



Research Executive Agency



# GUIDE FOR APPLICANTS

**Marie Curie Actions**  
*PEOPLE*

Cofunding of Regional, National and International  
Programmes

Call identifier FP7-PEOPLE-2011-COFUND

Closing Date: 17 February 2011 at 17:00:00 (Brussels local time)



## About this Guide

**This Guide explains the principles of Marie Curie Cofunding of Regional, National and International Programmes (COFUND), to be funded under the Seventh Framework Programme of the European Community for research, technological development and demonstration activities (2007-2013) .**

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

Marie Curie Initial Training Networks (ITN)  
Marie Curie Intra-European Fellowships for Career Development (IEF),  
Marie Curie Career Integration Grants (CIG)  
Marie Curie Industry-Academia Partnerships and Pathways (IAPP)  
Marie Curie International Outgoing Fellowships for Career Development (IOF)  
Marie Curie International Incoming Fellowships (IIF)  
Marie Curie International Research Staff Exchange Scheme (IRSES)  
Marie Curie Researchers' Night (NIGHT)

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

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

### **Please note:**

This Guide is based on the rules and conditions contained in the legal documents relating to FP7 (in particular the Seventh Framework Programme, Specific Programmes, Rules for Participation, and the Work programmes), all of which can be consulted via the CORDIS<sup>1</sup> website <http://cordis.europa.eu>.

This Guide does not in itself have any legal value, and thus does not supersede those documents.

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**Definitions used throughout this Guide for applicants**

*(Italics in the text imply these definitions)*

**Experienced Researchers** must, at the time of the recruitment by the host organisation, be in possession of a doctoral degree or have at least four years of full-time equivalent research experience.

**Full-time Equivalent Research Experience** is measured from the date when a researcher obtained the degree which would formally entitle him or her to embark on a doctorate, either in the country in which the degree was obtained or in the country in which the research training is provided.

**Research Organisations** are defined in the FP7 Rules for Participation<sup>2</sup> as a "legal entity established as a non-profit organisation which carries out research or technological development as one of its main objectives".

**Other Third Countries** are countries which are neither EU Member States nor third countries associated to FP7 (associated countries).

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<sup>2</sup> Regulation No 1906/2006 of the European Parliament and of the Council of 18.12.2006 laying down the rules for the participation of undertakings, research centres and universities in actions under the Seventh Framework Programme and

# THE ESSENTIALS

## What is COFUND?

The COFUND action supports existing or new regional, national and international fellowship programmes (to open up to and provide for transnational mobility).

COFUND will support fellowship programmes for the most promising [Experienced Researchers](#), helping them in their career development. The programmes must run an open, merit-based competition for the applying researchers, founded on international peer review. The freedom of the fellows to choose a research topic and the appropriate [Research Organisation](#) fitting their individual needs is a key element for the COFUND action.

## Who can apply?

Participants applying to the cofunding modality are public bodies, other bodies, including [Research Organisations](#) that finance and manage fellowship programmes either with an official mandate or recognised by public authorities, and international organisations and international European interest organisations that are responsible for funding and managing fellowship programmes at European level.

## Which research topics are supported?

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 Treaties are eligible.

## How does it work?

Proposals are submitted by organisations operating a transnational fellowship programme within the specified deadlines, and are evaluated by external independent experts against a series of predetermined criteria. In principle, selected programmes will be cofunded for a duration of 24 to 60 months.

## What does the funding cover?

The European Union contribution consists of 40% of the fellowship costs of transnational fellowships for [Experienced Researchers](#), with a maximum overall of EUR 10 million granted to a single applicant entity.

## How to apply?

This Guide contains the essential information for applicants to prepare and submit a proposal for COFUND. Applicants should also consult the relevant legal documents (listed in Annex 1 of this Guide) 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).

# 1. Getting started

Funding decisions in the Seventh Framework Programme (FP7) are made on the basis of **calls** published by the Commission or its agencies, which solicit **proposals**. Proposals describe a planned transnational fellowship programme and provide information on its target group, content and possible partners in case of a joint programme. They must be submitted using a special web-based service before a strictly enforced **deadline**. The Research Executive Agency (REA) evaluates all proposals eligible in order to identify those whose quality is sufficiently high for possible funding. The basis for this **evaluation** is a peer review carried out by independent experts.

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

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

Applicants must also refer to the ["People" 2011 Work Programme](#)<sup>3</sup>. This provides a detailed description of the Marie Curie Actions, their objectives and scope, the eligibility criteria, the European Union contribution and the evaluation criteria. Work programmes are revised each year, so it is important to refer to the latest version before preparing a proposal.

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

This Guide and the work programme are essential reading. In addition, applicants may wish to consult other reference and background documents, in particular those relating to negotiation and the grant agreements, which are available on the CORDIS web site (see Annex 1 of this Guide).

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<sup>3</sup> European Commission C(2010)4897 of 19 July 2010.

## 2. About the Marie Curie Action "Cofunding of Regional, National and International Programmes (COFUND)"

### 2.1 General Aspects

#### Purpose

COFUND aims to increase the transnational mobility for training and career development of [Experienced Researchers](#), in line with the objectives set out in the activity heading "Life-long training and career development" of the "People" 2011 Work Programme.

The purpose of this action is to help regional, national or international fellowship programmes to increase the transnational mobility of researchers and/or to improve the working and employment conditions of researchers. The COFUND action demands that beneficiary programmes generate significant additionality in terms of the objectives of the People specific programme and the European Research Area (ERA).

Programmes that apply for the COFUND action must comply with the concept of **individual driven** mobility, which means that researchers should be able to choose the research topic, destination, research group or supervisor of their fellowship freely. Programmes which predefine the fellow's research work at a given location do not conform to this principle. In any case COFUND will not support "recruitment schemes" to fill regular research vacancies.

The eligibility criteria for COFUND are described in sections 2.2 – 2.4 of this Guide; for examples on the possible use of cofunding see sections 2.6 and 2.7.

#### Size

There is no minimum size for programmes applying for COFUND. The proposed programme should aim to fund the number of fellowships which is appropriate for the size of the organisation/country/region or discipline(s) addressed. Applicants should further demonstrate that the proposed programme has a sufficient impact in the specific scientific field(s) or geographical area.

#### Applicants

COFUND is a monobeneficiary action, i.e. the grant agreement will be concluded between the REA and a single Beneficiary, which manages and funds the selected fellowship programme. Exceptionally, partnerships can be accepted, if the managing organisation (beneficiary) accepts full responsibility for the implementation of the project and concludes, before the signature of the grant agreement, a specific, legally binding partnership agreement with all partners that contribute financially to the programme budget (partners should be indicated in Table 3 of Part B of the proposal forms).

#### Applications from programmes currently funded under an earlier COFUND call

Such programmes are eligible to apply, however they can only request cofunding for fellowships that have not been cofunded under the earlier call. The proposal must provide the necessary evidence that no double funding of the same fellowships from two COFUND calls will take place.

### Duration of the COFUND grants

COFUND grants have, in principle, a minimum duration of 24 months up to a maximum of 60 months. Fellowships awarded by the cofunded programme must be implemented (selected, started and executed) within the time frame of the grant agreement concluded with the Research Executive Agency. **This must be taken carefully into account by the applicant when planning the calls of the COFUND fellowships/grants.**

### Duration of fellowships in cofunded programmes

There is no restriction for the duration of fellowships awarded by cofunded programmes. They are expected to be normally between 1 – 2 years, but short-term fellowships as well as longer periods may be proposed, depending on the specific objectives of the programme. The fellowship duration should be justified in the proposal and its appropriateness will be judged during evaluation.

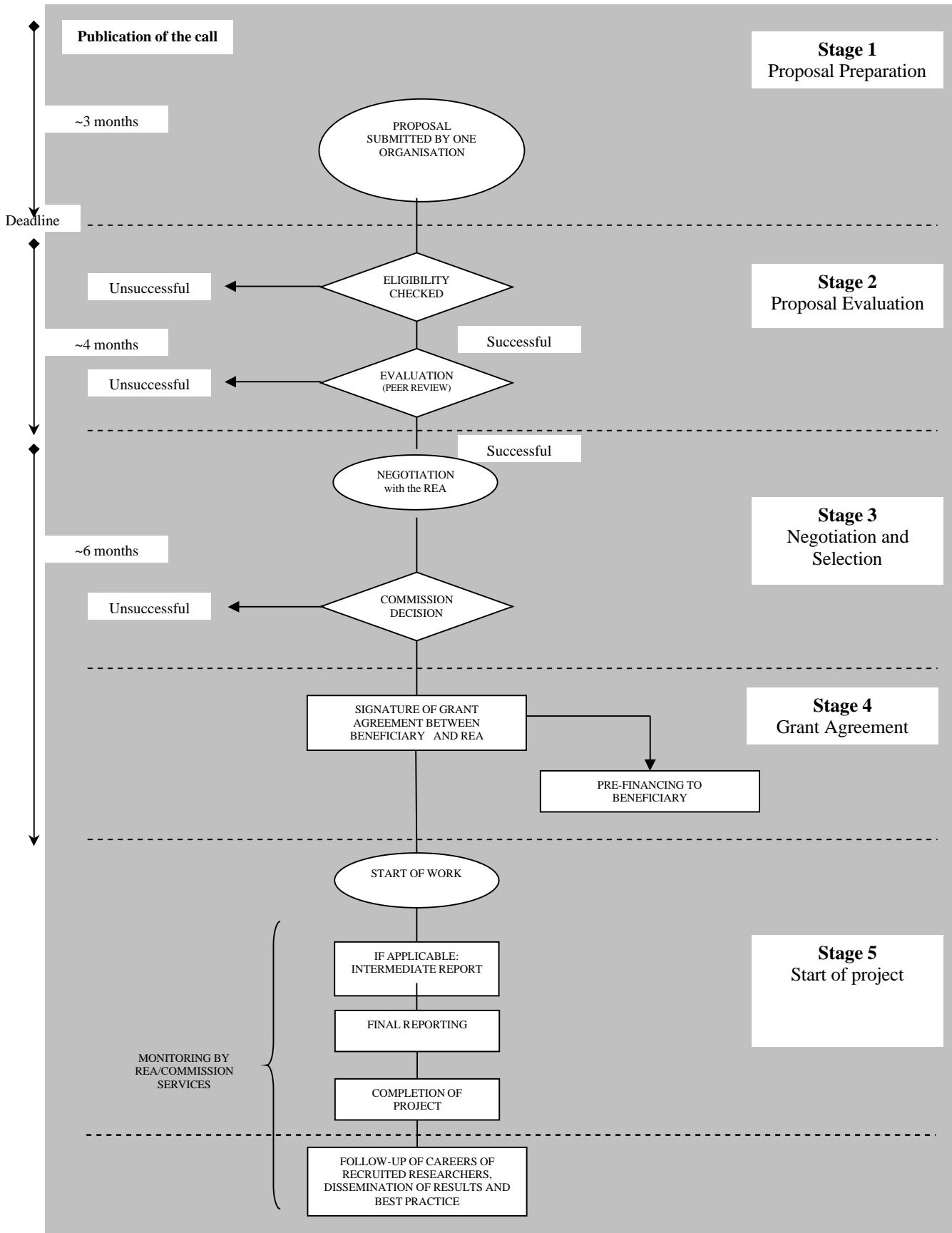
### Thematic Areas of COFUND actions

All Marie Curie actions have a **bottom-up approach**, i.e. all fields of research of interest to the European Union are eligible for funding, except areas of research covered by the [EURATOM Treaty](#). Proposed COFUND actions can cover all scientific disciplines, but can also focus on a specific discipline. In this case the range covered should allow reasonable flexibility for the researchers.

### How does the application process work?

To show how COFUND works, the following page presents the life cycle of a COFUND project.

**LIFE CYCLE OF A COFUND ACTION**



## The Concept of Panels

COFUND targets **existing** or **new** regional, national and international funding programmes. The Commission and the REA welcome the participation of organisations that set up new fellowship programmes with help of the COFUND scheme as an opportunity to develop new and innovative ways to further the mobility of researchers.

To take into consideration the specificities of existing and new programmes, in particular their differences in terms of management experience, the evaluation will be organised in two separate panels, both applying the same evaluation criteria. The attribution to the appropriate panel will be made following the information provided in the application form. The REA reserves the right to transfer proposals from one panel to the other.

- Panel (A): Existing fellowship programmes (including those opening up for first time to transnational mobility)
- Panel (B): New fellowship programmes

The budget allocation will be distributed between the two panels in proportion to the requested European Union contribution of proposals positively evaluated in each panel (i.e. passing all evaluation thresholds)

## 2.2 Eligible Organisations

### What type of organisation can take part?

Applicants are typically organisations falling under one of the following categories:

- Official public bodies whose actions include funding and managing fellowship programmes, e.g. ministries, state committees for research, research academies, universities, councils or agencies;
- Other public or private bodies, including [Research Organisations](#), that finance and manage fellowship programmes either with an official mandate or recognised by public authorities, such as agencies established by governments under private law with a public service mission, charities, etc.;
- Bodies at international level that run comparable schemes at European level as part of their mission.

### **Partnerships:**

COFUND is a "monobeneficiary" action, which means that the grant agreement with the REA is signed by one single organisation, which is responsible for the implementation of the fellowship programme. Therefore COFUND proposals are presented by one single applicant organisation.

If a proposal has several partners, the following conditions must be fulfilled:

- The partners' budget contribution must be clearly specified in Part B of the proposal.
- The beneficiary must have control over the programme management and its budget, which is normally the case if the funds are held in the beneficiary's account.
- The beneficiary and all the partners that contribute financially to the programme budget have to conclude a partnership agreement clearly specifying the roles and responsibilities (financial and operational) of the partners. A copy of the signed partnership agreement will be required at the end of the negotiation process and before the signature of the Grant Agreement.

### Where can the organisations be located?

Organisations applying for the COFUND scheme have to be located in the following countries:

**The 27 EU Member States:**

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

**The Associated countries:**

*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 CORDIS web site [http://cordis.europa.eu/fp7/participate\\_en.html](http://cordis.europa.eu/fp7/participate_en.html).*

## 2.3 Eligible Programmes

To be eligible for cofunding, programmes have to include **at least one** of the following *Mobility types* for [Experienced Researchers](#):

- (1) **Outgoing mobility** for fellowships/grants to residents of Member States or Associated Countries. Outgoing mobility can be of two types: (1) from one Member State or Associated Country to another Member State or Associated country; and/or (2) from one Member State or Associated country to an [Other Third Country](#), preferably with a return phase;
- (2) **Incoming mobility** for fellowships/grants to nonresidents of the country of the host organisation. Incoming mobility can be of two types: (1) from one Member State or Associated Country to another Member State or Associated country; and/or (2) from an [Other Third Country](#) to a Member State or Associated Country.
- (3) **Reintegration** of Member State or Associated Country nationals having carried out research in an [Other Third Country](#) for at least 3 years, to establish them in a longer-term career after this transnational mobility period.

A combination of the three activities is possible and even desirable.

**Examples of eligible programmes:**

- A national or regional fellowship programme that aims to attract [Experienced Researchers](#) from Member States, Associated or [Other Third Countries](#) to the country or region of the programme.
- A governmental organisation that offers a special scheme for the reintegration of researchers from a Member state or Associated Country who spent at least three years in an [Other Third Country](#).
- A fellowship programme operated by a private nonprofit organisation recognised by public authorities that so far funded only fellowships of [Experienced Researchers](#) within the country, now decides to open for transnational mobility and offers fellowships in other Member States, Associated or [Other Third Countries](#).

- A national/regional fellowship programme that offers transnational fellowships only to researchers who hold a degree obtained in that country. However, restrictions will be assessed during the evaluation under the criteria 3.4 "Equal opportunities" and 3.5 "Relevance for the ERA of the research field covered by the programme's call".

***Examples of ineligible programmes:***

- A national or regional fellowship programme only aimed at early stage researchers (e.g. PhD candidates or for researchers with less than four years of research experience),
- A fellowship programme that supports trans-national mobility from an [Other Third Country](#) to an [Other Third Country](#).

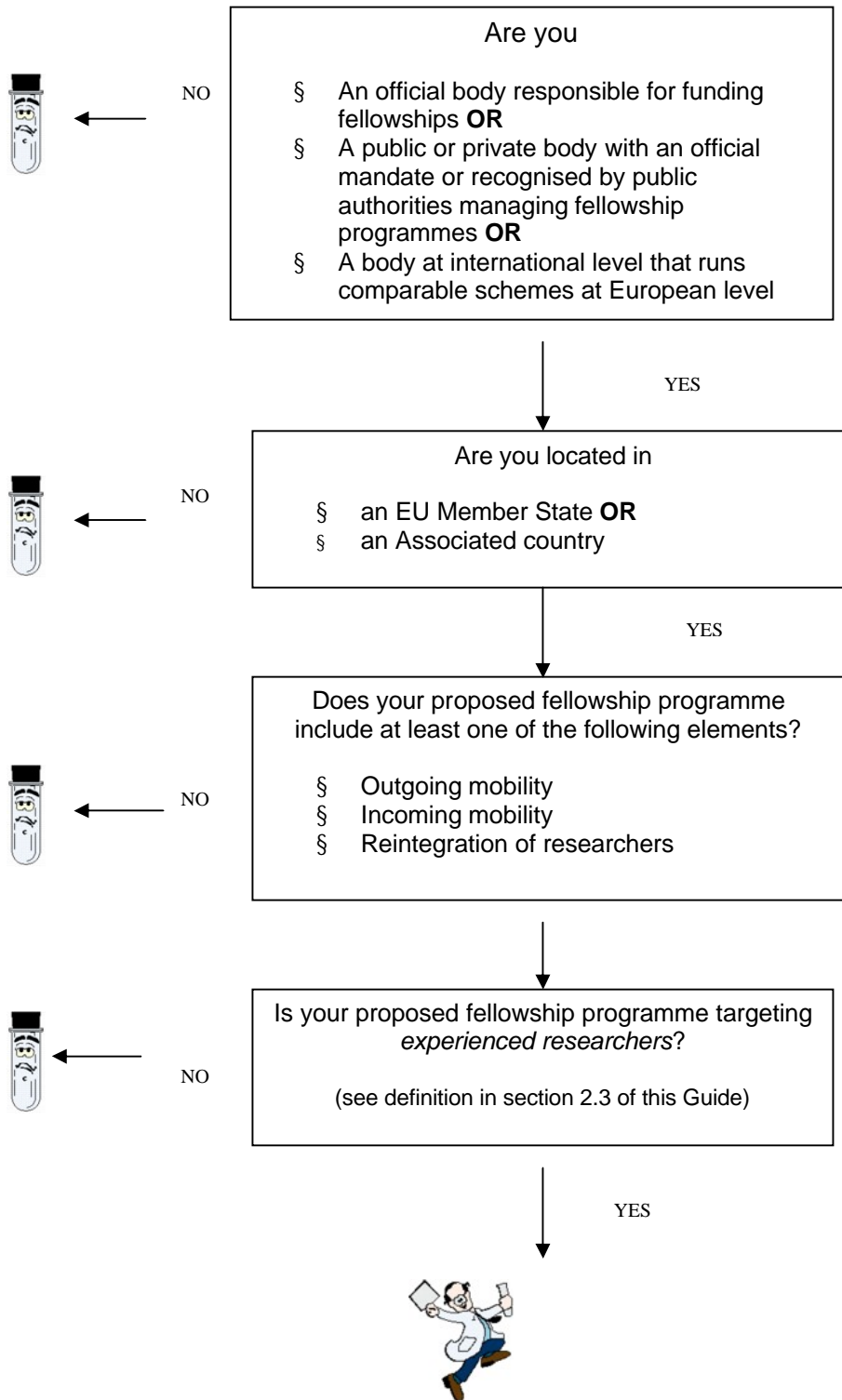
To find your way through the eligibility criteria see the following chart:



You are probably not eligible



You might be eligible



## 2.4 Typical Activities of a COFUND Programme

The main activities of a COFUND programme will be awarding fellowships to [Experienced Researchers](#), with a training and career development objective. The fellowship would normally include a research project prepared by the research fellow in coordination with a host organisation. This project should be tailored to the needs of the researcher to allow him/her to reach a realistic and well-defined objective in terms of gaining new experience, or career advancement such as strengthening or attaining a leading independent position, resuming a research career after a break, etc. Due to his/her very specific and individual needs, it is crucial that there is a maximum of freedom for the researcher to choose freely his/her host organisation and project.

The project should be shaped in order to develop and widen the competences of the researcher significantly, in particular in terms of multi- or interdisciplinary expertise, intersectoral (private-public) experience and complementary skills.

Such training/career development activities may include:

- Primarily, training-through-research under supervision by means of an individual personalised project;
- Hands-on training activities for developing scientific (new techniques or instruments, etc.) and complementary skills (communication techniques, proposal preparation to request funding, patent applications, project management, task coordination, technical or scientific staff supervision, etc.);
- Intersectoral (private/public sector) or interdisciplinary transfer of knowledge;
- Developing capacity to build collaborations, in particular through participation in conferences;
- Taking active part in the management (including financial management) of research projects;
- Developing organisational skills through organisation of training or dissemination events;
- Ethical issues.

### FELLOWSHIP SCHEMES:

Each category of fellowship with **significant** differences in objectives and/or financial patterns should be classified in the proposal through a separate *Fellowship scheme* (e.g. [Experienced Researchers/senior researchers](#)<sup>4</sup> or *employment contracts/stipends*).

Each *Fellowship scheme* must be associated with at least one of three possible *Mobility types* (Incoming, Outgoing and Reintegration).

## 2.5 Financial Regime

### HOW MUCH IS THE COFUND CONTRIBUTION?

The European Union contribution is fixed at 40% of the fellowship costs for eligible researchers, with an overall maximum of EUR 10 million to a single applicant entity for one call. If an applicant entity applies for more than one fellowship programme, this ceiling applies to all the proposals retained for funding in the same Call for Proposals.

For **existing fellowship programmes**, the Community contribution must not substitute or replace existing funding but contribute to an increased level of transnational fellowships or the improvement of working/employment conditions. This should be adequately reflected in the proposal and will be a central issue of the evaluation process.

During the negotiation of the grant agreement, beneficiaries will be required to open an interest-bearing bank account remunerated in accordance with normal market conditions as any prefinancing paid remains the property of the European Union until acceptance of the cost statements. This obligation stems from the Community Financial Regulations and the grant agreement.

### HOW CAN THE EUROPEAN UNION CONTRIBUTION BE USED?

The Cofunding can be used to

- § Open up an existing programme for transnational mobility
- § Create new transnational programmes
- § Increase the number of transnational fellowships awarded by an existing programme
- § Improve the conditions of the fellows or contribute to the training and career development objective of the COFUND scheme (e.g. by extending the duration of the fellowships, by improving the contributions for the fellows' research, by paying higher monthly rates, improving social security and/or pension conditions, and more generally by promoting the implementation of "The European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers"<sup>5</sup>)

### HOW IS THE COFUND CONTRIBUTION CALCULATED?

#### Own budget of programmes

As stated in the Work programme, the COFUND contribution should **not replace or substitute the existing funding** of fellowship programmes. Therefore, a proposal for COFUND is strongly encouraged to demonstrate its own efforts by showing an increase in the programme's own budget contribution in order to contribute to the objective of the COFUND scheme. Where this is not the case, the concerned programme should **at least** maintain the amount of its own budget in the year prior to the COFUND application. In cases where a programme's budget depends on external resources, which were reduced prior to the COFUND application, the reasons for the decreased own budget contribution must be well explained and duly justified. Applications which show a decrease of own budget contribution without very well justified and valid reasons will be marked low in the evaluation.

#### **Examples of how the COFUND contribution is calculated:**

##### **Example 1: Increase of own budget**

An existing transnational programme has the possibility to increase its own budget contribution. The programme has a budget of 1,000,000 € and funds on average 10 two-year fellowships at an annual rate of 50,000 € (i.e. 100,000€/fellowship). The programme has the possibility to increase its own contribution by 200,000 € and would like to double the number of fellows in the context of the COFUND action.

<b>Budget in the year prior to the COFUND application</b>	<b>1,000,000 € (10 fellowships)</b>
<b>Proposed increase of the programme</b>	<b>1,000,000 € (10 fellowships)</b>
<b>Total cost of the programme</b>	<b>2,000,000 € (20 fellowships)</b>
<b>COFUND contribution (40 % of Total programme cost):</b>	<b>800,000 €</b>
<b>Own contribution:</b>	<b>1,200,000 €</b>

<sup>5</sup> The European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers

**Example 2: Own budget unchanged**

An existing transnational programme does not have the possibility to increase its own budget contribution. The programme has a budget of 9,000,000 € and funds on average 90 two-year fellowships at an annual rate of 50,000 € (100,000€/fellowship). The programme would nevertheless like to increase the number of fellows to be funded.

Programmes that do not have additional budget resources can use the European Union contribution to increase their impact exclusively with the COFUND contribution (they should however not reduce their own budget). In such a case of unchanged own contribution, the COFUND contribution of 40% will allow the total budget of the programme to increase by two thirds of the existing budget. This will allow the European Union contribution to entirely fund the additional budget (see calculation below).

<b>Budget in the year prior to the COFUND application</b>	<b>9,000,000 € (90 fellowships)</b>
<b>Proposed increase</b>	<b>6,000,000 €</b>
<b>Total cost of the programme</b>	<b>15,000,000 € (approx 150 fellowships)</b>
<b>COFUND contribution (40 % of Total programme cost):</b>	<b>6,000,000 €</b>
<b>Own contribution:</b>	<b>9,000,000 €</b>

**Example 3: Improvement of fellows' conditions**

A programme is funding exclusively transnational fellowships at a budget of 0.9 million € and funds on average 18 two-year fellowships as stipends (without social security contributions) at a yearly rate of 25,000 € (i.e. 50,000€/fellowship). The programme would now like to offer the fellows employment contracts including social security contributions, which would double the total cost of the programme. However, this programme does not have the resources to increase its own budget contribution.

By maintaining the previous own budget contribution, the programme can propose an increase of two thirds of the budget of the previous year for the improvement of the fellows' employment conditions.

<b>Budget in the year prior to the COFUND application</b>	<b>900,000 €</b>
<b>Proposed increase for social security contributions</b>	<b>600,000 €</b>
<b>Total cost of the programme</b>	<b>1,500,000 €</b>
<b>COFUND contribution (40 % of Total programme cost):</b>	<b>600,000 €</b>
<b>Own contribution:</b>	<b>900,000 €</b>

If the cost of a transnational fellowship including social security contributions is on average 50,000 € per year, the programme can finance 15 two-year fellowships.

The programme would thus in the next year fund fewer fellows than before, but at significantly improved conditions. This decrease in numbers would in this case be acceptable as the improvement of the fellows' employment conditions is one of the goals of the COFUND scheme and the European Charter for Researchers.

**Example 4: National programme opening up for transnational mobility**

A **national** fellowship programme would like to open up for transnational mobility. The programme had so far an annual budget of 2 million €, all spent on national fellowships.

The programme now decides to keep 0.8 million € per year for national mobility and to use 1.2 million € to offer transnational fellowships.

<b>National fellowships (not cofunded by definition):</b>	<b>800,000 €</b>
<b>Transnational fellowships:</b>	
<b>own contribution:</b>	<b>1,200,000 €</b>
<b>cofunding (40 % of total transnational programme cost):</b>	<b>800 000€</b>
<b>Total transnational programme cost:</b>	<b>2,000,000 €</b>
<b>Total budget</b>	<b>2,800,000 €</b>

### **Example 5: New transnational programme**

Three regions of a country propose a single new fellowship programme for incoming fellows and the reintegration of researchers who spent three years in an [Other Third Country](#), to make their regions more attractive for researchers. The three regions decide to provide a yearly budget for this new programme of 12,000,000 € (own contribution). The entity that will run the programme applies for an additional contribution from the COFUND scheme.

<b>Own budget provided for the new programme</b>	<b>12,000,000 €</b>
<b>COFUND contribution (40% of Total programme cost)</b>	<b>8,000,000 €</b>
<b>Total costs of the proposed new programme</b>	<b>20,000,000 €</b>

### **THE CALCULATION OF THE EU CONTRIBUTION**

The European Union contribution will be implemented as a flat rate in the form of a scale of unit costs based on the **average** annual cost of a fellowship. The annual fellowship costs consist e.g. of a living allowance, a travel/mobility allowance, a contribution to the research costs, management costs (up to a maximum of 7% of the total fellowship costs) and overheads (up to a maximum of 10 % of the total direct costs). Please note that the above mentioned cost categories are not mandatory, an applicant programme can decide not to pay a research cost contribution or not to include overheads in the total fellowship costs, for example.

The applicant can take into consideration the estimated increase of the cost of living allowances during the period of the programme (average amount of the expected increase).

Example of the calculation of the flat rate for incoming mobility:

**Incoming Fellowships**  
**Average costs per fellowship and year**

Cost category	Amount
Living allowance	50.000
Mobility/Travel allowance	8.900
Contribution to research costs	8.000
Fellowship Costs before Management and Overheads	66.900
Management (7% of fellowship costs)	4.683
Subtotal	71.583
Overheads (10% of subtotal)	7.158
Total annual fellowship cost	78.741
EU contribution	31.496

In this example, the average annual fellowship cost of € 78.741 is the amount that will be used to calculate the European Union flat rate contribution. To keep it simple, it will be assumed that a fellowship programme will fund 40 fellow years.

Average fellowship cost per year	78.741
Total cost (40 fellow years)	3.149.640
COFUND contribution (40%)	1.259.856

If a fellowship programme offers several *Fellowship schemes*, the above calculation has to be made for each scheme separately.

During the project implementation, the financial reports of the beneficiary will be based on the flat rate multiplied by the number of fellow years funded within a reporting period. There will be no need to report on the real costs that occurred. For each fellowship awarded following the conclusion of the grant agreement, the payment will be based on the agreed flat rates (31.496 EUR per fellow and year in the above example). Please note that the maximum EU contribution specified in the grant agreement cannot be exceeded.

### Important information:

The amounts mentioned in the proposal will **not** automatically be accepted as flat rates. At the negotiation stage, the amounts specified in the different cost categories will have to be justified.

Therefore, during the negotiation phase, all proposals retained for funding will have to give detailed information on their method for calculating the total fellowship costs. In cases where the living allowance is based on the usual salaries paid in an institution, this will have to be proven with copies of the pay scales. For all variable cost categories (e.g. family and travel allowance) the calculations must be **averages** based on either experience from past years or on estimations that are as close as

For Management costs a detailed cost breakdown (e.g. salary cost by category of staff, meeting costs, travel costs of expert evaluators) will be required. It is therefore recommended to base the cost breakdown on actual facts and amounts that can be justified with evidence.

**Applicants should take this into account already when preparing their proposal.**

#### **WHICH COSTS CAN NOT BE INCLUDED IN THE CALCULATION OF THE TOTAL FELLOWSHIP COSTS?**

The following costs are **ineligible** and can thus not be included in the estimated cost categories (Living allowance, travel/mobility allowance, research cost contribution, management costs, overheads):

- a) identifiable indirect taxes including value added tax,
- b) duties,
- c) interest owed,
- d) provisions for possible future losses or charges,
- e) exchange losses, costs related to return on capital,
- f) costs declared, incurred, or reimbursed in respect of another European Union project,
- g) debt and debt service charges, excessive or reckless expenditure.

#### **IMPLEMENTATION PLAN OF PROGRAMMES FUNDED UNDER COFUND**

Applicants must provide a detailed implementation plan as part of their proposal. This will include proposed numbers and costs of fellowships to be awarded on a yearly basis. Template tables to be used are included in Annex 4.

All cofunded fellowships must be evaluated and started within the duration of the grant agreement, and no fellowship costs can be claimed after its end. If e.g. a 24-month fellowship starts 18 months before the end of the grant agreement, the programme can only claim fellowship costs for 18 months under the COFUND grant agreement; the remaining six months must be financed entirely from its own budget. It is therefore in the interest of the applicants to plan their programmes in such a way that the fellowships end within the duration of the grant agreement.

## **2.6 Ethical Issues**

Ethics is central to the integrity, honesty and clarity of research. It is considered essential by the European Union in the research activities that it funds or carries out itself. This means that in any proposal submitted to the 7th Framework programme, ethical issues must be identified and addressed. Research activities in FP7 should respect fundamental ethical principles, including those reflected in the Charter of Fundamental Rights of the European Union<sup>6</sup>. These principles include the need to ensure the freedom of research and the need to protect the physical and moral integrity of individuals and the welfare of animals.

For this reason, the REA (together with the European Commission) will carry out an ethical review of research proposals when appropriate. **Given the specific nature of the COFUND action, this ethical review is delegated to the fellowship programmes requesting cofunding (principle of subsidiarity).** With the exception of the cases listed below and for which an ethical review carried

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<sup>6</sup> Charter of Fundamental Rights of the European Union, 2000/C 364/01. See also

out by the REA/Commission services will be needed before a given fellowship is awarded, applicants must ensure that proposals which do not respect the ethical principles applied in FP7 are not cofunded by the European Union.

**Applicants will be requested to explain in their programmes the ethical rules and scrutiny systems they will apply on research projects applying for their fellowships.** The treatment of ethical issues is included in evaluation criterion 1 "Selection process for the fellows under the programme" (sub criterion 1.3 Criteria and method of judging merit).

Programmes selected for cofunding will have to report to the REA on the handling of ethical issues as part of the usual reporting procedures in FP7. The Commission and REA reserve the right to carry out ethical audits on the funded Grant Agreements.

#### **AN ETHICS REVIEW CARRIED OUT BY THE COMMISSION/REA WILL STILL BE NEEDED IN THE FOLLOWING CASES:**

- § Interventions on human beings;
- § The use of human embryonic stem cells (hESC); and/or
- § The use of nonhuman primates.

#### **MAIN ETHICS ISSUES THAT MUST BE ADDRESSED BY THE APPLICANT**

- § 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

More detailed information about the ethical issues to be addressed in the proposal is provided in Annex 4 of this Guide (Ethical issues).

#### **AREAS EXCLUDED FROM FUNDING**

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

Proposals that pose ethical concerns will be flagged during evaluation. If some aspects are incomplete, clarification may be sought.

## **2.7 Important Elements for a Successful Proposal**

The intention of the COFUND scheme is to increase the transnational mobility of researchers, to give them the opportunity to deepen and widen their skills and to provide them with adequate working conditions. Therefore, programmes applying for this scheme should fulfil the following conditions:

- § Calls for fellowships are open and publicised widely;
- § Researchers have the possibility to choose the research topic and the destination of their fellowship freely
- § The selection criteria are transparent and focus on the excellence of the researchers;
- § The selection committee's composition follows the "European Charter for Researchers and Code of Conduct for their Recruitment"<sup>7</sup>, notably in terms of diverse competence, gender balance, and inclusion of members from different sectors (private and public) and from other countries;
- § The programme offers adequate working conditions for the fellows in line with the European Charter for Researchers and Code of Conduct for their Recruitment.

### ***Outgoing fellowships with return phase***

In the case of an outgoing mobility scheme with a return phase, the return phase should be appropriate in value and duration (not overweighted compared to the outgoing phase). The return and reintegration elements in the Marie Curie International Outgoing Fellowships (IOF) scheme can be used as a reference frame, i.e. the return phase does not exceed on average 50% of the outgoing phase.

### ***Freedom of choice of destination and of research topic***

The aim of this scheme is to enhance the careers of the researchers through a transnational mobility experience. To achieve this objective, the freedom of the fellow to choose a research topic fitting his/her individual needs and an adequate host institution providing the best conditions for his/her personal objectives, are of primary importance. The fellow's freedom of choice (*e.g. of research topics, destinations, research group or supervisors*) will be assessed during the evaluation. When there are reasons why this freedom is restricted (*e.g. the applicant organisation is of outstanding international reputation and/or has the necessary size to guarantee a large enough spectrum of possibilities for the fellows; limited amount of excellent [Research Organisations](#) within a specific discipline*). In such cases the applicant programme should justify well the limitation of choice.

Participating organisations that will at the same time be the employer of selected researchers in this action should remember that COFUND is not supporting fellowship schemes that aim at filling their own job vacancies. A successful proposal should allow the fellows to choose their research topic and destination freely in line with their own interest and to enhance their careers.

### ***Restrictions for participating fellows***

Applicants are encouraged to open their programmes to all researchers, independently of nationality, research background, language, etc. Any restriction of access of a programme to a subset of researchers will be assessed during the evaluation under the criterion 3.6 "Impact of the programme to the development of the researchers' careers in the ERA". Restrictions imposed by national legislation (*e.g. restriction to be resident of a country, obligation to have accomplished military service*) should be specified in the proposal.

***Important:*** All limits of free choice for the applicant fellows or restrictions will be analysed during evaluation. In particular, fellowship programmes run or supported by organisations that will also be the employer of the selected fellows (*e.g. research institutions, universities*), will be assessed with special care with regards to the freedom of choice criterion.

**Examples:**

- A fellowship programme offers stays in a specified country but the fellows can choose freely to which [research organisations](#) in this country they want to go. J (Freedom of choice of destination)
- A fellowship programme run by a national [research organisation](#) offers fellowships only at its own departments L (No freedom of choice of destination) J (However if the size of the organisation and the number of its departments is sufficiently high to create a critical mass, this restriction may be acceptable)
- A fellowship programme run by a highly specialised [research organisation](#) offers fellowships at its own institution, because it is the only one widely recognised in the discipline the programme targets. J (The uniqueness of the host institution may in this case be more beneficial for the career development of the researchers than the freedom of choice of destination. This will however be a subject of the evaluation. )
- A university creates a transnational fellowship programme, open for researchers from Europe and Other Third countries. It publishes a call for fellowships in different disciplines, defining clearly the research tasks to be carried out. L (This is an employment programme. The fellows have no possibility to choose their research topic or their destination)
- Five universities from different countries recognised as being excellent in a specific discipline create a new programme. Incoming fellows have the free choice of destination within the programme partner universities. J (Freedom of research topic and free, but limited, choice of destination)

*The above given examples are not exhaustive. Applicants should refer to the evaluation criteria and procedures for the COFUND scheme described in Annex 2 of this Guide.*

## 3. How to apply

### 3.1 Turning your Idea into an Effective Proposal

#### The applicant

The applicant who submits the proposal is the legal entity in charge of managing and funding the entire fellowship programme.

#### Focusing your planned work

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

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

#### National Contact Points

A network of National Contact Points (NCPs) has been established to provide advice and support to organisations which are preparing proposals. Applicants are highly recommended to get in touch with their own NCP at an early stage. (Contact details are given on the CORDIS Call page – see [http://cordis.europa.eu/fp7/get-support\\_en.html](http://cordis.europa.eu/fp7/get-support_en.html) or Annex 1 of this Guide). Please note that the Commission will give the NCPs statistics and information on the outcome of the call and the outcome of the evaluation for each proposal. This information is supplied to support the NCPs in their service role, and is given under strict conditions of confidentiality.

#### Other sources of help

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

- The general enquiry service on any aspect of FP7. Questions can be sent to a single email address and will be directed to the most appropriate department for reply. Please see <http://ec.europa.eu/research/enquiries>.
- A dedicated help desk has been set up to deal with technical questions related to the **Electronic Proposal Submission Service** (EPSS). See section 3.2 below.
- A further help desk providing assistance on intellectual property matters (see CORDIS under [http://cordis.europa.eu/fp7/how\\_en.html#ipr](http://cordis.europa.eu/fp7/how_en.html#ipr)), including those concerning *Other Third Country* institutions.
- Any other guidance documents or background information relating specifically to this call.
- The date and contact address for any '**information day**' that the REA may be organising for this call.
- Other services, including partner search facilities, provided via the CORDIS web site (see [http://cordis.europa.eu/fp7/partners\\_en.html](http://cordis.europa.eu/fp7/partners_en.html)).

#### Presenting your proposal

A proposal has two parts:

**Part A** will contain the administrative information about the proposal and the applicant programme. The information requested includes a brief description of the work, contact details and characteristics of the applicants, and information related to the funding requested (see Annex 2 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). Applicants should follow this structure when presenting the technical content of their 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 impacts that might be expected to arise from the proposed work and, if exceptionally other participants are involved in the proposal, their roles in the proposed project. Only black and white copies are used for evaluation and applicants are strongly recommended, therefore, not to use colour.

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

*A maximum length may be specified for the different sections of Part B or for Part B as a whole (see annex 4 to 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 is highly recommended for assistance to the experts. An English translation of the abstract may be included in Part B of the proposal.

## 3.2 Proposal Submission

### About the EPSS

Proposals must be submitted electronically, using the Commission's **Electronic Proposal Submission Service (EPSS)**. Applicants can access the EPSS from <https://www.epss-fp7.org>. Proposals arriving by any other means are regarded as 'not submitted', and will not be evaluated<sup>8</sup>.

All the data that applicants upload is securely stored on a server to which the only applicant in the proposal itself has access until the deadline. This data is encrypted until the closure of the call.

Full instructions will be found in the "EPSS preparation and submission guide" (see [http://cordis.europa.eu/fp7/epss\\_en.html](http://cordis.europa.eu/fp7/epss_en.html)).

The most important points are explained below.

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<sup>8</sup> In exceptional cases, when a proposal applicant 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: +800 6 7 8 9 10 11 from inside 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 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

### **Use of the EPSS system by the proposal applicant**

The EPSS refers to the participant who is solely responsible for the preparation of the proposal as the “proposal applicant”.

Applicants 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 the 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 and/or the REA.

If your organisation has already participated in a 7<sup>th</sup> 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>.

*If your organisation already has a PIC, it is likely that it has also appointed a Legal Entity Appointed Representative (LEAR) (see section 3.1). 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> and on Cordis: [http://cordis.europa.eu/fp7/pp\\_en.html](http://cordis.europa.eu/fp7/pp_en.html).

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

## **Submitting the proposal**

Completing the Part A forms in the EPSS and uploading a Part B does **not** yet mean that proposals are submitted. **Once there is a consolidated version of the proposal the applicant must expressly submit it by pressing the “SUBMIT” button.**

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

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

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

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

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

## **About the deadline**

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

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

**Call deadlines are absolutely final and are strictly enforced.**

Applicants may submit successive drafts of their 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 applicant presses the "submit" button. It is not the point at which you start the upload. If you wait until too near to the close of the call to start uploading your proposal, there is a serious risk that you will not be able to submit in time.*

*If you have registered and submitted your proposal in error to another call which closes after this call, the 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.*  
**Applicants are advised not to delegate the job of submitting their proposal.**

In the unlikely event of a failure of the EPSS service due to breakdown of the Commission server during the last 24 hours of this call, the deadline will be extended by a further 24 hours. This will be notified by email to all proposal applicants who had registered for this call by the time of the original deadline, and also by a notice on the Call page on CORDIS (see <http://cordis.europa.eu/fp7/calls>) or go to the "People" programme pages (see [http://cordis.europa.eu/fp7/people/home\\_en.html](http://cordis.europa.eu/fp7/people/home_en.html) and follow the "call" link) and on the web site of the EPSS.

Such a failure is a rare and exceptional event; therefore do not assume that there will be an extension to this call. If you have difficulty in submitting your proposal, you should not assume that it is because of a problem with the Commission server, since this is rarely the case. Contact the EPSS help desk if in doubt (see the address given in annex 1 of this Guide).

Please note that the REA will not extend deadlines for system failures that are not its own responsibility. In all circumstances, applicants should aim to submit their proposal well before the deadline (several days) to have time to solve any problems.

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

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

Once the deadline has passed, however, the REA can accept no further additions, corrections or 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.

### **Withdrawing a proposal**

Applicants 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 applicant wishes 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.

### **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 management<sup>9</sup>.

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

<sup>9</sup> 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

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 texts<sup>10</sup>.

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

[http://ec.europa.eu/budget/sound\\_fin\\_mgt/ews\\_en.htm](http://ec.europa.eu/budget/sound_fin_mgt/ews_en.htm)

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<sup>10</sup> 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).

## 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 action<sup>11</sup> (see the "People" Work Programme).
- **Is your proposal eligible?** The eligibility criteria are given in the work programme. See also section 2 of this Guide. Any proposal not meeting the eligibility requirements will be considered ineligible and will not be evaluated.
- **Is your proposal complete?** Proposals must comprise a Part A, containing the administrative information including participant and project cost details on standard forms; and a Part B containing the technical description of your proposal as described in this Guide. A proposal that does not contain both parts will be considered ineligible and will not be evaluated.
- **Does your proposal follow the required structure?** Proposals should be precise and concise, and must follow exactly the proposal structure described in this document (annex 4 of this Guide), which is designed to correspond to the evaluation criteria which will be applied. This structure varies for different funding schemes. Omitting requested information will almost certainly lead to lower scores and possible rejection.
- **Have you maximised your chances?** There will be strong competition. Therefore, edit your proposal tightly, strengthen or eliminate weak points. Put yourself in the place of an expert evaluator; refer to the evaluation criteria given in annex 2 of this Guide. Arrange for your draft to be evaluated by experienced colleagues; use their advice to improve it before submission.
- **Do you need further advice and support?** You are strongly advised to inform your National Contact Point of your intention to submit a proposal (see address in annex 1 of this Guide). Remember the Enquiry service listed in annex 1.

### 4.2 Final checks before submission

- **Check once more the eligibility criteria mentioned in the call! This includes any budget limits.** Remember – the information given in part A is considered definitive.
- **Is your Part B in portable document format (PDF),** including no material in other formats?
- **Is the filename made up of the letters A to Z, and numbers 0 to 9?** You should avoid special characters and spaces.
- **Have you printed out your Part B,** to check that it really is the file you intend to submit, and that it is complete, printable and readable? Files that cannot be printed will not be evaluated. After the call deadline it will not be possible to replace your Part B file
- **Double check that you respect the font size (11 point) and the page limitations for the different chapters!**
- **Is your Part B file within the size limit of 10 Mbytes?**
- **Have you virus checked your computer?** The EPSS will automatically block the submission of any file containing a virus.

### 4.3 The deadline: very important!

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

<sup>11</sup> If you have in error registered for the wrong call, discard that registration (usernames and passwords) and re-register and re-submit correctly. If there is no time to do this, notify the EPSS Helpdesk.

## 4.4 Following submission

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

## 5. What happens next

Shortly after the call deadline, the REA will send an **acknowledgement of receipt** to the email address of the proposal applicant given in the submitted proposal. This is assumed to be the individual named on the A2 form. Please note that the brief electronic message given by the EPSS system after each submission is not the official Acknowledgement of Receipt.

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

*If you have not received an acknowledgement of receipt within 12 working days after the call deadline, you should contact the FP7 Enquiry Service without further delay (see annex 1 of this Guide).*

The REA will check that **proposals** meet 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 applicants will receive a letter containing **initial information** on the results of the evaluation, including the Evaluation Summary Report giving the opinion of the experts on their proposal. Even if the experts viewed your proposal favourably, the REA cannot at this stage indicate if there is a possibility of EU funding.

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

The REA/Commission also informs the relevant **Programme Committee**, consisting of delegates representing the governments of the Member States and Associated countries. Based on the results of the evaluation by experts, the REA draws up the final list of proposals for possible funding, taking account of the available budget. The REA/Commission must also take account of the strategic objectives of the programme, as well as their overall balance.

Official letters are then sent to the applicants. If all has gone well, this letter will mark the beginning of a **negotiation** phase. Due to budget constraints, it is also possible that your proposal will be placed on a reserve list. In this case, negotiations will only begin if funds become available. In other cases, the letter will explain the reasons why the proposal cannot be funded on this occasion.

A description of the negotiation process will be provided in the "**FP7 Guidelines for negotiation**". Negotiations between the applicants and the REA aim to conclude a grant agreement which provides for EU funding of the proposed work. They cover both the research, and the administrative and financial aspects of the project. The REA staff conducting these negotiations will be working within a predetermined budget. They will also refer to any recommendations which the experts may have made concerning modifications to the work presented in the proposal. The negotiations will also deal with the relevant principles contained in the European Charter for Researchers and the Code of Conduct for their Recruitment.

For participants not yet having a Participant Identification Code (PIC), i.e. not yet being registered and validated in the Commission's Unique Registration Facility (URF) their existence as legal entities and their legal status will have to be validated before a grant agreement can be signed. For these participants, the procedure of registration and validation is triggered by a self-registration in

the web interface of the URF available at <http://ec.europa.eu/research/participants/urf>. This self-registration will lead to a request by the Commission to the organisation to provide supporting documents and to nominate a Legal Entity Authorised Representative (LEAR). Further details can be found in section 3.2., on the Participant Portal <http://ec.europa.eu/research/participants/urf> and on Cordis [http://cordis.europa.eu/fp7/pp\\_en.html](http://cordis.europa.eu/fp7/pp_en.html)

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

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

# Glossary

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

## A

### **Acknowledgement of receipt**

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

### **Applicant**

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

### **Associated countries**

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

## C

### **Call fiche**

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

### **Call for proposals (or "call")**

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

### **Consensus meeting**

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

### **Coordinator**

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

### **CORDIS service**

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

## D

### Deadline

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

### Deliverable

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

### Direct costs

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

## E

### Early Warning System (EWS)

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

### Electronic Proposal Submission Service (EPSS)

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

### Electronic Proposal Submission Service (EPSS) Helpdesk

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

## **Evaluation Summary Report (ESR)**

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

## **F**

### **FP7 enquiry service**

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

### **Funding scheme**

The mechanisms for the FP7 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 FP7 funding of successful proposals.

## **H**

## **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 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 Commission to applicants shortly after the evaluation by experts, giving a report from the experts on the proposal in question (the Evaluation Summary Report).

### **International European Interest Organisation**

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

## **J**

### **Joint Research Centre (JRC)**

The Commission's own research institutes.

## **L**

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

The LEAR is a person nominated in each legal entity participating in FP7. This person is the contact for the 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. The LEAR receives a Participant Identification Code (PIC) from the Commission (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 regard to the European Union.

## Participant Identification Code (PIC)

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

## Programme committee

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

## Proposal

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

## Public body

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

# R

## Redress procedure

The initial information letter will indicate an address if an applicant wishes to submit a request for redress, if he or she believes that there have been shortcomings in the handling of the proposal in question, and that these shortcomings would jeopardise the outcome of the evaluation process. An internal evaluation review committee ("redress committee") will examine all such complaints. This committee does not itself evaluate the proposal. It is possible that the committee will recommend a re-evaluation of all or part of the proposal.

## Research organisation

A legal entity established as a *nonprofit* 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.

## **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.

## **U**

### **Unique Registration Facility (URF)**

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

## **W**

### **Weightings**

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

### **Work Package**

A work package is a major subdivision of the proposed project with a verifiable endpoint – 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.

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

- The "**People**" work programme provides the essential information for submitting a proposal to this call. It describes the content of the topics to be addressed, and details on how it will be implemented. The work programme is available on the CORDIS call page (see <http://cordis.europa.eu/fp7/calls> ). The part giving the basic data on implementation (deadline, budget, deadlines, special conditions etc) is also posted as a separate document ("call fiche"). Applicants must consult these documents.
- **Indicative timetable for this call**

Publication of call	<b>20 October 2010</b>
Deadline for submission of proposals	<b>17 February 2011, at 17:00:00 Brussels local time</b>
Evaluation of proposals	<b>March 2011</b>
Evaluation Summary Reports sent to proposal applicants ("initial information letter")	<b>May 2011</b>
Invitation letter to successful applicants to launch grant agreement negotiations with REA	<b>June 2011</b>
Letter to unsuccessful applicants	<b>From June 2011</b>
Signature of first grant agreements	<b>November 2011</b>

- **Further information and help**

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

### Call information

CORDIS call page and work programme <http://cordis.europa.eu/fp7/calls> and follow specific links to the "People" calls or [http://cordis.europa.eu/fp7/calls?fuseaction=UserSite.PeopleCallsPage&id\\_activity=12](http://cordis.europa.eu/fp7/calls?fuseaction=UserSite.PeopleCallsPage&id_activity=12)

### 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](http://cordis.europa.eu/fp7/ncp_en.html)

### Specialised and technical assistance:

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

**Legal documents generally applicable** (see [http://cordis.europa.eu/fp7/find-doc\\_en.html](http://cordis.europa.eu/fp7/find-doc_en.html) for Find a Document – on FP7 - service)

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

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

**Specific Programmes at** [http://cordis.europa.eu/fp7/home\\_en.html](http://cordis.europa.eu/fp7/home_en.html)

**Rules for proposal submission, evaluation selection and award at** [http://cordis.europa.eu/fp7/participate\\_en.html](http://cordis.europa.eu/fp7/participate_en.html)

**Other supporting information**

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

The **European Charter for Researchers** and the **Code of Conduct** for their recruitment can be downloaded from [http://ec.europa.eu/eracareers/index\\_en.cfm?l1=29&CFID=9600276&CFTOKEN=2dc91c35b011fe92-422E87D2-E21C-AB05-558EF39F5C27BC3F](http://ec.europa.eu/eracareers/index_en.cfm?l1=29&CFID=9600276&CFTOKEN=2dc91c35b011fe92-422E87D2-E21C-AB05-558EF39F5C27BC3F)

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

## 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 rules<sup>12</sup>.

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 an agreement of nondisclosure/confidentiality and conflict of interest before beginning their work. These rules must be adhered to at all times, before, during and after the evaluation.

Conflicts of interest: under the terms of the appointment letter, experts must disclose 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.

Nondisclosure/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 to ensure this. Under no circumstance may an expert attempt to contact an applicant on his own account, either during the evaluation or afterwards.

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 observer is to give independent advice to the REA/Commission on the conduct and fairness of the evaluation sessions, as well as on possible improvements of the evaluation procedures. The observer will not express views on the proposals under examination or the opinions of the experts on the proposals.

### 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 before the evaluation begins. Proposals which do not fulfil these criteria will not be included in the evaluation. For this call a proposal will only be considered eligible if it meets all of the following conditions:

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

Where a maximum number of pages has been indicated for a section of the proposal, or for the proposal as a whole, the 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:

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<sup>12</sup> Rules on Proposal Submission, Evaluation, Selection and Award Procedures

- 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 allocate proposals to individual experts, taking account of the fields of expertise of the experts, and avoiding conflicts of interest.

### **3. Individual 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 (including the integration of the international cooperation dimension).

Each proposal will first be assessed independently by at least three experts, chosen by the REA from the pool of experts taking part in this evaluation, against the following criteria:

<b>Marie Curie Cofunding of Regional, National and International Programmes</b>		
<b>Quality of the selection process for the fellows under the programme</b> Weighting 30%	<b>Implementation Management of the Programme</b> Weighting 30%	<b>Relevance and impact to "Life-long training and Career development"</b> Weighting 40%
<b>Priority in case of ex aequo</b>		
<b>2</b>	<b>1</b>	<b>3</b>
Transparency of the selection process for fellows under the programme <sup>13</sup>	Appointment conditions of selected fellows <sup>13</sup>	Openness of the programme to transnational mobility
Composition and organisation of selection committees <sup>13</sup>	Quality of programme management	Contribution to diverse career development of researchers (broadening or deepening)
Criteria and method of judging merit <sup>13</sup>	Client-friendliness towards applicant researchers	Career development support to fellows <sup>13</sup>
	Administrative capacity to implement the programme	Equal opportunities (including the possibility to resume a research career after a break) <sup>13</sup>
	Appropriateness of the scale of the programme	Relevance for the ERA of the scientific field covered by the programme's calls
	Future development of the programme	Impact of the programme on the development of the researchers' careers in the ERA

Evaluation scores will be given for each of the three criteria, and not for the subcriteria. The subcriteria are issues that the expert should consider in the assessment of the relevant criterion. They also act as reminders of issues to be raised later during the discussions of the proposal.

Each criterion will be scored out of 5. Scores will be given with a resolution of one decimal place. The scores indicate the following with respect to the criterion under examination:

<sup>13</sup> Subcriteria to be evaluated in the light of the principles of the 'European Charter for Researchers' and the 'Code of

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 for COFUND are summarized in the table below:

<b>Evaluation Criterion</b>	<b>Weighting (in %)</b>	<b>Threshold</b>
<b>Quality of the selection process for the fellows under the programme</b>	30	N/A
<b>Implementation - Management of the Programme</b>	30	N/A
<b>Relevance and impact to "Life-long training and Career development"</b>	40	N/A

**Although there are no thresholds for individual evaluation criteria, an overall threshold of 70% will be applied to the total weighted score.**

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

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

When scoring proposals, experts will *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.

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

#### 4. Consensus meeting

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

This entails a consensus meeting to discuss the scores awarded and to prepare comments.

The consensus discussion may be moderated by a representative of the REA. The role of the moderator 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 moderator for the group may designate an expert ("rapporteur") to be responsible for drafting the consensus report (CR). 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 applicant. Scores and comments are set out in a consensus report. They also come to a common view on the questions of scope and ethics

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

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

The REA will take the necessary steps to 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.

#### 5. Panel review

This is the final step involving the independent experts. It allows them to formulate their recommendations to the REA having had an overview of the results of the consensus step. The main task of the panel is to establish a ranked list of the proposals which passed all evaluation thresholds. The panels are organised according to the research disciplines and comprise experts involved at the consensus step.

The tasks of the panel will also include:

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

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

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

- An evaluation summary report (ESR) for each proposal, including, where relevant, a report of any ethical issues raised and any security considerations;

- A list of proposals passing all thresholds, along with a final score for each proposal passing the thresholds and the panel recommendations for priority order.
- A list of evaluated proposals having failed one or more thresholds;
- A list of any proposals having been found ineligible during the evaluation by experts;
- A summary of any deliberations of the panel.

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

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

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

In part A applicants 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 applicants intend to carry out will be described in part B (annex 4).

Section A1 gives a snapshot of your proposal, section A2 concerns the applicant organisation section, while section A4 deals with financial matters. There is no A3 form in this Action.

### How to complete the forms (A1 to A4).

When you complete part A, please make sure that:

- *Numbers are always rounded to the nearest whole number*
- *All costs are given in Euros (not thousands of Euros), and must exclude value added tax.*

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

<b>Section A1 – Information on the Proposal</b>	
<b>Proposal number</b>	[prefilled]
<b>Proposal Acronym</b>	Please provide a short title or acronym, which 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 <b>Part B</b> of your proposal.
<b>Proposal Title</b>	The title should be <u>no longer than 200 characters</u> and should be understandable to the nonspecialist in your field.
<b>Scientific Panel</b>	Please choose a code from the list below indicating the main scientific area of relevance to your proposal. This information will help the <i>Commission</i> in the organisation of the evaluation of proposals. Chemistry <b>CHE</b> Social and Human Sciences <b>SOC</b> Economic Sciences <b>ECO</b> Information science and Engineering <b>ENG</b> Environment and geosciences <b>ENV</b> Life sciences <b>LIF</b> Mathematics <b>MAT</b> Physics <b>PHY</b> * To help you select the most relevant panel code please refer also the breakdown of each scientific area into a number of subdisciplines at the end of this section
<b>Marie Curie Action code</b>	This field will be prefilled with the code corresponding to the action of the call: Networks for Initial Training ( <b>ITN</b> ) Industry-Academia Partnerships and Pathways ( <b>IAPP</b> ) Cofunding of Regional, National and International Programmes ( <b>COFUND</b> ) Intra-European Fellowships ( <b>IEF</b> ) Career Integration Grants ( <b>CIG</b> ) International Outgoing Fellowships ( <b>IOF</b> ) International Incoming Fellowships ( <b>IIF</b> ) International Research Staff Exchange Scheme ( <b>IRSES</b> ) Researchers Night ( <b>NIGHT</b> )
<b>Total Duration in months</b>	Insert the estimated duration of the <i>project</i> in full months (from 24 to 60 months).
<b>Call identifier</b>	[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 CORDIS call page. A call identifier looks like this: <i>FP7-PEOPLE-20XX-IRSES</i>
<b>Abstract</b>	The abstract should, at a glance, provide the reader with a clear understanding of the objectives of the proposal, how they will be achieved, and their relevance to the Work Programme. This summary will be used as the short description of the proposal in the evaluation process and in communications to the programme management committees and other interested parties. It must therefore be short and precise and should not contain confidential information. Please use plain typed text, avoiding formulae and other special characters. <b>An English translation of the abstract may be included in Part B of the proposal.</b> There is <u>a limit of 2000 characters</u> .
<b>Similar proposals</b>	A 'similar' proposal or contract is one that differs from the current one in minor ways.
<b>Ethical Issues in Part B</b>	Please choose YES or NO on the following basis: In the <b>Part B</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

	choose 'NO'. This information will be used by the <i>Commission</i> to flag proposals with potential ethical issues that need further follow-up (but not necessarily a formal ethical review).
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<b>Section A2/ Information on Organisations</b>	
<b>Participant number</b>	The number allocated by the consortium to the participant for this proposal. The <b>coordinator</b> of a proposal is always <b>number one</b> .
<b>Participant Identification Code</b>	The Participant Identification Code (PIC) enables organisations to take advantage of the Unique Registration Facility. Organisations who have received a PIC from the Commission 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 <a href="http://ec.europa.eu/research/participants/urf">http://ec.europa.eu/research/participants/urf</a> . Organisations not yet having a PIC are strongly encouraged to self-register (at <a href="http://ec.europa.eu/research/participants/urf">http://ec.europa.eu/research/participants/urf</a> ) before submitting the proposal and insert in section A2 the temporary PIC received at the end of the self-registration.
<b>Legal name</b>	<p><b>For a Public Law Body</b>, it is the name under which your organisation is registered in the Resolution text, Law, Decree/Decision establishing the Public Entity, or in any other document established at the constitution of the Public Law Body;</p> <p><b>For a Private Law Body</b>, it is the name under which your organisation is registered in the national Official Journal (or equivalent) or in the national company register.</p> <p><b>For a natural person</b>, it is for e.g. Mr Adam JOHNSON, Mrs Anna KUZARA, and Ms Alicia DUPONT.</p>
<b>Organisation Short Name</b>	<p>Choose an abbreviation of your Organisation Legal Name, only for use in this proposal and in all relating documents.</p> <p>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.</p>
<b>Legal address</b>	<p>For Public and Private Law Bodies, it is the address of the entity's Head Office.</p> <p>For Individuals it is the Official Address.</p> <p>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.</p>
<b>Nonprofit organisation</b>	Nonprofit organisation is a legal entity qualified as such when it is recognised by national or, international law.
<b>Public body</b>	Public body means any legal entity established as such by national law, and international organisations.
<b>Research organisation</b>	Research organisation means a legal entity established as a nonprofit organisation which carries out research or technological development as one of its main objectives.
<b>NACE code</b>	<p><b>NACE</b> means "<u>N</u>omenclature des <u>A</u>ctivités économiques dans la <u>C</u>ommunauté <u>E</u>uropéenne".</p> <p>Please select <b>one</b> activity from the list that <b>best</b> describes your professional and economic ventures. If you are involved in more than one economic activity, please select the <b>one</b> activity that is <b>most</b> 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: <a href="http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&amp;StrNom=NACE_1_1&amp;StrLanguageCode=EN&amp;StrLayoutCode=HIERARCHIC">http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&amp;StrNom=NACE_1_1&amp;StrLanguageCode=EN&amp;StrLayoutCode=HIERARCHIC</a></p>
<b>Small and Medium-Sized Enterprises (SMEs)</b>	<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 <a href="http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm">http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm</a></p> <p>To find out if your organisation corresponds to the definition of an SME you can use the online tool at <a href="http://ec.europa.eu/research/sme-techweb/index_en.cfm">http://ec.europa.eu/research/sme-techweb/index_en.cfm</a></p>
<b>Contact points</b>	It is the main scientist or team leader in charge of the proposal for the participant. 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).

<b>Title</b>	Please choose one of the following: Prof., Dr., Mr., Mrs, Ms.
<b>Sex</b>	This information is required for statistical and mailing purposes. Indicate F or M as appropriate.
<b>Phone and fax numbers</b>	Please insert the full numbers including country and city/area code. Example +32-2-2991111.

### Section A4 – Funding request

TOTAL NUMBER OF FELLOW YEARS	The total number of fellow years must be referred to the <u>whole duration</u> of the COFUND project
---------------------------------------	--



# Proposal Submission Forms



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

Marie Curie Actions

**Cofunding of Regional, National and  
International Programmes (COFUND)**



# A1

<i>Proposal Number</i>		<i>Proposal Acronym</i>	
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GENERAL INFORMATION ON THE PROPOSAL			
<i>Proposal Title</i>			
<i>Marie Curie action-code</i>		<i>Panel</i>	<i>Drop down menu: A or B</i>
<i>Total duration in months</i>		<i>Call identifier</i>	FP7-PEOPLE-2011-COFUND
<i>Keywords (up to 200 characters)</i>	<i>If structured keywords are offered the list should be the same as the one used in EMI to facilitate search for experts – should also include option to add free text</i>		
<i>Abstract (up to 2000 characters)</i>			

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

<b><i>Does this proposal include any of the sensitive ethical issues detailed in the Research Ethical Issues table of Part B?</i></b>	<b>YES/NO</b>
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		<h1>Proposal Submission Forms</h1>	
	Research Executive Agency 7 <sup>th</sup> Framework Programme on Research, Technological Development and Demonstration	Marie Curie Actions <b>Cofunding of Regional, National and International Programmes (COFUND)</b>	<b>A2</b>

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

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

**Administrative data**

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

**Status of your organisation**

Certain types of organisations benefit from special conditions under the FP7 participation rules. The Commission/REA also collect 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.**

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

**The following section relating to the status of Small or Medium Sized Enterprises is to be completed only by the participants having chosen NONE of the options in the first section under "Status of your organisation"**

1. Is your number of employees smaller than 250? ( <i>full time equivalent</i> )	Ives/noI
--	----------

3. Is your annual balance sheet total smaller than € 43 million?	[yes/no]
4. Are you an autonomous legal entity?	[yes/no]
You are <b>not an SME</b> if your answer to question 1 is "NO" and/or your answer to both questions 2 and 3 is "NO".	
In all other cases, you might conform to the Commission's definition of an SME. <b>Please check</b> the additional conditions given in annex X.	
<b>Following this check, do you conform to the Commission's definition of an SME</b>	[yes/no]

### Dependencies with (an)other participant(s)

Are there <b>dependencies</b> between your organisation and (an)other participant(s) in this proposal? ( <b>Yes or No</b> )		
If Yes:		
Participant Number	Organisation Short Name	Character of dependence
Participant Number	Organisation Short Name	Character of dependence
Participant Number	Organisation Short Name	Character of dependence

### Contact points

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

<b>Authorised representative to sign the grant agreement or to commit the organisation for this proposal</b>			
Family name		First name(s)	
Title		Sex (Female – F / Male – M)	
Position in the organisation			
Department/Faculty/Institute/Laboratory name/ ...			
<b>Is the address different from the legal address?</b>			<b>YES/NO</b>
Street name		Number	
Town			
Postal Code / Cedex			
Country			
Phone 1		Phone 2	
E-mail		Fax	



# Proposal Submission Forms



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

Marie Curie Actions  
**Cofunding of Regional, National and  
International Programmes (COFUND)**

# A4

Proposal Number		Participant Number		Proposal Acronym	
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## BINDING REQUEST

Fellowship scheme	Type of mobility	Total Number of fellows/ years (for the entire duration of the COFUND project)	Average annual cost per fellow	TOTAL COST	Requested contribution  (40% of Total costs)
International/regional fellowships (with no trans-national mobility applicable)					n.a.
Scheme 1	Scroll menu <sup>2</sup>				
Scheme 2	Scroll menu				
Scheme 3	Scroll menu				
Scheme 4	Scroll menu				
Scheme 5					
Total					1

Subject to the limit set out in the Work Programme  
Options are: Incoming/Reintegration/Outgoing/Incoming-Reintegration/Outgoing-Reintegration/Outgoing-Incoming/Incoming-Outgoing-Reintegration

## Annex 4 – Instructions for drafting "Part B" of the proposal

### Instructions for preparing proposal Part B for COFUND

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

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

**The maximum length of Part B is 40 pages (excluding table of contents, the ethical issues section, start and end pages and, where applicable, annexes), with minimum allowed font size of 11 points. Sections B1 and B2 should be no longer than 12 pages each, section B3 should be no longer than 16 pages. All margins (top, bottom, left, right) should be at least 15 mm (not including any footers or headers).**

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

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

As an indication, such a layout should lead to a maximum of between 5000 and 6000 possible characters per page (including spaces).

**The REA will instruct the experts to disregard any excess pages.** It is in your interest to keep your text concise since over-long proposals are rarely viewed in a positive light by experts.

**Although Annexes are allowed in this call, expert evaluators will not be required to read them (although they may choose to do so). Therefore it is strongly recommended that all pertinent material is included within Part B.**

Please make sure that:

- You use the correct template to prepare your proposal;
- You respect the maximum number of pages. The REA reserves the right to disregard parts of a proposal that clearly exceed the maximum lengths specified along with any attachments/additional information provided to the proposal;
- Part B of your proposal carries the proposal acronym as a header to each page and that all pages are numbered in a single series on the footer of the page to prevent errors during handling. It is recommended that the numbering format "Part B - Page X of Y" is used;
- Your proposal is complete. Incomplete proposals are not eligible and will not be evaluated.

# **STARTPAGE**

PEOPLE  
MARIE CURIE ACTIONS

**Cofunding of regional, national and international  
programmes**

**Call: FP7-PEOPLE-2011-COFUND**

PART B

“PROPOSAL ACRONYM”

# Table of Contents

To draft PART B of proposals, applicants should take into account the following structure and subheadings.

If required for an adequate description of their project, applicants may wish to add further headings. Please start with a general description of the programme; note that this description is not directly related to the evaluation criteria and is only included to help peer reviewers put the programme into context.

## **B.0 General description of the programme (maximum length 2 pages)**

### **B.1 Selection process for the fellows under the programme (maximum length 12 pages)**

- 1.1 Transparency of the selection process for the fellows under the programme
- 1.2 Composition and organisation of selection committees
- 1.3 Criteria and method of judging merit

### **B.2 Management of programme (maximum length 12 pages)**

- 2.1 Appointment conditions of selected fellows
- 2.2 Quality of the programme management
- 2.3 Client-friendliness towards applicant researchers
- 2.4 Administrative capacity to implement the programme
- 2.5 Appropriateness of the scale of the programme
- 2.6 Future development of the programme

### **B.3 Relevance and Impact to "Life-long training and Career development" (maximum length 16 pages)**

- 3.1 Openness of the programme to transnational mobility
- 3.2 Contribution to diverse career development of researchers (broadening and deepening)
- 3.3 Career development support to fellows
- 3.4 Equal opportunities including for resuming a research career after a break
- 3.5 Relevance for the ERA of the scientific field covered by the programme's calls
- 3.6 Impact of the programme on the development of the researchers' careers in the ERA

## Part B

To draft PART B of proposals, applicants should take into account the following structure and subheadings. Each heading corresponds to an evaluation criterion and each subheading to a subcriterion. If required for an adequate description of their project, applicants may wish to add further headings.

### B.0 General description of the programme (not evaluated)

#### B.1 Quality of the selection process for the fellows under the programme (Weight 30/100)

##### 1.1 Transparency of the selection process for the fellows under the programme

- Describe the efforts made to promote the programme and its calls, both nationally and abroad, in order to reach the target audience.
- Describe how applicant fellows are informed about the evaluation and the selection process, in particular about the evaluation criteria used to grade applications.
- Describe how and at what stage applicants are informed about the evaluation results.

##### 1.2 Composition and organisation of selection committees

- Describe your criteria for the selection and balance of experts on the selection committee(s)
- Describe how these criteria for selecting experts follow the "Code of Conduct for the Recruitment of Researchers"<sup>15</sup> (e.g. is the gender balance adequate, are different disciplines represented, are there experts from different countries)?
- Explain how your selection process is organised (e.g. how many experts read a proposal, who takes the final decision about the selection/rejection of a proposal, etc.)
- How do you handle potential and actual conflicts of interest of the experts?

##### 1.3 Criteria and method of judging merit

- Describe the criteria for the selection of fellows. Explain how they allow the identification of the scientific capability of the applicant fellows. Do they take into account diverse knowledge and qualifications (e.g. scientific/practical/management experience, transnational mobility, intersectoral mobility, etc.)
- Explain how your ethical rules align with the ethical principles for FP7.
- If relevant, describe how you treat ethical issues that might appear in an applicant's research.

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<sup>15</sup> The European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers (C(2005)576 of 11.03.2005)(Section 2 Recruitment of Researchers..."Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience (...)") (see [http://ec.europa.eu/eracareers/index\\_en.cfm](http://ec.europa.eu/eracareers/index_en.cfm)).

- Identify the countries where research will be undertaken and which ethical committees and regulatory organisations will need to be approached during the life of the project.
- Please fill in the ethical issues table below. Tick all boxes that might be relevant for the research areas your programme covers.
- Explain how the merit of returnees from a career break is valued, if relevant.

## **B.2 Implementation - Management of the programme (Weight 30/100)**

### 2.1 Appointment conditions of selected fellows

- Describe the employment conditions provided to the fellows, including statutory working practices, social security coverage and social benefits (contribution to pension funds, health and accident insurance, parental leave etc.) The normal practice should be that fellows receive an employment contract. Stipends can be paid only in exceptional, well specified cases.
- Explain how these conditions align with regional, national or sectoral conditions, as specified in the "European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers".
- Describe how you ensure that appropriate technical conditions are provided for the selected fellows in terms of office/lab space, access to appropriate equipment and material etc

### 2.2 Quality of the programme management

- Give an overview of the estimated programme budget including the requested COFUND contribution (use table as appropriate). Demonstrate that you will use the European Union contribution in line with the objectives and scope of the COFUND action as described in the Work programme.
- **If the programme has already been awarded a COFUND project in an earlier call**, please explain how this proposal relates to the funded project. Demonstrate that the budgets are strictly separated.
- Describe the management plan of the programme and the resources; include tables giving an overview of the work packages and deliverables of the programme and its implementation. A template is provided below for work packages and deliverables.
- If the applicant submits a proposal with other organisations (host organisations), please specify their possible contributions to the budget and describe the responsibilities of each partner.
- Describe any review process that is associated with the programme, and which may have already been carried out for existing programmes.
- Give an overview of the qualifications and experience of the senior staff responsible for the management of the programme.

Work packages list

The work will be divided in 4 work packages, each subdivided in several tasks. Each work package has associated deliverables which must be physically sent to the REA. Some deliverables are compulsory, for example the report on evaluation and selection, periodic reports, final report, report on ethical issues etc..., the timing of these deliverables will be clarified in the negotiation of successful projects. Please complete the tables below:

Work package No	Work package title	Start month	End month
1	Management		
2	Evaluation and Selection		
3	Dissemination		
4	Ethical Issues		

Work package Tables

<b>Work package number</b>	1	<b>Start date or starting event:</b>	
		<b>Final date:</b>	
<b>Work package title</b>		Management	
<b>Objectives ....</b>			
<b>Description of work</b> Task 1.1. ... Task 1.2... etc			

<b>Deliverables</b> D1.1 ... D1.2 ... etc			
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<b>Work package number</b>	2	<b>Start date or starting event:</b>	
		<b>Final date:</b>	
<b>Work package title</b>		Evaluation and Selection	
<b>Objectives ....</b>			
<b>Description of work</b> Task 1.1. ... Task 1.2... etc			

<b>Deliverables</b> D1.1 ... D1.2 ... etc			
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<b>Work package number</b>	3	<b>Start date or starting event:</b>	
		<b>Final date:</b>	
<b>Work package title</b>	Dissemination		
<b>Objectives ....</b>			
<b>Description of work</b> Task 1.1. ... Task 1.2... etc			

<b>Deliverables</b> D1.1 ... D1.2 ... etc
---

<b>Work package number</b>	4	<b>Start date or starting event:</b>	
		<b>Final date:</b>	
<b>Work package title</b>	Ethical Issues		
<b>Objectives ....</b>			
<b>Description of work</b> Task 1.1. ... Task 1.2... etc			

<b>Deliverables</b> D1.1 ... D1.2 ... etc
---

### 2.3 Client-friendliness towards applicant researchers

- Describe your application documentation, with a particular view to accessibility and usability.
- Do you offer support to applicants? If so, describe the individual functions (e.g. helpdesk, FAQs, Quality assurance)
- Describe the information to applicants about the expected time to receive evaluation results and to start fellowships
- Illustrate the feedback given to the applicants about the evaluation results (e.g. are the reasons for rejection explained in detail? Are strengths and weaknesses of the proposal mentioned?).

#### 2.4 Administrative capacity to implement the programme

- Show that your organisation/institution has the necessary infrastructure to carry out the administrative tasks of the proposed fellowship programme,
- Show that your organisation has the required financial expertise and audit function for the programme.
- Give an overview of the qualifications and experience of the general staff responsible for the execution of the programme.

#### 2.5 Appropriateness of the scale of the programme

- Demonstrate that the number of fellowships suggested in your programme is appropriate in terms of achieving a strategic impact.
- Describe the programme design elements that give it the capacity to adapt or expand easily

#### 2.6 Future development of the programme

- Describe the longer-term strategy of the programme and how you see its future development beyond the European Union cofunded phase.
- Describe how planned impact assessment and key indicators may serve to improve the evolution of the programme.

### **B.3 Relevance and Impact to "Life-long training and Career development" (Weight 40/100)**

#### 3.1 Openness of the programme to transnational mobility

- Explain in detail the transnational elements of your programme (e.g. the importance of incoming, outgoing, reintegration components as relevant).
- If applicable, describe the reasons for the chosen combination of transnational elements.
- What specific efforts are made to attract non-nationals?

#### 3.2 Contribution to diverse career development of researchers (broadening and deepening)

- Explain how the programme helps the fellows to deepen the skills within their discipline and/or to gain new skills in other disciplines/sectors (private-public)
- Does the programme also offer support or training in nonscientific skills (e.g. management, presenting and publishing research results etc.)?

#### 3.3 Career development support to fellows

- Explain how the programme contributes to the career development of the fellows.
- Explain any specific mentoring or support schemes in place to support career development
- Describe any specific schemes to follow up career reintegration or return mechanisms if appropriate
- Describe any post scheme network support offered to maintain relationships established during the fellowship

#### 3.4 Equal opportunities, including for resuming a research career after a break

- Explain the measures the programme takes to ensure equal opportunities.

- Describe the monitoring of success ratios of men/women, and appropriate targeting of fellows in areas where they are imbalanced, etc.).
- Does the programme encourage applications from researchers after a career break?

### 3.5 Relevance for the European Research Area<sup>16</sup> (ERA) of the scientific field covered by the programme's calls

- How does the programme proposed contribute to the general policy objectives of the ERA?
- Demonstrate that your programme contributes to the overall objective and expected impact of the COFUND action (developing of the transnational dimension, increasing the number of transnational fellows or improving the fellows' conditions)
- How does your programme contribute to specific ERA goals (e.g. efforts to overcome fragmentation and to contribute to long-lasting international cooperation, development of common research methods/approaches, etc.)?
- For fellowships awarded outside of the ERA, is there a suitable return element included?

### 3.6 Impact of the programme on the development of the researchers' careers in the ERA

- Demonstrate how the Programme will create additionality in terms of the People Programme and the ERA.
- Describe how the programme ensures that the researchers can choose as freely as possible their research topics and research institutions/supervisors according to their individual career development needs
- Explain how and why the award of a fellowship under your programme will help to boost the researchers' careers after the end of the fellowship.

### **Attention**

**The following tables must be filled in for each type of mobility proposed by the applicant programme (Incoming, Outgoing, Reintegration):**

#### **Table 1: Expected yearly breakdown of requested Cofunding**

Please fill in the table **only** with the information relevant to the part of the programme that will be cofunded. Existing programmes that have such a high budget that the 40% EU contribution would exceed the 10 million euro limit should mention the total budget of their Programme in the text.

<sup>16</sup> Towards a European Research Area, Brussels, 18 January 2000. COM (2000) 6.

Proposal Acronym:		Type of mobility:					
	Year before COFUND Action (for existing programmes only)	COFUND action					
		Year 1	Year 2	Year 3	Year 4	Year 5	<b>TOTAL</b>
<b>Total budget of calls (committed as a result of calls with deadlines in that year)</b>							
<i>of which - own budget</i>							
<i>- European Union contribution</i>							
<b>Fellowship-years selected</b>							

Table 2: Cost breakdown per fellowship scheme

Mobility type <sup>(1)</sup>					
Cost categories (average costs)	Fellowship scheme 1	Fellowship scheme 2	Fellowship scheme 3	Fellowship scheme 4	Fellowship scheme 5
Living allowance (€/fellow year) A					
Mobility/Travel allowance (€/fellow year) B					
Contribution to research cost (€/fellow year) C					
Fellowship Costs before Management and Overheads A+B+C	0	0	0	0	0
Management costs (€/fellow year, max 7%) D					
Subtotal A+B+C+D	0	0	0	0	0
Overheads (€/fellow year, max 10%) E					
TOTAL (€/fellow year) A+B+C+D+E	0	0	0	0	0
<i>European Union contribution (€/year) (40% of Total)</i>	0	0	0	0	0
Number of fellows F					
Average duration of fellowships (months) G					
Number of fellow- years $F \cdot G / 12 = N$	0	0	0	0	0
Total budget (€) TOTAL * N	0	0	0	0	0
European Union Contribution (€)	0	0	0	0	0

(1) Please specify for each scheme the corresponding mobility type: Outgoing/Incoming / Re-integration.

**Table 3:** The following table should be completed with details of all the participating organisations (double click on table to activate; if it is necessary to enter more than 10 partners please make multiple copies of this entire page).

	#	Organisation Name	Country Code	Will the organisation be a potential host for fellows?	How much do you <u>expect</u> the organisation to contribute financially to fellowships?
<b>Beneficiary</b> ( <i>must be identical to form A2</i> )	1				
<b>Partners</b>	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				

**ETHICAL ISSUES TABLE**

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

	<b>Research on Human Embryo/ Foetus</b>	<b>YES</b>	<b>Page</b>
*	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		

	<b>Research on Humans</b>	<b>YES</b>	<b>Page</b>
*	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		

	<b>Privacy</b>	<b>YES</b>	<b>Page</b>
	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		

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

	<b>Research Involving Developing Countries</b>	<b>YES</b>	<b>Page</b>
	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		

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

# **ENDPAGE**

PEOPLE  
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**Cofunding of regional, national and international  
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**Call: FP7-PEOPLE-2011-COFUND**

PART B

“PROPOSAL ACRONYM”