

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

PART B

NAME OF THE APPLICANT

“PROPOSAL FULL TITLE”

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### **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**

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