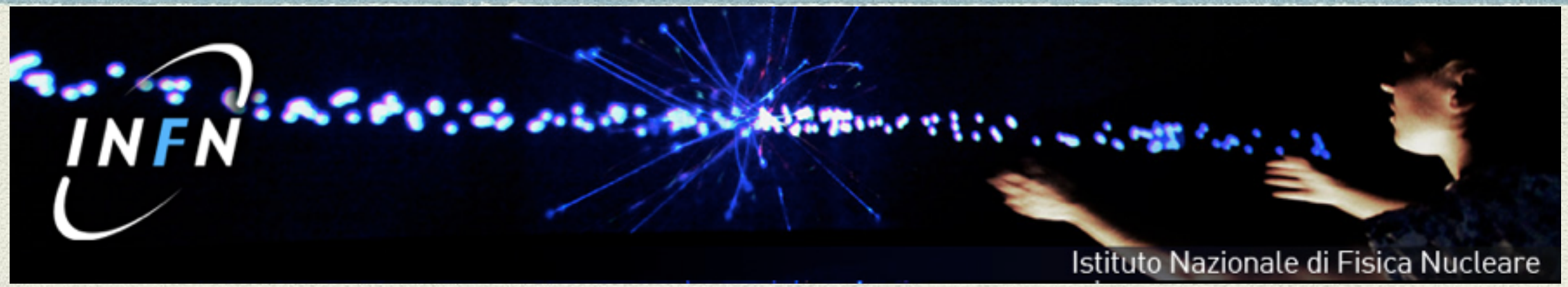

Management and knowledge of European research model and promotion of research results

Le azioni Marie Sklodowska Curie Individuali in H2020: Preparazione della proposta

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Workshop sulle MSCA-IF, 19-20 Maggio 2016, Bologna

Before looking at the proposal template…

Keep in mind IF award criteria

scheme of evaluation criteria mirrors structure of proposal outline; deliberately indicate how each criterion is approached, draw on same terminology to do so.

IF: Marie Skłodowska-Curie Individual Fellowships		
Excellence	**Impact**	**Quality and efficiency of the implementation**
Quality and credibility of the research/innovation project; level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects	**Enhancing the potential and future career prospects of the researcher**	Coherence and effectiveness of **the work plan**
Quality and appropriateness of the training and of the two way **transfer of knowledge** between the researcher and the host	Quality of the proposed measures to exploit and **disseminate** the project results	Appropriateness of the allocation of **tasks and resources**
Quality of the supervision and of the integration in the team/institution	Quality of the proposed measures to **communicate** the project activities to different target audiences	Appropriateness of the **management structure and procedures**, including risk management
Capacity of the researcher to reach or re-enforce a position of professional maturity/independence		Appropriateness of the **institutional environment** (infrastructure)
50%	**30%**	**20%**
Weighting		
1	**2**	**3**
Priority in case of *ex aequo*		

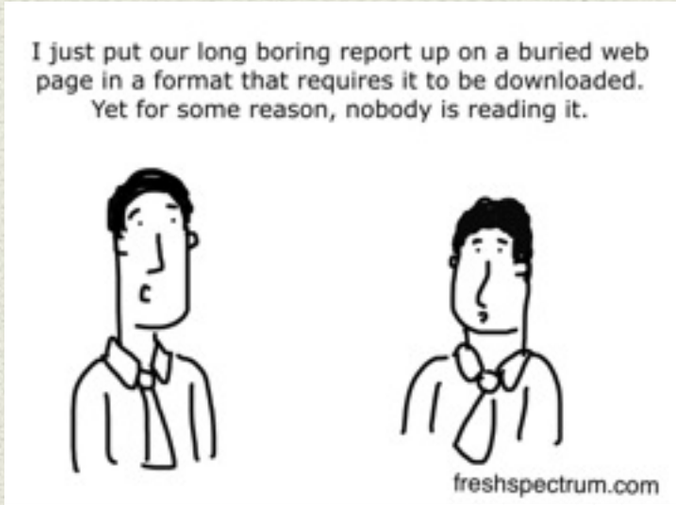
Dissemination and Communication

Be careful: don't mess up with the meanings of the 2 terms!

Dissemination is the public disclosure of the results by any appropriate means (other than resulting from protecting or exploiting the results), including by scientific publications in any medium.
Mainly aimed at peers, usually other researchers working in the area of the proposed project.

Communication is the promotion of the action and its results, by providing targeted information to multiple audiences (including the media and the public) in a strategic and effective manner.
Aimed at non specialists, including stakeholders whose interest is in potential application of the results.

http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/h2020-guide-comm_en.pdf



General tips and trick

- Read **carefully** the official documentation: WP, guide for applicant (http://ec.europa.eu/research/participants/data/ref/h2020/other/guides_for_applicants/h2020-guide-appl-msca-if_en.pdf), template
  - understand MSCA IF rationale, evaluation criteria and build your proposal around them
- **Mandatory** use of the template provided on the Participants Portal
- **Understand MSCA IF rationale**, evaluation criteria and build your proposal around them: IF deal with the mobility of researchers and are supposed to have a **training effect** and/or an **impact on the transfer of knowledge**. **A MSCA is not a mere research project!** Keep this in mind when setting up the project.
- Search for the most suitable Host Institution for your project.
  - Get in contact with researchers, team leaders, principal investigators to find out who fits in and with whom you would like to collaborate.
  - The project **should be a self-contained project**, not just a follow-up of a former project or a copy-paste of!

General tips and trick

- Set your project up in close collaboration with your future supervisor/ partners
- You need to **address all of the award criteria** (Keep the award criteria scheme and the self-**evaluation checklist** * by you while writing your proposal to ensure you cover each point fully)
  - if you do not address (sufficiently) the issues raised by the evaluation criteria, you may not obtain any mark in that criteria
- Do not rely solely on former projects you might get your hand on. Structure, award criteria, page limits etc. might change from year to year.
- Expected impact: study the impact requirements extremely carefully check that your proposed project satisfy **all** the impact requirements of the topic.

* self-evaluation form : http://ec.europa.eu/research/participants/data/ref/h2020/call_ptef/ef/2016-2017/h2020-call-ef-msca-if-2016-17_en.pdf

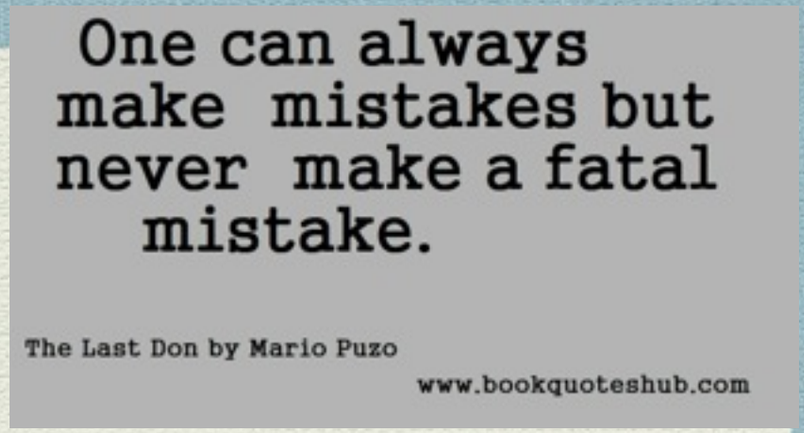
General tips and trick

- Be emphatic with the reviewers
- Evaluators would like to have: **minimum effort** (easy to read, follow and assess against the criteria) and **maximum accuracy** (easy to provide feedback)
- Facts and external references supporting your statement instead of opinions
- **Be concise**: Avoid open / empty statements. **Go to the point** and <u>provide 'just enough' details</u> needed to cover what is requested and needed for the reader to understand
- Template is repetitive: Be repetitive (or refer to the place where you elaborate on the topic)

General tips and trick

- You can slightly influence the type of evaluator will read your proposal:
  - **Choose the right evaluation panel** (if you apply for EF-ST or GF): if you do not clearly belong to one, choose the one (you think) can best appreciate your CV and your project
  - Conservative when choosing **specific keywords** or too specific abstract
  - <u>Avoid open/ambiguous terms</u>
  - Evaluator are chosen matching keywords (and abstract) of your proposal and the keywords they used to define themselves (field of expertise)
    - Check the public list of evaluators of the previous year. Think of 3-4 persons who would be the excellent evaluators for your proposal: What keywords do they use to define themselves?

These mistakes can be fatal



- ✦No respect for instructions.
- ✦Lack of understanding of the evaluation criteria
- ✦Poor analysis and description of the starting points (e.g. state of the art) and the objectives
- ✦Insufficient detail given of planned activities as evidence to convince evaluators of impact
- ✦Poor impact analysis
- ✦Small relevance of the project for the call objectives (e.g. a proposal with no planned training for the ER has small relevance for a MSCA IF)
- ✦Text of different parts of your proposal is not consistent: evaluator get confused!

Writing your proposal

IF Template - Part B

In drafting PART B of the proposal, applicants <u>must follow</u> the structure outlined below.

<u>DOCUMENT 1 (13-PAGE LIMIT APPLIED)</u>

START PAGE (1 page)

LIST OF PARTICIPATING ORGANISATIONS

START PAGE COUNT (MAX 10 PAGES SECTIONS 1-3)

1. **EXCELLENCE**
2. **IMPACT**
3. **QUALITY AND EFFICIENCY OF THE IMPLEMENTATION**

STOP PAGE COUNT (MAX 10 PAGES SECTIONS 1-3)

<u>DOCUMENT 2 (NO OVERALL PAGE LIMIT APPLIED)</u>

4. **CV OF THE EXPERIENCED RESEARCHER**
5. **CAPACITIES OF THE PARTICIPATING ORGANISATIONS**
6. **ETHICAL ASPECTS**
7. **LETTER OF COMMITMENT OF PARTNER ORGANISATION (GF ONLY)**

Part A - Abstract

List of Participating Organisations

Please provide a list of all participating organisations (both beneficiaries and, where applicable, partner organisations[22]) indicating the legal entity, the department carrying out the work and the supervisor.

If a secondment in Europe is planned but the partner organisation is not yet known, as a minimum the type of organisation foreseen (academic/non-academic) must be stated.

For non-academic beneficiaries, please provide additional data as indicated in the table below.

Participating organisations	Legal Entity Short Name	Academic (tick)	Non-academic (tick)	Country	Dept./ Division / Laboratory	Supervisor	Role of Partner Organisation [23]
Beneficiary							
- NAME							
Partner Organisation							
- NAME							

Data for non-academic beneficiaries

Name	Location of research premises (city / country)	Type of R&D activities	No. of full - time employees	No. of employees in R&D	Web site	Annual turnover (approx. in Euro)	Enterprise status (Yes/No)	SME status[24] (Yes/No)

Please note that:

- Any inter-relationship between the participating organisation(s) or individuals and other entities/persons (e.g. family ties, shared premises or facilities, joint ownership, financial interest, overlapping staff or directors, etc.) **must** be declared and justified **in this part of the proposal**;
- The information in the table for non-academic beneficiaries **must be based on current data, not projections**.

Official template: Section 1

START PAGE COUNT – MAX 10 PAGES

1. Excellence[25]

1.1 Quality and credibility of the research/innovation action (level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects)

You should develop your proposal according to the following lines:

- Introduction, state-of-the-art, objectives and overview of the action
- Research methodology and approach: highlight the type of research / innovation activities proposed
- Originality and innovative aspects of the research programme: explain the contribution that the action is expected to make to advancements within the action field. Describe any novel concepts, approaches or methods that will be employed.
- The gender dimension in the research content (if relevant)
- The interdisciplinary aspects of the action (if relevant)
- Explain how the high-quality, novel research is the most likely to open up the best career possibilities for the *experienced researcher* and new collaboration opportunities for the host organisation(s).

[25] Literature should be listed in footnotes, font size 8 or 9. All literature references will count towards the page limit.

Official template: Section 1

Sec. 1.1: Quality and credibility of the research/innovation action (level of novelty, appropriate consideration of inter/multidisciplinary and gender aspect)

- ✦Clear description of the state-of-the-art of the research topic
- ✦Describe the **appropriateness** of the research proposed against the state of the art and why it is **timely** and **credible**.
- ✦Explain the contribution to science your project is expected to make, show clearly how your project adds up to the state-of-the-art within the project field: clear and specific description of the **research objectives** against the background of the state of the art, and the results hoped for
- ✦Describe the scientific, technological, socio-economic or other **reasons** for carrying out further research in the field covered by the project
- ✦Describe any **novel** concepts, approaches or methods to be employed
- ✦Highlight **interdisciplinary**/multidisciplinary and/or **inter-sectorial** aspects

Official template: Section 1

Sec. 1.1: Quality and credibility of the research/innovation action (level of novelty, appropriate consideration of inter/multidisciplinary and gender aspect)

- Does the proposal address a well formulated problem? Is it an important problem or just an interesting scientific challenge? Why is it important for future research?
- If your proposal is over-ambitious, the evaluators will find it unrealistic. If it is too modest, the evaluators will find it not ambitious enough. Are the objectives of your project achievable and feasible within the lifespan of the project? What will be achieved in the duration of the project? What is the change achieved with the project?
- The proposal must explain the idea in sufficient detail to convince the evaluator that the idea has some substance, and should explain why there is a reason to believe that it is indeed a good idea. It is not enough merely to identify wish-list of desirable goals. There must be technical substance to the proposal

Official template: Section 1

1.2 Quality and appropriateness of the training and of the two way transfer of knowledge between the researcher and the host

Describe the training that will be offered.
Outline how a two way transfer of knowledge will occur between the researcher and the host institution(s):

- Explain how the *experienced researcher* will gain new knowledge during the fellowship at the hosting organisation(s)
- Outline the previously acquired knowledge and skills that the researcher will transfer to the host organisation(s).

For Global Fellowships explain how the newly acquired skills and knowledge in the Third Country will be transferred back to the host institution in Europe (the beneficiary) during the incoming phase.

Official template: Section 1

Sec. 1.2: Quality and appropriateness of the training and the two way transfer of knowledge between the researcher and the host

- The project should be shaped in order to develop and widen the competences of the applicant significantly, in particular in terms of multi- or interdisciplinary expertise, inter-sectoral experience and/or complementary skills. Such training activities might include training-through-research under supervision by means of an individual personalised project
- Clear and specific description of the **training/transfer of knowledge objectives** aimed to diversify the applicant's competence in terms of skill acquisition and to reach a realistic and well-defined objective in terms of career advancement (e.g. strengthening or attaining a leading independent position, or resuming a research career after a break), interdisciplinary/multidisciplinary and/or inter-sectorial aspects
- For GF explain how the newly acquired skills and knowledge in the Third Country will be transferred back to the host institution in Europe during the incoming phase

Typical Training Activities

Typical **training activities** in IF may include:

- Primarily, *training-through-research* by the means of an individual personalised project, under the guidance of the supervisor and other members of the research staff[12] of the host organisation(s);
- Hands-on training activities for developing scientific (new techniques, instruments, research integrity, 'big data'/'open science') and transferable skills (entrepreneurship, proposal preparation to request funding, patent applications, management of IPR, project management, task coordination, supervising and monitoring, take up and exploitation of research results);
- Intersectoral or interdisciplinary transfer of knowledge (e.g. through secondments);
- Taking part in the research and financial management of the action;
- Organisation of scientific/training/dissemination events;
- Communication, outreach activities and horizontal skills;
- Training dedicated to gender issues.

Official template: Section 1

1.3 Quality of the supervision and of the integration in the team/institution

- Qualifications and experience of the supervisor(s)

Provide information regarding the supervisor(s): the level of experience on the research topic proposed and their track record of work, including main international collaborations, as well as the level of experience in supervising researchers. Information provided should include participation in projects, publications, patents and any other relevant results.

- Hosting arrangements[26]

The application must show that the experienced researcher will be well integrated within the team/institution in order that all parties gain the maximum knowledge and skills from the fellowship. The nature and the quality of the research group/environment as a whole should be outlined, together with the measures taken to integrate the researcher in the different areas of expertise, disciplines, and international networking opportunities that the host could offer.

For GF both phases should be described - for the outgoing phase, specify the practical arrangements in place to host a researcher coming from another country, and for the incoming phase specify the measures planned for the successful (re-)integration of the researcher.

[26] The hosting arrangements refer to the integration of the researcher to his new environment in the premises of the host. It does not refer to the infrastructure of the host as described in the Quality and efficiency of the implementation criterion.

Official template: Section 1

Sec.1.3: Quality of the supervision and of the integration in the team/institution

- The host institution **AND** the supervisor must explain their **level of expertise** to the field of research of the project and document their track record of work, including the main international collaborations, participation in projects, publications, etc…
- The host group/supervisor demonstrate its track record of previous **training achievements** especially at an advanced level within the field of research
- Measures taken by the host for providing quantitative and qualitative **mentoring/tutoring** (e.g. meeting with supervisor, strict connections with experienced personnel in host group, …)
- **Practical arrangements** in place to host a researcher coming from another country. What support will be given to help settling into host country (in terms of language teaching, help with local administration, obtaining permits, accommodation, schools, childcare, etc.)

Official template: Section 1

1.4 Capacity of the researcher to reach or re-enforce a position of professional maturity/independence

Applicants should demonstrate how the proposed research and training will contribute to the further professional development as an independent/mature researcher.

Describe **briefly** how the host will contribute to the advancement of the researcher's career.

Therefore, a complete **Career Development Plan should not be included in the proposal**, but it is part of implementing the action in line with the European Charter for Researchers.

Official template: Section 1

Sec.1.4:Capacity of the researcher to reach or re-enforce a position of professional maturity/independence

- Demonstrate that the applicant has shown during her/his career a high potential to reach or re-enforce a position of professional maturity in research, and how this will be reinforced by the new skills acquired during the fellowship
- In practice: *"...this is who I have been in the past (briefly) and therefore I can do it even better in the future through this Fellowship that will contribute to my professional development as independent/ mature researcher"*

Example of topics to be discussed in Career Development Plan

Sec.1.4:Capacity of the researcher to reach or re-enforce a position of professional maturity/independence

In application you can refer that these will be agreed upon, sketch the content:

- Brief overview of the research project
- Long-term career objectives (over 5 years)
- What further research activity or other training is needed to attain these goals
- Short-term objectives (1-2 years)
- Research results and Publications (goals and means)
- Research Skills and techniques (goals and means)
- Research management (goals and means)
- Communication skills (goals and means)
- Other professional training (course work, teaching activity) (goals and means)
- Anticipated networking opportunities (goals and means)
- Dissemination strategy (goals and means)
- Other activities (community, etc) with professional relevance (goals and means)

Official template: Section 2

2. Impact

2.1 *Enhancing the potential and future career prospects of the researcher*

Explain the expected impact of the planned research and training on the career prospects of the experienced researcher after the fellowship. Which new competences will be acquired?

Official template: Section 2

Sec.2.1: Enhancing the potential and future careers prospects of the researcher

- Demonstrate the potential **contribution of the fellowship in the medium-/long-term to career development** (or reestablishment). Describe the impact of competencies and skills acquired during the fellowship on the future career prospects of the researcher, in particular through exposure to transferable skills training, with special attention to exposure to the industry sector, where appropriate.
- Development of lasting **cooperation and collaborations** with other research groups/Countries

Official template: Section 2

Sec.2.1: Enhancing the potential and future careers prospects of the researcher

Try to answer to these questions:

- ✦What is the importance of the grant to your career? Where do you see yourself in 5 years?
- ✦What new networks will you establish (scientific and non-scientific)?
- ✦What will you benefit from the secondment?
- ✦Who else will benefit from this project and why (impact of the project)?
- ✦What kind of research results do you have, what kind of impact they will have and how will you ensure theses impacts will realise?

Official template: Section 2

2.2 *Quality of the proposed measures to exploit and disseminate the action results*

Describe how the new knowledge generated by the action will be disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised.

What is the dissemination strategy - targeted at scientists, potential users and to the wider research and innovation community - to achieve the potential impact of the action?

Please make also reference to the "Dissemination & exploitation" section of the H2020 Online Manual[27].

The following section of the European Charter for Researchers refers specifically to dissemination:

Dissemination, exploitation of results

All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialised. Senior researchers, in particular, are expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises.

Concrete planning for section 2.2 must be included in the Gantt Chart (see point 3.1).

[27] http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/dissemination-of-results_en.htm

Official template: Section 2

2.3. Quality of the proposed measures to communicate the action activities to different target audiences

Please make also reference to the guidelines *Communicating EU research and innovation guidance for project participants*[28] as well as to the "communication" section of the H2020 Online Manual[29].

Concrete planning for section 2.3 must be included in the Gantt Chart (see point 3.1).

The following section of the European Charter for Researchers refers specifically to public engagement:

Public engagement

Researchers should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology and also the public's concerns.

[28] http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/h2020-guide-comm_en.pdf

[29] http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant- management/communication_en.htm

Official template: Section 2

Sec.2.3: Quality of the proposed measures to communicate the action activities to different target audiences

- Communication initiatives directed at general public to create awareness of the importance of research to society and to raise awareness of MSCA, e.g.
  - MC Ambassador, Workshop Day, Summer-School Week: to raise scientific awareness, for school/university students.
  - Marie Curie Project Open Day: Students and the general public visit the research institutions or labs and receive a first hand experience or lectures.
  - Public talks, TV-Talks, podcasts and articles in Newspapers about the results of the project and how these results could be relevant to the general public.
  - Participation to European Researchers' Night (ERN).

Official template: Section 2

Sec.2.3: Quality of the proposed measures to communicate the action activities to different target audiences

- e-Newsletters: MC fellows develop a web-based document to be released on the internet for the attention of the public at large (e.g. Wikipedia).
- Multimedia releases: MC fellows make video-clips to be released on the internet, in spaces open to the public at large.

Official guideline for outreach and communication activities in the MSCA under H2020
http://ec.europa.eu/research/mariecurieactions/documents/documentation/publications/outreach_activities_en.pdf
includes list of possible activities: USEFUL TO GET SOME 'GOOD' IDEA

Official template: Section 3

3. Quality and Efficiency of the Implementation

3.1 Coherence and effectiveness of the work plan

The proposal should be designed in such a way to achieve the desired impact. A Gantt Chart should be included in the text listing the following:

- Work Packages titles (for EF there should be at least 1 WP);
- List of major deliverables, if applicable;[30]
- List of major milestones, if applicable;[31]
- Secondments, if applicable.

The schedule should be in terms of number of months elapsed from the start of the action.

[30] A deliverable is a distinct output of the action, meaningful in terms of the action's overall objectives and may be a report, a document, a technical diagram, a software, etc. Should the applicants wish to participate in the pilot on Open Research Data, the Data Management Plan should be indicated here.
Deliverable numbers ordered according to 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.

[31] Milestones are control points in the action that help to chart progress. Milestones may correspond to the completion of a key deliverable, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the action where, for example, the researcher must decide which of several technologies to adopt for further development.

Official template: Section 3

Sec. 3.1: Coherence and effectiveness of the work plan

✦Provide a detailed **work plan** including **objectives** and **milestones** to help assessing the progresses of the project (where appropriate, describe the approach to be taken regarding the intellectual property that may arise from the research project).

Official template: Section 3

3.2. Appropriateness of the allocation of tasks and resources

Describe how the work planning and the resources mobilised will ensure that the research and training objectives will be reached.

Explain why the amount of person-months is appropriate in relation to the activities proposed.

Official template: Section 3

3.3 Appropriateness of the management structure and procedures, **including risk management**

Describe the:

- Organisation and management structure, as well as the progress monitoring mechanisms put in place, to ensure that objectives are reached;
- Research and/or administrative risks that might endanger reaching the action objectives and the contingency plans to be put in place should risk occur.

Official template: Section 3

Sec. 3.3: Appropriateness of the management structures and procedures, including risk management

- ✦Provide information on how the **implementation and management** of the fellowship will be achieved and the practical arrangements that can have an impact on the feasibility of the project.
- ✦Provide a **contingency plan** to reinforce the credibility of the project.

Official template: Section 3

3.4 Appropriateness of the institutional environment (infrastructure)

The active contribution of the beneficiary to the research and training activities should be described. For GF also the role of partner organisations in Third Countries for the outgoing phase should appear.

- Give a description of the main tasks and commitments of the beneficiary and all partner organisations (if applicable).
- Describe the infrastructure, logistics, facilities offered in as far they are necessary for the good implementation of the action.

STOP PAGE COUNT – MAX 10 PAGES

Official template: Section 3

Sec. 3.4: Appropriateness of the institutional environment (infrastructure)

- ✦Specify the host institution's available infrastructures and whether these respond to the needs set by the project.
- ✦Specify the host institution's operational capacity and whether these are appropriate to the applicant's and the project's needs.
- ✦For GF also the role of partner organisations in Third Countries for the outgoing phase should appear

Official template: Gantt Chart

Example Gantt Chart

Reflecting work package, secondments, training events and dissemination / public engagement activities

																									Global Fellowship only											
Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
Work package																																				
Deliverable																																				
Milestone																																				
Secondment																																				
Conference																																				
Workshop																																				
Seminar																																				
Dissemination																																				
Public engagement																																				
Other																																				

Delete rows and columns that do not apply.

Official template: Section 4

DOCUMENT 2

4. CV of the Experienced Researcher

The CV is intrinsic to the evaluation of the whole proposal and is assessed throughout the 3 evaluation criteria by the expert evaluators.

This section should be limited to maximum 5 pages and should include **the standard academic and research record.** Any research career gaps and/or unconventional paths should be clearly explained so that this can be fairly assessed by the independent evaluators.

The *experienced researchers* must provide a list of achievements reflecting their track record, and this may include, if applicable:

1. **Publications** in **peer-reviewed scientific journals, peer-reviewed conference proceedings and/or monographs** of their respective research fields, indicating also the number of citations (excluding self-citations) they have attracted.
2. Granted **patent(s)**.
3. **Research monographs, chapters** in collective volumes and any translations thereof.
4. **Invited presentations** to peer-reviewed, internationally established conferences and/or international advanced schools.
5. **Research expeditions** that the *experienced researcher* has led.
6. **Organisation of International conferences** in the field of the researcher (membership in the steering and/or programme committee).
7. Examples **of participation in industrial innovation**.
8. **Prizes and Awards**.
9. Funding received so far
10. Supervising, mentoring activities, if applicable.

Official template: Section 5

5. Capacity of the Participating Organisations

Beneficiaries and partner organisations must complete the appropriate table below.
Complete one table (min font size: 9) of maximum one page per beneficiary and one page per partner organisation. The expert evaluators will be instructed to disregard content above this limit.

Beneficiary X	
General Description	
Role and Commitment of key persons (supervisor)	*(names, title, qualifications of the main supervisor)*
Key Research Facilities, Infrastructure and Equipment	*Demonstrate that the beneficiary has sufficient facilities and infrastructure to host and/or offer a suitable environment for training and transfer of knowledge to the recruited experienced researcher*
Independent research premises?	*Please explain the status of the beneficiary's research facilities – i.e. are they owned by the beneficiary or rented by it? Are its research premises wholly independent from other entities?*
Previous Involvement in Research and Training Programmes	*Detail any (maximum 5) relevant EU, national or international research and training actions/projects in which the beneficiary has previously participated*
Current involvement in Research and Training Programmes	*Detail the EU and/or national research and training actions in which the beneficiary is currently participating*
Relevant Publications and/or research/innovation products	*(Max 5) Only list items (co-)produced by the supervisor*

Official template: Section 6

6. Ethical Issues

Compliance with the relevant ethics provisions is essential from the beginning to the end of the action and is an integral part of research funded by the European Union within Horizon 2020.

Applicants submitting research proposals for funding within Marie Skłodowska-Curie actions in Horizon 2020 should demonstrate proactively to the REA that they are aware of and will comply with European and national legislation and fundamental ethical principles, including those reflected in the Charter of Fundamental Rights of the European Union[32] and the European Convention on Human Rights and its Supplementary Protocols[33].

Please be aware that it is the applicants' responsibility to identify any potential ethical issue, to handle the ethical aspects of the proposal and to detail how these aspects will be addressed.

The Ethics Review Procedure in Horizon 2020

All proposals above threshold and considered for funding will undergo an Ethics Review carried out by independent ethics experts. When submitting a proposal to Horizon 2020, all applicants are required to complete an "**Ethics Issues Table (EIT)**" in the Part A of the proposal. Applicants who flag ethical issues in the EIT have to also complete a more in depth **Ethics Self-Assessment in Part B**.

The ethics self-assessment will become part of the Grant Agreement and may thus lead to binding obligations that may later on be checked during ethics checks, reviews and audits.

For more details, please refer to the H2020 **"How to complete your Ethics Self- Assessment"** guide[34].

http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm

Official template: Section 7

7. Letters of Commitment (GF only)

Please use this section only for the Global Fellowships to insert **scanned copies** of the required **Letters of Commitment from the partner organisations in TC.** Minimum requirements for the letter of commitment:

- heading or stamp from the institution;
- up-to-date (i.e. issued after the call publication date, 12 April 2016);
- the text must demonstrate the will to actively participate in the proposed action and the precise role;
- signed by the legal representative.

Please note that proposals failing to comply with the above-mentioned requirements will be declared inadmissible.