The EU Framework Programme
for Research and Innovation

HORIZON 2020

H2020 Programme

Proposal template

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

Marie Skłodowska-Curie Actions – Innovative Training Networks (ITN)

Version 4.0
13 September 2018

History of changes

Version	Date	Change	Page
1.0	15.10.2015	▪ Initial version	
2.0	15.10.2016	**Part A** ▪ At least 3 descriptors should be selected ▪ Better instructions for free keywords ▪ Questions on page 3 have been shortened. ▪ Rephrasing of the paragraph on personal data protection ▪ One question added in the ethics section about "exclusive focus on civil applications" ▪ Suppression of the "call specific questions" section ▪ Blocking warnings have been added in the forms regarding the maximum number of person-months requested. ▪ A warning on the 40.0% rule has been added **Part B** ▪ Call year ▪ Removal of overview Table of Contents for Document 1 and 2 (now only in the Guide for Applicants) ▪ Addition of Table of Contents in the proposal structure, part B-Document 1 (section 1-3 starts on page 5) ▪ "Project" replaced by "action" ▪ 1.3 Quality of supervision: addition of "(including mandatory joint supervision for EID and EJD) ▪ "Participants" replaced by "Participating organisations" ▪ 2.4 Quality of the proposed measures to communicate the activities to different target audiences: addition of two references on Communicating EU research and innovation guidance for project participants and the "communication" section of the H2020 Online Manual. ▪ 5. Participating organisations : addition of instruction in the table for beneficiaries under "General Description": "*Short description of the activities relevant to the action*" ▪ 5. Participating organisations: "Independent Research premises" replaced by "Status of Research Premises" ▪ 7. Letters of Commitment: clarification added ▪ Other minor corrections	
3.0	12.10.2017	**Part A** ▪ Restructuring of the participant section **Part B** ▪ Added information about the enrolment in doctoral degree in Table 3.1 individual research projects ▪ Added clarifications about Ethic ▪ Addition of a template letter of commitment for EJD	
4.0	13.09.2018	**Part A** ▪ Restructuring of the participant section (no more mandatory PIC for partner organisations) **Part B** ▪ Table 1.2a with PhD awarding entities added ▪ Section 3.1, note added on mandatory milestones ▪ New table for EID ▪ No more Gantt Chart needed ▪ Minimum font size 8 for table in section 5	

Please check our wiki for help on navigating the form.

Horizon 2020

Call:
()

Topic:

Type of action:
()

Proposal number:

Proposal acronym:

Deadline Id:

Table of contents

Section	Title	Action
1	General information	
2	Participants & contacts	
3	Budget	
4	Ethics	
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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 steps in the submission wizard.

Proposal ID	*Acronym*

1 - General information

Topic	Type of Action
Call Identifier	Deadline Id

Acronym

Acronym is mandatory

Proposal title

Max 200 characters (with spaces). Must be understandable for non-specialists 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

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.

Descriptor1

Word or words that best describe(s) the subject of your project.

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

Remaining characters   2000

Has this proposal (or a very similar one) been submitted to a previous ITN call in the last two years? ○ Yes ○ No

Proposal ID	Acronym

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 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.

2 - Participants & contacts

#	Participant Legal Name	Country	Action
1			

Information on partner organisations

Partner Organisation number	PIC Search PIC	Organisation legal name	Country	Academic Sector	Role of associated		
					Provide training	Host secondmends	
1							

Example, not to complete

2 - Administrative data of participating organisations

Coordinator

PIC	*Legal name*
_____	_____

Short name:

Address of the organisation

        Street

        Town

        Postcode

        Country

        Webpage

Specific Legal Statuses

Research and Innovation legal statuses

Public body ....no   Legal person ....no

Non-profit ....no   Academic Sector ....no

International organisation ....no

International organisation of European interest ....no

Secondary or Higher education establishment ....no

Research organisation ....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.

Does this participant deliver doctoral degrees, recognised as such by the relevant national authorities, and is able to deliver a joint/double or multiple doctoral degree?   ◯ Yes   ◯No

Department(s) carrying out the proposed work

Department 1

Department name | *Name of the department/institute carrying out the work.* | ☐ not applicable

☐ Same as proposing organisation's address

Street | *Please enter street name and number.* |

Town | *Please enter the name of the town.* |

Postcode | *Area code.* |

Country | *Please select a country* |

Dependencies with other proposal participants

Character of dependence	*Participant*	

| *Proposal ID* | *Acronym* | **Acronym is mandatory** | *Short name* |

Person in charge of the proposal

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 [*Name of the department/institute carrying out the work.*]   ☐ Same as organisation name

☐ Same as proposing organisation's address

Street [*Please enter street name and number.*]

Town [*Please enter the name of the town.*]   Post code [*Area code.*]

Country [*Please select a country*]

Website [   ]

Phone [*+xxx xxxxxxxx*]   Phone 2 [*+xxx xxxxxxxx*]   Fax [*+xxx xxxxxxxx*]

Example, not to complete

3 - Budget

Researcher Number	Recruiting Participant (short name)	Planned start month	Duration (months)
1			
Total			

Participant Number	Organisation Short Name	Country	IOEI	No of researchers	Number of person.months	Researcher Unit Cost			Institutional Unit Cost		TOTAL
						Living allowance	Mobility Allowance	Family Allowance	Research, training and networking costs	Management and overheads	
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	0,00

Proposal ID	Acronym

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

Example, not to complete

Proposal Submission Forms
Research Executive Agency

Proposal ID	Acronym		

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

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.*

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!

Annex 5 – Part B Template

In drafting PART B of the proposal, applicants <u>must</u> follow the structure outlined below.

<u>DOCUMENT 1</u> (Proposal Number-Acronym-Part B1)

    START PAGE (*1 page*)

    TABLE OF CONTENTS (*1 page*)

    LIST OF PARTICIPATING ORGANISATIONS (max 2 pages)

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

1. **EXCELLENCE (*starting page 5*)**

2. **IMPACT**

3. **QUALITY AND EFFICIENCY OF THE IMPLEMENTATION**

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

<u>DOCUMENT 2</u> (Proposal Number-Acronym-Part B2)

NO OVERALL PAGE LIMIT APPLIED

4. **EID SPECIFIC REQUIREMENTS (FOR EID ONLY)**

5. **CAPACITIES OF THE PARTICIPATING ORGANISATIONS**

6. **ETHICS ISSUES**

7. **LETTERS OF COMMITMENT**

Please note that ***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

MARIE SKŁODOWSKA-CURIE ACTIONS

**Innovative Training Networks (ITN)
Call: H2020-MSCA-ITN-2019**

PART B

"PROPOSAL ACRONYM"

This proposal is to be evaluated as:

[ETN]   [EID]   [EJD]
[delete as appropriate]

TABLE OF CONTENTS (*max. 1 page*)

LIST OF PARTICIPATING ORGANISATIONS (*max. 2 pages*)

Please provide a list of the consortium's members (both beneficiaries and partner organisations) indicating the legal entity, the department carrying out the work and the scientist-in-charge of the action.

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

Consortium Member	Legal Entity Short Name	Academic (tick)	Non-academic (tick)	Awards Doctoral Degrees (tick)	Country	Dept./ Division / Laboratory	Scientist-in-Charge	Role of Partner Organisation[1]
Beneficiaries								
- NAME								
Partner Organisations								
- NAME								

Data for non-academic beneficiaries:

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[2] (in Euro)	Enterprise status (Yes/No)	SME status[3] (Yes/No)

- ▪ The information in the above table **must be based on current data, not projections**
- ▪ The financial and operational capacity of organisations participating in successful proposals will be subject to verification during the grant preparation phase

Declarations

Name (institution / individual)	Nature of inter-relationship

- ▪ Applicants **must** use the table above to **declare any inter-relationship between different participating institutions or individuals** (e.g. family ties, shared premises or facilities, joint or part ownership, financial interest, overlapping staff or directors, etc.)

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[1] For example, delivering specialised training courses, hosting secondments, etc.

[2] Defined as the total value of sales of goods and services during the last accounting period.

[3] As defined in Commission Recommendation 2003/361/EC.

START PAGE COUNT – MAX 30 PAGES

1. Excellence *(starting on p.5)*

1.1 *Quality, innovative aspects and credibility of the research programme* (including inter/multidisciplinary, inter-sectoral and, where appropriate, gender aspects)

Required sub-headings:

- <u>Introduction, objectives and overview of the research programme.</u> For ETN, it should be explained how the individual projects of the recruited researchers will be integrated into – and contribute to – the overall research programme. EJD and EID proposals should describe the research projects in the context of a doctoral training programme
- <u>Research methodology and approach</u>
- <u>Originality and innovative aspects of the research programme</u> (in light of the current state of the art and existing programmes / networks / doctoral research trainings)

The action should be divided in **Work Packages** and described in the table below. The Work Packages should reflect the research objectives. Only brief headings and overviews of the Work Packages should be presented in Table 1.1. More details in terms of actual implementation should be provided in the tables under section 3.1.

Table 1.1: Work Package[4] (WP) List

WP No.	WP Title	Lead Beneficiary No.	Start Month	End month	Activity Type[5]	Lead Beneficiary Short Name	ESR involvement[6]

1.2 *Quality and innovative aspects of the training programme* (including transferable skills, inter/multi-disciplinary, inter-sectoral and, where appropriate, gender aspects)

Required sub-headings:

- <u>Overview and content structure of the training (ETN) or doctoral programme (EID/EJD)</u>, including network-wide training events and complementarity with those programmes offered locally at the participating organisations (please include table 1.2a and table 1.2b)

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[4] A work package is defined as a major subdivision of the proposed action.
[5] For example, research, management, dissemination, etc.
[6] Indicate which ESR(s) will participate in the Work Package in question.

- Role of non-academic sector in the training programme

Table 1.2 a   Recruitment Deliverables per Beneficiary

Researcher No.	Recruiting Participant (short name)	PhD awarding entities[7]	Planned Start Month 0-45	Duration (months) 3-36
1.				
2.				
3.				
...				
Total				

Table 1.2 b   Main Network-Wide Training Events, Conferences and Contribution of Beneficiaries

	Main Training Events & Conferences	ECTS[8] (*if any*)	Lead Institution	Action Month (*estimated*)
1				
2				
3				
4				

1.3 *Quality of the supervision (including mandatory joint supervision for EID and EJD)*

Required sub-headings:

- Qualifications and supervision experience of supervisors
- Quality of the joint supervision arrangements (mandatory for EID and EJD).

To avoid duplication, the role and scientific profile of the supervisors should only be listed in the "Participating Organisations" tables (see section 5 below).

The following section of the European Charter for Researchers refers specifically to supervision:

Supervision

Employers and/or funders should ensure that a person is clearly identified to whom Early-Stage Researchers can refer for the performance of their professional duties, and should inform the researchers accordingly.

Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee

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[7] Mandatory for EID and EJD implementation modes.

[8] ECTS: European Credit Transfer and Accumulation System.
http://ec.europa.eu/education/ects/users-guide/docs/ects-users-guide_en.pdf.

appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.

1.4 *Quality of the proposed interaction between the participating organisations*

Required sub-headings:

- Contribution of all participating organisations to the research and training programme
- Synergies between participating organisations
- Exposure of recruited researchers to different (research) environments, and the complementarity thereof

2. Impact

2.1 *Enhancing the career perspectives and employability of researchers and contribution to their skills development*

In this section, please explain the impact of the research and training on the fellows' careers.

2.2 *Contribution to structuring doctoral/early-stage research training at the European level and to strengthening European innovation capacity, including the potential for:*

a) Meaningful contribution of the non-academic sector to the doctoral / research training (as appropriate to the implementation mode and research field)

b) Developing sustainable (= lasting) joint doctoral degree structures (for EJD only)

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

Required sub-headings:
- Dissemination of the research results
- Exploitation of results and intellectual property

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

Required sub-heading:
- Communication and public engagement strategy

Concrete plans for sections 2.3 and 2.4 must be included in the corresponding implementation tables.

Note that the following sections of the European Charter for Researchers refer specifically to public engagement and dissemination:

Dissemination, Exploitation of Results

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.

Public Engagement

Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.

You can also refer to the [Communicating EU research and innovation guidance for project participants](#) as well as to [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 (including awarding of the doctoral degrees for EID and EJD)*

Required sub-headings:
- Work Packages description (please include table 3.1a);
- List of major deliverables *(*please include table 3.1b, including the awarding of doctoral degrees, where applicable[9]*)*;
- List of major milestones (please include table 3.1c);
- Fellow's individual projects, including secondment plan *(*please include table 3.1d*)*;
- EID specific requirements: for EID proposals, an additional table should be completed in part B2[10];

Note - Due date: The schedule should indicate the **number of months** elapsed from the start of the action (Month 1).

Table 3.1 a   Description of Work Packages

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[9] This could also be after the end of the action.

[10] Note that although this table will be assessed under section 3, the table itself does not count towards the page limit and should be included under section 4.

WP Number		Start Month – End Month
WP Title	*(e.g. including Research, Training, Management, Communication and Dissemination…)*	
Lead Beneficiary		
Objectives		
Description of Work and Role of Specific Beneficiaries / Partner Organisations *(possibly broken down into tasks), indicating lead participant and role of other participating organisations*		
Description of Deliverables *(brief description and month of delivery)*		

Table 3.1 b   Deliverables List

A **deliverable** is a distinct output of the action, meaningful in terms of the action's overall objectives and constituted by a report, a document, a technical diagram, a software, training, conference, etc. These should be divided into scientific deliverables and management, training, recruitment and dissemination deliverables. Scientific deliverables have technical/scientific content <u>specific to the action</u>. The number of deliverables in a given Work Package must be reasonable and commensurate with the Work Package content. Note that during implementation, the submission of these deliverables to the REA will be a contractual obligation.

Scientific Deliverables						
Deliverable Number[11]	**Deliverable Title**	**WP No.**	**Lead Beneficiary Short Name**	**Type[12]**	**Dissemination Level[13]**	**Due Date**
Management, Training, Recruitment[14] and Dissemination Deliverables						
Deliverable Number	**Deliverable Title**	**WP No.**	**Lead Beneficiary Short Name**	**Type**	**Dissemination Level**	**Due Date**

---

[11]   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.

[12]   Please indicate the nature of the deliverable using one of the following codes:
R = Report; **ADM** = Administrative (website completion, recruitment completion, etc.); **PDE** = dissemination and/or exploitation of results; **OTHER** = Other, including coordination.

[13]   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; Please consider that deliverables marked as "PU" will automatically be published on CORDIS once approved: the applicants should therefore consider the relevance of marking a deliverable as "PU";
CI = Classified: classified information as intended in Commission Decision 2001/844/EC.

[14]   Including overall recruitment (e.g. advertising vacancies), Researcher Declarations on Conformity, Career Development Plan, training deliverable x, etc. The individual recruitments should only be listed in Table 1.2a.

Table 3.1 c   Milestones List

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 consortium must decide which of several technologies to adopt for further development.

Note that, if the proposal is successful, two mandatory milestones will be added during the Grant Agreement preparation:

- <u>Mid-Term Check meeting between REA and the consortium, due at month 13-15:</u> the presence of all beneficiaries (scientists-in-charge and recruited researchers) and partner organisations is expected. A best practice is to combine this meeting with other project events as appropriate.
- <u>Recruitment process completed, due at month 12.</u>

For EID and EJD projects, specific milestones may also be added (PhD enrolment for all recruited researchers, Agreement to deliver the joint/double/multiple PhD).

Number	Title	Related Work Package(s)	Lead Beneficiary	Due Date [15]	Means of Verification[16]

Table 3.1 d Individual Research Projects

If applicable and relevant, linkages between the individual research projects and the work packages should be summarised here (one table /fellow).

Fellow *(e.g. ESR1)*	Host institution	PhD enrolment (Y/N)	Start date *(e.g. Month 6)*	Duration *(e.g. 36 months)*	Deliverables *(refer to numbers in table 3.1b)*
Project Title and Work Package(s) to which it is related:					
Objectives:					
Expected Results:					
Planned secondment(s): *Host, supervisor, timing, length and purpose*					

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[15]   Measured in months from the action start date (month 1).

[16]   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 flawlessly; software released and validated by a user group; field survey complete and data quality validated.

Enrolment in Doctoral degree(s):

EJD specific: institutions where the ESR will be enrolled to obtain a joint/double or multiple doctoral degree should be included

EID specific: institution where the ESR will be enrolled to obtain a doctoral degree should be included

ETN if applicable: institution where the ESR will be enrolled to obtain a doctoral degree should be included

3.2 Appropriateness of the management structures and procedures, including quality management and risk management (with a mandatory joint governing structure for EID and EJD):

Required sub-headings:

- Network organisation and management structure, including financial management strategy, strategy for dealing with scientific misconduct
- Joint governing structure (mandatory for EID and EJD actions)
- For EJD, joint admission, selection, supervision, monitoring and assessment procedures
- Supervisory board
- Recruitment strategy
- Progress monitoring and evaluation of individual projects
- Risk management at consortium level (including table 3.2a)
- Intellectual Property Rights (IPR)
- Gender aspects (both at the level of recruitment and that of decision-making within the action)
- Data management plan (*see page 21 above regarding the Open Access and Open Data under Horizon 2020)*

Table 3.2a Implementation Risks

Risk No.	Description of Risk	WP Number	Proposed mitigation measures
R1	e.g. Delay in recruitment	WP x	

The following sections of the European Code of Conduct for the Recruitment of Researchers refer specifically to recruitment and selection:

Recruitment

Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised.

Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time

allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.

Selection
Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (academic and non-academic) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained.

3.3 *Appropriateness of the infrastructure of the participating organisations*

Explain the appropriateness of the infrastructure of each participating organisation, as outlined in Section 5 (Participating Organisations), in light of the tasks allocated to them in the action.

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

Required sub-headings:

- Consortium composition and exploitation of participating organisations' complementarities: explain the compatibility and coherence between the tasks attributed to each beneficiary/partner organisation in the action, including in light of their experience;
- Commitment of beneficiaries and partner organisations to the programme (for partner organisations, please see also sections 5 and 7).

i) Funding of non-associated third countries (if applicable): Only entities from EU Member States, from Horizon 2020 Associated Countries or from countries listed in General Annex A to the Work Programme are automatically eligible for EU funding. If one or more of the beneficiaries requesting EU funding is based in a country that is not automatically eligible for such funding, the application shall explain in terms of the objectives of the action why such funding would be essential. Only in exceptional cases will these organisations receive EU funding.[17] The same applies for **international organisations** other than IEIO.

ii) Partner organisations: The role of partner organisations and their active contribution to the research and training activities should be described. A letter of commitment shall also be provided in section 7 (included within the PDF file, but outside the page limit).

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

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[17] Article 10.2 of the Rules for Participation and Dissemination in Horizon 2020 (Regulation (EU) No 1290/2013 of the European Parliament and of the Council of 11 December 2013).

DOCUMENT 2 (*no overall page limit applied*)

4. EID specific requirements (for EID only)

For the EID mode the following table should be included indicating for each fellow the time spent in the academic and non-academic sectors confirming that each individual fellow spends at least 50% of their time in the non-academic sector (Check 1) and the mobility between academic and non-academic beneficiaries is international (Check 2). Also indicate the time spent in partner organisations (irrespective of the sector) restricting it to a maximum of 30% of the fellowship duration (Check 3).

Fellow *(e.g. ESR1)*	Recruiting institution*	Time spent in Academic beneficiary (ies)**	Time spent in Non-Academic beneficiary (ies)**	Time spent in Non-Academic Partner organisations**	*Time spent in Academic partner organisations**	Check 1	Check 2	Check 3
ESR1	University X (Academic BE)	University X (BE) 12 months	Industry Y (UK) 18 months	Industry Z (BE) 3 months	Research Institute A (DE) 3 months	Yes (58%)	Yes (BE-UK)	Yes (17 %)

...

* – indicate status Academic/Non-academic and country
**-indicate entity name, country, and number of months to be spent

5.   Participating Organisations

All organisations (whether beneficiaries or partner organisations) must complete the appropriate table below. Complete one table of <u>maximum one page per beneficiary</u> and <u>half a page per partner organisation</u> (**minimum font size: 8**).

For **beneficiaries**:

Beneficiary Legal Name:	
General Description	*Short description of the activities relevant to the action*
Role and Commitment of key persons (including supervisors)	*Including names, title and the intended extent of involvement in the action (in <u>percentage of full-time employment</u>) of the key scientific staff who will be involved in the research, training and supervision*
Key Research Facilities, Infrastructure and Equipment	*Outline the key facilities and infrastructure available and demonstrate that each team has sufficient capacity to host and/or offer a suitable environment for supervising the research and training of the recruited Early-Stage Researchers*
Status of 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?*
Previous Involvement in Research and Training Programmes	*Detail any 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 any relevant EU, national or international research and training actions/projects in which the beneficiary is currently participating*
Relevant Publications and/or Research / Innovation Product	*Max. 5*

For **partner organisations:**

Partner Organisation Legal Name:	
General description	
Key Persons and Expertise	
Key Research Facilities, Infrastructure and Equipment	
Previous and Current Involvement in Research and Training Programmes	
Relevant Publications and/or Research / Innovation Product	*Max. 3*

6.   Ethics Issues

All research activities in Horizon 2020 must respect fundamental ethics principles, including those reflected in the Charter of Fundamental Rights of the European Union.[18] 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.

Ethics is an integral part of research from beginning to end, and ethical compliance is seen as pivotal to achieve research excellence. There is a clear need to make a thorough ethical evaluation from the conceptual stage of the proposal not only to respect the legal framework but also to enhance the quality of the research. Ethical research conduct implies the application of fundamental ethical principles and legislation to scientific research in all possible domains of research.

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

In this context, please be aware that it is the applicants' responsibility to identify any potential ethics issues, to handle the ethical aspects of their proposal, and to detail how they plan to address them.

Should the applicant identify any ethics issues when filling in the Ethics issues table in Part A of the proposal, then an ethics self-assessment must be included in part B2 Section 6 (Ethics Issues) of the proposal.

The self-assessment in part B2 Section 6 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.

2) Explain in detail how the consortium intends to address the ethics issues raised in the Ethics issues table from part A, in particular as regards:

- Research **objectives** (e.g. study of vulnerable populations, dual use, etc.)
- Research **methodology** (e.g. clinical trials, involvement of children and related consent procedures, protection of any data collected, 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.).

Should the proposal be selected for funding, before the start of an activity raising an ethics issue, each beneficiary must obtain:

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[18] Charter of Fundamental Rights of the European Union, 2000/C 364/01. See also:
http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:12012P/TXT.

- any ethics committee opinion required under national law and
- any notification or authorisation required under national and/or European law for activities raising ethics issues

needed for implementing the action tasks in question.

The documents must be kept on file and be submitted upon request by the coordinator to the Agency.

> *If these documents 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).*

For more details, please refer to the "Horizon 2020 How to complete your Ethics Self-Assessment" guide.[19]

7.   Letters of Commitment

Please use this section to insert scanned copies of the required **letters of commitment**.

Letters of commitment **from partner organisations** should be on headed paper and signed in order to demonstrate the credibility of the organisation's commitment to the ITN. There is no specific template for these letters.

For EJD, letters of institutional commitment must also be included from those academic beneficiaries/partner organisations that will award the doctoral degrees. These letters should be signed by an **authorised legal representative** of the organisation in question so as to offer reasonable assurance regarding the commitment to award the joint, double or multiple doctoral degree(s). **A template** for these letters is provided and **must be followed by all academic EJD applicants awarding the doctoral degree(s)** (please see Annex 6).

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[19]   http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf.

END PAGE

MARIE SKŁODOWSKA-CURIE ACTIONS

Innovative Training Networks (ITN)
Call: H2020-MSCA-ITN-2019

PART B

"PROPOSAL ACRONYM"

This proposal is to be evaluated as:

[ETN]   [EID]   [EJD]
[delete as appropriate]

Annex 6 – Template of Institutional Commitment letter for EJD participants awarding a joint/double or multiple degree

- On headed paper of the Institution or of the Doctoral School

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

I undersigned[20] ………………..., in my quality of[21] …………….…., commit to set up all necessary provisions to award a joint/double/multiple[22] research doctoral degree in the frame of the EJD proposal[23] …………………… submitted within the call H2020-MSCA-ITN-2019 should the proposal be funded.

I am aware of and agree with the principle that the setting up of such provisions is a precondition for funding.

The research doctoral degree will be awarded to those Marie-Skłodowska Curie researchers who will fulfil, at the end of their research work, the requirements as set out in the formal agreement to establish the joint/double/multiple research doctoral degree between the relevant participating organisations.

[*Free field for any additional information that the participating organisation wishes to indicate*]

I am aware that the formal agreement to establish the joint/double/multiple research doctoral degree is due by month 6 from the start date of the project and I commit to comply with this deadline.

I hereby declare that I am entitled to commit into this process the Institution/Doctoral School I represent.

Name, date, signature

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[20] First name and surname.
[21] Role in and name of the Institution/Doctoral School.
[22] Choose the relevant one(s).
[23] Title of the proposal.