



The EU Framework Programme  
for Research and Innovation

# HORIZON 2020



## H2020 Programme

### Proposal template

Project proposal (Part B)

Marie Skłodowska-Curie Actions - Co-funding of regional, national and  
international programmes (COFUND)

Version 1.1  
8 April 2020

*Research and  
Innovation*

## **Annex 5 – Part B template**

### **START PAGE**

MARIE SKŁODOWSKA-CURIE ACTIONS

**Co-funding of regional, national and  
international programmes (COFUND)**

**Call: H2020-MSCA-COFUND-2020**

PART B

“PROPOSAL ACRONYM”

**This proposal is to be evaluated as:**

**[DP][FP]**

**[delete as appropriate]**

## Table of Contents

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

### 0. GENERAL DESCRIPTION OF THE PROGRAMME (Maximum 2 pages) INFORMATION ON THE BENEFICIARY

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**START PAGE COUNT**

#### 1. EXCELLENCE

#### 2. IMPACT

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

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**STOP PAGE COUNT**

#### 4. ETHICS ASPECTS

#### 5. LETTERS OF COMMITMENT FROM PARTNER ORGANISATIONS

*NB: Applicants must ensure that sections 1-3 do not exceed the limit of 30 pages.*

*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. Some of these principles are reflected as obligations in the Grant Agreement and are therefore contractually binding.*

**0. General description of the programme (Maximum 2 pages, not evaluated)**

**INFORMATION ON THE BENEFICIARY**

<b>Name of Beneficiary</b>	<b>Beneficiary short name</b>	<b>Country</b>	<b>Academic (Y/N)</b>

Example, not to complete

Under each sub-criterion it is advised to develop at least the following points:

## **1. Excellence**

### **1.1 Quality of the selection/recruitment process for the researchers (transparency, composition and organisation of selection committees, evaluation criteria, equal opportunities)**

Demonstrate the transparency of the selection process of the researchers

- Dissemination of the calls in appropriate ways;
- Information provided to the candidates (e.g. conditions of the fellowship, host institution, evaluation process, results, review/appeal, etc.);
- Eligibility criteria and application requirements;
- Any other relevant point.

Describe the organisation of selection process

- Composition of committees involved in the different stages of the process (i.e. eligibility check, evaluation, selection, appeal);
- Selection of experts;
- Fellows/Researchers' selection workflow and powers entrusted to the different actors;
- Any other relevant point.

List the Evaluation Criteria

- Criteria/sub-criteria for the selection of researchers;
- Any other relevant point (scoring, thresholds, etc.).

Ensure equal opportunities

Equal opportunities should be understood in its widest sense. While it is not possible for an applicant to describe fully its potential actions, its equal opportunity policies and those of its partner organisations should be summarised. The independent experts will be asked to scrutinise how these provide equality of opportunity to the researchers, equality of treatment during the selection process and equality of support, during their fellowships, to the successful researchers.

### **1.2. Quality of the research options offered by the programme in terms of science, interdisciplinarity, intersectorality and level of transnational mobility**

- Excellence of the research programme;
- Quality of the research options in terms of interdisciplinary research options, intersectorality (mobility between the academic and non-academic sector) and international networking;
- Any other relevant point

### **1.3. Quality of career guidance and training, including supervision arrangements, training in transferable skills**

#### Describe the supervision arrangements

- Supervision arrangements, quality and experience of supervisors should be described (especially for DPs), as well as how progress of the fellows will be monitored and their career development promoted and guided.
- Any other relevant point.

#### Describe the training

- Training on research skills within the appropriate discipline(s) and/or to gain new skills;
- Support and/or additional training in non-research oriented transferable skills (i.e. grant writing, project management, IPR, entrepreneurship, training for job interviews), 'open science skills' (i.e. learn researchers how to open access to their publications, manage and share their research data, be trained in ethics and research integrity, on gender balance in teams and research content, learn to communicate with the general public and to even integrate citizens in research design and processes including through citizen science);
- Any other relevant point.

## **2. Impact**

### **2.1 Enhancing the potential and future career prospects of researchers; strengthening human resources on regional, national or international level**

- Describe how the potential and future career perspectives of selected researchers will be enhanced;
- Outline how the proposed programme will impact on strengthening research human resources on regional, national or international level;
- Any other relevant point.

### **2.2 Aligning practices of participating organisations with the principles set out by the EU for human resources development in research and innovation**

- Describe how the programme will contribute to the implementation of principles set out by the EU for the human resources development in R&I (such as Charter and Code<sup>1</sup>, or the Principles for Innovative Doctoral Training for DPs) at the participating organisations;
- Any other relevant point.

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<sup>1</sup> [https://euraxess.ec.europa.eu/sites/default/files/brochures/am509774cee\\_en\\_e4.pdf](https://euraxess.ec.europa.eu/sites/default/files/brochures/am509774cee_en_e4.pdf)

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

- Describe plans and procedures for exploitation and dissemination of results towards the research and innovation community and other relevant stakeholders (e.g. industry, other commercial actors, professional organisations, policy makers) in order to achieve and expand potential impact of the programme. This includes the strategy to be adopted to ensure open access to publications and to research data (when appropriate) as well as promoting FAIR data management ;
  - Intellectual Property Rights issues (if relevant);
  - Any other relevant point.

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

- Communication and public engagement strategy of the programme; in particular the approach envisaged to create awareness among the general public of the research work performed under the programme and its implications for citizens and society should be described;.
- Any other relevant point.

## **3. Quality and efficiency of the implementation**

### **3.1 Coherence, effectiveness and appropriateness of the work plan**

- Describe the work plan of the programme and the resources; [define the work packages and deliverables](#); include a timeline or Gantt chart giving an overview of at least the:
  - Expected start and end date of the action (number of months);
  - Number of Calls;
  - Opening/Closing date of the call(s);
  - Number of fellowships offered per call;
  - Evaluation timeline;
  - Expected/planned start/end date of researchers' appointments.
- Financial management and risk management/contingency plans of the programme;
- Any other relevant point.

### **3.2 Appointment conditions of researchers**

- Amounts that will be provided for the benefit of the researcher (e.g. living, mobility, travel and family allowances) and for the organisation that is hosting the researcher (contribution to research, training and networking costs, indirect costs) (Table 1);
- Working conditions, institutional administrative support, and available services/facilities;
- Employment conditions, including statutory working practices, social security coverage and social benefits;
- Compare the proposed working conditions through the programme with the regional and/or national and/or sectoral ones;
- Any other relevant point.

### **3.3 Competence of the participant to implement the programme**

- Description of how the administrative, technical and human resources will be used to implement the programme.
- If known, description of [partner organisations](#) hosting and training the researchers and contributing financially to the programme (if applicable);
- Support offered to candidates/researchers during the application/recruitment/implementation;
- Any other relevant point.

Example, not to complete



**Table 1. The following table (or similar) should be used to detail the financial aspects of the programme. Please note that the amounts for the living allowance and for the mobility allowance must be specified individually:**

<b>Cost categories</b>	<b>EU contribution (EUR/person-month)</b>	<b>Total cost = EU contribution + own resources (EUR/person-month)</b>
Living allowance	1 935 (for <a href="#">ESR</a> )* 2 740 (for <a href="#">ER</a> )*	***
Mobility allowance**	N/A	***
Family allowance**	N/A	
Travel allowance**	N/A	
Research costs**	N/A	
Other (training, etc.)**	N/A	
Management costs	325	
Indirect costs**	N/A	
<b>Number of fellows</b>		
<b>Number of fellow months</b>		
<b>Total amount</b>		

\*Choose the applicable rate, and delete the other.

\*\* If applicable, delete otherwise. Other lines can be included for categories not shown in the template above.

\*\*\* The sum of living and mobility allowances must not be lower than EUR 2709 for [ESR](#) and EUR 3836 for [ER](#).

The following work packages and pre-filled deliverables are mandatory, and constitute a minimum requirement (you may, if necessary, enhance these deliverables by adding additional ones).

<b>Work package number</b>	1	<b>Start date or starting event:</b>	
		<b>Final date:</b>	
Work package title	Management		

Deliverables D 1.1 Progress Report ....
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<b>Work package number</b>	2	<b>Start date or starting event:</b>	
		<b>Final date:</b>	
Work package title	Dissemination of the Programme and its Calls		

Deliverables D 2.1 Report/s on communication and dissemination activities D 2.2 Inform for each call the Project Officer by sending the link to the Euraxess website where the Call has been published ....
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<b>Work package number</b>	3	<b>Start date or starting event:</b>	
		<b>Final date:</b>	
Work package title	Evaluation and Selection		

Deliverables D 3.1 Report for each call on evaluation and selection ....
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<b>Work package number</b>	4	<b>Start date or starting event:</b>	
		<b>Final date:</b>	
Work package title	Training & Career Development		

Deliverables D 4.1 Report on training & career development after the end of each reporting period ....
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<b>Work package number</b>	5	<b>Start date or starting event:</b>	
		<b>Final date:</b>	
Work package title	Ethics Issues		

Deliverables D5.1 Report for each call on ethics issues ....
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#### 4. Ethics Aspects

All research activities in Horizon 2020 must respect fundamental ethics principles, including those reflected in the Charter of Fundamental Rights of the European Union<sup>2</sup> and the relevant ethics rules of H2020. These principles include the need to ensure the freedom of research and the need to protect the physical and moral integrity of individuals and the welfare of animals.

Ethics is important for all research domains. Informed consent and confidentiality are as important for a sociological study as they are for clinical research.

**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.**

For COFUND programmes, it is often not known in advance if the fellowships to be funded will raise ethics issues. Therefore, it is important to describe how the proposal meets the European as well as the national legal and ethics requirements of the country or countries where the tasks raising ethics issues are to be carried out. In particular, applicants should take care to describe the ethics procedures that they will enforce in the execution of the programme (at application phase, selection and evaluation phase, monitoring and follow-up of projects, and the trainings on ethics). A report on ethics issues will be produced by the beneficiary for each call it organises.

In practice, this means that the successful COFUND programmes, when opening their calls for proposals, will have to detail the procedure to be followed for addressing proposals raising ethics issues.

#### 5. Letters of Commitment from Partner organisations

Please fill in the overview of all the identified Partner Organisations in **Table 2**.

Please use this section to insert scanned copies of the letters of commitment from the [partner organisations](#).

The [partner organisations](#) identified in the proposal must provide a letter of commitment **on headed institution stationary dated after the call opening and signed by an individual who has the authority to make the commitment on behalf of the partner organisation.**

The letter of commitment **must specify their precise role in the programme and their exact and quantified financial contribution if any.**

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<sup>2</sup> Charter of Fundamental Rights of the European Union, 2000/C 364/01.  
See also [http://www.europarl.europa.eu/charter/default\\_en.htm](http://www.europarl.europa.eu/charter/default_en.htm)

**Table 2. The following table should be used to list and detail the role of the partner organisations (if known), including their financial contribution to the programme (when applicable):**

Partner organisation name	Partner organisation short name	Country	Academic (Y/N)	Role			
				Hosting researchers WITH recruiting (Y/N)	Hosting researchers WITHOUT recruiting (Y/N)	Providing other training or career development opportunities (Y/N)	Financial contribution in EUR (if applicable)

**Note that:**

- Any relationship between different participating organisations or individuals (e.g. family ties, shared premises or facilities, joint ownership, financial interest, overlapping staff, etc.) **must** be declared and justified;
- The data provided relating to the financial capacity of the beneficiary will be subject to verification during the grant preparation phase.

**END PAGE**

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<b>HISTORY OF CHANGES</b>		
<b>Version</b>	<b>Publication date</b>	<b>Changes</b>
1.0	12.04.2018	<ul style="list-style-type: none"><li>▪ Initial version</li></ul>
1.1	08.04.2020	<ul style="list-style-type: none"><li>▪ Inclusion of the additional Work Package Training &amp; Career Development</li><li>▪ Update on letters of commitment (section 5) to ensure proper letters are provided by partner organisations.</li></ul>

Example, not to complete