H2020 Programme

Proposal template

Administrative forms (Part A)
Project proposal (Part B)

Marie Skłodowska-Curie Actions Individual Fellowships - European fellowships (EF) and Global Fellowships (GF)

Version 2.0
12 April 2017

Disclaimer
This document is aimed at informing potential applicants for Horizon 2020 funding. It serves only as an example. The actual Web forms and templates, provided in the online proposal submission system under the Participant Portal, might differ from this example. Proposals must be prepared and submitted .via the online proposal submission system under the Participant Portal.

HISTORY OF CHANGES			
Version	**Publication Date**	**Change**	**Page**
1.0	26.07.2016	▪ Initial version	
2.0	12.04.2017	▪ Clarification on the distinction of Dissemination and Exploitation versus Communication ▪ Part B of the proposal includes a CV template to be completed by researchers who have no PhD at the time of call deadline	6-7 10

PART A

Horizon 2020

MARIE SKŁODOWSKA-CURIE ACTIONS

Individual Fellowships (IF)

Call: H2020-MSCA-IF-2017

TYPE OF ACTION:

MSCA-IF-EF-ST (Standard European Fellowship)
MSCA-IF-EF-CAR (Career Restart panel)
MSCA-IF-EF-RI (Reintegration panel)
MSCA-IF-EF-SE (Society and Enterprise panel)
MSCA-IF-GF (Global Fellowships)

[EF-ST] [EF-CAR] [EF-RI] [EF-SE] [GF]

Horizon 2020

Call: H2020-MSCA-IF-2017

(Marie Skłodowska-Curie Individual Fellowships)

Topic: MSCA-IF-2017

Type of action: MSCA-IF-.....

[EF-ST] [EF-CAR] [EF-RI] [EF-SE] [GF]

Proposal number:

Proposal acronym:

Deadline Id: H2020-MSCA-IF-2017

Table of contents

How to fill in the forms?

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the previous steps in the submission wizard.

Proposal ID *Acronym*

1 - General information

Topic MSCA-IF-2017

Call Identifier H2020-MSCA-IF-2017

Type of Action MSCA-IF- **[EF-ST] [EF-CAR] [EF-RI] [EF-SE] [GF]**

Deadline Id H2020-MSCA-IF-2017

Acronym

Proposal title *The title should be no longer than 200 characters (with spaces) and should be understandable to the non-specialist in your field.*

Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

[EF-ST] [EF-CAR] [EF-RI] [EF-SE]

Duration in months

[GF]

Duration of outgoing phase in 3rd country

Scientific Area LIF ECO

Please select up to 5 descriptors (and at least 3) that best characterise the subject of your proposal, in descending order of relevance.

Descriptor 1 Add

Free keywords *You may enter a number of keywords that you consider necessary to characterise the scope of your proposal. There is a limit of 200 characters.*

Please choose the scientific area and descriptors carefully, and in order of importance, since this will guide the REA in the selection of experts for proposal evaluation and the allocation of proposals to experts. To help you select the most relevant area for your proposal, please consult Annex 2 of the Guide for Applicants which provides a breakdown of each scientific area into a number of descriptors.

Proposal ID	*Acronym*

Abstract

Short summary (max. 2,000 characters, with spaces) to clearly explain:
- *the objectives of the proposal*
- *how they will be achieved*
- *their relevance to the work programme.*

Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties .
- *Do not include any confidential information.*
- *Use plain typed text, avoiding formulae and other special characters.*

If the proposal is written in a language other than English, please include an English version of this abstract in the "Technical Annex" section.

Remaining characters 2000

Has this proposal (or a very similar one) been submitted to a Horizon 2020 Marie Skłodowska-Curie Individual Fellowship call, with the same supervisor and future host institution (and partner organization for Global Fellowships)? ○ Yes ○ No

Proposal ID	*Acronym*

Declarations

1) The applicant (future beneficiary) declares to have the explicit consent of all partner organisations (if applicable) on their participation and on the content of this proposal.	☐
2) The information contained in this proposal is correct and complete.	☐
3) This proposal complies with ethical principles (including the highest standards of research integrity — as set out, for instance, in the European Code of Conduct for Research Integrity — and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct).	☐

4) The applicant (future beneficiary) hereby declares:

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

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

According to Article 131 of the Financial Regulation of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 298 of 26.10.2012, p. 1) and Article 145 of its Rules of Application (Official Journal L 362, 31.12.2012, p.1) applicants found guilty of misrepresentation may be subject to administrative and financial penalties under certain conditions.

Personal data protection
The assessment of your grant application will involve the collection and processing of personal data (such as your name, address and CV), which will be performed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions in this form and any personal data requested are required to assess your grant application in accordance with the specifications of the call for proposals and will be processed solely for that purpose. Details concerning the purposes and means of the processing of your personal data as well as information on how to exercise your rights are available in the privacy statement. Applicants may lodge a complaint about the processing of their personal data with the European Data Protection Supervisor at any time.

Your personal data may be registered in the Early Detection and Exclusion system of the European Commission (EDES), the new system established by the Commission to reinforce the protection of the Union's financial interests and to ensure sound financial management, in accordance with the provisions of articles 105a and 108 of the revised EU Financial Regulation (FR) (Regulation (EU, EURATOM) 2015/1929 of the European Parliament and of the Council of 28 October 2015 amending Regulation (EU, EURATOM) No 966/2012) and articles 143 - 144 of the corresponding Rules of Application (RAP) (COMMISSION DELEGATED REGULATION (EU) 2015/2462 of 30 October 2015 amending Delegated Regulation (EU) No 1268/2012) for more information see the Privacy statement for the EDES Database).

Proposal ID *Acronym*

List of participants

#	Participant Legal Name	Country
1		

Proposal ID	Acronym	Short name

2 - Administrative data of participating organisations

Future Host Institution

PIC	Legal name

Short name:

Address of the organisation

Street

Town

Postcode

Country

Webpage

Legal Status of your organisation

Research and Innovation legal statuses

Public body	no	Legal person	no
Non-profit	no		
International organisation	no		
International organisation of European interest	no		
Secondary or Higher education establishment	no		
Research organisation	no		
Small and Medium-sized Enterprises (SMEs)	no		
Academic Sector	no		

Proposal ID	Acronym	Short name

Department(s) carrying out the proposed work

Department 1

Department name ☐ not applicable

☐ Same as organisation address

Street *Please enter street name and number.*

Town

Postcode

Country

If the location of the Department carrying out the proposed work is not the same as the location of the Host Institute, please note that although the proposal submission system calculates the budget of the project based on the location of the Host Institute, the budget of the project for the grant agreement will be calculated by using the country coefficient of the location of the Department carrying out the proposed work.

Proposal ID	Acronym	Short name

Researcher

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

Last Name*

Last Name at Birth

First Name(s)*

Gender* ○ Male ○ Female

Title

Country of residence*

Nationality*

Nationality 2

Date of Birth (DD/MM/YYYY)

Country of Birth*

Place of Birth

Contact address

Current organisation name

Current Department/Faculty/Institute/ Laboratory name

☐ Same as organisation address

Street *Please enter street name and number.*

Postcode/Cedex*

Town*

Phone *+xxx xxxxxxxxx*

Country*

Phone2 / Mobile *+xxx xxxxxxxxx*

E-Mail*

ORCID ID *If you have a ORCID number please enter it here (e.g. 9999-9999-9999-999X. where 9 represents numbers and X represents numbe*

Researcher ID

The maximum length of the identifier is 13 characters (ZZZ-9999-2010) and the minimum length is 11 characters (A-1001-2010).

Other ID *Please enter the type of ID here* *Please enter the identifier number here*

Proposal ID	Acronym	Short name

Qualifications

University Degree giving access to PhD	Date of award (DD/MM/YYYY)
Doctorate	Start date (DD/MM/YYYY)
Doctorate	Date of (expected) award (DD/MM/YYYY)
Full time research experience	Number of months

(Measured from the date when a researcher obtained the degree entitling him/her to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the researcher is recruited, even if a doctorate was never started or envisaged.)

Place of activity/place of residence (previous 5 years - most recent one first)

Indicate the period(s) and the country/countries in which you have legally resided and/or had your main activity (work, studies, etc) during the last 5 years up until the deadline for the submission of the proposal. Please fill in this section without gaps, until the call deadline (14/09/2017).

Period from	Period to	Duration (days)	Country
	14/09/2017		
	Total		

Add

Proposal ID	Acronym	Short name

Supervisor

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

Title | Sex ○ Male ○ Female

First name* | Last name*

E-Mail*

Position in org. *Please indicate the position of the Contact Point above in the organisation.*

Department *Please indicate the department of the Contact Point above in the organisation*

☐ Same as organisation address

Street

Town | Post code

Country

Website

Phone *+xxx xxxxxxxxx* | Phone 2 *+xxx xxxxxxxxx* | Fax *+xxx xxxxxxxxx*

3 - Budget

[EF-ST] [EF-CAR] [EF-RI] [EF-SE]

Is the Researcher eligible for family allowance? ◯Yes ◯No

Participant Number	Organisation Short Name	Country	Country Coefficient	Number of Months	Researcher Unit Cost			Institutional Unit Cost		Total
					Living Allowance	Mobility Allowance	Family Allowance	Research, training and networking costs	Management and Overheads	
1			1	0	0,00	0,00	0,00	0,00	0,00	0,00
Total				0	0,00	0,00	0,00	0,00	0,00	0,00

Partner Organisation from Third Country does not sign the Grant Agreement, does not recruit the researcher and does not directly claim costs from the action. The entire EC contribution is transmitted to the Host organisation located in Members States or Associated Countries.

[GF]

Is the Researcher eligible for family allowance? ◯Yes ◯No

Participant Number	Organisation Short Name	Country	Country Coefficient	Number of Months	Researcher Unit Cost			Institutional Unit Cost		Total
					Living Allowance	Mobility Allowance	Family Allowance	Research, training and networking costs	Management and Overheads	
1			1	12	55800,00	7200,00	0,00	9600,00	7800,00	80400,00
Total				12	55800,00	7200,00	0,00	9600,00	7800,00	80400,00

Partner Organisation from Third Country does not sign the Grant Agreement, does not recruit the researcher and does not directly claim costs from the action. The entire EC contribution is transmitted to the Host organisation located in Members States or Associated Countries.

Proposal ID Acronym

4 - Ethics issues table

1. HUMAN EMBRYOS/FOETUSES		Page
Does your research involve Human Embryonic Stem Cells (hESCs)?	(•) Yes ( ) No	
Will they be directly derived from embryos within this project?	( ) Yes (•) No	
Are they previously established cells lines?	( ) Yes (•) No	
Does your research involve the use of human embryos?	(•) Yes ( ) No	
Can you confirm that your research will not destroy those embryos?	( ) Yes (•) No	
Does your research involve the use of human foetal tissues / cells?	( ) Yes (•) No	
2. HUMANS		**Page**
Does your research involve human participants?	(•) Yes ( ) No	
Are they volunteers for social or human sciences research?	( ) Yes (•) No	
Are they persons unable to give informed consent?	( ) Yes (•) No	
Are they vulnerable individuals or groups?	( ) Yes (•) No	
Are they children/minors?	( ) Yes (•) No	
Are they patients?	( ) Yes (•) No	
Are they healthy volunteers for medical studies?	( ) Yes (•) No	
Does your research involve physical interventions on the study participants?	(•) Yes ( ) No	
Does it involve invasive techniques?	( ) Yes (•) No	
Does it involve collection of biological samples?	( ) Yes (•) No	
If your research involves processing of genetic information, see also section 4.		
3. HUMAN CELLS / TISSUES		**Page**
Does your research involve human cells or tissues (other than from Human Embryos/ Foetuses, i.e. section 1)?	(•) Yes ( ) No	
Are they available commercially?	( ) Yes (•) No	
Are they obtained within this project?	( ) Yes (•) No	

Are they obtained from another project, laboratory or institution?	○ Yes ◉ No	
Are they obtained from biobank?	○ Yes ◉ No	
4. PERSONAL DATA		**Page**
Does your research involve personal data collection and/or processing?	◉ Yes ○ No	
Does it involve the collection and/or processing of sensitive personal data (e.g.: health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?	○ Yes ◉ No	
Does it involve processing of genetic information?	○ Yes ◉ No	
Does it involve tracking or observation of participants?	○ Yes ◉ No	
Does your research involve further processing of previously collected personal data (secondary use)?	○ Yes ◉ No	
5. ANIMALS		**Page**
Does your research involve animals?	◉ Yes ○ No	
Are they vertebrates?	○ Yes ◉ No	
Are they non-human primates?	○ Yes ◉ No	
Are they genetically modified?	○ Yes ◉ No	
Are they cloned farm animals?	○ Yes ◉ No	
Are they endangered species?	○ Yes ◉ No	
Please indicate the species involved(Maximum number of characters allowed: 1000)		
6. THIRD COUNTRIES		**Page**
In case non-EU countries are involved, do the research related activities undertaken in these countries raise potential ethics issues?	◉ Yes ○ No	
Specify the countries involved:(Maximum number of characters allowed: 1000)		

Proposal ID	Acronym

Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)?	○ Yes ◉ No	
Do you plan to import any material - including personal data - from non-EU countries into the EU?	◉ Yes ○ No	
Specify material and countries involved: (Maximum number of characters allowed: 1000)		
Do you plan to export any material - including personal data - from the EU to non-EU countries?	○ Yes ◉ No	
Specify material and countries involved: (Maximum number of characters allowed: 1000)		
If your research involves low and/or lower middle income countries, are benefits-sharing actions planned?	○ Yes ◉ No	
Could the situation in the country put the individuals taking part in the research at risk?	○ Yes ◉ No	
7. ENVIRONMENT & HEALTH and SAFETY		Page
Does your research involve the use of elements that may cause harm to the environment, to animals or plants?	○ Yes ◉ No	
Does your research deal with endangered fauna and/or flora and/or protected areas?	○ Yes ◉ No	
Does your research involve the use of elements that may cause harm to humans, including research staff?	○ Yes ◉ No	
8. DUAL USE		Page
Does your research involve dual-use items in the sense of Regulations 428/2009, or other items for which an authorisation is required?	○ Yes ◉ No	
9. EXCLUSIVE FOCUS ON CIVIL APPLICATIONS		Page
Could your research raise concerns regarding the exclusive focus on civil applications?	○ Yes ◉ No	
10. MISUSE		Page
Does your research have the potential for misuse of research results?	○ Yes ◉ No	

Proposal ID	Acronym

11. OTHER ETHICS ISSUES		Page
Are there any other ethics issues that should be taken into consideration? Please specify	(•) Yes ( ) No	
Please specify: (Maximum number of characters allowed: 1000)		

I confirm that I have taken into account all ethics issues described above and that, if any ethics issues apply, I will complete the ethics self-assessment and attach the required documents. ☐

How to Complete your Ethics Self-Assessment

Proposal ID *Acronym*

5 - Call specific questions [EF-ST-Standard European Fellowship]

Eligibility Researcher (future fellow)

1. Were you in the last 5 years in military service? ◉ Yes ○ No

Period of military service:

From (DD-MM-YYYY) To (DD-MM-YYYY) Duration (days)

Country

Other Questions

1. For communication purposes only, the European Commission REA asks for permission to publish the name of the researcher (future fellow) should the proposal be retained for funding. Does the researcher (future fellow) give this permission? ◉ Yes ○ No

2. Some national and regional public research funding authorities run schemes to fund MSCA applicants that score highly in the MSCA evaluation but which cannot be funded by the MSCA due to their limited budget. In case this proposal could not be selected for funding by the MSCA, do the researcher and supervisor consent to the European Commission disclosing to such authorities the results of its evaluation (score and ranking range) together with their names and contact details, non-confidential proposal title and abstract, proposal acronym, and host organisation? ◉ Yes ○ No

3. Is there a secondment in Member States or Associated Countries envisaged in Part B of this proposal? ◉ Yes ○ No

In which sector is the secondment in Member States / Associated Countries foreseen?

☐ Academic ☐ Non Academic

Do you already know the organisation to which this secondment will be? ○ Yes ○ No

Proposal ID Acronym

5 - Call specific questions [EF-CAR - Career Restart panel]

Eligibility Researcher (future fellow)

1. Were you in the last 5 years in military service? ◉ Yes ○ No

Period of military service:

From (DD-MM-YYYY) To (DD-MM-YYYY) Duration (days)

Country

2. Were you out of research for at least 12 months immediately prior to the deadline for submission of proposals (corresponding to the period 15 September 2016 to 14 September 2017)? ◉ Yes ○ No

Period of inactivity in research:

From (DD-MM-YYYY) To (DD-MM-YYYY) **14-09-2017** Duration (days)

Nature of activities during this period in order to confirm research inactivity:

Other Questions

1. For communication purposes only, the European Commission REA asks for permission to publish the name of the researcher (future fellow) should the proposal be retained for funding. Does the researcher (future fellow) give this permission? ◉ Yes ○ No

2. Some national and regional public research funding authorities run schemes to fund MSCA applicants that score highly in the MSCA evaluation but which cannot be funded by the MSCA due to their limited budget. In case this proposal could not be selected for funding by the MSCA, do the researcher and supervisor consent to the European Commission disclosing to such authorities the results of its evaluation (score and ranking range) together with their names and contact details, non-confidential proposal title and abstract, proposal acronym, and host organisation? ◉ Yes ○ No

3. Is there a secondment in Member States or Associated Countries envisaged in Part B of this proposal? ◉ Yes ○ No

In which sector is the secondment in Member States / Associated Countries foreseen?

☐ Academic ☐ Non Academic

Do you already know the organisation to which this secondment will be? ○ Yes ○ No

5 - Call specific questions [EF-RI - Reintegration panel]

Eligibility Researcher (future fellow)

1. Were you in the last 5 years in military service? ◉ Yes ○ No

Period of military service:

From (DD-MM-YYYY) To (DD-MM-YYYY) Duration (days)

Country

2. Are you a national or long term resident of a Member State or Associated Country? ◉ Yes ○ No

Period of research in Member States / Associated Countries:

Period from	Period to	Number of days	Member State / Associated Country	Name of the Institution
	Total			

Add Remove

Other Questions

1. For communication purposes only, the European Commission REA asks for permission to publish the name of the researcher (future fellow) should the proposal be retained for funding. Does the researcher (future fellow) give this permission? ◉ Yes ○ No

2. Some national and regional public research funding authorities run schemes to fund MSCA applicants that score highly in the MSCA evaluation but which cannot be funded by the MSCA due to their limited budget. In case this proposal could not be selected for funding by the MSCA, do the researcher and supervisor consent to the European Commission disclosing to such authorities the results of its evaluation (score and ranking range) together with their names and contact details, non-confidential proposal title and abstract, proposal acronym, and host organisation? ◉ Yes ○ No

3. Is there a secondment in Member States or Associated Countries envisaged in Part B of this proposal? ◉ Yes ○ No

In which sector is the secondment in Member States / Associated Countries foreseen?

☐ Academic ☐ Non Academic

Do you already know the organisation to which this secondment will be? ○ Yes ○ No

Proposal ID *Acronym*

5 - Call specific questions [EF-SE - Society and Enterprise panel]

Eligibility Researcher (future fellow)

1. Were you in the last 5 years in military service? ◉ Yes ○ No

Period of military service:

From (DD-MM-YYYY) To (DD-MM-YYYY) Duration (days)

Country

2. Do you confirm that the future beneficiary is an entity from the non-academic sector, i.e. it is not: ◉ Yes ○ No

1. a public or private higher education establishment awarding academic degrees
2. a public or private non-profit research institute whose primary mission is to pursue research
3. an International European interest organisation

Other Questions

1. For communication purposes only, the European Commission REA asks for permission to publish the name of the researcher (future fellow) should the proposal be retained for funding. Does the researcher (future fellow) give this permission? ◉ Yes ○ No

2. Some national and regional public research funding authorities run schemes to fund MSCA applicants that score highly in the MSCA evaluation but which cannot be funded by the MSCA due to their limited budget. In case this proposal could not be selected for funding by the MSCA, do the researcher and supervisor consent to the European Commission disclosing to such authorities the results of its evaluation (score and ranking range) together with their names and contact details, non-confidential proposal title and abstract, proposal acronym, and host organisation? ◉ Yes ○ No

3. Is there a secondment in Member States or Associated Countries envisaged in Part B of this proposal? ◉ Yes ○ No

In which sector is the secondment in Member States / Associated Countries foreseen?

☐ Academic ☐ Non Academic

Do you already know the organisation to which this secondment will be? ○ Yes ○ No

5 - Call specific questions [GF - Global Fellowships]

Eligibility Researcher (future fellow)

1. Were you in the last 5 years in military service? ◉ Yes ○ No

Period of military service:

From (DD-MM-YYYY) To (DD-MM-YYYY) Duration (days)

Country

2. Are you a national or long term resident of a Member State or Associated Country? ◉ Yes ○ No

Period of research in Member States / Associated Countries:

Period from	Period to	Number of days	Member State / Associated Country	Name of the Institution	Add / Remove
	Total				

Other Questions

1. For communication purposes only, the European Commission REA asks for permission to publish the name of the researcher (future fellow) should the proposal be retained for funding. Does the researcher (future fellow) give this permission? ◉ Yes ○ No

2. Some national and regional public research funding authorities run schemes to fund MSCA applicants that score highly in the MSCA evaluation but which cannot be funded by the MSCA due to their limited budget. In case this proposal could not be selected for funding by the MSCA, do the researcher and supervisor consent to the European Commission disclosing to such authorities the results of its evaluation (score and ranking range) together with their names and contact details, non-confidential proposal title and abstract, proposal acronym, and host organisation? ◉ Yes ○ No

3. Is there a secondment in Member States or Associated Countries envisaged in Part B of this proposal? ◉ Yes ○ No

Attention: this secondment is different than the outgoing phase in the Third Country and only takes place in Member State / Associate Country!!!

In which sector is the secondment in Member States / Associated Countries foreseen?

☐ Academic ☐ Non Academic

Do you already know the organisation to which this secondment will be? ○ Yes ○ No

5 - Call specific questions

Extended Open Research Data Pilot in Horizon 2020

If selected, applicants will by default participate in the Pilot on Open Research Data in Horizon 2020[1] , which aims to improve and maximise access to and re-use of research data generated by actions.

However, participation in the Pilot is flexible in the sense that it does not mean that all research data needs to be open. After the action has started, participants will formulate a Data Management Plan (DMP), which should address the relevant aspects of making data FAIR – findable, accessible, interoperable and re-usable, including what data the project will generate, whether and how it will be made accessible for verification and re-use, and how it will be curated and preserved. Through this DMP projects can define certain datasets to remain closed according to the principle "as open as possible, as closed as necessary". A Data Management Plan does not have to be submitted at the proposal stage.

Furthermore, applicants also have the possibility to opt out of this Pilot completely at any stage (before or after the grant signature). In this case, applicants must indicate a reason for this choice (see options below).

Please note that participation in this Pilot does not constitute part of the evaluation process. Proposals will not be penalised for opting out.

We wish to opt out of the Pilot on Open Research Data in Horizon 2020.	○ Yes	◉ No

If opting out please indicate the reason(s) for not being able to participate in the Pilot:

- the project does not generate any data	☐
- to allow the protection of results (e.g. patenting)	☐
- incompatibility with the need for confidentiality linked to security	☐
- incompatibility with privacy/data protection	☐
- achievement of the project's main aim would be jeopardised	☐
- other legitimate reasons	☐

Please specify the reason:

Remaining characters 300

Further guidance on open access and research data management is available on the participant portal: http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-dissemination_en.htm and in general annex L of the Work Programme.

[1] *According to article 43.2 of Regulation (EU) No 1290/2013 of the European Parliament and of the Council, of 11 December 2013, laying down the rules for participation and dissemination in "Horizon 2020 - the Framework Programme for Research and Innovation (2014-2020)" and repealing Regulation (EC) No 1906/2006.*

Proposal ID *Acronym*

Validation result

Show Error

The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning

The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked (**proposal will be submitted with the missing or incorrect value).

Section	Description
	The form has not yet been validated, click "Validate Form" to do so!

Part B-1:

*The **maximum** total length for this document is **13 pages.** It should be composed as follows (detailed description below):*

- Start Page	*…must consist of…*	*1 whole page*.
- Table of Contents		*1 whole page*.
- List of Participating Organisations		*1 whole page*.
- Section 1*: Excellence (starts on page 4)*		*10 pages MAX*.
- Section 2 *: Impact*		
- Section 3 *: Implementation*		

*Of the **maximum 10 pages** applied to sections 1, 2 and 3, applicants are free to decide on the allocation of pages between the sections. However, the overall page limit will be strictly applied, **excess pages** will be **watermarked** and experts will be strictly instructed to **disregard** them.*

Part B-1 Start Page

START PAGE

MARIE SKŁODOWSKA-CURIE ACTIONS

Individual Fellowships (IF)
Call: H2020-MSCA-IF-2017

PART B

"PROPOSAL ACRONYM"

This proposal is to be evaluated as:

[EF-ST] [EF-CAR] [EF-RI] [EF-SE] [GF]
[Delete as appropriate]

Part B-1 Table of contents

There are no specific instructions about the table of contents. It can cover both part B1 and B2.

This section must consist of 1 whole page.

Part B-1 List of participating organisations

Please provide a list of all participating organisations (the beneficiaries and, where applicable, the entity with a capital or legal link to the beneficiary and the partner organisation[1]) indicating the legal entity name, the department carrying out the work and the supervisor.

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

[1] All partner organisations should be listed here, including secondments

Participating organisations	Legal Entity Short Name	Academic (tick)	Non-academic (tick)	Country	Dept./ Division / Laboratory	Supervisor	Role of Partner Organisation[2]
Beneficiary							
- NAME							
Entity with a capital or legal link							
- NAME							
Partner Organisation							
- NAME							

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

Name	Location of research premises (city / country)	Type of R&D activities	No. of full - time employees	No. of employees in R&D	Web site	Annual turnover (approx. in Euro)	Enterprise status (Yes/No)	SME status[3] (Yes/No)

Any inter-relationship between the participating organisation(s) or individuals and other entities/persons (e.g. family ties, shared premises or facilities, joint ownership, financial interest, overlapping staff or directors, etc.) **must** be declared and justified **in this part of the proposal**.

The information in the table for non-academic beneficiaries **must be based on current data, not projections**.

This section must consist of 1 whole page.

Part B-1 Section 1 - Excellence

[2] For example hosting secondments, for GF hosting the outgoing phase, etc.
[3] As defined in Commission Recommendation 2003/361/EC.

1. Excellence[4]

1.1 Quality and credibility of the research/innovation action (level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects)

You should develop your proposal according to the following lines:

- Introduction, state-of-the-art, specific objectives and overview of the action.
- Research methodology and approach: highlight the type of research / innovation activities proposed.
- Originality and innovative aspects of the research programme: explain the contribution that the action is expected to make to advancements within the action field. Describe any novel concepts, approaches or methods that will be implemented.
- The gender dimension in the research content (if relevant).

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

- The interdisciplinary aspects of the action (if relevant).
- Explain how the high-quality, novel research is the most likely to open up the best career possibilities for the *experienced researcher* and new collaboration opportunities for the host organisation(s).

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

Describe the training that will be offered.

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

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

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

Typical **training activities** in Individual Fellowships may include:

- Primarily, *training-through-research* by the means of an individual personalised project, under the guidance of the supervisor and other members of the research staff of the host organisation(s)
- Hands-on training activities for developing scientific skills (new techniques, instruments, research integrity, 'big data'/'open science') and transferrable skills

[4] Literature should be listed in footnotes, font size 8 or 9. All literature references will count towards the page limit.

(entrepreneurship, proposal preparation to request funding, patent applications, management of IPR, project management, task coordination, supervising and monitoring, take up and exploitation of research results)

- Inter-sectoral or interdisciplinary transfer of knowledge (e.g. through secondments)
- Taking part in the research and financial management of the action
- Organisation of scientific/training/dissemination events
- Communication, outreach activities and horizontal skills
- Training dedicated to gender issues

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

- Qualifications and experience of the supervisor(s)

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

- Hosting arrangements[5]

  The application must show that the experienced researcher will be well integrated within the team/institution in order that all parties gain maximal knowledge and skills from the fellowship. The nature and the quality of the research group/environment as a whole should be outlined, together with the measures taken to integrate the researcher in the different areas of expertise, disciplines, and international networking opportunities that the host could offer.

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

1.4 Capacity of the researcher to reach or re-enforce a position of professional maturity/independence

Applicants should **demonstrate** how their professional experience and the proposed research will contribute to their development as independent/mature researchers, **during** the fellowship.

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

A complete **Career Development Plan should not be included in the proposal**, but it is part of implementing the action in line with the European Charter for Researchers. It

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

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

Part B-1 Section 2 – Impact

2. Impact

2.1 Enhancing the potential and future career prospects of the researcher

Explain the expected impact of the planned research and training on the future career prospects of the experienced researcher **after** the fellowship.

Describe the added value of the fellowship on the future career opportunities of the researcher.

Which new competences and skills will be acquired? How should these make the researcher more successful?

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

Background – Dissemination and exploitation of results

Dissemination and Exploitation strategy is about the results of the action and it is targeted at peers (scientific or the action's own community, industry and other commercial actors, professional organisations, policymakers) and to the wider research and innovation community - to achieve and expand the potential impact of the action. The proposal should describe the foreseen dissemination and exploitation activities and their expected impact.

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

Please refer also to the "Dissemination & exploitation" section of the H2020 Online Manual.

Describe how the new knowledge generated by the action will be disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Describe, when relevant, how intellectual property rights will be dealt with.

A concrete planning for section 2.2 must be included in the Gantt Chart (see point 3.1).

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

Background - Communication

Communication of the action aims to demonstrate the ways in which the research, training and mobility contribute to a European "Innovation Union" and account for public spending. It should provide tangible proof that the funded action adds value by:

• showing how European and international collaboration has achieved more than would have otherwise been possible, notably in achieving scientific excellence, contributing to competitiveness and, where relevant, solving societal challenges;

• showing how the outcomes are relevant to our everyday lives, by creating jobs, training skilled researchers, introducing novel technologies, bringing ideas from research to market or making our lives more comfortable in other ways;

• promoting results, which may possibly influence policy-making, and ensure follow-up by industry, civil society and by the scientific community.

In the MSCA, public engagement is an important part of communication. The primary goal of public engagement activities is to create awareness among the general public of the research work performed under these projects and its implications for citizens and society. The type of outreach activities could range from press articles and participating in European Researchers' Night events to presenting science, research and innovation activities to students from primary and secondary schools or universities in order to develop their interest in research careers.

Researchers should ensure that their research activities – both the action and, when available, its results – 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.

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

The frequency and nature of communication activities should be outlined in the proposal. Concrete plans for the above must be included as a deliverable.

A concrete planning for section 2.3 must be included in the Gantt Chart (see point 3.1).

Part B-1 Section 3 - Implementation

3. Quality and Efficiency of the Implementation

3.1 Coherence and effectiveness of the work plan

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

- Work Packages titles (for EF there should be at least 1 WP);
- List of major deliverables, if applicable;[6]
- List of major milestones, if applicable;[7]
- Secondments, if applicable.

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

[6] A deliverable is a distinct output of the action, meaningful in terms of the action's overall objectives and may be a report, a document, a technical diagram, a software, etc. Should the applicants wish to participate in the pilot on Open Research Data, the Data Management Plan should be indicated here.
Deliverable numbers ordered according to delivery dates. Please use the numbering convention <WP number>.<number of deliverable within that WP>. For example, deliverable 4.2 would be the second deliverable from work package 4.

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

Example Gantt Chart

Reflecting work package, secondments, short stays, training, dissemination and exploitation, communication activities

																								Global Fellowship only											
Month	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**	**16**	**17**	**18**	**19**	**20**	**21**	**22**	**23**	**24**	**25**	**26**	**27**	**28**	**29**	**30**	**31**	**32**	**33**	**34**	**35**	**36**
Work package																																				
Deliverable																																				
Milestone																																				
Secondment																																				
Short stay (if already planned)																																				
Training																																				
Dissemination and exploitation																																				
Communication																																				
Other (to be specified)																																				

Delete rows and columns that do not apply, or add additional rows and columns if needed.

3.2. Appropriateness of the allocation of tasks and resources

Describe how the work planning and the resources mobilised will ensure that the research and training objectives will be reached.

Explain why the amount of person-months is appropriate in relation to the activities proposed.

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

Describe the:

- Organisation and management structure, as well as the progress monitoring mechanisms put in place, to ensure that objectives are reached
- Research and/or administrative risks that might endanger reaching the action objectives and the contingency plans to be put in place should risk occur
- Involvement of entity with a capital or legal link to the beneficiary (in particular, name of the entity, type of link with the beneficiary and tasks to be carried out), if applicable

3.4 Appropriateness of the institutional environment (infrastructure)

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

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

STOP PAGE COUNT – MAX 10 PAGES

Part B-2:

*Part B-2 must contain sections 4-7 as described below. **No overall page limit** will be applied to this document, but applicants should respect the instructions given per section (e.g. in section 5, a maximum of one page should be used per beneficiary and one page per partner organisation).*

- Section 4:CV of the experienced researcher *5 pages MAX.*
- Section 5: Capacities of the participating organisations *1 page / participating organisation.*
- Section 6: Ethical aspects
- Section 7: Letter of commitment of the partner organisation (for GF only)

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

Part B-2 Section 4 - CV of the Experienced Researcher

The CV is intrinsic to the evaluation of the whole proposal and is assessed throughout the 3 evaluation criteria by the expert evaluators. Please make sure that the information between part A and B is fully consistent.

Applicants without a doctorate should clearly justify any period of Full-Time Equivalent Research Experience in the CV part B (section 4). It is essential that the CV clearly explains how the Research Experience is calculated, following this template.

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

The *experienced researcher* must provide a list of achievements reflecting their track record, if applicable:

1. **Publications** in peer-reviewed scientific journals, peer-reviewed conference proceedings and/or monographs of their respective research fields, indicating also the number of citations (excluding self-citations) they have attracted.
2. Granted **patent(s)**.
3. **Research monographs, chapters** in collective volumes and any translations thereof.
4. **Invited presentations** to peer-reviewed, internationally established conferences and/or international advanced schools.
5. **Research expeditions** led by that the *experienced researcher*.
6. **Organisation of International conferences** in the field of the researcher (membership in the steering and/or programme committee).

7. Examples of **participation in industrial innovation**.
8. **Prizes and Awards**.
9. **Funding** received so far.
10. **Supervising** and **mentoring** activities.

Applicants without a doctorate awarded before the call deadline must complete the table below[8]:

Academic Qualifications counting towards the Total Full time postgraduate research experience			
University Degree giving access to PhD[9]:	Institution name and country	Date of award (a)	
		DD/MM/YYYY	
Other university degree(s)/master(s), if any, obtained after the award of the University Degree giving access to PhD:	Institution name and country	From	To
		DD/MM/YYYY	DD/MM/YYYY
	Full time research experience	Proportion of research activities as a percentage of the duration of the Master	Duration of research activities expressed in months
		xx %	(b)[10] = xx% * duration of Master
Doctorate:	Institution name and country	From	To (Date of expected Award)
		DD/MM/YYYY	DD/MM/YYYY
	Full time research experience[11]		Duration of research activities expressed in months
			(c)
Other research activities counting towards the Total Full time postgraduate research experience			

[8] More entries can be added if needed.
[9] See definition of Full-Time Equivalent Research Experience in this Guide for Applicants
[10] Please count only time spent in months on research activities.
[11] Please count only time spent until the IF 2017 call deadline (14/09/2017) or the end of the PhD, whichever comes first

Position:	Institution name and country	From	To
		DD/MM/YYYY	DD/MM/YYYY
	Full time research experience		Duration of research activities expressed in months
			(d)
Total Full time postgraduate research experience: Number of months			**= (b)+(c)+(d)**

Please make sure this data is consistent with the data inserted in part A of the proposal.

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

Beneficiaries and partner organisations must complete the table below.
Complete one table (min font size: 8) of maximum **one page per beneficiary and one page per partner organisation**. The expert evaluators will be instructed to disregard content above this limit.

Beneficiary X	
General Description	
Role and Profile of key persons (supervisor)	*(names, title, qualifications of the main supervisor)*
Key Research Facilities, Infrastructure and Equipment	*Demonstrate that the beneficiary has sufficient facilities and infrastructure to host and/or offer a suitable environment for training and transfer of knowledge to the recruited experienced researcher* *If applicable, indicate the name of the entity with a capital or legal link to the beneficiary and its role in the action.*
Independent research premises?	*Please explain the status of the beneficiary's research facilities – i.e. are they owned by the beneficiary or rented by it? Are its research premises wholly independent from other entities?* *If applicable, indicate the name of the entity with a capital or legal link to the beneficiary and describe the nature of the link..*
Previous Involvement in Research and Training Programmes	*Detail any (maximum 5) relevant EU, national or international research and training actions/projects in which the beneficiary has previously participated*
Current involvement in Research and Training Programmes	*Detail the EU and/or national research and training actions in which the beneficiary is currently participating*
Relevant Publications and/or research/innovation products	*(Max 5) Only list items (co-)produced by the supervisor*

Partner Organisation Y

General description	
Key Persons and Expertise (supervisor)	
Key Research facilities, infrastructure and equipment	
Previous and Current Involvement in Research and Training Programmes	
Relevant Publications and/or research/innovation product	*(Max 3)*

Part B-2 Section 6 - Ethical Issues

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

Applicants submitting research proposals for funding within Marie Skłodowska-Curie actions in Horizon 2020 should demonstrate proactively that they are aware of and will comply with European and national legislation and fundamental ethical principles, including those reflected in the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights and its Supplementary Protocols.

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

The Ethics Review Procedure in Horizon 2020

All proposals above threshold and considered for funding will be subject to an Ethics Review carried out by independent ethics experts. When submitting a proposal to Horizon 2020, all applicants are required to complete an "**Ethics Issues Table (EIT)**" in the Part A of the proposal. Applicants who flag ethical issues in the EIT have to complete also a more in depth **Ethics Self-Assessment in Part B**.

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

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

Ethics Self-Assessment (Part B)

The Ethics Self-Assessment must:

1) **Describe how the proposal meets the EU and national legal and ethics requirements of the country/countries where the task raising ethical issues is to be carried out.**

For more information on how to deal with Third Countries (in the context of ethics appraisal, Third Country refers to non-EU country; Associated Countries are "ethics" TC) please see Article 34 of the Annotated Model Grant Agreement, as well as the following link. Please ensure and confirm that the research performed outside the EU is compatible with the Union, National and International legislation and could have been legally conducted in one of the EU Member States.

Please list the documents provided with their expiry date.

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

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

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

needed for implementing the action tasks in question.

If you have not already applied for/received the ethics approval/required ethics documents when submitting the proposal, please indicate in this section the approximate date when you will obtain the missing approval/any other ethics documents. Please state explicitly that you will not proceed with any research with ethical implications before obtaining the necessary authorizations/ opinions.

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

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

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

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

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

For the Global Fellowship proposals, a letter of Commitment **of the partner organisations** (hosting the outgoing phase in a third country) must be included in part B-2 to ensure their real and active participation. these should not be attached as a separate PDF file or as an embedded file since this makes them invisible.

GF Proposals which fail to include a letter of commitment of the partner organisation will be declared **inadmissible**.

Minimum requirements for the letter of commitment:

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

Please note that no template for these letters is provided, only general rules.