



Net4Mobility+

Network of the Marie Skłodowska-Curie Actions National Contact Points for the mobile scientific and innovation community

Deliverable No. 3.3

MSCA-Individual Fellowships Handbook 2018

Issued by: Geraldine Canny & Grace McCarthy, Irish Universities Association

Issued date: 25 June 2018

Work Package Leader: Innovation Authority (IL)



Table of Contents

1. Disclaimer and Acknowledgements	3
2. How to use the MSCA-IF Handbook	4
3. MSCA-Individual Fellowships 2018 Essentials	4
4. Key tips for the proposal template and layout.....	7
5. Part B-1	9
1. Excellence	10
2. Impact	22
3. Quality and Efficiency of the Implementation.....	28
6. Part B-2	36
Part B-2 Section 4 - CV of the experienced researcher	37
Part B-2 Section 5 - Capacity of the Participating Organisations	39
Part B-2 Section 6 - Ethical Issues.....	42
Part B-2 Section 7 - Letter of commitment (GF only).....	45

1. Disclaimer and Acknowledgements

Disclaimer:

This is an UNOFFICIAL document prepared by the EU-funded Project “Net4Mobility+” of National Contact Points (NCP) for the Marie Skłodowska-Curie Actions (MSCA).

- The information contained in this document is intended to assist and support researchers submitting a proposal for the Individual Fellowships (IF) Call for the 12/09/2018 deadline. It is therefore **NOT** a substitute for European Commission Documents, which in all cases must be considered as official and binding.
- Please note that this document is susceptible to data corruption, unauthorised amendment and interception by unauthorised third parties for which we accept no liability. All reasonable precautions have been taken to ensure that this document neither contains nor transmits any viruses and we recommend that you ensure that your anti-virus programmes and procedures are up to date.
- This document may NOT be considered in any way as deriving from and/or representing the views and policies of the European Commission and the Research Executive Agency. Likewise, it may NOT be considered in any way as a document deriving from and/or representing the views and policies of the entities which are Beneficiaries to Net4Mobility+.

Acknowledgements:

- We thank Colleague-NCPs from the NCP-Project “Net4Mobility+” as well as EC / REA Staff and External Experts/ Scientists who acted as Evaluators for their valuable insights.

2. How to use the MSCA-IF Handbook

This MSCA-IF handbook can be used to **assist and support** applicants submitting a proposal for the September 12 2018 deadline. This Handbook should be **used in conjunction with the Part B templates** downloaded from the [Participant Portal](#) as the information in this document complements the information in the Part B templates.

The orange text boxes contain additional suggestions & information for each section of the proposal. We have not removed or replaced any information in the original Part B templates which are provided in the grey boxes.

Double line text boxes contain examples of common weaknesses from Evaluation Summary Reports of unfunded applications which were on the reserve list.

3. MSCA-Individual Fellowships 2018 Essentials

Before you begin preparing your proposal please ensure you have done or are aware of the following:

1. MSCA-IF 2018 Deadline

- 12 September 2018, 17:00:00 **Brussels time**.
- You can submit any time before the deadline. Once you submit you can reopen, edit and resubmit your proposal as many times as required before the call deadline.
- Try avoid submitting for the first time on the day of the deadline, as technical issues might occur due to high load on the servers.

2. Mobility requirements

- General Rule (Standard Fellowships and the TC host for Global Fellowships): applicants cannot apply for a fellowship in a country where they have lived or carried out their main activity for >12 months in the 3 years before the call deadline (12/09/2018).
- Relaxed Mobility Rule (Reintegration, Career Restart, Society & Enterprise): applicants cannot apply for a fellowship in a country where they have lived or carried out their main activity for >36 months in the 5 years before the call deadline (12/09/2018).

3. Researcher requirements

- The applicant must have at least 4 years full-time research experience or a PhD before the call deadline (12/09/2018).
- Research experience is measured from the end of the degree that allows you to begin your PhD studies.

4. You have a Supervisor who has been informed, and has agreed to host / support you

- You must have a designated supervisor in the Host organisation where you aim to go, who will contribute actively to the preparation and submission of the proposal, and who will mentor you! Some Hosts require that their responsible Office/Unit/Service for EU Grants also checks the proposal.
- The supervisor should be a suitably qualified person who is able to promote and further the candidate's research career. Related detail must be provided in section 1.3 of the proposal.

5. You have contacted your relevant MSCA National Contact Point

- This should be the NCP in the country in which the beneficiary is located. Please find the list of contacts [here](#).

6. You have read the [MSCA-IF Guide for Applicants 2018](#)

- This contains the rules and conditions for the Call and drafting instructions for Parts A, Part B1 & B2.

7. Familiarise yourself with the submission process

- It is recommended that the main supervisor/contact submits the proposal on the [Participant Portal](#) using the host organisations' PIC number. The applicant can be listed as the main contact in order to have access to the submission account.
- Proposal Templates (Part B) can be downloaded once a proposal profile is created on the [Participant Portal](#).
- Proposals must be submitted electronically using the electronic submission system of the Participant Portal. For technical help regarding submission of the proposal please consult the [User Guide of the Submission Service](#).

8. Submission requirements

- Once “logged in”, you will be able to see your proposal’s profile, where you provide your Host’s PIC number, designate your role in the proposal and note the proposal acronym.
- Select the scientific area and provide an abstract of up to 2,000 characters (see the section on general points on how to write the abstract).
- **Administrative forms (Part A)**
 - Part A is the part of the proposal where you will be asked for certain administrative details that will be used in the evaluation and further processing of your Proposal. For more information refer to section 8 and Annex 3 in the [MSCA-IF Guide for Applicants 2018](#).
 - Part A has the following sections: Section 1 – General information about the Proposal (including the abstract), Section 2 – Data on participants and contacts, Section 3 – Budget, Section 4 – Ethics issues table, and Section 5 – Call specific questions.
- **Part B1 Template**
 - Section 1. Excellence
 - Section 2. Impact
 - Section 3. Implementation
- **Part B2 template**
 - Section 4. CV of the Experienced Researcher (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. Letters of Commitment (GF only)

- **Part B1** will be used by the Evaluators to undertake their assessment. It is important to familiarise yourself with the evaluation process as outlined in the [MSCA-IF Guide for Applicants 2018](#).
- **Part B2** is not evaluated but used for further information for Part B1.

4. Key tips for the proposal template and layout

The following information is important to familiarise yourself with as it will make the review process for the evaluator easier. It covers; 1. general points, 2. proposal template, 3. proposal layout and 4. language.

1. General Points

- The **abstract** (maximum length 2,000 words) is a very important part of the submission and should concisely communicate the importance, impact and timeliness of this project as well as that you should be funded to carry it out.
- For ideas on developing an abstract you could also consult some of existing projects found on the [CORDIS projects' database](#).
- Use a self-explanatory title and a memorable acronym.
- Ensure that the **acronym** is short, easy to pronounce, easy to remember by the Evaluators, and that it cannot be construed as inappropriate in English or in another language.
- The proposal acronym and the fellowship type should be used as a header on each page. There is no cover page for the acronym & title.

• Resubmissions

- Take into account all the comments from the Evaluation Summary Report.
- Review the proposal as a whole to find room for improvement.
- Your new proposal will not be evaluated in comparison with last year's.
- Please note that your proposal should always be in line with the 'state of the art'. Even if it was considered innovative in the previous year, it might not advance beyond state of the art when you submit the following year.
- Evaluators will have access to last year's ESR after they have marked this year's application.

Be aware of **changes to the 2018 template**. Do not just submit the same application as last year.

- Be aware of the overall weighting of each criterion. You need to score well in all sections in order to be funded.

Section	Weighting
1. Excellence	50%
2. Impact	30%
3. Implementation	20%

2. Proposal Template

- Use the proposal template provided including the exact sub-headings:
 - It matches the evaluation template and helps you to put the correct information in the correct place.
 - Some evaluators use a “checklist” approach to marking – if the information is not in the appropriate section, they will give you “zero” for that sub-criterion.
- Add page numbers (format Page X of Y) in the footer.

3. Proposal Layout

- Use charts, diagrams, text boxes, figures to explain aspects of the project. Do not just use blocks of text.
- Use tables when possible. These break up the text and also save space (font size 8).
- Use the correct font size, line spacing and page margins as indicated in the Guide for Applicants.
- Ensure any colour diagrams etc. are understandable when printed in black and white.
- Use highlighting where appropriate (bold, underline, italics) but don't overdo it!
- Literature references in footnotes, font size 8 or 9.

4. Proposal language

- Avoid jargon. The evaluators might not be experts in your research area.
- Explain any abbreviations. It might be useful to provide a Glossary as part of the 10 pages.
- Use simple, clear language.
- Avoid long sentences.
- Do not copy and paste information from other documents/websites. Instead tailor information to fit with your proposal.
- Do not provide links to explain important information (evaluators are not required to follow links). The proposal must have all the information needed, while the links are ‘bonuses’.
- Be consistent with terms used (for example, you can talk in 1st person (I, me), 3rd person (the researcher, the ER, the fellow), use the same term throughout.

5. Part B-1

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.

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).

START PAGE COUNT – MAX 10 PAGES

The proposal starts here at the Excellence section.

- The start page and table of contents are no longer part of the template.
- The proposal acronym and the fellowship type should be used as a header on each page. There is no cover page for the acronym & title.
- The list of participating organisations is now in Part B2-section 5 (1 page for the overview).
- The maximum total length is 10 pages (Excellence, Impact, Implementation). Here are some suggested lengths in order to address each heading effectively:
 - Excellence – Impact – Implementation: 5-3-2
 - Excellence – Impact – Implementation: 5-2-3
 - Excellence – Impact – Implementation: 4-2-4
 - Excellence – Impact – Implementation: 4-3-3

1. Excellence

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.

1.1.1 Introduction, discuss the state-of-the-art, specific objectives and give an overview of the action.

Introduction

- Start with the overall aim of the Individual fellowship so the evaluator knows exactly what it will entail. This should include an introduction to the fellow, supervisor, host organisation and secondment organisation (if relevant). The introduction could be structured in the following way:
 - **European Fellowships:** *the researcher X will carry out a fellowship to address (main aim of research). This fellowship will be carried out in (name of host) under the supervision of X. As part of this research the researcher will carry out a secondment in X.*

1.1.1 continued...

- **Global Fellowships:** *the researcher X will carry out a fellowship to address (main aim of research). This fellowship will be carried out in (name of host in TC) under the supervision of X. The researcher will return to (name of European host) for 12 months under the supervision of X.*
- Educate the evaluator on the importance of the research being carried out.
- Explain how it addresses a challenge/priority at a global/European level.
- The majority of evaluators will not be expert in the specific subject area so write in a style that is accessible to the non-expert using figures/tables/charts/diagrams to illustrate where appropriate.

State of the art

- Break the state of the art (SOA) into separate short paragraphs, each focussing on a separate part of the research project.
- Each paragraph should be focused and relate to a specific objective of the project.
- For each paragraph, briefly outline the current level of knowledge in the research area and highlight how the project will progress the research '**beyond the current state of the art**'. Use up-to-date references!
- If there is SOA work being carried out by your supervisor or by you then mention this here.
- You could finish each paragraph with a **bold /text-box statement** of how the project is progressing the area beyond the current state of the art.

Specific objectives

- These should give the evaluator an insight into what research will be carried out during the project.
- ROs should reflect the state of the art described (see section above). As already mentioned each SOA paragraph should relate to a research objective.
- Each research objective should correspond to the research work packages. For example, objective 1 is the objective for research WP 1.
- Number the objectives O1, O2, O3 etc. and include the corresponding work package in brackets at the end of each objective (WP1).

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

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

- In this section you should describe how the research will be carried out.
- Be careful here as you do not have space to describe everything in detail. The proposal is 10 pages long!
- Break this section up into short paragraphs/bullet points to describe the steps/methods you will take to achieve the research objectives proposed.
- Highlight the experiments, blocks of work to carry out, techniques and equipment that will be used.
- If a secondment or short visits are included, be specific about **why they are needed** in terms of the work being carried out (use of equipment, access to data etc.).
- For each method/steps described put in brackets the research work package it relates to. The work plan relating to the research WP will be described in detail in section 3.1.

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.

1.1.3 Explain the originality and innovative aspects of the planned research

Bullet points could be used here:

- Use of equipment, technique, method to investigate a piece of research in novel way.
- Advancement in research being carried out in the organisation.
- New analysis, concept, method that will be implemented.
- Next stage of development.
- Working with a mix of disciplines beyond the field.
- Non-academic & academic collaboration.
- Communication about the research area to a non-scientific audience.
- Receiving a mix of specific and transferable skills in a particular research field.

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

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

- Demonstrate how the research being carried out goes beyond the discipline that is strictly yours.
- Highlight the key interdisciplinary aspects of your proposal; research methodology, supervision, dissemination etc.

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

1.1.5 Gender dimension in the research content

- Demonstrate how you will analyse/take into account the possible differences between males and females, in the research and innovation **content** of your project.
- Consult this webpage: http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/gender_en.htm
- [Yellow Window](#) provides useful toolkits and training to describe the gender dimension in diverse areas of research (transport, ICT, energy, health, food etc.)

Section 1.1 Common weaknesses in unfunded applications:

- The proposal fails to present a convincing state of the art analysis and the objectives are not clearly outlined.
- A precise indication of the methods that would be implemented is not provided.
- Some aspects of the project methodology are poorly specified e.g. the number of samples and the controls used in each experiment.
- The research strategy outline lacks the necessary detail to infer on its credibility.

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):

Break up this section into 2 parts as shown in the template: **how the researcher will receive knowledge at the host** (TOK to the researcher from the host) and how the **researcher will transfer knowledge to the host** (TOK to the host from the researcher).

1. Explain how the experienced researcher will gain new knowledge during the fellowship at the hosting organisation(s).

1.2.1 TOK to the researcher from the host

2. Outline the previously acquired knowledge and skills that the researcher will transfer to the host organisation(s).

1.2.2 TOK to the host from the researcher

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

- 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. It should aim at achieving a realistic and well-defined objective in terms of career advancement (e.g. attaining a leading independent position) or resuming a research career after a break. The plan should be devised with the final outcome to develop and significantly widen the competences of the experienced researcher, particularly in terms of multi/interdisciplinary expertise, inter-sectoral experience and transferable skills.

1.2.1 TOK to the researcher from the host

Describe the Personalised Career Development Plan:

- Describe how you and your supervisor will develop a Career Development Plan (PCDP).
- The PCDP could be added as a deliverable in the project.
- There is no need to include a PCDP in the application but you must describe how it will be used during the fellowship. For example: *This plan comprises the researcher's training and career needs, including training on transferable skills, planning for publications and participation in conferences.*

Describe that the researcher will receive training in the following types of skills:

- **Research Skills:** These are core skills relating to your project.
- **Additional Research Skills:** These are research skills that will advance your competencies in the research areas.
- **Transferable & Complementary Skills:** Transferable skills are the skills you acquire and transfer to future employment settings.

Examples of transferable skills

- Entrepreneurship & innovation
- Grant writing
- Patent applications
- IPR Management and Patenting
- Leadership/Influencing courses
- Project management
- Gender training (gender issues/gendered innovations)
- Presentation skills
- Communication training of research results to the non-specialists
- Ethics in Research (RRI)
- Training in policy briefings
- Research community engagement training
- CV preparation, interview skills

Examples of advanced research skills

- Training in new techniques, instruments, equipment
- Open science
- Big data
- Scientific writing
- Experimental design
- Qualitative & quantitative methods
- User design

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):

Training-through-research

- Make sure to clearly show what exact core & advanced research skills you will develop during your individual personalised project.
- Describe how your supervisor and the rest of the research team will enable you to develop core research skills.

- 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);

Hands-on training activities for developing scientific skills

- Your host organisation, secondment organisation and TC host organisation (Global Fellowships only) should provide you with details on hands-on training that can be utilised. For example: Staff development programmes, training courses, workshops, online courses, internal meetings.
- Provide specific details on the different training you will receive (location, course content/topic, date, duration, speaker etc.).

On the job transferable skills

- Describe how you will develop skills throughout the project (participation in the research and financial management of the action, dealing with IP issues, project management, task coordination, managing finance, communication & dissemination etc.).
- Describe who else in the host will support you during the fellowship with these issues (finance team, technology transfer, research office, communication & outreach).
- Mention networking skills through working with various members of the institution and external networking/collaborations.

- Inter-sectoral or interdisciplinary transfer of knowledge (e.g. through secondments):

Inter-sectoral or interdisciplinary transfer of knowledge

- Describe the secondment you will carry out during the fellowship. Be specific about **why** and **when** these will happen and what knowledge you will gain (research & transferable skills).
- Mention any short visits: Provide details on opportunities for exposure to other sectors (industry, charity, national archive etc.) where you will gain additional skills and insight, if applicable.

1.2.2 TOK to the host from the researcher

Explain what knowledge will be transferred to the host from the researcher:

- Describe your current expertise, skills, state of the art techniques that could be applied to research in host.
- Knowledge to address current gaps in the host.
- Existing collaborations/networks that you have from your past work.

Describe how will you **transfer this knowledge to the host** and for **Global Fellowships** explain how the newly acquired skills and knowledge in the Third Country will be transferred back to the host institution in Europe.

- What specific measures will you use to embed this knowledge into the host organisation and further afield. For example, mentoring students, delivering workshops to the team on your existing skills, building collaborations between your host and your past collaborators.

Use a table to describe the following:

- **Knowledge to be transferred:** e.g. specific research skill
- **Audience in the host:** Research team in the host organisation
- **How it will be transferred:** Workshop with host team on how it can be applied to research/business practices
- **Benefit to the host:** Researchers in host can apply the technique to current research practices.

Section 1.2 Common weaknesses in unfunded applications:

- The training during the secondment is not described in sufficient detail.
- The technical training that will be offered to the experienced researcher is not sufficiently described.
- The research and complementary skills, which the researcher will gain during the fellowship and how this will occur is not adequately described.
- The scope of transfer of knowledge to the host institution of the researcher's previously acquired knowledge and skills is not fully convincing.
- Opportunities for the researcher to participate in student supervision during the fellowship are not sufficiently documented.
- Insufficient explanation is given on how the researcher will receive supervision.
- No reference to the career development plan has been made.

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

Break up this section into 2 parts as shown in the template: **Discuss the qualifications and experience of the supervisor(s)** and discuss the **hosting arrangements**.

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.

1.3.1 Qualifications and experience of the supervisor(s)

- Describe your supervisory committee composition. It is important to show this clearly to the evaluator.
 - For **European Fellowships** your primary supervisor and co-supervisor could be members of the same team within the main host.
 - If you are doing a **secondment** you must have a secondment supervisor.
 - For a **Global Fellowship**, you will have a supervisor in your European host and in your Third country host.

1.3.1 continued...

- Provide a few sentences on your supervisor (s) & their key achievements in the area of research such as:
 - Years' experience in the field
 - Examples of awards received
 - International, intersectoral and interdisciplinary collaboration in the area of research
 - Amount of project funding obtained (give examples such as coordinated projects)
 - **Supervisory experience** (number of PhD, postdoctoral researchers supervised)
 - Number of publications & conferences (give examples of key highlights)
 - Patents, commercialisation, spin-offs etc.
- Explain the role of the supervisor(s) in the fellowship (e.g. monitoring research progress, assistance with career development plan (CDP)).
- Mention you will review the CDP every 6 months with all the supervisors involved. Refer back to section 1.2 where the CDP plan is described (or you can describe it all here).

Explain the meeting schedule for progress, for example weekly meetings, open door policy, Skype meetings etc.

Describe the hosting arrangements.¹ 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 taken to integrate the researcher in the different areas of expertise, disciplines, and international networking opportunities that the host could offer.

1.3.2 Quality of the hosting arrangements

- Mention briefly (more detail will be provided in section 3.3) whether the host organisation has policies for the integration of researchers. For example:
 - If institution has endorsed the [Charter & Code](#) , include in Section 3.4.
 - If they have been awarded the [HR Excellence in Research Logo](#) .
 - Any other employee & recruitment policies.



¹The hosting arrangements refer to the integration of the researcher to his new environment in the premises of the host. It does not refer to the infrastructure of the host as described in the Quality and efficiency of the implementation criterion.

- Describe the research group(s)/environment as a whole (various disciplines, opportunities to collaborate during the fellowship, number of people in the research group, technical support etc.).
- Explain clearly how the researcher will be integrated into this research group(s)/environment and the wider host institution(s) – internal meetings, induction days, social activities, refer back to training courses that are offered etc.
- Explain the international networking opportunities offered by the host(s).

Secondment host: briefly describe how you will be integrated into the secondment host. Do not forget to mention this!

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.

For the outgoing phase (to the Third Country host):

- Specify the practical arrangements in place to host a researcher coming from another country (visa process etc.).
- Explain the integration into the research team/environment.
- The researcher can spend first 3 months in European host for preparation (mention this here, if applicable).

Incoming phase (return to European host):

- Specify the measures planned for the successful (re)integration of the researcher.

Section 1.3 Common weaknesses in unfunded applications:

- It is unclear whether the supervisor has the necessary experience.
- The compositions and expertise of the host research group is not adequately detailed.
- Insufficient detail is provided about the international and national networking possibilities offered by the host.

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.

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

1.4 Potential of the researcher to reach or re-enforce professional maturity/independence during the fellowship

- Provide an introduction to your specific career goals/ambitions.
- Tell your story to date and what led you to this point. Try to get the evaluator to relate & understand you. **Keep them interested!**
- Choose the key highlights from your CV (section 4) to show the evaluator your abilities (research achievements, awards received, key conferences etc.).
- Demonstrate how you have key transferable skills (for example, proof of leadership skills and independent thinking).
- Demonstrate your experience in international networking.
- At the end of this section remind the evaluator why you are the best person to do this fellowship to achieve the research results and reach your career goals.
- NB Your CV in **Part B2 Section 4** will be reviewed to confirm information given in section 1.4.

Section 1.4 Common weaknesses in unfunded applications:

- Although some evidence to promote professional maturity is described the argument for independence is not fully convincing.
- The Proposal does not match successfully the researcher's profile with the proposed project. Previous experience is only partially linked with the proposed issue.

2. Impact

Demonstrate in these sections the **expected Impacts** for IF as outlined in the MSCA Work Programme 2018-2020:

At researcher level

- Increased set of skills, both research-related and transferable ones, leading to **improved employability and career prospects both in and outside academia**.
- **Increase in higher impact R&I output**, more knowledge and ideas converted into products and services.
- **Greater contribution to the knowledge-based economy and society**.

At organisation level

- **Enhanced cooperation** and stronger networks.
- **Better transfer of knowledge** between sectors and disciplines.
- **Boosting of R&I capacity** among participating organisations.

At a system level

- Increase in **international, interdisciplinary and intersectoral mobility** of researchers in Europe.
- **Strengthening of Europe's human capital base** in R&I with more entrepreneurial and better trained researchers.
- Better **communication of R&I results to society**.
- Increase in **Europe's attractiveness as a leading destination for R&I**.
- **Better quality research** and innovation contributing to Europe's competitiveness and growth.

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.

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

The text in red refers to an expected impact listed above

Show how the **skills/experiences improve your employability and career prospects both in and outside academia.**

- Refer to policies/articles in your area calling for better skills/knowledge.
- Give specific examples of your career opportunities in the academic & non-academic sectors.
- Describe how the skills & experiences (**research-related and transferable**) acquired during the fellowship benefit such employers and **contributing to better quality research and innovation.**

Describe the impact of the collaborations made during the fellowship

- Highlight the impact intersectoral, interdisciplinary collaborations during the fellowship.
- Describe if the collaborations made will allow for a **higher impact R&I output** on your future work, thus **more knowledge and ideas converted into products and services.**
- If relevant, describe the impact of improving the **gender balance in their sector.** You may find useful statistics [here](#).

How will your research will contribute to the knowledge-based economy & society?

- Remind the evaluator the importance of your research in **addressing a challenge/priority at a European/Global level.**
- Use numbers to highlight the problem, refer to important policies and [UN Sustainable Development Goals](#) - **pin-point where your research fits in!**
- Describe how the skills you develop through the fellowship will allow you to address these challenges after the fellowship.



Section 2.1 Common weaknesses in unfunded applications:

- The researcher aims to become a world leading researcher and build a research team in Europe, but the proposal does not provide sufficient information about the measures that will be taken to achieve this and the ways he/she will obtain independent funding.
- Considering the current career stage and the experience of the researcher, the proposal could be considered premature and might require further research experience, both in terms of individual research and within team settings.

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

As an introduction to this section remind the evaluator what the **key project results** are. For example, prototype, guidelines, standards, feasibility study etc.

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.

After describing the key results in the introduction split this section into two parts:

2.2.1 **Dissemination of the project results to target audiences (expert audiences)**

- Describe who the target audiences are.
- Detail the dissemination activities you will use.

2.2.2 **Exploitation of project results**

- What is the benefit of exploiting results?
- How will the results of the project be exploited?

2.2.1 **Dissemination of the project results to target audiences (expert audiences)**

Step 1. Describe the target audiences of your results (expert audiences).

- You must give specific examples here!
- Who will be interested in the results described and why (benefit). For example,
 - Industry examples that could use the results for further development.
 - Research fields (give examples)
 - Expert users (clinicians, companies, services etc)
 - Regulators
 - Types of policy makers that would use the results.
 - Associations who would be interested in the results.
- Use a diagram to describe all the different target audiences.
- Do not confuse this with communication to public audiences (2.3).

Step 2. Describe the dissemination activities

- Examples include: conferences, industry events, journal publications, workshops, social media, tradeshow, book chapter etc.
- Any activities should be included in work package table & Gantt chart (section 3.1).
- Describe each dissemination activity with specific & realistic details, using a table. For example:

Example of how to describe 1 dissemination activity

Activity	Target Audience	When	Where	Metrics
Conference (provide the full name)	List the TA at the conference	Estimated month of project it will take place (M1, M2 etc.)	If known at the time or applicable	Number of attendees etc.

2.2.2 Exploitation of project results

Describe the potential **exploitation methods** of your project results that will be used and the impact of the method on the target user/society/industry:

- **Further internal research:** The results coming out of the project can be applied to further research in the field and beyond.
- **Collaborative research:** The results can be used for building/contributing to collaborative research projects.
- **Product development:** Results can be used for developing or contributing to a product, process, technique, design etc.
- **Standardisation activities:** Results could be used to develop new standardisation activities or contribute to ongoing work.
- **Spin-offs:** A separate company could be established from the research results.
- **Engagement with communities/end users/policymakers:** Describe the activities to ensure that relevant societal actors will benefit from your project. For example, results will be used in policy briefings to impact on policy.

If an exploitation method entails IP/commercial potential:

- Mention who you will seek advice from in your institution on these matters (e.g. Technology Transfer Office).
- Refer to and comply with the “MSCA rules” for IP. Read the [IP management in Horizon 2020 Marie Skłodowska-Curie Actions](#).
- Global Fellowships: describe how you have decided to “allocate” IP between the two hosts. The rules for this are simplified in the IP management in Horizon 2020 Marie Skłodowska-Curie Actions.

Section 2.2 Common weaknesses in unfunded applications:

- The academic impact of the research is impaired due to the lack of targeting high quality level journals.
- The publication of the results in more generalist journals to target a broader scientific audience is not sufficiently considered.
- Specific target groups have not been mentioned.
- The proposal insufficiently engages with the possibilities offered by web-based and social media channels of communicating scientific results to academic audiences.

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 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.

2.3 Proposed measures to communicate the project activities to different target audiences

Step 1. Describe the target audiences for communication of project activities:

- These should be non-expert audiences:

- University Students
 - Primary/ Secondary schools
 - End users (e.g. patients, older adults, young people)
 - Media (editors, journalists etc)
 - Community groups, charities
 - General public
- Describe the key messages you wish to communicate to the different audiences.
 - Describe how your work relates to citizens everyday lives.
 - Describe why the public needs to know about the action (encourage a career in research, increase the gender balance in certain areas etc.).

2.3 continued...

Step 2. Describe how you will reach the various audiences through the following communication activities:

One-way exchange

- Open Door communication: Students/public visit your institution/lab etc. to discuss project activities.
- Visit schools, universities, community organisations to promote your research
- Public/societal engagement events (European Researchers' Night Event, Pint of Science etc.)

Two-way exchange

- An article in a newspaper or on TV or radio
- Use of social media
- Writing blogs to publish on host website
- Press release
- Brochures about your project
- E-newsletters
- Multimedia releases (video clip via YouTube explaining your work)

It is important to talk to your host organisation about what activities/events take place. Provide specific & realistic details of what you will do.

Section 2.3 Common weaknesses in unfunded applications:

- Outreach public lectures for a general public at the local level are not envisioned.
- The proposal lacks further consideration of other relevant target audiences and a sound communication plan.
- The specific means to support communication activities to specific and general audiences

- are not sufficiently diverse to reach an increased impact.
- The communication strategy for non-specialist audiences is not sufficiently ambitious in its scope and proposed activities.

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 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 project 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.

This section has three parts which should be clearly defined:

3.1.1 Work packages tables

3.1.2 Appropriateness of tasks

3.1.3 Gantt chart

You will not have much space left at this stage so you must be concise.

3.1.1 Work package Tables

There should be at most 6-7 work packages

- **2-3 research work packages only!**
 - These can run sequentially or concurrently and can be interconnected.
 - Ensure they are in line with details provided in 1.1 research methodology.
- **WP for Management**
 - Meetings with supervisor(s), and standard reports to EU (financial and technical reports at end of fellowship)
 - **WP for Training and Transfer of Knowledge**
 - Tasks/events should match the details in 1.2.
- **WP Dissemination/Exploitation, Communication/Public Engagement**
 - Tasks/events should match the details in 2.2 and 2.3.
 - This is why it is important to have specific examples of dissemination & communication activities rather than listing general examples.

Use the following work package table in order to address everything required and avoid unnecessary blocks of text:

WP Number	Start Month-End Month Do not give the exact date but the estimated month number (M1, M2, M3 etc.).	Secondment or TC host Remind the evaluator which WP will include time outside the main host.
WP Title	Keep concise as the objective described what it will entail.	
Tasks: These are the steps/events/tasks you will carry to complete WPs (T1.1, T1.2)		
Deliverables: Distinct output of the WP (report, data analysis, article, document, prototype, software etc.). There could be different versions of deliverables (for example the CDP is modified every 6 months).		
Milestones: These are control points to help with progress and allow progression to the next stage of the project (completion of data analysis, development of career development plan).		

3.1.2 Appropriateness of tasks

- Keep this concise. You do not have space to repeat yourself (1-2 paragraph or bullet points is sufficient).
- Refer to your tasks in the WP table.
- Describe how the work packages, their timing and the workload make sense.
- Explain why the length of the fellowship (the number of person months) is appropriate to complete all the work foreseen in the work packages.
- Aim to highlight the strengths and feasibility of the work plan.

3.1.3 Gantt Chart

- Use the Gantt chart as shown in the IF Part B1 proposal template, see below.
- Adapt as needed according to the activity you have proposed in WPs (3.1.1).
- Remove any columns for a duration longer than that of your proposal.
- Add as much detail as needed for your proposal.

This is an example Gantt chart only and is taken directly from the application template.

Notes:

- The titles of the WP's 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 WP's 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													M2.1, 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, a 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

Section 3.1 Common weaknesses in unfunded applications:

- The feasibility of all the ambitious activities planned within the proposed time frame is not fully demonstrated.
- The allocation of time to tasks is not adequately justified.
- The Gantt chart is not broken down to a sufficient level of detail.
- Some of the deliverables and milestones are not clearly shown in the Gantt chart making it difficult to estimate the time reserved for their execution.
- The training aspects are inadequately indicated in the work packages and within the Gantt chart.
- Exploitation and dissemination is not featured in the work plan in sufficient detail.
- Insufficient textual explanation is provided of the coherence and effectiveness of the work plan.

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 risk 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...).

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

Clearly show you are addressing everything requested by providing the bold headings as shown below (keep concise)!

Organisation & management structure:

- Provide a diagram showing the management structure.
- Supervisor(s) and the researcher are the main managers – assisted by the host organisation(s) structures.

Progress monitoring:

- Explain how the research, training, career planning will be monitored (refer back

to 1.2).

- How will supervisors support the project progress (explain meeting schedule).

3.2 continued...

Risks and the contingency plans (Use a table)

- Identify specific risks that could delay the progress of deliverables (delayed start, equipment failure, insignificant results) & contingency plans.

Project Risks and Contingencies		
Risk	WP Number	Contingency

Involvement of an entity with a capital or legal link:

- Name the entity, type of link with beneficiary and their involvement in the project (completing a piece of research, recruitment etc.).

Support services provided by the host institution

- Describe how the host provides an excellent environment for hosting and supporting the MSCA-IF. Separate this into the different support services using a table:

Service	Support offered
HR services	Has the host endorsed the Charter & Code or earned the “HR Excellence in Research” logo? If yes, say so and include the logo in the Capacities Table (section 5).
Financial MGMT services	Who in the host will support the financial management? Do they have experience with MSCA-IF in the past?
Technology transfer office	Who will support you with any exploitation aspects relating to your project outputs.
EURAXESS	Explain how the host will assist you with settling into your host country and research environments. Specify the use of EURAXESS Services for relocation assistance (hosting agreement).

Section 3.2 Common weaknesses in unfunded applications:

- Potential risks have not been addressed in a very specific way. Alternative experimental strategies and contingency plans are not sufficiently elaborated.
- Risk management, including a description of risk categories, potential risks, likelihood, and mitigation methods, is not fully considered.
- The tasks are not presented in sufficient detail; resource allocation per task and the tasks' relevance for achieving the scientific objectives is not adequately outlined in the proposal.

3.3 Appropriateness of the institutional environment (infrastructure)

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

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

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

3.3 Appropriateness of the institutional environment (infrastructure)

As you will not have much remaining space by the time you reach this section you must be concise. It should be the conclusion of what has been described above.

Remind the evaluator about the contribution & commitment of the main host, secondment host and/or Third country host to the various activities in the project:

- Research activities (refer back to the research methodology & state of the art reminding the evaluator that the host is an expert in the area).
- Integration of the researcher to the team (refer back to section 1.3 where the integration of researcher is described). Also, refer to host services described in section 3.2.
- Refer to the excellent supervision that will be provided (1.3).
- Highlight the opportunity to receive further training in research skills and transferable skills (1.2).

3.3 continued....

- Provide a table listing the key infrastructure necessary for the research & training activities.
- It is not necessary to explain what the infrastructure is as you don't have space.
- **Research/technical Infrastructure:** equipment, labs, software, technology, data sources, access to end users.
- **Administrative Infrastructure:** staff training resources, library use, access to finance office, research office etc.

Section 3.3 Common weaknesses in unfunded applications:

- The proposal mainly refers to past experience and not sufficiently to the appropriateness of the structures to the proposed project.
- No specific mention is made of the actual research equipment that will be utilised.
- The proposal provides insufficient information regarding the needed infrastructure for the proposed actions in order to exploit, disseminate and communicate results.

STOP PAGE COUNT – MAX 10 PAGES

6. Part B-2

NB* **Part B-1** above and **Part B-2** below should be submitted as two separate PDF documents on the participant portal as shown in the image below.

The screenshot shows the submission portal interface. On the left, there is a sidebar with a user profile and several information boxes: 'TOPIC: MSCA-IF-2018', 'TYPE OF ACTION: MSCA-IF-EF-ST', 'ACRONYM: Test', 'DRAFT ID: SEP-210513378', 'DEADLINE (Brussels Local Time): WED 12 September 2018 17:00:00', and '148 days left until closure'. Below these is a 'Check Config' button and a 'Download Part B Templates' button. The main content area is titled 'Administrative Forms' and includes a note 'Edit will open the forms.' with a help icon. Below this are three buttons: 'edit forms', 'view history', and 'print preview'. The 'Part B and Annexes' section contains a description: 'In this section you may upload the technical annex of the proposal (in Part B) and any other requested attachments.' Below this, there are two rows: 'Part B1' with an 'upload' button, and 'Part B2' with an 'upload' button. A large red arrow points to the 'upload' button for Part B2.

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).

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

The CV is intrinsic to the evaluation of the entire proposal. 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 chronological order, using **exact** dates)
- c) **education** (in 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 peer-reviewed, 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.

Part B-2 Section 4

- Follow the template above and add other headings if required
- The template mentions you must provide a list of achievements reflecting your track record. Your track record is evaluated against other researchers at your career stage, discipline and sector (academic/non-academic):
 - e.g. publications/conference participation, granted patents, monographs, book chapter, examples of leadership in industrial innovation.

Section 4 - CV of the experienced researcher continued...

- Include bibliographic information for publications e.g. impact factor, number of citations, journal ranking in the field.
- If you are not the first or lead author on publications, briefly explain your contribution.
- It is important to use the full 5 pages and include all your areas of experience (e.g. teaching, reviewing, consultancy, intersectoral experience, supervision, event organisation, public outreach etc.).
- Please note that what you mention here will also be considered by the Evaluators in relation to Section 1.4 of “Document 1” of Part B.
- Ensure that what you write here, in terms of sequence of where you have been and when, matches what you have stated in Part A (Section 2...Place of Activity in past 5 years).

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.²

Academic qualifications counting towards the Total Full time postgraduate research experience			
University degree giving access to PhD ³ :	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

² More entries can be added if needed. This table is beyond the 5-page limit.

³ See [Definition](#) of Full-Time Equivalent Research Experience in this Guide for Applicants, p.4

		xx %	(b) ⁴ = 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 ⁵		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)

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

List of participating organisations (one page)

- This table was formerly part of section Part B-1. In the 2018 template it is part of Part B-2.

⁴ Please count only time spent in months on research activities.

⁵ Please count only time spent until the IF 2018 call deadline (12/09/2018) or the end of the PhD, whichever comes first.

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 organisation⁶) 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.**

Participating organisations	Legal Entity Short Name	Country	Supervisor	Role of partner organisation ⁷
<u>Beneficiary</u>				
- NAME				
Entity with a capital or legal link				
- NAME				
<u>Partner Organisation</u>				
- NAME				

1 page for each role – choose one of: <i>beneficiary (compulsory)</i> <i>entity with a capital or legal link to the beneficiary (optional)</i> <i>partner organisation for GF (compulsory for GF only)</i> <i>partner organisation for secondment (optional)</i>	
[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	

⁶ All partner organisations should be listed here, including secondments

⁷ For example hosting secondments, for GF hosting the outgoing phase, etc.

Key research facilities, Infrastructure and Equipment	<p><i>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</i></p> <p><i>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.</i></p> <div data-bbox="638 499 1369 696" style="border: 1px solid black; padding: 5px;"> <p>List “telegraphically” the particular infrastructure and/or equipment available to you and your project, along with the facilities and amenities that will be available to you for your training and transfer of knowledge.</p> </div>
Independent research premises?	<p><i>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.</i></p> <div data-bbox="638 1014 1396 1444" style="border: 1px solid black; padding: 5px;"> <p>The principle here is that each beneficiary has premises, owned or rented, to host the fellows. An established University/Department/Company, etc. clearly has independent research premises. On the contrary, for example, a newly established campus company/university spin-off, that neither yet owns nor rents premises, would not be considered to have independent research premises. On the other hand, a company in an incubator-facility made available free-of-charge would also be considered to have independent research premises.</p> </div>
Previous and current involvement in research and training programmes	<p><i>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</i></p>
Relevant publications and/or research/innovation products	<p><i>(Max 5) Only list items (co-)produced by the supervisor</i></p>

Part B-2 Section 6 - Ethical Issues

- If you entered one or more ethical issue/s in the Ethical Issues table in Part A of the proposal, then you must also submit an Ethics self-assessment here.
- Follow the comprehensive information provided in the template.
- Consult the H2020 [“How to complete your Ethics Self-Assessment”](#)
- Read [Research, Risk-Benefit Analyses and Ethical Issues: A Guidance Document for Researchers Complying with Requests from the European Commission Ethics Reviews](#).
- If no ethics issues are associated with your project, you should still use this heading and state that the proposal does not pose any ethics 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 that they are aware of, and will comply with, European and national legislation and fundamental ethical principles, including those reflected in the [Charter of Fundamental Rights of the European Union](#) and the [European Convention on Human Rights and its Supplementary Protocols](#).

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

The Ethics Review Procedure in Horizon 2020

All proposals above threshold and considered for funding will 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 have to complete also a more in depth Ethics Self-Assessment in Part B.

The ethics self-assessment will become part of the Grant Agreement and may thus lead to binding obligations. The Grant Agreement can only be signed if all ethics requirement have been duly addressed. The ethics review result 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 action task). 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 meets the EU and national legal and ethics requirements of the country/countries where the task raising ethical issues is to be carried out.**

For more information on how to deal with Third Countries⁸ 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 ensure and confirm that the research performed outside the EU is compatible with the Union, National and International legislation and could have been legally conducted in one of the EU Member States.

Please list the documents provided with their expiry date.

Ensure early compliance of the proposed research with EU and national legislation on ethics in research. Should your proposal be selected for funding, you will be required - if applicable - to confirm that you have obtained the following documents needed for implementing the action tasks in question:

- (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

If you have not already applied for/received the ethics approval/required ethics documents when submitting the proposal, please indicate in this section the approximate date when you will obtain the 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 authorizations/opinions.

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

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

⁸ In the context of ethics appraisal, Third Country refers to non-EU country; Associated Countries are "ethics" TC

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

- the research **objectives** (e.g. study of vulnerable populations, cooperation with a Third Country, etc.);
- the research **methodology** (e.g. clinical trials, involvement of children and related information and consent/assent procedures, data protection and privacy issues related to data collected, etc.);
- the potential **impact** of the research (e.g. dual use issues, environmental damage, malevolent use, etc.);
- appropriate health and safety procedures - conforming to relevant local/national guidelines/legislation - for the staff involved;
- possible harm to the environment the research might cause (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, please confirm (delete as appropriate):

Humans	
I confirm that training certificates/personal licenses of the staff involved in animal experiments have been obtained and will be kept on file.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
Animal	
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 <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>

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 <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
I confirm that relevant authorisations for further processing of previously collected personal data have been obtained and will be kept on file.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I confirm that the data used are publicly available.	Yes <input type="checkbox"/> No <input type="checkbox"/>

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

For Global Fellowship proposals, a *letter of commitment* from the **partner organisations** (hosting the outgoing phase in a Third country) must be included in Part B-2 to demonstrate 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* from the partner organisation will be declared **inadmissible**.

Minimum requirements for the letter of commitment:

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

Please note that no template for this letter is provided, only general indications.

Suggestions for the Letter of Commitment:

- Name the project clearly and demonstrate that the Third country host will actively participate in the Global fellowship. For example:
 - “We commit to project XYZ under the MSCA IF Global. We plan to host Dr. X

as an Experienced Researcher for Y months in the period Year1 – Year 2. Dr X shall carry out YXABC tasks and research, under the supervision of Dr/ Prof XX, in order to achieve goal(s) ABC”, etc.

- Give the correct date on the letter! It is not recommended to use old letters from former submissions.
- Even if electronically submitted, a proper scan with a real signature is considered good form. - Someone with authority should sign the letter, as indicated in the template.