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for Research and Innovation

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Guide for Applicants

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

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Disclaimer

This Guide aims to facilitate potential applicants. It is provided for information purposes only and is not intended to replace consultation of any applicable legal sources. Neither the European Commission, nor the Research Executive Agency (or any person acting on their behalf) can be held responsible for the use made of this guidance document. The guidance provided in the Annotated Model Grant Agreement shall prevail in case of discrepancies.



History of changes

Version	Date	Change	Page
1.0 2016	8.12.2015	<ul style="list-style-type: none"> ▪ Initial version (2016 call) 	
2.0 2017	1.12.2016	<ul style="list-style-type: none"> ▪ Addition of the definition "Action" ▪ Addition of 3 examples in the description ▪ Involvement of entities with a capital or legal link ▪ Clarification on the distinction of Dissemination and Exploitation versus Communication in sections 3.4 and 3.5 ▪ Clarifications about open access and open data in the section 3.4 ▪ Maximum total page for document Part B.1 is 32 pages ▪ Addition of Annex 6 List of Descriptors ▪ Other minor corrections 	5 8 18 19 20 33 51 -
2.1 2017	1.12.2016	<ul style="list-style-type: none"> ▪ Other minor corrections 	-
3.0 2018	22.11.2017	<ul style="list-style-type: none"> ▪ Improvement of overall layout of the guide ▪ Update of minimum duration of activity in research and/or innovation at least one month (full-time equivalent) ▪ Staff member mobility unit costs increased value ▪ Elaboration of gender aspects instructions in RISE (Annex 4) ▪ Updated list of descriptors (Annex 7) ▪ Template Letter of Commitment (Annex 6) ▪ Other minor corrections and refinement and addition of more examples 	- 8 24 38 55 54 -
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5.0 2020	5.12.2019	<ul style="list-style-type: none"> ▪ Improvement of overall layout of the guide ▪ Modification of the "academic sector" definition ▪ New example on RISE together with ongoing H2020 grant ▪ Clarification on the eligibility of Secondments from/to branches ▪ Elaboration on Budget flexibility ▪ Alignment on operational capacity ▪ Proposal Summary Checklist update ▪ Other minor corrections and refinement and addition of more examples 	- 6 10 20 28 34 74 -

Note:

National Contact Points (NCPs) have been set up across Europe by the national governments to provide information and personalised support to H2020 applicants in their native language. The mission of the NCPs is to raise awareness, inform and advise on H2020 funding opportunities as well as to support potential applicants in the *preparation, submission and follow-up* of the grant applications. For details on the NCP in your country please consult the [National Contact Points page](#). Additionally, you may also consult the website of the [EU-funded Network of MSCA NCPs](#).

Commonly Used Acronyms

AC	Associated Country
ER	Experienced Researcher(s)
ERA	European Research Area
ESR	Early-Stage Researcher(s)
COFUND	Co-funding of regional, national and international programmes
GfA	Guide for Applicants
IEIO	International European Interest Organisation
IF	Individual Fellowships
ITN	Innovative Training Networks

MS	Member State
MSCA	Marie Skłodowska-Curie Actions
NCP	National Contact Point
NIGHT	European Researchers' Night
PM	Person Month(s)
RD	Researcher Declaration
R&I	Research and Innovation
RISE	Research and Innovation Staff Exchange
SME	Small and Medium Enterprise(s)
TC	Non Associated Third Countries
WP	Work Package(s)

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1. How to use this Guide

The RISE Guide for Applicants (GfA) is based on the rules and conditions contained in the legal and guidance documents relating to Horizon 2020 accessed via the [H2020 Funding & tender opportunities Portal](#). The RISE GfA is an additional resource intended to highlight key information in the RISE action within the [MSCA Work Programme 2018-2020 \(Box 1\)](#) for facilitation of the preparation and submission of proposals by applicants.

Like previous versions of the GfA, the frequently used definitions are provided for quick reference ([Definitions – Box 2](#)) and a number of illustrative examples are given throughout the document. New additions to this version are visual representations of key information in summary tables and important information notes indicated by a warning sign and yellow text box as shown here:

⚠ Important! Please read the text in these notes

The GfA is for the call H2020-MSCA-RISE-2020. It is organised in four main parts:

- (1) Scope and purpose of RISE actions ([Section 2](#));
- (2) Key considerations of who can participate and eligibility conditions ([Section 3-4](#));
- (3) Elaboration of RISE activities and implementation aspects ([Section 5-6](#));
- (4) Instructions for proposal preparation ([Annex 1-8](#)).

Box 1 – The Marie Skłodowska-Curie Actions in Horizon 2020

The Marie Skłodowska-Curie Actions (MSCA) aim to support the career development and training of researchers – with a focus on innovation skills – in all scientific disciplines through international and intersectoral mobility.

The MSCA are expected to finance around 65,000 researchers between 2014 and 2020, including 25,000 doctoral candidates. The Actions will address several objectives of the Europe 2020 strategy, including the Innovation Union flagship initiative. The latter states that the EU will need at least one million new research jobs if it is to reach the target of spending 3% of EU GDP on research and development by 2020.

By funding excellent research and offering attractive working conditions, the MSCA offer high quality professional opportunities open to researchers of any age, nationality or discipline. The 2020 Marie Skłodowska-Curie Actions are:

- **Innovative Training Networks (ITN)**
Innovative doctoral-level training providing a range of skills in order to maximise employability;
- **Individual Fellowships (IF)**
Support for experienced researchers undertaking mobility between countries, and also to the non-academic sector;
- **Research and Innovation Staff Exchange (RISE)**
International and intersectoral collaboration through the exchange of research and innovation staff;
- **Co-funding of regional, national and international programmes (COFUND)**
Co-financing high-quality fellowships or doctoral programmes with transnational mobility.

The Coordination and Support Action **European Researchers' Night (NIGHT)**, funded under the MSCA, is a Europe-wide public event to enhance researchers' public recognition and to stimulate interest in research careers, especially among young people. Guides for Applicants for any other MSCA can be found on the [Funding & tender opportunities Portal](#) and further information at [MSCA website](#).

Box 2 – Definitions of frequently used terms in this Guide

Action refers to the specific Research and Innovation (R&I) project to be implemented under the Grant Agreement.

Staff members must be (early-stage or experienced) researchers or administrative, managerial or technical staff supporting the R&I activities under the action. They must be actively engaged in or linked to R&I activities for at **least one month** (full-time equivalent) at the sending institution, before the first period of secondment.

Early-Stage Researchers (ESR) must, at the date of secondment, be in the first four years (*full-time equivalent research experience*) of their research careers and have not been awarded a doctoral degree.

Experienced Researchers (ER) must, at the date of the secondment, be in possession of a doctoral degree or have at least four years of full-time equivalent research experience.

Full-Time Equivalent Research Experience is measured from the date when the researcher obtained the degree entitling him/her to embark on a doctorate (either in the country in which the degree was obtained or in the country in which the researcher is recruited or from where he/she is seconded) – even if a doctorate was never started or envisaged.

Academic Sector means public or private higher education establishments awarding academic degrees, public or private non-profit research organisations for whom one of the main objectives is to pursue research or technological development, and international European interest organisations, as defined in Article 2.1(12) of the Horizon 2020 Rules for Participation Regulation No. 1290/2013.

Non-Academic Sector means any socio-economic actor not included in the academic sector and fulfilling the requirements of the Horizon 2020 Rules for Participation Regulation No. 1290/2013.

Legal entity means any natural person, or any legal person created and recognised as such under national law, European Union law or international law, which has legal personality and which may, acting in its own name, exercise rights and be subject to obligations.

Beneficiaries are the legal entities that sign the Grant Agreement and have the responsibility for the proper implementation of the action. They contribute directly to the implementation of the research, transfer of knowledge and training activities by supervising, hosting, training and/or seconding staff members. The legal entity must be established in a European Union Member State (MS) or Horizon 2020 Associated Country (AC).

Partner organisations contribute directly to the implementation of the research, transfer of knowledge and training activities by hosting, supervising, training and/or seconding staff members but do not sign the Grant Agreement. The legal entity must be established in a Non-Associated Third Country (TC).

Entities with a capital or legal link are entities that have a link with the Beneficiaries or Third Country (TC) Partner organisations, in particular, a legal or capital link, which is neither limited to the action nor established for the sole purpose of its implementation. These entities may implement certain action tasks described in Annex 1 of the Grant Agreement, i.e. seconding and hosting staff.

Member States (MS) are member states of the European Union (EU), including their overseas departments.

Associated Country (AC) means a Third Country which is party to an international agreement with the Union, as identified in Article 7 of Regulation (EU) No 1291/2013.

Non-Associated Third Countries (TC) are countries which are neither MS nor AC. TC listed in the General Annex A to the Work Programme 2018-2020 are automatically eligible for funding.

Coordinator is the Beneficiary which is the central contact point for the Research Executive Agency (REA) and represents the consortium towards REA. The coordinator's responsibilities are elaborated in the Grant Agreement (summarized in Article 41.2(b)).

Secondment period means the period(s) spent by the *staff member* in a host organisation (including travel periods) for the purposes of the action, in line with the provisions of the Grant Agreement. Within RISE, the duration of a secondment is measured in **Person-Month(s) (PM)**.

International European interest organisation (IEIO) means an international organisation, the majority of whose members are EU Member States or Horizon 2020 Associated Countries, and whose principal objective is to promote scientific and technological cooperation in Europe (see Article 2.1(12) of the [Horizon 2020 Rules for Participation \(Regulation No 1290/2013\)](#)).

European Charter and Code for Researchers: Commission Recommendation of 11 March 2005 on the [European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers](#), C(2005)576 of 11 March 2005.

2. General Aspects of RISE

2.1 Objectives and expected impact

All MSCA have a **bottom-up approach**, i.e. proposals in all domains of research and technological development are eligible for funding, except for areas of research covered by the EURATOM Treaty.

RISE¹ is one of the four main MSCA ([Box 1](#)) aimed at implementing strategies of Excellent Science² through the development of careers and training of researchers able to innovate across sectors, disciplines, and countries. The objective of the RISE scheme is to promote international and intersectoral collaboration between participating organisations (i.e. **consortia of Beneficiaries and TC Partner organisations**), in the form of a joint research and innovation project, through R&I staff exchanges, and sharing of knowledge and ideas from research to market (and vice-versa). The scheme fosters a shared culture of R&I that welcomes and rewards creativity and entrepreneurship and helps to turn creative ideas into innovative products, services or processes.

Following these policy objectives, the European Commission provides funding for the sending of staff members (called [secondments](#)) to participating organisations to achieve two short-term goals of the RISE scheme:

1. Staff members perform tasks to achieve the deliverables of the proposed R&I action
2. Staff members develop new R&I and transferable skills to boost future career opportunities through the RISE action and connected networking activities

Longer term impact of RISE includes a number of main targets:

1. At Staff member level:

- Increased set of skills, both research-related and transferable ones, leading to improved employability and career prospects both in and outside academia
- Increase in higher impact R&I output, more knowledge and ideas converted into products and services
- Greater contribution to the knowledge-based economy and society

2. At Organisation level:

- Enhanced cooperation and transfer of knowledge between sectors and disciplines
- Strengthening of international and intersectoral collaborative networks
- Boosting of R&I capacity among participating organisations

3. At System level:

- Increase in international, interdisciplinary and intersectoral mobility of researchers in Europe

¹ MSCA Work Programme 2018-2020:

http://ec.europa.eu/research/participants/data/ref/h2020/wp/2018-2020/main/h2020-wp1820-msca_en.pdf

² H2020 strategy for "coupling research to innovation" <https://ec.europa.eu/programmes/horizon2020/en/what-horizon-2020>

- Strengthening of Europe's human capital base in R&I
- Increase in Europe's attractiveness as a leading destination for R&I
- Better quality R&I contributing to Europe's competitiveness and growth

A RISE proposal should be based on a set of clear R&I objectives and robust project management plan to achieve the goals and maximal impact of the action. The R&I tasks/deliverables must be implemented through secondments of staff members with an in-built return mechanism to foster knowledge sharing and long-term collaboration. RISE proposals are evaluated by experts in the field along 3 main criteria ([Annex 2](#)).

1. Excellence – a high quality and credible research/innovation project with a clear explanation of the knowledge sharing and proposed interactions between the participating organisations.
2. Impact – demonstrated potential for enhancing the future career prospects of the staff members and development of new and lasting research collaborations between participating organisations; appropriate plans for dissemination and communication of the outcomes of the action.
3. Quality and efficiency of the implementation – a coherent and effective work plan; the demonstrated appropriateness of the management structure/procedures; the commitment of participating organisations to provide an appropriate institutional environment and required competencies.

2.2 Key features of RISE Consortia

RISE actions offer many possibilities to meet the policy objectives ([Box 3](#)). There is no pre-defined size for these multi-partner networks. However, **it is recommended to keep the size of the consortium between 6 and 10 organisations** since previous experience has shown this to be a manageable size. Nevertheless, there are some minimal conditions to take into account in terms of type and number of participating organisations, as well as planned staff exchanges ([Sections 3-4](#)).

Consider these key questions for developing a RISE proposal:

- a) Who can participate? RISE involves organisations from the academic and non-academic sectors (in particular SMEs), based in Europe (MS and/or AC) and outside Europe (TC) (see [Section 3](#)). The organisations constituting the consortium contribute directly to the implementation of a joint R&I project by seconding and/or hosting eligible staff members.
- b) Between which kinds of participating organisations do the secondments take place? Eligibility aspects of RISE (costs and staff, see [Section 4](#)) require that secondments of staff members between MS/AC must be from/to organisations that are located in **different countries** and are **from different sectors** ("intersectoral" exchanges between academic and non-academic organisations). All other types of exchanges **between** MS/AC and TC are classified as "international exchanges" and the sector is not considered in the eligibility assessment. Moreover, staff member exchanges shall always take place

between legal entities (organisations) independent from each other³ (see [Section 4.1](#)). Special conditions must be respected where there are capital or legal links between organisations (see [Section 4.3.3](#)).

- c) Which staff member exchanges are eligible for funding? Secondments of staff members between organisations located in the same country or between two or more different TCs will not be supported by EU funds. As stated above (point b), staff member exchanges between MS/AC organisations must be **intersectoral**, whereas MS/AC staff members **sent to** TC will be eligible for funding, regardless of the sector. For MS/AC hosting staff members **sent from** TC, a list⁴ of TC automatically eligible for funding must be consulted. For those TC not on this list⁵, secondments to MS/AC can only be funded in exceptional cases (see [Section 4.4](#)). Further explanations about these types of secondments eligible for funding are provided in [Table 4](#).
- d) What kinds of activities are intended? RISE should exploit complementary R&I competences of the participating organisations to synergise and implement the R&I action proposed. RISE should also enable networking activities, organisation of workshops and conferences to facilitate sharing of knowledge, new skills acquisition, and career development for R&I staff members (see [Section 5](#)).
- e) Which type of staff can be seconded? Exchanges can be for both early-stage and experienced researchers' levels and can also include administrative, managerial and technical staff **directly involved or supporting R&I activities of the action** (see [Section 4.2](#)).
- f) What will the RISE funding cover? The EU funding in a RISE action is a contribution to the overall costs of the action. It is paid in the form of unit costs of a total of 4,600 EUR for each PM of secondment and is meant to cover the staff member costs associated with the secondments (e.g. not including salary) and the institutional costs related to the action (see [Section 6](#)). RISE projects can be implemented together with other related R&I activities as long as this does not entail double funding (see example 1).

Example 1: *A consortium has been granted EU funding in a H2020 call. The funding covers salary and purchase of equipment. They have submitted a RISE proposal with Third Country partners added to the same consortium, expanding the thematic scope of the initial consortium. RISE funding would cover staff member unit costs (mobility costs relating to the secondment), research training and networking costs and management and indirect costs.*

On the other hand, it is not possible to have the same staff funded at the same time under two or more MSCA grants (for example a researcher recruited in an ITN project cannot be seconded in a RISE project at the same time).

³ As defined in Article 8 of Regulation (EU) No 1290/2013 of 11 December 2013:
http://ec.europa.eu/research/participants/data/ref/h2020/legal_basis/rules_participation/h2020-rules-participation_en.pdf

⁴ See General Annex A of the H2020 Work Programme 2018-2020.

⁵ [TC that are not automatically eligible for funding include for example USA, Canada, Australia, Japan, China, India, Mexico, New Zealand, Russia, Brazil, Republic of Korea, etc.](#)

- g) How to plan the number of secondments? For the entire project, secondments shall be planned to achieve the goals of the R&I project (in terms of length of time and the required competencies to achieve the deliverables). Note that there is a maximum of 540 PM of EU funded secondments per action. Secondment for each staff member will have a minimum duration of one month and a maximum duration of twelve months. The number of secondments planned should have a substantial impact, as highlighted above and in the evaluation criteria (see [Annex 2](#)). For the secondments of individual staff members it is possible to split the secondment (e.g. the same staff member and the same sending organisation to the same hosting organisation) into shorter stays. This provides further flexibility to meet the requirements for secondment duration (minimum one month and maximum twelve months) per seconded staff member (see [Section 4.3.1](#)).
- h) What is key for a successful implementation of RISE projects? Give careful attention to drafting a high quality and efficient implementation plan. For instance it should be realistic, match the stated research and innovation objectives, show coordination between the participating organisations and secondment plan as well as clearly identify the added value of the staff exchanges.

RISE projects in action ([Box 3](#)) are effectively demonstrated in the provided examples ([Table 1A-1B](#)), featured success stories⁶ and other available information on the internet^{7,8,9}.

Box 3 – RISE in Action

As explained in [Section 2.2](#) of this Guide, there are many possibilities for size and structure of RISE actions to implement R&I goals. RISE offers appropriate funding for secondments of staff members, including funding for research, innovation, training and networking activities as well as for management and indirect costs (see [Section 6](#)).

Based on previous experience, a typical action would last 48 months and involve, on average, six to ten participating organisations from the academic and/or non-academic sector (in particular SMEs), from MS/AC and TC. All participating organisations would contribute directly to the implementation of the joint R&I project by seconding and/or hosting eligible staff members. Depending on the size of the consortium and the nature of the R&I project, between 200 and 400 PM of secondments (with a maximum of 540 PM) could be envisaged in order to allow for a significant and sustainable impact of the RISE action. During the secondment period, appropriate supervision and support is provided to the staff members involved in the action by the host organisation/s.

⁶ Featured projects page: <https://ec.europa.eu/programmes/horizon2020/en/newsroom/551/>

⁷ H2020 Online Manual on "Communicating your project": http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/communication_en.htm

⁸ "Communicating EU research and innovation guidance for project participants" document: http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/h2020-guide-comm_en.pdf

⁹ The EU Guide to Science Communication: <https://www.youtube.com/playlist?list=PLvpwIjZTs-Lhe0wu6uy8gr7JFfmv8EZuH>

The sustainability of the R&I project will be reinforced through joint activities to which the participating organisations, as a whole or a part, would participate. Within the framework of a RISE action, the consortium is therefore expected to implement the R&I activities by means of secondments. Moreover, the staff members of the consortium should take part in training courses, workshops, conferences, etc. aimed at sharing knowledge, acquiring new skills and developing career perspectives.

Two examples ([Table 1A-1B](#)), show different sizes of RISE consortia with both intersectoral and/or international secondments. Also shown in the examples is how the secondments are linked to achieving the R&I goals. Proposals should consider these elements and provide a convincing concept and work plan going beyond the simple scheduling of staff secondments.

⚠ Important! These examples are intended to help applicants interpret and apply the information provided in this Guide and should not be considered as a binding reference for the preparation of the proposal, or as a standard ensuring successful evaluation and award.

Table 1A – Example of planning of RISE Action (Intersectoral)

Field of activity ¹⁰	Chemistry (CHE)
Consortium composition	Four Beneficiaries <ul style="list-style-type: none">• three MS/AC academic (Spain, Iceland, Austria);• one MS non-academic (Sweden).
R&I goal	Test new chemical compounds to be included in the formulation of new drugs.
Impact and complementarity of collaboration	The three academic Beneficiaries bring knowledge and expertise to the design, preparation and purification of new chemical compounds, whereas the non-academic Beneficiary is an expert in the production and scaling-up the chemical processes to manufacture drugs.
Planning of secondments to reach R&I goals	There are five Work Packages (WP) (three on R&I activities and two related to management and dissemination/communication activities) and 15 deliverables. The planning of the required PM to achieve these deliverables indicates 100 PM for a total of 15 secondments (with an average duration of six months) and involving the exchange of ESR and ER staff members in the three WPs on R&I activities only.
Implementation of secondments	The secondments are exclusively intersectoral as they are intra-European. The planned secondments are distributed according to the expertise of the participating organisations, as well as the transfer of knowledge and the field of R&I activities: <ul style="list-style-type: none">• 85 PM from the academic to the non-academic Beneficiaries;• 15 PM from the non-academic to the academic Beneficiaries.

¹⁰ See [Annex 7](#) of this Guide for information on how to select field of activity when submitting your proposal in the electronic submission system (SEP).

Table 1B – Example of planning of RISE Action (International)

Field of activity	Social Sciences and Humanities (SOC).
Consortium composition	12 participating organisations established in MS/AC (total of seven Beneficiaries) and TC (total of five TC Partner organisations): <ul style="list-style-type: none"> • four MS academic (Romania, Bulgaria, Latvia, Czech Republic); • one AC academic (Norway); • two MS non-academic (Lithuania, Slovenia); • five TC (Colombia, Indonesia, Canada, Thailand, Tanzania).
R&I goal	This consortium addresses urban vulnerability with regard to preparedness and resilience and the reshaping of how humanitarian action and development aid is undertaken in urban areas.
Impact and complementarity of collaboration	Each participating organisation brings its own specific know-how and expertise in urban contexts that will transcend disciplines and sectors to design a new resilience and preparedness paradigm to respond to urban challenges. This type of RISE consortium arrangement offers the full range of possibilities of exchanges internationally and cross-sectorally. European researchers benefit from these exchanges and in addition the European Beneficiaries benefit by attracting talent from TC.
Planning of secondments to reach R&I goals	There are four WP (two technical and two related to management and dissemination/communication activities) and 10 deliverables. The planning of the required PM to achieve these deliverables is estimated to require a total of 250 PM, with 50 secondments (with an average duration of five months) involving only ER in the two WPs on R&I activities only.
Implementation of secondments	The secondments are both international and intra-European: <ul style="list-style-type: none"> • 80 PM will support <u>European ERs</u> to perform R&I activities in <u>Europe</u> with exchanges between academic and non-academic sectors; • 100 PM will support <u>European ERs</u> to perform R&I activities in the three <u>hosting TC</u> (Colombia, Indonesia, and Canada); • 50 PM will be used for a <u>TC</u> (Indonesian) ERs to go to Slovenia and to Norway (<i>NB Indonesia is listed as a country eligible for funding and can send their staff for secondments</i>); • 20 PM will be used for <u>Canadian ERs</u> to be seconded to <u>Romania</u> (<i>NB Canada is not listed as a country automatically eligible for funding, but would cover the costs themselves by own national co-funding; nonetheless the secondments are documented in the proposal and monitored during implementation</i>).

3. Participating Organisations

3.1 Categories of Countries and Organisations

For the purposes of the RISE action, two main categories of countries can be distinguished (see [Definitions – Box 2](#)):

- EU Member States (MS) and Associated Countries (AC)¹¹
- Non-Associated Third Countries (TC)

Furthermore, two different types of organisations are eligible and distinguished according to whether they are considered to belong to the "academic" or the "non-academic" sectors (see [Definitions – Box 2](#)).

Participating organisations are considered to belong to the academic sector if they have been assigned to one of the following three categories mentioned below:

- Public or private higher education establishments awarding academic degrees;
- Public or private non-profit research organisations for whom one of the main objectives is to pursue research or technological development;
- International European Interest Organisations (see [Definitions – Box 2](#)).

All other participating organisations belong by default to the non-academic sector, as confirmed in the validation process of organisations (see [Box 4](#)).

3.2 Registration and validation of organisation type

The type of organisation (academic versus non-academic) is ultimately determined by the validation of the legal entity through registration in the [Funding & tender opportunities Portal](#) with a Participant Identification Code or PIC number. The data provided for the registration/validation of the PIC will automatically classify the organisation in one of the two sectors and will help ensuring that secondments are eligible and that the overall proposal is eligible according to the minimal consortium conditions (see [Box 4](#) and [Section 4](#)).

Box 4 – Ensuring correct PIC information

For a RISE action application, each participating organisation (Beneficiary and TC Partner organisation) has to register on the [Funding & tender opportunities Portal](#) in order to receive a unique PIC number. A few practical details to pay attention to:

- Applicants should check carefully if a [PIC number](#) already exists for their organisation, to avoid duplications. If they already possess a validated PIC, it must be used when applying. (NB legal entities having a valid PIC number under FP7 maintain their PIC in H2020).
- Before final proposal submission, each participating organisation shall verify its status according to the definitions provided via the [Funding & tender opportunities Portal](#).













⚠ IMPORTANT! If the status of an organisation is not correct then this might lead to the ineligibility of some of the secondments listed and/or problems to encode the European/intersectoral secondments in the system.

¹¹ http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf

3.3 Roles of participating organisations

RISE consortia are made up of "**Beneficiaries**" and "**TC Partner organisations**" based on the countries where the organisations are established/legally registered (see [Definitions – Box 2](#)). Beneficiaries and Partner organisations have specific roles and responsibilities ([Table 2](#)). Only legal persons (organisations) can be beneficiaries of RISE while natural persons (individuals) as such cannot.

Table 2 – Comparison of roles and responsibilities of RISE Beneficiaries and TC Partner organisations

Roles and responsibilities	Beneficiaries (established in MS/AC¹²)	Partner organisations (established in TC)
Are the legal entities that sign the Grant Agreement and have the responsibility for the proper implementation of the action.		
Provide a separate up-to-date Letter of Commitment (LoC) in Part B of the proposal, to demonstrate their real and active participation in the proposed consortium (see template Annex 6). ⚠ Important! During the evaluation the experts will be instructed to disregard the contribution of any TC Partner organisations if appropriate LoC is not submitted.		
Contribute directly to the implementation of the R&I activities, transfer of knowledge and training by hosting and/or seconding staff members.		
Offer appropriate supervision to the hosted seconded staff members and provide the necessary infrastructures and equipment for the scope of the secondments.		
Are required to conclude a Consortium Agreement ¹³ , in principle prior to the signature of the Grant Agreement.		
Directly claim costs from the Research Executive Agency (REA). ⚠ Important! It is recommended that financial matters between TC Partner organisations and Beneficiaries are agreed within a Partnership Agreement. This can be a separate document or part of the above-mentioned Consortium Agreement (see Section 6.2).		

¹² Organisations from [Overseas Countries and Territories \(OCT\) linked to MS](#) are eligible for funding under the same conditions as organisations from MS and are therefore considered as Beneficiaries.

¹³ Consortium Agreements must be compliant with the obligations laid down in the [Grant Agreement](#).

Box 5 – How to find partners for your project ideas?

You can use the new [Partner Search](#) function of the Funding & tender opportunities. The function allows to:

- look for organisations which received funding in the past
- create and check Partner Search requests by call/topic

4. Eligibility and cost eligibility conditions of RISE

RISE eligibility conditions are presented in the order of: consortium set-up, appropriate staff member selection for the R&I activities, and details of important aspects of implementation. To apply the eligibility conditions it is helpful to understand the rationale behind them in terms of meeting RISE objectives.

4.1 Minimal conditions for a RISE consortium

The minimal conditions to pay attention to when forming a RISE consortium consist of three elements:

- **Organisations** → Composed of at least three organisations independent of each other¹⁴
- **Countries** → Organisations established in three different countries, of which at least two must be different MS and/or AC
- **Sectors** → For consortia composed of MS/AC countries only, at least one organisation should belong to a different sector (academic or non-academic)

Above these minimum requirements, additional organisations established in MS/AC and/or in TC can participate under the conditions provided by the Horizon 2020 rules for participation and dissemination [Regulation No 1290/2013](#).

For the purposes of RISE, where one of the participants is the EU Joint Research Centre (JRC), or an International European Interest Organisations (IEIO) or an entity created under Union law, these are considered as organisations established in a MS or AC other than those in which the other Beneficiaries in the consortium are established. These types of participating organisations must not be confused with other international organisations (IO), where these definitions/conditions do not apply.

⚠ Important! International European Interest Organisation (IEIO) means an international organisation, the majority of whose members are MS or AC, and whose principal objective is to promote scientific and technological cooperation in Europe. Examples of IEIO include CERN and EMBL and all other members of European Intergovernmental scientific Research Organisations (EIROForum).

Example: *An IEIO based in France (academic) is eligible to participate in a RISE R&I action together with two other organisations located in Poland and France, of which at least one is non-academic. Although it is physically located in France, the IEIO will not*

¹⁴ As defined in Article 8 of Regulation (EU) No 1290/2013 of 11 December 2013: http://ec.europa.eu/research/participants/data/ref/h2020/legal_basis/rules_participation/h2020-rules-participation_en.pdf

count as a French Beneficiary and thus the minimum requirement for the participation of three independent organisations established in three different countries is fulfilled.

4.2 Staff member eligibility

4.2.1 Secondment conditions

Staff members (see [Definitions – Box 2](#)) seconded under RISE must comply with the specific eligibility conditions summarised in [Table 3](#)). Please also refer to the FAQs¹⁵ in the [Funding & tender opportunities Portal](#).

Table 3 – List of conditions for staff eligibility

Condition	Explanation
1. Be considered <i>staff</i> ⁶ of the sending organisation	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Type of relationship (employment contract, fellowship or other) between the staff member and the sending organisation must comply with the applicable national law and internal practices. Being a registered PhD candidate is sufficient to be considered staff member at the organisation where they are registered, provided all other eligibility criteria are met. <input checked="" type="checkbox"/> Staff member must be under the direction and instructions of the sending organisation for the duration of the secondment; <input checked="" type="checkbox"/> Sending organisation must be able to ensure the implementation of the activities in compliance with the Grant Agreement obligations.
2. Be actively engaged in – or linked to – R&I activities at the sending institution	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> For at least one month (full-time equivalent and continuously), immediately prior to the first period of secondment. In the case of part-time work, the duration must be calculated on a pro-rata basis (e.g. if working on a 50% schedule, the staff member must have worked for at least two months before the secondment)¹⁷. Note that all secondments must be performed on a full-time basis. Before the secondment, the above staff member must conclude a contract/ supplementary agreement with their sending organisation to be able to implement the secondment on a full-time basis
3. Have one of the following research experience or staff profiles	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Early-stage researchers (ESR) (see Definitions – Box 2); <input checked="" type="checkbox"/> Experienced researchers (ER) (see Definitions – Box 2); <input checked="" type="checkbox"/> Administrative (ADM), managerial (MNG) or technical staff (TECH) supporting the R&I activities of the action. <p>⚠ Important! Staff members shall have appropriate competence to implement the project. Moreover, those with a purely administrative role (e.g. accountants) are not considered to be actively involved in the R&I activities of the organisation. Therefore they are not eligible for secondments. See below selected examples of ADM, MNG, TECH staff eligible for secondment.</p>

Example 1: A university in Poland is planning to second a registered, part-time PhD-candidate to an enterprise in France. For this purpose, the sending university in

¹⁵ [RISE Frequently Asked Questions](#)

¹⁶ Article 6.2.A(b) of the [Grant Agreement](#)

¹⁷ Article 32.1 (f) of the [Grant Agreement](#)

Poland will ensure the necessary legal means in terms of controls to allow her to work full-time on the R&I activities of the RISE action during her secondment to the French enterprise, and to follow the instructions of the sending Polish university.

In the case that a person is a staff member of two or more independent organisations which are participating in a RISE action, this person can only be seconded from one of these organisations, during the duration of the action. Moreover, he/she can only be seconded to organisations with which he/she is not affiliated. A secondment implies one sending organisation, one host organisation and one staff member. Any change in these three variables means a new secondment.

Example 2: *An ER is both professor at the university and CEO of her/his own SME. Both organisations are participating in a RISE action. This ER can be seconded only from one of the two organisations to a third organisation that he/she is not affiliated with.*

With regard to ADM, MNG, and TECH staff members, here are some examples of implemented secondments which are eligible for funding, as they relate directly to the R&I activities and are not purely administrative/management tasks.

Example 3: *MNG staff is sent to a participating organisation of the consortium in order to prepare the project's R&I content for completing a patent application.*

Example 4: *An ADM staff and a TECH staff from a MS organisation will be seconded to a TC Partner organisation to support them to work and acquire skills on how to manage the R&I data collected in the project – i.e. a sociology project involving collection, processing and quality improvements of census data used to inform policy.*

4.2.2 In-built return

Another important consideration related to secondments is the concept of an in-built return mechanism (*i.e.* "reintegration"¹⁸). This means that after the secondment, the exchanged staff members will (at least) keep the working conditions they had prior to the secondment and can return to the sending organisation to transfer knowledge and experiences. This does not prevent the seconded staff members from accepting other job offers, but it requires the sending organisation to put in place all necessary measures to ensure the return of the staff member and/or transfer of knowledge.

Example: *A social science department of a Polish university (academic sector) wishes to second an ER (with eight-month full-time experience) to a non-academic Portuguese Beneficiary (a census company) for two months, in order to learn a state-of-the-art technique (e.g. conduct and analyse a demographic survey). At the end of the secondment, the Polish university reintegrates the ER in the same department, thus maximising the impact of the action for knowledge sharing and long-term collaboration.*

¹⁸ Article 32.1 (c) of the [Grant Agreement](#)

4.3 Other Eligibility Conditions

4.3.1. Hosting, duration and time commitment

Within a RISE action, the same staff member can be seconded to different hosting organisations. The total duration¹⁹ of secondments per individual staff member is a maximum of 12 months. The minimum duration for each secondment (see [Definitions – Box 2](#)) is one month with possibility to split into several stays (see below). The duration of the secondment is counted from the day of departure to the day of return.

Example: One staff member can be seconded from **Beneficiary A** in Spain to **TC Partner organisation B** in Philippines for three months, to **TC Partner organisation C** in Uruguay for seven months, and to **Beneficiary D** in Norway for six months. In this case however, four months of secondments will not be eligible for funding since they are beyond the maximum limit of 12 months.

A secondment may be split into several stays (called a "split stay"), as long as it respects the above-mentioned maximum and minimum duration rule. Moreover, all the secondments must take place within the duration of the action. This is demonstrated in the example below, noting that the same staff member, from the same sending organisation (**Beneficiary "A"**) can have "multiple" split stays to different hosting organisations (**TC Partner organisation "B"** and **"C"**).

Example: One staff member is seconded from **Beneficiary "A"** in Germany to **TC Partner organisation "B"** in Argentina for 17 days. This secondment will be eligible for funding only if the same staff member is seconded for at least 13 supplementary days from the same **Beneficiary "A"** in Germany to the **same TC Partner organisation "B"** in Argentina. A secondment of 45 days of the same staff member from **Beneficiary "A"** in Germany to **TC Partner organisation "C"** in Morocco will be eligible for funding but cannot be added to the secondment (initial 17 days) in Argentina to reach the minimum duration of one month.

⚠ Important! Secondments from/to branches/departments of beneficiaries/Partner organisations which are not separate legal entities are **NOT eligible**, if they are located in countries other than the country of their beneficiary/Partner organisation.

In addition, a seconded staff member shall be devoted *full-time*²⁰ to the action during the secondment period (regardless of the type of relationship/contract, even part-time, at the home institution). Moreover, a sending organisation and its staff member cannot be bound by other contractual arrangements which prevent the fulfilment of this obligation (e.g. participation in other projects).

4.3.2. Distribution of secondments

There are no conditions on the distribution of secondments between participating organisations or "balance" of secondments between time periods of the action. Rather, all secondments should be relevant for the implementation of the R&I action and reflect the involvement and tasks of all participating organisations during the duration of the project. The planning should be realistic, time bound and should foresee

¹⁹ Article 6.2 of the [Grant Agreement](#)

²⁰ Article 32.1 (f) of the [Grant Agreement](#)

mitigation measures for any possible risks and delays. All these elements will be assessed along the designated evaluation criteria ([Annex 2](#)).

4.3.3. Entities with a capital or legal link to Beneficiaries or TC Partner organisations

Where necessary, entities with a capital or legal link (see [Definitions – Box 2](#)) to the Beneficiaries or TC Partner organisations may implement the tasks of seconding and hosting staff members, as described in the [Annex 1 of the Grant Agreement](#). The involvement of such entities must be clearly described and justified in the proposal. In the evaluation process this aspect will be assessed under criterion 3 "Quality and efficiency of the implementation" ([Annex 5](#)) and will also be dealt with later, at Grant Agreement Preparation level. Applicants must demonstrate the adherence to the following key elements:

- a) The entities with a capital or legal link must be located in the same country of the Beneficiary/TC Partner organisation to which they are linked.
- b) The proposal must clearly specify:
 - name of the entity with a capital or legal link
 - type of link with the Beneficiary/TC Partner organisation
 - tasks to be carried out by such entity

⚠ Important! The involvement of entities with a capital or legal link must not be used to circumvent the eligibility conditions stated in the [MSCA Work Programme](#).

- c) The secondments from/to an organisation with a capital or legal link must be encoded and reported as secondments from/to the Beneficiary/TC Partner organisation which they are linked to.

⚠ Important! The sector of the Beneficiary (academic or non-academic) to which this entity is linked prevails over the status of the latter and is taken into account for intersectoral secondments.

- d) The Beneficiaries remain fully responsible for the implementation of the action, in accordance with the Grant Agreement.

Selected examples of eligibility of staff member secondments involving entities with a capital or legal link are provided below:

1. Eligible

Example 1: *An ER is employed by a university (not Beneficiary of the grant) established in Montpellier, France. This university is part of a Joint Research Unit (JRU) with another university (Beneficiary of the grant) established in Paris, France. The Montpellier University could be considered as an entity with a capital or legal link to the University in Paris. Therefore, the ER can be seconded if he/she complies with the eligibility criteria of RISE secondments.*

Example 2: *A technician is employed by an SME (not Beneficiary of the grant) established in Lisbon, Portugal. This SME is a spin-off of a non-academic Beneficiary in Portugal. The SME could be considered as an entity with a capital or legal link to the*

non-academic Beneficiary. Therefore, the technician can be seconded if she/he complies with the eligibility criteria of RISE secondments.

Example 3: *An ER is employed by an SME (not a participating organisation of the grant) established in Cape Town, South Africa. This SME is a subsidiary of an enterprise (Partner organisation of the grant) also established in South Africa. This SME could be considered as an entity with a capital or legal link to the company in South Africa. Therefore, an ER can be seconded if she/he complies with the eligibility criteria of RISE secondments.*

Example 4: *An ER is formally employed by a foundation established in Poland which executes the HR management for an academic Beneficiary, also established in Poland. The ER actually works with the academic Beneficiary and should be sent on a secondment to a non-academic Beneficiary established in Germany. The foundation will be considered as an entity with a capital or legal link to the Polish academic Beneficiary and can therefore second the experienced researcher.*

2. Not eligible

Example 5: *A manager works for an SME (not Beneficiary/TC Partner organisation of the grant) established in a MS/AC or a TC which is a subsidiary of another enterprise (Beneficiary/TC Partner organisation of the grant) established in another MS/AC or TC. Since both the SME and the subsidiary are located in different countries, the SME cannot be considered an entity with a capital or legal link to the enterprise. Therefore, the manager of this SME cannot be seconded.*

Example 6: *A university (validated as **academic**) and established in a MS/AC intends to participate in a RISE action through an association of universities (validated as **non-academic**) to be able to second staff to other academic Beneficiaries of the action. This would be seen as **circumventing RISE eligibility rules** and the associated secondments would be ineligible for funding.*

4.4 Preparing the secondment tables

All planned secondments eligible for funding that are part of the R&I activities shall be listed in the appropriate section of Part A²¹ and justified in Part B²² of the proposal for evaluation of all participating organisation to the RISE action. In addition, this shall also include secondments from organisations from non-EU countries that are not automatically eligible for funding²³ (though they may still be funded in exceptional cases).

Exceptional cases funding can be granted²⁴:

- When funding for such participants is provided for under a bilateral scientific and technological agreement or any other arrangement between the EU and an international organisation or a TC;

²¹ Secondments are listed in the Gantt chart for secondments in Part A (see [Annex 3](#) - Table A.3.1 List of secondments).

²² Justifications to be provided ([Annex 5](#); Section 4.1). Note: Additional lists of secondments should not be added in Part B. Secondment listed in Part B will be disregarded.

²³ [General Annex A of H2020 Work Programme 2018 - 2020](#) (pages 4)

²⁴ [General Annex A of H2020 Work Programme 2018 - 2020](#) (pages 4)










- When the Commission/the relevant funding body deems the participation of the entity to be **essential** for carrying out the action funded through Horizon 2020.
 - NB "**essential**" = on the grounds that participation by the entity has clear benefits for the consortium, such as: outstanding competence/expertise or access to research infrastructure, to particular geographical environments and/or access to data.

See [Table 4](#) for a summary of secondment possibilities and which of these are eligible for funding by RISE.

⚠ Important! During the implementation of the project, the listed secondments plan (Part A in Tables A.3.1) will be used as indicator for assessing the performance of the grant and deviations will need to be justified in the standard reports. At proposal stage the **secondments Table A3.1 is indicative**. However, the estimated number of PM for the total project duration should be realistic and achievable within the planned project duration. This critical part of the planning shall be made in agreement with the whole consortium.

Table 4 – Possible configurations for eligible staff exchanges funded under RISE

The table displays a simple consortium of organisations in two different MS/AC (from two different sectors) and one organisation located in a TC.

		"HOSTING" (Receiving seconded staff members)		
		Academic organisation in MS/AC (1)	Non-academic organisation in MS/AC (2)	Organisation in TC
"SENDING" (seconding staff members from organisation)	Academic organisation in MS/AC (1)			
	Non-academic organisation in MS/AC (2)			
	Organisation in TC*			

*Only TC listed in the [General Annex A of the H2020 Work Programme](#) are automatically eligible to receive funding **for sending** a staff member **to** a European institution (see exceptional cases description [Section 4.4](#)). For all TC Partner organisations **hosting incoming staff**, all secondments are eligible for RISE funding.



Indicates eligible staff exchanges (secondments) that are also eligible for RISE funding as they fit the objectives of RISE by being intersectoral between MS/AC or international from MS/AC to TC.



Indicates secondments that are not foreseen in RISE and/or not eligible for cost reimbursements for the reason of being between organisations of the same country or same sector. Exchanges between TC are all not considered part of meeting RISE objectives.

5. Implementation activities of a RISE action

5.1 Secondments and networking activities

Applicants propose a joint R&I action as the common basis for their collaboration. This action should be designed to exploit the complementary expertise of the participating organisations and to create synergies between them (see [Section 2](#)).

In addition to advancing R&I and/or knowledge in a particular area, RISE actions are also expected to create additional benefits for the participating organisations in terms of cross-sectoral transfer of knowledge and to enhance R&I skills and expertise of the seconded staff members.

The consortium is expected to support the successful implementation of the action by planning and executing secondments, organising and taking part in R&I training, workshops, seminars, conferences, etc. aimed at sharing knowledge, acquiring new skills and developing the careers of the staff members involved. The content, quality, impact and added value of all of these activities should be detailed and justified in the proposal. The RISE funding might not cover all costs of all such activities but the consortium is free to determine the best use of the contribution towards institutional costs (see [Section 6.1](#)).

⚠ Important! According to what is agreed within the consortium in terms of project "cash flow" (see [Section 6.2](#)), the institutional costs per PM secondment can effectively be "pooled" to support RISE research, training, networking and management activities ([Table 5](#)).

5.2 Dissemination and Exploitation

Dissemination/exploitation activities, grant obligation ([Art. 28 and 29](#)), are about the sharing of the results of the action. Such activities are targeted at peers (scientific or the action's own community, industry and other commercial actors, professional organisations, policymakers) and to the wider R&I community. The expected outcome of a RISE dissemination strategy is to achieve and expand the potential impact of the action.

The proposal should therefore describe the foreseen dissemination and exploitation activities and their expected impact (see [Annex 5](#)) and cover adequately the interconnected concepts with regard to Open Science and the H2020 Grant Agreement requirements for Open Access and Open Data (see [Cross-cutting issues – Box 7](#)).

5.3 Communication²⁵ and public engagement

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

- showing how European and international collaboration has achieved more than would have otherwise been possible, notably in achieving scientific excellence,

²⁵ Note that the Beneficiaries have the contractual obligation to promote the action and its results, by providing targeted information to multiple audiences (including the media and the public) in a strategic and effective manner (cf. Article 38.1.1 in the [Annotated Model Grant Agreement](#)).

contributing to competitiveness and, where relevant, solving societal challenges;

- showing how the outcomes are relevant to our everyday lives, by creating jobs, training skilled researchers, introducing novel technologies, bringing ideas from research to market and/or making our lives more comfortable in other ways;
- promoting results, which may possibly influence policy-making, and ensure follow-up by industry, civil society and by the scientific community.

In the MSCA, *public engagement* is a crucial part of communication. The primary goal of public engagement activities is to create awareness among the *general public* of the research work performed under these projects and its implications for citizens and society. The type of outreach activities, as grant obligation ([Art. 38](#)), could range from press articles and participating in European Researchers' Night events to presenting science, R&I activities to students from primary and secondary schools or universities in order to develop their interest in research careers.

6. Management considerations for implementation of RISE

6.1 Financial implementation aspects

The financial contribution to a RISE action is calculated on the basis of unit costs (a fixed amount per PM of secondment). The EU contribution is calculated by multiplying the unit costs by the number of implemented PMs. The budget will be automatically calculated based on the PM provided in the indicative plan in the Part A of the proposal.

⚠ Important! The EU contribution indicated in the grant is calculated and based on planned secondments eligible for funding. The final payable amount of the RISE action will be proportional to the **performed eligible secondments** during the action. Therefore, it is **critical to implement all planned secondments** in order to benefit of the EU contribution. Serious underperformance may lead to the termination of the Grant Agreement.

The financial support is composed of two parts: a *staff member unit cost* of 2,100 EUR per PM, plus an *institutional unit cost* of a total of 2,500 EUR per PM. The institutional unit cost is split further into funds for *research, training and networking costs* of 1,800 EUR per PM of secondment, and funds for *management and indirect costs* of 700 EUR per PM ([Table 5](#)).

Institutional unit costs²⁶ reimbursed through eligible secondments can be used to pay an additional top-up allowance to the staff members to cover additional travel and subsistence costs, or to organise additional training activities or horizontal networking events. Moreover, any remaining institutional unit costs per secondment can be "pooled" and effectively reshuffled²⁷ among different secondments according to the internal arrangements of the consortium (see [Section 6.2](#) Consortium and Partnership Agreement) to achieve the objectives of the action.

²⁶ Budget Flexibility: There is some flexibility within the consortium as regards to the use and redistribution of the amounts received for "institutional unit costs". Ideally this should be done via an internal agreement.

²⁷ Reshuffling can be between institutions and not only between secondments in different years of the project within one institution.

Each Beneficiary, as grant recipient, is responsible for the implementation of the action and will report to the REA the PM of its own seconded staff members, plus the PM of seconded staff members for any *entities with a capital or legal link* involved in the action and the secondments from TC Partner organisations to its organisation.

The EU contribution is paid to the action coordinator who will distribute it to the Beneficiaries according to the Grant Agreement and to the modalities agreed within the Consortium Agreement and/or Partnership Agreement (see [Section 6.2](#)).

Complete details regarding contractual obligations that bind all Beneficiaries can be found in the [MSCA Work Programme](#) and in the [Model Grant Agreement](#), both of which are available on the [Funding & tender opportunities Portal](#).

6.2 Consortium Agreement and Partnership Agreement

The cooperation and communication within a RISE action shall be as transparent and efficient as possible, with the involvement of seconded staff members (*e.g. for the organisation of meetings and identification of training needs*).

Beneficiaries in RISE are required to conclude a Consortium Agreement outlining their cooperation/contribution in the action, in principle prior to the signature of the Grant Agreement (see [Table 2](#)). It is also strongly encouraged to conclude a Partnership Agreement²⁸ with the TC Partner organisations to establish clear and transparent rules governing the internal relations between MS/AC Beneficiaries and TC Partner organisations.

⚠ Important! The Consortium Agreement and Partnership Agreement are deemed to cover several essential practical aspects needed to ensure a smooth implementation of the action such as practical arrangements and planning of secondments, scientific responsibilities, legal issues, IPR issues, supervision arrangements, internal modalities and timing for the distribution of funding as well as any redistribution of institutional unit costs between the Beneficiaries and TC Partner organisations.

For both Consortium and Partnership Agreements the H2020 [Guidance on how to draw up a Consortium Agreement](#) can be used as an example, subject to the necessary adaptations required by the specific structure of a RISE action.

²⁸ The Partnership Agreement can take various forms depending on the real needs of the project. For example, it can be fully incorporated in the Consortium Agreement (as a separate chapter) or be a standing alone document or be subdivided in several bilateral agreements.

Table 5 - Description of unit cost break-down per Person Month (PM)

		Amount [EUR] per PM of secondment	Description of implementation of RISE funds
Institutional unit cost ²⁹	Research, training and networking unit costs	1,800	<ul style="list-style-type: none"> Cover the costs of R&I related activities of the action such as purchasing of consumables, laboratory costs, participation to conferences, workshops, coordination and review meetings and networking activities.
	Management and indirect unit costs	700	<ul style="list-style-type: none"> Cover all general costs connected with the organisation and implementation of the secondments (administrative and financial management, logistics, ethics, human resources, legal advice, documentation, etc.). <p>⚠ Important! Note that any secondments planned to do "purely management activities" (e.g. project coordination meetings, report drafting, etc.) will not be supported.</p>
Staff member unit cost	Staff member unit costs	2,100	<ul style="list-style-type: none"> Is a top-up allowance to be fully used to support travel, accommodation and subsistence costs for the staff member during the secondment. The Staff member unit cost contribution can be managed centrally to pay for the costs linked to the individual staff member on secondment (e.g. moving costs, accommodation, etc.) or paid directly to the staff member or a combination of the two approaches. On request, the Beneficiaries must be able to show that the total amount (2,100 EUR) was fully used for the direct benefit of the seconded staff member. <p>⚠ Important! The salary of the seconded staff members or any other type of remuneration is not covered by the EU contribution. Therefore, the Beneficiaries and TC Partner organisations are expected to continue paying the staff member's salary (or any other type of remuneration) during their stay abroad.</p>

²⁹ Budget Flexibility: There is some flexibility within the consortium as regards to the use and redistribution of the amounts received for "institutional unit costs". Ideally this should be done via an internal agreement.

Annex 1 – Timetable and Specific Information for this Call

The **Marie Skłodowska-Curie Actions Work Programme** provides the legal information and conditions to be considered when submitting a proposal to this call. It describes the different actions and how they will be implemented. The Work Programme is available on the [Funding & tender opportunities Portal](#) call page. Basic data on the call implementation (deadline, budget, additional conditions etc.) is also posted. Please consult these documents.

Indicative timetable for this call

Opening date	<i>5 December 2019</i>
Deadline for submission of proposals	28 April 2020 at 17:00:00, Brussels local time
Evaluation of proposals	<i>June 2020</i>
Information on the outcome of the evaluation	<i>July 2020</i>
Indicative date for the signing of Grant Agreements	<i>From October 2020</i>

Indicative budget 2020: **EUR 80.00 million**

Further information and help

The [Funding & tender opportunities Portal call page](#) contains links to other sources that applicants may find useful in preparing and submitting a proposal.

Call Information

- *Research Enquiry Service:*
<http://ec.europa.eu/research/index.cfm?pg=enquiries>
- *Other Help Services:*
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/helpdesks>
- *Funding & tender opportunities Portal call page:*
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>
- *MSCA Work Programme 2018-2020:*
http://ec.europa.eu/research/participants/data/ref/h2020/wp/2018-2020/main/h2020-wp1820-msca_en.pdf
- *H2020 MGA MSCA-RISE – Multibeneficiary:*
http://ec.europa.eu/research/participants/data/ref/h2020/mga/msca/h2020-mga-msca-rise-multi_en.pdf
- RISE Proposal Summary Checklist: see [Annex 8](#)

General Sources of Help

- Marie Skłodowska-Curie website: <http://ec.europa.eu/msca>
- EURAXESS: <http://ec.europa.eu/euraxess/>
- The Research Enquiry Service: <http://ec.europa.eu/research/enquiries>
- National Contact Points:
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/ncp>
- FAQs (search for "H2020-MSCA-RISE"):
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/faq;categories=;programme=null;actions=;keyword=H2020-MSCA-RISE>
- How to register your organisation:
http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/register-an-organisation_en.htm
- Materials developed by the network of MSCA NCPs Net4Mobility+:
<https://www.net4mobilityplus.eu/>
- Partner search: https://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/find-partners_en.htm

Specialised and Technical Assistance

- Submission Service Help Desk: EC-EGRANTS-SERVICE-DESK@ec.europa.eu
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/helpdesks/contact-form>
- Intellectual Property Right help desk: <https://www.iprhelpdesk.eu/>

Other Useful Reference Documents

- Horizon 2020 Work Programme 2018-2020: General Introduction
<https://ec.europa.eu/programmes/horizon2020/en/news/horizon-2020-work-programme-2018-2020>
- Horizon 2020 Work Programme: General Annexes
http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-ga_en.pdf
- Horizon 2020: Rules for Participation
http://ec.europa.eu/research/participants/data/ref/h2020/legal_basis/rules_participation/h2020-rules-participation_en.pdf
- *List of countries and applicable rules for funding:*
http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-ga_en.pdf

Annex 1

- *Horizon 2020: How to Complete Your Ethics Self-Assessment*
http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf
- *Horizon 2020: Guidelines on Data Management in Horizon 2020*
http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf
- *Guide on Beneficiary registration, validation and financial viability check:*
http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/register-an-organisation_en.htm
- *European Charter and Code for Researchers:*
<https://euraxess.ec.europa.eu/jobs/charter>
- *List of associated countries to Horizon 2020:*
http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3c_part/h2020-hi-list-ac_en.pdf
- *Gender Equality in Horizon 2020:*
<https://ec.europa.eu/programmes/horizon2020/en/h2020-section/promoting-gender-equality-research-and-innovation>
- *Horizon 2020 Online Manual:*
http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm
- *Document collection in case of Audits:*
https://ec.europa.eu/research/participants/data/ref/h2020/other/gm/audit/h2020-iap_en.pdf

Annex 2 – Evaluation Criteria and Procedures

1. General

The evaluation of proposals is carried out by the Research Executive Agency (REA) with the assistance of independent evaluators which are experts on the field/topic related to the proposal/s assigned to them.

REA staff ensures that the process is fair and in line with the principles contained in the European Commission's rules³⁰ and the relevant sections of the [MSCA Work Programme](#).

Experts perform evaluations on a personal basis, not as representatives of their employer, their country or any other entity. They are required to be impartial and objective, and to behave throughout the evaluation process in a professional manner.

In addition, an independent observer is appointed by the REA to observe and report on the evaluation process, on the conduct and fairness of the evaluation sessions, and on the way in which the experts apply the evaluation criteria. The observer does not express views on the proposals under examination or on the experts' opinions on the proposals.

Proposals are submitted in a single stage and evaluated in one step by the experts against all evaluation criteria.

Conflicts of interest: under the terms of the "expert" contract, all experts must declare beforehand any known conflicts of interest, and must immediately inform the responsible REA staff member should one become apparent during the course of the evaluation. The REA will take whatever action is necessary to remove any conflict of interest.

Confidentiality: the "expert" contract also requires experts to maintain strict confidentiality with respect to the whole evaluation process. They must follow any instruction given by the REA to ensure this. Under no circumstance may an expert attempt to contact an applicant on her/his own account, either during the evaluation or afterwards.

2. Before the evaluation

Once received in the Funding & tender opportunities Portal's electronic submission system, proposals are registered and their status can be checked. Admissibility and eligibility criteria for each proposal are checked by REA staff before the evaluation begins³¹. Proposals which do not fulfil these criteria will not be included in the evaluation.

To be considered admissible, a proposal must be:

- submitted in the electronic submission system before the call deadline;
- readable, accessible and printable.

³⁰ Horizon 2020 Guidelines for submission of proposals, and the related evaluation, selection and award procedures http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/pse/h2020-guide-pse_en.pdf

³¹ Refer to http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2018-2020/annexes/h2020-wp1820-annex-ga_en.pdf.

Incomplete proposals may be considered inadmissible. The proposal must therefore include the duly completed administrative forms in Part A and the proposal description in both documents comprising Part B (see below).

For this call a proposal will be considered **eligible** if it meets all of the following conditions:

- It complies with all eligibility conditions indicated in the Work Programme, including the **minimum number and types of legal entities** as mentioned in the [MSCA Work Programme](#);
- The content of the proposal **relates to the funding scheme**, including any special conditions set out in the relevant parts of the MSCA Work Programme.

⚠ Important! A maximum length of **30 pages is applicable to Sections 2 - 4 of Part B** (see this Guide [Annex 5](#) – annotated template) of the proposal. Applicants must keep these sections of the proposal within this limit. Expert evaluators will be instructed to **disregard any pages that go beyond this limit!** Please do not use any modifications to the template to force the page limit.

3. Evaluation of Proposals

Proposals will be evaluated on the basis of the following **award criteria**:

RISE - Marie Skłodowska-Curie Research and Innovation Staff Exchange		
Excellence	Impact	Quality and efficiency of the implementation
Quality and credibility of the research/innovation project; level of novelty and appropriate consideration of inter/multidisciplinary, intersectoral and gender aspects	Enhancing the potential and future career prospects of the staff members	Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources
Quality and appropriateness of knowledge sharing among the participating organisations in light of the research and innovation objectives.	Developing new and lasting research collaborations, achieving transfer of knowledge between participating organisations and contribution to improving research and innovation potential at the European and global levels	Appropriateness of the management structures and procedures, including quality management and risk management
Quality of the proposed interaction between the participating organisations	Quality of the proposed measures to exploit and disseminate the project results	Appropriateness of the institutional environment (hosting arrangements, infrastructure)
	Quality of the proposed measures to communicate the project activities to different target audiences	Competences, experience and complementarity of the participating organisations and their commitment to the project
50%	30%	20%
Weighting		
1	2	3
Priority in case of ex aequo		

Each proposal will be assessed independently by at least three evaluators chosen by the REA from the pool of experts taking part in this evaluation.

Evaluation scores will be awarded for each of the three criteria. All of the separate elements of each criterion will be considered by the experts in their assessment

Each criterion will be scored on a scale from 0 to 5 points. Decimal points may be given.

The scores indicate the following with respect to the criterion under examination:

- 0 -** *The proposal fails to address the criterion or cannot be assessed due to missing or incomplete information*
- 1 -** *Poor. The criterion is inadequately addressed, or there are serious inherent weaknesses.*
- 2 -** *Fair. Proposal broadly addresses the criterion but there are significant weaknesses.*
- 3 -** *Good. Proposal addresses the criterion well, but a number of shortcomings are present.*
- 4 -** *Very good. Proposal addresses the criterion very well, but a small number of shortcomings are present.*
- 5 -** *Excellent. Proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.*

An overall threshold of 70% will be applied to the total weighted score.

An example of the evaluation forms used by the experts will be made available on the Funding & tender opportunities Portal.

Compliance with the **selection criteria**³² will also be verified:

Operational capacity

Operational capacity determines whether an applicant has the **basic operational resources and capacity to implement the action** (e.g. number of R&I staff compared to secondments planned (sending and hosting), adequate premises to implement the tasks mentioned in the proposal and hosting the staff members planned, etc.). The operational capacity of the Beneficiaries is assessed at the evaluation stage and also verified during the grant preparation phase for successful proposals. This assessment is based on the information to be provided in the proposal template Part B, Section 6 - **Tables B4 and B5** (see [Annex 5](#)).

Should the experts evaluating the proposal reach a consensus that one or more applicants lack sufficient operational capacity to carry out the tasks assigned to them, the experts will flag this applicant and continue to evaluate the proposal.

In addition, at all stages of the evaluation or during Grant Agreement preparation process the REA reserves the right to disregard the participation of a participating organisation lacking the appropriate operational capacity to implement the research

³² Refer to [General Annex H to the Work Programme](#)

and innovation activities declared in the proposal. In this case, the secondments involving this participating organisation will be disregarded and the total budget of the proposal reduced accordingly.

In case of doubts about the operational capacity of a participating organisation the REA also reserves the right to request additional information during the Grant Agreement preparation process and /or to follow up closely the implementation of the action by this participating organisation concerned and to request corrective measures to the participating organisation and/or the consortium, as required.

It is therefore essential to:

- Plan the research and innovation activities in the proposal in light of the real operational capacity of the organisations involved, both in terms of premises and number of staff. Example: an SME with 5-10 staff members could be very beneficial for the action and provide exceptional expertise but is unlikely to be able to implement more than a small number of person-months. Therefore an adequate number of secondments from/to this SME shall be planned without artificially boosting the planning.
- Provide in the part B (including table B4) any relevant information which will allow the evaluators and the REA to assess the operational capacity of an organisation. **The absence of such information may be considered by the REA as a sufficient element to disregard the participation of the Beneficiary/TC Partner organisation concerned based on insufficient operational capacity.**

Financial capacity

Beneficiaries will be subject to a financial viability check according to the rules established in Article 15 of the *Rules of Participation*³³ and the *Guide on Beneficiary registration, validation and financial viability check*³⁴.

³³ http://ec.europa.eu/research/participants/data/ref/h2020/legal_basis/rules_participation/h2020-rules-participation_en.pdf

³⁴ https://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/applying-for-funding/register-an-organisation/financial-capacity-check_en.htm

Annex 3 – Instructions for Completing "Part A" of the Proposal

Proposals for this call must be submitted electronically, using the Electronic Submission Services of the European Commission accessible from the call page on the [Funding & tender opportunities Portal](#).

In Part A, the applicants will be asked for administrative details and information on the secondments that will be used in the evaluation and further processing of the proposal. Part A constitutes an integral part of the proposal. Details of the work the applicants intend to carry out will be described in Part B (see [Annex 5](#) of this Guide).

The Electronic Submission Service provides guidance on how to complete the Part A (using HTML5 format), which includes the following sections:

- Section 1: General information about the proposal (including the abstract)
- Section 2: Data on participating organisations
- Section 3: Budget and List of secondments (request for funding in terms of person months)
- Section 4: Ethics table
- Section 5: Call specific questions

1. The Concept of Panels

All eligible proposals will be evaluated and ranked under one of the eight major areas of research (**scientific panels**): Chemistry (CHE); Economic Sciences (ECO), Information Science and Engineering (ENG); Environment and Geosciences (ENV); Life Sciences (LIF); Mathematics (MAT), Physics (PHY) and Social Sciences and Humanities (SOC). To help applicants select the most relevant area for your proposal (particularly relevant in the case of multi-disciplinary proposals), a document providing a breakdown of each scientific area into a number of descriptors can be found in [Annex 7](#) of this Guide.

⚠ Important! Applicants should carefully choose the panel and descriptors since this will guide the REA in the selection of experts for proposal evaluation.

2. Additional information on A3 Form – Budget and List of secondments

For each participating organisation (Beneficiaries and TC Partner organisations), the coordinator is requested to complete (i.e. encode in the online submission system) the **Table A3.1**. The coordinator should encode here the outgoing secondments planned by each participating organisation, indicating the period, duration and the destination.

⚠ Important! In Section 3: Budget and List of secondments, the applicant will be able to encode all the secondments using the first line to enter new secondments:

3 - Budget ?

Add a new secondment or update an existing one by filling the below information

Staff Member			Sending Organisation				Seconded to Organisation				Work Package Number	Secondment Starting Month	Duration of Secondment (Researcher-Months)
No	ID	Profile	Short Name	Country	Region	Academic Sector	Short Name	Country	Region	Academic Sector			
7													

Add Secondment
Update Secondment

In the same section, the table can be used to update encoded secondments. Enter the "N°" and the registered secondment will appear. Make your change and record it by clicking on "Update Secondment":

3 - Budget ?

Add a new secondment or update an existing one by filling the below information

Staff Member			Sending Organisation				Seconded to Organisation				Work Package Number	Secondment Starting Month	Duration of Secondment (Researcher-Months)
No	ID	Profile	Short Name	Country	Region	Academic Sector	Short Name	Country	Region	Academic Sector			
3	5	MNG	TEST EACEA	FR	EU/AC	yes	TEST UNIV TC	AU	TC	yes	0	26	12

⚠ Important! Do not forget to **regularly save** your form. In the case you try to encode an ineligible secondment, a pop up message will appear and will invite you to correct it.

Once the secondments plan of all participating organisations is encoded, a summary table indicating the number of secondments allocated to each participating organisation, the global number of secondments and the total budget requested for the action will be shown (**Table A3.2**). Remember that the final budget expressed in Part A corresponds to the **budget requested for EU funding** by the applicants (see last columns **Table A3.2**).

⚠ Important! Please do not forget to include the secondments from TC to MS/AC, even if they are not automatically eligible for funding (e.g. USA, Canada, Australia, Japan, China, India, Mexico, New Zealand, Russia, Brazil, and Republic of Korea, etc.). This will allow a comprehensive assessment of these TC organisations' contribution to the implementation of the RISE action (see [Annex 2](#), Criterion 3 on quality and efficiency of the implementation).

Only the secondments listed in **Table A3.1** will be considered during the evaluation. Any additional secondments listed in Part B of the proposal will be disregarded.

⚠ Important! During the implementation of the project, the secondments plan (**Tables A.3.1**) will be used as indicator for assessing the performance of the grant and deviations will need to be justified in the standard reports. At proposal stage the **secondments Table A3.1 is indicative**, yet it should be realistic and made in agreement with the whole consortium.

Table A.3.1 List of secondments

(Greyed cells are automatically filled in by the Electronic Submission Service of the Commission)

Staff member			Sending Organisation				Seconded to Organisation				Work package	Starting month	Duration in months
N°	ID	profile	Organisation short name	Country	Region	Academic (Y/N)	Organisation short name	Country	Region	Academic (Y/N)			
	1	ER											
	2	ESR											
	3	TECH											
	1	ER											
	4	ESR											
	5	MNG											
	6	ER											
	7	ER											
	8	ADM											
	9	TECH											

Possible staff member profiles (see Definitions – [Box 2](#)):

ER = Experienced researcher
 ESR = Early stage researcher
 MNG = Managerial staff
 TECH= Technical staff
 ADM = Administrative staff

The same staff member is identified by the *same staff member ID*, an integer number³⁵

³⁵ The same staff member ID cannot be associated to different profiles, such as ER1 and ESR1. The proposal shall indicate the status of the researcher at the time of application. Any changes in profile (e.g. ESR in first period graduates and becomes ER staff for the next period) can be communicated during project implementation.

Table A.3.2 Summary of secondments per participating organisation (Beneficiaries + Partner Organisations)

(Greyed cells are automatically filled in by the Electronic Submission Service of the Commission)

Participant number	Organisation short name	Country	Academic (Y/N)	Number of secondments	Person-months	Estimated budget support (whole duration of the project)				Requested EU contribution [EUR]
						Researcher costs [EUR]	Research, training and networking costs [EUR]	Management and indirect costs [EUR]	Total [EUR]	
1										
2										
3										
...										
Total										

Annex 4 – Instructions for Drafting "Part B" of the Proposal

1. General information

Part B of the proposal contains the details of the proposed RISE R&I action along with the practical arrangements planned to implement them. They will be used by the independent experts to undertake their assessment. We would therefore advise applicants to address each of the award criteria as outlined in the following sections, using both descriptive text and the tables provided. The information below serves to explain the award criteria without being exhaustive. To draft a proposal, applicants should also consult the current version of the [MSCA Work Programme 2018-2020](#).

⚠ Important! Applicants must structure their proposal according to the headings indicated in the Part B proposal template (see [Annex 5](#)). This is a particularly relevant detail if your proposal is a resubmission from a previous RISE call.

An RTF (rich text format) version of the submission template can be downloaded from the Electronic Submission Service. Applicants must ensure that their proposals conform to this layout and to the instructions given in this Guide for Applicants.

⚠ Important! Applicants must submit Part B of their proposal as two separate documents (B1 and B2):

- **Document B1:** comprise 1 page for the Start Page where the proposal acronym is indicated, one page only for the Table of Content and the Sections 2-4 describing the proposal 30 pages long. **The maximum total length for this document is 32 pages.** Of the **maximum 30 pages applied to Sections 2, 3 and 4**, applicants are free to decide on the allocation of pages between the sections. However, the overall page limit will be strictly applied and applicants must keep the proposal within the limits. **Experts will be strictly instructed to disregard any excess pages above the 32 page limit.**
- **Document B2:** must consist of Part B Sections 5-8. No overall page limit will be applied to this document, but applicants should respect the instructions given per section (e.g. in Section 6, a maximum of one page per Beneficiary and half a page per TC Partner organisation).
- As a safeguard, applicants will not be able to submit their proposals in the online submission system unless **both** documents B1 and B2 are provided.

The **minimum font size** allowed for the main text is **11** points. The page size is A4, and all **margins** (top, bottom, left, right) should be at least **15 mm** (not including any footers or headers). Ensure that the font chosen is clearly readable (e.g. Arial or Times New Roman). As an indication, such a layout should lead to a maximum of between 5,000 and 6,000 possible characters per page (including spaces). Please stick to these guidelines and do not force the 30 pages proposal description through other "special formatting".

For the tables, the font size chosen must be clearly legible by the expert evaluators. The minimum font size is therefore **9** points. Tables should not be used for circumventing the page limit. All footnotes will count towards the page limit.

Literature references should be listed in the document B2 Section 5.

Part B of the proposal carries as a header to each page the proposal acronym and the scheme. All pages should also 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".

⚠ Important! For both documents comprising Part B of the proposal, applicants **must use exclusively PDF** ("Portable Document Format", compatible with Adobe version 5 or higher, with embedded fonts). Other file formats will not be accepted by the Electronic Submission Services of the Commission. Pay attention to the page limits and maximum file size of documents to be uploaded since this may block the submission and lead to delays or missing important deadlines. Keep in mind that preparation and uploading of the PDF formatted technical annex may take some time. You should ensure that this has been completed in time, well before the call closure deadline.

2. Letters of commitment

Each TC Partner organisation (see [Definitions – Box 2](#)) must include in the proposal an up-to-date Letter of Commitment, signed by its legal representative, to demonstrate their real and active participation in the proposed consortium. These letters must be included in Section 8 of the Part B, which does not count towards the page limit.

See provided [template](#) for the letters of commitment ([Annex 6](#)) showing that the letters must include:

1. an explicit reference to the proposal (call and acronym)
2. a commitment to implement the secondments planned in the proposal

The experts will be instructed to disregard the contribution of any TC Partner organisation for which no such evidence of commitment is submitted. Moreover, depending on the size of the consortium, proposals might risk to become ineligible if one or more TC Partner organisation(s) is/are disregarded for not having included these documents.

There will be no possibility to submit the missing Letter of Commitment at a later stage. **Therefore it is essential for the applicants to collect these letters of commitment in due time and well before the call deadline.**

If the proposal is retained for funding after the evaluation, the budget linked to the secondments of the TC organisation(s) lacking the Letter of Commitment will be rejected and the total budget of the proposal will be reduced accordingly.

3. Cross-cutting issues

There are a number of important cross-cutting aspects of the H2020 programme³⁶. Selected issues are highlighted here for MSCA RISE proposals namely:

- Particular attention is focussed on **Gender Equality**³⁷ in line with the [European Charter and Code for Researchers](#)³⁸. Therefore, all MSCA proposals are

³⁶ H2020 Cross Cutting Issues: http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/cross-cutting-issues_en.htm.

³⁷ European Commission (2016), Guidance on *Gender Equality in Horizon 2020*. Available online at: http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/gender/h2020-hi-guide-gender_en.pdf

encouraged to take appropriate measures to facilitate mobility and counter-act gender-related barriers to it (see [Box 6](#); Annex 5 Section 2.1).

- Principles of the strategies covering all aspects of "[open science](#)" are applied ([Box 7](#)).

3.1 Gender aspects

In Horizon 2020 Gender is a cross-cutting issue and is mainstreamed in each of the different parts of the Work Programme, ensuring a more integrated approach to R&I.

All RISE proposals are encouraged to take appropriate measures to counter-act gender-related barriers to staff exchanges. In research activities where human beings are involved as subjects or end-users, gender differences may exist. In these cases the gender dimension in the research content has to be addressed as an integral part of the RISE proposal to ensure the highest level of scientific excellence and quality (see [Annex 5](#) – under "Excellence" of proposal Part B).

Box 6 – Gender Equality in RISE actions

Gender equality in research and innovation is a key element of Horizon 2020. It is enshrined in the core documents establishing Horizon 2020, with the following objectives:

- *Gender balance in research teams*
- *Gender balance in decision-making*
- *Gender Dimension in research content*

3.2 Ethics

All details are provided in [Annex 5](#) – Section 7 of what is expected in terms of the [Ethics "self-assessment"](#) and the elaboration on the details in your proposal where issues are identified.

3.3 Scientific Misconduct and Research Integrity

Please note that **issues of scientific misconduct and research integrity are taken seriously**. In line with the Horizon 2020 Rules for Participation, appropriate action will be taken against any applicants found to have misrepresented, fabricated or plagiarised any part of their proposal. Coordinators will also be required to make a "declaration of honour" in Part A of the proposal.

It is also expected that procedures for promoting research integrity and managing scientific misconduct will be addressed in the proposal. For example, applicants are encouraged to describe clear procedures for dealing with cases of misconduct (e.g. data fabrication, falsification, plagiarism, misuse of funds, double-funding, etc.) should they arise during action implementation.

Principles of research integrity – as set out, for instance, in the [European Code of Conduct for Research Integrity](#) – will apply throughout all MSCA.

³⁸ Commission Recommendation on the European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers, C(2005) 576 of 11 March 2005. Available online at: <http://register.consilium.europa.eu/doc/srv?l=EN&f=ST%207321%202005%20INIT>

Box 7 – Open Science, Open Access, and Open Data

1. Open Science under Horizon 2020

Applicants and Beneficiaries should respect the Horizon 2020 strategic priority of Open Science. Open Science describes the on-going evolution in the modus operandi of doing research and organising science. These changes in the dynamics of science and research are enabled by digital technologies and driven by the globalisation of the scientific community. They have an impact on the way research is produced, accessed and utilised. Open Science is an inclusive process aimed at promoting diversity in science across the European Union and opening it to the general public, in order to better address the H2020 societal challenges and ensure that science becomes more responsive both to socio-economic demands and to those of European citizens. Open Science also provides significant new opportunities for researchers to disseminate, share, explore and collaborate with other researchers.

2. Open Access

Beneficiaries must ensure that peer-reviewed scientific publications resulting from RISE funding are deposited in open access repositories, i.e. free of charge online access for any user (see guidance on Article 29.2 in the [Annotated Model Grant Agreement](#)). A link to repository for each publication must be provided in the action reports.

Further information on [Open Access](#) can be found in the [H2020 online manual](#).

3. Open Data

Beneficiaries will engage in research data sharing by default, as stipulated under Article 29.3 of the Horizon 2020 [Model Grant Agreement](#) (including the creation of a [Data Management Plan](#)). Applicants may, however, opt out of these arrangements, both before and after the signature of the Grant Agreement. Note that information related to Open Research Data provided in the proposal will not be subject to evaluation. In other words, proposals will not be evaluated negatively because they opt-out of the data sharing.

Further information on the [Data Management Plan](#) can be found in the documents section of the [H2020 online manual](#).

Annex 5 – Part B Template with annotated instructions

START PAGE

Marie Skłodowska-Curie Actions

**Research and Innovation Staff Exchange (RISE)
Call: H2020-MSCA-RISE-2020**

PART B

“PROPOSAL ACRONYM”

Table of Contents

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

DOCUMENT 1 (MAX 32 PAGES)

START PAGE (MAX 1 page)

1 TABLE of CONTENTS (MAX 1 page)

START PAGE COUNT (MAX 30 PAGES SECTIONS 2-4)

2. EXCELLENCE (*starting page 3*)

3. IMPACT

4. QUALITY AND EFFICIENCY OF THE IMPLEMENTATION

STOP PAGE COUNT (MAX 30 PAGES SECTIONS 2-4)

DOCUMENT 2 (NO OVERALL PAGE LIMIT APPLIED)

5. REFERENCES

6. CAPACITIES OF THE PARTICIPATING ORGANISATIONS

7. ETHICS ASPECTS

8. LETTERS OF COMMITMENT OF TC PARTNER ORGANISATIONS

END PAGE (1 page)

Please note that:

- Applicants must ensure that document 1 does not exceed the total page limit of maximum 32 pages (1 start page + 1 table of contents page + 30 pages for Sections 2-4).
- 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.

2. Excellence

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

Please develop your proposal according to the following lines:

- *Specific objectives and the relevance of the research and innovation action including its potential for scientific breakthroughs in relation to the " state-of-the-art ". The methodology, transfer of knowledge, secondments, training, dissemination, work plan, etc. described in the rest of the proposal must relate to research and innovation objectives described in this section.*
- *Methodological approach: detail the research and innovation activities proposed and their originality.*
- *Inter/multidisciplinary types of knowledge involved, where applicable.*
- *Consideration will be made of how the proposed RISE project promotes gender equality by encouraging equal opportunities for male and female staff involved in teams and in decision making according to the policy goals in Horizon 2020 (see Box 6 of this Guide; reference in footnote 37). Where applicable, gender aspects in research activities where human beings are involved as subjects or end-users, gender differences may exist. In these cases the gender dimension in the research content has to be addressed adequately.*

Table B1 – Work Package (WP) List³⁹

Work Package No	Work Package Title	Activity Type (e.g. Research, Training, Management, Communication, Dissemination...)	Number of person-months involved per secondment ⁴⁰	Lead Beneficiary	Start Month	End month

The title of the scientific WPs should give a good idea of the scope of the research/innovation objectives of that WP.

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

Please develop your proposal according to the following line:

- *Approach and methodology used for knowledge sharing (secondments, workshops/trainings/conferences, etc.). It should be clear how the knowledge*

³⁹ A work package is defined as a major subdivision of the proposed project

⁴⁰ The same person-month should not be declared in multiple WPs

sharing will directly contribute to achieving the aims of the research and innovation activities described in section 2.1.

2.3 Quality of the proposed interaction between the participating organisations

Please develop your proposal according to the following lines:

- *Contribution of each participating organisation in the activities planned and expertise provided to reach the action's objectives, with particular emphasis on the scientific objectives described in section 2.1.*
- *Justification of the main networking activities.*

3. Impact

3.1 Enhancing the potential and future career prospects of the staff members

Please develop your proposal according to the following line:

- *Describe how the action contributes to realising the potential of individuals and provides new skills, enhances their knowledge and career perspectives.*

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

Please develop your proposal according to the following lines:

- *Describe the development and sustainability of new and lasting research collaborations resulting from the intersectoral and/or international secondments and the networking activities implemented.*
- *Describe how the project will generate knowledge transfer that will benefit the participating organisations in the long term.*
- *Describe the contribution of the action to the improvement of the research and innovation potential within Europe and/or worldwide.*

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

Please develop your proposal according to the following lines:

- *Describe the dissemination strategy of the results - targeted at peers (scientific or the action's own community, industry and other commercial actors, professional organisations, policymakers) and to the wider research and innovation community - to achieve the potential impact of the action. Please provide adequate details and sufficient arguments for the choices of your planned activities.*
- *Elaborate on how results (when available) will be taken up/used (e.g. proposed exploitation, commercial application, dissemination measures).*
- *Expected impact of the proposed measures (e.g. addressing societal needs/challenges).*
- *Indicate intellectual property rights aspects (if applicable) and exploitation of results.*

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

Please develop your proposal according to the following lines:

- *Describe the communication strategy of the project and its results, outreach plan and the activities envisaged to engage the public. Please provide adequate details and sufficient arguments for the choices of your planned activities.*
- *Consider how activities will be targeted at multiple audiences, beyond the action's own community (including the media and the public).*
- *From the beginning of the project, indicate which channel(s) will be used to inform and reach out to society, and to show the benefits of research.*
- *Elaborate on the expected impact of the proposed activities.*

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

Communication

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

Dissemination and exploitation

All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated (in line with H2020 open access policy) 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.

4. Quality and efficiency of the implementation

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

In all cases, the Beneficiaries must take all specific steps and measures to implement the principles set out in the European Charter for Researchers⁴¹ and the Code of Conduct for their Recruitment⁴².

⁴¹ Available at <https://euraxess.ec.europa.eu/jobs/charter/european-charter>

⁴² Available at https://euraxess.ec.europa.eu/jobs/charter/code_of_conduct

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

Please develop your proposal according to the following lines:

- *Consistency and adequacy of the work plan and the activities proposed to reach the action objectives (research/innovation activities, training, transfer of knowledge, etc.).*
- *Credibility and feasibility of the action through the activities proposed.*
- *Credibility and feasibility of the allocation of secondments proposed to reach the action objectives (research/innovation activities, training, transfer of knowledge, etc.).*

⚠ Important! Please read this section carefully as there is information on what is understood as WPs, tasks, deliverables, and milestones. Also, Tables provided to include as part of your description (Tables B2, B3a, B3b).

Table B2: Work Package Description

Work Package Number	"X*"	Start/End Month ⁴³	_/_				
Work Package Title	(e.g. relevant title reflecting the R&I goals, Training, Transfer of knowledge activities, Management, Communication, Dissemination, etc.)						
Lead Beneficiary ⁴⁴							
Participating organisation Short Name**							
Total Person Months per Participating organisation:							
Objectives: <i>explain the main objectives of the WP (e.g. R&I, Training, Transfer of Knowledge (Through secondments, After secondments /Through reintegration)</i>							
Description of Work and Role of Specific Beneficiaries / Partner organisations broken down and listed into numbered tasks including the following details: Task "X.1" <ul style="list-style-type: none"> <i>Total number of Person Months allocated to secondments= " _ " :</i> <i>Brief description of the task in terms of relevant information concerning the specific activity/goal, the leading organisation of the task, the role(s) of the participating organisation(s), the profiles of the involved staff members, etc.</i> Task "X.X" <ul style="list-style-type: none"> <i>...</i> 							
Description of Deliverables: <i>- provide a brief description of the planned deliverables that is consistent with the deliverables to be listed from all WPs in Table B3a</i> <i>- i.e. consider consolidating the above listed tasks into a reasonable number of concrete outcomes (scientific and/or management, training and dissemination deliverables)</i>							

*Add a table for each work package with a number

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

⁴³ **Start/End Month** refers to months of the project not calendar months

⁴⁴ **A "lead Beneficiary" must be a Beneficiary (= organisation established in a MS/AC)** and cannot be a TC Partner organisation

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. The number of deliverables in a given Work Package must be reasonable and commensurate with the Work Package content and the associated secondments. Deliverables shall be encoded in Table B3a. Table B3a requires that deliverables should be divided into (a) scientific deliverables (i.e. scientific and technical content specific to the action) and (b) management, training exploitation, dissemination and communication deliverables.

⚠ Important! The secondments encoded in Part A should NOT be entered in this deliverable Table B3a. Moreover, note that the Grant Agreement requires yearly reporting by the consortium to follow-up implementation and to process requests for payments. Please include these reports (e.g. for a 48 month-project, year 1 and 3 progress reports) as managerial deliverables.

Table B3a – Deliverables list

Scientific Deliverables						
Deliverable Number⁴⁵	Deliverable Title	WP No.	Lead Beneficiary Short Name⁴⁶	Type⁴⁷	Dissemination Level⁴⁸	Due Date⁴⁹
Management, Training, and Dissemination Deliverables						
Deliverable Number	Deliverable Title	WP No.	Lead Beneficiary Short Name⁵⁰	Type	Dissemination Level	Due Date

⁴⁵ 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.

⁴⁶ A "lead Beneficiary" must be a Beneficiary (= organisation established in a MS/AC) and cannot be a TC Partner organisation

⁴⁷ Please indicate the nature of the deliverable using one of the following codes:

R = Document, report (excluding periodic and final reports); **ADM** = Administrative (ethics/legal/administrative related outputs); **PDE** = dissemination and/or exploitation of project results (website completion, patents filing, conference, etc.); **OTHER** = Other including coordination

⁴⁸ 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; Important: please note that upon approval by the REA Project Officer, the deliverables with Public dissemination level (PU) will be automatically published on [CORDIS](#), the European Commission's primary portal for results of EU-funded research projects. Therefore, make sure the content is appropriate both in terms of quality and confidentiality.

CI = Classified: classified information as intended in [Commission Decision 2001/844/EC](#).

⁴⁹ Measured in months from the project start date (month 1).

⁵⁰ A "lead Beneficiary" must be a Beneficiary (= organisation established in a MS/AC) and cannot be a TC Partner organisation

Milestones List

Milestones are control points in the action that help to chart progress. Milestones may correspond to the completion of a key achievement, allowing the next phase of the work to begin. Milestone shall be encoded in Table B3b. 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. In principle milestones should not be repetitions of deliverables already defined in Table B3a.

Table B3b – Milestones list

Number	Title	Related WPs	Lead Beneficiary ⁵¹	Due Date	Means of Verification ⁵²

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

Please develop your proposal according to the following lines:

- *Describe the action organisation and management structure, including any relevant elaborations of the role of the coordinator/WP leaders, financial management strategy, as well as the progress monitoring mechanisms put in place.*
- *Elaborate on quality management, relating to the availability of adequate resources of the coordinating organisation in support of the day-to-day management of the project in accordance with the obligations described in the Grant Agreement.*
- *Consider the risks that might endanger reaching the action’s objectives and the contingency plans to be put in place should risk occur.*

Table B3c – Risk List

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

⁵¹ A "lead Beneficiary" must be a Beneficiary (= organisation established in a MS/AC) and cannot be a TC Partner organisation

⁵² Show how the consortium will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype completed and running; software released and validated by a user group; field survey complete and data quality validated.

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

Please develop your proposal according to the following lines:

- *Explain the availability of the expertise and human resources, to carry out the proposed research action as well as the hosting arrangements/infrastructure.*
- *Describe the necessary infrastructures and any major items of technical equipment (if required) relevant to the proposed action.*
- ***If applicable, include and list in Table B3d*** *the beneficiaries/Partner organisations that will participate together with other entities under a capital link and shortly describe the legal arrangement and the roles of each affiliated entity in the proposal (i.e. the tasks and the secondments allocated to affiliated entities should be included)*

Table B3d – Secondments allocated to affiliated entities

WP	Task name	Staff member profile (ER/ESR/MNG/ADM/TECH)	Beneficiary /Partner organisation short name	Affiliated entity short name	Country of the affiliated entity	Person-months allocated

4.4 Competences, experience and complementarity of the participating organisations and their commitment to the action

Please develop your proposal according to the following lines:

- *Describe the adequacy of the consortium to carry out the action by explaining how participating organisations' synergies and complementarities will be exploited.*

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

STOP PAGE COUNT – MAX 30 PAGES

5. References

Add all relevant references in a standard scientific citation form.

6. Participating organisations

Note that:

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

Table B4 – Data for non-academic Beneficiaries

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

⚠ Important! This table is mandatory to correctly assess the operational capacity of non-academic beneficiaries.

All organisations (whether Beneficiaries or TC Partner organisations) must complete the appropriate table below. Complete one table of maximum one page per Beneficiary and half a page per TC Partner organisation. The experts will be instructed to disregard content above this limit (Min font size: 9).

Table B5 – Organisations (Beneficiaries and TC Partner organisations) data

Beneficiary (Organisations in EU MS/AC) Legal Name	
General Description	
Role and Profile of key people	Include names, qualifications of the person(s) supervising the action.
Key Research Facilities, Infrastructure and Equipment	Demonstrate that the team has sufficient resources to offer a suitable environment to seconded staff and to significantly contribute to the research/innovation activities proposed.
Independent research premises?	Please explain the status of the Beneficiary's research facilities – i.e. are they owned by the Beneficiary or rented by it? Are its research premises wholly independent from other Beneficiaries and/or TC Partner organisations in the consortium?
Previous Involvement in Research and innovation actions	Describe relevant research/ innovation actions in which the organisation took part
Current involvement in Research and Innovation actions	Describe relevant research/ innovation actions in which the organisation is currently participating
Publications and/or research/innovation products	Max 5

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

7. Ethics Issues

All research activities in Horizon 2020 should respect fundamental ethics principles, including those reflected in the Charter of Fundamental Rights of the European Union⁵³. These principles include the need to ensure the freedom of research and the need to protect the physical and moral integrity of individuals and the welfare of animals.

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

All proposals considered for funding will be submitted to an Ethics Review procedure.

Ethics Review is part of the overall H2020 Appraisal Scheme and Ethics Review concerns all proposals and actions including Ethics Screening and Ethics Assessment (if necessary). Under the H2020 Ethics Appraisal Scheme, Ethics Checks can be carried out during the action's implementation and for a period of up to two years afterwards.

When preparing a proposal, **it is required to conduct an Ethics Self-assessment** starting with the completion of an Ethics Issues Table (Part A). In this context, please be aware that it is the applicants' responsibility to identify any potential ethics issues, to handle the ethics aspects of their proposal, and to detail how they plan to address them. **Please refer to the Ethics Self-Assessment Guidelines under Horizon 2020**⁵⁴.

If you have entered any ethics issues in the ethics issues table in Part A of the proposal, you must submit an ethics self-assessment in Part B2 Section 7.

Your self-assessment must:

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

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

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

⚠ Important! Note that according to the revised Art. 34.2 Grant Agreement, before the beginning of an activity raising an ethical activity, the appropriate ethics committee opinions required under national law or any notification/authorisation for activities raising ethical issues required under national and/or European law must be obtained. The documents must be kept on file and be submitted upon request to the Executive Agency. If they are not in English, they must be submitted together with an English summary which

⁵³ [Charter of Fundamental Rights of the European Union, 2000/C 364/01.](#)

See also http://www.europarl.europa.eu/charter/default_en.htm

⁵⁴ http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf

shows that the action tasks in question are covered and includes the conclusions of the committee or authority concerned.

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

- Research **objectives** (e.g. study of vulnerable populations, dual use, etc.);
- Research **methodology** (e.g. protection of any personal data collected, consent procedures, involvement of children, clinical trials, etc.);
- The potential **impact** of the research (e.g. dual use issues, environmental damage, stigmatisation of particular social groups, political or financial retaliation, benefit-sharing, malevolent use, etc.);
- Include a table explaining the task and the WP where the activities will be performed to fulfil the ethical requirements.

Make sure to follow the guidance provided in the ethics self-assessment guidance note⁵⁵ when addressing the different issues raised by your proposal and keep in mind that all proposals selected for funding will undergo an ethics evaluation that will consider this section.

⚠ Important! Please indicate which WP, deliverable, and/or task concerns the ethical issue you describe to avoid any unnecessary confusion during the Ethics Evaluation process.

8. Letters of Commitment of TC Partner organisations

Please use this section to insert scanned copies of signed letters of commitment from TC Partner organisations (see details [Annex 4](#), point 2 of this Guide). The Letter of Commitment must explicitly refer to the proposal (call and acronym) as well as to motivate/explain the engagement to implement the secondments planned in the proposal. Please note that the letter must be signed by the legal representative of the concerned institution. Template provided in [Annex 6](#).

⁵⁵ http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf

ENDPAGE

MARIE SKŁODOWSKA-CURIE ACTIONS

**Research and Innovation Staff Exchange (RISE)
Call: H2020-MSCA-RISE-2020**

PART B

“PROPOSAL ACRONYM”

Annex 6 – Template of Institutional Commitment letter for TC Partner organisation participating in a RISE project

- *On headed paper of the Partner organisation*

- *Beyond any additional information that the TC 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 undersigned⁵⁶ _____, in my quality of Legal Authorized Representative of⁵⁷ _____, commit to set up all necessary provisions to send/host the secondments contributing to the development and implementation of the proposal number _____ - acronym _____ submitted within the call H2020-MSCA-RISE-2020 should the proposal be funded.

We will contribute to the [*Explanation of the activities performed by the TC Partner organisations in order to ensure a successful implementation of the project*].

I am aware of and agree with the principle that the setting up of such provisions is a precondition for the proposal to be funded.

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

We are pleased to provide any additional information on our commitment towards the project upon your request or the request of the European Commission.

Name, date, signature

⁵⁶ First name and surname

⁵⁷ Name of the organisation/faculty/department

Annex 7 – Guidance for Descriptors Selection and List of Descriptors

In the electronic submission system (SEP) the applicants should choose the scientific area and descriptors (keywords) carefully since this will guide the REA in the selection of the most appropriate experts for the proposal evaluation. The number of descriptors will range from three (3) to five (5) as explained below. Applicants must:

- 1) Select the **Area of Research** (e.g.: CHE) in which the proposal best fits, in [Part A - Section 1](#) of the proposal submission forms. This should be considered as the core discipline of the proposal.
- 2) Within the most relevant **Sub-Area of Research** (e.g.: C1-Synthetic Chemistry and Materials), select **the first descriptor** that best characterises the subject of the proposal (e.g. Colloid Chemistry).
- 3) **The second descriptor** that best characterises the subject of the proposal must be selected within the area of research (e.g.: CHE) that has been selected in step 2.
- 4) **Third descriptor:** it is mandatory to select at least one (1) additional descriptor which can be chosen from any of the eight (8) areas of research.
- 5) If needed you may **add further two (2) additional descriptors** chosen freely.

Please note: you should select the descriptors **in order of importance**, the first being the most decisive. There is no predefined budget allocation among the panels: The call budget will be distributed in proportion to the number of eligible proposals received in each panel. To help you select the most relevant area for your proposal, the following list provides a breakdown of each scientific area into a number of descriptors:

CHE - Chemistry (CHE)	Area of Research
<u>C1 - Inorganic Chemistry</u>	<i>Sub-Area of Research</i>
Radiation and nuclear chemistry	
Organometallic chemistry	
Coordination chemistry	
Solid state materials	
Bioinorganic chemistry	
Catalytic materials	
Chemistry of non-metals	
Inorganic chemistry	
<u>C2 - Organic, Polymer and Molecular Chemistry</u>	<i>Sub-Area of Research</i>
Molecular architecture and structure	
Organic chemistry	
Macromolecular chemistry	
Polymer chemistry	
Heterocyclic chemistry	
Peptide chemistry	
Natural product synthesis	

Molecular chemistry
Supramolecular chemistry
Stereochemistry
Combinatorial chemistry
Carbohydrates
Chirality
Click chemistry
Nucleic acid chemistry
Organic reaction mechanisms
Synthetic organic chemistry

C3 - Physical and Analytical Chemistry

Sub-Area of Research

Molecular electronics
Photochemistry
Ionic liquids
Physical chemistry
Molecular dynamics
Theoretical and computational chemistry
Surface chemistry
Corrosion
Chemistry of condensed matter
Colloid chemistry
Analytical chemistry
Forensic chemistry
Chemical reactions: mechanisms, dynamics, kinetics and catalytic reactions
Spectroscopic and spectrometric techniques
Method development in chemistry
Chromatography
Microscopy
Crystallography and X-ray diffraction
Heterogeneous catalysis
Homogeneous catalysis
Physical chemistry of biological systems
Chemical instrumentation and instrumental techniques
Crystallisation
Electrochemistry, electro dialysis, microfluidics, sensors
Magnetic resonance
Mass spectrometry
Photocatalysis
Quantum chemistry
Separation techniques/extraction
Trace analysis

C4 - Applied and Industrial Chemistry

Sub-Area of Research

Materials for sensors
Nanochemistry
Food chemistry
Toxicology
Enzymology
Intelligent materials, self-assembled materials
Structural properties of materials
Ceramics
Thin films
Surface modification
Medicinal chemistry

Batteries
 Coating
 Fuel cells
 Biological chemistry, biochemistry
 Biomaterials, biomaterial synthesis
 Graphene, carbon nanotubes
 Green chemistry
 Hydrogen production/storage
 Nano-materials: oxides, alloys, composite, organic-inorganic hybrid, nanoparticles
 Pharmaceutical processes and production, regulatory aspects, quality assurance, good manufacturing practice
 Plastics
 Porous materials, metal organic framework (MOFs)
 Solar cells
 Targeted drug delivery/discovery
 Water splitting
 Water treatment/purification

ECO - Economic Sciences (ECO)

Area of Research

E1 - Economics

Sub-Area of Research

Labour economics
 Public economics
 International trade
 Economic geography
 Economic history
 Urban and regional economics
 Industrial economics
 Health economics
 Applied research econometrics
 Behavioural and experimental economics
 Economic growth
 Economics of education
 Environment economics
 Financial econometrics
 Game theory
 Global macroeconomic challenges
 Macroeconomics theory
 Monetary economic, international finance
 Political economy
 Social economics, welfare economics
 Statistics and big data

E2 - Economic Development

Sub-Area of Research

Public administration
 Circular economy
 Cluster development
 Environment issues in development economics
 Key enabling technologies for development
 Natural resources management
 Research & open innovation, competitiveness

E3 - Management

Sub-Area of Research

Corporate governance and management
 Human resources management

Industrial organization
Research and innovation management
Start-up's, new business models in entrepreneurship, social entrepreneurship
Strategy, marketing
Value chain and optimisation

E4 - Finance

Sub-Area of Research

Accounting, international accounting standards, reporting, tax issues related to accounting
Banks, insurance companies, financial intermediaries & funds, credit rating agencies
Corporate finance, fundamentals analysis, capital budgeting, venture capital, risk assessment
Financial markets, stock markets, fixed income markets, other markets
Investments, asset pricing, bonds, derivatives, commodities

ENG - Information Science and Engineering (ENG)

Area of Research

G1 - Computer science and informatics

Sub-Area of Research

Scientific computing and data processing
Theorem proving, symbolic, algebraic computations
Sensor networks, embedded systems, hardware platforms
E-commerce, e-business, computational finance
Bioinformatics, e-Health, medical informatics
Software engineering, operating systems, computer languages
Theoretical computer science, formal methods
Algorithms, distributed, parallel and network algorithms, algorithmic game theory
Artificial intelligence, intelligent systems, multi agent systems
Computer graphics, computer vision, multimedia, computer games
Numerical analysis, simulation, optimisation, modelling tools
Complexity and cryptography, electronic security, privacy, biometrics
E-learning, user modelling, collaborative systems
Intelligent robotics, cybernetics
Cognitive modelling, cognitive engineering, cognitive sciences
Computer games, computer geometry, multi-media, augmented and virtual reality
Evolutionary computing, biologically-inspired computing
Internet and semantic web, ontologies, database systems and libraries
Machine learning, data mining, statistical data processing and applications
Modelling engineering, human computer interaction, natural language processing
Neural networks, connectionist systems, fuzzy logic
Parallel/distributed systems, GPGPU, grid, cloud processing systems
Pervasive computing, ubiquitous computing, ambient intelligence, internet of things
Quantum computing, DNA computing, photonic computing

G2 - Systems and Communication Engineering: Electrical, electronic, communication, optical and systems engineering

Sub-Area of Research

Signal processing
Networks (communication networks, sensor networks, networks of robots, etc.)
Simulation engineering and modelling
Optical engineering, photonics, lasers

Electrical and electronic engineering: semiconductors, components, systems
 Electronics, photonics
 Systems engineering, sensorics, actorics, automation
 Wireless communications, communication, high frequency, mobile technology
 Diagnostic and implantable devices, environmental monitoring
 Nano engineering
 Control Engineering
 Human-computer-interfaces

G3 - Products and Processes Engineering: Product design, process design and control, construction methods, civil engineering, energy processes, material engineering

Sub-Area of Research

Computational engineering and computer aided design
 Civil engineering
 Industrial design (product design, ergonomics, man-machine interfaces, etc.)
 Architecture, smart buildings, smart cities, urban engineering
 Transport engineering, intelligent transport systems
 Lightweight construction, textile technology
 Mechanical and manufacturing engineering (shaping, mounting, joining, separation)
 Fluid mechanics, hydraulic-, turbo-, and piston engines
 Aerospace engineering
 Chemical engineering, technical chemistry
 Production technology, process engineering
 Materials engineering
 Environmental engineering and geotechnics
 Sustainable design (for recycling, for environment, eco-design)
 Energy systems, smart energy, smart grids, wireless energy transfer
 Energy collection, conversion and storage, renewable energy
 Industrial bioengineering
 Maritime engineering
 Waste treatment

ENV - Environmental and Geosciences (ENV)

Area of Research

V1 - Environment and society

Sub-Area of Research

Urbanization and urban planning, cities
 Mobility and transportation
 Clean technologies, circular economy, life cycle assessment
 Environmental determinants of health
 Environmental regulations, climate negotiations and citizen science
 Environmental risk assessment, monitoring
 Social and industrial ecology, sustainable development
 Spatial and regional planning (including landscape and land management), GIS
 Waste, by-products and residue management (including from agriculture)

V2 - Earth system science

Sub-Area of Research

Paleoclimatology, paleoecology
 Biogeochemistry, biogeochemical cycles
 Mineralogy, petrology, igneous petrology, metamorphic petrology
 Earth observations from space/remote sensing
 Geochemistry, crystal chemistry, isotope geochemistry
 Physical geography

Cryosphere, dynamics of snow and ice cover, sea ice, permafrost and ice sheets
 Terrestrial ecology, land cover change
 Atmospheric chemistry, atmospheric composition, air pollution, indoor air quality
 Meteorology, atmospheric physics and dynamics
 Climatology and climate change
 Natural hazards
 Clean exploration and exploitation of natural resources
 Environmental chemistry, environmental forensics
 Geology, tectonics, volcanology, physics of earth's interior, seismology
 Hydrology, water management
 Noise pollution
 Oceanography, marine science, coastal engineering
 Pollution (water, soil, sediment), rehabilitation and reconstruction of polluted areas, clean technologies
 Sedimentology, soil science, palaeontology

V3 - Evolutionary, population and environmental biology *Sub-Area of Research*

Animal behaviour
 Ecology
 Population biology, population dynamics, population genetics
 Biogeography, macro-ecology
 Species interactions (e.g. food-webs, symbiosis, parasitism, mutualism, bio-invasion)
 Systems evolution, biological adaptation, phylogenetics, systematics
 Biodiversity, conservation biology
 Comparative biology
 Ecotoxicology
 Environmental, marine and freshwater biology

V4 - Applied Life Sciences and Non-Medical Biotechnology *Sub-Area of Research*

Applied biotechnology (non-medical), bioreactors, applied microbiology
 Aquaculture, fisheries
 Environmental biotechnology, bioremediation, biodegradation
 Biomimetics
 Biohazards, biological containment, biosafety, biosecurity
 Agriculture production systems (animals)
 Agriculture production systems (crops), including fertilisation and nutrient management
 Applied plant biology
 Biomass and biofuels production
 Crop protection, pest and disease control
 Food sciences, safety, traceability, authenticity, agroindustry
 Forestry and forest management, agroforestry
 Soil biology, soil functionality, soil management

LIF - Life Sciences (LIF)

Area of Research

L1 - Molecular and Structural Biology

Sub-Area of Research

Lipid synthesis, modification and turnover
 Carbohydrate synthesis, modification and turnover
 RNA synthesis, processing, modification and degradation
 Biophysics (e.g. transport mechanisms, bioenergetics, fluorescence)
 Molecular interactions
 DNA repair and recombination

DNA synthesis and degradation
Molecular metabolism
Protein synthesis, folding, modification and turnover
Structural biology (e.g. crystallography, EM, NMR, PET)

L2 - Genetics, Genomics, Bioinformatics and Systems Biology *Sub-Area of Research*

Proteomics
Transcriptomics
Computational biology
Systems biology
Plant genetics
Molecular genetics, reverse genetics and RNAi
Quantitative genetics
Epigenetics and gene regulation
Genetic epidemiology
Biostatistics
Biological systems analysis, modelling and simulation
Applied genetic engineering, transgenic organisms, recombinant proteins, biosensors
Bioinformatics
Chromosome structure organization and dynamics
Comparative, evolutionary and population genomics
Genetic and genomic variation and related disorders
Genetic pharmacology
Genome editing
Genomics and functional genomics
Metabolomics (including glycomics)

L3 - Cellular and Developmental Biology *Sub-Area of Research*

Morphology and functional imaging of cells
Cell differentiation, physiology and dynamics
Organelle biology
Developmental biology and technology
Mechanisms and dynamics of cell migration
Mechanisms of growth control and cell proliferation
Molecular mechanisms of signal transduction
Molecular transport mechanisms
Pattern formation and embryology in animal organisms
Plant development pattern formation and embryology in plants
Stem cells and cellular programming

L4 - Physiology, Pathophysiology and Endocrinology *Sub-Area of Research*

Organ physiology and pathophysiology
Ageing
Cardiovascular diseases
Endocrinology
Metabolism, biological basis of metabolism related disorders
Cancer and its biological basis
Comparative physiology
Environmental physiology
Rare/orphan Diseases
Reproductive biomedicine (reproductive physiology and endocrinology, infertility and pregnancy research)

L5 - Neurosciences and neural disorders *Sub-Area of Research*

Neuroimaging and computational neuroscience

Molecular and cellular neuroscience
 Mechanisms of pain
 Neurological disorders (e.g. Alzheimer's disease, Huntington's disease, Parkinson's disease)
 Behavioural neuroscience (e.g. sleep, rhythms, speech, handedness)
 Cognitive neuroscience (e.g. learning, memory, emotions, consciousness)
 Medicines, psychoactive drugs and pharmacology, poison
 Neural development and neuroplasticity
 Neuroanatomy and excitability
 Physiology of nerves and motor systems
 Psychiatric disorders and clinical psychology (e.g. schizophrenia, autism, Tourette's syndrome, obsessive compulsive disorder, depression, bipolar disorder, attention deficit hyperactivity disorder)
 Sensory perception (nose and smell, tongue and taste, eyes and vision, ears and hearing, skin, pain, touch and movements)

L6 - Immunity and infection

Sub-Area of Research

Microbiology
 Bacteriology
 Parasitology
 Virology
 Immunosignalling
 Immunological memory and tolerance
 Immunogenetics
 Prevention and treatment of infection by pathogens (e.g. vaccination, antibiotics, fungicide)
 Veterinary medicine and infectious diseases in animals
 Biological basis of auto-immunity/tolerance
 Biological basis of cancer immunity
 Biological basis of immunity related inflammatory disorders
 Biological basis of other immunity related disorders
 Cellular and adaptive immunity
 Phagocytosis and innate immunity

L7 - Diagnostic tools, therapies and public health

Sub-Area of Research

Medical engineering and technology
 Gene therapy, cell therapy, regenerative medicine
 Surgery
 Radiation therapy
 Public health and epidemiology
 Health services, health care research
 Environment and health risks, occupational medicine
 Diagnostic tools (e.g. genetic, molecular diagnostic)
 Drug discovery and design (formulation and delivery)
 Drug therapy and clinical studies
 Immunotherapy (vaccine discovery, genetic vaccines)
 In vitro cell and tissue imaging
 In vivo bio and medical imaging
 Personalised medicine (diagnostic/prognostic biomarker, patient-orientated management solutions)
 Pharmacology, pharmacogenomics
 Tissue regeneration and engineering

MAT - Mathematics (MAT)

Area of Research

M1 - Mathematics

Sub-Area of Research

Algorithms and complexity
 Partial Differential Equations
 Probability
 Algebraic geometry
 Algebraic number theory
 Algebraic topology
 Analytic number theory
 Category theory and algebraic structures
 Combinatorics
 Complex analysis
 Complex geometry
 Differential Geometry
 Functional analysis
 Game Theory
 General topology
 Graph Theory
 Group Theory
 Harmonic analysis
 Homological algebra
 Low dimensional topology
 Mathematical logic and set theory
 Non commutative Geometry
 Ordinary Differential Equations and Dynamical Systems
 Ring theory
 Set theory

M2 - Applied Mathematics

Sub-Area of Research

Mathematical aspects of Computer Science
 Numerical analysis and scientific computing
 Statistics
 Optimization
 Control Theory
 Data Analysis
 Mathematical aspects of Biology
 Mathematical aspects of Economy and Finance
 Mathematical aspects of Physics
 Mathematics in Engineering and other Applied Sciences
 Operational Research
 Scientific Computing

PHY - Physics (PHY)

Area of Research

P1 - Particle and Nuclear Physics

Sub-Area of Research

Fundamental interactions and fields
 Neutrino oscillations
 Nuclear physics, heavy ions
 Nuclear physics, nuclear structure
 Particle accelerators and detectors
 Particle physics, experiment
 Particle physics, theory/phenomenology
 Quantum chromodynamics
 Quantum field theory
 Supersymmetric particles

P2 - Atomic and molecular physics, optics

Sub-Area of Research

Metrology and measurement

Statistical physics (gases)
Photonics
Atomic physics
Molecular physics
Chemical Physics
Cold/Ultra-cold atoms and molecules
Interferometry
Laser physics
Nano-optics
Non linear optics
Optical physics
Quantum electrodynamics
Quantum optics

P3 - Condensed matter physics

Sub-Area of Research

Structure of solids and liquids
Electronic properties of materials, surfaces, interfaces
Superconductivity
Superfluids
Spintronics
Magnetism and strongly correlated systems
Soft condensed matter
Nanophysics: nanoelectronics, nanophotonics, nanomagnetism, nanoelectromechanics, etc.
Mesoscopic physics
Phase transitions, phase equilibria
Fluid dynamics
Gas and plasma physics
Surface Physics
Condensed matter, mechanical and acoustical properties, lattice dynamics
Condensed matter, thermal properties
Condensed matter, transport properties
Films and Interfaces
High pressure physics
Low-temperature physics
Polymer physics
Semiconductors and insulators
Statistical mechanics (condensed matter)

P4 - Astrophysics, Cosmology, Space science

Sub-Area of Research

Nuclear astrophysics
Space weather
Solar physics
Interstellar medium
Formation and evolution of galaxies
Clusters of galaxies and large scale structures
Relativistic astrophysics
Dark matter, dark energy
Cosmology
Active Galactic Nucleus (AGN), QSO
Astrobiology, astrochemistry
Astrometry
Astronomical instrumentation: telescopes, detectors, techniques
Astrophysical jets, accretion phenomena
Big bang nucleosynthesis

Cosmic Microwave Background (CMB)
 Extrasolar planets and exoplanets
 Formation, structure and evolution of stars
 Gravitational lensing
 Gravitational waves
 High energy astrophysics
 Radio astronomy
 Solar system and planetary science

P5 - Applied physics

Sub-Area of Research

Acoustics
 Optoelectronics
 Medical physics
 Plasmonics
 Agrophysics
 Biophysics and biophysical techniques
 Communication physics
 Complex systems, networks
 Computational physics
 Geophysics
 Laser applications
 Nanotechnology: nanomaterials, tools and techniques, applications of nanotechnology
 Optical engineering
 Photodetectors
 Photonics applications
 Photovoltaics and solar cells
 Quantum electronics
 Quantum technology and quantum devices
 Solid-state devices

SOC - Social Sciences and Humanities (SOC)

Area of Research

S1 - Sociology, social anthropology

Sub-Area of Research

Kinship, cultural dimensions of classification and cognition, identity
 Myth, ritual, symbolic representations, religious studies
 Transformation of societies, democratization, social movements
 Gender studies
 Social structure, social mobility
 Inequalities, discrimination, prejudice, aggression and violence, antisocial behaviour
 Ageing, health social policies
 Attitudes and values
 Demography, population issues and policies
 Fertility, family dynamics, policies
 Globalization, glocalization, antiglobalism
 Migration, refugees, asylum, interethnic relations, conflicts and integration of migrants
 Qualitative methods, ethnography, case studies
 Rural population, agriculture, innovation, depopulation
 Social economy, social entrepreneurship
 Social influence, power and group behaviour, classroom management
 Social integration, exclusion, inequalities, participation and prosocial behaviour
 Social theory

Social welfare and neoliberalism
Sociology of education
Sociology of knowledge
Urban sociology, urban theory, urban studies, global cities, territorialisation
Work, employment, precariousness
Youth studies

S2 - Political science

Sub-Area of Research

Political systems and institutions, governance
Foreign policy
Human, economic and social geography
Political economy
Comparative politics
Development studies
Electoral politics, political parties, citizenship and public engagement
EU and European politics
Game theory, logic of collective choice
International relations, global governance, international politics and history, geopolitics
Migration policy
Political theory, political thought, political philosophy, ideologies
Politics of gender, race, discrimination and inequalities, identity politics
Public administration, public policies
Regional and territorial politics
Relations with public interest groups
Theories of conflict, violence and security, negotiation and mediation

S3 - Law

Sub-Area of Research

Legal systems, constitutions, foundations of law
Criminal law
Business, corporate and securities law
Comparative law
Education law
Employment and labour law, social law
European law
Family and juvenile law
Health law
Intellectual property and innovation law, data protection law, IT law
International law, human and civil rights, violence, conflict and peacebuilding
Private law, consumer protection law
Public law, immigration law, environmental law
Sports and entertainment law

S4 - Communication

Sub-Area of Research

Social studies of science and technology
Communication networks, media, including social media, information society
Crisis communication theory and procedures
Digital social research, audio-visual social services
Information & communication technology and the world of work
Information society and education
Institutional communication
Lobbying
Political communication and strategy
Social communication, verbal and nonverbal communication

S5 - Cognition, psychology, linguistics

Sub-Area of Research

Evolution of mind and cognitive functions, animal communication
Formal, cognitive, functional and computational linguistics
Typological, historical and comparative linguistics
Use of language: pragmatics, sociolinguistics, discourse analysis, second language teaching and learning, lexicography, terminology
Biological psychology, mind-body connection, health, stress and disease
Cognitive psychology, learning, cognition
Development across the life-span and developmental psychopathology
Ergonomics, human factors, user modelling, and neuroergonomics
Neuropsychology and neurolinguistics
Psycholinguistics, acquisition, comprehension, production
Socio-cultural psychology and social cognition

S6 - Philosophy

Sub-Area of Research

Ethics and morality, bioethics
History of philosophy
Epistemology, logic, philosophy of science
Social and political philosophy
Aesthetics and philosophy of culture and anthropology
Analytic philosophy
Metaphysics
Phenomenology
Philosophy of religion

S7 - Education

Sub-Area of Research

Education systems, institutions and policies, sociology of education
Educational assessment, feedback
Learning technologies, e-learning, tutoring systems, learning analytics
Lifelong learning, workplace learning and training, heutagogy
Philosophy of education, human development
Teaching and learning methodologies, pedagogy, andragogy, psychology of education

S8 - Literature, arts, music, cultural and comparative studies

Sub-Area of Research

Cultural studies, cultural diversity
Textual philology, palaeography and epigraphy
Classics, ancient Greek and Latin literature and art
History of literature
Literary theory and comparative literature, literary styles
Cultural memory, intangible cultural heritage
Music and musicology, history of music
History of art and architecture, arts-based research
Computational modelling and digitisation in the cultural Sphere
Museums and exhibitions, conservation and restoration
Visual arts, performing arts, film, design
African literature
Comparative literature
Contemporary literature
History of art criticism
History of books, codicology
History of collections
History of fashion design
Latin American literature
Library and archival science, librarianship
Medieval literature

Modern literature
Oriental and East Asian literature

S9 - Archaeology, history and memory

Sub-Area of Research

Ancient history
Medieval history
Modern and contemporary history
Colonial and post-colonial history, global and transnational history, entangled histories
Gender history
History of ideas, intellectual history, history of science, techniques and technologies
Military history
Social, economic, cultural and political history
Collective memories, identities, lieux de mémoire, oral history
Diplomatics
Cultural heritage, cultural memory
Numismatics, epigraphy
Prehistory, palaeoanthropology, palaeodemography, protohistory
Historiography, theory and methods in history, including the analysis of digital data
General archaeology, archaeometry, landscape archaeology
American archaeology, art and culture
Asian archaeology, art and culture
Classical archaeology and art, history of archaeology
Cultural History, history of collective identities and memories
Early and modern archaeology
Egyptology and ancient near eastern archaeology, art and culture
Industrial archaeology
Modern and contemporary archaeology

Annex 8 – RISE Proposal Summary Checklist⁵⁸

RISE Proposal Summary Checklist		Subcriteria
Excellence		
• The quality and novelty of the planned research / innovation activities is properly demonstrated and relevant against the current state-of-the-art.		2.1
• The remaining parts of the proposal (methodology, transfer of knowledge, dissemination etc.) are clearly linked to the scientific objectives.		2.1
• The defined methodology is credible and appropriate to achieve the scientific objectives.		2.1
• <i>Where applicable</i> , the multidisciplinary knowledge described in the proposal is sufficient to achieve the scientific objectives.		2.1
• The promotion of gender equality and equal opportunities between male and female staff, including at the decision making level, is considered.		2.1
• <i>If applicable</i> , the gender dimension in research and innovation content is well addressed.		2.1
• The approach ensuring knowledge sharing between participants is well explained and pertinent.		2.2
• It is clearly described how the knowledge transfer will directly contribute to achieving the aims of the research and innovation activities.		2.2
• The interaction between the participants is well described, relevant and necessary to achieve the objectives of the project.		2.3
Impact		
• The skills / knowledge to be obtained by the individuals seconded are described appropriately.		3.1
• How these new skills / knowledge should improve the staff career perspectives (taking into account the seconded staff profile: ESR, ER, technician, etc.) is described in the proposal.		3.1
• The proposal shows how secondments and resulting activities are likely to develop sustainable collaborations between the participants involved.		3.2
• The proposal describes how the knowledge transfer will be achieved and will benefit the participating organisations in the long term.		3.2
• The proposal describes how the project proposed will impact research / innovation capacity at the European and/or Global level.		3.2
• The strategy to disseminate the results is clear and consistent and the proposal explains how the project plans to reach targets that will maximise the results' impact (the scientific community, policymakers, commercial actors, etc.).		3.3
• The proposal describes how results will be used and <i>if applicable</i> why their exploitation or commercialisation is relevant.		3.3
• The proposal describes how project results could impact society in a pertinent way and if they can lead to relevant progress in societal challenges (healthy ageing, low carbon society, enhanced cyber-security, etc.).		3.3
• The plan to exploit results is relevant. <i>When applicable</i> , the IPR aspects are sufficiently described considering the results expected.		3.3
• The plan to engage the public to communicate on the project and its results is sufficiently detailed and adequate.		3.4
• Specific activities to reach non-specialist / non-scientific audiences such as the public or the media is described adequately.		3.4
• The communication channels used during the entire project lifetime to communicate results and their benefit to society are clearly explained.		3.4

⁵⁸ This checklist is indicative only

<ul style="list-style-type: none"> • The proposal assesses the potential impact of the proposed communication and outreach activities for the project and the public. 	3.4
Quality and efficiency of the implementation	
<ul style="list-style-type: none"> • The secondments proposed are necessary to implement the activities described and their duration is appropriate to achieve the objectives. 	4.1
<ul style="list-style-type: none"> • The activities proposed are concrete and credible, and the feasibility of the project is clearly demonstrated. 	4.1
<ul style="list-style-type: none"> • The deliverables are significant and not too ambitious in the context of the work plan outlined. 	4.1
<ul style="list-style-type: none"> • The governance structure is adequate and well described and the role of the coordinator and WP leaders in this management structure are appropriate. 	4.2
<ul style="list-style-type: none"> • The management processes (administrative aspects, financial strategy, progress monitoring, etc.) are properly addressed. 	4.2
<ul style="list-style-type: none"> • The capacity of the coordinating organisation to manage an international/intersectoral consortium funded by a EU grant is convincingly demonstrated. 	4.2
<ul style="list-style-type: none"> • The proposal addresses adequately the potential risks (scientific obstacles, delays in secondments, lack of resources, etc.) and provides realistic solutions to overcome them. 	4.2
<ul style="list-style-type: none"> • The proposal demonstrates that the number of staff available and the staff member profiles are appropriate to implement the activities linked to the different secondments. 	4.3
<ul style="list-style-type: none"> • The proposal demonstrates that the host institutions provide suitable conditions (staff, infrastructures, etc.) for the secondments to be executed correctly. 	4.3
<ul style="list-style-type: none"> • The infrastructures to implement the activities are adequate and described appropriately in the proposal. 	4.3
<ul style="list-style-type: none"> • <i>If entities associated to a beneficiary by a legal/capital link are expected to participate in the project, the proposal clearly differences the tasks and secondments allocated to the beneficiary or to the affiliated entities.</i> 	4.3
<ul style="list-style-type: none"> • The proposal demonstrates that all the beneficiaries (and Partner organisations) in the consortium are necessary to complete the tasks described. 	4.4
<ul style="list-style-type: none"> • The proposal demonstrates that the complementarities of the beneficiaries (and Partner organisations) are needed to implement the activities proposed. 	4.4