



# **THE 2013 PEOPLE PROGRAMME GUIDE FOR APPLICANTS**

## **MARIE CURIE ACTIONS** (Call-Specific)

Marie Curie Intra-European Fellowships for Career  
Development (IEF)  
Call identifier FP7-PEOPLE-2013-IEF  
Closing Date: 14 August 2013 at 17:00:00 (Brussels local  
time)

To be read in conjunction with the Guides for Applicants,  
General and Ethics Parts

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### **Please note**

The 2013 Marie Curie Actions are:

**FP7-PEOPLE-2013-CIG**  
**FP7-PEOPLE-2013-COFUND**  
**FP7-PEOPLE-2013-IAPP**  
**FP7-PEOPLE-2013-IEF**  
**FP7-PEOPLE-2013-IIF**  
**FP7-PEOPLE-2013-IOF**  
**FP7-PEOPLE-2013-IRSES**  
**FP7-PEOPLE-2013-ITN**

Guides for Applicants for any other action in the People Programme, or indeed in any FP7 programme, can be found by following the links at

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

**This Guide is based on the rules and conditions contained in the legal documents relating to FP7 (in particular the Seventh Framework Programme, Specific Programmes, Rules for Participation, and the Work Programmes), all of which can be consulted via the Participant Portal.**

**This Guide does not in itself have any legal value, and thus does not supersede those documents.**

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## ***FP7-PEOPLE-2013-IEF***

This guide for the Marie Curie Intra-European Fellowships has been revised and **some of the main changes** with regard to the 2012 Guide for Applicants are:

- Proposals submission: Proposals must be submitted through the Electronic Submission Services of the Commission (SEP) in the Research Participant Portal via an ECAS login. SEP has replaced the Electronic Proposals Submission System (EPSS);
- Note that to be able to submit a proposal in SEP, participating organisation(s) must have a Participant Identification Code (PIC). All participants already in possession of a PIC must use it to identify themselves in the proposal submission system: <http://ec.europa.eu/research/participants/portal/page/myorganisations>  
If a PIC is not yet available for an organisation, it can be obtained by registering the organisation in the Unique Registration Facility at the following address: <http://ec.europa.eu/research/participants/portal/page/myorganisations>
- For additional information please refer to Annex 3.

## Definitions used throughout this Guide

**Experienced researchers** must, at the time of the relevant deadline for 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 or her to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the research training is provided, irrespective of whether or not a doctorate is or was ever envisaged.

**Host organisation** is the legal entity established in a European Union Member State (MS) or Associated Country (AC) with which the REA will sign the grant agreement.

**Other Third Countries** are countries which are neither EU Member States nor associated to FP7 (Associated Countries).

**Scientist in charge** is the research team leader located at the *host organisation* who will supervise the researcher during the whole duration of the project. He/she will be the main contact person for the REA concerning the submitted proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, invitation to negotiations).

**Coordinator** is the participant who is taking the lead in the preparation of the proposal. For a given proposal, the coordinator acts as the single point of contact between the participants and the REA. Please note that, before the call deadline, the researcher would be considered as the "proposal contact point". However after the call deadline the *scientist in charge* will be the only single contact point. The researcher and the *scientist in charge* cannot be the same person.

**Mobility:** at the time of the relevant deadline for submission of proposals, researchers shall not have resided or carried out their main activity (work, studies, etc) in the country of their host organisation for more than 12 months in the 3 years immediately prior to the reference date. Compulsory national service and/or short stays such as holidays are not taken into account. As far as international European interest organisations or international organisations are concerned, this rule does not apply to the hosting of eligible researchers. However the appointed researcher shall not have spent more than 12 months in the 3 years immediately prior to the reference deadline for submission of proposals in the same appointing organisation.

In the 'career restart' panel, researchers shall not have resided or carried out their main activity in the country of their host organisation for more than 3 years in the 5 years immediately prior to the relevant deadline for submission of proposals.

**Fellow** is the eligible *experienced researcher* who benefits from the IEF fellowship in the host organisation.

**Work Programme:** 2013 People Work Programme, Commission Decision C(2012)4561 of 9 July 2012

# About the Marie Curie Action: Intra-European Fellowships for Career Development (IEF)

## 1. General Description

### 1.1 Purpose

The specific objectives of the Marie Curie Intra-European Fellowships for Career Development are described in the *Work Programme*:

*"This action is to support the career development, or restart, of experienced researchers at different stages of their careers, and seeks to enhance their individual competence diversification in terms of skill acquisition at multi- or interdisciplinary level and/or by undertaking intersectoral experiences. The aim is to support researchers in attaining and/or strengthening a leading independent position, e.g. principal investigator, professor or other senior position in education or enterprise. The action may also assist researchers to resume a career in research after a break."*

This action provides financial support to individual mobility proposals presented by *experienced researchers* in liaison with *host organisations* established in the Member States or Associated Countries.

*Experienced researchers* applying to this action need to develop a research training project for the total duration of the fellowship that will enable the *experienced researcher* to progress in the development of his/her career. The fellowship is expected to be part of a structured, long-term personal career development plan that is coherent with past achievements and clearly defines the future aims of the researcher.

### 1.2 Organisation and people involved

Proposals for IEF involve a single *host organisation* established in a Member State or Associated Country. The project proposals are submitted by *experienced researchers in liaison* with a *host organisation* which is represented by the *scientist in charge*. A proposal should be submitted by the *experienced researcher* provided that he/she has the approval of the *host organisation*. It is important to note that the *experienced researcher* (future *fellow*) and the *scientist in charge* (future *coordinator*) are two different people.

### 1.3 Contract modalities and duration

If a proposal is successfully evaluated and funded, a Grant Agreement will be concluded between the REA and the *host organisation*.

Intra-European Fellowships have a duration of between 12 and 24 months (full-time equivalent).

### 1.4 The topic of the Project

All Marie Curie actions have a **bottom-up approach**, i.e. all fields of research of interest to the European Union are eligible for funding (except areas of research covered by the EURATOM Treaty). All research carried out must respect fundamental ethics principles (see also the Ethics part of the Guide for Applicants).

## *1.5 Classification of projects into eight research areas*

Proposals will be classified into distinct Evaluation Panels under eight major areas of research: Chemistry (CHE), Economic Sciences (ECO), Information Science and Engineering (ENG), Environment and Geosciences (ENV), Life Sciences (LIF), Mathematics (MAT), Physics (PHY), Social Sciences and Humanities (SOC), plus a Career Restart Panel (CAR).

There is no predefined budget allocation among the panels. The budget will be distributed over the panels based on the proportion of eligible proposals received in each panel.

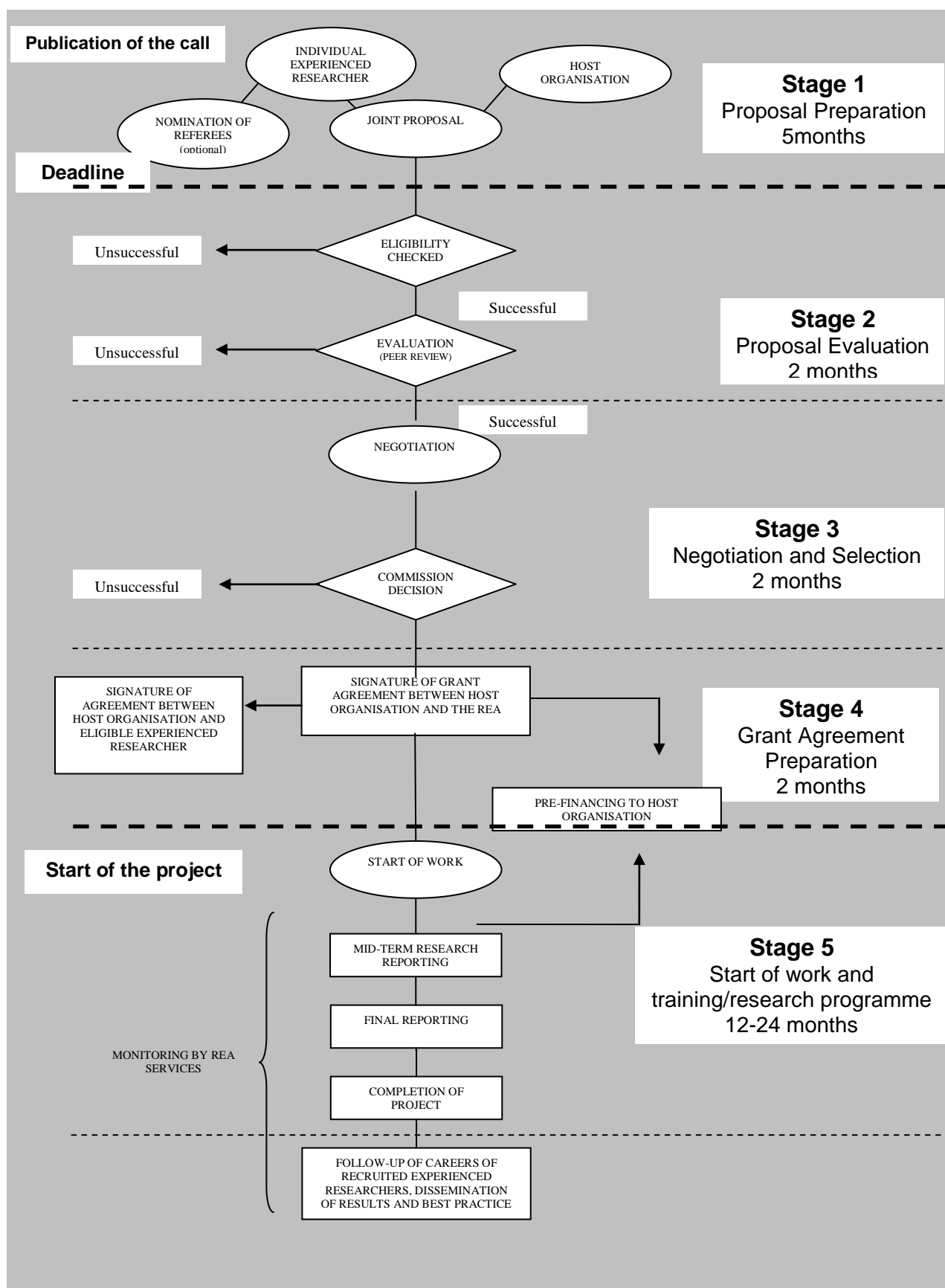
The applicant chooses the panel to which the proposal will be associated at the proposal submission stage and this should be considered as the core discipline. Additional keywords are used to define the other disciplines that may be involved. The choice of panel and keywords will guide the REA in the selection of experts for proposal evaluation. The REA reserves the right to move proposals from one panel to another. This change of panel does not imply any difference of treatment for the proposal in the evaluation process. To help you select the most relevant panel for your proposal a breakdown of each research area into a number of sub-disciplines is provided in Annex 3 of this Guide.

The aim of the Career Restart Panel (CAR) is to encourage researchers to resume research after a career break. By applying to CAR, you will not be competing with researchers who have had an uninterrupted career. In addition to the eligibility criteria described in this guide, researchers applying to the Career Restart Panel must not have been active in research for at least the 12 months immediately before the relevant deadline for submission of proposals.

**IMPORTANT:** Applicants wishing to apply for the Career Restart Panel (CAR) should select the CAR option at the registration stage. They should also choose the main research area (scientific panel) within the above-referred eight major areas both at the registration stage and in the A1 proposal submission form. Furthermore, in the A1 proposal submission form applicants will be asked the following: "**Are you applying for this grant in order to resume a career after a break?**" The number of months of career break should be specified.

## *1.6 The lifecycle of an Intra-European fellowship*

# LIFE CYCLE OF AN IEF





## 2. Eligibility Criteria for Participating Organisations, Researchers and Rules for Mobility

A number of eligibility criteria must be fulfilled **at the deadline for proposal submission**. After the deadline, submitted proposals will be checked for eligibility and those proposals that do not meet the criteria will not undergo evaluation and will be rejected.

These eligibility criteria will be checked on the basis of information provided by the applicant in the proposal, particularly information given in the part A form. Even if at a later stage, an eligibility criterion is found not to be fulfilled (for example, due to incorrect or misleading information contained in the proposal), the proposal will be rejected.

### 2.1 The Host Organisation

Participants are legal entities<sup>1</sup> established in Member States<sup>2</sup> or Associated Countries. Further details can be found in the Guide for Applicants (General part).

**'Legal entity'** means any legal person created under the national law of its place of establishment, or under Union law or international law, which has legal personality and which may, acting in its own name, exercise rights and be subject to obligations.

Many different types of *host organisation* can take part in IEF such as:

- National Governmental or public organisations (e.g. universities, research centres etc.);
- International Organisations;
- Commercial enterprises, including those of small and medium size (SMEs);
- Non-profit or charitable organisations (e.g. NGOs, trusts, etc.);
- International European Interest Organisations (e.g. CERN, EMBL, etc.);
- The Joint Research Centre of the European Commission.

### 2.2 Experienced Researchers

Intra-European Fellowships are directed exclusively at **experienced researchers**, namely those who either:

- i. have at least 4 years of research experience (full-time equivalent) after obtaining the degree which would formally entitle them to embark on a doctorate either in the country in which the degree was obtained or in the country in which the research training will be provided; or*
- ii. are already in possession of a doctoral degree (PhD).*

The **time limit to fulfil** one of these conditions is the **deadline** for proposal submission of the relevant call.

The required research experience does not include breaks during the research career of a researcher, irrespective of the reason (e.g. working outside research, family reasons, etc.). Nonetheless, career restart will be encouraged and specifically evaluated (see later in this Guide).

<sup>1</sup> Please note the distinction between the research entity (i.e. the lab where the fellow will carry out her/his project) and the legal entity (i.e. the legal person with whom REA signs the grant agreement, for example the University of X)

<sup>2</sup> Croatia is expected to become the 28th EU Member State on 1 July 2013 after the ratification of the Accession's Treaty by all Member States and Croatia

Note that in the context of Marie Curie Actions, Medical Doctor (MD) studies are not taken as equivalent to PhD studies. For MDs, the requirement of 4 years of full-time research experience will apply. This equivalence should be strictly regarded as a specific objective of the Marie Curie Actions (evaluation of research experience), and should not be regarded as conflicting with national rules in some Member States or Associated Countries, which may recognise the equivalence of MD and PhD for other reasons (e.g. for career progression in the public sector).

Examples:

**Applicants eligible as experienced researchers**

A) A researcher who does not have a PhD but has worked full-time in research for the last 4 years after obtaining a university degree giving access to a doctorate prior to the deadline for proposal submission.

B) A researcher who was awarded a PhD 2 years prior to the call deadline but has not been working in research since.

**Applicants not eligible as experienced researchers**

A researcher who has 3 years and 9 months full time research experience and who expects to obtain a PhD 2 months after the deadline for proposal submission.

If you are at an early stage of your career and do not have the level of experience that allows you to comply with one of the above criteria, you may still be eligible to participate in other Marie Curie actions directed at early-stage researchers. (See Marie Curie action Initial Training Networks (ITN))

## 2.3 Nationality or residence requirements

Experienced researchers can be **of any nationality**.

## 2.4 Mobility Requirements

Experienced researchers must comply with either of the mobility rules:

a) Mobility from a Member State or Associated Country to another Member State or Associated Country:

- **Experienced researchers must move from a Member State or Associated Country to another Member State or Associated Country.**

Additionally, at the time of the relevant deadline for submission of proposals, *experienced researchers* must not have resided or carried out their main activity in the country of their *host organisation* for more than 12 months in the 3 years immediately prior to that deadline.

As an exception, only for the 'career restart' panel (CAR), *experienced researchers* will be eligible if they have not resided or carried out their main activity in the country of their host organisation for more than 3 years in the 5 years immediately prior to the relevant deadline for submission of proposals.

Furthermore, for the career restart panel (CAR), *experienced researchers* must not have been active in research for at least 12 months immediately prior to the deadline for submission.

b) Mobility to an International European interest Organisations or international organisations

- *Experienced researchers* can apply to International European Interest Organisations or international organisations established in any country including their current country of residence; however, *experienced researchers* must not have spent more than 12 months in the same organisation in the 3 years immediately prior to the deadline for submission of proposals;

**Note** that this exception is made only for mobility to an International European Interest Organisations or International Organisations and not from such international organisations to any national host organisation.

Please note that experienced researchers, who have been active in research in a third country immediately prior to the deadline for proposal submission, independently on the duration of the stay in the third country may be eligible to apply for both an Intra-European Fellowship (IEF) (see example C below) and an International Incoming Fellowship (IIF). In such cases, when the applicant judges that they are able to contribute to the transfer of knowledge to Europe, they may consider applying for an International Incoming Fellowship (IIF) rather than for an Intra-European Fellowship (IEF).

Examples:

*Applicants complying with the mobility rule:*

A) *An experienced researcher who lives in Spain and has resided for 10 months in Hungary in the 3 years prior to the deadline is eligible for a fellowship in Hungary.*

B) *An experienced researcher who studied for 24 months in the UK from 2006 to 2008 and then moved to France, where she/he works from 2008 until the 2013 call deadline, is eligible for a fellowship in the UK.*

C) *An experienced researcher, who has spent 15 months immediately prior to the call deadline in an "other third country", is eligible for an IEF fellowship in a Member State or Associated Country provided that she/he was active in research in another Member State or Associated Country before moving to the third country.*

D) *An experienced researcher who has lived and studied in Germany for the last 3 years is eligible for a fellowship at the European Molecular Biology Laboratory (EMBL) in Heidelberg, Germany, since EMBL is an International European Interest Organisation.*

E) *An experienced researcher applying for the CAR panel, who worked for 24 months in Italy from July 2010 to June 2012 and then moved to France, where she/he was not active in research for 13 months immediately prior to the deadline for submission, is eligible for a fellowship in France.*

*Experienced researchers not complying with the mobility rule:*

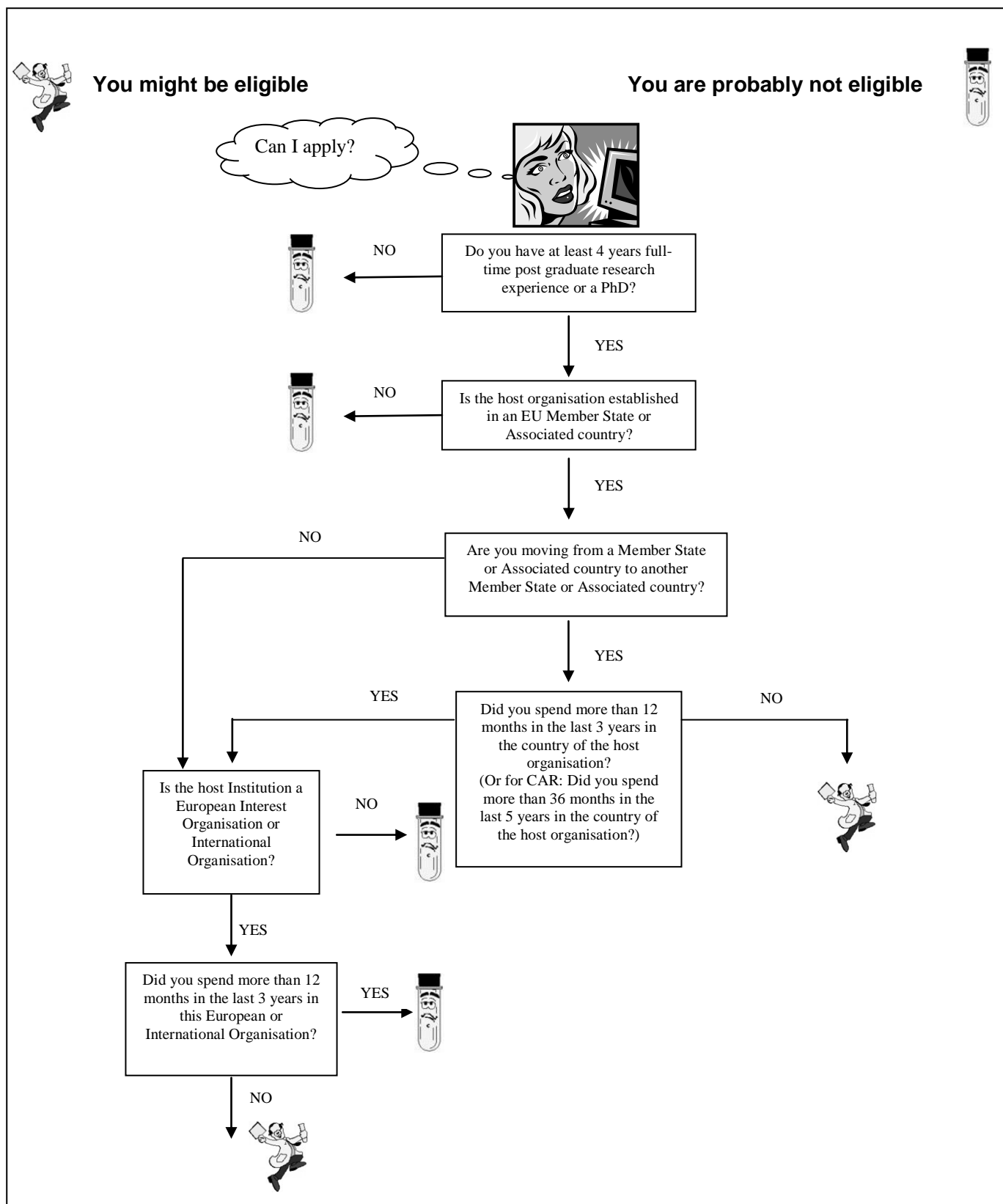
A) *An experienced researcher who has studied in Sweden for 7 months in 2011 and worked there for 6 months in 2012 is not eligible for a fellowship in Sweden.*

B) *An experienced researcher who has worked at the CERN in Switzerland for 13 months (from January 2011 to January 2012) is not eligible for a fellowship at CERN.*

## 2.5 Finding your way through the eligibility criteria

To find your way through the eligibility criteria outlined above, the flowchart on the following page summarises them.

## SUMMARY OF CONDITIONS FOR ELIGIBILITY FOR AN IEF



## 2.6 Inviting Referees' Assessments

The basis of the proposal evaluation is independent peer review by international experts. These experts are chosen by the REA. It is not possible to suggest or exclude experts. However, in order to aid these experts' evaluation of the part of the proposal which is about you as a researcher, it is possible (not obligatory) to invite up to three referee assessments from leading scientists/researchers who know you and can testify about your potential as a researcher. Referees are invited during registration by filling the required information in step 4 – parties in SEP (refer to the user manual). These assessments are submitted by the referees directly to the REA via the Electronic Submission Services of the Commission (SEP) before the call deadline and the procedure for doing so is explained in the user manual.

## 3 Expected Activities of an Intra-European Fellowship for Career Development

Mobility is considered to be very positive for the development of a researcher. It allows the acquisition of new skills, new knowledge and new perspectives, all contributing to the enhancement of creativity, efficacy and performance, thereby contributing to career development and a successful, competitive, knowledge-based society. Mobility is, therefore, a central pillar of Marie Curie funding. It will be evaluated in the “Impact” criterion.

*Experienced researchers* who apply for a Marie Curie Intra-European Fellowship to extend their stays beyond the few months already spent at the host organisation will have to demonstrate clearly that the maximum benefit of their stays has not yet been achieved. It is very important that, in the proposal, the candidate clearly and effectively articulates the advantages of mobility as expressed through the Fellowship, to their personal and research development. This, as part of the overall benefit for the European Research Area, will be assessed by independent evaluators during the evaluation phase.

### 3.1 Training activities

The main activities of an IEF will be based on a training-through-research project prepared by the *experienced researcher* in liaison with the *host organisation*. The project should aim to reach a realistic and well-defined objective in terms of career advancement, for example strengthening or attaining a leading independent position, or resuming a research career after a break. The project will be shaped in order to develop and widen the competences of the *experienced researcher* significantly, in particular in terms of multi- or interdisciplinary expertise, inter-sectoral experience and/or complementary skills.

Such training activities might include:

- Primarily, training-through-research under supervision by means of an individual personalised project
- Hands-on training activities for developing scientific (new techniques or instruments, etc.) and complementary skills (proposal preparation to request funding, patent applications, project management, task coordination, supervision, etc.)
- Inter-sectoral or interdisciplinary transfer of knowledge
- Capacity to build collaborations
- Taking active part in the research and financial management of the project
- Developing organisational skills through organisation of training or dissemination events.

A **Personal Career Development Plan** will be established by the *experienced researcher* and the scientist in charge prior to the start of the project in order to aid in the provision of the research training programme and research objectives that best suits the needs of the *experienced researcher*. This plan will act as a reference for the *experienced researcher* herself/himself to monitor the progress and take corrective action when necessary in order to attain the target set in terms of professional development. Models of personal career development plans can be found at: <http://ec.europa.eu/mariecurieactions>.

### 3.2 Outreach Activities

In the Marie Curie Actions, Outreach Activities are defined as dissemination initiatives directed towards the general public rather than the research community. The primary goal of the Outreach Activities is to create awareness in the general public about the research work performed and its implications for the citizens. The outreach activities plan submitted by each applicant will be assessed during the evaluation of proposals. The type of outreach activities can be freely chosen by the applicants and could, for example, include press articles or exposing students from primary and secondary schools or universities to science, research and innovation in order to develop their motivation to embrace research careers.

## 4 Financial Regime

The conditions for funding the activities undertaken by the *experienced researcher* in order to attain the project deliverables are defined in the *People Work Programme*. The contribution relates to the costs of the Fellowship and directly related costs only. The *host organisation* must cover any other costs connected to hosting the *fellow* in its premises and related to the implementation of the project.

### 4.1 What types of expenses are covered?

The financial support for Intra-European Fellowships takes the form of a grant covering up to 100% of the budget, according to a system of flat rates for eligible cost categories, comprising the following components:

- a monthly living allowance:

This refers to the basic monthly amount to be paid to the *experienced researcher* according to Table 3.1 in Annex 3 of the *Work Programme*. This is then adjusted, applying a correction coefficient for the cost of living in the country in which s/he will be working, as shown in Table 3.2 in Annex 3 of the *Work Programme*.

The living allowance is a European Union contribution to the gross salary costs of the *fellow*. Consequently, the net salary results from deducting **all** compulsory social security contributions (employee's contribution and employer's contribution, where applicable) as well as direct taxes (e.g. income tax) from the gross amounts.

*Social security contributions and taxation vary from country to country. In order to obtain an estimate of the actual net allowances for the experienced researchers it is recommended to consult the host organisation and/or the relevant National Contact Point (see Annex 1 for the link to the list of National Contact Points).*

**As a general rule the *experienced researcher* is appointed under an employment contract** at the *host organization* except in adequately documented cases or where national

regulation would prohibit this possibility. When an employment contract cannot be provided by the *host organisation*, the *experienced researcher* must be recruited under a status equivalent to a fixed amount fellowship, provided that it is compatible with the national legislation and that adequate social security is provided (but not necessarily paid from the fellowship).

*As a general principle the choice of appointment type should be made in accordance with the best interests of the experienced researcher. The European Charter for Researchers and the Code of Conduct for the recruitment of researchers offer a reference framework for the employment of researchers.*

In all cases, *host organisations* must ensure that the *experienced researcher* is covered under the social security scheme which is applied to employed workers within the country of the contractor, or under a social security scheme providing adequate protection and covering the *experienced researcher* in every place of implementation of the IEF activities.

The *host organisation* may pay a **top-up** to the *experienced researcher* to increase the salary; however, the opposite is not allowed, i.e. the *experienced researcher's* gross salary may not be below the fellowship amount provided by the European Union

- a monthly mobility allowance:

This is a monthly payment of a flat rate contribution amount to be paid to the *experienced researcher* and to cover expenses related to the mobility (relocation, family expenses, language courses, travel expenses etc.). As for the living allowance, a correction coefficient for the cost of living of the country of execution of the project is applied (see Table 3.2 in Annex 3 of the Work Programme). There are two reference amounts depending on the family situation of the *experienced researcher* at the time of the relevant deadline for submission of proposals:

- €1,000/month: *experienced researcher* with family obligations. In this context family is defined as people linked to the researcher by (i) marriage, or (ii) a relationship with equivalent status to a marriage recognised by the national legislation of the country of the host organisation or of the nationality of the researcher; or (iii) dependent children who are actually being maintained by the researcher;
- €700/month: *experienced researcher* without family obligations.

Changes on the fellow's family situation which occur after the call deadline (i.e. marriage, birth of a child etc.) are not taken into account for the calculation of the mobility allowance.

- a contribution to the training expenses of the *experienced researcher*:

This contribution is managed by the *host organisation* for expenses related to the participation of the *experienced researcher* in research and training activities. It may cover **any** costs related to the successful execution of the project by the *fellow* (e.g. purchase of consumables, participation in conferences and training courses, fees for scientific journals, memberships in scientific associations etc.), and which would normally not arise if the *fellow* was not hosted at the *host organisation*, are eligible. This contribution is paid as a flat-rate:

- €800 per researcher-month.

- contribution to overheads:

Flat-rate of €700 per researcher-month, to which the correction coefficient for the cost of living as referred to in Table 3.2 of Annex 3 of the Work Programme, is applied.

## 4.2 How is the EU contribution estimated?

Applicants are not required to calculate the amount of the estimated EU contribution. This will be automatically calculated from the information contained in the A4 proposal submission form of the proposal, using the rates, allowances and coefficients given in Annex 3 of the *Work Programme*. If the proposal is selected for funding, the European Union contribution will be calculated more accurately during the negotiations taking into account any recommendations made by the independent evaluators.

**The maximum amount of the grant will be fixed in the *grant agreement* after the negotiation phase.**

The example below aims to help understand the way the contributions are calculated.

*Example: An experienced researcher with 8 years of experience and with family charges, coming from Bucharest to Paris for 2 years with an Intra-European Fellowship under an employment contract:*

- Living allowance: € 58,500 x 2 years = € 117,000
- Mobility allowance: € 1,000 x 24 months = € 24,000
- Training expenses: € 800 x 24 months = € 19,200
- Contribution to overheads: 700 x 24 months = € 16,800

*Correction coefficient for France* = 116.1%

*(Living allowance + Mobility allowance + Contribution to overheads)\* Correction coefficient for France + Training expenses = € 202,405.80*

In summary:

EU Contribution	Budget (€)
Contribution for the benefit of the <i>experienced researcher</i>	182,901.00
Contribution to overheads	19,504.80
<b>Total Maximum EU contribution</b>	<b>202,405.80</b>



## 5 The Project Phase

Successful proposals will be invited to enter into negotiation with the REA. On the basis of the information provided in the proposal and the recommendation by the independent experts, a "*grant agreement*" will be then prepared and sent to the *host organisation* ("*beneficiary*"). The *grant agreement* should be signed in duplicate by the *host organisation* and returned to the REA for signature.

In addition, the *host organisation* signs an agreement<sup>3</sup> with the *experienced researcher* in line with the provisions of the *grant agreement*. The signature of the employment contract and the start of the project will normally take place after the *grant agreement* enters into force, i.e. after its signature by the REA.

### 5.1 Key elements of the host organisation-experienced researcher agreement

The agreement between the *host organisation* and the *experienced researcher* must determine, in accordance with the *grant agreement*, the conditions for implementing the research training activities and the respective rights and obligations of the *experienced researcher* and the *host organisation*. It must indicate the amounts that s/he is entitled to receive, the conditions of implementation of the project, the law applicable, IPR arrangements and social security coverage among other issues. The requirements to be respected are included in Annex III (Specific provisions) of the *grant agreement*, which should be annexed to the agreement. **Experienced researchers are strongly encouraged to read these provisions carefully and check that their agreements comply with the rules.** A copy of the model *grant agreement* is available from [the Participant Portal](http://ec.europa.eu/euraxess). Further information and assistance is available on the EURAXESS webpage: <http://ec.europa.eu/euraxess>.

The actual fellowship must not start until the agreement between the fellow and the host organisation is in place. This means that neither the REA nor the host organisation are under any obligation to make any payments to fellows who unilaterally decide to start at an earlier date from that established in the agreement, and that fellows who take such steps do so at their own risk.

### 5.2 Project suspension

The REA must be informed immediately of interruptions of *fellows'* stays and appropriate justifications should be provided. Split stays provided for in Annex I of the *grant agreement* and integrated in the work plan are deemed to be approved by the REA.

If the fellow wants to suspend the execution of the project for personal, family or professional reasons unforeseen at the time of the signature of the *grant agreement*, a request for suspension should be submitted to the REA. The REA will not object to any requests for suspension when the *fellow* is entitled to maternity/parental leave established either by national law or internal rules of the *host organisation*. In all other cases, the REA's approval of such requests will depend on the justifications provided and the impact expected on the execution of the project

### 5.3 Part-time work

In principle, *fellows* must work full-time on their training project. Exceptionally, part-time work can be accepted for personal or family reasons subject to prior approval by the REA. In such a case, the allowances will be adapted *pro rata* to the time actually spent on the project. Under no

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<sup>3</sup> As a general rule researchers must be appointed under an employment contract except in adequately documented cases or where national regulation would prohibit this possibility. When an employment contract cannot be provided, the experienced researcher must be recruited under a status equivalent to a fixed amount fellowship, provided that it is compatible with the national legislation and that adequate social security is provided (but not necessarily paid from the fellowship).

circumstances can the total contribution of the Union as indicated in the *grant agreement* be exceeded.

#### ***5.4 Stays away from the host organisation's premises***

As a general rule, the project must take place at the *host organisation* premises. However, in some cases, stays away may be justified as part of collaborations or as part of the training.

The responsible REA project officer should be informed of any period of stay away from the *host organisation's* premises which exceeds one month. In any case, *fellows* may not stay more than 30% of the duration of the fellowship away from the *host organisation's* premises unless such stays **have been explicitly provided for in the original proposal and in the *grant agreement*.**

## Annexes

- Annex 1 Timetable and specific information for this call
- Annex 2 Evaluation criteria and procedure
- Annex 3 Instructions for completing "part A" of the proposal
- Annex 4 Instructions for drafting "part B" of the proposal

## Annex 1 – Timetable and specific information for this call

- The **People Work Programme** provides the essential information for submitting a proposal to this call. It describes the content of the topics to be addressed, and details on how it will be implemented. The Work Programme is available on the Research Participant Portal call page (see <http://ec.europa.eu/research/participants/portal/page/people>). The part giving the basic data on implementation (deadline, budget, deadlines, special conditions etc.) is also posted as a separate document ("call fiche"). You must consult these documents.
- **Indicative timetable for this call**

Publication of call	<b>14 March 2013</b>
Deadline for submission of proposals	<b>14 August 2013 at 17.00.00 Brussels local time</b>
Evaluation of proposals	<b>30 September-25 October 2013</b>
Evaluation Summary Reports sent to proposal coordinators ("initial information letter")	<b>End of November 2013</b>
Invitation letter to successful coordinators to launch <i>grant agreement</i> negotiations with the REA services	<b>December 2013</b>
Letter to unsuccessful applicants	<b>From December 2013</b>
Signature of first <i>grant agreements</i>	<b>From February 2014</b>

- **Further information and help**

The Participant Portal call page: [http://ec.europa.eu/research/participants/portal/page/fp7\\_calls?](http://ec.europa.eu/research/participants/portal/page/fp7_calls?) 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 and Work Programme:  
[http://ec.europa.eu/research/participants/portal/page/fp7\\_calls?](http://ec.europa.eu/research/participants/portal/page/fp7_calls?)

**General sources of help:**

The Research Enquiry Service: <http://ec.europa.eu/research/index.cfm?pg=enquiries>

National Contact Points:

<https://ec.europa.eu/research/participants/portal/page/nationalcontactpoint>

**Specialised and technical assistance**

Participant Portal Helpdesk: <https://ec.europa.eu/research/participants/portal/page/contactus>

CORDIS help desk: [http://cordis.europa.eu/guidance/helpdesk/home\\_en.html](http://cordis.europa.eu/guidance/helpdesk/home_en.html)

Submission Service Help Desk: [DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu](mailto:DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu)

IPR help desk: <http://www.ipr-helpdesk.org/index.html>

**Legal documents generally applicable:**

([https://ec.europa.eu/research/participants/portal/page/fp7\\_documentation](https://ec.europa.eu/research/participants/portal/page/fp7_documentation))

**Decision on the Framework Programme:** Decision No 1982/2006/EC of the European Parliament and of the Council of 18 December 2006 concerning the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007-2013), available in all Community languages.

**Rules for Participation:** Regulation (EC) No 1906/2006 of the European Parliament and of the Council of 18 December 2006 laying down the rules for the participation of undertakings, research centres and universities in actions under the Seventh Framework Programme and for the dissemination of research results (2007-2013), available at: [https://ec.europa.eu/research/participants/portal/page/fp7\\_documentation](https://ec.europa.eu/research/participants/portal/page/fp7_documentation)

**People Specific Programme:** Council Decision 2006/973/EC concerning the specific programme 'People' implementing the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007 to 2013) [https://ec.europa.eu/research/participants/portal/page/fp7\\_documentation](https://ec.europa.eu/research/participants/portal/page/fp7_documentation)

**Rules for proposal submission of proposal, and the related evaluation selection and award procedures:** [https://ec.europa.eu/research/participants/portal/page/fp7\\_documentation](https://ec.europa.eu/research/participants/portal/page/fp7_documentation)

#### **Other supporting information**

Brochure "The FP7 in Brief" can be downloaded from the Europa website at:

[http://ec.europa.eu/research/fp7/pdf/fp7-inbrief\\_en.pdf](http://ec.europa.eu/research/fp7/pdf/fp7-inbrief_en.pdf)

The **European Charter for Researchers** and the **Code of Conduct** for their recruitment can be downloaded from: [http://ec.europa.eu/euraxess/pdf/brochure\\_rights/am509774CEE\\_EN\\_E4.pdf](http://ec.europa.eu/euraxess/pdf/brochure_rights/am509774CEE_EN_E4.pdf)

**International cooperation** on CORDIS at: <http://cordis.europa.eu/inco/>

EURAXESS Research Policies page at:

<http://ec.europa.eu/euraxess/index.cfm/general/researchPolicies>

#### **Ethics**

This Guide should be read in conjunction with the Guide for Applicants (Ethics). A dedicated website that aims to provide clear, helpful information on ethics issues is available at:

[https://ec.europa.eu/research/participants/portal/page/fp7\\_documents](https://ec.europa.eu/research/participants/portal/page/fp7_documents)

## Annex 2 – Evaluation criteria and procedures to be applied for this call

### 1. General

The evaluation of proposals is carried out by the 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>4</sup>. Experts perform evaluations on a personal basis, not as representatives of their employer, their country or any other entity. They are expected to be independent, impartial and objective, and to behave throughout in a professional manner. They sign an appointment letter, including an agreement of non-disclosure / confidentiality and conflict of interest before beginning their work. These rules must be adhered to at all times, before, during and after the evaluation.

Conflicts of interest: Under the terms of their appointment letter, experts must disclose beforehand any known conflicts of interest, and must immediately inform an REA staff member if one becomes apparent during the course of the evaluation. The REA will take whatever action is necessary to remove any conflict.

Non-disclosure / Confidentiality: The appointment letter 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.

In addition, independent observers will be appointed by the REA to observe the evaluation process from the point of view of its working and execution. The role of the observer is to give independent advice to the REA on the conduct and fairness of the evaluation sessions, as well as on possible improvements to the evaluation procedures. The observer will not express views on the proposals under examination or the opinions of the experts on the proposals.

### 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. Eligibility criteria for each proposal are checked 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 eligible if it meets all of the following conditions:

- It is received by the REA before the deadline given in the call fiche;
- It is complete (i.e. both the requested administrative forms and the proposal description are present);
- The other eligibility conditions described above, for example the rule for mobility, are satisfied.

Where a maximum number of pages has been indicated for a section of the proposal, or for the proposal as a whole, the experts will be instructed to disregard any excess pages.

The REA establishes a list of experts capable of evaluating the proposals that have been received. The list is drawn up to ensure:

<sup>4</sup> Rules for proposal submission of proposal, and the related evaluation selection and award procedures, available on the Participant Portal.

- A high level of expertise
- An appropriate range of competencies.

Provided that the above conditions can be satisfied, other factors are also taken into consideration:

- An appropriate balance between academic and industrial expertise and users
- A reasonable gender balance
- A reasonable distribution of geographical origin
- Regular rotation of experts.

In constructing the lists of experts, the REA also takes account of their abilities to appreciate the industrial and/or societal dimension of the proposed work. Experts must also have the appropriate language skills required for the proposals to be evaluated.

REA staff allocate proposals to individual experts, taking account of the fields of expertise of the experts, and avoiding conflicts of interest.

### 3. Individual evaluation of proposals

At the beginning of the evaluation, experts will be briefed by REA staff, covering the evaluation procedure, the experts' responsibilities, the issues involved in the particular area/objective, and other relevant material.

Each proposal will first be assessed independently by at least three experts, chosen by the REA from the pool of experts taking part in this evaluation, against the following criteria:

<b>2.1 IEF-Funding Scheme 'Support for Training and Career Development of Researchers': Marie Curie Intra-European Fellowships for Career Development</b>				
<b>Criteria</b>				
<b>S&amp;T Quality (award)</b> Threshold: 3, Weighting:25%	<b>Training (award)</b> Threshold: 3, Weighting:15%	<b>Researcher (award)</b> Threshold: 4, Weighting:25%	<b>Implementation (selection)</b> Weighting:15%	<b>Impact (award)</b> Threshold: 3.5; Weighting:20%
<b>Priority in case of ex aequo</b>				
<b>3</b>	<b>2</b>	<b>1</b>	<b>5</b>	<b>4</b>
Research/technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal	Clarity and quality of the research training objectives for the researcher	Research experience **	Quality of infrastructure / facilities and International collaborations of host	Impact of competencies acquired during the fellowship on the future career prospects of the researcher, in particular through exposure to transferable skills training with special attention to exposure to the industry sector, where appropriate *
Appropriateness of research methodology and approach	Relevance and quality of additional research training as well as of transferable skills offered, with special attention to exposure to the industry sector, where appropriate *	Research results including patents, publications, teaching etc., taking into account the level of experience	Practical arrangements for the implementation and management of the research project *	Contribution to career development, or re-establishment where relevant *
Originality and innovative nature of the project, and relationship to the 'state of the art' of research in the field	Measures taken by the host for providing quantitative and qualitative mentoring/tutoring	Independent thinking and leadership qualities	Feasibility and credibility of the project, including work plan	Benefit of the mobility to the European Research Area
Timeliness and relevance of the project		Match between the fellow's profile and project	Practical and administrative arrangements, and support for the hosting of the fellow *	Development of lasting cooperation and collaborations with other countries
Host research expertise in the field		Potential for reaching or re-enforcing a position of professional maturity *		Contribution to European excellence and European competitiveness regarding the expected research results
Quality of the group/scientist in charge		Potential to acquire new knowledge		Impact of the proposed outreach activities *

\* Sub-criteria to be evaluated in the light of the principles of the 'European Charter for Researchers' and the 'Code of Conduct for the Recruitment of Researchers'. [http://ec.europa.eu/euraxess/pdf/brochure\\_rights/am509774CEE\\_EN\\_E4.pdf](http://ec.europa.eu/euraxess/pdf/brochure_rights/am509774CEE_EN_E4.pdf)

\*\* Any leave of absence in the research career of more than one year such as maternity/parental leave, sick or family care leave, military service, humanitarian aid work, etc. will be taken into account.

Evaluation scores will be given for each of the five criteria, and not for the sub-criteria. The sub-criteria are issues that the expert should consider in the assessment of the relevant criterion. They also act as reminders of issues to be raised later during the discussions of the proposal.

Each criterion will be scored out of 5. Scores will be given with a resolution of one decimal place. The scores indicate the following with respect to the criterion under examination:



- 0 - The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information
- 1 - Poor. The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses.
- 2 - Fair. While the proposal broadly addresses the criterion, there are significant weaknesses.
- 3 - Good. The proposal addresses the criterion well, although improvements would be necessary.
- 4 - Very Good. The proposal addresses the criterion very well, although certain improvements are still possible.
- 5 - Excellent. The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.

The IEF thresholds and weightings for the different criteria are summarised in the table below:

Evaluation Criterion	Weighting (in %)	Threshold	Priority in case of ex aequo
S&T Quality	25	3	3
Training	15	3	2
Researcher	25	4	1
Implementation	15	N/A	5
Impact	20	3.5	4

In addition to the individual thresholds, an overall threshold of 70% will be applied to the total weighted score.

At this first step the experts are acting individually; they do not discuss the proposal with each other, nor with any third party. The experts record their individual opinions in an Individual Assessment Report (IAR), giving scores and also comments against the evaluation criteria.

When scoring proposals, experts will *only* apply the above evaluation criteria. Experts will assess and mark the proposal exactly as it is described and presented. They do not make any assumptions or interpretations about the project in addition to what is in the proposal. Concise but explicit justifications will be given for each score. Recommendations for improvements to be discussed as part of a possible negotiation phase will be given to the REA, if needed.

The experts will also indicate whether, in their view, the proposal deals with sensitive ethics issues, please see the Guide for Applicants (Ethics). Signature of the IAR also entails a declaration that the expert has no conflict of interest in evaluating the particular proposal.

Scope of the call: It is possible that a proposal is found to be completely out of scope of the call during the course of the individual evaluation, and therefore not relevant. If an expert suspects that this may be the case, an REA staff member will be informed immediately, and the views of the other experts will be sought.

If the consensus view is that the main part of the proposal is not relevant to the topics of the call, the proposal will be withdrawn from the evaluation and will be deemed ineligible.

## 4. Consensus meeting

Once all the experts to whom a proposal has been assigned have completed their IAR, the evaluation progresses to a consensus assessment, representing their common views. This entails a consensus meeting to discuss the scores awarded and to prepare comments.

The consensus discussion may be moderated by a representative of the REA. The role of the moderator is to seek to arrive at a consensus between the individual views of experts without any prejudice for or against particular proposals or the organisations involved, and to ensure a confidential, fair and equitable evaluation of each proposal according to the required evaluation criteria.

The moderator for the group may designate an expert to be responsible for drafting the consensus report ("rapporteur"). The experts attempt to agree on a consensus score for each of the criteria that have been evaluated and suitable comments to justify the scores. Comments should be suitable for feedback to the proposal coordinator. Scores and comments are set out in a consensus report. They also come to a common view on the questions of scope and ethics.

If during the consensus discussion it is found to be impossible to bring all the experts to a common point of view on any particular aspect of the proposal, the REA may ask up to three additional experts to examine the proposal.

### Ethics issues (above threshold proposals)

If one or more experts have noted that there are ethics issues touched on by the proposal, and the proposal is considered to be above threshold, the relevant box on the consensus report (CR) will be ticked.

Following the evaluation, the REA will submit all proposals in the funding range and for which ethics issues have been flagged (either by the applicant and/or by the experts during the evaluation) to a specific ethics screening. A specific Ethics Issues Report (EIR) will be filled in by the ethics experts and forwarded to the beneficiaries during the negotiation. Requirements in the report will be regarded as contractual obligations and will have to be fulfilled before the negotiation for a grant agreement can be completed. Furthermore, for projects raising specific ethics issues such as research intervention on human beings; research involving children; research on human embryos and human embryonic stem cells and non-human primates, an in-depth ethics review will be automatically carried out by the Commission services. For more detail please refer to the Guide for Applicants (Ethics).

### Outcome of consensus

The outcome of the consensus step is the consensus report. This will be signed (either on paper, or electronically) by all experts, or as a minimum, by the Rapporteur and the moderator. The moderator is responsible for ensuring that the consensus report reflects the consensus reached, expressed in scores and comments. In the case that it is impossible to reach a consensus, the report sets out the majority view of the experts but also records any dissenting views.

The REA will take the necessary steps to ensure the quality of the consensus reports, with particular attention given to clarity, consistency, and appropriate level of detail. If important changes are necessary, the reports will be referred back to the experts concerned.

The signing of the consensus report completes the consensus step.

### Evaluation of a resubmitted proposal

In the case of proposals that have been submitted previously to the Commission or the REA, the moderator gives the experts the previous Evaluation Summary Report (see below) only at the

consensus stage and after a consensus has been achieved between the experts. The experts will be required to provide a clear justification for their scores and comments should these differ markedly from those awarded to the earlier proposal.

## 5. Panel review

This is the final step involving the independent experts. It allows them to formulate their recommendations to the REA having had an overview of the results of the consensus step. The main task of the panel is to establish a ranked list of the proposals which passed all evaluation thresholds. The panels are organised according to the research disciplines and comprise experts involved at the consensus step.

The tasks of the panel will also include:

- *reviewing cases where a minority view was recorded in the consensus report;*
- *recommending a priority order for proposals with the same consensus score in all criteria.*

The panel is moderated by the chair. The REA will ensure fair and equal treatment of the proposals in the panel discussions. A panel Rapporteur will be appointed to draft the panel's advice.

The outcome of the panel meeting is a report recording, principally:

- *An evaluation summary report (ESR) for each proposal, including, where relevant, a report of any ethics issues raised and any security considerations;*
- *A list of proposals passing all thresholds, along with a final score for each proposal passing the thresholds and the panel recommendations for priority order;*
- *A list of evaluated proposals having failed one or more thresholds;*
- *A list of any proposals having been found ineligible during the evaluation by experts;*
- *A summary of any deliberations of the panel.*

The panel report is signed by at least three panel experts, including the panel Rapporteur and the chairperson. A further special ethics review of above-threshold proposals may be organised by the REA

## Annex 3 – Instructions for completing "part A" of the proposal

Proposals in this call must be submitted electronically, using the Electronic Submission Services of the Commission (SEP) in the Research Participant Portal via an ECAS login.

There are minimum Technical Requirements for SEP. The following table shows the operating systems and browsers actively supported by the system, as well as the Adobe Reader version recommended for each system configuration:

Operating System	Browser	Adobe Reader
Windows XP	IE 6, 7 & 8 Firefox 3.6 & 4 (upon release) Google Chrome 10 Opera 10.6 and 11 Safari 5	Adobe Reader 9 or above
Windows Vista & 7	IIE 8 & 9 (upon release) Firefox 3.6 & 4 (upon release)	Adobe Reader 10 is recommended to avoid compatibility issues with 32bit and 64bit systems
Linux	Firefox 3.6 & 4 (upon release)	Adobe Reader 9 or above
Mac OS X	Safari 5	Newer Mac's run on 64bit which is incompatible with Adobe Reader 9.0 <b>It's best to download and install Adobe Reader version 10.</b>

Detailed instructions are available in the General Part of the Marie Curie Guide for Applicants.<sup>5</sup>

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 forms an integral part of your proposal. Details of the work you intend to carry out will be described in part B (Annex 4).

Form A1 gives a snapshot of your proposal, form A2 concerns the *host organisation*, form A3 gives details of the researcher, while form A4 deals with financial matters.

### How to complete the forms (A1 to A4)

**Note: The following notes are for information only. They should assist you in completing part A of your proposal. On-line guidance will also be available. The precise questions and options presented on the Electronic Submission Services of the Commission may differ slightly from these below. All fields must be filled.**

<sup>5</sup> For problems related to the use of the submission system, please contact the dedicated service desk by e-mail: DIGIT-EFP7-SEP-SUPPORT@ec.europa.eu or by telephone: +32 (2) 29 92222

<b>Section A1 – Information on the Proposal</b>	
<b>Proposal number</b>	[pre-filled]
<b>Proposal Acronym</b>	The short title or acronym will be used to identify your proposal efficiently in this call. It should be of <u>no more than 20 characters</u> (use standard alphabet and numbers only; no symbols or special characters please). The same acronym should appear on each page of part B of your proposal.
<b>Proposal Title</b>	The title should be <u>no longer than 200 characters</u> and should be understandable to the non-specialist in your field.
<b>Marie Curie Action code</b>	This field will be pre-filled with the code corresponding to the action of the call: Initial Training Networks ( <b>ITN</b> ) Industry-Academia Partnerships and Pathways ( <b>IAPP</b> ) Co-funding of Regional, National and International Programmes ( <b>COFUND</b> ) <b>Intra-European Fellowships (IEF)</b> Career Integration Grants ( <b>CIG</b> ) International Outgoing Fellowships ( <b>IOF</b> ) International Incoming Fellowships ( <b>IIF</b> ) Marie Curie International Research Staff Exchange Scheme ( <b>IRSES</b> )
<b>Are you applying for this grant in order to resume a career after a break? If so, for how long have you been inactive in research (number of months)?</b>	<b>By selecting yes, the proposal will be flagged for evaluation under the career restart panel.</b>  Fill in the number of months of research career break. To be eligible for the specific career restart panel, applicants must not have been active in research for at least 12 months immediately prior to the call deadline
<b>Scientific Panel</b>	Please choose a code from the list below indicating the main research area of relevance to your proposal. This information will help the REA in the organisation of the evaluation of proposals. Chemistry <b>CHE</b> Economic Sciences <b>ECO</b> Information science and Engineering <b>ENG</b> Environment and geosciences <b>ENV</b> Life sciences <b>LIF</b> Mathematics <b>MAT</b> Physics <b>PHY</b> Social Sciences and Humanities <b>SOC</b>  IMPORTANT: Applicants wishing to apply for the Career Restart Panel (CAR) should indicate that during registration and in the A1 form, by ticking the appropriate box. Applicants should also choose the main evaluation panel within the eight above mentioned areas both at registration and within the A1 form. * To help you select the most relevant panel code please refer also the breakdown of each research area into a number of sub-disciplines at the end of this section.
<b>Duration in months</b>	Insert the estimated duration of the project in full months: between 12 and 24 months only.

<b>Call identifier</b>	[pre-filled] The call identifier is the reference number given in the call or part of the call you are addressing, as indicated in the publication of the call in the Official Journal of the European Union, and on the Participant Portal call page. A call identifier looks like this: <i>FP7-PEOPLE-IEF-20XX</i> .
<b>Keywords</b>	Please enter a number of keywords that you consider sufficient to characterise the scope of your proposal. There is <u>a limit of 200 characters</u> . Please select at least two keywords from the drop-down list and/or add free keywords.
<b>Descriptors</b>	Please refer to the list of scientific descriptors outlined on the following pages. Select up to 3 descriptors – in descending order of relevance - to describe the scientific content of your proposal both at registration and in the A1 form.
<b>Abstract</b>	The abstract should, at a glance, provide the reader with a clear understanding of the objectives of the proposal, how they will be achieved, and their relevance to the Work Programme. This summary will be used as the short description of the proposal in the evaluation process and in communications to the programme management committees and other interested parties. It must therefore be short and precise and should not contain confidential information. Please use plain typed text, avoiding formulae and other special characters. There is <u>a limit of 2000 characters</u> .
<b>Similar proposals</b>	A 'similar' proposal is a proposal that differs from the current one only for minor details and it has been previously submitted to a Marie Curie action under the same or previous framework programme.
<b>Ethics Issues in Part B</b>	Please choose YES or NO on the following basis: In the Part B Proposal Description you are asked to describe any ethics issues that may arise in your proposal and to fill in the table "ETHICS ISSUES". If your proposal involves any of the sensitive ethics issues detailed in the table, please choose YES in this field. If not, choose 'NO'. This information will be used by the REA to flag proposals with potential ethics issues that need further follow-up (but not necessarily a formal ethics review).

## Evaluation Panels – Descriptors

To help you in selecting the most relevant panel code please find below a breakdown of each research area:

### CHEMISTRY (CHE)

- Physical chemistry
- Nanochemistry
- Spectroscopic and spectrometric techniques
- Molecular architecture and Structure
- Surface science
- Analytical chemistry
- Chemical physics
- Chemical instrumentation
- Electrochemistry - electrodialysis - microfluidics
- Combinatorial chemistry
- Method development in chemistry
- Catalysis
- Physical chemistry of biological systems
- Chemical reactions
- Theoretical and computational chemistry
- Radiation chemistry
- Nuclear chemistry
- Photochemistry
- Structural properties of materials
- Solid state materials
- Surface modification
- Thin films
- Corrosion
- Porous materials
- Ionic liquids
- New materials
- Materials for sensors
- Nanomaterials
- Biomaterials synthesis
- Intelligent materials – self assembled materials
- Environment chemistry
- Coordination chemistry
- Colloid chemistry
- Biological chemistry
- Chemistry of condensed matter
- Homogeneous and heterogeneous catalysis
- Characterization methods of materials
- Macromolecular chemistry
- Polymer chemistry
- Supramolecular chemistry
- Organic chemistry
- Molecular chemistry
- Protein Chemistry

### ECONOMICS SCIENCES (ECO)

- Macroeconomics
- Microeconomics
- Econometrics, finance and management
- Financial markets
- Competitiveness - innovation - research and development
- Natural resources and environmental economics
- Industrial economics
- Behavioural economics
- Organization studies - strategy
- Human resource management
- Research management
- Social economics
- Urban and regional economics
- Public administration - public economics
- Income distribution
- International trade - economic geography
- Economic history - development

### INFORMATION SCIENCE AND ENGINEERING (ENG)

#### Computer Science and Informatics

- Computer architecture, pervasive computing, ubiquitous computing
- Computer systems, parallel, distributed, grid, cloud processing systems

- Sensor networks, embedded systems, hardware platforms,
- Theoretical computer science, formal methods
- Computer graphics, computer vision, image analysis, data visualisation
- Cognitive science, human computer interaction, natural language processing
- Informatics and information systems
- Intelligent systems, artificial intelligence, knowledge management
- Ontologies, neural networks, genetic programming, fuzzy logic
- Machine learning, statistical data processing and applications
- Scientific computing, e-science
- Numerical analysis, simulation, optimisation, modelling tools, data mining
- Complexity and cryptography, electronic security, privacy, biometrics
- Computational geometry, theorem proving, symbolic, algebraic computations
- Internet and semantic web, database systems and libraries
- Algorithms: distributed, parallel, network, game theory, social networking
- Computer games, multi-media, augmented and virtual reality
- e-commerce, e-business, computational finance
- Bioinformatics, e-Health, medical informatics
- e-learning, user modelling, collaborative systems
- Intelligent robotics, cybernetics
- Software engineering, operating systems, computer languages

#### **Systems and Communication Engineering**

- Control Engineering (including distributed and mobile networked control)
- Electrical and electronic engineering: semiconductors, components,
- Simulation engineering and modelling
- Systems engineering, sensorics actorics automation (MEMS/MENS on a chip)
- Electronics, photonics
- Wireless communications, communication, high frequency, mobile technology
- Diagnostic and implantable devices, environmental monitoring
- Signal processing
- Networks (communication networks, sensor networks, networks of robots)
- Man machine interfaces
- Industrial Automation and Robotics, mechatronics

#### **Products and process engineering**

- Aerospace engineering
- Chemical engineering, technical chemistry
- Civil engineering, marine, hydraulic engineering, waste treatment
- Transport engineering, intelligent transport systems
- Computational engineering and computer aided design
- Fluid mechanics, hydraulic-turbo and piston engines, tribology
- Energy systems, smart energy, smart grids, wireless energy transfer
- Energy collection, conversion and storage, renewable energy
- Optical engineering, photonics, lasers
- Micro(system) engineering
- Mechanical, and manufacturing engineering
- Materials engineering
- Nanotechnology, nano-materials, nano engineering
- Production technology, process engineering
- Product design, ergonomics, man machine interfaces
- Sustainable design (for recycling, for environment, eco-design)
- Lightweight construction, textile technology
- Industrial bioengineering
- Architecture, smart buildings, smart cities, urban engineering
- Agricultural engineering, food safety
- Geological engineering, geophysical engineering, mining, geotechnics
- Microfluidics
- Medical engineering, biomedical engineering and technology
- Geographical and positioning technologies, satellites
- Critical infrastructure, emergency systems, security, safety engineering
- Certification, Verification, Validation, Technical Compliance, Standards
- Logistics, supply chain management, operational research

## **ENVIRONMENT AND GEOSCIENCES (ENV)**

### **Environment and Society**

- Environment and sustainability
- Environmental regulation and mediation
- Social and industrial ecology
- Geographical information systems - cartography
- Human and social geography
- Spatial and regional planning
- Population dynamics
- Urbanization and urban planning - cities
- Mobility and transportation

### **Earth System Science**



- Atmospheric chemistry - air pollution
- Meteorology - Atmospheric physics and dynamics
- Climatology and climate change
- Terrestrial ecology - land cover change
- Geology - tectonics - volcanology
- Paleoclimatology – paleoecology
- Physics of earth's interior - seismology - volcanology
- Oceanography
- Biogeochemistry - biogeochemical cycles - environmental chemistry
- Mineralogy - petrology - igneous petrology - metamorphic petrology
- Geochemistry - crystal chemistry - isotope geochemistry - thermodynamics
- Sedimentology - soil science - palaeontology - earth evolution
- Physical geography
- Earth observations from space - remote sensing
- Geomagnetism - paleomagnetism
- Ozone - upper atmosphere - ionosphere
- Hydrology - water and soil pollution
- Natural Resources Exploration and Exploitation
- Pollution (water - soil) - waste disposal and treatment
- Environmental engineering and geotechnics
- Terrestrial ecology - land cover change
- Evolutionary, Population and Environmental Biology**
- Animal behaviour
- Biodiversity - comparative biology
- Biogeography
- Conservation biology - ecology - genetics
- Ecology
- Environmental and marine biology
- Environmental toxicology
- Population biology - population dynamics - population genetics
- Systems evolution - biological adaptation - phylogenetics – systematics
- Agricultural, Animal, Fishery, Forestry and Food Science**
- Agriculture related to animal husbandry
- Aquaculture - fisheries
- Agriculture related to crop production
- Food sciences
- Agroindustry
- Forestry - biomass production
- Environmental biotechnology - bioremediation - biodegradation
- Biotechnology - bioreactors - applied microbiology
- Biomimetics
- Biohazards - biological containment - biosafety - biosecurity

## LIFE SCIENCES (LIF)

### Molecular and Structural Biology and Biochemistry

- Molecular biology and interactions
- General biochemistry and metabolism
- DNA biosynthesis - modification - repair and degradation
- RNA synthesis - processing - modification and degradation
- Protein synthesis - modification and turnover
- Biophysics
- Structural biology
- Biochemistry of signal transduction

### Genetics, Genomics, Bioinformatics and Systems Biology

- Genomics - comparative genomics - functional genomics
- Transcriptomics
- Proteomics
- Metabolomics
- Glycomics
- Molecular genetics - reverse genetics and RNAi
- Quantitative genetics
- Epigenetics and gene regulation
- Genetic epidemiology
- Bioinformatics
- Computational biology
- Biostatistics
- Systems biology
- Biological systems analysis - modeling and simulation

### Cellular and Developmental Biology

- Morphology and functional imaging of cells
- Cell biology and molecular transport mechanisms
- Cell cycle and division
- Apoptosis

- Cell differentiation - physiology and dynamics
- Organelle biology
- Cell signalling and cellular interactions
- Signal transduction
- Developmental genetics - embryology in animals
- Developmental genetics - embryology in plants
- Cell genetics
- Stem cell biology
- Physiology, Pathophysiology and Endocrinology**
- Organ physiology
- Comparative physiology
- Endocrinology
- Ageing
- Metabolism
- Cancer and its biological basis
- Cardiovascular diseases
- Non-communicable diseases
- Neurosciences and Neural Disorders**
- Neuroanatomy and neurophysiology
- Molecular and cellular neuroscience
- Neurochemistry and neuropharmacology
- Sensory systems
- Mechanisms of pain
- Developmental neurobiology
- Cognition
- Behavioral neuroscience
- Systems neuroscience
- Neuroimaging and computational neuroscience
- Neurological disorders
- Psychiatric disorders
- Immunity and Infection**
- Innate immunity
- Adaptive immunity
- Phagocytosis and cellular immunity
- Immunosignalling
- Immunological memory and tolerance
- Immunogenetics
- Microbiology
- Virology
- Bacteriology
- Parasitology
- Prevention and treatment of infection by pathogens
- Biological basis of immunity related disorders
- Veterinary medicine
- Diagnostic Tools, Therapies and Public Health**
- Medical engineering and technology
- Diagnostic tools
- Pharmacology - toxicology - pharmacogenomics - drug therapy
- Analgesia
- Gene therapy - stem cell therapy - regenerative medicine
- Surgery
- Radiation therapy
- Health services - health care research
- Public health and epidemiology
- Environment and health risks including radiation
- Occupational medicine
- Medical ethics
- Medical pathology
- Applied Life Sciences**
- Ecology
- Population biology - population dynamics - population genetics
- Systems evolution - biological adaptation - phylogenetics - systematics
- Biodiversity - comparative biology
- Conservation biology - ecology - genetics
- Animal behaviour
- Environmental and marine biology
- Environmental toxicology
- Prokaryotic biology
- Symbiosis
- Genetic engineering - transgenic organisms
- Synthetic biology and new bio-engineering concepts
- Agriculture related to crop production
- Food sciences
- Forestry - biomass production

- Environmental biotechnology - bioremediation - biodegradation
- Biotechnology (non-medical) - bioreactors - applied microbiology
- Biomimetics
- Biohazards - biological containment - biosafety – biosecurity

## **MATHEMATICS (MAT)**

- Logic and foundations
- Algebra
- Number theory
- Algorithms and complexity
- Algebraic and complex geometry
- Geometry
- Topology
- Lie groups - Lie algebras
- Analysis
- Operator algebras and functional analysis
- ODE and dynamical systems
- Partial differential equations
- Mathematical physics
- Probability and statistics
- Combinatorics
- Mathematical aspects of computer science
- Numerical analysis and scientific computing
- Control theory and optimization
- Application of mathematics in sciences

## **PHYSICS (PHY)**

### **Fundamental Constituents of Matter**

- Fundamental interactions and fields
- Particle physics
- Nuclear physics
- Nuclear astrophysics
- Gas and plasma physics
- Electromagnetism
- Atomic - molecular physics
- Optics and quantum optics
- Lasers and laser physics
- Acoustics
- Relativity
- Classical physics
- Thermodynamics
- Non-linear physics
- General physics
- Metrology and measurement
- Statistical physics (gases)

### **Condensed Matter Physics**

- Structure of solids and liquids
- Mechanical and acoustical properties of condensed matter
- Thermal properties of condensed matter
- Transport properties of condensed matter
- Electronic properties of materials and transport
- Lattice dynamics
- Semiconductors
- Superconductivity
- Superfluids
- Spintronics
- Magnetism
- Nanophysics
- Mesoscopic physics
- Molecular electronics
- Soft condensed matter
- Fluid dynamics (physics)
- Statistical physics (condensed matter)
- Phase transitions - phase equilibria
- Biophysics

### **Universe Sciences**

- Astronomy - Astrophysics and Cosmology
- Physical chemistry
- Nanochemistry
- Spectroscopic and spectrometric techniques
- Molecular architecture and Structure
- Surface science

- Analytical chemistry
- Chemical physics
- Chemical instrumentation
- Electrochemistry - electrodialysis - microfluidics
- Combinatorial chemistry
- Method development in chemistry
- Catalysis
- Physical chemistry of biological systems
- Chemical reactions
- Theoretical and computational chemistry
- Radiation chemistry
- Nuclear chemistry
- Photochemistry
- Medical Physics
- Surface physics

## **SOCIAL SCIENCES AND HUMANITIES (SOC)**

### **Sociology, Social Anthropology, Political Science, Law, Communication**

- Social structure - inequalities - social mobility
- Ageing - work - social policies
- Kinship - cultural dimensions of classification and cognition
- Myth - ritual - symbolic representations - religious studies
- Ethnography
- Globalization - migration - interethnic relations
- Transformation of societies - democratization - social movements
- Human and social geography
- Political systems - legitimacy of governance
- Legal systems - constitutions - foundations of law
- Private - public and social law
- Global and transnational governance - international law - human rights
- Communication networks - media - information society
- Social studies of science and technology
- History of science and technology

### **Cognition, Psychology, Linguistics, Philosophy and Education**

- Evolution of mind and cognitive functions - animal communication
- Human life-span development
- Neuropsychology and cognitive psychology
- Clinical and experimental psychology
- Formal - cognitive - functional and computational linguistics
- Typological - historical and comparative linguistics
- Acquisition and knowledge of language
- Use of language
- Language pathologies - lexicography
- Philosophy - history of philosophy
- Epistemology - logic - philosophy of science
- Ethics and morality - bioethics
- Education

### **Literature, Arts, Music, Cultural and Comparative Studies**

- Classics
- History of literature
- Literary theory and comparative literature - literary styles
- Textual philology and palaeography
- Visual arts
- Performing arts
- Museums and exhibitions
- Numismatics - epigraphy
- Music and musicology - history of music
- History of art and architecture
- Cultural studies - cultural diversity
- Cultural memory - intangible cultural heritage

### **Archaeology, History and Memory**

- Archaeology - archaeometry - landscape archaeology
- Prehistory and protohistory
- Ancient history - ancient cultures
- Medieval history
- Modern and contemporary history
- Colonial history - entangled histories - global history
- Military history
- Historiography - theory and methods of history
- History of ideas - intellectual history
- Social - economic - cultural and political history
- Collective memories - identities - lieux de mémoire - oral history
- Cultural heritage

<b>Section A2 – Information on the Host organisation:</b>	
<b>Participant number</b>	The number allocated to the participant for this proposal. In proposals with only one participant, the single participant is always number one. In proposals that have several participants, the co-ordinator of a proposal is always number one.
<b>Participant identification code</b>	The use of the Participant Identification Code is mandatory to be able to create and submit a proposal in SEP. The Participant Identification Code (PIC) will enable organisations to take advantage of the Unique Registration Facility. Check the following web link to retrieve your PIC number ( <a href="https://ec.europa.eu/research/participants/portal/page/searchorganisations">https://ec.europa.eu/research/participants/portal/page/searchorganisations</a> ). By entering a PIC, parts of section A2 will be filled in automatically. If a PIC is not yet available it can be obtained by registering the organisation in the Unique Registration Facility at the following address: <a href="http://ec.europa.eu/research/participants/portal/page/myorganisations">http://ec.europa.eu/research/participants/portal/page/myorganisations</a>
<b>Organization Legal name</b>	<b>For a Public Law Body</b> , it is the name under which your organisation is registered in the Resolution text, Law, Decree/Decision establishing the Public Entity, or in any other document established at the constitution of the Public Law Body; <b>For a Private Law Body</b> , it is the name under which your organisation is registered in the national Official Journal (or equivalent) or in the national company register. <b>For a natural person</b> , it is e.g. Mr Adam JOHNSON, Mrs Anna KUZARA, Ms Alicia DUPONT
<b>Organisation Short Name</b>	Choose an abbreviation of your Organisation Legal Name, only for use in this proposal and in all related documents. This short name should not be more <u>than 20 characters</u> exclusive of special characters e.g. CNRS and not C.N.R.S. It should be preferably the one commonly used, e.g. IBM and not Int.Bus.Mac.
<b>Legal address</b>	For Public and Private Law Bodies, it is the address of the entity's Head Office. For Natural Persons it is the Official Address. If your address is specified by an indicator of location other than a street name and number, please insert this instead under the "street name" field and "N/A" under the "number" field.
<b>Non-profit organisation</b>	Non-profit organisation is a legal entity qualified as such when it is recognised by national or, international law.
<b>Public body</b>	Public body means any legal entity established as such by national law
<b>Research organisation</b>	Research organisation means a legal entity established as a non-profit organisation which carries out research or technological development as one of its main objectives.
<b>Higher or secondary education establishment</b>	A secondary and higher education establishment means organisations only or mainly established for higher education/training (e. g. universities, colleges, etc.).
<b>International Organisation</b>	"International Organisation" means an intergovernmental organisation, other than the European Union, which has legal personality under international public law, as well as any specialised agency set up by such an international organisation;

<b>International European Interest Organisation</b>	“International European Interest Organisation” means 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;
<b>Joint Research Centre</b>	The European Commission's Joint Research Centre
<b>Entity composed of one or more legal entities</b>	European Economic Interest Groups, Joint Research Units (Unités Mixtes de Recherche), Enterprise Groupings (Commission Decision DL/2003/3188 of 27.11.2003).
<b>Commercial Enterprise</b>	Organisations operating on a commercial basis, i.e. companies gaining the majority of their revenue through competitive means with exposure to commercial markets, including incubators, start-ups and spin-offs, venture capital companies, etc.
<b>Main area of activity (NACE code)</b>	<b>NACE</b> means " <u>Nomenclature des Activités économiques dans la Communauté Européenne</u> ". Please select <b>one</b> activity from the list that <b>best</b> describes your professional and economic ventures. If you are involved in more than one economic activity, please select the <b>one</b> activity that is <b>most</b> relevant in the context of your contribution to the proposed project. For more information on the methodology, structure and full content of NACE (rev. 1.1) classification please consult EUROSTAT at: <a href="http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&amp;StrNom=NACE_1_1&amp;StrLanguageCode=EN&amp;StrLayoutCode=HIERARCHIC">http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&amp;StrNom=NACE_1_1&amp;StrLanguageCode=EN&amp;StrLayoutCode=HIERARCHIC</a> .
<b>Small and Medium-Sized Enterprises (SMEs)</b>	SMEs are micro, small and medium-sized enterprises within the meaning of Recommendation 2003/361/EC in the version of 6 May 2003. The full definition and a guidance booklet can be found at <a href="http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm">http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm</a> To find out if your organisation corresponds to the definition of an SME you can use the on-line tool at <a href="http://ec.europa.eu/research/sme-techweb/index_en.cfm">http://ec.europa.eu/research/sme-techweb/index_en.cfm</a>
<b>Contact point</b>	It is <b>the scientist in charge</b> (and not the fellow researcher) of the proposal for the participant. For participant number 1 (the coordinator), this will be the person REA will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to negotiations), after the deadline for proposals submission. In form A2 the information for the first participant contact is pre-filled with the data of the person that logged into SEP and registered the application. As such, if at the registration you logged in the Portal/SEP as the fellow researcher, your data would be pre-filled automatically into the form as contact point; forms are editable so that the correct information can be filled in. Note also that during registration (step 4- parties) you have the possibility to introduce more than one name as contact person. Any name listed at this stage will receive all the automatic emails generated by the SEP system following any activity on the proposal (i.e. submission, editing etc.). .
<b>Authorised representative to sign the grant agreement or to commit the organisation for this proposal</b>	Please indicate the contact details of the person in the Host Organisation who would be authorised to sign the <i>grant agreement</i> with the REA if the proposal is selected for funding.
<b>Title</b>	Please choose one of the following: Prof., Dr., Mr., Mrs., Ms.


<b>Gender</b>	This information is required for statistical and mailing purposes. Indicate Female or Male as appropriate.
<b>Phone and fax numbers</b>	Please insert the full numbers including country and city/area code. Example +32-2-2991111.


<b>Section A3 – Information on the Researcher:</b>	
<b>Location of origin (country)</b>	The country where the experienced researcher is residing or carrying out his/her main activity at the relevant deadline for proposals submission
<b>Contact address</b>	Fill in only the fields forming your complete postal address where you will be residing up to the deadline. If your address is specified by an indicator of location other than a street name and number, please insert this instead under the "street name" field and "N/A" under the "number" field. Please make sure that the email address given will still be valid for at least a year after the deadline.
<b>University degree</b>	Date of award of a degree which entitles the holder to embark on doctoral studies in the country in which the degree was obtained or in the host country, without having to acquire any further qualifications. Wrong or missing information may cause your proposal to be ineligible.
<b>Doctorate expected before the deadline</b>	If you do not yet have a doctoral degree and expect to have it before the deadline, please indicate the expected date of award. Researchers must have obtained a doctoral degree at the latest on the date of the relevant deadline for submission of proposals or have at least 4 years of research experience after obtaining the university degree giving access to a doctorate on the date of the relevant deadline for submission of proposals. Wrong or missing information may cause your proposal to be ineligible.
<b>Doctorate</b>	Please specify the date of award of a doctoral degree using the format (DD/MM/YYYY). Wrong or missing information may cause your proposal to be ineligible.
<b>Full-time postgraduate research experience</b>	The information provided in this field should reflect the researcher's full-time post graduate research experience at the time of the relevant deadline for submission of the proposal. Post-graduate refers to a degree which entitles the holder to embark on doctoral studies without having to acquire any further qualifications. Only time spent on post graduate research activities (whether remunerated or not, and including the period of research training e.g. PhD period) should be included. If an applicant has been engaged in other professional activities than research in certain periods since his/her graduation, this time will not count as 'full-time post graduate research experience'. Any periods of part-time activity in research should be translated into full-time experience (e.g. 3 years half time = 1,5 years full-time). Please note that the proposer may be asked to produce evidence of this experience at any stage. Wrong or missing information may cause your proposal to be ineligible.
<b>Place of activity/place of residence (previous 5 years)</b>	Indicate the period(s) and the country/countries in which you have legally resided and/or had your main activity (work, studies....) during the last 5 years up until the deadline for the submission of the proposal. <u>The 5 years prior to the deadline must be covered.</u> Wrong or missing information may cause your proposal to be ineligible. Any additional information you wish to make known to the evaluators should be included in the Part B (proposal description/CV).
<b>Period</b>	Indicate the starting date and the end date of each period using the format: DD/MM/YYYY, starting with the most recent period. The first date must be the call deadline. <u>There must be no gaps between the periods.</u>






<p><b>Have you submitted or are you in the process of submitting another proposal for Marie Curie actions IEF, IOF, or IIF or have you previously benefited from Community funding under Marie Curie actions?</b></p>	<p>Each researcher may only submit one proposal at a time for the following actions: Marie Curie Intra-European Fellowships (IEF),</p> <ul style="list-style-type: none"> <li>• Marie Curie Outgoing International Fellowships (IOF),</li> <li>• Marie Curie Incoming International Fellowships (IIF),</li> </ul> <p>Having several proposals in the application procedure for one or more actions at the same time may render your proposal ineligible. New or similar proposals are eligible to be submitted only after the evaluation procedure of the relevant round has been terminated.</p> <p>Please note that the Research Executive Agency will not conclude another <i>grant agreement</i> for the same project.</p> <p>If you have previously benefited from Community funding under Marie Curie actions in the same field, you should demonstrate (in part B) the substantial added value of the new project.</p> <p>Indicate here the action name, year and the proposal or contract number.</p>
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Section A4 – Funding Request IEF										
<p><b>Full-time person-months</b></p> <p><b>Type B Fixed-amount fellowship (Y/N)</b></p>	<p>Please insert the number of months per year. As an example for a fellowship of 24 months there should be 2 rows as following:</p> <table border="1" data-bbox="456 981 1289 1077"> <thead> <tr> <th>year</th> <th>Full time person-months</th> <th>Type B Fixed-amount fellowship</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12</td> <td>N</td> </tr> <tr> <td>2</td> <td>12</td> <td>N</td> </tr> </tbody> </table> <p>As a general rule, the host organisation should recruit the researcher under an employment contract/fellowship with full social security coverage (Type A). A fixed-amount fellowship with minimum social security (Type B) is foreseen for very exceptional cases. Please note that in this case the allowance for the researcher will be lower. More information concerning the choice can be found in Annex 3 of the Work Programme.</p> <p>At the submission stage, Type A is set as the only possible option. If needed, the possibility of a Type B Fixed-amount fellowship will have to be discussed at a later stage, during negotiation, for successful applicants.</p>	year	Full time person-months	Type B Fixed-amount fellowship	1	12	N	2	12	N
year	Full time person-months	Type B Fixed-amount fellowship								
1	12	N								
2	12	N								
<p><b>Mobility allowance</b></p>	<p>Family related mobility allowance refers to a researcher with a spouse and/or children. Please see the definition in Annex 3 of the Work Programme. The reference date for family situation is the relevant deadline for submission of proposals.</p> <p>Please indicate your eligibility status by inserting YES or NO in the boxes.</p>									
<p><b>Post-graduate Research Experience of the applicant</b></p>	<p>Please choose between the 2 categories to indicate the <b>full-time</b> research experience of the applicant at the deadline of the call: from 4 up to 10 years (4-10 years), or more than 10 years (&gt;10 years).</p>									


European Commission RESEARCH - Participants		Proposal Submission Forms	
 Research Executive Agency 7th Framework Programme for Research, Technological Development and Demonstration		<b>Marie Curie Intra-European Fellowships for            Career Development (IEF)</b>	
<b>A1: Summary</b>			
Proposal Number	<input type="text"/>	Proposal Acronym	<input type="text"/>
<b>General Information</b>			
Proposal Title	<input type="text"/>		
<i>Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: &lt; &gt; " &amp;</i>			
Are you applying for this grant in order to resume a career after a break?	<input type="radio"/> yes <input type="radio"/> no		
If so, for how long have been inactive in research?	<input type="text"/>	months	
Marie Curie action-code	<input type="text" value="MC-IEF"/>	Scientific Panel	<input type="text"/>
Duration in months	<input type="text"/>	Call identifier	<input type="text"/>
Keywords (up to 200 characters)	<input type="text"/>		
Descriptor 1	<input type="text"/>		
Descriptor 2	<input type="text"/>		
Descriptor 3	<input type="text"/>		
Abstract (up to 2000 characters)			
<input type="text"/>			
			Remaining characters <input type="text" value="2000"/>
Has a similar proposal been submitted to a Marie Curie Action under this RTD Framework Programmes?		<input checked="" type="radio"/> Yes <input type="radio"/> No	
Program name(s) and year		Proposal number(s)	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
Does this proposal include any of the sensitive ethical issues detailed in the Research Ethical Issues table of Part B?		<input type="radio"/> Yes <input type="radio"/> No	


European Commission RESEARCH - Participants		Proposal Submission Forms	
 Research Executive Agency 7th Framework Programme for Research, Technological Development and Demonstration		Marie Curie Intra-European Fellowships for Career Development (IEF)	
<h2>A2: Participants</h2>			
Proposal Number	<input type="text"/>	Proposal Acronym	<input type="text"/>
		Participant Number	<input type="text" value="1"/>
<h3>Information on organisations</h3>			
If your organisation has already registered for FP7, enter your Participant Ident. Code			<input type="text"/>
Organisation Legal name	<input type="text"/>		
Organisation short name	<input type="text"/>		
<h3>Administrative data</h3>			
Street name	<input type="text"/>	Number	<input type="text"/>
Town	<input type="text"/>	Postal Code/Cedex	<input type="text"/>
Country	<input type="text"/>		
Internet homepage	<input type="text"/>		
<h3>Status of your organization</h3>			
Certain types of organisations benefit from special conditions under the FP7 participation rules. The Commission also collects data for statistical purposes. The guidance notes will help you complete this section.			
Please 'tick' the relevant box(es) if your organisation falls into one or more of the following categories			
Non-profit organisation	<input type="radio"/>	Yes	<input type="radio"/>
			No
Public body	<input type="radio"/>	Yes	<input type="radio"/>
			No
Research organisation	<input type="radio"/>	Yes	<input type="radio"/>
			No
Higher or secondary education establishment	<input type="radio"/>	Yes	<input type="radio"/>
			No
International organisation	<input type="radio"/>	Yes	<input type="radio"/>
			No
International organisation of European Interest	<input type="radio"/>	Yes	<input type="radio"/>
			No
Joint Research Center of the European Commission	<input type="radio"/>	Yes	<input type="radio"/>
			No
Entities composed of one or more legal entities [European Economic Interest Group (Unité mixte de recherche) / Enterprise groupings]	<input type="radio"/>	Yes	<input type="radio"/>
			No
Commercial Enterprise	<input type="radio"/>	Yes	<input type="radio"/>
			No
Main area of activity (NACE code)	<input type="text"/>		

European Commission RESEARCH - Participants		Proposal Submission Forms	
 Research Executive Agency 7th Framework Programme for Research, Technological Development and Demonstration		<b>Marie Curie Intra-European Fellowships for            Career Development (IEF)</b>	
1. Is your number of employees smaller than 250? (full time equivalent)		<input type="radio"/> Yes	<input type="radio"/> No
2. Is your annual turnover smaller than € 50 million?		<input type="radio"/> Yes	<input type="radio"/> No
3. Is your annual balance sheet total smaller than € 43 million?		<input type="radio"/> Yes	<input type="radio"/> No
4. Are you an autonomous legal entity?		<input type="radio"/> Yes	<input type="radio"/> No
<p>You are NOT an SME if your answer to question 1 is "NO" and/or your answer to both questions 2 and 3 is "NO".            In all other cases, you might conform to the Commission's definition of an SME. Please check the additional            conditions given in the guidance notes to the forms</p>			
Following this check, do you conform to the Commission's definition of an SME?		<input type="radio"/> Yes	<input type="radio"/> No
<h3>Contact point of the host organization</h3>			
Person in charge (For the co-ordinator (participant number 1) this person is the one who the REA will contact in the first instance)			
Family Name	<input type="text"/>		
First Name(s)	<input type="text"/>		
Title	<input type="text"/>	Gender	<input type="radio"/> male <input type="radio"/> female
Position in the organisation	<input type="text"/>		
Department/Faculty/Institute/Laboratory name/...	<input type="text"/>		
Phone1	<input type="text"/>	Phone2	<input type="text"/>
Fax	<input type="text"/>	E-mail	<input type="text"/>
Is the address different from the legal address?		<input type="radio"/> Yes	<input type="radio"/> No

		<h1>Proposal Submission Forms</h1>	
 <p>Research Executive Agency 7th Framework Programme for Research, Technological Development and Demonstration</p>		<h2>Marie Curie Intra-European Fellowships for Career Development (IEF)</h2>	
Authorised representative to sign the grant agreement or to commit the organisation for this proposal			
Family Name	<input type="text"/>		
First Name(s)	<input type="text"/>		
Title	<input type="text"/>	Gender	<input type="radio"/> male <input type="radio"/> female
Position in the organisation	<input type="text"/>		
Department/Faculty/Institute/Laboratory name/...	<input type="text"/>		
Phone1	<input type="text"/>	Phone2	<input type="text"/>
Fax	<input type="text"/>	E-mail	<input type="text"/>
Is the address different from the legal address?	<input type="radio"/> Yes <input type="radio"/> No		

European Commission RESEARCH - Participants		Proposal Submission Forms	
 Research Executive Agency 7th Framework Programme for Research, Technological Development and Demonstration		Marie Curie Intra-European Fellowships for Career Development (IEF)	
<b>A3: Participants</b>			
Proposal Number	<input type="text"/>	Proposal Acronym	<input type="text"/>
<b>Information on the researcher</b>			
Family Name	<input type="text"/>		
Family Name at Birth	<input type="text"/>		
First Name(s)	<input type="text"/>		
Title	<input type="text"/>	Gender	<input type="radio"/> male <input type="radio"/> female
1st Nationality	<input type="text"/>	2nd Nationality	<input type="text"/>
Date of birth (DD/MM/YYYY)	<input type="text"/>		
Location of origin (Country)	<input type="text"/>		
Contact address			
Street name	<input type="text"/>	Number	<input type="text"/>
Town	<input type="text"/>	Postal Code/Cedex	<input type="text"/>
Country	<input type="text"/>		
Phone1	<input type="text"/>	Phone2	<input type="text"/>
Fax	<input type="text"/>		
E-mail	<input type="text"/>		
Qualifications			
University Degree	Date of award (DD/MM/YYYY)	<input type="text"/>	
Doctorate (in progress)	Date of award (DD/MM/YYYY)	<input type="text"/>	
Doctorate	Date of award (DD/MM/YYYY)	<input type="text"/>	
Full time postgraduate research experience	Number of months	<input type="text"/>	
Other Academic qualifications	Date of award (DD/MM/YYYY)	<input type="text"/>	

European Commission RESEARCH - Participants		Proposal Submission Forms	
 Research Executive Agency 7th Framework Programme for Research, Technological Development and Demonstration		<b>Marie Curie Intra-European Fellowships for            Career Development (IEF)</b>	
Place of activity/place of residence (previous 3 years - most recent one first)			
Period from	Period to	Duration (days)	Country
			<input type="text"/> <input type="button" value="Remove"/>
Total		<input type="text"/>	
<input type="button" value="Add Row"/>			
Have you submitted or are you in the process of submitting another proposal for the Marie Curie Actions: IEF, IOF, IIF or CIG, or have you previously benefited of Community funding under Marie Curie Actions		<input type="radio"/> Yes <input type="radio"/> No	
Action name(s) and year		Proposal or contract number(s)	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	

European Commission RESEARCH - Participants		Proposal Submission Forms	
 Research Executive Agency 7th Framework Programme for Research, Technological Development and Demonstration		Marie Curie Intra-European Fellowships for Career Development (IEF)	
<b>A4: Budget</b>			
Proposal Number	<input type="text"/>	Proposal Acronym	<input type="text"/>
<b>FUNDING REQUEST</b>			
<b>Main Phase</b>			
Year	Full-time person-months	Type B Fixed-amount Fellowship (Y/N)	
1	12	N	<a href="#">Remove</a>
2	12	N	<a href="#">Remove</a>
<input type="button" value="Add Row"/>			
<b>Mobility allowance</b>			
Are you eligible for the family-related mobility allowance?		<input type="radio"/> Yes	<input type="radio"/> No
<b>Post-graduate Research Experience of the applicant at the deadline of the call.</b>		<input type="text"/>	



## Annex 4 – Instructions for drafting "Part B" of the proposal

A description of this action is given in section 2 of this Guide for Applicants. Please examine this carefully before preparing your proposal.

This annex provides a template to help you structure your proposal. It will help you present important aspects of your planned work in a way that will enable the experts to make an effective assessment against the evaluation criteria (see Annex 2).

The **maximum length** of part B is **27 pages** (excluding table of contents; the ethics issues section as well as start and end pages). In addition **there are page limits applied separately to most sections**, see below. The experts will be instructed to disregard any pages exceeding the overall 27 page limit. Annexes are not allowed.

The minimum font size allowed is 11pt with single line spacing. The page size is A4, and all margins should be at least 15mm (not including any headers or footers).

Please make sure that:

- You use the correct template to prepare your proposal;
- You respect the maximum number of pages. The REA reserves the right to disregard parts of a proposal that exceed the maximum lengths specified along with any attachments/additional information provided to the proposal;
- Part B of your proposal carries the proposal acronym as a header to each page and that all pages are 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;
- Your proposal is complete. Incomplete proposals are not eligible and will not be evaluated.

# **STARTPAGE**

PEOPLE  
MARIE CURIE ACTIONS

**Marie Curie Intra-European Fellowships (IEF)**  
**Call: FP7-PEOPLE-2013-IEF**

PART B

“PROPOSAL ACRONYM”

## Part B – Table of Contents of Proposals

To draft PART B of proposals applicants should take into account the following structure and subheadings.

If required for an adequate description of their project, applicants may wish to add further headings.

### **B1 RESEARCH AND TECHNOLOGICAL QUALITY (MAXIMUM 8 PAGES)**

- Research and technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal
- Appropriateness of research methodology and approach
- Originality and innovative nature of the project, and relationship to the 'state of the art' of research in the field
- Timeliness and relevance of the project
- Host research expertise in the field
- Quality of the group/scientist in charge

### **B2 TRAINING (MAXIMUM 2 PAGES)**

- Clarity and quality of the research training objectives for the researcher
- Relevance and quality of additional research training as well as of transferable skills offered, with special attention to exposure to the industry sector, where appropriate
- Measures taken by the host for providing quantitative and qualitative mentoring/tutoring

### **B3 RESEARCHER (MAXIMUM 7 PAGES WHICH INCLUDES A CV AND A LIST OF MAIN ACHIEVEMENTS)**

- Research experience
- Research results including patents, publications, teaching etc., taking into account the level of experience
- Independent thinking and leadership qualities
- Match between the *fellow's* profile and project
- Potential for reaching or reinforcing a position of professional maturity
- Potential to acquire new knowledge

### **B4 IMPLEMENTATION (MAXIMUM 6 PAGES)**

- Quality of infrastructures/facilities and international collaborations of host
- Practical arrangements for the implementation and management of the research project
- Feasibility and credibility of the project, including work plan
- Practical and administrative arrangements, and support for the hosting of the *fellow*

### **B5 IMPACT (MAXIMUM 4 PAGES)**

- Impact of competencies acquired during the fellowship on the future career prospects of the researcher, in particular through exposure to transferable skills training with special attention to exposure to the industry sector, where appropriate
- Contribution to career development, or re-establishment where relevant
- Benefit of the mobility to the European Research Area
- Development of lasting cooperation and collaborations with other countries
- Contribution to European excellence and European competitiveness regarding the expected research results
- Impact of the proposed outreach activities

### **B6 ETHICS ISSUES (NO PAGE LIMIT)**

## **B1 RESEARCH AND TECHNOLOGICAL QUALITY (maximum 8 pages)**

### **Research and technological Quality, including any interdisciplinary and multidisciplinary aspects of the proposal**

Give a clear description of the state-of-the-art of the research topic. Provide a clear and specific description of the research objectives against the background of the state of the art, and the results hoped for. The most relevant bibliographical references should be provided, and must be included in the overall page count. If relevant, provide information on interdisciplinary / multidisciplinary and/or inter-sectoral aspects of the proposal.

### **Appropriateness of research methodology and approach**

For each objective explain the methodological approach that will be employed in the project and justify it in relation to the overall project objectives. Describe any relevant techniques, methods or analyses that will be applied.

### **Originality and innovative nature of the project and relationship to the 'state of the art' of research in the field**

Explain the contribution that the project is expected to make to advance the state-of-the-art within the project field. Describe any novel concepts, approaches or methods that will be employed.

### **Timeliness and relevance of the project**

Describe the appropriateness of the research proposed against the state of the art and why it is timely. Outline the benefit that will be gained from undertaking the project at European Research Area (ERA) level and how the fellowship will contribute to enhance ERA research excellence and reintegrate the researcher. Describe the scientific, technological, socio-economic or other reasons for carrying out further research in the field covered by the project

### **Host research expertise in the field**

The host institution must explain its level of experience on the research topic proposed and document its track record of work, including the main international collaborations. Information provided should include participation in projects, publications, patents and any other relevant results.

### **Quality of the group/scientist in charge**

Similar information as above should be provided for the scientist in charge of the supervision of the project. The host institution must demonstrate its track record of previous training achievements especially at an advanced level within the field of research.

## **B2 TRAINING (maximum 2 pages)**

### **Clarity and quality of the research training objectives for the researcher**

State the training objectives and explain in detail how these can be beneficial for the (further) development of an independent research career

### **Relevance and quality of additional research training as well as of transferable skills offered with special attention to exposure to the industry sector, where appropriate**

Explain how the training provided will contribute to diversifying/broadening the competencies of the *researcher*, and how this will influence the *researcher's* career development. Outline complementary training and skills expected during the execution of the project (such as research management, presentation skills, ethics, etc.).

### **Measures taken by the host for providing quantitative and qualitative mentoring/tutoring**

Give a short outline of the host's capacity for training, and which measures the host will undertake for training, mentoring/tutoring the researcher.

## **B3 RESEARCHER (maximum 7 pages which includes a CV and a list of main achievements)**

### **Research experience**

The applicant must present a comprehensive description of his/her research experience. A scientific/professional CV must be provided and should mention explicitly:

- academic achievements
- list of other professional activities
- any other relevant information.

Any leave of absence in the research career of more than one year such as maternity/parental leave, sick or family care leave, military service, humanitarian aid work, etc. should be detailed and justified.

### **Research results including patents, publications, teaching etc., taking into account the level of experience**

Outline the major achievements of the researcher. These may also include results in the form of funded projects, publications, patents, reports, invited participation in conferences etc., taking into account the level of experience. To help the expert evaluators better understand the level of skills and experience it is advisable to write a short description (around 250 words) of the major accomplishments mentioning the purpose, results, skills acquired, derived applications etc.

### **Independent thinking and leadership qualities**

Describe the activities that reflect initiative, independent thinking, project management skills and leadership. Describe the potential that the researcher has for increasing and reinforcing these qualities.

### **Match between the fellow's profile and project**

Show that the applicant's skills and experience are suitable for the project proposed.

### **Potential for reaching or reinforcing a position of professional maturity**

Describe the potential of the researcher to reach professional maturity through the proposed fellowship.

### **Potential to acquire new knowledge**

Describe the researcher's ability to acquire new knowledge and skills through the proposed fellowship.

## **B4 IMPLEMENTATION (maximum 6 pages)**

### **Quality of infrastructures/facilities and international collaborations of host**

The host institution needs to specify the available infrastructures and whether these can respond to the needs set by the project. The host institution should further indicate to which extent the applicant can benefit from the host institution's participation in the international collaboration described in section B1.

### **Practical arrangements for the implementation and management of the research project**

The applicant and the host institution must be able to provide information on how the implementation and management of the fellowship will be achieved. The experts will be examining the practical arrangements that can have an impact on the feasibility and credibility of the project.

### **Feasibility and credibility of the project, including work plan**

Provide a detailed work plan that includes the objectives and milestones that can help assess the progress of the project. Where appropriate, describe the approach to be taken regarding the intellectual property that may arise from the research project.

### **Practical and administrative arrangements and support for the hosting of the fellow**

Describe the practical arrangements in place to host a researcher coming from another country. What support will be given to him/her to settle into their new host country (in terms of language teaching, help with local administration, obtaining permits, accommodation, schools, childcare etc.)?

## **B5 IMPACT (maximum 4 pages)**

### **Impact of competencies acquired during the fellowship on the future career prospects of the researcher, in particular through exposure to transferable skills training with special attention to exposure to the industry sector, where appropriate**

Describe the impact that competencies and skills acquired during the fellowship will have on the prospects of reaching and/or reinforcing a position of professional maturity and/or research independence.

### **Contribution to career development, or re-establishment where relevant**

How will the fellowship contribute in the medium- and long-term to the development of the *fellow's* career? In the case of a *fellow* returning to research, how will his/her re-establishment be helped by the fellowship?

### **Benefit of the mobility to the European Research Area**

Describe how the proposed mobility is genuine and therefore beneficial to the European Research Area. Genuine mobility is considered to allow the researcher to work in a significantly different geographical and working environment, different from the one in which he has already worked before.

**Development of lasting cooperation and collaboration with other countries**

What is the likelihood of creating collaboration between the host country and other countries after the end of the fellowship?

**Contribution to European excellence and European competitiveness regarding the expected results**

Describe the extent to which the expected results of the project will increase European excellence and ERA competitiveness and produce long-term synergies and/or structuring effects.

**Impact of the proposed outreach activities**

Describe the outreach activities of the proposal to be implemented by the researcher during the project duration (for examples, see box on Outreach Activities below).

## Outreach Activities within Marie Curie Projects

Outreach Activities are dissemination initiatives directed at the general public. The primary goal is to create awareness of the importance of research to society and to raise awareness of Marie Curie Actions. Each applicant is invited to submit an Outreach Activities Plan as part of his/her proposal. The type of outreach activities is freely chosen by the applicant and could range from press articles to exposing students from primary and secondary schools or universities to science, research and innovation in order to develop their motivation to embrace research careers.

Outreach activities and their impact are taken into account during the evaluation of proposals in the light of the principles of the 'European Charter for Researchers' and 'Code of Conduct for the Recruitment of Researchers'. The relevant principle in the Charter is:

*"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."*

### **Possible outreach activities:**

- **Marie Curie Ambassador:** Marie Curie fellows visit schools, universities, community organisations, etc. and promote their research field; Marie Curie fellows – "Ambassadors" – assist teachers in preparing and delivering teaching materials.
- **Workshop Day:** A Marie Curie project runs a workshop/activity day in areas related to the raising of scientific awareness, for school/university students.
- **Summer-School Week:** Students spend one week in a summer school where they receive a first-hand experience from the Marie Curie fellows about their current research activities or wider scientific issues; the Marie Curie fellows prepare specific activities, lectures and experiments.
- **Marie Curie Project Open Day:** Students and the general public visit the research institutions or labs and receive a first-hand experience or lectures.
- **Public talks, TV-Talks, podcasts and articles in Newspapers:** Marie Curie fellows give a public talk/TV interview or write an article in the local newspaper about the results of the project and how these results could be relevant to the general public.
- **e-Newsletters:** Marie Curie fellows develop a web-based document to be released on the internet for the attention of the public at large (e.g. Wikipedia).
- **Multimedia releases:** Marie Curie fellows make video-clips to be released on the internet, in spaces open to the public at large.

## **B6 ETHICS ISSUES (No page limit)**

Describe any ethics issues that may arise in the proposal. In particular, you should explain the benefit and burden of the experiments and the effects these may have on the research subject. This should be done in conjunction with the information provided in Guide for Applicants, Marie Curie Actions (Ethics).

For **all** proposals the following table must be completed.



**ETHICS ISSUES TABLE**

<b>Research on Human Embryo/ Foetus</b>		<b>YES</b>	<b>Page</b>
	Does the proposed research involve human Embryos?		
	Does the proposed research involve human Foetal Tissues/ Cells?		
	Does the proposed research involve human Embryonic Stem Cells (hESCs)?		
	Does the proposed research on human Embryonic Stem Cells involve cells in culture?		
	Does the proposed research on Human Embryonic Stem Cells involve the derivation of cells from Embryos?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

<b>Research on Humans</b>		<b>YES</b>	<b>Page</b>
	Does the proposed research involve children?		
	Does the proposed research involve patients?		
	Does the proposed research involve people not able to give consent?		
	Does the proposed research involve adult healthy volunteers?		
	Does the proposed research involve Human genetic material?		
	Does the proposed research involve Human biological samples?		
	Does the proposed research involve Human data collection?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

<b>Privacy</b>		<b>YES</b>	<b>Page</b>
	Does the proposed research involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?		
	Does the proposed research involve tracking the location or observation of people?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

<b>Research on Animals</b>		<b>YES</b>	<b>Page</b>
	Does the proposed research involve research on animals?		
	Are those animals transgenic small laboratory animals?		
	Are those animals transgenic farm animals?		
	Are those animals non-human primates?		
	Are those animals cloned farm animals?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

<b>Research Involving Developing Countries</b>		<b>YES</b>	<b>Page</b>
	Is any material used in the research (e.g. personal data, animal and/or human tissue samples, genetic material, live animals, etc.) :		
	a) Collected and processed in any of the ICPC countries?		
	b) Exported to any other country (including ICPC and EU Member States)?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

<b>Dual Use</b>		<b>YES</b>	<b>Page</b>
	Research having direct military use		
	Research having the potential for terrorist abuse		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

# **ENDPAGE**

## **PEOPLE MARIE CURIE ACTIONS**

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## **PART B**

### **“PROPOSAL ACRONYM”**