H2020 Programme

Proposal template

Project proposal (Part B)

Marie Skłodowska-Curie Actions – Individual Fellowships (IF)

Version 1.2
8 April 2020

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 Funding & Tenders Portal, might differ from this example. Proposals must be prepared and submitted .via the online proposal submission system under the Funding & Tenders Portal.

History of changes

Version	Date	Change	Page
1.0	12.04.2018	▪ Initial version	
1.1	11.04.2019	▪ Additional instructions added in the introduction page	
1.2	08.04.2020	▪ Clarification on how to complete the research experience table ▪ Non-binding template for Letter of Commitment	

This page is for information only and should be deleted from your proposal!

Proposals must respect the following minimum standards:

- *a **minimum font size of 11 points**, except for the **Gantt chart** and tables where the **minimum font size is 8 points***
- *single line spacing*
- *A4 page size*
- ***margins** (top, bottom, left, right) of **at least 15 mm** (not including any footers or headers)*
- *a clearly readable font (e.g. Arial or Times New Roman) on a printed copy*

Tables are only for illustrating the core text of the proposal. As such, they cannot be used to contain the core text itself.
*The page formatting will be systematically checked by the REA. Should a proposal not comply, applicants will be asked to reformat their proposal without the possibility of modifying the content. **This may lead to excess pages which will subsequently be disregarded by experts.***

***Footnotes** are to be used exclusively for **literature references**. Their minimum font size is 8. They will count towards the page limit. Any other information included in a footnote will be disregarded.*
Part B of the proposal should not contain any hyperlinks in the core text. Any additional information provided through hyperlinks in the core text will be disregarded.

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

Part B-1:
*The **maximum** total length for this document is **10 pages.** It should be composed as follows (detailed description below):*

- Section 1: Excellence
- Section 2: Impact
- Section 3: Implementation

*Of the **maximum 10 pages** applied to sections 1, 2 and 3, applicants are free to decide on the allocation of pages between the sections. However, **do NOT add a cover page** as the overall page limit will be strictly applied: after the call deadline, **excess pages will automatically be made invisible, and will not be taken into consideration by the experts**.*
It is the responsibility of the applicant to verify that the submitted PDF documents are readable and are within the page limit. PDF documents can contain colours.

Part B-2:
*Part B-2 must contain sections 4-7 as described below. **No overall page limit** will be applied to this document...*
- Section 4: CV of the experienced researcher (indicative length: 5 pages)
- Section 5: Capacities of the participating organisations (indicative length: 1 page for the overview and 1 page for each participating organisation)
- Section 6: Ethical aspects
- Section 7: Letter of commitment of the partner organisation (for GF only)

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

START PAGE COUNT–MAX 10 PAGES–DO NOT ADD INTRODUCTORY PAGES BEFORE THIS

1. Excellence[1]

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

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

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

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

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

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

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

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

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

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

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

- 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 transferable skills (entrepreneurship, proposal preparation, 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)
- Participation 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

A **Career Development Plan should not be included in the proposal**, but will be part of the action's implementation in line with the European Charter for Researchers. The Plan should be established jointly by the supervisor(s) and the
researcher. In addition to research or innovation objectives, this plan comprises the researcher's training and career needs, including training on transferable skills, teaching, planning for publications and participation in conferences.

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

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

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

Describe the hosting arrangements.[2] The application must show that the experienced researcher will be well-integrated within the team/institution so that all parties gain maximum knowledge and skills from the fellowship. The nature and the quality of the research group/environment as a whole should be outlined, together with the measures taken to integrate the researcher in the different areas of expertise, disciplines, and international networking opportunities that the host could offer.

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

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

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

2. Impact

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

Explain the expected impact of the planned research and training (i.e. the added value of the fellowship) on the future career prospects of the experienced researcher **after the fellowship**.
Outline clearly the career goals of the researcher and how the planned research and training are likely to contribute to their achievement. Focus on how the new competences and skills (as explained in section 1.4) can make the researcher more successful in their long-term career whether within or outside academia.

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

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

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

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

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

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

[2] The hosting arrangements refer to the integration of the researcher in their new environment within 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.

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.

3. Quality and Efficiency of the Implementation

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

Describe how the work planning (including deliverables and milestones) and the resources mobilised will ensure that the research and training objectives will be reached. Explain why the number of person-months planned and requested for the researcher (and corresponding to the project duration) is appropriate in relation to the proposed activities.

Additionally, a Gantt chart must be included in the text listing the following:

- Work Packages titles (there should be at least 1 WP);
- Indication of major deliverables, if applicable;
- Indication of major milestones, if applicable;
- Secondments, if applicable.
- Planning for dissemination, exploitation and communication activities (unless included in a dedicated WP).

The schedule should be in terms of number of months elapsed from the start of the action. The Gantt chart counts towards the 10-page limit.

This is an example Gantt chart only.

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

Legend		
	Milestone	M
	Deliverable	D

Notes:

- The titles of the WPs indicated here do not have to be strictly followed or included in the Gantt chart for your specific proposal. Adapt as needed.

- The number of WPs provided here is an example only. Add or remove WPs as needed.

- Remove any columns for a duration longer than that of your proposal.

- Add as much detail as needed for your proposal.

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, software, etc. Deliverable numbers should be ordered according to delivery dates. Use the numbering convention <WP number>.<number of deliverable within that WP>. For example, deliverable 4.2 would be the second deliverable from work package 4.

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

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

Describe the organisation and management structure, as well as the progress monitoring mechanisms put in place, to ensure that objectives are reached. Discuss the research and/or administrative risks that might endanger reaching the action objectives and the contingency plans to be put in place should risks occur.

If applicable, discuss any involvement of an entity with a capital or legal link to the beneficiary (in particular, the name of the entity, type of link with the beneficiary and tasks to be carried out).

If applicable, please indicate here information on the support services provided by the host institution (European offices, HR services…).

3.3 Appropriateness of the institutional environment (infrastructure)

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

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

STOP PAGE COUNT – MAX 10 PAGES

Part B-2 Section 4 - CV of the experienced researcher (indicative length: 5 pages)

The CV is intrinsic to the evaluation of the whole proposal and is assessed throughout the three evaluation criteria by the expert evaluators. Ensure that the information provided in Parts A and B is fully consistent. Always mention full dates (dd/mm/yyyy). The CV should include **the standard academic and research record**. The indicative length of the CV is 5 pages. Any research career gaps and/or unconventional paths should be clearly explained so that this can be fairly assessed by the independent evaluators. At a minimum, the CV should contain:

a) the **name** of the researcher
b) **professional experience** (in **reverse** chronological order, using **exact** dates)
c) **education** (in reverse chronological order, using **exact** dates)

The CV should also include information on:

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

In addition, researchers without a doctorate at the call deadline must clearly explain how the full-time equivalent research experience is calculated, adding the table below.[3]

Research Experience is a period of activity in research proven by e.g. a work contract, a scholarship, a study certificate.

Please do not indicate periods before the University degree giving access to PhD or after the call deadline. In case of overlapping periods when several activities are carried out in parallel, applicants should only indicate a cumulative percentage up to 100% (e.g. 50% Doctorate + 50 % research assistant).

Academic qualifications counting towards the Total Full time postgraduate research experience			
University degree giving access to PhD[4]:	Institution name and country	Date of award (a)	Type of awarded degree
		DD/MM/YYYY	[free text]
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)[5] = xx% * duration of Master
Doctorate:	Institution name and country	From	To (Date of expected Award)
		DD/MM/YYYY	DD/MM/YYYY
	Full time research experience[6]		Duration of research activities expressed in months
			(c)
Other research activities counting towards the total full-time postgraduate research experience			
Position:	Institution name and country	From	To
		DD/MM/YYYY	DD/MM/YYYY
	Full time research experience		Duration of research activities expressed in months
			(d)
Total full-time postgraduate research experience: number of months			**= (b)+(c)+(d)**

[3] More entries can be added if needed. This table is beyond the 5-page limit.
[4] See Definition of Full-Time Equivalent Research Experience in this Guide for Applicants
[5] Please count only time spent in months on research activities.
[6] Please count only time spent until the IF 2020 call deadline (09/09/2020) or the end of the PhD, whichever comes first.

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

List of participating organisations (one page)

Please provide a list of all participating organisations (the beneficiary and, where applicable, the entity with a capital or legal link to the beneficiary and the partner organisation[7]) indicating the legal entity name, the department carrying out the work and the supervisor.

The purpose of this table is to allow experts assessing whether the participating organisations have - or will have by the time of implementation - the operational resources and capacity to implement the action, i.e. sufficient professional competencies and qualifications. A proposal may be rejected on the grounds that the beneficiary does not have the operational capacity to implement the action.

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

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

Applicants should provide detailed information regarding the administrative/legal relations between the department carrying out the work as described in the below table and the entity mentioned in Part A of the proposal (i.e. linked to the given Participant Identification Code - PIC).

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

[7] All partner organisations should be listed here, including secondments
[8] For example hosting secondments, for GF hosting the outgoing phase, etc.

1 page for each organisation – choose one of: — *beneficiary (compulsory)* — *entity with a capital or legal link to the beneficiary (optional)* — *partner organisation for GF (compulsory for GF only)* — *partner organisation for secondment (optional)*	
[Full name + Legal Entity Short Name + Country]	
General description	
Academic organisation	(Yes / No) delete as appropriate
Role and profile of key persons (supervisor)	*(names, title, qualifications of the main supervisor)*
Dept./Division / Laboratory	In case of EF-SE the Dept./Division / Laboratory must be from the non-academic sector as well
Key research facilities, Infrastructure and Equipment	*Demonstrate that the beneficiary has sufficient facilities and infrastructure to host and/or offer a suitable environment for training and transfer of knowledge to the recruited experienced researcher* *If applicable, indicate the name of the entity with a capital or legal link to the beneficiary and its role in the action in the following table.*
Independent research premises?	*Explain the status of the beneficiary's research facilities – i.e. are they owned by the beneficiary or rented by it? Are its research premises wholly independent from other entities?* *If applicable, indicate the name of the entity with a capital or legal link to the beneficiary and describe the nature of the link in the following table.*
Previous and current involvement in research and training programmes	*Indicate up to 5* ***relevant*** *EU, national or international research and training actions/projects in which the beneficiary has previously participated and/or is currently participating*
Relevant publications and/or research/innovation products	*(Max 5) Only list items (co-)produced by the supervisor*

Part B-2 Section 6 - Ethical Issues

Compliance with the relevant ethics provisions is essential from the beginning to the end of the action and is an integral part of research funded by the European Union within Horizon 2020.
Applicants submitting research proposals for funding for Marie Skłodowska-Curie actions in Horizon 2020 should demonstrate proactively in their proposal that they are aware of, and will comply with, ethical principles and applicable International, European and national law. Key sources of EU and international law are the Charter of Fundamental Rights of the European Union and the European Convention on Human Rights and its Supplementary Protocols. Another important source is the UN Convention on the Rights of Persons with Disabilities (UN CRPD).

Main ethical principles:

- Respecting human dignity and integrity
- Ensuring honesty and transparency towards research subjects and notably getting free and informed consent (as well as assent whenever relevant)
- Protecting vulnerable persons
- Ensuring privacy and confidentiality
- Promoting justice and inclusiveness
- Minimising harm and maximising benefit
- Sharing the benefits with disadvantaged populations, especially if the research is being carried out in developing countries
- Maximising animal welfare, in particular by ensuring replacement, reduction and refinement ('3Rs') in animal research
- Respecting and protecting the environment and future generations

Please be aware that it is the applicants' responsibility to identify any potential ethical issues, to handle the ethical aspects of the proposal and to detail how these aspects will be addressed. The appropriateness of the measures proposed will be assessed by ethics experts during the ethics review, which is a part of the overall evaluation procedure.
Compliance with the ethical principles and legislation is ensured by the H2020 ethics appraisal scheme (i.e. the H2020 policy on ethics issues in research), which includes all of the following:

- ethics self-assessment (done by the applicants, in their proposal)
- two-stage ethics review, with an ethics screening and, if necessary, an ethics assessment (during the evaluation procedure)
- if necessary, ethics checks, reviews and audits (during the implementation of the action and up to two years afterwards).

The Ethics Review Procedure in Horizon 2020

All proposals likely to be funded 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 also have to complete a more in depth Ethics Self-Assessment in Part B.

The ethics self-assessment will become part of the Grant Agreement and may thus give rise to binding obligations. The ethics review outcome will distinguish between ethics requirements to be addressed before Grant Agreement signature and those that can be cleared at a later stage (e.g. ethics approvals to be submitted before the start of the concerned research activity). In the latter case, a separate work package 'Ethics Requirements' listing the deliverables will be created automatically.

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

Ethics Self-Assessment (Part B)

The Ethics Self-Assessment must:

1) Describe how the proposal complies with ethical principles and the applicable international, EU and national law in the country/countries where the activity raising ethical issues is to be carried out.

For more information on how to deal with non-EU countries[9] please see Article 34 of the Annotated Model Grant Agreement, as well as the rules for the protection of personal data inside and outside the EU. Please note that activities carried out in a non-EU country must comply with the laws of that country AND be allowed in at least one EU Member State. Applicants **must confirm** in this section that this condition is met.

2) Ensure timely compliance of the proposed research with ethical principles and the applicable international, EU and national law.

At the end of Part B2 you can add relevant documents as annexes. If they are not in English, they must be submitted together with an English summary. Please list the documents provided with their expiry date.
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 by which you will obtain the relevant approvals/authorisations and any other ethics documents. Please state explicitly that you will not proceed with any research with ethical implications before obtaining the necessary authorisations/opinions.

Should your proposal be selected for funding, you will be required - if applicable - to confirm that, before the beginning of an activity raising an ethical issue, you have obtained:

(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.

The documents must be kept on file and submitted upon request to the REA. If they are not in English, they must be submitted together with an English summary, which shows that the activities 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 project/action's title.

3) 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.);
- processing of sensitive **personal data;**
- safeguard of the **rights** and **freedoms** of the data subjects/research participants;
- the potential **impact** of the research (e.g. dual use issues, environmental damage, malevolent use, etc.);
- appropriate health and safety procedures - conforming to relevant local/national guidelines/legislation - for the staff involved;
- possible harm to the environment the research might cause (e.g. environmental risks of nanomaterials), and measures that will be taken to mitigate the risks.

[9] In the context of ethics review, non-EU countries are all Non-member States, i.e. also Associated Countries.

In order to facilitate the ethics review of the proposal, you may wish to include in this section one of the following statements (if relevant/applicable). The table below is not about declaring whether the applicants identified ethics issues or not (as done in part A). **Please fill in the table below only if you flagged the corresponding ethics issue in Part A of the proposal**. **Do not answer yes if opinions/approvals/licenses/authorisations/etc. still have to be obtained**. If applicable, please provide the licence/authorisation/etc. number and issue date.

Humans	
I confirm that templates of the informed consent forms and information sheets (in language and terms intelligible to the participants) will be kept on file.	**Yes** ¤ **No** ¤
I confirm that opinions/approvals by ethics committees and/or competent authorities for the research with humans have been obtained, and are kept on file	**Yes** ¤ **No** ¤
Human Cells	
I confirm that confirm that authorisation has been obtained from the primary owner of cells/tissues (including references to ethics approval) and is kept on file.	**Yes** ¤ **No** ¤
Data protection	
I confirm that a Data Protection Officer (DPO) has been appointed and the contact details of the DPO are made available to all data subjects involved in the research.	**Yes** ¤ **No** ¤
I confirm that data intended to be processed is relevant and limited to the purposes of the research project (in accordance with the 'data minimisation' principle).	**Yes** ¤ **No** ¤
In case of further processing of previously collected personal data, I confirm to have lawful basis for the data processing and that the appropriate technical and organisational measures are in place to safeguard the rights of the data subjects.	**Yes** ¤ **No** ¤
I confirm that the data used are publicly available and can be freely used for the purpose of the project.	**Yes** ¤ **No** ¤
I confirm that the transfer(s) of personal data from the EU to a non-EU country or international organisation, is(are) in accordance with Chapter V of the General Data Protection Regulation 2016/679.	**Yes** ¤ **No** ¤
I confirm that the transfer(s) of personal data from a non-EU country to the EU (or another third state) comply(ies) with the laws of the country in which the data was collected.	**Yes** ¤ **No** ¤
I confirm that confirm that templates of the informed consent forms and information sheets (in language and terms intelligible to the participants) are kept on file.	**Yes** ¤ **No** ¤
Animal	
I confirm that training certificates/personal licenses of the staff involved in animal experiments have been obtained and will be kept on file.	**Yes** ¤ **No** ¤
I confirm that relevant authorisations for animal experiments (covering also the work with genetically modified animals, if applicable) have been obtained, and will be kept on file.	**Yes** ¤ **No** ¤
Third country	
I confirm that the research performed outside the EU is compatible with the Union, National and International legislation and could have been legally conducted in one of the EU Member States.	**Yes** ¤ **No** ¤
I confirm that fair benefit-sharing arrangements with stakeholders from low and/or lower-middle income countries are ensured during the project.	**Yes** ¤ **No** ¤
Environmental protection and safety	
I confirm that appropriate health and safety procedures conforming to relevant local/national guidelines/legislation are followed for staff involved in this project.	**Yes** ¤ **No** ¤
I confirm that authorisations for relevant facilities (e.g. security classification of laboratory, GMO authorisation) have been obtained and will be kept on file.	**Yes** ¤ **No** ¤

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

For GF proposals only, a *letter of commitment* **of the partner organisation** (hosting the outgoing phase in the Third Country) must be included in Part B-2 to ensure their real and active participation.
Do not attach this letter as a separate PDF file or as an embedded file since this makes them invisible in the proposal.
GF proposals which fail to include a *letter of commitment* of the partner organisation will be declared **inadmissible**.
Please make sure that the letter is clearly visible in the **submitted** part B-2 – every year a number of proposals are declared inadmissible because the *letter of commitment* is not visible.
Minimum requirements for the letter of commitment:

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

Please note that no fixed template for this letter is provided.

Non-binding example template of Commitment letter for IF partner organisations

- On headed paper of the entity

- Beyond any additional information that the participating organisation wishes to indicate in its Letter of commitment, the following text should appear in all its parts and with no modifications:

I undersigned [First name and surname], in my quality of [Role in and name of the Institution] commit to set up all necessary provisions to participate as partner organisation in the proposal ……..… submitted within the call H2020-MSCA-IF-2020 should the proposal be funded.

On behalf of [name of the entity], I also confirm that we will participate and contribute to the research, innovation and training activities as planned in this project. In particular, our [name of the entity] will be involved in ….[Free field for any additional information that the participating organisation wishes to indicate in order to describe its role and contribution to the project].

I hereby declare that I am entitled to commit into this process the entity I represent.

Name, date, signature