



The EU Framework Programme  
for Research and Innovation

# HORIZON 2020



## Marie Skłodowska-Curie Actions Individual Fellowships (IF) - European fellowships (EF)

### Administrative forms (Part A) Research proposal (Part B)

Version 1.0  
20 May 2014

#### Disclaimer

This document is aimed at informing potential applicants for Horizon 2020 funding. It serves only as an example. The actual Web forms and templates, provided in the online proposal submission system under the Participant Portal, might differ from this example. Proposals must be prepared and submitted via the online proposal submission system under the Participant Portal.

Research and  
Innovation



Horizon 2020

Call:

Topic:

Type of Action:

Proposal Number:

Proposal Acronym:

Table of contents

Section	Title	Action
1	General information	
2	Participants & contacts	
3	Budget	
4	Ethics	
5	Call-specific questions	

#### How to fill in the forms?

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the previous steps in the submission wizard.

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## 1 - General information

Topic

Type of action MSCA-ITN-ETN

Call identifier

Acronym

Proposal title

*Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &*

Duration in months

Panel

Please select up to 5 descriptors (and at least 1) that best characterise the subject of your proposal, in descending order of relevance.

Descriptor 1

Add

Free keywords

### Abstract

Abstract content area

Remaining characters

1999

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under the 7th Framework Programme, Horizon 2020 or any other EU programme(s)?

☐ Yes ☐ No

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## Declarations

1) The applicant (future beneficiary) declares to have the explicit consent of all partner organisations (if applicable) on their participation and on the content of this proposal.	<input type="checkbox"/>
2) The information contained in this proposal is correct and complete.	<input type="checkbox"/>
3) This proposal complies with ethical principles (including the highest standards of research integrity — as set out, for instance, in the <a href="#">European Code of Conduct for Research Integrity</a> — and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct).	<input type="checkbox"/>
4) The applicant (future beneficiary) confirms:	
- to have carried out the self-check of the financial capacity of the organisation on <a href="https://ec.europa.eu/research/participants/portal4/desktop/en/organisations/lfv.html">https://ec.europa.eu/research/participants/portal4/desktop/en/organisations/lfv.html</a> . Where the result was “weak” or “insufficient”, the applicant (future beneficiary) confirms being aware of the measures that may be imposed in accordance with the H2020 Grants Manual (Chapter on Financial capacity check); or	<input type="checkbox"/>
- is exempt from the financial capacity check being a public body including international organisations, higher or secondary education establishment or a legal entity, whose viability is guaranteed by a Member State or associated country, as defined in the H2020 Grants Manual (Chapter on Financial capacity check); or	<input type="checkbox"/>
- as sole participant in the proposal is exempt from the financial capacity check.	<input type="checkbox"/>
5) The applicant (future beneficiary) hereby declares:	
- it is fully eligible in accordance with the criteria set out in the specific call for proposals; and	<input type="checkbox"/>
- it has the financial and operational capacity to carry out the proposed action.	<input type="checkbox"/>
The applicant (future beneficiary) is only responsible for the correctness of the information relating to his/her own organisation. Where the proposal to be retained for EU funding, the applicant (future beneficiary) will be required to present a formal declaration in this respect.	

According to Article 131 of the Financial Regulation of 25 October 2012 on the financial rules applicable to the general budget of the Union (Official Journal L 298 of 26.10.2012, p. 1) and Article 145 of its Rules of Application (Official Journal L 362, 31.12.2012, p.1) applicants found guilty of misrepresentation may be subject to administrative and financial penalties under certain conditions.

### Personal data protection

Your reply to the grant application will involve the recording and processing of personal data (such as your name, address and CV), which will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions in this form and any personal data requested are required to assess your grant application in accordance with the specifications of the call for proposals and will be processed solely for that purpose. Details concerning the processing of your personal data are available on the [privacy statement](#). Applicants may lodge a complaint about the processing of their personal data with the European Data Protection Supervisor at any time.

Your personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in:

- the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System (for more information see the [Privacy Statement](#)), or
- the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the [Privacy Statement](#)).

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## 2 - Administrative data of participating organisations

### Future Host Institution

**PIC**

**Legal name**

*Short name:*

*Address of the organisation*

Street

Town

Postcode

Country

Webpage

*Legal Status of your organisation*

Research and Innovation legal statuses

Public body ..... no

Legal person ..... no

Non-profit ..... no

International organisation ..... no

International organisation of European interest ..... no

Secondary or Higher education establishment ..... no

Research organisation ..... no

Small and Medium-sized Enterprises (SMEs) ..... no

Academic Sector ..... yes

Nace code

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*Department(s) carrying out the proposed work*

**Department 1**

Department name

Street

Town

Postcode

Country

☐ Same as organisation  
address

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### Supervisor

The name and e-mail of the Researcher and Supervisor are read-only in the administrative form, only additional details can be edited here. To give access rights and contact details of contact persons, please go back to Step 4 of the submission wizard and save the changes.

Title

Sex

☐ Male☐ Female

First name\*

Last name\*

E-Mail\*

Position in org.

Department

Street

☐ Same as organisation  
address

Town

Post code

Country

Website

Phone

Phone 2

Fax



## Proposal Submission Forms

Research Executive Agency

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## Researcher

The name and e-mail of the Researcher and Supervisor are read-only in the administrative form, only additional details can be edited here. To give access rights and contact details of contact persons, please go back to Step 4 of the submission wizard and save the changes.

Researcher ID

*If you have a researcher identifier number (e.g. ResearcherID, ORCID) please enter it here.*

Last Name\*

Last Name at Birth

First Name(s)\*

Gender\*

☐ Male☐ Female

Title

Country of residence\*

Nationality\*

Nationality 2

Date of Birth (DD/MM/YYYY)

Country of Birth\*

Place of Birth

## Contact address

☐ Same as organisation address

Current organisation name

Current Department/Faculty/Institute/  
Laboratory name

Street

*Please enter street name and number.*

Postcode/Cedex

Town

Phone

+xxx xxxxxxxxx

Country

Phone2 / Mobile

+xxxx xxxxxxxxxxxx

E-Mail\*

## Qualifications

University Degree

Date of award (DD/MM/YYYY)

Doctorate (in progress)

Date of award (DD/MM/YYYY)

Doctorate

Date of award (DD/MM/YYYY)

Full time postgraduate research experience

Number of months

Other Academic qualifications

Date of award (DD/MM/YYYY)



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## Place of activity/place of residence (previous 5 years - most recent one first)

Indicate the period(s) and the country/contries in which you have legally resided and/or had your main activity (work, status, ..) during the last 5 years up until the deadline for the submission of the proposal. Please fill in this section without gaps, until the call deadline (11/09/2014).

Period from	Period to	Duration (days)	Country	Add
	11/09/2014			Remove
		Total		



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### 3 - Budget

Is the Researcher eligible for family allowance?

☐ Yes ☐ No

Participant Number	Organisation Short Name	Country	Country Coefficient	Number of Person Months	Researcher Unit Cost			Institutional Unit Cost		TOTAL
					Living Allowance	Mobility Allowance	Family Allowance	Research, training and networking costs	Management and Overheads	
1										
Total										

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## 4 - Ethics

<b>1. HUMAN EMBRYOS/FOETUSES</b>		Page
Does your research involve <a href="#">Human Embryonic Stem Cells (hESCs)</a> ? (ii)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of human embryos?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of human foetal tissues / cells?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>2. HUMANS</b>		Page
Does your research involve human participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve physical interventions on the study participants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does it involve invasive techniques?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>3. HUMAN CELLS / TISSUES</b>		Page
Does your research involve human cells or tissues? If your research involves human embryos/foetuses, please also complete the section "Human Embryos/Foetuses" [Box 1].	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>4. <a href="#">PROTECTION OF PERSONAL DATA</a> (iii)</b>		Page
Does your research involve personal data collection and/or processing?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve further processing of previously collected personal data (secondary use)?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>5. <a href="#">ANIMALS</a> (iv)</b>		Page
Does your research involve animals?	<input type="radio"/> Yes <input checked="" type="radio"/> No	

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<b>6. NON-EU COUNTRIES</b>		Page
Does your research involve non-EU countries?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you plan to use local resources (e.g. animal and/or human tissue samples, genetic material, live animals, human remains, materials of historical value, endangered fauna or flora samples, etc.)? (vi)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you plan to import any material - including personal data - from non-EU countries into the EU? If you consider importing data, please also complete the section "Protection of Personal Data" [Box 4].	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Do you plan to export any material - including personal data - from the EU to non-EU countries? If you consider exporting data, please also complete the section "Protection of Personal Data" [Box 4].	<input type="radio"/> Yes <input checked="" type="radio"/> No	
If your research involves <a href="#">low and/or lower middle income countries</a> , are benefits-sharing measures foreseen? (vii)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Could the situation in the country put the individuals taking part in the research at risk?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>7. ENVIRONMENT PROTECTION</b> See legal references at the end of the section. (viii)		Page
Does your research involve the use of elements that may cause harm to the environment, to animals or plants?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research deal with endangered fauna and/or flora and/or protected areas?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does your research involve the use of elements that may cause harm to humans, including research staff?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>8. DUAL USE</b> (ix)		Page
Does your research have the potential for military applications?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>9. MISUSE</b>		Page
Does your research have the potential for malevolent/criminal/terrorist abuse?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>10. OTHER ETHICS ISSUES</b>		Page
Are there any other ethics issues that should be taken into consideration? Please specify	<input type="radio"/> Yes <input checked="" type="radio"/> No	

I confirm that I have taken into account all ethics issues described above and if any ethics issues apply, ☐ I have attached the required documents.

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## 5 - Call specific questions

### *Eligibility Researcher (future fellow)*

1. Were you in the last 5 years in military service?

☐ Yes ☐ No

2. Are you a national of Member State or Associated Country?

☐ Yes ☐ No

### *Other Questions*

For communication purposes only, the REA asks for permission to publish the name of the researcher (future fellow) should the proposal be retained for funding.

1. Does the researcher (future fellow) give this permission?

☐ Yes ☐ No

2. Is there a secondment in Member States or Associated Countries envisaged in Part B of this proposal?

Attention: this secondment is different than the outgoing phase in the Third Country, and only takes place in a Member State / Associate Country!!!

☐ Yes ☐ No



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# Validation result

**Section**

**Description**

The form has not yet been validated, click "Validate Form" to do so!

Example, not to complete

## **Part B Template**

### **START PAGE**

MARIE SKŁODOWSKA-CURIE ACTIONS

**Individual Fellowships (IF)**  
**Call: H2020-MSCA-IF-2014**

PART B

“PROPOSAL ACRONYM”

“Title”

**This proposal is to be evaluated as:**

**[Standard EF] [CAR] [RI]**  
**[Delete as appropriate]**

## TABLE OF CONTENTS

In drafting PART B of the proposal, applicants must follow the structure outlined below.

### LIST OF PARTICIPANTS

**START PAGE COUNT**

1. SUMMARY
2. EXCELLENCE
3. IMPACT
4. IMPLEMENTATION

**STOP PAGE COUNT**

5. CV OF THE EXPERIENCED RESEARCHER
6. CAPACITIES OF THE PARTICIPATING ORGANISATIONS
7. ETHICAL ASPECTS
8. LETTERS OF COMMITMENT OF PARTNER ORGANISATIONS

### NB:

- Applicants must ensure that sections 1 - 4 do not exceed the limit of 10 pages.
- No reference to the outcome of previous evaluations of this or any similar proposal should be included in the text. Experts will be strictly instructed to disregard any such references.



## List of Participants

Please provide a list of all participants (both beneficiary and, where applicable, partner organisations) indicating the legal entity, the department carrying out the work and the supervisor of the action.

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.

Participants	Legal Entity Short Name	Academic (tick)	Non-academic (tick)	Country	Dept./ Division / Laboratory	Supervisor	Role of Partner Organisation <sup>1</sup>
<u>Beneficiary</u>							
- NAME							
<u>Partner Organisation</u>							
- 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 <sup>2</sup> (Yes/ No)

### Note that:

- Any inter-relationship between different participating institutions or individuals (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**;
- The data provided relating to the capacity of the participating institutions will be subject to verification during the Grant Agreement preparation phase.

<sup>1</sup> For example hosting secondments

<sup>2</sup> As defined in [Commission Recommendation 2003/361/EC](#).

## **1. Summary**

**Please provide a short summary of the proposal**, which could be the same as the proposal abstract, built around a research/innovation project.

## **2. Excellence<sup>3</sup>**

Please note that the principles of the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers promoting open recruitment and attractive working conditions are expected to be endorsed and applied by all beneficiaries in the Marie Skłodowska-Curie actions.

### **2.1 *Quality, innovative aspects and credibility of the research* (including inter/multidisciplinary 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 and innovation activities proposed
- Originality and innovative aspects of the research programme: explain the contribution that the project is expected to make to advancements within the project field. Describe any novel concepts, approaches or methods that will be employed.

The text should emphasise 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).

### **2.2 *Clarity and quality of transfer of knowledge/ training for the development of the researcher in light of the research objectives***

A two way transfer of knowledge should be described (please see Section 5.2 of this Guide):

- The text must show how the *Experienced Researcher* will gain new knowledge from the hosting organisation(s) during the fellowship through training.
- These organisations may also benefit from the previous experience of the researcher. Outline the capacity for transferring the knowledge previously acquired by the researcher to the host organisation(s).

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<sup>3</sup> Literature should be listed in footnotes, font size 8 or 9. All literature references will count towards the page limit.

## 2.3 Quality of the supervision and the hosting arrangements

Required sub-heading:

- Qualifications and experience of the supervisor (s)

Information regarding the supervisor(s) must include the level of experience on the research topic proposed and document its track record of work, including the main international collaborations. Information provided should include participation in projects, publications, patents and any other relevant results.

To avoid duplication, the role and profile of the supervisor(s) should only be listed in the "Capacity of the Participating Organisations" tables (see section 6 below).

The text must show that the Experienced Researcher should be well integrated within the hosting organisation(s) in order that all parties gain the maximum knowledge and skills from the fellowship.

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

### **Career development**

Employers and/or funders of researchers should draw up, preferably within the framework of their human resources management, a specific career development strategy for researchers at all stages of their career, regardless of their contractual situation, including for researchers on fixed-term contracts. It should include the availability of mentors involved in providing support and guidance for the personal and professional development of researchers, thus motivating them and contributing to reducing any insecurity in their professional future. All researchers should be made familiar with such provisions and arrangements.

## 2.4 Capacity of the researcher to reach and re-enforce a position of professional maturity in research

Please keep in mind that the fellowships will be awarded to the most talented researchers as shown by their ideas and their track record, where it is a fair indicator given their level of experience.

## 3. Impact

### 3.1 *Enhancing research- and innovation-related human resources, skills, and working conditions to realise the potential of individuals and to provide new career perspectives*

In this section, please explain the impact of the research and training on the *Experienced Researcher's* career. The fellowship, including any secondments in Europe should maximise the impact on the researcher's activity on European society, including the science base and/or the economy, in a manner appropriate to the research field.

### 3.2 *Effectiveness of the proposed measures for communication and results dissemination*

Required sub-headings:

- Communication and public engagement strategy of the action

- Dissemination of the research results
- Exploitation of results and intellectual property

Concrete plans for the above must be included in the Gantt Chart. The new knowledge generated by the action should be used wherever possible to enhance the career of the researcher, to advance research, to foster innovation, and to promote the research profession to the public.

The following sections of the European Charter for Researchers refer specifically to public engagement and dissemination:

#### **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.

#### **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.

## **4. Implementation**

### **4.1 Overall coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources**

The proposal should be designed in the optimal way to achieve the desired impact. A Gantt Chart should be included in the text where the following should be listed:

- Work Packages description:
- List of major deliverables:<sup>4 5</sup>
- List of major milestones:<sup>6</sup>
- Secondments if applicable.

<sup>4</sup> 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.

<sup>5</sup> 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.

<sup>6</sup> 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.

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

#### **4.2 *Appropriateness of the management structure and procedures, including quality management and risk management***

Develop your proposal according to the following lines:

- Project organisation and management structure, including the financial management strategy, as well as the progress monitoring mechanisms put in place;
- Risks that might endanger reaching project objectives and the contingency plans to be put in place should risk occur.

The following could be also included in the Gantt Chart:

- Progress monitoring;
- Risk management;
- Intellectual Property Rights (IPR).

## Example Gantt Chart

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

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
Work package																								
Deliverable																								
Milestone																								
Secondment																								
Conference																								
Workshop																								
Seminar																								
Dissemination																								
Public engagement																								
Other																								

Delete rows and columns that do not apply.

#### **4.3 Appropriateness of the institutional environment (infrastructure)**

Give a description of the legal entity/ies and its main tasks (per participant).

Explain why the fellowship has the maximum chance of a successful outcome.

*NB: Each participant is described in Section 6. This specific information should not be repeated here.*

#### **4.4 Competences, experience and complementarity of the participating organisations and institutional commitment**

Here describe how the fellowship will be beneficial for both the Experienced Researcher and host organisation(s).

- Commitment of beneficiary and partner organisations to the programme (for partner organisations, please see also section 6)

**Partner organisations:** The role of Partner organisations in MS/AC for secondments and their active contribution to the research and training activities should be described.

## 5. CV of the Experienced Researcher

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, and this may include, if applicable:

1. **Publications in major international peer-reviewed multi-disciplinary scientific journals and/or in the leading international peer-reviewed 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 applicant (membership in the steering and/or programme committee).
7. Examples of **leadership in industrial innovation**.
8. **Prizes and Awards**.

*[The template below is provided only for guidance. It may be modified as necessary and appropriate.]*



**Curriculum Vitae (max. 5 pages)**

**PERSONAL INFORMATION**

Family name, First name:

Researcher unique identifier(s) (such as ORCID, Research ID, etc. ...):

Date of birth:

URL for web site:

• **EDUCATION**

DD/MM/YYYY – DD/MM/YYYY      PhD

Name of Faculty/ Department, Name of University/ Institution, Country

DD/MM/YYYY – DD/MM/YYYY      Master

Name of Faculty/ Department, Name of University/ Institution, Country

• **CURRENT POSITION(S)**

DD/MM/YYYY – DD/MM/YYYY      Current Position

Name of Faculty/ Department, Name of University/ Institution/ Country

DD/MM/YYYY – DD/MM/YYYY      Current Position

Name of Faculty/ Department, Name of University/ Institution/ Country

• **PREVIOUS POSITIONS**

DD/MM/YYYY – DD/MM/YYYY      Position held

Name of Faculty/ Department, Name of University/ Institution/ Country

DD/MM/YYYY – DD/MM/YYYY      Position held

Name of Faculty/ Department, Name of University/ Institution/ Country

• **FELLOWSHIPS AND AWARDS**

DD/MM/YYYY – DD/MM/YYYY      Name of Faculty/ Department/Centre, Name of University/  
Institution/ Country

DD/MM/YYYY – DD/MM/YYYY      Award received from Name of Institution/ Country

DD/MM/YYYY – DD/MM/YYYY      Scholarship, Name of Faculty/ Department/Centre, Name of  
University/ Institution/ Country

• **SUPERVISION OF GRADUATE STUDENTS AND POSTDOCTORAL FELLOWS**

DD/MM/YYYY – DD/MM/YYYY      Number of Postdocs/ PhD/ Master Students

Name of Faculty/ Department/ Centre, Name of University/ Institution/ Country

• **TEACHING ACTIVITIES (if applicable)**

DD/MM/YYYY – DD/MM/YYYY      Teaching position – Topic, Name of University/ Institution/  
Country

DD/MM/YYYY – DD/MM/YYYY      Teaching position – Topic, Name of University/ Institution/  
Country

- **ORGANISATION OF SCIENTIFIC MEETINGS (if applicable)**

DD/MM/YYYY – DD/MM/YYYY	Please specify your role and the name of event / Country
DD/MM/YYYY – DD/MM/YYYY	Please specify type of event / number of participants / Country

- **INSTITUTIONAL RESPONSIBILITIES (if applicable)**

DD/MM/YYYY – DD/MM/YYYY	Faculty member, Name of University/ Institution/ Country
DD/MM/YYYY – DD/MM/YYYY	Graduate Student Advisor, Name of University/ Institution/ Country
DD/MM/YYYY – DD/MM/YYYY	Member of the Faculty Committee, Name of University/ Institution/ Country
DD/MM/YYYY – DD/MM/YYYY	Organiser of the Internal Seminar, Name of University/ Institution/ Country
DD/MM/YYYY – DD/MM/YYYY	Member of a Committee; role, Name of University/ Institution/ Country

- **COMMISSIONS OF TRUST (if applicable)**

DD/MM/YYYY – DD/MM/YYYY – Country	Scientific Advisory Board, Name of University/ Institution/ Country
DD/MM/YYYY – DD/MM/YYYY	Review Board, Name of University/ Institution/ Country
DD/MM/YYYY – DD/MM/YYYY – Country	Review panel member, Name of University/ Institution/ Country
DD/MM/YYYY – DD/MM/YYYY	Editorial Board, Name of University/ Institution/ Country
DD/MM/YYYY – DD/MM/YYYY – University/ Institution/ Country	Scientific Advisory Board, Name of University/ Institution/ Country
DD/MM/YYYY – DD/MM/YYYY – Institution/ Country	Reviewer, Name of University/ Institution/ Country
DD/MM/YYYY – DD/MM/YYYY – University/ Institution/ Country	Scientific Evaluation, Name of University/ Institution/ Country
DD/MM/YYYY – DD/MM/YYYY	Evaluator, Name of University/ Institution/ Country

- **MEMBERSHIPS OF SCIENTIFIC SOCIETIES (if applicable)**

DD/MM/YYYY – DD/MM/YYYY	Member, Research Network “ <i>Name of Research Network</i> ”
DD/MM/YYYY – DD/MM/YYYY	Associated Member, Name of Faculty/ Department/Centre, Name of University/ Institution/ Country
DD/MM/YYYY – DD/MM/YYYY	Funding Member, Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

- **MAJOR COLLABORATIONS (if applicable)**

Name of collaborators, Topic, Name of Faculty/ Department/Centre, Name of University/ Institution/ Country

- **CAREER BREAKS IN RESEARCH (if applicable)**

DD/MM/YYYY – DD/MM/YYYY      Please indicate the reason for the break, the place of residence during this period, the duration in months and why do you want to restart a career in research.

Example, not to complete

## 6. Capacity of the Participating Organisations

All organisations (whether beneficiary or partner organisation) must complete the appropriate table below. Complete one table of maximum one page for the beneficiary and half a page per partner organisation (min font size: 9). The experts will be instructed to disregard content above this limit.

Beneficiary X	
General Description	
Role and Commitment of key persons (supervisor)	<i>(Including names, title, qualifications of the supervisor)</i>
Key Research Facilities, Infrastructure and Equipment	<i>(Demonstrate that the team has sufficient facilities and infrastructure to host and/or offer a suitable environment for training and transfer of knowledge to recruited Experienced Researcher)</i>
Independent research premises?	
Previous Involvement in Research and Training Programmes	
Current involvement in Research and Training Programmes	<i>(Detail the EU and/or national research and training actions in which the partner is currently participating)</i>
Relevant Publications and/ or research/ innovation products	<i>(Max 5)</i>

Partner Organisation Y	
General description	
Key Persons and Expertise (supervisor)	
Key Research facilities, infrastructure and equipment	
Previous and Current Involvement in Research and Training Programmes	
Relevant Publications and/ or research/ innovation product	<i>(Max 3)</i>

## 7. Ethics Issues

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

Although research ethics is most developed within the context of medical research and life sciences, research ethics is of crucial importance for all scientific domains. Informed consent and confidentiality are as important for a sociological study as they are for clinical research. There is a strong connection between research ethics and human rights. Ethical research conduct implies the application of fundamental ethical principles to scientific research.

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 ethics principles, including those reflected in the Charter of Fundamental Rights of the European Union<sup>7</sup> and the European Convention on Human Rights and its Supplementary Protocols. Applicants applying for funding should clearly identify ethics issues and proactively address them in their proposal.

### **The Ethics Review Procedure in Horizon 2020**

All research proposals submitted to the European Commission are evaluated both on their scientific merit and on its ethical and social impact. When submitting a proposal to Horizon 2020, all applicants are required to complete an “**Ethics Issues Table (EIT)**”. Applicants who flag ethics issues in the Ethics Issues Table have to complete in addition a more in depth **Ethics Self-Assessment**.

Please note that all proposals retained with a view to funding will be submitted to the Ethics Review procedure. A careful analysis and description of any potential ethics issues in a given proposal and a detailed self-assessment will help all actors involved to undergo the Ethics Review in an efficient manner without unnecessary delays.

### **Ethics Issues Table (EIT) in Part A**

If you entered one or more ethical issue/s in the Ethical Issues Table in Part A of the proposal, you are asked to submit an Ethics Self-Assessment in Part B.

Please ensure that a careful analysis of any potential ethics issues which may arise in the proposed research is done **before** the Ethics Issues Table (EIT) is completed.

For more information, please consult the Ethics- section on the Research Participant Portal which comprises the **Ethics Self-Assessment Guidelines** and an Ethics-Issues-Table Checklist:

[http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics\\_en.htm](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/ethics_en.htm)

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<sup>7</sup> The Charter of Fundamental Rights of the European Union:  
[http://www.europarl.europa.eu/charter/pdf/text\\_en.pdf](http://www.europarl.europa.eu/charter/pdf/text_en.pdf)

## **Ethics Self-Assessment in Part B**

Once you have flagged an ethics issue in the Ethics Issues Table of Part A, the Ethics Self-Assessment in Part B must:

**1) For each area flagged in the Ethics Issues Table, describe how the proposal meets:**

- the EU legislation on Ethics (e.g. Directive 2010/63/EU of the European Parliament and of the Council of 22 September 2010 on the protection of animals used for scientific purposes, existing EU legislation on data protection and privacy etc.);
- national legislation and good practices on research ethics;
- ethical requirements of any TC where research raising ethical issues are to be carried out.

For more information on how to deal with Third Countries please see Article 34 of the Model Grant Agreement, as well as the following link:

[http://ec.europa.eu/justice/data-protection/document/international-transfers/adequacy/index\\_en.htm](http://ec.europa.eu/justice/data-protection/document/international-transfers/adequacy/index_en.htm)

Please list the documents provided with their expiry date.

Ensure early compliance of the proposed research with EU and national legislation on ethics in research. Should your proposal be selected for funding, and if you have not done this already, you will be required to provide as soon as possible the following documents:

- an opinion from an Ethics Committee/Authority, required under national law;
- any other ethics-related documents mandatory under EU or national legislation;
- if you didn't apply for/ receive the ethics approval/ required ethics documents yet when submitting the proposal, please indicate in the proposal the approximate date when you will provide a missing approval/ any other ethics documents to the REA (scanned copy). Please state explicitly that you will not proceed to any research with ethical implications before the REA received a scanned copy of all documents proving compliance with existing EU/ national legislation on ethics.

*If these ethics documents are not issued in English, you are requested to submit also an English summary (containing notably, if available, the conclusions of the Committee or Ethics Authority concerned).*

*If you plan to request these documents specifically for your proposed project, your request must contain an explicit reference to its title.*

**2) Explain in detail how you intend to address the ethics issues flagged in the Ethical Issues Table of Part A of your proposal, in particular with regard to:**

- the research **objectives** (e.g. study of vulnerable populations like elderly people, sick or illiterate persons, cooperation with a Third Country, dual use, etc.);

- the research **methodology** (e.g. clinical trials, involvement of children and related information and consent/assent procedures, use of human tissues from blood banks, interviews with healthy adult volunteers, data protection and privacy issued related to data collected, etc.);
- the potential **impact** of the research (e.g. dual use issues, environmental damage, stigmatisation of particular social groups, political or financial retaliation, benefit-sharing, malevolent use, etc.).

Example, not to complete

## **ENDPAGE**

### **MARIE SKŁODOWSKA-CURIE ACTIONS**

**Individual Fellowships (IF)**  
**Call: H2020-MSCA-IF-2014**

#### **PART B**

**“PROPOSAL ACRONYM”**

**“Title”**

**This proposal is to be evaluated as:**

**[Standard EF] [CAR] [RI] [GF]**  
**[Delete as appropriate]**