H2020 Programme

Proposal template

Project proposal (Part B)

Marie Skłodowska-Curie Actions – Individual Fellowships (IF)

Version 1.0
12 April 2018

History of changes

Version	Date	Change	Page
1.0	12.04.2018	▪ Initial version	

Example, not to complete

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).

1. Excellence[1]

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

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

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

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

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

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

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

Outline how a two-way transfer of knowledge will occur between the researcher and the host institution(s):
   o Explain how the experienced researcher will gain new knowledge during the fellowship at the hosting organisation(s).
   o Outline the previously acquired knowledge and skills that the researcher will transfer to the host organisation(s).

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.

Describe the training that will be offered. Typical **training activities** in Individual Fellowships may include:

   o Primarily, training-through-research by the means of an <u>individual personalised project</u>, under the guidance of the supervisor and other members of the research staff of the host organisation(s)
   o Hands-on training activities for developing scientific skills (new techniques, instruments, <u>research integrity</u>, <u>'big data'/'open science'</u>) and transferable skills (entrepreneurship, proposal preparation, patent applications, management of

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

> IPR, project management, task coordination, supervising and monitoring, take up and exploitation of research results)
> - o Inter-sectoral or interdisciplinary transfer of knowledge (e.g. through secondments)
> - o Participation in the research and financial management of the action
> - o Organisation of scientific/training/dissemination events
> - o Communication, outreach activities and horizontal skills
> - o Training dedicated to gender issues

A **Career Development Plan** should not be included in the proposal, but will be part of the action's implementation in line with the European Charter for Researchers. 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.

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

Describe the qualifications and experience of the supervisor(s). Provide information regarding the supervisors' level of experience on the research topic proposed and their track record of work, including main international collaborations, as well as the level of experience in supervising/training especially at advanced level (PhD, postdoctoral researchers). Information provided should include participation in projects, publications, patents and any other relevant results.

Describe the hosting arrangements.[2] 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.

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

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

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

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[2] 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 the Quality and efficiency of the implementation criterion.

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.

2. Impact

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

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

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

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

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

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

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

Demonstrate how the planned public engagement activities contribute to creating awareness of the performed research. Demonstrate how both the research and results will be made known to the public in such a way they can be understood by non-specialists.

The type of outreach activities could range from an Internet presence, press articles and participating in European Researchers' Night events to presenting science, research and innovation activities to students from primary and secondary schools or universities in order to develop their interest in research careers.

For more details, see the guide on Communicating EU research and innovation guidance for project participants as well as the "communication" section of the H2020 Online Manual.

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

3. Quality and Efficiency of the Implementation

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

Describe how the work planning 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:

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

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

This is an example Gantt chart only.
Notes:
- The titles of the WP's indicated here do not have to be stricly 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.

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

Legend	Milestone	M
	Deliverable	D

A **deliverable** is a distinct output of the action, meaningful in terms of the action's overall objectives and may be a report, a document, a technical diagram, 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.

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…).

3.3 *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.

STOP PAGE COUNT – MAX 10 PAGES

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

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

At a minimum, the CV should contain:

a) the **name** of the researcher
b) **professional experience** (in 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.

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.**[3]**

Academic qualifications counting towards the Total Full time postgraduate research experience			
University degree giving access to PhD[4]:	Institution name and country	Date of award (a)	
		DD/MM/YYYY	

	Institution name and country	From	To
Other university degree(s)/master(s), if any, obtained after the award of the university degree giving access to PhD:		DD/MM/YYYY	DD/MM/YYYY
	Full time research experience	Proportion of research activities as a percentage of the duration of the Master	Duration of research activities expressed in months
		xx %	$(b)^5$ = 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[6]		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)

Please provide a list of all participating organisations (the beneficiary and, where applicable, the entity with a capital or legal link to the beneficiary and the partner organisation[7]) 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**.

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[5] Please count only time spent in months on research activities.
[6] Please count only time spent until the IF 2017 call deadline (14/09/2017) or the end of the PhD, whichever comes first.
[7] All partner organisations should be listed here, including secondments

Participating organisations	Legal Entity Short Name	Country	Supervisor	Role of partner organisation[8]
Beneficiary				
- NAME				
Entity with a capital or legal link				
- NAME				
Partner Organisation				
- NAME				

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

[Full name + Legal Entity Short Name + Country]	
General description	
Academic organisation	(Yes / No) delete as appropriate
Role and profile of key persons (supervisor)	*(names, title, qualifications of the main supervisor)*
Dept./Division / Laboratory	
Key research facilities, Infrastructure and Equipment	*Demonstrate that the beneficiary has sufficient facilities and infrastructure to host and/or offer a suitable environment for training and transfer of knowledge to the recruited experienced researcher* *If applicable, indicate the name of the entity with a capital or legal link to the beneficiary and its role in the action in the following table.*
Independent research premises?	*Explain the status of the beneficiary's research facilities – i.e. are they owned by the beneficiary or rented by it? Are its research premises wholly independent from other entities?* *If applicable, indicate the name of the entity with a capital or legal link to the beneficiary and describe the nature of the link in the following table.*
Previous and current involvement in research	*Indicate up to 5 **relevant** EU, national or international research and training actions/projects in which the*

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

and training programmes	*beneficiary has previously participated and/or is currently participating*
Relevant publications and/or research/innovation products	*(Max 5) Only list items (co-)produced by the supervisor*

Part B-2 Section 6 - Ethical Issues

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

Applicants submitting research proposals for funding for Marie Skłodowska-Curie actions in Horizon 2020 should demonstrate proactively 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 Countries[9] 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.*

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	**Yes** ¤ **No** ¤

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

in animal experiments have been obtained and will be kept on file.	
I confirm that templates of the informed consent forms and information sheets (in language and terms intelligible to the participants) will be kept on file.	**Yes** ¤ **No** ¤

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** ¤ **No** ¤

Environmental protection and safety	
I confirm that appropriate health and safety procedures conforming to relevant local/national guidelines/legislation are followed for staff involved in this project.	**Yes** ¤ **No** ¤
I confirm that authorisations for relevant facilities (e.g. security classification of laboratory, GMO authorisation) have been obtained, and will be kept on file.	**Yes** ¤ **No** ¤

Third country	
I confirm that the research performed outside the EU is compatible with the Union, National and International legislation and could have been legally conducted in one of the EU Member States.	**Yes** ¤ **No** ¤

Data protection	
I confirm that a Data Protection Officer (DPO) has been appointed and the contact details of the DPO are made available to all data subjects involved in the research.	**Yes** ¤ **No** ¤
I confirm that data intended to be processed is relevant and limited to the purposes of the research project (in accordance with the 'data minimisation' principle).	**Yes** ¤ **No** ¤
I confirm that relevant authorisations for further processing of previously collected personal data have been obtained and will be kept on file.	**Yes** ¤ **No** ¤
I confirm that the data used are publicly available.	**Yes** ¤ **No** ¤

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

For Global Fellowship proposals, a *letter of commitment* **of the partner organisations** (hosting the outgoing phase in a Third country) must be included in Part B-2 to ensure their real and active participation. Do not attach this letter as a separate PDF file or as an embedded file since this makes them invisible in the proposal.GF Proposals which fail to include a *letter of commitment* of the partner organisation will be declared **inadmissible**.

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.