H2020 Programme

Proposal template 2016-2017

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

Marie Skłodowska-Curie Actions - Research and Innovation Staff Exchange (RISE)

Version 2.0
1 December 2016

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	08.12.2015	▪ Initial version	
2.0	1.12.2016	Part A ▪ At least 3 descriptors should be selected ▪ Better instructions for free keywords Part B ▪ Call year ▪ Maximum total page for document Part B.1 is 32 pages ▪ Clarification on the distinction of Dissemination and Exploitation versus Communication in sections 3.4 and 3.5 ▪ Other minor corrections	16 17 19

Horizon 2020

Call: H2020-MSCA-RISE-2017

(Marie Skłodowska-Curie Research and Innovation Staff Exchange)

Topic: MSCA-RISE-2017

Type of action: MSCA-RISE

Proposal number:

Proposal acronym:

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.

1 - General information

Topic | Type of action

Call identifier | 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: < > " &

Duration in months: *Insert the estimated duration of the project in full months - typically 48 months.*

Panel

Please select up to 5 descriptors (and at least 3) that best characterise the subject of your proposal, in descending order of relevance. Note that descriptors will be used to support REA services in identifying the best qualified evaluators for your proposal.

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.*

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 in the past 2 years in response to a call for proposals under the 7th Framework Programme, Horizon 2020 or any other EU programme(s)? ○ Yes ○ No

Declarations

1) The coordinator declares to have the explicit consent of all applicants 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 coordinator confirms:

- to have carried out the self-check of the financial capacity of the organisation on http://ec.europa.eu/research/participants/portal/desktop/en/organisations/lfv.html or to be covered by a financial viability check in an EU project for the last closed financial year. Where the result was "weak" or "insufficient", the coordinator confirms being aware of the measures that may be imposed in accordance with the H2020 Grants Manual (Chapter on Financial capacity check); or	○
- is exempt from the financial capacity check being a public body including international organisations, higher or secondary education establishment or a legal entity, whose viability is guaranteed by a Member State or associated country, as defined in the H2020 Grants Manual (Chapter on Financial capacity check); or	○
- as sole participant in the proposal is exempt from the financial capacity check.	○

5) The coordinator hereby declares that each applicant has confirmed:

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

The coordinator is only responsible for the correctness of the information relating to his/her own organisation. Each applicant remains responsible for the correctness of the information related to him/her and declared above. Where the proposal to be retained for EU funding, the coordinator and each beneficiary applicant 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).

List of participants

#	Participant Legal Name	Country
1		

2 - Administrative data of participating organisations

Coordinator

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
Non-profit ..... no
International organisation ..... no
International organisation of European interest ..... no
Secondary or Higher education establishment ..... no
Research organisation ..... no
Legal person ..... no
Academic Sector ..... no

Enterprise Data

SME self-declared status ..... unknown
SME self-assessment ..... unknown
SME validation sme ..... unknown

Based on the above details of the Beneficiary Registry the organisation is not an SME (small- and medium-sized enterprise) for the call.

Nace code

Department(s) carrying out the proposed work

Department 1

Department name ☐ not applicable

☐ Same as organisation address

Street: Please enter street name and number.

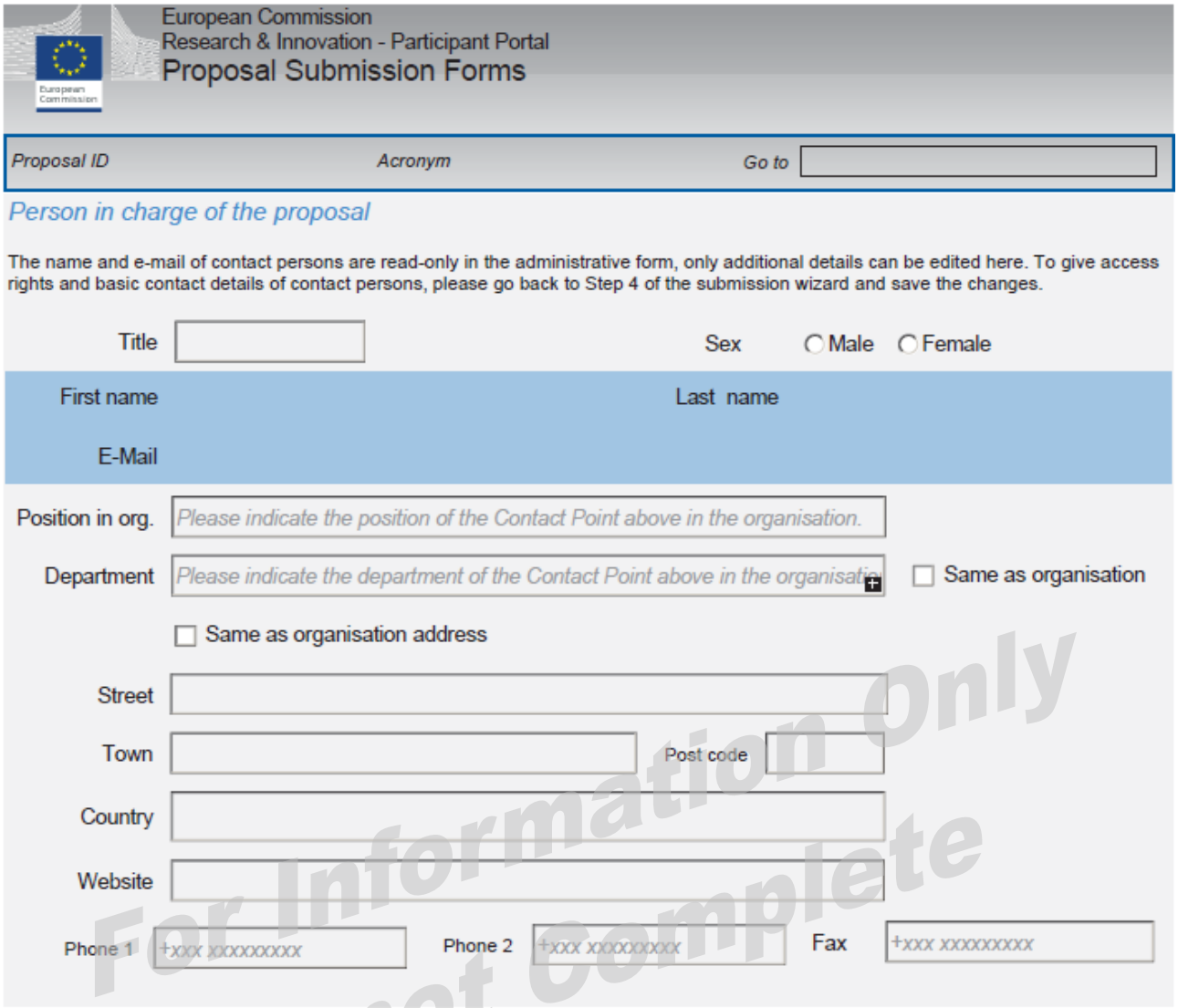
Town:

Postcode:

Country:

Dependencies with other proposal participants

Character of dependence	Participant	


European Commission
Research & Innovation - Participant Portal
Proposal Submission Forms
Proposal ID
Acronym
Go to
Person in charge of the proposal
The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic 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
Same as organisation address
Street
Town
Post code
Country
Website
Phone 1
+xxx xxxxxxxxx
Phone 2
+xxx xxxxxxxxx
Fax
+xxx xxxxxxxxx
For Information Only
Do not Complete

3 - Budget

Table A3.1 – List of secondments

Staff Member		Sending Organisation				Seconded to Organisation				Work Package Number	Secondment Starting Month	Duration of Secondment (Researcher-Months)
ID	Profile	Short Name	Country	Region	Academic Sector	Short Name	Country	Region	Academic Sector			

Table A3.2 – Summary of secondments per participating organisations (Beneficiaries + Partner Organisations)

Participant Number	Organisation Short Name	Country	Academic	Number of secondments	Person-months	Estimated budget support (whole duration of the project)				Requested EU contribution/€
						Staff member costs	Research, training and networking costs	Management and indirect costs	Total	

Table A3.3 – Summary of secondments per EU Beneficiary

Participant Number	Organisation Short Name	Country	Academic	Number of secondments	Person-months	Estimated budget support (whole duration of the project)				Requested EU contribution/€
						Staff member costs	Research, training and networking costs	Management and indirect costs	Total	
1				0	0	0,00	0,00	0,00	0,00	0,00
Total				0	0	0,00	0,00	0,00	0,00	0,00

4 - Ethics

1. HUMAN EMBRYOS/FOETUSES		Page
Does your research involve Human Embryonic Stem Cells (hESCs)?	○ Yes ◉ No	
Does your research involve the use of human 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	
Does your research involve physical interventions on the study participants?	○ Yes ◉ No	
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	
4. PERSONAL DATA		**Page**
Does your research involve personal data collection and/or processing?	○ 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	
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	
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	
Do you plan to export any material - including personal data - from the EU to non-EU countries?	○ Yes ◉ No	
In case your research involves low and/or lower middle income countries, are any 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 Regulation 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	
11. OTHER ETHICS ISSUES		Page
Are there any other ethics issues that should be taken into consideration? Please specify	○ Yes ◉ No	

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

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.

START PAGE

Marie Skłodowska-Curie Actions

Research and Innovation Staff Exchange (RISE)

Call: H2020-MSCA-RISE-2017

PART B

"PROPOSAL ACRONYM"

Table of Contents

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

DOCUMENT 1 ***(MAX 32 PAGES)***

START PAGE (*MAX 1 page*)

TABLE of CONTENT (*MAX 1 page*)

START PAGE COUNT (MAX 30 PAGES SECTIONS 1-3)

1. **EXCELLENCE (*starting page 3*)**
2. **IMPACT**
3. **QUALITY AND EFFICIENCY OF THE IMPLEMENTATION**

STOP PAGE COUNT (MAX 30 PAGES SECTIONS 1-3)

DOCUMENT 2 ***(NO OVERALL PAGE LIMIT APPLIED)***

4. **REFERENCES**
5. **CAPACITIES OF THE PARTICIPATING ORGANISATIONS**
6. **ETHICS ASPECTS**
7. **LETTERS OF COMMITMENT OF PARTNER ORGANISATIONS**

END PAGE (*1 page*)

Please note that:

- Applicants must ensure that document 1 does not exceed the total page limit of maximum 32 pages (1 start page + 1 table of content page + 30 pages for sections 1-3).
- *No reference to the outcome of previous evaluations of this or any similar proposal should be included in the text. The expert evaluators will be strictly instructed to disregard any such references*

START PAGE COUNT – MAX 30 PAGES

1. Excellence

Please note that the principles of the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers promoting open recruitment and attractive working conditions are recommended to be endorsed and applied by all the funded participating organisations in the MSCA.

In all cases, the beneficiaries must take all specific steps and measures to implement the principles set out in the European Charter for Researchers[1] and the Code of Conduct for their Recruitment[2].

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

Please develop your proposal according to the following lines:

- *Specific objectives and the relevance of the research and innovation project to the scope of the call and in relation to the "state of art".*
- *Methodological approach highlighting the types of research and innovation activities proposed and their originality.*
- *Inter/multidisciplinary types of knowledge involved, if applicable.*
- *Gender aspects (in the research content, both at the level of secondments and that of decision-making within the project).*

Table B1: Work Package (WP) List[3]

Work Package No	Work Package Title	Activity Type (e.g. Research, Training, Management, Communication, Dissemination…)	Number of person-months involved	Start Month	End month

[1] Available at http://ec.europa.eu/euraxess/index.cfm/rights/europeanCharter
[2] Available at http://ec.europa.eu/euraxess/index.cfm/rights/codeOfConduct
[3] A work package is defined as a major subdivision of the proposed project.

1.2 Quality and appropriateness of knowledge sharing among the participating organisations in light of the research and innovation objectives

Please develop your proposal according to the following line:

- *Approach and methodology used for knowledge sharing (secondments, workshops/trainings/conferences, etc.).*

1.3 Quality of the proposed interaction between the participating organisations

Please develop your proposal according to the following lines:

- *Contribution of each participating organisation in the activities planned, including the participating organisations' interactions in terms of content and expertise provided to reach the project's objectives.*
- *Justification of the main networking activities.*

2. Impact

2.1 Enhancing the potential and future career perspectives of the staff members

Please develop your proposal according to the following line:

- *The project contribution to realising the potential of individuals and to providing new skills and career perspectives.*

2.2 Developing new and lasting research collaborations, achieving transfer of knowledge between participating organisations and contribution to improving research and innovation potential at the European and global levels

Please develop your proposal according to the following lines:

- *Development of new and lasting research collaborations resulting from the intersectoral and/or international secondments and the networking activities implemented.*
- *Self-sustainability of the partnership after the end of the project.*
- *Contribution of the project to the improvement of the research and innovation potential within Europe and/or worldwide.*

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

Please develop your proposal according to the following lines:

- *Dissemination strategy about the results - targeted at scientists, potential users (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 the potential impact of the project.*
- *When results are available, to enable use and uptake of results.*

- *Expected impact of the proposed measures.*
- *Intellectual property rights aspects (if applicable) and exploitation of results.*

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

Please develop your proposal according to the following lines:

- *Communication strategy about the project and results, outreach plan and the activities envisaged to engage the public.*
- *Targeted at multiple audiences, beyond the project's own community (including the media and the public).*
- *From the beginning of the project, to inform and reach out to society, show the benefits of research.*
- *Expected impact of the proposed measures.*

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

Communication

Researchers should ensure that their research activities – both the project 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.

Dissemination and exploitation

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

3. Quality and efficiency of the implementation

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

Please develop your proposal according to the following lines:

- *Consistency and adequacy of the work plan and the activities proposed to reach the project objectives.*
- *Credibility and feasibility of the project through the activities proposed.*
- *Gender aspects in the planning of the activities.*

Table B2: Work Package Description

Work Package Number						**Start Month – End Month**	
Work Package Title	(e.g. Research, Training, transfer of knowledge Management, Communication, Dissemination, etc.)						
Lead Beneficiary[4]							
Participating organisation Short Name							
Person-months per Participating organisation:							
Objectives							
Description of Work and Role of Specific Beneficiaries / Partner Organisations (possibly broken down into tasks), indicating lead beneficiary and role of other participating organisations as well the number of secondments allocated for each task. The table below can be used.							

Task name	Researcher quality[5] (ER/ESR/MNG/ ADM/TECH)	Participating organisation short Name	Person-months allocated	Starting month

Description of Deliverables
(brief description and month of delivery)

The participating organisation short name and person-months allocated to each participating organisation should be coherent with the tables in Part A of the proposal.

Table B3.a: Deliverables List

A **deliverable** is a distinct output of the project, meaningful in terms of the project's overall objectives and constituted by a report, a document, a technical diagram, a software, training, conference, etc. The number of deliverables in a given Work Package must be reasonable and commensurate with the Work Package content and the associated secondments. It should be kept in mind that the secondments encoded in part A are already key deliverables in all RISE projects but they do not need to be encoded in this deliverables list.

[4] A "lead beneficiary" must be a beneficiary (= organisation established in a MS/AC) and cannot be a partner organisation
[5] ER/ESR/MNG/ADM/TECH

The additional deliverables below should be divided into scientific deliverables and management, training exploitation, dissemination and communication deliverables.

Scientific deliverables have technical/scientific content specific to the project. Avoid duplication of reports and keep in mind that the grant agreement will impose a yearly reporting on the consortium. Note that during implementation, the submission of these deliverables to the REA will be a contractual obligation. Applicants should not include progress reports and periodic reports in the management deliverables. The necessary reports will be added during the grant preparation phase.

Scientific Deliverables						
Deliverable Number[6]	**Deliverable Title**	**WP No.**	**Lead Beneficiary Short Name[7]**	**Type[8]**	**Dissemination Level[9]**	**Due Date[10]**
Management, Training, and Dissemination Deliverables						
Deliverable Number	**Deliverable Title**	**WP No.**	**Lead Beneficiary Short Name[11]**	**Type**	**Dissemination Level**	**Due Date**

Table B3.b: Milestones List

Milestones are control points in the project that help to chart progress. Milestones may correspond to the completion of a key achievement, 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 project where, for example, the consortium must decide which of several

[6] Deliverable numbers in order of 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] A "lead beneficiary" must be a beneficiary (= organisation established in a MS/AC) and cannot be a partner organisation

[8] Please indicate the nature of the deliverable using one of the following codes:
R = Document, report (excluding periodic and final reports); **ADM** = Administrative (ethics/legal/administrative related outputs); **PDE** = dissemination and/or exploitation of project results (website completion, patents filing, conference, etc.); **OTHER** = Other including coordination

[9] Please indicate the dissemination level using one of the following codes:
PU = Public: fully open, e.g. web; **CO = Confidential:** restricted to consortium, other designated entities (as appropriate) and Commission services;
CI = Classified: classified information as intended in Commission Decision 2001/844/EC.

[10] Measured in months from the project start date (month 1).

[11] A "lead beneficiary" must be a beneficiary (= organisation established in a MS/AC) and cannot be a partner organisation

technologies to adopt for further development. In principle milestones should not be repetitions of deliverables already defined in table B3.a.

Number	Title	Related Work Package(s)	Lead Beneficiary[12]	Due Date	Means of Verification[13]

3.2 Appropriateness of the management structures and procedures, including quality management and risk management

Please develop your proposal according to the following lines:

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

Table B3.c: Risk List

Risk No	Description of Risk	WP Number	Proposed mitigation measures
R1	e.g. delay in planned secondments	WP1	

3.3 Appropriateness of the institutional environment (hosting arrangements, infrastructure)

Please develop your proposal according to the following lines:

- *Availability of the expertise and human resources, to carry out the proposed research project.*
- *Description of the necessary infrastructures and any major items of technical equipment (if required) relevant to the proposed project.*

3.4 Competences, experience and complementarity of the participating organisations and their commitment to the project

Please develop your proposal according to the following line:

- *Adequacy of the partnership to carry out the project explaining how participating organisations' synergies and complementarities will be exploited.*

[12] A "lead beneficiary" must be a beneficiary (= organisation established in a MS/AC) and cannot be a partner organisation

[13] Show how the consortium will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype completed and running; software released and validated by a user group; field survey complete and data quality validated.

NB: The individual members of the consortium are described in Section 6. There is no need to repeat that information in this section.

STOP PAGE COUNT – MAX 30 PAGES

4. References

5. Participating organisations

Note that:

- *Any inter-relationship between different participating institutions or individuals (e.g. shared premises or facilities, joint ownership, financial interest, overlapping staff or directors, family-ties, etc.) must be declared and justified in this part of the proposal;*
- *The information (including table B4) must be based on current data, not projections;*
- *The data provided relating to the capacity of the participating institutions will be subject to verification during the grant preparation phase;*
- *The absence of sufficient information in this section may be considered by the REA as the ground to disregard the participation of an organisation based on insufficient operational capacity.*

Table B4: Data for <u>non-academic</u> beneficiaries

Name	Location of research premises (city/country)	Type of R&I activities	No. of full - time employees involved in the project	No. of employees in R&I	Web site	Annual turnover (approx. in Euro)

- The information in the above table must be based on current data, not projections;
- The capacity of institutions participating in successful proposals will be subject to verification during the grant preparation phase.

All organisations (whether beneficiaries or partner organisation) must complete the appropriate table below. Complete one table of maximum <u>one page per beneficiary</u> and <u>half a page per partner organisation</u>. The experts will be instructed to disregard content above this limit (Min font size: 9).

Table B5: Organisations (beneficiaries and partners) data

Beneficiary (Organisations in EU MS/AC) Legal Name	
General Description	
Role and Profile of key people	Include names, qualifications of the person(s) supervising the project.
Key Research Facilities, Infrastructure and Equipment	Demonstrate that the team has sufficient resources to offer a suitable environment to seconded staff and to significantly contribute to the research/innovation activities proposed.
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 beneficiaries and/or partner organisations in the

	consortium/Outside the consortium?
Previous Involvement in Research and innovation projects	Describe relevant research/ innovation projects in which the organisation took part
Current involvement in Research and Innovation projects	Describe relevant research/ innovation projects in which the organisation is currently participating
Publications and/or research/innovation products	Max 5

Partner (Organisations in TC) Legal Name	
General Description	
Role and Profile of key people	As above
Key Research Facilities, Infrastructure and Equipment	As above
Do you have independent research premises?	As above
Previous Involvement in Research and innovation projects	As above
Current involvement in Research and Innovation projects	As above
Relevant publications and/or research/innovation products	Max 3

6. Ethics Issues

All research activities in Horizon 2020 should respect fundamental ethics principles, including those reflected in the Charter of Fundamental Rights of the European Union[14]. These principles include the need to ensure the freedom of research and the need to protect the physical and moral integrity of individuals and the welfare of animals.

Research ethics is of crucial importance for all scientific domains. Informed consent and confidentiality are as important for a sociological study as they are for clinical research.

All proposals considered for funding will be submitted to an Ethics Review. The Ethics Review is the core of the H2020 Ethics Appraisal scheme, which concerns all proposals and projects, and also includes the Ethics Checks and Ethics Audit that can be initiated during the project implementation.

When preparing a proposal, **it is required to conduct an Ethics Self-assessment** starting with the completion of an Ethics Issues Table (Part A). In this context, please be aware that it is the applicants' responsibility to identify any potential ethics issues, to handle the ethics aspects of their proposal, and to detail how they plan to address them. **Please refer to the Ethics Self-Assessment Guidelines under Horizon 2020**[15].

If you have entered any ethics issues in the ethics issues table in Part A of the proposal, you must submit an ethics self-assessment in Part B section 6. For more details on how to correctly address the ethics issues of your proposal, please refer to the Ethics Self-Assessment Guidelines under Horizon 2020[16].

Your self-assessment must:

1) Describe how the proposal meets the national legal and ethics requirements of the country or countries where the tasks raising ethics issues are to be carried out.

Should your proposal be selected for funding, you will be required to provide the following documents, if they are already in your possession:

- The ethics committee opinion required under national law;
- The document that is mandatory under national law notifying activities raising ethics issues or authorising such activities.

If these documents are not in English, you must also submit an English summary of them (containing, if available, the conclusions of the committee or authority concerned).

If these documents are specifically requested for the project, they must include an explicit reference to the project title and each beneficiary concerned must confirm that the respective document(s) covers the tasks described for the project.

[14] Charter of Fundamental Rights of the European Union, 2000/C 364/01. See also http://www.europarl.europa.eu/charter/default_en.htm
[15] http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf
[16] http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf

2) Explain in detail how you intend to address the issues mentioned in the ethics issues table (Part A), in particular as regards:

- Research **objectives** (e.g. study of vulnerable populations, dual use, etc.);
- Research **methodology** (e.g. protection of any personal data collected, consent procedures, involvement of children, clinical trials, etc.);
- The potential **impact** of the research (e.g. dual use issues, environmental damage, stigmatisation of particular social groups, political or financial retaliation, benefit-sharing, malevolent use, etc.).

Make sure to follow the guidance provided in the ethics self-assessment guidelines when addressing the different issues of your proposal and keep in mind that all proposals selected for funding will undergo an ethics evaluation that will check this section in detail.

7. Letters of Commitment of Third Country partner organisations

Please use this section to insert scanned copies of signed letters of commitment from TC partner organisations (see Annex 4, point 2 of this Guide). The letter of commitment must explicitly refer to the proposal (call and acronym) as well as an engagement to implement the secondments planned in the proposal.

END PAGE

Marie Skłodowska-Curie Actions

Research and Innovation Staff Exchange (RISE)

Call: H2020-MSCA-RISE-2017

PART B

"PROPOSAL ACRONYM"