



GUIDE FOR APPLICANTS

Marie Curie Actions *People*

Marie Curie International Reintegration Grants

FP7-PEOPLE-2010-RG

Cut-off dates: 9th March 2010 and 7th September 2010 at 17:00:00
(Brussels local time)

*Further copies of this Guide, together with all information related to this call for proposals, can be downloaded from the following web-site:
<http://cordis.europa.eu/>*

About this Guide

This is version number 5 of the Guide for Applicants for
International Reintegration Grants

and it is the first version published for the call
FP7-PEOPLE-2010-RG

This version contains a small number of clarifications and amendments and reflects the changes in the European Reintegration Grants as described in the *People Work Programme 2010* as adopted by Commission Decision C(2009)5892.

The most important changes to this version of the guide are:

- v5: the rule that the researcher, at the time of the relevant cut-off date, during the previous 3 years, should not have spent more than 12 months *in the country of their host organisation* is replaced by in any *Member State or Associated country*.

**This Guide explains the principles of
Marie Curie International Reintegration Grants (IRG)
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 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 Research Staff Exchange Scheme (IRSES)
Marie Curie Researchers' Night (NIGHTS)
Marie Curie European Reintegration Grants (ERG)

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 aforementioned documents.

THE ESSENTIALS

What are the Marie Curie International Reintegration Grants (IRG)?

Marie Curie International Reintegration Grants provide financial assistance to researchers who wish to return and find a job in Europe after they have worked in research in a third country for at least three years. The duration of these grants is between 2 and 4 years.

Who can apply?

Researchers from EU Member States or Associated Countries with at least 4 years full-time postgraduate research experience or a doctoral degree, who have been active in research in a third country for at least 3 years. The researcher applies in liaison with a (re)integration host organisation located in an EU Member State or Associated country.

Which research topics are supported?

There are no pre-defined priority areas. Research fields are chosen freely by the applicants and all domains of research and technological development addressed under the EC Treaty are eligible for funding.

How does it work?

The researcher submits a proposal for a research project to the REA jointly with the (re)integration host organisation. Applications can be submitted continuously and will be evaluated and selected twice a year on the basis of cut-off dates indicated in the call. If the proposal is selected, the REA signs a grant agreement with the (re)integration host organisation. The (re)integration host will then sign an employment agreement with the researcher.

What does the funding cover?

The grant is a flat-rate contribution to the project costs, e.g. salary costs of the researcher or other staff employed for the project, travel cost, consumables patent or publication costs etc.

How much funding is involved per fellowship?

The Community contribution is a fixed amount of €25000 per year during the period of reintegration and up to a maximum period of 4 years.

How to apply?

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

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1. Getting started

On 14 December 2007, the Commission decided¹ to set up a Research Executive Agency (hereinafter the REA)² charged with performing certain management tasks, within the guidelines established by the Commission for Executive Agencies. In this context, as of 15th of June 2009, and on the basis of powers delegated by the Commission, the Agency is carrying out all operations necessary for implementing those parts of the Community programmes entrusted to it, including the Marie Curie actions, and in particular those connected with the publication of the relevant call for proposals, their reception and evaluation, notification to applicants of Commission selection and rejection decisions, and the award and management of grants.

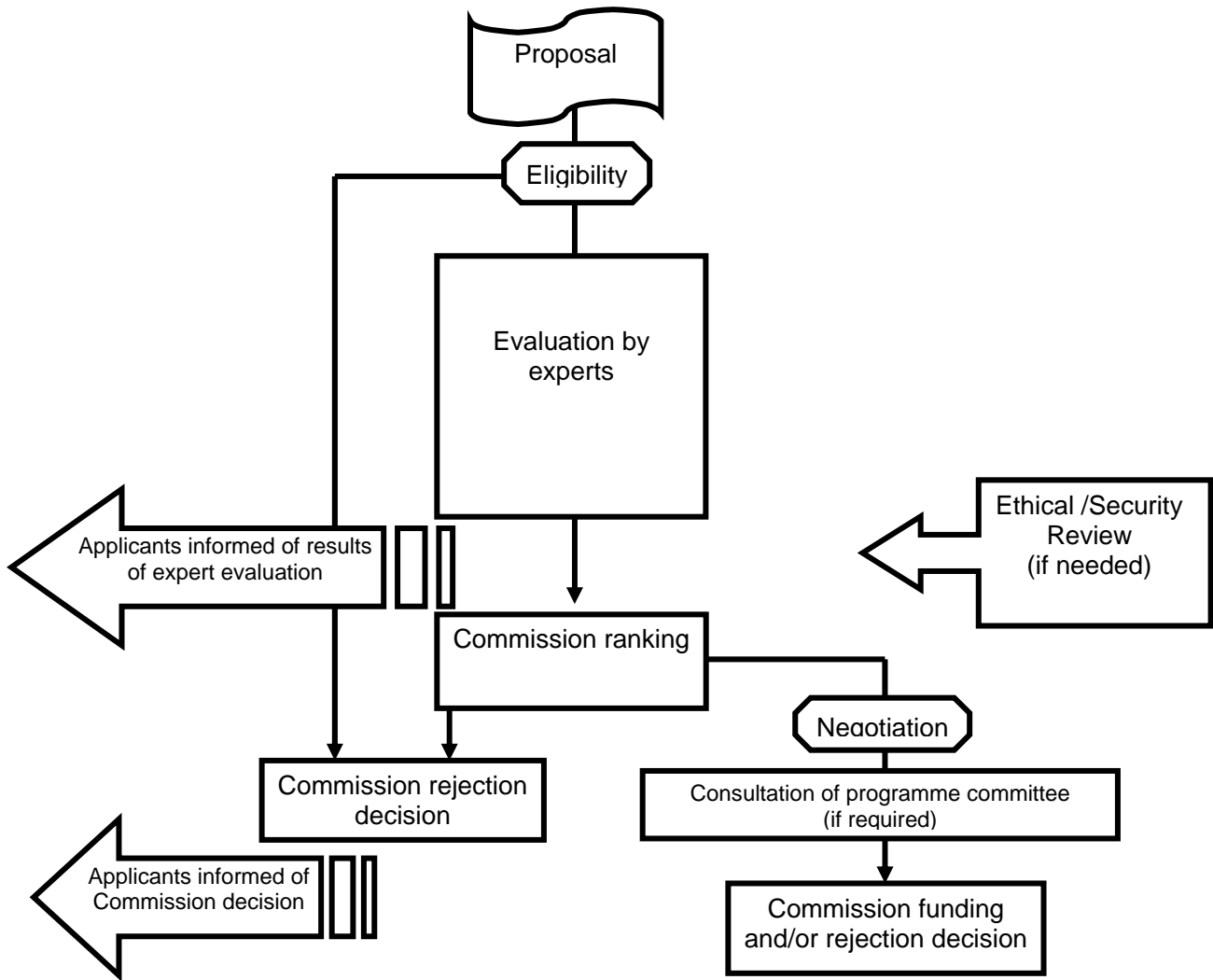
For Marie Curie actions, funding decisions in the Seventh Framework Programme (FP7) are made on the basis of **proposals** submitted following **calls** published now by the REA. Proposals describe planned research, training or transfer of knowledge activities, information on who will carry them out, 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.

The REA then **negotiates** with some or all of those whose proposals have successfully passed the evaluation stage, depending on the budget available. If negotiations are successfully concluded, **grant agreements** providing for an EU financial contribution are established with the participants.

The sequence of steps is summarised in this flow chart:

¹ COMMISSION DECISION of 14 December 2007 setting up the 'Research Executive Agency' for the management of certain areas of the specific Community programmes People, Capacities and Cooperation in the field of research in application of Council Regulation (EC) No 58/2003; OJ L11, 15.01.2008

² <http://ec.europa.eu/research/rea/index.cfm?pg=home>



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 2010 as adopted by Commission Decision C(2009)5892**. 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. You may also wish to consult, however, other reference and background documents, particularly those relating to negotiation and the grant agreements, which will be made available on the CORDIS web site (see annex 1 of this guide). However, you may also wish to consult other reference and background documents, particular those relating to negotiation and the grant agreements, which are available on the Commission’s CORDIS web site (see annex 1 to this guide) and on the Participant Portal: <http://ec.europa.eu/research/participants/portal>

2. About the Marie Curie Actions: "International Reintegration Grants"

2.1 General aspects

Purpose

Marie Curie International Reintegration Grants provide financial assistance to experienced researchers who are looking for long-term employment in research in an EU Member State or Associated Country after they have worked in research in a third country³ for at least three years.

The specific objectives of the Action as described in the People work programme (Section 2.2.2.1) are:

“to reinforce the attractiveness of Europe by encouraging European researchers who have carried out research outside Europe for at least 3 years, to reintegrate in a Member State or in an Associated country in order to contribute to European research and transfer the knowledge they have acquired in a third country, by offering them the opportunity to capitalise in Europe on their experience. It is aimed at countering European brain drain to third countries. It should also allow the development of lasting co-operation with the scientific and/or industrial environment of the third country from which they have returned”.

How does it work?

The proposal, consisting of a research project to be executed at the proposed (re)integration host organisation, will have to be submitted by the researcher in conjunction with the proposed host.

Duration

Marie Curie International Reintegration Grants have a duration of between **two and four years** full time equivalent.

The topic of the Project

All Marie Curie actions have a bottom-up approach, i.e. research fields are chosen freely by the applicants. All domains of research and technological development addressed under the EC treaty are eligible for funding and there are no specific priority areas.

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

The Concept of Panels

For organisational reasons, proposals will be classified under eight major areas of science (known as ‘panels’): Chemistry (CHE); Social and Human Sciences (SOC); Economic Sciences (ECO), Information science and Engineering (ENG); Environmental and Geo-Sciences (ENV); Life Sciences (LIF); Mathematics (MAT), and Physics (PHY). The applicant chooses the panel to which the proposal will be associated at the proposal stage (using the field ‘Scientific Panel’ on the A1 proposal submission form) and this should be considered as the core discipline. Additional keywords are used to define the other disciplines that may be involved. The choice of panel and

³ Third Countries are countries which are neither EU Member States nor countries associated to FP7 (Associated countries)

keywords will guide the REA in the selection of experts for proposal evaluation. Note that there is no predefined budget allocation among the panels in the call for proposals. To help you select the most relevant panel for your proposal a breakdown of each scientific area into a number of sub-disciplines is provided in Annex 3 of this document.

2.2 Eligible organisations

Who are the participants?

Proposals submitted for the International Reintegration Grants Action involve a single (re)integration host organisation established in a Member State or an Associated country.

A broad variety of organisations are eligible to participate, such as:

- National organisations (e.g. universities, research centres etc whether private or public);
- Commercial enterprises, especially those of small and medium size (SMEs);
- Non-profit or charitable organisations (e.g. NGOs, trusts, etc.);
- International European interest organisations (e.g. CERN, EMBL, etc.);
- The Joint Research Centre (JRC) of the European Commission;
- Other International Organisations (e.g. WHO, UNESCO etc.)

Where can the host organisations be located?

The host organisation must be located in an EU Member State (MS) or Associated Country (AC)

The EU Member States are:

Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

The Associated Countries are:

Albania, Bosnia and Herzegovina, Croatia, FYR Macedonia, Iceland, Israel, Liechtenstein, Montenegro, Norway, Serbia, Switzerland and Turkey

Note that the association agreement between the EC and the Faroe Islands is expected to become provisionally applicable as of 1 January 2010. Other countries may become associated during the course of FP7. The latest news will be posted on the CORDIS web site.

*Before the signature of a grant agreement, the Commission has to verify the existence and legal status of all participants. This verification is made only once for each organisation at the time of its first participation in FP7. The details of all validated organisations are stored in a **Unique Registration Facility (URF)**. These organisations are allocated a unique code, the so-called **Participant Identification Code (PIC)**. In any further participation in other proposals, the organisations already validated use the PIC for their identification with the Commission.*

For the confirmation and maintenance of the data stored in the URF, the Commission asks each organisation to nominate one privileged contact person, the so-called Legal Entity Appointed Representative (LEAR). The LEAR is usually a person working in the central administration of the organisation and he/she must be appointed by the top management of the entity. The LEARs can view their organisations' legal and

financial data online and ask for corrections and changes to the data of their legal entity via the Web interface of the Unique Registration Facility.

2.3 Eligible researchers

Basic conditions

At the relevant cut-off date the researcher must have been active in research in a third country for at least three years (full time equivalent).

Level of Experience

International Reintegration Grants are directed exclusively at **experienced researchers**. In order to be eligible, the researchers must either

- be in possession of a doctoral degree, independently of the time taken to acquire it; **or**
- have at least four years (full-time equivalent) of research experience, including the period of research training, after obtaining the degree which formally allows them to embark on a doctorate either in the country in which the degree/diploma was obtained or in the host country.

The reference date for fulfilling the above conditions is the relevant cut-off date.

The researcher is considered in "possession" of a PhD, when all conditions linked to the award of the PhD (including the defence of the thesis and any formal decision to be taken by the awarding authority thereafter) have been fulfilled.

Nationality Conditions

Researchers must be nationals of a Member State or Associated Country (see list in chapter 2.2). Nationals from third countries are not eligible under this scheme.

Mobility Conditions

At the time of the relevant cut-off date, researchers should not have spent more than 12 months in Member States or Associated countries during the previous 3 years (short stays such as holidays are not taken into account).

2.4 Finding your way through the eligibility conditions

Before proceeding to the evaluation, proposals are checked against the eligibility criteria applicable to this specific call. The eligibility criteria are rigorously applied. Proposals failing any of them do not proceed with the evaluation.

A summary of the applicable eligibility criteria is provided below:

PROPOSAL RECEIPT:	1. The proposal arrived before the deadline.
COMPLETENESS:	2a. Part A: All requested forms (1A1, 1A2, 1A3) are present. 2b. Part B: The proposal description is present.
NATIONALITY:	3a. The researcher has the nationality of a MS/AC ⁴ 3b. The host organisation is based in a MS/AC.
EXPERIENCE:	4. At the relevant cut-off date, the researcher has a PhD or at least 4 years (FTE ⁵) of research experience
EXPER/RESIDENCE:	5. At the relevant cut-off date, the researcher has carried out research in a third country for at least 3 years.
RESIDENCE:	6. At the relevant cut-off date, the researcher has spent less than 1 year during the previous 3 years in a Member State or Associated country.

Some examples are provided here below to illustrate the application of the eligibility conditions. It should be emphasised that the examples provided are only intended to explain and clarify the rules as they are published in the Work Programme. While reasonable efforts are made to ensure the information published in this guide is correct and up-to-date, proposers are warned that the reference document for judging eligibility is the Work Programme version in force at the time of submission which will always take precedence in case of conflict or doubt.

Eligibility is always judged on the basis of the information provided in the actual proposal submitted; it is hence the responsibility of the applicant to include in the proposal all required information. It should also be made clear that eligibility is originally judged on the basis of information provided in the proposal; however, the REA reserves the right to exclude a proposal failing one or more of the eligibility criteria at any appropriate moment when ineligibility has been proven.

For further explanations / clarifications, applicants are advised to contact their national contact points or the FP7 enquiry service (see Annex I)

Example A: *A German researcher has been working in research in the USA since 10/5/2007 and wishes to return to a host organisation in Germany. He is eligible to submit an application for a Marie Curie International Reintegration Grant only after he completes 3 years of research work in the USA, i.e. after 9/5/2010. On the basis of the published cut-off dates, he has to submit his application by 7/9/2010, 17:00:00 (Brussels time) in order to be evaluated along with those proposals received for the second cut-off date. Also, the eligibility condition on experience should be fulfilled by this date (7/9/2010): he should have either satisfied all conditions for the award of a PhD or have at least 4 years of research experience (FTE).*

Example B: *A French researcher has been granted a degree giving her access to doctoral studies on 18/11/2006 and has been employed full time in research since then by a Japanese research centre, but not in the framework of a PhD programme. On the basis of the published cut-off dates, she would not have the opportunity to submit an application for an IRG for the first cut-off date (9/3/2010). As the latest cut-off date is 7/9/2010, and she can not have 4 years of research experience by this date, her application would be judged ineligible as the relevant eligibility condition (see 4 above) is not met.*

⁴ MS/AC = EU Member State or Associated Country

⁵ FTE = Full-time equivalent

Example C: *An Italian researcher has been granted a degree giving her access to doctoral studies on 7/10/2007 and has been working towards her PhD since then in an Australian University. She will have completed 3 years of research work in a third country and will therefore satisfy the relevant eligibility condition (see 5 above) on 6/10/2010. However, as she can not have 4 years of research experience by 7/9/2010 (the latest cut-off date of the currently published call), she will fulfil the eligibility condition on experience (see 4 above), only if her PhD degree is awarded by this date.*

Example D: *A Lithuanian researcher has been granted a degree in Europe on 14/10/2004, has worked in an American University since then towards her PhD, which was granted on 1/9/2008. She has returned to Europe and has lived in the UK since 1/9/2009. While eligibility conditions 4 and 5 are satisfied, she would be ineligible to apply for an IRG for the 7/9/2010 cut-off date. This researcher would thus be eligible to submit a proposal for an International Reintegration Grant in a Member State or Associated country only for the 9/3/2010 cut-off date.*

2.5 Financial Regime

Community contribution & rates

The community contribution is a fixed amount of €25.000 per year during the period of reintegration and up to a maximum of 4 years.

What types of expenses are covered?

The grant is a flat-rate contribution to project costs, e.g. salary costs of the researcher or other staff employed for the project, travel costs, consumables, patent costs, publication costs, etc.

How do I estimate the EC contribution?

On the basis of the information provided above, the Community contribution is directly linked to the duration of the grant (given in months), e.g. for a grant of 42 months the Community contribution will be €87.500, for a grant of 48 months the Community contribution will be €100.000.

The (re)integration host will commit itself to provide the researcher with an adequate work contract for a period of at least the duration of the (re)integration grant.

2.6 The Project Phase

Successful proposals will be invited to enter into negotiation. On the basis of the information provided, a "grant agreement" is prepared and sent to the host organisation ("beneficiary"). The grant agreement should be signed in duplicate and returned to the REA for signature. The host organisation signs an employment contract ("agreement") with the selected fellow in line with the provisions of the grant agreement. The signature of the employment contract and the start of the project will normally take place after the grant agreement enters into force, i.e. after its signature by the REA. Exceptionally, the start date of the project can be fixed retroactively (a date prior to the signature of the grant agreement) at the request of the host organisation and the researcher, but at their own risk in case the negotiations fail.

Key aspects of the host-researcher agreement

The agreement between the host organisation and the researcher shall determine, in accordance with the grant agreement, the conditions for implementing the research training activities and the respective rights and obligations of the researcher and the host. It must indicate the amounts that s/he is entitled to receive, the conditions of implementation of the project, the law applicable, IPR

arrangement and social security coverage among other issues. The requirements to be respected are included in Annex III (Specific provisions) of the grant agreement, which should be annexed to the agreement. Researchers are strongly encouraged to carefully read these provisions and check that their agreements comply with the rules. A copy of the model grant agreement will be made available on CORDIS.

The actual fellowship must not start until the agreement/contract between the fellow and the host organisation is in place. This means that neither the REA nor the host organisation are under any obligation to make any payments to fellows who unilaterally decide to start at an earlier date to that established in the agreement, and that fellows who take such steps do so at their own risk.

Project suspension

The REA must be informed immediately of interruptions of fellows' stays and appropriate justifications should be provided.

Split stays foreseen in Annex I of the grant agreement and integrated in the work plan are deemed approved by the REA. If the researcher wants to suspend the execution of the project for personal, family or professional reasons unforeseen at the time of the signature of the grant agreement, a request for suspension should be submitted to the REA.

The REA will not object to any requests for suspension, if the researcher is entitled to maternity/parental leave established either by national law or internal rules of the host organisation. In all other cases, the REA's approval of such requests will depend on the justifications provided and the impact expected on the execution of the project.

If the suspension period is less than 30% of the duration of the project, a failure to respond by the REA within 45 days constitutes a tacit approval of the request.

In all cases of suspension, the grant agreement is automatically extended by a period equal to the duration of suspension and reporting periods are adjusted accordingly.

Stays away from host institution

As a general rule, the project must take place at the host organisation premises. However, in some cases, stays away may be justified as part of collaboration arrangements.

As a general rule, researchers may not stay more than 30% of the duration of the fellowship away from the host organisation unless such stays are indispensable to the execution of the project and have been explicitly foreseen in the proposal and the grant agreement.

In case details of the stay (timing, duration, location) have been explicitly provided in the original proposal and have been accepted by the REA, they are deemed approved and there is no need to request any permission.

For stays away from the host premises not foreseen in the original proposal, permission should be requested in advance providing appropriate justifications. A written approval by the project officer responsible should be received before the stay is deemed authorised. As an exception to this rule, there is no need to request permission from the REA for short stays (maximum 10 working days per stay) such as conference attendance, training seminars etc. provided they do not cumulatively exceed 10% of the duration of the project.

3. How to apply

3.1 Turning your idea into an effective proposal

The coordinator

The REA refers to the participant who is taking the lead in the preparation of the proposal as the "proposal coordinator". Any formal communication from the REA will be addressed to the project coordinator, in other words to the host organisation. The host organisation has the obligation to inform the researcher accordingly.

Focusing your planned work

Refer to the description of the Marie Curie Action in section 2 of this Guide and the work programme to check the **eligibility criteria** and any other special conditions that apply.

Refer also to the **evaluation criteria** against which your proposal will be assessed. These are given in annex 2. Keep these in mind as you develop your proposal.

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 REA and/or 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.
- The date and contact address for any **'information day'** that the REA may be organising for 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 REA – together with 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 heritable⁶;
- 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.

As regards human embryonic stem cell research, the REA and 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.

Risk-Sharing Finance Facility (RSFF)

This innovative debt-based facility, designed by the European Commission and the European Investment Bank creates an additional capacity of up to EUR 10 billion for financing higher risk research, technological development, demonstration and innovation activities. The EIB will implement RSFF in close collaboration with all major EU national and regional banks within Member States and Associated Countries to FP7, which are providing support to the development of European companies. Financing through the RSFF can be sought either in addition to, or instead of FP7 grants.

For additional information on RSFF see:

<http://www.eib.org/products/loans/special/rsff/index>

http://ec.europa.eu/invest-in-research/funding/funding02_en.htm

Presenting your proposal

*This call operates a **continuous submission procedure**. The call is open for an extended period, during which proposals will be evaluated in batches after fixed cut-off dates. The call fiche will show the intermediate cut-off dates that apply to this call.*

A proposal has two parts:

Part A will contain the administrative information about the proposal and the participants. The information requested includes a brief description of the work, contact details and characteristics of the participants, and information related to the funding requested (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 REA staff during the evaluation process.

⁶ Research relating to cancer treatment of the gonads can be financed.

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 participants and their roles in the proposed project, and the impacts that might be expected to arise from the proposed work. 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. Experts will be instructed 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 the evaluating experts.

Proposal language

The working language of the expert evaluators is English and it is recommended that proposals are prepared in English. However, 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 A (Form A1) of the proposal.

3.2 Proposal submission

About the EPSS

Proposals must be submitted electronically, using the **Electronic Proposal Submission Service (EPSS)** Proposals arriving at the REA by any other means are regarded as 'not submitted', and will not be evaluated⁷.

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", available from the EPSS entry page (click on "EPSS user guide").

The most important points are explained below.

Use of the system by the proposal coordinator

The EPSS refers to the participant who is taking the lead in the preparation of the proposal as the "proposal coordinator". In the case of Marie Curie International reintegration Grants only *one set of login and password is provided* which must then be shared between the applicant researcher and the host organisation as appropriate.

As a coordinator 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.

Participant Identification Codes (PICs)

The Participant Identification Code is a unique 9 digit number that helps the European Commission identify a participant. It is used in all grant-related interactions between the participant and the Commission.

If your organisation has already participated in a 7th Framework Programme proposal, it is likely that the organisation has already received a PIC number. You can check it on the Participant Portal: <http://ec.europa.eu/research/participants/urf>.

⁷ 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 REA 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 REA no later than one month before the call deadline. The REA 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.

If your organisation already has a PIC, it is likely that it has also appointed a Legal Entity Appointed Representatives (LEAR) (see section 31.). The names of LEARs are not available online, you have to enquire with the administration of your organisation.

All participants already possessing a PIC should use it to identify themselves in the Electronic Proposal Submission System. After entering the PIC, parts of the A forms will be filled in automatically.

If a PIC is not yet available for your organisation, you can still submit your proposal by entering the organisation details manually. However, it is strongly recommended that before submitting a proposal via the Electronic Proposal Submission System (EPSS), you self-register your organisation in the Unique Registration Facility and receive a temporary PIC, which can then be used in the EPSS. The use of PICs – even temporary ones – will lead to more efficient processing of your proposal.

In case you use the PIC of your organisation in the EPSS and the data on your organisation displayed in EPSS seem to contain mistakes, please ask your LEAR to change the data through the Unique Registration Facility (URF). This parallel process has no influence on the preparation and submission of your proposal. The proposal can be submitted even without the correction of such errors.

Self-registration in the Unique Registration Facility for receiving a temporary PIC is quick and simple, see <http://ec.europa.eu/research/participants/urf> (use the button "Register").

Further details on the appointment of LEARs and the use of PICs can be found in the FAQs of the Participant Portal: <https://ec.europa.eu/research/participants/portal> and on Cordis: http://cordis.europa.eu/fp7/pp_en.html.

If your organisation has not yet appointed a LEAR, the necessary documents and instructions can be found here: http://cordis.europa.eu/fp7/pp-lear_en.html.

Referee assessments

Up to three referees may be nominated in order to provide referees' assessments. A special facility within the EPSS system permits referees to create their assessment in the proposal. The creation of the referee happens from the "Set up Proposal" page. Once the proposal co-ordinator (applicant) has nominated a referee, the EPSS system will automatically send a login and password to the referee e-mail. Due to potential problems with SPAM however, when a mail is sent to the referee, an instruction mail is also sent to the applicant, requesting the applicant to crosscheck with the referee if (s)he indeed has received the e-mail from the EPSS. The nominated referee will enter (or "paste in") the assessment in an "Assessment" field in EPSS. Note that the maximum length is 4000 characters (blank spaces, line breaks and paragraphs included).

When the nominated referee uploads a referee's assessment the proposal coordinator will be sent an e-mail to confirm that something has been uploaded as part of the proposal but the assessment itself will not be visible to the coordinator. The referee assessments are automatically added to the proposal package by the EPSS system but will only become accessible to the REA if the proposal is submitted. Referee assessments can be submitted any time between the issue of a password and login for the referee and the call closure (even before the main proposal is submitted).

Submitting the proposal

Only the coordinator is authorised to submit 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, you must press the button "SUBMIT NOW".

(If you don't see the button "SUBMIT NOW", first select the "SUBMIT" tag at the top of the screen).

Please note that "SUBMIT NOW" starts the final steps for submission; it does not in itself cause the proposal to be submitted.

After reading the information page that then appears, it is possible to submit the proposal using the button marked "*Press this button to submit the proposal*".

The EPSS then performs an automatic validation of the proposal. A list of any problems ("validation error message") such as missing data, viruses, wrong file format or excessive file size will then appear on the screen. **Submission is blocked until these problems are corrected.** Once corrected, the coordinator must then repeat the above steps to achieve submission.

If successfully submitted, the coordinator receives a message that indicates that the proposal has been received. This automatic message is not the official acknowledgement of receipt (see Section 5).

The coordinator may continue to modify the proposal and submit revised versions overwriting the previous one right up until the deadline. The sequence above must be repeated each time.

If the submission sequence described above is not followed, the REA 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. Irrespective of any page limits specified in annex 4 to this Guide, there is an overall limit of 10Mbyte to the size of proposal file Part B. There are also restrictions to the name you give to the Part B file. You should only use alphanumeric characters. Special characters and spaces must be avoided.

You are advised to clean your document before converting to PDF (e.g. accept any track changes). Check that your conversion software successfully converts all pages and the original document (e.g. there is no problem with page limits).

Please note that the REA prints out proposals on plain A4 paper. The printable zone on the print engine is bounded by 1.5 cm right, left, top bottom. No scaling is applied to make the page "fit" the window. Printing is done at 300 dots per inch.

About the deadline

The FP7-PEOPLE-RG-2010 is a *continuous call* with specific cut-off dates. The cut-off date works like a deadline except that the call will remain open after the 1st cut-off date of 9 March 2010 and may remain open also after the 2nd cut-off date 7 September 2010 (depending on future decisions concerning the budget, publications dates etc.) A proposal submitted after a given cut-off date will therefore remain in the system and will be evaluated at a subsequent cut-off date if available.

Proposals must be submitted on or before the deadline (cut-off date) specified in the Call fiche. It is your responsibility to ensure the timely submission of your proposal.

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 (cut-off dates) 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 completes the submission sequence described above. 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 REA 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 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 server, since this is rarely the case. Contact the EPSS help desk if in doubt (see the address given in annex 1 to this Guide).

Please note that the REA 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 REA 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 REA".

If you wish to withdraw a proposal after the deadline, please contact the EPSS help desk.

Multiple Submissions

In the case of multiple submissions for different Marie Curie Actions, applicant researchers are reminded that only one proposal may be in an evaluation procedure at any one time for any of the following actions (this restriction does not apply to host organisations):

- Marie Curie Intra-European Fellowships for Career Development(IEF),
- Marie Curie International Outgoing Fellowships (IOF),
- Marie Curie International Incoming Fellowships (IIF),
- Marie Curie International Reintegration Grants (IRG)
- Marie Curie European Reintegration Grants (ERG)

Registration of legal entities in the Commission's Early Warning System (EWS) and Central Exclusion Database (CED)

To protect the EU's financial interests, the Commission uses an internal information tool, the Early Warning System (EWS) to flag identified risks related to beneficiaries of centrally managed contracts and grants. Through systematic registration of financial and other risks the EWS enables the Commission services to take the necessary precautionary measures to ensure a sound financial management⁸.

EWS registrations are not publicly disclosed. However, registrations will be transferred to the Central Exclusion Database (CED) if they relate to entities that have been excluded from EU funding because they are insolvent or have been convicted of a serious professional misconduct or criminal offense detrimental to EU financial interests. The data in CED are available to **all public authorities implementing EU funds**, i.e. European institutions, national agencies or authorities in Member States, and, subject to conditions for personal data protection, to third countries and international organisations.

The work programme informs you that the details of your organisation (or those of a person who has powers of representation, decision-making or control over it) may be registered in the EWS and the CED and be shared with public authorities as described in the relevant legal texts⁹.

⁸ The EWS covers situations such as significantly overdue recovery orders, judicial proceedings pending for serious administrative errors/fraud, findings of serious administrative errors/fraud, legal situations which exclude the beneficiary from funding.

⁹ The basis of registrations in EWS and CED is laid out in:
- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125),

More information on the EWS and CED, can be found here:

http://ec.europa.eu/budget/sound_fin_mgt/ews_en.htm

and
- the Commission Regulation of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12).

4. Checklist

4.1 Preparing your proposal

- **Are you applying for the right action?** Check that your proposed work falls within the scope of this call, and that you have applied for the right action¹⁰ (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 proposed work raise ethical issues?** Clearly indicate any potential ethical, safety or regulatory aspects of the proposed research and the way they will be dealt with in your proposed project. 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

- **Do you have the agreement** of each partner in the project to submit this proposal on their behalf?
- **Check once more the eligibility criteria mentioned in the call! This includes any budget limits.** Remember – the information given in part A is considered definitive.
- **Is your Part B in portable document format (PDF),** including no material in other formats?

¹⁰ 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.

- **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.
- **Double check that you respect the font size (11 point) and the page limitations for the different chapters!**
- **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.
- **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 completed the submission process for your latest version?**

4.3 Following submission

- Information submitted to the EPSS remains encrypted until the deadline and can only be viewed by the applicant.
- It is recommended that you check that all your material has been successfully been uploaded **and** submitted.
- You can revise and resubmit your proposal up to the call deadline.

5. What happens next

Shortly after the call deadline (or cut-off date, in the case of continuously open calls), the REA 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 for participant no. 1. 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. However, first please check that you are the person named in the proposal as contact person for partner no. 1, check the email address which you gave for yourself, and check the junk mail box of your email system for the first few days following the close of call for any mail originating from FP7Aor@ess-fp7.org.

The REA 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.

Soon after the completion of the evaluation, the results will be finalised and all co-ordinators 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 REA 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 REA – through 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 REA – together with 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. If all has gone well, this letter will mark the beginning of a **negotiation** phase. Due to budget constraints, it is also possible that your proposal will be placed on a reserve list. In this case, negotiations will only begin if funds become available. In other cases, the letter will explain the reasons why the proposal cannot be funded on this occasion.

A description of the negotiation process will be provided in the "**FP7 Guidelines for negotiation**" (to be made available on CORDIS).

Negotiations between the applicants and the REA aim to conclude a grant agreement which provides for EU funding of the proposed work. They cover both the scientific/technological, and the

administrative and financial aspects of the project. The REA officials conduct these negotiations on behalf of the Commission and will be working within a predetermined budget envelope. They will also refer to any recommendations which the experts may have made concerning modifications to the work presented in the proposal.

The negotiations will also deal with gender equality actions, and, if applicable to the project, with gender aspects in the conduct of the planned work, as well as the relevant principles contained in the European Charter for researchers and the Code of Conduct for their recruitment.

Members of the proposal consortium may be invited to REA premises in Brussels to facilitate the negotiation.

For participants not yet having a Participant Identification Code (PIC), i.e. not yet being registered and validated in the Commission's Unique Registration Facility (URF) their existence as legal entities and their legal status will have to be validated before a grant agreement can be signed. For these participants, the procedure of registration and validation is triggered by a self-registration in the web interface of the URF available at <http://ec.europa.eu/research/participants/urf>. This self-registration will lead to a request by the REA to the organisation to provide supporting documents and to nominate a Legal Entity Authorised Representative (LEAR). Further details can be found in section 3.2., on the Participant Portal <http://ec.europa.eu/research/participants/urf> and on Cordis http://cordis.europa.eu/fp7/pp_en.html

The LEAR is a person nominated in each legal entity participating in FP7. This person is the contact for the REA related to all questions on legal status. He/she has access to the online database of legal entities with a possibility to view the data stored on his/her entity and to initiate updates and corrections to these data. The LEAR receives a Participant Identification Code (PIC) from the URF (see below), and distributes this number within his/her organisation.

Applicants are reminded that the Commission's Research DGs have adopted a new and reinforced audit strategy aimed at detecting and correcting errors in cost claims submitted in projects on the basis of professional auditing standards. As a result the number of audits and participants audited will increase significantly and the Commission's services will assure appropriate mutual exchange of information within its relevant internal departments in order to fully coordinate any corrective actions to be taken in a consistent way. More information can be found here: http://cordis.europa.eu/audit-certification/home_en.html

Glossary

The following explanations are provided for clarity and easy-reference. They have no legal authority, and do not replace any official definitions set out in the Council decisions.

A

Acknowledgement of receipt:

Applicants are informed by email shortly after the deadline that a proposal has been successfully submitted (but not that it is necessarily eligible). Contact the *help desk* urgently if you do not receive such an acknowledgement.

Applicant

The term used generally in this guide for a person or entity applying to a call for proposals. The term 'participant' is used in the more limited sense of a member of a proposal or project consortium (see below).

Associated countries

Non-EU countries which are party to an international agreement with the Community, under the terms or on the basis of which it makes a financial contribution to all or part of the Seventh Framework Programme. In the context of proposal consortia, organisations from these countries are treated on the same footing as those in the EU. The list of associated countries is given in the body of this guide.

C

Call fiche

The part of the work programme giving the basic data for a call for proposals (e.g. topics covered, budget, deadline etc). It is posted as a separate document on the CORDIS web page devoted to a particular call.

Call for proposals (or "call")

An announcement, usually in the Official Journal, inviting proposals for research activities in a certain theme. Full information on the call can be found on the CORDIS web-site.

Consensus meeting

The stage in the proposal evaluation process when experts come together to establish a common view on a particular proposal.

Continuous submission

Some calls are open for an extended period, during which proposals may be submitted at any moment. In these cases, proposals are evaluated in batches after fixed *cut-off dates*.

Coordinator

The coordinator leads and represents the applicants. He or she acts as the point of contact with the REA.

CORDIS service

A web service providing access to all the documentation related to FP7, and access to the *electronic proposal submission service*.

Cut-off date

An intermediate date in the context of a call operating a *continuous submission procedure*. Proposals are evaluated in batches after each *cut-off date*.

D**Deadline**

For a particular *call*, the moment after which proposals cannot be submitted to the REA, and when the *Electronic Proposal Submission Service* closes for that call. Deadlines are strictly enforced.

Deliverable

A deliverable represents a verifiable output of the project. Normally, each workpackage will produce one or more deliverables during its lifetime. Deliverables are often written reports but can also take another form, for example the completion of a prototype etc.

Direct costs

Direct costs are all eligible costs which can be attributed directly to the project and are identified by the participant as such, in accordance with its accounting principles and its usual internal rules.

E**Early Warning System (EWS)**

An internal information tool of the Commission to flag identified financial risks related to beneficiaries.

Electronic Proposal Submission Service (EPSS)

A web-based service which must be used to submit proposals to the REA. Access is given through the *CORDIS* web-site, or via a specific site.

Electronic Proposal Submission Service (EPSS) Helpdesk

A telephone / email service to assist applicants who have difficulty in submitting their proposal via the Electronic Proposal Submission System: tel: +32 2 233 3760 email support@epss-fp7.org

Eligibility Review Committee

An internal committee which examines in detail cases of proposals whose eligibility for inclusion in an evaluation is in question

Eligibility criteria

The minimum conditions which a proposal must fulfill if it is to be retained for evaluation. The eligibility criteria are generally the same for all proposals throughout FP7, and relate to submission before the *deadline*, *minimum participation*, *completeness and scope*. However, additional eligibility criteria may apply to certain calls, and applicants should check the work programme, and annex 2 to this Guide.

Ethical issues table

Research activities supported by the Framework Programme should respect fundamental ethical principles. The main issues which might arise in a project are summarised in tabular form in a checklist included in the proposal

Evaluation criteria

The criteria against which eligible proposals are assessed by independent experts. The evaluation criteria are generally the same for all proposals throughout FP7, and relate to S/T quality, impact and implementation. Relevance is also considered. However, additional evaluation criteria may apply to certain calls, and applicants should check the work programme, and annex 2 to this Guide.

Evaluation Summary Report (ESR)

The assessment of a particular proposal following the evaluation by independent experts is provided in an Evaluation Summary Report. It normally contains both comments and scores for each criterion.

F

FP7 enquiry service

A general information service on all aspects of FP7. Contact details are given in annex 1 to this Guide.

Funding scheme

The mechanisms for the Community funding of research projects. The funding schemes have different objectives, and are implemented through grant agreements.

G

Grant Agreement (GA)

The legal instrument that provides for Community funding of successful proposals.

H

Hearing

Applicants whose proposals have been evaluated are sometimes invited to provide explanations and clarifications to any specific questions raised by the experts. These questions are submitted to the applicants in advance.

I

Indirect costs

Indirect costs, (sometimes called overheads), are all those eligible costs which cannot be identified by the participant as being directly attributed to the project, but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project.

Individual evaluation

The stage in the evaluation process when experts assess the merits of a particular proposal before discussion with their peers.

Information Days

Open events organised by the Commission or the REA to explain the characteristics of specific calls, and often as well, a chance for potential applicants to meet and discuss proposal ideas and collaborations.

Initial information letter

A letter sent by the REA to applicants shortly after the evaluation by experts, giving a report from the experts on the proposal in question (the Evaluation Summary Report).

International Cooperation Partner Countries (ICPC)

A list of low-income, lower-middle income and upper-middle-income countries, given in annex 1 to the work programme. Organisations from these countries can participate and receive funding in FP7, providing that certain minimum conditions are met.

International European Interest Organisation

International organisations, the majority of whose members are European Union Member States or Associated Countries, and whose principal objective is to promote scientific and technological co-operation in Europe.

J**Joint Research Centre (JRC)**

The Commission's own research institutes.

L**LEAR (Legal Entity Authorised Representative)**

The LEAR is a person nominated in each legal entity participating in FP7. This person is the contact for the REA related to all questions on legal status. He/she has access to the online database of legal entities with a possibility to view the data stored on his/her entity and to initiate updates and corrections to these data. The LEAR receives a Participant Identification Code (PIC) from the REA (see below), and distributes this number within his/her organisation.

Lump sum

Lump sums do not require the submission of financial justifications (statements), as they are "fixed". ICPC participants when participating in an FP7 grant agreement (GA) have got the option between being reimbursed on the basis of eligible costs or on the basis of lump-sums. This option can be made (and changed) up to the moment of the signature of the GA. Once made, it will apply during the whole duration of the GA without the possibility of changing it. ICPC participants may opt for a lump sum in a given project and for reimbursement of costs in another. Whatever the final option chosen, the maximum EC contribution for the project will remain.

M**Milestones**

Control points where decisions are needed with regard to the next stage of the project.

N**National Contact Points (NCP)**

Official representatives nominated by the national authorities to provide tailored information and advice on each theme of FP7, in the national language(s).

Negotiation

The process of establishing a grant agreement between the REA and an applicant whose proposal has been favourably evaluated, and when funds are available.

Non-profit

A legal entity is qualified as "*non-profit*" when considered as such by national or international law.

P**Part A**

The part of a proposal dealing with administrative data. This part is completed using the web-based EPSS.

Part B

The part of a proposal explaining the work to be carried out, and the roles and aptitudes of the participants in the consortium. This part is uploaded to the EPSS as a pdf file.

Part B template

A document in PDF format supplied by the EPSS, consisting of a template of all chapter headings, forms and tables required to prepare a proposal Part B. The template format is given in Annex 4 to this Guide.

Participant Identification Code (PIC)

Organisations participating in FP7 will progressively be assigned Participant Identification Codes (PIC). The PIC is a unique 9-digit number for each organisation. Possession of a PIC will enable organisations to take advantage of the Unique Registration Facility (see below), and to identify themselves in all transactions related to FP7 proposals and grants. An online tool to search for existing PICs and the related organisations is available at <http://ec.europa.eu/research/participants/urf>.

Programme committee

A group of official national representatives who assist the Commission in implementing the Framework Programme.

Proposal

A description of the planned research activities, information on who will carry them out, how much they will cost, and how much funding is requested

Public body

Public body means any legal entity established as such by national law, and international organisations.

R**Redress procedure**

The initial information letter will indicate an address if an applicant wishes to submit a request for redress, if he or she believes that there have been shortcomings in the handling of the proposal in question, and that

these shortcomings would jeopardise the outcome of the evaluation process. An internal evaluation review committee ("redress committee") will examine all such complaints. This committee does not itself evaluate the proposal. It is possible that the committee will recommend a re-evaluation of all or part of the proposal.

Research organisation

A legal entity established as a *non-profit* organisation which carries out research or technological development as one of its main objectives.

Reserve list

Due to budgetary constraints it may not be possible to support all proposals that have been evaluated positively. In such conditions, proposals on a reserve list may only be financed if funds become available following the negotiation of projects on the main list.

Risk-Sharing Finance Facility (RSFF)

A new mechanism to foster private sector investment in research, by increasing the capacity of the EIB and its financial partners to provide loans for European RTD projects.

RTD

Research and Technological Development.

S

SME

'SMEs' are micro, small and medium-sized enterprises. SMEs are defined in Recommendation 2003/361/EC of 6 May 2003.

Specific International Cooperation Actions (SICA)

In some calls on topics of mutual interest, special conditions apply to promote research collaborations between European organisations and those based in the International Cooperation Partner Countries (ICPC). This usually entails a minimum of two participants from EU or Associated countries, and two from ICPC.

T

Thresholds

For a proposal to be considered for funding, the evaluation scores for individual criteria must exceed certain thresholds. There is also an overall threshold for the sum of the scores.

Two-stage submission

Some calls require proposals to be submitted in two stages. In this case, applicants initially present their idea in a brief outline proposal. This is evaluated against evaluation criteria, or sub-criteria for this stage set out in the call. Applicants successful in the first stage will be invited to submit a full proposal at the second stage, which will be evaluated against criteria for this second stage set out in the call. The first stage criteria, as set out in the work programme, are usually a limited set of those applying at the second stage.

Two-step evaluation

An evaluation procedure in which a proposal is evaluated first on a limited number of evaluation criteria (usually, just one), and only those proposals which achieve the threshold on this are subject to a full evaluation on the remaining criteria.

U

Unique Registration Facility (URF)

A system that allows organisations to register their details and status once and for all, obviating the need to provide the same information with each submission. The Web interface of the URF is found at <http://ec.europa.eu/research/participants/urf> On this website you will also find a search tool to check if your organisation is already registered or not.

W

Weightings

The scores for certain evaluation criteria may be multiplied by a weighting factor before the total score is calculated. Generally, weightings are set to one; but there may be exceptions and applicants should check the details in annex 2 to this Guide.

Work Package

A work package is a major sub-division of the proposed project with a verifiable end-point – normally a deliverable or a milestone in the overall project.

Work Programme

A formal document of the Commission for the implementation of a specific programme, that sets out the research objectives and topics to be addressed. It also contains information that is set out further in this Guide, including the schedule and details of the calls for proposals, indicative budgets, and the evaluation procedure.

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 **"People" 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	<i>9 October 2009</i>	
Cut-off dates	<i>9 March 2010, 17:00:00 (Brussels local time)</i>	<i>7 September 2010, 17:00:00 (Brussels local time)</i>
Evaluation of proposals	<i>April 2010</i>	<i>October 2010</i>
Evaluation Summary Reports sent to proposal coordinators ("initial information letter")	<i>May 2010</i>	<i>November 2010</i>
Invitation letter to successful coordinators to launch contract negotiations with REA services	<i>May 2010</i>	<i>November 2010</i>
Letter to unsuccessful applicants	<i>June 2010</i>	<i>December 2010</i>
Signature of first contracts	<i>From September 2010</i>	<i>From February 2011</i>

- 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. Direct links are also given where applicable.

Call information

CORDIS call page and work programme
<http://cordis.europa.eu/fp7/dc/index.cfm?fuseaction=UserSite.FP7CallsPage>

General sources of help:

The Commission's FP7 Enquiry service <http://ec.europa.eu/research/enquiries>
National Contact Points http://cordis.europa.eu/fp7/ncp_en.html

Specialised and technical assistance:

CORDIS help desk <http://cordis.europa.eu/guidance/helpdesk>
EPSS Help desk support@epss-fp7.org
IPR helpdesk <http://www.ipr-helpdesk.org>

Legal documents generally applicable (see http://cordis.europa.eu/fp7/find-doc_en.html for Find a Document – on Fp7 - service)

Decision on the Framework Programme: *Decision* No 1982/2006/EC of the European Parliament and of the Council of 18 December 2006 concerning the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007-2013), available in all Community languages

Rules for Participation: Regulation (EC) No 1906/2006 of the European Parliament and of the Council of 18 December 2006 laying down the *rules* for the *participation* of undertakings, research centres and universities in actions under the Seventh Framework Programme and for the dissemination of research results (2007-2013), available at http://ec.europa.eu/research/fp7/documents_en.html#Rules

Specific Programmes at http://cordis.europa.eu/fp7/home_en.html

Rules for proposal submission, evaluation selection and award at http://cordis.europa.eu/fp7/participate_en.html

Brochure “**The FP7 in Brief**” can be downloaded from the Europa web site at http://ec.europa.eu/research/fp7/pdf/fp7-inbrief_en.pdf

The **European Charter for Researchers** and the **Code of Conduct** for their recruitment can be downloaded from <http://ec.europa.eu/eracareers/europeancharter>

International cooperation on CORDIS at <http://cordis.europa.eu/inco/>

REA website: <http://ec.europa.eu/research/rea/index.cfm?pg=home>

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

1. General

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

REA staff ensure that the process is fair, and in line with the principles contained in the Commission's rules¹¹.

Experts 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 order to help with the management of the evaluation, the REA may also appoint independent experts as chairs and vice-chairs.

In addition, independent experts will be appointed by the REA to observe the evaluation process from the point of view of its working and execution. The role of the observers is to give independent advice to the REA 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(s) will not express views on the proposals under examination or the experts' opinions on the proposals.

Conflicts of interest: Under the terms of the appointment letter, experts must declare beforehand any known conflicts of interest, and must immediately inform a REA staff member if one becomes apparent during the course of the evaluation. The REA 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 REA or 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.

2. Before the evaluation

On receipt by the REA, 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 REA 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 before the deadline given in the call fiche
- It involves at least the minimum number of participants given in the call fiche
- It is complete (i.e. both the requested administrative forms and the proposal description are present)

¹¹ Rules for submission of proposals, and the related evaluation, selection and award procedures (posted on CORDIS).

- 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 particular eligibility criteria specific to this Action.

Where a maximum number of pages has been indicated for a section of the proposal, or for the proposal as a whole, the REA reserves the right to instruct the experts to disregard any excess pages.

The REA 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;

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, the REA 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.

REA staff, possibly assisted by the chairs and vice-chairs, allocate proposals to individual experts, taking account of the fields of expertise of the experts, and avoiding conflicts of interest.

The evaluation comprises three distinct phases: the individual evaluation of the proposals, the consensus meeting and the panel review.

3. Individual evaluation of proposals

This part may be either carried out in Brussels or remotely (on the premises of the experts concerned).

At the beginning of the evaluation, experts will be briefed by REA staff, covering the evaluation procedure, the experts' responsibilities, the issues involved in the particular area/objective, and other relevant material.

Each proposal will be assessed independently by at least three experts, chosen by the REA from the pool of experts taking part in this evaluation. One of these experts will be designated to be the "rapporteur" for the proposal, who will take up additional responsibilities at the end of this phase and in the following phases of the evaluation session.

The proposal will be evaluated against pre-determined evaluation criteria, applying predefined weighting factors and thresholds. The evaluation criteria as indicated in the People Work Programme are reproduced on the following page:

Evaluation Criteria - Marie Curie International Reintegration Grants			
S&T Quality	Researcher	Implementation	Impact
Scientific/technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal	Research experience	Quality of host organisation, including adequacy of infrastructures/facilities.	Potential of transferring knowledge to host
Research methodology	Scientific and technological quality of previous research	Feasibility and credibility of the project, including work plan	Capacity to develop lasting co-operation with the third country
Originality and innovative nature of the project, and relationship to the 'state of the art' of research in the field	Independent thinking and leadership qualities	Management: Practical arrangements for the implementation and management of the scientific project	Contribution to scientific excellence by attracting first class researchers; or in the exceptional case where the researcher has already gained an employment position in Europe by producing a significant improvement in his/her employment condition or career prospects.
Timeliness and relevance of the project	Match between the fellow's profile and project.		Contribution to European excellence and European competitiveness
	Benefit to the career of the researcher from the period of re-integration		Potential and quality of lasting professional integration (expected length of work contract, expected career development)

Evaluation scores will be awarded for each of the four criteria, and not for the sub-criteria. The sub-criteria are issues which the experts 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. Scores will be awarded with a resolution of one decimal place.

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

0 -	<i>The proposal fails to address the criterion under examination or cannot be judged due to missing or incomplete information</i>
1 -	<i>Poor. The criterion is addressed in an inadequate manner, or there are serious inherent weaknesses.</i>
2 -	<i>Fair. While the proposal broadly addresses the criterion, there are significant weaknesses.</i>
3 -	<i>Good. The proposal addresses the criterion well, although improvements would be necessary.</i>
4 -	<i>Very Good. The proposal addresses the criterion very well, although certain improvements are still possible.</i>
5 -	<i>Excellent. The proposal successfully addresses all relevant aspects of the criterion in question. Any shortcomings are minor.</i>

The threshold and weightings for the different criteria are summarized in the table below:

Evaluation Criterion	Weighting (%)	Threshold
S&T Quality	30	3
Researcher	30	3
Implementation	20	
Impact	20	

A threshold of 3 will be applied to the criteria “Scientific and Technological quality” and “Researcher”. In addition, an overall threshold of 70% (3,5) will be applied to the total score. In case of equal scores, priority will be 1: Researcher, 2: S&T, 3: Impact and 4: Implementation.

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

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 REA 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 call, the proposal will be withdrawn from the evaluation, and the proposal will be deemed ineligible.

4. Consensus meeting

Once all the experts to whom a proposal has been assigned have completed their IAR, the evaluation progresses to a consensus assessment, representing their common views.

This entails a consensus meeting to discuss the scores awarded and to prepare comments. The consensus meeting may take place in the form of an electronic forum.

The consensus discussion is moderated by the rapporteur assigned to the proposal and can be attended by a REA official, and/or the chairs/vice-chairs. The role of the rapporteur is to seek to arrive at a consensus between the individual views of experts without any prejudice for or against particular proposals or the organisations involved, and to ensure a confidential, fair and equitable evaluation of each proposal according to the required evaluation criteria.

The rapporteur is responsible for drafting the consensus report. The experts attempt to agree on a consensus score for each of the criteria that have been evaluated and suitable comments to justify the scores. Comments should be suitable for feedback to the proposal coordinator. Scores and comments are set out in a consensus report. They also come to a common view on the questions of scope, ethics.

If during the consensus discussion it is found to be impossible to bring all the experts to a common point of view on any particular aspect of the proposal, the REA may ask up to three additional experts to examine the proposal.

Evaluation of a resubmitted proposal

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

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.

The EIR will be signed by the REA official or one of the chairs/vice-chairs, and one member of the consensus group (normally, the proposal rapporteur).

Outcome of consensus

The outcome of the consensus step is the consensus report. This will be signed (either on paper, or electronically) by all experts, or as a minimum, by the rapporteur, and by the REA official or the chairs/vice-chair persons. The moderator is responsible for ensuring that the consensus report must reflect the consensus reached, expressed in scores and comments. In the case that it is impossible to reach a consensus, the report sets out the majority view of the experts but also records any dissenting views.

The REA will take the necessary steps to ensure the quality of the consensus 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.

The signing of the consensus report completes the consensus step.

5. Panel review

This is the final step involving the independent experts. It allows them to formulate their recommendations to the REA having had an overview of the results of the consensus step.

The panel comprises experts involved at the consensus step. Several panels may cover the different areas of science, or one panel comprising experts representing different disciplines may examine all the proposals.

The main task of the panel is to examine and compare the consensus reports in a given area, to check on the consistency of the marks applied during the consensus discussions and, where necessary, propose a new set of consensus scores.

The tasks of the panel will also include:

- reviewing cases where a minority view was recorded in the consensus report;
- recommending a priority order for proposals with the same consensus score;

The panel is moderated by the REA representative or by the chair person appointed by the REA. The REA will ensure fair and equal treatment of the proposals in the panel discussions. A panel rapporteur will be appointed to draft the panel's advice.

The outcome of the panel meeting is a report recording, principally:

- An evaluation summary report (ESR) for each proposal, including, where relevant, a report of any ethical issues raised and any security considerations;
- A list of proposals passing all thresholds, along with a final score for each proposal passing the thresholds and the panel recommendations for priority order.
- A list of evaluated proposals having failed one or more thresholds;
- A list of any proposals having been found ineligible during the evaluation by experts;
- A summary of the deliberations of the panel;

The panel report is signed by at least three panel experts, including the panel rapporteur and the chairperson.

A further special ethical review of above-threshold proposals may be organised by the REA together with the Commission.

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

Proposals in this call must be submitted electronically, using the 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).

Section A1 gives a snapshot of your proposal, section A2 concerns the Host organisation(s), section A3 gives details of the applicant researcher.

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, options and forms presented on EPSS may differ slightly from these below.

Section A1 – Information on the Proposal	
Proposal number	[pre-filled]
Proposal Acronym	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.
Proposal Title	The title should be <u>no longer than 200 characters</u> and should be understandable to the non-specialist in your field.
Marie Curie Action code	This field will be pre-filled with the code corresponding to the action of the call: Networks for Initial Training (ITN) Industry-Academia Partnerships and Pathways (IAPP) Co-funding of Regional, National and International Programmes (COFUND) Intra-European Fellowships (IEF) European Re-integration Grants (ERG) International Outgoing Fellowships (IOF) International Incoming Fellowships (IIF) Marie Curie International Research Staff Exchange Scheme (IRSES) Marie Curie Researchers' Night (NIGHTS) International Re-integration Grants (IRG)
Scientific Panel	Please choose a code from the list below indicating the main scientific area of relevance to your proposal. This information will help the REA in the organisation of the evaluation of proposals. CHE Chemistry ECO Economic Sciences ENG Information science and Engineering ENV Environment and geosciences LIF Life sciences MAT Mathematics PHY Physics SOC Social and Human Sciences To help you select the most relevant panel code, please refer also to the breakdown of each scientific area into a number of sub-disciplines on the following page.
Total Duration in months	Insert the estimated duration of the project in full months.
Call identifier	[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: <i>FP7-PEOPLE-2010-RG</i>
Keywords	Please enter a number of keywords that you consider sufficient to characterise the scope of your proposal. There is <u>a limit of 200 characters</u> .
Abstract	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. If the proposal is written in a language other than English, please include an English version of the proposal abstract in part B. There is <u>a limit of 2000 characters</u> .
Similar proposals	A 'similar' proposal or contract is one that differs from the current one in minor ways.
Ethical Issues in Part 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: "I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL" , then please choose YES in this field. If not, choose 'NO'. This information will be used by the REA to flag proposals with potential ethical issues that need further follow-up (but not necessarily a formal ethical review).

Scientific Panels - Sub-disciplines

To help you in selecting the most relevant panel code please find below a breakdown of each scientific area:

CHEMISTRY (CHE)

- Biological, Pharmaceutical and Medicinal Chemistry
- Environmental Chemistry
- Homogeneous and Heterogeneous Catalysis
- Instrumental Techniques, Analysis, Sensors
- Molecular Aspects of New Materials, Macromolecules, Supramolecular Structures, Nanochemistry
- New Synthesis, Combinatorial Chemistry
- Reaction Mechanisms and Dynamics
- Surface Science and Colloids
- Theoretical and Computational chemistry
- Other Chemistry

ECONOMIC SCIENCES (ECO)

- Financial Sciences
- Industrial Economics (incl. Technology & Innovation)
- International Economics
- Labour Economics
- Macroeconomics
- Management of Enterprises (incl. Marketing)
- Microeconomics
- Natural Resources & Environmental Economics
- Public Sector Economics
- Quantitative Methods
- Research Management
- Social Economics
- Urban & Regional Economics (incl. Transport Economics)
- Other Economic Sciences

ENGINEERING & INFORMATION SCIENCE (ENG)

- Automation, Computer Hardware, Robotics
- Bioengineering
- Chemical Engineering
- Civil Engineering
- Computer Graphics, Human Computer Interaction, Multimedia
- Electrical Engineering
- Electronics
- Information Systems, Software Development and Databases
- Knowledge Engineering and Artificial Intelligence
- Materials Engineering
- Mechanical Engineering
- Parallel and Distributed Computing, Computer Architecture
- Signals, Speech and Image Processing
- Systems, Control, Modelling & Neural Networks
- Telecommunications
- Transport Engineering
- Other Engineering and Information Science

ENVIRONMENT & GEOSCIENCES (ENV)

- Agriculture, Agroindustry and Forestry
- Biodiversity and Conservation
- Climatology, Climate Change, Meteorology and Atmospheric Processes
- Ecology and Evolution (incl. Population Biology)
- Environmental Engineering and Geotechnics
- Fisheries and Aquaculture
- Geochemistry and Mineral Sciences
- Geophysics, Tectonics, Seismology, Volcanology
- Marine Sciences
- Natural Resources Exploration and Exploitation
- Physical Geography, Earth Observation and Remote Sensing
- Pollution, Waste Disposal and Ecotoxicology
- Soil and Water Processes
- Stratigraphy, Sedimentary Processes and Palaeontology

- Other Environment and Geosciences

LIFE SCIENCES (LIF)

- Bioenergetics
- Biological Membranes
- Biomedicine, Public Health & Epidemiology
- Cancer Research
- Cell Biology
- Computational Biology and Bioinformatics
- Developmental Biology
- Enzymology
- Genetic Engineering
- Genomics and General Genetics
- Immunology
- Macromolecular Structures and Molecular Biophysics
- Medical Pathology
- Metabolic Regulation and Signal Transduction
- Metabolism of Cellular Macromolecules
- Microbiology and Parasitology
- Neurosciences (incl. Psychiatry and Clinical Psychology)
- Pharmacology and Toxicology
- Physiology
- Virology
- Other Life Sciences

MATHEMATICS (MAT)

- Algebra and Number Theory
- Algorithms and Complexity
- Analysis and Partial Differential Equations
- Applied Mathematics and Mathematical Physics
- Discrete Mathematics and Computational Mathematics
- Geometry and Topology
- Logic and Semantics
- Statistics and Probability
- Other Mathematics

PHYSICS (PHY)

- Astronomy, Astrophysics and Cosmology
- Atomic and Molecular Physics
- Biophysics and Medical Physics
- Condensed Matter- Electronic Structures, Electrical and Magnetic Properties
- Condensed Matter- Mechanical and Thermal Properties
- Condensed Matter- Optical and Dielectric Properties
- Elementary Particles and Fields
- Fluids and Gases
- Non Linear Dynamics and Chaos Theory
- Nuclear Physics
- Optics and Electromagnetism
- Physical Chemistry, Soft Matter and Polymer Physics
- Physics of Superconductors
- Plasmas and Electric Discharges
- Statistical Physics and Thermodynamics
- Surface Physics
- Other Physics

SOCIAL & HUMAN SCIENCES (SOC)

- Education and Training
- Law (European or Comparative National)
- Linguistics (applied to: Education, Industrial Efficiency or Social Cohesion)
- Media and Mass Communication
- Political Sciences (European or Comparative National)
- Psychology (Social, Industrial, Labour, or Education)
- Sociology
- Other Social and Human Sciences

Section A2 – Information on the Host organisations:	
Participant number	The number allocated to the participant for this proposal. In proposals with only one participant, the single participant is always number one. In proposals that have several participants, the co-ordinator of a proposal is always number one.
Participant identity code	The Participant Identification Code (PIC) enables organisations to take advantage of the Unique Registration Facility. Organisations who have received a PIC from the FP7 Unique Registration Facility are encouraged to use it when submitting proposals. By entering a PIC, parts of section A2 will be filled in automatically. An online tool to search for existing PICs and the related organisations is available at http://ec.europa.eu/research/participants/urf . Organisations not yet having a PIC are strongly encouraged to self-register (at http://ec.europa.eu/research/participants/urf) before submitting the proposal and insert in section A2 the temporary PIC received at the end of the self-registration.
Legal name	<p>For Public Law Body, 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;</p> <p>For Private Law Body, it is the name under which your organisation is registered in the national Official Journal (or equivalent) or in the national company register.</p> <p>For a natural person, it is for e.g. Mr Adam JOHNSON, Mrs Anna KUZARA, and Ms Alicia DUPONT</p>
Organisation Short Name	Choose an abbreviation of your Organisation Legal Name, only for use in this proposal and in all related documents. This short name should not be more than 20 characters 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.
Legal address	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.
Non-profit organisation	Non-profit organisation is a legal entity qualified as such when it is recognised by national or, international law.
Public body	Public body means any legal entity established as such by national law
Research organisation	Research organisation means a legal entity established as a non-profit organisation which carries out research or technological development as one of its main objectives.
Higher or secondary education establishment	A secondary and higher education establishment means organisations only or mainly established for higher education/training (e. g. universities, colleges ...).
International organisation	"international organisation" means an intergovernmental organisation, other than the European Community, which has legal personality under international public law, as well as any specialised agency set up by such an international organisation;
International European Interest organisation	"international European interest organisation" means an international organisation, the majority of whose members are Member States or Associated countries, and whose principal objective is to promote scientific and technological cooperation in Europe;
Joint Research Centre of the European Commission	The European Commission's Joint Research Centre
Entity composed of one or more legal entities	European Economic Interest Groups, Joint Research Units (Unités Mixtes de Recherche), Enterprise Groupings Decision DL/2003/3188 27.11.2003

Commercial Enterprise	Organisations operating on a commercial basis, i.e. companies gaining the majority of their revenue through competitive means with exposure to commercial markets, including incubators, start-ups and spin-offs, venture capital companies, etc.
NACE code	<p>NACE means "<u>Nomenclature des Activités économiques dans la Communauté Européenne</u>". Please select one activity from the list that best describes your professional and economic ventures. If you are involved in more than one economic activity, please select the one activity that is most relevant in the context of your contribution to the proposed project. For more information on the methodology, structure and full content of NACE (rev. 1.1) classification please consult EUROSTAT at: http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&StrNom=NACE_1_1&StrLanguageCode=EN&StrLayoutCode=HIERARCHIC .</p>
Small and Medium-Sized Enterprises (SMEs)	<p>SMEs are micro, small and medium-sized enterprises within the meaning of Recommendation 2003/361/EC in the version of 6 May 2003. The full definition and a guidance booklet can be found at http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm</p> <p>An enterprise is considered as an SME, taking into account its partner enterprises and/or linked enterprises (please see the above mentioned recommendation for an explanation of these notions and their impact on the definition), if it:</p> <ul style="list-style-type: none"> - employs fewer than 250 persons; - has an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million. <p>The headcount corresponds to the number of annual work units (AWU), i.e. the number of persons who worked full-time within the enterprise in question or on its behalf during the entire reference year under consideration. The work of persons who have not worked the full year, the work of those who have worked part-time, regardless of duration, and the work of seasonal workers are counted as fractions of AWU. The staff consists of:</p> <ul style="list-style-type: none"> (a) employees; (b) persons working for the enterprise being subordinated to it and deemed to be employees under national law; (c) owner-managers; (d) partners engaging in a regular activity in the enterprise and benefiting from financial advantages from the enterprise. <p>ATTENTION: Apprentices or students engaged in vocational training with an apprenticeship or vocational training contract can not be included as staff. The duration of maternity or parental leaves is also not counted.</p> <p>The data to apply to the financial amounts (e.g. turnover and balance sheet), as well as to the headcount of staff, are those relating to the latest approved accounting period and calculated on an annual basis. They are taken into account from the date of closure of the accounts. The amount selected for the turnover is calculated excluding value added tax (VAT) and other indirect taxes.</p> <p>In the case of newly-established enterprises whose accounts have not yet been approved, the data to apply is to be derived from a <i>bona fide</i> estimate made in the course of the financial year. These organisations must insert "N/A" for the two questions relating to the duration and the closing date of their last approved accounting period.</p>
Contact point	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 REA will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to negotiations).
Authorised representative to sign the grant agreement or to commit the organisation for this proposal	Please indicate the contact details of the person in the Host Organisation who would be authorised to sign the grant agreement with the REA in case the proposal is selected for funding.
Title	Please choose one of the following: Prof., Dr., Mr., Mrs, Ms.
Sex	This information is required for statistical and mailing purposes. Indicate F or M as appropriate.
Phone and fax numbers	Please insert the full numbers including country and city/area code. Example +32-2-2991111.

Section A3 – Information on the Researcher:	
Contact address	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
University degree	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.
Doctorate	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
Doctorate expected before the deadline	If you do not yet have a doctoral degree and expect to have it before the deadline, please indicate the expected date of award. Researchers must have obtained a doctoral degree at the latest on the date of the relevant deadline for submission of proposals or have at least 4 years of research experience on the date of the relevant deadline for submission of proposals. Wrong or missing information may cause your proposal to be ineligible.
Full-time postgraduate research experience	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. Only time spent on post graduate research activities (whether remunerated or not, and including the period of research training e.g. PhD period) should be included. If an applicant has been engaged in other professional activities than research in certain periods since his/her graduation, this time will not count as 'full-time post graduate research experience'. Any periods of part-time activity in research should be translated into full-time experience (e.g. 3 years half time = 1,5 years full-time). Please note that the proposer may be asked to produce evidence of this experience at any stage. Wrong or missing information may cause your proposal to be ineligible.
Place of activity/place of residence (previous 5 years)	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).
Period	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
Eligibility	[Only Marie Curie ERG action] Indicate the call identifier, the contract number, the start and end dates of your employment under the previous Marie Curie fellowship that entitles you to apply for an ERG action
Have you submitted or are you in the process of submitting another proposal for Marie Curie actions IEF, IOF, IIF, ERG or IRG, or have you previously benefited of Community funding under Marie Curie actions?	Each researcher may only submit one proposal at a time for the following actions: <ul style="list-style-type: none"> • Marie Curie Intra-European Fellowships (IEF), • Marie Curie Outgoing International Fellowships (IOF), • Marie Curie Incoming International Fellowships (IIF), • Marie Curie European Reintegration Grants (ERG) • Marie Curie International Reintegration Grants (IRG) Having several proposals in the application procedure for one or more actions at the same time may render your proposal ineligible. New or similar proposals are eligible to be submitted only after the evaluation procedure of the relevant round has been terminated. If you have previously benefited of Community funding under Marie Curie actions in the same field, you should demonstrate (in part B) the substantial added value of the new project. Indicate here the action name, year and the proposal or contract number.
Location of origin (country)	The country in which the location of origin is situated (see below). Insert the name of the country as commonly used

Location of origin (town)	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
Full-time postgraduate research experience.	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. Only time spent on post graduate research activities (whether remunerated or not, and including the period of research training e.g. PhD period) should be included. If an applicant has been engaged in other professional activities than research in certain periods since his/her graduation, this time will not count as 'full-time post graduate research experience'. Any periods of part-time activity in research should be translated into full-time experience (e.g. 3 years half time = 1,5 years full-time). Please note that the proposer may be asked to produce evidence of this experience at any stage. Wrong or missing information may cause your proposal to be ineligible
Place of activity/place of residence (previous 5 years)	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).



Proposal Submission Form

Research Executive Agency
7th Framework Programme on
Research, Technological
Development and Demonstration

Marie Curie Actions
**International Re-integration
Grants (IRG)**

**A1:
Summary**

<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>			

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

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



Research Executive Agency
7th Framework Programme on
Research, Technological
Development and Demonstration

Marie Curie Actions
**International Re-integration
Grants (IRG)**

**A2:
Participants**

Proposal Nr	Proposal Acronym	Participant Nr
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INFORMATION ON ORGANISATIONS

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

Administrative data

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

Status of your organisation

Certain types of organisations benefit from special conditions under the FP7 participation rules. The Commission also collects data for statistical purposes. The guidance notes will help you complete this section.

Please 'tick' the relevant box(es) if your organisation falls into one or more of the following categories.

- Non-profit organisation
 - Public body
 - Research organisation
 - Higher or secondary education establishment
 - International organisation
 - International European Interest organisation
 - Joint Research Centre of the European Commission
 - Entities composed of one or more legal entities [European Economic Interest Group/ Joint Research unit (Unité mixte de recherché) / Enterprise groupings]
 - Commercial Enterprise
- Main area of activity (NACE code):** [dropdown list]

The following section relating to the status of Small or Medium Sized Enterprises is to be completed only by the participants having chosen NONE of the options in the first section under "Status of your organisation"	
1. Is your number of employees smaller than 250? (full time equivalent)	[yes/no]
2. Is your annual turnover smaller than €50 million?	[yes/no]
3. Is your annual balance sheet total smaller than €43 million?	[yes/no]
4. Are you an autonomous legal entity?	[yes/no]
You are not an SME if your answer to question 1 is "NO" and/or your answer to both questions 2 and 3 is "NO". In all other cases, you might conform to the Commission's definition of an SME. Please check the additional conditions given in annex X.	
Following this check, do you conform to the Commission's definition of an SME	[yes/no]



Proposal Submission Form



Research Executive Agency

7th Framework Programme on
Research, Technological
Development and Demonstration

Marie Curie Actions
**International Re-integration
Grants (IRG)**

**A2:
Participants**

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	

Authorised representative to sign the grant agreement or to commit the organisation for this proposal			
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 Form



Research Executive Agency
7th Framework Programme on
Research, Technological
Development and Demonstration

Marie Curie Actions
**International Re-integration
Grants (IRG)**

**A3:
Participants**

Proposal Number		Proposal Acronym	
INFORMATION ON THE RESEARCHER			
Family Name	Birth Family Name		
First Name(s)			
Title	SexFemale(F)/Male(M)		
1 st nationality		2 nd nationality	
Location of origin (country)		Date of birth	
Location of origin (town)			
Contact address			
Street name		Number	
Town			
Postal Code / Cedex			
Country			
Phone 1		Phone 2	
E-mail		Fax	

Qualifications			
University degree	Date of award (DD/MM/YYYY)		
Doctorate expected before the deadline	Expected date of award (DD/MM/YYYY)		
Doctorate	Date of award (DD/MM/YYYY)		
Full-time postgraduate research experience	Number of months		
Other academic qualifications	Date of award (DD/MM/YYYY)		
Place of activity/place of residence (previous 5 years)			
Period: From DD/MM/YYYY	To DD/MM/YYYY	Country	

INVOLVEMENT OF THE RESEARCHER IN OTHER MARIE CURIE PROPOSALS	
Have you submitted or are you in the process of submitting another proposal for the Marie Curie Actions: IEF, IOF, IIF, ERG or IRG, or have you previously benefited of Community funding under Marie Curie actions ?	
YES/NO	
If yes:	
Action name(s) and year	Proposal or contract number(s)

Annex 4: Instructions for drafting part B of the proposal

Instructions for preparing proposal Part B for Marie Curie International Reintegration Grants

A description of the action is given in section 2 of this Guide for Applicants. Please examine it 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 planned work in a way that will enable the experts to make an effective assessment against the evaluation criteria (see annex 2).

The **maximum length** of part B is **20 A4 pages** (excluding table of contents, CV (Section B2.6) the ethical issues (Section B.5) as well as start and end pages).

The minimum font size allowed is 11 points. The page size is A4, and all margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).

Please remember that it is up to you to verify that you conform to page limits. There is no automatic check in the system!

Please make sure that:

- You use the right template to prepare your proposal;
- You respect the maximum number of pages. REA and Commission Services reserve the right to disregard parts of a proposal that clearly exceed the maximum lengths specified along with any attachments/additional information provided to the proposal;
- 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 the free text **Part B**. Incomplete proposals are not eligible and will not be evaluated.

"Proposal Acronym"

STARTPAGE

PEOPLE
MARIE CURIE ACTIONS

Marie Curie International Reintegration Grants (IRG)

Call: FP7-PEOPLE-2010-RG

PART B

PROPOSAL

“PROPOSAL ACRONYM”

Table of Contents

To draft PART B of proposals applicants should take into account the following structure. If required for an adequate description of their project, applicants may wish to add further headings.

B1 SCIENTIFIC AND TECHNOLOGICAL QUALITY,

- B1.1 Scientific and technological Quality, including any interdisciplinary and multidisciplinary aspects of the proposal (*maximum two A4 pages*)
- B1.2 Research methodology (*maximum two A4 pages*)
- B1.3 Originality and Innovative nature of the project, and relationship to the 'state of the art' of research in the field (*maximum two A4 pages*)
- B1.4 Timeliness and relevance of the project (*maximum one A4 page*)

B2 QUALITY OF THE RESEARCHER

- B2.1 Research experience (*maximum one A4 page*)
- B2.2 Scientific and technological quality of previous research (*maximum one A4 page*)
- B2.3 Independent thinking and leadership qualities (*maximum one A4 page*)
- B2.4 Match between the fellow's profile and project. (*maximum one A4 page*)
- B2.5 Benefit to the career of the researcher from the period of reintegration (*maximum one A4 page*)
- B2.6 Curriculum Vitae

B3 IMPLEMENTATION

- B3.1 Quality of host organisation, including adequacy of infrastructures/facilities (*maximum one A4 page*)
- B3.2 Practical arrangements for the implementation and management of the project (*maximum one A4 page*)
- B3.3 Feasibility and credibility of the project, including work plan (*maximum two A4 pages*)

B4 IMPACT

- B4.1 Potential of transferring knowledge to host (*maximum one A4 page*)
- B4.2 Capacity to develop lasting co-operation with the third country (*maximum one A4 page*)
- B4.3 Contribution to scientific excellence by attracting a first class researcher; or in the exceptional case where the researcher has already gained an employment position in Europe by producing a significant improvement in his/her employment condition or career prospects. (*maximum one A4 page*)
- B4.4 Contribution to European excellence and European competitiveness (*maximum one A4 page*)
- B4.5 Potential and quality of lasting professional integration (expected length of work contract, expected career development) (*maximum one A4 page*)

B5 ETHICAL ISSUES

B1 SCIENTIFIC AND TECHNOLOGICAL QUALITY

B1.1 Scientific and technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal

Outline the research objectives against the background of the state of the art, and the results hoped for. Give a clear description of the state-of-the-art of the research topic. Describe the scientific, technological or socio-economic reasons for carrying out further research in the field covered by the project. If relevant, provide information on interdisciplinary / multidisciplinary and/or intersectoral aspects of the proposal.

B1.2 Research methodology

For each objective explain the methodological approach that will be employed in the project and justify it in relation to the overall project objectives. When any novel methods or techniques are proposed, explain their advantages and disadvantages.

B1.3 Originality and innovative nature of the project, and relationship to the 'state of the art' of research in the field

Explain the contribution that the project is expected to make to advancements within the project field. Describe any novel concepts, approaches or methods that will be employed.

B1.4 Timeliness and relevance of the project

Describe the appropriateness of the research proposed against the state of the art and outline the benefit that will be gained from undertaking the project at Community level and how the fellowship will contribute to enhance EU scientific excellence and reintegrate the researcher.

B2 RESEARCHER

B2.1 Research experience

The applicant must present a comprehensive description of his/her research experience.

B2.2 Scientific and technological quality of previous research

Outline the major achievements gained within the research activities. These may also include results in the form of funded projects, publications, patents, reports, invited participation in conferences etc. To help the expert evaluators better understand the level of skills and experience it is advisable to write a short description (250 words) of maximum three of the major accomplishments mentioning the purpose, results, skills acquired, derived applications etc.

B2.3 Independent thinking and leadership qualities

Describe the activities that reflect initiative, independent thinking, project management skills and leadership since these are qualities that will be taken into account in the evaluation. Outline the potential for future development of the applicant.

B2.4 Match between the fellow's profile and project.

The applicant's skills must be suitable for the project proposed. Applicants must list the most important results and acquired skills during their research activities.

B2.5 Benefit to the career of the researcher from the period of reintegration

Explain how the period of reintegration will benefit the researcher's career and how the potential professional reintegration will be achieved.

B2.6 Curriculum Vitae

A scientific/professional CV must be provided and should mention explicitly:

- academic achievements
- list of research publications (in the 3 previous years)
- list of participation in research projects
- list of participation in conferences, workshops...(in the 3 previous years)
- list of other professional activities
- any other relevant information.

B3 IMPLEMENTATION

B3.1 Quality of host organisation, including adequacy of infrastructures/facilities:

The host institution must explain the level of experience on the research topic proposed, including all international collaborations. Information provided should include participation in projects, publications, patents and any other relevant results. Information on the capacity to provide training in complementary skills that can further aid the fellow in the reintegration period and beyond should be included. The host needs to specify what are the infrastructures available and whether these can respond to the needs set by the execution of the project

B3.2 Practical arrangements for the implementation and management of the project

The applicant and the host institution should provide information on how the implementation and management of the fellowship will be achieved. The experts will be examining the practical arrangements that can have an impact on the feasibility and credibility of the project.

B3.3 Feasibility and credibility of the project, including work plan

Provide a work plan that includes the goals that can help assess the progress of the project. Mention the arrangements made in terms of supporting the reintegration phase of the fellow providing a career development plan where applicable. Where appropriate, describe the approach to be taken regarding the intellectual property that may arise from the research project

In addition, the applicant and the host institution are requested to provide an indicative budgetary breakdown covering the duration of the project and related to its implementation and the to the planned research activities. This indicative breakdown of costs may include the following items and should refer to the overall total costs of the project and the possible EC contribution to be allocated to the various cost items (preferably using a table):

- Contribution to the salary of the researcher
- Other salary costs (e.g. assistants, technicians)
- Travel costs
- Consumables
- Patent costs

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- Publication costs
- Management activities (including audit certification)
- Overhead
- Others (to be listed where applicable)

B4 IMPACT

B4.1 Potential of transferring knowledge to host

Outline the capacity for transferring the knowledge previously acquired to the host

B4.2 Capacity to develop lasting co-operation with the third country

Describe the potential for developing lasting co-operation with the third country research organisation.

B4.3 Contribution to scientific excellence by attracting a first class researcher

Describe how the reintegration grant will contribute to enhance EU scientific excellence and in the exceptional case where the researcher has already gained an employment position in Europe by producing a significant improvement in his/her employment condition or career prospects.

B4.4 Contribution to European excellence and European competitiveness

Outline the benefit that will be gained from undertaking the project at Community level and how the reintegration grant will contribute to enhance EU competitiveness

B4.5 Potential and quality of lasting professional integration (expected length of work contract, expected career development)

Describe the prospects for professional integration and for long-term stability for the researcher.

B5 ETHICAL ISSUES

Ethics is central to scientific integrity, honesty and clarity of science. It is considered essential by the REA and the European Commission in the research activities that it funds or carries out itself. This means that in any proposal submitted to the 7th Framework programme, ethics issues must be identified and addressed. Proposals that pose ethics concerns will be flagged. If some aspects are incomplete, clarification may be sought, but this will cause delays in the application process.

Considering **ethics issues** from the concept stage of a proposal enhances the quality of research. Applicants should take time to consider the benefit/burden balance of each work package; consider the impact of the research, not only in terms of scientific advancement, but also in terms of human dignity and social and cultural impact; consider elements such as the ethics and social impact of the research and whether there is a balance between the objectives and the means.

ETHICS REVIEW AND THE REVIEWERS

Ethics review aims to prevent Community funding being used for research activities that contravene fundamental rights.

- Reviewers are selected on the basis of their expertise.
- Reviewers must first register online on CORDIS.

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- Reviewers have a wide range of skills. They include doctors, biologists and clinicians, ethicists, lawyers.
- Gender balance is promoted.
- Reviewers come from the European Union and other countries.

Every proposal gets a report outlining the views of the reviewers. No marks are given, but if the proposal is unclear on ethical issues, clarification may be asked for.

ETHICS REVIEW IS AUTOMATIC IF A PROPOSAL INCLUDES:

- interventions on human beings;
- the use of human embryonic stem cells (hESC); and/or
- the use of non-human primates.

Ethics Review may be necessary if the proposal is flagged by the scientific expert as raising specific ethical issues.

MAIN ETHICAL ISSUES THAT MUST BE ADDRESSED

- Informed consent
- Human embryonic stem cells
- Privacy and data protection
- Use of human biological samples and data
- Research on animals
- Research in developing countries
- Dual use

AREAS EXCLUDED FROM FUNDING

1. Research activity aiming at human cloning for reproductive purposes.
2. Research activity intended to modify the genetic heritage of human beings which could make such changes heritable (Research related to cancer treatment of the gonads can be financed).
3. 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.

MAJOR CHANGES FROM FP6 TO FP7

The Ethic Review will be carried out **on the proposal as it is submitted**.

- No additional information will be requested at Ethical Review.
- **Drafts** of Information Sheet and Consent Form have to be submitted.
- No need to submit copies of legislation.

INFORMED CONSENT

When is it needed?

- When children are involved
- Healthy volunteers
- Human genetic material
- Human biological samples
- Human data collection

WHAT MUST BE IN A CONSENT FORM?

- A statement that this is a research project.
- The purpose of the research, the duration, procedures to be used and identification of any experimental procedure.
- A description of the foreseen risks and benefits to be included.
- A statement describing the extent to which confidentiality of records identifying the subject will be maintained.
- A disclosure of any alternative procedures that might be beneficial.
- For research involving more than minimal risk, an explanation as to whether there are any treatments or compensation if injury occurs and if so what they consist of or where further information can be obtained.
- Identify the contact person for answers to questions about the research and research subject's rights, and whom to contact in the event of injury to the subject.
- A statement that participation is voluntary, withdrawal from the research can be undertaken at any time without loss of benefits which the subject is otherwise entitled to.

HOW TO DEAL WITH INFORMED CONSENT IN PRACTICE?

Ensure that:

- it is understood. Explain how you check the critical part of the process;
- it excludes vulnerable persons, prisoners, mentally impaired persons, severely-injured patients, very young children, but avoid lost opportunities for these persons. The framework should guarantee their participation (notion of surrogate legal/ therapeutic representative);
- you address the fact that people rarely recall what they have agreed upon when signing an informed consent form.

PRIVACY AND DATA PROTECTION

Privacy problems exist wherever uniquely identifiable data relating to a person is collected or stored, in digital form or otherwise. Improper disclosure control can be the root cause for privacy issues.

Data affected by privacy issues

- Health Information
- Financial and Genetic information
- Criminal justice
- Location information
- Data privacy/sharing data while protecting identifiable information

How to address Data protection and Privacy?

- Describe the procedures for informed consent confidentiality.
- Inform consent for duration and limited purposes.
- Code or anonymise banked biomaterial, security for storage and handling and make sure it is lawfully processed.
- Check for accuracy, and security. Check for data transferred abroad unprotected.

DUAL USE

Dual use is a term used to refer to technology which can be used for both peaceful and military aims.

DOUBLE STANDARDS

The issues at stake when conducting research in Third Countries are linked with applying the same criteria to other cultures. This implies that you take into account the wide disparities in health systems, the burden of disease, the level of literacy and the scientific and ethics infrastructures.

HUMAN EMBRYONIC STEM CELL RESEARCH (hESC)

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

- the applicants should demonstrate that the project serves important research aims to advance scientific knowledge in basic research or to increase medical knowledge for the development of diagnostic, preventive or therapeutic methods to be applied to humans;
- the necessity to use hESC in order to achieve the scientific objectives set forth in the proposal. In particular, applicants must document that appropriate validated alternatives (in particular, stem cells from other sources or origins) are not suitable and/or available to achieve the expected goals of the proposal. This latter provision does not apply to research comparing hESC with other human stem cells;
- the applicants should take 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 applicants should ensure that for all hESC lines to be used in the project were derived from embryos

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- of which the donor(s)' express, written and informed consent was provided freely, in accordance with national legislation prior to the procurement of the cells;
- that result from medically-assisted *in vitro* fertilisation designed to induce pregnancy, and were no longer to be used for that purpose;
- of which the measures to protect personal data and privacy of donor(s), including genetic data, are in place during the procurement and for any use thereafter. Researchers must accordingly present all data in such a way as to ensure donor anonymity;
- of which the conditions of donation are adequate, and namely that no pressure was put on the donor(s) at any stage, that no financial inducement was offered to donation for research at any stage and that the infertility treatment and research activities were kept appropriately separate

ELEMENTS FOR A GOOD APPROACH

- Foresee Ethics Responsibility at the level of Work-Package Leadership.
- Include a flowchart of the Ethics review process within the partnership.
- Include an appropriate periodic report on ethics.
- Ethics consideration is reflected in the structure of the proposal.
- Include an Ethics Standing Committee or at least a periodic monitoring for ethics.
- Include a Work Package on Ethics (if relevant).
- Specifically include: Insurance of participants, Conflict of interest, Incidental findings.
- The content of the Ethics part of the proposal should reflect that the issue was thought about thoroughly.
- Address possible ethical issues, even if to justify that they are not applicable, give justification.
- Justify the choice of animals, estimate the numbers.
- Take into account data, data transfer, banks, collecting samples, future clinical trials.

RESEARCH ON ANIMALS

- Address the question of animals by explaining your choices of species.
- Make a detailed and convincing explanation for the application of the 3Rs: **Reduction, Replacement, Refinement.**
- Justify species and give an estimate of numbers of animals you will use.
- Refer to humane end points and pain suffering.
- Describe what happens to the animals after the research experiments.
- Check for alternatives.

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FOR MORE INFORMATION

- Guide for Applicants and Ethics Review guidance: <http://cordis.europa.eu/fp7/dc/index.cfm>
- Experts' registration: <https://cordis.europa.eu/emmf7/>
- Ethics Review: http://cordis.europa.eu/fp7/ethics_en.html
- Research on Animals:
<http://www.nc3rs.org.uk/category.asp?catID=3>
http://www.vet.uu.nl/nca/links/databases_of_3r_models

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.

Note:

Only in exceptional cases will additional information be sought for clarification, which means that any ethical review will be performed solely on the basis of the information available in the proposal.

Projects raising specific ethical issues such as research intervention on human beings¹²; 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 REA or Commission Services will undertake ethical audit(s) of selected projects at their discretion.
A dedicated website that aims to provide clear, helpful information on ethical issues is now available at: http://cordis.europa.eu/fp7/ethics_en.html

¹² Such as research and clinical trials, involving invasive techniques on persons (e.g. taking of tissue samples, examinations of the brain).

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ETHICAL ISSUES TABLE

(Note: Research involving activities marked with an asterisk * in the left column in the table below will be referred automatically to Ethical Review)

Research on Human Embryo/ Foetus		YES	Page
*	Does the proposed research involve human Embryos?		
*	Does the proposed research involve human Foetal Tissues/ Cells?		
*	Does the proposed research involve human Embryonic Stem Cells (hESCs)?		
*	Does the proposed research on human Embryonic Stem Cells involve cells in culture?		
*	Does the proposed research on Human Embryonic Stem Cells involve the derivation of cells from Embryos?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Research on Humans		YES	Page
*	Does the proposed research involve children?		
*	Does the proposed research involve patients?		
*	Does the proposed research involve persons not able to give consent?		
*	Does the proposed research involve adult healthy volunteers?		
	Does the proposed research involve Human genetic material?		
	Does the proposed research involve Human biological samples?		
	Does the proposed research involve Human data collection?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Privacy		YES	Page
	Does the proposed research involve processing of genetic information or personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?		
	Does the proposed research involve tracking the location or observation of people?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Research on Animals		YES	Page
	Does the proposed research involve research on animals?		
	Are those animals transgenic small laboratory animals?		
	Are those animals transgenic farm animals?		
*	Are those animals non-human primates?		
	Are those animals cloned farm animals?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

Research Involving Developing Countries		YES	Page
	Does the proposed research involve the use of local resources (genetic, animal, plant, etc)?		
	Is the proposed research of benefit to local communities (e.g. capacity building, access to healthcare, education, etc)?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

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	Dual Use	YES	Page
	Research having direct military use		
	Research having the potential for terrorist abuse		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

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ENDPAGE

PEOPLE
MARIE CURIE ACTIONS

Marie Curie International Reintegration Grants

Call: FP7-PEOPLE-2010-RG

PART B

“PROPOSAL ACRONYM”