



# GUIDE FOR APPLICANTS

## Marie Skłodowska-Curie Actions

### **Individual Fellowships (IF)**

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## **The Marie Skłodowska-Curie Actions in Horizon 2020**

The Marie Skłodowska-Curie actions aim to support the career development and training of researchers – with a focus on innovation skills – in all scientific disciplines through international and inter-sector mobility.

The Marie Skłodowska-Curie actions are expected to finance around 65000 researchers between 2014 and 2020, including 25000 doctoral candidates. The actions will address several objectives of the Europe 2020 strategy, including the Innovation Union flagship initiative. This states that the EU will need at least one million new research jobs if it is to reach the target of spending 3% of EU GDP on research and development by 2020.

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

### **The 2015 calls for the Marie Skłodowska-Curie Actions are:**

- **Innovative Training Networks (ITN)**  
Innovative doctoral-level training providing a range of skills in order to maximise employability
- **Individual Fellowships (IF)**  
Support for Experienced Researchers undertaking mobility between countries, optionally to the non-academic sector
- **Research and Innovation Staff Exchange (RISE)**  
International and intersectoral collaboration through the exchange of research and innovation staff
- **Co-funding of regional, national and international programmes (COFUND)**  
Co-financing high-quality fellowship or doctoral programmes with transnational mobility

Guides for Applicants for any other Marie Skłodowska-Curie Action can be found by following the links on the Participant Portal at:

<http://ec.europa.eu/research/participants/portal>

The Marie Skłodowska-Curie actions website can be found at:

<http://ec.europa.eu/research/mariecurieactions/>

**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, Rules for Participation, and the Work Programme), all of which can be consulted via the Participant Portal.**

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### **Definitions used throughout this Guide**

**Experienced Researcher (ER)** shall, at the deadline for the submission of proposals, be in possession of a doctoral degree or have at least four years of full-time equivalent research experience.

**Full-Time Equivalent Research Experience** is measured from the date when a researcher obtained the degree which would formally entitle him/her to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the researcher is recruited, irrespective of whether or not a doctorate is or was ever envisaged.

**Long-term residents** are researchers who spent a period of full-time research activity of at least 5 consecutive (without breaks in research) years in one or more Member States or Associated Countries.

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

For Standard (ST) the researcher must not have resided or carried out his/her main activity (work, studies, etc.) in the country of the host organisation for more than 12 months in the 3 years immediately prior to the deadline for submission of proposals. Compulsory national service and/or short stays such as holidays are not taken into account. As far as international European interest organisations (IEIO), the JRC or international organisations established in MSs or ACs are concerned, this rule does not apply to the hosting of the eligible researcher. However, the appointed researcher must not have spent more than 12 months in the 3 years immediately prior to the deadline for submission of proposals in the same appointing organisation. This exception rule is applicable only for mobility TO such an organisation and NOT FROM it to any national host organisation.

In the Career Restart Panel (CAR) and Reintegration Panel (RI) the researcher must not have resided or carried out the main activity (work, studies, etc.) in the country of the host organisation for more than 36 months in the 5 years immediately prior to the deadline for submission of proposals. For the RI, there shall also be mobility into the country of the Beneficiary. As far as IEIOs, the JRC or international organisations located in MSs or ACs are concerned, the Experienced Researcher must not have spent more than 36 months in the 5 years immediately prior to the deadline of submission of proposals in the same appointing organisation. This exception rule is applicable only for mobility TO such an organisation and NOT FROM it to any national host organisation.

The **Supervisor** (or **Primary Coordinator Contact**) is the scientist appointed at the host organisation to supervise the researcher during the whole duration of the action. S/he will be the main contact person for the Research Executive Agency (REA) between the submission of the proposal and the conclusion of the Grant Agreement.

The **Academic sector** consists of public or private higher education establishments awarding academic degrees, public or private non-profit research organisations whose primary mission is to pursue research and international European interest organisations as they are defined in Article 2 of the Horizon 2020 Rules for Participation.

The **Non-Academic sector** includes any socio-economic actor not included in the academic sector and fulfilling the requirements of the Horizon 2020 Rules for Participation.

The **Beneficiary** is the host organisation who recruits, supervises and provides training for the researcher, taking complete responsibility for executing the proposed action.

**Partner organisations** do not sign the Grant Agreement and do not employ the researchers within the action. Partner organisations provide additional training and host researchers during secondments.

**Europe:** EU Member States (**MS**) (including Overseas Countries and Territories (**OCT**) linked to MS) and Associated Countries (**AC**).

**Associated Countries (AC)** means non-EU countries that are associated to Horizon 2020.

**Non-associated Third Countries (TC)** are countries which are neither EU Member States (MS) nor associated to Horizon 2020 (AC). Some TC appear in the list of countries eligible to receive funding, provided in the General Annexes to the Work Programme.

**Work Programme: Part 3** of the Horizon 2020 **Work Programme 2014-2015** (*Marie Skłodowska-Curie Actions*), European Commission Decision C(2014)4995 of 22 July 2014. Applicants should also refer to the General Introduction and the General Annexes.

## 1. Marie Skłodowska-Curie "Individual Fellowships" – Purpose and scope

Marie Skłodowska-Curie **Individual Fellowships (IF)** aim at *enhancing the creative and innovative potential of Experienced Researchers who wish to diversify their individual competence in terms of skill acquisition through advanced training, international and intersectoral mobility. Individual Fellowships thus provide opportunities to acquire and transfer new knowledge and to work on research in a European context (EU Member States and Associated Countries) or outside Europe. This scheme particularly supports the return and reintegration of researchers from outside Europe who have previously worked here. It also develops or helps to restart the careers of individual researchers that show great potential, considering their experience.*

*Support is foreseen for individual, trans-national fellowships awarded to the best or most promising researchers for employment in EU Member States or Associated Countries, based on an application made jointly by the researcher and host organisation in the academic or non-academic sectors<sup>1</sup>.*

This action provides financial support for individual Experienced Researchers who wish to work in host organisations established in EU Member States (MS) or Associated Countries (AC). The Global Fellowships start with a significant period spent at a partner organisation located outside of Europe and conclude with a mandatory return phase in Europe. All Individual Fellowships are expected to strengthen the contact network of both the researcher and the host organisation(s), to catalyse the development of researcher's career and to enhance and maximise their contribution to the knowledge-based economy and society.

## 2. Participants

An important aspect of the Commission's policy towards the researchers is to improve their working and living conditions and to promote mobility in order to open up new perspectives for research careers in Europe. The Marie Skłodowska-Curie actions aim to act as a catalyst in this respect. The host organisations will therefore be required to meet certain working conditions relating to the researcher, which should be in line with the principles set out in **the European Charter for Researchers** and in **the Code of Conduct for the Recruitment of Researchers**.<sup>2</sup>

### 2.1 Beneficiary

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

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<sup>1</sup> Text in *italics* refers to the Horizon 2020 Work Programme 2014-2015, Part 3: Marie Skłodowska-Curie Actions.

<sup>2</sup> These documents are available at:  
[http://ec.europa.eu/euraxess/pdf/brochure\\_rights/am509774CEE\\_EN\\_E4.pdf](http://ec.europa.eu/euraxess/pdf/brochure_rights/am509774CEE_EN_E4.pdf)

## 2.2 Partner Organisations

Partner organisations are institutions that provide additional training and host the researcher during secondments. The partner organisations do not recruit any researchers and do not sign the Grant Agreement. As such, partner organisations cannot directly claim any costs from the action. Instead, the beneficiary would need to reimburse the partner organisations for their activities in the research training.

The partner organisations located in MS and AC should NOT provide any supporting documents (e.g. letter of commitment).

For Global Fellowships only, the partner organisation located outside the MSs or ACs must include an up-to-date letter of commitment in Part B of the proposal to demonstrate their real and active participation in the proposed action; their precise role should also be clearly described in the proposal.

During evaluation of the proposals the experts are instructed to disregard the contribution of any partner organisations for which such evidence of commitment is required (Global Fellowships only) and not submitted. Thus, for Global Fellowships, if the letter of commitment of the Third Country partner organisation is not provided, the proposal will be considered incomplete and therefore it will be declared inadmissible.

## 2.3 Eligible Organisations

Before applying, each organisation has to register and is automatically classified in one of the two sectors, academic and non-academic, on the basis of the Participant Identification Code (PIC) assigned during the validation process<sup>3</sup>. Each organisation has to register only once through the Participant Portal.

Two different types of organisations are eligible as either beneficiary or partner organisation and are distinguished according to their sector, see under [Definitions](#):

- **Academic sector;**
- **Non-academic sector.**

### **International European Interest Organisations (IEIO) and International Organisations (IO):**

"International European Interest Organisation" is defined in the Horizon 2020 Rules for Participation<sup>4</sup> as *"an international organisation, the majority of whose members are Member States or Associated countries, and whose principal objective is to promote scientific and technological cooperation in Europe"*.

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<sup>3</sup> Legal entities having a valid PIC number under FP7 maintain their PIC in H2020. The details of all validated organisations are stored in a Unique Registration Facility (URF). For the confirmation and, if necessary, revision of the data stored in the URF, the Commission asks each organisation to nominate a Legal Entity Appointed Representative (LEAR). The LEARs can view their organisations' legal and financial data online and ask for corrections and changes through the Participant Portal. Note that under H2020, it will be necessary for each participating organisation to submit proof documents regarding the nomination of the LEAR before a Grant Agreement can be signed. More information can be found on the Participant Portal ([http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference\\_docs.html#h2020-grants-manual-lev](http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html#h2020-grants-manual-lev)).

<sup>4</sup> H2020 Rules for Participation: [http://ec.europa.eu/research/participants/data/ref/h2020/legal\\_basis/rules\\_participation/h2020-rules-participation\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/legal_basis/rules_participation/h2020-rules-participation_en.pdf).

As IEIOs are not linked to any country, for the purpose of the programme they are considered as institutions established in a MS or AC.

The IEIO rules also apply to the European Commission Joint Research Centre (JRC).

In exceptional cases an **international organisation** located in a MS or AC may be entitled to participate as a beneficiary. This must, however, be endorsed by the expert evaluators and at least one of the following conditions must be fulfilled:

- the participation is deemed essential for carrying out the action by the Commission or the relevant funding body;
- such funding is provided for under a bilateral scientific and technological agreement or any other arrangement between the Union and the international organisation.

## 2.4 Eligible Country Groups and their role

For the purposes of the Individual Fellowships action, three main categories of countries can be distinguished:

- EU Member States (MSs);
- Associated Countries (ACs);
- Non-associated Third Countries (TCs).

### Minimum country participation in an IF

	<b>Beneficiaries</b>	<b>Partner organisations</b>
<b>European Fellowships</b>	<u>Obligatory</u> : 1 beneficiary in MS or AC	<i>Optional</i> : partner organisation(s) in MS or AC
<b>Global Fellowships</b>	<u>Obligatory</u> : 1 beneficiary in MS or AC	<u>Obligatory</u> : 1 partner organisation in TC <i>Optional</i> : partner organisation(s) in MS or AC



### 3. Structure of Individual Fellowships and Eligibility Conditions

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

The **submission of the proposals** falls under the **full responsibility** of the supervisor (and any other actions that follow this procedure like withdrawal or request for evaluation review). Technically it is possible for both the researcher and the supervisor to create, modify and submit the proposal in the electronic submission system SEP. However it must be emphasised that the submission by the researcher must be made with the agreement of the supervisor.

Only one proposal per experienced researcher can be submitted for this call of proposals.<sup>5</sup>

IF proposals have one of the following types:

- 3.1 European Fellowships (EFs)
- 3.2 Global Fellowships (GFs)

#### 3.1 European Fellowships (EFs)

For European Fellowships proposals are allocated for evaluation either to one of the 8 main scientific panels or to one of the 2 multidisciplinary panels Career Restart Panel (CAR) and Reintegration Panel (RI).

##### **3.1.a Standard European Fellowships**

For a standard European Fellowship that does not involve Career Restart or Reintegration (see sections below), researchers fulfilling all eligibility conditions may apply for one of the 8 scientific panels, according to the topic of their research proposal. These panels are: Chemistry (CHE), Social Sciences and Humanities (SOC), Economic Sciences (ECO), Information Science and Engineering (ENG), Environment and Geosciences (ENV), Life Sciences (LIF), Mathematics (MAT) and Physics (PHY).

During the evaluation, each scientific panel will have a separate ranking list.

**ELIGIBILITY CONDITIONS** for the standard EFs:

1. The researcher must be an **Experienced Researcher**: s/he *must*, at the deadline for the submission of proposals, be in possession of a doctoral degree or have at least four years of *full-time equivalent research experience* (as described under [Definitions](#)).
2. The researcher may be of **any nationality**.
3. The researcher must **move or have moved** (transnational mobility) **from any**

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<sup>5</sup> Grants Manual (Section III.5.3.3, *Multiple Proposals*):  
[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/pse/h2020-guide-pse\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/pse/h2020-guide-pse_en.pdf)

**country to the MS or AC** where the beneficiary is located.

The researcher must comply with the **mobility rule** as described under [Definitions](#).

### **3.1.b Career Restart Panel (CAR)**

The Career Restart Panel (CAR) is a multidisciplinary panel of the EFs 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.).

The applicant will have to indicate at submission stage in which of the 8 scientific areas<sup>6</sup> their proposal best fits, in order to have the optimal expert allocation. Following evaluation there will be one ranking list for all CAR proposals.

**ELIGIBILITY CONDITIONS** for the CAR panel:

1. The researcher must be an **Experienced Researcher** as described under [Definitions](#).
2. The researcher may be of **any nationality**.
3. The researcher must **move or have moved** (transnational mobility) **from any country to the MS or AC** where the beneficiary is located.

The researcher must comply with the **CAR mobility rule** as described under [Definitions](#).

4. The researcher must have undertaken a **career break in research**: the Experienced Researcher must not have been active in research for at least 12 months immediately prior to the deadline for submission of proposals (i.e. at least during the period 11 September 2014 to 10 September 2015).

### **3.1.c Reintegration Panel (RI)**

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

The applicant must indicate at submission stage in which of the 8 scientific areas<sup>7</sup> his/her proposal best fits, in order to have the optimal expert allocation. Following evaluation there will be one ranking list for all Reintegration Panel proposals.

**ELIGIBILITY CONDITIONS** for the RI panel:

1. The researcher must be an **Experienced Researcher** as described under [Definitions](#).
2. The researcher must be a **national or long-term resident of a MS or AC** as described under [Definitions](#).

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<sup>6</sup> These areas have the same categorisation as the panels of the standard EF and GF i.e.: Chemistry (CHE), Social Sciences and Humanities (SOC), Economic Sciences (ECO), Information Science and Engineering (ENG), Environment and Geosciences (ENV), Life Sciences (LIF), Mathematics (MAT) and Physics (PHY).

<sup>7</sup> See previous footnote.

3. The researcher must **move or have moved** (transnational mobility) **from a TC to the MS or AC** where the beneficiary is located.

The researcher must comply with the **RI mobility rule** as described under [Definitions](#).

### **3.2 Global Fellowships (GFs)**

Global Fellowships are composed of an **outgoing phase** during which the researcher undertakes a secondment to a **partner organisation** in a **Third Country between 12 and 24 months**, and a **mandatory 12-month return period** to a host organisation (**the beneficiary**) located in a **Member State or Associated Country**.

All GF proposals are allocated to one of the 8 scientific panels, the same as for the standard European Fellowships. Each panel has a separate ranking list.

**ELIGIBILITY CONDITIONS** for the GFs:

1. The researcher must be an **Experienced Researcher** as described under [Definitions](#).
2. The researcher must be **national or long-term resident of a MS or AC** as described under [Definitions](#).
3. The researcher must **move or have moved** (transnational mobility) **from any country** to the partner organisation located in the **TC**.

The researcher must comply with the following **mobility rule**: the researcher must not have resided or carried out the main activity (work, studies, etc.) in the **TC where the initial outgoing phase takes place** for more than 12 months in the 3 years immediately prior to the deadline for submission of proposals. Compulsory national service and/or short stays such as holidays are not taken into account.

Exception: As far as international organisations established in the TCs are concerned, this rule does not apply to the hosting of eligible researchers. However, the appointed researcher must not have spent more than 12 months in the 3 years immediately prior to the call deadline at the same organisation.

Note: this exception rule is applicable only for mobility TO an international organisation, NOT from it to any national host organisation.

**4.a The beneficiary** must be located in an **MS or AC**.

**4.b The partner organisation for the initial outgoing phase** must be situated in a **TC** and is the entity where the initial compulsory outgoing phase takes place.

The partner organisation in a TC must **include an up-to-date letter of commitment in Part B of the proposal** to demonstrate its real and active participation in the proposed action, and its precise role should also be clearly described in the proposal.

A mandatory return phase for the researcher (*future fellow*) in the European host organisation is essential for the successful achievement of the objectives of this action.

In case of non-fulfilment of this condition by the beneficiary, the REA may ask the host organisation to reimburse the total amount received for the benefit of the researcher under the Grant Agreement.

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For all types of action the beneficiary must check the information regarding the eligibility of the Experienced Researcher at the deadline for submission of proposals (*i.e. diploma, research experience, career break, residency, mobility, family status etc.*) before signing the Grant Agreement.

## 4. Duration

The duration for **European Fellowships** (standard EFs, CAR and RI) is **between 12 and 24 months**.

For the **Global Fellowships** there is a first outgoing phase between 12 and 24 months, and an additional mandatory 12 months return phase, so the **total duration** of this type of fellowship is **between 24 and 36 months**.

## 5. Typical Activities of an Individual Fellowship

### 5.1 Mobility – key factor

Mobility is considered by the European Commission essential for the personal and career development of researchers. It allows the enhancement of collaboration, and the acquisition of new skills and knowledge which contribute to increased creativity, efficacy and performance, thereby contributing to career development and a successful, competitive knowledge-based society. Mobility is an eligibility criterion for receiving Marie Skłodowska-Curie funding.

### 5.2 Training activities

#### **5.2.a Topics, Ethics**

All Marie Skłodowska-Curie actions 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).

All research activities supported by Horizon 2020 must respect fundamental ethical principles and legislation (see [Annex 5 – Part B Template, Chapter 6](#)).

#### **5.2.b Training and Development**

The **Experienced Researcher** should develop in the proposal a concrete plan of *training-through-research* at the host organisation's premises. The plan should aim at reaching a realistic and well-defined objective in terms of career advancement (by attaining a leading independent position for example) or resuming a research career after a break. The plan should be devised with the final outcome to develop and significantly widen the competences of the Experienced Researcher, particularly in

terms of multi/interdisciplinary expertise, intersectoral experience and transferable skills.

In addition to research objectives, this plan comprises the researcher's training and career needs, including training on transferable skills, planning for publications and participation in conferences.

This dedicated and high-level plan will act as a reference for the Experienced Researcher to monitor for her/himself the progress of work, training and publications, and to take corrective measures if deviations and delays are observed in order to attain the professional development targets.

Typical **training activities** in IFs may include:

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

### **5.2.c Secondments**

During the implementation of the IF the Experienced Researcher may be seconded to another institution in Europe. Such secondments must significantly contribute to the impact of the fellowship and therefore in certain research fields, secondments would be expected to take place in the non-academic sector.

The organisation where the secondment takes place is a partner organisation and must be located in the Member States or Associated Countries.

If the partner organisation where the secondment takes place is not identified at the proposal stage, it is essential that Part B of the proposal contains as much information as possible on the sector, place, timing and duration, and its overall purpose.

For secondments in MS and AC, the partner organisations should **not** submit a letter of commitment. Even if such a letter is submitted, the proposal will be evaluated without taking this document into consideration.

The secondments must be clearly justified in the Part B of the proposal and their maximum duration is defined according to the total duration of the fellowship:

<b>Duration of the fellowship</b>	<b>Maximum duration of secondment</b>
≤ 18 months	3 months
> 18 months	6 months

The secondment phase can be a single period or divided into shorter mobility periods. It can take place at one or more organisations which can be located also in the country of the Host Institution. Secondments can take place within the same sector. However, for certain panels, intersectoral secondments may increase the impact of the proposal.

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" within the meaning of the IF Agreement or Work Programme.

- Secondments have a clear impact on the project, are planned before, and have a particular scope – for example, without the secondment the final results of the project would not be possible. A short visit on the other hand will have a limited impact and could be spontaneous.
- The purpose of a secondment is providing transfer of knowledge and training, while the aim of a short visit is simply to gather data and information.
- The secondment implies mobility to a partner organisation in a MS/AC. A short visit does not imply mobility to a partner organisation but to another location outside the physical premises of the beneficiary (example: public places for interviews). However the work done is supervised directly by the beneficiary.
- The limits imposed for secondments in the Work Programme or the Agreement do not apply to short visits. However, due to the nature of the IF, short visits can represent only a balanced part of the project; otherwise the rules of the action (which have specific mobility requirements) will be breached.
- When short visit takes place to a TC, the beneficiary shall ensure compliance with the applicable Horizon 2020 ethical framework and the corresponding provisions of the Agreement. This includes addressing the relevant ethical issues in the proposal in line with the applicable Horizon 2020 ethical guidelines.

### **5.3 Communication and Dissemination**

In addition to publications and patents, communication about the action should aim to demonstrate the ways in which this research is contributing to a European "Innovation

Union"<sup>8</sup>. It should also account for public spending by providing tangible evidence that the funded research adds value by:

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

#### **Open Access under Horizon 2020**

Following Horizon 2020's open access policy, beneficiaries must ensure that peer-reviewed scientific publications resulting from IF funding are deposited in open access repositories, i.e. free of charge online access for the user. A repository number for each publication must be provided in project reports.

Horizon 2020 also includes a pilot on **Open Research Data**. The main goal of the pilot is to facilitate research data registration, discovery, access and re-use, in particular in the context of Horizon 2020 funded projects. There is no obligation on IF projects to participate in the pilot. However, should the beneficiaries choose to do so, a data management plan will be required in the first 6 months of the action.

Further information on Open Access, the Data Management Plan and the pilot can be found in the documents section of the Participant Portal<sup>9</sup>. During the submission process, applicants will be asked to specify whether they wish to participate in the Open Research Data pilot.

### **5.4 Public Engagement**

In the Marie Skłodowska-Curie actions, the primary goal of public engagement activities is to **create awareness among the general public of the research work performed and its implications for citizens and society**. The type of outreach activities could range from press articles and participating in European Researchers' Night events to presenting science, research and innovation activities to students from primary and secondary schools or universities in order to develop their interest in research careers. Other possibilities might include 'open days' or videos, which would enable the public to see where and how the research is undertaken. **The frequency and nature of outreach activities should be outlined in the proposal.**

### **5.5 Gender Issues**

Marie Skłodowska-Curie actions pay particular attention to gender balance. In line with the European Charter for Researchers and Code of Conduct for the Recruitment of

<sup>8</sup> [http://ec.europa.eu/research/innovation-union/index\\_en.cfm](http://ec.europa.eu/research/innovation-union/index_en.cfm).

<sup>9</sup> [http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/oa\\_pilot/h2020-hi-oa-data-mgt\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf)

Researchers<sup>10</sup>, beneficiaries are encouraged to take appropriate measures to counter-act gender-related barriers. Equal opportunities are to be ensured, both at the level of supported researchers and that of decision-making/supervision.

In research activities where human beings are involved as subjects or end-users, gender differences may exist. In these cases the gender dimension in the research content<sup>11</sup> has to be addressed as an integral part of the proposal to ensure the highest level of scientific quality.

As training researchers on gender issues serves the policy objectives of Horizon 2020 and if necessary for the implementation of research and innovation actions, applicants are encouraged to include such activity in their proposals, as appropriate.

## 6. Financial Aspects

The financial support for Marie Skłodowska-Curie IFs takes the form of a grant covering up to 100% of the costs. Funding is calculated exclusively based on the fixed unit costs set out in the work programme

What types of expenses are covered?

The European Union contribution and rates under this action are set out in Part 3 of the Work Programme 2014-2015 and cover:

- the allowances of the researcher to be trained;
- research, training and networking costs;
- management and indirect costs.

**One unit is defined as one person-month. The unit costs are divided into two groups: researcher unit costs and institutional unit 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
<b>Individual Fellowships</b>	4,650	600	500	800	650

### Researcher unit costs

#### **6.1 Living allowance**

This refers to the basic, gross amount for the benefit of the researcher to be paid to the researcher in monthly instalments:

- **€4,650\* / month**

<sup>10</sup> Commission Recommendation of 11 March 2005 on the European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers, C(2005) 576 of 11 March 2005.

<sup>11</sup> <http://ec.europa.eu/programmes/horizon2020/en/news/%E2%80%9Cgendered-innovations-how-gender-analysis-contributes-research%E2%80%9D>.



\*This amount is then **adjusted** through the application of a **correction coefficient** for the cost of living according to the **country** in which the **host organisation** is located. The adjusted amount will not change in case of secondments to a partner organisation in another MS or AC<sup>12</sup>. **The country correction coefficients that will be applied are indicated in Table 4 in Part 3 of the Work Programme (Marie Skłodowska-Curie actions).**

The host organisation must appoint the eligible Experienced Researcher under an employment contract.

The host must ensure that the researcher is covered under the social security scheme which is applied to employed workers within the country of the contractor. In the case of secondments to the partner organisations, the social security provision should also cover the researcher during these periods. The European Charter for Researchers and the Code of Conduct for the recruitment of researchers offer a reference framework for the employment of researchers.

Only in cases when national regulation prohibits full employment contracts the fixed amount fellowships are permitted, and then only with the prior approval of the Research Executive Agency. The required minimum is that the researcher is covered under a social security scheme providing at least sickness and maternity benefits in kind, cover for invalidity and accidents at work and occupational diseases, and covering the researcher in every place of implementation of the IF activities. For fixed amount fellowships, the Living Allowance is 50% of the amount foreseen for the contract of employment. Other cost categories are not affected by this reduction.

#### **Important notice: Living allowance**

*NOTE: The living allowance is a **gross EU contribution** to the salary costs of the researcher. Consequently, 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 beneficiary **may pay a top-up** to the eligible researchers from another budget source in order to complement this contribution.*

*The rate indicated above is for researchers devoting themselves to their action on a full-time basis.*

## **6.2 Mobility allowance**

In addition to the living allowance, a mobility allowance will be paid to recruited researchers:

- **€600 / month**

## **6.3 Family allowance**

A family allowance will be paid in case the supported researcher has family obligations. In this context, family is defined as persons linked to the researcher (i) by marriage, or (ii) a relationship with equivalent status to a marriage recognised by the

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<sup>12</sup> However, for the outgoing phase of the Global Fellowship, the country correction coefficient of the destination TC will be applied.

legislation of the country where this relationship was formalised; or (iii) as dependent children who are actually being maintained by the researcher. This allowance amounts to:

- **€500 / month**

The family status of a researcher will be determined at the deadline of the call (i.e. 10 September 2015) and will not be revised during the lifetime of the action.

**NB:** The mobility and family allowances are fixed amounts, regardless of the country of recruitment, and may be taxable depending on the country in question.

### **Institutional unit costs**

#### **6.4 Research, training and networking costs**

This unit cost amounts to **€800 per person/month** and is managed by the beneficiary to contribute to expenses related to, for example:

- the participation of researchers in training activities;
- expenses related to research costs;
- execution of the project.

#### **6.5 Management and indirect costs**

This refers to a unit cost of **€650 per person/month** that is to be used for the management and indirect costs of the action.

#### **6.6 Budget Calculations**

Applicants are not required to indicate the amount of the estimated EU contribution in the proposal. **This will be automatically calculated from the information provided in Part A of the proposal** using the rates, allowances and coefficients given in Table 4 of Annex 3 to the Work Programme.

**It is crucial that the information given in Part A about the host organisation and researcher is correct and up-to date and that it is identical to the information given in Part B and its Annexes.**

Before signing the Grant Agreement the beneficiary is responsible for checking the family status of the researcher at the deadline for submission of proposals.

#### **6.7 Contractual Obligations**

Complete details regarding contractual obligations that bind all beneficiaries can be found in the MSCA Work Programme and in the model Grant Agreement<sup>13</sup> and its annotated version<sup>14</sup>, both available on the Participant Portal.

<sup>13</sup> [http://ec.europa.eu/research/participants/data/ref/h2020/mga/msca/h2020-mga-msca-if-mono\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/mga/msca/h2020-mga-msca-if-mono_en.pdf).

<sup>14</sup> [http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/amga/h2020-amga\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf), pages 406-434.

## **Examples of Individual Fellowships**

### **1. Standard EF**

A French researcher without family obligations who obtained her PhD in France on 15 June 2014 in Chemistry applies jointly with a university in Germany for a 24-month fellowship in the CHE panel. In the last 3 years she was in Germany for 5 months. Part B provides for a secondment split in 2 periods of each 2 months at an industrial partner in Ireland.

The budget calculation would be like this:

*Total duration= 24 months (person-months)*

*Country of the host organisation= Germany*

- |  |   |
|--|---|
| 1. Living allowance                        | =€ 4,650 x 24 x DE Country Correction Coefficient (CCC) |
|  | <b>=€ 4,650 x 24 x 98.8%</b>                            |
|  | <b>=€ 110,260.80</b>                                    |
| 2. Mobility allowance                      | =€ 600 x 24=€ 14,400                                    |
| 3. Family allowance                        | = N/A   |
| 4. Research, training and networking costs | =€ 800 x 24=€ 19,200                                    |
| 5. Management and indirect costs           | =€ 650 x 24=€ 15,600                                    |
| <b>Maximum EU contribution</b>             | <b>=€ 110,260.80 + 14,400 + 19,200 + 15,600</b>         |
|  | <b>=€ 159,460.80</b>                                    |

### **2. CAR panel**

A Slovenian researcher has lived in the UK since 1 May 2013 and has worked outside research since 1 January 2014. He has a PhD in Social Sciences, family obligations and applies in liaison with a museum in UK for an 18-month fellowship in the SOC panel. There are no secondments foreseen in Part B.

The budget calculation would be like this:

*Total duration= 18 months*

*Country of the host organisation= United Kingdom*

- |  |  |
|--|--|
| 1. Living allowance                        | =€ 4,650 x 18 x UK CCC                                 |
|  | <b>=€ 4,650 x 18 x 120.3%</b>                          |
|  | <b>=€ 100,691.10</b>                                   |
| 2. Mobility allowance                      | =€ 600 x 18=€ 10,800                                   |
| 3. Family allowance                        | =€ 500 x 18=€ 9,000                                    |
| 4. Research, training and networking costs | = € 800 x 18 = € 14,400                                |
| 5. Management and indirect costs           | = € 650 x 18 = € 11,700                                |
| <b>Maximum EU contribution</b>             | <b>= 100,691.10 + 10,800 + 9,000 + 14,400 + 11,700</b> |
|  | <b>=€ 146,591.10</b>                                   |

### **3. RI panel**

A Swedish researcher obtained her master degree in Biology in 15 June 2011 in her home country. From 1 September 2011 until 15 May 2015 she did her PhD at a University in Japan and applies for a 12-month fellowship in the LIF panel in liaison with a host Institution in Sweden. In the Part B a 1.5-month secondment to a University in Netherlands is mentioned. The Experienced Researcher is without family obligations at the deadline of submission of proposals.

The budget calculation would be like this:

*Total duration= 12 months (person-months)*

*Country of the host organisation= Sweden*

1. Living allowance =€ 4,650 x 12 x SE CCC  
**=€ 4,650 x 12 x 111.7%**  
**=€ 62,328.60**

2. Mobility allowance =€ 600 x 12=€ 7,200

3. Family allowance = N/A

4. Research, training and networking costs =€ 800 x 12=€ 9,600

5. Management and indirect costs =€ 650 x 12=€ 7,800

**Maximum EU contribution** =€ 62,328.60 + 7,200 + 9,600 + 7,800  
**=€ 86,928.60**

#### 4. GF

A Chinese researcher obtained her PhD in Physics on 15 May 2008 in France in Physics and was employed in research full time since 16 May 2008 at a Polish University. The researcher applies for a Global Fellowship in the PHY panel with a 24-month outgoing phase to a University in the USA and a 12-month mandatory return period in Spain. A 3-month secondment at a SME in Portugal is foreseen during the return phase. The Experienced Researcher has family obligations.

The budget calculation would be like this:

*Outgoing phase= 24 months in USA*

*Return phase= 12 months in Spain*

*Total duration= 36 months*

1. Living allowance =€ (4,650 x 24 x US CCC) + (4,650 x 12 x ES CCC)  
**=€ (4,650 x 24 x 99.4%) + (4,650 x 12 x 97.6%)**  
**=€ 165,391.2**

2. Mobility allowance = € 600 x 36=€ 21,600

3. Family allowance = € 500 x 36=€ 18,000

4. Research, training and networking costs = € 800 x 36=€ 28,800

5. Management and indirect costs = € 650 x 36=€ 23,400

**Maximum EU contribution** =€ 165,391.2 + 21,600 + 18,000 + 28,800 + 23,400  
**=€ 257,191.2**

## Overview IF

INDIVIDUAL FELLOWSHIPS		EUROPEAN			GLOBAL
		Standard EF	CAR	RI	GF
EXPERIENCED RESEARCHERS	Nationality	ANY	ANY	MS, AC or long-term residents	MS, AC or long-term residents
	Mobility	From ANY country to MS or AC	From ANY country to MS or AC	From TC 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	< 12 months in the last 3 years
	Career break in research	-	≥ 12 months prior to call deadline	-	-
PARTICIPANTS	Beneficiary	MS or AC	MS or AC	MS or AC	MS or AC
	Partner Organisation	MS or AC (optional secondments)	MS or AC (optional secondments)	MS or AC (optional secondments)	TC (outgoing phase)
MS or AC (optional secondments)					
DURATION (months)		12 - 24	12 - 24	12 - 24	12 to 24 + 12
SCIENTIFIC PANELS/AREAS		8 panels	8 areas	8 areas	8 panels
NUMBER OF RANKING LISTS		8	1	1	8
BUDGET (total € 215 million)		€ 188 million			€ 27 million

## Annexes

Annex 1	Timetable and Specific Information for this Call
Annex 2	Evaluation Criteria and Procedures to be applied for this Call
Annex 3	Instructions for Completing Part A of the Proposal
Annex 4	Instructions for Drafting Part B of the Proposal
Annex 5	Part B Template

### Proposal submission

Proposals must be submitted electronically, using the **European Commission's Online Submission Service (SEP)**, by the supervisor.

Proposals must be submitted on or before Thursday 10 September, 17:00:00 Brussels time. It is your responsibility to ensure the timely submission of your proposal.

To avoid being late and miss the deadline, you should submit your proposal in SEP as soon as possible since any other successive submission overwrites the previous version. The latest version will be evaluated<sup>15</sup>.

In the very unlikely event of a failure of the SEP service during the last 24 hours of this call, the deadline can be extended by a further 24 hours. Such a failure is extremely rare and exceptional. Therefore do not assume that there will be an extension to this call if you have difficulty in submitting your proposal at the last moment.

The procedure for handling complaints received after the call deadline is available at: <https://webgate.ec.europa.eu/fpfis/wikis/display/iknowplus/Proposal+Submission+and+Evaluation#ProposalSubmissionandEvaluation-Complaintsaboutfailedsubmissionandredressagainstrejectionofproposals>

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<sup>15</sup> Leaving your first submission attempt to the last few minutes of the call will give you no time to overcome even the smallest technical difficulties, proposal verification problems or communications delays which may arise. Such events are never accepted as extenuating circumstances; your proposal will be regarded as not having been submitted.

## Annex 1 – Timetable and Specific Information for this Call

**The Marie Skłodowska-Curie Actions Work Programme** provides the legal background for submitting a proposal to this call. It describes the content of the topics to be addressed, and details on how the call will be implemented. The Work Programme together with the part giving the basic data on implementation (deadline, budget, additional conditions etc.) posted as a separate document ("call fiche") are available on the Participant Portal.

### Indicative timetable for this call

Publication of call	<i>12 March 2015</i>
Deadline for submission of proposals	<i>10 September 2015 at 17:00:00, Brussels local time</i>
Evaluation of proposals	<i>October - November 2015</i>
Information on the outcome of the evaluation	<i>February 2016</i>
Indicative date for the signing of Grant Agreements	<i>May 2016</i>

**Indicative 2015 call budget:** € 215 million. Of this amount, €27 million is allocated to Global Fellowships.

### Further information and help

The Participant 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

- *Participant Portal call page*  
<http://ec.europa.eu/research/participants/portal/desktop/en/home.html>
- *MSCA Work Programme 2014-2015 (Revised)*  
[http://ec.europa.eu/research/participants/data/ref/h2020/wp/2014\\_2015/main/h2020-wp1415-msca\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/wp/2014_2015/main/h2020-wp1415-msca_en.pdf)

### General Sources of Help

- *Marie Skłodowska-Curie actions website:*  
<http://ec.europa.eu/research/mariecurieactions>
- *EURAXESS:* <http://ec.europa.eu/euraxess/>
- *The European Commission's Horizon 2020 Enquiry service:*  
<http://ec.europa.eu/research/index.cfm?pg=enquiries>
- *National Contact Points:*  
[http://ec.europa.eu/research/participants/portal/desktop/en/support/national\\_contact\\_points.html](http://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html)

### Specialised and Technical Assistance

- *Submission Service Help Desk:* [DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu](mailto:DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu)  
<http://ec.europa.eu/research/participants/api/contact/index.html>
- *IPR Help desk:* <https://www.iprhelpdesk.eu/>

## **Annex 2 – Evaluation Criteria and Procedures to be applied for this Call**

### **1. General**

The evaluation of proposals is carried out by the Research Executive Agency (REA) with the assistance of independent experts.

REA staff ensures that the process is fair and in line with the principles contained in the Commission's rules<sup>16</sup>.

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 addition, an independent expert will be appointed by the REA to observe and report on the evaluation process. The observer gives independent advice to the REA 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 will not express views on the proposals under examination or on the experts' opinions on the proposals.

Proposals are submitted in a single stage and evaluated in one step by the experts against all evaluation criteria.

Conflicts of interest: under the terms of the expert 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.

Confidentiality: 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.

### **2. Before the Evaluation**

On receipt by the REA, proposals are registered and acknowledged and their contents entered into a database to support the evaluation process. Admissibility and eligibility criteria for each proposal are also checked by REA staff before the evaluation begins. Proposals which do not fulfil these criteria will not be included in the evaluation.

For this call a proposal will only be considered admissible if it meets all of the following conditions:

- It is received by the REA before 10 September 2015, 17:00:00 Brussels time through the electronic submission system; documents received later or via fax, email, letters etc. will not be taken into account;

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<sup>16</sup> [http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/pse/h2020-guide-pse\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/pse/h2020-guide-pse_en.pdf)



- It is complete (i.e. the requested administrative forms in Part A and the proposal description in Part B with all sections are both present);
- The content of the proposal relates to the topics and funding schemes, including any special conditions set out in the relevant parts of the work programme.

Parts 1 to 3 of the proposals have a **maximum of 10 pages** (excluding the CV of the researcher and the other requested parts). Experts will be instructed to disregard any excess pages or information that is not in the correct section and in the given format.

Please note that the following supporting documents will be required in order to determine the operational capacity:

- A curriculum vitae of the researcher;
- A description of any significant infrastructure or any major items of technical equipment, relevant to the proposed work;
- A description of any partner organisations which will be contributing to the project.

### **3. Evaluation of Proposals**

Each proposal will be assessed independently by at least three experts chosen by the REA from the pool of experts taking part in this evaluation. An expert will be designated as the proposal "rapporteur" and will assume additional responsibilities at the end of this phase and in the following phases of the evaluation session.

The proposal will be evaluated against the IF evaluation criteria applying weighting factors, both set out in the Work Programme. Proposals will not be evaluated anonymously. Proposals may be evaluated remotely.

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

An example of the evaluation forms that will be used by the experts in this call will be made available on the Participant Portal.

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

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

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

- |  |
|--|
| <ul style="list-style-type: none"><li><i>0 – Proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.</i></li><li><i>1 – Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses.</i></li><li><i>2 – Fair. Proposal broadly addresses the criterion, but there are significant weaknesses.</i></li><li><i>3 – Good. Proposal addresses the criterion well, but a number of shortcomings are present.</i></li><li><i>4 – Very Good. Proposal addresses the criterion very well, but a small number of shortcomings are present.</i></li><li><i>5 – Excellent. Proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.</i></li></ul> |
|--|

## **Annex 3 – Instructions for Completing Part A of the Proposal**

Proposals in this call must be submitted exclusively electronically, using the electronic submission service of the Commission accessible from the call page on the Participant Portal.

In Part A you will be asked for certain administrative details that will be used in the evaluation and further processing of your proposal. Part A constitutes an integral part of your proposal, and has a number of mandatory fields (like name of the supervisor, researcher etc.) which if not completed, will not allow the submission of the proposal. Details of the work you intend to carry out will be described in Part B (see Annexes 4 and 5 of this guide).

The Electronic Submission Service provides guidance on how to complete the Part A, which includes 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;
- Section 5: Call specific questions

**Section 1 – General Information** requests information about the proposal, including an abstract of the project proposal.

### **Section 2 – Administrative data of participating organisations**

- requests information about the supervisor and the supervisor's host institution; and
- requests information about the supervisor in the TC and their organisation (for Global Fellowships).

**Section 3 – Budget** requests information on the duration to calculate the total requested EU contribution.

**Section 4 – Ethics** identifies any ethical aspects of the proposed work. Even if there are no issues, you must simply confirm that none of the ethical issues apply to the proposal.

**Section 5 – Call specific questions** request declarations related to eligibility and personal data, together with questions on any secondment in Europe.

## **1. The Concept of Panels**

All eligible proposals will be evaluated under eight major areas of research: Chemistry (CHE); Social Sciences and Humanities (SOC); Economic Sciences (ECO), Information Science and Engineering (ENG); Environmental and Geosciences (ENV); Life Sciences (LIF); Mathematics (MAT), and Physics (PHY). Experts will evaluate proposals under one of these areas as indicated in the proposal part A.

The standard European Fellowships and Global Fellowships will have a panel and ranking list for each of these 8 areas. For the CAR and Reintegration panels, one multidisciplinary ranking list for each will be created.

In the electronic submission system (SEP) the applicant first chooses one of the 4 types of fellowship (EF-ST, EF-CAR, EF-RI, GF) for which their proposal should be submitted.

Then, the applicant should choose the area in which her/his proposal best fits, using the field "Scientific Panel" in section 1 of the proposal submission forms. This should be considered as the core discipline for any proposal and the first descriptor will have to be in this panel (mandatory). Four additional descriptors are used to define the other disciplines that may be involved in the proposal. **Applicants should choose the evaluation panel and descriptors carefully since this will guide the REA in the selection of experts for proposal evaluation.**

As a general rule, the call budget will be distributed between the panels based on the proportion of eligible proposals received in each panel.

To help you select the most relevant panel for your proposal, a document providing a breakdown of each research area into a number of descriptors will be provided on the call page on the Participant Portal.

## 2. How to complete the Part A forms

- **Beneficiary (Host Institution)**

The beneficiary fills in the sections 1 (general information), 2 (specific data), 3 (budget), 4 (ethics) and 5 (data on partner organisations). **Numbers and information listed in section 3 (budget) should be the same as those reported in Part B of the proposal. In case of discrepancy, values from the Part A will prevail.**

- **Partner organisations**

Information on partner organisations is provided by the beneficiary under section 5 of Part A.

When you complete part A, please make sure that *numbers are always rounded to the nearest whole number.*

## 3. Budget

The applicants must enter the duration of their action and **the system will automatically calculate the budget** based on the number of months (for GF separate values for each phase), country of the beneficiary (and country of partner organisation for GF) and the family situation of the Experienced Researcher at the deadline of the submission of proposals.

Care should be taken when entering the data for the budget. Experts will not comment on the budget but will evaluate the planned duration of each element of the fellowship under the *Implementation* criterion.

## Annex 4 – Instructions for drafting Part B of the Proposal

### 1. General information

Part B of the proposal contains the details of the proposed research and training programme along with the practical arrangements planned to implement them.

Applicants must structure their proposal according to the headings indicated in the Part B proposal template.

They will be used by the independent experts to undertake their assessment. Therefore, address each of the award criteria as outlined in the following sections. Please note that the explanatory notes below serve to explain the evaluation criteria without being exhaustive.

A Word version of the submission template can be downloaded from the electronic submission services of the Commission. Applicants must ensure that their proposals conform to this layout and to the instructions given in this Guide for Applicants.

The **maximum total length of sections 1 to 3 of Part B of the proposal is 10 pages**, as indicated in the proposal template.

There is no page limit per section. Within the overall page limit, applicants are therefore free to decide on the number of pages dedicated to each section.

Please remember that it is your responsibility to verify that you conform to page limits. **Experts will be instructed to disregard any excess pages above the 10 page limit.**

The **minimum font size** allowed is **11 points, line spacing single**. The page size is **A4**, and all **margins** (top, bottom, left, right) should be at least **15 mm** (not including any footers or headers). Ensure that the font chosen is clearly readable (e.g. Arial or Times New Roman).

**Literature references should be listed in footnotes**, font size 8 or 9. However, regardless of the format used, all footnotes will count towards the page limit. The experts will be instructed to disregard any other information included in the footnote except the literature references will be disregarded by the expert evaluators.

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

### 2. Letters of Commitment

For the GF, **the partner organisations in TC** must include a **letter of commitment** in the proposal to demonstrate their real and active participation. These letters should be included in Section 7. The experts are instructed to disregard the contribution of any partner organisations for which such evidence of commitment is required and not included in the proposal. Thus, if the letter of commitment of the Third Country partner organisation is not provided, the

proposal will be considered incomplete and therefore it will be declared inadmissible.

These letters should be signed by the organisation's legal representative, or someone of equivalent authority.

For the proposal Part B you must use exclusively PDF ("Portable Document Format", compatible with Adobe version 3 or higher, with embedded fonts). Other file formats will not be accepted by the electronic submission system of the Commission. Letters of commitment must be included within the PDF file of the proposal; these should not be attached in a separate PDF file or as an embedded file since this makes them invisible.

### **3. Scientific Misconduct**

Please note that **the REA takes the issue of scientific misconduct very seriously**. In line with the Horizon 2020 Rules for Participation, appropriate action will be taken against any applicants found to have misrepresented, fabricated or plagiarised any part of their proposal. The future beneficiary will also be required to make a "declaration of honour" in Part A of the proposal.

## **Annex 5 – Part B Template**

# **START PAGE**

MARIE SKŁODOWSKA-CURIE ACTIONS

**Individual Fellowships (IF)**  
**Call: H2020-MSCA-IF-2015**

PART B

“PROPOSAL ACRONYM”

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

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

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## TABLE OF CONTENTS

In drafting **PART B** of the proposal, applicants **must follow** the structure outlined below.

### LIST OF PARTICIPANTS

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#### START PAGE COUNT

- 1. EXCELLENCE**
- 2. IMPACT**
- 3. IMPLEMENTATION**

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#### STOP PAGE COUNT

- 4. CV OF THE EXPERIENCED RESEARCHER**
- 5. CAPACITIES OF THE PARTICIPATING ORGANISATIONS**
- 6. ETHICAL ASPECTS**
- 7. LETTER OF COMMITMENT OF PARTNER ORGANISATION (GF ONLY)**

#### NB:

- Applicants must ensure that sections 1 - 3 do not exceed the limit of 10 pages.
- No reference to the outcome of previous evaluations of this or any similar proposal should be included in the text. Experts will be strictly instructed to disregard any such references.

## List of Participants

Please provide a list of all participants (both beneficiary and, where applicable, partner organisations) indicating the legal entity, the department carrying out the work and the supervisor of the action.

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

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

Participants	Legal Entity Short Name	Academic (tick)	Non-academic (tick)	Country	Dept./ Division / Laboratory	Supervisor	Role of Partner Organisation <sup>17</sup>
<u>Beneficiary</u>							
- NAME							
<u>Partner Organisation</u>							
- NAME							

## Data for non-academic beneficiaries

Name	Location of research premises (city / country)	Type of R&D activities	No. of full - time employees	No. of employees in R&D	Web site	Annual turnover (approx. in Euro)	Enterprise status (Yes/No)	SME status <sup>18</sup> (Yes/No)

### Note that:

- Any inter-relationship between different participating institutions or individuals (e.g. family ties, shared premises or facilities, joint ownership, financial interest, overlapping staff or directors, etc.) **must** be declared and justified **in this part of the proposal**;
- The information in the table for non-academic beneficiaries **must be based on current data, not projections**;
- The data provided relating to the capacity of the participating institutions will be subject to verification during the Grant Agreement preparation phase.

<sup>17</sup> For example hosting secondments, for GF hosting the outgoing phase etc.

<sup>18</sup> As defined in [Commission Recommendation 2003/361/EC](#).

## **1. Excellence<sup>19</sup>**

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

You should develop your proposal according to the following lines:

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

Explain how the high-quality, novel research is the most likely to open up the best career possibilities for the *Experienced Researcher* and new collaboration opportunities for the host organisation(s).

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

Outline how a two way transfer of knowledge will occur between the researcher and the host institution, in view of their future development and past experience: (please see Section 5.2 of this Guide):

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

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 during the incoming phase.

### **1.3 *Quality of the supervision and the hosting arrangements***

Required sub-headings:

- Qualifications and experience of the supervisor(s)

Information regarding the supervisor(s) must include the level of experience on the research topic proposed and document their track record of work, including main international collaborations. Information provided should include participation in projects, publications, patents and any other relevant results.

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<sup>19</sup> Literature should be listed in footnotes, font size 8 or 9. All literature references will count towards the page limit.

- Hosting arrangements<sup>20</sup>

The text must show that the Experienced Researcher should be well integrated within the hosting organisation(s) in order that all parties gain the maximum knowledge and skills from the fellowship. The nature and the quality of the research group/environment as a whole should be outlined, together with the measures taken to integrate the researcher in the different areas of expertise, disciplines, and international networking opportunities that the host could offer.

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

Describe briefly how the host will contribute to the advancement of their career. In that context the following section of the European Charter for Researchers refers specifically to career development:

#### **Career development**

Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.

Therefore a Career Development Plan should not be included in the proposal, but it is part of implementing the project in line with the European Charter for Researchers.

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

Applicants should demonstrate how their proposed research and personal experience can contribute to their professional development as an independent/mature researcher.

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.

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<sup>20</sup> The hosting arrangements refer to the integration of the Researcher to his new environment in the premises of the Host. It does not refer to the infrastructure of the Host as described in Criterion Implementation.

## 2. Impact

### 2.1 *Enhancing research- and innovation-related skills and working conditions to realise the potential of individuals and to provide new career perspectives*

Explain the expected impact of the planned research and training, and new competences acquired during the fellowship on the capacity to increase career prospects for the Experienced Researcher after this fellowship finishes.

Demonstrate also to what extent competences acquired during the fellowship, including any secondments will increase the impact of the researcher's future activity on European society, including the science base and/or the economy.

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

The new knowledge generated by the action should be used wherever possible to advance research, to foster innovation, and to promote the research profession to the public. Therefore develop following three points.

- Communication and public engagement strategy of the action
- Dissemination of the research results
- Exploitation of results and intellectual property rights

Concrete plans for the above must be included in the Gantt Chart (see point 3.1).

The following sections of the European Charter for Researchers refer specifically to public engagement and dissemination:

#### **Public engagement**

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

#### **Dissemination, exploitation of results**

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

### **3. Implementation**

#### **3.1 Overall coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources**

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

- Work Packages titles (for EF there should be at least 1 WP);
- List of major deliverables;<sup>21 22</sup>
- List of major milestones;<sup>23</sup>
- Secondments if applicable.

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

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

Develop your proposal according to the following lines:

- Project organisation and management structure, including the financial management strategy, as well as the progress monitoring mechanisms put in place;
- Risks that might endanger reaching project objectives and the contingency plans to be put in place should risk occur.

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<sup>21</sup> A deliverable is a distinct output of the action, meaningful in terms of the action's overall objectives and may be a report, a document, a technical diagram, a software, etc.

<sup>22</sup> Deliverable numbers ordered according to delivery dates. Please 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.

<sup>23</sup> Milestones are control points in the action that help to chart progress. Milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the action where, for example, the researcher must decide which of several technologies to adopt for further development.

## Example Gantt Chart

**Reflecting work package, secondments, training events and dissemination / public engagement activities**

																								Global Fellowship only														
Month \	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		
Work package																																						
Deliverable																																						
Milestone																																						
Secondment																																						
Conference																																						
Workshop																																						
Seminar																																						
Dissemination																																						
Public engagement																																						
Other																																						

**Delete rows and columns that do not apply.**

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

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

### **3.4 Competences, experience and complementarity of the participating organisations and institutional commitment**

The active contribution of the beneficiary to the research and training activities should be described. For GF also the role of partner organisations in Third Countries for the outgoing phase should appear. Additionally a letter of commitment shall also be provided in Section 7 (included within the PDF file of part B, but outside the page limit) for the partner organisations in Third Countries.

*NB: Each participant is described in Section 5. This specific information should not be repeated here.*

**STOP PAGE COUNT – MAX 10 PAGES**

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## 4. CV of the Experienced Researcher

The CV is intrinsic to the evaluation of the whole proposal and is assessed throughout the 3 evaluation criteria.

This section should be limited to maximum 5 pages and should include **the standard academic and research record**. Any research career gaps and/or unconventional paths should be clearly explained so that this can be fairly assessed by the independent evaluators.

The *Experienced Researchers* must provide a list of achievements reflecting their track record, and this may include, if applicable:

1. **Publications in major , peer-reviewed conference proceedings and/or monographs** of their respective research fields, indicating also the number of citations (excluding self-citations) they have attracted.
2. Granted **patent(s)**.
3. **Research monographs, chapters** in collective volumes and any translations thereof.
4. **Invited presentations** to peer-reviewed, internationally established conferences and/or international advanced schools.
5. **Research expeditions** that the *Experienced Researcher* has led.
6. **Organisation of International conferences** in the field of the applicant (membership in the steering and/or programme committee).
7. Examples **of participation in industrial innovation**.
8. **Prizes and Awards**.
9. Funding received so far
10. Supervising, mentoring activities.

## 5. Capacity of the Participating Organisations

All organisations (whether beneficiary or partner organisation) must complete the appropriate table below, which will give input on the profile of the organisation as a whole. Complete one table of maximum one page per institution, beneficiary or partner organisation (min font size: 9). The experts will be instructed to disregard content above this limit.

Beneficiary X	
<b>General Description</b>	
<b>Role and Commitment of key persons (supervisor)</b>	<i>(names, title, qualifications of the supervisor)</i>
<b>Key Research Facilities, Infrastructure and Equipment</b>	<i>Demonstrate that the team has sufficient facilities and infrastructure to host and/or offer a suitable environment for training and transfer of knowledge to recruited Experienced Researcher</i>
<b>Independent research premises?</b>	<i>Please explain the status of the beneficiary's research facilities – i.e. are they owned by the beneficiary or rented by it? Are its research premises wholly independent from other beneficiaries and/or partner organisations in the consortium?</i>
<b>Previous Involvement in Research and Training Programmes</b>	<i>Detail any relevant EU, national or international research and training projects in which the beneficiary has previously participated</i>
<b>Current involvement in Research and Training Programmes</b>	<i>Detail the EU and/or national research and training actions in which the partner is currently participating</i>
<b>Relevant Publications and/or research/innovation products</b>	<i>(Max 5) Produced by the organisation, not limited to the supervisor within the organisation.</i>

Partner Organisation Y	
<b>General description</b>	
<b>Key Persons and Expertise (supervisor)</b>	
<b>Key Research facilities, infrastructure and equipment</b>	
<b>Previous and Current Involvement in Research and Training Programmes</b>	
<b>Relevant Publications and/or research/innovation product</b>	<i>(Max 3)</i>

## 6. Ethical Issues

Compliance with the relevant ethics provisions is essential from the beginning to the end of the project and is an integral part of research funded by the European Union within Horizon 2020.

Applicants submitting research proposals for funding within Marie Skłodowska-Curie actions in Horizon 2020 should demonstrate proactively to the REA 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<sup>24</sup> and the European Convention on Human Rights and its Supplementary Protocols.

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

### **The Ethics Review Procedure in Horizon 2020**

All proposals above threshold and considered for funding will undergo an Ethics Review carried out by independent ethics experts. When 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 also complete a more in depth **Ethics Self-Assessment in Part B**.

The ethics self-assessment will become part of the grant agreement and may thus lead to binding obligations that may later on be checked during ethics checks, reviews and audits.

For more details, please refer to the H2020 "**How to complete your Ethics Self- Assessment**" guide.

[http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics\\_en.htm](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm)

### **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 Countries please see Article 34 of the annotated Model Grant Agreement<sup>25</sup>, as well as the following link:

[http://ec.europa.eu/justice/data-protection/document/international-transfers/adequacy/index\\_en.htm](http://ec.europa.eu/justice/data-protection/document/international-transfers/adequacy/index_en.htm)

Please list the documents provided with their expiry date.

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<sup>24</sup> The Charter of Fundamental Rights of the European Union:  
[http://www.europarl.europa.eu/charter/pdf/text\\_en.pdf](http://www.europarl.europa.eu/charter/pdf/text_en.pdf)

<sup>25</sup> [http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/amga/h2020-amga\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf), page 235.

Ensure early compliance of the proposed research with EU and national legislation on ethics in research. Should your proposal be selected for funding, you will be required to provide as soon as possible the following documents (if applicable):

- an opinion from an Ethics Committee/Authority, required under national law;
- any other ethics-related documents mandatory under EU or national legislation;

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 provide a missing approval/any other ethics documents, to the REA (scanned copy). Please state explicitly that you will not proceed with any research with ethical implications before the REA has received a scanned copy of all documents proving compliance with existing EU/national legislation on ethics.

*If these documents are not issued in English, you are requested to submit also an English summary (containing in particular, if available, the conclusions of the Committee or Ethics Authority concerned).*

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

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

- the research **objectives** (e.g. study of vulnerable populations, cooperation with a Third Country, etc.);
- the research **methodology** (e.g. clinical trials, involvement of children and related information and consent/assent procedures, data protection and privacy issues related to data collected, etc.);
- the potential **impact** of the research (e.g. dual use issues, environmental damage, malevolent use, etc.).

## 7. Letters of Commitment (GF only)

Please use this section only for the Global Fellowships to insert scanned copies of the required **Letters of Commitment from the partner organisations in TC**. Minimum requirements for the letter of commitment:

- heading or stamp from the institution;
- up-to-date (i.e. issued after the call publication, 12 March 2015);
- the text must demonstrate the will to actively participate in the proposed action and the precise role;
- signed by the legal representative or someone with equivalent authority.

## **ENDPAGE**

### MARIE SKŁODOWSKA-CURIE ACTIONS

#### **Individual Fellowships (IF) Call: H2020-MSCA-IF-2015**

#### PART B

“PROPOSAL ACRONYM”

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