



The EU Framework Programme
for Research and Innovation

HORIZON 2020



Marie Skłodowska-Curie Actions Individual Fellowships (IF) - Global Fellowships (GF)

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

Version 2.0
30 March 2015

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.

Research and
Innovation

Horizon 2020

Call:

Topic:

Type of Action:

Proposal Number:

Proposal Acronym:

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Section	Title	Action
1	General information	
2	Participants & contacts	
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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 previous steps in the submission wizard.



Proposal ID

Acronym

1 - General information

<p>Topic</p> <p>Call identifier</p> <p>Proposal title</p> <p>Duration in months</p> <p>Panel</p> <p>Descriptor 1</p> <p>Free keywords</p>	<p>Type of action</p> <p>Acronym <input type="text"/></p> <p><i>The title should be no longer than 200 characters (with spaces) and should be understandable to the non-specialist in your field.</i></p> <p><i>Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &</i></p> <p><input type="text"/></p> <p><input type="text"/></p> <p>Please select up to 5 descriptors (and at least 1) that best characterise the subject of your proposal, in descending order of relevance.</p> <p><input type="text"/> <input type="button" value="Add"/></p> <p><i>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.</i></p>
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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



Proposal ID

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Has this proposal (or a very similar one) been submitted to a Horizon 2020 Marie Skłodowska-Curie Individual Fellowship call?

Yes No

EXAMPLE not to complete



Proposal ID

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Declarations

1) The applicant (future beneficiary) declares to have the explicit consent of all partner organisations (if applicable) on their participation and on the content of this proposal.	<input type="checkbox"/>
2) The information contained in this proposal is correct and complete.	<input type="checkbox"/>
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).	<input type="checkbox"/>
4) The applicant (future beneficiary) confirms:	
- to have carried out the self-check of the financial capacity of the organisation on https://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 applicant (future beneficiary) confirms being aware of the measures that may be imposed in accordance with the H2020 Grants Manual (Chapter on Financial capacity check); or	<input type="radio"/>
- 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	<input type="radio"/>
- as sole participant in the proposal is exempt from the financial capacity check.	<input type="radio"/>
5) The applicant (future beneficiary) hereby declares:	
- it is fully eligible in accordance with the criteria set out in the specific call for proposals; and	<input type="checkbox"/>
- it has the financial and operational capacity to carry out the proposed action.	<input type="checkbox"/>
The applicant (future beneficiary) is only responsible for the correctness of the information relating to his/her own organisation. Where the proposal to be retained for EU funding, the applicant (future beneficiary) will be required to present a formal declaration in this respect.	

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

Personal data protection

Your reply to the grant application will involve the recording and processing of personal data (such as your name, address and CV), which will be processed 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 processing of your personal data are available on 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 Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the [Privacy Statement](#)), or
- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the [Privacy Statement](#)).



Proposal ID

Acronym

List of participants

#	Participant Legal Name	Country
1		

EXAMPLE not to complete



Proposal ID

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Short name

2 - Administrative data of participating organisations

Future Host Institution

PIC **Legal name**

Short name:

Address of the organisation

Street

Town

Postcode

Country

Webpage

Legal Status of your organisation

Research and Innovation legal statuses

Public body no

Legal person no

Non-profit no

International organisation no

International organisation of European interest no

Secondary or Higher education establishment no

Research organisation no

Small and Medium-sized Enterprises (SMEs) no

Academic Sector no

Nace code

EXAMPLE not to complete



Proposal ID

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Short name

Department(s) carrying out the proposed work

Department 1

Department name

Same as organisation address

Street

Please enter street name and number.

Town

Postcode

Country

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

EXAMPLE not to complete



Proposal ID

Acronym

Short name

Supervisor

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

Title

Sex Male Female

First name*

Last name*

E-Mail*

Position in org.

Department

Same as organisation address

Street

Town

Post code

Country

Website

Phone

Phone 2

Fax

EXAMPLE not to complete



Proposal ID	Acronym	Short name
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Researcher

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

Researcher ID *If you have a researcher identifier number (e.g. ResearcherID, ORCID) please enter it here.*

Last Name*	<input type="text"/>	Last Name at Birth	<input type="text"/>
First Name(s)*	<input type="text"/>	Gender*	<input type="radio"/> Male <input type="radio"/> Female
Title	<input type="text"/>	Country of residence*	<input type="text"/>
Nationality*	<input type="text"/>	Nationality 2	<input type="text"/>
Date of Birth (DD/MM/YYYY)	<input type="text"/>	Country of Birth*	<input type="text"/>
		Place of Birth	<input type="text"/>

Contact address Same as organisation address

Current organisation name	<input type="text"/>		
Current Department/Faculty/Institute/ Laboratory name	<input type="text"/>		
Street	<input type="text"/> <i>Please enter street name and number.</i>		
Postcode/Cedex	<input type="text"/>	Town	<input type="text"/>
Phone	<input type="text"/> +xxx xxxxxxxxxx	Country	<input type="text"/>
Phone2 / Mobile	<input type="text"/> xxxxxx xxxxxxxxxxxx		
E-Mail*	<input type="text"/>		

Qualifications

University Degree	Date of award (DD/MM/YYYY)	<input type="text"/>
Doctorate (in progress)	Date of award (DD/MM/YYYY)	<input type="text"/>
Doctorate	Date of award (DD/MM/YYYY)	<input type="text"/>
Full time postgraduate research experience	Number of months	<input type="text"/>
Other Academic qualifications	Date of award (DD/MM/YYYY)	<input type="text"/>



Proposal ID

Acronym

Short name

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

Indicate the period(s) and the country/contries in which you have legally resided and/or had your main activity (work, status, ..) during the last 5 years up until the deadline for the submission of the proposal. Please fill in this section without gaps, until the call deadline (11/09/2014).

Period from	Period to	Duration (days)	Country	Add
	11/09/2014			Remove
		Total		

EXAMPLE not to complete

Proposal ID

Acronym

Go to

3 - Budget

Is the Researcher eligible for family allowance? Yes No

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

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



Proposal ID Acronym Short name null * Proposal * Ethics * ethics_title * sub*

4 - Ethics issues table

1. HUMAN EMBRYOS/FOETUSES		Page
Does your research involve Human Embryonic Stem Cells (hESCs) ?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of human embryos?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of human foetal tissues / cells?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
2. HUMANS		Page
Does your research involve human participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve physical interventions on the study participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3. HUMAN CELLS / TISSUES		Page
Does your research involve human cells or tissues (other than from Human Embryos/ Foetuses, i.e. section 1)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
4. PERSONAL DATA (ii)		Page
Does your research involve personal data collection and/or processing?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve further processing of previously collected personal data (secondary use)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
5. ANIMALS (iii)		Page
Does your research involve animals?	<input type="radio"/> Yes <input checked="" type="radio"/> No	

EXAMPLE not to complete



Proposal ID	Acronym	
6. THIRD COUNTRIES		Page
Does your research involve non-EU countries?		<input type="radio"/> Yes <input checked="" type="radio"/> 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.)? (v)		<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you plan to import any material from non-EU countries into the EU? <i>For data imports, please fill in also section 4.</i> <i>For imports concerning human cells or tissues, fill in also section 3.</i>		<input type="radio"/> Yes <input checked="" type="radio"/> No
Do you plan to export any material from the EU to non-EU countries? <i>For data exports, please fill in also section 4.</i> <i>For exports concerning human cells or tissues, fill in also section 3.</i>		<input checked="" type="radio"/> Yes <input type="radio"/> No
If your research involves low and/or lower middle income countries, are benefits-sharing measures foreseen? (vii)		<input type="radio"/> Yes <input checked="" type="radio"/> No
Could the situation in the country put the individuals taking part in the research at risk?		<input type="radio"/> Yes <input checked="" type="radio"/> No
7. ENVIRONMENT & HEALTH and SAFETY See legal references at the end of the section. (vi)		Page
Does your research involve the use of elements that may cause harm to the environment, to animals or plants? <i>For research involving animal experiments, please fill in also section 5.</i>		<input type="radio"/> Yes <input checked="" type="radio"/> No
Does your research deal with endangered fauna and/or flora and/or protected areas?		<input type="radio"/> Yes <input checked="" type="radio"/> No
Does your research involve the use of elements that may cause harm to humans, including research staff? <i>For research involving human participants, please fill in also section 2.</i>		<input type="radio"/> Yes <input checked="" type="radio"/> No
8. DUAL USE (vii)		Page
Does your research have the potential for military applications?		<input type="radio"/> Yes <input checked="" type="radio"/> No
9. MISUSE		Page
Does your research have the potential for malevolent/criminal/terrorist abuse?		<input type="radio"/> Yes <input checked="" type="radio"/> No
10. OTHER ETHICS ISSUES		Page
Are there any other ethics issues that should be taken into consideration? Please specify		<input type="radio"/> Yes <input checked="" type="radio"/> No



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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](#)

EXAMPLE not to complete



Proposal ID

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5 - Call specific questions

Eligibility Researcher (future fellow)

1. Were you in the last 5 years in military service? Yes No
2. Are you a national of Member State or Associated Country? Yes No

Other Questions

For communication purposes only, the REA asks for permission to publish the name of the researcher (future fellow) should the proposal be retained for funding.

1. Does the researcher (future fellow) give this permission? Yes No
2. Is there a secondment in Member States or Associated Countries envisaged in Part B of this proposal? Yes No

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

EXAMPLE not to complete



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Validation result

Show Error

The red 'Show Error' button indicates an error due to a missing or incorrect value in the form. The submission of the proposal **will be blocked** unless that specific field is corrected! Please complete the identified field.

Show Warning

The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value in the form. The submission of the proposal will not be blocked, the proposal will be submitted with the missing or incorrect value, which may cause problems at a later stage when processing the proposal. Please check and correct the identified field.

Section

Description

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

EXAMPLE not to complete

START PAGE

MARIE SKŁODOWSKA-CURIE ACTIONS

Individual Fellowships (IF)
Call: H2020-MSCA-IF-2015

PART B

“PROPOSAL ACRONYM”

This proposal is to be evaluated as:

[MSCA-IF-GF]

TABLE OF CONTENTS

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

LIST OF PARTICIPANTS

START PAGE COUNT

1. EXCELLENCE
2. IMPACT
3. IMPLEMENTATION

STOP PAGE COUNT

4. CV OF THE EXPERIENCED RESEARCHER
5. CAPACITIES OF THE PARTICIPATING ORGANISATIONS
6. ETHICAL ASPECTS
7. LETTER OF COMMITMENT OF PARTNER ORGANISATION (GF ONLY)

NB:

- Applicants must ensure that sections 1 - 3 do not exceed the limit of 10 pages.
- No reference to the outcome of previous evaluations of this or any similar proposal should be included in the text. Experts will be strictly instructed to disregard any such references.

List of Participants

Please provide a list of all participants (both beneficiary and, where applicable, partner organisations) indicating the legal entity, the department carrying out the work and the supervisor of the action.

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

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

Participants	Legal Entity Short Name	Academic (tick)	Non-academic (tick)	Country	Dept./ Division / Laboratory	Supervisor	Role of Partner Organisation ¹
<u>Beneficiary</u>							
- NAME							
<u>Partner Organisation</u>							
- 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 (approx. in Euro)	Enterprise status (Yes/No)	SME status ² (Yes/No)

Note that:

- Any inter-relationship between different participating institutions or individuals (e.g. family ties, shared premises or facilities, joint ownership, financial interest, overlapping staff or directors, etc.) **must** be declared and justified **in this part of the proposal**;
- The information in the table for non-academic beneficiaries **must be based on current data, not projections**;
- The data provided relating to the capacity of the participating institutions will be subject to verification during the Grant Agreement preparation phase.

START PAGE COUNT

¹ For example hosting secondments, for GF hosting the outgoing phase etc.

² As defined in [Commission Recommendation 2003/361/EC](#).

1. Excellence³

1.1 **Quality, innovative aspects and credibility of the research** (including inter/multidisciplinary aspects)

You should develop your proposal according to the following lines:

- Introduction, state-of-the-art, objectives and overview of the action
- Research methodology and approach: highlight the type of research and innovation activities proposed
- Originality and innovative aspects of the research programme: explain the contribution that the project is expected to make to advancements within the project field. Describe any novel concepts, approaches or methods that will be employed.

Explain how the high-quality, novel research is the most likely to open up the best career possibilities for the *Experienced Researcher* and new collaboration opportunities for the host organisation(s).

1.2 **Clarity and quality of transfer of knowledge/training for the development of the researcher in light of the research objectives**

Outline how a two way transfer of knowledge will occur between the researcher and the host institution, in view of their future development and past experience: (please see Section 5.2 of this Guide):

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

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

1.3 **Quality of the supervision and the hosting arrangements**

Required sub-headings:

- Qualifications and experience of the supervisor(s)

Information regarding the supervisor(s) must include the level of experience on the research topic proposed and document their track record of work, including main international collaborations. Information provided should include participation in projects, publications, patents and any other relevant results.

- Hosting arrangements⁴

³ Literature should be listed in footnotes, font size 8 or 9. All literature references will count towards the page limit.

The text must show that the Experienced Researcher should be well integrated within the hosting organisation(s) in order that all parties gain the 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 GF both phases should be described - for the outgoing phase, specify the practical arrangements in place to host a researcher coming from another country, and for the incoming phase specify the measures planned for the successful (re-)integration of the researcher.

Describe briefly how the host will contribute to the advancement of their career. In that context the following section of the European Charter for Researchers refers specifically to career development:

Career development

Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.

Therefore a Career Development Plan should not be included in the proposal, but it is part of implementing the project in line with the European Charter for Researchers.

1.4 Capacity of the researcher to reach and re-enforce a position of professional maturity in research

Applicants should demonstrate how their proposed research and personal experience can contribute to their professional development as an independent/mature researcher.

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

⁴ The hosting arrangements refer to the integration of the Researcher to his new environment in the premises of the Host. It does not refer to the infrastructure of the Host as described in Criterion Implementation.

2. Impact

2.1 *Enhancing research- and innovation-related skills and working conditions to realise the potential of individuals and to provide new career perspectives*

Explain the expected impact of the planned research and training, and new competences acquired during the fellowship on the capacity to increase career prospects for the Experienced Researcher after this fellowship finishes.

Demonstrate also to what extent competences acquired during the fellowship, including any secondments will increase the impact of the researcher's future activity on European society, including the science base and/or the economy.

2.2 *Effectiveness of the proposed measures for **communication and results dissemination***

The new knowledge generated by the action should be used wherever possible to advance research, to foster innovation, and to promote the research profession to the public. Therefore develop following three points.

- Communication and public engagement strategy of the action
- Dissemination of the research results
- Exploitation of results and intellectual property rights

Concrete plans for the above must be included in the Gantt Chart (see point 3.1).

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

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.

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.

3. Implementation

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

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

- Work Packages titles (for EF there should be at least 1 WP);
- List of major deliverables;^{5 6}
- List of major milestones;⁷
- Secondments if applicable.

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

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

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 project objectives and the contingency plans to be put in place should risk occur.

⁵ A deliverable is a distinct output of the action, meaningful in terms of the action's overall objectives and may be a report, a document, a technical diagram, a software, etc.

⁶ Deliverable numbers ordered according to delivery dates. Please use the numbering convention <WP number>.<number of deliverable within that WP>. For example, deliverable 4.2 would be the second deliverable from work package 4.

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

Example Gantt Chart

Reflecting work package, secondments, training events and dissemination / public engagement activities

Month	Global Fellowship only																																							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36				
Work package																																								
Deliverable																																								
Milestone																																								
Secondment																																								
Conference																																								
Workshop																																								
Seminar																																								
Dissemination																																								
Public engagement																																								
Other																																								

Delete rows and columns that do not apply.

EXAMPLE not to complete

3.3 Appropriateness of the institutional environment (infrastructure)

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

3.4 Competences, experience and complementarity of the participating organisations and institutional commitment

The active contribution of the beneficiary to the research and training activities should be described. For GF also the role of partner organisations in Third Countries for the outgoing phase should appear. Additionally a letter of commitment shall also be provided in Section 7 (included within the PDF file of part B, but outside the page limit) for the partner organisations in Third Countries.

NB: Each participant is described in Section 5. This specific information should not be repeated here.

4. CV of the Experienced Researcher

The CV is intrinsic to the evaluation of the whole proposal and is assessed throughout the 3 evaluation criteria.

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

The *Experienced Researchers* must provide a list of achievements reflecting their track record, and this may include, if applicable:

1. **Publications in major , peer-reviewed conference proceedings and/or monographs** of their respective research fields, indicating also the number of citations (excluding self-citations) they have attracted.
2. Granted **patent(s)**.
3. **Research monographs, chapters** in collective volumes and any translations thereof.
4. **Invited presentations** to peer-reviewed, internationally established conferences and/or international advanced schools.
5. **Research expeditions** that the *Experienced Researcher* has led.
6. **Organisation of International conferences** in the field of the applicant (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, mentoring activities.

5. Capacity of the Participating Organisations

All organisations (whether beneficiary or partner organisation) must complete the appropriate table below, which will give input on the profile of the organisation as a whole. Complete one table of maximum one page per institution, beneficiary or partner organisation (min font size: 9). The experts will be instructed to disregard content above this limit.

Beneficiary X	
General Description	
Role and Commitment of key persons (supervisor)	<i>(names, title, qualifications of the supervisor)</i>
Key Research Facilities, Infrastructure and Equipment	<i>Demonstrate that the team has sufficient facilities and infrastructure to host and/or offer a suitable environment for training and transfer of knowledge to recruited Experienced Researcher</i>
Independent research premises?	<i>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?</i>
Previous Involvement in Research and Training Programmes	<i>Detail any relevant EU, national or international research and training projects in which the beneficiary has previously participated</i>
Current involvement in Research and Training Programmes	<i>Detail the EU and/or national research and training actions in which the partner is currently participating</i>
Relevant Publications and/or research/innovation products	<i>(Max 5) Produced by the organisation, not limited to the supervisor within the organisation.</i>

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

6. Ethical Issues

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

Applicants submitting research proposals for funding within Marie Skłodowska-Curie actions in Horizon 2020 should demonstrate proactively to the REA that they are aware of and will comply with European and national legislation and fundamental ethical principles, including those reflected in the Charter of Fundamental Rights of the European Union⁸ and the European Convention on Human Rights and its Supplementary Protocols.

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

The Ethics Review Procedure in Horizon 2020

All proposals above threshold and considered for funding will undergo an Ethics Review carried out by independent ethics experts. When submitting a proposal to Horizon 2020, all applicants are required to complete an "**Ethics Issues Table (EIT)**" in the Part A of the proposal. Applicants who flag ethical issues in the EIT have to also 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 lead to binding obligations that may later on be checked during ethics checks, reviews and audits.

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

http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm

Ethics Self-Assessment (Part B)

The Ethics Self-Assessment must:

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

For more information on how to deal with Third Countries please see Article 34 of the annotated Model Grant Agreement⁹, as well as the following link:

http://ec.europa.eu/justice/data-protection/document/international-transfers/adequacy/index_en.htm

Please list the documents provided with their expiry date.

⁸ The Charter of Fundamental Rights of the European Union:
http://www.europarl.europa.eu/charter/pdf/text_en.pdf

⁹ http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/amga/h2020-amga_en.pdf, page 235.

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

- an opinion from an Ethics Committee/Authority, required under national law;
- any other ethics-related documents mandatory under EU or national legislation;

If you have not already applied for/received the ethics approval/required ethics documents when submitting the proposal, please indicate in this section the approximate date when you will provide a missing approval/any other ethics documents, to the REA (scanned copy). Please state explicitly that you will not proceed with any research with ethical implications before the REA has received a scanned copy of all documents proving compliance with existing EU/national legislation on ethics.

If these documents are not issued in English, you are requested to submit also an English summary (containing in particular, if available, the conclusions of the Committee or Ethics Authority concerned).

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

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

- the research **objectives** (e.g. study of vulnerable populations, cooperation with a Third Country, etc.);
- the research **methodology** (e.g. clinical trials, involvement of children and related information and consent/assent procedures, data protection and privacy issues related to data collected, etc.);
- the potential **impact** of the research (e.g. dual use issues, environmental damage, malevolent use, etc.).

7. Letters of Commitment (GF only)

Please use this section only for the Global Fellowships to insert scanned copies of the required **Letters of Commitment from the partner organisations in TC.**

Minimum requirements for the letter of commitment:

- heading or stamp from the institution;
- up-to-date (i.e. issued after the call publication, 12 March 2015);
- the text must demonstrate the will to actively participate in the proposed action and the precise role;
- signed by the legal representative or someone with equivalent authority.

EXAMPLE not to complete

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MARIE SKŁODOWSKA-CURIE ACTIONS

Individual Fellowships (IF)
Call: H2020-MSCA-IF-2015

PART B

“PROPOSAL ACRONYM”

This proposal is to be evaluated as:

[MSCA-IF-GF]

Part B - Page X of Y

EXAMPLE not to complete