GUIDE FOR APPLICANTS

Marie Skłodowska-Curie Actions

Innovative Training Networks (ITN)
Call Identifier: H2020-MSCA-ITN-2016
Closing Date: 12 January 2016 at 17:00:00
(Brussels local time)

Date of publication: 15 October 2015
Version Number: 2016.1

Note: *National Contact Points NCPs have been set up across Europe by the national governments to provide information and personalised support to Horizon 2020 applicants in their native language. The mission of the NCPs is to raise awareness, inform and advise on Horizon 2020 funding opportunities, as well as to support potential applicants in the preparation, submission and follow-up of their grant applications. For details on the NCP in your country, please consult the website at:*
http://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html

Research Executive Agency

The Marie Skłodowska-Curie Actions in Horizon 2020

The Marie Skłodowska-Curie actions (MSCA) aim to support the career development and training of researchers – with a focus on innovation skills – in all scientific disciplines through international and intersectoral mobility.

The MSCA are expected to finance around 65,000 researchers between 2014 and 2020, including 25,000 doctoral candidates. The actions will address several objectives of the Europe 2020 strategy, including the Innovation Union flagship initiative. This states that the EU will need at least one million new research jobs if it is to reach the target of spending 3% of EU GDP on research and development by 2020.

By funding excellent research and offering attractive working conditions, the MSCA offer high quality professional opportunities open to researchers of any age, nationality or discipline.

The 2016 Marie Skłodowska-Curie Actions are:

- **Innovative Training Networks (ITN)**
  Innovative doctoral-level training providing a range of skills in order to maximise employability
- **Individual Fellowships (IF)**
  Support for experienced researchers undertaking mobility between countries, and also to the non-academic sector
- **Research and Innovation Staff Exchange (RISE)**
  International and intersectoral collaboration through the exchange of research and innovation staff
- **Co-funding of regional, national and international programmes (COFUND)**
  Co-financing high-quality fellowship or doctoral programmes with transnational mobility

The Coordination and Support Action **European Researchers' Night (NIGHT)**, funded under the MSCA, is a Europe-wide public event to stimulate interest in research careers, especially among young people.

Guides for Applicants for all of the MSCA can be found on the Participant Portal at: **http://ec.europa.eu/research/participants/portal**

The MSCA website can be found at:
http://ec.europa.eu/research/mariecurieactions/

This Guide is based on the rules and conditions contained in the legal documents relating to Horizon 2020 (in particular the Horizon 2020 Framework Programme and Specific Programme, the Rules for Participation, and the Work Programmes), all of which can be consulted via the Participant Portal.

Table of Contents

<u>Definitions used throughout this Guide:</u>

Early-Stage Researchers (ESRs) shall, at the time of recruitment by the host organisation, be in the first four years (*full-time equivalent research experience*) of their research careers and have not been awarded a doctoral degree.

Date of Recruitment normally means the first day of the employment of the fellow for the purposes of the project (i.e. the starting date indicated in the employment contract or equivalent direct contract).

Full-Time Equivalent Research Experience is measured from the date when the researcher obtained the degree entitling him/her to embark on a doctorate (either in the country in which the degree was obtained or in the country in which the researcher is recruited or seconded), even if a doctorate was never started or envisaged.

Mobility Rule: at the time of recruitment by the host organisation, researchers must not have resided or carried out their main activity (work, studies, etc.) in the country of their host organisation for more than 12 months in the 3 years immediately before the reference date. Compulsory national service and/or short stays such as holidays are not taken into account. As far as international European interest organisations or international organisations are concerned, this rule does not apply to the hosting of eligible researchers. However, the appointed researcher must not have spent more than 12 months in the 3 years immediately prior to their recruitment at the host organisation.

Academic Sector means public or private higher education establishments awarding academic degrees, public or private non-profit research organisations whose primary mission is to pursue research, and international European interest organisations as they are defined in Article 2 of the Horizon 2020 Rules for Participation.

Non-Academic Sector means any socio-economic actor not included in the academic sector and fulfilling the requirements of the Horizon 2020 Rules for Participation (see p. 10).

Member States (MS) are member states of the European Union.

Associated Countries (AC) are third countries that are associated to Horizon 2020.

Non-Associated Third Countries (TC) are countries which are neither EU Member States (MS) nor associated to Horizon 2020 (AC). Some TC are included in the list of countries eligible for funding, provided in the General Annex A to the Work Programme.

Coordinator is the beneficiary that is taking the lead in the preparation of the proposal as the "proposal coordinator". For a given proposal, the coordinator acts as the single point of contact between the participants and the Research Executive Agency (REA).

Beneficiaries are organisations that are full partners of a network and are signatories to the Grant Agreement. They contribute directly to the implementation of the research training programme by appointing, supervising, hosting and training researchers. They may also provide secondment opportunities. Beneficiaries take complete responsibility for executing the proposed programme and other requirements of the project.

Partner Organisations are <u>not</u> signatories to the Grant Agreement and do not employ the researchers within the project. Partner organisations provide additional training and/or host researchers during secondments.

MSCA Work Programme: Part 3 to the Horizon 2020 Work Programme 2016-2017 ("Marie Skłodowska-Curie Actions"), European Commission Decision C(2015)6776/3 of 13 October 2015. Applicants should also refer to the Introduction and General Annexes.

European Charter and Code for Researchers: Commission Recommendation of 11 March 2005 on the European Charter for Researchers and on a Code of Conduct for the Recruitment of Researchers, C(2005)576 of 11 March 2005.

NB: ***Links to documents referred to in this Guide are provided in Annex 1***

1. General Aspects

1.1. Purpose

The specific objectives of the Marie Skłodowska-Curie Innovative Training Networks (ITN) are:[1]

- to train a new generation of creative, entrepreneurial and innovative early-stage researchers able to face current and future challenges and to convert knowledge and ideas into products and services for economic and social benefit;
- to raise excellence and structure research and doctoral training, extending the traditional academic research training setting, incorporating the elements of Open Science and equipping researchers with the right combination of research-related and transferable competences.
- to provide enhanced career perspectives in both the academic and non-academic sectors through international, interdisciplinary and intersectoral mobility combined with an innovation-oriented mind-set.

Institutions which are actively involved in research and (research) training (e.g. universities, public or private non-commercial research centres, large enterprises, SMEs, non-profit or charitable organisations, etc.) will propose a research training network and apply for funding. If selected they will cooperate to recruit researchers and provide them with opportunities to undertake research in the context of **a joint research training or doctoral programme**. These programmes should respond to well-identified multi- and inter-disciplinary needs in defined scientific or technological areas, **expose the researcher to the academic and non-academic sectors**, and offer a comprehensive set of **transferable skills** relevant for innovation and long-term employability (entrepreneurship, commercialisation of results, Intellectual Property Rights (IPR), communications etc.). Proposals should reflect existing or planned research cooperation among the partners in which the researchers will take part through **individual, personalised research projects**.

1.2 Structure

ITN project proposals may take one of three forms, each with different participation requirements:

1. European Training Networks (ETN)
2. European Industrial Doctorates (EID)
3. European Joint Doctorates (EJD)

- **European Training Networks (ETN)**

The largest share of the ITN call budget is made available for ETN. These networks have the objective of training highly-skilled researchers and stimulating entrepreneurship, creativity and innovation in Europe. An ETN must be composed **of at least three beneficiaries established in at least three different MS or AC**. Above this minimum, the participation of other organisations, including international European interest organisations and those from TC, is possible under the conditions

[1] Please see also *Principles for Innovative Doctoral Training*: http://ec.europa.eu/euraxess/pdf/research_policies/Principles_for_Innovative_Doctoral_Training.pdf

provided by the Horizon 2020 Rules for Participation (see more details below). There is no pre-defined size for these multi-partner networks. However, **it is recommended to keep the size of the consortium between 6 and 10 beneficiaries** since previous experience has shown this to be a manageable size.

Although not a formal eligibility requirement, it is expected that beneficiaries will be drawn from different sectors and that ETN proposals will offer intersectoral and interdisciplinary research training as well as high-quality supervision arrangements.

> Example: *a consortium composed of universities in Greece, Israel, Malta, Turkey, the UK and Italy, and a manufacturer of radiocarbon dating equipment based in France, proposes an ETN in the field of archaeology examining trading routes in ancient Europe. Partner organisations in Lebanon, Cyprus and Egypt will complement the training and offer secondment opportunities. Each fellow will receive training in advanced radiocarbon dating techniques at the industrial partner, and will undertake secondments to the associated partners for their field work, up to a maximum of 30% of their recruitment period. In addition to local training courses at the fellows' respective hosts, the consortium will offer network-wide training modules, including transferable skills training. Two Summer Schools will provide in-depth training and networking opportunities, while a final conference will offer dissemination and outreach opportunities.*

- **European Industrial Doctorates (EID)**

EID aims to meet the objectives of ITN in particular by involving the non-academic sector in doctoral training so that skills better match public and private sector needs. **An EID must be composed of at least two beneficiaries established in two different MS or AC**. **At least one beneficiary must come from the non-academic sector, primarily enterprise.** Additional beneficiaries and partner organisations can come from any country or sector. However, should none of the academic beneficiaries be entitled to award a doctoral degree[2] a university entitled to award a doctoral degree must be associated to the project as a partner organisation.

Each recruited researcher must:

- be enrolled in a doctoral programme at one of the academic beneficiaries;
- be jointly supervised by at least two supervisors, one from each sector;
- spend at least 50% of their time in the non-academic sector (at beneficiaries or partner organisations). The specific percentage of time that each researcher will spend at each institution should therefore be indicated in the proposal.

The research conducted in each participating entity must be within the framework of the doctoral programme and should aim to support long-term, industry-oriented research (fundamental or applied).

> Example: *an academic research institution in Austria, a university in Sweden and a research-performing enterprise in Cyprus propose an EID in the field of medical devices based on nanotechnology. The academic research institution in Austria cannot award doctoral degrees therefore the*

[2] References in this document to "doctoral degrees" mean degrees recognised as such by the relevant authorities of the country or countries concerned.

ESRs will be enrolled at the university in Sweden. The researchers will spend 50% of their time at the enterprise in Cyprus with their remaining time split between the research institution in Austria and the university in Sweden. Training will be offered by all three beneficiaries, with short-term secondment opportunities and transferable skills training offered by a number of other partner organisations.

<u>EID proposals will be ranked in a separate panel with a dedicated budget of €25 million.</u>

- **European Joint Doctorates (EJD)**

EJD has the objective of promoting international, intersectoral and multi/inter-disciplinary collaboration in doctoral-level training in Europe through the creation of joint doctoral programmes, leading to the **delivery of joint, double or multiple doctoral degrees**. An EJD must be composed of **at least three beneficiaries entitled to award doctoral degrees from three different MS or AC**. At least two institutions conferring a joint, double or multiple doctoral degree must be established in an MS or AC.

A **joint degree** refers to a single diploma issued by at least two higher education institutions offering an integrated programme and recognised officially in the countries where the degree-awarding institutions are located. A **double or multiple degree** refers to two or more separate national diplomas issued by two or more higher education institutions and recognised officially in the countries where the degree-awarding institutions are located. The final degree must be awarded by institutions from at least two different countries.

The joint supervision of fellows is mandatory, as is the creation of **a joint governance structure** with joint admission, selection, supervision, monitoring and assessment procedures.

Each recruited researcher must:
- be selected, supervised, monitored and assessed through a joint governance structure;
- be enrolled on a joint doctoral programme.

The consortium should propose a joint doctoral programme aiming at overcoming national, sectoral and inter-disciplinary boundaries in doctoral research, promoting the mobility of doctoral candidates, and leading to lasting doctoral-level cooperation between the beneficiaries. The joint doctoral programme should also contribute to reinforcing links between universities/research organisations and the non-academic sector in order to strengthen the transmission and exploitation of knowledge and to enhance the innovation process. Beneficiaries and/or partner organisations from the non-academic sector may therefore also participate in an EJD. Proposals should provide for a coherent doctoral programme, clearly indicating those elements common for all researchers and those which will be tailored to the individual fellows. Proposals should also demonstrate how the joint programme will be embedded within existing doctoral and research training programmes, and should also include a tentative list of the individual research projects to be completed in the framework of the project.

The participating organisations must demonstrate clearly that the joint scheme will become a reference at European level, thus contributing to improving the overall quality of doctoral education and research in Europe, and will lead to the award of a joint, double or multiple degree recognised or accredited by the respective national authorities. As such, **letters of institutional commitment signed by an authorised legal representative must be included in Part B.7 of the proposal from each of the beneficiaries that would award the (joint, double or multiple) doctoral degrees** stating their agreement, in principle, to ensure the provision of such degrees should the proposal receive funding. **If successful, a copy of the final agreement** between the institutions **will be requested as a deliverable** soon after the start of the project.

> Example: *a consortium composed of academic institutions entitled to deliver doctoral degrees based in Italy, Luxembourg, Ireland, Poland and Hungary proposes an EJD in political science examining the rise of regional parties in Europe. Partner organisations in three other countries offer additional secondment opportunities and transferable skills training. Each recruited fellow will be supervised by experts from at least two different beneficiaries and will participate both in common, programme-wide training courses as well as specialised, tailored courses specific to their needs. Secondments will be targeted according to the expertise available at each of the beneficiaries and will be used to gather data and conduct expert interviews as well as to attend courses and training modules not available at other institutions. Skills training will include modules on qualitative and quantitative research methods, presentation skills, and consulting methodologies. The fellows' research will be recognised by two of the academic beneficiaries and will lead to the award of a joint doctoral degree.*

EJD proposals will be ranked in a separate panel with a dedicated budget of €28 million.

The overall EU contribution per grant agreement is limited to a maximum of:

- **540 person-months per network for all ETN and EJD projects, as well as for an EID with more than 2 beneficiaries;**
- **180 person-months per network for an EID with 2 beneficiaries.**

The expert evaluators will carefully consider the requested number of person-months with respect to the coherence of the proposed project and the capacities of the hosts.

2. Participants

2.1 Beneficiaries

Beneficiaries are organisations that are **full participants of a network**. They contribute directly to the implementation of the joint training programme of the network **by recruiting, supervising, hosting and training researchers**. They may also provide secondment opportunities. **Beneficiaries are signatories to the grant agreement**, receive funding, claim costs, and take complete responsibility for executing the proposed programme.

Regardless of their size, all beneficiaries must be able to physically host at their premises – and offer appropriate supervision of – the recruited researchers. The expert evaluators will therefore be asked to give an opinion on whether each beneficiary is able to offer a hosting environment commensurate with its role and involvement in the project. Should a beneficiary wish to host a researcher at premises other than at their registered address, e.g. a university sending the researcher to another campus or laboratory in another city, or a company sending the researcher to a branch in another country, this must be expressly stated and justified in the proposal.

2.2 Partner Organisations

Partner organisations complement the research training programme but **do not recruit any researchers**. They provide additional research and transferable skills training and/or secondment opportunities. Partner organisations can be academic or non-academic organisations, located in any country. **They are not signatories to the grant agreement**.

Partner organisations **cannot directly claim any costs from the project**. Instead, the beneficiaries would need to reimburse the partner organisations for their activities in the research training programme.

Each partner organisation must **include an up-to-date letter of commitment in Part B.7 of the proposal** to demonstrate their real and active participation in the proposed network. The expert evaluators will disregard the contribution of any partner organisation for which no letter of commitment is submitted. The precise role of each partner organisation should also be clearly described in the proposal. There is no pre-defined number of partner organisations in a project.

Both academic and non-academic organisations can take part in an ITN either as a beneficiary or as a partner organisation.

Minimum Number of Participants			
Network Status	ETN	EID	EJD
Beneficiary	3	2 1 academic; 1 non-academic[3]	3 doctoral degree-awarding
Partner Organisation[4]	No minimum	No minimum	No minimum

[3] Should none of the academic beneficiaries be entitled to award a doctoral degree, a university entitled to award a doctoral degree must be associated to the project as a partner organisation.
[4] It is recommended that the number of partner organisations is reasonable and commensurate with the size of the network.

Summary of Tasks				
Network Status	Recruitment of Researchers	Training and/or Hosting of Seconded Researchers	Participation in Supervisory Board	Directly Claims Costs
Beneficiary	✓	✓	✓	✓
Partner organisation	×	✓	✓	×

2.3 Eligible Organisations

Before applying, each beneficiary has to register and is automatically classified in one of the two sectors (academic or non-academic) on the basis of the information provided during the legal validation process.[5] In the Rules for Participation some categories of organisations are defined (i.e. SME, IEIO, non-profit legal entity).

For the purposes of ITN, participating organisations can be divided into two sectors: academic and non-academic (see below).

2.4 Academic Sector

For the definition of the academic sector see Definitions.

2.5 Non-Academic Sector

ITN aims to improve the employability of researchers through exposure to organisations in the academic and non-academic sectors, thereby broadening the traditional academic research training setting and eliminating cultural and other barriers to mobility. **An essential part of any ITN is therefore the involvement of organisations from different sectors**. For EID projects, note that the participation of the non-academic sector as a beneficiary is an eligibility criterion.

In all cases, **the involvement of the non-academic sector must be meaningful and appropriate to the implementation mode and research field**. The quality and degree of involvement of organisations from the non-academic sector will be assessed by the expert evaluators according to the evaluation criteria.

The **non-academic sector** includes all non-academic workplaces of researchers, from industry to business (including SMEs), government, civil society organisations, such as non-profit or charitable organisations (NGOs, trusts, foundations, etc.), cultural institutions, museums, hospitals, international organisations (like the UN or WHO), etc.

---

[5] Legal entities having a valid PIC number under FP7 maintain their PIC in H2020. The details of all validated organisations are stored in the Unique Registration Facility (URF). For the confirmation and, **if necessary, revision** of the data stored in the URF, the Commission asks each organisation to nominate a Legal Entity Appointed Representative (LEAR). The LEARs can view their organisations' legal and financial data online and ask for corrections and changes though the Participant Portal.

The status of an organisation is ultimately determined by the legal validation of the entity (PIC number).

> Example: *If an organisation has a "non-profit research organisation" status, it may be classified in the academic sector depending on its statute (e.g. in the case of some museums).*

2.6 Eligible Country Groups and their Role in an ITN

For the purposes of ITN, three main categories of countries can be distinguished:

- EU Member States (MS)
- Associated Countries (AC)[6]
- Non-Associated Third Countries (TC)

TCs are neither EU Member States nor third countries associated to Horizon 2020 (Associated Countries), see definitions on p.4.

Minimum Country Participation in an ITN

Implementation Mode	Country of beneficiaries
European Training Networks (ETN)	**Minimum: 3 different countries**: MS or AC
European Industrial Doctorates (EID)	**Minimum: 2 different countries**: MS or AC
European Joint Doctorates (EJD)	**Minimum: 3 different countries**: MS or AC
Additional beneficiaries or partner organisations can be established anywhere in the world (MS, AC, TC)	

- **International European Interest Organisations (IEIO)**

An "International European Interest Organisation" is defined in Article 2.1(12) of the Horizon 2020 Rules for Participation as "an international organisation, the majority of whose members are Member States or Associated countries, and whose principal objective is to promote scientific and technological cooperation in Europe". As IEIO are not linked to any country, for the purpose of the programme they are considered as institutions established in a MS or AC other than those represented by the beneficiaries in the network. The same applies to the European Commission's Joint Research Centre (JRC). Examples of IEIO include CERN and EMBL. All members of EIROForum are considered European interest organisations.

> Example: *European Molecular Biology Laboratory (EMBL) is a non-profit international European interest organisation specialising in basic research in the life sciences. The main EMBL laboratory situated in Heidelberg, Germany, will be eligible to participate in an ETN together with two other*

[6] For a list of countries associated to Horizon 2020, see: http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf

beneficiaries from Poland and Germany. Although it is physically located in Germany, it will not count as a German beneficiary and thus the minimum requirement for the participation of 3 institutions coming from 3 different MS/AC is fulfilled.

- **Non-Associated Third Countries and International Organisations**

Above the minimum number of MS and AC, legal entities established in TC are eligible to participate in an ITN. However, the funding available for research teams based in TC will depend on the status of the country. For countries listed in General Annex A to the Horizon 2020 Work Programme, funding may be granted on the same terms as for MS and AC, providing that the minimum participation requirements have been met.

In exceptional cases, an international organisation or an entity established in a country *not* listed in General Annex A to the Work Programme may be entitled to participate as a beneficiary. This must, however, be **endorsed by the expert evaluators** and at least one of the following conditions must be fulfilled:

- the participation is deemed essential for carrying out the action by the Commission or the relevant funding body;
- such funding is provided for under a bilateral scientific and technological agreement or any other arrangement between the Union and the international organisation or, for entities established in third countries, the country in which the legal entity is established.[7]

Where institutions based in a TC not listed in General Annex A to the Work Programme wish to participate in an ITN project, and where this does not fulfil the conditions outlined above, it is suggested that such institutions participate as partner organisations.

Note that a list of institutions based in third countries that are willing to cooperate with European partners in ITN and other MSCA projects is available on the MSCA website.[8]

Note: In the context of the consortium's composition, applicants should take into account that for all ITN projects (except for EID with only two beneficiaries), **no more than 40% of the total EU financial contribution** may be allocated for the benefit of organisations within one country.

3. Implementation of an ITN

3.1 The Topic of the Project

All Marie Skłodowska-Curie actions have **a bottom-up approach**, i.e. proposals in all domains of research and technological development are eligible for funding, except for areas of research covered by the EURATOM Treaty. Applicants will be required to

[7] A list of such agreements is available at: http://ec.europa.eu/research/iscp/index.cfm?pg=countries.
[8] http://ec.europa.eu/research/mariecurieactions/apply-now/find-partners_en.htm

define in the proposal the scientific and technological area within which the individualised research projects of the recruited researchers will be developed.

All research activities supported by Horizon 2020 should respect fundamental ethical principles (see p.46-47 of this Guide).

3.2 Recruitment

European Training Networks (ETN)

- All beneficiaries must recruit and host at least 1 researcher

European Industrial Doctorates (EID) and European Joint Doctorates (EJD)

Two possibilities exist:

i. a researcher is employed 100% by a beneficiary and sent to other beneficiaries or partner organisations for the share of time foreseen under the implementation mode in question, or

ii. a researcher is recruited separately by each beneficiary for the period of time they spend there.

For EID, however, recruited researchers must spend at least 50% of their time in the non-academic sector (at beneficiaries or partner organisations).

Note that the mobility requirement (see point 3.7 below) applies to the beneficiary where the researcher is recruited. If the researcher has a recruitment contract with more than one beneficiary, however, the mobility requirement will apply to the beneficiary where the researcher is recruited for the first time in the project.

The choice of recruitment option and location of the premises of the recruiting beneficiary will have an influence on the fellow's salary in view of the different country correction coefficients (see Table 2, p.69 and 70 of the MSCA Work Programme 2016-2017).

The project will be responsible for the selection and recruitment of its eligible researchers. An important aspect of the Commission’s policy towards researchers is to improve their working and living conditions and to promote mobility in order to open up new perspectives for research careers within Europe. The Marie Skłodowska-Curie actions aim to act as a catalyst in this respect. The host organisations will therefore be required to meet certain conditions relating to the publishing of vacancies, recruitment and length of appointment of researchers and which should be in line with the principles set out in **the European Charter and Code for Researchers** (see Definitions). Note that a beneficiary may not recruit a researcher via an employment agency.

3.3 Eligible Researchers

All researchers recruited in an ITN must be **Early-Stage Researchers** (ESRs) and undertake transnational mobility (see point 3.4 below). For all recruitments, the eligibility of the researcher will be determined at the time of their **first recruitment** in the project. The status of the researcher will not evolve over the life-time of the project, even if they are re-recruited at another beneficiary.

3.4 Conditions of Mobility of Researchers

Researchers can be of **any nationality**. They are required to undertake transnational mobility (i.e. move from one country to another) when taking up their appointment (see mobility rule in Definitions).

Nationality is therefore not a criterion. Rather the location of the researcher's residence or main activity during the 3 years prior to their recruitment is determining.

> Example: *Danish nationals can be eligible for recruitment at a beneficiary located in Denmark if they have resided or carried out their main activity outside of Denmark for more than 24 months in the 3 years immediately prior to their recruitment.*

Note that the mobility rule applies to the (first) beneficiary **where the researcher is recruited,** and not to beneficiaries to which the researcher is sent or seconded. It is also **only determined at one point in time**: that of the fellow's first recruitment in the project (see also points 3.2 and 3.3 above)

3.5 Duration of the Project and of the Recruitments

The duration of the project is limited to **48 months from the start date of the project.** The recruitment of each individual ***ESR*** **will be supported for a minimum of 3 months and up to a maximum of 36 months**. However, researchers enrolled in a doctoral programme are expected to be appointed for the maximum 36 months. Given the time required at the beginning of the project to advertise the vacancies and to recruit researchers, the 48 month duration of the project offers a sufficient margin to ensure that the researchers can remain in place for the full 36 month period.

3.6 The Supervisory Board

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

Composition
The Supervisory Board will be composed of representatives of all beneficiaries and partner organisations and may also include any other stakeholders of relevance to the training programme, including those from the non-academic sector. An appropriate gender balance should be respected in the board's composition. It is also considered best practice to include a representative from among the recruited ESRs.

Tasks
The board will oversee the quality of the programme and ensure an adequate balance between scientific/technological and transferable skills training. This shall be achieved through personalised research projects and training, appropriate to the needs of each recruited researcher. Involvement of the non-academic sector in the supervisory board aims to ensure that the skills acquired by researchers fulfil the needs of both academia and the non-academic sector and enhance the intersectoral employability of the researchers. The Supervisory Board will also establish an active and continuous communication and exchange of best practice among the partners to maximise the benefits of the partnership. Finally, it will also oversee the quality and quantity of supervision of the ESRs.

3.7 Management and Consortium Agreement

Participants in all ITNs are **required to conclude a consortium agreement outlining their cooperation in the project**, in principle prior to the signature of the grant agreement. This agreement should, *inter alia*, cover the selection and recruitment procedures and principles, IPR, and the supervision arrangements, including qualifications of supervisors, etc. It should also outline any redistribution of institutional unit costs between the beneficiaries. The final consortium agreement must be provided to the REA as a management deliverable during the implementation of the project.

The cooperation and communication within the project shall be as open and efficient as possible, with the appropriate involvement of recruited researchers (for the organisation of meetings and identification of training needs, for example).

4. Typical Activities of an Innovative Training Network

4.1 Research and Training Activities

Applicants will primarily propose a dedicated and high-level joint research training programme that focuses on promoting scientific excellence and exploiting the specific research expertise and infrastructure of the beneficiaries and of the collective expertise of the network as a whole. These training programmes will address in particular the development and broadening of the research competences of the ESRs. Such training activities might include:

- **Training through research** by means of individual, personalised projects, including meaningful exposure to different sectors;
- **Development of network-wide training activities** (e.g. workshops, summer schools) that exploit the inter/multi-disciplinary and intersectoral aspects of the project and expose the researchers to different schools of thought. Such events could also be open to external researchers. For doctoral programmes (i.e. EID and EJD), the broad structure of the curriculum should be outlined and preferably quantifiable by ECTS points;
- **Provision of structured training courses** (e.g. tutorials, lectures) that are available either locally or at another participant. Training programmes between the participants are expected to be coordinated to maximise added value (e.g. joint syllabus development, opening up of local training to other network teams, joint PhD programmes, etc.);
- **Exchanging knowledge with the members of the network** through undertaking intersectoral visits and secondments. A strong networking component is expected in each proposal;
- **Invitation of visiting researchers** originating from the academic or non-academic sector. This would be aimed at improving the skills and know-how of the researchers and should be duly justified in the context of the training programme. The network can cover costs of visiting researchers under the Research, Training and Networking cost category.

Further training activities with a particular view to widening the career prospects of the researchers would include **transferable skills training** both within and outside the network. Topics of interest could include:

- Training related to research and innovation: management of IPR, take up and exploitation of research results, communication, standardisation, ethics, scientific writing, personal development, team skills, multicultural awareness, gender issues, research integrity, etc.
- Training related to management or grant searching: involvement in the organisation of network activities, entrepreneurship, management, proposal writing, enterprise start-up, task co-ordination, etc.

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

Although mutual recognition is mandatory only for EJD, it is expected that both beneficiaries and partner organisations will **mutually recognise the quality of the research and training** and, if possible, of diplomas and other certificates awarded. The size of the joint research training programme and of the network will depend on the nature and scope of the training activities to be undertaken by the network, as well as on considerations regarding management and effective interaction among the partners.

4.2 Secondments

In ETN, recruited researchers can be seconded to other beneficiaries and/or to partner organisations for **a duration of up to 30% of their recruitment period**. Normal practice during secondments is for the researchers to keep their contract with the sending institution, which also pays their travel and subsistence expenses (e.g. accommodation) from the institutional unit costs. During their secondment, researchers receive supervision and training at the premises of the receiving beneficiary or partner organisation. Secondments should be differentiated from short visits, i.e. of a few days.

> Example: *an ESR recruited in an ETN for a period of 36 months by an astrophysics institute in Spain will spend two periods of secondment each of 5 months at two partner organisations from the private sector in order to profit from specific training facilities, one located in South America and another one in Portugal. The institute in Spain will continue paying the researcher's allowances during the entire recruitment period, including the secondments.*

In EID, all recruited ESRs must spend at least 50% of their time in the non-academic sector. Therefore if a researcher is recruited by an academic beneficiary, they must be sent to the non-academic sector, primarily enterprise, for at least 50% of their recruitment period within the project. The limitation of secondments to 30% of the recruitment period does not apply to EID insofar as time spent at other participating organisations occurs in line with the proposal. However, it is expected that the recruited researchers will benefit from the strong research collaboration of the beneficiaries (academic and non-academic). The provision of additional training by partner organisations is encouraged, where relevant.

Example: *an EID in the field of quantum computing is composed of a university in Italy and a high-tech SME in Sweden. It is proposed that each ESR will be recruited in Italy but will spend 18 months at the SME in Sweden and 6 month stays at a non-academic partner organisation in Turkey and at a partner organisation in Slovenia. The remaining 6 months of their 36 month recruitment period will be spent at the university in Italy, fulfilling the requirements of their enrolment as doctoral candidates.*

In EJD it is expected that the researchers will need to spend at least the minimum period of time at the corresponding academic beneficiary(ies) required to be eligible to submit a doctoral degree there. This will vary according to the institution and country in question. The limitation of secondments to 30% of the recruitment period does not apply to EJD insofar as time spent at other participating organisations occurs in line with the proposal.

Example: *an EJD taking a multi-disciplinary approach to the modelling of climate change is comprised of three universities located in Estonia, France and Iceland. The joint PhD programme requires each ESR to spend 12 months at each of the two universities awarding the joint degree. It is proposed that the remaining 12 month period of their respective 36 month recruitments will be spent at an environmental NGO in Spain which is a non-academic partner organisation in the project.*

4.3 Networking Activities

Networks will establish or strengthen the collaboration between the research teams, as well as between themselves and the wider scientific community, including through the use of the internet and social media.

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

Networking activities could further include:

- Organisation of scientific or managerial network meetings;
- Visits and secondments between partners in order to exchange knowledge;
- Invitation of external experts for specialist input;
- Attendance of the recruited researchers at international conferences and workshops;
- Collaboration with other ITN project or research group;
- Organisation of a final network conference.

Training events offered within the network may also be opened to external researchers.

4.4 Communication and Dissemination

In addition to publications and patents, communication of the Marie Skłodowska-Curie actions should aim to demonstrate the ways in which research is contributing to a European "Innovation Union."[9] It should also account for public spending by providing tangible evidence that the funded research adds value by:

- showing how **European collaboration** in the ITN has achieved more than would have otherwise been possible, notably in achieving scientific excellence, contributing to competitiveness and, where relevant, solving societal challenges;
- showing how the outcomes are **relevant to our everyday lives**, by creating jobs, training skilled researchers, introducing novel technologies, or making our lives more comfortable in other ways;
- **promoting results**, which may possibly influence policy-making or ensure follow-up by industry and the scientific community.

Open Access under Horizon 2020
Following Horizon 2020's open access policy, beneficiaries must ensure that peer-reviewed scientific publications resulting from ITN funding are deposited in open access repositories, i.e. free of charge online access for the user. A repository number for each publication must be provided in project reports.

Horizon 2020 also includes a pilot on Open Research Data. The main goal of the pilot is to facilitate research data registration, discovery, access and re-use, in particular in the context of Horizon 2020 funded projects. There is no obligation on ITN projects to participate in the pilot. However, should the beneficiaries choose to do so, a data management plan will be required in the proposal (under "Implementation").

Further information on the Data Management Plan and the pilot can be found in the documents section of the Participant Portal. During the submission process, applicants will be asked to specify whether they wish to participate in the Open Research Data pilot.

4.5 Public Engagement

In the Marie Skłodowska-Curie Actions (MSCA), the primary goal of public engagement activities is to **create awareness among the general public of the research work performed and its implications for citizens and society**. The type of outreach activities could range from press articles and participating in European Researchers' Night events to presenting science, research and innovation activities to students from primary and secondary schools or universities in order to develop their interest in research careers. **The frequency and nature of such activities should be outlined in the proposal**.

[9] http://ec.europa.eu/research/innovation-union/index_en.cfm

5. Financial Aspects

The financial support for ITN projects is calculated on the basis of eligible person-months and takes the form of grants covering up to 100% of the costs. Funding is exclusively in the form of **unit costs**.

Unit costs are fixed amounts and apply to all categories of eligible costs. They are measured by the number of months which are implemented by the eligible researchers in the project. The unit costs are determined ex-ante in the Work Programme, specified in Annex 2 of the Grant Agreement, and cannot be modified. The grant reimburses 100% of the project's eligible unit costs.

The details of the European Union contribution and rates under this action are set out in MSCA Work Programme. There are two types of unit costs:

- Researcher unit costs;
- Institutional unit costs.

One unit is defined as the work of one researcher in the project for a period of one month.

<u>Researcher Unit Costs</u>

5.1 Monthly Living Allowance

This refers to the **basic, gross amount** for the benefit of the researcher to be paid to the researcher in monthly instalments. For MSCA calls launched in 2016-2017, the amount for an ESR is **€3,110 per month (€37,320/year).**

This amount is then adjusted through the application of a **correction coefficient** to the living allowance of the country in which the researcher will be recruited. The final amount will not change in case of secondments to another beneficiary or partner organisation. The country correction coefficients are indicated in Table 2 of the MSCA Work Programme.

The host organisation must appoint each eligible researcher under an **employment contract**. Fixed amount fellowships are only permitted where national regulation prohibits the possibility of an employment contract, and only with the prior approval of the Research Executive Agency. The rates applicable in these cases will be 50% of the rates for researchers under an employment contract.

In all cases, the hosts must ensure that the researcher is covered under the **social security scheme** which is applied to employed workers within the country of the beneficiary, or under a social security scheme providing at least sickness and maternity benefits in kind, invalidity and accidents at work and occupational diseases, and covering the researcher in every place of implementation of the ITN activities.

In the case of **secondments** to other beneficiaries or partner organisations, the social security provision should also cover the researchers during these periods.

Important notice: Living allowance

*The living allowance is a **gross EU contribution** to the salary costs of the researcher. Consequently, the net salary results from deducting all compulsory (employer /employee) social security contributions as well as direct taxes (e.g. income tax) from the gross amounts. The host beneficiary **may pay a top-up** to the eligible researchers from another budget source in order to complement this contribution.*

The rate indicated above is for researchers devoting themselves to their project on a full-time basis.

5.2 Mobility Allowance

All eligible researchers recruited within an ITN are entitled to receive this allowance. It contributes to the expenses of the researcher caused by the mobility. The amount of the mobility allowance is specified in Table 1 of the MSCA Work Programme and for the calls 2016-2017 it amounts to **€600 per month**.

5.3 Family Allowance

A family allowance of **€500 per month** will be paid should the researcher have family, regardless of whether the family will move with the researcher or not. In this context, family is defined as persons linked to the researcher by (i) marriage, or (ii) a relationship with equivalent status to a marriage recognised by the national or relevant regional legislation of the country where this relationship was formalised; or (iii) dependent children who are actually being maintained by the researcher.

The family status of a researcher will be determined at the time of their (first) recruitment in the project and will not evolve during the project lifetime.

The mobility and family allowances are fixed amounts, regardless of the country of recruitment, and shall be excluded from taxation, where this is in line with national legislation. The full amount of these allowances, minus compulsory deductions, should be paid to the researcher for their own use. Therefore no flights or accommodation related to the activities in the project (e.g. conferences, secondments) can be charged under this category.

Institutional Unit Costs

5.4 Research, Training and Network Costs

Research, Training and Network Costs are a unit cost of **€1,800 per person-month** managed by the host beneficiaries to contribute to expenses related to, for example:

- the participation of researchers in training activities;
- expenses related to research costs;
- execution of the project;
- contribution to the expenses related to the coordination between participants;
- costs for visiting researchers;
- tuition fees (where applicable).

5.5 Management and Overheads

Management and Overheads refers to a unit cost of **€1,200 per person-month** that is to be used towards the management of the project. As with Research, Training and Network costs, these amounts may later on be re-distributed among the consortium. For example, the consortium may agree in the Consortium Agreement that all beneficiaries will contribute to the costs that the coordinator incurs for the management of the whole project. However, this is left to consortium to decide.

5.6 Budget Calculations

Applicants are <u>not</u> required to indicate the amount of the estimated EU contribution in their proposal. This will be automatically calculated based on the number of person-months indicated in Part A of the proposal using the rates, allowances and coefficients given in Tables 1 and 2 of the MSCA Work Programme.

<u>It is crucial that the information given in Part A is identical to the information given in proposal Part B.</u>

It is an essential feature of ITN that the expenses related to the appointment of researchers cannot be accurately calculated in advance. This is because the family allowance depends upon the personal circumstances of the researcher (i.e. family status). Therefore **an average calculation** will be used by the REA to determine the level of funding.

5.7 Research Costs at Premises Other Than Those of the Beneficiary

In an ITN, a beneficiary has to recruit the researcher who will spend their time at the premises of this beneficiary. However, this does not exclude a researcher performing the research training activities at a joint research unit (JRU or UMR [*Unité Mixte de Recherche*]), as these premises can be considered as being part of the beneficiary's premises given that the JRU is not a separate legal entity and therefore is part of the beneficiary. This, however, still needs to be clearly indicated and justified in the proposal in order for expert evaluators to assess the proposed set-up. Also in such situations, the recruiting beneficiary remains fully responsible for the implementation of the project, for ensuring the eligibility of the researcher, etc.

5.8 Contractual Obligations

Complete details regarding contractual obligations that bind all beneficiaries can be found in the MSCA Work Programme and in the model Grant Agreement available on the Participant Portal.

Key Points

General remarks:

- ITN projects fund exclusively Early-Stage Researchers (ESR).
- ESR recruitment is for a minimum period of 3 months and a maximum of 36 months
- Transnational mobility requirement applies to all projects
- All projects have a maximum duration of 48 months
- Maximum of 40% of the total EU financial contribution may be allocated for the benefit of organisations within one country (except for an EID with two beneficiaries)

Applicants must apply to one of the three implementation modes:

1. European Training Networks (ETN)

Composition of the Network

- Minimum participation of 3 beneficiaries from 3 EU MS or AC. Additional beneficiaries or partner organisations from any country. Typical size of 6-10 beneficiaries
- Participation of the non-academic sector is expected

Recruitments and Secondments

- Maximum of 540 person-months per network
- All beneficiaries must recruit and host eligible researchers
- Secondments of an individual researcher to other beneficiaries and/or partner organisations up to a maximum of 30% of their recruitment period

Remark

- Researchers will typically be enrolled in a doctoral programme

2. European Industrial Doctorates (EID)

Composition of the Network

- At least 2 beneficiaries, 1 academic and 1 non-academic (primarily enterprise), located in different MS or AC. Additional beneficiaries or partner organisations from any country. Typical size of 2-3 beneficiaries

Recruitments and Secondments

- Maximum 540 person-months per network, except for an EID with 2 beneficiaries (max. of 180 person-months)
- Researchers must spend at least 50% of their time in the non-academic sector.

Requirements

- Mandatory enrolment of researchers in a doctoral programme provided by either by a beneficiary or by a university associated to the project as a partner organisation

Remark

- Ranked in a separate panel with an earmarked budget of €25 million

3. European Joint Doctorates (EJD)

Composition of the Network

- Minimum of 3 beneficiaries, located in different MS or AC, which are entitled to award doctoral degrees. Additional beneficiaries or partner organisations from any country. Typical size of 4-8 beneficiaries

Recruitments and Secondments

- Maximum of 540 person-months per network

Requirements

- Mandatory enrolment of researchers in the joint doctoral programme with the final degree awarded by institutions from at least two different countries

Remark

- Ranked in a separate panel with an earmarked budget of €28 million

Annex 1 – Timetable and Specific Information for this Call

The MSCA Work Programme provides the legal details for submitting a proposal to this call. It describes the content of the topics to be addressed and details on how the call will be implemented. The Work Programme is available on the Participant Portal call page. Basic data on implementation (deadline, budget, additional conditions etc.) is also posted as a separate document ("call fiche"). Please consult these documents.

Indicative timetable for this call

Publication of call	*15 October 2015*
Deadline for submission of proposals	*12 January 2016 at 17:00:00, Brussels local time*
Evaluation of proposals	*March 2016*
Information on the outcome of the evaluation	*June 2016*
Indicative date for the signing of grant agreements	*September 2016*

- **2016 indicative call budget:** € 370.00 million.

  Of this amount, €25 million is allocated to EID and €28 million to EJD.

- **Further information and help**

  The Participant Portal call page contains links to other sources that applicants may find useful in preparing and submitting a proposal. Direct links are also given where applicable.

Call Information

- *Participant Portal call page*
  http://ec.europa.eu/research/participants/portal/desktop/en/home.html
- *MSCA Work Programme 2016-2017*
  http://ec.europa.eu/research/participants/data/ref/h2020/wp/2016_2017/main/h2020-wp1617-msca_en.pdf

General Sources of Help

- *Marie Skłodowska-Curie website*: http://ec.europa.eu/research/mariecurieactions/
- *EURAXESS*: http://ec.europa.eu/euraxess/
- *The European Commission's Horizon 2020 Enquiry Service*
  http://ec.europa.eu/research/index.cfm?pg=enquiries
- *National Contact Points*
  http://ec.europa.eu/research/participants/portal/desktop/en/support/national_contact_points.html
- *Net4Mobility*
  http://www.net4mobility.eu/

Specialised and Technical Assistance

- *Submission Service Help Desk*
  http://ec.europa.eu/research/participants/api/contact/index.html
- *IPR help desk*: http://www.ipr-helpdesk.org

Other Useful Reference Documents

- *Horizon 2020 Work Programme 2016-2017: General Introduction*
- http://ec.europa.eu/research/participants/data/ref/h2020/wp/2016_2017/main/h2020-wp1617-intro_en.pdf

- *Horizon 2020 Work Programme: General Annexes*
- http://ec.europa.eu/research/participants/data/ref/h2020/other/wp/2016-2017/annexes/h2020-wp1617-annex-ga_en.pdf

- *Horizon 2020: Rules for Participation*
- http://ec.europa.eu/research/participants/data/ref/h2020/legal_basis/rules_participation/h2020-rules-participation_en.pdf

- *Horizon 2020: How to Complete Your Ethics Self-Assessment*
  http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/ethics/h2020_hi_ethics-self-assess_en.pdf

- *Horizon 2020: Guidelines on Data Management in Horizon 2020*
  http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-data-mgt_en.pdf

- *European Charter and Code for Researchers*
  http://ec.europa.eu/euraxess/index.cfm/rights/europeanCharter

- *List of Countries Associated to Horizon 2020*
  http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/3cpart/h2020-hi-list-ac_en.pdf

- *Gender Equality in Horizon 2020*
  http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/gender/h2020-hi-guide-gender_en.pdf

- *Horizon 2020 Online Manual*
  https://ec.europa.eu/research/participants/portal/desktop/en/funding/guide.html

Annex 2 – Evaluation Criteria and Procedures

1. General

The evaluation of proposals is carried out by the Research Executive Agency (REA) with the assistance of independent experts.

REA staff ensure that the process is fair and in line with the principles contained in the Commission's rules.[10]

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

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

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

Conflicts of interest: under the terms of the expert contract, all experts must declare beforehand any known conflicts of interest, and must immediately inform the responsible REA staff member should one become apparent during the course of the evaluation. The REA will take whatever action is necessary to remove any conflict of interest.

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

2. Before the Evaluation

Once received in the Participant Portal's electronic submission system, proposals are registered and their status can be checked. Admissibility and eligibility criteria for each proposal are checked by REA staff before the evaluation begins. Proposals which do not fulfil these criteria will not be included in the evaluation.

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

[10] Horizon 2020 Guidelines for submission of proposals, and the related evaluation, selection and award procedures.

- It is received by the REA **before the deadline** given in the call fiche;
- It involves at least the **minimum number, country** and, where applicable, **sector of beneficiaries** as indicated in the call fiche, according to the mode (i.e. ETN, EID or EJD);
- It is **complete** (i.e. the requested administrative forms in Part A and the proposal description in both documents comprising Part B are present – see below);
- The content of the proposal **relates to the funding scheme**, including any special conditions set out in the relevant parts of the MSCA Work Programme.

ITN - Marie Skłodowska-Curie Innovative Training Networks		
Excellence	***Impact***	***Quality and Efficiency of the Implementation***
Quality, innovative aspects and credibility of the research programme (including inter/multidisciplinary, intersectoral and, where appropriate, gender aspects)	Enhancing the **career perspectives** and **employability** of researchers and contribution to their **skills** development	**Coherence and effectiveness of the work plan,** including appropriateness of the allocation of **tasks and resources** (including awarding of the doctoral degrees for *EID* and *EJD* projects)
Quality and innovative aspects of the training programme (including transferable skills, inter/multidisciplinary, intersectoral and, where appropriate, gender aspects)	Contribution to **structuring doctoral / early-stage research training at the European level** and to strengthening **European innovation capacity,** including the potential for: **a)** meaningful contribution of the non-academic sector to the doctoral/research training, as appropriate to the implementation mode and research field **b)** developing sustainable joint doctoral degree structures (for *EJD* projects only)	**Appropriateness of the management structures and procedures**, including quality management and risk management (with a mandatory joint governing structure for *EID* and *EJD* projects*)*
Quality of the supervision (including mandatory joint supervision for *EID* and *EJD* projects)	Quality of the proposed measures to exploit and **disseminate** the project results	Appropriateness of the **infrastructure** of the participating organisations
Quality of the proposed interaction between the participating organisations	Quality of the proposed measures to **communicate** the project activities to different target audiences	**Competences, experience and complementarity of the participating organisations and their commitment to the programme**
50%	**30%**	**20%**

Weighting		
1	2	3
Priority in case of *ex aequo*		
Please note that an overall threshold of 70% will be applied to the total weighted score.		

NEW! Part B must be submitted as two separate two documents:

Document 1 *must comprise of the Start Page, List of Participants data (including non-academic sector beneficiaries and declarations tables), and sections 1-3. The maximum total length for this document is 33 pages (1 page for the Start Page, 2 pages (max) for the List of Participants data, and 30 pages for sections 1 to 3: section 1 must start on page 4).The page limits will be strictly applied. Experts will be instructed to disregard any excess pages.*

Document 2 *must consist of sections 4-7 of Part B. No overall page limit is applicable to this document, but applicants should respect the instructions given per section (e.g. in section 5, a maximum of one page should be used per beneficiary and half a page per partner organisation).*

(see also Annex 4 below)

3. Evaluation of Proposals

Each proposal will be assessed independently by at least three experts chosen by the REA from the pool of experts taking part in this evaluation. An expert will be designated as the proposal "rapporteur" and will assume additional responsibilities at the end of this phase and in the following phases of the evaluation session.

The proposal will be evaluated against the pre-determined evaluation criteria, applying weighting factors and thresholds.

Evaluation scores will be awarded for each of the three criteria. All of the separate elements of each criterion will be considered by the experts in their assessment.

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

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

0 -	*Proposal fails to address the criterion or cannot be assessed due to missing or incomplete information.*
1 -	***Poor.*** *The criterion is inadequately addressed, or there are serious inherent weaknesses.*

2 -	***Fair.*** *Proposal broadly addresses the criterion, but there are significant weaknesses.*
3 -	***Good.*** *Proposal addresses the criterion well, but a number of shortcomings are present.*
4 -	***Very Good.*** *Proposal addresses the criterion very well, but a small number of shortcomings are present.*
5 -	***Excellent.*** *Proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor.*

An example of the evaluation forms that will be used by the experts in this call will be made available on the Participant Portal.

4. Operational Capacity

The expert evaluators will also be asked to assess whether each beneficiary in the proposed consortium has the operational capacity required to participate in the project according to their planned role and responsibilities, as outlined in the proposal. Should the evaluators judge one or more proposed beneficiaries to lack the necessary operational capacity to carry out the tasks assigned to them, they will evaluate the proposal as if the partner(s) concerned were absent and the budget will be reduced accordingly.

Annex 3 – Instructions for Completing Part A of the Proposal

Proposals in this call must be submitted electronically, using the **Electronic Submission Service** of the Commission. It is accessible from the call page on the Participant Portal.

In Part A applicants will be asked for certain administrative details that will be used in the evaluation and further processing of their proposal. Part A constitutes an integral part of the proposal. Details of the work intended to be carried out will be described in Part B (see Annex 4 and Annex 5 of this guide).

The Electronic Submission Service provides guidance on how to complete the Part A, which includes the following sections:

- Section 1: General information about the proposal;
- Section 2: Data on participating organisations;
- Section 3: Budget (request for funding in terms of person-months);
- Section 4: Ethics table;
- Section 5: Information on partner organisations.

1. The Concept of Panels

All eligible proposals will be evaluated under eight major areas of research (known as scientific "**panels**"): Chemistry (CHE); Social Sciences and Humanities (SOC); Economic Sciences (ECO), Information Science and Engineering (ENG); Environmental and Geo-Sciences (ENV); Life Sciences (LIF); Mathematics (MAT), and Physics (PHY). Experts will evaluate proposals under a given panel regardless of the form of proposal (i.e. ETN, EID or EJD). EID and EJD proposals will then be ranked in separate, multidisciplinary panels, each with its own earmarked budget (€25 million for EID and €28 million for EJD).

In the Electronic Submission Service, the applicant chooses the panel to which the proposal will be associated at the proposal stage (using the field "Scientific Panel" in section 1 of the proposal submission forms) and this should be considered as the core discipline. Additional descriptors are used to define the other disciplines that may be involved.

Applicants should carefully choose the panel and descriptors since this will guide the REA in the selection of experts for proposal evaluation.

Except for EID and EJD, as noted above, there is no predefined budget allocation among the panels: as a general rule the call budget will be distributed between the panels based on the proportion of eligible proposals received in each panel.

To help applicants select the most relevant panel for their proposal a document providing a **breakdown of each research area into a number of descriptors** will be provided on the call page on the Participant Portal.

2. How to Complete the Part A Forms

- **Coordinator**

The coordinator fills in the sections 1 (general information), 3 (budget), 4 (ethics) and 5 (data on partner organisations). **Numbers and information listed in section 3 (budget) should be the same as those reported in Part B of the proposal**. **In case of discrepancy, values from the Part A will be deemed to prevail.**

- **Beneficiaries**

All beneficiaries (including the coordinator) complete section 2 corresponding to their respective organisation.

- **Partner Organisations**

Information on partner organisations is provided by the coordinator **ONLY under section A5** of the proposal. Although not mandatory, providing a Participant Identification Code (PIC) for partner organisations in section A5 is encouraged.

3. Budget

When applicants enter the number of recruited researchers and the length of their recruitment, **the system will automatically calculate an indicative project budget**. Please ensure that this data is entered as whole numbers.

Please enter the data for the budget carefully! The expert evaluators will not comment on the budget but will evaluate the task distribution (e.g. appropriateness of the recruitment plan) under the *Implementation* criterion. No further adjustments will be possible.

NOTE: In cases where partner organisations propose to **fund their own participation** in the project (e.g. because they are located in a TC not eligible for funding), these person-months <u>should not</u> be requested in Part A of the proposal, but instead be indicated clearly in Part B of the proposal. A clear explanation of this set-up and of the use of own resources should therefore be provided in Part B.

Annex 4 – Instructions for Drafting Part B of the Proposal

1. General Information

Part B of the proposal contains the details of the proposed research and training programmes along with the practical arrangements planned to implement them. They will be used by the independent experts to undertake their assessment. We would therefore advise applicants to address each of the award criteria as outlined in the following sections, using both descriptive text and the tables provided. Please note that the explanatory notes below serve to explain the evaluation criteria without being exhaustive. To draft a proposal, applicants should also consult the current version of the MSCA Work Programme.

Applicants must structure their proposal according to the headings indicated in the Part B proposal template.

Please note that this call will be a single-stage proposal submission and evaluation procedure. **An RTF (rich text format) version** of the submission template can be downloaded from the Electronic Submission Service. Applicants must ensure that their proposals conform to this layout and to the instructions given in this Guide for Applicants.

NEW: For the 2016 call, applicants must submit Part B of their proposal as two separate documents:

***Document 1*:** must comprise the Start Page, List of Participants data (including non-academic sector and declarations tables), and then Part B sections 1-3. **The maximum total length for this document is 33 pages**. The Start Page must consist of **1 whole page**. The List of Participants data, including the non-academic beneficiaries and declarations tables, **must consist of a maximum of 2 whole pages**. If two whole pages are not used for this section, the remaining space must be left blank: **section 1 must start on page 4 of the document**. Of the **maximum 30 pages applied to sections 1, 2 and 3**, applicants are free to decide on the allocation of pages between the sections. However, the overall page limit will be strictly applied and applicants must keep the proposal within the limits. **Experts will be strictly instructed to disregard any excess pages above the 33 page limit**.

***Document 2*:** must consist of Part B sections 4-7. No overall page limit will be applied to this document, but applicants should respect the instructions given per section (e.g. in section 5, a maximum of one page should be used per beneficiary and half a page per partner organisation).

Note that applicants will not be able to submit their proposals in the submission system unless both documents 1 and 2 are provided.

The **minimum font size** allowed for the main text is **11** points. The page size is A4, and all **margins** (top, bottom, left, right) should be at least **15 mm** (not including any footers or headers). Ensure that the font chosen is clearly readable (e.g. Arial or Times New Roman). As an indication, such a layout should lead to a maximum of between 5,000 and 6,000 possible characters per page (including spaces).

For the Gantt chart and tables, the font size chosen must be clearly legible by the expert evaluators. The minimum font size is therefore 8 points. **Literature references should be listed in footnotes**, font size 8. All footnotes will count towards the page limit.

Please make sure that both documents comprising Part B of the proposal carry as a **header to each page** the proposal acronym and the implementation mode applied to (i.e. ETN, EID or EJD). All **pages should also be numbered** in a single series on the footer of the page to prevent errors during handling. It is recommended to apply the following numbering format: "**Part B - Page X of Y**".

2. Letters of Commitment

Partner organisations must include a letter of commitment in the proposal to demonstrate their real and active participation in the proposed network. Such letters should be scanned and included in section B.6. The experts will be instructed to disregard the contribution of any partner organisations for which no such evidence of commitment is submitted.

Applicants to EJD must also include scanned **letters of institutional commitment** from the beneficiaries awarding doctoral degrees indicating their commitment **to award joint, double or multiple doctoral degrees** within the context of the proposed project. These letters should be signed by the organisation's legal representative, or someone of equivalent authority. They should also indicate agreement with the principle that the awarding of such degrees is a precondition for funding. No template for these letters is provided.

Please ensure that the proposal is complete. The **final version of Part B (document 2) must include the letters of commitment** from partner organisations and doctoral degree-awarding beneficiaries for EJD, as applicable.

For both documents comprising Part B of the proposal, applicants must use exclusively PDF ("Portable Document Format", compatible with Adobe version 3 or higher, with embedded fonts). Other file formats will not be accepted by the Electronic Submission Services of the Commission. Letters of commitment must be included in the PDF file; these should not be attached in a separate PDF file or as an embedded file since this makes them invisible.

3. Gender Issues[11]

Marie Skłodowska-Curie actions pay particular attention to gender equality. In line with the European Charter and Code for Researchers, all MSCA proposals are encouraged to take appropriate measures to facilitate mobility and counter-act

[11] See European Commission (2014), *Gender Equality in Horizon 2020*. Available online at: http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/gender/h2020-hi-guide-gender_en.pdf

gender-related barriers to it. Equal opportunities are to be ensured, both at the **level of supported researchers** and that of **decision-making/supervision**. In research activities where human beings are involved as subjects or end-users, gender differences may exist. In these cases the **gender dimension in the research content has to be addressed as an integral part of the proposal** to ensure the highest level of scientific quality.

As training researchers on gender issues serves the policy objectives of Horizon 2020 and is necessary for the implementation of research and innovation actions, applicants are encouraged to include such activity in their proposals, as appropriate.

4. Scientific Misconduct and Research Integrity

Please note that **the issues of scientific misconduct and research integrity are taken very seriously.** In line with the Horizon 2020 Rules for Participation, appropriate action will be taken against any applicants found to have misrepresented, fabricated or plagiarised any part of their proposal. Coordinators will also be required to make a "declaration on honour" in Part A of the proposal.

It is also expected that procedures for promoting research integrity and managing scientific misconduct will be addressed in the proposal. For example, applicants are encouraged to describe clear procedures for dealing with cases of misconduct (e.g. data fabrication, falsification, plagiarism, misuse of funds, double-funding, etc.) should they arise during project implementation.

Principles of research integrity – as set out, for instance, in the European Code of Conduct for Research Integrity – will apply throughout all Marie Skłodowska-Curie actions.[12]

[12] www.esf.org

Annex 5 – Part B Template

DOCUMENT 1

START PAGE

MARIE SKŁODOWSKA-CURIE ACTIONS

Innovative Training Networks (ITN)
Call: H2020-MSCA-ITN-2016

PART B

“PROPOSAL ACRONYM”

This proposal is to be evaluated as:

[ETN] [EID] [EJD]
[delete as appropriate]

Part B - Page X of Y

TABLE OF CONTENTS

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

Please note that:

- *Applicants must ensure that document 1 does not exceed the total page limit of 33 pages. The Start Page must comprise 1 full page; the List of Participants, data for non-academic beneficiaries and declarations table a maximum of 2 pages (if two whole pages are not required, the remaining space must be left blank – section 1 must start on page 4). Sections 1 to 3 must not exceed 30 pages. The expert evaluators will be strictly instructed to disregard any content above these pages limits.*
- *No reference to the outcome of previous evaluations of this or any similar proposal should be included in the text. The expert evaluators will be strictly instructed to disregard any such references.*

LIST OF PARTICIPANTS (*max. 2 pages*)

Please provide a list of the consortium's participants (both beneficiaries and partner organisations) indicating the legal entity, the department carrying out the work and the scientist-in-charge of the project.

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

Consortium Member	Legal Entity Short Name	Academic (tick)	Non-academic (tick)	Awards Doctoral Degrees (tick)	Country	Dept./ Division / Laboratory	Scientist-in-Charge	Role of Partner Organisation[13]
Beneficiaries								
- NAME								
Partner Organisations								
- 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[14] (in Euro)	Enterprise status (Yes/No)	SME status[15] (Yes/No)

- The information in the above table **must be based on current data, not projections**
- The capacity of institutions participating in successful proposals will be subject to verification during the grant preparation phase

Declarations

Name (institution / individual)	Nature of inter-relationship

- Please use the table above to **declare 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.)

[13] For example, delivering specialised training courses, hosting secondments, etc.
[14] Defined as the total value of sales of goods and services during the last accounting period.
[15] As defined in Commission Recommendation 2003/361/EC

START PAGE COUNT – MAX 30 PAGES

1. Excellence *(starting on p.4)*

1.1 *Quality, innovative aspects and credibility of the research programme* (including inter/multidisciplinary, intersectoral and, where appropriate, gender aspects)

Required sub-headings:

- Introduction, objectives and overview of the research programme. For ETN projects, it should be explained how the individual projects of the recruited researchers will be integrated into – and contribute to – the overall research programme. EJD and EID projects should describe the research projects in the context of a doctoral training programme
- Research methodology and approach
- Originality and innovative aspects of the research programme (in light of the current state of the art and existing programmes / networks / doctoral research trainings)

The project should be divided in **Work Packages** and described in the table below. The Work Packages should reflect the research objectives. Only brief headings and overviews of the Work Packages should be presented in Table 1.1. More details in terms of actual implementation should be provided in the tables under section 3.1.

Table 1.1: Work Package[16] (WP) List

WP No.	WP Title	Lead Beneficiary No.	Start Month	End month	Activity Type[17]	Lead Beneficiary Short Name	ESR involvement[18]

1.2 *Quality and innovative aspects of the training programme* (including transferable skills, inter/multi-disciplinary, intersectoral and, where appropriate, gender aspects)

Required sub-headings:

[16] A work package is defined as a major subdivision of the proposed project.
[17] For example, research, management, dissemination, etc.
[18] Indicate which ESR(s) will participate in the Work Package in question

- Overview and content structure of the training (ETN) or doctoral programme (EID/EJD), including network-wide training events and complementarity with those programmes offered locally at the participating institutions (please include table 1.2a and table 1.2b)
- Role of non-academic sector in the training programme

Table 1.2 a Recruitment Deliverables per Beneficiary

Researcher No.	Recruiting Participant (short name)	Planned Start Month 0-45	Duration (months) 3-36
1.			
2.			
3.			
…			
Total			

Table 1.2 b Main Network-Wide Training Events, Conferences and Contribution of Beneficiaries

	Main Training Events & Conferences	ECTS (*if any*)	Lead Institution	Project Month (*estimated*)
1				
2				
3				
4				

1.3 *Quality of the supervision*

Required sub-headings:

- Qualifications and supervision experience of supervisors
- Quality of the joint supervision arrangements (mandatory for EID and EJD).

To avoid duplication, the role and scientific profile of the supervisors should only be listed in the "Participating Organisations" tables (see section 5 below).

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

Supervision

Employers and/or funders should ensure that a person is clearly identified to whom Early-Stage Researchers can refer for the performance of their professional duties, and should inform the researchers accordingly.

Such arrangements should clearly define that the proposed supervisors are sufficiently expert in supervising research, have the time, knowledge, experience, expertise and commitment to be able to offer the research trainee appropriate support and provide for the necessary progress and review procedures, as well as the necessary feedback mechanisms.

1.4 *Quality of the proposed interaction between the participating organisations*

Required sub-headings:

- Contribution of all participants to the research and training programme
- Synergies between participants
- Exposure of recruited researchers to different (research) environments, and the complementarity thereof

2. Impact

2.1 *Enhancing the career perspectives and employability of researchers and contribution to their skills development*

In this section, please explain the impact of the research and training on the fellows' careers.

2.2 *Contribution to structuring doctoral/early-stage research training at the European level and to strengthening European innovation capacity, including the potential for:*

a) Meaningful contribution of the non-academic sector to the doctoral / research training (as appropriate to the implementation mode and research field)

b) Developing sustainable joint doctoral degree structures (for EJD only)

2.3 *Quality of the proposed measures to exploit and disseminate the project results*

Required sub-headings:

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

2.4 *Quality of the proposed measures to communicate the project activities to different target audiences*

Required sub-heading:

- Communication and public engagement strategy of the project

Concrete plans for sections 2.3 and 2.4 must be included in the corresponding implementation tables.

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

Dissemination, Exploitation of Results

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

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.

3. Quality and Efficiency of the Implementation

3.1 Coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources (including awarding of the doctoral degrees for EID and EJD projects)

Required **sub-headings**:

- Work Packages description (please include table 3.1a);
- List of major deliverables *(*please include table 3.1b*),* including the awarding of doctoral degrees, where applicable[19];
- List of major milestones (please include table 3.1c)
- Fellow's individual projects*, (*please include table 3.1d*);*
- Gantt Chart, including secondment plan (please use template below*)*[20]*.*

Due date: The schedule should indicate the **number of months** elapsed from the start of the project (Month 1).

Table 3.1 a Description of Work Packages

WP Number		**Start Month – End Month**
WP Title	*(e.g. including Research, Training, Management, Communication and Dissemination…)*	
Lead Beneficiary		
Objectives		
Description of Work and Role of Specific Beneficiaries / Partner Organisations *(possibly broken down into tasks), indicating lead participant and role of other participants*		
Description of Deliverables *(brief description and month of delivery)*		

[19] This could also be after the end of the project
[20] Note that although the Gantt Chart will be assessed under section 3, the chart itself does not count towards the page limit and should be included under section 4.

Table 3.1 b Deliverables List

A **deliverable** is a distinct output of the project, meaningful in terms of the project's overall objectives and constituted by a report, a document, a technical diagram, a software, training, conference, etc. These should be divided into scientific deliverables and management, training, recruitment and dissemination deliverables. Scientific deliverables have technical/scientific content specific to the project. The number of deliverables in a given Work Package must be reasonable and commensurate with the Work Package content. Note that during implementation, the submission of these deliverables to the REA will be a contractual obligation.

Scientific Deliverables						
Deliverable Number[21]	**Deliverable Title[22]**	**WP No.**	**Lead Beneficiary Short Name**	**Type[23]**	**Dissemination Level[24]**	**Due Date**
Management, Training, Recruitment[25] and Dissemination Deliverables						
Deliverable Number	**Deliverable Title**	**WP No.**	**Lead Beneficiary Short Name**	**Type**	**Dissemination Level**	**Due Date**

Table 3.1 c Milestones List

Milestones are control points in the project 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 project where, for example, the consortium must decide which of several technologies to adopt for further development.

Number	**Title**	**Related Work Package(s)**	**Lead Beneficiary**	**Due Date [26]**	**Means of Verification[27]**

21 Deliverable numbers in order of delivery dates. Please use the numbering convention <WP number>.<number of deliverable within that WP>. For example, deliverable 4.2 would be the second deliverable from Work Package 4.

22 Including overall recruitment, Researcher Declarations on Conformity, Career development Plan, scientific/training deliverable x, etc.)

23 Please indicate the nature of the deliverable using one of the following codes:
R = Report; **ADM** = Administrative (website completion, recruitment completion, etc.); **PDE** = dissemination and/or exploitation of results; **OTHER** = Other, including coordination

24 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 2001/844/EC.

25 E.g. advertising vacancies. The individual recruitments should only be listed in Table 1.2a

26 Measured in months from the project start date (month 1).

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

Table 3.1 d Individual Research Projects
If applicable and relevant, linkages between the individual research projects and the work packages should be summarised here (one table /fellow).

Fellow *(e.g. ESR1)*	**Host institution**	**PhD enrolment (Y/N)**	**Start date** *(e.g. Month 6)*	**Duration** *(e.g. 36 months)*	**Deliverables** *(refer to numbers in table 3.1b)*
Project Title and Work Package(s) to which it is related:					
Objectives:					
Expected Results:					
Planned secondment(s): *Host, supervisor, timing, length and purpose*					

3.2 Appropriateness of the management structures and procedures, including quality management and risk management (with a mandatory joint governing structure for EID and EJD projects)

Required sub-headings:

- Network organisation and management structure, including financial management strategy, strategy for dealing with scientific misconduct
- Joint governing structure (mandatory for EID and EJD projects)
- For EJD, joint admission, selection, supervision, monitoring and assessment procedures
- Supervisory board
- Recruitment strategy
- Progress monitoring and evaluation of individual projects
- Risk management at consortium level (including table 3.2a)
- Intellectual Property Rights (IPR)
- Gender aspects (both at the level of recruitment and that of decision-making within the project)
- Data management plan (*only if participating in Open Research Data pilot – see page 18 above*)

Table 3.2a Implementation Risks

Risk No.	Description of Risk	WP Number	Proposed mitigation measures
R1	e.g. Delay in recruitment	WP 1	

The following sections of the European Code of Conduct for the Recruitment of Researchers refer specifically to recruitment and selection:

Recruitment

Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised.

Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.

Selection
Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (academic and non-academic, including enterprise) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained.

3.3 *Appropriateness of the infrastructure of the participating organisations*

Explain the appropriateness of the infrastructure of each participant, as outlined in Section 5 (Participating Organisations), in light of the tasks allocated to them in the project.

3.4 *Competences, experience and complementarity of the participating organisations and their commitment to the programme*

Required sub-headings:

- <u>Consortium composition and exploitation of partners' complementarities:</u> explain the compatibility and coherence between the tasks attributed to each beneficiary in the project, including in light of their experience;
- <u>Commitment of beneficiaries and partner organisations to the programme</u> (for partner organisations, please see also sections 5 and 7).

i) Funding of non-associated third countries (if applicable): Only entities from EU Member States, from Horizon 2020 Associated Countries or from countries listed in Annex A of the Work Programme are automatically eligible for EU funding. If one or more of the beneficiaries requesting EU funding is based in a country that is not automatically eligible for such funding, the application shall explain in terms of the objectives of the project why such funding would be essential. Only in exceptional cases will these organisations receive EU funding.[28] The same applies for **international organisations** other than IEIO.

ii) Partner organisations: The role of partner organisations and their active contribution to the research and training activities should be described. A letter of commitment shall also be provided in section 7 (included within the PDF file, but outside the page limit).

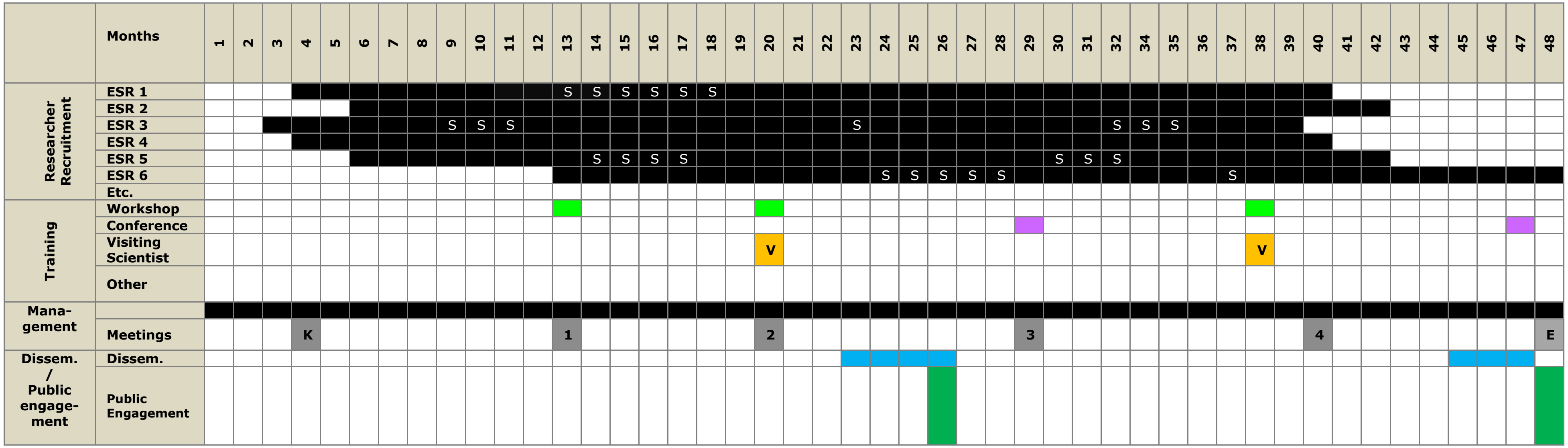
STOP PAGE COUNT – MAX 30 PAGES (SECTIONS 1-3)

[28] Article 10 of the Rules for participation and dissemination in "Horizon 2020" (Regulation (EU) No. 1290/2013 of the European Parliament and of the Council of 11 December 2013).

<u>DOCUMENT 2</u> (*no overall page limit applied*)

4. Gantt Chart

Reflecting ESR recruitments, secondments, training events, management and dissemination / public engagement activities



S = Secondment[29]
K = Kick-off meeting
E = End of project

[29] **30% secondment rule**: Under ETN, each recruited researcher can be seconded to other beneficiaries and /or to partner organisations for a duration of up to 30% of his/her recruitment period (this limitation does not apply to EID and EJD, insofar as time spent at other participating organisations occurs in line with the proposal).

5. Participating Organisations

All organisations (whether beneficiaries or partner organisations) must complete the appropriate table below. Complete one table of maximum one page per beneficiary and half a page per partner organisation (minimum font size: 9).

For **beneficiaries**:

Beneficiary Legal Name:	
General Description	
Role and Commitment of key persons (including supervisors)	*Including names, title and the intended extent of involvement - in percentage of full-time employment - of the key scientific staff who will be involved in the research, training and supervision*
Key Research Facilities, Infrastructure and Equipment	*Demonstrate that each team has sufficient facilities and infrastructure to host and/or offer a suitable environment for supervising the research and training of the recruited Early-Stage Researchers*
Independent Research premises	*Please explain the status of the beneficiary's research facilities – i.e. are they owned by the beneficiary or rented by it? Are its research premises wholly independent from other beneficiaries and/or partner organisations in the consortium?*
Previous Involvement in Research and Training Programmes	*Detail any relevant EU, national or international research and training projects in which the partner has previously participated*
Current Involvement in Research and Training Programmes	*Detail any relevant EU, national or international research and training projects in which the partner is currently participating*
Relevant Publications and/or Research / Innovation Product	*Max. 5*

For **partner organisations:**

Partner Organisation Legal Name:	
General description	
Key Persons and Expertise	
Key Research Facilities, Infrastructure and Equipment	
Previous and Current Involvement in Research and Training Programmes	
Relevant Publications and/or Research / Innovation Product	*Max. 3*

6. Ethics Issues

All research activities in Horizon 2020 must respect fundamental ethics principles, including those reflected in the Charter of Fundamental Rights of the European Union.[30] 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 ethical issues, to handle the ethical aspects of their proposal, and to detail how they plan to address them.

If any ethics issues have been entered in the ethical issues checklist in Part A of the proposal, then an ethics self-assessment must be included in this section. For more details, please refer to the "H2020 How to complete your Ethics Self-Assessment" guide.

The self-assessment in this section must:

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

Should the proposal be selected for funding, applicants will be required to provide the following documents, if they are already in their 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, applicants must also submit an English summary of them (containing, if available, the conclusions of the committee or authority concerned).

If it is planned to request these documents specifically for the proposed project, the request must contain an explicit reference to its title.

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

2) Explain in detail in the ethics issues table how the consortium intends to address the issues, in particular as regards:

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

7. Letters of Commitment

Please use this section to insert scanned copies of the required **Letters of Commitment from partner organisations**.

For EJD, Letters of Institutional Commitment must also be included from those academic beneficiaries that will award the doctoral degrees. These letters should be signed by an authorised legal representative of the organisation in question. There is no specific template for these letters.

END PAGE

MARIE SKŁODOWSKA-CURIE ACTIONS

Innovative Training Networks (ITN)
Call: H2020-MSCA-ITN-2016

PART B

"PROPOSAL ACRONYM"

This proposal is to be evaluated as:

[ETN] [EID] [EJD]
[delete as appropriate]

Part B - Page X of Y