



The EU Framework Programme
for Research and Innovation

HORIZON 2020



Marie Skłodowska-Curie Research and Innovation Staff Exchange (RISE) 2014

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

Version 1.1
27 February 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

History of changes

Version	Date	Change	Page
1.1	27.02.2014	<ul style="list-style-type: none">Information on Evaluation added - scoring of proposals as they were submitted, rather than on their potential if certain changes to be made (Part B)	1

Horizon 2020

Sub-programme

Call:

Topic:

Action:

Proposal Number:

Proposal Acronym:

Table of contents

Section	Title	Action
1	General information	
2	Participants & contacts	
3	Budget	
4	Ethics	

[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.

Proposal ID

Acronym

1 - General information

Topic

Type of action

Call identifier

Acronym

Proposal title

The title should be no longer than 200 characters (with spaces) and should be understandable to the non-specialist in your field.

Duration in months

Insert the estimated duration of the project in full 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

You may enter a number of keywords that you consider necessary to characterise the scope of your proposal. There is a limit of 200 characters.

Abstract

Short summary (max. 2,000 characters, with spaces) to clearly explain:

- *the objectives of the proposal*
- *how they will be achieved*
- *their relevance to the work programme.*

Will be used as the short description of the proposal in the evaluation process and in communications with the programme management committees and other interested parties .

- *Do not include any confidential information.*
- *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 this abstract in the "Technical Annex" section.

Remaining characters 2000

Declarations

1) The coordinator declares to have the explicit consent of all applicants 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 European Code of Conduct for Research Integrity — and including, in particular, avoiding fabrication, falsification, plagiarism or other research misconduct).	<input type="checkbox"/>



Proposal ID	Acronym
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4) The coordinator confirms:

- to have carried out the self-check of the financial capacity of the organisation on https://ec.europa.eu/research/participants/portal4/desktop/en/organisations/lfv.html . Where the result was "weak" or "insufficient", the coordinator 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 coordinator hereby declares that each applicant has confirmed:

- they are fully eligible in accordance with the criteria set out in the specific call for proposals; and	<input type="checkbox"/>
- they have the financial and operational capacity to carry out the proposed action.	<input type="checkbox"/>

The coordinator is only responsible for the correctness of the information relating to his/her own organisation. Each applicant remains responsible for the correctness of the information related to him and declared above. Where the proposal to be retained for EU funding, the coordinator and each beneficiary applicant 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](#)).



Proposal ID

Acronym

2 - Administrative data of participating organisations

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

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 no

Legal personno

Nace code





Proposal ID	Acronym	Participant	Short Name
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Department(s) carrying out the proposed work

Department 1

Department name

Street Same as organisation address

Town

Postcode

Country

Dependencies with other proposal participants

Character of dependence	Participant
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Example,

Proposal ID	Acronym	Participant	Short Name
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Contact address of the Host Institution and contact person

The name and e-mail of Host Institution contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and contact details of Host Institution, please go back to Step 4 of the submission wizard and save the changes. Please note that the submission is blocked without a contact person and e-mail address for the Host Institution.

Organisation Legal Name

First name*

Last name*

E-Mail*

Position in org.

Department

Street

Same as organisation address

Town

Postcode

Country

Phone

Phone2/Mobile

Example, 1



Proposal ID

Acronym

3 - Budget

Staff Member		Sending Organisation				Seconded to Organisation				Work Package Number	Secondment Starting Month	Duration of Secondment (Researcher-Months)
ID	Profile	Short Name	Country	Region	Academic Sector	Short Name	Country	Region	Academic Sector			

Participant Number	Organisation Short Name	Country	Academic	Number of secondments	Person-months	Estimated budget support (whole duration of the project)				Requested EU contribution/€
						Staff member costs	Research, training and networking costs	Management and indirect costs	Total	
Total										

Proposal ID	Acronym	Participant	Short Name
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4 - Ethics

1. HUMAN EMBRYOS/FOETUSES ⁱ		Page
Does your research involve Human Embryonic Stem Cells (hESCs) ?	<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	
2. HUMANS		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	
3. HUMAN CELLS / TISSUES		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	
4. PROTECTION OF PERSONAL DATA ⁱⁱ		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	
5. ANIMALS ⁱⁱⁱ		Page
Does your research involve animals?	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Proposal ID	Acronym		
6. NON-EU COUNTRIES			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.)?		<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 low and/or lower middle income countries , are benefits-sharing measures foreseen?		<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	
7. ENVIRONMENT PROTECTION <small>vi Directive 2001/18/EC - vii Directive 2009/41/EC - viii Regulation EC No 1946/2003 - ix Directive 2008/56/EC x Council Directive 92/43/EEC - xi Council Directive 79/409/EEC - xii Council Regulation EC No 338/97</small>			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	
8. DUAL USE <small>xiii</small>			Page
Does your research have the potential for military applications?		<input type="radio"/> Yes <input checked="" type="radio"/> No	
9. MISUSE			Page
Does your research have the potential for malevolent/criminal/terrorist abuse?		<input type="radio"/> Yes <input checked="" type="radio"/> No	
10. OTHER ETHICS ISSUES			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.



Proposal ID

Acronym

Validation result

Section **Description**

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

Example, not to complete

START PAGE

Marie Skłodowska-Curie Actions

**Research and Innovation Staff Exchange (RISE)
Call: H2020-MSCA-RISE-2014**

PART B

“PROPOSAL ACRONYM”

Table of Contents

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

Please be aware that proposals will be evaluated as they were submitted, rather than on their potential if certain changes were to be made. This means that only proposals that successfully address all the required aspects will have a chance of being funded. There will be no possibility for significant changes to content, budget and consortium composition during grant preparation.

LIST OF PARTICIPANTS

START PAGE COUNT

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

STOP PAGE COUNT

5. REFERENCES
6. CAPACITIES OF THE PARTICIPATING ORGANISATIONS
7. ETHICS ASPECTS
8. LETTERS OF COMMITMENT OF PARTNER ORGANISATIONS

NB: Applicants must ensure that sections 1 - 4 do not exceed the limit of 30 pages.

LIST OF PARTICIPANTS

Please provide a list of the participants (Table B1) indicating the legal entity, and of the person responsible of the project for the organisation.

In addition, partner organisations should be presented. The academic or non-academic flag should be identified with "Y" or "N" according to Table §A.2 of the Part A. The legal entity short name should also be coherent with Table §A.2. For non-academic beneficiaries, please provide additional data as indicated in the Table B2.

Table B1. Participants table

Participant number (as table §A.2)	Partnership Member	Legal Entity Short Name	Academic (Y/ N)	Country
	<u>Beneficiaries</u>			
1	- NAME			
2	- NAME			
	<u>Partner Organisations</u>			
3	- NAME			
4	- NAME			

Table B2. Data for non-academic beneficiaries

Name	Location of research premises (city / country)	Type of R&I activities	No. of full - time employees	No. of employees in R&I	Web site	Annual turnover (approx., in Euro)

The information in the table for non-academic beneficiaries must be based on current data, not forecasts.

The data related to the capacity of the participating organisations will be subject to verification during the grant preparation.

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

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 recommended to be endorsed and applied by all the funded participants in the Marie Skłodowska-Curie Actions.

2.1 Quality, innovative aspects and credibility of the research (including *inter/ multidisciplinary aspects*)

Please develop your proposal according to the following lines:

- Specific objectives and the relevance of the research and innovation project to the scope of the call and in relation to the "state of art".
- Methodological approach highlighting the types of research and innovation activities proposed and their originality.
- Inter/multidisciplinary types of knowledge involved, if applicable.

Table B3: Work Package¹ List

Work Package No	Work Package Title	Activity Type (e.g. Research, Training, Management, Communication, Dissemination...)	Number of person-months involved	Start Month	End month

2.2 Clarity and quality of knowledge sharing among the participants in light of the research and innovation objectives

Please develop your proposal according to the following lines:

Approach and methodology used for knowledge sharing.

2.3 Quality of the interaction between the participating organisations

Please develop your proposal according to the following lines:

¹ A work package is defined as a major subdivision of the proposed project.

- Contribution of each participant in the activities planned, including the participants' interactions in terms of content and expertise provided to reach the project's objectives.
- Justification of the main networking activities.

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

Please develop your proposal according to the following lines:

- The research and/or innovation project contribution to realising the potential of individuals providing new skills and career perspectives.

3.2 To develop new and lasting research collaborations, to achieve transfer of knowledge between research institutions and to improve research and innovation potential at the European and global levels

Please develop your proposal according to the following lines:

- Development of new and lasting research collaborations resulting from the intersectoral and/or international secondments and the networking activities implemented.
- Self-sustainability of the partnership after the end of the project.
- Contribution of the project to the improvement of the research and innovation potential within Europe and/or worldwide.

3.3 Effectiveness of the proposed measures for communication and results dissemination

Please develop your proposal according to the following lines:

- Dissemination strategy - targeted at scientists, potential users and to the wider research and innovation community - to achieve the potential impact of the project.
- Communication strategy, outreach plan and the activities envisaged to engage the public.
- Expected impact of the proposed measures.
- Intellectual property rights aspects (if applicable) and exploitation of results.

The following sections of the European Charter for Researchers refer specifically to outreach 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**

Please develop your proposal according to the following lines:

- *Consistency and adequacy of the work plan and the activities proposed to reach the project objectives.*
- *Credibility and feasibility of the project through the activities proposed.*
- *Gender aspects in the planning of the activities.*

Table B4. Work Package Description

Work Package Number							
Work Package Title							
Activity Type (e.g. Research, Training, Management, Communication, Dissemination...)							
Participant Short Name							
Person-months per Participant:							
Objectives							
Description of Work (possibly broken down into tasks), lead participant and role of participants and seconded staff							
Deliverables (brief description and month of delivery)							

The participant short name and person-months allocated to each participant should be coherent with the Part A of the proposal.

Table B5. Deliverables List

Deliverable No	Deliverable Name	Work Package No	Lead Participant Short Name	Nature	Dissemination Level ²	Delivery Month

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

Please 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 the project’s objectives and the contingency plans to be put in place should risks occur.*

4.3 Appropriateness of the institutional environment (infrastructure)

Please develop your proposal according to the following lines:

- *Availability of the expertise and human resources, to carry out the proposed research project.*
- *Description of the necessary infrastructures and any major items of technical equipment (if required) relevant to the proposed project.*

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

Please develop your proposal according to the following lines:

Adequacy of the partnership to carry out the project explaining how participants' synergies and complementarities will be exploited.

NB: The individual members of the consortium are described in Section 6. There is no need to repeat that information in this section.

STOP PAGE COUNT – MAX 30 PAGES

² Please indicate the dissemination level using one of the following codes:
PU - Public: fully open, e.g. web; **CO - Confidential:** restricted to consortium, other designated entities (as appropriate) and Commission services; **CI - Classified:** classified information as intended in Commission Decision Commission Decision 2001/844/EC.

5. References

Example, not to complete

6. Capacity of the participating organisations

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

Beneficiary 1	
General Description	
Role and Profile of key people	(Including names, qualifications of the person(s) supervising the project)
Key Research Facilities, Infrastructure and Equipment	(Demonstrate that the team has sufficient resources to offer a suitable environment to seconded staff and to significantly contribute to the research and innovation activities proposed).
Do you have independent research premises?	
Previous Involvement in Research and innovation projects	(Describe relevant research and innovation projects in which the organisation took part)
Current involvement in Research and Innovation projects	(Describe relevant research and innovation projects in which the organisation is currently participating)
Publications and/ or research/ innovation products	(Max 5)

Partner 2	
General Description	
Role and Profile of key people	
Key Research Facilities, Infrastructure and Equipment	
Do you have independent research premises?	
Previous Involvement in Research and innovation projects	
Current involvement in Research and Innovation projects	
Relevant publications and/ or research/ innovation products	(Max 3)

7. Ethics Issues

All research activities in Horizon 2020 should respect fundamental ethics principles, including those reflected in the Charter of Fundamental Rights of the European Union.³ These principles include the need to ensure the freedom of research and the need to protect the physical and moral integrity of individuals and the welfare of animals.

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.

All proposals considered for funding will be submitted to an Ethics Review. The Ethics Review is the core of the H2020 Ethics Appraisal scheme, which concerns all proposals and projects, and also includes the Ethics Checks and Ethics Audit that can be initiated during the project implementation.

In this context, please be aware that it is the applicants' responsibility to identify any potential ethics issues, to handle the ethics aspects of their proposal, and to detail how they plan to address them.

If you have entered any ethics issues in the ethics issues table in Part A of the proposal, you must submit an ethics self-assessment. For more details, please refer to the Ethics Self-Assessment Guidelines under Horizon 2020.⁴

Your self-assessment must:

1) Describe how the proposal meets the national legal and ethics requirements of the country or countries where the tasks raising ethics issues are to be carried out.

Should your proposal be selected for funding, you will be required to provide the following documents, if they are already in your possession:

- The ethics committee opinion required under national law
- The document that is mandatory under national law notifying activities raising ethics issues or authorising such activities

If these documents are not in English, you must also submit an English summary of them (containing, if available, the conclusions of the committee or 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 issues in the ethics issues table, in particular as regards:

- Research **objectives** (e.g. study of vulnerable populations, dual use, etc);

³ Charter of Fundamental Rights of the European Union, 2000/C 364/01. See also http://www.europarl.europa.eu/charter/default_en.htm

⁴ The Ethics Self-Assessment Guidelines under Horizon 2020 is available on the Participant Portal

- Research **methodology** (e.g. clinical trials, involvement of children and related consent procedures, protection of any 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).

8. Letters of Commitment of partner organisations

Please use this section to insert scanned copies of:

- Letters of Commitment from partner organisations

Example, not to complete

ENDPAGE

MARIE SKŁODOWSKA-CURIE ACTIONS

**Research and Innovation Staff Exchange (RISE)
Call: H2020-MSCA-RISE-2014**

PART B

“PROPOSAL ACRONYM”