM/YYYY).
University Degree giving access to the Doctorate	Indicate the date on which you obtained the university degree giving access to PhD studies, using the format (DD/MM/YYYY).
Place of activity/place of residence*	
Period from	Indicate the start date for the period, using the format (DD/MM/YYYY).
Period to	Indicate the end date for the period, using the format (DD/MM/YYYY).
Duration (days)	*Automatic* This is calculated based on the dates you have encoded.
Country	Select the country from the drop down menu.

* Indicate the period(s) and the country/countries in which you have legally resided and/or had your main activity (work, studies, etc.) during the last 5 years up until the deadline for the submission of the proposal. Please fill in this section without gaps, until the call deadline. **Short stays** (see Definitions) should **not** be listed – researchers should **only** indicate period(s) in which they have resided and/or had their main activity (work, studies, etc.) in a given country. Provide as many entries as needed. Any data provided should correspond to the Part B (CV section). This information will be used to verify eligibility.

Supervisor

*The name and e-mail of the Supervisor is read-only in the administrative form, only additional details can be edited here. To modify, please go back to Step 4 of the submission wizard and save the changes.

This section will be repeated for the supervisor in the partner organisation of Global Fellowships.

Supervisor	
Title	Please choose one of the following: Prof, Dr, Mr, Mrs, or Ms.
Gender	*[Female(F)/Male(M)]* This information is required for statistical and mailing purposes. Indicate F or M as appropriate.
Last Name	*[pre-filled]**
First Name(s)	*[pre-filled]**
E-Mail	*[pre-filled]**
Position in organisation	Indicate the position of the supervisor in the future host organisation.
Department	Indicate the name of the department/faculty/institute/laboratory where the supervisor works.
Same as organisation address	*[Yes/No]* If the address of the department is the same as the address of the future partner organisation, tick the box. This will pre-fill the next four lines.
Street	If the address of the department is different from the address of the future partner organisation, please enter the street name and number where the department/faculty/institute/laboratory is located.
Town	If the address of the department is different from the address of the future partner organisation, please enter the town where the department/faculty/institute/laboratory is located.
Postcode	If the address of the department is different from the address of the future partner organisation, please enter the postcode where the department/faculty/institute/laboratory is located.
Country	If the address of the department is different from the address of the future partner organisation, please enter country where the department/faculty/institute/laboratory is located.
Website	*Optional* Provide a website address.
Phone	Please insert the full phone number including country and city/area code. Example +32-2-2991111.
Phone2/Mobile	*Optional* Please insert the full phone number including country and city/area code. Example +32-2-2991111.

Other contact persons – optional

*The name and e-mail of additional contact persons are read-only in the administrative form, only additional details can be edited here. To modify, please go back to Step 4 of the submission wizard and save the changes.

This section will be repeated for additional contact persons in the partner organisation of Global Fellowships.

Last Name	*[pre-filled]**
First Name(s)	*[pre-filled]**
E-Mail	*[pre-filled]**
Phone	Please insert the full phone number including country and city/area code. Example +32-2-2991111.

3 – BUDGET

This section shows information on the total requested EU contribution based on the duration (person-months), the country of the beneficiary (and country of partner organisation for GF) and the family situation of the experienced researcher at the call deadline.

Note that Experts will not comment on the budget but will evaluate the planned duration of each element of the fellowship under the Quality and efficiency of the implementation criterion.

Is the Researcher eligible for the family allowance?	*[Yes/No]* The family situation of the experienced researcher as determined at the call deadline.
Participant Number	*[pre-filled]* The future host organisation appears as number 1. For Global Fellowships, the partner organisation will appear as number2.
Organisation Short Name	*[pre-filled]*
Country	*[pre-filled]*
Country Coefficient	*[pre-filled]*
Number of months	*[pre-filled]* This should correspond to the number of months selected previously, as well as with the data provided in the Part B of the proposal.
Researcher Unit Cost	*[pre-filled]* The calculation is based on the base amounts as indicated in the Work Programme, number of months encoded, and taking into account the country coefficient for the living allowance.
Institutional Unit Cost	*[pre-filled]* The calculation is based on the base amounts as indicated in the Work Programme, number of months encoded.
Total	*[pre-filled]* The total budget that you are requesting as grant (in Euros).

4 – ETHICS

This section identifies any ethical aspects of the proposed research activities. For details on how to complete this section, see Guidance - How to complete your ethics self-assessment.

5– CALL SPECIFIC QUESTIONS

General

For communication purposes only, the European Commission REA asks for permission to publish the name of the researcher (future fellow) should the proposal be retained for funding. Does the researcher (future fellow) give this permission?	*[Yes/No]*
Some national and regional public research funding authorities run schemes to fund MSCA applicants that score highly in the MSCA evaluation but which cannot be funded by the MSCA due to their limited budget. In case this proposal could not be selected for funding by the MSCA, do the researcher and supervisor consent to the European Commission disclosing to such authorities the results of its evaluation (score and ranking range) together with their names and contact details, non-confidential proposal title and abstract, proposal acronym, and host organisation?	*[Yes/No]*
Is there a secondment in Member States or Associated Countries envisaged in Part B of this proposal? (Note that for Global Fellowships this secondment is different than the outgoing phase in the Third Country and only takes place in a Member State / Associate Country).	*[Yes/No]* – If Yes, complete the additional boxes

Eligibility

Were you in the last 5 years in military service?	[Yes/No] – If Yes, specify the dates
[ONLY FOR EF-CAR] Were you out of research for a continuous period of 12 months within the eighteen months immediately prior to the deadline for submission of proposals?	[Yes/No] – If Yes, specify the dates and reason for the career break
[ONLY FOR EF-RI and GF] Are you a national of a Member State or Associated Country?	[Yes/No] – If Yes, select the country
[ONLY FOR EF-SE] Do you confirm that the future beneficiary is an entity from the non-academic sector, i.e. it is not: a public or private higher education establishment awarding academic degrees, a public or private non-profit research institute whose primary mission is to pursue research, an International European interest organisation	[Yes/No]
Did you spend time on procedures for obtaining refugee status (according to the 1951 Geneva Refugee Convention and the 1967 Protocol) in a Member State or Associated Country?	[Yes/No] - If Yes, specify the dates and country

Widening Fellowships – only appears in case the beneficiary (PIC) is from a widening country

Do you wish to participate to the Widening Fellowships and thus increase your chances of being funded?	[Yes/No]

If you don't reply or if you maintain "no" as your answer, be aware that your proposal will not benefit from an extra chance of being funded under the Widening Fellowships call in case it cannot be funded under the MSCA-Individual Fellowships call.

The country of the selected PIC belongs to the list of widening countries.
A dedicated budget (EUR 6 million) has been set aside under the Work Programme "Spreading Excellence and Widening Participation" to fund EF proposals submitted to the MSCA-IF-2019 call but which cannot be funded under the EF lists of the MSCA-IF-2019 call due to a lack of budget.
EF proposals where the host organisation is located in an eligible widening country will be automatically duplicated into the Widening call only if you express your wish to do so.
Your decision not to participate in the Widening call will not affect your chances of being funded directly under the MSCA-IF-2019 call.

Extended Open Research Data Pilot in Horizon 2020

If selected, applicants will by default participate in the Pilot on Open Research Data in Horizon 2020, which aims to improve and maximise access to and re-use of research data generated by actions.
However, participation in the Pilot is flexible in the sense that it does not mean that all research data needs to be open. After the action has started, participants will formulate a Data Management Plan (DMP), which should address the relevant aspects of making data FAIR – findable, accessible, interoperable and re-usable, including what data the project will generate, whether and how it will be made accessible for verification and re-use, and how it will be curated and preserved. Through this DMP projects can define certain datasets to remain closed according to the principle "as open as possible, as closed as necessary". A Data Management Plan does not have to be submitted at the proposal stage.
Furthermore, **applicants also have the possibility to opt out** of this Pilot completely at any stage (before or after the grant signature). In this case, applicants must indicate a reason for this choice (see options below).
Please note that participation in this Pilot does not constitute part of the evaluation process. Proposals will not be penalised for opting out.

We wish to opt out of the Pilot on Open Research Data in Horizon 2020.	[Yes/No]

Background: Open Science under Horizon 2020

Open Science refers to the Horizon 2020 objective of increasing openness at all stages of the research life cycle and thus ensuring that science serves innovation and growth. Open Science guarantees open access to publicly-funded research results and promotes a range of facilities for knowledge sharing. Moreover, Open Science is an inclusive process aimed at promoting diversity in science across the European Union and opening it to the general public, in order to better address the H2020 societal challenges and ensure that science becomes more responsive both to socio-economic demands and to those of European citizens.
As part of Open Science, Open Access aims at providing on-line access to scientific information that is free of charge to the reader, focusing on access to 'scientific information' or 'research results', which refers to two main categories:

- Peer-reviewed scientific research articles (primarily published in academic journals)
- Research data (data underlying publications, curated data and/or raw data).

Applicable provisions in H2020

To improve access to scientific information and to boost the benefits of public investment in research funded under Horizon 2020, the beneficiary must ensure open access to all peer-reviewed scientific publications relating to the results of the action.
Horizon 2020 also includes a pilot on Open Access to Research Data (ORD). The goal of the pilot is to improve and maximise access to and re-use of research data generated by Horizon 2020 funded actions.
As of the Work Programme 2017, the ORD pilot has been extended to cover all thematic areas of Horizon 2020 by default. However, the European Commission recognises that some research data cannot be made open and applies the principle 'as open as possible, as closed as necessary'. It is therefore possible to opt out of the ORD Pilot at any stage - before or after the signature of the Grant Agreement - but reasons

must be given: e.g. for intellectual property rights concerns, privacy/data protection concerns, national security concern, if participation would run against the main objective of the action or for other legitimate reasons to be specified.
Participation in the Pilot implies that a Data Management Plan (DMP) will have to be submitted as a deliverable within the first six months of the action and updated whenever needed during its implementation. Please note that participation in the Pilot does not mean that all data need to be made accessible. In case a dataset cannot be shared, the reason(s) for this should be mentioned in the DMP.
Although applicants are strongly encouraged to participate in the Pilot, whether a proposed project participates in the ORD pilot or chooses to opt out **will not affect the evaluation of that proposal**. In other words, proposals will not be penalised for opting out.
Further information on Open Access, the Data Management Plan and the pilot can be found in the documents section of the Funding and Tender Opportunities Portal .

Annex 4 – List of descriptors

Chemistry (CHE)

C1 – Inorganic Chemistry		
Bioinorganic chemistry	Catalytic materials	Coordination chemistry
Chemistry of non-metals	Inorganic chemistry	Organometallic chemistry
Radiation and nuclear chemistry	Solid state materials	
C2 – Organic, Polymer and Molecular Chemistry		
Carbohydrates	Chirality	Click chemistry
Combinatorial chemistry	Heterocyclic chemistry	Macromolecular chemistry
Molecular architecture and structure	Molecular chemistry	Natural product synthesis
Nucleic acid chemistry	Organic chemistry	Organic reaction mechanisms
Peptide chemistry	Polymer chemistry	Stereochemistry
Supramolecular chemistry	Synthetic organic chemistry	
C3 – Physical and Analytical Chemistry		
Analytical chemistry	Chemical instrumentation and instrumental techniques	Chemical reactions: mechanisms, dynamics, kinetics and catalytic reactions
Chemistry of condensed matter	Crystallography and X-ray diffraction	Chromatography
Colloid chemistry	Corrosion	Crystallisation
Electrochemistry, electro dialysis, microfluidics, sensors	Forensic chemistry	Homogeneous catalysis
Heterogeneous catalysis	Ionic liquids	Magnetic resonance
Mass spectrometry	Method development in chemistry	Microscopy
Molecular dynamics	Molecular electronics	Photocatalysis
Photochemistry	Physical chemistry	Physical chemistry of biological systems
Quantum chemistry	Separation techniques/extraction	Spectroscopic and spectrometric techniques
Surface chemistry	Theoretical and computational chemistry	Trace analysis
C4 – Applied and Industrial Chemistry		
Batteries	Biological chemistry, biochemistry	Biomaterials, biomaterial synthesis
Ceramics	Coating	Enzymology
Food chemistry	Fuel cells	Graphene, carbon nanotubes
Green chemistry	Hydrogen production/storage	Intelligent materials, self-assembled materials
Materials for sensors	Medicinal chemistry	Nanochemistry
Nano-materials: oxides, alloys, composite, organic-inorganic hybrid, nanoparticles	Pharmaceutical processes and production, Regulatory aspects, quality assurance, good manufacturing practice	Plastics
Porous materials, metal organic framework (MOFs)	Solar cells	Structural properties of materials
Surface modification	Targeted drug delivery/discovery	Thin films
Toxicology	Water splitting	Water treatment/purification

Economic Sciences (ECO)

E1 – Economics		
Applied research econometrics	Behavioural and experimental economics	Economic geography
Economic growth	Economic history	Economics of education
Environment economics	Financial econometrics	Game theory
Global macroeconomic challenges	Health economics	Industrial economics

International trade	Labour economics	Macroeconomics theory
Monetary economics, international finance	Political economy	Public economics
Social economics, welfare economics	Statistics and big data	Urban and regional economics
E2 – Economic Development		
Circular economy	Cluster development	Environment issues in development economics
Key enabling technologies for development	Natural resources management	Public administration
Research & Open innovation, competitiveness		
E3 – Management		
Corporate governance and management	Human resources management	Industrial organisation
Research and innovation management	Start-up's, new business models in entrepreneurship, social entrepreneurship	Strategy, marketing
Value chain and optimisation		
E4 – Finance		
Accounting, international accounting standards, reporting, tax issues related to accounting	Banks, insurance companies, financial intermediaries & fund, credit rating agencies	Corporate finance, fundamentals analysis, capital budgeting, venture capital, risk assessment
Financial markets, stock markets, fixed income markets, other markets investments, asset pricing, bonds, derivatives, commodities		

Information Science and Engineering (ENG)

G1 - Computer science and informatics		
Algorithms, distributed, parallel and network algorithms, algorithmic game theory	Artificial intelligence, intelligent systems, multi agent systems	Bioinformatics, e-Health, medical informatics
Cognitive modelling, cognitive engineering, cognitive sciences	Complexity and cryptography, electronic security, privacy, biometrics	Theorem proving, symbolic, algebraic computations
Pervasive computing, ubiquitous computing, ambient intelligence, internet of things	Computer games, computer geometry, multi-media, augmented and virtual reality	Computer graphics, computer vision, multimedia, computer games
Parallel/distributed systems, GPGPU, grid, cloud processing systems	E-commerce, e-business, computational finance	E-learning, user modelling, collaborative systems
Intelligent robotics, cybernetics	Internet and semantic web, ontologies, database systems and libraries	Machine learning, data mining, statistical data processing and applications
Modelling engineering, human computer interaction, natural language processing	Numerical analysis, simulation, optimisation, modelling tools	Scientific computing and data processing
Sensor networks, embedded systems, hardware platforms	Software engineering, operating systems, computer languages	Neural networks, connectionist systems, fuzzy logic
Evolutionary computing, biologically-inspired computing	Theoretical computer science, formal methods	Quantum computing, DNA computing, photonic computing
G2 - Systems and Communication Engineering: Electrical, electronic, communication, optical and systems engineering		
Control Engineering	Diagnostic and implantable devices, environmental monitoring	Electrical and electronic engineering: semiconductors, components, systems
Electronics, photonics	Human-computer-interfaces	Nano engineering
Networks (communication networks, sensor networks, networks of robots,etc.)	Optical engineering, photonics, lasers	Signal processing
Simulation engineering and modelling	Systems engineering, sensorics, actorics, automation	Wireless communications, communication, high frequency, mobile technology
G3 - Products and Processes Engineering: Product design, process design and control, construction methods, civil engineering, energy processes, material engineering		
Aerospace engineering	Architecture, smart buildings, smart cities, urban engineering	Chemical engineering, technical chemistry
Civil engineering	Computational engineering and computer aided design	Energy collection, conversion and storage, renewable energy
Energy systems, smart energy, smart grids, wireless energy transfer	Environmental engineering and geotechnics	Fluid mechanics, hydraulic-, turbo-, and piston engines
Industrial bioengineering	Industrial design (product design, ergonomics, man-machine interfaces, etc.)	Lightweight construction, textile technology
Maritime engineering	Materials engineering	Mechanical and manufacturing

		engineering (shaping, mounting, joining, separation)
Production technology, process engineering	Sustainable design (for recycling, for environment, eco-design)	Transport engineering, intelligent transport systems
Waste treatment		

Environmental and Geosciences (ENV)

V1 - Environment and society		
Clean technologies, circular economy, life cycle assessment	Environmental determinants of health	Environmental regulations, climate negotiations and citizen science
Environmental risk assessment, monitoring	Mobility and transportation	Social and industrial ecology, sustainable development
Spatial and regional planning (including landscape and land management), GIS	Urbanization and urban planning, cities	Waste, by-products and residue management (including from agriculture)
V2 - Earth system science		
Atmospheric chemistry, atmospheric composition, air pollution, indoor air quality	Biogeochemistry, biogeochemical cycles	Clean exploration and exploitation of natural resources
Climatology and climate change	Cryosphere, dynamics of snow and ice cover, sea ice, permafrost and ice sheets	Earth observations from space/remote sensing
Environmental chemistry, environmental forensics	Geochemistry, crystal chemistry, isotope geochemistry	Geology, tectonics, volcanology, physics of earth's interior, seismology
Hydrology, water management	Meteorology, atmospheric physics and dynamics	Mineralogy, petrology, igneous petrology, metamorphic petrology
Natural hazards	Noise pollution	Oceanography, marine science, coastal engineering
Paleoclimatology, paleoecology	Physical geography	Pollution (water, soil, sediment), rehabilitation and reconstruction of polluted areas, clean technologies
Sedimentology, soil science, palaeontology	Terrestrial ecology, land cover change	
V3 - Evolutionary, population and environmental biology		
Animal behaviour	Biogeography, macro-ecology	Biodiversity, conservation biology
Comparative biology	Ecology	Ecotoxicology
Environmental, marine and freshwater biology	Population biology, population dynamics, population genetics	Species interactions (e.g. food-webs, symbiosis, parasitism, mutualism, bio-invasion)
Systems evolution, biological adaptation, phylogenetics, systematics		
V4 - Food Science, Agriculture, Forestry and Non-Medical Biotechnology		
Agriculture production systems (animals)	Agriculture production systems (crops), including fertilisation and nutrient management	Applied plant biology
Applied biotechnology (non-medical), bioreactors, applied microbiology	Aquaculture, fisheries	Biohazards, biological containment, biosafety, biosecurity
Biomass and biofuels production	Biomimetics	Crop protection, pest and disease control
Environmental biotechnology, bioremediation, biodegradation	Food sciences, safety, traceability, authenticity, agroindustry	Forestry and forest management, agroforestry
Soil biology, soil functionality, soil management		

Life Sciences (LIF)

L1 - Molecular and Structural Biology		
Biophysics (e.g. transport mechanisms, bioenergetics, fluorescence)	DNA synthesis and degradation	DNA repair and recombination
Molecular metabolism	Molecular interactions	Protein synthesis, folding, modification and turnover
Lipid synthesis, modification and turnover	Carbohydrate synthesis, modification and turnover	RNA synthesis, processing, modification and degradation
Structural biology (e.g. crystallography, EM, NMR, PET)		

L2 - Genetics, Genomics, Bioinformatics and Systems Biology		
Applied genetic engineering, transgenic organisms, recombinant proteins, biosensors	Bioinformatics	Biological systems analysis, modelling and simulation
Biostatistics	Computational biology	Epigenetics and gene regulation
Genetic epidemiology	Genomics and functional genomics	Genetic and genomic variation and related disorders
Comparative, evolutionary and population genomics	Chromosome structure organisation and dynamics	Metabolomics (including glycomics)
Molecular genetics, reverse genetics and RNAi	Proteomics	Quantitative genetics
Systems biology	Transcriptomics	Plant genetics
Genome editing	Genetic pharmacology	
L3 - Cellular and Developmental Biology		
Developmental biology and technology	Pattern formation and embryology in animal organisms	Molecular transport mechanisms
Mechanisms of growth control and cell proliferation	Cell differentiation, physiology and dynamics	Morphology and functional imaging of cells
Organelle biology	Plant development pattern formation and embryology in plants	Molecular mechanisms of signal transduction
Stem cells and cellular programming	Mechanisms and dynamics of cell migration	
L4 - Physiology, Pathophysiology and Endocrinology		
Ageing	Cancer and its biological basis	Cardiovascular diseases
Comparative physiology	Endocrinology	Metabolism, biological basis of metabolism related disorders
Organ physiology and pathophysiology	Environmental physiology	Rare/orphan Diseases
Reproductive biomedicine (reproductive physiology and endocrinology, infertility and pregnancy research)		
L5 - Neurosciences and neural disorders		
Behavioural neuroscience (e.g. sleep, rhythms, speech, handedness)	Cognitive neuroscience (e.g. learning, memory, emotions, consciousness)	Neural development and neuroplasticity
Mechanisms of pain	Molecular and cellular neuroscience	Neuroanatomy and excitability
Physiology of nerves and motor systems	Medicines, psychoactive drugs and pharmacology, poison.	Neuroimaging and computational neuroscience
Neurological disorders (e.g. Alzheimer's disease, Huntington's disease, Parkinson's disease)	Psychiatric disorders and clinical psychology (e.g. schizophrenia, autism, Tourette's syndrome, obsessive compulsive disorder, depression, bipolar disorder, attention deficit hyperactivity disorder, addiction)	Sensory perception (nose and smell, tongue and taste, eyes and vision, ears and hearing, skin, pain, touch and movements)
L6 - Immunity and infection		
Bacteriology	Biological basis of cancer immunity	Biological basis of auto-immunity/tolerance
Biological basis of immunity related inflammatory disorders	Biological basis of other immunity related disorders	Cellular and adaptive immunity
Immunogenetics	Immunological memory and tolerance	Immunosignalling
Microbiology	Parasitology	Phagocytosis and innate immunity
Prevention and treatment of infection by pathogens (e.g. vaccination, antibiotics, fungicide)	Veterinary medicine and infectious diseases in animals	Virology
L7 - Diagnostic tools, therapies and public health		
Diagnostic tools (e.g. genetic, molecular diagnostic)	Drug discovery and design (formulation and delivery)	Drug therapy and clinical studies
In vivo bio and medical imaging	In vitro cell and tissue imaging	Environment and health risks, occupational medicine
Gene therapy, cell therapy, regenerative medicine	Tissue regeneration and engineering	Immunotherapy (vaccine discovery, genetic vaccines)
Health services, health care research	Medical engineering and technology	Personalised medicine (diagnostic/prognostic biomarker, patient-orientated management solutions)
Pharmacology, pharmacogenomics	Public health and epidemiology	Radiation therapy
Surgery		

Mathematics (MAT)

M1 - Mathematics		
Algebraic geometry	Algebraic number theory	Algebraic topology
Algorithms and complexity	Analytic number theory	Category theory and algebraic structures
Combinatorics	Complex analysis	Complex geometry
Differential Geometry	Functional analysis	Game Theory
General topology	Graph Theory	Group Theory
Harmonic analysis	Homological algebra	Low dimensional topology
Mathematical logic and set theory	Non commutative Geometry	Ordinary Differential Equations and Dynamical Systems
Partial Differential Equations	Probability	Ring theory
Set theory		
M2 – Applied Mathematics		
Control Theory	Data Analysis	Mathematical aspects of Biology
Mathematical aspects of Computer Science	Mathematical aspects of Economy and Finance	Mathematical aspects of Physics
Mathematics in Engineering and other Applied Sciences	Numerical analysis and scientific computing	Operational Research
Optimization	Scientific Computing	Statistics

Physics (PHY)

P1 – Particle and Nuclear Physics		
Fundamental interactions and fields	Neutrino oscillations	Nuclear physics, heavy ions
Nuclear physics, nuclear structure	Particle accelerators and detectors	Particle physics, experiment
Particle physics, theory/phenomenology	Supersymmetric particles	Quantum chromodynamics
Quantum field theory		
P2 – Atomic and molecular physics, optics		
Atomic physics	Chemical Physics	Cold/Ultra-cold atoms and molecules
Laser physics	Metrology and measurement	Molecular physics
Nano-optics	Non linear optics	Interferometry
Optical physics	Photonics	Statistical physics (gases)
Quantum optics	Quantum electrodynamics	
P3 - Condensed matter physics		
Condensed matter, thermal properties	Condensed matter, transport properties	Condensed matter, mechanical and acoustical properties, lattice dynamics
Electronic properties of materials, surfaces, interfaces	Films and Interfaces	Fluid dynamics
Gas and plasma physics	High pressure physics	Low-temperature physics
Magnetism and strongly correlated systems	Mesoscopic physics	Nanophysics: nanoelectronics, nanophotonics, nanomagnetism, nanoelectromechanics, etc.
Phase transitions, phase equilibria	Polymer physics	Semiconductors and insulators
Soft condensed matter	Spintronics	Statistical mechanics (condensed matter)
Structure of solids and liquids	Superconductivity	Superfluids
Surface Physics		
P4 – Astrophysics, Cosmology, Space science		
Active Galactic Nucleus (AGN) , QSO	Astrobiology, astrochemistry	Astrometry
Astronomical instrumentation: telescopes, detectors, techniques	Astrophysical jets, accretion phenomena	Big bang nucleosynthesis
Clusters of galaxies and large scale structures	Cosmic Microwave Background (CMB)	Cosmology
Dark matter, dark energy	Formation and evolution of galaxies	Formation, structure and evolution of stars
Extrasolar planets and exoplanets	Gravitational lensing	Gravitational waves
High energy astrophysics	Interstellar medium	Nuclear astrophysics
Radio astronomy	Relativistic astrophysics	Solar physics
Solar system and planetary science	Space weather	
P5 – Applied physics		
Acoustics	Agrophysics	Biophysics and biophysical techniques
Communication Physics	Complex systems, Networks	Computational Physics

Geophysics	Laser applications	Medical Physics
Nanotechnology: nanomaterials, tools and techniques, applications of nanotechnology	Optical engineering	Optoelectronics
Photodetectors	Photonics applications	Photovoltaics and solar cells
Plasmonics	Quantum electronics	Quantum Technology and Quantum Devices
Solid-state devices		

Social Sciences and Humanities (SOC)

S1 - Sociology, social anthropology		
Ageing, health social policies	Attitudes and values	Demography, population issues and policies
Fertility, family dynamics, policies	Gender studies	Globalization, glocalization, antiglobalism
Inequalities, discrimination, prejudice, aggression and violence, antisocial behaviour	Kinship, cultural dimensions of classification and cognition, identity	Migration, refugees, asylum, interethnic relations, conflicts and integration of migrants
Myth, ritual, symbolic representations, religious studies	Qualitative methods, ethnography, case studies	Rural population, agriculture, innovation, depopulation
Social economy, social entrepreneurship	Social influence, power and group behaviour, classroom management	Social integration, exclusion, inequalities, participation and prosocial behaviour
Social structure, social mobility	Social theory	Social welfare and neoliberalism
Sociology of education	Sociology of knowledge	Transformation of societies, democratization, social movements
Urban sociology, urban theory, urban studies, global cities, territorialisation	Work, employment, precariousness	Youth studies
S2 - Political science		
Comparative politics	Development studies	Electoral politics, Political parties, Citizenship and public engagement
EU and European politics	Foreign policy	Game theory, Logic of collective choice
Human, economic and social geography	International relations, Global governance, International politics and history; geopolitics	Migration policy
Political economy	Political systems and institutions, governance	Political theory, Political thought, Political philosophy; Ideologies
Politics of gender, Race, Discrimination and inequalities; Identity politics	Public administration, Public policies	Regional and territorial politics
Relations with public interest groups	Theories of conflict, violence and security; Negotiation and mediation	
S3 - Law		
Business, corporate and securities law	Comparative law	Criminal law
Education law	Employment and labour law, social law	European law
Family and juvenile law	Health law	Intellectual property and innovation law; Data protection law, IT law
International law, human and civil rights; Violence, conflict and peacebuilding	Legal systems, constitutions, foundations of law	Private law, consumer protection law
Public law, immigration law, environmental law	Sports and entertainment law	
S4 - Communication		
Communication networks, media, including social media, information society	Crisis communication theory and procedures	Digital social research, audiovisual social services
Information & communication technology and the world of work	Information society and education	Institutional communication
Lobbying	Political communication and strategy	Social communication, verbal and non verbal communication
Social studies of science and technology		
S5 - Cognition, psychology, linguistics		
Biological psychology: mind-body connection, health, stress and disease	Cognitive psychology: learning, cognition	Development across the life-span and developmental psychopathology
Ergonomics, human factors, user modelling, and neuroergonomics	Evolution of mind and cognitive functions, animal communication	Formal, cognitive, functional and computational linguistics
Neuropsychology and neurolinguistics	Psycholinguistics: acquisition,	Socio-cultural psychology and social

	comprehension , production	cognition
Typological, historical and comparative linguistics	Use of language: pragmatics, sociolinguistics, discourse analysis, second language teaching and learning, lexicography, terminology	
S6 – Philosophy		
Aesthetics and philosophy of culture and anthropology	Analytic philosophy	Epistemology, logic, philosophy of science
Ethics and morality, bioethics	History of philosophy	Metaphysics
Phenomenology	Philosophy of religion	Social and political philosophy
S7 – Education		
Education systems, institutions and policies, sociology of education	Educational assessment, feedback	Learning technologies, e-learning, tutoring systems, learning analytics
Lifelong learning, workplace learning and training, heutagogy	Philosophy of education, human development	Teaching and learning methodologies, pedagogy, andragogy, psychology of education
S8 - Literature, arts, music, cultural and comparative studies		
African literature	Classics, ancient Greek and Latin literature and art	Comparative literature
Computational modelling and digitisation in the cultural Sphere	Contemporary literature	Cultural memory, intangible cultural heritage
Cultural studies, cultural diversity	History of art and architecture, arts-based research	History of art criticism
History of books, codicology	History of collections	History of fashion design
History of literature	Latin American literature	Library and archival science; Librarianship
Literary theory and comparative literature, literary styles	Medieval literature	Modern literature
Museums and exhibitions, conservation and restoration	Music and musicology, history of music	Oriental and East Asian literature
Textual philology, palaeography and epigraphy	Visual arts, performing arts, film, design	
S9 - Archaeology, history and memory		
American archaeology, art and culture	Ancient history	Asian archaeology, art and culture
Classical archaeology and art, history of archaeology	Collective memories, identities, lieux de mémoire, oral history	Colonial and post-colonial history, global and transnational history, entangled histories
Cultural heritage, cultural memory	Cultural history; History of collective identities and memories	Diplomatics
Early and modern archaeology	Egyptology and ancient near eastern archaeology, art and culture	Gender history
General archaeology, archaeometry, landscape archaeology	Historiography, theory and methods in history, including the analysis of digital data	History of ideas, intellectual history, history of science, techniques and technologies
Industrial archaeology	Medieval history	Military history
Modern and contemporary archaeology	Modern and contemporary history	Numismatics, epigraphy
Prehistory, palaeoanthropology, palaeodemography, protohistory	Social, economic, cultural and political history	