



The EU Framework Programme  
for Research and Innovation

# HORIZON 2020



Marie Skłodowska-Curie Actions  
Co-funding of regional, national and  
international programmes (COFUND)

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

<i>Section</i>	<i>Title</i>	<i>Action</i>
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.



Proposal ID	Acronym	Go to
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## 1 - General information

Topic	Type of action
Call identifier	Acronym <input type="text"/>
Proposal title*	<input type="text" value="Max 200 characters (with spaces). Must be understandable for non-specialists in your field."/>
<i>Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: &lt; &gt; " &amp;</i>	
Duration in months	<input type="text" value="Estimated duration of the project in full months."/>
Free keywords	<input type="text" value="Enter any words you think give extra detail of the scope of your proposal (max 200 characters with spaces)."/>

### 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

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

Please give the proposal reference or contract number.

Proposal ID	Acronym	Go to
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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](#)).



Proposal ID

Acronym

Go to

## 2 - Administrative data of participating organisations

**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

Nace code

EXC



Proposal ID

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Go to

*Department(s) carrying out the proposed work*

**Department 1**

Department name

Street

Same as organisation address

Town

Postcode

Country

*Dependencies with other proposal participants*

<b>Character of dependence</b>	<b>Participant</b>	
<input type="text"/>	<input type="text"/>	

Example, /



Proposal ID	Acronym	Go to
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### Person in charge of the proposal

The name and e-mail of contact persons are read-only in the administrative form, only additional details can be edited here. To give access rights and basic 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.

*Please indicate the position of the Contact Point above in the organisation.*

Department

*Please indicate the department of the Contact Point above in the organisation.*

Street

Same as organisation address

Town

Post code

Country

Website

Phone

+xxx xxxxxxxxxx

Phone 2

+xxx xxxxxxxxxx

Fax

+xxx xxxxxxxxxx

Example,

<i>Proposal ID</i>	<i>Acronym</i>	<i>Go to</i>
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### 3 - Budget for the proposal

Type of contract	Number of person/month	Researcher Unit Cost (person/month)	Institutional unit cost (person/month)	EU contribution/€	Total budget of the programme (including own budget)/€	Requested EU contribution/€
Employment, or equivalent		2 625	325			
Fixed-amount fellowship		1 312,5	325			
<b>Total</b>				0	0	0

Example, not for use



Proposal ID	Acronym	Go to
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## 4 - Ethics issues table

1. HUMAN EMBRYOS/FOETUSES		Page
Does your research involve <a href="#">Human Embryonic Stem Cells (hESCs)</a> ?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Will they be directly derived from embryos within this project?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are they previously established cells lines?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Does your research involve the use of human embryos?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Does your research involve the use of human foetal tissues / cells?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
2. HUMANS		Page
Does your research involve human participants?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are they volunteers for experiments in social or human sciences research?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are they persons unable to give informed consent?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are they vulnerable individuals or groups?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are they children/minors?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are they patients?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are they healthy volunteers for medical studies?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Does your research involve physical interventions on the study participants?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Does it involve invasive techniques?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Does it involve collection of biological samples?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
If your research involves processing of genetic information, please also complete the section "Protection of personal data" [Box 4].		

Proposal ID	Acronym	Go to
<b>3. HUMAN CELLS / TISSUES</b>		
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 checked="" type="radio"/> Yes <input type="radio"/> No	Page
Are they available commercially?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are they obtained within this project?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are they obtained within another project?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are they deposited in a biobank?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
<b>4. PROTECTION OF PERSONAL DATA <sup>i</sup></b>		
Does your research involve personal data collection and/or processing?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Page
Does it involve the collection and/or processing of sensitive personal data (e.g.: health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Does it involve processing of genetic information?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Does it involve tracking or observation of participants?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Does your research involve further processing of previously collected personal data (secondary use)?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
<b>5. ANIMALS <sup>ii</sup></b>		
Does your research involve animals?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Page
Are they vertebrates?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are they non-human primates?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are they genetically modified? <sup>iii</sup> ( <a href="#">regulation</a> )	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are they cloned farm animals?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are they endangered species?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Please indicate the species involved(Max. number of characters 1000)		



Proposal ID	Acronym	Go to
<b>6. NON-EU COUNTRIES</b>		Page
Does your research involve non-EU countries?		<input checked="" type="radio"/> Yes <input type="radio"/> No
<i>Countries:(Maximum number of characters allowed: 1000)</i>		
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.)? v		<input checked="" type="radio"/> Yes <input 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 checked="" type="radio"/> Yes <input type="radio"/> No
<i>Specify material and countries involved (Maximum number of characters allowed: 1000)</i>		
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 checked="" type="radio"/> Yes <input type="radio"/> No
<i>Specify material and countries involved (Maximum number of characters allowed: 1000)</i>		
If your research involves <a href="#">low and/or lower middle income countries</a> , are benefits-sharing measures foreseen?		<input checked="" type="radio"/> Yes <input type="radio"/> No
Could the situation in the country put the individuals taking part in the research at risk?		<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>7. ENVIRONMENT PROTECTION</b> See legal references at the end of the section. vi		Page
Does your research involve the use of elements that may cause harm to the environment, to animals or plants?		<input checked="" type="radio"/> Yes <input type="radio"/> No
Does your research deal with endangered fauna and/or flora and/or protected areas?		<input checked="" type="radio"/> Yes <input type="radio"/> No
Does your research involve the use of elements that may cause harm to humans, including research staff?		<input checked="" type="radio"/> Yes <input type="radio"/> No



Proposal ID	Acronym	Go to
8. <a href="#">DUAL USE</a> <small>vii</small>		Page
Does your research have the potential for military applications?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
9. MISUSE		Page
Does your research have the potential for malevolent/criminal/terrorist abuse?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
10. OTHER ETHICS ISSUES		Page
Are there any other ethics issues that should be taken into consideration? Please specify	<input checked="" type="radio"/> Yes <input type="radio"/> No	
<i>Maximum number of characters 1000</i>		

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.



<i>Proposal ID</i>	<i>Acronym</i>	<i>Go to</i>
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## 5 - Call specific questions

Is this a proposal to continue (even after a break) an existing similar COFUND programme?  Yes  No

Please give the proposal reference or contract number.

Has your institution submitted another application to the same call?  Yes  No

Please give the proposal reference or contract number.

### Information on partner organisations

Partner Organisation number	PIC <a href="#">Search PIC</a>	Organisation legal name	Country	Academic Sector
1				



Proposal ID

Acronym

Go to

## 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

**Co-funding of regional, national and international programmes (COFUND)**

**Call: H2020-MSCA-COFUND-2014**

PART B

“PROPOSAL ACRONYM”

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

**[DP][FP]  
[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. EXCELLENCE**

**2. IMPACT**

**3. IMPLEMENTATION**

---

**STOP PAGE COUNT**

**4. ETHICAL ASPECTS**

**5. LETTERS OF COMMITMENT**

***NB: Applicants must ensure that sections 1 - 3 do not exceed the limit of 30 pages.***

*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 MSCA.*



## LIST OF PARTICIPANTS

Name of Beneficiary	Beneficiary short name	Country	Academic (Y/N)

For partner organisations, please provide additional data as indicated in the table below.

Partner organisation name	Partner organisation short name	Country	Academic (Y/N)	Department / Division / Laboratory

**Note that:**

- Any relationship between different participating institutions or individuals (e.g. family ties, shared premises or facilities, joint ownership, financial interest, overlapping staff, etc.) **must** be declared and justified;
- The data provided relating to the capacity of the participating institutions will be subject to verification during the grant preparation phase.

## **1. Excellence**

### **1.1 Quality of the selection/recruitment process for the researchers**

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

- Dissemination of the calls in appropriate ways;
- Information provided to the applicants (e.g. conditions of the fellowship, host institution, evaluation process, results, redress/appeal, etc.);
- Eligibility criteria and application requirements;
- Any other relevant point.

#### 1.1.2 Organisation of selection process

- Description/Composition of committees involved in the different stages of the process (i.e. eligibility check, evaluation, selection);
- Selection of experts;
- Fellows/Researchers' selection workflow and powers entrusted to the different actors.
- Ethical issues management. Compliance with the ethical principles of H2020;
- Any other relevant point.

#### 1.1.3 Evaluation Criteria

- Criteria/sub-criteria for the selection of fellows;
- Any other relevant point (scoring, thresholds, etc.).

#### 1.1.4 Equal opportunity

- Measures the programme takes to ensure equal opportunities (e.g. gender balance, career break, etc.);
- Any other relevant point.

### **1.2. Quality of the research options offered by the programme**

- Excellence of the research programme;
- Quality of the research options in terms of the triple "i" dimension (inter- national mobility, inter-sectoral exposure, and inter-disciplinarity).

### **1.3. Quality of career guidance and training**

#### 1.3.1 Supervision arrangements

- Specific mentoring or support schemes in place to support career development (this section is of special importance for the doctoral programmes);
- Any other relevant point.

#### 1.3.2 Training

- Training on skills within the chosen discipline and/or to gain new skills;
- Support and/or additional training in non-research oriented transferable skills;
- Any other relevant point.

## **2. Impact**

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

Impact of programme on enhancing human resources on regional, national or international level;

- Enhancing skills, working conditions and career perspectives of participating researchers;
- Any other relevant point.

### **2.2 Impact of the programme on aligning practices at participating organisations with principles set out by the EU for the human resources development in research and innovation**

- How does the programme contribute to the implementation of principles set out by the EU for the human resources development in R&I (such as Charter& Code, Principles for Innovative Doctoral Training for DP) at the participating organisations (beneficiary, partner organisations);
- For applicants having benefited from COFUND under FP7: explain the differences with the earlier grant and how the new proposal will help further alignment of practices with principles set out by the EU for the human resources development in R&I;
- How does the programme contribute to the overall objective and expected impact of COFUND as specified in the Work Programme;
- Any other relevant point.

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

- Communication, results dissemination, and public engagement strategy of the programme;
- Intellectual Property Rights issues (if relevant);
- Any other relevant point.

## **3. Implementation**

### **3.1 Overall coherence, effectiveness and appropriateness of the work plan**

- Describe the management plan of the programme and the resources; include a timeline or Gantt chart giving an overview of at least the:
  - Expected start and end date of the project (number of months);
  - Number of Calls;
  - Opening /Closing date of the Call(s);
  - Number of fellowships offered per call;
  - Evaluation timeline;
  - Expected/planned start/end date of researchers' appointments.
- Justifications of the estimated programme budget including the requested co-funding contribution;
- Financial management and risk management/contingency plans of the programme;
- Any other relevant point.

### 3.2 Appointment conditions of researchers

- Amounts that will be provided for the benefit of the researcher (e.g. living, mobility, travel and family allowances) and for the organisation that is hosting the researcher (contribution to research costs, training costs, overheads);
- Working conditions, institutional administrative support, and available services/facilities;
- Employment conditions, including statutory working practices, social security coverage and social benefits;
- Alignment of working conditions proposed within the regional and/or national and/or sectoral context;
- Any other relevant point.

### 3.3 Competence of the participant to implement the programme

- Overview of the staff responsible for the implementation of the programme, description of the administrative resources, and, if known, description of partner organisations contributing / hosting the researchers;
- Application documentation, with particular view to accessibility and usability;
- Support offered to candidate researchers during the application/recruitment/implementation;
- For participants having benefited from COFUND under FP7: provide evidence for the quality of the earlier grant (e.g., if possible, by external evaluations);
- Any other relevant point.

The following table (or similar) should be used to detail the financial aspects of the programme

Cost categories	EU contribution (EUR / person-month)	Total cost = EU contribution + own resources (EUR / person-month)
Living allowance	1 855 (for ESR)* 2 625 (for ER)*	***
Mobility allowance**	N/A	***
Family allowance**	N/A	
Travel allowance**	N/A	
Research costs**	N/A	
Other (training, etc.) **	N/A	
Management	325	
Overheads**	N/A	

\*Choose the applicable rate, and delete the other.

\*\* If applicable, delete otherwise. Other lines can be included for categories not shown in the template above.

\*\*\* The sum of living and mobility allowance must not be lower than EUR 2597 for ESR and EUR 3675 for ER.

The following tables may be used to list deliverables and milestones of the programme.

**Deliverables List**

*A deliverable is a distinct output of the project, meaningful in terms of the project's overall objectives and comprises a report, a document, a technical diagram, etc.*

Deliverable No	Deliverable Name	Nature	Delivery Date

**Milestones List**

*Milestones are control points in the project that contribute 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 intermediate points so that, if problems have arisen, corrective measures can be taken.*

Milestone Number	Milestone Name	Estimated Date	Means of Verification

## 4. Ethics clearance

All research activities in Horizon 2020 must respect fundamental ethics principles, including those reflected in the Charter of Fundamental Rights of the European Union<sup>1</sup> and the relevant ethics rules of H2020. 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.

Ethics is important for all research domains. Informed consent and confidentiality are as important for a sociological study as they are for clinical research.

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.

COFUND programmes are encouraged to follow a bottom-up approach and it is often not known in advance if the fellowships to be funded will raise ethical issues. Therefore, it is important to describe how the proposal meets the European as well as the national legal and ethics requirements of the country or countries where the tasks raising ethics issues are to be carried out. In particular, applicants should take care to describe the ethics procedures that they will enforce in the execution of the programme.

In practice, this means that the successful COFUND programmes, when opening their calls for proposals, will have to detail the procedure to be followed for addressing proposals raising ethical issues. This procedure could, eventually, follow the same steps as the ones detailed for the other MSCA. You will find below information on the Ethics Review procedure in Horizon 2020.

### 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 in Part A

If you entered one or more ethical issue/s in the Ethical Issues Table (EIT) 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 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 EIT 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>1</sup> Charter of Fundamental Rights of the European Union, 2000/C 364/01. See also [http://www.europarl.europa.eu/charter/default\\_en.htm](http://www.europarl.europa.eu/charter/default_en.htm)

## 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 Third Country 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.).

## 5. Letters of Commitment from Partner organisations

Please use this section to insert scanned copies of the letters of commitment from the partner organisations (with details on their financial participation – mandatory for partner organisations that contribute to the funding of the programme).

**END PAGE**

MARIE SKŁODOWSKA-CURIE ACTIONS

**Co-funding of regional, national and  
international programmes (COFUND)**

**Call: H2020-MSCA-COFUND-2014**

PART B

“PROPOSAL ACRONYM”

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

**[DP] [FP]  
[delete as appropriate]**