SEVENTH FRAMEWORK PROGRAMME

GUIDE FOR APPLICANTS

Marie Curie Actions
People

Call identifier FP7-PEOPLE-2011-ITN

Initial Training Networks

Further copies of this Guide, together with all information related to this call for proposals, can be downloaded from the following web-site:
http://cordis.europa.eu/
http://ec.europa.eu/research/participants/portal/ (select tab "FP7 calls")

July 2010

About this Guide

This is version number 5 of the FP7 Guide for Applicants for calls using single-stage submission procedures.

The main part of this Guide (sections 1 and 3 to 5) is common to all such calls. Information specific to this call is found in section 2 and the annexes.

This version contains a number of clarifications and amendments, the most important of which are:

- Additional guidance on page limits (annex 4)
- Revised guidance on ethics (annex 4)

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 and Participant Portal web-sites. The Guide does not in itself have legal value, and thus does not supersede those documents.

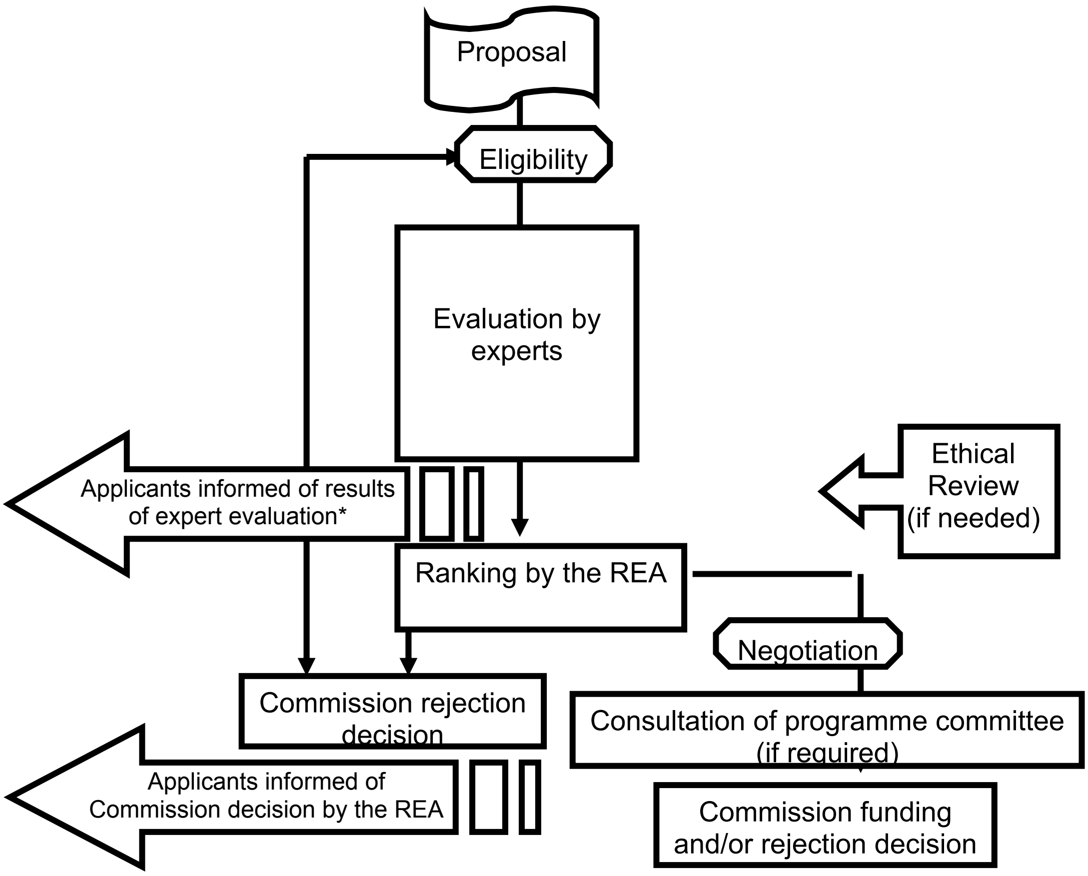
Contents

1. Getting started

Funding decisions in the Seventh Framework Programme (FP7) are made on the basis of **proposals** submitted following **calls** published by the Commission and its Research Executive Agency. Proposals describe planned research activities, information on who will carry them out, and how much they will cost. They must be submitted using a special web-based service before a strictly-enforced **deadline**. The Research Executive Agency evaluates all eligible proposals in order to identify those whose quality is sufficiently high for possible funding. The basis for this **evaluation** is a peer-review carried out by independent experts.

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

The sequence of steps is summarised in this flow chart:



This **Guide for Applicants** contains the essential information to guide you through the mechanics of preparing and submitting a proposal. It is important that you have the correct document! Not only are there different Guides for different calls, there may also be different Guides for other funding schemes within the same call.

You must also refer to the **"People" 2011 Work Programme.** This provides a detailed description of the Marie Curie Actions, their objectives and scope, the eligibility criteria, the EU contribution and the evaluation criteria. Work programmes are revised each year, so make sure you refer to the 2011 version for preparing your proposal.

> *Please check that this is the right guide for you by consulting the work programme, the* ***call fiche*** *(both posted on CORDIS and Participant Portal websites), and the description of the funding scheme in the next section.*

This Guide and the work programme are essential reading. However, you may also wish to consult other reference and background documents, particular those relating to negotiation and the grant agreements, which are available on the Commission's CORDIS web site (see annex 1 to this guide) and on the Participant Portal: http://ec.europa.eu/research/participants/portal

2. About the Marie Curie Initial Training Networks

2.1 GENERAL

Topic of a Project

All Marie Curie actions have **a bottom-up approach**, i.e. research fields are chosen freely by the applicants. All domains of research and technological development addressed under the Treaty are eligible for funding (except areas of research covered by the EURATOM Treaty).
Initial Training Network (ITN) proposals will define the scientific and technological area within which the individualised research projects of the recruited researchers will be developed with appropriate reference to interdisciplinary and newly emerging supra-disciplinary fields.
All research carried out must respect fundamental ethical principles, and the requirements set out in the text of the People Specific Programme (See Annex 4/B.7 of this Guide).

Concept of Panels

For practical organisational reasons, proposals will be classified under eight major areas of research (known as 'panels'): Chemistry (CHE); Social Sciences and Humanities (SOC); Economic Sciences (ECO), Information Science and Engineering (ENG); Environmental and Geo-Sciences (ENV); Life Sciences (LIF); Mathematics (MAT), and Physics (PHY). The applicant chooses the panel to which the proposal will be associated at the proposal stage (using the field 'Scientific Panel' on the A1 proposal submission form) and this should be considered as the core discipline. Additional keywords are used to define the other disciplines that may be involved. The choice of panel and keywords will guide the Research Executive Agency in the selection of experts for proposal evaluation. Note that there is no predefined budget allocation among the panels in the call for proposals. As a general rule the budget will be distributed over the panels based on the proportion of eligible proposals received in each panel.
To help you select the most relevant panel for your proposal a breakdown of each research area into a number of sub-disciplines is provided in Annex 3 of this document.

All research activities supported by the Seventh Framework Programme should respect fundamental ethical principles.

2.2 INITIAL TRAINING NETWORKS

Purpose

The ITN action aims to improve career perspectives of researchers in the first five years of their research career, in both public and private sectors, thereby making research careers more attractive to young people. This will be achieved through a trans-national networking mechanism, aimed at structuring of the existing high-quality initial research training capacity in Europe.

Content and scope

Direct or indirect involvement of organisations from different sectors, including (lead-) participation by private enterprises in appropriate fields, is considered essential in the action. In particular, the action aims to add to the employability of the recruited researchers through exposure to both academia and enterprise, thus extending the traditional academic research training setting and eliminating cultural and other barriers to mobility.

Private sector is understood to comprise organisations gaining the majority of their revenue through competitive means with exposure to commercial markets.

Institutions which are actively involved in research training (universities, public and private research centres, companies, SME, spin-offs, etc) will propose a network and apply for funding. If selected they will collaborate to recruit research fellows and provide them with opportunities to undertake research in the context of **a joint research training programme**. The joint research training programme should respond to well identified needs in defined scientific or technological areas, **expose the researcher to other sectors** including private companies, and offer a comprehensive set of complementary skills (entrepreneurship, IPR, etc.). It should reflect existing or planned research collaborations among the partners, in which the fellow will take part through individual training-through-research projects.

The organisations participating in the network will be expected to **mutually recognise the quality of the training**. This should contribute to the **structuring effect** on European research training capacities through the establishment of long term collaboration among the teams.

Size and composition of networks

Normally a network will be composed of at least three participants (multi-partner networks), but mono-partner networks are also possible under certain conditions (see point 2.4.). There is no predefined size for multi-partner networks. However, we strongly recommend that you keep the size of the consortium between 6 and 10 participants since past experience has shown that this is a manageable size.

There is no budgetary limit in ITN; however, since the budget is based on the number of researcher-months requested, we strongly recommend a maximum of 500 researcher months. The Experts will evaluate the requested number of researcher-months very carefully in the light of the capacities of the host institutions.

Duration

The usual duration of funding for Initial Training Networks is 48 months from the start date of the grant agreement.

2.3 ITN ELIGIBILITY CRITERIA

1. Eligible organisations

Partnership: a distinction is made between partners in a network, based on their level of participation.

- **Participants (level 1):**

Participants are organisations that are full partners of a network. They contribute directly to the implementation of the joint training programme of the network by recruiting and employing eligible researchers, by providing specialised research training, complementary training and secondment opportunities. Full network partners are signatories to the grant agreement (beneficiaries), receive funding and take complete responsibility for executing the proposed training programme.

- **Associated partners (level 2):**

Associated partners do not recruit any researchers, but provide research and complementary training and secondment opportunities. Associate partnership is open to both public and private sector organisations. They are not signatories to the grant agreement. However, each associated partner must include a letter of commitment in the proposal to demonstrate their real and active participation in the network.

Associated partners cannot claim directly any cost to the project. They would need to invoice full network partners for costs related to the activities in the research training programme.

All partners (level 1 and level 2) participate in dedicated network activities as well as in the supervisory board. Both public and private sector organisations can take part in an ITN either as a participant or as an associated partner.

Many different types of organisation can take part in an ITN:

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

Definitions for some of the above categories of organisation are provided in the Rules for Participation for FP7 (http://cordis.europa.eu/fp7/find-doc_en.html).

The eligibility of organisations to participate in an ITN will depend on the **location** of the organisation as well as on the overall **composition** of the network.

2. Eligible country groups and their role in ITN network

For the purposes of the Marie Curie Initial Training Networks three main categories of countries can be distinguished:

- EU Member States (MS)
- Associated Countries (AC)
- Other Third Countries (OTC) – countries which are neither EU Member States nor third countries associated to FP7 (Associated Countries).
  OTC can be divided in two sub-categories:
  - International Cooperation Partner Countries (ICPC)
  - High-income Countries – countries not included in the ICPC list and not associated to FP7

  For full list of MS, AC and OTC please see pages 21-22 of this guide.

Two types of ITN are possible:

Type of ITN	Country of participant(s)
Multi-partner ITN	**Minimum: 3 different countries**: MS/AC + MS/AC + MS/AC Additional participants: from anywhere in the world (MS, AC, OTC) *However, High-income OTC participants can only be funded if funding is provided for in a special agreement between the country and the EU, or in very exceptional cases if funding is essential for the training programme.

Mono-partner ITN	**1 country**: MS/AC

No more than 40% of the total EU financial contribution may be allocated for the benefit of organisations within one country in Multi-partner ITNs.

- **EU Member States, Associated Countries and International European Interest Organisations**

Network teams located in EU Member States (**MS**) or Associated Countries (**AC**) which have signed up for participation in FP7, as well as in International European Interest Organisations[1] (**IEIO**) are eligible for funding according to the definitions of minimum numbers of participants (level 1) described above. For the purposes of determining whether the minimum conditions for participation in an ITN are fulfilled, the participation of an IEIO or of the Commission's Joint Research Centre (JRC) will be counted as a MS or AC other than those represented by the other participants in the consortium.

> Example: *the JRC will be eligible to participate as the third partner in a multi-partner ITN comprising also 2 micro-biological institutes from entities located in Poland (MS) and Italy (MS). Although the JRC is physically located in Italy, it will not count as an Italian participant and thus the minimum requirement for the participation of 3 different MS/AC is fulfilled.*

- **Other Third Countries and International Organisations**

International Cooperation Partner Countries (ICPC)

Legal entities established in an FP7 International Cooperation Partner Country (**ICPC**) are eligible to participate over and above the minimum number of Member States and Associated Countries in a multi-partner ITN. ICPCs can never be full network partners in a Mono-partner ITN.

> Example: *a multi-partner ITN composed of 2 research institutes located in Sweden (MS) and Croatia (AC) and 3 SMEs located in France (MS), Norway (AC) and China (ICPC) is eligible.*

As is the case for ICPCs, the participation of teams from High-income OTCs is **only possible in multi-partner ITNs.** Furthermore, their funding will depend on the status of the country:

An EU financial contribution may be granted to international organisations (other than IEIOs) and to legal entities established in a high-income OTC, if such funding is provided for in a **bilateral scientific and technological agreement or any other arrangement** between the EU and the country of the legal entity.

If this is not the case then the proposal needs to present strong arguments in order for the participant to be funded. It must be demonstrated that the financing is **essential** to achieve the objectives of the training programme. **High-income OTCs** such as the USA, Canada, Australia, Japan, Singapore etc. **and international organisations would be expected to fund their own**

[1] 'International European Interest Organisation' is defined in the Rules for Participation as: "an international organisation, the majority of whose members are Member States or Associated countries, and whose principal objective is to promote scientific and technological cooperation in Europe";

participation since they are not normally considered for EU funding. If they are unable to secure funds for their participation, entities can still participate in the research training programme at the level of an associated partner. In those exceptional cases where a high-income OTC entity receives EU funding it will be a signatory to the grant agreement and therefore, a full beneficiary participating in the research training programme.

> Example: *a multi-partner ITN comprises 5 teams from EU Member and associated countries (MS/AC) and two teams without funding from USA (High-income OTC) and Japan (High-income OTC). The High-income OTC participants are associated partners. This allows the researchers within the network to travel to the teams in high-income OTCs in order to collaborate and benefit from their expertise. While no direct funding is provided, the teams located in the High-income OTC will benefit from the scientific interaction and transfer of knowledge and could be invited to take part in network events.*

2.4 TYPICAL SET-UP OF ITN

1. Composition of ITN networks

- **Multi-partner ITNs**:

They are composed of **at least three participants** (e.g. universities, public non-commercial research centres, businesses, SMEs, non-profit or charitable organisations, etc.) established in **at least three different Member States or associated countries**. Above this minimum, the participation of *other* *third countries* and of international organisations is provided for under the conditions set out in the FP7 Rules for Participation.

> Example A: *a multi-partner ITN composed of Law departments from 4 universities located in Poland (MS), Romania (MS), Argentina (ICPC), and Canada (High-income OTC) is not eligible. There needs to be at least one additional team from an EU Member State or an Associated Country.*
>
> Example B: *a multi- partner ITN composed of 2 universities located in Slovenia (MS) and Turkey (AC) and 3 SMEs located in Germany (MS), Israel (AC) and China (ICPC) is eligible.*

- **Mono-partner ITNs:**

They comprise **a sole participant (level 1) and a network of associated partners (level 2)**. The sole participant must be established in a Member State or associated country. It needs to demonstrate clearly that the necessary elements of the research training programme (including the issue of mutual recognition of the training quality by all associated partners, whether from enterprise or academia) are effectively addressed through well-established, trans-national collaborations with a wider set of partners, including from the private sector. The trainees are expected to benefit from this network of associated partners, including through active mobility between the sole participant and the associated partner organisations during the training period.

The involvement of associated partners should be based on past records of joint operation of training programmes and should exploit existing synergies between the partners (e.g. existing collaborative research programmes, exchange of early-stage researchers), to further strengthen the interdisciplinarity and the complementary skills component of the research training programme where appropriate, and ensure cooperation between academia and the private sector, in order to prepare researchers for a wider range of career options.

In all cases the nature of **the existing transnational collaboration** and the way in which this will be exploited in the proposed training programme **must be clearly described** in the proposal.

> Example: *A large international particle physics laboratory is offering research training in the application of advanced microelectronics, optoelectronics and data processing technologies in particle detector systems. This research organisation has been operating a joint inter-disciplinary training programme for the past ten years in collaboration with a series of university departments and private companies. The international laboratory can submit a proposal as a mono-site ITN that will recruit and host Early-Stage Researchers. It will provide and supervise the main part of the research training and recruited researchers will access the state-of-the-art equipment. It will also provide specialised seminars and colloquia on relevant research areas such as electronics, detectors and accelerators. In addition and through its existing network of Universities, research institutes and private sector, the research training*

will be complemented by 6 associated partners of which 2 are from the private sector. Secondments to these associated partners will provide complementary training and skills and will ensure exposure to private sector environments.

In mono-partner ITNs, the participant organisation takes full responsibility for executing the proposed training programme, while the recruited researchers are expected to benefit from the informal network with the associated partners during the training period. Although most of their training period will be spent at the full network partner, active mobility of the recruited researchers towards the associated partner organisations in the form of secondments will be expected.

2. Private sector participation

The action aims to add to the employability of the recruited researchers through exposure to both academia and enterprise, thus extending the traditional academic research training setting and eliminating cultural and other barriers to mobility. Therefore, an essential part of an ITN, whether multi-partner or mono-partner, is the involvement of organisations from different sectors in order to ensure better skills planning and a more coherent dialogue and collaboration in training and research between the sectors.

For the purposes of this action, the **private sector is understood to comprise organisations gaining the majority of their revenue through competitive means with exposure to commercial markets**.

Participation of enterprises at level 1 is highly encouraged:

	Network Status	Recruitment of researchers	Training and/or hosting of seconded researchers	Participation in Supervisory Board
Level 1	**Participant**	**X**	**X**	**X**
Level 2	**Associated Partner**		**X**	**X**

Level 1: (a) participant(s) must recruit eligible researchers and offer research training, complementary training, secondment opportunities and participate in the Supervisory Board;

Level 2: (an) associated partner(s) must provide research training and complementary skills courses (e.g. communication, business cycles, innovation, IPR etc.), secondment opportunities, and participate in the Supervisory Board;

The degree of involvement and commitment of business partners will be assessed by the expert evaluators under each of the evaluation criteria.

In fields that are known to have interactions with the private sector, proposals are likely to receive a less favourable assessment if they do not provide for private sector participation at level 1. For fields not normally having interactions with the private sector, its involvement should be at level 2.

Note that socio-economic actors such as NGOs or non-profit making museums are expected to participate at level 1 or 2 where relevant but they will not be considered as partners from the private sector.

The presence of the private sector on the Supervisory Board in all ITNs is important to ensure that researchers leave the network with a wide skill set, maximising their employment prospects in the modern knowledge economy .

For associated partners organising research training, costs related to the organisation of the specific research and/or complementary training including secondments/visits opportunities etc. will have to be incurred by the full network partners where researchers are recruited. These actions are considered as core elements of the projects and cannot be subcontracted.

In all cases, the proposals should include clear evidence of the commitment of the private sector to be involved.

> Example: *An ITN in the area of engineering is composed of 7 participants and 1 associated partner. 5 participants are universities (from Bulgaria, Greece, Germany, Ireland and Turkey) and 2 others are private sector partners (1 large company and 1 SME). The SME will be recruiting an early stage researcher (ESR) for a period of 12 months whilst the large company will employ an ESR for 36 months. In addition, a multi national enterprise is involved as an associated partner in the ITN offering specific training opportunities on marketing and international negotiations as well as secondments of the recruited fellows*

> Example: *The ITN is undertaking research in the area of economics and the actuarial science of climate change and how this relates to risk mitigation. In addition to the 6 participants that are recruiting Marie Curie fellows (5 universities and 1 large private research institute), the network counts 2 associated partners which are offering opportunities for secondments and training (level 2 participation). These associated partners are insurance companies, both active players in the research field, but neither able in this instance to recruit early stage researchers, preferring instead to host each researcher for several months at a time.*

> Example: *An ITN in the area of sociology, natural science and archaeology involves 7 academic full network partners and 4 associated partners of which 1 is a publisher (private sector), 2 are museums operating commercially and running research labs (private sector) and 1 is a non-commercial museum (socio-economic actor). The publisher will train the researchers on editing and dissemination skills while the 3 other associated partners will offer secondment opportunities and specific supervision; they will provide sites for summer field schools, ensuring that all researchers gain insights into new possibilities for economic exploitation of cultural heritage such as tourism which will promote local communities' economic development.*

3. Eligible researchers

The Marie Curie Actions address researchers in both public and private sectors. In all cases the targeted researchers are at least at post-graduate or equivalent level.
The main aim of the ITN is the training of early-stage researchers (**ESR**) **and it includes *inter alia* training in the context of doctoral programmes.** As a general rule, early-stage researchers must be recruited in significantly higher proportions compared with experienced researchers (**ER**). **Typically the share of ESR researcher months should be 100% but the minimum expected is 80%.**

The definitions of eligible researchers are based on their professional experience in research and not on their age (see below). Professional experience is counted from the date a candidate for ITN training obtained the degree entitling him/ her to embark on a doctorate. For all recruitments, the eligibility of the researcher will be determined at the time of recruitment and the status of the researcher will not evolve over the life-time of a contract.

> ***Early-stage researchers*** *must be, at the time of recruitment by the host organisation, in the first four years (full-time equivalent) of their research careers and have not yet been awarded a doctoral degree. This is measured from the date when they obtained the degree which would formally entitle them 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, irrespective of whether or not a doctorate is envisaged.*

The length of individual appointments for an ESR will be at least 3 months up to 3 years within a network.

The initial training can also, to a limited extent, be directed to experienced researchers as long as they are within the first five years mentioned below. They are encouraged to be recruited and trained in the private sector, with special attention being given to SMEs, in order to develop their management and entrepreneurial skills (organisation of the planning of secondments, setting-up collaboration with other institutions, coaching of ESRs, etc...).

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

The length of individual appointments for an ER will be at least 3 months up to 2 years within a network.

The experienced researchers are encouraged to be recruited and trained in the private sector, with special attention being given to SMEs, in order to develop their management and entrepreneurial skills (organisation of the planning of secondments, setting-up collaboration with other institutions, coaching of ESRs, etc...).

It should be noted that an individual researcher may not be recruited first as an ESR and subsequently as an ER in the same network.

4. Conditions of mobility of researchers

Researchers can be of any nationality. They must comply with the rule for mobility.

Researchers are normally required to undertake trans-national mobility (i.e. move from one country to another) when taking up their appointment. One general rule applies to the appointment of researchers in a network:

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

5. Training activities

Networks will primarily develop a dedicated joint research training programme that focuses upon exploiting both the specific expertise and infrastructure of the participating partners and the collective expertise of the network as a whole. These training programmes will address in particular the development and broadening of the research competences of the early-stage researchers. Such training activities might include:

- Primarily, training through research under supervision by means of individual personalised projects within the frame of the research topics defined by the network;
- Provision of structured training courses (e.g. tutoring, lecture courses, teaching) that are available either locally or from another participant of the network within the framework of the joint training programme; local training programmes between the participants are expected to be coordinated to maximise added value (e.g. joint syllabus development, opening up of local training to other network teams, joint Ph.D. programmes, etc.);
- Exchanging knowledge with the members of other teams in the network through undertaking intersectoral visits and secondments;
- Development of network-wide training activities (e.g. workshops, summer schools) that exploit the interdisciplinary and intersectoral aspects of the project and exposure of the participants to different schools of thought.

Further training activities with a particular view to widening the career prospects of the researchers would include:

- Organisation of courses to provide complementary training both within and outside the network. Topics of interest would include, for example, management and financing of research projects and programmes, presentation skills, language courses, ethics, IPR, communication, entrepreneurship, etc.;
- Involvement in the organisation of network activities and other aspects such as proposal writing, enterprise start-up, task co-ordination, etc;

Each recruited researcher (for a period of more than 6 months) will establish, together with her/his personal supervisor in the host organisation, **a Personal Career Development Plan** in order to aid in the provision of the research training programme that best suits their needs. Attention should be paid to the quality of the joint research training programme, with provision for supervision and mentoring arrangements and career guidance, while ensuring the meaningful exposure of each researcher to other disciplines and sectors represented in the network through visits, secondments and other training events.

<u>Experienced Researchers:</u>

Training activities specifically for experienced researchers would be:

- Intersectoral or interdisciplinary transfer of knowledge, training in new techniques,
- Capacity to build collaborations,
- Taking an active part in the management of the research project,
- Developing organisational skills through organisation of training events,

Where a network seeks funding to appoint **ERs**, it must still be in the context of a research training programme. In these cases the training which is particularly directed at the ERs must be made clear and the expert evaluators must be able to see from the proposal how the opportunities offered within the network would be exploited for the career enhancement of these ERs, both in terms of research and transferable skills training appropriate to their experience. Training of such ERs should aim at making them more independent and providing them with the skills to become team leaders in a near future.

<u>Visiting Researchers:</u>

To complement the network capacity to transfer new knowledge and strengthen supervision of the network-wide training activities, **a number of visiting researchers** originating from the public or private sector can be invited. Any participation of the visiting researchers in the network should be aimed at improving the skills and know-how of the fellows and should be duly justified in the context of the training programme. The network can cover costs of the visiting researchers under cost category 3.

Events:

Training events offered within the network (summer schools, specialised training courses, seminars, etc) may also be opened to external researchers.

In the case of **mono-partner ITNs**, the participating organisations must demonstrate clearly that the necessary elements of the research training programme are complemented by well-established, trans-national collaborations with other research institutions.

It is expected that both participants and associated partners will mutually recognise the quality of the training and, if possible, of diplomas and other certificates awarded.

The size of the joint training programme and of the network will depend on the nature and scope of the training activities to be undertaken by the network, as well as on considerations regarding management and effective interaction among the participants.

In principle, the maximum duration of the programme to be supported will be four years from the starting date specified in the contract.

All the above elements will be assessed by the expert evaluators during the evaluation procedure.

6. Networking & Other Training activities

Networks will establish and/or strengthen the collaboration between the teams, as well as between themselves and the wider scientific community. EU funding will also be provided for networking activities.

Each network will be expected to organise workshops, seminars, summer schools, etc. which should be directly related to the research training programme of the network. Content and quality of such events should be detailed and fully justified in the proposal.

Networking activities could further include:

- Organisation of scientific or managerial network meetings.;
- Visits and secondments between full network partners and associated partners for the purpose of exchanging knowledge;
- Invitation of external experts for specialist inputs into the joint research training programme;
- Attendance at international conferences and workshops for the representation and dissemination of the network's research by the researchers recruited for initial training;
- Electronic networking via the active use of Internet WebPages, Email and video conferencing;
- Collaboration with other ITNs in similar or complementary fields is also encouraged for exchange of “best practice”, and transfer of knowledge;
- Organisation of a final network conference which would be widely publicised and showcase the achievements of the network.

7. Secondments

Recruited researchers can be seconded to other full network partners and/or to associated partners for **a duration of up to 30% of their recruitment period**.
Normal practice during secondments is for the researcher to be appointed by the sending institute, which also pays his/her travel and subsistence expenses (e.g. accommodation). In multi-partner ITNs the receiving institution would be expected to pay the expenses associated with the research activities of the researcher at its site. For mono-partner ITNs the research expenses of the seconded researcher would usually be covered by the sending institute.

Example: *an Early-stage researcher recruited for a period of 36 months by an astrophysics institute in Germany will spend two periods of secondment each of 5 months at two associated partners from the private sector in order to profit from specific training facilities.*

8. The Supervisory Board

Each network will have a clearly identified **Supervisory Board** co-ordinating the network-wide training activities.

Composition

The Supervisory Board will be composed of full network and associated partners and may also include any other stakeholders of relevance to the training programme. The board will ensure an adequate balance between scientific and technological training through personalised research projects and complementary skills training, appropriate to the needs of each recruited researcher. The involvement of the private sector in the Supervisory Board aims to ensure that the skills requirements for the recruited researchers are defined on the basis of a thorough understanding of the sectoral needs of both academia and enterprise thus giving the trained researchers the widest possible employment prospects. The expert evaluators will be looking for evidence of the commitment of the private sector to participate in the ITN.

Tasks

The Supervisory Board will define the skills requirements for the recruited researchers taking into account the needs of both the private and academic sectors and ensuring an adequate exploitation of complementarities and synergies among the network partners. It will ensure that scientific and technological training through personalised research projects is balanced with transferable skills training, appropriate to the needs of each recruited researcher. It will also establish active and continuous communication and exchange of best practice among the network participants to maximise the benefits of the partnership.

9. Management and Recruitment

The network will distribute responsibilities among its teams and coordinate its activities to ensure that cooperation and communication are as open and efficient as possible, with appropriate involvement of recruited fellows (for organisation of meetings and identification of training needs, for example).

The network will be responsible for the selection and appointment of its eligible researchers. An important aspect of the Commission's policy towards researchers is to improve their working and living conditions while being mobile thereby opening up new perspectives for research careers within Europe. The Marie Curie Actions aim to act as a catalyst in this respect. The host organisations will therefore be required to meet certain conditions when appointing researchers and the recruitment procedure should be in line with the principles set out in **the European Charter for Researchers** and in **the Code of Conduct for the Recruitment of Researchers.** These documents may be downloaded from: http://ec.europa.eu/euraxess/index_en.cfm

10. Duration

The duration of the project is normally 48 months from the start date of the grant agreement. While recruitment of ESRs will be supported for at least 3 months up to 3 years, recruitment of ERs is supported from 3 months up to 2 years.

2.5 FINANCIAL REGIME

The financial support for Marie Curie Networks for Initial Training is calculated on the basis of eligible activities and takes the form of grants covering up to 100% of the budget.

What types of expenses are covered?

The European Union contribution and rates under this action are set out in Annex 3 of the work programme and will be associated to:

- the recruitment of researchers to be trained;
- training and networking costs, organisation of joint activities and conferences.

Expenses for the activities carried out by the researchers

Category 1: Monthly living allowance

This refers to the basic amount to be paid to the researcher in monthly instalments according to the table reproduced on the next page.

This amount is then adjusted, applying a correction factor for the cost of living according to the country in which the researcher will be appointed. **The correction factors are indicated in Table 3.2 in Annex 3 to the work programme.** For longer stays, the host organisation must appoint each eligible researcher under an employment contract except where national regulation would prohibit this possibility. For shorter stays the host organisation can opt between recruiting him/her under an employment contract or under a fixed amount fellowship. In this case, the host organisation must ensure that coverage for at least sickness and maternity benefits in kind[2], invalidity and accidents at work and occupational diseases is provided to the researcher. This coverage does not necessarily have to be paid from the EU contribution for the fixed-amount fellowship.

As a general principle, the choice of recruitment type should be made in accordance with the best interests of the researchers. The European Charter for Researchers and the Code of Conduct for the recruitment of researchers offer a reference framework for the employment of researchers.

In all cases, the hosts must ensure that the researcher is covered under the social security scheme which is applied to employed workers within the country of the contractor, or under a social security scheme providing at least sickness and maternity benefits in kind, invalidity and accidents at work and occupational diseases, and covering the researcher in every place of implementation of the ITN activities. In the case of secondments for short stays in other partner institutions, the social security provision should also cover the researchers during these periods.
The basis for calculating the monthly living allowance of the recruited researchers is given in the following table:

Purpose	Researcher Categories	A. Employment contract (€/year)	B. Fixed-amount fellowship (€/year)
Initial training	Early stage researchers	38 000	19 000
	Experienced researchers (up to 5 years experience)	58 500	29 250

[2] For more information see http://ec.europa.eu/employment_social/social_security_schemes/national_schemes_summaries/index_en.htm

These amounts include the provisions for all compulsory deductions under national applicable legislation and represent an increase of roughly 3.7% over the 2010 work programme, reflecting the average inflation in the EU during the intervening period as published by EUROSTAT.

> ***Important notice: A. Living allowance***
> *NOTE: The living allowance is a **gross EU contribution** to the salary costs of the fellow. Consequently, the net salary results from deducting all compulsory social security contributions as well as direct taxes (e.g. income tax) from the gross amounts. The host organisation may pay a **top-up** to the eligible researchers in order to complement this contribution as long as these funds come from the host's own resources and not through third-party funding for the same project.*

The various rates resulting from Tables 3.1 to 3.3 of the work programme are for researchers devoting themselves to their project on a full-time basis (pro-rata for parts of years). In exceptional cases, where researchers, in agreement with the host organisation, and with prior approval by the Research Executive Agency, execute their project on a part-time basis, the rates will apply proportionally without the possibility that the total amounts will exceed those that apply for full-time equivalent periods. The same principle will also apply in case of split of a project into several distinct periods.

Category 2: Mobility allowance

In addition to the living allowance, a mobility allowance will be paid for some categories of researchers as specified in Table 3.3 of the work programme, which will take due account of the family situation of the researcher. In this context family is defined as persons linked to the researcher by (i) marriage, or (ii) a relationship with equivalent status to a marriage recognised by the national legislation of the country of the host organisation or of the nationality of the researcher; or (iii) dependent children who are actually being maintained by the researcher. This allowance is a flat rate contribution to cover personal household, relocation and travel expenses. As for the living allowance, a correction factor for the cost of living of the country of execution of the project is applied (see Table 3.2 in Annex 3 to the Work Programme).

There are two reference amounts depending on the family situation of the researcher *at the time of the recruitment of the researcher*:

- €1000/month: Researcher with family charges (marriage or relationship with equivalent status to a marriage recognised by the national legislation of the country of the host organisation or of the nationality of the researcher, and/or children).
- €700/month: Researcher without family charges

Category 3: Contribution to the training expenses of eligible researchers and research/transfer of knowledge programme expenses

Flat rate of € 1800 per researcher-month managed by the host organisations to contribute to expenses related to the participation of researchers in training activities; expenses related to research costs; execution of the training/partnership project and contribution to the expenses related to the co-ordination between participants.

Category 4: Management activities

This refers to a *maximum of 10 % of the total EU contribution* that will be paid towards the management of the project. It will be based upon actual expenses (e.g. towards the salary of a person dedicated to assist with the management of the project, or a contract with an external independent auditor for audit certification).

Category 5: Contribution to overheads

This refers to a maximum of *10% of direct costs except for subcontractors* and the costs of the resources made available by third parties which are not used in the premises of the beneficiary.

12. How do I estimate the EU contribution?

Applicants are not required to calculate the amount of the estimated EU contribution. This will be automatically calculated from the information contained in the A4 form of the proposal using the rates, allowances and coefficients given in Annex 3 of the work programme.

It is critical that the information given in Form A4 is identical to the information given in proposal Part B.

If the proposal is selected by the Commission for funding, the EU contribution will be estimated more accurately during the negotiations taking into account any recommendations made by the independent evaluators.

It is an intrinsic feature of host-driven actions that the expenses related to the appointment of researchers cannot be accurately calculated in advance. This is because some of the allowances to be paid depend upon the personal circumstances of the researcher (e.g. place of origin, family status etc). Therefore an average calculation will be used by the REA to determine the level of funding.

The example below aims to help understand the way the contributions are calculated.

Example: *A multi-partner ITN of 8 partners proposes to provide initial training of 36 months to 11 ESRs (total 396 person months) and complementary training to 4 ERs (total 42 person months).*

	Initial Training 0-5 years			
Participant	**Early-Stage Researchers**		**Experienced Researchers**	
	Fellow Months	**Number of researchers**	**Fellow Months**	**Number of researchers**
Partner 1 - Germany	72	2	12	1
Partner 2 – Spain	72	2	12	1
Partner 3 - Romania	36	1	6	1
Partner 4 – Estonia	36	1	0	0
Partner 5 – Italy	36	1	0	0
Partner 6 – Croatia	36	1	0	0
Partner 7 – UK	72	2	12	1
Partner 8 – France	36	1	0	0
Total	**396**	**11**	**42**	**4**

In the following is detailed how the budget of one of the partners (Partner 1 - Germany) can be estimated.

Category 1 – Monthly living allowance

Based on the following assumption:

- the 3 researchers (2 ESRs and 1 ER) are recruited under an employment contract,

	ESR	ER
Appointment duration	3 years = 36 months 2 researchers	12 months
Monthly living allowance (€/year)	38 000	58 500
Country correction coefficient (%)	98.4	98.4
Living and mobility allowance (€)	= 2*(38 000 *3)* 98.4% = 224 352	= 58 500* 98.4% =57 564

The budget for Category 1 is equal to 224 352+ 57 564= 281 916

Category 2 – Mobility allowance

Based on the following assumptions:

- the 1 ER has family charges, while the 2 ESRs do not yet have a family,

the mobility allowance can be calculated as follows:

	ESR	ER
Appointment duration	3 years = 36 months 2 researchers	12 months
Monthly mobility allowance (€/month)	700	1000
Country correction coefficient (%)	98.4	98.4
Living and mobility allowance (€)	= 2*(700*36)* 98.4% = 49 593,6	= (1000*12)* 98.4% =11 808

The budget for Category 2 is equal to 49 593,6 + 11 808 = 61 401,6

Category 3 – Contribution to the training expenses of eligible researchers and research/transfer of knowledge programme expenses

	ESR	ER
Appointment duration	2 researchers *36 months = 72 person-months	12 months

Fixed-amount / researcher-month (€)	1800	1800
Training expenses of eligible researchers and ToK expenses (€)	= 72*1800 = 129 600	= 12*1800 = 21 600

The budget for Category 3 equals 129 600+ 21 600 = €151 200

Category 4 – Management activities

Management costs = Maximum of 10% of the total European Union contribution.

Total EU contribution (TC) = direct costs including management cost + overheads

TC = [C1+C2+C3+C4+C5]

In the initial budget estimation this maximum contribution can be calculated as 12.35% of the costs listed in categories from 1 to 3:

Category 4 = [C1+C2+C3] * 12.35%

Category 4 = (281916 + 61401,6 + 151 200) * 11.35% = 494517,6 * 12.35% = 61 072,93

Category 5 – Contribution to Overheads

Overheads = 10% of direct costs except for subcontractors and the costs of the resources made available by third parties which are not used in the premises of the beneficiary.

Category 5 = 10% of [C1+C2+C3+C4]

Category 5 = (281916 + 61401,6 + 151200 + 61 072,93) * 10% = 555 590,53 * 10% = 55 559,053

	TOTAL (€)
1. Living allowance	281 916
2. Mobility allowance	61 401,6
3. Contribution to the research / training / transfer of knowledge programme expenses	151 200
4. Management activities (including audit certification)	61 072,93
Total Direct Costs	555 590,53
5. Contribution to Overheads	55 559,053
TOTAL EU CONTRIBUTION TO PARTNER 1 - Germany	**611 149,58**

3. How to apply

3.1 TURNING YOUR IDEA INTO AN EFFECTIVE PROPOSAL

The coordinator

For a given proposal, the coordinator acts as the single point of contact between the participants and the Research Executive Agency. The coordinator is generally responsible for the overall planning of the proposal and for building up the consortium that will do the work.

Focusing your planned work

The work you set out in your proposal must correspond to the Initial Training Networks (ITN) described in the Work Programme 2011.

Refer to annex 2 to this Guide, and the work programme, to check all the **eligibility criteria** and any other additional conditions that apply.

Refer also to the **evaluation criteria** against which your proposal will be assessed. These are given in annex 4. Keep these in mind as you develop your proposal.

National Contact Points

A network of National Contact Points (NCPs) has been established to provide advice and support to organisations which are preparing proposals. You are highly recommended to get in touch with your NCP at an early stage. (Contact details are given on the CORDIS call page - annex 1 to this Guide).

Please note that the Research Executive Agency will give the NCPs statistics and information on the outcome of the call and the outcome of the evaluation for each proposal. This information is supplied to support the NCPs in their service role, and is given under strict conditions of confidentiality.

Other sources of help

Annex 1 to this guide gives references to these further sources of help for this call. In particular:
- The Commission's general **enquiry service** on any aspect of FP7. Questions can be sent to a single e-mail address and will be directed to the most appropriate department for reply.
- A dedicated help desk has been set up to deal with technical questions related to the **Electronic Proposal Submission Service** (EPSS). See section 3.2 below.
- A dedicated Help Desk has been set up to deal with questions related to research ethics issues
- A further help desk providing assistance on intellectual property matters.
- Any other guidance documents or background information relating specifically to this call.
- Other services, including partner search facilities, provided via the CORDIS web site.

Who can participate?

There are certain minimum conditions that have to be met relating to participation from the EU and Associated countries. These conditions vary between funding scheme and may vary from call to call. See the call fiche for the conditions applicable to this call.

EU Member States

The EU Member States are:

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, United Kingdom.

Associated Countries (AC)

The Associated Countries are:

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

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

Other Third countries (OTC)

The OTC are countries which are neither EU Member States nor third countries associated to FP7 (Associated Countries).

They can be divided into two sub-categories:

International Cooperation Partner Countries (ICPC)

The ICPC are a series of low-income, lower-middle income and upper-middle-income countries. Organisations from these countries can participate and receive funding in FP7, providing that certain minimum conditions are met. The list of ICPC is given in Annex 1 to the Work Programme and is reproduced for convenience on the next page.
Up-to-date information on the status of individual countries relative to the 7th Framework Programme for RTD is available at:
http://cordis.europa.eu/fp7/who_en.html#countries

High-income Third Countries

The High-income Third Countries are third countries not included in the ICPC list and not associated to FP7.

List of International Cooperation Partner Countries (ICPC)[3]

		Uganda	L	Lao People's	L	Morocco[2,3]	LM
		Zambia	L	Democratic Rep.		Palestinian-	LM
		Zimbabwe	L	Malaysia	UM	administered	
				Maldives	LM	areas[3]	
		- **CARIBBEAN**		Mongolia	L	Syrian Arab Rep.[3]	LM
		Barbados	UM	Nepal	L	Tunisia[2,3]	LM
		Belize	UM	Oman	UM		
ACP *		Cuba	LM	Pakistan	L	**WESTERN**	
		Dominica	UM	Philippines	LM	**BALKAN**	
- **AFRICAN**		Dominican Rep.	LM	Sri Lanka	LM	**COUNTRIES**	
Angola	LM	Grenada	UM	Thailand	LM	(WBC)	
Benin	L	Guyana	LM	Vietnam	L		
Botswana	UM	Haiti	L	Yemen	L		
Burkina-Faso	L	Jamaica	LM			Kosovo[4]	LM
Burundi	L	Saint Kitts and	UM	**EASTERN**			
Cameroon	LM	Nevis		**EUROPE**			
Cape Verde	LM	Saint Lucia	UM	**AND CENTRAL**		-------------------------	
Central African	L	Saint Vincent	UM	**ASIA (EECA)**			
Republic		and Grenadines		Armenia[3]	LM	*In the 'Specific international cooperation actions', Africa can also be considered as a region on its own, while the Caribbean countries can also participate with Latin American and the Pacific countries with Asia.	
Chad	L	Suriname	LM	Azerbaijan[3]	LM		
Comoros	L	Trinidad and	UM	Belarus[3]	LM		
Congo (Republic)	LM	Tobago		Georgia[3]	LM		
Congo Dem. Rep.	L			Kazakhstan	LM		
		- **PACIFIC**		Kyrgyz Republic	L		
Côte d'Ivoire	L	Cook Islands	UM	Moldova[3]	LM		
Djibouti	LM	Timor Leste	L	Russia[2]**	UM		
Equatorial Guinea	UM	Fiji	LM	Tajikistan	L		
Eritrea	L	Kiribati	LM	Turkmenistan	LM		
Ethiopia	L	Marshall Islands	LM	Ukraine[2,3]	LM		
Gabon	UM	Micronesia,	LM	Uzbekistan	L	**For participation in the 'Specific international cooperation actions' each of Brazil, China, India and Russia may be considered individually as a region on its own. Thus, the required two or more partners can be located in these countries. However, in this case, at least two different partners from different provinces, oblasts, republics or states within Brazil, China, India or Russia are necessary.	
Gambia	L	Federal					
Ghana	L	States of		**LATIN AMERICA**			
Guinea	L	Nauru	UM	Argentina[2]	UM		
Guinea-Bissau	L	Niue	UM	Bolivia	LM		
Kenya	L	Palau	UM	Brazil[2]**	LM		
Lesotho	LM	Papua New	L	Chile[2]	UM		
Liberia	L	Guinea		Colombia	LM		
Madagascar	L	Samoa	LM	Costa Rica	UM		
Malawi	L	Solomon Islands	L	Ecuador	LM		
Mali	L	Tonga	LM	El Salvador	LM		
Mauritania	L	Tuvalu	LM	Guatemala	LM		
Mauritius	UM	Vanuatu	LM	Honduras	LM		
Mozambique	L			Mexico[2]	UM		
Namibia	LM	**ASIA**		Nicaragua	LM		
Niger	L	Afghanistan	L	Panama	UM		
Nigeria	L	Bangladesh	L	Paraguay	LM		
Rwanda	L	Bhutan	L	Peru	LM		
Sao Tome and Principe	L	Burma/Myanmar	L	Uruguay	UM	Income Groups: L – Low-Income LM – Lower-Middle Income UM – Upper-Middle Income	
		Cambodia	L	Venezuela	UM		
Senegal	L	China[2]**	LM				
Seychelles	UM	Democratic	L	**MEDITERRANEAN**			
Sierra Leone	L	People's Republic		**PARTNER**			
Somalia	L	of Korea		**COUNTRIES (MPC)**			
South Africa[2]	UM	India[2]**	L	Algeria[3]	LM		
Sudan	L	Indonesia	LM	Egypt[2,3]	LM		
Swaziland	LM	Iran	LM	Jordan3	LM		
Tanzania	L	Iraq	LM	Lebanon[3]	UM		
Togo	L			Libya[3]	UM		
1Legal entities established in countries against which the European Community under Articles 60 and 301 of the EC-Treaty has issued actions to interrupt or to reduce, in part or completely, economic relations, may only receive a financial contribution if it complies with these actions.		[2] Signed an agreement with the EC covering Science & Technology.		[3] These countries are also part of the European Neighbourhood Policy (ENP).		[4] As defined by UNSC resolution 1244 of 10 June 1999.	

The following may receive EU funding in an FP7 project:

- Any legal entity established in a Member State or an Associated country (including the European Commission's Joint Research Centre), or created under Community law (e.g. a European Economic Interest Grouping),
- Any International European Interest Organisation (see glossary).
- Any legal entity established in an FP7 International Cooperation Partner Country (ICPC). The list of ICPC above can be found on the CORDIS web site and is given in Annex 1 to the related work programme,
- Any other legal entity, under the conditions indicated below:

In the case of a participating international organisation, other than an international European interest organisation, or a legal entity established in a non-EU country other than an associated country or ICPC, a EU financial contribution may be granted provided that at least one of the following conditions is satisfied:

(a) Provision is made to that effect in the specific programme or in the relevant work programme,
(b) It is essential for carrying out the indirect action,
(c) Such funding is provided for in a bilateral scientific and technological agreement or any other arrangement between the EU and the country in which the legal entity is established.

> *Before the signature of a grant agreement, the Research Executive Agency has to verify the existence and legal status of all participants. This verification is made only once for each organisation at the time of its first participation in FP7. The details of all validated organisations are stored in an internal Commission database, accessible to restricted users from the Participant Portal. These organisations are allocated a unique code, the so-called* ***Participant Identification Code (PIC)****. In any further participation in other proposals, the organisations already validated use the PIC for their identification with the Commission and /or the REA.*
>
> *For the confirmation and maintenance of the data, the REA asks each organisation to nominate one privileged contact person, the so-called Legal Entity Appointed Representative (LEAR). The LEAR is usually a person working in the central administration of the organisation and he/she must be appointed by the top management of the entity. The LEARs can view their organisations' legal and financial data online and ask for corrections and changes to the data of their legal entity via the Participant Portal.*

Ethical principles

Research activities in FP7 must respect fundamental ethics principles, including those reflected in the Charter of Fundamental Rights of the European Union. Ethical principles include the need to ensure the freedom of research and the need to protect the physical and moral integrity of individuals and the welfare of animals. For this reason, the Research Executive Agency carries out an ethical review of proposals when appropriate. The following fields of research shall not be financed under this Framework Programme:

- research activity aiming at human cloning for reproductive purposes;
- research activity intended to modify the genetic heritage of human beings which could make such changes heritable[4];
- 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.

[4] Research relating to cancer treatment of the gonads can be financed.

As regards human embryonic stem cell research, the Research Executive Agency will maintain the practice of the Sixth Framework Programme, which excludes from EU financial support research activities destroying human embryos, including for the procurement of stem cells. The exclusion of funding of this step of research will not prevent EU funding of subsequent steps involving human embryonic stem cells.

For additional information on the Ethics Review procedure see:
http://ec.europa.eu/research/science-society/index.cfm?fuseaction=public.topic&id=73

Risk-Sharing Finance Facility (RSFF)

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

For additional information on RSFF see:

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

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

Presenting your proposal

A proposal has two parts:

Part A will contain the administrative information about the proposal and the participants. The information requested includes a brief description of the work, contact details and characteristics of the participants, and information related to the funding requested (see annex 3 to 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 on-line forms.

Part B is a "template", or list of headings, rather than an administrative form (see annex 6 to this Guide). You should follow this structure when presenting the scientific and technical content of your proposal. The template is designed to highlight those aspects that will be assessed against the **evaluation criteria**. It covers, among other things, the nature of the proposed work, the participants and their roles in the proposed project, and the impacts that might be expected to arise from the proposed work. Only black and white copies are used for evaluation and you are strongly recommended, therefore, not to use colour in your document.

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

> *A maximum length is specified for each section of Part B (see annex 4 to this Guide). You must keep your proposal within these limits. Experts will be instructed to disregard any excess pages.*

Proposal language

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

3.2 PROPOSAL SUBMISSION

About the EPSS

Proposals must be submitted electronically, using the **Electronic Proposal Submission Service (EPSS**). Proposals arriving by any other means are regarded as 'not submitted', and will not be evaluated[5].

All the data that you upload is securely stored on a server to which only you and the other participants in the proposal have access until the deadline. This data is encrypted until the close of the call.

You can access the EPSS from the call page on CORDIS, or on the Participant Portal.

Full instructions are found in the "EPSS preparation and submission guide", available from the EPSS entry page (click on "EPSS user guide").

The most important points are explained below.

Use of the system by the proposal coordinator

As a coordinator you can:
- register as interested in submitting a proposal to a particular call
- set up (and modify) your consortium by adding/removing participants
- complete all of Part A of the proposal, pertaining to the proposal in general, and to your own administrative details
- download the document template for writing Part B of the proposal and, when it is completed, upload the finished Part B
- submit the complete proposal Part A and Part B.

Use of the system by the other participants

Other participants can:
- complete their own sections A2 (participant details)
- download the document template for writing Part B of the proposal, in order to assist the coordinator in preparing it (however, only the coordinator can upload the finished version)

[5] In exceptional cases, when a proposal coordinator has absolutely no means of accessing the EPSS, and when it is impossible to arrange for another member of the consortium to do so, an applicant may request permission from the REA to submit on paper. A request should be sent via the FP7 enquiry service (see annex 1), indicating in the subject line "Paper submission request". (You can telephone the enquiry service if web access is not possible: 00 800 6 7 8 9 10 11 from Europe; or 32 2 299 96 96 from anywhere in the world. A postal or e-mail address will then be given to you). Such a request, which must clearly explain the circumstances of the case, must be received by the REA no later than one month before the call deadline. The REA will reply within five working days of receipt. Only if a derogation is granted, may a proposal on paper be submitted by mail, courier or hand delivery. The delivery address will be given in the derogation letter.

- view the whole proposal.

Participant Identification Codes (PICs)

The Participant Identification Code is a unique 9 digit number that helps the Research Executive Agency to 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 7th Framework Programme proposal, it is likely that the organisation has already received a PIC number. You can check it on the Participant Portal: https://ec.europa.eu/research/participants/portal.

> *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 Participant Portal under the "My Organisations" "Register" tabs 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 the EPSS seem to contain mistakes, please ask your LEAR to change the data through the Participant Portal. 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 Participant Portal is quick and simple, see http://ec.europa.eu/research/participants/portal (use the tabs "My Organisations" "Register").

Submitting the proposal

Only the coordinator is authorised to submit the proposal.

Completing the Part A forms in the EPSS and uploading a Part B does **not** yet mean that your proposal is submitted. Once there is a consolidated version of the proposal, you must press the button "SUBMIT NOW".

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

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

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

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

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

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

If the submission sequence described above is not followed, the REA considers that no proposal has been submitted.

For the proposal Part B you must use exclusively PDF ("portable document format", compatible with Adobe version 3 or higher, with embedded fonts). Other file formats will not be accepted by the system. Annexes such as letters of intent/support must be included in the PDF file (and not annexed in a separate PDF file or as an embedded file, which would make them invisible).

Irrespective of any page limits specified in annex 4 to this Guide, there is an overall limit of 10Mbyte to the size of proposal file Part B. There are also restrictions to the name you give to the Part B file. You should only use alphanumeric characters. Special characters and spaces must be avoided.

> *You are advised to clean your document before converting to PDF (e.g. accept any track changes). Check that your conversion software successfully converts all pages and the original document (e.g. there is no problem with page limits).*
>
> *Please note that the REA prints out proposals on plain A4 paper. The printable zone on the print engine is bounded by 1.5 cm right, left, top bottom. No scaling is applied to make the page "fit" the window. Printing is done at 300 dots per inch.*

About the deadline

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

The EPSS will be closed for this call at the call deadline. After this moment, access to the EPSS for this call will be impossible.

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

Call deadlines are absolutely firm and are strictly enforced.

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

> *Leaving your first submission attempt to the last few minutes of the call will give you no time to overcome even the smallest technical difficulties, proposal verification problems or communications delays which may arise. Such events are never accepted as extenuating circumstances; your proposal will be regarded as not having been submitted.*
>
> ***Submission is deemed to occur at the moment when the proposal coordinator completes the submission sequence described above. It is not the point at which you start the upload.*** *If you wait until too near to the close of the call to start uploading your proposal, there is a serious risk that you will not be able to submit in time.*
>
> *If you have registered and submitted your proposal in error to another call which closes after this call, the REA will not be aware of it until it is discovered among the downloaded proposals for the later call. It will therefore be classified as ineligible because of late arrival.*

> *The submission of a proposal requires some knowledge of the EPSS system, a detailed knowledge of the contents of the proposal and the authority to make last-minute decisions on behalf of the consortium if problems arise.* ***You are advised not to delegate the job of submitting your proposal!***

In the unlikely event of a failure of the EPSS service due to breakdown of the 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 e-mail to all proposal coordinators who had registered for this call by the time of the original deadline, and also by a notice on the Call pages on CORDIS and on the Participant Portal as well as on the web site of the EPSS.

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

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

Correcting or revising your proposal

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

Once the deadline has passed, however, the REA can accept no further additions, corrections or re-submissions. The last version of your proposal received before the deadline is the one which will be evaluated, and no later material can be submitted.

Ancillary material

Only a single PDF file comprising the complete Part B can be uploaded. Unless specified in the call, any hyperlinks to other documents, embedded material, and any other documents (company brochures, supporting documentation, reports, audio, video, multimedia etc.) sent electronically or by post, will be disregarded.

Withdrawing a proposal

You may withdraw a proposal before the deadline by submitting a revised version with an empty Part B section, with the following words entered in the abstract field of form A:

"The applicants wish to withdraw this proposal. It should not be evaluated by the REA".

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

Registration of legal entities in the 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[6].

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

The work programme informs you that the details of your organisation (or those of a person who has powers of representation, decision-making or control over it) may be registered in the EWS and the CED and be shared with public authorities as described in the relevant legal texts[7].

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

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

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

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

4. Check list

Of importance for the consortium in general, but in particular for the coordinator:

4.1 PREPARING YOUR PROPOSAL

- **Are you applying for the right funding scheme?** Check that your proposed work falls within the scope of this call, and that you have applied for one of the eligible funding schemes (see the work programme). If there is a choice, have you opted for the one that best suits your needs? Check the Part A and Part B formats shown in annexes 3 and 6 to this Guide[8]

- **Is your proposal eligible?** The eligibility criteria are given in the work programme. See also annex 2 to this Guide. In particular, make sure that you satisfy the minimum requirements for the makeup of your consortium. Have any additional eligibility criteria been set for this call? Check that you comply with any budgetary limits that may have been fixed on the requested EU contribution. 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 researcher/months details on standard forms; and a Part B containing the scientific and technical description of your proposal as described in this Guide. A proposal that does not contain both parts will be considered ineligible and will not be evaluated.
- **Does your proposed work raise ethics issues?** Clearly indicate any potential ethical, safety or regulatory aspects of the proposed research and the way these will be dealt with before and during the implementation of the proposed project. A preliminary ethics check will take place during the scientific evaluation and, if needed, an ethics screening and/or review will take place for those proposals raising ethics issues. Proposals may be rejected on ethical grounds if such issues are not dealt with satisfactorily.
- **Does your proposal follow the required structure?** Proposals should be precise and concise, and must follow exactly the proposal structure described in this document (annex 4 to 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 to 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 to this Guide).

[8] If you have in error registered for the wrong call or funding scheme, discard that registration (usernames and passwords) and register again before the call deadline. If, after the close of the call, you discover that you have submitted your proposal to the wrong call, notify the EPSS Helpdesk.

4.2 FINAL CHECKS BEFORE SUBMISSION

- **Do you have the agreement** of all the members of the consortium to submit this proposal on their behalf?

- **Check once more the eligibility criteria mentioned in the call documents (work programme and call fiche)! This includes any researcher/months limits.** Remember – the information given in part A is considered definitive. The researcher/months data given in the proposal A4 form must be consistent with the information given in Part B.

- **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? 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 (30 pages)!**

- **Is your Part B file within the size limit of 10 Mbytes?**

- **Have you virus-checked your computer?** The EPSS will automatically block the submission of any file containing a virus.

- **Have you made yourself familiar with the EPSS in good time?**

- **Have you allowed time to submit a first version of your proposal well in advance of the deadline** (at least several days before), and then to continue to improve it with regular resubmissions?

- **Have you completed the submission process for your latest version?**

4.3 FOLLOWING SUBMISSION

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

5. What happens next

Shortly after the call deadline, the Research Executive Agency will send an **acknowledgement of receipt** to the e-mail address of the proposal coordinator given in the submitted proposal. This is assumed to be the individual named on the A2 form for participant no. 1. Please note that the brief electronic message given by the EPSS system after each submission is not the official acknowledgement of receipt.

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

> *If you have not received an acknowledgement of receipt within 12 working days after the call deadline (or cut-off date, in the case of a continuously open call), you should contact the FP7 Enquiry Service (see annex 1 to this Guide). However, first please check that you are the person named in the proposal as contact person for partner no. 1, check the email address which you gave for yourself, and check the junk mail box of your email system for the first few days following the close of call for any mail originating from FP7Aor@ess-fp7.org.*

The Research Executive Agency will check that your **proposal** meets the **eligibility criteria** that apply to this call and funding scheme (see the work programme and annex 2 to this Guide).

All eligible proposals will be evaluated by independent experts. The evaluation criteria and procedure are described in annex 4 to this Guide.

Soon after the completion of the evaluation, the results will be finalised and all coordinators will receive a letter containing **initial information** on the results of the evaluation, including the Evaluation Summary Report giving the opinion of the experts on the proposal. Even if the experts viewed your proposal favourably, the Research Executive Agency cannot at this stage indicate if there is a possibility of EU funding.

> *If you have not received the "initial information letter" by the date referred to in annex 1 to this Guide, please contact the Research Executive Agency via the FP7 enquiry service.*

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

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

Based on the results of the evaluation by experts, the Research Executive Agency draws up the final list of proposals for possible funding, taking account of the available budget.
Official letters are then sent to the applicants. If all has gone well, this letter will mark the beginning of a **negotiation** phase. Due to budget constraints, it is also possible that your proposal will be placed on a reserve list. In this case, negotiations will only begin if funds become available. In other cases, the letter will explain the reasons why the proposal cannot be funded on this occasion.

A description of the negotiation process will be provided in the **Negotiation Guidance Notes for Marie Curie Initial Training Networks**.

Negotiations between the applicants and the Research Executive Agency aim to conclude a grant agreement which provides for EU funding of the proposed work. They cover both the scientific/technological, and the administrative and financial aspects of the project. The officials conducting these negotiations on behalf of the Research Executive Agency will be working within a predetermined budget envelope. They will also refer to any recommendations which the experts may have made concerning modifications to the work presented in the proposal, as well as any recommendations arising from an ethic review of your proposal if one was carried out. Where relevant, security aspects shall also be considered.

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

Members of the proposal consortium may be invited to Brussels or Luxembourg to facilitate the negotiation.

For participants not yet having a Participant Identification Code (PIC), i.e. not yet being registered and validated in the Commission's database, their existence as legal entities and their legal status will have to be validated before a grant agreement can be signed. For these participants, the procedure of registration and validation is triggered by a self-registration in the Participant Portal at http://ec.europa.eu/research/participants/portal. This self-registration will lead to a request by the REA to the organisation to provide supporting documents and to nominate a Legal Entity Authorised Representative (LEAR).

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

Further details can be found in section 3.2., on the Participant Portal http://ec.europa.eu/research/participants/portal and on Cordis http://cordis.europa.eu/fp7/pp_en.html .

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

Glossary

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

A

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

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

Associated countries
Non-EU countries which are party to an international agreement with the EU, 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 and Participant Portal web pages 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 and Participant Portal web-sites.

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

Consortium
Most *funding schemes* require proposals from a number of participants (usually at least three) who agree to work together in a consortium.

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. (See also Participant Portal).

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 web-site, or via the Participant Portal.

Electronic Proposal Submission Service (EPSS) Helpdesk

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

Eligibility Review Committee

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

Eligibility criteria

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

Ethics issues table

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

Evaluation criteria

The criteria against which eligible proposals are assessed by independent experts. The evaluation criteria are generally the same for all proposals throughout FP7, and relate to S/T quality, impact and implementation. Relevance is also considered. However, additional evaluation criteria may apply to certain calls, and applicants should check the work programme, and annex 4 to this Guide.

Evaluation Summary Report (ESR)

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

F

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

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

G

Grant Agreement (GA)
The legal instrument that provides for REA funding of successful proposals.

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.

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

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

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

J

Joint Research Centre (JRC)
The Commission's own research institutes.

L

LEAR (Legal Entity Authorised Representative)
The LEAR is a person nominated in each legal entity participating in FP7. This person is the contact for the 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.

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

P

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

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

Part B template
A document in PDF format supplied by the EPSS, consisting of a template of all chapter headings, forms and tables required to prepare a proposal Part B. The template format is given in Annex 6 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 EU.

Participant Identification Code (PIC)
Organisations participating in FP7 will progressively be assigned Participant Identification Codes (PIC). The PIC is a unique 9-digit number for each organisation. Possession of a PIC will enable organisations to take advantage of the Participant Portal's services (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/portal.

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

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

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

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

R

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

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

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

Risk-Sharing Finance Facility (RSFF)
A new mechanism to foster private sector investment in research, by increasing the capacity of the EIB and its financial partners to provide loans for European RTD projects.

RTD
Research and Technological Development.

S

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

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.

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 4 to this Guide.

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

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

Annex 1:

TIMETABLE AND SPECIFIC INFORMATION FOR THIS CALL

The **work programme** provides the essential information for submitting a proposal to this call. It describes the content of the topics to be addressed, and details on how it will be implemented. The work programme is available on the CORDIS call page. The part giving the basic data on implementation (deadline, budget, additional conditions etc) is also posted as a separate document ("call fiche"). You must consult these documents.

- **Indicative timetable for this call**

Publication of call	*20-07-2010*
Deadline for submission of proposals	*26-01-2011 at 17:00:00, Brussels local time*
Evaluation of proposals	*Mid April-2011*
Evaluation Summary Reports sent to proposal coordinators ("initial information letter")	*Mid May-2011*
Invitation letter to successful coordinators to launch grant agreement negotiations with Commission services	*July-2011*
Letter to unsuccessful applicants	*From August-2011*
Signature of first grant agreements	*From September-2011*

- **Information on 2011 indicative budget – € 318.41 million**

- **Further information and help**

The CORDIS call page contains links to other sources that you may find useful in preparing and submitting your proposal. Direct links are also given where applicable.

Call information
CORDIS call page and work programme: http://cordis.europa.eu/fp7/dc/index.cfm

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.htm

National Contact Points in third countries: http://cordis.europa.eu/fp7/third-countries_en.html

Specialised and technical assistance:

CORDIS help desk: http://cordis.europa.eu/guidance/helpdesk/home_en.html

EPSS Help desk: support@epss-fp7.org

IPR help desk: http://www.ipr-helpdesk.org

You may also wish to consult the following documents that can be found at http://cordis.europa.eu/fp7/find-doc_en.html

FP7 Legal basis documents generally applicable

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

Legal documents for implementation

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

Guidance documents

- Guidance Notes on Audit Certification Guide for beneficiaries Guide to Financial Issues
- Guide to IPR
- Checklist for the Consortium Agreement
- Negotiation Guidance Notes and Templates for Description of Work

Other supporting information

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

Ethics Review

- Ethics check list
- Supporting documents

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[9].

Experts perform evaluations on a personal basis, not as representatives of their employer, their country or any other entity. They are expected to be independent, impartial and objective, and to behave throughout in a professional manner. They sign an appointment letter, including a declaration of confidentiality and absence of conflict of interest before beginning their work. Confidentiality rules must be adhered to at all times, before, during and after the evaluation.

In addition, an independent expert 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 on the conduct and fairness of the evaluation sessions, on the way in which the experts apply the evaluation criteria, and on ways in which the procedures could be improved. The observer will not express views on the proposals under examination or the experts' opinions on the proposals.

Proposals are submitted in a single stage and evaluated in one step by the experts against all evaluation criteria.

Conflicts of interest: under the terms of the appointment letter, all experts must declare beforehand any known conflicts of interest, and must immediately inform the responsible Research Executive Agency staff member if one becomes apparent during the course of the evaluation. The Research Executive Agency will take whatever action is necessary to remove any conflict.

Confidentiality: the appointment letter also requires experts to maintain strict confidentiality with respect to the whole evaluation process. They must follow any instruction given by the Commission to ensure this. Under no circumstance may an expert attempt to contact an applicant on his/her own account, either during the evaluation or afterwards**.**

2. Before the evaluation

On receipt by the REA, proposals are registered and acknowledged and their contents entered into a database to support the evaluation process. Eligibility criteria for each proposal are also checked by REA staff before the evaluation begins. Proposals which do not fulfil these criteria will not be included in the evaluation.

For this call a proposal will only be considered eligible if it meets all of the following conditions:

- It is received by the REA before the deadline given in the call fiche
- It involves at least the minimum number of participants given in the call fiche

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

- 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

> *A maximum length is specified for several sections of Part B (for details see annex 4 to this Guide). You must keep your proposal within these limits. Experts will be instructed to disregard any excess pages in each section in which the maximum page number is indicated.*

The REA establishes a list of experts capable of evaluating the proposals that have been received. The list is drawn up to ensure:

- A high level of expertise;
- An appropriate range of competencies;

Provided that the above conditions can be satisfied, other factors are also taken into consideration:

- An appropriate balance between academic and industrial expertise and users;
- A reasonable gender balance;
- A reasonable distribution of geographical origins;
- Regular rotation of experts

In constituting the lists of experts, the REA also takes account of their abilities to appreciate the industrial and/or societal dimension of the proposed work. Experts must also have the appropriate language skills required for the proposals to be evaluated.

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

3. Evaluation of proposals

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

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

The proposal will be evaluated against pre-determined evaluation criteria, applying weighting factors and thresholds. The evaluation criteria are reproduced on the following page.

Note: All Activities will be subject to a threshold.

ITN - Funding Scheme 'Support for Training and Career Development of Researchers': Marie Curie Initial Training Networks			
Criteria			
S&T Quality (award) Threshold: 3, Weighting:30%	**Training (award)** Threshold: 4, Weighting:30%	**Implementation (selection)** Threshold: 3, Weighting:20%	**Impact (award)** Threshold: 4, Weighting:20%
Priority in case of ex aequo			
3	**1**	**4**	**2**
S&T objectives of the research programme, including in terms of inter/multi-disciplinary, intersectoral and/ or newly emerging supra-disciplinary fields.	Quality of the training programme. • Consistency with the research programme. • Contribution and relevance to the training programme of the private sector and, where appropriate, of other socio-economic actors. • Transferable skills offered: entrepreneurship, management, communication, management of IPR, ethics, grant writing, take up and exploitation of results, research policy, etc. *	Capacities (expertise / human resources/ facilities / infrastructures/private sector involvement) to achieve the research training programme and access of fellows to these resources. Adequacy of task distribution and schedule. Adequate exploitation of complementarities and synergies among partners in terms of research and training, including well targeted secondments to the private sector and to other socio-economic actors where relevant.	Contribution of the proposed training programme to: * • structure training at doctoral level with the acquisition of key skills needed in both the public and private sectors; • improve career prospects and employability of researchers, including ERs where appropriate; • stimulate creativity and entrepreneurial mindset of researchers at doctoral level.
Scientific quality of the research programme.	Importance and timeliness of the training needs (e.g. multidisciplinary, intersectoral, and newly emerging supra-disciplinary fields)	Private sector involvement at the highest possible level appropriate to the research topic, and sufficient evidence of commitment.	Contribution of the training programme to the policy objective of structuring the initial research training capacity at the European level (through establishing longer term collaborations and /or lasting structured training programmes between the partners' organisations).
Appropriateness of research methodology and approach.	Appropriateness of the size of the requested training programme with respect to the capacity of the host	How essential is non-ICPC Third Country funding, if any, to the objectives of the research training programme.	The contribution of the training programme towards the policy objective of enhancing public-private sector collaborations in terms of research training.
Originality and innovative aspect of the research programme. Knowledge of the state-of-the-art. Where appropriate, plans for exploitation of results.	Meaningful exposure of each researcher to another sector, in particular through secondments.	Networking and dissemination of best practice among partners. Clarity of the plan for organizing training events (workshops, conferences, training courses).	Where appropriate, mutual recognition by all partners of the training acquired, including training periods in the private sector. *

Contribution of the private sector and, where relevant, other socio-economic actors in the research programme	a) For multi-partner proposals: Adequate combination of local specialist training with network-wide training activities. b) For mono-partner proposals: Adequate exploitation of the international network of the participants, including the private sector, for the training programme.	Appropriateness of the plans for the overall management of the training programme (demarcation of responsibilities, rules for decision making, composition of supervisory board including involvement of the private sector); also working conditions, transparency of recruitment process and career development. *	Impact of the proposed outreach activities.*

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

Evaluation scores will be awarded for each of the three criteria, and not for the sub-criteria. The sub-criteria are issues which the expert should consider in the assessment of that criterion. They also act as reminders of issues to raise later during the discussions of the proposal.

Each criterion will be scored out of 5. Decimal points can be given.

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

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

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

4. Individual evaluation

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

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 must *only* apply the above evaluation criteria.

Experts will assess and mark the proposal exactly as it is described and presented. They do not make any assumptions or interpretations about the project in addition to what is in the proposal.

Concise but explicit justifications will be given for each score. Recommendations for improvements to be discussed as part of a possible negotiation phase will be given, if needed.

The experts will also indicate whether, in their view, the proposal deals with sensitive ethical issues (see annex 4/B.7 to this Guide).

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 Commission 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.

5. Consensus meeting

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

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

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

The rapporteur is responsible for drafting the consensus report.

The experts attempt to agree on a consensus score for each of the criteria that have been evaluated and suitable comments to justify the scores. Comments should be suitable for feedback to the proposal coordinator. Scores and comments are set out in a consensus report. They also come to a common view on the questions of scope 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 Research Executive Agency may ask up to three additional experts to examine the proposal.

Evaluation of a resubmitted proposal
Each proposal shall be evaluated against the 2011 work programme evaluation criteria. In the case of proposals that have been submitted previously to the Commission/ REA, the panel coordinator discloses to the experts the previous evaluation summary report (see below) at the consensus stage. If necessary, the experts will be required to provide a clear justification for their scores and comments should these differ markedly from those awarded to the earlier proposal.

Ethical issues (above threshold proposals): If one or more experts have noted that there are ethical issues touched on by the proposal, and the proposal is considered to be above threshold, the relevant box on the consensus report (CR) will be ticked and an Ethical Issues Report (EIR) completed, stating the nature of the ethical issues. Exceptionally for this issue, no consensus is required.

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

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

Outcome of the consensus meeting

The outcome of the consensus step is the consensus report. This will be signed (either on paper, or electronically) by all experts, or as a minimum, by the rapporteur, and by the Research Executive Agency official or the chairs/vice-chair persons. 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 Research Executive Agency will take the necessary steps to assure the quality of the consensus reports, with particular attention given to clarity, consistency, and appropriate level of detail. If important changes are necessary, the reports will be referred back to the experts concerned.

The signing of the consensus report completes the consensus step.

6. Panel review

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

The panel comprises at least the rapporteurs of the various proposal(s), the Panel Chair and Vice-Chair(s) and Research Executive Agency officials. Several panels can be established to cover the main scientific areas of the subject of the proposals. The main task of the panel is to examine and compare the consensus reports in a given area, to check on the consistency of the marks applied during the consensus discussions and, where necessary, propose a new set of consensus scores.

The tasks of the panel will also include:

- reviewing cases where a minority view was recorded in the consensus report;
- recommending a priority order for proposals with the same consensus score in each criterion;
- making recommendations on possible clustering or combination of proposals.

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

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

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

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

Subsequently, a special <u>ethical review</u> of above-threshold proposals may be organised by the Research Executive Agency.

7. Priority order for proposals of the same score

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

If necessary, any further prioritisation will be based on other appropriate characteristics, to be decided by the panel, related to the contribution of the proposal to the European Research Area and/or general objectives mentioned in the Work Programme (e.g. inter-sectoral mobility, international co-operation, favourable employment and working conditions).

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

Annex 3:

INSTRUCTIONS FOR COMPLETING "PART A" OF THE PROPOSAL

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

In Part A you will be asked for certain administrative details that will be used in the evaluation and further processing of your proposal. Part A forms an integral part of your proposal. Details of the work you intend to carry out will be described in Part B (Annex 6).

This section provides guidance on how to complete the administrative forms (A1, A2 and A4, A5) for an ITN proposal. Form A1 gives a snapshot of your proposal, form A2 concerns the Host organisation(s), form A4 details your request for funding in terms of researcher-months, and form A5 detailed information on associated partners.

How to complete the forms (A1, A2 & A4, A5).

- **Coordinator**

The coordinator fills in one form A1 and one form A4 with details for each full network partner (one per line). The participant numbers correspond to those defined in the A2 forms. (Participant number one always corresponds to the network coordinator).
Numbers and information listed in form A4 should be the same as that reported in Part B of the proposal.

- **Full network partners**

The full network partners (including the coordinator) fill in one A2 form each.

- **Associated Partners**

Associated partners should **not** fill in the A2 form, but they fill in A5 form only.

When you complete part A, please make sure that *numbers are always rounded to the nearest whole number.*

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

Section A1 – Information on the Proposal

Proposal number	[pre-filled]
Proposal Acronym	The short title or acronym will be used to identify your proposal efficiently in this call. It should be of <u>no more than 20 characters</u> (use standard alphabet and numbers only; no symbols or special characters please). The same acronym should appear on each page of part B of your proposal.
Proposal Title	The title should be <u>no longer than 200 characters</u> and should be understandable to the non-specialist in your field.
Marie Curie Action code	This field will be pre-filled with the code corresponding to the action of the call: Networks for Initial Training (**ITN**) Industry-Academia Partnerships and Pathways (**IAPP**) Co-funding of Regional, National and International Programmes (**COFUND**) International Research Staff Exchange Scheme (**IRSES**) Intra-European Fellowships (**IEF**) European Re-integration Grants (**ERG**) International Outgoing Fellowships (**IOF**) International Incoming Fellowships (**IIF**) International Re-integration Grants (**IRG**)
Scientific Panel	Please choose the scientific panel from the list below indicating the main scientific area of relevance to your proposal. Chemistry **CHE** Social Sciences and Humanities **SOC** Economic Sciences **ECO** Information science and Engineering **ENG** Environment and geosciences **ENV** Life sciences **LIF** Mathematics **MAT** Physics **PHY** To help you select the most relevant panel code please refer also to the breakdown of each scientific area into a number of sub-disciplines on the following page.
Total duration in months	Insert the estimated duration of the project in full months (preferably 48).
Call identifier	[pre-filled] The call identifier is the reference number given in the call or part of the call you are addressing, as indicated in the publication of the call in the Official Journal of the European Union, and on the CORDIS call page. A call identifier looks like this: *FP7-PEOPLE-2011-ITN*
Keywords	Please enter a number of keywords that you consider sufficient to characterise the scope of your proposal choosing from the available list and/or adding free keywords. There is <u>a limit of 200 characters</u>.
Abstract	The abstract should, at a glance, provide the reader with a clear understanding of the objectives of the proposal, how they will be achieved, and their relevance to the Work Programme. This summary will be used as the short description of the proposal in the evaluation process and in communications to the programme management committees and other interested parties. It must therefore be short and precise and should not contain confidential information. Please use plain typed text, avoiding formulae and other special characters. **If the proposal is written in a language other than English, please include an English version of the proposal abstract in Part B.** There is <u>a limit of 2000 characters</u>.
Similar proposals	A 'similar' proposal or contract is one that differs from the current one in minor ways, and in which some of the present consortium members are involved.
Ethical Issues in Part B	Please choose YES or NO on the following basis: In the Part B Proposal Description you are asked to describe any ethical issues that may arise in your proposal and to fill in the table "RESEARCH ETHICAL ISSUES". If your proposal involves any of the sensitive ethical issues detailed in the table, please choose YES in this field. If not, choose 'NO'. This information will be used by the Commission to flag proposals with potential ethical issues that need further follow-up (but not necessarily a formal ethical review).

Scientific Panels - Sub-disciplines

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

CHEMISTRY (CHE)

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

SOCIAL SCIENCES AND HUMANITIES (SOC)

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

ECONOMIC SCIENCES (ECO)

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

ENGINEERING & INFORMATION SCIENCE (ENG)

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

ENVIRONMENT & GEOSCIENCES (ENV)

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

LIFE SCIENCES (LIF)

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

MATHEMATICS (MAT)

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

PHYSICS (PHY)

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

Section A2 – Information on the Host organisations:	
Participant number	The number allocated to the participant for this proposal. In proposals with only one participant, the single participant is always number one. In proposals that have several participants, the coordinator of a proposal is always number one.
Participant Identification Code	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 http://ec.europa.eu/research/participants/urf. Organisations not yet having a PIC are strongly encouraged to self-register (at http://ec.europa.eu/research/participants/urf) before submitting the proposal and insert in section A2 the temporary PIC received at the end of the self-registration.
Legal name	**For a Public Law Body,** it is the name under which your organisation is registered in the Resolution text, Law, Decree/Decision establishing the Public Entity, or in any other document established at the constitution of the Public Law Body; **For a Private Law Body,** it is the name under which your organisation is registered in the national Official Journal (or equivalent) or in the national company register. **For a natural person**, it is for e.g. Mr Adam JOHNSON, Mrs Anna KUZARA, and Ms Alicia DUPONT
Organisation Short Name	Choose an abbreviation of your Organisation Legal Name, only for use in this proposal and in all relating documents. This short name should not be more than 20 characters exclusive of special characters (./;…), for e.g. CNRS and not C.N.R.S. It should be preferably the one as commonly used, for e.g. IBM and not Int.Bus.Mac.
Legal address	For Public and Private Law Bodies, it is the address of the entity's Head Office. For Natural Persons it is the Official Address. If your address is specified by an indicator of location other than a street name and number, please insert this instead under the "street name" field and "N/A" under the "number" field.
Non-profit organisation	Non-profit organisation is a legal entity qualified as such when it is recognised by national or, international law.
Public body	Public body means any legal entity established as such by national law and international organisations.
Research organisation	Research organisation means a legal entity established as a non-profit organisation which carries out research or technological development as one of its main objectives.
Higher or secondary education establishment	A secondary and higher education establishment means organisations only or mainly established for higher education/training (e. g. universities, colleges …).
International organisation	"international organisation" means an intergovernmental organisation, other than the European Union, which has legal personality under international public law, as well as any specialised agency set up by such an international organisation;
International European Interest organisation	"international European interest organisation" means an international organisation, the majority of whose members are Member States or Associated countries, and whose principal objective is to promote scientific and technological cooperation in Europe;
Joint Research Centre of the European Commission	The European Commission's research laboratories
Entity composed of one or more legal entities	European Economic Interest Groups, Joint Research Units (Unités Mixtes de Recherche), Enterprise Groupings. Decision DL/2003/3188 27.11.2003
Commercial Enterprise	Organisations operating on a commercial basis, i.e. companies gaining the majority of their revenue through competitive means with exposure to commercial markets, including incubators, start-ups and spin-offs, venture capital companies, etc.

NACE code	NACE means " Nomenclature des Activités économiques dans la Communauté Européenne". Please select one activity from the list that best describes your professional and economic ventures. If you are involved in more than one economic activity, please select the one activity that is most relevant in the context of your contribution to the proposed project. For more information on the methodology, structure and full content of NACE (rev. 1.1) classification please consult EUROSTAT at: http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_CLS_DLD&StrNom=NACE_1_1&StrLanguageCode=EN&StrLayoutCode=HIERARCHIC .
Small and Medium-Sized Enterprises (SMEs)	SMEs are micro, small and medium-sized enterprises within the meaning of Recommendation 2003/361/EC in the version of 6 May 2003. The full definition and a guidance booklet can be found at http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm To find out if your organisation corresponds to the definition of an SME you can use the on-line tool at http://ec.europa.eu/research/sme-techweb/index_en.cfm
Dependencies with (an) other participant(s)	Two participants (legal entities) are dependent on each other where there is a controlling relationship between them: • A legal entity is under the same direct or indirect control as another legal entity (**SG**); or • A legal entity directly or indirectly controls another legal entity (CLS); or • A legal entity is directly or indirectly controlled by another legal entity (CLB). ***Control:*** Legal entity A controls legal entity B if: • A, directly or indirectly, holds more than 50% of the nominal value of the issued share capital or a majority of the voting rights of the shareholders or associates of B, or • A, directly or indirectly, holds in fact or in law the decision-making powers in B. The following relationships between legal entities shall not in themselves be deemed to constitute controlling relationships: (a) the same public investment corporation, institutional investor or venture-capital company has a direct or indirect holding of more than 50 % of the nominal value of the issued share capital or a majority of voting rights of the shareholders or associates; (b) the legal entities concerned are owned or supervised by the same public body.
Character of dependence	According to the explanation above mentioned, please insert the appropriate abbreviation according to the list below to characterise the relation between your organisation and the other participant(s) you are related with: SG: Same group: if your organisation and the other participant are controlled by the same third party; CLS: Controls: if your organisation controls the other participant; CLB: Controlled by: if your organisation is controlled by the other participant.
Contact point	It is the main scientist or team leader in charge of the proposal for the participant. For participant number 1 (the coordinator), this will be the person the Commission will contact concerning this proposal (e.g. for additional information, invitation to hearings, sending of evaluation results, convocation to negotiations).
Title	Please choose one of the following: Prof., Dr., Mr., Mrs, Ms.
Sex	This information is required for statistical and mailing purposes. Indicate F or M as appropriate.
Phone and fax numbers	Please insert the full numbers including country and city/area code. Example +32-2-2991111.

Section A4 – Requested Fellows (ITN):	
Early-Stage Researchers	*Early-Stage Researchers* must be, at the time of recruitment by the host organisation, in the first four years (full-time equivalent) of their research careers and have not yet been awarded a doctoral degree. This is measured from the date when they obtained the degree which would formally entitle them 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, irrespective of whether or not a doctorate is envisaged. Their training within a network may range from 3 months to 3 years.
Experienced Researchers	*Experienced researchers* must, at the time of recruitment by the host organisation, be in possession of a doctoral degree, **or** have at least four years of full-time equivalent research experience. Experienced researchers must also, at the time of recruitment, have less than five years of full-time equivalent research experience. In both cases, they should have less than 5 years of full-time equivalent research experience. This is measured from the date when they obtained the degree which formally entitles them 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, irrespective of whether or not a doctorate was envisaged. Their training within a network may range from 3 months to 2 years.
Fellow/Person months	Provide total number of fellow months and the corresponding total number of researchers for each recruitment category and for each beneficiary.

Section A5 – Information on Associated Partners (Full network partners do not fill in this form):	
Associated Partner Number	The number allocated to the participant for this proposal.
Associated Partner Legal Name	**For a Public Law Body,** it is the name under which your organisation is registered in the Resolution text, Law, Decree/Decision establishing the Public Entity, or in any other document established at the constitution of the Public Law Body; **For a Private Law Body,** it is the name under which your organisation is registered in the national Official Journal (or equivalent) or in the national company register. **For a natural person**, it is for e.g. Mr Adam JOHNSON, Mrs Anna KUZARA, and Ms Alicia DUPONT
Associated Partner Short Name	Choose an abbreviation of your Organisation Legal Name, only for use in this proposal and in all relating documents. This short name should not be more than 20 characters exclusive of special characters (./;…), for e.g. CNRS and not C.N.R.S. It should be preferably the one as commonly used, for e.g. IBM and not Int.Bus.Mac.
Country of Associated Partner	For Public and Private Law Bodies, it is the country of the entity's Head Office. For Natural Persons it is the Official Address country.
Status of Associated Partner	For ITN purpose: Public or Private
SME? (Yes / No)	SMEs are micro, small and medium-sized enterprises within the meaning of Recommendation 2003/361/EC in the version of 6 May 2003. The full definition and a guidance booklet can be found at http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm To find out if your organisation corresponds to the definition of an SME you can use the on-line tool at http://ec.europa.eu/research/sme-techweb/index_en.cfm
Role of Associated Partner	Please tick appropriate box based on the role of the organization in the project

Proposal Submission Forms

Research Executive Agency

7th Framework Programme on Research, Technological Development and Demonstration

Marie Curie Actions
Initial Training Networks (ITN)

A1

Proposal Number		*Proposal Acronym*	
GENERAL INFORMATION ON THE PROPOSAL			
Proposal Title			
Marie Curie action-code		*Scientific Panel*	
Total duration in months		*Call identifier*	
Keywords (up to 200 characters)			
Abstract (up to 2000 characters)			
Has a similar proposal been submitted to a Marie Curie Action under this or previous RTD Framework Programmes? **YES/NO**			
If yes:			
Programme name(s) and year	*Proposal number(s)*		
Does this proposal include any of the sensitive ethical issues detailed in the Research Ethical Issues table of Part B? **YES/NO**			

Proposal Submission Forms

Research Executive Agency 7th Framework Programme on Research, Technological Development and Demonstration	Marie Curie Actions **Initial Training Networks (ITN)**	**A2**

Proposal Nr		*Proposal Acronym*		*Participant Nr*	

INFORMATION ON ORGANISATIONS

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

Administrative data

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

Status of your organisation

Certain types of organisations benefit from special conditions under the FP7 participation rules. The Commission also collects data for statistical purposes.
The guidance notes will help you complete this section.
Please 'tick' the relevant box(es) if your organisation falls into one or more of the following categories.

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

1. Is your number of employees smaller than 250? *(full time equivalent)*	**[yes/no]**
2. Is your annual turnover smaller than € 50 million?	**[yes/no]**
3. Is your annual balance sheet total smaller than € 43 million?	**[yes/no]**
4. Are you an autonomous legal entity?	**[yes/no]**
You are **not an SME** if your answer to question 1 is "NO" and/or your answer to both questions 2 and 3 is "NO". In all other cases, you might conform to the Commission's definition of an SME. **Please check** the additional conditions given in Annex X.	
Following this check, do you conform to the Commission's definition of an SME?	**[yes/no]**

Proposal Submission Forms

Research Executive Agency

7th Framework Programme on Research, Technological Development and Demonstration

Marie Curie Actions
Initial Training Networks (ITN)

A2

Dependencies with (an)other participant(s)

Are there **dependencies** between your organisation and (an)other participant(s) in this proposal? ***(Yes or No)***					
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

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

Participant Number	***Initial Training 0-5 years***			
	Early-Stage Researchers		***Experienced Researchers***	
	Fellow Months	***Number of researchers***	***Fellow Months***	***Number of researchers***
(Sub-)total				

Page …/…

Proposal Submission Forms

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

Marie Curie Actions
Initial Training Networks (ITN)

A5

Information on Associated Partners

Associated Partner Number	Associated Partner Legal Name	Associated Partner Short Name	Country of Associated Partner	Status of Associated Partner	SME? (Yes / No)	Role of Associated Partner			
						Performing research	Providing training	Hosting secondments	Other
						x	x		

Annex 4:

INSTRUCTIONS FOR DRAFTING "PART B" OF THE PROPOSAL FOR MARIE CURIE INITIAL TRAINING NETWORKS

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

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

General information

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

For practical reasons, you are invited to structure your proposal according to the headings indicated in the table of contents.

Please note that this call will be a single-stage proposal submission and evaluation procedure. The template for the submission can be downloaded from the EPSS.

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

- **S&T Quality - 8 pages,**
- **Training - 10 pages,**
- **Implementation - 8 pages,**
- **Impact - 4 pages**

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

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

The **minimum font size** allowed is **11** points. The page size is A4, and all **margins** (top, bottom, left, right) should be at least **15 mm** (not including any footers or headers).[1]
Ensure that the font type chosen leads to clearly readable text (eg. 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).

[1] Literature should be listed in footnote, font size 8 or 9.

Please make sure that:

- you use the right template to prepare your proposal;
- Part B of your proposal carries the proposal acronym as a header to each page and that all pages are numbered in a single series on the footer of the page to prevent errors during handling. It is recommended that the numbering format “Part B - Page X of Y” is used.

Associated partners must include a **letter of commitment** in the proposal to ensure their real and active participation in the proposed network. The experts will be instructed to disregard the contribution of any associated partners for which no such evidence of commitment is submitted.

Please ensure that your proposal is complete, including the set of forms requested for **Part A** as well as a free text **Part B**. **The final version of Part B must include the letters of commitment from associated partners (where applicable).**

For the proposal Part B you must use exclusively PDF (“portable document format”, compatible with Adobe version 3 or higher, with embedded fonts). Other file formats will not be accepted by the system. Letters of commitment must be included in the PDF file (and not attached in a separate PDF file or as an embedded file, which makes them invisible).

Incomplete proposals are not eligible and will not be evaluated.

STARTPAGE

PEOPLE
MARIE CURIE ACTIONS

Marie Curie Initial Training Networks (ITN)
Call: FP7-PEOPLE-2011-ITN

PART B

"PROPOSAL ACRONYM"

Table of Contents

To draft PART B of the proposal applicants should take into account the following structure. If required for the description of the project, applicants may wish to add further sub-headings.

Proposal page limit: Applicants must ensure that sections B.2-B.5 do not exceed the given page limits.

PART B

Practical Information:

- *PART B **proposal page limits:** A **maximum length** is specified for B.2 – B.5 sections of Part B:*
    - *S&T Quality - 8 pages,*
    - *Training – 10 pages,*
    - *Implementation – 8 pages,*
    - *Impact – 4 pages*

  You must keep your proposal within these limits.
  Applicants must ensure that proposals conform to the layout given in this Guide for Applicants, and in the proposal part B template available through the EPSS.
- *The Part B must be submitted as a PDF file. File formats other than PDF will not be accepted by the system. Annexes such as letters of intent/support should be included directly in the Part B and immediately visible. They should not be embedded as intra-PDF files and therefore not directly visible.*
- *Proposals are evaluated against **four criteria**, these being "**S&T Quality**" (30%), "**Training**" (30%), **"Implementation"** (20%) and **"Impact"** (20%). The weight of each of the criteria is shown in the brackets.*
- *Please make sure that the **free text** used to describe the proposed project takes into account the issues covered by the 4 evaluation criteria.*
- *In addition, applicants are requested to provide information on ethical aspects (where relevant) and information on participation in previous projects under the Marie Curie actions.*

B.1 LIST OF PARTICIPANTS

Please provide an overview of the consortium composition by giving details of the legal entity, the department carrying out the work and the person-in-charge of the project.

In addition, partners contributing to the research training programme – without being formally part of the consortium (associated partners) – should be named.

Partnership	**For Private sector participants, please tick**	**Country**	**Legal Entity Name**	**Department/Division/** **Laboratory**	**Scientist-in-charge**
	✓				
Full Network Participants (beneficiaries)					
-					
-					
-					
Associated Partners					

-					
-					

START PAGE COUNT

B.2 S&T QUALITY (maximum 8 pages)

In assessing the proposal, experts will be asked to review this criterion on the following basis (see People Work programme Annex 2, table 2.1).

- S&T objectives of the research programme, including in terms of inter/multi-disciplinary, intersectoral and/ or newly emerging supra-disciplinary fields.
- Scientific quality of the research programme.
- Appropriateness of research methodology and approach.
- Originality and innovative aspect of the research programme. Knowledge of the state-of-the-art. Where appropriate, plans for exploitation of results.
- Contribution of the private sector and, where relevant, other socio-economic actors in the research programme

Explanatory note:
Please provide an introduction to the proposal, describing its main objectives and how they will be achieved.

The scientific part of the proposal should allow experts to assess the quality of **the proposed scientific and technological area**, including interdisciplinary and inter-sector aspects (where relevant for the research area) taking into account the foreseen **participation of private sector**.

Please provide a detailed description of the research topics and of the **research sub-programmes** to be implemented by the network teams, highlighting planned research collaborations. Indicate how the individual projects of the recruited researchers will be integrated into the overall research training collaboration.

Explain the key elements of the **research methodologies** that will be followed, taking into consideration ethical and other relevant issues, where appropriate. If necessary, describe how complementary methods will be integrated.

The text should contain information on the current **state of the art** and the **objectives** of the research programme. It should describe how the synergies/complementarities between the teams will be exploited to create an innovative research environment in the chosen field. Describe the plans for exploitation of results if applicable.

Describe how the private sector participant(s) and, where relevant, other socio-economic actors contribute to the research programme.

If relevant, and more specifically for mono-site proposals, **the role of associated partners** (which are not formally partners of the consortium) and their active contribution to the research activities should also be described.

B. 3 TRAINING (maximum 10 pages)

In assessing the proposal, experts will be asked to review this criterion on the following basis (see People Work programme Annex 2, table 2.1).

- Quality of the training programme. Consistency with the research programme. Contribution and relevance to the training programme of the private sector and, where appropriate, of other socio-economic actors. Complementary skills offered: Management, Communication, IPR, Ethics, Grant writing, Commercial exploitation of results, Research policy, Entrepreneurship, etc.
- Importance and timeliness of the training needs (e.g. multidisciplinary, intersectoral, and newly emerging supra-disciplinary fields)
- Appropriateness of the size of the requested training programme with respect to the capacity of the host
- Meaningful exposure of each researcher to another sector, in particular through secondments.
- For multi-site proposals: Adequate combination of local specialist training with network-wide training activities. For mono-site proposals: Adequate exploitation of the international network of the participants, including the private sector, for the training programme.

Explanatory note:

The description of the training programme should allow for assessing the need for research training in the chosen scientific area as well as the quality of the proposed training measures with regard to the targeted researchers.

Please provide a **description of the proposed training programme**, including:

- Content (overview of the various training elements, including training in scientific and complementary skills; articulation of the individual research projects within the overall proposed training programme);
- Structure (local versus network-wide training activities);
- Role and foreseen contribution of participants from within and outside the network to the training programme.
- Role of the private sector in the training programme
- Role of the supervisory board in the definition of the skills requirements

The proposal should clearly show how the network's potential will be exploited for the benefit of the researchers over and above that which could be provided in a narrow, national context.

Mono-site applications must clearly demonstrate how an international network of **associated training partners including the private sector** will be concretely involved in the training programme.

Specify the number of early-stage and experienced researchers (including visiting researchers) to be recruited in terms of **person-months** as well as the breakdown of this number by participant (see model table below). Indicate the length of the appointments for early-stage and/or experienced researchers.
The information provided in this table of part B must be identical with that given in Part A4 of the proposal submission forms.

It is important that a sound justification is provided for the **proposed balance of early-stage versus experienced researchers** *(see section 2.4.3.of this guide)* and that the **role of the visiting researchers** is well defined, where relevant.

	Initial Training 0-+5 years			
Participant No	Early-stage researchers		Experienced researchers	
	Fellow Months	Number of Researchers	Fellow Months	Number of Researchers
1				
2				
(Sub-) Total				

B.4 IMPLEMENTATION (maximum 8 pages)

In assessing the proposal, experts will be asked to review this criterion on the following basis (see People Work Programme Annex 2, table 2.1).

- Capacities (expertise / human resources/ facilities / infrastructures/private sector involvement) to achieve the research training programme and access of fellows to these resources. Adequacy of task distribution and schedule.
- Adequate exploitation of complementarities and synergies among partners in terms of research and training, including well targeted secondments to the private sector and to other socio-economic actors where relevant.
- Private sector involvement at the highest possible level appropriate to the research topic, and sufficient evidence of commitment.
- How essential is non-ICPC Third Country participation, if any, to the objectives of the research training programme?
- Networking and dissemination of best practice among partners. Clarity of the plan for organising training events (workshops, conferences, training courses).
- Appropriateness of the plans for the overall management of the training programme (demarcation of responsibilities, rules for decision making, composition of supervisory board including involvement of the private sector); also working conditions, transparency of recruitment process and career development *

Explanatory note:
* Sub-criteria to be evaluated in the light of the principles of the 'European Charter for Researchers' and the 'Code of Conduct for the Recruitment of Researchers'.

Please describe in a specific section **the capacities of each host institution** (both full network members and associated partners, if any) in terms of research expertise, human resources, facilities and infrastructure to demonstrate that each network team has sufficient resources to host and/or offer a suitable environment for training and transfer of knowledge to recruited early-stage and experienced researchers (half a page maximum by participant).Each team should supply information on the **key scientific staff** who will be involved in the research and training, their individual expertise and the foreseen extent of involvement (in percentage of full time employment).

List ONLY the three most significant recent publications for each of the teams in the network.

List of Participants:

Partner 1: Lead scientist, webpage, 3 recent scientific publications

Partner 2: Lead scientist, webpage, 3 recent scientific publications

Partner x: Lead scientist, webpage, 3 recent scientific publications

For further description of Capacities of Host use part B.7 (page 77).

On top of this specific section on capacities of participants, provide an **overview of the work** plan showing work packages (see table B4.1a below), foreseen deliverables (see table B4.1b below), task distribution, milestones (see table B4.1c below), and schedule. The schedule should be in terms of number of months elapsed from the start of the network programme.

Describe clearly the **level and nature of private sector participation** in the network (see section 2.4 of this guide). Ensure that the private sector involvement is at the highest possible level in function of the training programme and the research discipline (note that socio-economic actors cannot substitute any participant from the private sector).

Provide clear **evidence of the commitment of associated partners** to be involved (a letter included within the PDF file of part B, section B8).

Describe in practical terms, how the teams complement each other and how **possible synergies** will be exploited to benefit the research training programme. Where relevant, highlight the involvement of **participants from different sectors** (academia, private sector, others) and provide details on the nature of the collaborations.

If one or more of the network teams is based in a **third country** which is not an ICPC or in an **international organisation**, special care must be taken in the proposal to explain why the involvement of this team is essential to the success of the research training programme, since only in exceptional cases will these organisations receive EU funding.

Describe the **organisation and management structure** of the network and the techniques to be used to co-ordinate its activities as well as the methods foreseen to ensure good **communication** between the research teams and **monitoring** progress.

Outline the **financial management strategy** of the network. Any relevant project management experience of the participants should be described (such as previous and current involvement in projects under the Marie Curie Actions).

Describe the composition and function of the **supervisory board**.

The proposal should contain information on the **recruitment strategy** to meet the request for competitive international recruitment and to promote equal opportunities, including information on conditions of employment. Explain how you intend to act in line with the principles of the European Charter for Researchers and the Code of Conduct for their recruitment. Describe how you intend to ensure that gender balance is also addressed at the level of decision-making when implementing the project.

Outline the practical steps the network would take to ensure effective **dissemination of the results** of the joint research training programme, both during the project duration and after completion of the grant agreement.

Where appropriate, describe the approach to be taken regarding any **intellectual property** that may arise from the research activities of the network.

Optional templates for Section B4:

Table B4.1a Work package list

Work package No[1]	Work package title	Type of activity[2] (e.g: research, training, dissemination, etc.)	Lead beneficiary No[3]	Lead beneficiary short name	Person-months[4] (only ESR, ER)	Start month[5]	End month
		TOTAL					

---

1 Work package number: WP 1 – WP n.
2 Please indicate <u>one</u> activity per work package:
3 Number of the participant leading the work in this work package.
4 The total number of person-months allocated to each work package.
5 Measured in months from the project start date (month 1).

Table B4.1b Deliverables List

Del. no. [1]	Deliverable Title	WP no.	Person months (ESR/ER)	Nature[2]	Dissemination level [3]	Delivery date[4]

Table B4.1c List of milestones

Milestones are control points where decisions are needed with regard to the next stage of the project. For example, a milestone may occur when a major result has been achieved, if its successful attainment is required for the next phase of work. Another example would be a point when the consortium must decide which of several technologies to adopt for the next phase of the project.

Milestone number	Milestone name	Work package(s) involved	Lead beneficiary	Expected date [5]	Comments[6]

B.5 IMPACT (maximum 4 pages)

In assessing the proposal, experts will be asked to review this criterion on the following basis (see People Work Programme Annex 2, table 2.1). Be aware that this section is very important because of the policy implications (Impact is the second criteria in case of ex-aequo proposals).

- Contribution of the proposed training programme to: * structure training at doctoral level with the acquisition of key skills needed in both the public and private sectors; improve

[1] Deliverable numbers in order of delivery dates. Please use the numbering convention <WP number>.<number of deliverable within that WP>. For example, deliverable 4.2 would be the second deliverable from work package 4.

[2] Please indicate the nature of the deliverable using one of the following codes:
R = Report, **P** = Publication, **E** = Events, **O** = Other

[3] Please indicate the dissemination level using one of the following codes:
PU = Public
RE = Restricted to a group specified by the consortium (including the Commission Services).
CO = Confidential, only for members of the consortium (including the Commission Services).

[4] Measured in months from the project start date (month 1).

[5] Measured in months from the project start date (month 1).

[6] Show how you will confirm that the milestone has been attained. Refer to indicators if appropriate. For example: a laboratory prototype completed and running flawlessly; software released and validated by a user group; field survey complete and data quality validated.

career prospects and employability of researchers, including ERs where appropriate; stimulate creativity and entrepreneurial mindset of researchers at doctoral level.

- Contribution of the training programme to the policy objective of structuring the initial research training capacity at the European level (through establishing longer term collaborations and /or lasting structured training programmes between the partners' organisations).
- The contribution of the training programme towards the policy objective of enhancing public-private sector collaborations in terms of research training.
- Where appropriate, mutual recognition by all partners of the training acquired, including training periods in the private sector.
- Impact of the proposed outreach activities.*

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

Explanatory note:

The chapter outlining the impact of the project shall allow experts to assess the **immediate and longer term benefits** of the proposed research training programme **at the level of the individual** (early-stage and experienced) **researchers.** Please specify how the training programme is expected to enhance the researchers' capacity to progress in research, their capabilities to work and/or communicate across disciplines and public and private sectors and develop towards an independent research career.

Describe how the proposed programme addresses the policy objective of structuring initial research training capacity at the European level and between **the participating institutions.** The proposal should provide information on the benefits of the research training collaboration for the institutions involved. More specifically, it should outline how the proposed programme will foster existing and/or create new collaborations in the chosen area of research training.

The proposal should provide information on the benefits of the project **to enhance the collaboration between the public and private sector** and in terms of addressing the training needs of new researchers.
Highlight novel opportunities for scientific and training collaborations between the participating institutions (e.g. between academia and private sector). This could include, for example, formalising agreements of mutual recognition of training modules by all partners including the private sector.

In order to promote communication between the scientific community and the general public and increase awareness of science, various outreach activities should be outlined in this section. For the planned outreach activities (such as articles in non-specialised press, public talks, workshops for teachers/students, science fairs, etc), their expected impact should be explained in the proposal.

STOP PAGE COUNT – MAX 30 PAGES

B.6 ETHICS ISSUES

Describe any ethical issues that may arise in the proposal. In particular, you should explain the benefit and burden of the experiments and the effects it may have on the research subject. All countries where research will be undertaken should be identified. You should be aware of the legal framework that is applicable and the possible specific conditions that are relevant in each country (EU and non-EU countries alike).

The following special issues should be taken into account:

Informed consent: When describing issues relating to informed consent, it will be necessary to illustrate an appropriate level of ethical sensitivity, and consider issues of insurance, incidental findings and the consequences of leaving the study.

Clinical Trials: Approvals from national competent authorities are required.

Data protection issues: Avoid the unnecessary collection and use of personal data. Identify the source of the data, describing whether it is collected as part of the research or is previously collected data being used. Consider issues of informed consent for any data being used. Describe how personal identity of the data is protected. Data protection issues require authorization from the national data protection authorities.

Use of animals: Where animals are used in research the application of the 3Rs (Replace, Reduce, Refine) must be convincingly addressed. Numbers of animals should be specified. Describe what happens to the animals after the research experiments. The use of animals requires permits and/or authorizations from the national competent authorities.

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

- the applicants should demonstrate that the project serves important research aims to advance scientific knowledge in basic research or to increase medical knowledge for the development of diagnostic, preventive or therapeutic methods to be applied to humans.
- **the necessity to use hESC in order to achieve the scientific objectives set forth in the proposal. In particular, applicants must document that appropriate validated alternatives (in particular, stem cells from other sources or origins) are not suitable and/or available to achieve the expected goals of the proposal. This latter provision does not apply to research comparing hESC with other human stem cells**.
- the applicants should take into account the legislation, regulations, ethical rules and/or codes of conduct in place in the country(ies) where the research using hESC is to take place, including the procedures for obtaining informed consent.
- the applicants should ensure that all hESC lines to be used in the project were derived from embryos.
  - of which the donor(')s(') express, written and informed consent was provided freely, in accordance with national legislation prior to the procurement of the cells;
  - that result from medically-assisted in vitro fertilisation designed to induce pregnancy, and were no longer to be used for that purpose;
  - of which the measures to protect personal data and privacy of donor(s), including genetic data, are in place during the procurement and for any use thereafter. Researchers must accordingly present all data in such a way as to ensure donor anonymity;
  - of which the conditions of donation are adequate, and namely that no pressure was put on the donor(s) at any stage, that no financial inducement was offered

for donation for research at any stage and that the infertility treatment and research activities were kept appropriately separate.

Include the Ethics issues table below. If you indicate YES to any issue, please identify the pages in the proposal where this ethics issue is described. Answering 'YES' to some of these boxes does not automatically lead to an ethics review. It enables the independent experts to decide if an ethics review is required. If you are sure that none of the issues apply to your proposal, simply tick the YES box in the last row.

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

Note:
Only in exceptional cases will additional information be sought for clarification, which means that any ethics review will be performed solely on the basis of the information available in the proposal. Projects raising specific ethics issues such as research intervention on human beings[1]; research on human embryos and human embryonic stem cells and non-human primates are automatically submitted for ethics review.

To ensure compliance with ethical principles, the REA or Commission Services will undertake ethics audit(s) of selected projects at their discretion. A dedicated website that aims to provide clear, helpful information on ethical issues is now available at: http://cordis.europa.eu/fp7/ethics_en.html The site includes guidance documents on privacy and data protection, developing countries, informed consent procedures etc.

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

ETHICS ISSUES TABLE

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

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

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

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

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

	Research Involving ICPC Countries[1]	YES	Page

2 In accordance with Article 12(1) of the Rules for Participation in FP7, ‘International Cooperation Partner Country (ICPC) means a third country which the Commission classifies as a low-income (L), lower-middle-income (LM) or upper-middle-income (UM) country. The list of countries is given in annex 1 of the work programme. Countries associated to the 7th Framework Programme do not qualify as ICP Countries and therefore do not appear in this list.

	Is the proposed research (or parts of it) going to take place in one or more of the ICP Countries?		
	Is any material used in the research (e.g. personal data, animal and/or human tissue samples, genetic material, live animals, etc): a) Collected in any of the ICP countries?		
	b) Exported to any other country (including ICPC and EU Member States)?		
	I CONFIRM THAT NONE OF THE ABOVE ISSUES APPLY TO MY PROPOSAL		

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

B.7 TABLE CAPACITIES OF THE HOST

(1 table per partner – maximum half a page /table)

Full Partner X	
General description	
Role	
Key competences and facilities	
Key persons	
Previous training programs and research	

Associated Partner Y	
General description	
Role	
Key competences and facilities	
Key persons	
Previous training programs and research	

ENDPAGE

PEOPLE
MARIE CURIE ACTIONS

Marie Curie Initial Training Networks (ITN)
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PART B

"PROPOSAL ACRONYM"