



# GUIDE FOR APPLICANTS

## Marie Curie Actions *People*

Marie Curie Awards (AWARDS)  
Call identifier: FP7-PEOPLE- 2007-5-2-AWARDS  
Closure Date: 26 April 2007 at 17:00 (Brussels local time)

## Foreword

This is version number 2 of the Guide for Applicants for the call:

*FP7-PEOPLE- 2007-5-2-AWARDS*

The changes made since the previous provisional Guide (published on 22 December 2006) are minor and mainly of an editorial nature.

- The description of the action in Section 2 has been amended with further details on the rules and objectives of the action
- Minor mainly editorial changes have been introduced in Annex 4 ("Instructions for drafting Part B")

## About this Guide

**This Guide explains the principles of  
Marie Curie Awards (AWARDS)  
to be funded under the EU's Seventh Framework Programme.**

Similar documents are available for the other  
Marie Curie Actions namely:

Marie Curie Initial Training Networks (ITN)  
Marie Curie Intra-European Fellowships for Career Development (IEF)  
Marie Curie European Reintegration Grants (ERG)  
Marie Curie Co-funding of Regional, National, and International Programmes (COFUND)  
Marie Curie Industry-Academia Partnerships and Pathways (IAPP)  
Marie Curie International Outgoing Fellowships for Career Development (IOF)  
Marie Curie International Incoming Fellowships (IIF)  
Marie Curie International Reintegration Grants (IRG)

**The structure required for a proposal, and the rules which will govern its evaluation, vary according to the type of action and may also vary from call to call. It is therefore important to ensure that you are using the right guide.**

**Please check that this is the right guide for you by consulting the work programme, the call text and the description of the Marie Curie Action in section 2.**

*Please note:*

**This Guide is based on the rules and conditions contained in the legal documents relating to FP7 (in particular the Seventh Framework Programme, Specific Programmes, Rules for Participation, and the Work programmes), all of which can be consulted via the CORDIS web-site. The Guide does not in itself have legal value, and thus does not supersede those documents.**

## THE ESSENTIALS

### **What are Marie Curie Awards?**

A Marie Curie Awards is a Prize awarded to a researcher who has reached particularly excellent research results in any scientific field.

### **Who can apply?**

Individual researchers of all nationalities, who have benefited for at least twelve months, from a Marie Curie scheme or similar support from the Community, can apply themselves or be proposed by a third party.

### **Which research topics are supported?**

Proposals from all areas of scientific and technological research of interest to the European Community are welcome; there are no pre-defined priority areas.

### **What is the profile of a Prize Holder?**

The Prize Holder is a scientist of any nationality who has benefited, at least for one year, from European Community support (Marie Curie scheme or similar) and has achieved a high degree of excellence that deserves a public recognition.

### **How much funding is foreseen for the Award?**

It is intended to award up to five Prizes per year of 50.000 € each.

### **How can the Prize money be used?**

There are no restrictions on the usage of the Prize money.

### **What will be expected from the Prize Holder?**

The Prize Holder will be expected to participate in public events, which promote and improve the visibility, recognition and attractiveness of European research careers in the context of the European Research Area and contribute to a better understanding of science as an important economic factor, by the broad public.

### **How to apply?**

This Guide contains the essential information for you to prepare and submit a proposal for a Marie Curie Award. You should also consult the relevant legal documents (listed in the Annex 1 of this document) in order to better understand the evaluation process, rules of participation, contractual and financial issues, etc. Proposals are submitted electronically via the Commission's Electronic Proposal Submission Service (EPSS). Detailed instructions are available in this Guide.

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# 1 Getting started

Funding decisions in the Seventh Framework Programme (FP7) are made on the basis of **proposals** submitted following **calls** published by the Commission. Proposals describe planned research, training or transfer of knowledge activities, information on who will carry them out, and how much they will cost. They must be submitted using a special web-based service before a strictly-enforced **deadline**. The Commission evaluates all eligible proposals in order to identify those whose quality is sufficiently high for possible funding. The basis for this **evaluation** is a peer-review carried out by independent experts.

This **Guide for Applicants** contains the essential information to guide you through the mechanics of preparing and submitting a proposal.

You must also refer to the "**People**" **Work Programme**. This provides a detailed description of the Marie Curie Actions, their objectives and scope, the eligibility criteria, the Community contribution and the evaluation criteria. Work programmes are revised each year, so make sure you refer to the latest version before preparing your proposal.

*Please check that this is the right guide for you by consulting the work programme, the **call fiche**, and the description of the Marie Curie Action in the next section.*

This Guide and the work programme are essential reading. However, you may also wish to consult other reference and background documents, particular those relating to negotiation and the grant agreements, which will be made available on the Commission's CORDIS web site (see annex 1 of this guide).

## 2 About the Marie Curie Awards

### 2.1 General aspects

#### Purpose

The Marie Curie Awards were created to increase the visibility and attractiveness of European research with the following objectives:

- To give public recognition to excellence achieved by researchers who have in the past benefited from a Marie Curie scheme or similar support by the Community.”
- To highlight personal achievements of outstanding mobile researchers with a view to supporting their future career development and international recognition.

The Marie Curie Awards will also enhance the dissemination of research results for the benefit of the scientific community. In order to achieve this aim, the Prize Holders will be expected to participate in public events which promote and improve the visibility, recognition and attractiveness of European research careers in the context of the European research area and contribute to a better understanding of science by the broad public, as an important economic factor.

#### How does it work ?

The "life cycle" of the Awards is broken down into five stages.

##### **Stage 1: Proposal preparation**

Eligible researchers who after their mobility period (of at least one year) consider that they have achieved results in a specific scientific field that demonstrate **exceptionally high excellence** and can significantly contribute to the progress of knowledge in that scientific field, may apply for a Marie Curie Award by submitting a proposal. Such a proposal can be submitted by either a private person or an organisation on behalf of the applicant, or by the applicants themselves. In both cases, the proposal must be received by the Commission before the deadline given in the call for proposals.

##### **Stage 2: Proposal Evaluation**

Proposals received by the deadline fixed in the call will be checked to ensure their eligibility (completeness of proposals, presence of all necessary documents...). For the Marie Curie Awards eligibility criteria, please refer to section 2.

Applications will then be assessed in a two-phase process. Firstly, independent experts appointed by the Commission will assess the proposals against the criterion "Researcher". Proposals failing to reach the threshold on this criterion will not go further. The best 10-15 proposals having passed the threshold will be submitted to the Grand Jury (see stage 3 below).

##### **Stage 3: Marie Curie Grand Jury and Commission selection decision**

The Commission will rank the proposals on the basis of the experts' opinion. A short list of the best proposals which have reached the threshold on criterion 1 will then be submitted to the Marie Curie Grand Jury, composed of highly renowned and recognised public personalities from different scientific backgrounds. The Grand Jury will subsequently evaluate the short listed proposals against the criterion «Impact». The Commission will officially approve the (maximum) 5 best proposals as selected by the Grand Jury. All applicants will be informed of the results of the evaluation after the Grand Jury meeting.

## Stage 4: Announcement of the Prize Winners 2007

The Prizes will be awarded by means of an Award letter, sent to each of the selected applicants. They will be requested to confirm their willingness to receive the Prize and to fill in a form with basic administrative details such as their banking information. The Prize Holders of the 2007 Marie Curie Awards will be announced during an Awarding Ceremony in the presence of the members of the Grand Jury along with high-level officials of the Commission and of the Ceremony's hosting country.

## Stage 5: Promotion and visibility actions

During a period of up to 2 years after the acceptance of the Award, the Prize Holders will commit themselves to participate in public events promoting and improving the visibility, recognition and attractiveness of European research careers in the context of the European Research Area with a view to contributing to a better understanding of science as an important economic factor, by the broad public. The Prize holders will produce a brief report to the Commission at the end of the period referred to above.

## The topic of the Project

All Marie Curie actions have a bottom-up approach, i.e. all fields of research of interest to the European Union are eligible for funding (except areas of research covered by the EURATOM Treaty).

All research carried out must respect fundamental ethical principles, and the requirements set out in the text of the People Specific Programme. (See also Section 3.1 of this Guide).

## 2.2 Who can compete for a Marie Curie Award?

The candidates for this Award are individual researchers. They are **requested to provide the evidence** that they have in the past benefited from a Marie Curie action or similar support by the European community.

## The profile of the Prize Holder

The Marie Curie Excellence Awards are conceived to reward eligible researchers who have achieved significant results in research that deserve a public recognition. Prize Holders will typically have a record of extensive transnational mobility in their research career.

The Prize Holder will be selected in particular on the basis of the scientific and technological excellence of his/her previous research, the significance of his/her contribution to progress of knowledge and the potential for social or economic benefits of the results achieved.

Examples of previous Prize Holders will be found at:

[http://ec.europa.eu/research/fp6/mariecurie-actions/news/headlines\\_en.html](http://ec.europa.eu/research/fp6/mariecurie-actions/news/headlines_en.html)

## Eligibility of researchers

To be eligible, the criteria need to be fulfilled at the time of the deadline for submission. Eligibility checks can also take place after the scientific evaluation, which may lead to rejection at a later stage.



These eligibility criteria will be checked based on the information given by the applicant in the proposal. If at a later stage, an eligibility criterion is found not to be fulfilled (for example, due to incorrect or misleading information contained in the proposal), this will instantly lead to the rejection of the proposal.

**A single criterion determines the eligibility of researchers for the Marie Curie Awards. This concerns the requirement for the researcher to have benefited *at least for one year* from a mobility or training action of one of the Community's RTD Framework Programmes:**

**A list of the mobility and training actions** under the current and previous Framework Programmes that would make the applicants **eligible** is given here below:

***Actions under the Sixth Framework Programme (FP6):***

- Marie Curie Research Training Networks (RTN)
- Marie Curie Fellowships for Early Stage Research Training (EST),
- Marie Curie Fellowships for the Transfer of Knowledge (TOK),
- Marie Curie Intra-European Individual Fellowships (EIF),
- Marie Curie Incoming International Fellowships (IIF),
- Marie Curie Outgoing International Fellowships (OIF)

***Actions under the Fifth Framework Programme (FP5):***

- Marie Curie Fellowship of any kind and category
- International Fellowships
- Appointment as a young researcher in a Research Training Network

***Actions under the Fourth Framework Programme (FP4):***

- Marie Curie Research Training Grant of any kind and category
- International Fellowships
- Appointment as a young researcher in a Research Training Network

***Actions under the Third Framework Programme (FP3):***

- HCM Institutional fellowship of any category
- Appointment as a researcher under an HCM Network contract

***Actions under the Second Framework Programme (FP2):***

- Research Fellowship
- Individual research grant for mobility purposes

***Actions under the First Framework Programme (FP1):***

Individual research grant for mobility purposes

***Actions outside Framework Programmes:***

PECO 1992 Action: Research Fellowships for Central & Eastern Europe

Contrary to most of the other Marie Curie Actions the eligibility of a researcher for the Marie Curie Awards is not defined in terms of a precise number of years of experience in research, but rather on the basis of **the particularly high level of excellence** reached by the researcher. The Award is not confined to nationals of any particular country or groups of countries.

## 2.3 Prize money

It is intended to award up to five Prizes per year of € 50,000 each. There are no restrictions on the usage of the Prize money.

However, it should be noted in this context, that the participation in public events in some cases might entail certain expenses to be covered by the Prize holder him/herself.

In practice the organisers of the event(s) are likely to cover the expenses related to travel, accommodation etc. of the Prize Holder but in cases where the organisers do not cover such costs, they should in principle be paid by the Prize Holder him/herself. Nevertheless, *the Commission may consider contributing* to these costs on a case by case basis upon request from the Prize Holder.

## 2.4 What is the Prize Holder expected to do?

### Publicity and dissemination activities

During a period of up to 2 years after the acceptance of the Award, the Prize Holder will regularly participate in public events to help improving the public understanding of science and its role as a driver for economic growth, as well as to illustrate the attractiveness of a research career.

### Reporting

At the end of the period the Prize holder will be required to produce a brief report to the Commission.

This report will contain details on the Prize Holder's participation in public events; furthermore it should briefly describe the latest developments in the researcher's career and give a brief outline of the usage of the Prize money according to the instructions received from the Commission.

## 3 How to apply

### 3.1 Writing the Proposal

The description of the Marie Curie action given in section 2 of this guide and the work programme allow checking the eligibility criteria and any other special conditions to apply. The criteria against which the proposal will be evaluated are given in Annex 2.

#### National Contact Points

A network of National Contact Points (NCPs) has been established to provide advice and support to organisations which are preparing proposals. You are highly recommended to get in touch with your NCP at an early stage. (Contact details are given on the CORDIS call page – see annex 1 of this Guide).

Please note that the Commission will give the NCPs statistics and information on the outcome of the call and the outcome of the evaluation for each proposal. This information is supplied to support the NCPs in their service role, and is given under strict conditions of confidentiality.

#### Other sources of help

Annex 1 to this guide gives references to these further sources of help for this call. In particular:

- The Commission's general **enquiry service** on any aspect of FP7. Questions can be sent to a single e-mail address and will be directed to the most appropriate department for reply.
- A dedicated help desk has been set up to deal with technical questions related to the **Electronic Proposal Submission Service (EPSS)**. See section 3.2 below.
- A further help desk providing assistance on intellectual property matters.
- Any other guidance documents or background information relating specifically to this call.
- Other services, including partner search facilities, provided via the CORDIS web site.

#### Ethical principles

Please remember that research activities in FP7 should respect fundamental ethical principles, including those reflected in the Charter of Fundamental Rights of the European Union. 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. For this reason, the European Commission carries out an ethical review of proposals when appropriate. The following fields of research shall not be financed under this Framework Programme:

- research activity aiming at human cloning for reproductive purposes;
- research activity intended to modify the genetic heritage of human beings which could make such changes heritable<sup>1</sup>;
- research activities intended to create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer.

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<sup>1</sup> Research relating to cancer treatment of the gonads can be financed.

As regards human embryonic stem cell research, the Commission will maintain the practice of the Sixth Framework Programme, which excludes from Community financial support research activities destroying human embryos, including for the procurement of stem cells. The exclusion of funding of this step of research will not prevent Community funding of subsequent steps involving human embryonic stem cells.

### **Presenting your proposal**

A proposal has two parts:

**Part A** will contain the administrative information about the applicants. The information requested includes a brief description of the work, contact details and characteristics of the applicants (see annex 3 of this Guide). This information will be encoded in a structured database for further computer processing to produce, for example, statistics, and evaluation reports. This information will also support the experts and Commission staff during the evaluation process.

The information in part A is entered through a set of on-line forms.

**Part B** is a "template", or list of headings, rather than an administrative form (see annex 4 of this Guide). You should follow this structure when presenting the scientific and technical content of your proposal. The template is designed to highlight those aspects that will be assessed against the **evaluation criteria**. It covers, among other things, the nature of the proposed work, the Community added value and the relevance to the objectives of the action. Only black and white copies are used for evaluation and you are strongly recommended, therefore, not to use colour in your document.

Part B of the proposal is uploaded by the applicant into the Electronic Proposal Submission Service (EPSS) described below.

*A **maximum length** may be specified for the different sections of Part B, or for Part B as a whole (see annex 4 of this Guide). You must keep your proposal within these limits. Even where no page limits are given, or where limits are only recommended, it is in your interest to keep your text concise since over-long proposals are rarely viewed in a positive light by the evaluating experts.*

### **Proposal language**

Proposals may be prepared in any official language of the European Union. If your proposal is not in English, a translation of the full proposal would be of assistance to the experts. An English translation of the abstract must be included in Part B of the proposal.

## 3.2 Proposal submission

**Please note that as part of the start-up of FP7, the Electronic Proposal Submission Service (EPSS) is expected to become available at least four weeks before the call deadline. Further information will be given on the CORDIS site.**

### About the EPSS

Proposals must be submitted electronically, using the Commission's **Electronic Proposal Submission Service (EPSS)**. Proposals arriving at the Commission by any other means are regarded as 'not submitted', and will not be evaluated<sup>1</sup>.

All the data that you upload is securely stored on a server to which only you and the other participants in the proposal have access until the deadline. This data is encrypted until the close of the call.

You can access the EPSS from the call page on CORDIS.

Full instructions will be found in the "EPSS preparation and submission guide". This will be available from the CORDIS site early in 2007.

The most important points are explained below.

### Use of the system by the applicant

As an applicant you can:

- register as interested in submitting a proposal to a particular call
- complete all of Part A of the proposal, pertaining to the proposal in general, and to your own administrative details
- download the document template for writing Part B of the proposal, and when it is completed, upload the finished Part B
- submit the complete proposal Part A and Part B.

### Submitting the proposal

Completing the Part A forms in the EPSS and uploading a Part B does **not** yet mean that your proposal is submitted. **Once there is a consolidated version of the proposal the coordinator must expressly submit it by pressing the "SUBMIT" button.** Only the applicant is authorised to submit the proposal.

On submission, the EPSS performs an automatic validation of the proposal. An automatic message is sent to the applicant if the system detects any apparent problems. This automatic validation does not replace the more detailed eligibility check later carried out by the Commission.

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<sup>1</sup> In exceptional cases, when a proposal co-ordinator has absolutely no means of accessing the EPSS, and when it is impossible to arrange for another member of the consortium to do so, an applicant may request permission from the Commission to submit on paper. A request should be sent via the FP7 enquiry service (see annex 1), indicating in the subject line "Paper submission request". (You can telephone the enquiry service if web access is not possible: 00 800 6 7 8 9 10 11 from Europe; or 32 2 299 96 96 from anywhere in the world. A postal or e-mail address will then be given to you). Such a request, which must clearly explain the circumstances of the case, must be received by the Commission no later than one month before the call deadline. The Commission will reply within five working days of receipt. If a derogation is granted, a proposal on paper may be submitted by mail, courier or hand delivery. The delivery address will be given in the derogation letter.

Irrespective of any page limits specified in annex 3 of this Guide, there is an overall limit of 10 Mbyte to the size of proposal file (Part B). **There are also restrictions to the name you give the part B file. You should only use alphanumeric characters. Special characters and spaces must be avoided.**

If successfully submitted, the applicant receives a message that indicates that the proposal has been received. The applicant may continue to modify the proposal and submit revised versions overwriting the previous one (by pressing the "SUBMIT button" each time!) right up until the deadline.

**If the 'SUBMIT' button is never pressed, the Commission considers that no proposal has been submitted.**

For the proposal Part B you must use exclusively PDF ("portable document format", compatible with Adobe version 3 or higher, with embedded fonts). Other file formats will not be accepted by the system.

### **About the deadline**

Proposals must be submitted on or before the deadline specified in the Call fiche.

The EPSS will be closed for this call at the call deadline. After this moment, access to the EPSS for this call will be impossible. Do not wait until the last moment before submitting your proposal!

Call deadlines are absolutely firm and are strictly enforced.

Please note that you may submit successive drafts of your proposal through the EPSS. Each successive submission overwrites the previous version. It is a good idea to **submit a draft well before the deadline.**

*Leaving your first submission attempt to the last few minutes of the call will give you no time to overcome even the smallest technical difficulties, proposal verification problems or communications delays which may arise. Such events are never accepted as extenuating circumstances; your proposal will be regarded as not having been submitted.*

*Submission is deemed to occur at the moment when the proposal coordinator presses the "submit" button. It is not the point at which you start the upload. If you wait until too near to the close of the call to start uploading your proposal, there is a serious risk that you will not be able to submit in time.*

*If you have registered and submitted your proposal in error to another call which closes after this call, the Commission will not be aware of it until it is discovered among the downloaded proposals for the later call. It will therefore be classified as ineligible because of late arrival.*

*The submission of a proposal requires some knowledge of the EPSS system, a detailed knowledge of the contents of the proposal and the authority to make last-minute decisions on behalf of the consortium if problems arise. **You are advised not to delegate the job of submitting your proposal!***

In the unlikely event of a failure of the EPSS service due to breakdown of the Commission server during the last 24 hours of this call, the deadline will be extended by a further 24 hours. This will be notified by e-mail to all proposal coordinators who had registered for this call by the time of the original deadline, and also by a notice on the Call page on CORDIS and on the web site of the EPSS.

Such a failure is a rare and exceptional event, therefore do not assume that there will be an extension to this call. If you have difficulty in submitting your proposal, you should not assume that

it is because of a problem with the Commission server, since this is rarely the case. Contact the EPSS help desk if in doubt (see the address given in annex 1 of this Guide).

Please note that the Commission will not extend deadlines for system failures that are not its own responsibility. In all circumstances, you should aim to submit your proposal well before the deadline to have time to solve any problems.

### **Correcting or revising your proposal**

Errors discovered in proposals submitted to the EPSS can be rectified by simply submitting a corrected version. So long as the call has not yet closed, the new submission will overwrite the old one.

Once the deadline has passed, however, the Commission can accept no further additions, corrections or re-submissions. The last eligible version of your proposal received before the deadline is the one which will be evaluated, and no later material can be submitted.

### **Ancillary material**

Only a single PDF file comprising the complete Part B can be uploaded. Unless specified in the call, any hyperlinks to other documents, embedded material, and any other documents (company brochures, supporting documentation, reports, audio, video, multimedia etc.) sent electronically or by post, will be disregarded.

### **Withdrawing a proposal**

You may withdraw a proposal by submitting a revised version with an empty part B section, with the following words entered in the abstract field of form A:

*"The applicants wish to withdraw this proposal. It should not be evaluated by the Commission".*

## 4 Checklist

### 4.1 Preparing your proposal

- **Are you applying for the right action?** Check that your proposal falls within the scope of this call, and that you have applied for the right action<sup>1</sup> (see the "People" Work Programme).
- **Is your proposal eligible?** The eligibility criteria are given in the work programme. See also section 2 of this Guide. Any proposal not meeting the eligibility requirements will be considered ineligible and will not be evaluated.
- **Is your proposal complete?** Proposals must comprise a Part A, containing the administrative information including participant and project cost details on standard forms; and a Part B containing the scientific and technical description of your proposal as described in this Guide. A proposal that does not contain both parts will be considered ineligible and will not be evaluated.
- **Does your proposal raise ethical issues?** Clearly indicate any potential ethical, safety or regulatory aspects of the research and the way they have been dealt with in your proposal. An ethical check will take place during the evaluation and an ethical review will take place for proposals dealing with sensitive issues. Proposals may be rejected on ethical grounds if such issues are not dealt with satisfactorily.
- **Does your proposal follow the required structure?** Proposals should be precise and concise, and must follow exactly the proposal structure described in this document (annex 4 of this Guide), which is designed to correspond to the evaluation criteria which will be applied. This structure varies for different funding schemes. Omitting requested information will almost certainly lead to lower scores and possible rejection.
- **Have you maximised your chances?** There will be strong competition. Therefore, edit your proposal tightly, strengthen or eliminate weak points. Put yourself in the place of an expert evaluator; refer to the evaluation criteria given in annex 2 of this Guide. Arrange for your draft to be evaluated by experienced colleagues; use their advice to improve it before submission.
- **Do you need further advice and support?** You are strongly advised to inform your National Contact Point of your intention to submit a proposal (see address in annex 1 of this Guide). Remember the Enquiry service listed in annex 1.

### 4.2 Final checks before submission

- **Is your Part B in portable document format (PDF),** including no material in other formats?
- **Is the filename made up of the letters A to Z, and numbers 0 to 9?** You should avoid special characters and spaces.
- **Have you printed out your Part B,** to check that it really is the file you intend to submit, and that it is complete, printable and readable? After the call deadline it will not be possible to replace your Part B file
- **Is your Part B file within the size limit of 10 Mbytes?**
- **Have you virus-checked your computer?** The EPSS will automatically block the submission of any file containing a virus.

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<sup>1</sup> If you have in error registered for the wrong call, discard that registration (usernames and passwords) and re-register and re-submit correctly. If there is no time to do this, notify the EPSS Helpdesk.



### 4.3 The deadline : Very important !

- **Have you made yourself familiar with the EPSS in good time?**
- **Have you allowed time to submit a first version of your proposal well in advance of the deadline** (at least several days before), and then to continue to improve it with regular resubmissions?
- **Have you pressed 'SUBMIT' after your final version?**

## 5 What happens next ?

Shortly after the call deadline (or cut-off date, in the case of continuously open calls), the Commission will send an **acknowledgement of receipt** to the e-mail address of the proposal coordinator given in the submitted proposal. This is assumed to be the individual named on the A2 form. Please note that the brief electronic message given by the EPSS system after each submission is not the official Acknowledgement of Receipt.

The sending of an acknowledgement of receipt does not imply that a proposal has been accepted as eligible for evaluation.

*If you have not received an acknowledgement of receipt within 12 working days after the call deadline (or cut-off date, in the case of a continuously open call), you should contact the FP7 Enquiry Service without further delay (see annex 1 of this Guide).*

The Commission will check that your **proposal** meets the **eligibility criteria** that apply to this call and funding scheme (see the work programme and section 2 of this Guide).

All eligible proposals will be evaluated by independent experts. The evaluation criteria and procedure are described in annex 2 of this Guide. (See also section 2 above). The short list (10-15) of the best evaluated proposals will be submitted to the Grand Jury at a second stage.

Soon after the completion of the evaluation, the results will be finalised and all applicants will receive a letter containing **initial information** on the results of the evaluation, including the Evaluation Summary Report giving the opinion of the experts on their proposal. Even if the experts viewed your proposal favourably, the Commission cannot at this stage indicate if there is a possibility of EU funding.

The letter will also give the relevant contact details and the steps to follow if you consider that there has been a shortcoming in the conduct of the evaluation process.

The Commission also informs the relevant **programme committee**, consisting of delegates representing the governments of the Member States and Associated countries.

Based on the results of the evaluation by experts, the Commission draws up the final list of proposals for possible funding, taking account of the available budget. The Commission must also take account of the strategic objectives of the programme, as well as their overall balance.

Official letters are then sent to the applicants.

Selected applicants are requested to notify their willingness to receive the Prize after having received the official letter from the Commission.

The Prizes will be officially attributed during an Award Ceremony

## **Annexes**

**Annex 1 - Timetable and specific information for this call**

**Annex 2 - Evaluation criteria and procedure**

**Annex 3 - Instructions for completing "part A" of the proposal**

**Annex 4 - Instructions for drafting part B of the proposal**

## Annex 1: Timetable and specific information for this call

- The **work programme** provides the essential information for submitting a proposal to this call. It describes the content of the topics to be addressed, and details on how it will be implemented. The work programme is available on the CORDIS call page. The part giving the basic data on implementation (deadline, budget, deadlines, special conditions etc) is also posted as a separate document ("call fiche"). You must consult these documents.
- **Indicative timetable for this call**

Publication of call	22 December 2006
Deadline for submission of proposals	26 April 2007, 17.00 Brussels local time
Evaluation of proposals	From 3 <sup>rd</sup> Week of May 2007 (by individual independent experts 1 <sup>st</sup> Week of October 2007 (by Grand Jury for short listed proposals only).
Evaluation Summary Reports sent to applicants ("initial information letter")	From 3 <sup>rd</sup> week of October 2007
Letter to unsuccessful applicants	From 2 <sup>nd</sup> Week of November 2007
Notification of willingness to receive the Prize by successful applicants	From November 2007

- **Further information and help**

The CORDIS call page: <http://cordis.europa.eu/fp7/calls> contains links to other sources that you may find useful in preparing and submitting your proposal<sup>1</sup>. Direct links are also given where applicable.

### Call information

CORDIS call page and work programme  
Evaluation forms

### General sources of help:

The Commission's FP7 Enquiry service  
National Contact Points

<http://ec.europa.eu/research/enquiries>  
<http://cordis.europa.eu/fp7/ncp.htm>

### Specialised and technical assistance:

CORDIS help desk  
EPSS Help desk  
IPR helpdesk

[http://cordis.europa.eu/guidance/helpdesk/home\\_en.html](http://cordis.europa.eu/guidance/helpdesk/home_en.html)  
[support@epss-fp7.org](mailto:support@epss-fp7.org)  
<http://www.ipr-helpdesk.org>

### Legal documents generally applicable

Decision on the Framework Programme  
Rules for Participation

<sup>1</sup> Not all documents will be available at the moment of the first call publication of FP7.

Specific Programmes

Rules for proposal submission, evaluation selection and award

**Contractual information**

Consortium agreement checklist

Guidelines for negotiation

Financial guidelines

Grant Agreement Forms

Model Grant agreements

**Other supporting information**

Brochure "The FP7 in Brief"

European Charter for researchers and the Code of Conduct for their recruitment

<http://ec.europa.eu/eracareers/europeancharter>

International cooperation

## Annex 2: Evaluation criteria and procedures to be applied for this call

### 1. General

The evaluation of proposals is carried out by the Commission with the assistance of independent experts.

Commission staff ensure that the process is fair, and in line with the principles contained in the Commission's rules<sup>1</sup>.

Experts and Grand Jury members perform evaluations on a personal basis, not as representatives of their employer, their country or any other entity. They are expected to be independent, impartial and objective, and to behave throughout in a professional manner. They sign an appointment letter, including a confidentiality and conflict of interest declaration before beginning their work. Confidentiality rules must be adhered to at all times, before, during and after the evaluation.

In addition, independent experts will be appointed by the Commission to observe the evaluation process from the point of view of its working and execution. The role of the observer is to give independent advice to the Commission on the conduct and fairness of the evaluation sessions, on the way in which the experts apply the evaluation criteria, and on ways in which the procedures could be improved. The observer will not express views on the proposals under examination or the experts' opinions on the proposals.

### 2. Before the evaluation

On receipt by the Commission, proposals are registered and acknowledged and their contents entered into a database to support the evaluation process. Eligibility criteria for each proposal are also checked by Commission staff before the evaluation begins. Proposals which do not fulfil these criteria will not be included in the evaluation.

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

- It is received by the Commission before the deadline given in the call fiche
- It is complete (i.e. both the requested administrative forms and the proposal description are present)
- The content of the proposal relates to the topic(s) and funding scheme(s), including any special conditions set out in the relevant parts of the work programme

The Commission establishes a list of experts capable of evaluating the proposals that have been received. The list is drawn up to ensure:

- A high level of expertise;
- An appropriate range of competencies;

The Commission also establishes the Grand Jury, composed of highly renowned and recognised personalities from different scientific backgrounds.

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<sup>1</sup> Rules on Proposal Submission, Evaluation, Selection and Award Procedures (to be posted on CORDIS)

Provided that the above conditions can be satisfied, other factors are also taken into consideration:

- An appropriate balance between academic and industrial expertise and users;
- A reasonable gender balance;
- A reasonable distribution of geographical origins;
- Regular rotation of experts

In constituting the lists of experts and the Grand Jury, the Commission also takes account of their abilities to appreciate the industrial and/or societal dimension of the proposed work. Experts must also have the appropriate language skills required for the proposals to be evaluated.

Commission staff allocates proposals to individual experts, taking account of the fields of expertise of the experts, and avoiding conflicts of interest.

### 3. Individual evaluation of proposals

The evaluation by the individual experts will be carried out on the premises of the experts concerned ("remotely"), while the Grand Jury will carry out its evaluation in Brussels.

At the beginning of the evaluation, experts will be briefed by Commission staff, covering the evaluation procedure, the experts' responsibilities, the issues involved in the particular area/objective, and other relevant material (including the integration of the international cooperation dimension).

Each proposal will first be assessed independently by at least three experts, chosen by the Commission from the pool of experts taking part in this evaluation. The 10-15 best proposals favourably evaluated by the individual experts (short list) will be submitted to the Grand Jury.

The proposal will be evaluated against pre-determined evaluation criteria.

<b>Funding Scheme "Support for Training and Career Development of Researchers": Marie Curie Awards</b>	
<b>Researcher (selection)</b>	<b>Impact (award)</b>
Scientific and technological excellence of previous research	Relevance of the proposal to one or more of the specific objectives of the actions as specified in Chapter II, section 2, under paragraph 5.2 of this Work Programme
Research results and achievements	Impact on increasing the attractiveness of Europe for researchers
Significance of contribution to progress of knowledge	Impact on public understanding of science, and on promoting the concept of a European research career
	Potential for social or economic benefits from the results achieved

Evaluation scores will be awarded for each of the criteria, and not for the sub-criteria. The sub-criteria are issues which the expert should consider in the assessment of that criterion. They also act as reminders of issues to raise later during the discussions of the proposal.

Each criterion will be scored out of 5. Half marks can be given. The scores indicate the following with respect to the criterion under examination:

- 0 - *The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information*
- 1 - *Very poor. The criterion is addressed in a cursory and unsatisfactory manner.*
- 2 - *Poor. There are serious inherent weaknesses in relation to the criterion in question.*
- 3 - *Fair. While the proposal broadly addresses the criterion, there are significant weaknesses that would need correcting.*
- 4 - *Good. The proposal addresses the criterion well, although certain improvements are possible.*
- 5 - *Excellent. The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.*

The scores for the different criteria will be weighted as follows :

Criterion 1 : Weighting 40%

Criterion 2 : Weighting 60%

Thresholds will be applied to the scores. The threshold for individual criteria will be

Criterion 1 : 5

Criterion 2 : N/A

Examples of the evaluation forms and reports that will be used by the experts in this call will be made available on CORDIS.

Conflicts of interest: Under the terms of the appointment letter, experts must declare beforehand any known conflicts of interest, and must immediately inform a Commission staff member if one becomes apparent during the course of the evaluation. The Commission will take whatever action is necessary to remove any conflict.

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

At this first step the experts are acting individually; they do not discuss the proposal with each other, nor with any third party. The experts record their individual opinions in an Individual Assessment Report (IAR), giving scores and also comments against the evaluation criteria.

When scoring proposals, experts must *only* apply the above evaluation criteria.

Experts will assess and mark the proposal exactly as it is described and presented. They do not make any assumptions or interpretations about the project in addition to what is in the proposal.

Concise but explicit justifications will be given for each score. Recommendations for improvements to be discussed as part of a possible negotiation phase will be given, if needed.

The experts will also indicate whether, in their view, the proposal deals with sensitive ethical issues. Signature of the IAR also entails a declaration that the expert has no conflict of interest in evaluating the particular proposal.

Scope of the call: It is possible that a proposal is found to be completely out of scope of the call during the course of the individual evaluation, and therefore not relevant. If an expert suspects that this may be the case, a Commission staff member will be informed immediately, and the views of the other experts will be sought.

If the consensus view is that the main part of the proposal is not relevant to the topics of the call, the proposal will be withdrawn from the evaluation, and the proposal will be deemed ineligible.



#### 4. Consensus and Grand Jury meeting

Once all the individual experts to whom a proposal has been assigned have completed their IAR, the evaluation progresses to a consensus assessment in the form of an electronic forum, representing their common views.

The Commission may designate an expert to be responsible for drafting the consensus report ("rapporteur"). The experts attempt to agree on a consensus score for the criterion that has been evaluated and suitable comments to justify the score. Comments should be suitable for feedback to the applicant. Scores and comments are set out in a consensus report. They also come to a common view on the questions of scope, ethics.

##### Outcome of consensus

The outcome of the consensus meeting step is the consensus report. This will be signed (either on paper, or electronically) by all members, or as a minimum, by the rapporteur and the Commission. The Commission is responsible for ensuring that the report reflects the consensus reached, expressed in scores and comments. In the case that it is impossible to reach a consensus, the reports sets out the majority view of the experts but also records any dissenting views.

The Commission will take the necessary steps to assure the quality of the reports, with particular attention given to clarity, consistency, and appropriate level of detail. If important changes are necessary, the reports will be referred back to the experts concerned.

##### Grand Jury Meeting

The Commission, on the basis of the consensus report, establishes the list of the 10-15 best proposals. (short list)

These proposals are transmitted to the Grand Jury, which evaluates them against the criterion "Impact" and selects up to 5 proposals out of the short list.

Ethical issues (above threshold proposals): If one or more experts have noted that there are ethical issues touched on by the proposal, and the proposal is considered to be above threshold, the relevant box on the consensus report (CR) will be ticked and an Ethical Issues Report (EIR) completed, stating the nature of the ethical issues. Exceptionally for this issue, no consensus is required.

##### Evaluation of a resubmitted proposal

In the case of proposals that have been submitted previously, the Commission gives the experts/ Grand Jury members the previous evaluation summary report (see below) at the consensus stage. If necessary, the experts/ Grand Jury members will be required to provide a clear justification for their scores and comments should these differ markedly from those awarded to the earlier proposal.

## Annex 3: Instructions for completing "part A" of the proposal

**Please note that as part of the start-up of FP7, the Electronic Proposal Submission Service is expected to become available at least four weeks before the call deadline. Further information will be given on the CORDIS site.**

Proposals in this call must be submitted electronically, using the Commission's Electronic Proposal Submission System. The procedure is given in section 3 of this guide.

In part A you will be asked for certain administrative details that will be used in the evaluation and further processing of your proposal. Part A forms an integral part of your proposal. Details of the work you intend to carry out will be described in part B (annex 4).

The forms may be filled in either by the researcher or (if applicable) by the institution(s) proposing the researcher for an award.

All proposals must contain *an A1 and an A3 form*.

### Candidates recommended by an institution:

If the researcher is proposed for an award by (an) institution(s) the proposal should also contain an A2 form for each institution.

### Candidates recommended by a person:

If the researcher is proposed for an award by a person, a letter of recommendation containing the contact details of this person (name, address, telephone & e-mail) should be included in the proposal part B. Please note that **only a single PDF file comprising the complete Part B can be uploaded**. The system will not accept any annexes.

### **Note:**

**The following notes are for information only. They should assist you in completing the A-part of your proposal. On-line guidance will also be available. The precise questions and options presented on EPSS may differ slightly from these below.**

# Proposal Submission Forms



EUROPEAN COMMISSION

7<sup>th</sup> Framework Programme on  
Research, Technological  
Development and Demonstration

Marie Curie Actions  
**Marie Curie Awards (AWARDS)**

# A1

<i>Proposal Number</i>		<i>Proposal Acronym</i>	
------------------------	--	-------------------------	--

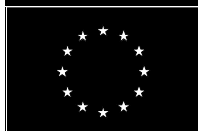
## GENERAL INFORMATION ON THE PROPOSAL

<i>Proposal Title</i>			
<i>Marie Curie action-code</i>		<i>Scientific Panel</i>	
<i>Total duration in months</i>		<i>Call identifier</i>	
<i>Keywords (up to 200 characters)</i>			
<i>Abstract (up to 2000 characters)</i>			

<b>Has a similar proposal been submitted to a Marie Curie Action under this or previous RTD Framework Programmes?</b>		<b>YES/NO</b>	
<i>If yes:</i>			
<i>Programme name(s) and year</i>	<i>Proposal number(s)</i>		

<b>Does this proposal include any of the sensitive ethical issues detailed in the Research Ethical Issues table of Part B?</b>	<b>YES/NO</b>	
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# Proposal Submission Forms



EUROPEAN COMMISSION  
7<sup>th</sup> Framework Programme on  
Research, Technological  
Development and Demonstration

Marie Curie Actions  
**Marie Curie Awards (AWARDS)**

# A2

<i>Proposal Nr</i>		<i>Proposal Acronym</i>		<i>Participant Nr</i>	
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## INFORMATION ON ORGANISATIONS

If your organisation has already registered for FP7, enter your Participant Identity Code	[PIC or 'none']
<i>Organisation legal name</i>	
<i>Organisation short name</i>	

## Administrative data

Legal address	
Street name	Number
Town	
Postal Code / Cedex	
Country	
Internet homepage (optional)	

## Contact points

Person in charge (For the coordinator (participant number 1) this person is the one who the Commission will contact in the first instance)			
Family name		First name(s)	
Title		Sex (Female – F / Male – M)	
Position in the organisation			
Department/Faculty/Institute/Laboratory name/ ...			
Is the address different from the legal address?			YES/NO
Street name		Number	
Town			
Postal Code / Cedex			
Country			
Phone 1		Phone 2	
E-mail		Fax	

# Proposal Submission Forms



EUROPEAN COMMISSION

7<sup>th</sup> Framework Programme on  
Research, Technological  
Development and Demonstration

Marie Curie Actions  
**Marie Curie Awards (AWARDS)**

# A3

<i>Proposal Number</i>		<i>Proposal Acronym</i>	
<b>INFORMATION ON THE RESEARCHER</b>			
<i>Family Name</i>		<i>Birth Family Name</i>	
<i>First Name(s)</i>			
<i>Title</i>		<i>Sex Female(F)/Male(M)</i>	
<i>1<sup>st</sup> nationality</i>		<i>2<sup>nd</sup> nationality</i>	
<i>Location of origin (country)</i>		<i>Date of birth</i>	
<i>Location of origin (town)</i>			
<b>Contact address</b>			
<i>Street name</i>		<i>Number</i>	
<i>Town</i>			
<i>Postal Code / Cedex</i>			
<i>Country</i>			
<i>Phone 1</i>		<i>Phone 2</i>	
<i>E-mail</i>		<i>Fax</i>	
<b>Qualifications</b>			
<i>University degree</i>		<i>Date of award (DD/MM/YYYY)</i>	
<i>Doctorate expected before the deadline</i>		<i>Expected date of award (DD/MM/YYYY)</i>	
<i>Doctorate</i>		<i>Date of award (DD/MM/YYYY)</i>	
<i>Full-time postgraduate research experience</i>		<i>Number of months</i>	
<i>Other academic qualifications</i>		<i>Date of award (DD/MM/YYYY)</i>	
<b>Place of activity/place of residence (previous 5 years)</b>			
<i>Period: From DD/MM/YYYY</i>		<i>To DD/MM/YYYY</i>	
		<i>Country</i>	
<b>Eligibility for Marie Curie Awards (AWARDS only):</b>			
<i>Programme name</i>		<i>Contract number</i>	
<i>Total number of fellow months of EC mobility support for research training</i>			

## Section A1 – Information on the Proposal

<b>Proposal number</b>	[pre-filled]
<b>Proposal Acronym</b>	The short title or acronym will be used to identify your proposal efficiently in this call. It should be of <u>no more than 20 characters</u> (use standard alphabet and numbers only; no symbols or special characters please). The same acronym should appear on each page of part B of your proposal.
<b>Proposal Title</b>	The title should be <u>no longer than 200 characters</u> and should be understandable to the non-specialist in your field.
<b>Marie Curie Action code</b>	This field will be pre-filled with the code corresponding to the action of the call: Marie Curie Awards ( <b>AWARDS</b> )
<b>Scientific Panel</b>	Chemistry <b>CHE</b> Social and Human Sciences <b>SOC</b> Economic Sciences <b>ECO</b> Information science and Engineering <b>ENG</b> Environment and geosciences <b>ENV</b> Life sciences <b>LIF</b> Mathematics <b>MAT</b> Physics <b>PHY</b>
<b>Total Duration in months</b>	N/A
<b>Call identifier</b>	[pre-filled] The call identifier is the reference number given in the call or part of the call you are addressing, as indicated in the publication of the call in the Official Journal of the European Union, and on the CORDIS call page. A call identifier looks like this: FP7-PEOPLE- 2007-5-2-AWARDS
<b>Keywords</b>	Please enter a number of keywords that you consider sufficient to characterise the scope of your proposal. There is <u>a limit of 100 characters</u> .
<b>Abstract</b>	The abstract should, at a glance, provide the reader with a clear understanding of the objectives of the proposal, how they will be achieved, and their relevance to the Work Programme. This summary will be used as the short description of the proposal in the evaluation process and in communications to the programme management committees and other interested parties. It must therefore be short and precise and should not contain confidential information. Please use plain typed text, avoiding formulae and other special characters. <b>If the proposal is written in a language other than English, please include an English version of the proposal abstract in part B.</b> There is <u>a limit of 2000 characters</u> .
<b>Similar proposals</b>	N/A
<b>Ethical Issues in Part B</b>	In the Part B Proposal Description you are asked to describe any ethical issues that may arise in your proposal and to fill in the table "RESEARCH ETHICAL ISSUES". If you have answered YES to the question at the bottom of the table: <b>"I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL"</b> , then please choose YES in this field. If not, choose 'NO'. This information will be used by the Commission to flag proposals with potential ethical issues that need further follow-up (but not necessarily a formal ethical review).

## Section A2 – Information on the Host organisations:

<b>Participant number</b>	<b>EXA:</b> applicable when one or several institution(s) propose(s) a researcher. Such institutions are not participants in the proposal in the sense of the applicable Regulation on the rules for participation but they should carry a participant number nevertheless (always starting from number one).
<b>Participant identity code</b>	Not applicable to the first call
<b>Legal name</b>	<b>For Public Law Body</b> , it is the name under which your organisation is registered in the Resolution text, Law, Decree/Decision establishing the Public Entity, or in any other document established at the constitution of the Public Law Body; <b>For Private Law Body</b> , it is the name under which your organisation is registered in the national Official Journal (or equivalent) or in the national company register. <b>For a natural person</b> , it is for e.g. Mr Adam JOHNSON, Mrs Anna KUZARA, and Ms Alicia DUPONT

<b>Organisation Short Name</b>	Choose an abbreviation of your Organisation Legal Name, only for use in this proposal and in all relating documents. This short name should not be more <u>than 20 characters</u> exclusive of special characters (./;...), for e.g. CNRS and not C.N.R.S. It should be preferably the one as commonly used, for e.g. IBM and not Int.Bus.Mac.
<b>Legal address</b>	For Public and Private Law Bodies, it is the address of the entity's Head Office. For Natural Persons it is the Official Address. If your address is specified by an indicator of location other than a street name and number, please insert this instead under the "street name" field and "N/A" under the "number" field.
<b>Contact point</b>	It is the main scientist or team leader in charge of the proposal for the participant. For participant number 1 (the coordinator), this will be the person the Commission will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to negotiations).
<b>Phone and fax numbers</b>	Please insert the full numbers including country and city/area code. Example +32-2-2991111.

### Section A3 – Information on the Researcher:

<b>Contact address</b>	Fill in only the fields forming your complete postal address. If your address is specified by an indicator of location other than a street name and number, please insert this instead under the "street name" field and "N/A" under the "number" field
<b>University degree</b>	Date of award of a degree which entitles the holder to embark on doctoral studies in the country in which the degree was obtained or in the host country, without having to acquire any further qualifications. Wrong or missing information may cause your proposal to be ineligible.
<b>Doctorate</b>	Please specify the date of award of a doctoral degree using the format (DD/MM/YYYY). Wrong or missing information may cause your proposal to be ineligible
<b>Full-time postgraduate research experience</b>	The information provided in this field should reflect the researcher's full-time post graduate research experience at the time of the relevant deadline for submission of the proposal. Post-graduate refers to a degree which entitles the holder to embark on doctoral studies without having to acquire any further qualifications.
<b>Place of activity/place of residence (previous 5 years)</b>	Indicate the period(s) and the country/countries in which you have legally resided and/or had your main activity (work, studies...) during the last 5 years up until the deadline for the submission of the proposal. Wrong or missing information may cause your proposal to be ineligible. Any additional information you wish to make known to the evaluators should be included in the Part B (proposal description/CV).
<b>Period</b>	Indicate the starting date and the end date of each period using the format: DD/MM/YYYY, starting with the most recent period. The first date must be the call deadline. There must be no gaps between the periods  [Only Marie Curie Awards]
<b>Eligibility</b>	Indicate the name of the action, the contract number and the number of months (full-time equivalent) awarded under a Marie Curie fellowship or of training and mobility support received under previous RTD Framework Programmes that makes you eligible to apply for a Marie Curie Award.
<b>Location of origin (country)</b>	The country in which the location of origin is situated (see below). Insert the name of the country as commonly used
<b>Location of origin (town)</b>	The place where the <i>researcher</i> was residing or carrying out his/her main activity at the time of the relevant deadline for submission of the proposal unless he/she has resided or carried out his/her main activity for less than 12 months in this location immediately prior to this date. In the latter case, the location of origin is the capital city of the country of his/her nationality. In case of a <i>researcher</i> holding more than one nationality, the location of origin is the capital city of the country where the <i>researcher</i> was residing for the longest period during the last 5 years prior to the relevant deadline for submission of the proposal
<b>Full-time postgraduate research experience.</b>	The information provided in this field should reflect the researcher's full-time post graduate research experience at the time of the relevant deadline for submission of the proposal. Post-graduate refers to a degree which entitles the holder to embark on doctoral studies without having to acquire any further qualifications. Wrong or missing information may cause your proposal to be ineligible
<b>Place of activity/place of residence (previous 5 years)</b>	Indicate the period(s) and the country/countries in which you have legally resided and/or had your main activity (work, studies...) during the last 5 years up until the deadline for the submission of the proposal. Wrong or missing information may cause your proposal to be ineligible. Any additional information you wish to make known to the evaluators should be included in the Part B (proposal description/CV).

## Annex 4: Instructions for drafting part B of the proposal

### Instructions for preparing proposal Part B for Marie Curie Awards

A description of this action is given in section 2 of this Guide for Applicants. Please examine this carefully before preparing your proposal.

This annex provides a template to help you structure your proposal. It will help you present important aspects of your work in a way that will enable the experts to make an effective assessment against the evaluation criteria (see annex 2).

Remember please keep to maximum page lengths where these are specified. The Commission may instruct the experts to disregard any excess pages. Even where no page limits are given, or where limits are only recommended, it is in your interest to keep your text concise since over-long proposals are rarely viewed in a positive light by experts.

Please make sure that

- Part B of your proposal carries the proposal acronym as a header to each page and that all pages are numbered in a single series on the footer of the page to prevent errors during handling. It is recommended that the numbering format "Part B - Page X of Y" is used;
- Your proposal is complete, including the set of Forms requested for **PART A** as well as a free text **PART B**. Incomplete proposals are not eligible and will not be evaluated.



**STARTPAGE**

PEOPLE  
MARIE CURIE ACTIONS

**Marie Curie Awards (AWARDS)**  
**Call: FP7-PEOPLE-2007-5-2-AWARDS**

PART B

NAME OF THE APPLICANT

“PROPOSAL FULL TITLE”

## Table of Contents

**B1 - Eligibility issues**

**B2 - Researcher**

**B3 - Impact**

**B4 - Previous proposals**

**B5 - Other issues**

### **B1 - Eligibility issues**

Specify the nature and duration of the European Community fellowship previously obtained by the applicant. Only applicants who have been awarded a Marie Curie mobility grant under the 6<sup>th</sup> Framework Programme or a fellowship under one of the previous Framework Programmes, for a minimum period of 12 months will be eligible for a Marie Curie Award.

The following information on the European Community fellowship should be provided:

- (a) Contract number
- (b) Institute and coordinator
- (c) Title and
- (d) Contract period from (DD/MM/YYYY) to DD/MM/YYYY

**Please note that lack of provision of his information will automatically lead to the ineligibility of the proposal.**

### **B2 - Researcher**

The curriculum vitae of the applicant must be attached to this section. The CV must not exceed four pages in length, including most relevant publications.

The scientific, technological or wider societal achievements of the applicant's previous research should be described and, where appropriate, teaching activities. In this description, the main research results should be outlined, as well as the level of international experience and recognition gained; the contribution to progress of knowledge, including references to published works and summary of key results. Any proposal failing to reach the threshold in this criterion will not be considered further.

Maximum recommended length for this section: 4 A4 pages, (excluding CV and recommendation letters)

### **B3 - Impact**

The achievements of the applicant in increasing the attractiveness of European research careers will be described, with a particular reference to participation in public events, publications and promotion actions in the context of the European Research Area.

Furthermore, the applicant's contribution to increase the interest of the large public in the profession of scientist should be described and, lastly, how his/her scientific achievements would impact on the public understanding of science as an important economic factor.

If relevant, any wider societal impacts of the results achieved by the applicant may be addressed.

Maximum recommended length for this section: 3 A4 pages

### **B4 - Previous proposals and contracts**

If the present proposal is a resubmission of an Award proposal previously rejected, the following information should be provided:

- (a) Proposal number and
- (b) The main changes brought to the initial proposal (up to around 1000 characters).

## **B5 - Ethical Issues**

The following special issues should be taken into account:

**Informed consent:** When describing issues relating to informed consent, it will be necessary to illustrate an appropriate level of ethical sensitivity, and consider issues of insurance, incidental findings and the consequences of individuals leaving the study prematurely.

**Data protection issues:** Identify the source of the data, describing whether it is collected as part of the research or is previously collected data being used. Consider issues of informed consent for any data being used. Describe how personal identity of the data is protected.

**Use of animals:** Where animals are used in research the application of the 3Rs (Replace, Reduce, Refine) must be convincingly addressed. Numbers of animals should be specified. Describe what happened to the animals after the research experiments.

**Human embryonic stem cells:** Research proposals that involve human embryonic stem cells (hESC) will have to address all the following specific points:

- the necessity to use hESC in order to achieve the scientific.
- whether the applicants have taken into account the legislation, regulations, ethical rules and/or codes of conduct in place in the country(ies) where the research using hESC is to take place, including the procedures for obtaining informed consent;
- the source of the hESC
- the measures taken to protect personal data, including genetic data, and privacy;
- the nature of financial inducements, if any.

Identify the countries where research has been undertaken and which ethical committees and regulatory organisations have been approached during the life of the project.

Include the Ethical issues table below. If you indicate YES to any issue, please identify the pages in the proposal where this ethical issue is described. Answering 'YES' to some of these boxes does not automatically lead to an ethical review. It enables the independent experts to decide if an ethical review is required. If you are sure that none of the issues apply to your proposal, simply tick the YES box in the last row.

*(No recommended length for Section 4: Depends on the number of such issues involved)*

Notes:

**Any ethical review will be performed solely on the basis of the information available in the proposal.** Only in exceptional cases will additional information be sought for clarification.

Projects raising specific ethical issues such as research intervention on human beings<sup>1</sup>; research on human embryos and human embryonic stem cells and non-human primates are automatically submitted for ethical review.

To ensure compliance with ethical principles, the Commission Services will undertake ethics audit(s) of selected projects at its discretion.

A web site is being prepared aiming to provide clear, helpful information on ethical issues.

<sup>1</sup> Such as clinical trials, and research involving invasive techniques on persons (e.g. taking of tissue samples, examinations of the brain).

**ETHICAL ISSUES TABLE**

	<b>YES</b>	<b>PAGE</b>
<b>Informed Consent</b>		
• Does the proposal involve children?		
• Does the proposal involve patients or persons not able to give consent?		
• Does the proposal involve adult healthy volunteers?		
• Does the proposal involve Human Genetic Material?		
• Does the proposal involve Human biological samples?		
• Does the proposal involve Human data collection?		
<b>Research on Human embryo/foetus</b>		
• Does the proposal involve Human Embryos?		
• Does the proposal involve Human Foetal Tissue / Cells?		
• Does the proposal involve Human Embryonic Stem Cells?		
<b>Privacy</b>		
• Does the proposal involve processing of genetic information or personal data (eg. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)		
• Does the proposal involve tracking the location or observation of people?		
<b>Research on Animals</b>		
• Does the proposal involve research on animals?		
• Are those animals transgenic small laboratory animals?		
• Are those animals transgenic farm animals?		
• Are those animals cloning farm animals?		
• Are those animals non-human primates?		
<b>Research Involving Developing Countries</b>		
• Use of local resources (genetic, animal, plant etc)		
• Benefit to local community (capacity building ie access to healthcare, education etc)		
<b>Dual Use</b>		
• Research having potential military / terrorist application		
<b>I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL</b>		

**ENDPAGE**

PEOPLE  
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PART B

NAME OF THE APPLICANT

“PROPOSAL FULL TITLE”