



Research Executive Agency



GUIDE FOR APPLICANTS

Marie Curie Actions *People*

Marie Curie Career Integration Grants

FP7-PEOPLE-2011-CIG

Closure dates: 8th March 2011 and 6th September 2011 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 website:

<http://ec.europa.eu/research/participants/portal/appmanager/participants/portal>

About this Guide

This guide v1.1 is the second version published for the call

FP7-PEOPLE-2011-CIG

**This Guide explains the principles of
Marie Curie Career Integration Grants (CIG)
to be funded under the EU's Seventh Framework Programme.**

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 Participant Portal website. This Guide is intended for information purposes only and does not amend those aforementioned documents.

Changes introduced in v1.1:

- References to the Participant Portal instead of CORDIS for the call pages
- Improved template of Part B

v1.1**THE ESSENTIALS****What are the Marie Curie Career Integration Grants (CIG)?**

Marie Curie Career Integration Grants are intended to improve considerably the prospects for the permanent integration of researchers who are offered a stable research post in Europe after a mobility period in a country different from the country where the researcher has been active during the past years (i.e. the researcher has to be mobile but can come from anywhere in the world – moving within Europe or coming from outside Europe). The duration of these grants is between 2 and 4 years.

Who can apply?

Experienced researchers (with at least 4 years full-time postgraduate research experience or a doctoral degree) of any nationality who, at the time of the relevant deadline for submission of proposals, have *not* resided or carried out their main activity (work, studies, etc) in the country of their host organisation for more than 12 months in the 3 years immediately prior to the reference deadline (short stays, as holidays, are not taken into account). A researcher who has benefited or is benefiting from a FP6 or FP7 Reintegration Grant is ineligible for funding under this call.

The researcher applies in liaison with a host organisation located in an EU Member State or Associated country. The host organisation must be committed to ensuring an effective and lasting professional integration of the researcher for a period of at least the same duration as the project¹. Evidence that the researcher will be integrated in the host organisation for a longer term will be positively taken into account during evaluation.

Which research topics are supported?

There are no predefined priority areas. Research fields are chosen freely by the applicants and all domains of research and technological development addressed under the Treaty on the Functioning of the European Union are eligible for funding.

How does it work?

The host organisation and the researcher submit jointly a proposal for a research project to the Research Executive Agency (REA). Applications will be evaluated and selected twice a year on the basis of deadlines for submission of proposals indicated in the call. The call will have two deadlines spaced approximately six months apart.

If the proposal is selected, the REA signs a grant agreement with the host organisation. The host must then provide the researcher with an employment contract (inclusive of social security, pension scheme and other social benefits)² for at least the project's duration with similar or higher remuneration to that offered to equivalently qualified researchers at the same institution.

What does the funding cover?

The grant is a flat-rate contribution to support the research costs of the researcher at the career integration host (e.g. salary, other staff employed for the project, travel costs, overheads, management costs, etc).

¹ To be evaluated in the light of the principles of the 'European Charter for Researchers' and the 'Code of Conduct for the Recruitment of Researchers'.

² The relevant provisions applicable to the working agreement between the host organisation and the researcher are laid down under article III.3 of the Annex III to the grant agreement.

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How much funding is involved per fellowship?

The Community contribution is a fixed amount of €25000 per researcher per year during the period of integration for 2 up to 4 years.

How to apply?

This Guide contains the essential information for you to prepare and submit a proposal for a Marie Curie Career Integration 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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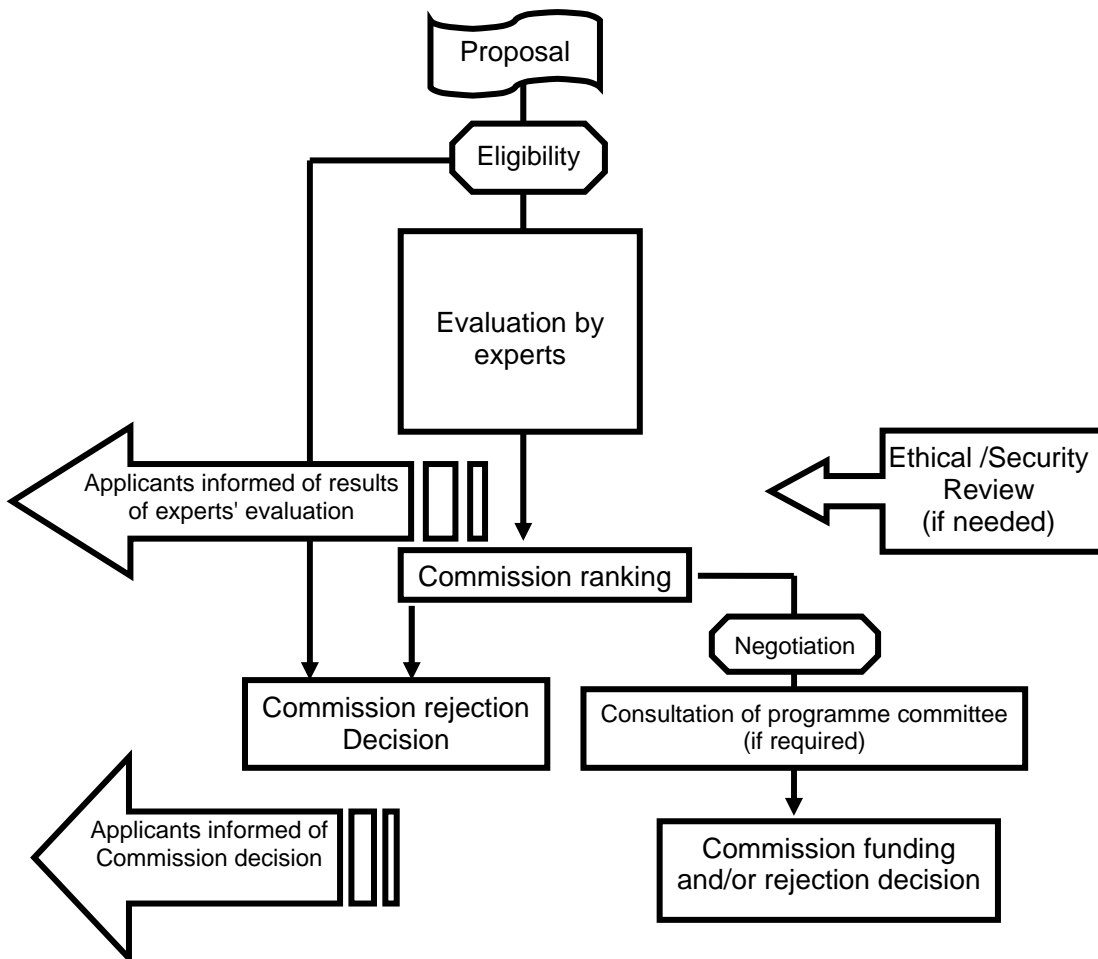
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1. Getting started

Funding decisions in the Seventh Framework Programme (FP7) are made on the basis of **proposals** submitted following **calls** published by the Commission and its Research Executive Agency. 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 Research Executive Agency 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 Research Executive Agency 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:



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2. About the Marie Curie Actions: "Career Integration Grants" (CIG)

2.1 General

Purpose

Topic of a Project

Marie Curie Career Integration Grants (CIG) provide financial assistance to experienced researchers who are offered a stable employment (the duration of which must be at least the same of the grant) in research in an EU Member State or Associated country where they have not resided more than 12 months during the previous 3 years immediately prior to the relevant deadline for proposals (see Mobility conditions below).

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 EU 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 research (known as 'panels'): Chemistry (CHE); Social Sciences and Humanities (SOC); Economic Sciences (ECO), Information Science and Engineering (ENG); Environmental and Geosciences (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 forms) 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 keywords will guide the Research Executive Agency 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 research area into a number of sub-disciplines is provided in Annex 3 of this document.

2.2 Career Integration Grants

The specific objectives of the Action as described in the People work programme (Section 2.2.1) are:

"This action is a successor to the previous Reintegration Grants (RG). Its objective is to reinforce the European Research Area by encouraging researchers to establish themselves in a Member State or in an associated country, for example after a period of mobility. The action is designed to provide the researchers who have been offered a stable position and who are considering establishing themselves in Europe, with their own research budget, thus contributing to the ...

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success of their research career. The action is intended to improve considerably the prospects for the permanent integration of researchers who are taking up, for the first time, a stable post in Europe. This action should also allow the transfer of knowledge they have acquired prior to the CIG, as well as to the development of lasting co operation with the [research] and/or industrial environment of the country from which they have moved. This action has a particular emphasis on countering European 'brain drain' to other third countries³."

How does it work?

The proposal, consisting of a description of the career prospects of the researcher to be further developed in the host through a given research project (see section 3 for further clarifications on the project description) will have to be submitted by the applicant host organisation and the researcher jointly. The project should be executed at the host organisation premises and the latter commits itself to employ the researcher *full time* for *at least* the duration of the project, should the proposal be selected for funding. Evidence that the researcher will be integrated in the host organisation for a longer term will be positively taken into account during evaluation.

Duration

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

2.3 CIG eligibility criteria

2.3.1. Eligible organisations

Who are the participants?

Proposals submitted for the Career Integration Grants Action involve a single integration host organisation established in a Member State or an Associated country to FP7.

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.

³ "Other third countries" are countries which are neither EU Member States nor third countries associated to FP7.

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The Associated Countries to FP7 are:

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

Other countries may become associated during the course of FP7. The latest news will be posted on the Participant Portal web site.

*Before the signature of a grant agreement, the REA 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.*

For the confirmation and maintenance of the data stored in the URF, the REA 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.

2.3.2. Eligible researchersMobility Conditions

At the relevant deadline for submission of proposals, the researcher must not have resided or carried out his/her main activity (work, studies, etc) in the country of his/her host organisation for more than 12 months in the three years immediately prior to this deadline. Compulsory national service and/or short stays, such as holidays, are not taken into account. As far as international European interest organisations or international organisations are concerned, this rule does not apply to the hosting of eligible researchers. However, the appointed researcher must not have spent more than 12 months in the same appointing organisation in the 3 years immediately prior to the deadline for submission of proposals by the organisation.

Level of Experience

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

- be in possession of a doctoral degree (PhD)⁴ **or**
- have at least four years (full-time equivalent) 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.

⁴ Please note that in the context of Marie Curie actions, Medical Doctor (MD) studies are not taken as equivalent to PhD studies. For MDs, the requirement of 4 years of full-time research experience will apply. This equivalence should be strictly regarded as an internal rule within the Marie Curie actions, and should not be regarded as conflicting with national rules in some Member States, which recognise the equivalence of MD and PhD for other reasons (e.g. for career progression in the public sector).

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The reference date for fulfilling the above conditions is the *relevant deadline for submission of proposals*.

The researcher is considered in "possession" of a PhD, if he/she can at least provide a certificate from the awarding authority attesting that all conditions linked to the award of the PhD (including the defence of the thesis) have been fulfilled.

Nationality Conditions

Researchers can be of any nationality.

Previous Reintegration Grant

A researcher who has benefited or is benefiting from a FP6 or FP7 Reintegration Grant is not eligible for funding under this call.

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 for submission
COMPLETENESS:	2a. Part A: All requested forms (1A1, 1A2, 1A3) are present. 2b. Part B: The proposal description is present.
NATIONALITY:	3. The host organisation is based in an EU Member State or Associated country
EXPERIENCE:	4. At the relevant deadline for submission of proposals, the researcher has a PhD or at least 4 years (full-time equivalent) of research experience
MOBILITY:	5. At the relevant deadline for submission of proposals, the researcher has spent no more than 12 months during the previous 3 years in the country of the host organisation ⁵ .

Some examples are provided 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 the relevant deadline for submission which will always take precedence in case of conflict or doubt.

⁵ Compulsory national service and/or short stays, such as holidays, are not taken into account. As far as international European interest organisations or international organisations are concerned, this rule does not apply to the hosting of eligible researchers. However, the appointed researcher must not have spent more than 12 months in the same appointing organisation in the 3 years immediately prior to the deadline for submission of proposals by the organisation.

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Eligibility is 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. 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 researcher wishing to work at a German host wants to apply for the deadline 8 March 2011. He has worked at a German University from 1 January 2005 until 30 April 2009 and an American University from 1 May 2009 until 30 September 2010. He was awarded a PhD on 1 October 2010 and returned to Germany on the 15 October 2010.

The researcher has thus a doctoral degree and complies with the criterion "experienced researcher". But he has spent more than 12 months during the 3 years prior to the deadline in Germany. His application will be judged ineligible as the mobility condition is not met.

Example B:

A Japanese researcher considers submitting a proposal to the CIG call. She obtained a university degree on 1 July 2007. This degree entitles her to follow doctoral studies. She has been employed full time as a researcher by a Japanese research centre since 1 September 2007, but not in the framework of a PhD programme.

If she submits a proposal before the first deadline, 8 March 2011, it will be judged ineligible since she has neither 4 years of research experience nor a PhD degree. But if she waits until after the first deadline and submits the proposal before the second deadline, 6 September 2011, she will have the necessary research experience of 4 years, provided that she continues with a full time research position until 1 September 2011.

Example C:

A Danish researcher has been granted a degree giving her access to doctoral studies on 7 October 2007. She has been working towards her PhD since 1 January 2008 at a Danish research centre. A German research institute has offered her a research position starting 1 September 2011 and she would like to apply for a CIG for the first deadline 8 March 2011. However, as she does not have 4 years of full-time research experience by that date, she will fulfil the eligibility condition on experience (see 4 above) only if her PhD degree is awarded by this date. The same is true also for the second deadline, 6 September 2011.

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2.5 Financial Regime

EU contribution & rates

The EU contribution is a flat rate of €25.000 per year during the period of integration for 2 up to 4 years.

What types of expenses are covered?

The grant is a flat-rate contribution to cover the research costs of the researcher at the career integration host (e.g. salary, other staff employed for the project, equipment, travel costs, consumables, overheads, management costs, etc). This flat-rate contribution is intended to support in global terms the costs necessary for carrying out the project.

The concept behind the CIG is that these are genuine flat rates. The Commission made an *ex ante* assessment, when fixing these rates in the Annual Work Programme, that these do not generate profit (assessed in the context of activities that are to be performed by a researcher integrated on the basis of a specific research project). In principle they only cover a fraction of the cost of integrating the researcher and are therefore only an encouragement to the beneficiary, not a full coverage of expenses *per se*.

As the contribution does not take the form of reimbursement of eligible costs, at the end of each reporting period there is no declaration of incurred costs: only the flat-rates should be inserted and requested (through form C). There will not be any *ex post* reduction of the flat-rate as long as the project was implemented in compliance with the Grant Agreement provisions. A grant taking the form of a flat-rate may be reduced only in the case of improper, partial or late implementation of the project.

How do I estimate the EU contribution?

On the basis of the information provided above, the EU contribution is directly linked to the duration of the grant (given in researcher-months **full time equivalent**): e.g. for a grant of 42 months the EU contribution will be €87.500, for a grant of 48 months the EU contribution will be €100.000..

Impact of the EU contribution

Projects under this action are expected to contribute significantly to the reinforcement of the human research potential in the European Research Area, by helping the integration of mobile researchers into a permanent research position, as well as to improve substantially the research conditions of these researchers by allocating them a research budget of their own. Moreover, the action is beneficial in terms of knowledge transfer and trans-national cooperation. Indeed, the projects provide organisations active in research in both the private and public sectors with opportunities to acquire new knowledge and experience gained by researchers during their mobility experience within or outside Europe. At the same time these researchers bring with them a network of beneficial international research collaborations.

To this end, the EU financial support should be administered and used by the beneficiary host organisation for the benefit of the researcher in order to improve the conditions for establishing him/her in a permanent research career in Europe.

v1.1**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 Research Executive Agency for signature. Before the project starts, the host organisation signs an employment contract ("agreement") with the selected fellow in line with the provisions of the grant agreement. The start of the project will normally take place after the grant agreement enters into force, i.e. after its signature by the Research Executive Agency. *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 integration host will provide the researcher with an adequate full-time work contract for a period of at least the duration of the integration grant with similar or higher remuneration to that offered to equivalently qualified researchers at the same institution⁶. The agreement between the host organisation and the researcher shall determine, in accordance with the grant agreement, the conditions for implementing the research activities and the respective rights and obligations of the researcher and the host at least for the entire duration of the project. There are minimum requirements for the content to be respected, which are included in Annex III to the grant agreement: for instance, the amounts that the researcher is entitled to receive, the conditions of implementation of the project, the law applicable, IPR arrangement and social security coverage among other issues. Researchers are strongly encouraged to read these provisions carefully and check that their agreements comply with these requirements. A copy of the model grant agreement with all the annexes is available online⁷.

The agreement/contract between the beneficiary organisation and the researcher must be in place at the latest at the project start date.

Project suspension

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.

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

⁶ The agreement between the host organisation and the researcher should be made in the light of the principles of the 'European Charter for Researchers' and the 'Code of Conduct for the Recruitment of Researchers'.

⁷ A copy of the standard REA Marie Curie grant agreement is available at: http://cordis.europa.eu/fp7/calls-grant-agreement_en.html#rea_ga

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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.

For stays away of significant duration from the host premises not foreseen in the original proposal, permission should be requested in advance providing appropriate justifications. A written approval by the REA Project Officer responsible should be received before the stay is deemed authorised.

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3. How to apply

3.1 Turning your idea into an effective proposal

The coordinator

The REA refers to the participant organisation who is taking the lead in the preparation of the proposal as the "proposal coordinator" (which in these grants is the single beneficiary and therefore also referred to as "Beneficiary"). 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. The host should be actively involved in the proposal preparation, being committed to employ the researcher and to provide funding as necessary for its successful implementation.

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.

Project

The description of the project must identify the research area and cover all the research activities to be performed during the entire length of the project. It should also provide an overall allocation of the (estimated) budget and specify the *total* costs of the project, including the researcher's salary, regardless of the source of funding. However, the relevance of the EU contribution in facilitating the implementation of the project should be explained. It is also important to consider contingency plans for the project e.g. by including alternative activities.

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 Participant Portal – 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 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.

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- 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 dedicated Help Desk has been set up to deal with questions related to research ethics issues.
- 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 Participant Portal web site.

Ethical principles

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 Research Executive Agency – 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 heritable⁸;
- 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 Research Executive Agency will maintain the practice of the Sixth Framework Programme, which excludes from EU 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 EU funding of subsequent steps involving human embryonic stem cells.

For additional information on the Ethical Review procedure, please refer to:

<http://ec.europa.eu/research/science-society/index.cfm?fuseaction=public.topic&id=73>

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>

⁸ Research relating to cancer treatment of the gonads can be financed.

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

Presenting your proposal

This call has two deadlines spaced approximately six months apart, specified in the call fiche. Proposals will be evaluated in batches after each deadline for submission.

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.

The information in part A is entered through a set of online 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 research 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** is specified for certain sections of the Part B (see annex 4 of this Guide). **You must keep your proposal within these limits.** Experts will be instructed to disregard any excess pages.*

Proposal language

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

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3.2 Proposal submission

About the EPSS

Proposals must be submitted electronically, using the **Electronic Proposal Submission Service (EPSS)**. Proposals arriving by any other means are regarded as 'not submitted', and will not be evaluated⁹.

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 the Participant Portal.

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 Career Integration Grants only *one login and password are 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 REA 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>.

⁹ 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.

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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.

If 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>.

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 nomination of the referee is done from the "Set up Proposal" page. Once the proposal coordinator (applicant) has nominated a referee, the EPSS system will automatically send a login and password to the referee by email. 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 has indeed received the email 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).

The inclusion of referee assessments in the application is not mandatory. Nevertheless, this document, if present, will be taken into account by the evaluators.

When the nominated referee uploads a referee's assessment the proposal coordinator will be sent an email 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 issuing of a password and login for the referee and the call closure (even before the main proposal is submitted). They cannot be submitted after the call closure.

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Submitting the proposal

The proposal is submitted jointly by the host organisation and the researcher. Please ensure that the email for contact is accessible to the person responsible for the administrative issues concerning 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. Annexes such as letters of intent/support should be included in the PDF file, and not annexed in a separate PDF file or as an embedded file, which are not visible.

Irrespective of any page limits specified in annex 4 to this Guide, there is an overall limit of 10Mbyte to the size of the 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.

v1.1**About the deadline**

Proposals must be submitted on or before the deadlines 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 latest indicated deadline. After this moment, access to the EPSS for this call will be impossible.

Do not wait until the last moment before submitting your proposal!

Call deadlines are absolutely firm and are strictly enforced.

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

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

Submission is deemed to occur at the moment when the proposal coordinator 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 email 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 pages on the Participant Portal as well as 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.

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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 resubmissions. The last 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

Concerning CIG, a researcher who has benefited or is benefiting from a Reintegration Grant¹⁰ is not eligible for funding under this call.

Please note that **an individual researcher cannot benefit, at the same time, from more than one Marie Curie Action (either individual or other).**

In the case of multiple submissions by a research or research funding organisation, the applicant entity may be asked to demonstrate the capacity to participate in more than one of those proposals simultaneously, in terms of research staff, infrastructure and management.

In the case of submission of a proposal concerning a project in the same field for which the applicant/participant has already previously received European Union financing under the Seventh Framework Programme, other Union programmes or under previous Framework Programmes, the applicant has to demonstrate the substantial *added value* of the new project in relation to the project previously financed.

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 management¹¹.

¹⁰ Including International Reintegration grants and European Reintegration grants under both FP6 and FP7.

¹¹ 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.

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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 texts¹².

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

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

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

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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 action¹³ (see the "People" Work Programme). If there is a choice, have you opted for the one that best suits your needs? Check the Part A and B formats shown in Annexes 3 and 4 to the Guide.
- **Is your proposal eligible?** The eligibility criteria are given in the work programme. See also section 2 of this Guide. Have any different or additional eligibility criteria been set for this call? 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 research/months details on standard forms; and a Part B containing the research 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.
- If you intend to use a referee's assessment to support your application (optional), have you defined the referees well in advance so that they can submit their recommendation letter before the deadline?
- **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 prior to and during your proposed project. A preliminary ethics check will take place during the evaluation and, if needed, an ethics screening and/or review will take place for those proposals raising ethical 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.

¹³ 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.

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- **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.

v1.1**4.2 Final checks before submission**

1. **Do you have the authorisation** of each partner in the project to submit this proposal on their behalf?
2. **Check once more the eligibility criteria mentioned in the call! This includes any researcher-months limits.** Remember – the information given in part A is considered definitive.
3. **Is your Part B in portable document format (PDF)**, including no material in other formats?
4. **Is the filename made up of the letters A to Z, and numbers 0 to 9?** You should avoid special characters and spaces.
5. **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.
6. **Double check that you respect the font size (11 point) and the page limitations!**
7. **Is your Part B file within the size limit of 10 Mbytes?**
8. **Have you virus-checked your computer?** The EPSS will automatically block the submission of any file containing a virus.
9. **Have you made yourself familiar with the EPSS in good time?**
10. **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?
11. **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 uploaded **and** submitted.
- You can revise and resubmit your proposal up to the call deadline.

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5. What happens next

Shortly after the call deadline, the Research Executive Agency will send an **acknowledgement of receipt** to the email 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, you should contact the FP7 Enquiry Service (see Annex 1 to this Guide). 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 Research Executive Agency 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 coordinators 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 Research Executive Agency 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 ("redress procedure").

The Commission also informs the relevant **programme committee**, consisting of delegates representing the governments of the Member States and Associated countries to FP7.

Based on the results of the evaluation by experts, the Research Executive Agency draws up the final list of proposals for possible funding, taking account of the available budget.

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.

Negotiations between the applicants and the Research Executive Agency aim to conclude a grant agreement which provides for EU funding of the proposed work. They cover both the research/technological, and the administrative and financial aspects of the project. The officials conducting these negotiations on behalf of the Research Executive Agency 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.

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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 Brussels or Luxembourg to facilitate the negotiation.

For participants not yet having a Participant Identification Code (PIC), i.e. not yet being registered and validated in the 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 Participant Portal at <http://ec.europa.eu/research/participants/portal>. 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).

The LEAR is a person nominated in each legal entity participating in FP7. This person is the contact for the Commission 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. After the validation of the entity has been finalised, the contact person/authorized representative named in the Participant Portal receives the PIC number. Once the LEAR is validated, he/she manages the modifications of the entity-related information in the Participant Portal and distributes the PIC number within his/her organisation.

Further details can be found in section 3.2., on the Participant Portal <http://ec.europa.eu/research/participants/urf>

Applicants are reminded that the Commission's research departments 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 and agencies' staff will ensure 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

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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 to FP7

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 Participant Portal 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 Participant Portal website.

Consensus meeting

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

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.

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.

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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 Participant Portal.

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 fulfil 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 4 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.

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Funding scheme

The mechanisms for the EU 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 to FP7, and whose principal objective is to promote scientific and technological cooperation in Europe.

J

Joint Research Centre (JRC)

The Commission's own research institutes.

v1.1**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".

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.

Nonprofit

A legal entity is qualified as "*nonprofit*" 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.

Participants

The members of a consortium in a proposal or project. These are legal entities, and have rights and obligations with regards to the EU.

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

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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>.

Participant Portal

The single entry point for interaction with the Research Directorates-General and agencies of the European Commission. It hosts a full range of services that facilitate the monitoring and the management of proposals and projects throughout their lifecycle, including calls for proposals, and access to the *electronic proposal submission service*.

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.

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Specific flat rate (60%)

A 60% flat rate of the total direct costs applicable under certain conditions as an indirect cost to non-profit public bodies, secondary and higher education establishments, research organizations and SMEs. This rate is now available for the entire duration of FP7.

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 to FP7, 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 subcriteria 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.

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 subdivision 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.

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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

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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 Participant Portal 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>20 October 2010</i>	
Deadline	<i>8 March 2011, 17:00:00 (Brussels local time)</i>	<i>6 September 2011, 17:00:00 (Brussels local time)</i>
Evaluation of proposals	<i>April 2011</i>	<i>October 2011</i>
Evaluation Summary Reports sent to proposal coordinators ("initial information letter")	<i>May 2011</i>	<i>November 2011</i>
Invitation letter to successful coordinators to launch contract negotiations with REA services	<i>June 2011</i>	<i>December 2011</i>
Letter to unsuccessful applicants	<i>June 2011</i>	<i>December 2011</i>
Signature of first contracts	<i>From September 2011</i>	<i>From February 2012</i>

Further information and help:**Call information**

Participant Portal: <http://ec.europa.eu/research/participants/portal/> (Select tab "FP7 calls")

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:

EPSS Help desk support@epss-fp7.org

IPR Helpdesk <http://www.ipr-helpdesk.org>

Ethics Helpdesk http://cordis.europa.eu/fp7/get-support_en.html

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You may also wish to consult the following documents¹⁴:

FP7 legal basis generally applicable

- Decision on the Framework Programme
- Rules for Participation
- Specific Programmes
- Work Programmes

Legal documents for implementation

- Rules for proposal submission, evaluation selection and award
- Standard model grant agreement
- Rules on the verification of existence, legal status, operational and financial capacity

Guidance documents

- Guidance Notes on Audit Certification
- Guide for beneficiaries
- Guide to Financial Issues
- Guide to IPR

Other supporting information

- Brochure "The FP7 in brief"
- The European Charter for Researchers and the Code of Conduct for their recruitment
- International cooperation
- Risk Sharing Facility and the European Investment Bank

Ethics Review

- Ethics check list
- Supporting documents

¹⁴ These documents can be found at: http://cordis.europa.eu/fp7/find-doc_en.html

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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 rules¹⁵.

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:

1. It is received before the deadline given in the call fiche
2. It involves at least the minimum number of participants given in the call fiche
3. It is complete (i.e. both the requested administrative forms and the proposal description are present)

¹⁵ Rules for submission of proposals, and the related evaluation, selection and award procedures (posted on CORDIS).

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4. 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

A maximum length of pages is specified for certain sections of the Part B (see annex 4 to this Guide). You must keep your proposal within these limits. Experts will be instructed 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 allocates proposals to individual experts, taking account of the fields of expertise of the experts, and avoiding conflicts of interest.

3. Evaluation of proposals

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 Research Executive Agency 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 predetermined evaluation criteria, applying predefined weighting factors and thresholds. The evaluation criteria as indicated in the People Work Programme are reproduced on the following page:

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Evaluation Criteria - Marie Curie Career Integration Grants			
S&T Quality Threshold: 3, Weighting: 30%	Researcher Threshold: 3, Weighting: 30%	Implementation Weighting: 20%	Impact Weighting: 20%
Priority in case of ex aequo			
2	1	4	3
Research/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 the host organisation
Appropriateness of research methodology and approach	Research and technological quality of previous research	Feasibility and credibility of the project, including work plan	Capacity to develop lasting co-operation and collaborations with the other countries
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 research project*	Contribution to research excellence by attracting first class researchers
Timeliness and relevance of the project	Match between the fellow's profile and project.	Dissemination and exploitation of results	Contribution to European excellence and European competitiveness
	Benefit to the career of the researcher from the period of integration*		Potential and quality of lasting professional integration (expected length of work contract, expected career development)*
			Impact of the proposed outreach activities *

* Subcriteria to be evaluated in the light of the principles of the ['European Charter for Researchers'](#) and the ['Code of Conduct for the Recruitment of Researchers'](#).

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. Decimal points can be given. 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 thresholds and weightings for the different criteria are summarized in the table below:

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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.

4. Individual evaluation

This part will be carried out on the premises of the experts concerned (remotely).

The experts act 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.

v1.1**5. 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 Research Executive Agency 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 Research Executive Agency may ask up to three additional experts to examine the proposal.

Evaluation of a resubmitted proposal

Each proposal shall be evaluated against the 2011 work programme. In the case of proposals that have been submitted previously to the Commission/REA, 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).

The Research Executive Agency may decide to submit any of the proposals submitted for funding to a specific ethical review panel. Projects raising specific ethical issues such as research intervention on human beings; research on human embryos and human embryonic stem cells and nonhuman primates are automatically submitted for ethical review.

Outcome of the consensus meeting

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 Research Executive Agency official or the chairs/vice-chairpersons. The moderator is responsible for ensuring that the consensus report must reflect the consensus reached, expressed in scores and comments. If it is impossible to reach a consensus, the report sets out the majority view of the experts but also records any dissenting views.

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The Research Executive Agency will take the necessary steps to assure 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.

6. Panel review

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

The panel comprises at least the rapporteurs of the various proposals, the Panel Chair and Vice-Chair(s) and Research Executive Agency officials. Several panels can be established to cover the main research areas of the subject of 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 in each criterion.

The panel is moderated by the Research Executive Agency representative or by the chair person appointed by the Research Executive Agency. The Research Executive Agency 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 panel chairperson.

Subsequently; a special ethics review of above-threshold proposals may be organised by the Research Executive Agency.

7. Priority order for proposals with the same score

When the total scores are equal, priority will be based on scores for individual evaluation criteria. The priority order of the criteria is detailed in the table above under point 3 *Evaluation of proposals*.

If necessary, any further prioritisation will be based on other appropriate characteristics, to be decided by the panel, related to the contribution of the proposal to the European Research Area

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and/or general objectives mentioned in the Work Programme (e.g. inter-sector mobility, international cooperation, favourable employment and working conditions).

Whether or not such a prioritisation is carried out will depend on the available budget or other conditions set out in the call fiche.

8. Ethics Review of project proposals

An ethics review of above-threshold proposals may be organised by the Commission. The Ethics Review is carried out by independent experts with a special expertise on ethics. Reviewing research projects on ethical grounds at the EU level is a legal requirement under FP7. The Review evaluates aspects of the design and methodology of the proposed research such as intervention on humans, use of animals, data protection issues, terms of participation of children and vulnerable populations groups.

The Panel drafts an Ethics Review Report that summarises its opinion on the ethical soundness of the project proposal under consideration. The requirements put forward by the Panel are taken into account in any subsequent negotiations on the grant agreement, and may lead to obligatory provisions in the conduct of the research.

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

Proposals in this call must be submitted electronically, using the Electronic Proposal Submission System (EPSS). 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).

This section provides guidance on how to complete the administrative forms (A1, A2 and A4) for a CIG proposal. Form A1 gives a snapshot of your proposal, form A2 concerns the Host organisation, and form 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. Online guidance will also be available. The precise questions, options and forms presented on EPSS may differ slightly from these below.

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Section A1 – Information on the Proposal	
Proposal number	[prefilled]
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 nonspecialist in your field.
Marie Curie Action code	This field will be prefilled with the code corresponding to the action of the call: Networks for Initial Training (ITN) Industry-Academia Partnerships and Pathways (IAPP) Cofunding of Regional, National and International Programmes (COFUND) Intra European Fellowships (IEF) International Outgoing Fellowships (IOF) International Incoming Fellowships (IIF) Career Integration Grants (CIG)
Research Panel	Please choose a code from the list below indicating the main Research 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 Sciences and Humanities To help you select the most relevant panel code, please refer also to the breakdown of each Research 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	[prefilled] 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 Participant Portal call page. A call identifier looks like this: <i>FP7-PEOPLE-2011-CIG</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 your proposal involves any of the sensitive ethical issues detailed in the table, please choose YES in that 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).

v1.1**Research Panels – Sub-disciplines**

To help you in selecting the most relevant panel code please find below a breakdown of each Research 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 SCIENCES & HUMANITIES (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 Sciences and Humanities

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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 coordinator 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 a 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 a 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 <u>than 20 characters</u> exclusive of special characters (./;...), for e.g. CNRS and not C.N.R.S. It should be preferably the one as commonly used, for e.g. IBM and not Int.Bus.Mac.
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 and international organisations
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

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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>".</p> <p>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>To find out if your organisation corresponds to the definition of an SME you can use the online tool at http://ec.europa.eu/research/sme-techweb/index_en.cfm</p>
Dependencies with (an) other participant(s)	<p>Two participants (legal entities) are dependent on each other where there is a controlling relationship between them:</p> <ul style="list-style-type: none"> • <input type="checkbox"/> A legal entity is under the same direct or indirect control as another legal entity (SG); • <input type="checkbox"/> A legal entity directly or indirectly controls another legal entity (CLS); • <input type="checkbox"/> A legal entity is directly or indirectly controlled by another legal entity (CLB). <p>Control: Legal entity A controls legal entity B if:</p> <ul style="list-style-type: none"> • <input type="checkbox"/> A, directly or indirectly, holds more than 50% of the nominal value of the issued share capital or a majority of the voting rights of the shareholders or associates of B, • <input type="checkbox"/> A, directly or indirectly, holds in fact or in law the decision-making powers in B. <p>The following relationships between legal entities shall not in themselves be deemed to constitute controlling relationships:</p> <p>(a) the same public investment corporation, institutional investor or venture-capital company has a direct or indirect holding of more than 50 % of the nominal value of the issued share capital or a majority of voting rights of the shareholders or associates;</p> <p>(b) the legal entities concerned are owned or supervised by the same public body.</p>
Character of dependence	<p>According to the explanation above mentioned, please insert the appropriate abbreviation according to the list below to characterise the relation between your organisation and the other participant(s) you are related with:</p> <p>SG: Same group: if your organisation and the other participant are controlled by the same third party; CLS: Controls: if your organisation controls the other participant; CLB: Controlled by: if your organisation is controlled by the other participant.</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.

v1.1

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. Postgraduate 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. <u>There must be no gaps between the periods</u>
Have you submitted or are you in the process of submitting another proposal for Marie Curie actions IEF, IOF, IIF or CIG, or have you previously benefited from EU 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 Career Integration Grants (CIG) <p>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.</p> <p>Please note that an individual researcher cannot benefit, at the same time, from more than one Marie Curie Action (either individual or other). For this particular purpose the application procedure is deemed to have terminated for a proposal with the notification of its rejection, of it being placed on a reserve list, or of it being recommended for funding.</p> <p>If you have previously benefited of EU funding under Marie Curie actions in the same field, you should demonstrate (in part B) the substantial added value of the new project.</p> <p>Indicate here the action name, year and the proposal or contract number.</p>
Location of origin (country)	The country in which the location of origin is situated (see below) in the sense of the <i>mobility rule</i> . 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. If he/she has resided or carried out his/her main activity for less than 12 months in the location immediately prior to the deadline for submission of the proposal, the location of origin is the country where the <i>researcher</i> was residing for the longest period during the last 5 years prior to the relevant deadline for the submission of the proposal.

v1.1

<p>Full-time postgraduate research experience.</p>	<p>The information provided in this field should reflect the researcher's full-time postgraduate research experience at the time of the relevant deadline for submission of the proposal. Postgraduate 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.</p> <p>Wrong or missing information may cause your proposal to be ineligible</p>
<p>Place of activity/place of residence (previous 5 years)</p>	<p>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. Please check that dates do not overlap and that there are no time gaps. Any additional information you wish to make known to the evaluators should be included in the Part B (proposal description/CV).</p>



Proposal Submission Form

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

Marie Curie Actions
**Career Integration
Grants (CIG)**

**A1:
Summary**

Proposal Number Proposal Acronym

General Information on the Proposal

Proposal Title

Marie Curie action-code

Scientific Panel

Duration in months Call identifier

Keywords (up to 200 characters)

Abstract (up to 2000 characters)

Has a similar proposal been submitted to a Marie Curie Action under this or previous RTD Framework Programmes?

IF YES

Programme name(s) and year	Proposal number(s)
-	-
-	-
-	-

Does this proposal include any of the sensitive ethical issues detailed in the Research Ethical Issues table of Part B?



Proposal Submission Form

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

Marie Curie Actions
**Career Integration
Grants (CIG)**

**A2:
Participants**

Proposal Number Proposal Acronym Participant Number

INFORMATION ON ORGANISATIONS

If your organisation has already registered for FP7,
enter your Participant Identification Code

Legal name

Organisation short name

Administrative Data

Legal address

Street name Number

Town Postal Code/Cedex

Country

Internet homepage

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	<input type="text" value="yes"/>
Public body	<input type="text" value="yes"/>
Research organisation	<input type="text" value="yes"/>
Higher or secondary education establishment	<input type="text" value="yes"/>
International organisation	<input type="text" value="no"/>
International organisation of European Interest	<input type="text" value="no"/>
Joint Research Center of the European Commission	<input type="text" value="no"/>
Entities composed of one or more legal entities [European Economic Interest Group (Unité mixte de recherche) / Enterprise groupings]	<input type="text" value="no"/>
Commercial Enterprise	<input type="text" value="no"/>

Main area of activity (NACE code)



Proposal Submission Form

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

Marie Curie Actions

**Career Integration
Grants (CIG)**

**A3:
Participants**

Proposal Number Proposal Acronym

INFORMATION ON THE RESEARCHER

Family Name	<input style="width: 100%;" type="text"/>		
Birth Family Name	<input style="width: 100%;" type="text"/>		
First Name(s)	<input style="width: 100%;" type="text"/>		
Title	<input style="width: 30%;" type="text"/>	Sex	<input style="width: 30%;" type="text"/>
1st nationality	<input style="width: 30%;" type="text"/>	2nd nationality	<input style="width: 30%;" type="text" value="-"/>
Location of origin (country)	<input style="width: 30%;" type="text"/>	Date of birth (DD/MM/YYYY)	<input style="width: 30%;" type="text"/>
Location of origin (town)	<input style="width: 100%;" type="text"/>		
Contact address			
Street Name	<input style="width: 60%;" type="text"/>	Number	<input style="width: 20%;" type="text"/>
Town	<input style="width: 30%;" type="text"/>	Postal Code/Cedex	<input style="width: 30%;" type="text"/>
Country	<input style="width: 30%;" type="text"/>	Phone 1	<input style="width: 30%;" type="text"/>
Phone 2	<input style="width: 30%;" type="text" value="-"/>	Fax	<input style="width: 30%;" type="text" value="-"/>
e-mail	<input style="width: 100%;" type="text"/>		

Qualifications

University Degree	Date of award (DD/MM/YYYY)	<input style="width: 100%;" type="text"/>
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	<input style="width: 100%;" type="text"/>
Other Academic qualifications	Date of award (DD/MM/YYYY)	-

Place of activity/place of residence (previous 5 years)

Period : From (DD/MM/YYYY)	Period : To (DD/MM/YYYY)	Country	Number of days
-	-	-	0
-	-	-	0
-	-	-	0
-	-	-	0
-	-	-	0
-	-	-	0
-	-	-	0
-	-	-	0
-	-	-	0
-	-	-	0

Annex 4: Instructions for drafting part B of the proposal

Instructions for preparing proposal Part B for Marie Curie Career Integration 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 guidelines for drafting Part B of the 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).

General information

Part B of the proposal contains the details of the proposed research along with the practical arrangements planned to implement it and its impact. They will be used by the independent experts to undertake their assessment. We would therefore advise you to address each of the evaluation criteria as outlined in the following sections. Please note that "Explanatory notes" in the following serve to illustrate the evaluation criteria without being exhaustive. To draft your proposal you should also consult the current version of the People Work Programme. For practical reasons, you are invited to structure your proposal according to the headings indicated in the table of contents.

A **maximum length** is specified for B.2 – B.5 sections of Part B:

- **S&T Quality - 7 pages,**
- **Quality of the researcher - 5 pages,**
- **Implementation - 4 pages,**
- **Impact - 5 pages**

You must keep your proposal within these limits.

Applicants must ensure that proposals conform to the layout given in this Guide for Applicants, and in the proposal part B template available through the EPSS.

Please remember that it is up to you to verify that you conform to page limits. There is no automatic check in the system! **Experts will be instructed to disregard any excess pages in each section in which the maximum number of pages is indicated.**

The **maximum length** of part B is therefore **21 A4 pages** - excluding table of contents, CV (Section B2.6) the ethical issues (Section B.5), start and end pages, and bibliography.

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).

Ensure that the font type chosen leads to clearly readable text (e.g. Arial or Times New Roman).

Please make sure that:

- You use the right template to prepare your 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.

The Part B must be submitted as PDF file. Other file formats than PDF will not be accepted by the system.

Any potential annex should be included directly in the Part B, within the 21-page limit, and immediately visible. Annexes should not be embedded as intra-PDF files and therefore not directly visible.

STARTPAGE

PEOPLE
MARIE CURIE ACTIONS

Marie Curie Career Integration Grants (CIG)

Call: FP7-PEOPLE-2011-CIG

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 subheadings. Applicants must ensure that sections B1, B2 (except the CV), B3 and B4 do not exceed the given page limits. Experts will be instructed to disregard any excess pages.

COVER PAGE

TABLE OF CONTENTS

B1 SCIENTIFIC AND TECHNOLOGICAL QUALITY (MAXIMUM 7 PAGES)

- B1.1 Research and technological quality, including any interdisciplinary and multidisciplinary aspects of the proposal
- B1.2 Appropriateness of research methodology and approach
- B1.3 Originality and innovative nature of the project, and relationship to the 'state of the art' of research in the field
- B1.4 Timeliness and relevance of the project

B2 QUALITY OF THE RESEARCHER (SECTIONS B2.1-B2.5: MAXIMUM 5 PAGES)

- B2.1 Research experience
- B2.2 Research and technological quality of previous research
- B2.3 Independent thinking and leadership qualities
- B2.4 Match between the fellow's profile and project
- B2.5 Benefit to the career of the researcher from the period of integration*
- B2.6 Curriculum Vitae – NO PAGE LIMIT

B3 IMPLEMENTATION (MAXIMUM 4 PAGES)

- B3.1 Quality of host organisation, including adequacy of infrastructures/facilities
- B3.2 Feasibility and credibility of the project, including work plan
- B3.3 Management: Practical arrangements for the implementation and management of the research project*
- B3.4 Dissemination and exploitation of results

B4 IMPACT (MAXIMUM 5 PAGES)

- B4.1 Potential of transferring knowledge to the host organisation
- B4.2 Capacity to develop lasting cooperation and collaborations with the other countries
- B4.3 Contribution to research excellence by attracting a first class researcher
- B4.4 Contribution to European excellence and European competitiveness
- B4.5 Potential and quality of lasting professional integration (expected length of work contract, expected career development)*
- B4.6 Impact of the proposed outreach activities*

B5 ETHICAL ISSUES – (NO PAGE LIMIT)

BIBLIOGRAPHY

END PAGE

*Sub-criteria to be developed in the light of the principles of the "European Charter for Researchers" and the "Code of Conduct for the Recruitment of Researchers".

B1 SCIENTIFIC AND TECHNOLOGICAL QUALITY

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

Start out by defining the research area of the intended research objectives. This definition should be wide enough to cover the needs including known possible developments for the entire duration of project including all elements of the research career.

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 intersectorial aspects of the proposal.

B1.2 Appropriateness of research methodology and approach

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 Research 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 a maximum of 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

Applicants must prove that their skills acquired during their research activities would be suitable for the project proposed.

B2.5 Benefit to the career of the researcher from the period of integration *

Explain how the period of integration will benefit the researcher's career.

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 integration 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 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 integration 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 host institution is requested to provide an *indicative* budget covering the duration of the project and related to its implementation and to the planned research activities. This indicative breakdown of costs should refer to the overall *total* costs of the project, regardless of the source of funding, including the expected EU contribution and the host's own budget, with no distinction (preferably using a table):

- Salary of the researcher
- Other salary costs (e.g. assistants, technicians)
- Travel costs
- Consumables
- Management activities
- Overheads
- Others (to be listed where applicable)

* Sub-criteria to be developed in the light of the principles of the "European Charter for Researchers" and the "Code of Conduct for the Recruitment of Researchers"

As the project must be described in full regardless of the source of funding, the relevance of the EU financial contribution for the implementation of the project itself should be clearly highlighted.

B3.3 Management: Practical arrangements for the implementation and management of the research 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. A contingency plan, e.g. alternative activities, should be mentioned.

B3.4 Dissemination and exploitation of results

This section should include a list of planned dissemination activities, such as publications, conferences, workshops, and websites.

B4 IMPACT

B4.1 Potential of transferring knowledge to the host organisation

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

B4.2 Capacity to develop lasting cooperation and collaboration with the other countries

Describe the potential for developing lasting cooperation with other countries' research organisations.

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

Describe how the researcher's integration will contribute to enhancing EU scientific excellence.

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 integration 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 a lasting professional integration for the researcher, namely the type of work agreement to be provided, the length and the full time dedication.

B4.6 Impact of the proposed outreach activities*

In order to promote communication between the scientific community and the general public and increase awareness of science, various outreach activities should be outlined in this section. For the planned outreach activities, their *expected impact* should be explained in the proposal. For examples, see box on outreach activities below.

*Sub-criteria to be developed in the light of the principles of the "European Charter for Researchers" and the "Code of Conduct for the Recruitment of Researchers"

Outreach Activities within Marie Curie Projects

Outreach Activities are dissemination initiatives directed at the general public. The primary goal is to create awareness of the importance of research to society and to raise awareness of Marie Curie Actions. Each applicant is invited to submit an Outreach Activities Plan as part of his/her proposal. The type of outreach activities is freely chosen by the applicant and could range from press articles to exposing students from primary and secondary schools or universities to science, research and innovation in order to develop their motivation to embrace research careers.

Outreach activities and their impact are taken into account during the evaluation of proposals in the light of the principles of the 'European Charter for Researchers' and 'Code of Conduct for the Recruitment of Researchers'. The relevant principle in the Charter is: "**Public engagement** - Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns."

Possible outreach activities:

- **Marie Curie Ambassador:** Marie Curie fellows visit schools, universities, community organisations, etc. and promote their research field; Marie Curie fellows - "Ambassadors" - assist teachers in preparing and delivering teaching materials.
- **Workshop Day:** A Marie Curie project runs a workshop/activity day in areas related to the raising of scientific awareness, for school/university students.
- **Summer-School Week:** Students spend one week in a summer school where they receive a first hand experience from the Marie Curie fellows about their current research activities or wider scientific issues; the Marie Curie fellows prepare specific activities, lectures and experiments.
- **Marie Curie Project Open Day:** Students and the general public visit the research institutions or labs and receive a first hand experience or lectures.
- **Public talks, TV-Talks, podcasts and articles in Newspapers:** Marie Curie fellows give a public talk/TV interview or write an article in the local newspaper about the results of the project and how these results could be relevant to the general public.
- **e-Newsletters:** Marie Curie fellows develop a web-based document to be released on internet to the attention of the public at large (e.g. Wikipedia).
- **Multimedia releases:** Marie Curie fellows make video-clips to be released on internet, in spaces open to the public at large.

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.

ETHICAL REVIEW AND THE REVIEWERS

Ethical reviews aim to prevent Community funding being used for research activities that contravene fundamental rights.

- Reviewers are selected on the basis of their expertise.
- 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.

ETHICAL REVIEW IS AUTOMATIC IF A PROPOSAL INCLUDES:

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

An Ethical Review may be necessary if the proposal is flagged by the expert reviewers 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 Ethical 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.
- Identity of 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 Other 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 research 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
 - 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

- Provide for 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.

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.

(No maximum length for Section B.6: Depends on the number of such issues involved)

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 beings¹⁶; research on human embryos and human embryonic stem cells and nonhuman primates are automatically submitted for ethical review.

To ensure compliance with ethical principles, the Commission/REA 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. The site includes guidance on privacy and data protection, developing countries, informed consent procedures, etc.

¹⁶ Such as research and clinical trials, involving invasive techniques on persons (e.g. taking of tissue samples, examinations of the brain).

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		

	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		

	Consistency with part A	YES	NO
	I CONFIRM THAT THE INFORMATION GIVEN IN THIS TABLE IS CONSISTENT WITH THE INFORMATION PROVIDED ON ETHICS IN PART A, PAGE A1		n/a

ENDPAGE

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PART B

“PROPOSAL ACRONYM”